

November 7, 2003
Revised: February 9, 2004
Revised: March 15, 2004

Dear Valued Supplier,

An amendment to this document is being provided. Changes were made to the “[ASN](#)” bullet and are italicized. If you received the original, you only need to review these changes.



We would like to take this time to thank you for signing up with the Exostar SupplyPass Product. The goal of The Boeing Company is to move forward as “A Single Company”, presenting one face to you the Supply Base. The Exostar SupplyPass Product is only one of many steps towards the completion of that goal. We at the Boeing-Mesa Site are excited you have taken this important step with us.

The transition to a single look may seem simple, but there is much work behind the scenes to accomplish this move. As each component to Boeing takes the different steps required to move forward with a Single Look, different products need to be used/left unused until Boeing can truly present A Single Company. We trust your understanding and patience will be extended to us as we work this process.

We would like to take the time now to share with you some important information regarding the SupplyPass Product as it relates to the Boeing Mesa Site. Please be aware of this information and also be aware that some of this affects only the Mesa Site, as noted after each thought.

- **Statusing Purchase Contracts:** When new Purchase Contracts are received in your SupplyPass account, it is important that you review these documents and status them in some fashion. This is true regardless of where the Purchase Contracts come from (whether a Boeing Site or from one of the other companies using Exostar). **You need to status all Purchase Contracts you receive. If you do not status a Purchase Contract you will not receive follow-on Change Notices for that Purchase Contract.**

Note: Since the original distribution of this document, we have learned the following: How you status a document does matter. Once you move down a path of “Rejecting” a PC, you are not able to move that document to “Accepted”. This means that you should not move documents into “Acknowledged with Exceptions” or “Rejected” if you do not need to. You should not use these options for placeholders either. The only way to clear a “Rejected” PC is

to have a Change Notice issued. See the below bullet for “Comments on Purchase Contracts”.

- Comments on Purchase Contracts: Within SupplyPass, you have the ability to send comments back to the Procurement Agent on a given Purchase Contract. This functionality has not been integrated into the Mesa Procurement System. At this time, if a change needs to be made to a Purchase Contract, you will need to contact the Procurement Agent of record to have the changes made. Any comments sent through Exostar currently do not make it to the Mesa Procurement Agent – **Mesa specific at this time**
- Advanced Ship Notice (ASN): (**UPDATE March 2004**) In March 2004, Boeing Mesa completed testing and integrated the ASN into our Purchasing/Receiving System. We have requested our Supply Base to utilize the ASN on or before April 15 2004 for all shipments against PC/PCCs received in the Supplier’s SupplyPass Account – **Mesa specific at this time**
- Invoicing: SupplyPass also has the ability to send an Electronic Invoice. Some of the Boeing Sites are using this, others are not. Mesa is a “Pay Upon Receipt” facility. This means payment is initialized by the receipt of product into our system by receiving. Mesa does not use Invoicing and we have no plans to use it in the future – **Mesa specific at this time**

We again thank you for using SupplyPass. We trust you have found and will continue to find the process as useful and beneficial to your company as we have for Boeing. If you ever have any questions regarding Exostar, please contact your Procurement Agent for assistance. You may also contact the following with any questions or comments:

Brian Moody: (480) 891-4925 – brian.d.moody@boeing.com
Susan Slowiak: (480) 891-6403 – susan.j.slowiak@boeing.com

Best regards,

Supplier Management and Procurement
The Boeing Company - Mesa