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# Procurement Visual Guide

## Accounts Payable List

Accounts Payable List

SEARCH FILTER

BEECHCRAFT NAME TO SUPPLIER ID: ADDRESS

PAYMENT METHOD:

PAYMENT DATE:
 

- All Payments are credit entries
- Check Payments are credit entries

30 Consumption

Records 1 to 6 of 6

Status	Invoice #	PO #	PO Line Item	QTY	PO Type	Division	Pending Amt	AMT In	Payment Amt	Disc	Currency	Invoice Date	Posted Date	Cheque Doc #	Check #	Invoice Doc #	Invoice Due Date	Cheque Due Date
Scheduled To Pay	910778538	318421	3	✓	AP	Textron Aviation Defense LLC	5287.38	0.00	USD	3/30/2021	3/31/2021					910778538	4/30/2021	
Paid	910778546	318421	2	✓	AP	Textron Aviation Defense LLC	1133.42	0.00	USD	2/12/2021	2/12/2021	200089301				910778546	3/14/2021	3/11/2021
Paid	910787033	318424	1	✓	AP	Textron Aviation Defense LLC	836.56	0.00	USD	8/19/2020	8/19/2020	200089827				910787033	9/17/2020	8/18/2020
Paid	910794498	318424	1	✓	AP	Textron Aviation Defense LLC	291.65	0.00	USD	8/22/2020	8/23/2020	200089831				910794498	7/22/2020	7/22/2020
Paid	9107488728	318321	1	✓	AP	Textron Aviation Defense LLC	1985.28	0.00	USD	8/6/2019	8/6/2019	200081873				9107488728	8/7/2019	8/4/2019
Paid	9107488718	480002418	10	✓	AP	Textron Aviation (Beechcraft PCC) - A. GARIBOLDI	11.55	0.00	USD	8/24/2018	8/24/2018	200128469				9107488718	8/23/2018	8/16/2018

