

Master Supplier List / Supplier Profile and You

The Master Supplier List / Supplier Profile is a tool for current and future suppliers to provide Goodrich a detailed description of their design, manufacturing, and delivery services. After completing and submitting a Profile to Goodrich, it is combined with other Profiles from our supply base to form the Master Supplier List (MSL).

The Goodrich sourcing community uses the MSL to identify companies whose capabilities match our sourcing requirements for specific work packages. Providing a complete Profile assures that your company is involved in quote activity for all work that is relevant to its business: work you are capable and interested in performing.

You can update and resubmit your Profile when you would like to let Goodrich know about any new or newly discontinued services. Thanks for participating in the MSL project!

Getting Started

The following instructions refer to controls explained on the Navigator Quick Reference page of this document.

- 1) Visit Goodrich's Diamond Bar website at www.hoistandwinch.com and within the Supplier Quality section navigate to the Your Company's Profile page. Follow instructions on the site and download a blank Profile. You may also download a copy of this document.
- 2) Open your copy of the Supplier Profile.
- 3) Delete existing companies from the main Navigator screen by selecting a company name and clicking the Delete button in the center section.
- 4) Create a new company from the main Navigator form by clicking the "New" button.
- 5) Enter your company's name in the dialogue box and click OK.

Your company's Supplier Profile has now been created and you can complete the rest of the Profile. See "Viewing, Adding, and Deleting Information."

Notes:

If you are creating your Profile for the first time, it is imperative that step three is followed explicitly.

If you have already submitted a Profile to Goodrich but cannot find it, you should contact Goodrich per the instructions in "Quick Answers to Quick Questions" and a copy of your current information can be provided to you quickly.

Viewing, Adding and Deleting Information

The following instructions refer to controls explained on the Navigator Quick Reference page of this document.

Data about your company is organized in an 'Information Tree' located in the center of the main Navigator form.

- 1) Load a company's information into the tree by selecting the company's name in the left hand list box.
- 2) Expand or collapse the tree by clicking on any node with a plus (+) or minus (-).
- 3) To view the data for a node on the tree select the node. If a node has information within it for the selected company is shown in **bold**.
- 4) Once you have displayed the node's information you can:
 - add** information by clicking the Add button
 - delete** the entire node's information by clicking the Delete button
 - edit** information by clicking the Edit button
- 5) After editing or adding a node, you can save and lock your changes by clicking the Lock button. Whenever you switch nodes or companies any data you have altered on the current node is automatically saved and locked.

Submitting Your Information

More detailed instructions for submitting your completed information to Goodrich are included on the "Export Quick Reference" page of this document. In general the steps are:

- 1) Complete your Profile information
- 2) Create a data transmission Packet
- 3) Email the packet to Goodrich.

Quick Answers to Quick Questions

What if I have already submitted a Profile to Goodrich but I can't find my original?

Email dbr.msl@goodrich.com with "PROFILE REQUEST: " and your company name in the subject heading.

What if I have technical problems?

Review this help document.

Make sure you have at least Microsoft Access 2000 running on Windows 2000.

Consult your technical staff.

Email your situation to dbr.msl@goodrich.com with "QUESTION: " and your company name in the subject heading. Although no technical support is guaranteed, we will try to assist you as best we can.

What if I don't have Access or Windows?

You can submit your information via fax. Download the MSL Supplier Profile Fax Form from the Goodrich site (as described in Getting Started), fill it out, and fax it to your buyer contact.

What if I have suggestions or comments?

Email dbr.msl@goodrich.com with "SUGGESTION: " and your company name in the subject heading.

The path name of the current file.

A tree displaying all the nodes of information possible for a company. When a node contains information for the selected company it is shown in bold.

Data display for the selected node and company.

* Version of software and its informational expiration date.

