




BY TEXTRON AVIATION

Procurement Visual Guide

Procurement Supplier Enrollment





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HOMEPROCUREMENT ▾QUALITY ▾RESOURCES ▾TECH DATA ▾

Textron Aviation Supply Chain Management

Welcome to the Textron Aviation's Supply Chain Management Web Site! This web site offers a quick reference to people, information and forms related to the supply chain process at Textron Aviation. Our procurement group, located principally in Wichita, KS, is responsible for the purchase of material, parts and services required for production, non-production and spares for Textron Aviation brands, including Beechcraft, Cessna and Hawker. Our Supply Chain Quality Assurance group, with locations in Wichita, KS, the United Kingdom and Mexico, is responsible for supplier approval, surveillance and performance management, as well as receiving, inspection and change control functions. Please visit our Contacts list to identify contacts related to Small Business, Shipment Routing, Quality Assurance Requirements, Accounts Payable and Surplus Parts.



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Sign in

Please sign in to access your account.

Enter your email

Enter your password

SIGN IN

[Forgot password?](#)
[First time visitor?](#)



EPROCUREMENT
[Accounts Payable](#)
[Adv. Shipment Notification](#)
[Material Availability](#)
[Purchase Order List](#)
[Request for Quote](#)
[Supplier Profile](#)
[SCM Annual Certification](#)
[Terms of Use](#)



QUALITY
[Supplier Re-Approval Survey](#)
[Cessna Quality Contact](#)

TOOLS
[Beechcraft Supplier Portal](#)
[Cessna Supplier Portal](#)
[Traffic](#)

RESOURCES
[Become a Supplier](#)
[Contractual Flowdown](#)
[Data Submittal](#)
[About Us](#)
[Notice of Change](#)
[Training](#)

ACCOUNT
[Login](#)
[Register](#)

FOLLOW US




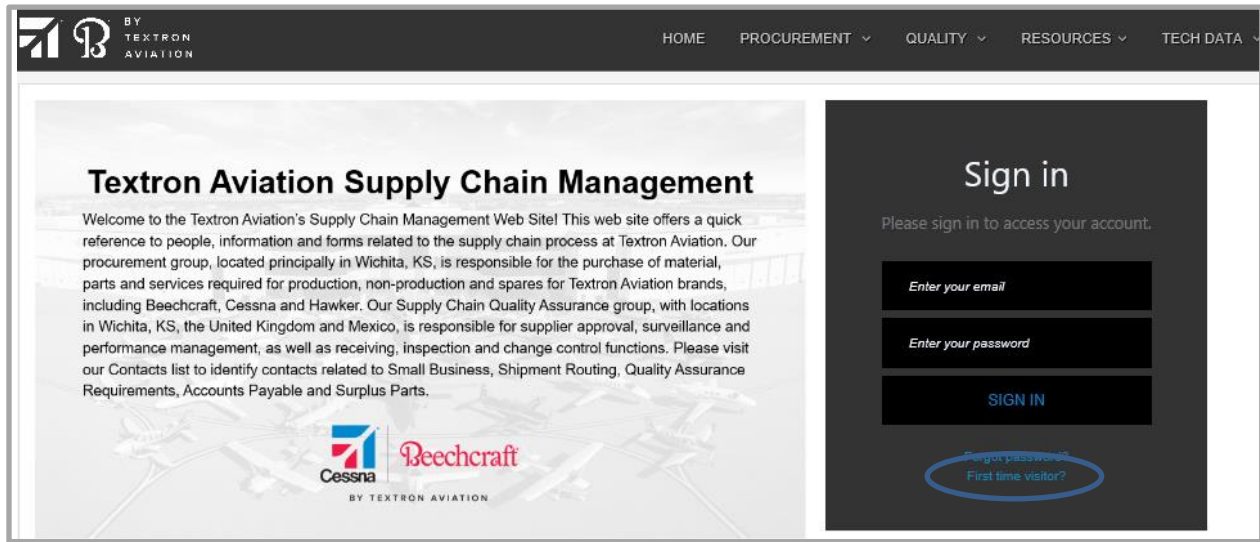
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July 2021

Version 1.1

Step #1 Create Procurement Account

Please go to <https://ww2.txtav.com/> or directly to the Procurement page at: <https://ww2.txtav.com/Supplier/> , click on the [First time visitor](#) link on the right hand side of screen to register and you will be prompted to enter your information.