Show 10 Entries

April 2021

Version 1.3

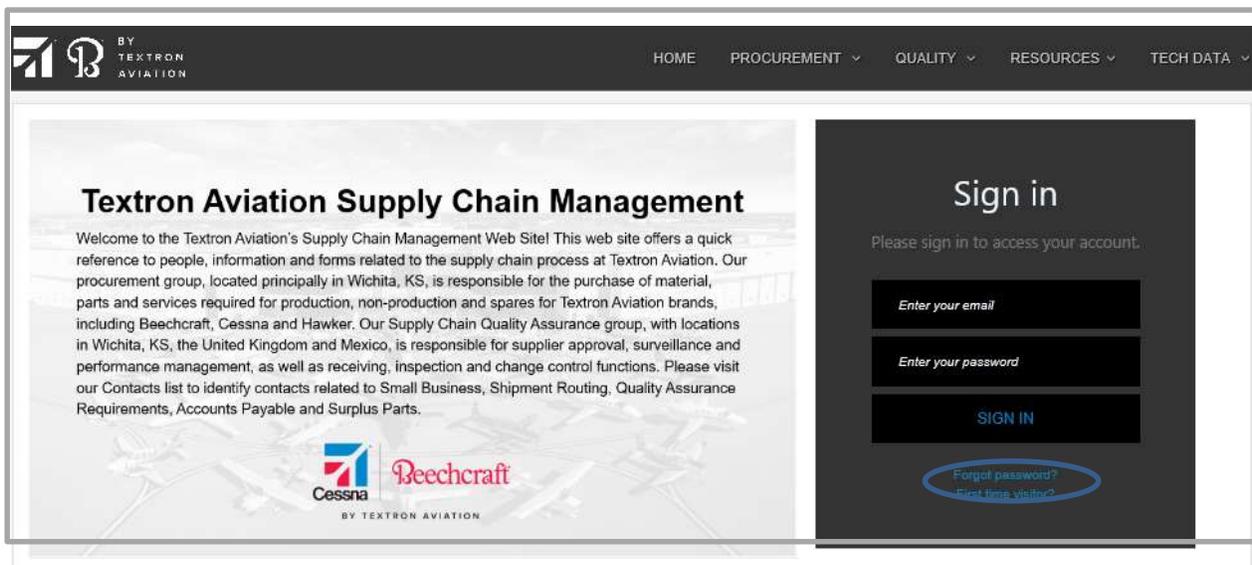


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## Accessing Procurement

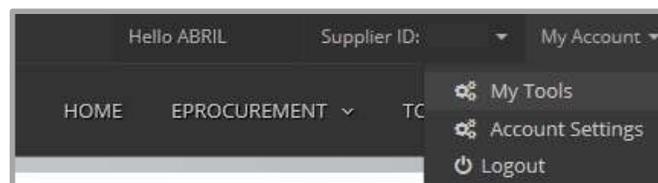
To access the Procurement Tools on the Textron Aviation website you will need to browse to the Procurement page within the Supply Chain section of the site.

You can reach the Procurement page directly at: <http://supplier.txtav.com>



If you do not have an account, you will have to register first. Click on the First time visitor link to [Register](#) and you will be prompted to enter your information. Note - you must confirm your email address before you can log in and request access.

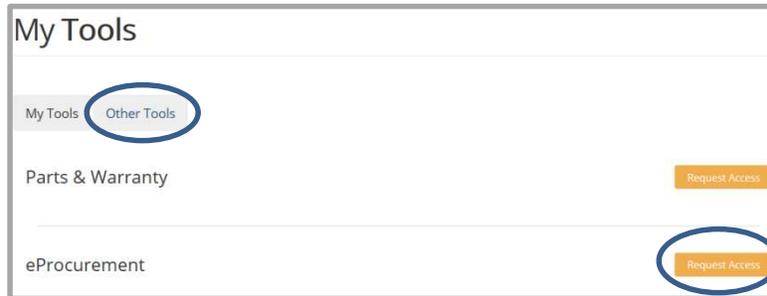
If you already registered, but have not requested access to Procurement, you will need to click the drop down next to My Account, and then click [My Tools](#) and [Request Access](#).





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You must confirm your email address before you can request access. Once you have completed the registration, the [My Tools](#) screen will appear. Click on the Other Tools tab and click Request Access next to Procurement.



When requesting supplier access, you must provide your Supplier ID in order to gain access to the Procurement Tools. Please note there are several features to choose from when requesting supplier access.

- Purchase Order (PO)/Schedule Agreement (SA) Processing & Material Availability: allows user to review and acknowledge PO's and SA's, review and submit Advance Shipment Notifications (ASN), review the SOI and Min/Max levels and create PO's, and create ASN's. This feature contains full access to the supplier tools on the portal.
- Receiving Clerk Only: allows user to review and acknowledge receipt of return PO's only.
- Shipping Clerk Only: allows user to review and submit ASN's only.
- STARS: allows user to review the Supplier Tracking and Rating System.
- CEDARS: allows access to Cessna Electronic Data and Release System.
- Quality: allows user full access to the Quality supplier tools, STARS Quality, and Supplier Quality Notification Requests.
- Accounts Payable (AP): allows user to review data on the AP portal only.
- Request for Quote Processing: allows user to review and submit RFQs.
- Beechcraft Quality Tools: allows users to utilize the Quality tools that still resides in Beechcraft.com such as Corrective Action, Supplier Variation Request, and Quality Notifications.



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- SIT: allows users to utilize the Supplier Integration Tool that still resides in Beechcraft.com.
- Limited Access Only: allows user read only access to each of the supplier tools. This role is recommended for program managers, VP's, etc. who wish to review data on the portal, but who are not responsible for the day-to-day functionality of acknowledging PO's and submitting ASN's.

You can add any additional information you think pertinent to the access request and click Submit Request.

### Request Supplier Access

Beechcraft Supplier ID

Cessna Supplier ID

Choose role(s)  
Please select one or more roles that pertain to your function.

