EXOSTAR

SupplyLine

by Robot Morning

Supplier User Documentation

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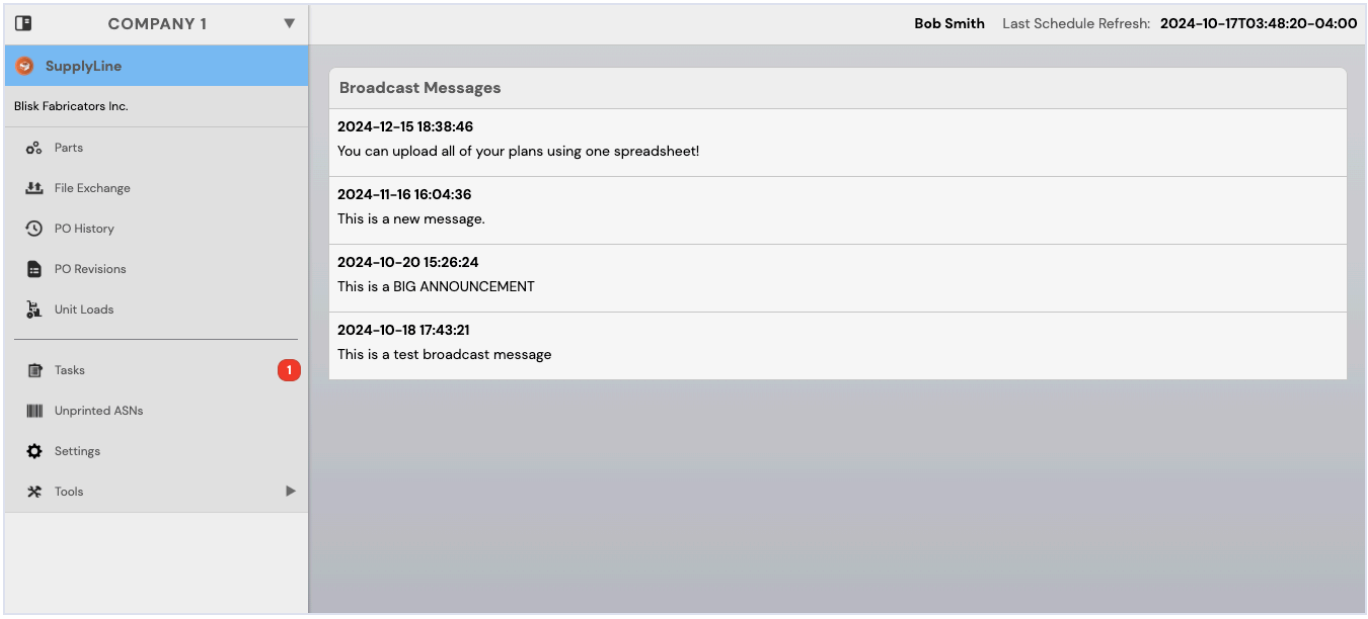
NOTE: Some features described in this documentation may not be available in some systems

Navigating SupplyLine

Sidebar Menu and Status Toolbar

Upon first logging into SupplyLine, you will have access to the following:

- **Sidebar Menu** - The navigation menu on the left side of the page that contains the following menu items:
  - **Current Supplier**
  - **Parts**
  - **File Exchange**
  - **PO History**
  - **PO Revisions** *(may not be available in some systems)*
  - **Unit Loads** *(may not be available in some systems)*
  - **Shipments** *(shown when your customer has enabled Create Shipment)*
  - **View QRAs**
  - **Tasks**
  - **Unprinted ASNs/Shipments**
  - **Settings**
  - **Tools** - contains **Aged In-Transit**, and **QRA Sign-off** when your customer has enabled sub-tier QRA sign-off
- **Status Bar** - The bar at the top contains the following:
  - ***Your Full Name***
  - **Last Schedule Refresh**
- **Broadcast Messages** - Important messages that the customer has posted



It is essential to validate that your user is linked to the correct supplier(s) by examining **Current Supplier**, which displays one of the following 3 values by default:

- **No Supplier Assigned**: This appears when your user account is not linked to any supplier. Please contact your buyer to link your account to the appropriate supplier(s).
- **All Suppliers**: This appears when your account is linked to multiple suppliers. This is a dropdown menu which allows you to choose a specific supplier if needed.
- ***Supplier Name***: This appears when your account is linked to a single supplier. The actual *Supplier Name* is displayed.

Parts

Part Reference Flag Filters

SupplyLine automatically flags items to show important statuses. The table below describes each of the part reference flags, along with how to resolve them if necessary.

Icon	Name	Meaning	Resolution
	Critical	Item has past due release; production is delayed	Supplier: ship parts
	Rescue	Item does not have past due releases, but parts are needed now	Supplier: ship parts
	Delinquent	Item has past due releases	Supplier: ship parts
	Shippable	Item has shippable releases	
	In Transit	Item has ASN(s) in transit	
	Stop	Item has no firm releases (may have forecast/planned)	
	Missing Commits	Item has releases not covered by supplier plans	Supplier: update supplier plans
	Stale Commits	Item has supplier plans that are in the past	Supplier: update supplier plans
	Kit	Item has kit component	
	Transition	Item is in transition to supplier	

Downloading the Schedule

You can download your entire part schedule by clicking **File Exchange** in the SupplyLine menu.

Note that in the left-side of the **File Exchange** screen, the drop-down menu is defaulted so that **Schedule** is selected. Click **Download** to export your item schedule to a spreadsheet.

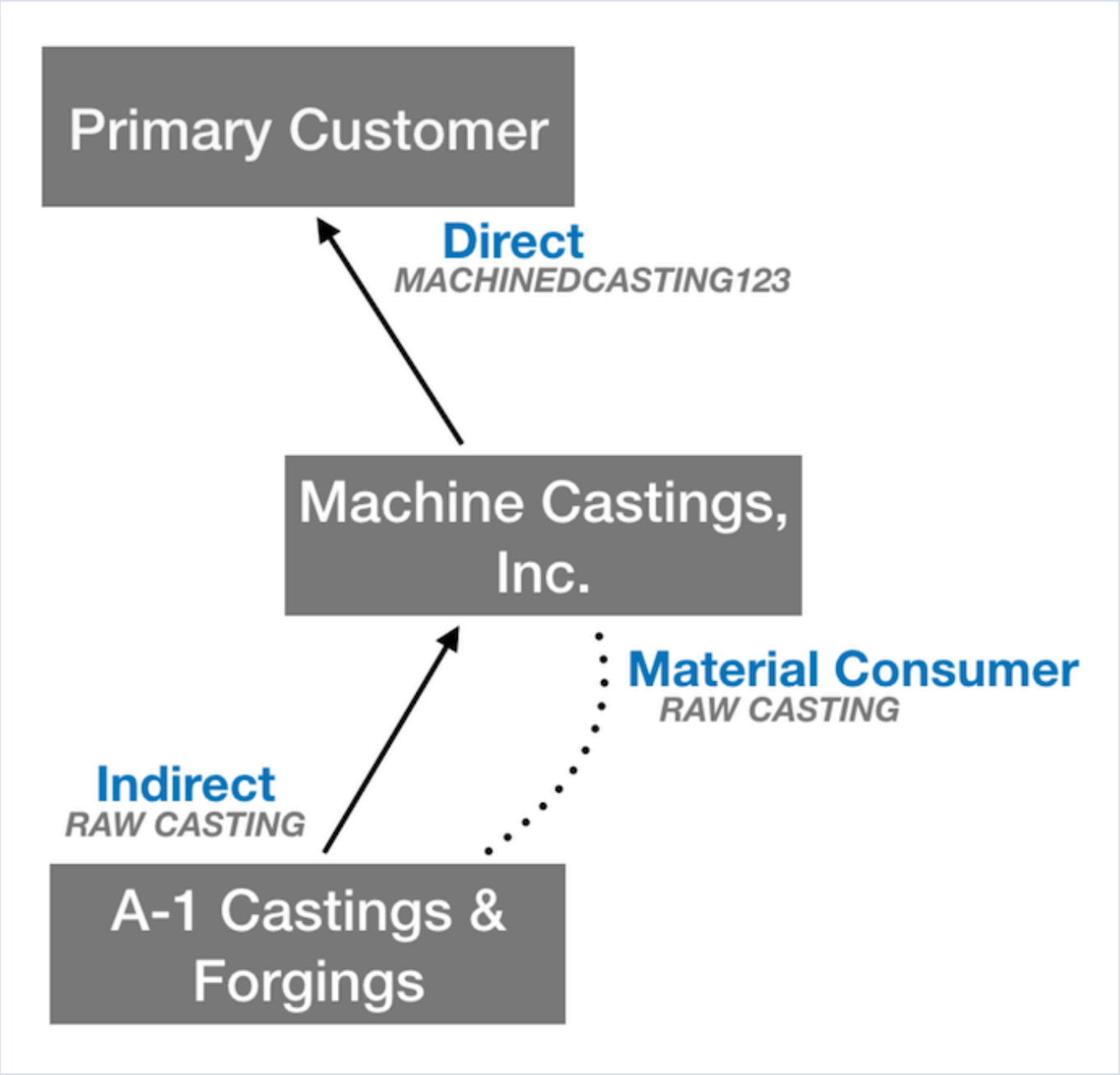
Note: The schedule report directly related to the **Current Supplier**. A schedule report for all suppliers linked to your user account will appear if you select **All Suppliers**. Selecting a single supplier in the **Current Supplier** dropdown menu will narrow the schedule report to the specified supplier.

Part Relationships

SupplyLine supports a few different types of supplier relationships. They are:

- Direct to Primary Customer
- Indirect to Other Customers

- Material consumer (Purchasing from Suppliers)



In the example above, the supplier Machine Castings, Inc. is a Direct supplier to the Primary Customer because they ship finished goods directly to the Primary Customer.

A-1 Castings & Forgings is an Indirect supplier to the Primary Customer because they sell materials which have been pre-negotiated by the Primary Customer to Machine Castings, Inc.

Machine Castings, Inc. is a Material Consumer because they are buying those pre-negotiated materials from A-1 Castings & Forgings.

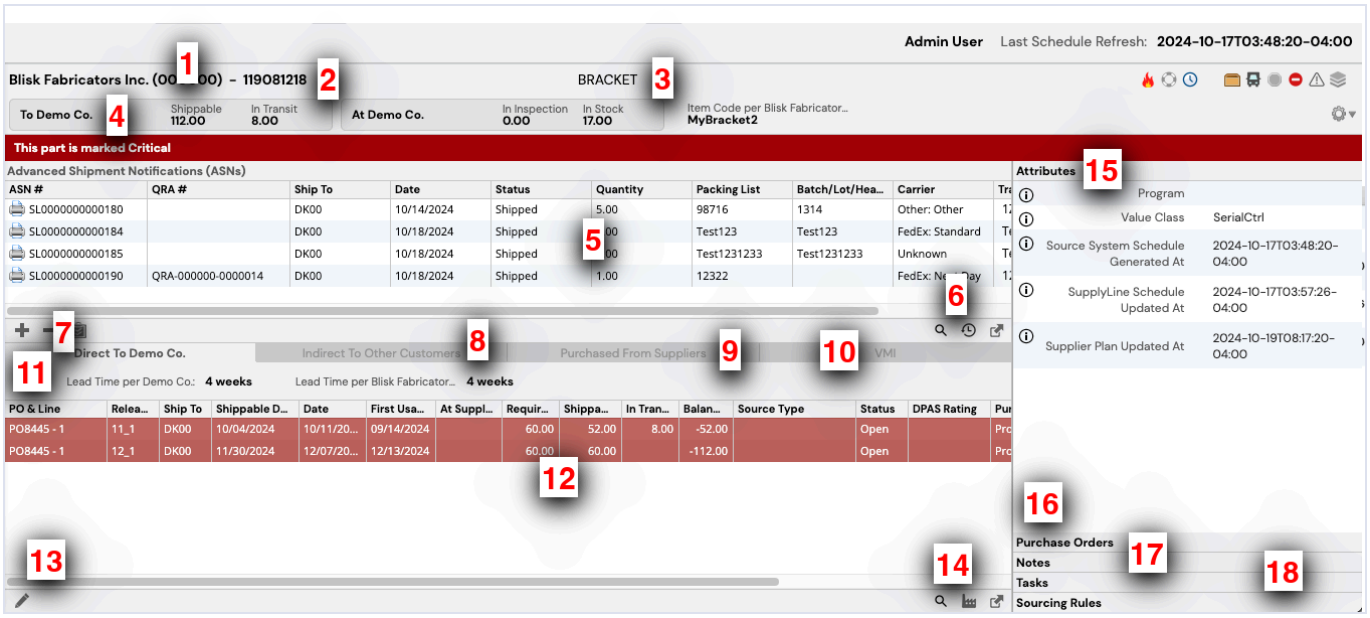
Viewing a Part

Select **Parts** from the SupplyLine menu and scroll to the part you wish you view. You can also begin typing the item number into the search bar at the top of the part list. Click on a part number in the part list, which will open the **Part view** screen.

If your user account is linked to more than one supplier, you have the option of filtering the part list to a specific supplier by selecting a supplier in the **Current Supplier** dropdown menu.

Using the Part view

The **Part view** screen contains the most important information related to a single finished good or material. The information below shows a **Part view** screen and describes its different parts.



1. Supplier name and code
2. Item code
3. Item description
4. Quantities that are shippable and in transit to the customer
5. List of all active ASNs
6. Button to display the ASN history
7. Tab to display schedule for a **Direct to Primary Customer** part (finished good)
8. Tab to display schedule for an **Indirect to Other Customers** part
9. Tab to display schedule for a **Purchased from Suppliers** part
10. Tab to display schedule for VMI items
11. Lead Times for both the Primary Customer and the supplier
12. Schedule for the item, with LOB
13. Edit button to update your plan
14. Export to Excel or CSV button, which appears in tables throughout SupplyLine
15. Tab to display **Attributes** for the part

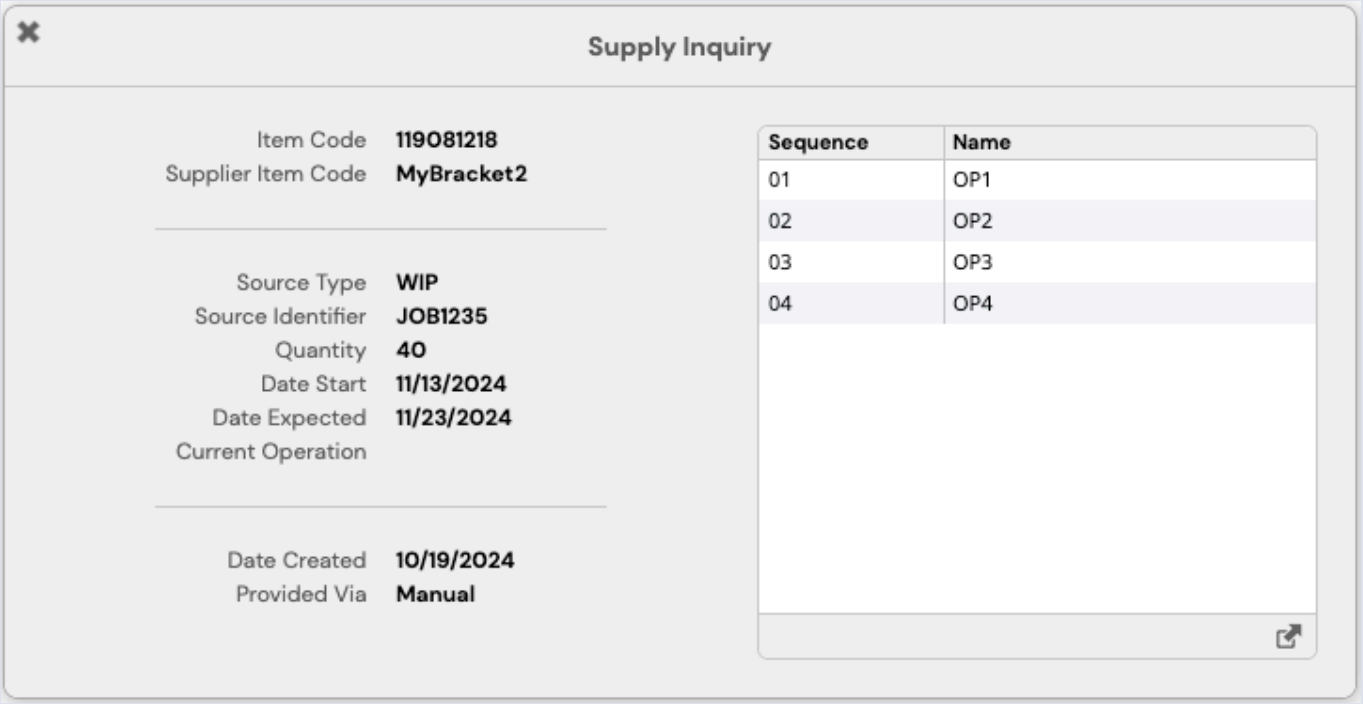
16. Tab to display **Purchase Orders**
17. Tab to add, edit, or delete **Notes** on the item
18. Tab to add, edit, or delete **Tasks** on the item

Viewing the schedule

The schedule for each item is displayed in the bottom half of the **Part view** screen. If the background of the schedule is red, you are viewing a part with a negative balance.

Viewing the supplier supply details

Select a supplier supply row in the schedule table and click **View record details** at the bottom of the table to see details of the supply.

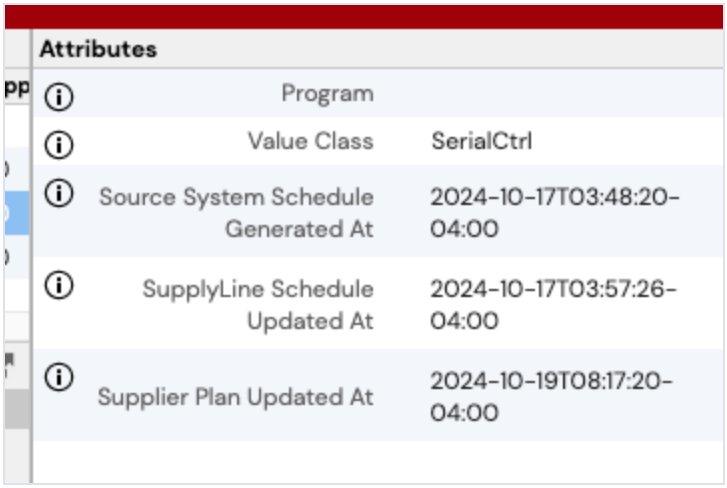


Attributes

The **Attributes** section provides the following attributes about the part:

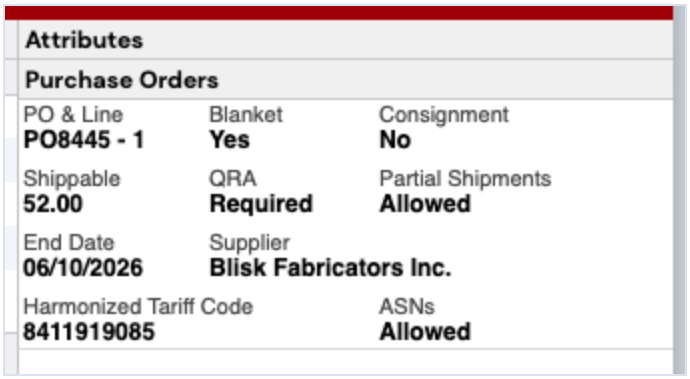
- **Program** – The program the part belongs to
- **Value Class** – The inventory value class of a part
- **Schedule Generated At** – The date and time the schedule was last generated in the source system
- **Schedule Updated At** – The date and time the schedule for the part was last updated in SupplyLine
- **Last Supplier Plan Update** – The date and time the supplier last updated their plans

You can view the **Attributes** for the active part. Click **Attributes** on the right side of the **Part view**.



