



SUPPLIER PORTAL MANUAL

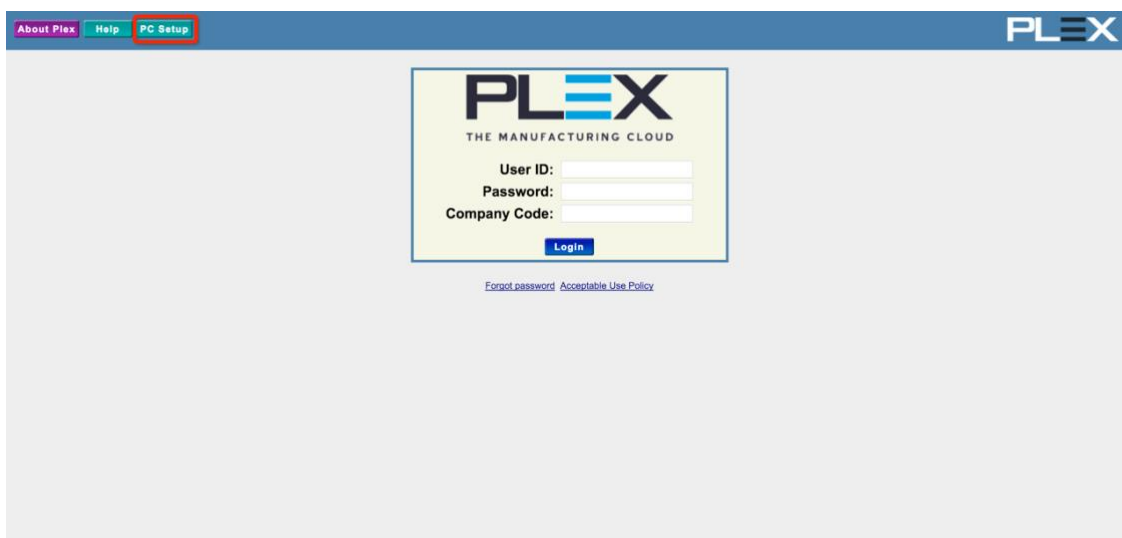
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Web Browser setup before logging into Plex the first time

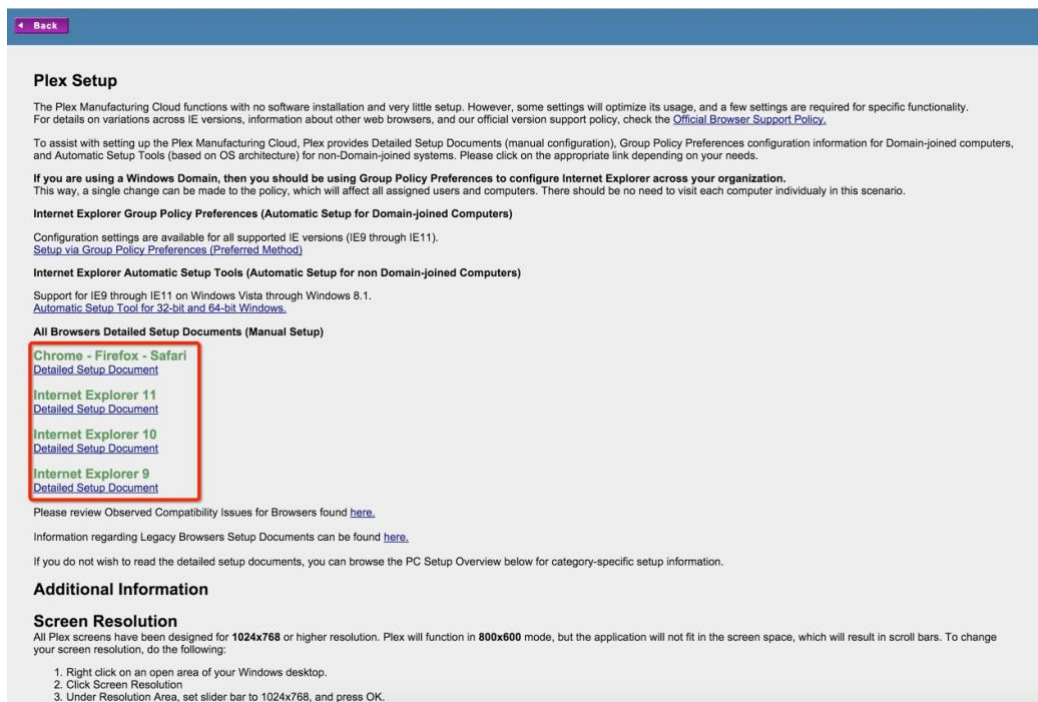
Before logging in to Plex for the first time please be advised:

