

User Guide
For
iSupplier Portal

10/26/2017



Revision M

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Revision History

Revision	Sections Revised	Description	Revised By	Date
L	All sections	Initial Release	Kimberly Butler	10-04-2016
M	All sections		Kimberly Butler Brenda Knappert	10-23-2017

Definitions, Acronyms, and Abbreviations

Acronym/Term	Definition

References

Document Name	Version	Location	Description of Reference
None			

Points of Contact

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1 DOCUMENT PURPOSE

Thank you for participating in the Crane Aerospace and Electronics iSupplier Portal, designed to provide improved two-way communication for purchasing activities.

This User Guide presents detailed instructions for suppliers to Crane Aerospace and Electronics. The first sections of this Guide provide some general instructions on set up and navigation, and the remainder of material explains modules in the sequence of the Tabs found on the web pages.

For questions or training, please consult your buyer at Crane Aerospace and Electronics.

The Crane Aerospace & Electronics iSupplier Portal is a collaborative application enabling secure transactions between buyers and suppliers using the Internet. As a supplier using Crane Aerospace & Electronics iSupplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view inventory levels, view invoices, and view payments. All information is real time except for MRP, Document Revisions, and Change Item Notifications, which are updated via a nightly run.

2 **GETTING STARTED**

2.1 **Accessing the Portal**

Your company must be registered as a supplier to Crane Aerospace & Electronics and you must be registered as a Crane Aerospace & Electronics iSupplier Portal user. To request access to the portal you may fill out a self-registration form. Please access the registration form here: <http://www.craneae.com/Suppliers/SupplierRegistration.aspx>

Alternatively you may contact your buyer with Crane Aerospace & Electronics to request an account.

2.2 **How to Login**

To login to the portal, open a web browser and navigate to: <http://www.craneae.com/Suppliers/iSupplier.aspx> and click the ‘iSupplier Portal’ button.

A rectangular button with rounded corners, a blue border, and the text 'iSupplier Portal' in blue.

Enter your credentials that were provided in your registration email. If you have not received your new user registration email please contact your buyer.

ORACLE E-Business Suite

Login

Username	<input type="text" value="GRAEME_HARNISH@YAHOO.COM"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Login"/>	

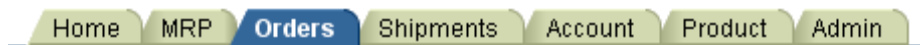
You may be asked to change your password in your initial login. After a successful login you will be redirected to the Crane Aerospace & Electronics iSupplier Portal Home page.

3 GENERAL NAVIGATION AND SEARCHING

3.1 General Navigation

By selecting any of the tabs at the top of the screen you are taken to the different modules within the iSupplier Portal. Each module contains applications that can be used within the portal. Each module is described in-depth in this document.

3.2 Quick Navigation Buttons



Clicking on the side navigation panel takes you to the most used applications.

Side navigation panel:



3.3 Quick Searches

You can perform quick searches for Purchase Orders, Shipment Numbers, Invoices and Payments by filling in the quick search input box. Clicking the 'Go' button will take you directly to the searched item.

Example search:

A quick search input box with a light yellow background. It contains the text 'Search' followed by a dropdown menu showing 'PO Number' and a text input field containing '123456'. To the right of the input field is a 'Go' button.

3.4 Global Buttons

The following global buttons display on all Crane Aerospace & Electronics iSupplier Portal pages:

[Home](#) [Logout](#) [Preferences](#) [Help](#) !

- Home - Returns you to the main portal where you can select another responsibility or application.
- Logout
- Preferences - Displays the Preferences page. See Setting Up User Preferences on page 10.
- Help - Accesses the help index page.

3.5 Searching

Crane Aerospace & Electronics iSupplier Portal provides extensive search criteria on all pages to help you retrieve information. The search results have a number of columns that you can sort for your data. Some common search fields are PO number, Invoice Number, Payment Number, Date, and Status.

The Search function is **case-sensitive**, so be sure to enter character searches in UPPER-CASE. For example: to search for a part number enter CA197, not ca197.

You can use the percent sign (%) as a wildcard to search for generic items. For example, to search for all orders beginning with 27 and end in a 5 (such as 275, 2715, 27125) enter 27%5. The % wildcard does not control the number of wild characters.

3.6 Auto-Fill Search Criteria

If you get a Simple Search screen such as the following, the possible choices for the items with flashlight icons can be assisted by the auto-fill mechanism. For example, typing “5-“ into the Part Number field (as shown):

MRP Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Buyer	<input type="text"/>		Part Number	<input type="text" value="5-"/>	
Min Stock	<input type="text"/>		Kanban	<input type="text"/>	
PO Number	<input type="text"/>		PO Prom/On Dock	<input type="text"/>	
Release Num	<input type="text"/>		Action	<input type="text"/>	
Order Type	<input type="text"/>		Supplier Site	<input type="text"/>	
Replenishment Method	<input type="text"/>		MRP Dock Date	<input type="text"/>	

Then, if you hit the Tab key twice, you'll get a selection dialog window, like this:

Search and Select: Part Number

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Part Number [Go](#)

Results

Select	Quick Select	Part Number	Part Desc
<input type="radio"/>		5-142C0MPE515-8	PACKING
<input type="radio"/>		5-481011-01	INSULATOR
<input type="radio"/>		5-598101-01	BASE ASSY
<input type="radio"/>		5-598110-01	INSULATOR
<input type="radio"/>		5-935001-02	CORE,E

[About this Page](#)

[Cancel](#) [Select](#)

Click on a Quick Select icon to populate your choice, which might save you some typing errors.

MRP Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

[Go](#) [Clear](#)

3.7 Sortable Columns

Screens in iSupplier are sortable in various ways. The key to understanding how the various iSupplier displays are sortable, is the faint 'box' surrounding the column heading. It is more visible on the display screen (than in this printed example), but notice the faint box around the column headings for PO Number and Order Date on this Purchase Order screen. In this example, these are the sortable columns. Click on the column heading to sort by that column.

Purchase Orders

[Export](#)

Views

View Last 25 Purchase Orders [Go](#)

[Advanced Search](#)

Select Order: [Acknowledge](#) [Request Cancellation](#) [Request Changes](#) [View Change History](#)

Select	PO Number	Rev	Document Type	Ship-to	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	104963	1	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	0.00	Closed		
<input type="radio"/>	143807	0	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	584,480.00	Closed		
<input type="radio"/>	410990	1	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	0.00	Closed		

3.8 Setting User Preferences

You can change your user settings or preferences at any time using the Preferences icon. You can change the following preferences:

- General - You can select your language, territory, time zone, client character encoding (the character set that's used in your page display), and accessibility features (such as screen reader use).

- Notification - You can select how you want to receive your notifications (for example, in HTML or plain text e-mail).
- Formatting - You can define your date format and number format.
- Password - You can reset or change your password. A valid password must be at least five, but no more than 30, characters. Passwords can be numeric, alphanumeric, or special characters.

Note: Date and time values are always displayed to you in the time zone you set in your user preferences, even if the buying company is in a different time zone.

To change your preferences:

1. Click the Preferences icon.
2. On the Preferences page, enter your name in the Known As field.
3. Complete or update the required fields.
4. Click Apply to save your changes. Click Cancel to return to the system without making any changes.

The screenshot displays the Oracle iSupplier Portal's 'General Preferences' page. The Oracle logo is in the top left. A navigation bar at the top right includes links for Home, Logout, Preferences, Help, Personalize Page, and Diagnostics. Below this is a secondary navigation bar with Home, MRP, Orders, Shipments, Account, Product, and Admin. A left-hand menu shows 'General' expanded with 'Display Preferences' selected. The main content area is titled 'General Preferences' and includes several sections:

- Languages:** 'Current Session Language' and 'Default Application Language' are both set to 'American English'.
- Accessibility:** 'Accessibility Features' is set to 'None'.
- Regional:** 'Territory' is 'United States', 'Date Format' is '31-DEC-1999', 'Timezone' is '(GMT -08:00) Pacific Time', 'Number Format' is '10,000.00', 'Currency' is blank, and 'Client Character Encoding' is 'Western European (Windows)'. A mouse cursor is pointing at the 'Date Format' dropdown.
- Change Password:** 'Known As' is 'Woods, Jerry', and there are input fields for 'Old Password', 'New Password', and 'Repeat Password'.
- Start Page:** 'Responsibility Page' is a dropdown menu.
- Notifications:** 'Email Style' is 'HTML mail with attachments'. A note below states: 'Notifications will be sent in your current default language, American English.'

 At the bottom right of the form are buttons for 'Cancel', 'Reset to Default', and 'Apply'.

4 HOME PAGE



4.1 Overview

After successfully logging into iSupplier Portal you are directed to the portal ‘Home’ page. The home page presents a dashboard of commonly used information and quick navigation buttons to other areas of the application.

Note: side panel choices now include “Scorecard”, discussed later in this section.

Notifications Full List

Subject	Date
[QMSR12] QMS/NCR+ NCR 145446 (8-777-02) Org 303 Promoted to PRB	21-Aug-2017 22:13:24
[QMSR12] MRB NCR 63525 MRB Notification	28-Jun-2016 13:03:38

Orders At A Glance Full List

PO Number	Document Type	Order Date	Buyer
696047		21-Jun-2017	HOWARD, JACOB

MRP At A Glance Full List

PO Number	Action	PO Prom/On Dock	MRP Due Date	Buyer
696047	Receiving	11-Jan-2017	23-Oct-2017	HOWARD, JACOB
696047-932	Reschedule In	31-Oct-2017	30-Oct-2017	HOWARD, JACOB
696047-874	Vendor Late	14-Aug-2017	08-Nov-2017	HOWARD, JACOB
696047-995	Reschedule Out	27-Oct-2017	13-Nov-2017	HOWARD, JACOB
696047-994	Reschedule Out	25-Oct-2017	16-Nov-2017	HOWARD, JACOB

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4.2 Notifications

If a change to a purchase order, order modifier or an advance shipment has been approved by a Crane Aerospace & Electronics buyer it will be displayed in the notifications window. Clicking the ‘Full List’ button will display all notifications.

All Notifications Full List

Subject	Date
Your order modifiers updates for 2-455158-02 have been accepted	23-May-2008 09:35:43
Response to your change request for Standard PO 549209 from Crane...	22-May-2008 09:55:58
Response to your change request for Standard PO 549209 from Crane...	22-May-2008 09:35:25
Your order modifiers updates for 2-45514-5 have been accepted	21-May-2008 10:31:31
Response to your change request for Standard PO 540941 from Crane...	21-May-2008 10:01:00

4.3 Orders at a Glance

Orders at a Glance displays your top five most recent purchase orders. Clicking on the ‘Full List’ button will take you to the detailed order view. See the Order Detail section under the Orders chapter for more details.


Orders At A Glance

Full List			
PO Number	Document Type	Order Date	Buyer
419043-326	Blanket Release	10-May-2008	ROTH, SANDY
543480-12	Blanket Release	09-May-2008	WHITAKER, MARYAM
417488-203	Blanket Release	09-May-2008	WHITAKER, MARYAM
153782-1431	Blanket Release	09-May-2008	WHITAKER, MARYAM
555600-7	Blanket Release	09-May-2008	ROTH, SANDY

4.4 MRP at a Glance

MRP (Materials Requirement Planning) at a Glance displays the first five purchase orders in MRP. You can select a purchase order to open detailed information for the order. Or select the “Full List” button to display detailed MRP data for all items. See the MRP chapter for more details.