Purchase Orders

In the **Part view** screen, you can view information about the purchase orders for the part you are viewing. Click the **Purchase Orders** tab on the right side of the screen. Details are provided about the purchase order for the part.



You can view more detailed information about Purchase Orders and their revisions by clicking **PO Revisions** from the SupplyLine menu.

Notes

The **Notes** section shows notes that have been attached to the part. You also have the ability to add, edit, and delete notes.

To add, edit, or delete a note, start by accessing the **Part view** screen.

Click the **Notes** tab on the right side of the screen.

Click ➕ **Add** at the bottom of this section to add a note to the part.

Type the note in the message box, and if you wish to make the note visible to the customer, check the box before clicking **Save**.

Select a note, and click ➖ **Delete** or ✏ **Edit** to delete or edit notes.

Updating Your Plans

You can update your plans in several ways. They are:

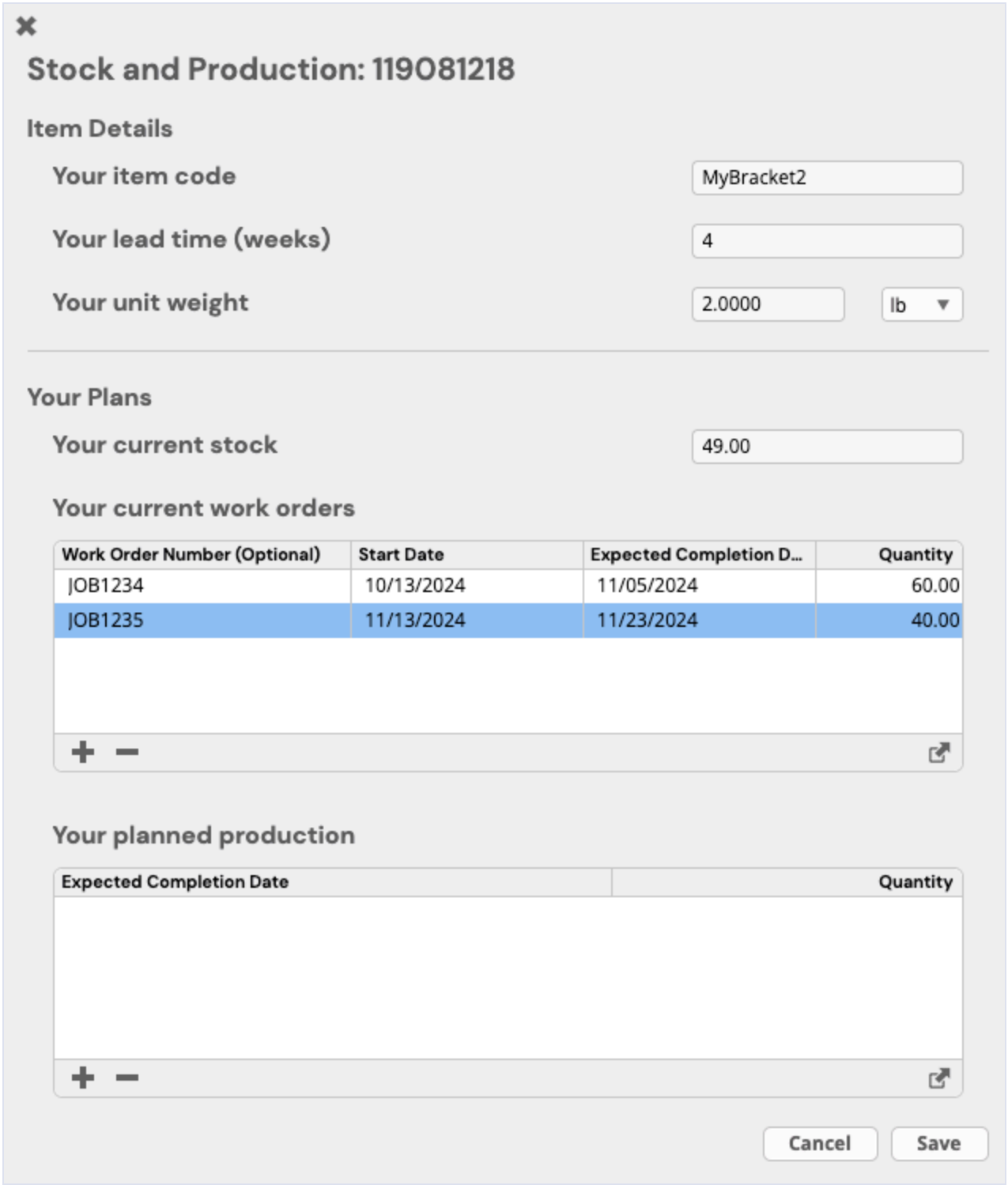
- **Manually in the user interface.** Click ✏️ **Edit** at the bottom of the **Part view** screen for each part. This is recommended if you have fewer than 10 parts to update.
- **Manually with a template.** Download, update, and upload the **Operational Data Template**
- **Partially automate with a template.** Automate the process of updating the **Operational Data Template** from the **File Exchange** screen and upload it manually.
- **Use DemandLine.** Use Robot Morning's DemandLine software to fully automate the following processes with many customer portals:
    - Create ASNs and shipments
    - Update plans (commits)
    - Download and perform analytics on schedules from customers' portals
    - Update your ERP with new schedule information

Manually Update the Plan

Access the Item View screen for a part. Click ✏️ **Edit** to open a window that will help you update your plan.

Direct to Primary Customer

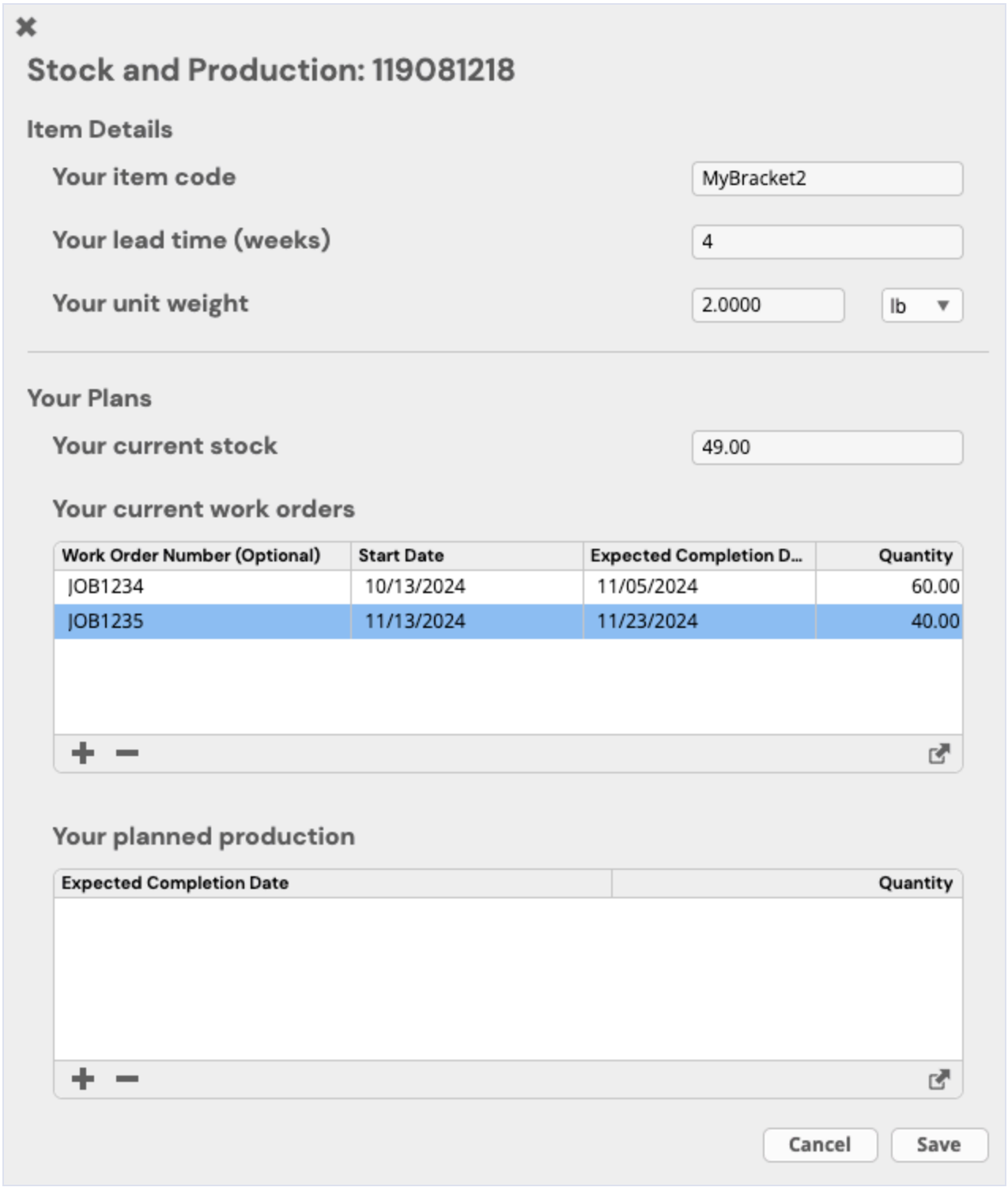
1. Your supplier item code, if it is different from the item code used by the customer
2. Enter your lead time (days or weeks, depending on the SupplyLine instance)
3. Enter your unit weight and unit of measure
4. Enter your current stock
5. Use ➕ **Add** or ➖ **Delete** to add or delete work orders or planned production
6. Click **Save** once you have completed your updates.



Indirect to Other Customers

1. Your supplier item code, if it is different from the item code used by the customer
2. Enter your lead time (days or weeks, depending on the SupplyLine instance)
3. Enter your unit weight and unit of measure
4. Enter your current stock
5. Use ➕ **Add** or ➖ **Delete** to add or delete work orders or planned production

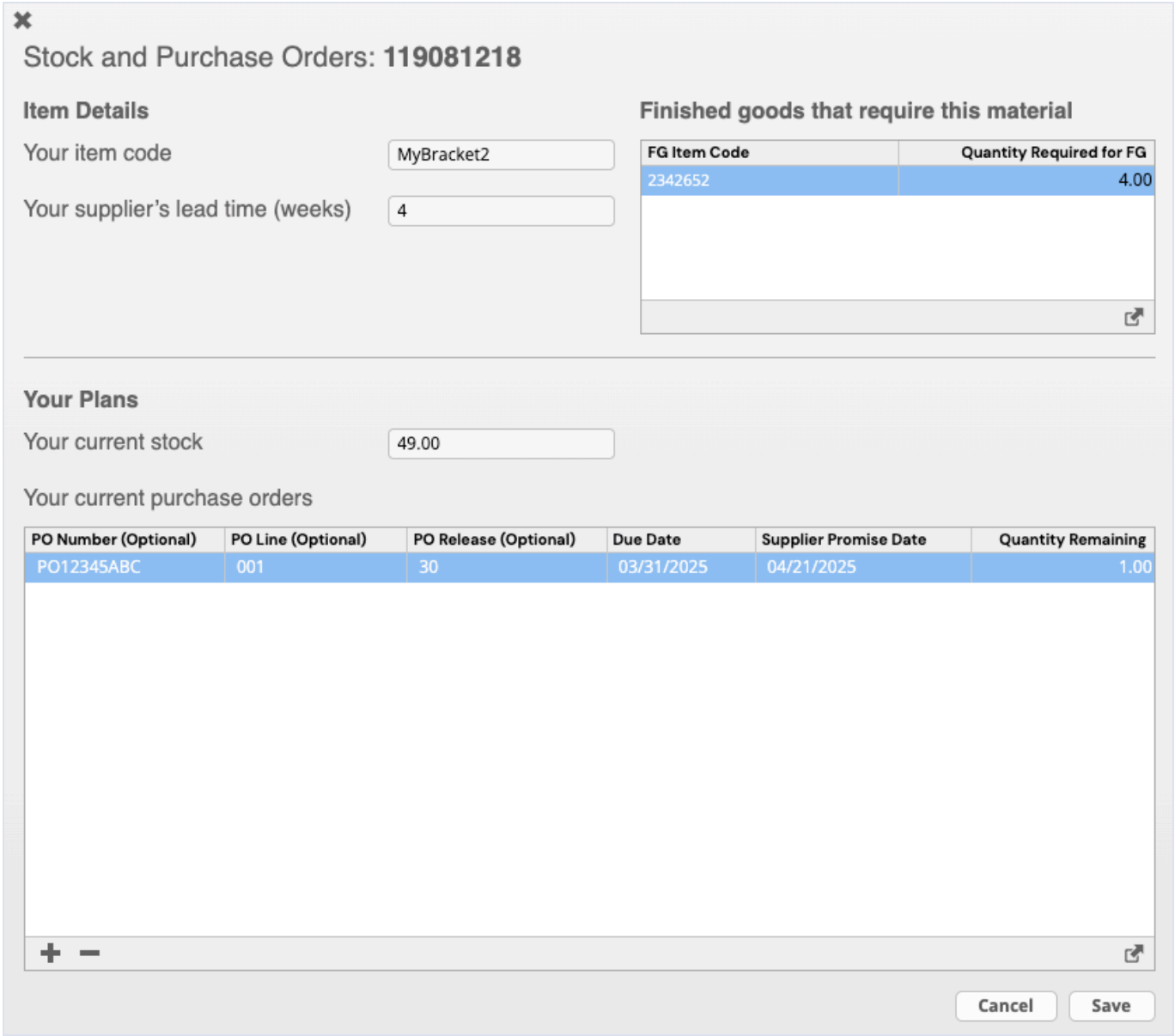
6. Click **Save** once you have completed your updates.



Material consumer (Purchasing from Suppliers)

1. Your item code, if it is different from the item code used by the customer
2. Enter your supplier's lead time (days or weeks, depending on the SupplyLine instance)
3. View and change the quantities of finished goods which require this material
4. Enter your current stock

5. Use ➕ **Add** or ➖ **Delete** to add or delete purchase order information
6. Click **Save** once you have completed your updates.



Using the Operational Data Template

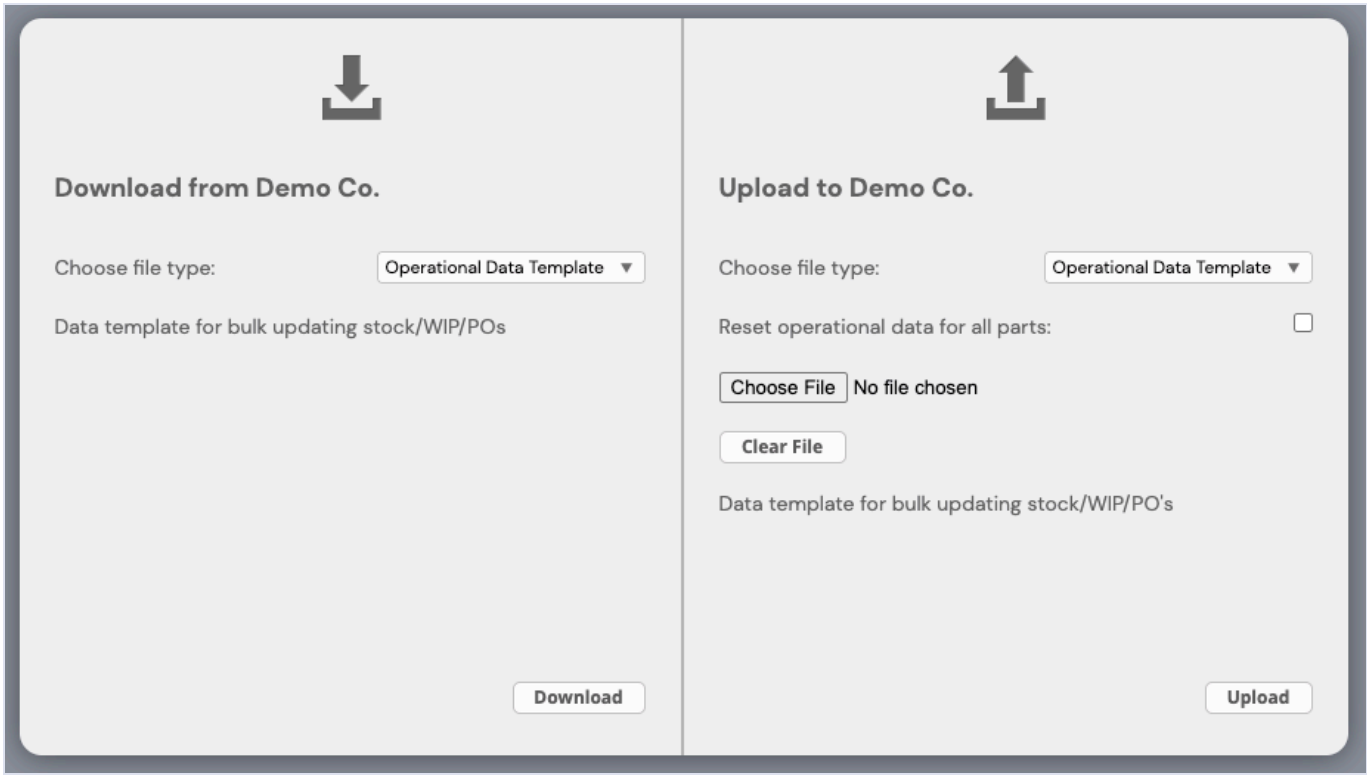
The **Operational Data Template** contains several sheets which, when downloaded, are populated with your parts and schedule information.

Each sheet can be matched to a report found within most ERP systems. Review the information in the top of each sheet within the template to determine which report within your ERP will provide you with the data needed to update the sheet.

