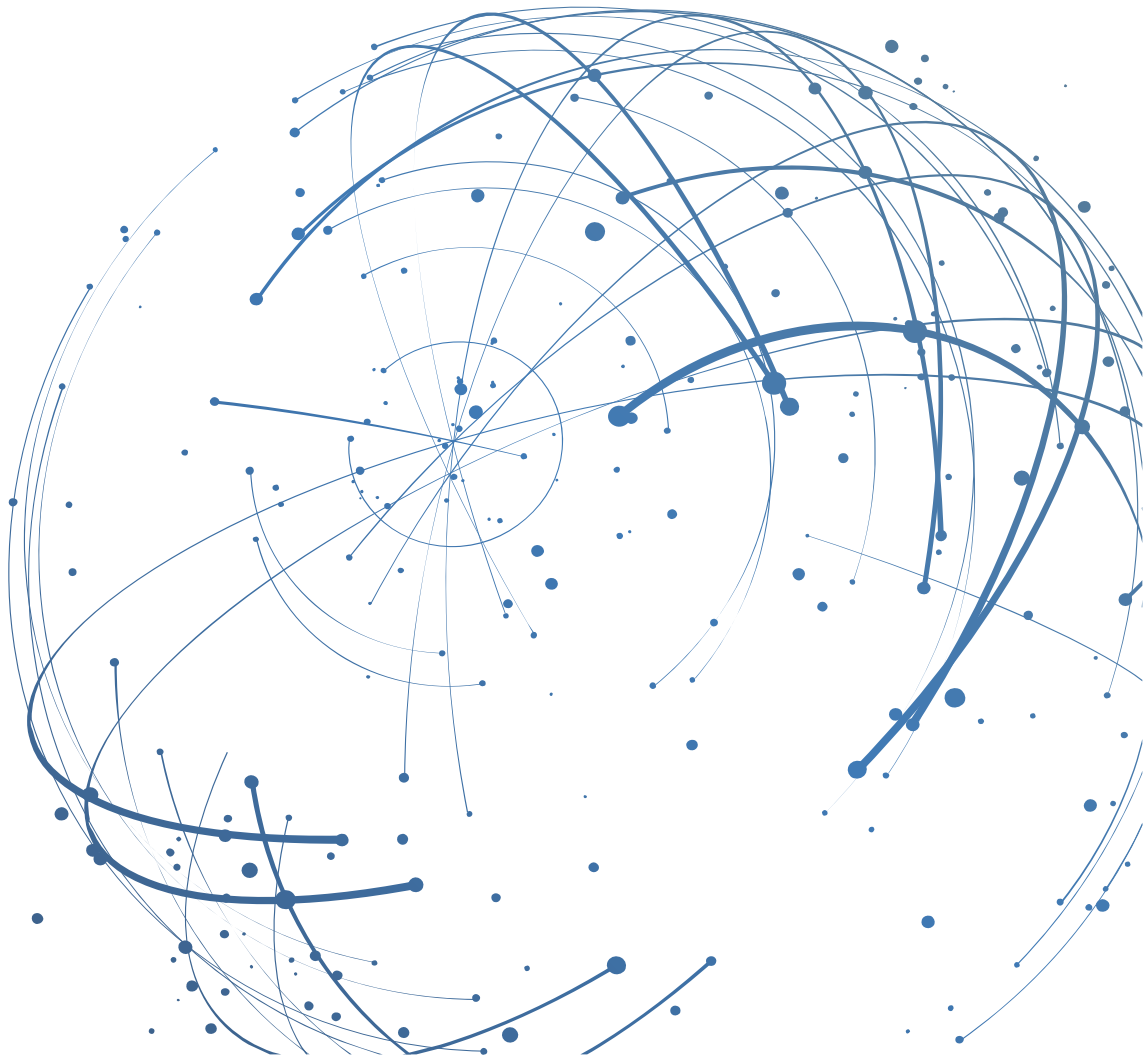


Project Management (APQP)



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26.08.2019

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1 About this Manual

APQP (Advanced Product Quality Planning) is a standardized framework of procedures and techniques used to develop products. It is a defined process for a product development system for customers and their suppliers.

In this manual it is described, how supplier and customer can collaborate on the APQP process with AirSupply.

1.1 Intended Audience

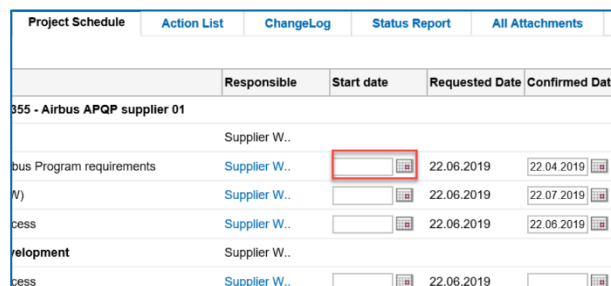
This manual is intended for supplier who have a working knowledge of AirSupply.

1.2 Typographical and Graphical Conventions

The following typographical conventions are used throughout the manual:

Example	Meaning
<code>command</code>	Text, which are you required to type at a command line, is identified by <code>Courier</code> font.
Screen text	Text, which is visible in the user interface, is bold .
<i>Reference</i>	Reference material is in <i>italics</i> .
<code>Parameter</code>	A command parameter or a method name is identified by <code>Courier</code> font.

The graphical convention is used throughout the manual:



Project Schedule	Action List	ChangeLog	Status Report	All Attachments
	Responsible	Start date	Requested Date	Confirmed Date
355 - Airbus APQP supplier 01				
	Supplier W..			
bus Program requirements	Supplier W..		22.06.2019	22.04.2019
V)	Supplier W..		22.06.2019	22.07.2019
cess	Supplier W..		22.06.2019	22.06.2019
velopment	Supplier W..			
cess	Supplier W..		22.06.2019	

Figure: Red borders are used to indicate special areas.

Red borders indicate areas of interest on the screenshot. They are *not* part of the user interface.

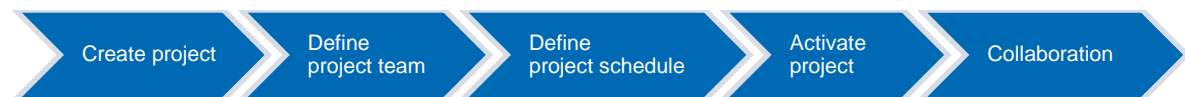
1.3 Abbreviations

Abbreviation	Meaning
APQP	Advanced Product Quality Planning
CSV	Comma-separated values
PDF	Portable Document Format
PPAP	Production Part Approval Process
OTD	On time delivery
RAG	Traffic light status (R ed – A mber – G reen)
RAG Maturity	RAG status from the Airbus internal APQP system.
RAG OTD	Airbus term for the standard traffic light status in AirSupply Project Management.

2 Overview

APQP (Advanced Product Quality Planning) is a standardized framework of procedures and techniques used to develop products. It is a defined process for a product development system for customers and their suppliers.

Process description



Creating and activating projects

1. The customer, for example a project manager, creates an APQP project on the basis of a company-wide standardized template type. For each template, based on a template type, predefined project schedules are available.

An APQP project is called *Work Package* at Airbus.

An APQP project consists of the following components:

- project information
- project team
- project schedule
- action list

A project schedule consists of:

- phases
- elements (called *deliverables* at Airbus)

2. The customer defines the project team and assigns responsibilities.

3. The customer defines the project schedule, i.e. he defines the requested dates for phases and elements.

4. The customer activates the project and the supplier receives an email notification to participate in the project.

→ See Managing APQP Projects on page 18.

Collaboration

The customer sets due dates for elements (*deliverables*) and creates tasks for the supplier. The supplier is responsible for the realization of the assigned elements. He needs to confirm the requested date and keep track of the times. Customer and supplier can enter comments or upload attachments, for example as a work result. The supplier finally enters the date on which the element was completed.

→ See Collaborating on APQP Projects on page 8.

Tracking and reporting

The project participants can track the course of the project at any time by using status reports. Status indicators immediately signal occurring problems or exceeded schedules. Automatically sent email notifications inform the customer and the supplier about the incidents. Additionally, corrective actions can be assigned and tracked.

→ See Managing APQP Projects on page 18.

3 Collaborating on APQP Projects

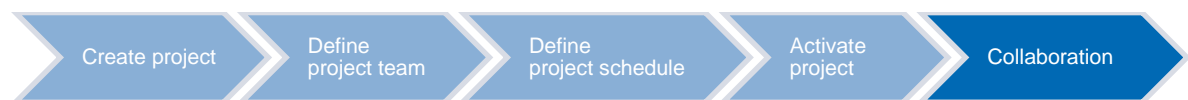
For using AirSupply APQP, you need an APQP role and the appropriate rights. → See Roles and Rights on page 38.

In addition, you must define a Key Account Manager for each project created by a customer. The Key Account Manager will be informed about new APQP projects and can assign them to other colleagues. → See Assigning a Key Account Manager on page 37.

When the customer creates an APQP project, he defines the project lead of the supplier. You can change the project lead. → See Project Team on page 22.

After a customer creates and activates an APQP project, customer and supplier can collaborate on the APQP project.

The course of an APQP project is as follows, whereby the supplier only takes part in the collaboration.



The collaboration on APQP projects takes place on several levels or by reacting on **RAG OTD** alerts:

- Confirming due dates for phases and elements → see Confirming Due Dates on page 10.
- Assigning and working on tasks via actions, → see Creating and Working on Actions on page 13.
- Commenting on project phases and elements, → see Creating Comments on page 15.
- Adding attachments, for example for documenting the results, → see Adding Attachments on page 16.

After the customer has activated a project, the supplier receives an email with a link to the project.

Dear Mr

your project "A320-1313" is now activated. You can start working on your project immediately.

Project: A320-1313

Supplier Part Nr.:

Current project status: Undefined

Link to the project:

<https://platform.application.qas.supplyon.com/login/logonServlet?redirectURL=https%3A%2F%2Fplatform.application.qas.supplyon.com%2Fproma%2Fsecurity%2Flogin%3FfollowURL%3Da4f505586aae044ab7dac57eb9177a23>

Best regards,

Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:

Support by phone: <https://www.supplyon.com/en/contact/>

E-mail: customer-support@SupplyOn.com

<http://www.SupplyOn.com>

SupplyOn AG

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 13828

Figure: Email with a link to a project, created by a customer.

