

## Quick Guide – SupplyOn AirSupply

The aim of this guide is to give you as buyer a basic overview about the AirSupply application and the handling of the Forecast and Purchase Order data.

Detailed user guides could be found here: [SupplyOn Media Library | SupplyOn Support Center](#)

### 1 Basic Knowledge about AirSupply

AirSupply is a supplier portal for the Aerospace industry to exchange the following information:

- Demand Forecast
- Purchase Order Collaboration
- Goods Receipt booking

### 2 Prerequisites for the usage of AirSupply

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

To receive additional user accounts please contact your internal **User Administrator** and request at least the following user roles for the AirSupply collaboration:

- **IndBuyerFCCollab** (Usage of AirSupply Forecast module)
- **IndBuyerPOCollabCP** (Usage of AirSupply Purchase Order collaboration)
- **IndBuyerStockmovements** (Display of the details of a Goods Receipt booking)

#### User Administrator for AirSupply

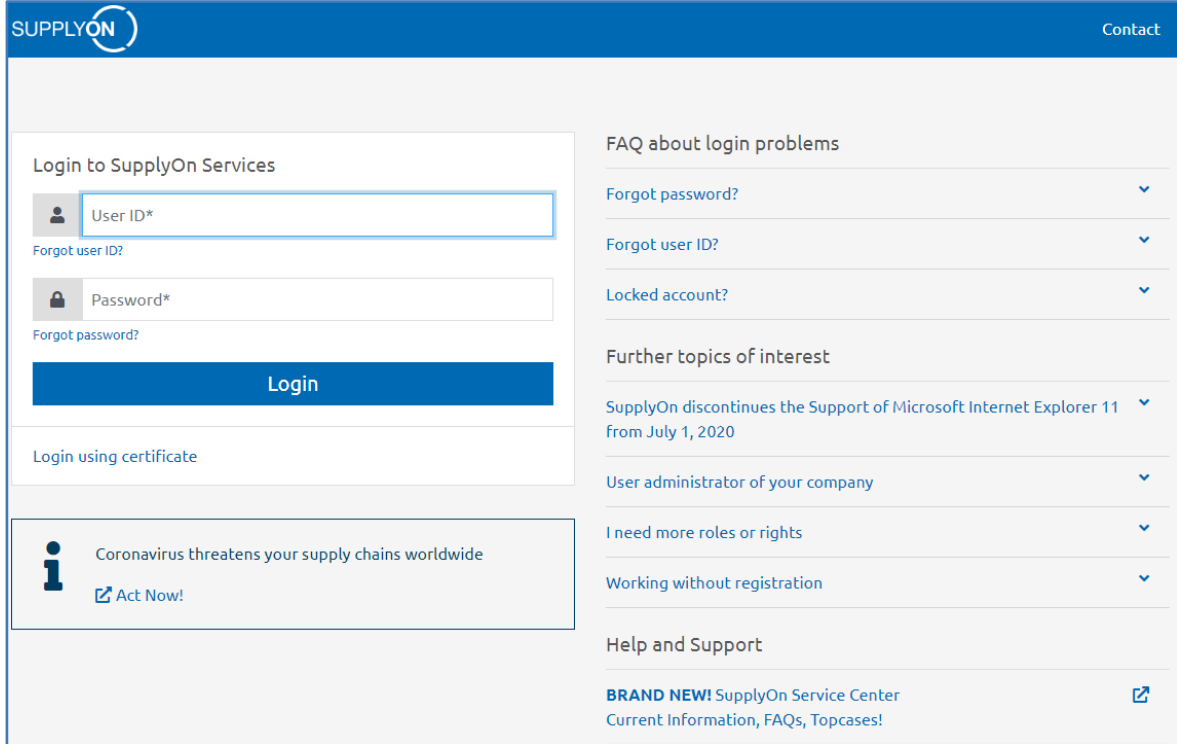
- Your responsible administrator is an employee of your company
- If you don't know your administrator
  - Find further information [here](#)
  - Contact the [SupplyOn Support](#)
- Your User Administrator is responsible for:
  - Creation of user accounts
  - Assignment of additional user roles
  - Resetting of your password
- If you are the administrator yourself, please see the following information:
  - See how to create additional user accounts [here](#)

