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# GKN Aerospace Engine System Supplier Portal - Quick Guide for Supplier

This document will give an overview of the new GKN Supplier Portal solution. The portal will allow connected suppliers to view and acknowledge/confirm Scheduling Agreements, Purchase Orders and Delivery Schedules and also create shipments and invoices.

For questions regarding DUO setup, how to use the Supplier portal or the data in the portal contact GKN purchasing.

If you need assistance with technical questions or have issues to log in, please contact <u>simsupport@apper.se</u> or call +46 (0)31 10 70 79 (open 8-22 CET, Swedish office days).

Please have the following information as subject to your mail or as information to your call:

GKN Aerospace Engines Systems Supplier Portal for customer GKN Aerospace Sweden or GKN Aerospace Norway

• The name of your company and Partner ID

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# GKN AEROSPACE

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# 1 Log in

To log in to the GKN Supplier Portal, you have to go through a so called "2 factor authentication". This means when you get to the initial screen of the Supplier portal, you log in the first time, and get through the first layer of security.

We recommend you use the DUO-app. To do this you need an Apple-ID for Iphone or similar for other smartphones.

If you don't have an apple-ID or smartphone/Tablet, you can also use texting or call (Landline). If you have a smartphone/Tablet and an Apple-ID - go to APP-store and search for DUO.



Install on your device

Then go to GKN Supplier Portal website: <u>https://supplierportal.gaes.gknaerospace.com/</u> and follow the below steps:



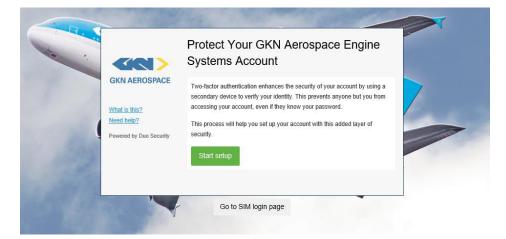
1. Click on the flag (representing your GKN customer)

	Login to SIM	
	Password	
(	Log In	
1919	Learn more about the SIM tool, visit apper.se.	ver: 6.0

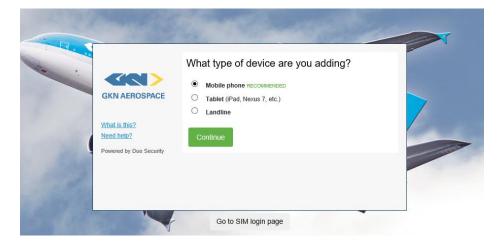
 Enter your email address on the first line Example: *firstname.lastname@suppliercompany.com* Second line: Enter your personal password (First time sent by e-mail from GKN) Click on "Log In". The next screen that pops up is to log in through the second layer of security. (Steps to be performed when logging in the first time.)



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3. Read the information on the screen and click "Start setup" button.



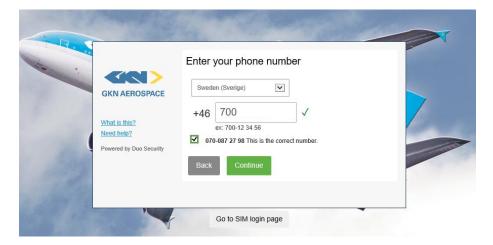
4. Choose which device you want to use to log in to the second layer. GKN recommends Mobile phone (and that you at a later stage choose the duo app-option) once you've chosen your device - click on the "Continue" button.

CKN AEROSPACE CKN AEROSPACE What is this? Need help? Powered by Duo Security	Enter your phone number United States +1 ex: (201) 234-5678 Back Continue
Y.	Go to SIM login page

5. Choose your country from the drop down list, and enter your cell phone number in the field below. If Landline was chosen normal phone number is ok to use.



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6. Make sure to verify that your number is correctly typed, and mark the checkbox. Click on the "Continue" button.

		What type of phone is +46 70 087 27 98?
		iPhone
	GKN AEROSPACE	Android     BlackBerry
	What is this?	Windows Phone
D Con	Need help?	Other (and cell phones)
1000	Powered by Duo Security	Back Continue
	F	Go to SIM login page
	1	
	- Harris	

7. Choose the type of phone that you have and will use to log in. Click on the "Continue" button.



8. If you haven't installed the DUO app, please do so by following the instructions on the screen below. Once installation is complete, click on "I have Duo Mobile installed" button.



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9. Open the DUO mobile app on your phone, and click on "add account".



10. Allow camera to scan the barcode, and simply scan the barcode on the screen (below). (If you don't have a camera or ability to use app, click on link "or have an activation link emailed to you instead".)



11. Once the barcode has been successfully scanned, a green "correct" will appear on the barcode and you can now click on the "Continue" button.



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12. Click on "Continue to Login" button (below)

	My Settings & Devices
GKN AEROSP	IOS +46 70 067 2 JOST ADDED
What is this? Need help?	Saved Continue to Login
Powered by Duo Se	uniy
and the second s	
	Go to SIM login page

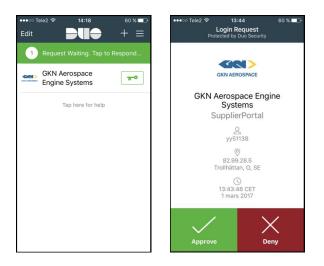
13. Choose authentication method. Preferably "send me a push"

		Choose an authentication method	d	
		Duo Push recommended	Send Me a Push	
	GKN AEROSPACE	Call Me	Call Me	
	What is this? Need help?	Passcode	Enter a Passcode	T
Contral Contral	Powered by Due Security	Remember me for 1 day		
		Go to SIM login page		

14. On your DUO mobile app will now find a Login request waiting for approval. Click the green area "Request Waiting", and then "Approve".



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Now you are fully logged in to the GKN Supplier Portal. The next time you log in you have already made all the required settings, and follow steps 1-2 +13-14.

#### 1.1 Changing a login device in DUO for GKN Supplier Portal

1. Log in through initial login screen on the GKN Supplier Portal.Below screen appears - Click on "My Settings & Devices".

and the second se	Choose an authentication method	d
	Duo Push recommended	Send Me a Push
GKN AEROSPACE	Call Me	Call Me
What is this? Add a new device	Passcode	Enter a Passcode
My Settings & Devices Need help?	Remember me for 1 day	
Powered by Duo Security		7
	Go to SIM login page	100000 D
	A second	
CA	The state of the s	C C



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2. Then verify that you are really you by following the instructions on the screen.

	irst, we need to confirm it's really you. Choos	a second sector sectors
	elow to manage your settings and devices.	e an authenucation method
GKN AEROSPACE C	hoose an authentication method	
What is this? Add a new device	Duo Push RECOMMENDED	Send Me a Push
My Settings & Devices Need help?	Call Me	Call Me
Powered by Duo Security	Passcode	Enter a Passcode
	Go to SIM login page	The Party of the P

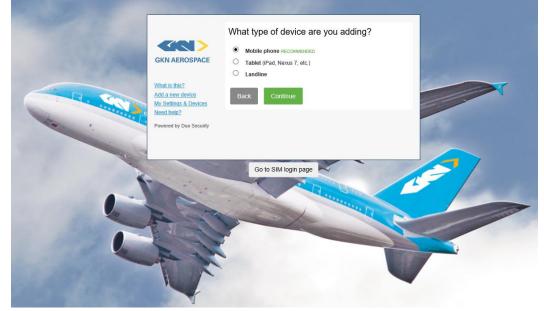
3. Click on "Add another device":

		My Settings & D	evices			
		iOS +46 70		Device Options		
	SKN AEROSPACE	+ Add another device				
	/hat is this? dd a new device ly Settings & Devices eed help?	Back to Login	Saved			7
P	owered by Duo Security					
	and the	Go to SIM	login page		51	
				Ľ		
		in the second		R		100
	I		12-			
	TX					
Safety of States	1			-		
and the second se	1					



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4. Choose type of device and click "Continue". *This instruction will use Mobile phone as an example device.* 



5. Enter the correct phone number you wish to connect to DUO, verify it by checking the checkbox and click "Continue":

		iter your phone number		
		Sweden (Sverige)		
Add	at is this? a new device Settings & Devices d help?	ex: 700-12 34 56	wber.	T
	CONTRACTOR OF	Back Continue		-
1		Go to SIM login page		
	- A		annual C	
	A A			
			-	



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6. Choose the type of phone you are connecting to DUO and click "Continue":



7. Follow the instruction on the screen to download duo app or if DUO app is already installed on your device – click "I have Duo Mobile installed".

