AVISTRATA
AVIATION BUSINESS PLATFORM

Life of a new supplier

From a buyer's request to an approved supplier, with the paperwork on file, in Avistrata

For buyers, stores and quality managers, and the suppliers they bring on · Avistrata 2.2

Before a shop buys from a new supplier, someone has to find out who they are, what they're approved for, whether they supply the right release paperwork, and whether they'll accept the shop's quality requirements. In many shops that means a questionnaire sent by email, attachments saved to a shared drive and a supplier added to the purchasing system by hand. In Avistrata the supplier fills in the shop's application through a secure link. A stores or quality manager reviews it on one screen, and approving it creates the supplier record with its scope, contacts and documents already in place. This brief follows one new supplier from the request to the approved supplier list, screen by screen.

> **The sample.** In Avistrata's demo organization, the stores lead, Ray Okonkwo, wants a second source for Cessna and Piper consumables because filter lead times from the current distributor have reached three weeks. He requests Northstar Aero Parts, a distributor in Wichita. Their sales manager, Dana Whitfield, fills in the application and uploads their certificates, insurance and W-9. The quality manager, Rachel Adams, notices the AS9120 certificate has expired and asks for the current one. Dana adds it and sends the application in again, and Rachel approves Northstar for the scope Ray asked for. **Every person, company and figure in this brief is fictional.** The screenshots are real Avistrata screens showing this sample data, taken on 29 October 2026.

1 · Rights	2 · Request	3 · Apply	4 · Review	5 · Ask	6 · Decide	7 · Supplier
Who requests, who decides	Company, scope, why	Secure link, no sign-in	Answers, files, history	More information, link reopened	Approve, conditions, reject	Record, review date, orders

When	What happens in the sample
Tue 20 Oct	Ray requests Northstar Aero Parts from Stores → Suppliers: what we'd buy, why, and Dana's email. Dana gets a link to the application that works for 30 days.
Wed 21 Oct	Dana fills in the company, contacts, accreditations and quality questions, uploads four documents and sends the application in. Ray is emailed.
Fri 23 Oct	Rachel reviews it and sees the AS9120 certificate expired in August. She uses **Ask for more**, and Dana is emailed the note with the application reopened.
Sat 24 Oct	Dana uploads the current AS9120B certificate and sends the application in again.
Tue 27 Oct	Rachel approves Northstar for the requested scope. The supplier record is created with its contacts and documents and a review due in a year, and both Ray and Dana are told.

1 Who can do what

New suppliers are requested and reviewed on the **Suppliers** tab in the Stores workspace, which is the same supplier list purchasing, production and quality use. Two rights decide who does what, and the database checks them, not just the screen:

Request a supplier

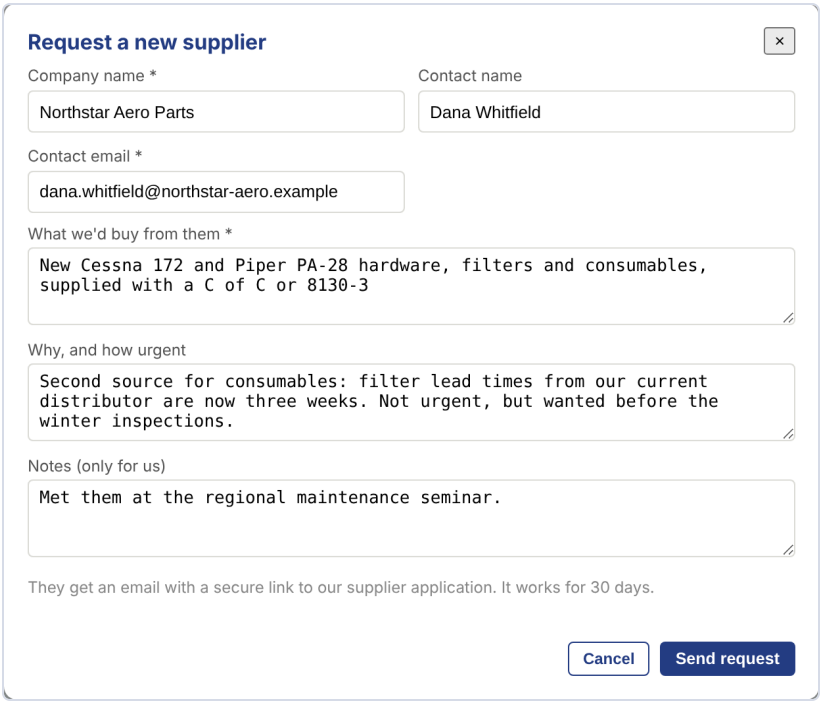
Anyone with a stores role (Stores / Parts, Receiving inspector, Buyer, Stores manager, Approver or Accounts payable), and anyone who may edit the supplier list.

