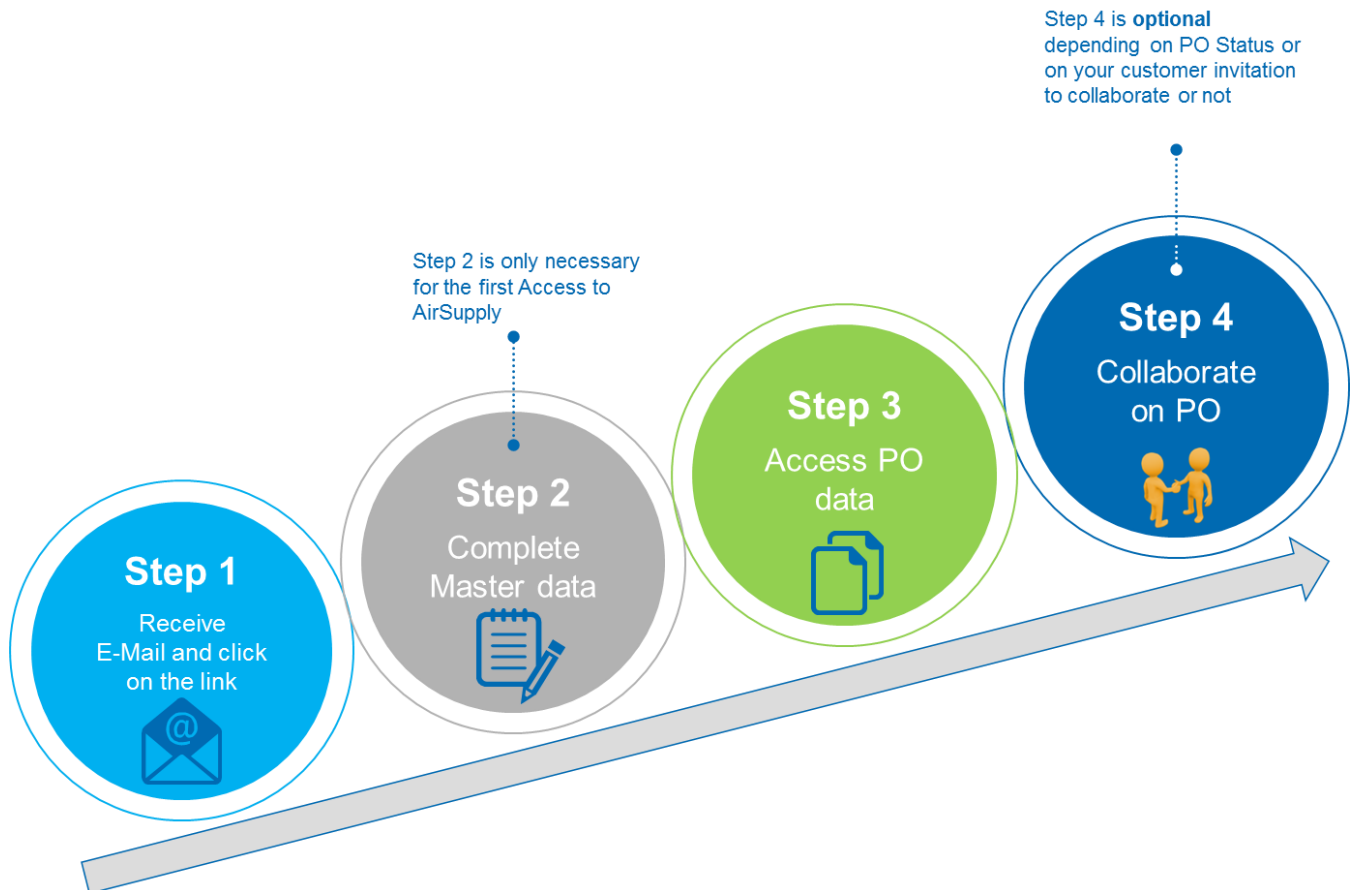


Introduction

This Training documentation is for E-Mail Access suppliers using the Purchase Order process.

