



## Agile Supplier FAQ

For a detailed Agile Supplier Training Guide see [here](#).

Q1: How do I log into Oracle Agile PLM?

Use the following link to login into Agile: <https://agile.viasat.com/Agile/PLMServlet>

Q2: How to prevent Agile login issues?

Your Agile password will expire every 90 days. You will get an email notifying you to update your password prior to its expiration. Please follow the instructions linked in the email to update your password prior to its expiration.

Q3: I can't login to Agile. What do I do?

For help with login issues contact the Viasat IT Service Desk (ITSD) via phone 760-476-2345 (toll-free 866-894-1805), hours: Mon-Fri 7am – 10pm EST, and provide your email address and company name to request Agile reactivation.

Q4: I was just 'Pushed' access to a Viasat part number (VPN), but I can't view the item in Agile. What do I do?

Try logging out of Agile by clicking on the power button located on the top left side of the screen and then log back in. If you still can't view the item, contact your Viasat Procurement POC.

Q5: How do I search a PN?

To search for a PN use the top right search feature. Type in the PN and then click on the arrow.

Search Results » 1234525

1234525  
Other Part

Rev: Introductory Effective From: ... to Navigator Actions

Title Block\* Changes BOM AML Suppliers Where Used Attachments History

Common Data\* | General Information\* | Access Control | Item Attributes | MRP Information | System Maintained Attributes | ViaSat Information | Regulatory Environmental (CMAP) | Requirement & Status For Each Section | Regulatory Safety & EMC | Commercial Aviation

Number: 1234525  
Part Type: Other Part  
Lifecycle Phase: Preliminary  
Description\*:  
Part Category\*:  
Organization\*:  
Rev Incorp Date:

Quick Tip: View the 'Basic Navigation Quick Tours' video for a basic overview of Agile (in the left pane, select the 'Help (?)' drop-down menu > 'Quick Tours').

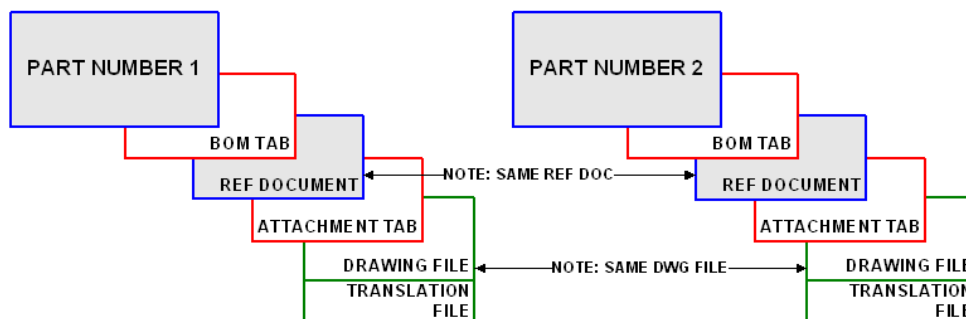
Q6: How do I export a BOM to Excel?

Navigate to the BOM and then click *Actions > Microsoft Excel > Export to Excel.*

The screenshot shows a software interface for a part with ID 1270002. The part is labeled 'Other Part' and is a 'Prototype' that is 'Unincorporated'. The interface includes a navigation bar with 'Create New' and a 'Navigator' button. Below the navigation bar, there are tabs for 'Title Block\*', 'Changes', 'BOM\*', 'AML', 'Suppliers', 'Where Used', 'Attachments', and 'History'. The 'BOM\*' tab is active. The main content area displays part details: Number: 1270002, Part Type: [blurred], Lifecycle Phase: [blurred], Description\*: [blurred], Part Category\*: [blurred], Organization\*: [blurred], Rev Incorp Date: [blurred], Rev Release Date: 04/21/2020 05:14:28, Effectivity Date: 04/01/2020 09:12:41, Size: [blurred], and Part Family: [blurred]. An 'Actions' menu is open, showing options like 'Bookmark', 'Subscribe', 'Save As', 'Create New', 'Delete', 'Send', 'Sharing', 'Copy URL to Clipboard', 'Incorporate', 'Unincorporate', 'Print', 'Microsoft Excel', 'Export', 'Attribute History Report', 'Export to Excel', 'Import from Excel', and 'Download Template'. The 'Microsoft Excel' option is expanded, and 'Export to Excel' is highlighted.