You can follow these steps to download the **Operational Data Template**:

1. If your user account is linked to more than one supplier, select a single supplier in the **Current Supplier** dropdown menu

2. Click **File Exchange** in the SupplyLine menu
3. In the **Download from Customer** section of the screen, make sure the file type is set to **Operational Data Template**
4. Click **Download**



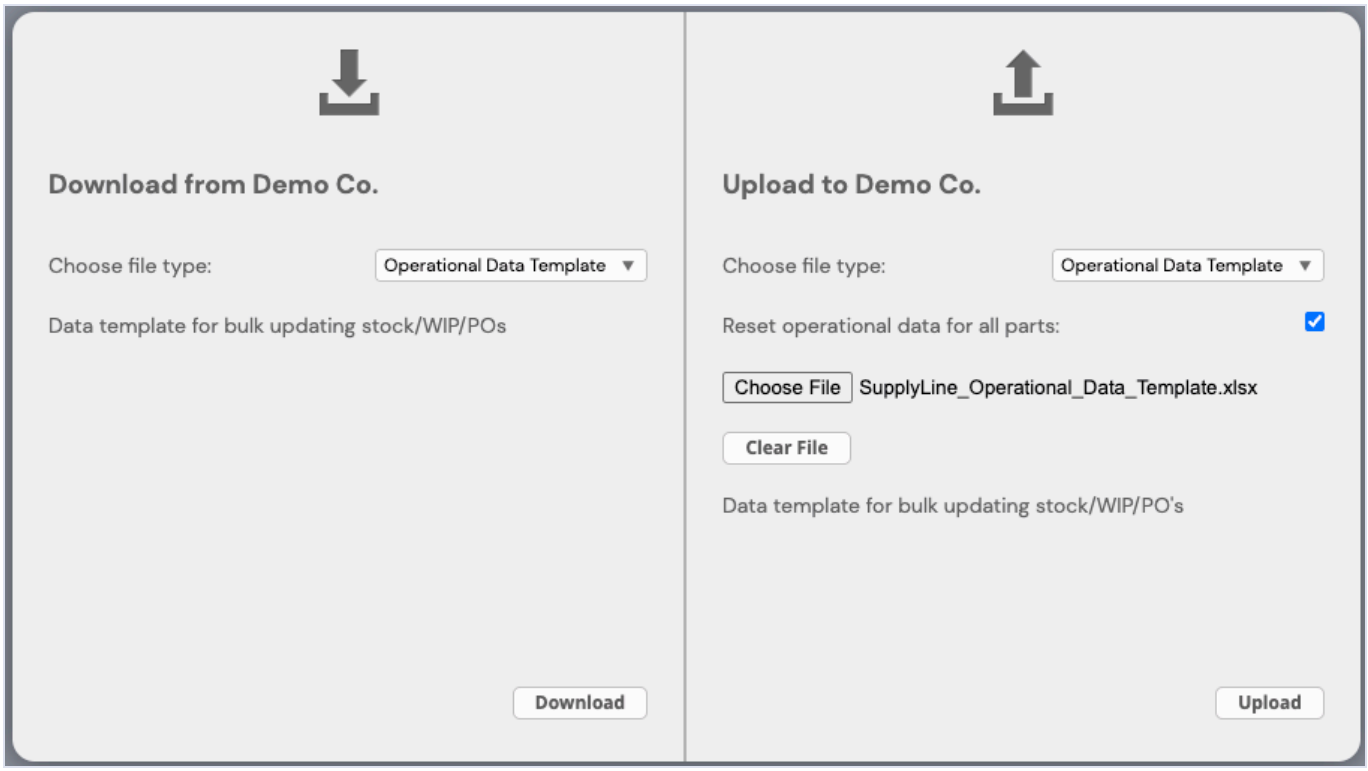
Before updating the spreadsheet and uploading Operational Data to SupplyLine, you should keep the following in mind:

- Unless a cell is specifically marked as optional, it is a required field
- You can use the **Operational Data Template** to reset plans for all parts, or to update plans for only some parts in SupplyLine
    - If you intend to completely reset plans for all parts, it is necessary to check **Reset operational data for all parts** when uploading new plans. This clears out plans for all parts and refreshes SupplyLine with the contents of the uploaded spreadsheet.
    - If you intend to update plans for only some parts while maintaining the existing plans in SupplyLine for all other parts, **Reset operational data for all parts** should be left unchecked.

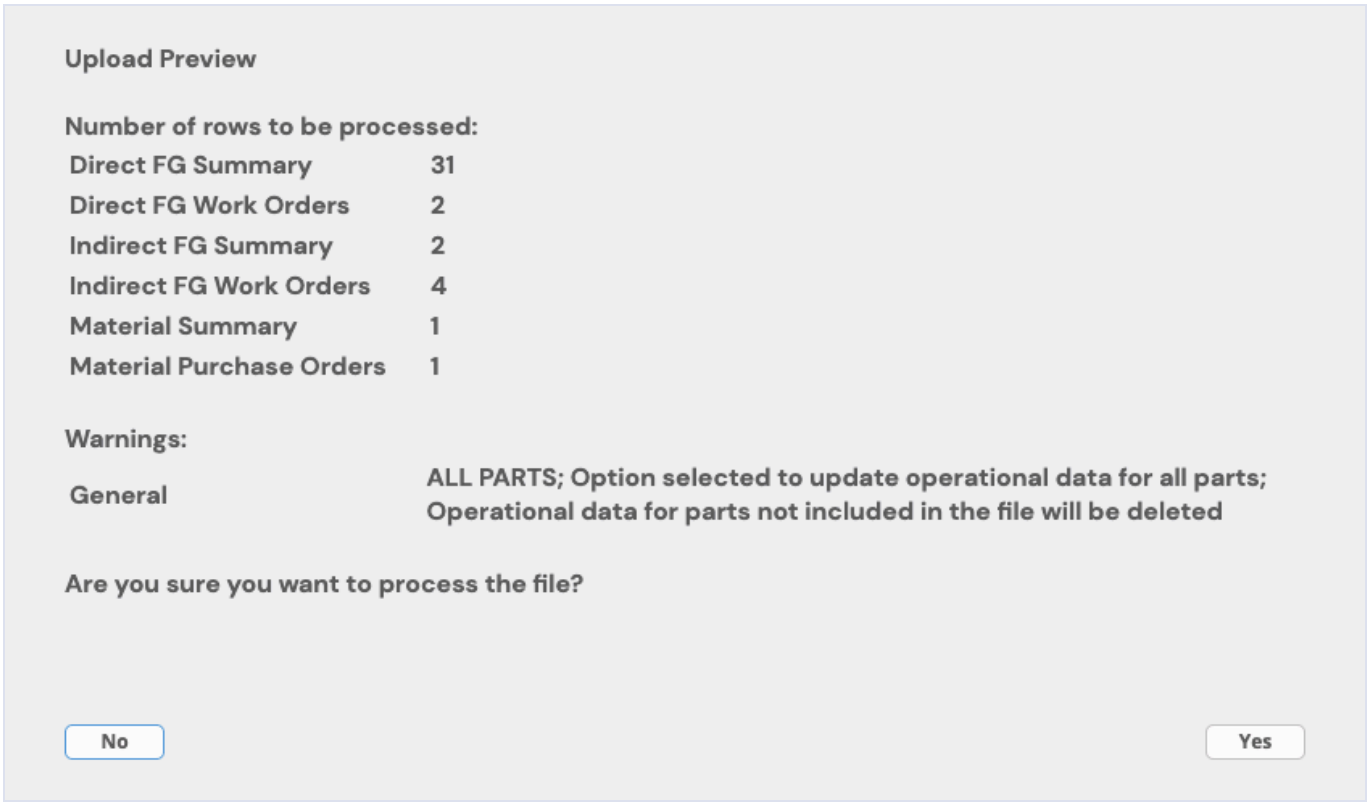
Once the **Operational Data Template** has been updated, you can upload it to SupplyLine by following these steps:

1. Save the updated spreadsheet to your computer
2. If your user account is linked to more than one supplier, select a single supplier in the **Current Supplier** dropdown menu
3. Click **File Exchange** in the SupplyLine menu
4. If you are resetting data for all parts, click the checkbox
5. In the **Upload to Customer** section of the screen, click **Browse** to select and attach the file

6. Click **Upload**



6. Review the confirmation screen
7. Click **Yes** to complete the upload



Automate the Operational Data Template

Use your technical resources to automate the process of updating SupplyLine using the **Operational Data Template**.

Use DemandLine

If you are interested in fully automating with your customers, visit robotmorning.com/demandline for more information.

Quality Release Authorization

A Quality Release Authorization (QRA) is a document certifying that the parts you are supplying comply with your customer's quality requirements. QRAs are created by designated Product Release Verification (PRV) personnel at your company or at your customer.

Note: A QRA is only required if the purchasing order line is flagged by your customer's source system as requiring a QRA.

A QRA can go through up to three approval steps, depending on how your customer has configured SupplyLine:

- **PRV personnel approval:** The PRV personnel who creates the QRA approves it on save.
- **Sub-tier supplier sign-off:** When the QRA requires sub-tier supplier sign-off, the sub-tier supplier's PRV personnel must sign off before the QRA can be used. See Signing-off on a Quality Release Authorization.
- **Customer Quality Agent review:** When your customer has enabled the QRA inspection workflow and the PO line requires inspection, your customer's Quality Agent must review the QRA before it can be used. See QRA Approval Workflow.

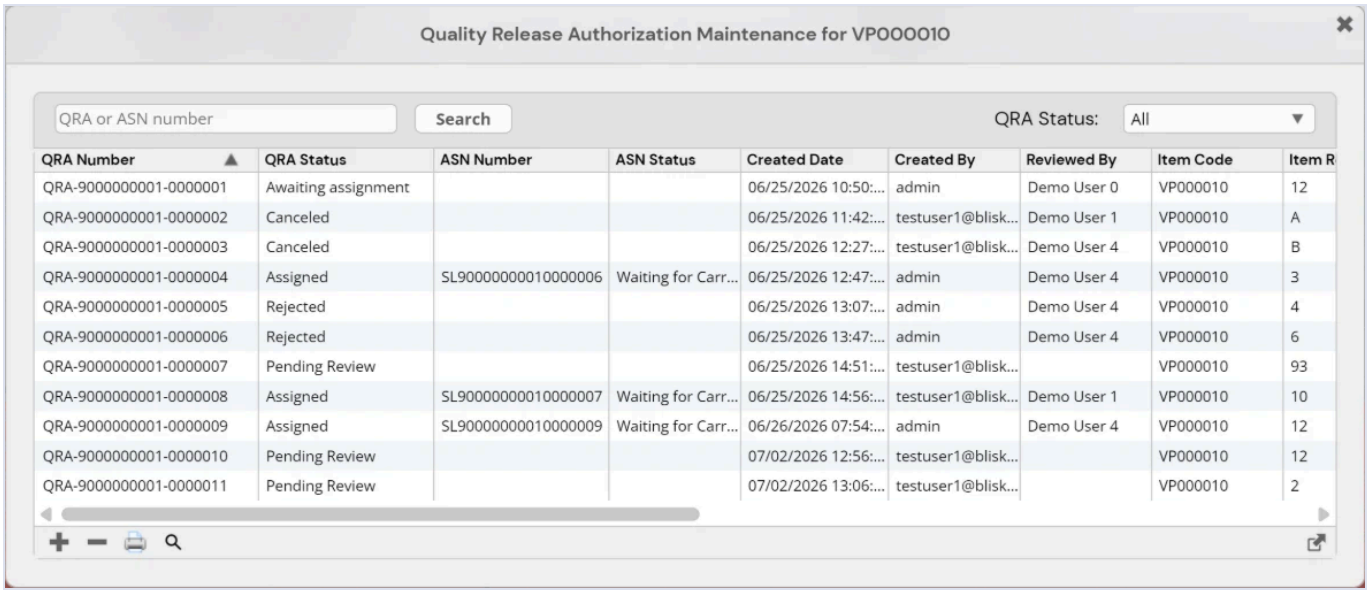
Quality Release Authorizations can be in one of the following statuses:

- **Assigned:** The QRA has been assigned to an ASN.
- **Awaiting Assignment:** The QRA has been created and signed off by the PRV personnel. The QRA is awaiting assignment to an ASN.
- **Canceled:** The QRA has been canceled by the PRV personnel.
- **Awaiting Sign-off:** The QRA has been created by the supplier and is awaiting sign-off by the sub-tier supplier PRV personnel.
- **Pending Review:** The QRA was created against a PO line that requires inspection and is waiting for the customer's Quality Agent to approve or reject it. It cannot be used on an ASN until it is reviewed.
- **Rejected:** The full quantity of the QRA was rejected during the review.

The **Quality Release Authorization Maintenance** window can be used to create and cancel QRAs. Depending on whether your customer has enabled digital QRAs, one of the following will happen:

- **Digital QRAs Disabled:** You can use the **Quality Release Authorization Maintenance** window to reprint QRAs

- **Digital QRAs Enabled:** You can use the **Quality Release Authorization Maintenance** window to reprint QRA traveler tags



QRA Number	QRA Status	ASN Number	ASN Status	Created Date	Created By	Reviewed By	Item Code	Item R
QRA-9000000001-0000001	Awaiting assignment			06/25/2026 10:50:...	admin	Demo User 0	VP000010	12
QRA-9000000001-0000002	Canceled			06/25/2026 11:42:...	testuser1@blisk...	Demo User 1	VP000010	A
QRA-9000000001-0000003	Canceled			06/25/2026 12:27:...	testuser1@blisk...	Demo User 4	VP000010	B
QRA-9000000001-0000004	Assigned	SL90000000010000006	Waiting for Carr...	06/25/2026 12:47:...	admin	Demo User 4	VP000010	3
QRA-9000000001-0000005	Rejected			06/25/2026 13:07:...	admin	Demo User 4	VP000010	4
QRA-9000000001-0000006	Rejected			06/25/2026 13:47:...	admin	Demo User 4	VP000010	6
QRA-9000000001-0000007	Pending Review			06/25/2026 14:51:...	testuser1@blisk...		VP000010	93
QRA-9000000001-0000008	Assigned	SL90000000010000007	Waiting for Carr...	06/25/2026 14:56:...	testuser1@blisk...	Demo User 1	VP000010	10
QRA-9000000001-0000009	Assigned	SL90000000010000009	Waiting for Carr...	06/26/2026 07:54:...	admin	Demo User 4	VP000010	12
QRA-9000000001-0000010	Pending Review			07/02/2026 12:56:...	testuser1@blisk...		VP000010	12
QRA-9000000001-0000011	Pending Review			07/02/2026 13:06:...	testuser1@blisk...		VP000010	2

The **Quality Release Authorization Maintenance** window is accessible from the **Part view** screen. From the **Advanced Shipment Notifications (ASNs)** section (labeled **Shipments** when the Shipments feature is enabled), click **QRA Maintenance** to open the **Quality Release Authorization Maintenance** window.

The search field in the **Quality Release Authorization Maintenance** window allows you to filter the list of QRAs by QRA number or ASN number. The QRA Status dropdown filters the list of QRAs by status (All, Assigned, Awaiting assignment, Awaiting sign-off, Canceled, Pending Review, Rejected).

In addition to the part-level view above, you can open the **QRA View** screen from the menu to see your own QRAs across all of your parts in a single, read-only list.

Viewing Your QRAs Across Parts

Select **View QRAs** from the main navigation bar to open the **Quality Release Authorizations** window. This is a **read-only** list of your own QRAs across all of your parts in a single view, rather than one part at a time.

- The list shows your QRAs in all statuses, with their current status.
- Use the search field to filter by QRA number or ASN number, and the **QRA Status** dropdown to filter by status.
- This view is read-only — to create, cancel, or reprint a QRA, use the **Quality Release Authorization Maintenance** window from the **Part view** screen as described above.

Creating a Quality Release Authorization

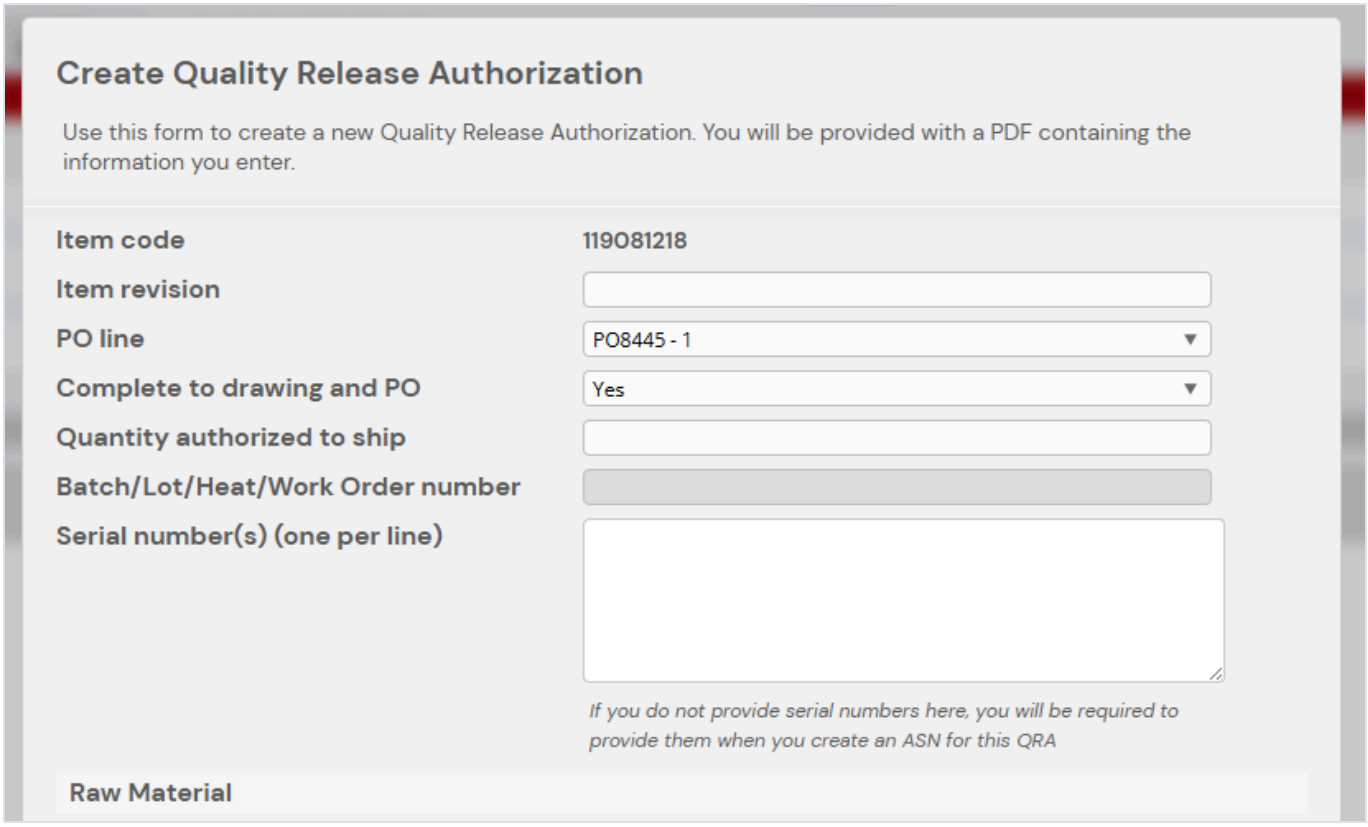
Only a PRV personnel can create a QRA if User Entitlements are enabled by your customer.