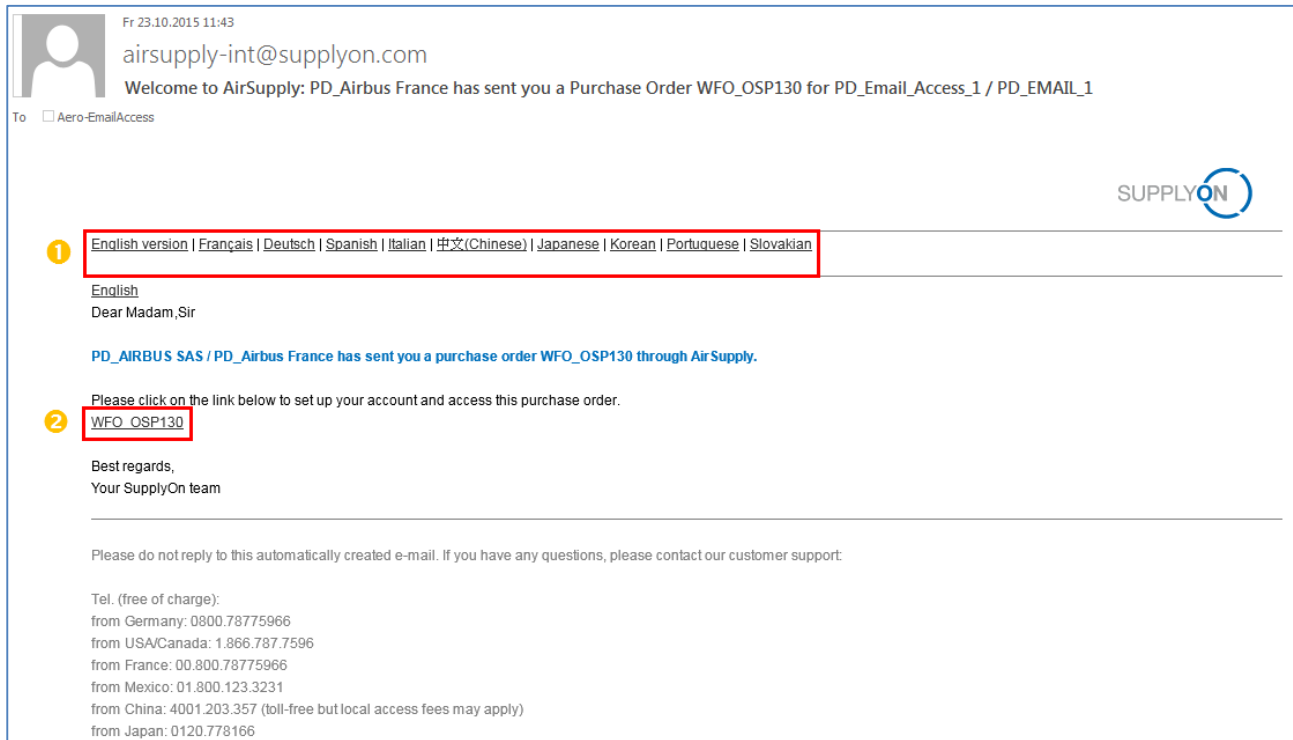
This process can be split into the following 4 main steps that are explained in details in the following chapters.



1 Step 1 - Receive E-Mail notification and click on the link

1.1 Receive E-Mail notification for first usage

The **first time** you, as unregistered supplier user, are invited to use AirSupply by your customer, you will receive an e-mail notification containing information in the 10 SupplyOn portal languages (English, French, Deutsch, Spanish, Italian, Chinese, Japanese, Korean, Portuguese and Slovakian), as shown below:



1 Select one of the 10 languages listed.

It shows the e-mail content in the preferred language you selected.

2 Click on the Purchase Order (PO) link to start the next steps corresponding to your registration process (e.g. enter personal data, accept SupplyOn Terms and Conditions, etc...).

1.2 Receive E-Mail notification for further usages


After you have already been invited to use AirSupply and have already completed the master data (see previous chapter for more details), you will receive an e-mail notification for any new Purchase Order (PO) Schedule Line or any update of existing PO Schedule Line published by your customer in AirSupply.

There are different e-mail notification types based on the following scenarios:

- New PO Schedule Line published in AirSupply.
- Update of existing PO Schedule Line in AirSupply as follows:
 - o Update on important fields corresponding to collaborative fields: **quantity**, **date** and **price**. These fields are customer specific.
 - o Update on less important fields corresponding to non-collaborative fields. These fields are customer specific.
 - o Update with mixed changes on important and less important fields.
 - o Update in case one or more new e-mail user has been added to the published PO Schedule Line in AirSupply.

The following screen is an example of e-mail notification in case of PO Schedule Line update.


FW: AirSupply: PD_Airbus France has updated some fields on the PO SSW20151105_POEMA_1 for PD_Email_Access_1 / PD_EMAIL_1



Dear Madam, Sir,

some fields (different from date, price or quantity) have been updated on the purchase order SSW20151105_POEMA_1.

Please click on the link below to access this purchase order.

[SSW20151105_POEMA_1](#) 

List of changes:
 SSW20151105_POEMA_1 / 00010 / 00001: **Last Agreed Requested Quantity** changed
 SSW20151105_POEMA_1 / 00010 / 00001: **Requested quantity** changed

You can consult the purchase order history for further information.

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:

Tel. (free of charge):
 from Germany: 0800.78775966
 from USA/Canada: 1.866.787.7596
 from France: 00.800.78775966
 from Mexico: 01.800.123.3231
 from China: 4001.203.357 (toll-free but local access fees may apply)
 from Japan: 0120.778166
 from Korea: 080.648.0880
 from other countries: +800.78775966

Regardless of the e-mail notification type received for further AirSupply usages, you will have to perform the following action:

- 1 Click on the Purchase Order (PO) link to display the screen where you will be asked to enter the password defined the first time you completed your registration process.

Notes: In case you don't remember your password, please request a new password via the SupplyOn portal (See Chapter 2.2.3 for more details) or contact the SupplyOn Customer Support (full contacts are available in the received e-mail notification from your customer).

Unlike the first time you received an e-mail notification from your customer, there is no need to select again any language in further notifications. The system remembers the language set up defined during your registration process and thus displays any new e-mail notification in this selected language.