<section-header>         Virtuis this?         Add names         Nysetinges &amp; Davices         Need hei/2?         Powered by Duo Security</section-header>	
Co to SIM login page	



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8. Follow the instructions on the screen to scan the barcode using your device (and DUO app). Click "Continue".

KIN AEROSPACE	Activate Duo Mot	<ol> <li>Open Duo Mobile.</li> <li>Tap the "+" button.</li> <li>Scan this barcode.</li> </ol>		
that is this? dd a new device y Settings & Devices eed help? overed by Duo Security	Back Continue	Or, have an activation link emailed to you instead.		
· · ·	Go to SIM login	page	<b>S</b>	

9. Once your new device is connected and registered, you will be redirected to below page. Here you can delete the old device, you no longer wish to use.

	My Settings & Devices	
GKN AEROSPACE	iOS +46 70 Device Options	
What is this? Add a new device My Settings & Devices	Android +46 7C JUST ADDED Device Options	
Need help? Powered by Duo Security	Saved Continue to Login	
	Go to SIM login page	0

10. Click on "Device Options", for the device you wish to remove.



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#### 11. Click on circled button to remove device.

		My Settings & Devices		
Sec.	GKN AEROSPACE	IOS +46 70	Device Options	
	What is this? Add a new device My Settings & Devices Need help?	Android +46 70 JUST ADDE Reactivate Duo Mobile Ch + Add another device	D nange Device Name	
	Powered by Duo Security	Saved Continue to Login		
		Go to SIM login page		

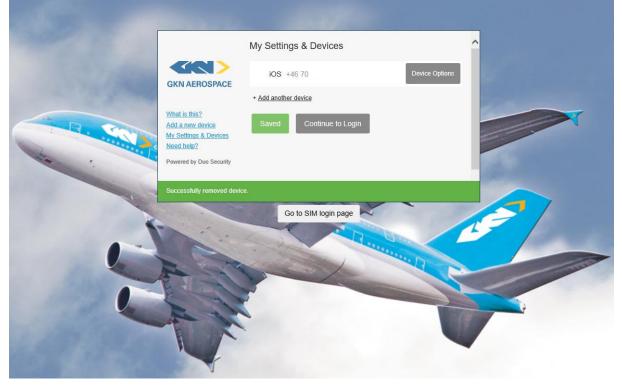
12. Click on "Remove" to delete the device connection to DUO.

	and the second			
	Mv	Settings & Devices		
1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	GKN AEROSPA		Device Options	
	What is this? Are Add a new device My Settings & Devic Need help?	you sure you want to remove this device? This action cannot be undone.	ce Name	
	Powered by Duo Secu	Cancel Remove		-
		Go to SIM login page	-	
		er rom night page		



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13. DUO now confirms that the device was successfully removed.



# 2 Portal Modules and Authorizations

#### 2.1 Modules / Roles

The portal is divided into 5 different modules.

- General display view: No access to change any data, only display
- Sales:
  - Confirm Purchase Orders:
  - Acknowledge/Accept commercial agreements and commit to delivery dates and quantities - Confirm Scheduling Agreements: Acknowledge commercial agreements
- Logistics: Confirm Delivery Schedules: commit to delivery dates and quantities
- Shipping: Create Dispatch Advise and print Goods label
- Accountant: Create Dispatch invoice

One person can of course have more than one role and apply for access to more than one module. It is important to ensure that all roles have at least one backup. All users will have "General display view" by default.

For new employees who need access to GKN Aerospace Engine Systems Supplier Portal or users that need to add or remove roles, a request form has to be filled out and sent to your GKN contact. The request form templet is available on the portal but could also be sent to you from your contact at GKN.



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### 2.2 Alerts

Alerts will be sent out via email to those who have the Sales or Logistics roles.

Sales:

When new Scheduling Agreements or Purchase Orders have been placed on the portal or if either of them have been changed, an alert will automatically be sent out asking you to log in and confirm.

Logistics:

When a schedule with new or updated requirements have been sent to the portal, an alert will automatically be sent out asking you to log in and confirm/commit to dates and quantities.

If you would like to add additional alerts or add alerts on a particular role/person, please contact GKN purchasing.

#### Example:

ampion						
Alert						
Nowech	eduling agr	oomont				
New Sche	euunny ayı	eement				
Customer unit	TEST CUSTOMER					
Partner	TEST SUPPLIER					
Document date	16 Feb 2017					
Document no.	0055000125					
Effective from date		To date	Customer item	Revision no.	Quantity	
16 Feb 2017		30 Jun 2017	V:00303003	AA	0	
Total rows: 1						
Web Supply Manag	er					
			To unsubscribe from these en a customer super user or SIM Suppo	nails please contact		
1			a customer super user of Silvi Suppo	it at sinsupport@apper.se		

# 3 Sales

#### 3.1 Confirm Purchase Orders / Scheduling Agreements

When you have logged into the Supplier Portal you can easily access the list of unhandled Scheduling Agreements or Purchase Orders. Either through "New Files", or through the menu on the left hand side of the screen under *Logistics / Scheduling Agreements or Orders (for Purchase Orders)* 

	GKN Aerospace Sweden AB	Search	Sales account La SIM Sales account (44617sal) TEST SUPPLIER
🔗 Home	Welcome To Supply Integration Manager		
Administration	A New files	O Materials	🚱 Need help?
eements	- 3 scheduling asceen ents	3 Delayed materials	If you need help with the Supply Integration Manager, please contact SIM Support
Confirmed	3 Delivery schedules 3 Burchase Oriers	4 Incomplete materials	<ul> <li>+46 (0)31 10 70 79</li> <li>simsupport@apper.se</li> </ul>
Scheduling	Corder chanzes		
Received goods	E Customer contact		
☑ Messages 🕵 Settings	gastest C daniel.hognert@apper.se		



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#### 3.1.1 Confirm New Purchase Order

To confirm a Purchase Order, click on the Purchase order row (under New Files) or on "New" in the menu under *Logistics / Orders / Purchase Order.* 

		GKN Aerospace Sweden AB	Search	Sales account
😭 Home		Welcome To Supply Integration Manager		
Administration	+	2 New files	O Materials	🖨 Need help?
Scheduling agreements Scheduling Orders	- + + -	2 Scheduling agreements 3 Delivery schedules 3 Purchase Oriers	<ul> <li>3 Delayed materials</li> <li>4 Incomplete materials</li> </ul>	If you need help with the Supply Integration Manager, please contact SIM Support +46 (0)31 10 70 79 simsupport@apper.se
Confirmed Purchase order	-	2 Order changes		
Historical		E Customer contact		
Order change Received goods	•	gastest v © daniel.hognert@apper.se		
Messages	+ +			

You can now select the Purchase Order you want to review/confirm by clicking on the Purchase Order number.

Purchase order				Status All
🔺 Adjusted   🗣 Comments   🗭	Seller's comments:   💭 Buyer's comments:			
Order	Order date	Mode of transport	Items	Total net amount
	3/3/2017		6	.00
0045410928	3/3/2017		1	.00
0045410926	3/2/2017		4	3,525.00
				■1-3/#3

The Purchase Order screen shows the order date, order currency and delivery date. Material number, including revision, quantities, delivery dates and order amount is visible under Order Items.

To review all requirements for the Purchase Order, open the attached PDF file. To leave a comment to your GKN Buyer, select the comment field and enter your text. If you want to add an internal reference number to the PO (for example, your sales order number), that information can be entered under Supplier reference number.

