AVISTRATA
AVIATION BUSINESS PLATFORM

Life of a part number

From a parts request to a serviceable part on the shelf and a paid supplier bill, in Avistrata

For stores managers, buyers, receiving inspectors, accounts payable and the directors of maintenance and quality who sign for them · Avistrata 2.2

A part is only as good as its paperwork. Before it goes on an aircraft, a shop has to know that it was bought from an approved source, that it arrived with the right release certificate, that someone qualified inspected it, that its shelf life hasn't run out, and what it cost. In many shops those facts sit in a purchasing spreadsheet, a receiving binder and the accounting system. This brief follows one part number through Avistrata's Stores workspace, screen by screen. The request, the purchase order, the receipt, the inspection, the stock record, the task card and the supplier bill are the same records, so a part that hasn't passed inspection can't be issued, and nobody re-types a packing slip into an invoice.

The sample. The demo organization's flight school flies Cessna 172s. After the ELT battery replacements on two of them, the stores clerk, Ray Okonkwo, asks for two new 452-0133 ELT battery packs to bring the shelf back up. The buyer orders them from Tidewater Aviation Parts, an approved distributor; they arrive with a manufacturer's certificate of conformity, pass receiving inspection, go on shelf DEMO-A1, and the supplier's invoice is matched to the order and the receipts. **Every person, company, tail number and figure in this brief is fictional.** The screenshots are real Avistrata screens showing this sample data, taken on 28 October 2026.

1 · Set up	2 · Request	3 · Order	4 · Receive	5 · Inspect	6 · Issue	7 · Pay	8 · Account
Controls, quality clauses, suppliers	Task card, reorder, AOG, by hand	Quote, PO, approval	Certificate, serials, shelf life	Accept, quarantine, reject, SUP	Kitting, task card, work order	Three-way match	Counts, value, reports

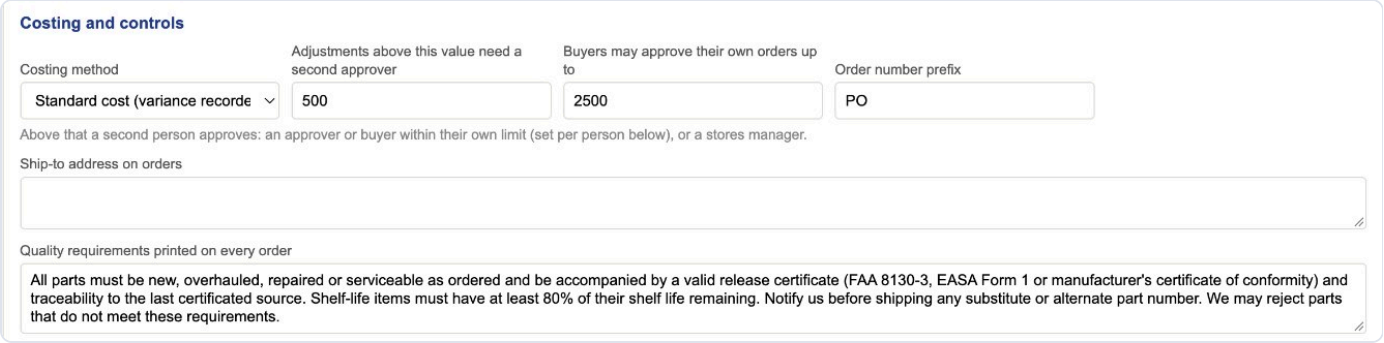
When (28 October)	What happens in the sample
6:50 PM	Ray raises a routine parts request: 452-0133 ELT battery pack, quantity 2, for stock, needed by 6 November.
6:51 PM	The buyer ticks the request and creates purchase order PO-2026-0001 to Tidewater Aviation Parts: 2 × $189.00, $24.50 freight, quote TQ-26-0412.
6:53 PM	Submitted for approval. At $402.50 it is within the buyer's own approval limit, so it is approved on the spot and recorded as such.
6:54 PM	The batteries arrive on one packing slip. Each serial is received into DEMO-A1 with its certificate, manufacture date and shelf-life date, and waits for inspection.
Afterwards	The receiving inspector accepts both. They become serviceable and issuable. Tidewater's invoice INV-58821 is entered and matches the order and the receipts line for line.

1 Setting up Stores

Stores is a workspace in the Maintenance group. Its tabs are Overview, Kitting, Requests, Quotes, Orders, Receive, Returns, Bills, Stock, Counts, Parts, Suppliers, Movements, Reports, Web store, Marketplaces, Tools, Inventory list, Locations and Settings. People get their stores roles in Stores → Settings: **Stores / Parts**, **Receiving inspector**, **Buyer**, **Stores manager**, **Approver** and **Accounts payable**. Each buyer or approver can have their own purchase order limit.

Controls and quality clauses

Settings holds the costing method (weighted average, FIFO or standard cost), the value above which a stock adjustment needs a second approver, the amount up to which buyers may approve their own orders, the order number prefix, the ship-to address and the order terms. The **quality requirements** text prints on every purchase order, so each supplier is told the same thing in writing.

