

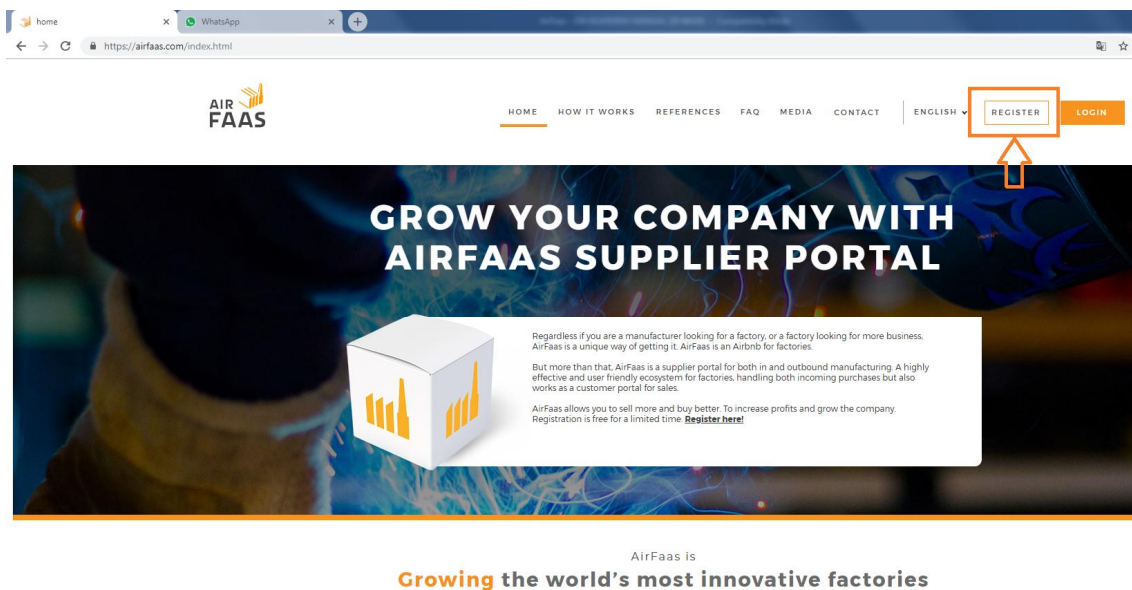
AirFaas – USER SETUP MANUAL

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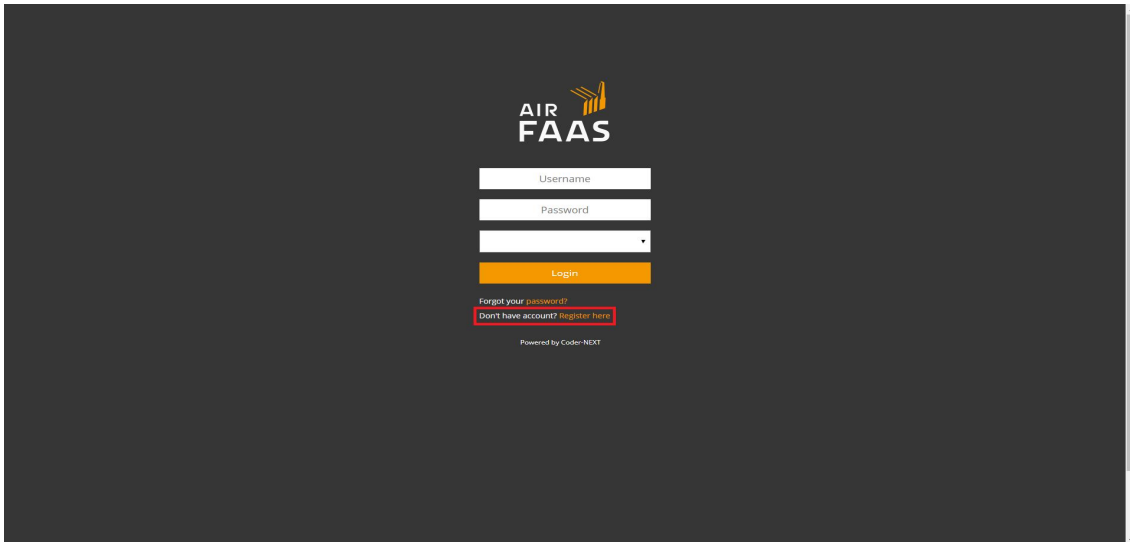
Welcome into the world of AirFaas. We are truly happy to have you join our growing family of Users. We can assure you that once you have taken AirFaas into use, it will start solving bottlenecks and increasing your company's performance significantly. The first steps are simple and will already give you concrete moves to improve your business.

