



RTX Supply Chain Platform (RSCP) Product Guide

March 2024



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Document Versioning

Version	Change Overview	Date	Responsible Party
18.1	Harmony Upgrade	06/01/2018	SCP Product Team
18.1	RTX Rebranding		

[Getting Started](#)

Exostar's Managed Access Gateway (MAG), provides a consolidated portal for user account registration, management, and authentication. In order to access RTX Supply Chain Platform, users must have an approved MAG account. For more information on MAG please visit https://www.myexostar.com/?ht_kb=mag.

[Acquiring Two-Factor Authentication \(2FA\)](#)

As cyber threats against the Aerospace and Defense industry continue to increase in frequency and sophistication, RTX is focused on increasing security to protect our infrastructure. Two-Factor Authentication is one step in mitigating risk of cyber-attacks. Access to RTX Supply Chain Platform (RSCP) requires a SOTP (Soft One Time Password with proofing) credential. For additional information and instructions on how to acquire 2FA, please visit https://www.myexostar.com/?ht_kb=rscp-get-started.

[General Navigation](#)

This section outlines how to perform basic functionalities, navigate through screens, and search for information in RSCP.

[Header](#)

The top half of the Header includes the following:

- **RTX Logo**
- **Help Icon:** Provides access to system help files.
- **User Name:** Displays the name of the person accessing the application.
- **User Role:** Indicates the application privilege granted to the user.
- **Profile Icon:** When clicked, displays a drop-down menu from which the user can switch roles, contact support, see system **About** information, or exit.
 - **Switch Role:** If a user has more than one role (e.g. SAdmin and SUser), the user can change roles without logging out of the system.
 - **Contact Support:** Provides access to the Exostar Self-Help Online Case Form and Help Desk contact information.
 - **About:** Allows the user to view the system's version and build number.
 - **Exit:** Exits the user from the application.

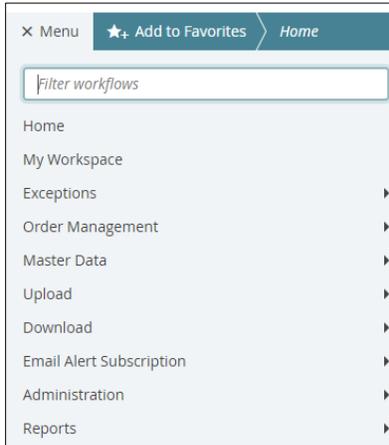
The bottom half of the Header includes the following:

- **Navigation Menu Icon:** Displays the Navigation Menu drop-down, which allows the user to navigate through the different workflows.
- **Add to Favorites Link:** Allows the user to store the current page on his or her "Favorites" list
- **Favorites List:** If the user added pages to his or her "Favorites" list, the links to those pages display here, left to right, in the order added.

- **Settings Icon:** Allows the user to manage his or her “Favorites” list.

Navigation Menu

The Navigation Menu allows users to access various functions in RSCP.



- **Home:** Returns the user to the default home landing page.
- **My Workspace:** A dashboard providing status summaries and alerts. This dashboard contains the following sections:
 - Supply Network Exceptions
 - Order Summary
 - Shipment Summary
 - Receipt Summary
 - Invoice Summary
 - Service Invoice Summary
- **Exceptions:** Provides access to exceptions by workflow type, and allows users to refine the list through searching.
- **Order Management:** Facilitates searches for and responses to transactions (Purchase Orders, Stocking Units, Shipments, Receipts, Invoices, and Service Invoices).
- **Master Data:** Facilitates Collab Attributes, Supplier Attributes, Supplier Item Attributes and Customer Site and Supplier Attributes set-up.
- **Uploads:** Allows the user to upload .xls files for selected transactions (Purchase Orders, Stocking Units, Receipts, and Invoices).
- **Downloads:** Allows the user to download .xls files for selected transactions (Purchase Orders, Shipments, Receipts, and Invoices).
- **Email Alert Subscriptions:** Allows users to subscribe to/unsubscribe from email alerts.
- **Administration:** Allows administrators to assign roles to users.
- **Reports:** Generate reports for collaborative supply planning.

Customize View of Data

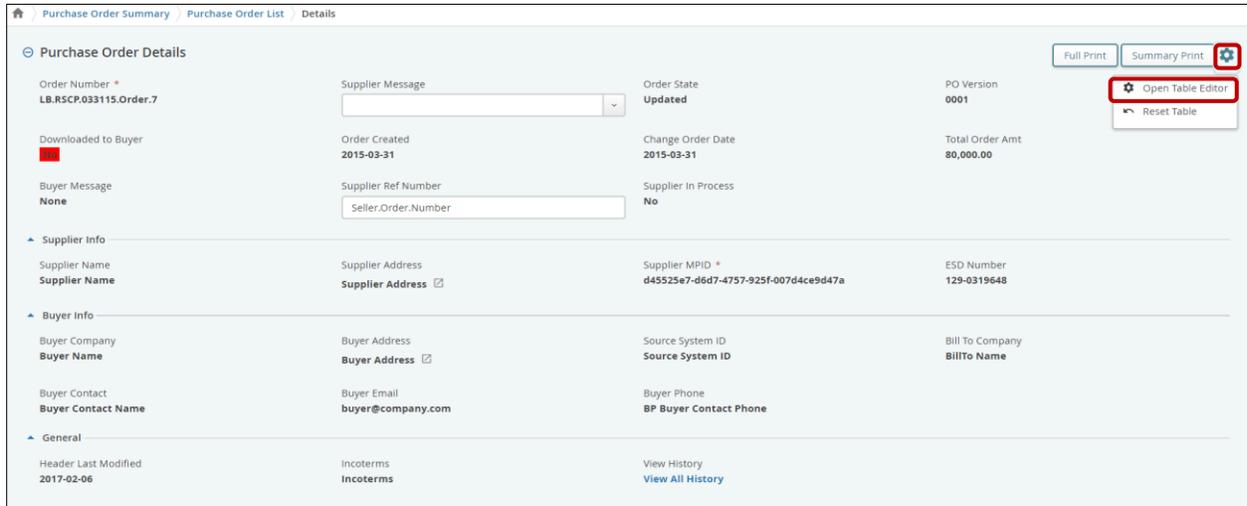
There are several ways users can customize their view. This section outlines steps users can take to individualize their RSCP experience.

Configurator

The configurator icon displays on list, details, and schedules pages. Each configurator table has different choices, depending on the information in that screen.

Follow the steps below to use the configuration table (the Order Details page is used for this example):

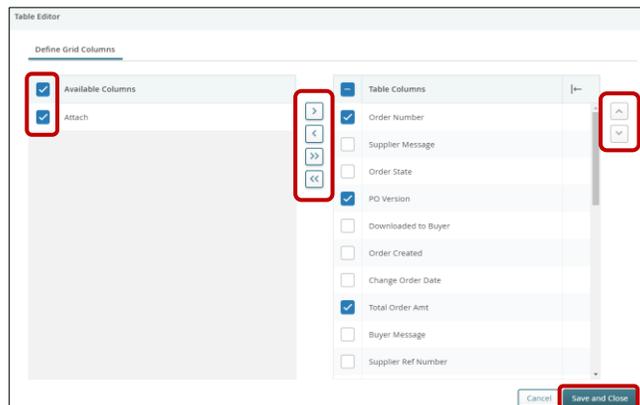
1. Locate the configurator icon on the top of the order details page. Select **Open Table Editor** from the dropdown menu.



NOTE: The Header section and the PO schedules section of a PO details page can be configured separately.

2. The table editor displays. Click the check box next to the item you want to modify. Use the arrow icons to reorder or remove items from the table.
3. Once you complete any modifications, click the **Save** and **Close** button. This changes the view of header items in purchase orders moving forward.

NOTE: If action buttons do not display, change the zoom on your browser.

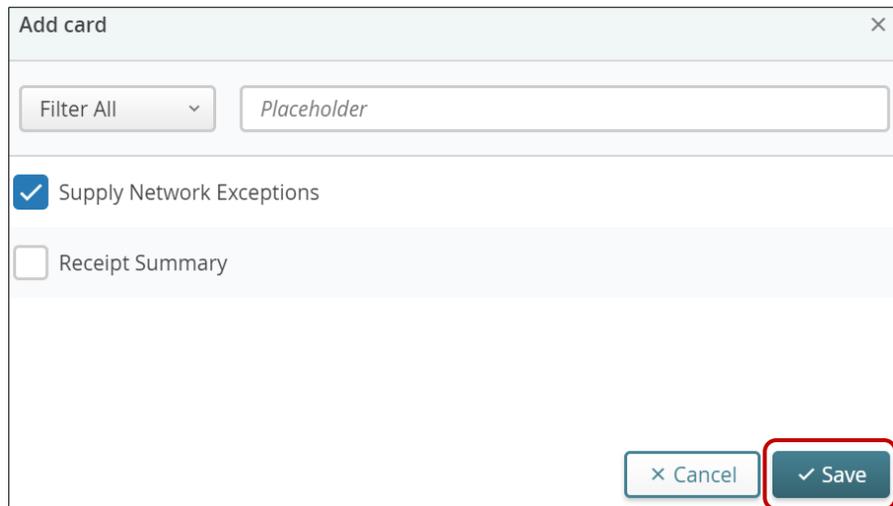


Configure My Workspace

Users can add and remove **Summary Cards** and modify the view of data, to allow the screen to hide zero count cards.

To add summary cards on My Workspace:

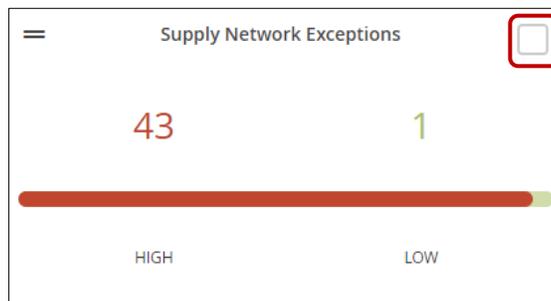
1. Click **My Workspace** from the Navigation Menu.
2. In the top right corner of the **My Workspace** screen, click the **Add Card** icon.
3. The screen automatically refreshes. The **Add Card** pop-up displays. Select the desired card you want to add. Click **Save**.



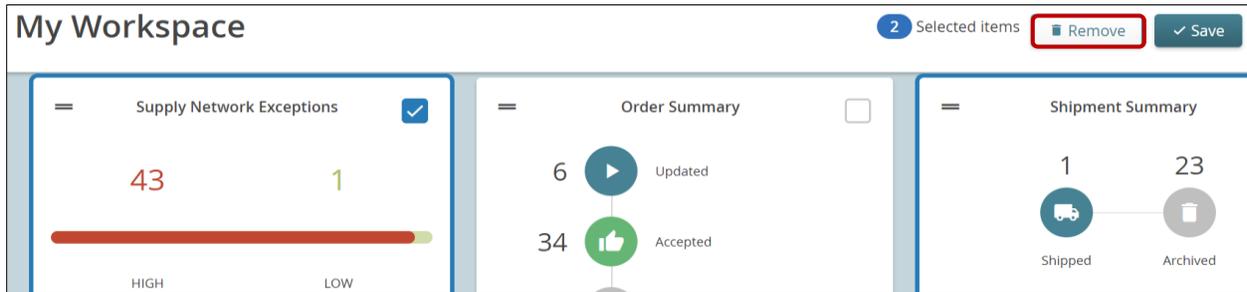
NOTE: The new card is added to My Workspace.

To remove summary cards from My Workspace:

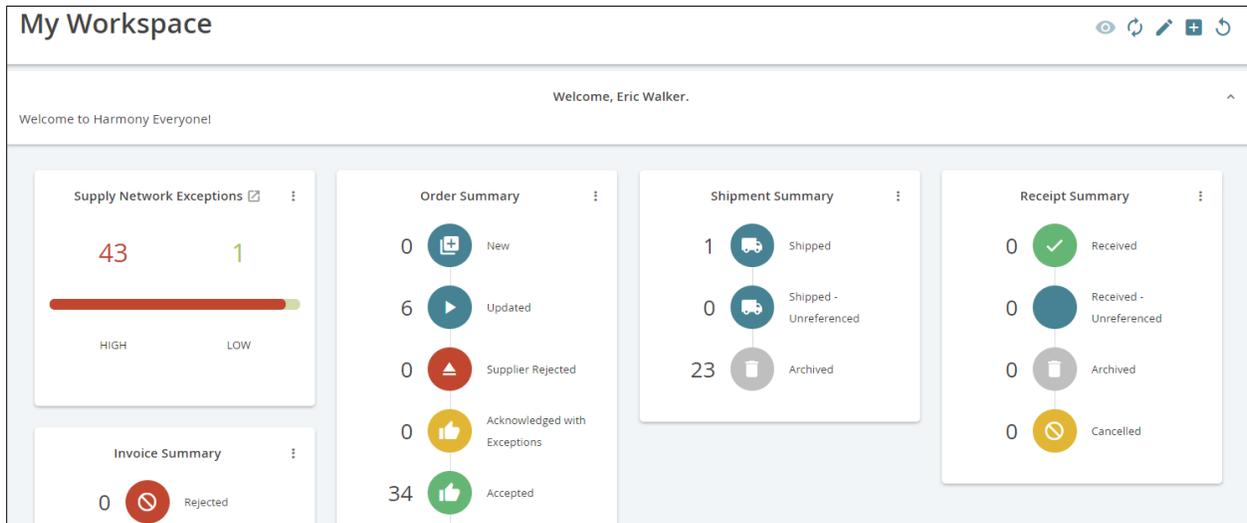
1. Go to the Navigation Menu and click **My Workspace**.
2. In the top right corner of the **My Workspace** screen, click the **pencil** icon.
3. The screen automatically refreshes. On the top right of each card you see a check box.