MRP At A Glance

Full List				
PO Number	Action	PO Prom/On Dock	MRP Due Date	Buyer
153782-1352	None	03-Jun-2008	03-Jun-2008	SCHULE, SHYLA M
153782-1394	Vendor Late	10-Apr-2008	12-May-2008	SCHULE, SHYLA M
153782-1415	Reschedule In	13-Jun-2008	09-Jun-2008	SCHULE, SHYLA M
153782-1424	Reschedule In	15-May-2008	12-May-2008	SCHULE, SHYLA M
153782-1426	Reschedule Out	19-May-2008	23-May-2008	SCHULE, SHYLA M

4.5 Supplier Scorecard

Information on supplier performance ratings can be found by clicking the link in the side panel on the Home page:



This will display, by Crane Aerospace and Electronics site, the performance history for Quality, Delivery, and 3PL values (3PL = **P**rice, **P**ackaging, **P**ayment Terms, and **L**ead time).

If you are a supplier to more than one Crane Aerospace and Electronics site, you can choose from the drop-down list to select a site to view.

Supplier Scorecard

Select a Site:

Category	Percentage	Status	Outstanding	Satisfactory	Needs Improvement
Quality	98.0%	Satisfactory	> 99.5%	> 99%	< 99%
Delivery	90.6%	Needs Improvement	> 98%	> 95%	< 95%
3PL *	91.6%	Satisfactory	> 95%	> 80%	< 80%

* 3PL	Percentage	Status	Outstanding	Satisfactory	Needs Improvement
Cost	100.0%	Outstanding	Reducing Costs / YOY (100%)		Increasing Costs / YOY (33%)
Negotiated Lead-Time	72.2%	Needs Improvement	> 90%	> 75%	< 75%
Package Size	94.4%	Outstanding	> 90%	> 75%	< 75%
Payment Terms	100.0%	Outstanding	Favorable (100%)	Adequate (66%)	Needs Improvement (33%)

Selecting a percentage link will open the detail for that category. The calculation method for the rating category is described at the bottom of each detail page.

5 MRP

Home **MRP** Orders Shipments Account Product Admin

5.1 Overview

Using the MRP tab, you can view MRP requirements and open orders for products you provide.

5.2 MRP View

MRP Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Org	<input type="text"/>	Buyer	<input type="text"/>
Part Number	<input type="text"/>	Min Stock	<input type="text"/>
Kanban/ROP	<input type="text"/>	PO Number	<input type="text"/>
PO Prom/On Dock	<input type="text"/>	Release Num	<input type="text"/>
Action	<input type="text"/>	Order Type	<input type="text"/>
Supplier	<input type="text"/>	Replenishment Method	<input type="text"/>
Supplier Site	<input type="text"/>		
MRP Dock Date	<input type="text"/>		

Crane Org	Site	PartNumber	Description	PONumber	POLine	OrderType	Action	PO Prom/OnDock	MRP DockDate	Calendar Reschedule Days	Quantity	UOM	BuyerName	PlannerCode	Unit Price	ItemStatus	Replenishment Method	Order Date
No search conducted.																		

Search: Use search criteria to limit the MRP view.

- **Org** – ‘EPD’ = Eldec; ‘HPD’ = HydroAire; ‘LPD’ = Lear Romec
- **Part Number** - Enter an item number
- **Kanban/ROP** - Y or N selection. Leave blank to display all items in the MRP view. Choose N if you do not want to include Kanban and Reorder Point items in the MRP. Select Y to display only Kanban and Reorder Point items.
- **PO Prom/On Dock** - Enter calendar date
- **Action** - Choices include: Cancel, None, Short, Reschedule In, Reschedule Out, Late to MRP, and Vendor Late. (See definitions below)
- **Supplier Site** - Enter site name (or enter partial and hit tab to bring up choices)
- **MRP Dock Date** - Enter calendar date
- **Buyer** - Enter Last Name, First Name (or enter partial last name and hit tab to bring up choices)
- **Min Stock** - Y or N selection. Choose N if you do not want to include Min Stock items in the MRP. Select Y or leave blank to include Min Stock.
- **PO Number** - Enter a purchase order number
- **Release Number** - If a PO Number is entered above, enter a release number for the PO (if applicable)
- **Order Type** - Choices include: Planned Order, Purchase Order, Discrete Job
- **Replenishment Method** - Choices include: Auto PO, Blanket, Consigned, Kanban, Reorder Pt, and Vendor Managed



Select the “Go” button to perform the search. Note: if you select the “Go” button without entering any search criteria, all demand lines for your products will be displayed in the MRP view.

Results of search:

Crane Org	Site	PartNumber	Description	PONumber	POLine	OrderType	Action	PO Prom/OnDock	MRP DockDate	Calendar Reschedule Days	Quantity	UOM	BuyerName	PlannerCode	Price	ItemStatus	Replenishment Method	Order Date
EPD		142-1291104	COVER, TOP			Planned order	Short		17-Jul-2009		8	EA	MCEWEN, KIM	KM-NPI		ACTIVE		17-Jul-2009
EPD		142-1291104	COVER, TOP			Planned order	Short		17-Jul-2009		8	EA	MCEWEN, KIM	KM-NPI		ACTIVE		17-Jul-2009

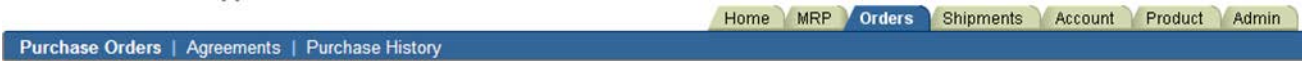
The following columns are displayed in the MRP view:

- **Crane Org** - “EPD” = Eldec; “HPD” = Hydro-Aire; “LPD” = Lear Romec
- **Site** - Supplier site name
- **Part Number** - Crane item number
- **Description** - The description of the item
- **PO Number** - Open purchase order number
- **Order Type** - Planned order, Purchase order, or Discrete job
- **Action** - Status of demand line / suggested action to be taken
 - Cancel – There is no demand for this quantity
 - Short – (1) If Order Type is not “PO in receiving”, and the MRP Due Date is today or earlier; -- or -- (2) if Order Type is “PO in receiving”, and the first need date is today or earlier
 - Late to MRP – Order Type is not “PO in receiving” and MRP Dock Date is today or earlier
 - Receiving – Order Type is “PO in receiving”, but does not meet criteria for Short or Late
 - Reschedule In – Not Short or Late, but the PO Promise Date is beyond MRP Dock Date
 - Reschedule Out – MRP Dock Date is beyond the PO Promise Date, and the PO Promise Date is beyond today
 - Vendor Late – Same as Reschedule Out, but PO Promise Date is today or earlier
 - Release – Order Type is “Planned Order”
 - None – PO Promise Date equals MRP Dock Date – no action required
- **PO Prom/On Dock** - Order promise date, or if item received – the date of receipt
- **MRP Dock Date** - Date MRP suggests item needs to be received “on dock”
- **Calendar Reschedule Days** - Number of days between PO Promise Date and MRP Dock Date
- **Quantity** - Number of units scheduled for delivery, or open demand quantity
- **UOM** - Unit of Measure
- **Buyer** - Name of buyer who entered the purchase order, or if no order, the buyer assigned to the item
- **Planner Code** - Code assigned to item to designate person planning the item
- **Unit Price** --- Cost of item per the unit of measure
- **Item Status** - Code used to control the transaction activity of an item
- **Replenishment Method** - Type of order method used, if not via MRP
 - Kanban
 - Consigned
 - Reorder Point
 - Vendor Managed
 - Auto PO
- **Order Date** - Date MRP suggests placing order

Export

Click the Export button to download your MRP information to Excel. Time-saver note: all rows will be downloaded, not just those in the display.

6 ORDERS



6.1 Overview

The orders module provides real time information for all purchase orders created with Crane Aerospace & Electronics. Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view all purchase order information and the revision history of a purchasing document.

6.2 Order Notification Emails

Order notification emails will be sent when a new Purchase Order is created or when a requested PO change has been approved by the buyer. Purchase Orders may also require an acknowledgement from the supplying company.

6.2.1 Order Creation Email

When an order is created you may view or request changes to the order within the Crane Aerospace & Electronics iSupplier Portal.



PURCHASE ORDER

PURCHASE ORDER NO. 560383	REV. 1	PAGE 1 of 1
PO \$ TOTAL:		2.00
DATE OF ORDER 29-MAY-08	BUYER T CANTRICK	
DATE OF REVISION 29-MAY-08	REV BUYER T CANTRICK	

RESALE #: ELDEC 601-523-2955
RESALE #:
CONFIRMING PO: YES NO

SUPPLIER:

SHIP TO: ELDEC CORPORATION
16706 13TH AVENUE WEST
LYNNWOOD WA 98037-8597
UNITED STATES

BILL TO: ELDEC CORPORATION
PO BOX 97027
LYNNWOOD WA 98046-9727
UNITED STATES

Attention:The Supplier Quality Assurance Requirements (40-002) have been revised. See below for information on obtaining this document.

SUPPLIER CONTACT:	PHONE: (360) 435-1116	FAX: (360) 435-2336	SUPPLIER NUMBER: 30741
PAYMENT TERMS: 1 % 10 NET 45	FREIGHT TERMS: PREPAID / ADDED	FOB: ORIGIN	SHIP VIA: UPS-GROUND

PO LINE	QUANTITY ORDERED	UN MEA	ITEM DESCRIPTION	DOC REV.	SHIP NO	DELIVERY REQUIRED AT DESTINATION (QTY:DATE)	UNIT PRICE OTHER CHARGES	EXTENDED PRICE	TAX
1	2	EA	4-526123-01 SPACER,MOD/CONNECTOR DOCUMENT: 4-526123	C	1	2 16-JUN-08	1.000	2.00	N

PO \$ TOTAL 2.00

NOTICE: ON ACCEPTANCE OF THIS PURCHASE ORDER, SUPPLIER ACCEPTS AND AGREES TO MEET SUPPLIER QUALITY ASSURANCE REQUIREMENTS (DOC 40-002, REV F) AND AEROSPACE GROUP GENERAL PURCHASE ORDER TERMS AND CONDITIONS (FORM AG70-004), AT THE TIME OF ORDER ISSUANCE. IF A DPAS PRIORITY RATING IS NOTED ON THE ORDER, THE IDENTIFIED PORTION IS CONSIDERED A CERTIFIED RATED ORDER FOR NATIONAL DEFENSE UNDER THE DEFENSE PRIORITIES ALLOCATIONS SYSTEM (DPAS) AND SELLER IS REQUIRED TO FOLLOW ALL PROVISIONS OF DPAS (15CFR 700.12(D)) (REF(B)).

6.2.2 Order Change Response Email

When the Crane Aerospace & Electronics buyer responds in iSupplier to a requested PO change, a response email will also be sent. See Modifying Orders for more information.

