ramco

RAMCO AVIATION SOLUTION

VERSION 5.9

USER GUIDE

PROCUREMENT MANAGEMENT

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 Aviation Solution. 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 **Procurement Management** business process and the entire manufacturing process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Procurement Setup** sub process.

Chapter 3 dwells on the **Regular Procurement** sub process.

Chapter 4 dwells on the **Blanket Purchase Order Administration** 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 for assistance.

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1 INTRODUCTION

Procurement forms the primary mode of replenishing the inventory required for regular Aviation Maintenance. Part replacements and high value spare parts like Rotable replenishment necessitates procurement. The **Procurement Management** business process includes purchase of capital, expendable parts, and services through regular as well as negotiated contract based modes of procurement.

The **Procurement Setup** sub-process initializes the purchase setup activities. The **Regular Procurement** sub process identifies the various procurement needs of spares. **Blanket Purchase Order Administration** sub process establishes the procurement needs of long-term basis.

2 PROCUREMENT SETUP

The **Procurement Setup** sub process focuses on initializing all purchase setup tasks and addresses the procurement of different part types to support aircraft and component maintenance operations.

Logistics Common Masters business component facilitates definition of different small masters, which will be used by different other logistics components and also set various options.

Taxes, Charges or Discounts business component provides a facility to define taxes, charges and discounts that are to be used while recording transactions.

Pay Term business component provides a facility to define the terms of payment that are applicable to any transaction.

Supplier business component enables you to register supplier details in the system.

Supplier Rating business component enables an organization to rate the suppliers either for a part or a service or both, and also compute the overall rating for suppliers based only on parts or services or both parts and services.

Buyer Group business component provides facility to identify the group of buyers in the procurement process.

2.1 SETTING UP COMMON DEFINITIONS FOR PROCUREMENT MANAGEMENT

This facility allows you to define the common entities that would be repeatedly referred in procurement management. This avoids duplication and also helps to maintain the information in a single location.

2.1.1 SETTING THE PURCHASE OPTIONS

You can set standards for the system to follow during a transaction. By default, the system sets certain standards, which can be modified as per your requirements.

1. Select **Set Purchase Options** under **Logistics Common Master** business component. The **Purchase Option Settings** page appears. *See Figure 2.1*

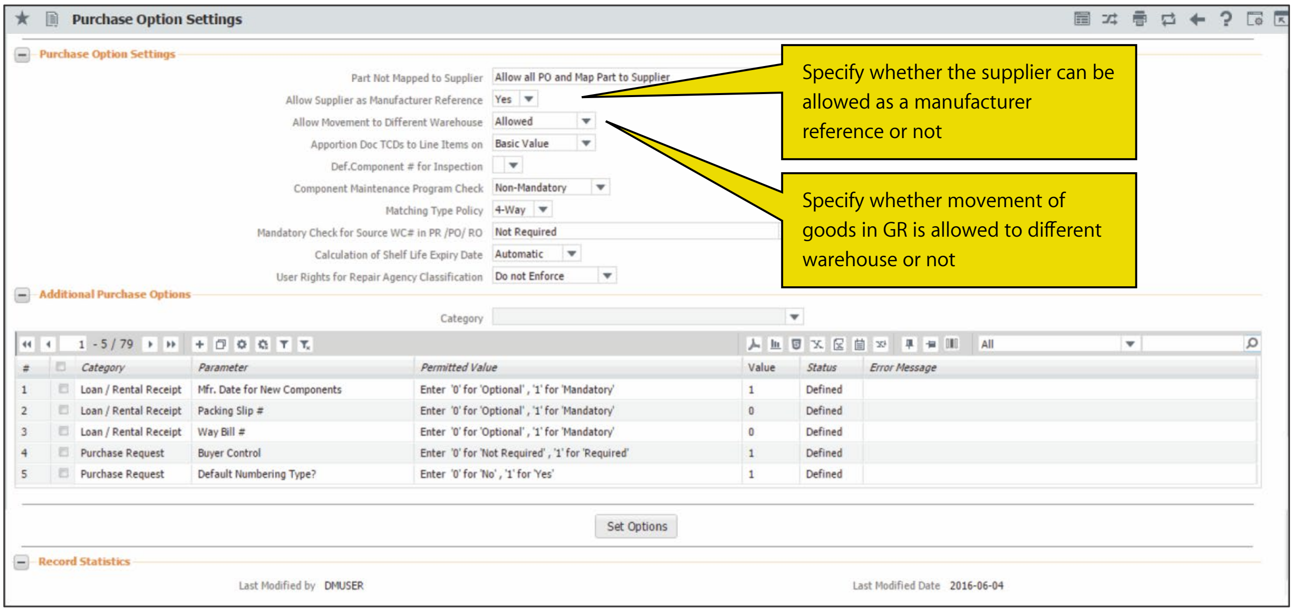


Figure 2.1 Setting purchase options

2. Use the **Part not mapped to supplier** drop-down list box to specify whether purchase order can be raised for a part that is not mapped to a supplier. Select
   - Allow Express PO and Map Part to Supplier – Select "Allow Express PO and Map Part to Supplier", to raise an express purchase order for a part that is not mapped to the supplier and then map the part to the supplier.
   - Allow Express PO and Do Not Map Part to Supplier – Select "Allow Express PO and Do Not Map Part to Supplier", to raise an express purchase order for a part that is not mapped to the supplier and still not map the part to the supplier.
   - Allow all PO and Map Part to Supplier – Select "Allow all PO and Map Part to Supplier" to raise a Purchase Order for a part that is not mapped to the supplier and then map the part to the supplier.
   - Allow all PO and do not Map Part to Supplier – Select "Allow all PO and do not Map Part to Supplier" to raise a Purchase Order for a part that is not mapped to the supplier and still not map the part to the supplier.
3. Use the **Allow Supplier as Manufacturer Reference** drop-down list box to specify whether the supplier can be allowed as a manufacturer reference.
4. Use the **Allow Movement to Different Warehouse** drop-down list box to allow or disallow the movement of goods in Goods Receipt to a different warehouse than the warehouse specified in the reference document (Purchase Order, Release Slip or Repair Order).
5. Use the **Apportion Doc TCDs to Line Items on** drop down list box to select the basis for apportioning the document level TCD amongst the line items in the document.
6. Use the **Def. Component # for Inspection** drop-down list box to select the component number to be displayed

by default while creating inspection type component work order. The system displays the options that are defined for the object type “Inspection” in the “Identify Non-Component Maintenance Objects” activity of the “Aircraft” business component.

7. Use the **Component Maintenance Program Check** drop-down list box and select **“Mandatory”** if maintenance program and assembly status check is mandatory for the component. Set the field to “Non Mandatory”, if maintenance program check and assembly status check is not mandatory for the component.

If the check is “Mandatory”, the system ensures the following:

- The next scheduled date for the work units associated with component is not earlier than the current date.
- The assembly status of the subcomponents (if attached) is “Complete”.

8. Use the **Matching Type Policy** drop-down list box to select the matching type indicating the matching of the quantity ordered, the quantity received or the quantity accepted with the quantity invoiced, to ensure that payment is made for the proper quantity and value of items. You can select from “3-Way”, “4-Way” or “Both”.
9. Use the **Mandate WC # in PR/PO for Others/Blank Ref Doc Types** drop-down list box to indicate whether it is mandatory to specify the work center for line items having reference document type “Others” or no reference document type in purchase requests and purchase order. If this field is set to “Yes”, it is mandatory to specify the work center for specified line items with “Ref. Document Type” set as “Blank” or “Others” at the time of creating/ modifying purchase requests and purchase orders. Select “No”, if work center is not required.
10. Use the **Calculation of Shelf Life Expiry Date** drop-down list box to specify whether the shelf life expiry date must be automatically calculated or not.
11. Use the **User Rights for Repair Agency Classification** drop-down list box to specify whether to enforce user rights to Supplier Class- Repair Agency mapping or not.
12. In the **Additional Purchase Options** multiline, use the **Category** drop-down list box to indicate the category of the parameter. The system provides these options: “Purchase Request”, “Purchase Order”, “Repair Order”, “Repair Receipt”, “Loan Order”, “Rental Order”, “Loan/Rental Receipt”, “Supplier”, “Warranty”, “Procurement Reports” and, “Report Parameters – Goods Return to Supplier Report”.
13. Enter the **Value** of the parameter.
14. Click the **Set Options** pushbutton, to store the purchase option settings.

2.1.2 SETTING THE USER OPTIONS

You can define and/or change the status of values for the user defined option fields in the various commercial documents such as “Purchase Request”, “Purchase Order”, “Blanket Purchase Order”, “Release Slip”, “Goods Receipt”, “Repair Order”, “Request for Quotation”, “Quotation”, “Loan Order”, “Rental Order” and, “Loan / Rental Receipt”.

1. Select **Maintain User Options** under **Logistics Common Master** business component. The Maintain User Options page appears. *See Figure* 2.2
2. Select the document for which the user-defined values must be defined, in the **User Options For** drop-down list box.
3. Enter **User Option Value** to identify the user-defined option.
4. Enter Option Description.
5. Use the **Option Value For** drop-down list box to indicate whether the user option value is defined for the “User Option 1”, “User Option 2”, “User Option 3” or “User Option 4”.
6. Use the **Option Status** drop-down list box to set the status of the user option value to “Active” or “Inactive”.
7. Click the **Maintain User Options** pushbutton to create the user-defined values details.

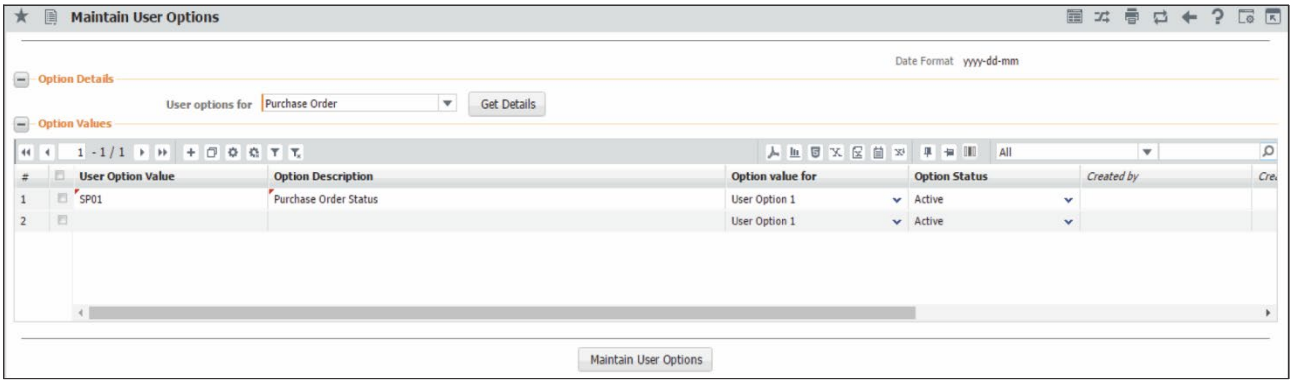


Figure 2.2 Setting the user options

2.1.3 SETTING INVENTORY PROCESS PARAMETERS

1. Select **Set Inventory Process Parameters** under **Logistics Common Master** business component. The **Set Inventory** Process Parameters page appears. See *Figure 2.3*

2. Use the **Category** drop-down list box to select the category for which you want to set values for the process parameters. The combo is loaded with options “Stock Correction”, “Hazmat Compliance”, “Inspection”, “Stock Return”, “Shipping Note”, “Stock Issue”, “Part Data Change”, “Manufacturer Part #”, “MMD”, “Build / Break Kit”, “Part Administration”, “Storage Administration”, “Material Request”, “Condition based Valuation”, “Customer Part Exchange”, “Goods Inward”, “Goods Inward – Regular Purchase”, “Goods Inward – Customer Goods Receipt”, “Goods Inward – Repair Receipt”, “Stock Demand Management”, “Stock Transfer”, “Stock Maintenance”, “Cycle Count”, “Scrap Note”, “Report Parameter – Shelf Life Report”, “Physical Inventory”, “Pack Slip”, “Stock Management Report”, “New Part / Part Attribute Change Request”, “Replenishment”, “Facility Management”, “Material Count and Location”, “Priority Code”, “Stock Analysis – Replenishment”, “MMD Report”, “Stock Conversion”, “Others” and “Trade Restriction”.

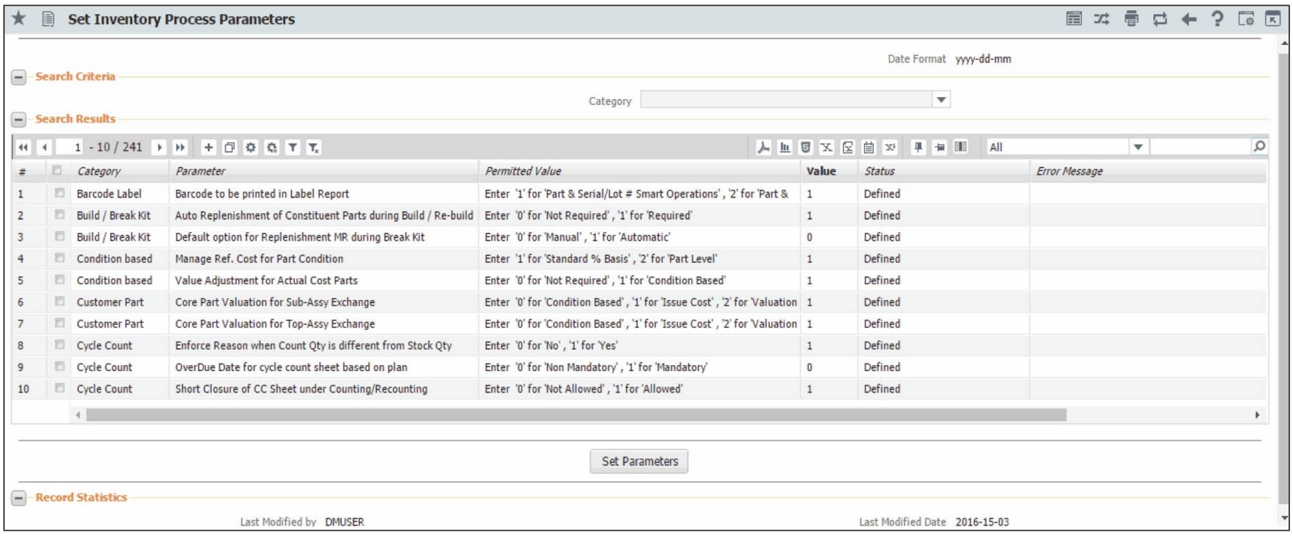


Figure 2.3 Setting the inventory process parameters

The system displays the Category, Parameter and the Permitted Values in the multiline.

3. Enter the value you want to define for the parameter in the **Value** field.

4. Click the **Set Parameters** pushbutton to save the parameter details.

Note: The system displays the Status and the Error Message (when the value entered is not within the validity of the permitted values) in the multiline.

2.1.4 ADDING THE CERTIFICATE TYPE

You can define the certificate types that are applicable to a part or a supplier. These details are later used by other business components such as **Supplier** and **Goods Receipt.**

1. Select **Create Certificate Type** under **Logistics Common Master** business component. The Create Certificate Type page appears. *See Figure 2.4*
2. Use the **Certificate For** drop-down list box to specify whether the certificate is issued for the part or the supplier.
3. Enter **Certificate Type** to specify the name of the certificate that is issued to the specified part or supplier.
4. Enter **Description** of the certificate.
5. Use the **CoM Numbering Type** drop-down list box to select the numbering type to be used for generation of certificate # for a new certificate of maintenance document in the "Issue Certificates" activity of Shop Work Order.
6. Click the **Create Certificate Type** pushbutton, to create the certificate types.

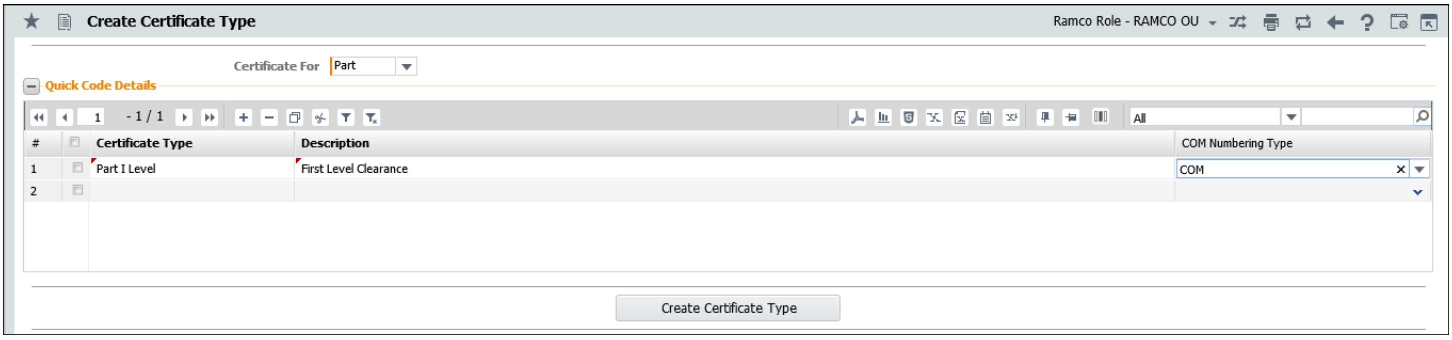


Figure 2.4 Adding the certificate type

2.1.5 DEFINING COMMON CATEGORIES

You can define common categories for various commercial documents such as the Purchase Order (PO), Blanket Purchase Order (BPO), Goods Receipt (GR), Purchase Request (PR), Release Slip (RS), Repair Order (RO), Pay Term, Tax, Charges and Discounts (TCD, Request For Quotation (RFQ), Purchase Committee, Loan Order, Rental Order and, Loan / Rental Receipt,. These common categories are used to categorize the documents.

1. Select **Create Common Category** under **Logistics Common Master** business component. The **Create Common Category** page appears. *See Figure 2.5*

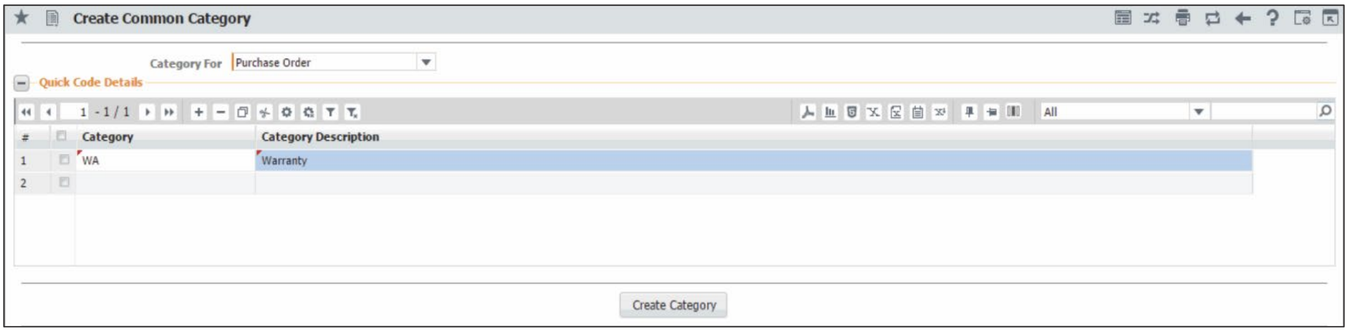


Figure 2.5 Creating the common category

2. Use the **Category For** drop-down list box to select the commercial document for which the category values must be defined.
3. Enter the Category number and the **Category Description.**
4. Click the **Create Category** pushbutton, to create the categories for the specified document

2.1.6 IDENTIFYING CERTIFICATION AGENCIES

You can define the certifying authorities that issue quality compliance certificates, which are applicable to the parts or suppliers.

1. Select **Maintain Certifying Authority** under **Logistics Common Master** business component. The **Maintain Certifying Authority** page appears. See *Figure 2.6*
2. Enter the code for the **Certifying Authority.**
3. Enter the **Description** of the certifying authority.
4. Click the **Maintain Certifying Authority** pushbutton, to create the certifying authority.

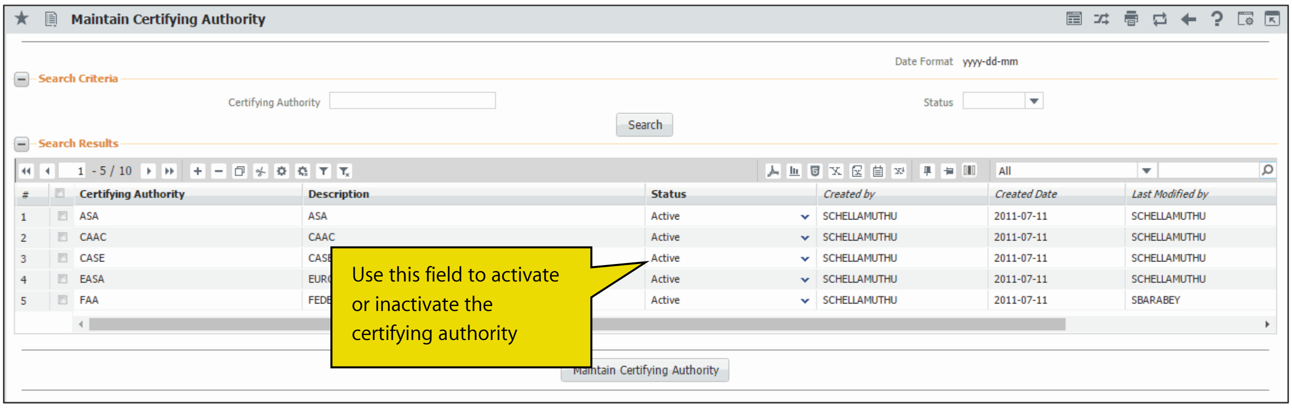


Figure 2.6 Identifying certification agencies

2.1.7 CREATING THE REASON CODES

Reason codes are user-defined values, which are used to classify the various reasons for rejecting or quarantining parts that are supplied by a supplier. The classification of reasons for rejecting or quarantining parts, based on reason codes helps you to evaluate the suppliers effectively.

1. Select **Create Reason Code** under **Logistics Common Master** business component. The **Create Reason Code** page appears. *See Figure 2.7*
2. Select "Rejection" or "Quarantine" in the **Reason Code Type** drop-down list box, to select the type for which the reason codes must be defined.
3. Enter the Reason Code and the Reason Description.
4. Click the **Create Reason Codes** pushbutton, to create the reason codes.

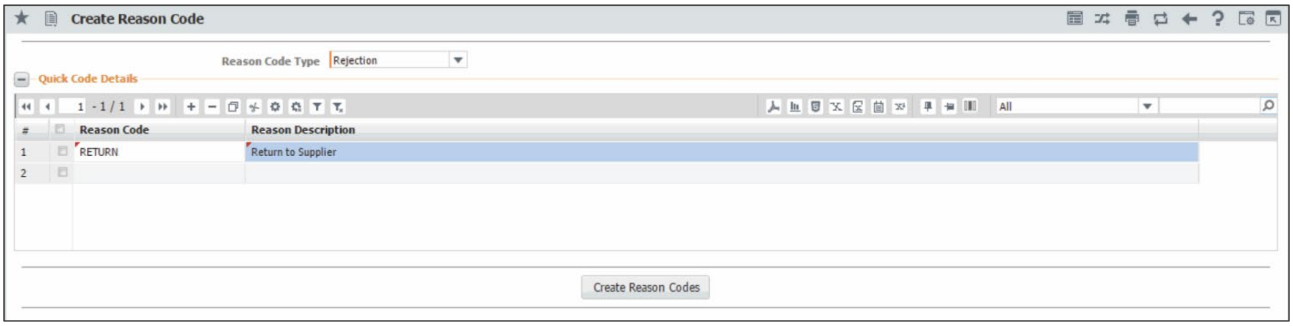


Figure 2.7 Creating the reason codes

2.1.8 CREATING USER STATUS

You can define the user status for various commercial documents such as the purchase order (PO), blanket purchase order (BPO), goods receipt (GR), purchase request (PR), release slip (RS), repair order (RO), Request For Quotation (RFQ), Goods Return to Supplier, Loan Order, Rental Order, Loan / Rental Receipt, Subcontract Order and Subcontract Receipt.

1. Select **Create User Status** under **Logistics Common Master** business component. **Create User Status** page appears. *See Figure 2.8*
2. Select the **Document** for which the user status must be defined.
3. Enter **User Status** to define status for the document.

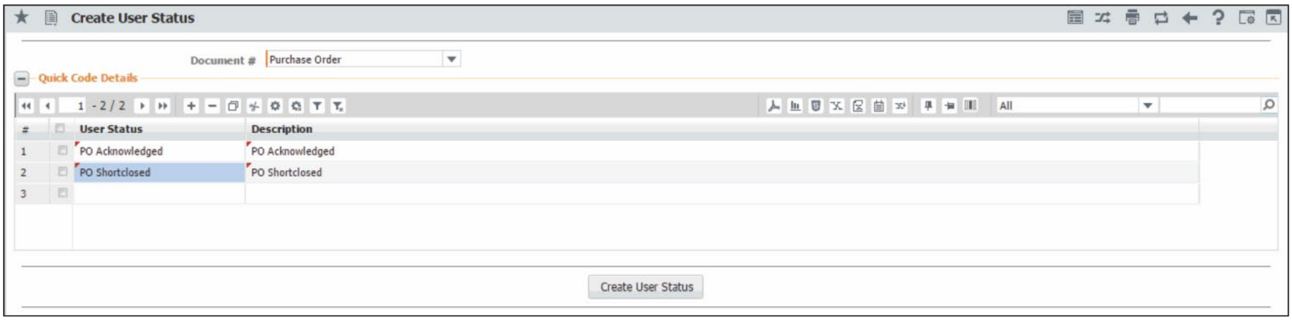


Figure 2.8 Creating user status

4. Enter the **Description** for the user status.
5. Click the **Create User Status** pushbutton, to create the user status for the specified document.

2.1.9 MAINTAINING CARRIER / AGENCY CODES

You can define and /or change the status of carrier or agency codes while specifying the shipping details in the various activities of the purchase and inventory related business components.

1. Select **Maintain Carrier / Agency Codes** under **Logistics Common Master** business component. The Maintain **Carrier / Agency Codes** page appears. *See Figure 2.9*
2. Enter **Carrier / Agency code** to uniquely identify the carrier or agency.
3. Enter Carrier / Agency Name of the agency.

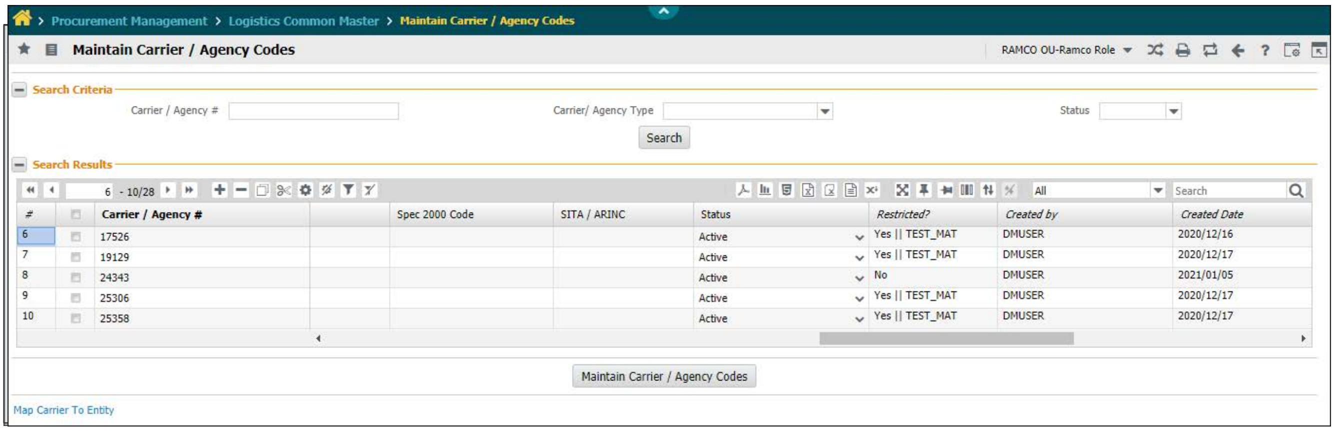


Figure 2.9 Maintaining Carrier/Agency codes

4. Use the **Status** drop-down list box to select the status as “Active” or “Inactive” for the carrier / agency code.
5. Click the **Maintain Carrier / Agency Codes** pushbutton, to create the carrier / agency code details.
6. Select the **Map Carrier to Entity** link to map the carrier / Agency # with Customer / Supplier / warehouse.

2.1.10 MAINTAINING INCO TERMS

You can create International Commercial Term (INCO). INCO term indicates the party, such as the supplier, carrier or customer, with whom the risks and responsibilities lie, when parts are being shipped.

1. Select **Maintain INCO Terms** under **Logistics Common Master** business component. The **Maintain INCO terms** page appears. *See Figure 2.10*

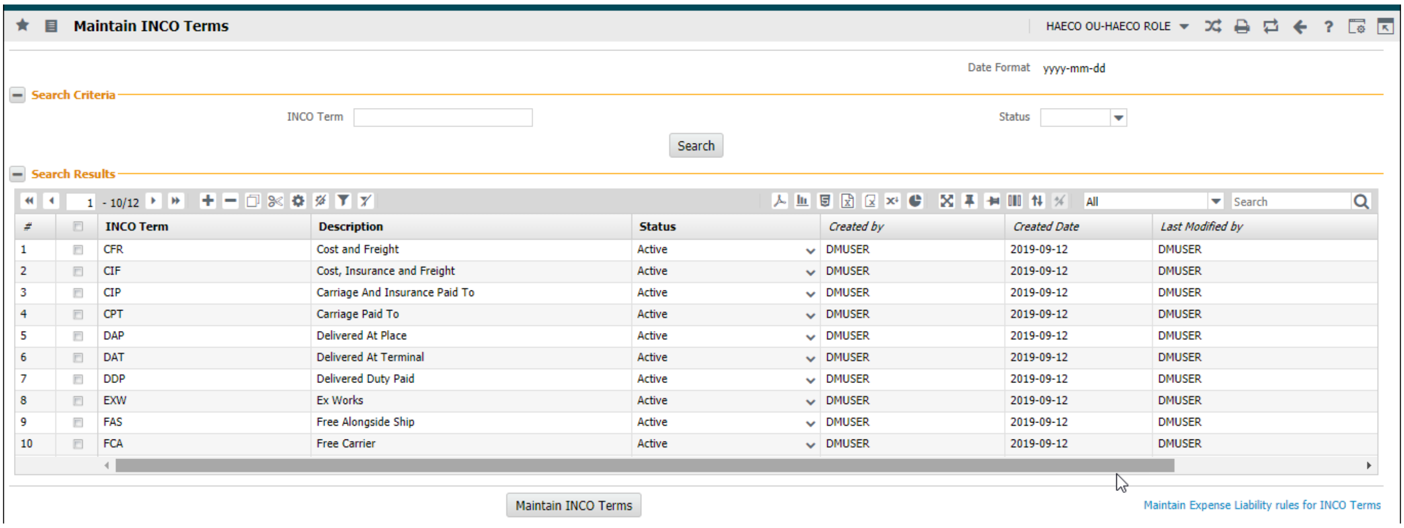


Figure 2.10 Maintaining INCO terms

2. Enter **INCO term** to uniquely identify the term.
3. Enter **Description** of the INCO term.
4. Use the **Status** drop-down list box to select the status as “Active” or “Inactive” for the INCO term.
5. Click the **Maintain INCO terms** pushbutton, to create the INCO term details.

To provide further details,

- Select the Maintain Expense Liability Rules for INCO Terms link to define the liability rules for freight expenses incurred for shipping the parts at each INCO term level.

Maintaining Expense Liability Rules for INCO Terms

The screen facilitates to setup the applicable expenses under each INCO term. User can define and maintain various expenses/charges along with the responsibility of buyer/seller to bear the incurred charges, for each of the agreed INCO terms. An INCO term in Active status should be chosen in the header section and expense liability rules like Cost Element, Cost Head, TCD Code type and the party responsible for the expense occurred can be defined against a specific INCO term.

1. Select the **Maintain Expense Liability Rules for INCO Terms** link in the **Maintain INCO Terms** activity under **Logistics Common Master** business component. The **Maintain Expense Liability Rules for INCO Terms** page appears. *See Figure 2.11*

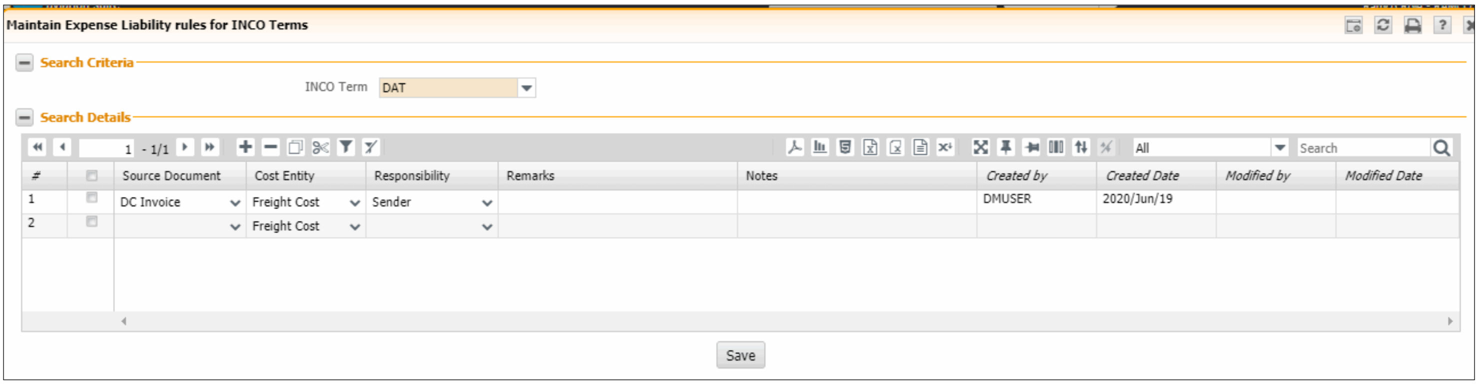


Figure 2.11 Maintaining Expense Liability Rules for INCO Term

2. In Search Criteria, select the **INCO term** for which expense liability rules are being defined.
3. In the multiline, enter details such as **Source Document**, **Cost Entity**, **TCD Code** and the **Responsibility** indicating the party responsible for the expense occurred can be defined against a specific INCO term.
4. Click the **Save** pushbutton to save the expense liability definition for INCO terms.

2.1.11 MAINTAINING INSURANCE TERMS

You can define and /or change the status of insurance terms describing the various terms and conditions for claiming the insurance

1. Select **Maintain Insurance terms** under **Logistics Common Master** business component. The **Maintain Insurance terms** page appears. *See Figure 2.12*

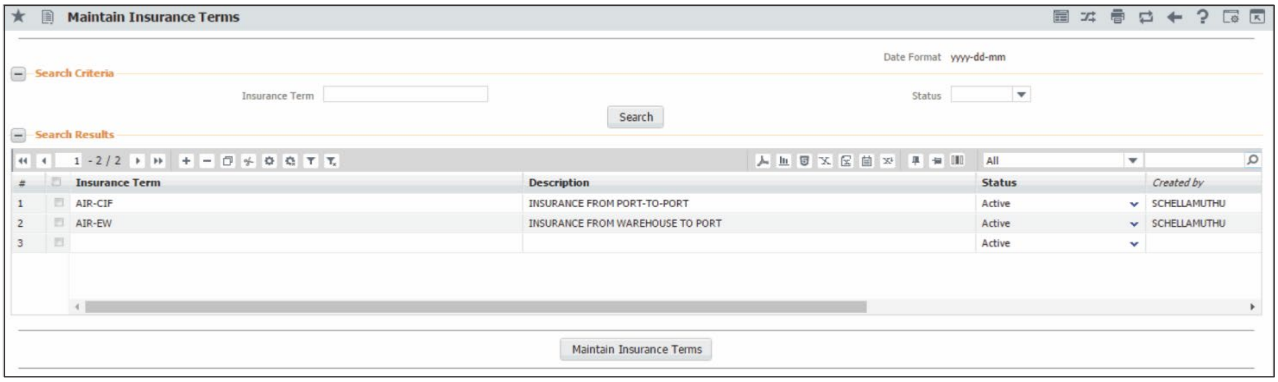


Figure 2.12 Maintaining Insurance terms

2. Enter the **Insurance Term** to uniquely identify the terms and conditions for the insurance.
3. Enter the **Description** for the insurance term
4. Use the **Status** drop-down list box to select the status as “Active” or “Inactive” for the insurance term.
5. Click the **Maintain Insurance Terms** pushbutton, to create the insurance term details.

2.1.12 CREATING THE PACKAGING CODES

You can define and /or change the status of codes describing the various methods of packaging that are in use or expected to be used by suppliers, when shipping a part.

1. Select **Maintain Packaging Codes** under **Logistics Common Master** business component. The **Maintain Packaging Codes** page appears. *See Figure 2.13*

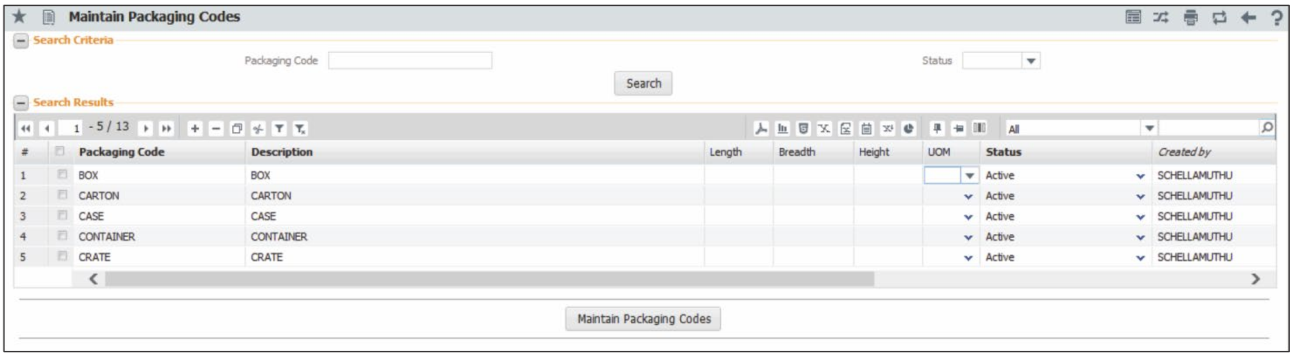


Figure 2.13 Creating the packaging codes

2. Enter **Packaging Code** to uniquely identify the packaging method.
3. Enter **Description** of the packaging code.
4. You can specify the **Length, Breadth** and **Height** of the package.
5. Use the **Status** drop-down list box to select the status as "Active" or "Inactive" for the packaging code.
6. Click the **Maintain Packaging Codes** pushbutton, to create the packaging code details.

2.1.13 MAINTAINING SHIPPING COST CODES

You can create codes to specify the payment method for the shipping cost in the purchase and inventory related business components.

1. Select **Maintain Shipping Cost Codes** under **Logistics Common Master** business component. The **Maintain Shipping Cost Codes** page appears. *See Figure 2.14*
2. Enter **Shipping Cost #** to identify the shipping cost by a unique number.
3. Enter the **Payment Method** to specify the method of payment of the shipping cost.

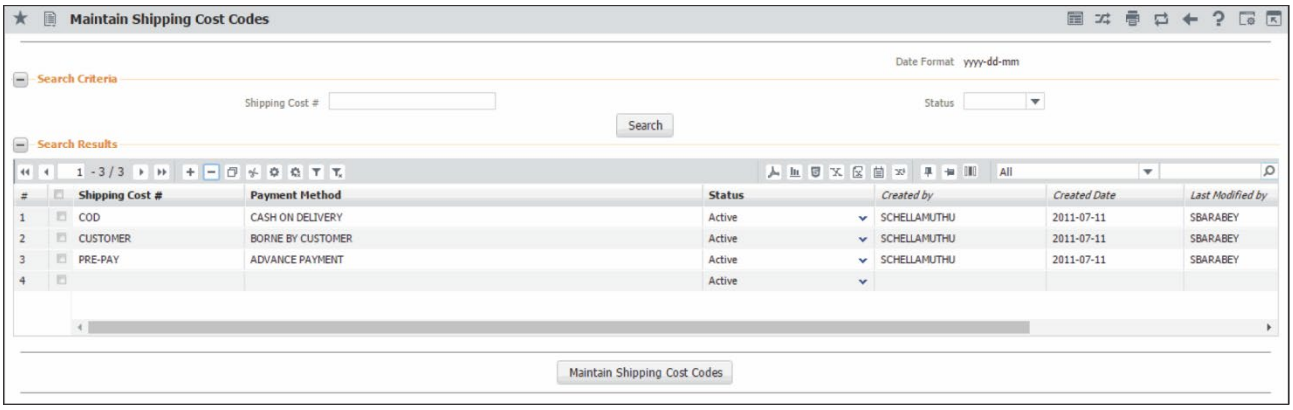


Figure 2.14 Maintaining shipping cost codes

4. Use the **Status** drop-down list box to assign a status to the shipping cost code.
5. Click the **Maintain Shipping Cost Codes** pushbutton to create the shipping cost code details.

2.1.14 DEFINING SHIPPING METHOD CODES

You can define the various methods of shipping the parts, that can be used while entering the shipping information method in the purchase or inventory related business components.

1. Select **Maintain Shipping Method Codes** under **Logistics Common Master** business component. The **Maintain Shipping Method Codes** page appears. *See Figure 2.15*
2. Enter **Shipping Method #** to identify the shipping method by a unique number.
3. Enter the **Description** of the shipping method.
4. Use the **Status** drop-down list box to set the status of the shipping method code to “Active” or “Inactive”.

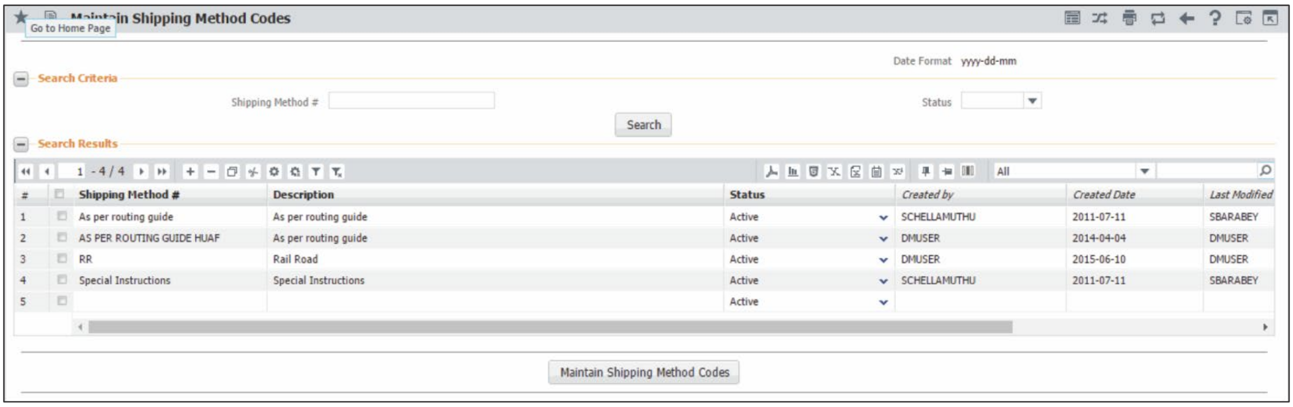


Figure 2.15 Defining shipping method codes

5. Click the **Maintain Shipping Method Codes** pushbutton to store the shipping method code details.

2.1.15 MANAGE PRIORITY CODES

You can define material request priority that identifies the level of urgency with which an activity has to be executed. The execution of various maintenance activities depends on the different levels of urgency and importance. You can define your own set of material request priority values, which can then be used in the activities of the “Repair Order” business component.

1. Select **Manage Priority Codes** under **Logistics Common Master** business component. The **Manage Priority Codes** page appears. *See Figure 2.16*
2. Enter the code and description for the priority in **Priority** and **Priority Description.**
3. Enter the **Order of Preference** for the priority.
4. Use the **Status** drop-down list box to set the status of the priority code to “Active” or “Inactive”.
5. Click the **Save Priority Info** pushbutton to create the priority numbers

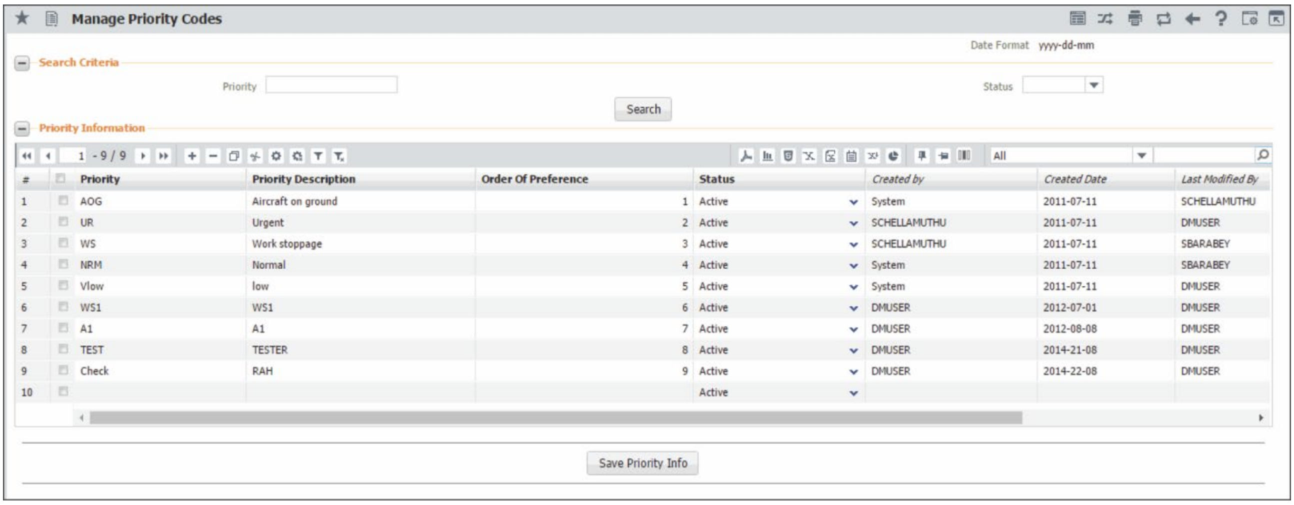


Figure 2.16 Managing priority codes

2.1.16 MANAGE DELIVERY TO CODES

Delivery codes identify the delivery destination of the supplier. You can define your own set of delivery codes, which can then be used in the activities of the “Supplier” business component.

You can enter a code to identify a destination and provide address details for it. For example, you can create a code “AI-LOS” for denoting “Los Angeles”. The delivery code must be unique to the supplier. The system creates the delivery codes and stores the name of the currently logged in user and the current server date.

You can also modify the delivery code and the address details of the already created delivery codes in this page. You can search for the delivery code to be modified by specifying the search criteria such as the delivery code or the status. Based on the search criteria entered the system displays the delivery code details.

1. Select **Manage Delivery To Codes** under **Logistics Common Master** business component. The **Manage Delivery To Codes** page appears. *See Figure 2.17*
2. Enter the delivery code and address for the code in **Delivery To Code** and **Address 1.**
3. Enter any additional address details in **Address 2** and **Address 3** for the delivery code.
4. Enter the **City, Country, and Pin Code** where the shipping destination is located.
5. Click the **Save** pushbutton to create a delivery code
6. Enter the optional details such as **State, Contact Person, Phone #, Fax #,** and **Email** of the shipping destination.
7. Use the **Status** drop-down list box to set the status of the delivery code to “Active” or “Inactive”.

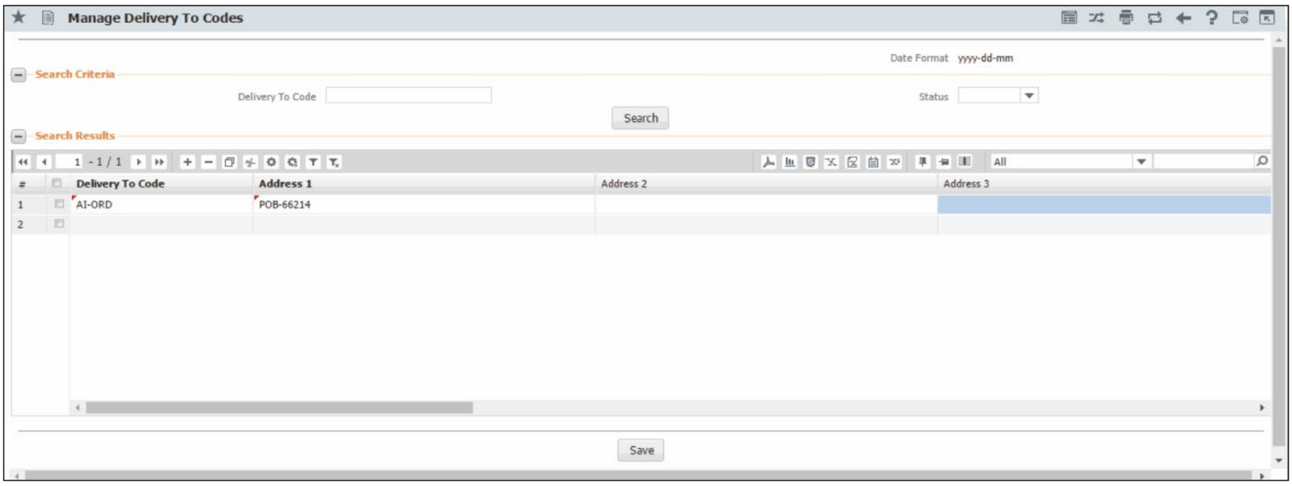


Figure 2.17 Managing delivery to codes

2.1.17 MANAGE REASON FOR EXCHANGE / SWAPS

You can define the reason for the exchange or swap of the core part. The reason defined could either be pertaining to the customer or internal. The reason codes which are in “Active” status will be retrieved in the Reason For Exchange field in the “Manage Exchange Order” page.

1. Select **Manage Reason for Exchange/Swaps** activity under **Logistics Common Master** business component. The **Manage Reason for Exchange/Swaps** page appears. *See Figure 2.18*

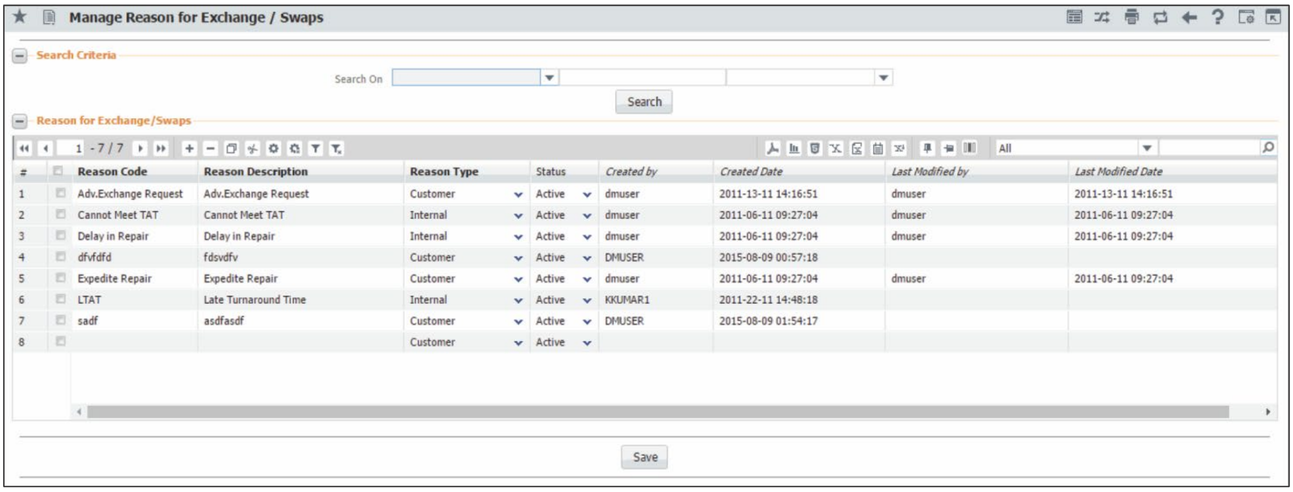


Figure 2.18 Managing reason for exchange / swaps

2. Use the drop-down list box to select the filter criteria for the search in **Search On** and click the **Search** pushbutton.
3. Enter the user defined **Reason Code** identifying the reason for exchange or swap of the core part.
4. Enter the user defined **Reason Description** explaining the reason for exchange or swap of the core part.
5. Use the drop-down list to select the **Reason Type** for the exchange or swap of the core part.
6. Use the **Status** drop-down list box to select “Active” or “Inactive” as the status of the exchange.
7. Click the **Save** pushbutton to record details of the reason for the core part exchange or swap.

2.1.18 MAINTAINING REPAIR PROCESS CODES

You can define the various repair processes that a repair shop is capable of carrying out, and is certified to carry out on a particular part.

1. Select **Maintain Repair Process Codes** under **Logistics Common Master** business component. The **Maintain Repair Process Codes** page appears. *See Figure 2.19*

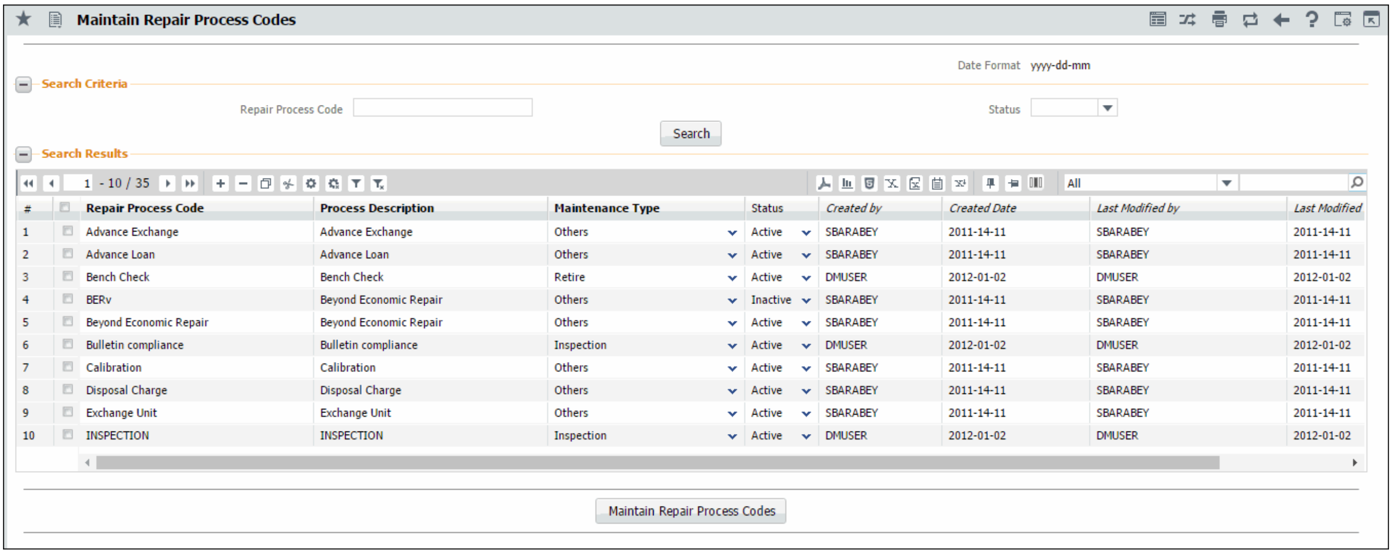


Figure 2.19 Maintaining repair process codes

2. Enter Repair Process Code and Process Description.
3. Use the **Status** drop-down list box to select “Active” or “Inactive” as the status of the repair process code.
4. Click the **Maintain Repair Process Codes** pushbutton to create the repair process code details.

2.1.19 MANAGING LOGISTICS QUICK CODES

You can define the quick codes which can be used across the application.

1. Select **Manage Logistics Quick Codes** under **Logistics Common Master** business component. The **Manage Logistics Quick Codes** page appears. *See Figure 2.20*

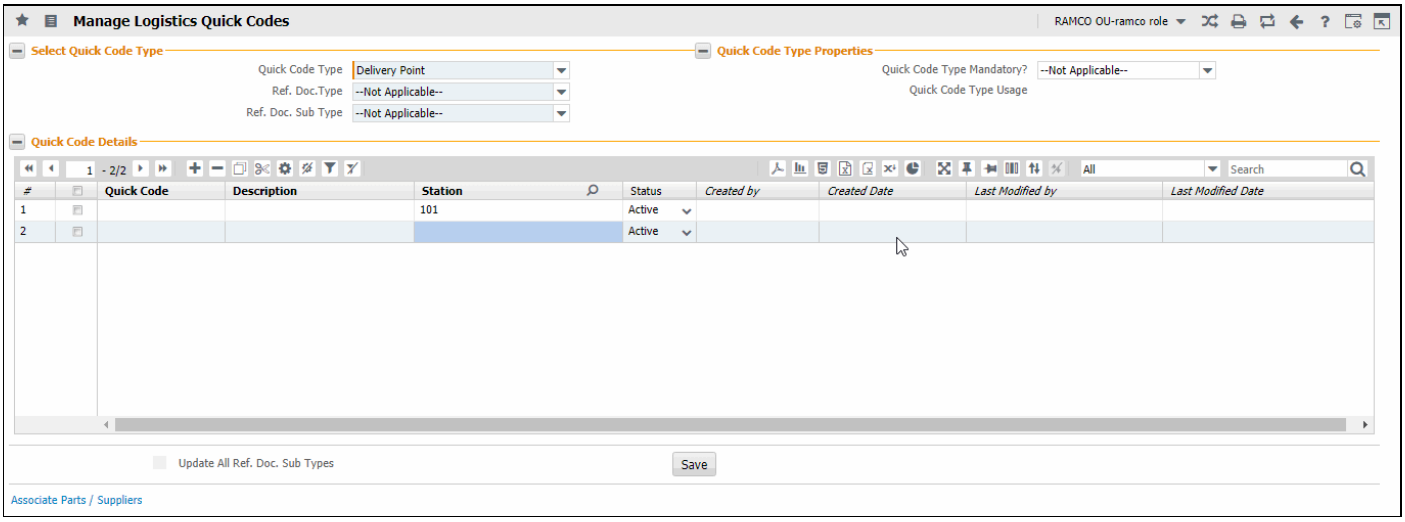


Figure 2.20 Managing logistics quick codes

2. Use the **Quick Code Type** drop-down list box to select the type of quick code for which quick codes have to be retrieved, modified or defined.
3. Use the **Quick Code Type Mandatory?** drop-down list box to indicate whether the selection of a value for the quick code type by the user is mandatory in activities.
4. Select **Ref. Doc. Type** and **Ref. Doc. Sub Type** for which the quick code type is applicable.
5. In the Quick Code Details multiline, enter Quick Code and Description.
6. Use the **Default** drop-down list box to indicate whether the quick code will be the default value for the quick code type.

7. Select the **Mandatory?** Check box to indicate data entry for the quick code is mandatory in activities.

8. Enter the **Station** that is mapped with the delivery point.

   Note: This field appears only if the 'Quick Code Type' is selected as "Delivery Point".

9. Use the **Applicable On?** drop-down list box Indicate whether the quick code is applicable at the Document level or Part level.

10. Use the **Recorded at Srl/Lot** drop-down list box to specify whether the Inspection Check List details are recorded at serial or Lot level.

11. Use the **Status** drop-down list box to set the status of the quick code as 'Active' or 'Inactive'.

12. Check the **Update All Ref. Doc. Sub Types** box to indicate whether all quick codes under the quick code type are applicable to all reference documents grouped under the reference document type regardless of the reference document sub type.

13. Click the **Save** pushbutton to save the logistics quick code details.

To proceed

- Select the **Associated Parts** link at the bottom of the page to associate parts to quick codes. Associating Parts

2.1.20 ASSOCIATING PARTS/SUPPLIERS TO QUICK CODE

1. Select the **Associate Parts/Suppliers** link under the **Manage Logistics Quick Codes** activity in the **Logistics Common Master** business component. The **Associate Parts/Suppliers** page appears. *See Figure 2.21*

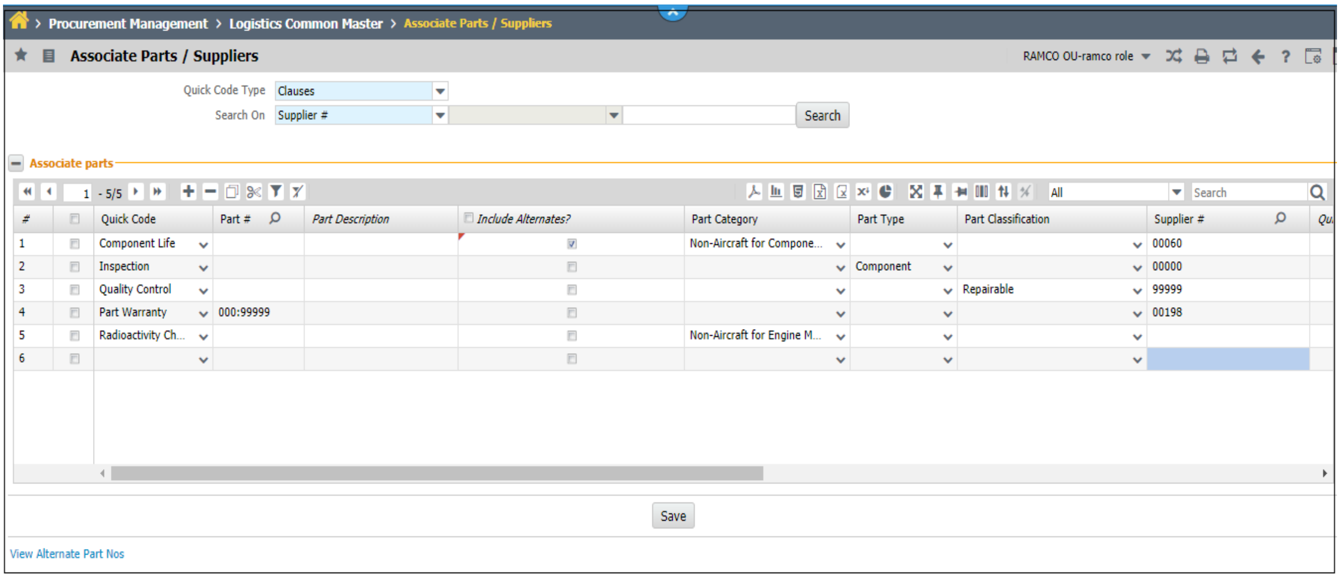


Figure 2.21 Associating parts/suppliers

2. In the **Associate Parts** multiline, use the **Quick Code** drop-down list box to specify the quick code to which you wish to associate a part.

3. Specify Part # that you wish to associate to the quick code.

4. Select the **Include Alternates?** checkbox, if you wish to associate alternates of the part to the quick code.

5. Select **Part Group, Part Category, Part Type** and **Part Category** of the part that you wish to associate to the quick code.

6. Click the **Save** pushbutton to save the recorded details.

To proceed,

- Select the **View Alternate Part Nos** link at the bottom of the page to view details of alternates for a part.

2.1.21 MAINTAINING CARRIER ACCOUNT INFORMATION

This activity enables capturing the account information of the shipping carrier / agency for internal shipping requirements. The login credentials, shipping warehouse, account information and meter number of the carrier will be recorded. This page allows defining carrier account specific to the Shipping Warehouse, so that account information of respective locations can be used to integrate with FedEx while processing Shipping Note.

1. Select **Maintain Carrier Account Information** activity under **Logistics Common Master** business component. The **Maintain Carrier Account Information** page appears. *See Figure 2.22*

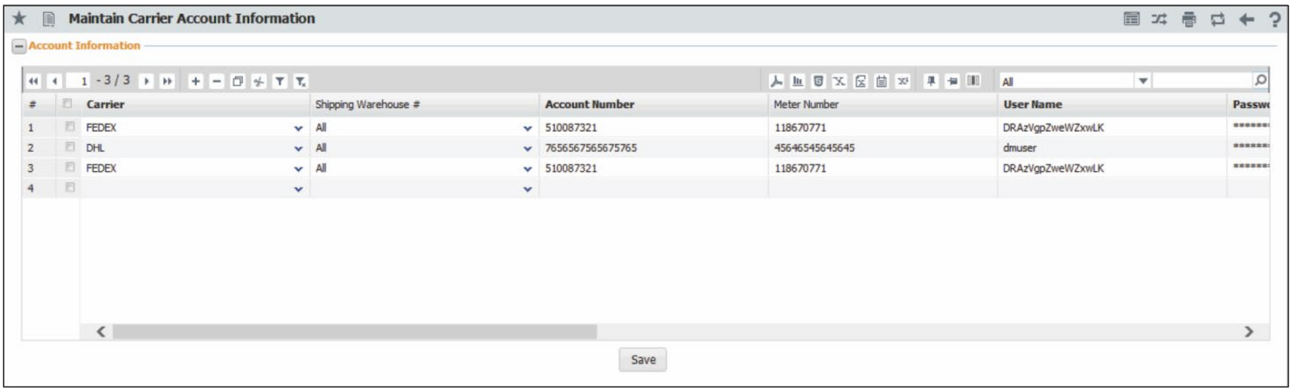


Figure 2.22 Maintaining carrier account information

2. Select the **Carrier** that needs to be integrated with the Shipping Note.
3. Select the **Shipping Warehouse #** from where the parts are shipped.

   Ensure that the Shipping Warehouse value "All" and "All Other Warehouses/Specific Warehouse #" cannot coexist in 'Active' Status.

4. Select **Account Number** of the carrier, specific to the Shipping Warehouse.
5. Enter the **Meter Number** of the carrier, if the Carrier is selected as "FedEx".
6. Enter the **User Name** and **Password** for the carrier account.
7. Click the **Save** pushbutton to save the details of the carrier account.

2.1.22 CONFIGURING PRINTERS

This activity enables users to connect printers to warehouses and zones in order to facilitate printing of MMD reports/stock documents and WayBills.

1. Select the **Configure Printer** link under the **Logistics Common Master** business component. The **Configure Printer** page appears. *See Figure 2.23*

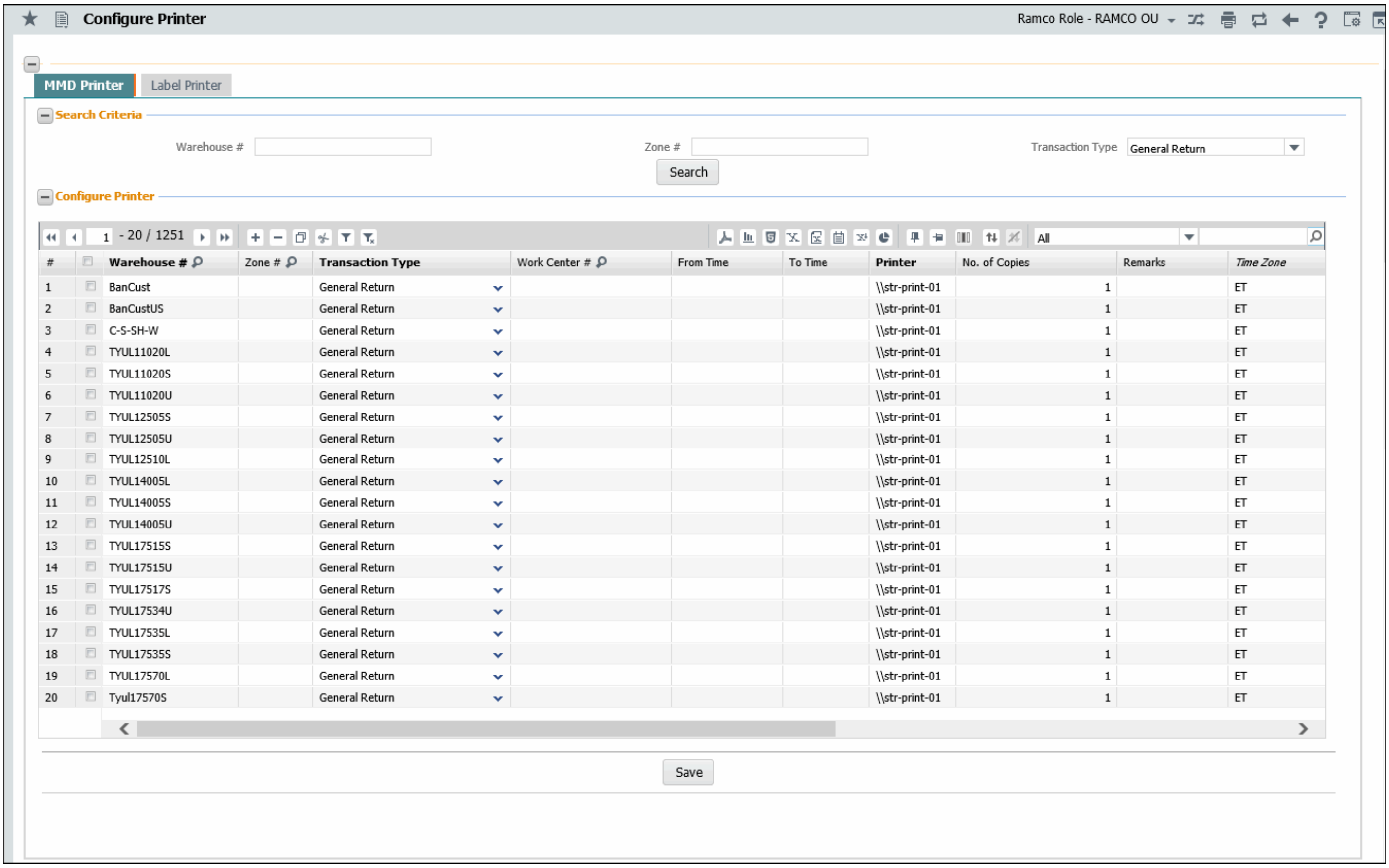


Figure 2.23 Configuring printer

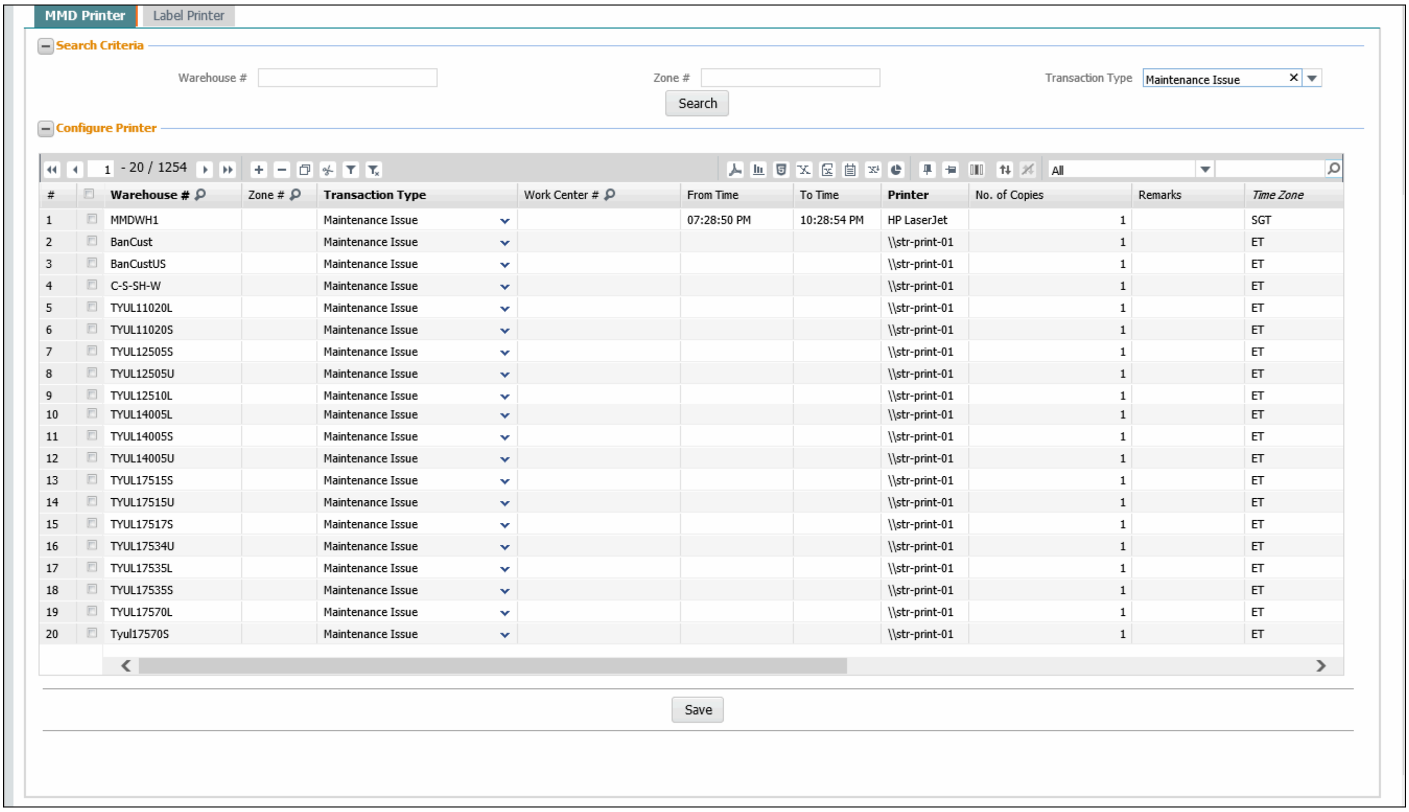
2. Select the “MMD Printer” tab to configure printer details to facilitate printing of MMD reports/stock documents.

