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Dokumenttitel/Document title

# GKN Aerospace Engine System Supplier Portal

## - Quick Guide for Supplier

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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 [simsupport@apper.se](mailto:simsupport@apper.se) 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

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page
					2 (34)

## Table of Contents

1	Log in .....	3
1.1	Changing a login device in DUO for GKN Supplier Portal .....	8
2	Portal Modules and Authorizations .....	14
2.1	Modules / Roles .....	14
2.2	Alerts .....	15
3	Sales .....	15
3.1	Confirm Purchase Orders / Scheduling Agreements .....	15
3.1.1	Confirm New Purchase Order .....	16
3.1.2	Confirm Purchase Order Change .....	20
3.1.3	Confirm Scheduling Agreement .....	21
3.2	Incomplete materials .....	23
4	Logistics - Confirm new/changed delivery schedules .....	24
5	Shipping - Create Dispatch Advise .....	27
5.1	Incomplete materials .....	27
5.2	Create Dispatch .....	28
6	Accountant - Create Dispatch Invoice .....	32
7	Other .....	34

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page
					3 (34)

## 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.

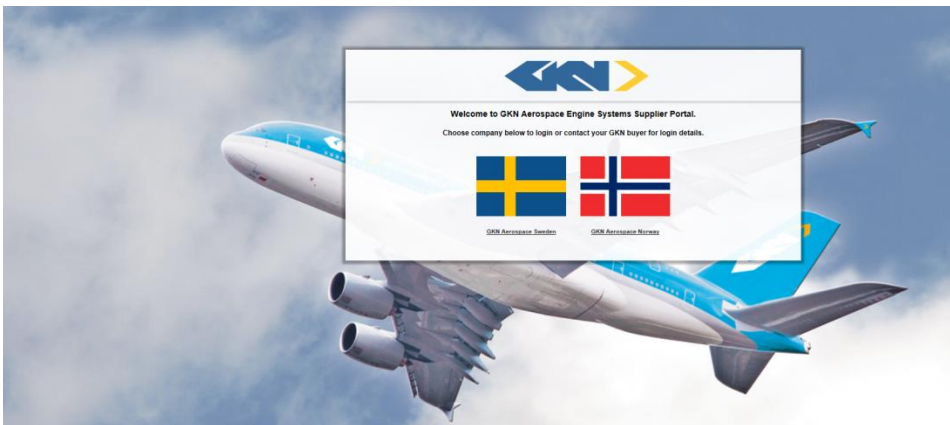
We recommend you use the DUO-app. To do this you need an Apple-ID for Iphone or similar for other smartphones.

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.

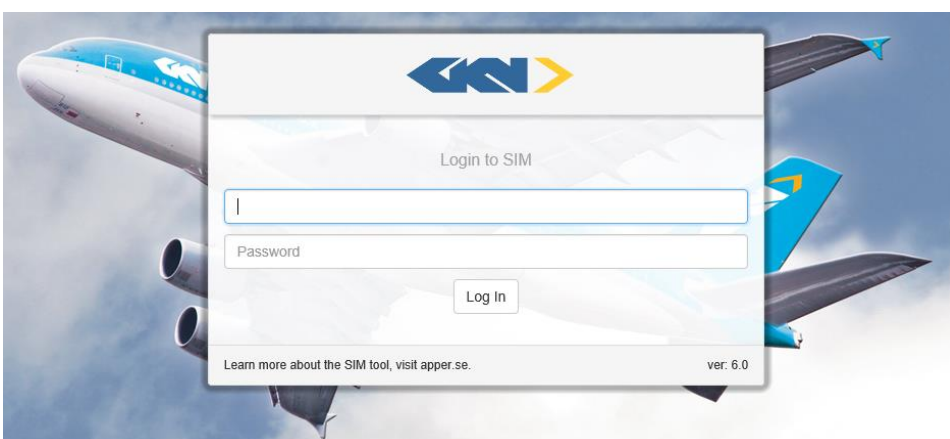


Install on your device

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

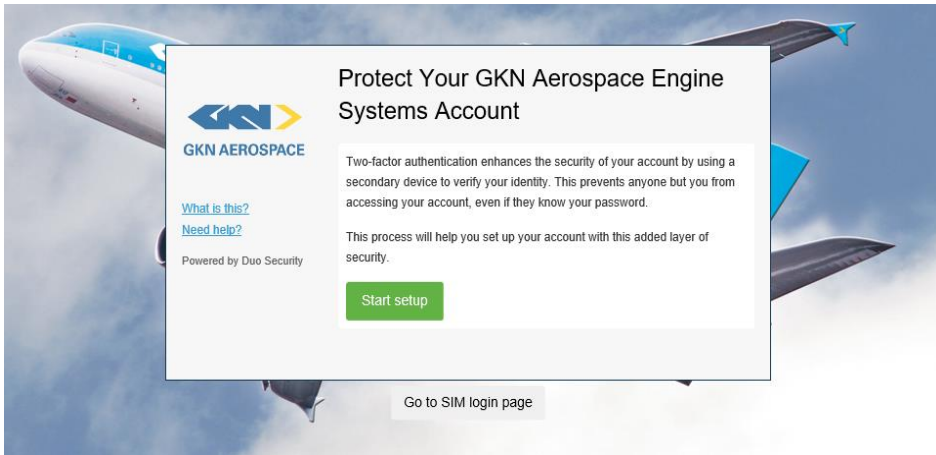


1. Click on the flag (representing your GKN customer)

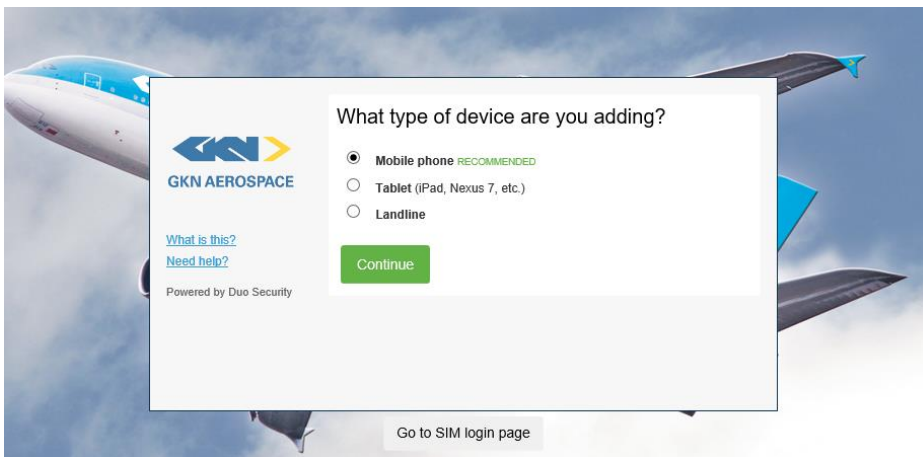


2. Enter your email address on the first line  
Example: *firstname.lastname@suppliercompany.com*  
Second line: Enter your personal password (First time sent by e-mail from GKN)  
Click on “Log In”.  
The next screen that pops up is to log in through the second layer of security.  
(Steps to be performed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

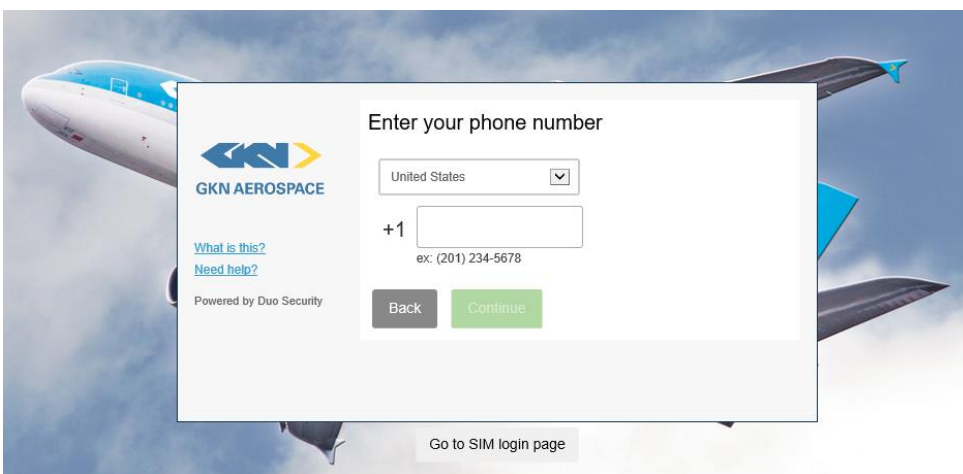
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page
					4 (34)



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

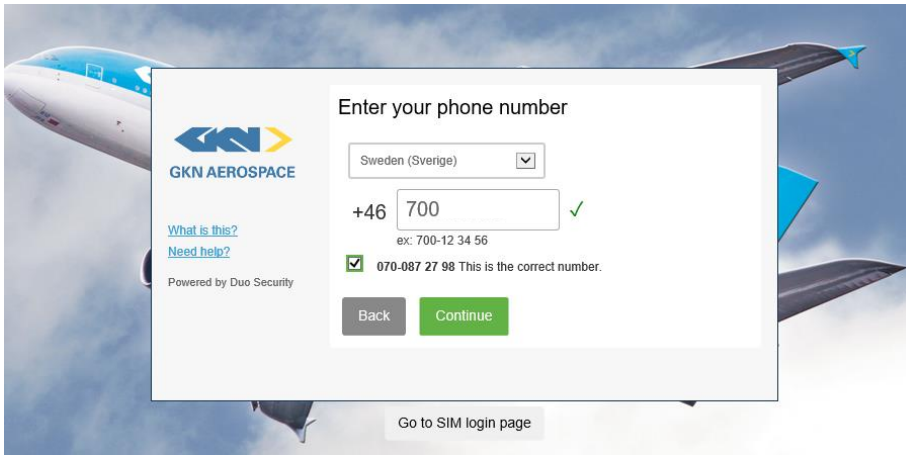


4. Choose which device you want to use to log in to the second layer. GKN recommends Mobile phone (and that you at a later stage choose the duo app-option) once you’ve chosen your device - click on the “Continue” button.

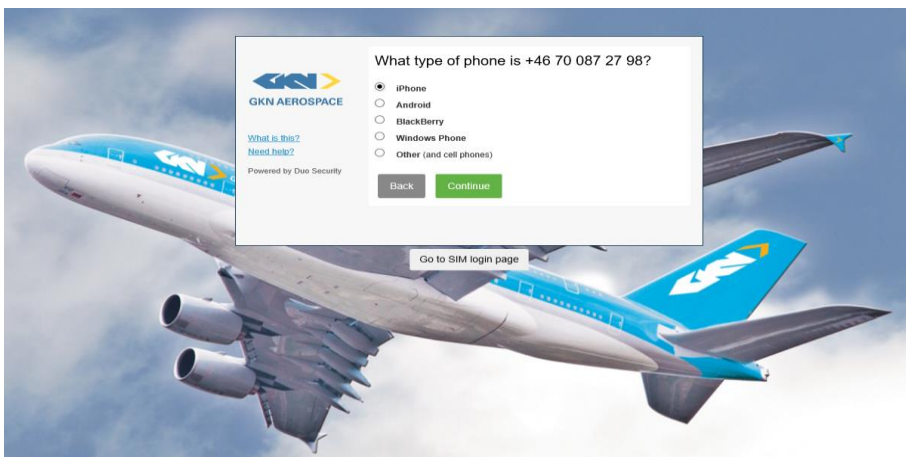


5. Choose your country from the drop down list, and enter your cell phone number in the field below. If Landline was chosen normal phone number is ok to use.

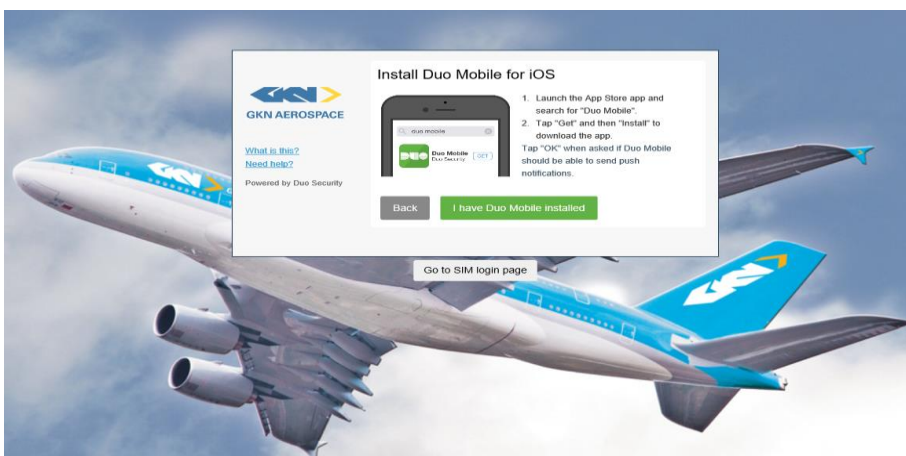
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 5 (34)
---------------------------	-----------------	------------------	--------------	-----------------	---------------------



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



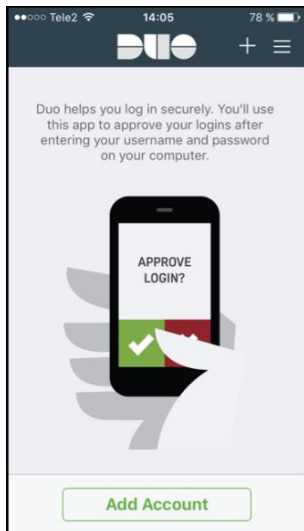
7. Choose the type of phone that you have and will use to log in. Click on the “Continue” button.



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.

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page
					6 (34)

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”.)



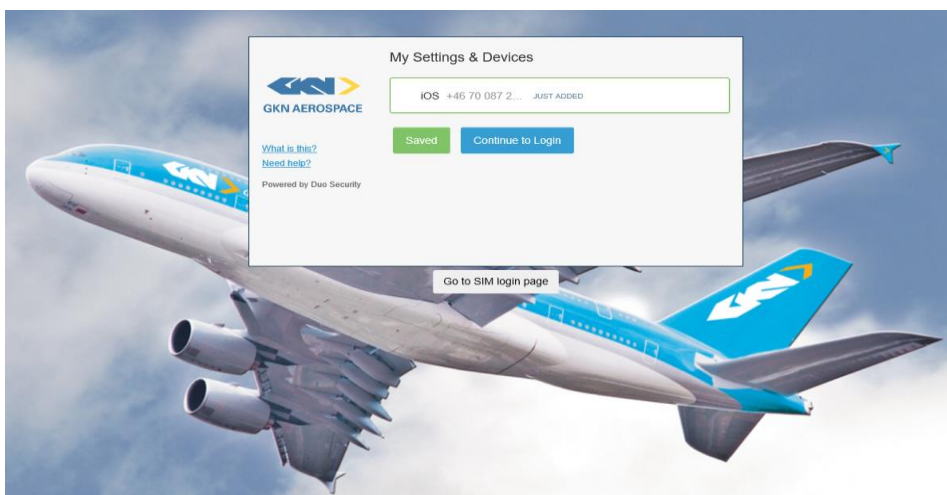
11. Once the barcode has been successfully scanned, a green “correct” will appear on the barcode and you can now click on the “Continue” button.