From SMITH, RON
To GRAEME_HARNISH@YAHOO.COM
Sent 21-May-2008 10:01:00
ID 10800875
Standard PO 540941 Rev 7 (Total(USD)11,133.27)

Supplier Crane Supplier **Order Date** 04-OCT-2007 07:33:30
Address 2432 D St **Ship-To Address** ELDEC CORPORATION
Seattle, WA, 98109 16706 13TH AVENUE WEST
FOB ORIGIN LYNNWOOD, 98037-8597
Carrier UPS-GROUND

PO Details

✦ Indicates new values
⊖ Indicates cancel pending

Line	Shipment	Supplier Item	Description	Unit	Price	Quantity Ordered	Promised Date	Ship-To	Response	Reason	Split
1	4		CABLE ASSEMBLY	EACH	108.09	15 13 ✦		ELDEC-M2	Accepted		

6.3 List of Orders

Clicking on the 'Purchase Orders' tab you are taken to your 25 most recent purchase orders. Only 'Open' orders are displayed. Clicking the 'View' drop down you can view all orders that require acknowledgment, and all orders pending supplier change. An advanced search is available to define your search even further. You also have the option to export the displayed data.

Purchase Orders Export

Views

View Last 25 Purchase Orders Go Advanced Search

Select Order: [Acknowledge](#) [Request Cancellation](#) [Request Changes](#) [View Change History](#)

Select	PO Number	Rev	Document Type	Ship-to	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	104963	1	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	0.00	Closed		
<input type="radio"/>	143807	0	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	584,480.00	Closed		
<input type="radio"/>	163392	0	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	0.00	Closed		
<input type="radio"/>	410990	1	Standard PO	ELDEC CORPORATION		SMITH, RON	USD	0.00	Closed		
<input type="radio"/>	156491-24	0	Blanket Release	ELDEC CORPORATION		PARSONS, HEIDI	USD	62,044.80	Closed		
<input type="radio"/>	162125-70	0	Blanket Release	ELDEC CORPORATION		THOMPSON, TORI	USD	2,185.92	Closed		
<input type="radio"/>	156491-28	0	Blanket Release	ELDEC CORPORATION		PARSONS, HEIDI	USD	35,518.40	Closed		
<input type="radio"/>	157142-31	0	Blanket Release	ELDEC CORPORATION		HOOD, MANDY	USD	939.00	Closed		
<input type="radio"/>	161300-2	0	Blanket Release	ELDEC CORPORATION		HOOD, MANDY	USD	143.52	Closed		
<input type="radio"/>	157402-14	0	Blanket Release	ELDEC CORPORATION		SMITH, RON	USD	7,147.91	Closed		
<input type="radio"/>	549209	5	Standard PO	ELDEC CORPORATION	22-May-2008	SMITH, RON	USD	8,422.72	Open		

From this screen you have the ability to acknowledge, cancel, or request changes to Open purchase orders. Cancelled orders will drop off this list but remain in the history. See [Modifying Orders](#) for more information. Clicking on the Purchase Order number will take you into the Order detail screen.

The Status column reflects important information. Some are more intuitively obvious than others.

- Rejected
- Accepted
- Requires Acknowledgement – (supplier should acknowledge current PO contents)
- Open
- Closed
- Supplier Pending Change – (supplier requested change is awaiting a response from Crane Aerospace & Electronics buyer)
- Approved

6.4 Order Detail

The Order Detail screen provides detailed information for a given purchase order. All header and line item information is displayed. Clicking the 'Show' or 'Show All' links on a purchase order line will display detailed purchase order line information including shipment information.

Sample Purchase Order Header:

Standard PO : 540941 Revision 7 (Total USD 11,133.27)

[Request Cancellation](#) [Request Changes](#) [View Change History](#) [Export](#)

▼ Order Information

General Information

Standard PO **540941**
 Total **11,133.27 (USD)**
 Supplier **Crane Supplier**
 Supplier Site **Crane Supplier Site**
 Address **2432 D Ave**
PO BOX 450
Seattle, WA 98109
 Buyer [SMITH, RON](#)
 Order Date **21-May-2008 10:00:59**
 Status **Open**
 Note to Supplier **REFERENCE KMM 06624A DATED 10/04/07**
 Organization **Crane Aerospace**
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms **1 % 10 NET 45**
 Carrier **UPS-GROUND**
 FOB **ORIGIN**
 Freight Terms **UPS FREIGHT COLLECT**
Bill-To Address
 Bill-To Address **ELDEC CORPORATION**
PO BOX 97027
LYNNWOOD, WA 98046-9727
Ship-To Address
 Ship-To Address **ELDEC CORPORATION**
16706 13TH AVENUE WEST
LYNNWOOD, WA 98037-8597

⊙ Related Information

[Receipts](#)
[Invoices](#)
[Payments](#)

Sample Purchase Order Lines:

PO Details

☑ TIP Click on the Show link to view shipment details of a line.
 ✨ Indicates new values
 ⌂ Indicates cancellation request
[Show All](#) [Hide All](#)

Details	Line	Type	Item	PO Item Rev	Latest Item Rev	Supplier Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Advisory	Status	Reason	Price Differentials	Control Reg	Vaulted BOM Doc	Info	Attachments
▼ Hide	1	INVENTORY	142-1298203	-	-		COVER, COIL DRIVE	EACH	119.50	03	5,953.57		Open			EAR	BOM Document	Info	
Shipments																			
Shipment	Quantity Ordered	Quantity Received	Amount(USD)	Promised On	Doc Date	Need-By Date	Commit Date	Supplier Order Line	Ship-To Location	Rush	Status	Reason	Split	Attachments					
1	41	43	2,051.23	18-May-2009	00:00:00				ELDEC-M2	No	Closed								
2	38	38	1,901.14	15-Jun-2009	00:00:00		15-JUN-2009		ELDEC-M2	No	Closed								
3	40	0	2,001.20	21-Aug-2009			21-AUG-2009		ELDEC-M2	No	Open								

Product data including the latest controlling document and build of materials list may be accessed via the Document and BOM links. If your company has been setup with extended product data information clicking the Info link will give detailed part information from our TeamOne system. Contact your buyer for more information.

You can view receipts, invoices, and payments related to the selected order by clicking the Receipts, Invoices or Payments in the Related Information section on the Order Details page. You can view a history of change requests submitted, as well as a buyer’s response to each change request.

The “Control Reg” field displays the export control classification applicable to the item on the PO Line. This field will list one of the following:

- EAR = This BOM is controlled by the U.S. Export Administration Regulations. Diversion or use contrary to U.S. law is prohibited.
- ITAR = This BOM is controlled by the U.S. International Traffic in Arms Regulations. Diversion or use contrary to U.S. law is prohibited.
- UNDETERMINED = This BOM has not been classified yet. Please contact your buyer for determination of the export control classification.

6.5 Acknowledging Purchase Orders

You may receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge it. You acknowledge purchase orders to communicate to Crane Aerospace & Electronics that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate your requested changes to the purchase order during acknowledgment. You can either acknowledge the order online, or accept or reject the order using the notification. The notification does not allow shipment level acknowledgment, which must be entered online. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer. You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject

the others. You can also communicate change requests during acknowledgment. For example, if you cannot fulfill a shipment on the given date, but can fulfill it a few days later, you can communicate a date change request instead of rejecting the shipment line. To acknowledge purchase orders:

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Select ‘Purchase Orders to Acknowledge’, and click Go. If you know the PO number of the order you would like to acknowledge, you can use advanced search to display purchase orders.
3. Select a purchase order with a status of Requires Acknowledgment, and click Acknowledge.
4. On the Change Purchase Order page, you can accept or reject an entire order, or you can accept or reject individual shipments.

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item	Job Description	UOM	Quantity	Price(USD)	Amount(USD)	Supplier Item	Contractor Name	Status	Reason	Supplier Config ID	Attachments
Hide 1	INVENTORY	4-759050-03	CCA, BJT STACK	EACH			345.84						

Shipments												
Shipment	Ship-To Location	Quantity Ordered	Quantity Price Received	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Status	Reason	Action	Split	Attachments
1	ELDEC-M2	22	15.72 0	345.84	16-Jul-2008 00:00:00			Requires Acknowledgment				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

6.5.1 Order Level acknowledgment:

- To accept an entire order, click Accept Entire Order, enter a note to your buyer, and click Submit.
- To reject an entire order, click Reject Entire Order, enter a note to your buyer, and click Submit.

6.5.2 Shipment Level acknowledgment:

- DTo respond at a shipment level, in the PO Details section, make your changes. Enter the response reason, and click Submit. The available actions at the shipment level are Accept, Reject, and Change.

After you have completely acknowledged the order, the buyer is notified of your acknowledgment response.

6.6 Modifying Orders

iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can request changes during and after acknowledgment. Requesting a change will alert your buyer of a needed PO change.

6.6.1 Requesting Changes to Purchase Orders

To submit a change request:

1. Click the Orders module, and then click Purchase Orders in the task bar below the tabs.
2. On the Purchase Orders page, search for and select a purchase order.

557002	2	Standard PO	ELDEC CORPORATION	21-May-2008	SMITH, RON	USD	0.00	Open	
500488-17	1	Blanket Release	ELDEC CORPORATION	16-May-2008	WHITAKER, MARYAM	USD	345.84	Requires Acknowledgment	19-May-2008 00:00:00

3. Click Request Changes.

- On the Change Purchase Order page, enter your requested changes. If you would like to request changes to shipment details, click Show.

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item	Job Description	UOM	Quantity	Price(USD)	Amount(USD)	Supplier Item	Contractor Name	Status	Reason	Supplier Config ID	Attachments
1	INVENTORY	81-009008-01	ASSY WIRE HARNESS	EACH			3,604.05						

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Price	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Status	Reason	Action	Split	Attachments
1	ELDEC-M2	5	720.810		3,604.05	03-Jun-2008 00:00:00			Accepted				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

You may request changes to:

- Price on Blanket Agreements
- Quantity Ordered
- Promised Date
- Supplier Order Reference Number
- Additional Change Requests - use this text box if you would like to submit more changes than offered above. **DO NOT USE THIS AREA TO ENTER COMMENTS.** You may enter both order and line reference numbers. If you would like to split a shipment, see Splitting Shipments. In the reason text box, you can enter a reason for your change request.

A Reason and an Action must be specified for any requested change.

6.6.2 Splitting Shipments

You can request to split a shipment. For example, if you can only partially ship the quantity ordered for the given date, you can enter a split shipment change request. This request will let the buyer know the number of items you can deliver and what date you will deliver them.

To request to split a shipment:

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select a purchase order, and then click Request Changes.
3. On the Change Purchase Order page, click Show to display shipment details.
4. Click the split icon on the desired shipment line. (Another row is added for your split shipment).
5. In the Quantity Ordered field of the first shipment line, enter a new quantity.
6. In the Quantity Ordered field of the second shipment line, enter the new quantity.
7. Change the Promised Date.
8. Enter the Supplier Order Line.
9. Enter a reason for splitting.
10. Select an action for change.
11. Click Submit.

PO Details

- TIP You can cancel the entire order or specific lines.
- TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item	Job	Description	UOM	Quantity	Price(USD)	Amount(USD)	Supplier Item	Contractor Name	Status	Reason	Supplier Config ID	Attachments
Hide 1	INVENTORY	81-044020-02		CONTROL CCA	EACH			32,246.90						

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Status	Reason	Action	Split Attachments
1	ELDEC-M2	65	460.67	0	32,246.90	25-Jun-2008 00:00:00			Open		Change	
2	ELDEC-M2	5	460.67			06-Jun-2008 00:00:00						

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

-

6.6.3 Canceling Orders or Shipments

You can submit cancellation requests for an entire order or a particular shipment. You can also submit cancellations and requested changes at the same time.

