

**RAMCO AVIATION SOLUTION  
VERSION 5.9**

# **USER GUIDE**

## **LOANS AND RENTALS MANAGEMENT**

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## ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

### WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco AviationSolution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

### HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

### HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 4 chapters and index. Given below is a brief run-through of what each chapter consists of.


Chapter 1 provides an overview of the **Loans & Rentals Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Loans Management** sub process.

Chapter 3 dwells on the **Rentals Management** sub process.

The **Index** offers a quick reference to selected words used in the manual.

### DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the “Create” business activity. Specific references (if any) to any other business activity such as “Modify” and “View” are given as “Note” at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.  
Example: Enter **Company Code** and click the **Get Details** pushbutton.
- *Italics* used for references.  
Example: See *Figure 1.1*.
- The  icon is used for Notes, to convey additional information.

### REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution. The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems’ Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

### WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from [www.ramco.com](http://www.ramco.com) for assistance.

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# 1 INTRODUCTION

Airline operators always compromise on Inventory levels with operational contingencies. Though they operate with modern inventory techniques, they sometimes find themselves short of an important part or being requested by a fellow operator to lend a part to overcome contingencies. To meet this demand or request, airline operators resort to 'Loans' or 'Rentals'.

## **Loans**

The practice of loans helps airline operators in meeting unexpected demand spikes for components and expendables without compromising the operational objectives of maximum airplane availability and leaner inventories.

Loaning is a process of borrowing an item, using the same for a pre-defined period and returning it in 'working condition' to the loaner. Whenever an item is taken on loan, the Loaner and the Loanee enter into a Loan Agreement duly authorized by their respective heads or appointed deputies for the business.

Loaning, mostly, of component (rotatable or repairable) is undertaken whenever there's a contingency and an operator's procurement cycle cannot get the item when it is needed. Sometimes economic reasons could prove to be beneficial for loaning instead of buying.

## **Rentals**

**Rentals** provide for productive usage of idle stock; unused stock can be "rented out" to other operators for specific periods leading to revenue realization in the form of usage charges.

**Loans & Rentals Management** business process helps in managing loans and rentals raised against aircraft components. The process of loaning the part into the inventory, receiving the part, inspecting the part and returning the loaned part after usage, is facilitated by **Loans Management** sub process.

# 2 LOANS MANAGEMENT

Loaning of a part into the inventory is undertaken when there is a contingency and an operator's procurement cycle cannot obtain the part in time.

An operator, who is in immediate requirement for a part, raises a Loan Order on a Loaner. The loaner issues the requested part and the Operator takes it into his inventory through the Loan Receipt. The operator inspects the part to confirm its usability and moves it to the warehouse after acceptance. After usage, the operator returns the part to the loaner thereby ending the loaning process.

**Loan Order** business component enables you to create loan order for loaning a part into the operator's inventory.

**Loan / Rental Receipt** business component enables you to acknowledge the receipt of the loaned or rented part into the inventory.



## 2.1 SETTING UP LOGISTICS COMMON MASTERS AND OTHER OPTIONS FOR LOANS MANAGEMENT

You can set predefined user options for loan order and loan receipt in the “Logistics Common Master” business component. For example, “Critical” can be defined as a user option to denote the criticality of a loan order or a loan receipt.

### 2.1.1 DEFINING LOAN ORDER AND LOAN RECEIPT USER OPTIONS

1. Select **Maintain User Options** under **Logistics Common Master** business component. The **Maintain User Options** page appears. *See Figure 2.1.*

**Figure 2.1** Defining user options for loan order and loan receipt

2. Select “Loan Order” or “Loan / Rental Receipt” in the **User Options For** drop-down list box.
3. Enter the **User Option Value** and **Option Description**.
4. Select the appropriate user option from **Option Value For** drop-down list box.
5. Set the **Option Status** as “Active” or “Inactive” for the user option.
6. Click the **Maintain User Options** pushbutton to save the options.

### 2.1.2 SETTING OTHER OPTIONS FOR LOAN ORDER

You can set the following options for the loan order:

- ▶ Identify the part types that are allowed for loan order.
- ▶ Indicate whether alternate part numbers can be received.
- ▶ Specify the loan charge calculation period, which would be from part shipment to part receipt date by the operator, or part receipt to part shipment date.

1. Select **Set Options** under **Loan Order** business component. The **Set Options** page appears. *See Figure 2.2.*

**Figure 2.2** Setting loan order options

2. Select the appropriate value in the **Part Types Allowed** drop-down list box to indicate the allowable part types for loan order transaction.

3. Select “Yes” in the **Allow Alternate Part Receipt** field to indicate that alternate part numbers can be received. Else select “No”.
4. Specify the **Charge Calculation Period** by selecting “Part Receipt To Ship Date” or “Supplier Ship to Receipt Date” option.
5. Select “Enterable” in **Loan Charges** field to allow manual entry of the basic loan charges in the loan order. Else select “Non Enterable”.
6. Use the **Auto Numbering Type for Stock Conversion** drop-down list box to specify the numbering type for stock conversion generated automatically.
7. Use the **Auto Numbering Type for Stock Correction** drop-down list box to specify the numbering type for the stock correction generated automatically.
8. Click **Set Options** pushbutton to save the options.

## 2.2 GENERATING LOAN ORDER

A **Loan Order** is a document created to loan a part into the operator's inventory. The operator may decide to loan a part only after a review of the stock across locations and a review of the stock of substitutes/alternates. The loan charges are specified as per the calendar period of the loan in most cases, though in some cases it might depend on the usage. Once the part is procured, the loaned part is returned.

The various stages in processing a loan order are illustrated in the following diagram. See Figure 2.3.

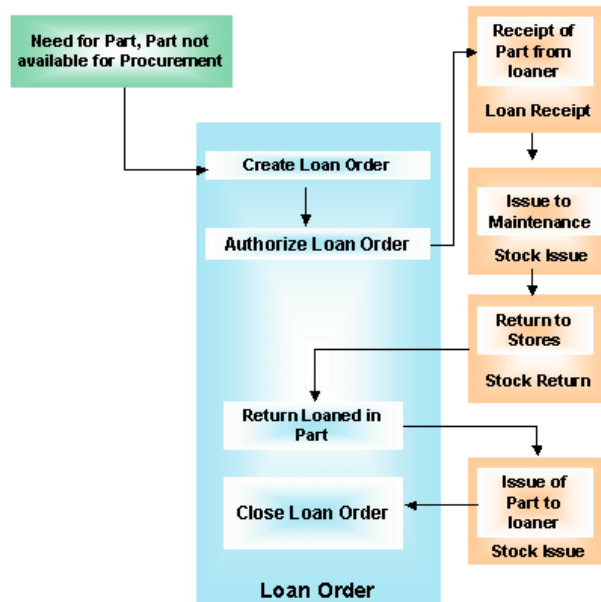


Figure 2.3 Loan order process

### 2.2.1 SELECTING A PART TO CREATE A LOAN ORDER

1. Select **Create Loan Order** under **Loan Order** business component. The **Select Part #** page appears.
2. Enter the part number in the **Part #** field against which the loan order must be created and select the **Create Loan Order** link. Or, enter the **Search Criteria** and click **Search** pushbutton.

*Note: The system retrieves all the parts for which the **Source** field is set as "Loan" in the "Part Administration" business component.*

3. Click the hyperlinked **Part #** in the multiline. The **Create Loan Order** page appears. See Figure 2.4. Follow the steps listed under the topic "Recording loan order details" to enter the loan order information.

Loans & Rentals Management > Loan Order > Create Loan Order

**Create Loan Order**

HAECO OU-HAECO ROLE

**Loan Order Details**

Loan Order # \_\_\_\_\_ Numbering Type **LO** Status \_\_\_\_\_  
 Loan Order Date **2020-02-05** Loan Order Type **Regular** Stock Status \_\_\_\_\_  
 Supplier # \_\_\_\_\_ Part # **00002288** Part Description **ADULT LIFEJCKT**  
 Priority \_\_\_\_\_ User Status \_\_\_\_\_ Category \_\_\_\_\_  
 Order Currency **USD** Aircraft Reg # \_\_\_\_\_  
 Reason For Loan \_\_\_\_\_

**Copy Details**

**Loan for Information**

Loan For **Customer** Trading Partner # \_\_\_\_\_ Trading Partner Name \_\_\_\_\_  
 LO Inv. Org. \_\_\_\_\_

**Loaner Information**

Supplier Name \_\_\_\_\_ Address ID \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_

**Loaned Part Information**

Quantity **1.00** Stock UOM **EA** Condition \_\_\_\_\_  
 Certificate Type \_\_\_\_\_ Ship To **HAECO OU** Warehouse# \_\_\_\_\_  
 Manufacturer Part # **00002288** Manufacturer Name \_\_\_\_\_ Part Type **Component**  
 Lead Parameter **EC**

**Return Shipment Details**

Issue Location **HAECO OU** Issue Warehouse # \_\_\_\_\_

**Reference Details**

Loan Agreement # \_\_\_\_\_ Supplier Offer # \_\_\_\_\_ Ref. Document # \_\_\_\_\_

**Loan Information**

Loan Charges On **Both** TCD Applicable **No** Penalty Applicable **No**  
 Date Req'd \_\_\_\_\_ Loan Period \_\_\_\_\_ Expected Usage \_\_\_\_\_ EC

**Charges Policy Details**

Administrative Charges Policy \_\_\_\_\_ Calendar Based Lease Charges Policy \_\_\_\_\_ Calendar Based Lease Charges Basis \_\_\_\_\_  
 Parameter Based Lease Charges Policy \_\_\_\_\_ Parameter Based Lease Charges Basis \_\_\_\_\_

**Order Value Details**

Part Base Cost **0.01** Administrative Charges In % \_\_\_\_\_ Administrative Charges \_\_\_\_\_  
 Basic Loan Charges \_\_\_\_\_ Additional Charges \_\_\_\_\_ Total Loan Charges \_\_\_\_\_  
 Order Value \_\_\_\_\_ Exchange Rate \_\_\_\_\_ Base Currency Value **USD**

**Calendar based Lease Charges** **Parameter based Lease Charges**

#	From Calendar Period	To Calendar Period	UOM	Rate Per UOM	Charges per Unit as % of Pa	Charge for Period	Remarks
1							

**Other Details**

Employee # **E0001** Employee Name **Ramco User** LO Detail 1 \_\_\_\_\_  
 LO Option 1 \_\_\_\_\_ Ref. Document \_\_\_\_\_  
 Comments \_\_\_\_\_

**Document Attachment Details**

File Name \_\_\_\_\_ [View File](#)

[Create Loan Order](#)

[Edit Terms and Conditions](#) [Edit Penalty Charges](#) [Edit TCD](#)  
[Edit Loan Order](#) [Authorize Loan Order](#) [Generate Loan Order Report](#)  
[Attach Clause](#)  
[Upload Documents](#) [View Associated Doc. Attachments](#)

Figure 2.4 Creating loan order


## 2.2.2 RECORDING LOAN ORDER DETAILS

1. Select the **Numbering Type** based on which the loan order number must be generated.

*Note: For details on creating numbering types, refer to the section “Defining numbering types for transactions” in the “Inventory Setup” User Guide.*

2. Enter the date on which the loan order is created, in the **Loan Order Date** field.
3. Use the **Loan Order Type** drop-down list box to select the type of loan order to be created.
4. Use the **Stock Status** drop-down list box to select the stock status to which the loaned part is to be converted.
5. Identify the **Supplier #** from whom the part must be loaned in.
6. Use the **Order Currency** drop-down list box to identify the currency in which the loan order charges are to be represented.
7. Specify the **User Status**, **Category** and **Priority** for loan order.
8. Enter the **Aircraft Reg #** field in case the “Priority” of loan order is “AOG”.

