# Esterline Belgium Customer Service Portal User Manual

Document number: EBL\_CustomerPortal\_UMAN.docx

Version: 00

Release date: 12 December 2016



# **Revision history**

Revision	Date	Name	Description
00	12-Dec-16	Ine Dutry	Original



# **TABLE OF CONTENT**

1.	INTRO	DDUCTION	4
2.	SYSTE	EM REQUIREMENTS	4
3.	LOGIN	N / REGISTER	4
	3.1	Link to the Customer Service Portal	4
	3.2	Register as a New User or log-in as a Known User	4
4.	PORT	AL FUNCTIONALITIES	6
	4.1	New Request for Support	9
	4.2	New Request for Depot Repair	12
	4.3	Uploading of attachments and additional information to a submitted Service Request	17
	4.4	Service Request Overview	19
	4.5	Depot Repair Request Overview	20
	4.6	Search Functionality	22
5.	USER	SETTINGS	23
	5.1	Profile Settings	23
	5.2	Default Shipping Address	24
ΔΡΟΙ	ENDIX	1. REGIONAL HELPDESK CONTACT DETAILS	25



#### 1. INTRODUCTION

The Esterline Customer Service Portal is the Customer's gateway to:

- receive first line technical support on Esterline Advanced Display products;
- apply for Return Material Authorizations (RMA);
- follow-up on your units currently with Esterline for repair.

Automated status updates inform Customers if a PO is to be provided, whether there are some additional technical questions... and tracking information is provided automatically upon return shipment.

# 2. SYSTEM REQUIREMENTS

The Customer Service Portal runs on any computer with an Internet connection. For the best performance results, it is recommended to use the most recent stable version of Google Chrome<sup>TM</sup> as web browser. Please enable JavaScript, cookies, and TLS 1.2. If TLS 1.2 isn't available, enable TLS 1.1. Browsers that don't support TLS 1.1 or TLS 1.2 won't be able to access Salesforce after the deactivation of TLS 1.0, which is foreseen for March 2017.

# 3. LOGIN / REGISTER

#### 3.1 Link to the Customer Service Portal

There is a different portal entry available for each different market segment in which Esterline is active:

Market Segment	Customer Service Portal
Rugged & Air Traffic Control	http://www.esterline.com/codis/esupport1
Aerospace	http://www.esterline.com/displaysolutions/esupport <sup>2</sup>
Simulation (TREALITY)	http://www.esterline.com/treality/esupport

#### 3.2 Register as a New User or log-in as a Known User

In order to log in the Esterline Belgium Customer Service Portal, a Username and Password are required. These can be requested through the corresponding Registration link on the Customer Service Portal or by sending an email to display.support@esterline.com with your contact information.

<sup>&</sup>lt;sup>2</sup> The product support on a certain number of Aerospace display programs for North America is handled through Esterline CMC Electronics in Montréal, Canada. Helpdesk contact details and a link to their RMA application can be found in Appendix 1.



Page 4 of 26

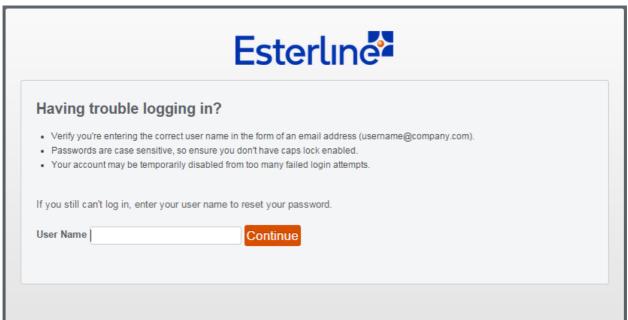
<sup>&</sup>lt;sup>1</sup> The product support on Rugged & Air Traffic Control Products for North America is handled through Esterline Control & Communication Systems in Everett, US. Helpdesk contact details and a link to their RMA application can be found in Appendix 1.

The registration process is subject to review by an Esterline Product Expert. A first response to a new User Request is generally provided within NBD (= Next Business Day).