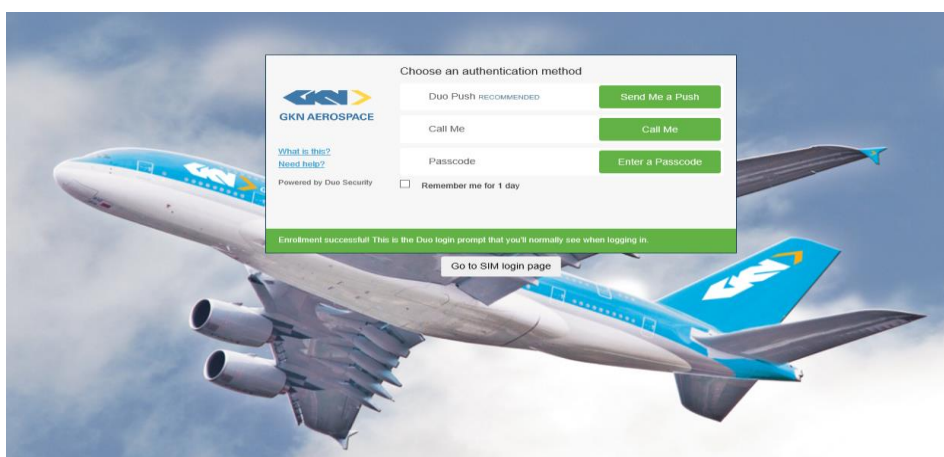
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 7 (34)
---------------------------	-----------------	------------------	--------------	-----------------	---------------------



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

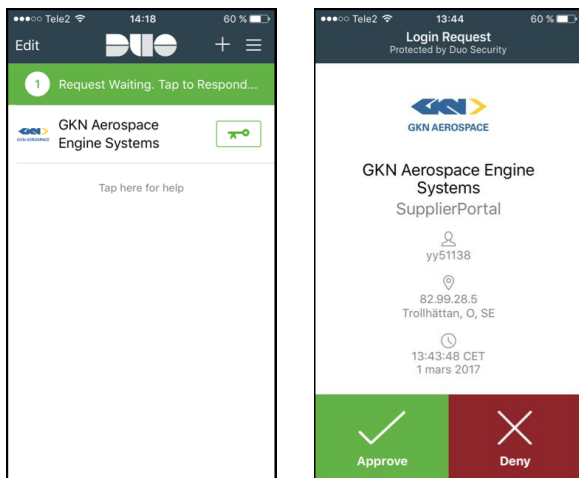


13. Choose authentication method. Preferably "send me a push"



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

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page
					8 (34)

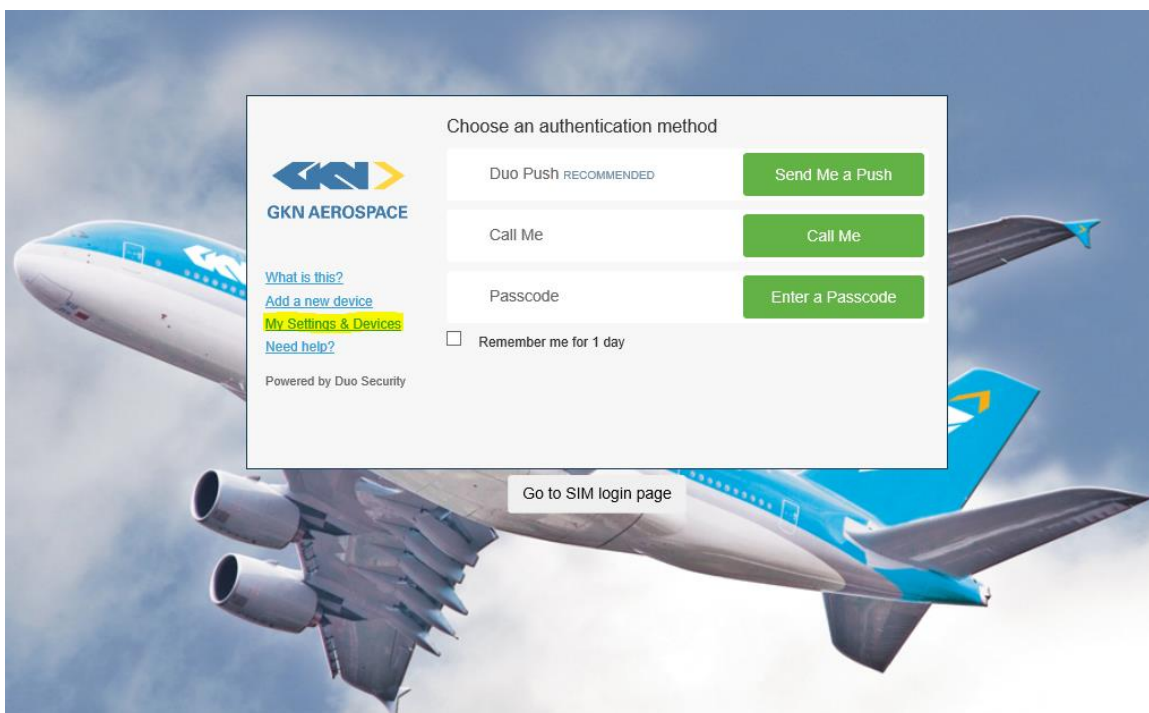


Now you are fully logged in to the GKN Supplier Portal.

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

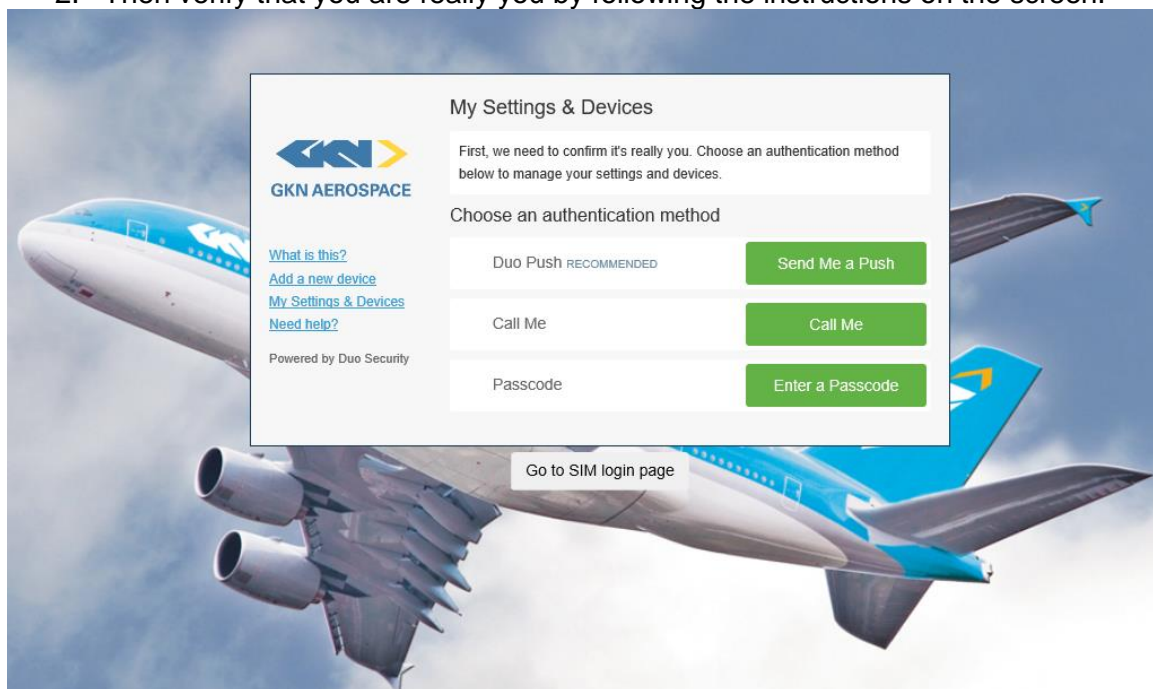
1. Log in through initial login screen on the GKN Supplier Portal. Below screen appears - Click on "My Settings & Devices".



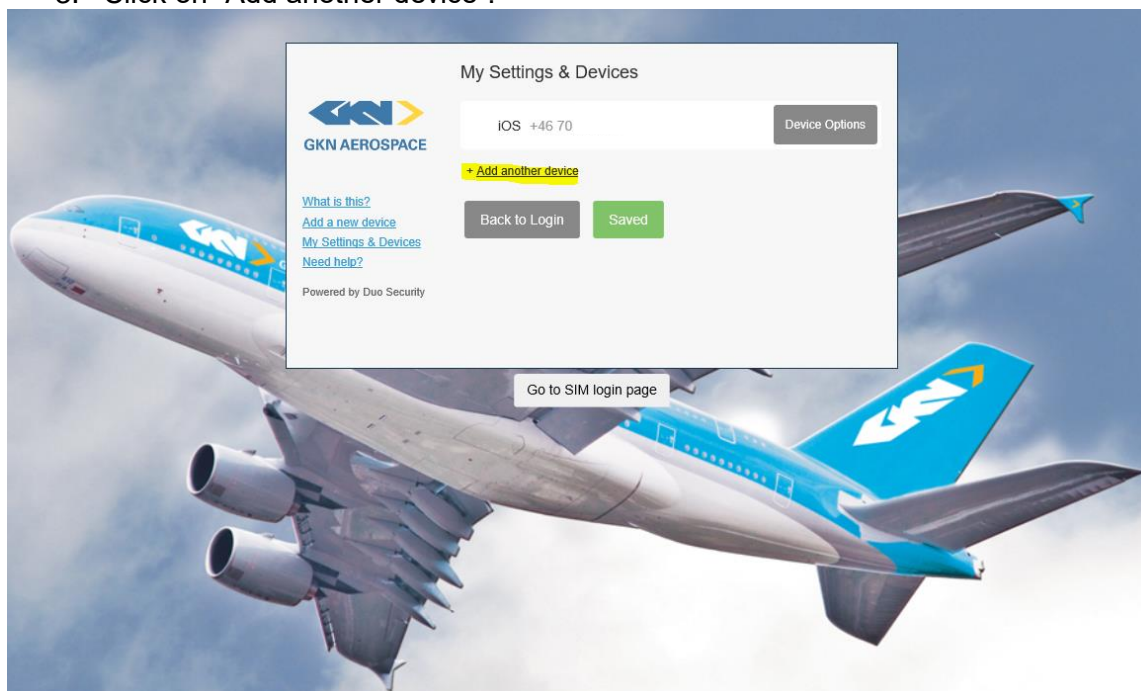


Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 9 (34)
---------------------------	-----------------	------------------	--------------	-----------------	---------------------

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

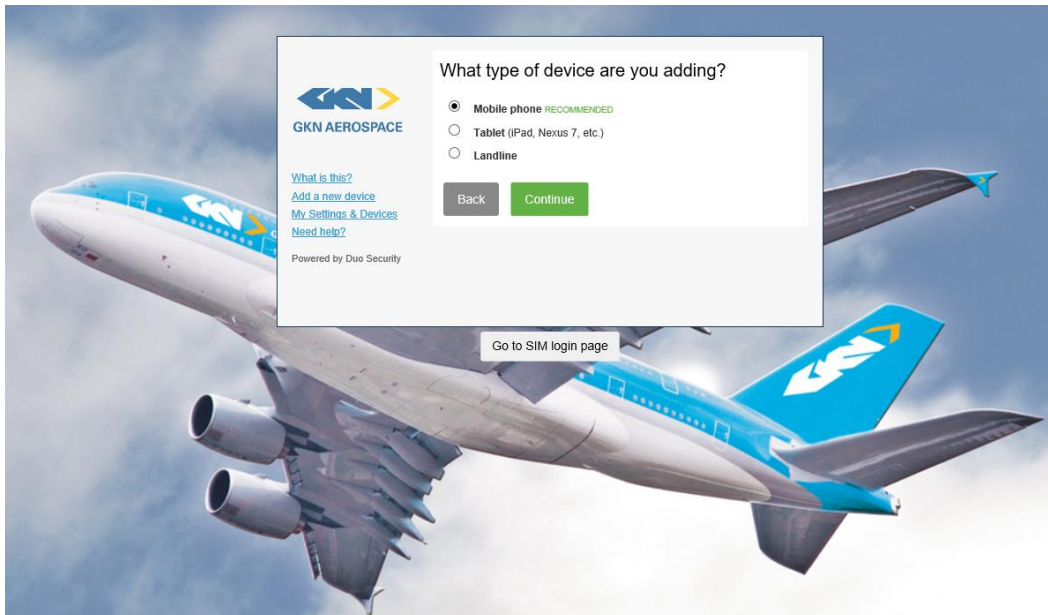


3. Click on "Add another device":

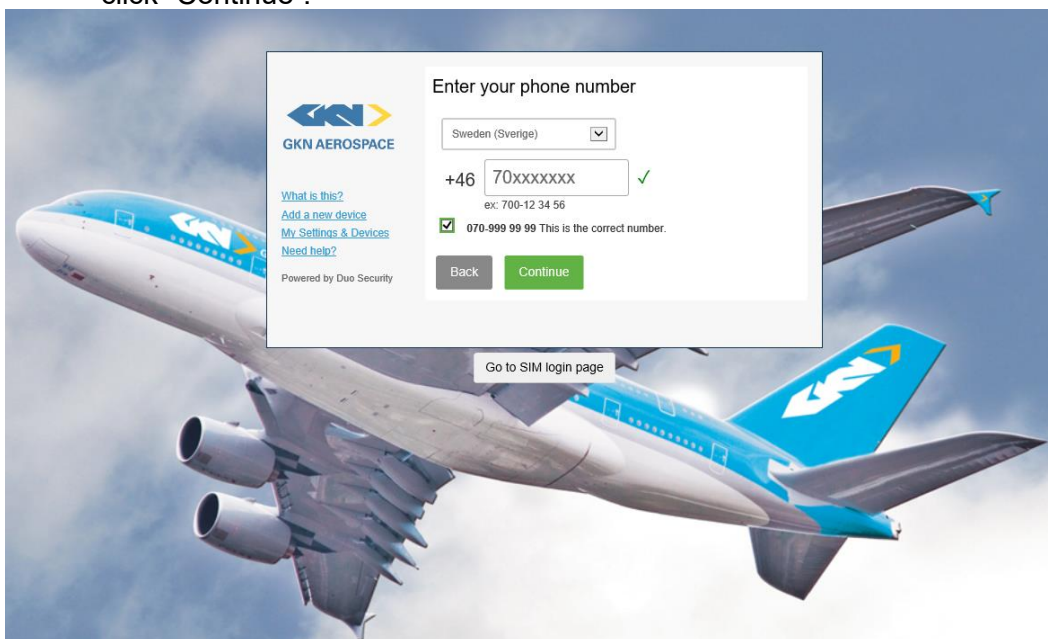


Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 10 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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

