

Quick Guide - AirSupply Notification of Escape

The aim of this quick guide is to give you a basic overview about AirSupply Notification of Escape, to explain how you can request a user account and how to enter the application.

1 Basic Knowledge about AirSupply NoE

Notification of Escape (NoE) is a standardized way used to quickly inform the customer about a possible problem with already delivered products. It is a defined process for a product quality insurance for customers and their suppliers.

AirSupply NoE is one module of AirSupply Quality, which is an extension of the existing AirSupply collaboration platform provided by SupplyOn. Next to NoE it consists of the modules Advanced Product Quality Planning (APQP), Concession, 9S - Practical Problem Solving and in future also Non-Conformity and Liability Collaboration.

2 Prerequisites for the usage of AirSupply NoE

Precondition for the usage of AirSupply NoE is an active user account for the AirSupply platform with the appropriate user roles for AirSupply NoE.

To receive an appropriate user account please contact your internal AirSupply **CompanyAdmin** and request at least one of the following user roles for NoE:

- IndSellerNoE-Write
- > IndSellerNoE-Read

Airsupply Company Admin

- Your AirSupply CompanyAdmin is an employee of your company
- If you don't know your CompanyAdmin please contact the <u>SupplyOn Support</u> (Please provide your company name and your Supplier Number or DUNS number)
- Your AirSupply CompanyAdmin is responsible for:
 - Creation of user accounts
 - Assignment of additional user roles
 - Resetting of your password
 - Unlocking your user account

3 Support for AirSupply NoE

Further information, user guides, videos and FAQs are available on the Supplier Info Portal.

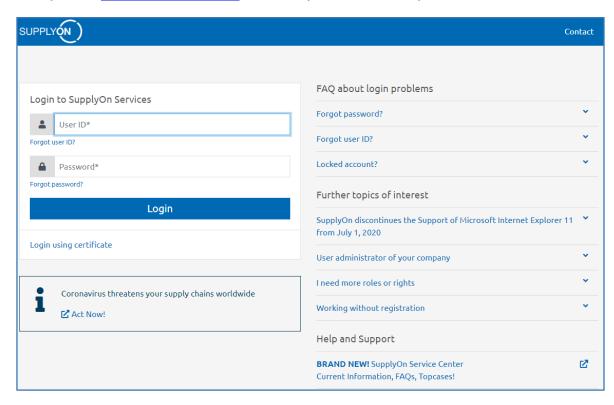
Please see also the direct links: Training documents: Detailed User Guide Training Videos: How to create an NoE How to collaborate on an NoE Overview about NoE

If you need further support please contact the **SupplyOn Support**.

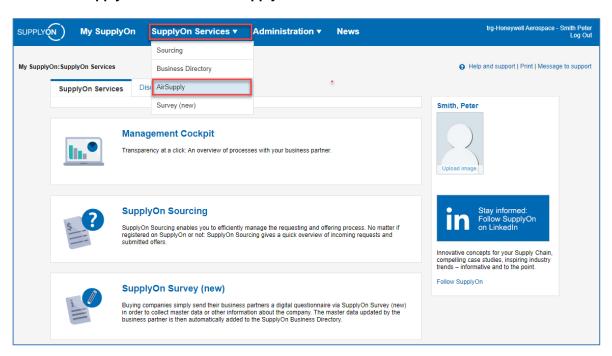


4 How to start the creation of an Notification of Escape

1. Open the SupplyOn Login Page and enter your User ID and password

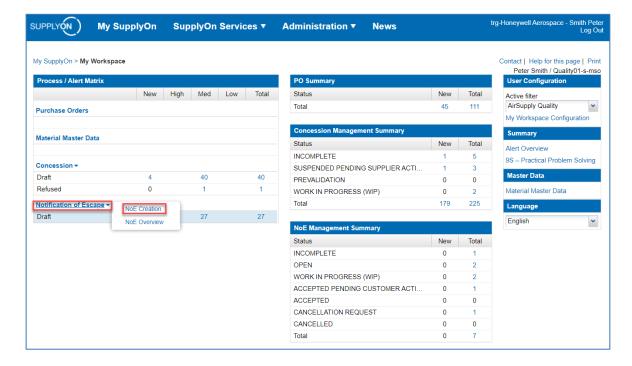


2. Select SupplyOn Services > AirSupply





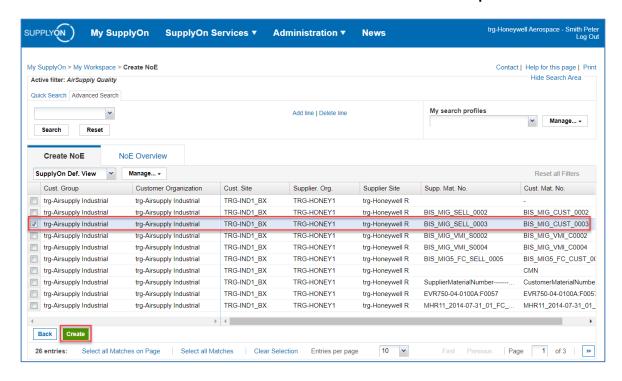
3. Select Notification of Escape > NoE Creation



Note

If the link for *Notification of Escape* is missing in *My Workspace* your AirSupply user account didn't get assigned the necessary user roles for NoE. Please see the necessary preconditions in chapter 2.

4. Select the affected material and confirm with Create to start the NoE process





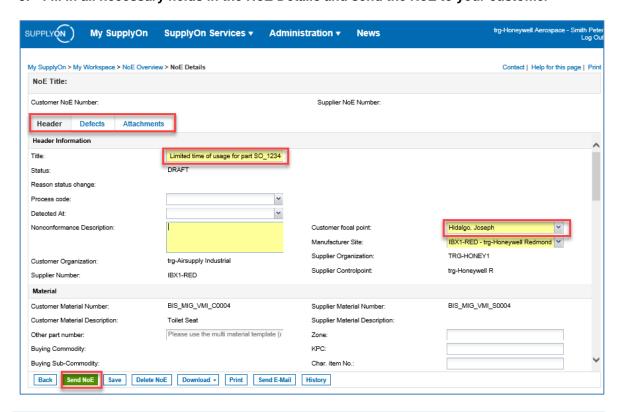
Note

If the affected material you need to create the NoE for, is not available in the list, please use the dedicated dummy material number "-" (Cust. Mat. No) to start the process.

If the concerned material is available more than one time in the list, please consider to which customer plant the material was delivered.

By clicking Create, the NoE is firstly created as a Draft. You are still able to delete the NoE, without sending it to your customer.

5. Fill in all necessary fields in the NoE Details and send the NoE to your customer



Note

By sending the NoE for the first time, you have just sent a preliminary Alert (*Status Open*). After this, please continue to fill in the fields (with additional mandatory fields) and send the NoE again until it reaches the status *WIP*.

For more information about AirSupply NoE please see the detailed user guide, the training videos and FAQs linked in chapter 3.