

Quick Guide – SupplyOn AirSupply

The aim of this guide is to give you as supplier 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. If your company is completely new to SupplyOn, the first user has been created automatically for the person that completed the registration.

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

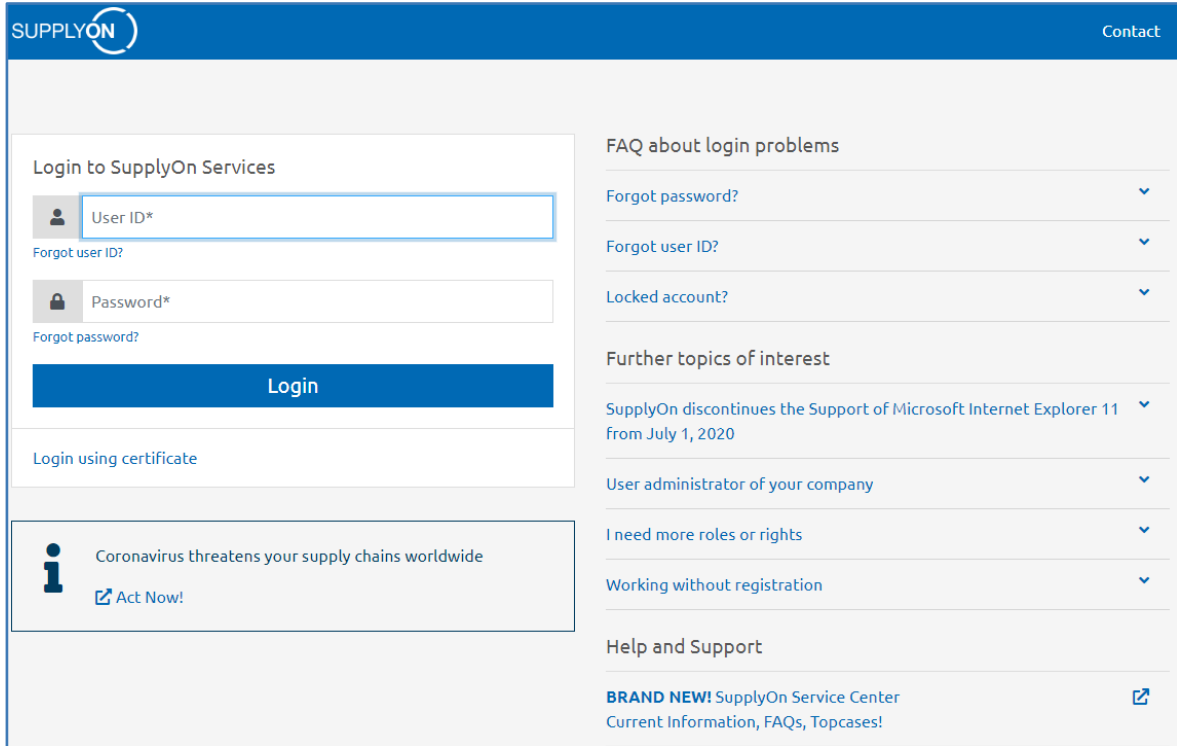
- **IndSellerFCCollab** (Usage of AirSupply Forecast module)
- **IndSellerPOCollab** (Usage of AirSupply Purchase Order collaboration)
- **IndSellerStockmovements** (Display of the details of a Goods Receipt booking)