To collaborate on APPQ projects:

1. Click the link in the email, which directly leads you to the project.

— OR —

1. Log on to → **SupplyOn** and on the main menu, point to **SupplyOn Services**, and then click **Project Management**.

— OR —

1. On the main menu, point to **SupplyOn Services**, click **AirSupply** and then click **APQP**.
2. The **Project List** page is displayed.

My Projects												Act as substitute
Project List												Help and support Print
Please click on the name of the project to view project details. Filter settings remain after next login.												
7 Projects												Download
Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Set.	Next due date	Template	%	Flag	
	JHE42 ...	Sup_R42	FIT_Airbus S.A.S	Jones, tim	Active	08.01.2019		28.02.2019	Demo example - multiple...	38		<input checked="" type="checkbox"/>
	A320-1313_06_15 ...	42	FIT_Airbus S.A.S	jones, tim	Active	16.05.2019		30.11.2019	New Model for Demo(5.1)	0		<input type="checkbox"/>
	APQP-trial ...	42	FIT_Airbus S.A.S	jones, tim	Active	16.05.2019		30.06.2020	New Model for Demo(5.1)	0		<input type="checkbox"/>
	APQP test scenario ...		FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019		31.06.2020	Demo example - multiple...	13		<input type="checkbox"/>
	more supplier contacts ...		FIT_Airbus S.A.S	jones, tim	Active	19.03.2019			New Model for Demo(2.1)	0		<input type="checkbox"/>
	2-sub ...		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019			KT Session(INT_1.1)	0		<input type="checkbox"/>
	Customer Validation ...	32	FIT_Airbus S.A.S	jones, tim	Active	27.05.2019		30.11.2019	Demo example - multiple...	0		<input type="checkbox"/>
7 Projects												20 Entries per page

Figure: Project List page.

3. In the **Name / Number** column, click a project you want to collaborate on.
4. The **Project Schedule** tab is displayed, which is the starting point for the collaboration on an APQP project.

RAG Maturity	RAG OTD	Work packages	Work Item	Responsible	Assessor	Start	Requested	Confirmed
		A320-IL_2019_05_15						
		Planning		Supplier Work Package Lead...			10.09.2019	
		S_AIPIAIPS		Supplier Work Package Lead...		20.08.2019	30.08.2019	30.08.2019
		S_WP Target Weight...		Supplier Work Package Lead...		20.08.2019	10.09.2019	10.09.2019
		Serial Production		Supplier Work Package Lead...			30.09.2019	
		S_Statistical Process...		Supplier Work Package Lead...		20.08.2019	30.09.2019	23.09.2019
		Process Design & Develo...		Supplier Work Package Lead...				
		S_Measurement Sys...		Supplier Work Package Lead...				

Figure: Project Schedule tab.

An overview of all assigned tasks for which the logged-in user is equal to the responsible user provides the **Open tasks** tab.

Status	Project name	Type	Task	Reference	Customer	Responsible	Requested date	Confirmed date	%	Comment
	JHE42	Element	S_Forecast / Ordering...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2019	29.01.2019	0	
	Customer Validation	Action	Control Plans realizatio...		FIT_Airbus S.A.S	test, user TJO (Supplier...	28.06.2019		0	
	Customer Validation	Element	S_Forecast / Ordering...	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	
	Customer Validation	Element	S_Statement of Work (...)	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	
	Customer Validation	Element	S_Process to integrate...	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	Confirmed - this KBD...
	A320-IL_2019_05_15	Element	S_WP Target Weight R...	Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	
	A320-IL_2019_05_15	Element	S_AIPIAIPS	Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	Confirmed - this KBD...
	Customer Validation	Element	S_Design solutions (Co...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2020		0	
	Customer Validation	Element	S_Finite element model...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2020		0	

Figure: Open tasks tab.

3.1 Confirming Due Dates

If a customer sets a **Requested** date for a phase or element, the supplier is required to work on it.

The supplier has to confirm the **Requested** date with a **Confirmed** date.

The set **Requested** date and **Confirmed** date control the status of the project, phase or element.

When the supplier starts to work on a phase or element, he sets the **Start** date. This allows the customer to see if and when work on the APQP project has started.

When a phase or element is completed, the supplier has to set a **Closing** date.

Only if all elements of a phase are completed, the whole phase is completed.

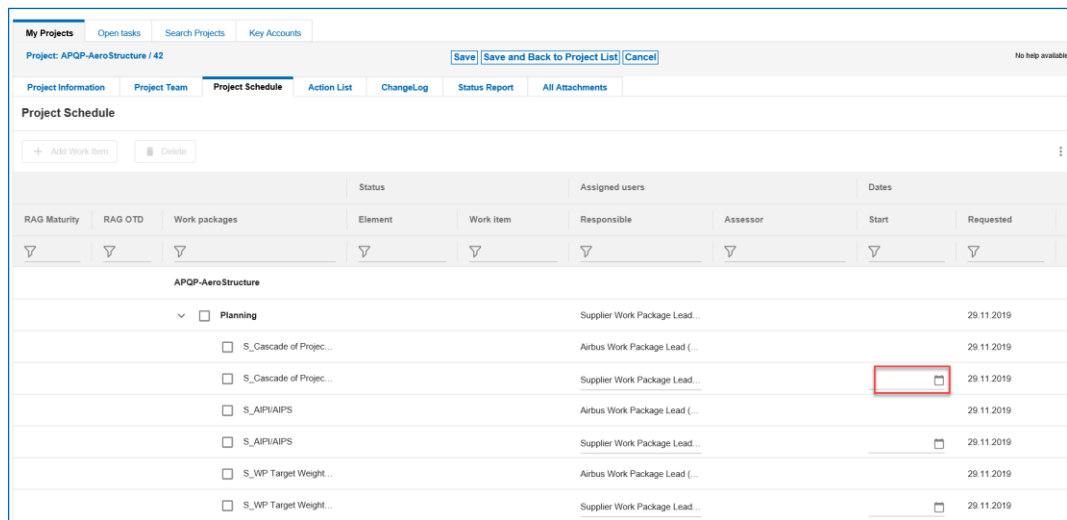
The **Closing** date must be defined so that the status of an APQP project can be specified correctly.

Prerequisites:

- ✓ A project is active.
- ✓ The customer set a **Requested** date for a phase or element.
- ✓ The **Project Schedule** tab for the project is displayed.

To set a Confirmed date or a Closing date:

1. In the **Start** date column, click  for the phase for that you start working.

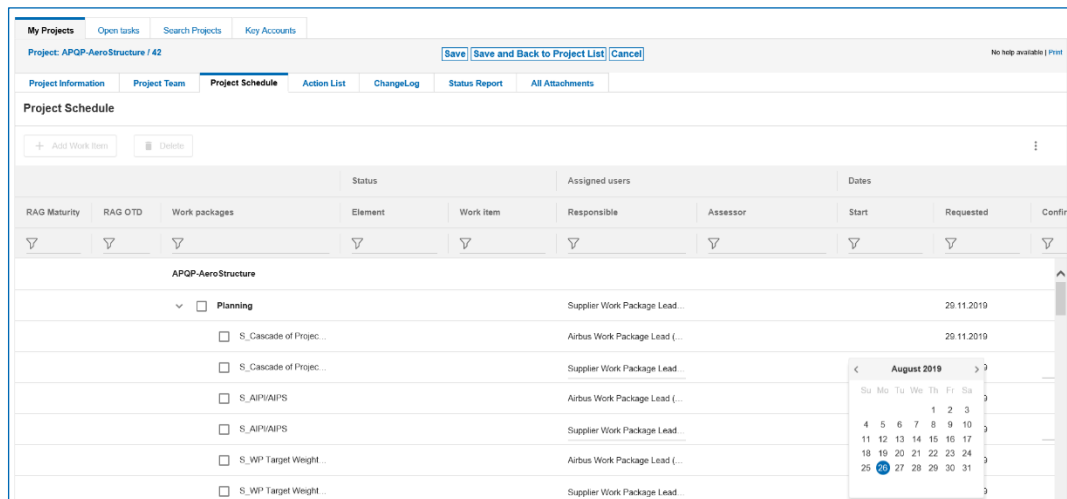


The screenshot shows the 'Project Schedule' tab for 'Project: APQP-AeroStructure / 42'. The table lists various work packages and their assigned users. The 'Start' date column for the 'Planning' phase is highlighted with a red box, indicating where to click the calendar icon.

RAG Maturity	RAG OTD	Work packages	Element	Work Item	Responsible	Assessor	Start	Requested
		APQP-AeroStructure						
		Planning			Supplier Work Package Lead...			29.11.2019
		S_Cascade of Projec...			Airbus Work Package Lead (...)			29.11.2019
		S_Cascade of Projec...			Supplier Work Package Lead...			29.11.2019
		S_AIPI/AIPS			Airbus Work Package Lead (...)			29.11.2019
		S_AIPI/AIPS			Supplier Work Package Lead...			29.11.2019
		S_WP Target Weight...			Airbus Work Package Lead (...)			29.11.2019
		S_WP Target Weight...			Supplier Work Package Lead...			29.11.2019

Figure: Defining a **Start** date.

The calendar is displayed.



The screenshot shows the 'Project Schedule' tab for 'Project: APQP-AeroStructure / 42'. A calendar for August 2019 is displayed over the 'Start' date column, showing the date 20.08.2019 selected.

RAG Maturity	RAG OTD	Work packages	Element	Work Item	Responsible	Assessor	Start	Requested	Confirmed
		APQP-AeroStructure							
		Planning			Supplier Work Package Lead...			29.11.2019	
		S_Cascade of Projec...			Airbus Work Package Lead (...)			29.11.2019	
		S_Cascade of Projec...			Supplier Work Package Lead...				
		S_AIPI/AIPS			Airbus Work Package Lead (...)				
		S_AIPI/AIPS			Supplier Work Package Lead...				
		S_WP Target Weight...			Airbus Work Package Lead (...)				
		S_WP Target Weight...			Supplier Work Package Lead...				

Figure: Calendar for selecting a **Start** date.