The screenshot shows the Textron Aviation Supply Chain Management website. The header includes the Textron Aviation logo and navigation links: HOME, PROCUREMENT, QUALITY, RESOURCES, and TECH DATA. The main content area is divided into two sections. The left section, titled "Textron Aviation Supply Chain Management", contains a welcome message and a description of the website's purpose. The right section, titled "Sign in", contains a sign-in form with fields for "Enter your email" and "Enter your password", a "SIGN IN" button, and a link for "Forgot password? First time visitor?".

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Sign in

Please sign in to access your account.

Enter your email

Enter your password

SIGN IN

[Forgot password? First time visitor?](#)

Complete the user profile. Aircraft serial number and aircraft registration may be left blank if not applicable. You will be required to setup using an email address and password of your choice.



Beechcraft®

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CREATE PROFILE

REVIEW & SUBMIT

CONFIRMATION

GET STARTED

First Name

Last Name

Email

Confirm Email

Company

Phone Number with Area Cod

Street Address

Address 2

Address 3

City

State/Province/Region

Postal Code

United States

Create Password

Confirm Password

Password must be at least 8 characters long and contain at least one uppercase, one lowercase, and one numeric character.

Aircraft Model/Serial(s)

Aircraft Registration

Next

Review your information entered. If correct click the reCaptcha box to indicate you are not a robot then next. If you do not receive the reCaptcha box, you may be in an unsupported browser like Internet Explorer. Switch to Chrome, Firefox, or Edge and try again. Note: Private email addresses that are not associated with a company will be rejected. Contact your purchasing counterpart at Textron Aviation to discuss options. Shared accounts are also prohibited



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CREATE PROFILE


REVIEW & SUBMIT

CONFIRMATION

REVIEW YOUR ACCOUNT INFORMATION

PROFILE

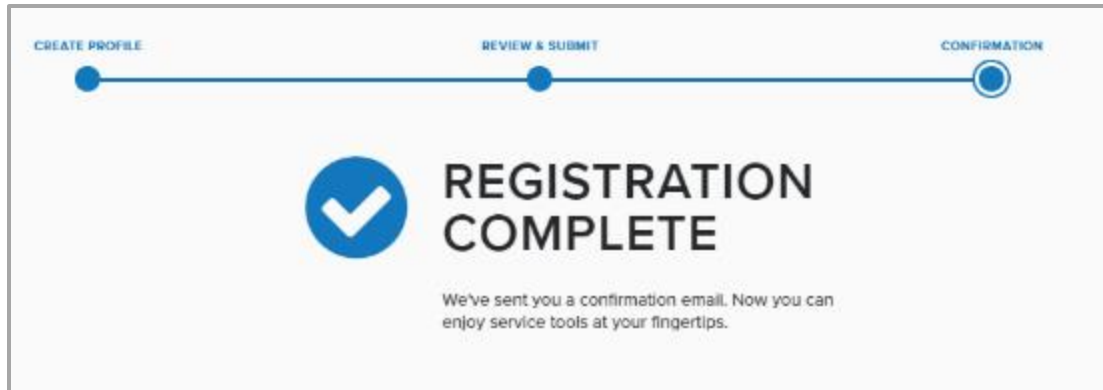
FIRST NAME	COMPANY
Cindy	Self
LAST NAME	AIRCRAFT MODEL/SERIAL NUMBER(S)
Carpenter	
ADDRESS	AIRCRAFT REGISTRATION NUMBER(S)
1 Cessna Blvd Wichita, KS 67216 United States	
EMAIL	
[REDACTED]@gmail.com	
PHONE NUMBER	
3165555555	