Decide on an application

A stores manager or a quality manager. Someone without that right can open an application but sees "A stores manager or a quality manager approves" instead of the decision buttons.

2 Requesting a new supplier

Request a new supplier asks for the company name, a contact and their email, **what we'd buy from them**, and why and how urgent it is. Notes stay internal and are never shown to the supplier. Sending the request creates the application and emails the contact a secure link to the shop's supplier application. The link works for 30 days. If the email can't be sent, the link is shown so the buyer can copy it and send it themselves.

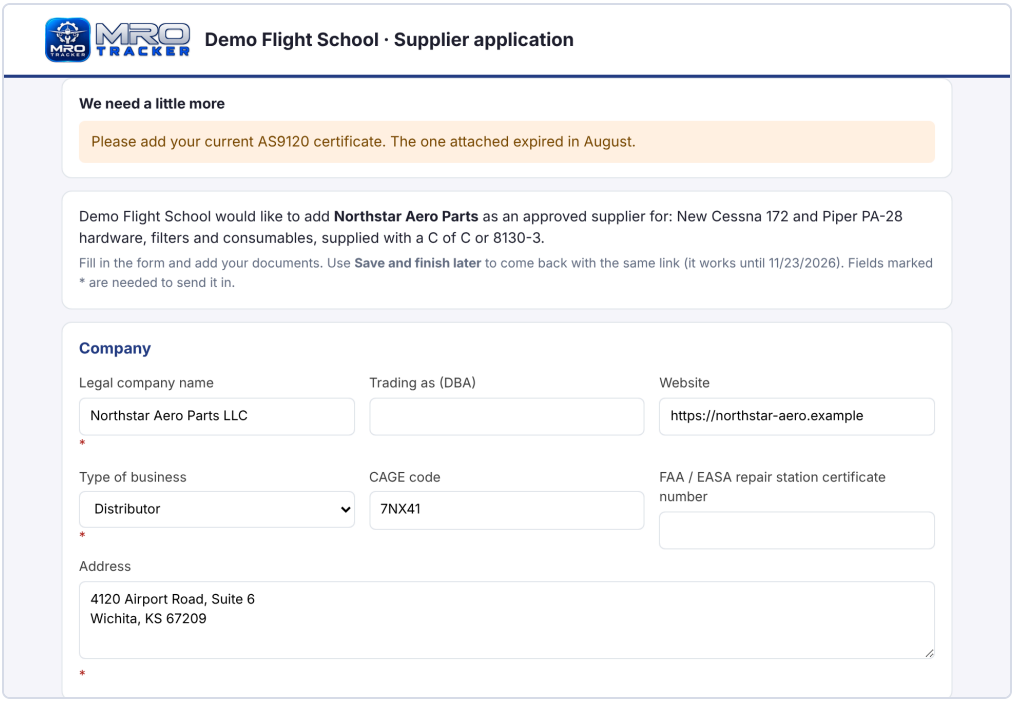


Ray's request for Northstar Aero Parts: what we'd buy, why, and a note that only the shop sees.