Once a registration request has been reviewed and approved, an automated email with Username and Password is issued and Customer is able to enter the Customer Service Portal:



In case of Password loss, a new Password can be requested through the "Forgot your Password?" link after which the Customer is able to re-set the password after entering the User Name:

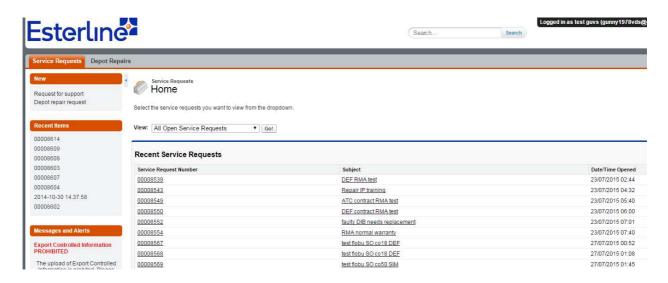


In case further assistance is needed, the Esterline helpdesk can be contacted through <a href="mailto:display.support@esterline.com">display.support@esterline.com</a>.



#### 4. PORTAL FUNCTIONALITIES

After log-in to the Esterline DAT Customer Service Portal, a screen similar to the one below will appear:



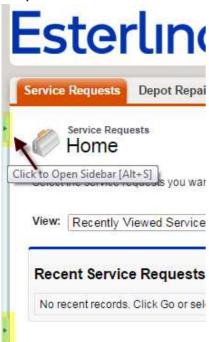
It might be possible that the Sidebar is not visible upon first log-in and that it appears as if only the overview menu is accessible:





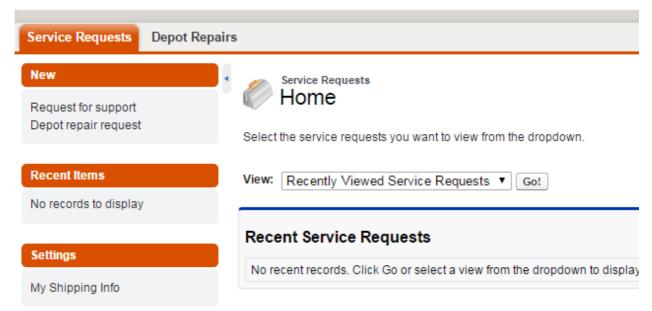
If that is the case, the small arrows on the left side of the overview screen are to be clicked in order to open or unhide the sidebar & to enable the possibility to launch requests for support or depot repair requests.

Step 1:



Step 2:







Along with the following disclaimer with regards to the uploading of Export Controlled information:

#### **Messages and Alerts**

#### Export Controlled Information PROHIBITED

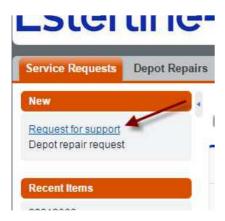
The upload of Export Controlled Information is prohibited. Please inform the helpdesk if you would need to share any Export Controlled Information so that a designated restricted and protected space can be assigned to you for that specific purpose. This restriction applies to any format of information - typed text, attachments etc.

In case a Customer should need to share any Export Controlled information, the helpdesk is to be contacted and informed so that a designated restricted and protected space can be assigned to Customer for that particular purpose. The helpdesk contact details per region and market are listed in Appendix 1.



# 4.1 New Request for Support

New technical issues/questions can be launched to the Esterline Belgium helpdesk by selecting "New - Request for Support":



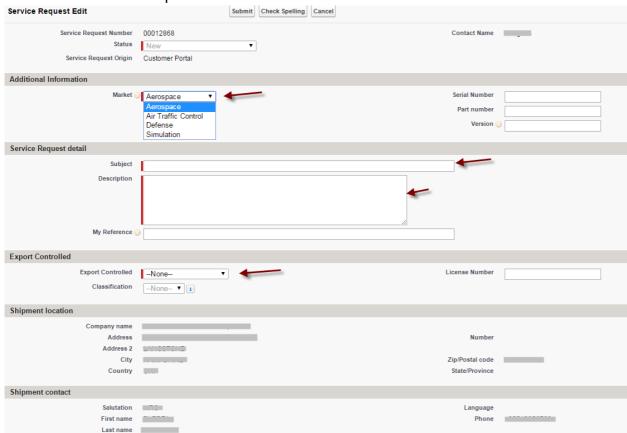
After selecting this link, the Customer will be requested to verify the shipping information currently saved as default.



In case this information is wrong, Customer can select "No". A list showing the registered addresses and contact persons linked to Customer will be provided out of which the new/correct address and return contact can be selected. The Customer can also have new address/contact details linked to his customer account by sending an email to display.support@esterline.com with the new details. The helpdesk will make sure that this address and contact are made available in the Customer Service Portal, after a screening for Trade Compliance purposes on the provided address details has taken place. The Customer will be informed once the new address/contact have been made available in the system.

