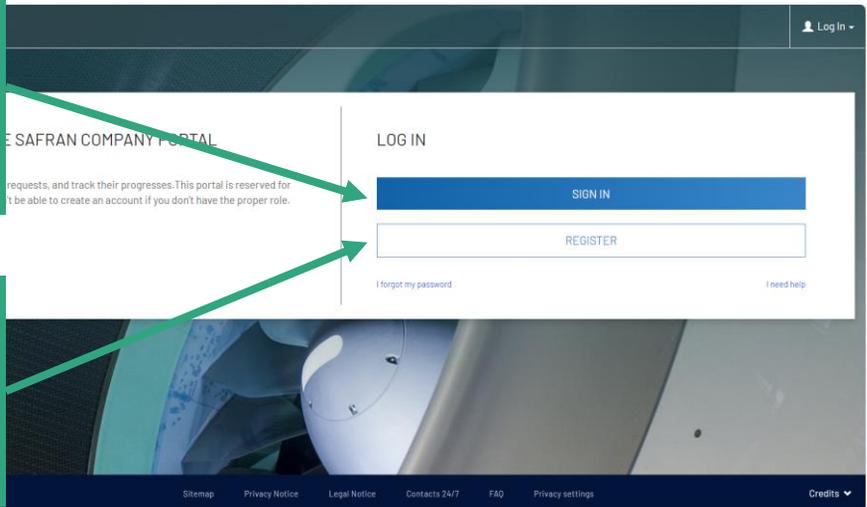**NACELLES**

ORDER BOOK

Find all your orders in one place.

With the Order book module, you are able to follow the delivery of your orders and access to the related documents (acknowledgement, delivery note, shipping invoice, payment invoice) whenever you need.
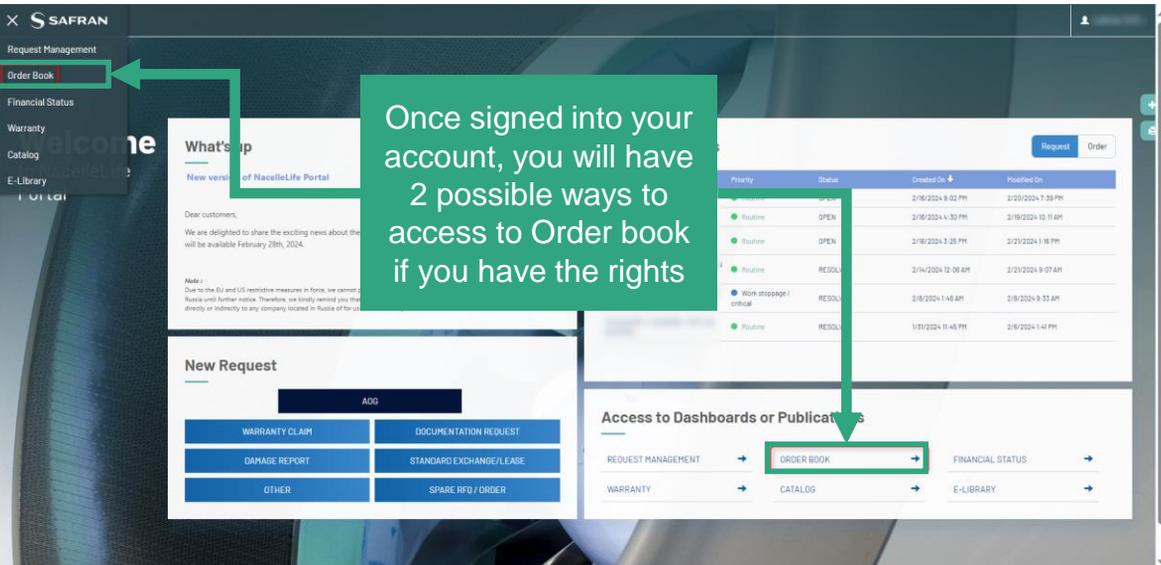
Log on to NacelleLife Portal

If you are already a NacelleLife Portal user, log on using your credentials which is your account email address and your password

If you do not have an account, click the REGISTER button to gain access

Access to Order book

Once signed into your account, you will have 2 possible ways to access to Order book if you have the rights

NACELLES

ORDER BOOK

Order book page

1. **Your Reference**: is the reference of the order in your system
   Note: Your Reference link will direct your to the Order view page.

2. **Safran Order**: is the reference of the order In Safran Nacelles system

3. **Order Date**: is the creation date of the order

4. **Order Status**: the possible status are
   - Received : The order is received in Safran system
   - Acknowledged: The order is acknowledged and the preparation is on going
   - Partially shipped: the order is partially shipped
   - Shipped: the order is fully shipped

   Part number

5. **Priority**: is the most critical priority of the order
   - AOG
   - Work stoppage/critical
   - Expedite
   - Routine

6. **Invoice**: you can click on the Invoice link (when available) to download the payment invoices

7. **Requests Claims / Spare :** . **7.1)** You can follow them in order book (click on book note) or in request management module.**(7.2)** With this button, you can create a request directly from order book, it will be route directly on team to answer

8. **Download/ Excel :** Allow you to download / export your view (all pages) to an excel file.
9. **Switch view :** Switch between Order and Order Line view level

ORDER BOOK

Order book page

Use filters to find the order
Search for orders using Your reference, Safran order, Order status, Part Number, Priority, Order Date Period.

You will view all the orders of your company

You can sort the view by clicking on any of the columns show in the view

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ORDER BOOK

Order page

1. **Order**: you will find all general information about the selected order

2. **Acknowledgement**: you can click on the button to download the acknowledgement document (when available)

3. **Address section**: You will find the addresses associated to the order

4. **Line**: Line link will direct you to the Order Line Details view

5. **Line status**: the possible line status are
    *   Acknowledge: the order line is acknowledged and the preparation is on going
    *   In progress: The order line is not fully delivered. The remaining quantity to deliver is identified
    *   Delivery: The order line is fully delivered

6. **P/N:** is the ordered Part Number

7. **Priority**: is the priority of the order line among AOG, Work stoppage/critical, Expedite, Routine.

8. **Ordered Quantity**

9. **Remaining Quantity**: is the quantity that remains to be delivered

10. **Requested Delivery Date**

11. **Confirmed Delivery Date:** this field shows the date the order is expected to ship. Once the item shipped, it will show the actual ship date

12. **Net Line Amount (USD)**

ORDER BOOK

Order line details page

1. **General Information** about the order line and order

2. **Delivery Date**: Section which reminds the Requested Delivery Date, the Confirmed Delivery Date, the Catalog Lead Time of the order line

3. **Quantity & Price**: Section where you will fin the Net Line Amount, the Net Unit Price, the Ordered Quantity and the Remaining Quantity if the order line

4. **Delivery Note**: For order lines with at least the status "In progress", the reference of the Delivery Note will appear

5. **Tracking Number** : expedition from freight forwarder

6. **Shipping Invoice**: For order lines that have shipped, the reference of the shipping invoice will appear

7. **Shipped From :** Storage location

8. **Removal Date** : freight forwarder will take in charge the package at this date

9. **Delivered Quantity**: is the delivered quantity.

10. **Number of packages**

11. **Loading Date :** it's when the package is ready to be removal by the freight forwarder

12. Button which allows to download the delivery note (when available)

13. Button which allows to download the shipping invoice (when available

14. Button which allows to download the release document (when available