STEP 1: Create a User for yourself in AirFaas:

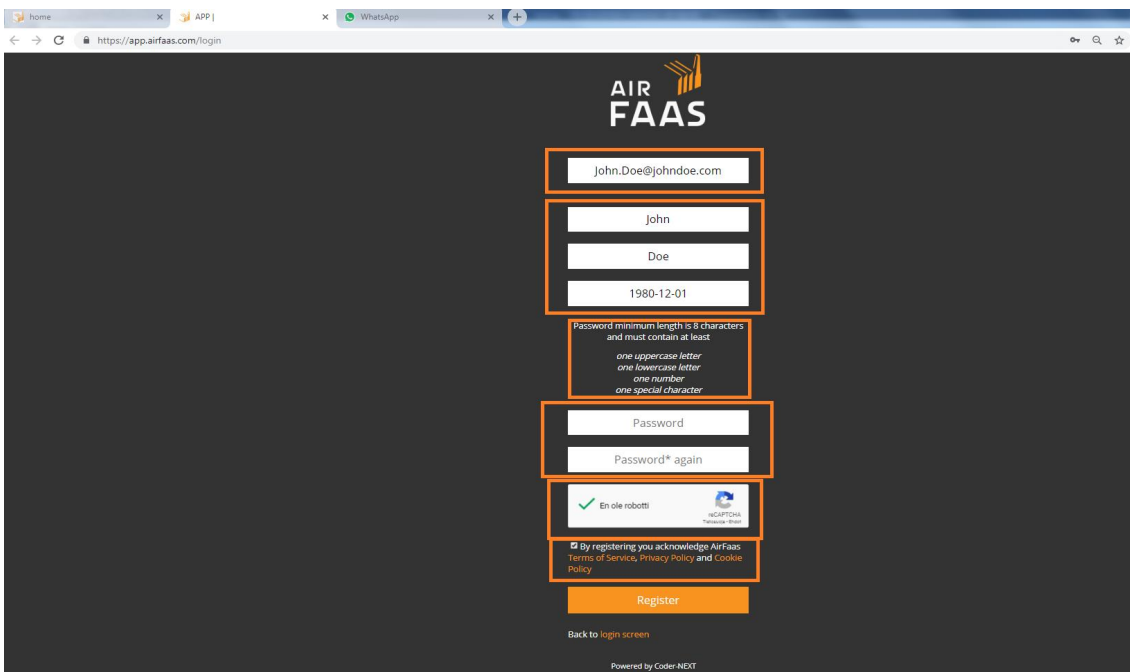
1. Go to www.airfaas.com. The registration link is in the upper righthand corner.



2. Follow the simple registration steps



3. Fill in your User name (email) and password



4. Once successful, you will receive an e-mail to verify your email address

STEP 2: Requesting access to your company in AirFaas

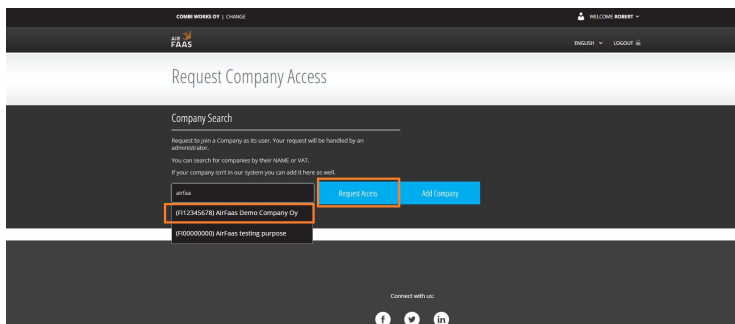
In order to conduct business in the name of your company in AirFaas, you must apply for access to your company. We want to ensure the integrity of the users in the system and this might therefore take a day for us to check different sources before we can grant access. AirFaas wants to ensure the integrity of the system so our Admins will check the user and company before granting the right to the user to operate on behalf of the created company.

Please follow the instructions below and apply in advance, this is important for everyone's security.