The link displayed in the e-mail notification to access the PO Schedule Line(s) in AirSupply is valid for a period of time defined by your customer (e.g. 1 month, indefinitely, etc...).

In all cases, **you can only access AirSupply via the link available in a received e-mail notification.**

In case you lose the received e-mail, you will have to contact your customer to solve this issue.

2 Step 2 - Complete Master data

2.1 Master data for first Access

The first time an unregistered supplier user receives an e-mail notification from the customer to access Purchase Order (PO) data in AirSupply, a user registration process has to be performed via a 3 steps process described in the following chapters.

2.1.1 Complete Personal data

After clicking on the PO link available in the e-mail notification received from your customer (See Chapter 1 for more details), the system displays a SupplyOn portal screen to start your registration process (Step 1/3), as follows:

SupplyOn.com

SUPPLYON

Welcome to the SupplyOn User registration

Your customer "PD_Airbus France" invited your company "PD_Email_Access_1" to answer the AirSupply Email Access "PD_AIRBUS SAS-PD_Airbus France-PD_Email_Access_1-PO-WFO_OSP130". Please register at SupplyOn first. The registration and the usage of the AirSupply Email Access is free of charge.

Step 1 of 3: Please check your personal data.

Your customer already provided the following data for you. Please review it.

Salutation*:	Mrs	1
First name*:	Judy	
Last Name*:	Jillings	
E-mail:	Aero-EmailAccess130@supplyon.com	
Phone*:	+33123456789	
Language*:	English	

Next step 2

Telephone - free of charge and around the clock

from Germany: 0800.78775966
 from the USA and Canada: 1.866.787.7596
 from Mexico: 01.800.123.3231
 from China: 4001.203.357
 from Japan: 0120.778166

- 1 Fill in the mandatory fields:
- Salutation (Mr or Mrs)
 - First Name
 - Last Name
 - Phone number starting by the country code (e.g. +33...)
 - Language

Note: For the choice of language, please refer to Chapter 2.3 for more details.

- 2 Click on 'Next step' button.

The system displays the screen for Steps 2 and 3 of your registration process, described in the following chapter.

2.1.2 Accept SupplyOn Terms and Conditions and Password definition

After entering your personal data in Step 1/3 of the registration process, you have now to accept SupplyOn Terms and Conditions (Step 2/3) and define a password (Step 3/3) to finalize the creation of your user account and access AirSupply, as follows:

The screenshot shows the SupplyOn registration interface. At the top, there is a blue header with 'SupplyOn.com' on the left and the 'SUPPLYON' logo on the right. The main content area is white with a blue border. It features two steps: 'Step 2 of 3: Please confirm the SupplyOn terms and conditions.' and 'Step 3 of 3: Please define a password.' Step 2 includes a checkbox labeled 'I have read the Terms and Conditions and agree.' which is checked. Step 3 includes a password input field with a red box around it, a 'Finish and proceed to AirSupply Email Access' button with a green box, and a 'Previous step' link. A 'Password rules' box lists requirements: at least 8 characters, at most 20 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 special character, and at least 1 numerical character. A footer section provides telephone numbers for various regions, including Germany, USA/Canada, Mexico, China, Japan, Korea, and other countries.

- 3 Read and confirm the SupplyOn Terms and Conditions by putting a tick in the empty box.
- 4 Define your personal password for the AirSupply Access.

The password rules, to make sure all red crosses become green ticks, are the followings:

- You must enter at least 8 characters.
- You may only enter 20 characters.
- You must enter at least 1 uppercase letter
- You must enter at least 1 lowercase letter
- You must enter at least 1 special character.
- You must enter at least 1 numerical character.

- 5 Click on 'Finish and proceed to AirSupply Email Access' button.

You have now completed the 3 steps of the user registration process.

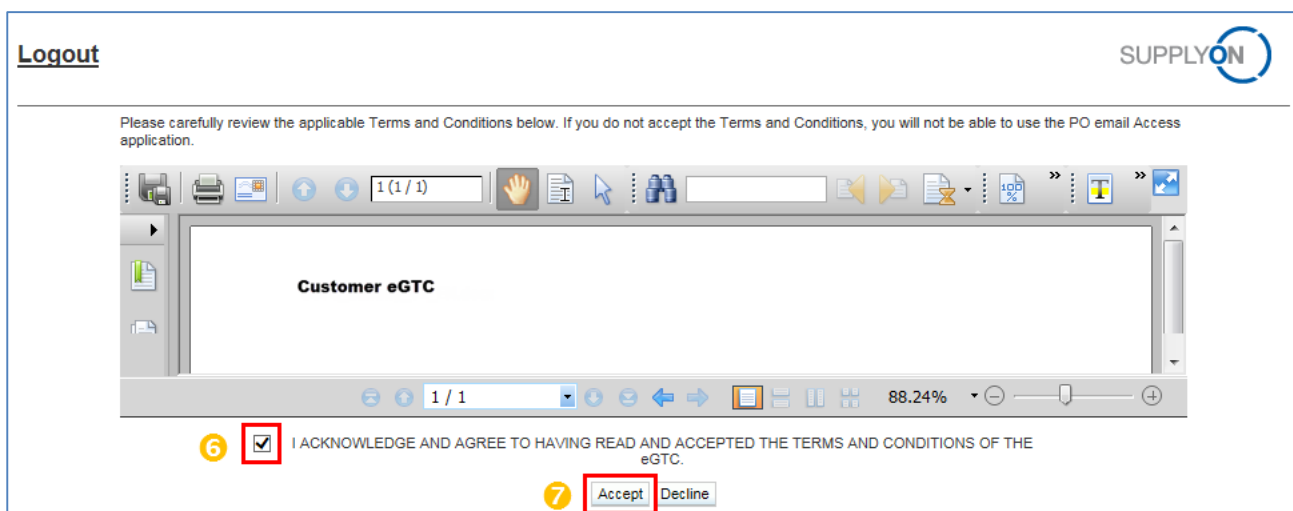
Note: Before clicking on the button to confirm the user registration process (5), and in the case you want to check for example if typos have been done on your personal data, you can still come back to step 1/3 by using the 'Previous step' link.

