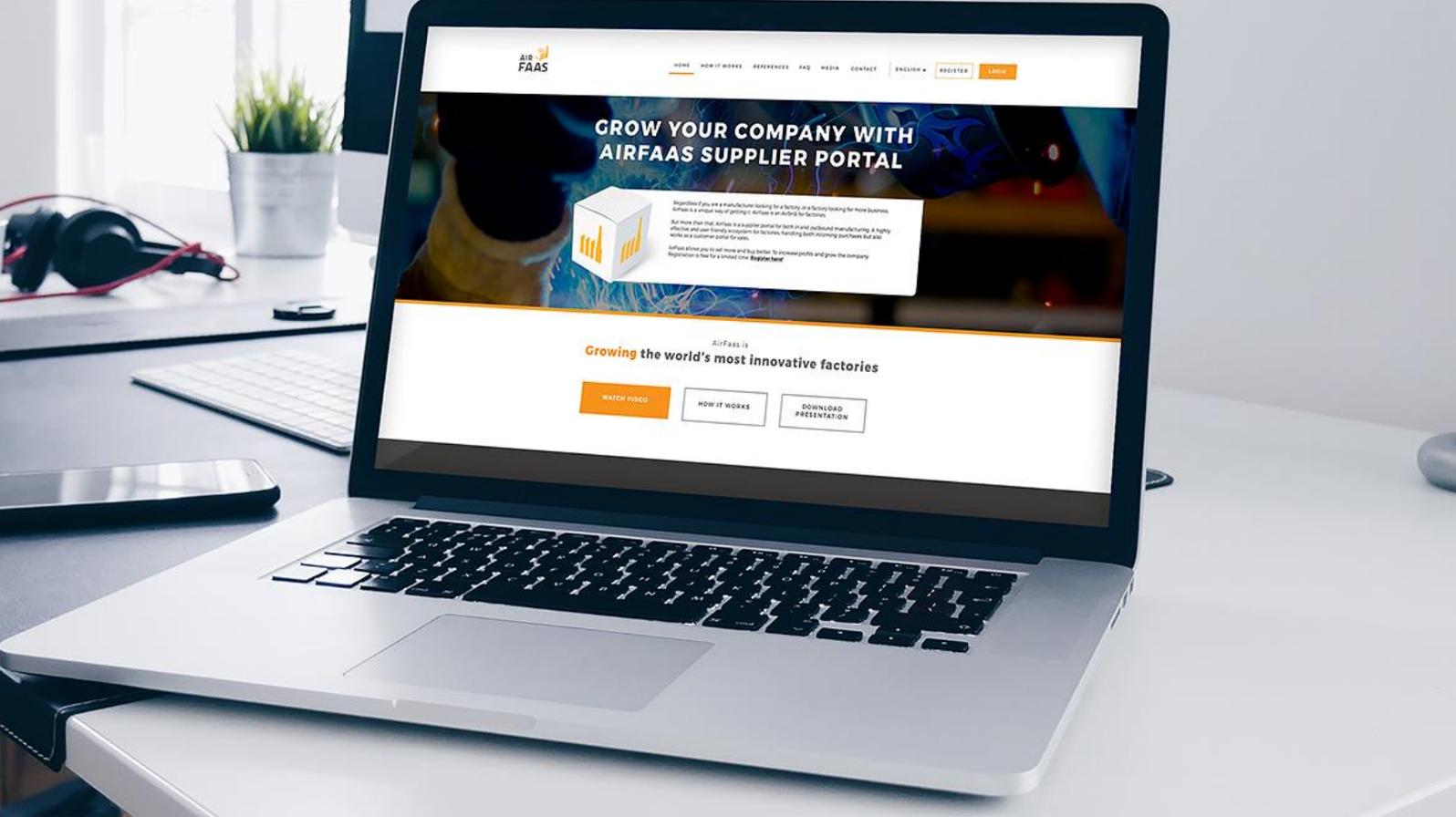




# USER MANUAL





## WELCOME TO AIRFAAS

A revolution for industry. A new way for factories to reach new customers globally and grow with them. At the same time minimize admin and radically reduce the need for heavy IT investments.

We wanted to make a system which was easy to use and provided valuable tools to make work more efficient for industrial manufacturers and procurement people.

## TO KEEP IT SHORT

AirFaas is an ecosystem which means that every task you do interacts through the system and you and your partners will be far more efficient together. No double work needed. The system has two sides. The AirFaas admin system and the AirFaas marketplace.



AirFaas admin makes work easier and more productive for you and your company and enhances collaboration with your partners. This includes the RFQ (Request-for-quotation) loop, order and confirmation management, warehouse module, project management, nonconformity management and task management. All specifically designed by experienced Industry specialists. All this connects with the AirFaas Mattermost communication platform which keeps you informed about everything related to your company, wherever you are. Just register in the upper left corner with the  button.

AirFaas marketplace brings you to the world market. Interact with buyers and sellers, all within your own system. Answer RFQs and expand your business.

The system is easy to use. Wherever you are, you find the action bar on the right-hand side of the screen. The main actions include the most important actions, you can access them anywhere in the system. The page actions allow you to interact with the page you are in at that very moment, so it changes depending on which page you are on. The integration actions appear once your company has integrated your ERP or other system with AirFaas.

On the upper part of the screen in the center you will see tabs to the main modules of the system. Dashboard, projects, RFQs, quotations, orders and nonconformities. You can access them anywhere and jump between the modules in AirFaas. And on the top left, you can access the main menu through the drop-down menu hidden behind the  icon.

Please also check the terms of sales in AirFaas which helps to ensure that you are no longer in a contract-less situation with any of your partners. In case you have a signed contract with your partners, it of course will not contest that. But for most companies, a contract-less situation is a legal hazard.

We welcome you into the AirFaas world. We are sure that we can create value for you, just as we have for so many other users who have joined the AirFaas ecosystem.

**Revision:** B

**Date:** 03.4.2020



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# THE AIRFAAS LANDING PAGE AND FUNCTIONS

1 →

2 → **DASHBOARD** | PROJECTS | RFQS | QUOTES | ORDERS | NONCONFORMITIES

3 → **CUSTOMER DASHBOARD**

PO DELIVERY ACCURACY | SO DELIVERY ACCURACY | TASK CALENDAR

PO Delivery Accuracy  
In last three months.

40% 20% 40%

● Shipments on schedule  
● Shipments 1 week late  
● Shipments more than 1 week late

4 → **AIRFAAS DEMO COMPANY OY - FEED** | MY FEED

Transaction	Customer	Supplier	Cust. Trans. ID	Sup. Trans. ID	Message	User	Date	
RFQ Notifications	Telakka Oy Demo	AirFaas Demo Company Oy			RFQ created	Robert Blomstedt	2020-04-14 14:32:25	<a href="#">Show log</a>
Order Notifications	Telakka Oy Demo	AirFaas Demo Company Oy	21		Sales order updated.	Robert Blomstedt	2020-04-14 11:38:55	<a href="#">Show log</a>

5 → **MAIN ACTIONS** -

CREATE NEW

- + RFQ
- + PURCHASE ORDER
- + SALES ORDER
- + SHIPMENT
- + TASK
- + COMPANY
- + NONCONFORMITY

6 → **PAGE ACTIONS** +

## 1. Top menu

- a) Drop-down menu
- b) Mattermost
- c) Calendar
- d) Search
- e) Dashboard selection

## 2. Tabs

- a) Dashboard
- b) Projects
- c) RFQs
- d) Quotes
- e) Orders
- f) Nonconformities

## 3. Dashboard overview

- a) PO delivery accuracy
- b) SO delivery accuracy
- c) Tasks



#### **4. Feed**

- a) Company feed
- b) User feed

#### **5. Main Actions**

Always found on the right-hand side panel, these actions are the same on every page and allow quick access to the most important features

- a) Add an RFQ (request for quotation)
- b) Purchase Order (PO)
- c) Sales Order (SO)
- d) Create a new shipment
- e) Make a new task for yourself or a colleague
- f) Add a company (customer or supplier) who is not yet on AirFaas
- g) Create a Nonconformity

#### **6. Page Actions**

Always found in the right-hand side panel, these actions change in relation to the page you on and the associated action with that page.



## REQUEST FOR QUOTATION (RFQ) MANAGEMENT

1. There are multiple ways to start the RFQ process but the simplest is just to login and push the +RFQ button from the main actions panel on the right-hand side of the screen

The screenshot shows the 'Supplier Dashboard' with a navigation bar at the top containing 'DASHBOARD', 'PROJECTS', 'RFQS', 'QUOTES', 'ORDERS', and 'NONCONFORMITIES'. The main content area includes a 'SUPPLIER DASHBOARD' section with three tabs: 'PO DELIVERY ACCURACY', 'SO DELIVERY ACCURACY', and 'TASK CALENDAR'. The 'PO DELIVERY ACCURACY' chart shows a pie chart with three segments: 20% (yellow), 40% (orange), and 40% (grey). A legend indicates: 20% Shipments on schedule, 40% Shipments 1 week late, and 40% Shipments more than 1 week late. Below the chart is a table with columns: Transaction, Customer, Supplier, Cust. Trans. ID, Sup. Trans. ID, Message, User, and Date. On the right, the 'MAIN ACTIONS' sidebar contains a 'CREATE NEW' section with buttons for '+ RFQ', '+ PURCHASE ORDER', '+ SALES ORDER', '+ SHIPMENT', '+ TASK', and '+ COMPANY', and a '+ NONCONFORMITY' button at the bottom. An orange arrow points from the '+ RFQ' button to the 'PO DELIVERY ACCURACY' chart.

2. Make your own RFQ to your supplier or make it on behalf of your customer
3. In many cases the RFQ you receive comes by e-mail or other means. For you to be digitalized you should preferably add it to AirFaas on behalf of the company that sent the RFQ to you. This ensures you follow protocol and have your entire RFQ process digitalized. If your customer is still not in AirFaas, just add it as a customer and once they get into AirFaas they will see your company as a frontrunner in digitalization of the industry based on transparent history data.

The screenshot shows the 'ADD A NEW RFQ' form. At the top, there is a yellow bar with the text 'ADD A NEW RFQ'. Below it, a progress indicator shows 'STEP 1' highlighted, followed by steps 2, 3, 4, and 5. The section is titled 'CUSTOMER DETAILS'. Below the title, there is a paragraph of instructions: 'Please select a company that is the Buyer in this RFQ. Either your own company in case you are creating an RFQ to your suppliers. Or your Customer, in case you are creating your customer RFQ towards you. In case your Customer does not exist in AirFaas yet, please chose Create New Company.' Below this, there are three radio button options: 'Use Default Company (Telakka Oy Demo)' (selected), 'Choose Other Company', and 'Create New Company'. An orange arrow points to the 'Use Default Company' option. At the bottom right, there is a yellow 'NEXT >' button with an orange arrow pointing to it. On the right side, the 'PAGE ACTIONS' sidebar is visible, showing 'CURRENT COMPANY: TELAKKA OY DEMO' and buttons for 'CUSTOMER PORTAL', 'SUPPLIER PORTAL', 'CREATE RFQ', 'SETTINGS', and 'COMPANY ACCESS/CREATION'.



- a) Create project or add the RFQ to existing project
  - i) Just follow simple instructions on screen and you will be there!
  - ii) Categorizing the RFQ is extremely important if you want to make the RFQ open for all AirFaas Suppliers!
    - (1) NOTE! DO NOT SUBMIT RFQs WITH ANY DATA OR DRAWINGS IF YOU DO NOT HAVE THE LEGAL RIGHT TO DO SO!

**ADD A NEW RFQ**

STEP 1 2 3 4 5

### PROJECT

Please define your RFQ to easily find and communicate about it later. In case you already have a related project and wish to add new parts to the same project, please select an Existing project and choose the relevant one from the drop-down menu. In case your RFQ is new, please specify a relevant "Project title" which describes the RFQ and will be the title of the Project when discussing with your partner.

New Project

Existing Project

**Project Title**  
Project Title

**Project Title Suffix**  
Project Title Suffix

**Reference**  
Reference

**Project**  
Crefi

**Project Title Suffix**  
Project Title Suffix

**Reference**  
Reference

**PAGE ACTIONS**  
CURRENT COMPANY: TELAKKA OY DEMO  
CUSTOMER PORTAL  
SUPPLIER PORTAL  
CREATE RFQ  
SETTINGS  
COMPANY ACCESS/CREATION  
AIRFAAS CATALOG

- 4. Add the RFQ into open pool and/or choose your suppliers for the RFQ
  - a) NOTE! If you choose YES to adding into RFQ pool it means the RFQ is visible and can be quoted by ALL AirFaas companies. Be careful you do not breach any third party's rights in submitting any data!