9. Enter the **Reason For Loan**.
10. If you wish to copy the details from an existing loan order, enter the **Loan Order #**, specify **Copy Options** in the **Copy Details** group box and click the **Copy Loan Order** pushbutton.
11. Use the **Loan For** drop-down list box to specify whether the loan order must be created for the login organization or for the customer and enter the **Trading Partner #** in the **Loan for Information** group box.
12. Use the drop-down list box adjacent to **LO Inv. Org.** field to specify the finance book for which the procurement happens. Enter the Address ID and Contact Person in the Loaner Information group box.
13. Enter the **Quantity** of the part to be loaned in.
14. Specify the **Condition**, **Certificate Type**, **Warehouse #** for the part. Select the organizational unit, in the **Ship To** field, at which the loaned part must be received.
15. Furnish the **Return Shipment Details and Reference Details**, if any, for the loaned part.
16. Specify the method by which the loan charges must be calculated, by selecting the appropriate option from the **Loan Charges On** drop-down list box.
17. Indicate whether **Penalty** and **TCD** are applicable for the loan order, in the **Penalty Applicable** and **TCD Applicable** fields. Enter the date on which the part is required, in the **Date Req'd** field. Specify the **Loan Period** and **Expected Usage** of the part.
18. Furnish the **Charges Policy Details**: Indicate the **Administrative Charges Policy**. To define calendar-based lease charges options, select the relevant option in the **Calendar Based Lease Charges Policy** and **Calendar Based Lease Charges Basis** fields. For entering parameter based lease charges options, enter **Parameter Based Lease Charges Policy** and **Parameter Based Lease Charges Basis** fields.
19. Enter the **Part Base Cost**.
20. Enter administrative charges as a flat value in the **Administrative Charges** field, or as a percentage in the **Administrative Charges in %** field.
21. Enter Basic Loan Charges and Additional Charges for loan order.
22. If the loan order is calendar-based, enter the details in the **Calendar Based Lease Charges** multiline.
23. If the loan order is parameter based, enter the details in the **Parameter Based Lease Charges** multiline.
24. Click the **Create Loan Order** pushbutton to create the loan order. The system assigns the "Fresh" status only when all mandatory information has been entered for the loan order. Else, the "Draft" status is assigned.

 *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.*

### To provide further details,

- ▶ Select the **Edit Terms and Conditions** link to specify terms and conditions.
- ▶ Select the **Edit Penalty Charges** link to specify penalty charges information for loan order. You can select this link only when the **Penalty Applicable** field is set to "Yes".
- ▶ Select the **Edit TCD** link to specify TCD information for loan order. You can select this link only when the **TCD Applicable** field is set to "Yes".
- ▶ Select the **Edit Loan Order** link to edit loan order information.
- ▶ Select the **Authorize Loan Order** link to authorize the loan order.
- ▶ Select the **Generate Loan Order Report** link to generate the loan order report.
- ▶ Select the **Attach Clause** link to attach clauses to order document.
- ▶ Select the **Upload Documents** link to facilitate upload of documents against the loan Order.
- ▶ Select the **View Associated Doc. Attachments** link to view the uploaded documents against the loan Order.

### Specifying terms and conditions for loan order

You can specify the terms and conditions that are applicable to the loan order.

1. Select the **Edit Terms and Conditions** link in the **Create Loan Order** page. The **Edit Terms and Conditions** page appears. See Figure 2.5.
2. Enter **General Terms Agreement Details** for loan order.

**Edit Terms and Conditions**

**Order Details**

Loan Order # LO-000766-2021  
 Loan Order Date 01-28-2021  
 Supplier # 00000 Supplier 2  
 Basic Loan Charges  
 Amendment # 0  
 Order Currency CAD  
 Part # 0000016344:35895  
 Order Value 0.00  
 Status Fresh  
 Part Base Cost 1.14  
 Part Description TUBING ELECTMTL

**General Terms Agreement Details**

GTA Reference #  
 GTA Reference Date  
 GTA Remarks

**Payment Details**

Advance Payable No  
 Advance Payable  
 Pay To Supplier # 00198  
 Payment Priority Normal  
 Tolerance Type  
 Pay To Supplier Address 1102 JOHN-MATHEW, , BANGALURU, The INDIA, BANGALURU, 529247, KARNATAKA, INDIA  
 Remarks  
 Advance Percent On  
 Advance Tolerance Percent  
 Pay To Supplier Supplier 9  
 Payment Mode Direct Debit  
 Tolerance %  
 Advance Percent  
 Advance Payable By Date  
 Pay Term NET45  
 DD Charges Borne By  
 Pay To Supplier Address ID 2-Purchase

**Delivery Terms**

Ship By As per routing guide  
 Inspection Type By Inspector  
 Port Of Departure  
 Packaging Notes  
 Shipping Notes  
 Shipping Payment 100  
 INCO Term  
 Port Of Destination  
 Packaging Code AF72  
 CarrierCode

**Loaned Part Return Terms**

RMA #  
 RMA Date  
 Return to Supplier Address ID 3-Purchase  
 Return to Supplier Address 554C BUSY STREET,AUSTRALIA, , , MELBOURNE, 80564, MB, US

**Insurance Payment Terms**

Insurance Liability  
 Insurance Terms Description  
 Insurance Amount  
 Insurance Terms

**Other Details**

LO Detail 2  
 LO Option 3  
 LO Option 2  
 LO Detail 4  
 LO Detail 3  
 LO Option 4

[Edit Terms and Conditions](#)

[Edit Penalty Charges](#) [Edit TCD](#) [Maintain Additional Shipment Information](#)

**Record Statistics**

Figure 2.5 Specifying terms and conditions for loan order

To specify **Payment Details** for the loan order,

3. Specify whether advance payment is applicable or not by selecting “Yes” or “No” in the **Advance Payable** field.
4. Identify the **Pay to Supplier #** to which the payment must be made and **Pay to Supplier Address ID**.
5. Enter the **Pay Term** applicable for the loan order and select the **Payment Priority**, which could be “High”, “Normal” or “Low”.
6. Identify the **Payment Mode** for the loan order.

To specify **Delivery Terms** for the loan order,

7. Select the method by which the part will be shipped in the **Ship By** field.
8. Select the **Packaging Code** of the part.
9. Enter **Insurance Payment Terms** for loan order.
10. Click the **Edit Terms and Conditions** pushbutton.

## Entering penalty charges information for loan order

You can enter penalty charges applicable to a loan order. Penalty charges are levied on the part if the part is used beyond the agreed loan period or usage.

1. Select the **Edit Penalty Charges** link in the **Create Loan Order** page. The **Edit Penalty Charges** page appears. See

Figure 2.6.

2. Enter the **Fixed Penalty Charges** applicable to the loan order, in the **Loan Order Details** group box.
3. Furnish the **Charges Policy Details**: To define calendar-based penalty charges options, select the relevant option in the **Calendar Based Penalty Charges Policy** and **Calendar Based Penalty Charges Basis** fields. For entering the parameter-based penalty charges options, enter **Parameter Based Penalty Charges Policy** and **Parameter Based Penalty Charges Basis** fields.
4. Enter the **Variable Penalty Charges** multiline to specify calendar-based penalty charges details or parameter-based penalty charges details.
5. Click the **Edit Penalty Charges** pushbutton.

**Edit Penalty Charges**

Date Format: yyyy-dd-mm

**Loan Order Details**

Loan Order # LO-000034-2012  
 Loan Order Date 2012-20-03  
 Order Currency CAD  
 Part # 0-0440-4-0006:36361  
 Supplier # 00060  
 Loan Period 3.00 Months  
 Fixed Penalty Charges  
 Comments

Amendment # 0  
 Status Draft  
 Date Req'd 2012-20-03  
 Part Description ATLAS, (LO-COST) CARRIER  
 Supplier Name Supplier 6  
 Expected Usage

**Charges Policy Details**

Calendar Based Penalty Charges Policy Flat  
 Calendar Based Penalty Charges Basis Period  
 Parameter Based Penalty Charges Policy  
 Parameter Based Penalty Charges Basis

**Variable Penalty Charges**

#	From Calendar Period	To Calendar Period	UOM	Rate Per UOM	Charges per Unit as % of Part Base Cost	Charge for Period	Remarks
1	1.00			10.00000000			
2							

#	From Parameter Value	To Parameter Value	UOM	Rate Per UOM	Charges per Unit as % of Part Base Cost	Charge for Range	Remarks
1							

**Edit TCD**

**Record Statistics**

Created by DMUSER  
 Last Modified by DMUSER  
 Created Date 2012-20-03  
 Last Modified Date 2016-20-04

Figure 2.6 Entering penalty charges information for loan order

## Entering TCD information for loan order

You can specify the different taxes, charges and discounts applicable to the loan order.

1. Select the **Edit TCD** link in the **Create Loan Order** page. The **Edit TCD** page appears. See Figure 2.7.
2. Select the **TCD Mode** based on which the TCD charges can be specified. The TCD mode can be “Administrative Charges”, “Basic Loan Charges”, “Total Loan Charges” or “Part Base Cost”.
3. Enter the sequence in which the TCD is to be applied on the charge in the **Seq #** field in **TCD Information** multiline.
4. Enter the code identifying the TCD and the number identifying the variant of the TCD in the **TCD #** and **TCD Variant #** fields in the multiline.

Figure 2.7 Entering TCD information for loan order

- Click the **Edit TCD** pushbutton.

## 2.2.3 CANCELING LOAN ORDER

You can cancel loan order that is in “Fresh”, “Draft” or “Returned” status.

- Select **Edit Loan Order** under **Loan Order** business component. The **Select Loan Order** page appears. See Figure 2.8.

Figure 2.8 Canceling loan order

- Select the **Action** to indicate whether to modify or cancel the authorized loan order.
- Enter **Search Criteria**, to retrieve loan orders that are already created.
- Select the loan order to be cancelled, in the multiline. You can select multiple loan orders for cancellation.
- Enter **Comments** pertaining to the cancellation of the selected loan order.
- Click the **Cancel Loan Orders** pushbutton to cancel the loan order(s).

*Note: This action is workflow-enabled. Notification messages can be sent as per settings you have defined in the “Workflow Management” business component.*



## 2.3 RECORDING SUPPLIER CORRESPONDENCE DETAILS

You can record the details of correspondence with a supplier for loan orders, which are in “Draft”, “Fresh”, “Cancelled”, “Returned”, “Authorized”, “Under Authorization”, “Amended”, “Under Amendment”, “Received”, “Shipped” or “Closed” status.

1. Select the **Maintain Supplier Correspondence** link under **Loan Order** business component. The **Select Loan Order** page appears.
2. Provide filter criteria to search for a loan order and click the **Search** pushbutton.
3. Click the loan order number in the multiline, to record the supplier correspondence details. The **Maintain Supplier Correspondence** page appears. See Figure 2.9.