2.1.3 Accept Customer specific General Terms and Conditions (eGTC)

eGTC are customer specific General Terms and Conditions which are relevant only for E-Mail access suppliers. When you, as unregistered supplier user, enter AirSupply for the **first time**, you must accept the customer's eGTC if the customer has decided to apply one (optional process).

The eGTC document is always a PDF document available in the 4 languages supported by AirSupply (English, French, German and Spanish). If the language selected in your personal data is not supported by AirSupply, the English version of the customer eGTC will be displayed.

After you have completed the 3 steps of the user registration process (See Chapter 2.1.2 for more details) and in the case your customer wants you to validate an eGTC, you get the following screen:



- 6 Tick the box to confirm the reading and acceptance of your customer eGTC.

- 7 Click on 'Accept' button.

You are then directed to AirSupply Purchase Order (PO) screen as follows:

Logout SUPPLYON

My SupplyOn > My Workspace > Purchase Orders Language: English | Contact | Help for this page | Print

Active filter: Hide Search Area

Quick Search | Advanced Search

PO [dropdown] equal to [dropdown] WFO_OSP130 [Add line](#) | [Delete line](#)

My search profiles [dropdown] [Manage...](#)

Search | Reset

Purchase Orders

SupplyOn Def. View [dropdown] [Manage...](#) Reset all Filters

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document t...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Nam
<input type="checkbox"/> WFO_OSP130	00010	00001	OTHER	-	Manual	PD_AIRBUS SAS	PD_Airbus France	TOF	Michael Law

Back | Details | History | Download | Print | Actions | Send E-Mail

1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page: 50 | [First](#) | [Previous](#) | Page 1 of 1 | [Next](#) | [Last](#)

Next time you will enter AirSupply, you will not be asked again to accept the customer eGTC unless the version of eGTC has been updated.

Note: In the case you reject the customer eGTC by clicking on the 'Decline' button, a popup will be displayed to inform you that the access to AirSupply is not possible. After closing the popup, you will be redirected to the portal and the session will be terminated. After clarifying issues with your customer, you can use the link of your e-mail notification to access SupplyOn portal again and accept your customer eGTC.