In addition it is necessary to assign each user to the customer sites in the SupplyOn user management. The SupplyOn administrator is able to do this from the "service settings":

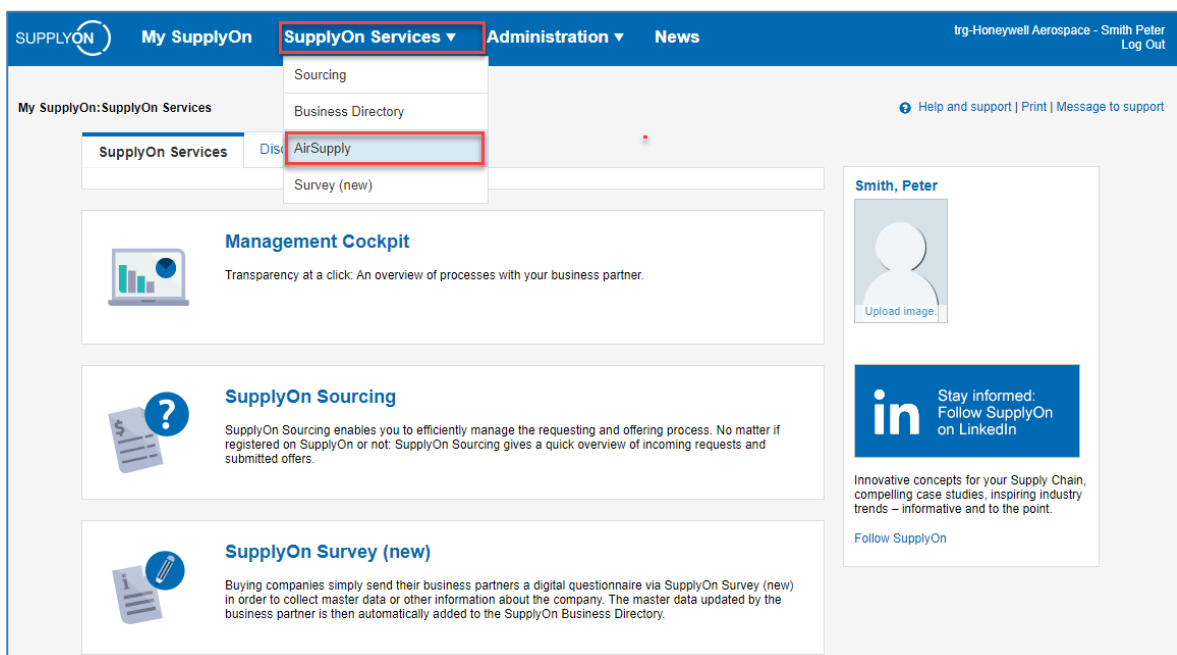
The screenshot shows a web interface with four tabs: 'Master data', 'Roles', 'Service settings', and 'Substitutes'. The 'Service settings' tab is selected. Below the tabs, it says 'You are currently modifying: Jones, Tim (Aircraft Composites France)'. There are two sub-sections: 'AirSupply' and 'Supply Chain Collaboration'. Under 'AirSupply', there is a section for 'Site (control point) configuration'. This section has a dropdown menu for 'User assignment' set to 'Site (Control Point)' and a text field for 'Assigned' set to 'Aircraft Composites'.

