Boeing Supply Chain Platform (BSCP)
General Navigation Guide

April 2023

EXOSTAR®

CONTENTS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	02/18/22	Ashleigh Howell
2	Harmony Upgrade	April 2023	Ashleigh Howell

## GENERAL NAVIGATION OVERVIEW

This document provides information on the different sections in Boeing Supply Chain Platform (BSCP) application, as well as general information on consistent functions throughout the application, to include:

- Consistent navigational features
- Summary function
- Search function
- My Workspace Page
- Common icons
- Email Alerts
- View Customization

CONSISTENT NAVIGATIONAL FEATURES

When you first access the BSCP application, the following displays:

- **User Access Menu**: Located in the upper, right-hand corner; includes your username and role, Contact Support link, About link, and a logout function.
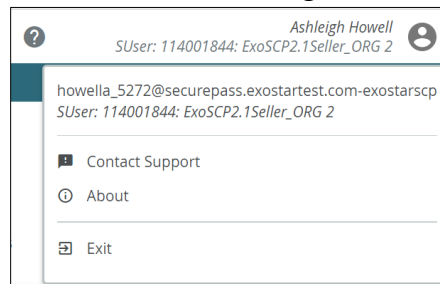
- **Navigation Menu**: Located in the upper, left-hand corner, used to navigate around the various workflows and sections of BSCP. Select the drop-down arrow to view full menu.

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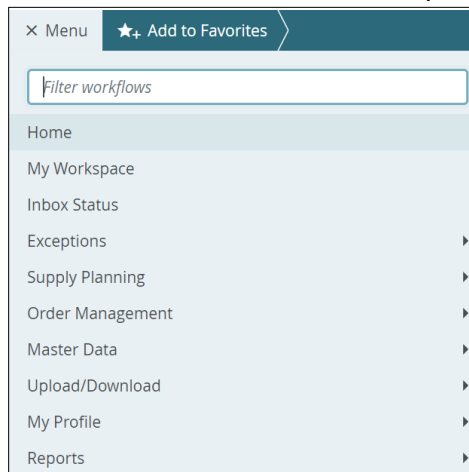
- **Add to Favorites**: Allows you to bookmark pages in the BSCP application.
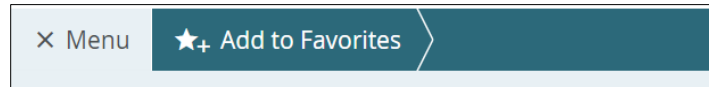
- **Page Display**: The main work area in BSCP.
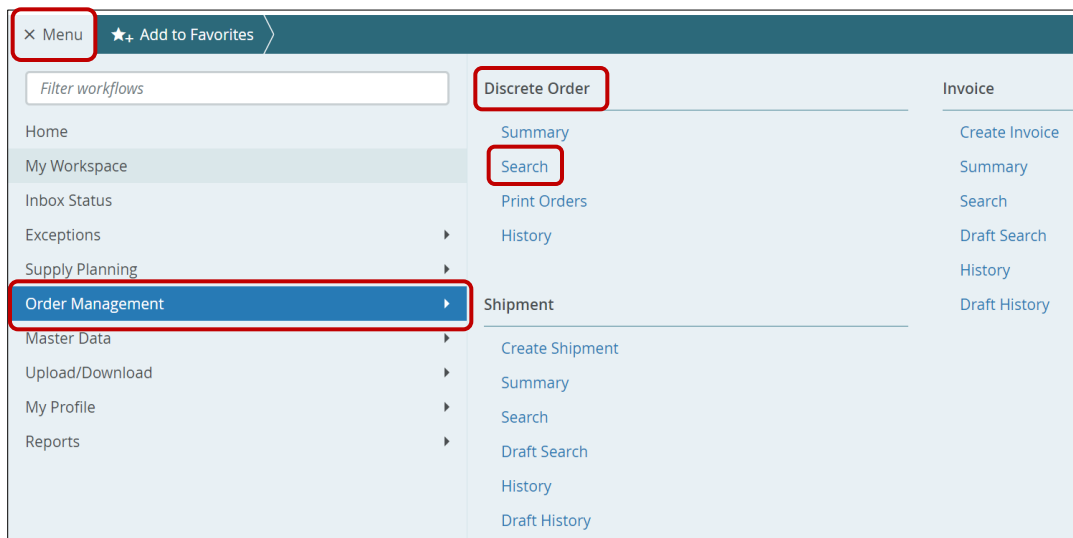
SUMMARY FUNCTION

