

# Quick-Guide for E-Mail Access Purchase Order

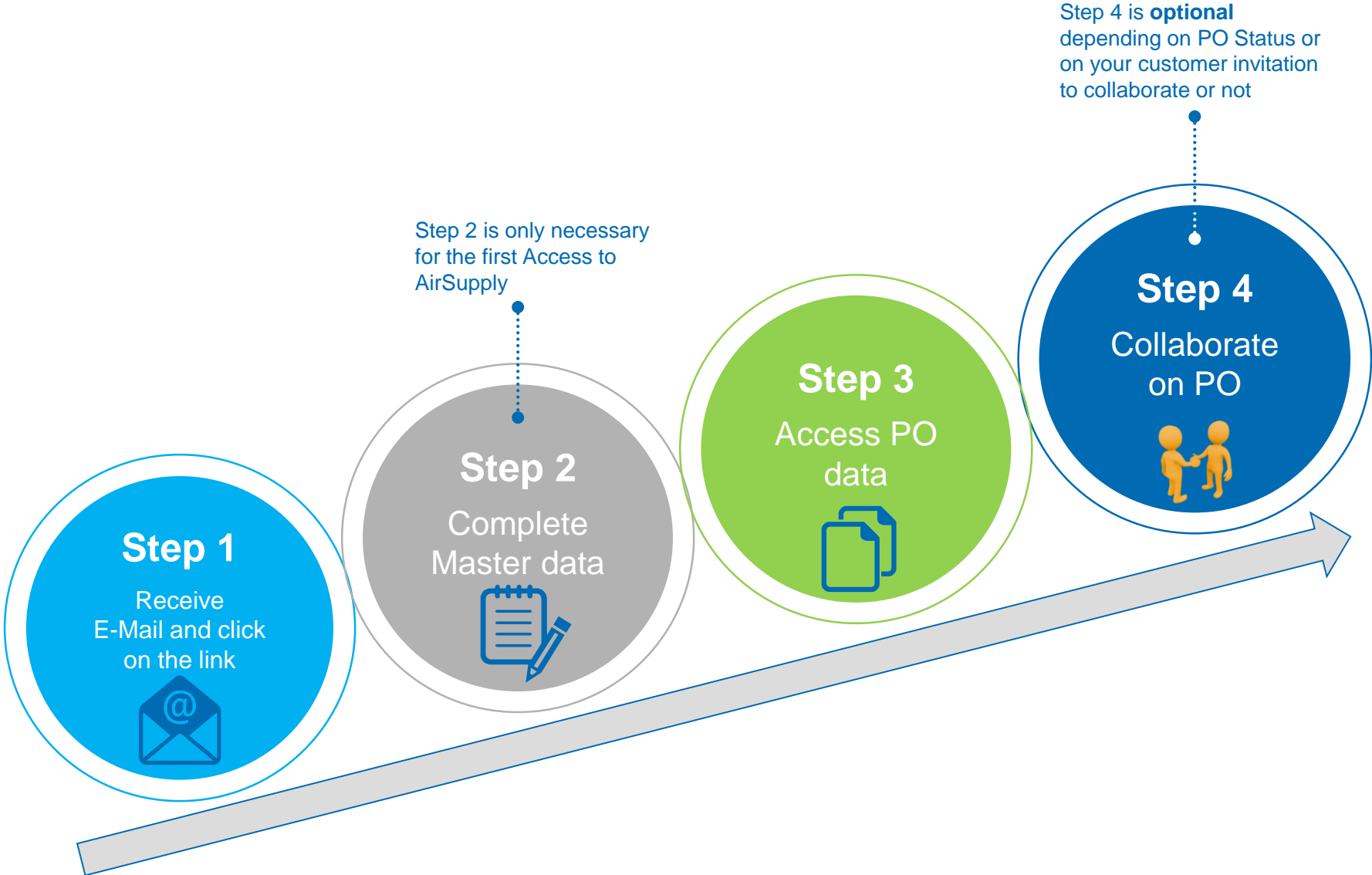
For AirSupply

SupplyOn, the shared supply chain collaboration  
platform in the manufacturing industry