**Purchase Order (PO) Schedule Agreement (SA) Processing & Material Availability**: allows user to review and acknowledge PO's and SA's, review and submit Advance Shipment Notifications (ASN), review the SOL and Min/Max levels and create PO's, access CEDARS, and submit Supplier Quality Notification Requests. Users may also view STARS data and request reversals on early/late delivery scores. **This feature contains full access to the supplier tools on the portal.**

The following Roles may be selected **in lieu of or in addition to** the SCM Supplier Role for limited tasks. Please select one or more roles that pertain to your function.

**Receiving Clerk**: allows user to review and acknowledge receipt of return PO's only.

**Shipping Clerk**: allows user to review and submit ASN's only.

**STARS**: allows user to review the Supplier Tracking and Rating System

**CEDARS**: allows access to Cessna Electronic Data and Release System

**Quality**: allows user full access to the Quality supplier tools, STARS Quality, and Supplier Quality Notification Requests

**Accounts Payable**: allows user to review data on the AP portal.

Beechcraft Remit To ID (Optional)

Cessna Remit To ID (Optional)

**Request for Quote Processing**: allows user to review and submit RFQs.

**Beechcraft Quality Tools**: allows users to utilize the Quality tools that still resides in Beechcraft.com such as: Corrective Action, Supplier Variation Request, and Quality Notifications

**SIT**: allows users to utilize the Supplier Integration Tool that still resides in Beechcraft.com

**Limited Access**: allows user read only access to each of the supplier tools. This role is recommended for program managers, VP's, etc. who wish to review data on the portal, but who are not responsible for the day-to-day functionality of acknowledging PO's and submitting ASN's.

Additional information

A confirmation screen will appear provided the request was submitted correctly.



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## Request **Supplier Access**

Request Submitted Successfully!

Thank you for your request. We have received your information and will email you when your online account is activated.

Once access has been granted, you will receive an email stating your account has been activated. For any questions on this process, please contact [SCM\\_eProcurement@txtav.com](mailto:SCM_eProcurement@txtav.com).

The first time you access Procurement you will be asked to read and accept the Site Terms of Use. You will not be asked to acknowledge these again unless our Site Terms of Use changes. You will be able to access the Terms of Use [here](#) after you have accepted.

### 23. Term and Survival

This Agreement shall become effective once You indicate acceptance of the Terms of Use for the Site and it shall remain effective for each Site usage until You finally discontinue use of the Site and Materials. We reserve the right to terminate this Agreement at any time. In the event that You breach or violate any part of this Agreement, We may terminate Your current and future use of the Site and the Materials. The applicable portions of the following sections shall survive any termination or expiration of this Agreement: Definitions, Use of Site, License and Site Access, Ownership, Your Account and Registered Users, Security and incorporation of Privacy Policy, DISCLAIMER, Links to Affiliate or Third-Party Sites, Children, Information Provided by You, LIMITATION OF LIABILITY, Purchase or License of Products or Services, Termination, Choice of Law and Forum, Copyright, Trademark and Site Mark Rights, Transfer Restrictions, Legal Entity Disclaimer, Term and Survival, and Entire Agreement.

### 24. Entire Agreement

These Terms of Use and the Additional Terms and Conditions constitute the entire agreement between the Company and You and supersede any previous oral, written or electronic communications or documents with respect to the subject matter herein. If any part of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, that provision shall be enforced to the maximum extent permissible so as to affect the intent of the parties, and the remainder of this Agreement will continue in full force and effect.

By clicking "Agree" below You acknowledge that you have had an opportunity to read the Terms of Use, You have in fact read and understand the Terms of Use, and recognize that any failure to fully read the Terms of Use does not diminish their binding effect on You once You agree to such terms. By clicking "Agree" below You also represent that you are 18 years of age or older, and have authority to enter into this binding Agreement as an agent as set forth in the Terms of Use. If You take exception to the representations in this paragraph, You can do so by clicking "Disagree". If you click "Disagree" You will be denied access to the Site and Material.

- Agree  
 Disagree

By clicking "Agree" below You are agreeing to the Terms of Use, and agreeing that You will be bound by such Terms of Use for the Site and Material. These Terms of Use are a legal contract that will bind both You and Us as soon as You click the "Agree" button. If You reject the Terms of Use above by clicking "Disagree", You will be denied access to the Site and Material.