### 3 How to login to AirSupply

#### 3.1 Open the [SupplyOn Login Page](#) and enter your User ID and password



#### 3.2 Select SupplyOn Services > AirSupply

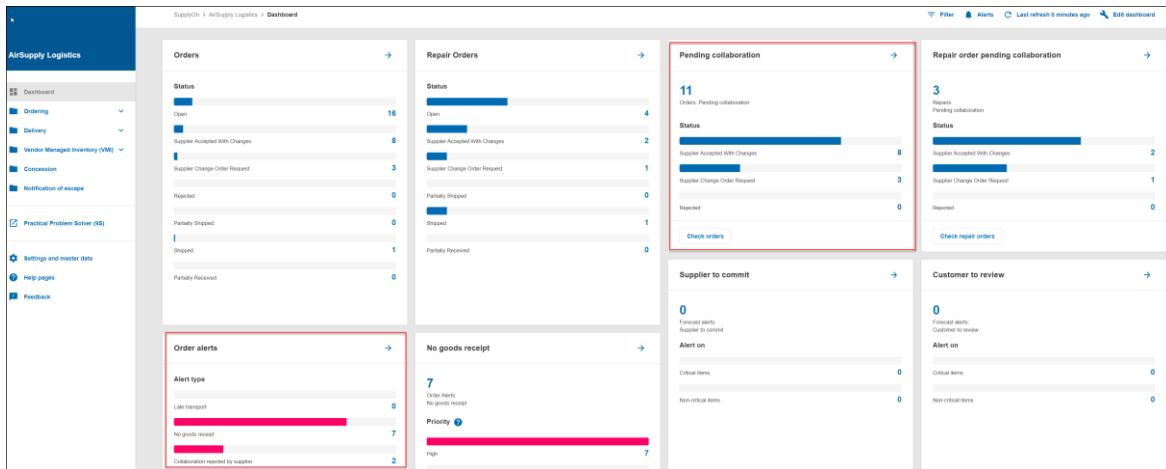


## 4 Usage of the AirSupply application

### 4.1 AirSupply Dashboard

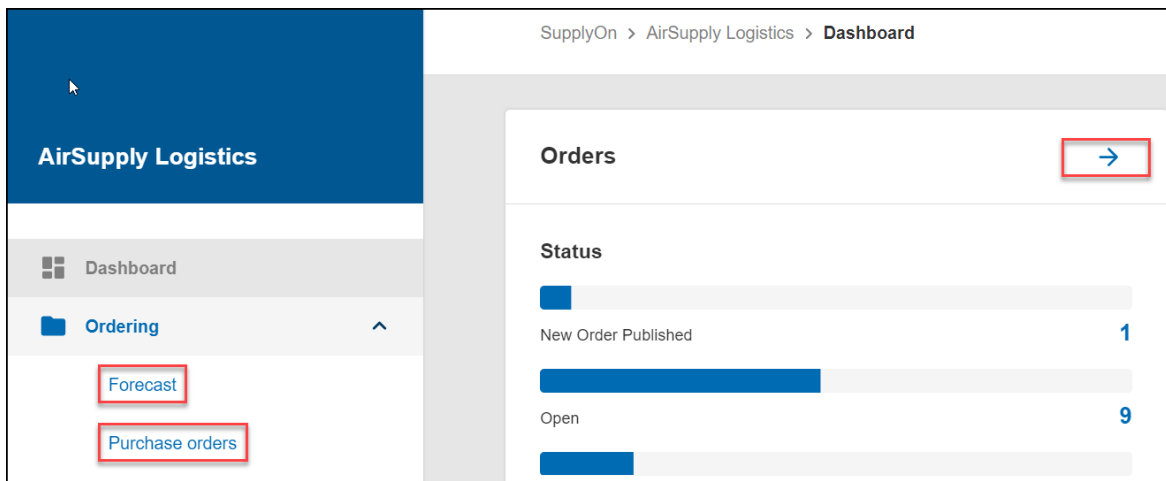
The Airsupply dashboard shows on the left side the available processes (e.g. Ordering) and from here it is possible to start different administration arears via “settings and master data”.

The main screen of the dashboards shows a statistic about the purchase order messages in the corresponding status and gives a detailed overview about the different alerts. This is helping to concentrate on the open tasks.



As a daily task check the “Pending collaboration” and the “Order alerts”.

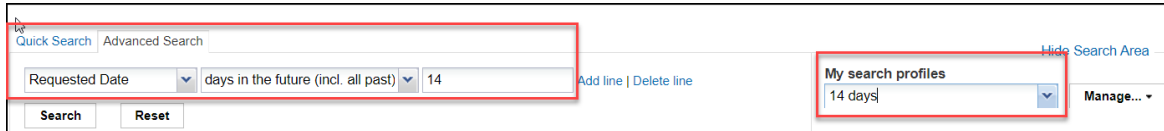
From the dashboard it is possible to enter the different AirSupply process – see red markings.