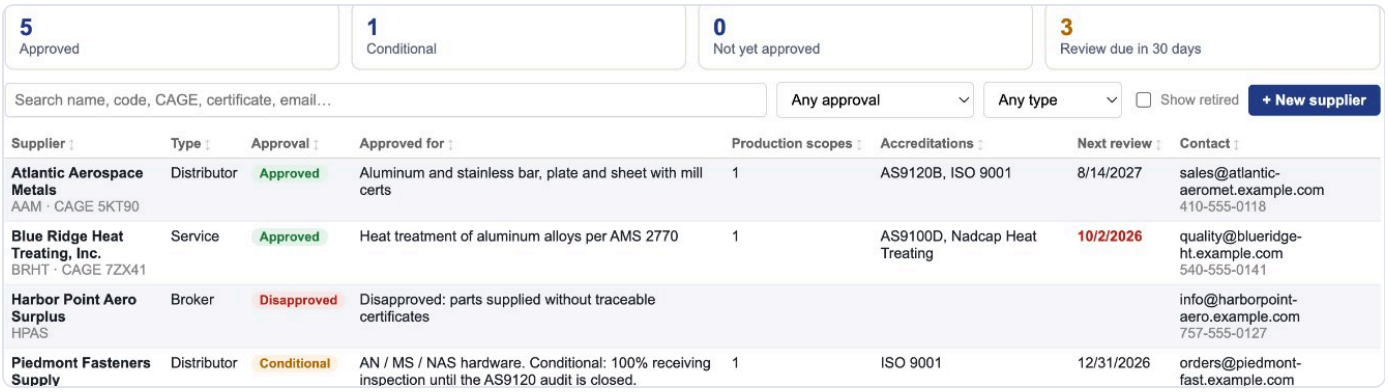


The sample's controls: standard cost, a second approver for adjustments over $500, buyers may approve their own orders up to $2,500, and the quality requirements printed on every order.

A Part 21 production organization also gets production flow-down requirements on orders to suppliers on its approved supplier list (21.137(c), AS9100 8.4.3). Locations (bins, quarantine, unserviceable, in repair, customer-owned, consignment, scrap and more) are set up on the Locations tab, each marked as issuable or not.

1 Setting up Stores SUPPLIERS

The **Suppliers** tab is one list for the whole organization: purchasing, production (approved scopes and special processes) and quality (audits and findings) all use it. Each supplier has a type, an approval status (Approved, Conditional, Not yet approved or Disapproved), what it is approved for, its accreditations, its next review date and its contacts.



The approved supplier list. Tiles count approved and conditional suppliers and those due for review; a review date that has passed shows in red. A conditional supplier carries its condition, here 100% receiving inspection until an audit is closed.

The list does more than inform. When a buyer submits an order to a supplier that isn't approved, Avistrata asks why, and a stores manager has to approve that order. The rule is enforced by the database, so it holds wherever the order comes from.

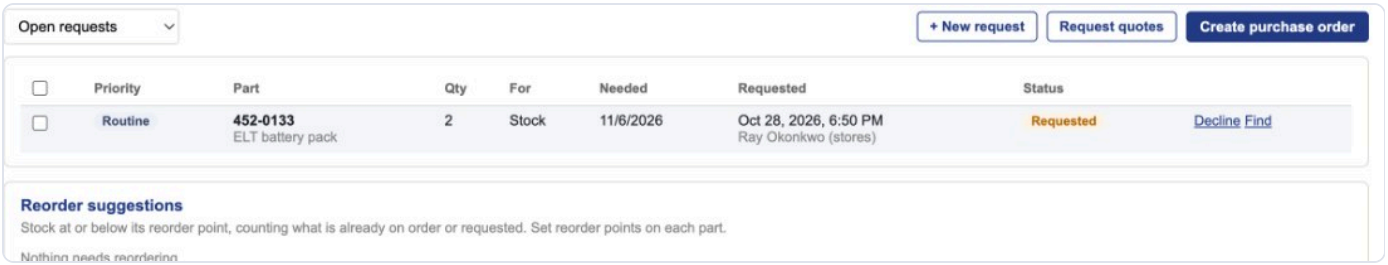
> **In the sample,** Tidewater Aviation Parts is an approved distributor (CAGE 4TQ82, AS9120B and ASA-100), approved for ELT, avionics and emergency equipment supplied with a C of C or 8130-3, reviewed in June 2026 and due again in June 2027.

2 A part is needed

A parts request can start in several places:

- **A task card.** The card's Stores section can find and issue a part, record a removed part or request one; its kit list shows "Kit ready" when everything is staged.
- **Reorder.** Each part has a minimum, maximum, reorder point, reorder quantity and lead time per location. **Reorder suggestions** on the Requests tab count what is already on order or requested, and add the selected lines as requests.
- **Coming due on an aircraft.** Equipment expiring within 60 days, near its hour limit or unserviceable, and open MEL deferrals, are listed so stores can get ahead of them.
- **By hand**, with **+ New request**.

Each request has a priority (AOG, Critical or Routine, with AOG sorted first), what it is for (stock, a task card or an aircraft), a need-by date and a status: Requested, Approved, Ordered, Received or Declined.