3. Select the “Label Printer” tab to configure the User-Printer mapping to facilitate WayBill Printing

Configuring MMD Printer:

This tab enables to configure printer details to facilitate printing of MMD reports/stock documents. *See Figure 2.24*

1. Enter the **Search Criteria** group box to retrieve warehouses/zones for which you wish setup printer facility/update previously configured printer details.



#	Warehouse #	Zone #	Transaction Type	Work Center #	From Time	To Time	Printer	No. of Copies	Remarks	Time Zone
1	MMDWH1		Maintenance Issue		07:28:50 PM	10:28:54 PM	HP LaserJet	1		SGT
2	BanCust		Maintenance Issue				\\str-print-01	1		ET
3	BanCustUS		Maintenance Issue				\\str-print-01	1		ET
4	C-S-SH-W		Maintenance Issue				\\str-print-01	1		ET
5	TYUL11020L		Maintenance Issue				\\str-print-01	1		ET
6	TYUL11020S		Maintenance Issue				\\str-print-01	1		ET
7	TYUL12505S		Maintenance Issue				\\str-print-01	1		ET
8	TYUL12505U		Maintenance Issue				\\str-print-01	1		ET
9	TYUL12510L		Maintenance Issue				\\str-print-01	1		ET
10	TYUL14005L		Maintenance Issue				\\str-print-01	1		ET
11	TYUL14005S		Maintenance Issue				\\str-print-01	1		ET
12	TYUL14005U		Maintenance Issue				\\str-print-01	1		ET
13	TYUL17515S		Maintenance Issue				\\str-print-01	1		ET
14	TYUL17515U		Maintenance Issue				\\str-print-01	1		ET
15	TYUL17517S		Maintenance Issue				\\str-print-01	1		ET
16	TYUL17534U		Maintenance Issue				\\str-print-01	1		ET
17	TYUL17535L		Maintenance Issue				\\str-print-01	1		ET
18	TYUL17535S		Maintenance Issue				\\str-print-01	1		ET
19	TYUL17570L		Maintenance Issue				\\str-print-01	1		ET
20	Tyul17570S		Maintenance Issue				\\str-print-01	1		ET

Figure 2.24 Configuring printer for material movement documents

2. Click the **Search** pushbutton to retrieve warehouses/zones that match the search criteria.
3. Alternatively, you may enter the following in the multiline.
4. Enter **Warehouse #** and **Zone #** to which you want to connect the printer.
5. Use the **Transaction Type** drop-down list box to select the transaction type of documents of which the printer must produce copies.
6. Enter **Work Center #** to which you want to connect the printer.
7. Enter **From Time** and **To Time** to indicate the time during which the printer will be operational.
8. Enter **Printer** that you wish to connect to the warehouse for producing copies of documents.
9. Enter **No. of Copies** of a document that the printer can automatically produce.
10. Click the **Save** pushbutton to save details for the printer.

Configuring Label Printer:

This tab enables to configure the User-Printer mapping to facilitate WayBill Printing. *See Figure 2.25*

1. Enter the **Search Criteria** group box to retrieve the User-Printer mapping is done for WayBill printing.

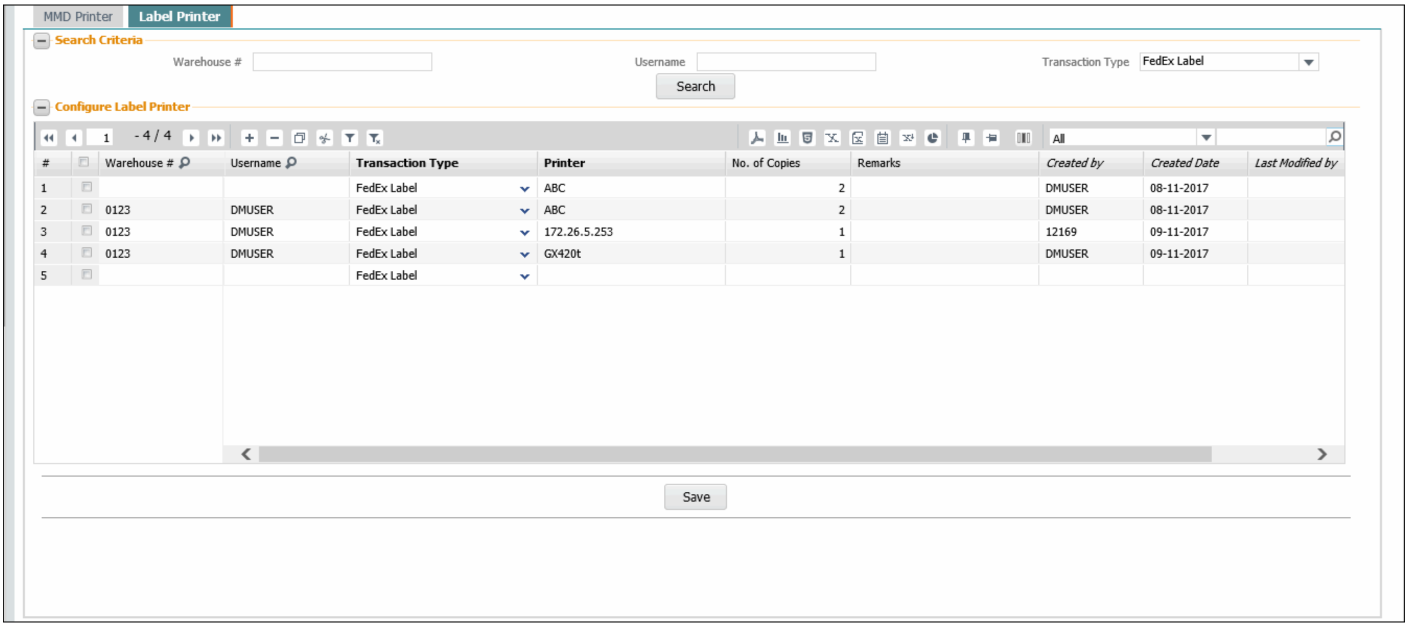


Figure 2.25 Configuring printer for User-Printer mapping

2. Click the **Search** pushbutton to retrieve user and printer mapped that match the search criteria.

Alternatively, you may enter the following in the multiline.

3. Enter the **Warehouse #** to which the printer must be connected.
4. Enter the **Username** with whom the printer must be mapped.
5. Use the **Transaction Type** drop-down list box to select the transaction type of documents of which the printer must produce copies.
6. Enter Printer that you wish to connect to the warehouse for producing copies of documents.
7. Enter **No. of Copies** of a document that the printer can automatically produce.
8. Click the **Save** pushbutton to save details for the printer.

2.1.23 ATTACHING CLAUSES

Pre-defined clauses need to be adhered during Purchase and/or Repair of Parts. These clauses are communicated to the vendors offering the service through the Purchase Order and Repair Order report. Currently, the clauses that needs to be mentioned in the report is not visible to the buyer. A new screen **Attach Clauses** is provided in the **Logistics Common Master** business component, which is added as a link in **Purchase Order**, **Repair Order** and **Loan Order** business components. This screen allows definition of clauses at Part level and also provides visibility of the clauses at the document level, so that necessary modifications can be made, before them being printed in the document reports.

1. Select the **Attach Clause** link from any of the following screens to launch the **Attach Clause** screen. *See Figure 2.26*

   - **Create Purchase Order/Edit Purchase Order/View Purchase Order/Amend Purchase Order** screens of **Purchase Order** business component**.**
   - **Create Repair Order / Edit Repair Order / View Repair Order/ Manage Repair Quote** screens of **Repair Order** business component**.**
   - **Create Loan Order / Edit Loan Order / View Loan Order / Amend Loan Order** screens of **Loan Order** business component.

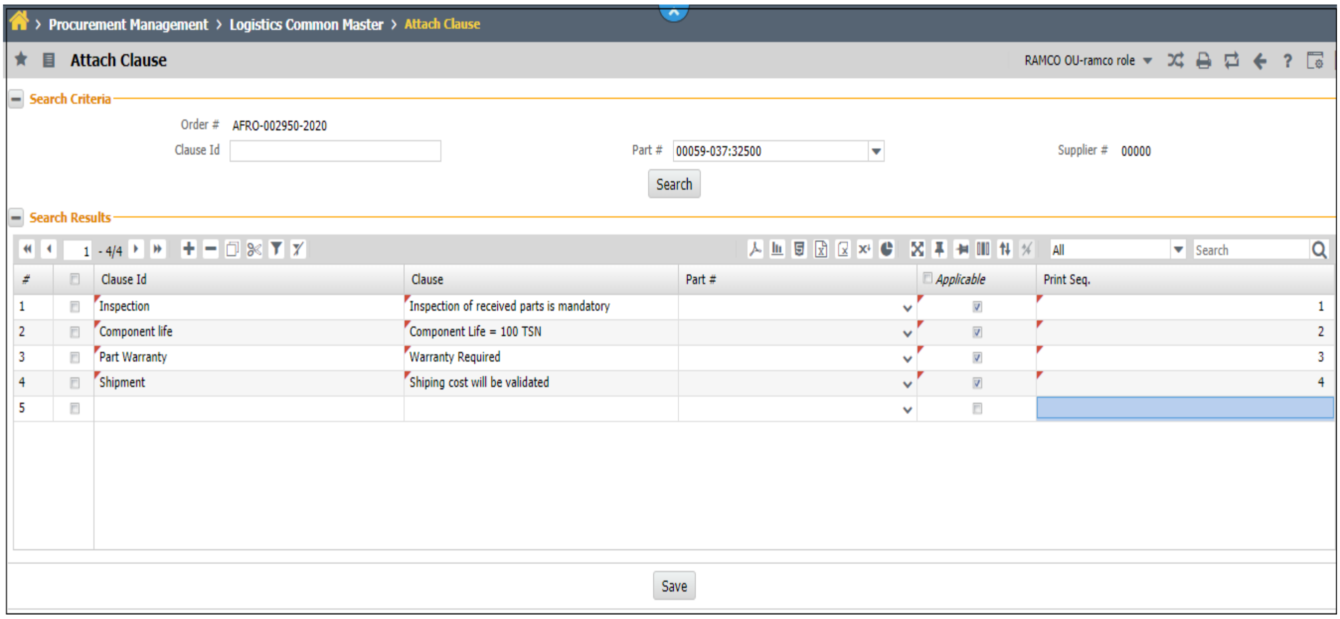


Figure 2.26 Configuring printer for User-Printer mapping

2. The clauses applicable for the specific document will be retrieved based on all the Part #s available in the Order #.
3. Select the **Applicable** checkbox to indicate the applicability of the Clause Id for the Order #.
4. Specify the **Print Seq.** indicating the sequence in which the Clause Id is to be printed in the Report for the Order #
5. Click **Save** pushbutton to save the Clause Id and Clause description identified for the specific document, so that the same gets printed in the Purchase Order/Repair Order Report.

2.1.24 CONFIGURING BUYERS

Buyers are identified with the User Login ID and the User Login Name. A set of buyers will be associated to a buyer group. Buyers are grouped to form a buyer group, to have a better control over procurements and traceability of the purchases that are made. The grouping can be done based on criteria such as whether the procurement is for raw material, spares, rotables or services. Buyers will automatically inherit the rights to procure materials that are mapped to buyer groups to which they are associated.

1. Select **Create Buyer Group** under **Buyer Group** business component. The **Create Buyer Group** page appears. *See Figure 2.27*
2. Enter the **Buyer Group** number and the buyer group **Description.**
3. Enter a number to identify the buyer, in the **Buyer** field.
4. Enter the **Effective From** date, to specify the date from which the buyer is valid in the buyer group.
5. Enter the **Effective To** date, to specify the date till which the buyer remains valid in the buyer group.

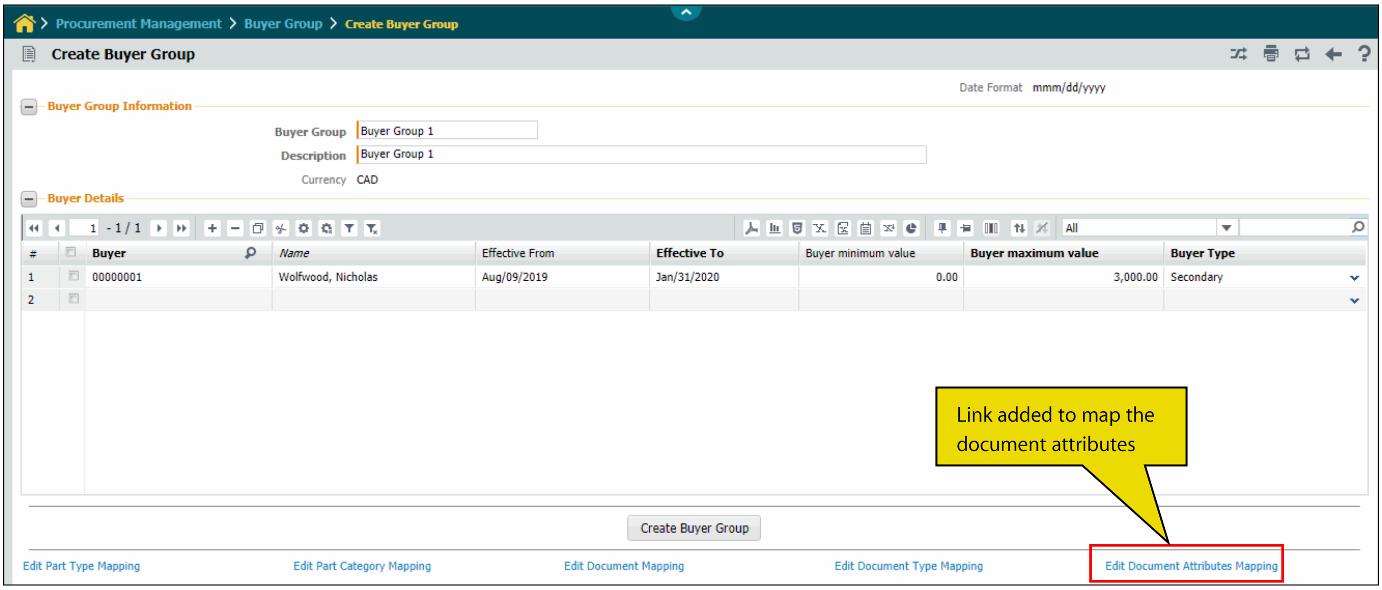


Figure 2.27 Creating the buyer group

6. Enter the **Buyer Minimum Value** to specify the minimum amount for which the buyer has authority to procure parts.

7. Enter the **Buyer Maximum Value** to specify the maximum amount up to which the buyer has authority to procure parts.

8. Click the **Create Buyer Group** pushbutton, to create the buyer group.

To provide further details,

- Select the **Edit Part Type Mapping** link, to map part types to the buyer group.
- Select the **Edit Document Mapping** link to map documents to the buyer group.
- Select the **Edit Document Type Mapping** link, to map document type to the buyer group.
- Select the Edit Document Attributes Mapping link, to map the attributes of the document to the buyer group.

2.1.25 ASSIGNING PART TYPES TO BUYER GROUP

You can associate part types to a buyer group.

1. Select the **Edit Part Type Mapping** link in **Create Buyer Group** page. *See Figure 2.28*

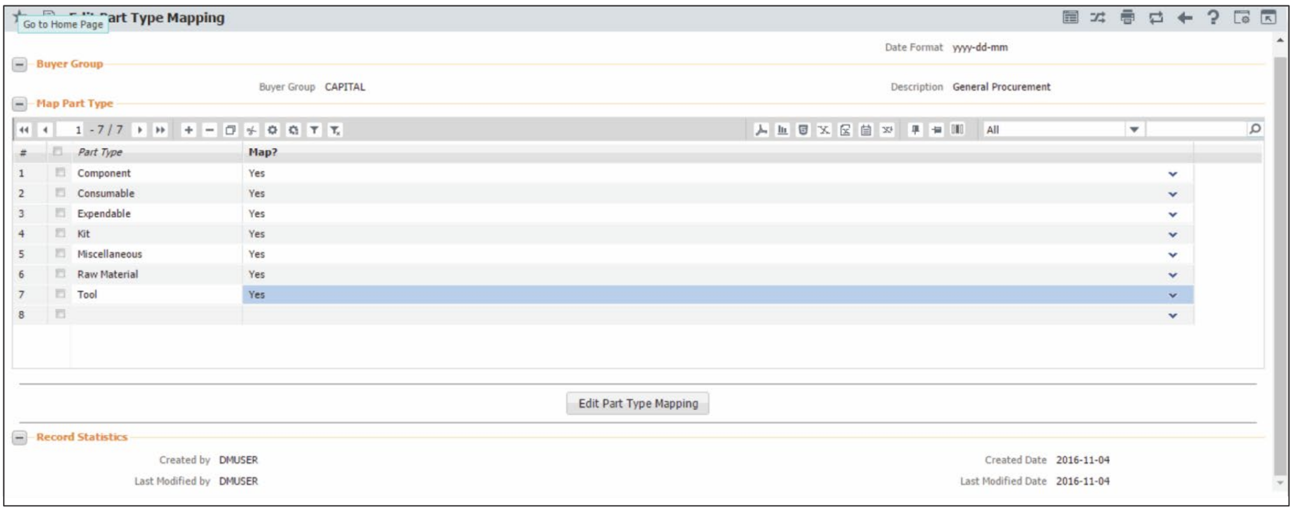


Figure 2.28 Assigning part types to buyer group

2. Select “Yes” in the **Map?** drop-down list box to map the part type to the buyer group.

3. Click the **Edit Part Type Mapping** pushbutton, to store the details.

2.1.26 ASSIGNING DOCUMENTS TO BUYER GROUP

1. Select the **Edit Document Mapping** link in **Create Buyer Group** page. *See Figure 2.29*

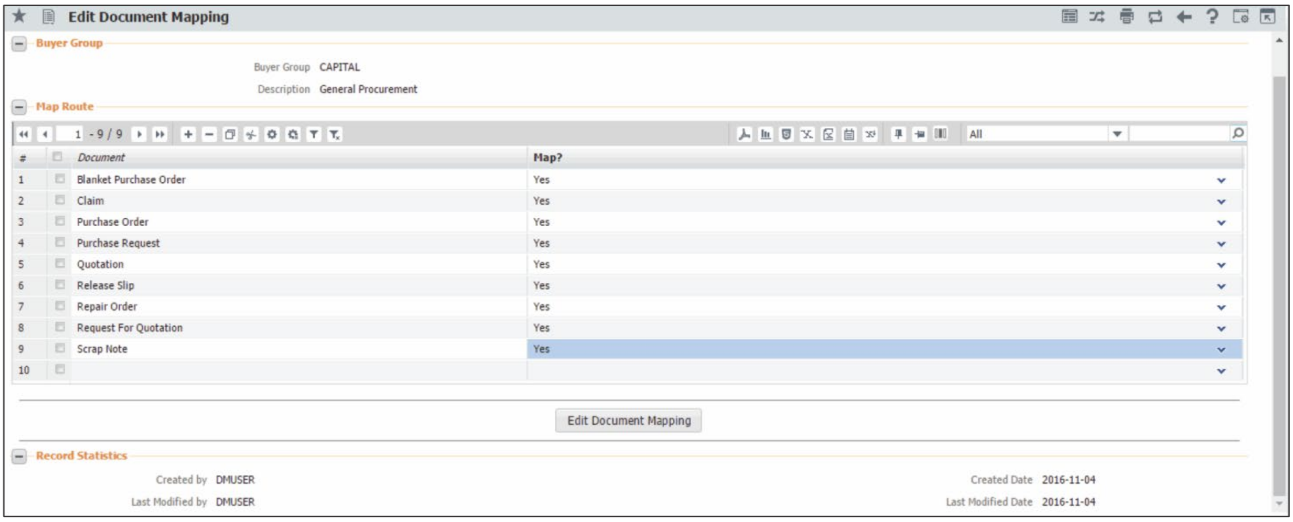


Figure 2.29 Assigning documents to buyer group

2. Select "Yes" in the **Map?** drop-down list box to map the document type to the selected buyer group.
3. Click the **Edit Document Mapping** pushbutton, to map the document type to the buyer group.

2.1.27 MODIFYING DOCUMENT TYPE MAPPING

You can map document types to a buyer group.

1. Select the **Edit Document Type Mapping** link in **Create Buyer Group** page.
2. Use the **Map?** drop-down list box to specify whether to map the document type to the selected buyer group.
3. Click the **Edit Doc. Type Mapping** pushbutton, to map the selected document type to the buyer group

2.1.28 MODIFYING DOCUMENT ATTRIBUTES MAPPING

You can map the document attributes to a buyer group.

1. Select the **Edit Document Attributes Mapping** link in **Create Buyer Group** page. The **Manage Document Attributes** page appears. *See Figure 2.30*

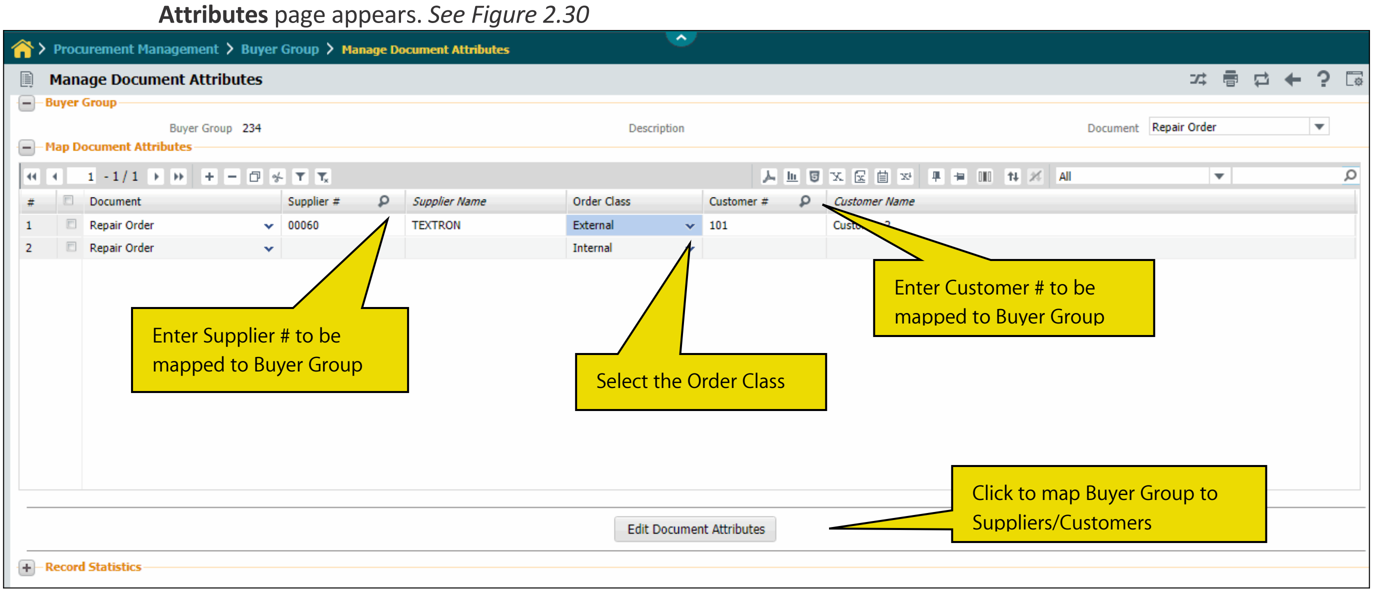


Figure 2.30 Modifying document attributes mapping to buyer group

2. Use the **Document** drop-down list box to specify the document, the attributes of which is to be mapped to the buyer group.

In the **Map Document Attributes** multiline,

3. Enter the **Supplier #** and **Customer #** mapped to the buyer group.
4. Specify the **Order Class** of the document which could be 'Internal' or 'External'.
5. Click the **Edit Document Attributes** pushbutton, to map the document attributes to a buyer group

2.2 DEFINING STANDARD PAYMENT TERMS

Each payment term, representing the terms of payment, can consist of various payment stages with different payment schedules.

1. Select **Create Pay Term** under **Pay Term** business component. *See Figure 2.31*

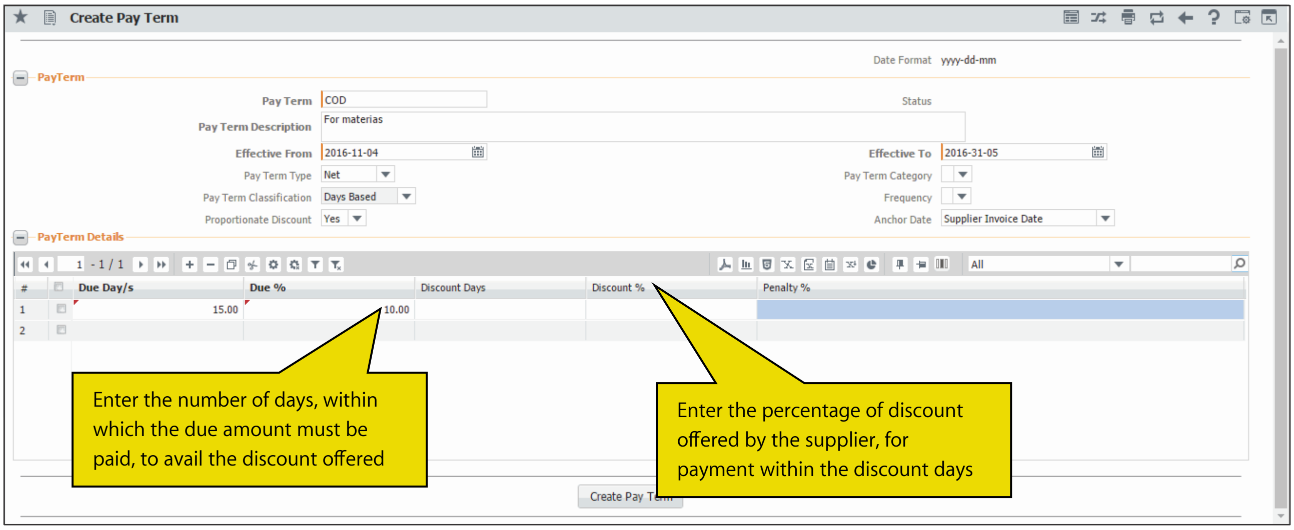


Figure 2.31 Creating payment term

2. Enter the Pay Term number and the Pay Term Description.
3. Enter the **Effective From** and **Effective To** dates to specify the period for which the pay term is effective.
4. Use the **Pay Term Type** drop-down list box to indicate whether the pay term is of type “Advance” or “Net”. “Advance” indicates that advance payment has been made and the pay term is applicable on the remaining amount, whereas “Net” is applicable on the whole amount.
5. Use the **Pay Term Classification** drop-down list and select “Date Based” or “Days Based” to classify the pay term on the basis of dates or days.
6. Use the **Frequency** drop-down list to specify the frequency at which the payment is made to the supplier.
7. Set the **Proportionate Discount** drop-down list box to “Yes”, to calculate proportional discount amount for the payment made.
8. Use the **Anchor Date** drop-down list box to select the date based on which the discount date and due date are calculated.
9. Enter the **Due Day / S** to specify the number of days within which the due amount must be paid.
10. Enter the **Due %** to specify the percentage of the transaction amount that must be paid to the supplier.
11. Click the **Create Pay Term** pushbutton to create the pay term.

2.3 REGISTERING THE SUPPLIER

The supplier can be considered as a business associate supplying the required material as per the specification and requirement. You are allowed to register a supplier with a unique number and record the supplier details.

2.3.1 DEFINING QUICK CODES

Quick Codes are user-defined values, used to categorize a set of details of identified behavior. These quick codes are later used in the process of retrieving or addressing the details by referring to the quick code attached with the set of details.

For example, you can categorize supplier as local or overseas supplier based on where the supplier is located. These categories are called **Quick Codes.** The classification of suppliers, based on quick codes, is to enable effective data analysis and reports generation.

1. Select **Create Quick Codes** under **Supplier** business component. *See Figure 2.32*

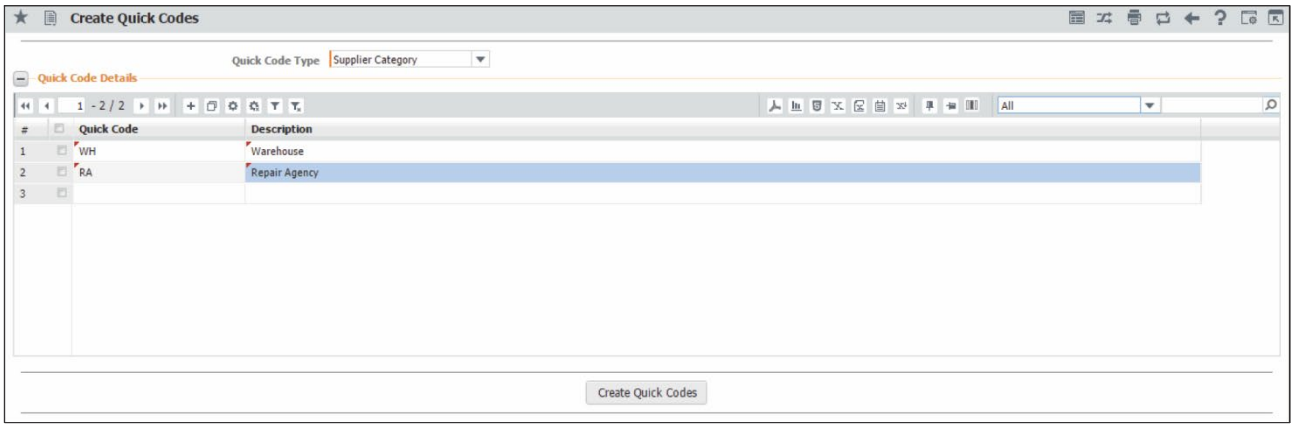


Figure 2.32 Creating quick codes

2. Use the **Quick Code Type** drop-down list box to select the type of quick code to be created. You can define quick codes of the type “Address Category”, “Cost Basis”, “Supplier Category”, “Supplier Group Type”, “User Defined 1”, “User Defined 2”, “User Defined 3” and “Bank Type”.
3. Enter unique quick codes for the selected type, in the **Quick Code** field in the multiline.
4. Enter the **Description** for the quick code.
5. Click the **Create Quick Codes** pushbutton.

2.3.2 MAINTAINING SUPPLIER ACCOUNT GROUP

You can create and maintain Supplier account group to one or more Suppliers depending on the business requirements.

1. Select **Maintain Supplier Account Group** under **Account Group** business component. *See Figure 2.33*

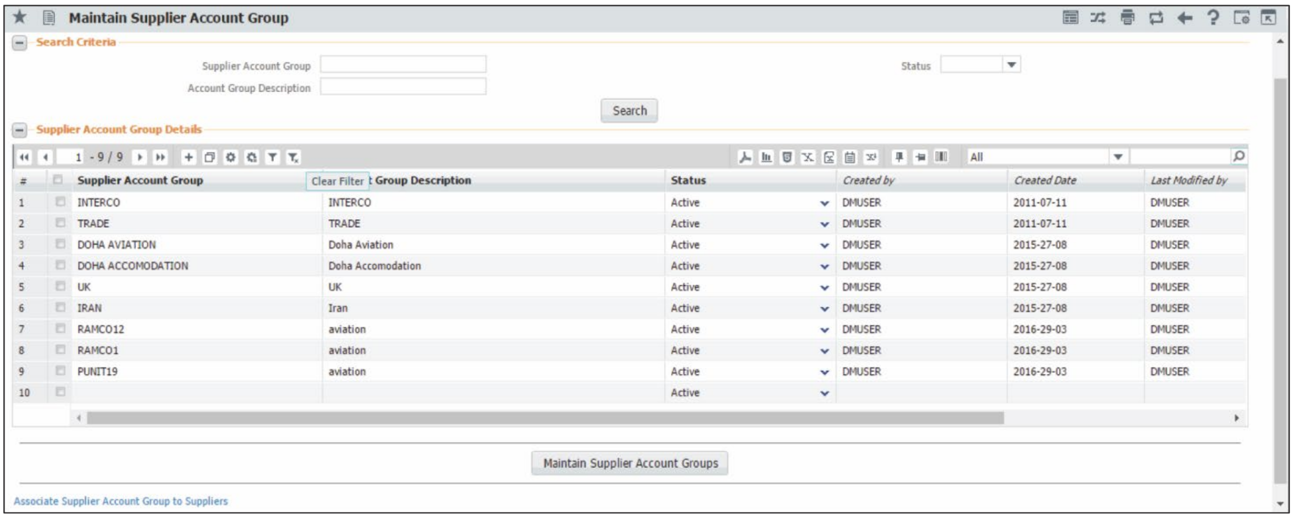


Figure 2.33 Maintaining supplier account group

2. Provide search criteria to search for the supplier account group and click the **Search** pushbutton.
3. Enter the **Supplier Account Group,** in the multiline to identify the group.
4. Enter the Account Group Description.
5. Use the **Status** drop-down list box to set the status of the supplier account group as “Active” or “Inactive”.
6. Click the **Maintain Supplier Account Groups** to save the supplier account groups.

2.3.3 ASSOCIATE SUPPLIERS TO ACCOUNT GROUP

You can associate suppliers to the supplier account group. You can search for the supplier and associate a supplier account group to the supplier listed.

1. Select **Associate Suppliers to Account Group** under the **Account Group** business component. *See Figure 2.34*

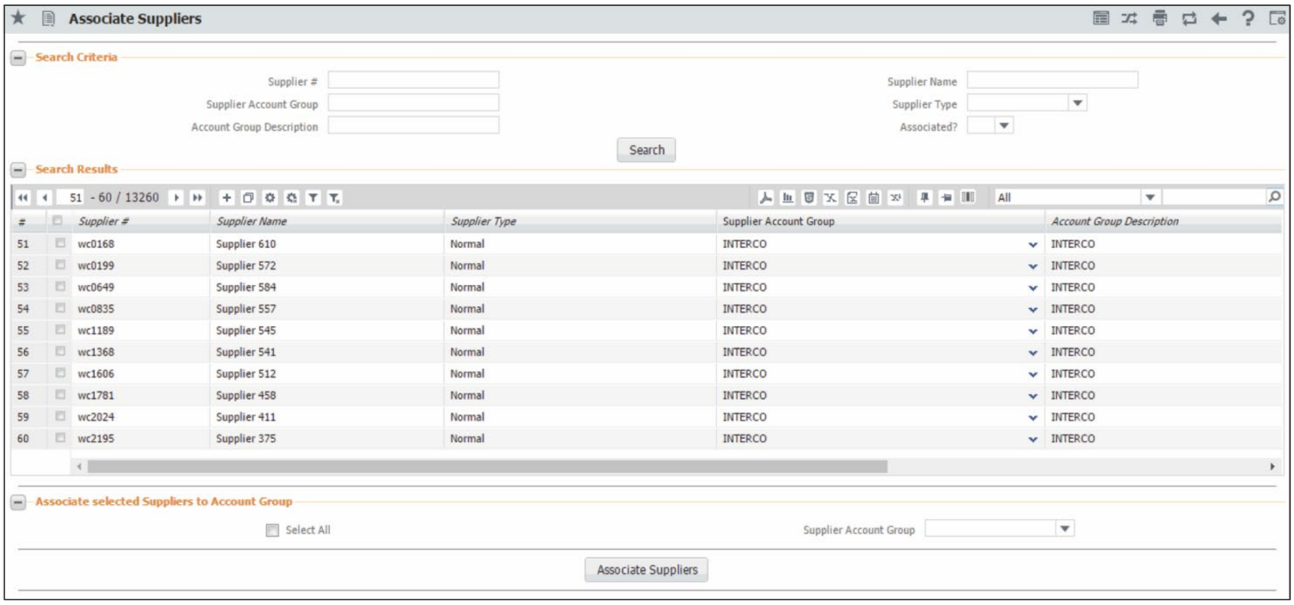


Figure 2.34 Associate suppliers to account group

2. Provide search criteria to search for the supplier and click the **Search** pushbutton.
3. Use the **Supplier Account Group** drop-down list box, in the multiline to select the supplier account group with which you want to associate the supplier. The system lists all the supplier account groups that are in the “Active” status.
4. Check the **Select All** box to select all the suppliers listed in the multiline for association with the supplier group.

5. Click the **Associate Suppliers** pushbutton to associate the supplier with the account groups.

2.3.4 CREATING SUPPLIER DETAILS

1. Select **Register Supplier** under **Supplier** business component. The **Register Supplier** page appears. *See Figure 2.35*

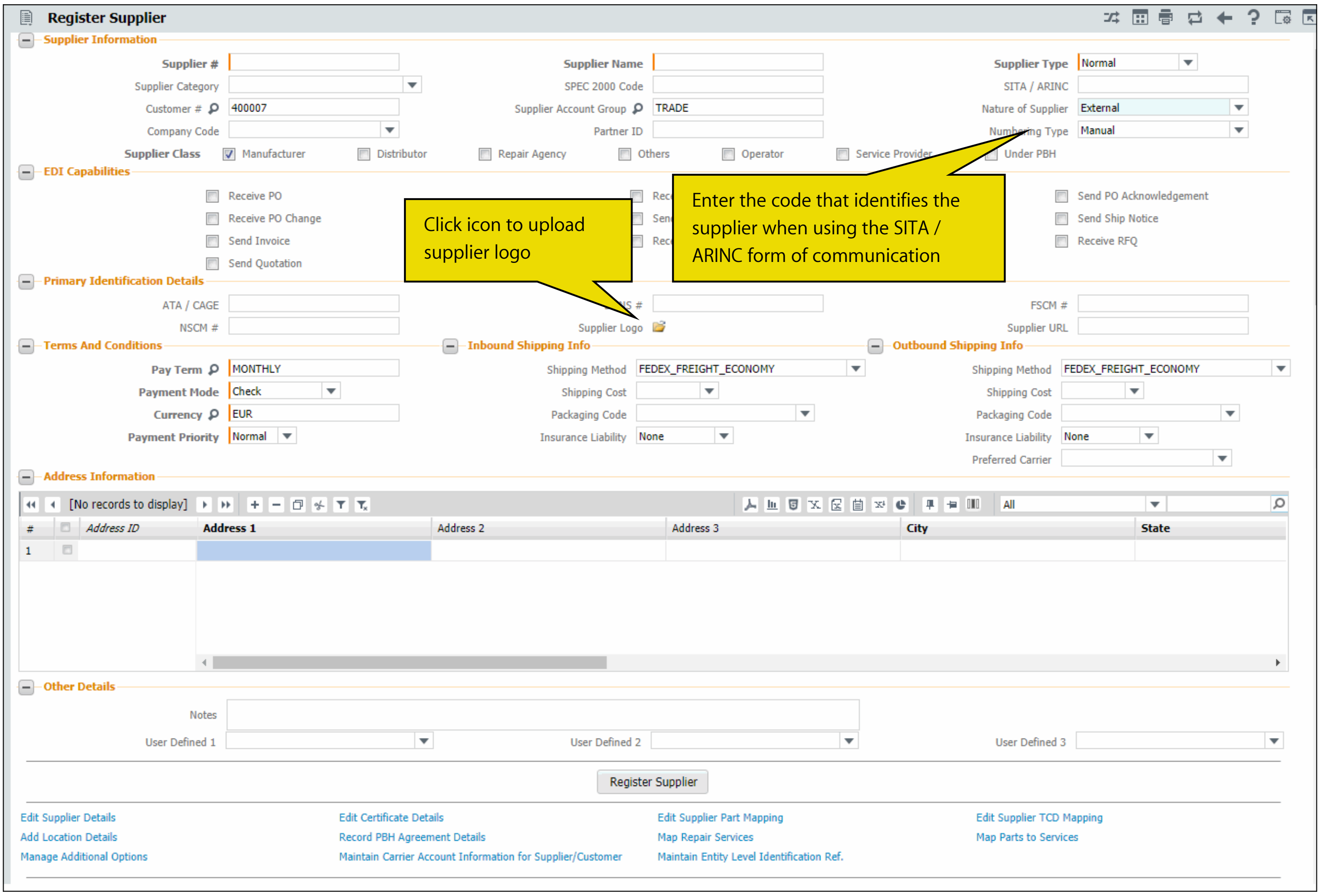


Figure 2.35 Registering the supplier

2. Enter the **Supplier #** to uniquely identify the supplier.

3. Use the **Supplier Type** drop-down list box to indicate whether the supplier is of type “Normal” or “Miscellaneous”.

4. Enter the Supplier Name.

5. Enter the **Customer #** to uniquely identify the customer.

6. Enter the **Supplier Account Group** to identify the account group mapped to the supplier, if the option setting ”Account Group in Supplier master” is set as ”Allowed” and there is interaction with the “Account Group” business component.

7. Use the **Nature of Supplier** drop-down list box to indicate the nature of the supplier. The drop-down list box displays the following: External and Group Company.

8. Use the **Company Code** drop-down list box to select company code of the supplier, if the supplier is a group company as indicated by the nature of the supplier. The drop-down list box displays all parent as well as child company codes mapped to the login organization unit as defined in the Organization Setup component.

9. Enter the **Partner ID** of the supplier, if the supplier is a group company as indicated by the nature of the supplier

10. Select one or more of the options “Manufacturer”, “Distributor”, “Repair Agency”, “Operator”, “Service Provider”, “PBH” and “Others” in the **Supplier Class** group box to specify the class to which the supplier belongs.

11. Upload the **Supplier Logo** in the following way:

   - Click the icon to open the “Upload File” window.

- Enter caption for the logo in the File ID field.
- Select the file that contains the logo image.
- Click **Upload** pushbutton to save file. (The caption appears as you mouse over the logo. If you have not specified a caption for the logo, the file name is displayed as caption.)

12. Enter the Supplier URL.
13. Enter the **Pay Term** number to uniquely identify the pay term agreed between the purchaser and the supplier.
14. Use the **Payment Mode** drop-down list box to specify the agreed mode of payment between the purchaser and the supplier. The mode of payment could be "Cash", "Check", "Demand Draft", "Pay Order", "EFT", "Credit Card" and "Others".
15. Enter the **Currency** to identify the currency in which the supplier transacts.
16. Use the **Payment Priority** drop-down list box to specify the priority of payment, which could be "High", "Normal" or "Low".

In the Address Information Multiline,

17. Enter the Address details, City, State, Country and Zip Code.
18. Use the **Tax Region** drop-down list box to specify the tax region to which the supplier belongs..
19. Click the **Register Supplier** pushbutton, to create the supplier.

To provide further details,

- Select the **Edit Supplier Details** to modify details of the supplier subsequent to creation.
- Select the **Edit Certificate Details** link, to record certificate details.
- Select the **Edit Supplier Part Mapping** link, for associating supplier and part details.
- Select the **Edit Supplier TCD Mapping** link, to associate TCD codes to the supplier.
- Select the **Record PBH Agreement Details** link, to associate the supplier to the PBH agreement.
- Select the **Add Location Details** link at the bottom of the page to record location details for the new supplier.
- Select the **Manage Additional Options** link at the bottom of the page to create/update additional options for the supplier.
- Select the **Maintain Carrier Account Information for Supplier / Customer** link to maintain carrier account information specific to supplier / customer.

  Note: This page captures account information of carrier specific to supplier / customer for external shipping requirements. For the specified trading partner (supplier / customer), you can capture the carrier, account number, default shipping method and the status of carrier account.

For more details on this screen, refer to "Stock Management" User Guide.

- Select the **Maintain Entity Level Identification Ref.** link at the bottom of the page to capture the Identification Reference Number for the supplier.

Mapping parts to the supplier

You can map part details to the selected supplier and also specify the authority that can carry out the inspection of parts after it is received.

1. Select the **Edit Supplier Part Mapping** link in the **Register Supplier** page. *See Figure 2.36*

In the **Part Information** group box,

2. Specify the **Part #** and the Part **Type** and click the **Get Details** pushbutton, to retrieve the details of the specified part in the **Part Details** multiline.
3. In the **Part Details** multiline, enter the **Purchase UOM,** which is the unit of measurement for the parts supplied by the selected supplier.
4. Use the **Default Inspection Type** drop-down list box to specify the default type of inspection to be performed

on the parts supplied by the supplier. Select "None", if inspection is not required for the parts supplied by the selected supplier. Select "Self", if the part has to be checked by the maintenance controller or the person who receives the part. Select "By Inspector", if a third party who is external to the company needs to perform the inspection.

5. Use the **Default Matching Type** drop-down list box to specify the default matching type for the parts supplied. Select "Three Way at PO", if you wish to match the invoiced quantity with the received quantity at a purchase order level, which can comprise several Goods Receipt (GR) documents. Select "Three Way at GR", if you wish to match the invoiced quantity with the received quantity against each goods receipt document in a purchase order. Select "Four Way at PO", if you wish to match the invoiced quantity with the accepted quantity for a purchase order comprising several good receipt documents. Select "Four Way at GR", if you wish to match the invoiced quantity with the accepted quantity for each goods receipt documents in a purchase order.

6. Use the **Default Tolerance Type** drop-down list box to specify the default tolerance type for the parts supplied by the selected supplier. The options are options "Quantity", "Value", "Both" and "None".

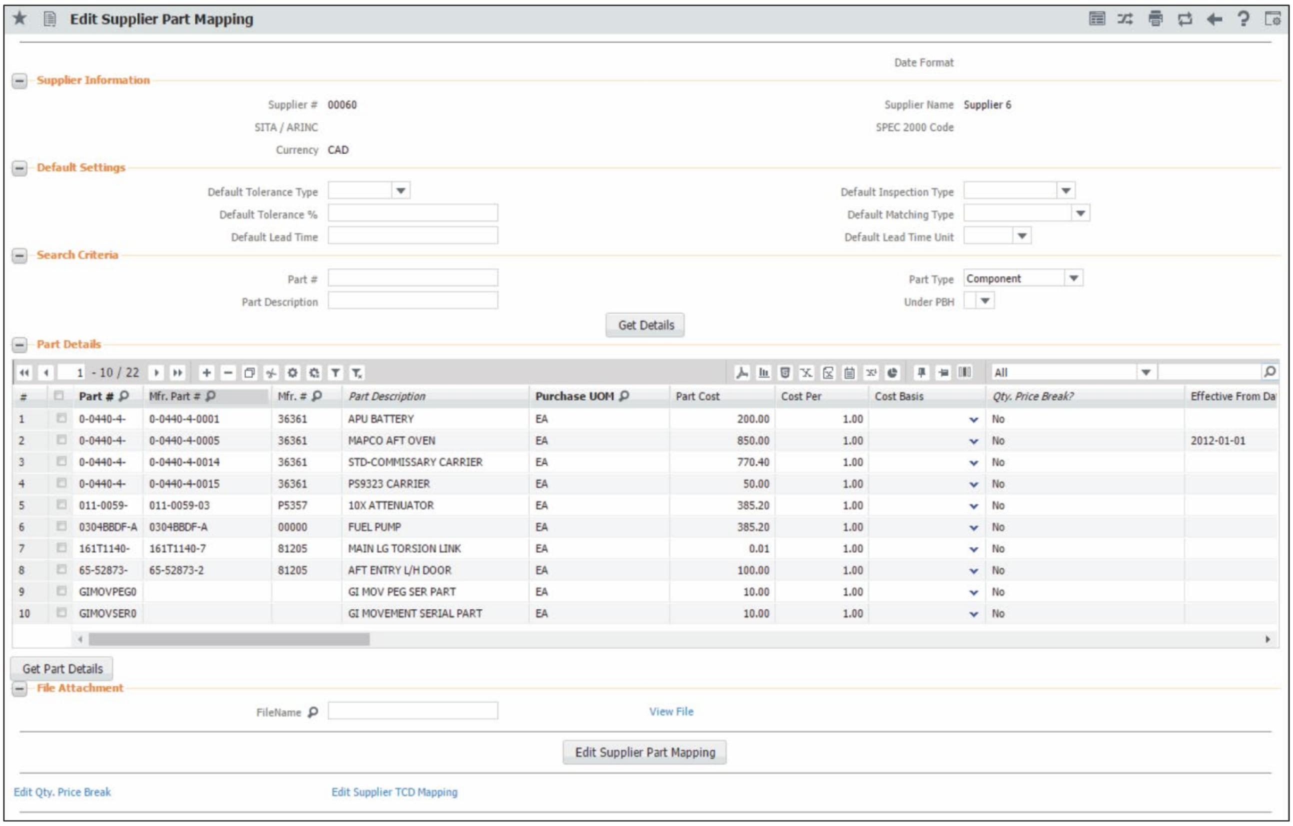


Figure 2.36 Mapping parts to the supplier

7. Enter **Default Tolerance %** to specify the default percentage of tolerance allowed for the parts supplied.

Note: If the tolerance type is other than "None", the tolerance percentage must lie between 0 and 100.

8. Click the **Edit Supplier Part Mapping** pushbutton, to map the part details to the selected supplier.

Recording the certification details of the supplier

You can enter certificate details for the selected supplier. You can also specify the regulatory authority that issued the certificate and the effective date period during which the certificate is valid.

1. Select the **Edit Certificate Details** link in the **Register Supplier** page. *See Figure 2.37*
2. Use the **Certificate Type** drop-down list box to select the certificate type of the supplier.
3. Enter the **Certificate Number,** assigned to the supplier by a regulatory authorizing agency.
4. Use the **Issued By** drop-down list box to select the regulatory authority that issued the certification.
5. Click the **Edit Certificate Details** pushbutton, to update the certification information.

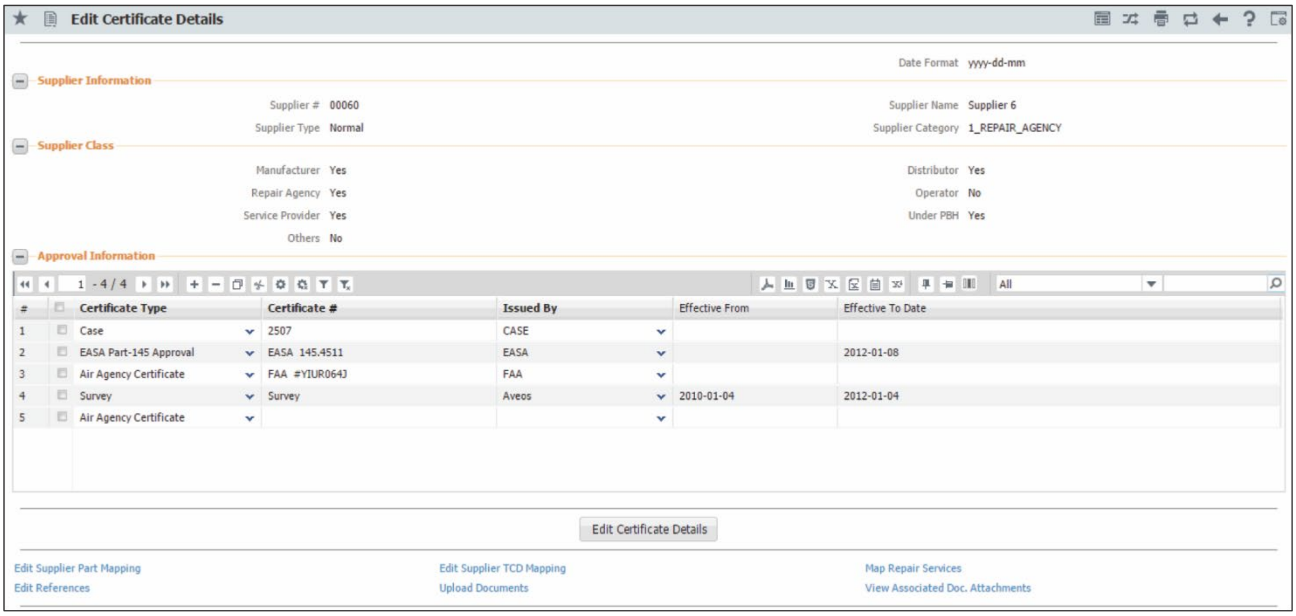


Figure 2.37 Recording the certification details of the supplier

To provide further details,

- Select the **Map Repair Services** link, to record the repair services offered by the supplier.
- Select the **Edit References** link at the bottom of the page at the bottom of the page, to modify the document reference information for the supplier.
- Select the **Upload Documents** link at the bottom of the page, to upload all the related documents for the supplier.

Mapping repair services to the supplier

You can map the repair services to a supplier who is classified as a repair shop.

1. Select the **Map Repair Services** link in the **Edit Certificate Details** page. *See Figure 2.38*
2. The system displays the repair shop information in the **Repair Shop Info** group box.
3. Select “Yes” in the **Certified** drop-down list box to map the repair process to the repair shop.

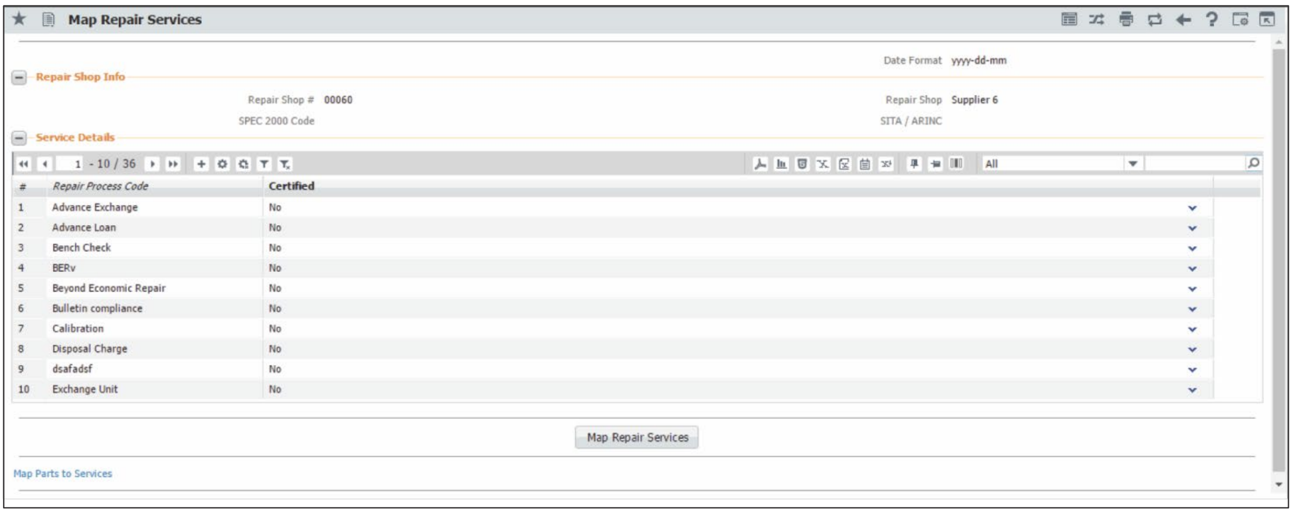
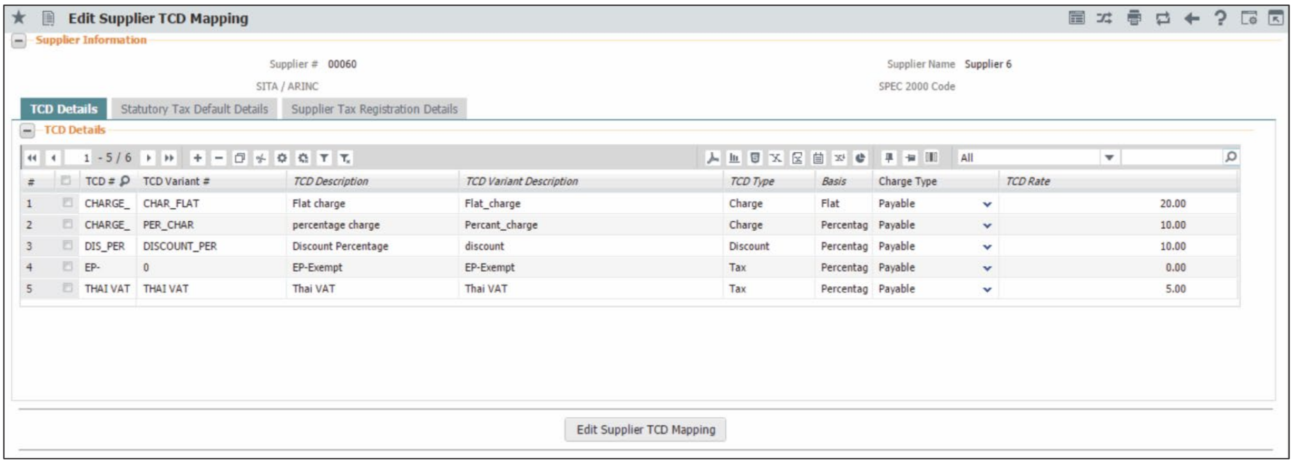


Figure 2.38 Mapping repair services to the supplier

4. Click the **Map Repair Services** pushbutton, to save the information.

Mapping tax, charge, discount codes to the supplier

1. Select the **Edit Supplier TCD Mapping** link in the **Register Supplier** page. *See Figure 2.39*



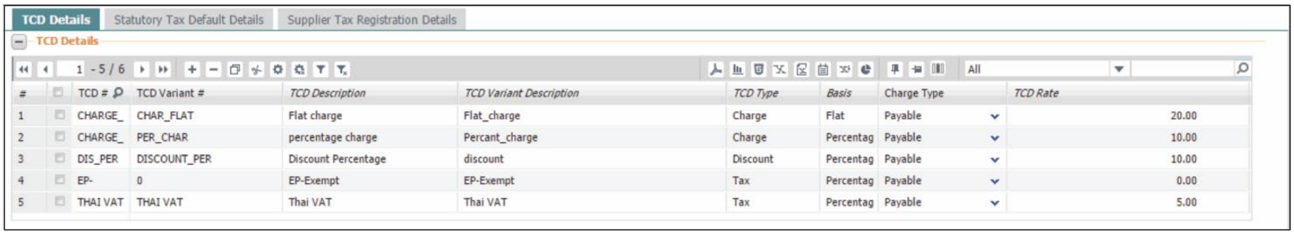
#	TCD #	TCD Variant #	TCD Description	TCD Variant Description	TCD Type	Basis	Charge Type	TCD Rate
1	CHARGE_	CHAR_FLAT	Flat charge	Flat_charge	Charge	Flat	Payable	20.00
2	CHARGE_	PER_CHAR	percentage charge	Percant_charge	Charge	Percentag	Payable	10.00
3	DIS_PER	DISCOUNT_PER	Discount Percentage	discount	Discount	Percentag	Payable	10.00
4	EP-	0	EP-Exempt	EP-Exempt	Tax	Percentag	Payable	0.00
5	THAI VAT	THAI VAT	Thai VAT	Thai VAT	Tax	Percentag	Payable	5.00

Figure 2.39 Mapping tax, charge, discount codes to the supplier

2. Select the **TCD Details** tab to enter or modify the TCD details of the supplier.
3. Select the **Statutory Tax Default Details** tab to enter the statutory tax details of the supplier.
4. Select the **Supplier Tax Registration Details** tab to enter the tax registration details of the supplier.
5. Click the **Edit Supplier TCD Mapping** pushbutton, to map the selected TCD codes to the supplier.

Entering TCD details

1. Select the **TCD Details** tab in the **Edit Supplier TCD Mapping** page. *See Figure 2.40*



#	TCD #	TCD Variant #	TCD Description	TCD Variant Description	TCD Type	Basis	Charge Type	TCD Rate
1	CHARGE_	CHAR_FLAT	Flat charge	Flat_charge	Charge	Flat	Payable	20.00
2	CHARGE_	PER_CHAR	percentage charge	Percant_charge	Charge	Percentag	Payable	10.00
3	DIS_PER	DISCOUNT_PER	Discount Percentage	discount	Discount	Percentag	Payable	10.00
4	EP-	0	EP-Exempt	EP-Exempt	Tax	Percentag	Payable	0.00
5	THAI VAT	THAI VAT	Thai VAT	Thai VAT	Tax	Percentag	Payable	5.00

Figure 2.40 TCD details

2. Enter a unique number to identify the TCD, in the **TCD #** field.
3. Enter a unique number that identifies the **TCD Variant #** for the TCD number.
4. Use the **Charge Type** drop-down list box to select the type of charges that may be incurred for procuring the part from the supplier. The drop-down list box displays the following: Notional and Payable.

   Note: 1) The charge type can be 'Notional' only for TCDs with Basis 'Percentage'. 2) This field is relevant for TCD type 'Charge' only.

Entering statutory tax default details

1. Select the **Statutory Tax Default Details** tab to enter the statutory tax details of the supplier. *See Figure 2.41*.

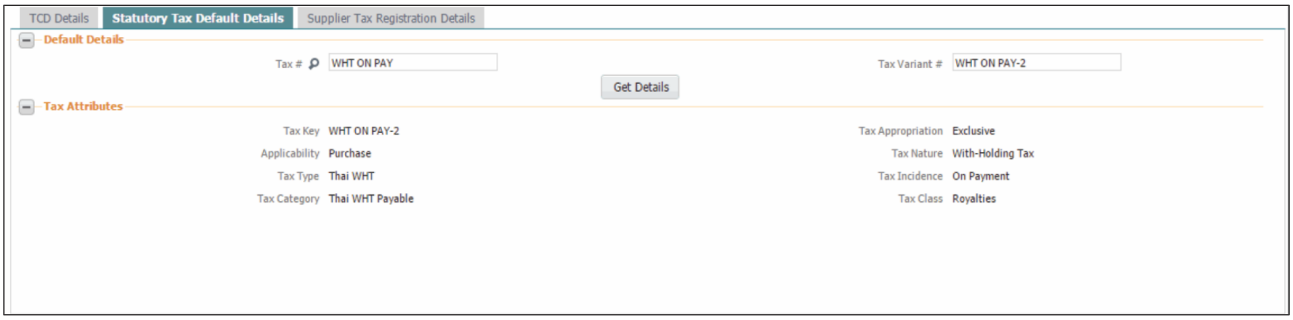


Figure 2.41 Statutory taxes default details

2. Enter a unique number to identify the Tax in the **Tax #** field
3. Enter a unique number that identifies the **Tax Variant #** for the Tax number

Entering supplier tax registration details

1. Select the **Supplier Tax Registration** Details tab to enter the tax registration details of the supplier. *See Figure 2.42*

Figure 2.42 Supplier tax registration details

2. Enter the **Address ID** of the supplier for tax registration
3. Select the **Tax Type.**
4. Enter a unique number to identify the **Registration #.**
5. Click the **Edit Supplier TCD Mapping** pushbutton, to map the selected TCD codes to the supplier.

Recording reference information

You can state the reference documents that the requesting team can make use of.

1. Select the **Edit Reference** link in the **Edit Certificate Details** page.
2. Select the applicable document category from the **Ref. Document Type** drop-down list box and enter other details such as **Document ID** and **File Name.**
3. Click the **Edit References** pushbutton.

Recording PBH agreement details

You can record a PBH agreement for the selected supplier, if the supplier is a PBH supplier. You can also specify the effective agreement period and the component to be associated with the PBH agreement.

4. Select the **Record PBH agreement details** link in the **Register Supplier** page. *See Figure 2.43*
5. The system displays the supplier details in the **Supplier Information** and **Supplier Class** group boxes.
6. Enter the **Agreement #** that identifies the PBH agreement to be mapped to the supplier.

7. Enter the **Agreement Date** to specify the date on which the agreement is signed.

8. Enter the start date and end date of the agreement in the **Effective From** and **Effective To** fields, to specify the valid period of the PBH agreement.

9. Use the **PBH On** drop-down list box to select the component to be associated with the PBH agreement.

10. Enter the value below which an item will not be covered under PBH, in the **Contract Deductible** field.

11. Use the **Currency** drop-down list box to specify the currency in which the supplier transacts.

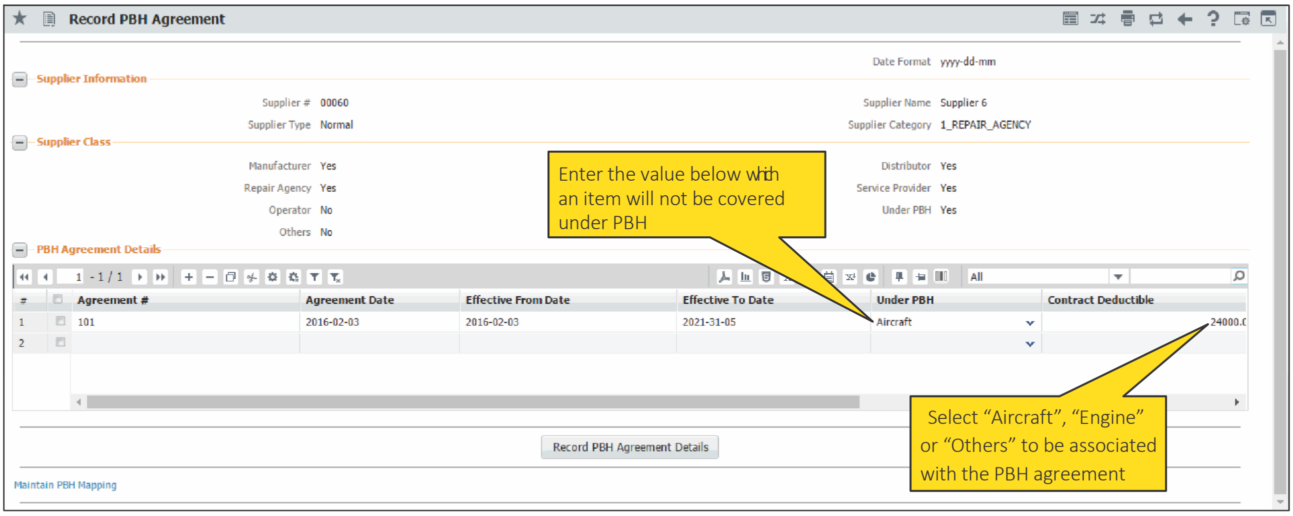


Figure 2.43 Recording supplier PBH agreement details

12. Enter the **Revision #** and **Revision Date** of the PBH agreement, if the agreement is revised.

*Note: Ensure that the fields Agreement Date, Effective From, Effective To, PBH On, Contract Deductible and **Currency** are entered, if the **Agreement #** field is entered.*

13. Click the **Record PBH Agreement Details** pushbutton, to record the PBH agreement details.

To provide further details,

- Select the **Maintain PBH Mapping** link, to map the selected supplier PBH agreement to aircraft and part serial numbers.

2.3.5 MANAGE DELIVERY ADDRESS INFO FOR SUPPLIER

You can map a delivery address to a supplier and select order priority. You can specify whether the parts to be shipped are hazardous or not. This activity also allows you to specify the priority of the parts to be shipped to the specific destination.

1. Select **Manage Delivery Address Info for Supplier** under **Supplier** business component. *See Figure 2.44*

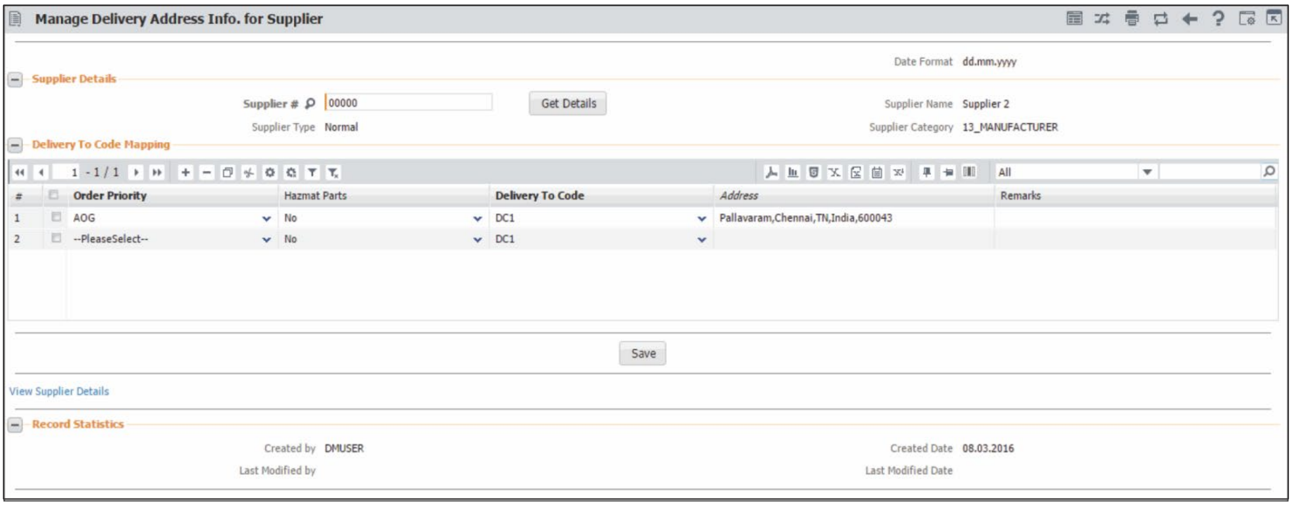


Figure 2.44 Manage Delivery Address for Supplier

2. Provide search criteria to search for the supplier and click the **Get Details** pushbutton.

3. Use the drop-down list box to select the **Order Priority,** in the **Delivery to Code Mapping** multiline to set the priority for the parts to be shipped.

4. Use the drop-down list box to select the **Hazmat Parts?** to indicate whether the parts to be shipped are hazardous or not.

5. Use the drop-down list box to select the **Delivery To Code** to indicate whether the parts to be shipped are hazardous or not.

6. Enter any additional comments pertaining to the delivery address mapped to the supplier in **Remarks.**

7. Click the **Save** pushbutton to save the delivery details mapped to the supplier.

To view further details,

- Click the **View Supplier Details** link at the bottom of the page to view all the details about the supplier.