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Back

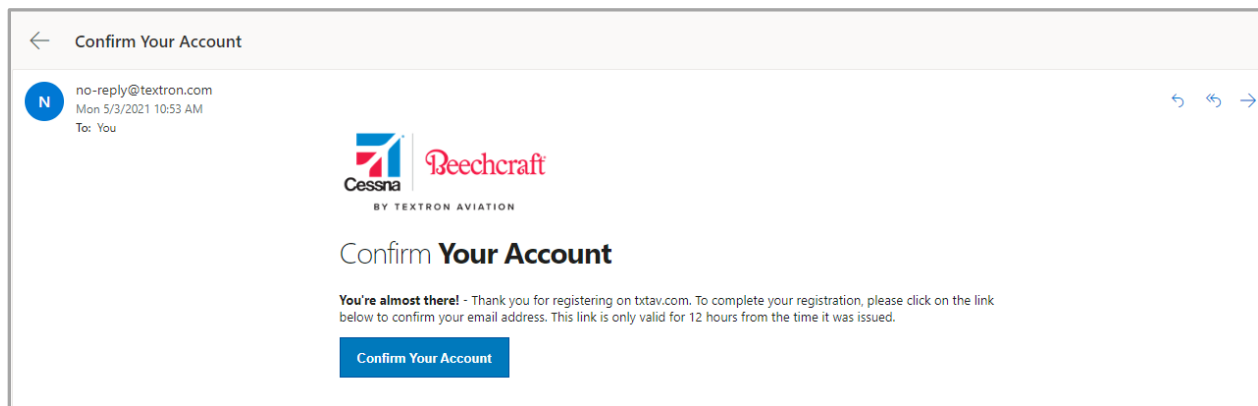
Confirm

Confirmation that your Initial Registration is complete. Please confirm your email and follow the instructions for next steps



Step #2 Confirm your account

You will receive an email from no-reply@textron.com asking you to Confirm your Account that must be confirmed within 12 hours from the time it was issued. Click the [Confirm Registration](#) link to complete the Registration process. Note - Please check your spam or junk folder if you do not see this in your inbox.




You will be redirected to a web page for final confirmation of your email



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CONFIRM EMAIL

In order to complete the confirmation please click **Confirm Registration** below.

Confirm Registration

Step #3 Select Tools for Access

Confirm Email

Thank you for confirming your email. Please [Click here to Log in and select your tools](#)

1. Click to log in and complete the Email and Password fields then click Log in

Log In

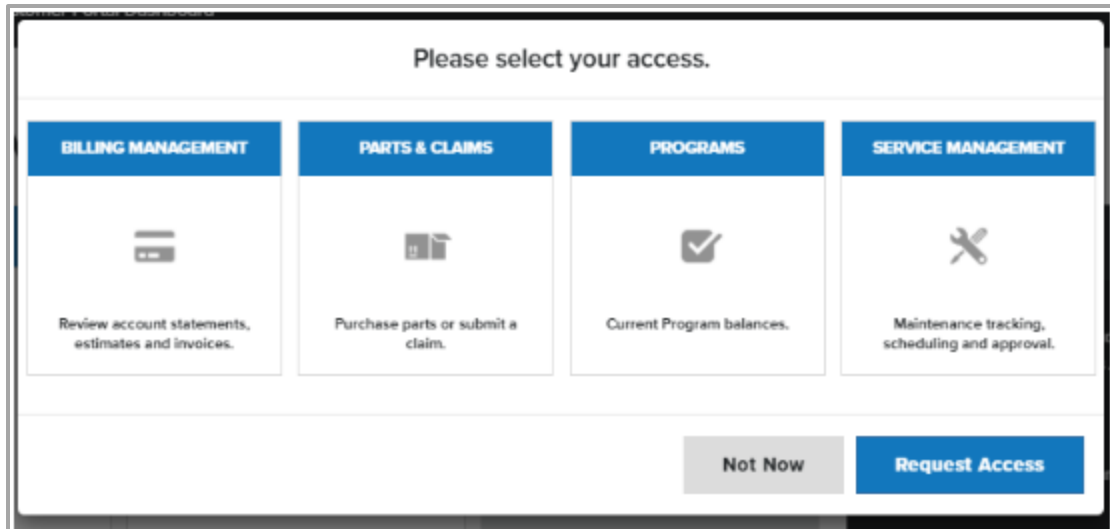
Email Address

Password

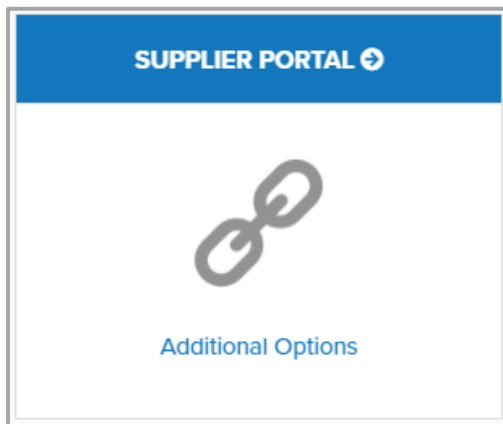
[Forgot Password? >](#)

Log In

2. A pop-up screen will show to select access. If Supplier Portal is not in the selection click Not Now.



3. Find Supplier Portal in the list and click Request Access/Additional Options




4. When requesting supplier access, you must provide your Supplier ID(s) in order to gain access to the Procurement Tools. In the features section, select the role(s) to be added to your profile and click [Submit Request](#).