1. After your registration in AirFaas you will be asked to Login for the first time. You will be re-directed to the Company access/creation page.
2. Type your company name into the open field. This is to check if your company already exists in AirFaas.

IF YOUR COMPANY ALREADY EXISTS IN AIRFAAS

3. If you find your company, click on "Request Access" and wait for email instructions.
Jump to point 6.

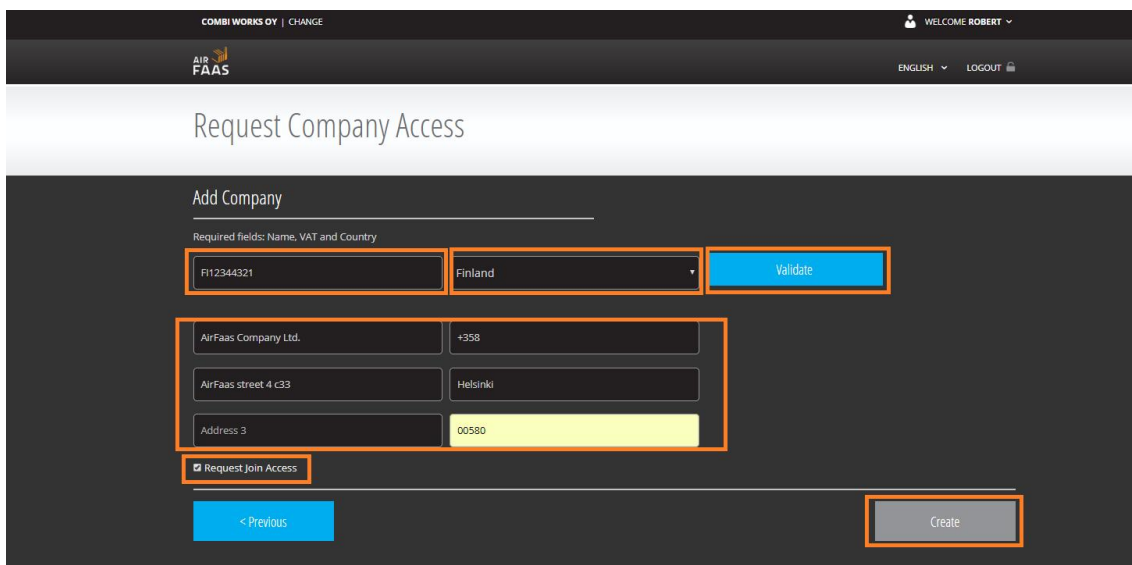


IF YOUR COMPANY DOESN'T YET EXIST IN AIRFAAS

4. If you cannot find your company, please push “Add Company”
5. Fill in the data requested
 - a. Note! You need to first fill in VAT/Org. number of your company and push Validate to check it fits AirFaas. After this please fill in rest of fields

Please tick Request Join Access box. This will add your user into the Company as a primary user.

- b. When the fields are correctly filled in, push “Create”



COMBI WORKS OY | CHANGE WELCOME ROBERT

AIR FAAS ENGLISH LOGOUT

Request Company Access

Add Company

Required fields: Name, VAT and Country

F12344321	Finland	Validate
AirFaas Company Ltd.	+358	
AirFaas street 4 c33	Helsinki	
Address 3	00580	

Request Join Access

< Previous Create

6. Once you push “Request Access” (company in AirFaas) or “Create” (Company not yet in AirFaas) you will be sent an e-mail confirming the validation process has been started
7. After AirFaas admin team has verified the company is real and the user requesting access has the right to sign in the name of the company you will be granted access to the company. If you are the first User to be linked to the company, you will also be granted Admin rights. See the section User rights to see your rights and responsibilities as Admin.



8. After access is granted you will be notified by email and can login to start setting up your company and start using AirFaas.

Company validated

Dear **RBL**,

Thanks for your patience!
You have been granted the access to your company *AirFaas Company Ltd.*!
You can edit your company information [here](#)


If you would like to test first, our test company "AirFaas testing purpose" can be for placing RFQ and PO/SO.

To reach AirFaas global customers, you can become an AirFaas supplier.
You can go to [AirFaas Company Ltd.](#) profile and choose "Yes" for "Can Receive/Submit Quotes".

If you have any questions, please don't hesitate contacting us by contact@airfaas.com.