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Search for and select a purchase order, and then click Request Cancellation.
3. On the Request Cancellation page, click Cancel.

6.7 Viewing Orders with Supplier Changes Pending

You can review all orders that you have submitted to Crane Aerospace and Electronics for change approval.

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. In the Views field, select 'Purchase Orders Pending Supplier Change', click Go.
3. This will display all orders waiting for Crane Aerospace and Electronics buyer approval.

PO Details

- TIP Click on the Show link to view shipment details of a line.
- ✳ Indicates new values
- ↻ Indicates cancellation request

Show All Hide All

Details	Line	Type	Item	PO Item Rev	Latest Item Rev	Supplier Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Advisory	Status	Reason	Price Differentials	Control Reg	Val BOM Do
Hide	1	INVENTORY	1-899-29	M	M		PROX SENSOR	EACH	111	11	1,221.00		Supplier Change Pending	deflation		EAR	BOM Do

Shipments

Shipment	Quantity Ordered	Quantity Received	Amount (USD)	Promised On Doc Date	Need-By Date	Commit Date	Supplier Order Line	Ship-To Location	Rush	Status	Reason	Split At
1	1		0 10.00	16-Sep-2008				ELDEC-M2	No	Open		
2	1		0 10.00	25-Sep-2008				ELDEC-M2	No	Supplier Change Pending	Raw Material will be later than expected	

-

4. Select a purchase order to view the change details.
 - o Changed data is highlighted by a change icon:

07-Oct-2008 ✳

PO Details

TIP Click on the Show link to view shipment details of a line.
 ✖ Indicates new values
 ⇄ Indicates cancellation request

Show All Hide All

Details	Line /	Type	Item	PO Item Rev	Latest Item Rev	Supplier Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Advisory	Status	Reason	Differentials	Control Reg	BOM Do
Hide	1	INVENTORY	1-899-29	M	M		PROX SENSOR	EACH	111	11 10✖	1,221.00		Supplier Change Pending	deflation		EAR	BOM Do

Shipments

Shipment	Quantity Ordered	Quantity Received	Amount (USD)	Promised On Doc Date	Need-By Date	Commit Date	Supplier Order Line	Ship-To Location	Rush	Status	Reason	Split At
1	1	0	10.00	16-Sep-2008				ELDEC-M2	No	Open		
2	1	0	10.00	25-Sep-2008				ELDEC-M2	No	Supplier Change Pending	Raw Material will be later than expected	

View Change History Export

6.8 Blanket Purchase Orders

On the Blanket Purchase Orders page, you can review the details of all blanket agreements, and the corresponding releases that have been created for a particular order. To view blanket purchase orders, click the Orders tab, and then Blanket Orders in the task bar directly below the tabs. Use the search criteria to get a summarized list of blanket purchase orders. For each order, you can select to view the releases created to date for that PO. You can export details from any page by clicking Export.

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Advanced Search

PO Number

Effective-From Date

Effective-To Date

Go Clear

PO Number	PO Revision	Buyer	Order Date	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments
553939	3	HOLM, JO	15-May-2008 11:15:37	300,425.50	97,730.70			Open	
558909	0	HOLM, JO	12-May-2008 10:55:30	133,770.00	10,701.60			Open	
554742	1	HOLM, JO	18-Apr-2008 06:45:27	95,562.00	6,330.60			Open	
511664	4	HOLM, JO	10-Apr-2008 13:16:33	4,310,260.25	2,280,818.63	01-May-2007	31-Dec-2009	Open	
515745	4	SMITH, RON	09-Apr-2008 08:40:31	1,314,802.39	94,590.10	01-Apr-2007	31-Dec-2008	Supplier Change Pending	
538021	3	SMITH, RON	17-Mar-2008 09:15:38	175,540.75	88,052.75			Open	
523268	4	SMITH, RON	06-Mar-2008 09:57:43	8,848.56	8,848.56	22-Mar-2007	01-Jul-2008	Open	

The link in the Attachments column connects you with the related file information..

ORACLE iSupplier Portal

Home Logout Preferences Help Personalize Page Deactivation

Home MRP Orders Shipments Account Product Admin

Purchase Orders | All Orders | Purchase History

Orders: Purchase Orders >

Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Undefined	Long Text	notes	To Supplier	JORAY	30-Apr-2008	One-Time		

[Return to Purchase Orders](#)

Click on the File Name in the first column (in this example it's called "Undefined") to access the text.

Clicking on a Purchase Order link will display all releases made to the PO. You can also review all the shipments receipts for the particular release.

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
563939-1	0	Approved	07-May-2008 08:48:26	USD	990.00	Receipts
563939-2	0	Approved	14-May-2008 08:31:57	USD	32,246.90	Receipts
563939-3	0	Approved	14-May-2008 08:34:57	USD	32,246.90	Receipts
563939-4	1	Approved	14-May-2008 12:18:34	USD	0.00	Receipts
563939-5	0	Approved	15-May-2008 13:37:53	USD	32,246.90	Receipts

6.9 Purchase History

The Purchase History page enables you to search for details on the revision history of a purchase order. Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO, the previous PO, or last signed PO (if the revised PO has been signed). You can also view all changes made to the PO.

7 SHIPMENTS



7.1 Overview

The Crane Aerospace & Electronics iSupplier portal provides shipping information, receiving information, on-time performance and the ability to create shipment notices. Shipping information details all of your shipping transactions on the Crane Aerospace & Electronics iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

7.2 Delivery Schedules

You can use the Delivery Schedules Results page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, receipt quantity, and ship- to location links to view further detail.

Delivery Schedules Export

Simple Search
 Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Advanced Search

Supplier Item PO Number
 Due Date Item Description
 Item Number Ship-To Location

PO Number	Item Number	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Supplier Item	Supplier Location	Promise Date
480367		8-517-04 EXPEDITE	LOT	1	0	ELDEC-M2	UPS-GROUND		Supplier Site	
551820	81-023020-03	CCA, FILTER	EACH	3	0	ELDEC-M2	UPS-GROUND		Supplier Site	12-Mar-2009
551820	81-023030-04	CCA, INRUSH LIMITER	EACH	3	0	ELDEC-M2	UPS-GROUND		Supplier Site	12-Mar-2009
548189		NRE, 8-736254-02	LOT	1	0	ELDEC-M2	UPS-GROUND		Supplier Site	15-Oct-2008
548189		NRE, 8-736604-01	LOT	1	0	ELDEC-M2	UPS-GROUND		Supplier Site	15-Oct-2008
540941	8-639001-01	CABLE ASSEMBLY	EACH	11	0	ELDEC-M2	UPS-GROUND		Supplier Site	25-Sep-2008
540941	8-639001-01	CABLE ASSEMBLY	EACH	9	0	ELDEC-M2	UPS-GROUND		Supplier Site	18-Sep-2008
540941	8-639001-01	CABLE ASSEMBLY	EACH	13	0	ELDEC-M2	UPS-GROUND		Supplier Site	04-Sep-2008
549209	RSMITH-INSPECTION REQD	81-044020-02 CCA	EACH	22	14	ELDEC-M2	UPS-GROUND		Supplier Site	30-Aug-2008
559809-1	81-023020-04	CCA, SDB CARRIAGE POWER SUPPLY	EACH	7	0	ELDEC-M2	SEE BELOW		Supplier Site	31-Jul-2008

7.3 Shipment Notices

When you enter a Shipment Notice (ASN) you alert Crane Aerospace & Electronics of upcoming shipment deliveries. To create an ASN click Shipment Notices under the Shipments module and select Create Shipment Notices. A Shipment Notice is a common business courtesy notifying Crane Aerospace & Electronics that a shipment is on its way.

7.3.1 Creating Shipment Notices

Shipment Notices

- [Create Shipment Notices](#)
- [Upload Shipment Notices](#)
- [View / Cancel Shipment Notice](#)

Select the purchase order shipments being shipped and provide click Add to Shipment Notice

Create Advance Shipment Notice

Views
View: Shipments Due This Week Go Advanced Search

Select PO Shipments: Add To Shipment Notice

Select All | Select None

Select	PO Number	Line	Shipment	Supplier Item	Part Number	Item Description	Promise Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location
<input type="checkbox"/>	511664-11	1	1		8-517-04	PROX CARD	10-Jun-2008	36	0	EACH	ELDEC-M2
<input type="checkbox"/>	500479-6	1	2		4-758020-02	CCA, LOW VOLTAGE	11-Jun-2008	4	0	EACH	ELDEC-M2
<input type="checkbox"/>	479685-291	1	1		WP1-899-29	WIRE PREP	16-Jun-2008	360	0	EACH	ELDEC-M2
<input type="checkbox"/>	538021-27	1	1		4-758020-01	CCA, LOW VOLTAGE	16-Jun-2008	4	0	EACH	ELDEC-M2

Export

Fill in the quantity, and necessary shipment header information.

Shipment Header Shipment Lines

Shipment Information

- Indicates required field
- Shipment Number:
- Shipment Date: Note: Shipment Date cannot be later than today
- Expected Receipt Date: Example: 02-Jun-2008 14:04:14

Freight Information

Freight Terms: Number of Containers:

Freight Carrier: Waybill/Airbill Number:

Packing Slip: Comments:

Shipment Header Shipment Lines

Cancel Add Shipments Preview Submit

When completed you can preview or submit the advance shipment notice. When submitted an alert is sent to the buyer informing them of the shipment.

7.3.2 Cancelling a Shipment Notice

If you are unable to meet your advance shipment notice you may cancel the notice by clicking on Cancel Advance Shipment Notice. Select the line you need to cancel and click Cancel Shipment Notice. This will inform the buyer of the cancellation.

View / Cancel Advance Shipment Notice

Views
View: Last 25 Shipment Notices Go

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice: Cancel Shipment Notice

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Invoice Number	Waybill/Airbill Number
<input checked="" type="checkbox"/>	12321	30-May-2008 11:36:09	31-May-2008 11:36:02			

7.4 Receipts

The Receipts Transactions page enables you to explore a historical view of all receipts that have been recorded for your shipped goods. Click Receipt Number and PO Number to view further detail.

Receipt Transactions

Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Advanced Search

Organization

Receipt Number

Receipt Date

PO Number

Item

Supplier Item

Receipt Location

Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Ship-To Received Location	View Attachments
335169	15-May-2008 12:14:08	515745-5	8-930060-06		CCA, CONTROL/PWM	EACH	4 ELDEC-M2	
335072	15-May-2008 12:39:55	515745-4	8-930060-06		CCA, CONTROL/PWM	EACH	5 ELDEC-M2	
335065	15-May-2008 12:28:20	515745-4	8-930060-06		CCA, CONTROL/PWM	EACH	5 ELDEC-M2	
335064	15-May-2008 12:27:07	551561-4	8-642020-05		CABLE ASSY	EACH	24 ELDEC-M2	
335060	15-May-2008 12:22:28	526032-24	8-856680-02		CCA, SNUBBER	EACH	4 ELDEC-M2	
335057	15-May-2008 12:18:31	526230-250	8-642020-06		CABLE ASSY	EACH	72 ELDEC-M2	
335053	15-May-2008 11:17:07	516766-119	8-405216-01		PRINTED CKT BD ASSY,	EACH	30 ELDEC-M2	
335048	15-May-2008 10:51:44	516766-118	8-405204-01		PRINTED CKT BD ASSY,	EACH	30 ELDEC-M2	

7.5 Overdue Receipts

The Overdue Receipts Results page enables you to view the details of past due purchase order shipments.