!	urchase order -	0045410929					⇔ -			
B Order	🛔 Customer unit	La Partner								
Order 00454109 Signatur - Currency EUR	929 e	Order date 3/3/017 Suppler reference number -		Delivery address     Name     Address     City     Postal code     Country     Qr     Comments	GKN Aerospace Sweden AB Fygmotorvägen TROLLHÄTTAN 461 38 5E		C			
	achments 045410929_201703031 2.0 KB	43645.pdf	*							
ij≣ Orde		nents   🌩 Comment from seller   🔉 Comment from buyer								
ltem	Action	Material no.	Description			Revision	Confirmed qty	Dispatched qty	Unit	Delivery date
10	Add	VOLS:10149150	Strut, Reg. Assy.			AH	20	0	PCE	Delivery schedu
20	Add	VOL5:10149152	Strut, Tube, Assy.			AH	30	0	PCE	Delivery schedu



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0	Add	VOL5:10149150		Strut, Reg. Assy.			AH	20	0	PCE	Delivery schedu
em	Action	Material no.		Description			Revision	Confirmed qty	Dispatched qty	Unit	Delivery date
Adjusted	🛕 Rejected   🗪 C	Comments   🗭 Comment from seller   💭 Comm	ment from buyer								
Orde	er items										
_											
🔊 Atta	achments				<u>±</u>	Q Comments					
Currency EUR	/					Country	SE				
			ŀ			Postal code	461 3	8			
Signature			Supplier reference nur	nber		City		LHÄTTAN			
<b>Drder</b> 004542799	952 0rder date 10/4/2017					Name Address		Aerospace Sweden A iotorvägen	В		
									_		
🗐 Ord	der					Delivery address					

Please note that each item number (10, 20 and so on) correspond to an actual item on the Purchase order. Item marked with "Delivery Schedule" have several demand dates and quantities.

i∃ Order items

🔺 Adjusted | 🛕 Rejected | 🛱 Comments | 🗭 Comment from seller | 💭 Comment from buyer

ltem	Material no.	Description Rev	vision	Confirmed qty	Unit	Delivery date
1	31555550	PW1017 CASE SHROUD GROUND HANDLING		7	PCE	Delivery scherule
2	31555576	PW1017 CASE SHROUD TUBE		4	PCE	7/9/2018

By clicking on "Delivery schedule", a new view open up and shows all dates and quantities requested.

Purchase ord	ler - GAN1036	684   Item 1	
🔲 Details 🛛 🏙 Calend	ar		
Requested dispatch date	Confirmed dispatch date	Requested qty	Confirmed qty
7/10/2017	07/10/2017	1	1
7/11/2017	07/11/2017	1	1
7/12/2017	07/12/2017	1	1
7/13/2017	07/13/2017	1 .	1
7/14/2017	07/14/2017	1	1
7/15/2017	07/15/2017	1	1
7/16/2017	07/16/2017	1	1

To confirm the Purchase order, including all of the requirements in the attachment, press the **equivalent** button.

If you have questions contact your GKN buyer. Please note that the Purchase Order must be confirmed before you can create the first dispatch.

If you want to make quantity or date changes to an order line click on the item and fill in your confirmed dispatch dates or the confirmed quantities. Make sure that you always confirm the same quantity that was requested.



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🖹 Order item - 10	0		<ul> <li>Ready for acceptance</li> </ul>	🔉 Comments 🦷	æ
Required delivery date 3/6/2017 Ordered quantity 10	Confirmed date				
Ordered price E Total net amount いて	Confirmed price 100 Total Incl. VAT 20 C	VAT amount 0,00 C Free of charge No	<b>VAT</b> 0%		
Delivery addre Name Address City Postal code Country	SS GNN Aerospace Sweden AB Figmosorvägen TROLLHATTAN 461 38 SE	ttern information     Material no.     VOL:10149148     Customer description     Suru, Mount, Asy     Partner item desc.     Action     Action     Action     Action     Action     Action     Action     Action	Partner material no. Missing		

Here you can change Confirmed date and/or confirmed quantity (1).

If you want to add a comment specific to the item click on the Comment field (2).

If you need to split the delivery over several dates click the split order button (3). This opens up the menu below:

	Item	Confirmed date	Confirmed <sup>&gt;</sup> quantity
urrent row	10	3/6/2017	10
ew row	10 🗦	3/6/2017	<b>o</b>
			Split order Cancel
	Item	Confirmed date	Confirmed ×
Current row			Confirmed quantity
Current row New row	<b>Item</b> 10 ، 10 ی	Confirmed date 3/6/2017 3/13/2017 X	Confirmed

Do the required changes and click Splitterer. By splitting an item it will now be listed as an item with Delivery Schedule. If the item have a Delivery Schedule split will also be found under item view and can be made to each row, see example:

← Purce	← Purchase order - 0045427952   Item 10									
Details	🛗 Calendar									
Split	Requested dispatch date	Confirmed dispatch date	Requested qty	Confirmed qty						
2	10/3/2017	10/03/2017	10	10						
	10/10/2017	10/10/2017	10	10						

To check customer details (Delivery Address, Customer Address and your Customer Contact) you can click on the Customer unit tab. (similar contact information for you as a supplier is present under the Partner tab.)



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		I		•	

Delivery ad	dress	Customer a	ddress	📞 Customer d	ontact	
lame	GKN Aerospace Sweden AB	Name	GKN Aerospace Sweden AB	Name	Ida Engelin	
ddress	Flygmotorvägen	Address	Flygmotorvägen 1	Phone	46 520292857	
lity	TROLLHÄTTAN	City	Trollhättan	E-mail address	ida.engelin@gknaerospace.com	
ostal code	461 38	Postal code	46181			
ountry	SE	Country	SE			

After the Purchase Order has been confirmed, it is visible under the "Confirmed" in the menu *Logistics/Orders.* 

		GKN Aerospace Sweden AB	Ŧ	Search		Supplier super user SUP Support Account (44617) TEST SUPPLIER
🕋 Home	Î	Confirmed orde	rs			
Administration	+					
Logistics	-	Filter			Eully dispatched orders only	
Scheduling	+	🔺 Adjusted   🗣 Comments   🗭	Comment from seller   💬 Comment	from buyer   O Pending approval		
Orders	-	Order	Order date	Mode of transport	Items	Total net amount
Purchase order		△ 0045419590	7/10/2017		1	1,485.00
New 0		A 0045419589	7/10/2017		1	1,782.00
Historical		0045419588	7/10/2017		1	495.00
	_	0045419587	7/7/2017		1	495.00
Order change	+	0045419586	7/6/2017		1	1,188.00
C		A 0045419585	7/6/2017		1	594.00

When clicking on the Purchase Order Number (Under Order column) you will find the same data, including the attachment, as before the confirmation was made. The only change is that the confirmed order will have "a signature" (log in details and date of confirmation) of the person who has confirmed the Purchase Order.

Cor	nfirmed order - 0045410929								₽-
a Order	🌲 Customer unit 🔹 Partner								
Drde	er		Delivery add	lress					
Order 0045410929 Signature 44617cel (3		Order date 3/3/2017 Supplier reference number	Name Address City		GKN Aerospace Swee Flygmotorvägen TROLLHÄTTAN	len AB			
Currency EUR	······································		Postal code Country		461 38 SE				
			Q Comments						
🗞 Attac	hments								
20044 32.0	5410929_20170303143545.pdf KB	*							
j≣ Order	items								
🛆 Adjusted   .	🛕 Rejected   🖙 Comments   🗭 Seller´s comments:   Ş	⊃ Buyer´s comments:							
Item	Material no.	Description	Revision	Dispatched qty	Confirmed quantity	Unit	Delivery date	Total net a	mount
🛆 10 A	VOLS:10149148	Strut, Mount, Assy	AG	0	5	PCE	3/6/2017		1.00
<u> 10 B</u>	VOL5:10149148	Strut, Mount, Assy	AG	0	5	PCE	3/13/2017		1.00
20 A	VOLS:10149150	Strut, Reg, Assy	AH	0	5	PCE	3/5/2017		750.00

Click on "Historical" in the menu to show changes that has been made to a Purchase Order. If there are many entries, you can filter on a specific order number to see the changes for that specific order.

Purchase order				
Filter				Status All
n Confirmed   👈 Confirmed / changed	d   🔺 Rejected / partially   🔶 Rejected   😪 Comme	ents		
Order	Order date	Mode of transport	Items	Total net amount
	3/3/2017		7	0.00
0045410927	3/3/2017		1	
0045410916	2/22/2017		1	5,000.00
				≡1-3/#3

A compilation of all confirmed demand can be found under Scheduling Current.



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	_	GKN Aer	rospace Sweden	AB	<b>.</b>		Search	)				Supplier super user SIM Support Acc TEST SUPPLIER
Nome	+		Requested dispatch date	Confirmed dispatch date ↓ <sup>A</sup> z	Order	Material no.	Description	Revision Unit	Net qty	Requested qty	Confirmed qty	Dispatched qty
Cogistics	-	0	4/5/2017	4/5/2017	0055004879	VOLS:10149150	Strut, Reg, Assy'	AH PCE	69	70	70	1
Scheduling  Orders	+	0	4/9/2017	4/9/2017	0055004879	VOLS:10149150	Strut, Reg, Assy'	AH PCE	49	50	50	1
Scheduling	-	Ø	4/16/2017	4/16/2017	0055004879	VOLS:10149150	Strut, Reg, Assy'	AH PCE	20	20	20	0
New 0	-	0	5/3/2017	5/3/2017	0055004705	VOLS:10149148	Strut, Mount, Assy!	AG PCE	10	24	24	14
Historical Waiting for appro	oval	Ø	5/3/2017	5/3/2017	0055004880	VOLS:10149148	Strut, Mount, Assy!	AG PCE	2	24	24	22
	ovar	0	5/10/2017	5/10/2017	0055004877	V:00303003	FORGING	AB PCE	114	125	125	11
Dispatching		0	5/10/2017	5/10/2017	0055004889	V:00303003	FORGING	AB PCE	98	100	100	2
Invoicing	+	Ø	5/10/2017	5/10/2017	0055004705	VOLS:10149148	Strut, Mount.	AG PCE	24	24	24	0

#### 3.1.2 Confirm Purchase Order Change

To confirm a changed Purchase Order, click on the *Order change* row (under New Files) or on "New" in the menu under *Logistics / Orders / Order Change*. You can now select the order change you want to confirm by clicking on the Purchase order number.

