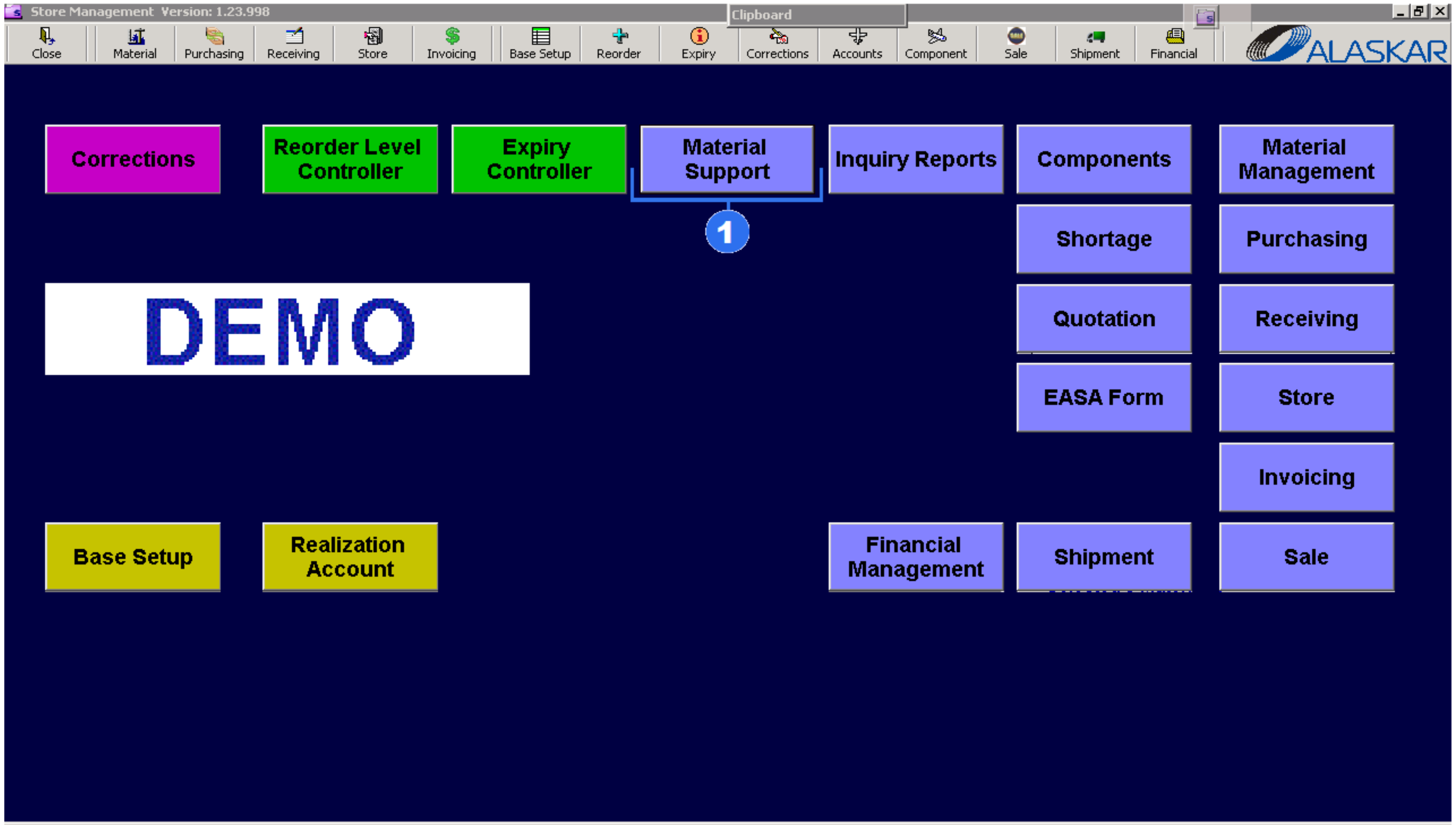
Material Support

User guidance

Contents

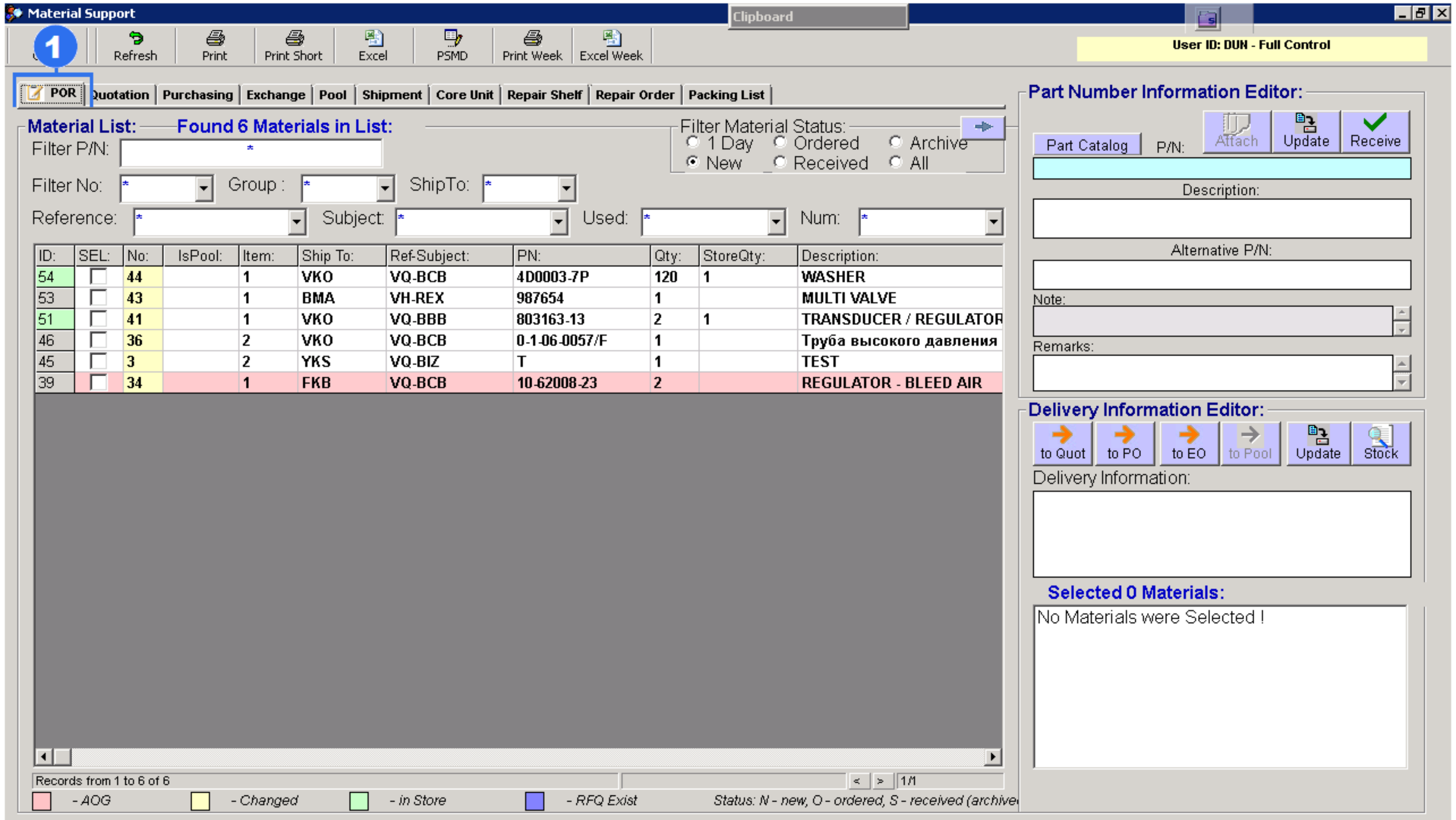
1. General



“Material Support” Sub-Module contains different tabs from other submodules

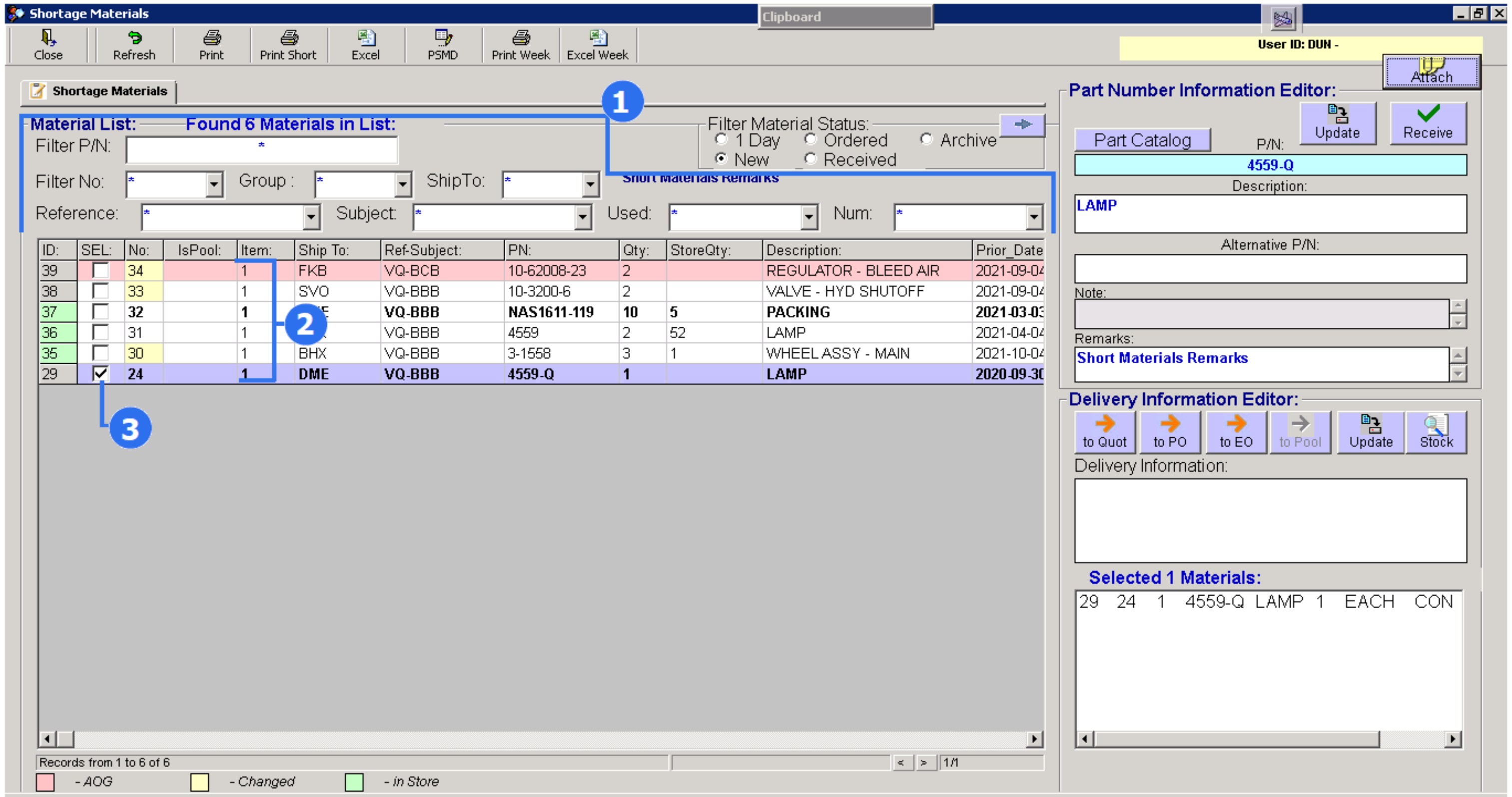
1. To begin to operate this sub – module click on the “Material Support” button.

2. Part Order Request (POR)



1. Press “POR” tab.

2.1. Shortage Materials, Transfer to Quotation, Transfer to Purchaser Order.



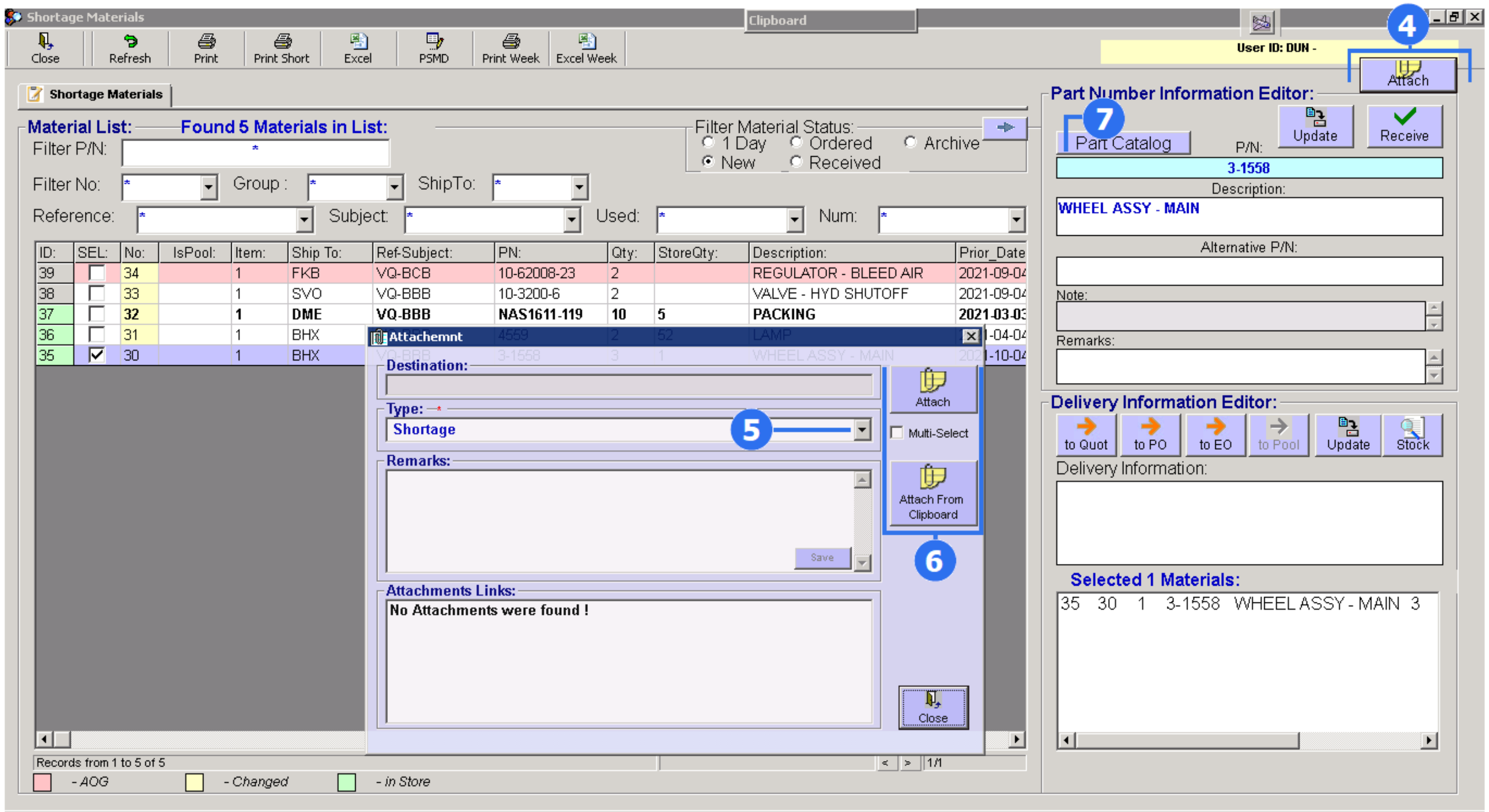
1. On the "Shortage Materials" screen use different filters to find any created POR quickly:

- Filter P/N – filter for Part Number
- Filter NO – filter for Shortage Number
- Reference – filter for Shortage Reference
- Group – filter for User Group
- Subject – filter for Shortage Reference Subject
- Ship To – filter for User Group
- Used – filter for Shortage Used For
- Num – filter for Shortage Used For Number

2. All PORs in the "Material List" is divided in colours:

  - Green – component is in store
  - Red – AOG status
  - Yellow–there was change of component quantity in orders.

3. Select and check box a line.

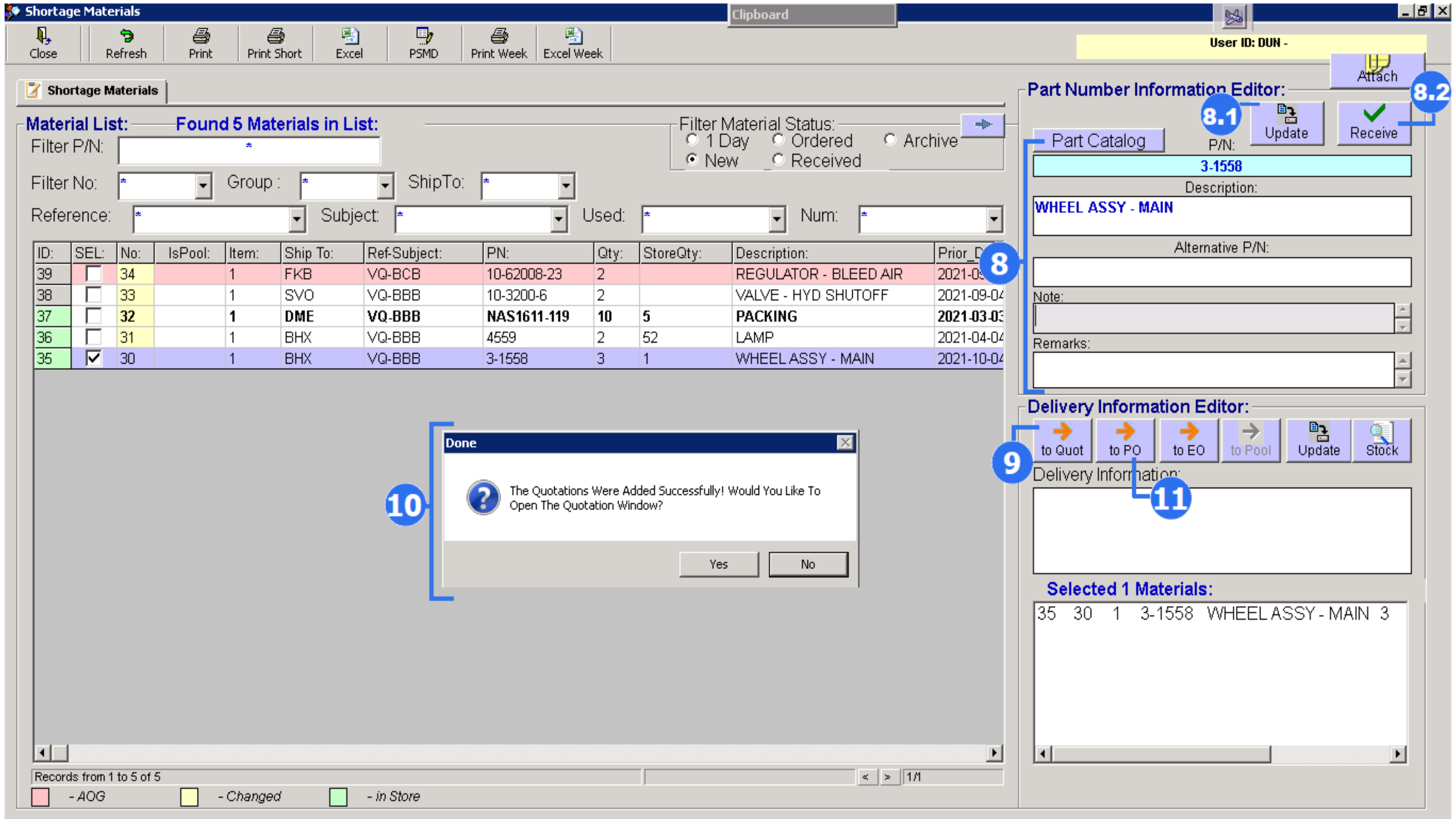


4. Press "Attach" to attach any documents.

5. Select type of document.

6. Press "Attach" button and find a document in your computer. Check box "Multi-Select" field to attach few documents. Press "Attach From Clipboard" to paste a document from clipboard.

7. If the component is not registrated in the "Material Management" submodule in the "Spare Parts" tab, press "Part Catalog" button in the "Part Number Information Editor" and fill out all necessary component information. See "Material Management" manual.



8. In “Part Number Information Editor” you can change information, for example part number, or add additional data in the other fields such as “Alternate P/N”, “Note” and “Remarks”.

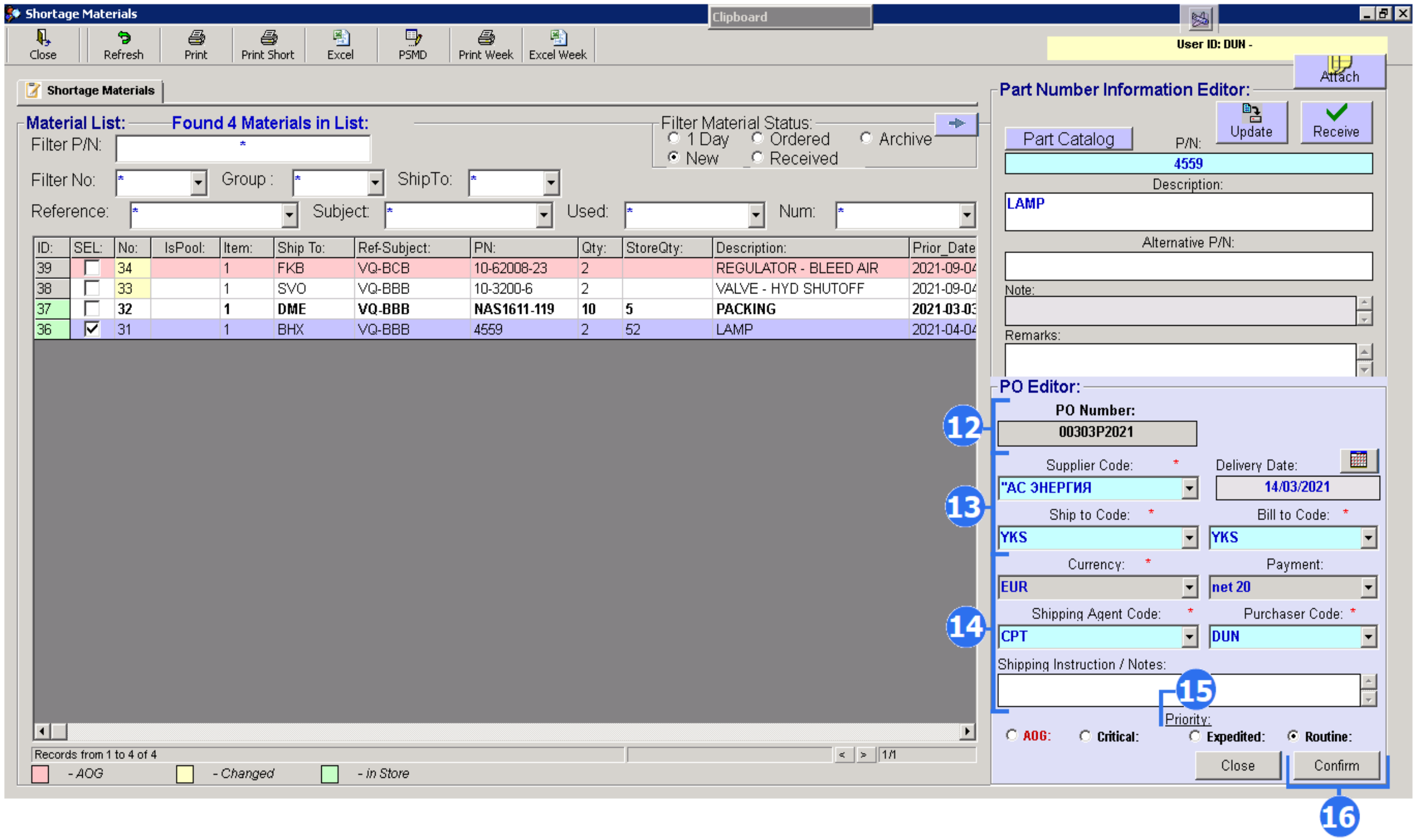
8.1. To save the data click on the “Update”,

8.2. If ordered component is in store (green line) press “Receive” button.

9. In “Delivery Information Editor” push on the “to Quotation” button.

10. “Done” screen will open. This means, that quotations were added successfully. “Yes” button allows you to transfer to “Quotation” module. “No” button closes the “Done” screen.

11. Click on the “to PO” to create purchase order here, in the “Shortage Materials” submodule.



12. PO Number will automatically appear.

13. Select Supplier code, Ship to Code and Bill to Code. Set Delivery date.

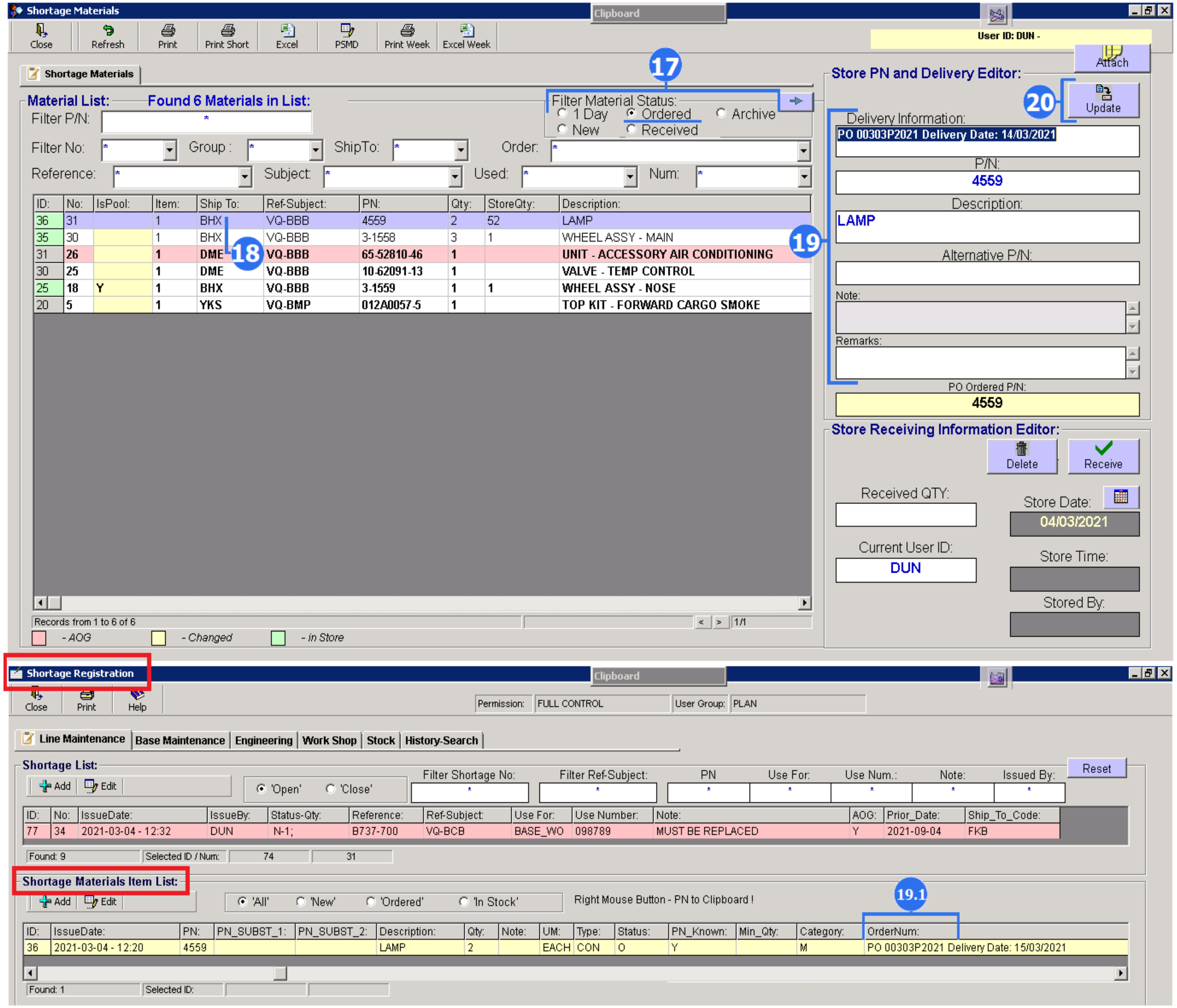
14. Choose Currency and Payment. Select from combo box Shipping Agent Code and Purchaser Code. Also, if it is necessary, enter any notes.

15. Tick priority such as:

- AOG
- Critical
- Expedited
- Routine

16. Press “Confirm” button to transfer selected item to Purchase Order.

After this action, the line will be absent in the “Material List”. This shortage will have the status “Ordered”.



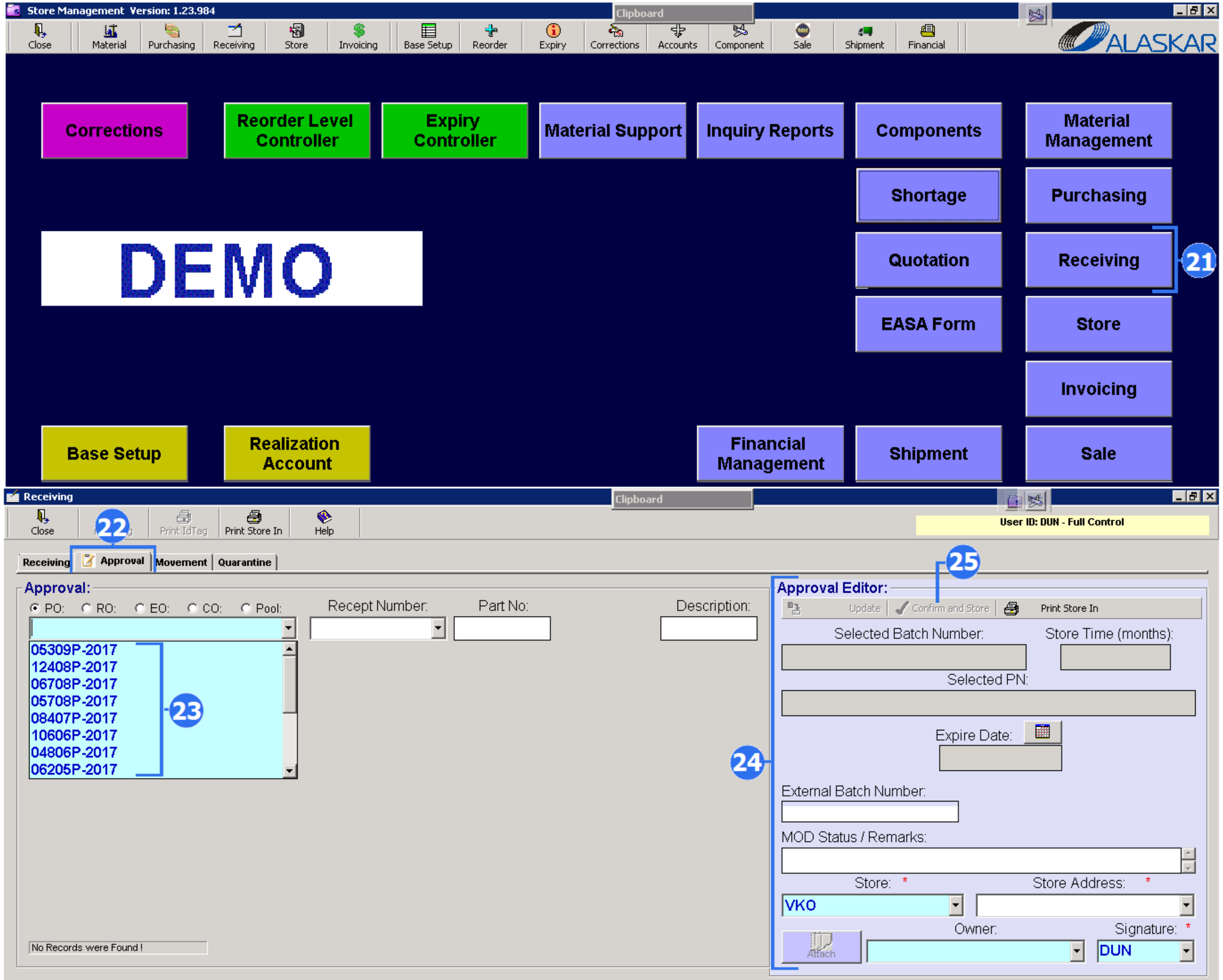
17. Use Filter Material Status. Check box "Ordered" field.

18. Look for your shortage from the whole list. Select and highlight it.

19. In the Store PN and Delivery Editor make any necessary changes. For example, change delivery date in the "Delivery Information" field.

19.1. After pressing "Update" you can monitor delivery date and PO number in the "Shortage Registration" (this submodule is in the Part M, Line Maintenance, Base Maintenance). Look at the "Shortage Materials Item List" and find "OrderNum" column.

20. Do not remember to press "Update" button to save changes.



21. This order, made for the created shortage, can be approved in the "Receiving" submodule. Press "Receiving" button on the initial screen of the "Stock" module.

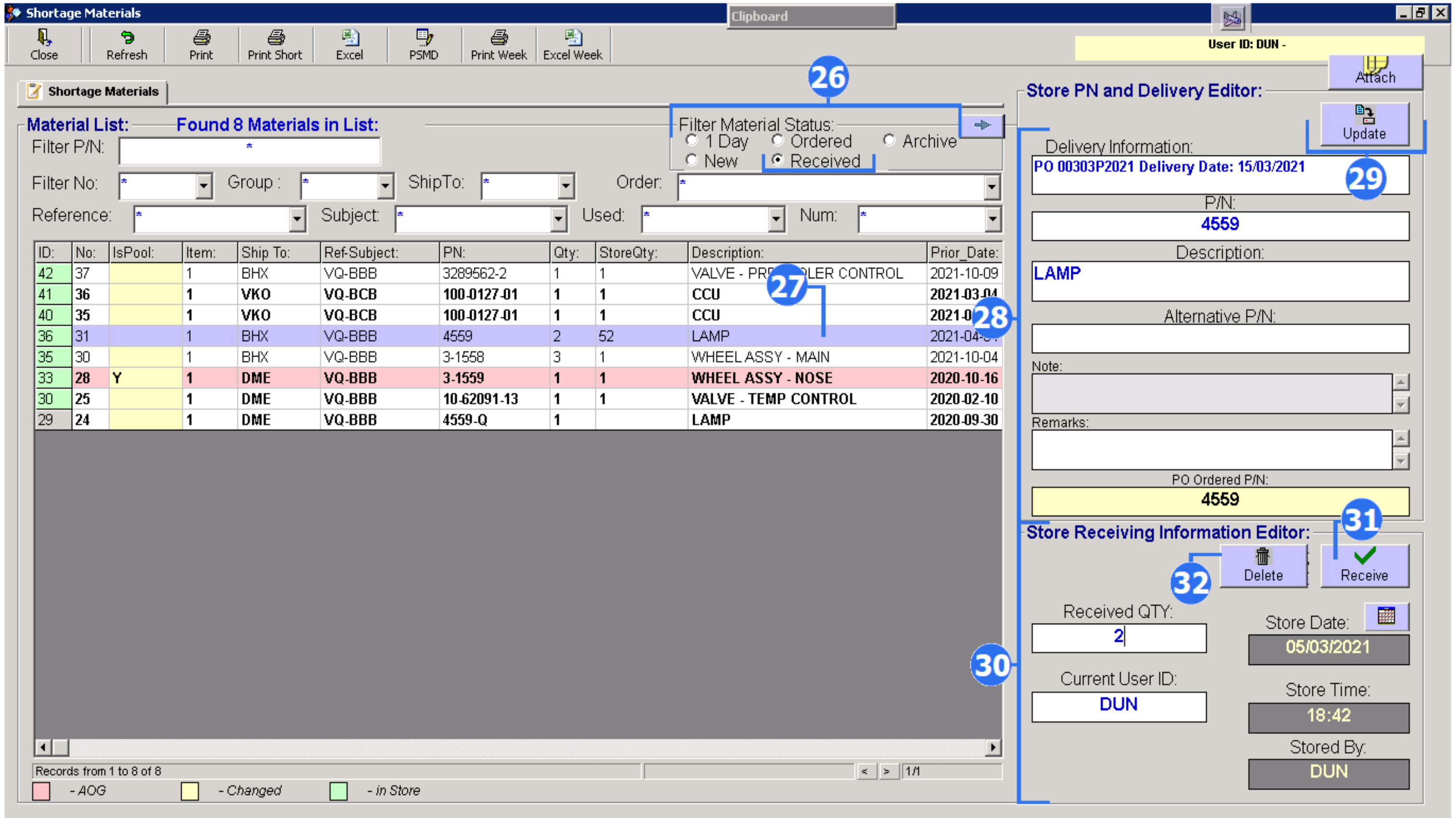
22. Select "Approval" tab.

23. Check box "PO" field and choose from combo box necessary PO number.

24. In "Approval Editor" fill out all fields.

25. Push "Confirm and Store" button to approve the component.

Now, you can make sure that this shortage has passed to the "Received" status in the "Shortage" submodule of the "Stock" module.



26. For this you need to use “Filter Material Status”. Check box “Received”.

27. From the whole list select and highlight corresponding line.

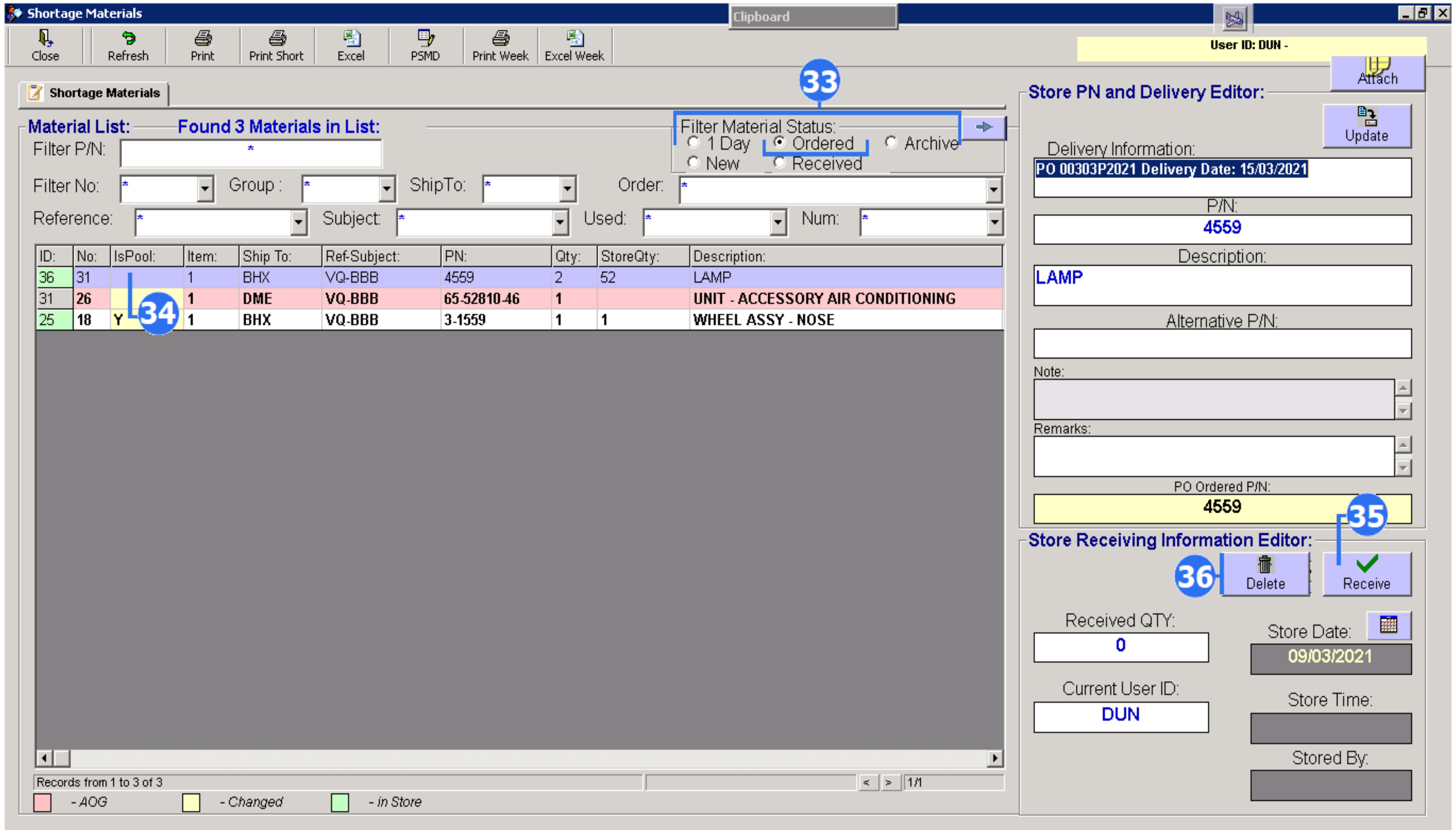
28. In “Store PN and Delivery Editor” make a change if it is necessary.

29. Click on the “Update”.

30. “Store Receiving Information Editor” allows you to change data such as quantity, user ID and date.

31. Without fail press on the “Receive” button to save a change.

32. To remove a line, press “Delete”. The line will disappear. This means that this Shortage has moved from the “Received” status to “Ordered” status.



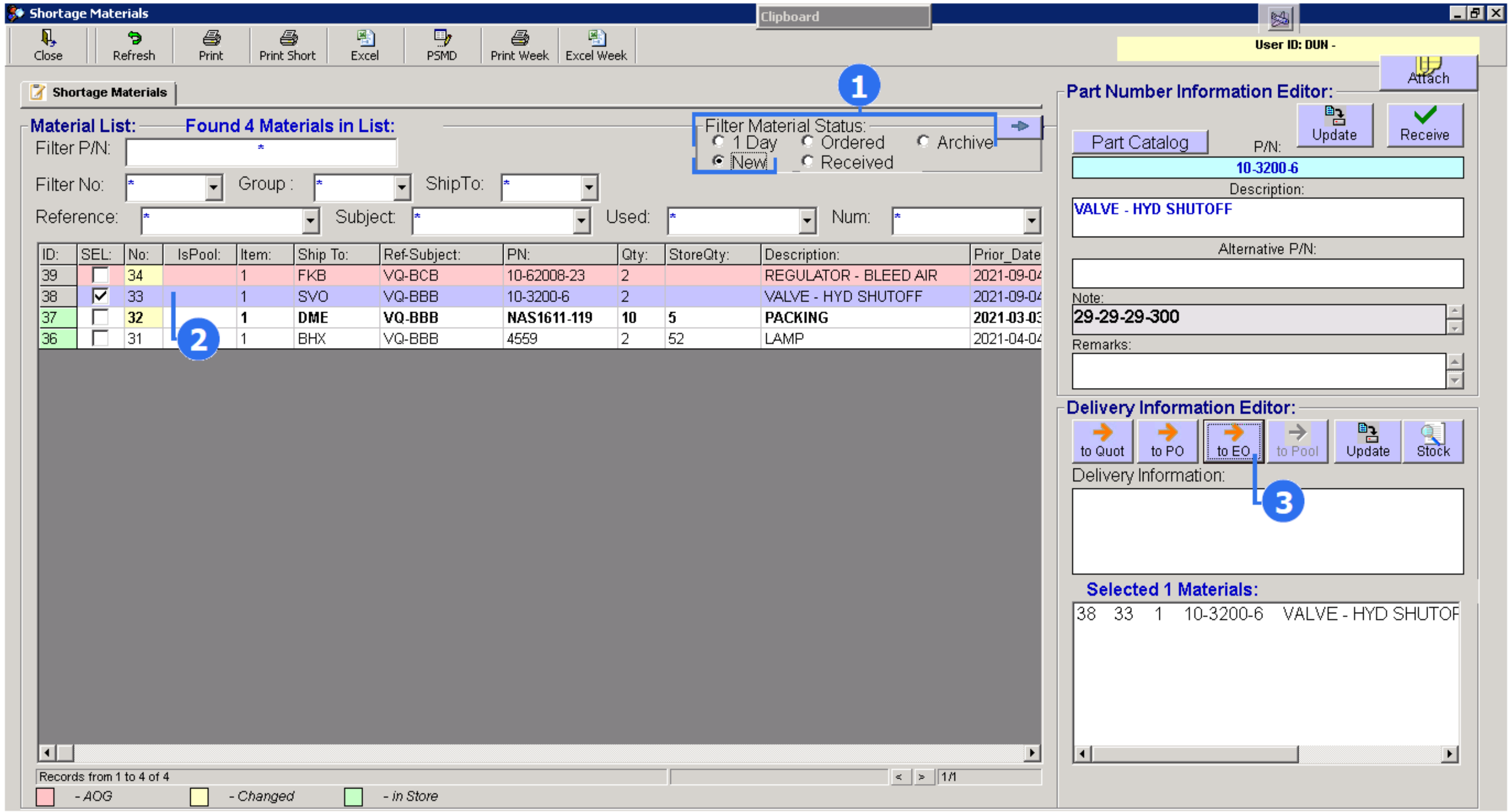
33. Check box "Ordered" field to see list ordered shortages.

34. Highlight your line.

35. In the "Store Receiving Information Editor" add or change data and click on the "Receive" button. After this action, the line will be absent in the "Material List". This shortage will have the status "Received".

36. To remove the line click on the "Delete". The line will disappear. This means that this Shortage has moved from the "Ordered" status to "New" status.

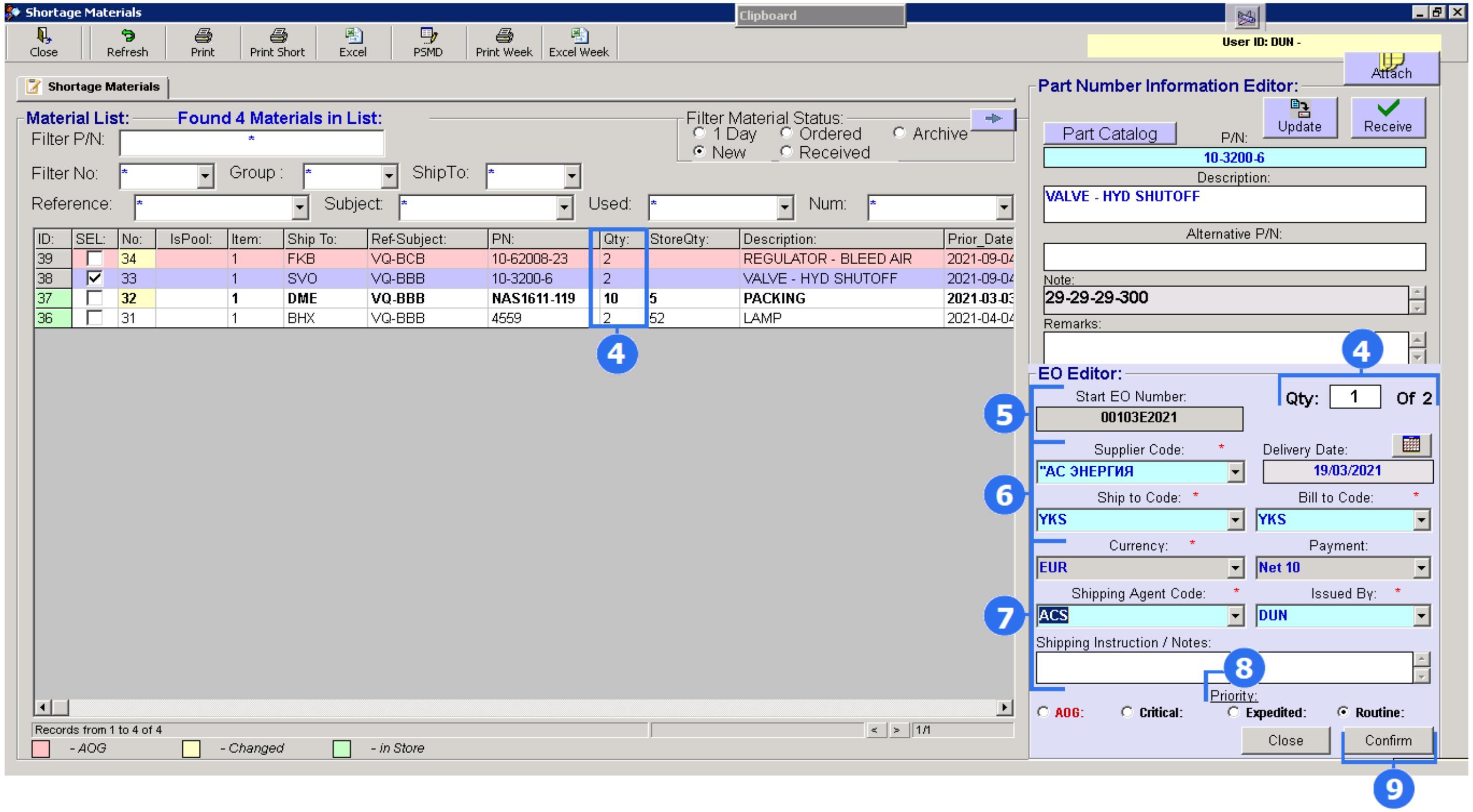
2.2. Transfer to Exchange Order.