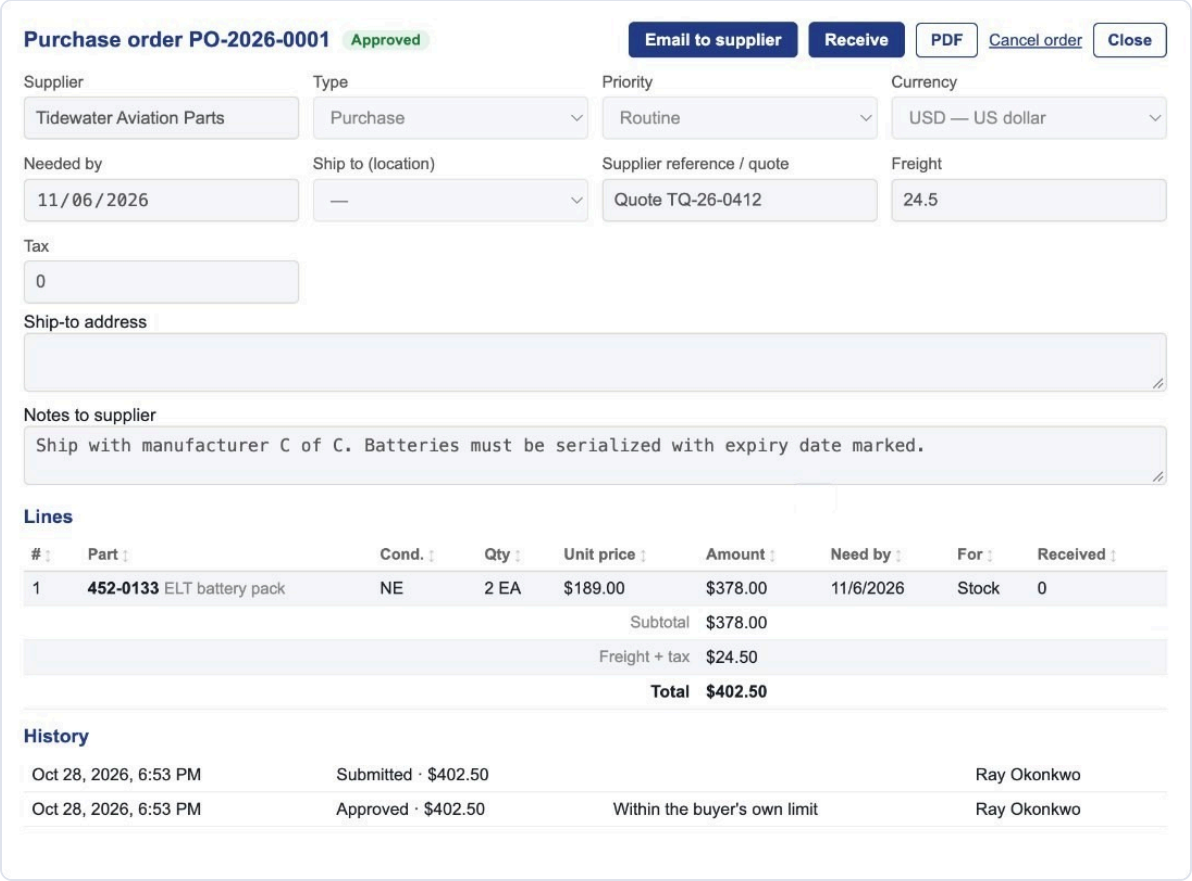


Ray's request for two ELT battery packs for stock. From here the buyer can decline it, look for the part elsewhere, ask suppliers for quotes or create a purchase order straight away.

Find links out to ILS, PartsBase and Locatory with the part number filled in; nothing is sent to those sites. For a part that needs pricing first, **Request quotes** emails the selected suppliers, and each quote is recorded with its condition, quantity available, price, lead time, certificate, trace and validity. **Award selected** turns the winning quotes into draft purchase orders.

3 The purchase order

A purchase order has a type (Purchase, Repair, Exchange, Loan, Warranty or Consignment), a priority, a currency, a need-by date, the supplier's quote reference, freight, tax and notes to the supplier. Its lines carry the part, condition, quantity, price and need-by date, and what each line is for.



PO-2026-0001, approved. The history records who submitted it and who approved it, and why the approval was allowed: within the buyer's own limit.

The statuses run Draft, Waiting for approval, Approved, Sent, Acknowledged, Part received, Received and Closed (or Cancelled, or closed short). An order above the buyer's limit goes to someone with a higher one; above a set amount, it needs someone other than the buyer who raised it.

3 The purchase order TO THE SUPPLIER

PDF produces the order with the organization's logo, the lines, the quality requirements and the order terms. An AOG order carries a red "AOG – aircraft on ground – urgent" banner, and its email subject starts with "AOG".

Email to supplier sends the PDF with an **Acknowledge this order** button. The supplier opens a page that needs no sign-in, confirms they received the order and accept its quality requirements, and gives their name and ship date. The buyer is told, and the order shows who acknowledged it and when it will ship.

