



# Boeing 787 SCMP Purchase Orders Guide

July 2023

**EXOSTAR<sup>®</sup>**

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## DOCUMENT VERSIONS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	08/01/22	Ashleigh Howell
2	Harmony Upgrade	07/07/23	Ashleigh Howell

## PURCHASE ORDERS OVERVIEW

This guide provides information and instructions on the Purchase Order function in the Boeing 787 SCMP application. To include how to:

- Manage Purchase Orders and Reverse Logistics Purchase Orders
- Download
- Understand PO States

**IMPORTANT!** If you do anything other than Accept the PO, please contact Boeing and discuss this before taking action!

## PURCHASE ORDER VISIBILITY SOLUTION

Boeing user initiates a new order from the ERP-LN system by pressing **Print**.

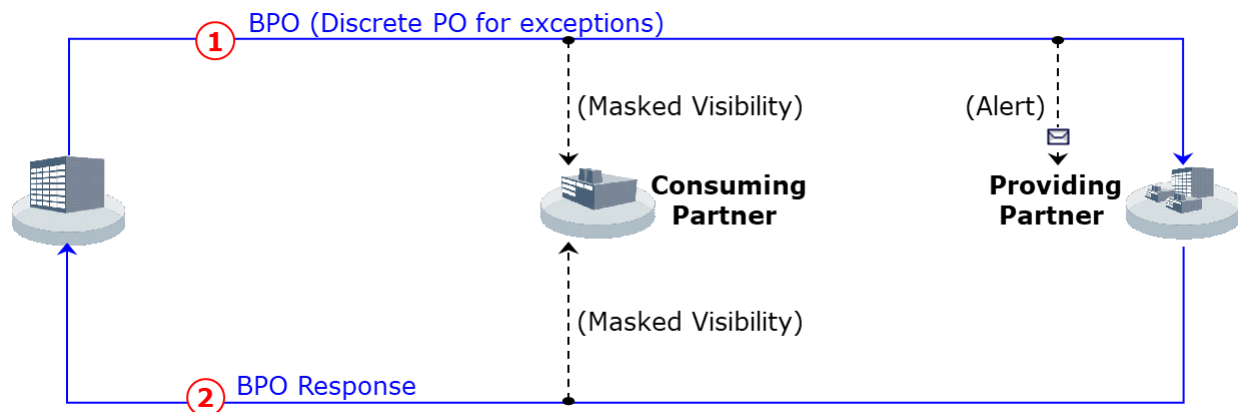
Orders are automatically batch uploaded into SCMP every ten minutes.

An order may contain multiple order lines.

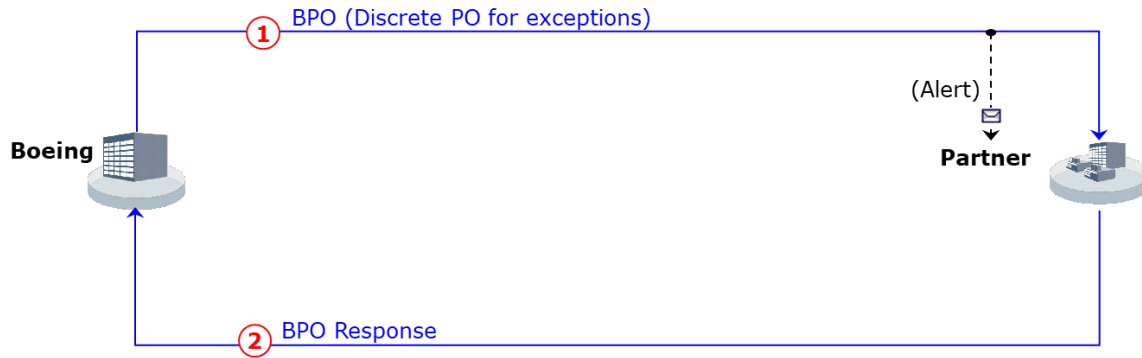
When a new order is loaded into SCMP, it is in the New state with all order lines in the New state.

When the Providing Partner views or downloads the order, the system automatically transitions the order to the Processing state.

**PMI:**



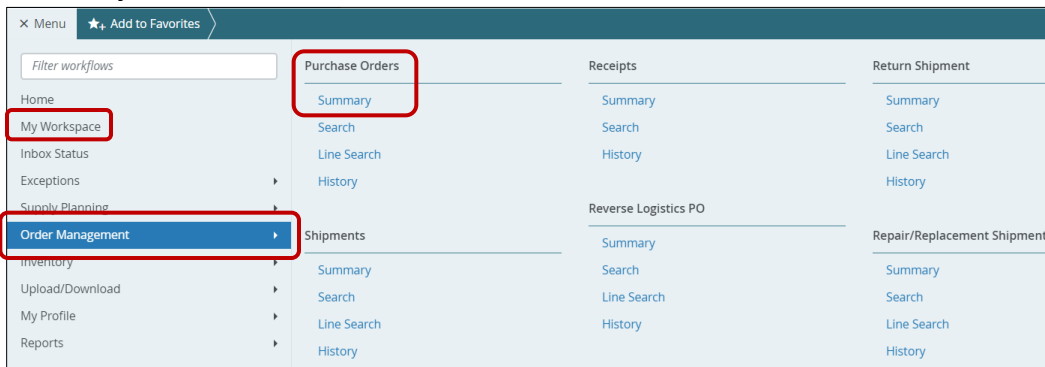
## Direct to Final Assembly:



## VIEW PURCHASE ORDER

To view a purchase order:

1. From the menu, select **My Workspace** or **Order Management** → **Purchase Orders** → **Summary**.



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

Blanket/Discrete PO Summary

Save Search

Purchase Order:

Buyer Account:

Order Date:

Purchase Order Type:

Change Order Date:

Header Last Modified:

Supplier Name:

Supplier Code:

Supplier Contact:

Supplier MPID:

Reset Search

3. The search **Results** display at the bottom of the page by **Status**. Click the desired **Total** to view the list of **Purchase Orders**.

Results

Status	Total	Status	Total
New	4	Acknowledge with Exceptions	0
New Change	1	Accepted	0
Processing	3		

4. Click the hyperlinked **Purchase Order Number** to view details.

Blanket/Discrete PO Schedules Page 1 of 1; 4 Records

<input type="checkbox"/>	Purchase Order	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Ship To Company
<input type="checkbox"/>	<a href="#">638L00096355</a>		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	<a href="#">638L00096801</a>		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	<a href="#">638L00096802</a>		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	<a href="#">638LW0094091</a>	0001	New	AIM AEROSPACE INC	412150		Boeing 787

Full Print Summary Print Download Selected Items View History

Records per page 20

5. Scroll down to view **Order Details** or **Shipment Info** tabs. Optional and recommended, scroll to the right, and click View under **Line Level References** to see your list of reference codes.

**NOTE:** Any item in the **Order Line** that is blue, rather than black, is a link.

Order Details		Shipment Info				
Blanket/Discrete PO Schedules <small>Page 1 of 1; 6 Records</small>				State: All (6) <input type="button" value="Filter"/> <input type="button" value="Settings"/> <input type="button" value="Download"/>		
PO Line	Qty Available for Delivery	Line Level References	Change Type	Commodity Code	Line Total	PO Line Curre
<a href="#">0001</a>	1	<a href="#">View</a>		N/A	7,670.03	
<a href="#">0002</a>	1	<a href="#">View</a>		N/A	7,670.03	
<a href="#">0003</a>	1	<a href="#">View</a>		N/A	7,670.03	
<a href="#">0004</a>	1	<a href="#">View</a>		N/A	7,670.03	
<a href="#">0005</a>	1	<a href="#">View</a>		N/A	7,670.03	
<a href="#">0006</a>	1	<a href="#">View</a>		N/A	7,670.03	

## ACT ON ORDER – PROVIDING PARTNERS

A Providing Partner can change a New or Processing Order to the following states:

- **Accepted:** Partner agrees to the complete request from the Buyer.
- **Acknowledged with Exceptions:** Partner responds with a counterproposal (e.g., a different Promised Quantity or Date).
- **Completed:** Partner has shipped and completed the order.
- **Rejected:** Partner believes the request is invalid (e.g., bad Part Number).

