



Supply Chain Platform - BAE Product Guide

September 2022



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Document Versioning

Version	Change Overview	Date	Responsible Party
18.1	Harmony Upgrade	08/24/2018	SCP Product Team
MAG 7.0	Authentication	2/19/2021	Beena Nair
	MyExostar Migration	September 2022	Ashleigh Howell

Getting Started

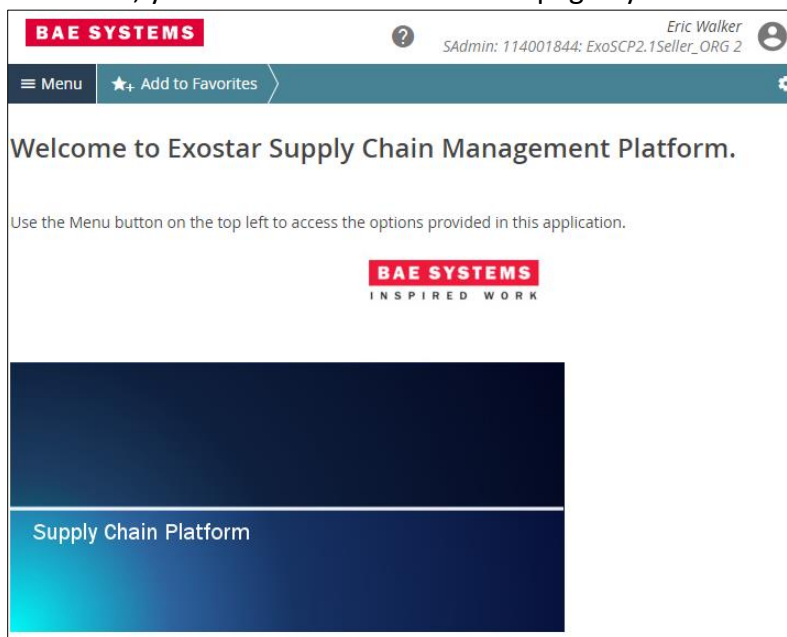
Exostar’s Managed Access Gateway (MAG), provides a consolidated portal for user account registration, management, and authentication. In order to access BAE Systems Supply Chain Platform, users must have an approved MAG account. Please see the [SCP-BAE Get Started](#) page on Exostar’s Self-Help site for complete account set-up instructions.

General Navigation

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

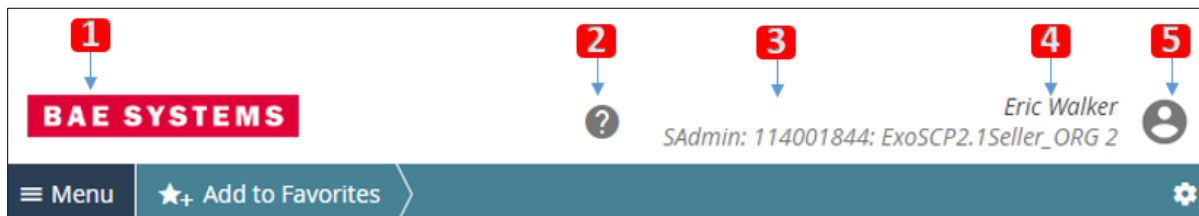
Home Page

When you log into SCP BAE, you are directed to the home page by default.



Header

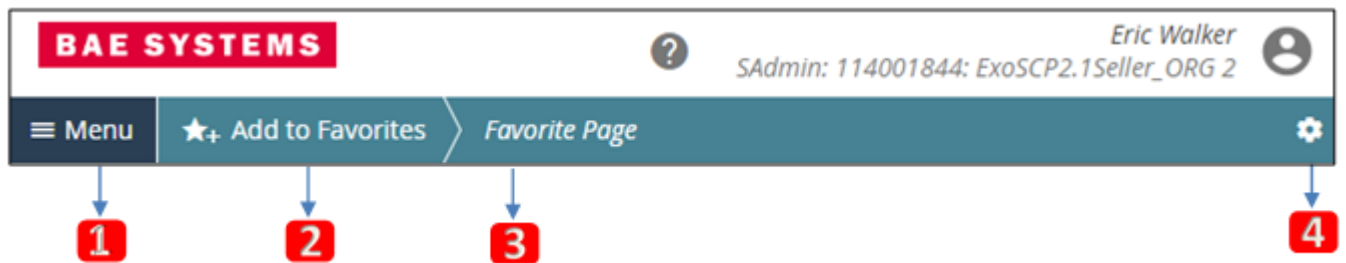
The Header is located at the topmost part of the screen. The top half of the Header includes the BAE Systems logo, the **Help** icon, the User Name, User Role, and **Profile** icon:



1. **BAE Logo**
2. **Help Icon:** Provides access to system help files.
3. **User Role:** Indicates the application privilege granted to the user. This is located at the top most, middle screen, below the **User**.

4. **User Name:** Displays the name of the person accessing the application.
5. **Profile Icon:** When clicked, displays a drop-down menu where the user can switch roles, contact support, see system **About** information, or exit.
 - a. **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.
 - b. **Contact Support:** Provides access to the **Exostar Self-Help Online Case Form** and **Help Desk** contact information.
 - c. **About:** Allows the user to view the system's version and build number.
 - d. **Exit:** Exits the user from the application.

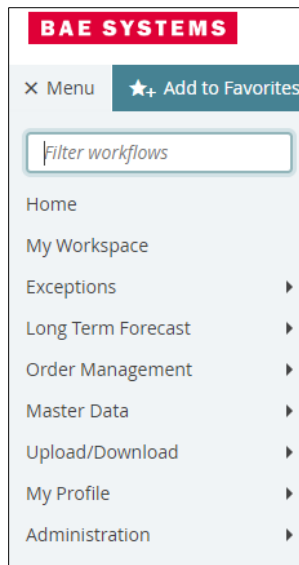
The bottom half of the Header includes the **Navigation Menu** icon, the **Add to Favorites** link, the user's **Favorites** list, and the **Settings** icon:



1. **Navigation Menu Icon:** Displays the Navigation Menu drop-down, which allows the user to navigate through the different workflows.
2. **Add to Favorites Link:** Allows the user to store the current page on his or her **Favorites** list.
3. **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.
4. **Settings Icon:** Allows the user to manage his or her **Favorites** list.

Navigation Menu

The **Navigation Menu** allows users to access various functions in SCP BAE. Below is an outline of the different portions of the Navigation Menu.



- **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
 - Discrete Order Summary
 - Blanket Order Summary
 - Schedule Agreement Summary
 - Shipment Summary
 - Receipt Summary
 - Invoice Summary
- **Exceptions:** Provides access to exceptions by workflow type, and allows users to refine the list through searching.
- **Long Term Forecasts:** Facilitates searches for long term forecasts.
- **Order Management:** Facilitates searches for and responses to transactions (Discrete Orders, Blanket Orders, Schedule Agreements, Shipments, Long Term Forecasts, Receipts, and Invoices).
- **Master Data:** Facilitates Collab Attributes, Supplier Attributes, Supplier Item Attributes and Customer Site and Supplier Attributes set-up.
- **Uploads/Download:** Allows the user to upload .xls files for selected transactions (Discrete Orders, Blanket Orders, Schedule Agreements, Shipments and Invoices).
- **My Profile:** Allows users to subscribe to/unsubscribe from email alerts.
- **Administration:** Allows administrators to assign roles to users.

Customize View of Data

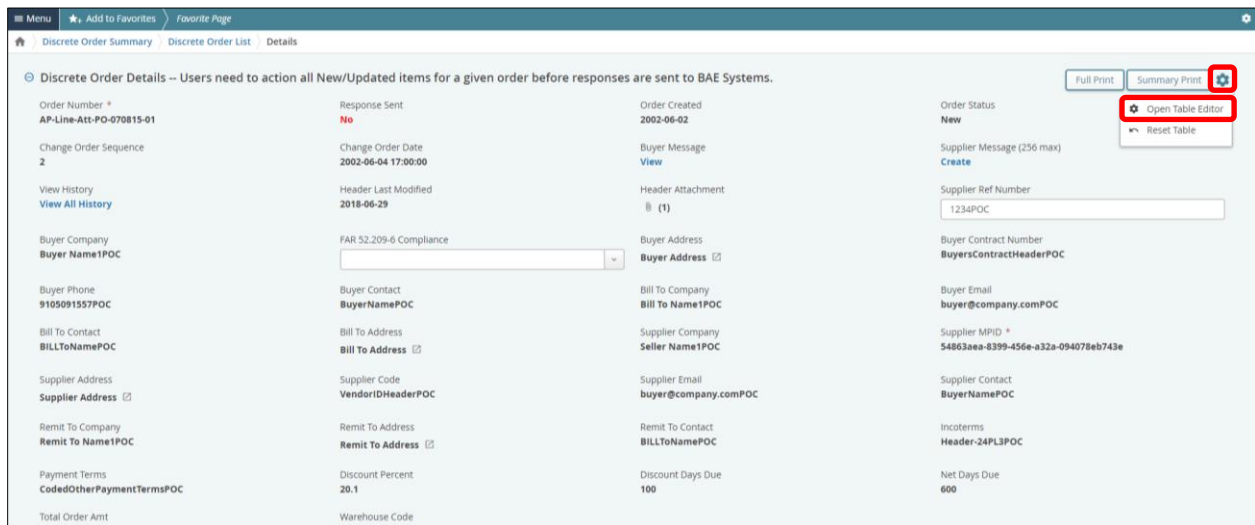
There are several ways users can customize their view of data in SCP-BAE. This section outlines steps users can take to individualize their SCP-BAE experience.

Table Editor

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

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

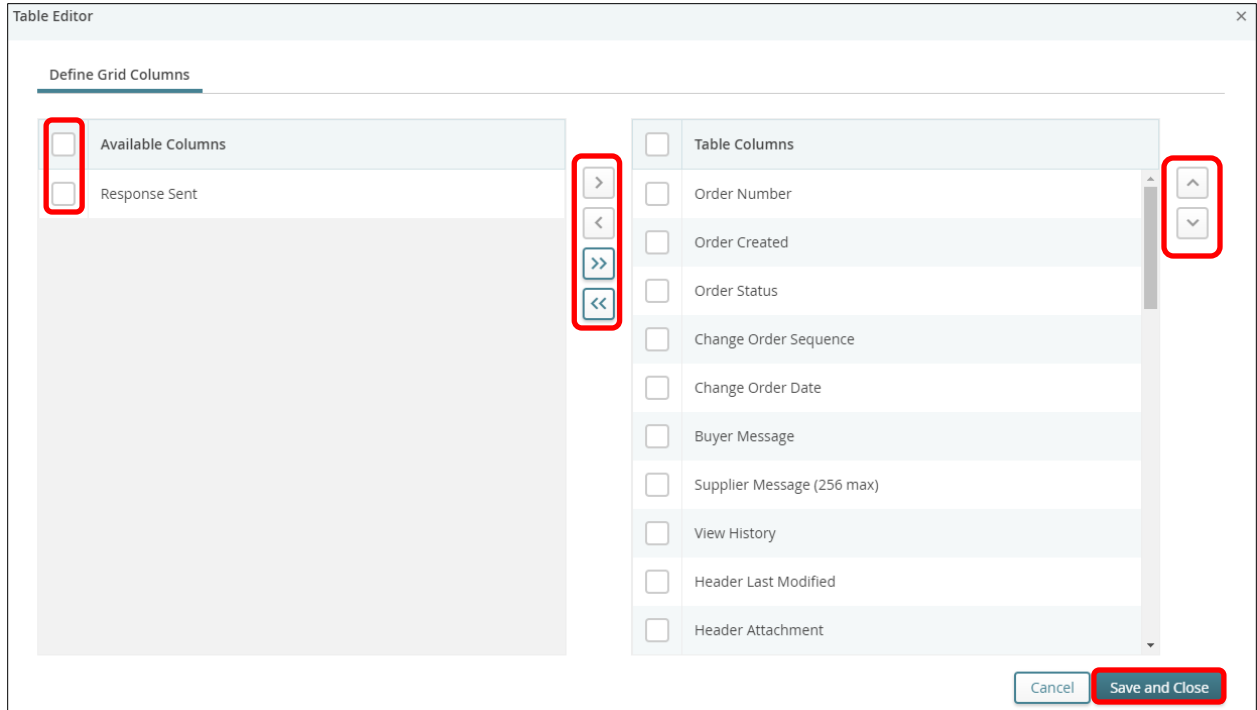
1. Locate the table editor icon on the top of the order details page. Select **Open Table Editor** from the dropdown menu.