			GKN Aerospace Sweden AB	•	Search	
	Home Administration	+	Order change	95		
Ð	Logistics	-	Filter			
	Scheduling	+	🔺 Adjusted   😪 Comments	🗭 Comment from seller   🗭 Comment fr	om buyer	
	Order ;	-	Order	Order date	Mode of transport	Items
	Purchase order		0045427950	10/3/2017		1
	Order char		A 0045427940	9/21/2017		1
I	New 3		<mark>▲</mark> 0045427940	9/21/2017		1
	Historical					

# GKN AEROSPACE

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To confirm or change the order changes you follow the same steps as for a Purchase order. There are 3 types of changes:

- 1. "Change": your GKN buyer has changed for example delivery date, quantity or price.
- 2. "Add": the entire item has been added or more delivery dates has been added to an existing item.
- 3. "Delete": the entire item has been deleted.

Only items with some kind of changes are listed on an order change. So if the PO contains unchanged items they will not be shown in this view, but can be found in the attachment.

Item Action	Material no.	Description	Revision	Confirmed qty	Dispatched qty	Unit	Delivery date	Total net amoun
-------------	--------------	-------------	----------	---------------	----------------	------	---------------	-----------------

#### 3.1.3 Confirm Scheduling Agreement

Clicking on the Scheduling Agreements row (under New Files) or on "New" in the menu let you select the Schedule Agreement you want to confirm by clicking on the Scheduling Agreement number.

New schedule	agreements					
Filter						
SA no. ↓₂	Document date	Effective from date	To date	Material no.	Description	Revision
0055004810	3/3/2017	3/2/2017	12/31/2018	VOLS:10149148	Strut, Mount, Assy	AG
0055004811	3/2/2017	3/2/2017	12/31/2018	VOLS:10149148	Strut, Mount, Assy	AG
0055004803	3/2/2017	2/1/2017	12/31/2017	VOLS:10149150	Strut, Reg, Assy	AH
						■1-3/#3

The Scheduling Agreement screen shows the agreement validity through the "effective from date" and "to date". It will also show you the price per part and currency, Material number including revision and recent dispatches created against the Scheduling Agreement (if applicable). You can also view the entire Scheduling Agreement in PDF format by clicking on the attachment. Please note that the attachment includes all requirements.

I Custome Custome	er unit 🛔 Partner						
<ul> <li>Scheduling agreement</li> </ul>		Confirmed	Item information		<ul> <li>Last received deliveries</li> </ul>		
Scheduling agreement no. 0055004881 Effective from date 3/10/2017 Price	Document date 3/10/2017 To date 12/31/2018		Material no. V:00300970 Customer description Case Fwd - LPT Case Partner item desc.	Partner material no. Missing	Not delivered until Quantity left: 0 Date	Dispatch no.	Quantity
50.00	Currency USD		•		% Attachments		
Signature 34394 (3/10/2017)			Revision AF Unit PCE		0055004881_20170310082732.	odf	±

Delivery dates will be sent separate as Schedule.

Customer details (Delivery Address, Customer Address and your Customer Contact) can be found under Customer unit tab. Similar contact information for you as a supplier is present under the Partner tab.



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Delivery ad	dress	Customer a	ddress	Customer of	contact	
Name	GKN Aerospace Sweden AB	Name	GKN Aerospace Sweden AB	Name	Ida Engelin	
Address	Flygmotorvägen	Address	Flygmotorvägen 1	Phone	46 520292857	
City	TROLLHÄTTAN	City	Trollhättan	E-mail address	ida.engelin@gknaerospace.com	
ostal code	461 38	Postal code	46181			
Country	SE	Country	SE			

To confirm the Schedule Agreement, including all requirements in the attachment, press button. If you have any questions contact your GKN buyer.

E Scheduling agreeme	ent - 0055004810					
Scheduling agreement	ustomer unit 🛔 Partner					
Scheduling agreement		Item information		<ul> <li>Last received de</li> </ul>	liveries	
Scheduling agreement no. 0055004810 Effective from date 3/2/2017	Document date 3/3/2017 To date 12/31/2018	Material no. VOLS:10149148 Customer description Strut, Mount, Assy	Partner material no. Missing	Not delivered until Quantity left: 0 Date	Dispatch no.	Quantity
Price 200.00 Signature	<b>Currency</b> EUR	Partner item desc. Revision AG Unit		<ul> <li>Attachments</li> <li>0055004810_20170 21.9 KB</li> </ul>	)303092020.pdf	¥
		PCE				✓ Confirm

After the Scheduling Agreement has been confirmed, it is visible under the Menu Logistics / Scheduling Agreements / Confirmed.

	GKN Aerospace Sw	eden AB 👻	S	earch			Sales account â SIM Sales account (44617sal) TEST SUPPLIER
👫 Home	•						
Logistics	- Filter						
Scheduling agreements	- SA no. 12	Document date	Effective from date	To date	Material no.	Description	Revision
New 2	0055004810	3/3/2017	3/2/2017	12/31/2018	VOLS:10149148	Description Strut, Mount, Assy	AG
Confirmed	0055004803	3/1/2017	2/1/2017	12/31/2018	VOLS:10149148	Strut, Reg, Assy	AG
Scheduling	• 0055004803	2/22/2017	2/22/2017	12/31/2017	VOLS:10149150	Strut, Reg, Assy	AH
Orders	0055004803	2/22/2017	2/22/2017	12/31/2017	VOLS:10149150	Strut, Reg, Assy	AH
Received goods							≡1-4/#4

When clicking on the Scheduling Agreement you will find the same data, including the attachment, as before the confirmation was made. The only change is that the confirmed agreement will have a signature (log in details and date of confirmation) of the person who has confirmed the Schedule Agreement.

Scheduling agreeme	ent - 0055004810					
Scheduling agreement	ustomer unit 🛔 Partner					
<ul> <li>Scheduling agreement</li> </ul>	Confirmed	Item information		01	ast received deliveries	
Scheduling agreement no. 0055004810	Document date 3/3/2017	Material no. VOLS:10149148	Partner material no. Missing		elivered until ity left: 0	
Effective from date 3/2/2017	<b>To date</b> 12/31/2018	Customer description Strut, Mount, Assy		Date	Dispa	atch no. Quantity
Price 200.00	Currency EUR	Partner item desc. -		<b>N</b> A	Attachments	
Signature 44617sal (3/6/ 2017)		Revision AG Unit			0055004810_20170303092020.pdf 21.9 KB	±
		PCE				



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#### 3.2 Incomplete materials

NOTE!

When new Agreements/Orders are uploaded to the portal you have to acknowledge/confirm order or agreement and also administrate the material data before you can ship parts.

If the welcome screen show incomplete materials, you will find more information either through *Administration / Materials* in the left side menu or by clicking on the text "incomplete materials". The "Status"-column displays "Incomplete" for those materials that needs to be updated.

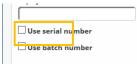
		GKN Aerospace Sweden AB	-	Search			Shipping department SIM shipping account (44017) TEST SUPPLIER	rship) <u>e</u>
🚓 Home		← Materials						8-
Materials		Filter					Status All	~
Cogistics	•	Material number 18	Description	Revision Unit	Document date	Last document	Status	
Messages	•	VOLS:10149148	Strut, Mount, Assy	AG PCE	3/3/2017	0045410929	Incomplete	
😋 Settings	+	VOLS:10149148	Strut, Mount, Assy	PCE	3/2/2017	0055004810	Incomplete	
	1	VOLS:10149150	Strut, Reg. Assy	AH PCE	3/3/2017	0045410929	Active	
		VOLS:10149150	Strut, Reg. Assy	PCE	2/22/2017	0045410916	Active	
		+ VOLS:10149150	Strut, Reg. Assy	AG PCE	2/22/2017	0045410916	New	
		+ VOLS:10149152	Strut, Tube, Assy	AH PCE	3/3/2017	0045410929	Incomplete	
		VOLS:10149152	Strut, Tube, Assy	AA POE	3/3/2017	0045410928	Incomplete	
		VOLS:10149152	Strut, Tube, Assy	PCE	3/3/2017	0055004816	Incomplete	
							=1	1-8/#8

Click in the row (or Material number) that you want to edit.