Use Summary pages to locate documents based on search criteria, and the search results display as a number of results per document status:
- **Discrete Orders**: The count on the Summary page and Header tab is per order, and the results on the list page are per order (from the Schedule tab, it is per schedule line).
- **Shipments**: The count on the Summary page is per shipment, and the results on the list page are per shipment.
- **Invoices**: The count on the Summary page is per invoice line, and the results on the list page are per invoice line.

For orders, the Summary page is very useful because the search results are at the document (order) level, and therefore, you can respond to the order at the document level.

As an example of using the Summary page:
1. Select **Order Management** from the menu. Under the **Discrete Order** section, select **Search**.

![Exostar® logo]

2. Enter search criteria. Click **Search**.

A list page of orders displays (from the Order Summary page ONLY. The search results on the list page display one row per order, instead of one row per PO schedule line). On the list page, it is possible to respond to multiple orders at once by selecting the rows and using the action buttons at the bottom of the page.
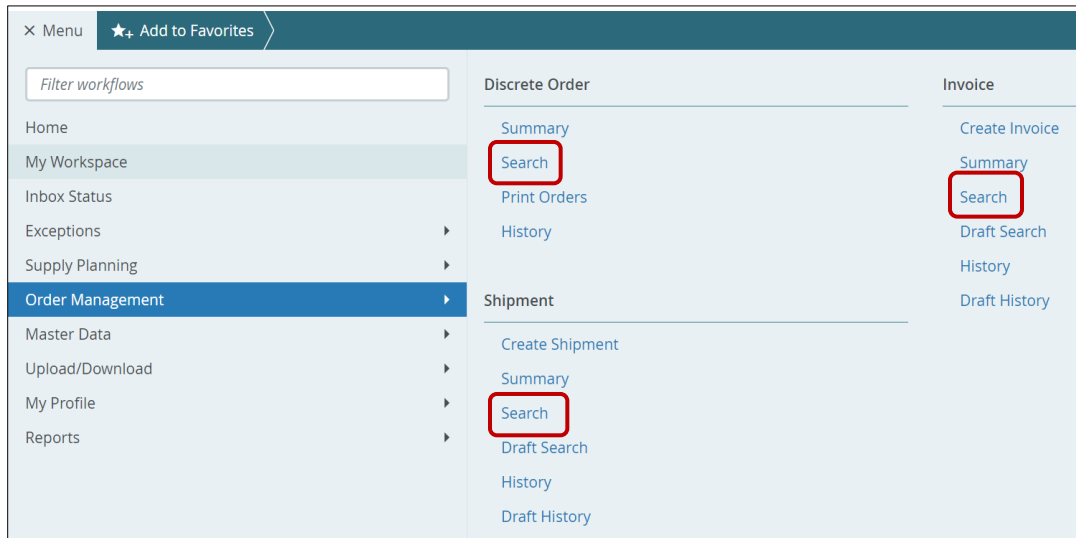

SEARCH FUNCTION

Use the search function to search for all document types, when you have specific search criteria, such as a document number, an account name, or a date range, etc. To complete a search:

1. Select to search for a document type from the menu under the desired document type.

2. Enter search criteria. Click **Search**.

Search Tips

- Use an asterisk on either side or both sides of your data to represent wildcard searching. This means where the asterisk is placed any number of characters or spaces will be represented.
- Use a comma with no spaces when searching for multiple numbers that contain the same sequence of numbers. Example: Searching an Order Number with *334*, *335* will return results for all orders with a 334 OR a 335 somewhere in the Order Number.
- It is useful to search by date range, but you must follow a YYYY-MM-DD format. It is easier to click in the date field, and then click on the date you want to select from the calendar.
- Hold down the **Control** key to select more than one line of data.