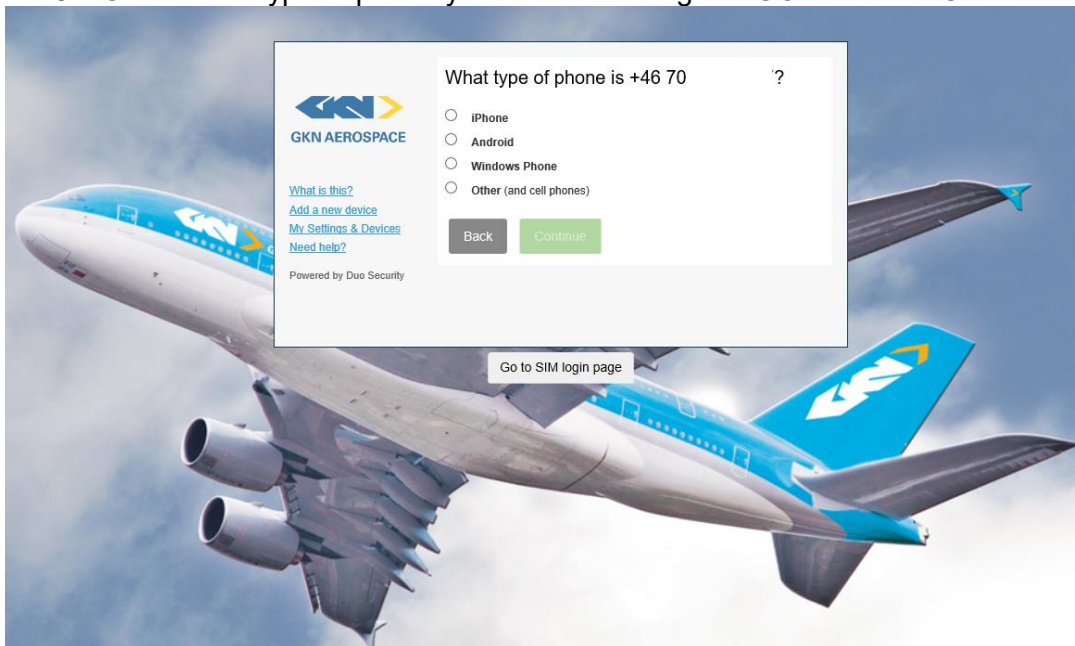


5. Enter the correct phone number you wish to connect to DUO, verify it by checking the checkbox and click “Continue”:

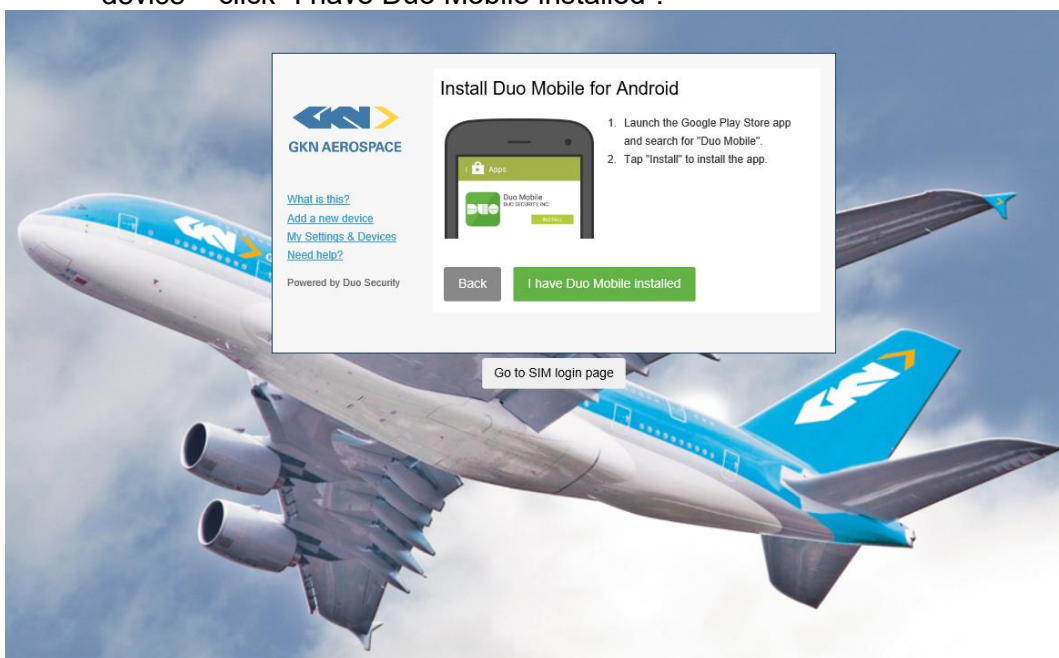


Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 11 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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”.



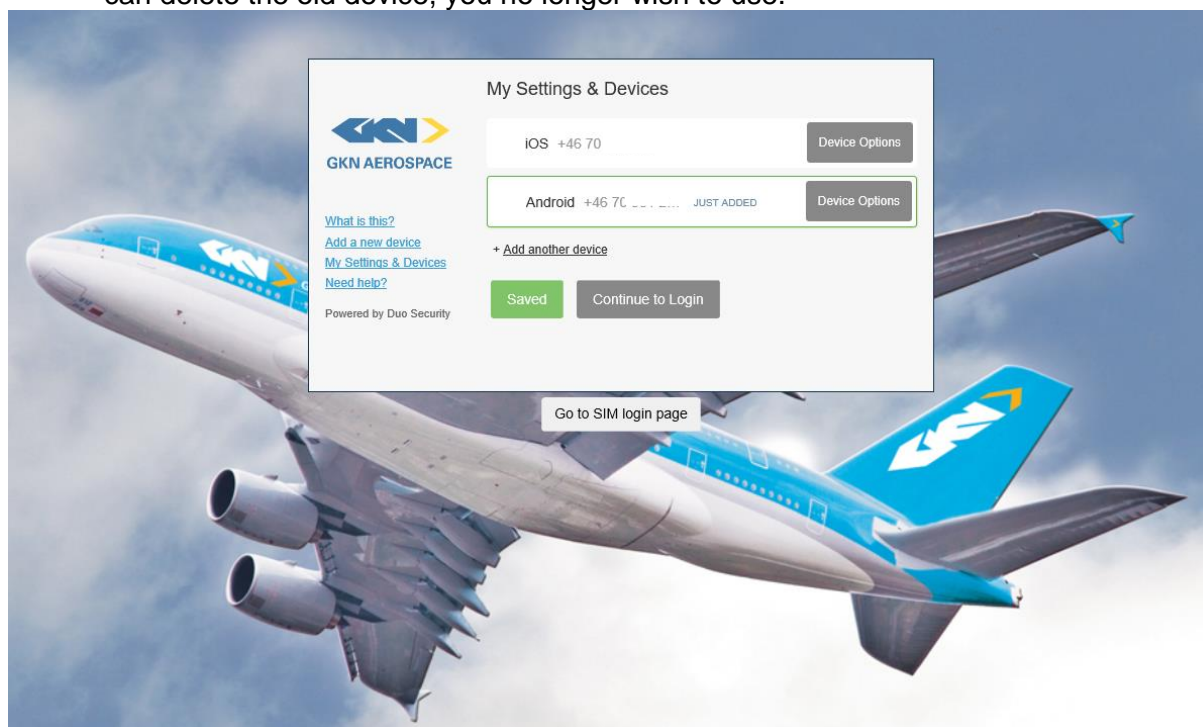


Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 12 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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



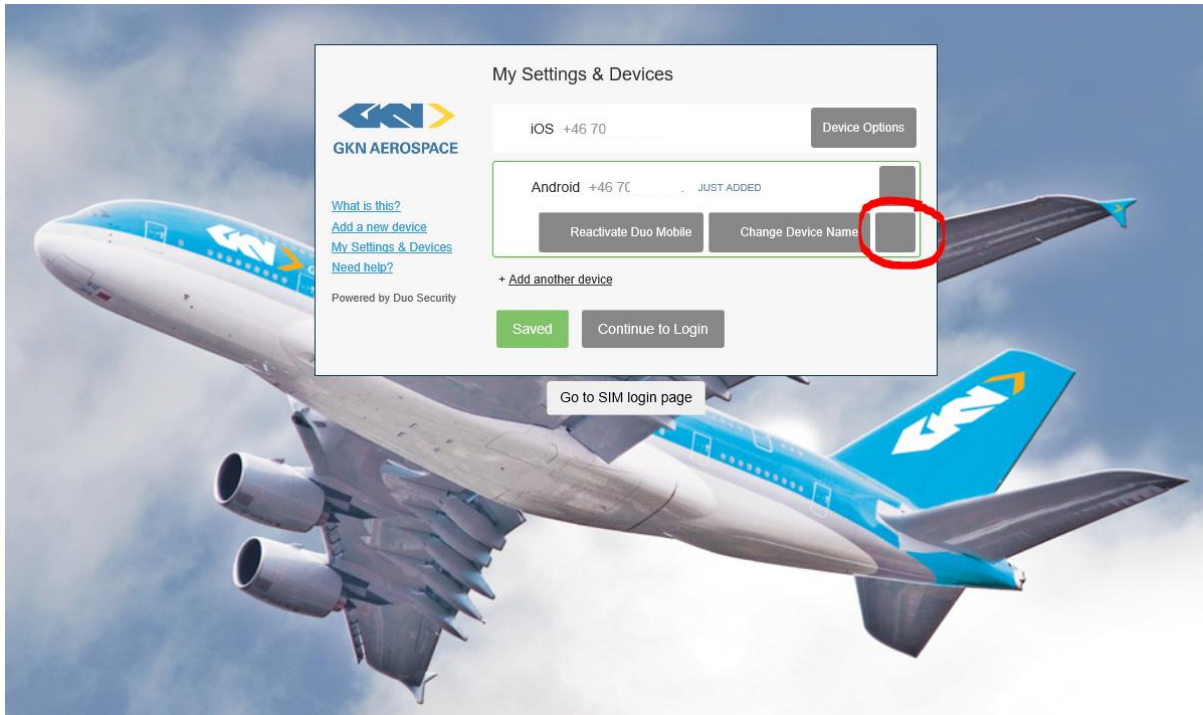
9. Once your new device is connected and registered, you will be redirected to below page. Here you can delete the old device, you no longer wish to use.



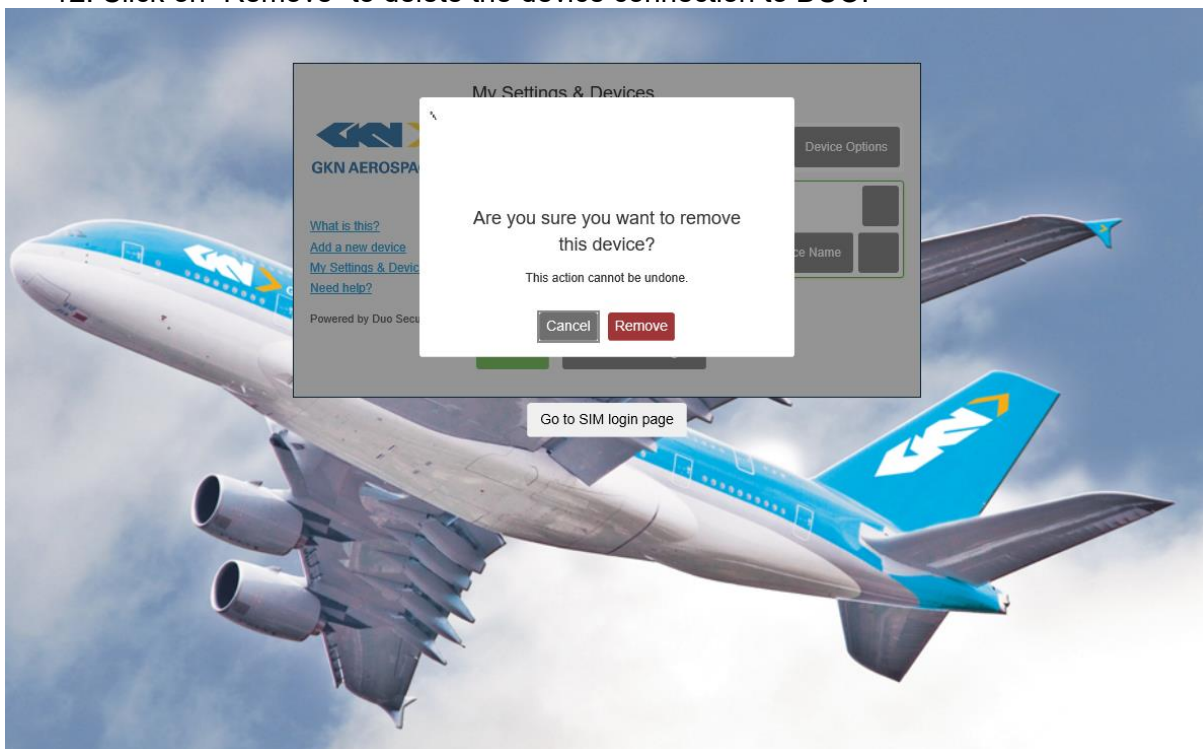
10. Click on “Device Options”, for the device you wish to remove.

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 13 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

11. Click on circled button to remove device.



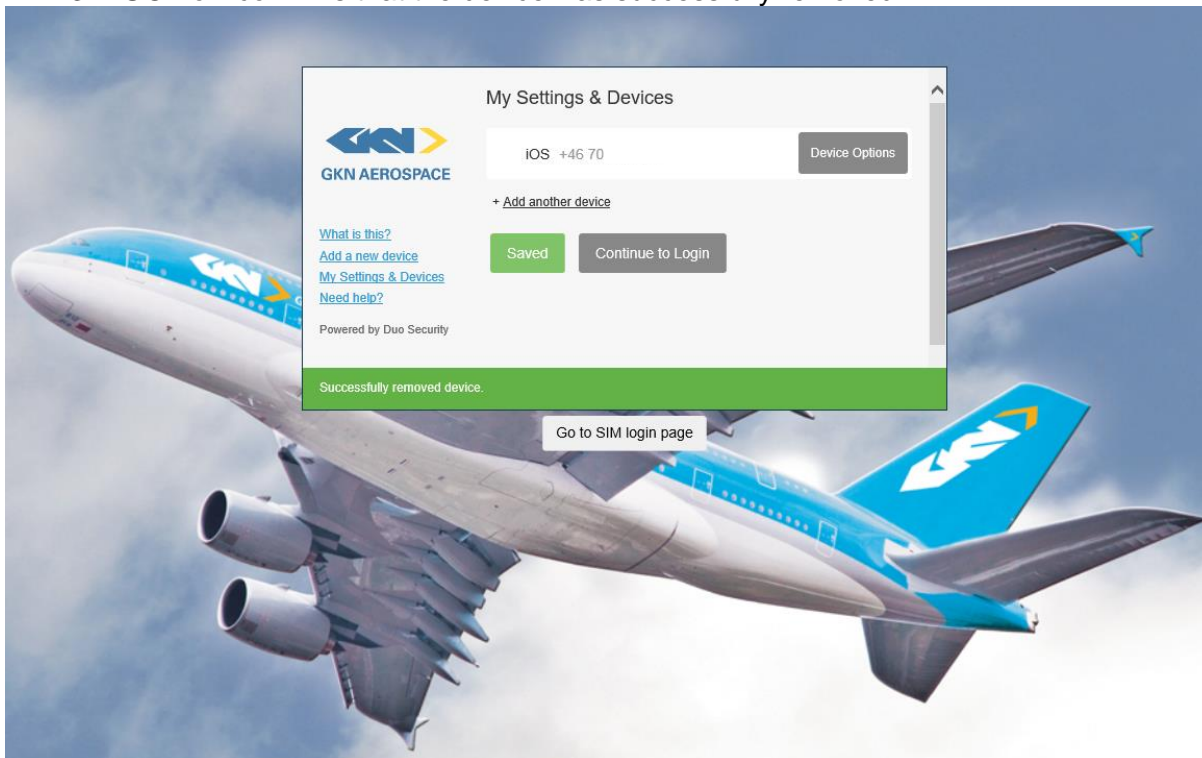
12. Click on "Remove" to delete the device connection to DUO.





Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 14 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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.

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 15 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

## 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:

**Alert**  
**New scheduling agreement**

<b>Customer unit</b>	TEST CUSTOMER
<b>Partner</b>	TEST SUPPLIER
<b>Document date</b>	16 Feb 2017
<b>Document no.</b>	0055000125

Effective from date	To date	Customer item	Revision no.	Quantity
16 Feb 2017	30 Jun 2017	V.00303003	AA	0

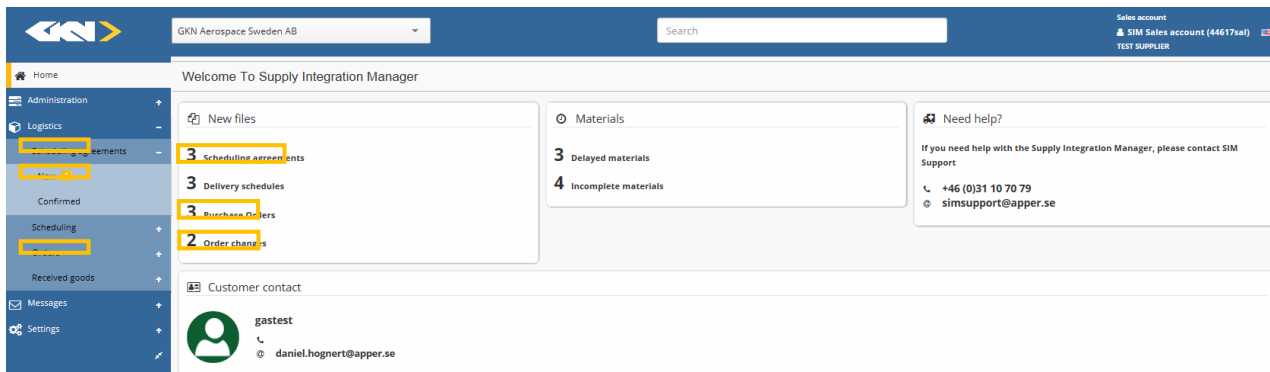
Total rows: 1  
[Web Supply Manager](#)

To unsubscribe from these emails please contact a customer super user or SIM Support at [simsupport@apper.se](mailto:simsupport@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)*



The screenshot shows the Supplier Portal interface. The top navigation bar includes the GKN Aerospace logo, the user name 'GKN Aerospace Sweden AB', a search bar, and the user's role 'Sales account' and 'SIM Sales account (44617sal)'. The main content area is titled 'Welcome To Supply Integration Manager' and features several data cards:

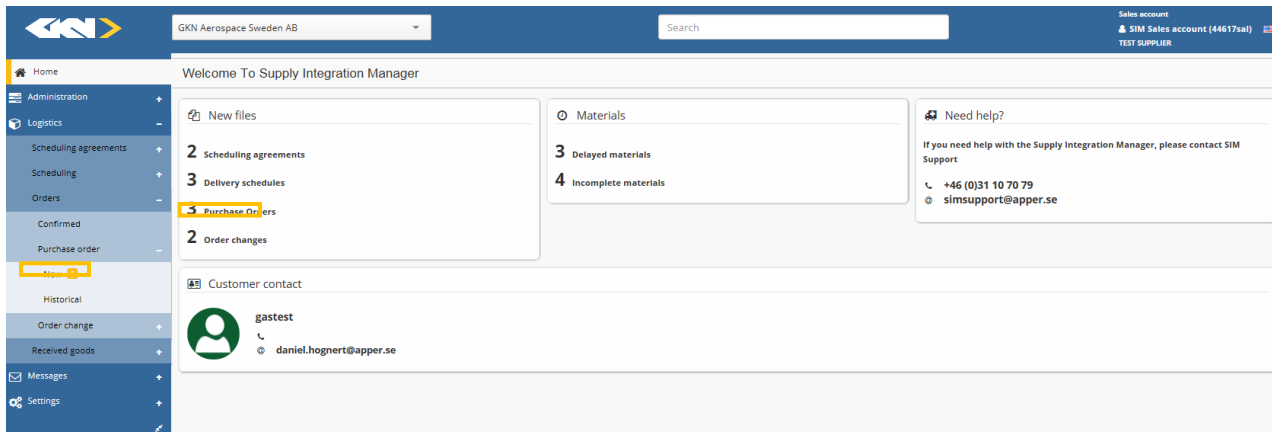
- New files:** A card showing a list of items with counts: 3 Scheduling agreements, 3 Delivery schedules, 3 Purchase Orders, and 2 Order changes.
- Materials:** A card showing counts: 3 Delayed materials and 4 Incomplete materials.
- Need help?:** A card providing contact information for SIM Support: +46 (0)31 10 70 79 and [simsupport@apper.se](mailto:simsupport@apper.se).

The left-hand navigation menu includes: Home, Administration, Logistics, Scheduling Agreements, Confirmed, Scheduling, Received goods, Messages, and Settings. The user profile at the bottom shows the name 'gastest' and email 'daniel.hognert@apper.se'.

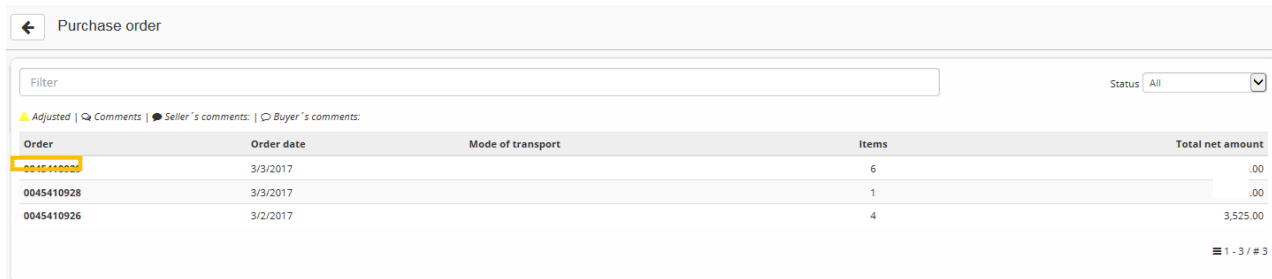
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page <b>16 (34)</b>
---------------------------	-----------------	------------------	--------------	-----------------	-----------------------------

### 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*.



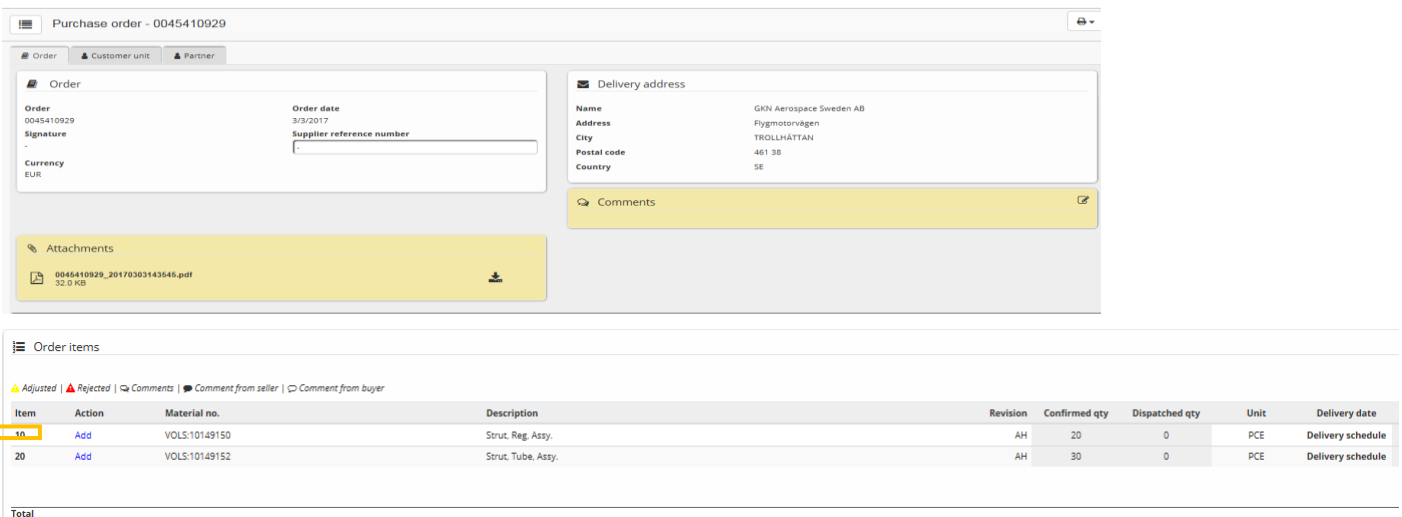
You can now select the Purchase Order you want to review/confirm by clicking on the Purchase Order number.



Order	Order date	Mode of transport	Items	Total net amount
0045410928	3/3/2017		6	.00
0045410928	3/3/2017		1	.00
0045410926	3/2/2017		4	3,525.00

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.



**Purchase order - 0045410929**

**Order**  
 Order: 0045410929  
 Order date: 3/3/2017  
 Signature: -  
 Currency: EUR  
 Supplier reference number:

**Delivery address**  
 Name: GKN Aerospace Sweden AB  
 Address: Flygmotorvägen  
 City: TROLLHÄTTAN  
 Postal code: 461 38  
 Country: SE

**Attachments**  
 0045410929\_20170303143546.pdf (32.0 KB)

**Order items**

Item	Action	Material no.	Description	Revision	Confirmed qty	Dispatched qty	Unit	Delivery date
10	Add	VOLS:10149150	Strut, Reg. Assy.	AH	20	0	PCE	Delivery schedule
20	Add	VOLS:10149152	Strut, Tube, Assy.	AH	30	0	PCE	Delivery schedule

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page <b>17 (34)</b>
---------------------------	-----------------	------------------	--------------	-----------------	-----------------------------

**Order**

Order: 0045427952  
 Signature: -  
 Currency: EUR

Order date: 10/4/2017  
 Supplier reference number:

**Delivery address**

Name: GKN Aerospace Sweden AB  
 Address: Flygmotorvägen  
 City: TROLLHÄTTAN  
 Postal code: 461 38  
 Country: SE

**Attachments** ↓

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**Comments**

**Order items**

⚠ Adjusted | ⚠ Rejected | 🗨 Comments | 🗨 Comment from seller | 🗨 Comment from buyer

Item	Action	Material no.	Description	Revision	Confirmed qty	Dispatched qty	Unit	Delivery date
10	Add	VOLS:10149150	Struc. Reg. Assy.	AH	20	0	PCE	Delivery schedule
20	Add	VOLS:10149152	Struc. Tube, Assy.	AH	30	0	PCE	Delivery schedule

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.

**Order items**

⚠ Adjusted | ⚠ Rejected | 🗨 Comments | 🗨 Comment from seller | 🗨 Comment from buyer

Item	Material no.	Description	Revision	Confirmed qty	Unit	Delivery date
1	31555550	PW1017 CASE SHROUD GROUND HANDLING		7	PCE	<span style="border: 1px solid orange; padding: 2px;">Delivery schedule</span>
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 order - GAN103684 | Item 1

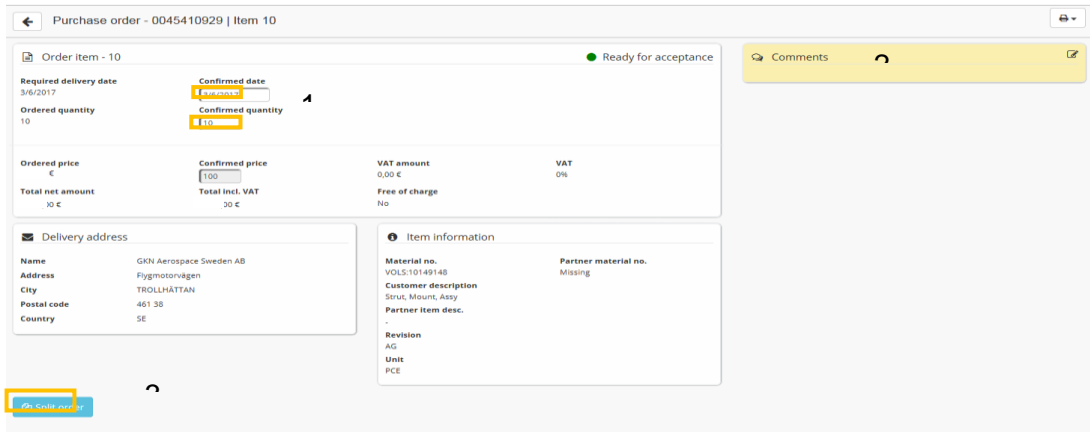
Details | Calendar

Requested dispatch date	Confirmed dispatch date	Requested qty	Confirmed qty
7/10/2017	<input type="text" value="07/10/2017"/>	1	<input type="text" value="1"/>
7/11/2017	<input type="text" value="07/11/2017"/>	1	<input type="text" value="1"/>
7/12/2017	<input type="text" value="07/12/2017"/>	1	<input type="text" value="1"/>
7/13/2017	<input type="text" value="07/13/2017"/>	1	<input type="text" value="1"/>
7/14/2017	<input type="text" value="07/14/2017"/>	1	<input type="text" value="1"/>
7/15/2017	<input type="text" value="07/15/2017"/>	1	<input type="text" value="1"/>
7/16/2017	<input type="text" value="07/16/2017"/>	1	<input type="text" value="1"/>

To confirm the Purchase order, including all of the requirements in the attachment, press the Confirm 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.

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 18 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------



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

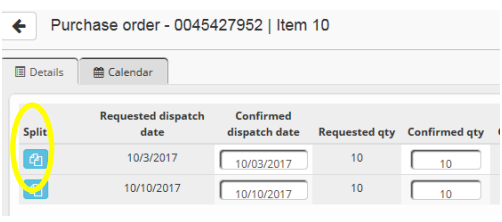
If you want to add a comment specific to the item click on the Comment field (2).

