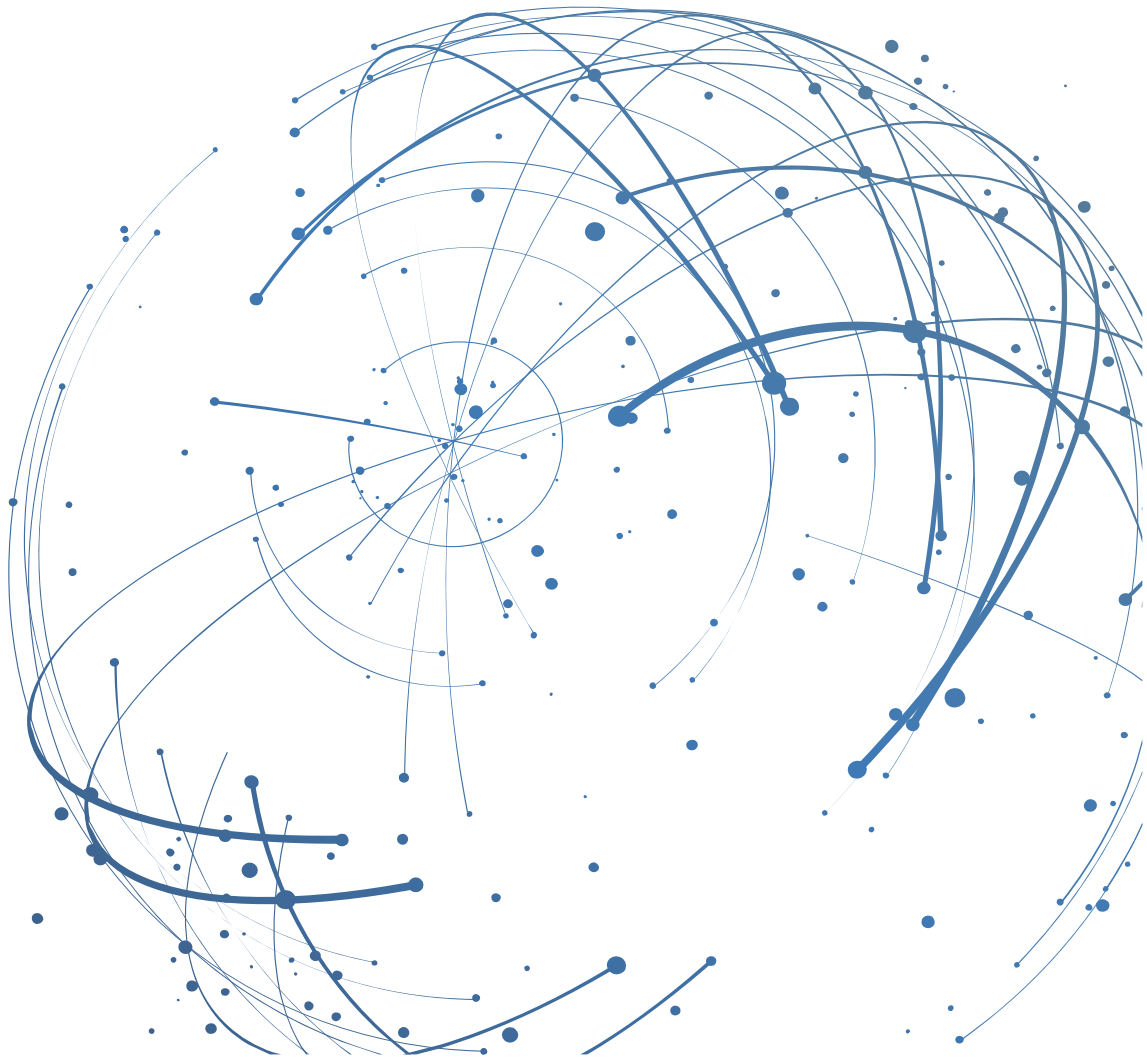


Project Management (APQP)



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Table of Contents

1	About this Manual	4
1.1	Intended Audience	4
1.2	Typographical and Graphical Conventions	4
1.3	Abbreviations	5
2	Overview	6
3	Collaborating on APQP Projects	8
3.1	Confirming Due Dates	10
3.2	Creating and Working on Actions	13
3.3	Creating Comments	15
3.4	Adding Attachments	16
4	Managing APQP Projects	18
4.1	Project Information	21
4.2	Project Team	22
4.3	Project Schedule	24
4.4	Action List	26
4.5	Change Log	27
4.6	Creating Status Reports	28
4.7	Attachments	30
4.8	Searching Projects	31
4.9	Managing Substitutes	33
4.9.1	Defining a Substitute	33
4.9.2	Removing Substitutes	35
4.9.3	Acting as a Substitute	36
4.10	Assigning a Key Account Manager	37
4.11	Roles and Rights	38

1 About this Manual

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

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

1.1 Intended Audience

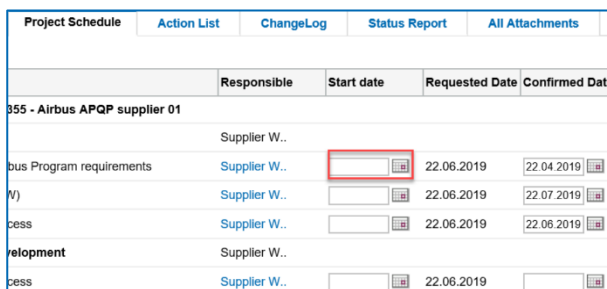
This manual is intended for supplier who have a working knowledge of AirSupply.

1.2 Typographical and Graphical Conventions

The following typographical conventions are used throughout the manual:

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

The graphical convention is used throughout the manual:



	Responsible	Start date	Requested Date	Confirmed Date
355 - Airbus APQP supplier 01				
	Supplier W..			
bus Program requirements	Supplier W..	 	22.06.2019	22.04.2019
W)	Supplier W..		22.06.2019	22.07.2019
cess	Supplier W..		22.06.2019	22.06.2019
velopment	Supplier W..			
cess	Supplier W..		22.06.2019	

Figure: Red borders are used to indicate special areas.

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

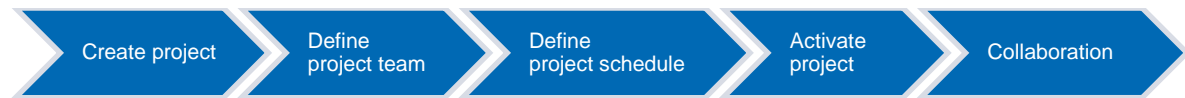
1.3 Abbreviations

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

2 Overview

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

Process description



Creating and activating projects

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

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

An APQP project consists of the following components:

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

A project schedule consists of:

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

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

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

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

→ See Managing APQP Projects on page 18.

Collaboration

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

→ See Collaborating on APQP Projects on page 8.

Tracking and reporting

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

→ See Managing APQP Projects on page 18.

3 Collaborating on APQP Projects

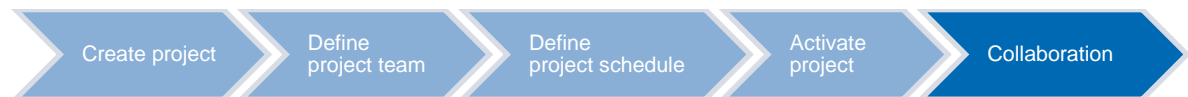
For using AirSupply APQP, you need an APQP role and the appropriate rights. → See Roles and Rights on page 38.

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

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

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

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



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

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

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

Dear Mr

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

Project: A320-1313
 Supplier Part Nr.:
 Current project status: Undefined

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

Best regards,
 Your SupplyOn Team

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

Support by phone: <https://www.supplyon.com/en/contact/>
 E-mail: customer-support@SupplyOn.com
<http://www.SupplyOn.com>

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

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

To collaborate on APPQ projects:

1. Click the link in the email, which directly leads you to the project.
- OR —
1. Log on to → **SupplyOn** and on the main menu, point to **SupplyOn Services**, and then click **Project Management**.
- OR —
1. On the main menu, point to **SupplyOn Services**, click **AirSupply** and then click **APQP**.
2. The **Project List** page is displayed.

Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Next due date	Template	%	Full
▲	JHE42	Supp_R42	FIT_Airbus S.A.S	Jones, tim	Active	08.01.2019	28.02.2019	Demo example - multiple...	38	☑
	A320-1313_06_15	42	FIT_Airbus S.A.S	jones, tim	Active	16.05.2019	30.11.2019	New Model for Demo(5,1)	0	☐
	APQP-trial	42	FIT_Airbus S.A.S	jones, tim	Active	18.05.2019	30.06.2020	New Model for Demo(5,1)	0	☐
	APQP test scenario		FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019	31.06.2020	Demo example - multiple...	13	☐
	more supplier contacts		FIT_Airbus S.A.S	Jones, tim	Active	19.03.2019		New Model for Demo(2,1)	0	☐
	2-sub		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019		KT Session(INT_1,1)	0	☐
	Customer Validation	32	FIT_Airbus S.A.S	jones, tim	Active	27.05.2019	30.11.2019	Demo example - multiple...	0	☐

Figure: Project List page.