**Maintain Supplier Correspondence**

Date Format: mm-dd-yyyy

**Loan Order Info**

Loan Order # LO-000732-2020  
 Loan Order Date 03-26-2020  
 Status Received  
 Amendment # 0  
 Amendment / LO Date

**Supplier Details**

Supplier # 00000  
 Supplier Name Supplier 2  
 Address 554C BUSY STREET, AUSTRALIA MELBOURNE 80564 MB US  
 Contact Person  
 Email  
 Phone #  
 Fax

**Part Details**

Part # 0000:4373A  
 Part Description PRES 0-30PSI 3" GAUGE  
 Condition New  
 Qty. 1.00000000  
 Stock UOM EA

**Correspondence Details**

#	Date	Supplier Remarks	Buyer Remarks
1	02-05-2021		
2			

[View Loan Order](#)

[Maintain Correspondence Details](#)

**Figure 2.9 Maintaining supplier correspondence details**

4. Use the **Amendment number** drop-down list box to select the amendment number of the loan order for which the correspondence details must be recorded.
5. Enter the **Date** on which the supplier correspondence details are recorded.
6. Enter the **Supplier Remarks** to state the supplier remarks for the loan order line number.
7. Enter the **Buyer Remarks** to state the buyer remarks for the loan order amendment number.
8. Click the **Maintain Correspondence Details** pushbutton to record the supplier correspondence details.

## 2.4 AUTHORIZING LOAN ORDER

An appropriate authority must authorize a loan order, before a loaned part can be received. You can authorize loan orders that are in the “Fresh” or “Under Authorization” status. The loan orders can be routed through various authorization levels set in the “Workflow Configuration” business component.

The authorizer can return the loan order to enable revisions. The loan order attains the “Returned” status and is available for editing. The user who created the document can appropriately revise the document and send it again for authorization.

1. Select **Authorize Loan Order** under **Loan Order** business component. The **Authorize Loan Order** page appears. See Figure 2.10.

#	Loan Order #	Part #	Part Description	Loaned	UOM	Loan Order	Currency	Supplier #	Supplier Name	Status	Categor	User	Loan Order Date	Priority	Loan For	Trading Partner
1	LND-000016-2017	:35895	EXPRESS U.S.RATE	1.00	EA	0.00	CAD	00198	Supplier 12	Fresh			28-10-2017		Customer	400007   Air India
2																

**Figure 2.10 Authorizing or returning loan order**

2. Provide **Search Criteria** and click the **Search** pushbutton to retrieve the loan orders matching the search criteria.
3. Select appropriate **User Status** for the loan order to be authorized or returned.
4. Enter **Comments** field if you wish to return the loan order.
5. Select the loan order(s) in the multiline and click the **Authorize Loan Order** pushbutton to authorize the selected loan order(s).

*Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

*Note: The system checks whether the part loaned is available in stock, for loan orders of type “Purchase” and “Exchange”. If the stock is available, the system changes the stock status of the part to the value selected in the “Internal Stock Status” field in the loan order document, and does a stock correction of type value automatically.*

6. Click the **Return Loan Order** pushbutton to return the selected loan order(s). The status of the loan order changes to “Returned”.

*Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

## 2.5 AMENDING LOAN ORDER

After authorizing the loan order, if you wish to modify some details, you can amend the loan order. The loan order can be amended so long as the parts are not yet received.

1. Select **Amend Loan Order** link under **Loan Order** business component. The **Select Loan Order** page appears.
2. Enter the **Loan Order #** that you wish to amend and select **Amend Loan Order** link. Else, provide filter criteria to search for loan order that must be amended, and click the **Search** pushbutton. Click the hyperlinked **Loan Order #** in the multiline to amend the loan order details.
3. The **Amend Loan Order** page appears. See Figure 2.11.

**Amend Loan Order**

Loan Order # LO20000002 Amendment # 0 Status Received  
 Amendment / LO Date 2020-02-05 2020-02-03 Loan Order Type Exchange Stock Status OWNED  
 Supplier # 00003 Part # 005LG005B Part Description L/G CNTL INTERFACE UNIT  
 Priority Purchase Cost User Status Order Currency USD Category Aircraft Reg #  
 Reason For Loan

**Loan for Information**  
 Loan For Self Trading Partner # Trading Partner Name  
 LO Inv. Org. HXITM

**Loaner Information**  
 Supplier Name MANUFACTURER FROM CX Address ID 1 Contact Person  
 Phone # Fax Email  
 Address LUNGSUM2002@GMAIL.COM - - - HK

**Loaned Part Information**  
 Quantity 1.00 Stock UOM EA Condition New  
 Certificate Type Ship To HAECO OU Warehouse# CX  
 Manufacturer Part # 005LG005B Manufacturer Name Part Type Component  
 Lead Parameter FC Received Qty 1.00

**Return Shipment Details**  
 Issue Location HAECO OU Issue Warehouse #

**Reference Details**  
 Loan Agreement # Supplier Offer # Ref. Document #

**Loan Information**  
 Loan Charges On Calendar Based TCD Applicable No Penalty Applicable No  
 Date Req'd 2020-02-03 Loan Period 30.00 Days Expected Usage FC

**Charges Policy Details**  
 Administrative Charges Policy Calendar Based Lease Charges Policy Flat Calendar Based Lease Charges Basis Period  
 Parameter Based Lease Charges Policy Parameter Based Lease Charges Basis

**Order Value Details**  
 Part Base Cost 77,885.00 USD Administrative Charges In %  
 Basic Loan Charges 36,000.00 USD Additional Charges USD  
 Order Value 36,000.00 USD Exchange Rate 1.00000000 Total Loan Charges 36,000.00 USD  
 Base Currency Value 36,000.00 USD

**Calendar based Lease Charges** Parameter based Lease Charges

#	From Calendar Period	To Calendar Period	UOM	Rate Per UOM	Charges per Unit as % of Pa	Charge for Period	Remarks
1	1.00	30.00	Days	1,200.00000000		36,000.00	
2							

**Other Details**  
 Employee # E0001 Employee Name Ramco User LO Detail 1  
 LO Option 1 Ref. Document  
 Comments

**Document Attachment Details**  
 File Name View File

Amend Loan Order Confirm Amendment


Edit Terms and Conditions Edit Penalty Charges Edit TCD  
 Authorize Loan Order Generate Loan Order Report Attach Clause

Upload Documents View Associated Doc. Attachments

**Record Statistics**  
 Created by 10895 Created Date 2020-02-03

Figure 2.11 Amending loan order details

4. Enter the LO Amendment Date.
5. Modify the details of the loan order wherever needed.
6. Modify the Loan Order Type, Stock Status and Purchase Cost, if required.
7. Click the **Amend Loan Order** pushbutton to save the amended details. The system sets the status of the loan order to “Amended”, if all details are entered. Else, the system assigns the “Under Amendment” status.
8. Click the **Confirm Amendment** pushbutton to confirm loan order amendment. The status of the loan order changes to “Fresh”.

 *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

## 2.6 RECEIVING LOANED GOODS

Based on the loan order, the loaner issues the part. The operator receives the part and moves the part into inventory through the *Loan Receipt*. The operator will inspect the part received and accept or reject the part. The part can be moved into the stock only if it is accepted. After usage, the operator returns the part to the loaner.

### 2.6.1 SELECTING A REFERENCE DOCUMENT FOR CREATING LOAN RECEIPT

1. Select **Create Loan / Rental Receipt** under **Loan / Rental Receipt** business component. The **Select Reference Document** page appears.
2. Enter the **Reference Document number** against which the loan receipt must be created and select the **Create Loan / Rental Receipt** link. Or, enter the **Search Criteria** to search for reference documents and click the **Search** pushbutton.

 *Note: The reference document refers to a loan order.*

3. Click the hyperlinked **Ref. Document #** in the multiline to create the loan receipt.
4. The **Create Loan / Rental Receipt** page appears. See *Figure 2.12*. Follow the steps listed under the topic "Recording loan receipt details" to enter the loan receipt information.

### 2.6.2 RECORDING LOAN RECEIPT DETAILS

1. Select the **Numbering Type** based on which the loan receipt number must be generated.
2. Enter the date on which the loan receipt is created, in the **Receipt Date** field.
3. Specify the **User Status** and **Category** for the loan receipt.
4. Enter **Packing Slip #**, **Packing Slip Date**, **Way Bill #**, **Way Bill Date**, **Gate Pass #** and **Gate Pass Date** fields to furnish the Consignment Details for the loaned part.

 *Note: Ensure that the gate pass date entered is later than the reference document date.*

5. Enter **Part #**, **Receipt Qty** and other details including **Serial #**, **Lot #** and **Component #** pertaining to the received part or click **Get Details** pushbutton.
6. Enter Certificate Details of the part.
7. Enter Inspection Details and Parameter Details, if the part has been inspected.

**Create Loan / Rental Receipt**

RAMCO OU-ramco role

**Receipt Details**

Loan/Rental Receipt # \_\_\_\_\_ Numbering Type **LRR** Status \_\_\_\_\_  
 Receipt Date **02-04-2020** Category \_\_\_\_\_ User Status \_\_\_\_\_

**Ref. Document Details**

Ref. Document **LOAN ORDER** Ref. Document # **LO-000652-2018** Ref. Document Date **05-21-2018**  
 Amendment # **0**

**Trading Partner Information**

Trading Partner **SUPPLIER** Trading Partner # **00000** Trading Partner Name **TEXTRON**

**Ref. Document Part Information**

Part # **0-0110-3-0655:36361** Part Description **2LUG,FLOAT,DOME NUTPLATE** Part Type **Consumable**  
 Part Control Type **None Controlled** Serial # \_\_\_\_\_ Lot # \_\_\_\_\_  
 Component # \_\_\_\_\_ Condition \_\_\_\_\_ Order Quantity **1.00**  
 Pending Quantity **1.00**

**Consignment Details**

Packing Slip # \_\_\_\_\_ Packing Slip Date \_\_\_\_\_ Gate Pass # \_\_\_\_\_  
 Way Bill # \_\_\_\_\_ Way Bill Date \_\_\_\_\_ Gate Pass Date \_\_\_\_\_  
 Comments \_\_\_\_\_

**Receipt Part Information**

Part # **0-0110-3-0655:36361** **Get Details** Receipt Quantity **1.00** Part Description **2LUG,FLOAT,DOME NUTPLATE**  
 Manufacturer Serial # \_\_\_\_\_ Serial # \_\_\_\_\_ Component # \_\_\_\_\_  
 Manufacturer Lot # \_\_\_\_\_ Lot # \_\_\_\_\_

**Additional Information**

Physical Damage **No** Return As Is? **Yes** Repair Classification \_\_\_\_\_ Removal Reason \_\_\_\_\_

**Certificate Details**

Certificate Type \_\_\_\_\_ Certificate # \_\_\_\_\_ Certificate Date \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ Mfr. Date \_\_\_\_\_ System Tracking Ref # \_\_\_\_\_  
 Tag Details \_\_\_\_\_ Warranty Lapse Date \_\_\_\_\_ Authorization # \_\_\_\_\_

**Inspection Details**

Accepted Quantity **1.00** Rejected Quantity \_\_\_\_\_ Quarantined Quantity \_\_\_\_\_  
 Condition \_\_\_\_\_ Inspected By **DMUSER** Inspected Date **02-04-2020**  
 Reason \_\_\_\_\_

**Parameter Details**

#	Parameter	UOM	Unknown?	TSN	TSO	TSR	TSI	TSV	Warranty?	Warranty Value
1			Yes							

**Storage Information**

Warehouse# **0123** WH - Zone # **01** Bin # **1**  
 Stock Status \_\_\_\_\_

**User Defined Details**

User Defined Option -1 \_\_\_\_\_ User Defined Detail -1 \_\_\_\_\_ Remarks \_\_\_\_\_

**Attachments**

File Name \_\_\_\_\_ [View File](#)

**Create Receipt** **Confirm Receipt**

[Edit Charge Details](#) [Record Hazmat Compliance](#) [Record Inspection Details](#)  
[Edit Loan / Rental Receipt](#) [Initialize & Update Component Configuration](#) [Initialize Maint. Program & Update Compliance](#)  
[Upload Documents](#) [View Associated Doc. Attachments](#) [Re-Initialize / Update Parameter Values](#)  
[Generate Part Barcode Label](#) [Manage Part Serial MOD Details](#) [Update Part Technical Data Requirements](#)  
[Update Component Removal Assessment Data](#)

Figure 2.12 Recording loan receipt details

8. After inspection, if the part is accepted, enter the **Storage Information** such as the **Warehouse #** and the **Stock Status** for the accepted part.
9. Enter **User Defined Details** for the loan receipt.
10. Click **Create Receipt** pushbutton to create the loan receipt. The system creates the loan receipt and assigns the "Received" status to the receipt. For a component that is accepted, the component condition is saved as specified in the "Condition" field. If the component is rejected, the condition is set to "Unserviceable".
11. Click the **Confirm Receipt** pushbutton to confirm the loan receipt. The system sets the status of the loan receipt to "Confirmed".