7.5.1 Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

7.6 On-Time Performance

On-Time Performance provides an online scorecard of performance metrics for on-time delivery. To view monthly performance, select Receipt Month Year from drop-down choices:

On-Time Performance

Export

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Advanced Search

PO Number Due Date 
 Shipment Number Receipt Number
 Item  Supplier Item 
 Waybill/Airbill Number Delivery Status
 Receipt Month Year Organization

PO Number	Promise Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Replenishment Method
585188-54	21-Jul-2009		374197	17-Jul-2009	4-526123-01		SPACER.MOD/CONNECTOR	EACH	28			On-Time	Blanket
585046-261	21-Jul-2009		374186	17-Jul-2009	4-867005-01		MOUNTING RAIL	EACH	13			On-Time	Kanban
585046-261	21-Jul-2009		374185	17-Jul-2009	4-819052-01		BRACKET.MTG	EACH	9			On-Time	Kanban
577434	20-Jul-2009		374199	17-Jul-2009	4-922500-01		COVER.CONNECTOR	EACH	5			On-Time	
585046-259	20-Jul-2009		374194	17-Jul-2009	4-819005-01		PLATE.RF MOD MTG.3 HOLE	EACH	5			On-Time	Kanban
585046-259	20-Jul-2009		374193	17-Jul-2009	41-053028-01		HEAT SINK.INPUT RECTIFIERS	EACH	8			On-Time	Kanban
585046-259	20-Jul-2009		374188	17-Jul-2009	4-076021-02		HEAT SINK(6 RECT)	EACH	6			On-Time	Kanban
585046-259	20-Jul-2009		374187	17-Jul-2009	4-819002-02		COVER.BOTTOM	EACH	3			On-Time	Kanban
585046-259	20-Jul-2009		374189	17-Jul-2009	4-076010-01		ENCLOSURE	EACH	2			On-Time	Kanban
585046-259	20-Jul-2009		374190	17-Jul-2009	4-076010-01		ENCLOSURE	EACH	2			On-Time	Kanban
585046-259	20-Jul-2009		374191	17-Jul-2009	4-076021-01		HEAT SINK(3 RECT)	EACH	10			On-Time	Kanban
585046-270	17-Jul-2009		374196	17-Jul-2009	4-239001-01		CASE	EACH	2			On-Time	Kanban

Click the PO Number and Receipt Number to view further details.

8 ACCOUNT

8.1 Overview

You can access invoice and payment information as well as review invoice status online.

8.2 View Invoices

The Invoice Summary Results page enables you to view the history of all your invoices by the buying company. You can search using various search criteria such as:

- Invoice Number
- Invoice date
- Due date
- Payment status

You can select and view further purchase order details. The system displays a list of all purchase orders that are included on the invoice. You can also select and view payment details, as well as view invoice attachments. To view invoice attachments, click the attachment icon.

You must hit the GO button to initiate the search, restricted as per the optional search criteria you have chosen.

The screenshot shows the 'Invoice Summary' page with a search interface and a table of results. The search interface includes fields for Invoice Number, PO Number, Payment Status, Gross Amount From/To, Invoice Date From/To, and Amount Due From/To. Below the search fields is a 'Go' button and a 'Clear' button. The table below displays a list of invoices with columns for Invoice Number, Description, Invoice Date, PO Number, Gross Amount, Amount Due, Due Date, Status, Payment Number, Discount Date, Available Discount, Packing Slip, Attachments, and Type. The table is paginated, showing items 1-25 of 25.

Invoice Number	Description	Invoice Date	PO Number	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount Date	Available Discount	Packing Slip	Attachments	Type
ERS-81988-32031	Receipt Invoice automatically created on 09-MAY-08	09-May-2008	419043-320	2,474.00	2,474.00	23-Jun-2008	Approved						Standard
ERS-81989-32032	Receipt Invoice automatically created on 09-MAY-08	09-May-2008	556629	565.00	565.00	23-Jun-2008	Approved						Standard
ERS-81974-32033	Receipt Invoice automatically created on 09-MAY-08	09-May-2008	419043-314	2,528.00	2,528.00	23-Jun-2008	Approved						Standard
ERS-81973-31963	Receipt Invoice automatically created on 08-MAY-08	08-May-2008	153782-1428	439.78	439.78	22-Jun-2008	Approved						Standard
ERS-78395-31964	Receipt Invoice automatically created on 08-MAY-08	08-May-2008	510563-9	12,992.00	12,992.00	22-Jun-2008	Approved						Standard
ERS-81966-31966	Receipt Invoice automatically created on 08-MAY-08	08-May-2008	419043-318	2,644.80	2,644.80	22-Jun-2008	Approved						Standard
ERS-81962-31965	Receipt Invoice automatically	08-May-2008	533875-12	906.36	906.36	22-Jun-2008	Approved						Standard

Clicking on any invoice will display the associated Purchase Order that was invoiced. You can also view your payment method by clicking on the Payment Number link.

8.3 View Payments

Payment inquiry enables you to view the history of all the payments to your invoices completed by Crane Aerospace & Electronics. You can search using various search criteria, including:

- Payment number
- Payment date
- Purchase order number

Payment Summary

Export

Simple Search

Advanced Search

PO Number Payment
 Payment Date From Payment Amount From
 Payment Date To Payment Amount To

Payment	Invoice	PO Number	Payment Date	Amount	Stopped	Cleared	Voiced	Supplier Site	Supplier Address
1112848	ERS-80821-28654 , ERS-80822-28655 , ERS-80837-28916 , ERS-80929-28917 , ERS-80835-28918 , ERS-80883-28919 , ERS-80886-28920 , ERS-80927-28921 , ERS-80885-28847 , ERS-80887-28848 , ERS-80884-28849 , ERS-80840-28735 , ERS-35767-28736 , ERS-35743-28737 , ERS-80711-28738 , ERS-80823-28739 , ERS-80864-28740 , ERS-80862-28741 , ERS-35742-28742 , ERS-328350-28652 , ERS-80825-28653 , 76452 , ERS-80788-28582 , ERS-80786-28583 , ERS-80787-28585	153782-1274 , 153782-1370 , 153782-1371 , 153782-1372 , 153782-1373 , 153782-1376 , 153782-1377 , 417488-189 , 419043-210 , 419043-212 , 419043-215 , 419043-245 , 419043-266 , 419043-270 , 419043-271 , 419043-272 , 419043-274 , 529466-9 , 532384 , 543205 , 550272 , 550989 , 551006 , 551063	02-May-2008	55,601.48				SUPPLIER SITE	POKEY WA
1112654	ERS-35548-28259 , ERS-80666-28260 , ERS-80686-28350 , ERS-80687-28351 , ERS-80692-28352 , ERS-80685-28353 , ERS-80679-28354 , ERS-80444-28355 , ERS-80689-28424 , ERS-35585-28425 , ERS-35579-28426 , ERS-35612-28427 , ERS-35586-28428 , ERS-80718-28429 , ERS-80710-28430 , ERS-80715-28431 , ERS-35578-28432 , ERS-80717-28494 , ERS-80745-28495 , ERS-80712-28496 , ERS-80714-28497 , ERS-80783-28499 , ERS-80713-28500 , ERS-80779-28501 , ERS-35646-28502 , ERS-80784-28503	153782-1274 , 153782-1363 , 153782-1364 , 153782-1365 , 153782-1366 , 153782-1367 , 153782-1368 , 153782-1369 , 417488-187 , 417488-188 , 419043-202 , 419043-208 , 419043-232 , 419043-233 , 419043-255 , 419043-261 , 419043-262 , 419043-269 , 504161-25 , 529466-8 , 532613-10 , 536580-8 , 549061-5 , 538792 , 538793 , 545253	25-Apr-2008	67,648.27				SUPPLIER SITE	POKEY WA
1112473	ERS-80562-28087 , ERS-80538-28088 , ERS-80518-28089 , ERS-80563-28090 , ERS-80582-28091 , ERS-80581-28092 , ERS-80564-28093 , ERS-80641-28140 , ERS-80639-28141 , ERS-35361-28022 , ERS-80521-28023 , ERS-35379-28024 , ERS-80546-28025 , ERS-80359-28138 , ERS-80593-28139 , ERS-80506-27865 , ERS-80510-27866 , ERS-80507-27867 , ERS-80508-27868 , ERS-80505-27869 , ERS-35356-27957 , ERS-80519-27958 , ERS-80525-27959 , ERS-80517-27960 , ERS-80516-27961 , ERS-80542-27962 , ERS-80520-27963 , ERS-80523-27964 , ERS-80524-27965	153782-1274 , 153782-1339 , 153782-1353 , 153782-1355 , 153782-1357 , 153782-1359 , 153782-1360 , 153782-1361 , 153782-1362 , 153782-1364 , 411713-19 , 419043-243 , 419043-247 , 419043-251 , 419043-252 , 419043-253 , 419043-254 , 419043-257 , 419043-259 , 419043-260 , 419921-27 , 504161-24 , 549061-4 , 532480 , 532481 , 532484 , 538792 , 538793 , 551810	18-Apr-2008	57,207.93				SUPPLIER SITE	POKEY WA
1112273	ERS-80368-27518 , ERS-80373-27520 , ERS-35324-27819 , ERS-80442-27758 , ERS-80405-27686 , ERS-80415-27687 , ERS-80422-27688 , ERS-35264-27689 , ERS-80361-27568 , ERS-35186-27569 , ERS-35157-27570 , ERS-35193-27571 , ERS-35212-27572 , ERS-80387-27573 , ERS-80388-27574 , ERS-35239-27575 , ERS-35238-27576 , ERS-80389-27577 ,	153782-1274 , 153782-1332 , 153782-1339 , 153782-1341 , 153782-1345 , 153782-1347 , 153782-1348 , 153782-1349 , 153782-1350 , 153782-1351 , 153782-1354 , 153782-1356 , 419043-153 , 419043-240 , 419043-241 , 419043-242 , 419043-246 , 419043-249 ,	11-Apr-2008	44,994.65				SUPPLIER SITE	POKEY WA

Clicking on any invoice link will show all associated payments and invoice numbers.

9 PRODUCT



Export Compliance Notice

You may be able to access certain documents through this iSupplier Portal that contain EAR technology or ITAR technical data. All such data is controlled by US export regulations, either by the Export Administration Regulations (EAR), or by the International Traffic in Arms Regulations (ITAR). As a condition of using this iSupplier Portal, you agree to comply with these export regulations.

In particular, prior to accessing any documents identified as ITAR-controlled, you must ensure that:

1. For ITAR, you are registered as a manufacturer or exporter with the Department of State Directorate of Defense Trade Controls
2. For ITAR and licensable EAR ECCNs, you will allow only US Persons (as defined in the EAR/ITAR) to view the documents
3. You will not disclose the data to your suppliers without a similar export compliance notice and any required export licensing

If you desire to have any non-US Person view ITAR-controlled or Licensable EAR-controlled data, you must work with Crane in advance to obtain a license from the Department of State or Commerce allowing such viewing.

In addition, the EAR prohibits disclosure of our EAR-controlled technical data to non-US Persons from Iran, Cuba, Sudan (does not include the Republic of South Sudan), Syria, and North Korea.