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

RAG Maturity	RAG OTD	Work packages	Work Item	Responsible	Assessor	Start	Requested	Confirmed
●		A320-IL_2019_05_15						
●		<input type="checkbox"/> Planning <ul style="list-style-type: none"> <input type="checkbox"/> S_AIPI/AIPS <input type="checkbox"/> S_WP Target Weight... 		Supplier Work Package Lead...			10.09.2019	
●		<input type="checkbox"/> Serial Production <ul style="list-style-type: none"> <input type="checkbox"/> S_Statistical Process... 		Supplier Work Package Lead...		20.08.2019	30.08.2019	30.08.2019
●		<input type="checkbox"/> Process Design & Develo... <ul style="list-style-type: none"> <input type="checkbox"/> S_Measurement Sys... 		Supplier Work Package Lead...		20.08.2019	30.09.2019	23.09.2019

Figure: Project Schedule tab.

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

Status	Project name	Type	Task	Reference	Customer	Responsible	Requested date	Confirmed date	%	Comment
	JHE42	Element	S_Forecast / Ordering...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2019	29.01.2019	0	
■	Customer Validation	Action	Control Plans realizatio...		FIT_Airbus S.A.S	test, user TJO (Supplier...	28.08.2019		0	
	Customer Validation	Element	S_Forecast / Ordering...	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	
	Customer Validation	Element	S_Statement of Work (...)	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	
	Customer Validation	Element	S_Process to integrate...	Phase: Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	Confirmed - this KBD...
	A320-IL_2019_05_15	Element	S_WP Target Weight R...	Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	
	A320-IL_2019_05_15	Element	S_AIPI/AIPS	Planning	FIT_Airbus S.A.S	test, user TJO (Supplier...	30.11.2019		0	Confirmed - this KBD...
	Customer Validation	Element	S_Design solutions (Co...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2020		0	
	Customer Validation	Element	S_Finite element model...	Phase: Product Design...	FIT_Airbus S.A.S	test, user TJO (Supplier...	28.02.2020		0	

Figure: Open tasks tab.

3.1 Confirming Due Dates

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

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

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

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

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

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

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

Prerequisites:

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

To set a Confirmed date or a Closing date:

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

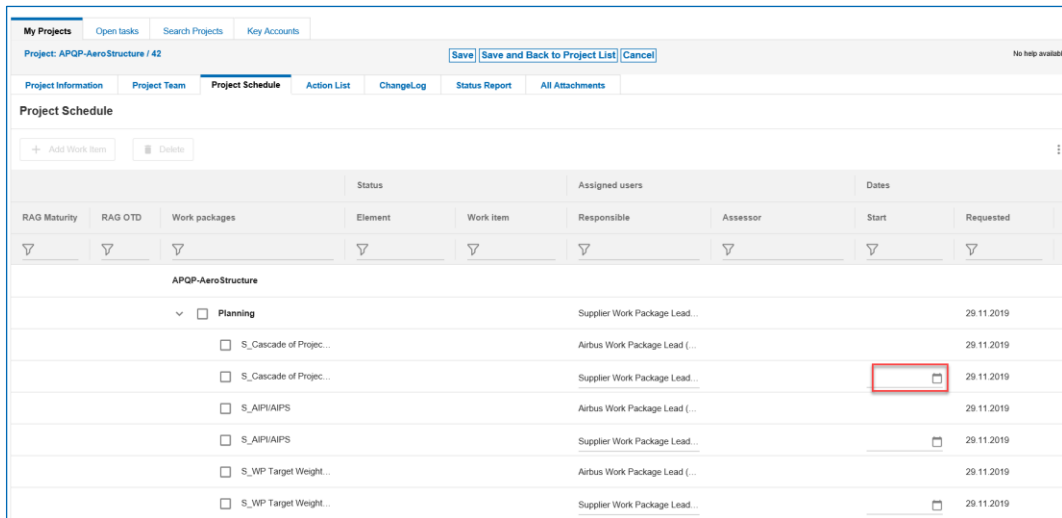


Figure: Defining a **Start** date.

The calendar is displayed.

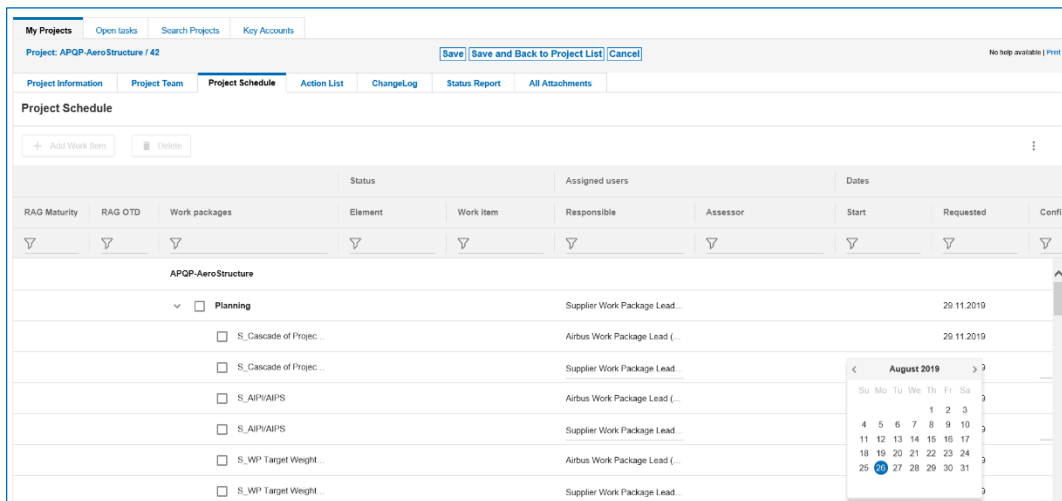


Figure: Calendar for selecting a **Start** date.

2. Select a date.

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

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

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

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

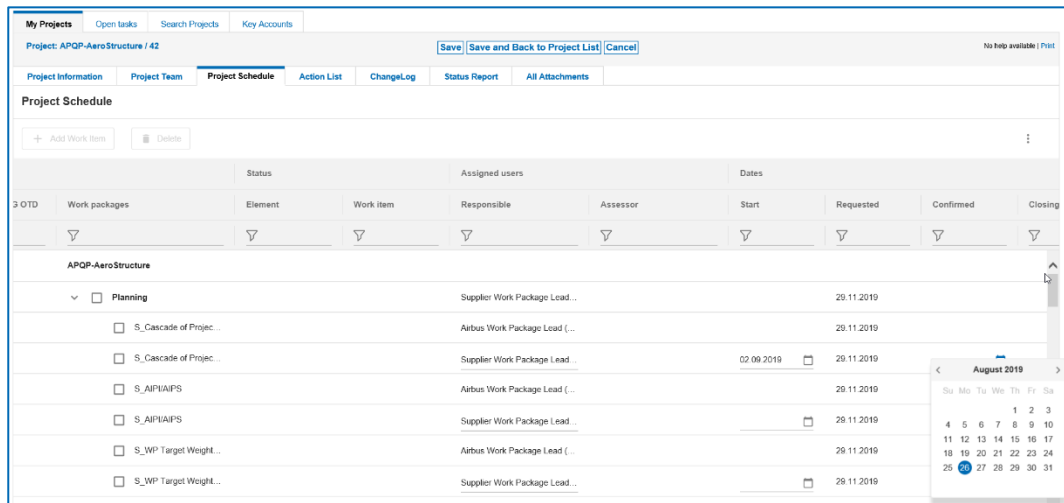


Figure: Calendar for selecting a **Confirmed** date.

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

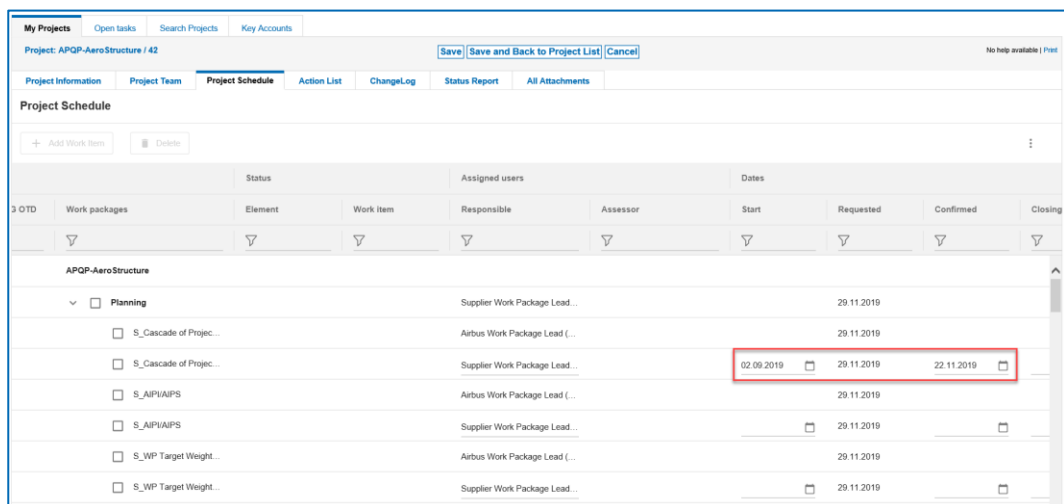


Figure: **Project Schedule** tab with a **Start** date, a **Requested** date and a **Confirmed** date.