With regards,
AirFaas Team

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STEP 3: Setting up your User and Company in AirFaas and taking mobile communication tools into use.

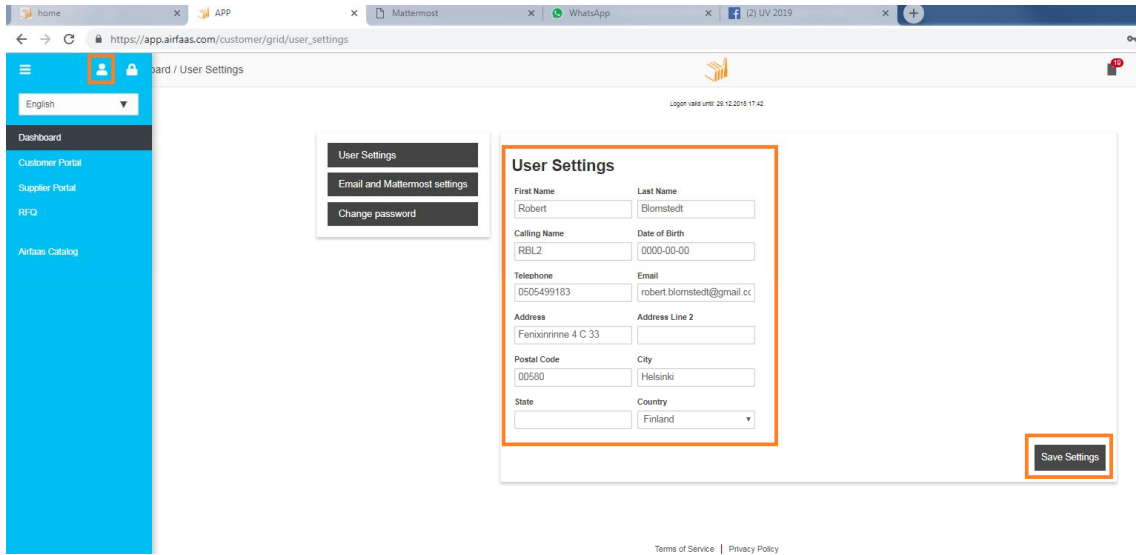
For you to be able to use AirFaas fully we suggest you do the following steps:

1. AirFaas User setup – Lets you control what others see and how you are informed of transactions. See instructions under
2. AirFaas Mattermost registry – Lets you communicate with all Users in AirFaas. See instructions under
3. Company setup – Lets you control how your company is found by potential partners. See instructions under



AirFaas User setup

1. Push Menu button in left upper corner and Push the User Logo



Dashboard / User Settings

English

Dashboard

Customer Portal

Supplier Portal

RFQ

Airfaas Catalog

User Settings

Email and Mattermost settings

Change password

User Settings

First Name: Robert, Last Name: Blomstedt

Calling Name: RBL2, Date of Birth: 0000-00-00

Telephone: 0505499183, Email: robert.blomstedt@gmail.com

Address: Fenöxinrinne 4 C 33, Address Line 2:

Postal Code: 00560, City: Helsinki


State: , Country: Finland

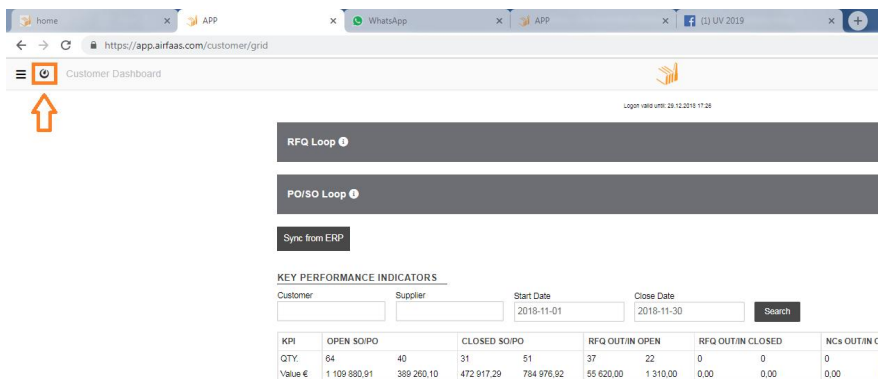
Save Settings

Terms of Service | Privacy Policy

- a. Fill in your User details

Setup AirFaas Mattermost communication platform

1. Log into AirFaas.
2. On the frontpage, click on the round AirFaas Mattermost logo in the upper left-hand corner. (The logo looks like this )