To create a QRA, access the **Quality Release Authorization Maintenance** window from the **Part view** screen. The QRA is automatically approved by the PRV personnel that created it (or, when sub-tier sign-

off is required, once the sub-tier supplier signs off), unless the customer has enabled the QRA inspection workflow and the PO line requires inspection. In that case the QRA is created in **Pending Review** status and must be reviewed by the customer's Quality Agent before it can be used on an ASN. See QRA Approval Workflow.

From the **Advanced Shipment Notifications (ASNs)** section (labeled **Shipments** when the Shipments feature is enabled), the PRV personnel clicks **QRA Maintenance** to open the **Quality Release Authorization Maintenance** window. If this button is disabled, no purchasing order lines for this part require a QRA.

Once the **Quality Release Authorization Maintenance** window is open, the PRV personnel can click ➕ **Add** to open the view used to create a new QRA. Select the PO Line that the QRA applies to.

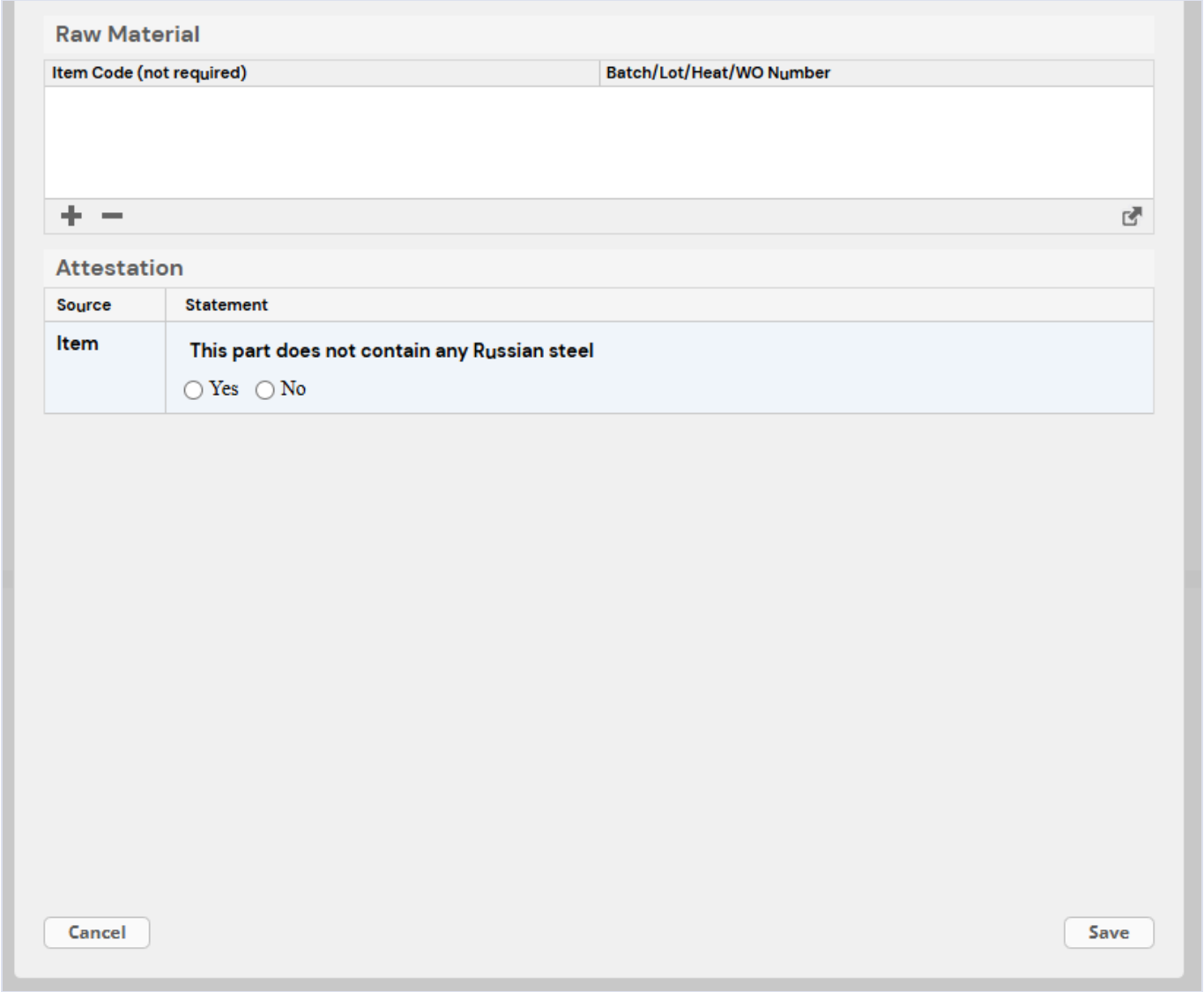


In the case where a sub-tier supplier is required to sign off on the QRA, do the following:

1. Check the **Requires sub-tier supplier sign-off** checkbox
2. Provide the sub-tier supplier code in the **Sub-tier supplier code** field

If the part requires raw material traceability identifiers, the PRV personnel must enter them in the **Raw Material** table. The raw material **Item Code** may be required for each identifier, depending on configuration.

If the part has attestable statements registered in SupplyLine, the PRV personnel must read and attest to the statements in the **Attestation** table.



You can also attach supporting files to the QRA — for example a certificate of conformance, inspection documents, or photos — while you are still filling in the form.

Click the **Attachments** link on the form to open the attachments window. The link shows how many files you have attached so far, for example **Attachments (2)**, so you can see at a glance without opening it.

In the attachments window:

- Click ➕ **Add** to choose a file, or drag and drop files into the window. Either way the file is uploaded as soon as you choose it, and appears in the **Files** list.
- To remove a file you have added, select it in the **Files** list and click ➖ **Delete**. You can add a file again after removing it, including one with the same file name.
- Click **Done** to return to the form. Files you have already added are kept, and the window can be reopened as many times as you need.

The files are attached to the QRA when you click **Save**. If you cancel the form instead, the files you added are discarded and are not attached to anything.

Any files you attach, along with the remarks you enter, are shown read-only to the reviewing Quality Agent and their file names are listed on the QRA PDF.

After filling in the remaining data required for the QRA, click **Save**. If your customer has turned off automatic QRA printing on save, no document is produced at this point; the QRA is still created and can be printed later from the Quality Release Authorization Maintenance window. Depending on whether your customer has enabled digital QRAs, one of the following will happen:

- **Digital QRAs Disabled:** This will generate a QRA document. You should include the QRA document with the physical goods that you are shipping.
- **Digital QRAs Enabled:** This will generate a QRA traveler tag that you can use to identify the parts that you are shipping. You should not include the QRA traveler tag with the physical goods that you are shipping.

Note: The quantity entered in **Quantity authorized to ship** must match the quantity that will be shipped on the ASN.

If SupplyLine is configured to register or validate traceability identifiers (serial numbers or lot numbers), a request will be made to the configured quality management system to register or validate them before the QRA is created.

QRA Approval Workflow

Note: *The QRA approval workflow may not be enabled in some systems*

When your customer has enabled the QRA inspection workflow and the PO line is flagged **Inspection Required**, a new QRA is not approved on save. Instead:

1. The QRA is created in **Pending Review** status.
2. An email notifies your company's users and your customer that the QRA is waiting for review.
3. Your customer's Quality Agent reviews the QRA and records the **Quantity Approved**, the **Quantity Rejected** and any **Inspector Remarks**. The files and remarks you attached to the QRA are shown to the Quality Agent read-only.
4. A second email notifies your company's users and your customer that the review is complete.

After the review, the QRA status is **Rejected** when the full quantity was rejected. Otherwise the QRA moves to **Awaiting assignment** and can be used on an ASN.

- A QRA in **Pending Review** status, or a fully rejected QRA, cannot be selected on an ASN.
- A partly rejected QRA can be used on an ASN for its remaining quantity (the quantity authorized minus the quantity rejected).
- A reviewed QRA cannot be edited. To ship the rejected quantity, create a new QRA.
- While a QRA is in **Pending Review** status, the QRA PDF lists no approvals.
- QRAs created by mass upload are not held for review.

Canceling a Quality Release Authorization

Only a PRV personnel can cancel a QRA. To cancel a QRA, access the **Quality Release Authorization Maintenance** window from the **Part view** screen.

From the **Advanced Shipment Notifications (ASNs)** section (labeled **Shipments** when the Shipments feature is enabled), click 📋 **QRA Maintenance** to open the **Quality Release Authorization Maintenance** window. If this button is disabled, no purchasing order lines for this part require a QRA.

Once the **Quality Release Authorization Maintenance** window is open, select the QRA that you would like to cancel and click ➖ **Delete**. A confirmation dialog will require you to confirm that you want to cancel the QRA. To cancel the QRA, click **Yes**.

Reprinting a Quality Release Authorization

You can reprint a QRA at any time, including when your customer has turned off automatic QRA printing on save. Depending on whether your customer has enabled digital QRAs, one of the following will happen:

- **Digital QRAs Disabled:** This will allow you to reprint a QRA document. You should include the QRA document with the physical goods that you are shipping.
- **Digital QRAs Enabled:** This will allow you to reprint a QRA traveler tag that you can use to identify the parts that you are shipping. You should not include the QRA traveler tag with the physical goods that you are shipping.

From the **Advanced Shipment Notifications (ASNs)** section (labeled **Shipments** when the Shipments feature is enabled), click 📋 **QRA Maintenance** to open the **Quality Release Authorization Maintenance** window. If this button is disabled, no purchasing order lines for this part require a QRA.

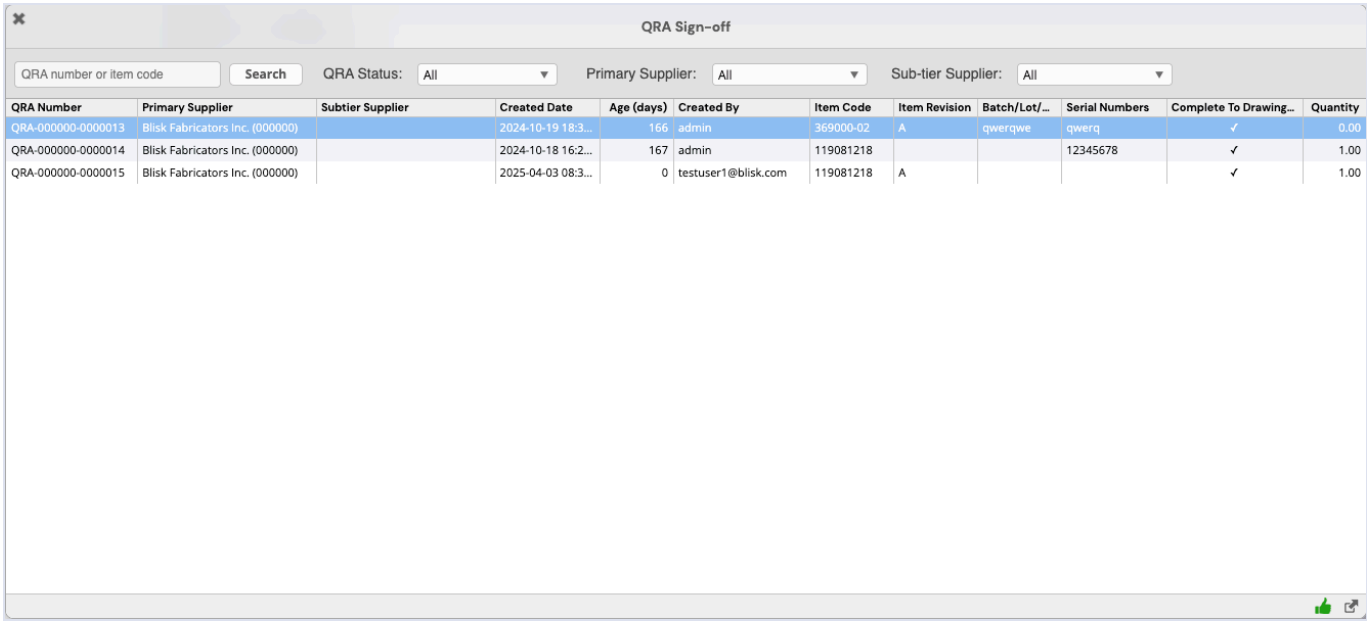
Once the **Quality Release Authorization Maintenance** window is open, select the QRA that you would like to reprint and click 🖨️ **Print QRA** to reprint the QRA.

Note: To reprint the Advanced Shipment Notification (ASN) label assigned to the QRA, click 🖨️ **Print ASN**.

Signing-off on a Quality Release Authorization

Only PRV personnel can sign off on a QRA. To sign off on a QRA, launch the **QRA Sign-off** window from the **Tools** menu in the SupplyLine menu by selecting **QRA Sign-off** in the menu.

- This view will only display sub-tier suppliers that are linked to the user.



The QRA Sign-off view contains a top bar that has some tools to assist in filtering the table:

- The **search bar** will allow a user to search for a specific QRA by QRA number or item code.
- The **QRA status dropdown** will allow a user to filter the table by QRA approval status.
- The **primary supplier dropdown** will allow a user to filter the table by primary supplier.
- The **sub-tier supplier dropdown** will allow a user to filter the table by sub-tier supplier.

To sign-off on a QRA, do the following:

1. Select the QRA in the table.
2. Click the **thumbs up** icon in the bottom right hand corner of the table.
3. A confirmation dialog will require you to confirm that you want to sign-off on the QRA.
4. Verify the QRA Document Number that you are signing off matches in the confirmation dialog.
5. Read the legal statement prior to signing off in the confirmation dialog.
6. When ready click **Sign Off QRA** to finalize signing-off the QRA.

ASN Labels

Note: *The ASN functionality may not be available in some systems*

Creating an ASN (Legacy Dialog)

Note: ASNs can be blocked at the PO line level. If a PO line is blocked for ASNs, ASNs cannot be created for that PO line, even if the shippable date for any releases on that PO line has been reached. PO lines blocked for ASNs will be denoted in the PO tray.

Note: *You must have a Quality Release Authorization number in order to create an ASN. Quality Release Authorizations are created by a designated quality representative (at your company or at your customer).*

You can create a new ASN by first accessing the **Part view** screen.

From the **Advanced Shipment Notifications (ASNs)** section, click ➕ **Add** to create a new ASN. After filling in the data needed for the ASN creation, click **Create ASN**. When the Shipments feature is enabled, this section is labeled **Shipments**, lists shipments read-only, and does not offer **Add** — shipments are created from the **Shipments** screen instead. See Shipments.

The **Quality Release Authorization** option requires you to select a Quality Release Authorization if the selected PO line requires a QRA to be created. The list will only show approved QRAs that have not previously been used on an ASN. QRAs in **Pending Review** status and fully rejected QRAs are not listed. The quantity being shipped on the ASN must match the quantity authorized to ship on the QRA. If you need a QRA, talk to the designated PRV person for your company.

If the item is serial-controlled and the QRA has serial numbers already entered, the serial numbers are automatically populated in the **Serial number** table. If the item is serial-controlled and the QRA does not have serial numbers entered (or the QRA is not required), the **Serial number** table is available for you to enter serial numbers. Entry is required only when the item's Value Class is configured to require serial numbers; otherwise it is optional.

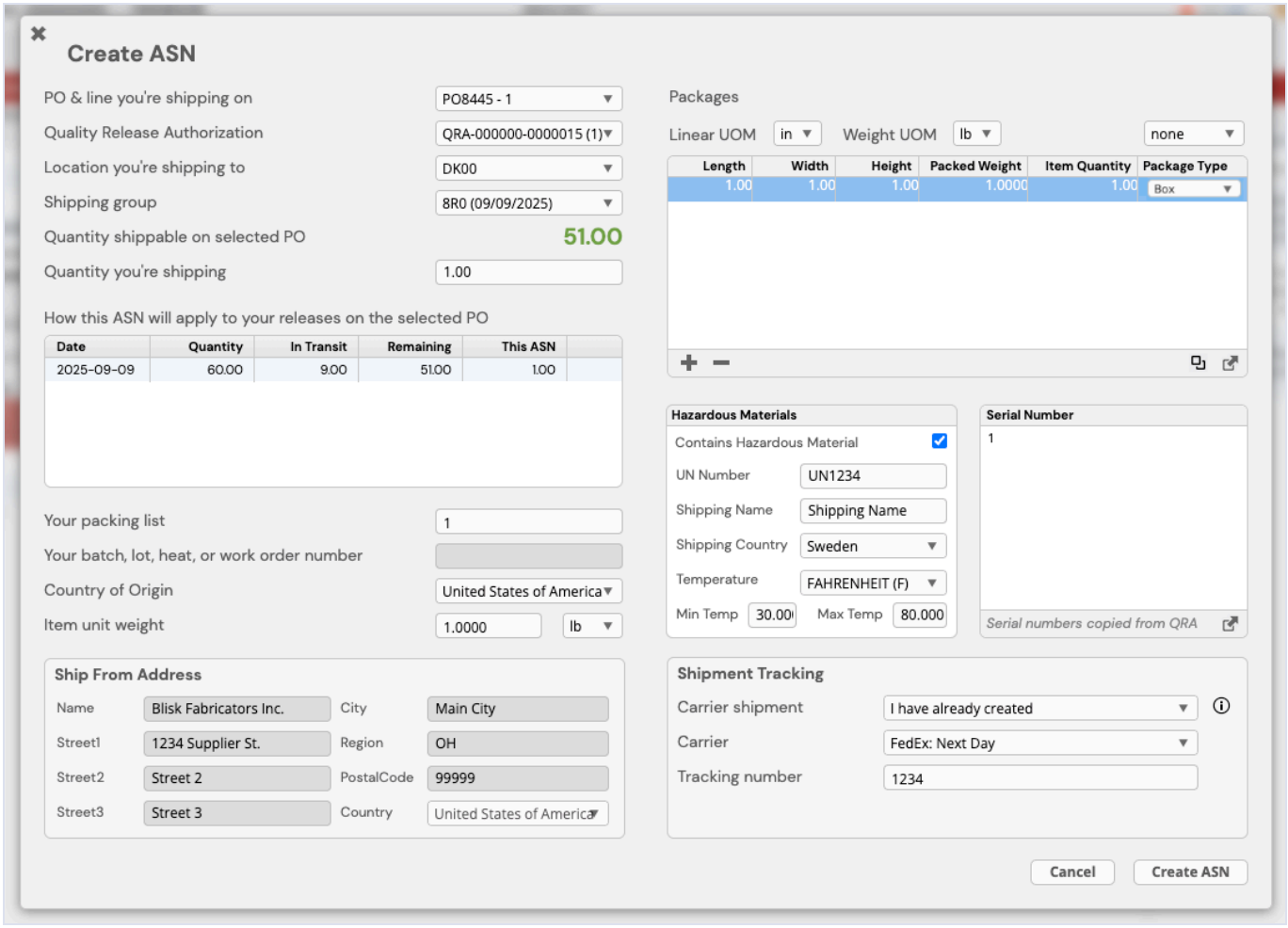
Depending on your system, shipping groups might be displayed for you to choose from. The shipping group codes are 3-character alphanumeric strings (e.g. `AB1`, `Z8T`, etc.). A shipping group is defined by attributes on a release that govern how releases are grouped and shipped together. Your customer decides which attributes on a release define the shipping groups. Your buyer might request that you prioritize shipping releases with specific shipping group codes. If not, SupplyLine will default to selecting the shipping group with the earliest release.

