

# Supplier Portal Technical Readiness Guide

[www.Sell2Bell.com](http://www.Sell2Bell.com)

# **Table of Contents**

## **Introduction**

Implementation Guide

Supplier Readiness Kit

Training

## **Definitions**

## **Technical Requirements**

## **User Management**

## **Request for Quote**

## **Purchase Order and Trading Document Transactions**

EDI VAN Subscribers

## **Shipping**

## **Training and eGrid**

## **Tables:**

Summary of Technology for RFQs

[Summary of Electronic Data Interchange Technology and Data](#)

Summary of Technology for Shipping

## Introduction

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This document serves as a high-level technical readiness guide for suppliers regarding Bell Helicopter Textron's Supplier Portal ([www.Sell2Bell.com](http://www.Sell2Bell.com)).

Bell Helicopter utilizes SAP™ to enable transactions in the following core business processes involving suppliers:

- User Management Forms
- Request For Proposal/Request For Quote
- Purchase Order transactions
- Shipping

The information in this document serves to inform suppliers of important technical settings; however, it is intended to be used for *informational purposes only*. This document is supported by additional training and implementation guides. To prepare suppliers for the use of the Supplier portal, Bell provides the following documents:

- **Implementation Guides** – Direct Value Added Network (VAN) or Electronic Data Interchange (EDI) suppliers have available to them the implementation guides for each trading document used with Bell. These guides provide full descriptions of data available and data locations in the EDI transmission ([http://www.bellhelicopter.com/en\\_US/Suppliers/EBusiness/GettingStarted/Getting\\_Started.html](http://www.bellhelicopter.com/en_US/Suppliers/EBusiness/GettingStarted/Getting_Started.html)).
- **Supplier Readiness kit** – All suppliers have access to an electronic readiness kit, posted on Sell2Bell ([www.sell2bell.com](http://www.sell2bell.com)). This kit includes training materials for assistance with specific transactions and other relevant materials.
- **Training** – Suppliers have the opportunity to attend supplier portal training via WebEx ([Textron's Supplier Webex site](#)). Training documentation is also available for reference on Sell2Bell.

[Return to Table of Contents](#)

Need Help?

Contact the Sell2Bell Help Desk at 866-412-9236

or email [sell2bell@bh.com](mailto:sell2bell@bh.com)

## Definitions

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The following terms will be used throughout this document:

- **LDAP** – refers to a specific authentication method preferred by Textron and is issued to you via email when your account is created. The LDAP username and password combination is used by Sell2Bell and the SAP™ tools. The term is used throughout this document as “LDAP Accounts”. Lightweight Directory Access Protocol (LDAP).
- **SAP™ Portal** – refers to a section of Sell2Bell that houses SAP™ tools such as User Management, the Supplier Relationship Management (SRM) tool, and the Supply Network Collaboration (SNC) tool.
- **Secure Web Applications** – refers to the Secure Applications on the Sell2Bell portal. Technical Data Interchange (TDI) folders serve as repositories for technical, highly sensitive data, such as drawings. The Technical Data Interchange (TDI) folders use their own authentication process (LDAP username + password) for access.
- **Sell2Bell** – refers to the website, [www.sell2bell.com](http://www.sell2bell.com), that serves as the supplier portal for Bell Helicopter. The site uses LDAP authentication (email address + password) and a digital certificate for access.
- **eGrid**- refers to a form of two factor verification of user identity used to access the Sell2Bell Portal. (Replaces need for Exostar Certificate to enter our portal)

[Return to Table of Contents](#)

## Technical Requirements

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Accessing Bell’s tools will require internet access and adequate desktop hardware and software, including, but not limited to:

- Processor: Minimum 400 MHz processor
- RAM: 256 MB RAM or Higher
- Screen Resolution: 1024 x 768 (recommended)
- Internet Explorer 8.0 (the system is *not* compatible with IE 11.0 or any other browser) (<http://www.microsoft.com/windows/ie/ie6/default.msp>)
- Connection Speed: minimum speed is 128 Kbps. Bell recommends a DSL connection

Additionally, users may be required to download the latest JavaScript® package ([www.java.com](http://www.java.com)) and Adobe Acrobat® Reader ([www.adobe.com](http://www.adobe.com)).

[Return to Table of Contents](#)

## **Core Process: User Management**

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Existing Sales, Manager, or PO/CO Admin contact types within the company have the ability to add and manage users through User Management via the SAP™ Portal within Sell2Bell.