Other kinds of order

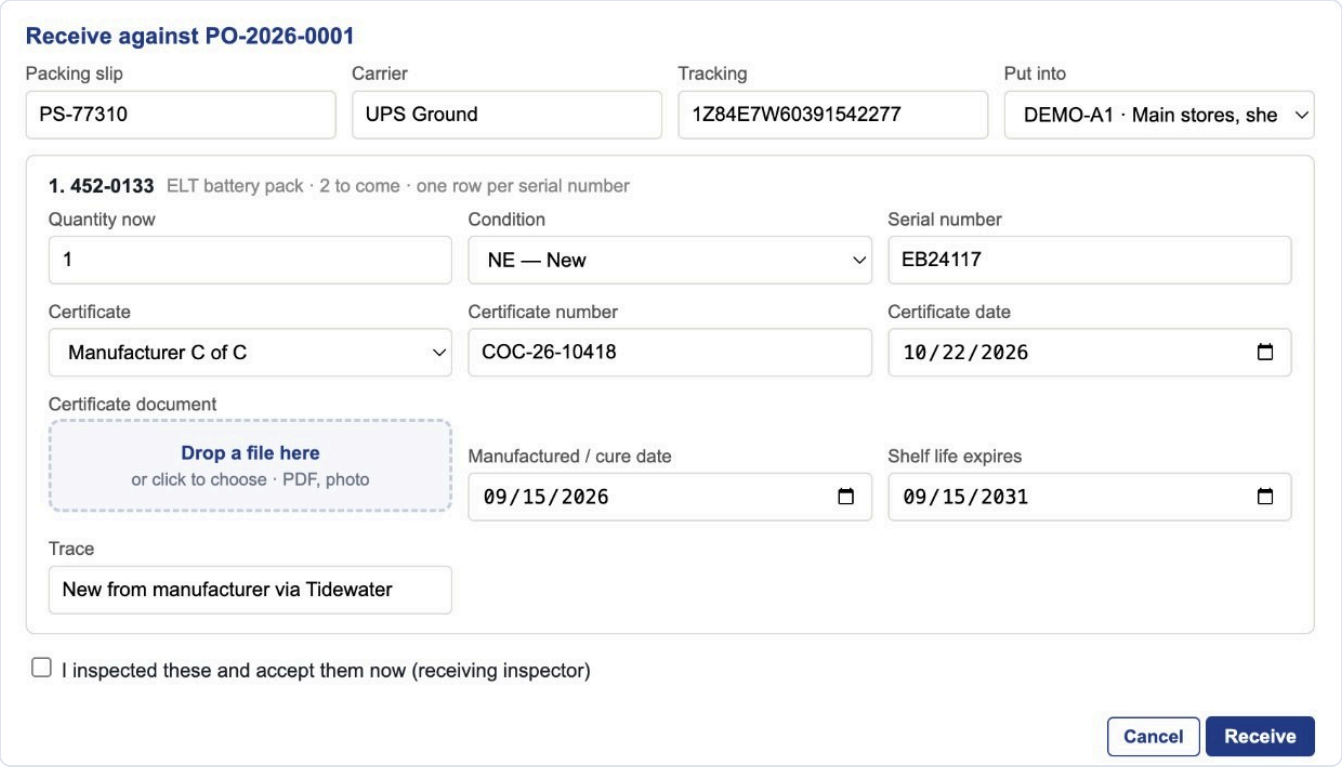
- **Repair, exchange and warranty:** the part is shipped out on the line first, and the same serial comes back with the repair cost added to its value.
- **Exchange:** each line has a core charge and the days the core is due back (15 by default). A core return opens by itself if the core hasn't gone when the exchange unit arrives.
- **Other currencies:** each order has a currency and an agreed or daily exchange rate; stock is valued at the rate on the day it arrives.

Returns

The Returns tab tracks cores, loans, rejected parts, warranty returns and others from To ship through Shipped to Closed, with RMA numbers and the credit on close. Anything overdue shows in red, and parts out for repair have their own list.

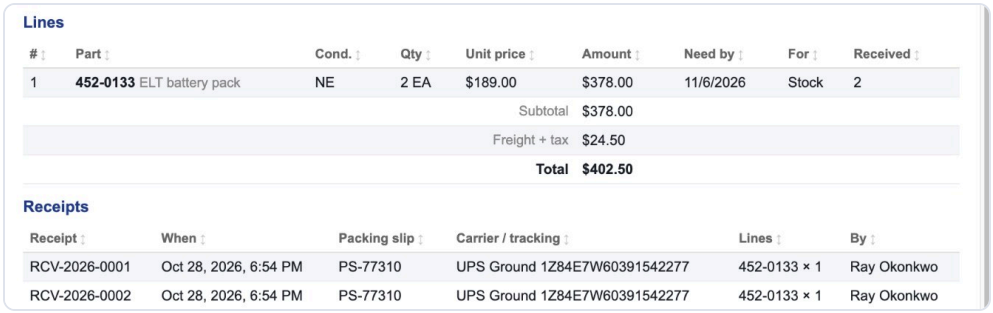
4 Receiving

The order's **Receive** button (or the Receive tab) records what arrived: the packing slip, carrier and tracking number, and the location it goes into. A serialized part is received one row per serial; others by batch or lot. Each row records the condition code (NE, NS, OH, SV, RP, IN, AR or US), the release certificate, its number and date, a copy of the certificate, the manufacture or cure date, the shelf-life expiry, the trace, and the times and cycles where they apply.