- Plex is a web based software, it works with Microsoft Internet Explorer, Google Chrome, Firefox or Safari.
- Plex screens are designed for 1024x768 or higher resolution.
- You will need to modify some settings on your web browser in order for Plex to work.

For full instructions on how to modify all the settings depending the web browser you choose go to www.plexonline.com and click on the PC Setup tab on the upper left corner.



It will take you to the following screen where you will have to pick the one that matches the browser you will use

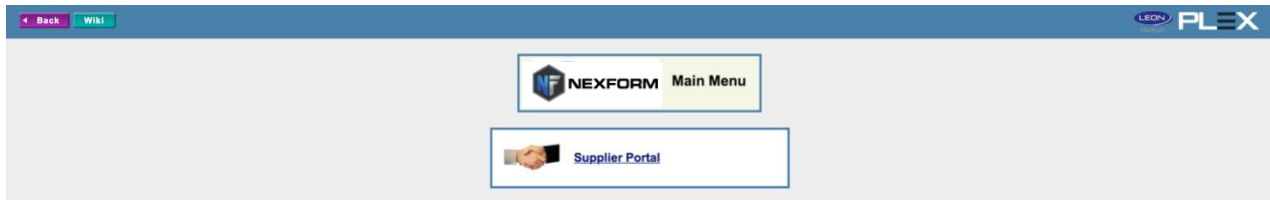


Introduction

If you are a supplier that does business with more than one NexForm Plant you will see on the first screen different Nodes with the names of the plants you have access to. Each plant has an individual database and must be treated as such.



Once you click on the PCN (Database) you are going to work with, you will see the supplier portal Menu Node. For example, if you click Leon Interiors Saltillo you will be taken to the following screen:



Once you click on that node, you will be taken to the different set of options you have to interact with our company on different areas. The nodes highlighted in yellow will be the ones that will be covered by this set of instructions. However, you will most likely use all the options displayed below at some point, please talk to your plant contact to set up training.