In case the default shipping address is correct, "Yes" is to be selected and the Customer can proceed with the creation of the Service Request.





In this Service Request, there are a number of mandatory fields that need completion before the Service Request can be submitted:

#### Market (mandatory field):

The market in which the to-be-returned product is used.

#### Subject (mandatory field):

A short description of the issue seen on the unit. This is also the reference in any email communication between the Customer and Esterline.

#### **Description** (mandatory field):

All details with regards to the issue detected at Customer side. Information such as temperature, frequency, tests performed to verify the issue is linked to the unit... is vital to ensure smooth assistance by the Esterline product expert.

#### My Reference (optional field):

A particular Customer reference / identification for the repair case such as a PO or an internal tracking number. This Customer reference allows for an easy link between the Esterline reference and the Customer internal system reference. Customer is able to search for Service Requests by using the Customer Reference.



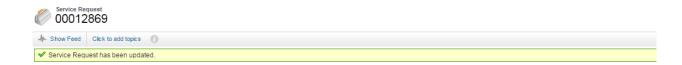
#### **Export Controlled (mandatory field):**

In case subject goods or technical data are considered as "Export Controlled" from your end in one way or another, this is clearly to be indicated along with the reference of the applicable authorization or license number against which technical data or goods for repair are to be transferred.



Please provide as much information as possible. This will help the Esterline product expert to understand your inquiry and assess possible solutions.

Once submitted, the Service Request number is assigned to your request and the Service Request is flagged as updated.



The Service Request number is referenced in the communication between Customer and Esterline. A first response to a submitted Service Request is generally provided within NBD (= Next Business Day).



# 4.2 New Request for Depot Repair

Overview of Return Material Authorization (RMA) request flow:



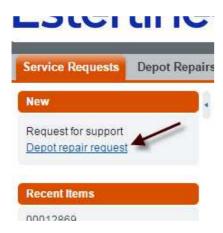
In case a faulty unit needs to be returned to Esterline Belgium for repair, a Return Material Authorization (RMA) number is required before shipping the part to Esterline. This RMA number is to be marked on the outside of the packaging (together with the "Export Controlled" label in case it concerns the return of Export Controlled Goods for repair) and on all communication. The RMA number is the unique reference for the repair.

Items returned without an RMA number:

- May be refused and returned to sender
- May be delivered to an erroneous consignee
- Are difficult to trace within the company

<u>For each serial number item</u> that is sent back, a separate RMA number is required.

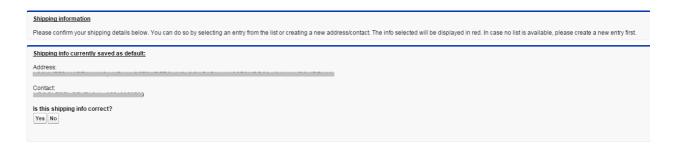
RMA requests are launched through the Customer Service Portal by selecting "New – Depot repair request":





After clicking on this link, Customer will be requested to verify the shipping information currently saved as default.

This shipping information should be carefully reviewed in case of a Depot repair request as the address listed here will be used as the return address to ship the goods back to after repair.

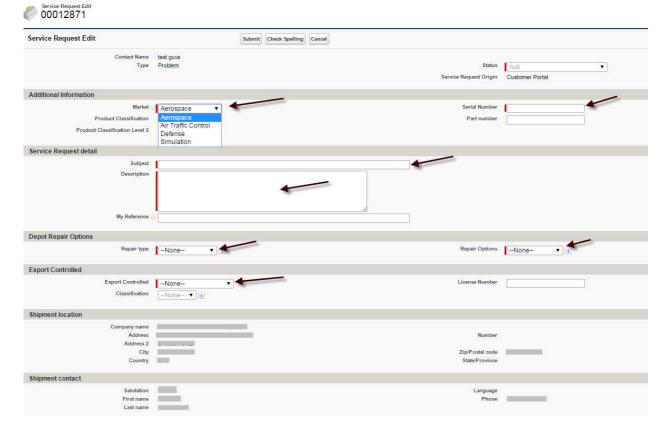


In case this information is wrong, Customer can select "No". A list showing the registered addresses and contact persons linked to Customer will be provided out of which the new/correct address and return contact can be selected. The Customer can also have new address/contact details linked to his customer account by sending an email to display.support@esterline.com with the new details. The helpdesk will make sure that this address and contact are made available in the Customer Service Portal, after a screening for Trade Compliance purposes on the provided address details has taken place. The Customer will be informed once the new address/contact have been made available in the system.