The system performs the following on confirmation of the loan receipt.

- ▶ If there is any pending "AOG" or "Normal" material request for the received part, the system generates an issue document for the received part and automatically prints the corresponding "Material Movement Document".
- ▶ If there is a pending material request of "Low" priority for the received part, then the system replenishes the stock level of the part in the "Stock Maintenance" business component and updates the receipt quantity in the low priority material request.
- ▶ If there are no pending material requests for the received part, then the system moves the part to the specified warehouse and automatically prints the "Material Movement Document" with the stock receipt details.

- ▶ The system retrieves the parameter values in a format based on the values selected in the “Time Display Option” field in the “Create Parameters” page of the “Aircraft” business component.

### To provide further details,

- ▶ Select **Edit Charge Details** link to specify TCD information for loan receipt
- ▶ Select the **Manage Part Serial MOD Details** link at the bottom of the page to record / manage the MOD details for the part serial combination.
- ▶ Select the **Update Part Technical Data Requirements** link to record the parameter values and checklist requirements of the part in loan receipt.
- ▶ Select the **Update Component Removal Assessment Data** link to update the component removal assessment data for the loan receipt.

### Specifying TCD information for loan receipt

You can specify various taxes, charges and discounts that are applicable to loan receipt.

1. Select **Edit Charge Details** link in the **Create Loan /Rental Receipt** page. The **Edit Charge Details** page appears. See Figure 2.13.
2. Enter TCD Sequence, TCD #, TCD Variant #, TCD Type fields in the TCD Details multiline.
3. Identify the **Currency** in which the TCD is defined and the **Pay to Supplier #** to whom the payment must be made.

**Figure 2.13 Entering Charge information for loan receipt**

4. Click **Edit Charge Details** pushbutton to save the TCD details.
5. Click the **Confirm Receipt** pushbutton to confirm the loan receipt.

## 2.6.3 CONFIRMING LOAN RECEIPT

The loan receipt document must be confirmed by an appropriate authority to enable the movement of parts into the inventory. On confirmation, the moved quantity updates the inventory stock. The status of the loan order will be updated as “Received”.

1. Select **Confirm Loan / Rental Receipt** under **Loan / Rental Receipt** business component. The **Confirm Loan / Rental Receipt** page appears.
2. Provide filter criteria and click the **Search** pushbutton to retrieve the loan receipts.
3. Select the loan receipt in the multiline. You can select multiple loan receipts for confirmation. You can also check the **Select All** box to select all loan receipts listed in the multiline, for confirmation.
4. Click the **Confirm Receipt** pushbutton to confirm the loan receipt(s).

*Note: You can also use the Create Loan / Rental Receipt, Edit TCD Details or Edit Loan / Rental Receipt page, to confirm the loan receipt.*

## 2.6.4 CANCELING LOAN RECEIPT

1. Select **Edit Loan / Rental Receipt** under **Loan / Rental Receipt** business component. The **Select Loan / Rental Receipt** page appears. See Figure 2.14.

★ Select Receipt

**Direct Entry**

Loan/Rental Receipt #  [Edit Loan / Rental Receipt](#)

**Search Criteria**

Loan/Rental Receipt #

Receipt Date From  2016-22-03

Ref. Document  Loan Order  X

Trading Partner #

Part #

Serial #

User Status

Status

Receipt Date To  2016-21-04

Ref. Document #

Trading Partner Name

Part Description

Component #

Category

**Search Results**

#	Loan/Rental Receipt #	Status	Receipt Date	Ref. Document	Ref. Document #	Trading Partner #	Trading Partner Name
1	<a href="#">LRR-000793-2016</a>	Received	2016-20-04	Loan Order	LO-000528-2014	00060	HARCO LABORATORIES INC.
2	<a href="#">LRR-000795-2016</a>	Received	2016-21-04	Loan Order	LO-000038-2012	00060	HARCO LABORATORIES INC.
3							

Figure 2.14 Canceling loan receipt

- Enter the loan receipt number directly, or provide Search Criteria, to retrieve loan receipts that are already created.
- Select the loan receipt to be cancelled, in the multiline and enter the Reason pertaining to the loan receipt cancellation.
- Click the **Cancel Receipt** pushbutton to cancel the loan receipt(s).



## 2.7 INSPECTING LOANED GOODS

You can carry out an inspection on the goods that are loaned in. You can either accept or reject the goods after inspection.

1. Select **Create Loan/Rental Receipt** under **Loan/Rental Receipt** business component.
2. In the **Inspection Details** group box, enter the quantity of parts accepted after inspection, in the **Qty. Accepted** field.
3. Enter the quantity of parts rejected after inspection, in the **Rejected Quantity** field.
4. Enter the quantity of parts quarantined, in the **Quarantined Quantity** field.
5. Select the appropriate condition of the part after inspection, in the **Condition** field.
6. Enter **Inspected By**, **Inspected Date** fields and **Reason** for inspection.
7. Enter the **Parameter Details** of the part in the multiline.
8. Click the **Create Receipt** pushbutton to save the inspection information.

## 2.8 MOVING LOANED GOODS TO WAREHOUSE

After inspection, the accepted goods can be moved to warehouse. You can furnish warehouse related information for the loan receipt.

### 2.8.1 SETTING OPTIONS FOR LOAN RECEIPT

You can set the option for allowing a different warehouse for the received part.

1. Select **Set Options** under **Loan / Rental Receipt** business component. The **Set Options** page appears. See Figure 2.15.

**Figure 2.15 Setting options for loan receipt**

2. Select “Yes” in the **Allow Different Receipt Warehouse** field to indicate that the part can be returned to a warehouse different from the one that is specified in the reference document.

*Note: The reference document here refers to a loan order.*

3. Click the **Set Options** pushbutton.


### 2.8.2 ENTERING STORAGE INFORMATION FOR LOANED PART

1. Select **Create Loan/Rental Receipt** under **Loan/Rental Receipt** business component.
2. In the **Storage Information** group box, select the **Warehouse #**.
3. Indicate the **Stock Status** of the part.
4. Identify the bin and zone of the warehouse to which the part must be moved, by selecting appropriate values in the **WH – Zone #** and **Bin #** fields.
5. Click the **Create Receipt** pushbutton to save the storage information.
6. Click the **Confirm Receipt** pushbutton to confirm the loan receipt details.

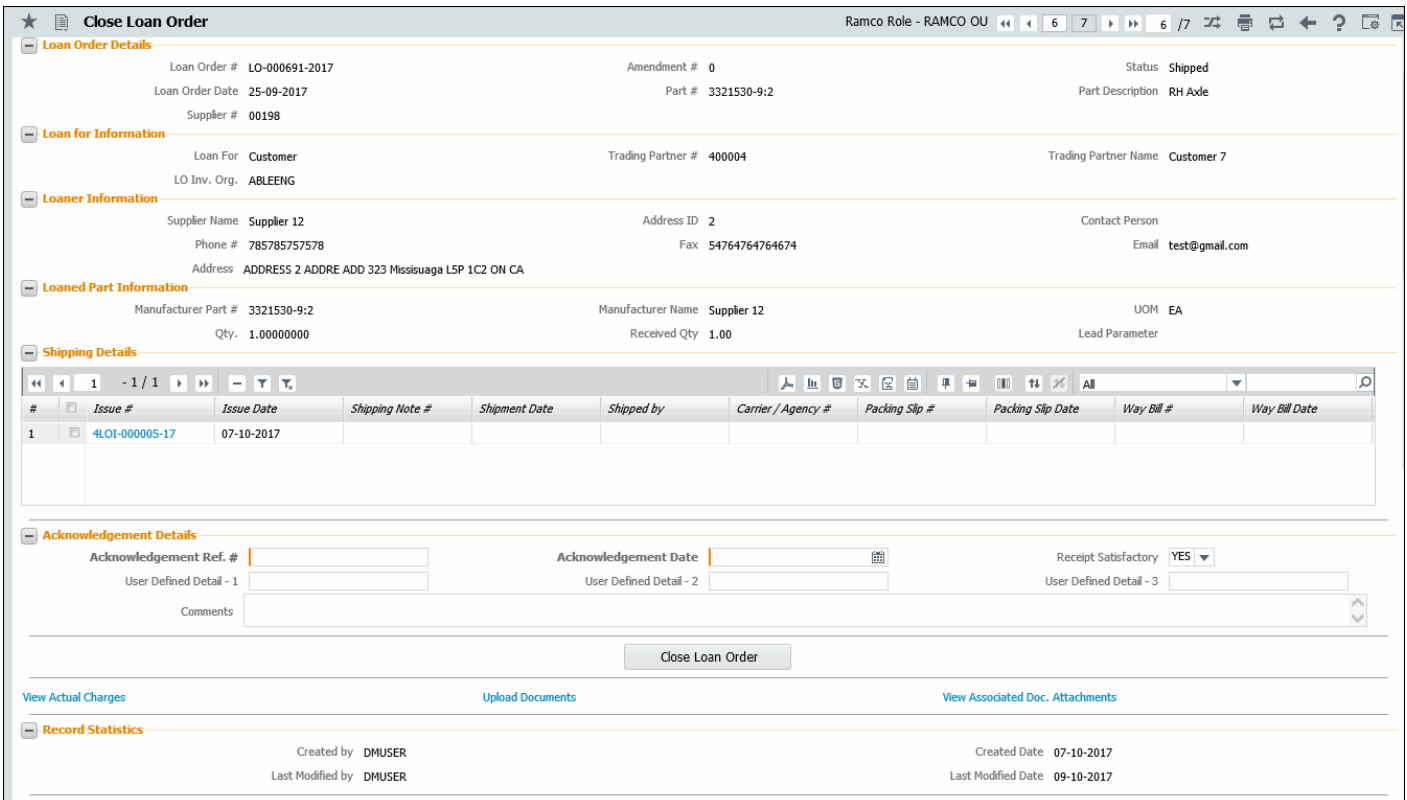
## 2.9 CLOSING LOAN ORDER

After part usage, the operator returns the loaned part to the loaner. The loaned goods are shipped and the loaner acknowledges the receipt. Once the loaner acknowledges the receipt of the loaned part, you can close the loan order.