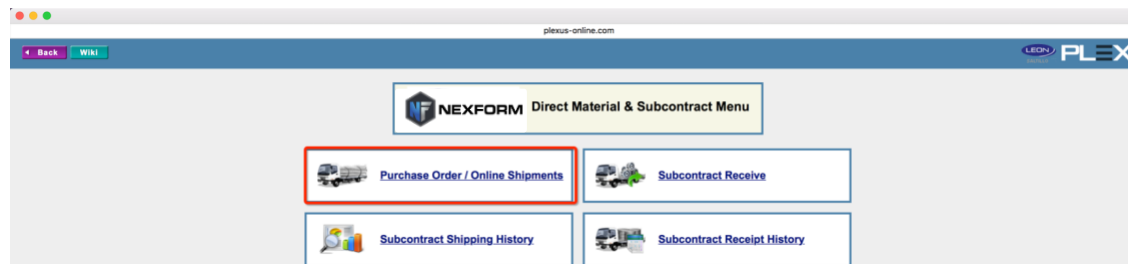


1) Purchase Order, Shipments, ASN's

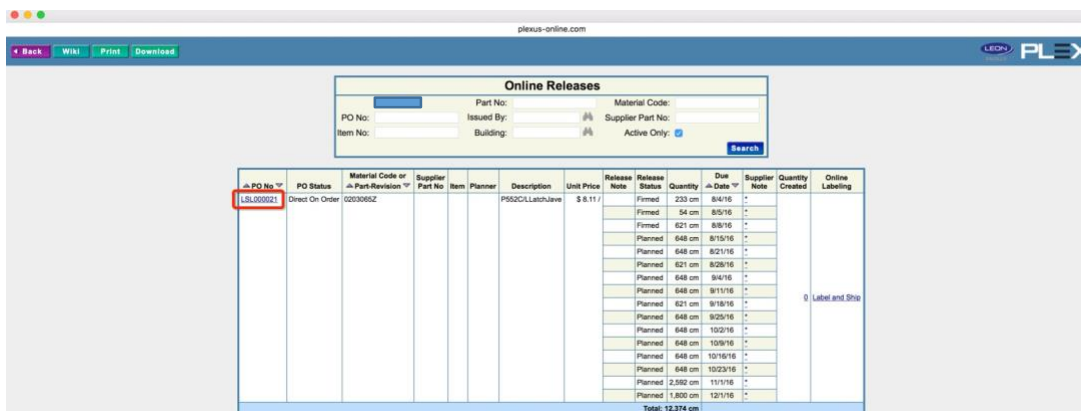
The first option you have is the Direct Material & Subcontract Menu, this will take you to the Purchase Order / Online shipments node that you can use to get a copy of the Purchase Order from Leon, get labels with unique serial numbers for your shipment, and create ASN's in case your company is not EDI capable or there is something preventing you from sending an EDI ASN.



The first option is the Purchase Order / Online shipments node:

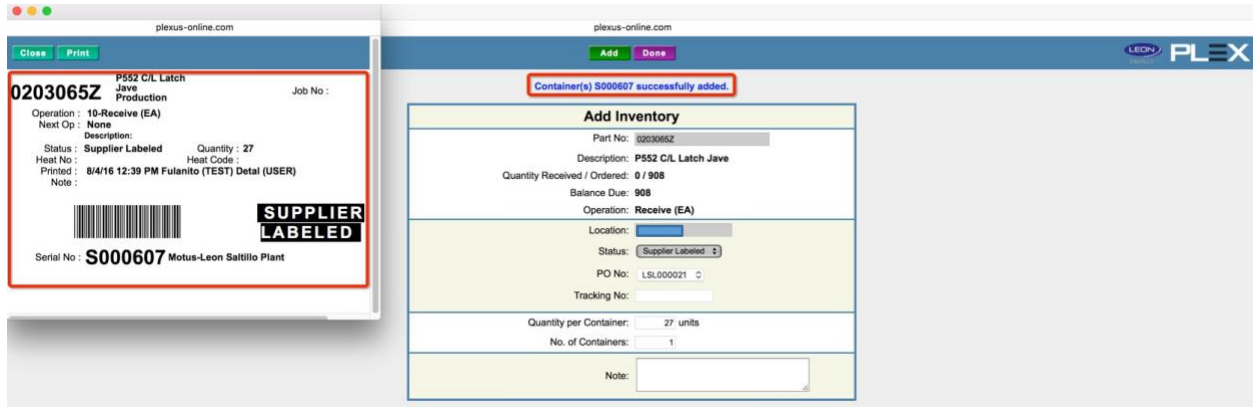


It is here where you can get a copy of the purchase order Leon has issued to your company, just click on the link under PO No. If you have more than one PO you will see all of them listed on this same screen.



PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item	Planner	Description	Unit Price	Release Note	Release Status	Quantity	Due Date	Supplier Note	Quantity Created	Online Labeling
LS000021	Direct On Order	02030652				P552C/LatchJaw	\$ 8.117		Firmed	233 cm	8/4/16	*		
									Firmed	54 cm	8/5/16	*		
									Firmed	621 cm	8/5/16	*		
									Planned	648 cm	8/15/16	*		
									Planned	648 cm	8/21/16	*		
									Planned	621 cm	8/28/16	*		
									Planned	648 cm	8/4/16	*		
									Planned	648 cm	9/1/16	*		
									Planned	621 cm	9/18/16	*		
									Planned	648 cm	9/25/16	*		
									Planned	648 cm	10/2/16	*		
									Planned	648 cm	10/9/16	*		
									Planned	648 cm	10/16/16	*		
									Planned	648 cm	10/23/16	*		
									Planned	2,592 cm	11/1/16	*		
									Planned	1,800 cm	12/1/16	*		
Total: 12,374 cm														

- Creating containers one by one:



- Creating four containers of 27 pieces each:



Once you are finished creating them you can click Done.