Receiving the first battery: serial EB24117, new, with the manufacturer's certificate of conformity COC-26-10418, made in September 2026 with a five-year shelf life. The inspector box is left unticked, so the battery waits for inspection.

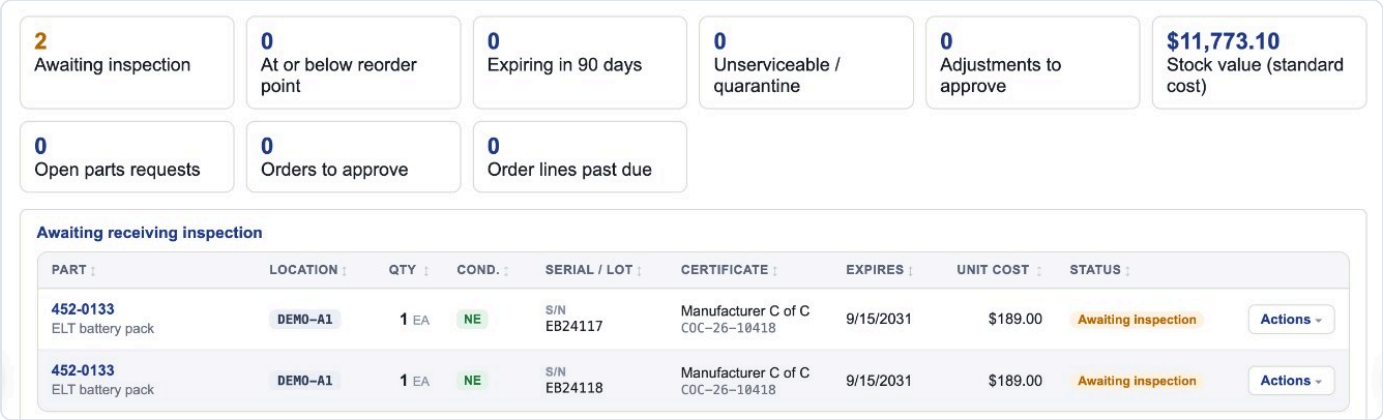
The certificate list is ordered for the organization's authority: FAA 8130-3, EASA Form 1, TCCA Form One and other authorities' release certificates, manufacturer and distributor certificates of conformity, Other, None and "To be verified". A serial that is already in stock or recorded as installed on an aircraft is refused. After receiving, Avistrata offers to print Code 128 barcode labels. A part received for a task card is reserved for that card straight away.



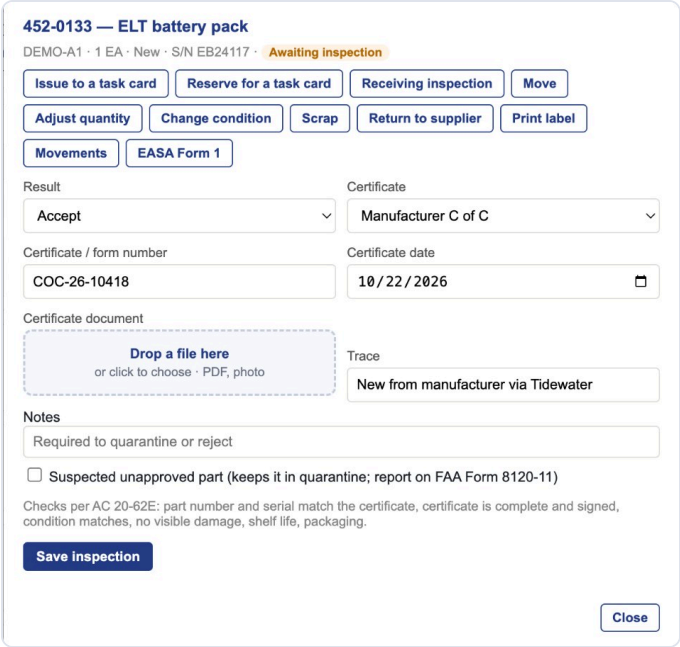
The order after both batteries arrived: 2 of 2 received, and each receipt with its packing slip, tracking and who received it.

5 Receiving inspection

Received stock waits for a receiving inspector before it can be issued, unless the inspector receives it and ticks **I inspected these and accept them now**. The Stores Overview lists everything awaiting inspection.



Stores Overview: the two new batteries awaiting inspection, next to the reorder, shelf-life, quarantine, adjustment, request, approval and past-due tiles and the stock value.



The inspection: Accept, Quarantine or Reject, the certificate checked against the part, and the suspected unapproved part box.