The **Item unit weight** is required to create an ASN because it is used to generate commercial invoices and create carrier shipments.

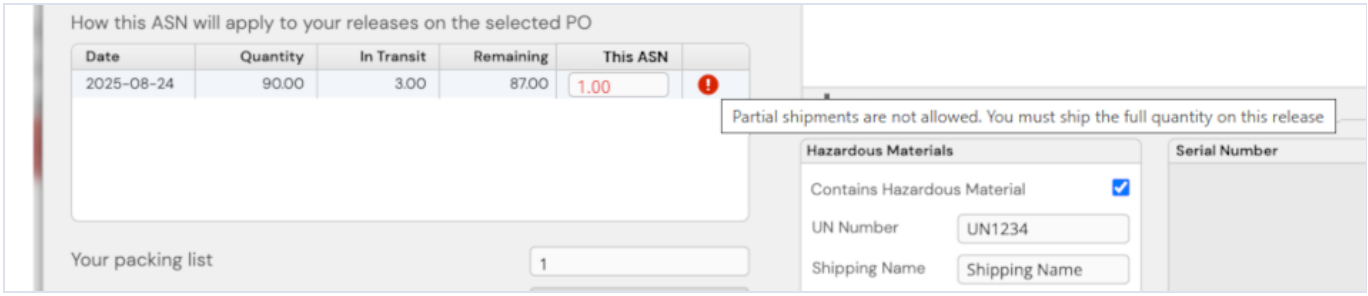
Note: A release cannot be shipped beyond the quantity ordered on it plus any allowed overage. SupplyLine counts the quantity on every ASN allocated to the release, including ASNs that have already been received, so a release that has been fully shipped and received can no longer be shipped against. Reducing the quantity on an existing ASN is always allowed.

Note: For an international shipment — one shipped to a different country than the supplier's — the release must carry a customs value. If the release has no customs value at all, the ASN cannot be created, and a customs value must be entered before the shipment can be created or shipped. Domestic shipments are unaffected.

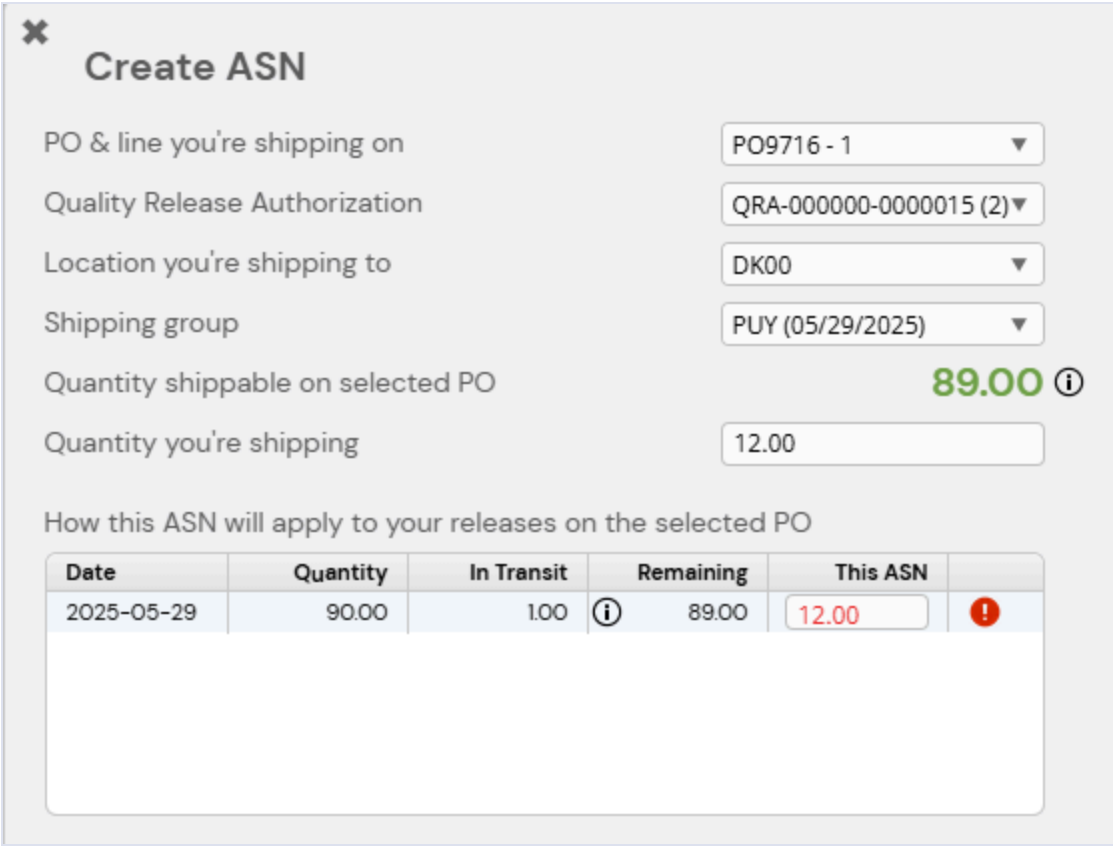
When creating an ASN, you will need to assign the parts being shipped to one or more packages, on the right side of the **Create ASN** window. The total quantity assigned within these boxes needs to match the **Quantity you're shipping** on the left side, and each package needs to be given dimensions (length, width, height and weight).



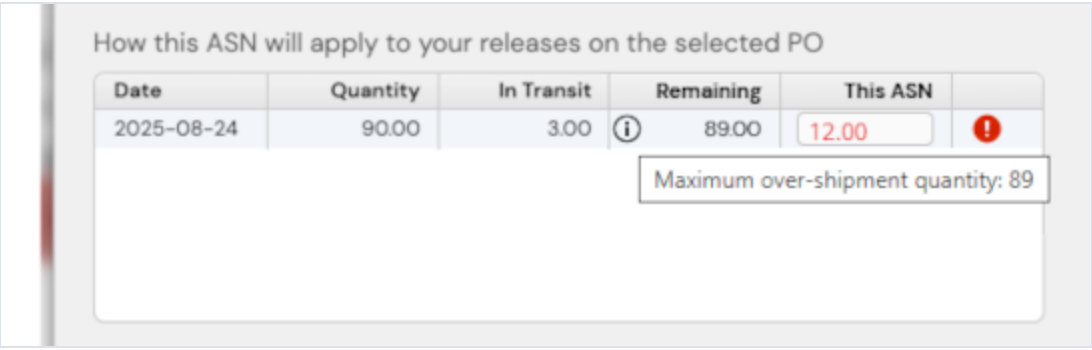
Some purchase order lines may not allow partial shipments. If the purchase order line does not allow partial shipments, an icon will appear when you enter a quantity that does not fulfill a purchase order release as shown in the following image:



Some purchase order lines may have releases that tolerate an overage. If the purchase order line has releases that tolerate overages, an information icon will appear next to the shippable quantity value and the ASN quantity values in the table become editable as shown in the following image:



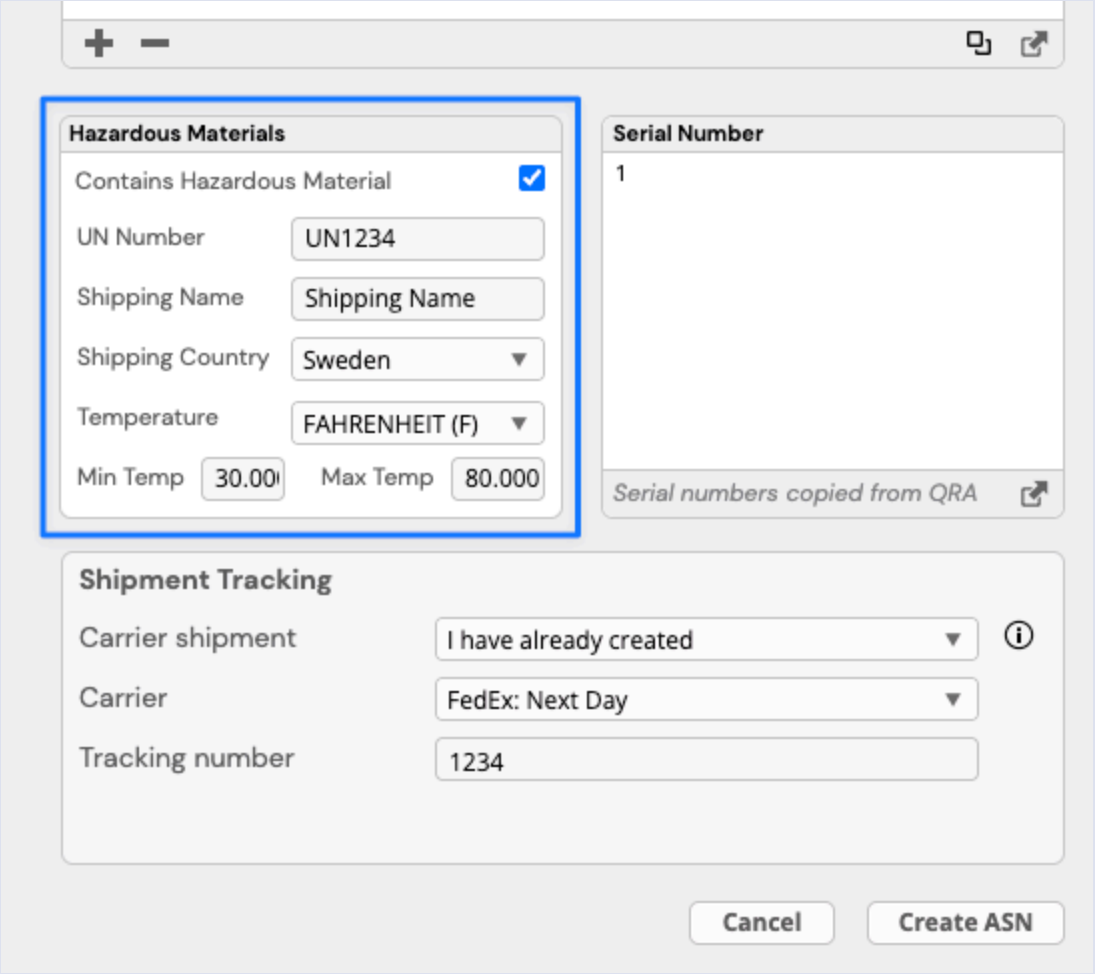
The total allowed overage per release can be found by hovering over the information icon in the cell displaying the quantity remaining as shown in the following image:



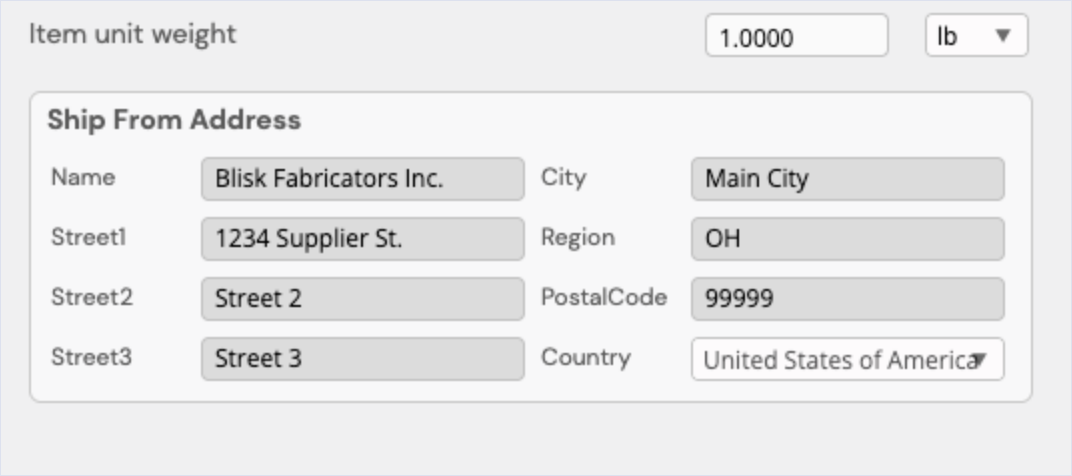
Depending on the settings for a given part, serial numbers may be required for each quantity on the ASN. Enter each serial number in the serial number area, which is located on the right side of the **Create ASN** window.

If the shipment contains hazardous materials, the supplier must check the **Contains hazardous materials** checkbox. Doing so will require them to enter the following additional information:

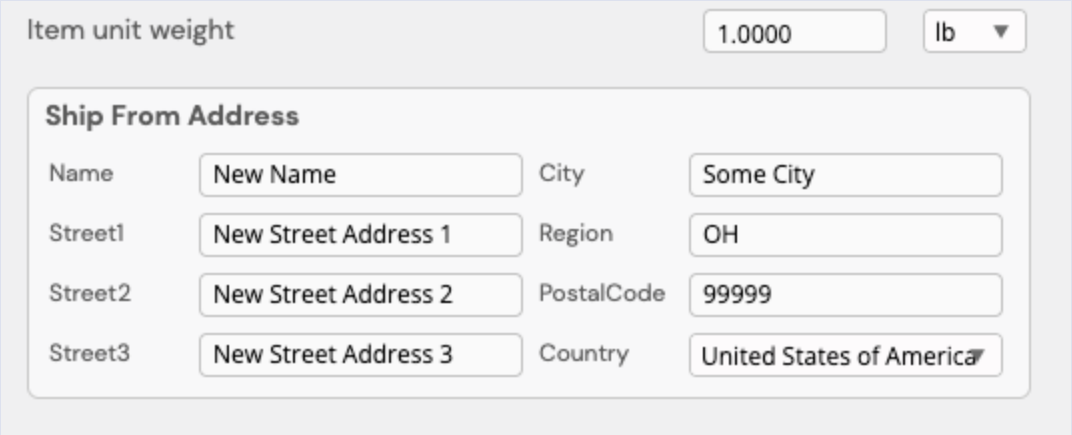
- **UN Number** – The United Nations number for the hazardous material
- **Proper Shipping Name** – The proper shipping name for the hazardous material
- **Proper Shipping Country** – The country code for the hazardous material
- **Temperature** – The unit of measure and temperature for the hazardous material
- **Min Temperature** – The minimum temperature for the hazardous material
- **Max Temperature** – The maximum temperature for the hazardous material



The Ship From Address section at the bottom left of the screen displays the supplier's address. This address is pulled from the supplier's details in SupplyLine. If the address is incorrect, please contact your SupplyLine administrator.



The Ship From Address fields are disabled unless your SupplyLine instance is configured to allow suppliers to edit their Ship From Address when creating an ASN. If your SupplyLine instance is configured to allow suppliers to edit their Ship From Address, the fields will be enabled as shown in the following image:



Note that upon creating an ASN that the **From Address** will be validated against existing records and prompt the user to use existing addresses or create a new address record if no match is found.

The carrier shipment section at the bottom of the screen allows you to select the way a carrier shipment is created. There can be up to three options for creating a carrier shipment depending on how your customer's SupplyLine instance is configured.

Carrier Shipment:

- **Allow SupplyLine to create**: Creates an ASN and creates a carrier shipment for it. Carrier shipment labels will be generated if your customer's SupplyLine instance has been configured to do so. You are responsible for scheduling the pickup time with the carrier.
- **I have already created**: Creates an ASN and requires the supplier to enter the carrier shipment information. This is the default option if your customer's SupplyLine instance is not configured to create carrier shipments.
- **Do not create yet; ASN will go on unit load**: Creates an ASN, which can later be assigned to a unit load and shipped via the **Unit Load Manager**.

When the shipment is supplier managed, a tracking number is required if your customer has enabled Register Carrier Shipments; otherwise it is optional.

Note: If **Allow SupplyLine to create** is selected and carrier shipment creation is handled asynchronously (carrier details are not immediately returned), the ASN will show a status of “Waiting for Carrier Shipment” upon save. The status will be updated once the carrier shipment is created. SupplyLine will check for the carrier shipment every 30 minutes until it is created. Once created, an email will be sent to all users associated with the supplier on the ASN.

The ASN appears in the **Advanced Shipment Notifications (ASNs)** section of the **Part view** screen until it is received at your customer. You can print the ASN label by selecting and double-clicking the row. When the Shipments feature is enabled, this section is labeled **Shipments** and lists shipments; double-clicking a row opens that shipment instead of printing the ASN label. Once the ASN is received, the ASN is viewable in the **ASN History** screen for up to one year.

The ASN label is generated as a PDF document, which you may print and include with the goods that you ship.

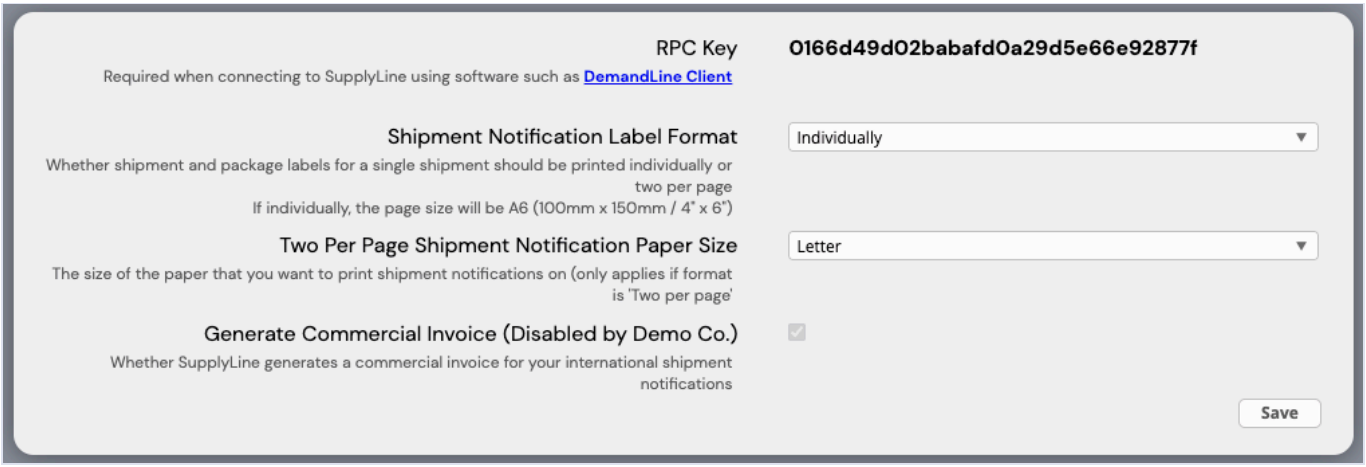
If commercial invoice generation is enabled, a commercial invoice is generated when the ASN label is printed for international shipment. Commercial invoice generation can be enabled in the Settings view, which is accessed by selecting **Settings** in the SupplyLine menu.