2.3.6 MAPPING MULTIPLE SUPPLIERS TO A PART

You can select a part and associate multiple suppliers to it.

1. Select **Maintain Part Supplier Mapping** under **Supplier** business component. *See Figure 2.45*

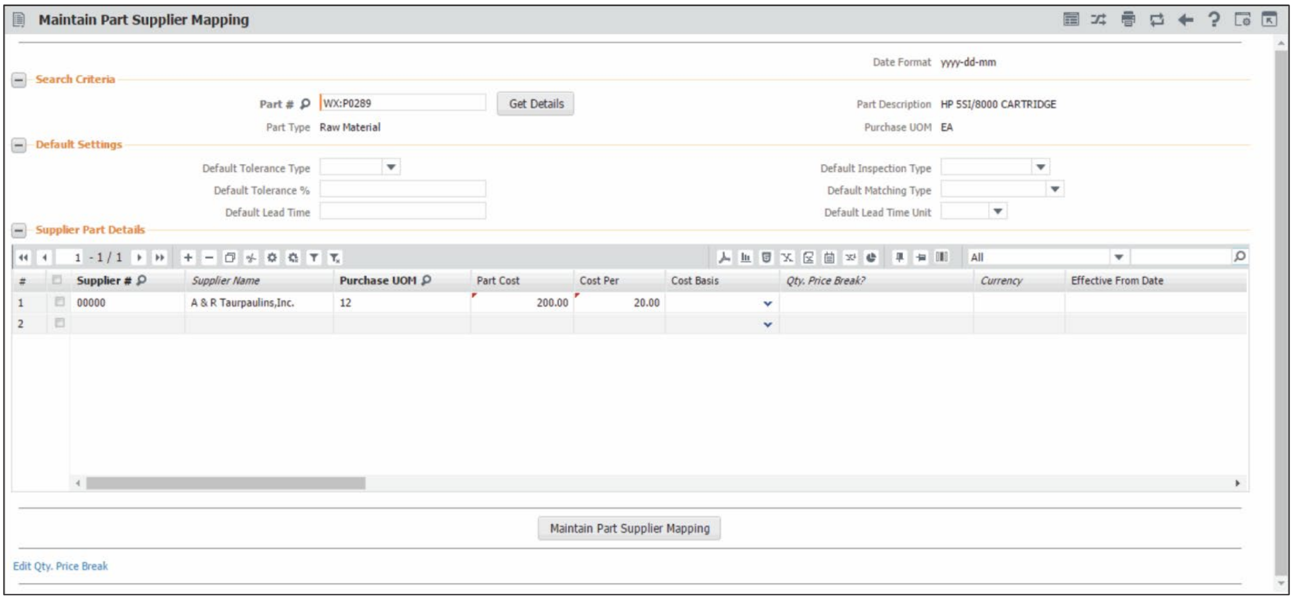


Figure 2.45 Mapping a part to multiple suppliers

2. Enter the **Part Number** to which the suppliers are to be mapped and click the **Get Details** pushbutton.

3. Enter the **Supplier Number** to be associated to the part.

4. Enter the **Purchase UOM** in the multiline, which is the unit of measurement for the part supplied by the supplier.

5. Enter the **Effective From Date** and **Effective To Date** in the respective fields to indicate the period for which the mapping of the supplier to the part is valid

6. Enter the **Minimum Order Qty** of the part that must be ordered and the **Minimum Order Value.**

7. Use the **Inspection Type** drop-down list box to select the type of inspection to be performed on the part. The types of inspection could be "Self", "By Inspector" or "None".

   Note: Ensure that the inspection type is other than "None", if the part specified is of type "Component".

8. Use the **Matching Type** drop-down list box to select the matching type for the part, which could be "Three Way at PO", "Three Way at GR", "Four Way at PO" or "Four Way at GR".

9. Use the **Tolerance Type** drop-down list box to select the tolerance type for the part, which could be "Quantity", "Value", "Both" or "None".

10. Enter the **Tolerance %** to specify the default percentage of tolerance allowed for the parts supplied.

    Note: When the "Inspection Type", "Matching Type", "Tolerance Type" or "Tolerance %" fields in the multiline are not entered, the system sets the values from the "Default Settings" group box.

11. Click the **Maintain Part Supplier Mapping** pushbutton, to map the selected suppliers to the part.

2.3.7 MAINTAINING SUPPLIER PBH MAPPING DETAILS

You can map the selected supplier PBH agreement to the aircraft or part serial numbers. You can also remove the mapping that is already defined for the aircraft registration number or the part serial number.

1. Select **Maintain Supplier PBH Mapping** under **Supplier** business component. The Select Supplier page appears.

2. Enter the **Supplier #** directly and select the **Maintain Supplier PBH Mapping** link. Or, click the **Search** pushbutton and select the hyperlinked **Supplier #** in the multiline. The **Maintain Supplier PBH Mapping** page appears. *See Figure 2.46*

3. The system displays the PBH agreement details retrieved from the **Record PBH Agreement Details** page, in the **PBH Contract Details** group box.

4. Use the **Model** drop-down list box to specify the aircraft model for which PBH mapping details must be recorded.

   *Note: The system displays all the aircraft models defined in the **Aircraft** business component, only if the **PBH On** field is "Aircraft".*

5. The system displays the **Manufacturer Serial #** and the **Aircraft Reg #** of the selected aircraft model in the **Aircraft PBH Information** multiline.

   Note: Ensure that the specified manufacturer serial number of the aircraft is not mapped to any other PBH agreement for any other supplier during the PBH agreement period.

6. Use the **Under PBH** drop-down box and set the field to "Yes" to map the aircraft registration number to the supplier PBH agreement. Set the field to "No" to unmap the aircraft registration number that is already mapped to the supplier PBH agreement.

7. Enter the **Part #** to identify the part for which PBH mapping details must be recorded. The part should be of type "Component" as defined in the **Part Administration** business component.

8. Click the **Get Part PBH Details** pushbutton to retrieve the part serial numbers in the **Part PBH Information** multiline.

   *Note: The part PBH information will be retrieved only if the **PBH On** field is set to other than "Aircraft" in the **Select Supplier** page.*

   The PBH information will not be retrieved for the parts of condition "Phased out".

9. The system displays the **Condition** and the **Stock Status** of the selected part along with the part serial numbers.

10. Use the **Under PBH** drop-down box and set the field to "Yes", to map the part serial number to the supplier

PBH agreement. Set the field to “No” to unmap the part serial number that is already mapped to the supplier PBH agreement.

- *Note: If the field is set to “Yes”, ensure that the part is not “Under PBH” in any other agreement for any other supplier, during the specified PBH agreement period.*
- *Ensure that at least one part in the multiline is “Under PBH”.*

11. Click the **Record Supplier PBH Details** pushbutton, to store the mapping details for the supplier PBH agreement.

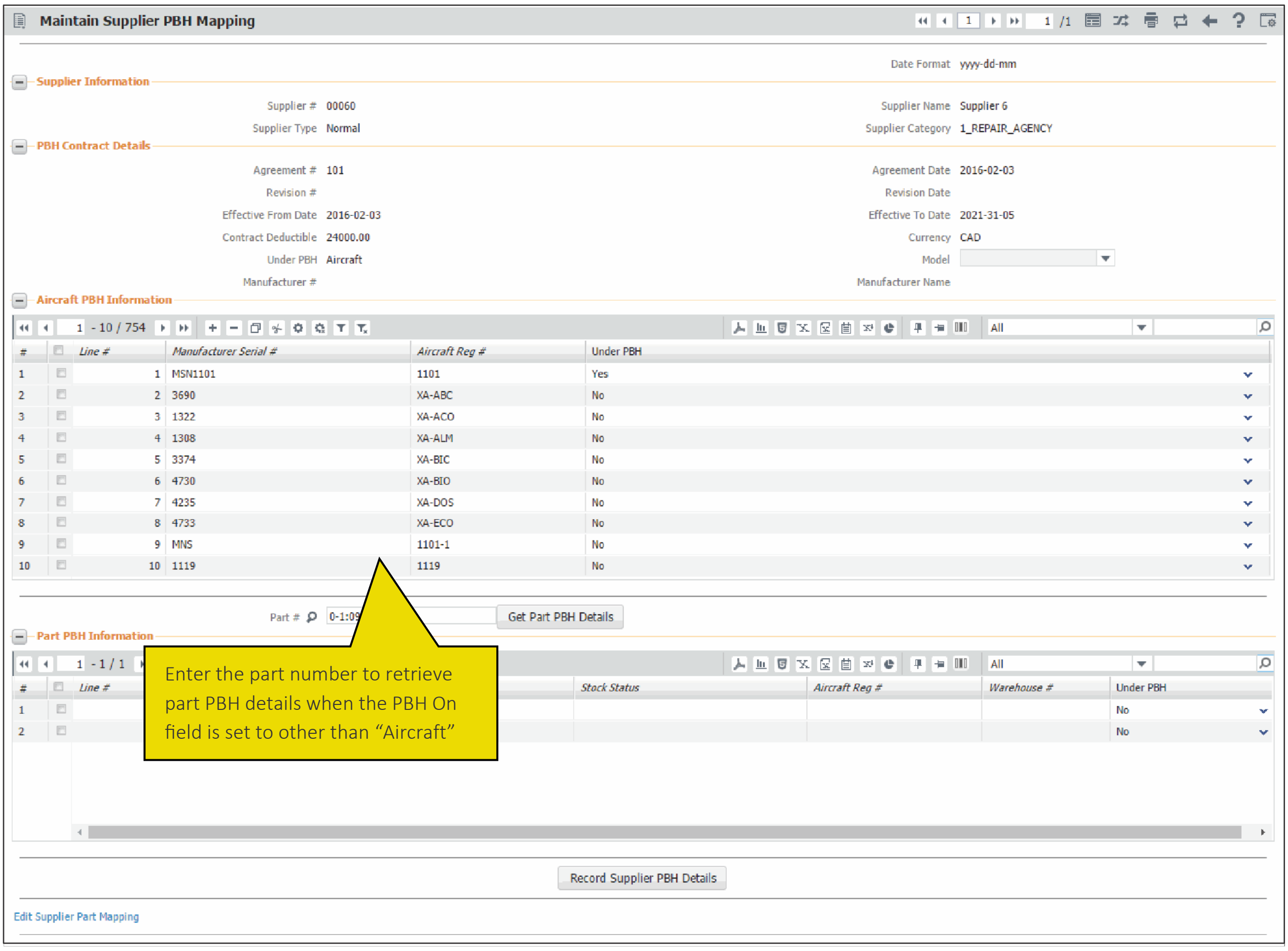


Figure 2.46 Mapping part serial numbers or aircraft to supplier PBH agreement

2.3.8 MANAGING ADDITIONAL OPTIONS FOR SUPPLIER

You define additional options and EDI capabilities for a supplier to customize their to suit changing businesses. For example, you can define EDI capabilities for a certain supplier to enable exchange of stock documents on specific event happenings.

These additional options are system-created and grouped under specific categories.

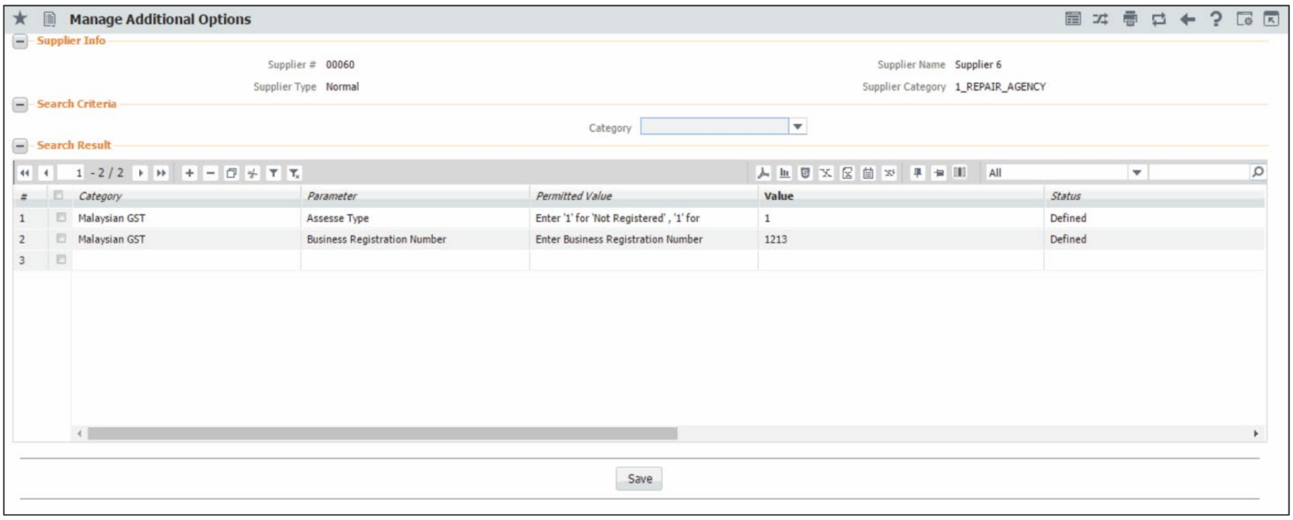


Figure 2.47 Managing additional options

1. Select the **Manage Additional Options** link at the end of the **Register Supplier** or **Edit Supplier Details** page. The **Manage Additional Options** page appears. *See Figure 2.47*

2. In the **Search Criteria** group box, use the Category drop-down list box to select the category of Additional options that you wish to define for the supplier. The drop-down list box displays the following: 'Inventory Valuation', 'Procurements', 'EDI Capabilities-Repair Order', 'EDI Capabilities-Release Slip', 'THAI Tax Reports', 'Philippines Tax', 'Malaysian GST' and 'Stock Conversion'.

   Note: The values "Malaysian GST", "Philippines Tax" and "THAI Tax Reports" are listed only if the login OU's Company's Country code is "Malaysia", "Philippines" and "Thailand" respectively.

3. In the **Search Result** multiline, enter the Value of the parameter.

4. Click the **Save** pushbutton.

2.3.9 RECORDING THE LOCATION DETAILS FOR THE SUPPLIER

You can assign a unique number to a location and state the preference for the various locations of the selected supplier.

1. Select **Add Location Details** under **Supplie**r business component. The **Select Supplier** page appears.

2. Enter the **Supplier Number** directly and select the **Add Location Details** link. Or, click the **Search** pushbutton and select the hyperlinked **Supplier Number** in the multiline. The **Add Location Details** page appears. *See Figure 2.48*

3. Use the **Supplier Status** drop-down list box, to assign a status to the supplier. The supplier could be in the "Active" or "Inactive" status.

4. Use the **Invoicing Org. Unit Name** drop-down list box, to specify the organization unit that creates the invoice document for the parts procurement.

5. Enter the **Pay Term** to identify the pay term agreed between the purchaser and the supplier.

6. Use the **Payment Mode** drop-down list box to specify the agreed mode of payment between the purchaser and the supplier. The mode of payment could be "Cash", "Check", "Demand Draft", "Pay Order", "EFT", "Credit Card" and "Others".

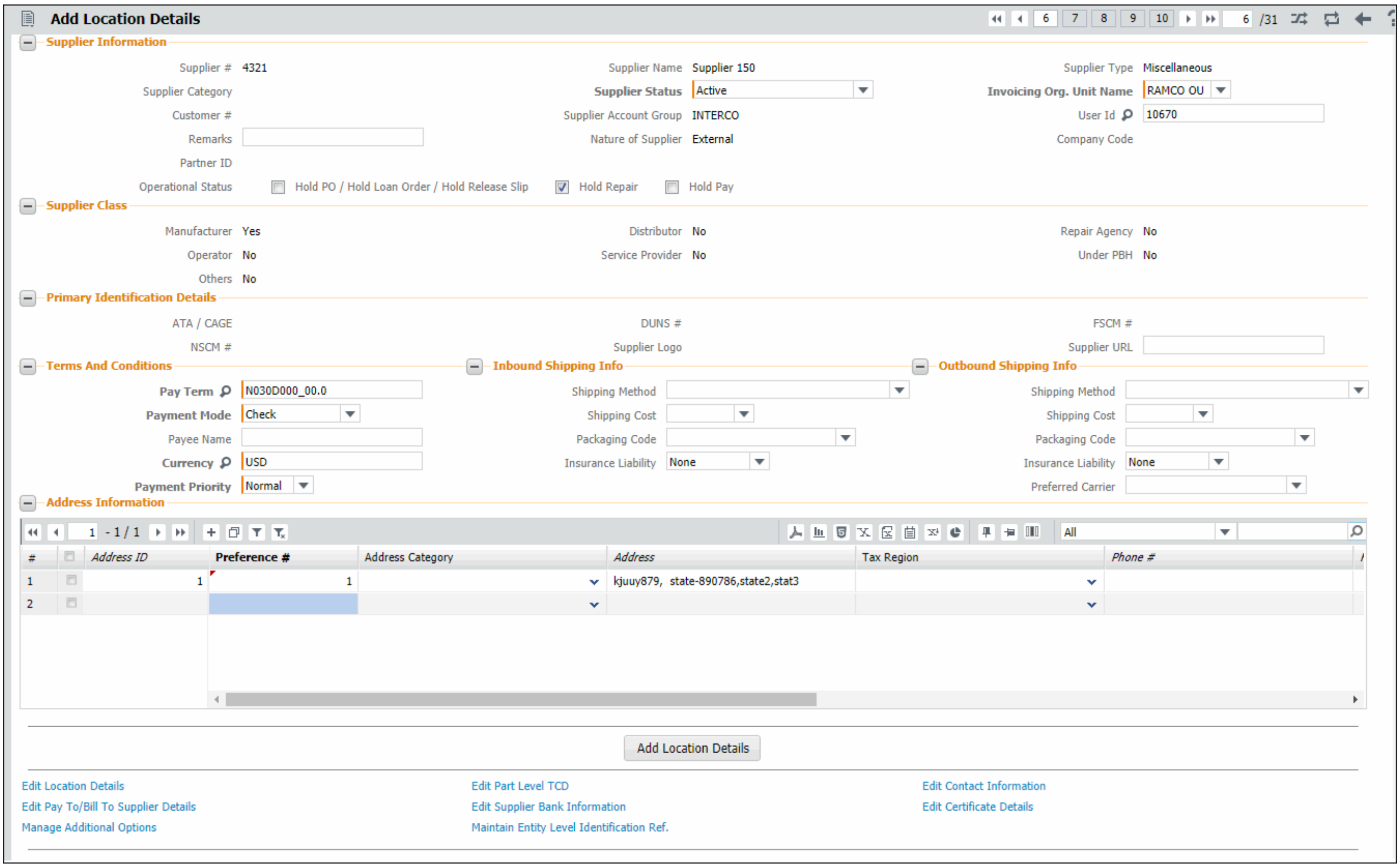


Figure 2.48 Recording the location details for the supplier

7. Enter the **Payee Name** and the **Currency** to identify the currency in which the supplier transacts.

8. Use the **Payment Priority** drop-down list box to specify the priority of payment, which could be "High", "Normal" or "Low".

9. Enter the **Preference #** in the multiline, to specify the order of preference of location for the selected supplier.

10. Use the **Tax Region** drop-down list box to select the tax region to which the supplier belongs.

11. Click the **Add Location Details** pushbutton, to add the location details for the selected supplier.

To provide further details,

- Select the **Edit Location Details** link at the bottom of the page to modify location details for the selected supplier.
- Select the **Edit Part Level TCD** link to map TCD codes at part level.
- Select the **Edit Contact Information** link to enter the supplier contact information for the selected supplier.
- Select the **Edit Pay to Supplier Details** link to enter the supplier pay details for the selected supplier.
- Select the **Edit Supplier Bank Information** link to enter the supplier bank details.
- Select the **Manage Additional Options** link at the bottom of the page to create/update additional options for the supplier.
- Select the Maintain Entity Level Identification Ref. link at the bottom of the page to capture the Identification Reference Number for the supplier.

Mapping tax, charge, discount codes at part level

You can map TCD and TCD variant codes to the parts defined in the system.

1. Select the **Edit Part Level TCD** link in the **Add Location Details** page. *See Figure 2.49*

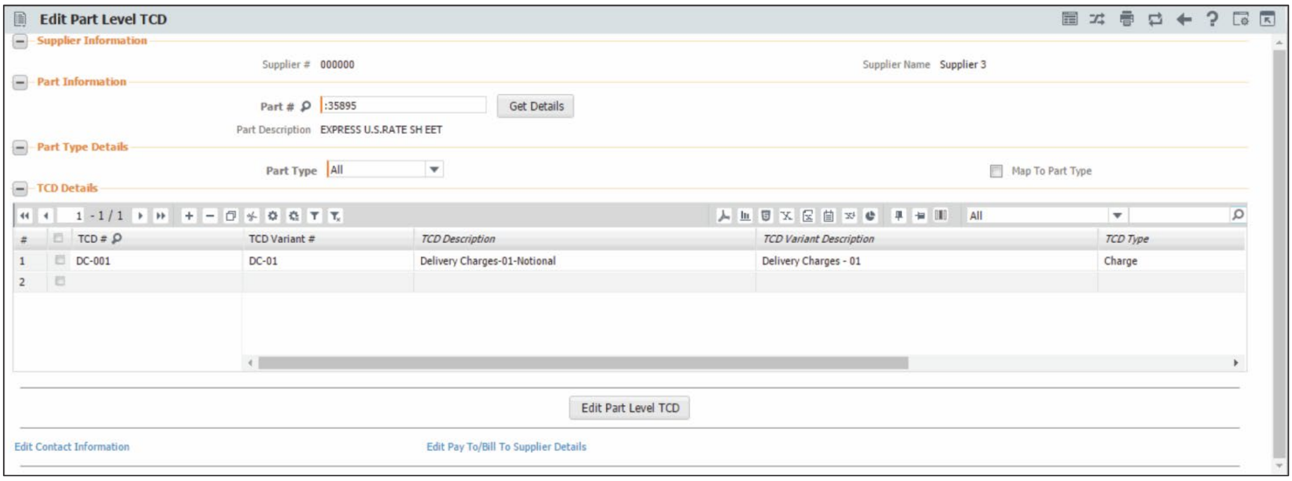


Figure 2.49 Mapping tax, charge, discount codes at part level

2. Enter the part number to which the TCD codes are mapped, in the **Part #** field.

3. Select the **Part Type** and, check the ***Map To Part Type*** box, if you wish to map all the parts belonging to the part type with the TCD codes.

   *Note: This box should not be checked if you have entered part number in the **Part #** field.*

4. In the **TCD #** field, enter the TCD number that identifies the tax, charge or discount that is applicable to the parts supplied by the selected supplier.

5. Enter the **TCD Variant #** that identifies the variant for the **TCD #.**

6. Use the **Charge Type** drop-down list box to select the type of charge for procuring the part from the supplier. Click the **Edit Part Level TCD** pushbutton, to map the TCD codes to the specified part or part type.

Entering contact information for the supplier

1. Select the **Edit Contact Information** link in the **Add Location Details** page. *See Figure 2.50*

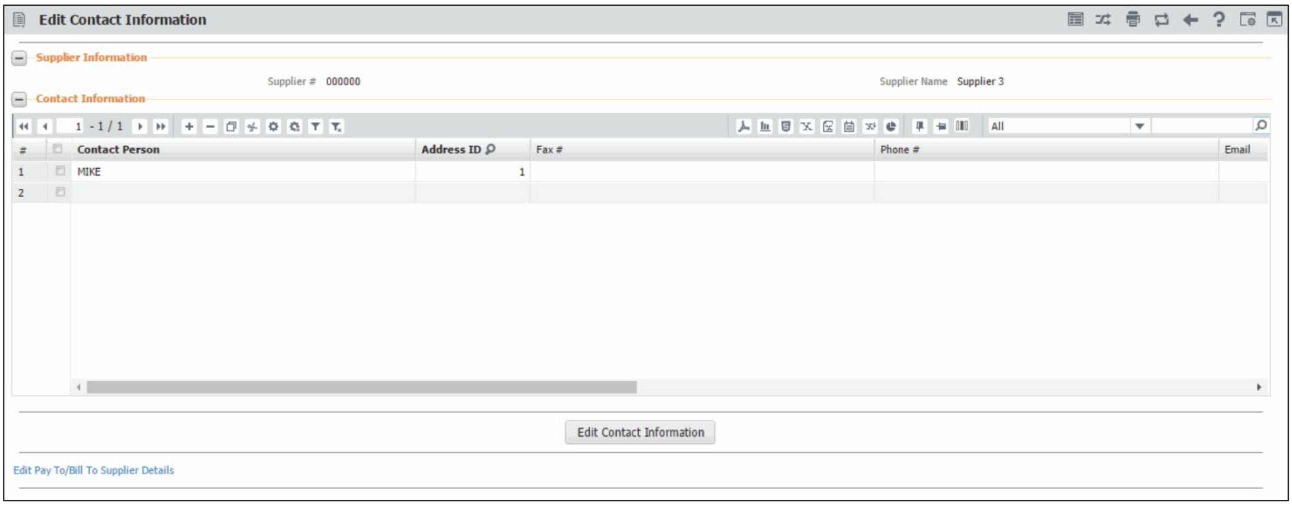


Figure 2.50 Entering contact information for the supplier

2. Enter **Address ID** to identity of the address for the selected supplier.

3. Click the **Edit Contact Information** pushbutton, to add the contact information.

Entering pay to supplier details

1. Select the **Edit Pay To Supplier Details** link in the **Add Location Details** page. *See Figure 2.51*

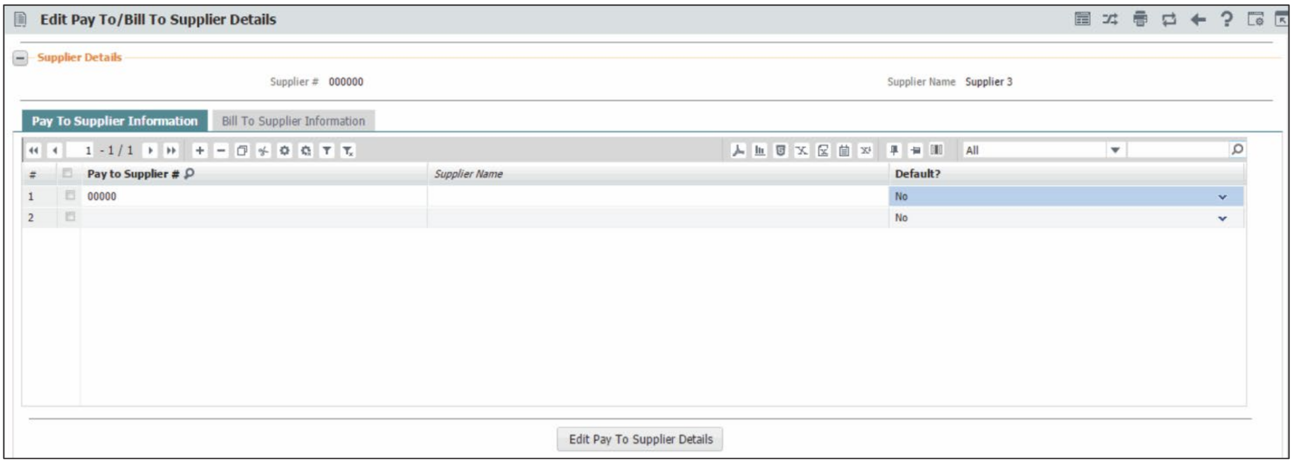


Figure 2.51 Entering pay to supplier details

2. Enter **Pay To Supplier #** to identify the supplier other than the selected supplier to whom payment can be made during parts procurement process.

3. Click the **Edit Pay To Supplier Details** pushbutton, to add the pay to supplier details.

2.3.10 IDENTIFYING PARTS FOR EXTERNAL REPAIRS AND DEFINING AUTOMATIC REPAIR ORDER GENERATION

The **Set Up Parts for Processing of External Repairs** sub-process helps to define a framework for automatic generation of repair orders for parts for which maintenance is carried out exclusively by external repair agencies.

To accomplish automatic generation of repair orders for Unserviceable parts, you must specify attributes of system-generated repair orders, the repair shop #, the source warehouse at which automatic repair order generation can happen on their return in 'Unserviceable' condition and, the destination warehouse to which the part must be returned subsequent to repairs.

When an unserviceable part is returned to an unserviceable warehouse through a Maintenance Return transaction and, if the part has been marked for external servicing, the system on confirmation of the return automatically generates a repair order for the part. This eliminates the intervention of the Repair Administrator in times/places such personnel are not available, leading to uninterrupted supplies of parts to work centers.

1. Select the **Set up Parts for Processing of External Repairs** link under the **Supplier** business component. The **Set up Parts for automatic processing of External Repairs** page appears. *See Figure 2.52*

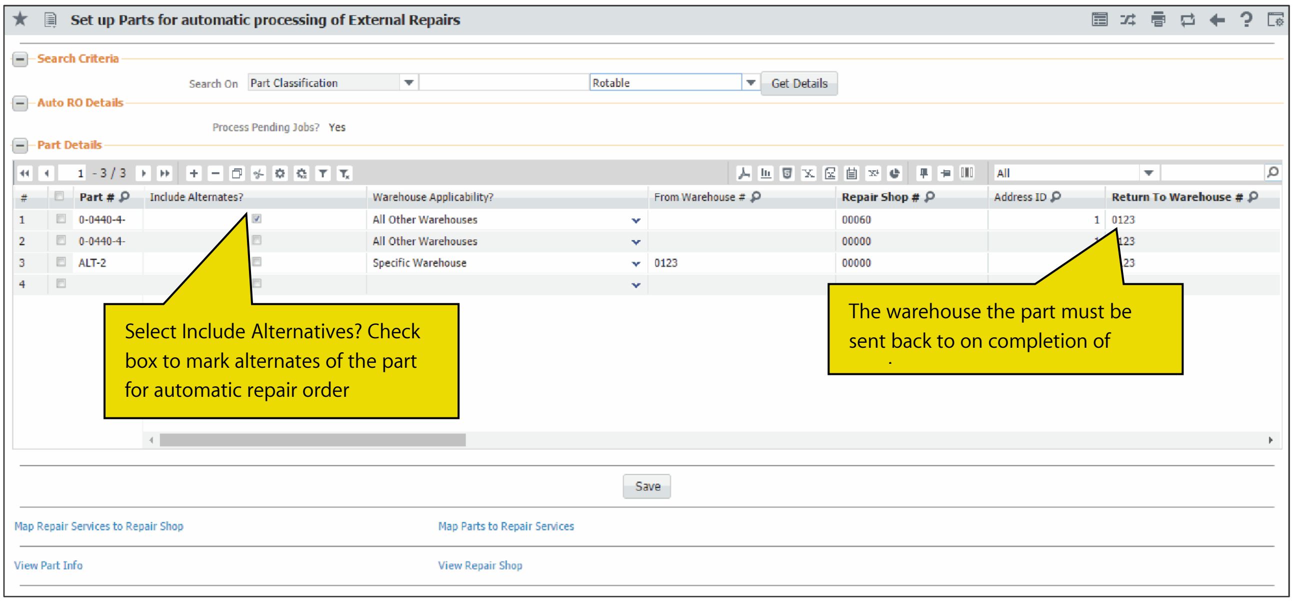


Figure 2.52 Setting repair order definition for parts identified for external repairs

2. In the **Part Details** multiline; enter **Part #.**

3. Select the **Include Alternatives?** check box to indicate the alternate part of the part is also automatically entitled to external repairs.

4. Use the **Warehouse Applicability** drop-down list box to indicate if all warehouses are or if a specific warehouse is bestowed with the Automatic RO Generation capability. The drop-down list box displays the following: All Other Warehouses and Specific Warehouse.

5. In the **From Warehouse # field, enter the** warehouse that has the capability to generate the repair order automatically on authorization of a material return concerning the part. This warehouse would essentially be the warehouse from which the part is dispatched to the external repair agency for maintenance.

6. Enter the preferred **Repair Shop #** for the part.

7. Enter **Address ID** of the repair shop.

8. In the Return To Warehouse field, enter the warehouse to which the unserviceable part must be returned after servicing at the repair shop.

9. Use the **Auto RO?** drop-down list box to indicate the status to be bestowed on the system-generated repair order. The drop-down list box displays the following: Draft, Released and Not Required.

10. Use the **RO Category** drop-down list box to indicate the category of the system-generated repair order.

11. Use the **Repair Process Code** drop-down list box to select the repair process related to the maintenance task that must be executed on the part.

12. Enter **Task #** that must be executed on the part at the repair shop.

13. In the **Repair Lead Time (Days)** field, enter the requisite duration for servicing the part, in days.

14. Select the box for the parts in the multiline to save/delete.

15. Click the **Save** pushbutton to save selected parts.

To proceed

- Select the **Map Repair Services to Repair Shop** link to associate repair process codes to the repair shop.
- Select the **Map Parts to Repair Services** link to associate repair process codes to parts in a repair shop.

2.3.11 MANAGING SUPPLIER GROUP

The **Manage Supplier Group** activity allows you to define supplier groups so that you can group suppliers based on geographies or supplier nature for Taxation & Reporting purpose.

In this activity you can create a new supplier group, add / modify supplier in the existing supplier groups and view the details of the supplier groups. You can also enter any remarks either at supplier group level or supplier level

1. Select the **Manage Supplier Group** activity under the **Supplier** business component. The **Manage Supplier Group** page appears. *See Figure 2.53*

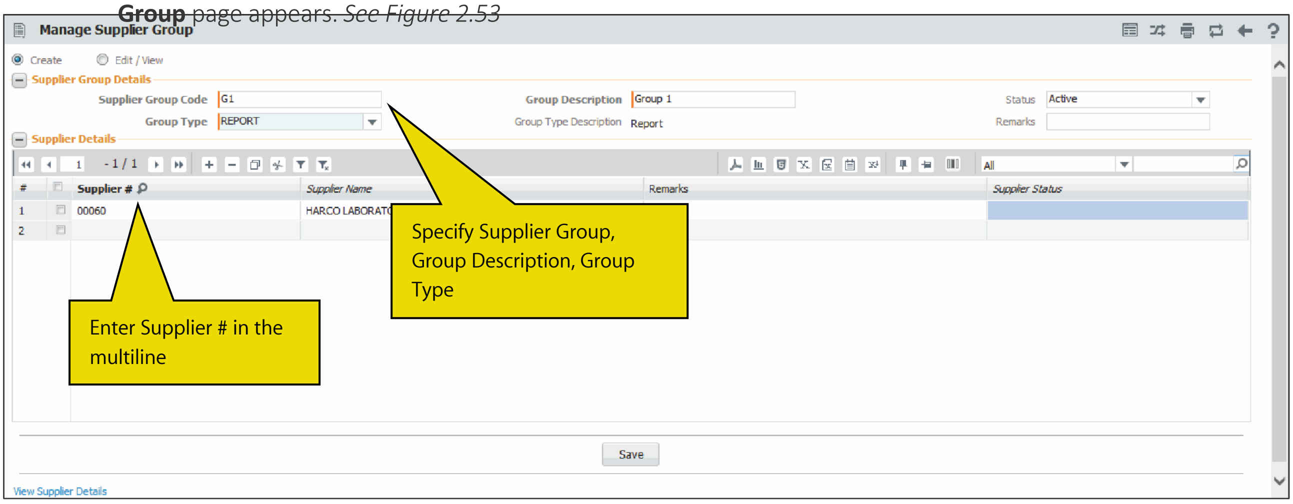


Figure 2.53 Managing supplier group

2. Select the **Create** or **Edit / View** radio button to create or modify / view the supplier group.

3. In the **Supplier Group Details** group box, enter the **Supplier Group Code** and **Group Description**, and select the **Supplier Group Type.**

4. In the **Supplier Details** multiline, enter the **Supplier #.**

5. Enter any **Remarks** at supplier level.

6. Click the **Save** pushbutton to save the supplier group created / modified.

To proceed

- Select the **View Supplier Details** link to view the supplier details.

2.3.12 MANAGING SUPPLIER SERVICE CONTRACT

Map Parts to Services screen enables to map the parts to the Repair Shop and the Repair Services that are applicable to the parts. But this framework does not provide an extensive flavor of a Repair contract since it does not capture all the key entities that are applicable for a Contract like the Pricing details, Covered Workscope, Exclusions. A new framework for managing the Supplier Contract agreed for the Repair of Parts is provided through this activity **Manage Supplier Service Contract**. The definition of a Supplier Service Contract can be done in this screen.

1. Select the **Manage Supplier Service Contract** activity under the **Supplier** business component. The **Manage Supplier Service Contract** page appears. *See Figure 2.54*

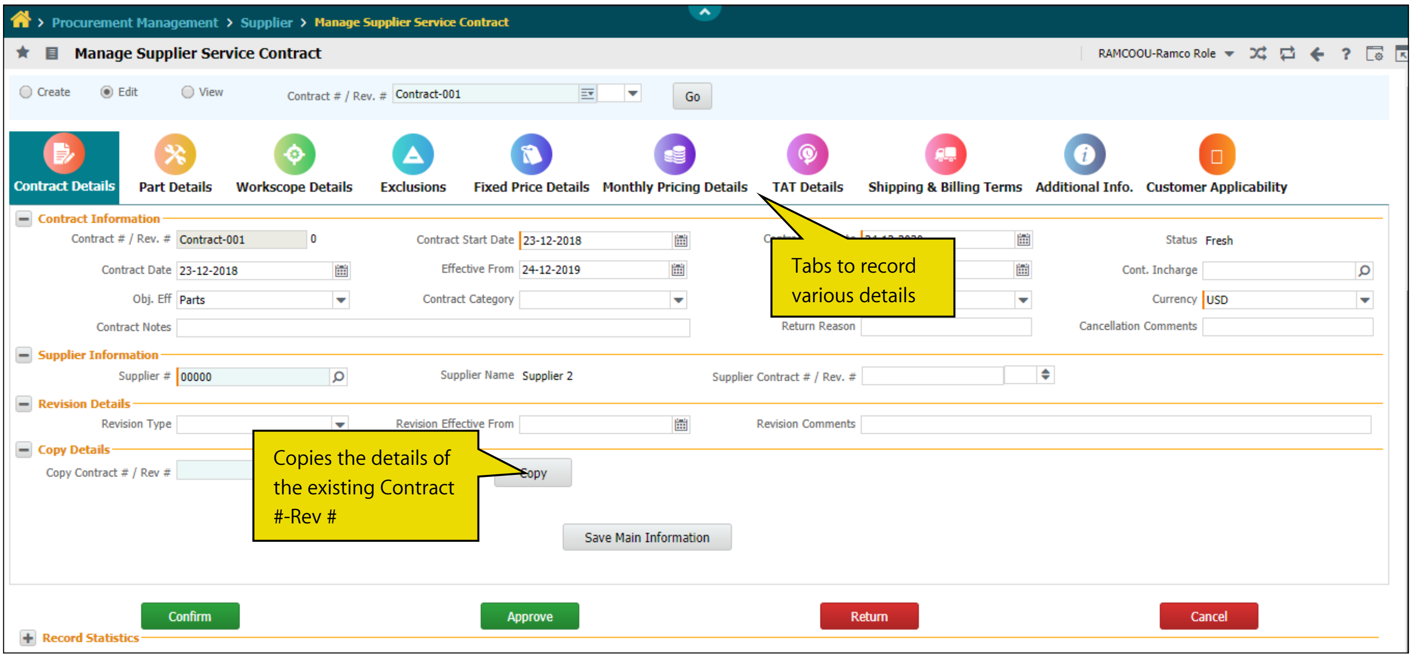


Figure 2.54 Managing supplier Service Contract

2. Select one of the radio buttons **Create**, **Edit** or **view** to create, modify and view the supplier service contract.

3. Enter the **Contract #** to modify or view the saved contract details. On entering the Contract #, the Revision drop-down will get loaded with the Revision #s applicable for the Supplier contract.

4. Click the **Go** pushbutton to retrieve the contract details in the tab.

5. Select the **Contract Details** tab to record the contract, supplier and revision details.

6. Select the **Part Details** tab to specify the parts that are to be serviced under the contract.

7. Select the **Workscope Details** tab to record scope of work to be performed under the contract.

8. Select the **Exclusions** tab to record the exclusions of the supplier service contract.

9. Select the **Fixed Price Details** tab to define the fixed price for the objects.

10. Select the **Monthly Pricing Details** tab to define pricing of parts based on their monthly usage.

11. Select the **TAT Details** tab to record the time period to service the object for each effectivity code.
12. Select the **Shipping and Billing Terms** tab to record Shipping and Billing Terms of the Supplier Service Contract.
13. Select the **Customer Applicability** tab to map customer applicable to supplier service contract.
14. Select the **Additional Info** tab to record the additional information of the Supplier Service Contract.
15. Click the **Confirm** pushbutton to confirm the Supplier Service Contract and the status changes to 'Confirmed'.
16. Click the **Approve** pushbutton to approve the Supplier Service Contract and the status changes to 'Approved'.

    Note: The old revision will be changed to 'Revised' status on approval of a new revision, based on the effectivity period selected for the new revision.

17. Click the **Return** pushbutton to return the Supplier Service Contract and the status changes to 'Returned'.
18. Click the **Cancel** pushbutton to cancel the Supplier Service Contract and the status changes to ''Cancelled'.

Recording Contract Details

This tab enables the user to record the supplier, Contract and Revision Details.

In the 'Contract Information' group box,

1. Enter the **Contract # / Rev. #** of the Supplier Service Contract, if the contract is in Create mode.
2. Enter the **Contract Date** and **Cont. Incharge** of the Supplier Service Contract.
3. Use the **Obj. Eff** drop-down list box to specify the effectivity of the object. The system lists the following options:
    - Parts – Select this option if the object covered in the contract is part.
    - Others - Select this option if the object covered in the contract is for non-maintenance jobs.
4. Specify the **Contract Category**, **User Status** and **Currency** of the service contract.

In the 'Supplier Information' group box,

5. Enter the **Supplier #** and **Supplier Contract # / Rev. #** for the supplier with whom the contract is entered.

In the 'Revision Details' group box,

6. Specify the **Revision Type** of the contract revision. The system lists the following options:
    - Correction – If Contract revision is due to the correction.
    - Updation – If Contract revision is due to the update of the contract.
7. Click the **Save Main Information** pushbutton to record the main information of the Supplier Service Contract.

Recording Part Details

1. This tab enables the user to specify the parts that are to be serviced under the contract. *See Figure 2.55*

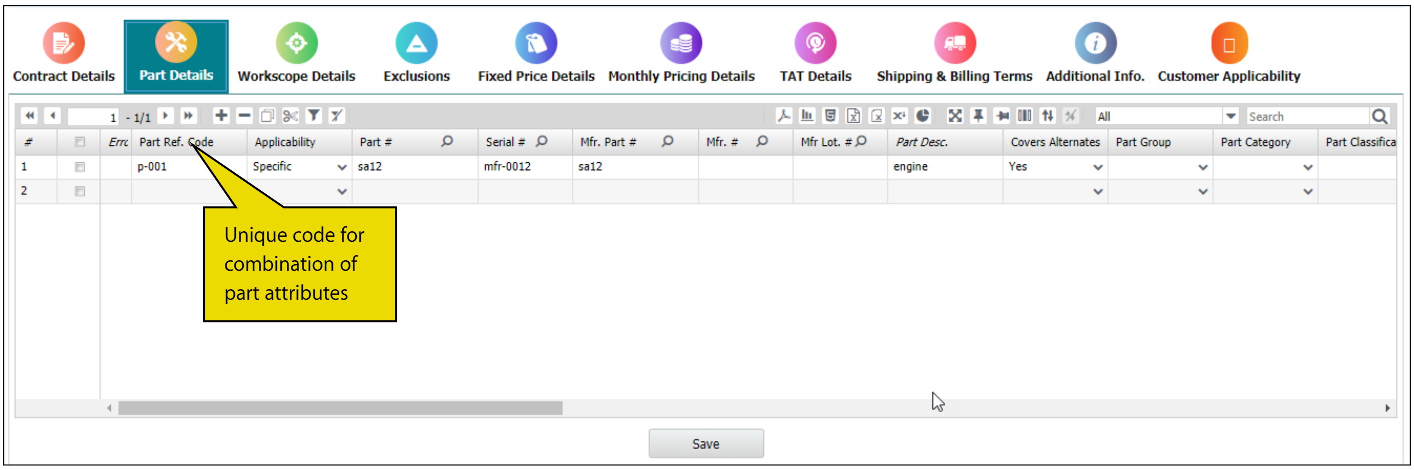


Figure 2.55 Managing Part Details in supplier Service Contract

2. Enter the **Part Ref. Code** which is an unique identification number holding information for a particular row, like Part attribute.

3. Use the **Applicability** drop-down list box to specify the effectivity of the object for the contract. The system lists the following values:
   - All – Indicates that all the parts / part attributes received will be covered in the contract.
   - Specific – Indicates that only specific objects among the parts / part attributes received will be covered in the contract.

4. Enter the **Part #**, **Serial #**, **Mfr. Part #**, **Mfr. #** and **Mfr. Lot #** of the part for which the Contract is entered.

5. Use the **Covers Alternates** drop-down list box to specify whether for the given parts / part attributes, the alternate parts are also covered in this contract for servicing.

6. Use the **Part Group**, **Part Category** and **Part Classification** of the part for which the Contract is entered.

7. Enter the **Removed From A/C Model #** if the contract is applicable only for the Parts removed from a specific Aircraft Model.

8. Use the **Pricing Basis** drop-down list box to specify the price to be charged on the part for which the contract is applicable. The system lists the following values:
   - Usage Based – If the part is priced based on the actual usage eg. Flight hour basis. The price can be entered in the “Edit PBH Usage Based Cost Details” screen.
   - T&M – If the contract is agreed for a fixed repair price against the Part irrespective of the Repair Service.
   - Fixed Price by Object – If the contract is agreed for a fixed repair price against the Part irrespective of the Repair Service.
   - Fixed Price by WU – If the contract is agreed for a fixed repair price for different types of Repair Services.
   - FP per month – If the contract is agreed for a fixed price per month, irrespective of Repair Services occurring in that month.

9. Use the **FP For?** drop-down list box to specify the fixed pricing aspect of the pricing basis. The system lists the following values:
   - Labour - Indicates that only pricing on labour is fixed.
   - Material - Indicates that only the pricing on materials is fixed.
   - Other Resources - Indicates that only the pricing on the other resources are fixed.
   - Total Price - Indicates that all labour, material and other resources will be priced on a fixed basis.

10. Enter the **Part Pricelist #** if the Pricing Basis is T&M or if the Fixed Price does not cover the Materials price.

11. Enter the **MTBUR** to specify the mean time between the unscheduled removals of the part.

12. Specify the **Time Parameter** for the part removal.

Recording Workscope Details

This tab enables the user to record the scope of work to be performed under the contract. *See Figure 2.56*

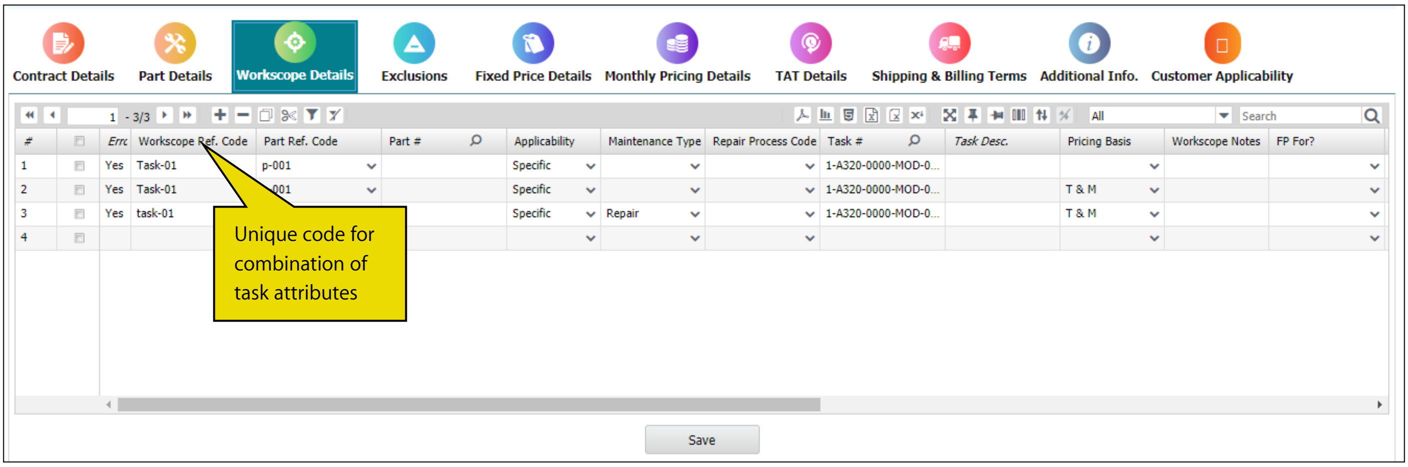


Figure 2.56 Managing Workscope Details in supplier Service Contract

13. Enter the **Workscope Ref. Code** which is an unique identification number holding information of the Workscope.

14. Enter the **Part Ref. Code** and **Part #** for which the Workscope details are recorded.

15. Use the **Applicability** drop-down list box to specify the definition of the work that is to be performed on the object. The system lists the following values:
    - All – Indicates that the contract will cover all the tasks for the part.
    - Specific – Indicates that the contract will cover only a specified work, e.g. overhaul.

16. Specify the **Maintenance Type and Repair Process Code** of the part for which the Contract is entered.

17. Specify the **Pricing Basis** and **FP For?** for the task to be performed.

Recording Exclusion Details

This tab enables the user to record the exclusions for tasks as well as the pricing basis for them. *See Figure 2.57*

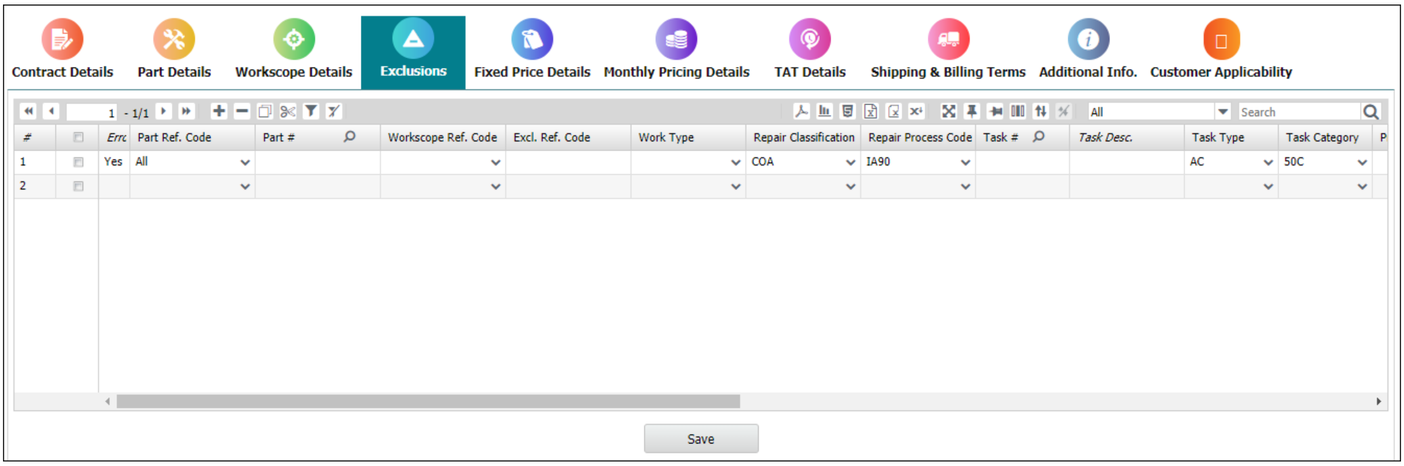


Figure 2.57 Managing Exclusion Details in supplier Service Contract

18. Enter the **Part Ref. Code**, **Part #** and **Workscope Ref. Code** for which the Exclusions are defined.

19. Enter the **Workscope Ref. Code** which is an unique identification number holding information of the Workscope.

20. Enter the **Part Ref. Code** and **Part #** for which the Workscope details are recorded.

21. Use the **Applicability** drop-down list box to specify the definition of the work that is to be performed on the object. The system lists the following values:
    - All – Indicates that the contract will cover all the tasks for the part.
    - Specific – Indicates that the contract will cover only a specified work, e.g. overhaul.

22. Specify the **Maintenance Type** and **Repair Process Code** of the part for which the Contract is entered.

23. Specify the **Pricing Basis** and **FP For?** for the task to be performed.
24. Click the **Save** pushbutton to record the Exclusions details.

> *Note: Either the 'Part Ref. code' or the 'Workscope Ref. Code' should be provided if the 'Excl. Ref Code' is specified for line #.*

Recording Fixed Price Details

This tab enables the user to record the fixed pricing details for the repair service. *See Figure 2.58*

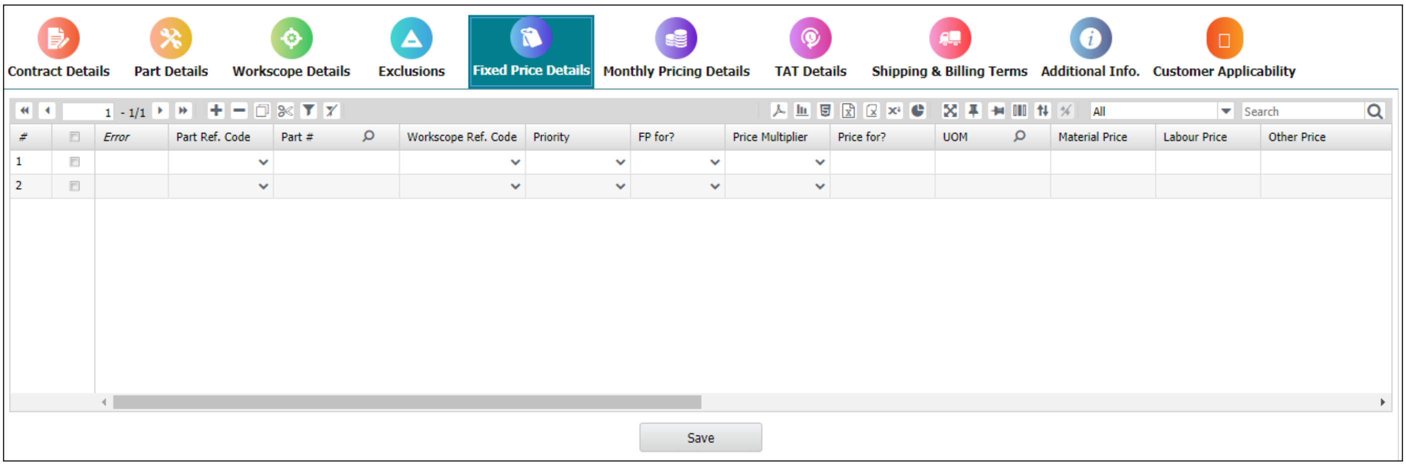


Figure 2.58 Managing Fixed Price Details in supplier Service Contract

25. Enter the **Part Ref. Code**, and **Workscope Ref. Code** for which the fixed price details are defined.
26. Enter the fixed pricing for the Material, Labor and other prices, as required.
27. Click the **Save** pushbutton to record the Fixed Price details for the Contract #.

Recording Monthly Pricing Details

This tab enables the user to record the monthly pricing details of the contract. *See Figure 2.59*

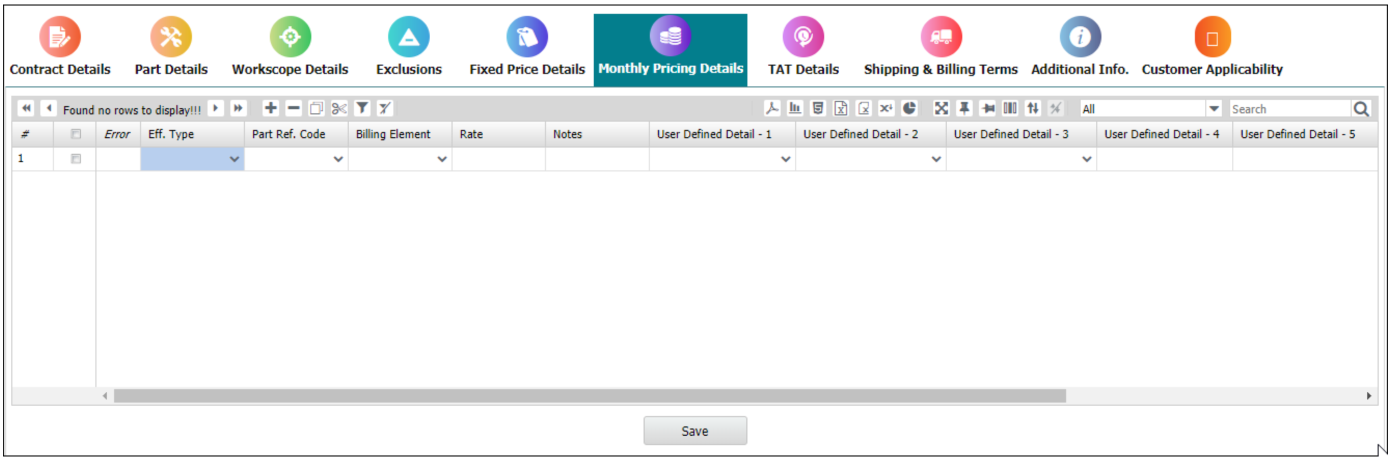


Figure 2.59 Managing Monthly Pricing Details in supplier Service Contract

28. Enter the **Billing Element** that is selected in the contract for pricing.
29. Enter the **Rate** and **Note** for the monthly pricing.
30. Click the **Save** pushbutton to record the monthly Pricing details for the Contract #.

Recording TAT Details

This tab enables the user to record the turn-around start/end time of execution of tasks for parts covered under contract. *See Figure 2.60*

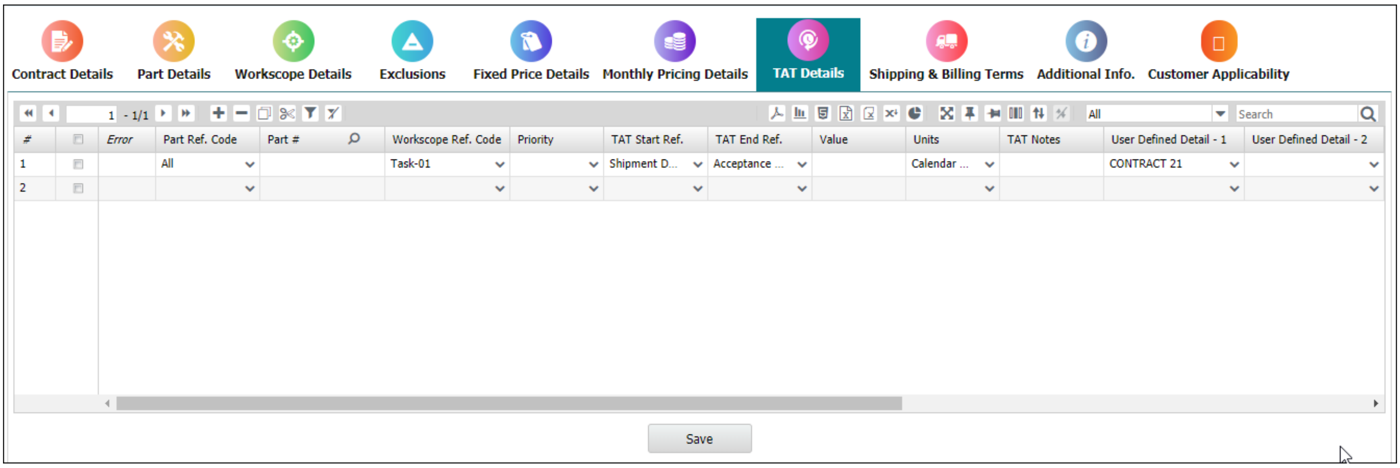


Figure 2.60 Managing TAT Details in supplier Service Contract

31. Specify the **TAT Start Ref.** for the Part Ref. Code and Workscope Ref. Code which could be 'Shipment Date', 'Acknowledgement Date' or 'Initial Qt. Acceptance Date'.

32. Specify the **TAT End Ref.** for the Part Ref. Code and Workscope Ref. Code which could be 'Acceptance Date' or 'Shipment Date'.

33. Click the **Save** pushbutton to record the Turn Around Time details for the Contract #.

Recording Shipping and Billing Terms Details

This tab enables the user to define the shipping details and payment terms for the contract. *See Figure 2.61*

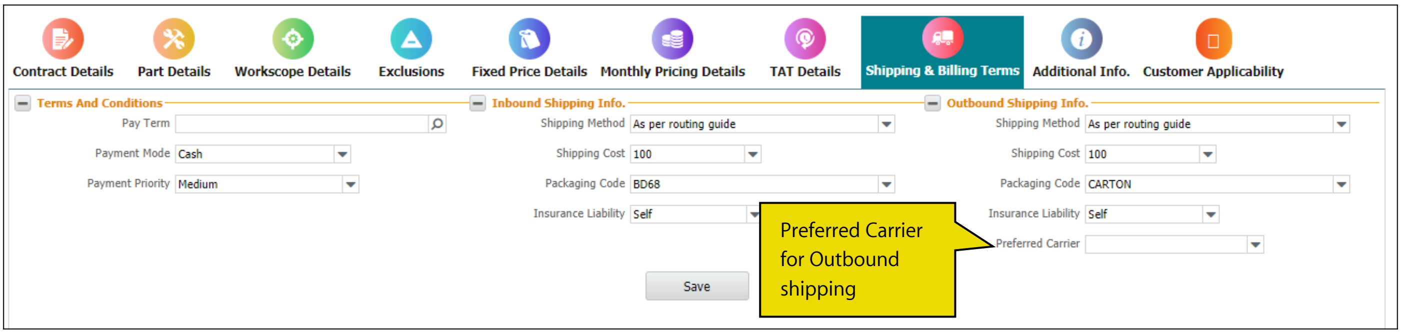


Figure 2.61 Managing Shipping and Billing Term Details in supplier Service Contract

34. Enter the **Pay Term**, **Payment Mode** and **Payment Priority** in the 'Terms and Conditions' section.

35. Enter **Shipping Method**, **Packaging Code** and **Insurance Liability** in the 'Inbound Shipping Info.' section.

36. Enter **Shipping Method**, **Packaging Code**, **Insurance Liability** and **Preferred Carrier** in the 'Outbound Shipping Info.' Section.

37. Click the **Save** pushbutton to record the Shipping and Billing Terms for the Contract #.

Recording Additional Info

This tab enables the user to record any additional details of the contract. *See Figure 2.62*

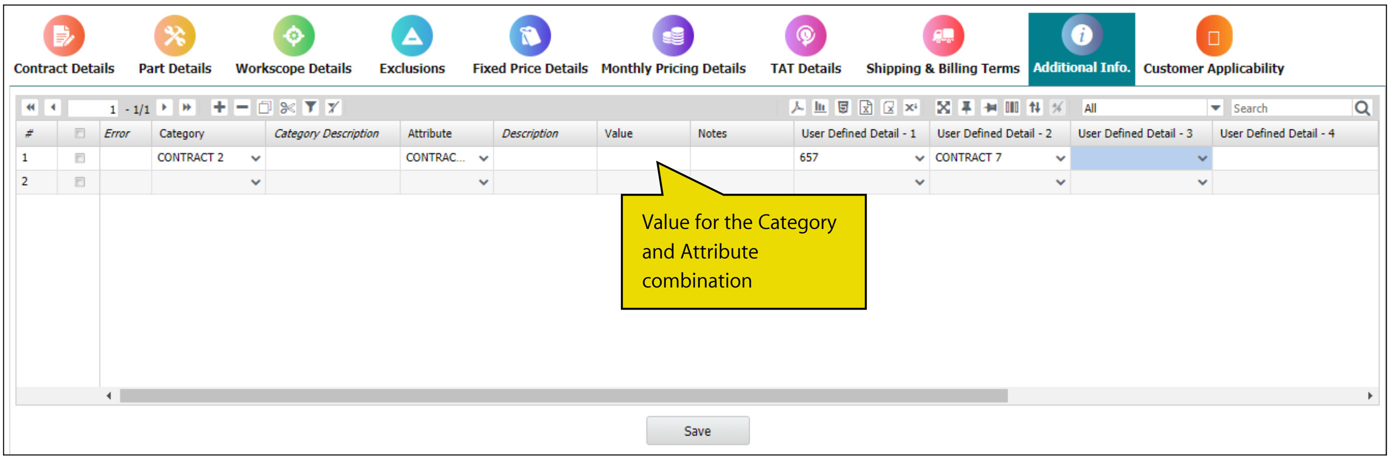


Figure 2.62 Managing Additional Info in supplier Service Contract

38. Specify the **Category** and **Attribute** for the part.

39. Enter the **Value** for the Part with the selected Category/Attribute combination.

40. Click the **Save** pushbutton to record the additional information for the Contract #.

Recording Customer Applicability Details

This tab enables the user to map the Customer applicable for the supplier service contract. *See Figure 2.63*

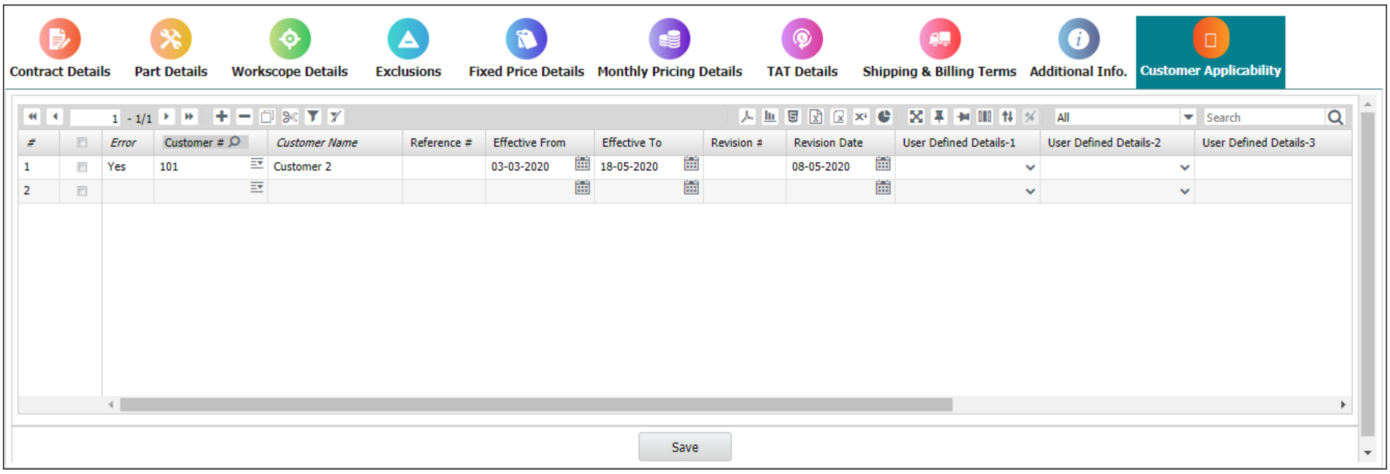


Figure 2.63 Recording Customer Applicability in supplier Service Contract

41. Enter the **Reference #** identifying the internal reference number between the customer and supplier.

42. Enter the **Effective From** and **Effective To** to specify the date range between which the Customer is applicable for the Supplier Service Contract.

43. Enter the **Revision #** identifying the internal revision made for the customer applicability in the supplier service contract.

44. Click the **Save** pushbutton to record the customer details for the Contract #.

2.3.13 MANAGING VENDOR IDENTIFICATION RULES

Whenever units are routed for External Repair, the Repair vendor is currently identified as the Preferred Repair Shop defined in the Part Maintenance Information. However, the Parts generally get routed to the Repair Shop which has the capability to take the Part. For example, for execution of a SB, specific Repair Shops will be designated.

This activity **Manage Vendor Identification Rules** enables the user to define the Rules based on which Repair Shop will be identified in a Repair Order. Repair Vendor definition in this activity will be considered, if the Part does not have any Warranty vendor. Repair Vendor can be identified for a Part-Customer-Contract and various other parameter based combination. In addition, vendor could be identified based on attributes of the Part received in the Receipt instances. Example: Minimum Remaining Shelf Life, MOR/IOR, Physical Damage.

1. Select the **Manage Vendor Identification Rules** activity under the **Supplier** business component. The **Manage Vendor Identification Rules** page appears. *See Figure 2.64.*

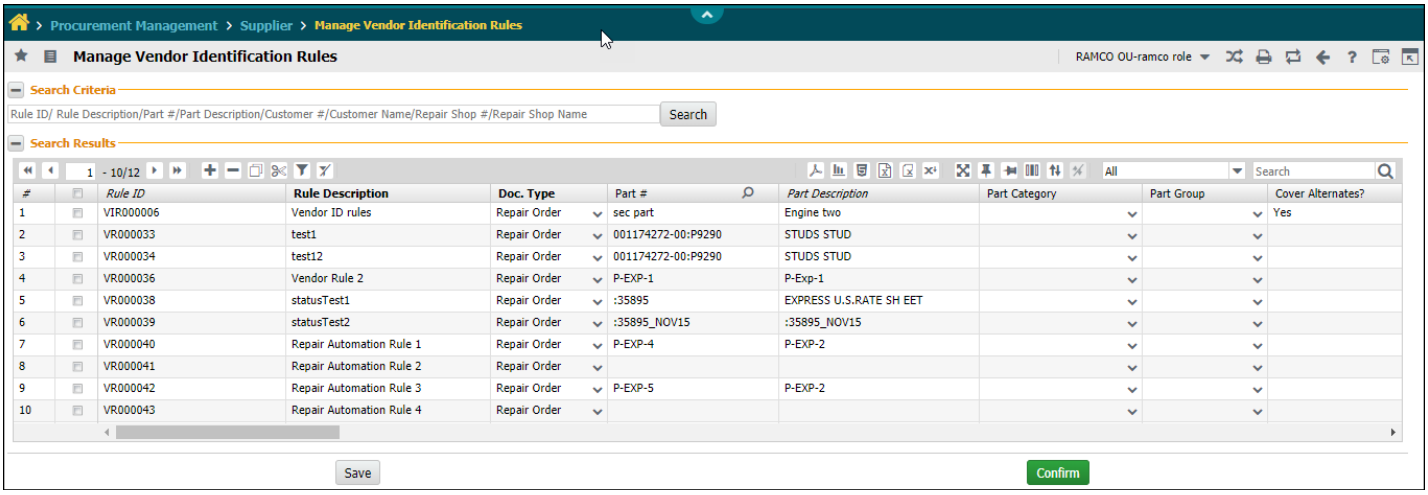


Figure 2.64 Managing Vendor Identification Rules

2. Enter the **Search Criteria** and click the **Search** pushbutton to retrieve the defined vendor Identification Rules.

In the **Search Results** multiline,

3. Enter the Rule Description of the Rule ID.
4. Use the **Doc. Type** drop-down list box to specify the document type for which the vendor Identification Rules is defined which is 'Repair Order'.
5. Enter the **Part #** and specify the **Part Category** and **Part Group**.
6. Use the **Covers Alternates?** drop-down list box to specify whether the alternate part is also included for the vendor Identification Rule.
7. Enter the **Mfr. Serial # From, Mfr. Serial # To, Mfr. Lot # From and Mfr. Lot # To** of the part.
8. Specify the **Part Ownership** of the part which could be 'Customer', 'Internal' or 'Supplier'.
9. Specify the **Part Source** which is 'Customer Exchange Core'.
10. Enter the **Warehouse #** and **Work Center #** of the part.
11. Specify the **Maintenance Type** of the part which could be 'Inspection', 'Others', 'Overhaul', 'Repair' or 'Retire'.
12. Specify the **Repair Process Code** to specify the repair process on the part.
13. Specify the **Parameter Type** of the Vendor Identification Rule. The system lists the following values:
    - Component Reliability – If the parameter type for the Rule is based on the Component Reliability.
    - Others – If the parameter type for the Rule is based on the Component Life.
    - Task Attributes – If the parameter type for the Rule is based on the task attributes.
14. Enter the **Repair Shop #** and **Address ID** of the repair shop for the vendor identification rule.
15. Enter the **Effective From** and **Effective To** dates of the Rule ID.
16. Click the **Save** pushbutton to save the Vendor Identification Rule Details.