1. Select **Close Loan Order** under **Loan Order** business component. The **Select Loan Order** page appears.
2. Enter the loan order number directly and select the **Close Loan Order** link. Or, provide **Search Criteria** to search for loan orders and click the **Search** pushbutton.

 *Note: The system retrieves only the loan orders for which the issue details are available.*

3. Click the hyperlinked loan order number in the multiline.
4. The **Close Loan Order** page appears. See *Figure 2.16*.



**Close Loan Order** Ramco Role - RAMCO OU

**Loan Order Details**

Loan Order # LO-000691-2017 Amendment # 0 Status Shipped  
 Loan Order Date 25-09-2017 Part # 3321530-9:2 Part Description RH Axle  
 Supplier # 00198

**Loan for Information**

Loan For Customer Trading Partner # 400004 Trading Partner Name Customer 7  
 LO Inv. Org. ABLEENG

**Loaner Information**

Supplier Name Supplier 12 Address ID 2 Contact Person  
 Phone # 785785757578 Fax 5476476476474 Email test@gmail.com  
 Address ADDRESS 2 ADDRE ADD 323 Mississauga L5P 1C2 ON CA

**Loaned Part Information**

Manufacturer Part # 3321530-9:2 Manufacturer Name Supplier 12 UOM EA  
 Qty. 1.00000000 Received Qty 1.00 Lead Parameter

**Shipping Details**

#	Issue #	Issue Date	Shipping Note #	Shipment Date	Shipped by	Carrier / Agency #	Packing Slip #	Packing Slip Date	Way Bill #	Way Bill Date
1	4LOI-000005-17	07-10-2017								

**Acknowledgement Details**

Acknowledgement Ref. #  Acknowledgement Date  Receipt Satisfactory YES   
 User Defined Detail - 1  User Defined Detail - 2  User Defined Detail - 3   
 Comments


[View Actual Charges](#) [Upload Documents](#) [View Associated Doc. Attachments](#)

**Record Statistics**

Created by DMUSER Created Date 07-10-2017  
 Last Modified by DMUSER Last Modified Date 09-10-2017

**Figure 2.16 Closing loan order**

5. Enter **Shipping Details** that includes **Shipping Note #**, **Shipment Date**, **Packing Slip #**, **Packing Slip Date**, **Way Bill #** and **Way Bill Date**.
6. Enter **Acknowledgement Details** such as **Acknowledgement Ref.#** and **Acknowledgement Date** of the loaned part.
7. Click the **Close Loan Order** pushbutton to close the loan order. The system changes the status of the loan order to "Closed".

 *Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.*

### To provide further details,

- ▶ Select the **View Actual Charges** link to view the actual charges incurred, along with the shipping details.
- ▶ Select the **Upload Documents** link to upload documents against the loan Order.
- ▶ Select the **View Associated Doc. Attachments** link to view the uploaded documents against the loan Order.

# 3 RENTALS MANAGEMENT

Airline operators always compromise on inventory levels due to operational contingencies. Though they operate with modern inventory techniques, they often find themselves in short of an important part or being requested by a fellow operator to lend a part to overcome contingencies. The customer thus raises a request for a part, typically a rotatable or test equipment, to be rented or leased for a specific period. The operator acknowledges the request and creates a rental order to release the part.

**Rental Order** business component helps you to create a rental order for renting the part to the customer.

**Loan / Rental Receipt** business component enables you to acknowledge the receipt of the rented part into the inventory.

### 3.1 SETTING OPTIONS FOR RENTALS MANAGEMENT

You can set predefined options for rental order.

#### 3.1.1 DEFINING USER OPTIONS FOR RENTAL ORDER

1. Select **Set Options** under **Rental Order** business component. The **Set Options** page appears. See *Figure 3.1*.
2. Select the appropriate option in the **Rentable Part Mapping in Customer Masters** field to indicate whether it is mandatory or non-mandatory to associate the rentable part to the customer.
3. Specify the Allowable Part Types for Rental Order.
4. Select “Yes” if you wish to **Allow Rotables in NHA for Rental Order**. Select “No” otherwise.
5. If you wish to **Enforce Minimum Stock Rule** select “Yes”. Select “No” otherwise.
6. Identify the price that will be defaulted as **Base Price for Rental Order**, which could be “Standard Cost”, “Standard Sales Price” or “Part Price List”. Select “Enterable” if you wish to enter the base price for rental order.

The screenshot displays the 'Set Options' page for Rental Order. The page title is 'Set Options' and the breadcrumb trail is 'Loans & Rentals Management > Rental Order > Set Options'. The page contains several configuration options:

- Rentable Part Mapping in Customer Master:** Non Mandatory (dropdown)
- Allowable Part Types for Rental Order:** All (dropdown)
- Allow Rotables in NHA for Rental Order:** No (dropdown)
- Enforce Minimum Stock Rule:** No (dropdown)
- Base Price for Rental Order:** Enterable (dropdown)
- Allow Editable Base Price:** Yes (dropdown)
- Default Markup Factor:** 1.50 (text input)
- Allow Editable Markup Factor:** Yes (dropdown)
- Allow Different Return Location:** Yes (dropdown)
- Allow Alternate Part # for Issue:** Yes (dropdown)
- Allow Alternate Part Condition for Issue:** Yes (dropdown)
- Allow Alternate Serial # for Issue:** Yes (dropdown)
- Charge Calculation Period:** Customer Receipt to Ship Date (dropdown)

A 'Set Options' button is located at the bottom of the page.


**Figure 3.1 Setting options for rental order**

7. If you wish to allow editing of the base price and markup factor, select the appropriate options in the **Allow Editable Base Price** and **Allow Editable Markup Factor**.
8. Enter the **Default Markup Factor** used to calculate rental price.
9. Set **Allow Alternate Part # for Issue**, **Allow Alternate Part Condition for Issue** and **Allow Alternate Serial # for Issue** fields to appropriate options to allow alternate part number for issue, alternate part condition for issue or alternate serial number for issue.
10. Specify the **Charge Calculation Period**, which could be “Part Issue to Receipt Date”, or “Customer Receipt to Ship Date”.
11. Click the **Set Options** pushbutton to save the options.


## 3.2 GENERATING RENTAL ORDER

The **Rental Order** is a document created to acknowledge the customer request and to record the details of the part to be rented. You can create one rental order per part. In case of components, you can create one rental order per component. While creating the rental order, you can specify the terms and conditions, TCD details and the penalty charges applicable for the rental order.

### 3.2.1 SELECTING A PART TO CREATE A RENTAL ORDER


1. Select **Create Rental Order** under **Rental Order** business component. The **Select Part #** page appears.
2. Enter the **Part number** for which the rental order must be created and select the **Create Rental Order** link. Or, enter the **Search Criteria** and click the **Search** pushbutton.
  -  *Note: The system retrieves only those parts for which component ID exists and for which ownership is set as "Owned" in "Configuration" business component.*
3. Click the hyperlinked **Part #** in the multiline. The **Create Rental Order** page appears. See Figure 3.2. Follow the steps listed under the topic "Recording rental order details" to enter the rental order information.

### 3.2.2 RECORDING RENTAL ORDER DETAILS

1. Select the **Numbering Type** based on which the rental order number must be generated.
  -  *Note: For details on creating numbering types, refer to the section "Defining numbering types for transactions" in the "Inventory Setup" User Guide.*
2. Enter the date on which the rental order is created, in the **Rental Order Date** field and the type of the rental order in the **Rental Order Type** field.
3. Identify the **Customer #** to whom the part must be rented.
4. Use the **Order Currency** drop-down list box to identify the currency in which the rental order transactions should take place.
5. Specify the **Order Quantity**.
6. Alternatively you can click the **Get Parts Details** pushbutton to retrieve the serial number of the part based on the picking strategy defined.
7. Specify the **User Status**, **Category** and **Priority** for rental order.
8. Enter the **Aircraft Reg #** field in case the "Priority" of rental order is "AOG".
9. If you wish to copy the details from an existing rental order, enter the **Rental Order number**, specify **Copy Options** in the **Copy Details** group box and click the **Copy Rental Order** pushbutton.
10. Use the **Rent For** drop-down list box to specify whether the rental order must be created for the login organization or on behalf of a customer in the **Rent for Information** group box.
11. Enter the **Trading Partner #** for which the rental order must be created in the login organization.
12. Enter the Contact Person in the Customer Information group box.
13. Furnish **Reference Details**, if any, for the rental order.
14. Specify the method by which the lease charges must be calculated, by selecting the appropriate option from the **Lease Charges On** drop-down list box.
15. Enter the **From Date** from which the lease is effective.
16. Indicate whether **Penalty** and **TCD** are applicable for the rental order, in the **Penalty Applicable** and **TCD Applicable** fields.
17. Specify the lease period for the rental order. You can either specify **Calendar Lease Period** in terms of days or **Parameter Lease Period** in terms of parameter values.
18. Furnish the **Charges Policy Details**: Indicate the **Administrative Charges Policy**. To define calendar-based lease

charges options, select the relevant option in the **Calendar Based Lease Charges Policy** and **Calendar Based Lease Charges Basis** fields. For entering parameter based lease charges options, enter **Parameter Based Lease Charges Policy** and **Parameter Based Lease Charges Basis** fields.

19. Enter the **Base Price**, if allowed as per the options set.
20. Enter the **Markup Factor** that is used to arrive at the price, if allowed as per the options set.
21. Enter administrative charges as a flat value in the **Administrative Charges** field, or as a percentage in the **Administrative Charges Percent** field.
22. If the rental order is calendar-based, enter the details in the **Calendar Based Lease Charges** multiline.
23. If the rental order is parameter based, enter the details in the **Parameter Based Lease Charges** multiline.
24. Click the **Create Rental Order** pushbutton to create the rental order. The system assigns the “Fresh” status only when all mandatory information has been entered for the rental order. Else, the “Draft” status is assigned.

 *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

Loans & Rentals Management > Rental Order > Create Rental Order

★ Create Rental Order

RAMCO OU-Ramco Role

### Rental Order Details

Rental Order # \_\_\_\_\_

Rental Order Date: 12-05-2020

Customer # \_\_\_\_\_

Part # RCPTPEGPART3

Category \_\_\_\_\_

Numbering Type: RO

Rental Order Type: Regular

Priority: \_\_\_\_\_

Part Description: RCPTPEGPART3

User Status: \_\_\_\_\_

Status: \_\_\_\_\_

Order Currency: CAD

Aircraft Reg # \_\_\_\_\_

Order Quantity: 1.00 EA

Get Part Details

### Copy Details

Rental Order # \_\_\_\_\_

Copy Options: ☐ All ☐ Main Information ☐ Terms & Conditions ☐ TCD Details ☐ Penalty Charges