3.2 Creating and Working on Actions

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

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

A supplier can create an action for a colleague.

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

Prerequisites:

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

To create an action on the Project Schedule tab:

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

The **Action List** tab is displayed.

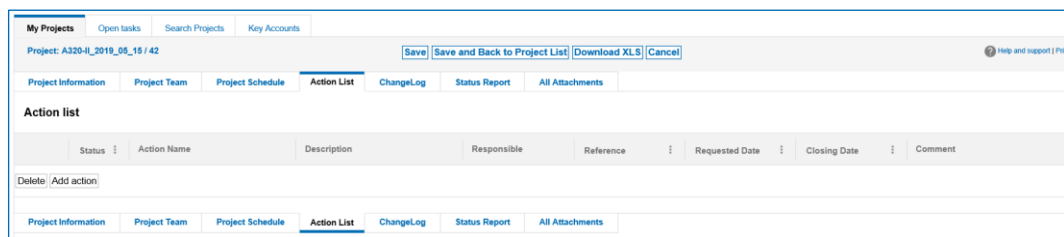


Figure: **Action List** tab.

2. Click **Add action**.

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

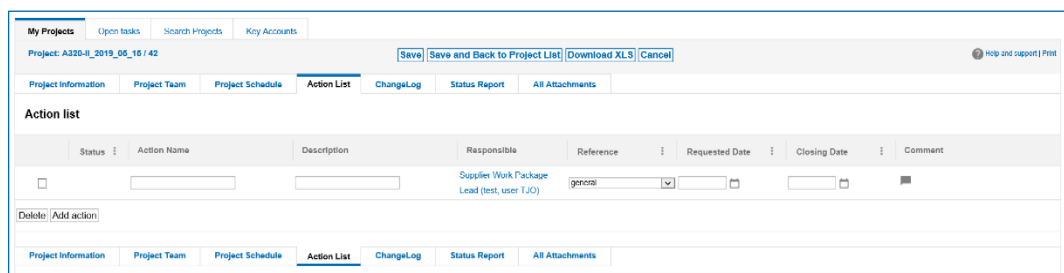


Figure: Row with fields for defining an action.

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

Note

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

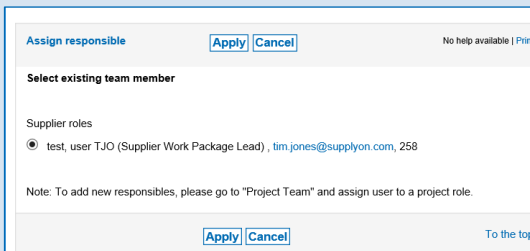


Figure: **Assign responsible** dialog window.

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

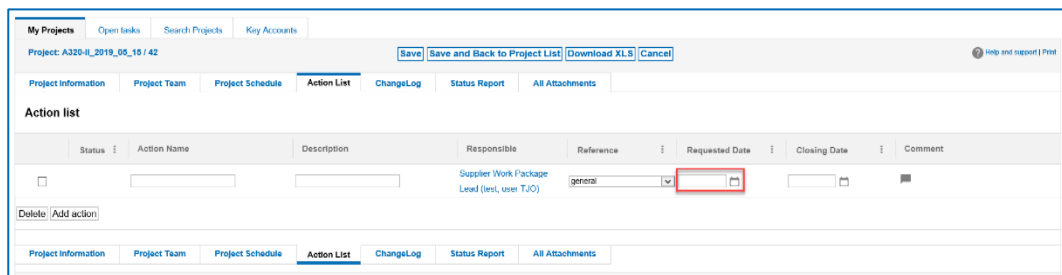


Figure: Defining a **Requested Date**.

The calendar is displayed.

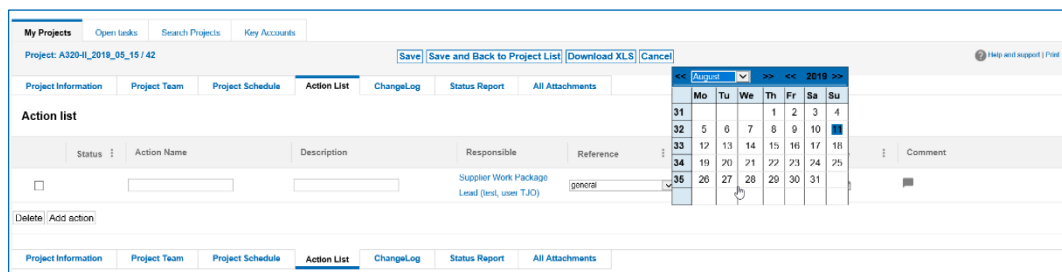


Figure: Calendar for selecting a date.

- Select a date.
The date is displayed in the **Requested Date** field.
The **Requested Date** controls the status of the action.
- Select a **Reference**.
The **Reference** is already defined according to the selected phase or element. If needed, you can change it.
- Click to add a comment to the action.
- Click **Save**.
The action is listed on the **Action list** tab and on the **Open tasks** tab, if the responsible user is the logged-in user.


3.3 Creating Comments

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

Prerequisites:

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

To add a comment:

1. In the **Comment** column, click 

The **Comment** dialog window is displayed.

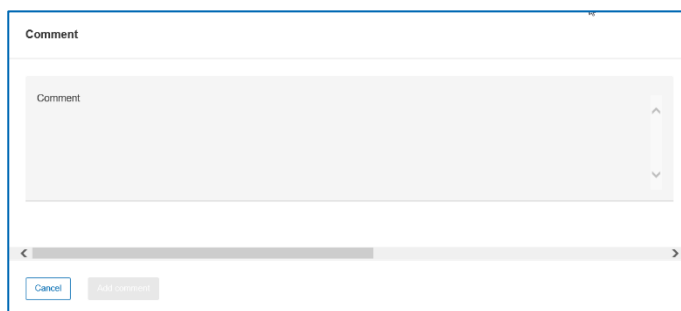


Figure: **Comment** dialog window.

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

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

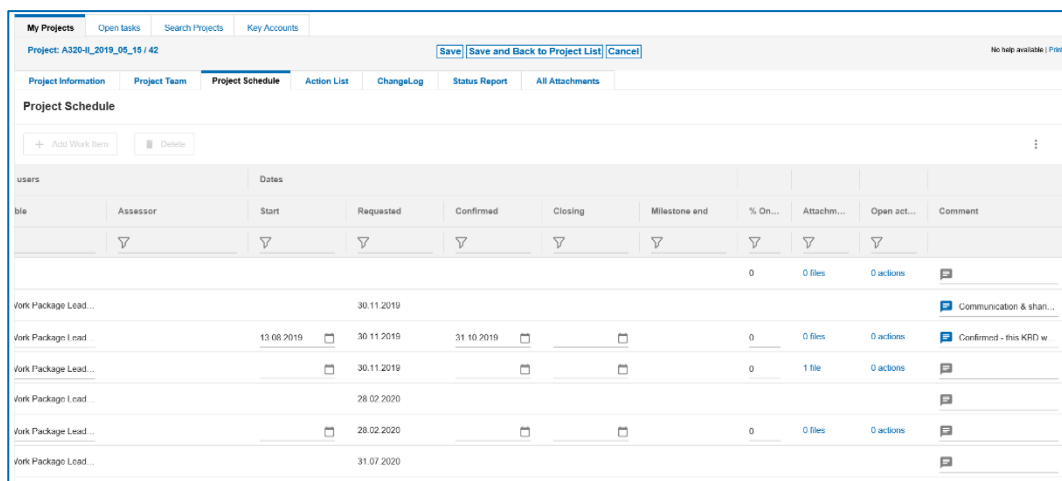


Figure: The comment is displayed in the **Comment** column.

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

4. Click **Save**.

3.4 Adding Attachments

You can add documents to a project and elements.
 In addition, you can overwrite an existing document by creating a new version of the document.

Prerequisites:

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

To add an attachment:

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

The **Attachments** page is displayed.