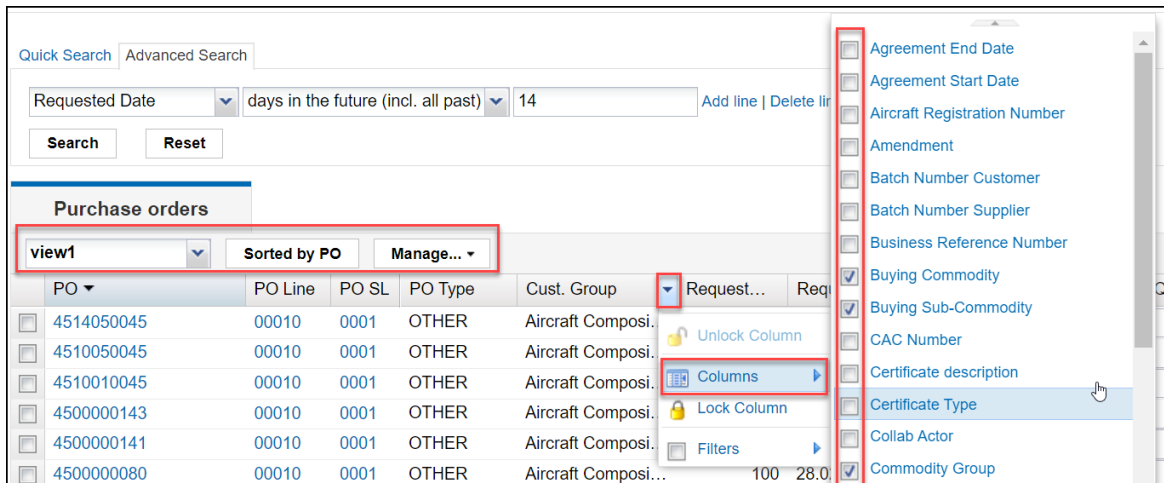
## 5 AirSupply Purchase Order process

### 5.1 Optimization of the user interface

With the “Advances Search” function the user can select the most important purchase order data. Build your own search profile based on different selection criteria. A defined search profile can be stored via the “Manage” button.



In addition, the table view can be modified. The user can activate and deactivate the different columns. A column can be moved by drag & drop to change the order of the columns. The new created table view can be saved via the “Manage” button.



### 5.2 Purchase Order collaboration

A customer user mainly works with their own ERP system and creates new purchase orders there, which are automatically transferred to AirSupply. Only if the supplier creates a change request in AirSupply (e.g. later delivery date), the customer user has to work in Airsupply. In this case the purchase order in Airsupply is in status “NEW ORDER PUBLISHED” or “SUPPLIER CHANGE ORDER REQUEST”. The customer has to check the new delivery date and/or the new delivery quantity. If the change from the supplier is no problem, the customer can mark the purchase order and accept the message via the “Actions” button. This will change the message to the status “OPEN”. This means, customer and supplier have found an agreement and the PO is “OPEN” for delivery.

## How to start the usage of AirSupply as a buying company

The screenshot shows the 'Purchase orders' interface. At the top, there are filters: 'SupplyOn Def. View', 'Sorted by PO', and 'Manage...'. Below this is a table with columns: PO, PO Line, PO SL, P2P..., PO Type, PO Sub-Type, Promised Quantity, Promised Date, Requested Quantity, Requested Date, and PO Documen... The first row is selected, with PO number 4510050045. Below the table, there are several buttons: Back, Details, History, Download, Upload, Print, Related Documents, Actions, Stop counting as "NewForCustomer", Send E-Mail, and Save Comment. A context menu is open over the 'Actions' button, showing options: Modify, Cancel, Accept, Accept but penalise, and Reject. The 'Accept but penalise' option is highlighted.

With the "Accept but penalise" action the customer can keep the statistical date in the ERP system.