STEP 1 2 3 4 5

### SUPPLIERS

**Add RFQ to Open RFQ Pool**  
No

**Validity Period End Date**  
0000

**RFQ DESCRIPTION**  
Required for open RFQ pool admission.  
RFQ Description

**ADD EXISTING SUPPLIERS**  
Send RFQ to these suppliers.  
Name / VAT  
ADD SUPPLIER

**CREATE A NEW SUPPLIER**  
CREATE NEW SUPPLIER

**LIST OF SUPPLIERS THAT RECEIVE RFQ**

Line	Supplier	Remove
------	----------	--------

< PREVIOUS      NEXT >

**PAGE ACTIONS**  
CURRENT COMPANY: TELAKKA OY DEMO  
CUSTOMER PORTAL  
SUPPLIER PORTAL  
CREATE RFQ  
SETTINGS  
COMPANY ACCESS/CREATION  
AIRFAAS CATALOG



- b) The validity period of the RFQ is same for all suppliers. If placed into the open pool, then all companies can see and quote until the date and time (CET) you have given. The same goes to all your chosen suppliers.
- i) Did you not find your supplier in existing supplier list?
  - (1) That means the company is still not AirFaas compatible and should be contacted for them also to join the digital revolution. You can also add the missing company by adding them yourself by choosing company access/creation from the page actions or +company from the main actions.
  - (2) **Do not tick the Request Access box unless you have the right to do so.** We at AirFaas administration cannot grant you the right to operate companies that you are not entitled to operate. AirFaas needs written authorization from the company in order to approve such a request.

Add Company

Required fields: Name, VAT and Country

VAT number  Country

Customer name  Phone number

Address 1  Address 2

Address 3  Zip

City   Request Join Access

PAGE ACTIONS

- CUSTOMER PORTAL
- SUPPLIER PORTAL
- CREATE RFQ
- SETTINGS
- COMPANY ACCESS/CREATION
- AIRFAAS CATALOG

- 5. Add the parts you need to get a quote for
  - a) If your RFQ only has ONE product then manual adding is suggested. In many cases you will however have a long list or BOM to be handled. In this case we recommend you download our AirFaas BOM template for adding 1 or many parts into the RFQ by filling in a simple Excel file. Just follow the instruction of the screen and you will see how it works.



## ADD A NEW RFQ

STEP 1 2 3 4 5

### ADD PARTS

Please add the parts of your RFQ using the template below.

1. Please download the XLSX template and fill in each part separately on a separate line. Do not leave empty lines. The yellow fields are mandatory for each part.
2. After filling in the parts in the standardized format in the XLSX, please upload the files through the Import XLSX link.
3. After the upload of excel your BOM is created. Please note that you can link a file directly to a specific part by pushing EDIT next to the part line and dragging and dropping its specific drawing file into the box that appears for it.
4. Please drag and drop all drawing files (NOTE! you need not drag and drop the file again if already disposed and assigned to a specific part) and surface treatment or other additional part specifications into the grey box marked "Drag & Drop attachments here".
5. Click on the "Confirmation" link.

Note: Drag & Drop all the template fields or order in Upload or Drag & Drop BOM XLSX Template you can download below.

TEMPLATE ▲ IMPORT XLSX ▼



103   test021   A   1   8000   1000   Welding   H8test024	edit
1034   test024   C   1   -   30   Welding   H8test024	edit
10345   test024   C   1   -   40   Welding   H8test024	edit
30   test021   E   1   4000   2000   Welding   H8test024	edit
1430   test401   A   3   -   34   Welding   H8test024	edit

### INSERT NEW ROW

#### ADD DRAWINGS AND OTHER ATTACHMENTS

Drag & Drop attachments below:



< PREVIOUS

NEXT >

PAGE ACTIONS -

CURRENT COMPANY: RELAKOYA  
CV DEMO

- CUSTOMER PORTAL
- SUPPLIER PORTAL
- CREATE RFQ
- SETTINGS
- COMPANY APPROVALS
- AIRFAAS CATALOG

- Download template
- Fill in template
- Import template
- Add files (drawings, excels, word, pdf, jpg, step, cad, dwg, etc. (any docs up to **40GB**) per part or for entire project.
  - Adding drawings and specifications for individual part can be done by pushing the **EDIT** button next to part row
  - This is also step 1 for part life cycle management in AirFaas
- NOTE!** AirFaas supports BOM RFQs. Meaning you can export a full assembly hierarchy from your system and just make it compatible with AirFaas simple template and you have not only digitalized your RFQ but the entire BOM of the RFQ.



## 6. Push Next

- a) Check all data is correct and push submit. You will be redirected to the project overview. A detailed section on project management can be found later in the manual

**ADD A NEW RFQ**

**STEP** 1 2 3 4 5

**RFQ CONFIRMATION**

Project: New UX Reference: UXxu

Part Code	Revision	Descripti...	Quantity	Target Pr...	Weight	Unit of M...	Material	Method ...	HS Code	Is Product	Part Type	BCM Lev...	Parent	Part Setup
123	A	Test123	1.00	5000.00	1000		Steel	Welding	HStest12...	Yes	Assembly	0	123	Purchased
1234	C	Test1234	1.00	0.00	20		Steel	Welding	HStest12...	Yes	Assembly	1	123	Purchased
12345	C	Test12345	2.00	0.00	45		Steel	Welding	HStest12...	Yes	Part	2	123	Purchased
321	E	Test321	1.00	4000.00	2000		Steel	Welding	HStest12...	Yes	Assembly	0	321	Purchased
4321	A	Test4321	3.00	0.00	34		Steel	Welding	HStest12...	No	Part	1	321	Purchased

< PREVIOUS SUBMIT

**PAGE ACTIONS**

CURRENT COMPANY: TELAKKA OY DEMO

- CUSTOMER PORTAL
- SUPPLIER PORTAL
- CREATE RFQ
- SETTINGS
- COMPANY ACCESS/CREATION
- AIRFAAS CATALOG

- i) Congratulations! Your first RFQ has been digitalized and sent!

(1) Please note! If your counterparty is still not in AirFaas you need to either:

- invite them to register or
- quote on behalf of your partner in this RFQ

**RFQ [0]** QUOTATIONS [0] SALES ORDERS [0] SHIPMENTS [0] INVOICES [0] NON CONFORMITIES [0]

#	RFQ	Customer	Specification	Validity End Date	Status	Actions
---	-----	----------	---------------	-------------------	--------	---------

**SUPPLIERS**

**RFQ [1]** QUOTATIONS [0] PURCHASE ORDERS [0] RECEIPTS [0] INVOICES [0] NON CONFORMITIES [0]

#	RFQ	Supplier	Specification	Validity End Date	Status	Actions
1	763	Telakka Oy Demo	Manual Test Project - Telakka Oy Demo - MTP	0000-00-00	RFQ Received	Quote On Behalf Show Lines

**NOTES**

Title

Text



(2) Fill in all the relevant information and push save

SUPPLIER PORTAL  
**QUOTATIONS**

**!** You can download an Excel file of the RFQ for processing and upload it back with edited lines.

**Supplier**  
Telakka Oy Demo

**Quote Validity End Date:** 2020-05-07 **Reference No.:** Test123

**Status:** Active **Delivery Terms:** Cost Insurance Freight **Payment Terms:** Open Acc.30d **Delivery Time From Order:**

**Comment:**

**QUOTATION LINES**

Part Number:	Part Revision:	Quantity:	Unit Price:
123	A	1,00	5 000,00
Unit Total Price:	Unit Weight:		
5 000,00	1 000,00		

**MAIN ACTIONS +**  
**PAGE ACTIONS -**

CANCEL SAVE  
DOWNLOAD RFQ UPLOAD RFQ  
ADD QUOTATION LINE

(3) You can now approve or reject the quotation made on behalf of your counterparty

SUPPLIER PORTAL  
**QUOTATIONS**

**!** This quotation was created by customer.

**Quotation ID:** 1601

**Specification:** 763 **Customer:** AirFaas Demo Company Oy **Supplier:** Telakka Oy Demo

**Date:** 2020-04-23 **Quote Validity End Date:** 2020-05-07 **Reference No.:** Test123

**Status:** Active **Delivery Terms:** Cost Insurance Freight **Payment Terms:** Open Acc.30d **Delivery Time From Order:**

**General Terms:**  
Telakka Oy Demo general terms

**Comment:**

**MAIN ACTIONS +**  
**PAGE ACTIONS -**

CANCEL SAVE  
ADD QUOTATION LINE  
ADD BASIS TO YOUR PRODUCT LIST QUOTATION PDF FORM  
APPROVE REJECT  
CREATE TASK



## QUOTING AND RECEIVING QUOTES

### 1. How to submit a quote

a) You will have 3 different situations in AirFaas for quoting:

- i) want to quote an RFQ you have submitted on behalf of your potential or exiting customer
- ii) You want to Quote an RFQ sent to you by another AirFaas user
- iii) You find a suitable RFQ in the open RFQ pool and want to quote

**In all above described situations the quoting process is the same.**

### 2. You have done your homework on the RFQ and you are ready to quote

- a) Open the RFQ you want to quote, and you will see this view:
- b) Push Create Quotation to quote

The screenshot shows the 'Customer Dashboard > Rfq > Edit' page. The navigation bar includes 'DASHBOARD', 'RFQS', 'QUOTES', 'ORDERS', and 'NONCONFORMITIES'. The main content area is titled 'CUSTOMER PORTAL RFQ' and displays 'RFQ ID: 745'. The form includes fields for Supplier (AirFaas Demo Company Oy), Supplier VAT (FI2345678), Customer (Telakka Oy Demo), Customer VAT (FI567432), Project Title (sfds), Project Number, Project Specification (sfds), Project Reference, Date (2020-04-14), Validity End Date, Status (RFQ Received), Responsible Person (Robert Blomstedt), and In Open Pool (No). A sidebar on the right contains 'MAIN ACTIONS' and 'PAGE ACTIONS' with buttons for 'CANCEL', 'SAVE', 'CREATE QUOTATION', 'COPY RFQ', 'GENERATE BOM'S', 'DOWNLOAD ALL FILES', and 'CREATE TASK'. An orange arrow points from the 'CREATE QUOTATION' button in the sidebar to the 'Validity End Date' field in the main form.

See below for detailed information to be included in your quotation.

### 3. Be careful to give the quote terms suitable to your business!

- a) Delivery terms:
  - i) Incoterms should be given as per request, but you can always offer something else more suitable for you
- b) Payment terms:
  - i) Choose the payment term you can offer
- c) Quote validity:



- i) Please fill in the date by when buyer needs to approve the quote. If buyer tries to accept a quote after the validity period, it will not be successful. A buyer cannot accept and order unless you make a new quote to them.
- d) Delivery time from order:
  - i) This is the promise of deliver time from order according to incoterms
- e) If there are only few lines to quote. Fill in the prices as per line manually
- f) If there are multiple lines, we suggest you download the quote template and fill it in Excel and upload back
  - i) You can quote all lines or just the parent if the RFQ maker is only interested in end part price
  - ii) AirFaas suggests giving prices only on the top level as it in most cases is what the buyer wants. If buyer wants to get a full breakdown of the price at component level, then you should quote all lines.
- g) Be careful not to price parent prices and child prices as you may submit a quote for a higher price.

Supplier Dashboard > Proposal > Add

DASHBOARD PROJECTS RFQS QUOTES ORDERS NONCONFORMITIES

SUPPLIER PORTAL  
**QUOTATIONS**

You can download an Excel file of the RFQ for processing and upload it back with edited lines.

Supplier: AirFaas Consortium Demo

Quote Validity End Date: 2020-04-10 Reference No.: 121212

Status: Active Delivery Terms: Ex Works Payment Terms: Open Acc:30d Delivery Time From Order: [ ]

Comment: [ ]

**QUOTATION LINES**

Part Number	Part Revision	Quantity	Unit Price
123	A	100	5,000.00

Unit Total Price: [ ] Unit Weight: [ ]

MAIN ACTIONS +  
PAGE ACTIONS -  
CANCEL SAVE  
DOWNLOAD RFQ UPLOAD RFQ  
ADD QUOTATION LINE

#### 4. After submitting your quote please NOTE the create price list button

- a) If you know this will become a long-term recurring order, you will be pleased to notice you can create a price list that is valid for a time period that you can manually set. Please see price list management for more details.



