



Beechcraft

BY TEXTRON AVIATION

# Procurement Visual Guide

## Purchase Order List

BY  
TEXTRON  
AVIATION

HOME

PROCUREMENT

QUALITY

RESOURCES

TECH DATA

Hello Abri Alessa

Purchase Order List

CESSNA SUPPLIER ID

Visual Guide

SEARCH FILTER

Supplier Proposed On Dock Dates and Need Dates are provided for information only and do not constitute a waiver by Buyer of the Contract Delivery Dates.

Print Selected

JIT Schedules

Acknowledge Selected

Forecast

Export

Show 10 entries

<input type="checkbox"/>	Purchase Order	ITEM	Supplier P/N	PO Create Date	Type	Partner	Supplier Proposed On Dock Date	Contract Delivery Date	Need Date	Status	ASN	Comment
<input type="checkbox"/>	4501114885 *	10	S4014-11	03/16/2021	ZCNB	Cessna Aircraft - TAM	04/16/2021	04/16/2021		ACK		
<input type="checkbox"/>	4501114883 *	10	S4014-1	03/16/2021	ZCNB	Cessna Aircraft - TAM	04/16/2021	04/16/2021		ACK		
<input type="checkbox"/>	4501098610 *	10	See Detail	02/11/2021	ZCNB	Cessna Aircraft - Wichita	05/03/2021	05/03/2021	04/14/2021	ACK		
<input type="checkbox"/>	7000059621 *	20	6611050-7	03/08/2021	ZCRO	Cessna Aircraft - Wichita	04/12/2021	04/12/2021	08/27/2021	ACK		
<input type="checkbox"/>	7000059652 *	20	1260821-2	02/17/2021	ZCRO	Cessna Aircraft - Wichita	03/19/2021	03/19/2021	06/01/2021	ACK		
<input type="checkbox"/>	7000059653 *	20	1260821-2	02/09/2021	ZCRO	Cessna Aircraft - Wichita	03/11/2021	03/11/2021	06/01/2021	ACK		
<input type="checkbox"/>	4501132240 *	10	0761210-1	04/21/2021	ZCNB	Cessna Aircraft - Independence	07/19/2021	07/19/2021		ACK		

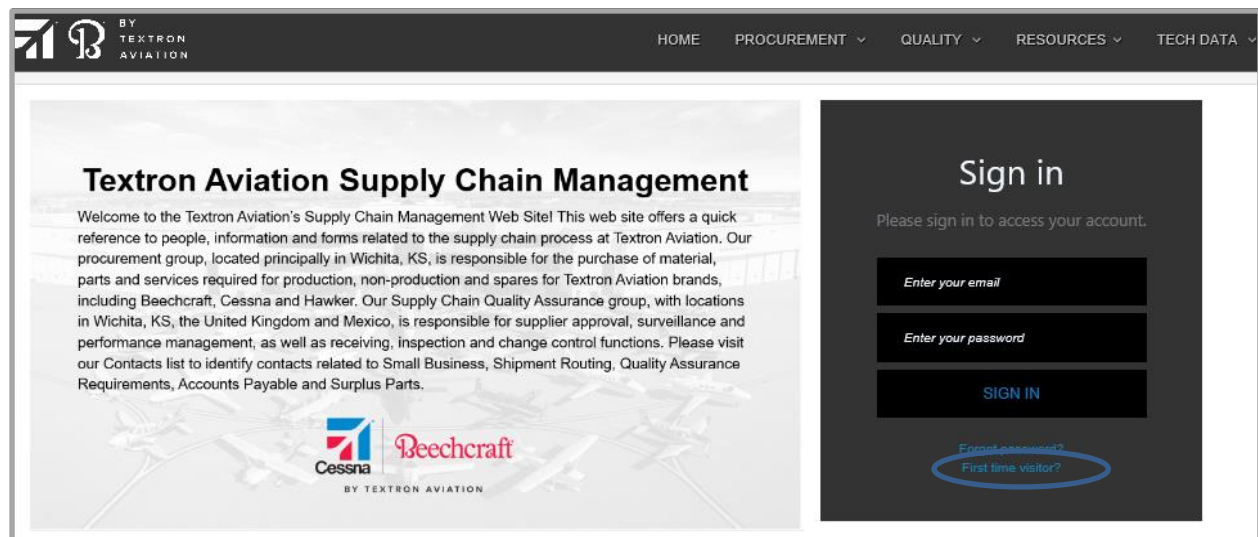
April 2021

Version 1.1

## Accessing Procurement

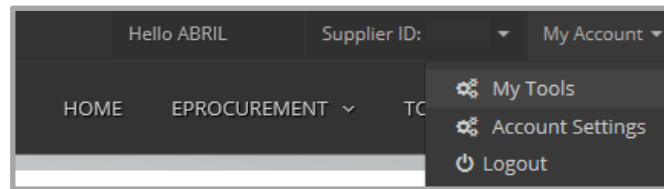
To access the Procurement Tools on the Textron Aviation website you will need to browse to the Procurement page within the Supply Chain section of the site.

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

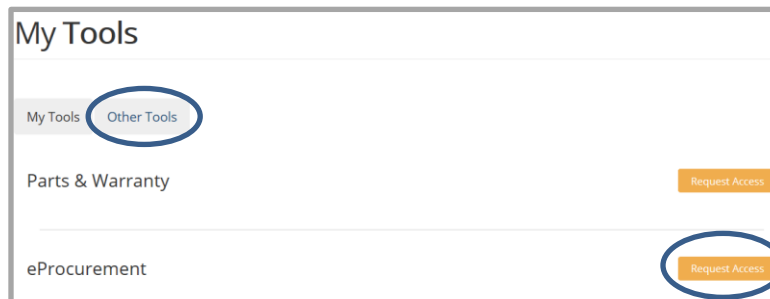


If you do not have an account, you will have to register first. Click on the First time visitor link to [Register](#) and you will be prompted to enter your information. Note - you must confirm your email address before you can log in and request access.

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](#).



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.
- Accounts Payable (AP): allows user to review data on the AP portal only.
- 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,



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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 SOI 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

Submit Request

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

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.

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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 inoperative 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.

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.



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## 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 the seller.

Once you have logged in, click on the Purchase Order List link and then click on the Launch button. You can also select the drop down next to Procurement and select Purchase Order List 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.

The screenshot shows the 'Textron Aviation Supply Chain Management' portal. The top navigation bar includes links for HOME, PROCUREMENT, QUALITY, RESOURCES, and TECH DATA, along with a user greeting 'Hello Abrii Alessa'. The main content area features a sidebar with a list of links: 'News You Can Use', 'Accounts Payable List', 'Adv. Shipment Notifications', 'Material Availability', 'Purchase Order List' (highlighted), 'Request For Quote List', and 'Supplier Profile'. The 'Purchase Order List' section contains a list of actions: 'Review and respond to open purchase requirements', 'Access your current open order report', 'Download Textron Aviation's shortage outlook report and forecast', 'Review Textron Aviation's current production line (MRP) need date', and 'Disposition Warranty and Rotables documents'. A blue 'Launch' button with a right-pointing arrow is located to the right of this list. Two callout boxes provide instructions: one points to the 'Purchase Order List' link in the sidebar with the text 'First select Purchase Order List.', and another points to the 'Launch' button with the text 'Click Launch to access the Purchase Order List.'