- Once you select checkboxes for all cards to remove, click **Remove** on the top right corner of the page.



My Workspace can be configured to only show items that currently have counts greater than zero. The eye icon indicates what view you are looking at. To change the view of displayed items, click the eye icon on the top right corner of the My Workspace page.

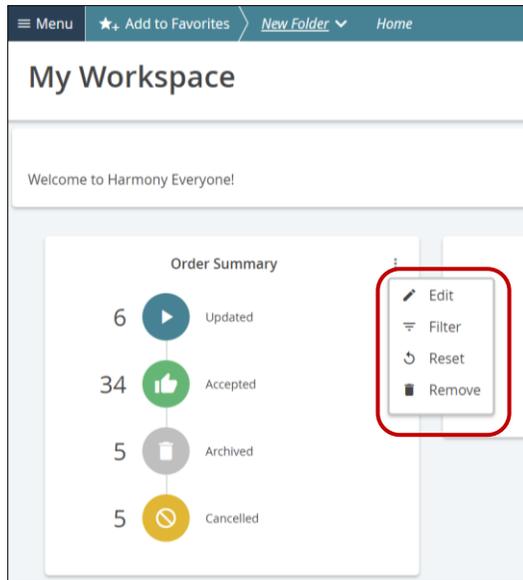


- Only shows rows with a count greater than zero
- Shows all rows, regardless of count value

Each section of My Workspace can have filters to streamline the view of data. Follow the steps below to filter data:

- From the Navigation Tree, go to **My Workspace**.

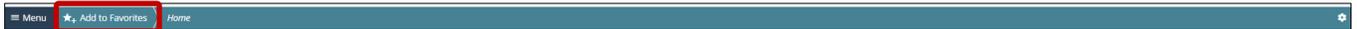
2. On the top right corner of each summary card is an ellipses. Click the ellipses to expand options.
3. Click **Filter**.



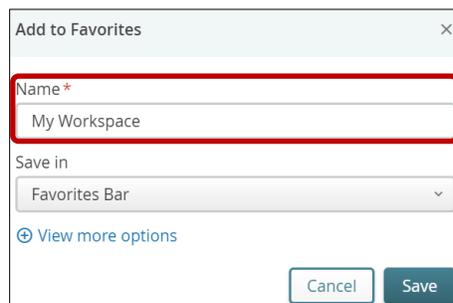
Favorites

You can add frequently accessed pages to the **Favorites Bar** for easier navigation. To add a page to your favorites:

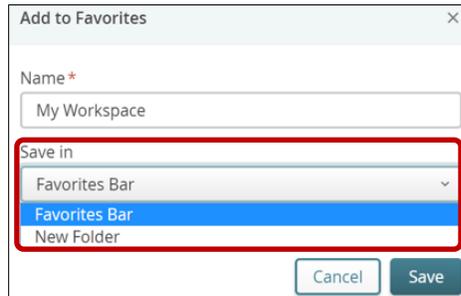
1. From the page you would like to favorite, click **Add to Favorites** on the header of the page.



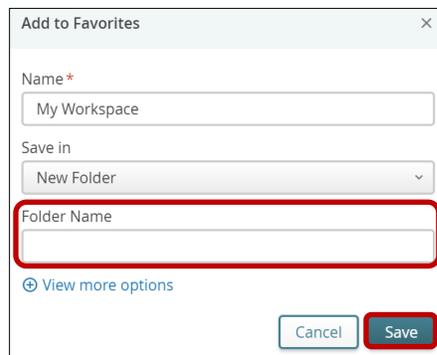
2. The **Add to Favorites** pop-up displays. Enter the desired name for the favorite in the **Name** text box.



3. Select the folder to save the favorite in, or select the **New Folder** option to create a new folder.

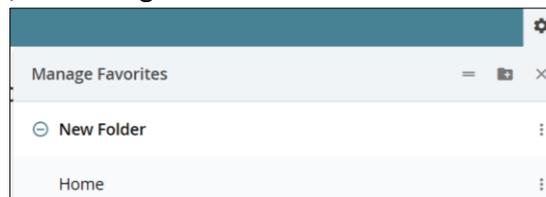


4. Click **Save** if you selected an existing folder. If you selected to add a new folder, a **Folder Name** text box displays. Enter the desired folder name and click **Save**.



Note: Click **View More Options** for additional options.

5. To modify favorites, click the gear icon on the favorites bar.



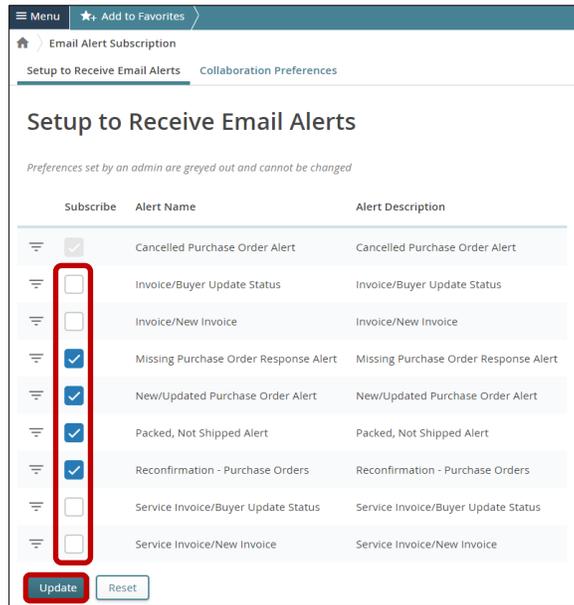
Email Alerts

Certain document types and statuses can trigger email alerts. Users have the option to turn off each email alert by changing their email alert settings.

To modify email alert settings:

1. From the Navigation Menu, click **Email Alert Subscription**.
2. Click on **Email Alert Subscription** from the expanded menu.
3. The **Setup to Receive Email Alerts** tab displays. Check **Subscribe** next to the alerts you would like to receive. Uncheck **Subscribe** next to emails you no longer want to receive.

4. Once complete, click **Update**.



NOTE: Users have the ability to filter the content of their email alerts. Click the **Filter** icon next to an **Alert Name** to make customizations for that alert.

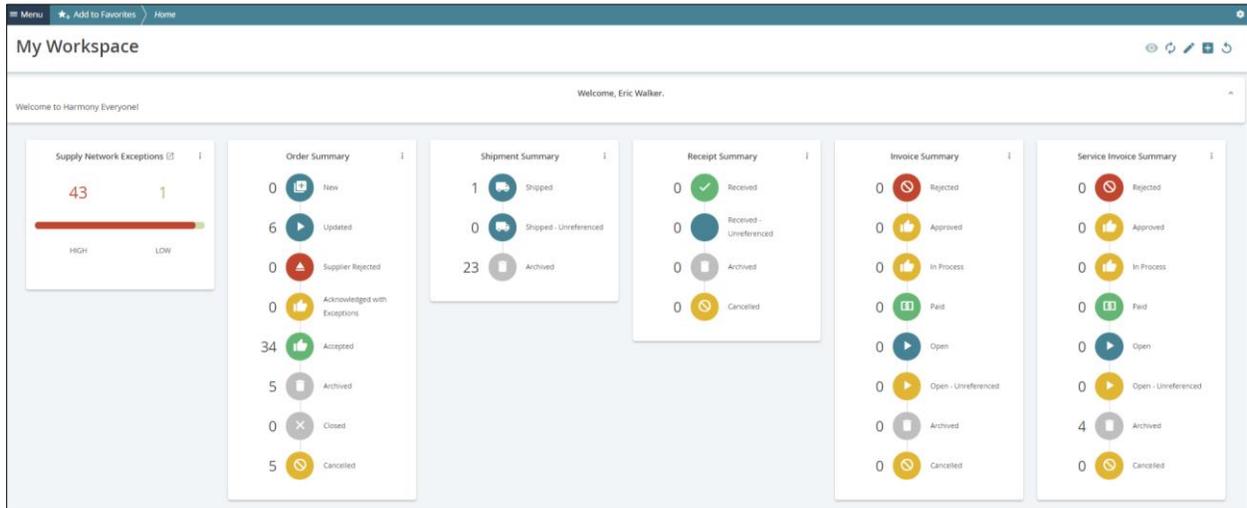
Searching for Information

There are several ways to find data in RSCP. This section outlines the different methods of locating information.

The three main ways to locate information are:

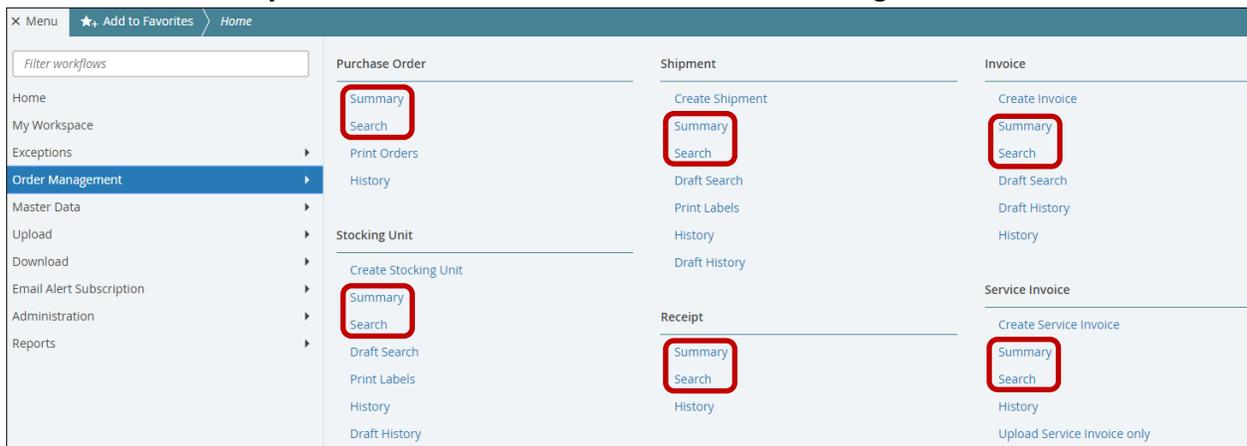
- **My Workspace:** category and status
- **Search:** search criteria
- **Summary:** search criteria and status

My Workspace, accessed from the Navigation Menu, provides a view of data by category and status.



To access information in any category, click the title of the section you would like to view.

Search and **Summary** functionalities can be accessed from the Navigation Menu.



Below is an example of a Purchase Orders **Search** page. Search pages contain various fields that can be used as identifiers while searching for information.

Please note the following tips for searching:

- Use asterisks (*) as wild cards.
- The search uses Auto-Complete when search criteria is entered.
- After search criteria is entered, press enter so that you see your search criteria appear in a blue box below the entry field, then click the search button.
- You can enter actual dates, a range or a relative date range (i.e. last 7 days).
- Use commas between entries to use multiple key words/numbers.
- Use the search link in the top breadcrumbs to go back to a search page.

NOTE: If you use the search link on the navigation menu, it clears your previous search criteria.

The **Summary** workflow is a combination of the search and My Workspace options. Enter search criteria in the top section and the results are returned as links per state. Below is an example of a Purchase Order Summary page.

The screenshot shows a search interface for Purchase Orders. It includes various filters such as Order Number, Order Created, Source System ID, Buyer Part Number, Supplier Part Number, Supplier Responded, Confirm Delivery Date, Invoice Allowed, Shipment Allowed, ESO Number, Header Last Modified, Account Code, Change Order Date, Supplier Ref Number, Item Description, Buyer Contact, Supplier in Process, Request Delivery Date, Non-Material Invoice, Supplier Name, and Supplier MPID. Below the filters is a 'Search' button and a 'Results' table.

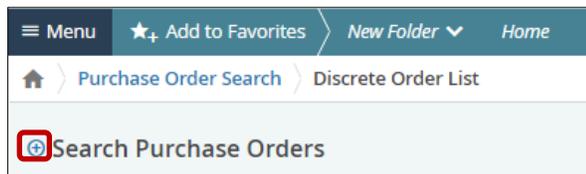
State	Total	State	Total
New	0	Accepted	34
Updated	6	Archived	5
Supplier Rejected	0	Closed	0
Acknowledged with Exceptions	0	Cancelled	5

Sub-Searching for Information

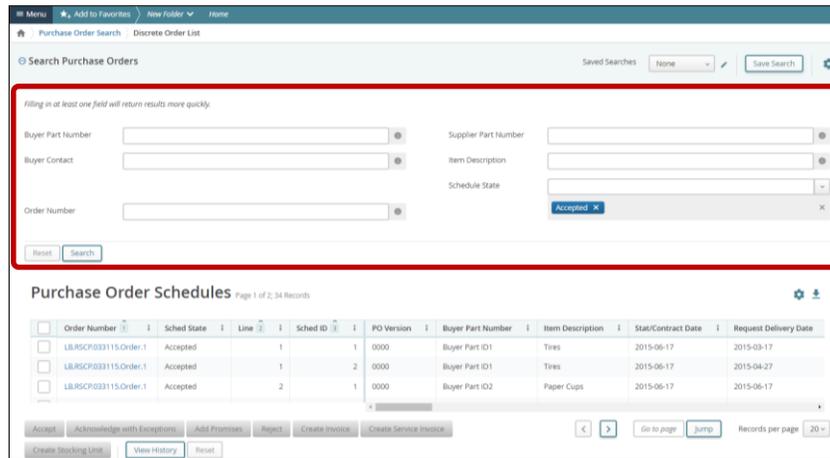
Narrow search results by performing a **Sub-Search**. The **Sub-Search** functionality is available on most Summary, Search, and List pages.