To act on a purchase order:

1. From the menu, go to **My Workspace** or **Order Management** → **Purchase Orders** → **Summary**.

The screenshot shows a navigation menu with the following structure:

- Menu** (with "Add to Favorites" icon)
- Filter workflows** (input field)
- Home**
- My Workspace** (highlighted with a red box)
- Inbox Status**
- Exceptions** (with a right-pointing arrow)
- Supply Planning** (with a right-pointing arrow)
- Order Management** (highlighted with a red box and a right-pointing arrow)
  - Purchase Orders** (highlighted with a red box)
    - Summary
    - Search
    - Line Search
    - History
  - Shipments**
    - Summary
    - Search
    - Line Search
    - History
- Inventory** (with a right-pointing arrow)
- Upload/Download** (with a right-pointing arrow)
- My Profile** (with a right-pointing arrow)
- Reports** (with a right-pointing arrow)

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

Blanket/Discrete PO Summary

Save Search

Purchase Order:

Buyer Account:

Order Date:

Purchase Order Type:

Change Order Date:

Header Last Modified:

Supplier Name:

Supplier Code:

Supplier Contact:

Supplier MPID:

Reset Search

3. The search **Results** display at the bottom of the page by **Status**. Click the desired **Total** to view the list of **Purchase Orders**.

Results

Status	Total	Status	Total
New	4	Acknowledge with Exceptions	0
New Change	1	Accepted	0
Processing	3		

4. Click the hyperlinked **Purchase Order Number** to view details.

**NOTE:** Opening a **New** or **New Change** PO automatically changes it to a **Processing** state.

Blanket/Discrete PO Schedules Page 1 of 1; 4 Records

<input type="checkbox"/>	Purchase Order	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Ship To Company
<input type="checkbox"/>	638L00096355		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	638L00096801		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	638L00096802		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	638LW0094091	0001	New	AIM AEROSPACE INC	412150		Boeing 787

Full Print Summary Print Download Selected Items View History

Records per page 20

5. Scroll down and select the desired button:

- a. **Complete PO:** Select this when you ship and complete the PO.



b. **Accept PO:** Select this when you agree to the PO.

c. **Reject PO:** Select this when you do not accept the PO.

**NOTE:** If you do anything other than **Accept** the PO, please contact Boeing and discuss this before acting. The **Acknowledge with Exceptions** button is for capturing only the header level changes and is explained more below.

6. The **Supplier Modify** button is for capturing only the line level changes.

**NOTE:** There is no button for capturing both header level and line level changes.

Supplier Ship By Date: MM/DD/YYYY

Payment Terms Desc: .35% 15 days, Net 30

FOB Description: FOB Origin of Shipment

Simplified Receiving Data Req: No

Buttons: Accept PO, Acknowledge with Exceptions, Reject PO, Complete PO

Order Details | Shipment Info

### Blanket/Discrete PO Schedules

Page 1 of 1; 1 Records, 1 Selected

PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price
1	Processing	06/29/2023	AMA-TESTPART-1	Purchased Item	Create	600.25

Buttons: Supplier Modify, Complete PO Line, View History

Records per page: 20

## Accept Multiple Orders

You can batch accept multiple orders at one time from the **Order List** page, using the **Accept PO** button provided that:

- The list page has been accessed from a **Search** or **Summary** workflow. Going to a list page from **My Workspace** will NOT display the batch accept feature.

- All the lines displayed on the list page must be in any state, except for New, New Change, Accepted, or Cancelled.

Blanket/Discrete PO Schedules Page 1 of 27; 536 Records, 3 Selected

<input type="checkbox"/>	Purchase Order	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact
<input checked="" type="checkbox"/>	001201500901		Processing	787 Supplier Test 2	exo111	Wesley Mims
<input type="checkbox"/>	628QC8931802		Processing	787 QA Supplier 2	exo111	Christoph Mich
<input checked="" type="checkbox"/>	628QC8931806		Processing	787 QA Supplier 2	exo111	Christoph Mich
<input checked="" type="checkbox"/>	628QLBA2222		Processing	ExoQA787EDIB2Bv1SellerOrg	EQQBE1	

Complete PO Accept PO Full Print Summary Print Download Selected Items

## Acknowledge with Exceptions

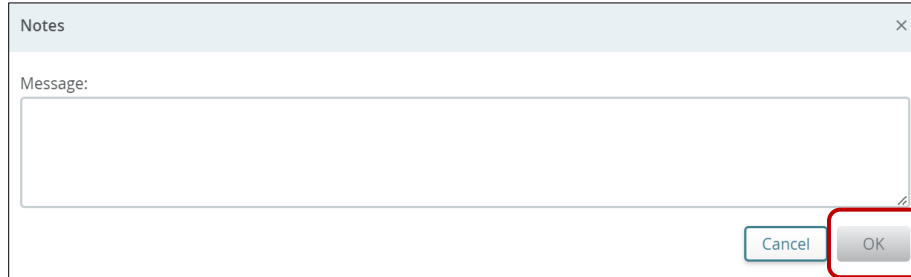
Before you Acknowledge a PO with Exceptions, be sure to contact Boeing to explain why. To acknowledge an order with exceptions in the Order Header:

- Optional but recommended, in the header under **Supplier Message**, click **Create**.

Purchase Order Details

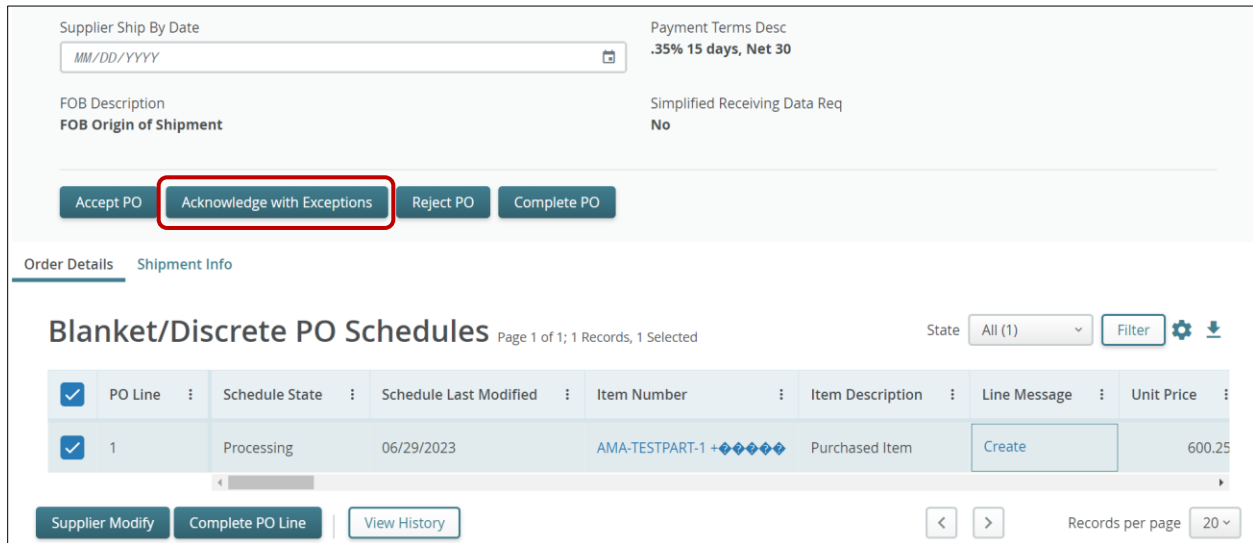
Purchase Order <b>001201500901</b>	Order Type <b>NewOrder</b>
Order Date <b>10/09/2005</b>	Order State <b>Processing</b>
Change Order Date --	Change Order Sequence --
Purchase Order Type <b>Blanket Purchase Order</b>	Purpose <b>Original</b>
PO Period Start Date --	PO Period End Date --
Contract Number --	Delivery Function Terms <b>N/A</b>
Header References <a href="#">View</a>	<b>Supplier Message</b> <a href="#">Create</a>
Buyer Account <b>Boeing.Puget Sound.ERP LN-BCA</b>	Supplier Code <b>exo111</b>