1. Use “Filter Material Status”. Check box “New”.

2. Select and tick the line.

3. In the “Delivery Information Editor” click on the “to EO” to create exchange order here, in the “Shortage Materials” submodule.



4. Select quantity. In this example there are two e.a. because in the "Material List" in the "Qty" column there are two e.a.

5. EO Number will automatically appear.

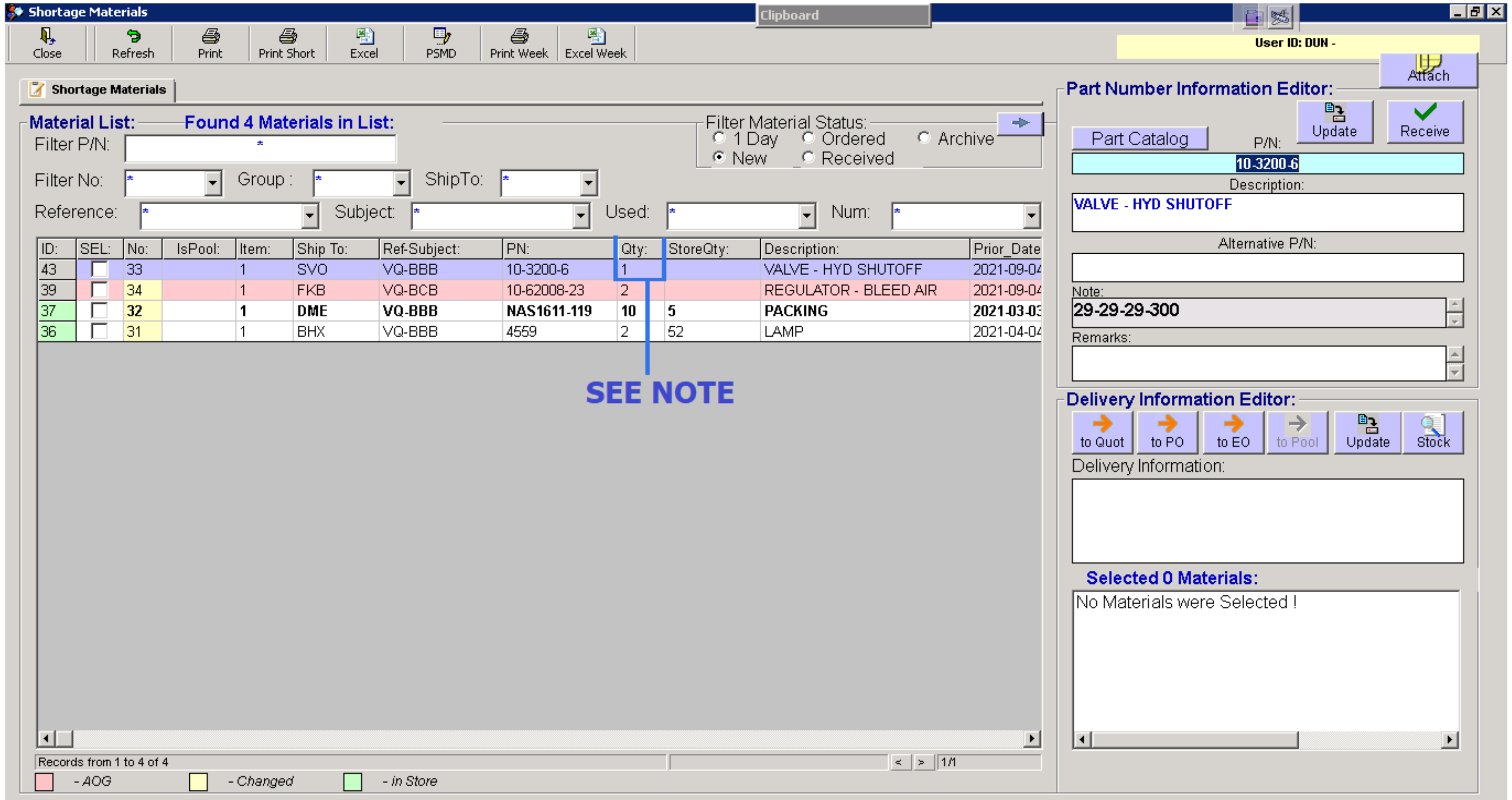
6. Select Supplier code, Ship to Code and Bill to Code. Set Delivery date.

7. Choose Currency and Payment. Select from combo box Shipping Agent Code and Issued By. Also, if it is necessary, enter any notes.

8. Tick priority such as:

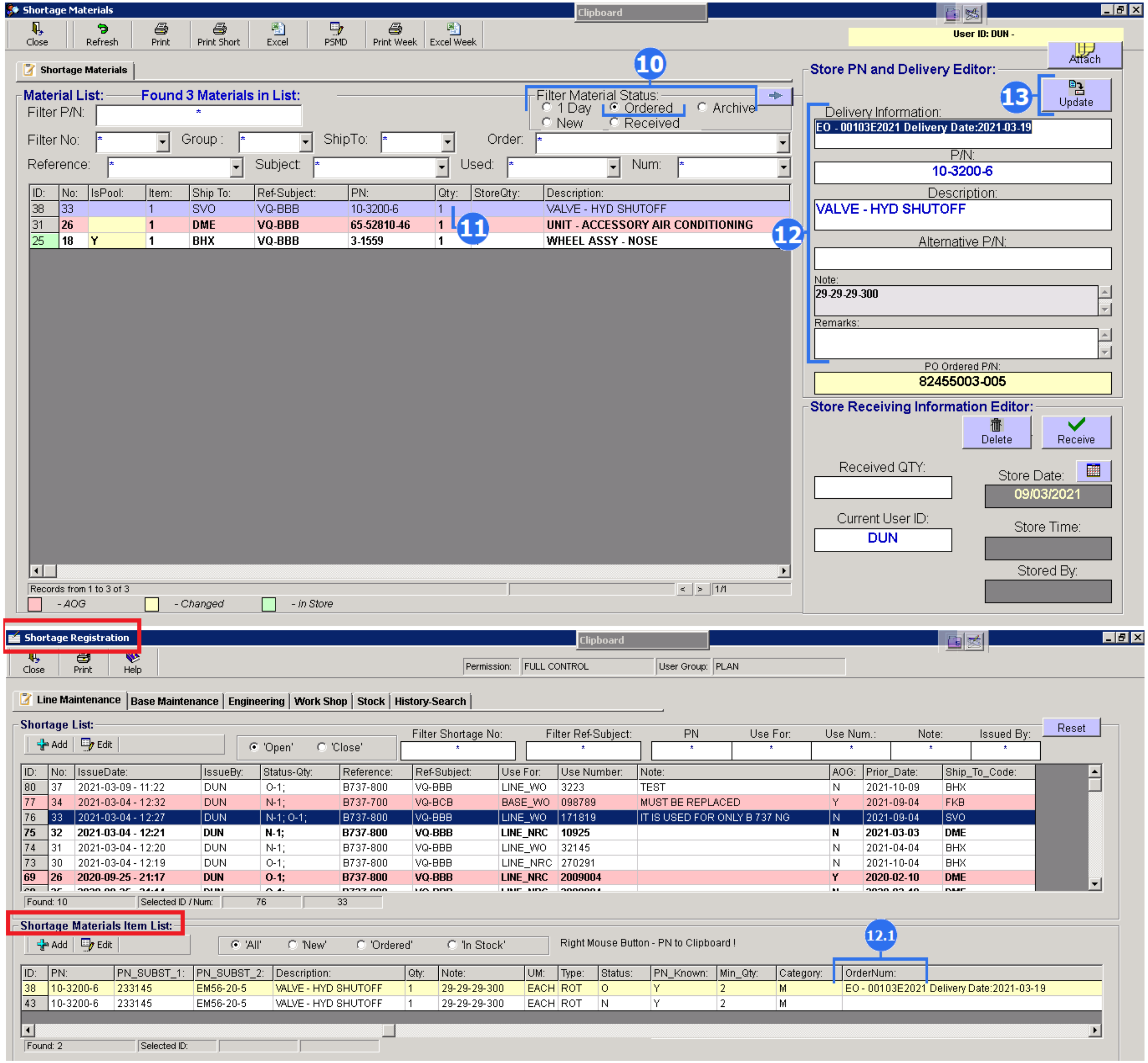
- AOG
- Critical
- Expedited
- Routine

9. Press "Confirm" button to transfer selected item to Exchange Order.



After this action, the line will be absent in the “Material List”. This shortage will have the status “Ordered”.

NOTE: Since in our example, out of two components, the exchange order was placed only for one component, one will remain in the "New" status and the other will change to the "Ordered" status.



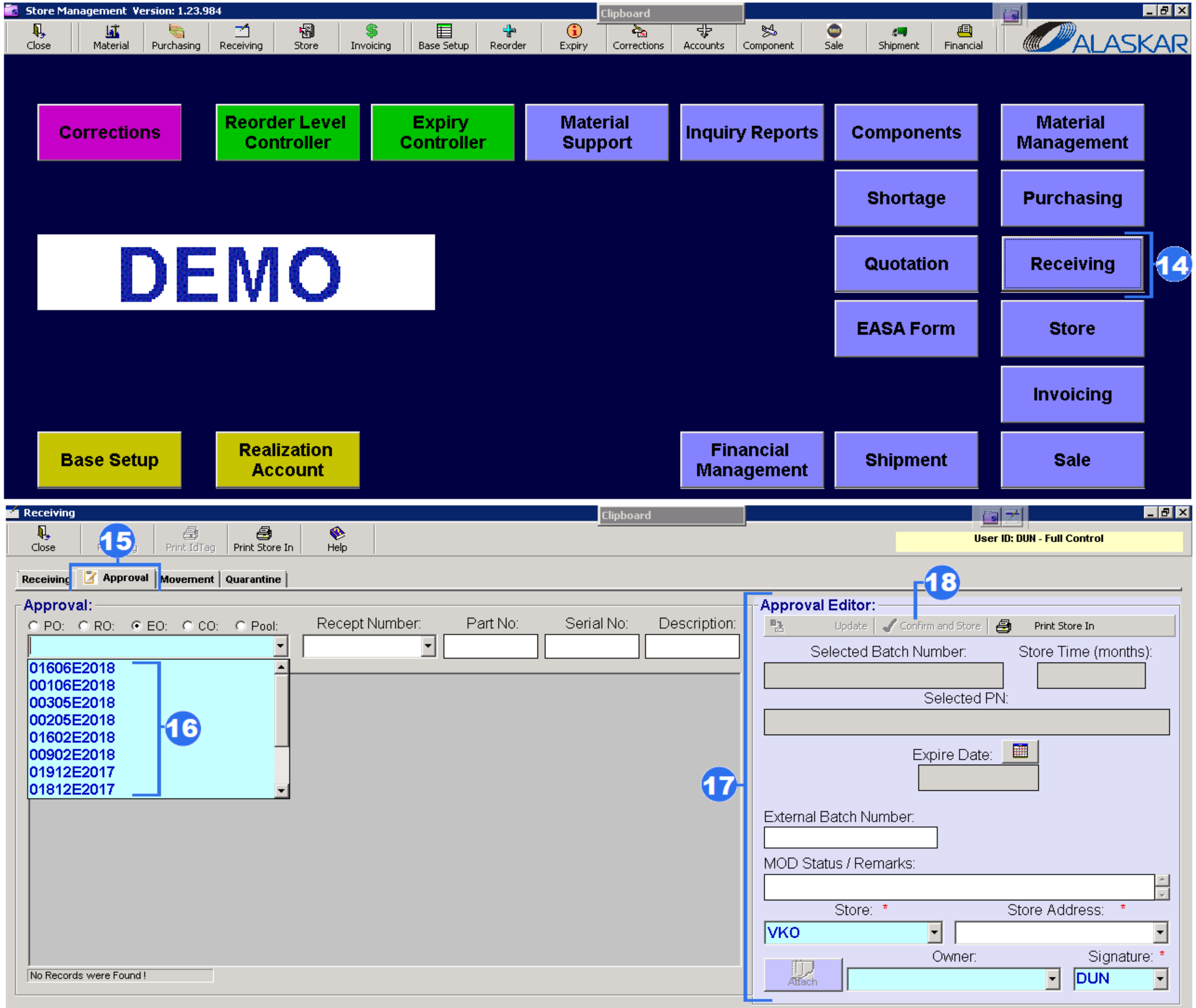
10. Use Filter Material Status. Check box “Ordered” field.

11. Look for your shortage from the whole list. Select and highlight it.

12. In the “Store PN and Delivery Editor” make any necessary changes. For example, change delivery date in the “Delivery Information” field.

12.1. After pressing “Update” you can monitor delivery date and EO number in the “Shortage Registration” (this submodule is in the Part M, Line Maintenance, Base Maintenance). Look at the “Shortage Materials Item List” and find “OrderNum” column.

13. Do not remember to press “Update” button to save changes.



14. This order, made for the created shortage, can be approved in the "Receiving" submodule. Press "Receiving" button on the initial screen of the "Stock" module.

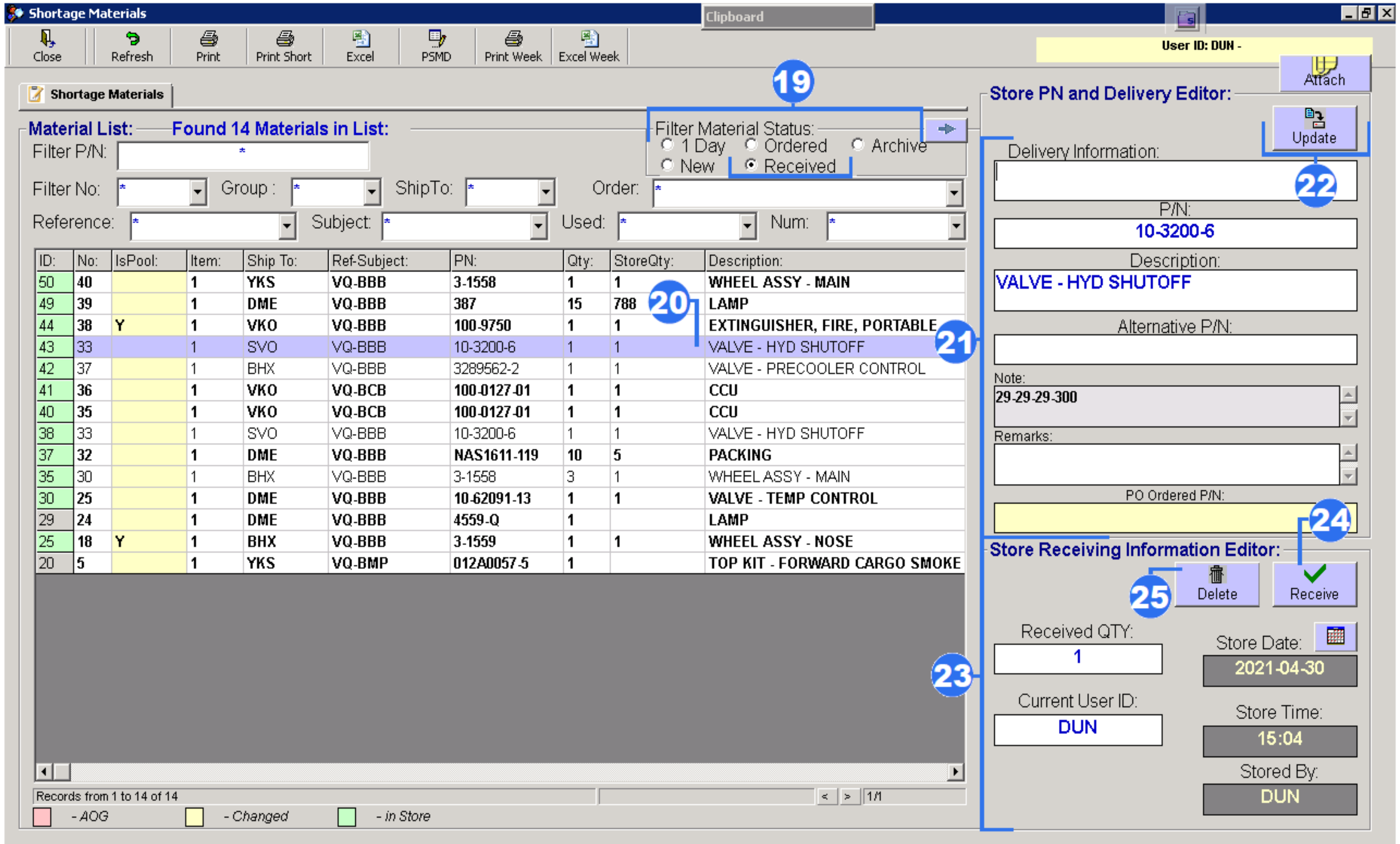
15. Select "Approval" tab.

16. Check box "EO" field and choose from combo box necessary EO number.

17. In "Approval Editor" fill out all fields.

18. Push "Confirm and Store" button to approve the component.

Now, you can make sure that this shortage has passed to the "Received" status in the "Shortage" submodule of the "Stock" module.



19. For this you need to use “Filter Material Status”. Check box “Received”.

20. From the whole list select and highlight corresponding line.

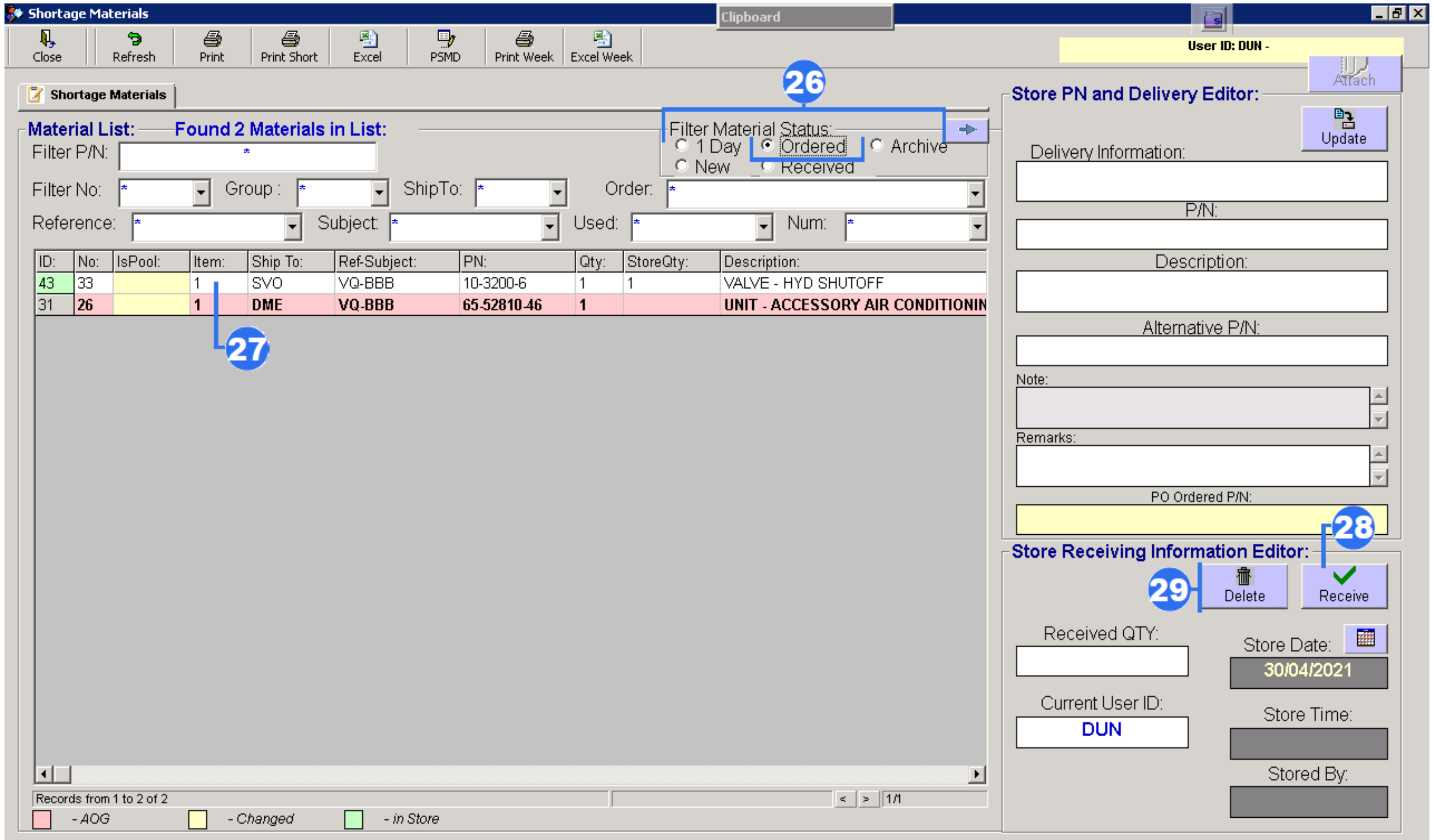
21. In “Store PN and Delivery Editor” make a change if it is necessary.

22. Click on the “Update”.

23. “Store Receiving Information Editor” allows you to change data such as quantity, user ID and date.

24. Without fail press on the “Receive” button to save a change.

25. To remove a line, press “Delete”. The line will disappear. This means that this Shortage has moved from the “Received” status to “Ordered” status.



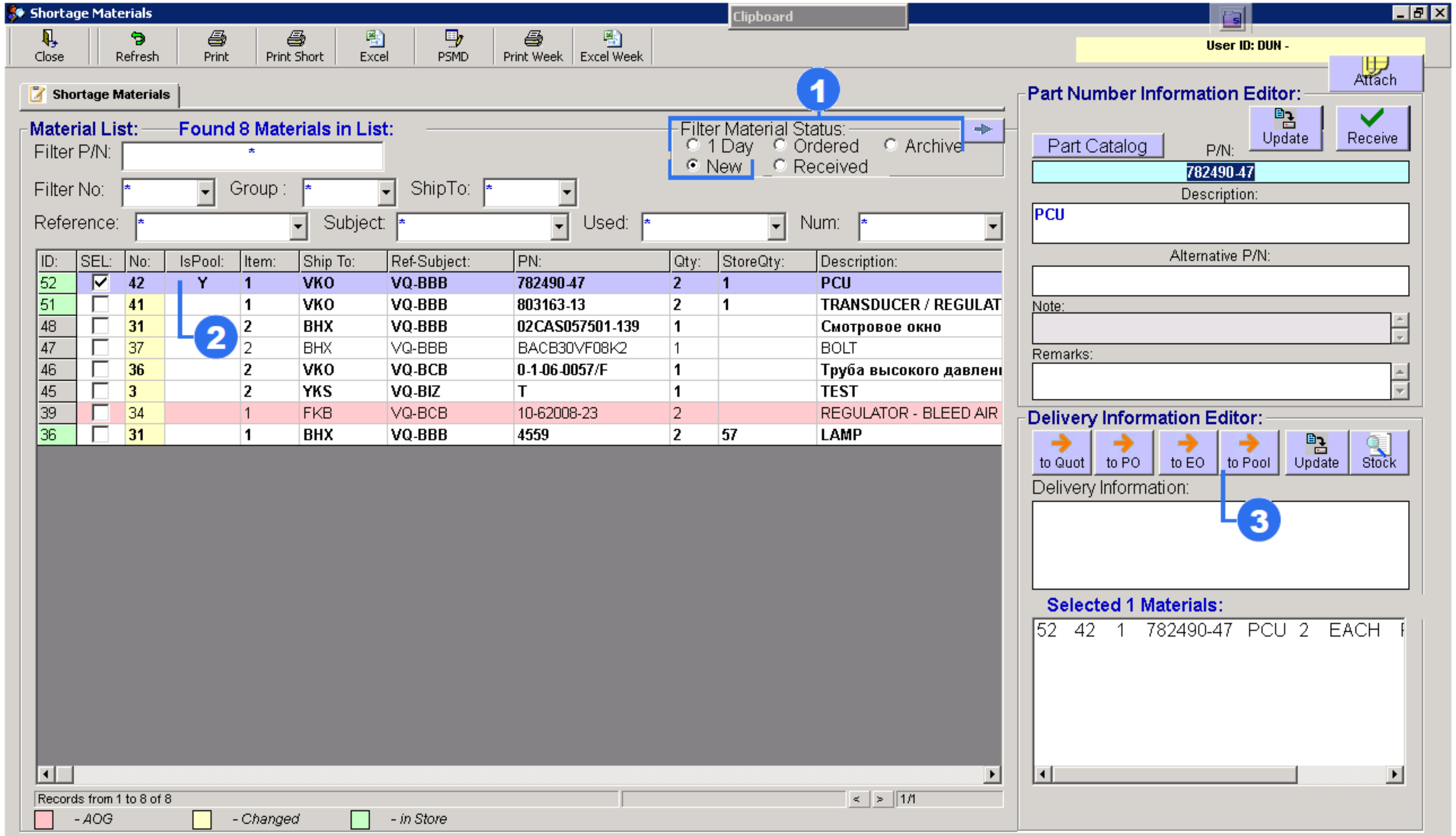
26. Check box “Ordered” field to see list ordered shortages.

27. Highlight your line.

28. In the “Store Receiving Information Editor” add or change data and click on the “Receive” button. After this action, the line will be absent in the “Material List”. This shortage will have the status “Received”.

29. To remove the line click on the “Delete”. The line will disappear. This means that this Shortage has moved from the “Ordered” status to “New” status.

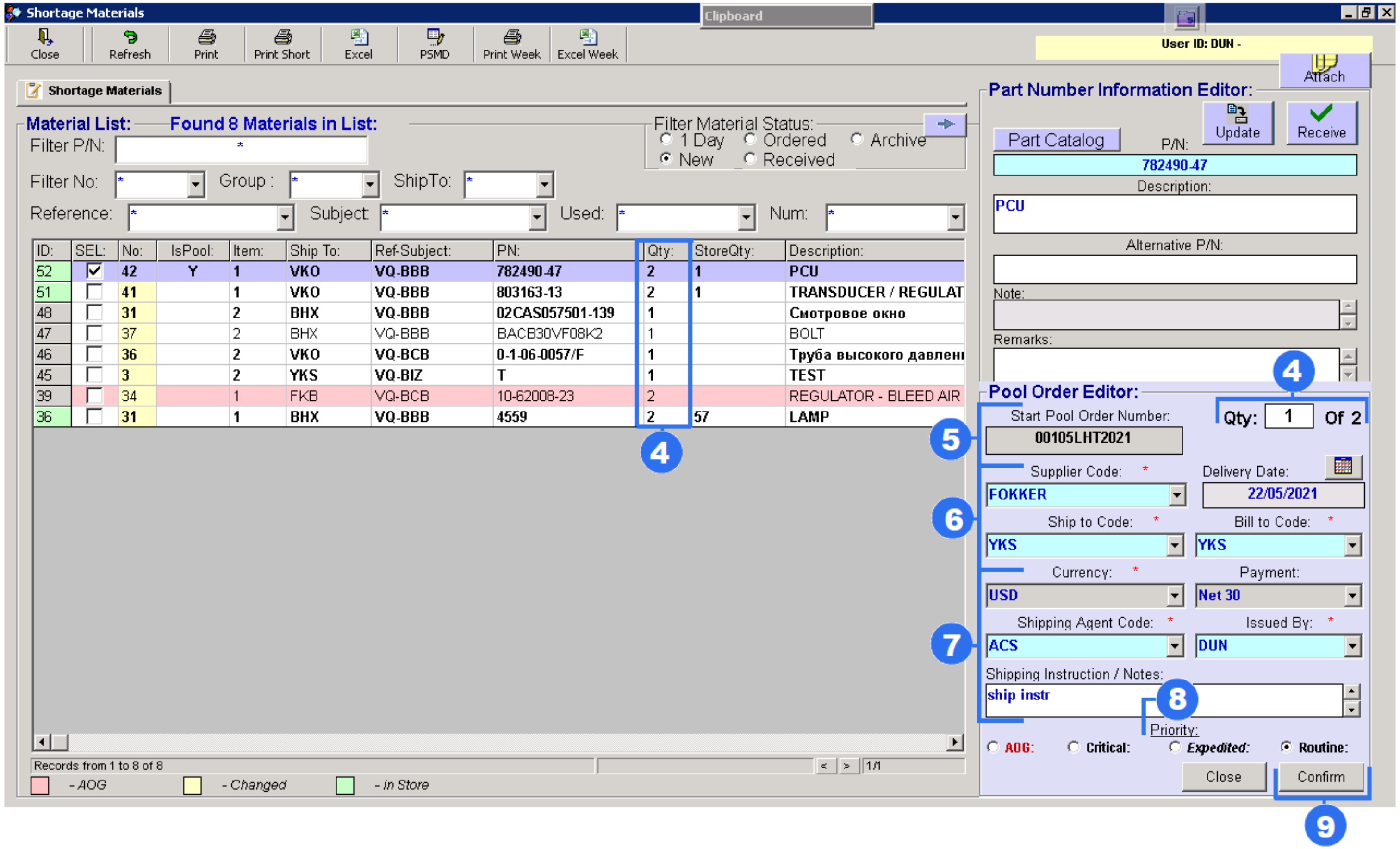
2.3. Transfer to Pool Order



1. Use “Filter Material Status”. Check box “New”.

2. Select and tick the line.

3. In the “Delivery Information Editor” click on the “to Pool” to create pool order here, in the “Shortage Materials” submodule.



4. Select quantity. In this example there are two e.a. because in the “Material List” in the “Qty” column there are two e.a.

5. Pool Order Number will automatically appear.

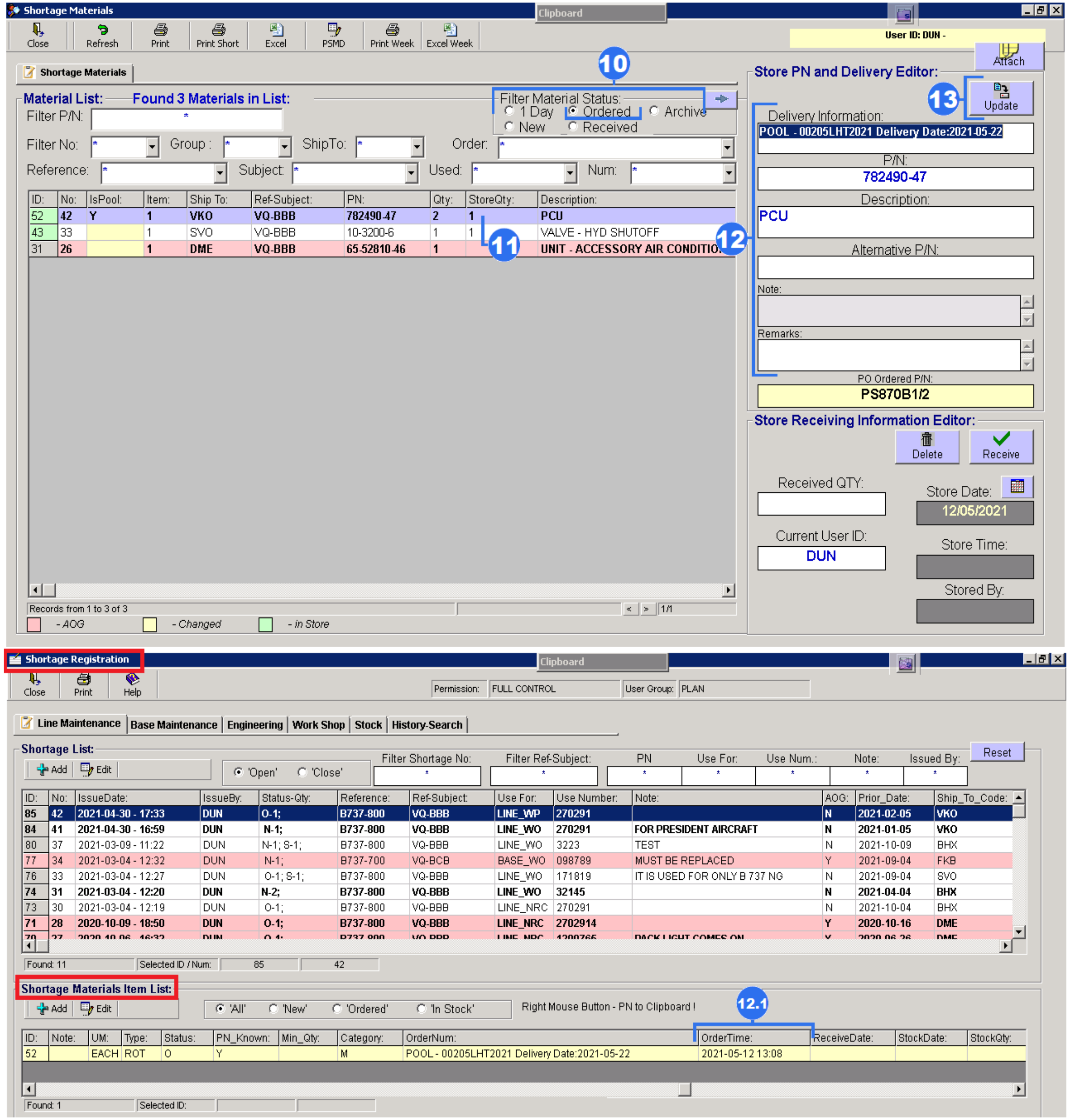
6. Select Supplier code, Ship to Code and Bill to Code. Set Delivery date.

7. Choose Currency and Payment. Select from combo box Shipping Agent Code and Issued By. Also, if it is necessary, enter any notes.

8. Tick priority such as:

- AOG
- Critical
- Expedited
- Routine

9. Press “Confirm” button to transfer selected item to Pool Order.



After this action, the line will be absent in the "Material List". This shortage will have the status "Ordered".

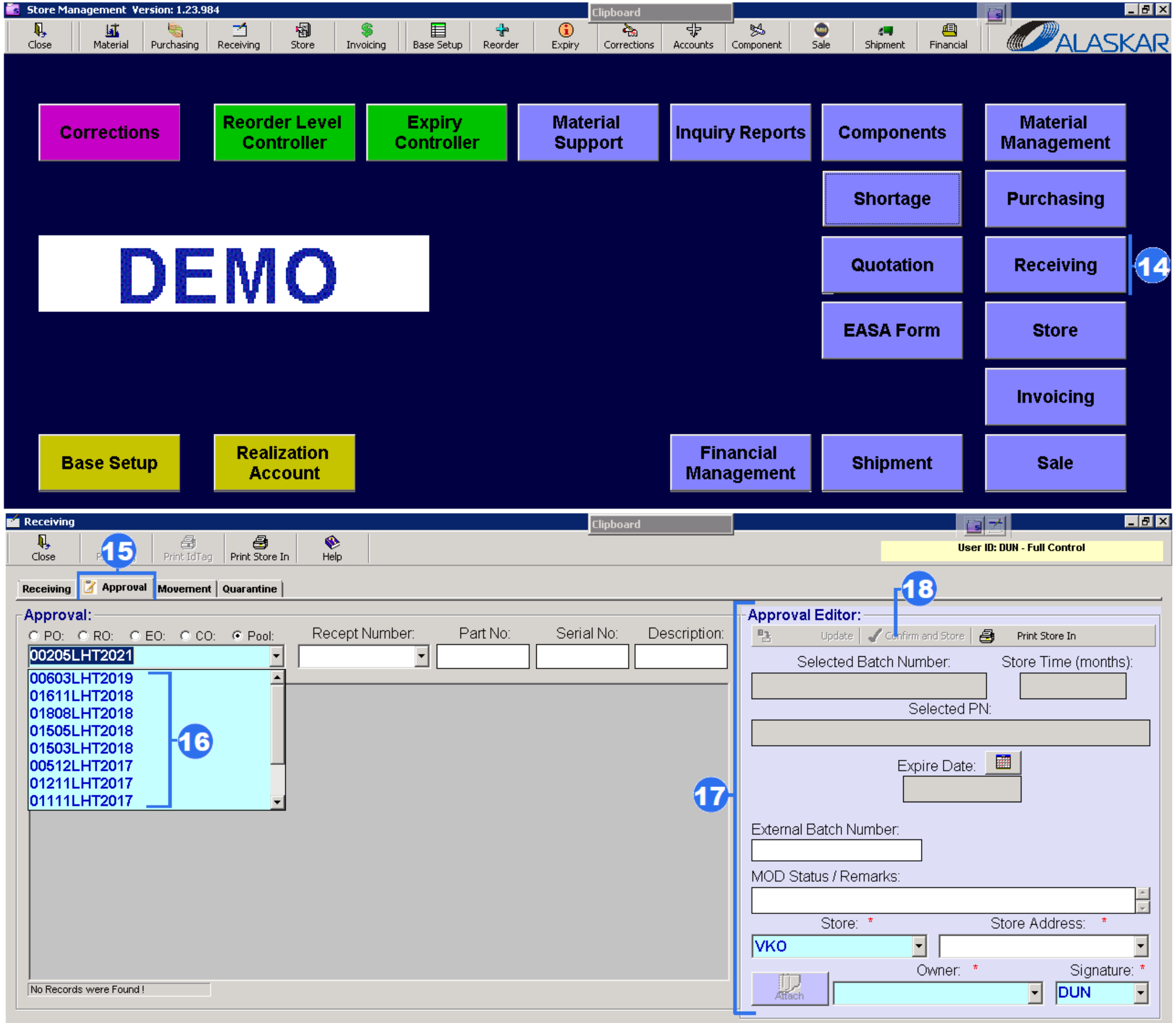
10. Use Filter Material Status. Check box "Ordered" field.

11. Look for your shortage from the whole list. Select and highlight it.

12. In the "Store PN and Delivery Editor" make any necessary changes. For example, change delivery date in the "Delivery Information" field.

12.1. After pressing "Update" you can monitor delivery date and pool order number in the "Shortage Registration" (this submodule is in the Part M, Line Maintenance, Base Maintenance). Look at the "Shortage Materials Item List" and find "OrderNum" column.

13. Do not remember to press "Update" button to save changes.



14. This order, made for the created shortage, can be approved in the "Receiving" submodule. Press "Receiving" button on the initial screen of the "Stock" module.

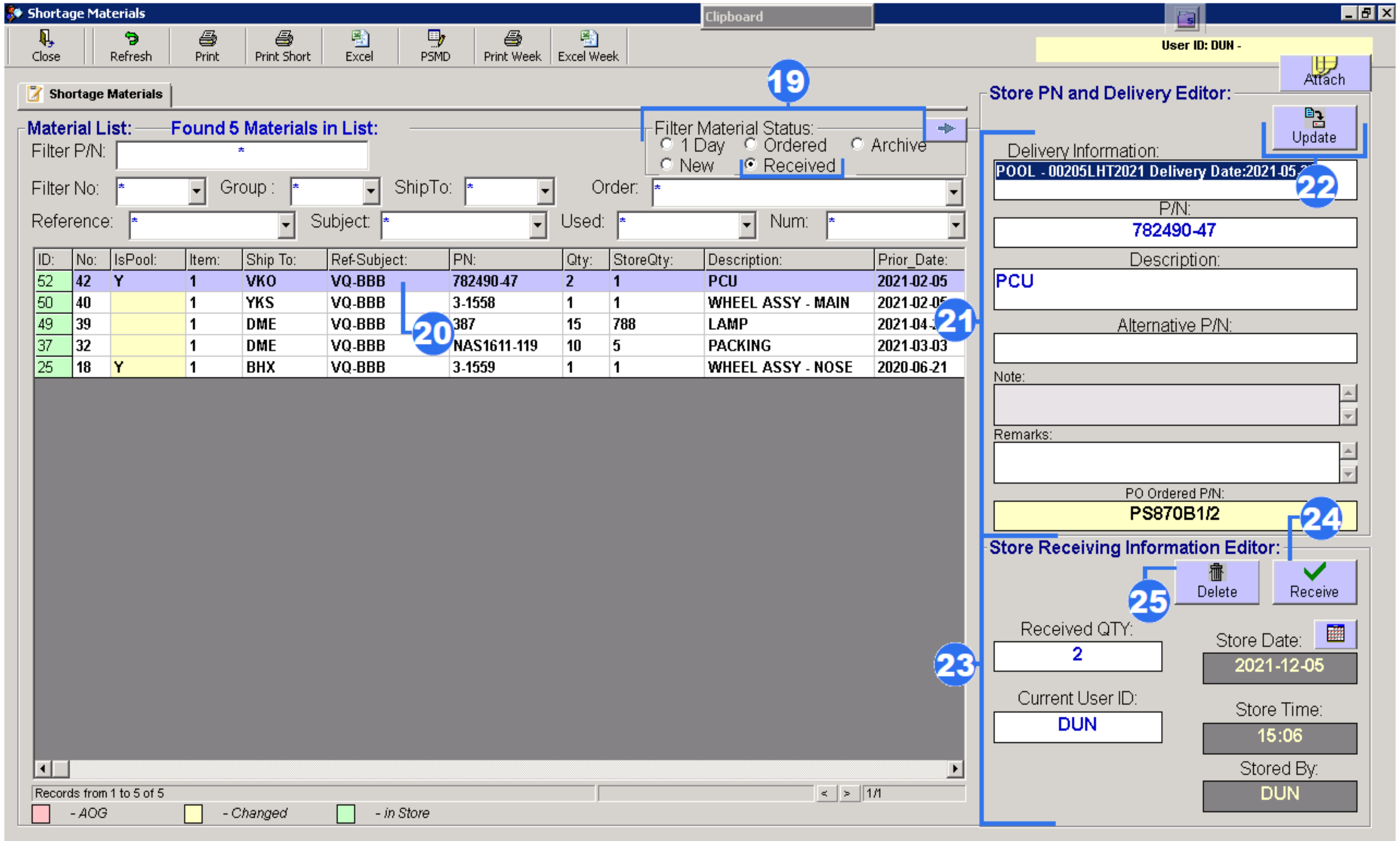
15. Select "Approval" tab.

16. Check box "Pool" field and choose from combo box necessary Pool order number.

17. In "Approval Editor" fill out all fields.

18. Push "Confirm and Store" button to approve the component.

Now, you can make sure that this shortage has passed to the "Received" status in the "Shortage" submodule of the "Stock" module.



19. For this you need to use “Filter Material Status”. Check box “Received”.

20. From the whole list select and highlight corresponding line.

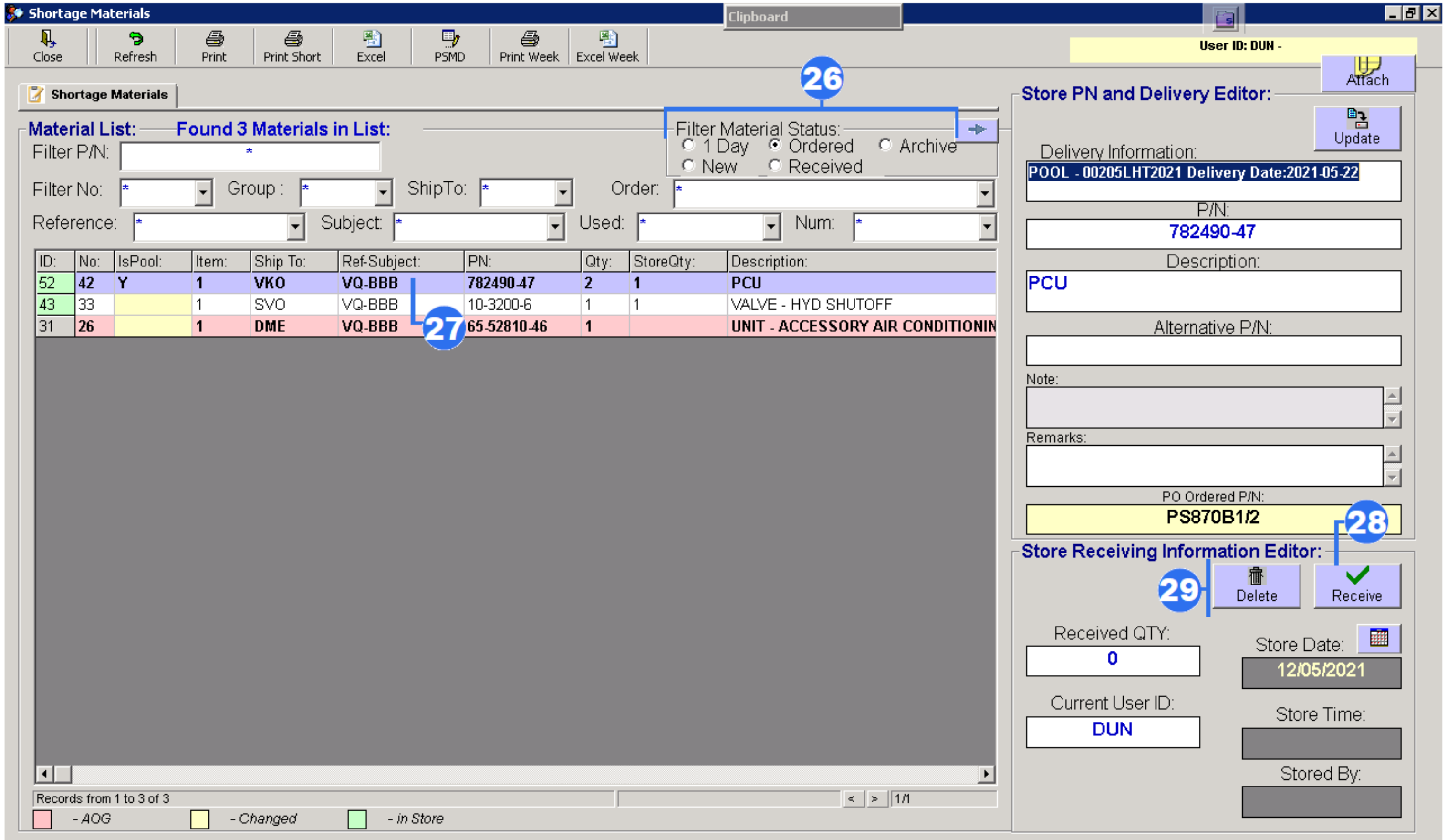
21. In “Store PN and Delivery Editor” make a change if it is necessary.

22. Click on the “Update”.

23. “Store Receiving Information Editor” allows you to change data such as quantity, user ID and date.

24. Without fail press on the “Receive” button to save a change.

25. To remove a line, press “Delete”. The line will disappear. This means that this Shortage has moved from the “Received” status to “Ordered” status.