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 quantity
Current row	10	3/6/2017	10
New row	10	3/6/2017	0

	Item	Confirmed date	Confirmed quantity
Current row	10	3/6/2017	5
New row	10	3/13/2017	5

Do the required changes and click . 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:



Split	Requested dispatch date	Confirmed dispatch date	Requested qty	Confirmed qty
<input type="button" value="Split"/>	10/3/2017	10/03/2017	10	10
<input type="button" value="Split"/>	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.)



Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 19 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

**Delivery address**

Name: GKN Aerospace Sweden AB  
 Address: Flygmotorvägen  
 City: TROLLHÄTTAN  
 Postal code: 461 38  
 Country: SE

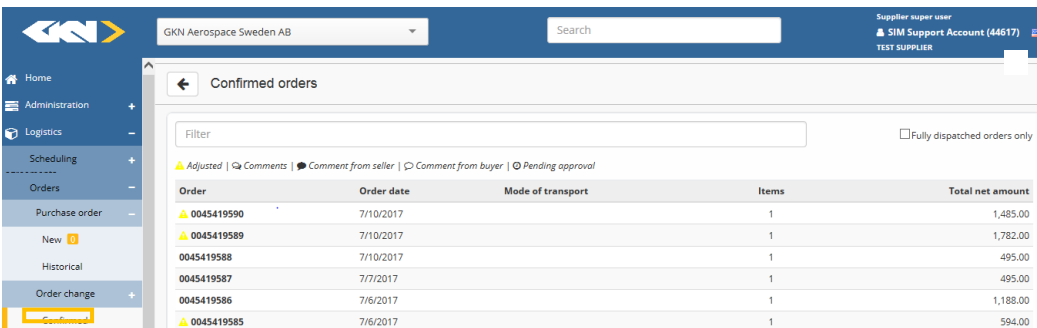
**Customer address**

Name: GKN Aerospace Sweden AB  
 Address: Flygmotorvägen 1  
 City: Trollhättan  
 Postal code: 46181  
 Country: SE

**Customer contact**

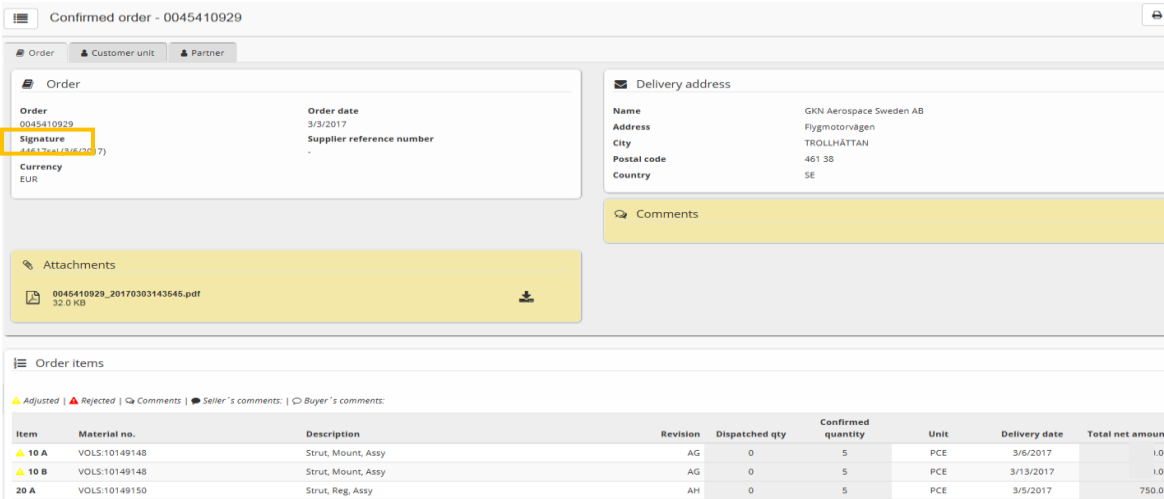
Name: Ida Engelin  
 Phone: 46 520292857  
 E-mail address: ida.engelin@gknaerospace.com

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



Order	Order date	Mode of transport	Items	Total net amount
0045419590	7/10/2017		1	1,485.00
0045419589	7/10/2017		1	1,782.00
0045419588	7/10/2017		1	495.00
0045419587	7/7/2017		1	495.00
0045419586	7/6/2017		1	1,188.00
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.



**Order**

Order: 0045410929  
 Order date: 3/3/2017  
 Supplier reference number: -  
 Currency: EUR

**Signature**  
 (4653701216, 2017-03-03)

**Delivery address**

Name: GKN Aerospace Sweden AB  
 Address: Flygmotorvägen  
 City: TROLLHÄTTAN  
 Postal code: 461 38  
 Country: SE

**Attachments**

0045410929\_20170303143545.pdf  
 32.0 KB

**Order Items**

Item	Material no.	Description	Revision	Dispatched qty	Confirmed quantity	Unit	Delivery date	Total net amount
10 A	VOLS:10149148	Strut, Mount, Assy	AG	0	5	PCE	3/6/2017	1.00
10 B	VOLS: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

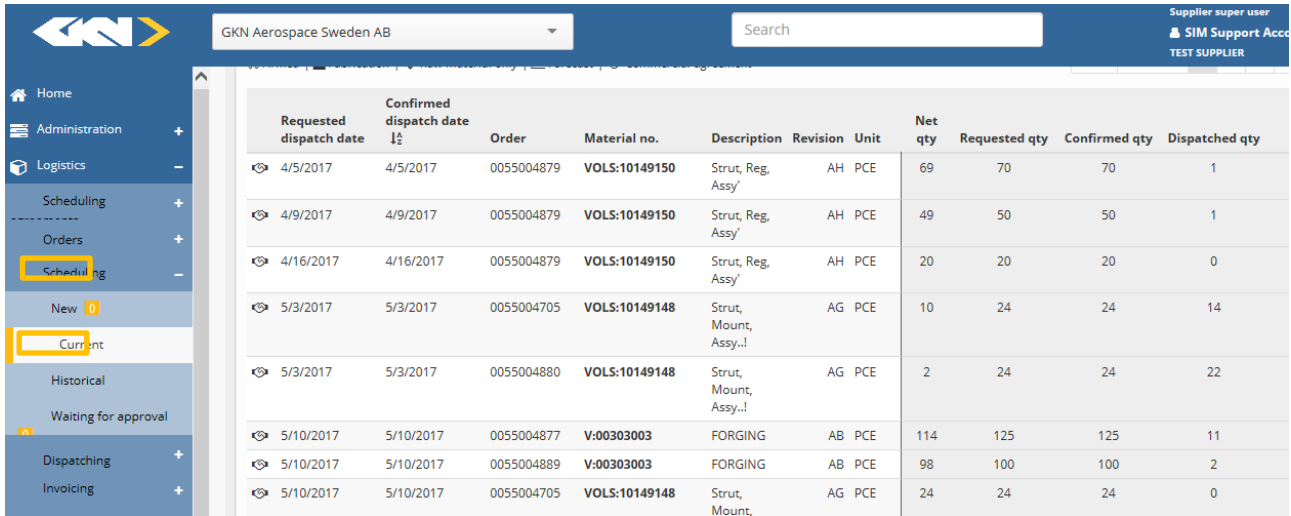
Click on “Historical” in the menu to show changes that has been made to a Purchase Order. If there are many entries, you can filter on a specific order number to see the changes for that specific order.



Order	Order date	Mode of transport	Items	Total net amount
0045410929	3/3/2017		7	1.00
0045410927	3/3/2017		1	3.00
0045410916	2/22/2017		1	5,000.00

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

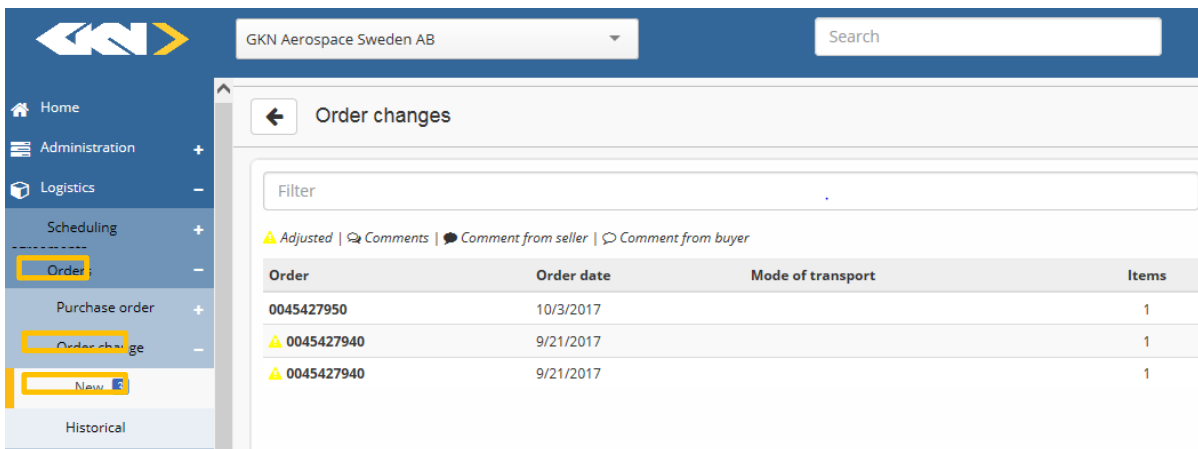
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 20 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------



Requested dispatch date	Confirmed dispatch date	Order	Material no.	Description	Revision	Unit	Net qty	Requested qty	Confirmed qty	Dispatched qty
4/5/2017	4/5/2017	0055004879	VOLS:10149150	Strut, Reg, Assy'	AH	PCE	69	70	70	1
4/9/2017	4/9/2017	0055004879	VOLS:10149150	Strut, Reg, Assy'	AH	PCE	49	50	50	1
4/16/2017	4/16/2017	0055004879	VOLS:10149150	Strut, Reg, Assy'	AH	PCE	20	20	20	0
5/3/2017	5/3/2017	0055004705	VOLS:10149148	Strut, Mount, Assy..l	AG	PCE	10	24	24	14
5/3/2017	5/3/2017	0055004880	VOLS:10149148	Strut, Mount, Assy..l	AG	PCE	2	24	24	22
5/10/2017	5/10/2017	0055004877	V:00303003	FORGING	AB	PCE	114	125	125	11
5/10/2017	5/10/2017	0055004889	V:00303003	FORGING	AB	PCE	98	100	100	2
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.



Order	Order date	Mode of transport	Items
0045427950	10/3/2017		1
▲ 0045427940	9/21/2017		1
▲ 0045427940	9/21/2017		1

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 21 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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.

☰ Order Items

▲ Adjusted | ▲ Rejected | 💬 Comments | 🗨 Comment from seller | 🗨 Comment from buyer

Item	Action	Material no.	Description	Revision	Confirmed qty	Dispatched qty	Unit	Delivery date	Total net amount
10	Change	VOLS:10149148	Strut, Mount, Assy!	AG	7	1	PCE	Delivery schedule	00
≡ 1 / # 1									
<b>Total</b>									<b>3,080.00</b>

### 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.	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.

☰ Scheduling agreement - 0055004881

🔍 Scheduling agreement Confirmed

Scheduling agreement no. 0055004881	Document date 3/10/2017
Effective from date 3/10/2017	To date 12/31/2018
Price 50.00	Currency USD
Signature 34294 (3/10/2017)	

🔍 Item information

Material no. V:00300970	Partner material no. Missing
Customer description Case Fvrd - LPT Case	Partner item desc. -
Revision AF	Unit PCE

🔍 Last received deliveries

Not delivered until  
Quantity left: 0

Date	Dispatch no.	Quantity
-		

📎 Attachments

📄 0055004881\_20170310082732.pdf  
27.2 KB

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.

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page <b>22 (34)</b>
---------------------------	-----------------	------------------	--------------	-----------------	-----------------------------

Scheduling agreement - Customer unit - Partner

**Delivery address**

Name: GKN Aerospace Sweden AB  
Address: Flygmotorvägen  
City: TROLLHÄTTAN  
Postal code: 461 38  
Country: SE

**Customer address**

Name: GKN Aerospace Sweden AB  
Address: Flygmotorvägen 1  
City: Trollhättan  
Postal code: 46181  
Country: SE

**Customer contact**

Name: Ida Engelin  
Phone: 46 520292857  
E-mail address: ida.engelin@gknaerospace.com

[Confirm](#)

To confirm the Schedule Agreement, including all requirements in the attachment, press [Confirm](#) button. If you have any questions contact your GKN buyer.

Scheduling agreement - 0055004810

Scheduling agreement - Customer unit - Partner

**Scheduling agreement**

Scheduling agreement no. 0055004810  
Document date 3/3/2017  
Effective from date 3/2/2017  
To date 12/31/2018  
Price 200.00  
Currency EUR  
Signature -

**Item information**

Material no. VOLS:10149148  
Partner material no. Missing  
Customer description Strut, Mount, Assy  
Partner item desc. -  
Revision AG  
Unit PCE

**Last received deliveries**

Not delivered until  
Quantity left: 0

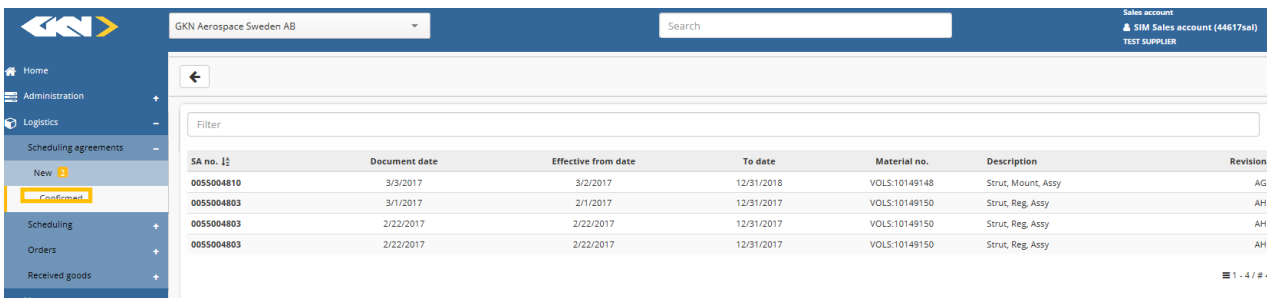
Date	Dispatch no.	Quantity
-		

**Attachments**

0055004810\_20170303092020.pdf  
21.9 KB

[Confirm](#)

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



SA no. ID	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
0055004803	3/1/2017	2/1/2017	12/31/2017	VOLS:10149150	Strut, Reg, Assy	AH
0055004803	2/22/2017	2/22/2017	12/31/2017	VOLS:10149150	Strut, Reg, Assy	AH
0055004803	2/22/2017	2/22/2017	12/31/2017	VOLS:10149150	Strut, Reg, Assy	AH

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 agreement - 0055004810

Scheduling agreement - Customer unit - Partner

**Scheduling agreement** Confirmed

Scheduling agreement no. 0055004810  
Document date 3/3/2017  
Effective from date 3/2/2017  
To date 12/31/2018  
Price 200.00  
Currency EUR  
Signature .44617sal (3/6/2017)