Customer Dashboard

RFQ Loop

PO/ISO Loop

Sync from ERP

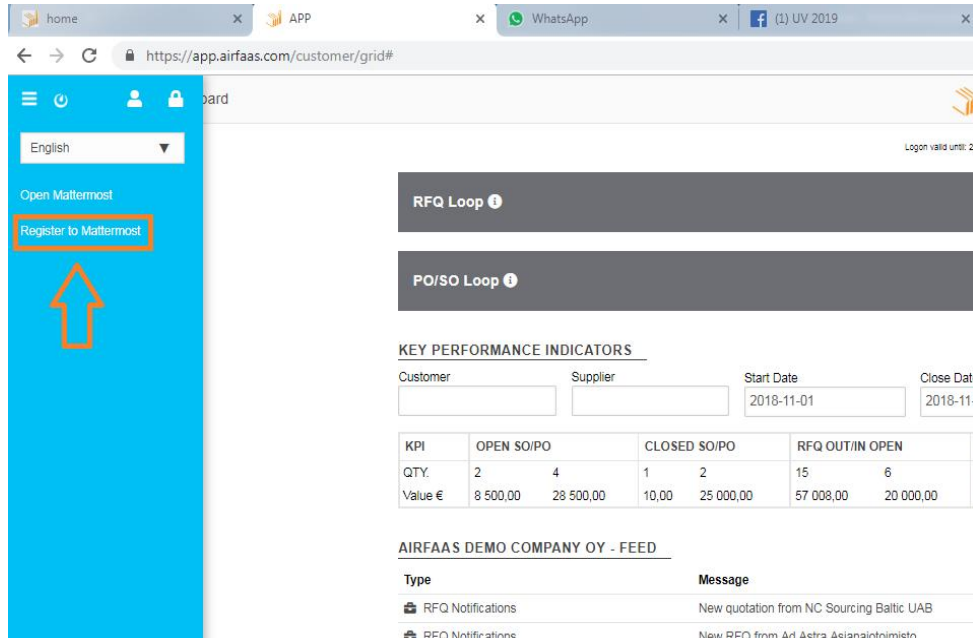
KEY PERFORMANCE INDICATORS

Customer: , Supplier: , Start Date: 2018-11-01, Close Date: 2018-11-30, Search

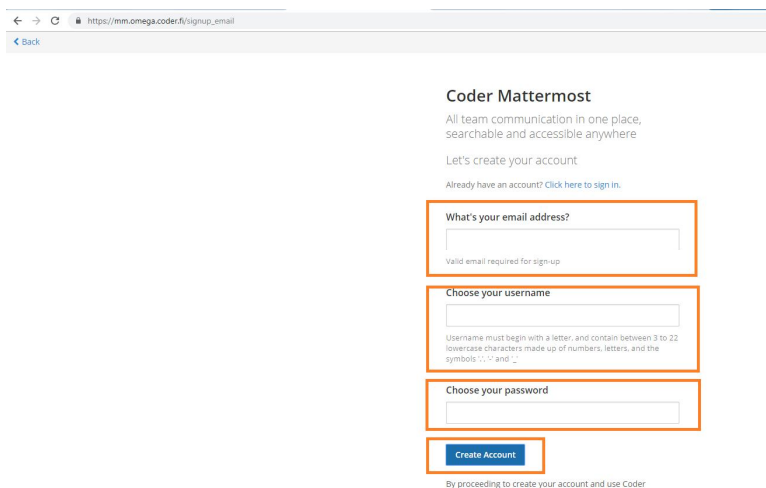
KPI	OPEN SO/PO	CLOSED SO/PO	RFQ OUTIN OPEN	RFQ OUTIN CLOSED	NCs OUTIN OF
QTY:	64	40	31	51	37
Value €	1 109 880,91	389 260,10	472 917,29	784 976,92	55 620,00



3. Click on the “Register to Mattermost” link



4. Follow the instructions and create an account. Please use the same login name (email) and password as in AirFaas.



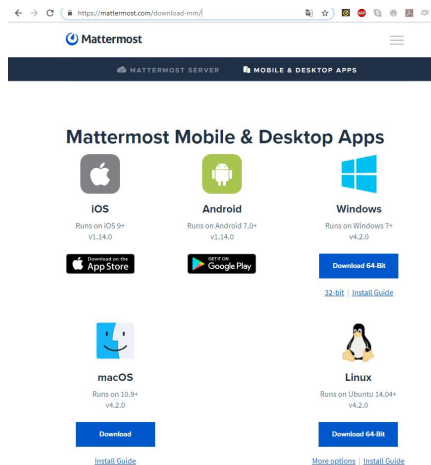
5. You will be sent a confirmation email.
6. Open the email and follow the link and log into Mattermost.