If you have any doubt about whether documents or data available through this iSupplier Portal are controlled by EAR or ITAR, contact your Crane buyer.

9.1 Overview (Update)

Using the Product module, you can easily access and view information about cross- reference of manufacturer’s part numbers and consigned inventory.

9.2 Manufacturer’s Part Numbers

The Manufacturer’s Part Numbers page provides a cross reference from Crane Aerospace and Electronics part numbers to corresponding part numbers supplied by various manufacturers.

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Part Number

Manufacturer Part Number

Eldec Part Number	Doc Rev	Description	Manufacturer Part Number	Manufacturer	Cage Code	Part Equality	Hazard Class	Screening Level
UM130-01DNH	A	UCT. DIG. MEM. EEPROM, 64K, SELECTED UM129-01DN	25LC640ISN	MICROCHIP TECHNOLOGY	60991	OFF-THE-SHELF	STATIC SENSITIVE	H3

Perform a search to view equality data and hazard classification – the results can be exported to Excel.

Hazard Class acronyms:

- ESDS = Electrostatic Discharge Sensitive,
- MSL = Moisture Sensitivity Level,
- MSDS = Material Safety Data Sheet.

9.3 Consigned Inventory

The Consigned Inventory page enables you to view on-hand stock for consigned items. To view consigned items:

1. Click the Product tab, and then click Consigned Inventory in the task bar directly below the tabs.
2. On the Consigned Inventory page, search and select your item.
3. For a given item, suppliers can view the following information:
 - a) Supplier Item
 - b) Item
 - c) Item Description
 - d) Consigned On-Hand - Displays the on-hand stock levels for the item at the buying company.
 - e) Consigned Shipments - Displays the purchase order shipment details that enable the item to be shipped from you to the buying company location.
 - f) Consumption Orders - Displays the purchase orders/blanket releases that are created when consigned stock is consumed by the buying company. These are the orders against which you can submit invoices to the buying company.
 - g) Consigned Receipts - Displays the history of receipts for consigned stock.
 - h) Material Transactions - Displays the material transactions that occurred for the consigned item.
 - i) It includes transactions to procure the item, which is the consigned stock, and then the transactions to move the stock to regular inventory for consumption.

Consigned Items

Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Advanced Search

Supplier Item

Item

Item Description

Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
	4-725022-01	BRKT, MTG, CONN							
	4-725023-01	BRKT, MTG, CONN							
	41-053007-02	COVER,BOTTOM							

9.4 TeamOne Enterprise Data –

As a Supplier you will no longer have direct access to TeamOne Enterprise Data.

Welcome Cabin Suppliers

Crane A&E PLM System is migrating to Teamcenter Unified.

As a result, Cabin Technical Data – Documents and BOM Reports – will no longer be available directly through the iSupplier application.

For non-Cabin projects, Engineering Data will continue to be available.

Cabin Supplier should have received a Welcome to Supplier Portal Email with instructions about accessing data through the Supplier Portal. If you did not or you do not have access to your company Supplier Portal you will need to reregister iSupplier. <http://www.craneae.com/suppliers/iSupplier.aspx>

Contact your buyer if you have an account, but are having problems accessing the system.

10 SUPPLIER PORTAL (CABIN ONLY) (KIM SHAREFILE INCLUDE MANUALLY ADDED ITEMS)

Export Compliance Notice

You may be able to access certain documents through this iSupplier Portal that contain EAR technology or ITAR technical data. All such data is controlled by US export regulations, either by the Export Administration Regulations (EAR), or by the International Traffic in Arms Regulations (ITAR). As a condition of using this iSupplier Portal, you agree to comply with these export regulations.

In particular, prior to accessing any documents identified as ITAR-controlled, you must ensure that:

1. For ITAR, you are registered as a manufacturer or exporter with the Department of State Directorate of Defense Trade Controls
2. For ITAR and licensable EAR ECCNs, you will allow only US Persons (as defined in the EAR/ITAR) to view the documents
3. You will not disclose the data to your suppliers without a similar export compliance notice and any required export licensing

If you desire to have any non-US Person view ITAR-controlled or Licensable EAR-controlled data, you must work with Crane in advance to obtain a license from the Department of State or Commerce allowing such viewing.

In addition, the EAR prohibits disclosure of our EAR-controlled technical data to non-US Persons from Iran, Cuba, Sudan (does not include the Republic of South Sudan), Syria, and North Korea.

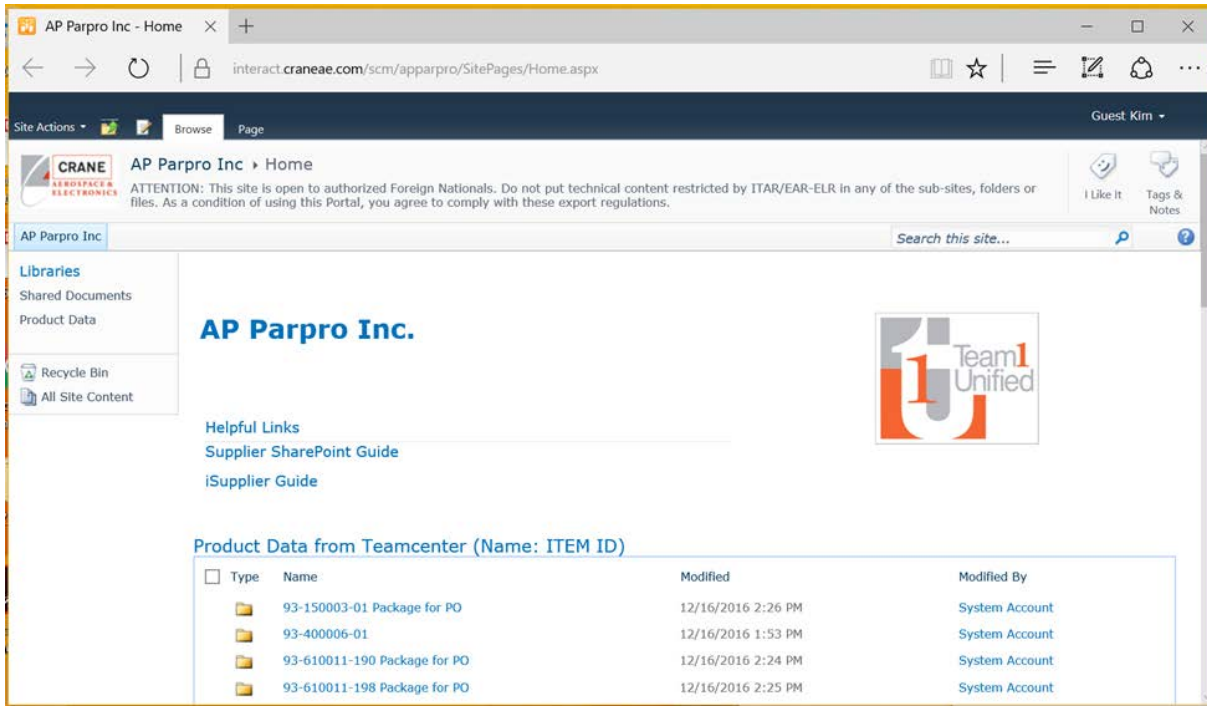
If you have any doubt about whether documents or data available through this iSupplier Portal are controlled by EAR or ITAR, contact your Crane buyer.

10.1 Overview

To meet DFARs requirements, technical information sent to suppliers will need to be recorded, traced and tracked. Allowing Suppliers to access TeamOne Technical Data directly will NO LONGER be allowed. Suppliers will NOT be able to consume technical data from Crane Aerospace & Electronics unless they are packaged and posted on the Supplier Portal (SharePoint). This requirement is implemented in TeamOne Unified allowing for Crane business users to create, track and send data packages to Suppliers as needed.

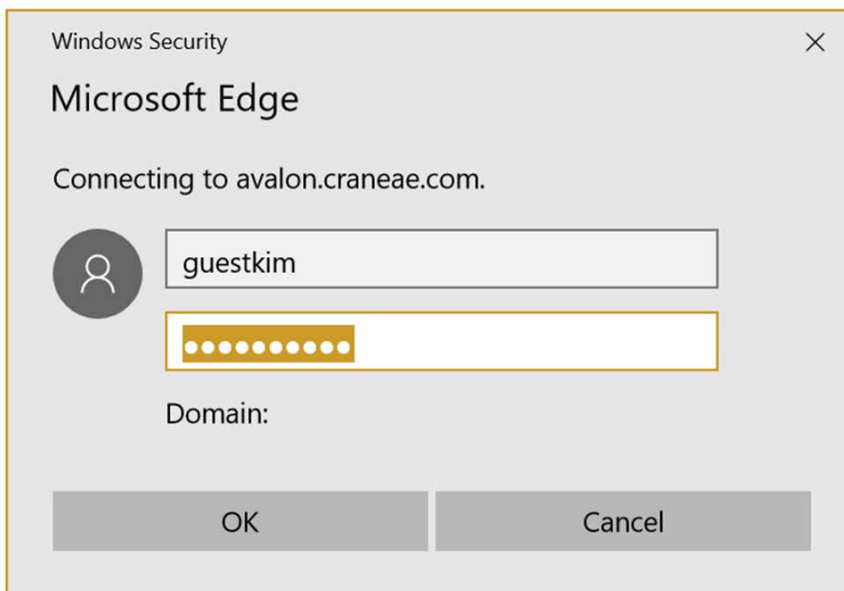
Migrating from TeamOne Enterprise to TeamOne Unified allowed an opportunity for CRANE to put procedures and methods into place assuring data released has the correct water markings, stamps, and Suppliers are approved and eligible to view the data. As part of this control a PDM Data portal referred as Supplier Portal has been created on our SiteLink SharePoint Supply Chain Site. When a purchase order has been awarded a basic PDM Data Package (PDF Zipped File) will be released and sent to PDM Data portal where the Supplier can download. When updates and revisions are released they will be placed in the PDM Data portal. If your company requires additional information please contact you're Buyer/Supplier Liaison and the information will be packaged and placed in the Supplier Portal. Access to the Supplier Portal is granted on a "per user" account level, and requires creation of a Supplier Portal and user account with an independently maintained username and password.

The Buyer will be responsible for requesting Supplier Portal Site for Suppliers. The request will be submitted to Export Compliance and then Site Admin who will create the User Account, create Supplier Group Account, create Supplier Portal (SharePoint Site), and send a Welcome Message to the Supplier.



10.1.1 Logging In

User Login and Password will be sent to users who have been given access.



10.1.2 NO Restricted ITAR/EAR Technical Content

At the top of each page of the Supplier Portal a reminder:

ATTENTION: This site is open to authorized Foreign Nationals. Do not put technical content restricted by ITAR/EAR in any of the sub-sites, folders or files. As a condition of using this Portal, you agree to comply with these export regulations.

