User Guide

For iSupplier

Portal

10/26/2017

CRANE
AEROSPACE &
ELECTRONICS

Revision O

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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
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Definitions, Acronyms, and Abbreviations

Acronym/Term	Definition

References

Document Name	Version	Location	Description of Reference
None			

Points of Contact

Subject Matter Experts/Stakeholder	Company	Role/Organization
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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 Buyers and Supplier in Regards 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.

The Crane Aerospace & Electronics iSupplier Portal is a collaborative application enabling secure transactions between buyers and suppliers using the Internet. As a Buyer or Supplier using Crane Aerospace & Electronics iSupplier Portal, you can view and see purchase orders, view, or submit change requests, view advance shipment notices, view receipts, 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 <u>GETTING STARTED</u>

2.1 Accessing the Portal (Reference for what the supplier needs to see)

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

For Burbank, Elyria and Lynnwood

https://www.craneae.com/isupplier-registration-CAE

For Chandler, Fort Walton Beach, Kaohsiung and Redmond

https://www.craneae.com/isupplier-registration-R12

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: https://www.craneae.com/isupplier and click the 'iSupplier Portal Login' button.

iSupplier Portal Login

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	GRAEME_HARNISH@YAHOO.COM
Password	********
	(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 <u>GENERAL NAVIGATION AND SEARCHING</u>

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

Supplier Home   Orders   Shipments   Finance
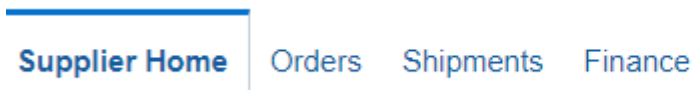
Clicking on the side navigation panel takes you to the most used
applications. Side navigation panel:

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

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:

Search   PO Number   ⌄ 123456   (Go)

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 CAXXX, not caXXX.

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.

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number	
Global	
Effective-From Date	
Effective-To Date	

Go   Clear

•••

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-Fr
No search conducted.										

View Receipts

Simple Search

Receipt Number		Organization	
PO Number		Item Number	
	(example : 1234)	Supplier Item	
Release Number		Item Description	
	(example : 1234-2)	Receipt Location	
Shipment Number			
Shipped Date	(21-Mar-2023)		

[Go] [Clear]

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

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 'triangle' after the column heading. It is more visible on the display screen (than in this printed example), but notice the faint triangle 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   Mul

Views

View [All Purchase Orders ▾] [Go]

Select Order: [Acknowledge] [Request Cancellation] [Request Changes] | | •••

Select	PO Number △	Rev	Operating Unit	Document Type	Description	Order Date △	Buyer	Currency	Amount	Status	Change Request Status	Acknowledg
○	540342	0	CEI Microwave	Standard PO		10-Mar-2023 09:32:49	Reed, Rustie	USD	7805.00	Open		
○	540336	0	CEI Microwave	Standard PO		22-Feb-2023 13:36:15	Sauceda, Rene	USD	100.00	Open		
○	540335	1	CEI Microwave	Standard PO		21-Feb-2023 15:18:21	Sauceda, Rene	USD	20000.00	Open		
○	540331	2	CEI Microwave	Standard PO		21-Feb-2023 14:34:28	Sauceda, Rene	USD	800.00	Open		
○	540329	1	CEI Microwave	Standard PO		21-Feb-2023 14:18:41	Sauceda, Rene	USD	1200.00	Open		
○	540330	0	CEI Microwave	Standard PO		21-Feb-2023 14:04:04	Sauceda, Rene	USD	1100.00	Open		
○	540332	0	CEI Microwave	Standard PO		21-Feb-2023 14:04:00	Sauceda, Rene	USD	4600.00	Accepted		

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.

3.9 Date Information and Reference

PO Release Date-Date the standard PO or blanket line was created.
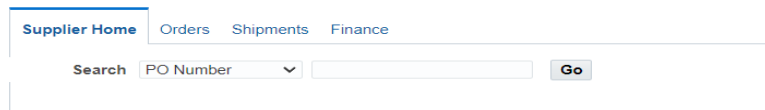
Need Date- Date when the parts are needed to be available for consumption.

Commit Date- Date the Supplier committed to Crane at time of purchase order acknowledgement that this is the date they would have the order on our dock. This date is what suppliers are measured for On-time Delivery

Promise Date-Current date that the parts are expected on dock. This date is used for communication with the internal operations and planning.