2. In the **Notes** window, provide a message regarding changes. Click the **OK** button.



A dialog box titled "Notes" with a close button (X) in the top right corner. It contains a text area labeled "Message:" for entering a note. At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular box.

3. Click the **Acknowledge with Exceptions** button to accept the PO with noted exceptions.



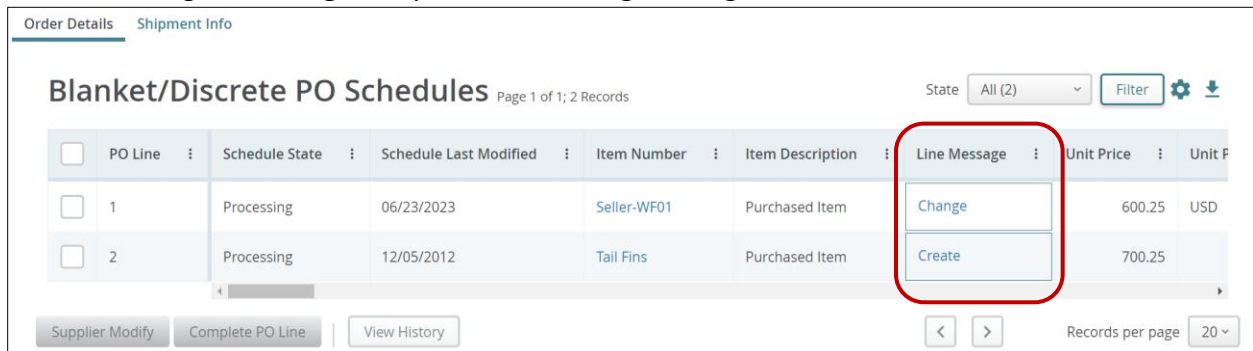
The screenshot shows a PO acknowledgment interface. At the top, there are fields for "Supplier Ship By Date" (MM/DD/YYYY) and "Payment Terms Desc" (.35% 15 days, Net 30). Below these are "FOB Description" (FOB Origin of Shipment) and "Simplified Receiving Data Req" (No). A row of buttons includes "Accept PO", "Acknowledge with Exceptions" (highlighted with a red box), "Reject PO", and "Complete PO". Below this is a section for "Blanket/Discrete PO Schedules" with a table of one row:

PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price
1	Processing	06/29/2023	AMA-TESTPART-1	Purchased Item	Create	600.25

Buttons at the bottom include "Supplier Modify", "Complete PO Line", and "View History".

To acknowledge an order with exceptions in the Order Line:

1. Optional but recommended, locate the **Line Message** column. Click **Create** to add a new message or **Change** to update an existing message.



The screenshot shows the "Blanket/Discrete PO Schedules" table with two rows. The "Line Message" column for the first row contains "Change" and "Create" buttons, which are highlighted with a red box. The second row has "Tail Fins" as the item description.

PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price	Unit F
1	Processing	06/23/2023	Seller-WF01	Purchased Item	Change Create	600.25	USD
2	Processing	12/05/2012	Tail Fins	Purchased Item	Create	700.25	

2. Provide a message regarding changes. Click the **OK** button.

Notes

Message:

Cancel OK

3. Scroll over and enter appropriate changes in the text entry boxes.
4. Click the checkboxes to select the changed **Line IDs**.
5. Click the **Supplier Modify** button to accept the PO with noted changes.

Order Details Shipment Info

### Blanket/Discrete PO Schedules

Page 1 of 1; 2 Records, 1 Selected

State: All (2) Filter

PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price	Unit F
<input checked="" type="checkbox"/>	Processing	06/23/2023	Seller-WF01	Purchased Item	Change	600.25	USD
<input type="checkbox"/>	Processing	12/05/2012	Tail Fins	Purchased Item	Create	700.25	

Supplier Modify Complete PO Line View History

Records per page 20

## Reject

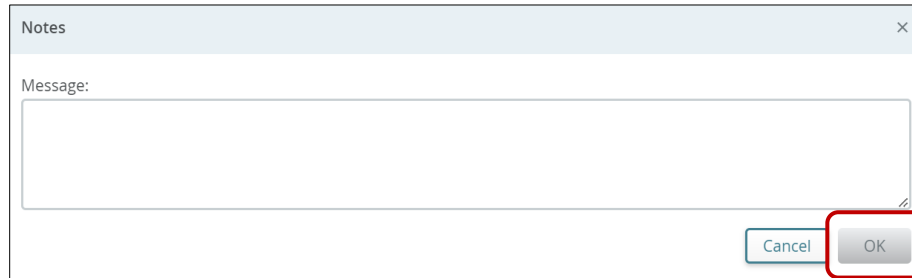
Before Rejecting a PO, be sure to contact Boeing to explain why. To reject an order:

1. Optional but recommended, in the header section, click **Create** under **Supplier Message**.

Purchase Order Details

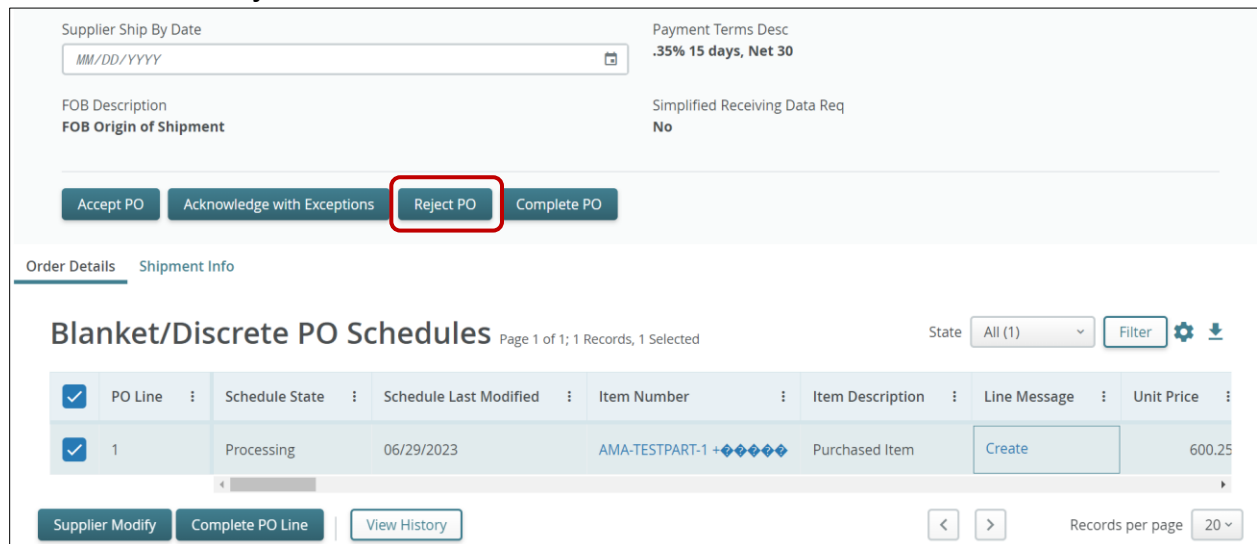
Purchase Order <b>001201500901</b>	Order Type <b>NewOrder</b>
Order Date <b>10/09/2005</b>	Order State <b>Processing</b>
Change Order Date --	Change Order Sequence --
Purchase Order Type <b>Blanket Purchase Order</b>	Purpose <b>Original</b>
PO Period Start Date --	PO Period End Date --
Contract Number --	Delivery Function Terms <b>N/A</b>
Header References <a href="#">View</a>	Supplier Message <b>Create</b>
Buyer Account <b>Boeing.Puget Sound.ERP LN-BCA</b>	Supplier Code <b>exo111</b>

2. In the **Notes** window, provide a message regarding why you are rejecting the order. Click the **OK** button.



A dialog box titled "Notes" with a close button (X) in the top right corner. It contains a text area labeled "Message:" for entering a note. At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular box.

3. Click the **Reject PO** button.



The interface shows PO management options. At the top, there are fields for "Supplier Ship By Date" (MM/DD/YYYY), "Payment Terms Desc" (.35% 15 days, Net 30), "FOB Description" (FOB Origin of Shipment), and "Simplified Receiving Data Req" (No). Below these are four buttons: "Accept PO", "Acknowledge with Exceptions", "Reject PO" (highlighted with a red box), and "Complete PO".

Below the buttons, there are tabs for "Order Details" and "Shipment Info". The "Order Details" tab is active, showing a table of "Blanket/Discrete PO Schedules".

PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price
1	Processing	06/29/2023	AMA-TESTPART-1 +◆◆◆◆◆	Purchased Item	Create	600.25

At the bottom, there are buttons for "Supplier Modify", "Complete PO Line", and "View History". There are also navigation arrows and a "Records per page" dropdown set to 20.

## COMPLETE ORDERS (BUYERS)

Boeing has additional capability to complete orders:

- Boeing can designate, within an Excel spreadsheet, orders that can be transitioned to a Completed state.
- An Exostar Admin/Support personnel can upload the Excel file to implement the status updates.
- The Excel file supports multiple orders at one time.
- If the order lines are left entirely blank, the entire order moves to Complete.
- If all lines are marked as Complete, the entire order moves to Complete.
- If only some lines are marked Complete, only those lines get updated.

## PRINT

There are two ways to print: Full Print or Summary Print. Both buttons are available from relevant PO screens. Both allow you to open or save PDF files for review. Print from the File Menu or by clicking the print icon. Place checkmarks next to the desired POs.

The screenshot shows the 'Blanket/Discrete PO Schedules' interface. At the top, there is a navigation bar with 'Menu', 'Add to Favorites', and a settings icon. Below this is a breadcrumb trail: 'Order Management > Purchase Orders > Order Summary > Order List'. The main heading is 'Blanket/Discrete PO Schedules' with 'Page 1 of 1; 4 Records' and a settings/download icon. A table lists four purchase orders, each with a checkbox in the first column. The table columns are: Purchase Order, Change Order Sequence, Order State, Supplier Name, Supplier Code, Supplier Contact, and Ship To Company. Below the table are buttons for 'Full Print', 'Summary Print', 'Download Selected Items', and 'View History'. There are also navigation arrows and a 'Records per page' dropdown set to 20.

<input type="checkbox"/>	Purchase Order	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Ship To Company
<input type="checkbox"/>	638L00096355		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	638L00096801		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	638L00096802		New	AIM AEROSPACE INC	412150		Boeing 787
<input type="checkbox"/>	638LW0094091	0001	New	AIM AEROSPACE INC	412150		Boeing 787

## DOWNLOAD PURCHASE ORDERS

Boeing 787 SCMP provides two Purchase Order download options: Purchase Order Download (default) and Purchase Order UI Export, which provides additional customization options.

### Blanket/Discrete Order Download

To download Blanket/Discrete Orders:

1. From the menu, select **Upload/Download** → **Downloads** → **Download Orders** or **Download Orders (Supplier)** to access the **Search Purchase Orders** page.

The screenshot shows the application menu. The 'Upload/Download' option is highlighted in the left sidebar. In the main content area, the 'Downloads' section is expanded, and 'Download Orders' is highlighted. Other options in the Downloads section include 'Download Plan Schedules', 'Download Plan Responses', 'Download Shipments', 'Download Receipts', 'Download Inventory Status', and 'Download Inventory Plan'.

2. **Blanket/Discrete PO** is automatically selected from the **Type** drop-down. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

Search Blanket/Discrete POs

Blanket/Discrete PO

Purchase Order:

Order Date:

Change Order Date:

Buyer Account:

Purchase Order Type:

Header Last Modified:

Reset Search to Download

3. **Blanket/Discrete Order Download** is already selected from the **Document Type** drop-down menu. Optionally, enter **Comments** to reference your download. Click the **Next** button.

Select Document Type

Document Type\*: Blanket/Discrete Order Download

Comments

Next

4. On the **Inbox Status** page, select the **File Name** to open or download once the **Status** says **Completed**.

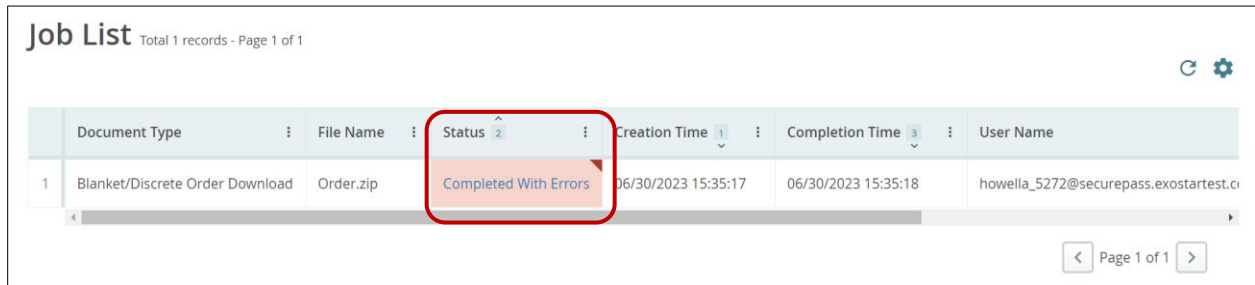
Request Complete. Click on the file name or status for details.

Job List Total 1 records - Page 1 of 1

Document Type	File Name	Status	Creation Time	Completion Time	User Name
Blanket/Discrete Order Download	Order.zip	Completed	06/30/2023 15:37:04	06/30/2023 15:37:07	howella_5272@securepass.exostartest.com-exos

Page 1 of 1

**NOTE:** A **Completed with Errors** message displays if the volume is too high. Click the error **Status** to view additional information. It is possible the results total is too high and you must further refine your search criteria to limit the number of orders.