To conduct a sub-search (the Purchase Order List page is used for this example):

1. From the **Discrete Order List** page, click the + icon next to **Search Purchase Orders**.



- This expands the screen and shows sub-search criteria. Enter the desired search criteria and click **Search**.



- The system narrows results to show items matching the search criteria.

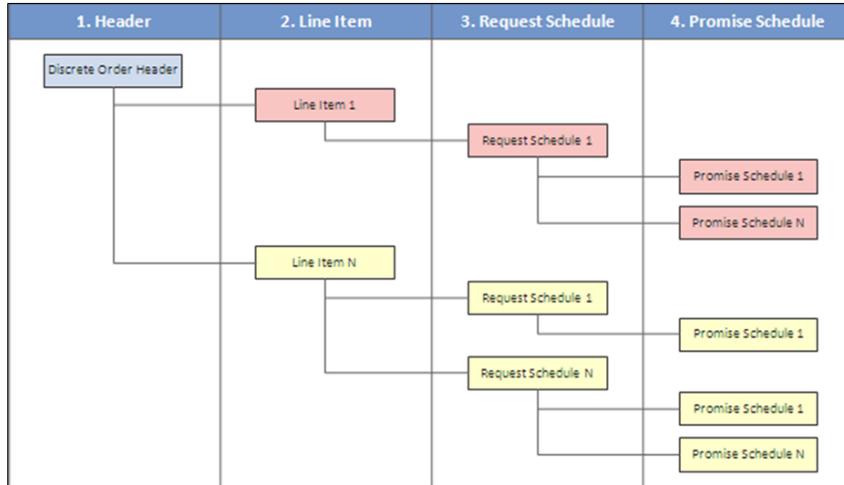
NOTE: After search criteria is entered, hit the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

Purchase Orders

RTX creates Purchase Orders electronically through their backend system. Suppliers respond to POs at the request schedule level with one or more promise. Supplier response options are **Accept**, **Acknowledge with Exceptions**, or **Reject**.

Purchase Orders are organized into the following levels:

- PO Header
- PO Line Item
- PO Request Schedule
- PO Promise Schedule



Each order must have at least one line item and each line item must have at least one schedule line. Lines may also contain multiple request schedules.

RSCP uses a State Model to manage the PO lifecycle. The state is set at the request schedule level which rolls up first to the state at the line item level, and then to the state at the order header level. Below is a matrix of the different states along with their definition and priority level.

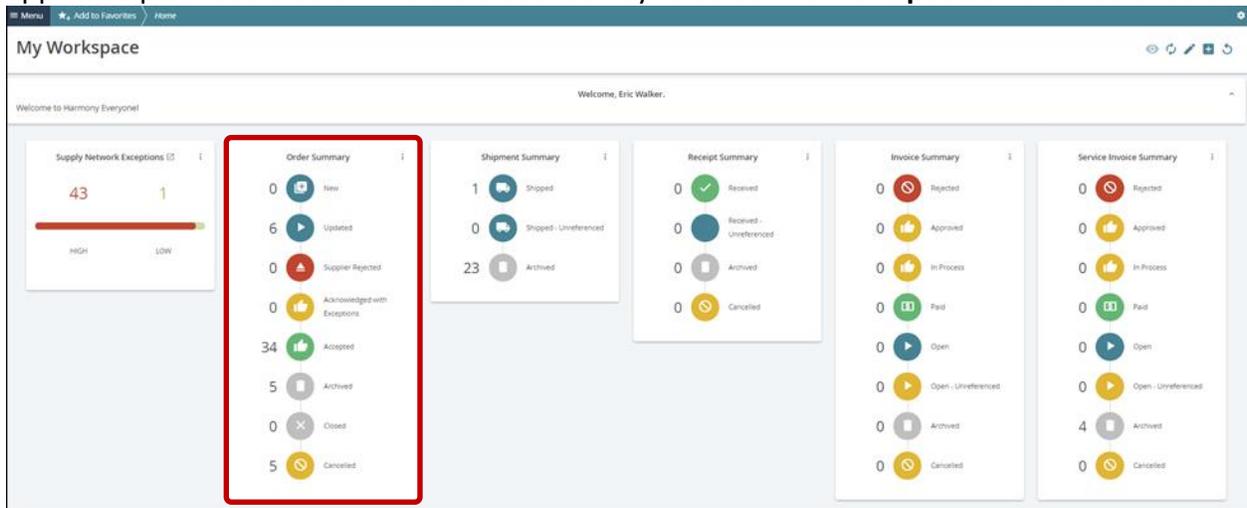
State	Definition	Priority
New	State assigned to a NEW Order line/request schedule when loaded into RSCP	10
Updated	State assigned to a CHANGED Order line/request schedule when loaded into RSCP	20
Supplier Rejected	Supplier rejects the request schedule, indicating no desire or intention to fulfill the request	30
Acknowledged with Exceptions	Supplier acknowledges the request schedule, but with proposed changes (typically Confirm Delivery Date/Quantity)	40
Accepted	Supplier accepts the request schedule 'as is'	50
Archived	RSCP automatically moves schedule lines into this state depending on a time period of 'inactivity'	60
Closed	Buyer closes the request schedule line	70
Cancelled	Buyer cancels the request schedule line	80

For example, a PO with one line item that includes two request schedules – one in the **Accepted** state (priority of 50) and one in the **Closed** state (priority of 70) – the line item state and order header state would be **Accepted**.

Locating Purchase Orders

For a broad overview of Purchase Orders, you can review your account on the **My Workspace** Page. To access, click **My Workspace** on the Navigation Menu.

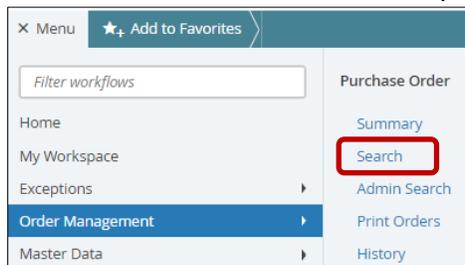
Purchase Orders are accessed in the **Order Summary** section. Each Row represents a **State** that applies to purchase orders. This is the easiest way to access **New** or **Updated** Purchase Orders.



If you are looking to search for orders using specific search criteria, the most direct way is via the PO search functionality under **Order Management**.

To search for orders:

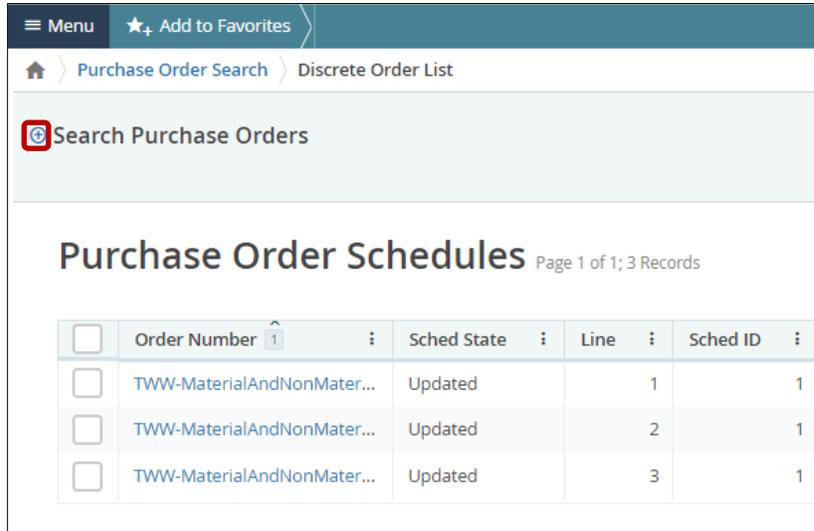
1. From the Navigation Menu, click **Order Management**.
2. Click **Search** under the **Purchase Order** section of the expanded menu.



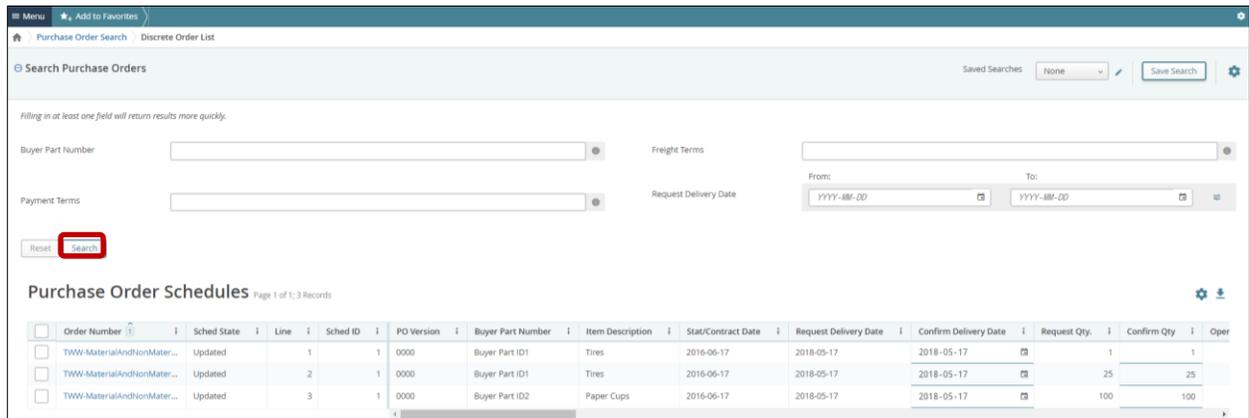
3. The **Purchase Order Search** page displays. Enter the desired search criteria and click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. From the **Order List** page, conduct a **Sub Search** to narrow results, if necessary.
5. To access the **Sub Search**, click the + icon next to **Search Purchase Orders** on the top of the **Discrete Order List** page.



6. This expands the screen. Enter the desired search criteria and click **Search**.



NOTE: You can save this custom search by clicking the **Save Search** button

Locating Purchase Order Changes

Every four hours, RTX SCP looks for orders that have changed and sends email alerts to users. New **Purchase Order Changes** are found under the **Updated** section of **My Workspace**.

Some Order Changes can be viewed on the Order List page, such as the PO Version and highlighting for certain data fields that changed.

Order Number	Sched State	Line	Sched ID	PO Version	Buyer Part Number	Item Description	Stat/Contract Date	Request Delivery Date	Confirm Delivery Date	Request Qty.
4201012875	Updated	30	1	00000001	1996324-0060	POWER SPLITTER/COMBINER, 2-WAY, 500-2500	2015-03-16	2015-03-16	2015-03-16	33
4201012919	Updated	10	1	00000001	NPA0926619-2-XXXX	COVER	2015-04-13	2015-04-13	2015-04-13	2
4400511069	Updated	10	1		002678964	SCREW MSB10L	2015-04-13	2015-04-13	2015-04-13	120
999982655	Updated	3	1	0001	SV34023-38	Sleeve Cap - slotted	2015-08-17	2015-07-25	2015-07-25	200
LB.RSCP.MAX.DPOC.0217...	Updated	1	1		BuyerPartNumber.max64	PartNumberDescription.max128		2017-12-12	2017-12-12	2,000
LB.RSCP.MAX.DPOC.0217...	Updated	2	1		BuyerPartNumber.max64	PartNumberDescription.max128		2017-12-12	2017-12-12	2,000
LB.RSCP.033115.Order.7	Updated	1	1	0001	Buyer Part ID1	Tires	2015-08-17	2015-06-27	2015-06-27	100
LB.RSCP.033115.Order.7	Updated	2	1	0001	Buyer Part ID2	Paper Cups	2015-08-17	2015-03-27	2015-03-27	200
LB.RSCP.033115.Order.7	Updated	3	1	0001	Buyer Part ID3	Bouncy Balls	2015-08-17	2015-04-27	2015-04-27	300
LB.RSCP.033115.Order.9	Updated	1	1	0001	Buyer Part ID1	Tires	2015-08-17	2015-06-27	2015-06-27	100
LB.RSCP.033115.Order.9	Updated	2	1	0001	Buyer Part ID2	Paper Cups	2015-08-17	2015-03-27	2015-03-27	200
LB.RSCP.033115.Order.9	Updated	3	1	0001	Buyer Part ID3	Bouncy Balls	2015-08-17	2015-04-27	2015-04-27	300
LB.RSCP.QA.DPO.011116.1	Updated	2	1	0002	Buyer Part ID2	Paper Cups	2015-10-17	2015-06-07	2015-06-07	200
LB.RSCP.QA.DPO.011116.1	Updated	5	1	0002	Buyer Part ID5	Trees	2015-09-17	2017-02-27	2017-02-27	1,000
LB.RSCP.QA.DPO.011116.3	Updated	4	1	0002	Buyer Part ID4	Boots	2015-10-17	2015-08-07	2015-08-07	400
LB.RSCP.QA.DPO.011116.4	Updated	1	1	0002	Buyer Part ID1	Tires	2015-08-17	2014-06-17	2014-06-17	50

RSCP highlights in yellow, when the values of the data fields have been changed by RTX. These fields are **Stat/Contract Date**, **Request Delivery Date**, **Request Qty**, and **Unit Price**. For other data fields that have changed, look at the full print version of the PO.

Responding to Purchase Orders/Purchase Order Changes

After viewing the details of an order, a supplier must send a response to RTX. The steps below outline the supplier-driven steps of Accepting, Acknowledging with Exceptions, and Rejecting an order.

Note: Action buttons are disabled by default. Selecting lines enable buttons based on the state of the lines.

Accepting a Purchase Order

If you agree with the terms and conditions of the order, you can proceed with Accepting the order.

To accept schedule lines on an order:

1. Locate the order to action.
2. Once in the Order Details page, use the checkboxes to select one or more schedule lines.
3. Click **Accept**.

