

SupplyOn

Click Guide: Connect Booking

Capacity Management Assessment (CMA)



Contact

<https://contact.supplyon.com/en/>

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Version 1.0

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1 Introduction

This guide describes the process, when you are already registered with SupplyOn and your customer wants to use a new service with your company, in this case the service **Capacity Management Assessment**. These steps can only be carried out by a Company Administrator. In case you are not a company administrator, please get in touch with your company administrator(s) to carry out those steps.

After completing the confirmation process for your new SupplyOn Service we will show you how to access the new SupplyOn Service in chapter 4.

There are two possible scenarios:

- 1. Your company is already registered with SupplyOn but has not yet accepted the Airbus General Terms and Conditions, in this case please follow the instructions in chapter 2 'Connect Booking'**
- 2. Your company is already registered with SupplyOn, and you have already confirmed the Airbus General Terms and Conditions, in this case please follow the instructions in Chapter 3 'Automatic Connect Booking.'**

2 Connect Booking

2.1 Notification E-Mail

You will receive an email from registration@supplyon.com. The email explains the necessary steps, to activate the new service Capacity Management Assessment with Airbus:

Invitation to register for Capacity Management Assessment (CMA)

 registration@supplyon.com
To: SLM-Migration



Click GmbH
D.U.N.S. 999017167

Dear Ms. Josepha Seller,

Your customer Airbus would like to use the SupplyOn Service CMA in collaboration with your company.

As your company is already working with SupplyOn, all that needs to be done is the confirmation of the service within the SupplyOn application. You need to be a Company Administrator to confirm the new service. If you are not a Company Administrator, please contact the Company Administrators of your company below:

Seller Demo, phone: 0, e-mail: slm-migration@supplyon.com

For more information on the registration process and the SupplyOn Service Capacity Management Assessment, please visit the [Supplier Information Portal](#).

We wish you a lot of success in using SupplyOn services together with your customers.

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our [customer support](#) <https://www.supplyon.com>

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chair of the Supervisory Board, Dr. Tanja Rückert
Registration Court: Munich, Commercial Register Number: HRB 138283

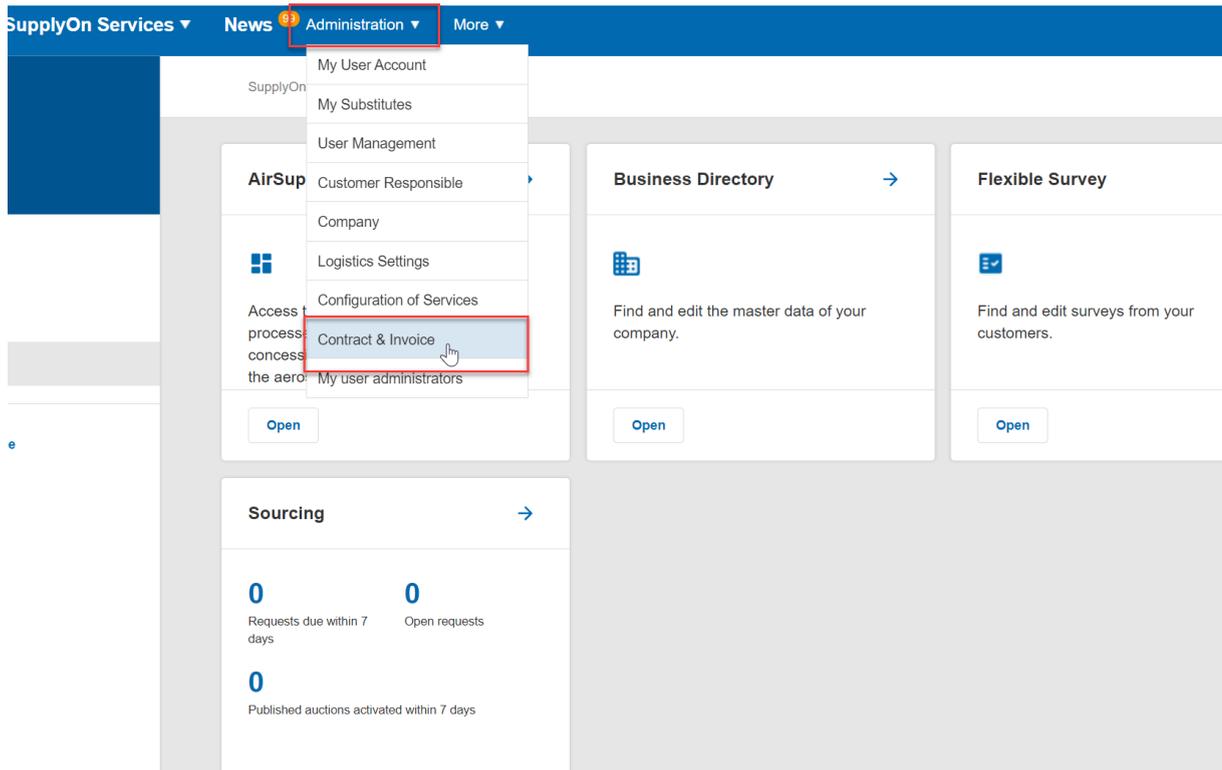
Then, only two simple steps are necessary:

1. [Login to SupplyOn](#)
2. [Confirm Connect](#)

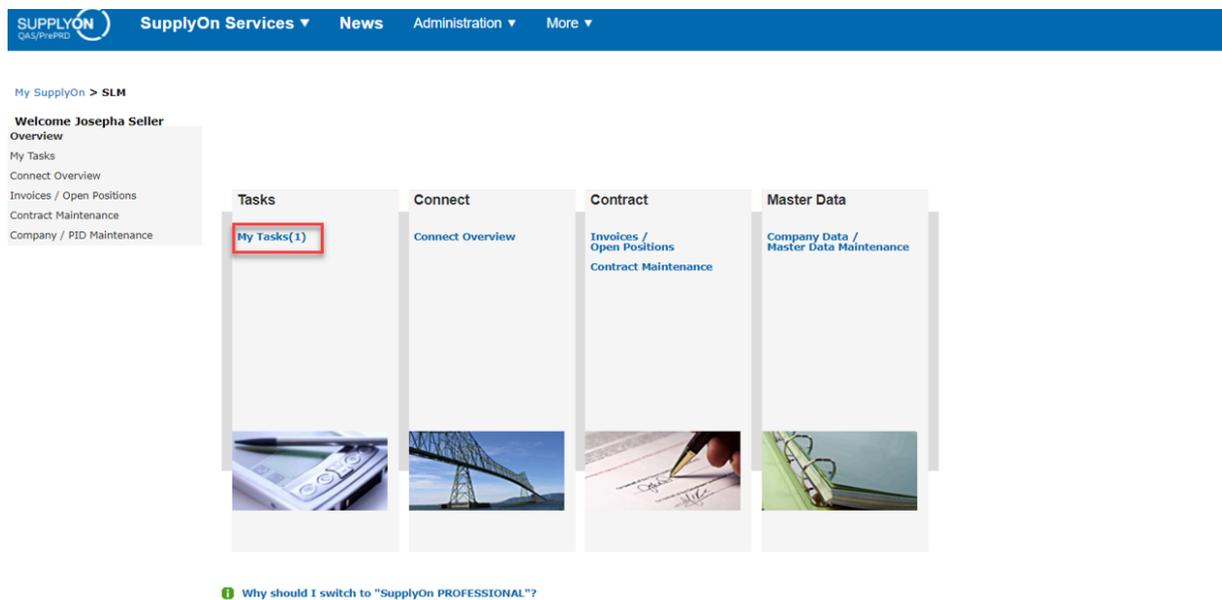
2.2 Connect Confirmation

First, you login to the SupplyOn Platform.

Secondly, you go to "My Tasks". To get to "My Tasks", you click on the tab "Administration" and choose "Contract & Invoices" in the drop-down menu.



