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MAINTAIN (CREATE) VENDOR (PROCESS)


New Vendor Request

1. Receive vendor request form from buyer.

- a. Form must be fully completed (no blank fields):
 - i. Requestor name, location
 - ii. Date requested
 - iii. Vendor: Name, address, phone, email, Contact name and email,
 - iv. Proposed Vendor Type
 - v. Services provided
 - vi. PO/RO
- b. Search appropriate ERP for requested vendor.
 - i. IMOPS (both ds and dsgov) (Find a Vendor IMOPS – see instructions below)
 1. If vendor is found in IMOPS, use same vendor number.
 2. If vendor does not exist, create a new number.
 - ii. Trax
 1. Right left click on vendor blank to get vendor list and enter vendor name to search.
 - iii. IFS
 1. Navigate to suppliers
 2. F2 to populate
 3. Click on Name in header to sort the list by name
 4. Look for vendor
 - iv. Vendor may have been previously deactivated or approved for another division. If found approved in another division for the same business unit copy the existing vendor. Do not create a new vendor in the applicable ERP or send another survey to the vendor.
 - v. If vendor does not already exist, a new vendor will need to be created.
- c. Perform a MK Denial Search for the company name on <https://www.mkdenial.com/login.cfm>
 - i. If listed, Vendor cannot be used, print search result to PDF.
 - ii. If listed inform buyer vendor cannot be used, & PDF results to Trade Compliance email: dplalert@aarcorp.com.

2. Based on Vendor Request Form Send Applicable Postal Survey to contact named on vendor request form.


- a. Select and address the appropriate email survey template. Add contact on the vendor request form and copy the Buyer who made the request.
- b. Template will include the Vendor Information Sheet (AAR-WDL-0131) and one of the following survey types.
 1. Non-Aviation = Vendor Information Sheet AAR-WDL-00131
 2. Supplier Survey Checklist AAR-WDL-0132
 3. Service Provider Checklist AAR-WDL-0133
 4. Calibration Lab Checklist AAR-WDL-0134
- c. Once postal survey is sent Buyer/purchaser is now responsible for follow-up with the vendor.

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3. Review completed survey from vendor.

- a. Ensure Vendor Information Sheet is acceptable. Required to have the quality requirements agreed upon, valid signature and date completed.
- b. The Business name provided on the Vendor Information Sheet should match what is entered into IMOPS.
- c. If a vendor changes their name include "Formerly known as (prior name)" in the second line below the new name.
- d. All Questionnaires fully complete, No Blanks, and supporting documents required for approval are provided.
- e. Contact\reply to vendor if additional documents\information is required.
- f. Save the received survey and supporting documents to a temporary folder.
 - i. Create unique file name for all documents (Vendor Request, Vendor Information Sheet, Survey, Air Agency Certificate, Ops Specs, MKDenialQuery, other associated certificates)
- g. Complete Questionnaire *Scorecard for qualification or re-qualification. Indicate approval, renewal, denial by completing applicable sections in Part II on Vendor Information Sheet AAR-WDL-00131.
- h. If a vendor's checklist score falls into the conditional acceptance range, Quality Assurance cannot approve vendor. The buyer must be notified, and their manager must sign off on page 3 of the vendor information sheet, accepting the risk of the vendor.
- i. For a vendor renewal if their checklist score falls into the conditional acceptance range, local Quality Assurance will review the performance of that vendor against our quality objectives. If they have acceptable past performance Quality Assurance can approve. If the performance is unacceptable a representative from the Business must sign off on page 3 (including notes for the reason for the business override) of the vendor information sheet, accepting the risk of the vendor.

- 4. Maintain/Create vendor** - (see IMOPS instructions below ([PAGE 10](#)), TRAX instructions ([PAGE 15](#)), IFS desktop instructions ([PAGE 17](#)), SysPro instructions ([PAGE 21](#)))

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Onetime Approval:

- a. Create/maintain onetime vendor approval for 24 hours (or appropriate, lowest # needed, could be 48, over the weekend) to onetime (temporarily) approve a vendor.
 1. Types of vendors needing onetime approval:
 - a. Customer Vendor (Exchange or CSP PO)
 - b. Customer Supplied Product (RO for customer owned property, followed by collecting the Vendor Information and applicable Survey Checklist)
 - c. Contract Purchase (Buyer needs to provide the contract)
 - d. Warranty Return
 - a. If vendor is already PO approved, approve for warranty, keep a manual list, and remove warranty approval after that onetime period.

IMOPS: Note this onetime approval on the note section (lower right)


Create MK Denial if added vendor

Scan all documents into ERP.

If the Vendor being requested for Warranty Repair is a certified Repair Facility and is onetime approved more than three times in thirty days, the Vendor will be fully approved following the Vendor Qualification procedure.

End User Statement Documents:


- a. These documents need to be signed off by the Legal Department for the applicable business unit.

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MAINTAIN/CREATE VENDOR (PROCESS)

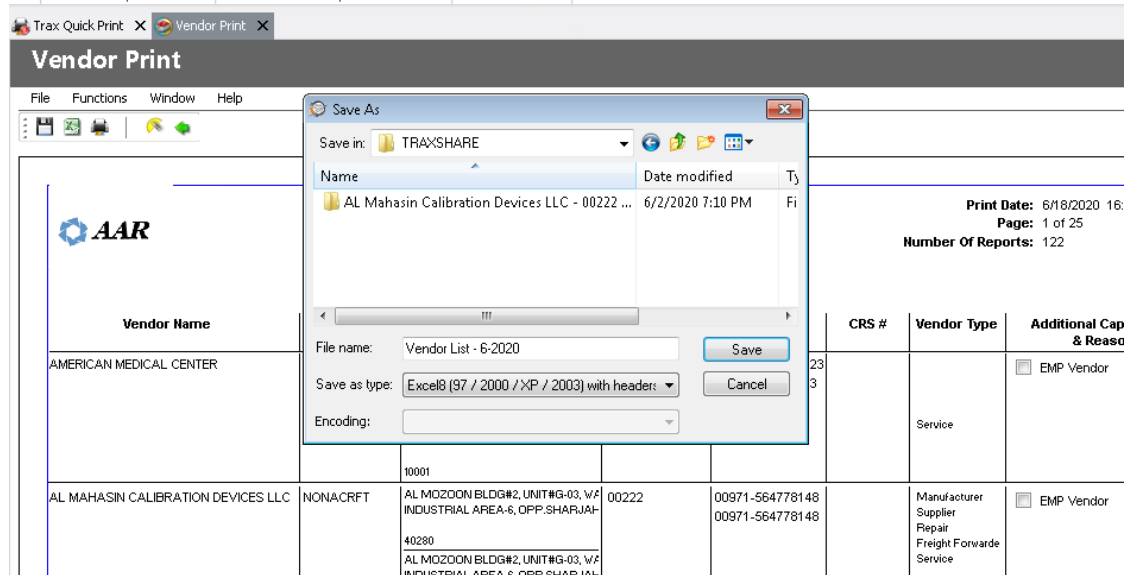
IMOPS:

1. Run DOMO report
2. Export Report to Excel
3. Filter down to vendors with recertification due in current month.
4. Filter out vendors that have been used 24x or less in last two years as Quality will not automatically reactivate them. The remaining vendors are a list/report of vendors for you to send out for recertification.
 - a. Contact can be found within the ERP system or scanned Vendor Information sheet.
 - b. AAR-WDL-00131 and applicable checklist (AAR-WDL-XXX)
 - c. Send survey packet to vendor for renewal.
 - d. Once received, Check the complete survey, and update existing entries in ERP system as appropriate.
 - e. Update Survey and applicable documentation
 - f. Scan new information into the ERP system
5. Make a copy of that report and advise managers of upcoming vendor approvals (deactivations)

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TRAX:


1. Run quick print
 - a. Open TRAX, quick print, print, quick print
 - b. Double click this quick print
 - c. Choose Vendor Recertification
A list of vendors will appear
 - d. Save list in excel format
 - e. Copy list to desktop (TRAX is in remote desktop) to filter accordingly.
2. Filter down to vendors with recertification due in current month.
3. Filter out vendors that have been used 24x or less in last two years as Quality will not automatically reactivate them. The remaining vendors are a list/report of vendors for you to send out for recertification.
 - a. Contact can be found within the ERP system or scanned Vendor Information sheet.
 - b. AAR-WDL-00131 and applicable checklist (AAR-WDL-XXX)
 - c. Send survey packet to vendor for renewal.
 - d. Once received, Check the complete survey, and update existing entries in ERP system as appropriate.
 - e. Update Survey and applicable documentation
 - f. Scan new information into the ERP system
4. Make a copy of that report and advise managers of upcoming vendor approvals (deactivations)



The screenshot shows the 'Vendor Print' application window. A 'Save As' dialog box is open, showing the file path 'TRAXSHARE' and the file name 'Vendor List - 6-2020'. The 'Save as type' is set to 'Excel8 (97 / 2000 / XP / 2003) with headers'. The background shows a table of vendors with columns for Vendor Name, CRS #, Vendor Type, and Additional Cap & Reaso.


Vendor Name	CRS #	Vendor Type	Additional Cap & Reaso
AMERICAN MEDICAL CENTER	233	Service	<input type="checkbox"/> EMP Vendor
AL MAHASIN CALIBRATION DEVICES LLC	00222	Manufacturer Supplier Repair Freight Forwarder Service	<input type="checkbox"/> EMP Vendor

Print Date: 6/18/2020 16:
Page: 1 of 25
Number Of Reports: 122

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IFS:

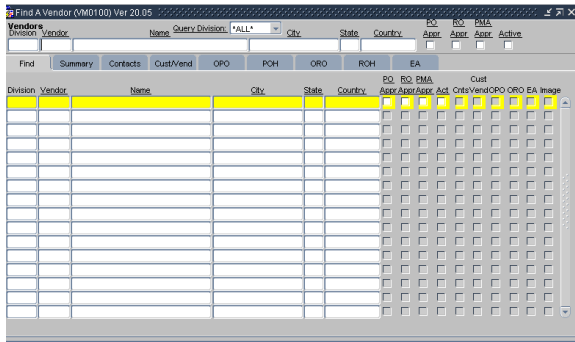
1. Navigate to Approved Suppliers List
 - a. F2 in header to populate list
 - b. Choose PO or RO List (you'll need to do again, for the other)
 - c. Choose Output at bottom of screen to make a report and proceed.
 - d. Choose CSV (Quick Print Report will get entire report) so you can filter and sort report.
 - e. Follow process again for the option not chosen (remember there is one approval list for PO and another for RO suppliers).
2. Filter down to vendors with recertification due in current month.
3. Filter out vendors that have been used 24x or less in last two years as Quality will not automatically reactivate them. The remaining vendors are a list/report of vendors for you to send out for recertification.
 - a. Contact can be found within the ERP system or scanned Vendor Information sheet.
 - b. AAR-WDL-00131 and applicable checklist (AAR-WDL-XXX)
 - c. Send survey packet to vendor for renewal.
 - d. Once received, Check the complete survey, and update existing entries in ERP system as appropriate.
 - e. Update Survey and applicable documentation
 - f. Scan new information into the ERP system
4. Make a copy of that report and advise managers of upcoming vendor approvals (deactivations)


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FIND A VENDOR (INSTRUCTIONS, HOW TO)

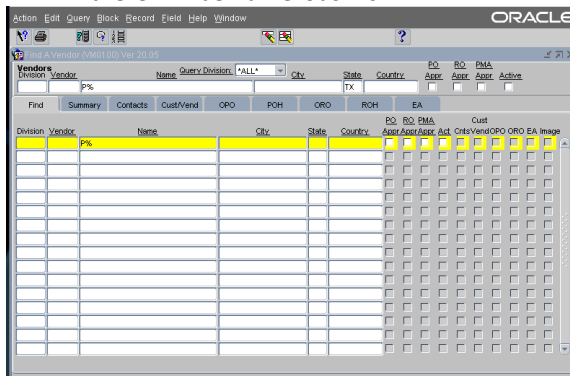
IMOPS:


First, enter the division you wish to query, or choose ALL for all divisions.



1. Press F7 or the query key () to start your query.
2. Enter one or more of the indicators (Vendor, Name, City, State, Country)

NAME enter a “%” wild card behind whatever letters you choose. You don’t have to enter a full name. For instance, in the case of Pratt & Whitney, vendor could be Pratt & Whitney, PW, P&W, so you might enter and P and the wildcard)”P%” and then further specify by city/state or something as there will be numerous P’s.