A new screen will appear and you can see the Item information for the chosen material number

	GKN Aerospace Sweden AB	•	Search		Shipping department SIM shipping account (46017ship TEST SUPPLIER
	Material no.				
Materials	Item information			# Price & Packaging	
lessages .	Mariad ne. VQL 5104155 VQL 5104155 Partner material ne.	Custom description Force Tage Any Partner Item desc. Country of artigin (- Oune + EAN code		CD Price Near Commery Commery Commery Commery Commery Commerse Com	
	Last imported date	2/22/2017 Last doc	cument 0045410916		
	Item type	Common item Item sta	itus N/A		
	Complete	Yes Revision	AG AG		

NOTE!! It is <u>very important</u> that you chose the correct traceability. If you are unsure about the requirements, ask engineering before you fill in a box.



For parts with no traceability requirements, just press the seven button to save the information. Material will now show as active or new and is ready to be shipped at requested delivery date.



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# 4 Logistics - Confirm new/changed delivery schedules

When you have logged into the Supplier Portal, you can access the list of new or updated Delivery Schedules. Either through the "New Files" area of the screen or the menu on the left hand side of the screen under Schedules.

	GKN Aerospace Sweden AB	Search	Supplier logistics SIM logistics account (44617log) TEST SUPPLIER
Administration +	Welcome To Supply Integration Manager		
<ul> <li>Logistics</li> <li>+</li> </ul>	12 New files	O Materials	Seed help?
1	3 Scheduling agreements	2 Delayed materials	If you need help with the Supply Integration Manager, please contact SIM Support
	4 Delivery scherules	6 Incomplete materials	+46 (0)31 10 70 79
	3 Purchase Orders		© simsupport@apper.se
	2 Order changes		

			GKN Aerospace Sweden AB		Search		Supplier logistics SIM logistics account (44617log) TEST SUPPLIER
1	🐕 Home		Welcome To Supply Integration Manager				
	Administration +						
t	) Logistics —		C New files	<ul> <li>Materials</li> </ul>		Need help?	
	Scheduling agreements		<b>3</b> Scheduling agreements	2 Delayed materi	ials	If you need help with the Supply In Support	tegration Manager, please contact SIM
	Scheduling		4 Delivery schedules	6 Incomplete ma	terials	<ul> <li>+46 (0)31 10 70 79</li> </ul>	
	<b></b>		3 Purchase Orders			© simsupport@apper.se	
	Current		Purchase Orders				
	Historical	l	2 Order changes				

Click on one of the Scheduling agreements to review and confirm.

	GKN Aerospace Sweden AB	•	Search				Supplier logistics SIM logistics a TEST SUPPLIER	iccount (44617log) 🛛 🖉
🖀 Home	New delivery schedules							
Administration								
Cogistics	Filter							
Scheduling agreements								
Scheduling			Last order line		Back	Open		
New 4	Document no. $\downarrow^z_A$	Document date	date	Latest dispatch	qty	qty	Effective from date	To date
Current	0055004816	3/3/2017	3/26/2017		0	240	3/3/2017	3/26/2017
	0055004 11	3/2/2017	3/18/2017		0	41	3/2/2017	3/18/2017
Historical	0055004810	3/2/2017	3/7/2017		0	32	3/2/2017	3/7/2017
Orders	0055004803	3/2/2017	3/19/2017	3/2/2017	32	157	2/24/2017	3/19/2017
Received goods								≡1-4/#4



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#### First you will enter the order view screen.

GKN	i Aerospace Sweden AE	В	*			Search				Supplier super us SIM Support TEST SUPPLIER	
	New delivery	y schedules - 00	55004225								
•	🗉 Order view 🛛 🚔 W	/eek view 🔳 Comr	ment log								
											Sign
	Filter										
	Exclude zero dem	nands			180 Weeks		Show demands				
	Status All	<b>~</b>			Item status All						
	🖷 Firmed   🕍 Fabrication	ın   🕀 Raw material only	y   🗠 Forecast   K	🤋 Commercial agreeme	nt						
	Requested dispatch date	Confirmed dispatch date	Order	Material no.	Description			Revision Un	Request t qty		In transit An
	6/30/2017		0055004225	VOLS:10149148	Strut, Mount, Assy!!			AE PC		16	16
	10/3/2017	10/03/2017	0055004225	VOLS:10149148	Strut, Mount, Assy!!			AE PC	10	10	0
	10/22/2017	10/22/2017	0055004225	VOLS:10149148	Strut, Mount, Assy!!			AE PC	10	10	0
	10/23/2017	10/23/2017	0055004225	VOLS:10149148	Strut, Mount, Assy!!			AE PC	10	10	0
¢	9 10/24/2017	10/24/2017	0055004225	VOL5:10149148	Strut, Mount, Assy!!			AE PC	10	10	0 5,
											=1-
	Attachments				±						
								Add comment		Compare week	

If you need to make changes before you confirm, you can change either date or quantity. Make sure you confirm the same total quantity as requested.

Order view	🕯 Week view 🔳 Com	iment log						
Filter								
Exclude zero	demands		Horizon 130 Weeks		Show demands All			
Requested	ation   🕀 Raw material on Confirmed		-				vious 1 2 3 Requested Confirm	ned In
Requested dispatch dat	Confirmed	Order	Material no.	Description		Revision Unit	Requested Confirm qty qty	ned In tran:
Requested dispatch dat	Confirmed		-				Requested Confirm	ned In trans
Requested dispatch dat	Confirmed e dispatch date	Order	Material no.	Description		Revision Unit	Requested Confirm qty qty	ned In trans
Requested dispatch dat 2/23/2017 3/16/2017	e Confirmed dispatch date	Order 0055003419	Material no.	Description Insert - Screw Thread, Dry Film Lubricat		Revision Unit AA PCE	Requested Confirm qty qty 2,400 2,400	ned In trans
Requested dispatch dati           2/23/2017           3/16/2017           3/30/2017	Confirmed dispatch date 02/23/2017 03/16/2017	Order 0055003419 0055003419	Material no.  VOLS:10095771  VOLS:10095771	Description Insert - Screw Thread, Dry Film Lubricat Insert - Screw Thread, Dry Film Lubricat		Revision Unit AA PCE _AA PCE	Requested qty         Confirm qty           2,400         2,400           2,400         2,400           2,400         2,400	ned In trans
Requested dispatch dat	Confirmed dispatch date 02/23/2017 03/16/2017 03/30/2017	Order 0055003419 0055003419 0055003419	Material no.   VOLS:10095771  VOLS:10095771  VOLS:10095771	Description Insert - Screw Thread, Dry Film Lubricat Insert - Screw Thread, Dry Film Lubricat Insert - Screw Thread, Dry Film Lubricat		Revision Unit AA PCE AA PCE AA PCE	Requested qty         Confirm qty           2,400         2,400           2,400         2,400           2,400         2,400           2,400         2,400	In         In           0         0           0         0           0         0           0         0           0         0

For example: If you only have 2000 pieces ready to ship 3/16/2017 you change the 2400 pcs into 2000 and add the remaining 400 pieces to the delivery date 3/30/2017. See next picture:

<ul> <li>3/16/2017</li> </ul>	03/16/2017	0055003419	* VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA PCE	2,400	2,000
3/30/2017	03/30/2017	0055003419	* VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA PCE	2,400	2,800



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When you have reviewed the schedule and made the changes needed you press the save changes button.

d firme	Fobrication	♥ Raw material only	🗠 forecest   9	👁 Commercial agreemen						First Previo	us 1	3 4	5 Next	Last
	quested patch date	Confirmed dispatch date	Order	Material no.	Description				Revi	R sion Unit	equested qty	Confirmed qty	In transit A	mount
😎 2/.	3/2017	02/23/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 (	
<b>e a</b> 3/	6/2017	03/16/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,000	0 4	
<b>e</b> 20	6/2017		0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,800	0 (	
⊕ 40	0/2017	04/20/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 4	
	/2017	05/04/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 (	
<b>9</b> 64	9/2017	06/29/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 4	
⊙ 70.	SV2017	07/20/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	1,400	1,400	o :	
<b>9</b> 8/	0/2017	08/10/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 4	
😎 8/	4/2017	08/24/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 4	4,800.00
• •	4/2017	09/14/2017	0055003419	+ VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat					AA PCE	2,400	2,400	0 4	(800.00
						First Previous 1 2 3 4 5	Next Last	•					=1-1	10/#46
S At	achments					\$								
									🗭 Add comment	Net Compar	e 🗮 Co	impare wee	k	ionfir n

From order view it is also possible to navigate to the week view, by clicking on the week view tab.