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. You can also drag items from one column to another.
3. Once you complete any modifications, click the **Save and Close** button. This changes the view of header items in Discrete Orders moving forward.

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

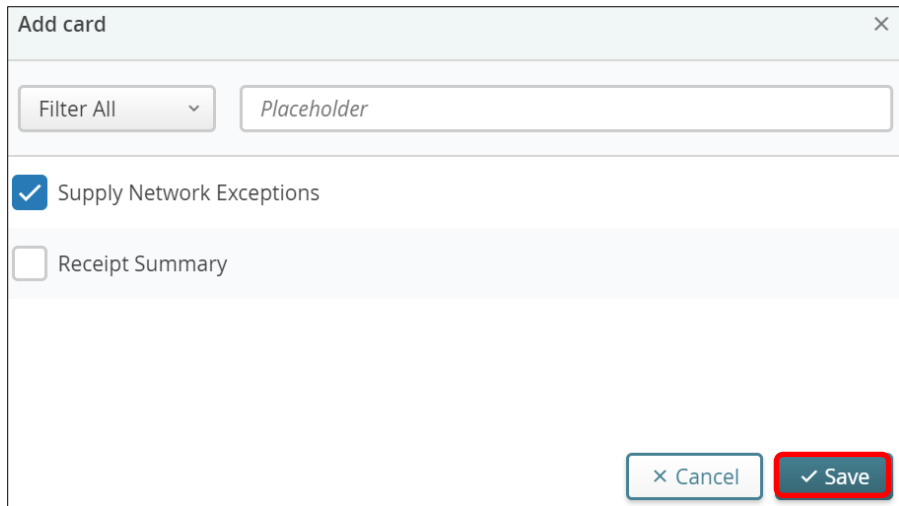


Configure My Workspace

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:

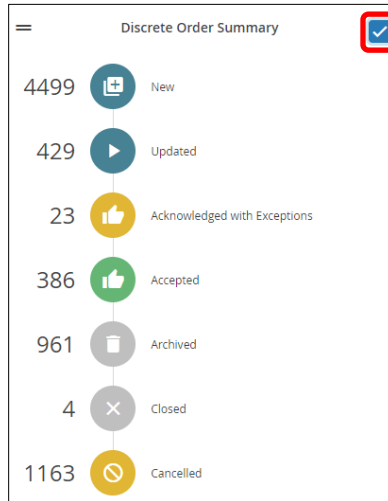
1. From the **Navigation Menu**, click **My Workspace**.
2. In the top right corner of the **My Workspace** screen, click the **Add Card** icon.
3. The screen automatically refreshes. The **Add Card** pop-up displays. Select the desired card you want to add. Click **Save**.



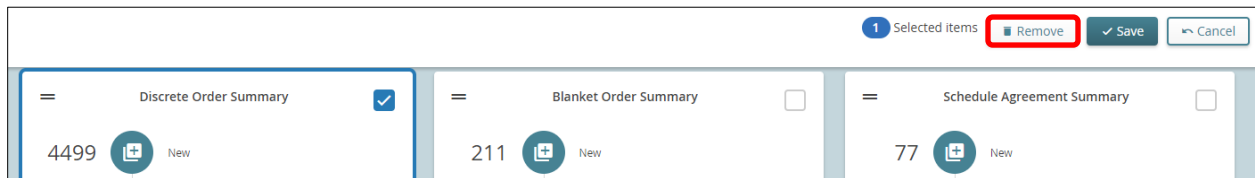
4. The new card is added to My Workspace.

To remove summary cards from My Workspace:

1. From the **Navigation Menu**, 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.



4. 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.

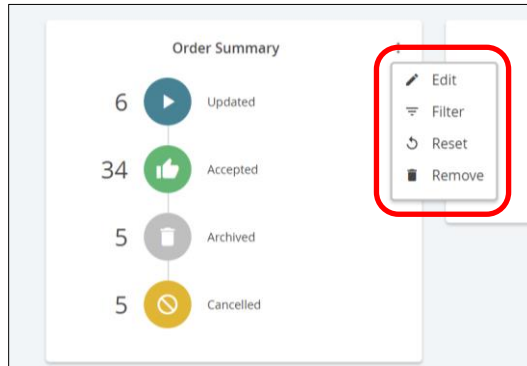


- Only shows rows with a count greater than zero
- Shows all rows, regardless of count value

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

1. From the Navigation Menu, 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**.



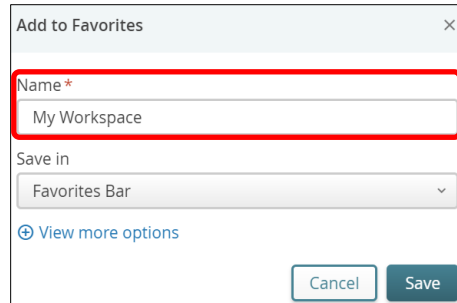
Favorites

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

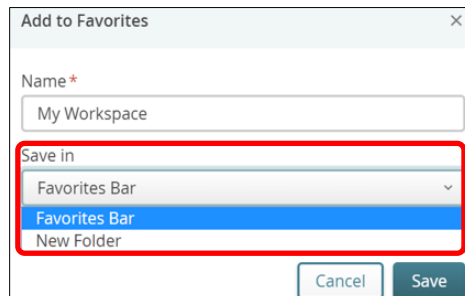
1. From the page you would like to favorite, click **Add to Favorites** on the header of the page.



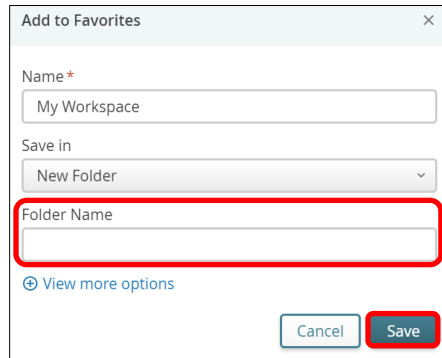
2. The **Add to Favorites** pop-up displays. Enter the desired name for the favorite in the **Name** text box.



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



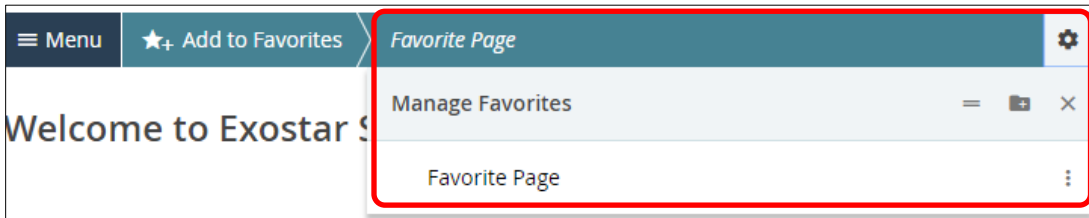
4. Click **Save** if you selected an existing folder. If you selected to add a new folder, the **Folder Name** text box displays. Enter the desired folder name and click **Save**.



The screenshot shows a dialog box titled "Add to Favorites" with a close button (X) in the top right corner. It contains a "Name" field with the text "My Workspace". Below it is a "Save in" dropdown menu currently showing "New Folder". A "Folder Name" text input field is highlighted with a red border. At the bottom, there are "Cancel" and "Save" buttons, with the "Save" button highlighted in red. A link labeled "View more options" with a plus icon is located above the buttons.

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 trigger email alerts. Users have the option to turn off each email alert.

To modify email alert settings:

1. From the Navigation Menu, click **My Profile**.
2. Click on **Email Alert Subscription** from the expanded menu.
3. Click the **Setup to Receive Email Alerts** tab. 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**.

Collaboration Preferences Setup to Receive Email Alerts

Setup to Receive Email Alerts

Preferences set by an admin are greyed out and cannot be changed

Subscribe	Alert Name	Alert Description
<input type="checkbox"/>	Cancelled Blanket Order Alert	Cancelled Blanket Order Alert
<input type="checkbox"/>	Cancelled Discrete Order Alert	Cancelled Discrete Order Alert
<input type="checkbox"/>	Expiring Blanket Order Alert	Expiring Blanket Order Alert
<input type="checkbox"/>	Missing Blanket Order Response Alert	Missing Blanket Order Response Alert
<input type="checkbox"/>	Missing Discrete Order Response Alert	Missing Discrete Order Response Alert
<input type="checkbox"/>	New/Changed Blanket Order Alert	New/Changed Blanket Order Alert
<input type="checkbox"/>	New/Updated Discrete Order Alert	New/Updated Discrete Order Alert
<input type="checkbox"/>	New/Updated Long Term Forecast Alert	New/Updated Long Term Forecast Alert
<input type="checkbox"/>	New/Updated Schedule Agreement Alert	New/Updated Schedule Agreement Alert
<input type="checkbox"/>	Request/Promise Date Mismatch Schedule Agreement Alert	Request/Promise Date Mismatch Schedule Agreement Alert

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.