If SupplyLine is configured to register or validate traceability identifiers (serial numbers or lot numbers), a request will be made to the configured quality management system to register or validate them before the ASN is created.

Note: A Quality Release Authorization is released to be reused when SupplyLine cancels the assigned ASN due to an error. The Quality Release Authorization can be released when you manually cancel an ASN.

Label Settings

To select the printing format for your ASN labels, start by clicking **Settings** in the SupplyLine menu. If your user account is linked to more than one supplier, select a single supplier in the **Current Supplier** dropdown menu.



When you are printing ASN labels, you can choose to print in two different formats.

- Single formatting will print ASN labels individually on their own 4-inch by 6-inch page, and it is the option to select if you are using a label printer
- Double formatting will print two ASN labels on a single 8.5-inch by 11-inch page, and this is the option to select if you are using a standard laser jet or inkjet printer

You can enable commercial invoice generation for international shipments by selecting the checkbox for **Generate Commercial Invoice**. A shipment is defined as an international shipment when the country on the supplier's address is different than the country on the ship-to address or bill-to address.

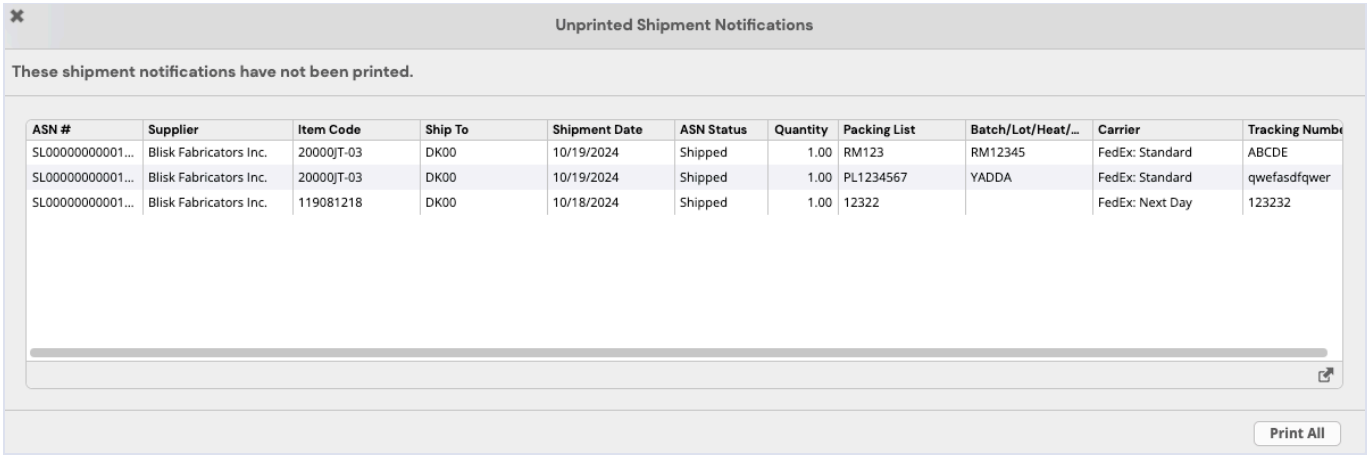
Note: Your customer may have commercial invoice generation disabled in SupplyLine globally. In that case the option is shown as **Generate Commercial Invoice (Disabled by *Organization Name*)** and cannot be changed.

Click **Save** once you have selected a new label options.

Printing ASN Labels

After you have selected the settings for printing ASN labels, you can access labels to be printed by clicking **Unprinted ASNs/Shipments** in the SupplyLine menu. When your customer has enabled Create Shipment, this page lists shipments that have at least one unprinted ASN label; otherwise it lists the unprinted ASNs.

All shipment notifications that have not been printed will appear in a list on this page. [Select each item that you wish to print by clicking the checkbox to the left of the listing, and] click **Print All**. This generates a PDF containing the ASN labels.



Shipments

Note: *The Shipments feature is only available when your customer has enabled Create Shipment*

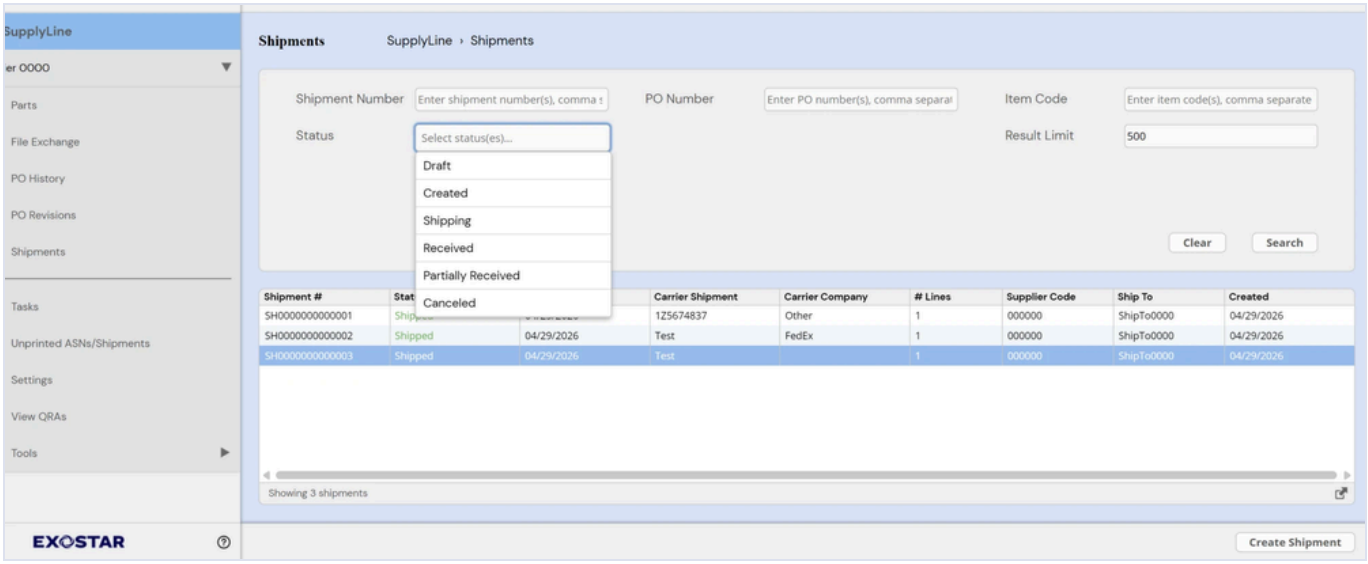
A shipment is a group of parts or POs that ship together. When your customer has enabled Create Shipment, you create and manage shipments from the **Shipments** screen instead of the legacy **Create ASN** dialog on the **Part view** screen.

Viewing Shipments

Select **Shipments** from the SupplyLine menu to open the list of shipments. Use the **Status** filter to choose which shipments are listed. By default the list shows shipments that are **Shipped** or **Waiting for Carrier Shipment**.

A shipment can be in one of the following statuses:

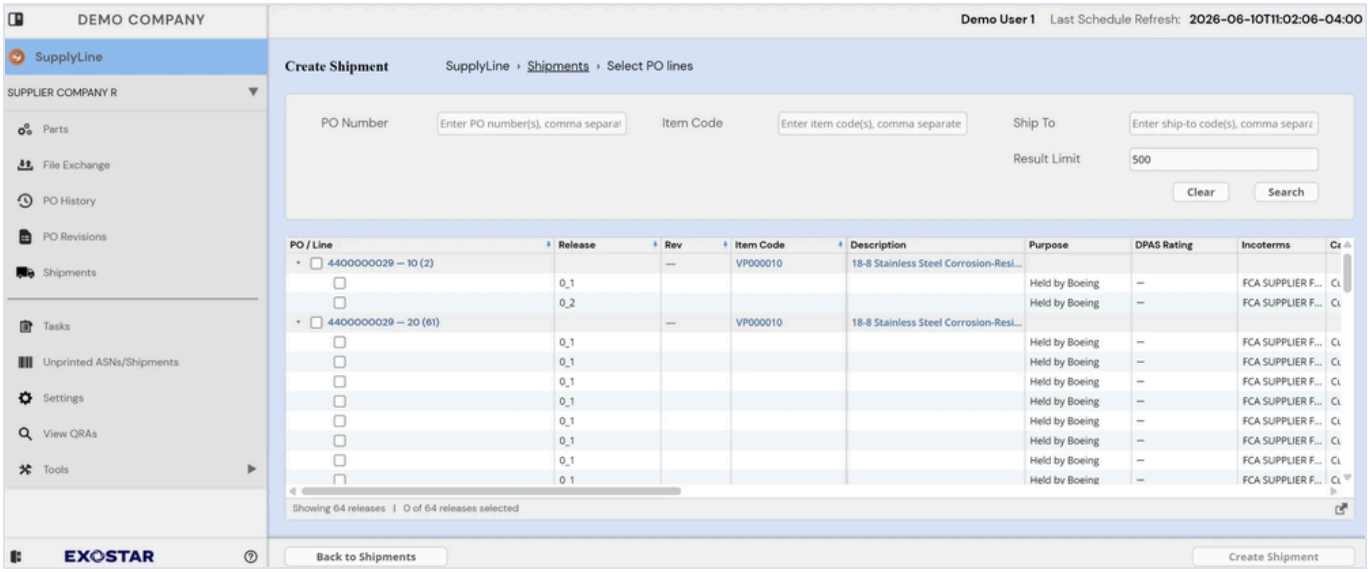
- **Draft:** The shipment has been saved but not yet created. It can still be edited.
- **Created:** The shipment has been created but has not shipped yet, for example while it is awaiting approval.
- **Shipping:** SupplyLine is handing the shipment off to the carrier.
- **Waiting for Carrier Shipment:** SupplyLine is waiting for the carrier shipment to be created.
- **Shipped:** The shipment has shipped.
- **Received:** Your customer has received the shipment.
- **Partially Received:** Your customer has received part of the shipment.
- **Canceled:** The shipment has been canceled.



Creating a Shipment

1. From the **Shipments** screen, click **Create Shipment**. The **PO Line Release Search** screen opens.
2. Search for the releases you want to ship. You can filter by **PO Number**, **Item Code** and **Ship To**, and set a **Result Limit**.
3. Select the lines to include in the shipment and continue to the **Create Shipment** page.

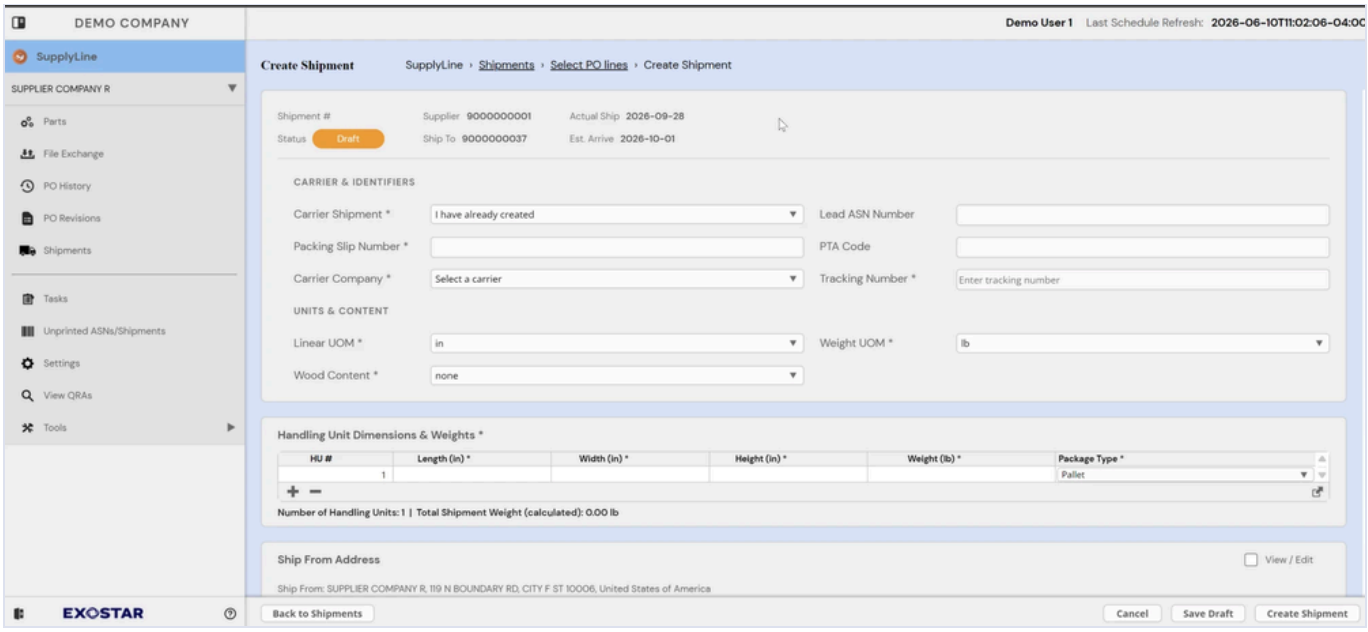
A line that requires a QRA but has no approved QRA shows **Cannot Select Line** and cannot be added to the shipment. The **DPAS Rating** column shows the line's DPAS rating (see DPAS Ratings).

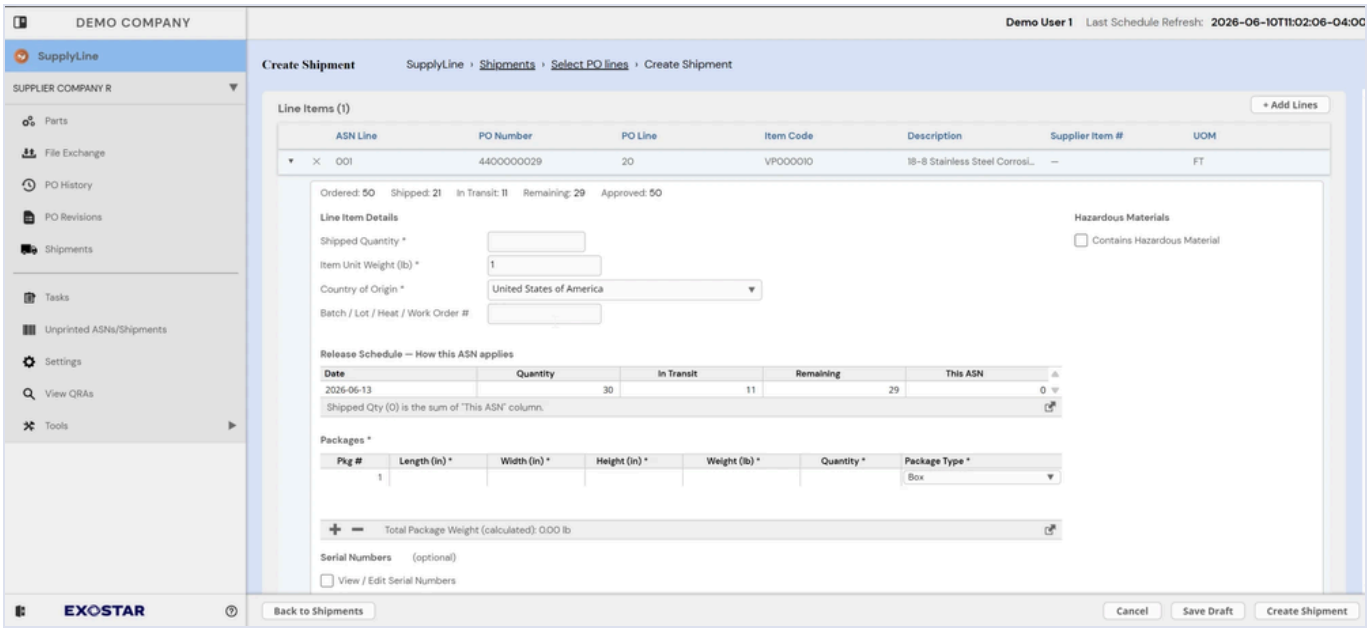


The **Create Shipment** page has the following parts:

- **Header: Packing Slip Number**, **Carrier Shipment** (**Allow SupplyLine to create** or **I have already created**), **Carrier Company**, **Tracking Number**, **Linear UOM**, **Weight UOM** and **Wood Content**. **Lead ASN Number** and **PTA Code** are also shown when your customer has enabled them.
- **Lines:** One row per PO line. Expand a line to fill in its sub-panels:
    - **Release Schedule:** How the quantity you are shipping applies to the line's releases

    - **Hazardous Materials:** The hazardous material details for the line, when it contains hazardous materials (your customer may hide this panel)
    - **Serial Numbers:** The serial numbers being shipped (your customer may hide this panel)
    - **Packages:** The packages the line's quantity is packed in
- **Handling Unit Dimensions & Weights:** The dimensions, weight and **Package Type** (Bag, Box, Crate, Drum, Pallet, Shipping Container or Tube) of each handling unit.
- **Ship From Address:** The address the shipment ships from. Click **View / Edit** to see it. You can change it only if your customer allows suppliers to edit the Ship From Address.