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Here you can browse through your list of Purchase Orders, including Schedule Agreements.  
The next few pages will instruct you on the various aspects of the Purchase Order List page.



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HOME PROCUREMENT QUALITY RESOURCES TECH DATA Hello April

## Purchase Order List

Search Filter

Print Selected JIT Schedules Acknowledge Selected Forecast Export

	Purchase Order	Item	Sub	PO Create Date	Type	Partner	Delivery Date	Contract	ASN	Comments
<input type="checkbox"/>	4504093830 *	20				Beechcraft Wichita	12/28/2011	12/28/2011	ACK	!
<input type="checkbox"/>	4504093831 *	20				Beechcraft Wichita	12/28/2011	12/28/2011	ACK	!
<input type="checkbox"/>	4504179107 *				TY	HB Parts Division	11/13/2012	01/13/2012		!
<input type="checkbox"/>	4504914720 *					Beechcraft Wichita				!
<input type="checkbox"/>	4504984907 *					Beechcraft Wichita				!
<input type="checkbox"/>	4504984908 *					Beechcraft Wichita	11/12/2015	11/12/2015	12/14/2015	ACK !
<input type="checkbox"/>	4504984911 *	10				Beechcraft Wichita	12/02/2015	12/02/2015	2016	ACK !
<input type="checkbox"/>	4505039579 *	10			NB	Beechcraft Wichita	12/16/2015	12/16/2015		!
<input type="checkbox"/>	4505117431 *	10			NB	Beechcraft Wichita	11/05/2015	11/05/2015		!
<input type="checkbox"/>	4505137046 *	10				Beechcraft Wichita				!

Show 10 Entries

1 2 3 4 5 6 7 8 9 10 ... >>>

**Print Selected** allows you to print one or multiple PO's/SA's into a PDF output at a time.

The **Search Filter** feature enables you to filter the PO List by various features, including PO number, PO Type, Status and dates search.

Once you have finished selecting the PO's/SA's you want to work with you can select **Acknowledge Selected** to apply these features to all of the documents you selected.

The **Visual Guide** will walk you through how to use the portal.

The **Export** tool will transfer the information from your current results into a Microsoft Excel spreadsheet.

You can select all the PO's/SA's on the page by checking the checkbox in the header line.

For schedule agreements, the JIT schedule (ship schedule) is available to print here.

OR you can select the PO/SA individually by checking the checkbox associated with each individual document.

An asterisk means the user logged in has not reviewed the line item.

To view PO/SA details, click the Purchase Order number.

**Show Entries** this drop down will allow you to select how many document records are displayed on each page view.

Use the **Forecast** tool to review your parts that have forecast data.

A truck icon indicates an ASN has been created against the line

If you have added **Comments** to the PO/SA, these notes will remain here until the PO/SA is closed. A cloud icon means comments have been entered for the line

The **Need Date** shows you the date from MRP. We post these dates once per week with the forecast.

A red exclamation point indicates the PO/SA is late to the contract date.

Page Navigation.





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You will notice there are different colors for specific documents in the Purchase Order List. These colors are a quick visual indicator to their current status. If you use the drop down below of Status, you will see a Key to what the different status codes mean and can quickly sort your Purchase Order List.

Status:

PEN: Pending  
ACK: Acknowledged As Is  
CTO: Counteroffer Made  
AWI: Awaiting Information  
REC: Acknowledged Receipt

## Acknowledging a Purchase Order/Schedule Agreement

After receiving an email from your Buyer to let you know you have a new requirement, and you select a PO/SA that is in Pending Status, there are different ways you can interact with it.

You can:

- View the Details of the Purchase Order/Schedule Agreement
- View existing Header Notes, including Terms & Conditions
- View existing Line Item Notes, including Quality Clauses
- Print Purchase Order/Schedule Agreement
- Enter an RMA Number for Return and Beechcraft Warranty PO's
- Acknowledge Receipt of Return Purchase Orders
- Acknowledge the Purchase Order/Schedule Agreement As Is
- Make a Counteroffer to the Purchase Order
- Reject the Purchase Order
- View Deleted Lines (Line Item has Deleted text in red)

PURCHASE ORDER NUMBER  
**4505299803**  
STATUS: PENDING

### AVAILABLE ACTIONS

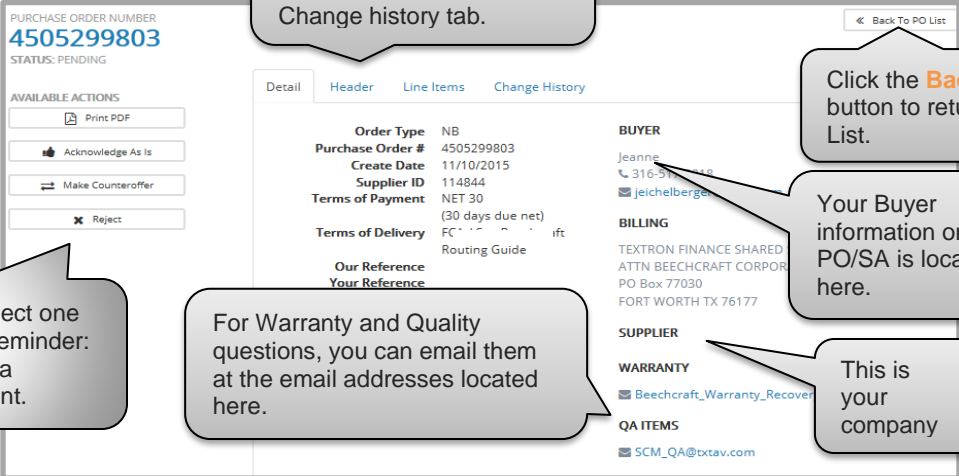
Print PDF

Acknowledge As Is

Make Counteroffer

Reject

- Submit Updated On Dock Delivery Dates
- View Delivered Complete Schedule Lines (Green Check Marks are located beside the Schedule Line that has been received)
- View Furnished Materials
- View ASN status



**PURCHASE ORDER NUMBER**  
**4505299803**  
STATUS: PENDING

**AVAILABLE ACTIONS**

- Print PDF
- Acknowledge As Is
- Make Counteroffer
- Reject

**Detail** | **Header** | **Line Items** | **Change History**

**Order Type**: NB  
**Purchase Order #**: 4505299803  
**Create Date**: 11/10/2015  
**Supplier ID**: 114844  
**Terms of Payment**: NET 30  
**Terms of Delivery**: (30 days due net)  
**Our Reference**: FC  
**Your Reference**: Routing Guide