- Agree  
 Disagree

You must agree to the **Supplier Terms of Use** to be able to access the portal.



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Additionally, the first time you access Procurement you will also be asked to Read and Accept the Electronic Terms of Use. You will not be asked to acknowledge this again unless our Electronic Terms of Use changes.

### Electronic Procurement Terms Of Use

Your use of this electronic procurement portal ("System") is subject to the following Electronic Procurement Terms of Use. You may not use the System if you do not accept these Electronic Procurement Terms of Use.

**Definitions**

"Company", "We", and "Us" means Textron Aviation Inc. ("TAI")

"TAI Subsidiaries" means Cessna Aircraft Company and Beechcraft Corporation and other subsidiaries that may be added from time to time.

"I", "You", "Your", "User", and "Users" means the company on behalf of which this website is being accessed by you, with the individual responding to these Terms of Use acting as the authorized agent of such company.

Other definitions are contained in the body of this Electronic Procurement Terms of Use.

**Agreement to conduct transactions electronically:**

You agree through use of the System to conduct transactions with Us and/or TAI Subsidiaries electronically regarding the Dispositioning of Purchase Orders.

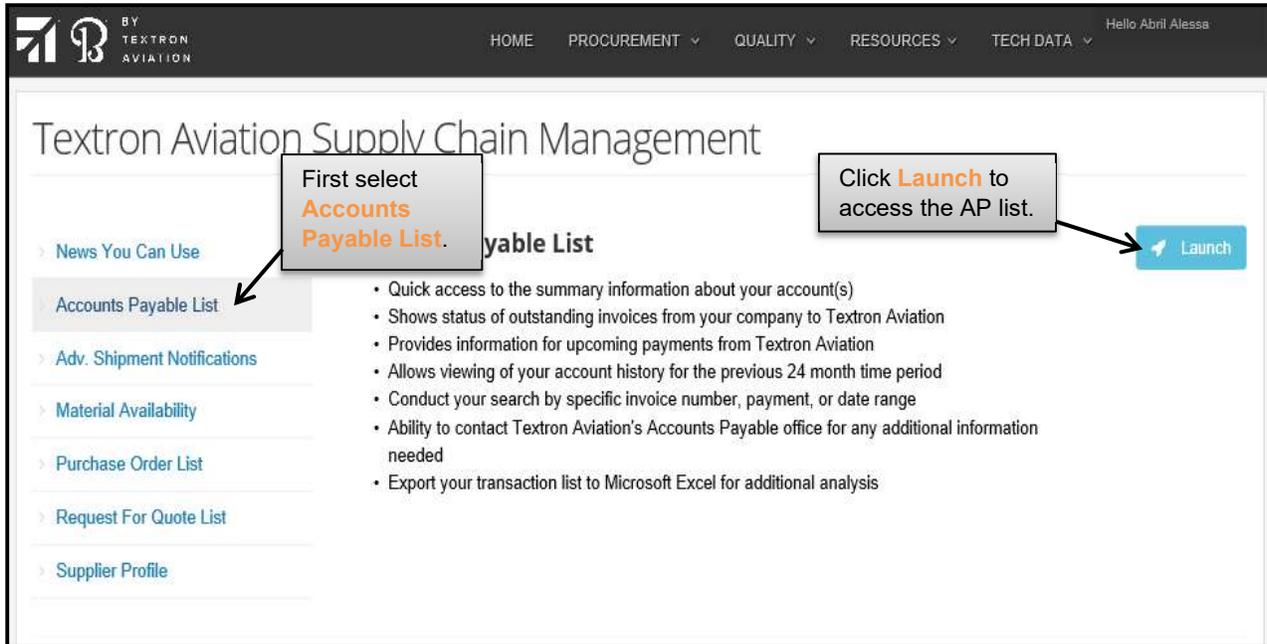
**Dispositioning of Purchase Orders:**

"Dispositioning" as used in these Electronic Procurement Terms of Use and the System, means completion of one of the following three actions when you are issued a Purchase Order through the System:

**(1) Acknowledgement of Purchase Order (Acknowledge As Is)** – In acknowledging a Purchase Order as is you are accepting the terms of the Purchase Order including the General Terms & Conditions of Purchase referenced therein. Acceptance is expressly limited to the terms of the Purchase Order and General Terms & Conditions, and may not be altered by any conditions of sale printed anywhere on any form issued by you.