**Item information**

Material no. VOLS:10149148  
Partner material no. Missing  
Customer description Strut, Mount, Assy  
Partner item desc. -  
Revision AG  
Unit PCE

**Last received deliveries**

Not delivered until  
Quantity left: 0

Date	Dispatch no.	Quantity
-		

**Attachments**

0055004810\_20170303092020.pdf  
21.9 KB

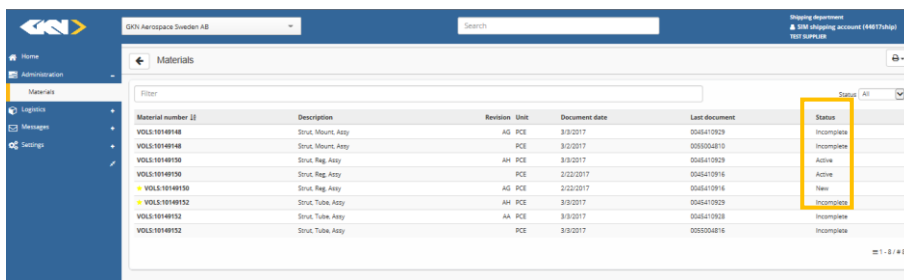
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 23 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

## 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.

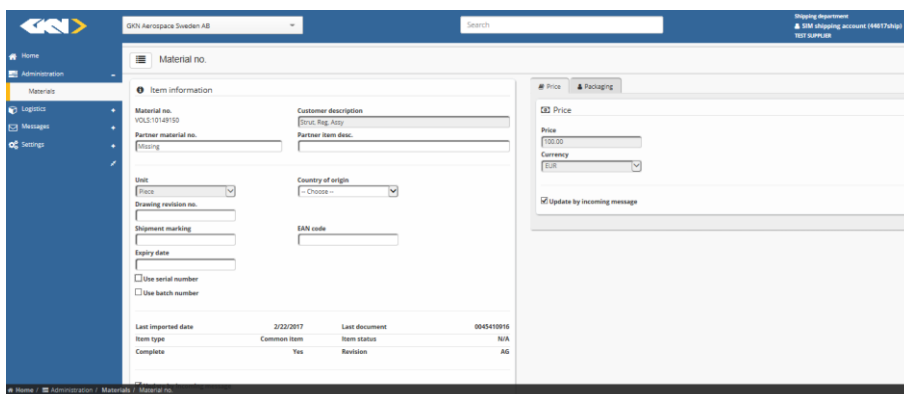
If the welcome screen show incomplete materials, you will find more information either through *Administration / Materials* in the left side menu or by clicking on the text “incomplete materials”. The “Status”-column displays “Incomplete” for those materials that needs to be updated.



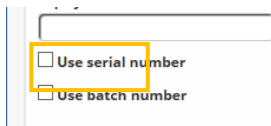
Material number	Description	Revision	Unit	Document date	Last document	Status
VOLS10149148	Struc. Mount, Assy	AG	PCB	3/9/2017	0045410929	Incomplete
VOLS10149148	Struc. Mount, Assy	PCB	PCB	3/9/2017	0050504910	Incomplete
VOLS10149150	Struc. Reg. Assy	AA	PCB	3/9/2017	0045410929	Active
VOLS10149150	Struc. Reg. Assy	PCB	PCB	2/22/2017	0045410916	Active
VOLS10149150	Struc. Reg. Assy	AG	PCB	2/22/2017	0045410916	New
VOLS10149152	Struc. Tube, Assy	AA	PCB	3/9/2017	0045410929	Incomplete
VOLS10149152	Struc. Tube, Assy	AA	PCB	3/9/2017	0045410928	Incomplete
VOLS10149152	Struc. Tube, Assy	PCB	PCB	3/9/2017	0050504916	Incomplete

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



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



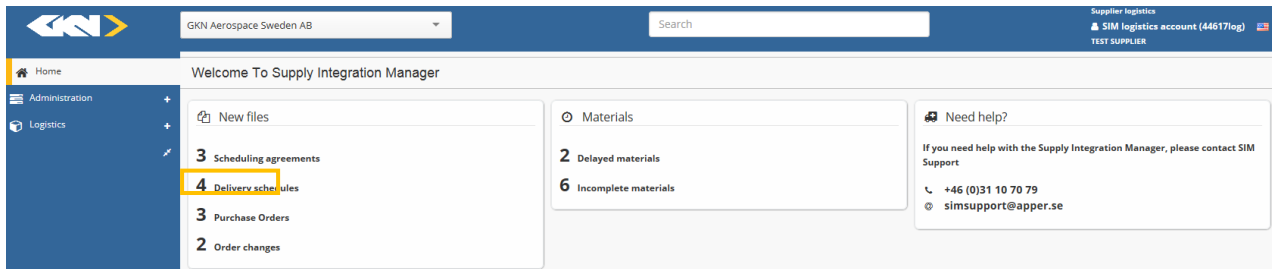
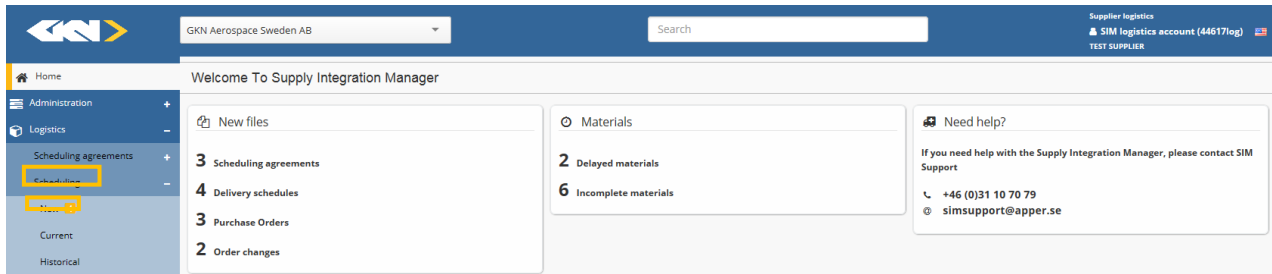
For parts with no traceability requirements, just press the Save button to save the information. Material will now show as active or new and is ready to be shipped at requested delivery date.



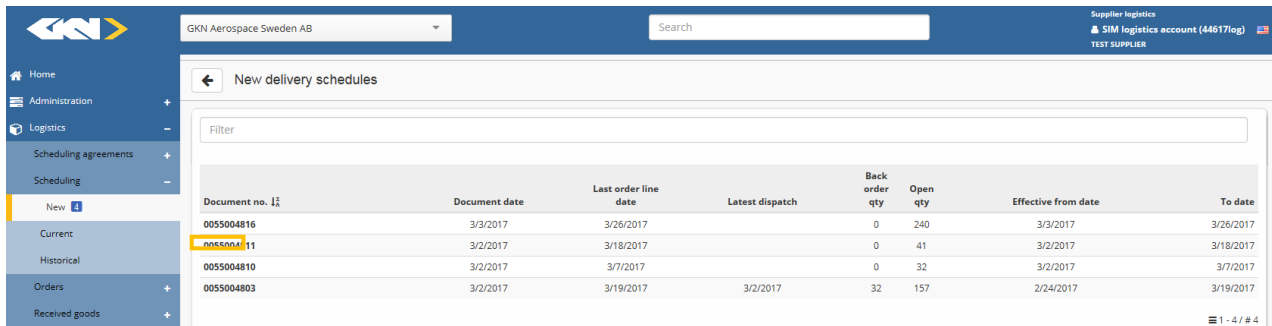
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 24 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

## 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.

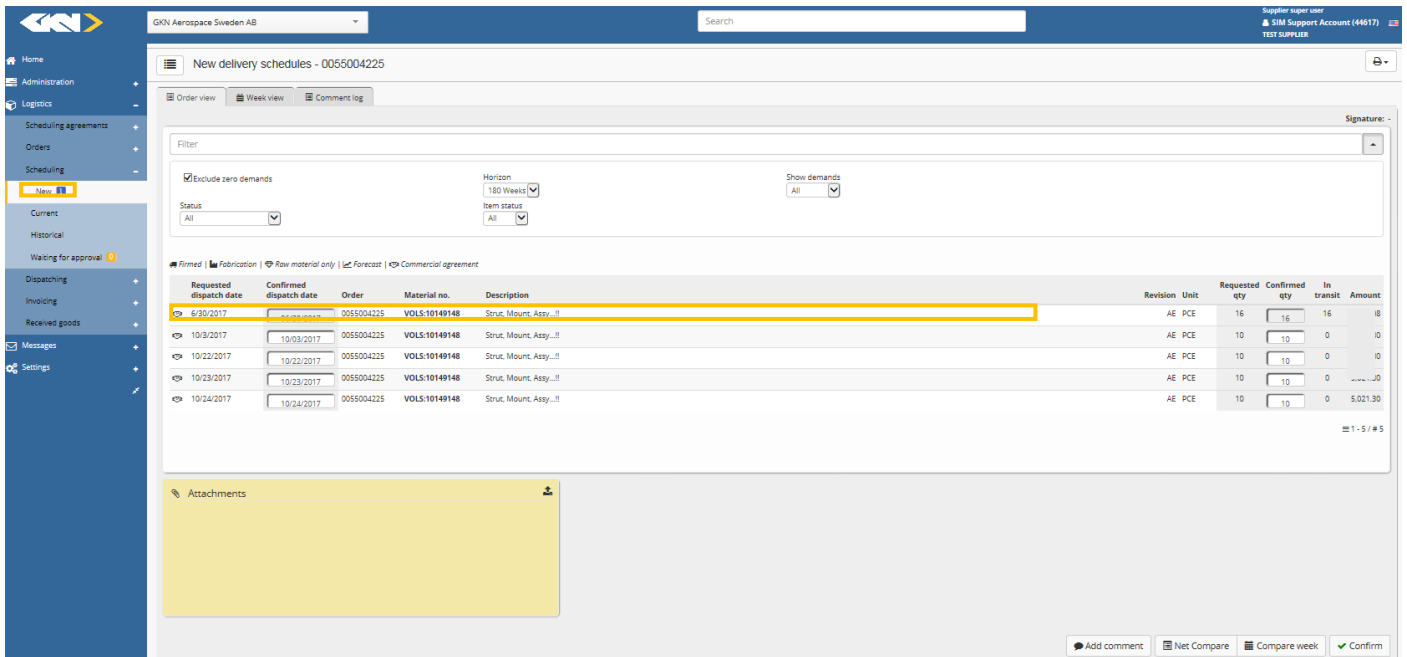
Click on one of the Scheduling agreements to review and confirm.



Document no.	Document date	Last order line date	Latest dispatch	Back order qty	Open qty	Effective from date	To date
0055004816	3/3/2017	3/26/2017		0	240	3/3/2017	3/26/2017
0055004811	3/2/2017	3/18/2017		0	41	3/2/2017	3/18/2017
0055004810	3/2/2017	3/7/2017		0	32	3/2/2017	3/7/2017
0055004803	3/2/2017	3/19/2017	3/2/2017	32	157	2/24/2017	3/19/2017

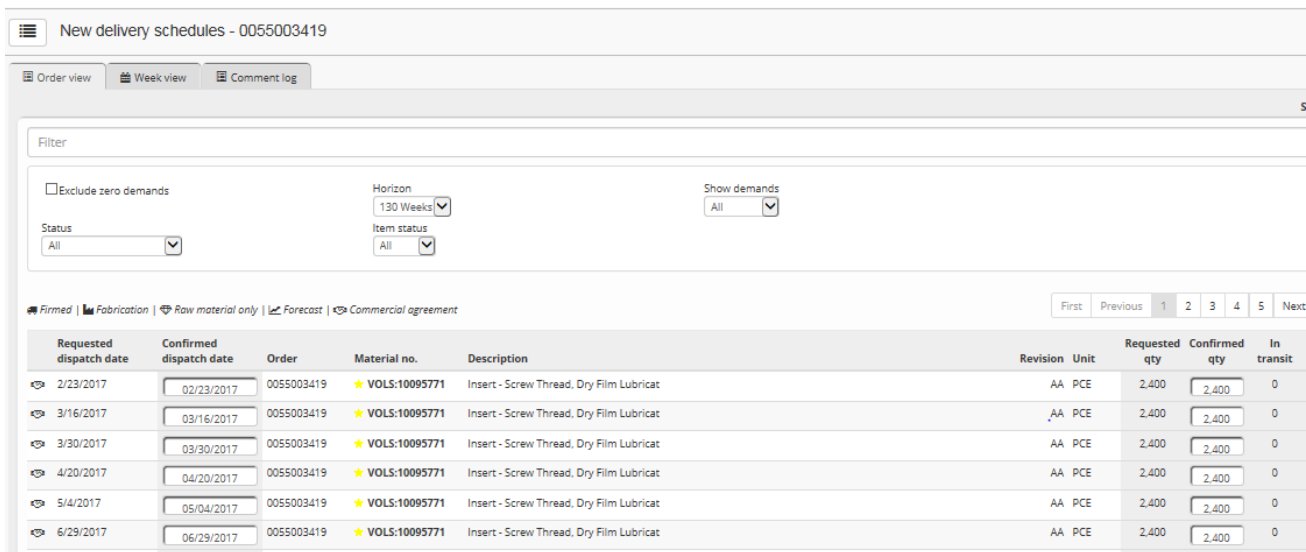
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 25 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

First you will enter the order view screen.



Requested dispatch date	Confirmed dispatch date	Order	Material no.	Description	Revision	Unit	Requested qty	Confirmed qty	In transit	Amount
6/30/2017	10/03/2017	0055004225	VOLS:10149148	Strut, Mount, Assy...I	AE	PCE	16	16	16	18
10/9/2017	10/03/2017	0055004225	VOLS:10149148	Strut, Mount, Assy...I	AE	PCE	10	10	0	10
10/22/2017	10/22/2017	0055004225	VOLS:10149148	Strut, Mount, Assy...I	AE	PCE	10	10	0	10
10/23/2017	10/23/2017	0055004225	VOLS:10149148	Strut, Mount, Assy...I	AE	PCE	10	10	0	10
10/24/2017	10/24/2017	0055004225	VOLS:10149148	Strut, Mount, Assy...I	AE	PCE	10	10	0	5,021.30

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.