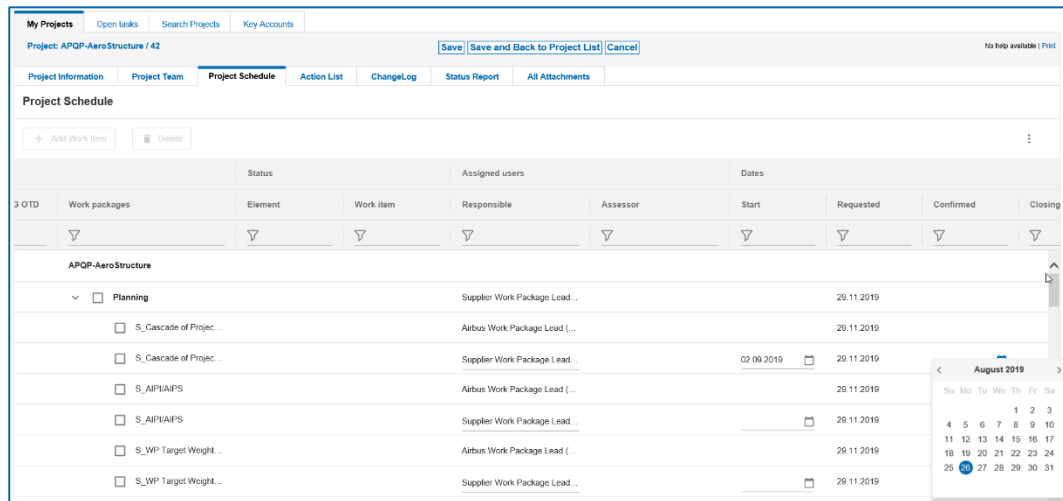
2. Select a date.

The date is set for the phase and all its all subordinate elements.

If you do not want the same date for a subordinate element, select a different date for the appropriate element.

If you can meet the **Requested** date, confirm the **Confirmed** date.


3. In the **Confirmed** date column, click  for the phase you want to set the date.
The calendar is displayed.

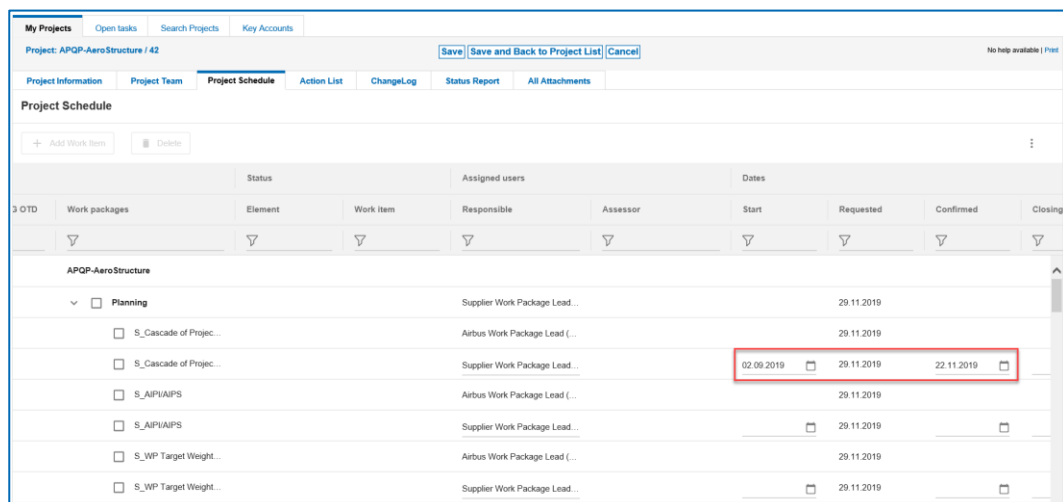


The screenshot shows the 'Project Schedule' tab for the 'APQP-AeroStructure' project. The table lists various work packages and their associated dates. The 'Confirmed' date column for the 'Planning' phase is highlighted, and a calendar for August 2019 is displayed.

OTD	Work packages	Element	Work item	Responsible	Assessor	Start	Requested	Confirmed	Closing
	APQP-AeroStructure								
	Planning			Supplier Work Package Lead...			29.11.2019		
	S_Cascade of Project...			Airbus Work Package Lead (...)			29.11.2019		
	S_Cascade of Project...			Supplier Work Package Lead...		02.09.2019		29.11.2019	
	S_AIP/AIPS			Airbus Work Package Lead (...)			29.11.2019		
	S_AIP/AIPS			Supplier Work Package Lead...			29.11.2019		
	S_WP Target Weight...			Airbus Work Package Lead (...)			29.11.2019		
	S_WP Target Weight...			Supplier Work Package Lead...			29.11.2019		

Figure: Calendar for selecting a **Confirmed** date.

4. Select a date.
When a phase has been completely finished, confirm it with the **Closing** date.
The **Closing** date is necessary for calculating the status of the APQP project.
5. In the **Closing** date column, click  for the phase you want to set the date.
The calendar is displayed.
6. Select a date.
7. Click **Save**.
A dialog box is displayed.



The screenshot shows the 'Project Schedule' tab for the 'APQP-AeroStructure' project. The 'Start', 'Requested', and 'Confirmed' date columns are highlighted, and a calendar for August 2019 is displayed.

OTD	Work packages	Element	Work item	Responsible	Assessor	Start	Requested	Confirmed	Closing
	APQP-AeroStructure								
	Planning			Supplier Work Package Lead...			29.11.2019		
	S_Cascade of Project...			Airbus Work Package Lead (...)			29.11.2019		
	S_Cascade of Project...			Supplier Work Package Lead...		02.09.2019	29.11.2019	22.11.2019	
	S_AIP/AIPS			Airbus Work Package Lead (...)			29.11.2019		
	S_AIP/AIPS			Supplier Work Package Lead...			29.11.2019		
	S_WP Target Weight...			Airbus Work Package Lead (...)			29.11.2019		
	S_WP Target Weight...			Supplier Work Package Lead...			29.11.2019		

Figure: **Project Schedule** tab with a **Start** date, a **Requested** date and a **Confirmed** date.

3.2 Creating and Working on Actions

All active participants on the customer and supplier side can create, process, and delete actions.

If a customer has created an action, the task is listed on the **Open tasks** tab. If the supplier has completed the task, he has to set the **Closing** date. → See Confirming Due Dates on page 10.

A supplier can create an action for a colleague.

You can create and work on actions on the **Project Schedule** tab or on the **Action List** tab. On the **Project Schedule** tab you can directly add an action to a phase or an element.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To create an action on the Project Schedule tab:

1. In the **Open Actions** column, click **0 actions** for the phase or element for which you want to create an action.

The **Action List** tab is displayed.

The screenshot shows the 'Action List' tab selected in the 'My Projects' section. The interface includes a top navigation bar with 'My Projects', 'Open tasks', 'Search Projects', and 'Key Accounts'. Below this, there's a project identifier 'Project: A320-IL_2019_06_16 / 42' and buttons for 'Save', 'Save and Back to Project List', 'Download XLS', and 'Cancel'. The main area has tabs for 'Project Information', 'Project Team', 'Project Schedule', 'Action List' (which is active), 'ChangeLog', 'Status Report', and 'All Attachments'. The 'Action list' section contains a table with columns: Status, Action Name, Description, Responsible, Reference, Requested Date, Closing Date, and Comment. Below the table are 'Delete' and 'Add action' buttons.

Figure: **Action List** tab.

2. Click **Add action**.

On the **Action List** tab, a row for defining an action is displayed.

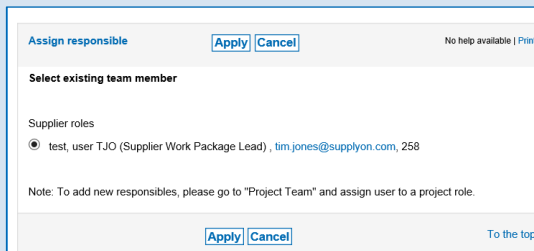
This screenshot shows the 'Action List' tab with a new row added for defining an action. The row contains the following fields: a checkbox, an empty 'Action Name' field, an empty 'Description' field, a 'Responsible' field with the text 'Supplier Work Package Lead (test, user TJO)', a 'Reference' dropdown menu set to 'general', an empty 'Requested Date' field with a calendar icon, an empty 'Closing Date' field with a calendar icon, and an empty 'Comment' field. The 'Delete' and 'Add action' buttons are still visible at the bottom of the table.

Figure: Row with fields for defining an action.

3. Fill in the mandatory **Action Name** field.
4. Fill in the **Description** field.


Note

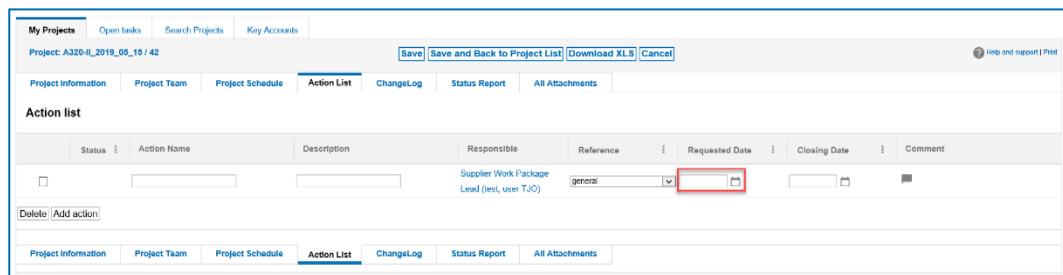
In the **Responsible** column, the responsible of the task is listed. Clicking on the name displays the **Assign responsible** dialog window. Here you can change the responsible for the task.



The dialog window titled "Assign responsible" has buttons for "Apply", "Cancel", and "Print". It contains a section "Select existing team member" with a list of "Supplier roles". One role is selected: "test_user TJO (Supplier Work Package Lead) , tm.jones@supplyon.com, 258". A note at the bottom states: "Note: To add new responsables, please go to 'Project Team' and assign user to a project role." There are also "Apply", "Cancel", and "To the top" buttons at the bottom.

Figure: **Assign responsible** dialog window.