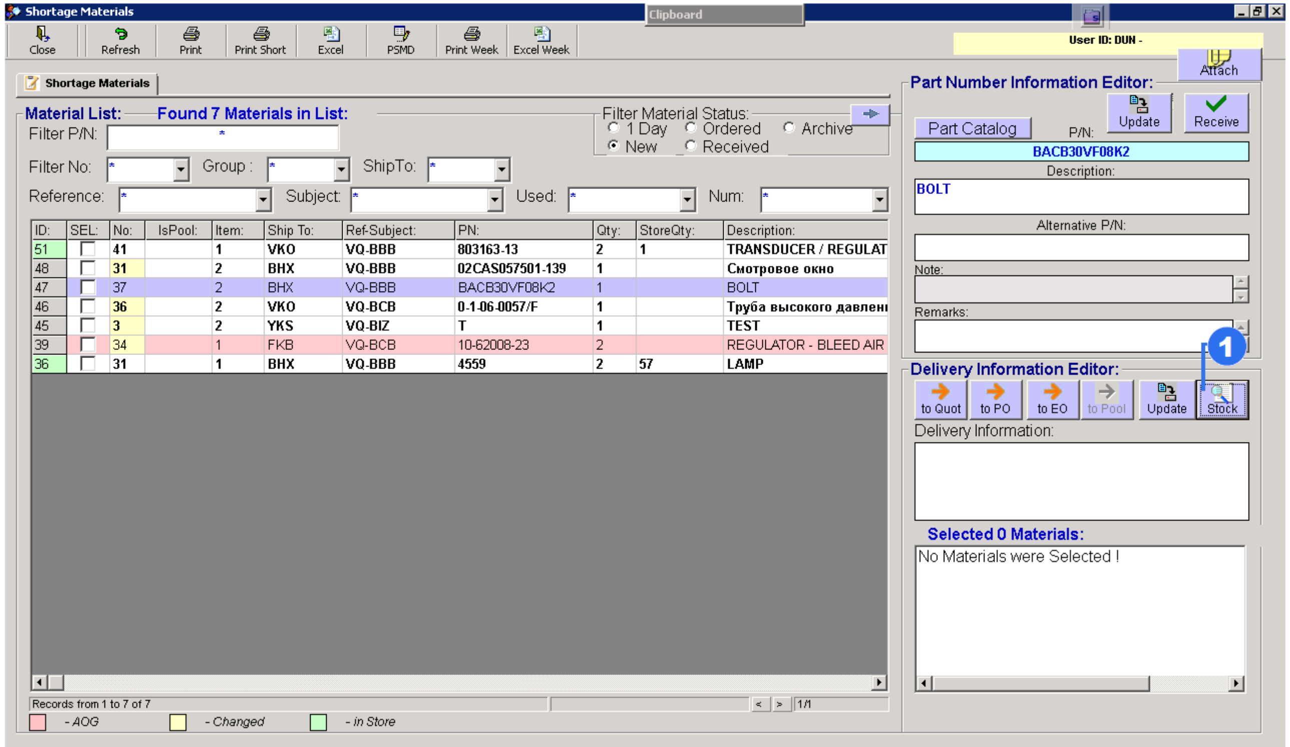
26. Check box "Ordered" field to see list ordered shortages.

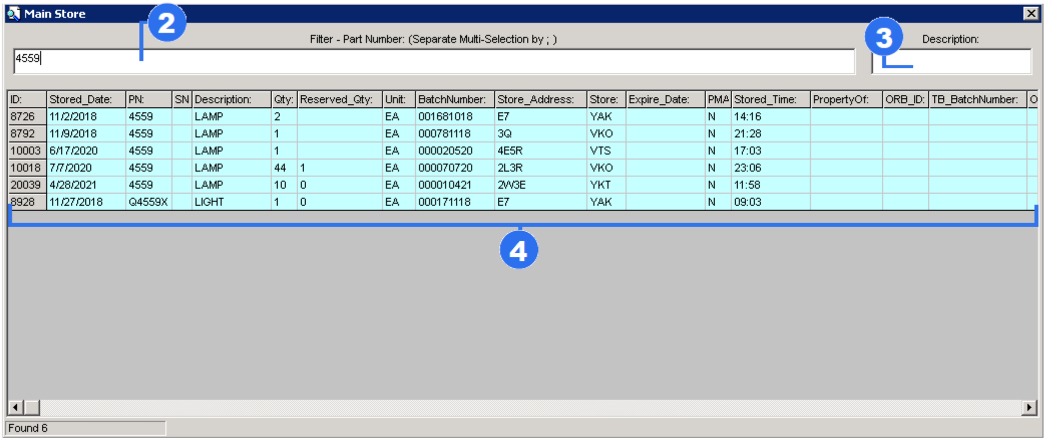
27. Highlight your line.

28. In the "Store Receiving Information Editor" add or change data and click on the "Receive" button. After this action, the line will be absent in the "Material List". This shortage will have the status "Received".

29. To remove the line click on the "Delete". The line will disappear. This means that this Shortage has moved from the "Ordered" status to "New" status.

2.4. Access to Stock and printout



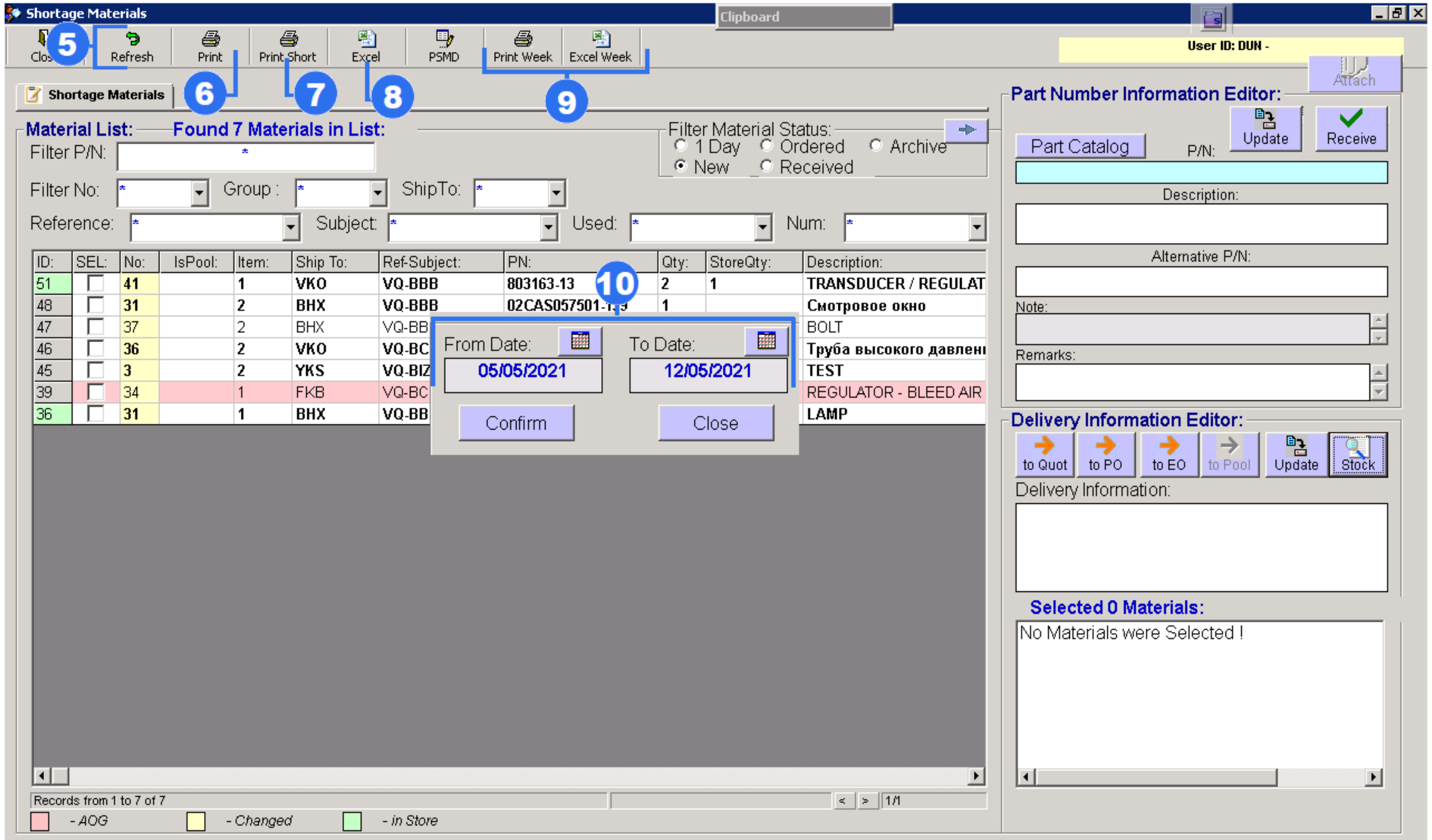


1. In “Delivery Information Editor” press “Stock” button and “Main Store” screen will appear. Here you can get data of component availability.

2. Use Filter - Part Number to find a component quickly. Also, you can enter part numbers separated by semicolons for multi-selection.

3. Use “Description” field for more accurate component retrieval.

4. In the list you can see information such as “Store Address”, “Store”, “Quantity” and other data.



5. On the upper toolbar press “Refresh” button to clear all fields and remove all check boxes.

6. Use “Print” to print out Material list.

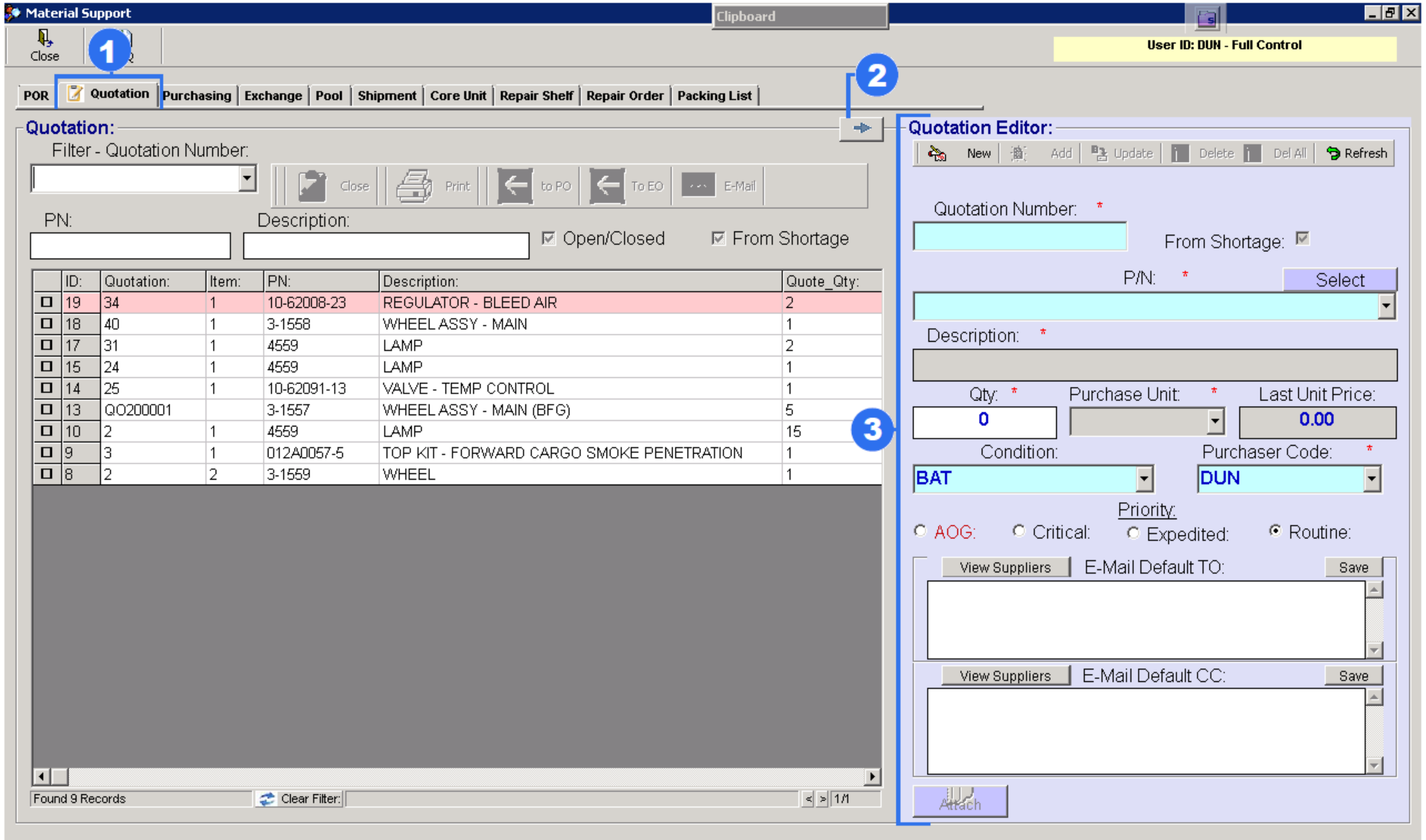
7. To print corresponding shortage (POR – part order request), highlight it and push on the “Print Short”

8. “Excel” button allows you to transfer all shortages to excel.

9. Select “Print Week” to print out shortages for the period. Select “Excel Week” to transfer shortage for the period.

10. Enter “From Date” and “To Date” and press “Confirm”.

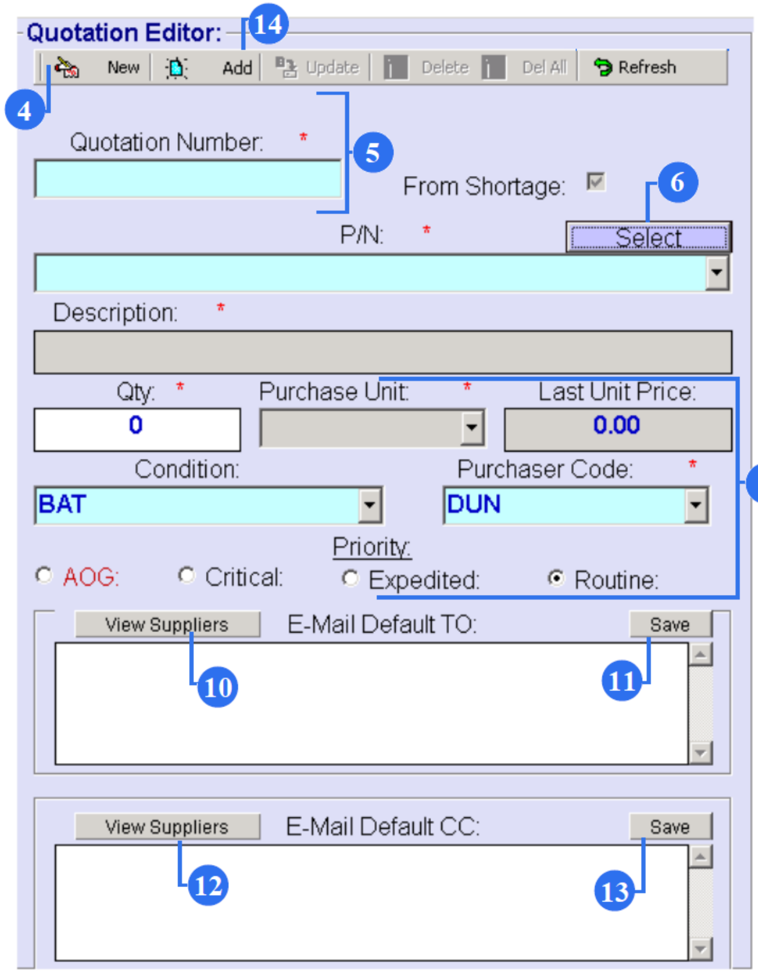
3. Quotation

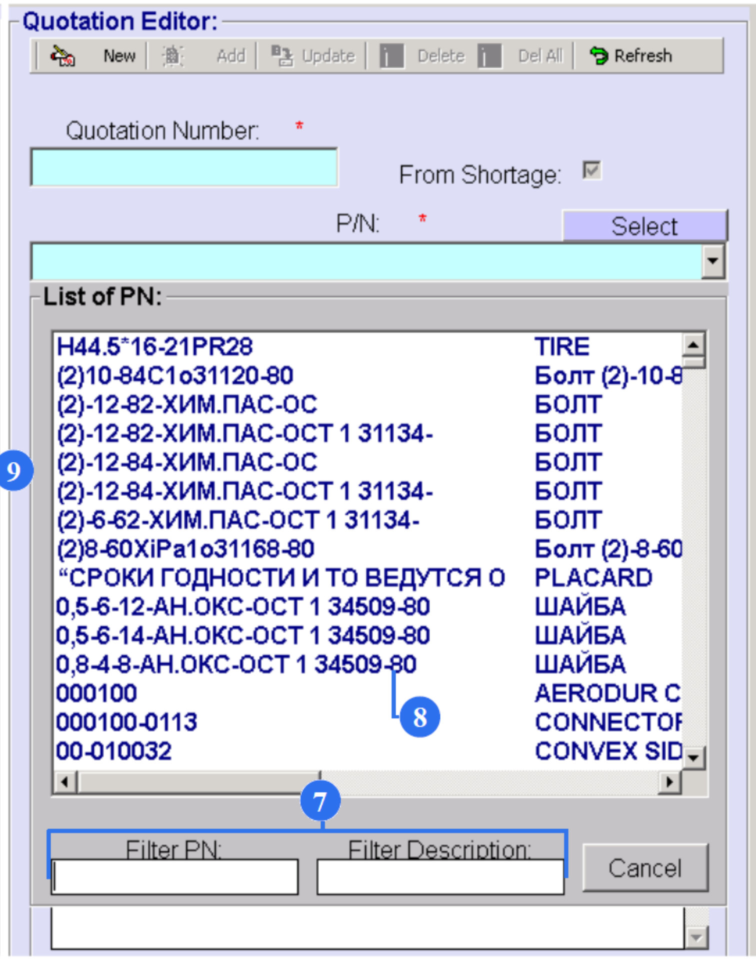


1. To begin to operate the “Quotation”, click on the tab.

2. In the main “Quotation” screen there is a button with arrow. Click on it and editor will be opened.

3. Use “Quotation” editor to create a new quotation.





4. Click on the “New” button.

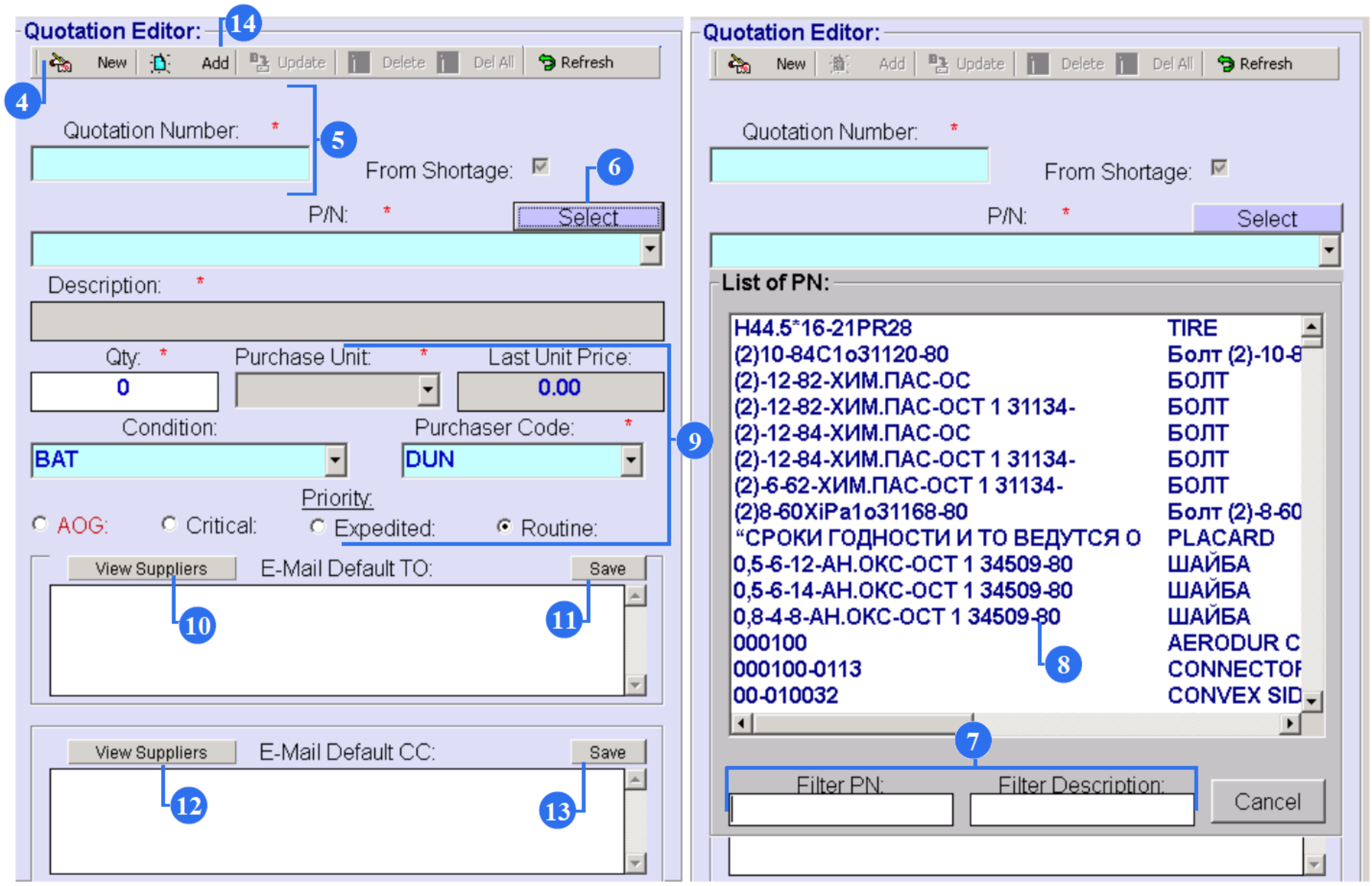
5. Quotation number will be generated automatically.

6. Click on the “Select” button to find a component.

7. Use filters such as part number or Description to find necessary component.

8. Select from the whole list part number of a component and double click on it. “Description” field will be automatically filled.

9. Enter quantity, select purchase unit and enter last unit price. Choose condition if it is necessary and select purchaser code. (Purchaser Code is generated in “Base Setup” submodule).



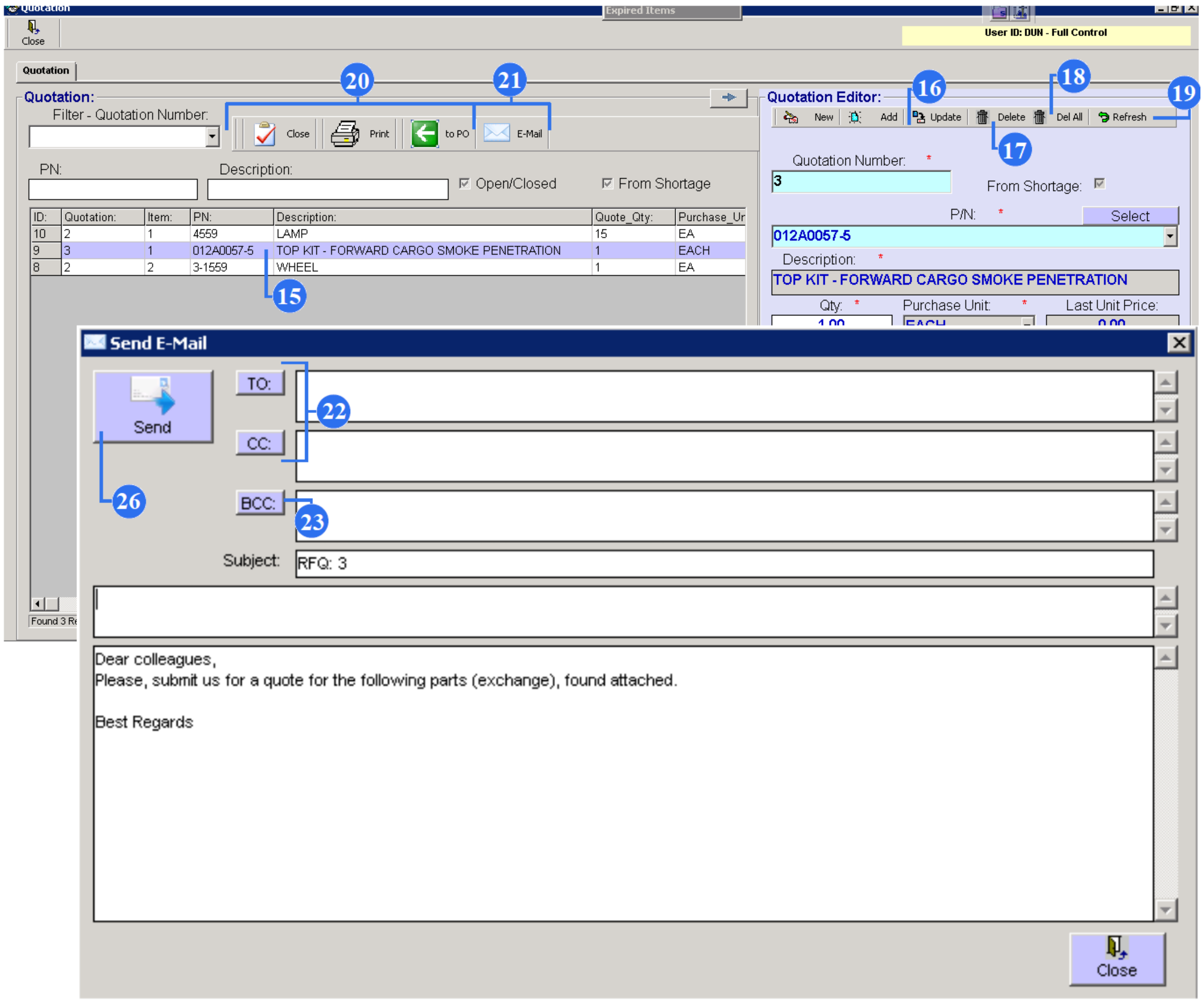
10. To send e-mail automatically, select “View Suppliers” button. In opened window choose all necessary Suppliers. All Suppliers are generated in the “Material Management” sub-module.

11. Push “Save” button.

12. If you want to add some suppliers in copy in the second field “E-Mail Default CC” click on the “View Suppliers” button. In opened window choose all necessary Suppliers.

13. Push” Save” button.

14. Click on the Add button to create new quotation.



15. After push button “Add”, you can see the line in the “Quotation” screen. Highlight it.

16. You can make a change in the editor and push “Update”.

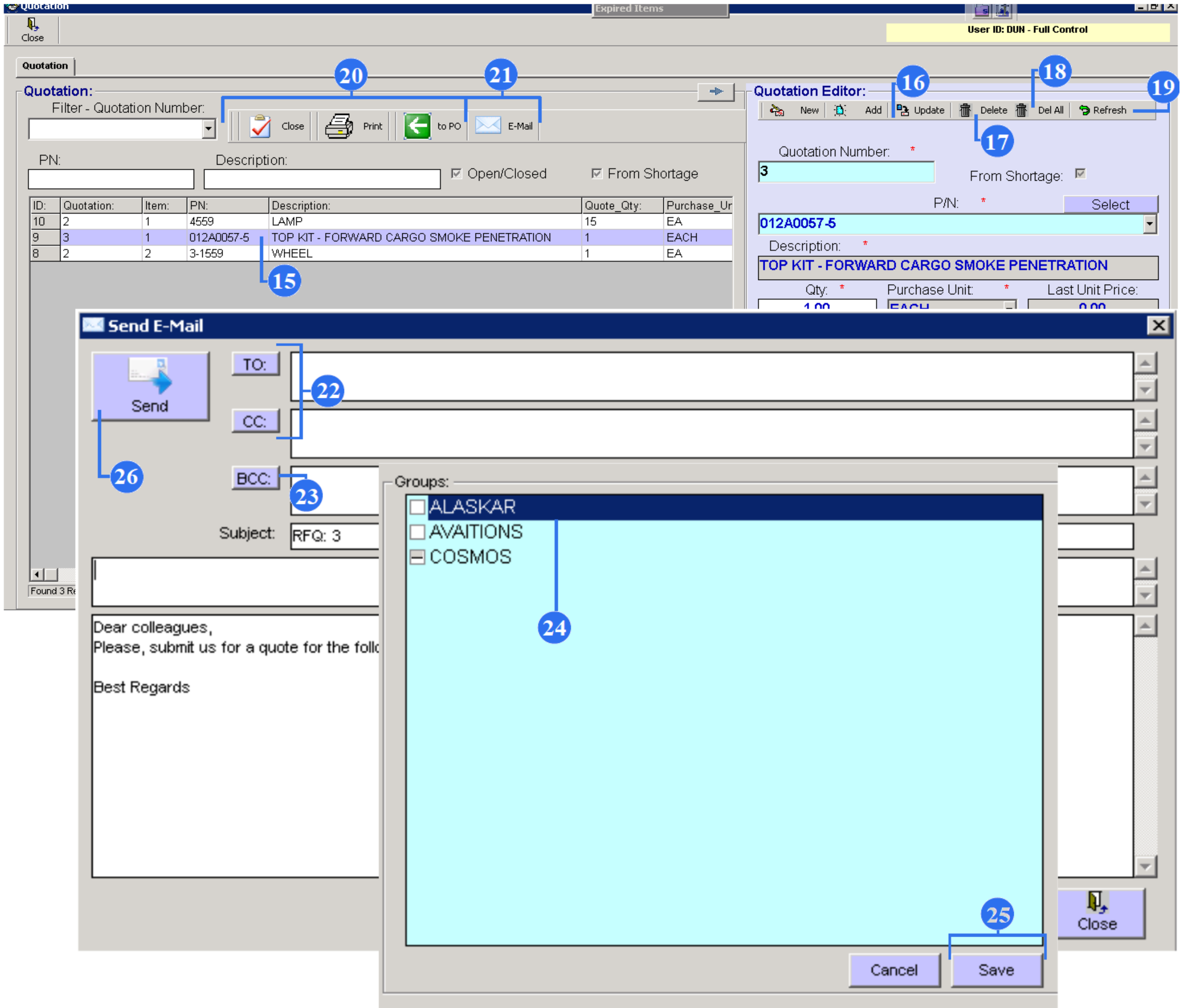
17. To remove quotation, click on the “Delete”.

18. To remove all items of quotations, click on the “Del All”.

19. To clear all fields in the editor, push “Refresh”.

20. To transfer a quotation to Close position, highlight it and push on the “Close”. To print a quotation, click on the “Print”. Also, you can create PO (“to PO” button).

21. If you want to send e-mail, click on the “E-Mail” button. “Send E-Mail” screen will be opened.



22. "TO" button allows add e-mails address of other suppliers. "CC" button allows to add e-mails address of other suppliers as a copy.

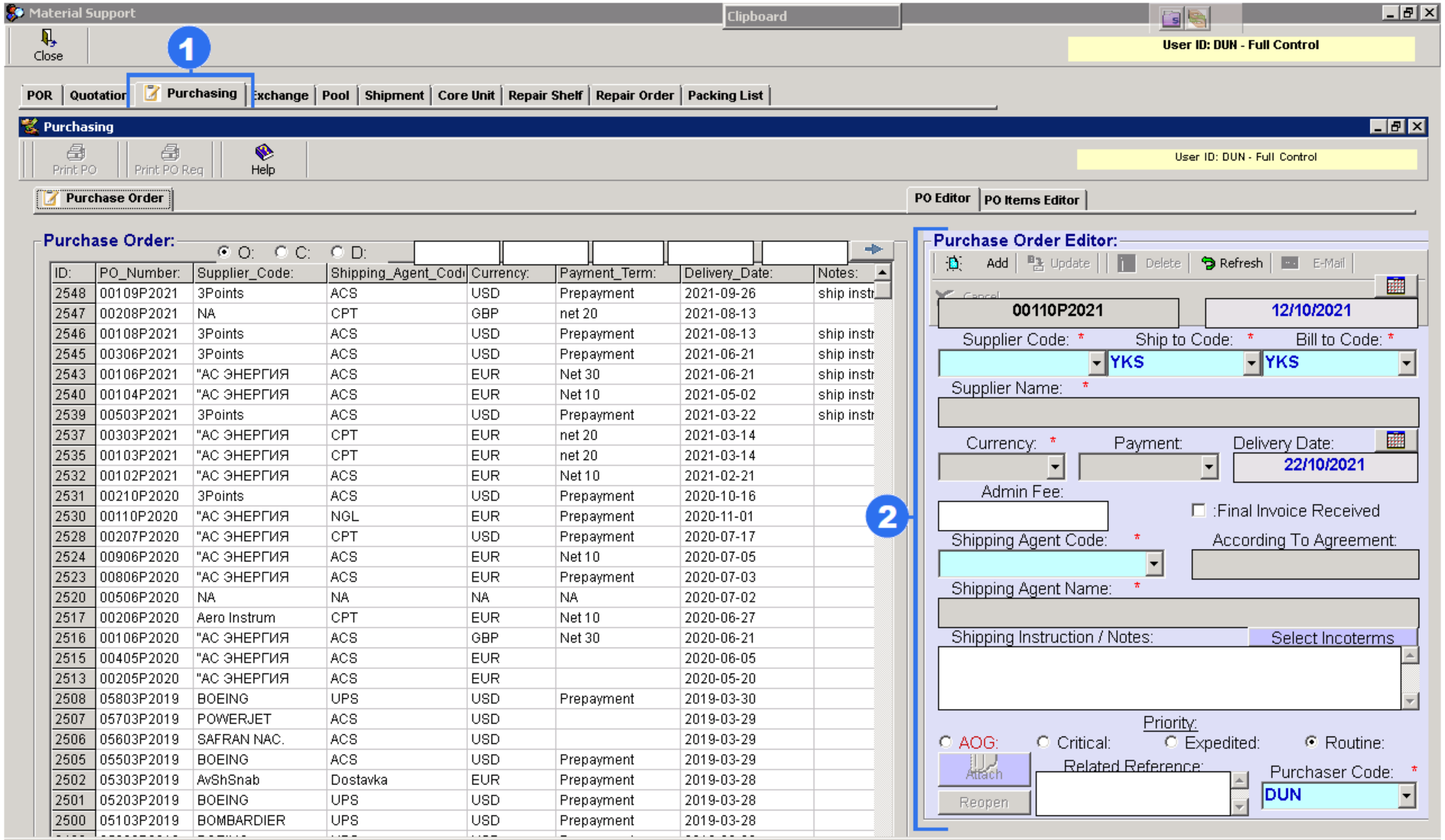
23. "BCC" button allows to select groups of supplier's mail address. In this case, each supplier will not know who is in the letter in the copy. Push button. "Groups" screen will be opened.

24. From the whole list select necessary group, which contains a set of required mail addresses. These groups are generated in the "Material Management" sub-module.

25. Push "Save" button.

26. Then push on the "Send".

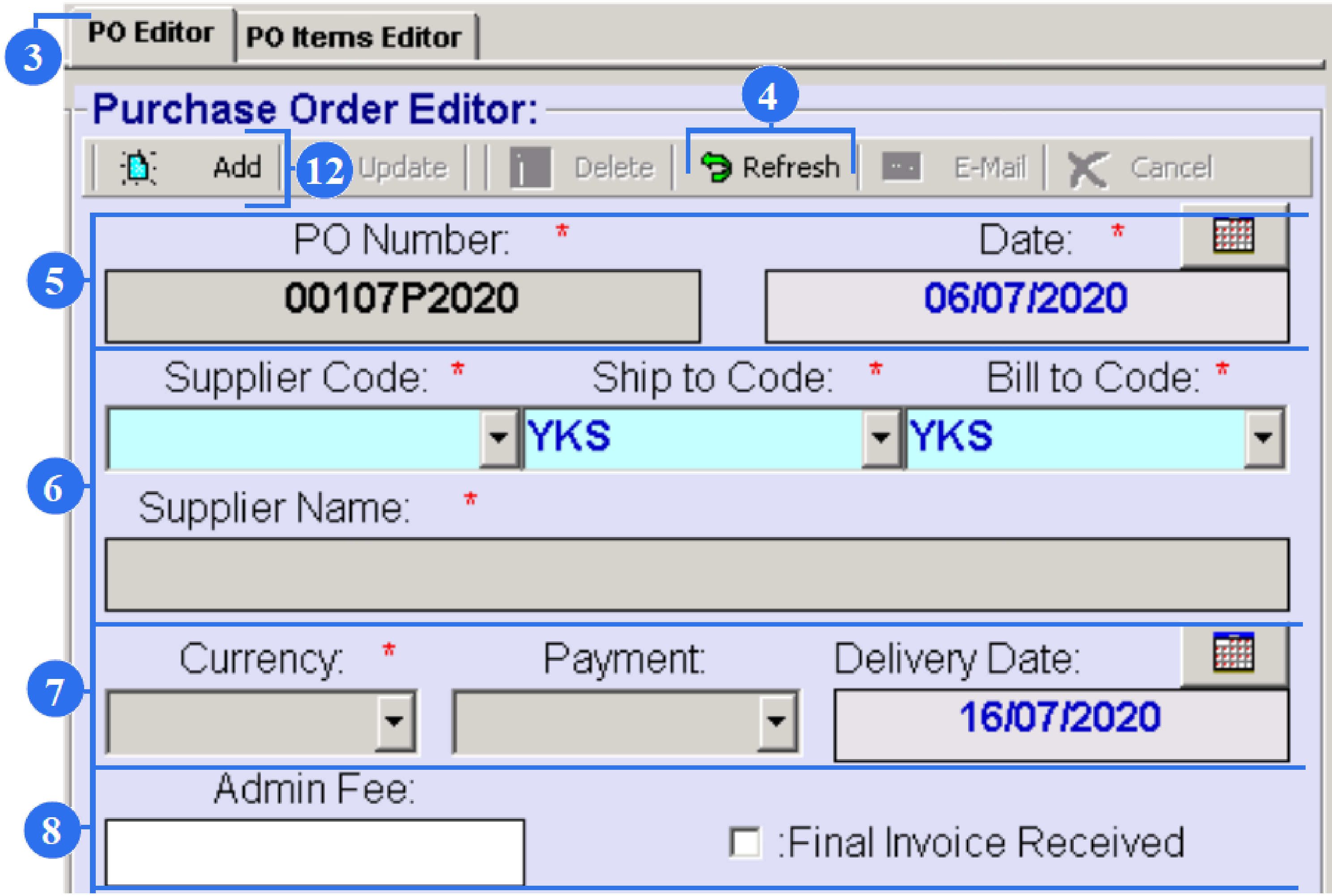
4. Purchasing



A Purchasing tab registers purchase orders.

1. Click on the “Purchasing” tab.

2. To create a new PO use the Purchaser Order Editor.



3. There are two tabs in the PO Editor: PO Editor and PO Items Editor. First select “PO Editor” tab.

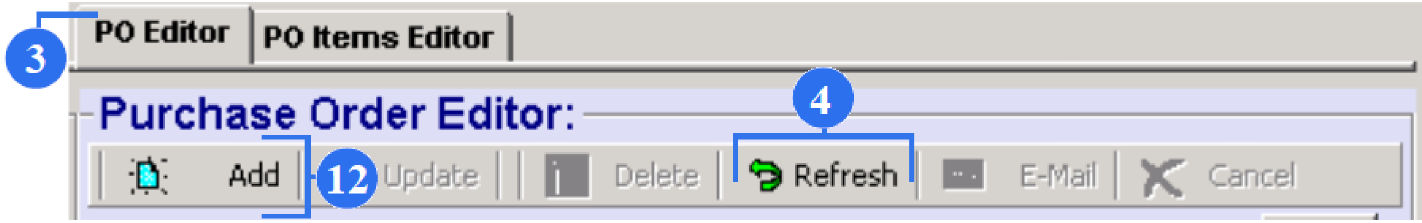
4. Click on the “Refresh” to clean all fields.

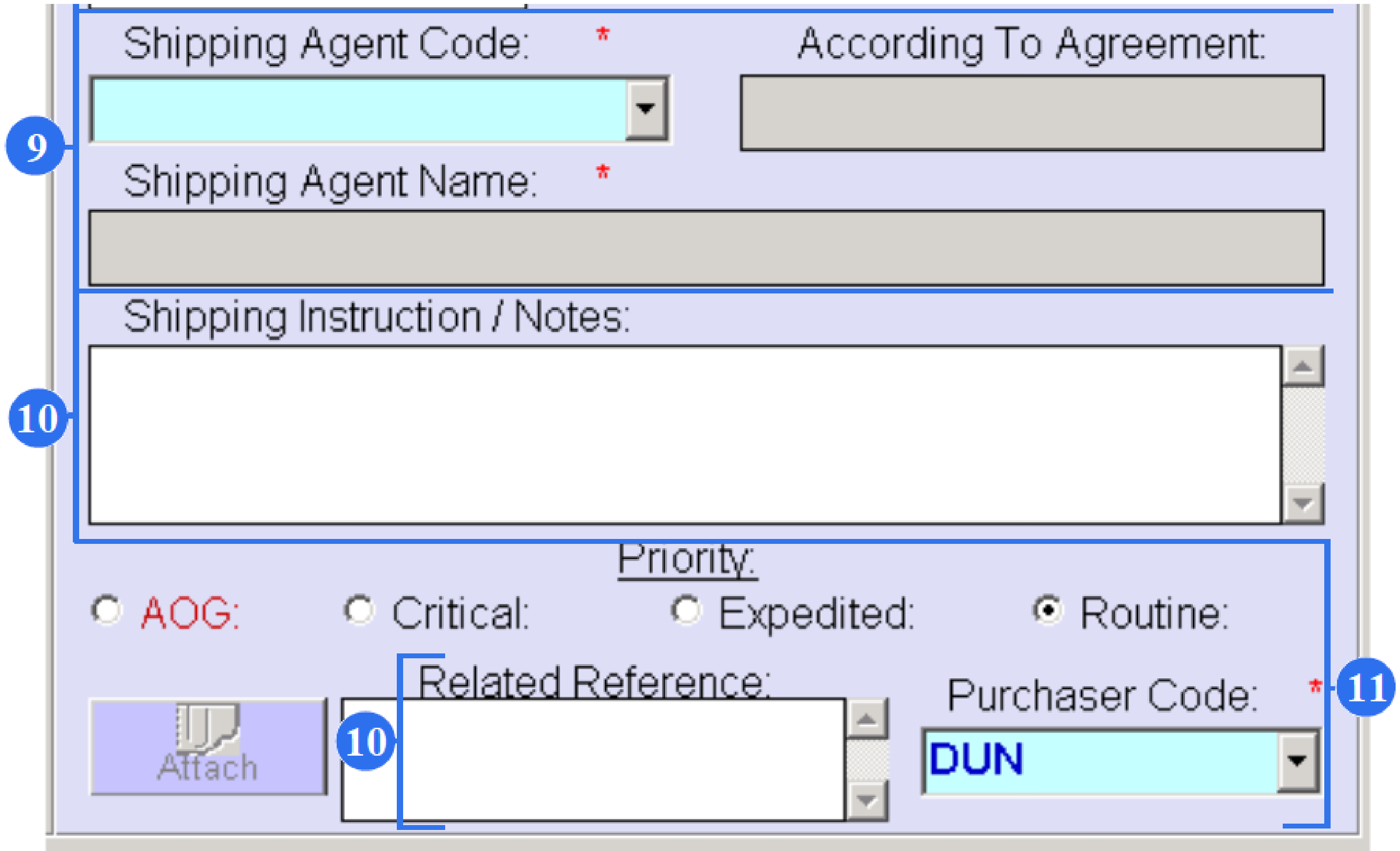
5. PO Number is generated automatically. Also, you see today date.

6. Fill out “Supplier Code” field (Supplier code is created in the “Material Management” sub-module. Supplier Name will be automatically appeared. Select “Ship to Code” and “Bill to Code”. (This data you generate in the “Material Management” sub – module in the “Delivery Address” tab.)

7. Select “Currency” and “Payment”. (This data you generate in the “Base Setup” sub-module). Also, you can select delivery date if it is necessary.

8. If it is necessary enter data in the “Admin Fee” and check box “Final Invoice Received”.



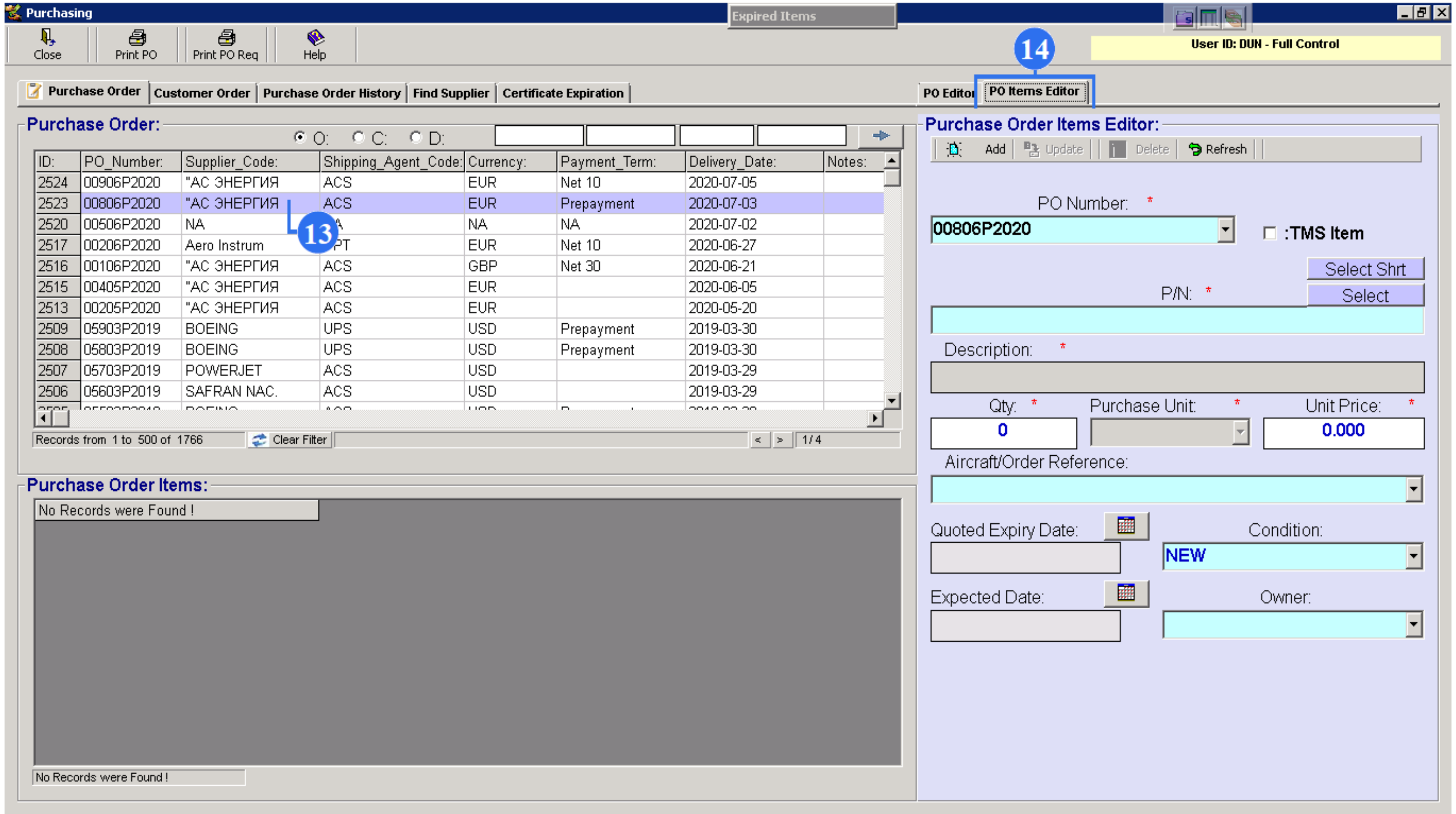


9. Select "Shipping Agent Code". Shipping Agent Name will be automatically appeared. (This data you generate in the "Material Management" sub-module).