**(2) Counteroffer (Acknowledgement With Change)** – In acknowledging a Purchase Order with change you agree to include, in the space provided in the System, the proposed change to the terms of the Purchase Order. By making a counteroffer you agree to accept all of the terms of the Purchase Order not specifically proposed for change by you. All changes proposed are considered proposals for additions to the Purchase Order, and shall not be accepted or deemed to be accepted by Us unless

Once you have logged in, click on the Accounts Payable List link on the left menu and then click on the Launch button. You can also select the drop down next to Procurement and select Accounts Payable to navigate to the application. For suppliers with multiple assigned supplier IDs, you can use the drop down next to Supplier ID to toggle between accounts.



## Features and Benefits

The Accounts Payable List is available anywhere you have internet access and provides the following benefits:

- Quick access to the summary information about your account(s).
- Shows status of outstanding invoices from your company to Textron Aviation.
- Provides information for upcoming payments from Textron Aviation.
- Allows viewing of your account history for the previous 24-month time period.
- Conduct your search by specific invoice number, payment, or date range.
- Ability to contact Textron Aviation's Accounts Payable office for any additional information needed.
- Export your transaction list to Microsoft Excel for additional analysis.



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## Accounts Payable List Fields

Accounts Payable List

The AP Visual Guide is located here.

Announcements Visual Guide Need Help?

AP Contacts are listed here.

Search Filter

Purchase Order # Company Invoice # Check # Clearing Doc # Status:

Payment Start Payment End Invoice Start Invoice End

Search Clear Form

Above are the fields that are available to search for documentation. Once the search criteria are filled in, click "Search" and the results will generate in the bottom half of the screen.

Supplier's Remit To information and Payment method on file with Textron Aviation.

Days on which payments are made.

Invoice Due Date is the date the invoice is to be process in SAP.

Add'l Info provides further information should there be any

If the ERS indicator is not checked, then the Supplier will need to submit an invoice and if the ERS indicator is checked, then payment terms will start from the GR date.

Status	Invoice #	PO #	PO Line Item	ERS	PO Type	Division	Packing Sheet	Add'l Info	Payment Amt	Disc	Currency	Invoice Date	Posted Date	Clearing Doc #	Check #	Invoicing Doc #	*Invoice Due Date	Clearing Doc Date	
Paid	SO 464830-44				ZB	Textron Aviation (Cessna)			81140000	66.70	0.67	USD	9/20/2021	9/21/2021	2000097830		2100059363	10/5/2021	9/22/2021
Paid	SO 465394	4501155865	10	<input checked="" type="checkbox"/>	ZCNB	Textron Aviation (Cessna)	SO 465394									5100268897	10/22/2021	10/20/2021	
Paid	GATE RECEIPT - N	4501251775	10	<input checked="" type="checkbox"/>	ZCNB	Textron Aviation (Cessna)	GATE RECEIPT - N									5100329541	1/1/2022	12/21/2021	
Paid	GATE RECEIPT - N	4501118589		<input checked="" type="checkbox"/>	ZCNB	Textron Aviation (Cessna)	GATE RECEIPT - N									5100248058	9/17/2022	9/17/2022	
				<input type="checkbox"/>		Textron Aviation (Cessna)			31160000	1196.00	0.00	USD	10/18/2022	10/19/2022			2160019966	11/2/2022	
				<input type="checkbox"/>		Textron Aviation (Cessna)			31150000	646.80	6.47	USD	9/28/2022	9/27/2022	2000091979		2100075859	10/11/2022	9/29/2022



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Definitions:

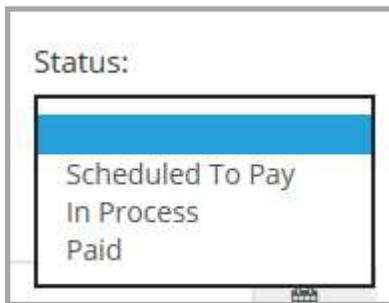
**Remit To Supplier ID** – Supplier ID # found on the Payment Remittance (Contact your assigned buyer to get this account #).