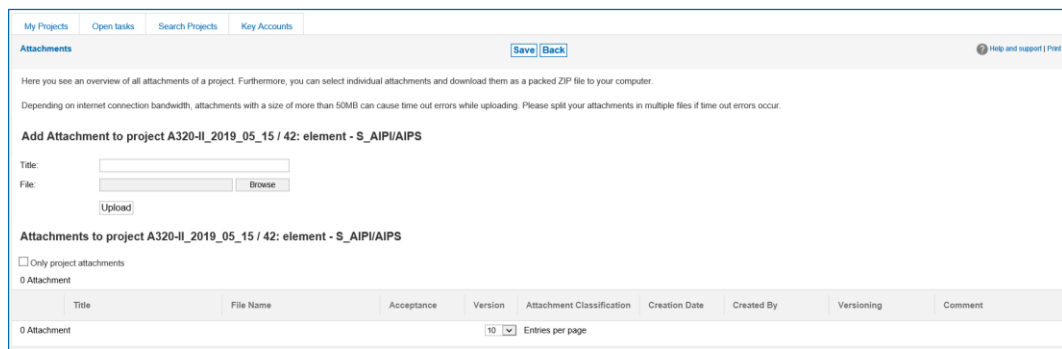


Figure: **Attachments** page.

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

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

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

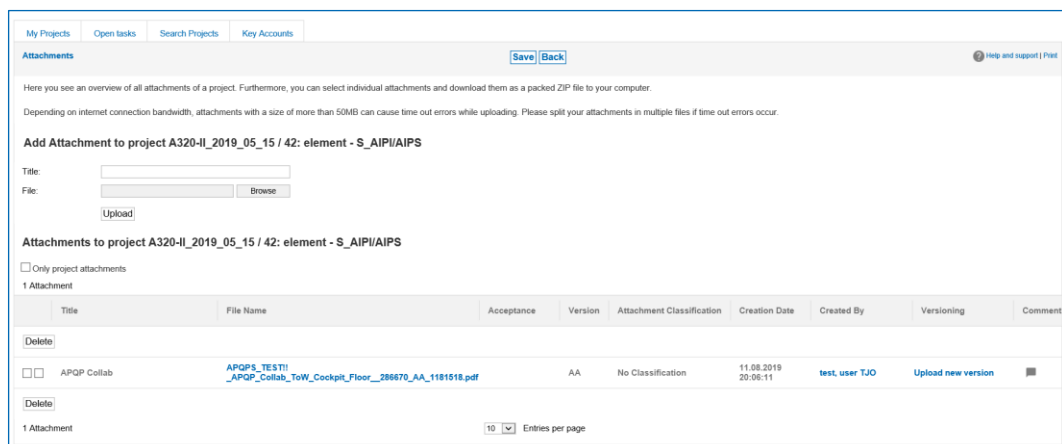


Figure: Uploaded attachment on the **Attachments** page.

On the **Attachments** page you can:

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

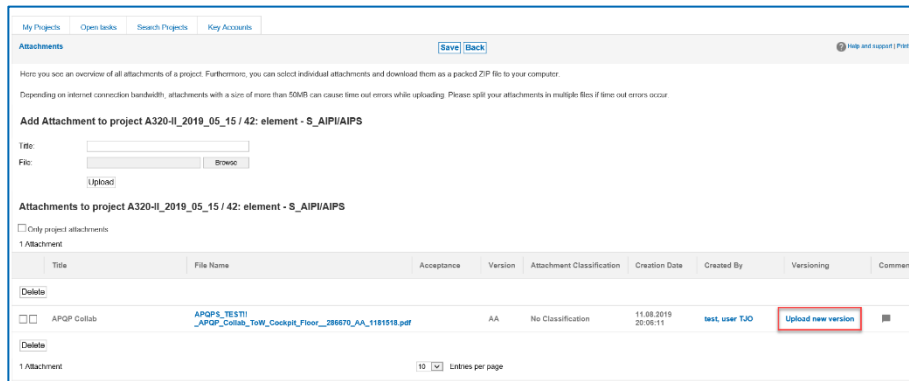


Figure: **Upload new version** on the **Attachments** page.

Click **Upload new version**.

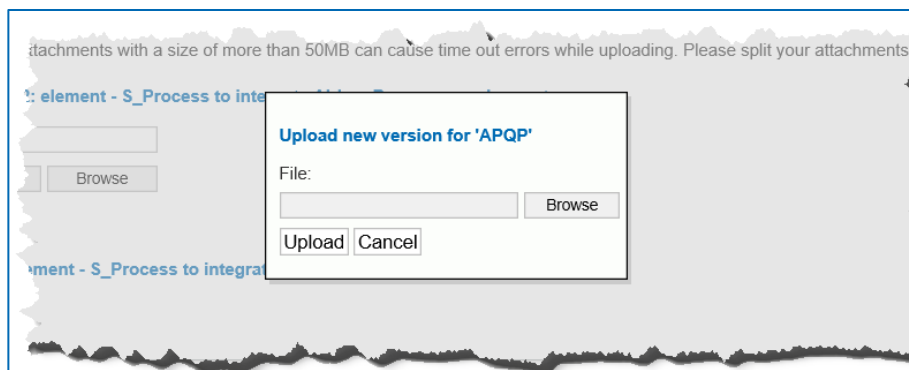


Figure: **Upload new version** for ... dialog box.

Select a file and click **Upload**.

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

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

4 Managing APQP Projects

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

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

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

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

To manage projects:

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

The **Project List** page is displayed.

Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Next due date	Template	%	Fail.
▲	JHE42	Supp_R42	FIT_Airbus S.A.S	Jones, tim	Active	08.01.2019	28.02.2019	Demo example - multiple...	38	<input checked="" type="checkbox"/>
	A320-II_2019_06_16	42	FIT_Airbus S.A.S	jones, tim	Active	16.05.2019	30.11.2019	New Model for Demo(5.1)	0	<input type="checkbox"/>
	APQP-trial	42	FIT_Airbus S.A.S	jones, tim	Active	18.05.2019	30.08.2020	New Model for Demo(5.1)	0	<input type="checkbox"/>
	APQP test scenario		FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019	31.05.2020	Demo example - multiple...	13	<input type="checkbox"/>
	more supplier contacts		FIT_Airbus S.A.S	jones, tim	Active	19.05.2019		New Model for Demo(2.1)	0	<input type="checkbox"/>
	2-sub		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019		KT Session(INT_1.1)	0	<input type="checkbox"/>
	Customer Validation	32	FIT_Airbus S.A.S	jones, tim	Active	27.05.2019	30.11.2019	Demo example - multiple...	0	<input type="checkbox"/>

Figure: **Project List** page.

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

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

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

Overview of Project System Statuses

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

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

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




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

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


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


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

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

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

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

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

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

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

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


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

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

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

Note

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

Click , and then click **Columns**.

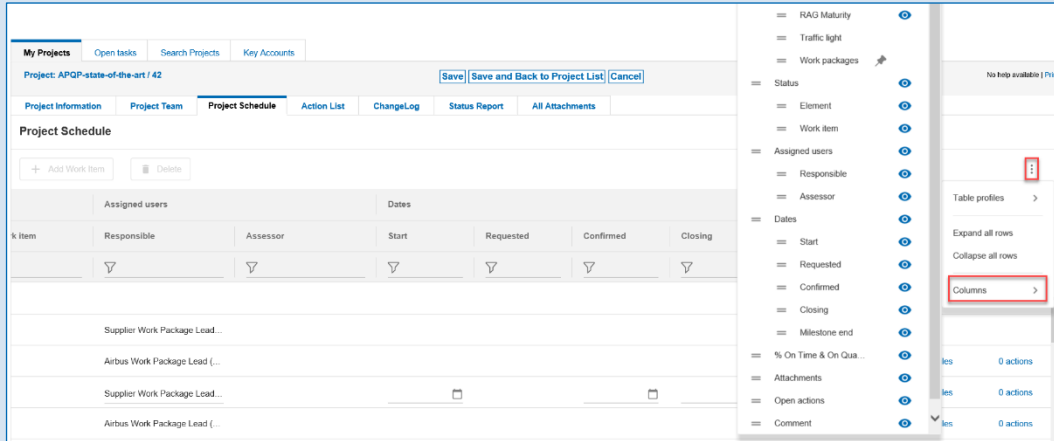


Figure: Context menu for selecting and deselecting table columns.


Click  to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

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

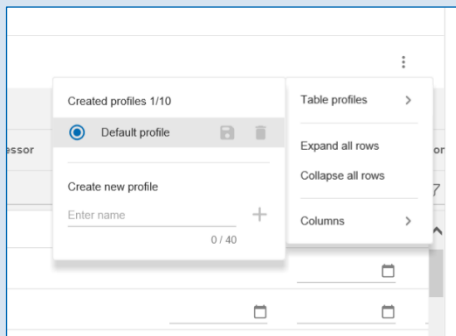




Figure: Defining a table profile.

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

Click  to the name of the newly created table profile.

Email Notifications

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

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

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

4.1 Project Information

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

Figure: **Project Information** tab.

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

4.2 Project Team

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

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

To change the Supplier Work Package Lead:

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

The **Project Team** tab is displayed.

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

Figure: **Project Team** tab.

Note

Clicking a name in the **Name** column displays a dialog window with information on the user.