Customer Dashboard > Quotation > Edit

### QUOTATION LINES

Part Number	Part Revision	Quantity	Unit Price
MIP001	A	1,00	666 666,67
<b>Total Price</b>	<b>Description</b> MainPart001	<b>Comment</b>	<b>Weight</b> 10 200,00
666 666,67			
Part Number	Part Revision	Quantity	Unit Price
A001	A	2,00	0,00
<b>Total Price</b>	<b>Description</b> Assembly001	<b>Comment</b>	<b>Weight</b> 5 200,00
0,00			
Part Number	Part Revision	Quantity	Unit Price
SA001.1	A	1,00	0,00
<b>Total Price</b>	<b>Description</b> Sub.Asy.001	<b>Comment</b>	<b>Weight</b> 1 200,00
0,00			
Part Number	Part Revision	Quantity	Unit Price
SAM001.1	A	2,00	0,00
<b>Total Price</b>	<b>Description</b> Sub.Asy.Materia'001	<b>Comment</b>	<b>Weight</b> 200,00
0,00			
Part Number	Part Revision	Quantity	Unit Price
SAM001.2	A	2,00	0,00
<b>Total Price</b>	<b>Description</b> Sub.Asy.Materia'001.2	<b>Comment</b>	<b>Weight</b> 200,00
0,00			
Part Number	Part Revision	Quantity	Unit Price
SAM001.3	A	2,00	0,00
<b>Total Price</b>	<b>Description</b> Sub.Asy.Materia'001.3	<b>Comment</b>	<b>Weight</b> 200,00
0,00			

**MAIN ACTIONS +**

**PAGE ACTIONS -**

- CANCEL
- ADD PARTS TO YOUR PRODUCT LIST
- CREATE PRICELIST
- QUOTATION PDF FORM
- EDIT SO
- CREATE TASK

- i) After quoting you or your counterparty can approve or reject the quote either as your company or on behalf of your counterparty. Please make sure to add comments to the PO before approving. Default comments can be added/edited in your company settings, which can be found behind the drop-down menu button.

Supplier Dashboard > Order > Edit

**Supplier Name:** Telakka Oy Demo [SHOW SUPPLIER INFO +](#)

**Order Date:** 2020-04-14 **Due Date:**  **Ship By Date:**  **Currency:** EUR **Open Order:** Open

**Payment Terms:**  **Delivery Terms:**  **Delivery status:** Shipped and received

**Ship To Company:**  **Delivery address:** User defined [SHOW DELIVERY INFO +](#)

**PO Comments:** Test PO Default Comment to supplier AF Demo Comp

**PAGE ACTIONS -**

- CANCEL
- SAVE
- ADD ORDERLINE
- DELETE ORDER
- LOCK ORDER
- APPROVE PO
- OPEN PO PDF
- PACKING LIST PDF
- CLONE PO
- CLONE SO



## PROJECT MANGEMENT

In AirFaas every RFQ loop will automatically create a new project for both your company and related suppliers/customers. The project is semi-ecosystem based; this means that all transactions that are handled via project will also be seen by your counterparty. If you manually add links to projects, then the counterparty might not see the same orders in their project. From the project tab you can see a list of all projects where you are either the customer or the supplier. You can open any project to see detailed information.

#	id	Name	Customer Name	Status	Date	Responsible Person	
1	1555	PEW DEMO - AirFaas Demo Company Oy	Telakka Oy Demo	Open	2020-04-16 09:34:10	Robert Blomstedt	
2	1551	Delva Demo - AirFaas Demo Company Oy	Telakka Oy Demo	Open	2020-04-15 12:56:27	Edward Blomstedt	
3	1545	sfd		Open	2020-04-14 13:31:50	Robert Blomstedt	
4	1537	PV demo - AirFaas Demo Company Oy	Telakka Oy Demo	Open	2020-04-09 16:20:30	Robert Blomstedt	
5	1531	Rej DEMO - AirFaas Demo Company Oy	Telakka Oy Demo	Open	2020-04-09 09:21:33	Robert Blomstedt	

From the project overview page, you will be able to see all related transactions in one view, handle RFQ specifications, add new or edit existing ones and make new RFQs of the edited specifications. You can copy BOMs or copy a specification from an earlier project.



CUSTOMER PORTAL  
**PROJECTS**

**GENERAL**

Name: sdfs Customer: Reference: Status: Open

Responsible Person: Robert Blomstedt

**PARTICIPANTS**

Participants: [Input] **ADD PARTICIPANT**

Dominic do... [Avatar]

**SPECIFICATIONS**

#	Specification	Date	RFQ	
1	sdfs	2020-04-14		Create RFQ for Supplier Edit Copy Show Lines Delete
2	sdfs	2020-04-14	745	Create RFQ for Supplier Copy Show Lines
3	Copy of Telakka Demo	2020-04-14		Create RFQ for Supplier Edit Copy Show Lines Delete
4	BOM123	2020-04-14		Create RFQ for Supplier Edit Copy Show Lines Delete

**CUSTOMER**

**MAIN ACTIONS +**

**PAGE ACTIONS -**

CANCEL SAVE

CREATE RFQ POST NOTE

COPY FROM PROJECT

COPY FROM BOM

CREATE TASK

You can easily add specifications added from previous projects.

1. Push copy from project on the page actions on the right-hand side of the screen.
2. Type in the project name and select the specification from the list.
3. Push copy. The specification will now be added into the project.

**SPECIFICATIONS**

#	Specification	Date	RFQ	
1	sdfs	2020-04-14		Create RFQ for Supplier Edit Copy Show Lines Delete
2	sdfs	2020-04-14	745	Create RFQ for Supplier Copy Show Lines
3	Copy of Telakka Demo	2020-04-14		Create RFQ for Supplier Edit Copy Show Lines Delete
4	BOM123	2020-04-14		Create RFQ for Supplier Edit Copy Show Lines Delete

**COPY SPECIFICATION**

Project: Test AF Specification: Test AF - Test **Copy**

**CUSTOMER**

RFQ [1] QUOTATIONS [1] SALES ORDERS [0] SHIPMENTS [0] INVOICES [0] NON CONFORMITIES [0]

#	RFQ	Customer	Specification	Validity End Date	Status	Actions
1	745	Telakka Oy Demo	sdfs	0000-00-00	RFQ Received	Open Quote Show Lines

**SUPPLIERS**

**MAIN ACTIONS +**

**PAGE ACTIONS -**

CANCEL SAVE

CREATE RFQ POST NOTE

COPY FROM PROJECT

COPY FROM BOM

CREATE TASK

You can also copy from a BOM

1. Push copy from BOM on the page actions on the right-hand side of the screen.
2. Type the name of the BOM product code into the search and select the correct assembly.
3. Choose all or part of the assembly from the tick box.
4. Name and create the new specification. The specification will now be added into the project.



SPECIFICATIONS				
#	Specification	Date	RFQ	
1	sdfs	2020-04-14		<a href="#">Create RFQ for Supplier</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Show Lines</a> <a href="#">Delete</a>
2	sdfs	2020-04-14	745	<a href="#">Create RFQ for Supplier</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Show Lines</a> <a href="#">Delete</a>
3	Copy of Telakka Demo	2020-04-14		<a href="#">Create RFQ for Supplier</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Show Lines</a> <a href="#">Delete</a>
4	BOM123	2020-04-14		<a href="#">Create RFQ for Supplier</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Show Lines</a> <a href="#">Delete</a>
5	Copy of Test AF - Test	2020-04-20		<a href="#">Create RFQ for Supplier</a> <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Show Lines</a> <a href="#">Delete</a>

#### COPY SPECIFICATION FROM BOM

BOM:  [Show](#)

- MPO01.AF2
- A001.AF2
- AM001.AF2
- AM002.AF2
- AM003.AF2
- AM004.AF2
- SA001.AF2
- SAM0011.AF2
- SAM0012.AF2
- SAM0013.AF2
- A002.AF2
- AM0021.AF2
- AM0022.AF2
- AM0023.AF2
- AM0024.AF2
- SA0021.AF2
- SAM00211.AF2
- SAM00212.AF2
- SAM00213.AF2

Name  [Create](#)

**MAIN ACTIONS +**

**PAGE ACTIONS -**

[CANCEL](#) [SAVE](#)

[CREATE RFQ](#) [POST NOTE](#)

[COPY FROM PROJECT](#)

[COPY FROM BOM](#)

[CREATE TASK](#)

Further down the project page you can see all the information in the project collected together in one place.

1. The customer section shows the RFQ sent by the customer, your quote, SO, shipment, invoice and nonconformity.
2. The supplier section shows the RFQs sent to your suppliers, their quotes, your PO, your receipt of delivery and nonconformities.
3. Add notes to the project.

CUSTOMER						
#	RFQ	Customer	Specification	Validity End Date	Status	Actions
1	745	Telakka Oy Demo	sdfs	0000-00-00	RFQ Received	<a href="#">Open</a> <a href="#">Quote</a> <a href="#">Show Lines</a>

SUPPLIERS						
#	RFQ	Supplier	Specification	Validity End Date	Status	Actions
1	744	Telakka Oy Demo	sdfs - Telakka Oy Demo	0000-00-00	RFQ Received	<a href="#">Open</a> <a href="#">Quote On Behalf</a> <a href="#">Show Lines</a>
2	746	Telakka Oy Demo	sdfs - Telakka Oy Demo	0000-00-00	RFQ Received	<a href="#">Open</a> <a href="#">Quote On Behalf</a> <a href="#">Show Lines</a>

NOTES	
<b>Test Note</b> Robert Blomstedt - 2020-04-14 11:48:22 Testing	<p><b>Title</b></p> <input type="text" value="IMPORTANT"/> <p><b>Text</b></p> <input type="text" value="Please ensure prompt delivery."/>



1. Underneath you will find all the linked items in the project. Each can be easily opened by clicking on view.

LINKED ITEMS

Invoice  **ADD**

ID	Customer PO Number	Supplier SO Number	ERP PO Number	ERP SO Number	Kontra PO Number	Kontra SO Number	Link	Remove
RFQ								
745							View	Remove
746							View	Remove
744							View	Remove
Task								
48							View	Remove
47							View	Remove
Quotation								
1589							View	Remove
1588							View	Remove
Purchase order								
16232							View	Remove
Receipt								
			384 Shipment: 20 Receipt: AFDR9051				View	Remove

2. At the very bottom of the page you will find the color-coded tasks – green completed, red not completed. New tasks can be created from the page actions on the right-hand side of the page.

Customer Dashboard > Project > Edit

**TASKS**

**Test task - check**  
Dominic dominic.barrett@airfaas.com - 2020-04-24 - **Completed**

**test2**  
Robert Blomstedt - 2020-04-23 - **Not completed**

**Project history (most recent first)**

Title	Message	Name	Date
Specification copied	Telakka Demo	Robert Blomstedt	2020-04-14
Note posted	Test Note	Robert Blomstedt	2020-04-14
Project created		Robert Blomstedt	2020-04-14

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**PAGE ACTIONS**

- CANCEL
- SAVE
- CREATE RFQ
- POST NOTE
- COPY FROM PROJECT
- COPY FROM BOM
- CREATE TASK



## PO/SO MANAGEMENT

In AirFaas every sales order is a purchase order for the other user and vice versa. This is vital to understand. AirFaas is an ecosystem. All processes completed in AirFaas are mirrored\*\*. This means that any business transaction is mirrored and therefore transparent between you and your business partner. Still, you are on security level where you are fully protected in all phases of operating your business on AirFaas.

It is vital to understand that in AirFaas you can work as an individual, a company standing alone, a company with several integrations, a company where your partners are with you in the digital transformation, or not. What you do in AirFaas is transparent however you think of it.

### **\*\*Mirrored**

Every transaction in AirFaas has a counterpart. Whatever you create in AirFaas in almost all circumstances there would be a counterpart; order, nonconformity, RFQ, quotation, or something else. In AirFaas every process is mirrored after being submitted. This gives you a new and exceptional experience but also makes you vulnerable on a new scale as your supplier or customer will see every change made in legally binding circumstances. Be careful not breach your responsibilities.

From the orders tab you can see all you PO's and SO's. The stars tell you when new orders come in or when existing orders are updated. The traffic lights – green, amber, and red circles – inform you of the shipping status of your order.