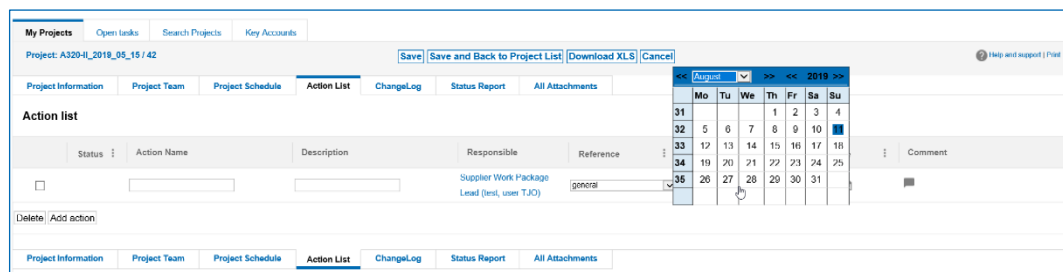
- In the **Requested Date** column, click  for the action you want to set a due date for the customer.



The screenshot shows the "Action list" table. The columns are: Status, Action Name, Description, Responsible, Reference, Requested Date, Closing Date, and Comment. The "Requested Date" column for the first row contains a calendar icon, which is highlighted with a red box.

Figure: Defining a **Requested Date**.

The calendar is displayed.



The screenshot shows the "Action list" table with the calendar icon clicked. A calendar for August 2019 is displayed over the "Requested Date" column. The date 31 is selected.

Figure: Calendar for selecting a date.


- Select a date.

The date is displayed in the **Requested Date** field.

The **Requested Date** controls the status of the action.

- Select a **Reference**.

The **Reference** is already defined according to the selected phase or element. If needed, you can change it.

- Click  to add a comment to the action.

- Click **Save**.

The action is listed on the **Action list** tab and on the **Open tasks** tab, if the responsible user is the logged-in user.


3.3 Creating Comments

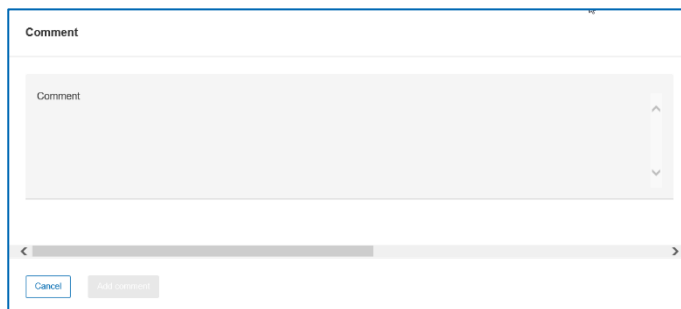
For all phases and elements a comment function for the customer and the supplier is available.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To add a comment:

1. In the **Comment** column, click 
- The **Comment** dialog window is displayed.

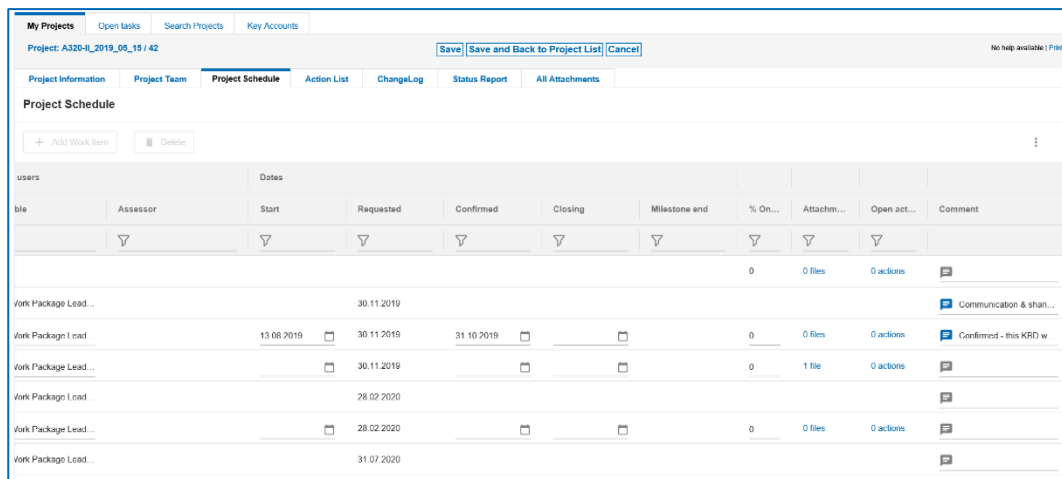


The image shows a 'Comment' dialog window. It has a title bar 'Comment'. Inside, there is a large text area labeled 'Comment' with a vertical scrollbar on the right. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Add comment'.

Figure: **Comment** dialog window.

2. Type in your comment.
3. Click **Add comment**.

The comment is displayed on the **Project Schedule** tab in the **Comment** column.



The image shows a screenshot of the 'Project Schedule' tab in a software application. The top navigation bar includes 'My Projects', 'Open tasks', 'Search Projects', and 'Key Accounts'. Below this, there are tabs for 'Project Information', 'Project Team', 'Project Schedule' (which is active), 'Action List', 'ChangeLog', 'Status Report', and 'All Attachments'. The main content area is titled 'Project Schedule' and contains a table with columns: 'Assessor', 'Start', 'Requested', 'Confirmed', 'Closing', 'Milestone end', '% On...', 'Attach...', 'Open act...', and 'Comment'. The table has several rows of data, including 'York Package Lead...' and 'York Package Lead...'. The 'Comment' column for the last row contains a comment icon.

Figure: The comment is displayed in the **Comment** column.

You can add a comment to the current comment by clicking  again.

4. Click **Save**.

3.4 Adding Attachments

You can add documents to a project and elements.

In addition, you can overwrite an existing document by creating a new version of the document.

Prerequisites:

- ✓ A project is active.
- ✓ The **Project Schedule** tab for the project is displayed.

To add an attachment:

1. In the **Attachment** column, click **0 files** for the element for which you want to add a document.

The **Attachments** page is displayed.

The screenshot shows the 'Attachments' page for project A320-II_2019_05_15 / 42: element - S_AIPI/AIPS. It includes a 'Save' and 'Back' button, a 'Help and support | Print' link, and a table with columns: Title, File Name, Acceptance, Version, Attachment Classification, Creation Date, Created By, Versioning, and Comment. The table currently shows 0 attachments.

Figure: **Attachments** page.

2. Fill in the **Title** field with a name for the attachment.
3. Click **Browse** for the **File** field to select a file from the dialog window.
4. Click **Upload**.

The file is uploaded and listed on the **Attachments** page.

The customer gets an email with the subject “**New attachment uploaded for element.....**”

The screenshot shows the 'Attachments' page after one attachment has been uploaded. The table now lists one attachment with the following details: Title: APQP Collab, File Name: APQP_TEST11_APQP_Collab_ToW_Cockpit_Floor_286670_AA_1181518.pdf, Acceptance: AA, Version: No Classification, Creation Date: 11.08.2019 20:06:11, Created By: test, user TJO, and a link to 'Upload new version'. The table shows 1 attachment.

Figure: Uploaded attachment on the **Attachments** page.

On the **Attachments** page you can:

- Download the attachment by clicking the file name in the **File Name** column.
- Select an **Acceptance** level.
- Mark attachments as **PAPP**.
- Replace the current version with a newer version in the **Versioning** column:

My Projects Open tasks Search Projects Key Accounts

Attachments Save Back Help and support | Print

Here you see an overview of all attachments of a project. Furthermore, you can select individual attachments and download them as a packed ZIP file to your computer.

Depending on internet connection bandwidth, attachments with a size of more than 50MB can cause time out errors while uploading. Please split your attachments in multiple files if time out errors occur

Add Attachment to project A320-IL_2019_05_15 / 42: element - S_AIPI/AIPS

Title:

File: Browse

Upload

Attachments to project A320-IL_2019_05_15 / 42: element - S_AIPI/AIPS

☐ Only project attachments

1 Attachment

	Title	File Name	Acceptance	Version	Attachment Classification	Creation Date	Created By	Versioning	Comment
Delete									
<input type="checkbox"/>	APQP Collab	APQP_Collab_ToW_Cockpit_Floor_286670_AA_1191519.pdf	AA		No Classification	11.08.2019 20:05:11	test_user TJO	Upload new version	
Delete									

1 Attachment 10 Entries per page

Figure: **Upload new version** on the **Attachments** page.

Click **Upload new version**.

Attachments with a size of more than 50MB can cause time out errors while uploading. Please split your attachments

element - S_Process to inte

Browse

ment - S_Process to integra

Upload new version for 'APQP'

File: Browse

Upload Cancel

Figure: **Upload new version** for ... dialog box.

Select a file and click **Upload**.

- Add a comment.
- Delete an attachment by selecting it and clicking **Delete**.

All attachments of the APQP project are listed on the **Attachments** page.
→ See Attachments on page 30.

4 Managing APQP Projects

The customer, for example a project manager, creates an APQP project, which consists of the following components:

- Project information, → see Project Information on page 21.
- Project team, → see Project Team on page 22.
- Project schedule, → see Project Schedule on page 24.
- Action list, → see Action List on page 26.

In addition, the following information for tracking and reporting is available for a project:

- Change Log, → see Change Log on page 27.
- Status Report, → see Creating Status Reports on page 28.

To manage projects:

1. Log on to → **SupplyOn**
2. On the main menu, point to **SupplyOn Services**, and then click **Project Management**.

The **Project List** page is displayed.

Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Next due date	Template	%	Fail.
Active	JHE42	Supp_R42	FIT_Airbus S.A.S	Jones, tim	Active	08.01.2019	28.02.2019	Demo example - multiple...	38	<input checked="" type="checkbox"/>
Active	A320-JL_2019_06_16	42	FIT_Airbus S.A.S	jones, tim	Active	16.05.2019	30.11.2019	New Model for Demo(5.1)	0	<input type="checkbox"/>
Active	APQP-trial	42	FIT_Airbus S.A.S	jones, tim	Active	18.05.2019	30.08.2020	New Model for Demo(5.1)	0	<input type="checkbox"/>
Active	APQP test scenario		FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019	31.05.2020	Demo example - multiple...	13	<input type="checkbox"/>
Active	more supplier contacts		FIT_Airbus S.A.S	jones, tim	Active	19.03.2019		New Model for Demo(2.1)	0	<input type="checkbox"/>
Active	2-sub		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019		KT Session(INT_1.1)	0	<input type="checkbox"/>
Active	Customer Validation	32	FIT_Airbus S.A.S	jones, tim	Active	27.05.2019	30.11.2019	Demo example - multiple...	0	<input type="checkbox"/>

Figure: **Project List** page.