Clicking an email address in the **E-Mail** column starts the email application.

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

The **User Search** page is displayed.

Figure: **User Search** page.

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

Note

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

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

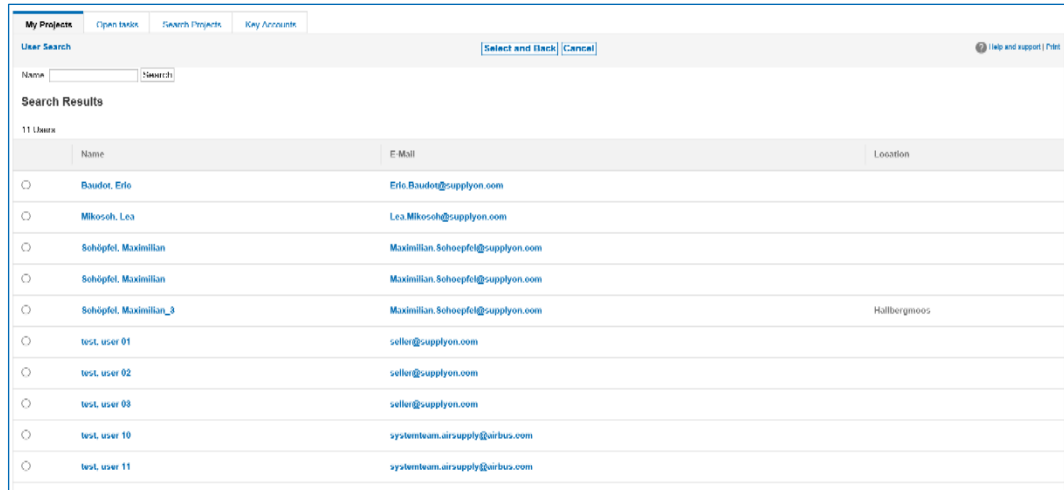


Figure: Search result(s) in the **Search Results** section.

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

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

5. Click **OK**.

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

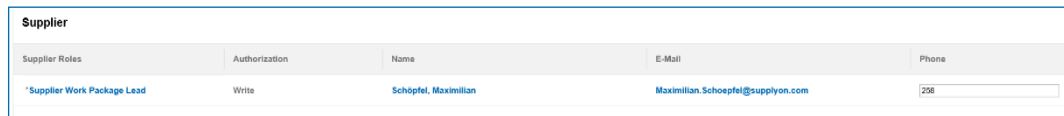


Figure: Selected supplier in the **Supplier** section on the **Project Team** page.

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

4.3 Project Schedule

The **Project Schedule** tab is the starting point for the collaboration on the project.

→ See Collaborating on APQP Projects page 8.

A project schedule consists of:

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

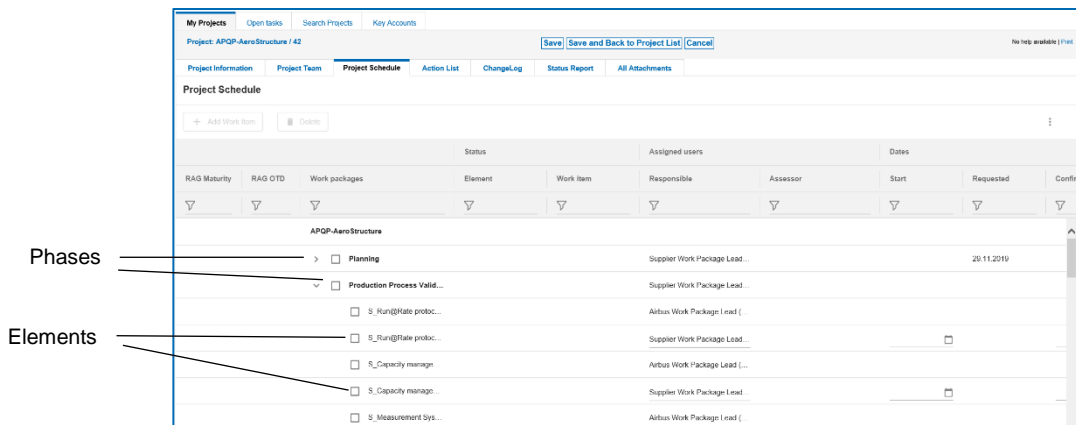


Figure: **Project Schedule** tab with phases and elements.

The **RAG Maturity** column displays the traffic light status from the Airbus internal APQP system for the current phase or element.

The **RAG OTD** column displays the traffic light status from Project Management in AirSupply for the current phase or element.

The **Assessor** column displays which users are responsible for the approval of the element.

The **Milestone end** date column displays the milestone and schedule defined in the internal Airbus APQP system.

The **Customer validation** column displays the validation of an element. Possible values are *Accepted*, *Commented*, and *Rejected*.

Note

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

Click , and then click **Columns**.

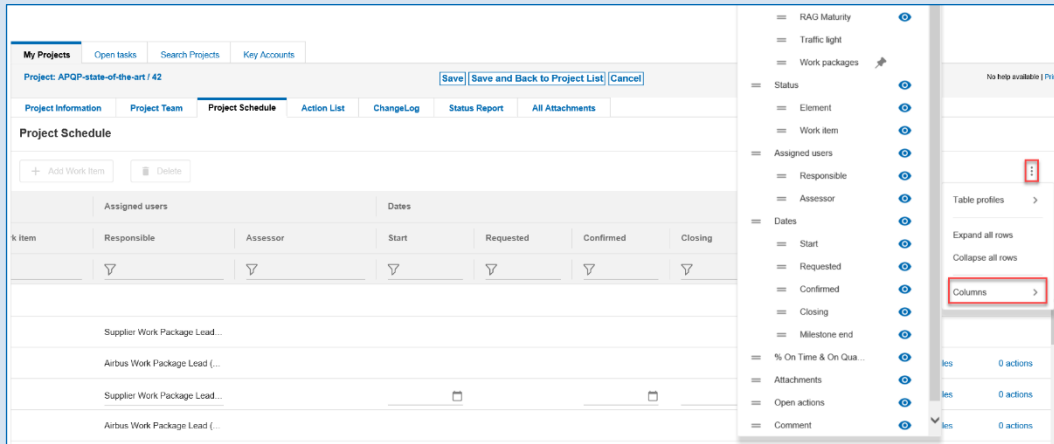


Figure: Context menu for selecting and deselecting table columns.



Click  to select or deselect the columns to be displayed.

Table profile

You can save your selection in a table profile.

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

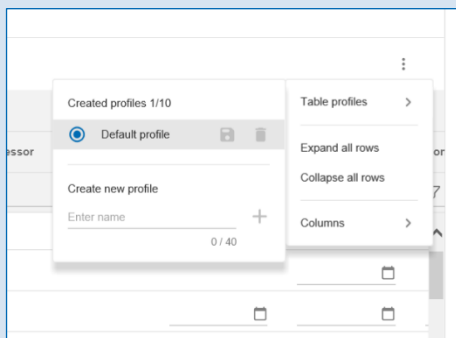



Figure: Defining a table profile.

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

Click  to the name of the newly created table profile.

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

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

4.4 Action List

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

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

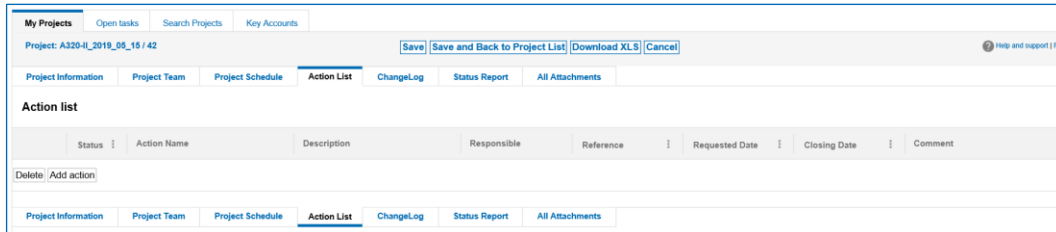


Figure: **Action list** tab.

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

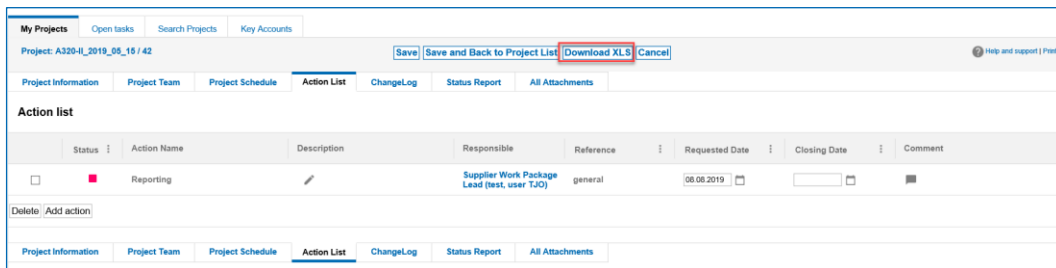


Figure: Download all actions as an Excel-file by clicking **Download XLS**.