7. Download the app in Appstore (iPhone) or Play store (Android phones): Search for “Mattermost”

a. Or you can download the app from this link:

<https://Mattermost.com/download-mm/>



b. Install the app on your mobile, tablet and/or laptop. Choose the correct download file based on your operating system

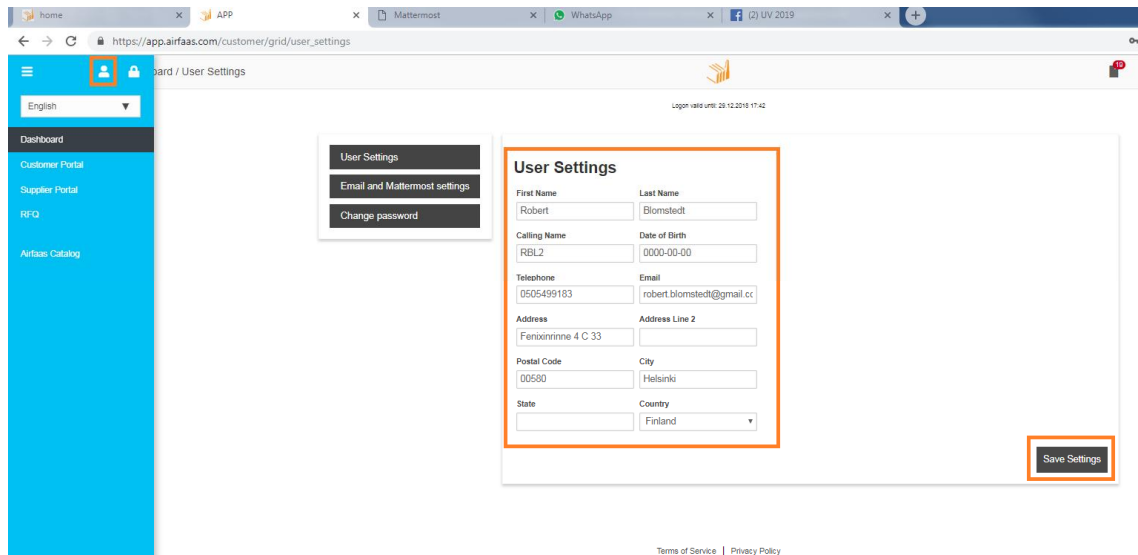
c. When the program is installed you will be asked to fill in Server address:

<https://mm.omega.coder.fi>

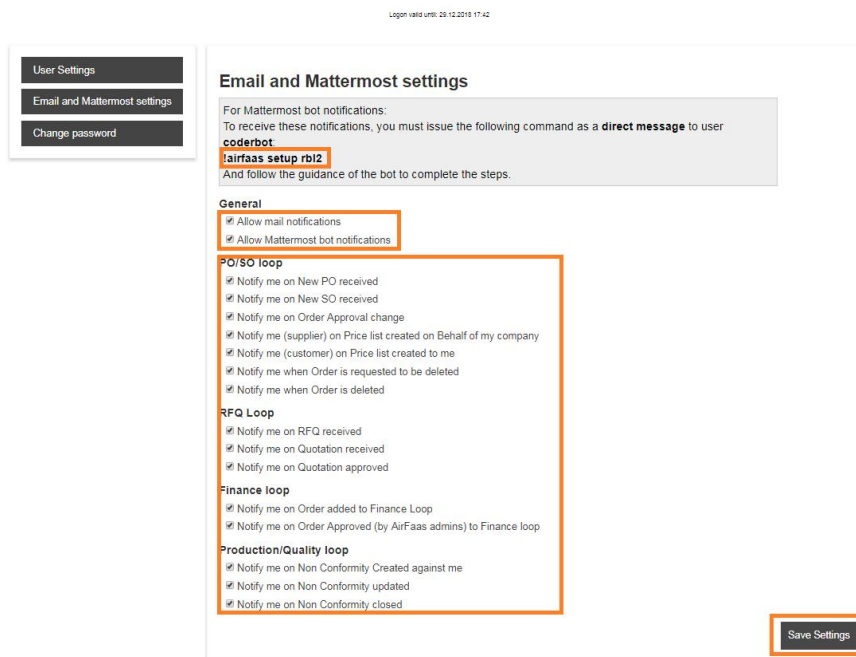


Setup Email and Mattermost settings

1. Push Menu button in left upper corner and Push the User Logo



2. Push "Email and Mattermost settings"



For Mattermost bot notifications:
To receive these notifications, you must issue the following command as a **direct message** to user **coderbot**
`!airfaas setup rbl2`
And follow the guidance of the bot to complete the steps.

General

- Allow mail notifications
- Allow Mattermost bot notifications

PO/SO loop

- Notify me on New PO received
- Notify me on New SO received
- Notify me on Order Approval change
- Notify me (supplier) on Price list created on Behalf of my company
- Notify me (customer) on Price list created to me
- Notify me when Order is requested to be deleted
- Notify me when Order is deleted

RFQ Loop

- Notify me on RFQ received
- Notify me on Quotation received
- Notify me on Quotation approved

Finance loop

- Notify me on Order added to Finance Loop
- Notify me on Order Approved (by AirFaas admins) to Finance loop

Production/Quality loop

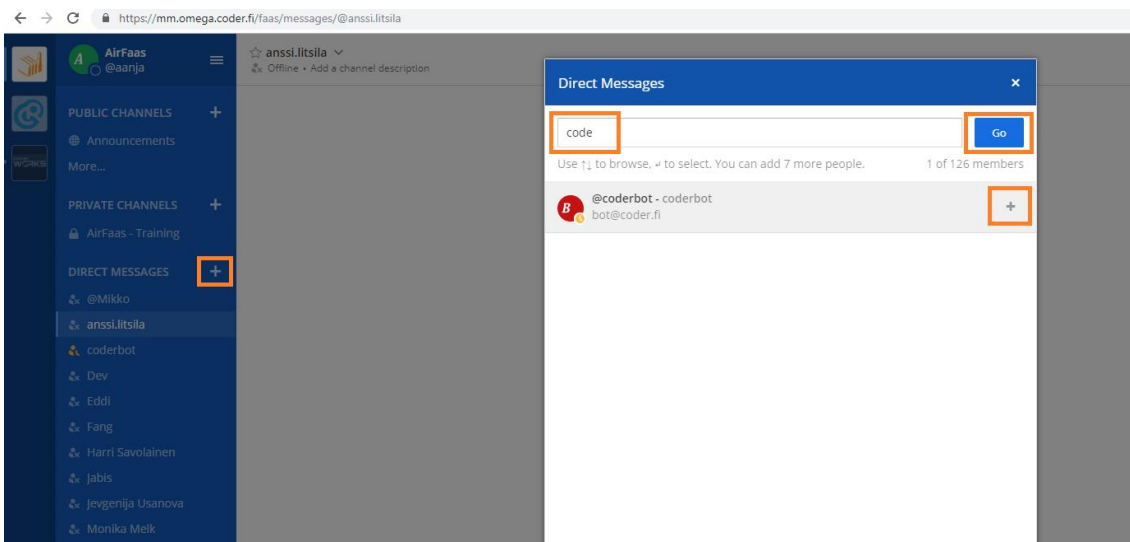
- Notify me on Non Conformity Created against me
- Notify me on Non Conformity updated
- Notify me on Non Conformity closed



- a. We suggest ticking all boxes to ensure you will get all Notifications. You can always change this later.
- b. Two uppermost ticks are to choose if you want to receive Only Mattermost and/or E-mail notifications.
 - a. E-mail notifications, you will receive each transaction Notification to your mail account
 - b. Mattermost Notifications you will receive notifications via Mattermost Bot
 - i. To get it to work you need to enable CoderBot in Mattermost to have the right to give you these notifications

Get AirFaas bot Notifications - automatic notifications of transactions related to you that are happening in AirFaas

1. Go to User settings (See Copy or memorize the text seen in above picture: !airfaas setup **username**)
2. Go into Mattermost
 - a. Find CoderBot in Direct messages



- b. Write to CoderBot: !airfaas setup **username**
 - i. username should be your AirFaas Username!
- c. Follow link CoderBot replies to you



- i. Login to AirFaas
- d. You are ready, and you will now receive Bot messages for transactions in AirFaas to your Mattermost user account via CoderBot
 - i. Note! CoderBot is a digital robot handling notifications to you in a private channel! CoderBot notifications you receive are visible only to you!