*Process Summary:* Suppliers are accountable for maintaining their own contacts for their company. The following are types of requests available.

- Create Contact – Add additional users
- Change Contact – email address and update phone number, etc.
- Delete Contact – Remove partial /complete access from a user

Notification of approvals or rejections will be sent to the requestor and user via email. An additional email will be sent with temporary password to user only. A third email will be sent with instructions on how to obtain your eGrid from Bell Helicopter.

*Technical Requirements:* Computers, internet access, and email addresses as described in the “Technical Requirements” section of the fourth page of this document.

*Technical Notes:* none

[Return to Table of Contents](#)

## **Core Process: Request for Quote**

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The SAP™ Supplier Relationship Management system (SRM) within the SAP™ Portal allows Bell to distribute, receive, and evaluate Request for Information (RFI), Request For Proposal (RFP), and Request For Quote (RFQ) documents online. Throughout this document, the term RFQ will represent all the bid package types.

*Process Summary:* RFQ information will be provided to suppliers online. RFQ responses will be accepted and responded to online. RFQ materials will include a combination of downloadable portable data files (PDF) and interactive screens. Suppliers will receive emails and online notifications regarding RFQ status.

RFQ packages are comprised of two components: non-technical data (including part number, quantity, and delivery information) and technical data (including drawings, specifications, planning, and other manufacturing instructions). Non-technical data will be provided through the SAP™ Portal, while technical data will continue to be provided through ENOVIA and the Technical Data Interchange (TDI) folders all found on Sell2Bell.

*Technical Requirements:* Computers, internet access, and email addresses as described in the “Technical Requirements” section of the fourth page of this document.

*Technical Notes:* none

[Return to Table of Contents](#)

<b>Summary of Technology for RFQs</b>		
<b>Process</b>	<b>Action</b>	<b>Technical Requirement</b>
Supplier receives non-technical RFQ information, including part number, quantity, and delivery dates	Pick up RFQ packages via the SAP Portal on Sell2Bell	Requires internet access, email account, and Sell2Bell (LDAP) account
Supplier receives technical data for RFQs, including drawings, specifications, planning, and other instructions	Pick up technical data on the Technical Data Interchange (TDI) folders on the Secure Web. Buyers can transmit technical data to suppliers at the same time that non-technical data is provided	Requires internet access, email account, Sell2Bell, and Secure Web accounts
Supplier responds to RFQ or RFP materials	Respond online using the SAP Portal on Sell2Bell	Requires internet access, email account, and a Sell2Bell account
Bell updates RFQ with status such as acceptance	View RFQ alerts online using the SAP Portal on Sell2Bell	Requires internet access, and a Sell2Bell account

[Return to Table of Contents](#)

## **Core Process: Purchase Order and Trading Document Transactions**

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As a result of implementing SAP™ tools, Bell Helicopter has expanded abilities regarding the transmission of trading documents, including Purchase Orders (PO) and Change Orders (CO) as well as other documents.

*Process Summary:* Purchase Orders, Change Orders, and other documents are created in SAP™ and transmitted to suppliers through the:

- Supply Network Collaboration (SNC) in the SAP™ Portal on Sell2Bell, or
- Electronic Data Interchange (EDI) Value Added Network (VAN)

Suppliers currently have the option of participating in two methods of document exchange:

1. Supply Network Collaboration (SNC) in the SAP™ Portal on Sell2Bell. This application effectively allows suppliers to view, download, and confirm Purchase Orders and Change Orders. It also allows suppliers to request changes, add notes and review historical data for each PO.
2. Direct electronic exchange of data via an EDI VAN. Bell suppliers subscribe to services provided by the Sterling Commerce EDI gateway called Gentrax. These services allow suppliers to download data from Bell into their ERP business systems.

These two groups of suppliers are treated separately within this document.

### **EDI VAN Subscribers**

Suppliers that subscribe to an EDI VAN to exchange trading data with Bell Helicopter Textron will continue to use these same systems.

*Process Summary:* Direct EDI suppliers download transaction data from a VAN for processing within the suppliers' operations systems. The data that is provided to the VAN will come from Bell's systems.

*Technical Requirements:* An EDI VAN subscription and adequate IT infrastructure to support EDI exchange.

*Technical Notes:* Bell has made implementation guides available to EDI VAN suppliers that will include data descriptions, including mapping information.