The screenshot shows a 'Job List' table with the following data:

Document Type	File Name	Status	Creation Time	Completion Time	User Name
Blanket/Discrete Order Download	Order.zip	Completed With Errors	06/30/2023 15:35:17	06/30/2023 15:35:18	howella_5272@securepass.exostartest.ci

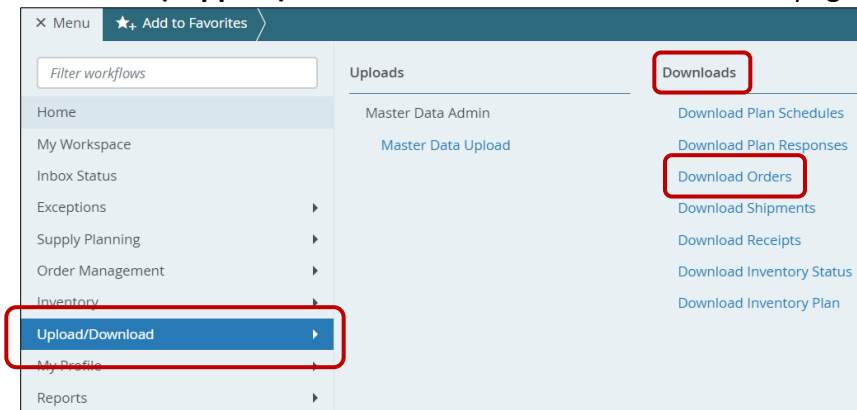
## Blanket/Discrete UI Export

The Blanket/Discrete UI Export option allows users to pre-define search criteria using a Default Export selection or a My Favorite Templates selection.

## Blanket/Discrete Default Export

To download Blanket/Discrete Orders using the UI Default Export option:

1. From the menu, select **Upload/Download** → **Downloads** → **Download Orders** or **Download Orders (Supplier)** to access the **Search Purchase Orders** page.





2. **Blanket/Discrete PO** is automatically selected from the **Type** drop-down. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

Search Blanket/Discrete POs

Blanket/Discrete PO

Purchase Order:

Order Date:

Change Order Date:

Buyer Account:

Purchase Order Type:

Header Last Modified:

Reset Search to Download

3. Select **Blanket/Discrete UI Export** from the **Document Type** menu to display a **Download Settings** drop-down menu. **Default Export** is automatically selected.
4. Optionally, add download **Comments**. Click **Next**.

**NOTE:** For example, if you execute multiple downloads, entering “Item 123”, then “Item 789”, will help you to differentiate your downloads.

Select Document Type

Document Type\* Blanket/Discrete UI Export

Download Settings Default Export

Comments

Next

5. The **Job List** page displays the status of your download. Once **Completed**, click the **File Name** to open.

Inbox Status

Request Complete. Click on the file name or status for details.

Job List Total 1 records - Page 1 of 1

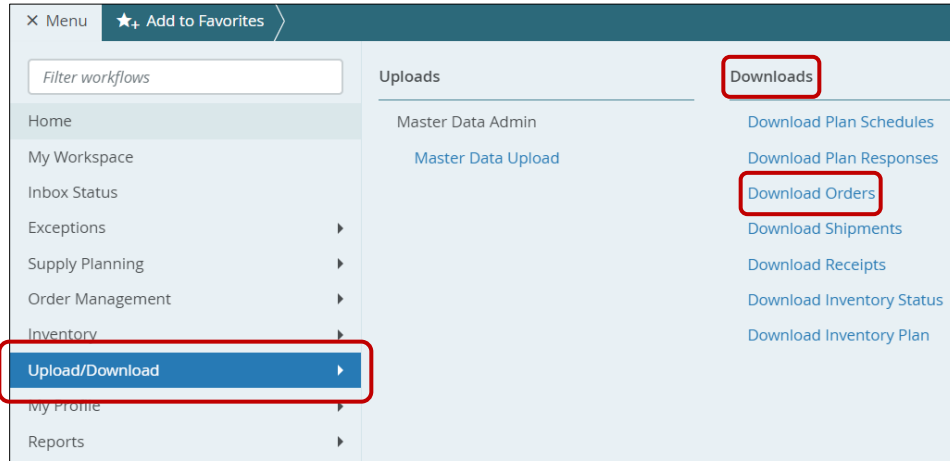
Document Type	File Name	Status	Creation Time	Completion Time	User Name
Blanket/Discrete UI Export	BlanketOrderUIExport.xls	Completed	06/30/2023 16:34:55	06/30/2023 16:35:00	howella_5272@securepass.exostartest.com-e

Page 1 of 1

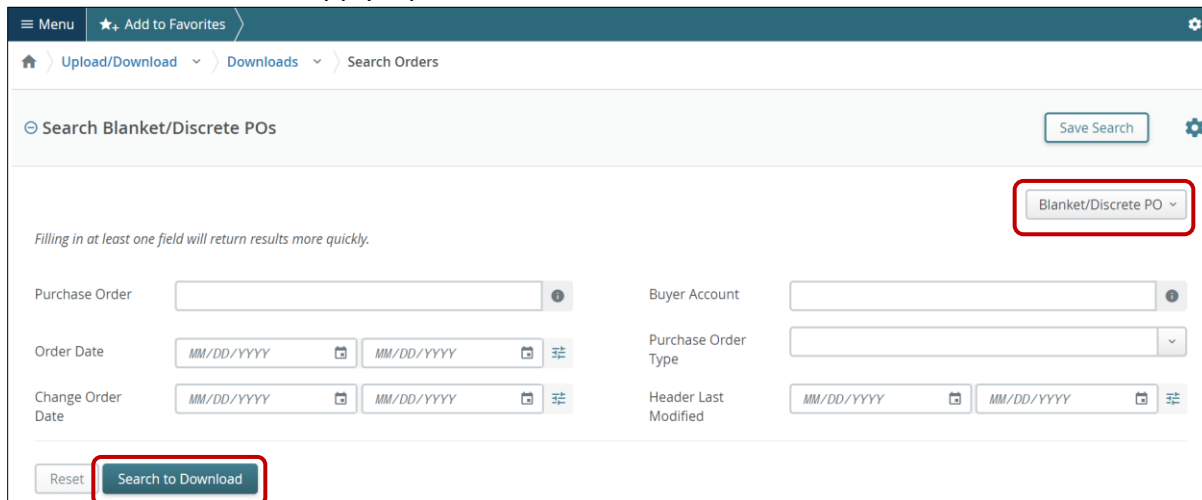
## My Favorite Templates

To download Blanket/Discrete Orders using the UI Templates Export option:

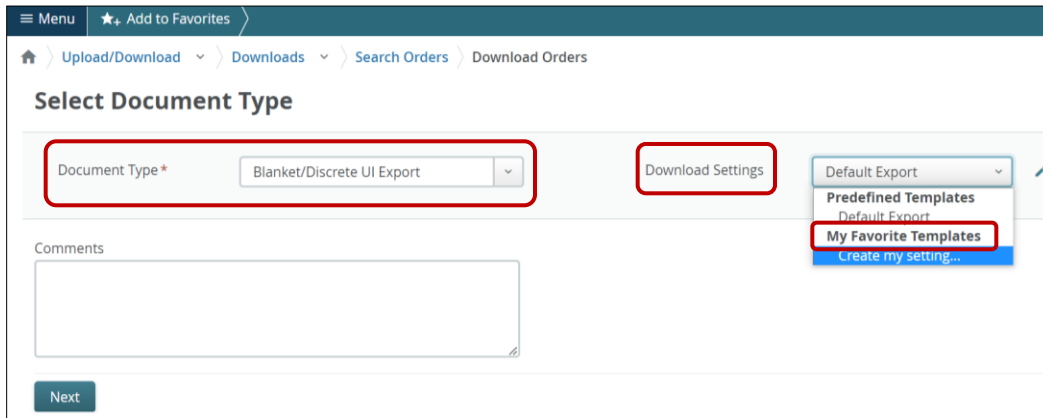
1. From the menu, select **Upload/Download** → **Downloads** → **Download Orders** or **Download Orders (Supplier)** to access the **Search Purchase Orders** page.