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TRAX:

1. Locate trax settings
 - a. Query
 - b. Vendor Master Query Selection
 - c. Right click on vendor field
 - d. Select name button and type out the vendor name to see if they come up in the vendor list

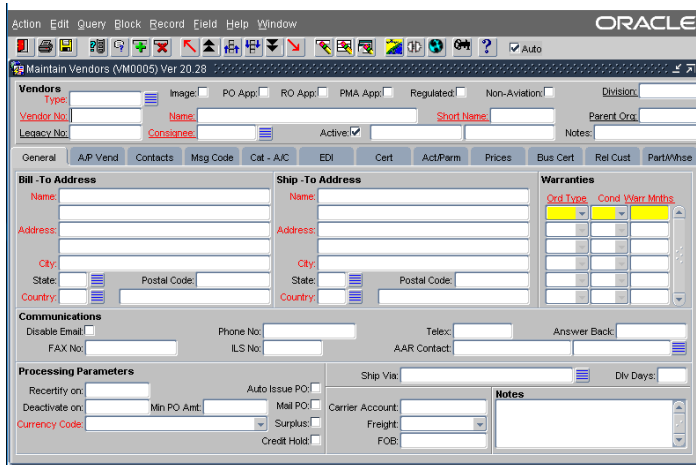
IFS:

1. Navigate to Approved Suppliers List
2. F2 in header to populate list
3. Choose PO or RO List
4. Categorize either vendor number or vendor name to find the vendor you are looking for.
5. You will need to repeat the process for the other

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MAINTAIN VENDOR (INSTRUCTIONS, HOW TO)

IMOPS:



IMOPs works by inserting header, footer and then body (in that order) and all mandatory fields are in red. So: in header,

Insert TYPE = type of vendor (ie, OEM, Distributor, FAA 145, etc.)

VENDOR NO. = number you just found

NAME = name of vendor (don't put the LLC, etc here as it will confuse some QC reports

SHORT NAME = a shortened abbreviation, of your choosing

CONSIGNEE = "direct"


Footer insert:

CURRENCY CODE – "USD"

SAVE (you won't be able to enter some things on the following tab until you have saved.)

Navigate to Business Cert tab



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Note, the header remains so you see the vendor you're working in.

Forget about red mandatory

Enter CHARACTERISTICS – info found on Vendor Information Sheet

If vendor claims hubzone, must be verified:

https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

Scan results into vendor

OTHER SCOPE NOTES – Enter scope here

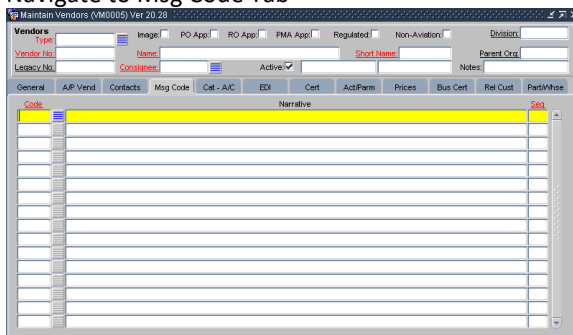
for a vendor enter scope info,

for a customer = “customer – exchange, CSP

for a QC vendor (type was OH) and scope “QC vendor”

SAVE

Navigate to Msg Code Tab



Div 1, 7, 11 need message code QR

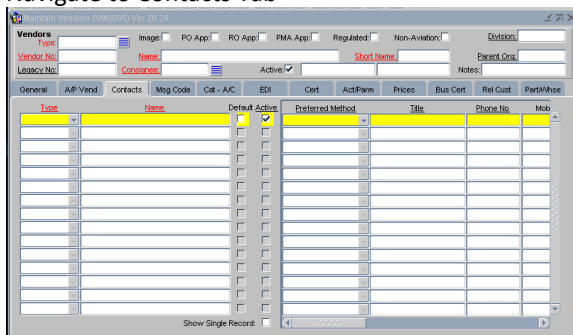
Div 55 requires message codes for PO 11, 12, 19, 86, 92, SA

Div 55 requires message codes for RO 32, 20, 29, 30, 31, 93, 86, SR

Div 31 requires message codes 09, 11, 02, 13, 29, 39, 93


SAVE

Navigate to Contacts Tab

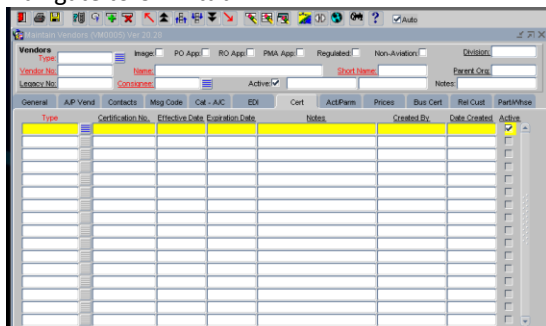


Enter contacts and identify a default.

SAVE

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Navigate to CERT tab



Enter: “New Survey” and effective date

Quality and repair certs –

Cert number/name

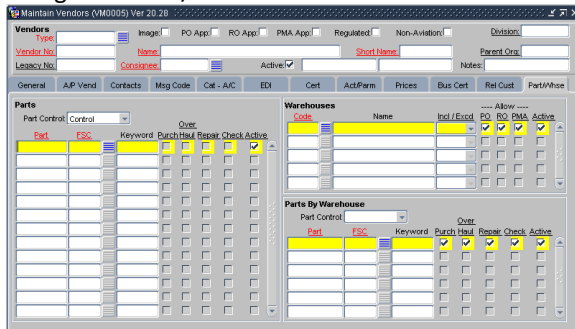
Effective date

(these may require expiration dates also)

In the case where notes are needed, add. (IE AS9100 is the type. Under notes, put the exact type (for instance, AS9100D, AS9110C, AS9120B and ISO 9001:2015)

SAVE

Navigate to Part/Whse Tab



For Div 5, under Warehouses, add IMC, MAS, RFD, YQG, YRQ (mark PO or RO approved as needed for each warehouse).


If needed. AAR requires dual certification (ASC-WDL-0107 – Supplier Quality Requirements Manual) (signed and agreed to on survey). An OEM may be able to repair its own parts. Or you might include parts for certain programs, or you might exclude parts.

So: in the PART CONTROL = include (or exclude if needed)

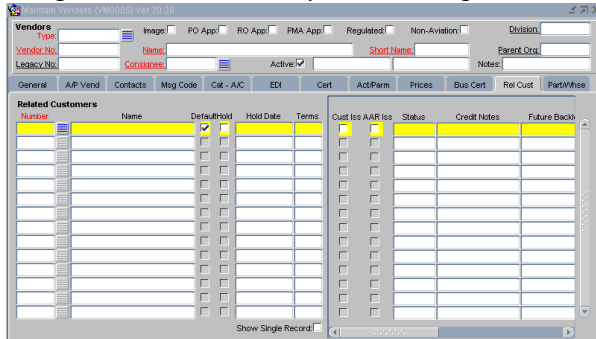
Enter the parts.