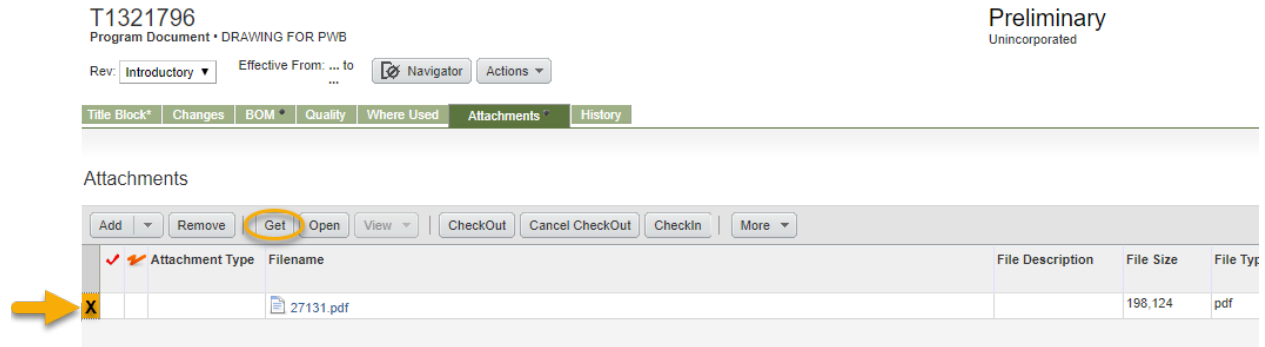
Q7: How are Viasat's BOMs arranged in Agile?

If you are viewing an assembly, LRU, etc. the drawing will most likely appear as an attachment on a separate VPN found in the BOM tab. If you are viewing an item like a Fab part, small components, etc. the drawing will most likely be found on the attachments tab of that VPN. If you are having trouble finding the attachment, please contact your Viasat Procurement POC or [CM.HelpDesk@viasat.com](mailto:CM.HelpDesk@viasat.com).



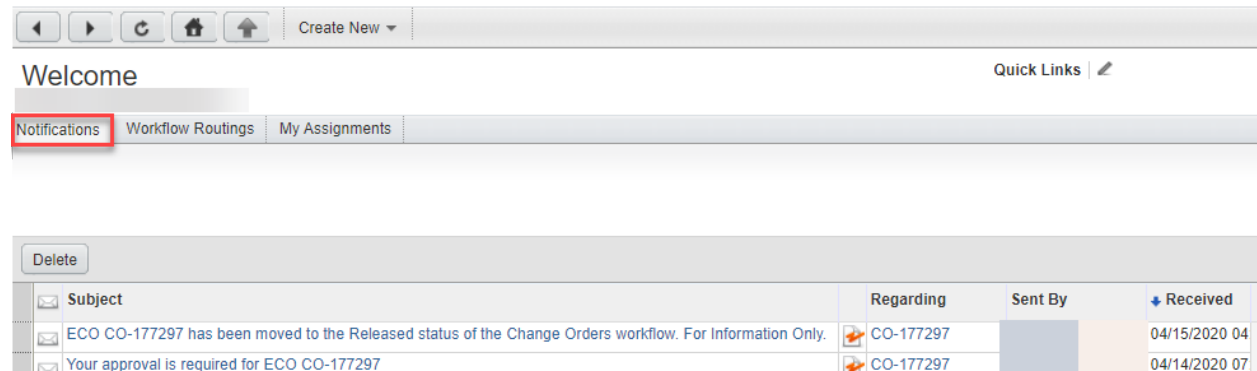
Q8: How do I download attachments for an item in Agile?

If double clicking on the Filename doesn't work, click on the line (where 'X' is marked) and click 'Get'. This will allow you to select an application on your computer to open the document with.



Q9: How will I receive change notifications?

If a change occurs on an item that you have access to you will receive an Agile notification. The notification will be sent to your email that you use to log into Agile with. It is important that you keep your account active so that you receive Agile notifications (see Q2). You can also view your Agile notifications directly in Agile when you log in (see image below). Please work with your Viasat Procurement POC to understand the impact of individual change orders.



Q10: I still have questions and need support. Who do I contact?

- For Agile login issues, please contact the Viasat IT Service Desk (see Q3)
- For access to a part number or business support, please contact your Viasat Procurement POC
- For any other questions, please contact the Viasat Configuration Management team at [CM.HelpDesk@viasat.com](mailto:CM.HelpDesk@viasat.com)