CUSTOMER PORTAL  
**ORDERS**

PURCHASE ORDERS SALES ORDERS

NEW ORDER UPDATED ORDER SHIPPED PARTIALLY SHIPPED NOT SHIPPED **SHOW OR HIDE FILTERS**

#	id	PO Number	SO Number	Approved By	Total	Supplier Name	Sold To	Ship To	Ship By Date
1	16234	None	UABAFSO2083	Supplier	15 000,00	AirFaas Demo Company Oy	Telakka Oy Demo		Shipped early: 0 2020-04-23
2	16233	None	UABAFSO2082	Supplier	25 000,00	AirFaas Demo Company Oy	Telakka Oy Demo		Shipped late: 2 2020-04-29
3	16231	21 Ref. CALS referenssi	None	None	0,00	AirFaas Demo Company Oy	Telakka Oy Demo		
4	16229	19	UABAFSO2081	Customer and Supplier	57 708,89	AirFaas Demo Company Oy	Telakka Oy Demo		Early: 0 2020-04-16
5	16228	None	UABAFSO2080	None	576 923,10	AirFaas Demo Company Oy	Telakka Oy Demo		Early: 5 2020-04-21
6	16226	None	UABAFSO2079	None	456 000,00	AirFaas Demo Company Oy	Telakka Oy Demo		

1. From any SO or PO you can export data to Excel

- Push show or hide filter
- Enter the criteria for filtering. In this example we want to export data from SOs to Telakka Oy Demo.
- Push filter
- Export data

DASHBOARD PROJECTS RFQS QUOTES **ORDERS** NONCONFORMITIES

CUSTOMER PORTAL  
**ORDERS**

PURCHASE ORDERS SALES ORDERS

NEW ORDER UPDATED ORDER SHIPPED PARTIALLY SHIPPED NOT SHIPPED **SHOW OR HIDE FILTERS**

id  SO Number  PO Number  Sold To  Ship By Date  Approved by Customer  Approved by Supplier

Created By  Request Date From  Request Date To  Days to Ship  Delivery Status

ERP SO Number  ERP PO Number  Kontra SO Number  Kontra PO Number

**CLEAR** **FILTER** **XSLX EXPORT**

#	id	PO Number	SO Number	Approved By	Total	Supplier Name	Sold To	Ship To	Ship By Date
1	16237	None	UABAFSO2085	None	384 615,40	AirFaas Demo Company Oy	Telakka Oy Demo		
2	16236	None	UABAFSO2085	None	0,00	AirFaas Demo Company Oy	Telakka Oy Demo		

**MAIN ACTIONS** +  
**PAGE ACTIONS** -  
ITEMS PER PAGE 25  
PAGE: 1  
+ ADD NEW ORDER  
EXPORT XLS  
EXPORT CSV  
DELETE SELECTED



## Creating a Company

There are multiple ways to create a new supplier or customer into AirFaas if your business partner is not in AirFaas already. In this example we demonstrate how to add a new customer into AirFaas in a SO creation situation.

### Circumstance

1. You have not made an RFQ to the customer before
2. You are selling new parts to the customer that you have never used in an RFQ or other process with this or any other customer or supplier
3. The products sold have never been used in AirFaas before
4. You are working in AirFaas in situation where there is no prior data in AirFaas

### Order Entry

1. Login to AirFaas
2. Choose the +sales order or +purchase order from the main actions panel on the right-hand side of the screen

The screenshot shows the 'Supplier Dashboard' interface. At the top, there are navigation tabs: DASHBOARD, PROJECTS, RFQS, QUOTES, ORDERS, and NONCONFORMITIES. Below this is the 'SUPPLIER DASHBOARD' section. It features three main cards: 'PO DELIVERY ACCURACY' with a legend for shipment status (on schedule, 1 week late, more than 1 week late), 'SO DELIVERY ACCURACY' with a pie chart showing 20% on schedule, 40% 1 week late, and 40% more than 1 week late, and 'TASK CALENDAR'. Below these is a 'MY FEED' section with a table header: Transaction, Customer, Supplier, Cust. Trans. ID, Sup. Trans. ID, Message, User, Date. On the right side, there is a 'MAIN ACTIONS' sidebar with a 'CREATE NEW' section containing buttons for RFQ, PURCHASE ORDER, SALES ORDER, SHIPMENT, TASK, COMPANY, and NONCONFORMITY. Orange arrows indicate the flow from the sidebar to the dashboard and back.

3. Search for supplier/customer in the AirFaas database. If you don't find them all you need to do is push +company main actions panel on the right-hand side of the screen.



a) Fill in company data

i. First fill in VAT/Org. number and country and push validate

**CREATE COMPANY**  
*Fill in the required fields.*

**Company not found.**

**VAT code: \***  **Country: \***

**Company name: \***  **Phone number:**

**Address 1:**  **Address 2:**

**City:**  **Zip:**

**State:**

**Request Join Access**

ii. Now you can fill in other company data

1. Do not tick the **request join access** unless you are to be administrating the company. **If you add a customer or supplier, then you most probably should not tick the box.**
2. Push create



- iii. AirFaas will ask you to fill in your default payment and delivery terms for this company
  - 1. We suggest adding payment and delivery terms every time you add a new company. It will make your life easier on the long run.
  - 2. You can push skip also
- iv. Please fill in also delivery address data if the Invoicing address is different from delivery address.

**'TELAKKA OY DEMO' SETTINGS**  
*Define your company default settings for New Company.  
When creating orders these settings are used as default.*

Payment Terms:

Delivery Terms:

**DELIVERY ADDRESS**

Address 1:

City:

Address 2:

Postal Code:

Address 3:

State:

Country:

Skip

Save 'Telakka Oy Demo' settings

- b. NOTE! You will be able to do business with this company in AirFaas immediately even if AirFaas administration will not validate the company!

**4. Fill in order form with terms**

- a. Most of the fields should be pre-filled after choice of supplier/customer
  - i. The better you specify your company or/and your counterparty the better pre-filling you will get in AirFaas.



- b. The AirFaas order form is industry standard and has small differences between the purchase order form and the sales order form; please pay attention to:
- i. **Due Date:** Date WHEN the purchaser wishes to receive the goods, note it might differ by Incoterms – FIELD TO BE FILLED BY THE BUYER
    1. This is the date when the buyer wants to receive the goods as per Incoterms
  - ii. **Ship by Date:** Date the salesperson confirms the goods to be shipped; note it might differ by Incoterms – FIELD TO BE CORRECTED BY THE SELLER
    1. This is the suppliers promised shipping date and might be subject to penalties
- c. Please ensure your customer/supplier data header form is correct!

The screenshot displays the 'SUPPLIER PORTAL' interface for 'ORDERS'. The main header shows 'ORDER ID: 16019' and a status 'Status: PO waiting for your approval'. The form is divided into several sections: 'Customer PO Number' (5 Ref: 12), 'Supplier SO Number' (Ref: 21), and 'Supplier SO Ref.' (21). The 'Supplier Name' is 'AirFaas Consortiumum Demo'. Below this are fields for 'Order Date' (2020-03-30), 'Due Date' (2020-05-01), 'Ship By Date' (2020-04-17), 'Currency' (EUR), and 'Open Order' (Open). The 'Payment Terms' are '60% adv. 40% 30 days delivery', 'Delivery Terms' are 'EXW: Ex Works', and 'Delivery status' is 'Not shipped'. The 'Delivery address' is 'Telakka Oy Demo'. A sidebar on the right contains 'MAIN ACTIONS' and 'PAGE ACTIONS' such as CANCEL, SAVE, ADD ORDERLINE, DELETE ORDER, LOCK ORDER, APPROVE PO, OPEN PO PDF, PACKING LIST PDF, CLONE PO, CLONE SO, CREATE SHIPMENT, and CREATE NONCONFORMITY.

- d. Order header data entry
- i. Custom PO reference and supplier SO reference
    1. Please fill in your own references if applicable
    2. Please use company setup to digitalize and automate your references if you do not have a system
    3. If you work in an **integrated** environment AirFaas will fetch the order numbering from your system



- ii. PO comment: Is by default defined for your company in company setup and/or you can comment manually
- e. Line data:
  - i. Line x: Add part you sell or buy from filter. If you can't find part, it is not in AirFaas. Then tick the box under and fill in part code and description:
    - 1. Add into AirFaas DB tick box:
      - a. By ticking the box, you will add a new part into AirFaas database. This means it will be found next time you add the same part code and that the part is opened for PLM functions in AirFaas.
  - ii. Revision:
    - 1. Defaults to the revision in use in AirFaas. If empty means the part has no revisions. You can manually add a revision and it will be registered by AirFaas automation.
    - 2. In an integrated environment it works as per definition.
  - iii. COUNT:
    - 1. Amount of given part you are ordering or selling
  - iv. Unit price:
    - 1. By default, AirFaas seeks prices from price lists. Therefore, if you do not have a valid sales or purchase price list with this customer or supplier, you need to tick overwrite price box and fill in the price manually.
  - v. Description:
    - 1. System default if existing in AirFaas Database, if new product or not correct, please fill in and save.
  - vi. Line comment:
    - 1. You can comment each line as purchaser or seller
      - a. Counterparty will see both
        - i. Order transparency, linking and other features:



**PO Comment:**  
Fill in a specific comment or have a default programmed in in company settings

**LINES:**  
Show extended input | Update sheet | Add orderline

	oldid	pid	Part	Revision	Add to database?	Description	Count	Overwrite Price	Unit price	Line Comment	Due date	Ship by date	Total	Delete row?
1		344900	100821	A	<input type="checkbox"/>	Test123	100	<input checked="" type="checkbox"/>	10 000,00		2020-05-01	2020-04-17	1 000 000,00	<input type="checkbox"/>

Line 1  
100821 Revision: A Count: 100 Unit price: 10 000,00 Total: 1 000 000,00 Delete  
Add to AirFaas Product Database:  Overwrite Price:   
Description: Test123  
Line Comment:  
Due Date: 2020-05-01 Ship By Date: 2020-04-17

Total: 1 000 000,00

Import: Delete Existing Lines  
Yes  No   
IMPORT EXPORT

MAIN ACTIONS +  
PAGE ACTIONS -  
CANCEL SAVE  
ADD ORDERLINE  
DELETE ORDER LOCK ORDER  
APPROVE PO  
OPEN PO PDF  
BACKING LIST PDF  
CLONE PO CLONE SO

## 1. Linked Items:

- The example order is currently not linked to anything as seen in picture under. In AirFaas all processes will be linked, this means that the system will automatically link your order to a RFQ, nonconformity, quote, PO, SO, shipment, invoice, etc.

## 2. Order Approval

- In AirFaas one of the easiest functions to take into use in a transparent environment is the order approval function
  - If I order – you approve
  - If you order – I approve
  - By both parties approving AirFaas can ensure both parties are up to date and have done a **digital handshake** of the business deal

## 3. Order Documents

- AirFaas has an inbuilt reporting system which will print all necessary documentation from your company's day-to-day operations
  - If there's something you feel is missing, please give your feedback!

## 4. AirFaas Archive

- AirFaas has an inbuilt archive which is token based and fully secured from any third-party interference. You should always ensure all vital documents are archived into AirFaas to ensure system integrity. Documents stored are fully secured and only visible to counterparty unless you specifically make them private, as seen below.



QUOTATION ATTACHMENTS:						
	File Name:	User:	Date (UTC):	Privacy:	Download:	Remove:
<b>ADD ATTACHMENT</b>	img_2464.jpg	Dominic dominic.barrett@airfaas.com	2020-04-23 08:05	Make private		
<b>REFRESH</b>						
<b>ADD QUOTATION PDF</b>						

- i. No document can be removed by other party than the one who submitted it

### 5. Order log:

- a. The AirFaas order log will tell you who did what and when in the whole history of any order or other process happening in AirFaas. This might give you insight into situations difficult to forecast now, which you certainly will appreciate when the situation comes. It can be found at the bottom of the relevant page.