**BUYER**  
Jeanne  
316-5  
jeichelberge

**BILLING**  
TEXTRON FINANCE SHARED  
ATTN BEECHCRAFT CORPOR  
PO Box 77030  
FORT WORTH TX 76177

**SUPPLIER**  
**WARRANTY**  
Beechcraft\_Warranty\_Recover  
**QA ITEMS**  
SCM\_QA@txtav.com

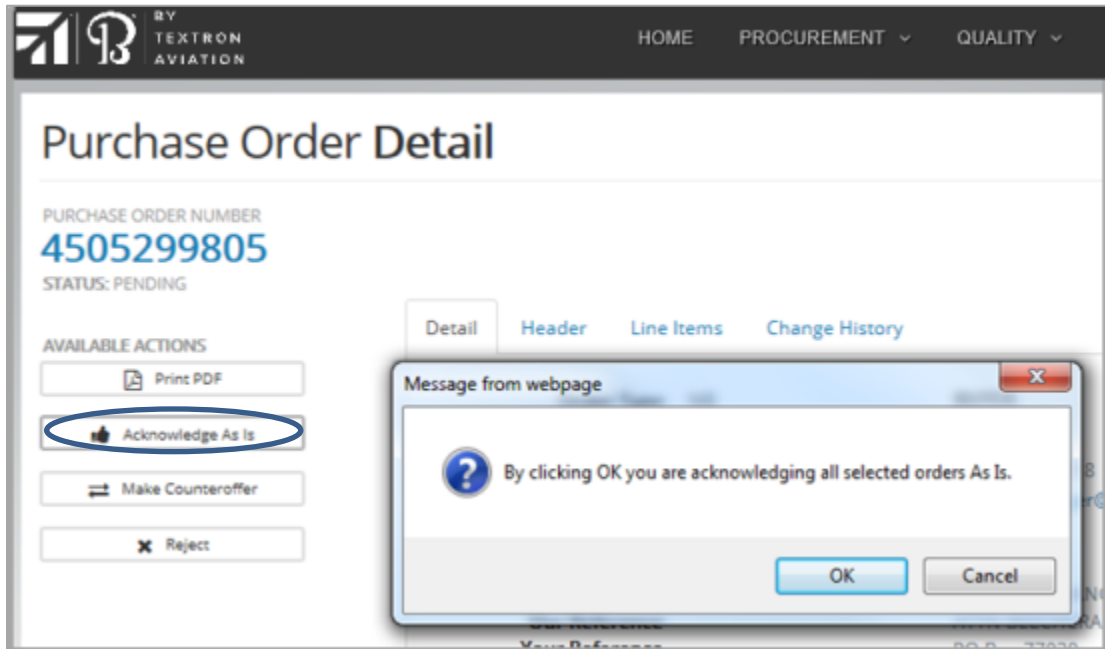
**Callouts:**

- To view PO/SA details, click through the Detail, Header, Line Items and Change history tab.
- To action a PO, select one of these options. Reminder: you cannot **Reject** a Schedule Agreement.
- For Warranty and Quality questions, you can email them at the email addresses located here.
- Click the **Back To PO List** button to return to the PO List.
- Your Buyer information on the PO/SA is located here.
- This is your company

## Pending Status – Acknowledge As Is

By clicking the Acknowledge As Is link under Available Actions, you will then be asked to confirm if you are in fact acknowledging the Document “As Is” meaning everything is acceptable with the Purchase Order/Schedule Agreement.

Purchase Order:



**Purchase Order Detail**

PURCHASE ORDER NUMBER  
**4505299805**

STATUS: PENDING

AVAILABLE ACTIONS

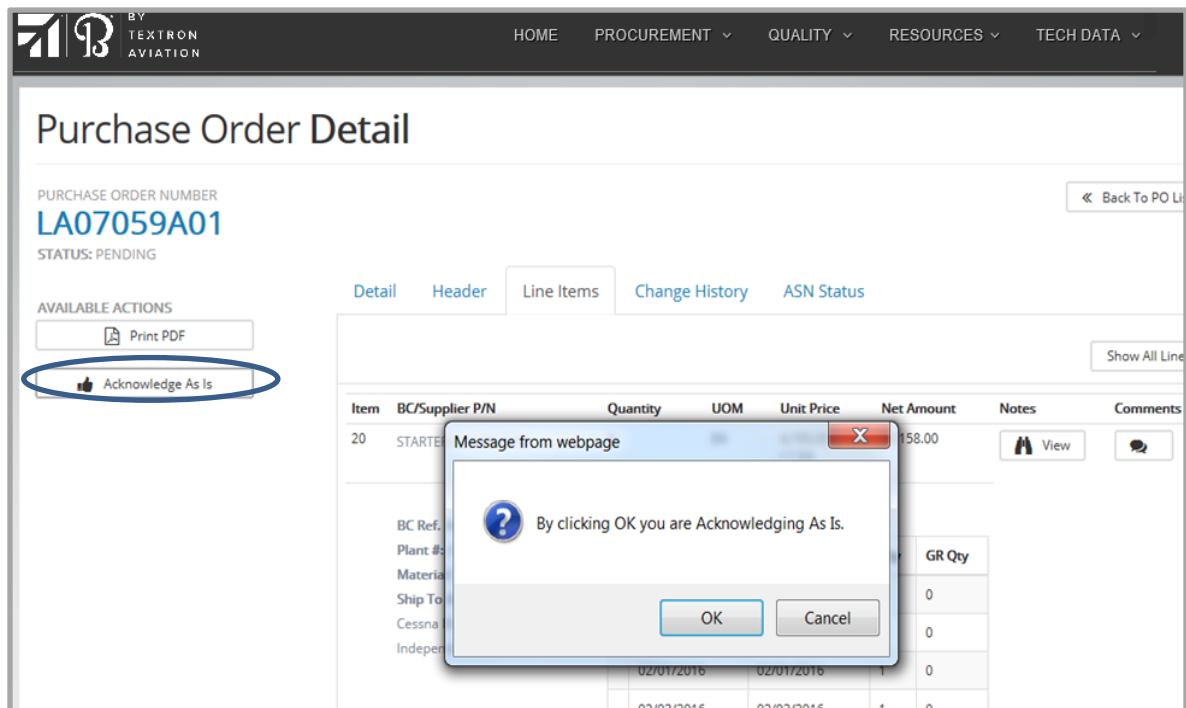
- Print PDF
- Acknowledge As Is**
- Make Counteroffer
- Reject

Message from webpage

By clicking OK you are acknowledging all selected orders As Is.

OK Cancel

Schedule Agreement:



**Purchase Order Detail**

PURCHASE ORDER NUMBER  
**LA07059A01**

STATUS: PENDING

AVAILABLE ACTIONS

- Print PDF
- Acknowledge As Is**
- Make Counteroffer

Message from webpage

By clicking OK you are Acknowledging As Is.

OK Cancel

Item	BC/Supplier P/N	Quantity	UOM	Unit Price	Net Amount	Notes	Comments
20	STARTER				158.00		
	BC Ref.						
	Plant #						
	Material						
	Ship To						
	Cessna						
	Indepen						
	02/01/2016	02/01/2016	1	0			
	02/03/2016	02/03/2016	1	0			



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For Beechcraft purchase orders, before you can Acknowledge As Is, you must first certify that your company is not debarred.

Acknowledge As Is

Do you certify to the best of your knowledge that your company and its principals are NOT debarred, suspended or proposed for debarment or declared ineligible for contracts by any federal agency? (FAR 52.209-6) (<http://sam.gov>).

☐ Yes, I confirm I am not debarred.

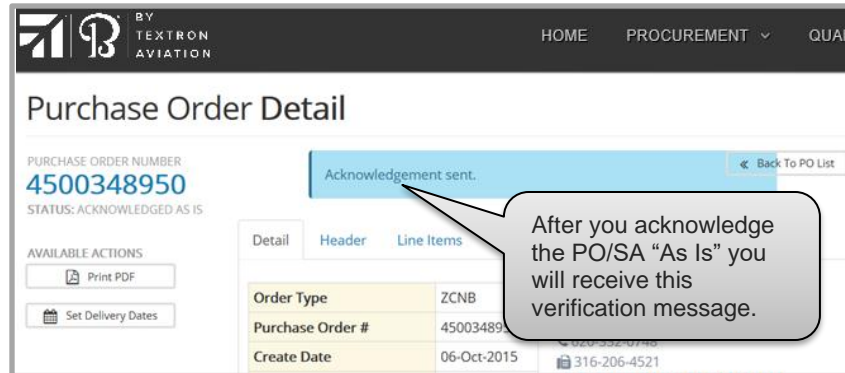
☐ No, I confirm I am debarred.