**[Return to Table of Contents](#)**

Suppliers that use the EDI VAN systems may contact [sell2bell@bh.com](mailto:sell2bell@bh.com) or 866.412.9236 to schedule tests and receive EDI support.

<b>Summary of Electronic Data Interchange Technology and Data</b>		
<b>High Level</b>		
<b>Process</b>	<b>Action</b>	<b>Technical Requirement</b>
Bell Helicopter sends data to the Sterling Gentrans VAN for distribution to suppliers	Bell Helicopter uses ISA address 01~0629233211	Details are provided in the EDI Implementation Guides.
Supplier receives trading data including Purchase Orders and Change Orders from Bell	Supplier downloads data from EDI VAN into internal systems	Access to EDI VAN, adequate IT infrastructure to support downloads
<b>Detailed Transactions</b>		
<b>Process</b>	<b>Action</b>	<b>Technical Requirement</b>
<b>Purchase Orders</b>		
Supplier receives Terms and Conditions in Purchase Orders via EDI VAN from Bell Helicopter	Supplier downloads 850 trading document from VAN Terms & Conditions data appears as 80 characters in REF03 field	Details are provided in the Implementation Guide for the 850 trading document
<b>Change Orders</b>		
Supplier receives Change Orders via EDI Van from Bell Helicopter	Supplier downloads 860 trading document from VAN Terms & Conditions data appears as 80 characters in REF03 field	Details are provided in the Implementation Guide for the 860 trading document
<b>Long Term Agreements/Delivery Schedules</b>		
Supplier responds to Scheduling Agreements (SA) against Long Term Agreements (LTA)	Supplier downloads 830 trading document with scheduling agreement data	Details are provided in the Implementation Guide for the 830 trading document

[Return to Table of Contents](#)



## Core Process: Shipping

*Process Summary:* Suppliers ship goods to Bell Helicopter based on requirements outlined in Purchase Orders (PO) and Scheduling Agreements (SA). Labels are attached to shipments and include barcodes with references to Purchase Order data.

**CARRIER ROUTING:** For all Inbound collect shipments to Bell Helicopter TEXTRON (regardless of mode, origin, equipment, or service level), please follow the shipping instructions found at <http://www.routingguides.com/Textron/tex.htm>. Purchase Order Number must be referenced on the Bill of Lading.

*Technical Requirements:* Computers, internet access, and email addresses as described in the “Technical Requirements” section of the fourth page of this document. Additionally, suppliers will need printers for Advanced Shipping Notices and barcodes.

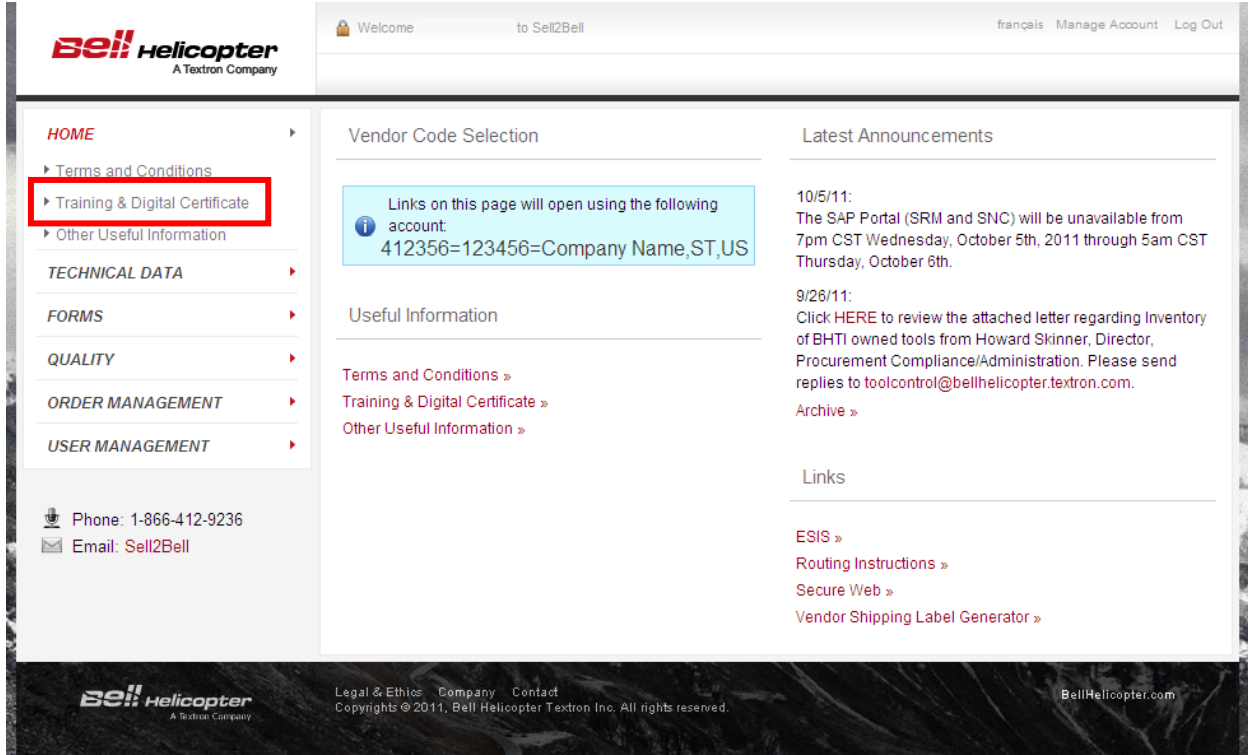
*Technical Notes:* The SNC system or Ship2Bell does not require special software or special printers. A password is not required to access the Routing Guide website, only an email address. If you cannot access the website, or you are shipping to a non-Bell Helicopter location (i.e. 3rd Party drop shipment) please contact your Bell Helicopter Buyer or Bell Transportation at [traffic@bellhelicopter.textron.com](mailto:traffic@bellhelicopter.textron.com) for shipping instructions.