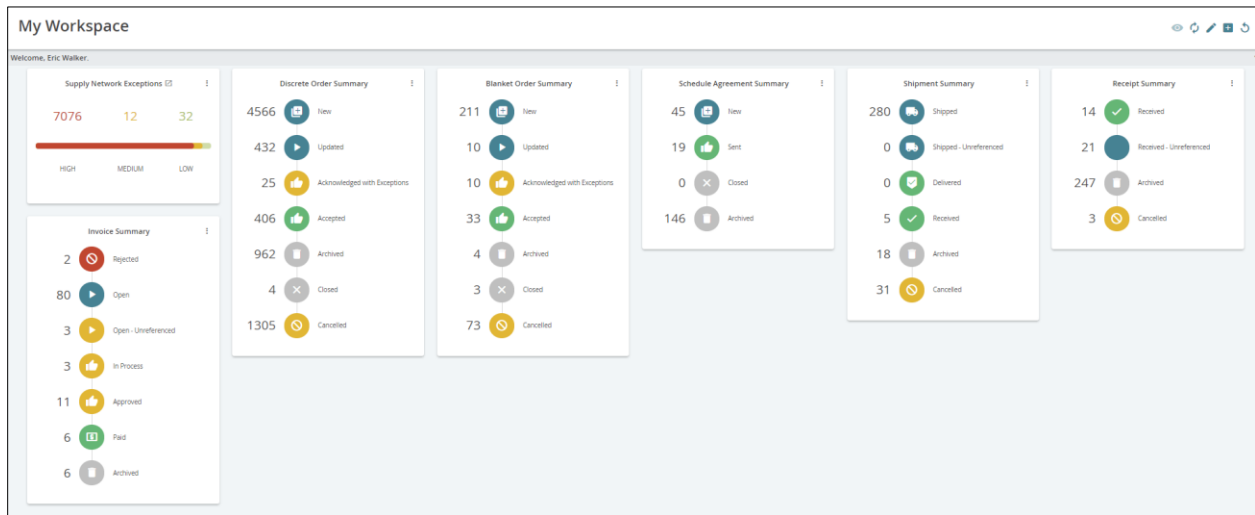
Searching for Information

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

The three main ways to locate information are:

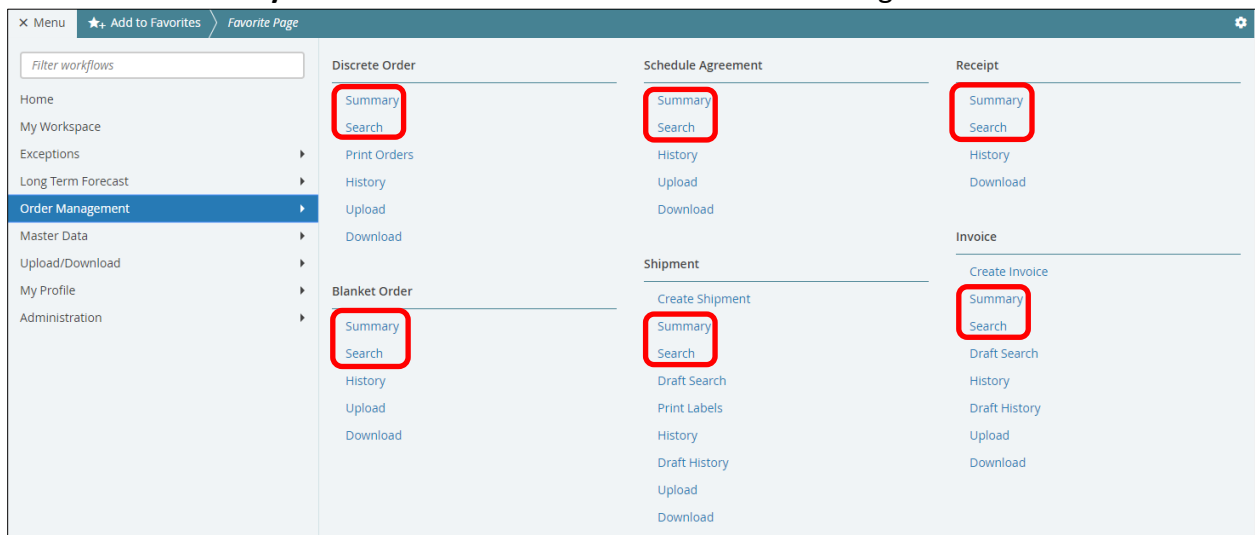
1. **My Workspace:** category and status
2. **Search:** search criteria
3. **Summary:** search criteria and status

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 Discrete Order **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 you see your search criteria display 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 Discrete Order Summary page.

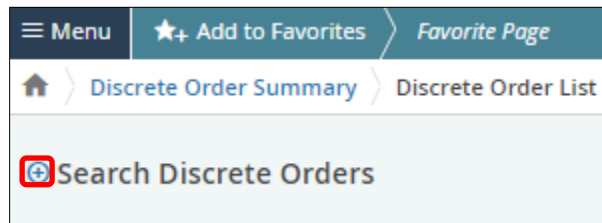
Status	Total	Status	Total
New	4646	Archived	962
Updated	433	Closed	4
Acknowledged with Exceptions	25	Cancelled	1350
Accepted	452		

Sub-Searching for Information

Narrow search results by performing a **Sub-Search**. The **Sub-Search** functionality is available on List pages and the collaboration selector page for Long Term Forecasts.

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

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



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

Search Discrete Orders

Filled in at least one field will return results more quickly

Order Number Buyer Item Number

Buyer Contact Supplier Contact

Saved Searches: None

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

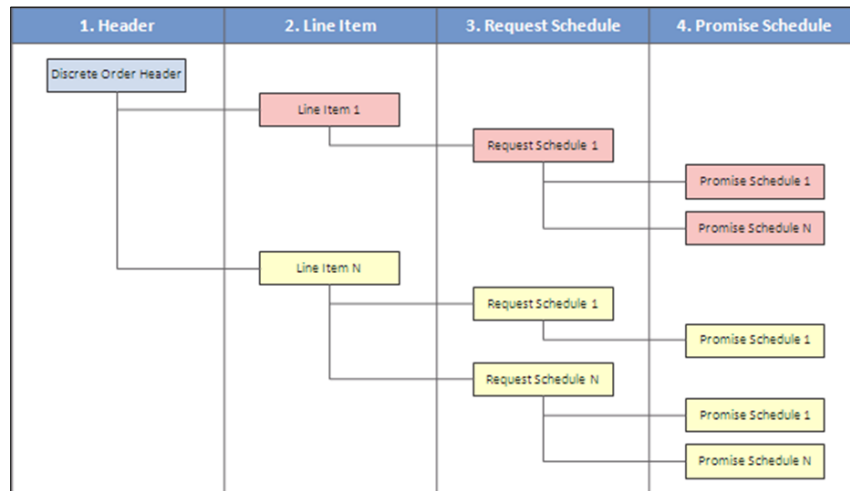
NOTE: After search criteria is entered, hit the **Enter** key so your search criteria displays in a blue box below the entry field, and click the **Search** button.

Discrete Orders

BAE creates Discrete 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 **Adding Promises**.

Discrete Orders are organized into the following levels:

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



BAE SCP uses a **State Model** to manage the Discrete Order 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. The state used at each aggregating level is based on the state priority values as defined in the table at the end of this section. The LOWER the value, the HIGHER the priority.

For example, a Discrete Order 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**.

The following table defines each state used for Discrete Orders. It also indicates if a request schedule line in each state would permit the creation of a Shipment or Invoice for that line.

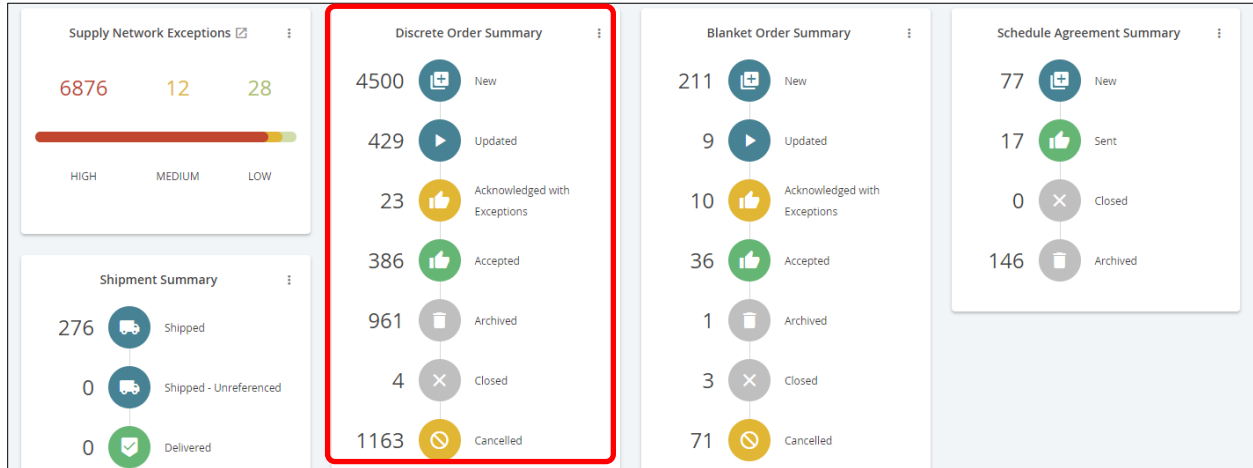
NOTE: Shipments and Invoices created through an integrated Supplier connection cannot check within the system for the line’s state prior to creation, and therefore this restriction cannot be applied for integrated Suppliers.

State	Definition	Create Ship/ Invoice?	Priority
New	State assigned to a NEW Order line/request schedule when loaded into SCP	Yes	10
Updated	State assigned to a CHANGED Order line/request schedule when loaded into SCP	Yes	20
Acknowledge with Exceptions	Supplier acknowledges the request schedule, but with proposed changes (typically Promise Date/Quantity)	Yes	40
Accepted	Supplier accepts the request schedule ‘as is’	Yes	50
Archived	SCP automatically moves schedule lines into this state depending on a time period of ‘inactivity’	No	60
Closed	Buyer closes the request schedule line	No	70
Cancelled	Buyer cancels the request schedule line	No	80
Maintenance	Buyer sends an invalid order that should be hidden from the supplier	No	90

Locating Discrete Orders

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

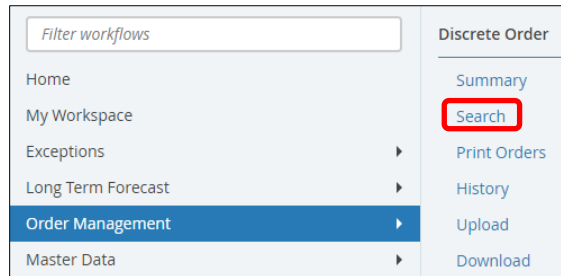
Discrete Orders are accessed in the **Order Summary** section. Each Row represents a **State** that applies to Discrete Order. This is the easiest way to access **New** or **Updated** Discrete Orders.



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 **Discrete Order** section of the expanded menu.



3. The **Discrete 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 Discrete Orders** on the top of the **Discrete Order List** page.

Search Discrete Orders

Discrete Order Schedules Total 429 records Page 1 of 22

<input type="checkbox"/>	Header Attachment	Order Number ¹	Line ²
<input type="checkbox"/>	Ⓜ (1)	AP-Line-Att-PO-070815-01	
<input type="checkbox"/>	Ⓜ (0)	AP-PO-6222018-01	
<input type="checkbox"/>	Ⓜ (0)	AP.BAEQA.DPO.5212018.1	

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

Menu Add to Favorites Favorite Page

Discrete Order Summary Discrete Order List

Search Discrete Orders Saved Searches None Save Search

Filling in at least one field will return results more quickly.