10. Use an empty field to enter any text information.

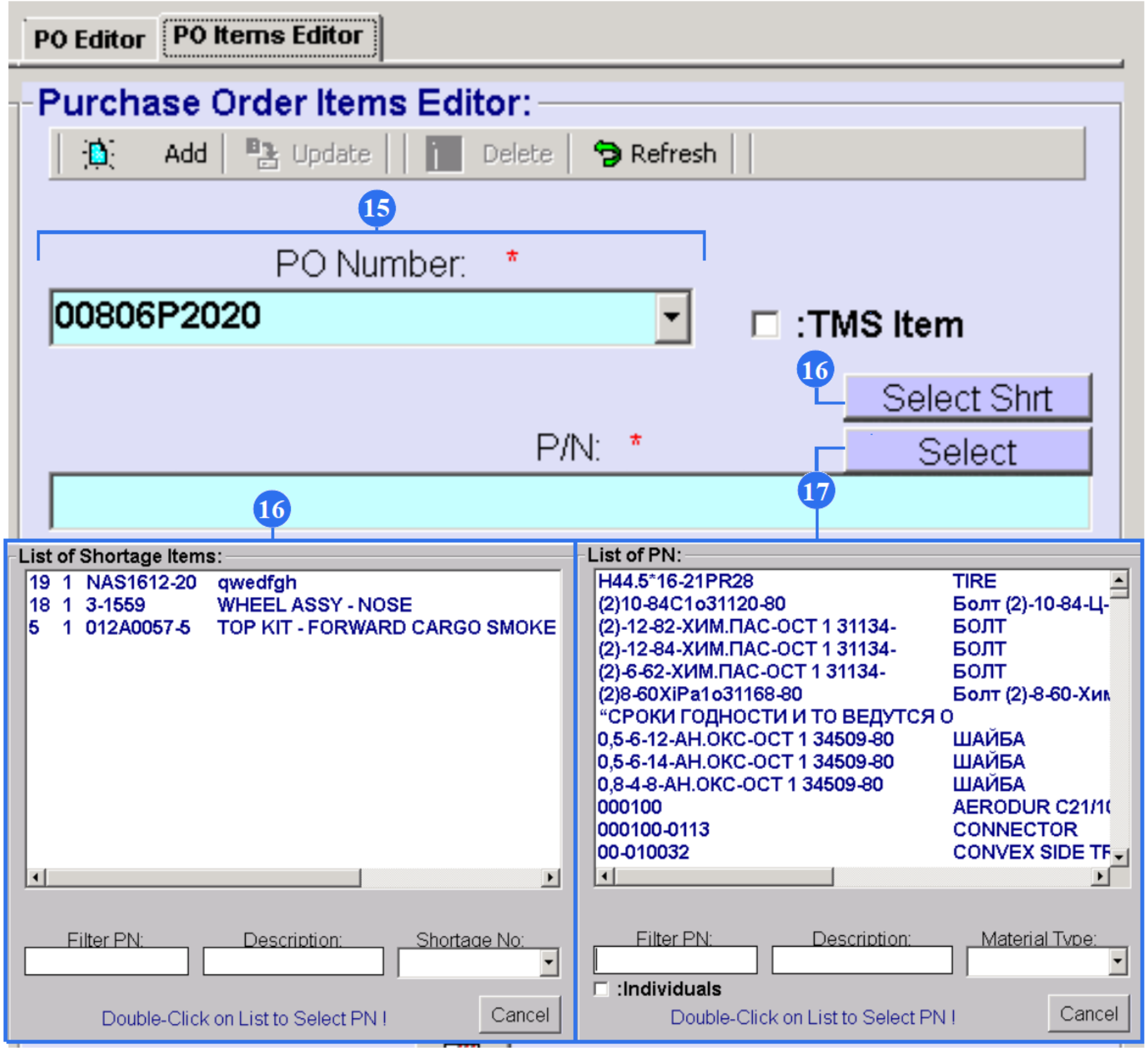
11. Choose a Priority (AOG - aircraft on ground) field. Default one is Routine. Select the person responsible for completing the editor. (Purchaser Code date is generated in the "Base Setup" sub-module).

12. After completing all required fields, press the Add button.



13. A newly created purchase order will be added to a list of purchase orders. Select a purchase order from the list.

14. Select PO Items Editor tab.

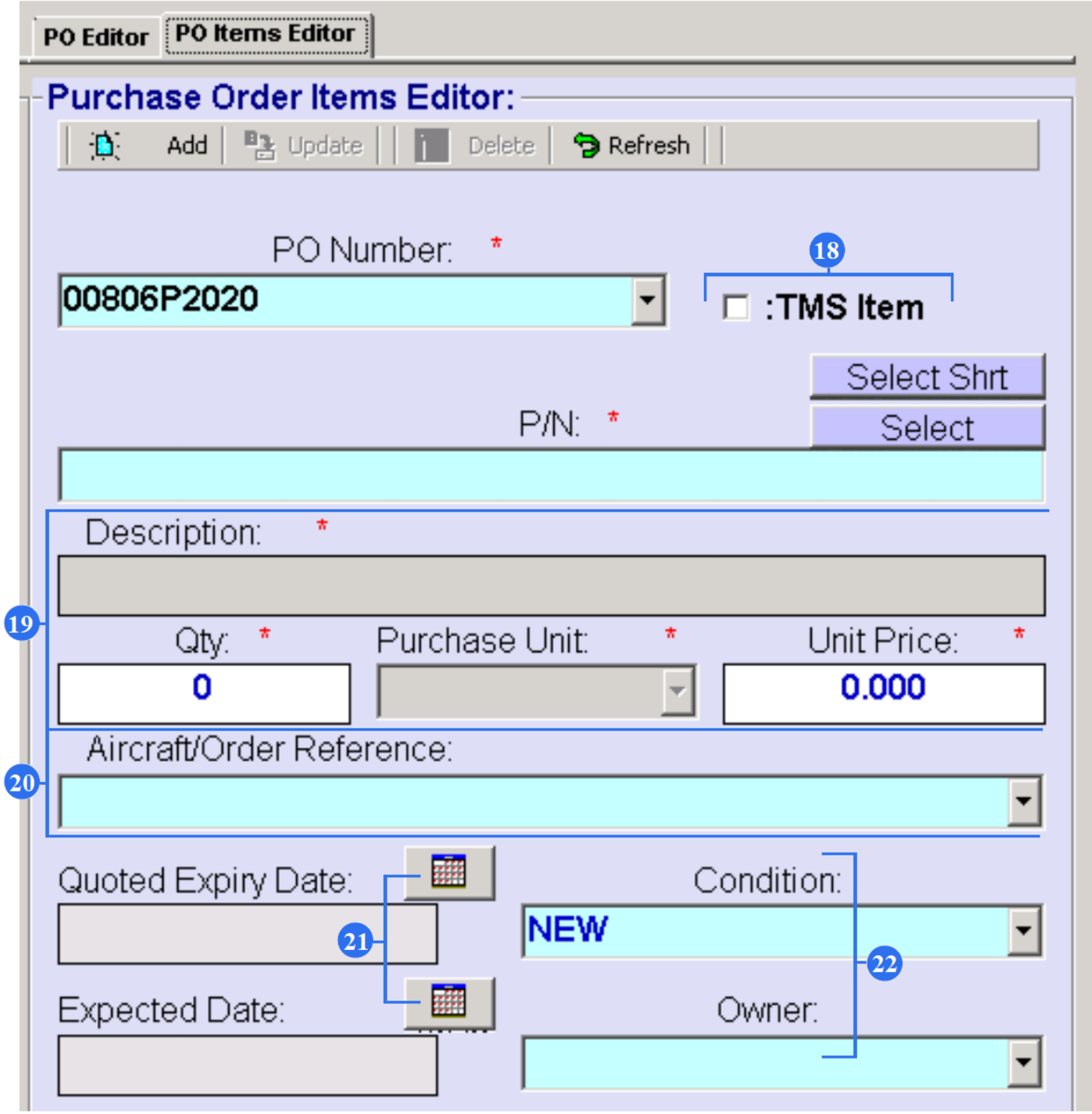


15. PO Number is transferred automatically from PO Editor to PO Items Editor. Also, you can select PO number.

To enter part number in the “P/N” field, select “Select Shrt” button (if a shortage was created on the component) or “Select” button.

16. Click on the “Select Shrt” and “List of Shortage Items” will be opened. You can use filters such as “Filter PN”, “Description” or “Shortage No” to find component quickly. Double click on the component.

17. Click on the “Select” and “List of PN” will be opened. You can use filters such as “Filter PN”, “Description” or “Material Type” to find component quickly. Double click on the component.



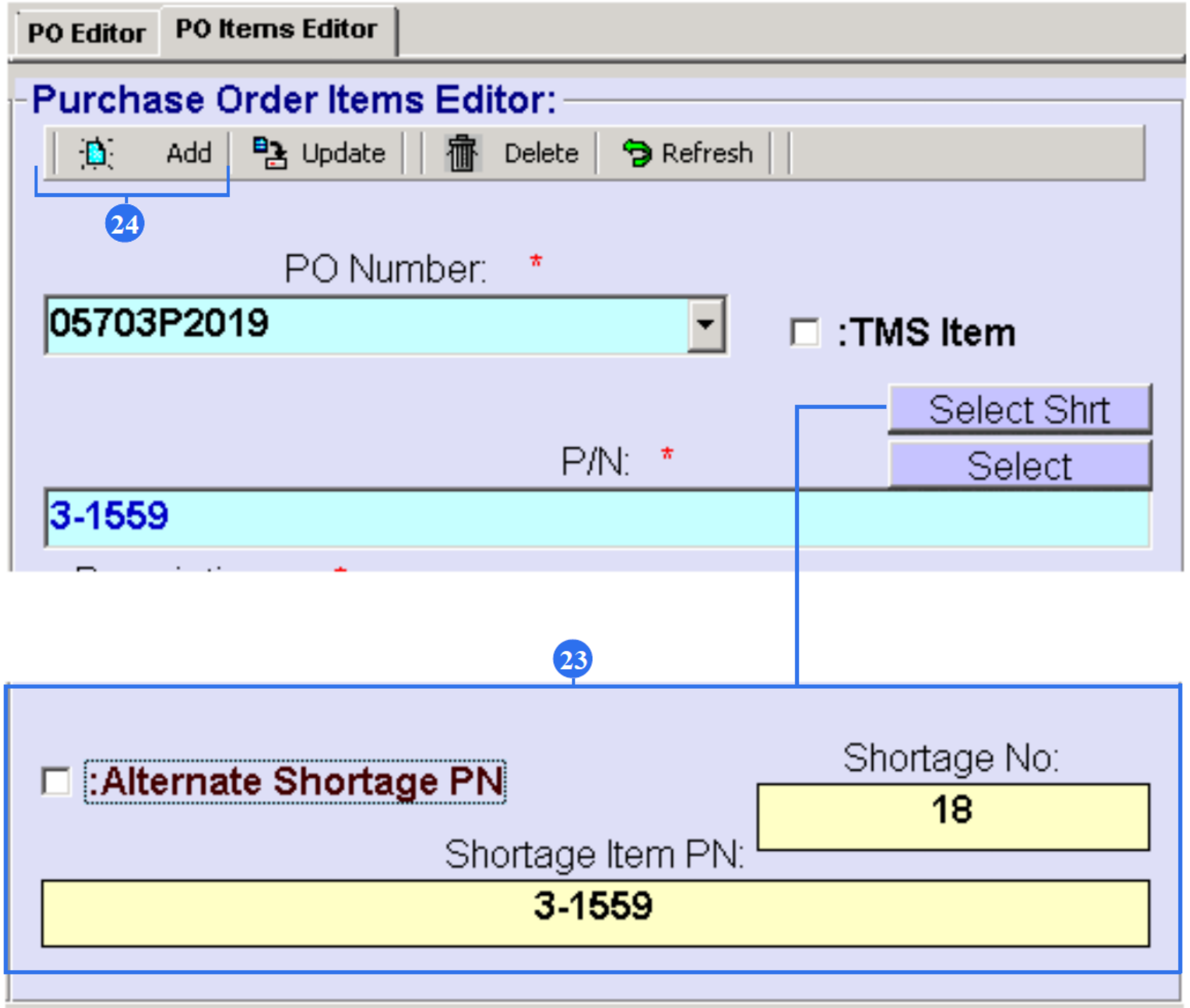
18. Check box the "TMS Item". After saving the item will be stored in TMS System.

19. A description and a unit of measure will be entered by the system automatically. You can't change a Purchase unit while ordering apart. For doing this, use a Materials Management Sub-Module (change it in a Spare Parts Catalogue). Type necessary quantity, a unit and a unit price field. Currency is already set up in the PO Editor. The last unit price comes up automatically.

20. Use a combo box to choose a correct Order Reference.

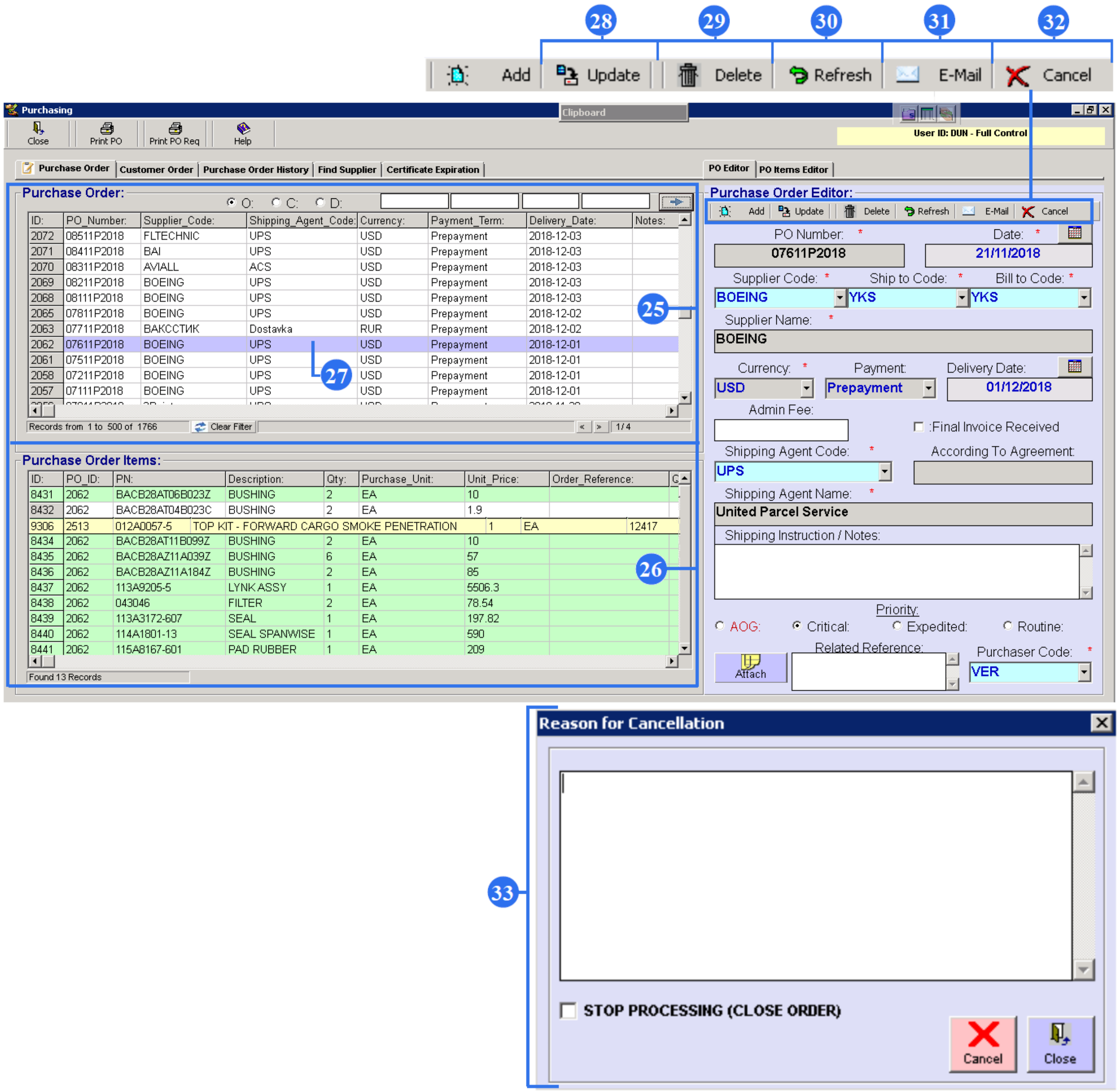
21. If an ordered item is life-limited, click on the Calendar button insert a shelf-life. Set an expected date by clicking the Calendar button.

22. Choose an appropriate condition from a combo box. Select Owner.



23. If you select part number of a component through “Select Shrt” button, Shortage No and Shortage Item PN will be automatically appeared in the bottom of the editor. If it is alternate part number, check box the “Alternate Shortage PN”.

24. To add the item, click on the Add button.



25. All created POs in the PO Editor are added to a list of purchase orders.

26. All created PO Items are added to a list of purchase order items.

27. If you want to work with an PO, highlight it in the Purchase Order list.

28. If you make a change in the editor push “Update” button.

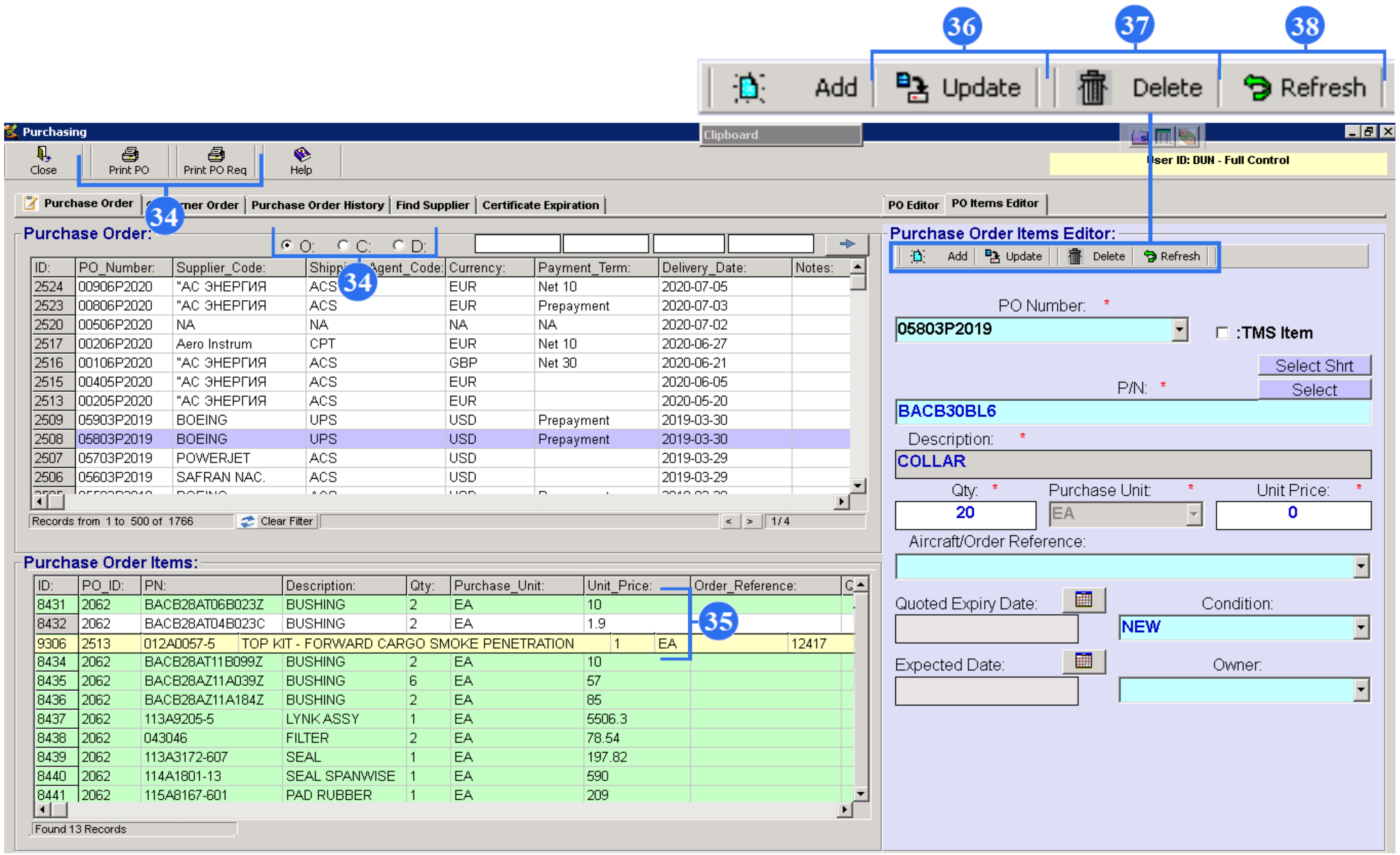
29. To remove PO, click on the Delete.

30. To clean all the fields in the editor, push “Refresh button”.

31. To send the PO to supplier, click on the E-Mail. (It is possible if you enter supplier e-mail in “Material Management” sub-module).

32. If you want to cancel PO, push “Cancel” button. The screen will be opened.

33. Enter a reason for cancellation and click on the “Cancel”. To close PO, check box “Stop Processing”.



34. All POs are divided on the three statuses:

- O – Opened
- C – Closed
- D – Cancel

Also, to print a purchase order, select it from the list and click on the Print PO button.

35. If you want to work with an PO Item, highlight it in the Purchase Order Items list.

There are different colours:

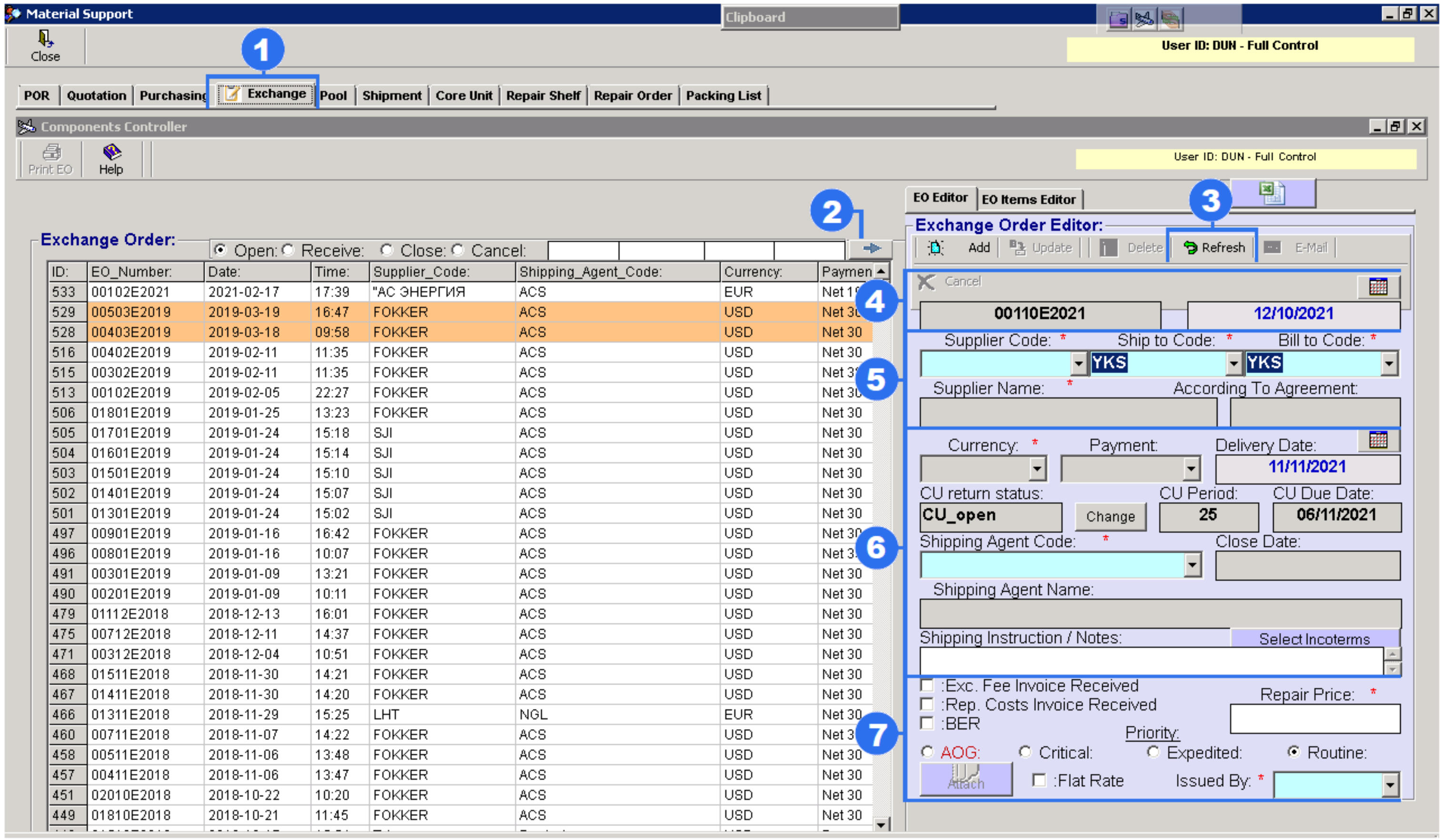
- White items - not received yet;
- Yellow items – received, but not approved yet;
- Green items – approved and stocked.

36. If you make a change in the editor push “Update” button.

37. To remove PO Item, click on the Delete.

38. To clean all the fields in the editor, push “Refresh button”.

5. Exchange



Exchange Order Tab manages the repairs for components.

1. Push on the “Exchange Order” tab.

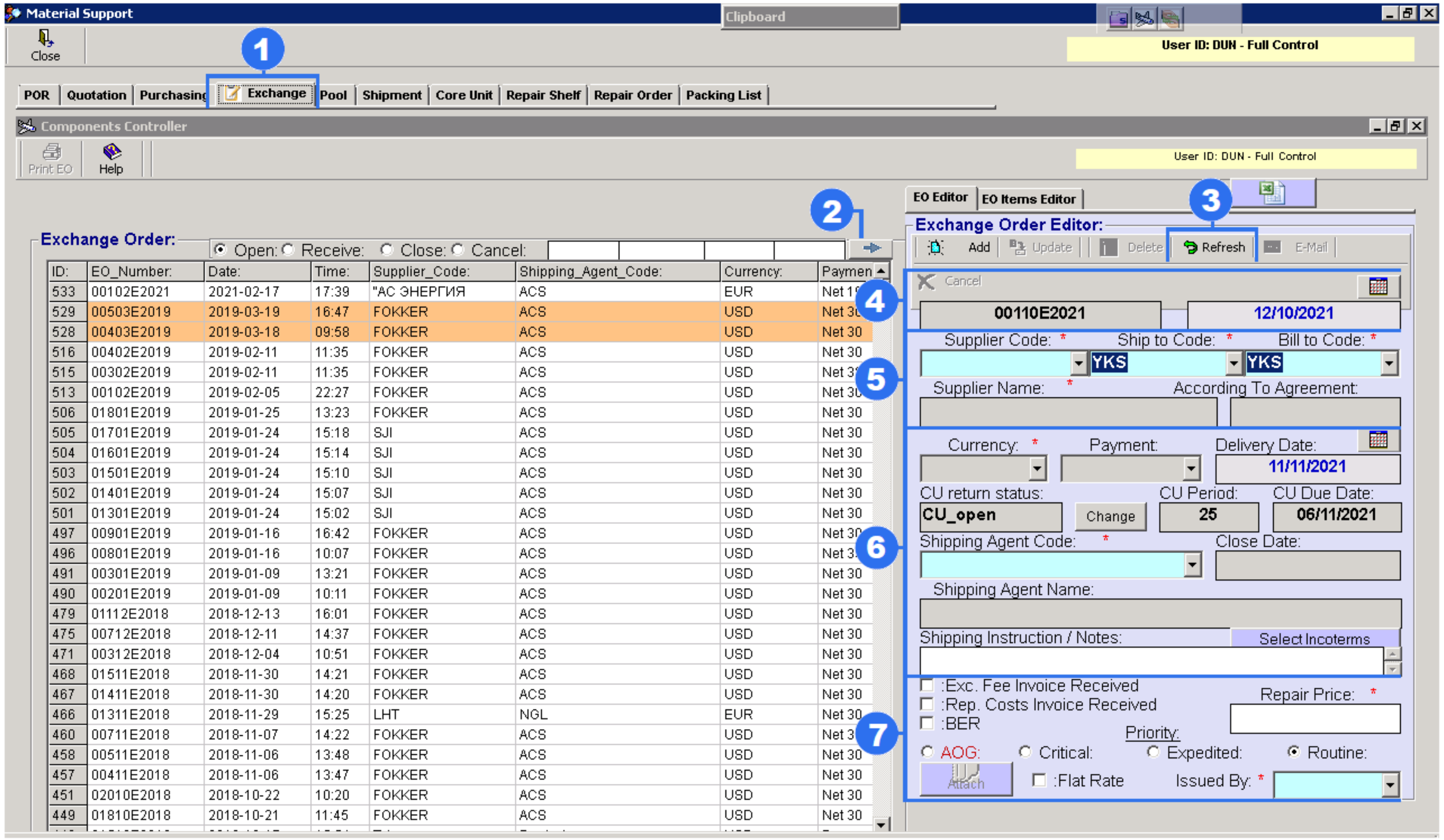
2. To add a new exchange order, open an Exchange Order Editor by clicking on the button with arrow.

3. Click on the “Refresh” button.

4. A new Exchange Order Number and a current date will come out automatically.

5. Select a Supplier Code, a Ship to Code and a Bill to Code from combo box. “Supplier” field and “According to Agreement” will come out automatically.

6. Select Currency and Payment. Set Delivery Date. Core Units (CU) return status data, CU Period data and CU Due Date are taken from the “Core Unit” tab. It is near “Exchange Order” data.



6.You can select Shipping Agent Code from combo box. Make notes in the "Shipping Instruction/Notes" field if it is necessary. **(THE MEANING OF THE "CHANGE" BUTTON IS DESCRIBED IN CHAPTER 6 "CORE UNITS")**

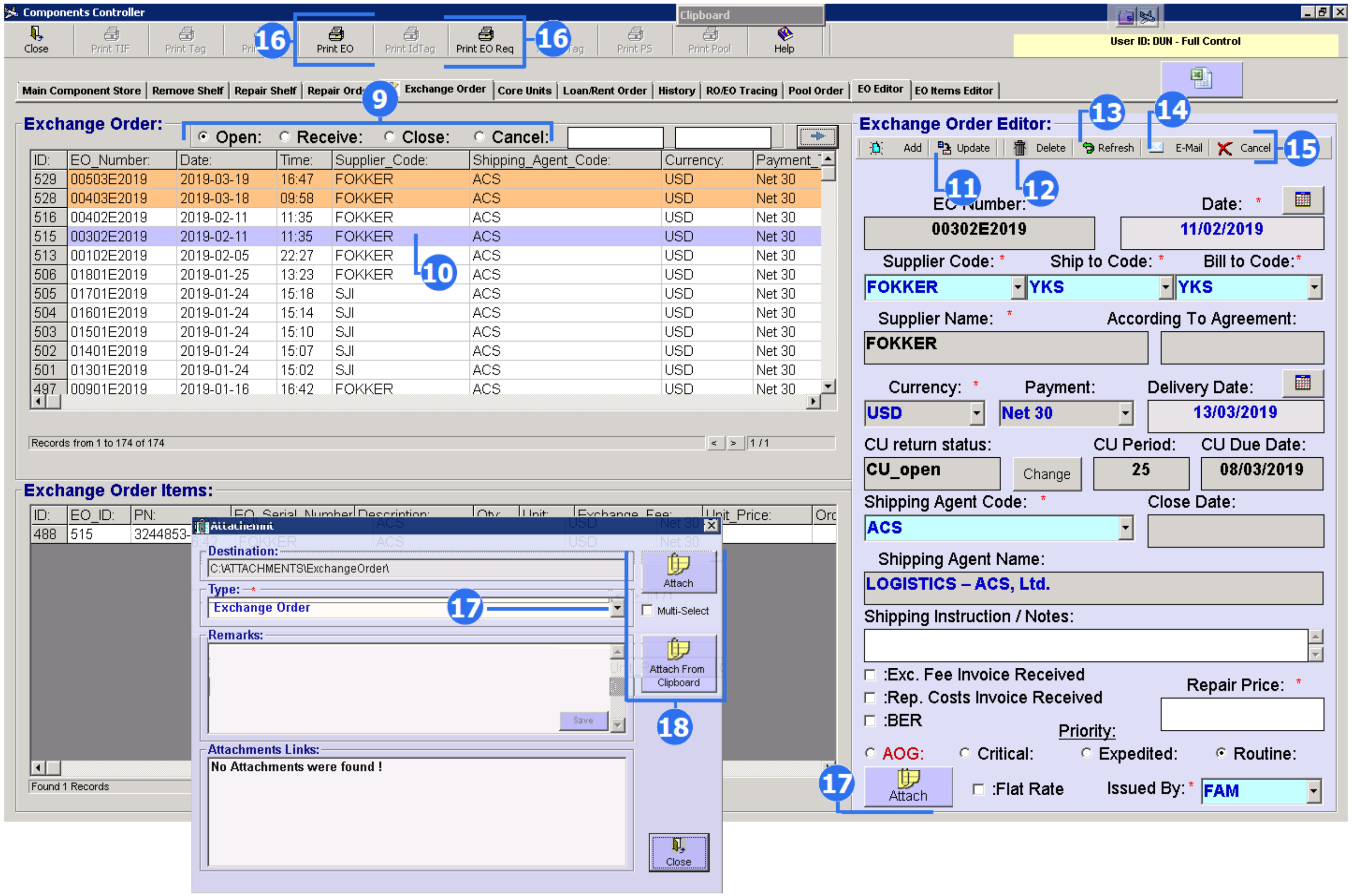
7. There are several tick fields:

- Exchange Fee Invoice Received
- Repair Costs Invoice Received
- BER
- Flat Rate

All these tick fields are optional.

Set Repair Price data. Select Priority (AOG-aircraft on the ground). Choose "Issued By" from combo box.

8. After completing all required fields, press the Add button.



9. After pressing "Add" button all orders transfer to Exchanger Order List. To find necessary order use filter statuses:

- Open – just created orders, not received.
- Receive – Ordered unit is received, but core unit is not shipped to a supplier;
- Close – core unit is shipped to a supplier yet;
- Cancel – EO was cancelled in the editor.

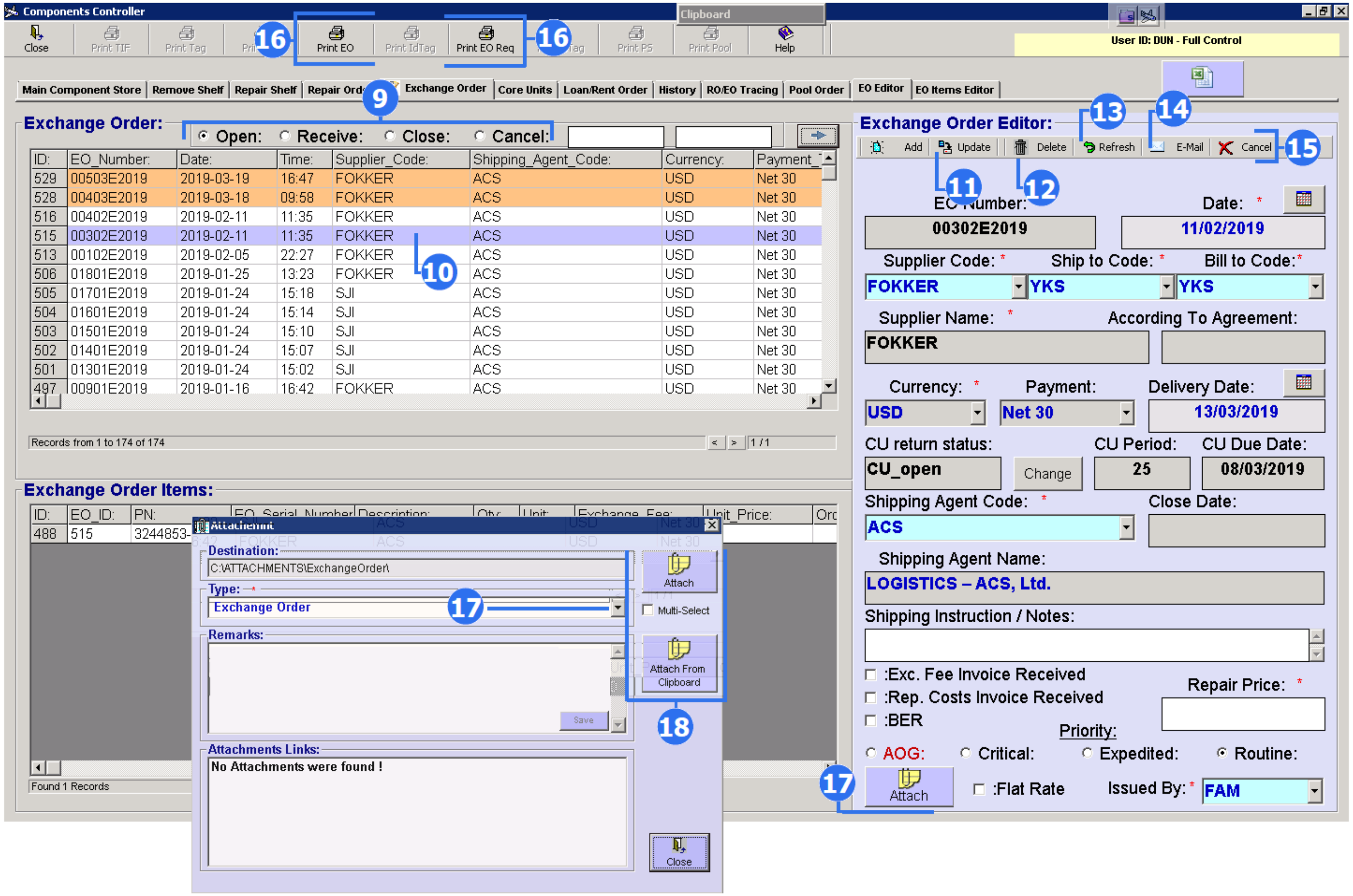
10. Select and highlight the line.

11. In the EO Editor make changes and push on the "Update" button.

12. To remove the EO. Press "Delete" button.

13. To clean all fields, press "Refresh"

14. Use "E-Mail" button to send EO report.

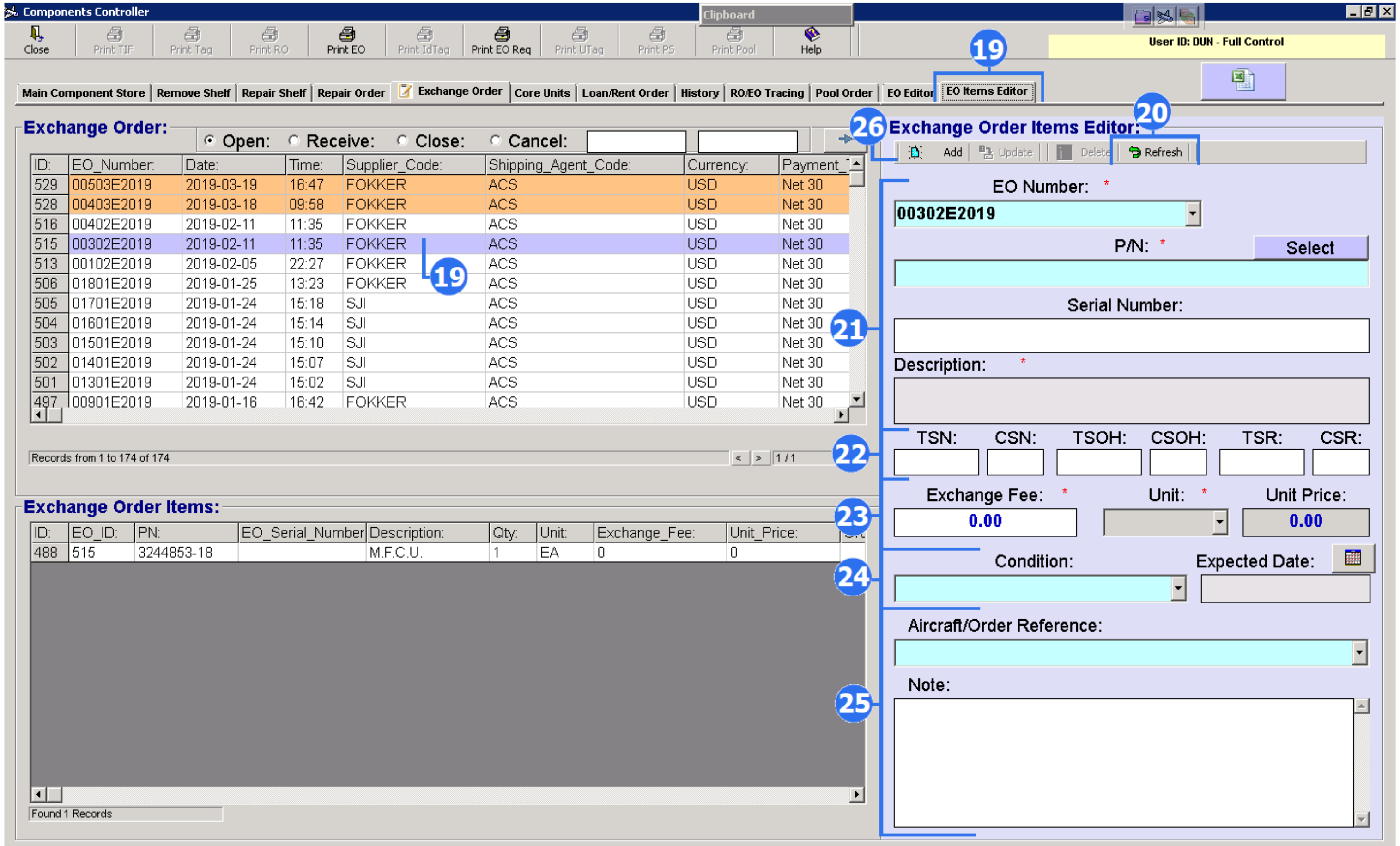


15. To cancel created EO, push on the “Cancel”.

16. To print exchange order, click on the “Print EO” button. To print additional statement press “Print EO Req”.

17. You can attach any documents and pictures. Click on the “Attach”. Select type of document.

18. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

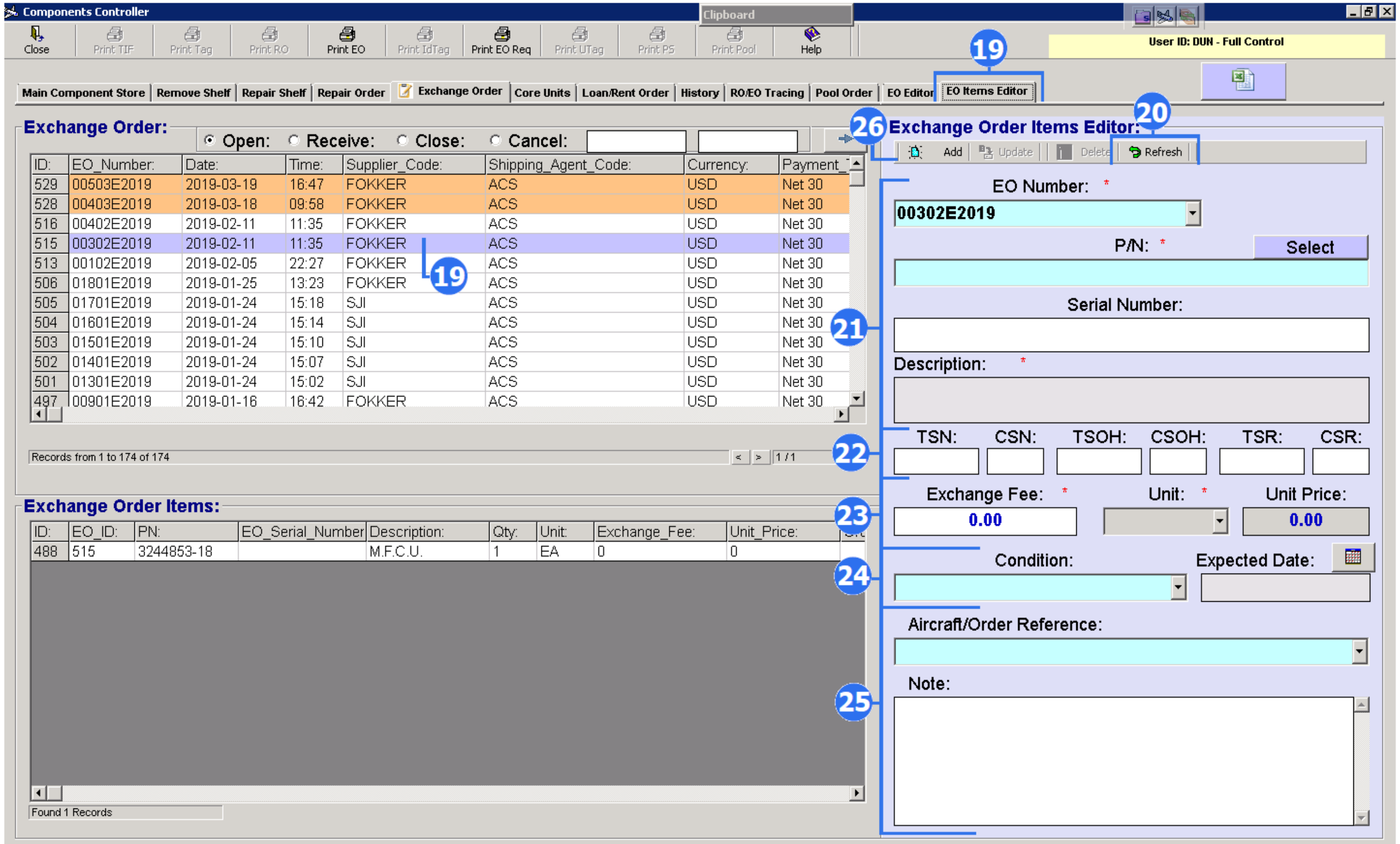


19. To register Exchange Order Items, use “EO Items Editor” tab. You can either select an exchange order from the list or open an EO Items Editor and choose an EO number from a Combo box.

20. Press “Refresh” button to add new item.

21. Choose an Exchange Order number if you want to replace EO number. Select a Part number from combo boxes. Use the “Select” button to choose a Serial Number. A Description will come up automatically.

22. Times and Cycles, or since New and Overhaul and Repair fields will be filled out by the system according to the Serial Number.

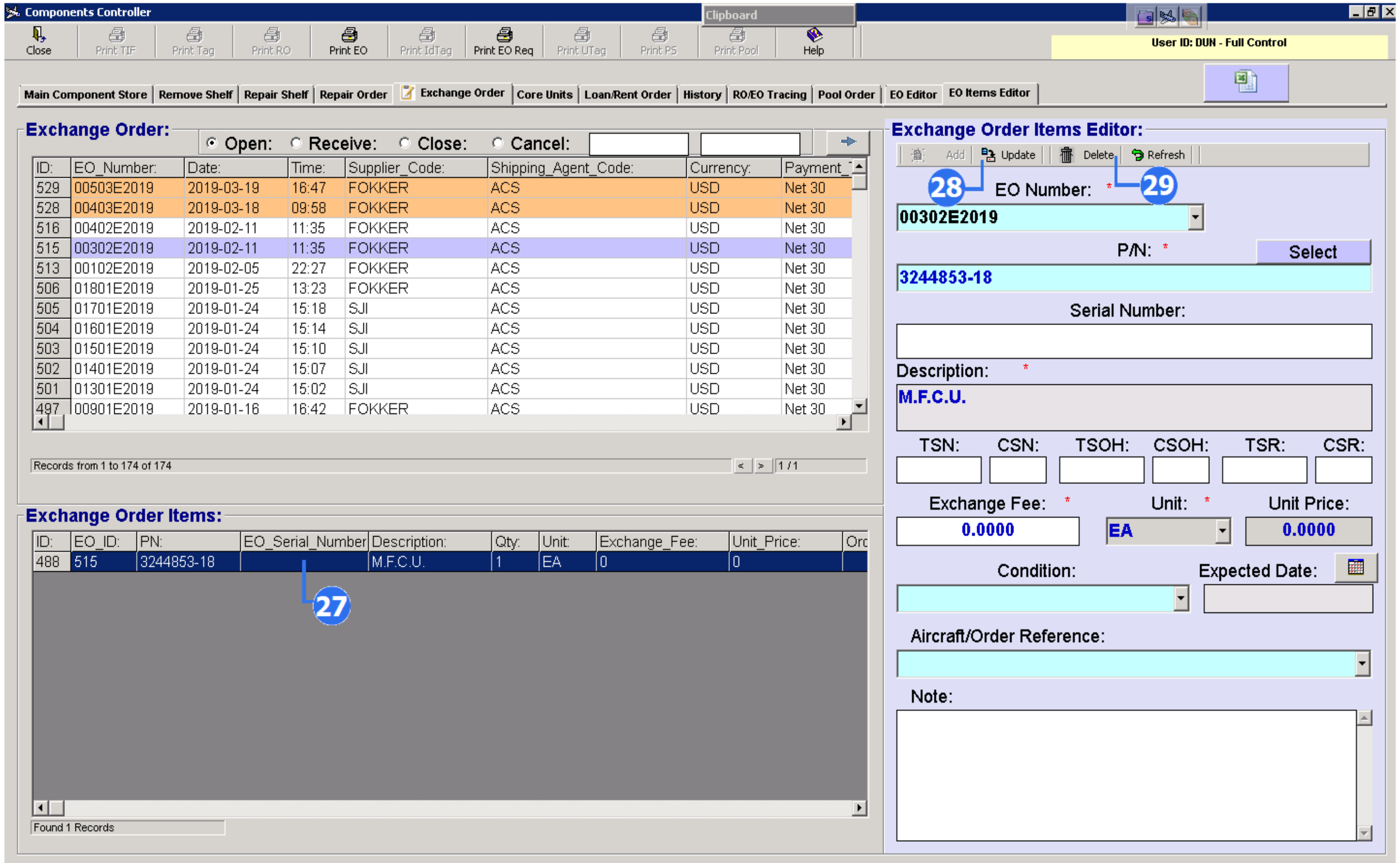


23. Fill in the Unit price field. Currency is already set up in the Exchange Order tab. Last unit price comes up automatically.