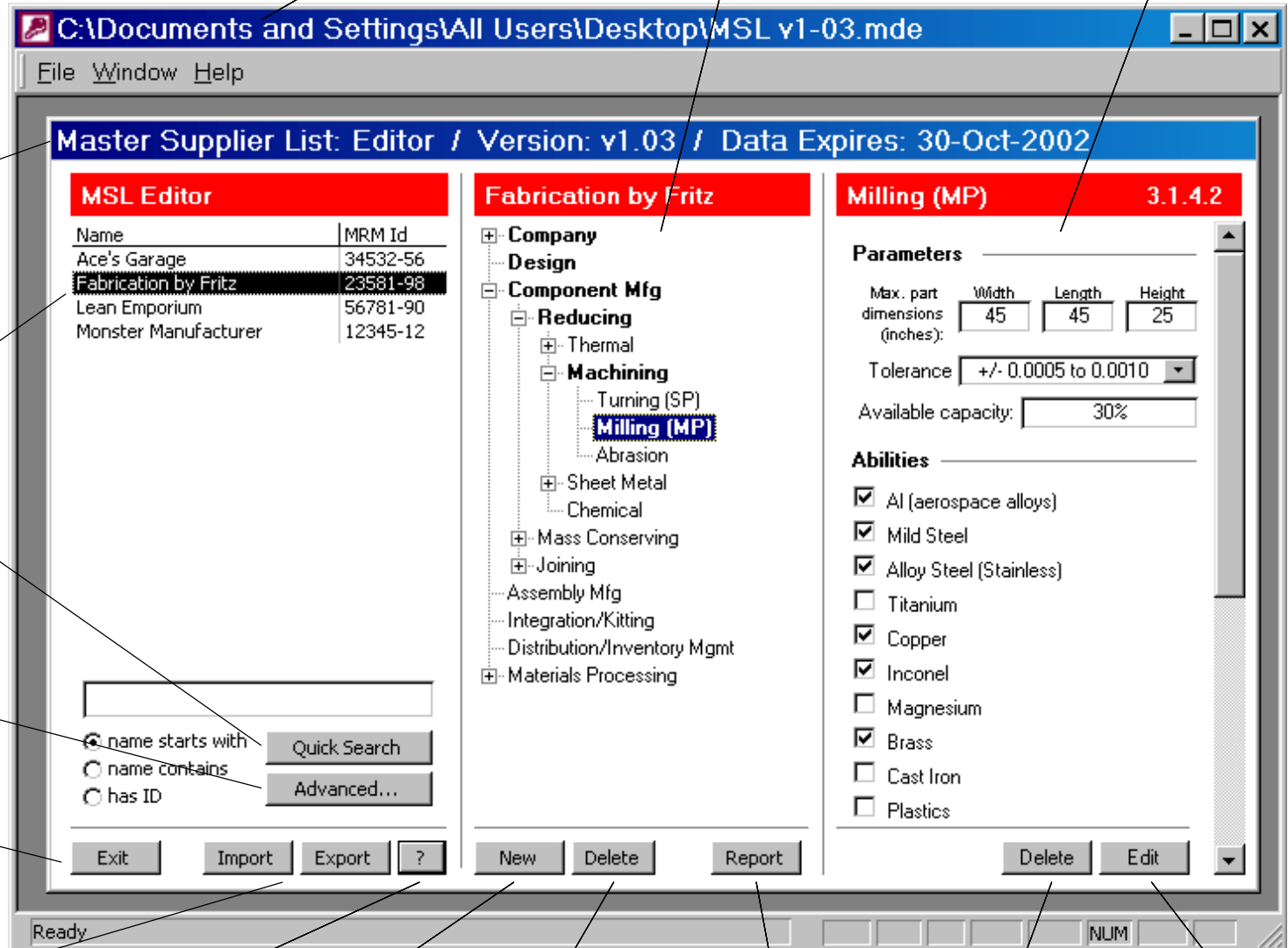
* A list of all companies in the database or companies that meet the criteria of the quick or advanced search.

* Execute a search of all company names and id's based on the text entry and radio button selection. Wild card characters are applicable.

* Construct a search of all companies based on detailed node criteria.

Exit the application.

* Export or import databases for transmission or distribution.



View the "definitions" and "about" screens.

Create a new company.

Delete the selected company and all related data.

Generate a summary and detail report for the selected company.

Delete the selected node from the company.

Edit the selected node. Headings will turn from red (locked) to green to indicate status.

Export Quick Reference

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Imprint the exported database with this informational 'expiration date'. A valid date is required for export, and the the default value is 30 days from the current date.

* Check the 'include sensitive data' box if the exported database is to contain sensitive information nodes.

Start the export process.

Cancel the export process and return to Navigator.

Export Information into a Packet

Your Supplier Profile can generate a 'data transmission Packet' for your company.