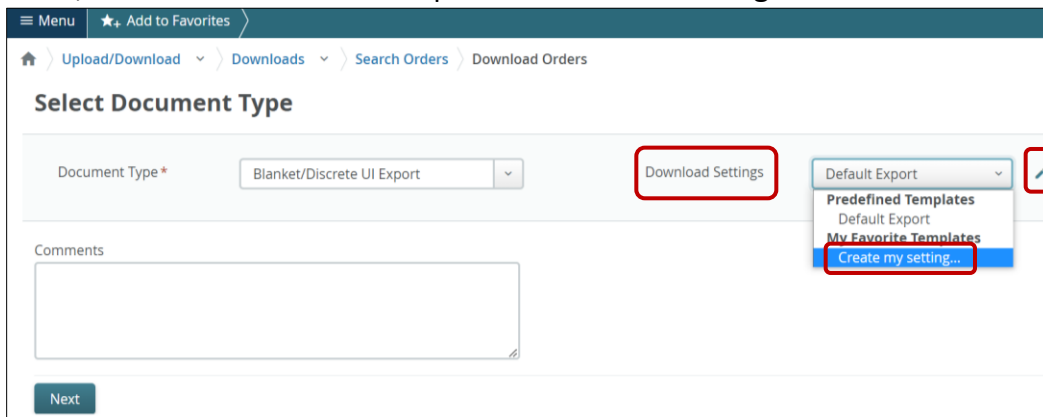
2. **Blanket/Discrete PO** is automatically selected from the **Type** drop-down. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.



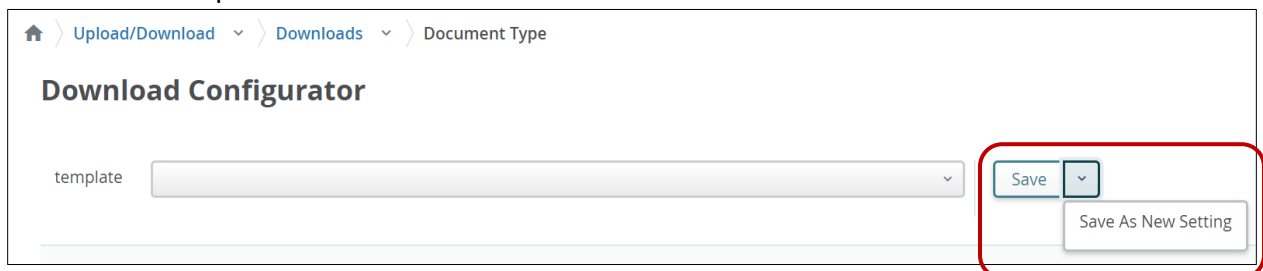
3. Select **Blanket/Discrete UI Export** from the **Document Type** menu to display a **Download Settings** drop-down menu. Select from an existing **My Favorite Templates** and skip down to Step 9.



4. To create a new template, select **Create my setting...** from the **Download Settings** drop-down, or select the **Edit** icon to open the **Download Configurator** screen.



5. On the **Download Configurator** screen, click the **Save** button to save changes to an existing template, or select **Save As New Setting** from the **Save** drop-down to create a new template.



6. Name the new template.

**NOTE:** You must complete the configurator sections prior to clicking the **Save** button.

The screenshot shows the 'Download Configurator' interface. At the top, there is a breadcrumb trail: 'Upload/Download > Downloads > Document Type'. Below this, the title 'Download Configurator' is displayed. A text input field labeled 'Save Template Setting As' contains the text 'Training Team Test 2'. To the right of this field are two buttons: 'Save' and 'Cancel'. A red box highlights the entire input field area.

7. In the **Columns and Sorting** section, place checkmarks next to desired **Available Fields** and use the arrow buttons to move them into the **Download Fields** and **Sort Order** sections.

**NOTE:** The double arrow buttons move ALL fields left or right. The **Sort Order** sections only allows for five items.

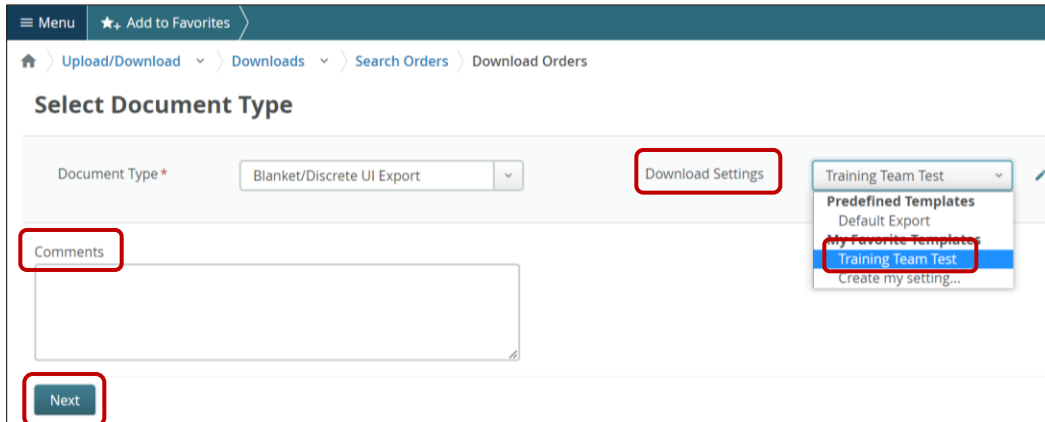
The screenshot shows the 'Columns And Sorting' section of the interface. It is divided into three main areas: 'Available Fields', 'Download Fields', and 'Sort Order'. The 'Available Fields' list includes: 'Additional Info', 'Buyer Account', 'City', 'City1', 'City2', 'Contact Name', 'Contact Number', 'Country', 'Country1', and 'Currency'. Each item has a checkbox. To the right of this list are four arrow buttons: '>', '<', '>>', and '<<'. The 'Download Fields' section is currently empty. To its right are four arrow buttons: '^', 'v', '>', '<', '>>', and '<<'. The 'Sort Order' section is also empty. To its right are four arrow buttons: '^', 'v', '^', and 'v'. A red box highlights the 'Columns And Sorting' title at the top left.

8. Scroll back to the top. Click **Save**.

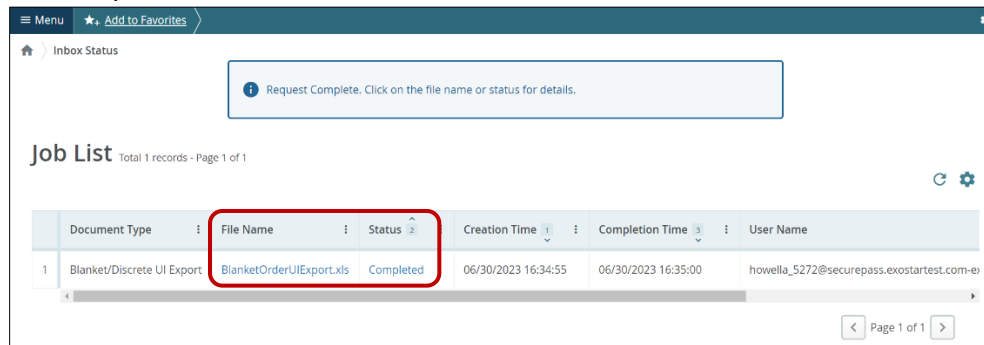
This screenshot is identical to the one above, showing the 'Download Configurator' interface with the 'Save Template Setting As' field containing 'Training Team Test 2'. In this version, a red box highlights the 'Save' button.