Following projects are listed on the **Project List** page:

- Projects with the **Sys. Status** of the type **Active**, **Archived**, **Cancelled** or **Closed**.
- Projects where the supplier is involved as a member of the project team.

Projects with **Sys. Status Cancelled** and **Archived** are not listed on the **Project List** page, but they can be found via the search function. → See Searching Projects on page 31.

Overview of Project System Statuses

A supplier user can only participate in a project, if the user is the responsible project lead or is defined as a responsible or active user in a running project. → See Roles and Rights on page 38.

A project can have different statuses (**Sys. Status**), of which the following are possible:

Active: All allocated users can work on the project and document the project progress. The status management controls the escalation events, users are informed, if responsibilities change. Changes in the project schedule are logged. Actions and status reports can be created. An active project can be cancelled or closed.




Closed: A project is finished. A project can only be set to system status **Closed**, if all project elements and phases are closed. Closed projects cannot be edited any more, but access to all tabs (**Project Schedule**, **Actions List**, **Status Reports** and **Attachments**) is possible. It is not possible to upload additional attachments if a project is in the system status **Closed**. A project can be reactivated or archived.

Archived: A project is finished and all necessary information has been archived. It is still possible to access all necessary project information, but no changes are possible. This status is final. An archived project cannot be reactivated. As in all other system status the project can be copied as new project.


The status **Archived** is independent from provision of data for archiving as described in Service Specification of SupplyOn Services for Buying Companies.


Cancelled: A project has been cancelled. A project can be cancelled due to multiple reasons. It is still possible to access the project (read-only), but it is not possible to reactivate the project. If a user cancels a project, a cancellation reason has to be entered.

The **Status** column displays the current traffic light status of the project:

	Green	The project is on schedule.
	Amber	The project is no longer on schedule, but the deviation is not yet critical.
	Red	The project is not on schedule. If the project status changes to red, the project managers of customer and supplier will receive email alerts.

The displayed status in the **Status** column corresponds to the Airbus RAG OTD.

 indicates that data within the project have been changed since the last login.

The projects are listed by date. Clicking  in the **Start** column, allows you to change the sort order of the projects.

Clicking a name in the **Customer** column displays a dialog window with information on the customer.

Clicking a name in the **Responsible** column displays a dialog window with information on the customer contact person.


By selecting the checkbox in the **Fav.** column, you can define a project as a favorite.

You can define a substitute by clicking **Act as substitute**. → See Managing Substitutes on page 33.

Click the name of a project in the **Name / Number** column to open the project and the project schedule. → Project Schedule on page 24.

Note

You can define which columns should be displayed on the **Project Schedule** tab.

Click , and then click **Columns**.

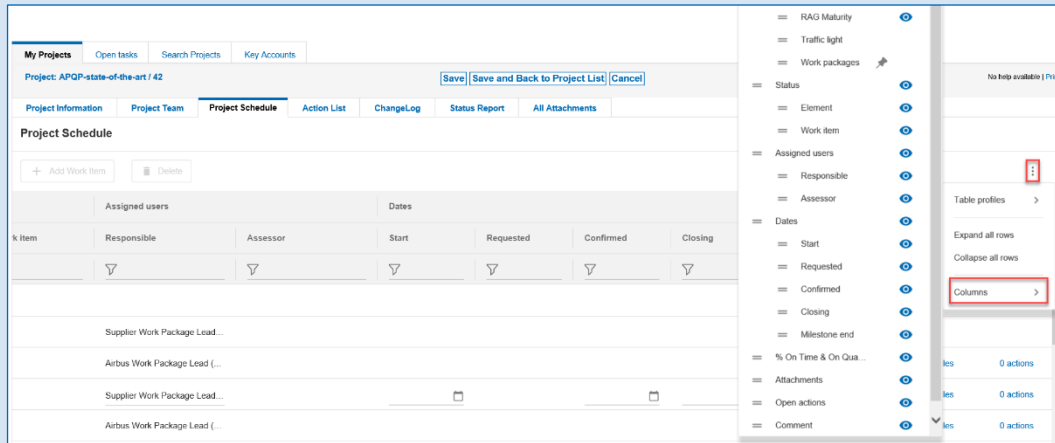


Figure: Context menu for selecting and deselecting table columns.



Click  to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

Click , and then click **Table profiles**.

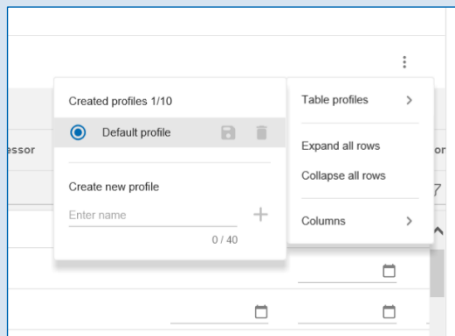



Figure: Defining a table profile.

Enter a name in the **Create new profile** field, and then click .

Click  to the name of the newly created table profile.

Email Notifications

If the **Sys. Status** changes, the project responsible of the customer and the supplier receive an email notification. In addition, all users that are assigned as responsible to one or more elements in the project plan receive an email notification.

The following **Sys. Status** changes trigger an email notification:

Created	→	Active
Active	→	Cancelled
Active	→	Closed
Closed	→	Active
Closed	→	Archived

4.1 Project Information

The **Project Information** tab displays all project information entered by the customer.

My Projects Open tasks Search Projects Key Accounts			
Project: A320-IL_2019_05_15 / 42			
Save Save and Back to Project List Cancel			
Help and support Print			
Project Information Project Team Project Schedule Action List ChangeLog Status Report All Attachments			
Project Definition			
Work Package	A320-IL_2019_05_15	ID	28362
Template Type	Serial Production	Start	15.05.2019
Template Name	New Model for Demo(5.1)	Revision Number	-
Internal handling (no Supplier involved)	-	Date of Revision	-
Limited access to attachments	-		
		Send e-mails for actions	-
Supplier Definition			
*Supplier Name	Airbus APQP supplier 01		
Supplier DUNS	999001754		
Supplier ID			

Figure: **Project Information** tab.

In the **Additional Information** section, you can change the mandatory **Supplier Part Number**.

4.2 Project Team

On the **Project Team** tab, the project team from the customer side and the supplier side is displayed.

If a customer creates a project, he defines a **Supplier Work Package Lead**, i.e. the responsible for the project on supplier side. You can change the responsible of the project.

To change the Supplier Work Package Lead:

1. Click the **Project Team** tab.

The **Project Team** tab is displayed.

Customer Roles	Authorization	Name	E-Mail	Phone
Airbus Work Package Lead	Write	jones, tim	tim.jones@supplyon.com	000
Airbus read-only	Read	-	-	-
Deliverables Assessor 1	Read	-	-	-
Deliverables Assessor 10	Read	-	-	-
Deliverables Assessor 11	Read	-	-	-
Deliverables Assessor 12	Read	-	-	-
Deliverables Assessor 13	Read	-	-	-
Deliverables Assessor 14	Read	-	-	-
Deliverables Assessor 15	Read	-	-	-
Deliverables Assessor 2	Read	-	-	-

Figure: **Project Team** tab.

Note

Clicking a name in the **Name** column displays a dialog window with information on the user.
Clicking an email address in the **E-Mail** column starts the email application.

2. Click **Supplier Work Package Lead**.

The **User Search** page is displayed.

Figure: **User Search** page.

3. Enter a name or a search phrase in the **Name** field and click **Search**.

Note

If you click **Search** without entering a search phrase, all names are listed.

The search result is displayed on the **Search Results** section.

My Projects | Open tasks | Search Projects | Key Accounts

User Search [Select and Back] [Cancel] [Help and support | Print]

Name [] [Search]

Search Results

11 Users

	Name	E-Mail	Location
<input type="radio"/>	Baudot, Eric	Eric.Baudot@supplyon.com	
<input type="radio"/>	Mikosz, Lea	Lea.Mikosz@supplyon.com	
<input type="radio"/>	Schöpfel, Maximilian	Maximilian.Schoepfel@supplyon.com	
<input type="radio"/>	Schöpfel, Maximilian	Maximilian.Schoepfel@supplyon.com	
<input type="radio"/>	Schöpfel, Maximilian_3	Maximilian.Schoepfel@supplyon.com	Hallbergmoos
<input type="radio"/>	test_user 01	seller@supplyon.com	
<input type="radio"/>	test_user 02	seller@supplyon.com	
<input type="radio"/>	test_user 03	seller@supplyon.com	
<input type="radio"/>	test_user 10	systemteam.airsupply@virtus.com	
<input type="radio"/>	test_user 11	systemteam.airsupply@virtus.com	

Figure: Search result(s) in the **Search Results** section.

4. Select the name you want to add as **Supplier Work Packages Lead** and click **Select and Back**.

A dialog box is displayed, stating that the project lead was changed.

5. Click **OK**.

The **Project Team** page is displayed with the selected **Supplier Work Packages Lead** in the **Supplier** section.

Supplier


Supplier Roles	Authorization	Name	E-Mail	Phone
*Supplier Work Package Lead	Write	Schöpfel, Maximilian	Maximilian.Schoepfel@supplyon.com	258

Figure: Selected supplier in the **Supplier** section on the **Project Team** page.

The selected user receives the emails, sent by the system, for example the confirmation email, when a project is activated.

Note

You can define which columns should be displayed on the **Project Schedule** tab.

Click , and then click **Columns**.