In case the default shipping address is correct, "Yes" is to be selected and the Customer can proceed with the creation of the Service Request.



In a Service Request for Depot Repair, there are a number of mandatory fields that need completion before the Service Request can be submitted:



#### Market (mandatory field):

The market in which the to-be-returned product is used.

#### Serial Number (mandatory field):

The Esterline serial number of the faulty product. This serial number is standard mentioned on the label located at the backside of the unit. Based on the serial number, the helpdesk will be able to verify the history of the faulty product, the warranty/contract status and the product life cycle status.

#### Subject (mandatory field):

A short description of the issue seen on the unit. This is also the reference in any email communication between the Customer and Esterline.

#### **Description** (mandatory field):

All details with regards to the issue detected at the customer side. Information such as temperature, frequency, tests performed to verify the issue is linked to the unit... is vital to ensure smooth assistance by the Esterline product expert.

#### My Reference (optional field):

A particular Customer reference / identification for the repair case such as a PO or an internal tracking number. This Customer reference allows for an easy link between the Esterline reference and the Customer internal system reference. Customer is able to search for Service Requests by using the Customer Reference.



#### Repair type (mandatory field for Defense, Air Traffic Control and Aerospace):



#### There are 3 options:

Standard repair:

Esterline aims to repair the unit within a target TAT of 45 (DEF&ATC) / 60 (AV) calendar days

#### · Express repair:

Can be requested in case of an urgent repair need and is subject to separate approval & quotation. If express repair is selected and approved, the following applies:

- Customer provides tracking info & copy of export invoice upon shipment of goods
- o Customer issues PO of 250 € for express inspection.
- Esterline performs express inspection within NBD after unit arrival at Esterline.
- o In case Esterline is able to repair within 7 working days after express inspection, 1000 € express repair fee (incl. 250 € express inspection) is quoted on top of the standard repair price. In case no express repair can be performed, express inspection fee remains payable.
- Upgrade

#### Repair options (mandatory field for Aerospace):



#### There are 3 possibilities:

#### Part21:

P21 is used in Commercial Avionics business and indicates that the device has never been used during commercial flight (this can be a unit still in production, testing ...). In case a product is considered as P21, this information is not only required on the depot repair request, but also on the Customer PO in order to ensure proper handling of the repair by the Esterline repair team in accordance with the P21 repair flow.

#### Part145:

P145 is used in Commercial Avionics business and indicates that the device is "In Service", meaning used in commercial flight. This information is also required in the accompanying Customer PO to ensure that the Barco repair team handles the unit in accordance with the P145 repair flow.

#### Standard COC:

COC stands for Certificate of Conformity, which is used in non-commercial Avionics platforms.



#### **Export Controlled (mandatory field):**

In case subject goods or technical data are considered as "Export Controlled" from your end in one way or another, this is clearly to be indicated along with the reference of the applicable authorization or license number against which technical data or goods for repair are to be transferred.



With all the above information completed, the Service Request for Depot Repair can now be submitted for review by the Esterline Product Expert. Once submitted, the Service Request number is assigned to your request and the Service Request is flagged as updated.



Submitted Service Requests are generally reviewed by an Esterline Product Expert within NBD (=Next Business Day).

In case all relevant information is available, a RMA number will be created and linked to the Service Request. An automated email with RMA number and shipping instructions is sent to the ticket originator.

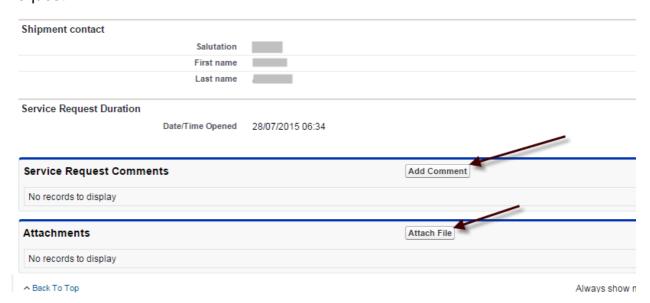
In case information should be missing in the RMA request, the Esterline Product Expert will contact the ticket originator and request additional details.