	GKN Aerospace Sweden AB 👻		Se	arch				Supplier logistic	- :s account (44617log) 🛛 🧱
<ul> <li>Administration +</li> </ul>	New delivery schedules - 0055004811								<b>-</b>
🕤 Logistics 🛛 🗕	Order view     Order view     Comment log								
Scheduling agreements									Signature: -
Scheduling	Filter								-
New 4	Exclude zero demands	Horizon							
Current		120 Weeks							
Historical	Status All	All							
Orders +									
Received goods +				3/6/2017	3/13/2017	3/20/2017	3/27/2017	4/3/2017	
1	Material no. Description	Revision Unit	Backlog	3/12/2017	3/19/2017	3/26/2017	4/2/2017	4/9/2017	Next 120 weeks
	VOLS:10149148 Strut, Mount, Assy	AG PCE	0	38	3				
									≡1/#1
								Previous weeks	Next weeks 📏
	No. Attachments	Ť							
						Add commen	it 🔳 Net Comr	oare 🗮 Compare v	veek 🗸 Confirm

If you press the Net Compare or the Compare Week buttons, you will be able to review the schedule in different ways. If you would like to add a comment, click on the add comment button. To return to the first

page you press the is button. When you have reviewed the schedule you press the confirm button.

To export the delivery schedule to Excel or xml format you can press the printer button and choose Delivery plan (.xlsx or .xml).



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	<b>₩</b> ▼
ſ	🖹 Delivery plan (.xlsx)
	🛆 Item detail (.pdf)
	🖄 Item calendar (.pdf)
	🗟 Delivery plan (.xml)
	🖈 Week overview (.xlsx)

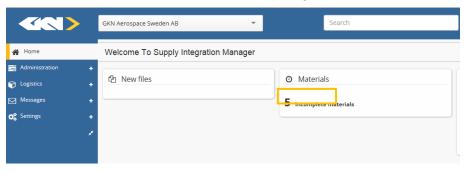
When you have made all changes press the Confirm button to confirm the Schedule and commit to the delivery dates.

# 5 Shipping - Create Dispatch Advise

When you log into the GKN Supplier Portal you will first enter the "Home - Welcome screen".

#### 5.1 Incomplete materials

Before a shipment can be created, traceability information must be entered for the material that you are going to ship. If this information is missing the material is listed as incomplete. Contact your sales department for assistance. (Described in paragraph 3.2)



For a material it is possible to enter Pallet handling information. You find the information under *Administration / Materials* in the left side menu.

Marcina data     Anno ada     Anno ada			SKN Aerospace Sweden AB	-	Search			Shipping department SIM shipping account (44017ship) TEST SUPPLIER
Statute         Norm         Norm         Norm         Norm         Norm         Norm           Manage         Marcial mather 21         Description         Reading. Unit.         Norm         State         Sta			← Materials					E
Marcel         Marcel number []         Decorption         Marcine         Not Monitor Marcel Carlos         Land Socient         Status           V05.599147         Status	Materials		Filter					Status All
2 Sarge         VOLS1049143         Sinck Ray X         All Sard X         Control Sard X         Sinck Ray X           VOLS1049143         Sinck Ray X         All Sard X         Sinck Ray X         All Sard X         Sinck Ray X         Annu           VOLS1049143         Sinck Ray X         All Sard X         Sinck Ray X         All Sard X         Sinck Ray X         Annu           VOLS1049153         Sinck Ray X         All Sard X         Sinck Ray X         All Sard X         Annu           VOLS1049152         Sinck Ray X         All Sard X         Sinck Ray X         All Sard X         Annu           VOLS1049152         Sinck Ray X         All Sard X         Sinck Ray X         All Sard X         Annu           VOLS1049152         Sinck Ray X         All Sard X         Sinck Ray X         All Sard X         Annu		•	Material number 18	Description	Revision Unit	Document date	Last document	Status
V02.5494193         Diru Niga Alary         AH EX         3.0171         Disal R023         Alara           V02.5494193         Diru Niga Alary         PCI         2.020317         Disal R024         Alara           * V02.5494193         Diru Niga Alary         AL         2.020317         Disal R024         Ame           * V02.5494193         Diru Niga Alary         AL         R.2         2.020317         Disal R024         Non           * V02.5494193         Diru Niga Alary         AL         RE         3.0217         Disal R024         Non           * V02.5494193         Diru Niga Alary         AL         RE         3.0217         Disal R024         Non		•	VOLS:10149148	Strut, Mount, Assy	AG PCE	3/3/2017	0045410929	Incomplet
VIDES/014/9150         Sinck Rig Atry         PCE         2/22/2017         OUD4/01/916         Active           • VIDES/014/9150         Sinck Rig Atry         ALD RE         2/22/2017         DUB4/01/916         New           • VIDES/014/9150         Sinck Rig Atry         ALD RE         2/22/2017         DUB4/01/916         New           • VIDES/014/9152         Sinck Rig Atry         ALD RE         3/2/2017         DUB4/01/916         New           • VIDES/014/9152         Sinck Rig Atry         ALD RE         3/2/2017         DUB4/01/916         Neuroper           VIDES/014/9152         Sinck Rig Atry         ALD RE         3/2/2017         DUB4/01/916         Neuroper			VOLS:10149148	Strut, Mount, Assy	PCE	3/2/2017	0055004810	Incomplet
• VDL51994199         Dox Reg Awy         AI         PCI         202077         D0441094         Ner           • VDL51994192         Struk. Touk. Akey         AH         PCI         352077         D04410943         Nerman           • VDL51994192         Struk. Touk. Akey         AH         PCI         352077         D04410923         Norman           • VDL51994192         Diruk. Tawa Awy         AH         RCI         352077         D0441023         Accurate		1	VOLS:10149150	Strut, Reg. Assy	AH PCE	3/3/2017	0045410929	Active
VOLS10144152 Strut, Tube, Acty AH IPCE 33/2017 044411523 Incompte     VOLS10144152 Strut, Tube, Acty AA IPCE 33/2017 044411523 Incompte			VOLS:10149150	Strut, Reg. Assy	PCE	2/22/2017	0045410916	Active
VOLS-101-0152 Struct Tubes Anny AA PCE 3/3/2017 0005410928 recompose			+ VOLS:10149150	Strut, Reg. Assy	AG PCE	2/22/2017	0045410916	New
			* VOLS:10149152	Strut, Tube, Assy	AH PCE	3/3/2017	0045410929	Incomplet
VOLS:10149152 Strut. Tube, Assy PCE 3/3/2017 0055004816 Incomplete			VOLS:10149152	Strut, Tube, Assy	AA PCE	3/3/2017	0045410928	incomprese
			VOLS:10149152	Strut, Tube, Assy	PCE	3/3/2017	0055004816	Incomplete

Click on the Material number that you want to edit.

A new screen will appear and you can see the Item information for the chosen material number. Click on the packaging tab.

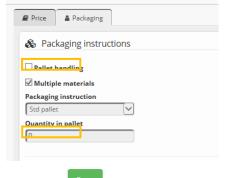


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	GKN Aerospace Sweden AB	• •	Search	Shipping department SIM shipping account (44617ship TEST SUPFLIR
	Material no.			
Materials	Item information		# Price _ # Packar ng	
Logistics Massages fettings	Marriel an.     VOL319149150     Parter material no.     Marrieg     Date     Parter material no.     Marrieg     Date     Parter     Parter     Parter     Signmont marking	Constance description The Reg Atty Partner Item dasc. Country of origin Country of origin Country of origin IAN code	ED Price Price 10000 Carrency [Ell]	
	Explay date	2/22/2017 Last document Common Item Item status Yes Revision	2015-10315 Na Ad	

To use pallet handling, mark the box for pallet handling. You then also need to enter how many pieces will be packed in the box or on the pallet, in the "Quantity in pallet" field.