Order Number Buyer Item Number

Buyer Contact Supplier Contact

Reset **Search**

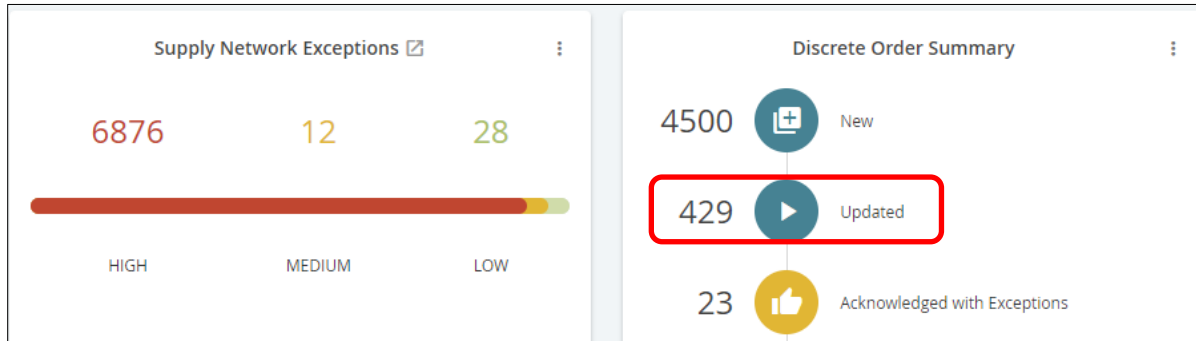
Discrete Order Schedules Total 429 records Page 1 of 22

<input type="checkbox"/>	Header Attachment	Order Number ¹	Line ²	Schedule Status	Sched ³	Response Sent	Buyer Item Number	Request Q
<input type="checkbox"/>	Ⓜ (1)	AP-Line-Att-PO-070815-01	2	Updated	1	No	Wing Pylon	
<input type="checkbox"/>	Ⓜ (0)	AP-PO-6222018-01	2	Updated	1	No	Wing Pylon	
<input type="checkbox"/>	Ⓜ (0)	AP.BAEQA.DPO.5212018.1	2	Updated	1	No	Wing Pylon	

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

Locating Discrete Order Changes

Every four hours, SCP-BAE looks for changed orders and sends email alerts to users. New **Discrete 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.

Responding to Discrete Orders/Discrete Order Changes

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

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

Accepting a Discrete 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. On the **Order Details** page, use the checkboxes to select one or more schedule lines.
3. Click **Accept**.

Discrete Order Schedules <small>Total 14 records Page 1 of 1, 2 Selected</small>										State	New (14)	Filter	Settings	Download
<input type="checkbox"/>	Attach	Line	Sched	Schedule Status	Buyer Item Number	Supplier Item Number	Item Description	Full Description	Req					
<input checked="" type="checkbox"/>	(0)	2	3	New	Wing Pylon	SellerProdiD8	Longest Full Description in HistoryLongest Full Description in HistoryLongest Full Description i...	Full Description	<input type="checkbox"/>					
<input checked="" type="checkbox"/>	(0)	2	4	New	Wing Pylon	SellerProdiD8	Longest Full Description in HistoryLongest Full Description in HistoryLongest Full Description i...	Full Description	<input type="checkbox"/>					
<input type="checkbox"/>	(0)	2	5	New	Wing Pylon	SellerProdiD8	Longest Full Description in HistoryLongest Full Description in HistoryLongest Full Description i...	Full Description	<input type="checkbox"/>					
<input type="checkbox"/>	(0)	2	6	New	Wing Pylon	SellerProdiD8	Longest Full Description in HistoryLongest Full Description in HistoryLongest Full Description i...	Full Description	<input type="checkbox"/>					

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 **Response Sent** flag changes to **Yes** – this shows your response was sent to BAE Systems

Acknowledging 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 Discrete Order/Change order, and wishes to suggest changes in certain fields within SCP-BAE.

Follow these steps to Acknowledge with Exceptions:

1. Locate the order to update.
2. Select the applicable PO lines.
3. Click **Create** under the **Supplier Message** in the Header.

Discrete Order Details -- Users need to action all New/Updated items for a given order before responses are sent to BAE Systems.

Order Number 1146_QA_Veena-Line-Att-PO-July12	Response Sent No	Order Created 2002-06-02	Order Status New
Change Order Sequence 1,001	Change Order Date 2002-06-04 17:00:00	Buyer Message View	Supplier Message (256 max) Create

4. Enter a supplier message in the pop-up box. Click **OK**.

Notes

Message:

test

5. Click the **Acknowledge with Exceptions** button. Your response is sent to BAE once all schedules are out of New or Updated status.

	Attach	Line	Sched	Schedule Status	Buyer Item Number
<input checked="" type="checkbox"/>	(0)	2	5	New	Wing Pylon
<input checked="" type="checkbox"/>	(0)	2	6	New	Wing Pylon
<input type="checkbox"/>	(0)	2	7	New	Wing Pylon
<input type="checkbox"/>	(0)	2	8	New	Wing Pylon
<input type="checkbox"/>	(0)	300	1	New	ECM POD
<input type="checkbox"/>	(0)	300	2		ECM POD
<input type="checkbox"/>	(0)	300	3	New	ECM POD

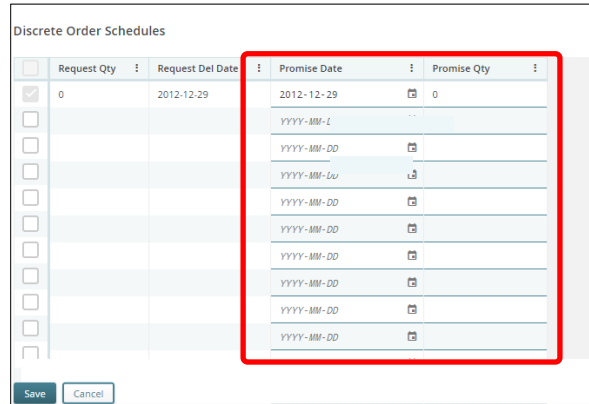
Accept **Acknowledge with Exceptions** Add Promises Create Shipment Create Invoice

Splitting Quantities and Adding Promises

Some Discrete Order lines require multiple deliveries. This requires adding promises and creating multiple responses for one schedule line.

To split quantity and/or add promises:

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



4. Enter dates and quantities.
5. Click **Change** under **Supplier Message** in the Header. Enter a **Supplier Message**.
6. When finished, click **Save**.
7. A confirmation displays – click **OK** and close.
8. Click the **Acknowledge with Exceptions** button.

Cancelled Discrete Orders

If BAE Systems cancels an entire Discrete 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 Discrete Purchase Orders or schedule lines.

Response Sent to Buyer

A Discrete Order Response is only sent to BAE when all schedule lines are moved from the **New** and **Updated** states (See the Discrete Order header state). The **Response Sent** indicator shows if a Discrete Order is complete (all lines processed). Once a Discrete Order has all lines processed, SCP-BAE sends it to BAE Systems.

Discrete Order Details -- Users need to action all New/Updated items for a given order before responses are sent to BAE Systems.

Order Number * 1QAVKP-BAESCP10.0-PO-010618_008-1
 Change Order Sequence
 View History
 View All History

Buyer Company HBuyer Name1
 Buyer Phone 9105091557
 Bill To Contact BILLToName
 Supplier Address Supplier Address
 Remit To Company Remit To Name1
 Payment Terms Elective
 Total Order Amt 1,800.00

Response Sent Yes
 Change Order Date --
 Header Last Modified 2018-07-06
 FAR 52.209-6 Compliance Yes
 Buyer Contact BuyerName
 Bill To Address Bill To Address
 Supplier Code VendorIDHeader
 Remit To Address Remit To Address
 Discount Percent 2.1
 Warehouse Code HSHIPTOID

Order Created 2013-06-02
 Buyer Message View
 Header Attachment (0)
 Buyer Address Buyer Address
 Bill To Company HBILL To Name1
 Supplier Company Seller Name1
 Supplier Email buyer@company.com
 Remit To Contact BILLToName
 Discount Days Due 10

Order Status Accepted
 Supplier Message (256 max) Create
 Supplier Ref Number 1234
 Buyer Contract Number BuyersContractHeader
 Buyer Email buyer@company.com
 Supplier MPID # 54863ea-8399-456e-a32e-09407be8743e
 Supplier Contact BuyerName
 Incoterms Header-24PL3
 Net Days Due 60

Full Print Summary Print

To set up a search to look for Discrete Orders with a partial response, but not yet sent to BAE Systems because the response is incomplete:

1. From the Navigation Menu, go to **Order Management**.
2. Click **Discrete Order Search** from the expanded menu.
3. The default search is set to **All**. Press **X** on the all value selection. Select **No** from the **Response Sent** dropdown and click **Search**.
4. Respond to orders still in **New** or **Updated** status.

Viewing Discrete Order History

All changes made to an order (by supplier, BAE Systems 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.

Order Number * 1QAVKP-BAESCP10.0-PO-010618_008-1
 Change Order Sequence
 View History
 View All History

Buyer Company HBuyer Name1
 Buyer Phone 9105091557
 Bill To Contact BILLToName
 Supplier Address Supplier Address
 Remit To Company Remit To Name1
 Payment Terms Elective
 Total Order Amt 1,800.00

Response Sent Yes
 Change Order Date --
 Header Last Modified 2018-07-06
 FAR 52.209-6 Compliance Yes
 Buyer Contact BuyerName
 Bill To Address Bill To Address
 Supplier Code VendorIDHeader
 Remit To Address Remit To Address
 Discount Percent 2.1
 Warehouse Code HSHIPTOID

Order Created 2013-06-02
 Buyer Message View
 Header Attachment (0)
 Buyer Address Buyer Address
 Bill To Company HBILL To Name1
 Supplier Company Seller Name1
 Supplier Email buyer@company.com
 Remit To Contact BILLToName
 Discount Days Due 10

Order Details Shipment Info Receipt Info Invoice Info Schedule Agreement Info

Discrete Order Schedules Total 3 records Page 1 of 1

Attach	Line	Sched	Schedule Status	Buyer Item Number	Supplier Item Number	Item Description	Full Description
(0)	1	1	Accepted	EXO759/22-8-0	SellerProdID8	UAV - Weather Avoidance System	Full Description
(0)	2	1	Accepted	EXO759/22-8-0	SellerProdID8	UAV - Weather Avoidance System	Full Description
(0)	3	1	Accepted	EXO759/22-8-0	SellerProdID8	UAV - Weather Avoidance System	Full Description

Accept Acknowledge with Exceptions Add Promises Create Shipment Create Invoice View History Reset

Viewing Discrete Order Attachments

Orders in SCP-BAE can have attachments from BAE. A paperclip icon shows there is an attachment to an order. The number of attachments is shown in parenthesis next to the icon. Attachments exist at both the header and line level. They can be accessed from any list or details page. When a Discrete Order is downloaded, attachments are not. They are also not included in print versions of an order.