Received Date-Date the parts were electronically brought into the ERP system on our "Dock".

4 HOME PAGE

Supplier Home	Orders	Shipments	Finance

Search PO Number ⌄ [   ] Go

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.

Orders
- Agreements
- Purchase Orders
- Purchase History

Shipments
- Overdue Receipts
- Advance Shipment Notices

Receipts
- Receipts
- Returns

Invoices
- Invoices

Payments
- Payments

4.2   Notifications

If a change to a purchase order, order modifier or an advance shipment has been requested by an Approved Supplier or Buyer it will be displayed in the notifications window. Clicking the 'Full List' button will display all notifications. Need new Screenshot

All Notifications

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

PO Number	Description	Order Date
540342		10-Mar-2023 09:32:49
540336		22-Feb-2023 13:36:15
540335		21-Feb-2023 15:18:21
540331		21-Feb-2023 14:34:28
540329		21-Feb-2023 14:18:41

5 <u>ORDERS</u>

Supplier Home   **Orders**   Shipments   Finance

Purchase Orders | Agreements | Purchase History

5.1   Overview

The Orders module provides real time information for all purchase orders created with Crane Aerospace & Electronics. Using purchase order information, you can view acknowledged 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.

5.2   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. Purchase Orders may also require an acknowledgement from the supplying company.

5.2.1 Order Creation Email

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

5.2.2 Printable View

Supplier Home | **Orders** | Shipments | Finance

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 540331, 2 (Total USD 800.00)

Currency= USD

Actions [Printable View ▽] Go | Export

Order Information

A Printable view of the Order is available when you click on the PO and in your Actions select Printable View and Go. The information contained on this PDF does contain, but is not limited to, Standard Order information, Quantity, Price, Part Classification, Part Revision, DFARS Information and special Instructions

*The "Classification" 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.

CRANE
AEROSPACE & ELECTRONICS

Crane Electronics, Inc.

Supplier:

~~[REDACTED]~~

United States

Ship To:

Crane Electronics Inc
340 North Roosevelt Avenue
Chandler, AZ 85226
United States

We will not honor invoices for any items requiring such test reports or certifications unless such reports are received by us.

Please furnish certification or test report as evidence that this material conforms to the requirements of this purchase order.

Deliveries more than 5 days early may not be accepted and may be returned at supplier's expense.

Classification information is required on either the C of C and/or the packing list for each line item/lot number ordered and confirm classification separately with buyer if different than what is identified on the line item(s) below:

1. **Export Classification Number** (USML or ECCN designation):
2. **USHTS Number:**
3. **Country of Origin** (if multiple, please provide all that apply):

The supplier shall advise the buyer of any current obsolete parts or parts that may become obsolete within the next 2 years.

Bill To:

Crane Electronics, Inc.
16700 13th Avenue West M/S M1-2
Lynnwood, WA 98037
United States

Supplier Number	Payment Terms	Ship Via	Currency
~~[REDACTED]~~	NET 30	UPS Ground	USD
Incoterms	**Tax Number**	**Freight Terms**	
Ex-Works	~~[REDACTED]~~	Collect #877-069	

Send all invoices to Chandler.AP@cranese.com

If Crane Aerospace & Defense sends hardware for the fulfillment of this PO, please notify your Crane Buyer within 24 hours of receiving customer supplied hardware of any discrepancies in part number or quantities.

Line	Item/Description	Rev	Classification	Promised Date	Need By Date	Order Qty	UOM	Unit Price	Extended Price
1	~~[REDACTED]~~ FINAL....REV: H 8/18/16	H	EAR 3A611.x	21-NOV-2022	21-NOV-2022	15	Each	132.0000	1,980.0000

Applicable Quality Codes: 17, 29, 33, 38, 40, 43, 44, 45, 46, 52, 53,and 41. ***Raw Material Certs and Special Process Certs MUST BE PROVIDED along with the Certificate of Conformance*** Plating or surface finishes MUST be performed by an approved NADCAP facility. (National Aerospace and Defense Contractors Accreditation Program). ***PARTS WILL BE REJECTED AT CRANE INCOMING INSPECTION AND RETURNED TO SUPPLIER IF THE PLATER IS NOT NADCAP CERTIFIED