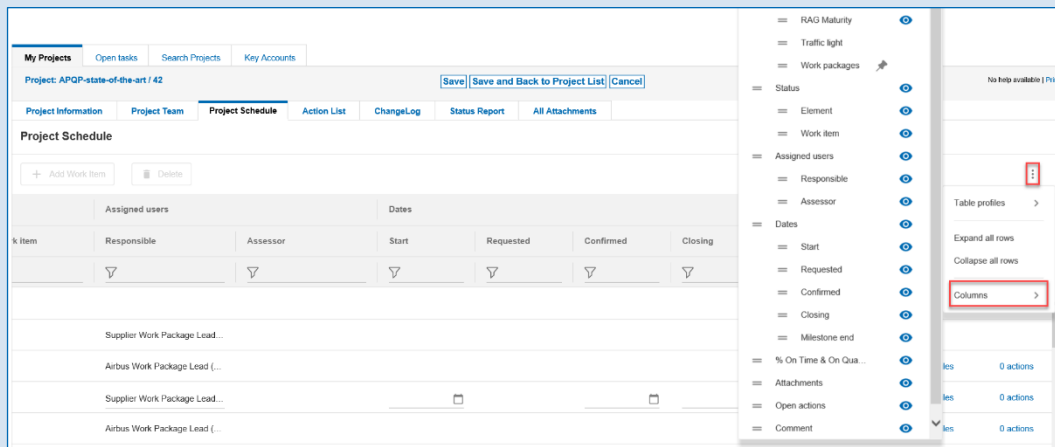


Figure: Context menu for selecting and deselecting table columns.



Click  to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

Click , and then click **Table profiles**.

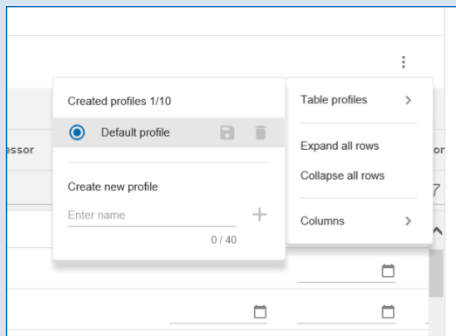



Figure: Defining a table profile.

Enter a name in the **Create new profile** field, and then click .

Click  to the name of the newly created table profile.

On the **Project Schedule** tab you can:

- Confirm a **Requested** date with a **Confirmed** date and set a **Closing** date, → see Confirming Due Dates on page 10.
- Assign and work on tasks via actions, → see Creating and Working on Actions on page 13.
- Add comments to phases and elements, → see Creating Comments on page 15.
- Add attachments to phases and elements, → see Adding Attachments on page 16.

4.4 Action List

On the **Action List** tab, all actions are listed for the logged-in user for the current project.

Here you can create an internal action (also called task) for a colleague. → See Creating and Working on Actions on page 13.

Figure: **Action list** tab.

You can download the list of actions as an Excel-file by clicking **Download XLS**.

Figure: Download all actions as an Excel-file by clicking **Download XLS**.

Note

The **Open tasks** tab lists the actions of *all* projects for which the logged-in user is equal to the responsible user.

My Projects											Open tasks	Search Projects	Key Accounts	Act as subadmin	
Task list											Help text support Feedback				
53 Open tasks											Reset table << < 1 2 > >>				
Status	Project name	Type	Task	Reference	Customer	Responsible	Requested date	Confirmed date	%	Comment					
	JHE42	Element	S_Forecast / Ordering...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2019	29.01.2019	0						
	Customer Validation	Action	Control Plans realizatio...		FIT_Airbus S.A.S	test, user TJO (Supplier...	28.06.2019		0						
	A320-H_2019_05_10	Action	Reporting		FIT_Airbus S.A.S	test, user TJO (Supplier...	11.08.2019								
	Customer Validation	Element	S_Forecast / Ordering...	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0						
	Customer Validation	Element	S_Statement of Work (...)	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0						
	Customer Validation	Element	S_Process to Integrate...	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	Confirmed - this KBD...					
	A320-H_2019_05_10	Element	S_WP Target Weight R...	Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0						
	A320-H_2019_05_10	Element	S_AIP/AIPS	Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019	31.10.2019	0	Confirmed - this KBD...					
	Customer Validation	Element	S_Design solutions (Co...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2020		0						

Figure: **Open tasks** tab.

4.5 Change Log

On the **ChangeLog** tab, *all* activities concerning the current project are listed, sorted by date.

With selecting dates for **Modified from** to **Modified to**, you can search for activities within a time interval.

Area	Action	Old Value	New Value	Modified	Modified by
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Start date changed	20.05.2019	01.04.2020	11.08.2019 20:58:08	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Confirmed date changed	30.05.2019	30.04.2020	11.08.2019 20:58:08	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Forecast / Ordering process"	Element status was selected		approved	16.05.2019 09:28:52	jones, tim
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Element status was selected		approved	16.05.2019 09:28:52	jones, tim
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Element status was selected		approved	16.05.2019 09:28:52	jones, tim
Phase: "Phase: Planning" -> Element: "S_Forecast / Ordering process"	Completion degree changed	0	5	16.05.2019 09:27:49	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Completion degree changed	0	50	16.05.2019 09:27:49	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Completion degree changed	0	50	16.05.2019 09:27:49	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Start date changed	20.05.2019		16.05.2019 09:27:30	test_user TJQ

Figure: **ChangeLog** tab.

You can sort the columns by clicking  and selecting a sort criterion.

Area	Action	Old Value	New Value	Modified	Modified by
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Start date changed	20.05.2019	01.04.2020	11.08.2019 20:58:08	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Confirmed date changed	30.05.2019	30.04.2020	11.08.2019 20:58:08	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Forecast / Ordering process"	Element status was selected		approved	16.05.2019 09:28:52	jones, tim
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Element status was selected		approved	16.05.2019 09:28:52	jones, tim
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Element status was selected		approved	16.05.2019 09:28:52	jones, tim
Phase: "Phase: Planning" -> Element: "S_Forecast / Ordering process"	Completion degree changed	0	5	16.05.2019 09:27:49	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Completion degree changed	0	50	16.05.2019 09:27:49	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Completion degree changed	0	50	16.05.2019 09:27:49	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Start date changed	20.05.2019		16.05.2019 09:27:30	test_user TJQ
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Confirmed date changed	30.05.2019		16.05.2019 09:27:30	test_user TJQ

Figure: Context menu for the **Action** column for sorting the values of the column.

4.6 Creating Status Reports

On the **Status Report** tab, you can create and download a status report of the current project as PDF-file or Excel-file.

Figure: Status Report tab.

To create a status report:

1. Select **Create & Open a PDF document**, to create a status report as PDF-file.
— OR —
2. Select **Create & Download as XLS file**, to create a status report as Excel-file.
3. Click **Create Report**.

A status report as PDF-file is created and opened,

Page 1

APQP Status Report

Customer Information

Work Package	A320-1302
Spec./Drawing Number	
Development Location	Toulouse

APQP Status

APQP Project Information

APQP ID	27733
Starting Date	17.01.2019
APQP Revision Number	AA
Date of APQP Revision	21.01.2019

Supplier Information

Supplier Name	Airbus APQP supplier 01
Supplier DUNS	999001764
Supplier Part Number	4711

Project Team

Company	Role	Name	E-Mail	Phone
FIT_Airbus S.A.S	Airbus Work Package Lead	Hentrich, Johannes	Johannes.Hentrich.extern@supplyon.com	000
Airbus APQP supplier 01	Supplier Work Package Lead	test, user JHE	Johannes.Hentrich.extern@supplyon.com	258

Project Schedule

Status	Work Packages	Doc.	Responsible	Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions
●	A320-1302 - 4711 - Airbus APQP supplier 01						0			2
●	Production Process Validation		Supplier Work Package Lead (test, user JHE)				0			
●	Production Part Approval Process (PPAP) form	1	Supplier Work Package Lead (test, user JHE)		28.02.2019	31.01.2019	0			

Open Actions

Status	Action Name	Responsible	Reference	Req. Date	%
●	Customer-Task	Airbus Work Package Lead (Hentrich, Johannes)	A320-1302	31.01.2019	0
	Customer-Task II	Supplier Work Package Lead (test, user JHE)	A320-1302		0

Figure: Status report as PDF-file.

or a status report as Excel-file is created and opened.

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	A	B	C	D	E	F	G	H	I	J	K	L	M
APQP Status Report													
Customer Information					APQP Status				APQP Project Information				
Work Package		A320-1302			In progress				APQP ID		27733		
Spec. Drawing Number									Starting Date		17.01.2019		
Development Location		Toulouse							APQP Revision Number		AA		
Location									Date of APQP Revision		21.01.2019		
Supplier Information													
Supplier Name					Airbus APQP supplier 01								
Supplier DUNS					999001764								
Supplier Part Number					4711								
Confirmed by supplier													
Project Team													
Company		Role		Name				E-Mail				Phone	
FIT_Airbus S.A.S		Airbus Work Package Lead		Hentrich, Johannes				Johannes.Hentrich.extern@supplyon.com				000	
Airbus APQP supplier 01		Supplier Work Package Lead		test, user JHE				Johannes.Hentrich.extern@supplyon.com				258	
Project Schedule													
Status	Work Packages		Doc.	Responsible			Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions
In progress	A320-1302 - 4711 - Airbus APQP supplier 01									0			2
				Comments: High priority.									
In progress	Production Process Validation			Supplier Work Package Lead (test, user JHE)						0			
In progress	Production Part		1	Supplier Work Package Lead (test, user JHE)				28.02.201	31.01.2019	0			
xls action list													

Figure: Status report as Excel-file.


4.7 Attachments

On the **All Attachments** tabs of a project, all documents uploaded for the current project are listed.

You can add documents to a project and elements. → See Adding Attachments on page 16.

My Projects							
Project: A320-4L_2019_06_16 / 42							
Back to Project List							
Project Information Project Team Project Schedule Action List ChangeLog Status Report All Attachments							
All Attachments							
Here you see an overview of all attachments of a project. Furthermore, you can select individual attachments and download them as a packed ZIP file to your computer.							
<input type="checkbox"/> Only project attachments							
2 Attachment							
<input type="checkbox"/>	Title	File Name	Version	Acceptance	Reference to	Creation Date	Created By
<input type="checkbox"/>	APQP Collab	APQPS_TEST11_APQP_Collab_ToW_Cockpit_Floor__288876_AA_1181518.pdf	AA		S_AIPIAIPS	11.08.2019 20:06:11	test, user TJO
<input type="checkbox"/>	APQP_Collab_ToW_Cockpit_Floor	APQP_Collab_ToW_Cockpit_Floor.pdf	AA		S_WP Target Weight Report	22.05.2019 13:58:41	test, user TJO
Download as ZIP file							
2 Attachment							
20 Entries per page							
Project Information Project Team Project Schedule Action List ChangeLog Status Report All Attachments							

Figure: **All Attachments** tab.