    Note: The status of the Rule ID will be updated as 'Fresh'.

17. Click the **Confirm** pushbutton to confirm the Rule ID.

    Note: The status of the Rule ID will be updated as 'Confirmed'.

2.3.14 APPROVING SUPPLIER

This screen allows you to evaluate supplier audit results and then approve or reject suppliers.

In certain organizations, the suppliers are approved or rejected based on the audit results. Only the approved suppliers will be allowed to then commercially transact with the organizations.

Based on search filters, you can retrieve supplier audits, evaluate the audit results and then decide to approve or reject the suppliers.

1. Select the **Approve Supplier** activity under the **Supplier** business component. The **Approve Supplier** page appears. *See Figure 2.65.*

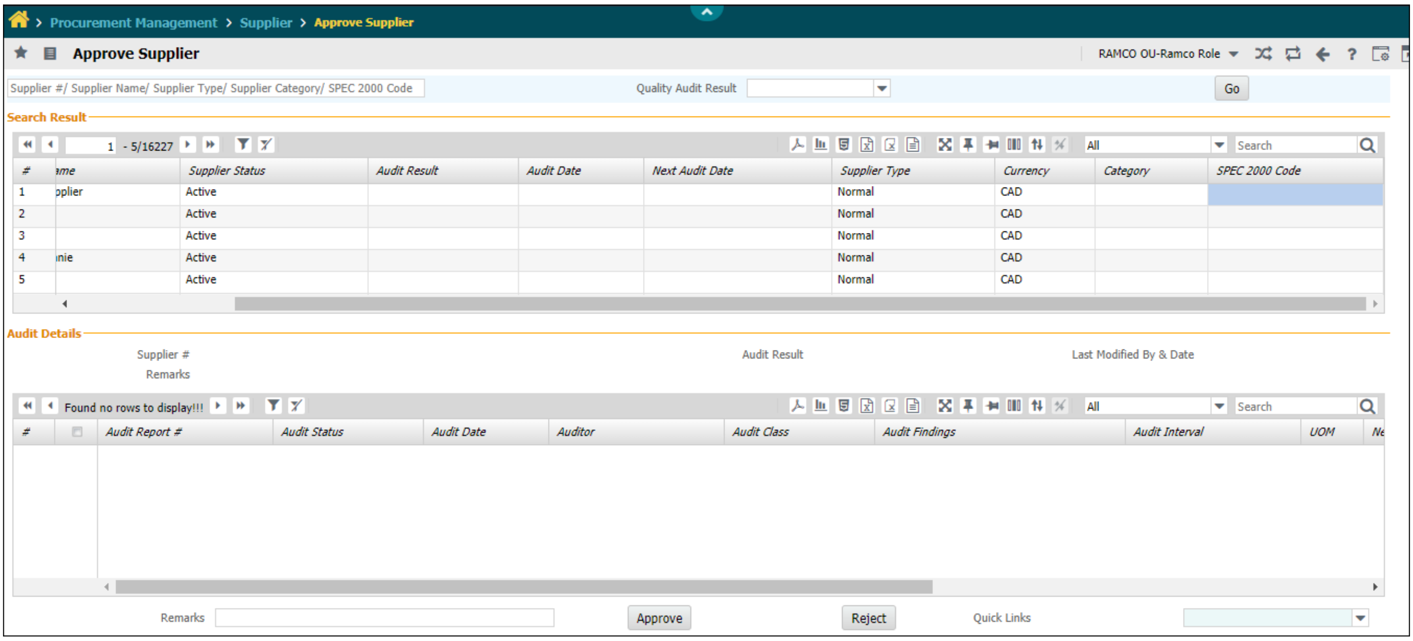


Figure 2.65 Approving Supplier

2. Enter the Search Criteria such as Supplier #, Supplier Name, Supplier Type, Supplier Category and / or SPEC 2000 Code for the audit records that is to be approved or rejected.

3. Use the Quality Audit Result drop-down list box to retrieve the supplier-based audits with specific result. The system lists the values “Approved”, “Rejected”, “Overdue” and “Pending”.

In the **Search Results** multiline,

4. The system displays the **Supplier #**, **Supplier Name**, **Supplier Status** of the Supplier.

5. Audit Result displays the result of the latest audit undertaken on the supplier.
   - Pending –
     - If no audit report is available for the supplier.
     - If the audit report is in the Closed status and has not been approved or rejected yet.
   - Overdue – If the next audit date for the supplier audit has already passed by.

In the **Audit Details** multiline,

6. The system displays the **Audit Report #**, **Audit Status**, **Audit Date** and **Auditor** of the Audit report.

7. **Audit Class**, **Audit Findings** and **Audit Interval** of the Supplier audit.

8. Enter the **Remarks** to specify the additional information on the latest supplier audit.

   Note: This field is mandatory, if you want to reject the audit of the supplier.

9. Click the **Approve** pushbutton to approve the supplier based on audit details.

Note: The status of the supplier becomes 'Approved'.

10. Click the **Reject** pushbutton to reject the supplier based on audit details.

    Note: The status of the supplier becomes 'Rejected'.

11. Use the **Quick Links** drop-down list box to traverse to the required screen.

2.4 EVALUATING SUPPLIER PERFORMANCE

Supplier performance evaluation is computing a rating for various suppliers based on their past performance and comparing the ratings amongst the comparable suppliers. This helps the procurement division in making strategic sourcing decisions and thereby enhancing its relationship with the reliable suppliers.

Supplier performance evaluation is typically a periodic activity carried out by the Purchase function. However, users are allowed to define their own rating periods, as per their needs.

Supplier rating can be computed either on an Overall Basis (for parts or services or both) or Part-wise or Service-wise, as required.

Part Rating involves rating a supplier based on the performance pertaining to the supply of a particular part, and not on all the parts supplied. The objective of part rating is primarily to identify the suppliers who have performed relatively well on supplying a particular part, though their overall rating may just be satisfactory. Part rating basically addresses three parameters, namely, Quality Rating, Delivery Rating and Price Rating. All the suppliers who supply the part under consideration are rated based on the above three attributes.

Service Rating is a supplier rating based on the supply of a particular service, and not all the services rendered. The objective of service rating is primarily to identify the suppliers who have performed relatively well on supplying a particular service, though their overall rating may just be satisfactory. Service rating basically addresses three parameters, namely, Service Quality Rating, Delivery Rating and Price Rating. All the suppliers who supply the service under consideration are rated based on the above three attributes.

Overall Rating involves rating a supplier based on the performance pertaining to the supply of all parts/services (or both) supplied. The overall rating basis (parts or services or both) is determined by the option setting “Over All Supplier Rating Basis”. While computing the overall rating, the user-defined parameters are also considered. The primary objective of overall rating is to perform a comparative analysis of various suppliers and thereby make effective strategic sourcing decisions.

Parameters for computing Supplier Rating

Suppliers are evaluated based on certain system-defined parameters such as Quality, Delivery, Price and Service Quality.

Quality Rating: Quality Rating of an item is calculated based on the following:

i. quantity of items rejected as compared to the total quantity received

ii. Number of problematic schedules out of the total number of schedules.

The second factor of number of problematic schedules is considered for supplier rating computation only when the option setting “Problematic Schedules“ is set to “-ve Impact on Quality”.

Delivery Rating: Delivery Rating is computed based on the delivery performance of the supplier. Delivery Index comprises three indexes, namely, Delay Index, Early Index and Yet To be Received (YTR) Index.

Early Index is considered for supplier rating computation only when the option setting “Early Delivery“ is set to “-ve Impact on Delivery”.

Price Rating: Price Rating considers the prices at which the parts/services were supplied by the suppliers. The basis for price rating is determined by the option setting “Price Rating Basis”, which could be either ‘Standard Purchase Price’ or ‘Minimum of Weighted Average Price’. The weighted average price for a part as supplied by a supplier is calculated before arriving at the price index. For parts of type ‘component’, the price index for all the part conditions is calculated separately and the average index is then calculated for a part. The overall price rating is then calculated by averaging the price ratings for the various parts/services supplied by the supplier.

Service Quality Rating: Service Quality Rating is directly entered by the user (based on his/her perception of the service quality) and not computed by the system.

In addition to the above mentioned system-defined parameters, Price, Delivery, Quality and Service Quality, suppliers can also be rated based on user-defined parameters such as proximity of supplier location, response time, financial stability, support, quality standards certification, technology etc.

The supplier rating process involves the following steps, in the sequence mentioned:

- Setting options for supplier rating
- Maintaining user-defined parameters
- Maintaining parameter indices for user-defined parameters
- Maintaining weightage
- Computing vendor rating

2.4.1 SETTING OPTIONS FOR SUPPLIER RATING

You can set the default options for various fields referred in the activities of "Supplier Rating" business component. You can also modify the options that are already defined.

1. Select **Set Options** under the **Supplier Rating** business component page. The **Set Options** page appears. *See Figure 2.66.*

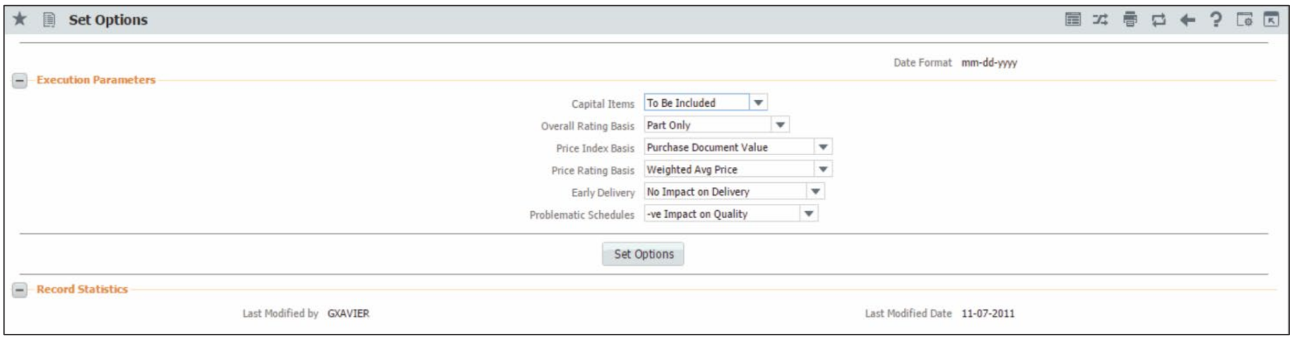


Figure 2.66 Setting options for supplier rating

In the **Execution Parameters** group box,

2. Set the **Capitals Items** field to "To Be Included" to include the parts with expense type as "Capital" for supplier rating. Select "To Be Excluded" to exclude the parts with expense type as "Capital" for supplier rating.
3. Set **Overall** Supplier **Rating Basis** as "Parts Only", "Services Only" or "Parts and Services".
   a) Parts Only: Select this option to compute the overall rating for the suppliers, based only on the parts supplied.
   b) Services Only: Select this option to compute the overall rating for the suppliers, based only on the services rendered.
   c) Parts and Services: Select this option to compute the overall rating for the suppliers, based on both parts and services supplied.
4. Set the **Price Index Basis** as "Vendor's Invoice Value" or "Purchase Document Value".
   a) Vendor's Invoice Value: Select this option if the price index calculation is to be based on Supplier's invoice value.
   b) Purchase Document Value: Select this option if the price index calculation is to be based on the purchase document value.

Note: The system lists both "Vendor's Invoice Value" and "Purchase Document Value", if interaction *exists between Supplier Rating and Supplier Order Based Invoice components. If such interaction does not exist, the only option available will be "Purchase Document Value".*

5. Set the **Price Rating Basis** as "Standard Purchase Price" or "Minimum of Weighted Average Price".
   a) Standard Purchase Price: Select this option if the standard purchase price for a part/service is to be considered as a basis for computing the price rating.
   b) Min of Weighted Avg Price: Select this option if the minimum of Weighted Average Price is to be considered as a basis for computing the price rating.
6. Set the **Early Delivery** field as "-ve Impact on Delivery" or "No Impact on Delivery".
   a) -Ve Impact on Delivery: Select this option if an early delivery of parts/services creates a negative impact on the delivery rating of a supplier.
   b) No Impact on Delivery: Select this option if an early delivery of parts/services should not have any impact on the delivery rating of a supplier.
7. Set the **Problematic Schedules** field as "-ve Impact on Quality" or "No Impact on Quality".
   a) -ve Impact on Quality: Select this option if problematic schedules create a negative impact on quality rating of a supplier.
   b) No Impact on Quality: Select this option if problematic schedules should not have any impact on the quality rating of a supplier.
8. Click the **Set Options** pushbutton to update the option settings.

2.4.2 MAINTAINING USER-DEFINED PARAMETERS

You can create and maintain user-defined parameters such as proximity of vendor location, response time, financial stability, support, quality standards certification, technology, number of major customers with the vendor and so on, for a specific location. These user-defined parameters can be identified as attributes for calculating the overall supplier rating.

1. Select **Maintain User Defined Parameters** link under the **Supplier** Rating business component. The **Maintain User Defined Parameters** page appears. *See Figure 2.67.*

In the **Rating Level** group box,

2. Select the **Location** to be set as the rating level for performing the supplier rating. In the **Parameter Details** multiline,
3. Enter the textual description of the user-defined parameter in the **Parameter** field.
4. Set the **Status** of the user-defined parameter as "Active" to enable the user-defined parameter for future reference in other activities. Set the status as "Inactive" to disable the user-defined parameter from future reference in other activities.

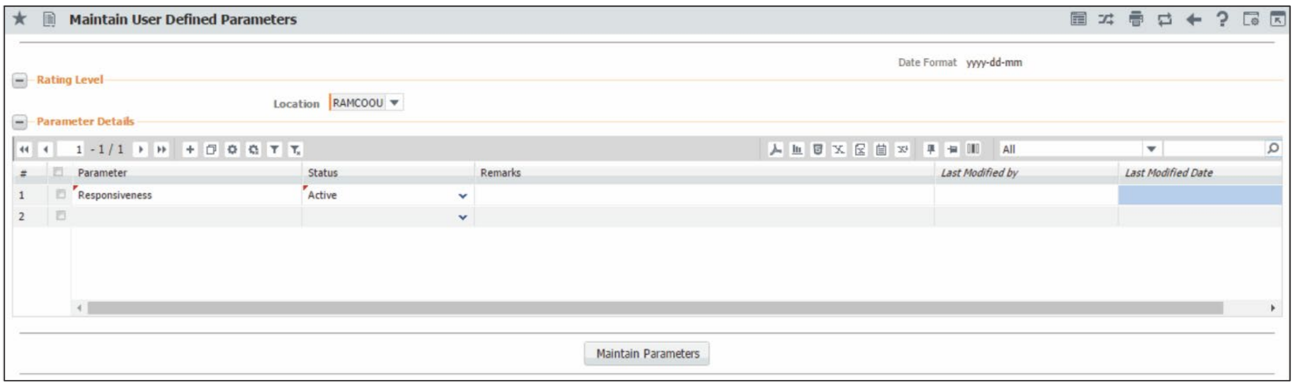


Figure 2.67 Maintaining user-defined parameters

5. Enter the **Remarks** pertaining to the creation or modification of the user-defined parameter.

6. Click the **Maintain parameters** pushbutton to update the details of the newly created or modified user-defined parameter.

The system updates the details of the user-defined parameters along with the status.

2.4.3 MAINTAINING PARAMETER INDICES

You can create and maintain the indices or rating values for the user-defined parameters, for various suppliers. Once the user-defined parameters are set for a supplier, it becomes essential to specify the indices or rating values for these parameters to include them in the computation of the overall supplier rating. You can rate the user-defined parameters on a scale of “0” to “1”.

> *Note: For system-defined parameters such as “Price”, “Quality”, Delivery” and “Service Quality”, the system automatically calculates the index or the rating value.*

1. Select **Maintain Parameter Indices** under the **Supplier Rating** business component. The **Maintain User Defined Parameter** Indices page appears. *See Figure 2.68.*

In the **Rating Level** group box,

2. Select the **Location** for which the indices or rating values are to be set.

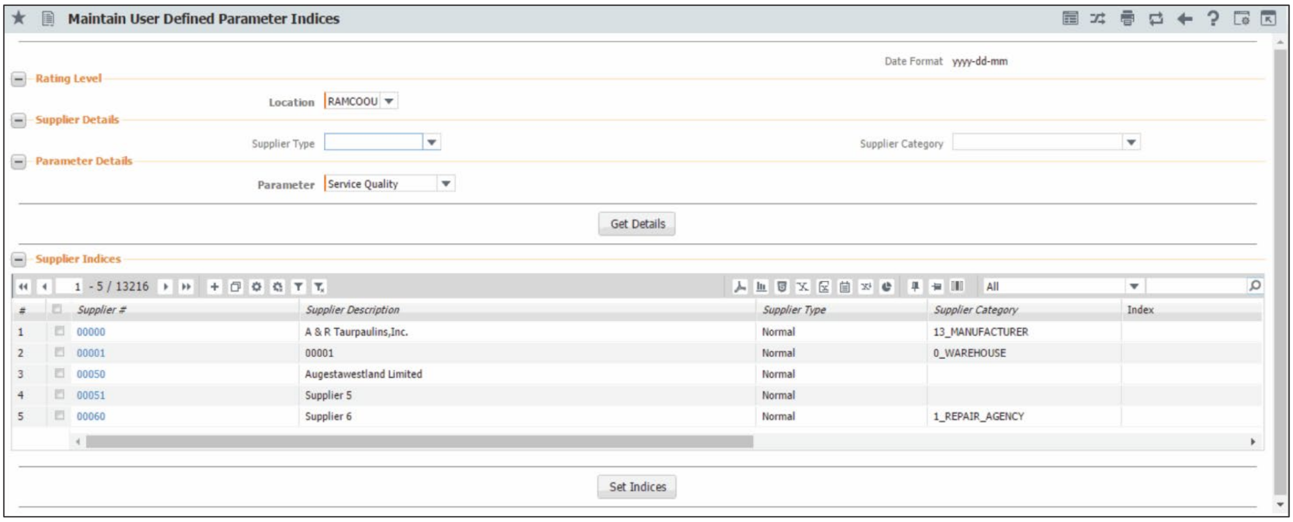


Figure 2.68 Maintaining parameter indices

In the **Supplier Details** group box,

3. Select the **Supplier Type** as “Normal” or “Miscellaneous” to specify the type of the supplier for whom the index values must be created.

4. Select the Supplier Category.

In the Parameter Details group box,

5. Select the user-defined parameter in the **Parameter** field, for which the indices must be set.

6. Click the **Get Details** pushbutton to retrieve the supplier details.

To create new indices for the user-defined parameter or to modify existing user-defined parameter indices:

> *Note: For the selected location, supplier and parameter, if the index or rating values are already defined for the user-defined parameters, the system retrieves and displays the details in the respective fields in the “Supplier Indices” multiline.*

In the **Supplier Indices** multiline,

1. Enter the **Index** value to be assigned to the user-defined parameter for the supplier.

Note: *The user-defined parameter can be rated on a scale of "0" to "1".*

Note: *You can modify the index value only for those suppliers who are in "Active" status.*

2. Enter the **Remarks** pertaining to the creation or modification of the user-defined parameter indices.

    Note: *This field is mandatory, if you have modified the Index value.*

3. Click the **Set Indices** pushbutton to update the details of the newly created or modified index values of the user- defined parameters.

The system updates the index values of the user-defined parameters along with the login ID and the current system date.

2.4.4 MAINTAINING WEIGHTAGES

You can set weightages for the rating parameters, to arrive at the final rating of a supplier. You can specify the weightages for system-defined or predefined parameters such as "Price", "Delivery", "Quality" and "Service Quality". You can also set the weightages for user-defined parameters.

1. Select **Maintain Weightages** under the **Supplier Rating** business component. The **Maintain Weightages** page appears. *See Figure 2.69.*

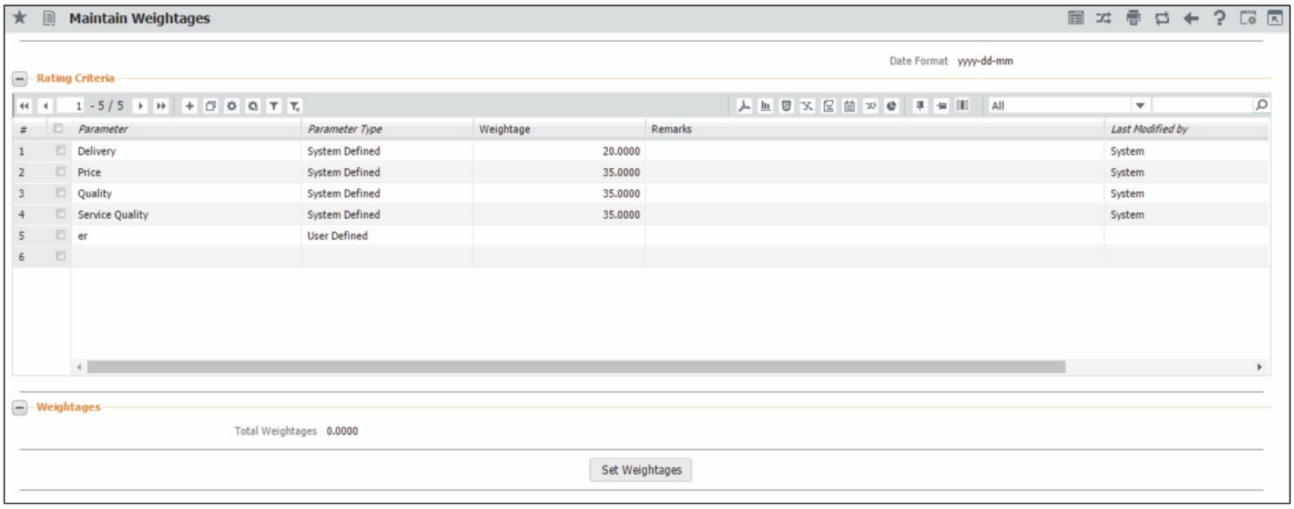


Figure 2.69 Maintaining weightages

In the **Rating Criteria** multiline,

Note: *If the weightage and remarks are already set for the parameter, the system retrieves and displays the details in the respective fields in the multiline.*

2. Enter the **Weightage** assigned by the organization for the particular parameter.
3. Enter the **Remarks** pertaining to the creation or modification of the weightage defined for the parameter.
4. Click the **Set Weightages** pushbutton to update the details of the newly entered or modified weightage for the parameters.

The system updates the details of the newly created or modified weightages for the parameters.

2.4.5 COMPUTING SUPPLIER RATING

You can compute the ratings for all the suppliers. The system generates a unique number for the rating document generated and records the computed supplier rating details.

A supplier can be rated based on parts, services or both.

- Parts Rating - In this process, suppliers are rated based on the parts supplied.
- Service Rating – In this process, suppliers are rated based on the services provided.

- Both - In this process, suppliers are rated based on both parts and services supplied.

1. Select **Compute Supplier Rating** under the **Supplier Rating** business component. The **Compute Supplier Rating** page appears. *See Figure 2.70.*

In the Supplier Rating Details group box,

2. Select the **Numbering Type** to specify the numbering pattern to be followed for generating the supplier rating document.
3. Select the **rating Type** as "Part Rating", "Service Rating" or "Overall Rating".
4. Select the **Location** for which the supplier rating is to be computed.
5. Enter the login ID of the user in the **Rating By** field.
6. Select the **Supplier Type** as "Normal" or "Miscellaneous".
7. Select the Supplier Category.
8. Enter the **From Date** and **To Date** in the **Rating Periods** group box, to specify the date range for which the supplier rating needs to be computed.
9. Enter the **Part #** in the **Part Details** group box, to specify the part for which the suppliers need to be rated.

Note: Ensure that part number is specified, if "Supplier Rating Type" is set as "Part Rating".

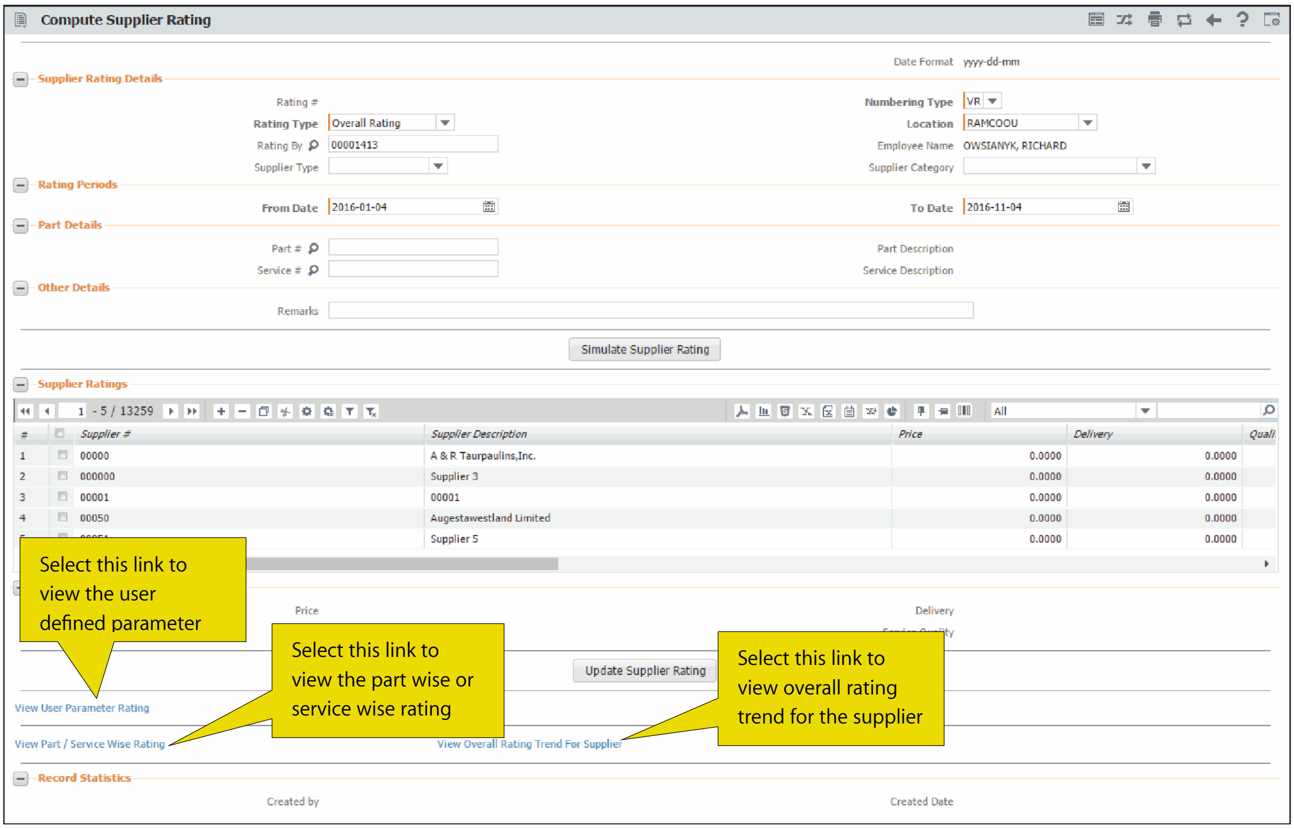


Figure 2.70 Computing supplier rating

10. Enter the **Service #** to specify the service for which the suppliers need to be rated.

In the **Other Details** group box,

11. Enter the **Remarks** pertaining to the computing of supplier rating.
12. Click the **Simulate Supplier Rating** pushbutton to compute the supplier rating.

The system performs the following on clicking the pushbutton:

a) Calculates the Quality Rating (index) for the supplier for the selected part.

Note: The system will not consider the problematic schedules, if the option for "Problematic Schedules" is *set as “No impact on quality” in the “Set Options” activity.*

b) Calculates the Delivery Rating (index) for the schedule.

Note: The system will not consider the early deliveries, if the option for “Early Delivery” is set as “No impact on delivery” in the “Set Options” activity.

c) Calculates the Price Rating (index) for the part.

Note: The price rating basis of a part can be either on “Vendor’s Invoice Value” or on “Purchase Document”, based on the option set for “Price Rating Basis” in the “Set Options” activity.

Refer to the Supplier Rating Online Help, for more details on the process of computing the supplier rating.

13. Click the **Update Supplier Rating** pushbutton to record the supplier rating details.

The system generates the supplier rating document number based on the numbering type selected and records the supplier rating details.

Note: Ensure that the simulation of the supplier rating is performed before updating the supplier rating details.

To view further details,

- Select the **View User Parameter Rating** link to view the user-defined parameter rating.
- Select the **View Part / Service Wise Rating** link to view the part wise or service wise rating for the supplier.
- Select the **View Overall Rating Trend For Supplier** link to view overall rating trend for the supplier.

2.5 SETTING UP TAX, CHARGE AND DISCOUNT CODES

You can add taxes and charges and deduct discounts from the accounts payable to a vendor. Taxes, Charges and Discounts (TCD) depend on the terms and conditions of the contract between the supplier and the customer based on the Government policies. Taxes such as sales tax and central excise tax, which are added to the amount of an item, are mostly calculated as a percentage. Charges such as surcharges and documentation charges, which are also added to the amount of an item, are mostly calculated as flat charges on an item. Discount, which is a sale on a discount, reduces the amount of an item, calculated either as percentage or as flat amount.

TCDs are defined and stored as "Code" and "Variant". TCDs having same characteristics, application criteria and type are grouped together and defined as TCD code. "Variant" refers to the actual value or rate of the TCD.

You can specify attributes for a tax key (tax # and tax variant # combination). This becomes mandatory, if statutory tax reporting is applicable for the company and hence significant attributes of statutory/regulatory taxes, such as VAT must be maintained.

2.5.1 CREATING TCD CODES

1. Select **Create TCD Code** under **Taxes Charges and Discounts** business component. The **Create TCD Codes** page appears. *See Figure 2.71.*
2. Enter a unique number to identify the **TCD**, in the **TCD #** field.
3. Enter TCD Description.
4. Use the **TCD Type** drop-down list box to indicate whether the TCD is of type "Tax", "Charge" or "Discount".
5. Use the **Basis** drop-down list box to indicate whether the TCD must be calculated as a "Percentage", "Unit Rate" or as a "Flat" amount.
6. Enter the **Effective From** and **Effective To** dates to specify the period for which the TCD code is effective.
7. Check one of the boxes in the **Applicable On** group box to specify whether the TCD is computed on "Total Value" or "Basic Value".
8. Define the variants for the TCD, in the **TCD Variant Details** multiline.
9. Enter the **Effective From** date to specify the date starting from which the TCD variant is effective.
10. Use the **Account Rule** drop-down list box to indicate whether the value of TCD # and TCD Variant # will be added to Stock or Expense. The system provides the options "Add To Stock" and '"Expense".

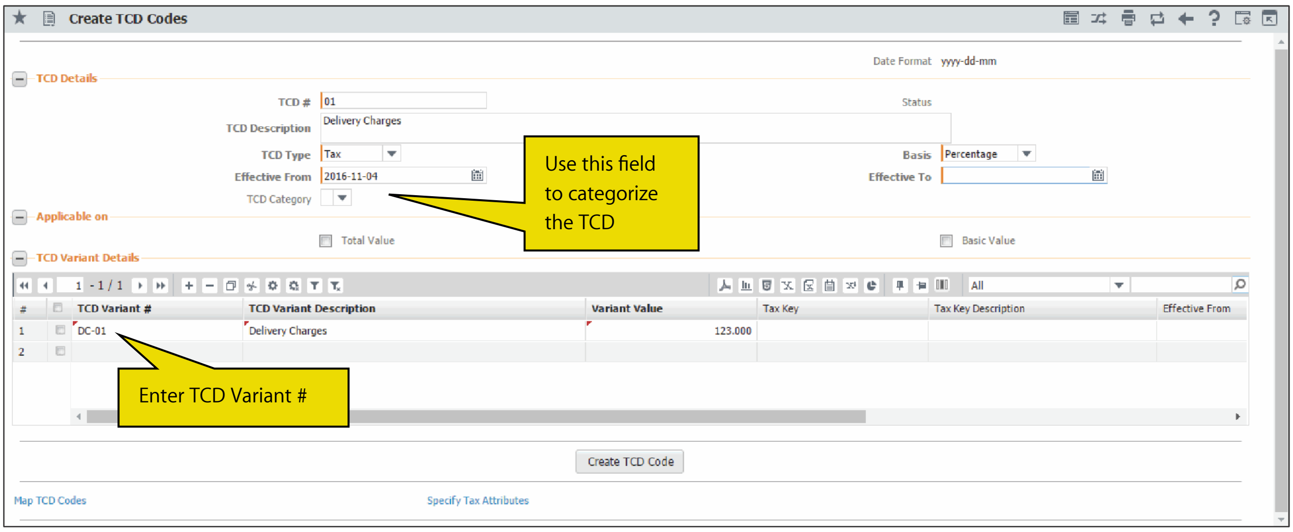


Figure 2.71 Defining Tax, Charge or Discount codes

11. Click the **Create TCD Code** pushbutton to create the TCD code.

To provide further details,

- Select the **Map TCD Codes** link, to map the TCD to other TCD codes.

Mapping multiple TCD codes

You can map the TCD to other relevant TCD codes, to ensure automatic sequencing at transactional level.

1. Select the **Map TCD Codes** link in the **Create TCD Code** page. The **Map TCD Codes** page appears. *See Figure 2.72*

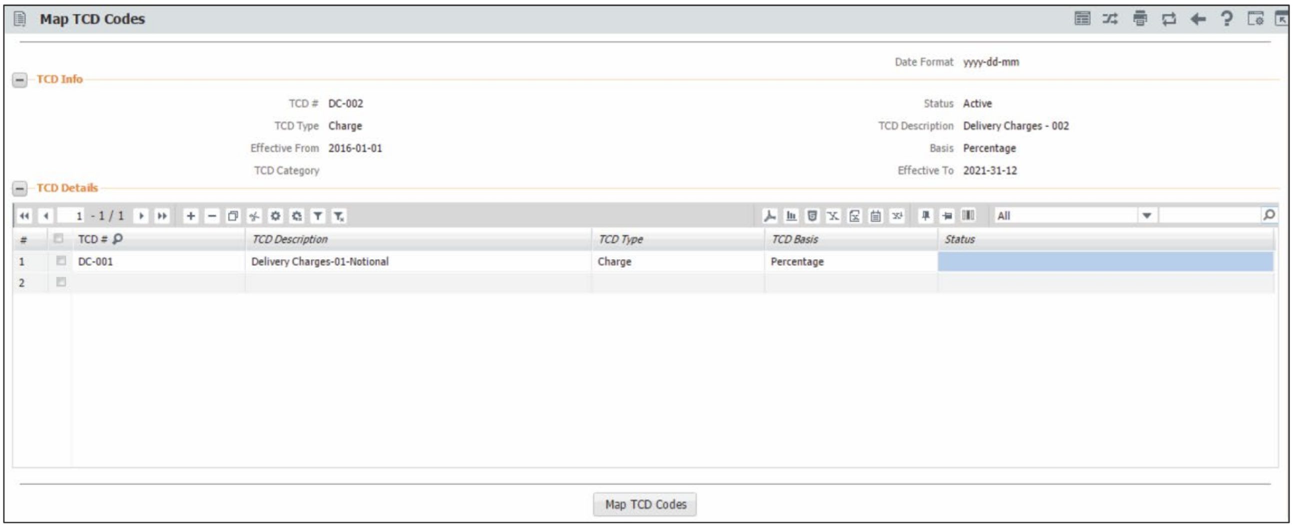


Figure 2.72 Mapping multiple TCDs

2. Enter the **TCD #** in the multiline, to identify the TCDs to be mapped.
3. Click the **Map TCD Codes** pushbutton, to map the TCD to the TCDs entered in the multiline

Note: If the "TCD Basis" is modified from "Percentage" to "Flat" or "Unit Rate" and the TCD code is applicable on "Total Value", you cannot map the TCD code to other related codes.

2.5.2 SPECIFYING TAX ATTRIBUTES

1. Select the **Specify Tax Attributes** link in the **Create TCD Codes** or **Edit TCD Codes page**. The **Edit TCD Codes** page appears. *See Figure 2.73.*

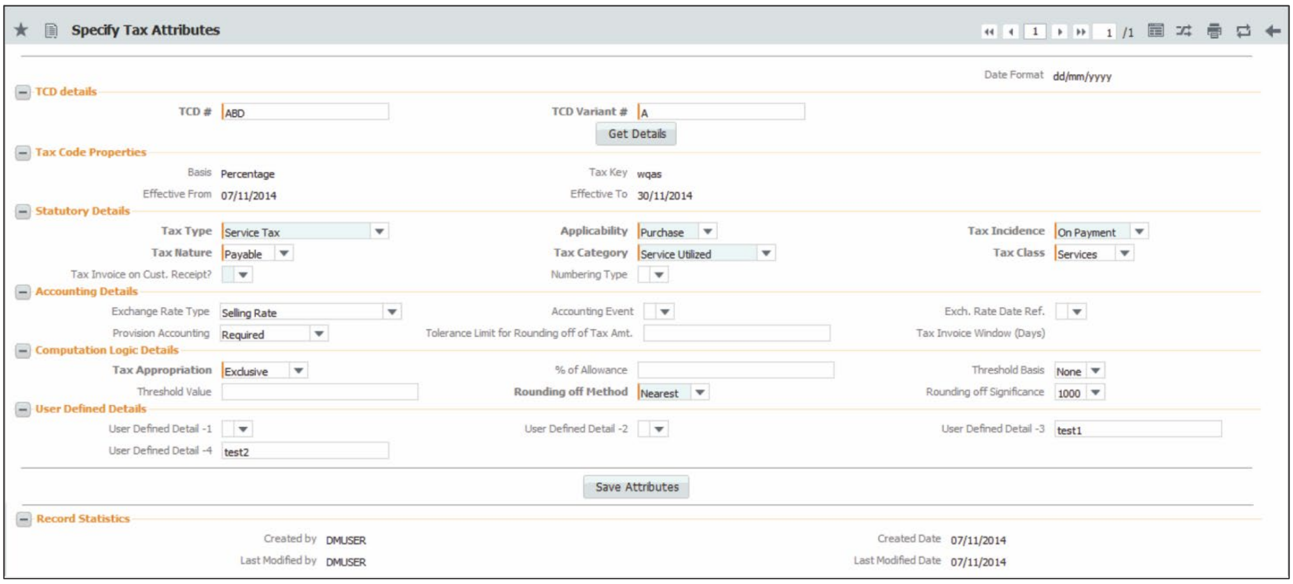


Figure 2.73 Specifying tax attributes

2. In the TCD Details group box, enter the TCD Code and Tax Variant #.
3. Select the **Get Details** pushbutton.

4. In the **Statutory Details** group box, enter **Tax Type, Applicability, Tax Incidence, Tax Nature, Tax Category** and **Tax Class.**

5. In the **Accounting Details** group box, select **Exchange Rate Type, Accounting Event, Exch. Rate Date Ref.** and **Provision Posting** for TCD # and TCD Variant # combination.

6. In the **Computation Logic Details** group box, **Tax Appropriation, % of Allowance, Threshold Basis** and **Threshold Value.**

7. Select the **Save Attributes** pushbutton.

2.5.3 MANAGING PURCHASE TAX RULES

This activity allows you to define purchase tax rule for part group, supplier group, warehouse group, service category and purpose combination. You can create a new purchase tax rule definition or modify the existing tax rule definition. You can enter the search criteria to retrieve the existing tax rule definition for modification.

1. Select the **Manage Purchase Tax Rules** activity under in the **Taxes Charges & Discounts** business component. The **Manage Purchase Tax Rules** page appears. *See Figure 2.74.*

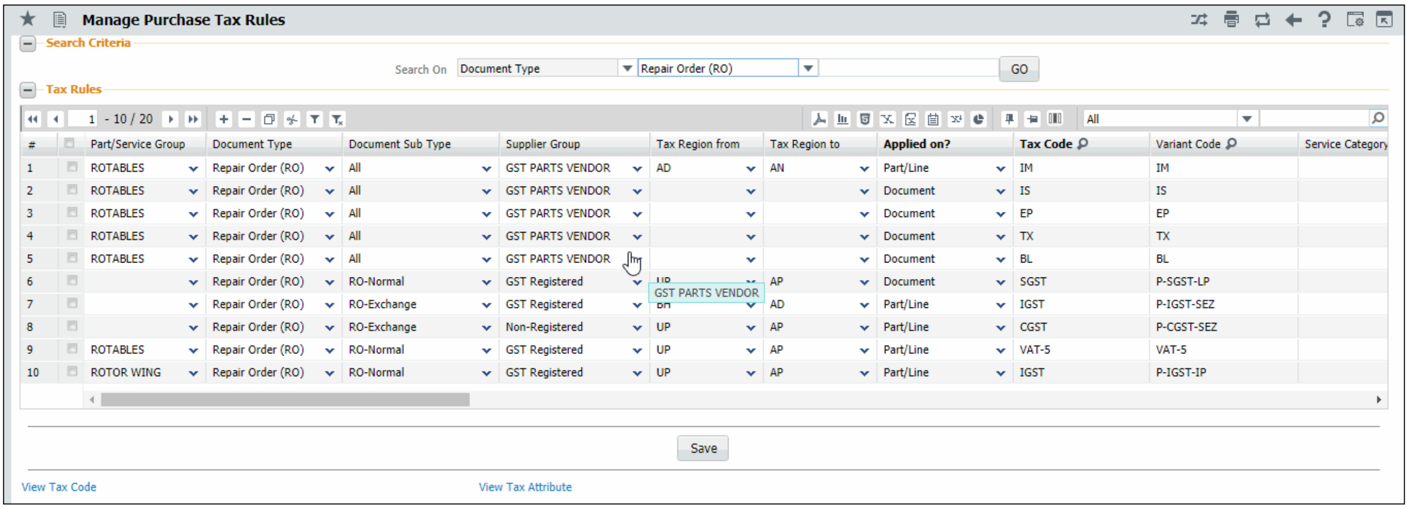


Figure 2.74 Managing purchase tax rules

2. In **Search Criteria** group box, use the **Search On** drop-down list box and specify the search criteria.

3. Click the **Go** pushbutton to retrieve the tax rule definitions in the multiline.

4. In the **Tax Rules** multiline, specify the **Part/Service Group, Document Type, Document Sub Type, Supplier Group, Tax Region from, Tax Region to, Variant Code, Service Category, Purpose** of the purchase, **Warehouse Group, Account Usage, Expense Category, Effective To, Currency and Remarks.**

5. Use the **Applied on?** drop-down list box and select "Document" or "Part" to define tax rule at document level or part level.

6. Enter the **Tax Code** applicable for the tax rule combination.

7. Enter the **Effective From** indicating the date from which the tax rule combination is effective.

8. Enter the **Order of Preference** for sequencing tax rules in the multiline.

9. Click the **Save** pushbutton to save the purchase tax rule definitions

3 REGULAR PROCUREMENT

Regular procurement sub process covers the complete procurement cycle starting from a request for material purchase culminating in the receipt of the goods in inventory and return of rejected units back to the supplier.

Purchase Requisition business component enables you to initiate requirement of materials or goods for its consumption or sales.

Request for Quotation (RFQ) business component enables you to inform the selected suppliers regarding the requirement of parts or goods, schedule details, quality details, payment terms and the date by which the supplier has to respond. The basic purpose of this business component is to automate the process of quotations.

Purchase Order business component enables you to create and maintain the agreement details with the Vendor for supply of an Item.

Advance Shipping Note business component enables you to record details of shipment to be received from the supplier.

Goods Receipt business component allows you to record the goods receipt details, specify the tax/charge/discounts, carry out inspection and rejection, record quality parameters, record the serial/lot number details, record parameter information, movement of the goods to the warehouse and goods return to supplier.

3.1 RAISING THE PURCHASE REQUISITION

A Purchase Requisition (PR) is used to give notification of requirements and keep track of such requirements. The Purchase Request is raised when there is a need for a material and the material is not available in inventory. It can also be raised when there is a need for a material on a future date, and the current inventory level is such that the material will not be available on that date.

3.1.1 CREATING A PURCHASE REQUISITION

1. Select Create **Purchase Request** activity under **Purchase Requisition** business component. The **Create Purchase Request** page appears. *See Figure 3.1*

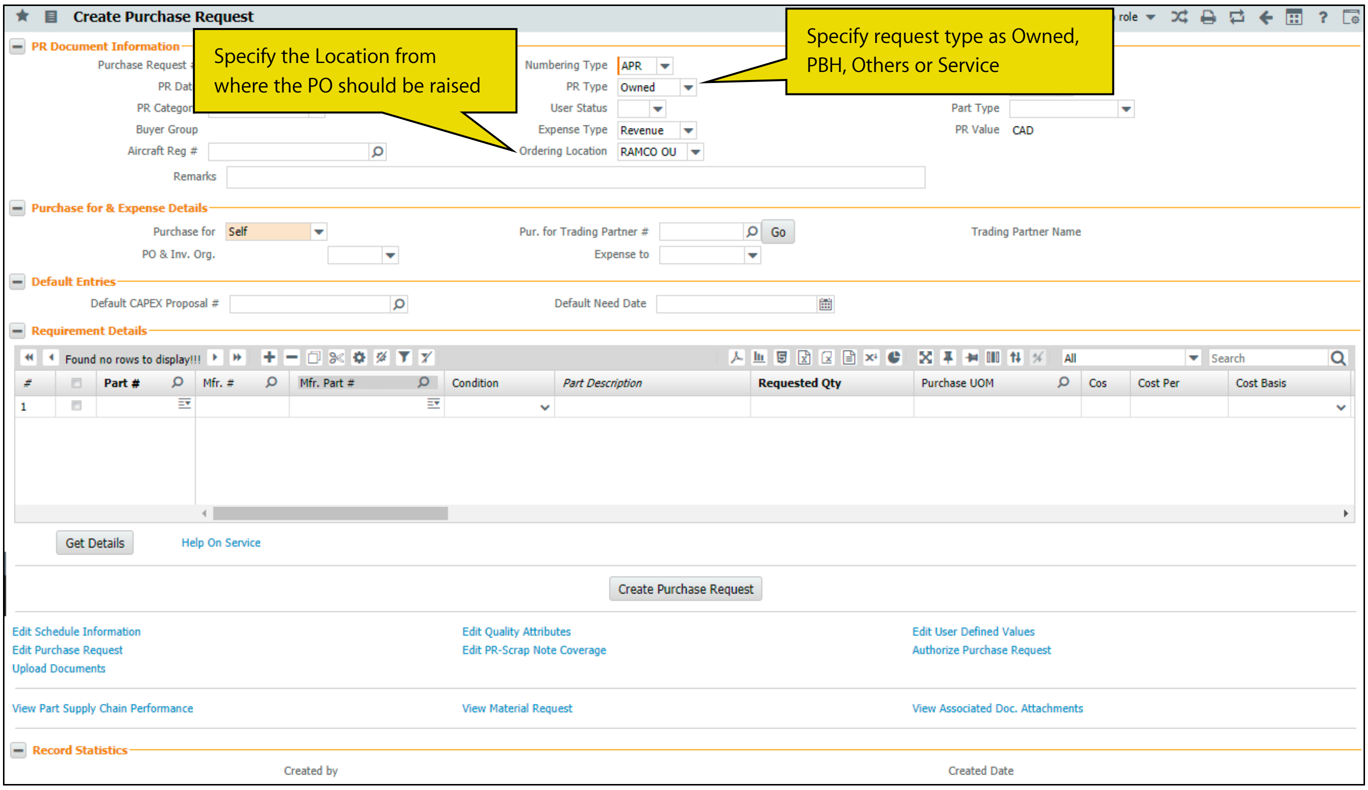


Figure 3.1 Creating a purchase requisition

2. Use the **Numbering Type** drop-down list box to select the numbering type for generating the purchase request number.

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

3. Select the **PR Type** as "Owned", "PBH" "Others" or "Service".

4. Set the **PR Priority** as "AOG", "VLOW", "Critical", "Expedite" or "Normal".

5. Use the **Expense To** drop-down list box to specify the financial book available for the company requesting the purchase.

6. Set the **Expense Type** as "Revenue" or "Capital".

7. Specify the **Ordering Location** in which the purchase order should be raised.

8. Use the **Destination** drop-down list box to specify the destination location in which the purchased parts must be stored.

In the **Purchase for & Expense Details** group box:

9. Use the **Purchase for** drop-down list box and select "Self" or "Customer" to specify for whom the purchase

request is raised.

10. Enter the code of the Trading Partner for whom the purchase request is raised in the **Pur. For Trading Partner #** field.

11. Click the **Go** pushbutton to retrieve the trading partner details defined in the **Customer** business component.

12. Use the drop-down list box adjacent to 'PO & Inv. Org.' field to specify the finance book for which the procurement happens.

13. Enter the Default CAPEX Proposal # and the Default Need Date in the Default Entries group box.

14. Enter **Part #** to identify the part for which the purchase request is raised.

    Note: If the PR expense type is "Revenue" and if the "PR Type" is other than "Service", then all the specified parts must be of the expense type "Revenue" as defined in the "Part Administration" business component.

    Note: If the PR expense type is "Capital" and if the "PR Type" is other than "Service", then at least one part must be of expense type "Capital" as defined in the "Part Administration" business component.

15. Click the **Get Details** pushbutton to retrieve the part details.

16. Enter **Mfr. Part #** provided by the manufacturer.

17. Enter **Requested Qty** to identify the total quantity of the parts to be purchased.

18. Enter **Need Date** to indicate the time limit or the date set for the delivery of parts having Schedule type as "Single".

19. Enter **Warehouse #** to identify the warehouse in which the purchased parts must be stored.

20. Enter the **Preferred Supplier** from whom the material or the part will be purchased.

    *Note: If the preferred supplier is not specified, then the system defaults the preferred supplier defined in the **Maintain Purchase Information** activity of the **Part Administration** business component, after Purchase Request creation.*

21. Enter the **Work Center #** for which the purchase request is raised for the part number specified.

22. Use the **Delivery Type** drop-down list box to specify "Single" or "Multiple" as the delivery type, that is, whether the material must be delivered in single or multiple shipments.

    Note: If the "PR Type" is set as "Service", then the "Delivery Type" must be set to "Single" for all the service numbers.

23. Enter the **Warehouse #** in which the purchased parts must be stored.

    Note: It is mandatory to enter a value in this field, if the PR type is "Service" and the "Mandate WC# in PR/ PO for Others/Blank Ref Doc Type" field is set as "Yes", in the "Set Purchase Options" activity of the "Logistics Common Master" business component.

24. Use the **Alternate Type** drop-down list box to specify the alternate type of the part. The system provides the options "Allowed", "Not Allowed" or "Specific Alternate".

25. Enter the **Alternate #** of the part.

    *Note: The Alternate Part # must be marked as Purchasable, and must have the PO location as the ordering location in the purchase information of the part, as defined in the **Part Administration** business component.*

26. Click the **Create Purchase Request** pushbutton to create the purchase request.

    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.

    If the transaction UOM is different from the stock UOM for the alternate part specified here, ensure that conversion between transaction UOM and stock UOM is defined in the "Part Administration" business component, or in the "Unit of Measurement" business component.

To provide further details,

- Select the **Edit Schedule Information** link to record the schedule information.

  Note: Entry in the "Add Schedule Information" page is mandatory for parts for which the delivery type is set as "Multiple".

- Select the **Edit Quality Attributes** link to specify quality attribute details.
- Select the **Edit User Defined Values** link to modify the user-defined details for the purchase request.
- Select the **Edit Purchase Request** link to modify the purchase request.
- Select the **Edit PR-Scrap Note Coverage** link at the bottom of the page, to modify scrap note details against the purchase request.
- Select the **Authorize Purchase Request** link at the bottom of the page to authorize the Purchase Request.
- Select the **View Part Supply Chain Performance** link to view the part supply chain performance.
- Select the **Upload Documents** link at the bottom of the page to upload any relevant documents pertaining to the purchase request.
- Select the **View Associated Doc. Attachments** link to view any associated document already uploaded for purchase request.

Recording schedule information for the part

You can enter the schedule information for the part for which the delivery type is set as "Multiple" in the purchase request. Otherwise, entry in this page is not required.

1. Select the **Edit Schedule Information** link in the **Create Purchase Request** page. The **Edit Schedule Information** page appears. *See Figure 3.2.*

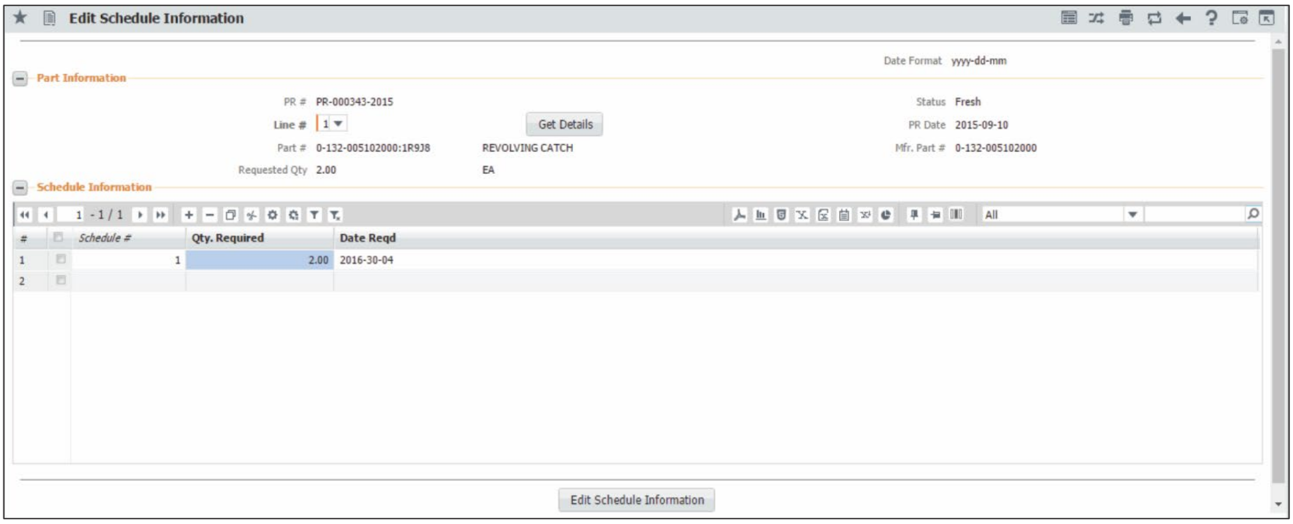


Figure 3.2 Recording schedule information for the part

2. Use the **Line #** drop-down list box to select the line number pertaining to the part entered in the **Create Purchase Request** page, for which the schedule information must be defined. The system displays the line numbers of all the parts, for which the **Delivery Type** is set to "Multiple" in the **Create Purchase Request** page.
3. Click the **Get Details** pushbutton to retrieve the part details.
4. Enter **Qty** Required to identify the quantity of the part to be shipped in this batch.
5. Enter **Date Reqd** to specify the date on which the required quantity must be delivered.
6. Click the **Edit Schedule Information** pushbutton to save the schedule information.

Entering the quality attributes of the part

You can specify the quality attributes for the part for which the quality attribute value has been set as other than

"None". You can capture the quality attribute details of the part such as minimum, maximum and standard values for "Quantitative" attribute type.

1. Select the **Edit Quality Attributes** link in the **Create Purchase Request page**. The Edit Quality Attributes page appears. *See Figure 3.3.*

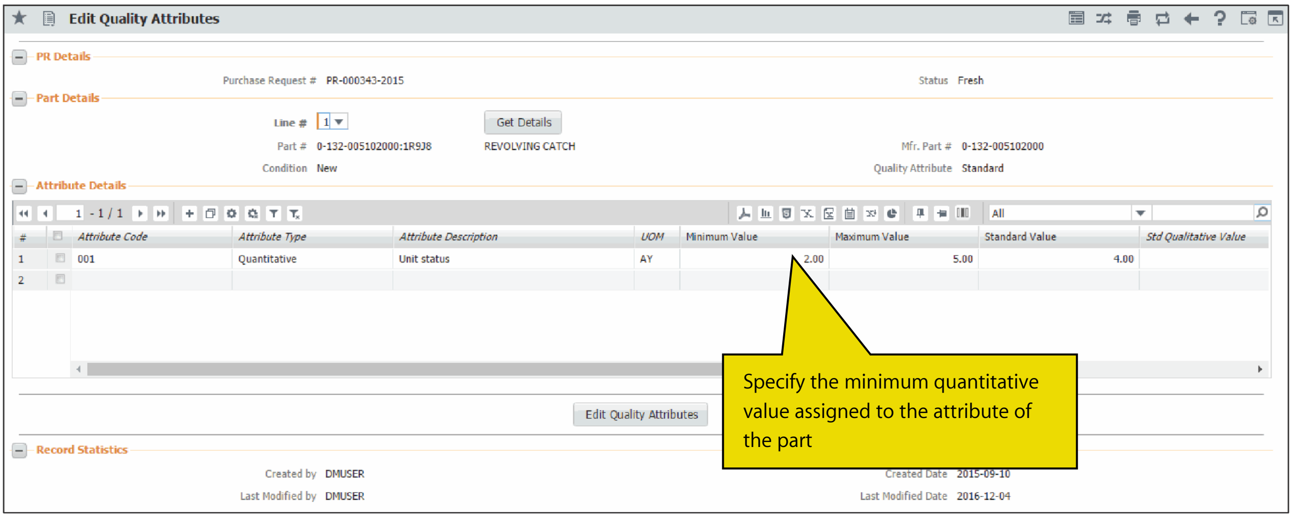


Figure 3.3 Entering the quality attributes of the part

2. Use the **Line #** drop-down list box to specify the line number of the part for which the quality attribute details must be entered. The system displays the line numbers of all the parts, whose quality attribute is either "Standard" or "Custom".

3. Click the **Get Details** pushbutton provided alongside, to retrieve the part details.

4. Enter **Minimum Value** and **Maximum Value** to specify the range of quantitative value assigned to the attribute of the part.

5. Enter **Standard Value** to specify the standard value assigned to the attribute of the part.

6. Click the **Edit Quality Attributes** pushbutton, to set the quality attributes.

Entering PR-Scrap note coverage details

You can capture the coverage details in a purchase request against a scrap note. You can map one or more scrap notes to a purchase request and the corresponding scrap part number, covered quantity details and the pending replenished quantity is calculated.

1. Select the **Edit PR-Scrap Note Coverage** link in the **Create Purchase Request page**. The Edit PR-Scrap Note Coverage page appears. *See Figure 3.4*

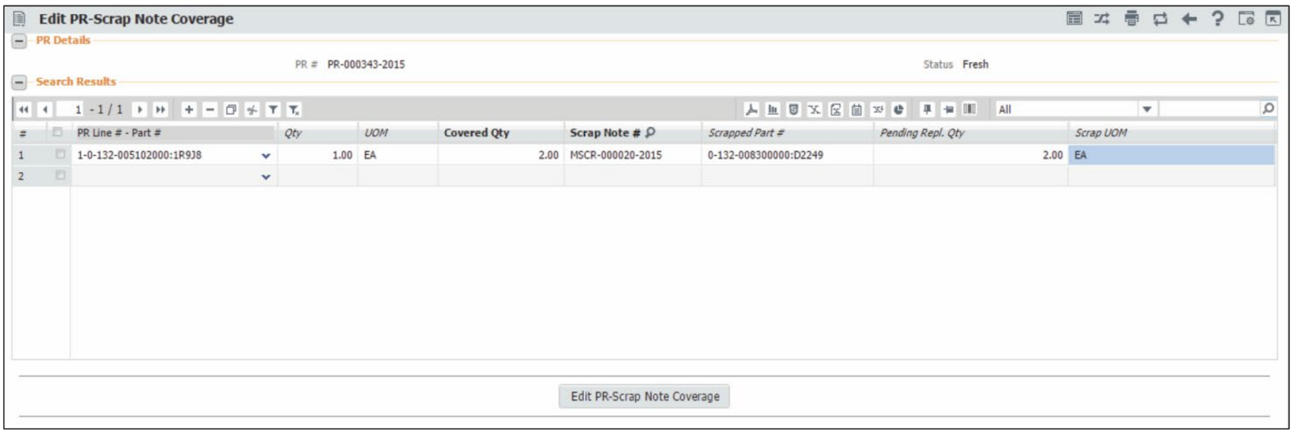


Figure 3.4 Entering PR-Scrap note coverage details

2. Use the drop-down list box to select the **PR Line # - Part #** associated with the purchase request.

3. Enter the **Covered Qty** that would be covered against the purchase request.

   Note: The "Covered Qty" should not be greater than the "PR Qty" and the "Pending Repl. Qty".

4. Enter the **Scrap Note #** identifying the scrap note.

5. Select one or more records and click the **"Edit PR-Scrap Note Coverage"** pushbutton to save the details.

3.1.2 CANCELING A PURCHASE REQUISITION

You can cancel purchase requests, which are not in "Authorized" status.

1. Select **Cancel / Edit Purchase Request** under **Purchase Requisition** business component. The **Select Purchase Request** page appears. *See Figure 3.5.*

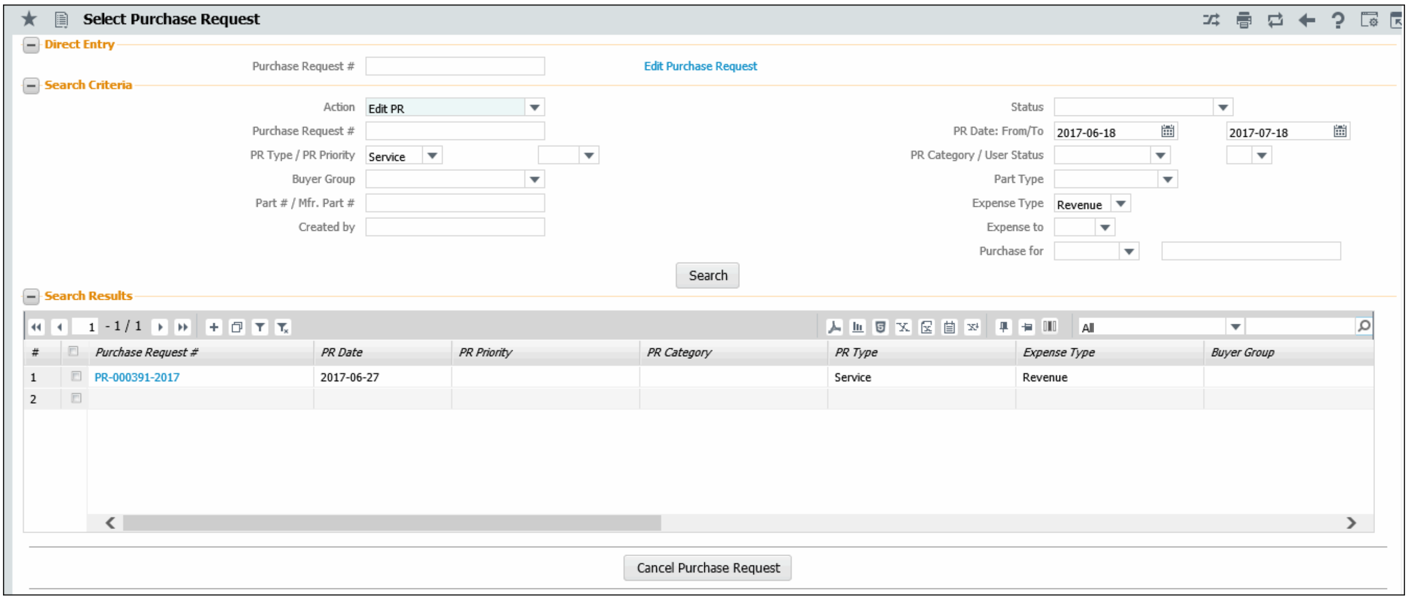


Figure 3.5 Canceling a purchase requisition

2. Provide filter criteria to search for the purchase request.

3. Select the purchase request to be cancelled, in the multiline.

4. Click the **Cancel Purchase Request** pushbutton to cancel the selected purchase request.

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

   The system updates the status of the purchase request to "Cancelled"

   If the transaction UOM is different from the stock UOM for the alternate part specified here, ensure that conversion between transaction UOM and stock UOM is defined in the "Part Administration" business component, or in the "Unit of Measurement" business component.

3.2 AUTHORIZING/RETURNING A PURCHASE REQUISITION

After a purchase request is created, it must be authorized and forwarded. You can search for a purchase request and authorize it. On authorization, the status of the purchase request is set to “Under Authorization”, if there are more than one level defined for authorization and the document is not authorized by the user in the higher level. If this sequence is the last, then the status is set as ‘Authorized’. In case the there is no requirement of the entire parts listed in a PR you can opt to cancel the particular purchase request. An authorized PR signifies that the requisitioning process of the parts is over and that the procurement action is due.

If an authorized person feels the need for changes in the purchase request, he could avoid authorization and return the purchase request to the employee who created the document so as to incorporate changes.

1. Select **Authorize Purchase Request** under **Purchase Requisition** business component. The **Select Purchase Request** page appears. *See Figure 3.6*

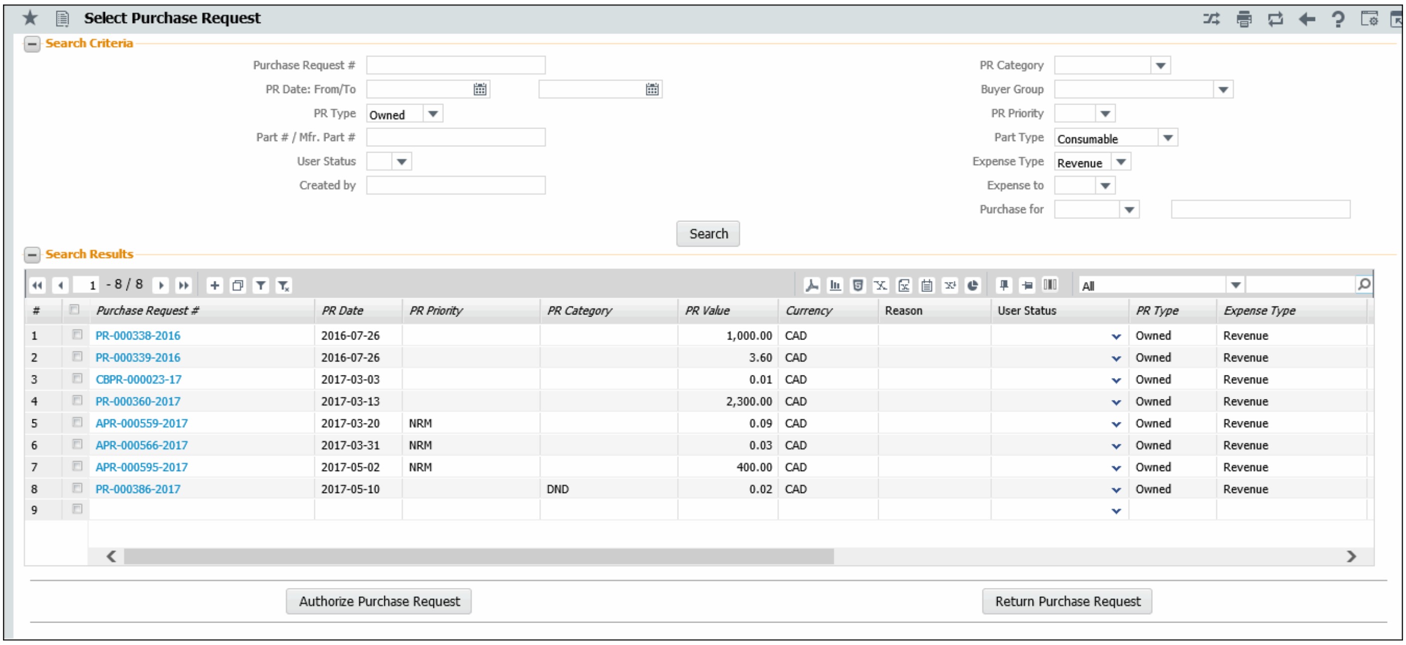


Figure 3.6 Authorizing a purchase requisition

2. Provide filter criteria to search for the purchase request.

The system retrieves only those documents that can be authorized by the login user. In the Search Results multiline, enter the following.

3. Enter **Reason** for returning the purchasing the material request to the creator only if you wish to return the document.

4. Use the **User Status** drop-down list box to change the user defined status of the purchase request to be returned or authorized.

5. Select the purchase request to be authorized, in the multiline.

6. Click the **Authorize Purchase Request** pushbutton to authorize the purchase request selected in the multiline.

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.

3.3 SHORT CLOSING A PURCHASE REQUISITION

Short closing a purchase request enables you to stop further request for parts against the document, if the balance requirement is no more felt. On short closing, the status of the purchase request is set to "Short Closed" and all the unutilized or pending quantity of the material raised against the PR gets cancelled.

1. Select **Short Close Purchase Request** under **Purchase Requisition** business component. The **Short Close Purchase Request** page appears. *See Figure 3.7*

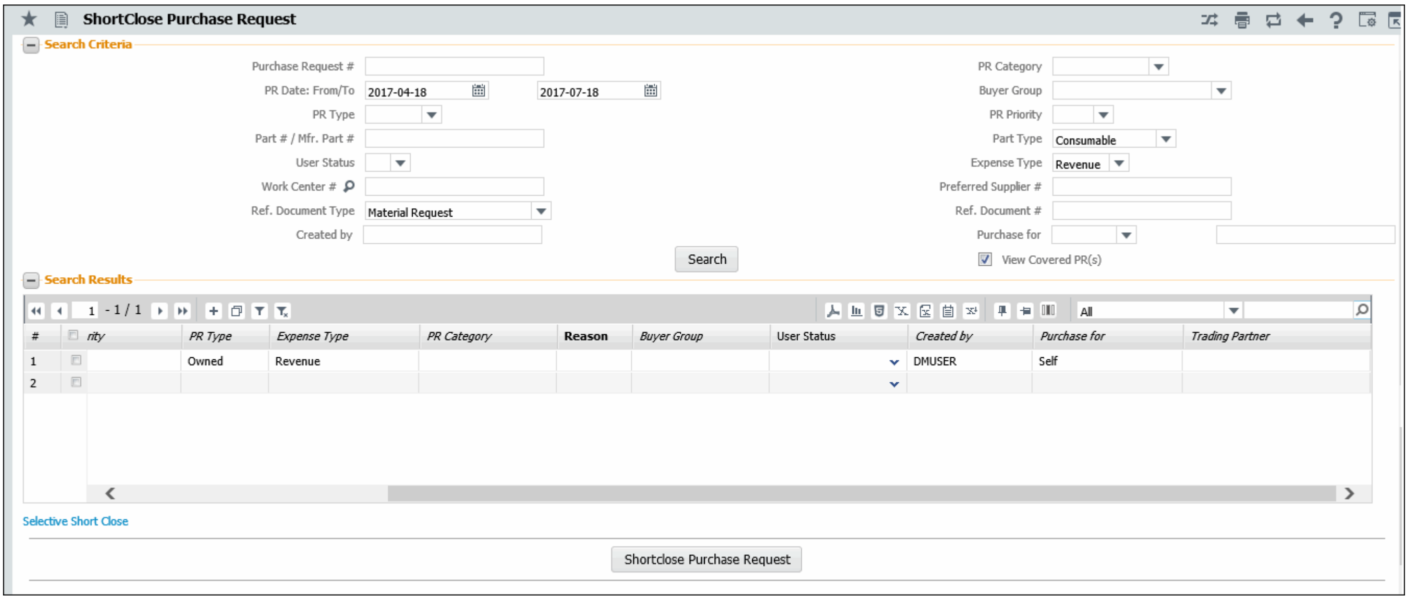


Figure 3.7 Short Closing purchase request

2. Provide filter criteria to search for the purchase request.
3. Check the **View Covered PR(s) box,** if you wish to short close all those purchase requests based on which a purchase order or release slip is already generated. Leave the box un-checked if you wish to short close all those purchase requests based on which a purchase order or release slip is not yet generated.
4. Click the **Search** pushbutton to retrieve the purchase requests.