(note: you must PO/RO approve the vendor before this will work)

SAVE

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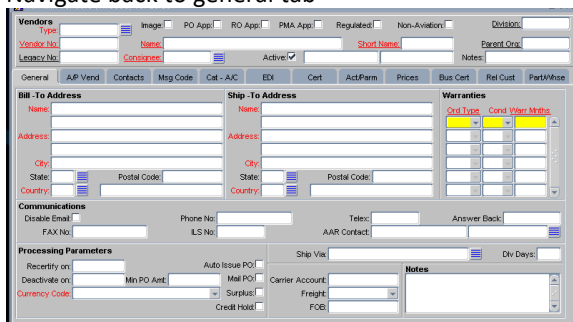
Navigate to REL CUST tab if you are making a customer into a vendor



Note: the page looks like it works by number, but to find the customer, you'll need to put the customer NAME.

SAVE

Navigate back to general tab



In the footer section is

RECERTIFY ON – The first of the month 2 years from when the Vendor gained approval.


DEACTIVATE ON – The last day of the month 2 years from when Vendor gained approval.

APPROVE (top of screen) PO, RO approve accordingly. And if vendor is an OEM or Repair vendor, also check the regulated box.

Marking non-aviation will restrict the vendor to non-aviation items – sounds like a good idea, but there are many parts put into the IMOPS system as aviation part when it's not, so don't use this.

SAVE (note, you must save before you can attach scans)

Attach: Scans (make sure to scan each item and name them separately.) You want to be able to find them later.

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Other vendor types to be created:

QC Vendor

Type = OH

Scope = "QC vendor"

When QC asks you to create a vendor, you enter information for the general tab and the scope (business cert tab) and that's it. No approval, scans or anything necessary.

No Scan Necessary

Local Vendor

Type = LOCAL

All vendors that provide supplies that are used on site and don't touch an aircraft or aircraft part (cleaning supplies, uniforms, golf carts) must be on our approved vendor list. Create these like a QC vendor, but type is LOCAL, and scope will be applicable to vendor. Put recertification date for two years after creation (see PFC AAR-ASC-4.6-1) to surveil these vendors every two years. You will not actually surveil them, but you can contact the initiator to verify the information on the form. Vendors no longer used should be deactivated.

Non-Aviation

Type = Non Avia

Instances where supplies will go to customer, but don't touch an aircraft or aircraft part.

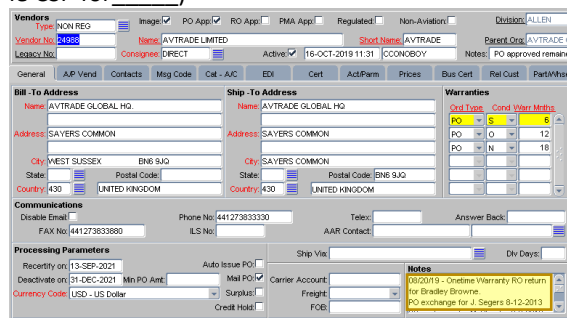
VRF & MKDenial & VIS

Customer a Vendor

Type = CUSTOMER


Scope – "Customer – exchange, CSP"

Scan Form (AAR-WDL-0005) and enter notes into the note field on the general tab. (date, onetime, PO/RO type ie CSP for _____)

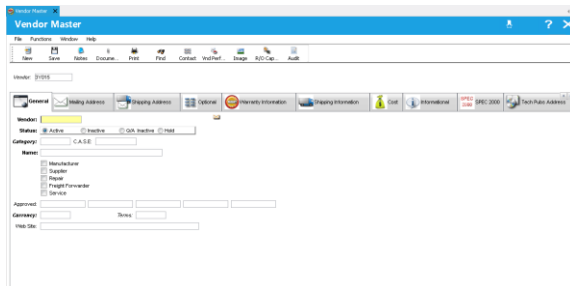


Always click save (F10) before exiting Maintain Vendor or switching to another vendor to ensure changes are not lost.

You've now created a vendor. Notify buyer of vendor number and PO/RO approval status.


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TRAX:

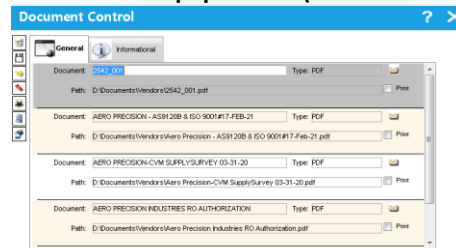


1. To enter and update vendors in Trax go to: **SETTINGS>UPDATE>VENDOR**
2. To enter a new vendor click on the “new” button and complete the following fields:
 - a. **General Tab**
 - i. Vendor: enter the cage code
 - ii. Status radio button: select Active
 - iii. Category: left and right click in field and select appropriate category
 - iv. Name: enter legal name of company
 - v. Leave the check boxes below Name as is – they prepopulate according to which category you select.
 - vi. Currency: USD
 - vii. Terms: N30
 - viii. Web Site: self-explanatory (can leave blank)
 - b. **Mailing Address Tab**
 - i. Enter all necessary fields (fax and SITA are not necessary)
 - ii. Enter the main contact information (usually sales person)
 - c. **Shipping Address Tab**
 - i. Click on the button to the left of Address label to populate fields with the mailing address information, otherwise enter all required data.
 - ii. The main contact may be different than the mailing address contact (ie shipping manager)
 - d. **Optional Tab (this is not optional for you!)**
 - i. Phone date: Enter deactivation date
 - ii. Financial Sys vendor: 0 (or the Lawson code if you know it)
 - iii. Financial Sys Country: USD
 - iv. Cage code: enter cage code

SAVE vendor (you must save before you attach)

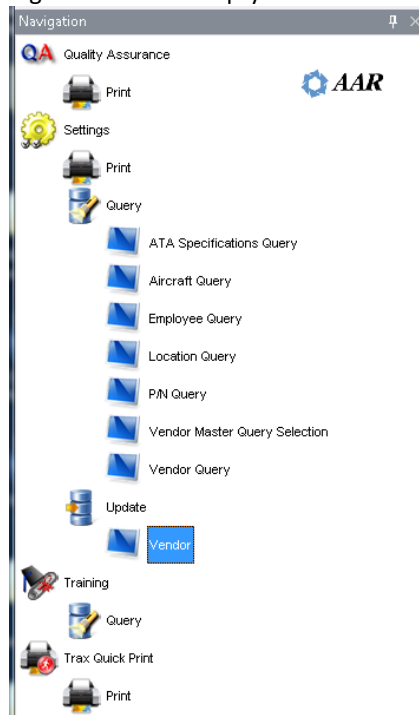
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e. **Attach vendor paperwork (Document Control)**



- i. Copy vendor paperwork to remote/Trax server
 1. On Trax Server, navigate to S:\Trax Vendors
 2. Copy pdf document to this folder
 - ii. Vendor master in Window in Trax (where you were creating vendor) Click on Document Control Button (paperclip icon)
 - iii. Click on the NEW button (very top button on left portion of window)
 - iv. Use the file dialog window to navigate to S:\Trax Vendors and select your pdf file.
 - v. Save record
3. To update a vendor in Trax, go to: **Settings>Update>Vendor**
- a. left and right click in the vendor field and type name of vendor (or scroll and select)
 - b. Update all required fields and save record.