Close

Submit

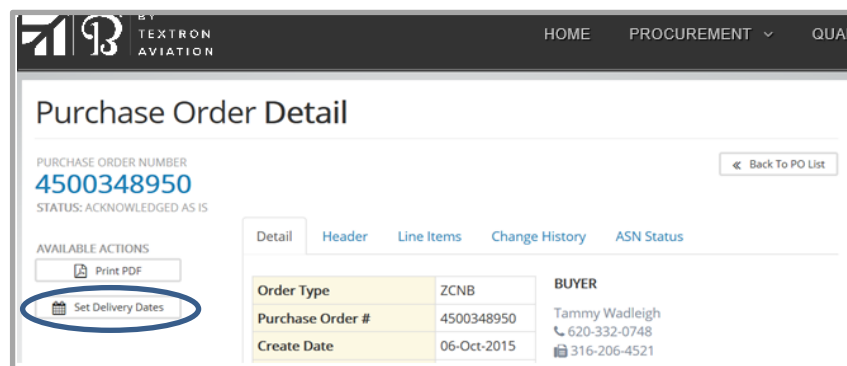
\*Debarment - As part of Beechcraft Corporation's compliance with U.S. Government law concerning debarment (FAR Subpart 9.4 Debarment, Suspension, and Ineligibility and FAR 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment), Beechcraft requires suppliers to certify to debarment on each purchase order (award). Certification is completed on Procurement or manual transmission of an acknowledged/signed purchase order to the buyer only if the supplier is not using Procurement. Beechcraft will continue its annual certification and automated daily debarment check. Please email [SCM\\_Compliance@txtav.com](mailto:SCM_Compliance@txtav.com) with any questions.

Once you have clicked Submit, you will see a verification message appear to let you know you have successfully processed your acknowledgement.



## Acknowledge As Is Status – Update On Dock Delivery Dates

If you have accepted a Purchase Order in Acknowledge As Is status, you can update or modify the On Dock Delivery Dates to let Textron Aviation know your new on dock delivery date by clicking on the Set Delivery Dates link.



Click the calendar icon to make the calendar appear, select your delivery date, and click Submit.



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### On Dock Delivery Dates

PURCHASE ORDER NUMBER  
**4505299805**

[Back To PO Detail](#)

The following scheduled On Dock Delivery Dates can be changed. When finished changing, click the Submit button.

Item	Material/Description	Quantity	UOM	Unit Price	Net Amount	Notes	Schedules										
10	0 TA				1,243.30	<a href="#">View</a>	<table><thead><tr><th>#</th><th>Contract</th><th>Delivery Dates</th><th>Qty</th><th>GR Qty</th></tr></thead><tbody><tr><td>1</td><td>02/06/2016</td><td>02-06-2016</td><td>7</td><td>0</td></tr></tbody></table>	#	Contract	Delivery Dates	Qty	GR Qty	1	02/06/2016	02-06-2016	7	0
#	Contract	Delivery Dates	Qty	GR Qty													
1	02/06/2016	02-06-2016	7	0													

[Submit](#) [Cancel](#)

To **View** PO Item notes click on this icon.

Click on the calendar icon for the calendar to appear.

Please note this does not negate your contract date, but rather updates our SAP system with your most recent on dock delivery date (this is typically used to let us know if you will be shipping late). Please note if you are requesting to split deliveries (quantities), you will need to contact your Buyer.

## Pending Status – Make Counteroffer

By clicking on the Make Counteroffer link under Available Actions, you are indicating you will begin putting this purchase requirement into work. However, you are not obligated to ship these parts until revisions have been made to the Purchase Order. You will also be asked if your Counteroffer involves Quality Flow down Clauses/Notes. Please note if you have multiple users on the website, you may want to include your name and/or telephone number with your Counteroffer.



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## Make Counteroffer

PURCHASE ORDER NUMBER  
**450529789**

You can add specific notes to the **Special Instructions** box.

Any changes you make to the Unit **Price**, **Contract Date** or **Qty** fields will populate in the **Line Changes** status box.

Special Instructions

Line Changes

By clicking Submit, you are indicating to Textron Aviation that this purchase requirement will be put into work. However, you are indicating you will not ship parts until revisions are made to this PO. If you are not going to put this requirement into work, Reject should be used.

Do you certify to the best of your knowledge that your company and its principals are NOT debarred, suspended or proposed for debarment or declared ineligible for contracts by any federal agency? (FAR 52.209-6) (<http://sam.gov>)

☐ Yes, I confirm I am not debarred.

☐ No, I confirm I am debarred.

For Beechcraft PO's, the Debarment status must be confirmed.

Does this Counteroffer involve Quality Flowdown Clauses? ☒ No ☐ Yes

Item	Mo	UOM	Unit Price	Net Amount	Notes	Schedules						
10	1		165.89	497.67	View	<table border="1"><thead><tr><th>#</th><th>Contract</th><th>Qty</th></tr></thead><tbody><tr><td>1</td><td>12/26/2015</td><td>3</td></tr></tbody></table>	#	Contract	Qty	1	12/26/2015	3
#	Contract	Qty										
1	12/26/2015	3										

Changed fields are indicated by a Red background color.

For Beechcraft purchase orders, before you Submit a Counteroffer, you must certify that your company is not debarred.

Do you certify to the best of your knowledge that your company and its principals are NOT debarred, suspended or proposed for debarment or declared ineligible for contracts by any federal agency? (FAR 52.209-6) (<http://sam.gov>).

- ☐ Yes, I confirm I am not debarred.
- ☐ No, I confirm I am debarred.

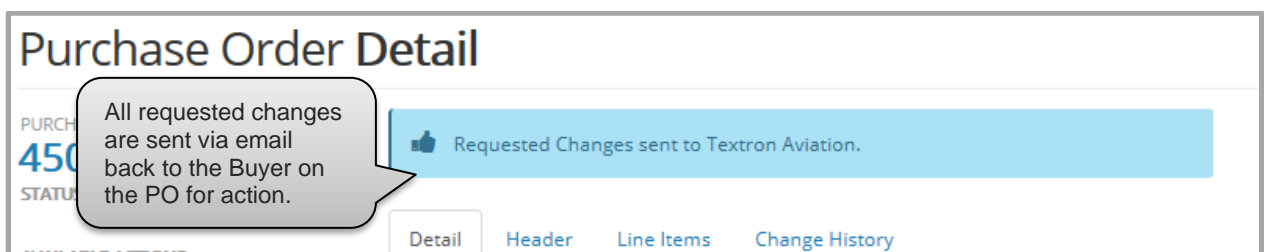
\*Debarment - As part of Beechcraft Corporation's compliance with U.S. Government law concerning debarment (FAR Subpart 9.4 Debarment, Suspension, and Ineligibility and FAR 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment), Beechcraft requires suppliers to certify to debarment on each purchase order (award). Certification is completed on Procurement or manual transmission of an acknowledged/signed purchase order to the buyer only if the supplier is not



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using Procurement. Beechcraft will continue its annual certification and automated daily debarment check. Please email [SCM\\_Compliance@txtav.com](mailto:SCM_Compliance@txtav.com) with any questions.