   Note: Purchase requests in "Authorized" status alone will be retrieved.

5. Select the purchase request to be short closed, in the multiline.
6. Select the user-defined status of the purchase request in the **User Status** field.
7. Enter the **Reason** for short closing.
8. Select the **Selective Short Close** link, to short close the part selected in line level.
9. Click the **Short Close Purchase Request** pushbutton to short close the purchase request selected in the multiline.

   Note: The system updates the status of the purchase request as "Short Closed".

3.3.1 SELECTIVE SHORT CLOSING

This page allows the user to short close the PR record selected at line level. You can carry out short closing of the PR, based on the pending quantity of the PR. You can also specify whether you wish to short close the PRs based on which (i) a purchase order / release slip is already generated, or (ii) a purchase order / release slip is not yet generated.

1. Select **Selective Short Close** link below the page of **Short Close Purchase Request** page. The **Selective Short Close** page appears. *See Figure 3.8*

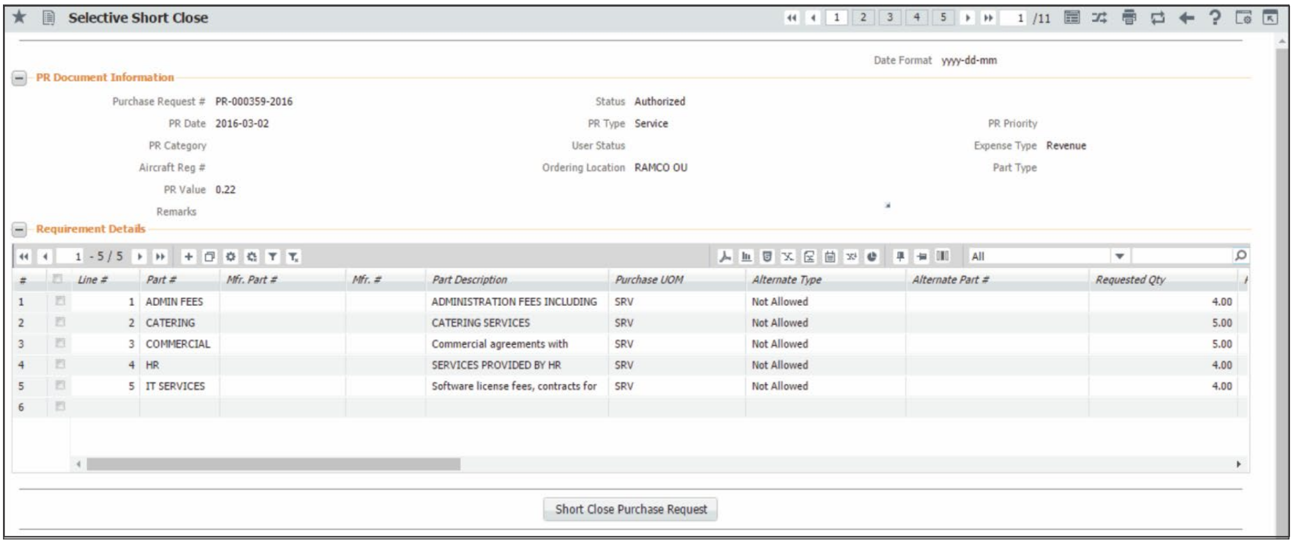


Figure 3.8 Selective Short Close

In the Requirement Details multiline:

2. Enter the **Short Close Qty** to specify the number of parts to be short closed in line level.
3. Enter the **Short Close Comments** to specify the comments for short closing the parts.
4. Click the **Shortclose Purchase Request** pushbutton to close the purchase request selected in the multiline.

   - *Note: The system ensures that there exists no PO or release slip in "Draft", "Fresh", "Amended" or "Under Amendment" status, for the selected PR line #.*
   - *The system updates the status of the purchase request as "Short closed", only if all the line items are short closed.*
   - *Updates the status of the PR line as "Short Closed", if the pending quantity value is zero for a PR line number.*
   - *Updates the status of the PR to "Short Closed", if the order quantity is not greater than zero for any of the line items. Otherwise, the system retains the status as "Authorized" for the PR line number that is to be short closed. The system updates the short close quantity with the current pending quantity.*

3.4 REQUESTING FOR A QUOTATION

Request For Quotation (RFQ) is the document that is sent to the suppliers to communicate the requirements of materials or goods. It would communicate the items required, schedule requirements, quality specifications and payment terms along with the date by which the supplier has to respond.

3.4.1 CREATING A REQUEST FOR QUOTATION

You can create a request for quotation without reference to Purchase Request. The RFQ details such as the RFQ type, RFQ category, date on which the RFQ is raised, and the reply date can be entered.

1. Select **Create RFQ** under **RFQ** business component. The **Create RFQ** page appears. *See Figure 3.9*
2. Use the **Numbering Type** drop-down list box to specify the numbering type for generating the RFQ number.

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

3. Enter **RFQ Date** to specify the date on which the RFQ is created.
4. Enter **Reply Date** to indicate the date by which the supplier must reply to the RFQ.
5. Use the **RFQ Type** drop-down list box to select “Competitive Bidding” or “Selective” as the type of the request for quotation. Selecting “Competitive Bidding” sends the details of all the Items in RFQ to the selected suppliers. By choosing “Selective” you can selectively send the details of the line number to different suppliers.
6. Enter **Part #** to identify the part which must be procured by raising the RFQ
7. Use the **Part Type** drop-down list box to specify the part type. The various part types are “Raw material”, “Component”, “Expendable”, “Tool”, “Consumable”, “Kit” and “Miscellaneous”.
8. Enter **Required Quantity** to specify the total quantity of the part required.
9. Enter **UOM** to specify the unit of measurement in which the part is requested.

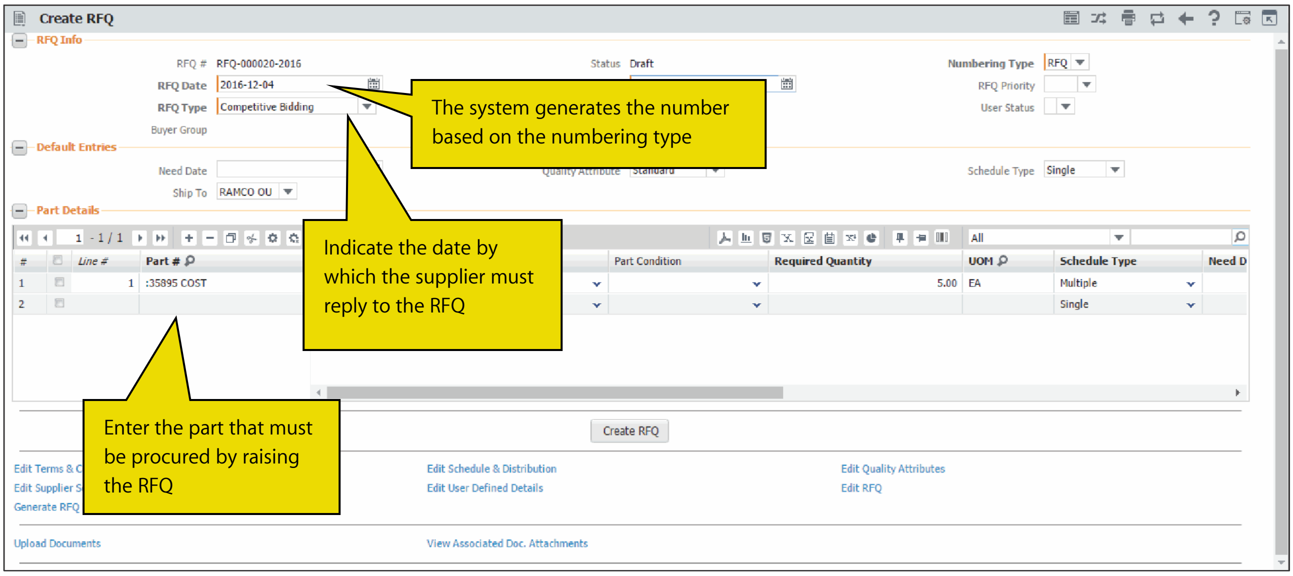


Figure 3.9 Creating a request for quotation

10. Use the **Schedule Type** drop-down list box to specify “Single” or “Multiple” as the delivery schedule. “Single” indicates that the part must be delivered in single shipment and “Multiple” indicates that the part can be delivered in multiple shipments.
11. Enter **Need Date** to indicate the time limit or the date set for the delivery of parts having Schedule Type as ”Single”.
12. Use the **Ship** To drop-down list box to specify the Organization Unit to which the part must be supplied.

13. Enter **Quality Attribute** of the line item, which could be “Standard”, “Custom” or “None”.

14. Click the **Create RFQ** pushbutton, to create the RFQ.

Note: The system updates the status of the RFQ to “Fresh”.

Additional information for request for quotation

- Select the **Edit Terms and Conditions** link to specify the insurance details and delivery terms for the RFQ.
- Select the **Edit Schedule & Distribution** link to enter the supply schedule and distribution details of the part.
- Select the **Edit Quality Attributes** link to specify quality attributes of the parts in the RFQ.
- Select the **Edit Supplier Selection** link to enter the suppliers selected for sending the RFQ.
- Select the **Edit User Defined Details** link to enter the user-defined details for the RFQ.
- Select the **Edit RFQ** link to enter the request for quotation details.
- Select the **Generate RFQ Report** link to generate the RFQ report.

Recording the insurance details and delivery terms for the request for quotation

1. Select the **Edit Terms & Conditions** link in the **Create RFQ** page. The **Edit Terms & Conditions** page appears. *See Figure 3.10*

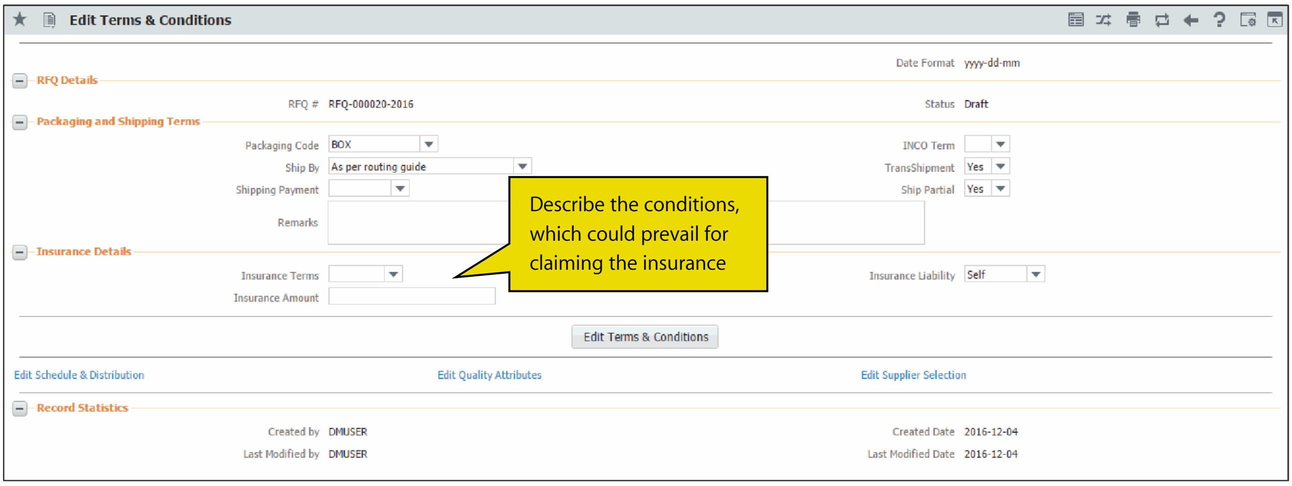


Figure 3.10 Recording the insurance details and delivery terms for the request for quotation

2. Enter packaging and shipping details in the **Packaging and Shipping Terms** group box.

3. Enter insurance details in the **Insurance Details** group box.

4. Click the **Edit Terms & Conditions** pushbutton, to store the terms and conditions entered for the RFQ.

Defining the supply schedule and distribution details of the part

You can schedule the delivery for those line items whose schedule type is multiple.

1. Select the **Edit Schedule** and **Distribution** link in the Create RFQ page. The Edit Schedule & Distribution page appears. *See Figure 3.11*

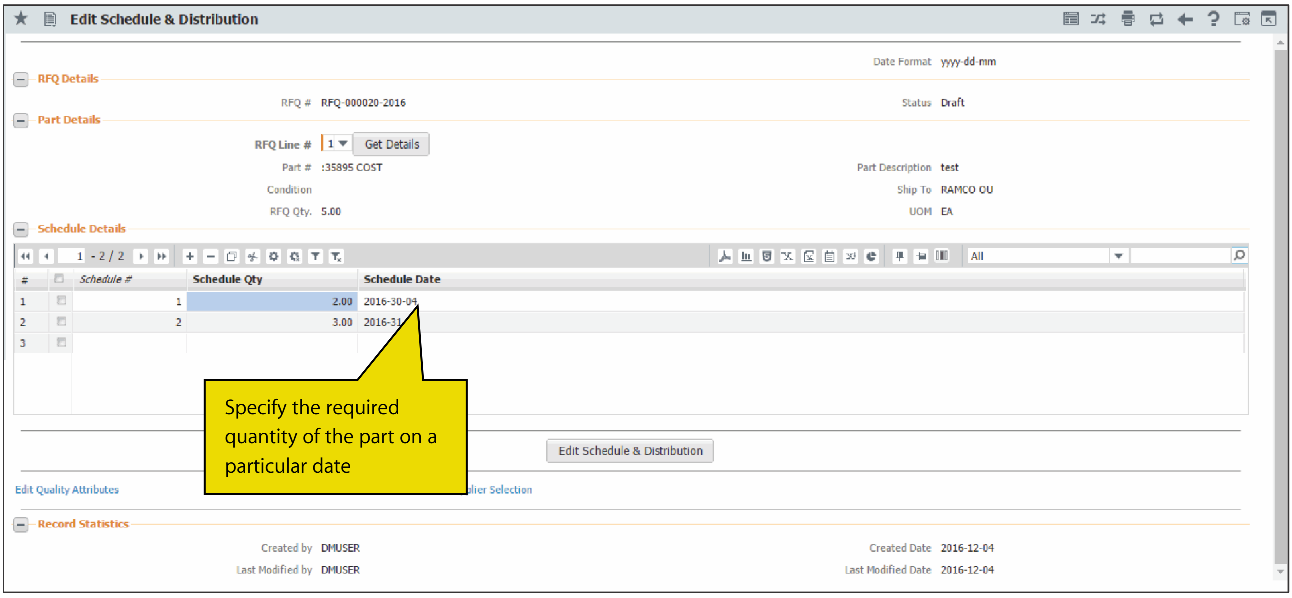


Figure 3.11 Defining the supply schedule and distribution details of the part

2. Use the **RFQ Line #** drop-down list box to select the line number of the part for which the schedule must be defined.
3. Click the **Get Details** pushbutton, to retrieve the part details.
4. Enter **Schedule Qty** to specify the required quantity of the part on a particular date.
5. Enter **Schedule Date** the date on which the required quantity must be delivered.
6. Click the **Edit Schedule & Distribution** pushbutton, to update the schedule information entered.

Specifying the quality attributes of the parts in the request for quotation

You can specify the quality attributes for the part for which the quality attribute value has been set as other than “None”.

1. Select the **Edit Quality Attributes** link in the **Create RFQ** page. The **Edit Quality Attributes** page appears. *See Figure 3.12*

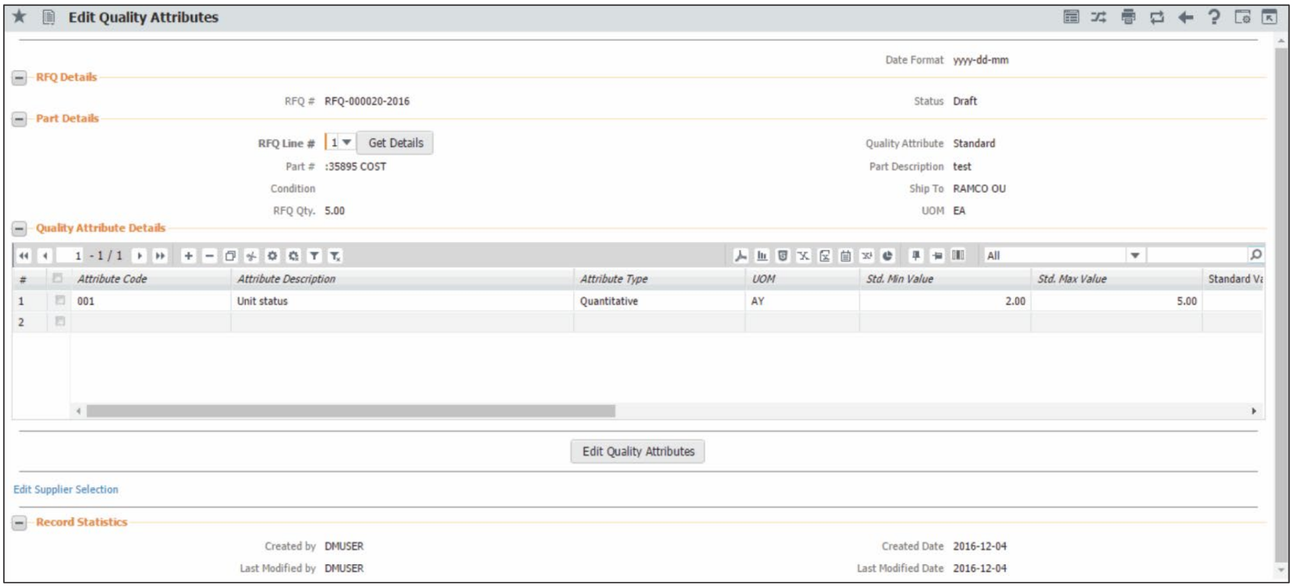


Figure 3.12 Specifying the quality attributes of the parts in the request for quotation

2. Use the **RFQ Line #** drop-down list box to select the line number of the RFQ for which the quality attribute must be defined.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Enter the **Standard Value** to specify the standard quantitative value that can be assigned to the attribute of the part. The Standard Value is mandatory for Quality Attribute of type "Quantitative".

5. Select "Yes" in the **Trackable** drop-down list box to specify whether the attribute is trackable at the time of goods receipt.

6. Click the **Edit Quality Attributes** pushbutton, to update the quality attribute details for the RFQ line item.

Specifying the suppliers for sending the request for quotation

You can select the suppliers to whom the request for quotation is to be sent.

1. Select the **Edit Supplier Selection** link in the **Create RFQ** page. The **Select Supplier** page appears. *See Figure 3.13.*

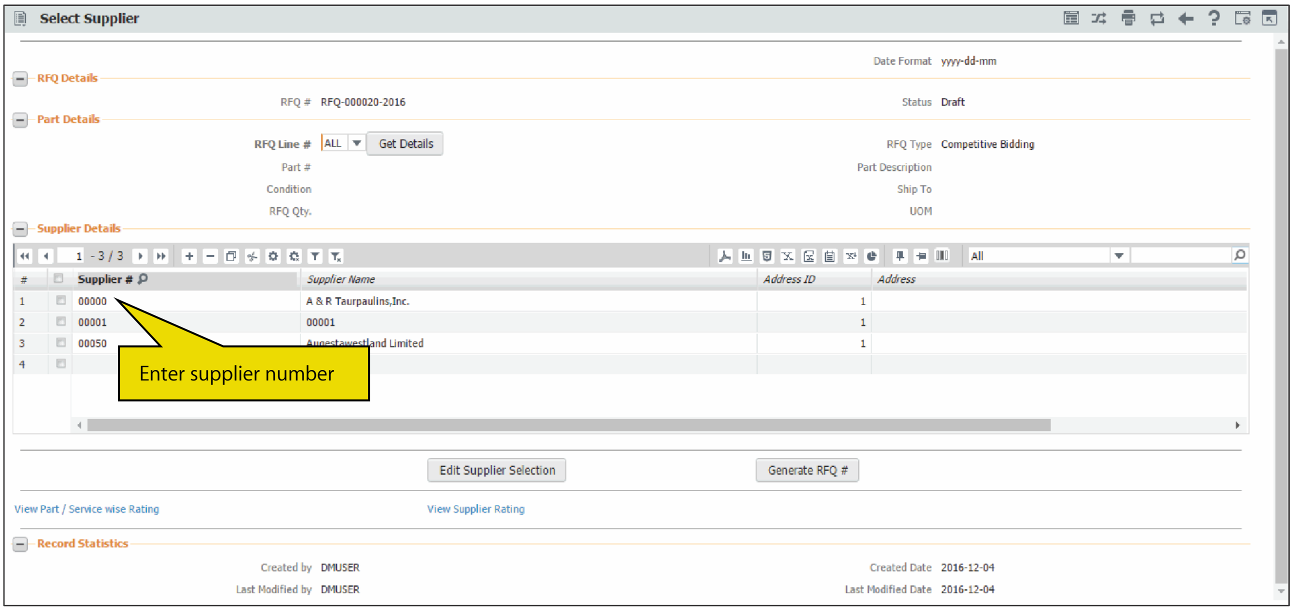


Figure 3.13 Specifying the suppliers for sending the request for quotation

2. Use the **RFQ Line #** drop-down list box to select the line number of the RFQ for which the supplier details must be defined. When the RFQ type is "Competitive Bidding", the system displays "All" in this field, indicating that the suppliers would be selected for all the line numbers.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Enter **Supplier #** to identify the unique code that identifies the supplier.

5. Click the **Edit Supplier Selection** pushbutton, to associate the supplier details for the RFQ.

6. Click the Generate **RFQ #** pushbutton to create RFQ number for the selected suppliers.

3.4.2 CREATING A REQUEST FOR QUOTATION BASED ON PURCHASE REQUISITION (S)

You can raise a request for quotation based on an 'Authorized' purchase request from the **Purchase Requisition business** component. You can select suppliers to whom the RFQ is to be sent.

1. Select **PR Based RFQ** under **RFQ** business component. The **PR Based RFQ** page appears. *See Figure 3.14*

2. Use the **Numbering Type** drop-down list box to select the numbering type for the RFQ transaction type.

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

3. Enter **RFQ Date** to specify the date on which the RFQ was created.

4. Enter **Reply Date** to specify the date by which the supplier should send the quotation.

5. Use the **RFQ Type** drop-down list box to select the type of the request for quotation. The RFQ can be

"Competitive Bidding" or "Selective".

6. Provide filter criteria to search for the purchase request, based on which the RFQ has to be generated.

7. In the multiline, enter **Covered Qty** to specify the quantity of parts to be requested, for which the request for quotation must be created.

8. Use the **Schedule Type** drop-down list box to select "Single" or "Multiple" for the delivery type of the part. "Single" indicates that the part has to be delivered in single shipment. "Multiple" indicates that the part can be delivered in multiple shipments.

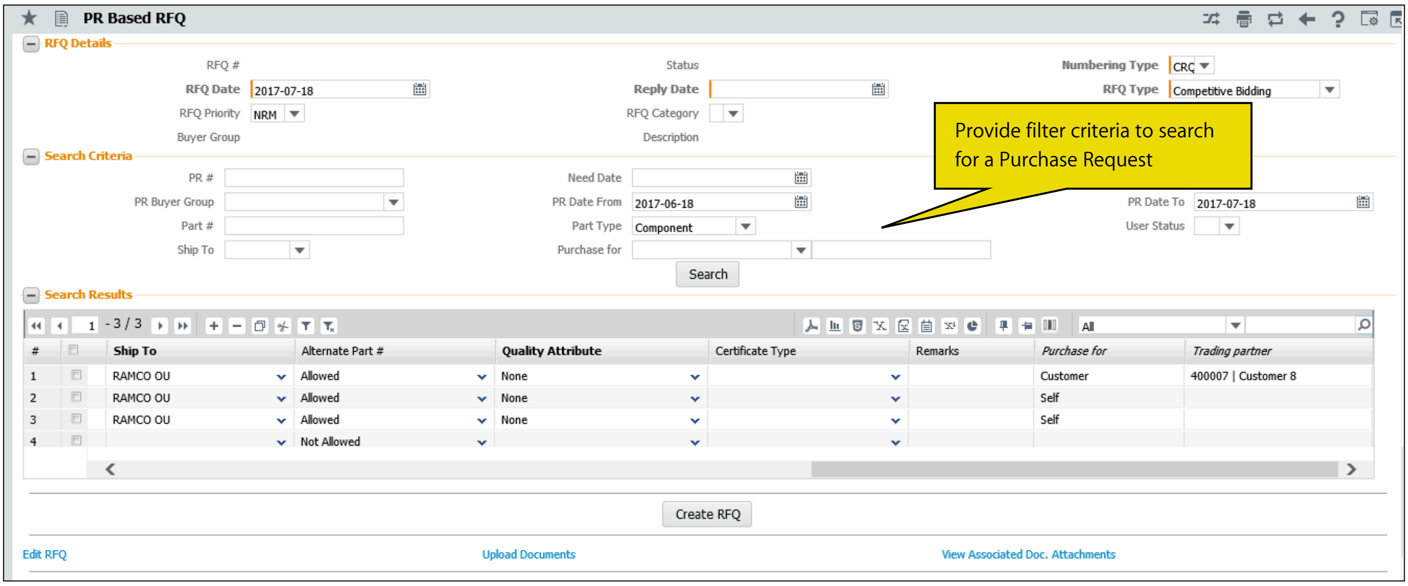


Figure 3.14 Creating a request for quotation based on purchase requisition(s)

9. Enter **Need Date** to indicate the time limit or the date set for the delivery of parts having Schedule type as "Single".

10. Use the **Ship To** drop-down list box to specify the Goods Receipts Organization Unit to which the part must be supplied.

11. Enter **Quality Attribute** of the line number, which could be "Standard", "Custom" or "None".

12. Click the **Create RFQ** pushbutton, to create the request for quotation based on the selected purchase request(s).

To enter further information for creating request for quotation based on purchase requisition, refer the section "Additional Information for RFQ" under "Creating a request for quotation".

3.4.3 CANCELING A REQUEST FOR QUOTATION

1. Select **Cancel / Edit RFQ** under **RFQ** business component. The **Select Quotation** page appears. *See Figure 3.15*

2. Provide filter criteria to search for the request for quotation and click the **Search** pushbutton.

3. Select the RFQ number to be canceled, in the multiline.

4. Enter the **Reason** for canceling the RFQ.

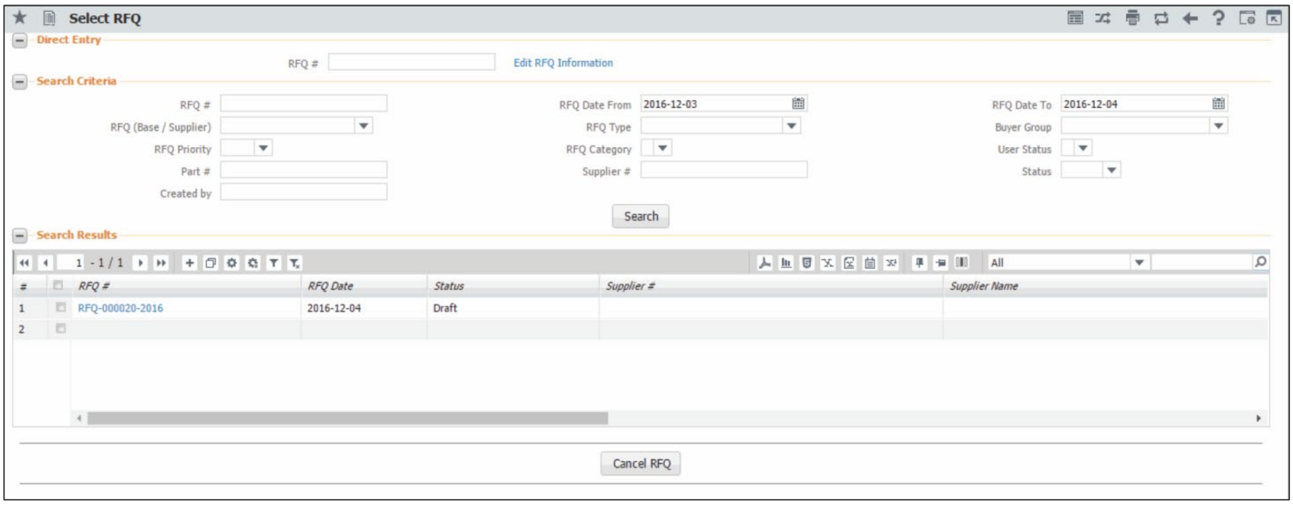


Figure 3.15 Canceling a request for quotation

5. Click the **Cancel RFQ** pushbutton, to cancel the request for quotation.

Note: The system updates the status of the request for quotation to "Cancelled".

3.5 RECORDING THE QUOTATION

You can record a quotation submitted by the supplier. Quotations are created to quote the price of the requested parts. Quotation can be created based on RFQ. The supplier, on receipt of RFQ, would revert with his offer in the form of quotation. Each quotation refers to details of one supplier. The details consist of the validity period of his offer, quantity price breaks, tax/charge/discount details, delivery terms, and delivery details.

3.5.1 CREATING THE QUOTATION

1. Select **Create Quotation** under **RFQ** business component. The **Select RFQ** page appears.
2. Provide filter criteria to search for the request for quotation and click the **Search** pushbutton.
3. Click the hyperlinked RFQ number in the multiline, to create the quotation. The **Create Quotation** page appears. *See Figure 3.16*
4. Use the **Numbering Type** drop-down list box to specify the numbering type for generating the quotation number.

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

5. Enter **Quotation Date** to specify the date on which the quotation is created.
6. Enter **Received Date** to specify the date on which the quotation was received from the supplier.
7. Use the **Price Held Firm Time** drop-down list box to specify the validity time frame given by the supplier for the quotation, which could be "Days", "Weeks" or "Months".
8. Enter **Currency** in which the quotation is raised.
9. Enter **Part #** to identify the part that has to be delivered by raising the quotation.
10. Use the **Part Type** drop-down list box to specify the part type. The various part types are "Raw material", "Component", "Expendable", "Tool", "Consumable", "Kit" and "Miscellaneous".
11. Enter **Quoted Qty** to specify the total quantity of the part quoted.
12. Enter **Quoted UOM** to specify the unit of measurement in which the part is quoted.

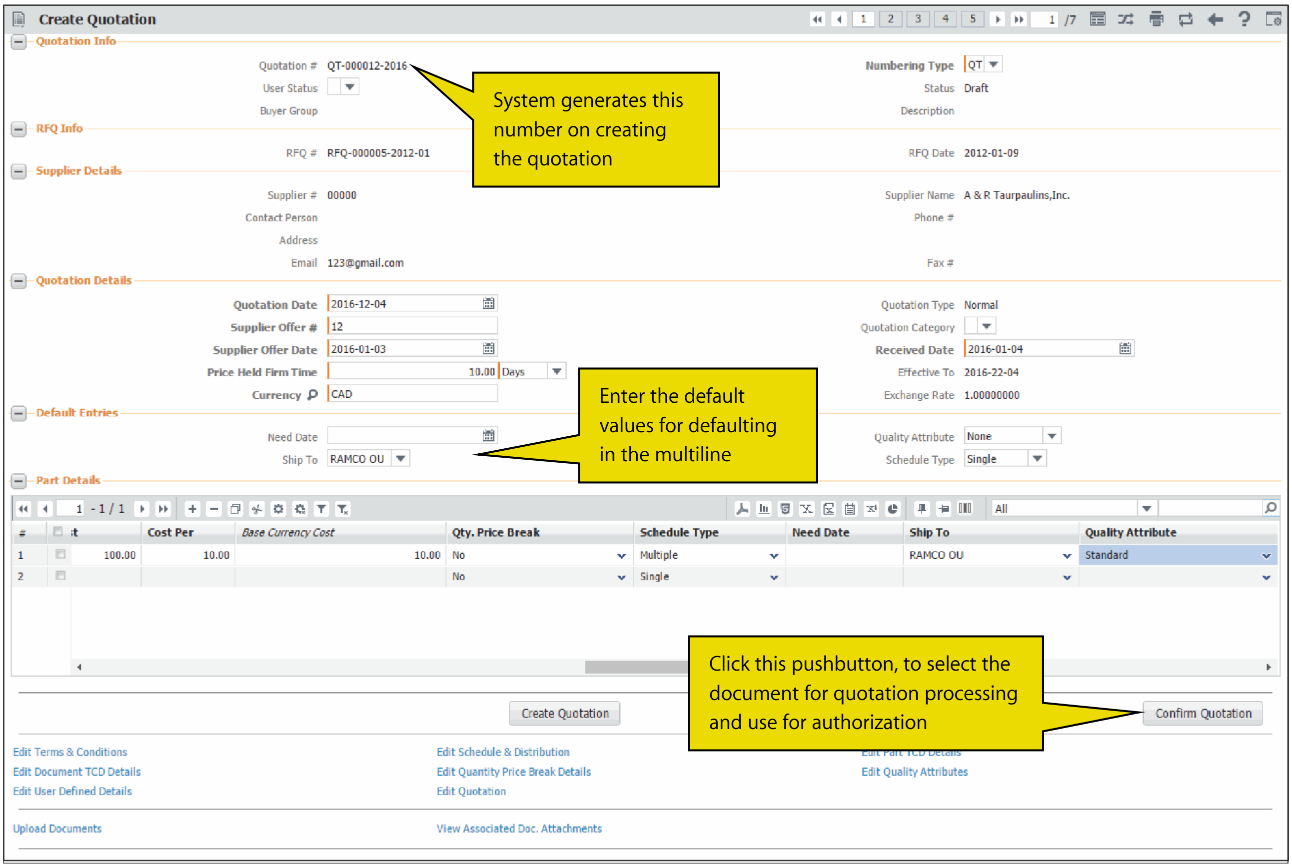


Figure 3.16 Creating the quotation

13. Enter **Cost** of the part for the specified quantity.

14. Enter **Cost Per** to specify the quantity of the part for which the cost is specified.

15. Use the **Qty. Price Break** drop-down list box to select the either "Yes" or "No" to specify whether quantity price break is applicable or not for that line number.

16. Use the **Schedule Type** drop-down list box to select "Single" or "Multiple" to specify the delivery type of the part. "Single" indicates that the part has to be delivered in single shipment. "Multiple" indicates that the part can be delivered in multiple shipments.

17. Enter **Need Date** to specify the time limit or the date set for the delivery of parts having Schedule type as "Single".

18. Use the **Ship To** drop-down list box to specify the Goods Receipts Organization Unit to which the part must be supplied.

19. Enter **Quality Attribute** of the line number, which could be "Standard", "Custom" or "None".

20. Enter **Purchase Lead Time** and use the drop-down list box to select the **Lead Time Units.**

21. Click the **Create Quotation** pushbutton, to create the quotation.

22. Click the **Confirm Quotation** pushbutton to confirm the quotation. The document is selected for quotation processing and can be used for authorization.

Additional information for quotation

- Select the **Edit Terms & Conditions** link to specify the delivery terms and conditions for the quotation.
- Select the **Edit Schedule & Distribution** link to enter the supply and schedule details of the part.
- Select the **Edit Part TCD Details** link to add taxes, charges and discounts for the individual parts in the quotation.
- Select the **Edit Document TCD Details** to add taxes, charges and discounts for the quotation on the whole.

- Select the **Edit Quantity Price Break Details** to enter the cost for the quantity range for the parts.
- Select the **Edit Quality Attributes** link to enter the quality attribute details.
- Select the **Edit User Defined Details** link to enter the user-defined details.
- Select the **Edit Quotation Details** link to enter the quotation details.

Recording the insurance details and delivery terms for the quotation

You can enter the payment terms and conditions for the parts to be quoted.

1. Select the **Edit Terms & Conditions** link in the **Create Quotation** page. The **Edit Terms & Conditions** page appears. *See Figure 3.17*

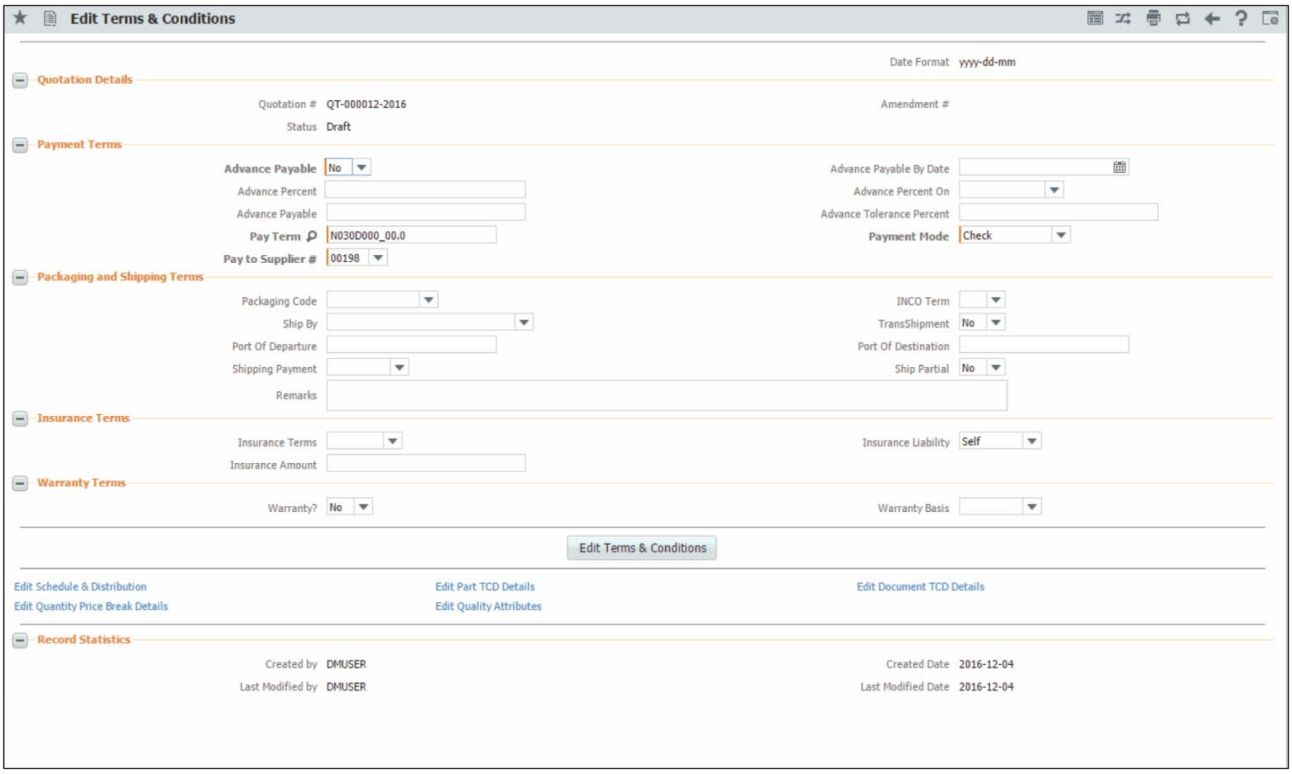


Figure 3.17 Recording the delivery terms and conditions for the quotation

2. Use the **Advance Payable** drop-down list box to indicate whether advance payment must be made or not.
3. Enter **Pay Term** code to identify the payment term.
4. Use the **Payment Mode** drop-down list box to specify the mode in which the payment must be made. The payment modes available are “Check”, “Demand Draft”, “Cash” and “Pay Order”.
5. Enter **Pay to Supplier #** to identify the supplier to whom the payment must be made.
6. Click the **Edit Terms & Conditions** pushbutton, to store the terms and conditions entered for the quotation.

Defining the supply schedule and distribution details for the quotation

You can schedule the delivery of those line items whose schedule type is ‘multiple’.

1. Select the **Edit Schedule & Distribution** link in the **Create Quotation** page. The **Edit Schedule & Distribution** page appears. *See Figure 3.18*

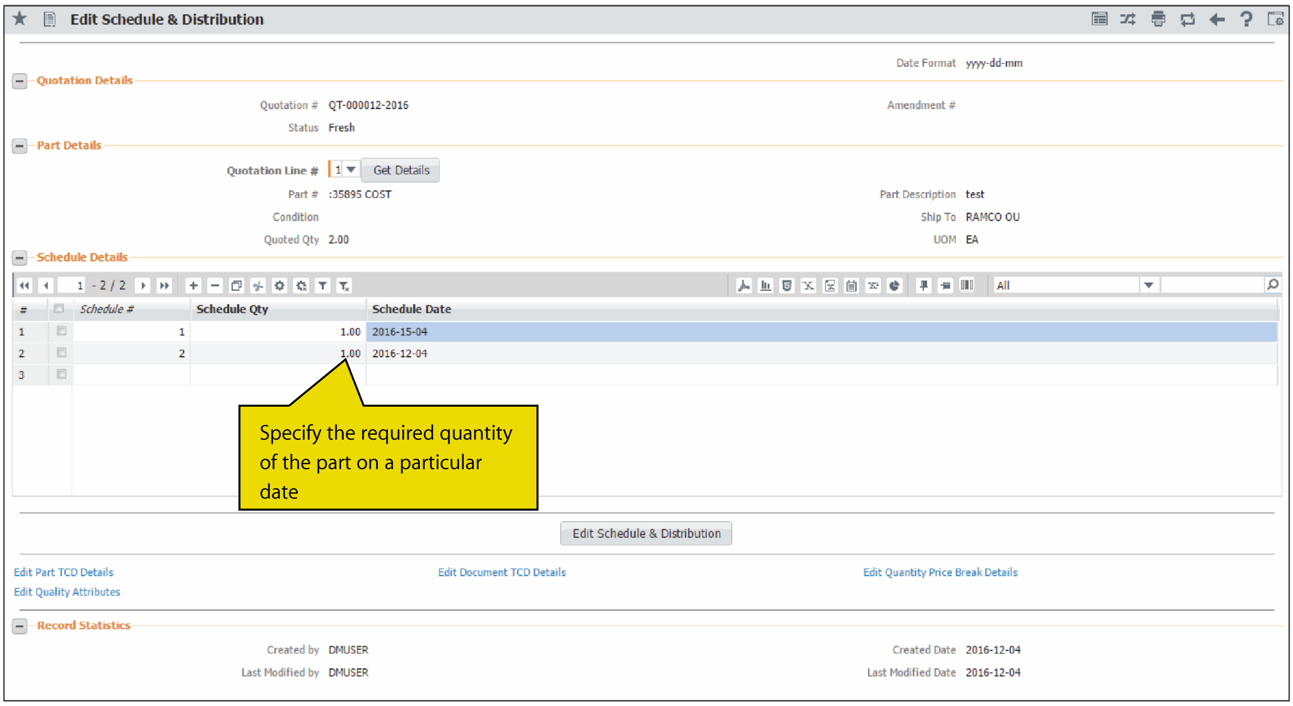


Figure 3.18 Defining the supply schedule and distribution details for the quotation

2. Use the **Quotation Line #** drop-down list box to specify the line number of the quotation document for which the schedule must be defined.
3. Click the **Get Details** pushbutton, to retrieve the part details.
4. Enter **Schedule Qty** to specify the required quantity of the part on a particular date.
5. Enter **Schedule Date** to specify the date on which the quoted quantity must be delivered.
6. Click the **Edit Schedule & Distribution** pushbutton, to update the schedule information entered.

Registering taxes, charges and discounts (TCD) for the individual parts in the quotation

You can add TCD rate for the quotation line item. On selecting the quotation line number, the system retrieves part details such as part description, condition of the part, and the basis. You can enter the TCD code, variant and the rate for TCD for the part.

1. Select the **Edit Part TCD** Details link in the **Create Quotation** page. The **Edit Part TCD Details** page appears *See Figure 3.19*

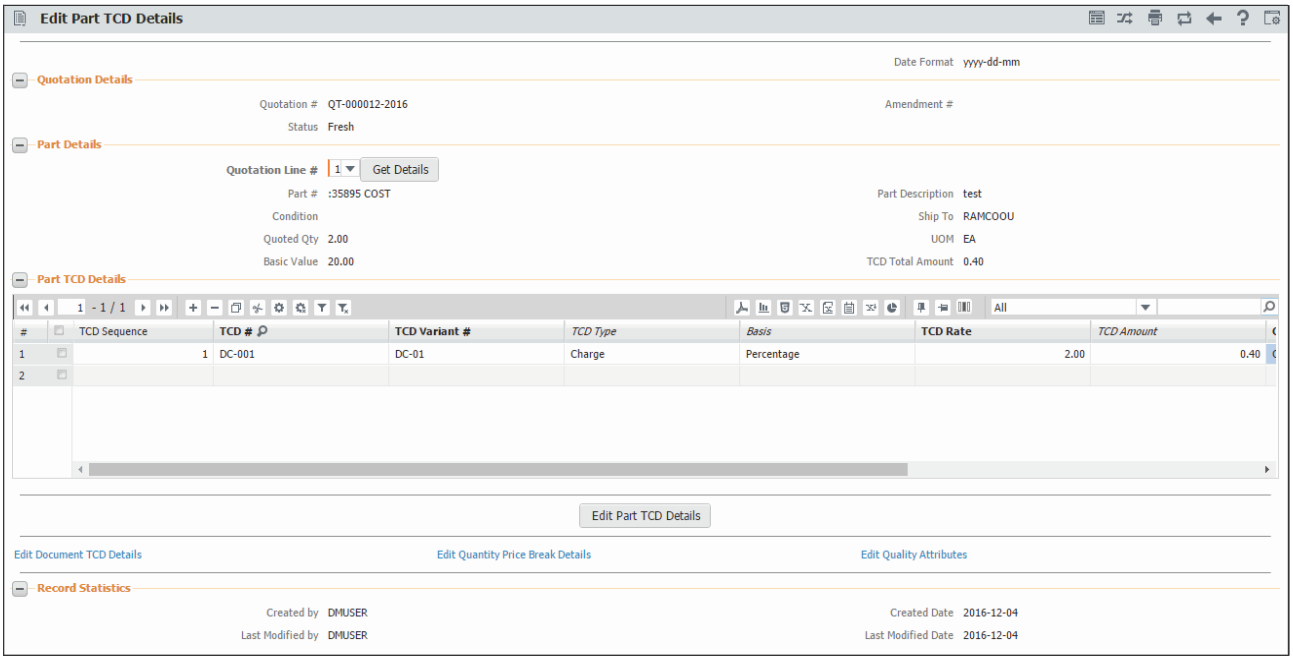


Figure 3.19 Registering taxes, charges and discounts for the individual parts in the quotation

2. Use the **Quotation Line #** drop-down list box to select the line number of the part for which the TCD details must be specified.

3. Enter **TCD #** to identify a Tax / Charge / Discount for an item quoted.

4. Enter **TCD Variant #** to identify the standard tax, charge or discount value, which is the variant of the specified TCD code.

5. Enter **TCD Rate** to specify TCD rate according to TCD basis. When the TCD is of basis “Percentage” or “Unit Rate”, you must enter the rate that you have specified for TCD number and TCD variant combination in the “Taxes Charges and Discounts” business component.

6. Click the **Edit Part TCD Details** pushbutton, to update the TCD details for the quotation line item.

Enter taxes, charges and discounts at the quotation level

You can add TCD rate for the quotation as a whole at the document level.

1. Select the **Edit Document TCD** Details link in the **Create Quotation** page. The **Edit Document TCD Details** page appears. *See Figure 3.20*

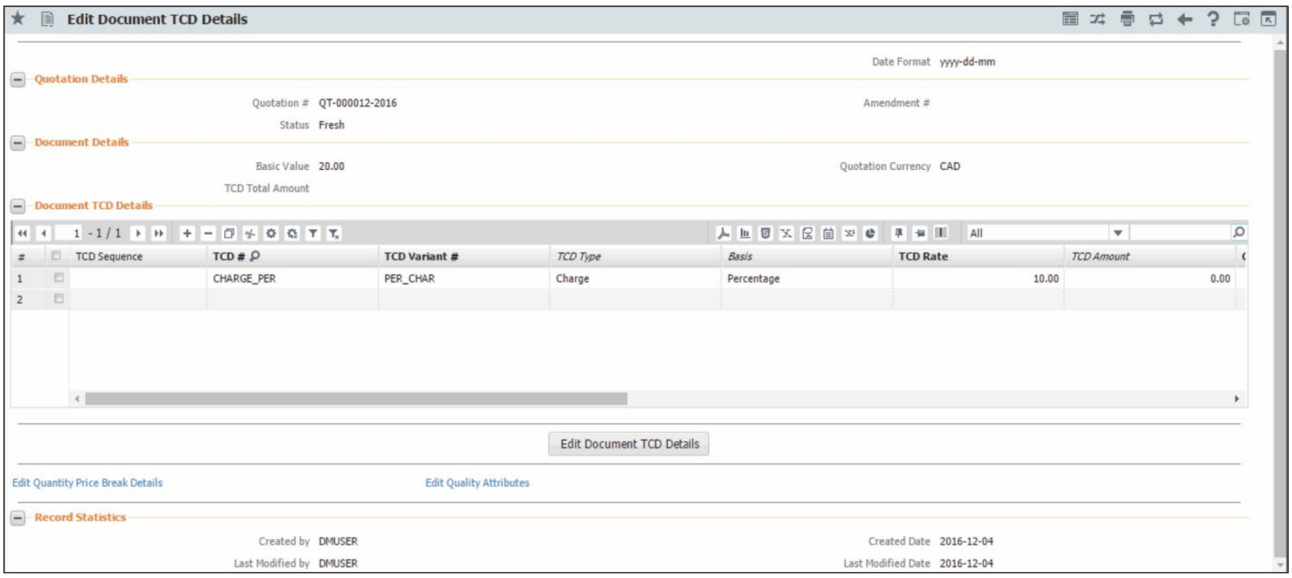


Figure 3.20 Entering taxes, charges and discounts at the quotation level

2. Enter **TCD #** to identify the tax, charge or discount for the quotation.

3. Enter **TCD Variant #** to identify the standard tax, charge or discount value, which can vary.

4. Enter **TCD Rate** to specify TCD rate according to TCD basis. When the TCD is of basis "Percentage" or "Unit Rate", you must enter the rate that you have specified for TCD number and TCD variant combination in the **Taxes Charges and Discounts** business component.

5. Enter **Pay To Supplier #** to identify the supplier to whom this TCD should be paid.

6. Click the **Edit Document TCD Details** pushbutton, to update the details.

Registering the cost for the quantity range for the parts in the quotation

You can enter the quantity price break details for the parts.

1. Select the **Edit Quantity Price Break Detail** link in the **Create Quotation** page. The **Edit Quantity Price Break Details** page appears. *See Figure 3.21*

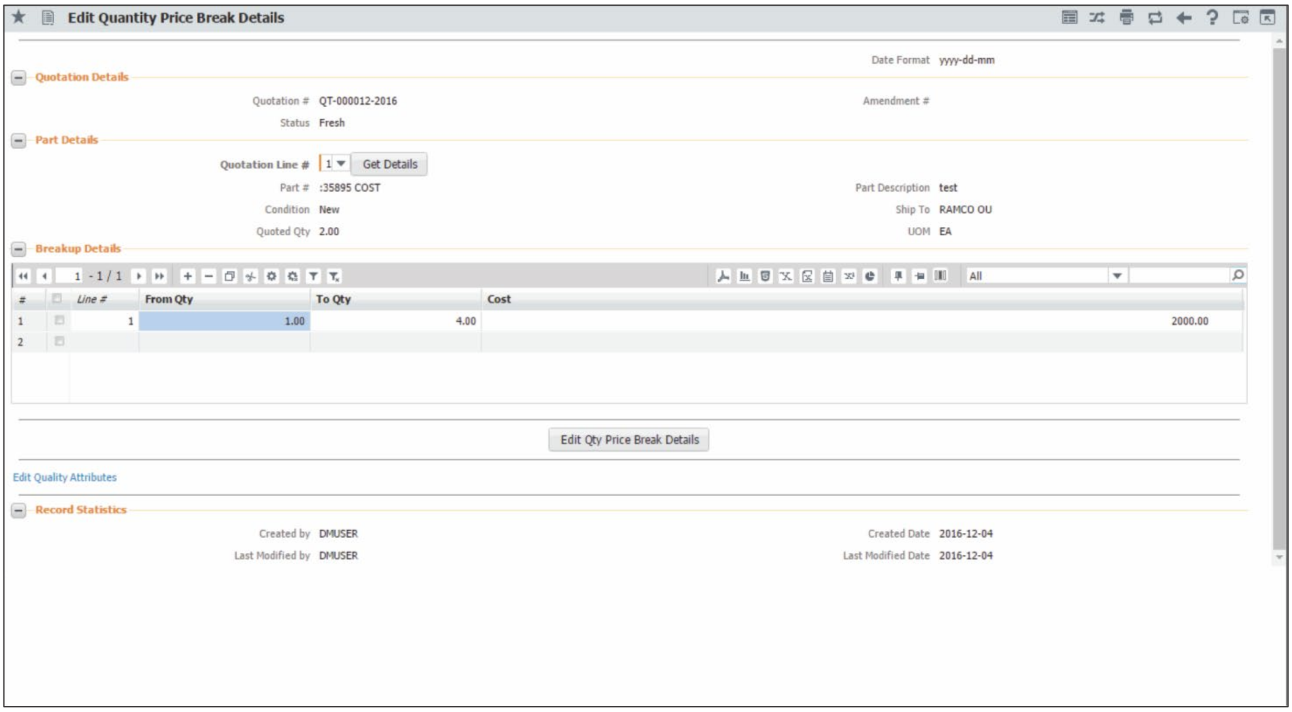


Figure 3.21 Registering the cost for the quantity range for the quotation

2. Use the **Quotation Line #** drop-down list box to specify the line number of the quotation for which the quantity price details must be defined.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Enter **From Qty** to specify the starting value in the quantity price break range.

5. Enter **To Qty** to specify ending value in the quantity price break range.

6. Enter **Cost** of the part in the particular range of quantity.

7. Click the **Edit Qty Price Break Details** pushbutton, to update the quantity price break details.

Specifying the quality attribute details of the parts in the quotation

You can specify the quality attributes for the part. You can specify the line number of the quotation for which you need to enter the quality attribute details.

1. Select the **Edit Quality Attributes** link in the **Create Quotation** page. The **Edit Quality Attributes** page appears. *See Figure 3.22.*

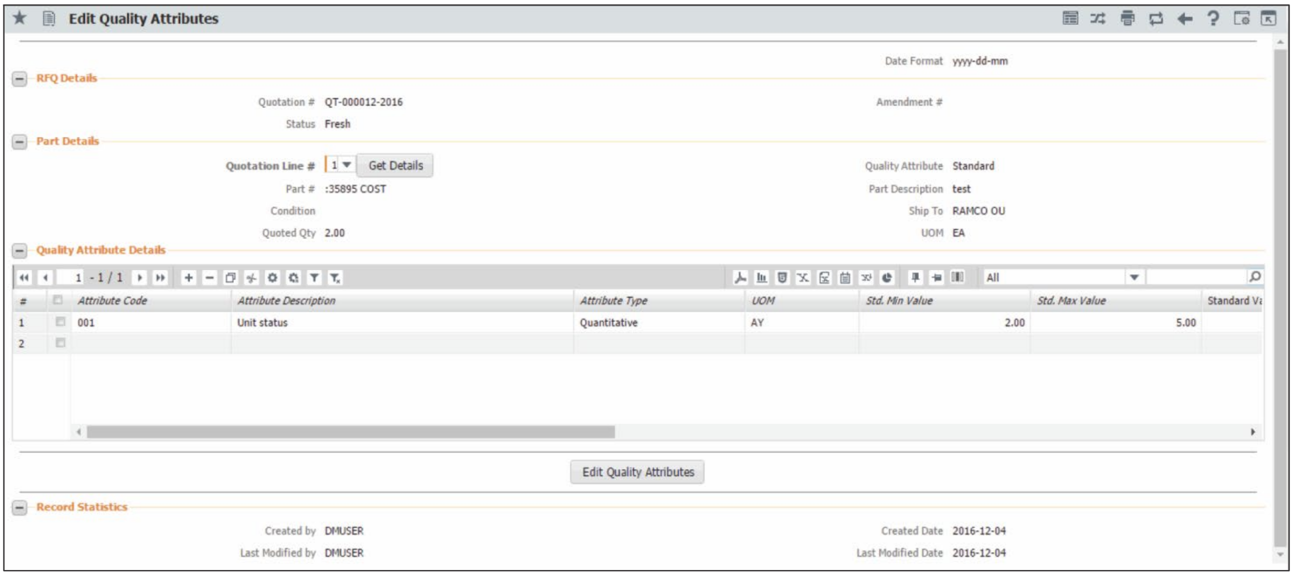


Figure 3.22 Specifying the quality attribute details of the parts in the quotation

2. Use the **Quotation Line #** drop-down list box to specify the line number of the quotation for which the quality attributes must be defined.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Use the **Trackable** drop-down list box to specify whether the attribute is trackable. The system lists the options, "Yes" and "No".

5. Click the **Edit Quality Attributes** pushbutton, to modify the quality attribute details for the quotation line item.

3.5.2 CREATING A DIRECT QUOTATION

You can record a direct quotation raised without an RFQ by the supplier. The supplier raises this quotation to convey the standard price for the parts supplied by him.

1. Select **Create Direct Quotation** under **RFQ** business component. The **Create Direct Quotation** page appears. *See Figure 3.23*

2. Use the **Numbering Type** drop-down list box to select the numbering type for generating the direct quotation number.

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

3. Enter **Supplier #** to identify the supplier who has raised the quotation.

4. Enter **Quotation Date** to specify the date on which the quotation is created.

5. Enter **Received Date** to specify the date on which the quotation was received from the supplier.

6. Use the **Price Held Firm Time** drop-down list box to specify the validity time frame given by the supplier for the quotation, which could be "Days", "Weeks" or "Months".

7. Enter **Currency** in which the quotation is raised.

8. Enter **Part #** to identify the part that has to be delivered by raising the quotation.

9. Use the **Part Type** drop-down list box to specify the part type. The various part types are "Raw material", "Component", "Expendable", "Tool", "Consumable", "Kit" and "Miscellaneous".

10. Enter **Quoted Qty** to specify the total quantity of the part quoted.

11. Enter **Quoted UOM** to specify the unit of measurement in which the part must be quoted.

12. Enter **Cost** of the part for the specified quantity.

13. Enter **Cost Per** to specify the quantity of the part for which the cost is specified.

14. Use the **Qty. Price Break** drop-down to select rates for the different ranges of quantities of goods. For higher quantities, the rates could be lower or discounts could be more.

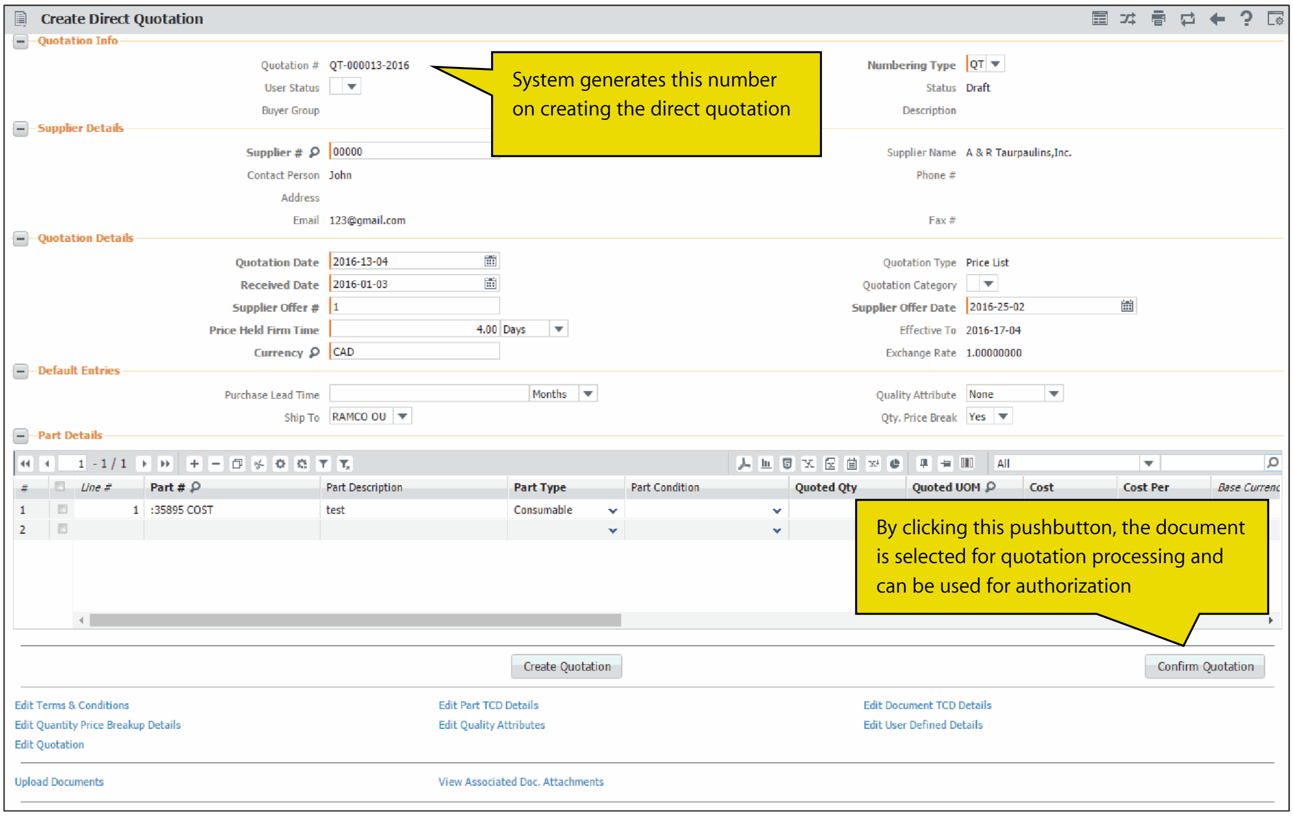


Figure 3.23 Creating a direct quotation

15. Enter **Purchase Lead Time** and use the drop-down list box to select the **Lead Time Units.**

16. Enter **Quality Attribute** of the line number, which could be "Standard", "Custom" or "None".

17. Click the **Create Quotation** pushbutton, to create the quotation.

18. Click the **Confirm Quotation** pushbutton to confirm the quotation. The document is selected for quotation processing and can be used for authorization.

To enter further information for creating direct quotation, refer the section "Additional Information for quotation" under "Creating a direct quotation".

3.5.3 CANCELING A QUOTATION

1. Select **Cancel / Edit Quotation** under **RFQ** business component. The **Select Quotation** page appears. *See Figure 3.24*

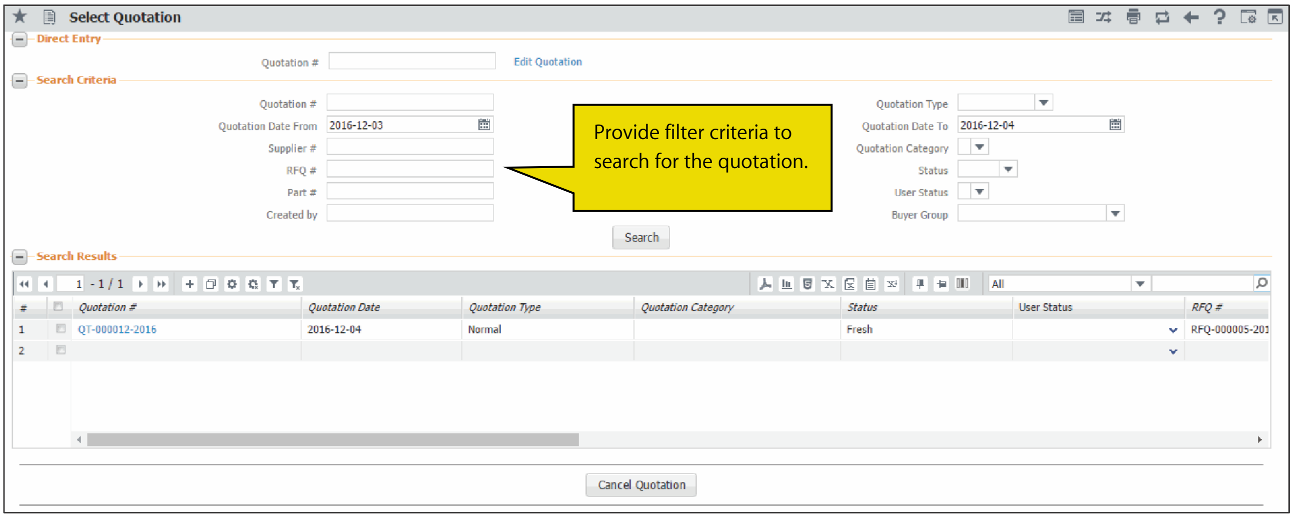


Figure 3.24 Canceling a quotation

2. Provide filter criteria to search for the quotation and click the **Search** pushbutton.
3. Enter **Reason** regarding canceling the quotation in this field.
4. Select the quotation to be cancelled, in the multiline.
5. Click the **Cancel Quotation** pushbutton, to cancel the quotation. The system updates the status of the quotation to “Cancelled”.

3.6 ACCEPTING OR REJECTING A QUOTATION

You can authorize quotations, which are in “Confirm” status. Only authorized quotations can be used for creating Purchase Order. Once authorized, quotations can only be amended and not modified.

3.6.1 AUTHORIZING QUOTATION AT THE DOCUMENT LEVEL

You can select multiple quotations and authorize or reject them all at once.

1. Select **Authorize Quotation** under **RFQ** business component. The **Authorize Quotation** page appears. *See Figure 3.25*

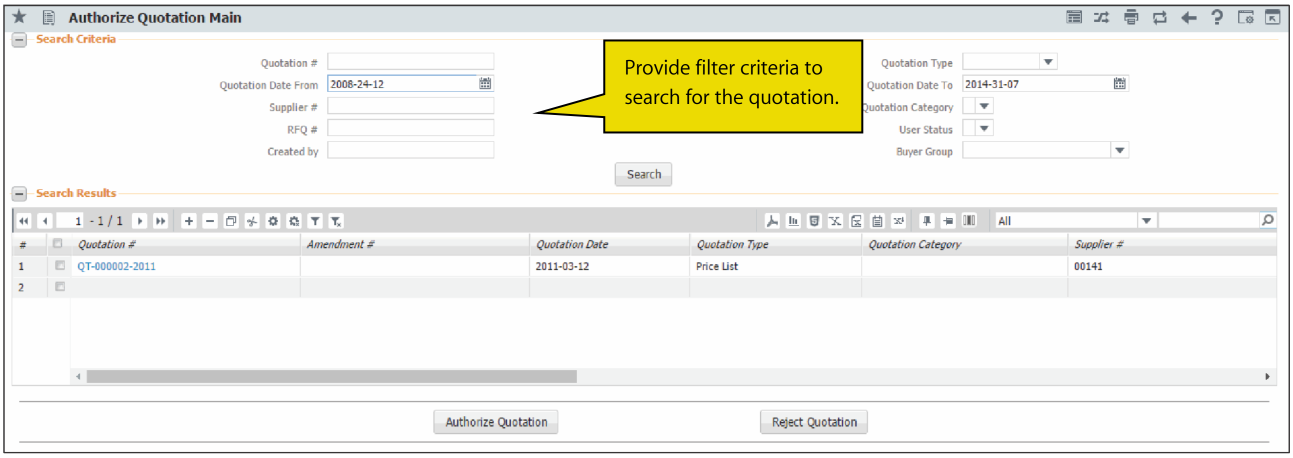


Figure 3.25 Authorizing a quotation at the document level

2. Provide filter criteria to search for the quotation and click the **Search** pushbutton.
3. Enter **Reason** to specify any comments pertaining to the quotation.
4. Click the **Authorize Quotation** pushbutton, to authorize the quotation(s) selected in the multiline. The system updates the status of the quotation as “Authorized”.
5. Click the **Reject Quotation** pushbutton, to reject the quotation(s) selected in the multiline. The system updates the status of the quotation as “Rejected”.

Authorizing quotation at the line level

You can authorize or reject the quotation at the line level, for every part listed in the quotation. This option is useful in situations where only selected parts in the quotation are to be authorized.

1. Select the hyperlinked **Quotation #** in the multiline of the **Authorize Quotation** page. The **Authorize Quotation page** appears. *See Figure 3.26*

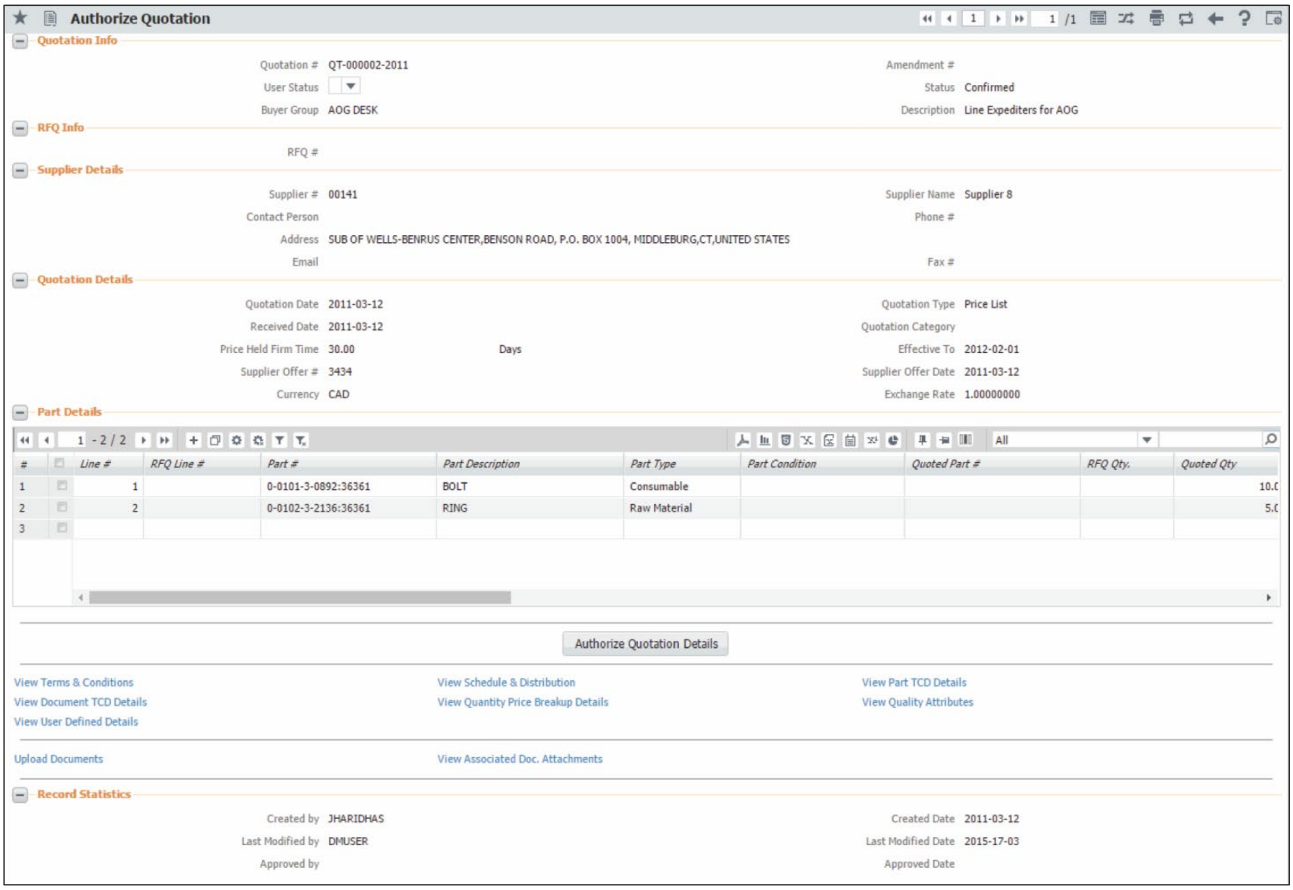


Figure 3.26 Authorizing a quotation at the line level

The system displays the quotation details and the supplier details in the **Quotation Details** and **Supplier Details** group boxes respectively. The part details of the quotation are displayed in the multiline.