For Example 20 means you will get one Goods Label for every 20 pieces.



Click the save button in the left corner to complete the transaction.

#### 5.2 Create Dispatch

To access the list of demands possible to deliver use the Menu Logistics / Dispatching / Create.

	GKN Aerospace	Sweden AB	*				Search						📇 S	plier super user IM Support A co Aircraft Han	Account (37351)
🖀 Home	← New	dispatch advice													Ð
Administration	+		r	_											
D togaine	- Order view	🎢 Auto create	Import dispatch												
Scheduling agreements	+ Confirmed d	spatch date: 10/3/2017	1												
Orders	+ Filter														
Scheduling	+														
Dispatching	- Demand H														
Create															
In progress 0													First Previo	. 1 2	Next Last
Sent													Pirst Previo	15 1 2	Next Last
Invoicing	A Requester dispatch			Order item	Material no.	Description	Revision Unit	Requested qty	Confirmed qty	Dispatched qty	Net qty	Dispatch qty	Qty Qtyp.p S/M		Dispatch no.
Received goods	+ 3/15/2017	3/15/2017	0055004884	10	V:00304275		AA PCE	19	19	0	19	19			
Messages	+ 3/16/2017	3/16/2017	0055004882	10	VOL5:10222901	Pin - Hi lite	AA PCE	150	150	39	111	111			
– É Settings	\$ 3/20/2017	3/20/2017	0055004884	10	V:00304275		PCE	1	1	0	1	1			
	4/3/2017	4/3/2017	0055004884	10	V:00304275		PCE	10	10	0	10	10			
	4/17/2017	4/17/2017	0055004882	10	VOL5:10222901	Pin - Hi lite	AA PCE	500	500	0	500	500			
	5/8/2017	5/4/2017	0045417743	10	V:00152139	Insert.	AB PCE	0	400	0	400	400	1000		
	6/20/2017	6/20/2017	0055004884	10	V:00304275		AA PCE	5	5	0	5	5			
	6/22/2017	6/22/2017	0055004884	10	V:00304275		AA PCE	5	5	0	5	5			
	6/24/2017	6/24/2017	0055004994	10	V-00204275		AA DCE			0		-			



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It is not allowed to create shipments for more than one order/material number at the same time. Use the filter function to find the correct material number and correct line to create your shipment. NOTE: that multiple batch numbers cannot be included in the same shipment. Dispatch date will automatically show up as todays date (dd/mm/yyyy).

#### We don't recommend that you use Auto create

All lines, where "Dispatch qty" have writeable fields, are open for delivery. Please note that dispatches are opened up based on our initial requested date, not the confirmed date. Requirements can be dispatched 7 days in advance. If the field is grayed out hold the mouse cursor over the yellow warning triangle to get information about what must be completed before shipment can be sent. Contact GKN if you have questions.

der vi	ew 🏼 🗡 Auto create	🛓 Import disp	atch											
rmed	d dispatch date: 10/4/2	017												
ols:10	149150													×
Deman 10/11/	d horizon:													
10/11/	2017													
	Requested dispatch date	Confirmed dispatch date	Order	Order item	Material no.	Description	Revision Unit	Requested qty	Confirmed qty	Dispatched qty	Net qty	Dispatch qty	Qty p. S/N Create	Dispatch
	4/5/2017	4/5/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy'	AH PCE	70	70	1	69	69		
	4/9/2017	4/9/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy	AH PCE	50	50	1	49	49		
	4/16/2017	4/16/2017	0055004879	10	VOLS:10149150	Strut, Reg. Assy	AH PCE	20	20	0	20	20		
	5/10/2017	5/10/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy'	AH PCE	20	20	0	20	20		
	5/21/2017	5/21/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy	AH PCE	20	20	0	20	20		
	5/24/2017	5/24/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy'	AH PCE	40	40	0	40	40		
	5/29/2017	5/29/2017	0055004226	10	VOLS:10149150	Strut, Reg, Assy	AE PCE	40	40	0	40	40		
	5/30/2017	5/30/2017	0055004226	10	VOLS:10149150	Strut, Reg, Assy	AE PCE	40	40	0	40	40		
	5/31/2017	5/31/2017	0055004226	10	VOLS:10149150	Strut, Reg. Assy	AE PCE	40	40	0	40	40		
	6/1/2017	6/1/2017	0055004226	10	VOLS:10149150	Strut, Reg, Assy	AE PCE	40	40	0	40			
	6/28/2017	6/28/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy	AH PCE	40	40	0	40	40		
	7/1/2017	7/1/2017	0055004226	10	VOLS:10149150	Strut, Reg, Assy	AE PCE	40	40	0	40	40		
	7/19/2017	7/19/2017	0055004879	10	VOLS:10149150	Strut, Reg, Assy	AH PCE	40	40	0	40	40		
	8/1/2017	8/1/2017	0055004226	10	VOLS:10149150	Strut, Reg, Assy	AE PCE	40	40	0	40	40		
		8/2/2017	0055004879	10		Strut, Reg, Assy	AH PCE	40	40	0	40			

#### Merge several demand lines to one shipment

When creating one dispatch for more than one demand line/date. Mark "create" for those lines needed to ship the intended quantity. NOTE! Quantity in Column "Dispatch qty" can be reduced but <u>not</u> increased. By clicking on the green button a Dispatch no will be created and the number will show up on the right side on the chosen rows.

1.1	5/21/2017	5/21/2017	0000004677	iv.	VOLD. 10147100 DURL, Reg. Roby	AR PLE	20	20	U	20	20		
A	5/24/2017	5/24/2017	0055004879	10	VOLS:10149150 Strut, Reg. Assy	AH PCE	40	40	0	40	40		
▲	5/29/2017	5/29/2017	0055004226	10	VOLS:10149150 Strut, Reg. Assy	AE PCE	40	40	0	40	40		
	5/30/2017	5/30/2017	0055004226	10	VOLS:10149150 Strut. Reg. Assv	AE PCE	40	40	0	40	40	2	
<b>A</b>	5/31/2017	5/31/2017	0055004226	10	VOLS:10149150 Strut, Reg. Assy	AE PCE	40	40	0	40	40		
	6/1/2017	6/1/2017	0055004226	10	VOLS:10149150 Strut, Reg. Assy	AE PCE	40	40	0	40	40		
												-	
	5/24/2017	5/24/2017	0055004879	10	VOLS:101491E0 Servet Rog Arry/	AU DES	40	40	0	40	40		
<u>A</u>	5/29/2017	5/29/2017	0055004226	10	VOLS:101. 9150 Strut, Reg, Assy	AE PCE	40	40	0	40	40		1000376
	5/30/2017	5/30/2017	0055004226	10	VOLS:10149130 Strutt Reg. Assy	AC PCC	**	40	0	40	40		1000370
<u>A</u>	5/31/2017	5/31/2017	0055004226	10	VOL5:10149150 Strut, Reg. Assy	AE PCE	40	40	0	40	40		

#### Split demand line to several shipments

When creating one dispatch for less than the requested quantity on the demand line. Change Dispatch quantity and mark create. By clicking on the green button a Dispatch no will be created and the number will show up on the right hand side on the row.



D	okum	enttyp/Doc	cument typ	be			Reg.nr/Reg. No.		Dok	del./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page
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	<u>A</u>	5/21/2017	5/21/2017	0055004879	10	VOLS:10149150 Strut, Reg, Assy		AH PC	E	20 20	0	20 20	
L	Δ	5/24/2017	5/24/2017	0055004879	10	VOLS:10149150 Strut. Reg. Assy		AH PC	E	40 40	0	40 40	
	<u>A</u>	5/29/2017	5/29/2017	0055004226	10	VOLS:10149150 Strut, Reg, Assy	-	AE PC	E	40 40	0	40 20	
	A	5/30/2017	5/30/2017	0055004226	10	VOLS-10149150 Strut Reg Assy		AF PC	F	40 40	0	40	
	<b>A</b>	5/31/2017	5/31/2017	0055004226	10	VOLS:10149150 Strut, Reg, Assy	-	AE PC	æ	40 40	0	40 40	

In example 20 of 40 parts are planned to ship.

#### Create and print label

1.) Click on the generated Dispatch no. to add required information and Print Goods label.