Here you see the Column “Tasks”. Click on “My Tasks (1)” and you are forwarded to your open tasks.



In the third step, you need to confirm the connect. Click on the blue highlighted link “Service Registration Confirm by Seller” in the column “Subject”. You will be forwarded to the Order details for confirmation:

My Tasks

[Refresh](#) [Re-init Inbox](#)

Date	Category	Subject	Company Name	Service	Initiator
2024-01-10 14:40:12	Registration Capacity Management Assessment	Service Registration Confirm by Seller	Click GmbH	Capacity Management Assesment	FIT_Airbus S.A.S

As you can see below, you have to agree to [the General Terms and Conditions](#) with Airbus, if those have not been agreed to before for other services with Airbus.

1. Click the checkbox 'I have read the Airbus Policy ...'.
2. Click on “Confirm Connect” to activate the additional service:

Service Registration Confirm by Seller

[Back to My Tasks](#)

Please confirm the following Connect

Connect Details

Customer: FIT_Airbus S.A.S
 Service: Capacity Management Assessment ([Download product brochures](#))
 Price model: SupplyOn CONNECT

Connect	01.01.24	01.02.24	01.03.24	01.04.24	01.05.24	01.06.24
	31.01.24	29.02.24	31.03.24	30.04.24	31.05.24	30.06.24
	01.07.24	01.08.24	01.09.24	01.10.24	01.11.24	01.12.24
	31.07.24	31.08.24	30.09.24	31.10.24	30.11.24	31.12.24
Capacity Management Assessment						
Contact: FIT_Airbus S.A.S	0.00EUR	0.00EUR	0.00EUR	0.00EUR	0.00EUR	0.00EUR
Buyer, Josepha						
Phone: 000	0.00EUR	0.00EUR	0.00EUR	0.00EUR	0.00EUR	0.00EUR
E-Mail: slm-migration@supplyon.com						

Conducting and managing capacity assessments for important suppliers. Monitoring defined actions and evaluating ad hoc simulations.

[General Terms and Conditions can be found here ...](#)
[Service Specification for SupplyOn Services can be found here ...](#)
[Miscellaneous documents can be found here ...](#)

I have read the **Airbus Policy** related to Supply Chain Hub and I accept its provisions. Any access to and use of the Supply Chain Hub by the Airbus suppliers and its users is subject to the prior acceptance by the Airbus supplier of this Airbus Policy related to Supply Chain Hub. By selecting "I have read the Airbus Policy related to Supply Chain Hub and I accept its provisions", as a duly empowered representative of the Airbus supplier which registered me as a user of Supply Chain Hub, I agree in the name and on behalf of such Airbus supplier to be bound by the provisions of the Airbus Policy related to Supply Chain Hub. *

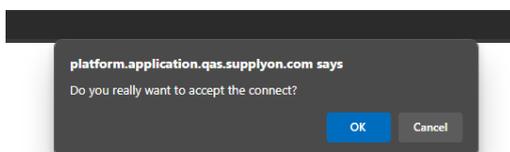
- [Airbus SAS_GTC_2020.pdf](#)

[Confirm Connect](#) [Print Page](#)



If your company already has a large number of Connects, it may be worth switching to SupplyOn PROFESSIONAL. This gives you access to numerous attractive add-on services such as the use of Internet portal agents, free-of-charge training and process consulting over the phone. You will find details of the whole range of services available to SupplyOn PROFESSIONAL customers here ([download PROFESSIONAL brochure](#))

After clicking 'Confirm Connect', a pop-up window will appear asking you again, if you want to accept the connect (see below). Click on "OK" to finalize the confirmation:



As you can see below, you will get the notice that "this task was completed" and you can return to the overview of your tasks:

i This task was completed.

[Back to My Tasks](#)

You successfully confirmed the connect and you will additionally be notified by email about the successful activation of the connect. Please find an example of the email below. The service Capacity Management Assessment is ready for usage now. All that is left to do is the creation of users and/or the assignment of user roles to existing users, find all the details in "[Click Guide_User creation_CMA](#)".