NOTE - If you are a new supplier, your Textron Aviation supplier number is referenced on the welcome email you received from AribaSupplierData@Textron.com vendor team. Supplier IDs can also be found on recent purchase orders for Beechcraft and/or Cessna



Beechcraft

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PARTS & WARRANTY SUPPLY CHAIN TECHNICAL PUBLICATIONS

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

Use the additional information to add any information you think pertinent to the access request.

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 allows user to review and acknowledge receipt of return

PO's only.

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

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

- Request for Quote Processing: allows user to review and submit quotes only.

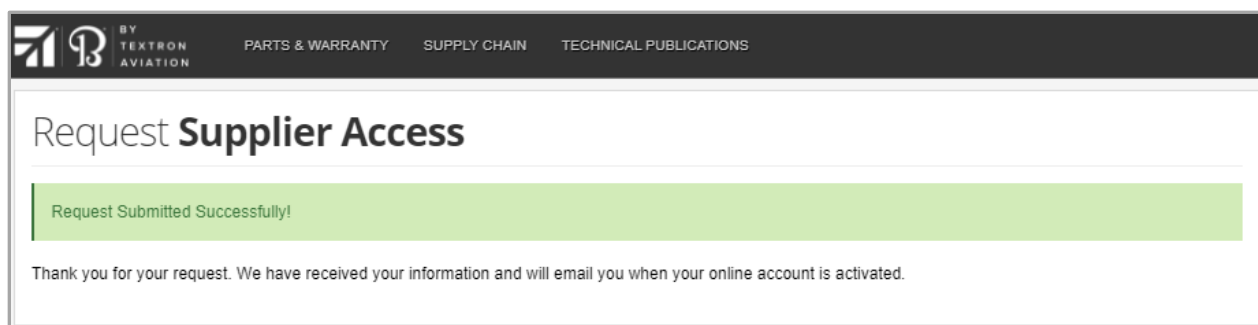
- Limited Access: allows user read only access to each of the supplier tools.

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

A confirmation screen will appear showing the request was submitted to the Procurement team at SCM_eProcurement@txtav.com.



5. You will receive an email once access has been granted, stating your account has been activated. For any questions on this process, please contact SCM_eProcurement@txtav.com.



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Step #4 Accept Terms of Use

1. 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.

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

☐ Agree
☐ Disagree

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

2. 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:

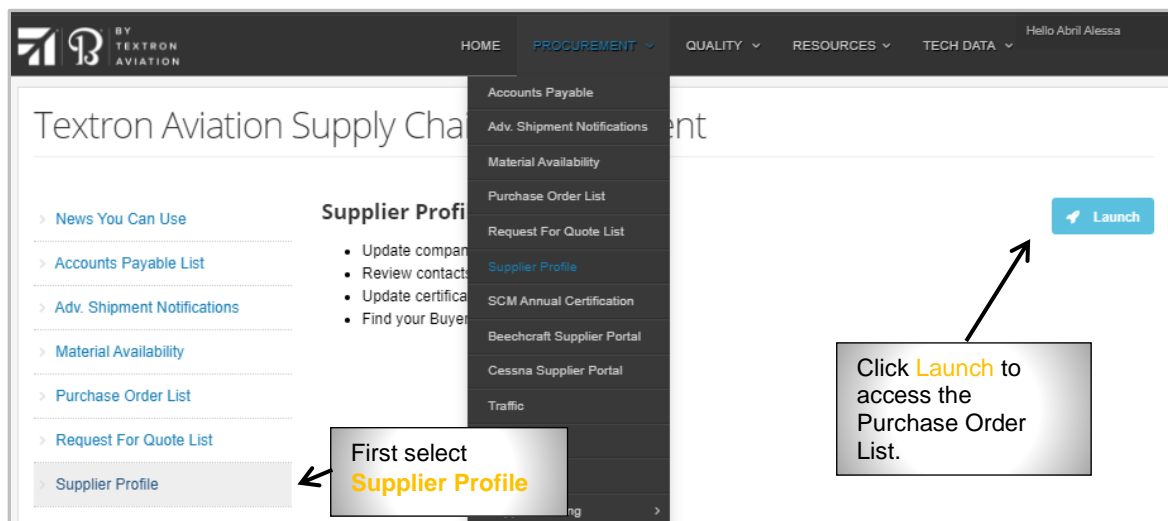
"Dispositioning" as used in these Electronic Procurement Terms of Use and the System, means completion of one of the following three actions when you are issued a Purchase Order through the System:

(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.

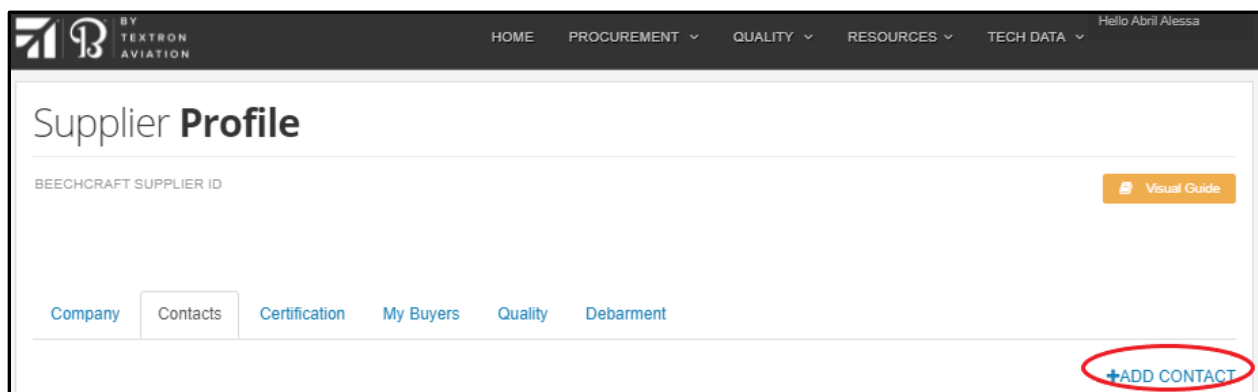
(2) **Counteroffer (Acknowledgement With Change)** – In acknowledging a Purchase Order with change you agree to include, in the space provided in the System, the proposed change to the terms of the Purchase Order. By making a counteroffer you agree to accept all of the terms of the Purchase Order not 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 us unless

Step #5 Supplier Profile Update & Annual Certification

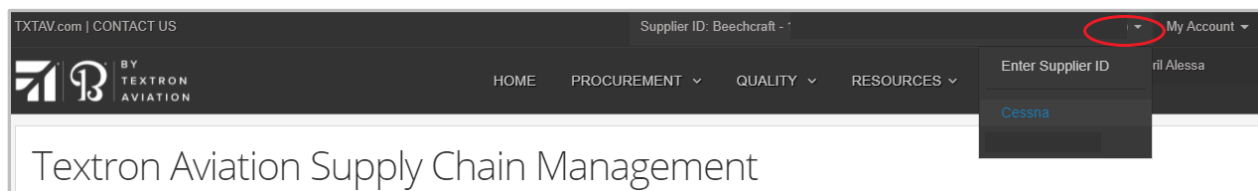
1. From the home page click the PROCUREMENT drop down from menu to select the Supplier Profile or you may select Supplier Profile app on the left side of page, then click the Launch button.



2. When accessing the Supplier Profile, you will be able to edit the Company, Contacts, and Certification tabs. Please go through each of your Supplier codes and confirm your Company Information and Contacts. Note: The function group eProcurement will provide auto emails to the user for new orders, changes, etc. **All are required at supplier set up.** If any changes occur later, you can log in and adjust. A reminder will be sent to update the Certification tab annually.



3. For suppliers with multiple assigned supplier IDs, you can use the drop down next to Supplier ID on upper right side to toggle between the multiple accounts. Select features from the drop-down menus at the top of the page to navigate between the applications.



4. Every Procurement feature will have a User Guide icon on the upper right side of page that offers training and step by step instructions for each page's features.

For any questions, please contact SCM_eProcurement@txtav.com.