Supplier Dashboard > Order > Edit

**LINKED ITEMS:**

Invoice [Search...] **ADD**

ID	Customer PO Number	Supplier SO Number	ERP PO Number	ERP SO Number	Kontra PO Number	Kontra SO Number	Link	Remove
----	--------------------	--------------------	---------------	---------------	------------------	------------------	------	--------

**TASKS**

**ORDER ATTACHMENTS:**

File Name:	User:	Date (UTC):	Privacy:	Download:	Remove:

**ADD ATTACHMENT**  
**REFRESH**  
**ADD PO PDF**

**Order history (most recent first)**

Title	Message	Name	Date
Order created		Dominic Barrett	2020-03-30

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**PAGE ACTIONS**

- CANCEL
- SAVE
- ADD ORDERLINE
- DELETE ORDER
- LOCK ORDER
- APPROVE PO
- OPEN PO PDF
- PACKING LIST PDF
- CLONE PO
- CLONE SO
- CREATE SHIPMENT
- CREATE NONCONFORMITY
- CREATE TASK



# SHIPPING AND RECEIVING

## SHIPPING

1. Go into any sales order and push create shipment

DASHBOARD PROJECTS RFQS QUOTES **ORDERS** NONCONFORMITIES

CUSTOMER PORTAL  
**ORDERS**

Order ID: 16228  
Status: SO waiting for your approval

Customer PO Number: Customer PO Ref: Supplier SO Number: UABAF502080 Supplier SO Ref:

Customer name: Telakka Oy Demo **SHOW CUSTOMER INFO** +

Order Date: 2020-04-09 Need By Date: 2020-04-21 Ship By Date: 2020-04-21 Currency: EUR Open Order: Open

Payment Terms: Delivery Terms: Delivery status: Not shipped

2. Fill in what is needed to be seen on packing list
3. You can ship all lines by pushing ship unshipped or manually add the amount per line which are shipped. If you are shipping from multiple sales orders push include order and add parts from other orders to the shipment.
4. Shipping multiple orders  
Push include order in any shipment you are handling. Search which order you want to include and choose the part and push confirm.

DASHBOARD PROJECTS RFQS QUOTES **ORDERS** NONCONFORMITIES

CUSTOMER PORTAL  
**SHIPMENTS**

Shipment ID: Receipt Number:

Customer: Telakka Oy Demo Ship Date: 2020-04-23 Delivery Date: 2020-04-23

**DELIVERY ADDRESS**

Ship Name: Telakka Oy Demo **SHOW DELIVERY INFO** +

Comment:

**SHIP PRODUCTS**

SO: UABAF502080

Product Number	Revision	Description	Ordered Qty	Unshipped Qty	Total Received Qty	Shipped Qty	Received Qty	Unit Weight	Line Weight
MP001AF2	A	MainPart001	15,00	15,00	0,00	0,00	0,00	10 200,00	0,00



Order:  Fetch order lines

Customer: Telakka Oy Demo  
Supplier: AirFaas Demo Company Oy  
PO Number: 2  
SO Number: UABAFSO2044

	Product Number	Revision	Description
<input type="checkbox"/>	123	A	Test123
<input type="checkbox"/>	1234	C	Test1234
<input type="checkbox"/>	12345	C	Test12345
<input type="checkbox"/>	321	E	Test321
<input type="checkbox"/>	4321	A	Test4321

Select all Confirm

- (a) Fill amount that is shipped and save.
- (b) Archive the pack list into AirFaas archive. Download and send to recipient if they are not using AirFaas yet. **Remember that when you add your logo into your company setting it will appear in the header of all your documentation!**

Page: 1 / 1

**Packing List**

---

**Customer:**  
AirFaas Consortium Demo  
Mechelininkatu 6  
Test  
00100 Helsinki  
Finland  
Phone: +358 10 2193080  
Email: contact@airfaas.com  
VAT ID: FI00000000

**AirFaas Shipment Nr.:** AFD57022  
**AirFaas Receipt Nr.:** TestRec.18  
**AirFaas Order Nr.:** 15698.1  
**SO Nr.:**  
**PO Nr.:** [AirFaasPO234](#)  
**Order Date:** 2019-03-29  
**Ship Date:** 2019-04-27

**Sold By:**  
AirFaas Demo Company Oy  
AirFaas Street  
0001100  
Finland  
Phone: +37244444444  
VAT ID: FI12345678  
Organization Number: DemoCompany

**Ship To:**  
AirFaas Consortium Demo  
Mechelininkatu 6  
Test  
Helsinki  
Finland

Line	Part Number/Rev/Description	Ordered Qty.	Shipped Qty.	Open Qty.	Unit Weight	Line Weight
1	123 / C Test123	10,00	10,00	0,00	0,00	0,00
<b>PO Number: SO Number:</b> AirFaasPO234						
2	123 Test123	1,00	1,00	0,00	0,00	0,00
<b>PO Number: SO Number:</b> 4 UABAFSO2000						

## ADDING PALLETS

1. You can easily create single or multiple pallets for shipments in the page actions panel on the right-hand side of the screen.



Customer Dashboard > Shipment > Edit

CUSTOMER PORTAL  
**SHIPMENTS**

**SHIPMENT ID: AFDS7069**

Receipt Number: 31

Customer: Telsikka Oy Demo | Ship Date: 2020-03-11 | Delivery Date: 2020-03-16

**DELIVERY ADDRESS**

Ship Name: Telsikka Oy Demo | SHOW DELIVERY INFO

Comment

**SHIP PRODUCTS**

Product Number	Revision	Description	Ordered Qty	Unshipped Qty	Total Received Qty	Shipped Qty	Received Qty	Unit Weight	Line Weight
SO: UABAFSO2073									

**PAGE ACTIONS**

- CANCEL
- SAVE
- INCLUDE ORDER
- SHIP UNSHIPPED
- UNAPPROVE SHIPMENT
- PACKING LIST PDF (ALL LINES)
- PACKING LIST PDF
- ADD PALLET
- ADD MULTIPLE PALLETS
- PALLET SPEC. PDF
- PALLET LABELS PDF
- CREATE INVOICE
- CREATE TASK

2. Push add multiple pallets and select the number of pallets you wish to add from the pop-up screen.

jabis.rig.airfaas.com says

How many pallets?

OK Cancel

3. Add the parts to each pallet and save. You can now also view and save PDFs of pallet labels, pallet spec PDF or Packing List PDFs.

Customer Dashboard > Shipment > Edit

**PALLETS**

Product	#	PO, SO: UABAFSO2073	Product	Order	#	Weight	Pallets
MP001	0	>	A002	PO, SO: UABAFSO2073	10	x	Pallet 1
A001	0	>	AM0021	PO, SO: UABAFSO2073	20	x	Pallet 2
AM001	0	>	AM0022	PO, SO: UABAFSO2073	20	x	
AM002	0	>	AM0023	PO, SO: UABAFSO2073	20	x	
AM003	0	>					
AM004	0	>					
SAD01	0	>					
SAM0011	0	>					
SAM0012	0	>					
SAM0013	0	>					
A002	0	>					
AM0021	0	>					
AM0022	0	>					
AM0023	0	>					
AM0024	20	>					
SAD021	10	>					
SAM0021	30	>					
SAM0022	30	>					
SAM0023	30	>					

Weight: 83 000,00 | Copy Save

**PAGE ACTIONS**

- CANCEL
- SAVE
- INCLUDE ORDER
- SHIP UNSHIPPED
- UNAPPROVE SHIPMENT
- PACKING LIST PDF (ALL LINES)
- PACKING LIST PDF
- ADD PALLET
- ADD MULTIPLE PALLETS
- PALLET SPEC. PDF
- PALLET LABELS PDF
- CREATE INVOICE
- CREATE TASK



## RECEIVING

Go into any purchase order and push create shipment. This is only the case if the supplier has not shipped the goods in AirFaas to you already. If counter party has shipped, you just go into the linked shipment. Then approve the same lines that your supplier has shipped.

### 1. Ship on behalf of supplier and receiving goods process

- (a) Red circles indicate unshipped shipments. Select an order you wish to ship on behalf of your supplier.

Supplier Portal  
**ORDERS**

Order ID: 16178

You are not the owner of this order. Order editing abilities are limited.

Status: PO waiting for your approval

Customer PO Number: Customer PO Ref: Supplier SO Number: Supplier SO Ref:

Supplier Name: Telakka Oy Demo **SHOW SUPPLIER INFO**

Order Date: 2019-11-27 Due Date: Ship By Date: Currency: EUR Open Order: Yes

« Previous 1 / 4 Next »

shipped early: 0

MAIN ACTIONS +

PAGE ACTIONS -

LOCK ORDER

REQUEST ORDER TO BE DELETED

APPROVE PO

OPEN PO PDF

PACKING LIST PDF

CLONE PO CLONE SO

CREATE SHIPMENT CREATE (NONCONFORMITY)

- (b) After opening the order you want to ship push create shipment.

- (c) Push ship unshipped > receive all > save. The goods have now been shipped and received.

Supplier Portal  
**SHIPMENTS**

Shipment ID: 7

Receipt Number:

Supplier: Telakka Oy Demo Ship Date: 2020-04-23 Delivery Date: 2020-04-23

**DELIVERY ADDRESS**

Ship Name: AirFaas Demo Company Oy **SHOW DELIVERY INFO**

Comment:

**SHIP PRODUCTS**

Product Number	Revision	Description	Ordered Qty	Unshipped Qty	Total Received Qty	Shipped Qty	Received Qty	Unit Weight	Line Weight
MP001	A	MainPart001	1,00	1,00	0,00	1,00	0,00	0,00	0,00

MAIN ACTIONS +

PAGE ACTIONS -

CANCEL SAVE

INCLUDE ORDER SHIP UNSHIPPED

RECEIVE ALL

### 2. Receiving process of shipment that has been shipped by supplier



(a) From your POs you can see if a shipment has been shipped but not received. Click on the specific PO to open it.

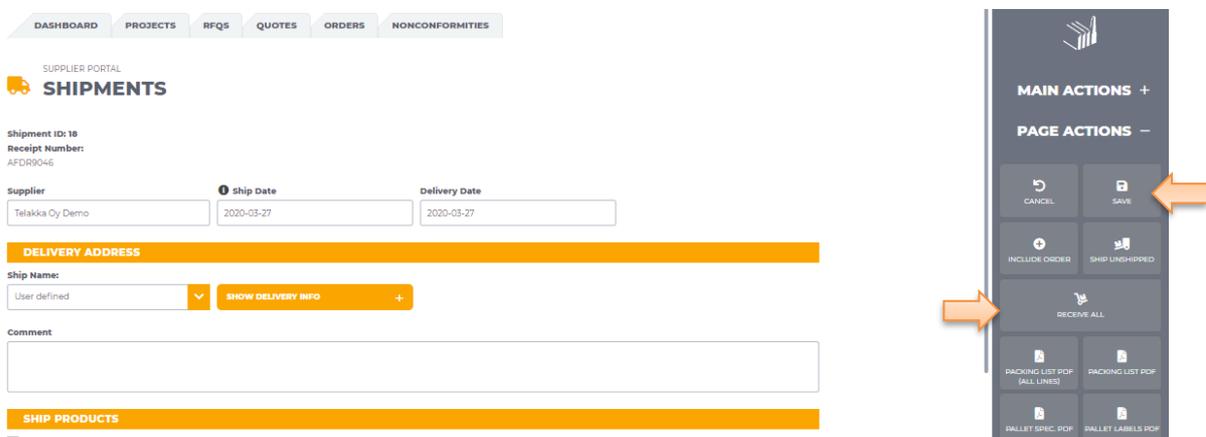


	6	16222	UABAFPO157	None	Customer	15 000,00	AirFaas Consortium Demo	AirFaas Demo Company Oy		Shipped early: 2 2020-04-15	
	7	16219	UABAFPO156	None	Customer	16 669,08	Telakka Oy Demo	AirFaas Demo Company Oy		Shipped late: 3 2020-04-03	
	8	16218	None	None	None	150 000,00	Telakka Oy Demo	AirFaas Demo Company Oy		Shipped early: 0 2020-03-27	
	9	16213	UABAFPO155	None	None	0,00	Telakka Oy Demo	AirFaas Demo Company Oy	Toijala Works Oy		
	10	16212	UABAFPO154 Ref: CALS PO REF	16 Ref: Casemet SO ref	Customer and Supplier	0,00	Telakka Oy Demo	AirFaas Demo Company Oy		Shipped early: 0 2020-03-20	

(b) Go to the bottom of the page to the linked items and push view on the shipment

LINKED ITEMS:									
Invoice									
Search...									
ADD									
ID	Customer PO Number	Supplier SO Number	ERP PO Number	ERP SO Number	Kontra PO Number	Kontra SO Number	Link	Remove	
Project									
1449							View	Remove	
Quotation									
1559							View	Remove	
RFQ									
705							View	Remove	
Receipt									
				374 Shipment: 18 Receipt: AFDR9046			View	Remove	

(c) Push receive all > save. The shipped goods have now been received.