Header Attachment	Order Number	Line	Schedule Status
(2)	1146_QA_Veena-Line-Att-PO-July12	2	New
(2)	1146_QA_Veena-Line-Att-PO-July12	2	New
(2)	1146_QA_Veena-Line-Att-PO-July12	2	New
(2)	1146_QA_Veena-Line-Att-PO-July12	2	New

Printing Discrete Orders

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

To print a single Discrete Order:

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

Discrete Order Details – Users need to action all New/Updated items for a given order before responses are sent to BAE Systems.			Full Print	Summary Print
Order Number 1Q4WRP-BAESC19-D-PO-010618_008-1	Response Sent Yes	Order Created 2018-06-02	Order Status Accepted	
Change Order Sequence	Change Order Date -	Buyer Message View	Supplier Message (256 max) Create	

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

Document Type	File Name	Status	Creation Time	Completion Time
1	Discrete Order Full Print DiscPOFullPrint.pdf	Completed	2018-07-12 15:12:05	2018-07-12 15:12:05

To print **multiple** Discrete Orders:

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

Discrete Order Schedules Total 228 records Page 1 of 12, 3 Selected

<input type="checkbox"/>	Header Attachment	Order Number	Line	Schedule Status
<input checked="" type="checkbox"/>	(0)	1QAVKP-BAESCP10.0-PO-010618_008-1	1	Accepted
<input checked="" type="checkbox"/>	(0)	2QA-BAESCP10.0-PO-010618_010	1	Accepted
<input checked="" type="checkbox"/>	(0)	42010131151	10	Archived
<input type="checkbox"/>	(0)	AP-Line-Att-PO-01	1	Accepted
<input type="checkbox"/>	(0)	AP-Line-Att-PO-070815-01	1	Accepted
<input type="checkbox"/>	(0)	AP-Line-Att-PO-070815-02	1	New
<input type="checkbox"/>	(0)	AP-Line-Att-PO-070815-04	1	New
<input type="checkbox"/>	(0)	AP-PO-6222018-01	1	Accepted
<input type="checkbox"/>	(0)	AP-PO-6252018-01	1	Accepted
<input type="checkbox"/>	(0)	AP-PO-6292018-01	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO-5212018-1	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6112018.3	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6112018.4	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6112018.5	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6112018.6	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6252018.2	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO-6292018-1	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6292018.11	1	New
<input type="checkbox"/>	(0)	AP-BAEQA-DPO.6292018.2	1	New
<input type="checkbox"/>	(0)	Aadhish-BAESCP10.0-23Line-Att-PO-070815-01	1	Accepted

5. Click the **Full Print** button.
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 save the PDF document.

Printing Discrete Order Changes

To see all changed data fields on a Discrete Order:

1. From the Navigation Menu, click **go to Order Management**.
2. Click on **Search** under **Discrete Orders**.
3. Enter search criteria and locate the order. Select **Full Print**.
4. This generates a PDF document.

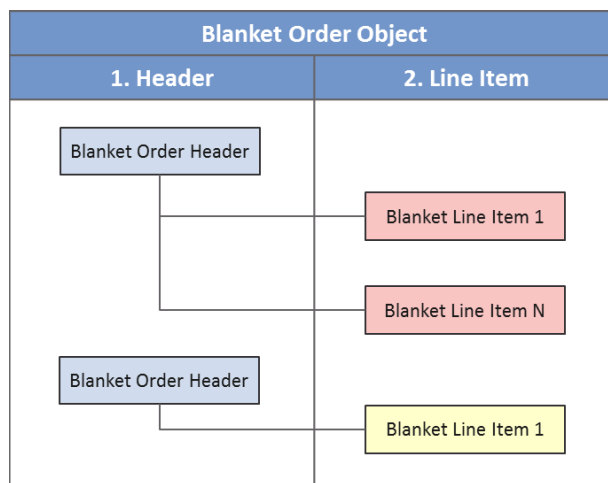
NOTE: All changed data fields are highlighted with a red asterisk in the print document. The full print document compares this current version of the PO to the last version with a response. If there has never been a response, SCP-BAE compares the original version to this latest version.

Blanket Orders

BAE Systems uses a Blanket Order to define the agreement for an item to be procured from a Supplier, including (but not limited to) the total quantity and price. When BAE creates a Blanket order, they do not know the exact date and scheduled quantity requirements for the items to be covered by the Blanket Order Agreement.

The Blanket Order procurement process is similar to the Discrete Order process with the exception that the Blanket Order will not allow shipments or invoices.

Blanket Orders contain data at only two levels – head and line item. There can be multiple lines for a single Blanket Order.



Blanket Orders use states to manage the order lifecycle. As with Discrete Orders, there is a hierarchy and priorities for each available state. The state is set at the line item level, which rolls up to the header, based on the state priority value. The highest priority state at the line level (lowest number in the table) becomes the state at the header level.

State	Definition	Create Ship/ Invoice?	Priority
New	Buyer creates and publishes a Blanket Order line	No	10
Updated	Buyer updates a Blanket Order line	No	20
Acknowledged with Exceptions	Supplier acknowledges the request, but with proposed changes (typically Promise Quantity)	No	25
Accepted	Supplier accepts the Order line and it remains available for downstream transactions	No	30

State	Definition	Create Ship/ Invoice?	Priority
Archived	SCP automatically moves lines into this state depending on a time period of inactivity	No	40
Closed	The Buyer has closed the Blanket Order line	No	50
Cancelled	The Buyer has cancelled the Blanket Order line	No	60
Maintenance	Buyer sends an invalid order that should be hidden from the supplier	No	70

The **Create Ship/Invoice** column of the table indicates if an order line in each state would permit the creation of a Shipment or Invoice. Note that documents created through an integrated Supplier connection cannot check within the system for the line’s state prior to creation, and therefore this restriction cannot be applied for integrated Suppliers.

The following table shows state transitions and permissions for Blanket Orders:

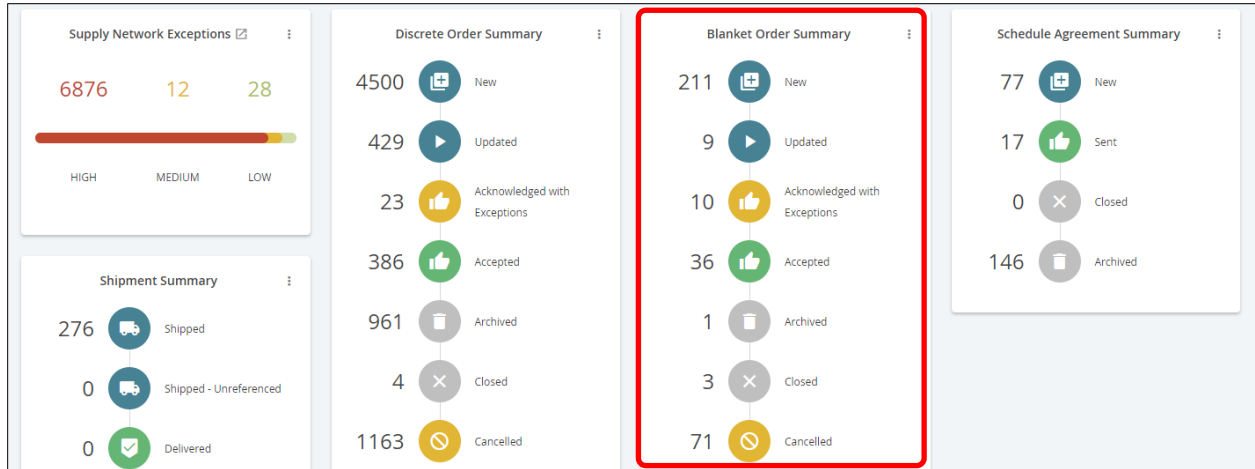
END START	Updated	AwE	Accepted	Archived	Closed	Cancelled	Maintenance
New	Buyer	Supplier	Supplier	System	Buyer	Buyer	Buyer*
Updated	Buyer	Supplier	Supplier	System	Buyer	Buyer	Buyer*
AwE	Buyer	Supplier*	Supplier*	System	Buyer	Buyer	Buyer*
Accepted	Buyer	Supplier*	Supplier*	System	Buyer	Buyer	Buyer*
Archived	Buyer				Buyer	Buyer	Buyer*
Closed	Buyer			System	Buyer	Buyer	Buyer*
Cancelled	Buyer				Buyer	Buyer	Buyer*

* Buyer Admin role only (excludes Buyer User and Buyer Viewer)

Locating Blanket Orders

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

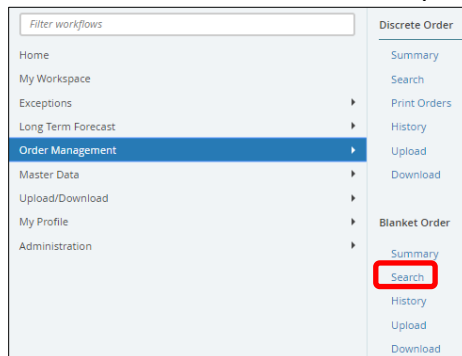
Blanket Orders are accessed in the Order Summary section. Each Row represents a State that applies to Discrete Order. This is the easiest way to access **New** or **Updated** Blanket Orders.



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

To search for Blanket Orders:

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



3. The **Search Blanket Orders** 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 **Blanket Order List** page, conduct a **Sub Search** to narrow results, if necessary.
5. To access the **Sub Search**, click the + icon next to **Search Blanket Orders** on the top of the **Blanket Order List** page.

Search Blanket Orders

Blanket Order Schedules Total 344 records Page 1 of 18

<input type="checkbox"/>	Header Attachment	Order Number	Line
<input type="checkbox"/>	(0)	AP.BAEQA.BPO.06292018.11	1
<input type="checkbox"/>	(0)	AP.BAEQA.BPO.06292018.11	2
<input type="checkbox"/>	(0)	AP.BAEQA.BPO.06292018.11	3
<input type="checkbox"/>	(0)	AP.BPO.629.2	1
<input type="checkbox"/>	(0)	AP.BPO.629.2	2

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

Blanket Order Search

Order Number:

Buyer Contact:

Buyer Item Number:

Supplier Contact:

Reset **Search** Save Search

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

Locating Blanket Order Changes

You can see a Blanket Order changed by looking at the Revision Number and Change Order Date in the header. Also, some of the data fields may be highlighted if they changed. Changed lines have an updated line status. Respond to updated order line the same way you would to new order lines.

Accepting a Blanket Order

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

To accept schedule lines on a Blanket order:

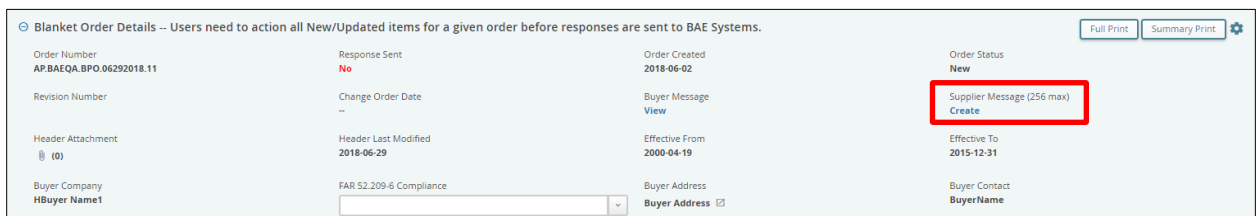
1. From the **Navigation Menu**, Go to **Order Management** and select **Search** under Blanket Orders from the expanded menu.
2. Enter search criteria to locate the order to action.
3. On the Order Details page, use the checkboxes to select one or more schedule lines.
4. Click **Accept**.

Acknowledge With Exceptions

A supplier has the option to **Acknowledge with Exceptions** if they cannot agree to accept the order, and/or a line as it is stated by the Buyer in the Blanket Order/Change Order and wishes to suggest changes in certain fields within SCP-BAE.

Follow these steps to Acknowledge with Exceptions:

1. From the **Navigation Menu**, Go to **Order Management** and select **Search** under Blanket Orders from the expanded menu.
2. Enter search criteria to Locate the order to action and locate the order to update.
3. Select the applicable PO lines.
4. Click **Change** or **Create** under the **Supplier Message** in the Header.



5. Enter a supplier message in the pop-up box. Click **Ok**.



6. Click the **Acknowledge with Exceptions** button. Your response is sent to BAE.

Cancelled Blanket Orders

If BAE Systems cancels an entire Blanket 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 Blanket Orders or schedule lines.