Purchase Order Schedules Page 1 of 1; 4 Records, 2 Selected

State: All (4) Filter

Sched State	Line	Sched ID	Buyer Part Number	TDP/STAMP Rev	Item Description	Stat/Contract Date	Request Delivery Date	Cont
Archived	10	1	1996324-0050		POWER SPLITTER/COMBINER,4 WAY-0DEG,50OHM	2015-09-14	2015-09-14	2011
<input checked="" type="checkbox"/> New	20	1	1996324-0058		POWER SPLITTER/COMBINER, 4-WAY, 2000-300	2015-09-02	2015-09-02	2011
<input checked="" type="checkbox"/> New	20	2	1996324-0058		POWER SPLITTER/COMBINER, 4-WAY, 2000-300	2015-09-28	2015-09-28	2011
Updated	30	1	1996324-0060		POWER SPLITTER/COMBINER, 2-WAY, 500-2500	2015-09-15	2015-09-15	2011

Buttons: Accept, Acknowledge with Exceptions, Add Promises, Reject, Create Invoice, In Process, Create Service Invoice, Create Stocking Unit, View History, Reset

Records per page: 20

Once all of the PO lines are accepted, the following changes occur:

- The Order State at the header changes to **Accepted**
- The **Downloaded to Buyer** flag changes to **Yes** – this shows your response was sent to RTX (RSCP checks and sends every 15 minutes).

NOTE: Suppliers have the ability to accept past-due line items, i.e., lines with a **Request Delivery Date** in the past.

Acknowledging and with Exceptions

A supplier has the option to **Acknowledge with Exception** if they cannot agree to accept the order, and/or a line as it is stated by the Buyer in the PO/POC and wishes to suggest changes in certain fields within RSCP.

Follow these steps to Acknowledge with Exceptions:

1. Locate the order to update.
2. Select the applicable PO lines.
3. Select a **Supplier Message** from the dropdown box.
4. Click the **Acknowledge with Exceptions** button.

Purchase Order Details

Order Number *
LB 4201013283.1

Order State: New

PO Version: 00000001

Downloaded to Buyer: 2015-06-23

Change Order Date: 2015-06-29

Total Order Amt: 1,565.10

Supplier Message:

Supplier Ref Number:

Supplier In Process: Yes

Supplier Address:

Supplier MPID #: 54863ee8-8399-456e-a32a-094078eb743e

ESD Number: 0000112624

Buyer Company: RAYTHEON COMPANY

Buyer Address:

Source System ID: REFS-PRISM

Buyer Contact:

Buyer Email:

Buyer Phone:

Header Last Modified: 2018-04-18

Incoterms: FOB ORIGIN

View History: View All History

Order Details | Shipment Info | Receipt Info | Invoice Info | Service Invoice Info

Purchase Order Schedules Page 1 of 1; 4 Records, 2 Selected

State: All (4) Filter

Sched State	Line	Sched ID	Buyer Part Number	TDP/STAMP Rev	Item Description	Stat/Contract Date	Request Delivery Date	Confirm Delivery Date	Request Qty	Confirm Qty	Open Qty	Received Qty
Archived	10	1	1996324-0050		POWER SPLITTER/COMBINER,4 WAY-0DEG,50OHM	2015-09-14	2015-09-14	2015-09-14	101	101	0	0
<input checked="" type="checkbox"/> New	20	1	1996324-0058		POWER SPLITTER/COMBINER, 4-WAY, 2000-300	2015-09-02	2015-09-02	2015-09-02	100	100	100	0
<input checked="" type="checkbox"/> New	20	2	1996324-0058		POWER SPLITTER/COMBINER, 4-WAY, 2000-300	2015-09-28	2015-09-28	2015-09-28	100	100	100	0
Updated	30	1	1996324-0060		POWER SPLITTER/COMBINER, 2-WAY, 500-2500	2015-09-15	2015-09-15	2015-09-15	303	303	303	0

Buttons: Accept, Acknowledge with Exceptions, Add Promises, Reject, Create Invoice, In Process, Create Service Invoice, Create Stocking Unit, View History, Reset

Records per page: 20

NOTE: If **Other – Add Supplier Line Notes** is selected as the **Supplier Message**, you must enter **Supplier Line Notes** at the schedule lines.

Splitting Quantities and Adding Promises

Some Purchase Orders lines require multiple deliveries. This requires adding promises and creating multiple responses for one schedule line. Prior to splitting quantities, verify that your RTX Buyer has not already split the line. A system issue will occur if both the Buyer and Supplier splits a schedule.

To split quantity and/or add promises:

1. Locate the applicable PO line from the purchase order.
2. Click **Add Promises**.
3. In the popup window, click the checkboxes to select how many rows (responses) you want to add.

Request Qty	Request Delivery Date	Confirm Delivery Date	Confirm Qty
100	2015-09-28	2015-09-28	100
		YYYY-MM-DD	<input type="checkbox"/>

4. Enter dates and quantities (the combined quantities should equal what was requested).
5. Select a **Supplier Message**.
6. When finished, click **Save**.
7. A confirmation displays – click **OK** and close.
8. Click the **Acknowledge with Exceptions** button.

Rejecting a Purchase Order

When rejecting a purchase order, the **Supplier Message** field is mandatory. If any lines of the Order are put into a **Rejected** state, and the **Supplier Message** field is not populated by the Supplier, the user receives a system-generated error message.

NOTE: Only reject a PO if the order will never be fulfilled.

To reject an order schedule line:

1. Select the PO line.
2. Select a **Supplier Message** response from the dropdown menu.
3. Click **Reject**.

Cancelled Purchase Orders

If RTX cancels an entire purchase order or a specific schedule line, you receive an email notification. Locate the cancelled schedule lines by clicking the **Cancelled** link from the **My Workspace** page. Cancelled lines are in red strikethrough font. No action is required for cancelled POs or schedule lines.

Early Shipment Flag

The **Early Shipment** flag can help you decide if your order line's **Confirm Delivery Date** requires you to use the **Acknowledged with Exceptions** state or the **Accepted** state.

- If the flag is **Yes**, you can still use the **Accepted** state if the delivery is any number of days earlier, or up to seven days later, than the **Request Delivery Date**.
- If the flag is **No**, you can only use **Accepted** if your **Confirm Delivery Date** is within seven days earlier or later than the **Request Delivery Date**.
- If there is no flag, then any date other than the exact **Request Delivery Date** requires the **Acknowledged with Exceptions** state.

To locate the **Early Ship Flag**, from the Order List page or Order Details page, locate the **Early Ship** column.

<input type="checkbox"/>	Sched State	Line	Sched ID	List Price Basis Qty	Line Total	Supplier Line Notes	Buyer Notes	Early Ship	Line Qty	Line Packed Qty	Line Shipped Qty
<input type="checkbox"/>	Archived	1	1	1	750.00	Create	None	Yes	50	0	
<input type="checkbox"/>	Archived	1	2	1	750.00	None	None	Yes	50	0	
<input type="checkbox"/>	Updated	2	1	1	1,000.00	Create	None	Yes	100	0	
<input type="checkbox"/>	Updated	3	1	1	1,500.00	Create	None	Yes	150	0	
<input type="checkbox"/>	Updated	4	1	1	2,000.00	Create	None	Yes	200	200	

Reconfirmation of Orders

As receivable items get closer to the **Requested Delivery Date**, RTX looks for a reconfirmation from suppliers to deliver the items. Items due within the next 60 days are typically requested, but buyers can change this setting and not all items need to be reconfirmed.

The Reconfirm process includes a time horizon identifying orders nearing delivery to be reconfirmed. The color coding indicates Low, Medium or High status that relates to aging/timing of delivery. RTX updates the reconfirm requests on the first of each month.

Low Reconfirm Response Required (Green)	Your Confirm Delivery Date is 30-60 days from current date
Medium Reconfirm Response Required (Yellow)	Your Confirm Delivery Date is 14-30 days from current date
High Reconfirm Response Required (Red)	Your Confirm Delivery Date is 14 days or less than the current date

The action you take will impact the Schedule State (also known as the Status) of your schedule line(s).

Situation	Your Plans	Your Reconfirm Response	New Status (after you process a Reconfirm)
Previously, status was Accepted	You can still meet the date	Choose Reconfirm Accepted	Accepted
You had changed the delivery date before, status became Acknowledged with Exceptions	You still plan to meet that adjusted delivery date	Choose Reconfirm Accepted	Acknowledged with Exceptions
You had previously Accepted	Now you need to adjust the planned delivery date	Change your Confirm Delivery Date and choose Reconfirm Modified	Acknowledged with Exceptions
Previously you had adjusted your delivery date, status became Acknowledged with Exceptions	Now you can meet what the buyer originally requested	Change your Confirm Delivery Date to match Request Date and choose Reconfirm Modified	Acknowledged with Exceptions

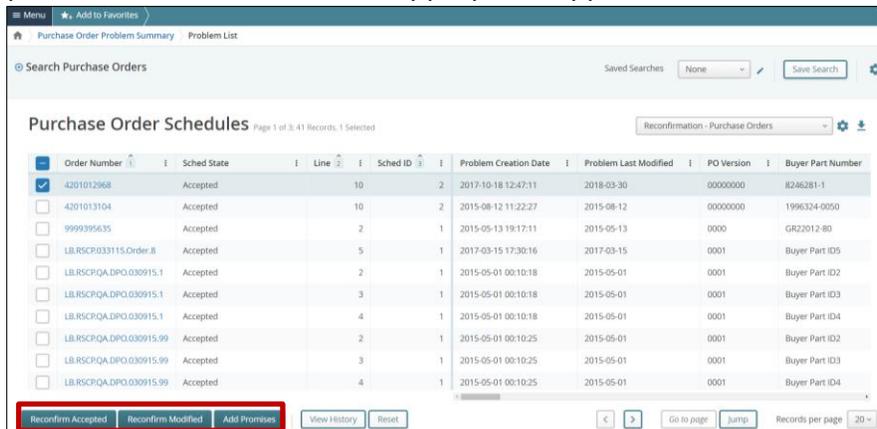
To review and respond to orders that require a reconfirmation:

1. From the Navigation Menu, click **My Workspace**.
2. Click the Supply Network Exceptions card.
3. The **Supply Network Exceptions** page displays. Next to **Reconfirmation – Purchase Orders**, click the number of the category you would like to view (High, Medium or Low). The numbers (hyperlinks) represent the number of schedules where reconfirmation is required.



NOTE: To narrow search results, click the filter icon next to **Reconfirmation- Purchase Orders**

4. The **Purchase Order Schedules** list page displays. To reconfirm, click the checkbox next to any applicable orders and select the appropriate application action button.



NOTE: The **Reconfirm** and **Add Promises** action buttons are grayed out unless an order schedule is selected.

Download to Buyer

A purchase order is only sent to RTX when all schedule lines are moved from the **New** and

Updated states (See the purchase order’s header state). The **Downloaded to Buyer** indicator shows if a purchase order is complete (all lines processed). Once a purchase order has all lines processed, RSCP sends it to RTX. RSCP checks every 15 minutes for purchase orders ready to send.

Purchase Order Details

Order Number *
Aamir-RTN2.3-Test-PO-012315-01

Supplier Message
Delivery Date Issues

Order State
Acknowledged with Exceptions

PO Version
--

Downloaded to Buyer
Yes

Order Created
2014-04-23

Change Order Date
--

Total Order Amt
5,000.00

Buyer Message
None

Supplier Ref Number

Supplier In Process
No

Supplier Info

Supplier Name
SP Supplier Name

Supplier Address
Supplier Address

Supplier MPID *
54863aea-8399-456e-a32a-094078eb743e

ESD Number
129-0319648

Buyer Info

Buyer Company
BP Buyer Name

Buyer Address
Buyer Address

Source System ID
--

Bill To Company
BTP BillTo Name

Buyer Contact
BP Buyer Contact Name

Buyer Email
BP Buyer Contact Email

Buyer Phone
--

General

Header Last Modified
2018-05-08

Incoterms
--

View History
View All History

NOTE: Anytime **Supplier Notes** are modified on a schedule line, the update prompts the **Download to Buyer** workflow to send the updated information to RTX.

To set up a search to look for purchase orders with a partial response, but not yet sent to RTX because the response is incomplete:

1. From the Navigation Menu, go to **Order Management**.
2. Click **Purchase Order Search** from the expanded menu.
3. Select **Supplier Responded** is **No** and click **Search**.
4. Respond to orders still in New or Updated status.

Viewing Purchase Order History

All changes made to an order (by supplier, RTX or the system) are tracked under the **View History** feature. Click **View All History** in the header to see all changes, or select one row and click the **View History** button at the bottom to see the changes for only one PO line.