Line	Item/Description	Rev	Classification	Promised Date	Need By Date	Order Qty	UOM	Unit Price	Extended Price
2	~~[REDACTED]~~ PASSIVATED	F	EAR	18-OCT-2022	18-OCT-2022	100	Each	11.7500	1,175.0000

Applicable Quality Codes: 17,29
Raw Material Certs and Special Process Certs MUST BE PROVIDED along with the Certificate of Conformance

***Plating or surface finishes MUST be performed by an approved NADCAP certified facility.
PARTS WILL BE REJECTED AT CRANE INCOMING INSPECTION AND RETURNED TO SUPPLIER IF THE PLATER IS NOT NADCAP CERTIFIED

Line	Item/Description	Rev	Classification	Promised Date	Need By Date	Order Qty	UOM	Unit Price	Extended Price
3	~~[REDACTED]~~ FP3,LPF P1-3	=	ITAR	09-NOV-2022	09-NOV-2022	100	Each	18.0000	1,800.0000

5.2.3   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		

5.3   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 'Tabs' drop down you can view all orders that require acknowledgment, and all orders pending Supplier/Buyer change. An advanced search is available to define your search even further. You also have the option to export the displayed data.

Supplier Home >
Purchase Orders   Multiple PO Change   Expo

Views

View All Purchase Orders   ⌄   Go   Advanced Search

Select Order: Acknowledge   Request Cancellation   Request Changes | | •••   Rows 1 to 75

Select	PO Number △	Rev	Operating Unit	Document Type	Description	Order Date △	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
○	540342	0	CEI Microwave	Standard PO		10-Mar-2023 09:32:49	Reed, Rustie	USD	7805.00	Open			
○	540336	0	CEI Microwave	Standard PO		22-Feb-2023 13:36:15	Sauceda, Rene	USD	100.00	Open			
○	540335	1	CEI Microwave	Standard PO		21-Feb-2023 15:18:21	Sauceda, Rene	USD	20000.00	Open			
○	540331	2	CEI Microwave	Standard PO		21-Feb-2023 14:34:28	Sauceda, Rene	USD	800.00	Open			
○	540329	1	CEI Microwave	Standard PO		21-Feb-2023 14:18:41	Sauceda, Rene	USD	1200.00	Open			
○	540330	0	CEI Microwave	Standard PO		21-Feb-2023 14:04:04	Sauceda, Rene	USD	1100.00	Open			
○	540332	0	CEI Microwave	Standard PO		21-Feb-2023 14:04:00	Sauceda, Rene	USD	4600.00	Accepted			
○	540333	0	CEI Microwave	Standard PO		21-Feb-2023 14:03:56	Sauceda, Rene	USD	100.00	Open			
○	540297	0	CEI Microwave	Standard PO		14-Sep-2022 10:51:23	Reed, Rustie	USD	23268.00	Open			
○	539887	2	CEI Microwave	Standard PO		09-Sep-2022 15:30:52	Reed, Rustie	USD	3450.00	Open			
○	539814	2	CEI Microwave	Standard PO		09-Sep-2022 15:29:44	Reed, Rustie	USD	2685.00	Open			
○	539633	2	CEI Microwave	Standard PO		09-Sep-2022 15:25:29	Reed, Rustie	USD	16840.00	Open			
○	540269	0	CEI Microwave	Standard PO		08-Sep-2022 07:43:52	Reed, Rustie	USD	18995.00	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

5.4 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: Blank out Part numbers and Address

Order Information

General

Total	7805.00
Supplier	McKenzie Machining
Supplier Site	SANTA CLARA
Supplier Contact	McKenzie, Scott
Address	481 Perry Court
	Santa Clara, CA 95054
Buyer	Reed, Rustie
Order Date	10-Mar-2023 09:32:49
Description	
Status	Open
Note to Supplier	
Operating Unit	CEI Microwave
Supplier Order Number	
Attachments	None

Terms and Conditions

Payment Terms	NET 30
Carrier	UPS Ground
FOB	Ex-Works
Freight Terms	Collect #877-069
Shipping Control	

Ship-To Address

Address   Crane Electronics Inc
340 North Roosevelt Avenue
Chandler, AZ 85226

Bill-To Address

Address   Crane Electronics, Inc.
16700 13th Avenue West M/S M1-2
Lynnwood, WA 98037