DASHBOARD PROJECTS RFQS QUOTES ORDERS NONCONFORMITIES

SUPPLIER PORTAL

## SHIPMENTS

Shipment ID: 18  
Receipt Number: AFDR9046

Supplier: Telakka Oy Demo  
Ship Date: 2020-03-27  
Delivery Date: 2020-03-27

**DELIVERY ADDRESS**

Ship Name: User defined  
SHOW DELIVERY INFO

Comment

**SHIP PRODUCTS**

**MAIN ACTIONS +**

**PAGE ACTIONS -**

CANCEL SAVE

INCLUDE ORDER SHIP UNSHIPPED

RECEIVE ALL

PACKING LIST PDF (ALL LINES) PACKING LIST PDF

PALLET SPEC. PDF PALLET LABELS PDF



## INVOICING

In AirFaas you can create invoices from a sales order directly or after creating a shipment. Sales order based invoice are not linked related transactions. Shipment based invoices are always according to the lines shipped from one or many sales orders.

### Sales order Invoice creation

1. Push button create invoice in the page actions panel on the right-hand side of the screen

The screenshot displays the 'ORDERS' page in the AirFaas system. The breadcrumb trail is 'Customer Dashboard > Order > Edit'. The navigation menu includes 'DASHBOARD', 'PROJECTS', 'RFQS', 'QUOTES', 'ORDERS' (highlighted), and 'NONCONFORMITIES'. The main content area shows 'CUSTOMER PORTAL ORDERS' for 'Order ID: 15985'. A warning message states: 'You are not the owner of this order. Order editing abilities are limited.' Below this, the 'Approved By' section lists customer and supplier details. At the bottom, there are input fields for 'Customer PO Number' (value: 2), 'Customer PO Ref' (value: Default01), 'Supplier SO Number' (value: UABAFSO2052), and 'Supplier SO Ref' (value: Default01). On the right side, a vertical actions panel contains several buttons: 'UNAPPROVE SO', 'OPEN SO PDF', 'PACKING LIST PDF', 'CLONE PO', 'CLONE SO', 'CREATE SHIPMENT', 'CREATE NONCONFORMITY', 'CREATE TASK', and 'CREATE INVOICE'. An orange arrow points to the 'CREATE INVOICE' button.

2. Fill in all the information, tax percentage can be filled, or this process can be sent directly to your bookkeeping software for final adjustments. Push save.



CUSTOMER PORTAL  
**INVOICES**

**UABAFPO3053**

**Order ID:**

16235

**PO Number:**

Customer reference

**SO Number:**

UABAFSO2084

**Customer name:**

Telakka Oy Demo

**Status:**

Open

**Invoice Date:**

2020-04-20

**Order Date:**

2020-04-17

**Due Date:**

2020-04-24

**Ship Date:**

2020-04-24

**Currency:**

EUR

**Payment Terms:**

Open Acc. 20 d.

**Delivery Terms:**

Free Carrier

**Remarks:**

**Apply Date:**

2020-04-20

**Closed Date:**

**Tax Rate Date:**

**Tax Point:**

**SUPPLIER INFORMATION:**

**Supplier:**

AirFaas Demo Company Oy

**VAT:**

FI12345678

**Organization Number:**

DemoCompany

SHOW SUPPLIER INFO



**BILLING ADDRESS:**

**Customer:**

Telakka Oy Demo

**VAT:**

FI5674321

**Organization Number:**

SHOW BILLING INFO



**SHIPPING ADDRESS:**

**Customer:**

User defined

**VAT:**

**Organization Number:**

SHOW SHIPPING INFO



**PAYMENT INFORMATION:**

**Bank Name:**

Nordea

SHOW PAYMENT INFO



**Header Comment:**

**Lines:**

**Tax Percentage:**

0,00

**Part Number:**

MP001AF2

**Quantity:**

1,00

**Unit Price:**

46 666,67

**Unit Total Price:**

46 666,67

**Revision:**

A

**Tax Percentage:**

0,00

UNIT PRICE WITH TAX: 46 666,67  
UNIT TAX AMOUNT: 0,00

LINE PRICE WITH TAX: 46 666,67  
LINE TAX AMOUNT: 0,00



## SHIPMENT INVOICE CREATION

After you have created and saved your shipment push create invoice button in the page actions panel on the right-hand side of the screen. You can also create and download a PDF copy.

Page: 1/2

**FAAS** **Invoice**

---

**Customer:**  
Teehisa Oy Demo  
Tehtokatu 12  
Suomi  
Finland  
Phone: 12345678  
VAT ID: F5674321  
Organization Number: 05674321

**Order ID:** 15985  
**Invoice:** UKBWP03051  
**Date:** 2020-04-17  
**Remark:**  
**PO Number:** 2  
**SO Number:** [UKBWP03051](#)

**Sold By:**  
AirFaaS Demo Company Oy  
AirFaaS Street  
Finland  
Phone: +37344444444  
VAT ID: F112345678  
Organization Number: DemoCompany

**Ship To:**  
User defined  
VAT ID: F5674321  
Organization Number: 05674321

**Order Date:** 2019-10-11  
**Due Date:** 2020-04-24  
**Ship Date:** 2020-04-18  
**Delivery Terms:** Ex Works  
**Payment Terms:** Open Acc.30d

**Header Comment:**

Line	Part Number/Rev/Description	Quantity	Unit Price	EUR Est Price
1	123 / A Twe123	1.00	5 000,00	5 000,00
2	1234 / C Twe1234	1.00		
3	12345 / C Twe12345	2.00		
4	321 / E Twe321	1.00	4 000,00	4 000,00
5	4321 / A Twe4321	3.00		
<b>Subtotal:</b>				9 000,00
<b>Tax Amount:</b>				2 100,00
<b>Total: EUR</b>				<b>11 100,00</b>

---

**POWERED BY** **FAAS**

AirFaaS Demo Company Oy - AirFaaS Street - 0001100 - Finland  
Phone: +37344444444 - VAT ID: F112345678 - Organization Number: DemoCompany



## NONCONFORMITY MANAGEMENT

Note that nonconformities are mirrored in AirFaas. If you create a nonconformity to a supplier or customer and they are also in AirFaas they will probably get a notification about it immediately after you save it.

### Create nonconformity from SO or PO

1. Open any PO or SO in AirFaas
2. Scroll down to bottom of the page actions panel on the right-hand of the screen
3. Push create nonconformity

The screenshot shows the 'ORDERS' page in the AirFaas system. The breadcrumb trail is 'Customer Dashboard > Order > Edit'. The main navigation tabs are DASHBOARD, PROJECTS, RFQS, QUOTES, ORDERS (highlighted), and NONCONFORMITIES. The page title is 'CUSTOMER PORTAL ORDERS'. A prominent orange banner displays 'ORDER ID: 16014'. Below this, a warning message states: 'You are not the owner of this order. Order editing abilities are limited.' Another message indicates: 'Status: SO waiting for your approval'. The 'Approved By:' field shows '[Customer] Robert Blomstedt, 2020-03-10 01:26:32'. At the bottom, there are input fields for 'Customer PO Number' (AFPO646), 'Customer PO Ref:', 'Supplier SO Number:', and 'Supplier SO Ref:'. On the right side, a vertical actions panel is visible, containing buttons for 'REQUEST ORDER TO BE DELETED', 'APPROVE SO', 'OPEN SO PDF', 'PACKING LIST PDF', 'CLONE PO', 'CLONE SO', 'CREATE SHIPMENT', 'CREATE NONCONFORMITY' (highlighted with an orange arrow), and 'CREATE TASK'.

Choose the part/s that have quality issue and push continue

The screenshot shows a dialog box titled 'SELECT ORDER LINES' with the subtitle 'ID 16014 // PO AFPO646'. It contains a table with three columns: 'Select', 'Product Number', and 'Product Revision'. The table lists six order lines, with the first two selected (checked).

Select	Product Number	Product Revision
<input checked="" type="checkbox"/>	MP001	A
<input checked="" type="checkbox"/>	A001	A
<input type="checkbox"/>	SA0011	A
<input type="checkbox"/>	SAM00111	A
<input type="checkbox"/>	SAM00112	A
<input type="checkbox"/>	SAM00113	A

- a. Fill in quantity, category and type of nonconformity
- b. Describe the nonconformity with the complaint and description of the nonconformity



- c. In above example we have filled in a nonconformity on behalf of the customer towards us. Once we push save the customer if in AirFaas will see that they have an open nonconformity towards you in AirFaas
- d. You can now copy the nonconformity towards your supplier in turn and this way AirFaas enables smooth nonconformity maintenance across the supply chain
  - i. In AirFaas you will see that most processes are automatically linked to each other based on how you run your process.

- 4. You can also create the nonconformity directly from customer or supplier portal from the **drop-down menu > push customer/supplier portal > nonconformity**
- 5. You can also select the nonconformity tab



DASHBOARD PROJECTS RFQS QUOTES ORDERS **NONCONFORMITIES**

SUPPLIER PORTAL

## NONCONFORMITY

SUPPLIER NCS CUSTOMER NCS

SHOW OR HIDE FILTERS +

#	id	Customer	Supplier	Create Date	Status	Is Public	
1	920	AirFaas Demo Company Oy	AirFaas Consortiumum Demo	2020-04-09 09:33:40	Open	Yes	
2	918	AirFaas Demo Company Oy	AirFaas Consortiumum Demo	2020-04-07 09:35:42	Open	Yes	
3	900	AirFaas Demo Company Oy	Telakka Oy Demo	2020-02-04 11:16:06	Open	Yes	
4	884	AirFaas Demo Company Oy	Telakka Oy Demo	2019-12-18 01:30:24	Open	Yes	
5	878	AirFaas Demo Company Oy	Telakka Oy Demo	2019-12-04 01:25:54	Open	Yes	
6	866	AirFaas Demo Company Oy	Tier 2 Demo1	2019-11-28 09:13:06	Open	Yes	
7	859	AirFaas Demo Company Oy	AirFaas Consortiumum Demo	2019-11-01 02:34:49	Open	Yes	
8	857	AirFaas Demo Company Oy	AirFaas Consortiumum Demo	2019-10-29 10:43:00	Open	Yes	

MAIN ACTIONS +

PAGE ACTIONS -

ITEMS PER PAGE 25

PAGE: 1

+ ADD NEW NONCONFORMITY

EXPORT ALL

EXPORT CSV

DELETE SELECTED

- a. For creating nonconformity on behalf of your customer/supplier
  - ii. Select the correct portal/tab > push + nonconformity from the page actions on the right-hand side of the screen



## NONCONFORMITY PICTURE AND DOCUMENT HANDLING

Due to strict security policy of AirFaas the system will not let you drop your nonconformity pictures directly into the nonconformity text. You will need to upload it first to the AirFaas archive under and then copy it from there into place you want it in the nonconformity

The screenshot shows the 'NONCONFORMITY ATTACHMENTS' section of the AirFaas interface. On the left, there are buttons for 'ADD ATTACHMENT' and 'REFRESH'. The main table lists attachments with columns for File ID, File Name, User, Date (UTC), Privacy, Download, Copy Reference to Clipboard, and Remove. A row is visible with File ID 1398, File Name 'order4.png', User 'Dominic Barrett', Date '2020-03-30 12:04:29', Privacy 'Make private', and a 'Copy' button. An orange arrow points to the 'Copy' button. On the right, a mobile sidebar menu is visible with options: CANCEL, SAVE, ADD PRODUCT, ADD COST, CLONE SUPPLIER NC, CLONE CUSTOMER NC, COPY INFO TO NONCONFORMITIES, OPEN PDF, CREATE TASK, and a red button at the bottom labeled 'CLOSE NONCONFORMITY'.

File ID:	File Name:	User:	Date (UTC):	Privacy:	Download:	Copy Reference to Clipboard:	Remove:
1398	order4.png	Dominic Barrett	2020-03-30 12:04:29	Make private		Copy	

Once you have uploaded and copied the picture you can place it anywhere in the nonconformity document.

### Nonconformity

Example paste of AirFaas Archive Copy file under:  
[[img\_pdf\_link\_958]]

Please note that any pictures and documents in the nonconformity archive are visible only between you and counterparty. You can add pictures into documents as seen above or just store them in the archive for the counterparty to download separately.

If you copy the nonconformity forward in the value chain note that for time being the documents will not follow due to strict security policy of AirFaas. You will need to upload them again to the copied nonconformity.