If you don't need the labels because your serial number prefixes have been approved by Leon Interiors, then you don't need to print the labels, and on the next screen you will be able to add your own serial numbers.

www.plexus-online.com/4d31b09c-9762-4909-bcb0-ec34c71f9e7/Part/Add_Inventory_Confirm.asp?ssAction=Back

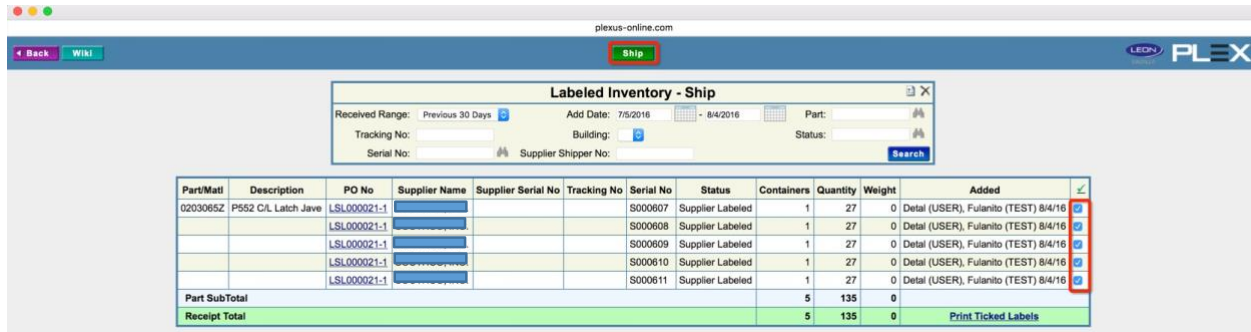
Back Wiki Ship

Labeled Inventory - Ship

Received Range: Previous 30 Days Add Date: 7/5/2016 - 8/4/2016 Part: Tracking No: Building: Status: Serial No: Supplier Shipper No: Search

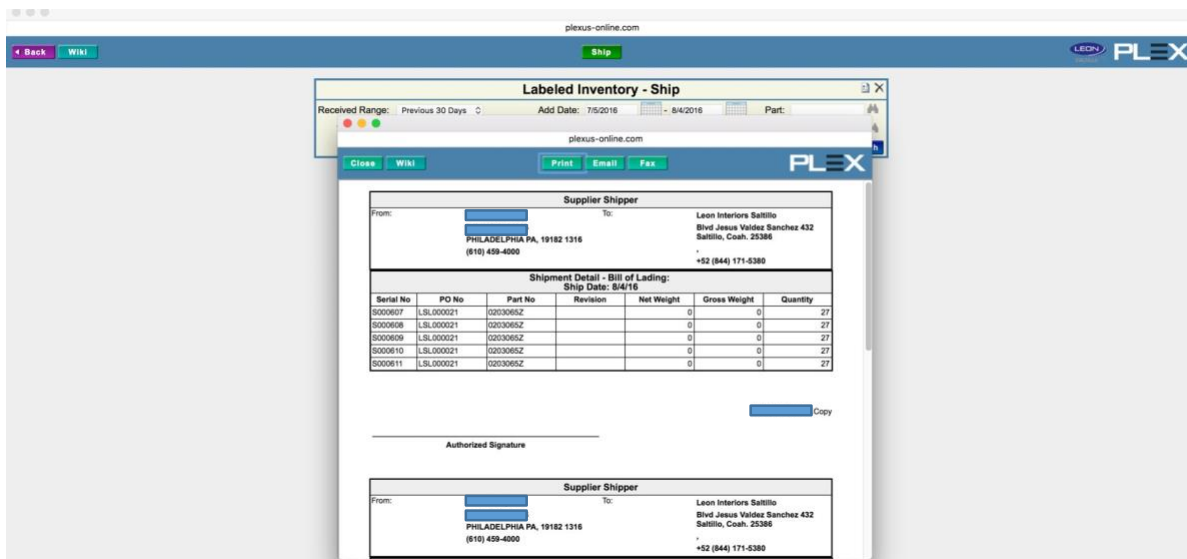
Part/Mat	Description	PO No	Supplier Name	Supplier Serial No	Tracking No	Serial No	Status	Containers	Quantity	Weight	Added	
0203065Z	P552 C/L Latch Jave	LSL000021-1		SC000623		S000623	Supplier Labeled	1	27	0	Detal (USER), Fulanito (TEST) 8/4/16	☐
		LSL000021-1		SC000624		S000624	Supplier Labeled	1	27	0	Detal (USER), Fulanito (TEST) 8/4/16	☐
		LSL000021-1		SC000625		S000625	Supplier Labeled	1	27	0	Detal (USER), Fulanito (TEST) 8/4/16	☐
Part SubTotal								3	81	0		
Receipt Total								3	81	0		Print Ticked Labels