You will be asked to confirm that you want to submit the Counteroffer and then a verification pop-up will appear.

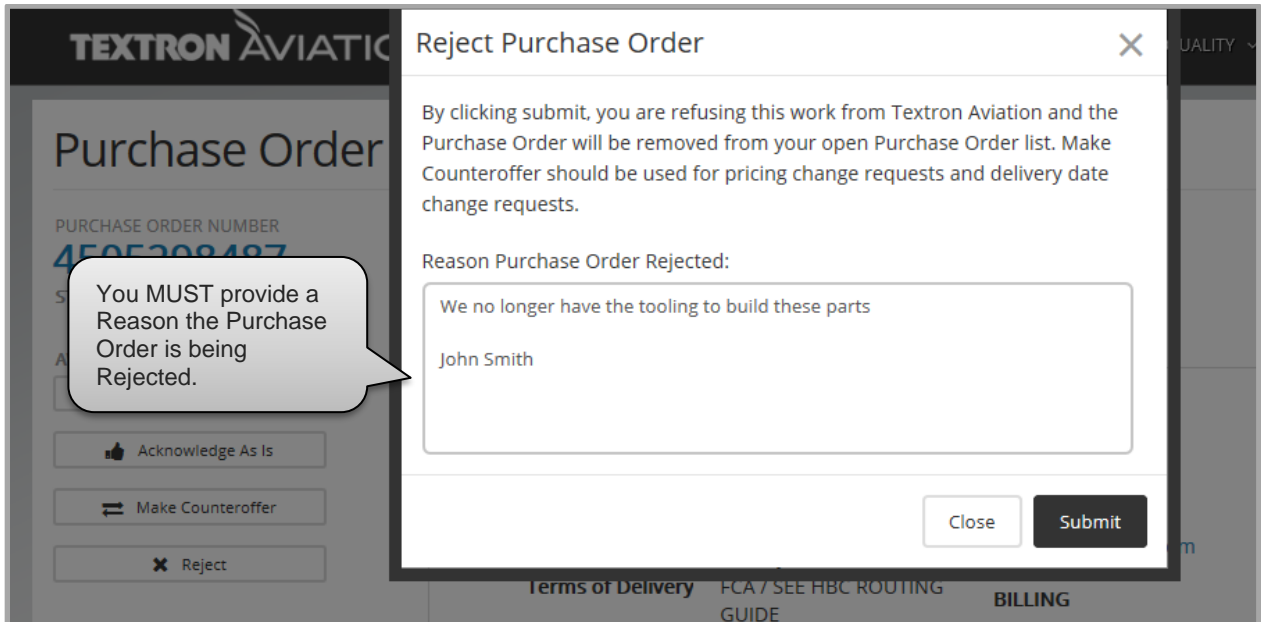


As schedule agreements are based on contract terms and conditions and pricing, if you need to Counteroffer a schedule agreement, please contact your Buyer on the document.

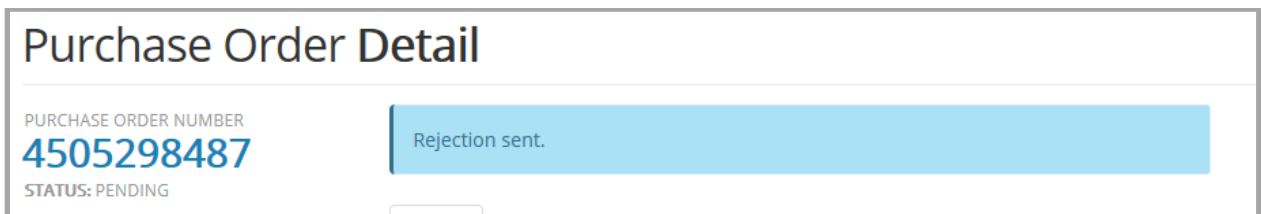
## Pending Status – Reject

After you have reviewed a Purchase Order's Details and you decide you do not want to work that particular order, click on the Reject link. You will be prompted to enter the reason the PO has been rejected.





A verification pop-up will appear.

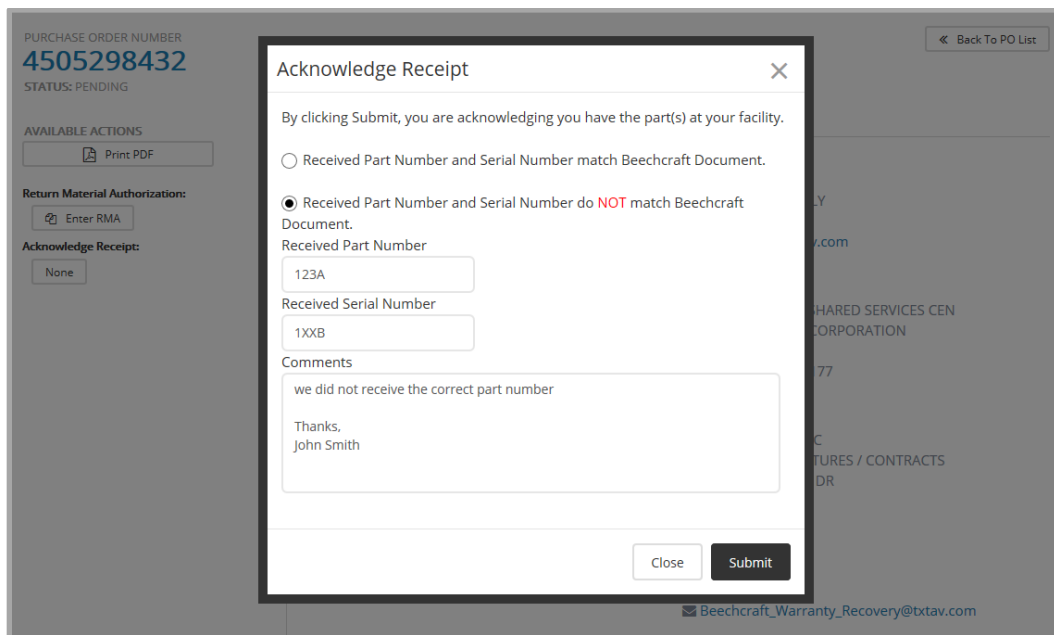


If you think the schedule agreement was sent to you in error and you wish to reject it, please contact your Buyer on the document.

## Pending Status – Acknowledge Receipt

The Acknowledge Receipt option is only applicable to Beechcraft Vendor Warranty, Beechcraft Repair and both Beechcraft and Cessna Return purchase orders. By clicking on “None” button

below the Acknowledge Receipt under Available Actions, you will be asked to confirm the shipment you received is accurate. You will be able to enter the correct part number and/or serial number if one or both do not match the Return Authorization Form accompanying the part(s), as well as add additional comments. Please note this action is required before you can acknowledge Beechcraft Vendor Warranty, Beechcraft Repair, and both Beechcraft and Cessna Return Purchase Orders.