Copy Rental Order

### Rent for Information

Rent For: Self

Trading Partner # \_\_\_\_\_

Trading Partner Name: \_\_\_\_\_

### Customer Information

Customer Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Part Information

Serial # \_\_\_\_\_

Component # \_\_\_\_\_

Manufacturer Part # \_\_\_\_\_

Alternate Part # \_\_\_\_\_

Lot # \_\_\_\_\_

Warehouse# 0123

Manufacturer Name: \_\_\_\_\_

Part Description: RCPTPEGPART3

Condition: UnServiceable

Location: RAMCO OU

Part Type: Consumable

Part Control Type: None Controlled

### Reference Details

Agreement # \_\_\_\_\_

Offer # \_\_\_\_\_

Ref. Document # \_\_\_\_\_

### Charges Policy Details

Administrative Charges Policy: \_\_\_\_\_

Parameter based Lease Charges Policy: \_\_\_\_\_

Calendar based Lease Charges Policy: \_\_\_\_\_

Parameter based Lease Charges Basis: \_\_\_\_\_

Calendar based Lease Charges Basis: \_\_\_\_\_

### Lease Information

Lease Charges On: Calendar Period

From Date: \_\_\_\_\_

Lead Parameter: \_\_\_\_\_

Penalty Applicable: No

Calendar Lease Period: \_\_\_\_\_

TCD Applicable: No

Parameter Lease Period: \_\_\_\_\_

### Order Value Details

Base Price: \_\_\_\_\_ CAD

Administrative Charges Percent: \_\_\_\_\_

Lease Charges: \_\_\_\_\_ CAD

Total Rental Value: \_\_\_\_\_ CAD

MarkUp Factor: 1.50

Administrative Charges: \_\_\_\_\_ CAD

TCD Value: \_\_\_\_\_ CAD

Exchange Rate: \_\_\_\_\_

Rental Price: \_\_\_\_\_ CAD

Rental Charges: \_\_\_\_\_ CAD

Additional Charges: \_\_\_\_\_ CAD

Base Currency: CAD

### Calendar based Lease Charges

#	From Period	To Period	UOM	Fiat Rate / UOM	Percent of Rental Price / UOM	Lease Charges	Remarks
1							

### Parameter based Lease Charges

#	From Value	To Value	UOM	Fiat Rate / UOM	Percent of Rental Price / UOM	Lease Charges	Remarks
1							

### User Defined Details

User Defined Detail -1: \_\_\_\_\_

User Defined Option -1: \_\_\_\_\_

Ref. Document: \_\_\_\_\_

Remarks: \_\_\_\_\_

### Attachments

File Name: \_\_\_\_\_

View File

Create Rental Order

[Edit Terms and Conditions](#)  
[Edit Rental Order](#)

[Edit TCD Details](#)  
[Authorize Rental Order](#)

[Edit Penalty Charges](#)  
[View Consumption & Range Parameters](#)

[Upload Documents](#)  
[View Associated Doc. Attachments](#)

[Generate Rental Order Report](#)

Figure 3.2 Creating a rental order

### To provide further details,

- ▶ Select the **Edit Terms and Conditions** link to specify terms and conditions for rental order.
- ▶ Select the **Edit TCD** link to specify TCD information for rental order. You can select this link only when the **TCD Applicable** field is set to "Yes".
- ▶ Select the **Edit Penalty Charges** link to specify penalty charges information for rental order. You can select this link only when the **Penalty Applicable** field is set to "Yes".



- ▶ Select the **Maintain Additional Shipment Information** link to record the additional shipment details of the Carrier / Agency # to Rental Order.
- ▶ Select **Edit Rental Order** link to modify the rental order details.
- ▶ Select the **Authorize Rental Order** link to authorize the rental order details.
- ▶ Select the **View Consumption & Range Parameters** link to view the consumption and range parameters for the component.
- ▶ Select the **Upload Documents** link to upload documents against the rental Order.
- ▶ Select the **View Associated Doc. Attachments** link to view the uploaded documents against the rental Order.
- ▶ Select the **Generate Rental Order Report** link to generate the Rental Order Report.

### Specifying terms and conditions for rental order

You can specify the terms and conditions that are applicable to the rental order.

1. Select the **Edit Terms and Conditions** link in the **Create Rental Order** page. The **Edit Terms and Conditions** page appears. *See Figure 3.3.*
2. Enter **General Terms Agreement Details** for rental order.
3. Select the **Bill To Customer #** and **Bill To Address**. Furnish the contact information of the customer.

To specify **General Payment Terms** for the rental order,

4. Specify whether advance payment is applicable or not by selecting “Yes” or “No” in the **Advance Applicable** field.
5. Enter the date by which the advance payment must be made, in the **Advance Payable By Date** field.
6. Enter the percentage of amount that is to be received as advance, in the **Advance Percent** field.
7. Select the option by which the advance payment must be made, in the **Advance Percent On** field, which could be “Total Rental Value”, “Rental Charges” or “Rental Price”.
8. Enter amount that is to be received as advance in the **Advance Payable** field.
9. Enter the **Advance Tolerance Percent** field to indicate the maximum deficit / excess amount in percentage that can be received as advance.
10. Enter the **Pay Term** applicable for the rental order.
11. Select the **Receipt Mode** and **Receipt Method** for the rental order.
12. Select the action to be taken on non-payment of advance, in the **Action on Non payment** field.
13. Enter **Insurance Payment Terms** for rental order.
14. Select the **Ship To Customer #** and **Ship To Address**. Furnish the contact information of the customer. To specify **General Delivery Terms** for the rental order.
15. Select the **Packaging Code** of the part.
16. Select the method by which the part will be shipped, in the **Ship By** field.
17. Enter **Return Shipment Terms** for the rental order.

**Edit Terms and Conditions**

**Rental Order Details**

Rental Order #	RO-000474-2021	Amendment #	0	Status	Fresh
Rental Order Date	01-29-2021	Part #	PD-Z342:1CH55-B	Part Description	Z342:1CH55-B Part - Returnable
Customer #	400007	Customer Name	Customer 8"	Total Rental Value	2000.00000000
Order Currency	CAD				CAD

**General Terms Agreement Details**

GTA Reference #  Ref. Document Date  File Name

GTA Remarks

**Bill to Address**

Ship To Customer #  Ship To Address  Contact Person

Address

Phone  Fax  Email

**General Delivery Terms**

INCO Term  Port Of Departure  Port Of Destination

Ship By  Shipping Payment  Carrier #

Freight Billable  Freight Amount  Packaging Code

Packaging Notes

Shipping Notes

**Return Shipment Terms**

Return to Location  Warehouse#  Ship By

Address

Shipping Payment  Carrier #  Freight Payable

Packaging Notes

Shipping Notes

**Other Details**

User Defined Option -2  User Defined Option -3  User Defined Option -4

User Defined Detail -2  User Defined Detail -3  User Defined Detail -4

[Edit Terms and Conditions](#)

[Authorize Rental Order](#) [Maintain Additional Shipment Information](#)

[Upload Documents](#) [View Associated Doc. Attachments](#)

Figure 3.3 Specifying terms and conditions for rental order

- Click the **Edit Terms and Conditions** pushbutton.

### 3.2.3 ENTERING PENALTY CHARGES INFORMATION FOR RENTAL ORDER

You can enter the penalty charges applicable to a rental order. Penalty charges are levied on the part if the part is used beyond the agreed lease period.

#### Calendar based penalty charges information

You can specify the period (days/weeks/months/years) for which the penalty is effective. You can specify the policy by which the penalty charges will be calculated: Flat rate or Percentage of Rental Price. In addition to this, you can divide the penalty period into small units so as to calculate lease charges on period or cumulative basis.

You can specify the period range and the corresponding flat rate or percentage of rental price per day/week/month/year. The penalty charges will be calculated for every period defined.

#### Parameter based penalty charges information

You can identify the policy by which the penalty charges will be calculated: Flat rate or Percentage of Rental Price. You can define different ranges of parameter values to calculate penalty charges on period or cumulative basis. The penalty charges will be calculated for every parameter range defined.

- Select the **Edit Penalty Charges** link in the **Create Rental Order** page. The **Edit Penalty Charges** page appears. See Figure 3.4.
- Furnish the **Penalty Charges Policy Details**: To define calendar-based penalty charges options, select the relevant option in the **Calendar Based Penalty Charges Policy** and **Calendar Based Penalty Charges Basis** fields.

**Edit Penalty Charges**

Date Format yyyy-dd-mm

**Rental Order Details**

Rental Order # RO-000260-2016  
 Rental Order Date 2016-18-04  
 Part # NAV-125  
 Customer # 1090000  
 Total Rental Value 150.00 CAD

Amendment # 0  
 Status Draft  
 Part Description alphanumeric  
 Customer Name Customer 3  
 Order Currency CAD

**Lease Information**

Lease Charges On Calendar Period  
 From Date 2016-22-04  
 Lead Parameter

Calendar Lease Period 10 Days  
 Parameter Lease Period

**Penalty Information**

Penalty Charges On Calendar Period  
 Calendar Penalty Period  
 Comments

Parameter Penalty Period

**Penalty Charges Policy Details**

Calendar Based Penalty Charges Policy  
 Parameter Based Penalty Charges Policy

Calendar Based Penalty Charges Basis  
 Parameter Based Penalty Charges Basis

**Calendar based Penalty Charges**

[No records to display]

#	From Period	To Period	UOM	Flat Rate / UOM	Percent of Rental Price / UOM	Penalty Charges	Remarks
1							

**Parameter based Penalty Charges**

[No records to display]

#	From Value	To Value	UOM	Flat Rate / UOM	Percent of Rental Price / UOM	Penalty Charges	Remarks
1							

Edit Penalty Charges

**Figure 3.4 Entering penalty charges information for rental order**

- For entering the parameter-based penalty charges options, enter **Parameter Based Penalty Charges Policy** and **Parameter Based Penalty Charges Basis** fields.
- Enter the details in the **Calendar Based Penalty Charges** multiline, to specify calendar-based penalty charges details.
- Enter the details in the **Parameter Based Penalty Charges** multiline, to specify parameter-based penalty charges details.
- Click the **Edit Penalty Charges** pushbutton.

### 3.2.4 ENTERING TCD INFORMATION FOR RENTAL ORDER

You can specify the different taxes, charges and discounts applicable to the rental order.

- Select the **Edit TCD Details** link in the **Create Rental Order** page. The **Edit TCD Details** page appears. See Figure 3.5.
- Select the **TCD Application** based on which the TCD charges can be specified. The TCD application can be "Rental Price", "Administrative Charges", "Lease Charges" or "Rental Charges".
- Enter the sequence in which the TCD is to be applied on the charge, in the **TCD Sequence** field in the **TCD Details** multiline.
- Enter the code identifying the TCD and the number identifying the variant of the TCD in the **TCD #** and **TCD Variant #** fields in the multiline.

**Edit TCD Details**

**Rental Order Details**

Rental Order # RO-000474-2021 Amendment # 0 Status Draft  
 Rental Order Date 01-29-2021 Part # PD-Z342:1CH55-B Part Description Z342:1CH55-B Part - Returnable  
 Customer # 400007 Customer Name Customer 8" Order Currency CAD CAD  
 Comments

**Order Value Details**

Rental Price 1,500,000,000,000 CAD Administrative Charges CAD Lease Charges 2,000,000,000,000 CAD  
 Rental Charges CAD  
 TCD Application Rental Charges Get Details TCD Value CAD

**TCD Details**

#	TCD Variant #	TCD Type	Basis	TCD Rate	Taxable Amount	TCD Amount	Currency	Pay to Supplier #	Supplier Name
1	04	Charge	Flat	0.00			CAD	00000	
2							CAD	00000	

Edit TCD Details

Edit Terms and Conditions Edit Penalty Charges Authorize Rental Order

Upload Documents View Associated Doc. Attachments

Figure 3.5 Entering TCD information for rental order

- Click the **Edit TCD Details** pushbutton.

### 3.2.5 CANCELING RENTAL ORDER

You can cancel rental order that is in the “Fresh”, “Draft” or “Returned” status.

- Select **Cancel / Edit Rental Order** under **Rental Order** business component. The **Select Rental Order** page appears. See Figure 3.6.