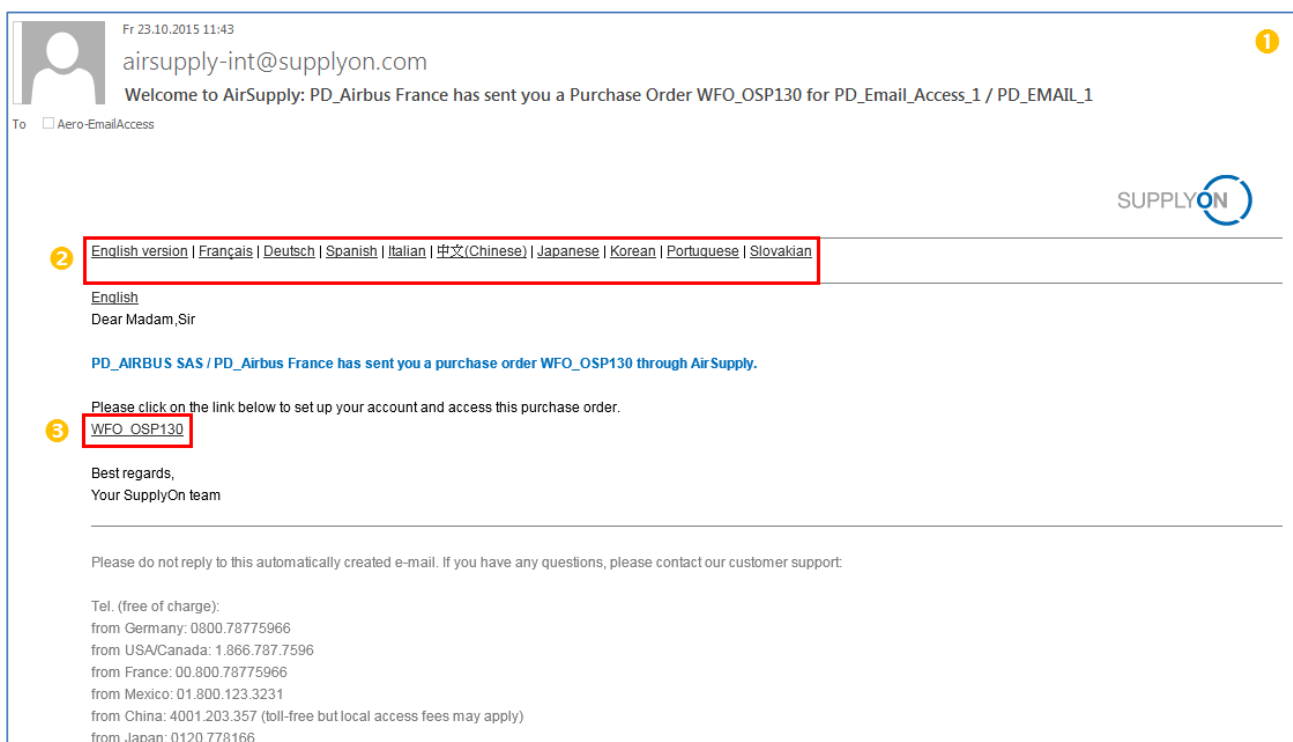
2.2 Master Data for further accesses

After you have completed the user registration process (entered your personal data, accepted the SupplyOn Terms and Conditions, defined a password, accepted the customer eGTC if applicable), you are able to access AirSupply at any time without being obliged to follow all the steps described in Chapter 2.1, as explained below.

2.2.1 Further/following logins

Use the following steps for further/following logins:

- 1 Open the e-mail notification sent by your customer.



- 2 Select one of the 10 languages listed to display the e-mail content in your preferred language.

- 3 Click on the Purchase Order (PO) link.

The system shows the following SupplyOn portal screen:

SupplyOn.com

SUPPLYON

Login to SupplyOn

To access the AirSupply Email Access, please enter the password you have defined in the registration.

Password:

[Forgot password?](#)

Telephone - free of charge and around the clock

from Germany: 0800.78775966
 from the USA and Canada: 1.866.787.7596
 from Mexico: 01.800.123.3231
 from China: 4001.203.357
 from Japan: 0120.778166
 from Korea: 080.648.0880
 from all other countries: +800.78775966

E-mail addresses

- [Questions regarding your registration](#)
- [Questions on the use of our services](#)
- [Questions on the use of AirSupply](#)

- 4 Enter your personal password defined during the registration phase (See Chapter 2.1.2 for more details).
- 5 Click on 'Login' button to access AirSupply.

Note: In case your customer has published a new eGTC version on SupplyOn portal, you will have to accept it before you can access AirSupply (See Chapter 2.1.3 for more details).

2.2.2 User Master Data maintenance

You cannot modify your personal data (last name, first name, e-mail, telephone). All your changes have to be performed via the SupplyOn Customer Support.

If you have received a request from a customer to handle Purchase Order (PO) data in AirSupply and you are not the right person for such tasks, you should inform the customer accordingly via our SupplyOn Customer Support.

Full contacts of SupplyOn Customer Support are available in the e-mail notification received from your customer, as follows:

Telephone - free of charge and around the clock

from Germany: 0800.78775966

from the USA and Canada: 1.866.787.7596

from Mexico: 01.800.123.3231

from China: 4001.203.357

from Japan: 0120.778166

from Korea: 080.648.0880

from all other countries: +800.78775966

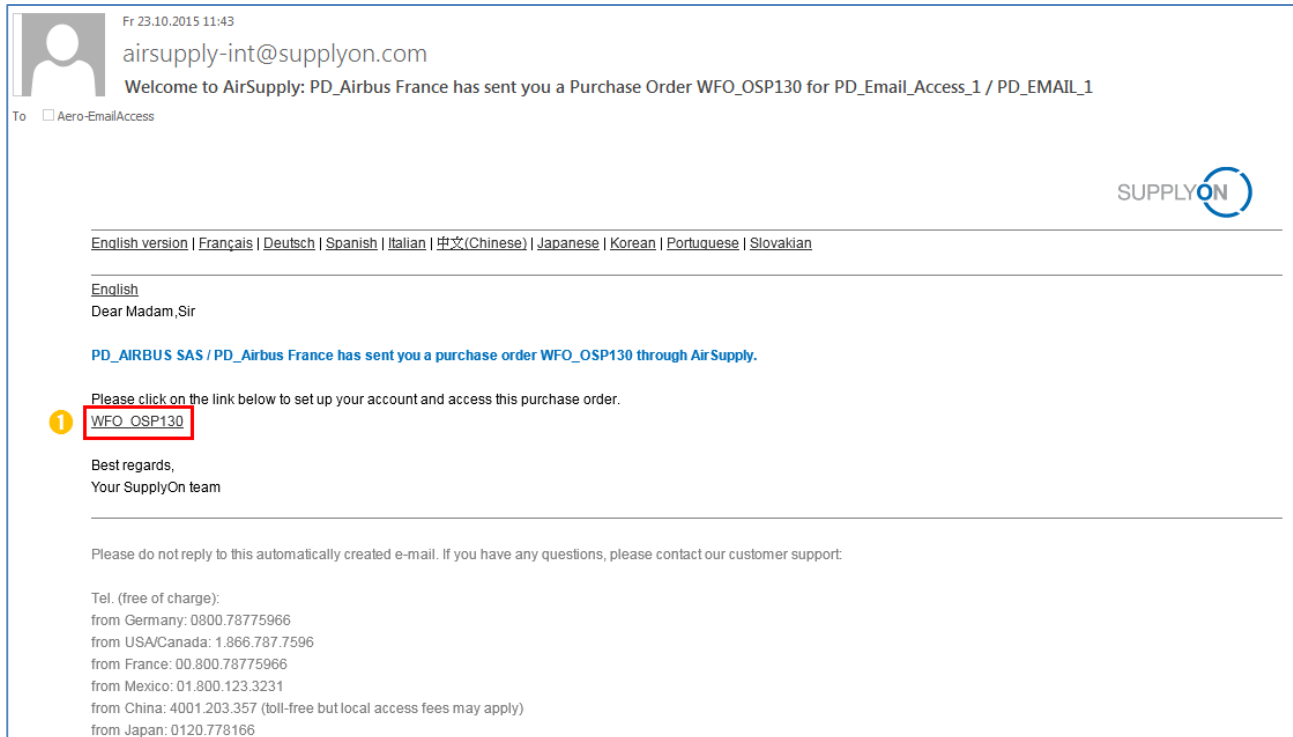
E-mail addresses

- ✉ [Questions regarding your registration](#)
- ✉ [Questions on the use of our services](#)
- ✉ [Questions on the use of AirSupply](#)

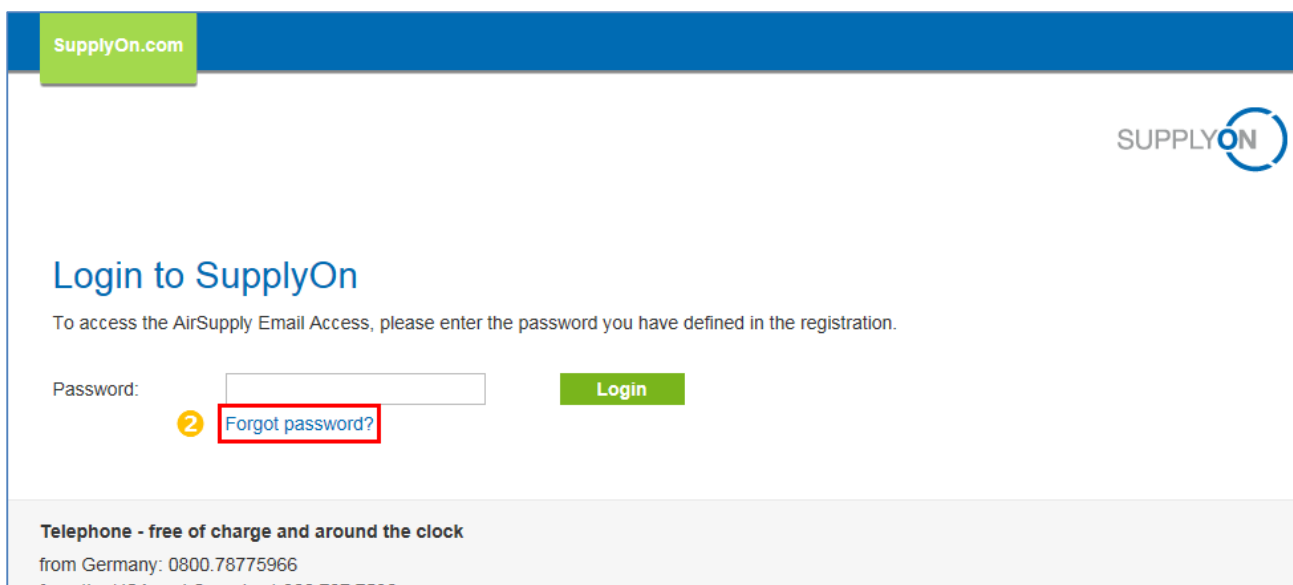
2.2.3 Request new Password

Use the following steps in case you have forgotten the password defined in the user registration phase:

Open any old E-Mail invitation or notification.