3 The supplier's application

The supplier opens the link in any browser, with no account and no sign-in. The page carries the shop's own name and logo and tells the supplier what the shop wants to buy from them. Only a hash of the link

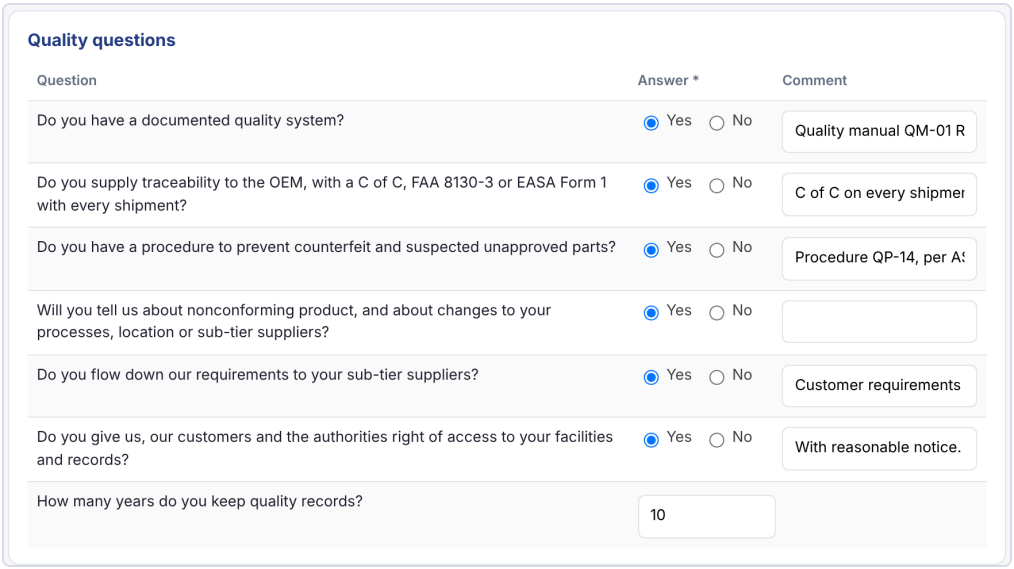
is stored, so the link itself can't be read back from the database. **Save and finish later** keeps their answers, and the same link brings them back.



The application as Dana sees it after Rachel's request: the note asking for more at the top, what the shop wants to buy, and the company section.

What the supplier fills in

- **Company:** legal name, trading name, website, type of business (OEM, distributor, repair station, broker, service provider or other), CAGE code, FAA or EASA repair station certificate number, and address.
- **Contacts:** the main contact, a quality contact and an accounts receivable email. The page asks suppliers *not* to send bank account details or tax ID numbers; payment details are arranged directly with accounts payable.
- **Accreditations:** AS9100, AS9120, AS9110, ISO 9001, Nadcap, ASA-100, AC 00-56 and ISO/IEC 17025, plus any other.
- **Certification:** a statement that the information is accurate and complete, with the name of the person signing it.

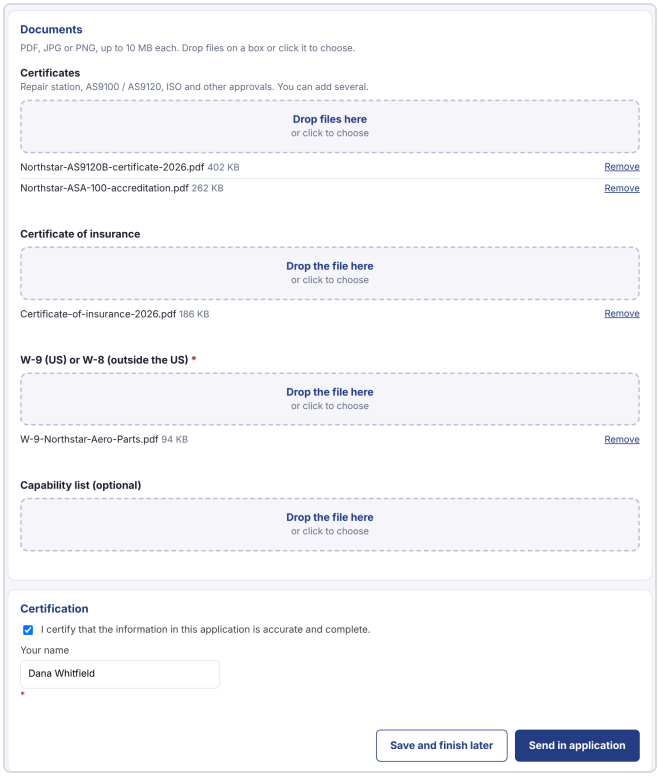


The quality questions every supplier answers, each with room for a comment, and how long they keep quality records.