User Administrator for AirSupply

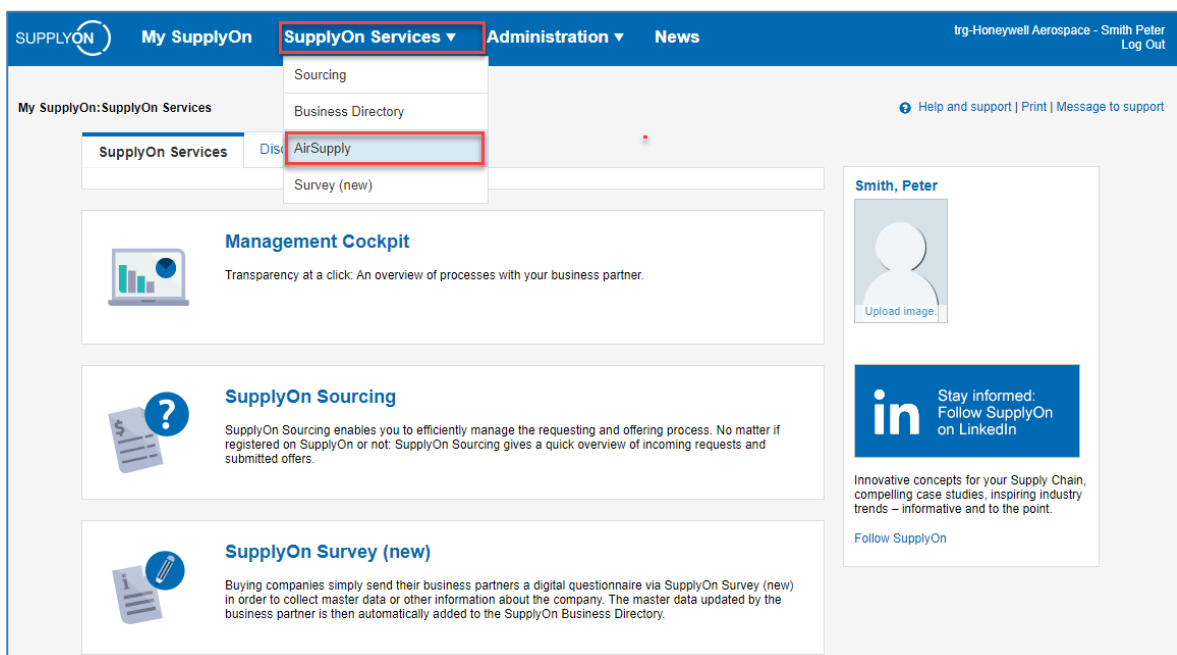
- Your responsible administrator is an employee of your company
- If your company is completely new to SupplyOn, the person who completed the registration is the first administrator
- If you don't know your administrator
 - Find further information [here](#)
 - Contact the [SupplyOn Support](#)
- Your 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](#)