What the inspector records

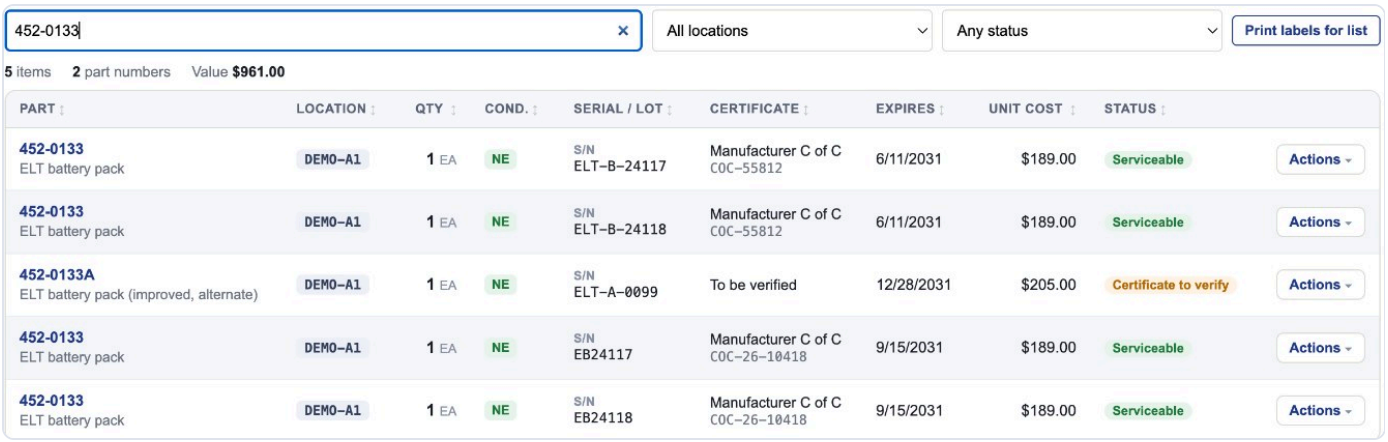
The result, the certificate and its number and date, a copy of it, the trace and notes. Quarantine and Reject need a note. The checks on screen follow AC 20-62E: part number and serial match the certificate, the certificate is complete and signed, the condition matches, there is no visible damage, the shelf life is acceptable and the packaging is right.

What the database won't allow

- Accepting a part without its release certificate recorded.
- Accepting a suspected unapproved part. It stays in quarantine, to be reported on FAA Form 8120-11.
- Anyone but a receiving inspector accepting stock.

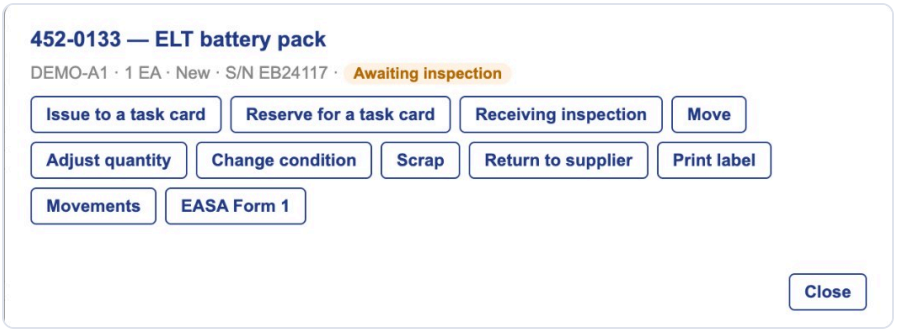
6 On the shelf

The Stock tab lists every unit or lot with its location, quantity, condition, serial or lot, certificate, shelf-life date, unit cost and status: Serviceable, Awaiting inspection, Quarantined, Rejected, Suspected unapproved, Expired or Certificate to verify.



452-0133 after the receipt: the two new batteries are serviceable alongside two older ones. The alternate 452-0133A came in from the old stock list without its paperwork and is marked "Certificate to verify".

Each unit's **Actions** menu issues or reserves it for a task card, records the inspection or the certificate, moves it, adjusts the quantity, changes the condition, scraps it (with a box to record that it was mutilated), returns it to the supplier, prints its label or shows its movements. An EASA organization can also issue an EASA Form 1.



The Actions menu for one of the new batteries while it was awaiting inspection.

6 Issuing the part

When a mechanic needs a battery, it is issued to the task card. Before anything leaves the shelf, the database checks the unit and refuses the issue, with the reason, if:

The part...	What the mechanic sees
hasn't passed receiving inspection	The part hasn't passed receiving inspection.
is flagged as a suspected unapproved part	Flagged as a suspected unapproved part.
isn't serviceable	Not serviceable.
has no release certificate, where Settings requires one	No release certificate on file for this part.
is past its shelf life	Shelf life expired on the date.
is obsolete	This part number is obsolete.
is in a location that can't issue, such as quarantine	Stock in that location can't be issued.
is reserved for another card	Only so many available here (the rest is reserved).