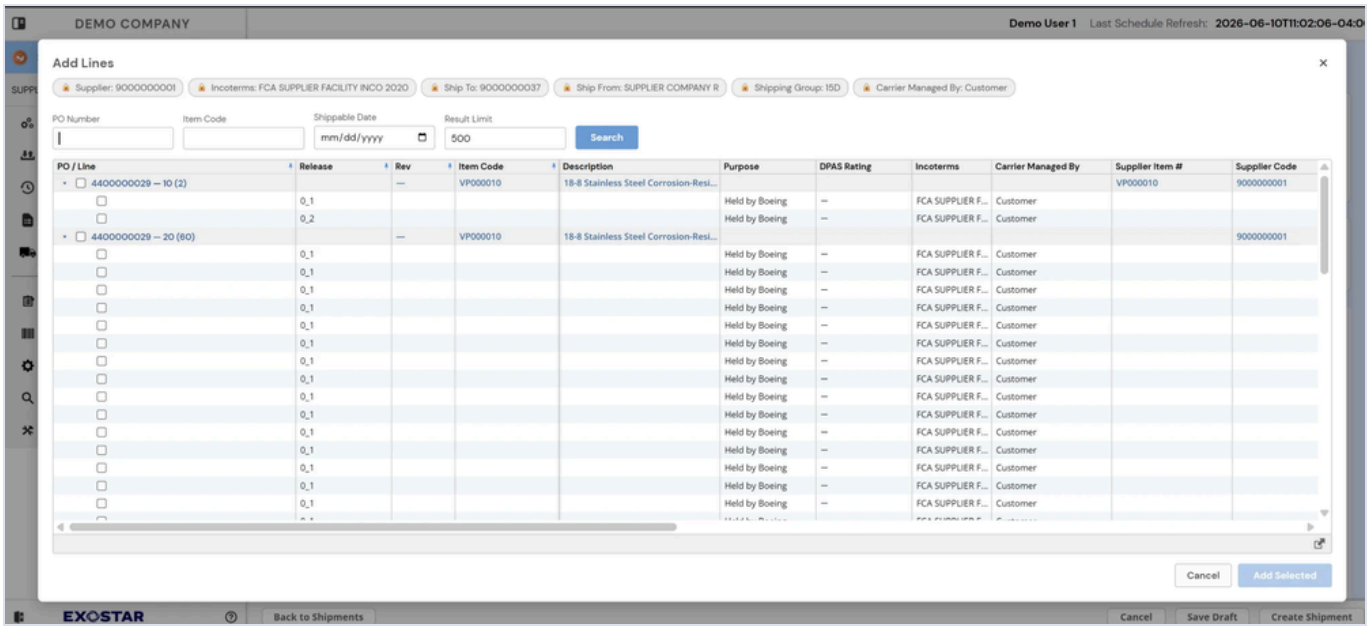
For a supplier managed shipment, **Carrier Company** is required. **Tracking Number** is also required if your customer has enabled Register Carrier Shipments.

When your customer uses shipping groups, each line takes the shipping group of its releases. All lines on a shipment must share the same shipping group; lines with no shipping group can ship with any group.

Click **Save Draft** to save the shipment as a **Draft** and finish it later. Click **Create Shipment** to create the shipment.

Adding Lines

On the **Create Shipment** page, click **+ Add Lines** to open the **Add Lines** popup and add more PO line releases to the shipment. Every line on a shipment must match the shipment's **Supplier**, **Incoterms**, **Ship To**, **Ship From**, **Shipping Group** and **Carrier Managed By**, so these filters are locked in the popup.



Viewing Shipment Details

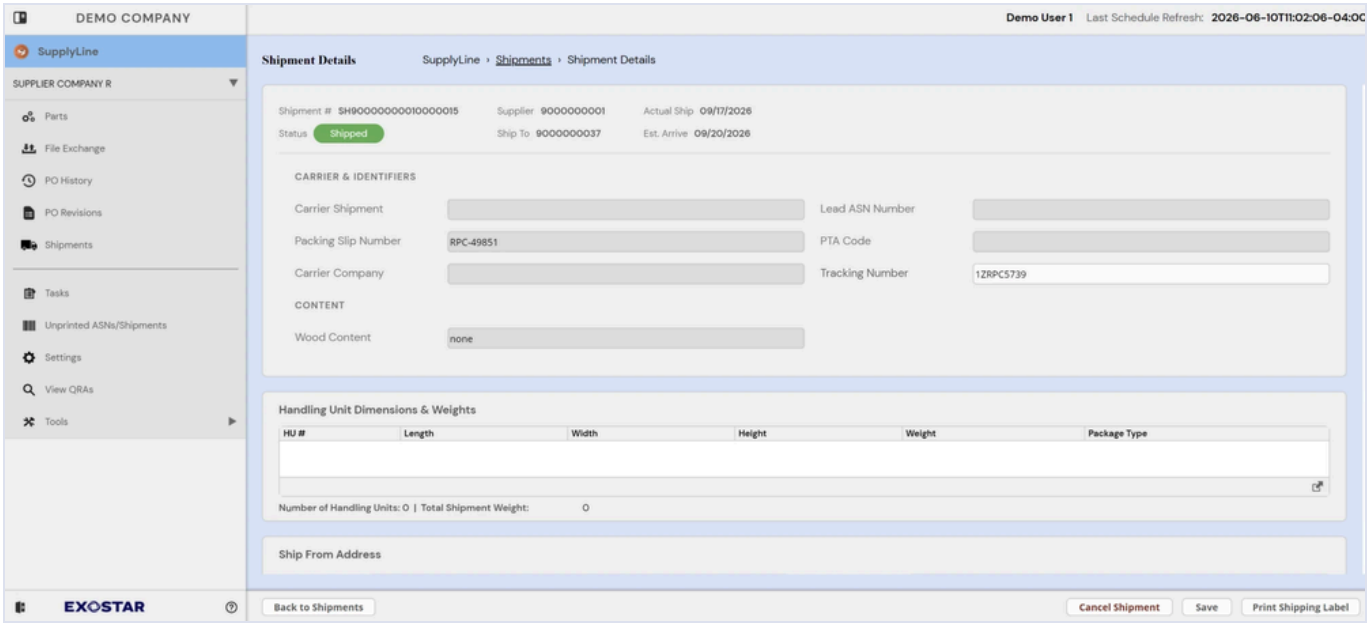
Double-click a shipment on the **Shipments** screen to open it. A **Draft** shipment opens for editing, where you can **Cancel Shipment**, **Save Draft** or **Create Shipment**. A shipment in any other status opens the **Shipment Details** page.

What you can do on the **Shipment Details** page depends on the shipment's status:

- **Created**, **Shipped** or **Waiting for Carrier Shipment:** Edit and save the **Tracking Number**, and **Cancel Shipment**. A saved tracking number is applied to every line on the shipment except canceled ones.
- **Print Shipping Label** is available for every status except **Draft** and **Canceled**.
- **Canceled** shipments are read-only.

Each line's shipping group is shown in the **PO Line Item Details** pane.

When you cancel a shipment that is **Waiting for Carrier Shipment**, SupplyLine emails a cancellation notice to your customer's carrier contact, if your customer has configured one.

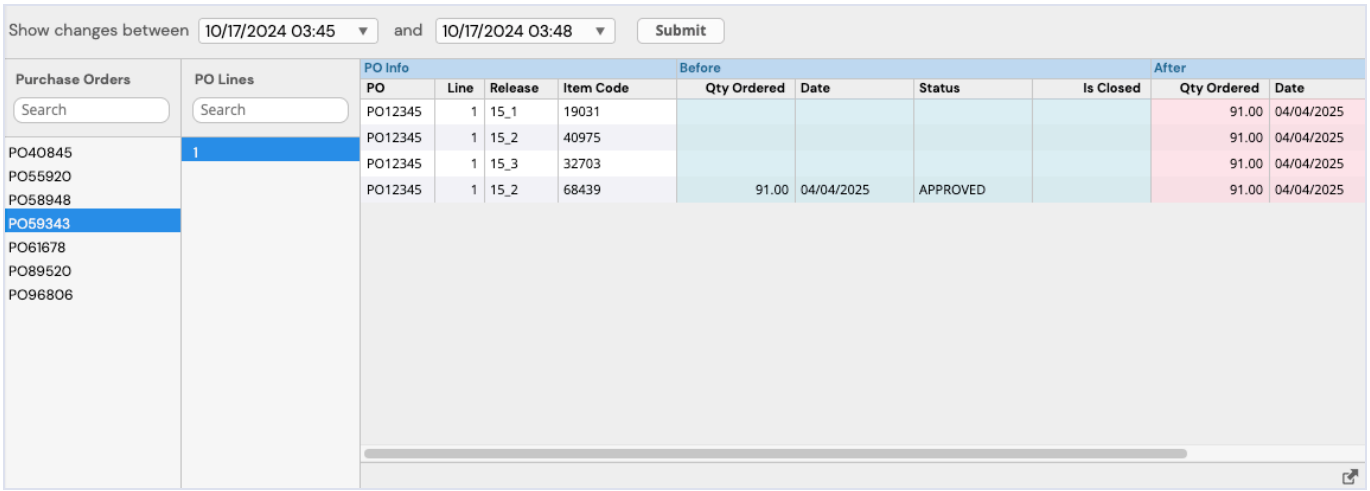


Purchase Order Release Change History

You have the ability to view all changes that your customer makes to its Purchase Order (PO) Releases. To view details about all changes to your customer's PO Releases, select **PO History** from the SupplyLine menu.

You can select a start and end date from the drop-downs provided, and click **Generate**. A list of POs that have changes will be displayed. Select a PO to see the lines from that PO that have changes. Select a line to see the schedule changes for that line.

Each change is listed, and you can review the Before and After sections of the **PO History** screen to determine what changed.

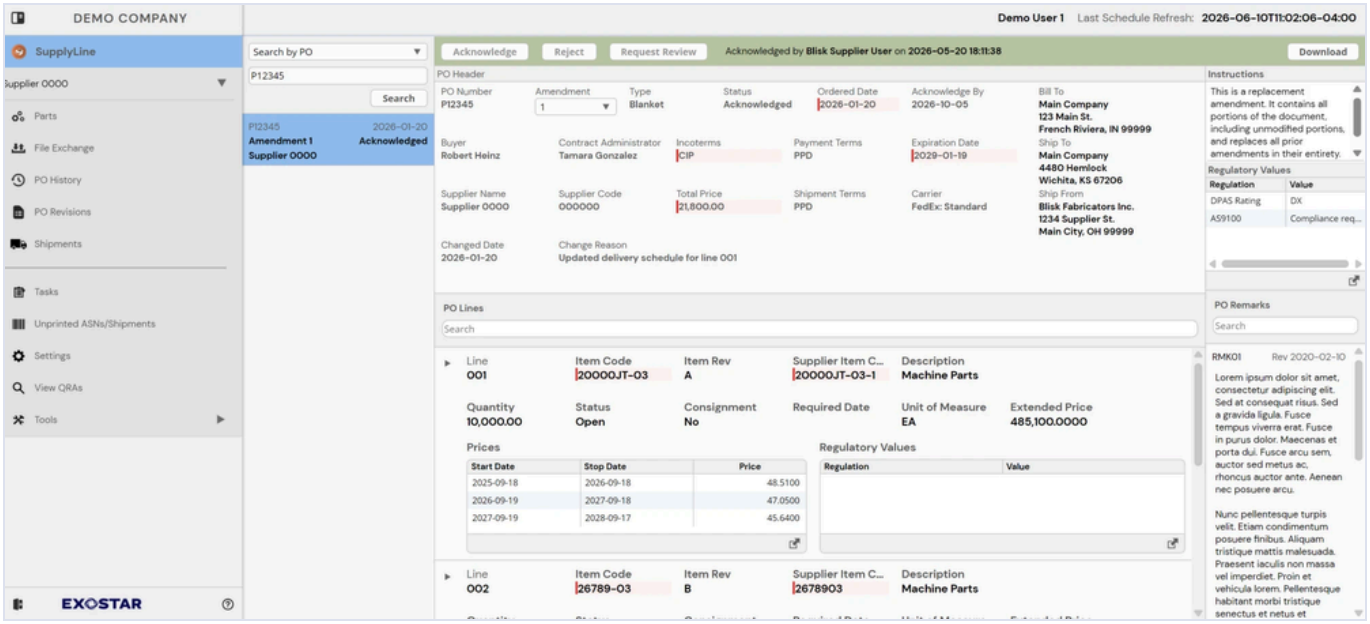


Note: POs displayed are directly related to the **Current Supplier**. POs for all suppliers linked to your user account will appear if you select **All Suppliers**. Selecting a single supplier in the **Current Supplier** dropdown menu will narrow the PO results to the specified supplier.

Purchase Order Revisions

Note: *This menu option may not be available in some systems*

All users can view Purchase Orders (POs), along with previous revisions that have been made to those Purchase Orders. To view details about all Purchase Order Revisions, select **PO Revisions** from the SupplyLine menu.



Note: POs displayed are directly related to the **Current Supplier**. POs for all suppliers linked to your user account will appear if you select **All Suppliers**. Selecting a single supplier in the **Current Supplier** dropdown menu will narrow the PO results to the specified supplier.

Use the panel on the left to search for or review all Purchase Order revisions that require action. A list of revisions is displayed in the left-side panel, and you can click each item in the list to review the full details in the main screen. You can use the **Amendment** dropdown to review previous amendments. **Regulatory Values** and **PO Remarks** are displayed in the right-side panel. In the center panel, all information about the **PO Header** and **PO Lines** are displayed.

The revision details include the **Acknowledge By** date when your customer sends one, and the buyer's email address below the **Buyer** name. When the revision comes from a change order, a **Changed Date** and **Change Reason** are also shown; click the **Change Reason** to read the full reason. Once a revision has been acknowledged, a banner at the top shows who acknowledged it and when ("Acknowledged by … on …").

When your customer has enabled change highlighting, fields that changed from the previous revision are highlighted, including changed header fields, line fields and Regulated Values rows. The first revision of a PO has nothing to compare against and shows no highlights.

Each revision in the list shows a **Requires acknowledgment** indicator alongside its **Open** status when that revision must be acknowledged, and the **Show amendments requiring action** filter narrows the list to only those revisions. Purchase orders received without an explicit acknowledgment flag are treated as

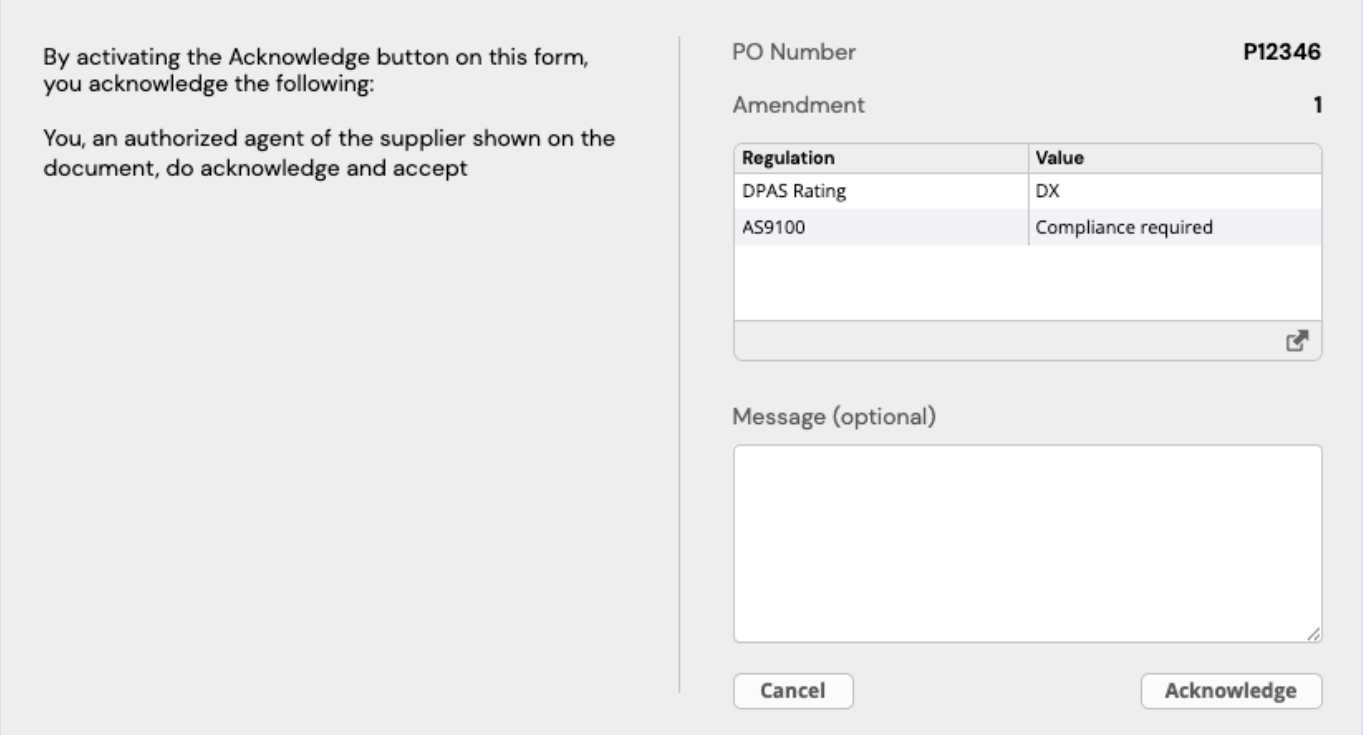
requiring acknowledgment, so the list and filter behave the same as before for systems that do not send the flag.

SupplyLine supports the following revision types:

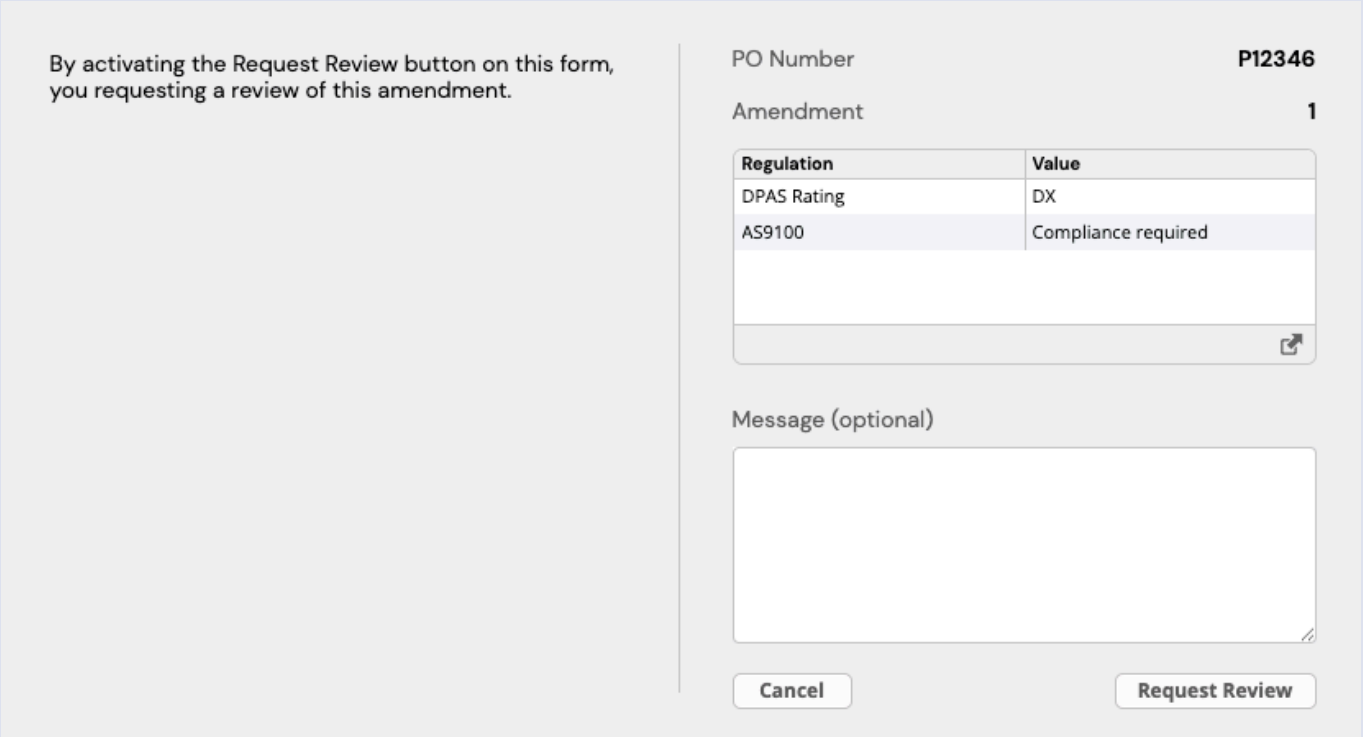
- Replacement revisions: These revisions contain all portions of the document, including unmodified portions, and replace all prior amendments in their entirety.
- Differential revisions: These revisions contain only the modified portion of the document. Portions of the document (e.g. line items) that are not included in this amendment are not modified.