24. Select “Condition” and set Expected Date.

25. If it is necessary add information to “Aircraft/Order Reference” field and “Note” field.

26. Press “Add” button.



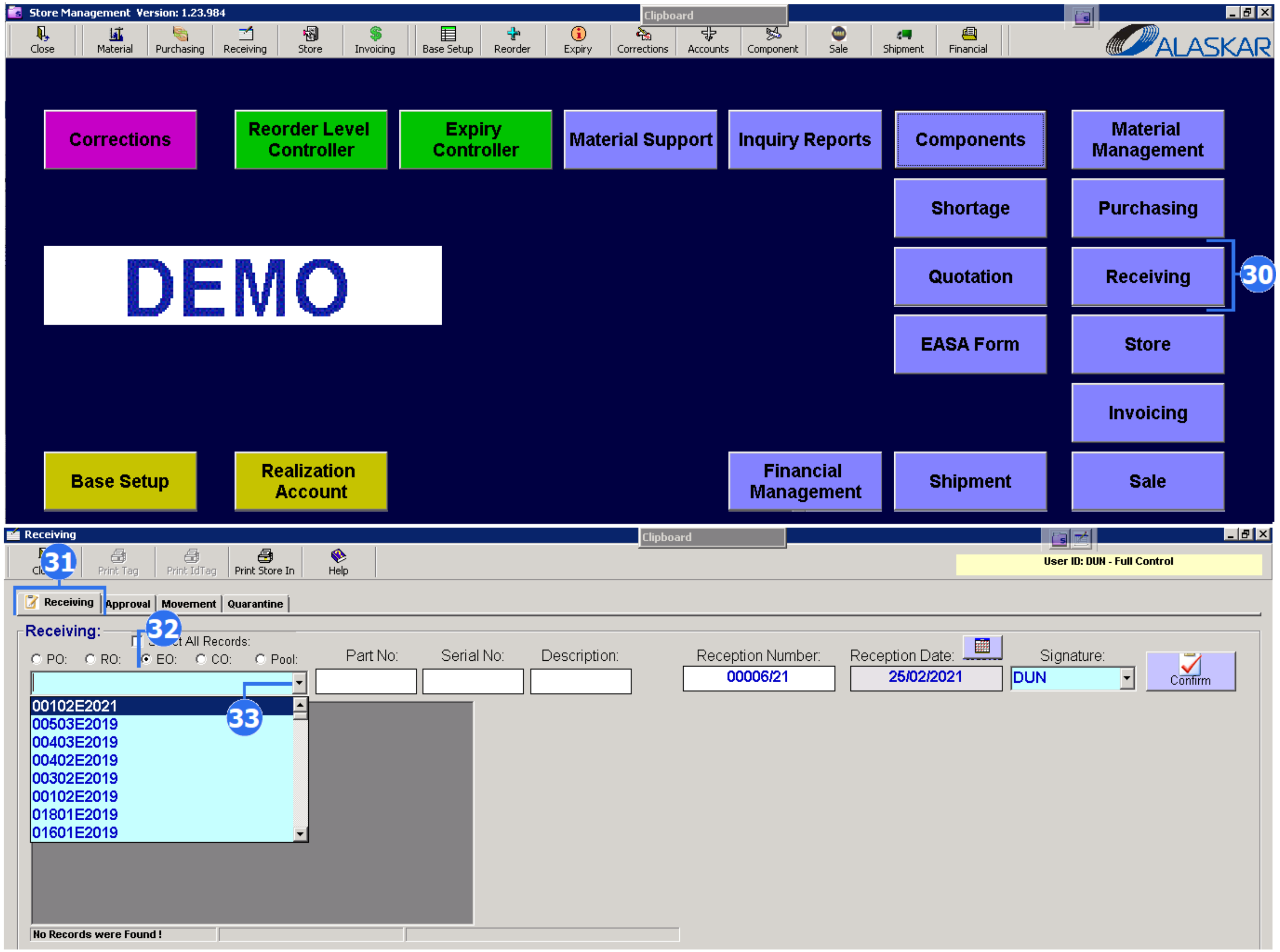
27. Repair order Items are:

- White - items (outstanding) are not received yet;
- Yellow – received but are not approved yet;
- Green –approved and are at stock.

Select and highlight the line.

28. If you make a change in the editor, press “Update” button to save data.

29. To remove the Item, click on the “Delete“.



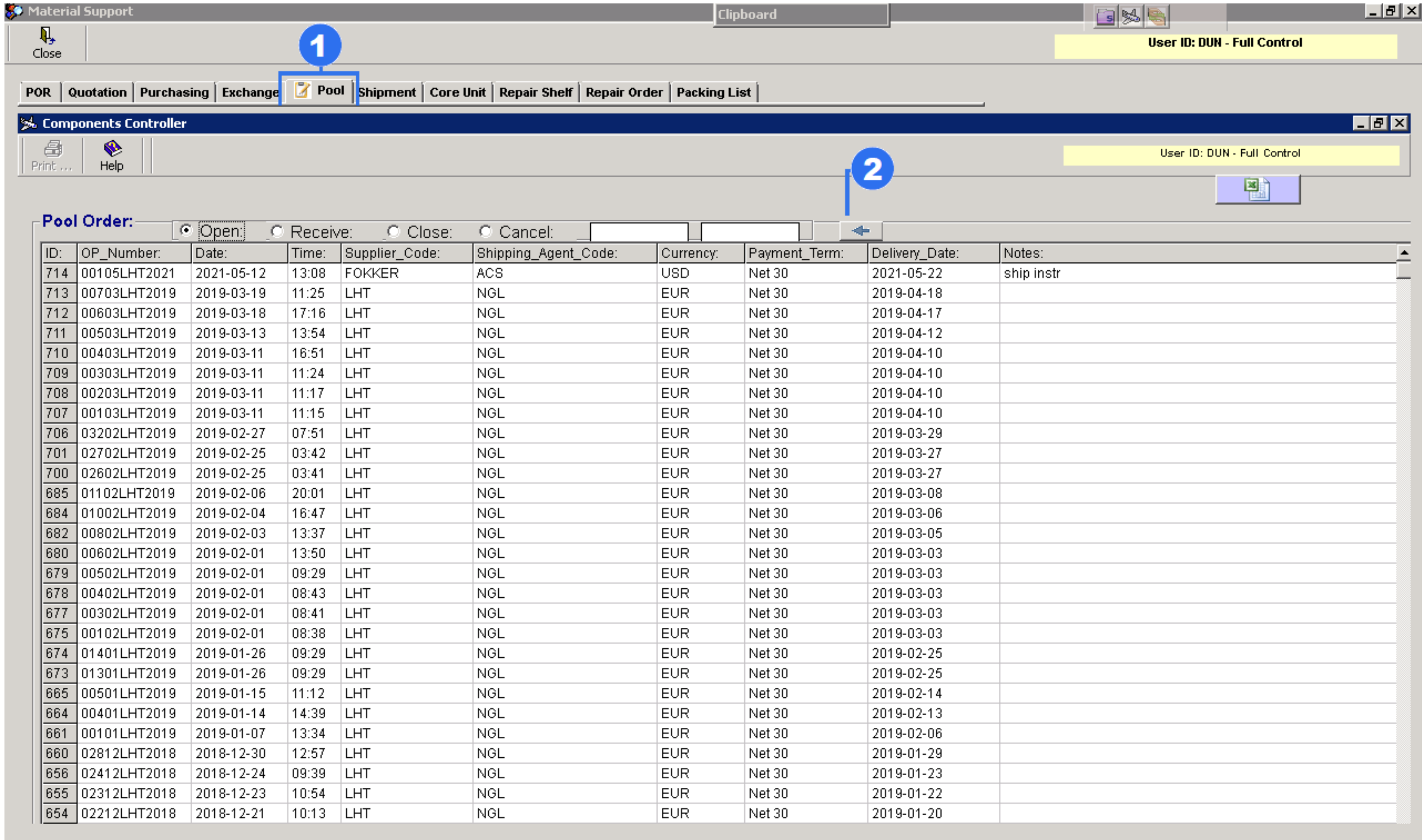
30. Created Exchange Order will be appeared in the “Receiving” submodule. Pls, press the “Receiving” button.

31. Select “Receiving” tab.

32. Check box “EO” field.

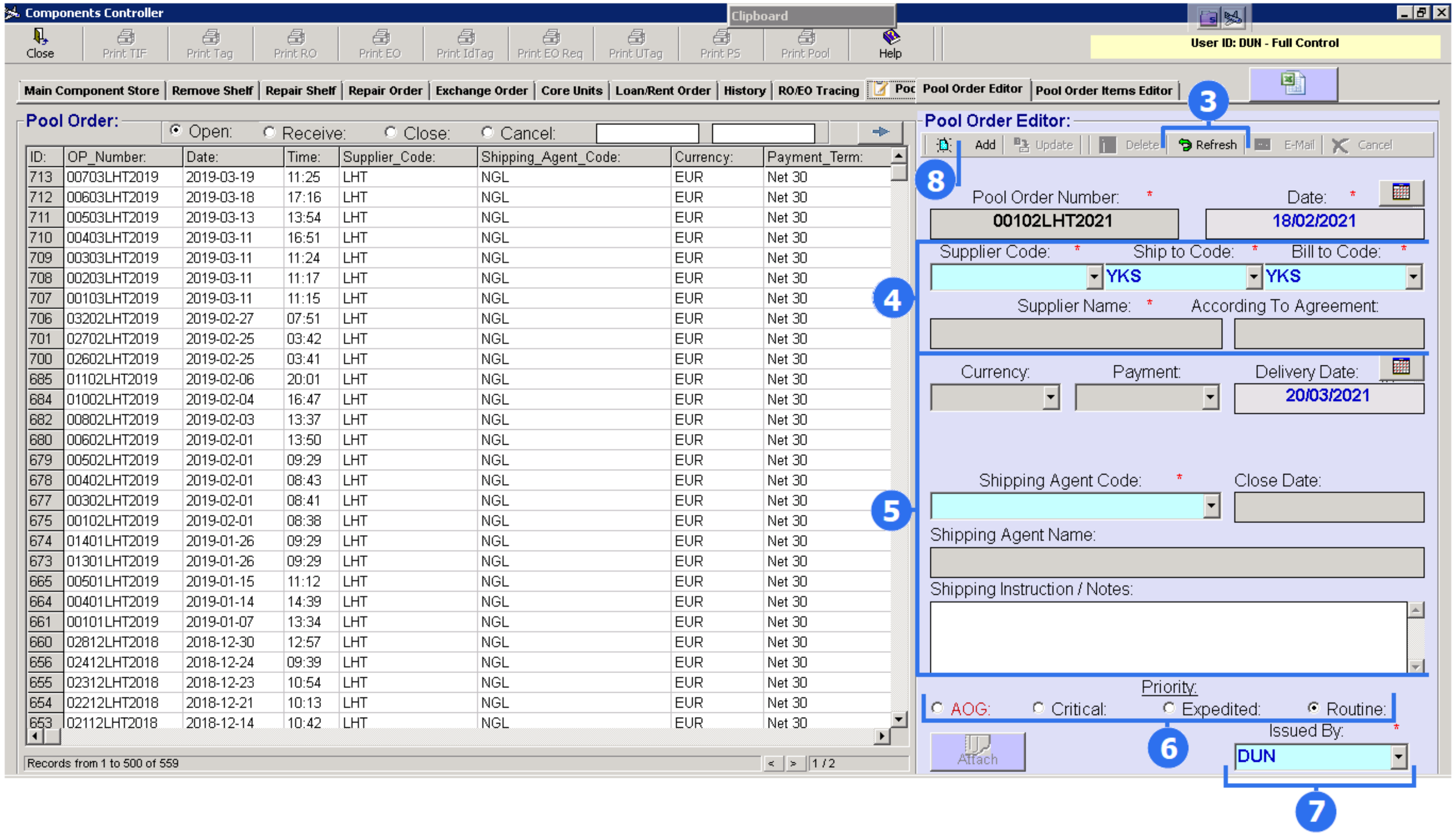
33. Choose from combo box corresponding EO.

6. Pool



1. “Pool Order” tab is necessary to create an order for pool components order.

2. To open Pool Order Editor, click on the button with arrow.



3. Click on the “Refresh” button. A new Pool Order Number and a current date will come out automatically.

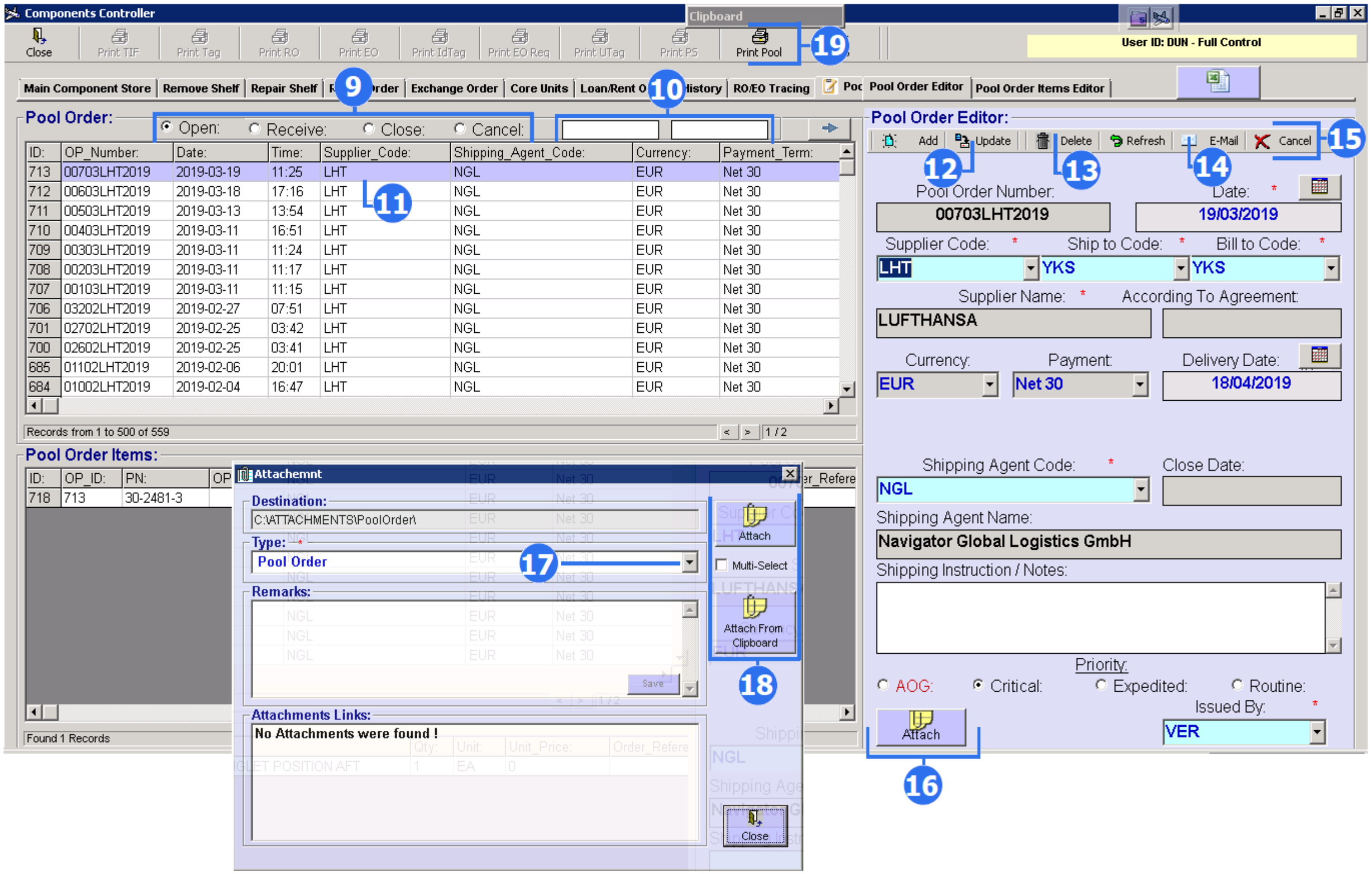
4. Select a Supplier Code, a Ship to Code and a Bill to Code from combo box. “Supplier Code” field and “According to Agreement” will come out automatically.

5. Select Currency and Payment. Set Delivery Date. Select Shipping Agent and enter additional information in the “Shipping Instruction/Notes” fields if it is necessary.

6. Select Priority (AOG-aircraft on the ground).

7. Choose “Issued By” from combo box.

8. Press “Add” button to add new order.



9. After pressing "Add" button all orders transfer to Pool Order List. To find necessary order use filter statuses: Open, Receive, Close, Cancel.

10. Also, you can enter a pool order number in the empty field to find an order quickly.

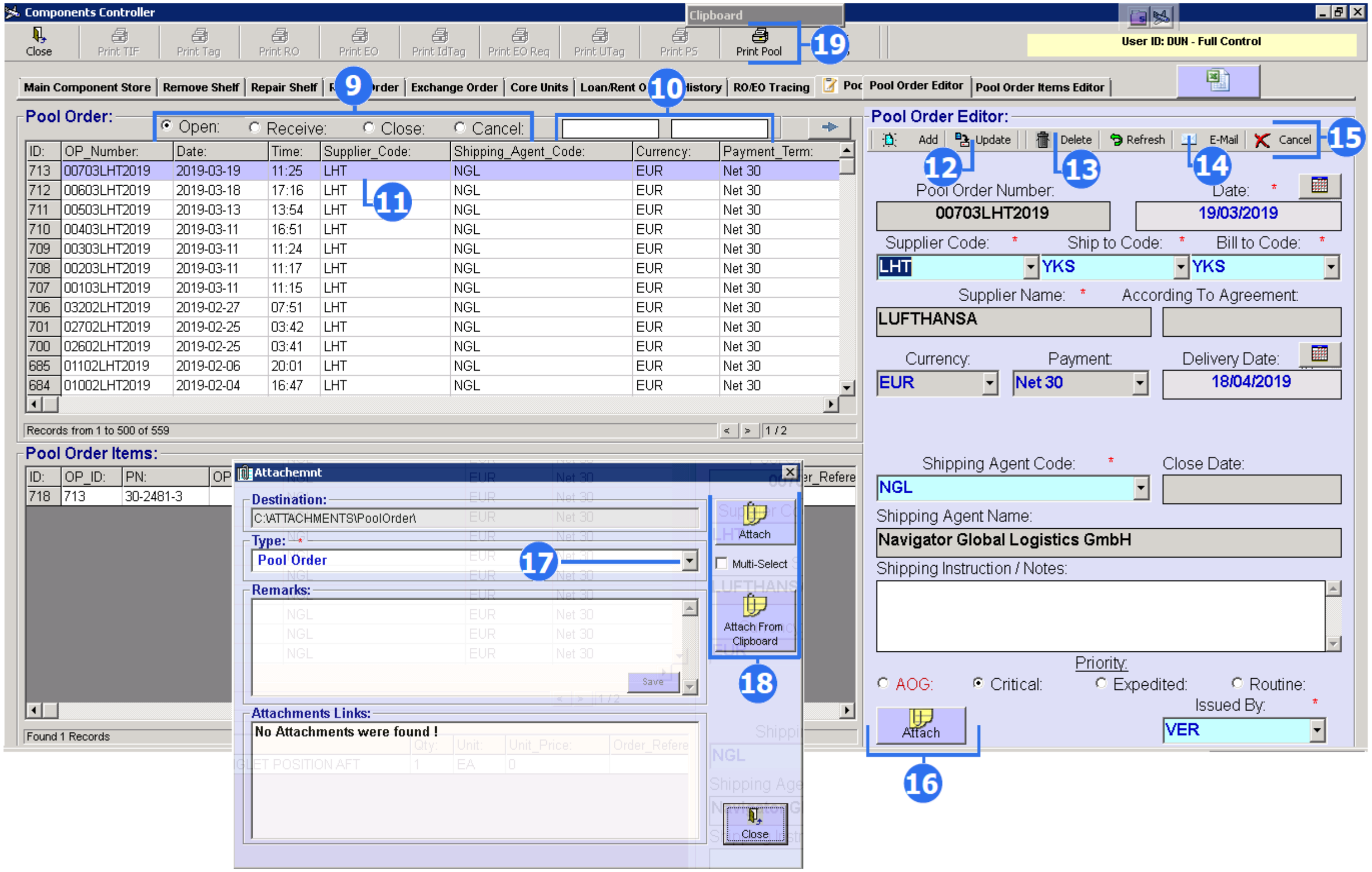
11. Select and highlight the line.

12. In the Pool Order Editor make changes and push on the "Update" button.

13. To remove the pool order press "Delete" button.

14. Use "E-Mail" button to send Pool Order

15. To transfer a Pool Order to Cancel status, click on the "Cancel".

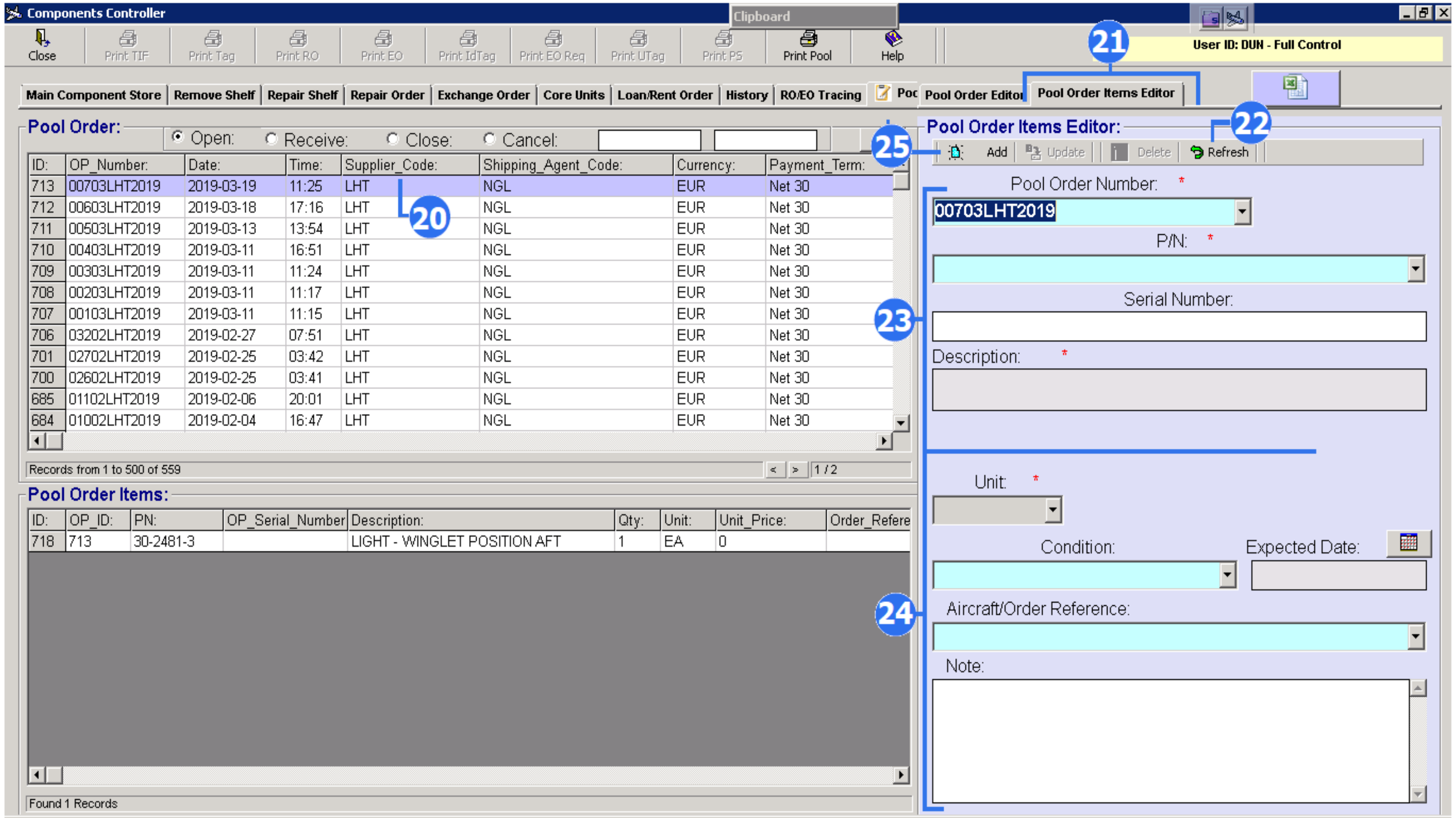


16. Also, you can attach any documents. Press “Attach” button.

17. Select a type of document.

18. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

19. To print Pool Order, click on the “Print Pool”.



20. To register Pool Order Items, select and highlight a line in the Pool Order List.

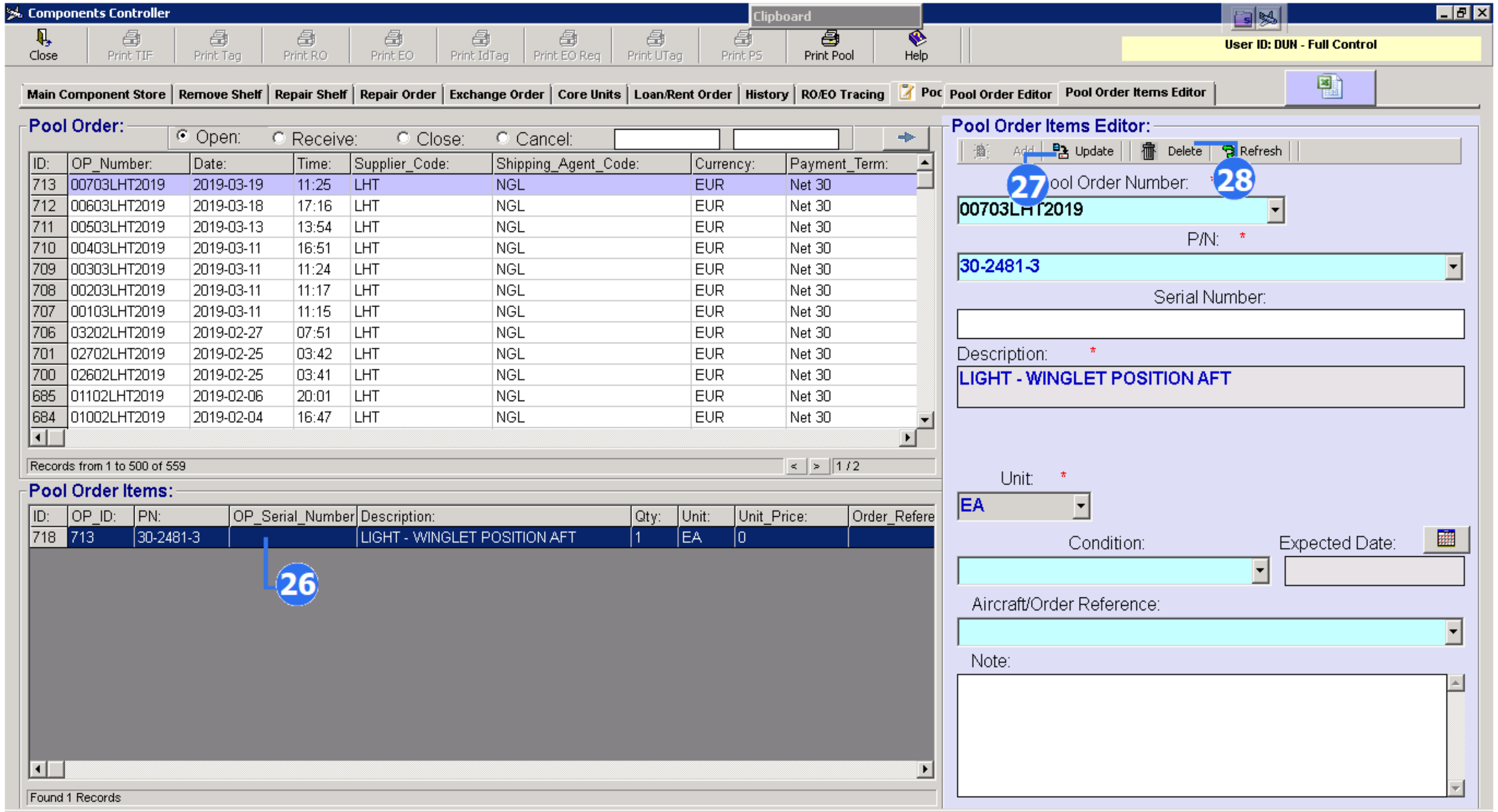
21. Use “Pool Order Items Editor” tab. You can either select an pool order from the list or open an PO Items Editor and choose an EO number from a Combo box.

22. Press “Refresh” button to add new item.

23. Choose a Pool Order number if you want to replace PO number. Select a Part number from combo boxes. Enter a Serial Number. A Description will come up automatically.

24. Fill in the “Unit” field. Select “Condition” and set Expected Date. If it is necessary, add information to “Aircraft/Order Reference” field and “Note” field.

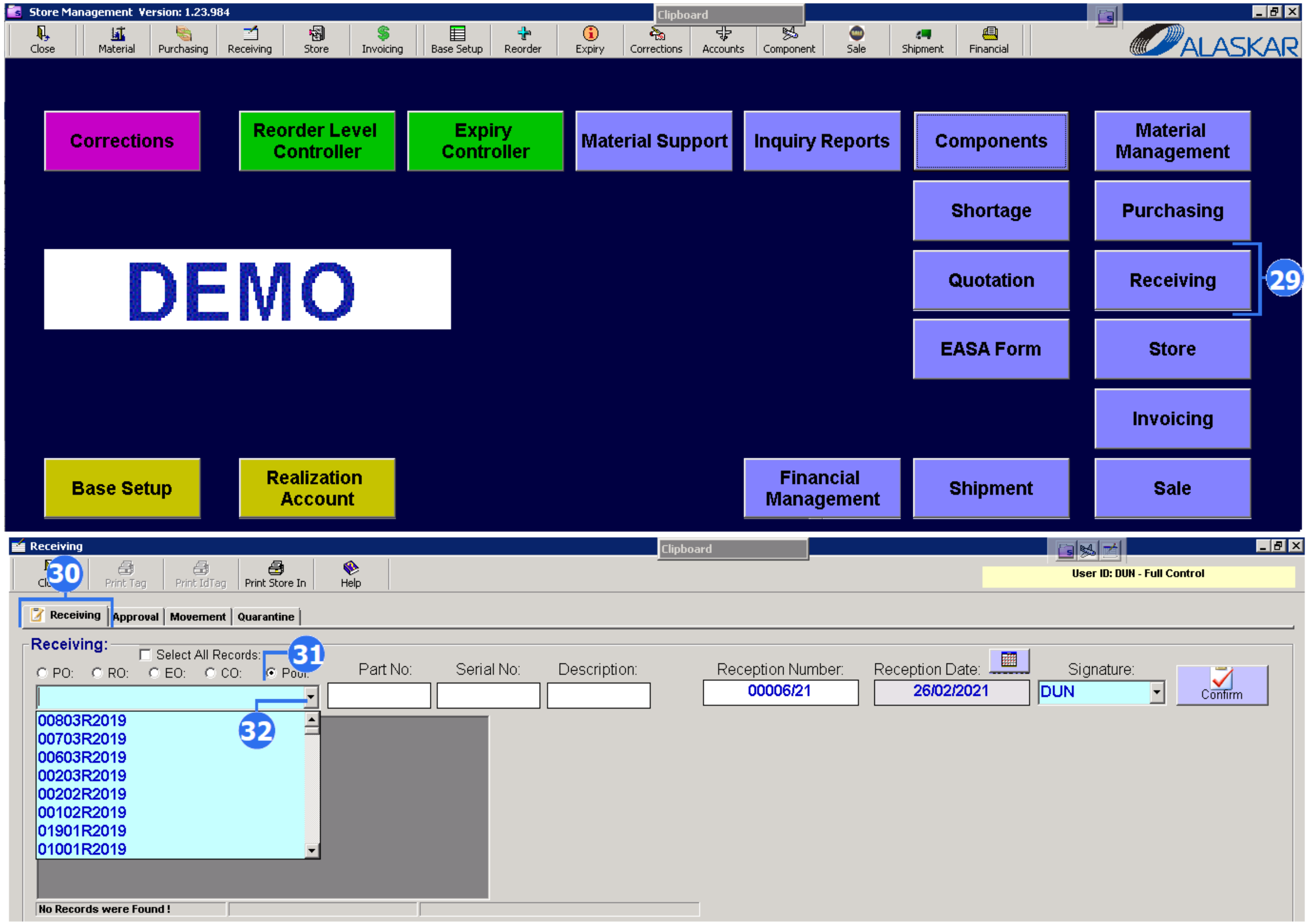
25. Press “Add” button.



26. Pool order Items are appeared in the "Pool Order Items" list. Select and highlight the line.

27. If you make a change in the editor, press "Update" button to save data.

28. To remove the Item, click on the "Delete".



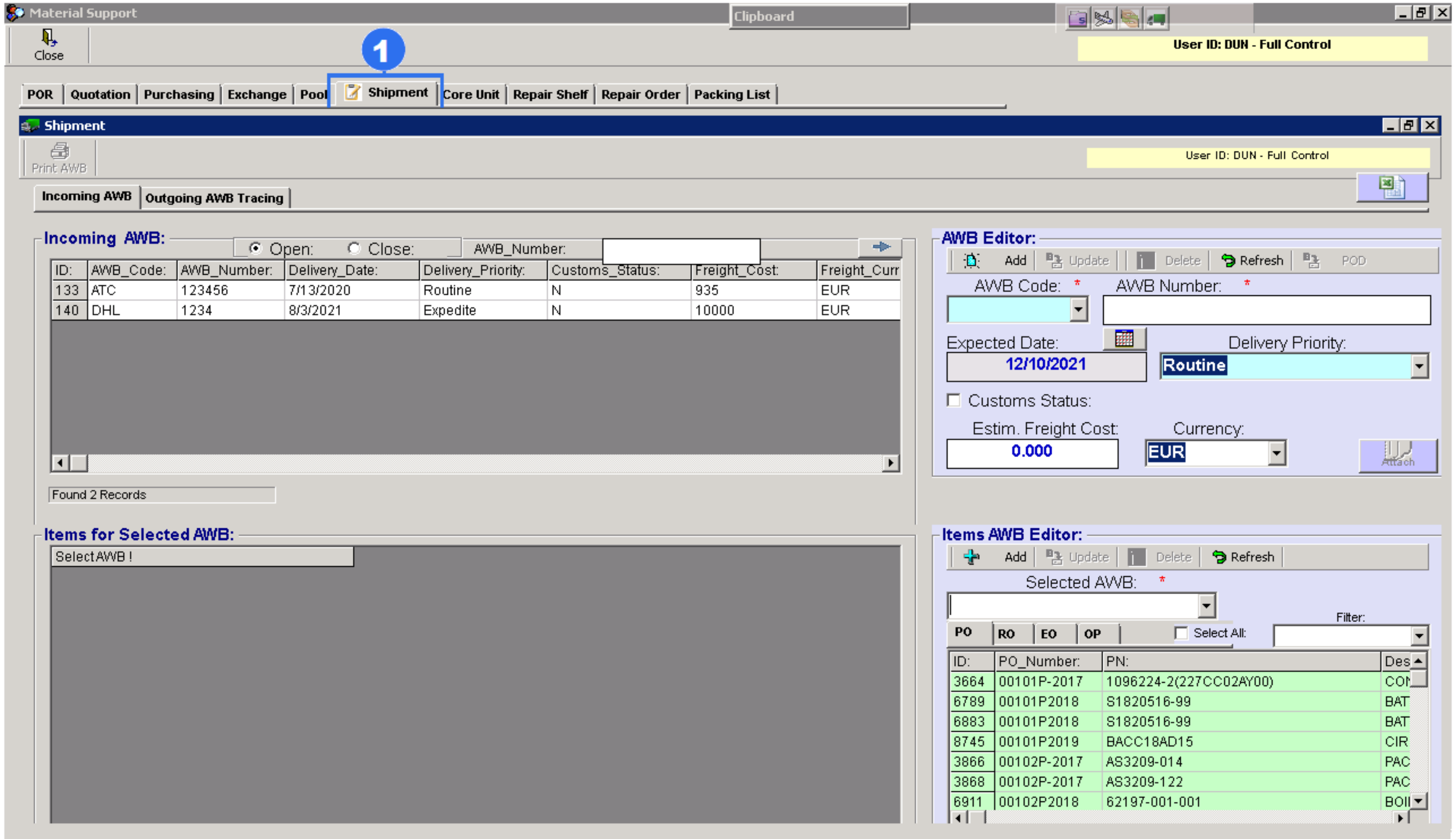
29. Created Pool Order will be appeared in the “Receiving” submodule. Pls, press the “Receiving” button.

30. Select “Receiving” tab.

31. Check box “Pool” field.

32. Choose from combo box corresponding Pool order.

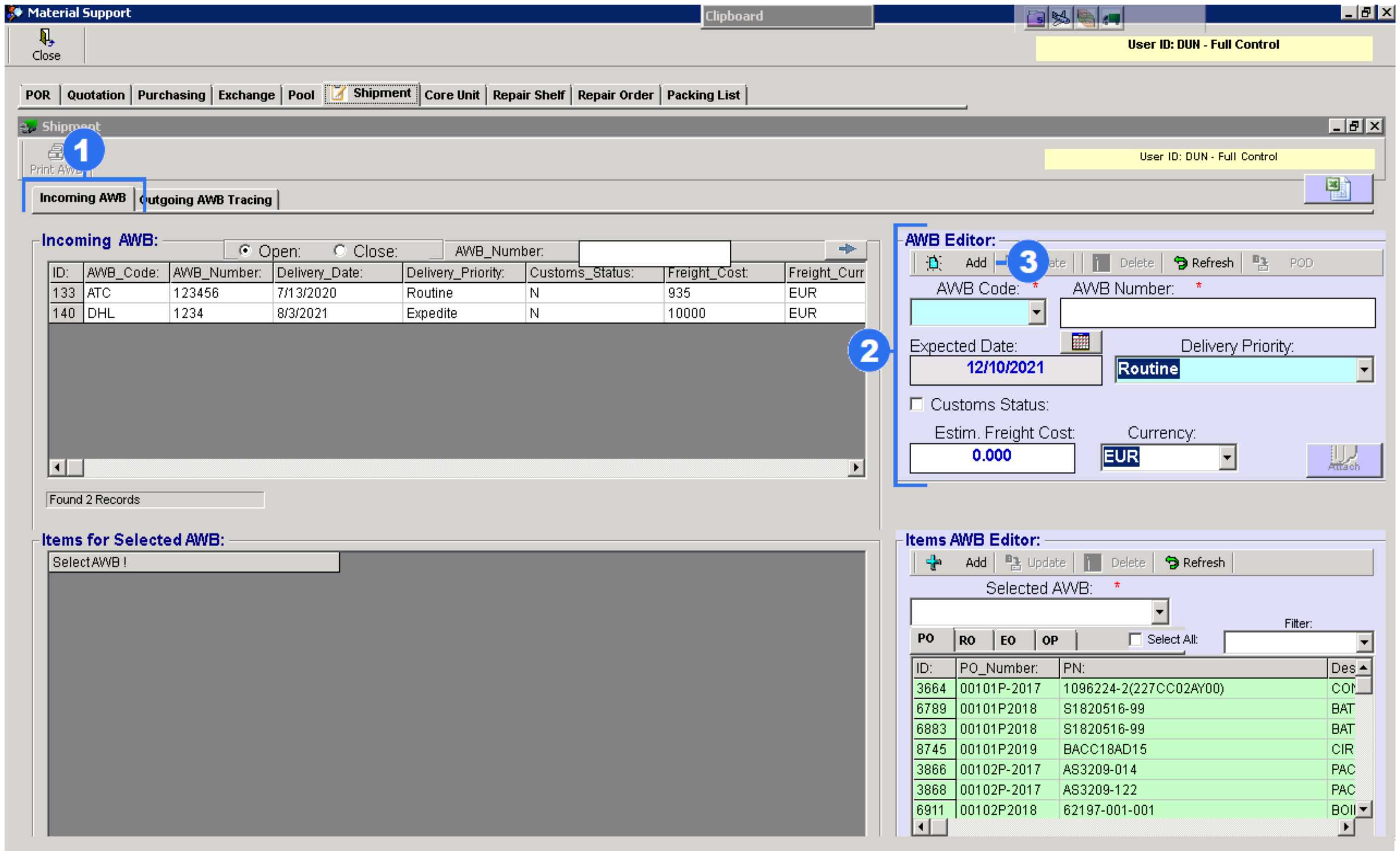
7. Shipment



1. Shipment tab is created for shipping numbers (AWB) registration in order to keep traceability of items coming to and leaving from stores.

Press “Shipment” tab.

7.1. Incoming AWB (airway bill) Numbers



1. Select “Incoming AWB” tab.

2. To register a new AWB number, open an AWB Editor and fill in all obligatory fields.

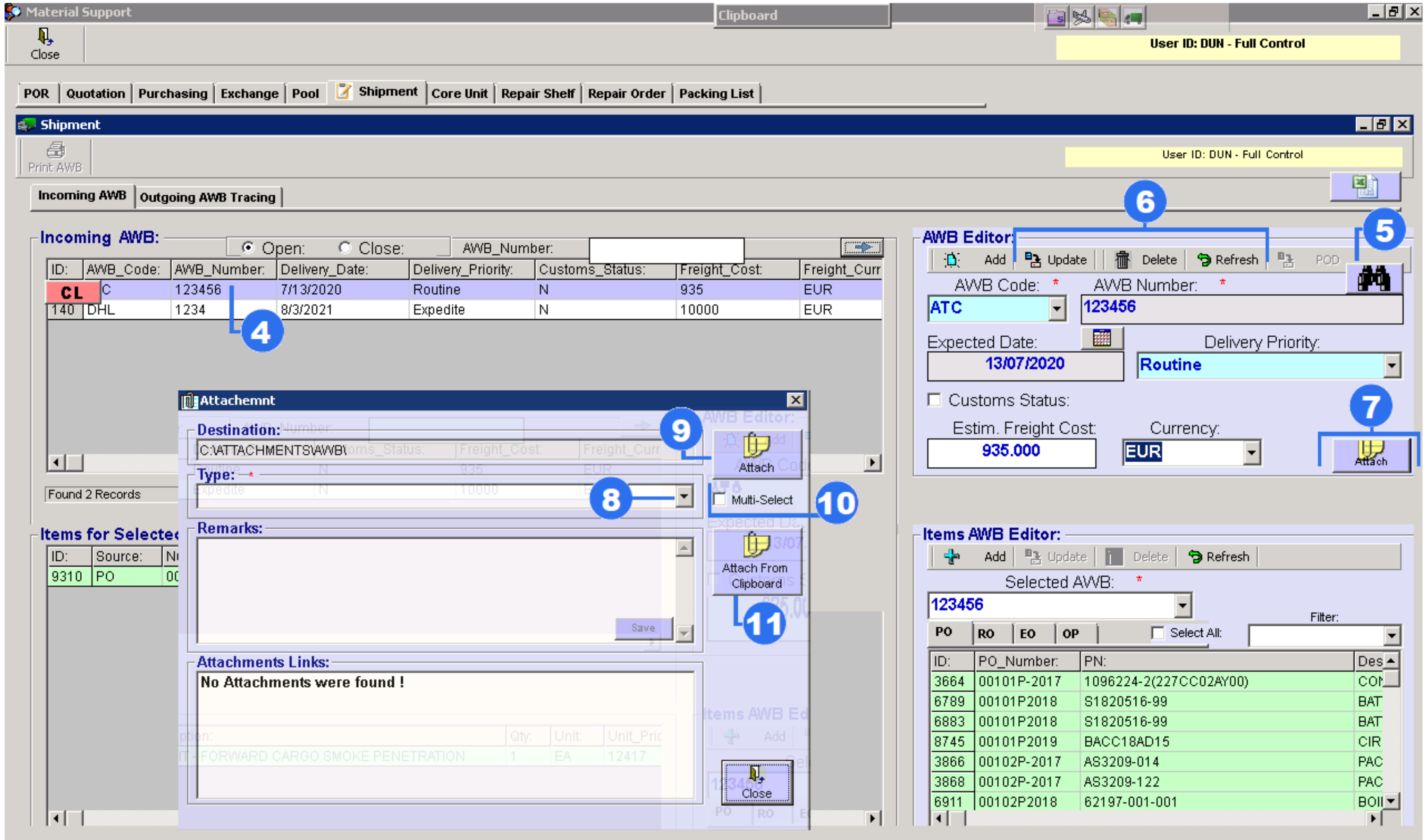
Choose an AWB code from a combo box and type in the full AWB number. Click on the calendar button to set up an Expected Delivery Date.

Shipments can have different delivery priorities. Choose one from a Delivery Priority combo box.

If incoming goods need to be cleared, stick a Customs Status check box.

To enter approximate freight costs information, fill in a Freight Costs field and choose correct currency from a Currency combo box.

3. After all fields in, press Add button from Editor Panel to complete the action.



4. Select and highlight the line in the "Incoming AWB" list.

5. After an AWB number is added to the system, it is possible to trace the shipping number online by pressing button with binoculars.

6. You can made changes in the Editor. To save them, press "Update" button. To remove the line from the list push on the "Delete". To clean all fields in the Editor, press "Refresh"

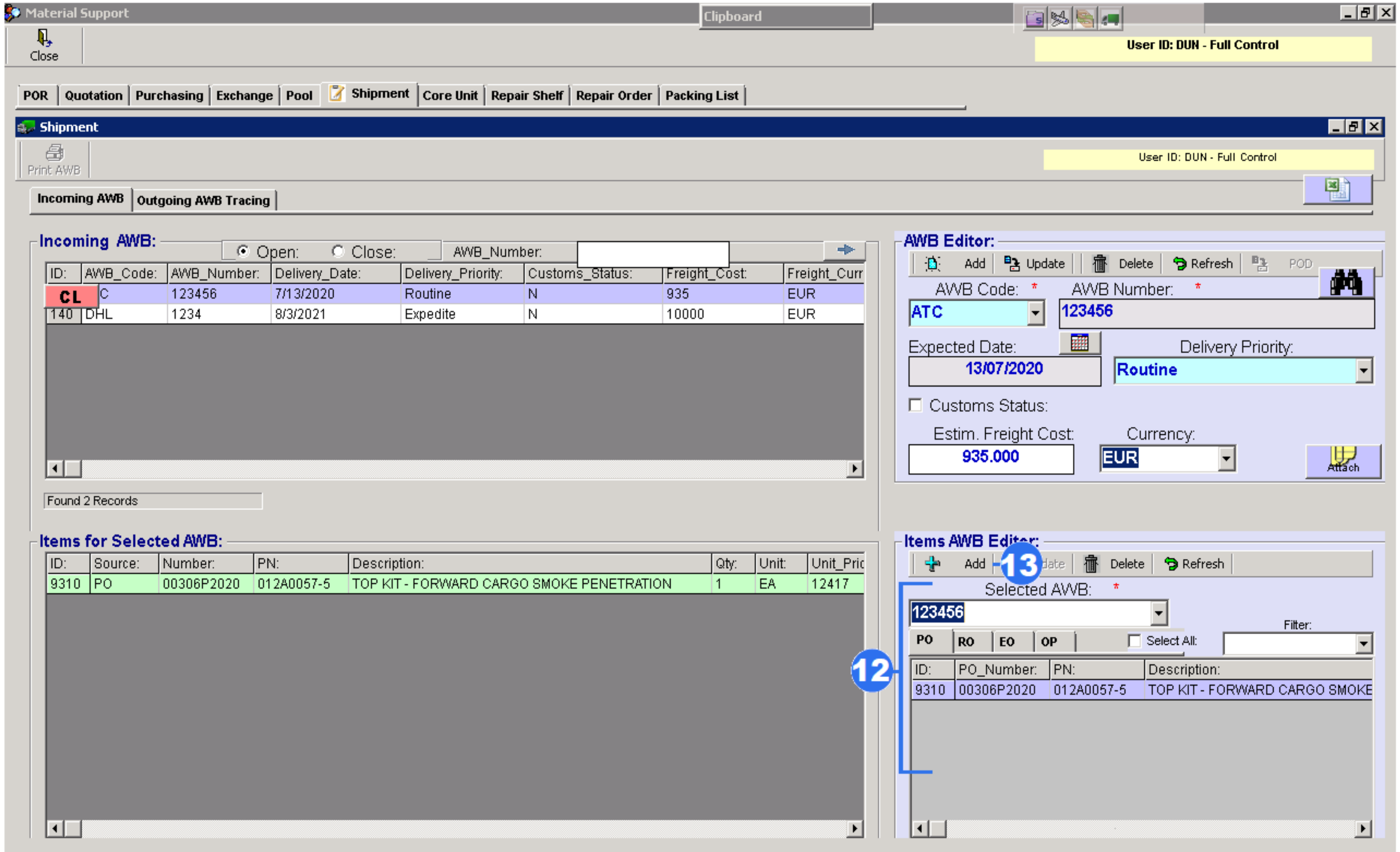
7. All important shipping documents can be attached to the selected AWB numbers. For this action click on the "Attach" button.