9. Select your template from the drop-down menu. Enter optional download **Comments**. Click **Next**.

**NOTE:** For example, if you execute multiple downloads, entering “Item 123”, then “Item 789”, will help you to differentiate your downloads.



10. The **Job List** page displays the status of your download. Once **Completed**, click the **File Name** to open.



## PURCHASE ORDER STATES

State	User Role	Action
New	Boeing	Created
New Change	Boeing	Edited
Processing	Providing Partner	Viewed
Acknowledged with Exceptions	Providing Partner	Viewed as Changed
Accepted	Providing Partner	Approved as is
Rejected	Providing Partner	Unacceptable as is
Completed	Providing Partner	Finalized
Cancelled	Boeing Providing Partner	Terminated Acknowledged
Closed	Boeing	Finalized

## CHANGE ORDERS

Boeing can initiate change orders from their ERP-LN system after the original new order has been created and sent to SCMP.

When a purchase order change (POC) is loaded into SCMP, the order's state is transitioned into New Change, with only lines that underwent a change in the New Change state.

When the Providing Partner views or downloads the order, the system automatically transitions the order to the Processing state.

### Partner Actions

The Providing Partner can change a New Change or Processing Order to these states:

- **Accepted:** Partner agrees to the complete request from the buyer.
- **Acknowledged with Exceptions:** Partner responds with a counter proposal (for example, different promise quantity or date).
- **Completed:** Partner has shipped and completed the Order.

The following state transitions are also permitted:

- Acknowledged with Exceptions → Acknowledged with Exceptions, Accepted, or Completed.
- Completed → Accepted.
- Rejected → Acknowledged with Exceptions or Accepted.

The transition into the Rejected state is not allowed once a change order has been published by the buyer. If you do anything other than Accept the PO, please contact Boeing and discuss this before acting.

## CLOSED ORDERS

Order lines which have a final receipt posted in the Boeing ERP-LN system will be automatically uploaded to SCMP by 10:00 AM UTC daily.

- Closed order lines automatically transition to a Closed state.
- For orders marked as closed, no action is required by the supplier in SCMP.
- A Providing Partner cannot create shipments for order lines in the Closed state. If you need to ship a closed order line, contact Boeing to request a PO change.

## CANCELLED ORDERS

Boeing has the option to cancel a Schedule Line by creating a POC and sending it to the Providing Partner via SCMP.

- When a Schedule Line is cancelled, the Schedule Line is transitioned into the Cancelled state. If all the Schedule Lines in a PO are set to 'Cancelled', the PO Header is also set to the 'Cancelled' state.
- If the POC Lines are designated as Full Replace, the application will assume that any POC Schedule Lines not included in the POC, under that POC Line Item, are cancelled and will modify the state for the Schedule(s) appropriately.
- If the POC Line Items are not designated as "Full Replace", SCMP will only update the Schedule Lines that have been sent.
- Cancelling a PO Line Item prevents the Providing Partner from generating any new Shipments against that Line Item. There is no action required from the Providing Partner.

## REVERSE LOGISTICS PURCHASE ORDERS

### View

To view a reverse logistics purchase order (RLPO):

1. From the menu, select **My Workspace** or **Order Management** → **Reverse Logistics PO** → **Summary**.

The screenshot shows the application's main menu with several sections. A search bar at the top left is labeled 'Filter workflows'. The menu is organized into columns: 'Purchase Orders', 'Receipts', and 'Return Shipment'. The 'Purchase Orders' column includes links for Summary, Search, Line Search, and History. The 'Receipts' column includes Summary, Search, and History. The 'Return Shipment' column includes Summary, Search, Line Search, and History. A fourth column, 'Repair/Replacement Shipment', is partially visible. The 'Order Management' menu item is highlighted with a red box, and its sub-menu is expanded, showing 'Reverse Logistics PO' highlighted with a red box. The 'Summary' link under 'Reverse Logistics PO' is also highlighted with a red box. Other menu items include Home, My Workspace, Inbox Status, Exceptions, Supply Planning, Inventory, Upload/Download, My Profile, and Reports.

	Purchase Orders	Receipts	Return Shipment
Home	Summary	Summary	Summary
My Workspace	Search	Search	Search
Inbox Status	Line Search	History	Line Search
Exceptions	History		History
Supply Planning		Reverse Logistics PO	
Order Management	Shipments	Summary	Repair/Replacement Shipment
Inventory	Summary	Search	Summary
Upload/Download	Search	Line Search	Search
My Profile	Line Search	History	Line Search
Reports	History		History

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

Reverse Logistics PO Summary

Save Search

Purchase Order:

Buyer Account:

Order Date:

Header Last Modified:

Change Order Date:

Supplier Name:

Supplier Code:

Supplier MPID:

Supplier Contact:

Warehouse:

Reset **Search**

3. On the **Order Summary** page, select the **Total** for the desired **Status** in the **Results** list.

**Results**

Status	Total	Status	Total
New	<b>1</b>	Acknowledge with Exceptions	0
New Change	0	Accepted	0
Processing	0		

4. Click the **Purchase Order** number you want to view in more detail.

Reverse Logistics PO Schedules Page 1 of 1; 1 Records, 1 Selected

<input checked="" type="checkbox"/>	Purchase Order	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Ship To Company
<input checked="" type="checkbox"/>	<b>328000010017</b>		New		580702		VOUGHT AIRCRA

Full Print Summary Print Download Selected Items View History

Records per page 20



**NOTE:** Optional but recommended, scroll down to the **Order Details** tab, and scroll over to **Line Level References**. Click the **View** link to see your list of reference codes.

The screenshot shows the 'Order Details' tab with the following data:

PO Line	Schedule State	Qty	Line Level References	Change Type	Commodity Code	Line Total	Supplier Unit Price
1	New	1	<a href="#">View</a>		N/A	5,000	
2	New	-1	<a href="#">View</a>		N/A	-5,000	
3	New	1	<a href="#">View</a>		N/A	5,000	

This applies to any item in the Order Line that has blue text, rather than black text.

## Act

To act on a reverse logistics purchase order:

1. From the menu, select **My Workspace** or **Order Management** → **Reverse Logistics PO** → **Summary**.

The screenshot shows the application menu with the following structure:

- Home
- My Workspace
- Inbox Status
- Exceptions
- Supply Planning
- Order Management**
  - Purchase Orders
    - Summary
    - Search
    - Line Search
    - History
  - Shipments
    - Summary
    - Search
    - Line Search
    - History
  - Receipts
    - Summary
    - Search
    - History
    - Reverse Logistics PO**
      - Summary
      - Search
      - Line Search
      - History
  - Return Shipment
    - Summary
    - Search
    - Line Search
    - History
  - Repair/Replacement Shipment
    - Summary
    - Search
    - Line Search
    - History

2. Enter search criteria. Click **Search**. You can also select the desired **Total** in the **Results** section at the bottom of the page.

