1.0 Purpose:

1.1 The purpose of this work instruction is to provide guidance for the Purchase Order (P.O.) creation process.

2.0 Scope:

2.1 This work instruction is applicable to the Collins Product Line at AAR Supply Chain, Inc. in Wood Dale, IL location.

3.0 Responsibility and Authority:

3.1 The responsibility and authority for the administration and implementation of this work instruction has been assigned to the VP/GM OEM Aftermarket Solutions for AAR Supply Chain, Inc**.**

3.2 Product Line representatives are responsible for creating P.O.s. in IMOPS prior to ordering components through the Goodrich Portal.

4.0 Forms and References:

4.1 N/A

5.0 Procedure:

5.1 Open "Maintain Purchase Orders" in IMOPS.

5.1.1 Everything in red must be entered.

5.2 Header Tab:

5.2.1 "Purchase Orders" Box:

5.2.1.1 Vendor: 10079 (Goodrich vendor #)

5.2.1.2 Buyer: Enter your buyer number.

5.2.1.2.1 If you are not sure what yours is, you can search by clicking on the grey box with 4 blue lines to the right.

5.2.1.3 Ship-to Whse: Always WDL (for Wood Dale), this will autofill the ship via box, and unless there is a specific shipment method.

5.2.2 "General" Box:

5.2.2.1 Required: This is the date we want the parts by, and the date that shows up as when the parts will be delivered when you look up OPO's under any specific PN (i.e., if you say PN 123 is required on 10/10/19, when we look up OPO's for PN 123 it will show that the part we just placed on this PO is scheduled to arrive on 10/10/19).

5.2.2.1.1 Best practice is to place the date 30 days out (unless it's a 330 day buy) and then change the required date for each line item once order confirmation from Goodrich is received.

5.2.2.1.2 Currency Code: Should autofill.

5.2.3 "Defaults" Box:

5.2.3.1 Gp/Tq: Always CA/A for new orders.

5.2.3.2 Cnd: F (Factory New).

5.2.3.3 P/C: Should autofill.

5.2.3.4 PO Type: Should autofill.

5.2.4 Narratives: Not needed.

5.3 "Message Codes" Tab: leave alone.

5.4 "Addresses" Tab: leave alone.

5.5 "Line Items" Tab:

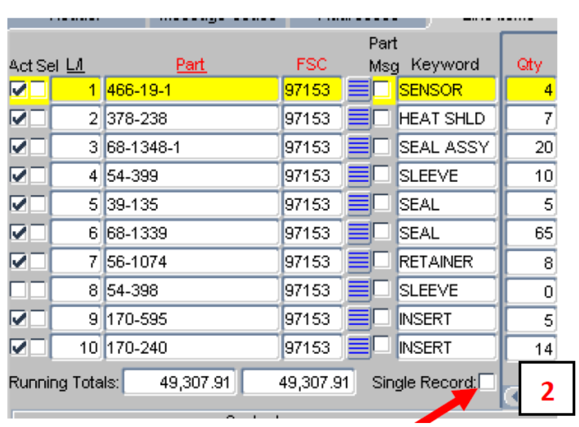
5.5.1 Type the PN you want to buy on each line item.

5.5.2 There are only 10 line items originally, so if you need more click on the green + at the top of the screen – **fig1**.