In the sample, the alternate battery 452-0133A can't be issued until its certificate is found and recorded. An issued part becomes a line on the work order ("From stores", with its lot and certificate number). A serialized rotable updates the aircraft's component list, and a part recorded as removed goes to the unserviceable store as "As removed" or "Unserviceable". Customer-supplied and consignment stock is issued at no cost. On the invoice, parts are charged at cost plus the organization's parts markup.

6 Issuing the part KITTING

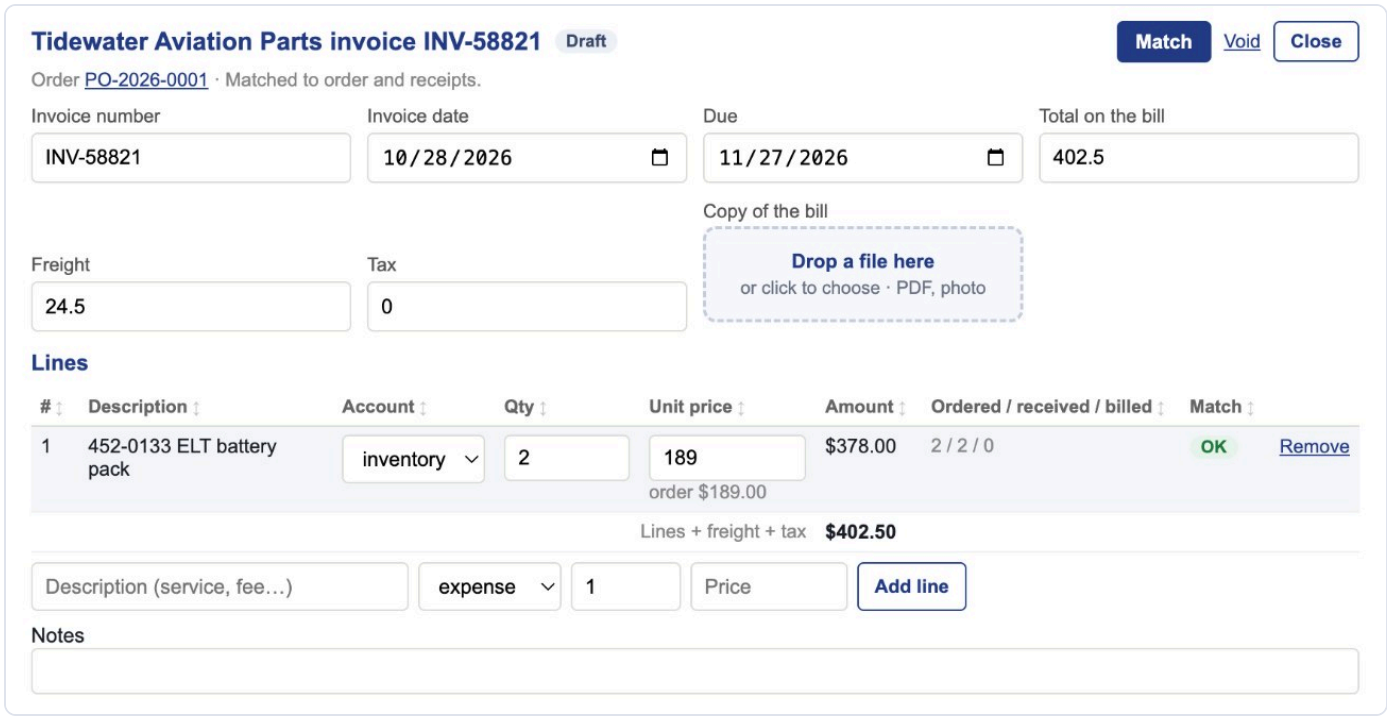
For planned work, stores picks the parts before the mechanic arrives. The **Kitting** tab lists one row per task card that needs parts, filtered by due today, due this week, overdue or mine. A clerk claims a card, reserves and stages each item, orders what is missing, prints a pick list sorted by bin and issues the kit.

- Kits move through Not started, Picking, Short, Kitted and Issued; each item is Needed, Requested, Staged, Issued or Unavailable.
- Clerks are told about a new kit to pick; an AOG kit goes to clerks and managers at once.
- The mechanics on the card are told when the kit is ready, and the planner when it is short, with the expected date from the purchase order.
- When the card is signed off with parts staged but not issued, they are returned to stock or kept held.

The kitting queue is also in the iOS and Android admin app, and mechanics can request parts and see the kit-ready badge in their app (coming soon to the App Store and Google Play). A stores-room computer or tablet can keep working offline: issue, return, move, reserve, record removals and count, with the same checks on the device. Receiving, inspection, purchasing and bills need a connection.

7 Paying the supplier

On the **Bills** tab, accounts payable enters the supplier's invoice. Picked from an order, the bill starts with everything received and not yet billed, at the order price; the clerk changes it to match the paper bill and presses **Match**. Each line is compared with what was ordered and what was received.