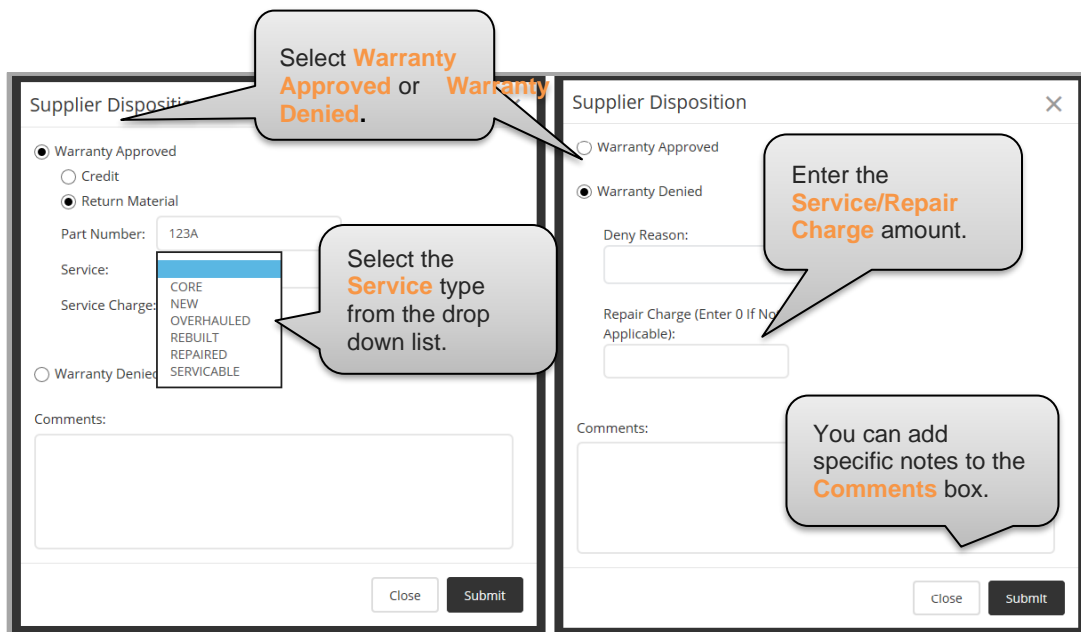


## Pending Status – Supplier Disposition

Once you Acknowledge Receipt of your Beechcraft Vendor Warranty Purchase Order, you will be asked to disposition the Purchase Order.

If you are working with a warranty PO, you will be asked if you accept or deny warranty, and you may enter comments as well as request for the price, quantity or date to be amended.

Please note Beechcraft would like to know the following: if warranty is approved and you are issuing a credit, please note that amount; if warranty is approved or denied, please note the valuation of the part being returned by selecting an option next to the drop down by Service Requested; if warranty is denied, please note the reason for denial and if any additional charges apply; estimated ship date.



The image shows two side-by-side screenshots of the 'Supplier Disposition' form. The left screenshot shows the 'Warranty Approved' section with a callout box pointing to the 'Warranty Approved or Warranty Denied' radio buttons, stating 'Select **Warranty Approved** or **Warranty Denied**.' Another callout box points to the 'Service' dropdown menu, stating 'Select the **Service** type from the drop down list.' The right screenshot shows the 'Warranty Denied' section with a callout box pointing to the 'Repair Charge' field, stating 'Enter the **Service/Repair Charge** amount.' and another callout box pointing to the 'Comments' text area, stating 'You can add specific notes to the **Comments** box.'

For assistance with the disposition process or for any warranty questions, please email [Beechcraft\\_Warranty\\_Recovery@txtav.com](mailto:Beechcraft_Warranty_Recovery@txtav.com).

## Purchase Order/Schedule Agreement Header and Line Notes

By clicking on the Header tab, you can obtain the Terms & Conditions of the Purchase Order/Schedule Agreement, locate the web address for all Quality Clauses, and view Header Notes entered by your Buyer.



Beechcraft

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### Purchase Order Detail

PURCHASE ORDER NUMBER  
**4505299803**  
STATUS: ACKNOWLEDGED AS IS

« Back To PO List

AVAILABLE ACTIONS

- Print PDF
- Update Delvy Dates

Detail Header Line Items Change History

Terms and Conditions

PLEASE CONTACT THE BUYER OR SEE  
WWW.BEECHCRAFT.COM/SUPPLY\_CHAIN/CONTRACTUAL\_FLOWDOWN/ FOR  
THE LATEST  
REVISION OF THE REFERENCE DOCUMENTS.  
A) BEECHCRAFT CORPORATION, GENERAL TERMS AND CONDITIONS OF  
PURCHASE (THE  
REVISION IN EFFECT AT THE TIME THE PURCHASE ORDER IS PLACED) ARE

By clicking on the Line Items tab, you can view your Quality Clauses and view Line Item Notes entered by your Buyer.

### Purchase Order Detail

PURCHASE ORDER NUMBER  
**4505298918**  
STATUS: PENDING

« Back To PO List

AVAILABLE ACTIONS

- Print PDF
- Acknowledge As Is
- Make Counteroffer
- Reject

Detail Header Line Items Change History

Item	BC/Supplier P/N	Quantity	UOM	Unit Price	Net Amount	Notes	Comments
10	4010	9	EA			<a href="#">View</a>	

Schedules

Delivery Date	Contract Date	Qty	GR Qty
03/26/2016	03/26/2016	9	0

Click here to print the PO/SA in its entirety.

Click on **View** under Notes to see quality clauses.

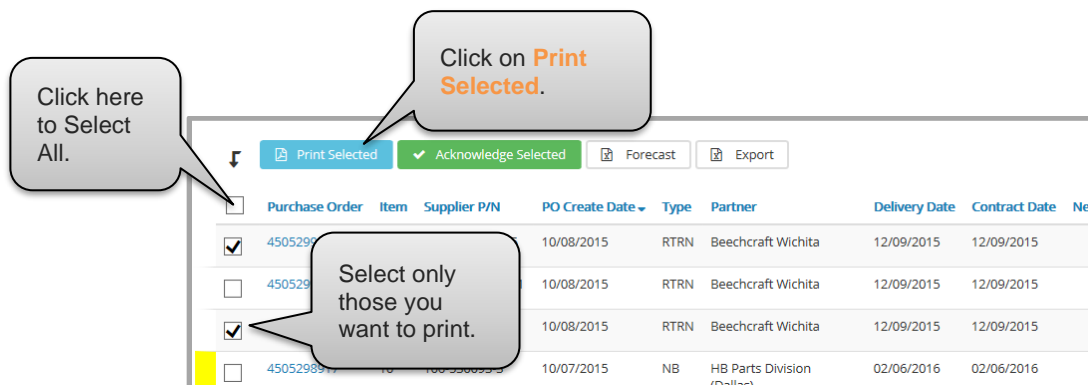
Contract # 4600030191  
Plant #: 4010  
Material Store #: 1000  
Ship To Address:  
P43  
SW Boulevard  
WICHITA, KS 67215

Printing will also display all Header and Line Item Notes.

## Printing

There are two ways to view and print the Purchase Order/Schedule Agreement.

In order to print the Purchase Order/Schedule Agreement from the Purchase Order List, select the Purchase Order(s)/Schedule Agreement you wish to print and click on the Print Selected icon.



Click here to Select All.

Click on **Print Selected**.

Select only those you want to print.