Printing Blanket Order Attachments

Follow these steps to open attachments:

1. Click on the paperclip icon in the header of the Blanket Order details page under **Header Attachment**.

Blanket Order Search / Blanket Order List / Details

Blanket Order Details -- Users need to action all New/Updated items for a given order before responses are sent to BAE Systems.

Full Print Summary Print

Order Number Aamir-BAESCP10.0-40Line-BPO-033015-001	Response Sent No
Order Created 2002-06-02	Order Status New
Revision Number 1	Change Order Date 2002-06-04
Buyer Message View	Supplier Message (256 max) Change
Header Attachment (1)	Header Last Modified 2018-06-29

2. In the pop-up window, click on the **File Name** link.

Attachment List

File Name	Description	File Size	Upload Date
BeijingFastFood.pdf	1234123123123123123123	2524396	2018-06-29 15:43:00

Close

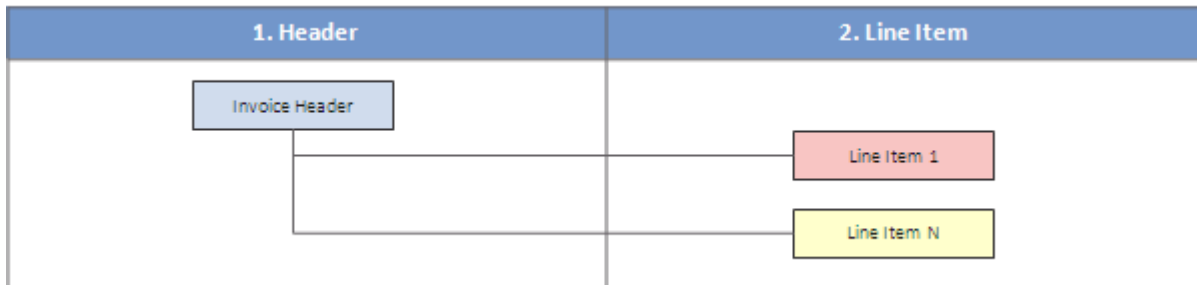
3. In the next window, select to **Open** or **Save** the file.

Invoices

Suppliers use invoices to initiate and settle financial transactions related to material and non-material exchanges with BAE. Suppliers typically create an Invoice when the Buyer receives the material shipment or service. Invoices are only applicable to Discrete Orders and cannot be created for Blanket Purchase Orders.

In SCP-BAE, 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

SCP-BAE 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
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.
Open	Supplier submits a new Invoice line WITH reference to a valid PO, PO Line, and PO request schedule
Open – Unreferenced	Supplier submits a new Invoice line WITHOUT reference to a valid PO, PO Line, and PO request schedule
In Process	Buyer indicates an Invoice line is being processed
Approved	Buyer indicates an Invoice line has been approved

State	Definition
Paid	Buyer indicates an Invoice line has been paid
Archived	SCP automatically moves an Invoice line into this state depending on a time period of inactivity

Creating Invoices

A Supplier typically creates an Invoice from within the SCP user interface. The first step in the **Create Invoice** workflow is to select lines from a Discrete Order. As a result, Invoices created using this workflow always refer to a valid Order and are created in the **Open** state. Invoices can only be created for Discrete Purchase Orders and not Blanket Orders.

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**.

7. 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.

Tax applied to all checked line items

Tax Category: <input type="text" value="Standard Rate"/>	Tax Category Other: <input type="text"/>
Tax Type: <input type="text" value="Value Added Tax"/>	Tax Type Other: <input type="text"/>
Tax Payment Method: <input type="text" value="Buyer pays vendor"/>	Tax Payment Method Other: <input type="text"/>
Tax Percent: <input type="text" value="0.0"/>	Tax Amount: <input type="text"/>

- 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 BAE Systems.

Invoice Line	Order Number	PO Line	PO Sched	Buyer Item Number	Supplier Item Number	Item Description	Qty Invoiced*	UOM	Unit Price	Currency	Goods/Services	Gross Amount
<input checked="" type="checkbox"/>	0001	AP-Line-Att-PO-01	1	1	EXO759/22-8-0	SellerProdID8 UAW - Weather Avoidance System	10	Square Foot	10.99	U.S. Dollar	Goods	109.90
<input type="checkbox"/>	0002	AP-Line-Att-PO-01	1	2	EXO759/22-8-0	SellerProdID8 UAW - Weather Avoidance System	10	Square Foot	10.99	U.S. Dollar	Goods	109.90
Invoice Totals:							20					

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.

Invoice List Page 1 of 1; 7 Records, 1 Selected

	Invoice Number	Invoice Line	Order Number	PO Line	PO Sched	Invoice Created	Invoice Status	Header Last Modified	Invoice Type
<input checked="" type="checkbox"/>	SYSINV280	0001	Aamir-BAESCP10.0-23Line-PO-033015-01	1	3	2015-05-01 18:10:34	System Initial	2015-05-01 18:10:45	Debit
<input type="checkbox"/>	SYSINV363	0001	Deepa239	1	9	2018-06-06 19:05:47	System Initial	2018-06-06 19:06:01	Debit
<input type="checkbox"/>	SYSINV364	0001	Veena-BAESCP10.0-23Line-Att-PO-051816-...	1	1	2018-06-08 13:08:32	System Initial	2018-06-08 13:11:22	Debit
<input type="checkbox"/>	SYSINV365	0001	Veena-BAESCP10.0-23Line-Att-PO-051816-...	1	1	2018-06-08 13:14:15	System Initial	2018-06-08 13:15:41	Debit
<input type="checkbox"/>	SYSINV374	0001	AP-PO-6252018-01	1	3	2018-06-25 12:46:59	System Initial	2018-06-25 12:52:50	Debit
<input type="checkbox"/>	SYSINV422	0001	QA_Veena1-PO-july7	1	1	2018-07-11 19:38:29	System Initial	2018-07-11 19:38:56	Debit
<input type="checkbox"/>	SYSINV423	0001	QA_Veena1-PO-july7	1	2	2018-07-12 16:07:34	System Initial	2018-07-12 16:09:04	Debit

Send Invoice
Delete Draft
View History

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

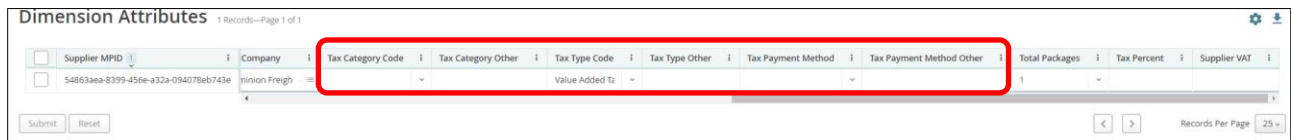
NOTE: Draft versions of invoices are not visible by users with other roles. If a draft is created by a user with the administrator role **SAdmin**, it is not visible to someone using the regular **SUser**

role until the invoice is moved out of draft status.

Setting Default Values for Tax Fields

If you use the same tax on many orders, you can set up default values for the tax fields. You must have an admin role to create the default values.

1. From the **Navigation Menu**, go to **Master Data** and click on **Supplier Attributes** from the expanded menu.
2. Click the **Search** button.
3. Enter data in the tax fields.



The screenshot shows a web form titled "Dimension Attributes" with a table of tax-related fields. A red box highlights the following columns: Tax Category Code, Tax Category Other, Tax Type Code, Tax Type Other, Tax Payment Method, and Tax Payment Method Other. The table contains one row with the following values: Supplier MPID (54863aaa-8399-456e-a32a-094078eb743e), Company (minion Freight), Tax Category Code (Value Added Tax), Tax Category Other, Tax Type Code, Tax Type Other, Tax Payment Method, Tax Payment Method Other, Total Packages (1), Tax Percent, and Supplier VAT.

4. When finished, click the **Submit** button.

NOTE: The default values apply to all invoices on the account and populate on all invoices created from that point forward. These settings can be updated at any time and overridden by typing or selecting a different value during invoice creation.

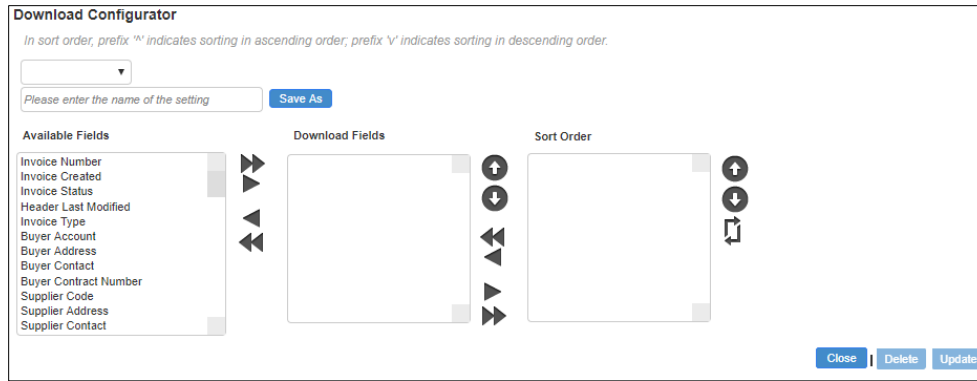
Upload/Download Process

In SCP-BAE, there is a simple and quick way to download a summary of key data for a set of several document types. Follow the steps below to download:

1. From My Workspace, go to **Upload/Download**.
2. Under **Order Management**, click **Invoices**.
3. Locate a list of invoices.
4. In the top right corner, click the **Download** icon.
5. Click **File Download** from the expanded menu.
6. On the **Select Document Type** screen, select **Invoice UI Export** from the dropdown. Click **Next**.
7. Select **Open** or **Save** the file.

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

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



3. 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.

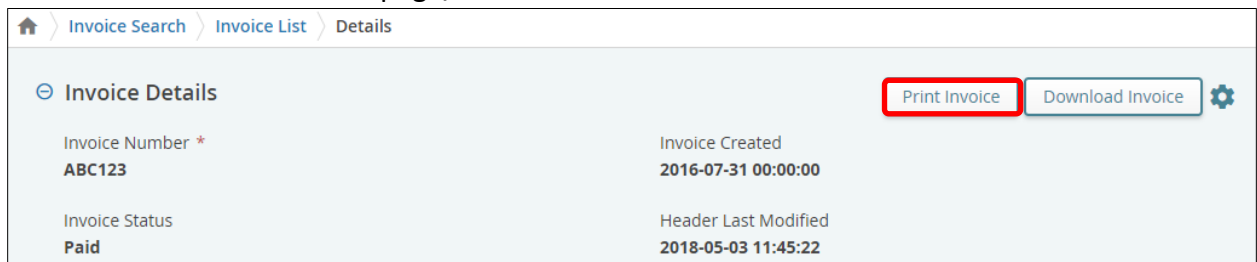
Printing an Invoice

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 Invoice** button.



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

Invoice Payment Status

Some BAE Systems business units have the ability to send invoice payment statuses to SCP-BAE. 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 BAE Systems 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.

Payments are not processed through SCP-BAE. For additional information on the status of payments, please reach out to your BAE Systems Buyer or BAE Systems 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.