Before finishing the nonconformity, it is recommended to check the nonconformity PDF before ending the process by pushing save changes



**TASKS**

---

**NONCONFORMITY ATTACHMENTS**  
*You can copy image reference links to "Nonconformity", "Root Causes", "Corrective Action" and "Preventive Action" fields.*

**ADD ATTACHMENT** **REFRESH**

File ID:	File Name:	User:	Date (UTC):	Privacy:	Download:	Copy Reference to Clipboard:	Remove:
1398	order4.png	Dominic Barrett	2020-03-30 12:04:29	Make private		Copy	

**MOBILE MENU:** CANCEL, SAVE, ADD PRODUCT, ADD COST, CLONE SUPPLIER NC, CLONE CUSTOMER NC, COPY INFO TO NONCONFORMITIES, OPEN PDF, CREATE TASK, CLOSE NONCONFORMITY

**Nonconformity** Page 1/2

**Customer:**  
 AirFaas Demo Company Oy  
 Address: ...  
 Phone: ...  
 VAT ID: ...

**Sold By:**  
 AirFaas Demo Company Oy  
 Address: ...  
 Phone: ...  
 VAT ID: ...

**Customer complaint**  
 Customer complaint: ...

**Nonconformity Products**

Line	Product Number	Material	PO	SO

**Nonconformity**  
 Check areas where the Machining has been done incorrectly.

**Root Causes**

POWERED BY AirFaas

Your counterparty would now receive a notification on mail or via Mattermost coderbot

22:59 coderbot:  
 Nonconformity updated:

Customer	AirFaas Demo Company Oy
Supplier	AirFaas testing purpose

Customer Complaint:

Bad surface quality of machined area 1 and 2  
 Find this entry at:  
<https://app.airfaas.com/supplier/grid/Nonconformity/edit/485>  
 ~Sent from Boxer::Matterpost~

Please have a test. We have companies in AirFaas like AirFaas Demo Company Oy for training purposes. We welcome you to do any RFQ, PO/SO, nonconformity or other process towards these companies for testing purposes.



## WAREHOUSE MANAGEMENT

In AirFaas your warehouse will be fully automated. Like all other functions in AirFaas shipments and receipts are mirrored. When make a shipment your warehouse quantity of the shipped parts will be reduced. When you receive goods the warehouse quantity will be increased. You can modify, delete and add new parts manually and push save. This way you can always manually correct storage quantity if they are not correct.

1. From the drop-down menu select warehouse management
2. Then choose the current warehouse bin
3. You can add parts or users

SUPPLIER PORTAL  
**BINS**

**GENERAL**

Warehouse Code:  Bin Number:

Description:  Bin Type:  Max Fill:  Pct Fillable:

**LINKED CUSTOMERS**

Customers

**WAREHOUSE STRUCTURE**

Warehouse: (DEFAULT) Talikka Oy Demo  
Bins:  
• (DEFAULT) Bin1

**WAREHOUSE BIN PARTS**

Part Code: 123	Description: <input type="text"/>	Revision: A	Quantity: 2,00	UOM: EA	Delete
Part Code: 1234	Description: <input type="text"/>	Revision: C	Quantity: 2,00	UOM: EA	Delete

MAIN ACTIONS +  
PAGE ACTIONS -  
CANCEL SAVE  
ADD USER  
ADD PART

You will see in bottom of the bin page the transaction log. There are two different types of transactions for now.

1. Sent
  - a. Log of parts that has been shipped out from stock
    - i. By shipment or manual removal
2. Received
  - a. Log of parts that has been received into stock
    - i. By receipt or manual increase



BIN TRANSACTION LOG						
Action	Product Number	Revision	Quantity	Shipment	Date (UTC)	User
Received	A	1	5 000,00	Open shipment (TestShip15)	2020-03-30 10:36:47	Dominic Barrett
Received	C	2	2 000,00	Open shipment (TestShip15)	2020-03-30 10:36:47	Dominic Barrett
Received	C	1	2 000,00	Open shipment (TestShip15)	2020-03-30 10:36:47	Dominic Barrett
Received	A	3	1 000,00	Open shipment (TestShip15)	2020-03-30 10:36:47	Dominic Barrett
Received	E	1	4 000,00	Open shipment (TestShip15)	2020-03-30 10:36:47	Dominic Barrett
Sent	MP001	A	10,00	Open shipment (6)	2020-03-11 08:12:48	Robert Blomstedt
Received	SAM0013		20,00	Open shipment (AFD57038)	2020-03-11 07:14:59	Robert Blomstedt
Received	MP001	A	5,00	Open shipment (AFD57038)	2020-03-11 07:14:59	Robert Blomstedt
Received	AM001		10,00	Open shipment (AFD57038)	2020-03-11 07:14:59	Robert Blomstedt
Received	AM003		10,00	Open shipment (AFD57038)	2020-03-11 07:14:59	Robert Blomstedt
Received	AM002		10,00	Open shipment (AFD57038)	2020-03-11 07:14:59	Robert Blomstedt

MAIN ACTIONS +

PAGE ACTIONS -

CANCEL SAVE

ADD USER

ADD PART

## BIN TRANSFERS

You will have one default warehouse with one default bin as standard when you take AirFaas into use.

### Adding a new warehouse

1. From the drop-down menu push warehouse management > warehouses.
2. Push add new warehouse form the page action on the right-hand side of the screen
3. Fill in all the relevant information and push save

DASHBOARD PROJECTS RFQS QUOTES ORDERS NONCONFORMITIES

SUPPLIER PORTAL

### WAREHOUSES

**GENERAL**

Warehouse Code:  Warehouse Name:  Description:  Warehouse Manager:

Warehouse is transit Warehouse:

Address:  Address:  Zip:  City:

Country:

MAIN ACTIONS +

PAGE ACTIONS -

CANCEL SAVE

ADD USER

### Adding new bins to warehouses

- 1) From the drop-down menu push warehouse management > bins
- 2) Push add new warehouse bin form the page actions on the right-hand side of the screen



3) Fill in the relevant information and push save

DASHBOARD PROJECTS RFQS QUOTES ORDERS NONCONFORMITIES

SUPPLIER PORTAL  
**BINS**

**GENERAL**

Warehouse Code:  Bin Number:

Description:  Bin Type:  Max Fill:  Pct Fillable:

**WAREHOUSE BIN PARTS**

**BIN TRANSACTION LOG**

Total row count: 0

Action	Product Number	Revision	Quantity	Shipment	Date (UTC)	User
--------	----------------	----------	----------	----------	------------	------

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MAIN ACTIONS +

PAGE ACTIONS -

CANCEL SAVE

ADD USER

ADD PART



## Warehouse bin transfers

1. From the drop-down menu push warehouse management > warehouse bin transfers
2. Push add new warehouse bin transfer from the page actions on the right-hand side of the screen
3. Fill in information for the source warehouse and bin, and the destination warehouse and bin.
4. Select the product and the quantity to transfer and push add.
5. Push save changes and the the transfer will be complete. You can also archive or save a transfer PDF.

### TRANSFER PARTS

Select a source to display parts.

Source Warehouse: WH EE      Destination Warehouse: NW1

Source Warehouse Bin: (WH EE) EE BIN1      Destination Warehouse Bin: (NW1) 1

[Refresh](#)

ID	Part Number	Revision	On hand	UOM	Transfer Quantity	
2919	123	A	250.00	EA	<input type="text"/>	<a href="#">Edit</a> <a href="#">Add</a>

### TRANSFER ITEMS

Part Number	Revision	Source	Destination	UOM	Transfer Quantity	
123	A	(WH EE) EE BIN1	(NW1) 1	EA	10	<a href="#">View</a> <a href="#">Remove</a>

[Transfer PDF](#)      [Cancel](#) [Save Changes](#)

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Note the symbol for internal transfers is a green or red arrow, dependent of the direction of the transfer.

### WAREHOUSE STRUCTURE

Warehouse: (NW1) New Warehouse

Bins:

- (1) New Warehouse

### WAREHOUSE BIN PARTS

Part Code: 123      Description:      Revision: A      Quantity: 10,00      UOM: EA      [Delete](#)

### BIN TRANSACTION LOG

Total row count: 1      [Get next 100](#)

Action	Product Number	Revision	Quantity	Shipment	Date (UTC)	User
Received	123	A	10,00		2020-04-23 09:37:34	Dominic dominic.barrett@airfaas.com

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## PRODUCT MAINTENANCE

There are several ways to create a new part in AirFaas:

1. Sync PO/SO from ERP or integrated system
  - a. Discuss integrations more deeply with your AirFaas contact person
2. Add the part in the SO/PO entry by first clicking add part to AirFaas database
  - a. Create an order
  - b. Push add order line > show extended input and add details.
  - c. If the part does not exist in AirFaas database. Please tick the box add to database. Then you can fill in your part code and revision and the part will be added into AirFaas database and into your company product database.

**ORDERS**

Customer PO Number: PO123    Customer PO Ref: UABAF502087    Supplier SO Number: SO123    Supplier SO Ref:

Customer name: AirFaas Demo Company Oy    **SHOW CUSTOMER INFO**

Order Date: 2020-04-20    Need By Date: 2020-04-30    Ship By Date: 2020-04-23    Currency: EUR    Open Order: Open

Payment Terms:    Delivery Terms:

Ship To company: AirFaas Demo Company Oy    Delivery address:    **SHOW DELIVERY INFO**

SO Comment: Test SO Default comment to customer AF Demo Comp

**LINES:** Hide extended input | Update sheet | Add orderline

	old	pid	Part	Revision	Add to database?	Description	Count	Overwrite Price	Unit price	Line Comment	Due date	Ship by date	Total	Delete row?
1			New Part		<input checked="" type="checkbox"/>	New Part	10	<input checked="" type="checkbox"/>	10 000,00		2020-04-30	2020-04-27	100 000,00	<input type="checkbox"/>
2					<input type="checkbox"/>			<input type="checkbox"/>			2020-04-30	2020-04-27		<input type="checkbox"/>

Line1

Search for product:    Revision:    Count: 10    Unit price: €    Total: 100 000,00    **Delete**

Add to AirFaas Product Database:     Overwrite Price:

Description: New Part

Line Comment:

Need By Date: 2020-04-30    Ship By Date: 2020-04-27

**MAIN ACTIONS** +

**PAGE ACTIONS** -

CANCEL    SAVE

**ADD ORDERLINE**

**MAIN ACTIONS** +

**PAGE ACTIONS** -

CANCEL    SAVE

**ADD ORDERLINE**

3. Push generate BOM from an RFQ



- a. If you create a part into your database via BOM generation, you will have a BOM for the part even if the part doesn't have any child parts.

4. When approving a quote from your supplier you can also push add parts to your product list.

**SUPPLIER PORTAL**

### QUOTATIONS

Quotation ID: 1393  
Specification: 532  
Date: 2019-09-20  
Status: Active

Customer: AirFaas Demo Company Oy  
Supplier: AirFaas Consortium Demo  
Quote Validity End Date: 2019-10-04  
Reference No.:  
Delivery Terms:  
Payment Terms:  
Delivery Time From Order:

Comment:

QUOTATION LINES			
Part Number	Part Revision	Quantity	Unit Price
123	A	1,00	5 000,00
Total Price	Description	Comment	Weight
5 000,00	Test123		1 000,00
Part Number	Part Revision	Quantity	Unit Price
1234	C	1,00	0,00
Total Price	Description	Comment	Weight
0,00	Test1234		20,00

5. After submitting quote to a customer, you can add all missing parts if you push add parts to your product list.

**CUSTOMER PORTAL**

### QUOTATIONS

Quotation ID: 1599  
Specification: 758  
Date: 2020-04-21  
Status: Active

Customer: Telakka Oy Demo  
Supplier: AirFaas Demo Company Oy  
Quote Validity End Date: 2020-05-05  
Reference No.: Ref123  
Delivery Terms: Free Carrier  
Payment Terms: 50% Adv. 50% before shipment  
Delivery Time From Order: 10 days

General Terms: AirFaas Demo Company Oy general terms  
Comment:

6. You can also create new parts directly from product grid maintenance page or by selecting the drop-down menu > customer portal > customer products and then from the page actions on the left-hand side of the screen + new product.



Two side-by-side screenshots of a web application interface. The left screenshot shows a navigation menu with an orange arrow pointing to 'CUSTOMER PORTAL'. The right screenshot shows a 'CUSTOMERS' sub-menu with an orange arrow pointing to 'CUSTOMER PRODUCTS'.