Go to Update – Vendor to make changes to existing Vendors.
Right click in the empty vendor number field to pull up AVL list.



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IFS:

1. Navigate to the supplier screen
 - a. Press the plus sign and begin to fill in the required (highlighted) boxes and save
 - b. Select the vendor type in the vendor field and put the scope of the vendor in the Vendor Notes Field.
3. Navigate to the address tab and press the plus sign
 - a. Address Identity – Enter the customer number just created, then a dash, and then the purpose of the address (BILL TO, SHIP TO, GENERAL, etc.) followed by the number of that address (if a customer has multiple ship to addresses, the first would be SHIP TO 1, then SHIP TO 2, etc.)
 - b. When creating the BILL TO address make sure to select Document and Pay default Address
 - c. When creating the SHIP TO address make sure to select Delivery and Visit default Address

Supplier

Supplier: 44987	Name: L3 TECHNOLOGIES MAS INC	Association No:	Lawson Vendor No: csp
---------------------------	----------------------------------	-----------------	--------------------------

General	Address	Contact	Comm. Method	Message Setup	Classification	Invoice	Payment	Purchase	SRM Info
---------	---------	---------	--------------	---------------	----------------	---------	---------	----------	----------

Address Identity: **44987-SHIP TO** Supplier's Own Address ID: Supplier Name: L3 TECHNOLOGIES MAS INC

General Address Info	Document Tax Information	Purchase Address Info	Purchase Tax Information
----------------------	--------------------------	-----------------------	--------------------------


Country: CANADA
Address: AEROPORT INT. DE MONTREAL, MIRABEL
MIRABEL, J7N 1H3, QC
CANADA

+ Address Type	Default Address
Delivery	<input checked="" type="checkbox"/>
Document	<input type="checkbox"/>
Pay	<input type="checkbox"/>

Valid From: Valid To:

Comm Method:

4. Navigate to the invoice tab and being to fill in the required (highlighted) boxes
 - a. For vendor type select External
 - b. Automatic Payment Authorization select 'At Final Posting'
 - c. Invoice Recipient select the buyer who requested the vendor
 - d. For Invoicing Supplier field make sure the vendor name and number is correct.

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Back

Supplier

Supplier:

44987

Name:

L3 TECHNOLOGIES MAS INC

Association No:

Lawson Vendor No:

csp

General

Address

Contact

Comm. Method

Message Setup

Classification

Invoice

Payment

Purchase

SRM Info

Company:

205

General

Properties

Tax Information

PO Matching

Message Defaults

Supplier Type:

External

Supplier Group:

0

External

Mandatory Payment Reference at Invoice Entry

Currency:

USD

Default Currency Rate Type:

Notes

Plan Payment Delay:

0

Payment Terms:

N30

NET 30

Automatic Payment Authorization:

At Final Posting

Payment Authorizer ID:

*

IFS Applications

Preliminary Code:

Invoice Recipient:

AARX1APP

NEED FOR MIGRATION

Invoicing Supplier:

44987

L3 TECHNOLOGIES MAS INC

National Bank Code:

Posting Template Identity:

Inactive Date:

Inactive Reason:

Inactive Reason Description:


Default Invoice Types

Manual:

Automatic:

Recurring Manual:

5. Next, select the Address tab, go to Purchase Address Info, and select the plus sign.
 - a. Delivery Terms: Select FOB ORIGIN
 - b. Ship-Via: Select '* *'

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12. Enter Delivery Terms and Ship Via's

Functional Group

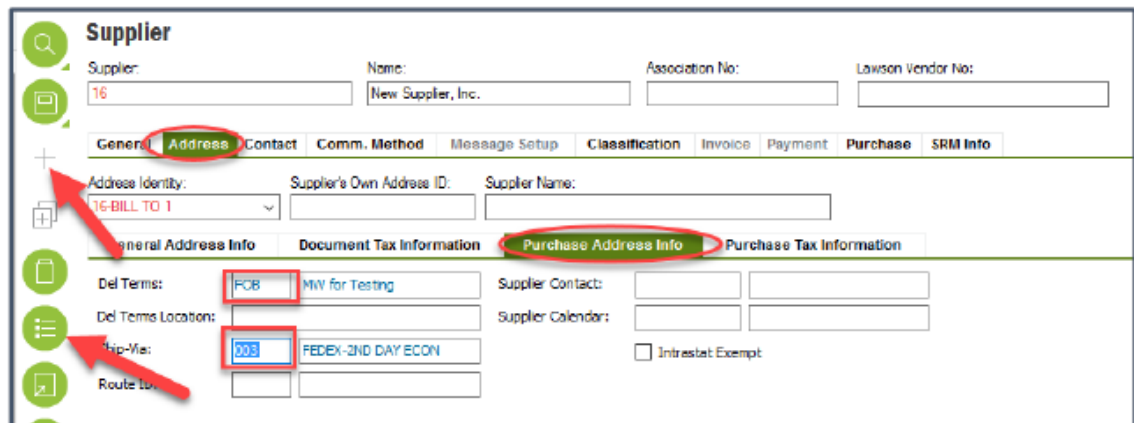
Accounts Payable

Description

Go to the Address tab, and for each applicable address identity, on the Purchase Address Info, click in the Del Terms field and then click the plus sign on the left side of the window. Enter information as detailed below. Enter information as detailed below and save.

Note: This tab is optional.