Note

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

Status	Project name	Type	Task	Reference	Customer	Responsible	Requested date	Confirmed date	%	Comment
	JHE42	Element	S_Forecast / Ordering...	Phase: Product Design...	FIT_Airbus S.A.S	test, user: TJO (Supplier...	28.02.2019	29.01.2019	0	
	Customer Validation	Action	Control Plans realizatio...		FIT_Airbus S.A.S	test, user: TJO (Supplier...	28.06.2019		0	
	A320-IL2018_05_16	Action	Reporting		FIT_Airbus S.A.S	test, user: TJO (Supplier...	11.08.2019			
	Customer Validation	Element	S_Forecast / Ordering...	Phase: Planning	FIT_Airbus S.A.S	test, user: TJO (Supplier...	30.11.2019		0	
	Customer Validation	Element	S_Statement of Work (...	Phase: Planning	FIT_Airbus S.A.S	test, user: TJO (Supplier...	30.11.2019		0	
	Customer Validation	Element	S_Process to Integrate...	Phase: Planning	FIT_Airbus S.A.S	test, user: TJO (Supplier...	30.11.2019		0	Confirmed - this KBD...
	A320-IL2018_05_16	Element	S_WP Target Weight R...	Planning	FIT_Airbus S.A.S	test, user: TJO (Supplier...	30.11.2019		0	
	A320-IL2018_05_16	Element	S_AIP/AIPS	Planning	FIT_Airbus S.A.S	test, user: TJO (Supplier...	30.11.2019	31.10.2019	0	Confirmed - this KBD...
	Customer Validation	Element	S_Design solutions (Co...	Phase: Product Design...	FIT_Airbus S.A.S	test, user: TJO (Supplier...	28.02.2020		0	

Figure: **Open tasks** tab.

4.5 Change Log

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

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

The screenshot shows the 'ChangeLog' tab for a project named 'APQP test scenario'. At the top, there are navigation tabs: 'Project Information', 'Project Team', 'Project Schedule', 'Action List', 'ChangeLog' (selected), 'Status Report', and 'All Attachments'. Below the tabs, there are search filters for 'Modified from' and 'Modified to', both currently empty. A 'Search' button is located to the right of the 'Modified to' filter. The main content is a table with 13 elements. The table has columns: 'Area', 'Action', 'Old Value', 'New Value', 'Modified', and 'Modified by'. The data rows show various actions like 'Start date changed', 'Confirmed date changed', 'Element status was selected', and 'Completion degree changed' with corresponding dates and user names.

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

Figure: ChangeLog tab.

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

This screenshot is similar to the previous one but shows a context menu open over the 'Action' column header. The menu options are: 'All', 'Completion degree changed', 'Confirmed date changed', 'Element status was selected', 'Start date changed', and 'System status changed'. The 'All' option is currently selected, indicated by a checkmark.

Area	Action	Old Value	New Value	Modified	Modified by
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Start date changed		020	11.08.2019 20:58:08	test_user TJO
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Confirmed date changed		020	11.08.2019 20:58:08	test_user TJO
Phase: "Phase: Planning" -> Element: "S_Forecast / Ordering process"	Element status was selected		ed	16.05.2019 09:28:52	Jones, tim
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Element status was selected		approved	16.05.2019 09:28:52	Jones, tim
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Element status was selected		approved	16.05.2019 09:28:52	Jones, tim
Phase: "Phase: Planning" -> Element: "S_Forecast / Ordering process"	Completion degree changed	0	5	16.05.2019 09:27:49	test_user TJO
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Completion degree changed	0	50	16.05.2019 09:27:49	test_user TJO
Phase: "Phase: Planning" -> Element: "S_Process to integrate Airbus Program requirements"	Completion degree changed	0	50	16.05.2019 09:27:49	test_user TJO
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Start date changed		20.05.2019	16.05.2019 09:27:30	test_user TJO
Phase: "Phase: Planning" -> Element: "S_Statement of Work (SoW)"	Confirmed date changed		30.05.2019	16.05.2019 09:27:30	test_user TJO

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

4.6 Creating Status Reports

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

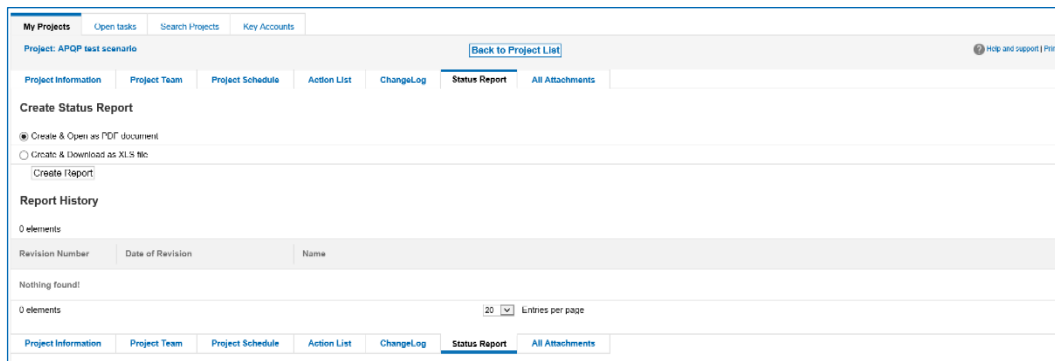


Figure: Status Report tab.

To create a status report:

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

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

Page 1

APQP Status Report										
Customer Information					APQP Status ●		APQP Project Information			
Work Package	A320-1302						APQP ID	27733		
Spec./Drawing Number	Toulouse						Starting Date	17.01.2019		
Development Location							APQP Revision Number	AA		
							Date of APQP Revision	21.01.2019		
Supplier Information										
Supplier Name	Airbus APQP supplier 01									
Supplier DUNS	999001764									
Supplier Part Number	4711									
Project Team										
Company	Role	Name	E-Mail	Phone						
FIT_Airbus S.A.S	Airbus Work Package Lead	Hentrich, Johannes	Johannes.Hentrich.extern@supplyon.com	000						
Airbus APQP supplier 01	Supplier Work Package Lead	test, user JHE	Johannes.Hentrich.extern@supplyon.com	258						
Project Schedule										
Status	Work Packages	Doc.	Responsible	Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions
●	A320-1302 - 4711 - Airbus APQP supplier 01						0			2
	Comment: High priority.									
●	Production Process Validation		Supplier Work Package Lead (test, user JHE)				0			
●	Production Part Approval Process (PPAP) form	1	Supplier Work Package Lead (test, user JHE)		28.02.2019	31.01.2019	0			
Open Actions										
Status	Action Name	Responsible	Reference	Req. Date	%					
●	Customer-Task	Airbus Work Package Lead (Hentrich, Johannes)	A320-1302	31.01.2019	0					
	Customer-Task II	Supplier Work Package Lead (test, user JHE)	A320-1302		0					

Figure: Status report as PDF-file.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	APQP Status Report													
3	Customer Information						APQP Status			APQP Project Information				
4	Work Package	A320-1302					Open			APQP ID	27733			
5	Spec./Drawing Number									Starting Date	17.01.2019			
6	Development Location	Toulouse								APQP Revision Number	AA			
7										Date of APQP Revision	21.01.2019			
8	Supplier Information													
9	Supplier Name			Airbus APQP supplier 01										
10	Supplier DUNS			999001764										
11	Supplier Part Number			4711										
12	Confirmed by supplier													
13														
14	Project Team													
15	Company	Role	Name		E-Mail				Phone					
16	FIT_Airbus S.A.S	Airbus Work Package Lead	Hentrich, Johannes		Johannes.Hentrich.extern@supplyon.com				000					
17	Airbus APQP supplier 01	Supplier Work Package Lead	test_user.JHE		Johannes.Hentrich.extern@supplyon.com				258					
18														
19	Project Schedule													
20	Status	Work Packages	Doc.	Responsible	Start Date	Req. Date	Conf. Date	%	Closing Date	Element status	Open Actions			
21	Open	A320-1302 - 4711						0			2			
22		Comments: High priority.												
23	Open	Production Process Validation		Supplier Work Package Lead (test_user JHE)				0						
	Production Part	1		Supplier Work Package Lead (test_user JHE)	28.02.201	31.01.2019		0						
	xls action list Tabelle1 Tabelle2 Tabelle3													

Figure: Status report as Excel-file.