The quality questions cover the points a repair station's supplier control rests on: a documented quality system, traceability to the OEM with a C of C, 8130-3 or EASA Form 1 on every shipment, counterfeit and suspected unapproved part prevention, telling the customer about nonconforming product and changes, flowing requirements down to sub-tier suppliers, and right of access for the customer, its customers and the authorities.

Documents

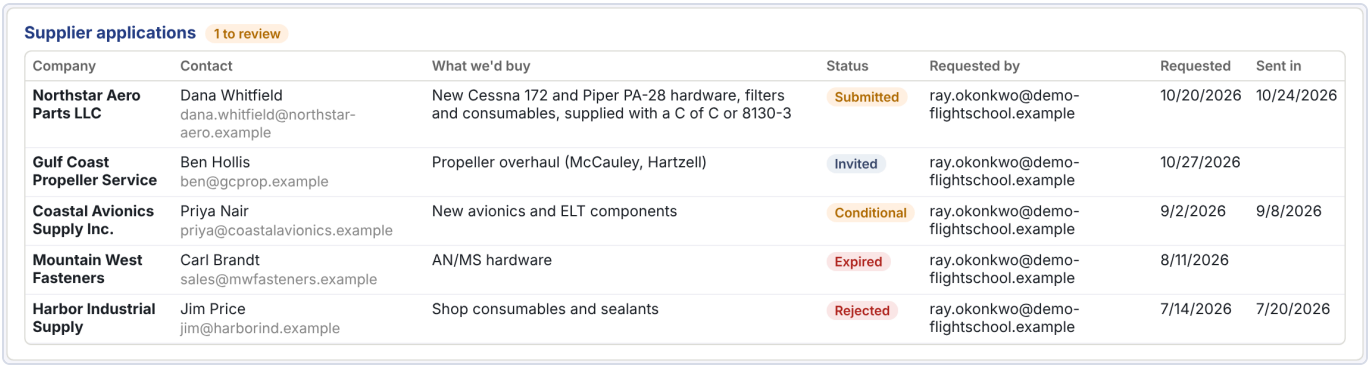
Certificates (several can be added), the certificate of insurance, a W-9 or W-8, and an optional capability list, as PDF, JPG or PNG up to 10 MB each. Files go into a private store for the organization and are opened only through short-lived signed links.



Northstar's documents, the certification and the two buttons: save for later, or send in.