Click **Download** in the top right to download a copy of the PO revision PDF document.

Click **Acknowledge** to acknowledge the revision. A window will open to request that you confirm the change. Click **Acknowledge** in this window to confirm. You may provide a message to accompany the acknowledgment.



Click **Request Review** to request a review of the revision from your buyer. A window will open to request a review of the amendment. Click **Request Review** in this window to confirm. A message is required to accompany the request for review.



Note: Only buyer users can reject a revision. Suppliers can **Acknowledge** or **Request Review**; buyers can **Reject**. This is why the buttons and the instruction text on this screen differ between supplier and buyer users.

Acknowledge-By Reminder Emails

When your customer sends a revision with an **Acknowledge By** date and flags it as DO/DX-eligible (see DPAS Ratings), SupplyLine emails reminders to your company's users until the revision is dealt with:

- One reminder 5 working days before the **Acknowledge By** date
- Once the date has passed, one reminder each weekday

Reminders are sent at 08:00 in your customer's time zone and group all of your revisions that are due into a single email. They stop when the revision is acknowledged, rejected, put under review, or replaced by a newer revision.

DPAS Ratings

DPAS is the US Defense Priorities and Allocations System. A DPAS rating (**DO** or **DX**) marks an order as a priority defense order; DX orders have the highest priority. The **DPAS Rating** column is shown on the **PO Line Release Search** screen, in the **Part view** releases table and in **Purchasing Release Inquiry**. On the **PO Line Release Search** screen, DX ratings are shown in bold.

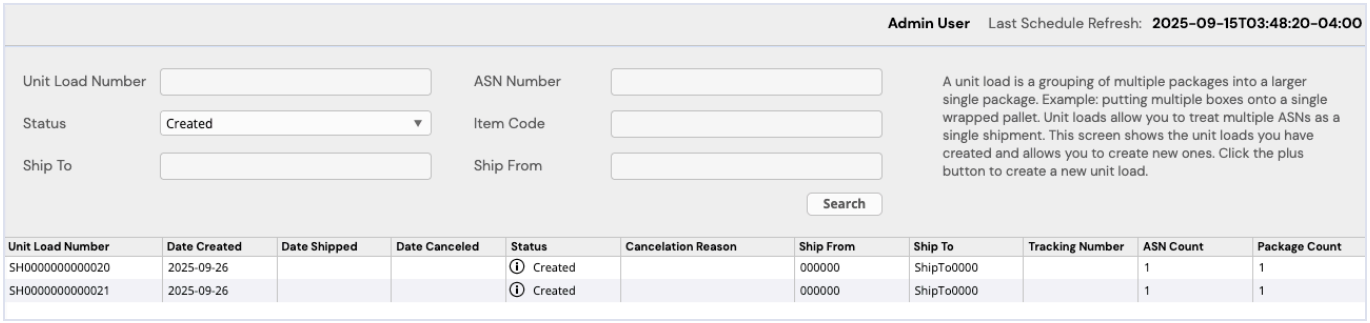
Unit Load Manager

The **Unit Load Manager** allows you to manage your unit load shipments. A unit load shipment is made up of one or more Shipment Notifications and represents the physical shipment as a collection of packages.

The carrier information can be generated from the unit load shipment and any labels provided by the carrier are printable.

The **Unit Load Manager** can be accessed by selecting **Unit Loads** in the SupplyLine menu. It allows you to search for unit load shipments by Status, ASN Number, Shipment Number, Item Code, Ship From, or Ship To location.

To create a new unit load, click ➕ **Add**. To edit an existing unit load, select the appropriate row, and click ✏️ **Edit**.



Adding or editing a unit load brings up the **Create Unit Load** view.

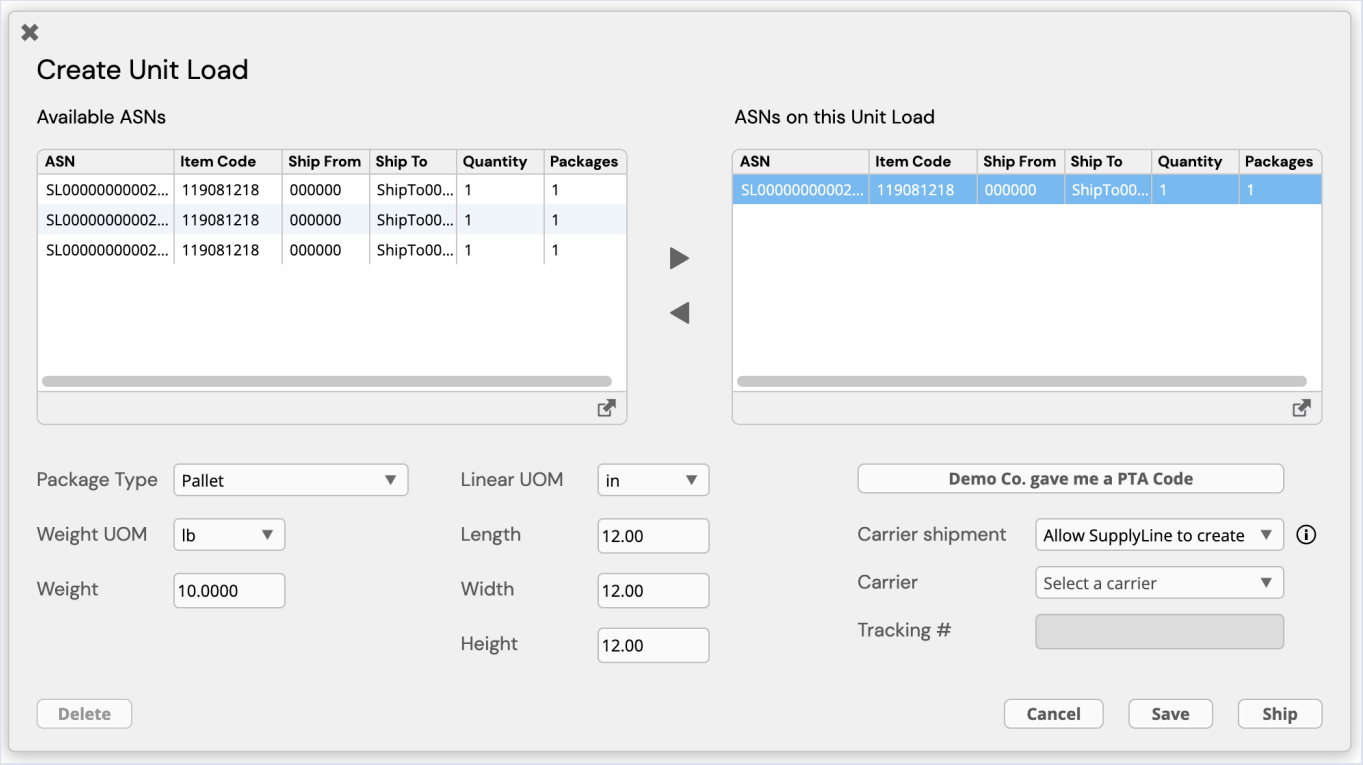
The top portion of this screen shows **Available ASNs** on the left, and **ASNs on this Unit Load** on the right. To move an ASN into or out of the unit load, select the appropriate row and then click the arrow pointing in the appropriate direction. You may also double-click a row to move an ASN.

Once you have added an ASN to the unit load, SupplyLine filters the list of **Available ASNs** so that you will only see ASNs that are being shipped from and to the same locations. A unit load may only include ASNs that are being shipped together to the same dock code or physical address depending on how your customer's SupplyLine instance is configured.

Carrier Shipment Handling Options

When creating or editing a unit load, you must specify how the carrier shipment will be handled. The **Carrier Shipment Method** dropdown provides the following options:

- **Allow SupplyLine to create**: Use this option when you want SupplyLine to arrange the carrier shipment on your behalf. SupplyLine will contact a carrier to create a carrier shipment, and your customer pays for the shipment. Carrier shipment labels will be generated if your customer's SupplyLine instance has been configured to do so. You are responsible for scheduling the pickup time with the carrier after the shipment is created.
- **I have already created**: Use this option when you have already arranged your own carrier shipment (for example, through your own shipping account or a third-party logistics provider). This is the default option if your customer's SupplyLine instance is not configured to create carrier shipments. When this option is selected, you must provide the following information:
    - **Carrier Service**: Select the carrier and service level you used for the shipment (e.g., "FedEx: Ground", "UPS: Next Day Air").
    - **Tracking Number**: Enter the tracking number provided by your carrier.



Step-by-Step: Creating a Unit Load with "Allow SupplyLine to create"

1. Click **Unit Loads** in the SupplyLine menu
2. Click ➕ **Add** to create a new unit load
3. Select ASNs from the **Available ASNs** list and move them to **ASNs on this Unit Load**
4. In the **Carrier Shipment Method** dropdown, select **Allow SupplyLine to create**
5. (Optional) If you have a PTA code, click **Add PTA Code** and enter the code
6. Enter the unit load weight and dimensions if required
7. Click **Save** to save the unit load, or **Ship** to save and ship immediately

Step-by-Step: Creating a Unit Load with "I have already created"

1. Click **Unit Loads** in the SupplyLine menu
2. Click ➕ **Add** to create a new unit load
3. Select ASNs from the **Available ASNs** list and move them to **ASNs on this Unit Load**
4. In the **Carrier Shipment Method** dropdown, select **I have already created**
5. Select the **Carrier Service** you used from the dropdown (e.g., "FedEx: Ground")
6. Enter the **Tracking Number** provided by your carrier
7. Enter the unit load weight and dimensions if required
8. Click **Save** to save the unit load, or **Ship** to save and ship immediately

Additional Unit Load Properties

Once you have assigned ASNs and configured the carrier shipment method, you can provide additional properties for the unit load, including the weight and dimensions.

When you have finished editing, click one of the buttons at the bottom of the screen:

- **Delete**: Delete the unit load from the system. The ASNs will then be available to be assigned to another unit load.
- **Cancel**: Discard all changes.
- **Save**: Save the unit load, but do not ship it yet.
- **Ship**: Save the unit load and ship it.

Note: You can cancel the unit load before it is shipped. If you need to cancel a unit load after it has been shipped, contact your customer.

Tools

Aged In-Transit

This view shows all in-transit ASNs for your suppliers. This view can be exported. Click the icon in the bottom right corner of the table to export the data into an Excel or CSV file.

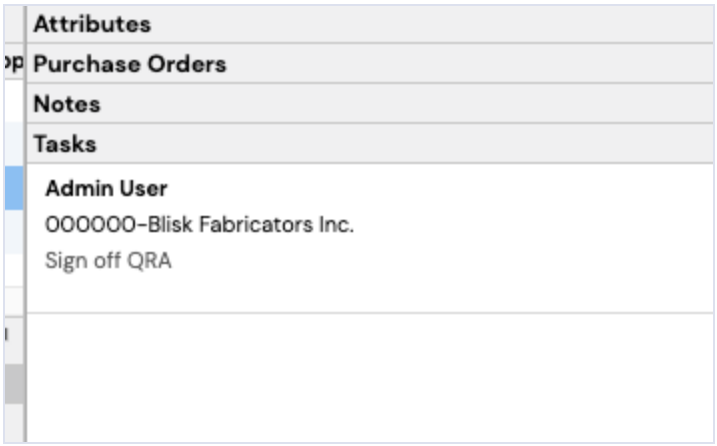
Tasks

Adding and Reviewing Tasks

To add or delete a task, access the **Part view** screen, then click the **Tasks** tab on the right-side panel. Click ➕ **Add** to add a task.

Select the task to request, type an optional message, and click **Save** when you are finished.

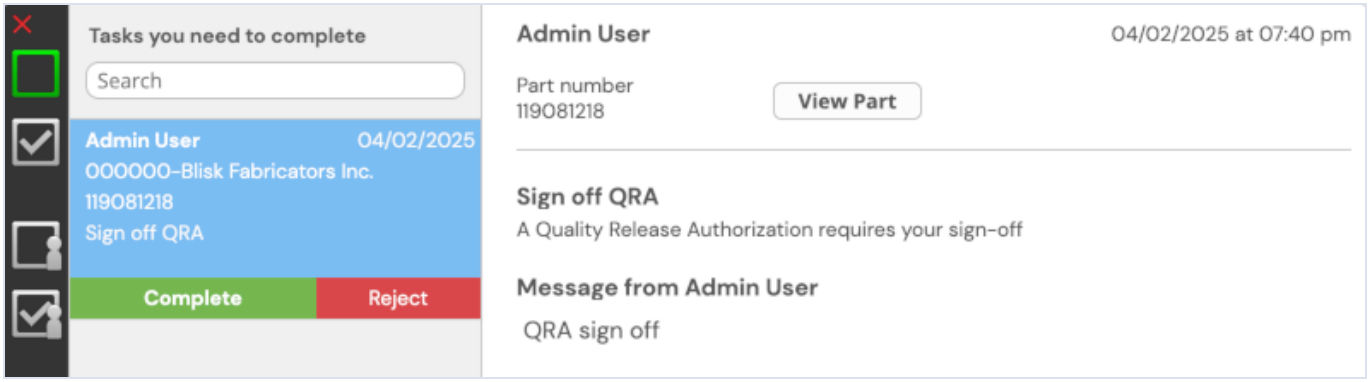
To delete a task, select the task and click ➖ **Delete**.



Viewing Tasks

If you have tasks that need attention, a red number will appear on **Tasks** in the SupplyLine menu. To view and respond to all tasks, start by clicking **Tasks** in the SupplyLine menu.

The **Tasks** window has a list of buttons on the left side.



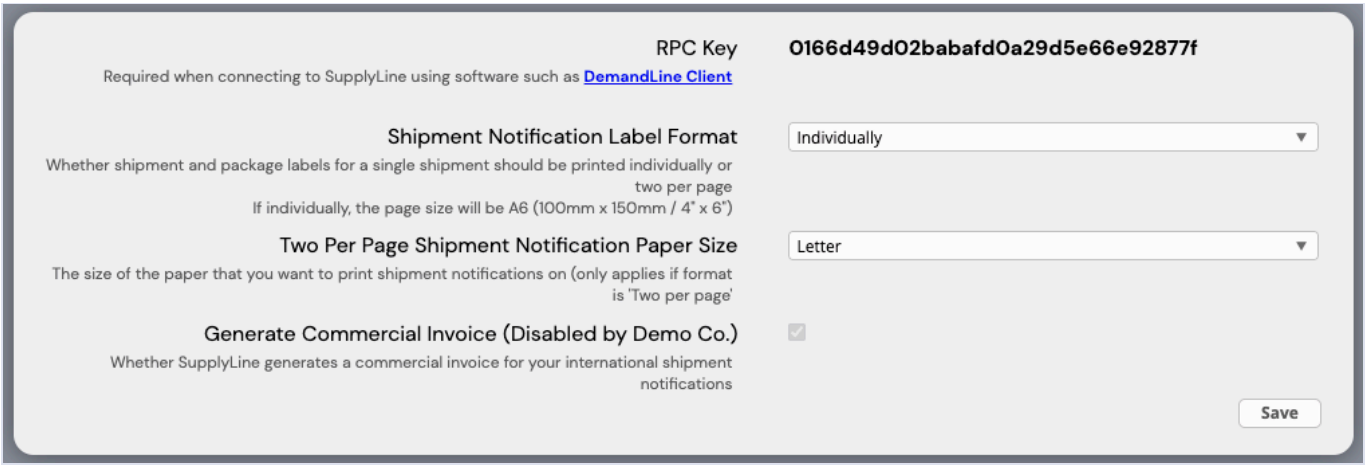
1. The top button displays tasks that you need to complete.
    - When you click a task in this section, you are provided with details about task in the right pane. You will also have the ability to complete or reject the task and to view the part's details by clicking **View Part**.
    - When you click **Complete** or **Reject**, you have the opportunity to place a note on the task. Click **OK** to complete the process.
2. The second button on the left displays tasks that you have already completed.
    - Clicking a completed task provides more details about the task in the right-side panel.
    - Clicking **View Part** also provides you with the ability to view the part's details.
3. The third button in the left-side panel displays tasks that you have requested which are incomplete.
    - If you click a task, you are provided with more details.
4. The fourth button in the left-side panel displays completed tasks that you have requested. Click a task to view more details about the completed task.

SupplyLine Extras

Accessing the RPC Key

Each RPC key is unique to each supplier you are linked to, and it is required if you wish to automatically trade data via AXON. You can obtain the RPC key by following these steps:

1. If your user account is linked to more than one supplier, select a single supplier in the **Current Supplier** dropdown menu
2. Click **Settings** in the sidebar menu
3. The RPC key for the selected supplier is displayed at the top of the page.



Finding Items on a Page

In many areas of the SupplyLine application, it can be helpful to utilize the key combination CTRL + F (CMD + F for Mac users) to search for values in the user interface. This key combination can speed up the process of locating information like an ASN number or part number in a long list.

Exporting Data from Tables

There are several places in SupplyLine that allow you to export a list of data to a Microsoft Excel or Comma-Separated Value (CSV) file. If a table is available to be exported, **Export** appears at the bottom of the table.

For example, from the **Part view** screen, the **Advanced Shipment Notifications (ASNs)** (labeled **Shipments** when the Shipments feature is enabled) and **Schedule** tables can be exported to Excel or to a CSV file. **Export** appears at the bottom-right corner of each table.

Help

Training Videos

Several SupplyLine training videos are available for all users to view. These videos can be helpful when learning to navigate SupplyLine. To access the training videos:

1. Click

   on the bottom of the sidebar menu.
2. Select **Training Videos**
3. Select a video to view from the list provided

Opening a Support Ticket

To contact Robot Morning's Support Team, all users can open a new Support Ticket. To open a new Support Ticket, follow these steps:

1. Click



on the bottom of the sidebar menu.

2. Select **Contact Support** from the menu
3. Follow the instructions in the support message to submit a support ticket

Someone from the support team will respond as soon as possible.

Note: The support ticket system may vary depending on your customer. The support message may show an email address or a link to your customer's support portal.