4.7 Attachments

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

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

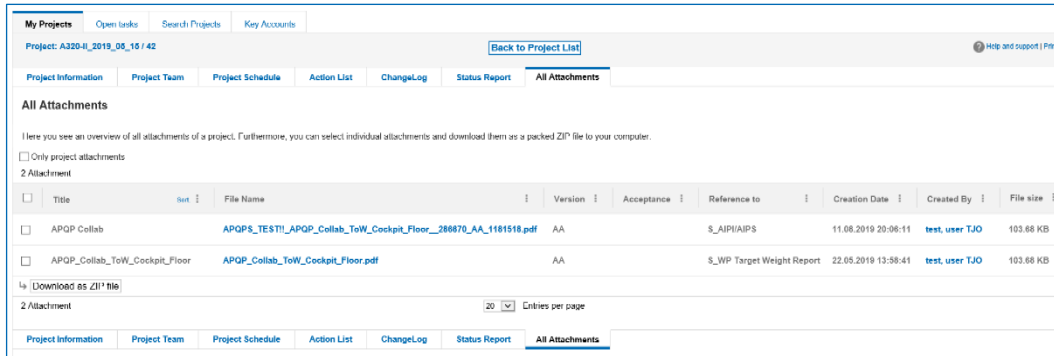



Figure: **All Attachments** tab.

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

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

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

4.8 Searching Projects

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

Note

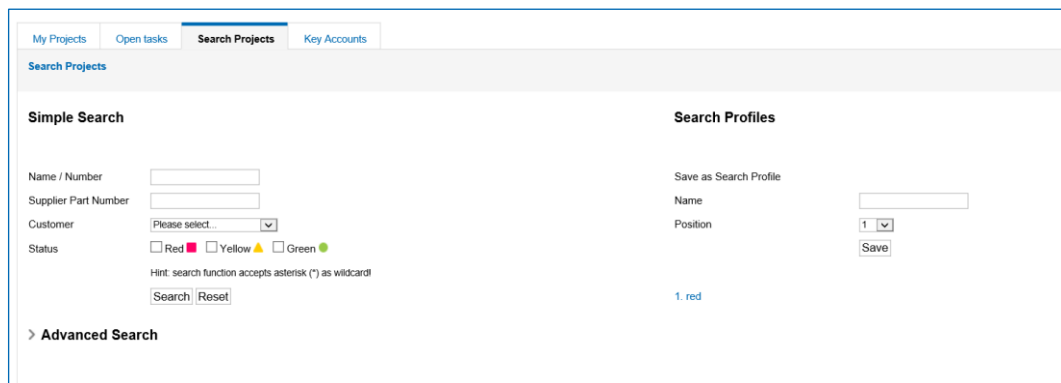
On the **Project List** page, only projects of the logged-in **Supplier Work Packages Lead** are listed. If you change the **Supplier Work Packages Lead** defined by the customer, the **Supplier Work Packages Lead** can only find his originally assigned project by using the search function.

Simple Search

To use the simple search:

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

The **Search Projects** page is displayed.



The screenshot shows the 'Search Projects' page with a navigation bar at the top containing 'My Projects', 'Open tasks', 'Search Projects' (active), and 'Key Accounts'. Below the navigation bar, the page is divided into two main sections: 'Simple Search' and 'Search Profiles'. The 'Simple Search' section includes input fields for 'Name / Number', 'Supplier Part Number', and 'Customer' (with a dropdown menu). There are also checkboxes for 'Status' with color-coded options: Red (square), Yellow (triangle), and Green (circle). A hint below the status options reads: 'Hint: search function accepts asterisk (*) as wildcard!'. At the bottom of this section are 'Search' and 'Reset' buttons, and a link for '> Advanced Search'. The 'Search Profiles' section has a 'Save as Search Profile' label, a 'Name' input field, a 'Position' dropdown menu (set to '1'), and a 'Save' button. A single profile named '1. red' is listed below.

Figure: **Search Projects** page

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

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

Search Profile

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

To create a search profile:


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

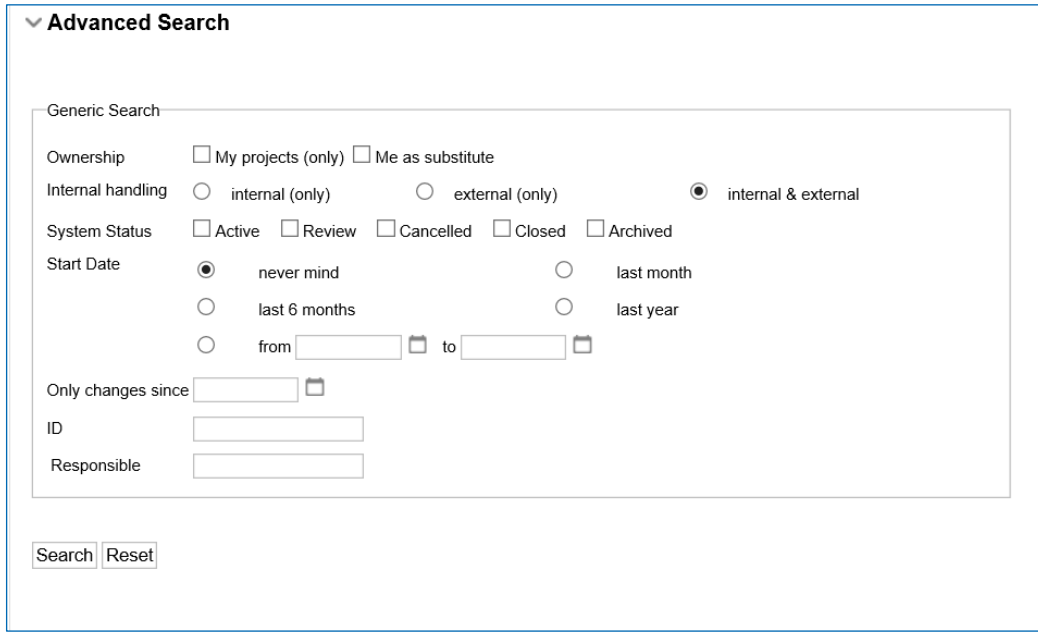
The name of search profile is listed in the **Search Profiles** section.

Advanced Search

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

To use the advanced search:

1. In the **Advanced Search** section, click 
The **Advanced Search** is displayed.



The screenshot shows the 'Advanced Search' section of a web application. It features a 'Generic Search' box with the following options:

- Ownership:** My projects (only) Me as substitute
- Internal handling:** internal (only) external (only) internal & external
- System Status:** Active Review Cancelled Closed Archived
- Start Date:** never mind last month
 last 6 months last year
 from to
- Only changes since:**
- ID:**
- Responsible:**

At the bottom of the form are two buttons: 'Search' and 'Reset'.

Figure: **Advanced Search**.

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

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

4.9 Managing Substitutes

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

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

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

4.9.1 Defining a Substitute

You can create the substitutions for a period or permanently.

To define a substitute:

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

Status	Name / Number	Supp. Part Nr.	Customer	Responsible	Sys. Status	Start	Next due date	Template	%	Pa.
	JHE42 ...	Sup_R42	FIT_Airbus S.A.S	Jones, tim	Active	08.01.2019	28.02.2019	Demo example - multiple...	38	<input type="checkbox"/>
	A320-I_2019_06_19 ...	42	FIT_Airbus S.A.S	Jones, tim	Active	15.05.2019	20.12.2019	New Model for Demo(5.1)	0	<input checked="" type="checkbox"/>
	APQP-trial ...	42	FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019	30.06.2020	New Model for Demo(5.1)	0	<input type="checkbox"/>
	APQP test scenario ...		FIT_Airbus S.A.S	Jones, tim	Active	16.05.2019	31.05.2020	Demo example - multiple...	13	<input type="checkbox"/>
	more supplier contacts ...		FIT_Airbus S.A.S	Jones, tim	Active	19.05.2019		New Model for Demo(2.1)	0	<input type="checkbox"/>
	2-sub ...		FIT_Airbus S.A.S	APQP, User de Test - 2	Active	20.05.2019		KT Session(INT_1.1)	0	<input type="checkbox"/>
	Customer Validation ...	32	FIT_Airbus S.A.S	Jones, tim	Active	27.05.2019	30.11.2019	Demo example - multiple...	0	<input type="checkbox"/>
	APQP-state-of-the-art ...	42	FIT_Airbus S.A.S	Jones, tim	Active	13.08.2019		Eqpt & Sys (Single Model...	0	<input type="checkbox"/>

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

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

Figure: **My substitutes** tab.