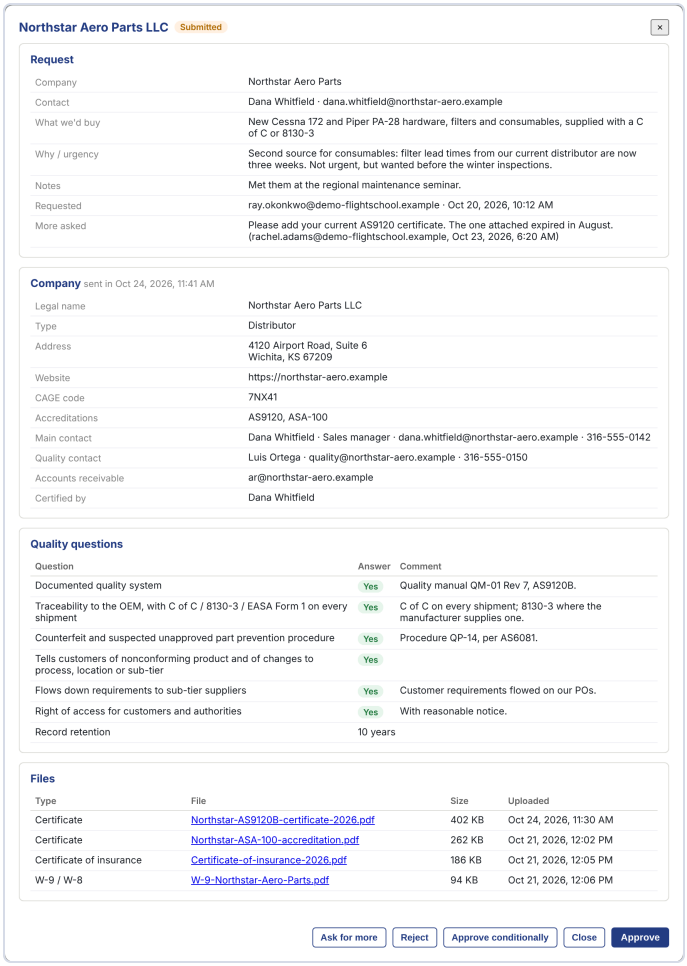
4 Reviewing the application

The Suppliers tab lists every application with its status: **Invited**, **Submitted**, **Approved**, **Conditional**, **Rejected** or **Expired**. A pill shows how many are waiting to be reviewed. The person who asked for the supplier is emailed when it is sent in.



Supplier applications: Northstar waiting for review, one invitation still open, one approved with conditions, one link that ran out and one rejected.

Opening an application shows everything on one screen. The **Request** section has what was asked for, why, who asked and any request for more information. The supplier's company details and contacts follow, then the quality questions with their answers and comments, and the files with the date each was uploaded.



Northstar's application as Rachel sees it, sent in again on 24 October, with the decision buttons at the bottom.

5 Asking for more

Ask for more sends the supplier a note and a new link, and reopens the application so they can change it. The note appears at the top of their application, and the request is kept on the record with who asked and when. In the sample, the new AS9120B certificate uploaded on 24 October sits next to the other files.

Links that run out

An invitation that isn't used within 30 days shows as **Expired**. **Send again** emails a new link, and **Copy link** makes one to send another way. Either way, the link in earlier emails stops working.

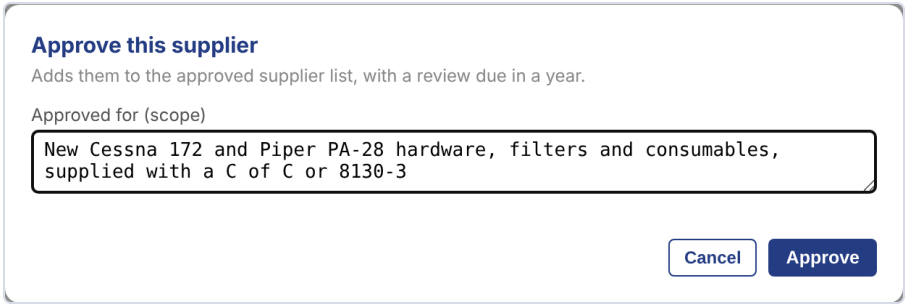
Once it's sent in

A submitted application can't be changed by the supplier. If they open the link again they're told it has been received, until the shop asks for more.

6 The decision

A stores manager or quality manager chooses one of four outcomes:

Decision	What happens
Approve	Confirms the scope the supplier is approved for and adds them to the approved supplier list, with a review due in a year.
Approve conditionally	Records the scope and the conditions, for example 100% receiving inspection until an audit is closed. The supplier goes on the list as Conditional, carrying its conditions.
Reject	Records the reason. The person who asked for the supplier is told by email.
Ask for more	Emails the supplier what's needed and reopens the application (section 5).

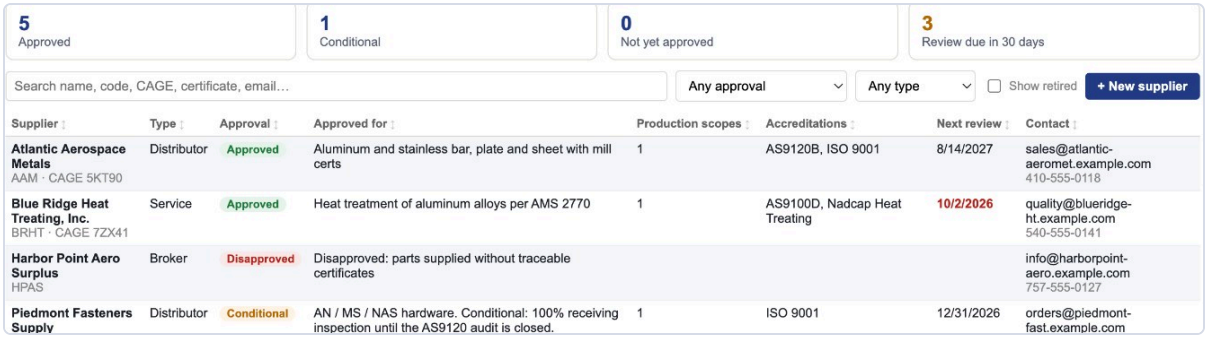


Approving Northstar for the scope Ray asked for.