# 4.3 Uploading of attachments and additional information to a submitted Service Request

Once a Service Request has been submitted or there is communication on a Service Request, Customers are able to add additional information or to upload attachments in various ways:

 By clicking "Add Comment" or "Attach File" at the bottom of a submitted Service request:



By working through the "Feed" of the submitted Service Request:
 After selecting "Show Feed" at the top of a Service Request

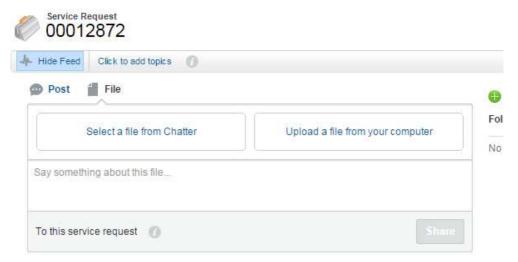


Customers are able to post comments to communicate with the Esterline product experts





# and upload files through the Feed



When uploading technical data, please consider that the upload of Export Controlled Information or Data is at all times prohibited on the Esterline DAT Customer Service Portal.

Export Controlled Information PROHIBITED

The upload of Export Controlled Information is prohibited. Please inform the helpdesk if you would need to share any Export Controlled Information so that a designated restricted and protected space can be assigned to you for that specific purpose. This restriction applies to any format of information - typed text, attachments etc.



# 4.4 Service Request Overview

The Esterline Customer Service Portal provides Customers with an overview of all Service Requests created by the different users linked to their Customer Account (otherwise known as Esterline Business Partner).

The overview can be accessed through the link on the left top side of the portal:



Five different views can be consulted:

- All Service Requests: shows all Service Requests linked to User
- Closed Service Requests: shows all closed Service Requests linked to User
- Open Service Requests: shows all open Service Requests linked to User
- Recently Viewed Service Requests: shows all Service Requests recently viewed by User
- Updated Service Requests: shows all Service Requests linked to User where there has been a new input from Esterline

The most commonly used views are the "Open Service Requests" and the "Updated Service Requests" which provide an overview of the open / ongoing requests including the Service Request number, subject, Customer reference, Customer Contact name, ticket Status and Date / Time Opened.



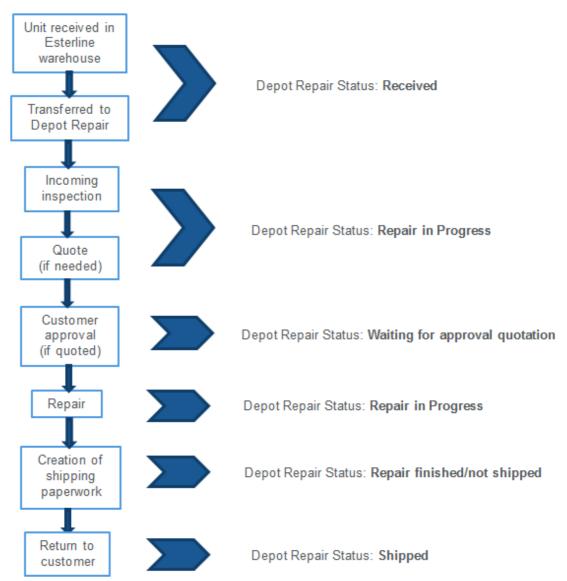
# 4.5 Depot Repair Request Overview

The Esterline Customer Service Portal provides Customers with an overview of all Depot Repairs created by the different users linked to their Customer Account (otherwise known as Esterline Business Partner).

The overview can be accessed through the link on the left top side of the portal:



There are many different stages in a depot repair flow:





Four different views can be consulted in the Depot Repair Overview:

- All Depot Repairs: shows all Depot Repairs linked to User
- Depot Repairs awaiting to be received: shows all Depot Repairs linked to User which have not yet been received in the Esterline ERP system
- Depot Repairs currently at Esterline: shows all ongoing Depot Repairs (material at Esterline) linked to User
- Depot Repairs shipped back: shows all Depot Repairs linked to User that have been shipped back, including the tracking information and the date of shipment.
   This same information is also provided through an automated email to the ticket originator upon the moment of shipment by Esterline.

The most commonly used views are the "Open Service Requests" and the "Updated Service Requests" which provide an overview of the open / ongoing requests including the Service Request number, subject, Customer reference, Customer Contact name, ticket Status and Date / Time Opened.



# 4.6 Search Functionality

The Esterline Customer Service Portal is fitted with a search function which enables Customers to look for any reference in any possible field.



Customers who enter their internal reference in the "My Reference" field are able to search on their own reference for a repair case or a technical inquiry.