**Supplier ID** – Supplier ID # found on the Purchase Order Document.

**Company** – Division of Textron Aviation that purchased the material/service.

**ACH Payments** – For more information on ACH payments call 800-815-2460.

**Status** – Is the current status of the Invoice.



**\*Note** – Items in process are in the system but have not been posted for payment.

The three stages of an invoice listed are listed below:

**In Process** status means the invoice is pending action. See Additional Information for details.

**Scheduled to Pay** status means the Invoice is processed through Textron Aviation's system and is waiting for Invoice due date, depending on the method of payment (see Textron Aviation Payment dates above).

**Paid** status means the invoice has been funded to be paid.

**Invoice #** – The suppliers invoice number.

**PO#** – Purchase Order Document placed from Textron Aviation.

**PO Line Item** – Line Item of the purchase order.



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**PO Type** – The type of purchase order that was created.

AR - Ariba order for Beechcraft only

FO for Beechcraft or ZCFO for Cessna - Framework Order

NB for Beechcraft or ZCNB for Cessna - New Buy

RO - Repair Order for Beechcraft only

RTRN for Beechcraft or ZCRO for Cessna - Return

VWTY - Vendor Warranty for Beechcraft only

ZCLA – Schedule Agreement

ZCSV - Return (Scrap) for Cessna only

**Clearing Doc#** – Internal Textron Aviation document used to create payments.

**Division of Textron Aviation** – Is the company to which the product was sold.

**Packing Sheet #** – Reference number on the packing sheet sent with the product.

**Additional information** – Additional Information on the invoice payment.

**Payment amount** – Amount to be paid on the invoice.

**Discount** – Amount of discount taken.

**Currency** – The currency for which the invoice will be paid.

**Invoice Date** – Non ERS will use the date submitted on the invoice, and ERS will use the GR date. If an ASN is created, the payment terms will be backdated to the date the ASN was submitted.

**Posting Date** – The date the invoice was processed through Textron Aviation's system.

**Clearing Document #** – Internal Textron Aviation's document used to create payment.

**Check #** – Please note invoices paid by ACH will not show a check number.

**Mat Doc #** – A Textron Aviation internal document number that allows Accounts Payable to quickly reference payment information of the specific transaction.

**Invoice Due Date** – Please see Payment Dates above.

**Clearing Doc Date** – The clearing date is the date the payment is processed. For additional information on the payment, contact Textron Finance Shared Services at

[APINQ\\_TXTAV@textron.com](mailto:APINQ_TXTAV@textron.com).

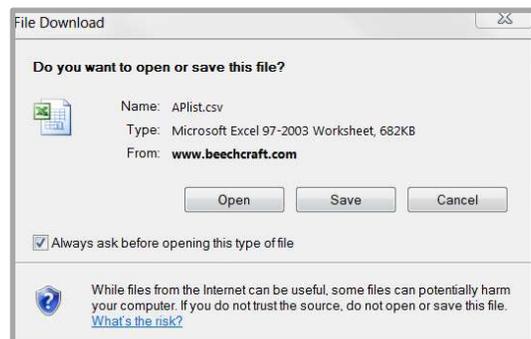
## Exporting a File

In addition to viewing your invoices on your account, you may also export your summary information to Microsoft Excel.

If you would like to export your account information, select the search criteria you would like to export and click Export List on your screen. If you wish to search for Supplier Owned Inventory payment information, click SOI Consumption.



You will receive the message below.



The file download pop-up window will display and provide the option of viewing (Open) or saving (Save) the file.

## Contact Us

Click on the [Need Help?](#) link for contact information.

Accounts Payable List

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