**Left Screenshot:**

- ENGLISH ▾
- DASHBOARD
- CUSTOMER PORTAL** (highlighted with an orange arrow)
- SUPPLIER PORTAL
- WAREHOUSE MANAGEMENT
- RFQ
- PROJECT MANAGEMENT

**Right Screenshot:**

- ENGLISH ▾
- < BACK
- CUSTOMERS
- CUSTOMER PRODUCTS** (highlighted with an orange arrow)
- CUSTOMER INVOICES
- CUSTOMER ORDERS
- CUSTOMER RMA



## PRODUCT REVISION MANAGEMENT

1. From the drop-down menu go to customer portal > customer products
2. Search for your product or create new. In this example we search for an existing product.
  - a. Use show or hide filters > fill in any data fields > push filter

#	id	Product Number	Product Code	Revision	Description	Date
1	5956	123		zzz		0000-00-00 00:00:00
2	5957	321				0000-00-00 00:00:00
3	229886	123		C		2018-09-21 00:00:00
4	229887	Test 123			Test part name placeholder	0000-00-00 00:00:00
5	237903	3366007-N				0000-00-00 00:00:00
6	243753	HL-50.28.22.000		A	50x28-160 Cylinder	2019-01-04 00:00:00
7	243754	HL-50.28.22.000-01			50x28-200 Cylinder	0000-00-00 00:00:00
8	243755	HL-50.28.22.000-02			50x28-250 Cylinder	0000-00-00 00:00:00
9	243756	1234			Test1234	0000-00-00 00:00:00

- i. Choose the part revision you want to view. Note that you can choose any revision and view each one from within part maintenance window.

**50X28-160 CYLINDER**  
PRODUCT NUMBER: HL-50.28.22.000

**PRODUCT IMAGE GALLERY**  
The first image will be used as thumbnail in catalogue.

Upload Image

Image 1

Move

**GENERAL**

**Product Number**  
HL-50.28.22.000

**Description**  
50x28-160 Cylinder

**Revision**  
A

**Revision Date**  
2019-01-04

**Net Weight**  
0,00

**Gross Weight**

If revision is blank it means the part is created without initial revision.  
Click on the part or revision to open the part maintenance window.



- b. You can easily add a new revision from inside the part maintenance window.
  - ii. Add weight if empty and if you added a revision please add the date of when the revision is taken into use. Usually current date.

**PRODUCT REVISIONS**

**Main product**

Product Number	Revision	Revision Date
No main product		

**Revisions**

Product Number	Revision	Revision Date	
HL-50.28.22.000	A	2019-01-4	
HL-50.28.22.000	B	2019-01-14	Edit

 **ADD REVISION**

- c. At the bottom of the page you can see how the categorization of the product is defined, and
- d. BOM and set as default.
- e. In linked items you will see all the nonconformities reported for this product.

 **PRODUCT CATEGORIES**

**Main Category** Constructing - assembling **Sub Category** Assembling **ADD CATEGORY**

**BOM**

**Name** HL-50.28.22.000 **ADD BOM**

**HL-50.28.22.000 (2020-03-02)** **Make Default** **Delete**

Product Number	Revision	Quantity	Action	Delete
HL-50.28.22.000 (243753)	A	1	<b>Add Child</b> <b>Add BOM</b>	

 **LINKED ITEMS**

Invoice  **ADD**

ID	Customer PO Number	Supplier SO Number	ERP PO Number	ERP SO Number	Kontra PO Number	Kontra SO Number	Link	Remove
Nonconformity								

- f. Upload one or many product images. These images will be seen in product catalog by other parties to whom you have added the part in a customer price list



AIR FAAS

Checkout 0,00

B2B CATALOGUE COMPANY SEARCH B2B GRID RFQ ENTRY RFQ POOL LOGOUT

Welcome ROBERT Settings

Company: Talokaivo Oy

CATEGORY All Products Select a Category

FILTER PRODUCTS Supplier Product Number  
VAT / Name 2006308C-N

Clear filters

2006308C-N

Suppliers: Combi Works Oy

Revision	Quantity	Unit Price
1	1	156,00

Telescope set CW 630 Cover 0,75m

Add to Cart 156,00

- g. Upload one or many product documents. These documents can be downloaded in product catalog by other parties to whom you have added the part in a customer price list

AIR FAAS

Checkout 0,00

B2B CATALOGUE COMPANY SEARCH B2B GRID RFQ ENTRY RFQ POOL LOGOUT

Welcome ROBERT Settings

Company: Talokaivo Oy

2006308C-N

SUPPLIER	REVISION	QUANTITY	UNIT PRICE
Combi Works Oy		1	156,00

DESCRIPTION DETAILS DOCUMENTS (1)

- 2006308c-n.pdf

TOTAL PRICE 156,00

ADD TO CART



## PRICE LIST MAINTENANCE

There are 3 ways to create a new price list in AirFaas:

1. If you are integrated via ERP or similar you can have all your supplier and customer price lists synced in real time with no extra effort in AirFaas
2. You can create a new supplier or customer price list from here
  - a. Customer portal > customer price lists > + add customer price list
    - i. Note that the price lists in AirFaas are also mirrored
      1. If you create a customer price list, it will also be seen by the customer as a supplier price list
  - b. Supplier portal > supplier price list > + add new supplier price list
    - i. Note that the price lists in AirFaas are also mirrored
      1. If you create a supplier price list, it will also be seen by the supplier as a customer price list

3. customer price lists can also be generated directly from a quotation by pushing button create price list after you saved the quotation – See RFQ entry process

The screenshot shows the 'Customer Dashboard > Quotation > Edit' interface. The main navigation includes Dashboard, Projects, RFQs, Quotes (active), Orders, and Nonconformities. The page title is 'CUSTOMER PORTAL QUOTATIONS'. A prominent orange banner displays 'QUOTATION ID: 1520'. Below this, two status messages are shown: 'This quotation was created by customer.' and 'This quotation has been approved.' The quotation details are organized into a grid:

<b>Specification:</b> 604	<b>Customer:</b> Combi Works Oy	<b>Supplier:</b> Telakka Oy Demo	
<b>Date:</b> 2020-03-10	<b>Quote Validity End Date:</b> 2020-03-24	<b>Reference No.:</b> dfdsrg	
<b>Status:</b>	<b>Delivery Terms:</b>	<b>Payment Terms:</b>	<b>Delivery Time From Order:</b>

The right sidebar, titled 'MAIN ACTIONS +', contains 'PAGE ACTIONS -' with the following buttons: CANCEL, APPROVE QUOTATION, ADD PARTS TO YOUR PRODUCT LIST, CREATE PRICELIST (highlighted with an orange arrow), QUOTATION PDF FORM, and EDIT SO.

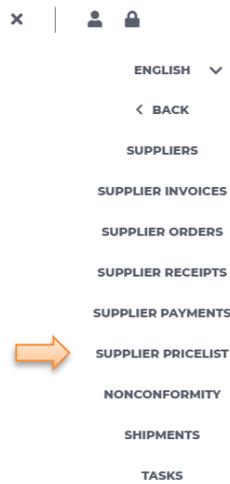
## PRICE LIST APPROVAL

1. AirFaas has an inbuilt price list approval process. this is mainly in use for situations where the supplier is still not so active in AirFaas and you have been using it for some time. you as customer can go into supplier price list and



create a new price list from supplier to you. once the supplier has on-boarded AirFaas he/she can see and approve the price list instead of creating it separately towards you.

- a. Go into supplier price list menu: supplier portal > supplier pricelist



- b. Add new Price list

The screenshot shows the 'PRICE LISTS' page in the supplier portal. At the top, there are navigation tabs: DASHBOARD, PROJECTS, RFQS, QUOTES, ORDERS, and NONCONFORMITIES. Below the tabs, the page title is 'SUPPLIER PORTAL PRICE LISTS'. A table lists price lists with columns: #, Company, List Code, Start Date, End Date, Weight, and Global. A 'SHOW OR HIDE FILTERS +' button is located to the right of the table. On the right side, there is a sidebar with 'MAIN ACTIONS +' and 'PAGE ACTIONS -'. Under 'PAGE ACTIONS', there are dropdowns for 'ITEMS PER PAGE' (set to 25) and 'PAGE' (set to 1). Below these are two buttons: '+ ADD NEW CUSTOMERPRICELIST' (highlighted with an orange arrow) and 'DELETE SELECTED'.

#	Company	List Code	Start Date	End Date	Weight	Global
1	AirFaas Demo Company Oy	DemoCWEE	2018-09-16	2018-10-31	3	Yes
2	AirFaas Demo Company Oy	PROPOSAL_983	2018-09-25		1	No
3	AirFaas Demo Company Oy	PROPOSAL_985	2018-09-25	0000-00-00	1	Yes
4	AirFaas Demo Company Oy	PROPOSAL_1044	2018-10-25		1	No
5	AirFaas Demo Company Oy	1234	2019-01-01	2019-12-31	2	No
6	AirFaas Demo Company Oy	PROPOSAL_1192	2019-02-06		1	No



- c. choose supplier and give price list validity time
- d. Add parts manually or by export/import function and push save.
- e. Now you can create purchase orders to this supplier and the prices will come from the price list during validity time.
- f. When the supplier goes into customer price lists and checks the same price list, they can approve the price list.
  - i. By pushing approve price list the supplier confirms that the price list and validity time is correct
  - ii. Supplier might want to make the price list global
    - 1. By pushing request, the supplier asks AirFaas admins to check and confirm the price list before it is launched for all AirFaas companies to see in the AirFaas Catalog

- iii. Supplier can also assign individual customers to use the same price list for their purchases or for the supplier to sell to them.



# AIRFAAS EXTERNAL FEATURES

## PRODUCT CATALOG



Checkout 0,00

B2B CATALOGUE COMPANY SEARCH B2B GRID RFQ ENTRY RFQ POOL LOGOUT

Welcome **ROBERT** [Settings](#)

Company: Combi Works Oy

**CATEGORY** [All Products >](#) [Materials and Products >](#) [Products >](#) [Hydraulic Cylinders >](#) [Pistons >](#)

**FILTER PRODUCTS**

<b>Supplier</b>	<b>Product Number</b>
<input type="text" value="LSEZ SIA Hidrolats"/>	<input type="text" value="Product Number"/>

[Clear filters](#)

 <b>HL-50.28.22.000-01</b> Suppliers: <input type="text" value="LSEZ SIA Hidrolats"/> Revision: A   Quantity: <input type="text" value="1"/>   Unit Price: 435,00 50x28-200 Cylinder <a href="#">Add to Cart</a> 435,00	 <b>HL-50.28.22.000-02</b> Suppliers: <input type="text" value="LSEZ SIA Hidrolats"/> Revision: A   Quantity: <input type="text" value="1"/>   Unit Price: 485,00 50x28-250 Cylinder <a href="#">Add to Cart</a> 485,00
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Checkout 0,00

Welcome ROBERT [Settings](#)

Company: Combi Works Oy

CATEGORY [All Products >](#) [Materials and Products >](#) [Products >](#) [Hydraulic Cylinders >](#) [Pistons >](#)

FILTER PRODUCTS

Supplier:  Product Number:

[Clear filters](#)



**HL-50.28.22.000-01**

Suppliers:

Revision	Quantity	Unit Price
A	- 1 +	435,00

50x28-200 Cylinder

[Add to Cart](#) 435,00



**HL-50.28.22.000-02**

Suppliers:

Revision	Quantity	Unit Price
A	- 1 +	485,00

50x28-250 Cylinder

[Add to Cart](#) 485,00

## COMPANY SEARCH



Checkout 0,00

Welcome ROBERT [Settings](#)

Company: Combi Works Oy

CATEGORY [All Companies >](#) [Materials and Products >](#) [Products >](#) [Hydraulic Cylinders >](#) [Select a Category >](#)

FILTERS

Company:  Country:  Continent:  Company Type:

[Clear filters](#)



**LSEZ SIA Hidrolats (LV42103012010)**

Hidrolats, eventually established under the name of Liepaja Railway Carriage Mechanical Company was first established in 1874. During Soviet time Hidrolats became one of the largest industrial companies in Liepaja, producing hydraulic cylinders for many of the Soviet agricultural and forestry machinery plants. In its best times it was employing about 2000 people and producing about 1 million hydraulic cylinders per year.

<http://www.hidrolats.com/?lang=en>



# RFQ POOL



Checkout 0,00

B2B CATALOGUE COMPANY SEARCH B2B GRID RFQ ENTRY **RFQ POOL** LOGOUT

Welcome **ROBERT** [Settings](#)

Company: Combi Works Oy

**CATEGORY** [All Products >](#)  [Add Filter +](#)

**FILTERS**  Company Offer

<a href="#">(225) AF Test NCSB Project - test test</a> (LT100007002613) NC Sourcing Baltic UAB paint with paint Categories: No assigned categories. 2018-09-06	<a href="#">(224) AF Test NCSB Project - test test</a> (LT100007002613) NC Sourcing Baltic UAB paint with paint Categories: No assigned categories. 2018-09-06	<a href="#">(223) AF Test NCSB Project - test test</a> (LT100007002613) NC Sourcing Baltic UAB paint with paint Categories: No assigned categories. 2018-09-06
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AIR  
FAAS