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

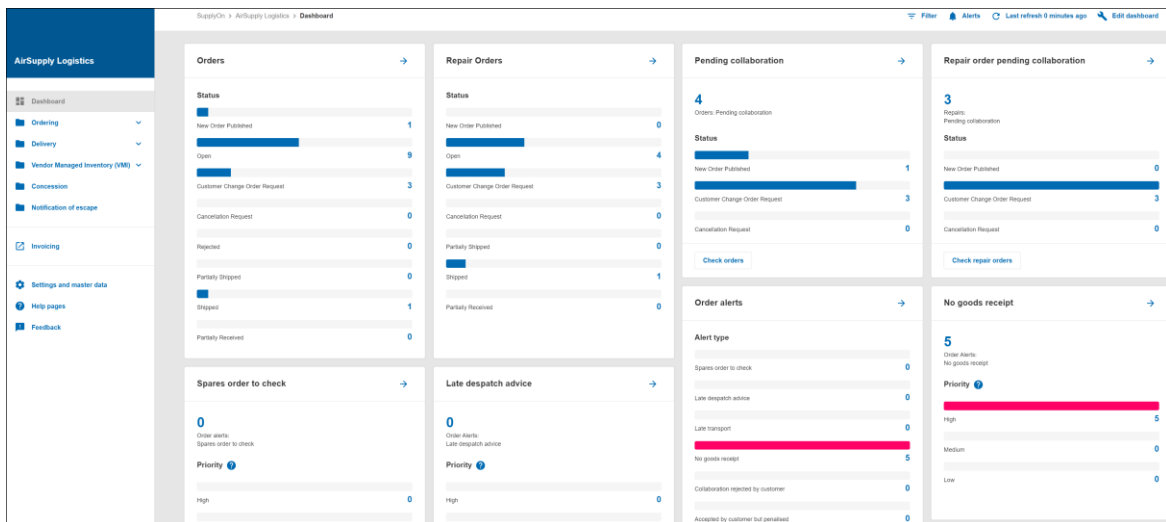


4 Usage of the AirSupply application

4.1 AirSupply Dashboard

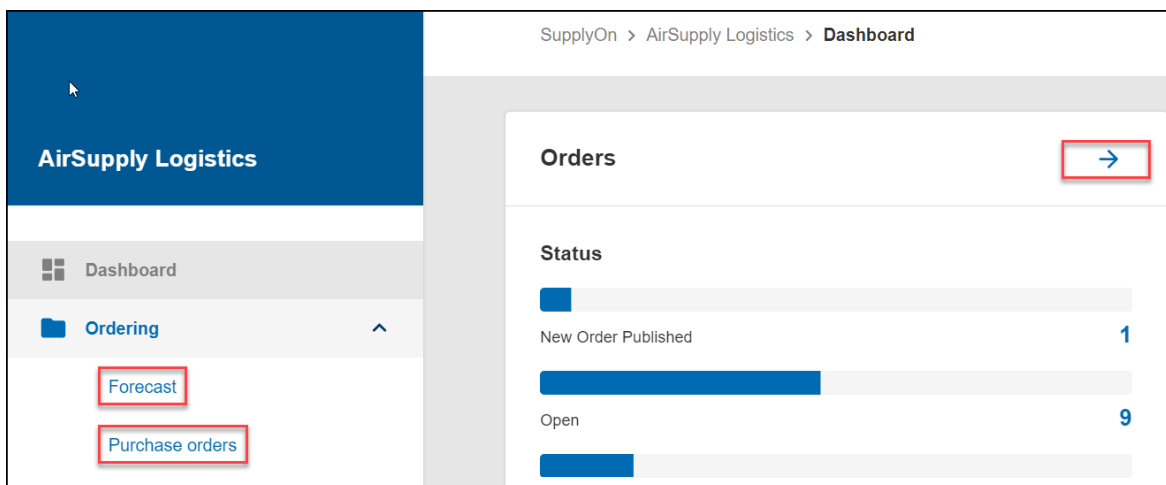
The Airsupply dashboard shows on the left side the available processes (e.g. Ordering) and from here it is possible to start different administration arears via “settings and master data”.

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”.

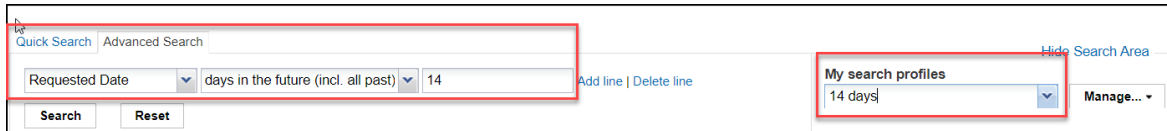
From the dashboard it is possible to enter the different AirSupply process – see red markings.



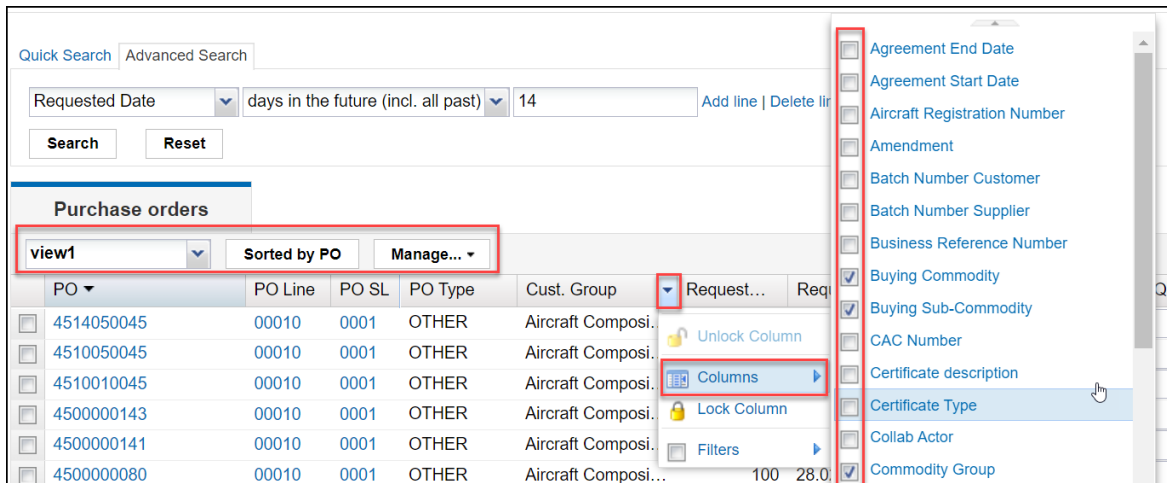
5 AirSupply Purchase Order process

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

If the customer has transmitted a new purchase order to AirSupply, the message is shown in the status “NEW ORDER PUBLISHED”. The supplier has to check the purchase order in detail, especially the requested date and quantity. If no changes are necessary, 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 selling company