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

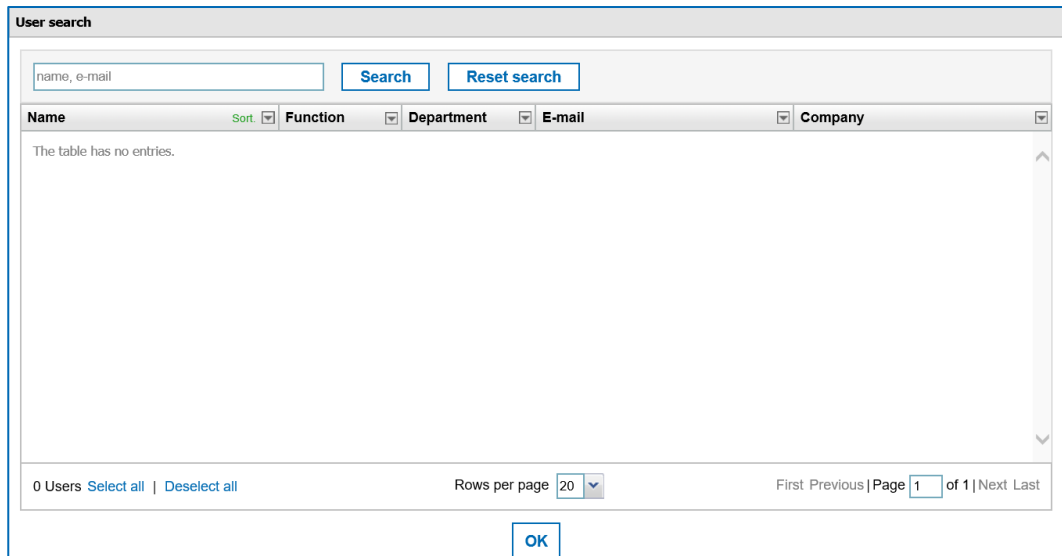


Figure: **User search** dialog window.

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

Note

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

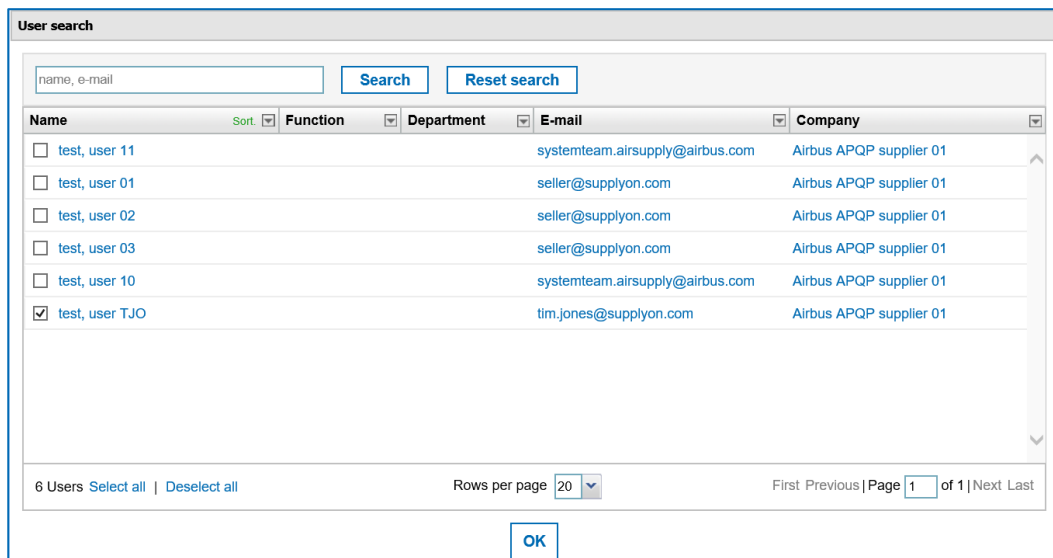


Figure: **User search** dialog window with search result and selected user.

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

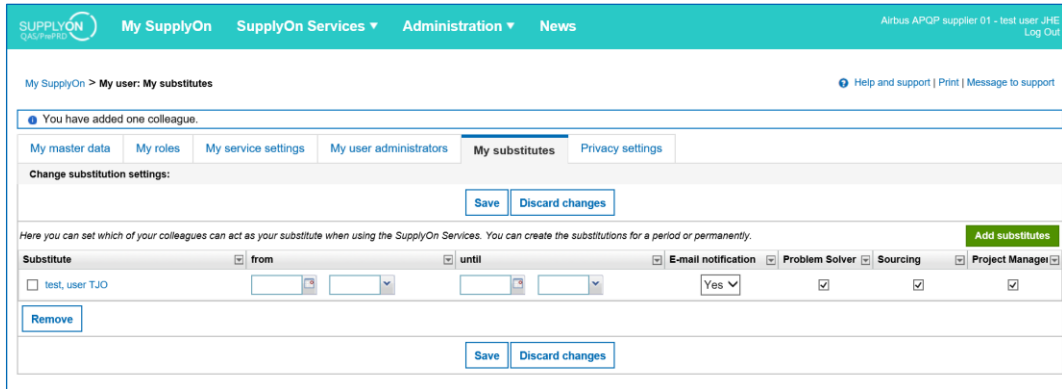


Figure: **My substitutes** tab with the added user.

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

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

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

5. Click **Save**.

The **My Project** tab is displayed.

4.9.2 Removing Substitutes

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

To remove a substitute:

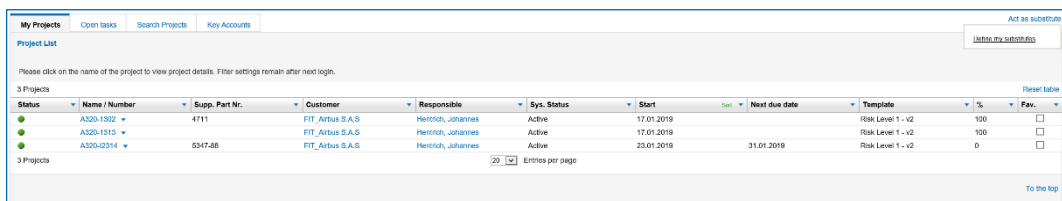


Figure: **Project List** page with the link **Act as Substitute** on the right side.

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

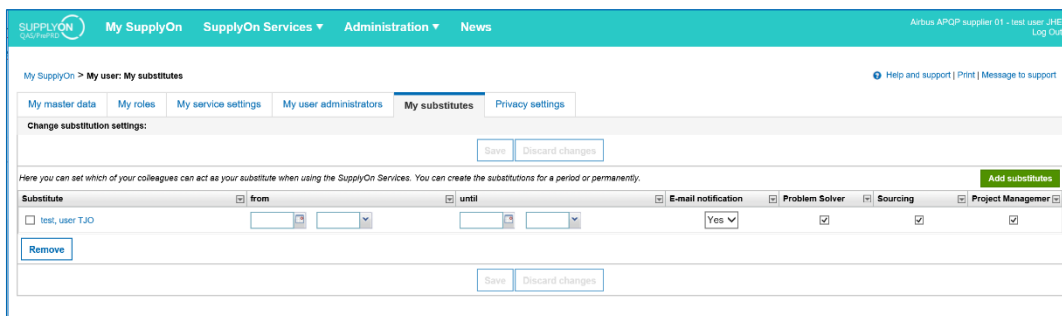


Figure: **My substitutes** tab with listed substitutes.

2. In the **Substitute** column, select the user you want to remove as substitute.
3. Click **Remove**.
The **Confirm Removing** dialog box is displayed.
4. Click **Yes**.
The **My substitutes** tab is displayed.
5. Click **Save**.
The **My Project** tab is displayed.

4.9.3 Acting as a Substitute

Prerequisites:

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

To act as substitute:

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

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

2. Click **OK**.

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

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

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

4.10 Assigning a Key Account Manager

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

Assigning a Key Account Manager:

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

3. Click the **Key Accounts** tab.
The **Key Accounts** page is displayed.

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

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

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

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

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

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

5. Click **Save**.

4.11 Roles and Rights

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

ProjectMgmtSellerAdmin:

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

ProjectMgmtSellerUser

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

Roles in SupplyOn

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

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

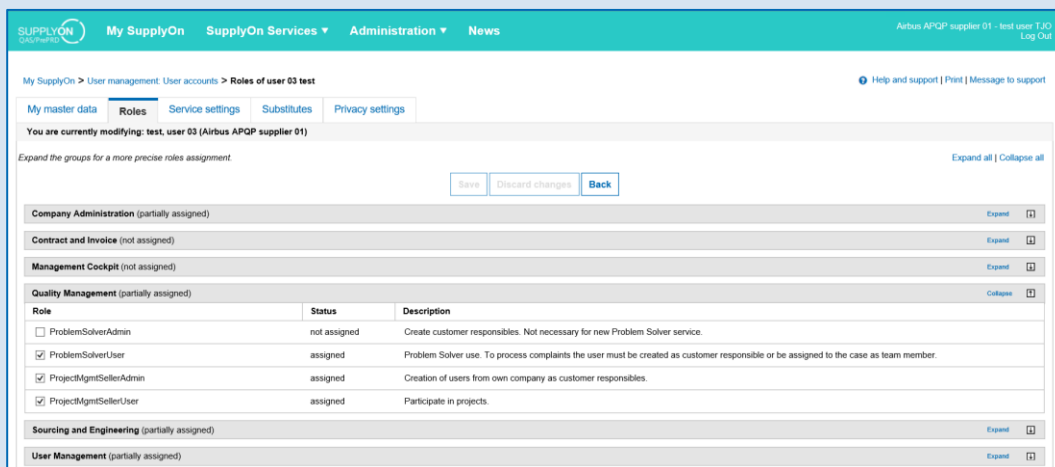


Figure: The APQP roles for the **Quality Management** in the **User Management**.

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

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

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