Summary

Total	7805.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
▶	1	Goods	4900-1145		Masking items description for compliance reason	Each	15	132	1980.00	Open		
▶	2	Goods	205215-05		Masking items description for compliance reason	Each	100	11.75	1175.00	Open		
▶	3	Goods	54239-0002		Masking items description for compliance reason	Each	100	18	1800.00	Open		
▶	4	Goods	54297-0002		Masking items description for compliance reason	Each	10	145	1450.00	Open		
▶	5	Goods	54337-0002		Masking items description for compliance reason	Each	50	28	1400.00	Open		

Sample Purchase Order Lines:

Order Information

General

Total	800.00
Supplier	McKenzie Machining
Supplier Site	SANTA CLARA
Supplier Contact	McKenzie, Scott
Address	481 Perry Court
	Santa Clara, CA
	95054
Buyer	Sauceda, Rene
Order Date	21-Feb-2023 14:34:28
Description	
Status	Open
Note to Supplier	
Operating Unit	CEI Microwave
Supplier Order Number	
Attachments	None

Terms and Conditions

Payment Terms	NET 30
Carrier	UPS Ground
FOB	Ex-Works
Freight Terms	Collect #877-069
Shipping Control	

Ship-To Address

Address	Crane Electronics, Inc.
	16700 13th Avenue West M/S M1-2
	Lynnwood, WA 98037

Bill-To Address

Address	Crane Electronics, Inc.
	16700 13th Avenue West M/S M1-2
	Lynnwood, WA 98037

Summary

Total	800.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
▶	1	Goods	9525A-313-03		Masking items description for compliance reason	Each	8	100	800.00	Open		
▶	2	Goods	9525A-313-03		Masking items description for compliance reason	Each	0	100	0.00	Closed		

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.

5.5   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.

5.5.1 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.

5.5.2 Shipment Level acknowledgment:

- To 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.

5.6 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.

5.6.1 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.

3. Click Request Changes.

4. 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
Hide 1	INVENTORY	81-009008-01		ASSY WIRE HARNESS	EACH			3,604.05						

Shipments

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	5	720.81	0	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

[Cancel] [Cancel Entire Order] [Printable View] [View Change History] [Export] [Submit]

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.

5.6.2 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						

Shipments

	Ship-To Shipment 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

(Cancel) (Cancel Entire Order) (View Change History) (Export) (Submit)

5.6.3   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.

5.7   Viewing Orders with Supplier Changes Pending

You can review all orders that 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.

4. The Buyer can Accept or Reject the change request(Note "Accept" will update your PO)

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	Va 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 A
1	1	0	10.00	16-Sep-2008				ELDEC-M2	No	Open		
2	1	0	10.00	25-Sep-2008 07-Oct-2008✿				ELDEC-M2	No	Supplier Change Pending	Raw Material will be later than expected	

(View Change History) (Export)

> 5. 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	Price Differentials	Control Reg	Va 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 A
1	1	0	10.00	16-Sep-2008				ELDEC-M2	No	Open		
2	1	0	10.00	25-Sep-2008 07-Oct-2008✿				ELDEC-M2	No	Supplier Change Pending	Raw Material will be later than expected	

(View Change History) (Export)

5.8 Agreements

On the Agreements page, you can review the details of all blanket agreements, and the corresponding releases that have been created for a particular order. To view Agreement orders, click the Orders tab, and then Agreement 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.

The Actions in the <u>Printable View</u> column connects you with the related file PDF information.

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

Clicking on a <u>Purchase Order</u> 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
553939-1	0	Approved	07-May-2008 08:48:26	USD	990.00	📄
553939-2	0	Approved	14-May-2008 08:31:57	USD	32,246.90	📄
553939-3	0	Approved	14-May-2008 08:34:57	USD	32,246.90	📄
553939-4	1	Approved	14-May-2008 12:18:34	USD	0.00	📄
553939-5	0	Approved	15-May-2008 13:37:53	USD	32,246.90	📄

5.9   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.

Purchase Order Revision History

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
Release Number
Rev
Document Type
Creation Date
Revised Date
Business Unit

Go   Clear

PO Number	Rev	Business Unit	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
No search conducted.											

Export

6 <u>SHIPMENTS</u>

Supplier Home   Orders   **Shipments**   Finance

Shipment Notices | Receipts | Returns | Overdue Receipts

6.1   Overview

The Crane Aerospace & Electronics iSupplier portal provides shipping information, receiving information, 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.