A data transmission Packet has all the same information as a Supplier Profile, but has no capability to display that information. It has a smaller storage size than a Profile and is the preferred way to submit your information.

To export data into a transmission Packet

- 1) From the main Navigator screen select your company's name
- 2) From the main Navigator screen click on the Export button, which will launch the Export form shown on the left.
- 3) Enter the date you wish your data to expire in the 'Show expiration date as:" field. Expiration dates are informational only but communicate how long the entered data is estimated to be valid.
- 4) From the Export screen select "Copy current company's data into a transmission packet."
- 5) You will be prompted for the file name and location. If you are submitting the Packet do not change the default file name, this helps Profile file management.
- 6) You will receive a message box indicating the success of your packet creation and return to the main Navigator screen.

Submit Information to Goodrich

To submit your information to Goodrich:

- 1) Create an email addressed to dbr.msl@goodrich.com
- 2) In the subject line include "COMPLETED PROFILE:" and your company's name
- 3) Attach your 'data transmission Packet' to the emai. For instructions on how to create a data transmission Packet see the instructions labeled 'Export information into a Packet' on this page.
- 4) Send email

You should receive a response indicating your information has been received.

Note: smaller attachments improve the performance of email systems and it is preferable to send a Packet instead of a whole Profile. However, if you have difficulty creating a data transmission Packet, you may send your entire Profile instead. It is also recommended that you zip your Packet or Profile prior to emailing if you have the capability.

Import Information

You can import information from one or more MSL Editors, Viewers, Profiles or Packets depending on the permissions of your MSL/SP. Refer to the "Feature Comparison" page for details.

- 1) Copy the importing file as a backup.
- 2) From the main Navigator form click the Import button to launch the Import form shown at right.
- 3) In one directory place all the MSL, Profile, or Packet files to import. This is the Source Folder.
- 4) Click the Select Source Folder button to set the Source Folder location.
- 5) Identify a directory to place all the files after successful importation. This is the Target Folder.
- 6) Click the Select Target Folder button to set the Target Folder location.
- 7) In the Source Folder file list select the files to import. You may use SHIFT+click or CTL+click to extend or add to your selection.
- 8) Click the Overwrite Ratings box as appropriate
- 9) Start the import process by clicking the Import button.

Notes:

You cannot halt the import process once it has started.

Each successful or unsuccessful import is recorded in the Log. If an import is successful the file is moved to the Target Folder, if unsuccessful the file remain in the Source Folder.

When a company's is imported all the existing information for that company is first deleted. Only by leaving the Rating box unchecked can you preserve any information.

Importing is controlled by internal MSL IDs. If two companies have the same ID, the last imported company will overwrite the other's data. IDs are generated randomly from a pool of one billion possibilities. Thus, the probability of two companies naturally having the same ID is small. However, if a company copies an existing Profile and merely edits information within the copied Profile to describe a different company - those two companies will have identical MSL IDs and overwriting will occur.

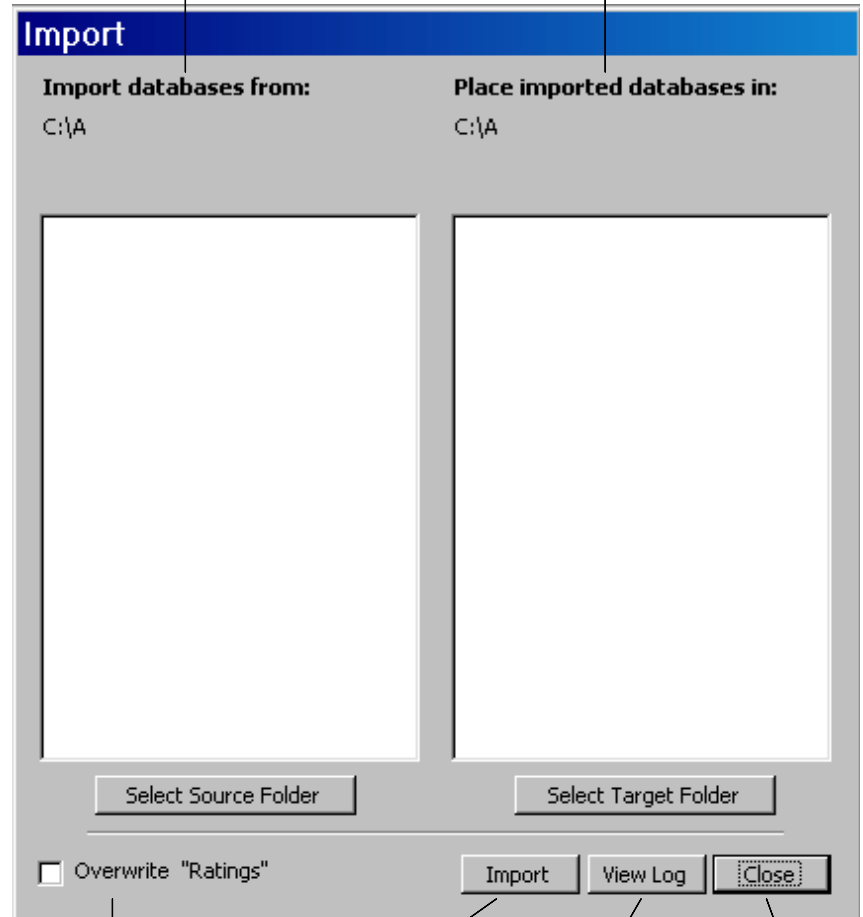
Similarly, if a company submits its information generated from one Profile, and later submits information created from a different Profile, that company will have two MSL IDs and may appear twice in any aggregated MSL Editor.