**Select Rental Order**

**Direct Entry**

Rental Order # Edit Rental Order

**Search Criteria**

Action Edit Rental Order  
 Customer #  
 Part #  
 Category  
 Lot #

Rental Order #  
 Customer Name  
 Part Description  
 User Status  
 Rent For

Status  
 Rental Order Date: From / To 12-04-2020 12-05-2020  
 Serial #  
 Component #  
 Trading Partner #

Search

**Search Results**

#	Rental Order #	Rental Order Date	Status	Customer #	Customer Name	Part #	Part Description	Component #	Serial #
1	RO-000304-2020	17-04-2020	Fresh	400007	Customer 8	04689:P2783	RPM (AMMTR) METER	A100430	0.00536246
2	RO-000306-2020	07-05-2020	Fresh	400007	Customer 8	RCPTPEGPART3	RCPTPEGPART3		
3									

Cancel Rental Order

Generate Rental Order Report

Figure 3.6 Canceling a rental order

- Select the **Action** to indicate whether to modify or cancel the authorized rental order.
- Enter **Search Criteria**, to retrieve rental orders that are already created.
- Select the rental order to be cancelled, in the multiline. You can select multiple rental orders for cancellation.
- Enter **Reason** pertaining to the cancellation of the selected rental order.
- Click the **Cancel Rental Order** pushbutton to cancel the rental order(s).

### 3.3 AUTHORIZING RENTAL ORDER

A rental order must be authorized by appropriate authority, before a part or a component can be issued or shipped to a customer. Once the rental order is authorized, an issue document is raised with the rental order as the reference. You can authorize rental orders that are in the “Fresh”, “Under Authorization” or “Amended” status.

The authorizer can return the rental order to enable revisions. The rental order attains the status “Returned” and is available for editing. The user who created the document can appropriately revise the document and send again for authorization.

1. Select **Authorize Rental Order** under **Rental Order** business component. The **Authorize Rental Order** page appears. See Figure 3.7.

**Figure 3.7 Authorizing or returning rental order**

2. Provide **Search Criteria** and click the **Search** pushbutton to retrieve the rental orders matching the search criteria.
3. Select the appropriate **User Status** for the rental order to be authorized or returned.
4. Enter the **Reason** field, if you wish to return the rental order.
5. Select the rental order(s) in the multiline and click the **Authorize Rental Order** pushbutton to authorize the selected rental order(s).

*Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

6. Click the **Return Rental Order** pushbutton to return the selected rental order(s). The status of the rental order changes to “Returned”.

*Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

## 3.4 AMENDING RENTAL ORDER

After authorizing the rental order, if you wish to modify some details, you can amend the rental order.

1. Select **Amend Rental Order** under **Rental Order** business component. The **Select Rental Order** page appears.
2. Enter the **Rental Order #** that you wish to amend and select the **Amend Rental Order** link. Else, provide filter criteria to search for rental order that must be amended, and click the **Search** pushbutton. Click the hyperlinked **Rental Order #** in the multiline to amend the rental order details.
3. The **Amend Rental Order** page appears. *See Figure 3.8.*

**Amend Rental Order**

**Rental Order Details**

Rental Order # RO-000305-2020 Amendment # 1 Status Amended  
 Rental Order Date 22-04-2020 Rental Order Type Regular  
 Customer # 101 Priority  
 Part # 0851HF:59885 Part Description PITOT STATIC TUBE Aircraft Reg #  
 Category Order Currency CAD  
 User Status

**Rent for Information**

**Customer Information**

Customer Name Customer 2 Contact Person  
 Phone 514-422-7239 Fax  
 Address 7373 Côte-Vertu west Dorval H4S 1Z3 QC CA E-Mail

**Part Information**

Serial # F4 Lot # Condition New  
 Component # C004187-2019 Warehouse # 0121 Location RAMCO OU  
 Manufacturer Part # 0851HF Manufacturer Name Part Type Component  
 Alternate Part # Part Description PITOT STATIC TUBE Part Control Type Serial Controlled  
 Order Quantity 1.00 EA Issued Quantity EA

**Reference Details**

**Lease Information**

Lease Charges On Calendar Period TCD Applicable No Penalty Applicable No  
 From Date 22-04-2020 Calendar Lease Period 10 Days Parameter Lease Period  
 Lead Parameter

**Charges Policy Details**

Administrative Charges Policy Percent Calendar based Lease Charges Policy Percent Calendar based Lease Charges Basis Period  
 Parameter based Lease Charges Policy Parameter based Lease Charges Basis

**Order Value Details**

Base Price 100.00 CAD Markup Factor 1.50 Rental Price 150.00 CAD  
 Administrative Charges Percent 10.00 Administrative Charges 15.00 CAD Rental Charges 30.00 CAD  
 Lease Charges 15.00 CAD TCD Value 0.00 CAD Additional Charges 0.00 CAD  
 Total Rental Value 30.00 CAD Exchange Rate 1.00000000 Base Currency CAD

**Calendar based Lease Charges**

#	From Period	To Period	UOM	Flat Rate / UOM	Percent of Rental Price / UOM	Lease Charges	Remarks
1	1	10	Days		1.00	15.00	
2							

**Parameter based Lease Charges**

#	From Value	To Value	UOM	Flat Rate / UOM	Percent of Rental Price / UOM	Lease Charges	Remarks
1							

**User Defined Details**

Remarks


**Attachments**

Amend Rental Order


[Edit Terms and Conditions](#) [Edit TCD Details](#) [Edit Penalty Charges](#)  
[Authorize Rental Order](#) [View Consumption & Range Parameters](#)  
[Upload Documents](#) [View Associated Doc. Attachments](#) [Generate Rental Order Report](#)


Figure 3.8 Amending rental order details

4. Modify the details of the rental order if required.
5. Specify the type of the rental order to be amended, in the Rental Order Type drop-down list box. The rental order type could be either "Exchange" or "Regular".

 *Note: You can modify the “Rental Order Type” field only if the status of the rental order is in any one of the following statuses: “Released”, “Under Amended”, “Amended” or “Shipped”.*

6. Mention the **Alternate Part #** when specifying Part Information.
7. Click the **Amend Rental Order** pushbutton to save the amended details. The system sets the status of the rental order to “Amended”, if all details are entered. Else, the system assigns the “Under Amendment” status.

 *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*

 *Note: If the rental order is in “Shipped” status, then on amendment of the rental order the status remains the same without changing. Also, the system does not allow modification of the rental order details except for the rental order type.*

## 3.5 ISSUING RENTED GOODS TO CUSTOMER

The parts that must be rented are issued to the customer.

### 3.5.1 CREATING RENTAL ORDER ISSUE

1. Select **Create Loan / Rental Issue** under **Stock Issue** business component. The **Select Reference Document** page appears.

For more details on rental order issue, refer to the “Issuing Material” section of the “Stock Management” user guide.

### 3.5.2 RECORDING ACKNOWLEDGMENT INFORMATION

After issuing the part, you can record acknowledgement information. After receiving the part, the customer acknowledges the receipt and information pertaining to the acknowledgment can be entered.

1. Select the **Record Acknowledgment Information** link under the **Rental Order** business component. The **Select Rental Order** page appears.
2. Search for the rental order by providing **Search Criteria** and click **Search** pushbutton. The system retrieves only the rental orders for which the issue has been done.
3. Click the hyperlinked **Rental Order #** to record acknowledgement information. The **Record / Acknowledgment Information** page appears. *See Figure 3.9.*
4. Enter the **Shipping Note #**, **Shipment Date**, **Shipped By**, **Carrier/Agency #** fields for the part shipment.
5. Enter **Packing Slip #**, **WayBill #** pertaining to the part shipping.

**Record Acknowledgment Information**

**Rental Order Details**

Rental Order # RO-000300-2017 Amendment # Rental Order Date 11-11-2017

Status Shipped

**Customer Information**

Customer # 1090000 Customer Name Customer 3 Contact Person

Phone 22796666 Fax 22023031 E-Mail

Address Air India Building, 1st Floor Nariman P

**Part Information**

Part # 0-1N:09058 Part Description 0-1N" Outside Order Quantity 1.00

Manufacturer Part # 0-1N Manufacturer Name Lot #

Serial # STRP-009 Component # A103161

Condition New Part Type Component

**Shipping Details**

#	Issue #	Issue Date	Shipping Note #	Shipment Date	Shipped by	Carrier / Agency #	Packing Slip #
1	ROI-000269-2017	11-11-2017					

**Acknowledgement Details**

Acknowledgement Ref. # Acknowledgement Date Receipt Satisfactory

User Defined Detail-5 User Defined Detail-6 User Defined Detail-7

Comments

**Record Statistics**

Created by DMUSER Created Date 11-11-2017

Last Modified by DMUSER Last Modified Date 11-11-2017

**Figure 3.9 Recording acknowledgement information for rental order**

To enter acknowledgment details:

6. Enter the **Acknowledgment Ref. #** and **Acknowledgment Date** fields.
7. Set the **Receipt Satisfactory** field to “Yes” to indicate that the part or component was received in the same condition as shipped.
8. Click the **Record Acknowledgment Information** pushbutton to save acknowledgment information for the rental order.



## 3.6 RECEIVING RENTED GOODS

Based on the rental order, the part will be issued or shipped to the customer. The customer receives the part and uses it. After the lease period, the customer returns the part back to the operator. The operator moves the part back into his inventory, through a *Rental Receipt*. On receipt, inspection is carried out on the parts. The operator can then charge the customer, based on the part condition.

### 3.6.1 SELECTING A REFERENCE DOCUMENT FOR CREATING RENTAL RECEIPT

1. Select **Create Loan / Rental Receipt** under **Loan / Rental Receipt** business component. The **Select Reference Document** page appears.
2. Enter the **Reference Document #** against which the rental receipt must be created and select the **Create Loan / Rental Receipt** link. Or, enter the **Search Criteria** to search for reference documents and click the **Search** pushbutton.

 *Note: In this context, the reference document refers to a rental order.*

3. Click the hyperlinked **Ref. Document** in the multiline to create the rental receipt.
4. The **Create Loan / Rental Receipt** page appears. See *Figure 3.10*. Follow the steps listed under the topic “Recording rental receipt details” to enter the rental receipt information.

### 3.6.2 RECORDING RENTAL RECEIPT DETAILS

1. Select the **Numbering Type** based on which the rental receipt number must be generated.
2. Enter the date on which the rental receipt is created, in the **Receipt Date** field.
3. Specify the **User Status** and **Category** for the rental receipt.
4. Enter **Packing Slip #**, **Packing Slip Date**, **Way Bill #**, **Way Bill Date**, **Gate Pass #** and **Gate Pass Date** fields to furnish the **Consignment Details** for the rented part.
5. Enter the **Part #**, **Receipt Qty.** and other information such as **Serial #**, **Lot #** and **Component #**, pertaining to the received part.
6. Enter the **Certificate Details** of the part.
7. If the part has been inspected, enter the quantity of parts accepted after inspection, in the **Qty. Accepted** field in the **Inspection Details** group box.