Delivery Schedules

Simple Search

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

Supplier Item   PO Number

Due Date   Item Description

Item Number   Ship-To Location

Go   Clear

Previous   1-25   Next 25

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

6.2   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.

6.2.1   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
☐	511664-11	1	1		8-517-04	PROX CARD	10-Jun-2008	36	0	EACH	ELDEC-M2
☐	500479-6	1	2		4-758020-02	CCA, LOW VOLTAGE	11-Jun-2008	4	0	EACH	ELDEC-M2
☐	479686-291	1	1		WP1-899-29	WIRE PREP	16-Jun-2008	360	0	EACH	ELDEC-M2
☐	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.

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.

6.2.2   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.

6.4   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 Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Ship-To Received Location	View Attachments
335169	16-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	528230-250	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	

6.5   Overdue Receipts

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

6.5.1   Simple Search

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

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

7 ACCOUNT

7.1 Overview

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

7.2 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.

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.

7.3 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	1112
Payment Date From		Payment Amount From	
Payment Date To		Payment Amount To	

Go Clear

Payment	Invoice	PO Number	Payment Date ▽	Amount	Stopped	Cleared	Voided	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

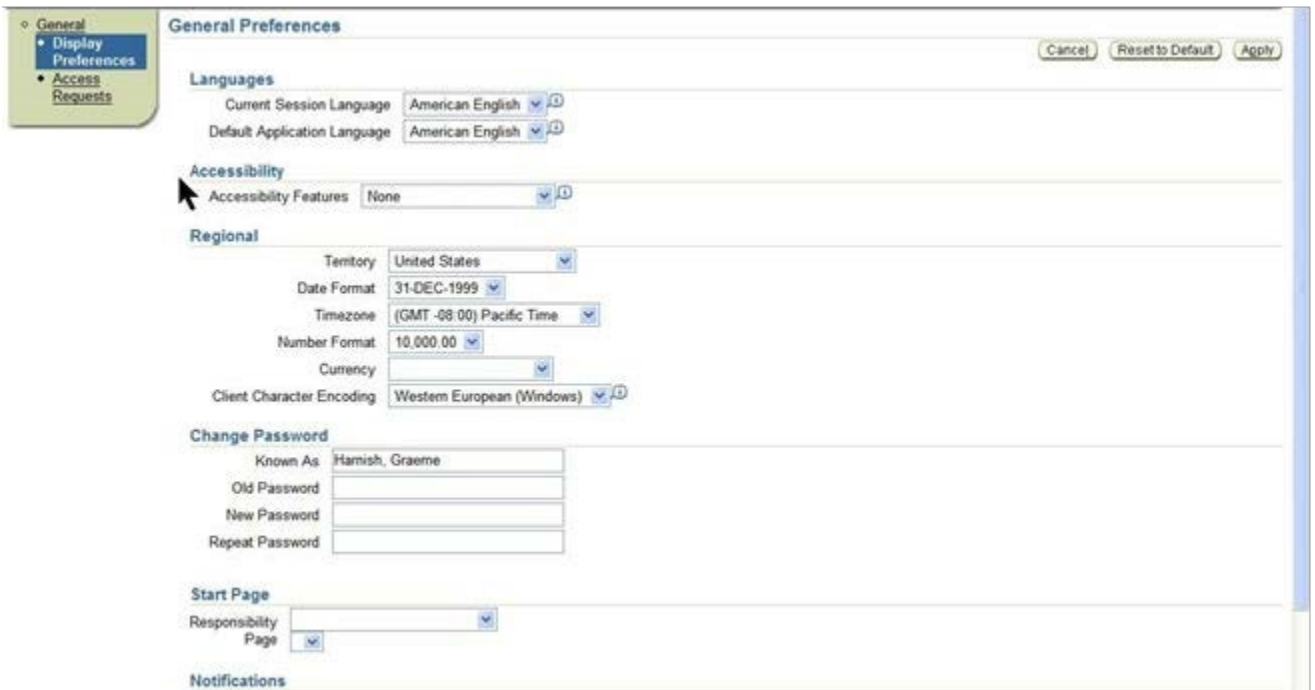Clicking on any invoice link will show all associated payments and invoice numbers.

8 GENERAL INFORMATION

8.1 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

8.2 Lost Password

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

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.

ORACLE

Reset Password

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

* Indicates required field

* User Name   graeme.harnish@craneaerospace.co

Printed Name: _____

Title: _____