View The Import Log

- 1) To view the Import log click the button labeled View Log.
- 2) The import log is a running log and must be cleared manually. To clear the log, click the "View Log" button to see the log form, and click the Clear Log button. Alternately you can select records from the Log form and delete them with the delete key.

Select the source folder that contains the databases you wish to import.

Select the target folder in which the databases are to be placed after successful importing.



* Check if the Ratings node is to be overwritten when importing new data. Unchecking this box means that the current Ratings information will be preserved.

Import all the files in the source folder that are selected.

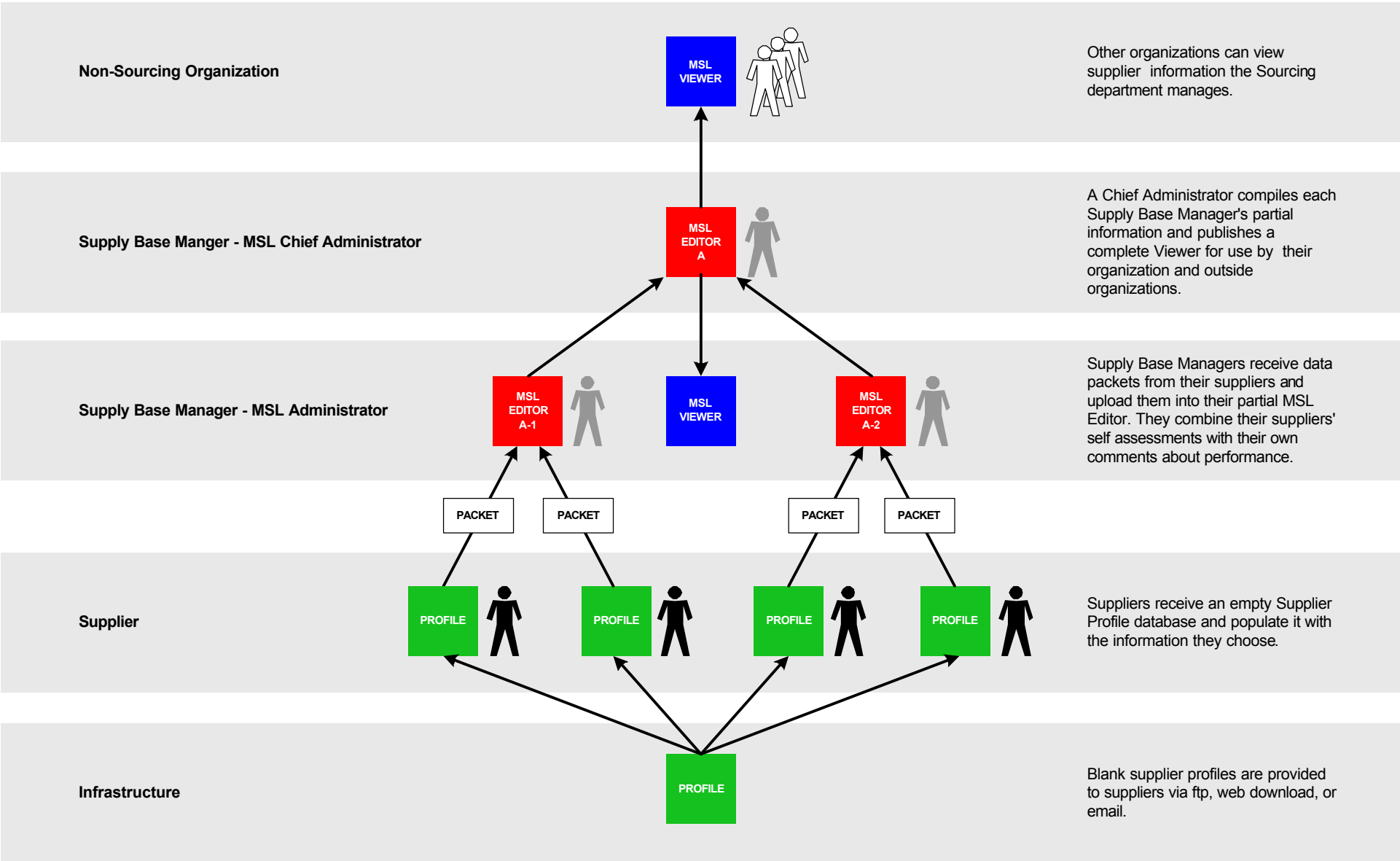
View the activity log which describes the success or failure of each import attempt.