Downloaded to Buyer
Yes

Order Created
2015-03-18

Change Order Date
--

Total Order Amt
150.00

Buyer Message
None

Supplier Ref Number

Supplier In Process
No

Supplier Info

Supplier Name
CORLAND COMPANY

Supplier Address
Supplier Address

Supplier MPID *
54863aea-8399-456e-a32a-094078eb743e

ESD Number
0000115734

Buyer Info

Buyer Company
RAYTHEON COMPANY

Buyer Address
Buyer Address

Source System ID
P140-PRSM

Bill To Company
AUTOMATIC PAYMENT:

Buyer Contact
STEVE HARRIS

Buyer Email
--

Buyer Phone
781-522-3379

General

Header Last Modified
2018-04-12

Incoterms
FOB ORIGIN

View History
View All History

Order Details | Shipment Info | Receipt Info | Invoice Info | Service Invoice Info

Purchase Order Schedules Page 1 of 1, 4 Records, 1 Selected

Sched State	Line	Sched ID	Buyer Part Number	TDP/STAMP Rev	Item Description	Stat/Contract Date	Request Delivery Date	Confirm Delivery Date	Request Qty	Confirm Qty
Accepted	10	1	8246281-1		POWER STRIP, VERTICAL	2015-03-20	2015-03-20	2015-03-20	2	
Accepted	10	2	8246281-1		POWER STRIP, VERTICAL	2015-04-20	2015-04-20	2015-04-20	3	
Accepted	10	3	8246281-1		POWER STRIP, VERTICAL	2015-05-15	2015-05-15	2015-05-15	4	
Accepted	10	4	8246281-1		POWER STRIP, VERTICAL	2015-06-15	2015-06-15	2015-06-15	1	

Accept Acknowledge with Exceptions Add Promises Reject Cancel Order Close Order Create Invoice Hide

Create Service Invoice Create Stocking Unit View History Reset

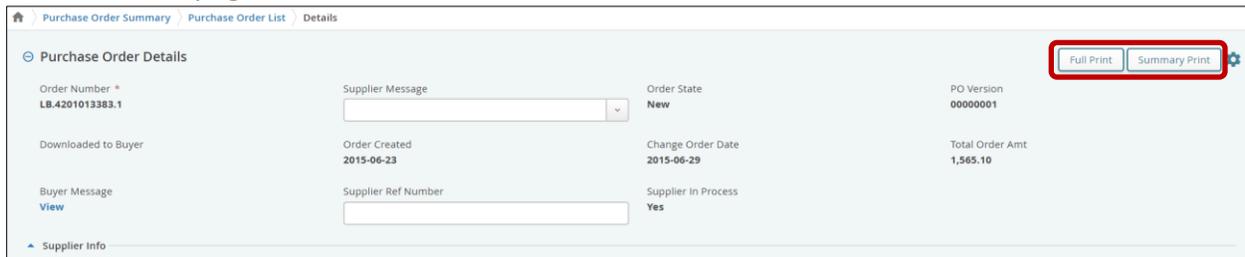
Records per page 20

Printing Purchase Orders

Purchase Orders can be printed one at a time or in multiples. There are also two types of print versions of a Purchase Order. The **Full Print** option only displays data fields sent to RSCP by the RTX, but are not visible in RSCP. This view does not include supplier response details. The **Summary Print** option shows all key data visible in RSCP, including any supplier response details in the system at the time of printing.

To print a single Purchase Order:

1. Go to the **Order Details** page of the PO you would like to print.
2. Click the appropriate **Print** version button (Full or Summary) on the Purchase Order Details page of the order.



3. The print job queues and the **Job List** page displays. The system will refresh automatically
4. Once complete, click the **File Name** to open or the PDF document.

Document Type	File Name	Status	Creation Time	Completion Time
DiscPOFullPrintList	DiscPOFullPrint.pdf	Completed	2018-05-31 19:07:16	2018-05-31 19:07:16

To print **multiple** Purchase Orders:

1. Locate the **Print Orders** workflow in the Navigation Menu.
2. Enter search criteria (such as all **New** and **Updated** Orders).
3. Click **Search**.
4. On the **Purchase Order Schedules** page, select the orders you would like to print.

Purchase Order Schedules Page 1 of 3; 52 Records, 5 Selected

Order Number	Sched State	Line	Sched ID	PO Version	Buyer Part Number	Item Description	Stat/Contract Date	Request Delivery D
<input checked="" type="checkbox"/> 4201193834-TWD	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input checked="" type="checkbox"/> 4201193834-TWD-0503200-001	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input checked="" type="checkbox"/> 4201193834-TWD-0503200-002	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input checked="" type="checkbox"/> 4201193834-TWD-2	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input checked="" type="checkbox"/> 4201193834-TWD-3	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input type="checkbox"/> 4201193834-TWD-4	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input type="checkbox"/> 4201193834-TWD-5	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input type="checkbox"/> 4201193834-TWD-6	New	10	1	00000000	655865-002-GFM	HYBRID, DAGC AMP	2016-04-08	2016-04-08
<input type="checkbox"/> 4201193847-TWD	Supplier Reject...	10	1	00000000	131945055	GRAIN, IGNITER-SHORT	2016-12-25	2016-12-25
<input type="checkbox"/> 4201193847-TWD-02	Supplier Reject...	10	1	00000000	131945055	GRAIN, IGNITER-SHORT	2016-12-25	2016-12-25
<input type="checkbox"/> 4201194660	New	10	1	00000000	11454602-11	CABLE ASSY	2016-10-25	2016-10-25
<input type="checkbox"/> 4201194660-1	New	10	1	00000000	11454602-11	CABLE ASSY	2016-10-25	2016-10-25
<input type="checkbox"/> 4201194660-2	New	10	1	00000000	11454602-11	CABLE ASSY	2016-10-25	2016-10-25
<input type="checkbox"/> 4201194660-3	New	10	1	00000000	11454602-11	CABLE ASSY	2016-10-25	2016-10-25
<input type="checkbox"/> 4201246412-Exo	New	10	1	00000000	7253029	JACKPOST	2017-01-03	2017-01-03

In Process **Full Print** Summary Print View History

Go to page Jump Records per page 20

5. Select Full Print or Summary Print.
6. The print job queues and the **Job List** page displays. The system automatically refreshes.
7. Once complete, click the **File Name** to open or the PDF document.

Printing Purchase Order Changes

To see all changed data fields on a purchase order:

1. Locate the order.
2. Select **Full Print**.
3. This generates a PDF document.

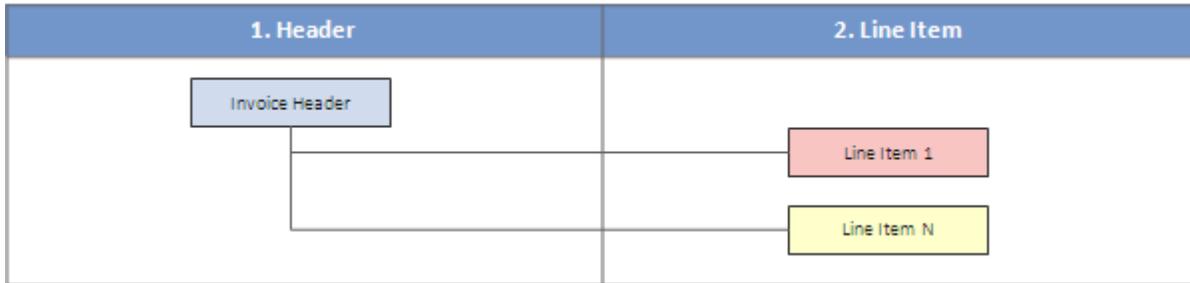
NOTE: All changed data fields are highlighted with a red asterisk in the print document. The full print document compares this current version of the PO to the last version that had a response. If there has never been a response, RSCP compares the original version to this latest version.

Invoices

Suppliers use invoices to initiate and settle financial transactions related to material and non-material exchanges with RTX. Suppliers typically create an Invoice when the Buyer receives the material shipment or service.

In RSCP, the information contained in an Invoice is organized into levels:

1. Invoice Header
2. Invoice Line Item



Invoices are created with a modifiable system-generated invoice number. Each Invoice number must be unique. Both credit and debit invoices can be created.

Invoice State Definitions

RSCP uses a State Model to manage the Invoice lifecycle. The state is set at the line level, which rolls up first to the state at the line item level, and then to the state at the invoice header level. Below is a matrix of the different states along with their definition and priority level.

State	Definition	Priority
Rejected	Buyer rejects an Invoice line. This state has the highest priority so that if any line is rejected, the header state of the Invoice becomes 'Rejected'. Note: Only the header state is marked as Rejected, other lines in the invoice maintain their status.	10
Approved	Buyer indicates an Invoice line has been approved.	20
In Process	Buyer indicates an Invoice line is being processed.	30
Paid	Buyer indicates an Invoice line has been paid.	40
Open	Supplier submits a new Invoice line WITH reference to a valid PO, PO Line, and PO request schedule	50
Open – Unreferenced	Supplier submits a new Invoice line WITHOUT reference to a valid PO, PO Line, and PO request schedule (Excel upload only). This includes Invoice Response and Invoice Status Buyer documents.	60
Archived	SCP automatically moves an Invoice into this state after 120 days based on last modified date when the header state is in a Paid, Rejected, or Cancelled state.	70

Creating Invoices

Invoices must contain only **Material** schedule lines or **Non-Material** schedule lines. The two line types cannot be combined in a single invoice. The following explains the difference between Material and Non-Material schedule lines, and how the system populates the **Create Invoice** screen.

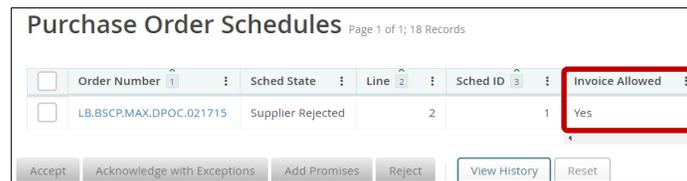
For **Material** schedule lines, the system does the following upon invoice creation:

- Set the **Qty Invoiced** field to **Open Qty**.
- Set the **Qty Invoiced** field as editable.
- Set the **Unit Price** field as non-editable.

For **Non-Material** Schedule Lines, the system does the following upon invoice creation:

- Set the **Qty Invoiced** field value to the corresponding **PO Request Qty** value.
- Set the **Qty Invoiced** field to be non- editable.
- Set the **Unit Price** field value to zero and editable.

NOTE: If the **Invoice Allowed** field is marked **No** on any schedule line, the system does not allow invoice creation.



The screenshot shows a table titled "Purchase Order Schedules" with the following columns: Order Number, Sched State, Line, Sched ID, and Invoice Allowed. The first row has the following values: Order Number: LB.BSCP.MAX.DPOC.021715, Sched State: Supplier Rejected, Line: 2, Sched ID: 1, and Invoice Allowed: Yes. The "Invoice Allowed" cell is highlighted with a red box. Below the table are buttons for "Accept", "Acknowledge with Exceptions", "Add Promises", "Reject", "View History", and "Reset".

Order Number	Sched State	Line	Sched ID	Invoice Allowed
LB.BSCP.MAX.DPOC.021715	Supplier Rejected	2	1	Yes

Follow the steps below to create an invoice:

1. From the Navigation Menu, go to **Order Management**.
2. Click **Create Invoice** under **Invoice** on the expanded menu.
3. Enter the **Order Number**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, hit the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Click **Search**.
5. Select the PO Lines to be invoiced.
6. Click **Next**.

- Upon successful validation of the selected PO Lines, the system displays the **Create Invoice** page for either a **Material** or **Non-Material** invoice. Some key information from the purchase order is automatically populated in the form.

The screenshot shows the 'Create Invoice' form with the following sections:

- Invoice Header:** Invoice Number (5YSRV1008), Invoice Created (2018-05-17), Invoice Type (Debit), Supplier Message (Create).
- Total Invoice Info:** Total Tax (7.00), Total Allow & Charges (0), Total Freight (0.00), Gross Total (2,000.00).
- Supplier Info:** Supplier Address (SP Supplier Name), Remit To Address (RTP RemitTo Name), Remit To Contact (RTP RemitTo Contact Name).
- Buyer Info:** Buyer Address (BP Buyer Name), Buyer Contact (Buyer Contact Name), Bill To Address (BTP BillTo Name), Bill To Contact (BTP BillTo Contact).

- Select the invoice type from the dropdown (Credit/Debit).
- If taxes are required, expand the **Tax applied to all checked line items** field to apply taxes to lines.

The screenshot shows the 'Tax applied to all checked line items' section with the following fields:

- Tax Category: Standard Rate
- Tax Type: Value Added Tax
- Tax Payment Method: Buyer pays vendor
- Tax Percent: 0.0
- Tax Category Other: [Empty field]
- Tax Type Other: [Empty field]
- Tax Payment Method Other: [Empty field]
- Tax Amount: [Empty field]

- Enter tax information in the tax section.
- Select the lines that need taxes applied.
- Click **Add Tax**.
- Once your data is filled in and verified, click the **Send Invoice** button to send your response to RTX.

Invoice Line	Qty Invoiced	UOM	Unit Price	Order Number	PO Line	PO Sched	Buyer Part Number	Item Description	Supplier Part Number	Account Code	Currency	List Price Basis Qty	Gross Amount	Goods/Service
<input checked="" type="checkbox"/>	0001	200	Each	10.00	LB.RSCFQA.DPO.011116	4	2	Buyer Part ID4	Boots	Seller Part ID4	Exostar-RTN	U.S. Dollar	2,000.00	Goods
Invoice Totals:													200	

Buttons: Recalculate, Save Draft, Send Invoice, Cancel

NOTE: If you would like to save your invoice to submit later, click the **Save Draft** button.

If you chose to save an invoice as a draft, follow the steps below to locate and publish your draft:

- From the Navigation Menu, go to **Order Management**.
- Click **Draft Search** under **Invoice** on the expanded menu.
- Enter search criteria to locate the draft, then click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. From the **Invoice Draft List** page, click the **Invoice Number** link to edit the data.



5. Once the Invoice is ready to send, click **Send Invoice**.

NOTE: Draft versions of invoices are not visible by users with other roles. If a draft is created by a user with the administrator role **SAdmin**, it is not visible to someone using the regular **SUser** role until the invoice is moved out of draft status.