2. Use the **Authorize?** drop-down list box to authorize or reject the line number in the quotation. Set the field to "Yes" to authorize the line number or "No" to reject the line number.
3. Click the **Authorize Quotation Details** pushbutton, to authorize the selected line numbers.

3.7 AMENDING THE QUOTATION

You can amend the quotations, which are in “Authorized” or “Rejected” status. You can also approve or authorize the amended quotation. Once approved, the quotation attains the “Confirm” status.

1. Select **Amend Quotation** under **RFQ** business component. The **Select Quotation** page appears.
2. Provide filter criteria to search for the quotation and click the **Search** pushbutton.
3. Select the hyperlinked quotation number, to amend the quotation details and the **Amend Quotation** page appears. *See Figure 3.27*

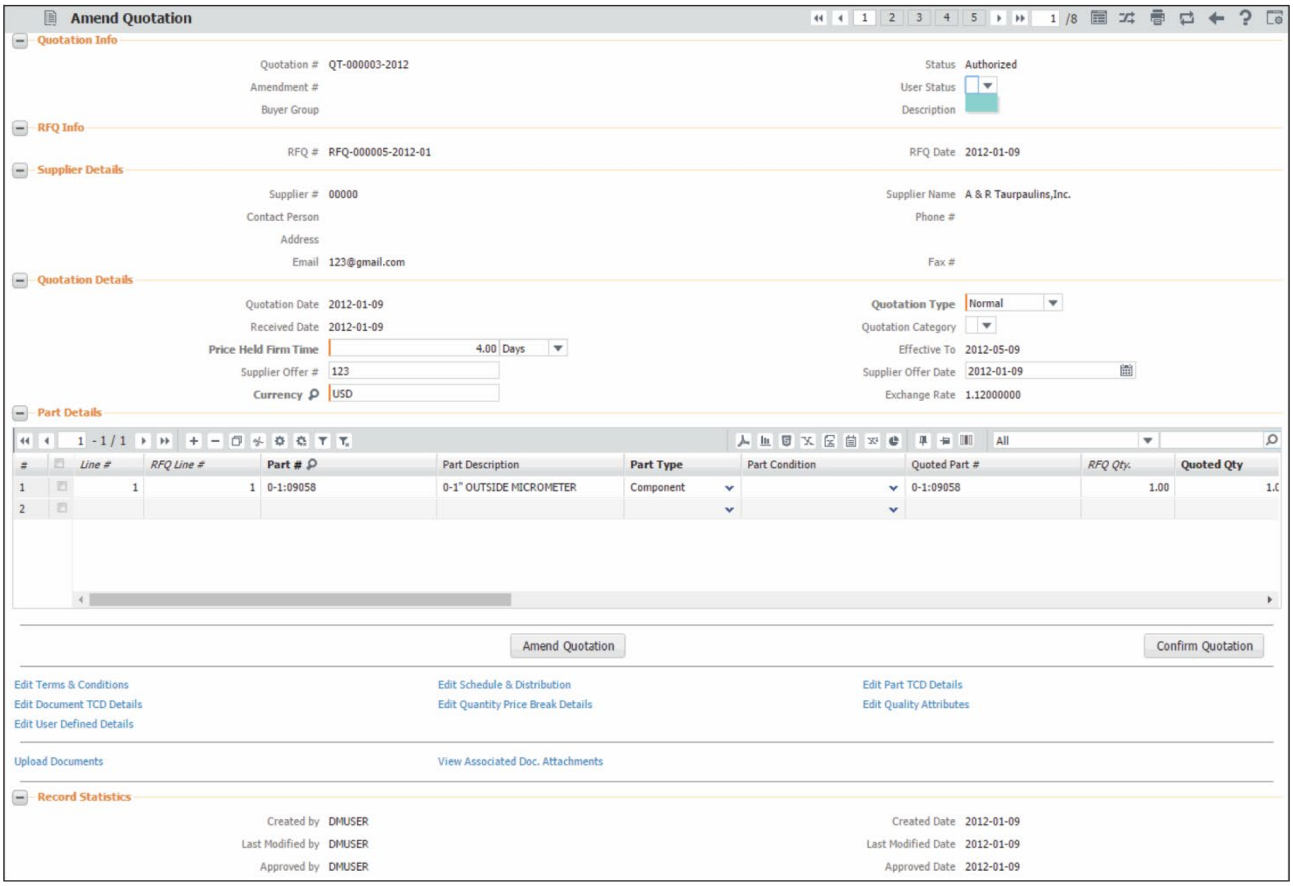


Figure 3.27 Amending the quotation

4. Use the **Quotation Type** drop-down list box to select the type of quotation, which could be “Normal” or “Price List”.
5. Use the **Price Held Firm Time** drop-down list box to specify the validity time frame given by the supplier for the quotation, which could be “Days”, “Weeks” or “Months”.
6. Enter **Currency** in which the quotation is raised.
7. Enter **Part #** to identify the part.
8. Use the **Part Type** drop-down list box to specify the part type. The various part types are “Raw material”, “Component”, “Expendable”, “Tool”, “Consumable”, “Kit” and “Miscellaneous”.
9. Enter **Quoted Qty.** to specify the total quantity of the part quoted.
10. Enter **UOM** to specify the unit of measurement in which the part must be quoted.
11. Enter **Cost** of the part for the specified quantity.
12. Enter **Cost Per** to indicate the quantity of the part for which the cost is specified.
13. Use the **Ship To** drop-down list box to specify the Organization Unit to which the part must be supplied.

14. Enter **Quality Attribute** of the line number, which could be “Standard”, “Custom” or “None”.
15. Use the **Qty. Price Break** drop-down list box to select either “Yes” or “No” to specify whether quantity price break is applicable or not for that line number.
16. Click the **Amend Quotation** pushbutton, to update the amended details of the quotation.
17. Click the **Confirm Quotation** pushbutton, to confirm the quotation. The document can be used for authorization.

To enter further information for quotation, refer the section “Additional Information for quotation” under “Creating a direct quotation”.

3.8 RAISING THE PURCHASE ORDER

Purchase order (PO) acts as an agreement with the supplier for procurement of materials as per requirement. Purchase orders are created for the procurement of parts. PO acts as a base document for the goods receipt processing, invoicing verification and subsequent process for the payment processing. PO can be raised in many ways. The PO can be raised based on a purchase request, quotation, already available purchase order, or without any reference.

3.8.1 CREATING A PURCHASE ORDER

The purchase order can be raised based on the part number, description of the part, condition of the part, quantity ordered and the cost per part.

1. Select **Create Purchase Order** under **Purchase Order** business component. The Create Purchase Order page appears. *See Figure 3.28*
2. Use the **Numbering Type** drop-down list box to specify the numbering type for generating the purchase order number.

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

3. Enter **PO Date** on which the purchase order is modified. (Date). The PO date must be the system date or any date earlier than the system date.
4. Enter **PO Category** to which the purchase order belongs. Use the drop-down list box to select the PO category. All the categories defined in the "Create common category" activity of Logistics Common Master business component are available for selection.

Recording PO details

1. Select the **PO Details** tab to create a new purchase order.
2. In the **PO Details** group box, use the **PO Type** drop-down list box to select type of the PO. If the "Buyer Control" in the Set Options activity of the Logistics Common Master component is set to "Needed", the drop-down list displays only the PO types that are mapped to the primary buyer group of the login user. However, when it is set to "Not Needed", the drop-down list displays all the following:
   - "General" specifies that the purchase order can have any stockable items.
   - "Express" means that the purchase order is raised in the case of urgent situations.
   - "Consignment" means that the purchase order is raised for the parts to be stored by the supplier in the customer's warehouse.
   - "Exchange" specifies that the purchase order is raised for components whose core should be exchanged.
   - "PBH" refers to the purchase order that is raised for parts which are covered under PBH agreement. This is essentially used for replenishment of PBH parts.
   - "PBH-Exchange" means the purchase order is raised for components which are covered under PBH agreement.
   - "DropShip" means that the purchase order is raised when the goods have to be delivered at a different place other than the defined Company's locations. You can specify the location to deliver the shipment.
   - "Sample" specifies that the purchase order is raised for sample parts.
   - "Customer Goods" means the purchase order raised for customer owned part. The customer will be mapped as a supplier in the system and can supply these parts free of cost.
   - "Service" means the purchase order raised for ordering services.
   - "Adhoc" is the purchase order raised for ordering any adhoc items.

   *Note: Ensure that, either the aircraft registration number or the component number is specified, if the PO is of type **"**PBH**"** or **"**PBH-Exchange**"**.*

3. Use the **Expense Type** drop-down list box to specify the expense type of the **purchase** order. The drop-down list box displays only 'Revenue', if PO Type is "PBH", "PBH-Exchange" or "Customer Goods". However, both 'Capital' and 'Revenue' are displayed, if PO Type is "General", "Dropship", "'Express", "Sample", "Exchange", "Service" or "Adhoc",

4. Use the **Receipt Recording Option** drop-down list box to specify the Receipt Recording Option. The options available are:

   - GR-Acceptance-Indicates that the goods receipt raised for this PO attains its terminating status on GR acceptance.
   - GR-Movement-Indicates that the goods receipt raised for this PO attains its terminating status on GR movement.
   - No GR-No goods receipt will be raised against this PO. Direct invoicing can be done against this Pother purchase order's status will be marked as "Closed" on authorization when this option is selected.

   Note: a) If PO Type is "Service" or "Adhoc", the Receipt Recording options available are "No GR" and "GR Acceptance". b) If "Consignment", "Exchange", "PBH", "PBH-Exchange" or "Customer Goods" is selected as the PO Type, the system allows the only option of "GR Movement". c) For PO Types "General", "Dropship", "Express" or "Sample", all the three options: "No GR", "GR Acceptance" and "GR Movement" are available.

5. Enter the **PO Priority, Aircraft Reg #** and, **Component #** for the purchase order.

6. Use the **Quality Attribute Check** drop-down list box to specify whether quality check is required or not. The system provides the options -"Yes" and "No". The system sets the field to "No" by default.

7. Use the **Part Type** drop-down list box to specify the part type. The various part types are "Raw material", "Component", "Expendable", "Tool", "Consumable", "Kit" and "Miscellaneous". The system provides the option "All" if the "Multiple Part Types Allowed" field is set to "Yes" in the 'Set Options' activity.

   Note: Parts of type "Component" only can be specified, if the PO is of type "Exchange" or "PBH-Exchange".

   Parts should be lot-controlled, serial-controlled, or both lot-controlled and serial-controlled, if the PO is of type "Consignment".

   If the Object type is 'Miscellaneous' then the outgoing part need not be considered for Pending Return Qty Updation.

8. Select the **Subcontract** check-box to indicate that the purchase order facilitates subcontract manufacturing and the issue of spare parts against the PO.

9. In the **Purchase For & Expense Details** group box, use the **Purchase For** drop-down list box to indicate whether the purchase order must be created for the login organization or for a group company or for the Customer. The drop down list box will display the following options for the category 'Purchase Order' as defined in Purchase Option Settings activity under Logistics Common Master business component:

   - Self, Supplier and Customer, if both "Purchase Order on behalf of Supplier" and "Purchase Order on behalf of Customer" are set as "Allowed" .
   - Self and Supplier, if "Purchase Order on behalf of Supplier" is set as "Allowed" and "Purchase Order on behalf of Customer" is set as "Not Allowed".
   - Self and Customer, if "Purchase Order on behalf of Customer" is set as "Allowed" and "Purchase Order on behalf of Supplier" is set as "Not Allowed".. However, if "Purchase Order on behalf of Supplier" and "Purchase Order on behalf of Customer" are set as "Not Allowed", the sole option available will be Self."

10. Enter the supplier # / Customer # of the company in the **Pur. for Trading Partner #** field for which the purchase order must be created in the login organization.

    Note: This field is mandatory, if the purchase order must be created for a group company. The supplier # you specify must be Active and valid as defined in the Supplier component. The operational status of the supplier# must not be "Hold PO".

    This field is mandatory, if the purchase order must be created for a Customer. The Customer # you specify *must have Reference Status and Operational Status Active in the Customer component.*

However, do not specify this field for a purchase order associated with the login organization

11. Click the **Go** pushbutton to retrieve the **Trading Partner Name** and **PO & Inv. Org.** of the Trading Partner.

12. Use the **Expense To** drop-down list box to select the posting finance book for the purchase order only if PO type is Adhoc/Service. The drop-down list box displays all valid finance books in Active status as defined in the Organization Setup component, if the purchase order was created for:
    - The login organization unit
    - The supplier that is not a group company
    - The group company for which "Enable Automatic Accounting for Purchases in the related Company" is 'No' in the Accounting Setup component

13. Select the **Billable to Customer** checkbox to specify whether the invoice of the purchase order should be billed to the customer.

14. In the **Supplier Details** group box, enter **Supplier #** to identify the supplier of the item.

    Note: Ensure that the supplier is a PBH class supplier as defined in the "Supplier" business component, if thePO is of type "PBH" or "PBH Exchange".

15. Enter **Contact Person** for queries in the supplier organization.

16. Enter **PO Currency** to specify the currency in which the purchase order is raised.

17. Enter the **Address ID** of the supplier address.

    Note: On click of enter, if the Entered Address ID is valid, the system defaults the Address and Contact Person corresponding to the Address ID defined in the "Edit Contact information" screen of the "Supplier" business component for the Corresponding Supplier -Contact Person combination.

Recording supplementary details

1. Specify **Quotation Details** and **Warranty Claim Details** for PO. In the Part Details multiline in main page,

2. Enter **Part #, #, Mfr. Par #, Mfr. #** and **Part Description** to identify the part that has to be procured by raising the PO.

3. Enter **Order Qty.** to specify the total quantity of the part ordered.

   *Note: The system ensures that the **Order Quantity** is "1", if the PO is of type "Exchange" or "PBH-Exchange".*

4. Enter **Purchase UOM** to identify the units of measurement in which the part must be purchased.

5. Enter the **Cost** of the part for a specified quantity.

6. Enter the **Assessed Cost (In Base Curr.)** of the part that would be received against the Exchange PO in base currency.

   Note: You must specify the assessed cost for the part, if "Assessed Cost for Part in Exchange PO" under the category Purchase Order in the activity Set Purchase Options activity is '1'

7. Enter the **Cost Per** to indicate the cost for a single unit of the part. Use the **Condition drop-down** list box to specify the condition of the part. The conditions available are:
   - New – Indicates that the part is new.
   - New Surplus – Indicates that the part is acquired by someone but not been used.
   - Overhauled – Indicates that some maintenance action or servicing has been done on the part, but the part has not been used after servicing.
   - Serviceable – Indicates that the part has been used after servicing.
   - Unserviceable - The part cannot be serviced after the usage. The system displays this option only if the option setting "Allow Unserviceable Parts" is set to "Yes' in the "Set Options" activity.

8. Enter the **Certificate Type** that indicates the certification required for the part.

9. Use the **Schedule Type** drop-down list box to specify the delivery type of the part. Mandatory. The options available are:

   - Single – Indicates that the part has to be delivered in single shipment.
   - Multiple – Indicates that the part can be delivered in multiple shipments. The system displays "Single" by default

10. Enter the date when the part is needed in the **Earliest Due Date** and the operator requested date of the part in the **Requested Date.**

11. Enter the warehouse where the purchased goods must be stored in the **Warehouse #.**

    Note: 1) For the entered warehouse number, ensure that the part condition is in accordance with the storage rules defined for the warehouse in the "Edit Warehouse – Stock Status/Condition Allowed" page of the "Storage Administration" business component. 2)By default, this field displays the warehouse that requests for the part as stated in the PR, if the purchase order is based on a quotation that has reference to RFQ and PR. However, if multiple PRs are covered by the RFQ # and Quotation # combination, the system defaults the warehouse only if the warehouse is the same for all PRs. Conversely, this field remains blank, if the receiving warehouse for the PRs varies.

12. Enter the work center that executes the purchase order in the **Work Center #.**

13. Enter the Ref. Document Type and Reference Document # for the purchase order.

14. Use the **Alternate Type** drop-down list box to specify whether alternate part for the part must be allowed or not. The options are "Allowed" and "Not Allowed".

    Note: If the PO is of type "PBH" or "PBH Exchange", the "Alternate Type" field must be set as "Not Allowed".

15. Enter the identification number of the alternate part for the part for which you are creating the purchase order in the **Alternate part #** field.

    Note: The Alternate Part # field is mandatory, if you have selected "Specific Alternate" in the "Alternate" Type field.

    The alternate part must already be defined in the "Part Administration" business component and must be in 'Active' status.

    The alternate part must be defined as an alternate to the part for which you are creating the purchase order, in the Part Administration component.

16. Use the **Inspection Type** drop-down list box to select "Self", "By Inspector" or "None" to specify the type of inspection to be done on the part, at the time of delivery. "Self" indicates that the part has to be checked by the maintenance controller or the person who receives the part. "By Inspector" indicates that the part is going to be checked by an external source. "None" indicates that no check is required for the part at the time of delivery.

17. Use the **Matching Type** drop-down list box to specify the default matching type for the parts supplied. Select "Four Way at PO", if you wish to match the invoiced quantity with the accepted quantity for a purchase order comprising several good receipt documents. Select "Four Way at GR", if you wish to match the invoiced quantity with the accepted quantity for each goods receipt documents in a purchase order.

18. Enter the **CAPEX Proposal #** to identify the asset proposal number, which is defined in the "Asset Planning" business component.

19. Enter the **Account Usage** to which the expense is booked. Use the drop down list box to select the usage that must be displayed.

20. Enter **Costing Usage** to identify the cost center.

21. Enter the **Analysis Code** and **Sub Analysis Code** for analyzing the expenses against the account.

22. Use the **Ship To** drop-down list box to specify the Goods Receipts Organization Unit to which the part must be supplied.

23. Use the **Tolerance Type** drop-down list box to specify the tolerance type. The tolerance types available are “Value”, “Quantity” or “Both”.

24. Enter the Tolerance %, Receipt +Ve Tolerance (%) and, Receipt -Ve Tolerance (%).

25. Use the **Quality Attribute** drop-down list box to select the parameter for the qualitative inspection of the part.

26. Use the **Doc Attach?** drop-down list box to specify whether the document is to be attached for the corresponding PO Line #.

27. Use the **Insp WO?** drop-down list box to indicate if a component work order of job type “Receipt Inspection” and maintenance type “Inspection”, must be generated.

    Note: Ensure that a value is selected in the “Insp. WO?” field if, the “Insp. WO?” field in the “Part Administration” business component is left blank.

28. Click the **Create Purchase Order** pushbutton, to create the purchase order.

The system updates the status of the purchase order as,

- Draft - If all the necessary details are not entered for the purchase order.
- Fresh – If all the necessary details are entered for the purchase order.

    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.

The system updates the “Alternate Type” as “Not Allowed” even if the “Alternate Type” is set as “Allowed” or “Specific Alternate” If the “PO Type” is set as “Adhoc” or “Service”.

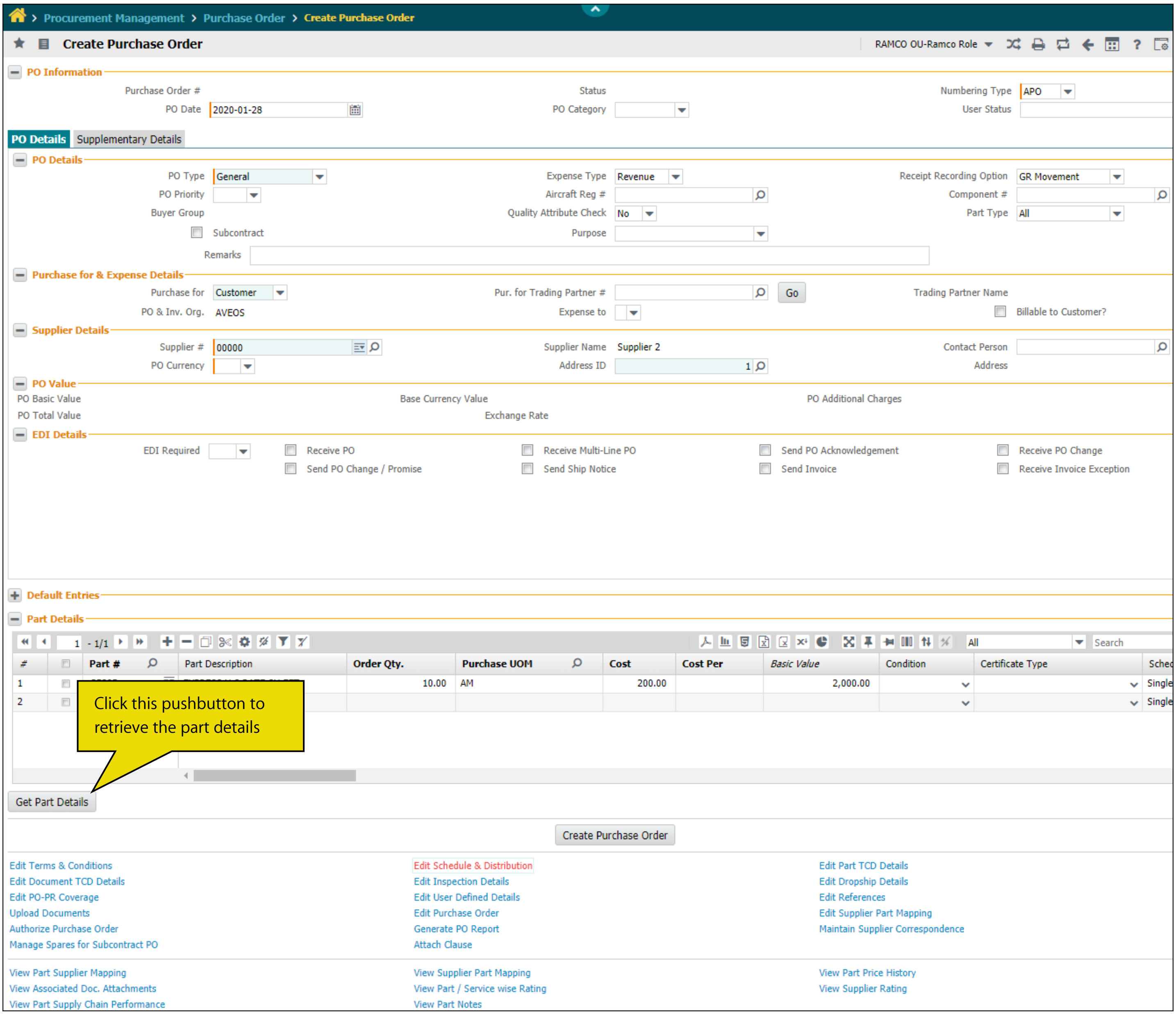


Figure 3.28 Creating a purchase order

Additional information for purchase order

- Select the **Edit Terms & Conditions** to specify the payment terms and conditions for the PO.
- Select the **Edit Schedule & Distribution** to enter the supply details of the part.
- Select the **Edit Part TCD Details** to add tax, charges and discount for the individual parts in the PO.

  Note: You cannot launch this page if the “GR Type” is “Consignment”.
- Select the **Edit Document TCD Details** to add tax, charges and discount for the purchase order on the whole.

  Note: You cannot launch this page if the “GR Type” is “Consignment”.
- Select the **Edit Inspection Details** link to enter the inspection details.
- Select the **Edit Dropship Details** link, to enter the dropship details.
- Select the **Edit PO-PR Coverage** link to modify the purchase order based on purchase requisition.
- Select the **Edit User Defined Details** link to enter the custom field details.
- Select the **Edit References** link to enter the details of the files attached.
- Select the **View Part Price History** link to view the history of the price of the part.

- Select the **Upload Documents** link to upload the documents.
- Select the **Edit Purchase Order** link to modify the purchase order details.
- Select the **Edit Part Supplier Mapping** link to modify the supplier-part mapping details.
- Select the **Authorize Purchase Order** link to authorize the purchase order details.
- Select the **Generate PO Report** link to generate the Purchase Order Report.
- Select the **Maintain Supplier Correspondence** link to view details of correspondence with a supplier.
- Select the Manage Spares for Subcontract PO link at the bottom of the page to specify the spare parts and quantities.
- Select the Attach Clause link to attach clauses to the Purchase Order.

Managing Spares for Subcontract PO

In aviation industry, at times cost of procurement is high for some parts which can be manufactured if all the raw materials are readily available resulting in low cost in comparison to procuring the same part. Hence the provision to facilitate subcontract manufacturing in PO enables to ship the raw materials to vendor and receive the manufactured part and also returnable spares. The "Manage Spares for Subcontract PO" activity aids the buyer to subcontract the manufacturing of Parts by shipping the spares to vendor resulting in less cost comparing to the procurement of Parts.

The Subcontract manufacturing in PO facilitates the following:

- Spare parts can be identified for Subcontract manufacturing against each PO Line # (Part Level).
- Issue Spare parts and ship it to vendor against the PO document.
- Record Usage information of spares and facilitate return of unused spares.
- Ship additional spares as requested by the vendor without requiring PO approval.
- Add spares cost during receipt of manufactured parts along with the Order Cost and value in inventory.
- Shortclose PO document and receive the spares back.
- Separate Numbering type for PO spares issue.

1. Select the **Manage Spares for Subcontract PO** link in the **Create Purchase Order** page. *See Figure 3.29*

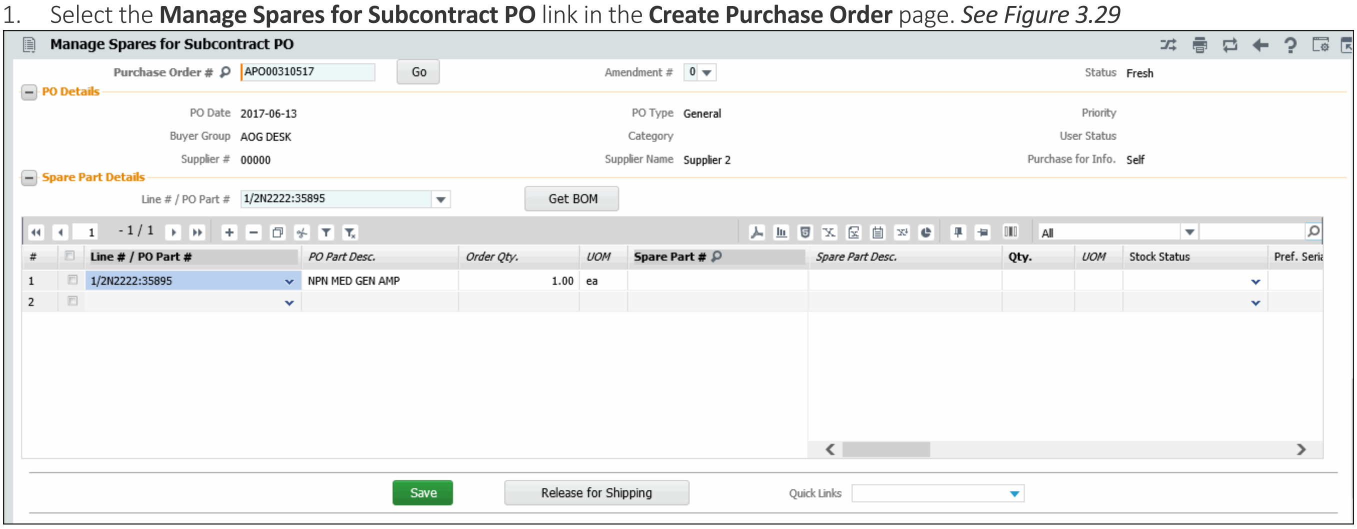


Figure 3.29 Managing Spares for Subcontract PO

2. Enter the **Purchase Order #** to specify the Purchase Order for which the Subcontract is to be managed**.**
3. Click the **Go** pushbutton, to retrieve the details of the Purchase Order.

In the **Spare Part Details** group box,

4. Click the **Get BOM** pushbutton, to retrieve the details of the spares defined for the PO part #.
5. Use the **Line # / PO Part #** to select the line # / part # of the purchase order.

6. Enter the **Spare Part #**, **Qty.**, of the Line # / PO Part #.

7. Use the **Stock Status** drop-down list box to specify the internally owned stock status.

8. Enter the **Pref. Serial #**, **Pref. Lot #**, **Issue WH #** for the Line # / PO Part #.

9. Use the **Issue Basis** drop-down list box to specify the issue basis value for the spare part #. Mandatory. The system lists the values, "Returnable" and "Non-Returnable".

10. Enter the **Return WH #** to specify the warehouse # where the returnable spare parts are to be returned.

11. Click the **Save** pushbutton to record the details of the spare parts for the Subcontract PO.

12. Click the **Release for Shipping** pushbutton to issue the spare parts if the purchase order is in the open status.

    Note: Post PO authorization, spares can be added and released for shipping directly.

To proceed carry out the following:

Select the following links in the 'Quick links' section:

- View PO link to view the purchase order details.
- View Product Structure link to view all the product structures of the parent part along with the constituents of each product structure.
- Create Spares Issue link to create an issue document for issuing the parts.
- Edit Spares Issue link to edit the issue document.
- Confirm Spares Issue link to confirm the issue document.
- View Spares Issue link to view the issue document.
- Authorize PO link to authorize the Purchase Order.

Recording payment terms, insurance details and delivery terms for the purchase order

You can enter the payment terms and conditions for the parts to be purchased.

1. Select the **Edit Terms & Conditions** link in the **Create Purchase Order** page. The **Edit Terms & Conditions** page appears. *See Figure 3.30*

2. Use the **Advance Payable** drop-down list box to indicate whether advance payment must be made or not.

3. Enter **Pay Term** to identify the payment term.

4. Use the **Payment Mode** drop-down list box to specify the mode in which the payment must be made. The payment modes available are "Check", "Demand Draft", "Cash", "Credit Card" and "Pay Order".

5. Use the **Forward Cover Applicable** drop-down list box to indicate whether the forward cover is applicable at the time of invoicing /payment, when the PO currency is different from base currency.

6. Enter the Forward Cover Rate.

7. Enter **Pay to Supplier #** to identify the supplier to whom the payment has to be made.

8. Use the Pay To Supplier Address ID drop down list box to select the Supplier Address ID.

9. In the Core Return Exchange Terms group box, specify the RMA # and RMA Date.

10. Use the **Return Core to Supplier Address ID** drop-down list box to select the supplier address ID for return of main core parts in the purchase order.

11. Click the **Edit Terms & Conditions** pushbutton, to store the terms and conditions entered for the purchase order.

    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.

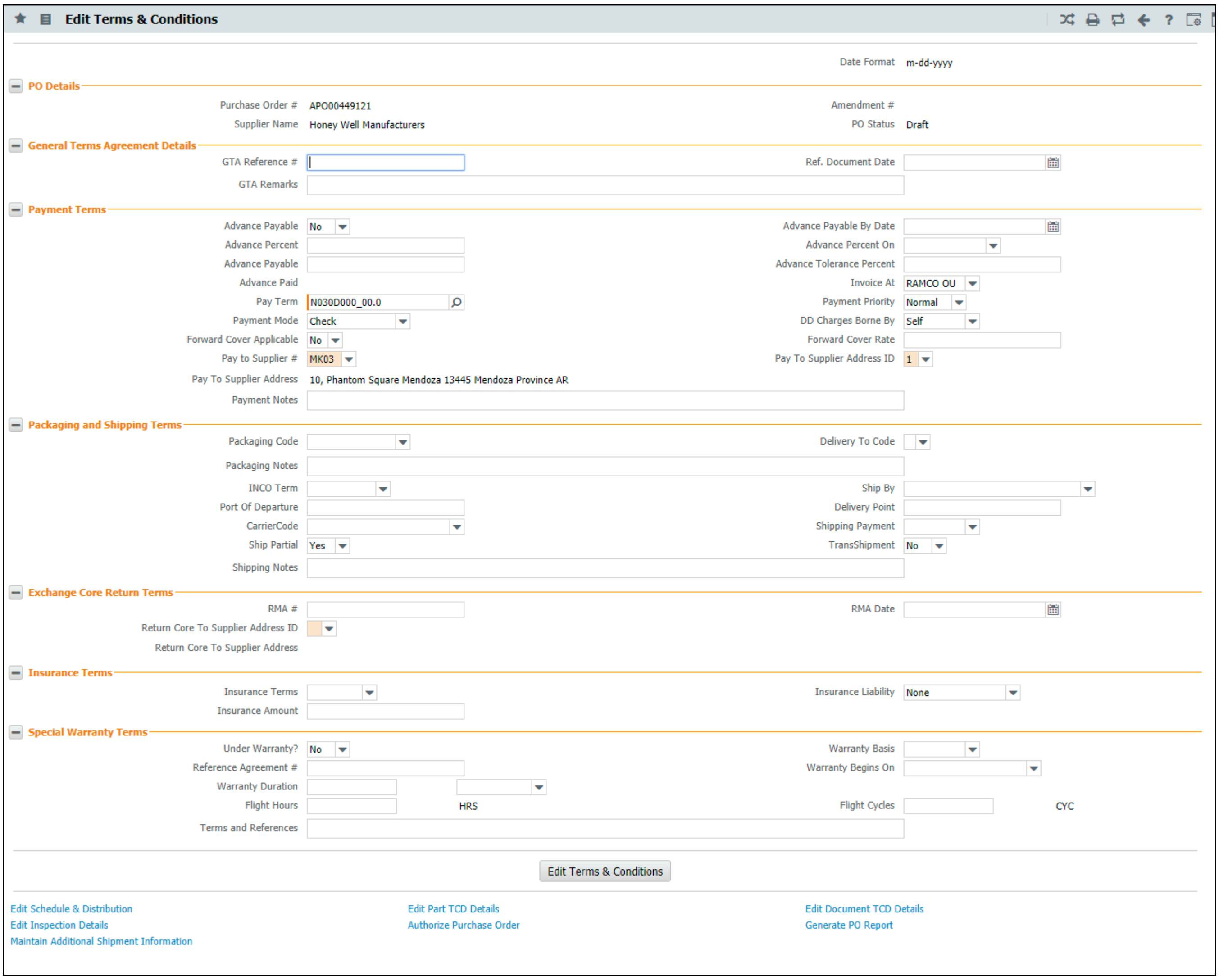


Figure 3.30 Recording payment terms, insurance details and delivery terms for the purchase order

To Proceed further,

- Select the **Edit Schedule & Distribution** to enter the supply details of the part.
- Select the **Edit Part TCD Details** to add tax, charges and discount for the individual parts in the PO.

  Note: You cannot launch this page if the "GR Type" is "Consignment".
- Select the **Edit Document TCD Details** to add tax, charges and discount for the purchase order on the whole.

  Note: You cannot launch this page if the "GR Type" is "Consignment".
- Select the **Edit Inspection Details** link to enter the inspection details.
- Select the **Authorize Purchase Order** link to authorize the purchase order details.
- Select the **Generate PO Report** link to generate the Purchase Order Report.
- Select the Maintain Additional Shipment Information link to record the additional shipment details of the Carrier / Agency #.

Entering the supply schedule and distribution details for the purchase order

1. Select the **Edit Schedule & Distribution** link in the **Create Purchase Order** page. The **Edit Schedule & Distribution** page appears. *See Figure 3.31.*

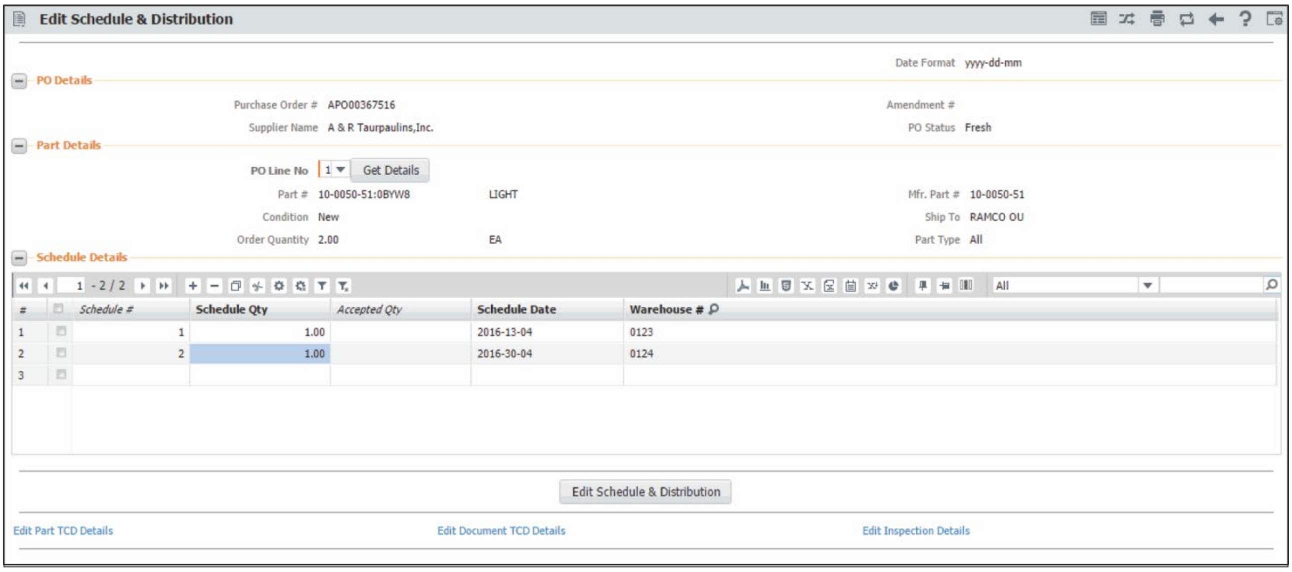


Figure 3.31 Entering the supply schedule and distribution details for the purchase order

2. Use the **PO Line No** drop-down list box to specify the line number of the part for which the schedule must be defined.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Enter **Schedule Qty** to specify the required quantity of the part on a particular date.

5. Enter **Schedule Date** to specify the date on which the required quantity must be delivered.

6. Enter **Warehouse #** to identify the warehouse, where the purchased parts have to be stored.

   Note: Ensure that the storage rules defined for the warehouse in the "Edit Warehouse – Stock Status/Condition Allowed" page of the "Storage Administration" business component matches with the condition of the part in the "Part Details" group box.

7. Enter the **Requested Date** to specify the Operator Requested date and **Reason for Date Change** of the part.

8. Click the **Edit Schedule & Distribution** pushbutton to store the schedule information entered.

   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.

Recording tax, charges and discount for the individual parts in the purchase order

You can enter the TCD code, variant and the rate for TCD for the part.

1. Select the **Edit Part TCD Details** link in the **Create Purchase Order** page. The **Edit Part TCD Details** page appears. *See Figure 3.32*

   Note: You cannot launch this page if the "GR Type" is "Consignment".

2. Use the **PO Line No** drop-down list box to specify the line number of the part for which the TCD details must be specified.

3. Enter **TCD #** to identify a Tax / Charge / Discount for an item purchased or sold.

   Note: Ensure that the TCD is effective as on the purchase date.

   For PO of type "Exchange", ensure that the TCD is not of type "Add to Stock".

4. Enter **TCD Variant #** to specify the standard tax, charge or discount value, which is the variant of the specified TCD code.

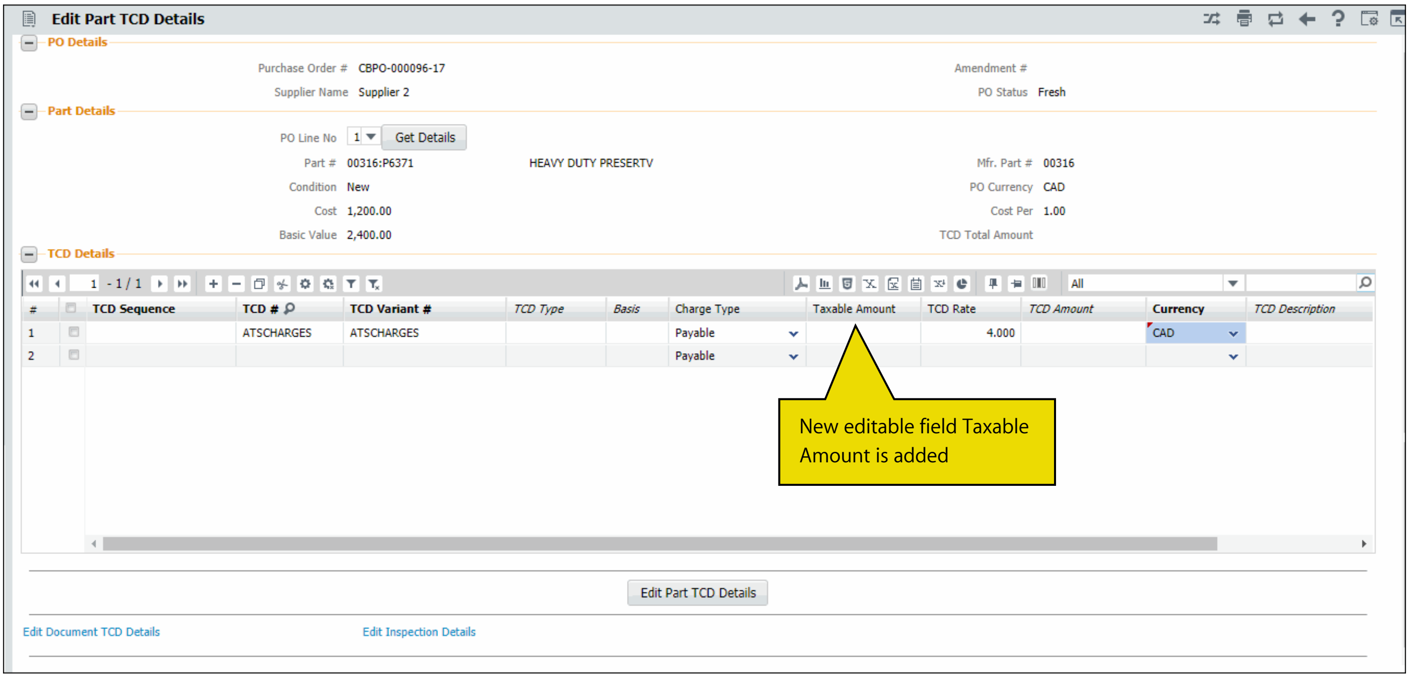


Figure 3.32 Recording tax, charges and discount for the individual parts in the purchase order

5. Use the **Charge Type** drop-down to indicate whether the charge for the ordered part must be borne by the buyer. The drop-down list box displays the following: Payable and Notional.

6. Enter the **Taxable Amount** field to specify the amount on which the TCD amount will be calculated.

7. Enter the **TCD rate.** When the TCD is of basis "Percentage" or "Unit Rate", you must enter the rate that you have specified for TCD number and TCD variant combination in the "Taxes Charges and Discounts" business component.

8. Click the **Edit Part TCD Details** pushbutton, to save the TCD details for the parts.

Recording tax, charges and discount at the purchase order level

You can add tax, charges and discount for the purchase order on the whole.

1. Select the **Edit Document TCD Details** link in the **Create Purchase Order** page. The **Edit Document TCD Details** page appears. *See Figure 3.33*

   Note: You cannot launch this page if the "GR Type" is "Consignment".

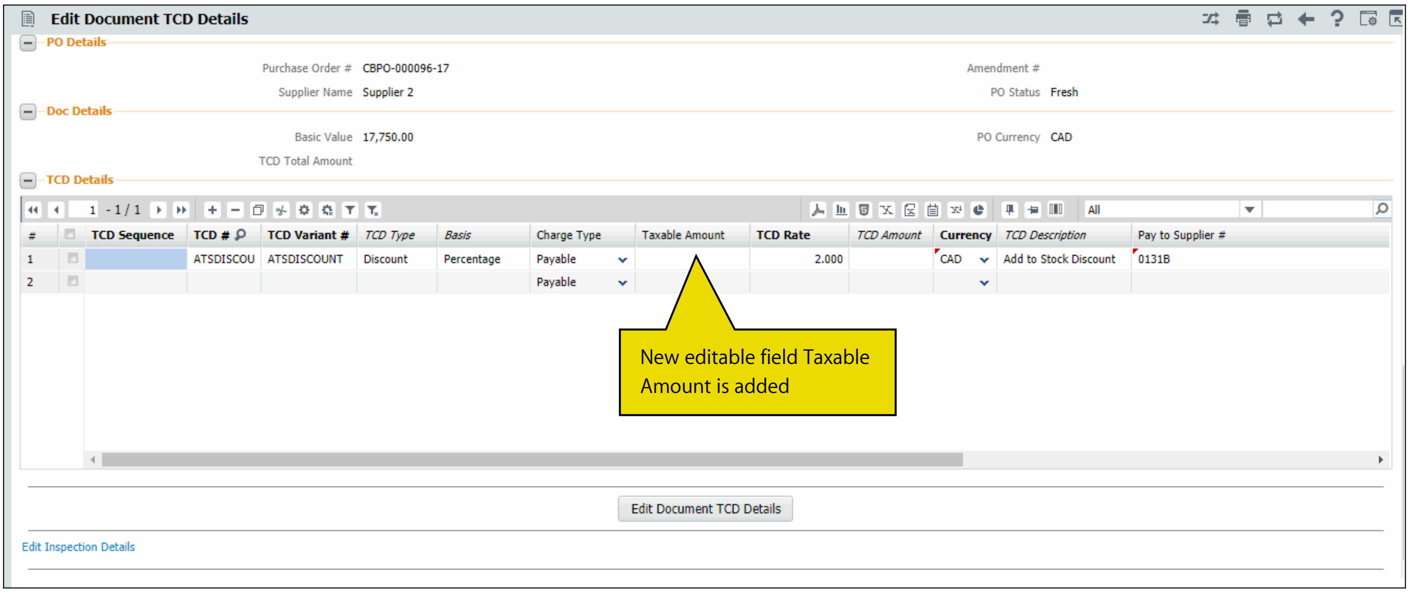


Figure 3.33 Recording tax, charges and discount for the purchase order

2. Enter **TCD #** to identify the tax, charge or discount for an item purchased or sold.

   Note: Ensure that the TCD is effective as on the purchase order date.

3. Enter **TCD Variant #** to specify the standard tax, charge or discount value, which can vary. These variants are mapped to the TCD codes.

4. Use the **Charge Type** drop-down to indicate whether the charge for the purchase order must be borne by the buyer. The drop-down list box displays the following: Payable and Notional.

5. Enter the **Taxable Amount** field to specify the amount on which the TCD amount will be calculated.

6. Enter the **TCD rate.** When the TCD is of basis "Percentage" or "Unit Rate", you must enter the rate that you have specified for TCD number and TCD variant combination in the "Taxes Charges and Discounts" business component.

7. Use the **Pay to Supplier #** drop-down list box to select the supplier to whom the payment has to be made.

8. Click the **Edit Document TCD Details** pushbutton, to update the details.

Recording the inspection details

You can record the inspection details of the part.

1. Select the **Edit Inspection Details** link in the **Create Purchase Order** page. The **Edit Inspection Details** page appears. *See Figure 3.34*

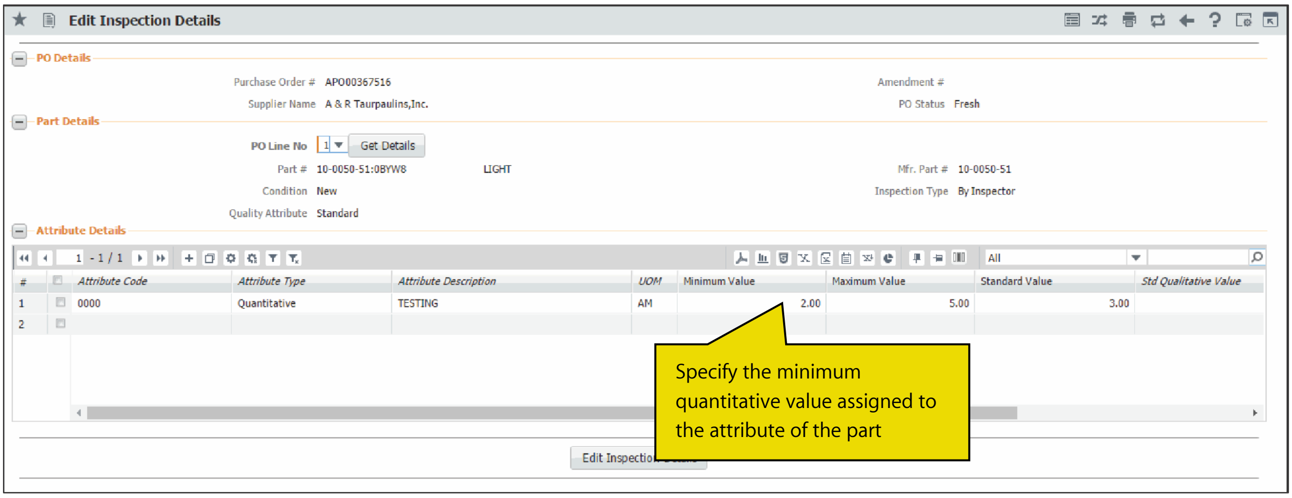


Figure 3.34 Recording the inspection details

2. Use the **PO Line No** drop-down list box to specify the line number of the part for which the inspection details must be entered.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Enter **Minimum Value** and **Maximum Value** to specify the range of quantitative value assigned to the attribute of the part.

5. Enter **Standard Value** assigned to the attribute of the part.

6. Click the **Edit Inspection Details** pushbutton, to store the inspection details entered.

Registering the drop-ship details of the part

You can enter the shipment details, as to where part has to be delivered.

1. Select the **Edit Dropship Details** link at the bottom of the **Create Purchase Order** page. The **Edit Dropship Details** page appears. *See Figure 3.35*

2. Use the **PO Line No** drop-down list box to specify the line number of the part for which you need to enter the dropship details.

3. Click the **Get Details** pushbutton, to retrieve the part details.

4. Enter **Company Name** to indicate the name of the company to which the part must be delivered.

5. Enter **Address Details** of the address of the company.

6. Enter **City** in which the company is located.

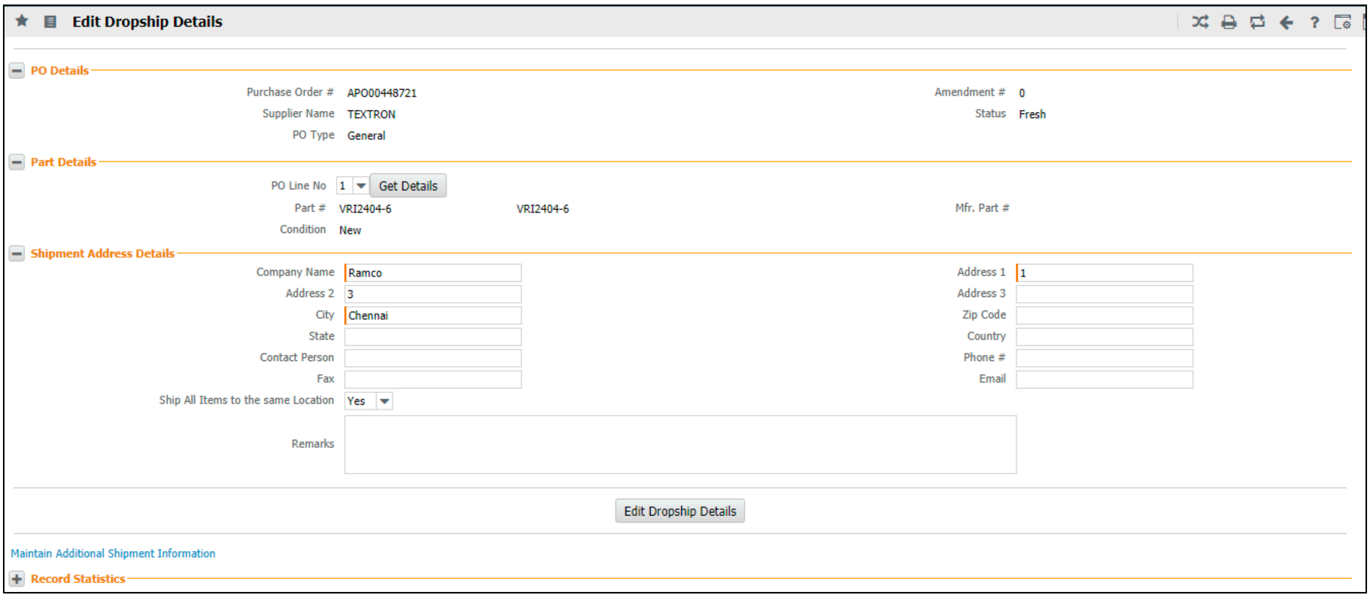


Figure 3.35 Registering the drop-ship details of the part

7. Click the **Edit Dropship Details** pushbutton, to save the details.

To Proceed further,

- Select the **Maintain Additional Shipment Information** link to record the additional shipment details of the Carrier / Agency #.

Recording reference information for the purchase order

You can state the reference documents, which are applicable for this purchase order.

1. Select the **Edit References** link in the **Create Purchase Order** page.

2. Select the applicable document category from the **Ref. Document Type** drop-down list box and enter other details such as **Document ID,** and **File Name.**

3. Click the **Edit References** pushbutton.

3.8.2 CANCELING A PURCHASE ORDER

You can select the purchase order for cancellation. You cannot cancel an authorized purchase order. Once cancelled, the purchase order cannot be used in any transaction.

1. Select **Cancel / Edit Purchase Order** under **Purchase Order** business component. The **Select Purchase Order** page appears. *See Figure 3.36*

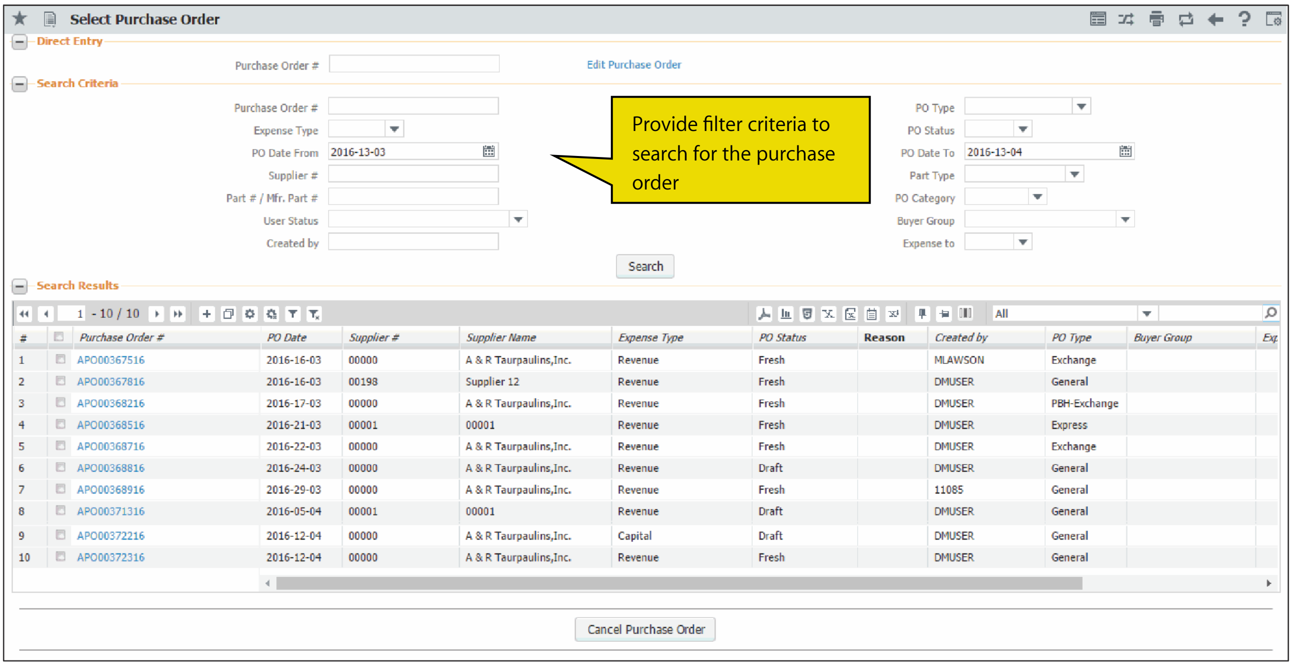


Figure 3.36 Canceling a purchase order

2. Provide filter criteria to search for the purchase order and click the **Search** pushbutton.

3. If you wish to cancel the purchase order, enter any **Reason** or comments regarding canceling the purchase order.

4. Select the purchase order to be cancelled, in the multiline.

5. Click the **Cancel Purchase Order** pushbutton, to cancel the purchase order. The status of the document changes to 'Canceled'.

   Note: When the status of the purchase order changes from "Fresh" to "Canceled", the workflow is enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component

3.8.3 CREATING PURCHASE ORDER BASED ON QUOTATION

You can select the quotation in order to create the purchase order.

1. Select the **Quotation Based PO** link under the **Purchase Order** business component. The **Select Quotation** page appears. *See Figure 3.37*

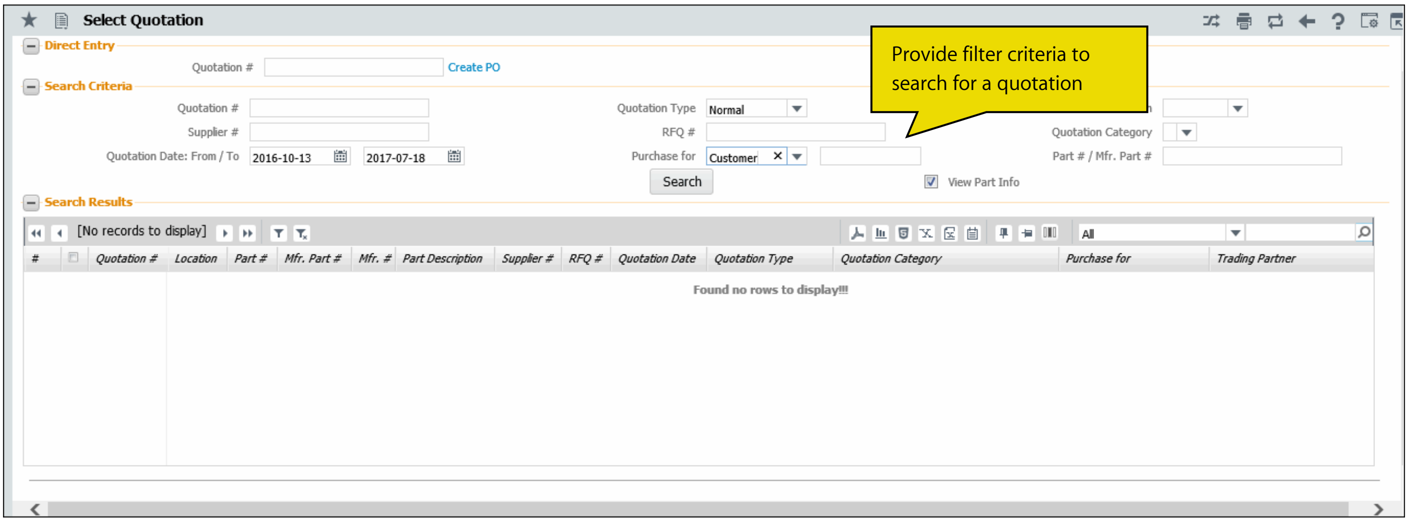


Figure 3.37 Creating purchase order based on quotation

2. Enter the **Quotation #** directly and select the "Create PO" link provided alongside. Or, enter filter criteria to

search for a quotation and click the **Search** pushbutton. Select the hyperlinked purchase order number in the multiline.

3. The Create Purchase Order page appears.

4. To create a purchase order, follow the steps described under the section **Creating purchase order.**

3.8.4 CREATING PURCHASE ORDER BASED ON PURCHASE REQUISITION (S)

You can create a purchase order based on the purchase request raised.

1. Select the **PR Based PO** link under **Purchase Order** business component. The **PR Based PO** page appears. *See Figure 3.38*

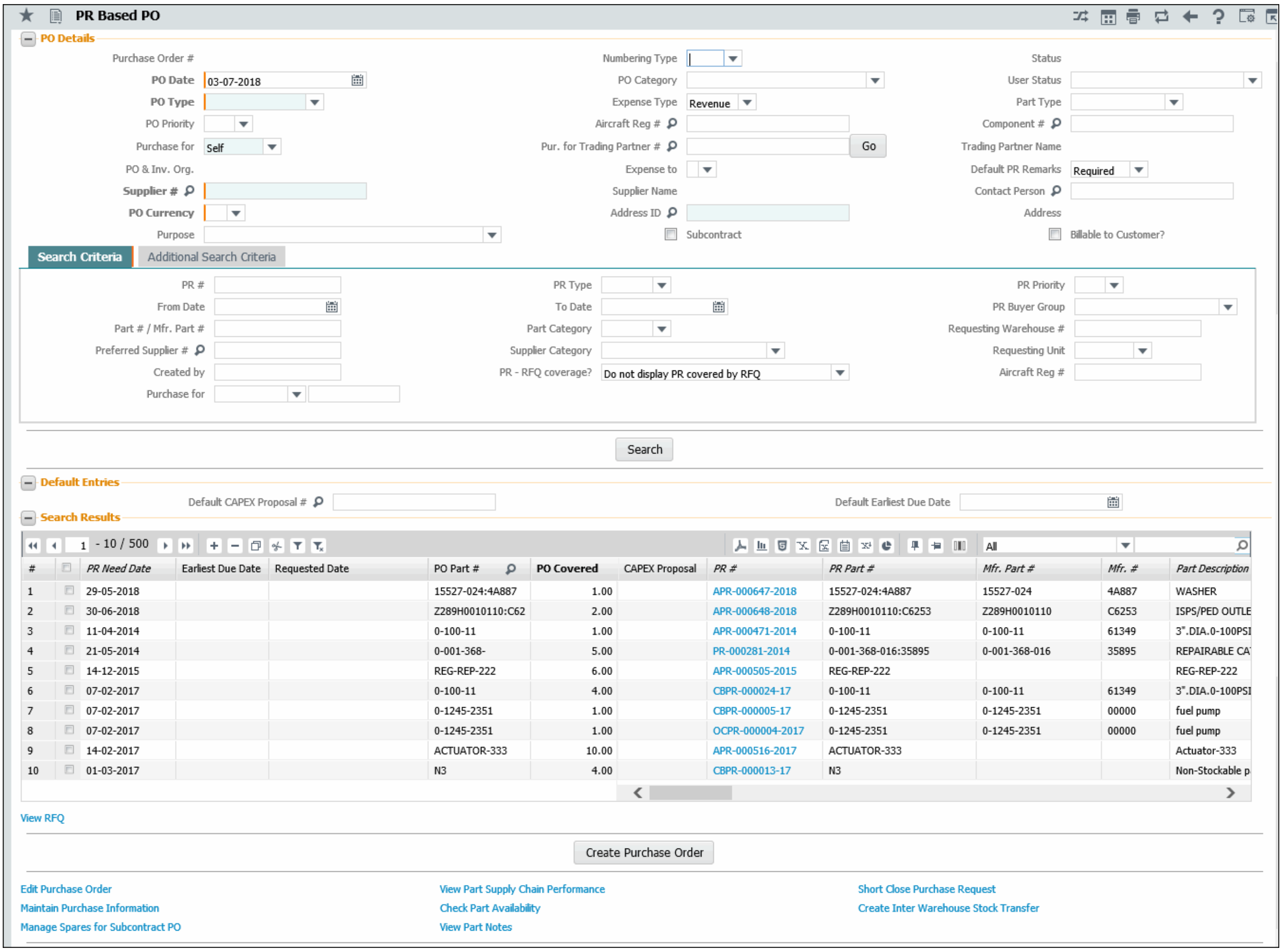


Figure 3.38 Creating purchase order based on purchase requisition(s)

2. In the **PO Details** group box, use the **Numbering Type** drop-down list box to select the numbering type for automatic generation of the purchase order #.

3. Enter **PO Date** to specify the date on which the purchase order is raised.

4. Use the **PO Category** drop-down list box to select the category of the purchase order.

5. Use the **PO Type** drop-down list box to select “General”, “Express”, “Consignment”, “Exchange”, “PBH”, “PBH Exchange” “DropShip”, “Sample” to specify the PO type. If the “Buyer Control” in the Set Options activity of the Logistics Common Master component is set to “Needed”, the drop-down list displays only the PO types that are mapped to the primary buyer group of the login user. However, when it is set to “Not Needed”, the drop-down list displays all the following: “General” specifies that the purchase order can have any stockable items.

   - “Express” means that the purchase order is raised in the case of urgent situations.

- "Consignment" means that the purchase order is raised for the parts to be stored by the supplier in the customer's warehouse.
- "Exchange" specifies that the purchase order is raised for components whose core should be exchanged.
- "PBH" refers to the purchase order that is raised for parts which are covered under PBH agreement. This is essentially used for replenishment of PBH parts.
- "PBH-Exchange" means the purchase order is raised for components which are covered under PBH agreement.
- "DropShip" means that the purchase order is raised when the goods have to be delivered at a different place other than the defined Company's locations. You can specify the location to deliver the shipment.
- "Sample" specifies that the purchase order is raised for sample parts.
- "Customer Goods" is the purchase order raised for customer owned part.
- "Service" is the purchase order raised for ordering services.
- "Adhoc" is the purchase order raised for ordering any adhoc items.

Note: 1) Ensure that, either the aircraft registration number or the component number is specified, if the PO is of type "PBH" or "PBH-Exchange". 2) You can create a purchase order of type "PBH" or "PBH Exchange", only if the purchase request is of type "PBH".

6. Use the **Expense Type** drop-down list box to specify the expense type of the purchase order. The drop-down list box displays only 'Revenue', if PO Type is "PBH", "PBH-Exchange" or "Customer Goods". Both 'Capital' and 'Revenue' are displayed, if PO Type is "General", "Dropship", "'Express", "Sample", "Exchange", "Service" or "Adhoc", However, if PO Type is 'Consignment' and, if "Capital Part in Consignment PO" under the Purchase Order category in the Set Purchase Options activity under Logistics Common Master is '1', the drop-down list box displays both 'Capital' and 'Revenue'. On the contrary, if "Capital Part in Consignment PO" is '0', the drop-down list box displays 'Revenue' only.

Note: You cannot select Capital as expense type for a purchase order that is associated with a group company.

7. Use the **Part Type** drop-down list box to specify the part type. Mandatory. The part could be of type "Raw material", "Component", "Expendable", "Tool", "Consumable", "Kit" or "Miscellaneous".
8. Use the **PO Priority** drop-down list box to specify the priority of the purchase order.
9. Enter **Aircraft Reg #** and **Component #** for which parts must be procured through the purchase order.
10. Use the **Purchase For** drop-down list box to indicate whether the purchase order must be created for the login organization **or** for a group company or for the Customer. The drop-down list box will display the following options for the category 'Purchase Order' in **Purchase Option Settings** activity under **Logistics Common Master** business component.

- Self, Supplier and Customer, if both "Purchase Order on behalf of Supplier" and "Purchase Order on behalf of Customer" are set as "Allowed" .
- Self and Supplier, if "Purchase Order on behalf of Supplier" is set as "Allowed" and "Purchase Order on behalf of Customer" is set as "Not Allowed".
- Self and Customer, if "Purchase Order on behalf of Customer" is set as "Allowed" and "Purchase Order on behalf of Supplier" is set as "Not Allowed".

Note: However, if both "Purchase Order on behalf of Supplier" and "Purchase Order on behalf of Customer" are set as "Not Allowed", the sole option available will be Self."

- Self: Indicates the purchase order is intended for the login organization.
- Supplier: Indicates the purchase order is intended for a supplier that is a group company.
- Customer: Indicates the purchase order is intended for a customer.

Note: You must not select Supplier from the drop-down list box: 1) if the PO type is Sample or Customer Goods; 2) if the expense type of the purchase order is Capital.

You can select Customer from the drop-down list box if the PO type is 'General', 'Express' or 'Exchange'.

11. Enter **Pur. for Trading Partner #** which identifies the supplier # of the group company for which the purchase order must be created in the login organization.

12. Use the **Expense To** drop-down list box to select the posting finance book for the purchase order only if PO type is Adhoc/ Service. The drop-down list box displays all valid finance books in Active status as defined in the Organization Setup component, if the purchase order was created for:

    - The login organization unit
    - The supplier that is not a group company
    - The group company for which "Enable Automatic Accounting for Purchases in the related Company" is 'No' in the Accounting Setup component

    Note: However, if PO type is not Adhoc/Service, the drop-down list box will display no value as finance book will not be relevant for the purchase order. Alternatively, if the purchase order was created for a group company, the drop-down list box will display all valid finance books in Active status for the group company for which "Enable Automatic Accounting for Purchases in the related Company" is 'Yes' in the Accounting Setup component, if "Purchase Order on behalf of Trading Partner" under the category Purchase Order is 'Allowed' in the Purchase Option Settings activity of Logistics Common Master. Note: This field is mandatory, if the purchase order is related to a group company regardless of PO type.

13. Use the **Default PR Remarks** drop down box to retrieve or ignore remarks specified in the purchase requisition for which the purchase order is being created.

14. Enter **Supplier #** to identify the supplier of the item.

15. Enter **Contact Person**, **PO Currency** and **Address ID** for the supplier.

    Note: On click of enter, if the Entered Address ID is valid, the system defaults the Address and Contact Person corresponding to the Address ID defined in the "Edit Contact information" screen of the "Supplier" business component for the Corresponding Supplier -Contact Person combination.

16. In the **Default Entries** group box, enter the **Default CAPEX Proposal #** and **Default Earliest Due Date** for all parts in the purchase order. However, you can specify these fields individually for ordered parts, which will override the default values.

17. In the **Search Details** multiline, enter Earliest Due Date that will be the earliest need date for the ordered part. .

18. Provide the filter criteria to search for the purchase request, based on which the PO has to be generated.

19. Select the purchase request based on which the purchase order must be created, in the multiline.

20. Enter the **Earliest Due Date** of the part.

    Note: For purchase order with schedule type as "Single", if the "Earliest Due Date" is left blank, the system displays "Default Earliest Due Date". For purchase order with schedule type as "Multiple," the system ignores the "Earliest Due Date" if entered.