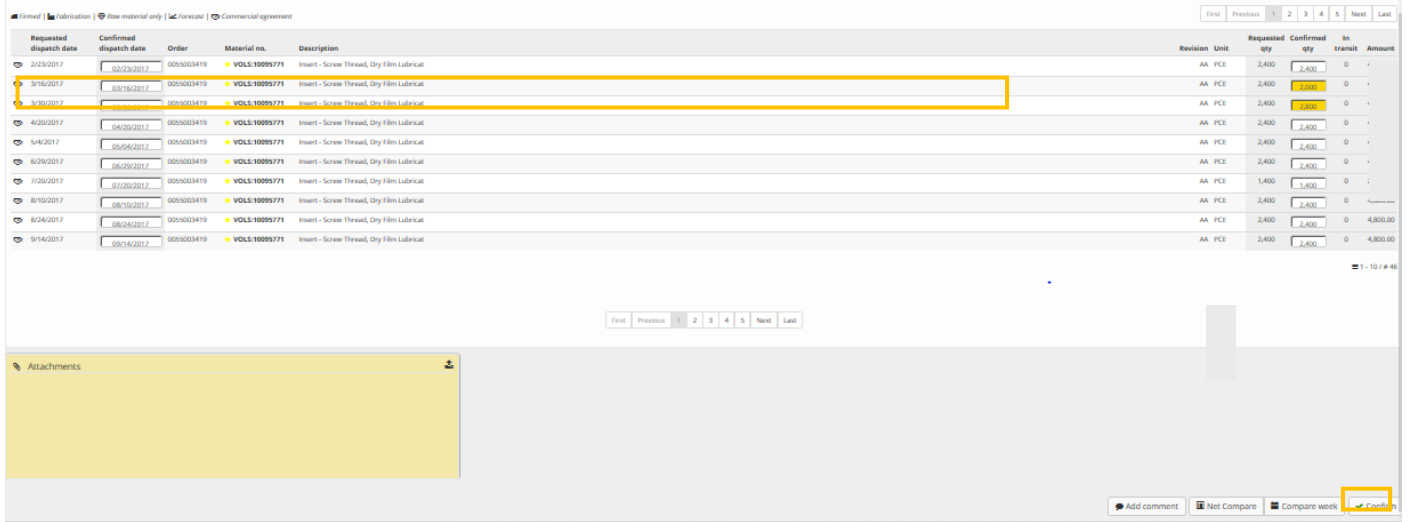
Requested dispatch date	Confirmed dispatch date	Order	Material no.	Description	Revision	Unit	Requested qty	Confirmed qty	In transit
2/23/2017	02/23/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0
3/16/2017	03/16/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0
3/30/2017	03/30/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0
4/20/2017	04/20/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0
5/4/2017	05/04/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0
6/29/2017	06/29/2017	0055003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	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:

3/16/2017	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	2,400	

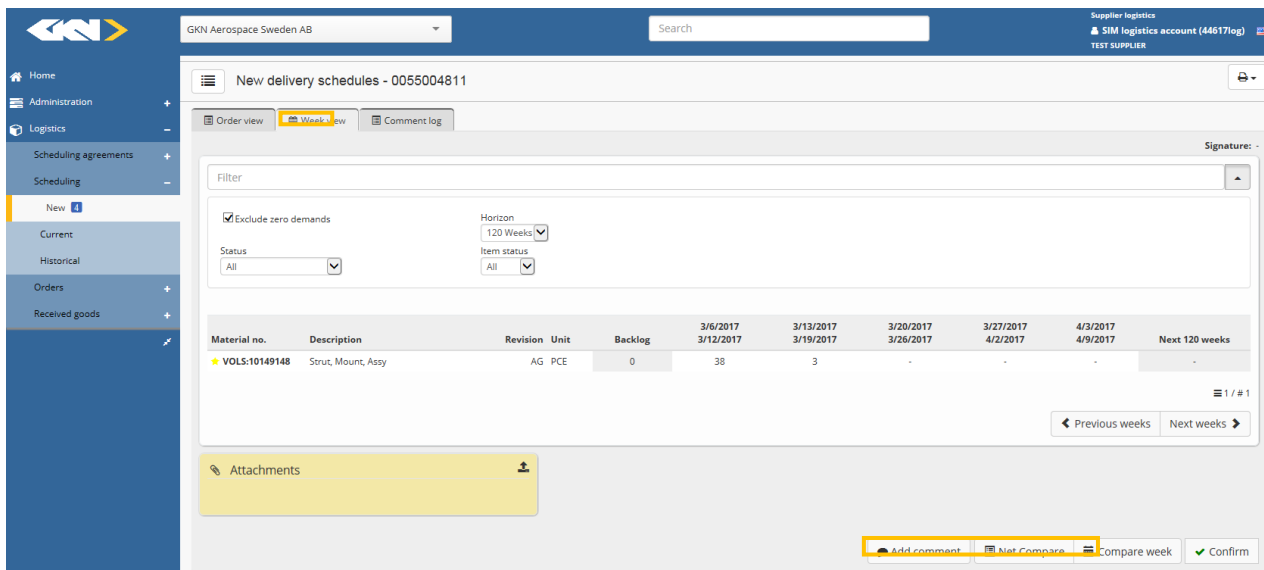
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 26 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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





Requested dispatch date	Confirmed dispatch date	Order	Material no.	Description	Revision	Unit	Requested qty	Confirmed qty	In transit	Amount
2/23/2017	02/22/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
3/15/2017	03/15/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
3/29/2017	03/29/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
4/20/2017	04/20/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
5/4/2017	05/04/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
6/29/2017	06/29/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
7/20/2017	07/20/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
8/19/2017	08/19/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	0
8/24/2017	08/24/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	4,800.00
9/14/2017	09/14/2017	005003419	VOLS:10095771	Insert - Screw Thread, Dry Film Lubricat	AA	PCE	2,400	2,400	0	4,800.00

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

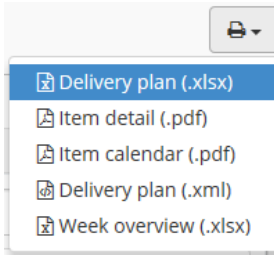


Material no.	Description	Revision	Unit	Backlog	3/6/2017	3/13/2017	3/20/2017	3/27/2017	4/3/2017	Next 120 weeks
VOLS:10149148	Strut, Mount, Assy		AG PCE	0	38	3	-	-	-	-

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  or the  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).

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 27 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------



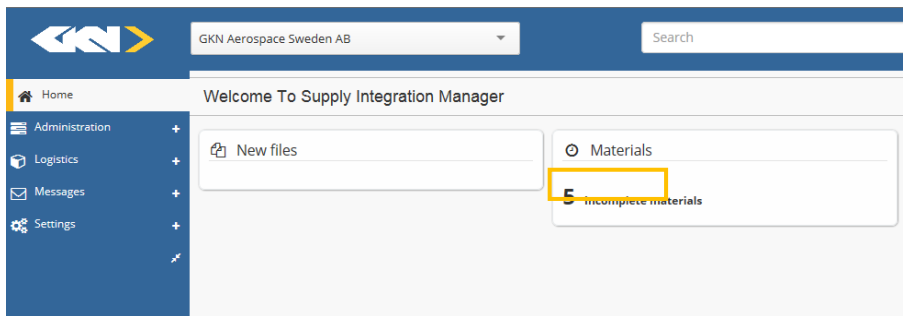
When you have made all changes press the Confirm button to confirm the Schedule and commit to the delivery dates.

## 5 Shipping - Create Dispatch Advise

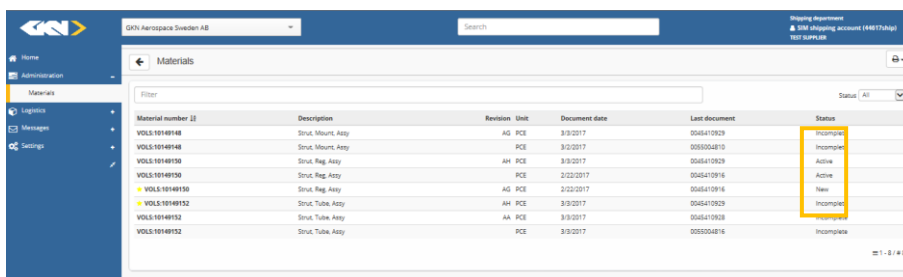
When you log into the GKN Supplier Portal you will first enter the “Home - Welcome screen”.

### 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)



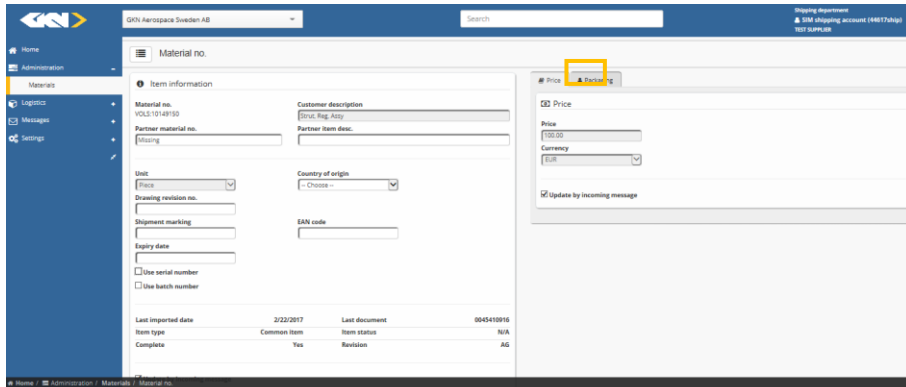
For a material it is possible to enter Pallet handling information. You find the information under *Administration / Materials* in the left side menu.



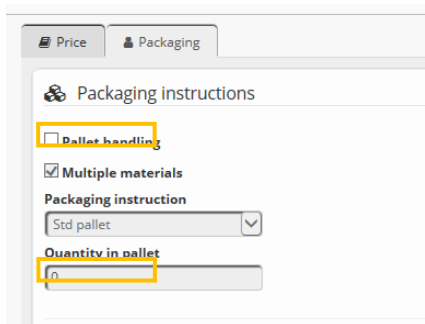
Click on the Material number that you want to edit.


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

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 28 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------



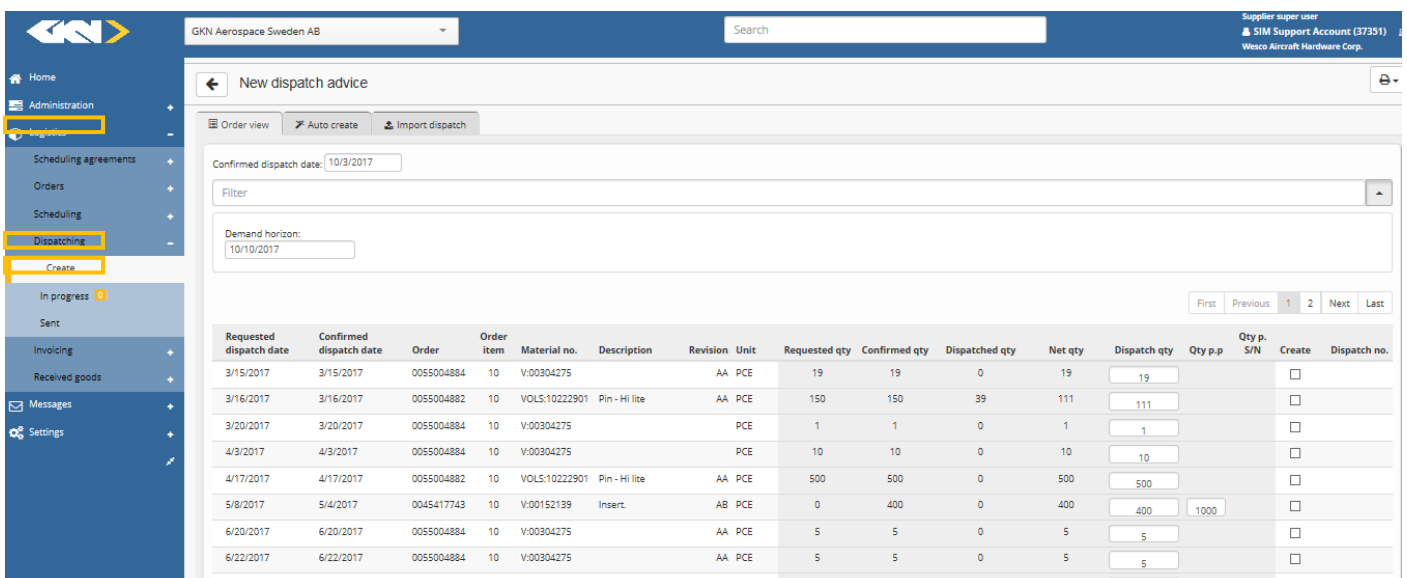
To use pallet handling, mark the box for pallet handling. You then also need to enter how many pieces will be packed in the box or on the pallet, in the "Quantity in pallet" field. For Example 20 means you will get one Goods Label for every 20 pieces.



Click the  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*.



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.p	Qty p. S/N	Create	Dispatch no.
3/15/2017	3/15/2017	0055004884	10	V:00304275		AA	PCE	19	19	0	19	19			<input type="checkbox"/>	
3/16/2017	3/16/2017	0055004882	10	VOLS:10222901	Pin - Hi lite	AA	PCE	150	150	39	111	111			<input type="checkbox"/>	
3/20/2017	3/20/2017	0055004884	10	V:00304275			PCE	1	1	0	1	1			<input type="checkbox"/>	
4/3/2017	4/3/2017	0055004884	10	V:00304275			PCE	10	10	0	10	10			<input type="checkbox"/>	
4/17/2017	4/17/2017	0055004882	10	VOLS:10222901	Pin - Hi lite	AA	PCE	500	500	0	500	500			<input type="checkbox"/>	
5/8/2017	5/4/2017	0045417743	10	V:00152139	Insert.	AB	PCE	0	400	0	400	400	1000		<input type="checkbox"/>	
6/20/2017	6/20/2017	0055004884	10	V:00304275		AA	PCE	5	5	0	5	5			<input type="checkbox"/>	
6/22/2017	6/22/2017	0055004884	10	V:00304275		AA	PCE	5	5	0	5	5			<input type="checkbox"/>	

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 29 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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 today's 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.