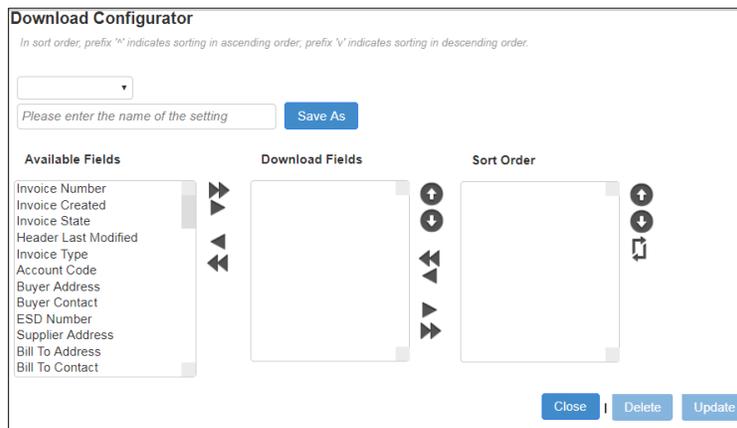
Upload/Download Process

In RSCP, there is a simple and quick way to download a summary of key data for a set of Invoices. Follow the steps below to download:

1. From My Workspace, a Search page or List page, locate a set of invoices.
2. In the top right corner, click the **Download** icon.
3. Click **File Download** from the expanded menu.
4. On the Select Document Type screen, click Next.
5. Select **Open** or **Save** the file.

NOTE: For repeat downloads, users can create a template that lists data fields in a customized order.

6. After you click the **Download** Icon, select **Create my settings** from the **Download Settings** drop-down box.
7. Use the arrows to determine the fields and order.



8. Enter a name for the template and click **Save As**. The saved template is now available under the **Download Settings** dropdown box for future downloads.

Printing an Invoice

Invoices can be printed from the **Invoice Details** page. Follow the steps below to print an Invoice:

1. From the Navigation Menu, go to **Order Management**.
2. Click **Search** under **Invoice** on the expanded menu.
3. Enter the **Invoice Number** in the invoice number search box and click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Click the **Invoice Number** on the **Invoice List** page.
5. From the **Invoice Details** page, click the **print** icon.



6. A PDF version of the Service Invoice is created.

Invoice Payment Status

Some RTX business units have the ability to send invoice payment statuses to RSCP. These responses speed up the payment cycle and reduce the level of effort required to keep Suppliers notified of payment status. Below is a list of statuses RTX can send:

- **In Process:** Buyer indicates an Invoice Line is being processed.
- **Approved:** Buyer indicates an invoice line has been approved.
- **Paid:** Buyer indicates an invoice line has been paid.
- **Rejected:** Buyer rejects an invoice line. Typically, a rejection reason is provided. Once an Invoice is rejected, a new invoice must be created correcting any issues that stopped the payment of a previous invoice.

NOTE: The Total Amount may reflect payment of multiple invoices/POs, not just the Invoice the supplier is viewing. Be advised that the Total Amount dollar value may be higher than invoice dollar value.

Payments are not processed through RSCP. For additional information on the status of payments, please reach out to your RTX Buyer or RTX Accounts Payable.

To locate an invoice payment status:

1. From the Navigation Menu, go to **Order Management**.

2. Click on **Invoice**. Select **Search** from the expanded menu.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

3. The **Invoice List** page displays.
4. The **Line State** shows the state of the line. The **Status Message** shows any messages RTX sent for review.

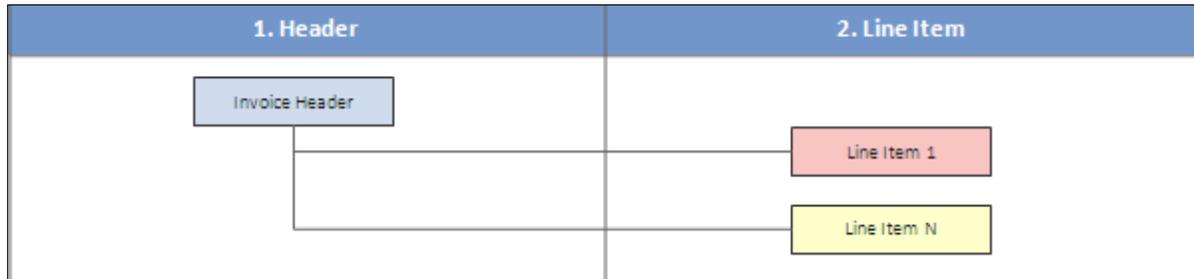
Invoice Line	Line State	Line Last Modified	Net Allow & Charges	Taxes	Net Taxes	Freight Cost	Line Total	Supplier Notes	Status Code	Status Message
<input checked="" type="checkbox"/> 0001	Approved	2018-04-13	0.00	View	0.00	0.00	0.00	None		

Service Invoices

Suppliers use Service Invoices to initiate and settle financial transactions related to Warfighter services provided to RTX. This functionality uses a series of Rate tables to validate and assign the type of service performed, when the service was performed, and against Activity Type. These are all customized and designed for Warfighter POs only. Warfighter has specific functionality in RSCP a regular service invoice would not need, for example, duplicating lines. None of the Warfighter logic applies to regular service POs/invoices.

In RSCP, the information contained in a Service Invoice is organized into levels:

1. Invoice Header
2. Invoice Line Item



Service Invoice State Definitions

RSCP uses a State Model to manage the Service Invoice lifecycle. The state is set at the line level, which rolls up first to the state at the line item level, and then to the state at the invoice header level. Below is a matrix of the different states along with their definition and priority level.

State	Definition	Priority
Rejected	Buyer rejects a Service Invoice line. This state has the highest priority so if any line is rejected, the header state of the Service Invoice becomes Rejected . Note: Only the header state is marked as Rejected, other lines in the invoice maintain their status.	10
Approved	Buyer indicates a Service Invoice line has been approved.	20
In Process	Buyer indicates a Service Invoice line is being processed.	30
Paid	Buyer indicates a Service Invoice line has been paid.	40
Open	Supplier submits a new Service Invoice line WITH reference to a valid PO, PO Line, and PO request schedule.	50
Open – Unreferenced	Supplier submits a new Service Invoice line WITHOUT reference to a valid PO, PO Line, and PO request schedule (Excel upload only). This includes Service Invoice Response and Invoice Status Buyer documents.	60
Archived	SCP automatically moves a Service Invoice into this state after 90 days based on last modified date, when the line state is in an In Process, Paid, Approved, or Rejected state.	70

Creating Service Invoices

The Service Invoice workflow is specific to the Warfighter Service program at RTX. A Warfighter PO is a distinct document that supports the Warfighter program. The Warfighter program contains strict rules for payment, and those rules are built into the RSCP Warfighter Service Invoicing functionality.

To create a **Service Invoice**:

1. From the Navigation Menu, go to **Order Management**.
2. Click **Create Invoice** under **Service Invoice** on the expanded menu.
3. Enter the **Order Number**.
4. Click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

5. Select the **PO Lines** to invoice.
6. Click **Next**. The **Create Invoice** page displays.

Invoice Header

Disclaimer: This is a pro-forma invoice.
* Denotes required field.

Service Invoice Number* SYSINV1010	Invoice Created 2018-05-17	Download Released No	Start Date* YYYY-MM-DD hh:mm:ss
End Date* YYYY-MM-DD hh:mm:ss	Purpose Original	Supplier Message	Status Message --
Response Message None	Discount Percent	Gross Total 0.00	Total Amount 0.00

Payments Processed

Payment Amt 0.00	Payment Date --	Payment Ref Number --	Post Date --
---------------------	--------------------	--------------------------	-----------------

Clear Date
--

Supplier Info

Remit To Address	Remit To Contact
------------------	------------------

Buyer Info

Bill To Address	Bill To Contact	Source System ID
-----------------	-----------------	------------------

7. Select a **Start Date** and **End Date**.
8. On the Line level, enter in the **Qty. Invoiced**, **Rate/Unit Price**, **Source Doc Reference** and **Activity Code** in their input fields.
9. Click the **Recalculate** button.

Invoice Line	Account Code	Qty Invoiced*	UOM	Rate/Unit Price*	Currency	Gross Amount	Arrears	Line Total	Status Code	Status Message	Line Type	Source Doc Reference*	Activity Code*	SI Location	SI Pop Start	SI Pop End
0001	Exostar.RTH	0	Hours	10.00	U.S. Dollar	0.00		0.00						Storage Locale	2016-06-17	2016-06-28
Invoice Totals:																0.00

NOTE: If you need to add or remove a line from the Service Invoice, click the grey icon for that row in the first column. If you add a row, be sure to click **Recalculate** again.

10. Once your data is filled in and verified, click the **Save Invoice** button.

11. To send the Service Invoice, open the **Service Invoice details** page and click **Send Service Invoice**.

Upload/Download Process

In RSCP, there is a simple and quick way to download a summary of key data for a set of Service Invoices. Follow the steps below:

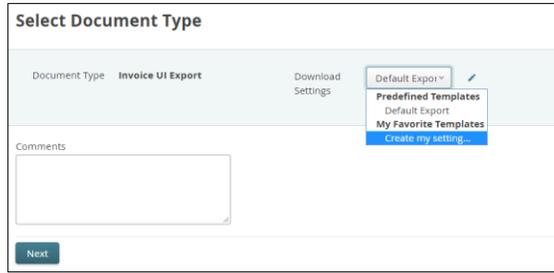
1. From My Workspace, a search or list page, locate a set of invoices.
2. In the top right corner, click the **Download** icon.

Service Invoice Number	Invoice Line	Order Number	PO Line	PO Sched	Invoice Created	Invoice State	Header Last Modified	Account Code	ESD
SYSINV403	0001	9999395635		3	1	2017-12-07 17:08:44	Open	2017-12-07 17:09:44	Exostar.RTN 129<
SYSINV407	0001	asdf1234		10	1	2018-01-03 14:11:29	Open	2018-01-03 14:14:06	Exostar.RTN 0000
SYSINV408	0001	asdf1234		10	1	2018-01-03 15:07:28	Open	2018-01-03 15:30:13	Exostar.RTN 0000
SYSINV510	0001	SN.RSCPQA.DPO.111116-013		2	1	2018-04-05 10:58:49	Open	2018-04-05 11:05:14	Exostar.RTN 129<
SYSINV515	0001	SN.RSCPQA.DPO.082915		2	1	2018-04-05 12:08:22	Open	2018-04-05 12:16:32	Exostar.RTN 129<
SYSINV516	0001	Aamir-RTNSCP-QA-DPO-070715-02		1	2	2018-04-05 12:21:39	Open	2018-04-05 12:22:39	Exostar.RTN 129<
SYSINV517	0001	LB.RSCPQA.DPO.021015.10		1	2	2018-04-05 12:37:45	Open	2018-04-05 14:23:41	Exostar.RTN 129<
SYSINV518	0001	Aamir-RTNSCP-QA-DPO-070715-02		1	2	2018-04-05 13:28:42	Open	2018-04-05 13:45:09	Exostar.RTN 129<
SYSINV522	0001	SN.RSCPQA.DPO.082915		3	1	2018-04-06 00:55:53	Open	2018-04-06 12:00:12	Exostar.RTN 129<
SYSINV523-001	0001	LB.RSCPQA.DPO.021015.10		1	2	2018-04-06 04:10:16	Open	2018-04-06 09:30:09	Exostar.RTN 129<
SYSINV544	0001	Aamir-RTNSCP-QA-DPO-070715-02		5	1	2018-04-09 18:52:46	Open	2018-04-09 18:55:30	Exostar.RTN 129<
SYSINV734	0001	LB.RSCPQA.DPO.033115.7		2	1	2018-04-18 19:12:55	Open	2018-04-18 19:13:32	Exostar.RTN 129<

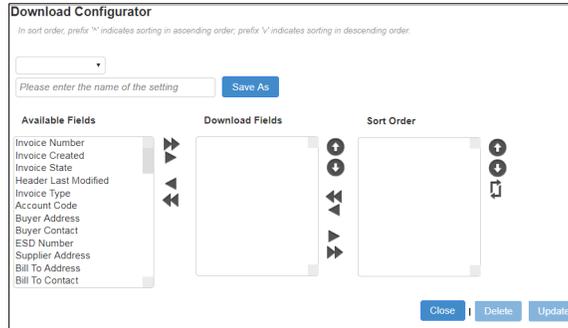
3. Click **File Download** from the expanded menu.
4. From the **Select Document Type** screen, click **Next**.
5. Select **Open** or **Save** the file.

For repeat downloads, users can create a template that lists data fields in a particular order. To create the template:

1. After you click the **Download** Icon, select **Create my settings** from the **Download Settings** drop-down box.



- Use the arrows to list the data fields you want to download and in what order.



- Enter a name for the template and click **Save As**.
- Use the **Download Configurator** to create a custom view for your download.

Printing a Service Invoice

Service Invoices can be printed from the **Service Invoice Details** page. To print a Service Invoice:

- From the Navigation Menu, go to **Order Management**.
- Click **Search** under **Service Invoice** on the expanded menu.
- Enter the **Service Invoice Number** in the invoice number search box and click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

- Click the **Service Invoice Number** on the **Service Invoice List** page.
- From the **Service Invoice Details** page, click the **print** icon.



- A PDF version of the Service Invoice is created.

Service Invoice Payment Status

Some RTX business units have the ability to send Service Invoice Payment Statuses to RSCP. These responses speed up the payment cycle and reduce the level of effort required to keep Suppliers notified of payment status. Below is a list of statuses RTX can send:

- **In Process:** Buyer indicates a Service Invoice Line is being processed.
- **Approved:** Buyer indicates a Service Invoice line has been approved.
- **Paid:** Buyer indicates a Service Invoice line has been paid.
- **Rejected:** Buyer rejects a service invoice line. Typically, a reason is provided for the rejection. Once a Service Invoice is rejected, a new invoice must be created that corrects any issues that stopped the payment of a previous invoice.

Important: Payments are not processed through RSCP. For additional information on the status of payments, please reach out to your RTX Buyer.