Invoice List <small>Page 1 of 1; 11 Records</small>											
	Invoice Number	Invoice Line	Order Number	PO Line	PO Sched	Invoice Created	Invoice Status	Header Last Modified	Invoice Type	Buyer Account	
<input type="radio"/>	ABC12348	0001	Aamir-BAESCP3.1-PO-20180226_15:14:58	2	10	2016-07-31 00:00:00	Approved	2018-05-04 12:18:16	Debit	Exostar.BAE	
<input type="radio"/>	SYSINV326	0000	Veena-BAESCP10.0-Att-BPO-081415-001	1	1	2018-04-24 19:27:16	Approved	2018-04-25 15:47:47	Debit	Exostar.BAE	
<input type="radio"/>	SYSINV326	0001	Veena1-PO	1	1	2018-04-24 19:27:16	Approved	2018-04-25 15:47:47	Debit	Exostar.BAE	
<input type="radio"/>	SYSINV328	0000	Veena-BAESCP10.0-Att-BPO-081415-001	1	1	2018-04-25 15:01:30	Approved	2018-04-25 15:09:57	Debit	Exostar.BAE	

[Shipments \(ASNs\)](#)

BAE Systems requires Suppliers to create a **Shipment (ASN)** for shipments related to a Discrete Order. This section provides an overview of **ASNs** and how they are created.

ASNs allow Suppliers to send a notification to BAE Systems and to print shipping labels standardized for BAE System's use upon receiving the materials.

The shipment includes key information about the delivery – such as the delivery date and packing slip number. This helps BAE Systems 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 BAE Systems trace shipments and quickly respond to fix issues.

[Shipment States](#)

BAE Systems only uses Shipped, Archived and Cancelled states for shipments:

- **Shipped:** Supplier creates a shipment line with reference to an order in SCP.
- **Shipped Unreferenced:** Supplier creates a shipment line (via upload or integrated connection) that does not reference an order in SCP.
- **Received:** If a buyer sends in a receipt to SCP linked to a shipment/order, and the **Received Qty** becomes greater or equal to the **Shipped Qty**.
- **Archived:** SCP automatically transitions an ASN to this state after a specified period of inactivity.
- **Cancelled:** Supplier cancels a shipment line.

[Create Shipments](#)

An Advance Ship Notice (ASN) is sent by the Supplier to the Buyer. It provides details on how and when PO schedule lines are being shipped. It can also be used to print shipping labels.

NOTE: Only Discrete Order items marked **ASN Allowed = Yes** (on the Order Details page in BAE-SCP) can be included on an ASN. ASNs can cover multiple orders only if they have the same **Ship to Address**.

Follow the steps below to create a Shipment:

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**.
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 **Create Shipment** screen displays. This form has header and line sections – Most of the data is from the order.

NOTE: Choosing a **Carrier Company** is mandatory.

6. Once your data is filled in, send the shipment to BAE Systems by clicking the **Send Shipment** button. You can also save the shipment as a draft. See the [Create Draft 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.

Adding Attachments to Shipments

A supplier user can add attachments to an ASN at the header or line level. The file can be any format type, but the combined total size of the ASN file plus all attachment files should not exceed 10MB. Any user with access to an ASN attachment in SCP will be able to open or save the file. However, attachments are included in XLS upload/download processes or integrated connections for ASNs. To replace an existing file, use the **Update** action button and the file must have the same **file name**. The only way to remove an attachment is to delete the shipment that has the file attached to it.

Follow the steps below to add an attachment to a shipment:

1. Locate the **paperclip** icon in the header or line level of an **ASN**.
2. In the pop-up window, you can choose to **Add** or **Update** an existing file.

- When the ASN transitions to a Shipped state, the file(s) will be sent to the buyer.

Create Draft Shipments

To hold a **Shipment** as a draft version, when you are on the create form, click on **Save Draft** (instead of **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 saved as a draft cannot be found if the **Search**, rather than **Draft Search**, is used.

Locate and Publish Drafts

- From the Navigation Menu, click **Order Management**.
- Click **Draft Search** under **Shipment** 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.

- Select the checkbox for the draft you would like to submit.
- 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.RSCP.QA.DPO.030216-005	1	1	System Initial	System Initial	2016-03-02	1	Each	Buye
<input type="checkbox"/>	ASN267	1	SN.RSCP.QA.DPO.ST.031016-013	1	1	System Initial	System Initial	2016-03-10	1	Each	Buye
<input type="checkbox"/>	ASN272	1	SN.RSCP.QA.DPO.ST.031016-015	1	1	System Initial	System Initial	2016-03-10	1	Each	Buye
<input type="checkbox"/>	ASN283	1	SN.RSCP.QA.DPO.ST.031116-003	3	1	System Initial	System Initial	2016-03-11	150	Each	Buye
<input type="checkbox"/>	ASN411	1	SN.RSCP.QA.DPO.ST.032816-002	30	1	System Initial	System Initial	2016-11-09	1	Each	MS11
<input type="checkbox"/>	ASN475	1	SN.RSCP.QA.DPO.012417-002	4	2	System Initial	System Initial	2017-01-24	12	Each	Buye
<input type="checkbox"/>	ASN481	1	SN.RSCP.QA.DPO.022317-002	4	2	System Initial	System Initial	2017-02-23	20	Each	Buye
<input type="checkbox"/>	ASN483	1	SN.RSCP.QA.DPO.030117-009	4	2	System Initial	System Initial	2017-03-01	10	Each	Buye
<input type="checkbox"/>	ASN491	1	SN.RSCP.QA.DPO.032717-002	3	1	System Initial	System Initial	2017-03-27	150	Each	Buye
<input type="checkbox"/>	ASN495	1	SN.RSCP.QA.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.RSCP.QA.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.RSCP.QA.DPO.011118-01	1	1	System Initial	System Initial	2018-01-12	1	Each	Buye
<input type="checkbox"/>	ASN677	1	SN.RSCP.QA.DPO.250118-03	1	1	System Initial	System Initial	2018-01-25	1	Each	Buye
<input type="checkbox"/>	ASN689	1	SN.RSCP.QA.DPO.032618-03	1	2	System Initial	System Initial	2018-03-26	0.1	Each	Buye

Printing Labels

Users can print labels for Shipments. Follow the steps below for printing.

Print Labels for One ASN

- Go to the Navigation Menu and click **Order Management**.
- 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. Open the **Shipment Details** page.

5. Click the **Print Labels** button in the top right corner of the page.

6. The system generates a PDF Shipment Label.

<p>Ship From Address: Seller Name1POC SE StreetPOC SE SS1POC Seller CityPOC, dedOtherRegion Seller Postal CodePOC CodedOtherCountry</p>	<p>Ship From Address: Seller Name1POC SE StreetPOC SE SS1POC Seller CityPOC, dedOtherRegion Seller Postal CodePOC CodedOtherCountry</p>
<p>Ship To Address: Ship To Name1 ST Name2 ST Street ST SS1 Ship To City WA Ship To PostalCode United States</p> <p>Contact: Ship To NamePOC</p>	<p>Ship To Address: Ship To Name1 ST Name2 ST Street ST SS1 Ship To City WA Ship To PostalCode United States</p> <p>Contact: Ship To NamePOC</p>
<p>(3J) LICENSE PLATE #: ASN488</p>	<p>(3J) LICENSE PLATE #: ASN488</p>
<p>Buyer Co.: Buyer Name1POC ASN No.: ASN488 Order No.: RMBAEQAPO022718.03 No. of Pkgs: 1 of 1 PO Line: 300 Est. Depart Date: 2018-07-17 Buyer Item: ECM POD Est. Arrive Date: 2018-07-26 Pack Slip: 1234569 Shipped Qty: 22.0 PH Total Weight: 0.0000 Pound</p>	<p>Buyer Co.: Buyer Name1POC ASN No.: ASN488 Order No.: RMBAEQAPO022718.03 No. of Pkgs: 1 of 1 PO Line: 300 Est. Depart Date: 2018-07-17 Buyer Item: ECM POD Est. Arrive Date: 2018-07-26 Pack Slip: 1234569 Shipped Qty: 22.0 PH Total Weight: 0.0000 Pound</p>

Print Labels for Multiple ASNs

1. Go to the Navigation Menu and click **Order Management**.
2. On the expanded menu, find the **Shipments** section and click **Print Labels**.
3. Enter search criteria and click **Search**.
4. From the **Shipment List** page, select the ASNs that need labels and click the **Print Labels** button.

ASNs Selected	ASN Number	ASN Line	Order Number	PO Line	PO Sched	ASN Created	A
<input checked="" type="checkbox"/>	1Dee313	1	Aamir-BAESCP3.1-PO-20180226_15:58:52	1	15	2018-04-27 18:31:30	S
<input checked="" type="checkbox"/>	ASN128	1	Aamir-BAESCP10.0-PO-031315-01	1	2	2015-03-17 16:54:48	S
<input checked="" type="checkbox"/>	ASN130	1	SOU-BAESCP10.0-PO-030715-26	1	1	2015-03-18 16:19:35	S
<input checked="" type="checkbox"/>	ASN131	1	DM-BAESCP3.0-CGD-LegAcc-PO-060214-01	1	1	2015-03-18 18:24:23	S
<input checked="" type="checkbox"/>	ASN132	1	DMS-BAESCP3.1-PO-073014	1	15	2015-03-23 16:29:50	S
<input checked="" type="checkbox"/>	ASN133	1	DMSK-BAESCP3.1-PO-073014	1	15	2015-03-23 16:45:51	S
<input type="checkbox"/>	ASN135	1	Aamir-BAESCP10.0-PO-030315-01	1	7	2015-03-23 20:25:51	S
<input type="checkbox"/>	ASN136	1	SOU-BAESCP10.0-PO-033015-01	1	1	2015-03-30 11:42:42	S

- The system will create a PDF with labels for all of the selected ASNs.

Receipts

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

Receipt State Definitions

SCP-BAE 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 Discrete Order details pages.

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

- Go to **Order Management** on the Navigation Menu.
- Click **Search** under **Receipts** in the Expanded Menu.
- 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.

- Click **Search**.

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

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

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

1. From the Navigation Menu, click **Order Management**. Under **Discrete 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 Discrete Order.

Discrete Order Details – Users need to action all New/Updated items for a given order before responses are sent to BAE Systems.