Clicking  in the head of a column, allows you to change the sort order of the column items.

Clicking in the **File Name** column the document name, downloads the original document.

You can select the documents and **Download as ZIP file**.

4.8 Searching Projects

On the **Search Projects** tab, you can perform a simple search and an advanced search. In addition, you can save your search criteria in a search profile.

Note

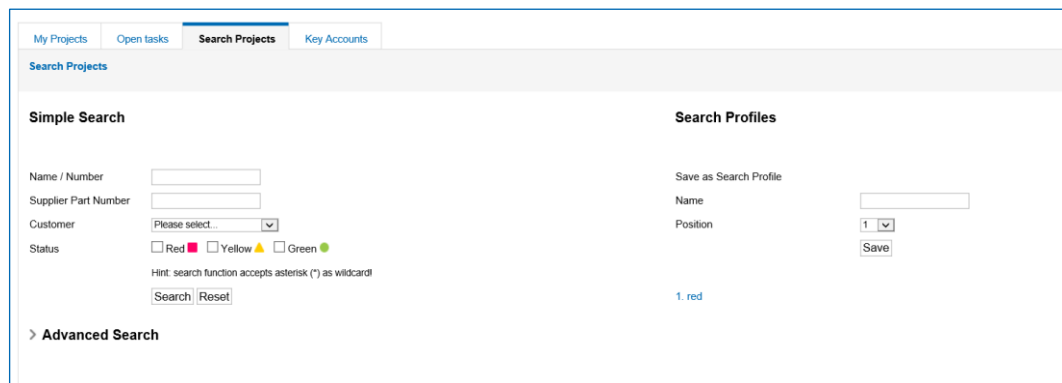
On the **Project List** page, only projects of the logged-in **Supplier Work Packages Lead** are listed. If you change the **Supplier Work Packages Lead** defined by the customer, the **Supplier Work Packages Lead** can only find his originally assigned project by using the search function.

Simple Search

To use the simple search:

1. Click the **Search Projects** tab.

The **Search Projects** page is displayed.



The screenshot shows the 'Search Projects' page with a navigation bar at the top containing 'My Projects', 'Open tasks', 'Search Projects' (active), and 'Key Accounts'. Below the navigation bar is a 'Search Projects' header. The main content area is divided into two sections: 'Simple Search' and 'Search Profiles'. The 'Simple Search' section includes input fields for 'Name / Number', 'Supplier Part Number', and 'Customer' (with a dropdown menu). There are also checkboxes for 'Status' (Red, Yellow, Green) and a hint: 'Hint: search function accepts asterisk (*) as wildcard!'. Below these are 'Search' and 'Reset' buttons. The 'Search Profiles' section includes a 'Save as Search Profile' label, a 'Name' input field, a 'Position' dropdown menu, and a 'Save' button. A list of search profiles is shown below, with one entry '1. red'.

Figure: **Search Projects** page

2. In the **Simple Search** section, enter and select your search criteria.
3. Click **Search**.

The search result is displayed on the **Search Results** page. Here you can export the search result to a CSV-file.

Search Profile

You can save the used search criteria in a search profile in the **Search Profiles** section.

To create a search profile:

1. Fill in the **Name** field
2. Click **Save**.

The name of search profile is listed in the **Search Profiles** section.

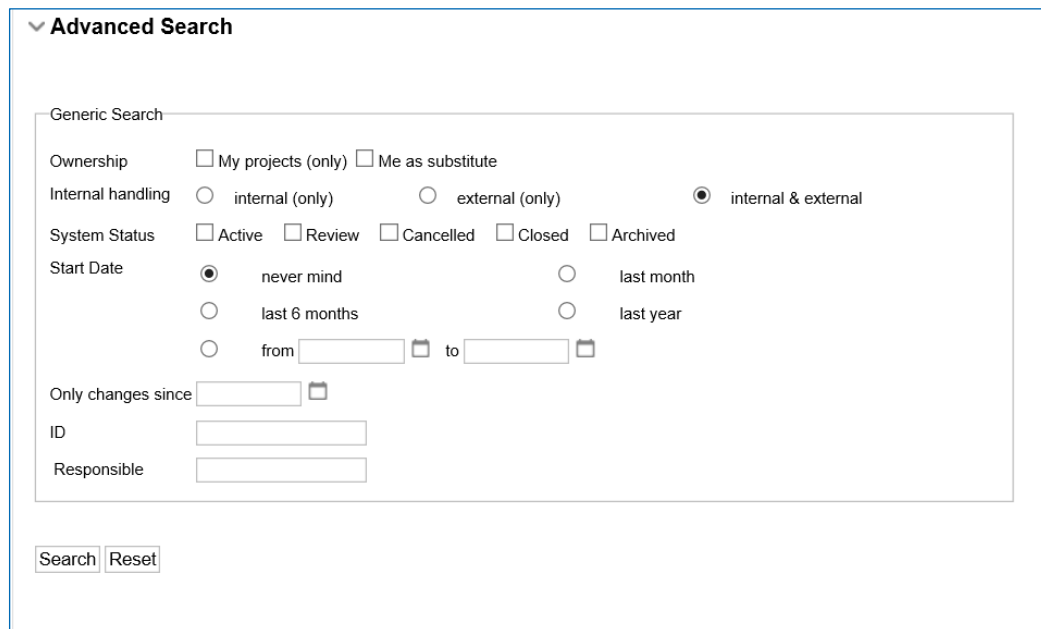
Advanced Search

In the **Advanced Search** section, you can perform a detailed search.

To use the advanced search:

1. In the **Advanced Search** section, click >

The **Advanced Search** is displayed.



The screenshot shows the 'Advanced Search' section of a web application. It features a 'Generic Search' box with various filters. The 'Ownership' section has checkboxes for 'My projects (only)' and 'Me as substitute'. The 'Internal handling' section has radio buttons for 'internal (only)', 'external (only)', and 'internal & external' (which is selected). The 'System Status' section has checkboxes for 'Active', 'Review', 'Cancelled', 'Closed', and 'Archived'. The 'Start Date' section has radio buttons for 'never mind', 'last month', 'last 6 months', and 'last year', along with a date range selector. Below these are input fields for 'Only changes since', 'ID', and 'Responsible'. At the bottom are 'Search' and 'Reset' buttons.

Figure: **Advanced Search**.

2. In the **Advanced Search** section, enter and select your search criteria.
3. Click **Search**.

The search result is displayed on the **Search Results** page. Here you can export the search result to a CSV-file.

4.9 Managing Substitutes

Defining a substitute allows you to pass on your authorizations to a project to other users.

If you were defined as a substitute by a colleague, you can act as substitute. Then, all changes on the projects are stored with your name.

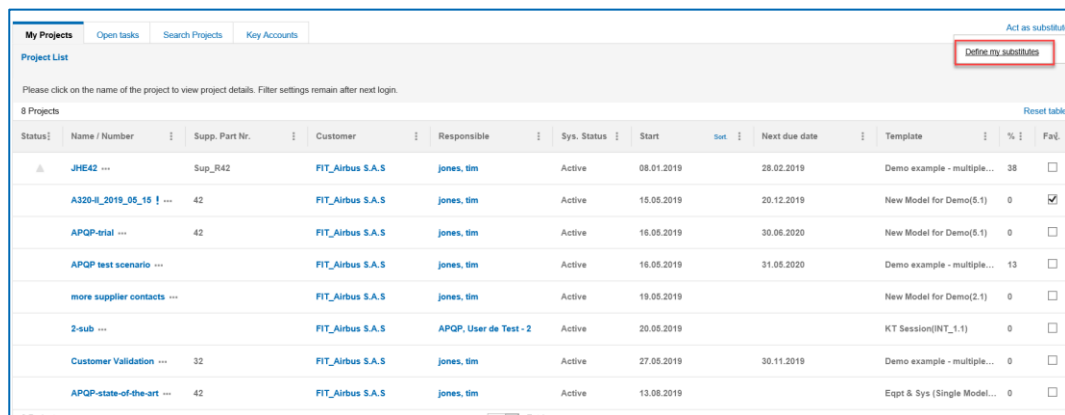
If a substitute is no longer needed, you can remove it again.

4.9.1 Defining a Substitute

You can create the substitutions for a period or permanently.

To define a substitute:

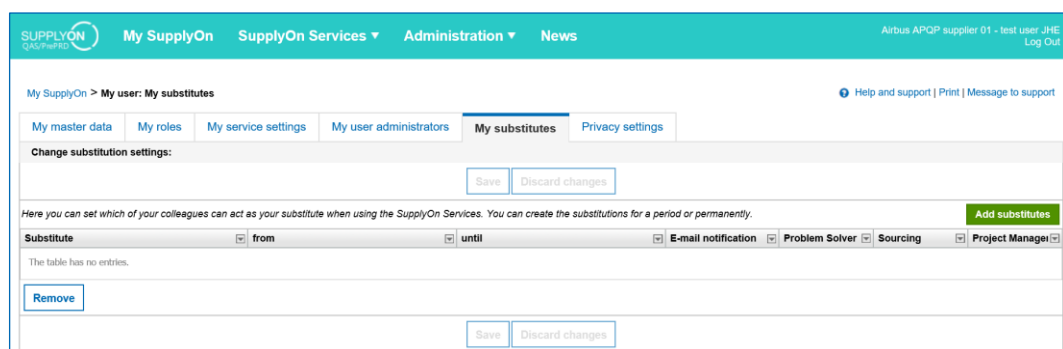
You define a substitute via a link on the **Project List** page.



Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	End	Next due date	Template	%	Pa.
	JHE42 ...	Sup_R42	FIT_Airbus S.A.S	Jones, tim	Active	08.01.2019		28.02.2019	Demo example - multiple...	38	<input type="checkbox"/>
	A320-X_2019_06_19 ...	42	FIT_Airbus S.A.S	Jones, tim	Active	15.05.2019		20.12.2019	New Model for Demo(5.1)	0	<input checked="" type="checkbox"/>
	APQP-trial ...	42	FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019		30.06.2020	New Model for Demo(5.1)	0	<input type="checkbox"/>
	APQP test scenario ...		FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019		31.05.2020	Demo example - multiple...	13	<input type="checkbox"/>
	more supplier contacts ...		FIT_Airbus S.A.S	Jones, tim	Active	19.05.2019			New Model for Demo(2.1)	0	<input type="checkbox"/>
	2-sub ...		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019			KT Session(INT_1.1)	0	<input type="checkbox"/>
	Customer Validation ...	32	FIT_Airbus S.A.S	Jones, tim	Active	27.05.2019		30.11.2019	Demo example - multiple...	0	<input type="checkbox"/>
	APQP-state-of-the-art ...	42	FIT_Airbus S.A.S	Jones, tim	Active	13.08.2019			Eqpt & Sys (Single Model...	0	<input type="checkbox"/>

Figure: **Project List** page with the link **Act as Substitute** on the right side.

1. On the **Project List** page, click **Act as Substitute** and then click **Define my substitutes**. The **My substitutes** tab is displayed.



My SupplyOn > My user: My substitutes

My master data | My roles | My service settings | My user administrators | **My substitutes** | Privacy settings

Change substitution settings:

Save Discard changes

Here you can set which of your colleagues can act as your substitute when using the SupplyOn Services. You can create the substitutions for a period or permanently.

Add substitutes

Substitute from until E-mail notification Problem Solver Sourcing Project Manager

The table has no entries.

Remove

Save Discard changes

Figure: **My substitutes** tab.

2. Click **Add substitutes**. The **User search** dialog window is displayed.

The image shows a 'User search' dialog window. At the top, there is a search bar with the placeholder text 'name, e-mail', a 'Search' button, and a 'Reset search' button. Below the search bar is a table with columns: Name, Function, Department, E-mail, and Company. The table is currently empty, displaying the message 'The table has no entries.' At the bottom of the dialog, there is a status bar showing '0 Users', 'Select all', 'Deselect all', 'Rows per page' set to 20, and pagination controls showing 'Page 1 of 1'. An 'OK' button is located at the bottom center.

Figure: **User search** dialog window.

3. Enter a name or an email address in the search field and click **Search**.

Note

If you click **Search** without entering a search phrase, all users with the relevant role are listed.

The image shows the 'User search' dialog window with search results. The search bar is empty. The table now contains six rows of user data. The first five rows are unselected, and the sixth row, 'test, user TJO', is selected with a checked checkbox. The status bar at the bottom shows '6 Users', 'Select all', 'Deselect all', 'Rows per page' set to 20, and pagination controls showing 'Page 1 of 1'. An 'OK' button is at the bottom center.

Name	Function	Department	E-mail	Company
<input type="checkbox"/> test, user 11			systemteam.airsupply@airbus.com	Airbus APQP supplier 01
<input type="checkbox"/> test, user 01			seller@supplyon.com	Airbus APQP supplier 01
<input type="checkbox"/> test, user 02			seller@supplyon.com	Airbus APQP supplier 01
<input type="checkbox"/> test, user 03			seller@supplyon.com	Airbus APQP supplier 01
<input type="checkbox"/> test, user 10			systemteam.airsupply@airbus.com	Airbus APQP supplier 01
<input checked="" type="checkbox"/> test, user TJO			tim.jones@supplyon.com	Airbus APQP supplier 01

Figure: **User search** dialog window with search result and selected user.

4. Select one or more user and click **OK**.
The selected user(s) is listed on the **My substitutes** tab.

Figure: **My substitutes** tab with the added user.

With **from** and **until** you can specify the period in which the selected user is your substitute.

Activating **E-mail notification** sends an email to the substitute when your replacement starts.

In addition, you can select for which SupplyOn Services (**Problem Solver**, **Sourcing**, **Project Manager**) the substitute has access to.

5. Click **Save**.

The **My Project** tab is displayed.

4.9.2 Removing Substitutes

You can remove your substitute(s) from the list of substitutes on the **My substitutes** tab.

To remove a substitute:

Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Next due date	Template	%	Fav.
Active	A320-1302	4711	FTT_Airbus S.A.S	Heintich, Johannes	Active	17.01.2019		Risk Level 1 - v2	100	<input type="checkbox"/>
Active	A320-1313		FTT_Airbus S.A.S	Heintich, Johannes	Active	17.01.2019		Risk Level 1 - v2	100	<input type="checkbox"/>
Inactive	A320-2314	5347-88	FTT_Airbus S.A.S	Heintich, Johannes	Active	23.01.2019	31.01.2019	Risk Level 1 - v2	0	<input type="checkbox"/>

Figure: **Project List** page with the link **Act as Substitute** on the right side.

1. On the **Project List** page click **Act as Substitute**, and then click **Define my substitutes**.
The **My substitutes** tab is displayed, where the substitutes are listed.

Figure: **My substitutes** tab with listed substitutes.

2. In the **Substitute** column, select the user you want to remove as substitute.
3. Click **Remove**.

The **Confirm Removing** dialog box is displayed.

4. Click **Yes**.

The **My substitutes** tab is displayed.

5. Click **Save**.

The **My Project** tab is displayed.

4.9.3 Acting as a Substitute

Prerequisites:

- ✓ You are defined as a substitute for a colleague.

To act as substitute:

1. On the **Project List** page click **Act as Substitute**, and then click the name of your colleague.

A dialog box is displayed: **You are acting as substitute for user ...**

2. Click **OK**.

The **Project List** with the project of your colleague is displayed. Here you can work on the projects of your colleagues.

You are acting as substitute for user test, user JHE.

My Projects

Open tasks

Search Projects

Key Accounts

Stop acting as substitute | Change Substitution

Project List

Help and support | Print

Please click on the name of the project to view project details. Filter settings remain after next login.

3 Projects

Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Next due date	Template	%	Fav.
	A320-1302	4711	FIT_Airbus S.A.S	Herrlich, Johannes	Active	17.01.2019		Risk Level 1 - v2	100	<input type="checkbox"/>
	A320-1313		FIT_Airbus S.A.S	Herrlich, Johannes	Active	17.01.2019		Risk Level 1 - v2	100	<input type="checkbox"/>
	A320-12314	5347-88	FIT_Airbus S.A.S	Herrlich, Johannes	Active	23.01.2019	31.01.2019	Risk Level 1 - v2	0	<input type="checkbox"/>

3 Projects

20

Entries per page

To the top

Figure: On the **My Projects** page acting as substitute.

4.10 Assigning a Key Account Manager

For each customer at least one Key Account Manager has to be assigned. The Key Account Manager will be informed about new APQP projects and can assign them to other colleagues. The **Main Key Account** Manager will be displayed to the buying company when selecting a supplier.

Assigning a Key Account Manager:

1. Log on to → **SupplyOn**.
2. On the main menu, point to **SupplyOn Services**, and then click **Project Management**.
The **Project List** page is displayed.

3. Click the **Key Accounts** tab.

The **Key Accounts** page is displayed.

Customer	Key Accounts	Main Key Account
FIT_Airbus Operations S.A.S	Mikosch, Lea	<input checked="" type="radio"/>
	Baudot, Eric	<input type="radio"/>
	Please select...	<input type="radio"/>
FIT_Airbus S.A.S	Schöpfel, Maximilian	<input type="radio"/>
	Mikosch, Lea	<input type="radio"/>
	Baudot, Eric	<input checked="" type="radio"/>
	Please select...	<input type="radio"/>

Figure: **Key Accounts** page for defining a **Key Account**.

Every user who has the appropriate roles assigned for participating on projects, is listed in the **Key Accounts** column. → See Roles and Rights on page 38.

4. Select for each customer a **Key Account**.

Customer	Key Accounts	Main Key Account
FIT_Airbus Operations S.A.S	Please select...	<input checked="" type="radio"/>
	Baudot, Eric	<input type="radio"/>
	Schöpfel, Maximilian	<input type="radio"/>
FIT_Airbus S.A.S	Schöpfel, Maximilian	<input type="radio"/>
	Schöpfel, Maximilian_3	<input type="radio"/>
	test_user 01	<input type="radio"/>
	test_user 02	<input type="radio"/>
	test_user 03	<input type="radio"/>
	test_user 10	<input type="radio"/>
	test_user 11	<input checked="" type="radio"/>
	test_user TJO	<input type="radio"/>
	Please select...	<input type="radio"/>

Figure: Selecting a **Key Accounts** page for defining a **Key Account**.

5. Click **Save**.

4.11 Roles and Rights

For using AirSupply APQP two types of APQP roles are available in the user management:

ProjectMgmtSellerAdmin:

- ✓ Can participate in projects.
- ✓ Can define users of the own company as Key Account Managers for corresponding customers.
- ✓ Key Account Managers can assign users of the own company to projects.

ProjectMgmtSellerUser

- ✓ Can be allocated to projects or to specific phases of a project.

Roles in SupplyOn

1. Log on to → **SupplyOn**.
2. On the main menu, point to **Administration**, and then click **User Management**.
3. Click the **User Accounts** tab.
4. Click a user.
5. Click the **Roles** tab.

The roles are defined in the **Quality Management** section.

The screenshot shows the 'Roles' tab for a user in the SupplyOn system. The interface includes a navigation bar with 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The main content area shows a list of roles with checkboxes for assignment. The 'Quality Management' section is expanded, showing a table of roles.

Role	Status	Description
<input type="checkbox"/> ProblemSolverAdmin	not assigned	Create customer responsables. Not necessary for new Problem Solver service.
<input checked="" type="checkbox"/> ProblemSolverUser	assigned	Problem Solver use. To process complaints the user must be created as customer responsible or be assigned to the case as team member.
<input checked="" type="checkbox"/> ProjectMgmtSellerAdmin	assigned	Creation of users from own company as customer responsables.
<input checked="" type="checkbox"/> ProjectMgmtSellerUser	assigned	Participate in projects.

Figure: The APQP roles for the **Quality Management** in the **User Management**.

A user has to be assigned to at least one of the APQP roles.

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

Users assigned to APQP roles can be allocated to project specific roles, which are usually related to the respective function the role has within the project (for example design, development, quality roles).