Save Search Criteria

For search criteria you use on a regular basis (e.g., a buyer account or a set of part numbers), it is helpful to save those search parameters for future use. You can add to or modify the saved search criteria at any time. It is also possible to use the saved criteria for downloading and it can be applied to My Workspace to filter transaction counts.

To save and use search criteria:

1. Enter search criteria on any **Search** page. Click **Save Search**.
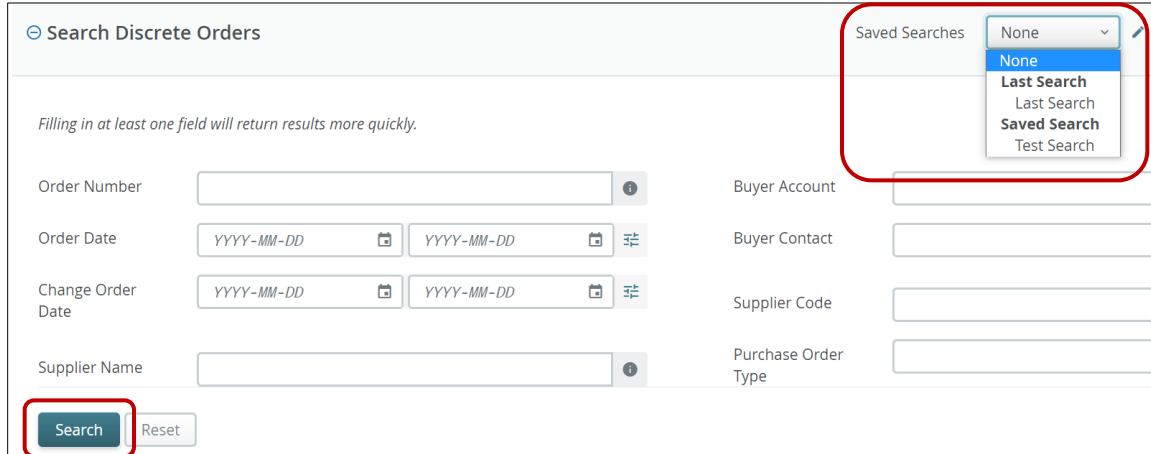
2. Enter a name. Click **Save**.
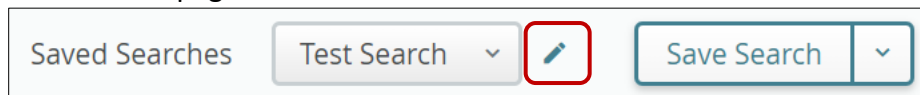
3. When completing a search, select the **Search Name** from the drop-down list and the screen will refresh to show your saved search criteria. Enter any additional search criteria. Click **Search.**

NOTE: Select the editor icon next to the **Saved Searches** drop-down menu to set a saved search to default on that search page.

![Exostar logo]

MY WORKSPACE PAGE

Navigate to the My Workspace page from the menu. Use the My Workspace page to filter documents by status:

- **Order Summary**: The counts and results on the list page are at the schedule line level.
- **Shipment Summary**: The counts are at the shipment line level but note the results on the list page are at the shipment level.
- **Invoice Summary**: The counts and results on the list page are at the invoice line level.