Order Number * APBAEQ.DPO.5212018.1
 Change Order Sequence 1
 View History
 View All History
 Buyer Company
 Buyer Name IPOC
 Buyer Phone
 9105091557POC
 Bill To Contact
 BILLToNamePOC
 Supplier Address
 Supplier Address
 Remit To Company
 Remit To Name IPOC
 Payment Terms
 CodedOtherPaymentTermsPOC
 Total Order Amt
 1,800,000.00

Response Sent
 No
 Change Order Date
 2002-06-04 17:00:00
 Header Last Modified
 2018-06-25
 FAR 52.209-6 Compliance
 Buyer Contact
 BuyerNamePOC
 Bill To Address
 Bill To Address
 Supplier Code
 VendorIDHeaderPOC
 Remit To Address
 Remit To Address
 Discount Percent
 20.1
 Warehouse Code
 HSHIPTOIDPOC

Order Created
 2002-06-02
 Buyer Message
 View
 Header Attachment
 (0)
 Buyer Address
 Buyer Address
 Bill To Company
 Bill To Name IPOC
 Supplier Company
 Seller Name IPOC
 Supplier Email
 buyer@company.comPOC
 Remit To Contact
 BILLToNamePOC
 Discount Days Due
 100

Order Status
 New
 Supplier Message (256 max)
 Create
 Supplier Ref Number
 1234POC
 Buyer Contract Number
 BuyersContractHeaderPOC
 Buyer Email
 buyer@company.comPOC
 Supplier MPID *
 54863aea-8399-456e-a32a-094078eb743e
 Supplier Contact
 BuyerNamePOC
 Incoterms
 Header-24FL3POC
 Net Days Due
 600

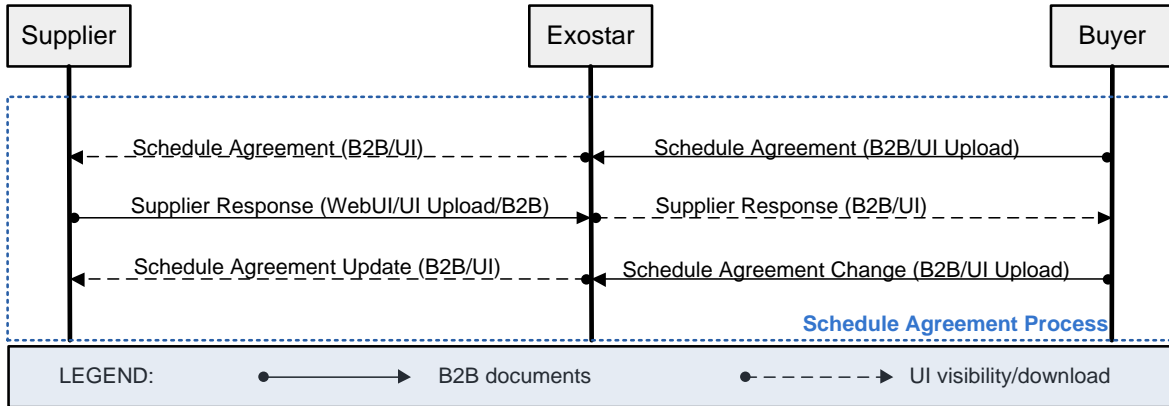
Order Details Shipment Info **Receipt Info** Invoice Info Schedule Agreement Info

Discrete Order Schedules Total 60 records Page 1 of 3

Attach	Line	Sched	Schedule Status	Buyer Item Number	Supplier Item Number	Item Description	Full Description	Request Qty	Prev Request Qty	Request Del Date	Prev Request Del Date	UOM
<input type="checkbox"/>	40	4	Cancelled	640275922-0	SellerProd08	WAP-Weather-Avoidance-System	Full-Description	40		2018-12-31		Requ-

Schedule Agreements

Buyers publish schedule agreements to their suppliers. Suppliers should respond to schedule agreements as promptly as possible. SCP-BAE checks every two hours for new responses that need to be sent to the BAE. BAE may publish changes to previously published schedule agreements. Suppliers are typically expected to respond.



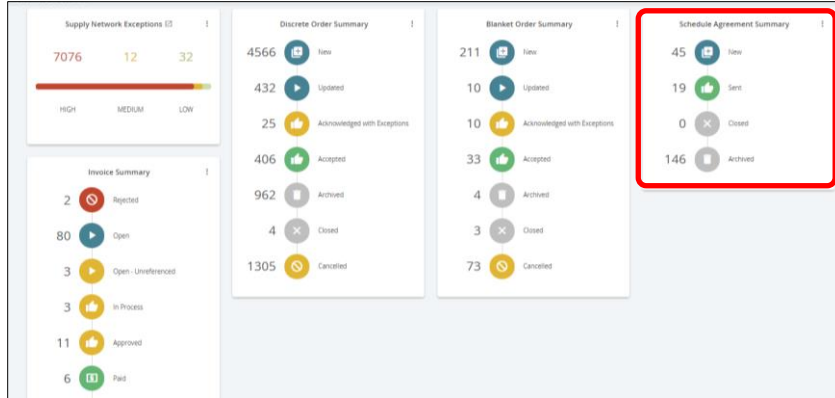
BAE SCP downloads the Schedule Agreement responses when the **Schedule Agreement Status** transitions to **Sent** state and the system sends them to the Buyer’s system via their B2B connection.

NOTE: Schedules in an **Inactive** and **Closed** state will not be included in the response download.

BAE also has the option to close a schedule line, which sends the line directly to a **Closed** state.

Viewing Schedule Agreements

On the My Workspace page, **Schedule Agreements** are accessed in the **Schedule Agreement Summary** section. Each Row represents a State that applies to Schedule Agreements. Clicking on number links takes you to a list of **Schedule Agreements** lines in that state.



Once on the Schedule Agreement List page, use the scroll bar at the bottom to move left and right to see more data fields.

Schedule Agreement Schedules Total 45 records Page 1 of 3

Order Number	Line	Sched	Schedule Status	Buyer Item Number	Request Qty
NEW_QA-VeenaSA-June27-232	1	3	New	Wing Pylon	12
QA-VeenaSA-June27-1	1	4	New	Wing Pylon	20
QA-VeenaSA-June27-1	1	3	New	Wing Pylon	12
QA-VeenaSA-June27-1110	1	4	New	Wing Pylon	20
QA-VeenaSA-June27-1110	1	3	New	Wing Pylon	12
QA-VeenaSA-June27-2	1	4	New	Wing Pylon	20
QA-VeenaSA-June27-2	1	3	New	Wing Pylon	12
QA-VeenaSA-June27-new	1	4	New	Wing Pylon	20
QA-VeenaSA-June27-new	1	3	New	Wing Pylon	12
QA-VeenaSA-June26	1	4	New	Wing Pylon	20

Buttons: Send, View History, Reset

Responding to Schedule Agreements

When a new schedule agreement is sent by BAE, an email alert will be sent via SCP. If a response is required, the Response Sent field will say **No**. The schedule agreement status in the header and the schedule status on the line level will have a **New** status.

Accepting a Schedule Agreement

If the terms of the schedule agreement are agreeable as is, follow the steps below to **Send** the schedule agreement.

To accept a schedule agreement:

1. From the Navigation Menu, click **Order Management**. Under **Schedule Agreements**, click **Search** on the expanded menu.
2. Enter search criteria. Click **Search**.
3. Click on the **Discrete Order** number from the Schedule Agreement List page.
4. Select the applicable lines on the schedule agreement.

Schedule Agreement Schedules <small>Total 2 records Page 1 of 1, 1 Selected</small>										
Line	Sched	Schedule Status	Buyer Item Number	Request Qty	Request Del Date	Promise Date	Reason Code	Supplier Comments	Ref Number	Supplier Item Number
<input checked="" type="checkbox"/>	1	4	Sent	Wing Pylon	20	2015-03-02	2018-03-15	C-Tooling Issu	627	123
<input type="checkbox"/>	1	3	New	Wing Pylon	12	2015-03-12	2015-03-12		625	123

5. Click **Send** to send your response to BAE.

Schedule Agreement Changes

When a Schedule Agreement is updated with a newer version by BAE, a new version is published in BAE SCP.

If the **Promise Date**, **Request Delivery Date** or **Request Qty** are different from the previous schedule agreement version, the state will change to **New**. This notifies the supplier there are new schedule agreement lines that require a response. If none of these three fields changed in the next version, the state will not change.

For the **Request Delivery Date** and the **Request Qty** fields, there are corresponding **Previous** fields which show the value from the previous version of the schedule agreement.

If a new schedule agreement is posted and either of these two fields were not changed, the **Previous** fields are left blank.

Searching for Archived/Closed Schedule Agreements

To locate schedule agreements that are Closed or Archived, follow the steps below:

1. From the Navigation Menu, go to **Order Management**. Click **Search** under **Schedule Agreements** in the expanded menu.
2. Select **Archived** or **Closed** as the Schedule Status. Add a date range for the Run Date to narrow search results. Click **Search**.
3. The results will display on a list page.

Long Term Forecasts

A Long Term Forecast is a best estimate of future requirements for an item that is purchased by the buyer. Long Term Forecasts are for information only – suppliers are not expected to respond in SCP-BAE.

A **Collaboration** is the item that is being forecasted – the following dimensions are used to define and differentiate each collaboration in SCP:

- Order Number
- Plant
- Project
- Forecast Line
- Buyer MPID
- Supplier MPID
- Buyer Account
- Buyer Item Number
- Supplier Code

When a long term forecast is sent to SCP and these dimensions exactly match a collaboration already posted in SCP, then the system assumes the new collaboration is an update to the existing collaboration.

If all dimensions do not exactly match, then a new collaboration is established in SCP-BAE for the **incoming** long term forecast.

Locating New/Updated Forecasts

There are two typical business scenarios that apply when searching for Long Term Forecasts. Users can search for the new and updated Long Term Forecast items sent to them by a buyer or search based on business criteria (i.e. part numbers, vendor codes, plant or storage locations etc.), in order to check the schedule requirements.

Searching for New or Updated Long Term Forecasts

1. From My Workspace, go to the **Supply Network Exceptions** section.
2. Click the number link for the alert called **New/Updated Long Term Forecast**.



3. On the **Problem List** screen, select the forecast you would like to view and click the **View** button.

Collaboration Selector 1 Records — Page 1 of 1 New/Updated Long Term Forecast

<input checked="" type="checkbox"/>	Buyer Company	Supplier Company	Buyer Item Number	Buyer Account	For
<input checked="" type="checkbox"/>	Exostar QA Env Buyer – BAES	ExoSCP2.1Seller_ORG 2	One_DT_Qty_RQDT_081415	Exostar.BAE	01

View

4. The **Multi-Collab View** of the forecast displays. Review the **Request Quantity** and **Previous Request** quantity.

Multi-Collab View Collabs 1 - 1 of 1

<input type="checkbox"/>	Details	Problem View	Default - 2018-07-17 -- 2022-07-16					Total
			2018-07-01	2018-08-01	2018-09-01	2018-10-01	2018-11-01	
<input type="checkbox"/>	00e00918-02e7-492d-8566-b5ff412dc01c	// One_DT_Qty_RQDT_081415						
	Request Qty		5					5
	Previous Request Qty							0
	New/Updated Long Term Forecast		5					

Update Reset

Archive and Purge Process

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

Discrete Orders

Discrete Order lines have a lifecycle in SCP-BAE. Once all Discrete Order Schedule Lines are in a **New, Updated, Acknowledged with Exceptions, Accepted, or Cancelled State**, the current date minus the **Request Delivery Date** is greater than 180 days and the **Header Last Modified** date is greater than 180 days, the order will be 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**.

Blanket Orders

Blanket Orders are moved to an **Archived** state when **New, Updated, Acknowledged with Exceptions or Closed** lines are 90 days past the effective date and the **Header Last Modified** date is greater than **180 days**.

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 SCP-BAE when an Invoice header state is **Archived** and has not been modified for at least 180 days.

Shipments

A shipment line is moved to an Archived state when the Shipment **Line State** is in Delivered or Received state and if **Current Date** minus **Line Last Modified** date is greater than 21 days.

Shipments are purged when the ASN Status is **Archived** or **Cancelled** and the current date minus the **Header Last Modified** date is greater than 60 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.

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

Schedule Agreements

Schedule lines move to an **Archived** state when the Schedule Status is **New, Acknowledged with Exceptions, Accepted, or Closed** and the current date minus the Last Modified Date is greater than 21 days. When a schedule is in an Inactive or Maintenance state, the schedule will not archive.

Schedule Agreements are purged from the system when the Schedule Agreement Status is **Archived** or **Inactive** and the current date minus the **Header Last Modified** date is greater than **60 days**.