8. Choose a type of document

9. Press "Attach" button and find necessary document in your computer.

10. To attach multiple documents check box "Multi - Select" and press "Attach".

11. To add document from clipboard press "Attach From Clipboard".



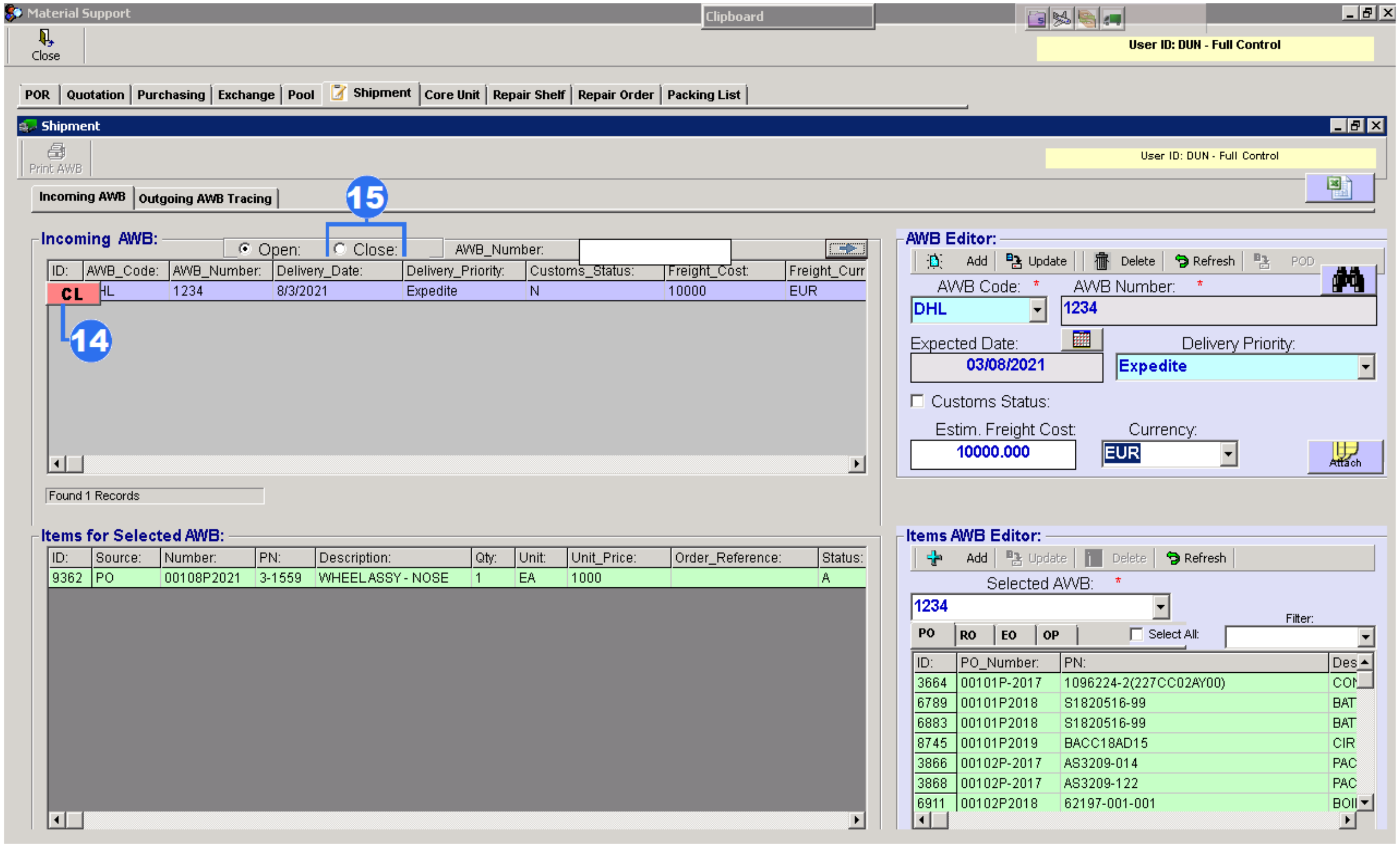
12. To link an AWB number to packing list's items use an Items AWB Editor.

For quicker operation use a filter to find a necessary packing list number.

To select all items from the order, stick a Select All box.

If only certain items must be linked, click on it to select.

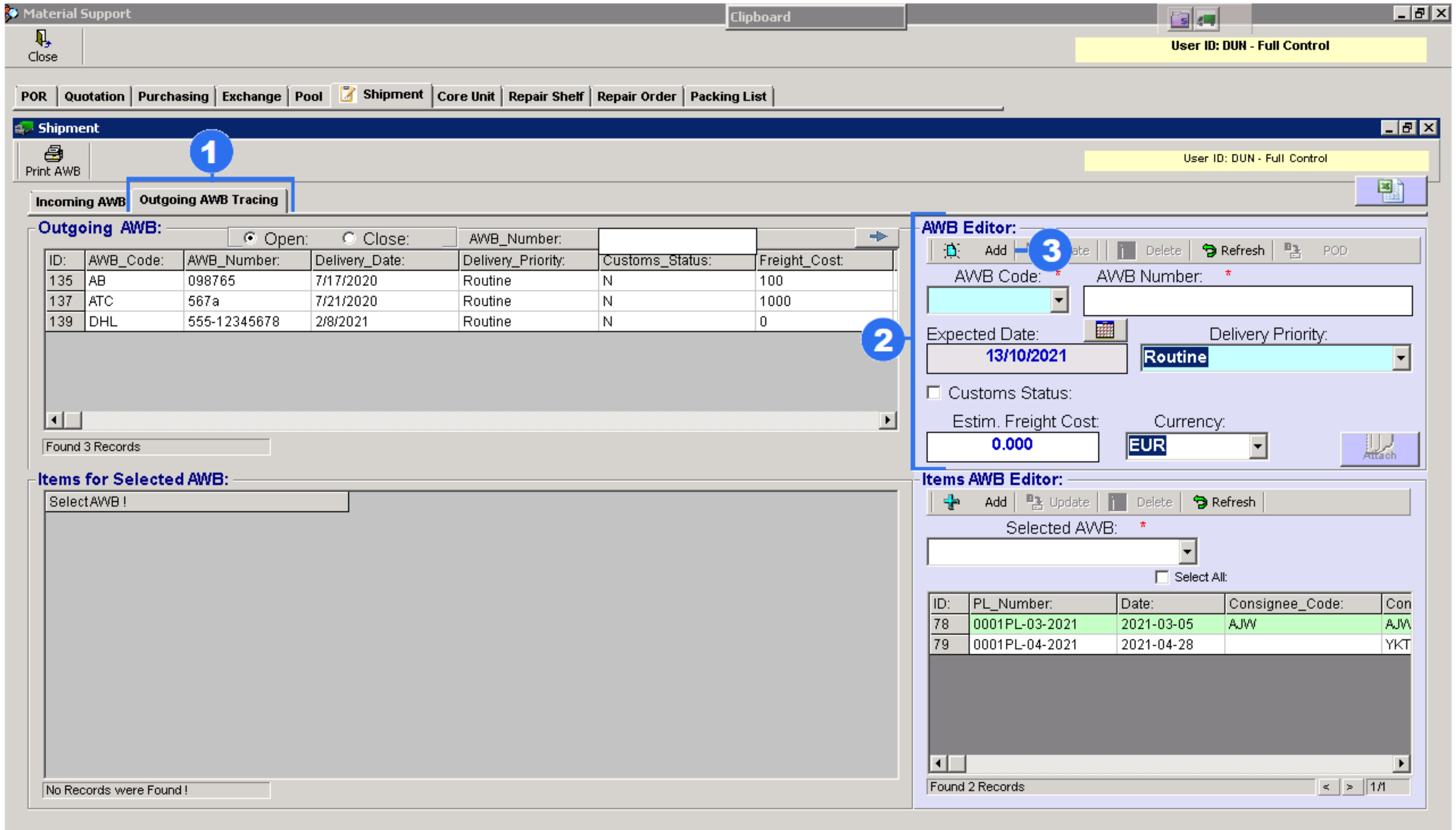
13. After all needed items are selected, press the Add button from the Editor Panel.



14. Select a line in the “Incoming AWB” list. Now the AWB has status Open. There is “CL” button in the left side of the line. Press on it. The line will be missing.

15. To see the AWBs with Close status, check box “Close”.

7.2. Outgoing AWB Tracing



All outgoing AWB numbers must be registered to the system.

1. Press “Outgoing AWB Tracing” tab.

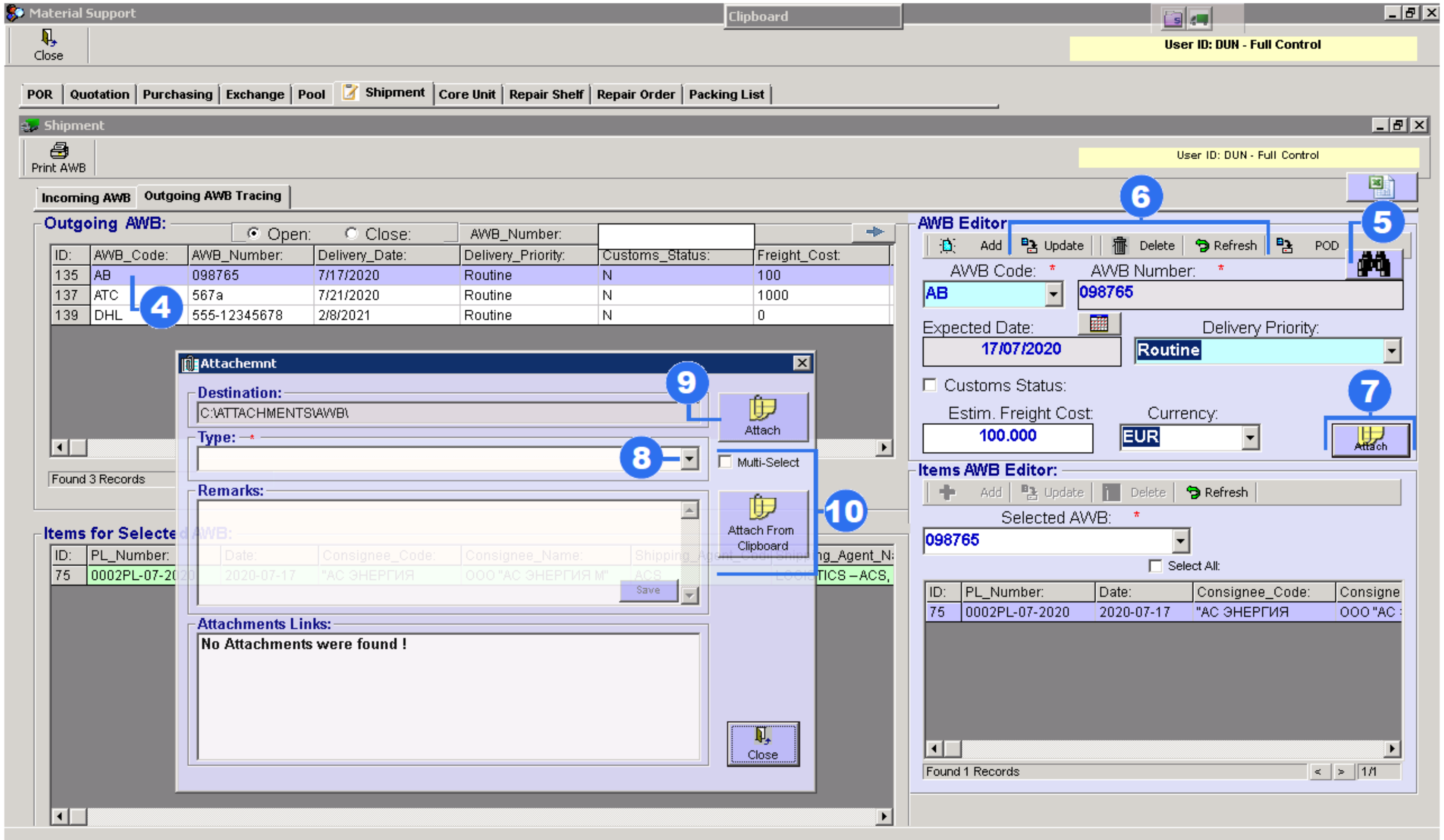
2. To register a new AWB number, open AWB Editor and fill in all obligatory fields. Choose an AWB code from a combo box and type in the full AWB number. Click on the calendar button to set up an Expected Delivery Date.

Shipments can have different delivery priorities. Choose one from a Delivery Priority combo box.

If outgoing goods need to be cleared, stick Customs Status check box.

To enter approximate freight costs information, fill in a Freight Costs field and choose correct currency from a Currency combo box.

3. After all fields are filled in, press Add button from Editor Panel to complete the action.



4. Select and highlight the line in the "Outgoing AWB" list.

5. After an AWB number is added to the system, it is possible to trace the shipping number online by pressing button with binoculars.

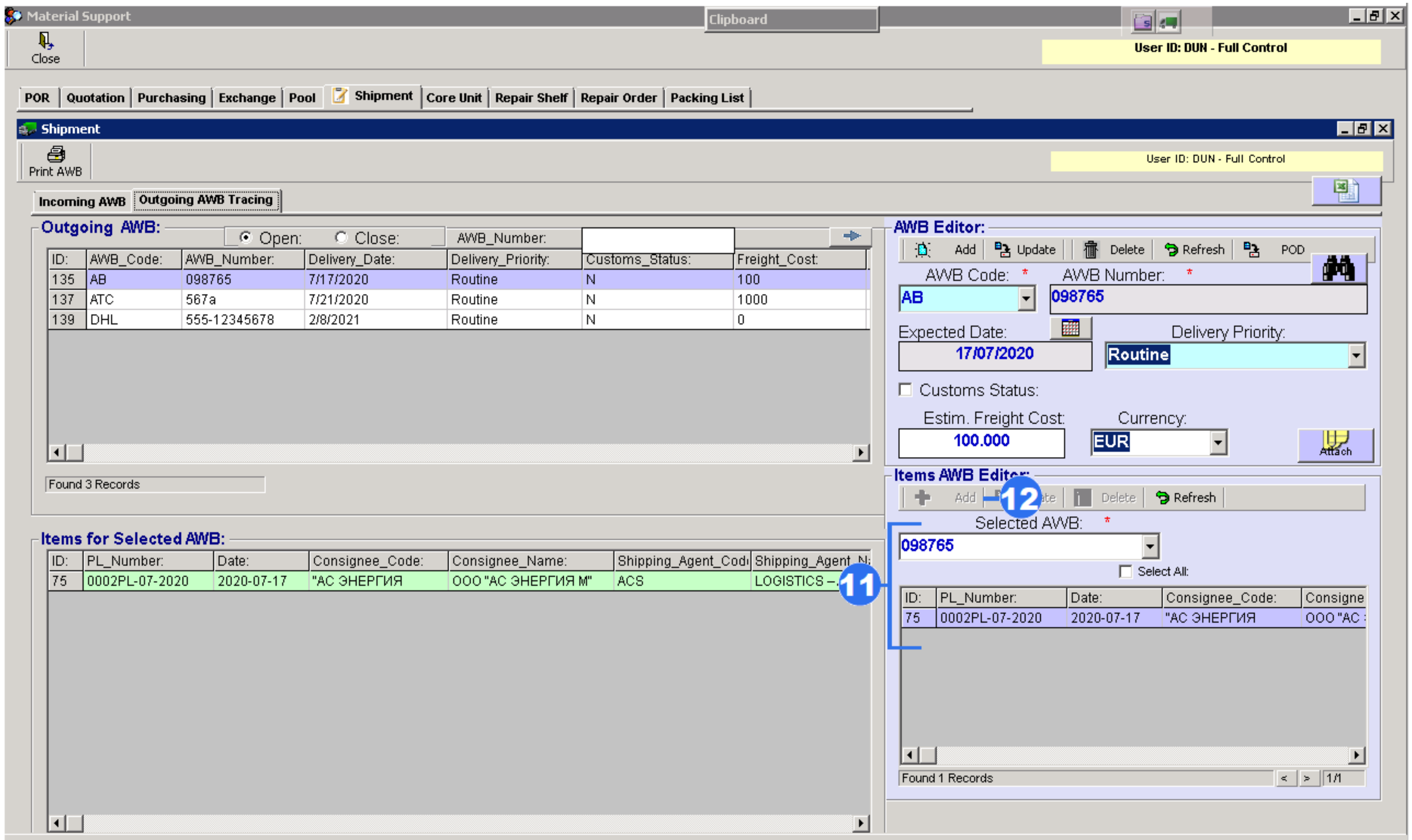
6. You can made changes in the Editor. To save them, press "Update" button. To remove the line from the list push on the "Delete". To clean all fields in the Editor, press "Refresh"

7. All important shipping documents can be attached to the selected AWB numbers. For this action click on the "Attach" button.

8. Choose a type of document

9. Press "Attach" button and find necessary document in your computer.

10. To attach multiple documents check box "Multi - Select" and press "Attach". To add document from clipboard press "Attach From Clipboard".

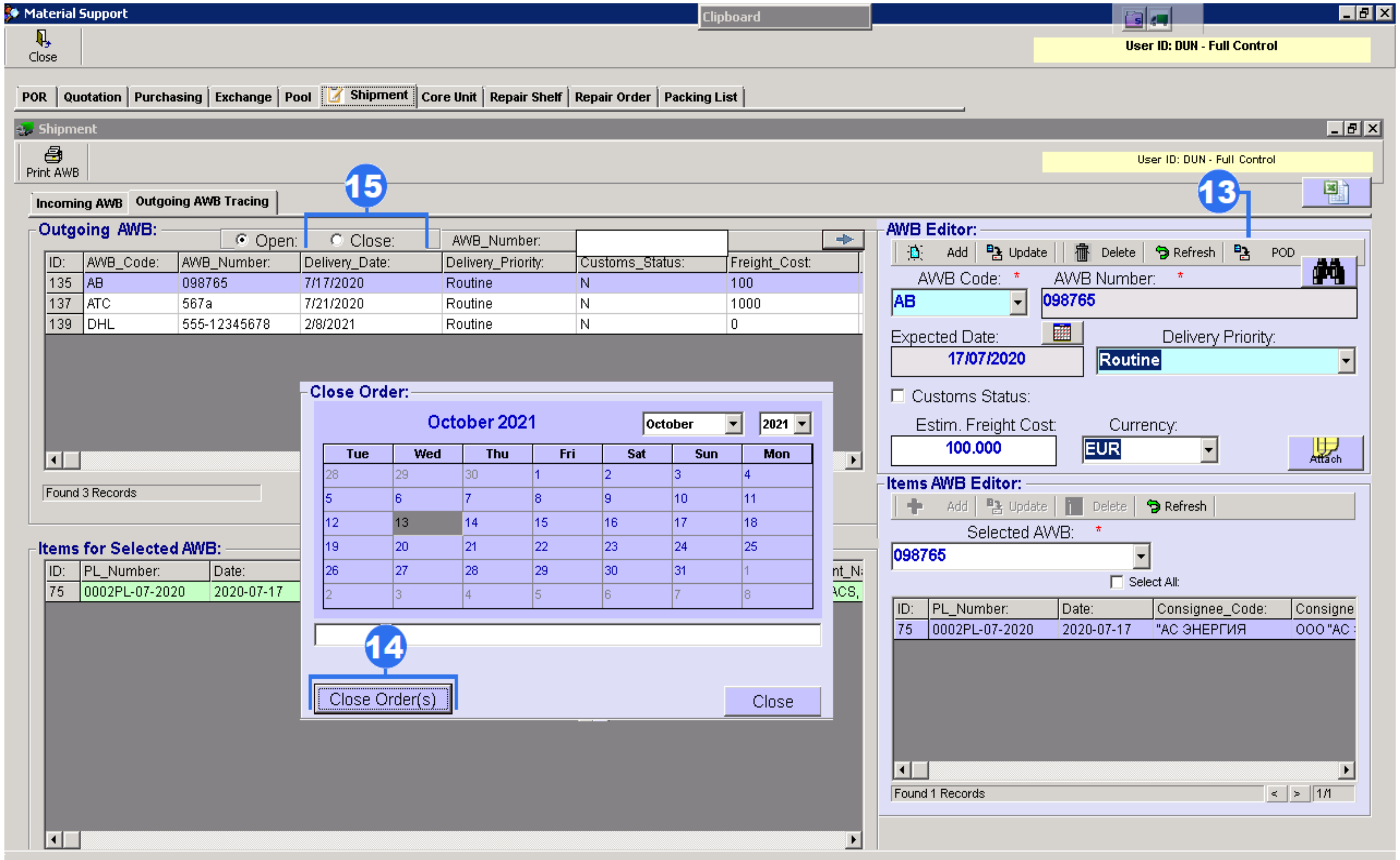


11. To link an AWB number to packing list's items use an Items AWB Editor.

For quicker operation use a filter to find a necessary packing list number.

To select all items from the order, stick a Select All box.

12. After all needed items are selected, press the Add button from the Editor Panel.

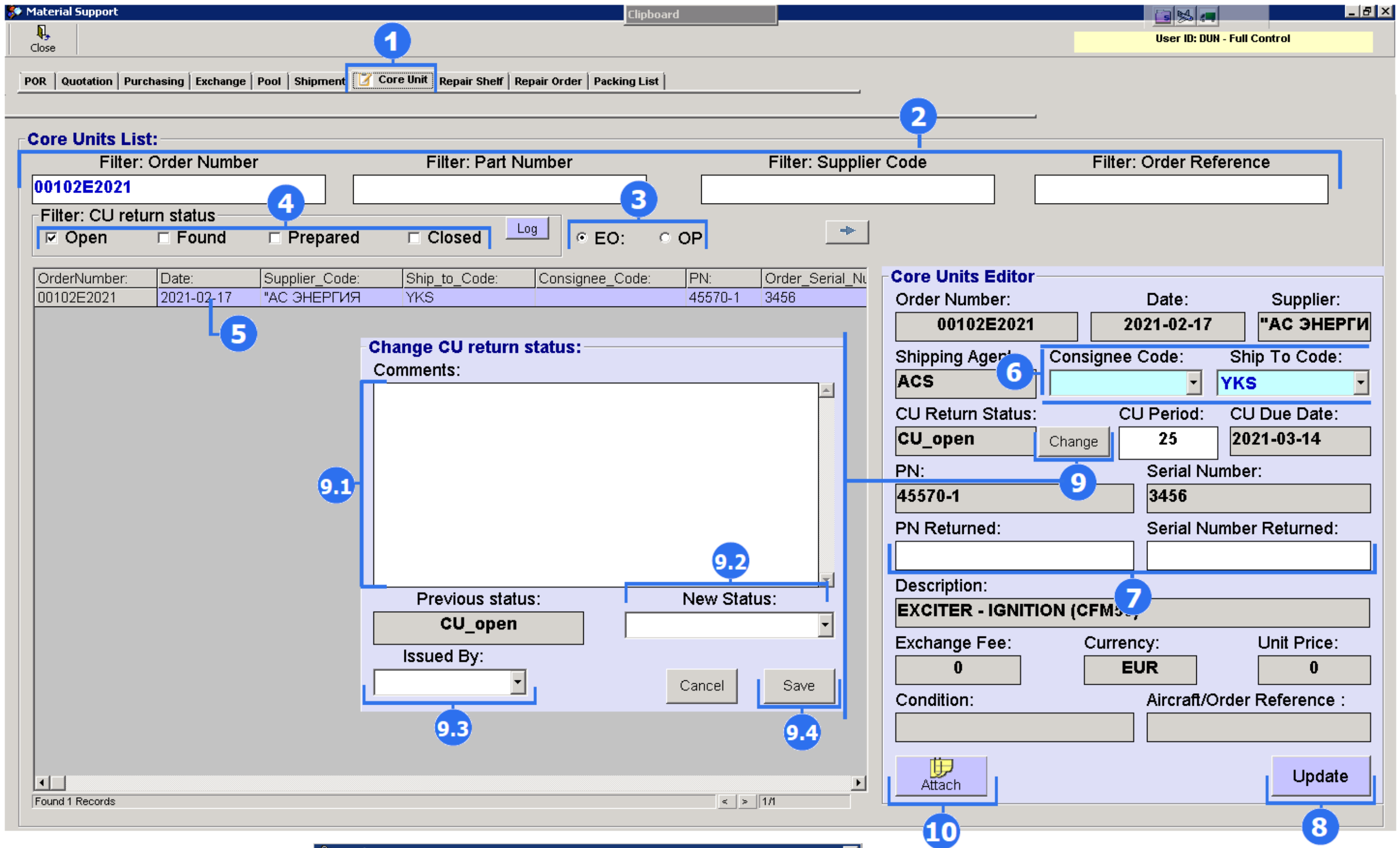


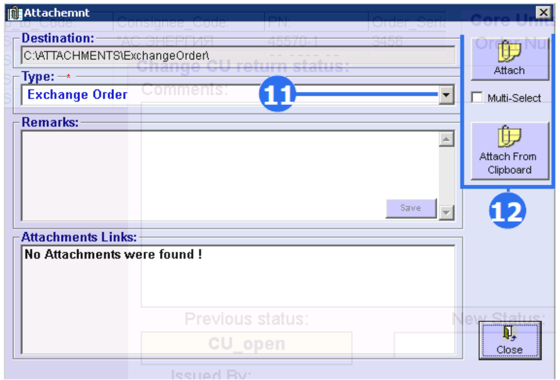
13. Select a line in the “Outgoing AWB” list. Now the AWB has status Open. Press on the POD button in the editor.

14. Choose necessary date and push on the “Close Orders”

15. To see the AWBs with Close status, check box “Close”

8. Core Unit





“Core Unit” tab is accessory tab for Exchange Order and Pool Order. Here you can add p/n and s/n returned component and you can change and monitor Core Unit Status.

1. Press “Core Units” tab.

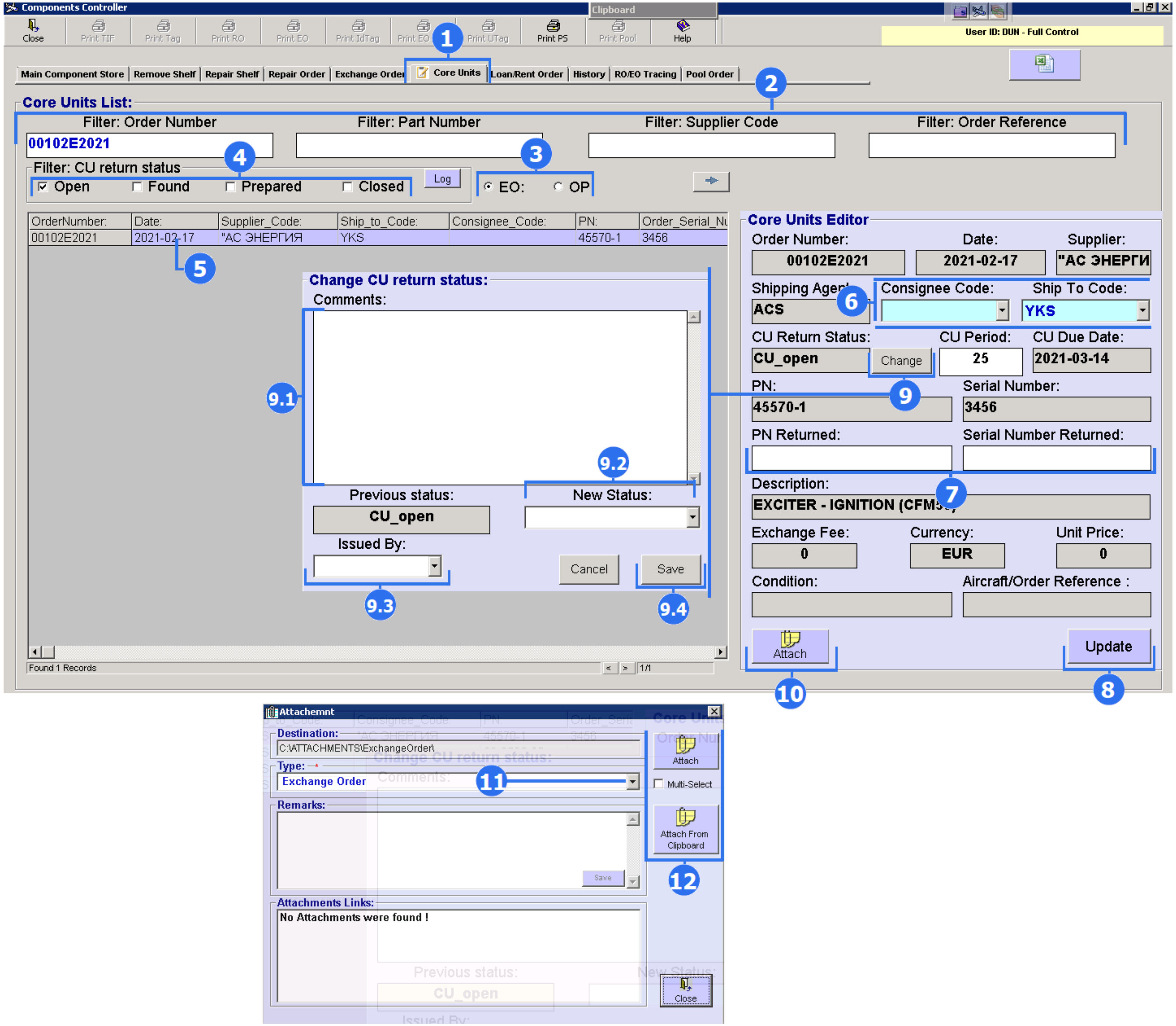
2. Use filters such as Order Number, Part Number, Supplier Code, Order Reference to find corresponding order quickly.

3. Choose between EO (Exchange Order Core Unit) or OP (Pool Order Core Unit)

4. There 4 statuses:

- Open
- Found
- Prepared
- Closed

5. Select and highlight the line.



6. Select “Consignee Code” and “Ship To Code”.

7. Enter data such as part number of returned component and its serial number.

8. Press “Update” button to save data.

9. Also, you can change status. Push on the “Change” button.

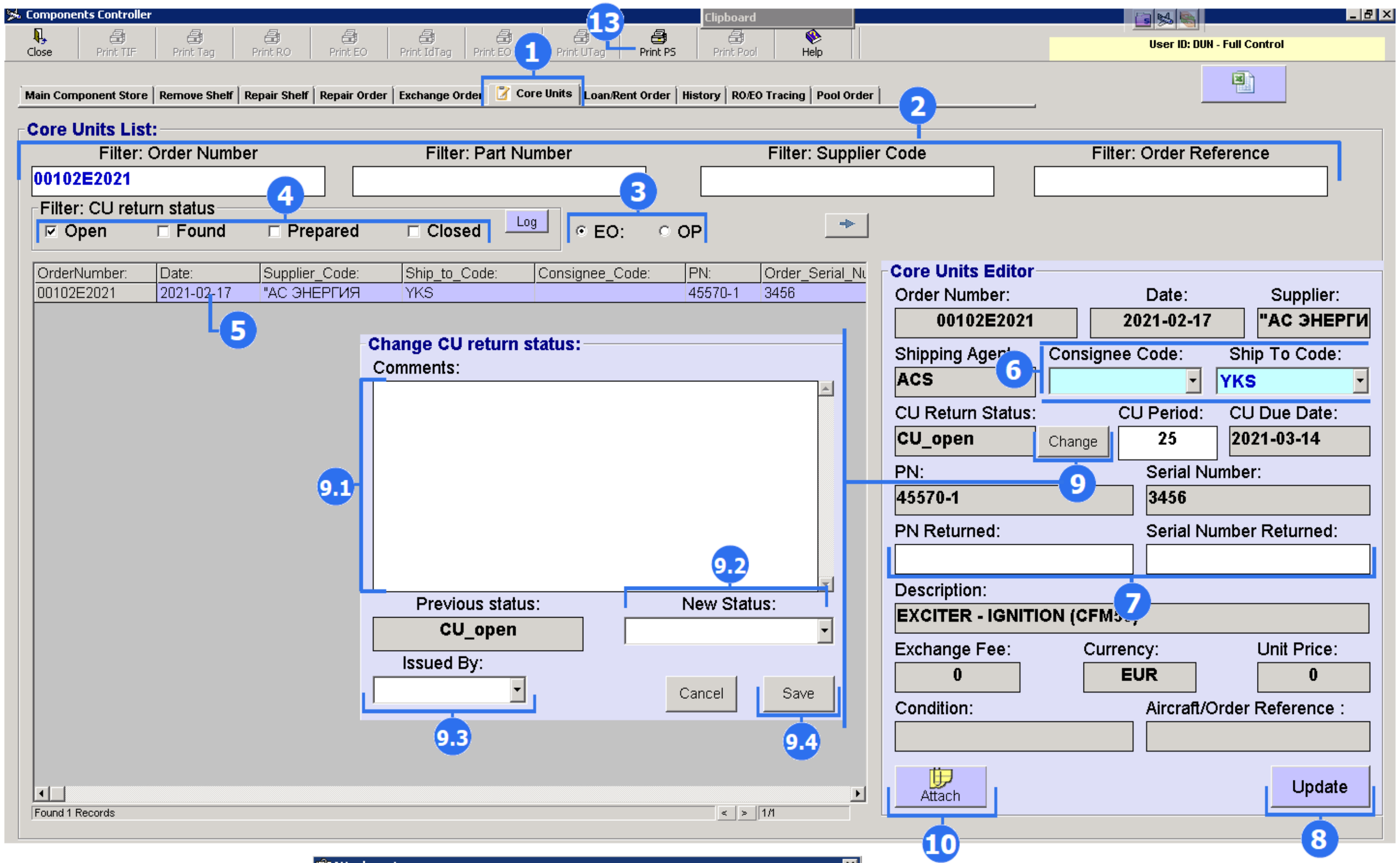
9.1. In the “CHANGE CU RETURN STATUS WINDOW” enter necessary comments.

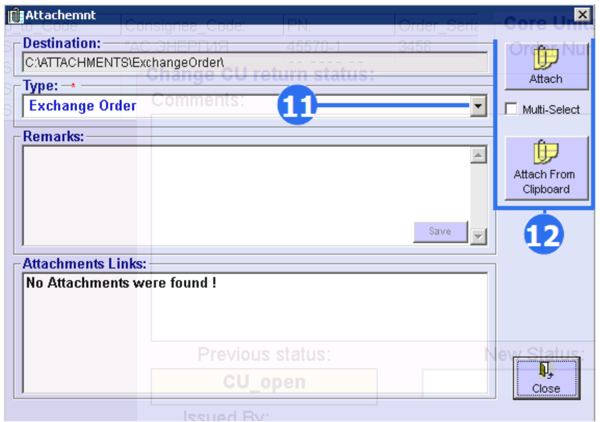
9.2. Select a new status from combo box.

9.3. Select “Issued By”.

9.4. Click on the “Save”. Do not forget to press “Update” button (8 item).

NOTE: THE SAME OPERATION CAN BE PERFOREMED IN THE EXCHANGE ORDER EDITOR (SEE IN PREVIOUS TAB)





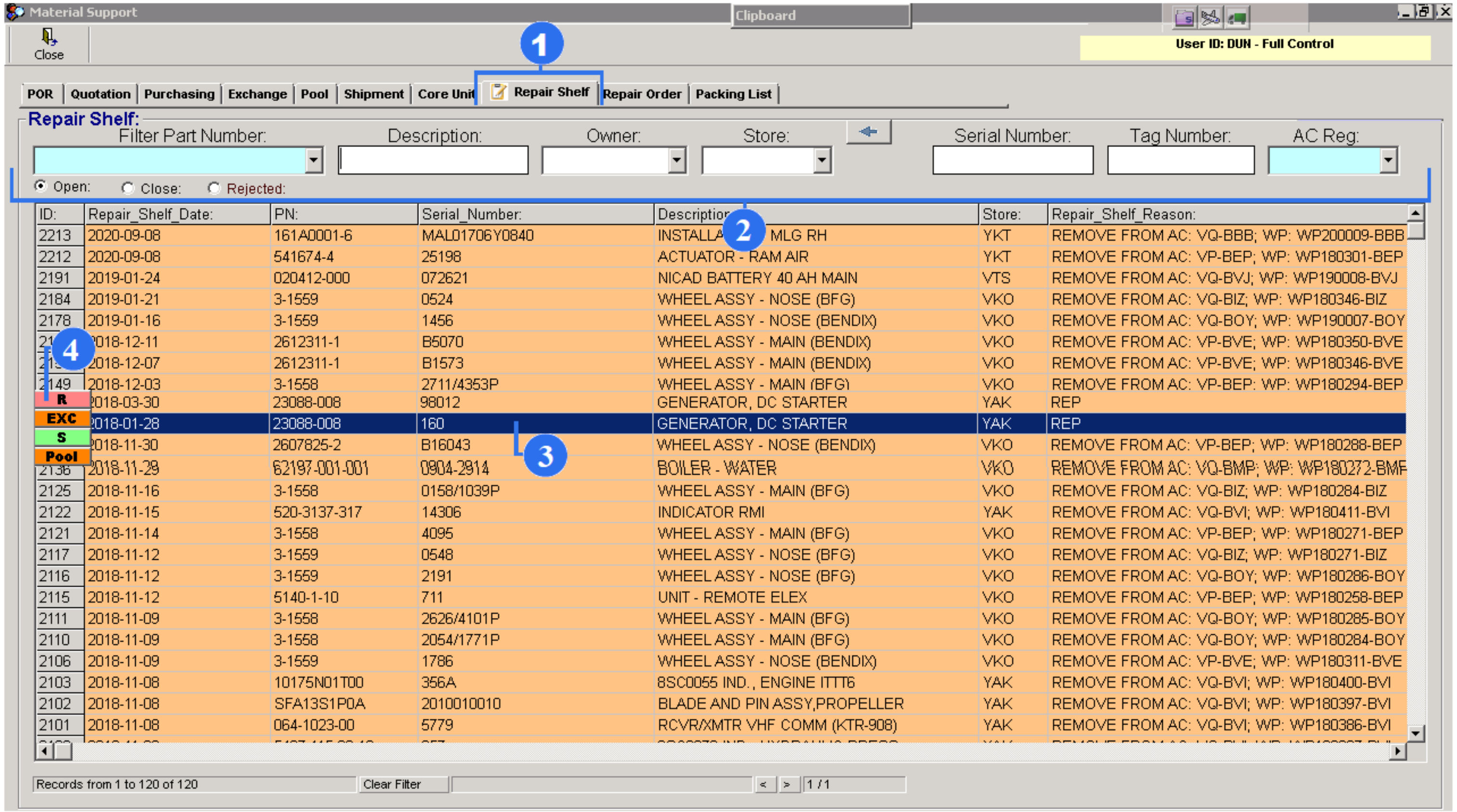
10. Also, you can attach any documents. Press “Attach” button.

11. You can attach any documents and pictures. Click on the “Attach”. Select type of document.

12. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

13. Press “Print PS” button on the upper toolbar to print packing slip.

9. Repair Shelf



“Repair Shelf” tab registered all components, that was transferred from “Remove Shelf” tab or “Main Component Store”

1. Press “Repair Shelf” tab.

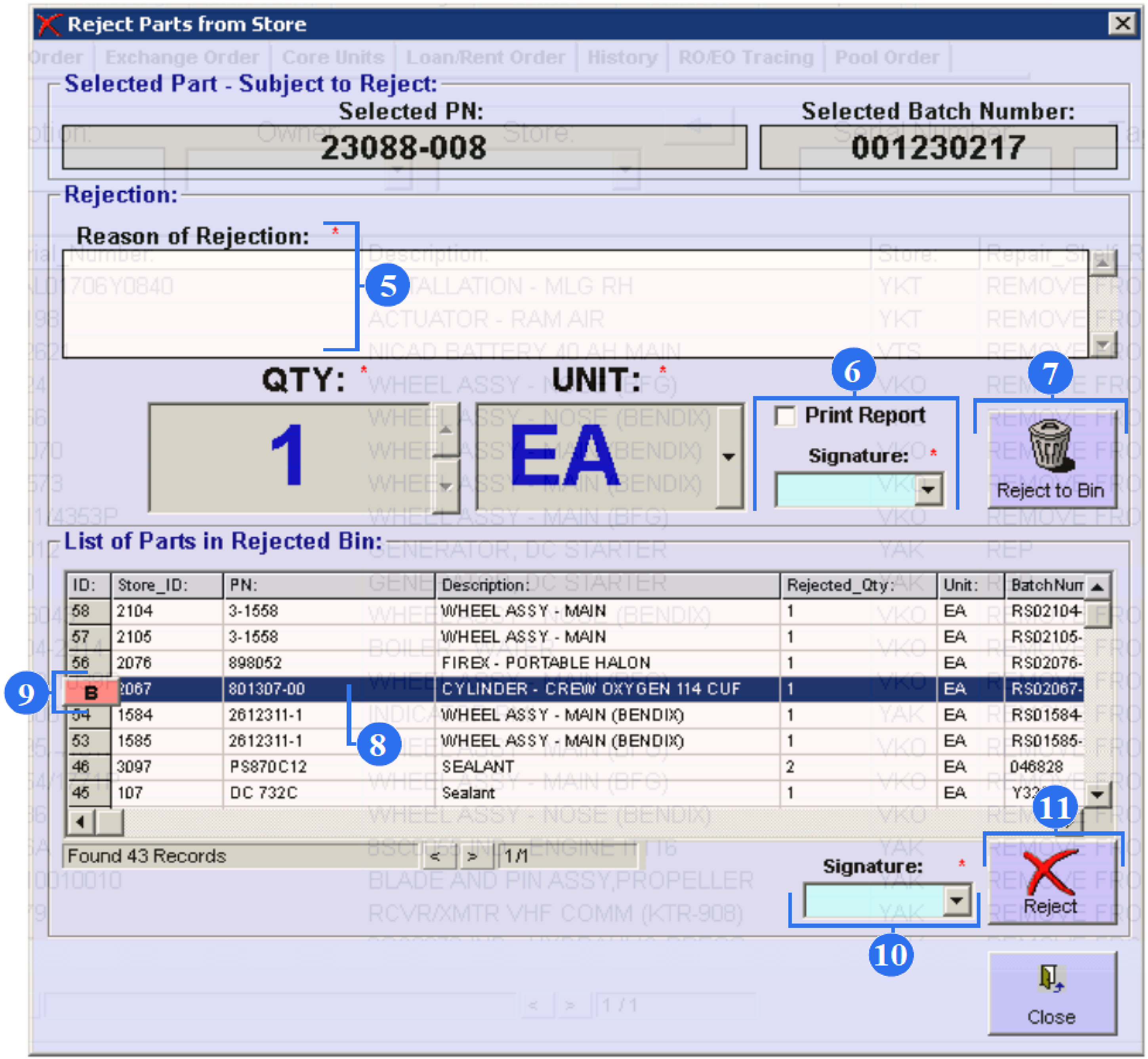
2. Use all filters for search:

- Part Number;
- Description;
- Owner;
- Store;
- Serial Number;
- Tag Number;
- AC Reg (Aircraft registration).

Also, use check box in the fields: Open, Close and Rejected.

3. From the whole list select and highlight a line. Four buttons will appear on the left side of the line.

4. Push on the red “R” button to reject a part.



5. Enter reason of rejection.

6. To get a report check box "Print Report". Select a signature.

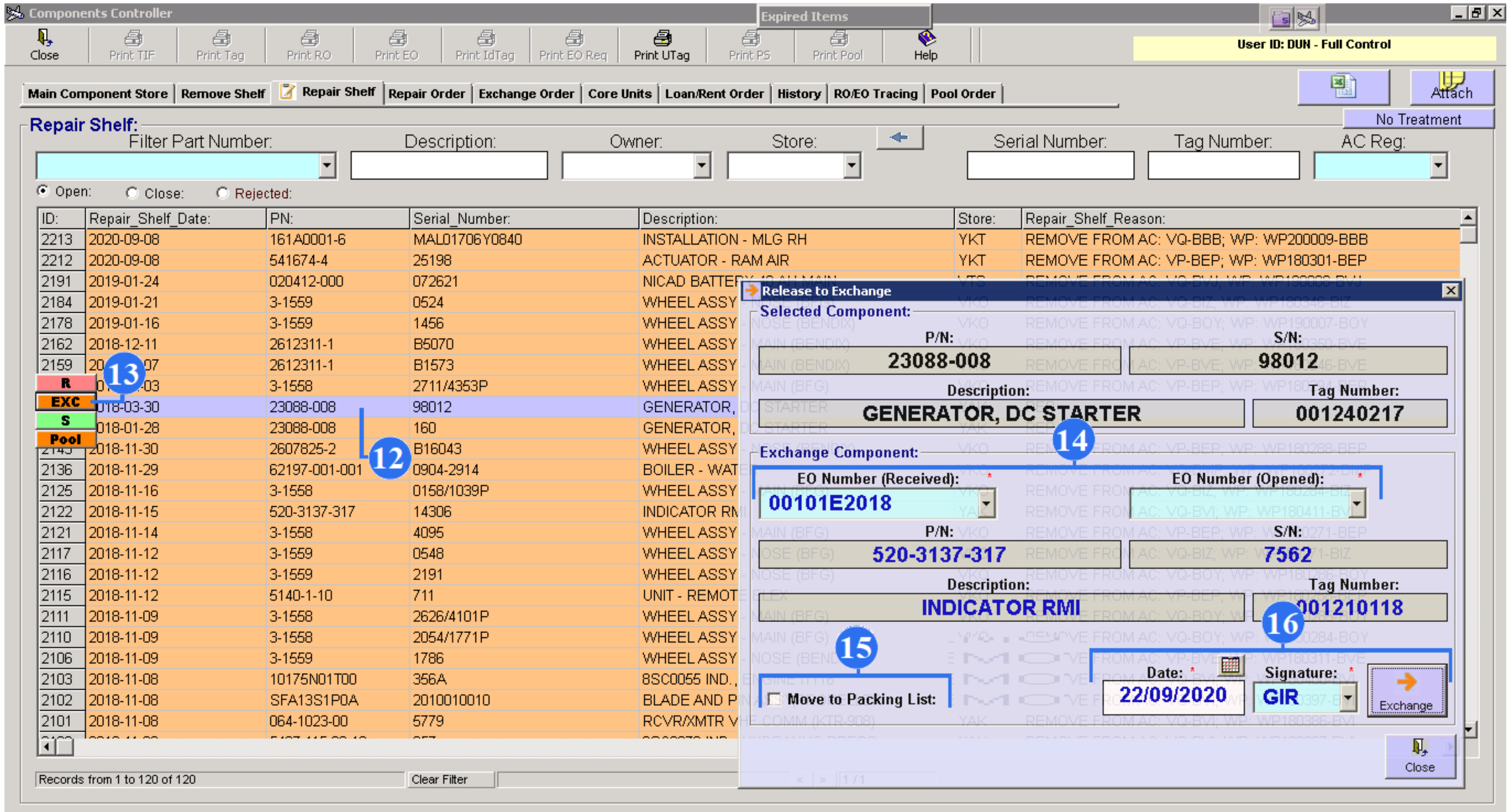
7. Press "Reject to Bin" button. After it, this component will be transferred to the "List of Parts in Rejected Bin".