<input type="checkbox"/>	Purchase Order	Item	Supplier P/N	PO Create Date	Type	Partner	Delivery Date	Contract Date	Need
<input checked="" type="checkbox"/>	4505295			10/08/2015	RTRN	Beechcraft Wichita	12/09/2015	12/09/2015	
<input type="checkbox"/>	450529			10/08/2015	RTRN	Beechcraft Wichita	12/09/2015	12/09/2015	
<input checked="" type="checkbox"/>	4505298			10/08/2015	RTRN	Beechcraft Wichita	12/09/2015	12/09/2015	
<input type="checkbox"/>	4505298			10/07/2015	NB	HB Parts Division (Dallas)	02/06/2016	02/06/2016	

In order to print the Purchase Order/Schedule Agreement from the detail of the Purchase Order/Schedule Agreement, click on the Print PDF icon.



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### Purchase Order Detail

PURCHASE ORDER NUMBER

4505298918

STATUS: PENDING

« Back To PO List

AVAILABLE ACTIONS

Print PDF

Acknowledge As Is

Make Counteroffer

Reject

DetailHeaderLine ItemsChange History

Item	BC/Sy	QTY	Quantity	UOM	Unit Price	Net Amount	Notes	Comments
10	45	WIN	9	EA	50.21 / 1 EA	451.89	<div>View</div>	<div></div>

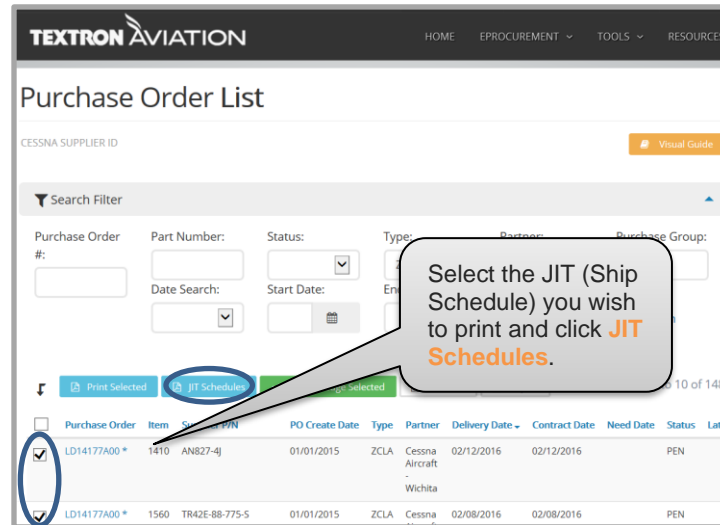
Schedules

Please note you must have your pop-up blocker off or temporarily disabled to print Purchase Orders/Schedule Agreements from this screen or from the Purchase Order List screen. Also, you cannot click the web browser icon to print the Purchase Orders/Schedule Agreements, nor can you click Print this Page, as these options will give you only what you see on the page and you will miss important Purchase Order/Schedule Agreement flow down information.

## JIT (Ship Schedule)

For Schedule Agreements, you can print your JIT (ship schedule) for any applicable lines that have firm schedules. If the dates have firmed based on your planning time fence, you will see the dates populate in the Delivery Date and Contract Date fields. This data can also be exported by clicking Export.

Additionally, the JIT (ship schedule) will contain ASN information so you can see if a part has been shipped against a ship schedule and is noted in the Export as well. Please note that even though a JIT (ship schedule) has firm schedules, if the date is not within your ship window, an ASN will not be available until it falls within your ship window. See the [ASN Visual Guide](#) for more information.



## Asterisks

An asterisk to the right of the Purchase Order/Schedule Agreement means that Purchase Order/Schedule Agreement has not been viewed or printed by that user profile. When you first enter your portal, you will notice that all Purchase Orders/Schedule Agreements have the asterisk. After viewing the Purchase Order/Schedule Agreement by clicking on the Purchase Order/Schedule Agreement number, if you click the icon that returns you to the Purchase Order List, you will see the asterisk disappear. If you click the navigational back arrow, you will not see the asterisk disappear. Any subsequent change to the Purchase Order/Schedule Agreement will not make the asterisk reappear.



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Records 11 to 20 of 902

<input type="checkbox"/>	Purchase Order	Item	Partner	Delivery Date	Contract Date	Need Date	Status	Late	ASN	Comments
<input checked="" type="checkbox"/>	4505299693	20	Beechcraft Wichita	12/09/2015	12/09/2015		PEN			
<input type="checkbox"/>	4505299695	*	Beechcraft Wichita	12/09/2015	12/09/2015		PEN			
<input checked="" type="checkbox"/>	4505299697	20	Beechcraft Wichita	12/09/2015	12/09/2015		PEN			
<input type="checkbox"/>	4505298917	10	Division	02/06/2016	02/06/2016		CTO			
<input type="checkbox"/>	450529887	10	Wichita	02/02/2016	02/02/2016		CTO			
<input type="checkbox"/>	450529890	10	Wichita	02/02/2016	02/02/2016		PEN			

No visible asterisk indicates the PO/SA has been viewed or printed by the logged in user.

An asterisk indicates the PO/SA has not been viewed or printed by the logged in user.

## ASN Status

You can view your ASN's from the Purchase Order List by clicking the ASN Created option in the Search Options or sorting by the ASN column as shown below.

Records 11 to 20 of 902

<input type="checkbox"/>	Purchase Order	Item	Supplier	Partner	Delivery Date	Contract Date	Need Date	Status	Late	ASN	Comments
<input type="checkbox"/>	4505241596	10	10			10/13/2015		ACK			
<input type="checkbox"/>	4505241601	10	10	Beechcraft Wichita	10/14/2015	10/14/2015		ACK			
<input type="checkbox"/>	4505241603	10	10	Beechcraft Wichita	10/15/2015	10/15/2015		ACK			
<input type="checkbox"/>	4505241604	10	10	Beechcraft Wichita	10/15/2015	10/15/2015		ACK			
<input type="checkbox"/>	4505242805	10	13	Beechcraft Wichita	10/15/2015	10/15/2015		ACK			
<input type="checkbox"/>	4505243423	10	10			10/14/2015		ACK			
<input type="checkbox"/>	4505243660	10	10	Beechcraft Wichita	09/29/2015	09/29/2015		ACK			

Click on the **ASN** column to sort by an ASN submitted against a PO.

If a **truck** icon appears, that means the PO has an ASN.

After selecting a Purchase Order to view, you can view your ASN information from the ASN Status tab.



## Purchase Order Detail

PURCHASE ORDER NUMBER  
**4505257999**

STATUS: ACKNOWLEDGED AS IS

AVAILABLE ACTIONS

Print PDF

Set Delivery Dates

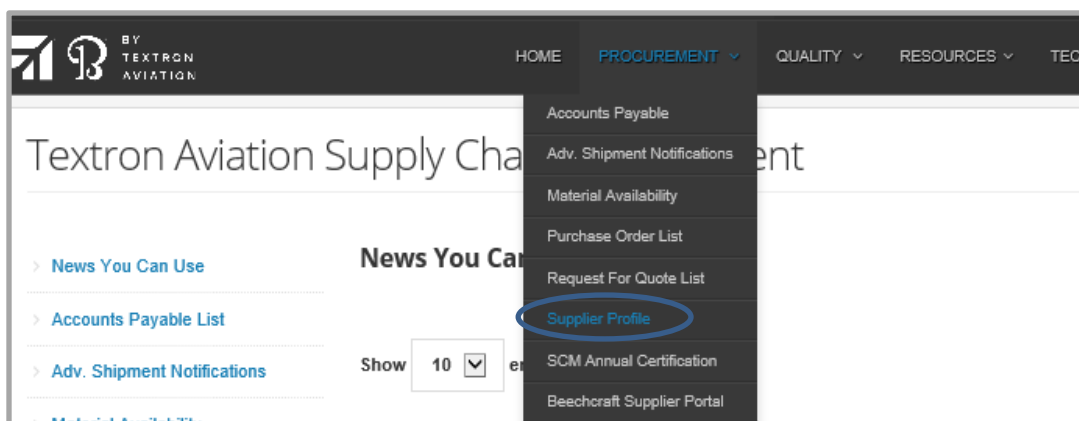
Detail Header Line Items Change History **ASN Status**

The following displays all Advance Shipment Notifications for this Purchase Order.