← New dispatch advice

Order view | Auto create | Import dispatch

Confirmed dispatch date: 10/4/2017


vols:10149150

Demand 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.p	Qty p. S/N	Create	Dispatch no.
4/5/2017	4/5/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	70	70	1	69	69			<input type="checkbox"/>	
4/9/2017	4/9/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	50	50	1	49	49			<input type="checkbox"/>	
4/16/2017	4/16/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	20	20	0	20	20			<input type="checkbox"/>	
5/10/2017	5/10/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	20	20	0	20	20			<input type="checkbox"/>	
5/21/2017	5/21/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	20	20	0	20	20			<input type="checkbox"/>	
5/24/2017	5/24/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	40	40	0	40	40			<input type="checkbox"/>	
5/29/2017	5/29/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
5/30/2017	5/30/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
5/31/2017	5/31/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
6/1/2017	6/1/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
6/28/2017	6/28/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	40	40	0	40	40			<input type="checkbox"/>	
7/1/2017	7/1/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
7/19/2017	7/19/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	40	40	0	40	40			<input type="checkbox"/>	
8/1/2017	8/1/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
8/2/2017	8/2/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	40	40	0	40	40			<input type="checkbox"/>	


### 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 not 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.

5/24/2017	5/24/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	40	40	0	40	40			<input type="checkbox"/>	
5/29/2017	5/29/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input checked="" type="checkbox"/>	1000376
5/30/2017	5/30/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input checked="" type="checkbox"/>	1000376
5/31/2017	5/31/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
6/1/2017	6/1/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	
5/24/2017	5/24/2017	0055004879	10	VOLS:10149150	Strut. Reg. Assy'	AH	PCE	40	40	0	40	40			<input type="checkbox"/>	
5/29/2017	5/29/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	1000376
5/30/2017	5/30/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	1000376
5/31/2017	5/31/2017	0055004226	10	VOLS:10149150	Strut. Reg. Assy...	AE	PCE	40	40	0	40	40			<input type="checkbox"/>	

### 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.



Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page <b>30 (34)</b>
---------------------------	-----------------	------------------	--------------	-----------------	-----------------------------

▲	5/21/2017	5/21/2017	0055004879	10	VOLS:10149150	Strut, Reg. Assy	AH	PCE	20	20	0	20	20	<input type="checkbox"/>
▲	5/24/2017	5/24/2017	0055004879	10	VOLS:10149150	Strut, Reg. Assy	AH	PCE	40	40	0	40	40	<input type="checkbox"/>
▲	5/29/2017	5/29/2017	0055004226	10	VOLS:10149150	Strut, Reg. Assy...	AE	PCE	40	40	0	40	20	<input checked="" type="checkbox"/>
▲	5/30/2017	5/30/2017	0055004226	10	VOLS:10149150	Strut, Reg. Assy	AE	PCE	40	40	0	40	40	<input type="checkbox"/>
▲	5/31/2017	5/31/2017	0055004226	10	VOLS:10149150	Strut, Reg. Assy...	AE	PCE	40	40	0	40	40	<input type="checkbox"/>

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	<input type="checkbox"/>
▲	3/3/2017	0055004816	10	VOLS:10149152	Strut, Tube, Assy	PCE	10	2	100030	<input type="checkbox"/>	
▲	3/4/2017	0055004816	10	VOLS:10149152	Strut, Tube, Assy	PCE	10	10	5	1	<input type="checkbox"/>

2.) Click on the *Material no*

Dispatch advice - 1000235

Dispatch advice

Dispatch no. 1000235

Dispatch date 3/14/2017

Supplier reference

Tracking number

Comment

Information

Missing serial number for material V:00303003  
Missing serial number for material V:00303003

Materials

Filter

Material no.	Description	Pallets	Printed	Suggested qty	Dispatch qty	Unit
V:00303003	FORGING	3	No	3	3	PCE

Print goodslabels Send dispatch Delete dispatch

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

Orders


Order	Order item	Dispatch date	Status	Suggested qty	Dispatched qty	Smallbox	Transport unit	Batch no.	Serial number	Pallet
0055004877	10	3/13/2017	Commercial agreement	1	1	No	100.0		1	
0055004877	10	3/14/2017	Commercial agreement	2	1	No	101.0		2	
0055004877	10	3/14/2017	Commercial agreement		1	No	102.0		3	

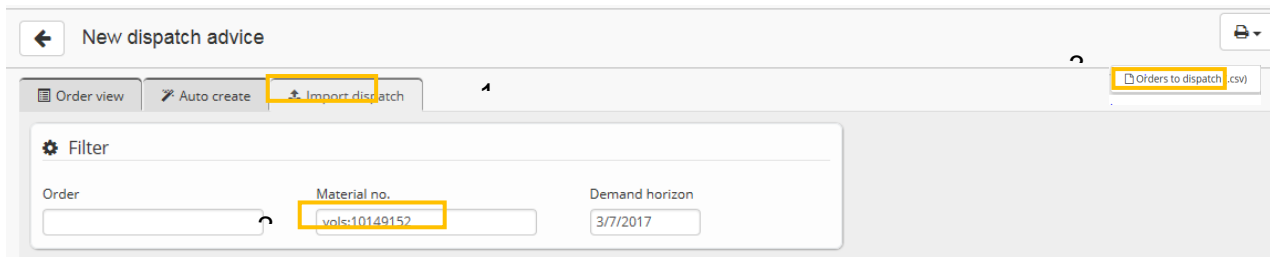
Save changes Remove orders



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.

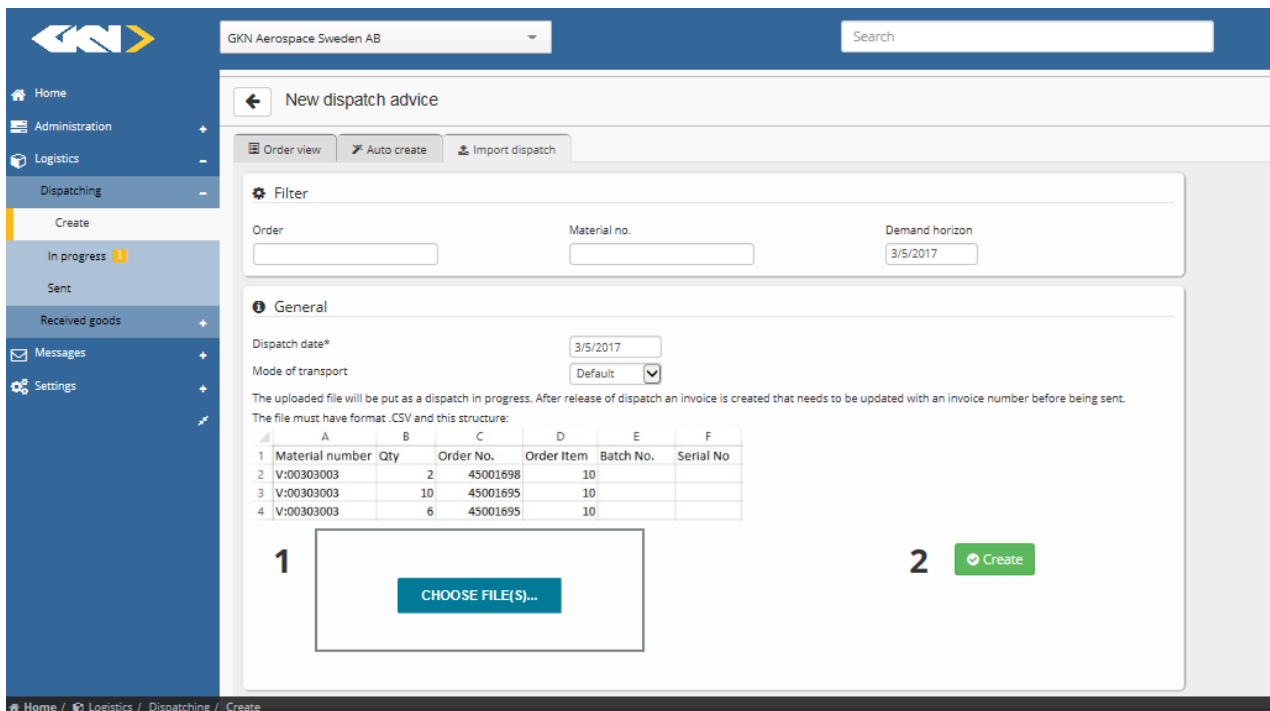
Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 31 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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.

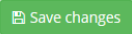
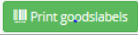
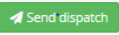
- 1.) Use Import dispatch
- 2.) Filter on the material number
- 3.) Download an csv-file by clicking  . The downloaded file will contain all demand lines/parts possible to ship for the specific material number. If some lines/parts will not be in this planned shipment erase those lines and fill in the rest with correct traceability.



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



	A	B	C	D	E	F
1	Material number	Qty	Order No.	Order Item	Batch No.	Serial No
2	V:00303003	2	45001698	10		
3	V:00303003	10	45001695	10		
4	V:00303003	6	45001695	10		

- Add Freight forwarder and tracking number in field *Tracking number*. Click  button.
- Print Goods label 
- Send dispatch 

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 32 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

Dispatch advice - 1000197 🔒

Dispatch advice | Customer unit | Partner

**Dispatch advice**

Dispatch no. 1000197

Dispatch date 3/7/2017

Supplier reference

Tracking number

**Comment**

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**Information**

Missing serial number for material VOLS:10149152  
Missing serial number for material VOLS:10149152

Materials | Attachments

Filter   Show available materials

Material no.	Description	Pallets	Printed	Suggested qty	Dispatch qty	Unit	☑
VOLS:10149152	Strut, Tube, Assy	4	No	50	20	PCE	<input type="checkbox"/>

1 / # 1

- Set to zero

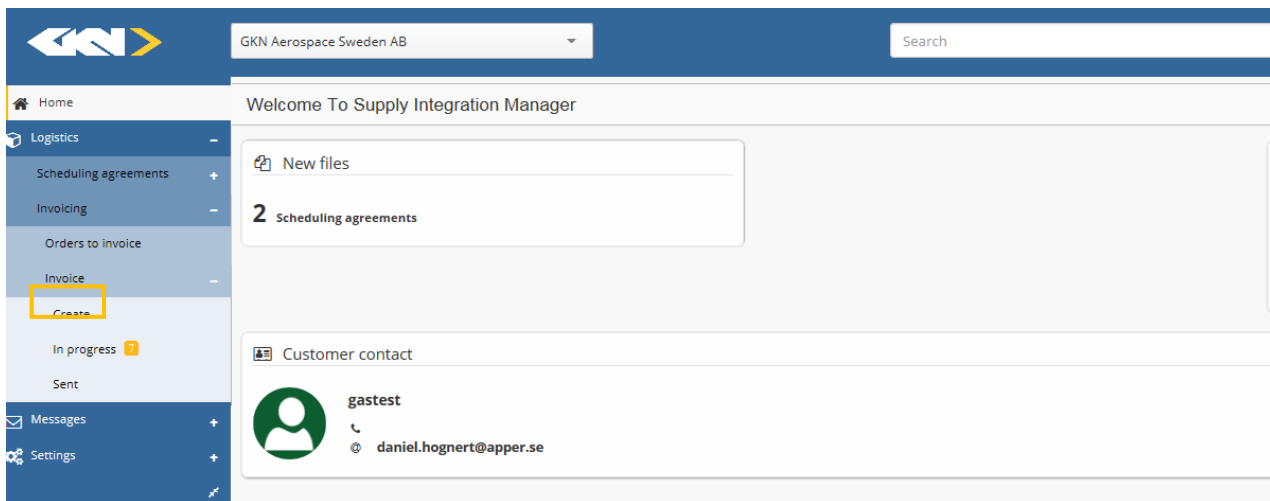
Print goods labels
Send dispatch
Delete dispatch

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

If “send dispatch” button is not possible to press check that the traceability 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*



The screenshot shows the top navigation bar with the GKN Aerospace logo and the company name 'GKN Aerospace Sweden AB'. A search bar is located on the right. The left sidebar menu includes 'Home', 'Logistics', 'Scheduling agreements', 'Invoicing', 'Orders to invoice', 'Invoice', 'Create' (highlighted with a yellow box), 'In progress 7', 'Sent', 'Messages', and 'Settings'. The main content area displays 'Welcome To Supply Integration Manager' with a 'New files' button and '2 Scheduling agreements'. Below this, there is a 'Customer contact' section for 'gastest' with the email 'daniel.hognert@apper.se'.

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.

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page <b>33 (34)</b>
---------------------------	-----------------	------------------	--------------	-----------------	-----------------------------

←
Create new invoices

📄
General

**Invoice type**

**Invoice based on**

**Invoice date**

**Dispatch no.**

**Currency**

Invoice ▼

Shipment ▼

3/8/2017

All ▼

All ▼

Create

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

Filter

Invoice no.	Invoice type	Invoice based on	Supplier reference	Invoice date	Dispatch no.	Items	Total net amount
1000001	Invoice	Shipment		3/8/2017	1000201	1	3000
1000170	Invoice	Shipment		3/8/2017	1000170	2	3000
1000171	Invoice	Shipment		3/8/2017	1000171	1	3000
1000178	Invoice	Shipment		3/8/2017	1000178	1	3000
1000180	Invoice	Shipment		3/8/2017	1000180	1	3000
1000182	Invoice	Shipment		3/8/2017	1000182	1	110.0000
1000202	Invoice	Shipment		3/8/2017	1000202	1	100.0000
1000165	Invoice	Shipment		3/1/2017	1000165	1	888.0000

1 - 8 / # 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.

Invoice: 1000201
🔒

📄
General

**Invoice type**

**Invoice based on**

**Invoice no.**

**Invoice date**

**Dispatch no.**

**Dispatch date**

**Currency**

**Contact**

**Supplier reference**

Invoice

Shipment

1000201

3/8/2017

1000201

3/3/2017

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M\InvoiceId ✕

💬
Comment

📄
Invoice lines

Item I	Material no.	Description	Order	Order item	Dispatched qty	Invoice qty	Price	Total net amount
1	VOLS:10149152	Strut, Tube, Assy	0055004816	10	2	2	1	198.00

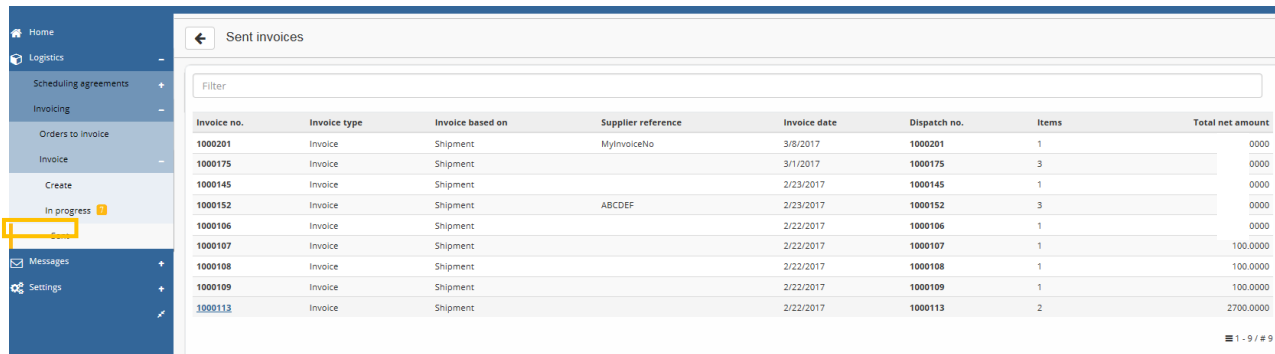
1 / # 1

Save changes
Send

Dokumenttyp/Document type	Reg.nr/Reg. No.	Dokdel./Part no.	Utgåva/Issue	Bilaga/Appendix	Sida/Page 34 (34)
---------------------------	-----------------	------------------	--------------	-----------------	----------------------

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 



Invoice no.	Invoice type	Invoice based on	Supplier reference	Invoice date	Dispatch no.	Items	Total net amount
1000201	Invoice	Shipment	MyInvoiceNo	3/8/2017	1000201	1	0000
1000175	Invoice	Shipment		3/1/2017	1000175	3	0000
1000145	Invoice	Shipment		2/23/2017	1000145	1	0000
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
1000108	Invoice	Shipment		2/22/2017	1000108	1	100.0000
1000109	Invoice	Shipment		2/22/2017	1000109	1	100.0000
1000113	Invoice	Shipment		2/22/2017	1000113	2	2700.0000

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.