The My Workspace page does not refresh automatically. To update this page, use the **Refresh** icon, located in the top right corner of the screen.
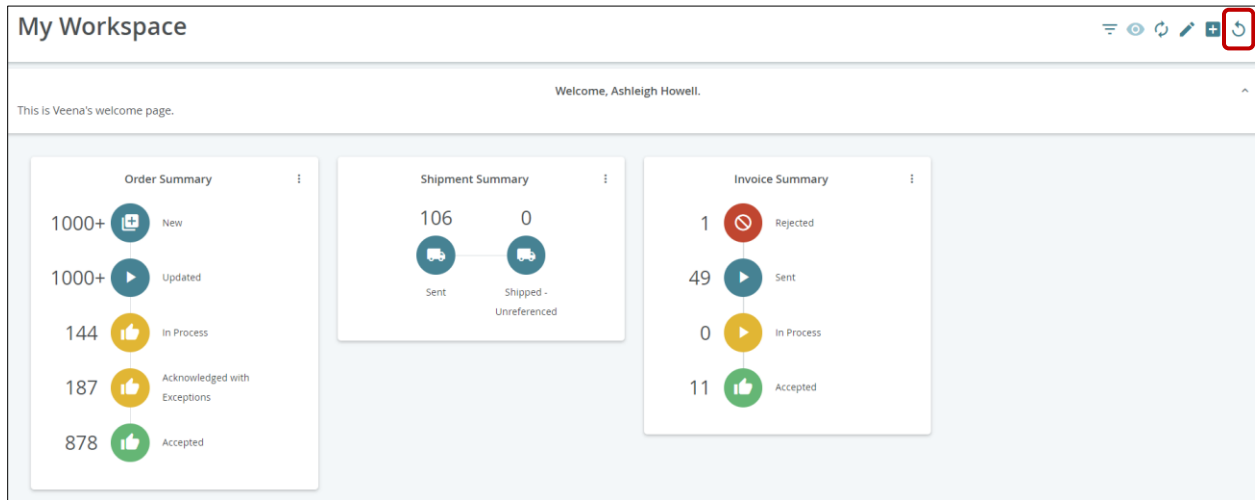
CUSTOMIZE DATA VIEW

You can customize many BSCP screens to only display information useful to you. Any user can make customizations at any time, and the changes will only be visible to that user. You can set your customization changes as a default (stays in place even if you logout), or as a temporary update (only in place for a particular login session).

List Page

A list page contains the results from a search or can be viewed by clicking on the filters on the **My Workspace** page. Each row is an individual search result, such as schedule lines from an order. To customize the data view on a list page:

1. Navigate to any list page (i.e., from the **Order, Summary** page).

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2. In the top right corner, click the **Settings** icon. Select **Open Table Editor**.
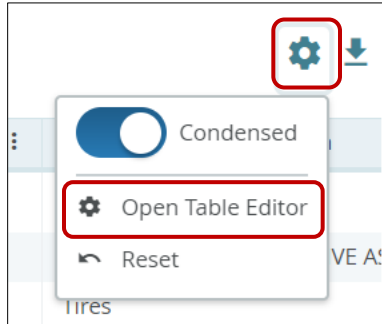
3. Use left or right arrows to select items to view on the list page.

NOTE: The **Available Columns** section should contain any data fields you do NOT want to display on the list page.

4. Use up or down arrows to determine the layout on the screen (top of list shows as the first column).
5. Use the **Freeze** icon to add to your list of fixed fields.
6. Click **Save and Close**.

NOTE: It is possible to change your choices, simply repeat this process as required.

Details Page

To customize your data view on a details page:

1. Go to the details page for an **Order Management** document (**Discrete Order**, **Shipment**, or **Invoice**).
2. In the top right corner, click the **Settings** icon.
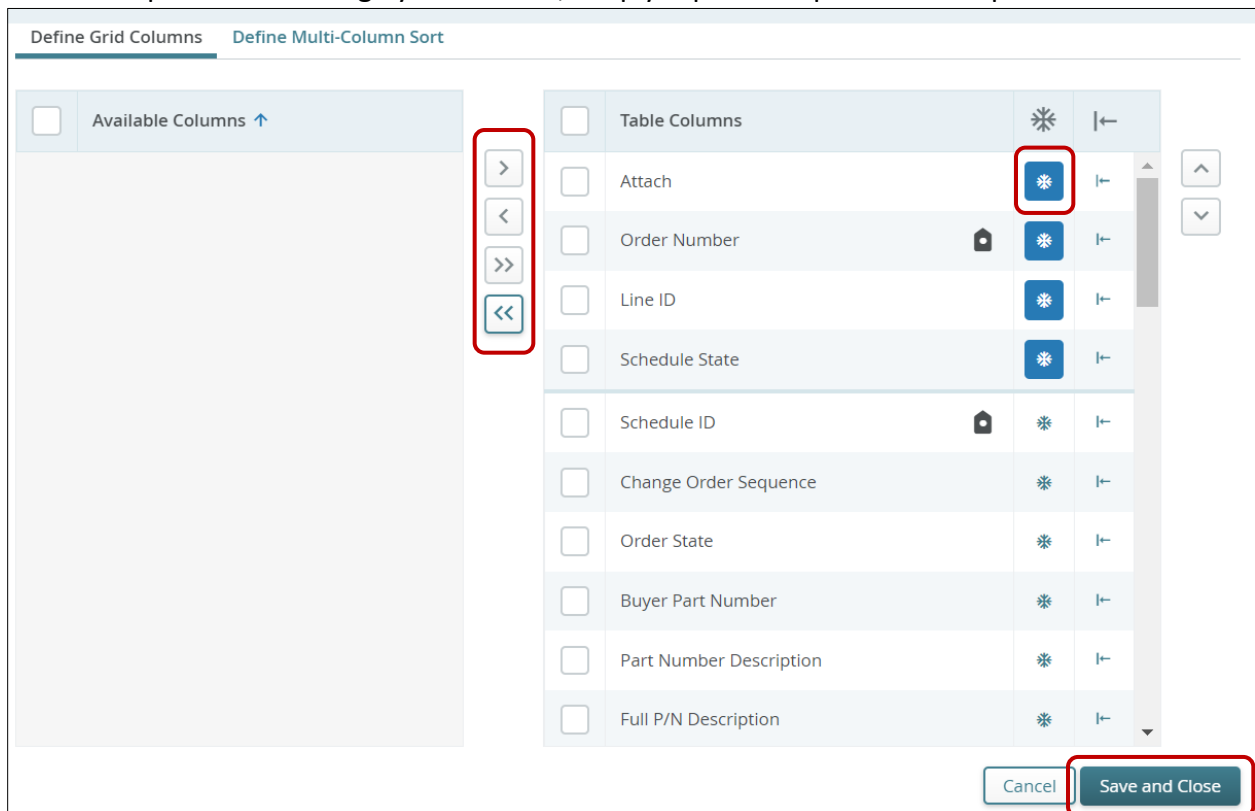3. Use left or right arrows to select items to view on the details page.

NOTE: The **Available Columns** section should contain any data fields you do NOT want to display on that page.

4. Use up or down arrows to determine the layout on the screen (top of list shows as the first column).
5. To save the changes for all future logins, click **Save as Default.** To save the changes only for this login session, click **Update.**

NOTE: It is possible to change your choices, simply repeat this process as required.

My Workspace Page

My Workspace provides a snapshot of your SCP data. The following sections provide customization and management options.
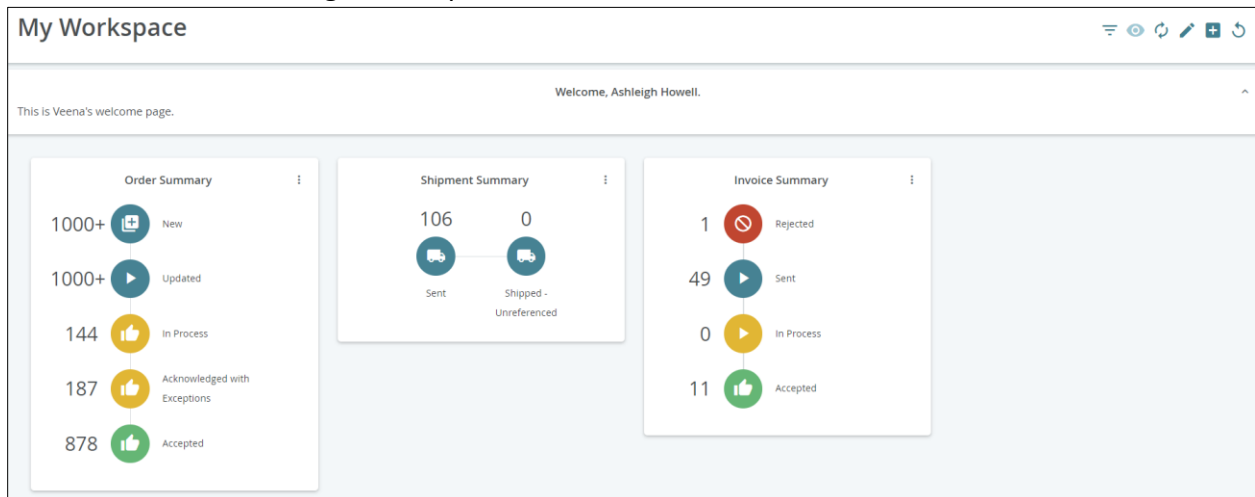
Hide or Show Sections