To locate a service invoice payment status:

1. From the Navigation Menu, go to **Order Management**.
2. Click **Service Invoice**. Select **Search** from the expanded menu.
3. Enter search criteria.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Click **Search**. The **Invoice List** page displays.
5. Click the appropriate invoice number.
6. The **Invoice Details** screen appears. The **Line State** shows the state of the line. The **Status Message** shows any messages RTX sent for review.

Stocking Units and Shipments

RTX requires Suppliers to create **Stocking Units** and **Shipments** (Advance Ship Notice (ASN) process) for any shipments related to a purchase order. This section provides an overview of Stocking Units and Shipments and how they tie together.

Stocking Units provide important information about actual materials in a shipment, for example the quantities to be shipped, the serial numbers, and the batch IDs and batch quantities for the parts in a shipment.

After a stocking unit is created, it is used to generate a **Shipment** in RSCP. This step allows you to send a notification to RTX and to print shipping and stocking unit labels standardized for RTX' use upon receiving the materials.

The shipment includes key information about the delivery – such as the delivery date and packing slip number. This helps RTX have advance notification of what materials are coming and when.

If there are issues with a shipment, such as a delay or damaged goods, using the electronic notification along with a corresponding shipping label helps RTX trace shipments and quickly respond to fix issues.

Stocking Unit States

RSCP uses the following state model to manage the Stocking Unit lifecycle. The state is set at the Stocking Unit line level, which rolls up to the header, based on the state's designated priority level (the lower the number, the higher the priority).

State	Definition	Priority
Packed	Supplier has created the Stocking Unit and it is ready to assign to a Shipment.	10
Shipped	Supplier has assigned the Stocking Unit to a Shipment.	30
Archived	SCP automatically moves the Stocking Unit into this state depending on a time period of inactivity	45
Cancelled	Supplier has cancelled the Stocking Unit.	50

Shipment States

RTX only uses Shipped and Archived states for shipments:

- **Shipped:** Supplier creates a shipment line with reference to a stocking unit in RSCP.
- **Archived:** RSCP automatically transitions a shipment to this state after a specified period of inactivity.

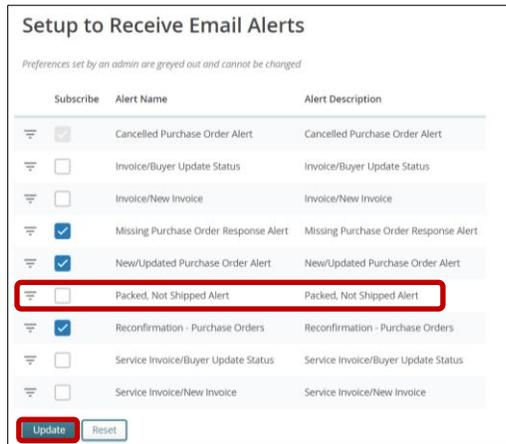
Packed Not Shipped Alert

Once a day, an email alert is generated for stocking units in a **Packed** state for more than five days but less than 30 days. A stocking unit in the **Packed** state means it has not been assigned to a shipment in RSCP yet.

All users are subscribed to the email alert by default. To turn off the email:

1. Go to the **Email Alert Subscription**.
2. Uncheck **Packed, Not Shipped** alert.

3. Click **Update**.



Create Stocking Units

Before creating a Shipment (ASN), the Supplier must create the stocking unit(s) that the shipment will contain. To create a **Stocking Unit**, follow the steps below:

1. Go to the Navigation Menu and click **Order Management**.
2. On the expanded menu, find the **Stocking Units** section and click **Create Stocking Unit**.
3. The system displays the **Search Purchase Orders** page. Enter the **Order Number** or other data associated with the stocking unit you want to create.
4. Click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

5. The system displays your search results. Scroll to the right to view detailed information for each PO line.

NOTE: If you cannot locate the PO lines/schedules you want to include in the Stocking Unit, go back to the original PO and confirm that the **Shipment Allowed** flag is set to **Yes**.

6. Select the lines that need to be included in the Stocking Unit and click **Next.+**
7. The system displays the **Create Stocking Unit** form.
 - a. The form's header and line sections pre-populate with data from the PO.
 - b. The **Stocking Unit Number** (Header section) is system-generated.
 - c. Click the **Ship to Address** icon to see the address details.
 - d. Enter your own **Supplier Ref Number**, for future reference and searching (optional).
8. For each Line Item, scroll to the right and enter a **Packed Qty**. This is a required field.

9. Once the data is filled in, click the **Save Stocking Unit** button.

Back to previous Create Stocking Unit

Header
 * Denotes required field.

Stocking Unit Number: 600001338
 Ship To Address: Ship To Address
 Stocking Unit Created: 2018-05-15
 Supplier Name: Supplier Name
 Supplier Ref Number:
 ESD Number: 129-0319648
 License Plate: 59999996000013383

Line Items

Stocking Unit Line	Order Number	PO Line	PO Sched	Buyer Part Number	Item Description	Supplier Part Number	Packed Qty*	Open Qty
1	LB.RSCP.UAT.DPO.041015	5	1	Buyer Part ID5	Trees	Seller Part ID5		1,000

Save Draft Save Stocking Unit Cancel

Serial or Batch Designation on Purchase Orders

When you create the Stocking Unit, you may be required to enter serial or batch ID details for the shipment. A designation sent by RTX on the purchase order lines determines what type of serial or batch details you need to include in the Stocking Unit.

On the **Create Stocking Unit** form, click the **Serial No./Batches** link to enter the serial or batch information.

As you click the serial or batch link in the form, a pop-up table displays. Some of the columns vary depending on the serial or batch designation from the PO.

If the Serial/Batch designation on a PO = **Batch**:

- The sum of the **Batch Qty** across one or more rows entered on the table must equal the **Packed Qty** value entered on the stocking unit.
- There must be a **Batch Qty** entered for every **Batch ID**.

If the Serial/Batch designation on a PO = **Serial** or **Serial and Batch**:

- The number of Serial Numbers rows entered in the pop-up table must equal the **Packed Qty** value entered on the Stocking Unit.

If the Serial/Batch designation on a PO = **None**:

- The Packed Qty is not impacted by batch or serial information, and there is no access to the serial/batch pop-up table since the information is not necessary.

If the link was **Serial**, you only see a column to enter a **Serial Number**. Each serial number cannot exceed 18 characters and must be unique per stocking unit line. The steps are as follows:

1. Enter a serial number for row one. If you need more rows, click into the serial number cell for the next row.
2. When finished, click **Save (OK to confirm)** then **Close** for the pop-up window.
3. Repeat the process of entering serial numbers for each stocking unit line.

If the link was **Batch**, you see several columns to enter the batch details.

1. Enter the data for each row as needed.
2. When finished, click **Save (OK to confirm)** then **Close** for the pop-up window.
3. Repeat the process of entering batch details for each stocking unit line.
4. Once your data is filled in, click the **Create Stocking Unit** button. You can save the stocking unit as a draft (see [Draft](#) section of this document)
5. A confirmation message displays at the top of the page. The stocking unit number is a link that redirects to the **Stocking Unit Details** page.

Once you create the Stocking Unit:

- The stocking unit becomes a record in the system and can be located using **Search**.
- The state of **Packed** is applied to the stocking unit and the **Line Packed Qty** is updated on the purchase order lines.
- The print buttons are no longer grayed out. You can print Stocking Unit labels.

Create Shipments

A purchase order line in RSCP can only be shipped if the **Shipment Allowed** flag is set to **Yes** on the purchase order line/schedule (scroll right on the PO to see the data field). You cannot create a shipment unless the associated **Stocking Unit** is created and in a **Packed** state.

To create a shipment, follow the steps below.

1. From the Navigation Menu, go to **Order Management**.
2. Click **Shipment** and then **Create Shipment** from the expanded menu.
3. Enter the **Order Number** or other data associated with the stocking unit (Stocking Unit Number).
4. Click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

5. Scroll to the right to view more information for each stocking unit.
6. Select the stocking units you want to include in the shipment

NOTE: Multiple stocking units for one shipment must have the same account code and ship-to address.

7. Click **Next**. The **Create Shipment** form displays.

Header			
Shipment Number ASN857	Ship To Address Ship To Address	Shipment Created 2018-05-17	Tracking Number/Bol*
Estimated Deliver Date* YYYY-MM-DD	Packing Slip Number*	Supplier Name	Total Units 1

NOTE: The **Shipped Qty** at the line level is the **Packed Qty** from the stocking unit. The **Total Units** is the number of stocking units included for this shipment.

8. Once your data is filled in, send the shipment to RTX by clicking the **Send Shipment** button. You can also save the shipment as a draft. See the [Create Draft Stocking Units or Shipments](#) section below.

A confirmation message displays at the top of the page. The shipment number is a link that redirects to the **Shipment Details** page.

Once you send the Shipment:

- The shipment becomes a record in the system and can be located using **Search**.
- The state of **Shipped** is applied to the shipment and the stocking unit.
- The print buttons are no longer grayed out so you can print shipping labels and get a copy of the shipment details.

Create Draft Stocking Units or Shipments

To hold a **Stocking Unit** or **Shipment** as a draft version, when you are on the create form, click on **Save Draft** (instead of **Create Stocking Unit** or **Create Shipment**). You cannot print a draft version or create labels from a draft. Also, all required data fields must be populated before you can save a draft (you can edit the data later). Also, a shipment or stocking unit saved as a draft cannot be found if the **Search**, rather than **Draft Search**, is used.

Locate and Publish Drafts

1. From the Navigation Menu, click **Order Management**.
2. Click **Draft Search** under **Stocking Unit** on the expanded menu.
3. Enter search criteria to locate the draft, then click **Search**

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Select the checkbox for the draft you would like to submit.
5. Click the **Send Shipment** Button.

Shipment List Page 1 of 2; 30 Records, 1 Selected

Shipment Number	Shipment Line	Order Number	PO Line	PO Sched	Shipment State	Line State	Shipment Created	Shipped Qty	UOM	Buye
<input checked="" type="checkbox"/> ASN159	1	SN.RSCPQA.DPO.030216-005	1	1	System Initial	System initial	2016-03-02	1	Each	Buye
<input type="checkbox"/> ASN267	1	SN.RSCPQA.DPO.ST.031016-013	1	1	System Initial	System initial	2016-03-10	1	Each	Buye
<input type="checkbox"/> ASN272	1	SN.RSCPQA.DPO.ST.031016-015	1	1	System Initial	System initial	2016-03-10	1	Each	Buye
<input type="checkbox"/> ASN283	1	SN.RSCPQA.DPO.ST.031116-003	3	1	System Initial	System initial	2016-03-11	150	Each	Buye
<input type="checkbox"/> ASN411	1	SN.RSCPQA.DPO.ST.032816-002	30	1	System Initial	System initial	2016-11-09	1	Each	MS11
<input type="checkbox"/> ASN475	1	SN.RSCPQA.DPO.012417-002	4	2	System Initial	System initial	2017-01-24	12	Each	Buye
<input type="checkbox"/> ASN481	1	SN.RSCPQA.DPO.022317-002	4	2	System Initial	System initial	2017-02-23	20	Each	Buye
<input type="checkbox"/> ASN483	1	SN.RSCPQA.DPO.030117-009	4	2	System Initial	System initial	2017-03-01	10	Each	Buye
<input type="checkbox"/> ASN491	1	SN.RSCPQA.DPO.032717-002	3	1	System Initial	System initial	2017-03-27	150	Each	Buye
<input type="checkbox"/> ASN495	1	SN.RSCPQA.DPO.042517-007	4	2	System Initial	System initial	2017-04-25	12	Each	Buye
<input type="checkbox"/> ASN499	1	4201013218	10	1	System Initial	System initial	2017-05-30	2	Each	1996
<input type="checkbox"/> ASN517	1	SN.RSCPQA.DPO.061517-001	4	2	System Initial	System initial	2017-06-15	10	Each	Buye
<input type="checkbox"/> ASN660	1	2016-03-08-Case7-P010	20	1	System Initial	System initial	2017-12-05	1	Each	MS11
<input type="checkbox"/> ASN674	1	SN.RSCPQA.DPO.011118-01	1	1	System Initial	System initial	2018-01-12	1	Each	Buye
<input type="checkbox"/> ASN677	1	SN.RSCPQA.DPO.250118-03	1	1	System Initial	System initial	2018-01-25	1	Each	Buye
<input type="checkbox"/> ASN689	1	SN.RSCPQA.DPO.032618-03	1	2	System Initial	System initial	2018-03-26	0.1	Each	Buye

Send Shipment Delete Draft View History

Go to page Jump Records per page 20

NOTE: The same logic applies to draft Stocking Unit. Click **Create Stocking Unit** instead of **Send Shipment** for Stocking Units.

Printing Stocking Units and Shipments

Users can print labels and shipment summaries for Stocking Units and Shipments. Follow the steps below for printing.

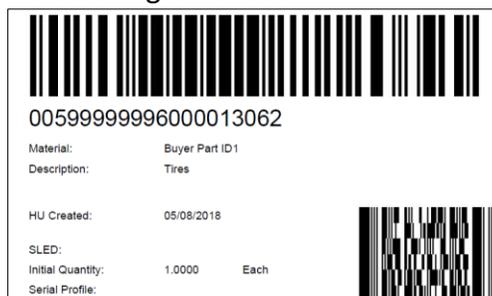
To print labels for one Stocking Unit record in RSCP:

1. Go to the Navigation Menu and click **Order Management**.
2. On the expanded menu, find the **Stocking Units** section and click **Search**.
3. Enter search criteria and click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Open the **Stocking Unit Details** page.
5. Click the **Print** icon in the top right corner of the page.
6. The system generates a PDF Stocking Unit Label.