- Del Terms – The default delivery terms for this address
- Ship-Via – The default ship via for this address



Supplier

Supplier: 16 Name: New Supplier, Inc. Association No: Lawson Vendor No:

General Address Contact Comm. Method Message Setup Classification Invoice Payment **Purchase** SRM Info

Address Identity: 16-BILL TO 1 Supplier's Own Address ID: Supplier Name:


General Address Info Document Tax Information **Purchase Address Info** Purchase Tax Information

Del Terms: **FOB** MW for Testing Supplier Contact: Supplier Calendar:

Del Terms Location: Ship-Via: **003** FEDEX-3ND DAY ECON ☐ Intrastate Exempt

Route to:

- Navigate to the purchase tab and press the plus sign
 - Select the Approved box, put in today's date and the next audit date below
 - In the expiration date field put the date the vendor will become deactivated

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Supplier

Supplier: Name: Association No: Lawson Vendor No:

General	Address	Contact	Comm. Method	Message Setup	Classification	Invoice	Payment	Purchase	SRM Info
General	Misc Supplier Info	Message Defaults	Charges	Purchase Groups	Delivery Overheads				

Supp Stat Grp:	<input type="text" value="CUSTOMER"/>	<input type="text" value="CUSTOMER SUPPLIED/OWNED MATERIAL"/>	Customer No:	<input type="text"/>	Customer Category:	<input type="text"/>
Buyer ID:	<input type="text" value="ERIC.CICERO"/>	<input type="text" value="ERIC CICERO"/>	Our Cust No:	<input type="text"/>		
Payment Terms:	<input type="text"/>	<input type="text"/>	Discount Rate:	<input type="text" value="0"/>		
Currency:	<input type="text" value="USD"/>	<input type="checkbox"/> Pay Tax	Additional Cost:	<input type="text" value="0.00"/>		
Purchase Code:	<input type="text"/>	<input type="text"/>				


Quality <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Note Date: <input type="text" value="5/13/2020"/> Type: <input type="text"/> Next Audit: <input type="text"/>	Environment <input type="checkbox"/> Approved <input type="checkbox"/> Note Date: <input type="text"/> Type: <input type="text"/> Next Audit: <input type="text"/>	Code of Conduct <input type="checkbox"/> Approved <input type="checkbox"/> Note Date: <input type="text"/> Type: <input type="text"/> Next Audit: <input type="text"/>	Credit <input type="checkbox"/> Approved <input type="checkbox"/> Note Date: <input type="text"/>
--	---	---	--

Supplier Template <input type="checkbox"/> Use as Template <input type="checkbox"/> New Quickly Registered Supplier Template Description: <input type="text"/>	Purchase Express Order <input type="checkbox"/> Express Order Allowed Expiration Date: <input type="text" value="5/20/2020"/>
---	--


7. Navigate back to the General tab and select the attachment box on the bottom left side of the screen
 - a. When attaching documents select new and drag document into box. Select supplier doc for all documents.
8. Navigate to Approved Suppliers List
9. F2 in header to populate list
10. Choose PO or RO List
11. Select the + symbol to add the new supplier to the approved list. Search through the list for existing vendors.

Approved Suppliers List 3 (4)

Purchase Group:	Purchase Group Description:	Site:	Auth Routing Templ ID:
<input type="text" value="RO"/>	<input type="text" value="Repair Order"/>	<input type="text" value="WDL"/>	<input type="text" value="1"/>

	Supplier	Supplier Name	Status	Audit Date	Next Audit	Note	Approved Until	Vendor Type	Vendor Notes
	10003	AAR AIRCRAFT TURBINE CENTER	Not Approv...	1/14/2022	1/1/2024			DISTRIBUTOR - A...	Distribution of ai...

12. Type in the supplier number IFS created and SAVE.

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13. Highlight the supplier to approve, right click > Change Status > Approve.

10003	AAR AIRCRAFT TURBINE CENTER				
10011	AAR DEFENSE SYSTEMS				
10015	AAR AIRCRAFT SERVICES-OKLAHOMA				
10020	AAR AIRCRAFT COMPONENT SERVICE				
10021	AAR TECH SERVICE CENTER MW				
10029	Kidde Technologies				
10030	AAR AIRCRAFT COMPONENT SERVICE				
10032	DEFENSE TECHNOLOGY EQUIPMENT				
10033	MIDWEST PACKAGING & CONTAINER				

14. Update Approved Until date.

?

×

Approve

Approve

Audit Date:


1/14/2022

Approved Until:

OK

Cancel

“For Reference Only When Printed”

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Syspro:

Guillermo.Porras@aarcorp.com will create a new vendor and provide vendor number.

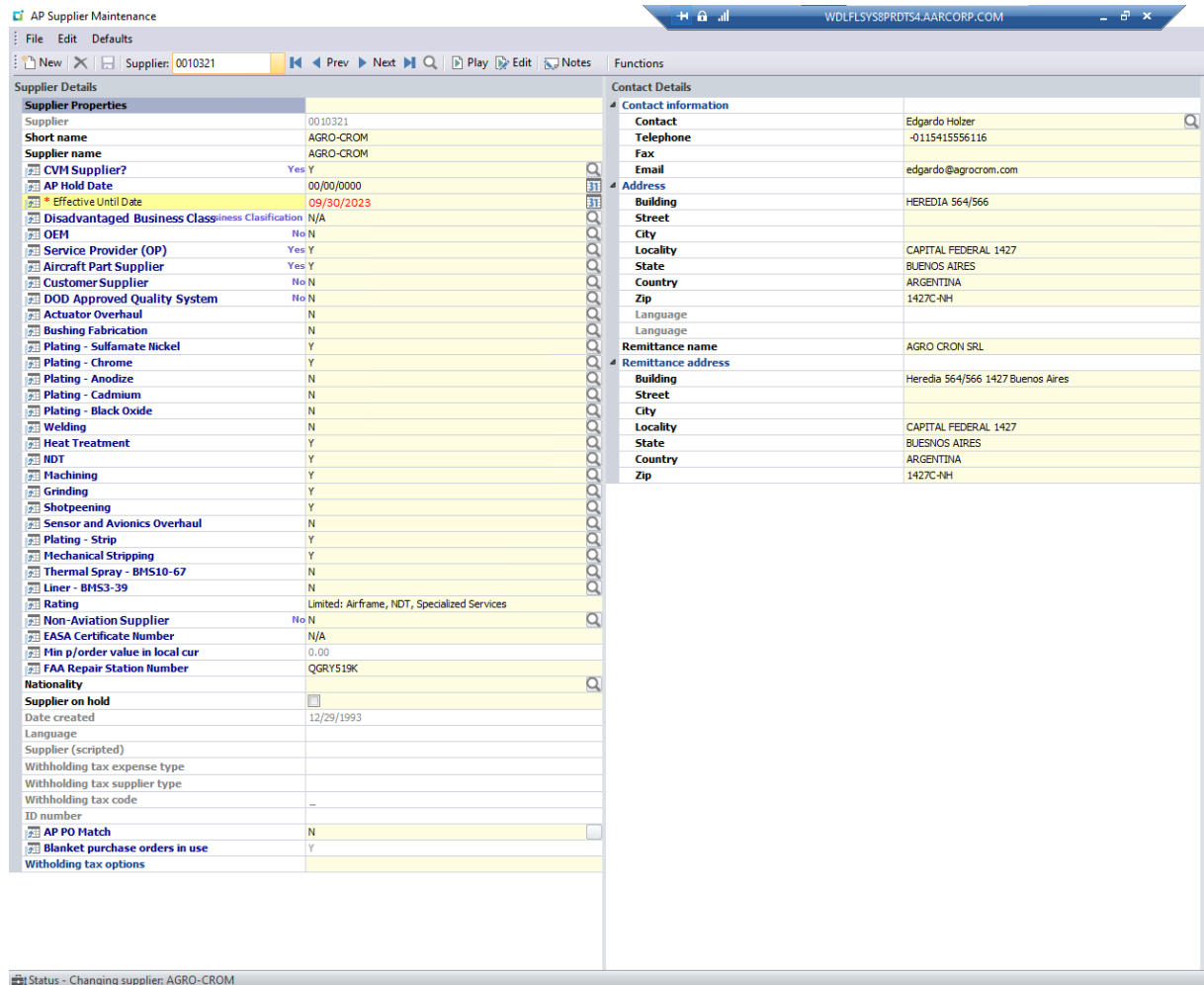
Need Syspro vendor number.