To hide or show sections of the My Workspace page:

1. Go to **My Workspace**. In top right corner, click the edit icon.

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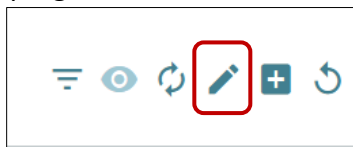
2. Select checkboxes for items you want shown. Scroll down, click **Save**.
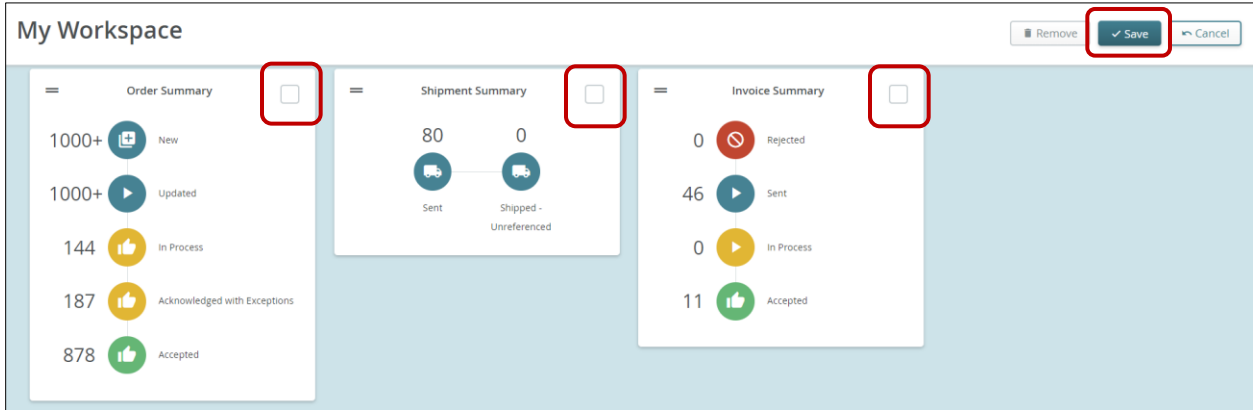
NOTE: Each section has an ellipses option. This provides a menu for that specific section.

Filter Data

To filter data on the My Workspace page:
1. Click the ellipses icon for any section. Select the **Filter** option.

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2. Select the edit icon next to the desired sub-type.

NOTE: If there are existing filters, the edit icon also has a drop-down option to create a new filter, update an existing filter, or delete an existing filter.

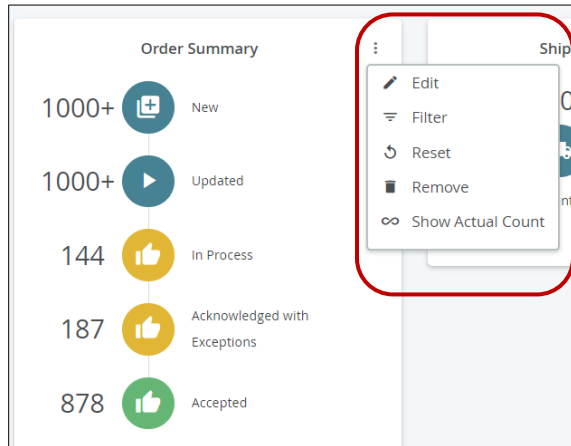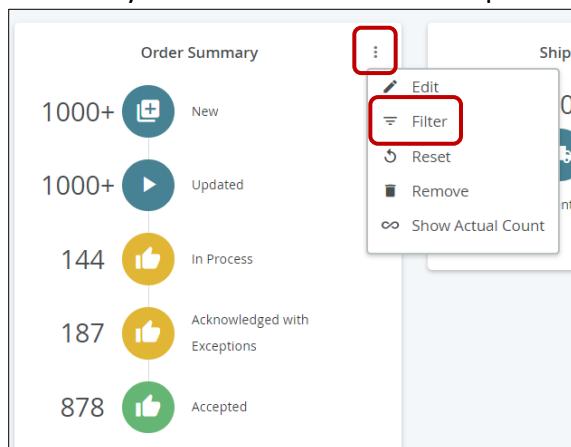| Update Filters					×
Create/Update Filter	Select Filter	Model Subtype	Card name	Problems affected	
✎ ⌄	▢ ⌄	Discrete Order	Order Summary		
✎		Shipment	Shipment Summary		
✎		Invoice	Invoice Summary		