Approving, with or without conditions, creates the supplier record or updates the one with the same name in the organization. The supplier's contacts are added (skipping any already there with the same email), and the application's files are copied to the supplier's documents. The requester and the supplier are both emailed the outcome; the supplier isn't sent the shop's internal reason. The application keeps the decision, scope, conditions, reason, who decided and when, and links to the supplier record.

7 After approval

From here the new supplier is part of the same approved supplier list that purchasing, production and quality use, with its approval status, scope, accreditations, contacts, documents and next review date.



5 Approved	1 Conditional	0 Not yet approved	3 Review due in 30 days

Search name, code, CAGE, certificate, email… | Any approval | Any type | Show retired | + New supplier

Supplier	Type	Approval	Approved for	Production scopes	Accreditations	Next review	Contact
Atlantic Aerospace Metals AAM · CAGE 5KT90	Distributor	Approved	Aluminum and stainless bar, plate and sheet with mill certs	1	AS9120B, ISO 9001	8/14/2027	sales@atlantic-aeromet.example.com 410-555-0118
Blue Ridge Heat Treating, Inc. BRHT · CAGE 7ZX41	Service	Approved	Heat treatment of aluminum alloys per AMS 2770	1	AS9100D, Nadcap Heat Treating	10/2/2026	quality@blueridge-ht.example.com 540-555-0141
Harbor Point Aero Surplus HPAS	Broker	Disapproved	Disapproved: parts supplied without traceable certificates				info@harborpoint-aero.example.com 757-555-0127
Piedmont Fasteners Supply	Distributor	Conditional	AN / MS / NAS hardware. Conditional: 100% receiving inspection until the AS9120 audit is closed.	1	ISO 9001	12/31/2026	orders@piedmont-fast.example.com

The approved supplier list, from the Stores Brief's sample. A review date that has passed shows in red, and a conditional supplier carries its condition.

- **Ordering stays controlled.** An order to a supplier that isn't approved asks why, and needs a stores manager to approve it. The database enforces this wherever the order comes from.
- **Reviews come round.** The next review date is on the record, and the Quality workspace audits suppliers at the intervals set for their risk tier. Closing a supplier audit sets its last review date.
- **History builds up.** The supplier record collects its orders, deliveries, nonconformances, audits and findings, and the supplier performance report shows on-time delivery and rejected parts.

Who uses what

Role	Where they work	What Avistrata does for them
Buyer / stores staff	Stores → Suppliers	A request in one form; the supplier gets the application without anyone emailing a questionnaire; an email when it's sent in
Supplier	The application link	One branded form, no account to create, save and come back, documents uploaded in place
Stores or quality manager	Stores → Suppliers	The whole application on one screen; ask for more, approve with or without conditions, or reject, with the reason kept
Quality	Quality → Suppliers, audits	The new supplier on the approved list with its scope, documents and review date, ready for supplier audits
Accounts payable	Suppliers, Bills	The accounts receivable contact and W-9 / W-8 on file; payment details arranged directly, never through the form

What an auditor can see

- Who asked for each supplier, what for and why, and when.
- The supplier's own answers to the quality questions, signed by a named person.
- Their certificates, insurance and accreditations, with upload dates.
- Every request for more information, and the decision with its scope, conditions, reason, who made it and when.
- The resulting entry on the approved supplier list, with its review date, and every order placed with it since.

Getting started

1. Give people their stores roles, and make sure a stores manager or quality manager can decide on applications.
2. Check the shop's name and logo in its branding settings, because they appear on the supplier's application.
3. Request one supplier you already know, follow it through the application and approve it.
4. From then on, send every new supplier the application instead of a questionnaire by email.

Companion briefs: Life of an order (the buyer), Life of a part number (Stores) and Life of a finding (Quality). © 2026 Leesburg Aviation LLC. All rights reserved.