2/28/2017	0045410929	30 B	VOLS:10149152	Strut, Tube, Assy	AH PCE	4	4	5		
3/3/2017	0055004816	10	VOLS:10149152	Strut, Tube, Assy	PCE	10	2			100020
3/4/2017	0055004816	10	VOLS:10149152	Strut, Tube, Assy	PCE	10	10	5	1	

#### 2.) Click on the Material no

I Dispatch advice - 1000235							٥-
# Dispatch advice & Customer unit & Partner							
Dispatch advice	Comment						8
Dispatch no. Topatch date	▲ Information						
3/1/2017 Suppler reference Tracking number	terial V:00303003 Missing serial number for material V:00303003						
Materials & Attachments							
Filter					Show ava		
Vencenze no. Description FORGING		Pallets 3	Printed No	Suggested qty 3	Dispatch qty 3	Unit	2
						≡1	/#1
					F	Set to ze	ro
III Print goodslabels A Send dispatch							

3.) New screen show Item information for the Shipment. Fill in traceability, then click

Orders + Add orders Orde Dispatch date Status Sugg Smallbox Transport unit Batch no. t Serial 10 3/13/2017 Commercial ag No . 005500487 100 () • • • • 10 3/14/2017 No 101 () Corr rcial agreemen No • • 102.0 3/14/201 V ≡1-3/#3 🖹 Save change

For example: Serial number is writable/white field and shows that serial number is required for this material number (see incomplete material.) After entering the serial numbers, the boxes change to yellow and the save button appears.



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If your shipment contains a lot of parts and serial numbers to be filled in you have an option to *use Import dispatch sheet.* With this functionality you are able to copy the correct serial numbers from your system to an excel sheet and download on the portal / shipment.

- 1.) Use Import dispatch
- 2.) Filter on the material number

← New dispatch advice		
Order view Z Auto create	A	Orders to dispatch .csv)
Filter		
Order Material no.	Demand horizon 3/7/2017	

- 4.) Save the csv-file to your desktop or somewhere where you can easily find it.
- 5.) Upload the file by clicking on 1)
  CHOOSE FILE(S)...
  CHOOSE FILE(S)...
  CHOOSE FILE(S)...
  CHOOSE FILE(S)...
  CHOOSE FILE(S)...
- 6.) Create dispatch by clicking on 2)

	GKN Aerospace Sweden AB 👻
🕋 Home	New dispatch advice
📑 Administration 🔒	
🕤 Logistics 🛛	I Order view
Dispatching	Filter
Create	Order Material no. Demand horizon
In progress	3/5/2017
Sent	
Received goods	0 General
Messages +	Dispatch date" 3/5/2017 Mode of transport Default
😋 Settings 😽	
,	
	A B C D E F 1 Material number Oty Order No. Order Item Batch No. Serial No
	2 V:00303003 2 45001598 10
	3 V:00303003 10 45001695 10
	4 V:00303003 6 45001695 10
希 Home / 😵 Logistics / Dispatchin	1 CHOOSE FILE(S) 2 © Create

• Add Freight forwarder and tracking number in field *Tracking number*. Click



- Print Goods label
   Print goodslabels
- Send dispatch
   Send dispatch



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Dispatch advice Lustomer unit Partner					
Dispatch advice	Comment				
ispatch no. 000197					
ispatch date 7/2017	A Information				
upplier reference Tracking numb	Missing serial number for material VOLS:10149152 Missing serial number for material VOLS:10149152				
Materials Attachments					
			Show ava	ailable ma	iter
Filter	Pallets	Printed Suggested qty			ater
Filter	Pallets 4	Printed Suggested qty No 50			
Filter Aaterial no. Description			Dispatch qty	Unit PCE	

Dispatch no. and information can now be seen under Logistics / Dispatch / Sent

If "send dispatch" button is not possible to press check that the tracebillity and that the dispatch date is correct filled in.

# 6 Accountant - Create Dispatch Invoice

After you have completed a Dispatch in the portal it is open for invoicing. To access the list of dispatches ready for invoicing, use the Menu *Logistics / Invoice / Create* 

	GKN Aerospace Sweden AB 👻	Search
🖀 Home	Welcome To Supply Integration Manager	
Cogistics -	2 New files	
Invoicing	2 Scheduling agreements	
Invoice		
In progress 7	Customer contact	
Sent	gastest	
✓ Messages + Ø <sup>®</sup> Settings +	daniel.hognert@apper.se	
1		

To create invoices for all dispatches, click the create button or select the specific dispatch no. you want to invoice in the drop down list. Recommended is that you make one invoice at the time.



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Create new invoices	
🖻 General	
Invoice type	Invoice
Invoice based on	Shipment
Invoice date	3/8/2017
Dispatch no.	
Currency	

After clicking on create, you should be automatically moved to the list with invoices that are in progress. If not, you can find invoices that are in progress under Menu Logistics / Invoice / In progress.

	Invoice(	s) in progress						
Logistics _								
Scheduling agreements	Filter							
Invoicing								
Orders to invoice	Invoice no.	Invoice type	Invoice based on	Supplier reference	Invoice date	Dispatch no.	Items	Total net amoun
orders to involce	1000201	Invoice	Shipment		3/8/2017	1000201	1	000
Invoice	1000170	Invoice	Shipment		3/8/2017	1000170	2	000
	1000171	Invoice	Shipment		3/8/2017	1000171	1	000
In progress	1000178	Invoice	Shipment		3/8/2017	1000178	1	000
Sent	1000180	Invoice	Shipment		3/8/2017	1000180	1	000
Sent	1000182	Invoice	Shipment		3/8/2017	1000182	1	110.000
Messages +	1000202	Invoice	Shipment		3/8/2017	1000202	1	100.000
Settings +	1000165	Invoice	Shipment		3/1/2017	1000165	1	888.000
								≡1-8/#

The Invoice no. created is the same number as for the Dispatch. On this screen you can see the Invoice date and Total net amount on the invoice. To send the invoice to GKN click on the invoice number.

General		🖉 Invo	ice lines							
voice type	Invoice	ltem ↓2	Material no.	Description	Order	Order item	Dispatched qty	Invoice qty	Price	Total net amou
ivoice based on ivoice no.	Shipment	1	VOLS:10149152	Strut, Tube, Assy	0055004816	10	2	2	)	198
	1000201									
voice date spatch no.	3/8/2017	_								≡1/
	1000201									
spatch date rrency	3/3/2017									
intact		_								
ipplier reference	MylovoiceNo	×								
C		C								
Comment		La la								



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NOTE Add your internal Invoice number in the Supplier reference field. Field is Mandatory and will give us the traceability when payment will be sent. If you don't want or can enter you invoice number please enter Dispatch number, *in this example 1000201*. Due to limitations in GKN ERP system there can only be one invoice received with every unique invoice number. This means that if your internal invoice consists of several dispatches you will have to assign each invoice in SIM a unique reference. For example, you have created 3 dispatches in SIM (1000100, 1000101, and 1000102). Your internal invoice is 99999 for all 3 dispatches. The Supplier reference number (your invoice number) will have to be 99999#1, 99999#2 and 99999#3. Before saving (Save) confirm that the price and quantities are correct. Please note that no changes can be made here. If there are any questions contact your GKN buyer.

When you are ready click on send

🐕 Home	← Sent inv	oices						
🕤 Logistics 🔤								
Scheduling agreements	Filter							
Invoicing								
Orders to invoice	Invoice no.	Invoice type	Invoice based on	Supplier reference	Invoice date	Dispatch no.	Items	Total net amount
Orders to invoice	1000201	Invoice	Shipment	MyInvoiceNo	3/8/2017	1000201	1	0000
Invoice	1000175	Invoice	Shipment		3/1/2017	1000175	3	0000
Create	1000145	Invoice	Shipment		2/23/2017	1000145	1	0000
In progress 🚺	1000152	Invoice	Shipment	ABCDEF	2/23/2017	1000152	3	0000
	1000106	Invoice	Shipment		2/22/2017	1000106	1	0000
	1000107	Invoice	Shipment		2/22/2017	1000107	1	100.0000
Messages 4	1000108	Invoice	Shipment		2/22/2017	1000108	1	100.0000
Settings	1000109	Invoice	Shipment		2/22/2017	1000109	1	100.0000
	1000113	Invoice	Shipment		2/22/2017	1000113	2	2700.0000
								≡1-9/#9

All sent invoices can be seen in the Menu under *Logistics / Invoice / Sent.* Clicking on the Invoice no. will let you see the same information of the invoice as when you created it.

# 7 Other

Change of Password can be done under Menu Settings / Change password.

The password must be 8 characters and contain a mix of at least three of the following: capitals, uppercase or lower case letters, numbers and special characters. Password will expire after 90 day. It is prohibited to reuse any of the last 5 passwords.