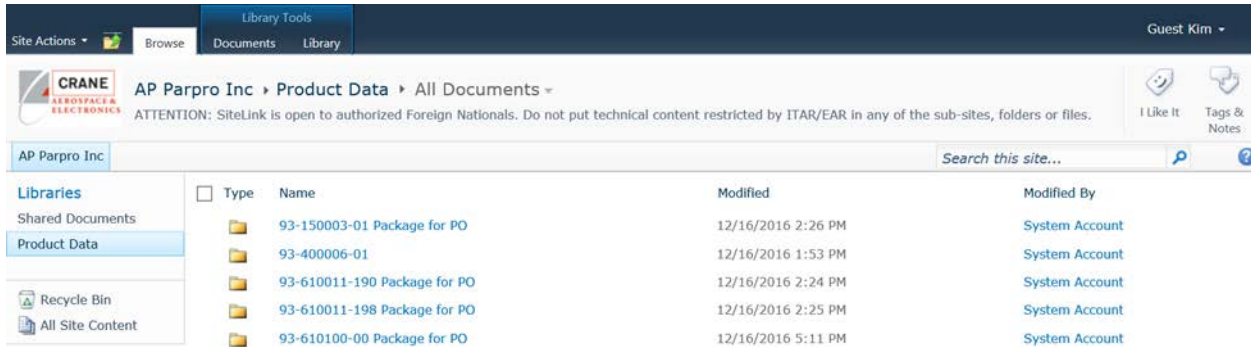


10.1.3 Downloading

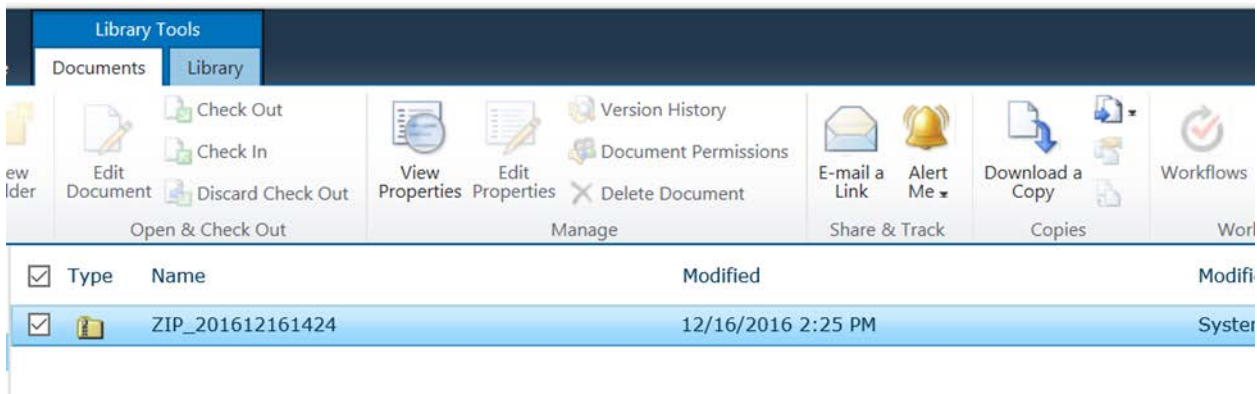
As a User you have the capability to download files.

Select 'Product Data' under Libraries in left column.

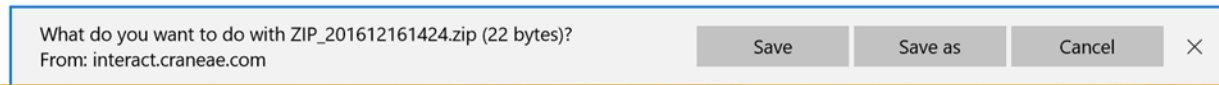
Once in the 'Product Data Library' select the folder to open.



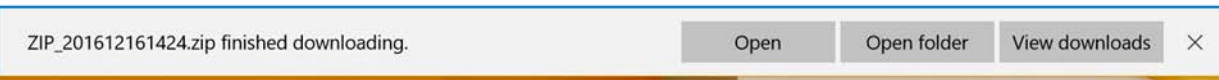
The contents of the folder can now be seen.



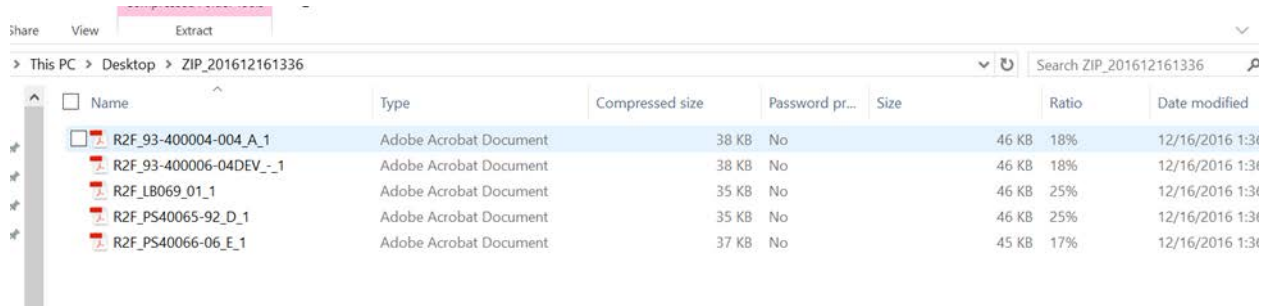
Select the ITEM to Download a Copy, or double click to start the download process.



If you want to Open what you downloaded.



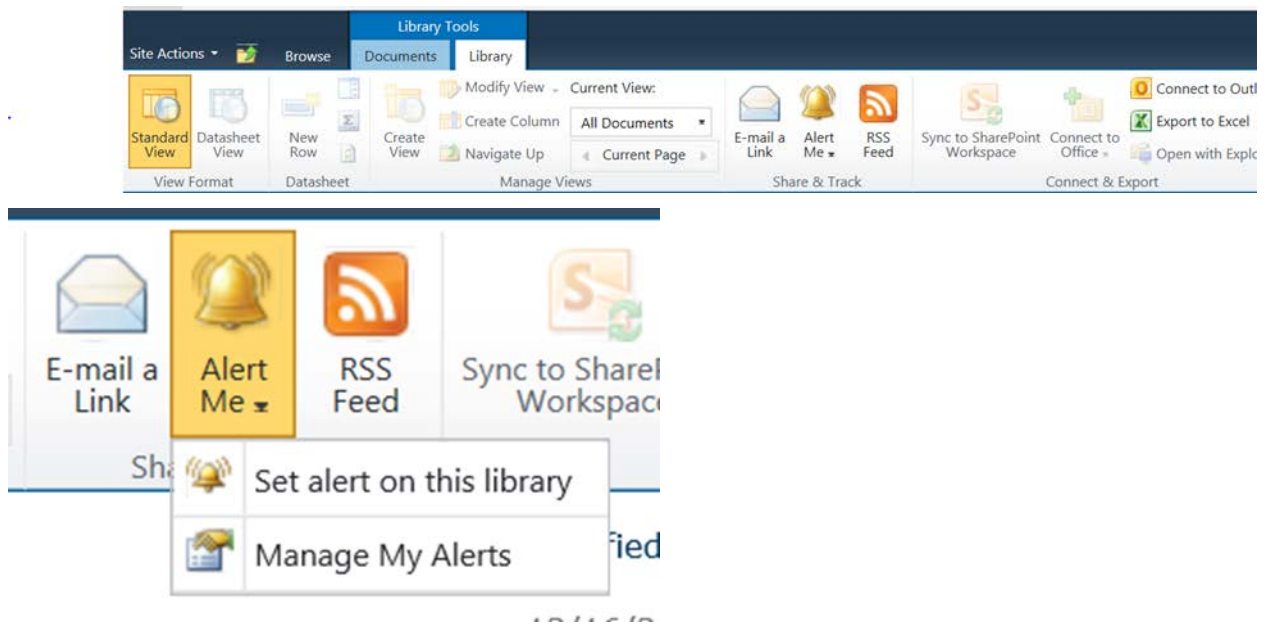
Here you can see the contents of the ZIP File. Example below includes R2F and P2F files that have been stamped.



10.2 Email Notification

10.2.1 Alert Me

Initial setup of the Supplier Portal will send Alerts on all activity in the Product Data Library.



10.2.2 Setup ‘Alert Me’ on a Library

Product Data - New Alert

OK Cancel

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Product Data

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

E-mail kimjbutler@hotmail.com

Text Message (SMS)

Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

All changes

New items are added

Existing items are modified

Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

Anything changes

Someone else changes a document

Someone else changes a document created by me

Someone else changes a document last modified by me

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

Send a daily summary

Send a weekly summary

Time:
Wednesday 8:00 AM

OK Cancel

You will receive an Email on any changes you make to an Alert.

Alert 'Product Data' has successfully been added on ['AP Parpro Inc'](#).

You will receive alerts according to the delivery method, timing and criteria that were selected when the alert was created.

You can change this alert or any of your other alerts on the [My Alerts on this Site](#) page.

10.2.3 EMAIL Examples

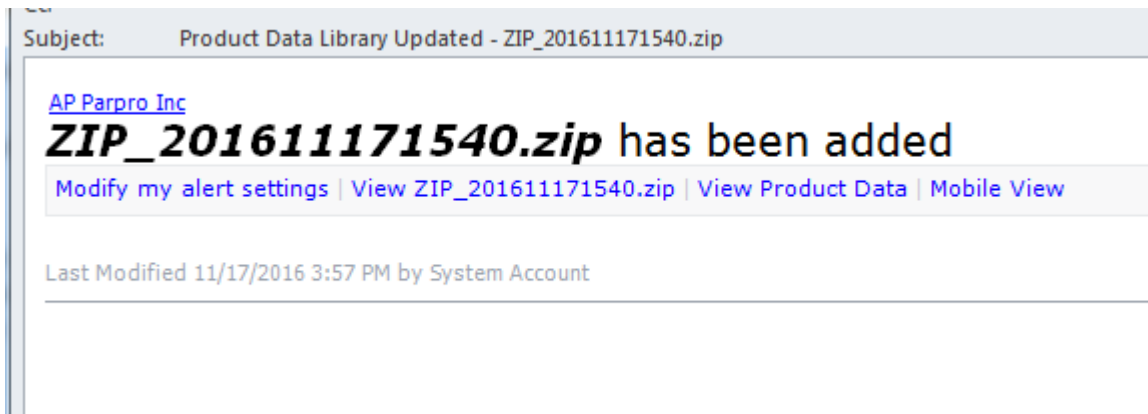
When you have Alerts sent on any changes you will receive notice when a Folder is created and when a new File has been added or updated.

Below is the notice on a Folder created.



The screenshot shows an email alert with a subject line 'Product Data Library Updated - PKG001102'. The main body of the email contains the text 'AP Parpro Inc' followed by 'PKG001102 has been added' in a large, bold font. Below this, there are four links: 'Modify my alert settings', 'View PKG001102', 'View Product Data', and 'Mobile View'. At the bottom, it says 'Last Modified 11/17/2016 3:57 PM by System Account'.

Below is notice for a File added.



The screenshot shows an email alert with a subject line 'Product Data Library Updated - ZIP_201611171540.zip'. The main body of the email contains the text 'AP Parpro Inc' followed by 'ZIP_201611171540.zip has been added' in a large, bold font. Below this, there are four links: 'Modify my alert settings', 'View ZIP_201611171540.zip', 'View Product Data', and 'Mobile View'. At the bottom, it says 'Last Modified 11/17/2016 3:57 PM by System Account'.

11 SUPPLIER ADMINISTRATION

Profile Management

Home MRP Orders Shipments Account Product Admin

11.1 Overview

Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, and banking details about the goods and services you are able to provide to the buyer. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to the buying company and update your profiles details as necessary, making important information accurate.

This includes the following:

- Supplier Profile Management Flow
- Supplier Details
- Address Book
- Contact Directory
- User Accounts

Note: An individual must be setup as your supplier administrator. Contact to your buyer to be given access.