Key into "Supplier Maintenance" screen.

Enter number in supplier to search.

Will need to update "Effective Date" (+2 years)

Then need to enter "Y" into one of the OEM/Service Provider/ etc... which ever it is.




Default the listed special processes to "N". Update to "Y" when requested.

Use the Rating field to enter Scope of Vendor.

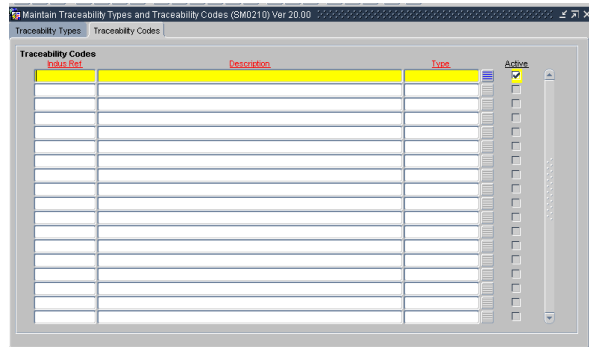
For new vendor additions will need to create a new folder in the shared folder below with Vendor Name and Vendor Number. This is where you would put the "attachments" like in IMOPS paperwork.

\\miaffs3\Share\Quality & Safety Documents\CVM Vendors & Suppliers documents

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MAINTAIN TRACE TYPES AND CODES (INSTRUCTIONS, HOW TO)

IMOPS:



To be used when QC asks you to add trace.

Note: this can't be done from every division, but from your home division.

Traceability is a table, so it reflects across the entire ERP (ds, dsgov). You don't have to enter for each division

Verify vendor status:

Repair stations: On internet, go to FAA.Gov

Find repair station

Verify repair station matches that on request and enter into trace under INDUS R REF.

Airline.

On internet, go to Wikipedia

Enter vendor name

Enter the IATA code into trace.

OEM

On internet, go to cage.dla.mil

Search company name (don't use entire name, comma specific site)


Enter cage code into trace

Enter name of vendor as it appears on the verification (above)

Enter the type of vendor (FAA 145, EASA 145, OEM, FAR 121, etc.)

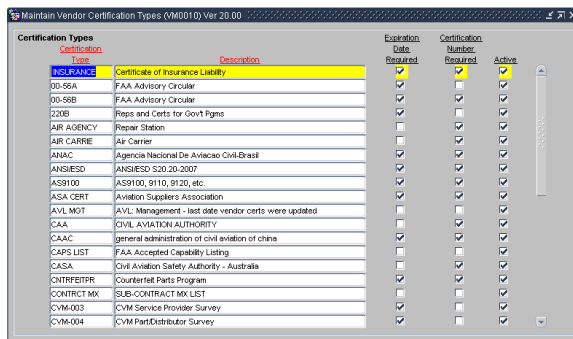
SAVE

You've now created trace.

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MAINTAIN VENDOR CERTIFICATION TYPE (INSTRUCTIONS, HOW TO)

IMOPS:



Type	Description	Expiration Date	Certification Number	Active
INSURANCE	Certificate of Insurance Liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
00-56A	FAA Advisory Circular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
00-56B	FAA Advisory Circular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2208	Reps and Certs for Govt Pkgs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AIR AGENCY	Repair Station	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AIR CARRIER	Air Carrier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ANAC	Agencia Nacional De Aviacao Civil-Brasil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ANSIISO	ANSIISO S20.20.2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AS9100	AS9100, 9110, 9120, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ASA CERT	Aviation Suppliers Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AVL MGT	AVL Management - last date vendor certs were updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASA	CIVIL AVIATION AUTHORITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAAC	general administration of civil aviation of china	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAPS LIST	FAA Accepted Capability Listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASA	Civil Aviation Safety Authority - Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COUNTERFEIT	Counterfeit Parts Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CONTRACT MX	SUB-CONTRACT MX LIST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CVM-003	CVM Service Provider Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CVM-004	CVM Part/Distributor Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

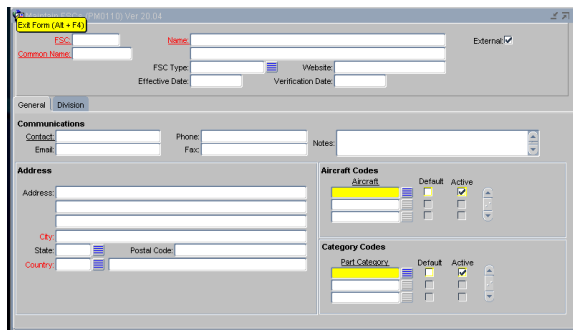
You have the ability to maintain vendor types.

But be careful, what you create is visible for ENTIRE IMOPS network, not just the divisions you maintain.

Types that have been used before can be inactivated, but not deleted as they have records attached to them somewhere.

MAINTAIN FSC (INSTRUCTIONS, HOW TO)

IMOPS:



Request will come from buyer.