NOTE: Below is an Example of a Stocking Unit Label.



To print shipping labels for a single Shipment record in RSCP:

1. Go to the Navigation Menu and click **Order Management**.
2. On the expanded menu, find the **Shipments** section and click **Search**.
3. Enter search criteria and click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Click the **Shipment** number from the List page.
5. Open the **Shipment Details** page.
6. Click the **Print Label** button in the header of the shipment details page.
7. The system generates a PDF Shipment Label.

NOTE: Below is an Example of a Shipment Label.



To print a summary of the shipment information sent to RTX:

1. Go to the Navigation Menu and click **Order Management**.
2. On the expanded menu, find the **Shipments** section and click **Search**.
3. Enter search criteria and click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

4. Click the **Shipment** number from the List page.
5. Click the **Print Shipment** button on header of the shipment details page.
6. The system generates a PDF Shipment Summary.

NOTE: Below is an example of a Shipment Summary.

Shipment Number: 2000				Page: 1
Buyer Company:	Buyer Name:	Shipment Created:	04/09/2014	
Supplier Name:	Supplier Name:	Estimate Deliver Date:	04/10/2014	
Tracking Number/Bol:	123	Shipment Print Date:	16/05/2018	
		Packing Slip Number:	123	
General Section				
Buyer Company:	Buyer Name:	Supplier Name:	Supplier Name	
Account Code:	Exostar RTN	Ship From Site:		
Ship To Site:				
Total Units:	1			
Item(s)				
Buyer Part Number:	Buyer Part ID1	Shipment Line:	1	
Item Description:		Order Number:		
Supplier Part Number:				
Shipped Qty:	1.0	Source Inspection:	No	
UOM:		Incoterms:		
Buyer Part Number:	Buyer Part ID2	Shipment Line:	2	
Item Description:		Order Number:		
Supplier Part Number:				
Shipped Qty:	1.0	Source Inspection:	No	
UOM:		Incoterms:		

NOTE: You can also select **Print Labels** from the **Shipment** section of the Navigation Menu under **Order Management**.

Upload/Download Process

Suppliers can create multiple Stocking Units at one time by manually uploading them through the RSCP. Stocking Unit data needs to be entered into an Excel file, using a standardized template to organize the data contents.

As the Stocking Units are generated in RSCP, the system pulls key data from the corresponding orders to include on the uploaded Stocking Units. Once uploaded, you can view and print the Stocking Unit. You can also use the Stocking Unit to generate the shipment notification to RTX and print shipping labels.

The Stocking Unit data to be uploaded must be entered into an Excel spreadsheet (XLS versions only). The data and columns must follow a specific format, outlined in a sample template available for your use.

Follow the steps below to download the template:

1. Go to the [RSCP Training Resources](#) page. Click on the **Stocking Unit Upload Template** (Excel) to download.
2. Open the file.
3. Enter data in all required fields, marked with an asterisk.

RSCP Stocking Unit Upload Template - Excel																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	0	*Supplier	*Buyer	*Supplier	*Stocking	*Order	*PO	*Buyer Part	*Packed	Hazard Class	Serial	Batch	Batch	*Date	*Expiration	Vendor	Manufacturer	Manufacturer
2		Ref Number	MPID	MPID	Unit Line	Number	Line	Sched	Qty	Code	Number	ID	Quantity	Code	Date	Lot Code	Part Number	Name
3																		
4																		
5																		
6																		

NOTE: There are character restrictions in certain fields on the Stocking Unit spreadsheet. The maximum number of characters allowed for each field is listed in the table below.

0	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	**Supplier Ref Number	*Buyer MPID	*Supplier MPID	*Stocking Unit Line	*Order Number	*PO Line	*PO Sched	*Buyer Part Number	*Packed Qty	Hazard Class Code	Serial Number	Batch ID	Batch Quantity	Date Code	Expiration Date
256		64	64	64	64	19	19	64	126	64	18	15	126		Date

NOTE: Do not manipulate the formatting of the document. This will cause errors when uploading.

Once all editable fields are updated, follow the steps below to upload the data into RSCP:

1. From the Navigation Menu, go to **Upload**. Select **Stocking Units** from the expanded menu.
2. Click **Or Select Files** and locate the Excel file to upload.

NOTE: You can also drag and drop the Excel file from your desktop.

3. Once the file is uploaded, click **Next**.
4. In the **Inbox Status** window, wait for the **Status** to change to **Completed**.

Receipts

RTX sends Receipts to suppliers to confirm materials have been received. Receipts are loaded into RSCP in a **Received** state. Buyers can send in a cancellation of a receipt, which changes it to a **Cancelled** state.

Receipt State Definitions

RSCP uses the following state model to manage the Receipt lifecycle. The state is set at the line level, which rolls up to the header, based on the state priority value (the lower the number, the higher the priority).

State	Definition	Priority
Received	Buyer creates a Receipt line WITH reference to a valid Order line in SCP	10
Received – Unreferenced	Buyer creates a Receipt line WITHOUT reference to a valid Order line in SCP	20
Archived	SCP automatically moves a Receipt line into this state depending on a time period of inactivity	30

Viewing Receipts

This section outlines how to locate orders by searching, viewing a summary page, and from purchase order details pages.

To locate a specific receipt, search by Order Number or other data on the Search page:

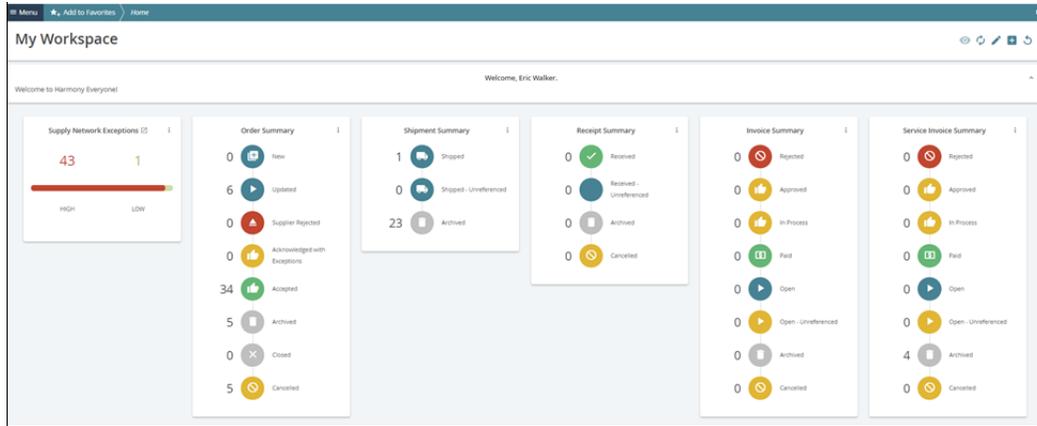
1. Go to **Order Management – Receipt – Search** on the Navigation menu.
2. Enter search criteria.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

3. Click **Search**

To view a summary of your receipts, go to **My Workspace** and view the **Receipt Summary** section.

1. Go to **My Workspace** on Navigation menu.
2. Locate the **Receipts Summary**. This contains a summary of receipts on all states (Received, Received – Unreferenced, Archived and Cancelled)
3. Click the category to see all receipts in that state.

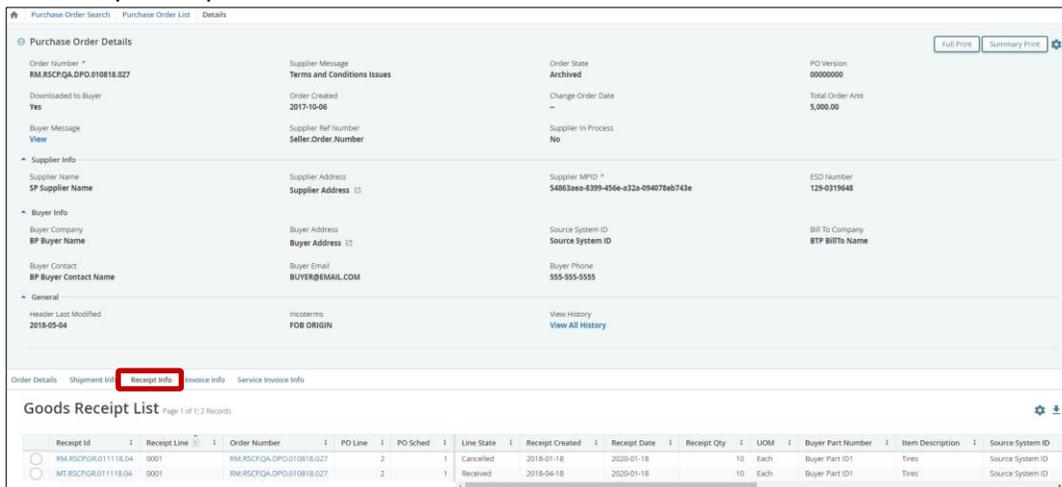


Receipts can also be viewed from the **Purchase Order Details** page of a Purchase Order.

1. From the Navigation Menu, click **Order Management**. Under **Purchase Orders**, click **Search** on the expanded menu.
2. Enter search criteria. Click **Search**.

NOTE: The search uses Auto-Complete when search criteria is entered. After search criteria is entered, press the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

3. Click the order number from the order list page.
4. Click the **Receipt Info** tab on the middle of the screen to see all receipt lines associated with a specific purchase order.



Viewing Received Quantity Details

On the Order Details tab, you can view the **Received Qty** for each order schedule and the **Received Line Qty** for each order line.

Purchase Order Search Purchase Order List Details

Purchase Order Details Full Print Summary Print

Order Number *
RM.RSCPQA.DPO.010818.027

Supplier Message
Terms and Conditions Issues

Order State
Archived

PO Version
00000000

Downloaded to Buyer
Yes

Order Created
2017-10-06

Change Order Date
--

Total Order Amt
5,000.00

Buyer Message
View

Supplier Ref Number
Seller.Order.Number

Supplier In Process
No

Supplier Info

Supplier Name
SP Supplier Name

Supplier Address
Supplier Address

Supplier MPID *
54863aea-8399-456e-a32a-094078eb743e

ESD Number
125-0319648

Buyer Info

Buyer Company
BP Buyer Name

Buyer Address
Buyer Address

Source System ID
Source System ID

Bill To Company
BTP BillTo Name

Buyer Contact
BP Buyer Contact Name

Buyer Email
BUYER@EMAIL.COM

Buyer Phone
555-555-5555

General

Header Last Modified
2018-05-04

Incoterms
FOB ORIGIN

View History
View All History

Order Details Shipment Info Receipt Info Invoice Info Service Invoice Info

Purchase Order Schedules Page 1 of 1; 6 Records State All (6) Filter Download

Sched State	Line	Sched ID	Received Qty	Received Line Qty	UOM	Unit Price	Currency	List Price Basis Qty	Line Total	Supplier Line Notes	Buyer Notes	Early Ship	Line Qty	Line
Archived	1	1	0	0	Each	10.00	U.S. Dollar	1	750.00	None	View	Yes	1	1
Archived	1	2	0	0	Each	10.00	U.S. Dollar	1	750.00	None	View	Yes	1	2
Archived	2	1	10	10	Each	10.00	U.S. Dollar	1	1,000.00	None	View	Yes	100	1

NOTE: An order line (line item) can include multiple schedule lines (dates & quantities) for that item.

Archive and Purge Process

RSCP only retains data for a certain amount of time. This section outlines the archiving and purging processes for all workflows.

Purchase Orders

Purchase Order lines have a lifecycle in RSCP. Once all the PO's Schedule Lines are in a **Closed**, **Cancelled**, or **Supplier Rejected** state and the PO's **Header Last Modified** date is greater than 60 days, all schedule lines not in the **Maintenance** or **Cancelled** state move to **Archived**.

Lines are purged from the system when the Header State is in an **Archived**, **Maintenance**, or **Cancelled** state and the **Header Last Modified** date is greater than 180 days.

Invoices

Invoice lines are moved to an **Archived** state when **Open** or **Open-Unreferenced** invoice lines have not been modified for at least 180 days, and **In Process**, **Paid**, **Rejected**, or **Approved** invoice lines have not been modified for at least 90 days.

Invoices are purged in RSCP when an Invoice header state is **Archived** and has not been modified for at least 180 days.

Service Invoices

Service Invoice lines are moved to an **Archived** state when **Open**, or **Open-Unreferenced** invoice lines have not been modified for at least 180 days, and **In Process**, **Paid**, **Rejected**, or **Approved** invoice lines have not been modified for at least 90 days.

Invoices are purged in RSCP when an Invoice header state is **Archived** and has not been modified for at least 180 days.

Stocking Units and Shipments

When a **Shipment** tied to a **Stocking Unit** is purged, the associated Stocking Unit is also be purged.

Purge Rules for Stocking Units that are not in Shipped or Archived states:

- **Stocking Unit in Draft:** Header Last Modified > 14 days
- **Packed State:** Header Last Modified > 30 days
- **Cancelled State:** Header Last Modified > 30 days

A shipment line is moved to an Archived state when the Shipment **Line State** is 'ANY' and if **Current Date** minus **Line Last Modified** date is greater than 60 days, and if the **Schedule State** on the PO is **Closed**. Shipments are purged when the Header State is Archived and the current date minus the **Header Last Modified** date is greater than 180 days

Receipts

Receipt lines are moved to an **Archived** state when the Receipt Line state is **Received-Unreferenced** or **Received and** the current date minus **Line Last Modified** is greater than 90 days. Lines are also moved into an Archived state when the Receipt Line state is **Cancelled**, and if **Current Date** minus **Line Last Modified** is greater than 21 days.

Receipts are **Purged** when the header State is **Archived** and the **Current Date** minus **Header Last Modified** is greater than 180 days.