In order to have the best results, it is recommended to use an asterix \* at the back of each word or reference entered in the search field.



#### 5. USER SETTINGS

# 5.1 Profile Settings

User profile settings can be accessed and amended by clicking on the username in the right top side of the portal view:



When selecting "My Settings", the following options become available for adjustment:



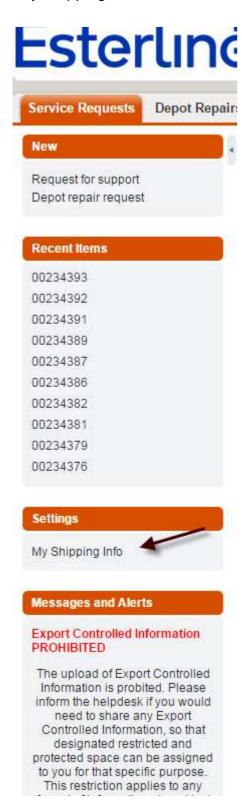
Through this menu, the Customer is able to:

- Update the location settings & user language
- Change User name and/or Password
- Change the Email & Notification Settings
- Verify the approved Apps



# 5.2 Default Shipping Address

A User is able to amend the default shipping address linked to his Profile through the "My Shipping info" link which is accessible from the left column of the User view:





# APPENDIX 1: REGIONAL HELPDESK CONTACT DETAILS

In case Customers should encounter any issues upon log-in or registration to the Portal, the Esterline regional helpdesk centers can be contacted.

A. Regional helpdesk details for the Esterline Rugged Product range

Regional helpdesk contact details:		
APAC (excl. IN)	Email	def.support.apac@esterline.com
	Telephone	+65 6908 2183
EMEALA (excl. IL)	Email	def.support.emea@esterline.com
	Telephone	+32 56 27 2095
INDIA	Email	def.atc.support.india@esterline.com
	Telephone	+91 120 4020446
ISRAEL	Email	def.atc.support.israel@esterline.com
	Telephone	+972 3 562 80 90

B. Regional helpdesk details for the Esterline Air Traffic Control Product range

Regional helpdesk contact details:		
APAC (excl.IN)	Email	atc.support.apac@esterline.com
	Telephone	+65 6908 2183
EMEALA (excl. IL)	Email	atc.support.emea@esterline.com
	Telephone	+32 56 27 2095
INDIA	Email	def.atc.support.india@esterline.com
	Telephone	+91 120 4020446
ISRAEL	Email	def.atc.support.israel@esterline.com
	Telephone	+972 3 562 80 90

The Esterline Rugged & ATC Products in North America are supported through Esterline Control & Communication Systems in Everett:

ECCS helpdesk contact details:		
RMA requests <a href="http://www.esterline.com/controlsystems/KORRY/Custome/productReturns.aspx">http://www.esterline.com/controlsystems/KORRY/Custome/productReturns.aspx</a>		
Email	korry.techsupport@esterline.com	
Telephone	+1 425-297-9700 ext 3369	



# C. Regional helpdesk details for the Esterline Aerospace Product range

Regional helpdesk con	tact details:	
APAC	Email	av.support.apac@esterline.com
	Telephone	+65 6908 2183
EMEALA	Email	av.support.emea@esterline.com
	Telephone	+32 56 27 2095

The product support on a certain number of Esterline Aerospace display programs for North America is handled through Esterline CMC Electronics in Montréal, Canada:

CMC helpdesk contact details:		
RMA requests	http://www.esterline.com/avionicssystems/en-	
NWA requests	<u>us/customersupport/returnmaterialauthorization.aspx</u>	
Technical inquiries	http://www.esterline.com/avionicssystems/en-	
reclinical inquiries	us/customersupport/supportrequest.aspx	
<b>Telephone</b> +1 888 827 2881		

# D. Regional helpdesk details for the Esterline Simulation Product range

Regional helpdesk contact details:		
APAC (excl. IN)	Email	sim.support.apac@esterline.com
	Telephone	+65 6908 2183
EMEALA (excl. IL)	Email	sim.support.emea@esterline.com
	Telephone	+32 56 27 2096
INDIA	Email	sim.support.india@esterline.com
	Telephone	+91 984 513 6676
ISRAEL	Email	sim.support.israel@esterline.com
	Telephone	+972 3 562 80 90
NA	Email	sim.support.na@esterline.com
	Telephone	+1 937 372 3199