Summary of Technology for Shipping		
Process	Action	Technical Requirement
<b>SNC*</b>		
Supplier uses Advanced Shipping Notices for shipments to Bell	Supplier uses SAP SNC on Sell2Bell to submit ASNs	Requires internet access, email account, Sell2Bell account, and printer
Supplier inquires about the status of a shipment	Views shipment status via SNC in the SAP Portal on Sell2Bell	Requires internet access, email account, and Sell2Bell account
<b>Ship2Bell</b>		
Supplier uses Ship2Bell for printing barcodes for shipments to Bell	Supplier uses Ship2Bell to initiate and print barcode	Requires internet access and printer

*\*not all suppliers will be using SNC.*

[Return to Table of Contents](#)

Sell2Bell contains training materials and other helpful documents which can be found under the Home tab.



If it is your first time logging in, please access the eGrid Setup Wizard to download your eGrid which will reference information from your Sell2Bell Portal account email that you received upon your account creation.

**Training on the Enovia** through the Sell2Bell Portal will be held every **1<sup>st</sup> and 3<sup>rd</sup> Thursday** of the month with one 1 ½ hour session each of those days starting **at 10:00 am central time**. Topics will include How to submit a **Procurement Issue**, submitting **Frozen Planning**, Subcontracting Deliverable Requirements (**SDRL's**), and how to **Retrieve a TDP**.


**Training on the Sell2Bell Portal** will be held every **2<sup>nd</sup> and 4<sup>th</sup> Thursday** of the month with a 1 hour session each of those days **at 11 am central time**. Topics will include **Purchase Orders, Submitting RFQ's, Retrieving Technical Data**, and **creating users** through the portal. The **2<sup>nd</sup> Thursday** training will include **Scorecard Training**.

WebEx and Conference call details are listed below.

Topic: Sell2Bell Supplier Training  
Meeting Password: 1Portal!  
Conference Call: 888-663-9382 Participant Code: 2803466

To join or view upcoming training sessions please click the following link, then click on Show All Meetings

[Supplier Training Schedule](#)

**Sell2Bell Supplier Support's Meeting Room** 



Welcome to the webex supplier support training and meeting page.

If you are Sell2Bell Supplier Support, [click here](#) to see more options.

**Sell2Bell**

Meetings Files English | Chicago Time

Enter the meeting number to join a meeting that is not listed below:

◀ **Tuesday, December 20, 2011** ▶  [Show All Meetings](#) 

Time	Topic	Type
▼ In Progress	This host does not have any public meetings in progress	
▼	This host does not have any public meetings scheduled	

[Return to Table of Contents](#)

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Additional information can be found on the Sell2Bell website ([www.sell2bell.com](http://www.sell2bell.com)).