8. Select and highlight rejected part. "B" button will appear on the left side of the line.

9. Push on the red "B" button to return to store of selected part.

10. To reject the part, choose a signature.

11. Click on the "Reject" button.



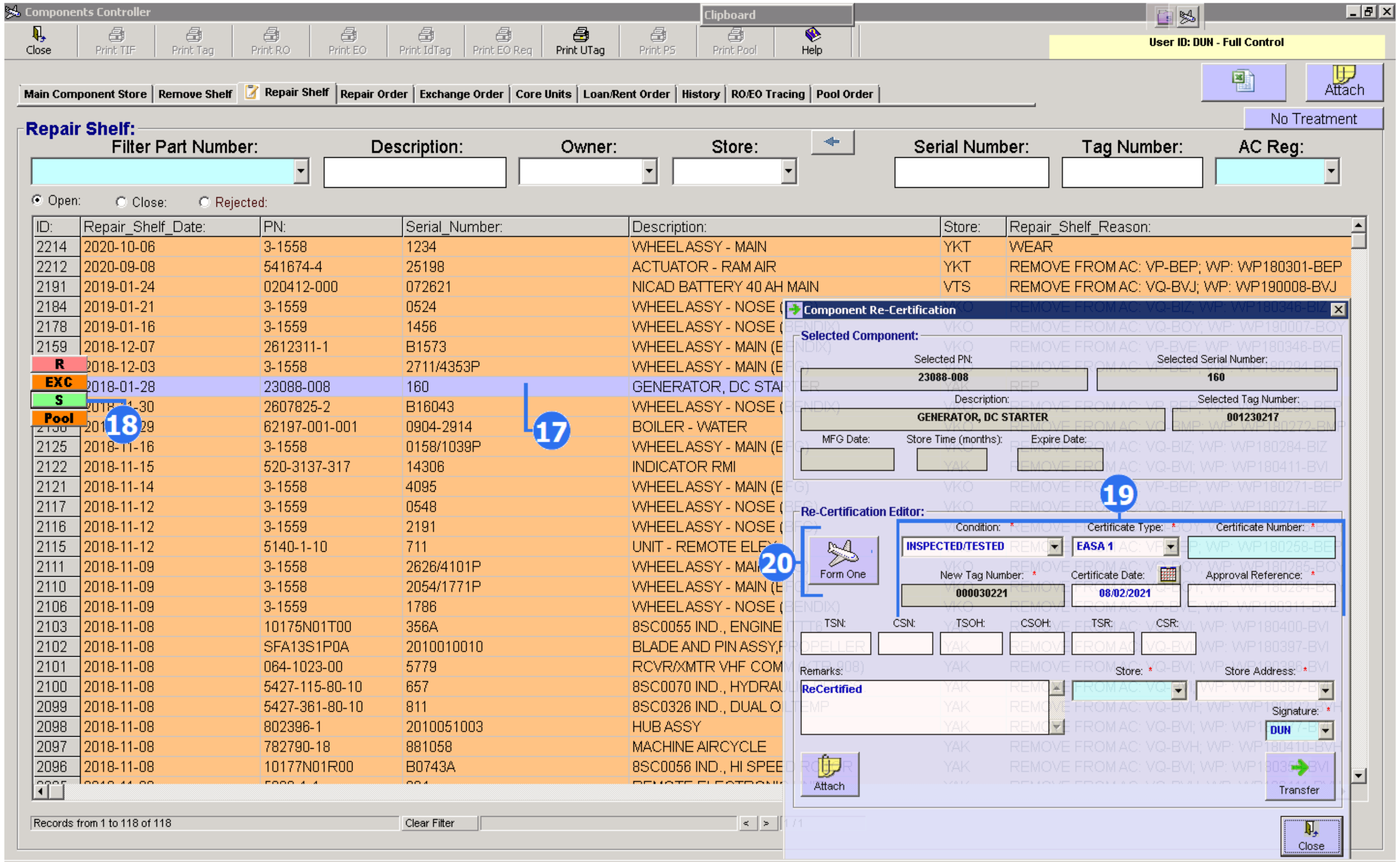
12. From the whole list select and highlight a line. Four buttons will appear on the left side of the line.

13. Press orange “EXC” button. “Release to Exchange” button will appear.

14. Select only “EO Number (Received)” or only “EO Number (Opened)”. (one of two)

15. Check box “Move to Packing List” if it is necessary to transfer part to Packing List.

16. Set date, select a signature and press “Exchange” button. After it you can see corresponding EO number with p/n of component in the “Exchanger Order” tab.

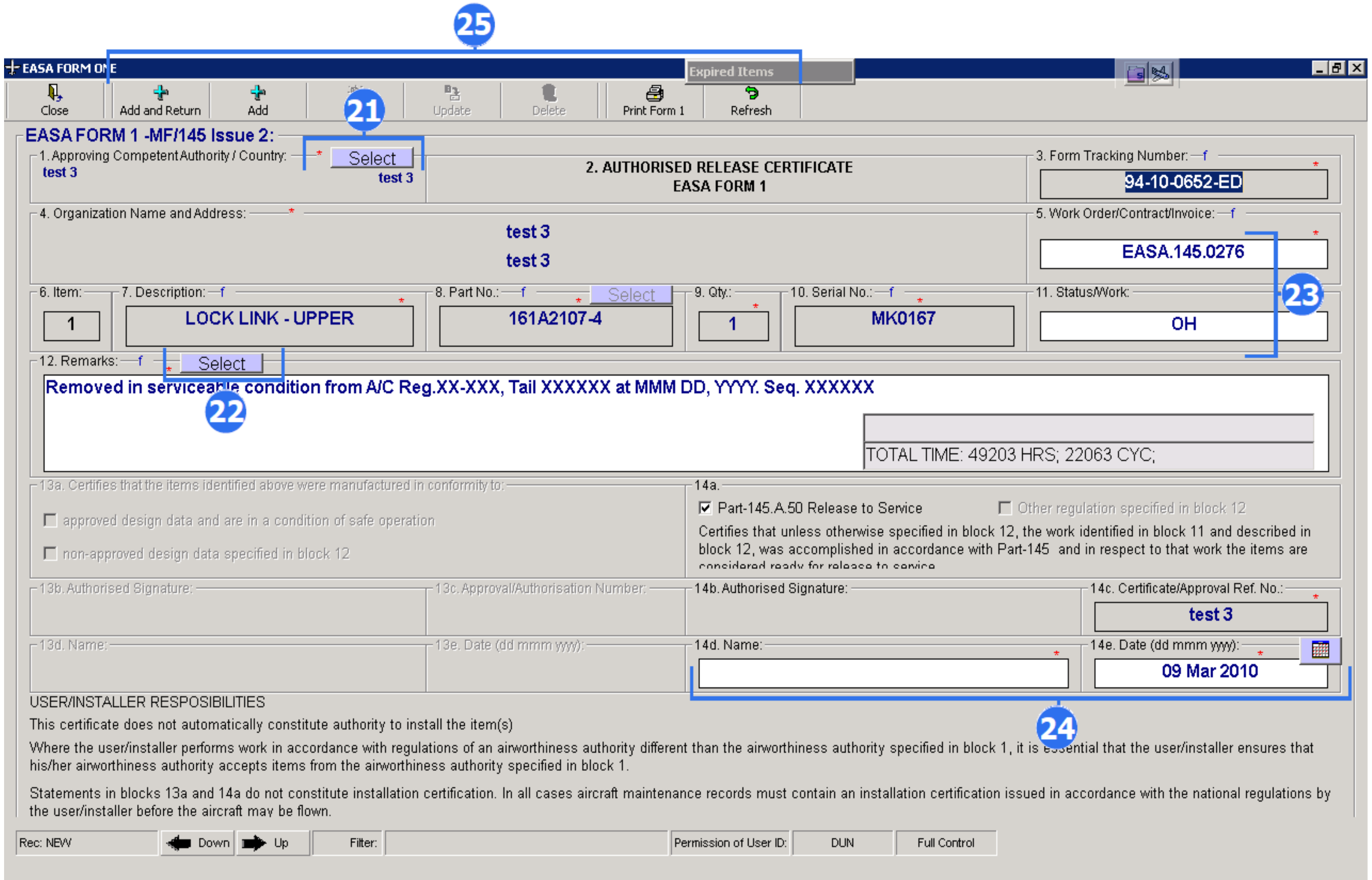


17. From the whole list select and highlight a line.

18. Push on the green "S" button to re-certificate a component.

19. Choose condition of component, certificate type and its number. Also set Certificate Date and fill out "Approval Reference".

20. If it is necessary, you can create EASA FORM ONE. Press "Form One" button.



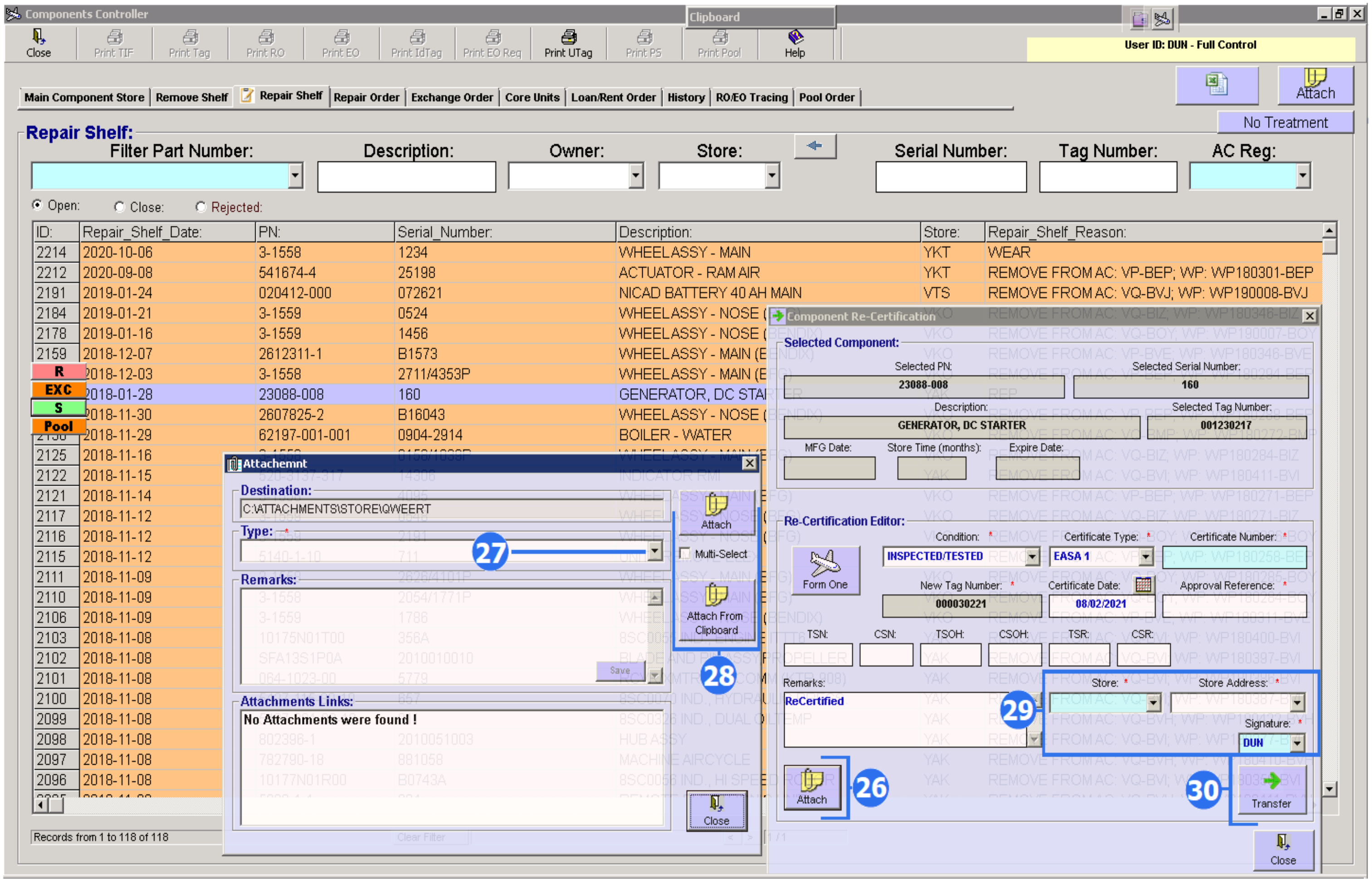
21. To enter data in the item #1 “Approving Competent Authority/Country” and in the item # 4 “Organization Name and Address”, push “Select” button. From the whole list select necessary data. All this data is generated in the “Base Setup” sub – module in the “Release Certificate” tab.

22. To enter data in the item #12 “Remarks”, push “Select” button. From the whole list select necessary data. All this data is generated in the “Base Setup” sub – module in the “Certificate Remarks” tab.

23. Also, you must fill out the fields such as “Work Order/Contract/Invoice” and “Status/Work”.

24. Enter Name (this is a person responsible for the release of the EASA FORM 1) and date.

25. Push “Add and Return” button on the upper toolbar to save data and return to “Components” sub-module. “Add” button only saves the data. Press “Print Form 1” to print document. “Refresh” allows to clear all fields.



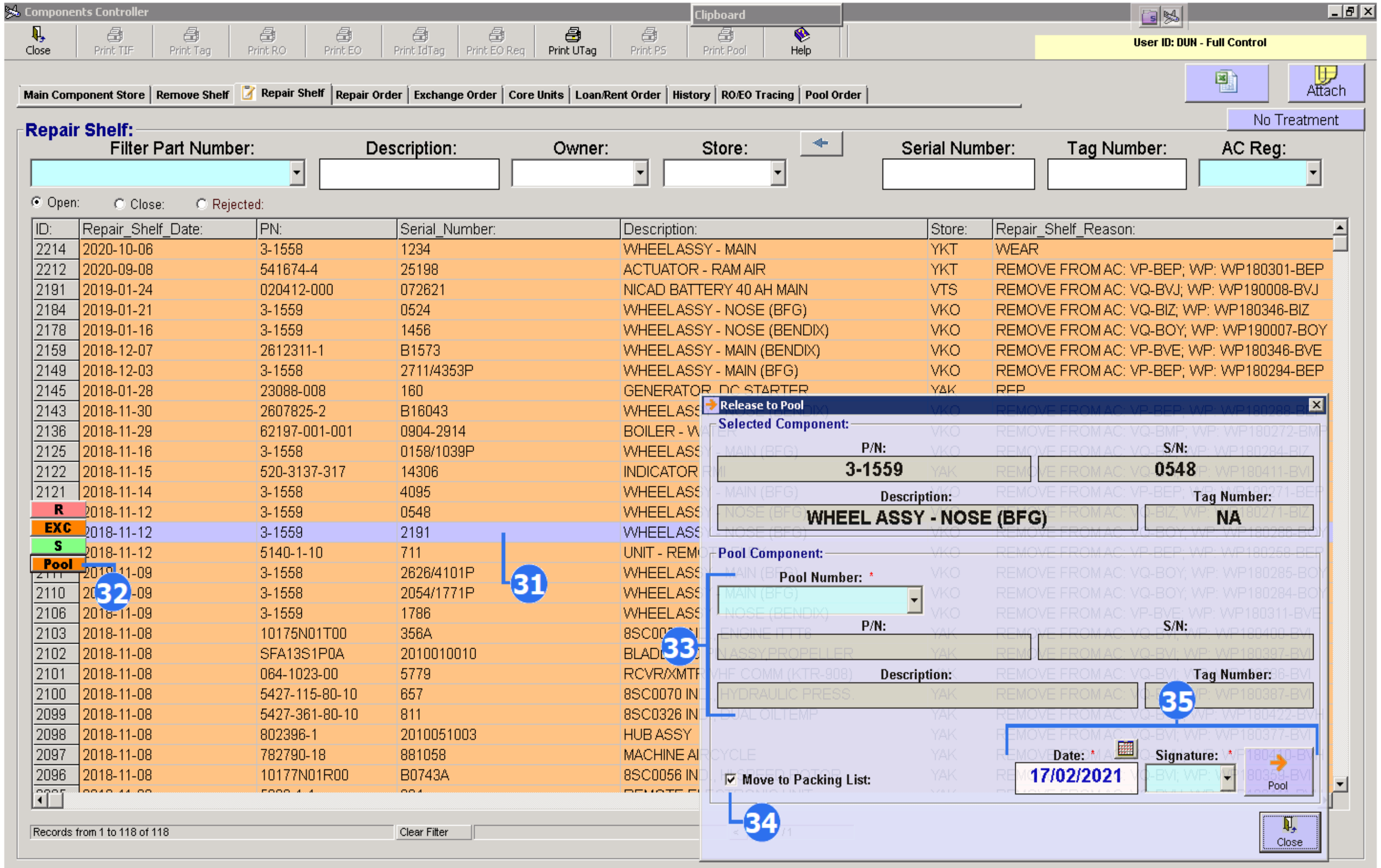
26. Press "Attach" to attach any documents.

27. Select type of document.

28. Press "Attach" button and find a document in your computer. Check box "Multi-Select" field to attach few documents. Press "Attach From Clipboard" to paste a document from clipboard.

29. Select "Store", "Store Address" and "Signature".

30. Push on the "Transfer" button for re-certification.



31. From the whole list select and highlight a line. If the part number of the component you have highlighted is included in the list of the “Pool Component”, then orange “Pool” button will appear.

32. Pls, press “Pool” button.

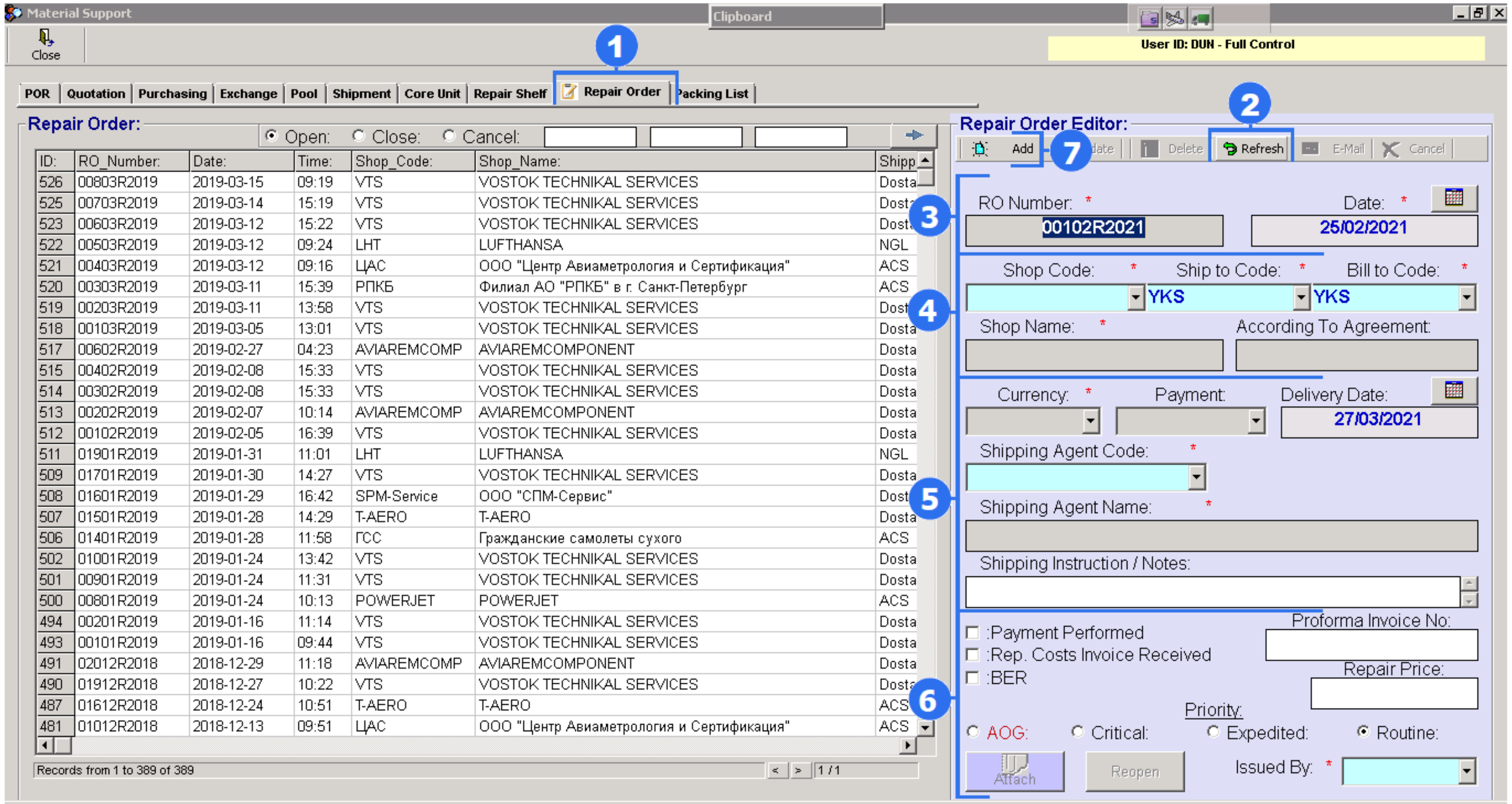
33. Choose Pool Number. Fields such as “P/N”, “S/N”, “Description” and “Tag Number” will be automatically filled out.

34. To transfer this component to “Store” sub module, “Packing” tab, check box “Move to Packing List” field.

35. Set Date, Signature and press “Pool” button.

In this case, this component is sent to the supplier in exchange for the one you used from the Pool component list.

10. Repair Order



A Repair Order Tab manages the repairs for components.

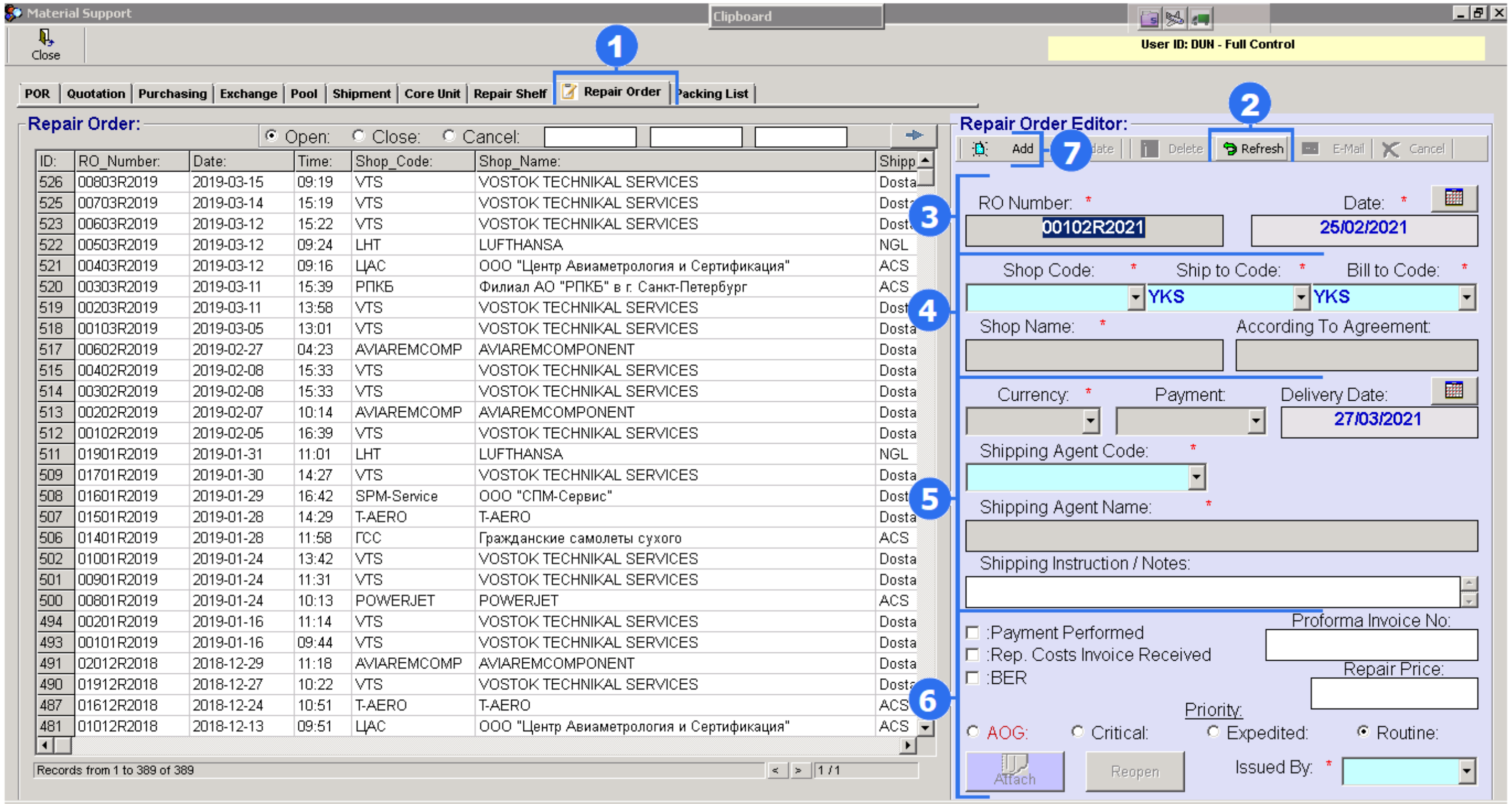
1. Press “Repair Order” tab.

2. Click on the “Refresh” button.

3. A new Repair Order Number and a current date will come out automatically.

4. Select a Shop Code, a Ship to Code and a Bill to Code from combo box. “Shop Name” field and “According to Agreement” will come out automatically.

5. Select Currency and Payment. Set Delivery Date. You can select Shipping Agent Code from combo box. Make notes in the “Shipping Instruction/Notes” field if it is necessary.



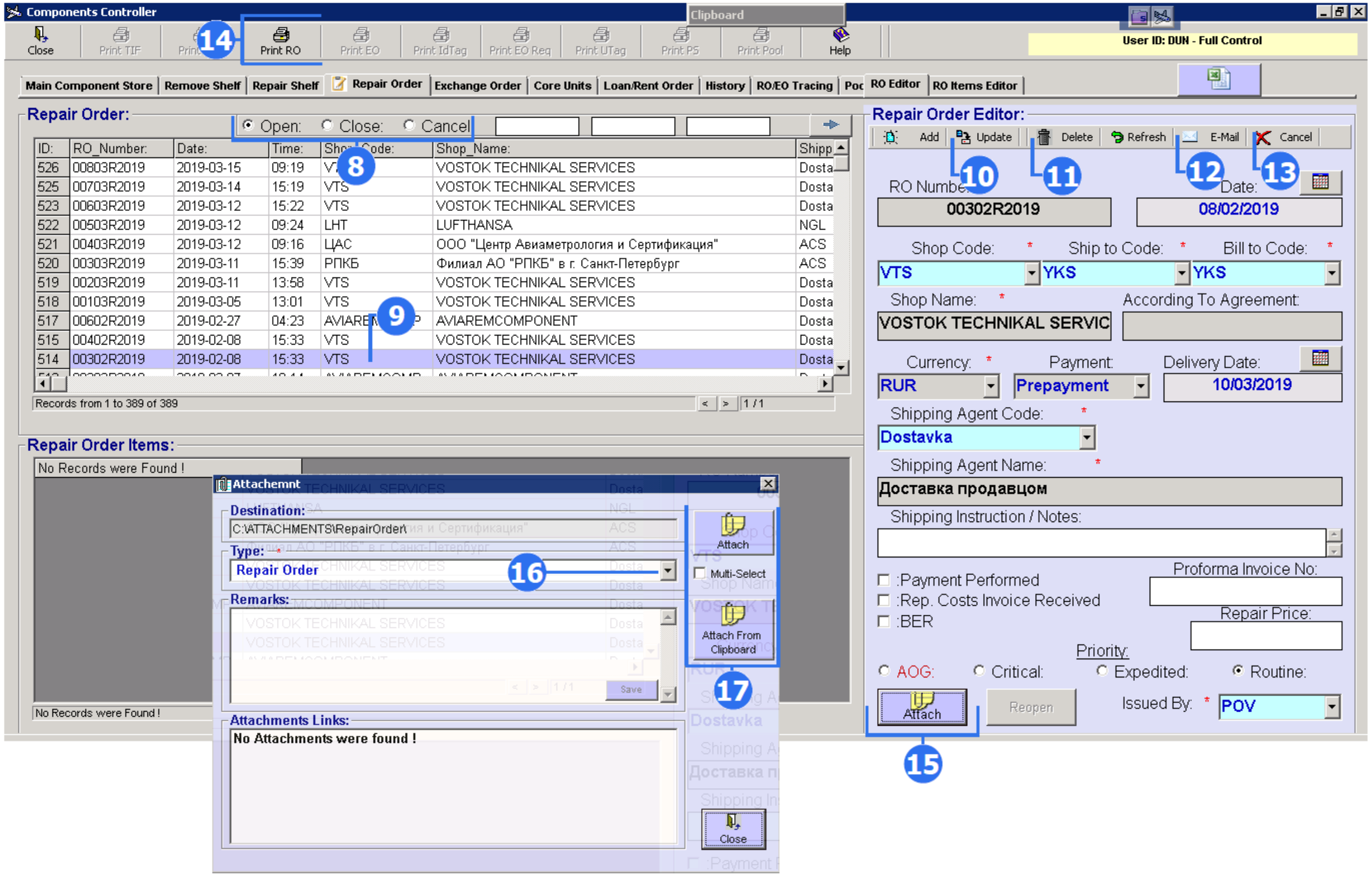
6. There are several tick fields:

- Payment Performed
- Repair Costs Invoice Received
- BER

All these tick fields are optional.

Set Repair Price data and Proforma Invoice No. Select Priority (AOG-aircraft on the ground). Choose “Issued By” from combo box.

7. After completing all required fields, press the Add button.



8. After pressing “Add” button all orders transfer to Repair Order List. To find necessary order use filter statuses:

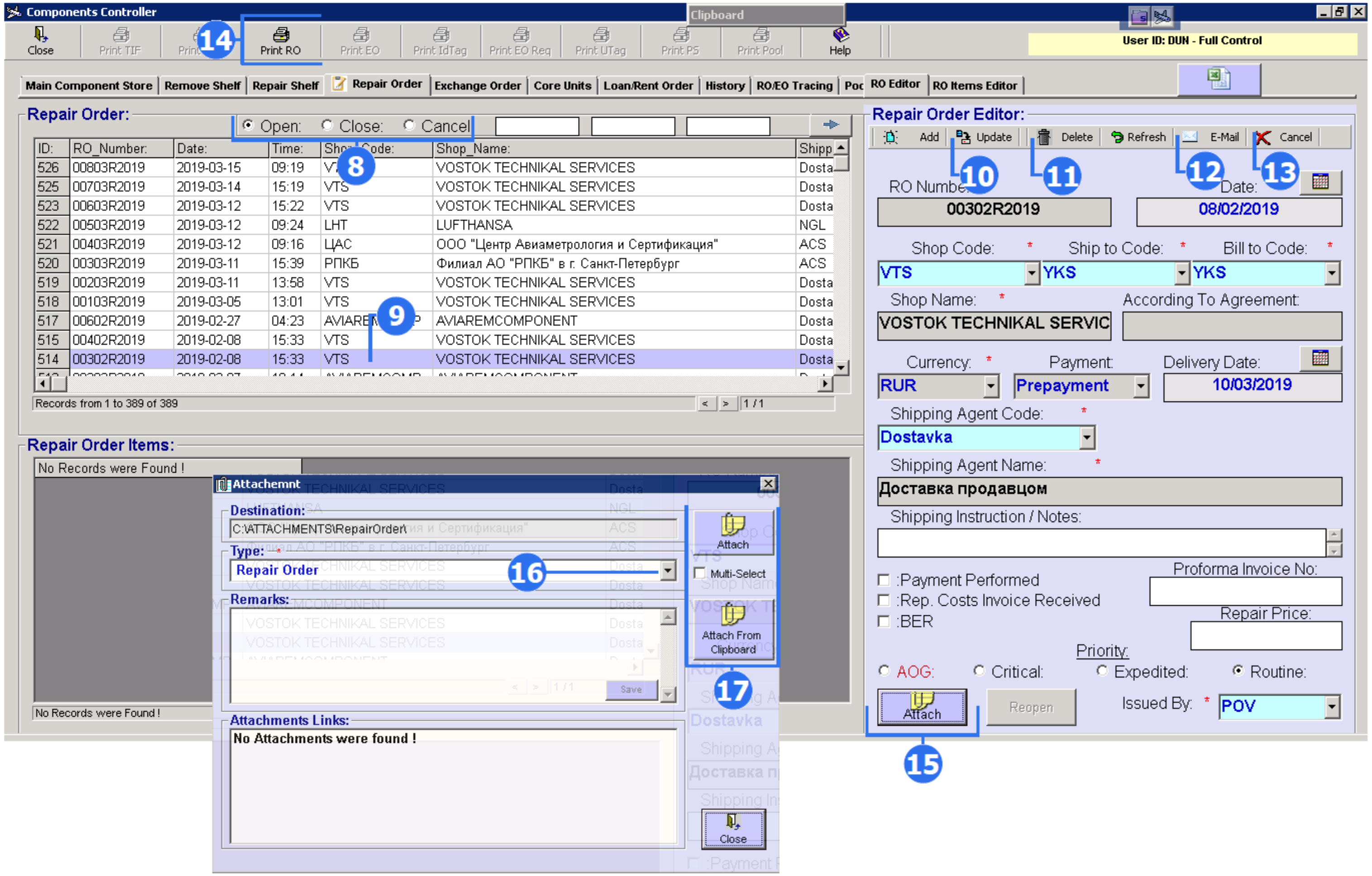
- Open – just created orders, not received.
- Close – Repair Order is shipped to a supplier yet;
- Cancel – RO was cancelled in the editor.

NOTE: “REOPEN” BUTTON IN THE “REPAIR ORDER EDITOR” WILL OPERATE IF YOU SELECT “CLOSE” STATUS. BUTTON ALLOWS TO RETURN A ORDER TO “OPEN” STATUS.

9. Select and highlight the line.

10. In the RO Editor make changes and push on the “Update” button.

11. To remove the RO. Press “Delete” button.



12. Use “E-Mail” button to send RO report.

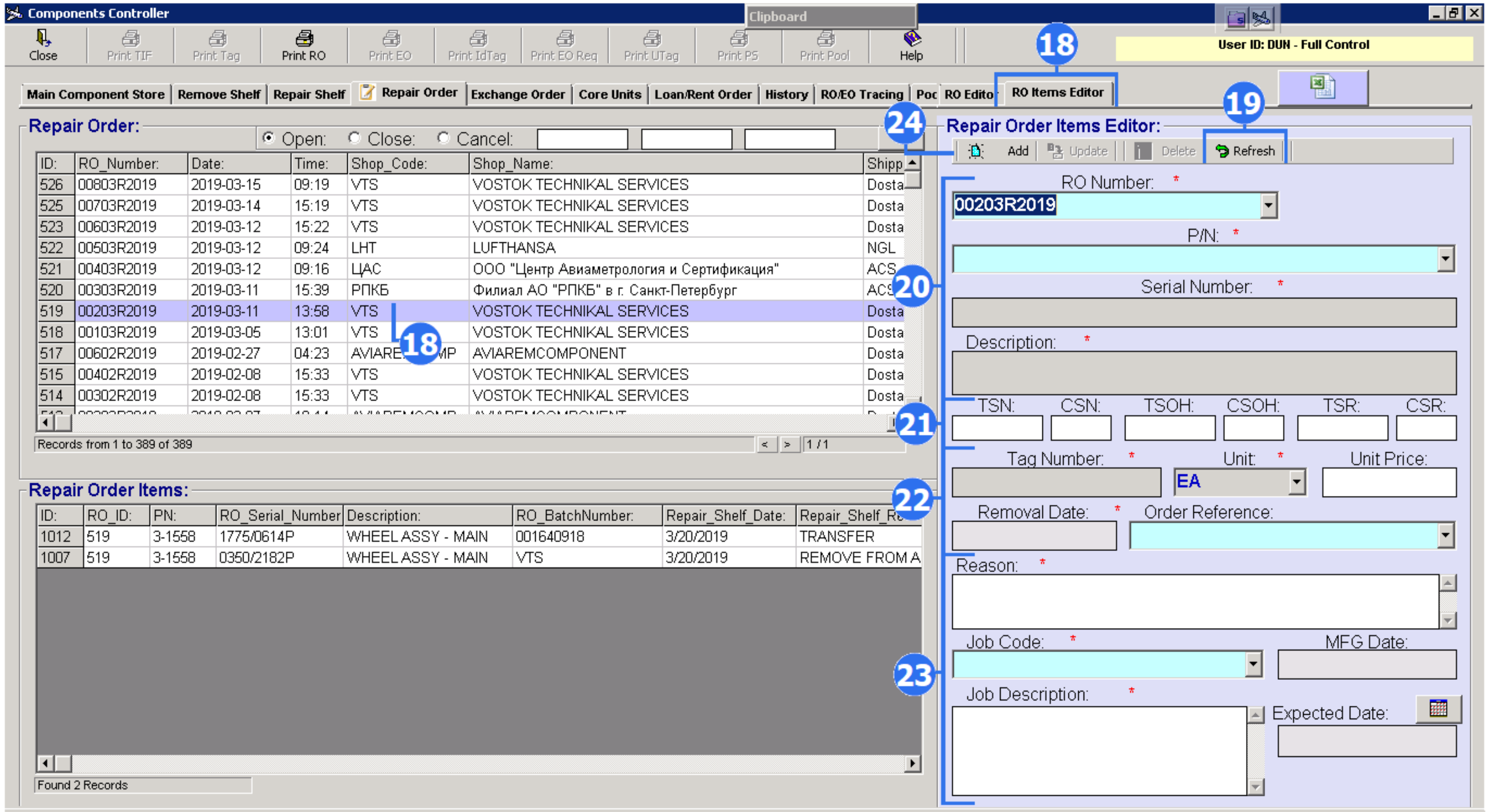
13. To cancel created RO, push on the “Cancel”.

14. To print repair order, click on the “Print PO” button.

15. You can attach any documents and pictures. Click on the “Attach”. Select type of document.

16. Select type of document.

17. Press “Attach” button and find a document in your computer. Check box “Multi-Select” field to attach few documents. Press “Attach From Clipboard” to paste a document from clipboard.

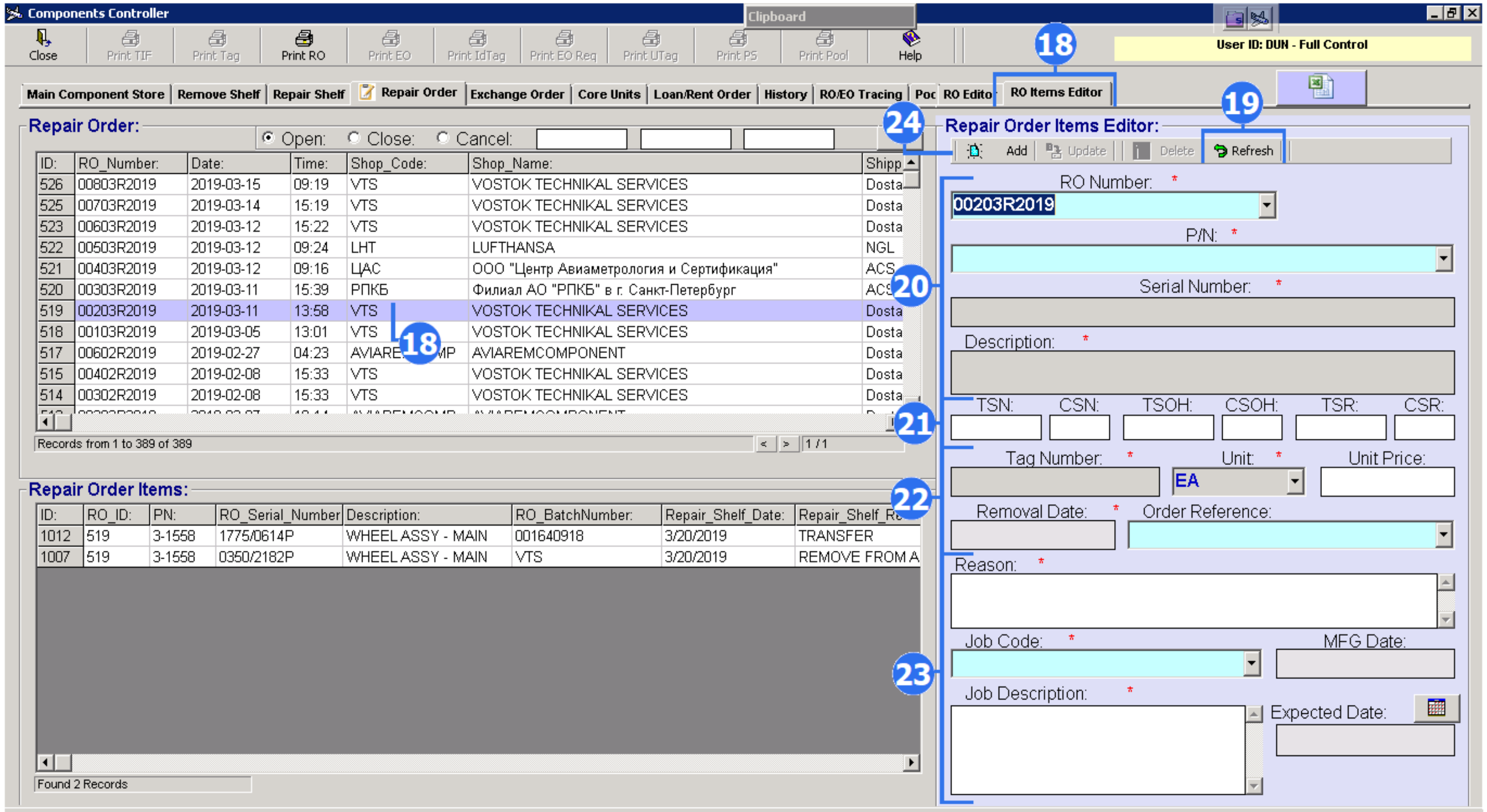


18. To register Exchange Order Items, use “RO Items Editor” tab. You can either select a repair order from the list or open an RO Items Editor and choose an RO number from a Combo box.

19. Press “Refresh” button to add new item.

20. Choose a Repair Order number if you want to replace RO number. Select a Part number from combo boxes. Choose a Serial Number. A Description will come up automatically.

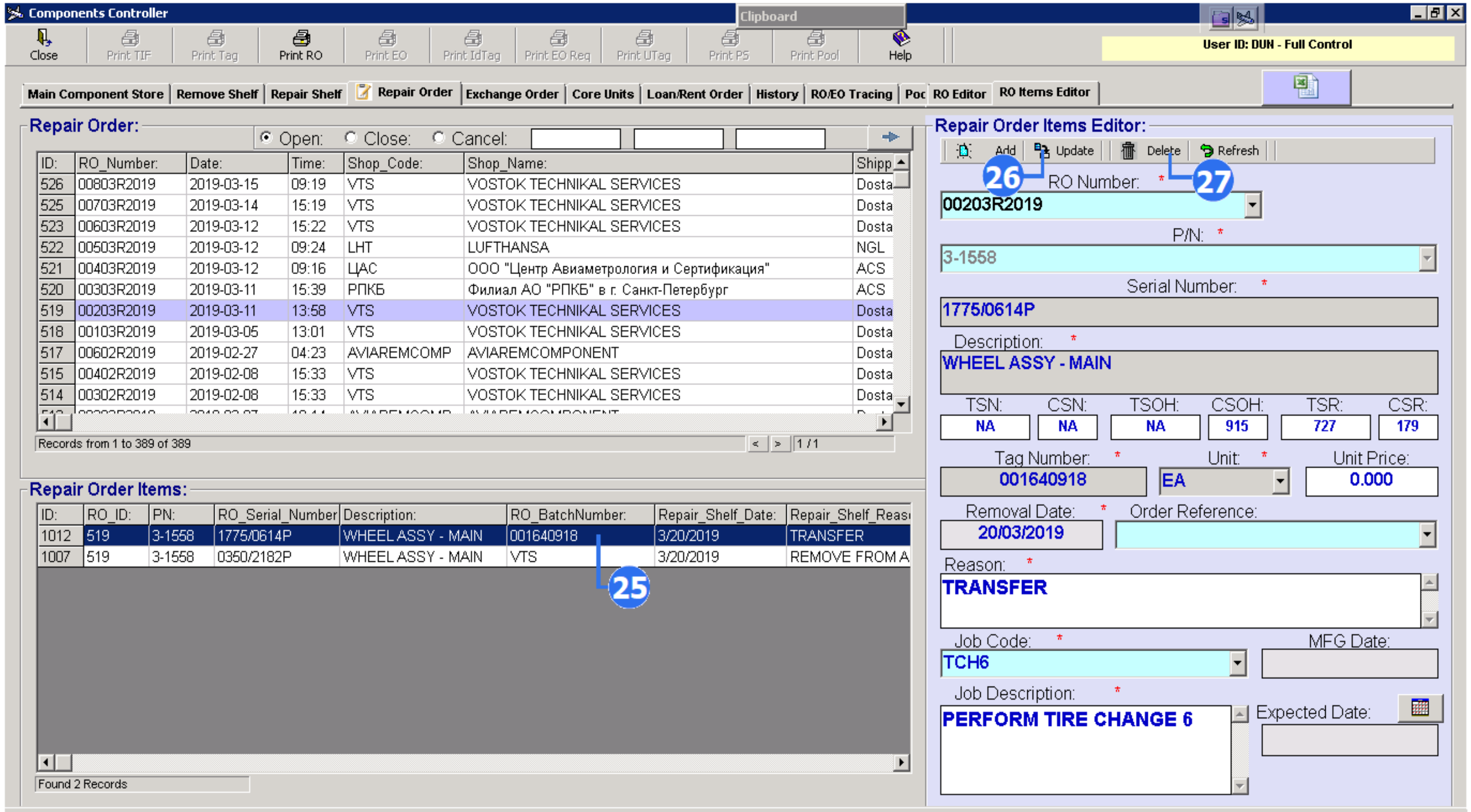
21. Times and Cycles, or since New and Overhaul and Repair fields will be filled out by the system according to the Serial Number.



22. Fill in the Unit price field. Currency is already set up in the Repair Order tab. Last unit price comes up automatically.

23. Enter Reason, select from combo box job code and set job description.

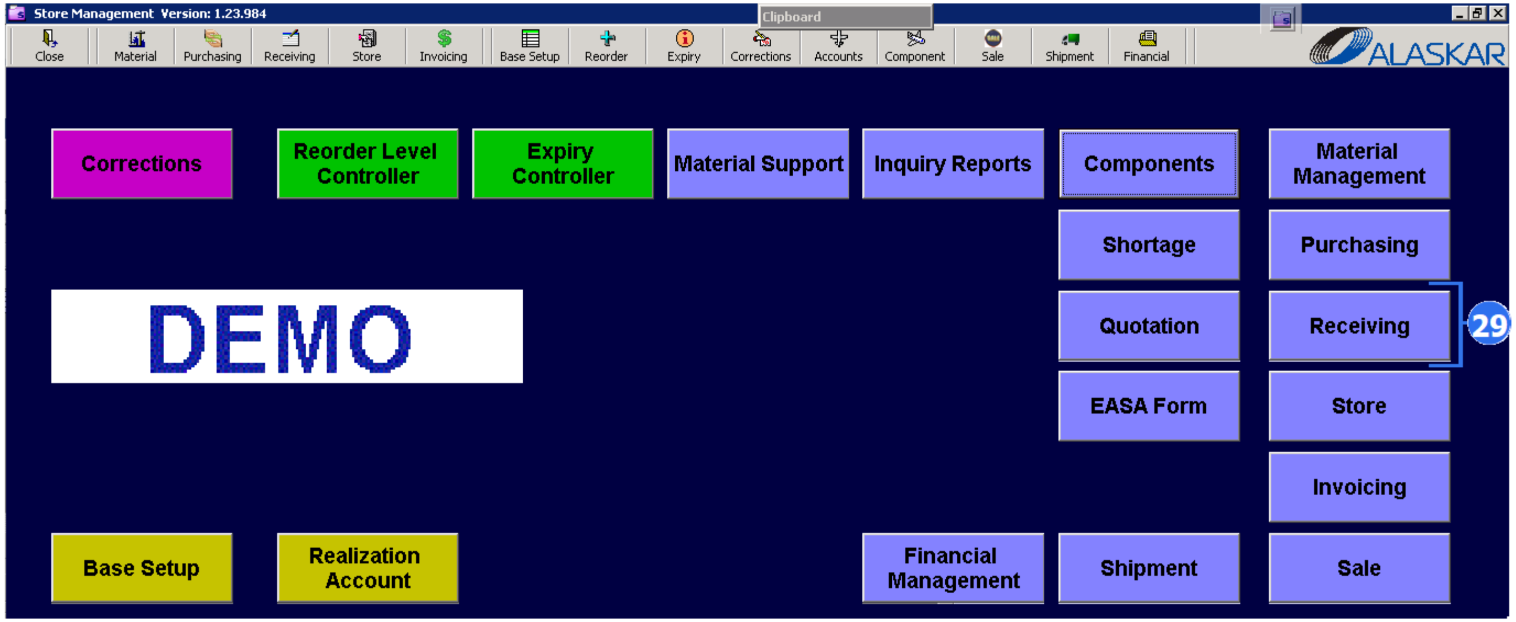
24. Press “Add” button.