The SupplyOn service Capacity Management Assessment (CMA) has been activated

 registration@supplyon.com
To: SLM-Migration



Click GmbH
D.U.N.S. 999017167

Dear Ms. Josepha Seller,

Welcome to SupplyOn!

Your SupplyOn service Capacity Management Assessment with Airbus has just been activated.

Let us help you with the next steps:

As a Company Administrator, please create users and assign roles for your colleagues. For more information on the user creation and the SupplyOn Service CMA, please visit the [Supplier Information Portal](#).

We wish you a lot of success in using SupplyOn services together with your customers.

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our [customer support](#)
<https://www.supplyon.com>

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Registration Court: Munich, Commercial Register Number: HRB 138283

3 Automatic Connect Booking

If your company is already registered with SupplyOn and you have already accepted the Airbus General Terms and Conditions you will receive the following notification via email:

Invitation for Capacity Management Assessment (CMA)

 registration@supplyon.com
To: SLM-Migration



Click GmbH
D.U.N.S. 999017167

Dear Ms. Josepha Seller,

Your SupplyOn service Capacity Management Assessment with Airbus has just been activated. You can use the service with Airbus without any additional costs.

Let us help you with your next steps:

If you do not have a SupplyOn account yet, please contact one of your Company Administrators:

Josepha Seller, Telefon: 0, E-Mail: slm-migration@supplyon.com

Your Company Administrator will create a user account for you and assign all necessary roles. For more information on the user creation and the SupplyOn Service CMA, please visit the [Supplier Information Portal](#).

We are looking forward to simplifying your cooperation with your customers using the SupplyOn Service Capacity Management Assessment.

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our [customer support](mailto:customer.support@supplyon.com):
<https://www.supplyon.com>

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The service Capacity Management Assessment is ready for usage right away. All that is left to do is the creation of users and/or the assignment of user roles to existing users. There are no steps needed to activate the connect. Find all the details on user creation in “[Click Guide_User creation_CMA](#)”.

Note: If you have **not accepted** the [General Terms and Conditions](#) of Airbus yet, please go through the steps of Chapter 1 “Connect Booking”.

4 Access Capacity Management Assessment

Please make sure that you have assigned the necessary roles to the users who will work with Capacity Management Assessment. Find all the details in [“Click Guide_User creation_CMA”](#).

After the roles have been assigned, if you are not logged into SupplyOn yet, please go to <https://platform.application.prd.supplyon.com/logon/logonServlet> and enter your user credentials to log into the SupplyOn application:

Login to SupplyOn Services

[Forgot user ID?](#)

[Forgot password?](#)

You will be directed to your SupplyOn Home Screen. You can then access the service ‘Capacity Management Assessment’ by clicking on “SupplyOn Services” and choose “Capacity Management”:

The screenshot shows the SupplyOn Home Screen. The top navigation bar includes 'SupplyOn Services', 'News', 'Administration', and 'More'. The 'SupplyOn Services' dropdown menu is open, listing various services: Management Cockpit, Sourcing, Business Directory, Supply Chain Collaboration, AirSupply, Flexible Survey, and Capacity Management. The 'Capacity Management' option is highlighted with a red box. The main dashboard area contains several tiles: 'AirSupply Logistics', 'Business Directory', 'Verification of user accounts', 'Requested service assignments (connects)', 'Tips & tricks', 'Capacity Management', and 'Flexible Survey'. The user profile 'Josepha Seller Click GmbH' is visible on the left.

After clicking on ‘Capacity Management’ you will be directed to the Capacity Management Assessment Tool:

The screenshot shows the Capacity Management Assessment Tool interface. The top navigation bar includes 'SupplyOn Services', 'News', 'Administration', and 'More'. The main content area is titled 'Assessments' and features a search bar and a table. The table has columns for 'Assessment ID', 'Division/Business unit', 'Supplier Name', 'Supplier ID', and 'Status'. The left sidebar shows 'Capacity Management' with sub-items 'Data management', 'Supplier data', and 'Assessment'.