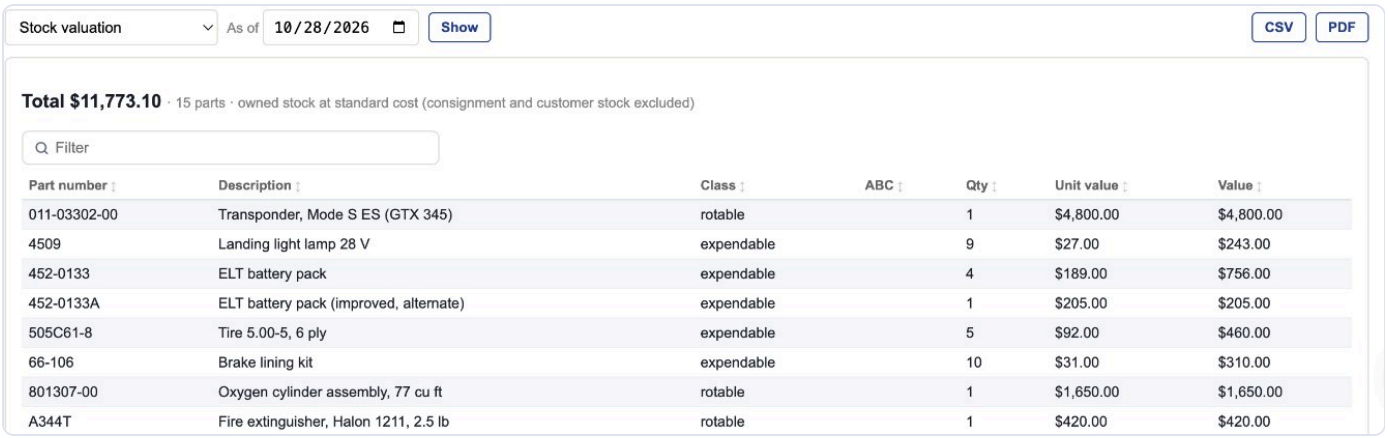


Tidewater's invoice INV-58821 matched to PO-2026-0001 and its two receipts: 2 ordered, 2 received, $189.00 as ordered, and the total agrees with the bill.

A line's match is OK, Quantity, Price, Quantity and price, or Not received, against tolerances the organization sets. A bill that doesn't match has to be approved by someone other than the person who entered it. Bills go from Draft to Matched (or Doesn't match), Approved and In QuickBooks.

8 Counts, value and reports

Every receipt, issue, move, adjustment and scrap is a line in the stock ledger, which can't be changed or deleted; a mistake is corrected with a new entry. A **count** can be started by location, ABC class or part, blind if wanted, and its variances need a second person or a stores manager before they post. Adjustments above the set value wait on the Overview for a second approver.



Part number	Description	Class	ABC	Qty	Unit value	Value
011-03302-00	Transponder, Mode S ES (GTX 345)	rotable		1	$4,800.00	$4,800.00
4509	Landing light lamp 28 V	expendable		9	$27.00	$243.00
452-0133	ELT battery pack	expendable		4	$189.00	$756.00
452-0133A	ELT battery pack (improved, alternate)	expendable		1	$205.00	$205.00
505C61-8	Tire 5.00-5, 6 ply	expendable		5	$92.00	$460.00
66-106	Brake lining kit	expendable		10	$31.00	$310.00
801307-00	Oxygen cylinder assembly, 77 cu ft	rotable		1	$1,650.00	$1,650.00
A344T	Fire extinguisher, Halon 1211, 2.5 lb	rotable		1	$420.00	$420.00

Stock valuation as of 28 October: owned stock at standard cost, with consignment and customer stock left out. 452-0133 now shows 4 on hand.

The Reports tab also has slow-moving stock, parts used, supplier performance and the QuickBooks stock journal, each as CSV or PDF.

Selling parts

The same stock can be sold through the organization's own **web store**, paid by card into its own Stripe account, with the same issue checks. The **Marketplaces** tab builds a PartsBase inventory file from serviceable, inspected stock with a certificate; automatic PartsBase updates are planned. Export-controlled parts are marked and kept off the web store, the marketplace, the PartsBase file and public photos.

Who uses what

Role	Where	What they get
Stores clerk	Requests, Receive, Stock, Kitting	Requests from cards and reorder points, labels, a pick list sorted by bin
Buyer	Quotes, Orders, Suppliers	Quotes side by side, orders with the quality clauses, acknowledgement from the supplier
Receiving inspector	Overview, Stock	A list of what is waiting, the AC 20-62E checks and a quarantine that holds
Approver / stores manager	Orders, Overview	Orders and adjustments above the limits, orders to unapproved suppliers
Accounts payable	Bills, Reports	Bills matched to orders and receipts, and the stock journal for QuickBooks
Mechanic	Task card	Parts that are known to be serviceable, and a kit-ready notice

Getting started

1. Set the costing method, approval limits, quality requirements and order terms in Stores → Settings, and give people their stores roles.
2. Add your locations and your suppliers with their approval status and scope.
3. Import your old stock list (the parts come in marked "certificate to be verified") or receive opening stock, and set reorder points on the parts you keep.
4. Raise one request, order it, receive it, inspect it, issue it to a card and match the bill.

Companion briefs: *Life of a maintenance job* (from a squawk to a signed release) and *Life of a student* (the flight school). © 2026 Leesburg Aviation LLC. All rights reserved.