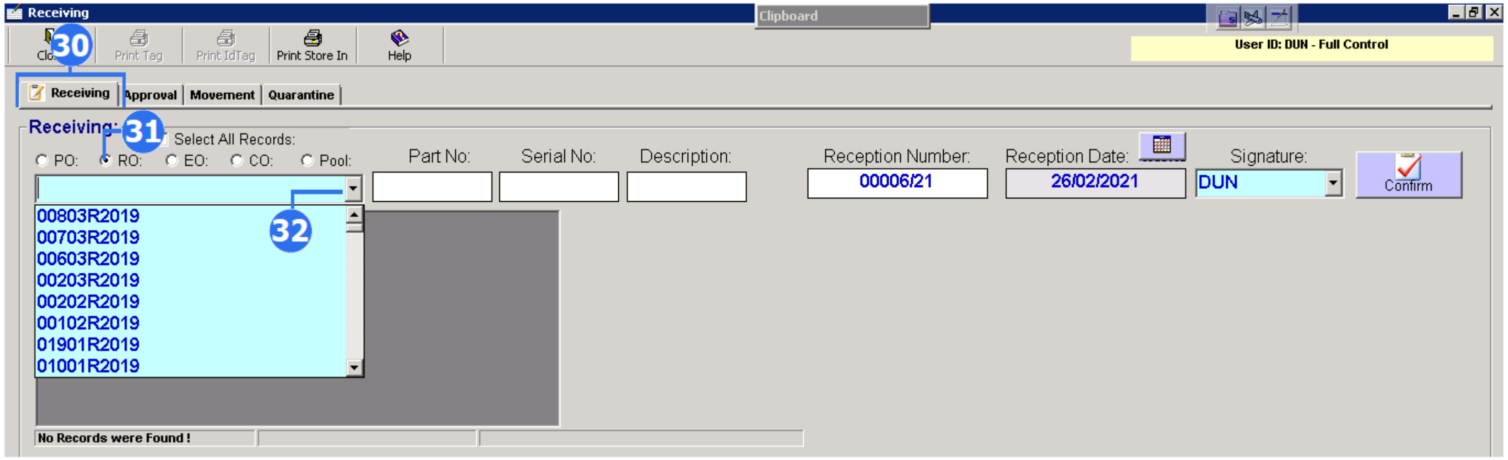


25. Repair Order Items are appeared in the “Repair Order Items” list. Select and highlight the line.

26. If you make a change in the editor, press “Update” button to save data.

28. To remove the Item, click on the “Delete.





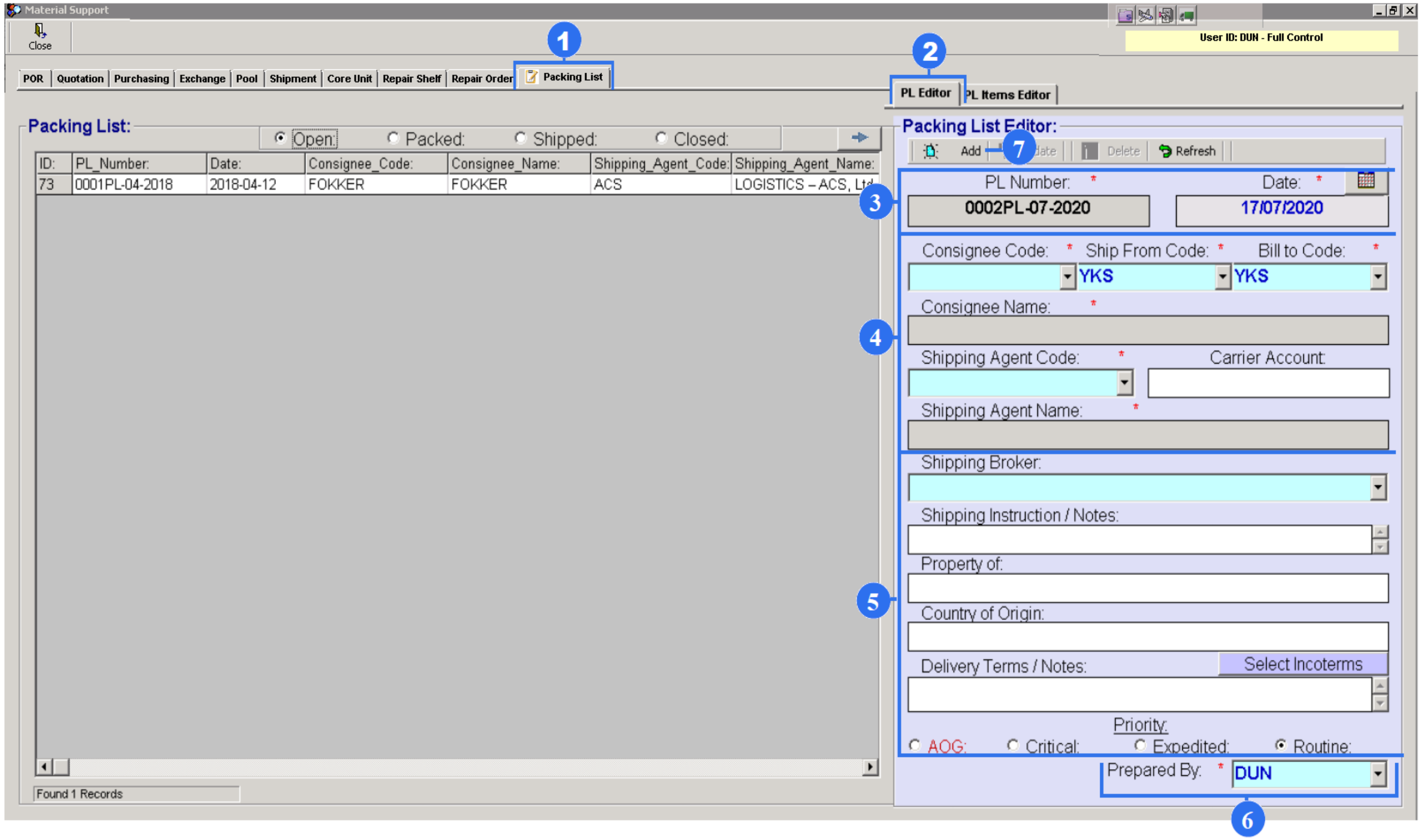
29. Created Repair Order will be appeared in the "Receiving" submodule. Pls, press the "Receiving" button.

30. Select "Receiving" tab.

31. Check box "RO" field.

32. Choose from combo box corresponding RO.

11. Packing List

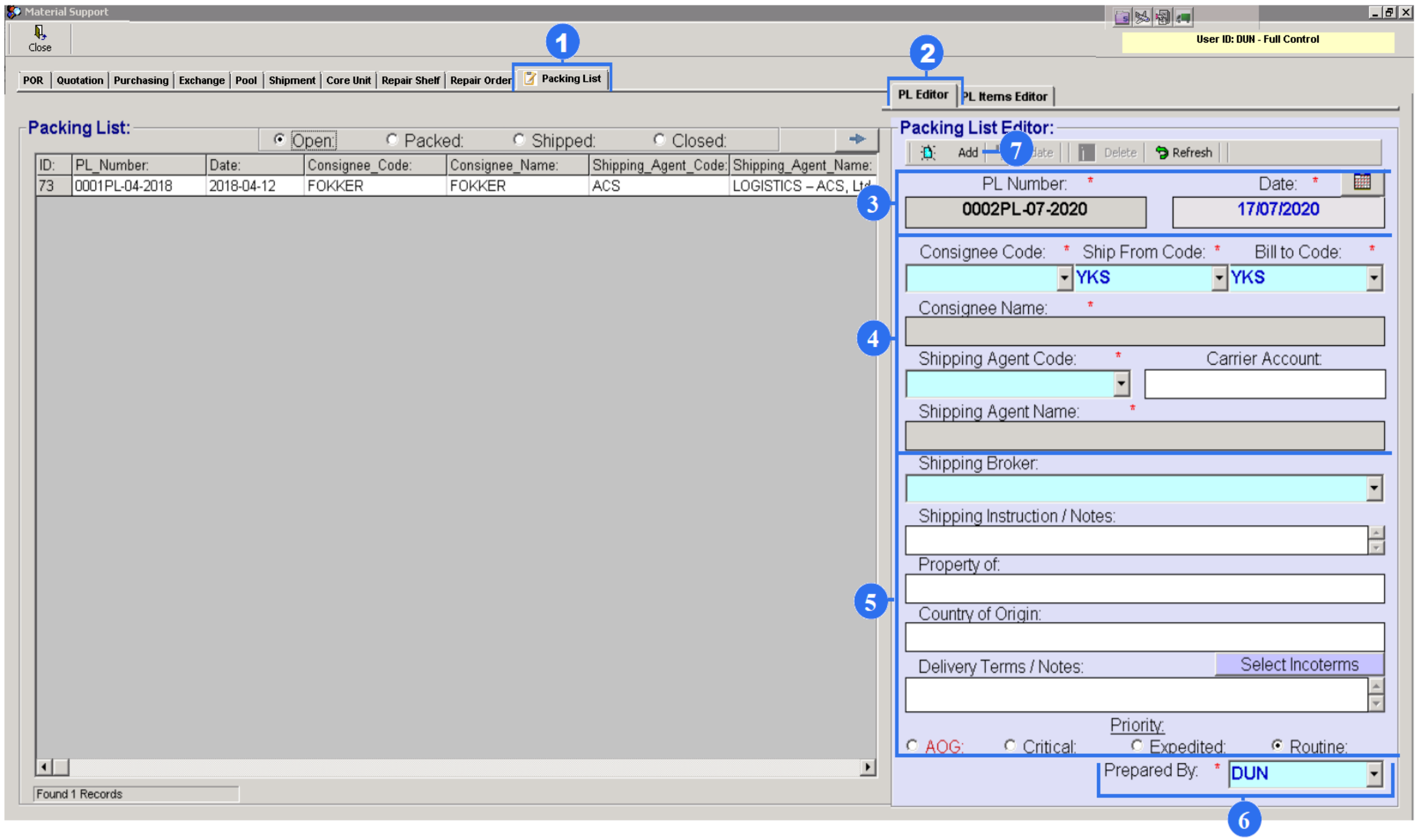


Packing List is created for all outgoing items appearing in the following cases: sales, return of customer supplied items, core units sent to close exchange, components sent for repair. New Packing List and its items are created automatically in all cases except return of customer supplied items.

1. To registrate packing list, select “Packing list” tab.

2. Push on the “PL Editor”

3. To manually create a Packing List, press the Refresh button from a Packing List Editor to get a new Packing List Number. Date field will be automatically appeared.

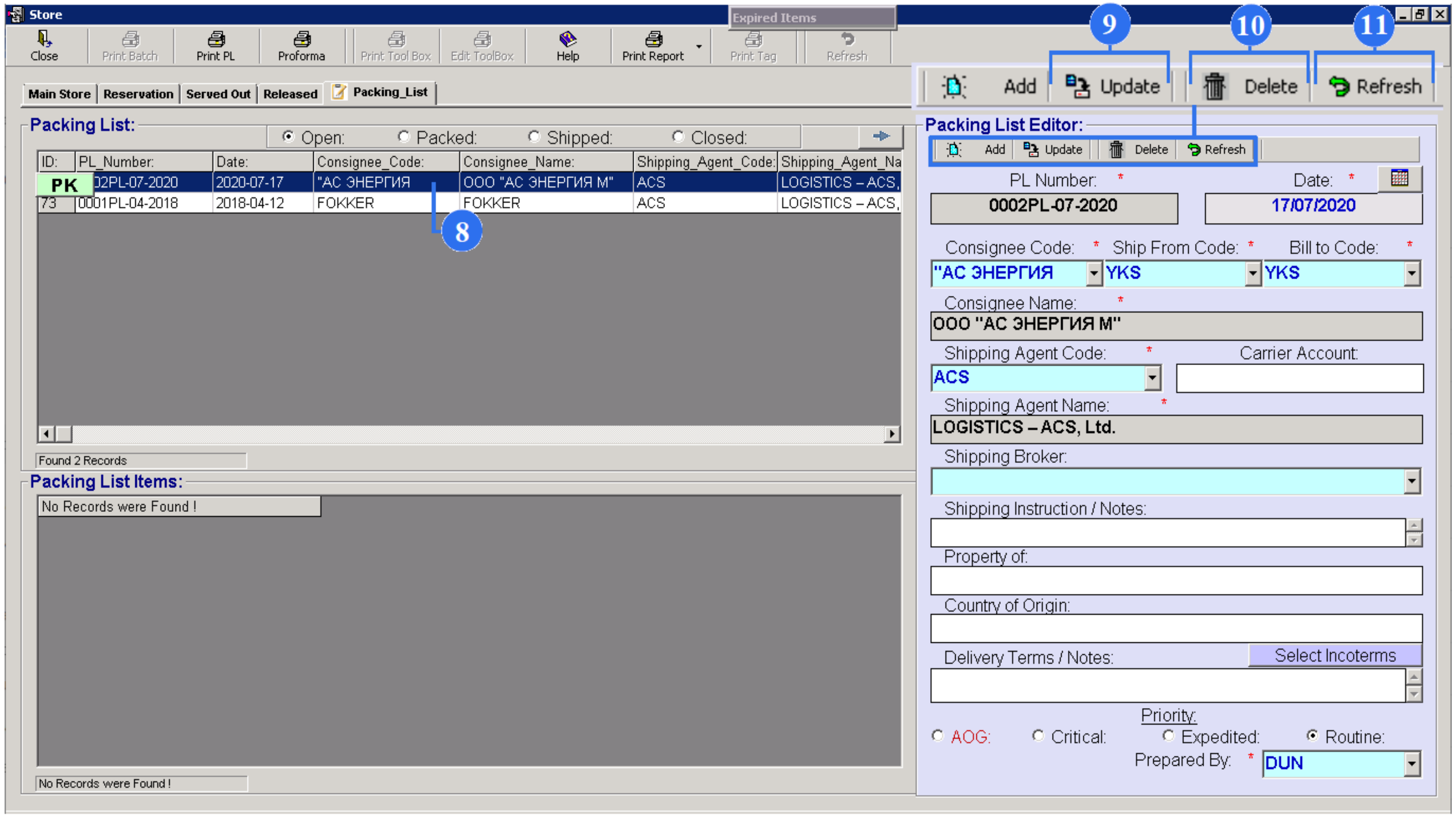


4. Select Consignee Code, Ship From Code and Bill to Code. Choose Shipping Agent Code.

5. All this fields are not mandatory. Enter all this data if it is necessary.

6. Select the person responsible for creating the pack list.

7. Push “Add” button to save the data.

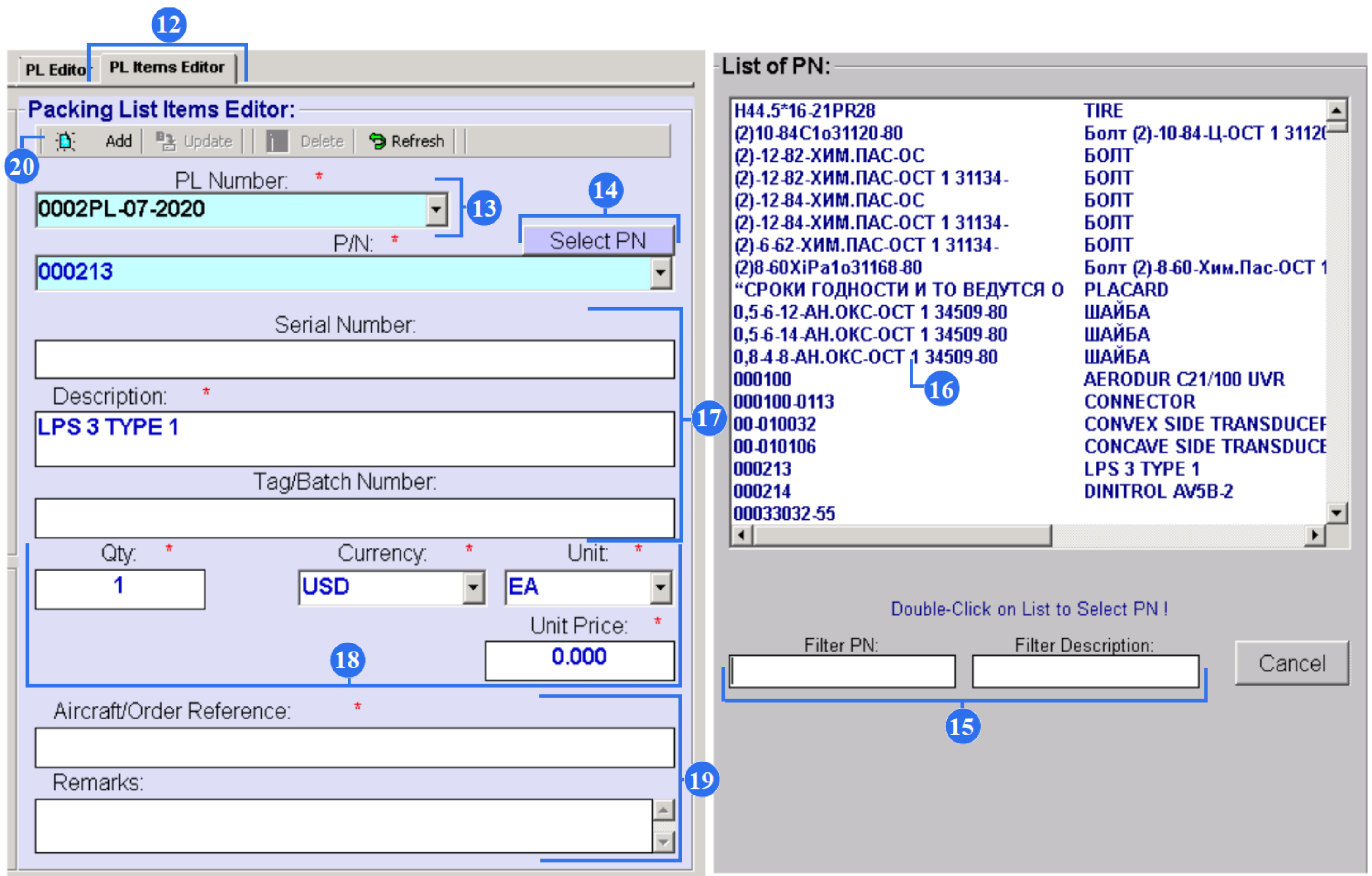


8. After pressing the “Add” button you can see the save data in the “Packing List” screen. Highlight it.

9. If you make a change in the editor press “Update” button.

10. To remove packing list click on the “Delete”.

11. To clear all fields of the editor push “Refresh” button.



12. To create packing list item, click on the “PL Items Editor” tab.

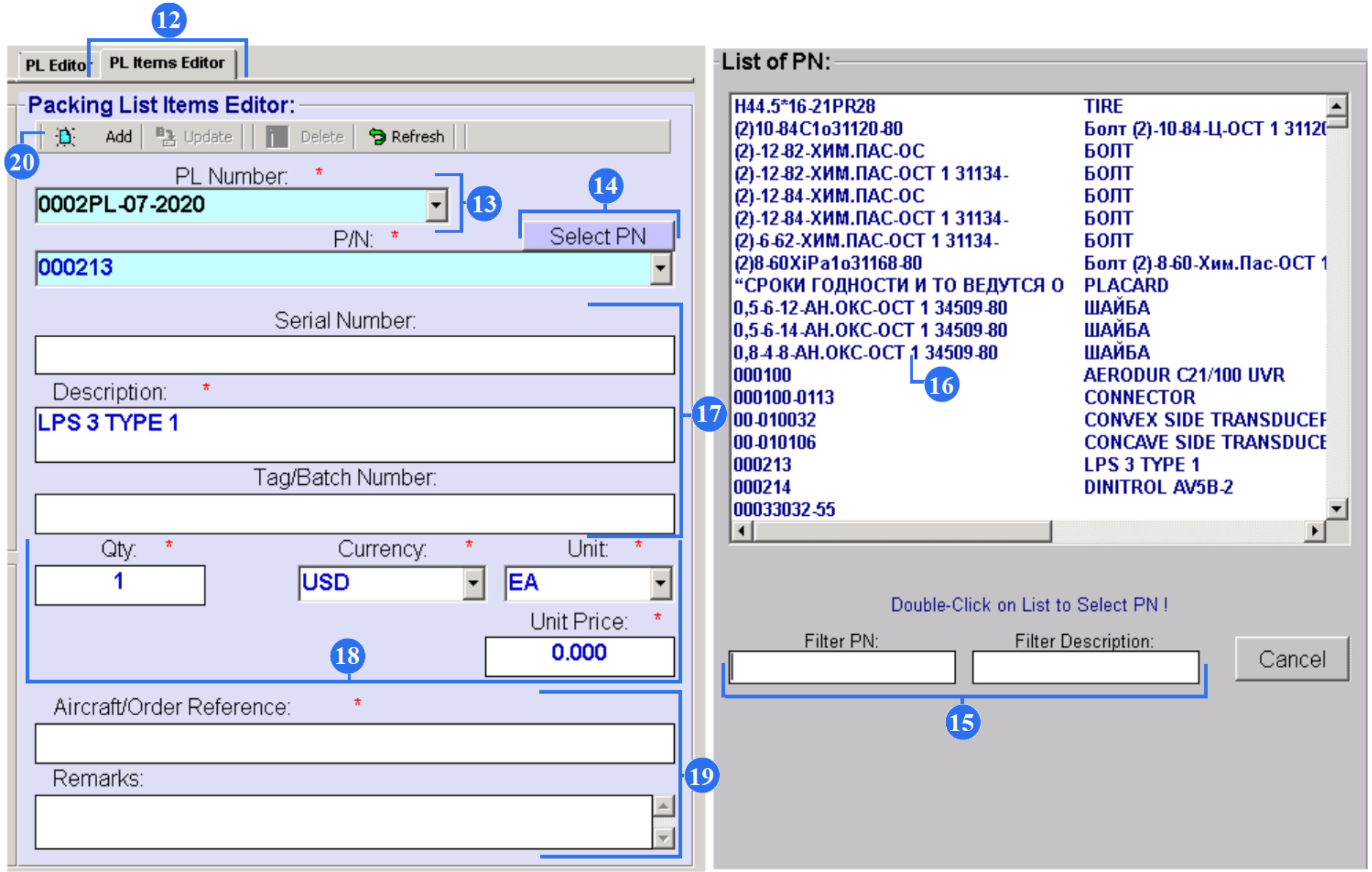
13. PL Number will be automatically appeared.

14. To choose necessary part number push on the “Select PN” button. “List of PN” screen will be opened.

15. Use filters such as “PN” or “Description” to find a component quickly.

16. Double click on the List to select PN.

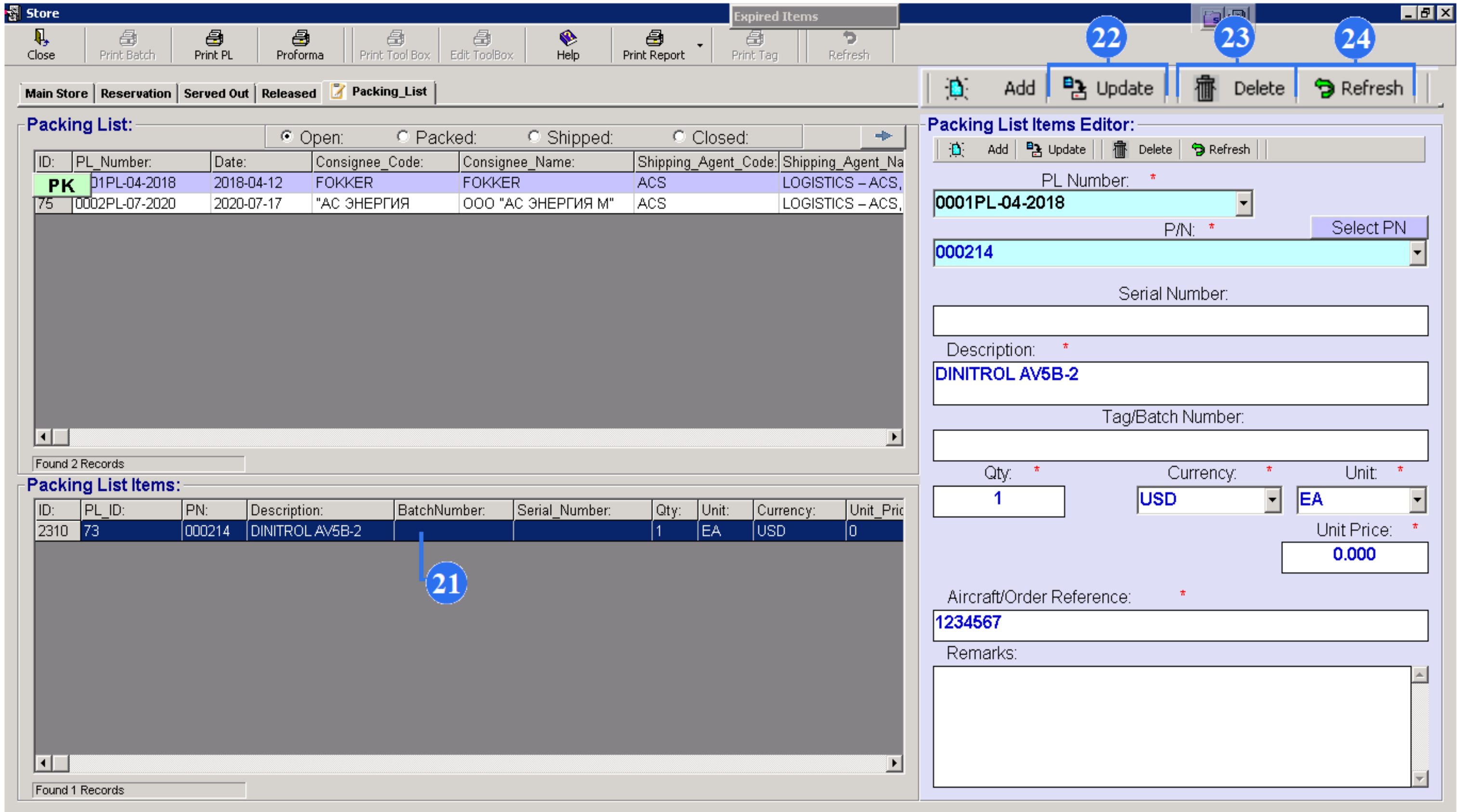
17. If you have a number, enter it in the “Serial Number” field. Enter name of a component in the “Description” field. If it is necessary enter tag number or batch number.



18. Choose quantity of the component, select currency, unit and unit price.

19. Enter number in the “Aircraft/Order Reference” field. Additional information you can add “Remarks” field.

20. To save data push on the “Add” button.

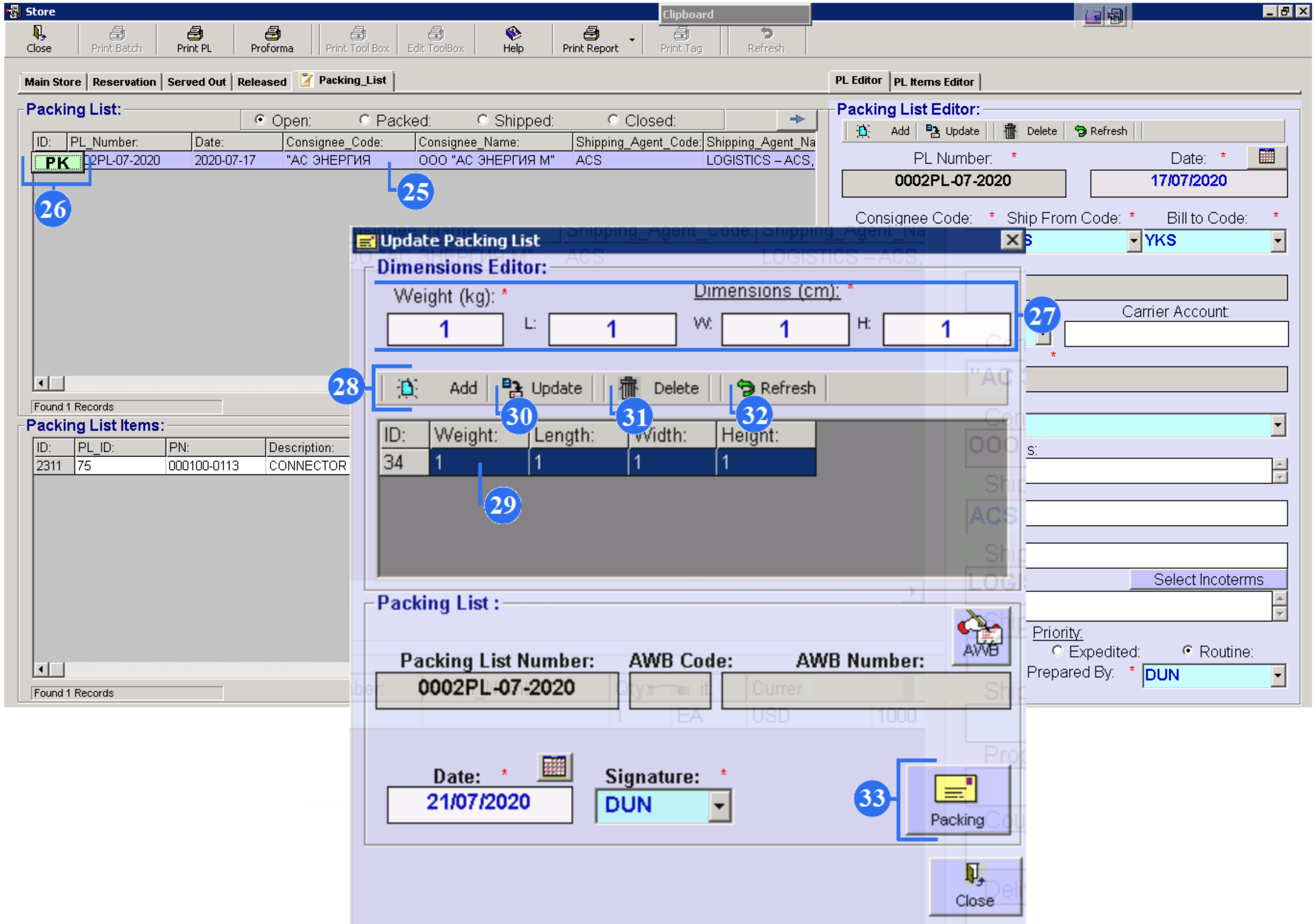


21. After using the “Add” button, you can see created item in the “Packing List Items” screen. Highlight it.

22. If you make a change in the editor press “Update” button.

23. To remove packing list item click on the “Delete”.

24. To clear all fields of the editor push “Refresh” button.



When a Packing List is created, the weight and dimensions must be registered.

25. Highlight the line in the “Packing List” screen. On the right you will see a green “PK” button.

26. Push “PK” button.

27. Enter weight and dimensions of component packing.

28. Push on the “Add” button.

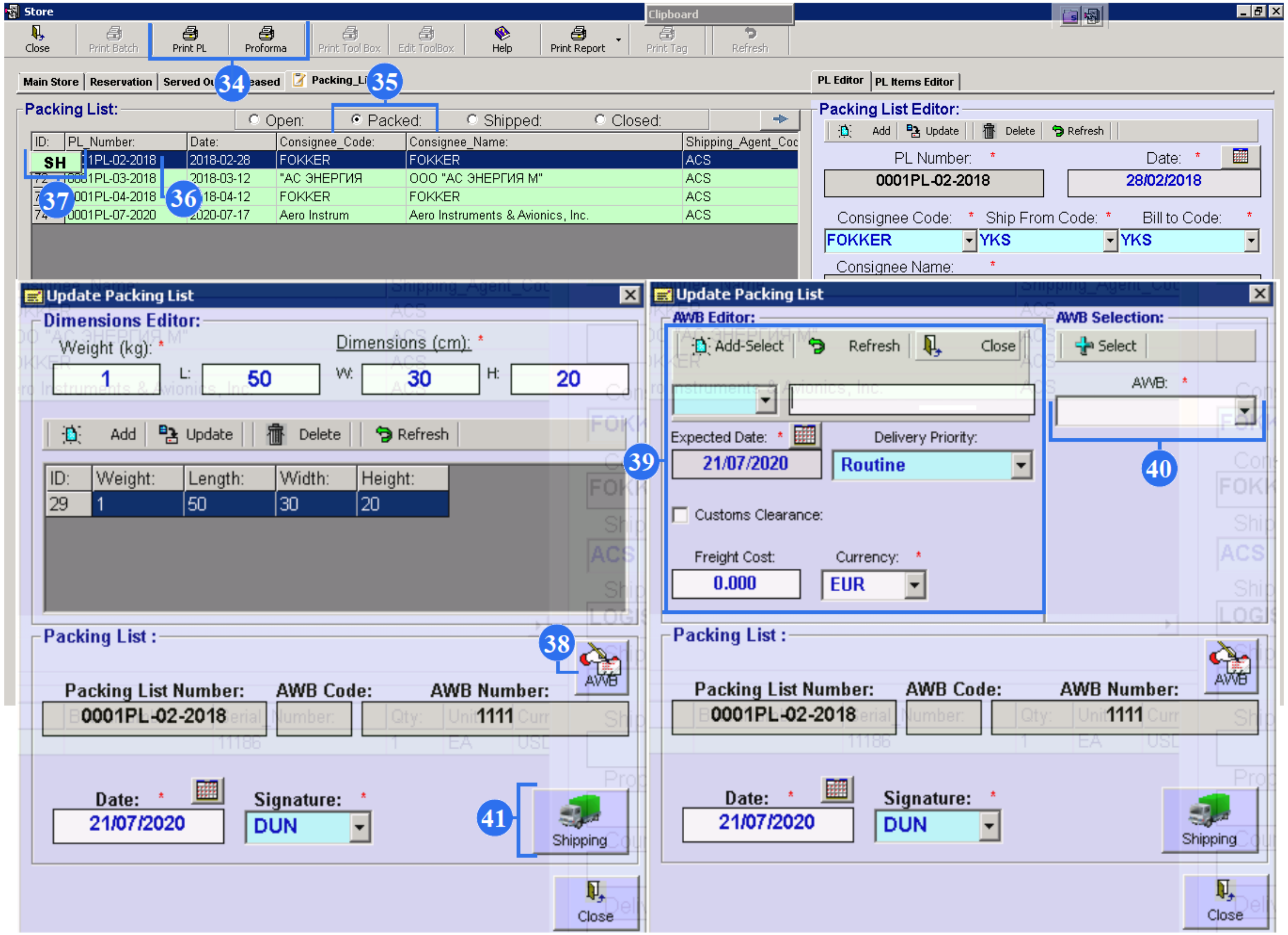
29. Highlight the line. (Buttons such as “Update, Delete and Refresh” will be available.

30. Make a change and click on the Update.

31. To remove the line click on the Delete.

32. To clear fields click on the Refresh.

33. As soon as everything is registered, press “Packing” button and confirm to change the Packing List status to Packed.



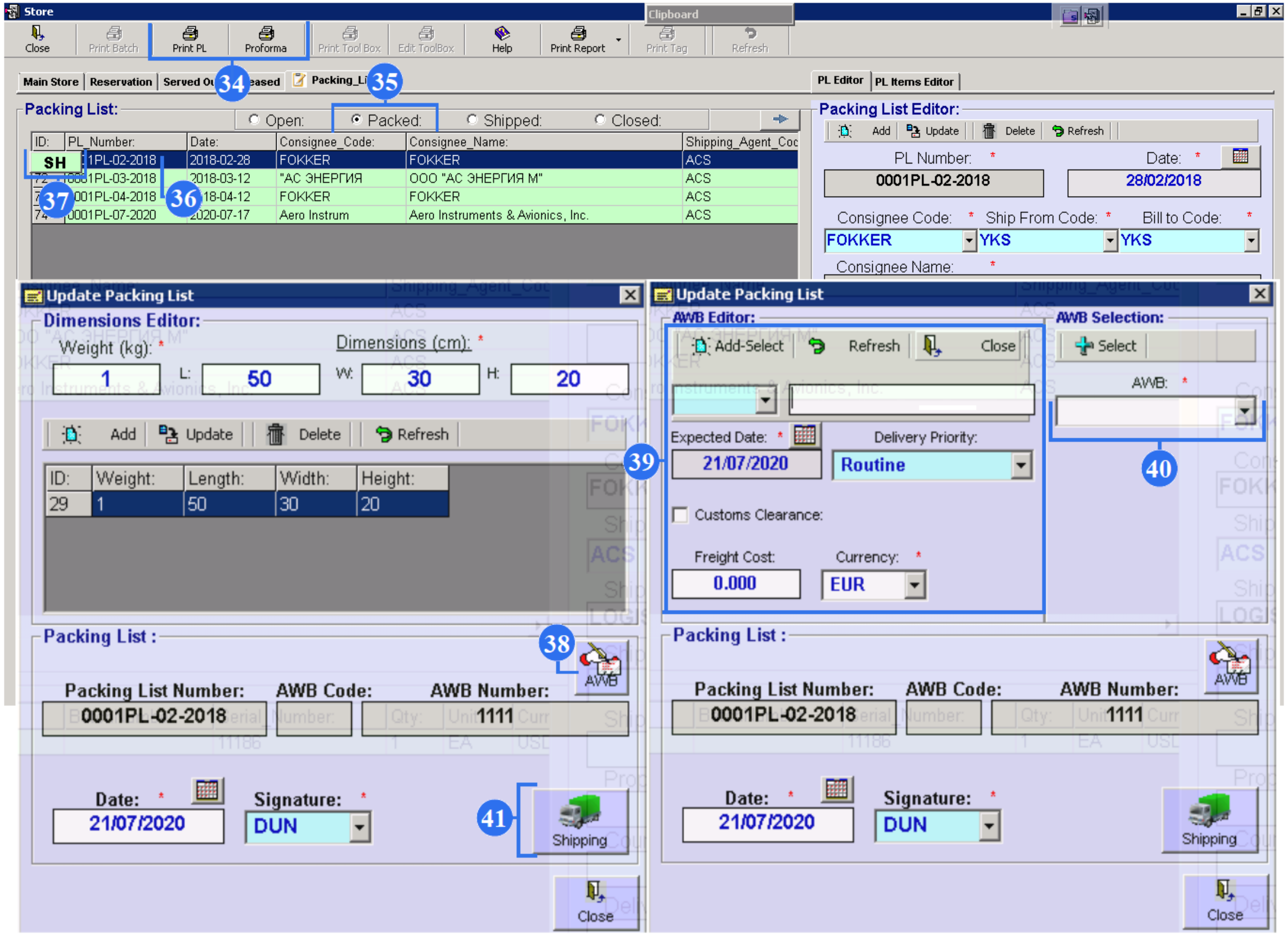
34. A Packing List and a Proforma Invoice can be printed. To Print choose a Print PL or a Print Proforma from the main upper Panel.

35. Check box the “Packed” to see the packing list in Packed Status.

36. When the Packages left the Stores, the Packing List status must be changed from Packed to Shipped. To do that, just highlight a line.

37. Press “SH” button.

NOTE. Normally an AWB Number field should be filled in at the moment when the package is being shipped. However, it is possible to leave it empty and register an AWB later when it becomes a Shipped status. AWBs for Outgoing Shipments are normally registered in the Shipment Sub-Module.

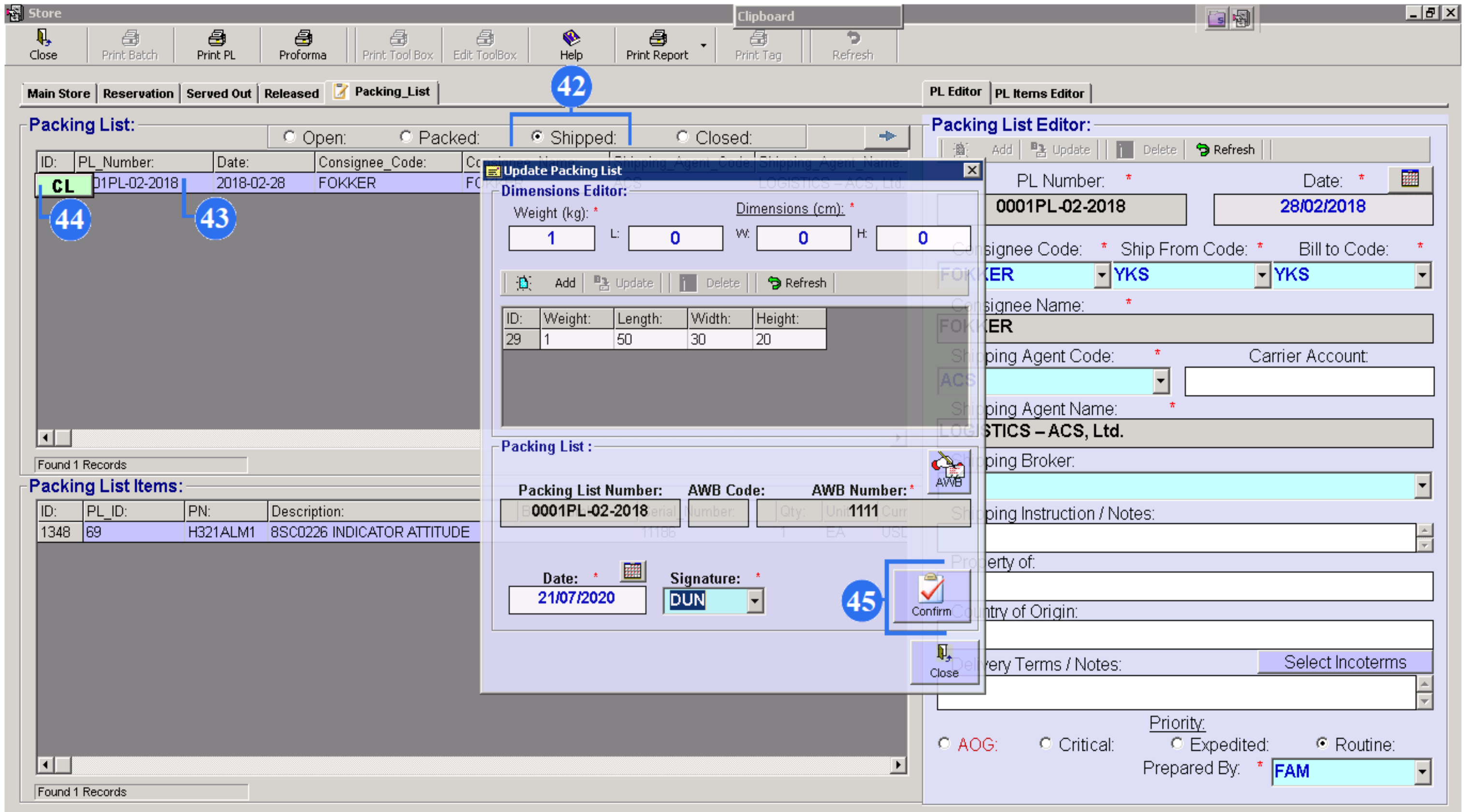


38. F or better and quicker access to AWB Registration press “AWB” button and a new small screen will come up where you can add a new AWB to the database or select an existing one to link the Packing List and its tracking number.

39. To Add a new AWB, choose an AWB Code from a Combo box, then insert an AWB Number, an Expected Date, Delivery Priority. Stick a Customs Status check box, if the customs clearance required. If estimated freight costs were agreed before the shipment, you can register it here.

40. If an AWB already exists in the database, choose one from an AWB combo box and press the Select button.

41. Click on the “Shipping”.



Packing List remains unclosed in the system until an AWB is linked to the Packing List. When an AWB is registered before the Shipping was done, the Packing List automatically changes status to Closed avoiding status Shipped.

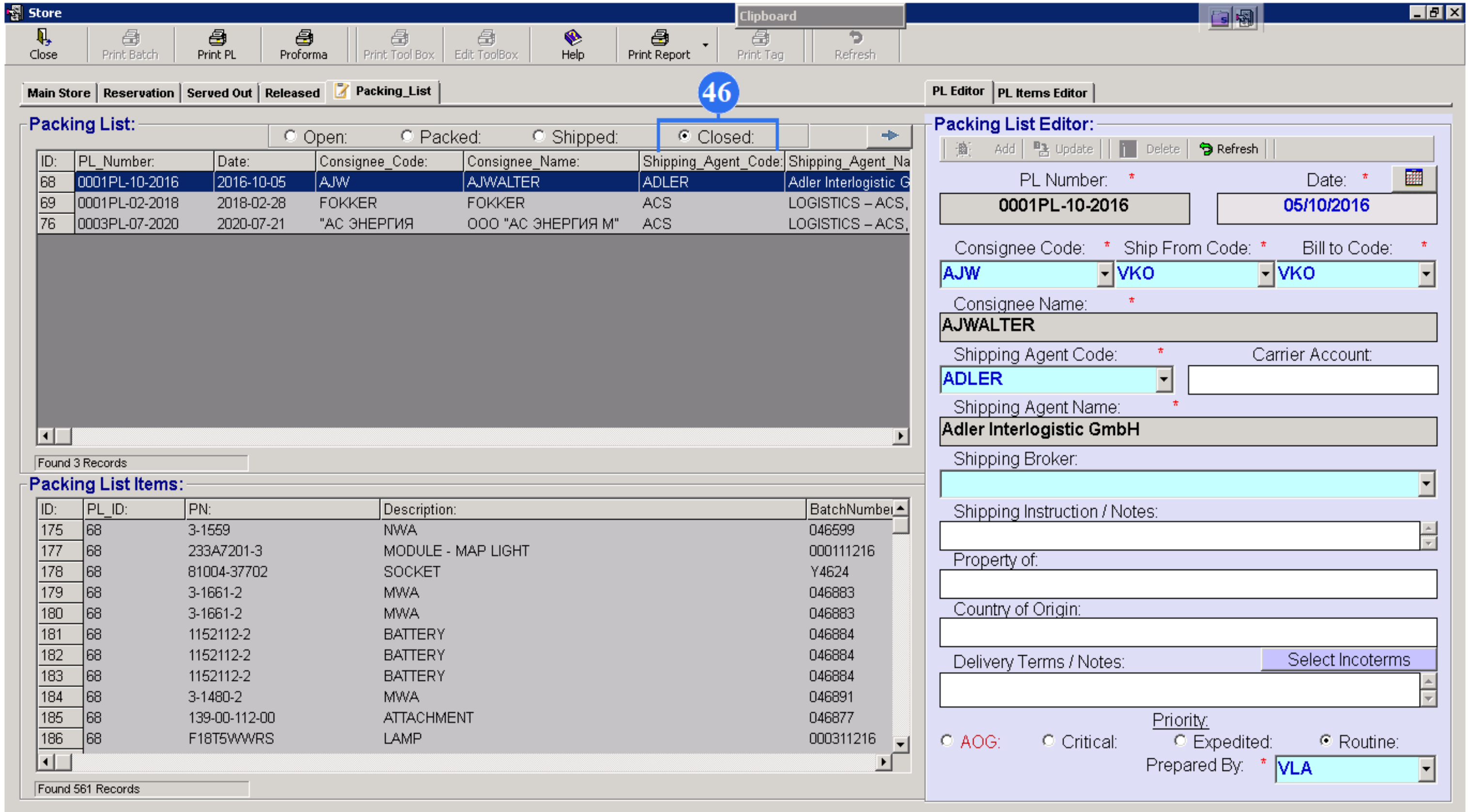
As soon as Component Packing is delivered, you can transfer it the Close status.

42. Otherwise go to a Shipped Tab.

43. Select and highlight the line.

44. Press “CL” button.

45. Push on the “Confirm” button.



46. Closed Packing Lists become grey coloured. All shipped items could be easily traced using different filters.