11.2 Supplier Profile Management Flow

To have the information you enter in Supplier Profile Management processed in the system, log into the Crane Aerospace & Electronics iSupplier Portal and access your profile. You can then enter information for your address book, contact directory, business classifications, products and services, or user accounts. The buyer administrator will review any changes to your profile and use this information to update their purchasing system.

11.3 Supplier Details

The Supplier Details page is the introductory page to Supplier Profile Management. From this page, you can add to or change your profile information. You can also add an attachment to your profile. Adding attachments allows you to upload documents pertinent to your relationship with the buying company or upload documents that may have been specifically requested by the buying company (for example, tax documents).

Profile Management

Supplier Details

Supplier Name: Crane Supplier
 Supplier Number: 1574
 Taxpayer ID:
 Tax Registration Number:
 DUNS Number:

Attachments

Search
 Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
 Name:
[Show More Search Options](#)

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

11.4 Address Book

Using Supplier Profile Management, you can enter profile details such as address book information online. You can create and modify the multiple addresses used in transactions with the buying company (for example, purchasing locations, payment sites, and addresses). You can provide a comment for each address entry to describe how it is used. For example, you can enter an address record and indicate that this is an address for a location from which goods or services may be purchased. You can inactivate addresses that are obsolete, as well as view and update bank account details associated with each address.

After you enter address information, buyer administrators are notified of the requested changes. Buyer administrators must review the updates and decide how to use the details to update the purchasing system. Therefore, any changes you make may not be promoted to the system for a few days.

To manage address book details:

1. On the Supplier Details page, click Address Book. You can select from a current list of addresses.
2. On the Manage Address Book Details page, click Add.

Address Book

Details of changes you make to your Address Book will be routed to a buyer for review. [Learn more...](#)

Address Name	Address Details	Remove	Manage Bank Account Assignments	Edit
EL BOX 450	PO BOX 450 300 DEXTER AVE SEATTLE, ND, 58640 United States			
EL PO SEATTLE	233 DEXTER AVE PO BOX 450 SEATTLE, ND, 58640 United States			
HA PAY SEATTLE	233 DEXTER AVE PO BOX 450 SEATTLE, ND, 58640 United States			
HA PO SEATTLE	233 DEXTER AVE PO BOX 450 SEATTLE, ND, 58640 United States			

3. On the Add Address page, complete the required fields.
4. Click Apply.

To edit or remove addresses:

1. On the Manage Address Book Details page, click either the edit or remove icon.
2. Click Apply.

11.5 Contact Directory

You can enter contact directory information online. You can create and modify information about the multiple contacts in your organization that interact with the buying company. After entering the contact details, you can link the contacts to the appropriate address (described below). As people move within your organization, you can also revise the address details for a contact. You can create multiple contacts and link each one to as many addresses as needed. Each contact must be unique based on first name, last name, and phone number. Contacts that are obsolete can be removed.

After you enter the information, buyer administrators are notified so they can review the details and use them to update their purchasing system. Therefore, your changes may not be promoted to the purchasing system for a few days.

To add a contact:

1. On the Supplier Details page, click Contact Directory. The system displays your current list of contacts.
2. On the Contact Directory page, click Add.
3. On the Add Contact page, complete the required fields.
4. Click Apply.

To link a contact to an address:

1. On the Contact Directory page, click the manage address details icon for the contact you would like to link.
2. On the Manage Address Details page, select Addresses available to be linked to the contact.

Supplier Details
 Address Book
 Contact Directory
 Business Classifications
 Products and Services
 Bank Accounts
 User Accounts

Manage Address Details: Supplier Test
 Link the contact to the appropriate addresses for your company.

Search

Address Type: Addresses linked to the contact
 Address:
 City/Town/Locality:
 County:
 State/Region:
 Province:
 Postal Code:
 Country:
 Go

Select Addresses: [Remove Link to Contact](#)

Select All | Select None

Select Address Name	Address Details
<input type="checkbox"/> EL PO KILLDEER	233 RODEO DR PO BOX 450 KILLDEER, ND, 58640 United States

[Return to Contact Directory](#)

3. Enter any address information to narrow your search, and click Go.
4. Select the address or addresses to be linked to the contact and click Add Link to Contact.

To edit contact details:

1. On the Contact Directory page, click the edit icon.
2. Make appropriate edits, and then click Apply.

To remove contact details:

1. On the Contact Directory page, click the remove icon.
2. You will receive confirmation that your contact has been removed.

11.6 Bank Accounts

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company. Buying companies can then access and approve these details for propagation into their payables systems.

You can create and maintain bank account details that you want the buying company to use when they make payments to you. The system captures all relevant information. Since bank accounts are defined for a particular bank, branch and account number, you have the ability to enter all this information when creating your account entries. When you enter your account information, the system validates for duplicate entries.

11.7 Creating Banking Details

To create a new bank account entry:

1. From the Supplier Details page, click Bank Accounts. The Bank Accounts page displays information on any bank accounts already defined for your company.
 - o The Bank Accounts page displays a shortened form of account information. To see all address assignments for a particular bank account, click the Show link at the beginning of the line for the account. This opens the full display. Your bank account entry will not be completed unless you provide address assignments for each bank account.
 - o You can edit bank account information by clicking the pencil icon. This takes you to the Edit Bank Account page.
 - o You can remove the bank account by clicking the garbage icon at the end of the line.
2. To create a new bank account, click Add New. On the Add Bank Account page, enter required information and any additional information. After you add an account, if the buying organization already has details for the bank, branch, or account you have entered, you will be asked to confirm your account details. If any details are missing, you will be asked for additional information

Add Bank Account

* Indicates required field

Cancel Apply

Country

* Bank Number

* Bank Account Number


* Branch Number

Currency

Account Details

* Bank Account Name

Description

Inactive Date 
(example: 30-May-2008)

Account Type

Check Digits

Bank Account Holder

Address Assignments

All Addresses

You can designate that the bank account is available for use at all company addresses.

The account is used by all addresses

The account is the primary account for all addresses

Specific Addresses

You can also link the account to specific locations for your company.

Address Name	Address Details	Used by Address	Primary Account
EL BOX 450	PO BOX 450,300 DEXTER DR,SEATTLE,ND,98109,United States	<input type="checkbox"/>	<input type="checkbox"/>
EL PO SEATTLE	233 DEXTER DR,PO BOX 450,SEATTLE,ND,98109,United States	<input type="checkbox"/>	<input type="checkbox"/>
HA PAY SEATTLE	233 DEXTER DR,PO BOX 450,SEATTLE,ND,98109,United States	<input type="checkbox"/>	<input type="checkbox"/>
HA PO SEATTLE	233 DEXTER DR,PO BOX 450,SEATTLE,ND,98109,United States	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Notes to Administrator

Cancel Apply

3. Assign which company addresses can use the account. You can associate the address with all company addresses. You can pick a particular company address to associate with the account. Or you can model the new account off an existing account by clicking Copy from Another Account. When you have finished associating your addresses with your accounts, click Apply.

4. If the bank or branch details you provide are new to the system, you will be asked to provide some additional details. Otherwise, you will see the Confirmation page for the account you are setting up. Once you have confirmed the bank account status, your account will be listed with a new status.
5. Once the buying company has your bank information, they will verify the details you have provided. After your bank account details are validated, your account status is changed to Approved. If there is any problem with the account details, the status will change to Verification Failed, and you will need to check and re-submit your bank account details.

11.8 User Accounts

You can view information regarding users that can access the Crane Aerospace & Electronics iSupplier Portal application on behalf of your company on the User Accounts page. Viewing user accounts is helpful for you to track which suppliers are no longer with the company. If a person is tied to a contact when removing the contact will also signal Crane Aerospace & Electronics to remove their iSupplier Portal account.

12 GENERAL INFORMATION

12.1 Password Reset

Users can change their iSupplier password via the Preferences tab available on the top right of any iSupplier screen.

ORACLE iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Toward the center of the displayed screen, the “Change Password” section will require the current password in addition to entering the new password twice

The screenshot shows the 'General Preferences' page in the iSupplier Portal. The 'Change Password' section is visible, containing the following fields:

- Known As: Hamish, Graeme
- Old Password: [Empty text box]
- New Password: [Empty text box]
- Repeat Password: [Empty text box]

Other sections visible include Languages (Current Session Language: American English, Default Application Language: American English), Accessibility (Accessibility Features: None), Regional (Territory: United States, Date Format: 31-DEC-1999, Timezone: (GMT -08:00) Pacific Time, Number Format: 10,000.00, Currency: [Empty dropdown], Client Character Encoding: Western European (Windows)), Start Page (Responsibility Page: [Empty dropdown]), and Notifications.

12.2 Lost Password

In case of a lost password, please navigate to the iSupplier Portal login page and click the ‘Forgot Password’ link.

Username
 Password

Login

[TIP Forgot your password?](#)

Enter your user name which corresponds to your email address registered with the system and click ‘Submit’. A new temporary password will be sent to your email account.



Reset Password

Enter your user name and a new password will be emailed to you.

* Indicates required field

* User Name

13 WATER MARKING (MOVE TO SUPPLIER PORTAL KIM)

This Watermark Classification Supersedes Any and All Other Export Classifications or Classification Markings.

13.1 Export Control Stamp

At the present there are 5 classifications of stamps that will be placed on the left side of all documents in red on every page. With date printed.

Classifications are:

1. "Undetermined Export Restrictions"
2. "This document contains Technical Data controlled by the ITAR. Diversion or use contrary to U.S. law is prohibited. USML:"
3. "This document contains Technical Data controlled by the ITAR. Diversion or use contrary to U.S. law is prohibited."
4. "This document contains Technology controlled by the EAR. Diversion or use contrary to U.S. law is prohibited. ECCN:"
5. "This document contains Technology controlled by the EAR. Diversion or use contrary to U.S. law is prohibited."

Example:

2016/01/08 This document contains Technology controlled by the EAR. Diversion or use contrary to U.S. law is prohibited. ECCN: 9E9

13.2 PDM DATA Package

There are 2 type of PDM DATA Package that can be requested:

Individual PDF Files that have been Data Stamped for Supplier use.

A Zipped Package that has been created to produce a HTML GUI interface to allow the Supplier to search a hierarchy starting at the Item and all files below.



September 15, 2017

Certification Letter

Date:

Subject: CRANE Aerospace & Electronics (Crane A&E) Technical Data Subscriber Request

Addressed to Crane A&E Liaison,

I certify that as an authorized representative of < Supplier Company Name>, I understand our responsibility concerning the access of technical data in Crane A&E ShareFile Supplier Portal.

Crane A&E ShareFile Supplier Portal user requirements;

1. Access by US Persons Only. Non-US persons who need access should also be listed with email but note as Non-US person. Non-US person will be given accounts but how data is handled on those folders will be different.
2. Individual Logins, no sharing of accounts.
3. Supplier is responsible for notifying Crane A&E any changes to list of users below.

The entire list of users identified below are US Persons and understand that they may not share their login information with others.

Listed of Users Identified:

Name (First & Last Name)	Email	Non-US Person

By my signature below, I certify that all representations made in connection with the letter are true and correct.

I also certify that I am an officer of <Supplier Company Name> authorized to make this certification on behalf of <Supplier Company Name>.

Signed By: _____

Printed Name: _____



September 15, 2017

Title: _____