21. Enter the **Requested Date** to indicate the operator requested date of the part.

    Note: For purchase order with schedule type as "Multiple", the system ignores the "Requested Date" if entered.

22. Enter **PO Part #** to indicate the requested part that you wish to procure through the purchase order.

23. Enter **PO Covered Qty** to indicate the quantity of parts, for which the purchase order must be created.

24. Click the **Create Purchase Order** pushbutton to create the purchase order based on the selected purchase request(s).

25. To view details of RFQs generated for a PR, select the check box for the PR in the **Search Results** multiline and click the **View RFQ** link available below the multiline.

26. Select the **Manage Spares for Subcontract PO** link at the bottom of the page to specify the spare parts and quantities.

To enter further information for purchase order, follow the steps described under the section "Additional Information for purchase order" under **Creating the purchase order.**

3.9 AUTHORIZING THE PURCHASE ORDER

You can authorize purchase orders, which are in "Fresh", status. Only authorized purchase orders are open for transactions.

1. Select the **Authorize Purchase Order** link under **Purchase Order** business component. The **Select Purchase Order** page appears. *See Figure 3.39*

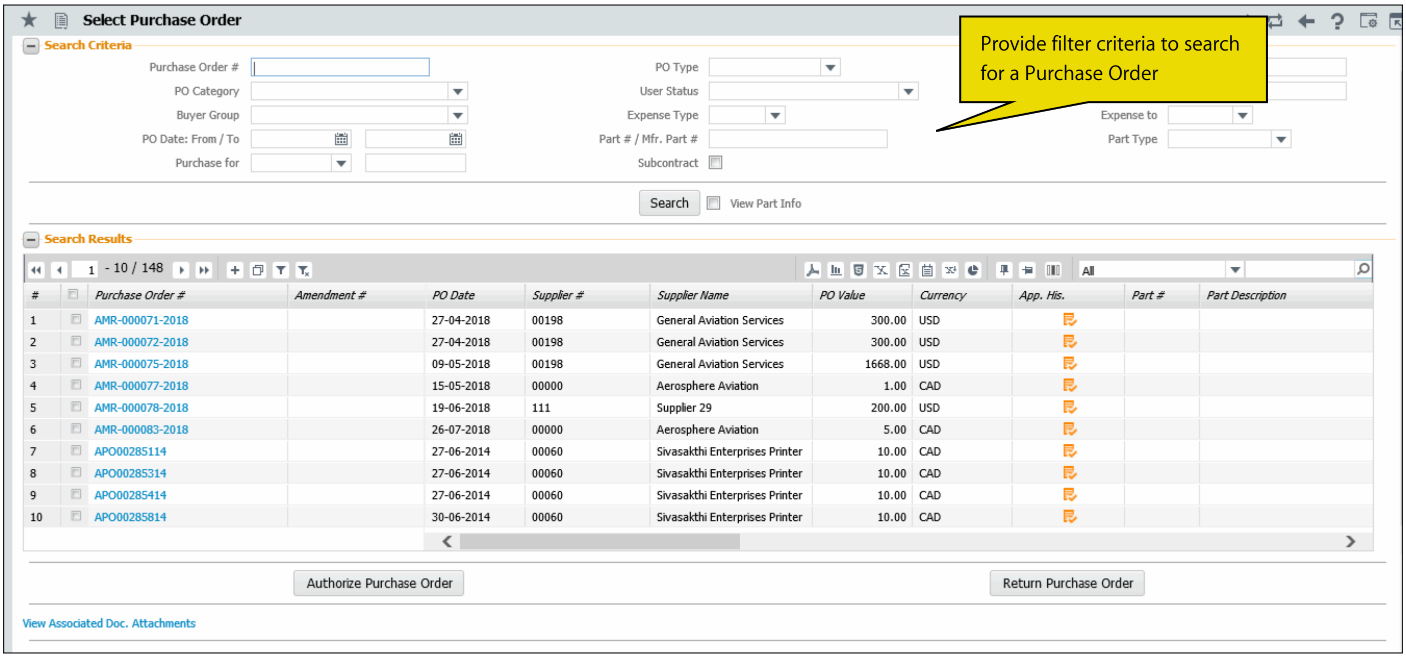


Figure 3.39 Authorizing the purchase order

2. Provide filter criteria to search for a purchase order and click the Search pushbutton.

3. Click the **Authorize Purchase Order** pushbutton, to authorize the purchase order(s) selected in the multiline. The system updates the status of the purchase order as "Open".

   Note: Ensure that the part condition in the purchase order selected for authorization is in accordance with the storage rules defined for the warehouse where the part is stored.

   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.

   If the PO is a PR based PO, the system updates the corresponding purchase request with the modified and/or additional details in the purchase order with the latest amendment number

To proceed further,

- Select the **View Associated Doc. Attachments** link at the bottom of the page to view the associated document attachments.

3.10 RECORDING SUPPLIER CORRESPONDENCE DETAILS

You can record the details of correspondence with a supplier for purchase orders, which are in "Open", "Partially Amended", "Amended", "Held", "Short Closed", "NT Closed" or "Closed" status.

1. Select the **Maintain Supplier Correspondence** link under **Purchase Order** business component. The **Select Purchase Order** page appears.
2. Provide filter criteria to search for a purchase order and click the **Search** pushbutton.
3. Click the hyperlinked purchase order number in the multiline, to record the supplier correspondence details. The **Maintain Supplier Correspondence** page appears. *See Figure 3.40*

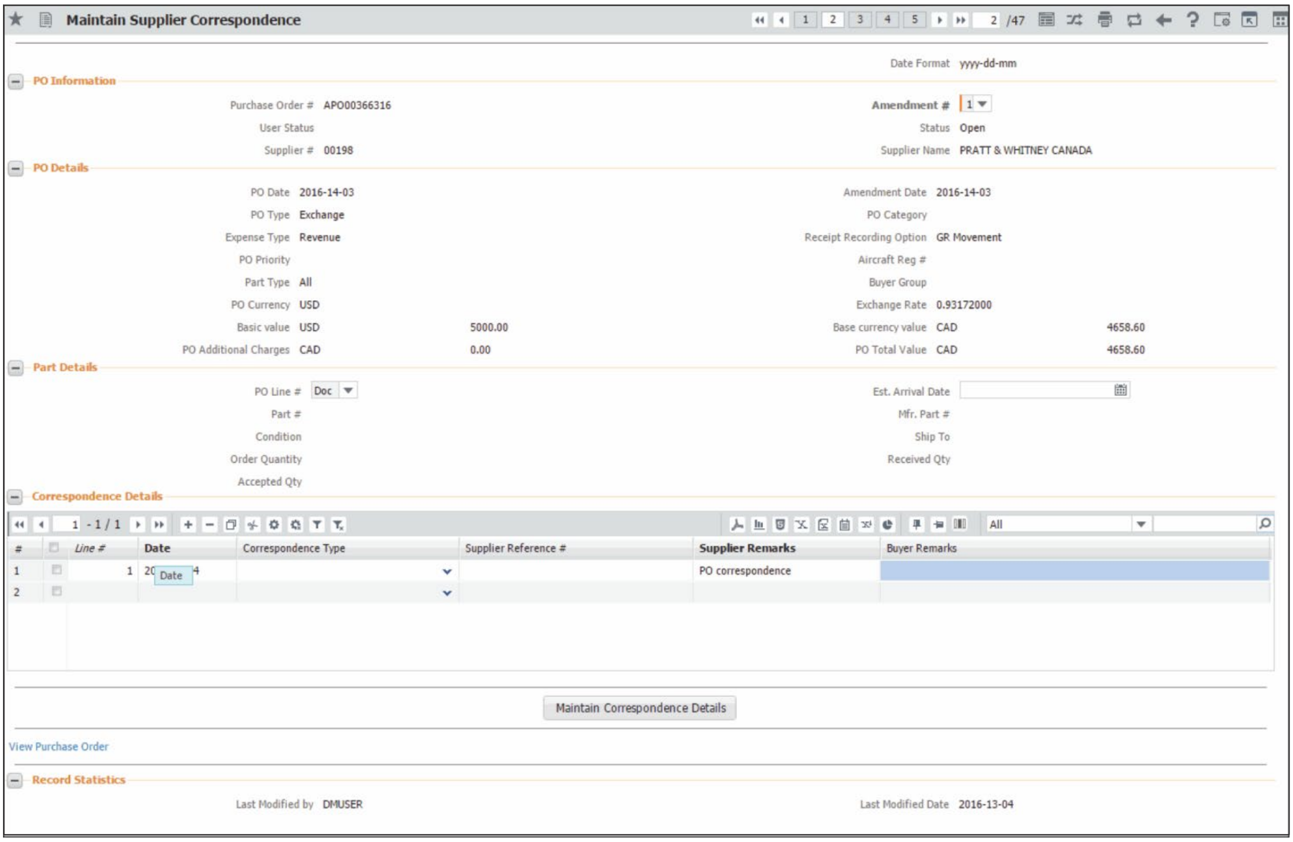


Figure 3.40 Recording Supplier correspondence details

4. Use the **Amendment number** drop-down list box to select the amendment number of the purchase order for which the correspondence details must be recorded.
5. Use the **PO Line No** drop-down list box to specify the line number of the purchase order for which the correspondence details must be recorded. It is also possible to record the supplier correspondence details for the purchase order as a whole.
6. Enter the **Est. Arrival Date** to indicate the date of arrival of goods against the purchase order.
7. Enter the **Date** on which the supplier correspondence details are recorded for a purchase order
8. Use the drop-down list box to select the quick code for the purchase order in **Correspondence Type.**

   Note: This field is mandatory when the "Quick Code Type Mandatory?" field is set as "Yes" in the "Manage Logistics Quick Code" activity of the "Logistics Common Master" component.

9. Enter the **Supplier Remarks** to state the supplier remarks for the purchase order line number.
10. Enter the **Buyer Remarks** to state the buyer remarks for the purchase order line number.
11. Click the **Maintain Correspondence Details** pushbutton to record the supplier correspondence details.

3.11 AMENDING THE PURCHASE ORDER

You can amend the purchase orders, which are in “Open”, “Amended”, “Partially Amended” or “Returned” status. You cannot amend the purchase orders, if the acceptance details for the goods receipt against the particular purchase order have been frozen, and the entire requested quantity in the purchase order is received and the goods receipt is in “Inspected” status. Upon amendment, the system updates the status of the purchase order to “Amended” or “Partially Amended”. You can also approve or authorize the amended purchase orders.

3.11.1AMENDING PURCHASE ORDER

1. Select the **Amend Purchase Order** link under **Purchase Order** business component. The **Select Purchase Order** page appears.
2. Provide filter criteria to search for a purchase order and click the **Search** pushbutton.
3. Click the hyperlinked purchase order number in the multiline, to amend the purchase order details. The **Amend Purchase Order** page appears. *See Figure 3.41*
4. Use the **PO Category** drop-down list box to modify the user category of the PO. All the categories defined in the “Create Quick Code” activity are available for selection.
5. Use the **User Status** drop-down list box to amend the user-defined status that is already assigned to the PO. All the “Active” user-defined statuses defined in the “Create Quick Codes” activity are available for selection.

Recording PO basic details

1. Select the **PO Details** tab page to amend purchase order details. The **PO Details** tab appears.
2. Use the **PO Type** drop-down list box to select the type of the purchase order. The available PO type are “General”, “Express”, “Dropship”, ”Adhoc”, “Service”, “Customer Goods”, “PBH”, “PBH-Exchange”, “Consignment”, and “Sample”.
3. Use the **Expense Type** drop-down list box to specify the expense type of the purchase order. The drop-down list box displays: ”Capital” and “Revenue”.
4. Use the **Receipt Recording Option** drop-down list box to specify the Receipt Recording Option. The options available are: “GR-Acceptance”, “GR-Movement” and “No GR”.
5. Use the **PO Priority** drop-down list box to specify the priority of the purchase order. The system lists “AOG”, “Critical”, “Expedite”, and “Routine”, as options. The system displays “Routine” by default.
6. Enter **Aircraft Reg. #** and **Component #** for which you wish to procure parts.
7. Use the **Quality Attribute Check** drop-down list box to specify whether quality check is required or not. The system provides options: ”Yes” and “No”.
8. Select the **Subcontract** check-box to indicate that the purchase order facilitates subcontract manufacturing and the issue of spare parts against the PO.
9. Enter the **Remarks** and select the **Purpose** of the purchase.
10. In the **Purchase For & Expense Details** group box, use the **Expense To** drop-down list box to select the posting finance book for the purchase order only if PO type is Adhoc/Service. However, if PO type is not Adhoc/Service, the drop-down list box will display no value as finance book will not be relevant for the purchase order. Alternatively, if the purchase order was created for a group company, the drop-down list box will display all valid finance books in Active status for the group company for which “Enable Automatic Accounting for Purchases in the related Company” is ‘Yes’ in the Accounting Setup component, if “Purchase Order on behalf of Supplier” under the category Purchase Order is ‘Allowed’ in the Purchase Option Settings activity of Logistics Common Master. If “Purchase Order on behalf of Customer”, the logic is same as Expense To combo loading as it will not vary based on Trading Partner #.

    Note: This field is mandatory, if the purchase order is related to a group company regardless of PO type.

11. Select the **Billable to Customer?** Checkbox to specify whether the invoice of the purchase order should be billed to the customer.

12. In the **Supplier Details** group box, enter Supplier #, Contact Person and Address ID for the supplier of parts.

   Note: On click of enter, if the Entered Address ID is valid, the system defaults the Address and Contact Person corresponding to the Address ID defined in the "Edit Contact information" screen of the "Supplier" business component for the Corresponding Supplier -Contact Person combination.

13. Use the **PO Currency** drop-down list box to select the PO currency, which could be the base currency or any other Active currency, which has a conversion factor set to the base currency. The currency must have been defined in the "Organization Setup" business component.

14. The **PO Total Value** displays the sum of PO basic value, the additional charges and the additional cost (for all the Line #/Part # combination).

   Note: If the PO Currency is different from the Base Currency, then the system applies the Exchange Rate to the Additional Cost and adds it to the PO Total Value that is displayed.

Recording supplementary details

1. Specify **Quotation Details** and **Warranty Claim Details** for PO. In Parts Details multiline,

2. Enter **Part #**, **Mfr Part #**, **Mfr # and Part Description** to identify the part.

   Note: You can add a new line item or amend an already existing part. The part number should not be modified, if the Core Status of the purchase order is either "Core Due" or "Receipt Due", for PO of type "Exchange" or "PBH-Exchange".

3. Enter **Order Qty.** to indicate the total quantity of the part ordered.

4. Enter **Adjusted Issued Qty** to indicate the reconciled pending issued quantity of the part.

   Note: This field appears only if the process parameter "Adjustment of pending Issue/Receipt Qty for Exchange PO" under the Purchase Order category in the Set Purchase Options activity of Logistics Common Master is '1'.

5. Enter **Adjusted Received Qty** indicating the reconciled pending received quantity of the part against the PO.

   Note: This field appears only if the process parameter "Adjustment of pending Issue/Receipt Qty for Exchange PO" under the Purchase Order category in the Set Purchase Options activity is '1'.

6. Enter **Purchase UOM** to indicate the units of measurement in which the part is purchased, and the **Cost** of the part for the specified quantity.

7. Enter **Assessed Cost (In Base Curr.)** of the part that would be received against the Exchange PO in base currency. The cost of the incoming unit is computed on the basis of current condition of the outgoing unit.

   Note: This field is displayed only if purchase order type is Exchange.

8. Enter **Cost Per** to indicate the quantity of the part for which the cost is specified.

9. Use the **Condition** drop-down list box to select "New", "New Surplus", "Overhauled", "Serviceable" and "Unserviceable" as the condition of the part. "New" indicates that the part is new. "New Surplus" indicates that the part is acquired by someone but not been used. "Overhauled," indicates that some maintenance action or servicing has been done on the part, but the part has not been used after servicing. "Serviceable" indicates that the part is been used after servicing. "Unserviceable" indicates that the part cannot be serviced after usage.

10. Enter the certification required for the part in the **Certificate Type** field. The system displays all the certificate types defined for the part in the **Logistics Common Master.**

11. Use the **Schedule Type** drop-down list box to select "Single" or "Multiple" as the delivery type of the part. "Single" indicates that the part has to be delivered in single shipment. "Multiple" indicates that the part has to be delivered in multiple shipments.

   Note: If the "Schedule type" is selected as "Single" and the "Received Qty" is not zero, none of the details, except the order quantity and the need date in the corresponding row, should be modified.

12. Enter the **Earliest Due Date**, **Requested Date** and the **Warehouse #** for the part.

   Note: For the warehouse number entered, ensure that the part condition is in accordance with the *storage rules defined for the warehouse in the "Edit Warehouse – Stock Status/Condition Allowed" page of the "Storage Administration" business component.*

13. Enter the **Work Center #** to identify the work center that executes the purchase order.

14. Enter the **Reason for Date Change** i.e. Requested Date or Earliest Due Date change for the part in the purchase order.

15. Enter the **Ref. Document Type** and **Ref. Document #** for the purchase order.

16. Use the **Alternate Type** drop-down list box to specify whether alternate part for the part must be allowed. The options are "Allowed" and "Not Allowed".

    Note: For PO Types "Service", "Adhoc" and "Customer Goods", it is mandatory that you set the Alternate Type as "Not Allowed".

17. Enter the identification number of the alternate part for the part for which you are creating the purchase order in the **Alternate Part #.**

    Note: The Alternate Part # field is mandatory, if you have selected "Specific Alternate" in the Alternate Type field.

    The alternate part must already be defined in the Part Administration component and must have an Active status.

    The alternate part must be defined as an alternate to the part for which you are creating the purchase order, in the Part Administration component.

    If Transaction UOM is different from the Stock UOM for the alternate part, conversion between the Transaction UOM and Stock must exist and be valid in the UOM component.

    The Source option for the alternate part must be set to "Purchase" in the Maintain Planning Information activity of the "Part Administration" business component.

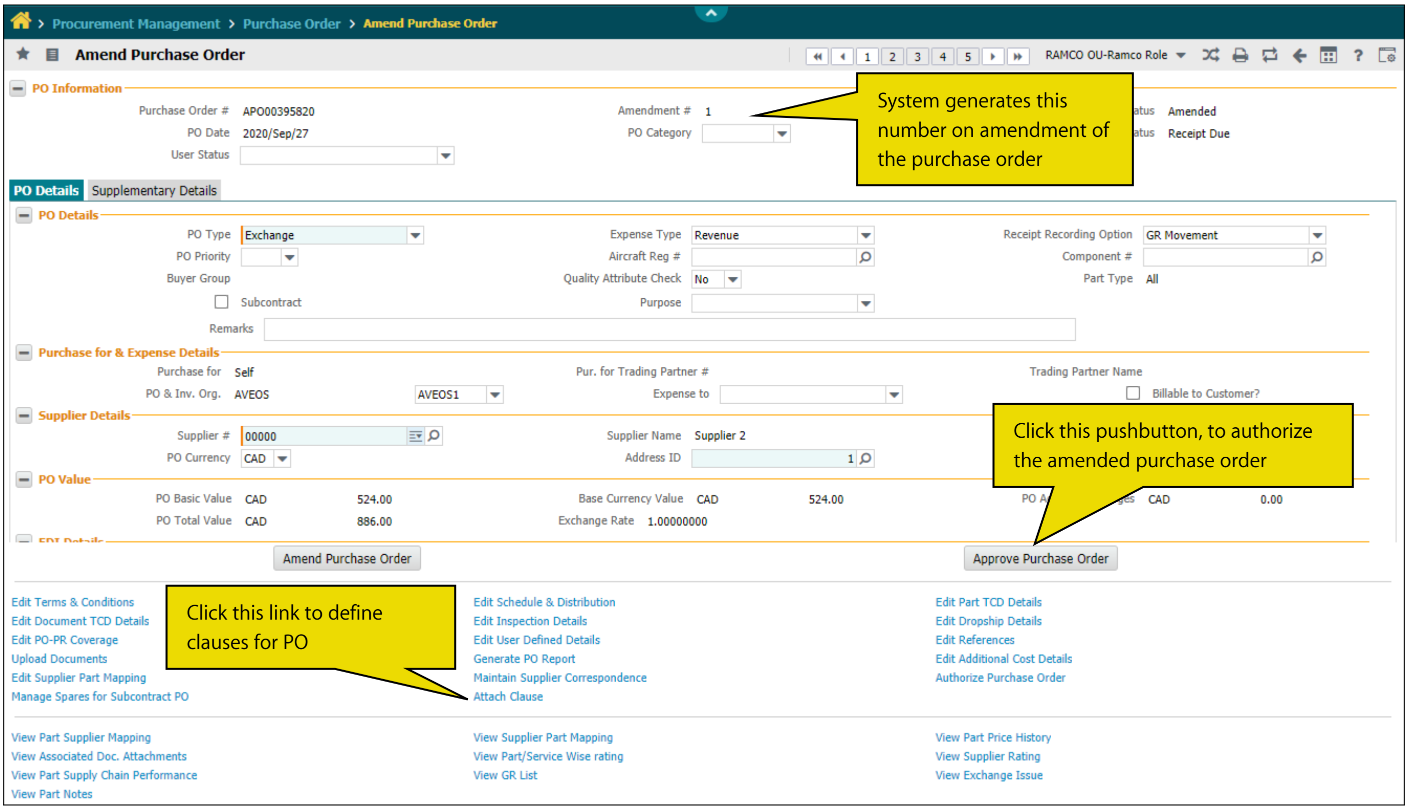


Figure 3.41 Amending the purchase order

18. Use the **Inspection Type** drop-down list to select "Self", "By Inspector" or "None" as the type of inspection to be done on the part, at the time of delivery.

19. Use the **Matching Type** drop-down list box to specify the default matching type for the parts supplied. Select

"Four Way at PO", if you wish to match the invoiced quantity with the accepted quantity for a purchase order comprising several good receipt documents. Select "Four Way at GR", if you wish to match the invoiced quantity with the accepted quantity for each goods receipt documents in a purchase order.

20. Enter the **CAPEX Proposal #** to identify the asset proposal number, which is defined in the "Asset Planning" business component.

21. Enter the **Account Usage** to which the expense is booked. Use the drop down list box to select the usage that must be displayed.

22. Enter **Costing Usage** to identify the cost center.

23. Enter the **Analysis Code** and **Sub Analysis Code** for analyzing the expenses against the account.

24. Use the **Ship To** drop-down list box to specify the Goods Receipts Organization Unit to which the part must be supplied.

25. Use the **Tolerance Type** drop-down list box to specify the tolerance type. The tolerance types available are "Value", "Quantity" or "Both".

26. Enter the Tolerance %, Receipt +Ve Tolerance (%) and, Receipt -Ve Tolerance (%).

27. Use the **Quality Attribute** drop-down list box to select the parameter for the qualitative inspection of the part.

28. Use the **Doc Attach?** drop-down list box to specify whether the document is to be attached for the corresponding PO Line #.

29. Use the **Insp WO?** drop-down list box to indicate if a component work order of job type "Receipt Inspection" and maintenance type "Inspection", must be generated.

30. Click the **Amend Purchase Order** pushbutton, to update the amended details of the purchase order.

The system performs the following:

- Updates the status as "Amended", for purchase order of type other than "Dropship", if the schedule information matches the quantity required for all the parts, and increments the amendment number by 1.

- Updates the status as "Amended", for purchase order of type "DropShip if the schedule information entered is same as the quantity required for all the parts and the dropship details are entered for all the parts.

  Note: When a PO is amended, the system updates the status of the current PO as "Revised" and increments the amendment number for amended PO and updates the status to "Amended".

- Updates the status as "Partially Amended", for purchase order of type other than "Dropship", if after amending, the schedule information entered is not same as the quantity required for all the parts or the "Pay Term" and "Pay to Supplier" entered in the "Edit Terms & Conditions " is not in "Active" status as on date.

- Updates the status as "Partially Amended", for purchase order of type "Dropship", if after amending, the schedule information entered is not same as the quantity required for all the parts and the dropship details are not entered for all the parts.

- The system updates the "Alternate Type" as "Not Allowed" even if the "Alternate Type" is set as "Allowed" or "Specific Alternate" If the "PO Type" is set as "Adhoc" or "Service".

- On click of "Amend Purchase Order" pushbutton, if set option "Amendment of Purchase Order?" in the "Purchase Setting Options"activity of the "Logistics Common Master" business component is set as '1' (Any changes made to an authorized PO) or 'Blank', then the PO status is updated as Amended by incrementing the Amendment no by one irrespective of the fields that are modified.

- On click of "Amend Purchase Order" pushbutton, if set option "Amendment of Purchase Order?" in the "Purchase Setting Options" activity of the "Logistics Common Master" business component is set as '2' (Only when Qty, Cost or Value is changed in the PO), then the PO status will be changed as amended only if user updates or modifies Cost or Order Qty or PO Total Value against any of the Part # in the Part Details multiline.

31. Click the **Approve Purchase Order** pushbutton, to authorize the amended purchase order. The system updates the status of the amended purchase order 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.

To proceed further,

- Select the **Edit Additional Cost Details** link to record additional cost for Exchange PO / PBH Exchange PO.

To enter further information for purchase order, follow the steps described in the section “Additional Information for purchase order” under **Creating the purchase order.**

Maintaining additional cost information

This page allows you to record / modify the additional cost details like repair cost for an Exchange PO / PBH Exchange PO. Repair cost can be recorded at serial / lot level, only for parts that are issued.

1. Select the **Hold / Release Purchase Order** link under **Purchase Order** business component. The **Hold / Release Purchase Order** page appears. *See Figure 3.42*

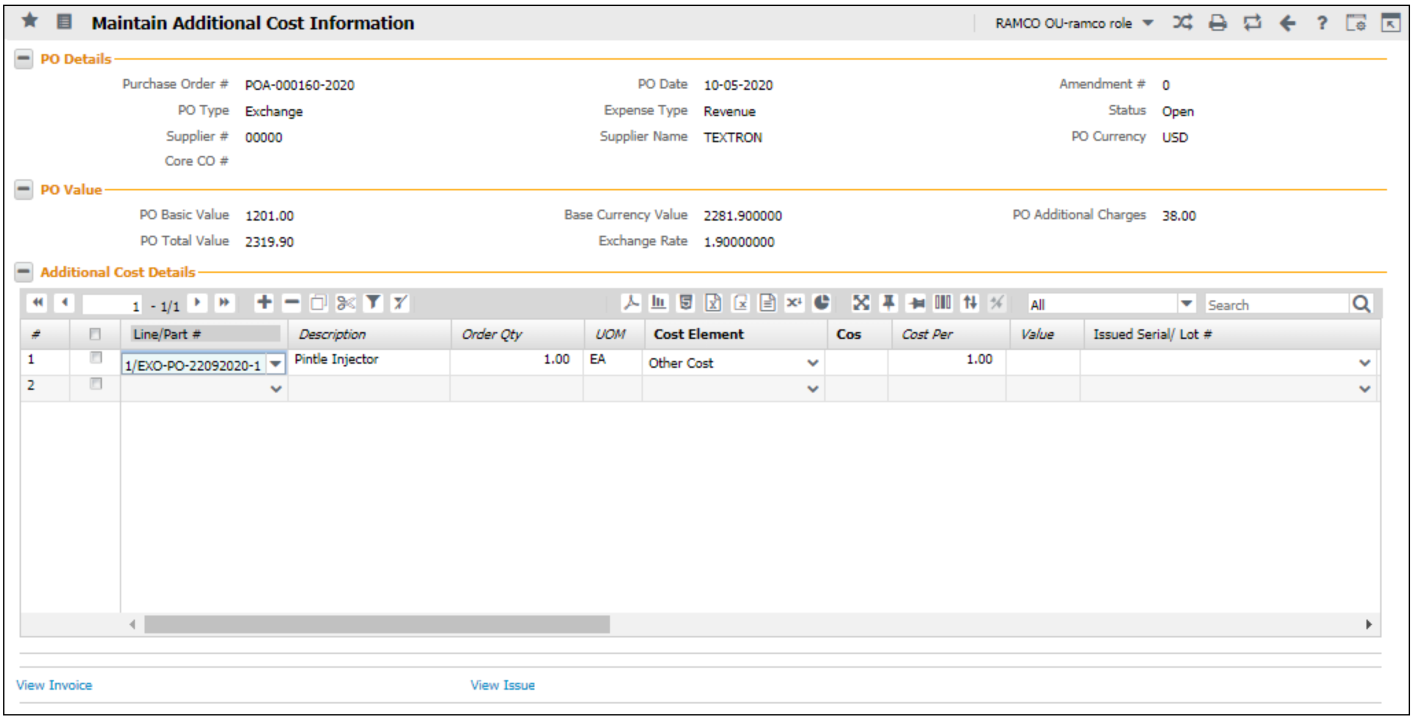


Figure 3.42 Maintaining additional cost information

2. Enter the **Line / Part #** in the Additional Cost Details multiline.

3. Select the **Cost Element** as “Repair Cost”.

4. Enter the **Qty,** of parts and the **Cost** of repair of the part for the quantity specified.

5. Select the **Issued Serial / Lot #** combination of the part issued.

6. Use the **Account Usage** drop-down list box to select the account usage to which the expense is booked. The system lists all the Account Usage Codes that are mapped to the Purchase Order transaction, which are valid for the current system date.

7. Click the **Save** pushbutton to save the additional cost for Exchange / PBH Exchange PO.

3.12 HOLDING OR RELEASING THE PURCHASE ORDER

The purchase order can be temporarily put on hold, if required. For example, if some clarifications are required in the purchase order details before approval, you can put the purchase order on "Hold". You can also release the purchase order, which has been put on "Hold".

1. Select the **Hold / Release Purchase Order** link under **Purchase Order** business component. The **Hold / Release Purchase Order** page appears. *See Figure 3.43*

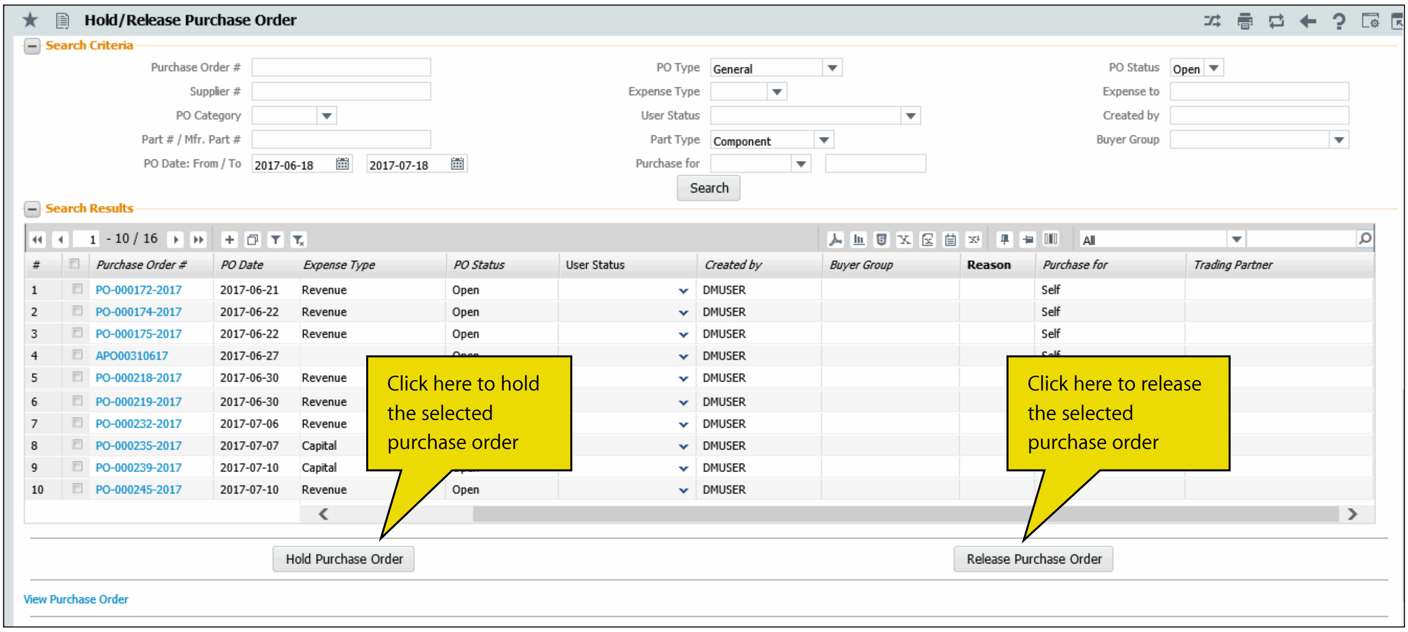


Figure 3.43 Holding or releasing the purchase order

2. Provide filter criteria to search for a purchase order and click the **Search** pushbutton.

3. Select the purchase order to be held or released, in the multiline.

4. Click the **Hold Purchase Order** pushbutton, to hold the selected purchase order(s).

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

   Only purchase orders that are in the "Open" status can be put on hold.

5. Click the **Release Purchase Order** pushbutton, to release the selected purchase order(s). The system updates the status of the PO to "Open".

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

   Only purchase orders that are in the "Held" status can be released.

3.13 SHORT CLOSING THE PURCHASE ORDER

You can short close the purchase order. For example, you can short close a purchase order, if the planned items are not required anymore. Once short closed, the purchase order will not be available for any transaction. If the items are in transit, then the purchase order can be short closed, only after the delivery of the item. If a portion of the stock has been received, then the purchase order can be short closed only for the remaining stock items that are not yet received.

1. Select the **ShortClose Purchase Order** link under **Purchase Order** business component. The **ShortClose Purchase Order** page appears. *See Figure 3.44*

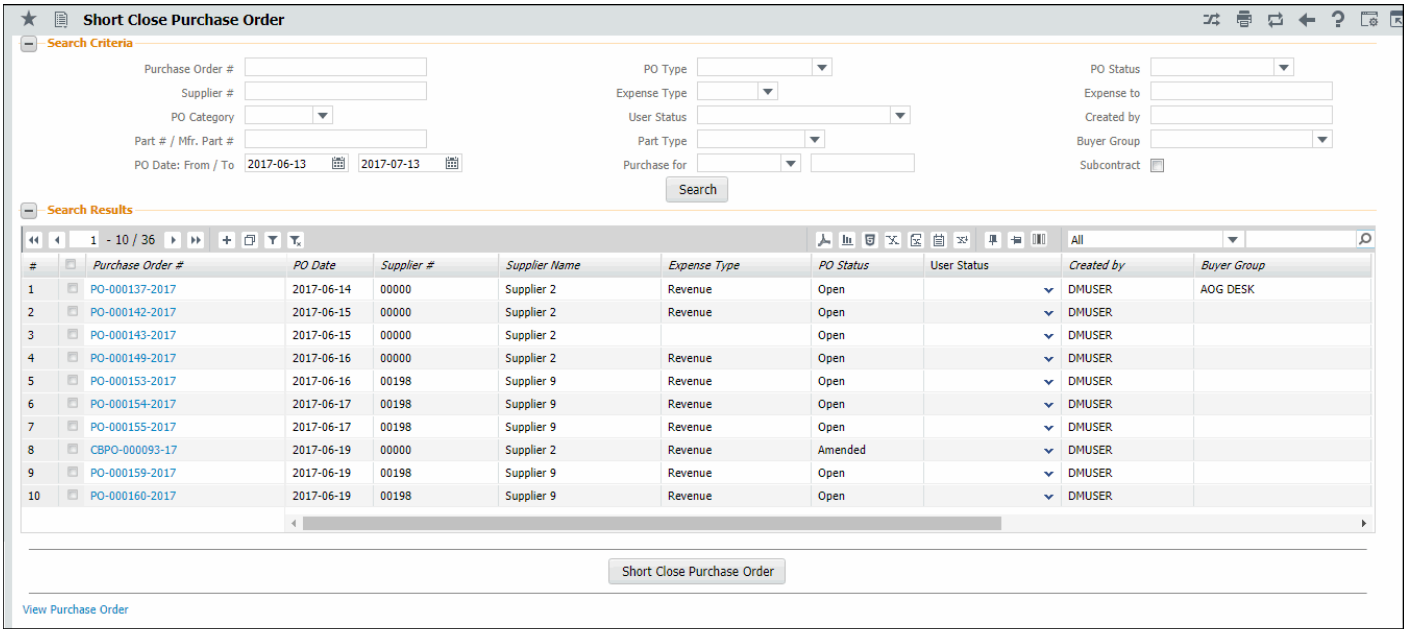


Figure 3.44 Short closing the purchase order

2. Provide filter criteria to search for a purchase order and click the **Search** pushbutton.
3. Enter **Reason** to state the reason for short closing the purchase order.
4. Select the purchase order to be short closed, in the multiline.
5. Click the **Shortclose Purchase Order** pushbutton, to short close the purchase order. The system updates the status of the purchase order as “Short 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.

3.14 CREATING THE ADVANCE SHIPPING NOTE

An advance shipping note is a document, wherein details of items or parts shipped by the supplier are recorded and the status of the shipment is tracked.

The advance shipping note can be created against a Purchase Order, Release Slip, Repair Order, Loan Order or Subcontract Order.

For example, if you have sent "Subcontract Order 102" to "Supplier A" and the supplier is yet to ship the parts requested in the PO, you can create an advance shipping note against this purchase order and record the parts to be shipped by the supplier. You can also track the status of the shipment from the point of origin to the point of destination. In other words, each location covered by the shipment in its course can be specified, and the status of your shipment in each location can be updated. Therefore, at any point of time, you know the exact location and status of your shipment.

1. Select **Create Advance Shipping Note** under **Advance Shipping Note** business component. The **Create Advance Shipping Note** page appears. *See Figure 3.45*
2. The system automatically generates the **ASN #** based on the **Numbering type** selected.
3. Specify the date on which the advance shipping note is being created, in the **ASN Date** field.
4. In the **Supplier #** field, specify the code of the supplier who has made the shipment.
5. Details of the ASN raised by the supplier should be entered in the **Supplier ASN #** and **Supplier ASN Date** fields.
6. In the **Way Bill #** field, enter the way bill number that helps you to track the shipment.
7. Enter the date when you are expecting the shipment, in the **Expected Date of Delivery** field.
8. Specify the place from where the shipment is being made and the place where the shipment has to be delivered, in the **Origin** and **Destination** fields.

In the **Parts List** multiline,

9. Specify the **Ref. Document**, **Ref. Document #** and **Ref. Doc Line #** against which the shipment is being done.

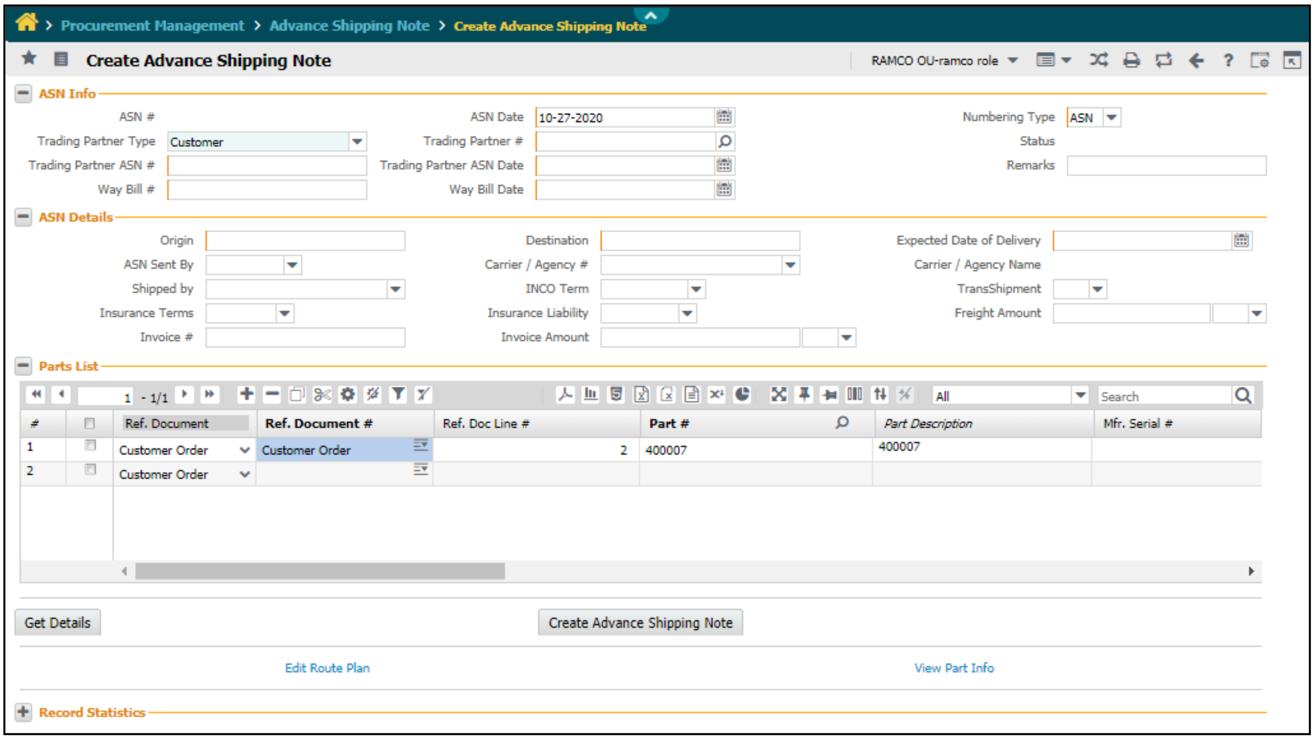


Figure 3.45 Creating advance shipping note

10. Details of the shipment such as the part number shipped by the supplier, freight Amount and quantity shipped can be specified in the **Parts List** multiline.

11. Click the **Create Advance Shipping Note** pushbutton to create the new shipping note.

Note: The system creates the advance shipping note and sets its status to "Fresh".

To proceed further,

- Select the Edit Route Plan link to specify route plan details.
- Select the View Part Info link to view the part information.
- Select the View Ref. Doc Info link to view the reference document information.

3.14.1EDITING THE ROUTE PLAN

Route plan indicates the course taken by the shipment from the point of origin to the point of delivery. This includes all the locations covered during the course.

For example, if the shipment has to be delivered from Point A to Point D, but the carrier also stops at Point B and C on its way, the various points of shipment can be mentioned in the route plan.

The status of the shipment in each location can be updated so that at any point of time, you know the exact location of the shipment.

1. Select the **Edit Route Plan** link in the **Create Advance Shipping Note** page. The **Edit Route Plan** page appears. *See Figure 3.46*

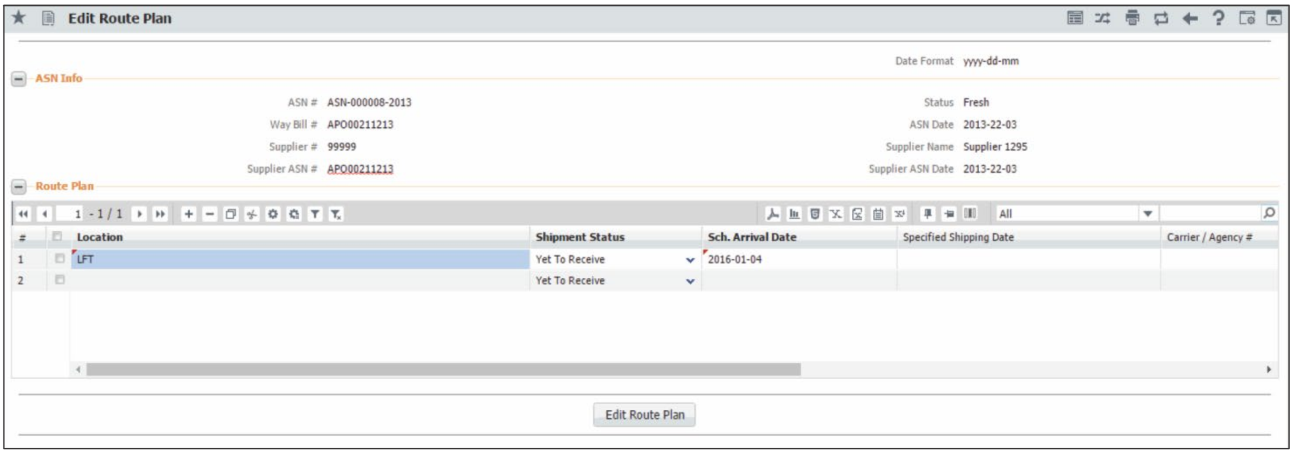


Figure 3.46 Editing the route plan

2. The system displays the details of the advance shipping note in the **ASN Info** group box.
3. Enter the name of the location in the **Location** field.
4. Specify the status of the shipment with respect to the location in the **Shipment Status** field. The options available are "Yet to receive", "Yet to ship" and "Shipped".
5. The date on which the shipment is expected to arrive at the location can be entered in the **Sch. Arrival Date** field.
6. The date on which the shipment is expected to be shipped from the location can be entered in the **Specified Shipping Date** field.
7. Click the **Edit Route Plan** pushbutton to update the route plan details.

3.15 RETURNING THE REJECTED GOODS TO THE SUPPLIER

Goods received from a supplier can be returned if they have been rejected during inspection. The supplier is to replace the part that has been rejected. Goods return note to supplier may be raised on accumulation of a sizeable quantity of rejected parts or for a single part too. A single goods return note can be raised for parts rejected in multiple goods receipt notes. A goods return to supplier can be raised for goods receipt notes, which are in the "Inspected", "Moved" or "Partially Moved" status.

1. Select **Create Goods Return** to **Supplier** under **Goods Receipt** business component. The **Select Goods Receipt Note** page appears.
2. Provide filter criteria to search for the supplier to whom the goods have to be returned and click the **Search** pushbutton.
3. Click the hyperlinked goods receipt number in the multiline, to create a goods return note. The **Create Goods Return** page appears. *See Figure 3.47*
4. Use the **Numbering Type** drop-down list box to generate the number for the goods return document.

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

5. Enter **GRS Date** to indicate the date on which the GRS was generated.
6. Use the **User Status** drop-down list box to select the GRS user status.
7. Use the **GRS Type** drop-down list box to select the GRS type, which could be "Return" or "Scrap".
8. Use the **GRS Category** drop-down list box to select the GRS category.
9. Enter **Return Quantity** to indicate the rejected quantity to be returned to the supplier.
10. Enter **Ref. Document** to indicate the document used as reference for the goods receipt note.
11. Enter **Ref. Document #** to indicate the number identifying the reference document.
12. Click the **Create Goods Return** pushbutton to create a goods return note. The status of the goods return note is updated as "Fresh".
13. Click the **Confirm Goods Return** pushbutton to confirm the goods return note. The status of the goods return note is updated as "Returned".

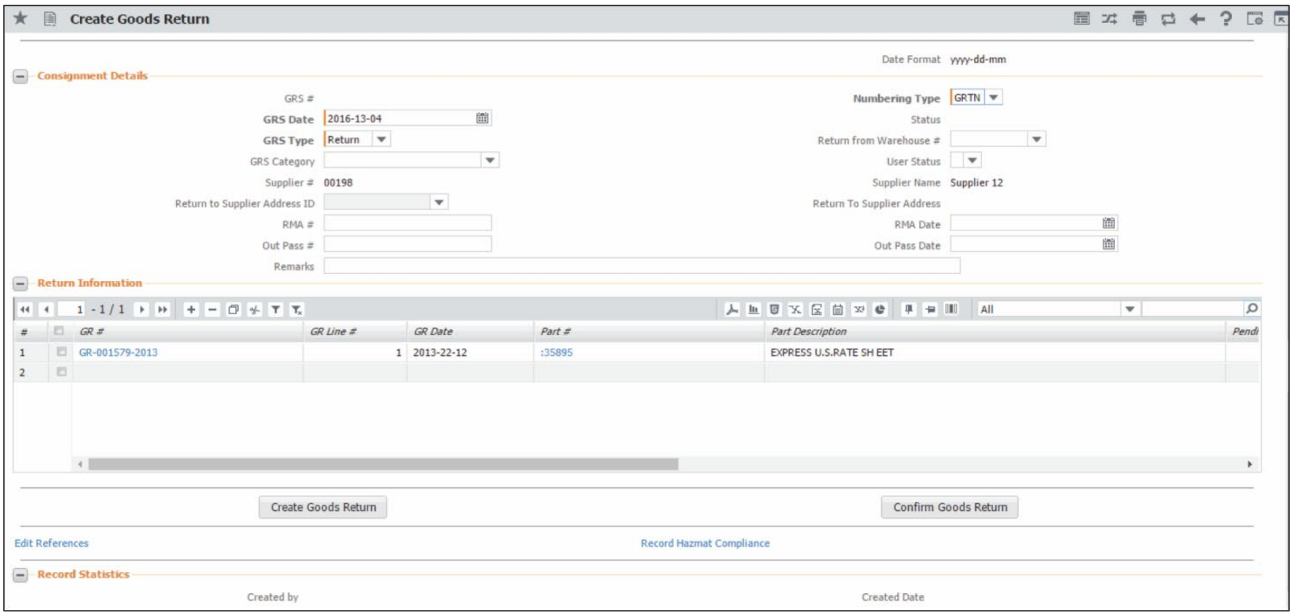


Figure 3.47 Returning the rejected goods to the supplier

To provide further details,

- Select the **Edit Reference** link to record reference document details.

3.15.1 RECORDING REFERENCE INFORMATION

You can add the document reference information for the Goods Return to Supplier (GRS).

1. Select **Edit References** link in the **Create Goods Return to Supplier** page.
2. Use the **Ref. Document Type** drop-down list to select the type of the reference document.
3. Enter **Document ID** to identify the reference document.
4. Enter File **Name** of the reference document.
5. Click the **Edit References** pushbutton, to save the details.

3.15.2 CANCELING GOODS RETURN TO SUPPLIER

You can cancel a Goods Return note.

1. Select **the Cancel / Edit Goods Return to Supplier** link under **Goods Receipt** business component.
2. Provide filter criteria to search for the goods return.
3. Select the goods return note to be cancelled, in the multiline.
4. Click the **Cancel** pushbutton to cancel the selected goods return note.

   Note: The system updates the status of the Goods Return note to "Cancelled".

4 BLANKET PURCHASE ORDER ADMINISTRATION

The **Blanket Purchase Order Administration** sub process focuses on identifying the procurement needs of long-term basis, such as raising Blanket Purchase Order (BPO) on the basis of agreements, providing utilization details to various locations, which can release Release Slips and receipt of items into inventory through Goods Receipt.

Blanket Purchase Order Administration (BPO) business component enables you to have long-term contracts or agreements with a supplier, for the supply of certain materials. These kind of long contracts help the company as well as the Supplier. It helps the company in getting a consistent supply of materials with less chances of delay by the Supplier since he is informed the requirement of the materials in advance.

Release Slip (RS) business component enables you to place orders on a supplier against long-term contracts or agreements, such as a Blanket Purchase Order. The Release Slip is an ordering document like the Purchase Order (PO).

4.1 RAISING A BLANKET PURCHASE ORDER ON SUPPLIER

A blanket purchase order is created for procurement of long-term parts. Some examples of such parts are raw material, tool, expendable and kit. The long-term contract enables the company to get a consistent supply of materials, avoids delays and enables the supplier to plan the material resources well in advance. There are three types of blanket purchase order contracts namely, “Rate”, “Quantity” and “Value”. “Rate” contract, as the name suggests, is an agreement on the rate at which the part will be purchased. “Quantity” contract is a long-term agreement on the total quantity that will be ordered. “Value” contract is an agreement on the total business value that is guaranteed to the supplier on the parts covered under the agreement.

4.1.1 SETTING OPTIONS FOR BLANKET PURCHASE ORDER

You can set the default actions to be performed in all the activities in the “Blanket Purchase Order” business component.

1. Select **Set Options** under **Blanket Purchase Order** business component. The **Set Options** page appears.
2. Use the **Multiple Part Types Allowed** drop-down list box to allow or disallow multiple part types while raising the blanket purchase order. The system displays the options “Yes” and “No”.
3. Use the **Default Receipt Tolerance** drop-down list box to indicate whether the positive and negative receipt tolerance value must be retrieved from the “Part Administration” business component or not.
4. Click the **Set Options** pushbutton, to store the option settings.

4.1.2 CREATING A BLANKET PURCHASE ORDER

1. Select **Create Blanket Purchase Order** under **Blanket Purchase Order** business component. *See Figure 4.1*
2. Use the **Numbering Type** drop-down list box to specify the numbering type based on which the blanket purchase 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.

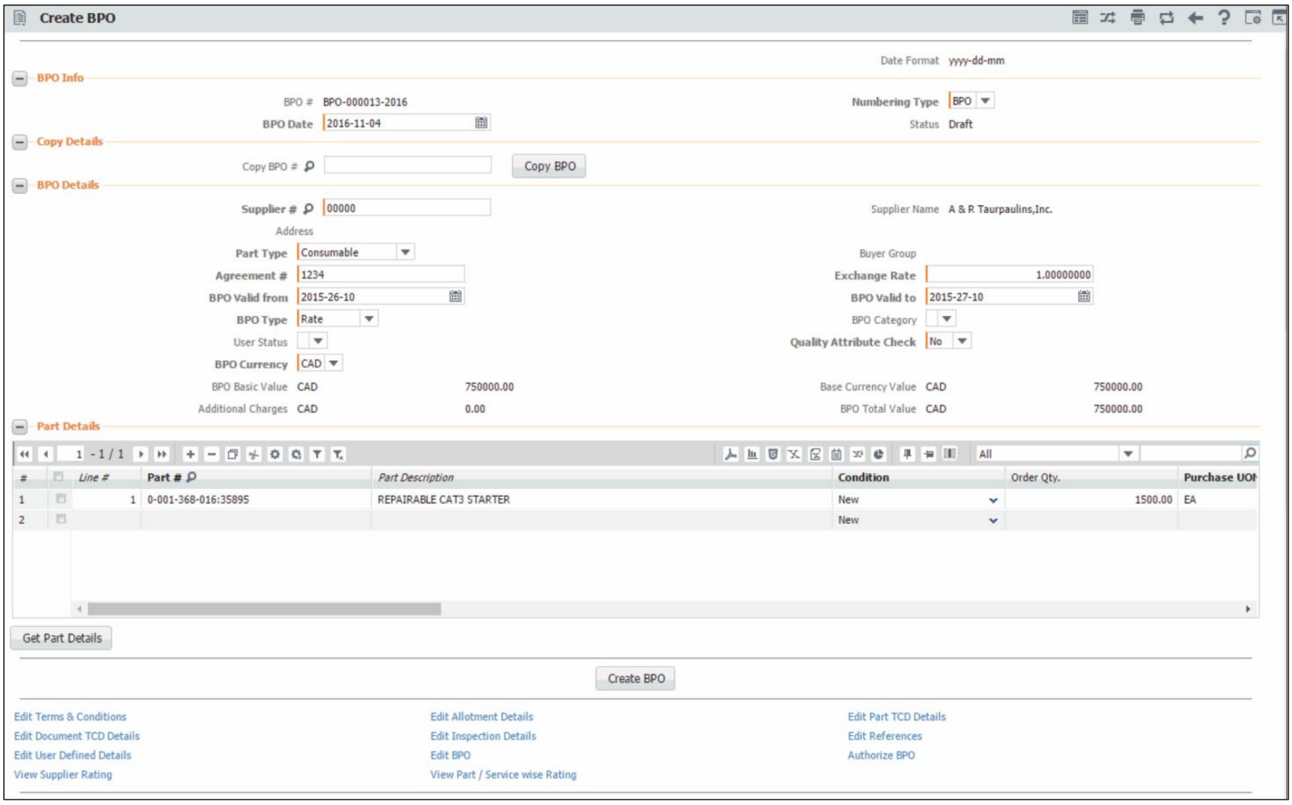


Figure 4.1 Creating a blanket purchase order

3. Enter **BPO Date** to specify the date on which the blanket purchase order must be raised.
4. Enter the Supplier #.
5. Use the **Part Type** drop-down list to specify the type of the part for which the blanket purchase order is raised. The part could be of the type "Raw material", "Expendable", "Tool", "Consumable", "Kit", "Miscellaneous" or "All".
6. Enter **Agreement #** to identify the agreement document between the supplier and the company.
7. Enter **Exchange Rate** of the currency in which the blanket purchase order is raised and the base currency of the company.
8. Enter **BPO Valid From** and **BPO Valid To** to specify the period for which the blanket purchase order is valid.
9. Use the **BPO Type** drop-down list box to select the blanket purchase order type. In the blanket purchase order of type "Rate", the part is bought at a fixed rate. This rate is valid for a given period. In the blanket purchase order of type "Quantity", there is a long-term agreement on the quantity that will be ordered. This quantity is total quantity required across locations. The "Value" type of blanket purchase order specifies the total business that is guaranteed to the supplier on a set of parts and the total order value of all the parts will be equal to this value.
10. Select "Yes" in the **Quality Attribute Check** drop-down list box to make selection in the **Quality Attribute** field in the multiline, for at least one record as other than "None", mandatory.
11. Use the **BPO Currency drop-down list box** to specify the currency in which the blanket purchase order transaction will be carried out. The system lists all the currencies that are in "Active" status and has a conversion factor set for the base currency, in the form of transaction currency.
12. Enter **Part #** to identify the part that must be procured by raising the blanket purchase order.
13. Use the **Condition** drop-down list box to specify the condition of the part, which could be "New", "New Surplus" or "Serviceable".
14. Enter **Purchase UOM** to specify the unit of measurement in which the part is purchased.
15. Enter **Cost Per** to indicate the quantity of the part for which the cost is specified.
16. Use the **Alternate Part #** drop-down list box to specify whether alternate part must be allowed for the part or not.
17. Use the **Inspection Type** drop-down list box to select "Self ","By Inspector" or "None" to specify the type of inspection check done on the part, at the time of delivery. "Self "indicates that the part has to be checked by the maintenance controller or the person who receives the part. "By Inspector" indicates that the part is going to be checked by an external source. "None" indicates that no check is required for the part at the time of delivery.
18. Use the **Matching Type** drop-down list box to specify the default matching type for the parts supplied. Select "Three Way at RS", if you wish to match the invoiced quantity with the received quantity at a Release Slip level, which can comprise several Goods Receipt (GR) documents. Select "Three Way at GR", if you wish to match the invoiced quantity with the received quantity against each goods receipt document in a Release Slip. Select "Four Way at RS", if you wish to match the invoiced quantity with the accepted quantity for a Release Slip comprising several good receipt documents. Select "Four Way at GR", if you wish to match the invoiced quantity with the accepted quantity for each goods receipt documents in a Release Slip.
19. Use the **Tolerance Type** drop-down list box to specify the tolerance type. Tolerance is the upper and lower limit within which the quantity or the basic value received can vary.
20. Enter **Receipt +ve Tolerance (%)** to identify the positive tolerance (in percentage) acceptable on the ordered quantity that can be received.
21. Enter **Receipt -ve Tolerance (%)** to identify the negative tolerance (in percentage) acceptable on the ordered quantity that can be received.
22. Use the **Quality Attribute** drop-down list box to specify whether the values of the quality attributes that is required to be measured for a part, are "Standard", "Customized" or "None".
23. Click the **Get Part Details** push button to retrieve the part details.

24. Click the **Create BPO** pushbutton, to create the blanket purchase order. The system updates the blanket purchase order status as, Draft - If all the necessary details are not entered for the blanket purchase order. Fresh - If all the necessary details are entered for the blanket purchase order.

    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.

Additional Information for the blanket purchase order

- Select the **Edit Terms & Conditions** link, to enter the terms and conditions for the blanket purchase order.
- Select the **Edit Allotment Details** link, to allot quantity for a part.
- Select the **Edit Part TCD Details** link, to add tax, charges and discount for the part.
- Select the **Edit Document TCD Details** link, to add tax, charges and discount for the blanket purchase order.
- Select the **Edit Inspection Details** link, to enter the inspection details.
- Select the **Edit BPO** link to cancel and edit the BPO.
- Select the **Authorize BPO** to authorize the BPO
- Select the **Edit References** link, to enter the document reference details for the blanket purchase order.
- Select the **Generate BPO Report** link, to generate the blanket purchase order report.
- Select the **View Part / Service wise Rating** link, to view the part / service wise rating details.
- Select the **View Supplier Rating** link, to view the supplier rating details.

Specifying terms and conditions in a blanket purchase order

You can enter the payment terms and conditions, insurance details and delivery terms and conditions for the parts to be purchased.

1. Select the **Edit Terms & Conditions** link in the **Create BPO** page. *See Figure 4.2*
2. Use the **Advance Payable** drop-down list box to indicate whether advance payment must be made or not. The system provides the options “Yes” and “No”.
3. Enter the **Pay Term** to identify the pay term agreed between the purchaser and the supplier.
4. Use the **Payment Mode** drop-down list box to specify the agreed mode of payment between the purchaser and the supplier. The mode of payment could be “Cash”, “Cheque”, “Others”, “Demand Draft” or “Pay Order”.
5. Use the **Pay to Supplier #** drop-down list to select the code identifying the supplier to whom the payment has to be made. The system displays the list of active ‘pay to suppliers’ defined for the supplier on whom the BPO is raised.
6. Use the **Pay To Supplier Address ID** drop-down list box to select the supplier address ID. The system displays the list of address IDs that are defined for the selected ‘pay to supplier’.

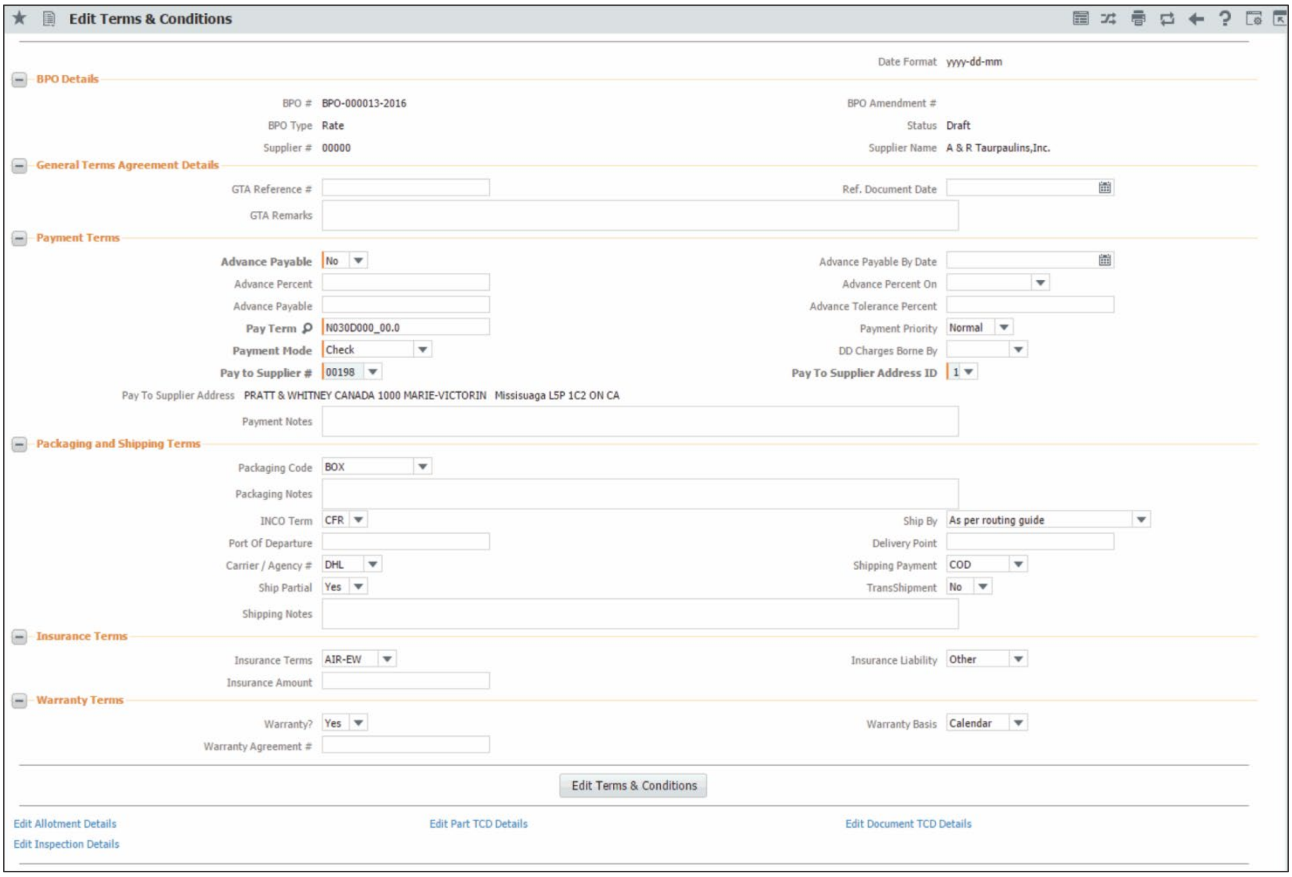


Figure 4.2 Specifying terms and conditions in a blanket purchase order

7. Click the **Edit Terms & Conditions** pushbutton, to store the terms and conditions entered for the blanket purchase order.

Specifying the allotment details in a blanket purchase order

You can allot the ordered quantity amongst various locations of different organization units.

1. Select the **Edit Allotment Details** link in the **Create BPO** page. *See Figure 4.3*

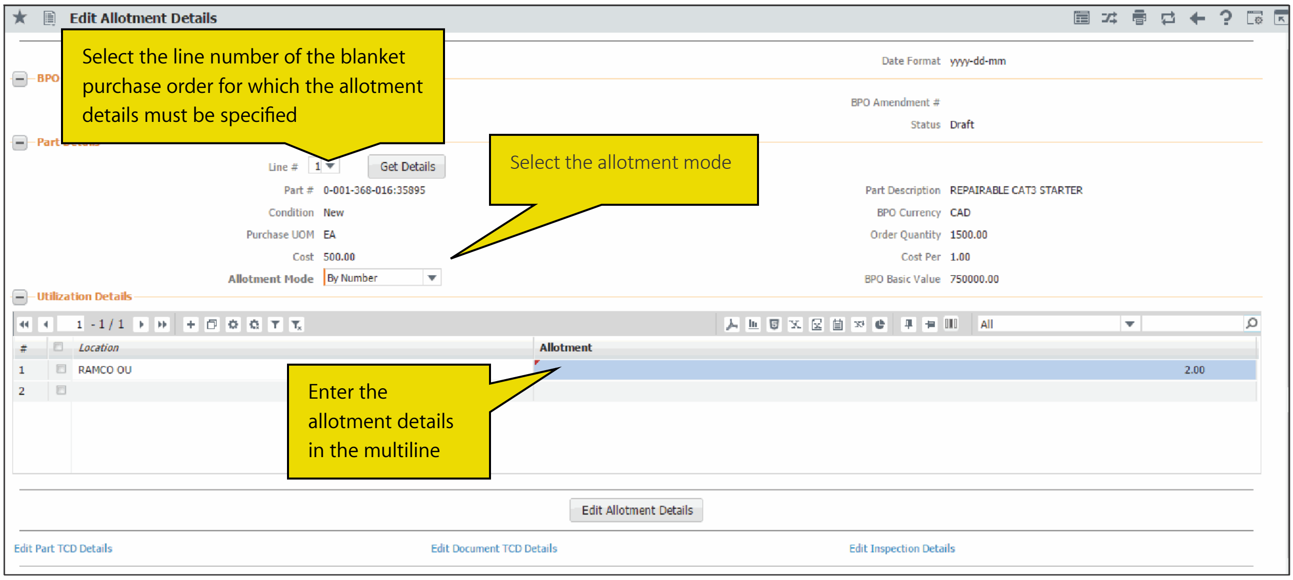


Figure 4.3 Specifying the allotment details in a blanket purchase order

2. Use the **Line #** drop-down list box to select the line number of the blanket purchase order for which the allotment details must be specified.

3. Enter the location and allotment details in the **Utilization Details** multiline.

4. Click the **Edit Allotment Details** pushbutton, to save the allotment details for the blanket purchase order.

Adding the tax, charge or discount details for the part in a blanket purchase order

Whenever the blanket purchase order is released, in addition to the quantity and rate, applicable taxes such as duty, sales tax, discount and freight charges have to be specified. You can add tax, charges and discount for the blanket purchase order line item.

1. Select the **Edit Part TCD Details** link in the **Create BPO** page. *See Figure 4.4*

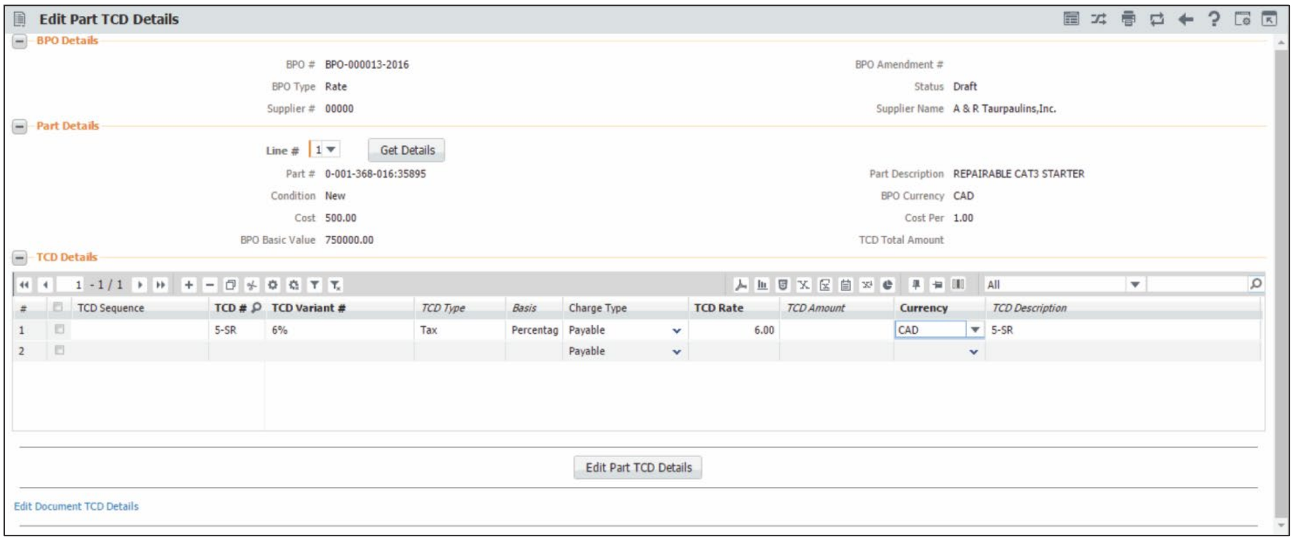


Figure 4.4 Adding the tax, charge or discount details for the part in a blanket purchase order

2. Use the **Line #** drop-down list box to specify the line number of the blanket purchase order for which the TCD details must be specified.

3. Enter a unique number in the **TCD Sequence** field to determine the sequence in which the TCD value must be calculated.

4. Enter a unique number to identify the TCD, in the **TCD #** field.

5. Enter a unique number that identifies the **TCD Variant #** for the TCD number.

6. Use the **Charge Type** drop-down to indicate whether the charge for the part must be borne by the buyer. The drop- down list box displays the following: Payable and Notional.

7. Enter the **TCD Rate** according to TCD basis. When the TCD is of basis "Percentage" or "Unit Rate", you must enter the rate that you have specified for TCD number and TCD variant combination in the "Taxes Charges and Discounts" business component.

8. Use the **Currency** drop-down list box to select the currency in which the TCD is to be calculated.

9. Click the **Edit Part TCD Details** pushbutton, to save the TCD details for the blanket purchase order line item.

Adding tax, charge or discount details at the blanket purchase order level

You can add tax, charges and discount for the blanket purchase order on the whole.