All information is on the form buyer submits; you enter it here:

FSC = FSC code


NAME = Name of vendor

COMMON NAME = abbreviation of your choosing, if you choose an abbreviation already in use, IMOPS will not allow.

ADDRESS = enter address of vendor (to include city, state, postal code and country)

SAVE

You've now entered FSC

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MK DENIAL (INSTRUCTIONS, HOW TO)

For every vendor you create, you must perform an MK denial search to verify the vendor is not on the government denied party listing.

www.mkdenial.com

Login = atc2

Password = aar1


You need to enter at least two words, if something comes up, you need to narrow down your information, until you have no denial.

DENIED: If you still have a denial, then you cannot create the vendor.

Notify the buyer vendor cannot be used

Notify Trade Compliance (dpalert@aacorp.com)

APPROVED: Else, print the search results to PDF and save to your scan folder to be scanned into the vendor.

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RISK (INSTRUCTIONS, HOW TO)


If the checklist score falls into the conditional acceptance or the Not Acceptable range, initiator's General Manager (AAR Supply Chain, Inc) or Senior/Regional Director (AAR Government Services and AAR International – Commercial Programs) or higher must sign off if vendor is to be approved (including notes for the reason for the business override). (They mark the appropriate box(es), for high or not meeting quality acceptable risk).

If they will not agree with our quality requirements (ASC-WDL-0107 Supplier Quality Requirements Manual, etc.) the initiator's General Manager (AAR Supply Chain, Inc) or Senior/Regional Director (AAR Government Services and AAR International – Commercial Programs) or higher must sign off (including notes for the reason for the business override) and mark the appropriate box(es) if the business decision has been made to use this vendor.

If a Temp Approval is needed on a Supplier where the business is unable to wait for completion of the appropriate Surveillance paperwork the initiators General Manager (AAR Supply Chain, Inc) or Senior/Regional Director (AAR Government Services and AAR International – Commercial Programs) must sign (including notes for the reason for the business override) and check both boxes under the Management Approval section in the Vendor Information Sheet.

Temp approval will not exceed 60 days from the date of request.

After the first 60-day temp approval, if the temp approval is still needed the next higher person in the reporting structure must sign off for the next 60-day temp approval. For every 60-day temp approval each will require sign offs by the next higher manager as it continues up through Sr leadership.

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NAMING CONVENTIONS FOR SURVEYS

Government Services/Supply Chain

- **Vendor Information Sheet**
 - Vendor Name VIS Expiration Date (Example: Honeywell VIS 05-31-2024)
- **Vendor Survey Used**
 - Vendor Name SelfSurvey Expiration Date (Example: Honeywell SelfSurvey 05-31-2021)
- **Checklist**
 - AAR-WDL-0132 - Part Supplier Checklist
 - Vendor Name, SupplySurvey Expiration Date (Example: Honeywell SupplySurvey 05-31-2024)
 - AAR-WDL-0133 - Service Provider Checklist
 - Vendor Name ServiceSurvey Expiration Date (Example: Honeywell ServiceSurvey 05-31-2024)
 - AAR-WDL-0134 - Calibration Checklist
 - Vendor Name CalSurvey Expiration Date (Example: Honeywell CalSurvey 05-31-2024)

MRO

- **Vendor Information Sheet**
 - Vendor Name VIS Expiration Date (Example: Honeywell VIS 05-31-2024)
- **Vendor Survey Used**
 - Vendor Name SelfSurvey CVM Expiration Date (Example: Honeywell SelfSurvey CVM 05-31-2021)
- **Checklist**
 - Part Supplier Checklist-CVM 004
 - Vendor Name, SupplySurvey CVM Expiration Date (Example: Honeywell SupplySurvey CVM 05-31-2024)
 - Service Provider Checklist-CVM 003
 - Vendor Name ServiceSurvey CVM Expiration Date (Example: Honeywell ServiceSurvey CVM 05-31-2024)
 - Survey Calibration CVM-005
 - Vendor Name CalSurvey CVM Expiration Date (Example: Honeywell CalSurvey CVM 05-31-2024)
- **Vendor Request Form and RFQ**
 - **Vendor Request Form**
 - Vendor Request form Warehouse Date (Example: VRF IMC 05-26-2022)
 - **RFQ**
 - RFQ Warehouse Date (Example: RFQ IMC 05-26-2022)

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SURVEY CERT TYPES AND NOTES

Government Services/Supply Chain


- **Type**
 - New Survey
 - Notes – SupplySurvey, ServiceSurvey, CalibrationSurvey, SelfSurvey, NonAviation

MRO

- **Type**
 - CVM-004
 - Notes – CVM SupplySurvey, CVM NonAviation, CVM SelfSurvey
 - CVM-003
 - Notes – CVM ServiceSurvey, CVM SelfSurvey
 - CVM-005
 - Notes – CVM CalSurvey, CVM SelfSurvey

NAMING CONVENTION FOR CERTIFICATIONS

- **Certifications with no Expiration Dates**
 - **Air Agency Certification**
 - Air Agency # Certification number (Example: AA#123ABC)
 - **Operation Specifications**
 - OPS SPECS Effective Date (Example: OPS Specs 05-26-2022)
 - **EASA(EU)**
 - EASA Certification number (Example: EASA.UK.145.123)
- **Certifications with Expiration Dates-All require a # sign before the Expiration Date**
 - **AS9100**
 - Certification Name # Expiration Date (Example: AS9100D #26-MAY-2022)
 - **EASA**
 - Certification Name Certification Number # Expiration Date (Example: EASA.145.123 #26-MAY-2022)
 - **ASA-100**
 - Certification Name # Expiration Date (Example: ASA-100 #26-MAY-2022)
 - **TAC-2000**
 - Certification Name # Expiration Date (Example: TAC 2K #26-MAY-2022)

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Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
01/MAY/2020	Original	All	Initial release	Jonathan Kovac
12/APR/2021	1	All	Updated to incorporate new Vendor Management process	Jonathan Kovac
01/SEP/2021	2	Section 3 / Page 2	Added section “g” to define the actions taken when a vendor falls into the conditional acceptance risk score during a renewal process not driven by a business need.	Jonathan Kovac
02/SEP/2022	3	Risk / Page 23	Added clarification on signature requirements and defined Temp Supplier Approvals	Jonathan Kovac
13/JUN/2023	4	One Time Approval / Page 3	Added limiting criteria around the usage of the one time approval for vendors.	Jonathan Kovac
17/SEP/2023	5	Risk Instructions / Page 26	Added information specific to the positions authorized to sign off on Risk for Government Services and Commercial Programs.	Jonathan Kovac