| Purchase orders | | | | | | | | | |
|-------------------------------------|------------|--------------|-------------|--------------------|----------------|-------------------|-------------------|--------|--------------------------------|
| view1 | | Sorted by PO | | Manage... | | Reset all Filters | | | |
| PO | PO Line | PO SL | Cust. Group | Requested Quantity | Requested Date | Promised Date | Promised Quantity | Status | |
| <input type="checkbox"/> | 4514050045 | 00010 | 0001 | Aircraft Co... | 12 | 08.09.2023 | 08.09.2023 | 12 | OPEN |
| <input type="checkbox"/> | 4510050045 | 00010 | 0001 | Aircraft Co... | 10 | 31.08.2022 | 31.08.2023 | 10 | SUPPLIER ACCEPTED WITH CHANGES |
| <input checked="" type="checkbox"/> | 4510010045 | 00010 | 0001 | Aircraft Co... | 10 | 31.08.2022 | 31.08.2022 | 10 | NEW ORDER PUBLISHED |
| <input type="checkbox"/> | 4500000143 | 00010 | 0001 | Aircraft Co... | 22 | 30.06.2023 | 30.06.2023 | 22 | OPEN |
| <input type="checkbox"/> | 4500000141 | 00010 | 0001 | Aircraft Co... | 55 | 20.03.2023 | 20.03.2023 | 55 | OPEN |
| <input type="checkbox"/> | 4500000080 | 00010 | 0001 | Aircraft Co... | 100 | 28.02.2023 | 28.02.2023 | 100 | OPEN |
| <input type="checkbox"/> | 4500000077 | 00010 | 0001 | Aircraft Co... | 444 | 21.09.2023 | 21.09.2023 | 444 | OPEN |
| <input type="checkbox"/> | 4500000075 | 00010 | 0001 | Aircraft Co... | 13 | 17.10.2024 | 30.10.2024 | 13 | SUPPLIER CHANGE ORDER REQUEST |

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

| Purchase orders | | | | | | | | | |
|-------------------------------------|------------|--------------|-------------|--------------------|----------------|-------------------|-------------------|--------|--------------------------------|
| view1 | | Sorted by PO | | Manage... | | Reset all Filters | | | |
| PO | PO Line | PO SL | Cust. Group | Requested Quantity | Requested Date | Promised Date | Promised Quantity | Status | |
| <input checked="" type="checkbox"/> | 4514050045 | 00010 | 0001 | Aircraft Co... | 12 | 08.09.2023 | 28.09.2023 | 12 | OPEN |
| <input type="checkbox"/> | 4510050045 | 00010 | 0001 | Aircraft Co... | 10 | 31.08.2022 | 31.08.2023 | 10 | SUPPLIER ACCEPTED WITH CHANGES |
| <input type="checkbox"/> | 4510010045 | 00010 | 0001 | Aircraft Co... | 10 | 31.08.2022 | 31.08.2022 | 10 | NEW ORDER PUBLISHED |
| <input type="checkbox"/> | 4500000143 | 00010 | 0001 | Aircraft Co... | 22 | 30.06.2023 | 30.06.2023 | 22 | OPEN |
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The table below shows the possible actions on a Purchase Order incl. the resulting status.

How to start the usage of AirSupply as a selling company

| PO Schedule Line statuses in AirSupply | Supplier actions in AirSupply | |
|---|--------------------------------------|--------------------------------|
| | Action | Result status |
| NEW ORDER PUBLISHED (NOP) | Accept | OPEN |
| | Modify | SUPPLIER ACCEPTED WITH CHANGES |
| SUPPLIER ACCEPTED WITH CHANGES (SAWC) | Modify | SUPPLIER ACCEPTED WITH CHANGES |
| OPEN | Modify | SUPPLIER CHANGE ORDER REQUEST |
| CUSTOMER CHANGE ORDER REQUEST (CCOR) | Accept | OPEN |
| | Reject | OPEN |
| SUPPLIER CHANGE ORDER REQUEST (SCOR) | Modify | SUPPLIER CHANGE ORDER REQUEST |
| CANCELLATION REQUEST (CANREQ) | Reject | OPEN |
| | Accept | CANCELLED |
| PARTIALLY RECEIVED | Modify | SUPPLIER CHANGE ORDER REQUEST |