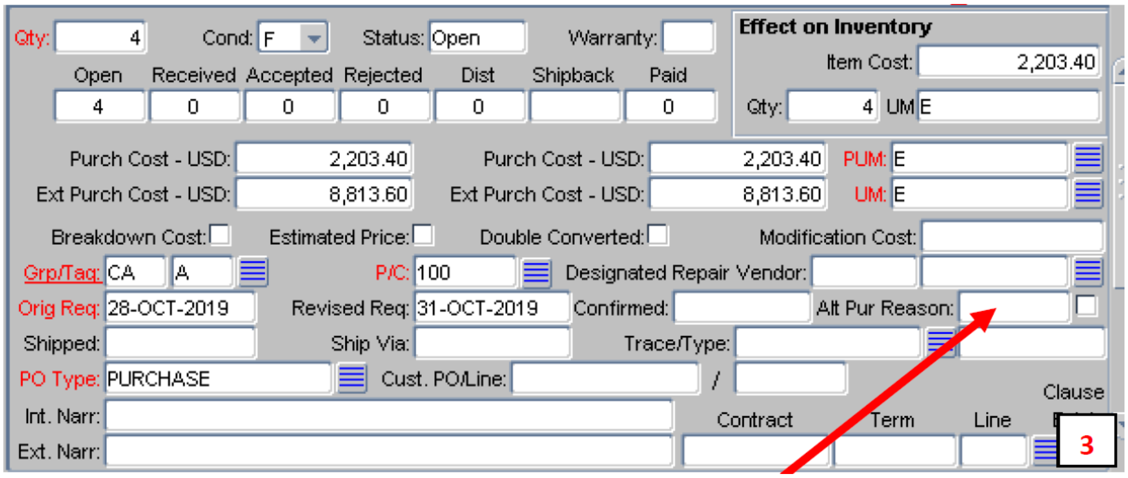
5.5.3 Sometimes an error will pop up saying that this is not the preferred vendor to purchase the part from, and while you can click okay and enter everything in, once you go to save and print the PO, it won't work without an alternate reason code.

5.5.4 Entering an alternate reason code:

5.5.4.1 Click on the line item for the PN you are entering it for, then click single record – **fig2**.



5.5.4.2 Then a window will pop up - **fig3**.



5.5.4.3 Look to the far right at "Alt Pur Reason:".

5.5.4.3.1 Type in "CON".

5.5.4.3.2 Right click on box -> action -> "maintain alternate purchase reason code", then type in "CON" on the left, then click okay.

5.5.5 After the PN is put in and any alternate purchase reasons are handled, enter the appropriate QTY and "Purch Cost – USD" (the first column not the second).

5.5.5.1 Click tab and it will autofill the second column, and the running totals bar in the bottom right should reflect the change in the total value of the PO.

5.5.5.2 Once all line items are entered, you can ignore the "Tag History, Debit Memos, Send/Print PO's" tabs for the time being.

5.5.6 Right click anywhere in the General box in the Header tab -> Action -> Deal Narrative, paste the following and enter the specifics.

a) Backlog: YES or NO
b) BU: Eric Young
c) Amount: $P.O. VALUE
d) OEM: UTAS W&B
e) Arrival Month/Year: WHEN WILL THE PARTS ARRIVE?
f) Departure Month/Year: WHAT TIMEFRAME DO YOU THINK THE PARTS WILL SELL?
g) Meets 1 in / 1 out: Yes
h) Notes: You can add margin here, or notes about the buy (like this is a 330-day order, etc.).

5.5.7 After the deal narrative is filled out, click save and a PO number will be generated in the top left.

5.5.8 Then, right click in the General box of the Header tab -> Action -> Submit for approval.

5.5.8.1 Depending on the value of the PO and your authorization level, it will either be approved instantly, it will be bumped up to your manager for approval, or it will have to be approved by your manager.

5.5.8.2 You can also check on the status of the approval by right clicking -> View -> Approval history/events and under the "Assigned To" column you can see who still needs to approve the PO.

5.5.9 Once PO is approved, you must send/print it.

5.5.9.1 Go to Send/Print PO tab.

5.5.9.2 For contact, put your initials.

5.5.9.3 Type = email.

5.5.9.4 Destination = type in your full email address.

5.5.9.5 After all 3 fields are filled in, right click on the destination box->Action-> Print/Send order.

5.5.9.5.1 This should send you an email copy of the PO for your records and the Status of the PO in the top right will change from "Unissued" to "Open".

6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
16/AUG/2022	Original	All.	Initial Release	P. Immordino