**Create Loan / Rental Receipt**

Loan/Rental Receipt # \_\_\_\_\_ Numbering Type **LRR** Status \_\_\_\_\_  
 Receipt Date **02-04-2020** Category \_\_\_\_\_ User Status \_\_\_\_\_

**Ref. Document Details**  
 Ref. Document **LOAN ORDER** Ref. Document # **LO-000652-2018** Ref. Document Date **05-21-2018**  
 Amendment # **0**

**Trading Partner Information**  
 Trading Partner **SUPPLIER** Trading Partner # **00000** Trading Partner Name **TEXTRON**

**Ref. Document Part Information**  
 Part # **0-0110-3-0655:36361** Part Description **2LUG,FLOAT,DOME NUTPLATE** Part Type **Consumable**  
 Part Control Type **None Controlled** Serial # \_\_\_\_\_ Lot # \_\_\_\_\_  
 Component # \_\_\_\_\_ Condition \_\_\_\_\_ Order Quantity **1.00**  
 Pending Quantity **1.00**

**Consignment Details**  
 Packing Slip # \_\_\_\_\_ Packing Slip Date \_\_\_\_\_ Gate Pass # \_\_\_\_\_  
 Way Bill # \_\_\_\_\_ Way Bill Date \_\_\_\_\_ Gate Pass Date \_\_\_\_\_  
 Comments \_\_\_\_\_

**Receipt Part Information**  
 Part # **0-0110-3-0655:36361** [Get Details](#) Receipt Quantity **1.00** Part Description **2LUG,FLOAT,DOME NUTPLATE**  
 Manufacturer Serial # \_\_\_\_\_ Serial # \_\_\_\_\_ Component # \_\_\_\_\_  
 Manufacturer Lot # \_\_\_\_\_ Lot # \_\_\_\_\_

**Additional Information**  
 Physical Damage **No** Return As Is? **Yes** Repair Classification \_\_\_\_\_ Removal Reason \_\_\_\_\_

**Certificate Details**  
 Certificate Type \_\_\_\_\_ Certificate # \_\_\_\_\_ Certificate Date \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ Mfr. Date \_\_\_\_\_ System Tracking Ref # \_\_\_\_\_  
 Tag Details \_\_\_\_\_ Warranty Lapse Date \_\_\_\_\_ Authorization # \_\_\_\_\_

**Inspection Details**  
 Accepted Quantity **1.00** Rejected Quantity \_\_\_\_\_ Quarantined Quantity \_\_\_\_\_  
 Condition \_\_\_\_\_ Inspected By **DMUSER** Inspected Date **02-04-2020**  
 Reason \_\_\_\_\_

**Parameter Details**

#	Parameter	UOM	Unknown?	TSN	TSO	TSR	TSI	TSV	Warranty?	Warranty Value
1			Yes							

**Storage Information**  
 Warehouse# **0123** WH - Zone # **01** Bin # **1**  
 Stock Status \_\_\_\_\_

**User Defined Details**  
 User Defined Option -1 \_\_\_\_\_ User Defined Detail -1 \_\_\_\_\_ Remarks \_\_\_\_\_

**Attachments**  
 File Name \_\_\_\_\_ [View File](#)

[Create Receipt](#) [Confirm Receipt](#)

[Edit Charge Details](#) [Record Hazmat Compliance](#) [Record Inspection Details](#)  
[Edit Loan / Rental Receipt](#) [Initialize & Update Component Configuration](#) [Initialize Maint. Program & Update Compliance](#)  
[Upload Documents](#) [View Associated Doc. Attachments](#) [Re-Initialize / Update Parameter Values](#)  
[Generate Part Barcode Label](#) [Manage Part Serial MOD Details](#) [Update Part Technical Data Requirements](#)  
[Update Component Removal Assessment Data](#)

Figure 3.10 Creating rental receipt

8. Enter the quantity of parts rejected after inspection, in the **Rejected Quantity** field.
9. Enter the quantity of parts quarantined, in the **Quarantined Quantity** field.
10. Select the appropriate condition of the part after inspection, in the **Condition** field.
11. Enter **Inspected By**, **Inspected Date** fields and **Reason** for inspection.
12. Enter the **Parameter Details** of the part in the multiline.
13. After inspection, if the part is accepted, select the **Warehouse #** to which the part must be moved in the **Storage Information** group box.
14. Indicate the **Stock Status** of the part.
15. Identify the bin and zone of the warehouse to which the part must be moved, by selecting appropriate values in the **WH – Zone #** and **Bin #** fields.
16. Enter **User Defined Details** for the rental receipt.
17. Click **Create Receipt** pushbutton to create the rental receipt. The system creates the rental receipt and assigns the “Received” status to the receipt. For a component that is accepted, the component condition is saved as specified in the “Condition” field. If the component is rejected, the condition is set to “Unserviceable”.

18. Click the **Confirm Receipt** pushbutton to confirm the rental receipt. The system sets the status of the rental receipt to “Confirmed”.

The system performs the following on confirmation of the rental receipt:

- ▶ If there is any pending “AOG” or “Normal” material request for the received part, the system generates an issue document for the received part and automatically prints the corresponding “Material Movement Document”.
- ▶ If there is a pending material request of “Low” priority for the received part, then the system replenishes the stock level of the part in the “Stock Maintenance” business component and updates the receipt quantity in the low priority material request.
- ▶ If there are no pending material requests for the received part, then the system moves the part to the specified warehouse and automatically prints the “Material Movement Document” with the stock receipt details.

#### To provide further details,

- ▶ Select **Edit Charge Details** link to specify charges details for rental receipt.
- ▶ Select the **Manage Part Serial MOD Details** to record / manage the MOD details for the part serial combination.
- ▶ Select the **Update Part Technical Data Requirements** link to record the parameter values and checklist requirements of the part in rental receipt.
- ▶ Select the **Update Component Removal Assessment Data** link to update the component removal assessment data for the rental receipt.

### 3.6.3 SPECIFYING CHARGE INFORMATION FOR RENTAL RECEIPT

You can specify various taxes, charges and discounts that are applicable to rental receipt.

1. Select **Edit Charge Details** link in the **Create Loan /Rental Receipt** page. The **Edit TCD Details** page appears.
2. Enter **TCD Sequence**, **TCD #**, **TCD Variant #**, **TCD Rate** fields in the **TCD Details** multiline.
3. Identify the **Currency** in which the TCD is defined and the **Pay to Supplier #** to whom the payment must be made.
4. Click the **Edit Charge Details** pushbutton to save the TCD details.
5. Click the **Confirm Receipt** pushbutton to confirm the rental receipt.

### 3.6.4 CONFIRMING RENTAL RECEIPT

The rental receipt document must be confirmed by an appropriate authority, to enable the movement of parts into the inventory. On confirmation, the moved quantity is updated in the inventory stock. The status of the rental order will be updated as “Partially Closed” or “Closed”, based on the receipt quantity and pending quantity. If the receipt quantity is equal to the pending quantity, then the status of the rental order will be set as “Closed”. If the receipt quantity is less than the pending quantity, then the status of the rental order will be set as “Partially Closed”.

1. Select **Confirm Loan / Rental Receipt** under **Loan / Rental Receipt** business component. The **Confirm Loan / Rental Receipt** page appears. See *Figure 3.11*.
2. Provide filter criteria and click the **Search** pushbutton to retrieve the rental receipts.
3. Select the rental receipt in the multiline. You can select multiple rental receipts for confirmation. You can also check the **Select All** box to select all rental receipts listed in the multiline, for confirmation.

Loans & Rentals Management > Loan / Rental Receipt > **Confirm Loan / Rental Receipt**

★ **Confirm Loan / Rental Receipt** RAMCOOU-Ramco Role

Date Format mm-dd-yyyy

**Search Criteria**

Loan/Rental Receipt #   
 Receipt Date From    
 Ref. Document   
 Trading Partner #   
 Part #   
 Serial #   
 User Status

Receipt Date To    
 Ref. Document #   
 Trading Partner Name   
 Part Description   
 Component #   
 Category

**Search**

**Search Results**

#	Loan/Rental Receipt #	Receipt Date	Ref. Document	Ref. Document #	Trading Partner #	Trading Partner Name
1	LRR-001009-2020	10-21-2020	Rental Order	RO-000446-2020	400007	Customer 8"
2	LRR-000888-2018	08-24-2018	Loan Order	LO-000710-2018	00000	Supplier 2
3	LRR-000987-2020	08-18-2020	Loan Order	LO-000738-2020	00000	Supplier 2
4	LRR-001001-2020	09-18-2020	Loan Order	LO-000644-2017	00000	Supplier 2
5	LRR-000887-2018	08-24-2018	Rental Order	RO-000368-2018	400007	Customer 8"

**Confirm Receipt**

[View Loan / Rental Receipt](#) [Generate Part Barcode Label](#) [Record Hazmat Compliance](#) [Record Inspection Details](#)

Figure 3.11 Confirming rental receipt

- Click the **Confirm Receipt** pushbutton to confirm the rental receipt(s).

*Note: You can also use the Create Loan / Rental Receipt, Edit TCD Details or Edit Loan / Rental Receipt page, to confirm the rental receipt.*

### 3.6.5 CANCELING RENTAL RECEIPT

- Select **Edit Loan / Rental Receipt** under **Loan / Rental Receipt** business component. The **Select Loan / Rental Receipt** page appears. See Figure 3.12.

Loans & Rentals Management > Loan / Rental Receipt > **Select Receipt**

★ **Select Receipt** RAMCOOU-Ramco Role

**Direct Entry**

Loan/Rental Receipt #  [Edit Loan / Rental Receipt](#)

**Search Criteria**

Loan/Rental Receipt #   
 Receipt Date From    
 Ref. Document   
 Trading Partner #   
 Part #   
 Serial #   
 User Status

Status   
 Receipt Date To    
 Ref. Document #   
 Trading Partner Name   
 Part Description   
 Component #   
 Category

**Search**

**Search Results**

#	Loan/Rental Receipt #	Status	Receipt Date	Ref. Document	Ref. Document #	Trading Partner #	Trading Partner Name
1	LRR-000920-2019	Received	02-11-2019	Loan Order	LO-000680-2017	00000	Supplier 2
2	LRR-000923-2019	Received	03-15-2019	Loan Order	LO-000692-2017	00000	Supplier 2
3	LRR-000941-2019	Received	09-17-2019	Rental Order	RO-000397-2018	400007	Customer 8"
4	LRR-000943-2019	Received	09-19-2019	Loan Order	LO-000706-2018	00000	Supplier 2
5	LRR-000948-2020	Received	03-03-2020	Loan Order	LO-000726-2019	00000	Supplier 2

**Cancel Receipt**

Figure 3.12 Canceling rental receipt

- Enter the rental receipt number directly, or provide Search Criteria, to retrieve rental receipts that are already created.
- Select the rental receipt to be cancelled, in the multiline, and enter the Reason pertaining to the rental receipt cancellation.
- Click the **Cancel Receipt** pushbutton to cancel the rental receipt(s).

## 3.7 INSPECTING RENTED GOODS

You can carry out an inspection on the goods that are rented. You can either accept or reject the goods after inspection. The inspection details of the goods can be entered in the “Create Loan / Rental Receipt” page. You must furnish inspection information for confirming the loan or rental receipt. Refer to the “Recording rental receipt details” section for more information.

## 3.8 MOVING RENTED GOODS TO WAREHOUSE

After inspection, the accepted goods can be moved to warehouse. You can furnish warehouse related information for the rental receipt in the “Create Loan / Rental Receipt” page. Refer to the “Recording rental receipt details” section for more information.

### 3.8.1 SETTING OPTIONS FOR RENTAL RECEIPT

You can set the option for allowing a different warehouse for the rented part.

1. Select **Set Options** under **Loan / Rental Receipt** business component. The **Set Options** page appears.
2. Select “Yes” in the **Allow Different Receipt Warehouse** field to indicate that the part can be returned to a warehouse different from the one that is specified in the reference document.

 *Note: In this context, the reference document refers to a rental order.*

3. Click the **Set Options** pushbutton.

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