December 2015

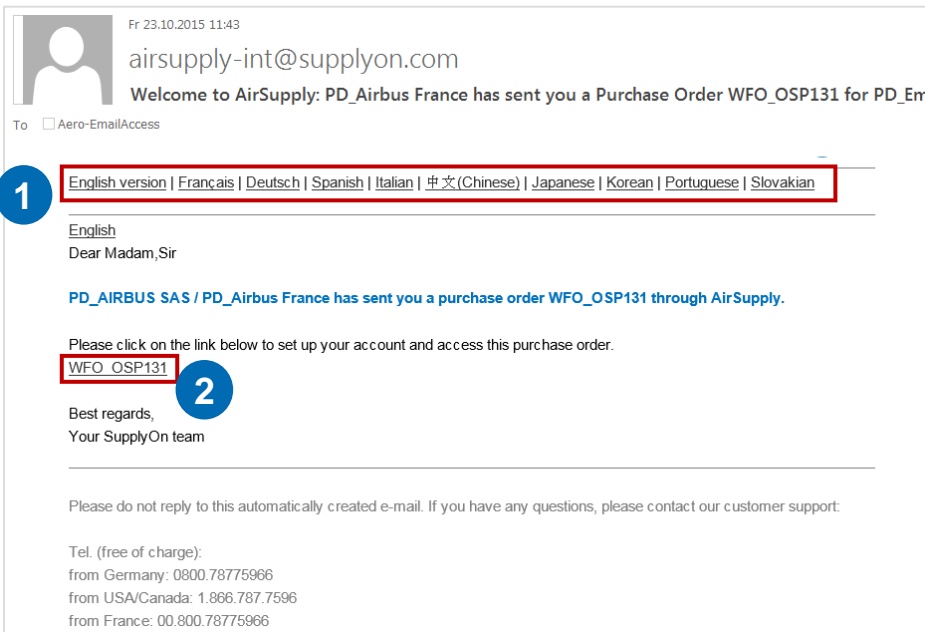


# E-Mail Access Purchase Order (PO) process in 4 main steps



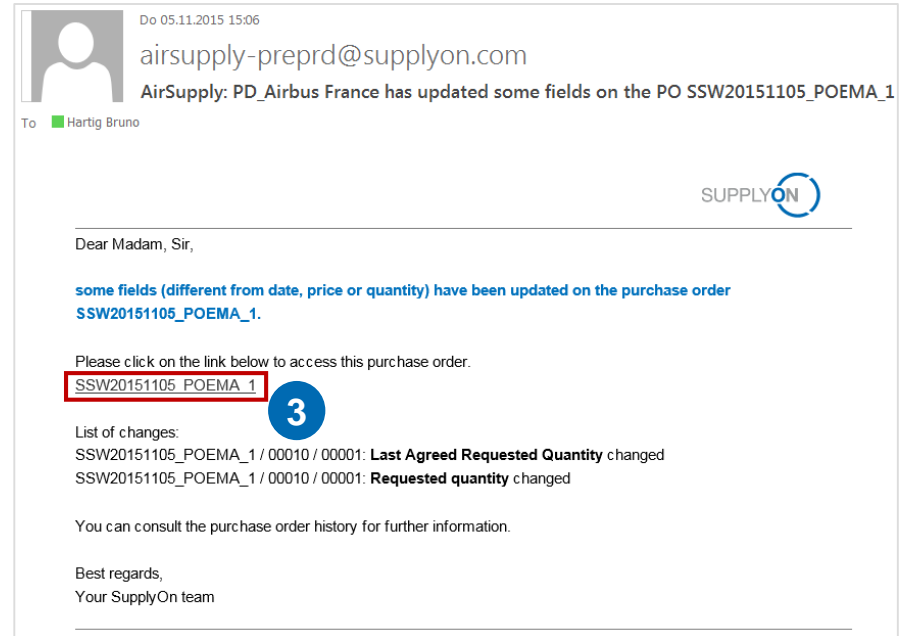
# Step 1 – Receive E-Mail notification

1 You receive a first invitation E-Mail and you can choose between 10 possible languages



2 Click on the link to access SupplyOn portal

In case of any Purchase Order update, you receive again an E-Mail



3 Click on the link to access SupplyOn. If you have done already step 2, you have to enter only your password

The exact content of this E-Mail can differ but in any case click on the link for the next steps

# Step 2 – Complete Master data (1/2)

1 Fill the mandatory fields

2 Here you find help, if needed

## 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\_OSP131". 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
First name*:	Judy
Last Name*:	Jillings
E-mail:	Aero-EmailAccess131@supplyon.com
Phone*:	+33123456789
Language*:	English

**Next step**

**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

3 Click on "Next step"

# Step 2 - Complete Master data and accept eGTCs (2/2)

Step 2 of 3: Please confirm the SupplyOn terms and conditions.

SupplyOn terms and conditions:

I have read the Terms and Conditions and agree.

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Step 3 of 3: Please define a password.

In order to protect your data in AirSupply Email Access, you have to define a password. Use this password combined with the link provided in the invitation e-mail you have received to access AirSupply Email Access. Please click the "finish" button to create your user account.

Password\*:

.....

5

**Finish and proceed to AirSupply Email Access**

[Previous step](#)

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#### Password rules

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

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#### E-mail addresses

[Questions regarding your registration](#)

[Questions on the use of our services](#)

[Questions on the use of AirSupply](#)

4 Read and confirm the SupplyOn Terms and Conditions

5 Define your personal password

6 Click on "Finish and proceed to AirSupply Email Access"

7 Read and accept the customer specific electronic General Terms and Conditions (optional step, depending on your customer configuration)

**Logout** SUPPLYON

Please carefully review the applicable Terms and Conditions below. If you do not accept the Terms and Conditions, you will not be able to use the PO email Access application.

**Customer eGTC**

I ACKNOWLEDGE AND AGREE TO HAVING READ AND ACCEPTED THE TERMS AND CONDITIONS OF THE eGTC.

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