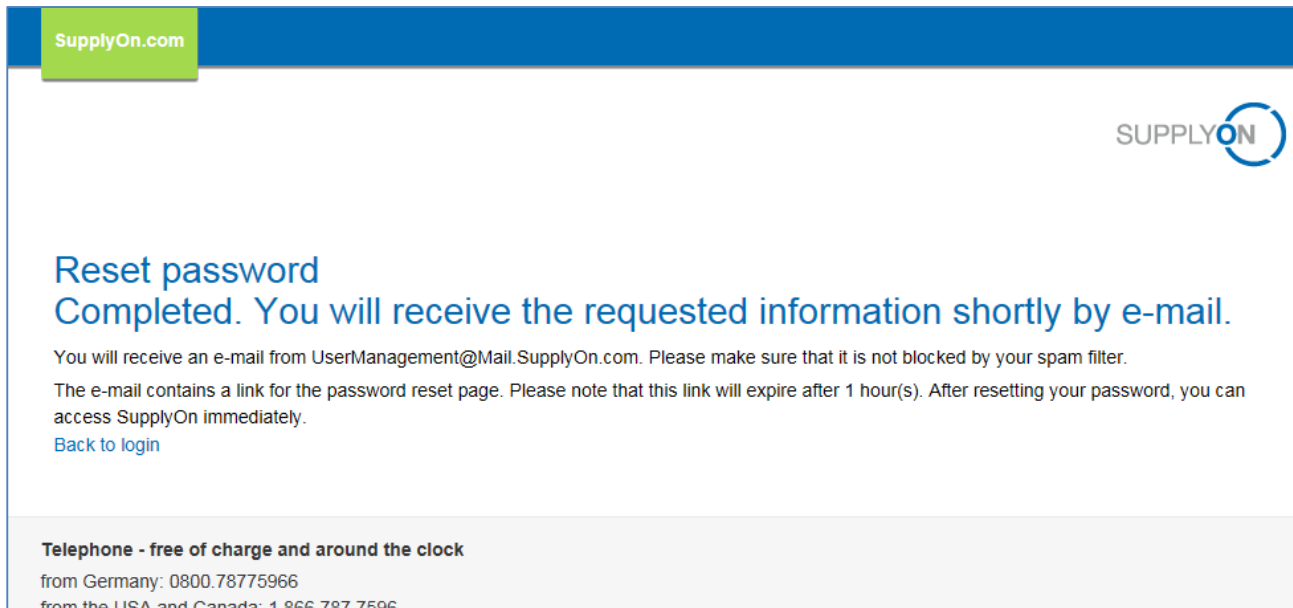


1 Access to the SupplyOn login page.

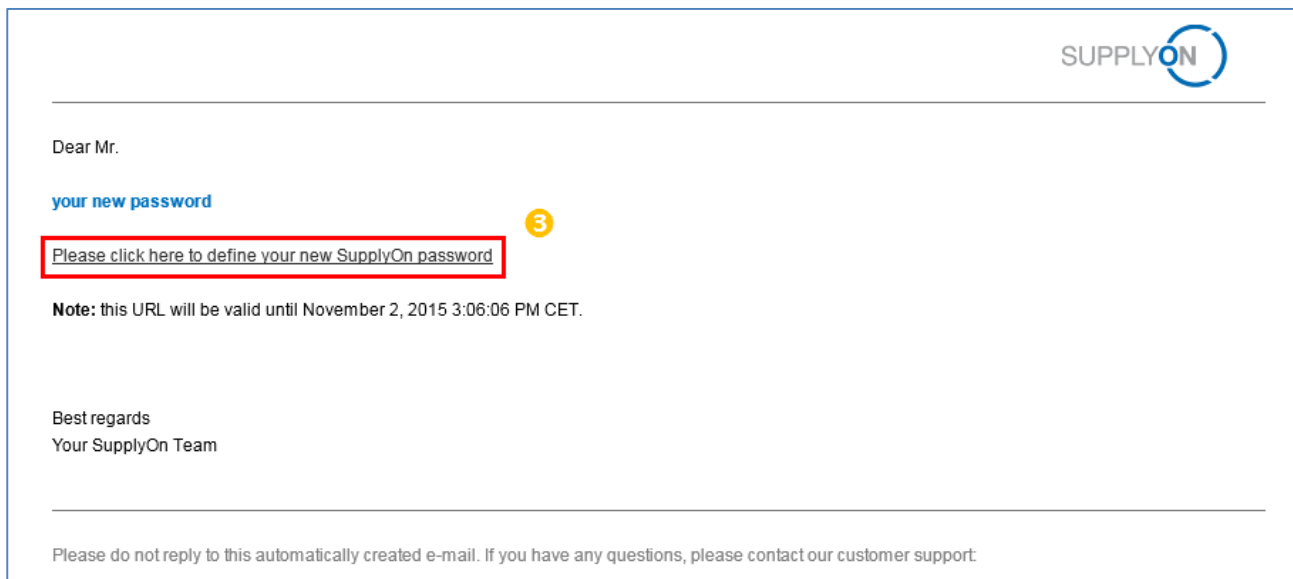


2 Click on 'Forgot password?' to request a new password.

The system shows the following SupplyOn screen informing you that you will receive an e-mail containing a link to the password reset page:



An example of e-mail notification received in case of password change:



- 3 Click on the displayed link to start defining a new SupplyOn password.

4 Define a new personal password for the AirSupply Access.

The password rules, to make sure all red crosses become green ticks, are the followings:

- You must enter at least 8 characters.
- You may only enter 20 characters.
- You must enter at least 1 uppercase letter
- You must enter at least 1 lowercase letter
- You must enter at least 1 special character.
- You must enter at least 1 numerical character.

5 Click on 'Confirm change and use SupplyOn' button to finalize the password change process.

2.3 Language default and settings in AirSupply

When you, as unregistered supplier user, access the SupplyOn portal for the first time, you have the possibility to set one-time your preferred language as explained in Chapter 2.1.1. This set up is important as it will drive the language setting in AirSupply.