3. Enter desired filter information. Name the filter. Click **Save**.

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

Order Number	[_____] ⓘ	Buyer Account	[_____] ⓘ
Order Date	YYYY-MM-DD 📅 YYYY-MM-DD 📅 ⇶	Buyer Contact	[_____] ⓘ
Change Order Date	YYYY-MM-DD 📅 YYYY-MM-DD 📅 ⇶	Supplier Code	[_____] ⓘ
Supplier Name	[_____] ⓘ	Purchase Order Type	[_____] ⓘ
Supplier Contact	[_____] ⓘ	PO Reference	[_____] ⓘ
Buyer Part Number	[_____] ⓘ	Supplier MPID	[_____] ⓘ
Supplier Part Number	[_____] ⓘ	Shipment Allowed	[_____] ⌄
e-Invoice	[_____] ⌄		

[Enter filter criteria name] **Save** Cancel

EMAIL ALERTS

BSCP has several default email alerts already in place. For example, the system will notify you when you have new or changed orders or if you have overdue order responses.

Frequent users of BSCP may want to turn off some but not all email alerts, such as cancelled order notifications.

They system sends the email alerts to the email address associated with your user account in Managed Access Gateway (MAG) and BSCP. Each BSCP user can modify the email subscriptions. If you have multiple user roles (for example, an administrator role and a user role), then you need to modify them individually.
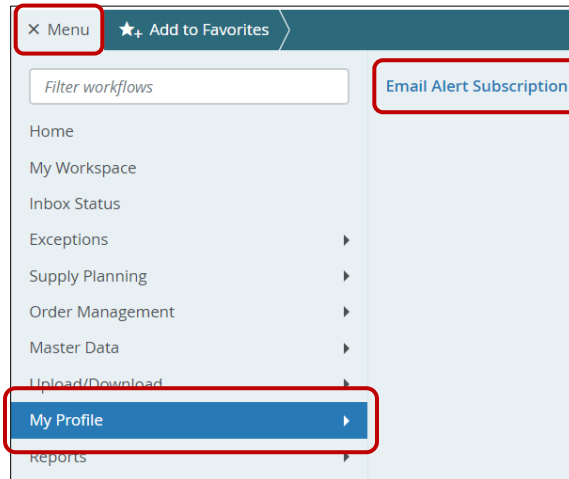
Email Alert Subscriptions

Alert Name	Description	Frequency/Timing
New/Updated Discrete Orders	New and updated Discrete Orders are loaded into BSCP	hourly at the half hour (i.e., 12:30)
Missing Discrete Order Responses	New/updated Discrete Orders have no Supplier response for >5 days	once a day (00:00:00 UTC)
Cancelled Discrete Orders	Cancelled Discrete Orders are loaded into BSCP	hourly at the half hour (i.e., 12:30)
Rejected Invoice	Rejected Invoices are loaded into BSCP	once a day (00:00:00 UTC)
New/Updated Long Term Forecast	New and updated Forecasts are loaded into SCP	once a day (00:00:00 UTC)
New/Updated Forecast	New and updated Long Term Forecasts are loaded into SCP	once a day (00:00:00 UTC)

Update Email Alert Subscriptions

To update your email alert subscriptions:

1. From the menu, select My Profile, Email Alert Subscriptions.

2. On the **Setup to Receive Email Alerts** tab, use the **Subscribe** toggle to select or de-select email alerts.

NOTE: Use the edit icon to further manage each alert.