If the buyer can't accept the purchase order with the new promised date directly and has for example to change the requested date, mark the message, update the requested date and select modify via the "Actions" button.

This screenshot is similar to the previous one, but the 'Requested Date' column for the selected row (4510050045) is highlighted with a red box, showing the date 15.08.2023. The context menu is still open over the 'Actions' button, but now the 'Modify' option is highlighted.

As a buyer user you have also the possibility to reject a change request from the supplier or to cancel the purchase order completely.

The table below shows the possible actions on a Purchase Order incl. the resulting status.

**How to start the usage of AirSupply as a buying company**

<b>PO Schedule Line statuses in AirSupply</b>	<b>Customer actions in AirSupply</b>	
	<b>Action</b>	<b>Result status</b>
<b>NEW ORDER PUBLISHED (NOP)</b>	Modify	NEW ORDER PUBLISHED
	Cancel	CANCELLED
<b>SUPPLIER ACCEPTED WITH CHANGES (SAWC)</b>	Accept	OPEN
	Accept but penalize	OPEN
	Reject	NEW ORDER PUBLISHED
	Modify	CUSTOMER CHANGE ORDER REQUEST
	Cancel	CANCELLED
<b>OPEN</b>	Cancel	CANCELLATION REQUEST
	Modify	CUSTOMER CHANGE ORDER REQUEST
<b>CUSTOMER CHANGE ORDER REQUEST (CCOR)</b>	Modify	CUSTOMER CHANGE ORDER REQUEST
	Cancel	CANCELLATION REQUEST
<b>SUPPLIER CHANGE ORDER REQUEST (SCOR)</b>	Accept	OPEN
	Accept but penalize	OPEN
	Reject	OPEN
	Modify	CUSTOMER CHANGE ORDER REQUEST
	Cancel	CANCELLATION REQUEST
<b>PARTIALLY RECEIVED</b>	Modify	CUSTOMER CHANGE ORDER REQUEST

## 6 AirSupply Forecast process

If you as a customer provide Forecast data in AirSupply, the system will show an overview of all forecast materials in the tab “Forecast Summary”:

Cust. Group	Cust. Mat. No.	Cust. Mat. Desc.	Supplier Material Desc.	FC Grouping Key D...	Ord. Off. Name	Ord. Off. Phone	Log. Fam. (LF)	Log. Tol. (LT)	Crt...	U...	Purchasin...	FC Header Las...
Aircraft Composites France	P-000348361	riveting plate 61	riveting plate 61	plant 1010	Group 001	770 840 9421	0001	LTOL	No	ST	ACQ1	29.06.2023 10:11

The tab “Forecast Data” includes all details about the forecast material incl. the demand quantity and the demand date. It is also possible to download this list.

Cust. Group	Cust. Mat. No.	Cust. Mat. Desc.	Supplier Mater...	FC Grouping Ke...	Demand Quantity	Demand Date	Ord. Off. Phone	Log. Fam. (LF)	Log...	Crti...	U...	Cust. Org.	ERP Plant	Purchasing Org...
Aircraft Composi...	P-000348361	riveting plate 61	riveting plate 61	plant 1010	5	12.08.2023	770 840 9421	0001	LTOL	No	ST	AIRCRAFTCO	1010	ACQ1
Aircraft Composi...	P-000348361	riveting plate 61	riveting plate 61	plant 1010	20	01.11.2023	770 840 9421	0001	LTOL	No	ST	AIRCRAFTCO	1010	ACQ1
Aircraft Composi...	P-000348361	riveting plate 61	riveting plate 61	plant 1010	5	10.10.2023	770 840 9421	0001	LTOL	No	ST	AIRCRAFTCO	1010	ACQ1
Aircraft Composi...	P-000348361	riveting plate 61	riveting plate 61	plant 1010	10	20.09.2023	770 840 9421	0001	LTOL	No	ST	AIRCRAFTCO	1010	ACQ1

The AirSupply Forecast application offers also a “Collab View”. For the most customers the forecast collaboration is not activated and it is not necessary to use the “Collab View”.