Close form and return to the Navigator.

The Master Supplier List application is a quick, easy, and low risk technology tool for Goodrich and their suppliers to cooperatively organize and manage information about the supply base. MSL provides suppliers and potential suppliers a timely and efficient way to provide a complete picture of their capabilities. In turn, MSL allows Goodrich to quickly compile the data, combine it with their own supplier data, and conduct powerful searches on the resulting pool of information.

Whether the task at hand is to source product, launch supply chain improvements, or explore new services, the first step is to identify all qualified candidates. That requires a handle on supplier information. That requires MSL.

If you don't have the time, money, or staff to develop a web-enabled supply base information solution tomorrow; if notepads, spreadsheets, equipment lists, and emails are the scattered resources you use today; then the Master Supplier List can help right now.



MSL Feature Comparison

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Packet
The Packet contains information for one company. It has no user interface and is for efficient electronic transmission of data. A Packet can be generated by an Editor, Viewer, or Profile.

Profile
The Profile is an Editor for a single company. It is the primary tool for a supplier. It is critical for a supplier who is filling a Profile for the first time that they create their company with the 'New' button in the Profile. Do not copy and revise an existing company's Profile.

Viewer
The Viewer can contain all supplier information but is unable to edit any of it. You should compile, publish and distribute a new viewer periodically. Viewers are generated by Editors.

Editor
The Editor is the full featured version of MSL and is the principal tool to manage all supplier information. Your organization may have one or several editors. If you have several editors, it is important to designate one of them as the master which contains all companies. Each of the other Editors should contain mutually exclusive subsets of companies.

System Requirements
To run the Editor, Viewer, Profile and Packet Microsoft Access 2000 must be installed on Windows 2000 or a later operating system.

	Editor	Viewer	Profile	Packet
Export				
Export one supplier in a Packet	●	●	●	○
Export one supplier in a Profile	●	●	○	○
Export all suppliers in a Viewer	●	●	○	○
Export all suppliers in an Editor	●	○	○	○
Export sensitive data	●	●	○	○
Import				
Import from a Packet	●	○	●	○
Import from a Profile	●	○	●	○
Import from a Viewer	●	○	○	○
Import from an Editor	●	○	○	○
Import sensitive data	●	○	○	○
Data Management				
Create a supplier	●	○	●	○
Delete a supplier	●	○	●	○
Add node to a supplier	●	○	●	○
Delete node from a supplier	●	○	●	○
Edit a node	●	○	●	○
Hold a single supplier's information	●	●	●	●
Hold multiple suppliers' information	●	●	○	○
Viewing				
View sensitive nodes	●	●	○	○
Quick and Advanced searches	●	●	○	○
Generate summary & detail reports	●	●	●	○
Statistics				
Generate group statistics	●	○	○	○