Reverse Logistics PO Summary

Save Search

Purchase Order:

Buyer Account:

Order Date:  -

Header Last Modified:  -

Change Order Date:  -

Supplier Name:

Supplier Code:

Supplier Contact:

Supplier MPID:

Warehouse:

Reset Search

3. On the **Order Summary** page, select the **Total** for the desired **Status** (New, New Change, or Processing) in the **Results** list.

Results

Status	Total	Status	Total
New	1	Acknowledge with Exceptions	0
New Change	0	Accepted	0
Processing	0		

4. Click the **Purchase Order** number you want to view in more detail.

Reverse Logistics PO Schedules Page 1 of 13; 245 Records

<input type="checkbox"/>	Purchase Order	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Ship To Comp
<input type="checkbox"/>	328000010013		New		580702		VOUGHT AIRCI
<input type="checkbox"/>	328000010014		New		580702		VOUGHT AIRCI
<input type="checkbox"/>	328000010015		New		580702		VOUGHT AIRCI
<input type="checkbox"/>	328000010016		New		580702		VOUGHT AIRCI
<input type="checkbox"/>	328000010017		New		580702		VOUGHT AIRCI

Full Print Summary Print Download Selected Items View History < > Go To Page Jump Records per page 20

5. Take one of the following actions:

- a. Click the **Accept PO** button to accept the PO.
- b. Click the **Reject PO** button to reject the PO.

**NOTE:** Before you Reject a PO, contact Boeing to explain why.

- c. Click the **Complete PO** button to finalize the PO.

**NOTES:**

- It is possible to complete multiple reverse logistics POs at one time from the PO List page.
- All the lines that are displayed on the Header or Line list page must be in a Processing, Accepted or Acknowledged with Exceptions state.
- Header-level Complete action is available on the PO List page when it is accessed from the Order Search and Order Summary workflows.
- Line-level Complete action is available on the List page, when accessed from the Line Search workflow.
  - d. Click the **Acknowledge with Exceptions** button to capture only header level changes.
  - e. Click the **Supplier Modify** button to capture only the line level changes. There is no button for capturing both header level and line level changes. Before you choose either option, contact Boeing to explain why.
  - f. Click the **Acknowledge with Exceptions** button to accept the PO with noted exceptions.

6. Optional but recommended, in the header next to **Supplier Message**, click **Create**.

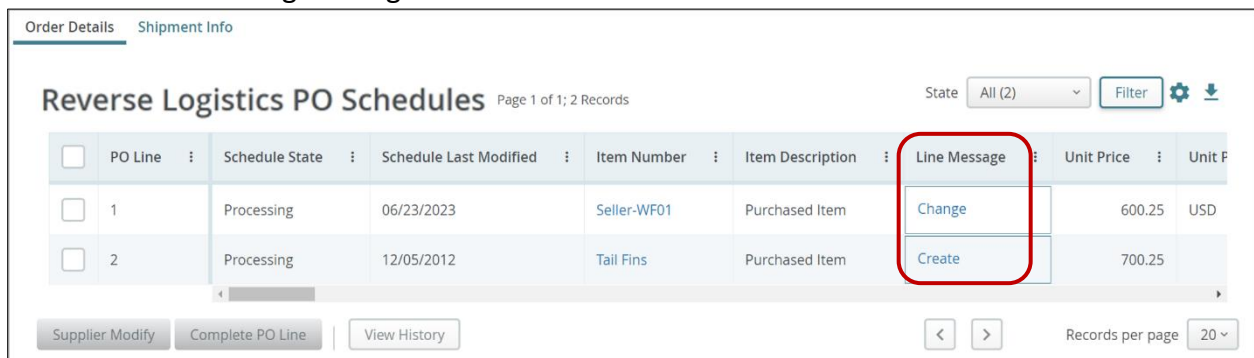
Purchase Order Details	
Purchase Order 001201500901	Order Type NewOrder
Order Date 10/09/2005	Order State Processing
Change Order Date --	Change Order Sequence --
Purchase Order Type Blanket Purchase Order	Purpose Original
PO Period Start Date --	PO Period End Date --
Contract Number --	Delivery Function Terms N/A
Header References <a href="#">View</a>	<b>Supplier Message</b> <a href="#">Create</a>
Buyer Account Boeing,Puget Sound.ERP LN-BCA	Supplier Code exo111

7. In the **Notes** window, provide a message regarding changes and click **OK**.



A dialog box titled "Notes" with a close button (X) in the top right corner. Below the title bar is a text area labeled "Message:" with a large empty input field. At the bottom right of the dialog are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular box.

8. Optional but recommended, in the line under **Line Message**, click **Create**, or **Change** to edit an existing message.



Order Details Shipment Info

### Reverse Logistics PO Schedules

 Page 1 of 1; 2 Records

State: All (2) Filter [Settings] [Download]

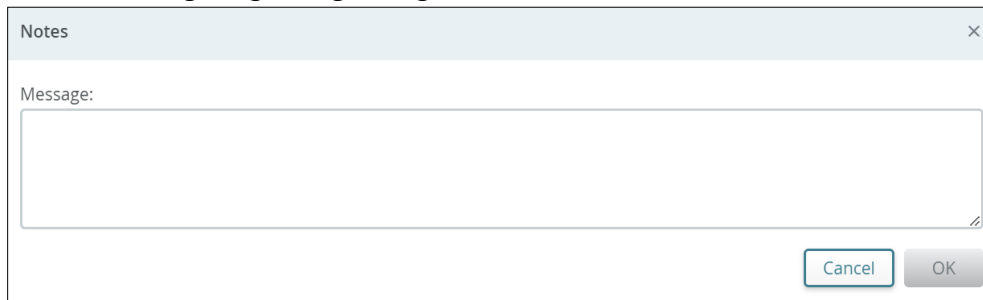
<input type="checkbox"/>	PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price	Unit P
<input type="checkbox"/>	1	Processing	06/23/2023	Seller-WF01	Purchased Item	Change	600.25	USD
<input type="checkbox"/>	2	Processing	12/05/2012	Tail Fins	Purchased Item	Create	700.25	

Supplier Modify Complete PO Line View History

Records per page: 20

The "Line Message" column in the table is highlighted with a red rectangular box, showing "Change" for PO Line 1 and "Create" for PO Line 2.

9. Provide a message regarding changes and click **OK**.



A dialog box titled "Notes" with a close button (X) in the top right corner. Below the title bar is a text area labeled "Message:" with a large empty input field. At the bottom right of the dialog are two buttons: "Cancel" and "OK".

10. Click the checkboxes to select the changed **Line IDs**.

11. Click the **Supplier Modify** button to accept the PO with noted exceptions.

Order Details Shipment Info

### Reverse Logistics PO Schedules

 Page 1 of 1; 2 Records State: All (2) Filter

PO Line	Schedule State	Schedule Last Modified	Item Number	Item Description	Line Message	Unit Price	Unit P
1	Processing	06/23/2023	Seller-WF01	Purchased Item	Change	600.25	USD
2	Processing	12/05/2012	Tail Fins	Purchased Item	Create	700.25	

Supplier Modify Complete PO Line View History

Records per page: 20

## Closed

Order lines which have a final receipt posted in the Boeing ERP-LN system are automatically uploaded to SCMP by 10:00 AM UTC daily.

- Closed order lines are automatically transitioned to a Closed state.
- For orders marked as closed, no action is required by the supplier in SCMP.
- A Providing Partner cannot create shipments for order lines in the Completed state. If you need to ship a closed order line, contact Boeing to request a PO change.