Setup your company profile

1. Log into AirFaas
 - a. Click your company name in Right top corner
2. Fill in General company details in the company setup form

GENERAL

Name:	VAT: ⓘ	Organization Number
<input type="text" value="AirFaas Company Ltd."/>	<input type="text" value="FI12344321"/>	<input type="text" value="FI12344321"/>
Address 1:	Email Address:	Payment Terms: ⓘ
<input type="text" value="AirFaas street 4 c33"/>	<input type="text"/>	<input type="text" value=""/>
Address 2:	Phone Number:	Currency Code:
<input type="text" value="Helsinki"/>	<input type="text" value="+358"/>	<input type="text" value=""/>
Address 3:	Fax Number:	Delivery Terms (Incoterms 2010): ⓘ
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
City:	Website:	
<input type="text"/>	<input type="text"/>	
Postal Code:		
<input type="text" value="00580"/>		
Country: ⓘ		
<input type="text" value="Finland"/>		

3. Fill in description of your company max 280 letters. In About us field you can fill in a longer description of your company

Short Description: ⓘ

About Us: ⓘ



4. Fill in your Default Purchase order and Sales order comments – If applicable

Default PO Comment:

Comment that will be added on each Purchase order your create - Can be modified later on

Default SO Comment:

Comment that will be added on each Sales order your create - Can be modified later on

5. Upload your company logo and Showcase pictures

COMPANY LOGO

Upload Logo

No logo found.

COMPANY SHOWCASE PICTURES

Company showcase pictures are limited to 10.

Upload



6. Add separate Delivery address to your company - if applicable

DELIVERY ADDRESSES

Address:

Create New

Entry Name:

Default:

Address 1:

City:

Address 2:

Zip:

Address 3:

State:

Country:

Delete

Save

Allow Shipping To Third Party

Validated company

Request



7. Fill in your preferred AirFaas document numbering

ENTRY NUMBERING					
Type	Min. Length	Start	Prefix	Next Number	Next Full Number
Purchase Order	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="AF"/>	<input type="text" value="2"/>	<input type="text" value="AF2"/>
Sales Order	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="AF"/>	<input type="text" value="2"/>	<input type="text" value="AF2"/>
Invoice	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="AF"/>	<input type="text" value="3"/>	<input type="text" value="AF3"/>
Shipment	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="AF"/>	<input type="text" value="4"/>	<input type="text" value="AF4"/>
Receipt	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="AF"/>	<input type="text" value="5"/>	<input type="text" value="AF5"/>

8. Fill in your primary Billing information

BILLING TO

Billing address will default to the company information above unless specified differently.

Use Different Billing Address:

CONTACT PERSON

Name:

Phone Number:

Title:

Email Address:

BANK

Name:

BIC:

IBAN:

Swift:



9. Categorize your company offering and needs

CATEGORIES

Set the products categories which your company offers and needs.

Category	Offer	Need
› Constructing - assembling	<input type="checkbox"/>	<input type="checkbox"/>
› Machining	<input type="checkbox"/>	<input type="checkbox"/>
› Casting	<input type="checkbox"/>	<input type="checkbox"/>
› Forging	<input type="checkbox"/>	<input type="checkbox"/>
› Profile processing	<input type="checkbox"/>	<input type="checkbox"/>
› Sheet metal processing	<input type="checkbox"/>	<input type="checkbox"/>
› Surface treatment	<input type="checkbox"/>	<input type="checkbox"/>
› Moulding	<input type="checkbox"/>	<input type="checkbox"/>
› Materials and Products	<input type="checkbox"/>	<input type="checkbox"/>
› Services	<input type="checkbox"/>	<input type="checkbox"/>
› Other	<input type="checkbox"/>	<input type="checkbox"/>

CONTINENTS

Set the continents in which your company works.

COMPANY TYPE

Set the type of work your company does.

GREAT! Your company is now defined and ready for AirFaas