1. Select the **Edit Document TCD Details** link in the **Create BPO** page. *See Figure 4.5*

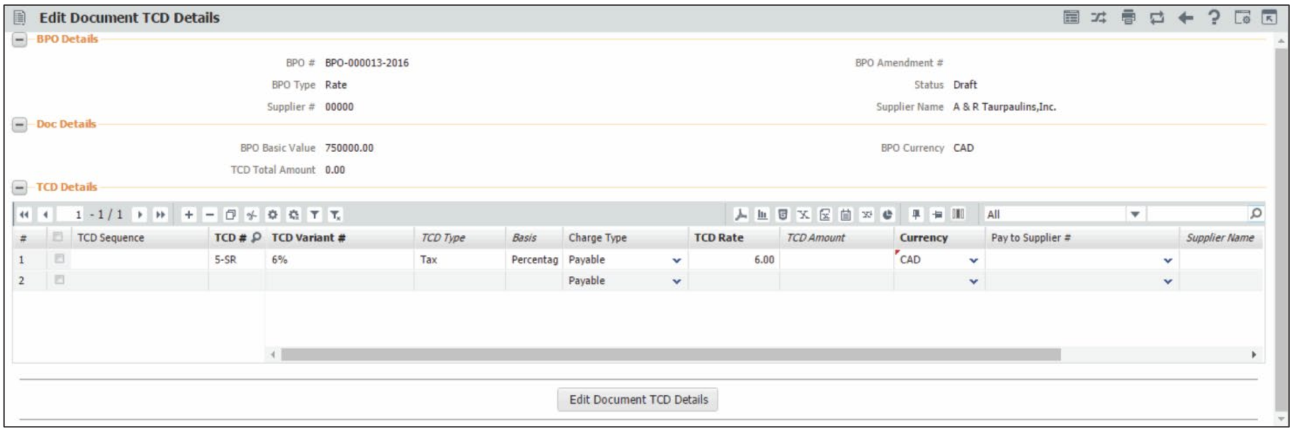


Figure 4.5 Adding tax, charge or discount details at the blanket purchase order level

2. Enter TCD Sequence, TCD #, TCD Variant #, Charge Type and TCD Rate.

3. Use the **Currency** drop-down list box to select the currency in which the TCD is to be calculated.

4. Use the **Pay to Supplier #** drop-down list box to select the supplier to whom the payment has to be made.

5. Click the **Edit Document TCD Details** pushbutton, to store the TCD details for the blanket purchase order.

Specifying the inspection details in a blanket purchase order

You can record the inspection details for the purchase of parts.

1. Select the **Edit Inspection Details** link in the **Create BPO** page. *See Figure 4.6*

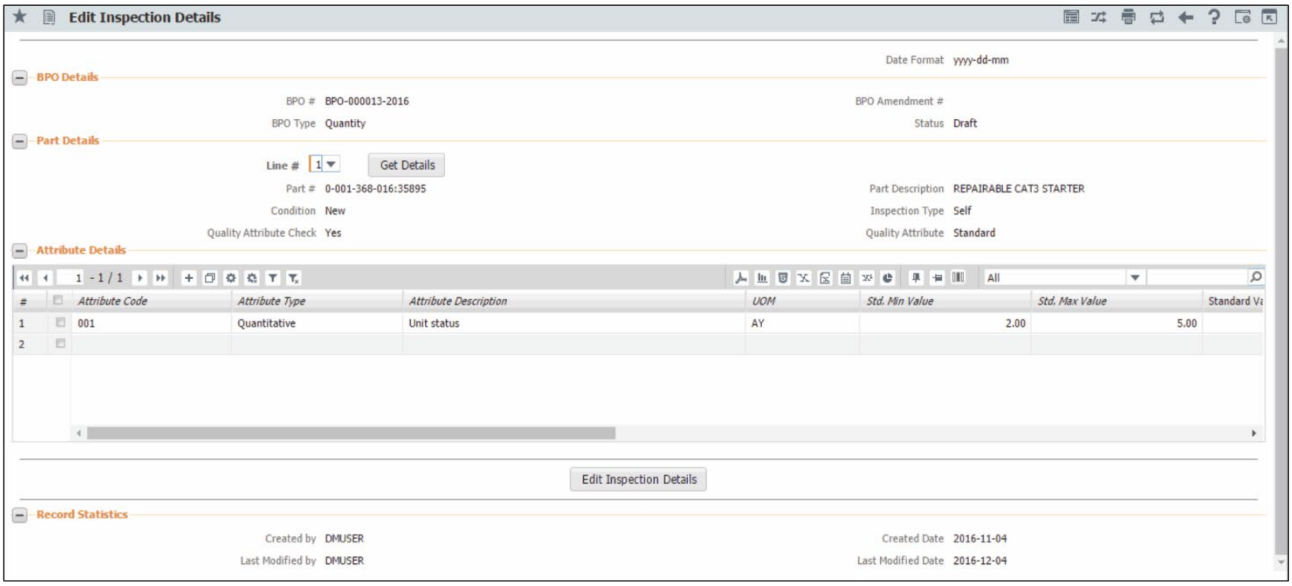


Figure 4.6 Specifying the inspection details in a blanket purchase order

2. Use the **Line #** drop-down list box to select the line number of the blanket purchase order for which the inspection details must be entered.

3. Enter Standard Value, Minimum Value and Maximum Value of the quality attribute.

4. Click the **Edit Inspection Details** pushbutton, to save the inspection details for the blanket purchase order.

Entering document references for the blanket purchase order

You can state the reference documents that are applicable for the blanket purchase order.

1. Select the **Edit References** link in the **Create BPO** page.

2. Select the applicable document category from the **Reference Doc Type** drop-down list box and enter other

details such as **Document ID, Remarks** and **File Name.**

3. Click the **Edit References** pushbutton.

4.1.3 CANCELING A BLANKET PURCHASE ORDER

1. Select **Cancel / Edit Blanket Purchase Order** under **Blanket Purchase Order** business component. The **Select BPO** page appears. *See Figure 4.7*

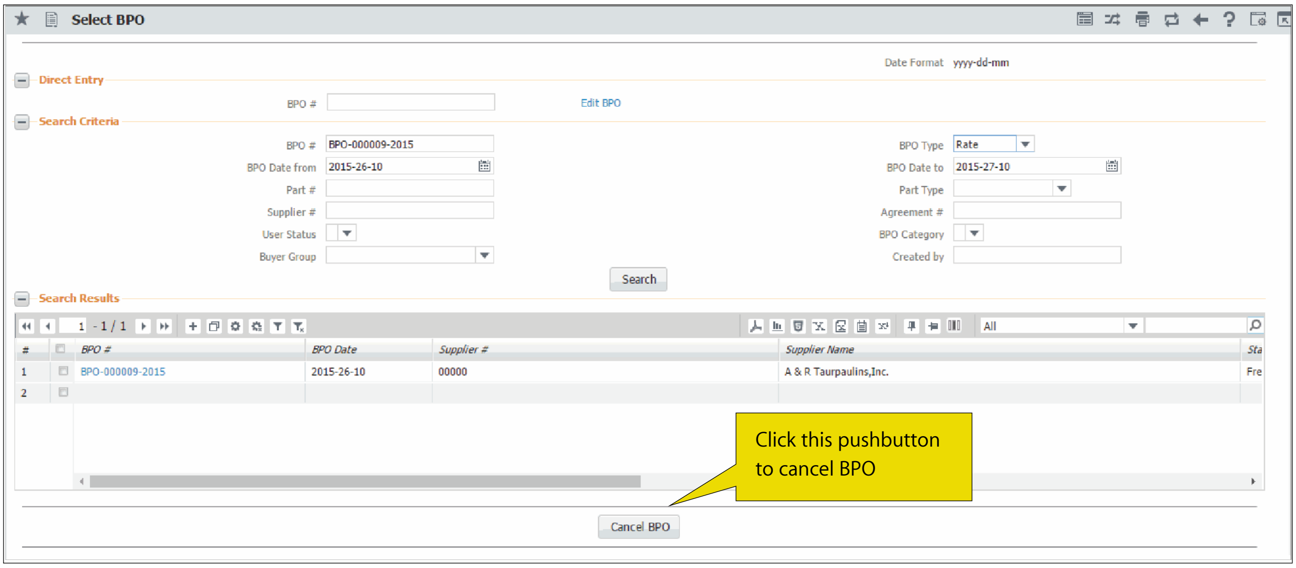


Figure 4.7 Canceling a blanket purchase order

2. Provide **Search Criteria** to search for the blanket purchase order.

3. Enter **Reason** for canceling the blanket purchase order.

4. Select the BPO in the multiline, to mark the blanket purchase order for cancellation.

5. Click the **Cancel BPO** pushbutton, to cancel the selected blanket purchase order.

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

Note: The system updates the status of the BPO to "Cancelled".

4.2 AUTHORIZING THE BLANKET PURCHASE ORDER

You can select the blanket purchase order for authorization or cancellation. Only blanket purchase orders that are in the “Fresh” status can be authorized. You can select multiple blanket purchase orders in the multiline and authorize them all at once. The authorized blanket purchase order cannot be modified; it can only be amended.

1. Select **Authorize Blanket Purchase Order** under **Blanket Purchase Order** business component. *See Figure 4.8*

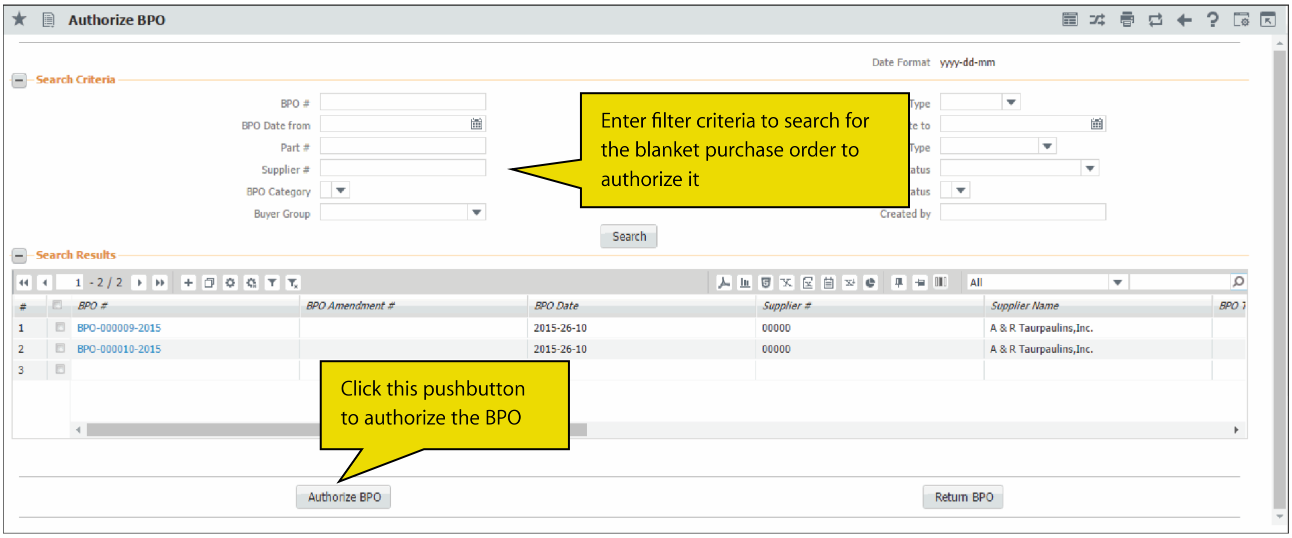


Figure 4.8 Authorizing the blanket purchase order

2. Provide **Search Criteria** to search for the blanket purchase order.
3. Check the **Select All** box below the multiline, to authorize all the blanket purchase orders.
4. Click the **Authorize BPO** pushbutton, to authorize the selected blanket purchase order(s).
5. Enter **Reason** if the BPO needs to be returned.

4.3 AMENDING THE BLANKET PURCHASE ORDER

You can amend blanket purchase orders, which are authorized. A BPO can be subjected to multiple amendments. An authorized BPO may be amended when the ordered quantity is changed or when there is a discrepancy between the BPO and the acknowledgment sent by the supplier, in terms of quantity and cost.

1. Select **Amend Blanket Purchase Order** under **Blanket Purchase Order** business component. The **Select BPO** page appears.
2. Provide filter criteria to search for the blanket purchase order and click the **Search** pushbutton.
3. Click the hyperlinked BPO number in the multiline, to amend the blanket purchase order details. The **Amend BPO** page appears. *See Figure 4.9*
4. Enter **BPO Valid From** and **BPO Valid** To specify the period for which the blanket purchase order is valid.
5. Select "Yes" in the **Quality Attribute Check** drop-down list box to make selection in the **Quality Attribute** field in the multiline, for atleast one record as other than "None", mandatory
6. Enter **Part #** to identify the part that must be procured by raising the blanket purchase order.
7. Enter **Purchase UOM** to specify the unit of measurement in which the part is purchased.
8. Click the **Amend BPO** pushbutton, to update the amended details of blanket purchase order.
9. Click the **Confirm BPO** pushbutton, to confirm the amended details of blanket purchase order.

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.

The system updates the status of the BPO to "Fresh".

To enter further information for the blanket purchase order, follow the steps described in the section "Additional Information for the blanket purchase order" under "Creating a blanket purchase order".

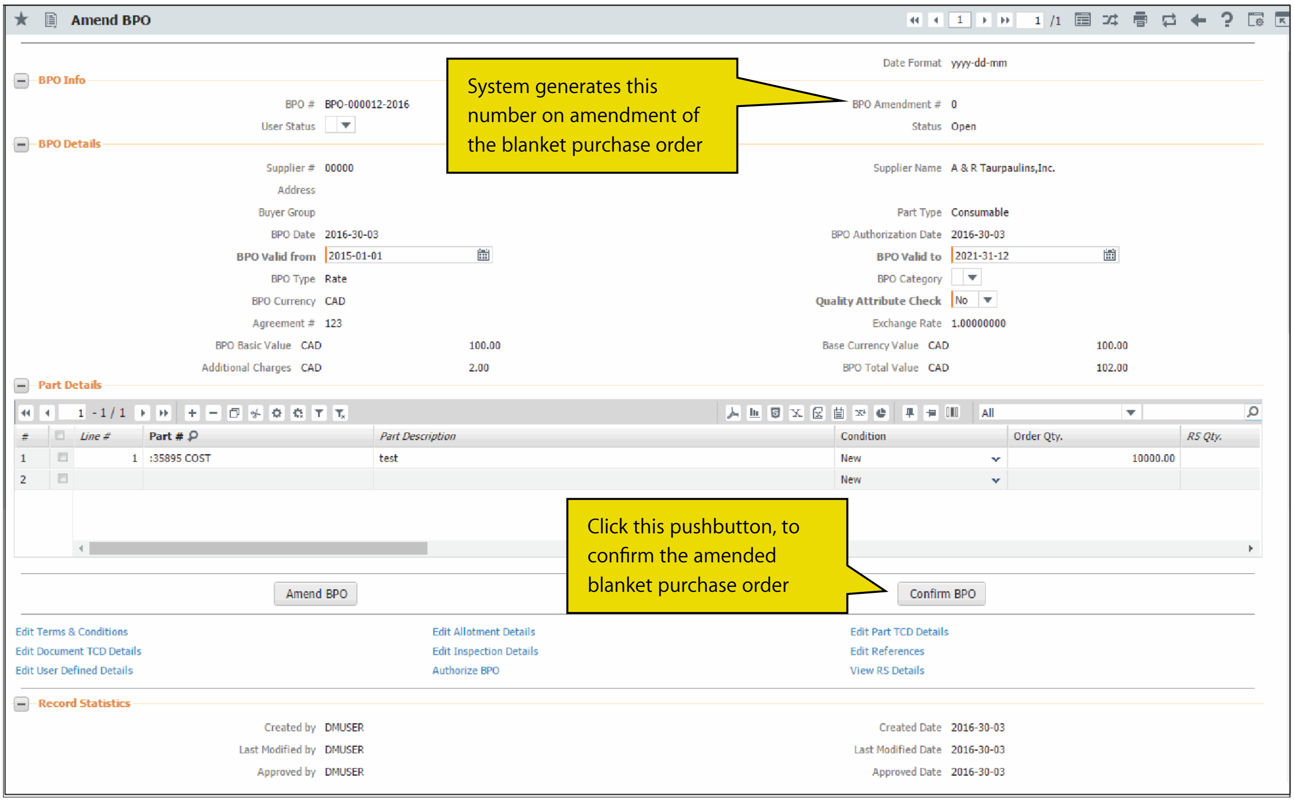


Figure 4.9 Amending the blanket purchase order

4.4 SHORT CLOSE THE BLANKET PURCHASE ORDER

You can short close the blanket purchase order. Once short closed, the BPO will not be available for any transaction including release slip. The BPO cannot be short closed, if any of the Release Slips created on basis of this BPO is under processing.

1. Select **ShortClose Blanket Purchase Order** under **Blanket Purchase Order** business component. *See Figure 4.10*

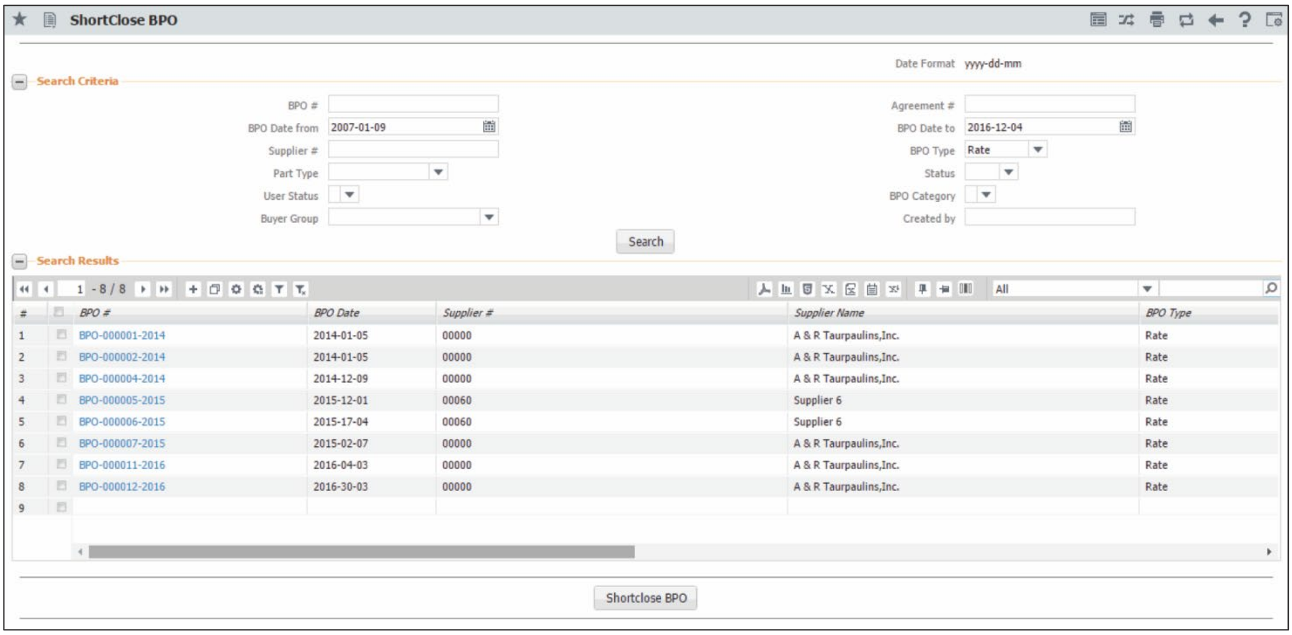


Figure 4.10 Short-close the blanket purchase order

2. Provide **Search Criteria** to search for the blanket purchase order and click the **Search** pushbutton.
3. Give the **Reason** for short closing the blanket purchase order.
4. Click the **Shortclose BPO** pushbutton, to short close the blanket purchase order.

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

Note: The system updates the status of the BPO to "ShortClosed". Once short closed, the BPO cannot be used for any transaction.

4.5 SUSPENDING THE BLANKET PURCHASE ORDER

The blanket purchase order can be temporarily put on hold, if required. For example, if some clarifications in the blanket purchase order details are required, you can put the blanket purchase order on “Hold”. You can also release the blanket purchase orders, which are put to “Hold”.

1. Select **Hold / Release Blanket Purchase Order** under **Blanket Purchase Order** business component. *See Figure 4.11*

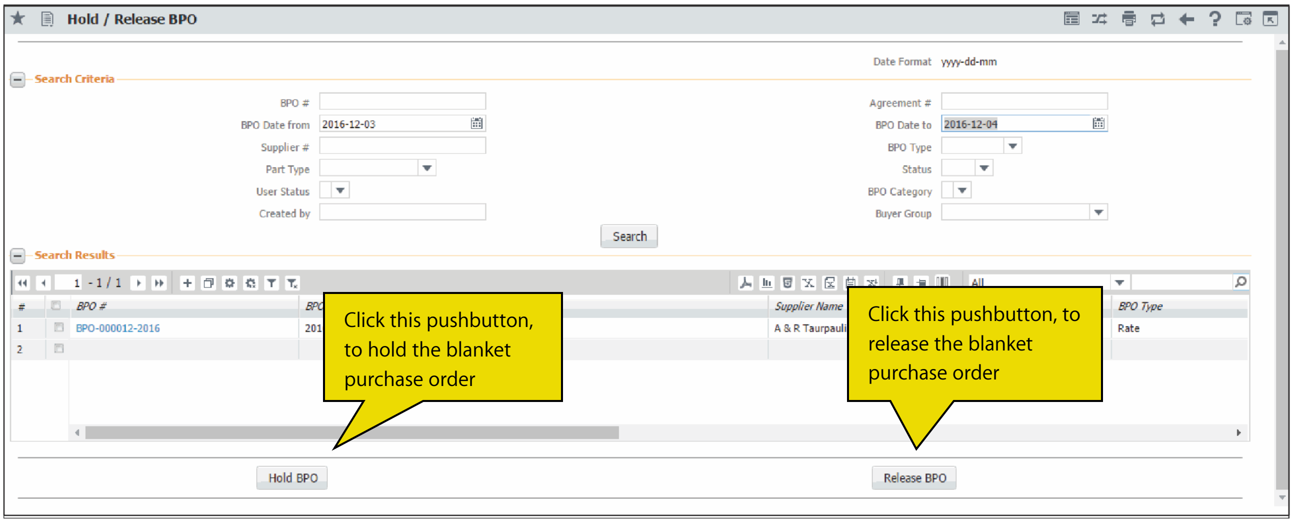


Figure 4.11 Suspending the blanket purchase order

2. Provide **Search Criteria** to search for the blanket purchase order and click the **Search** pushbutton.
3. Give the **Reason** for holding or releasing the blanket purchase order.
4. Click the **Hold BPO** pushbutton, to hold the selected blanket purchase order(s).

   Note: The system updates the status of the blanket purchase order to “Held”.

5. Click the **Release BPO** pushbutton, to release the selected blanket purchase order(s). The system updates the status of the blanket purchase order to “Open”.

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

   Only BPOs that are in the “Held” status can be released.

4.6 GENERATING THE RELEASE SLIP

Goods Receipt notes (GR) are created based on the parts received from the supplier. The Purchase Order (PO) or the Release Slip (RS) could be the document based on which the GR is raised. A GR is raised for a single PO or RS.

4.6.1 CREATING THE RELEASE SLIP

1. Select **Create Release Slip** under **Release Slip** business component. The **Select BPO** page appears.
2. Enter the BPO number directly and select the **Create Release Slip** link provided alongside. Or, provide **Search Criteria,** click the **Search** pushbutton and click the hyperlinked BPO number in the multiline. The **Create Release Slip** page appears. *See Figure 4.12*

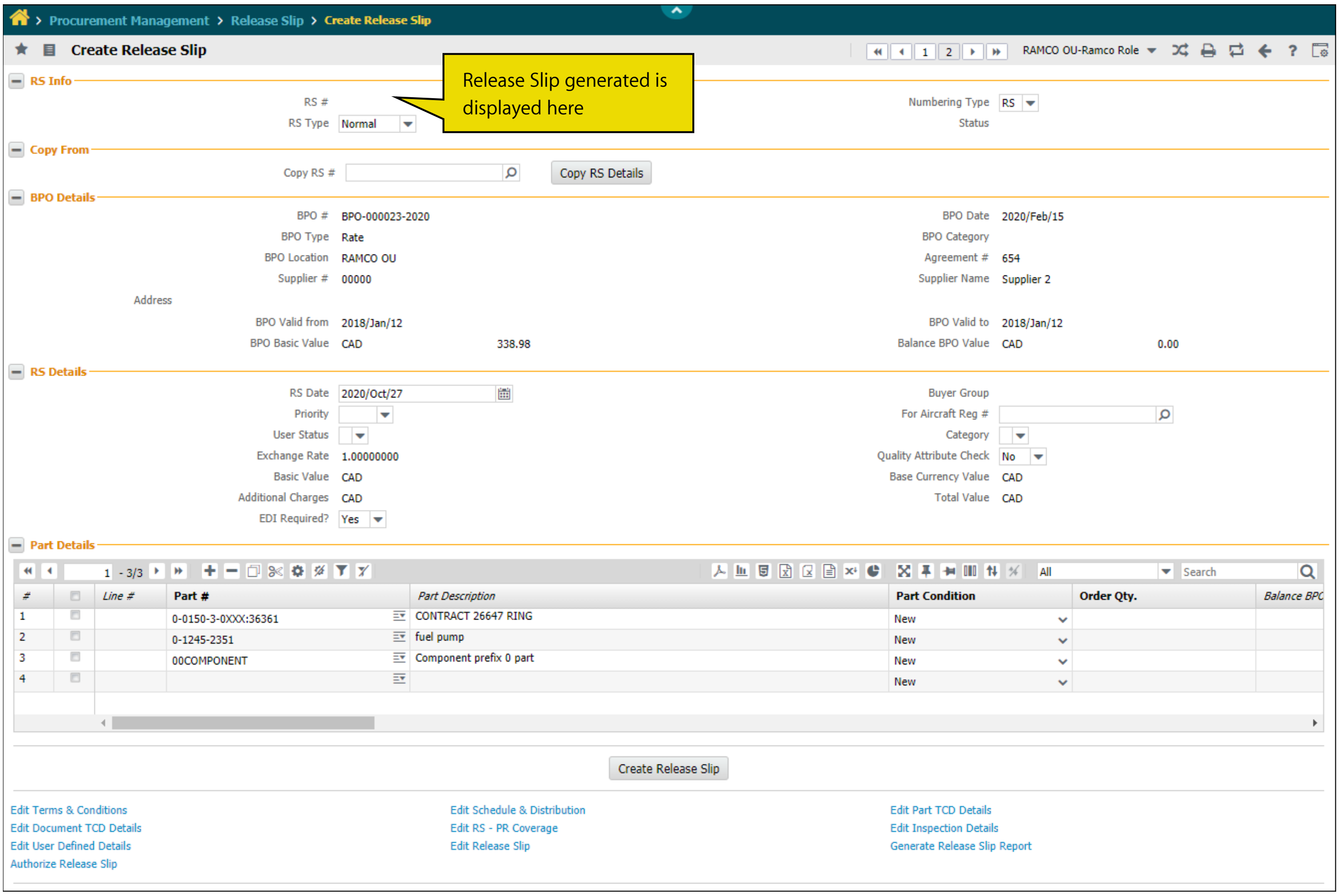


Figure 4.12 Creating the release slip

3. Enter the release slip details in the **RS Info** group box and the **RS Details** group box.
4. Enter the part number identifying the part which has to be procured by raising the RS, in the **Part #** field. Ensure that this part number is already associated to the BPO based on which the RS is created.
5. Use the **Part Condition** drop-down list box to select "New", "New Surplus" or "Serviceable" as the condition of the part. "New" indicates that the part is new. "New Surplus" indicates that the part was acquired by another operator or supplier a while ago but has not been used since. "Serviceable" indicates that the part has been used after servicing.
6. Enter **Order Quantity** to indicate the total quantity of the part ordered.
7. Specify **Line Item Cost** to indicate the cost of the part for the specified quantity.
8. Enter **Receipt +ve Tolerance (%)** to indicate the positive tolerance (in percentage) acceptable on the ordered quantity that can be received.
9. Enter **Receipt -ve Tolerance (%)** to indicate the negative tolerance (in percentage) acceptable on the

ordered quantity that can be received.

10. Click the **Create Release Slip** pushbutton, to create the RS for the selected parts.

Additional Information for the release slip

- Select the **Edit Terms & Conditions** link, to enter the terms and conditions for the release slip.
- Select the **Edit Schedule & Distribution** link, to enter the supply details of the part.
- Select the **Edit Part TCD Details** link, to add tax, charges and discount for the part.
- Select the **Edit Document TCD Details** link, to add tax, charges and discount for the release slip.
- Select the **Edit RS – PR Coverage** link, to add the purchase request coverage details for the selected Line number.
- Select the **Edit Inspection Details** link, to enter the inspection details.
- Select the **Edit User Defined Details** link, to enter the user-defined details of the RS.
- Select the **Edit Details Slip** link, to modify the details of the RS.
- Select the **Generate Release Slip Report** link, to generate the release slip report.
- Select the **Authorize Release Slip** link to authorize the release slip

Recording the terms and conditions for the release slip

The payment terms like the pay term number, the mode of payment, supplier to whom the payment has to be made and the priority can be entered. You can also specify the insurance details like insurance amount and the person who has to bear the insurance amount, for the items to be purchased.

1. Select the **Edit Terms & Conditions** link in the **Create Release Slip** page. *See Figure 4.13*

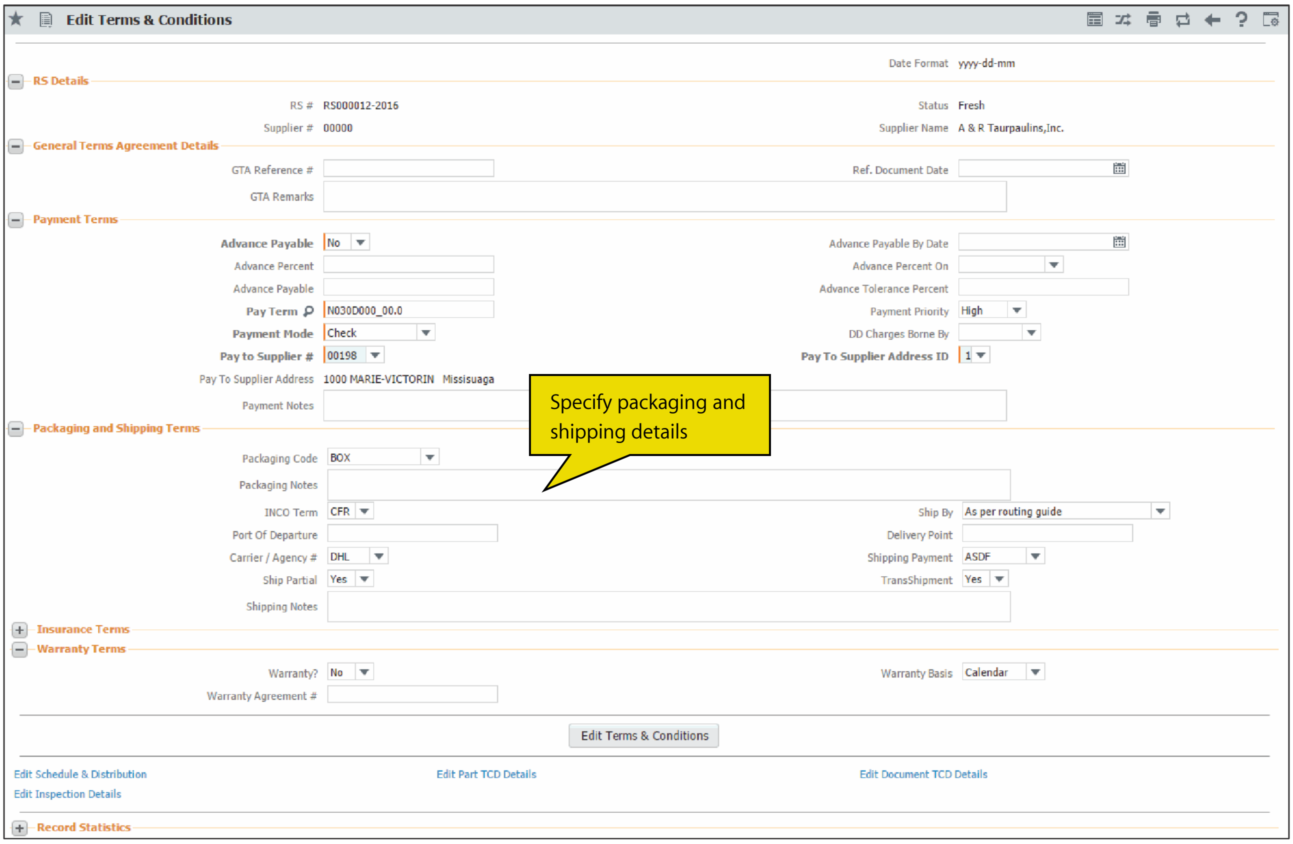


Figure 4.13 Recording the terms and conditions for the release slip

2. Use the **Advance Payable** drop-down list box to indicate whether advance payment must be made or not. The system provides the options "Yes" and "No".

3. Enter the **Pay Term** to identify the pay term agreed between the purchaser and the supplier.

4. Use the **Payment Mode** drop-down list box to specify the agreed mode of payment between the purchaser and the supplier. The mode of payment could be “Cash”, “Check”, “Others”, “Demand Draft” or “Pay Order”.

5. Use the **Pay to Supplier #** drop-down list to select the code identifying the supplier to whom the payment has to be made. The system displays the list of active ‘pay to suppliers’ defined for the supplier on whom the BPO is raised.

6. Use the **Pay To Supplier Address ID** drop-down list box to select the supplier address ID. The system displays the list of address IDs that are defined for the selected ‘pay to supplier’.

7. Enter the insurance details in the **Insurance Terms** group box.

8. Enter the warranty details in the **Warranty Terms** group box.

9. Click the **Edit Terms & Conditions** pushbutton, to store the terms and conditions entered for the blanket purchase order.

Entering the supply and distribution schedule of the part

You can schedule the delivery for those line items whose schedule type is ”Multiple”.

1. Select the **Edit Schedule & Distribution** link in the Create Release Slip page. *See Figure 4.14*

2. Use the **Line #** drop-down list box to specify the line number of the part for which the schedule must be defined.

3. Enter **Schedule Qty** to indicate the required quantity of the part on a particular date.

4. Specify **Schedule Date** to indicate the date on which the required quantity must be delivered.

5. Enter **Warehouse #** to identify the warehouse, where the purchased parts have to be stored.

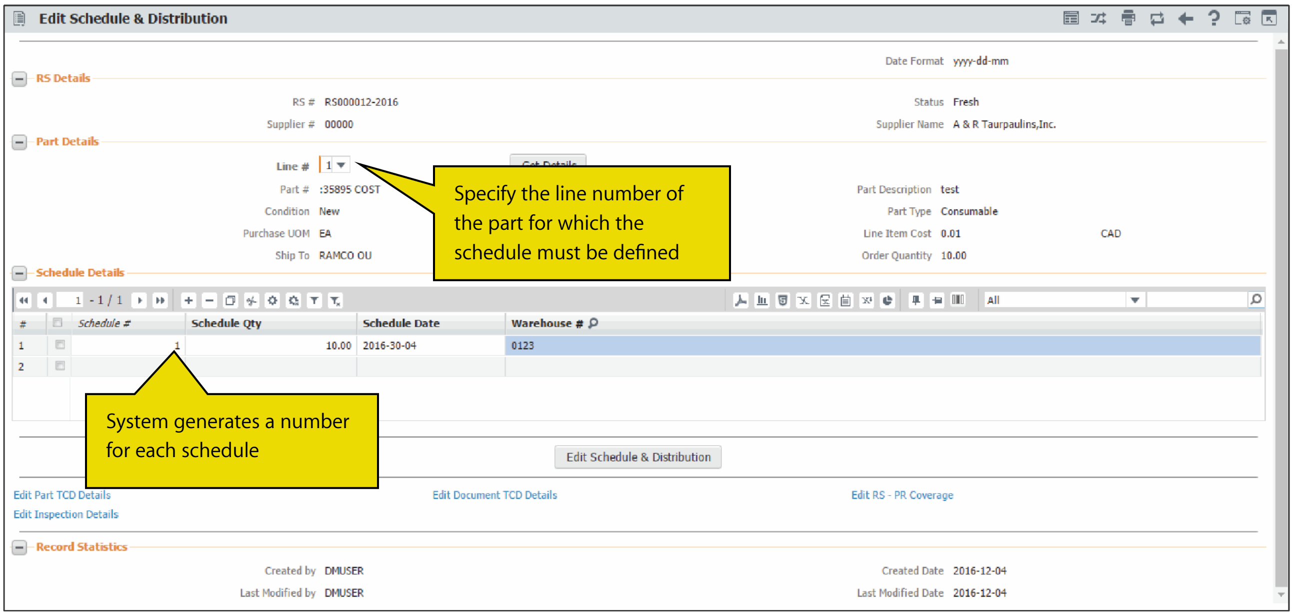


Figure 4.14 Entering the supply and distribution schedule of the part

6. Click the **Edit Schedule & Distribution** pushbutton to save the schedule information entered.

Entering the tax, charge or discount details of the part

1. Select the **Edit Part TCD Details** link in the **Create Release Slip** page. *See Figure 4.15*

2. Use the **Line #** drop-down list box to specify the line number of the part for which the TCD details must be specified.

3. Enter the **TCD Sequence** field to determine the sequence in which the TCD value must be calculated.

4. Enter the number identifying the TCD, in the **TCD #** field.

5. Enter the number that identifies the **TCD Variant** for the TCD number.

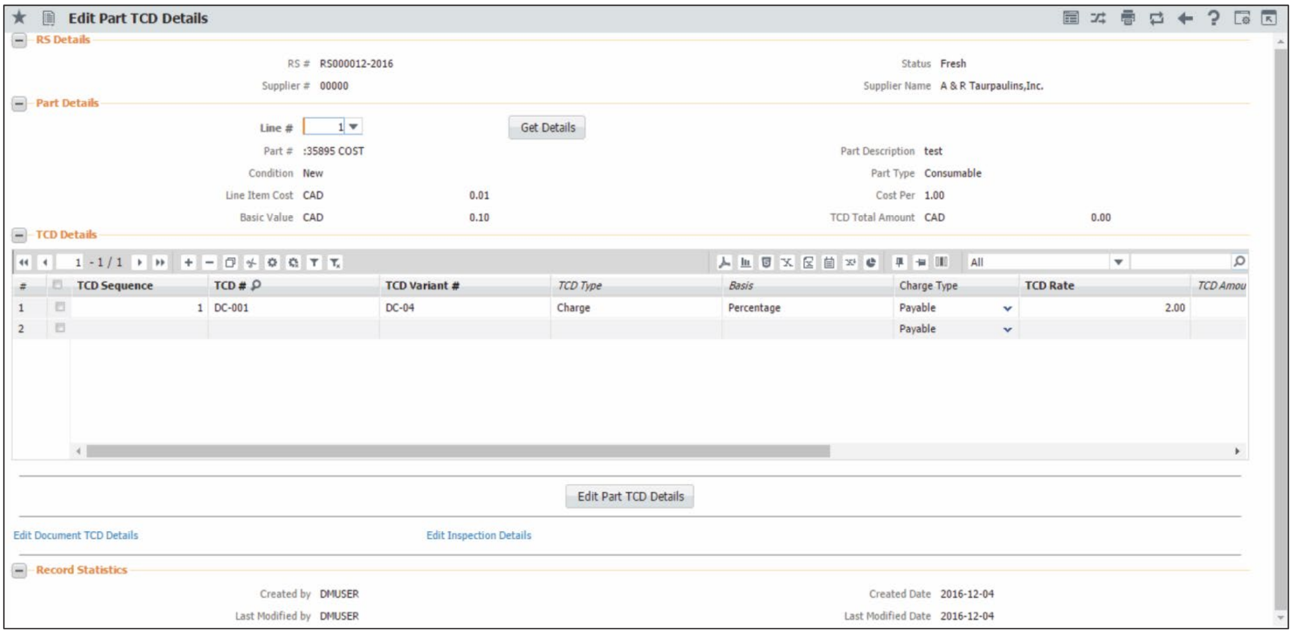


Figure 4.15 Entering the tax, charge or discount details of the part

6. Use the **Charge Type** drop-down to indicate whether the charge for the part must be borne by the buyer. The drop- down list box displays the following: Payable and Notional.

7. Enter the **TCD Rate** according to TCD basis. When the TCD is of basis “Percentage” or “Unit Rate”, you must enter the rate that you have specified for TCD number and TCD variant combination in the “Taxes Charges and Discounts” business component.

8. Use the **Currency** drop-down list box to select the currency in which the TCD is to be calculated.

9. Click the Edit Part **TCD Details** pushbutton, to update the TCD details for the part.

Entering tax, charge or discount details at the release slip level

You can add taxes, charges and discounts for the RS on the whole.

1. Select **Edit Document TCD Details** under **Create Release Slip** page. *See Figure 4.16*

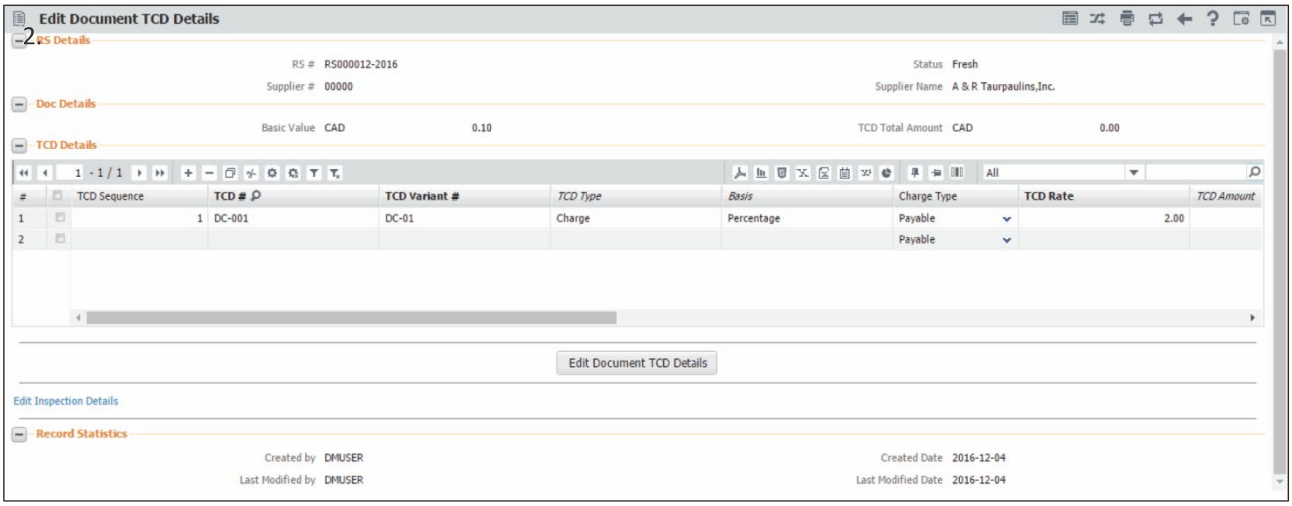


Figure 4.16 Entering tax, charge or discount details at the release slip level

3. Enter TCD Sequence, TCD #, TCD Variant #, Charge Type and TCD Rate.

4. Use the **Currency** drop-down list box to select the currency in which the TCD is to be calculated.

5. Use the **Pay to Supplier #** drop-down list box to select the supplier to whom the payment has to be made.

6. Click the **Edit Document TCD Details** pushbutton, to store the TCD details for the release slip.

Entering the purchase requisitions covered in the release slip at the part level

You can cover the pending quantity in the purchase request with release slips.

1. Select the **Edit RS – PR Coverage** link in the **Create Release Slip** page. *See Figure 4.17*

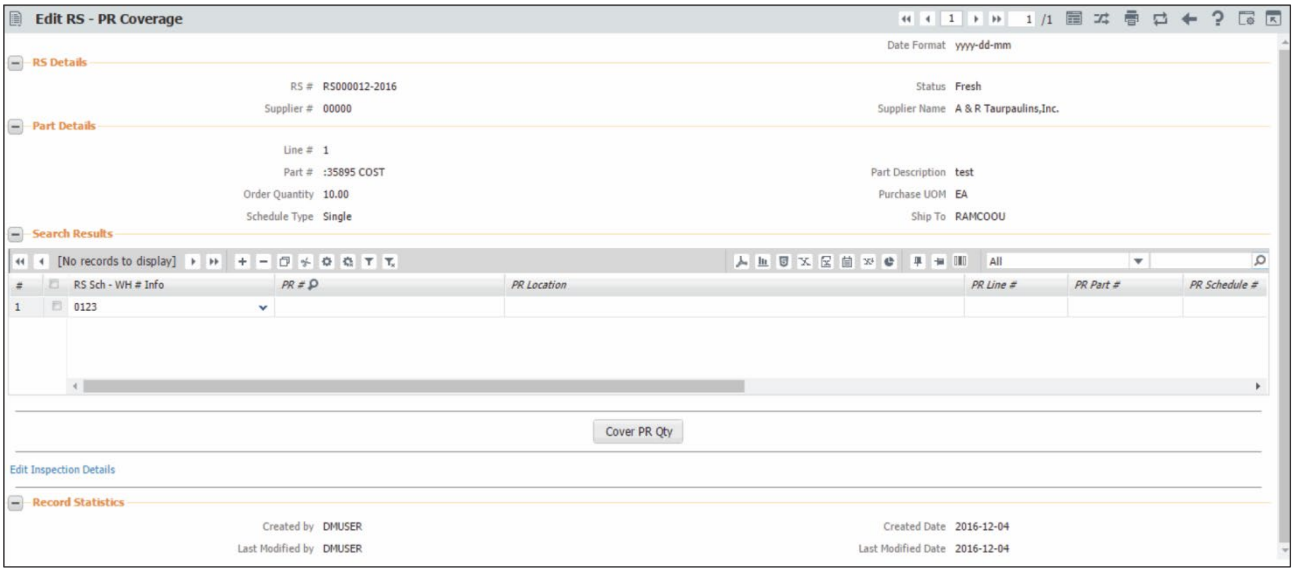


Figure 4.17 Entering the purchase requisitions covered in the release slip at the part level

2. The system displays the release slip details in the **RS Details** group box.

3. The system displays the part details in the **Part Details** group box.

4. Click the lens icon in the **PR #** field to search for purchase requests that is to be covered.

5. Enter the purchase request quantity covered by the release slip, in the **Covered Qty** field in the multiline.

6. Click the Cover **PR Qty** pushbutton, to update the quantity covered in the release slip.

Recording the inspection details

1. Select the **Edit Inspection Details** link in the **Create Release Slip** page. *See Figure 4.18.*

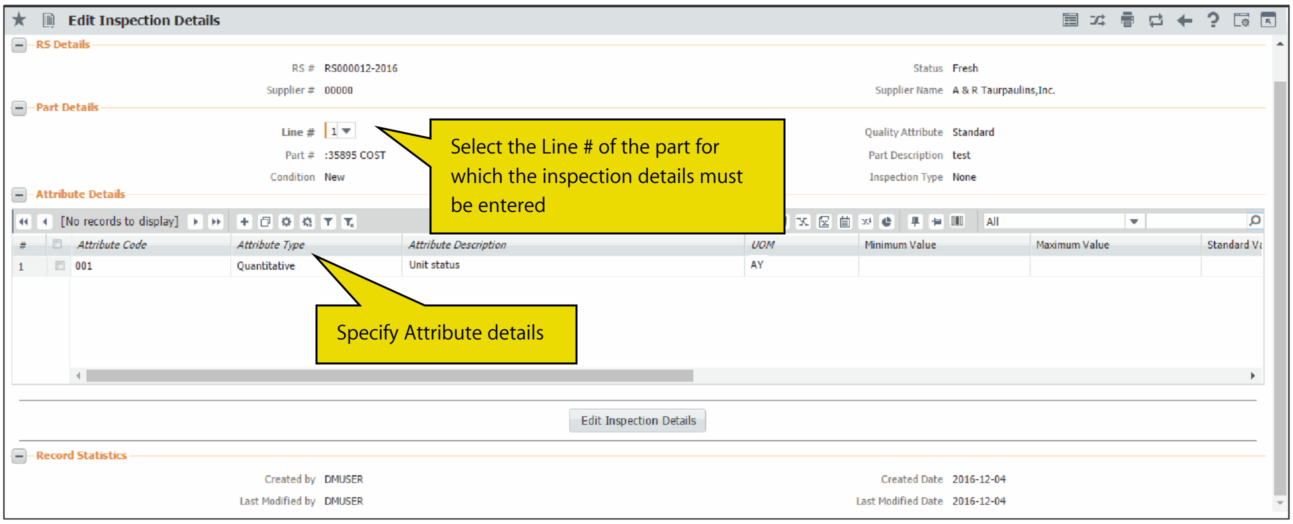


Figure 4.18 Recording the inspection details

2. Select **Line #** of the part for which the inspection details must be entered.

3. Enter attribute details in the **Attribute Details** multiline.

4. Click the Edit **Inspection Details** pushbutton, to store the inspection details.

4.6.2 CANCELING A RELEASE SLIP

1. Select **Cancel/Edit Release Slip** under **Release Slip** business component. The Select **Release Slip** page appears. *See Figure 4.19*

2. Provide filter criteria to search for the release slip and click the **Search** pushbutton.

3. Select the release slip in the multiline, to mark the release slip for cancellation.

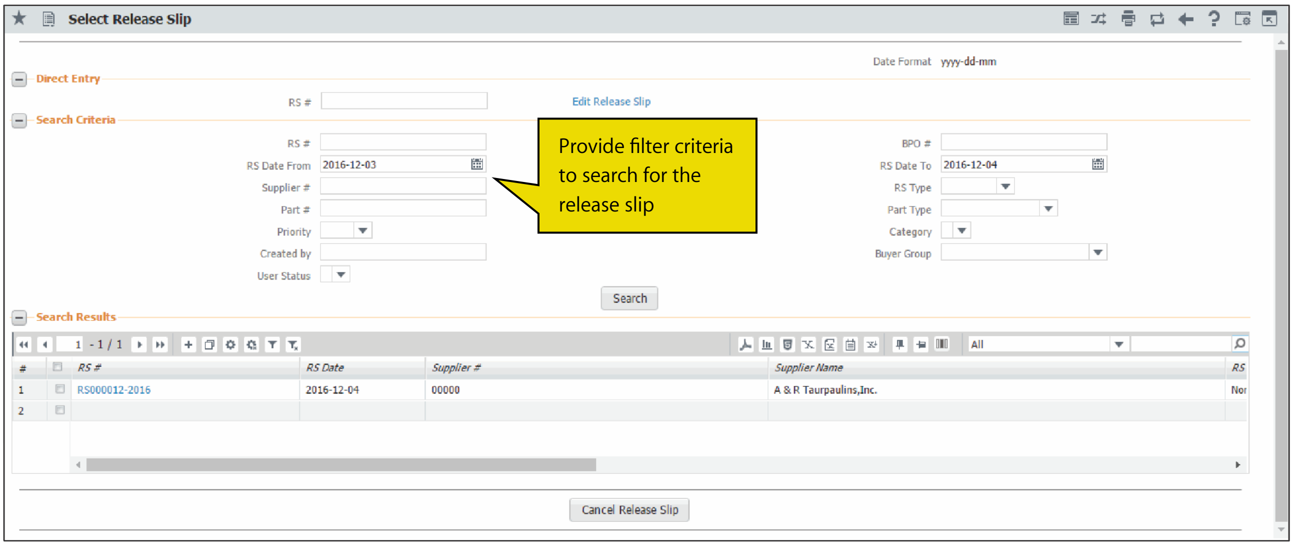


Figure 4.19 Canceling a release slip

4. Enter **Reason** for canceling the release slip.

5. Click the **Cancel Release Slip** pushbutton, to cancel the selected release slip.

Note: The system updates the status of the Release Slip to "Cancelled".

4.7 AUTHORIZING THE RELEASE SLIP

You can select the release slip for authorization or return. You can authorize release slips, which are in the "Fresh", "Confirmed" or "Stage X (under authorization)" status. Only authorized release slips are open for transactions. You can select multiple release slips in the multiline and authorize them all at once. The authorized release slip cannot be modified; it can only be amended.

1. Select **Authorize Release Slip** under **Release Slip** business component. *See Figure 4.20*

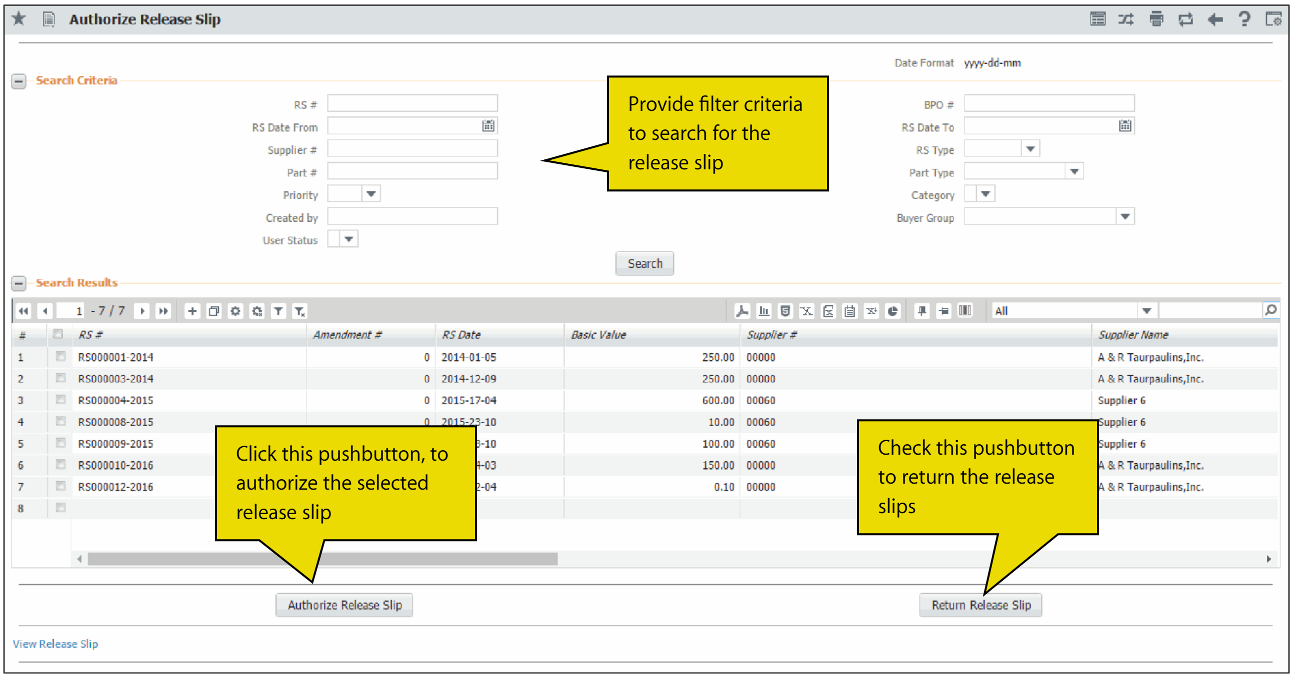


Figure 4.20 Authorizing the release slip

2. Provide filter criteria to search for the release slip and click the **Search** pushbutton.
3. Enter **Remarks** for returning the release slip.
4. Click the **Authorize Release Slip** pushbutton, to authorize the selected release slip(s).
5. Click the **Return Release Slip** pushbutton, to cancel the selected release slip(s).

Note: The system updates the status of the release slip as "Returned"

4.8 AMENDING THE RELEASE SLIP

You can amend release slips that are authorized.

1. Select **Amend Release Slip** under **Release Slip** business component. The **Select Release Slip** page appears.
2. Provide filter criteria to search for the release slip and click the **Search** pushbutton.
3. Click the hyperlinked release slip number in the multiline, to amend the release slip details. The **Amend Release Slip** page appears. *See Figure 4.21*
4. The system displays the release slip information in the **RS Info** group box.
5. The system displays the blanket purchase order information in the **BPO Details** group box.
6. The system displays the release slip details in the **RS Details group box.**
7. Enter **Part #** in the multiline to identify the part that must be procured by raising the release slip.
8. Use the **Part Condition** drop-down list box to select “New” “New Surplus” or “Serviceable” as the condition of the part. “New” indicates that the part is new. “New Surplus” indicates that the part was acquired by another operator or supplier a while ago but has not been used since. “Serviceable” indicates that the part has been used after servicing.
9. Enter **Order Qty.** to indicate the total quantity of the part ordered.
10. Enter **Purchase UOM** to specify the unit of measurement in which the part is purchased.
11. Enter **Line Item Cost** to indicate the cost of the part for the specified quantity.
12. Enter **Receipt +ve Tolerance (%)** to indicate the positive tolerance (in percentage) acceptable on the ordered quantity that can be received.
13. Enter **Receipt -ve Tolerance (%)** to indicate the negative tolerance (in percentage) acceptable on the ordered quantity that can be received.
14. Click the **Amend Release Slip** pushbutton, to update the amended details of release slip.

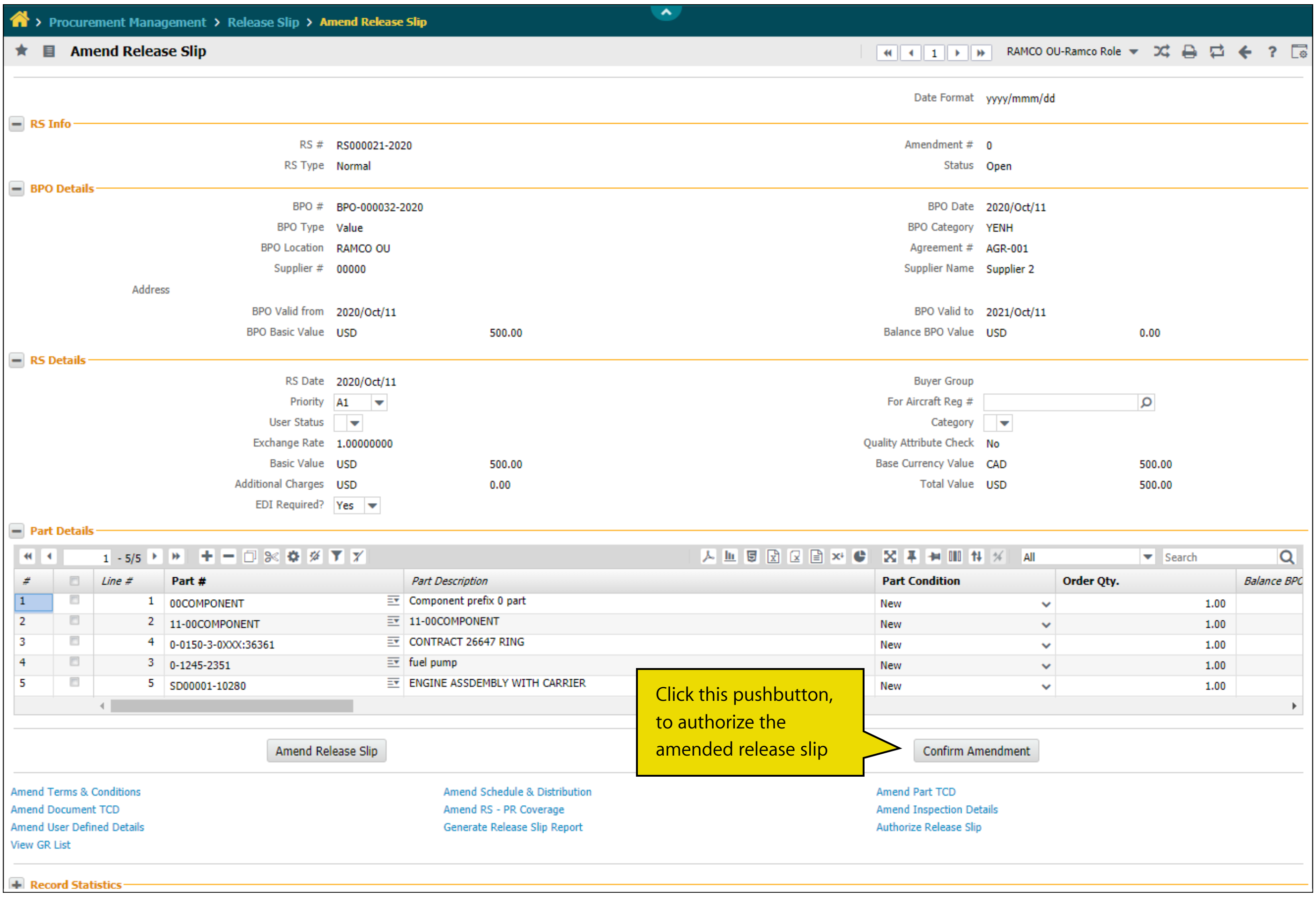


Figure 4.21 Amending the release slip

15. Click the **Confirm Amendment** pushbutton, to confirm the amended details of release slip.

To enter further information for the release slip, follow the steps described in the section “Additional Information for the release slip” under “Creating a release slip”.

4.9 SUSPENDING THE RELEASE SLIP

The release slip can be temporarily put on hold, if required. For example, if some clarifications in the release slip details are required, you can put the release slip on “Hold”. You can also release the release slips, which are put to “Hold”.

1. Select **Hold / Release Release Slip** activity under **Release Slip** business component. *See Figure 4.22*

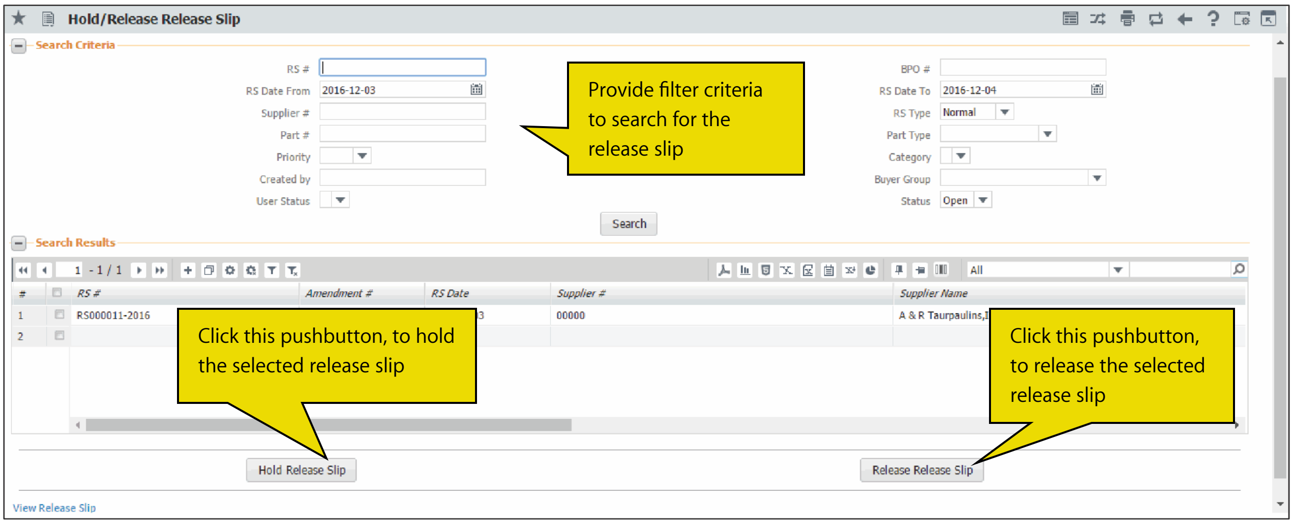


Figure 4.22 Suspending the release slip

2. Provide filter criteria to search for the release slip and click the **Search** pushbutton.
3. Give the **Reason** for holding or releasing the release slip.
4. Click the **Hold Release Slip** pushbutton, to hold the selected release slip(s).

   Note: The system updates the status of the release slip to “Held”.

5. 5Click the **Release Release Slip** pushbutton, to release the selected release slip (s)

   Note: The system updates the status of the release slip to “Open”.

4.10 SHORT CLOSING THE RELEASE SLIP

You can short close the release slip. For example, you can short close a release slip, if the planned items are not required anymore or if the supplier is not able to meet the requirements. This is a mode of canceling the order after it has been authorized. Once short closed, the release slip will not be available for any transaction.

1. Select **ShortClose Release Slip** under **Release Slip** business component. *See Figure 4.23*

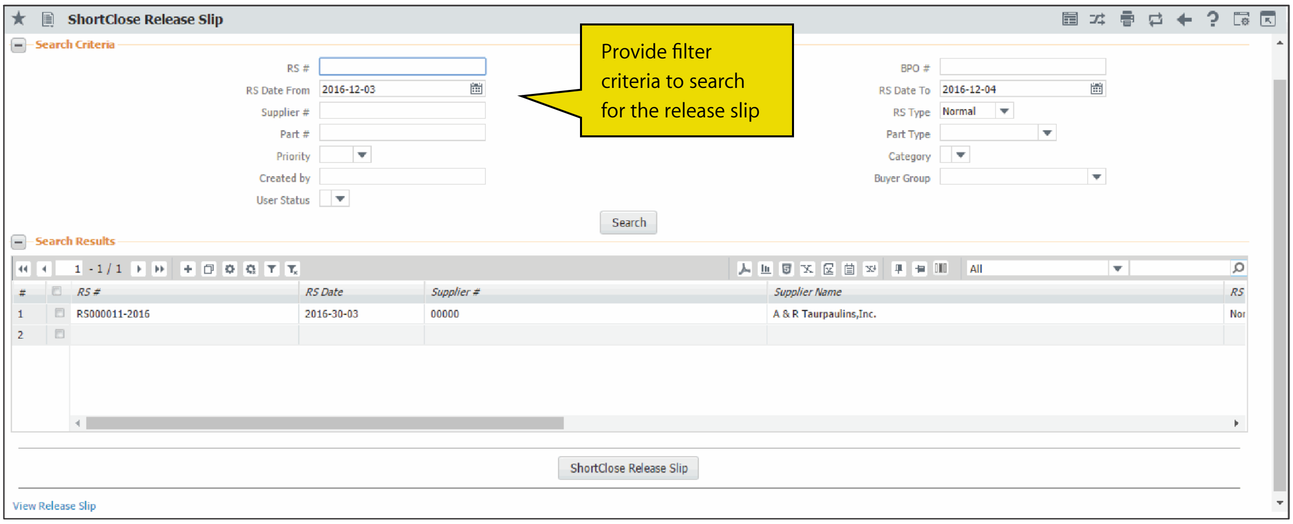


Figure 4.23 Short-close the release slip

2. Provide filter criteria to search for the release slip and click the **Search** pushbutton.
3. Give the **Reason** for short closing the release slip.
4. Click the **Shortclose Release Slip** pushbutton, to short close the release slip.

   Note: The system updates the status of the release slip as "ShortClosed".

4.11 RECEIVING GOODS AGAINST RELEASE SLIP

Goods Receipt notes (GR) are created based on the parts received from the supplier. GR can be raised based on the Purchase Order (PO) or the Release Slip (RS).

4.11.1 CREATING THE GOODS RECEIPT

1. Select **Manage Goods Receipt** under **Goods Inward** business component. The **Manage Goods Receipt** page appears. *See Figure 4.24*

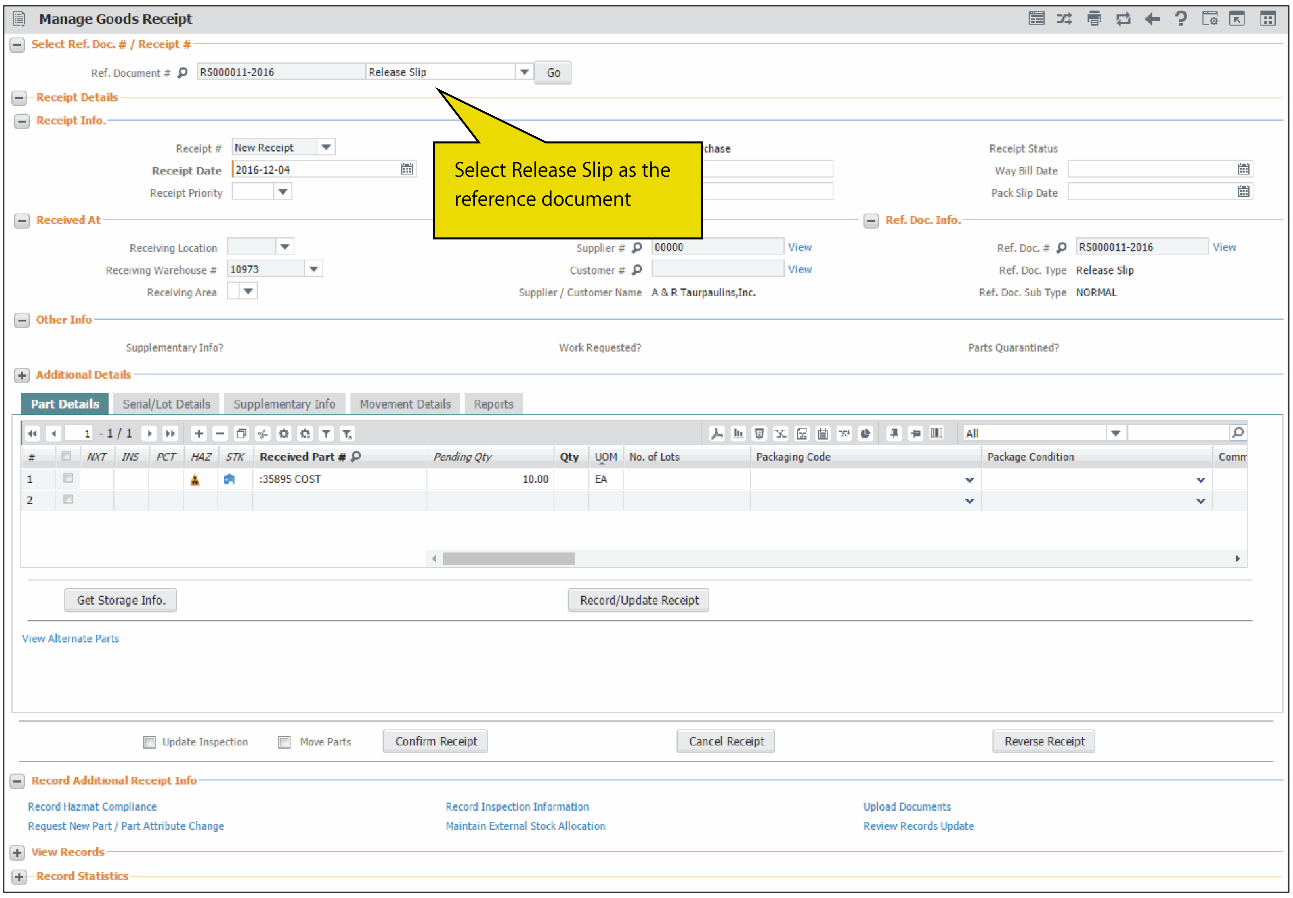


Figure 4.24 Creating the goods receipt

2. Enter the Release Slip number as Reference Document and select "Release Slip" in the drop-down provided alongside.
3. Click **Go** pushbutton and specify the Receipt details and additional details like Part Details, Serial / Lot Details, to create a goods receipt based on release slip.
4. To create / update the goods receipt, refer to the topic "Managing the goods receipt" in **Stock Management** User Guide.

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