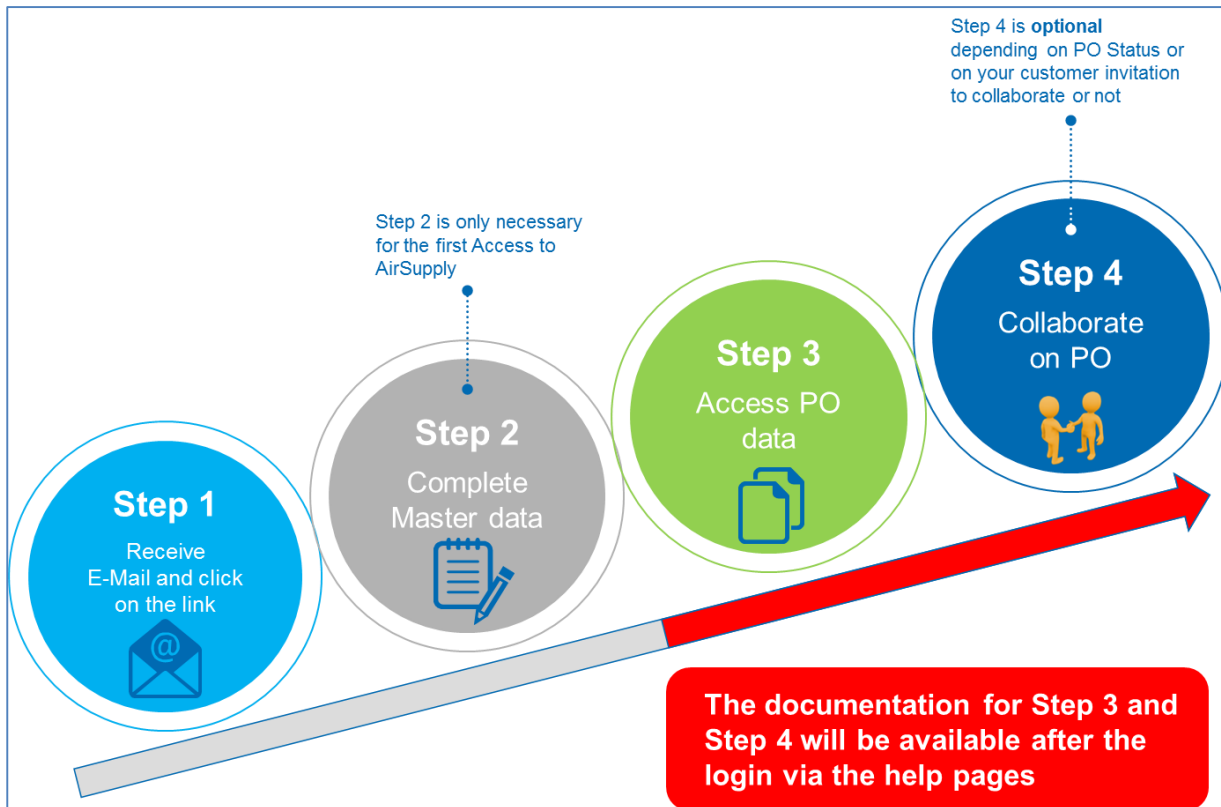
When you have completed your personal data entries, accepted the SupplyOn Terms and Conditions, defined a password, accepted the customer eGTC (if applicable), you are directed to the AirSupply Purchase Order (PO) screens.

The language setting will apply for all your future sessions in AirSupply, as follows:

- If you have selected in your personal data a language which is not supported by AirSupply, the default language in AirSupply for you will be English.
- If you have selected in your personal data a language which is supported by AirSupply, this selected language will be the default language in AirSupply.
- In AirSupply PO screens, you have anyhow and always the possibility to change the language (top right of your screen). The change of language is valid until you exit the session.

Note: The following languages are currently supported in the SupplyOn portal. The underlined languages are supported in AirSupply:

- English
- German
- French
- Spanish
- Italian
- Chinese (Mandarin)
- Japanese
- Korean
- Portuguese
- Slovakian



3 How to get help and conclusion

This Quick-Guide has explained you the 4 main steps as E-Mail Access supplier using PO stream:

- Step 1: Retrieve the e-mail from your customer with a link to access the SupplyOn portal.
- Step 2: Complete Master Data (*user registration process only necessary for the first login).
- Step 3: Access Purchase Order (PO) data.
- Step 4: Collaborate on Purchase Order (PO) (*optional depending on the customer requirements and set up with SupplyOn).

The ordering process in AirSupply starts with the publication of a Purchase Order and ends after the Purchase Order collaboration and the reception of materials.

Should you have any question relating to the usage of AirSupply PO functions, please do not hesitate to contact SupplyOn Customer Support via e-mail or toll-free phone number, as shown below:

- Availability of our Customer Support:
 - o Availability (German, English)
 - Mon-Sun: 00:00-24:00 CET/CEST
 - o Availability (French, Spanish, Portuguese):
 - Mon-Fri: 06:00-20:00 CET/CEST
- Phone (toll-free)
 - o **+800.78 77 59 66**
- E-Mail
 - o **AirSupply-Support@SupplyOn.com**

4 Appendix/ Referenced documents