ASN #	Date Submitted	Qty	Carrier	Waybill
180605626	01/15/2016	10	FedEx Ground;	036380979985542

## Supplier Profile

Navigate to the [Supplier Profile](#) application by clicking the Procurement drop down on the top right of the screen. The Supplier Profile is where you can review and update your company information, your company contacts, and your company certifications as well as view your buyers and quality contacts.



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HOME **PROCUREMENT** QUALITY RESOURCES TECH

Textron Aviation Supply Chain

News You Can Use

Accounts Payable List

Adv. Shipment Notifications

Show 10

Accounts Payable

Adv. Shipment Notifications

Material Availability

Purchase Order List

Request For Quote List

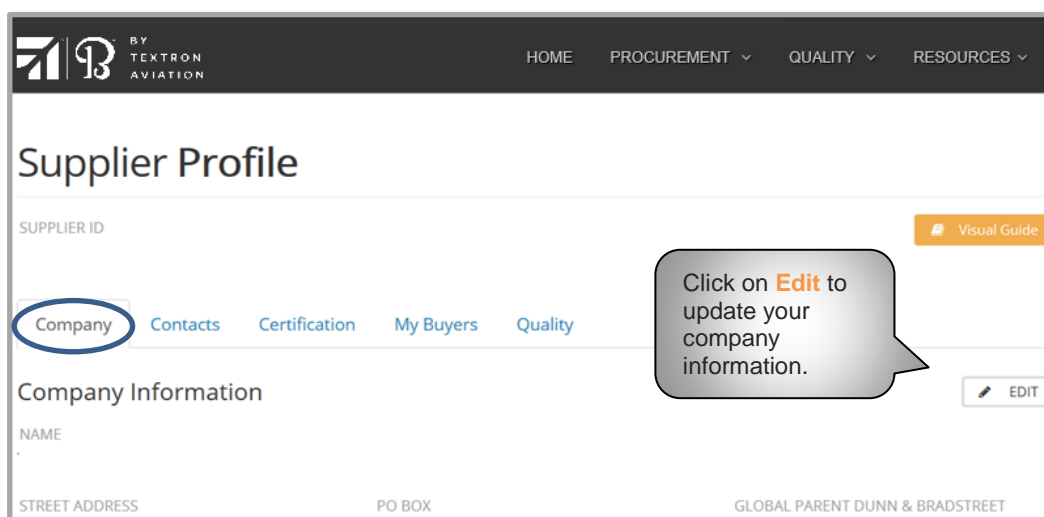
**Supplier Profile**

SCM Annual Certification

Beechcraft Supplier Portal

## Company

To edit Company information, click on the Edit link. If the field must be reviewed before being updated, it will be highlighted with an icon next to the field.



The screenshot shows the 'Supplier Profile' page. At the top, there is a navigation bar with the Textron Aviation logo and links for HOME, PROCUREMENT, QUALITY, and RESOURCES. Below the navigation bar, the page title 'Supplier Profile' is displayed. Underneath, there is a 'SUPPLIER ID' field and a 'Visual Guide' button. A horizontal menu contains five tabs: 'Company', 'Contacts', 'Certification', 'My Buyers', and 'Quality'. The 'Company' tab is selected and circled in blue. A speech bubble points to the 'Edit' button, stating: 'Click on **Edit** to update your company information.' Below the tabs, the 'Company Information' section is visible, with fields for NAME, STREET ADDRESS, PO BOX, and GLOBAL PARENT DUNN & BRADSTREET. The 'EDIT' button is located to the right of the 'Company Information' section.

## Contacts

In this section you can add contacts, edit existing information, or remove a contact.



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## Supplier Profile

SUPPLIER ID

Visual Guide

Company **Contacts** Certification My Buyers Quality

Contact	Function	Dept	Dept Description	Building	Floor	Room	Edit	Remove
Tami Email:	Sales Representative							
Brian Email:	CEO							
JONEVA Email:	Secure ID Account							
YORK Email:	Secure ID Account							

## Certification

To update your company certifications, click on the Edit link. Each field will have an explanation as to what it means.

## Supplier Profile

SUPPLIER ID

Visual Guide

Company Contacts **Certification** My Buyers Quality

### Certification

Print PDF Correct with No Changes

Click on **Edit** to update your company information.

EDIT

Following are representations required by socioeconomic programs enacted into law, implemented by Executive Order and promulgated by federal regulations or required by U.S. Government contracts. Please choose your responses carefully as Beechcraft Corporation (BC) will rely upon your representation as to your present state of compliance or willingness to comply. This certification shall apply to all solicitations, agreements, or orders received from BC and shall be valid for 12 months from the date of submittal. If there should be a change in supplier status, please re-certify on this portal.



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## My Buyers

To view your Buyers, click on the My Buyers tab.

### Supplier Profile

SUPPLIER ID 1 [Visual Guide](#)

[Company](#) [Contacts](#) [Certification](#) [My Buyers](#) [Quality](#)

Buyer	Supervisor	Manager
<b>Sourcing Specialist</b> Marvin Lipscomb Tel: 316-517-2549 Fax: Email: <a href="mailto:MDLipscomb@txtav.com">MDLipscomb@txtav.com</a>	Kenneth Cicchetti	Kenneth Cicchetti
<b>Tactical Buyer</b> Kyle Pike Tel: 316-517-6995 Fax: 316-671-3106 Email: <a href="mailto:KPike@txtav.com">KPike@txtav.com</a>	Kenneth Cicchetti	Kenneth Cicchetti
<b>Aftermarket Sourcing Specialist</b> Mike Vermillion Tel: 316-676-6384 Fax: 316-671-2281 Email: <a href="mailto:MVermillion@txtav.com">MVermillion@txtav.com</a>	Kevin Boland	Kevin Boland
<b>Aftermarket Tactical Buyer</b> Sharon Morey Tel: 316-517-4958 Fax: 316-671-2598 Email: <a href="mailto:SMorey@txtav.com">SMorey@txtav.com</a>	Todd Tuckwood	Darrel Elkinton

## Quality

To view your Quality contacts, click on the Quality tab.



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## Supplier Profile

SUPPLIER ID

 Visual Guide

[Company](#)

[Contacts](#)

[Certification](#)

[My Buyers](#)

[Quality](#)

Name of QAE Assigned:

TONY AHLSTEDT

Reapproval Due Date:

09/16/2020

Supplier QA Name:

For questions contact SCM at [SCM\\_Info@txtav.com](mailto:SCM_Info@txtav.com).