After you have created your labels, labeled the material and you are ready to ship parts just select the containers you will be shipping and click the “Ship” button at the top of the screen.



Part/Mat	Description	PO No	Supplier Name	Supplier Serial No	Tracking No	Serial No	Status	Containers	Quantity	Weight	Added	
02030652	P552 C/L Latch Jave	LSL000021-1				S000607	Supplier Labeled	1	27	0	Detail (USER), Fulanito (TEST) 8/4/16	
		LSL000021-1				S000608	Supplier Labeled	1	27	0	Detail (USER), Fulanito (TEST) 8/4/16	
		LSL000021-1				S000609	Supplier Labeled	1	27	0	Detail (USER), Fulanito (TEST) 8/4/16	
		LSL000021-1				S000610	Supplier Labeled	1	27	0	Detail (USER), Fulanito (TEST) 8/4/16	
		LSL000021-1				S000611	Supplier Labeled	1	27	0	Detail (USER), Fulanito (TEST) 8/4/16	
Part SubTotal									5	135	0	
Receipt Total									5	135	0	Print Ticked Labels

You will be getting a document called supplier shipper, please attach it to your regular shipper, this will help our team keep track of the serial numbers shipped.



Supplier Shipper

From: PHILADELPHIA PA, 19182 1316 (818) 459-4000

To: Leon Interiors Sattilo
Blvd Jesus Valdez Sanchez 432
Sattilo, Coah. 25386
+52 (844) 171-5380

Shipment Detail - Bill of Lading:
Ship Date: 8/4/16

Serial No	PO No	Part No	Revision	Net Weight	Gross Weight	Quantity
S000607	LSL000021	02030652		0	0	27
S000608	LSL000021	02030652		0	0	27
S000609	LSL000021	02030652		0	0	27
S000610	LSL000021	02030652		0	0	27
S000611	LSL000021	02030652		0	0	27

Authorized Signature

Supplier Shipper

From: PHILADELPHIA PA, 19182 1316 (818) 459-4000

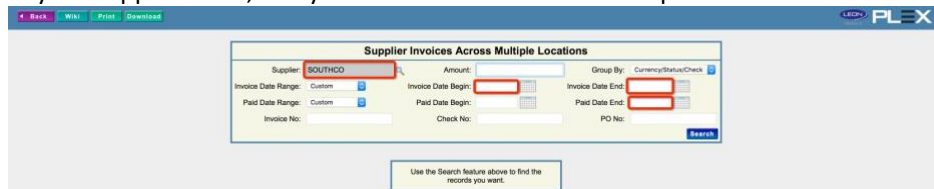
To: Leon Interiors Sattilo
Blvd Jesus Valdez Sanchez 432
Sattilo, Coah. 25386
+52 (844) 171-5380

2) Payment Status

The new supplier portal will also allow your company to access a screen to check the status of all the invoices sent to us. Click on the payment status node:



The screen will default to your supplier code, and you will have to enter some required information so the report can run:

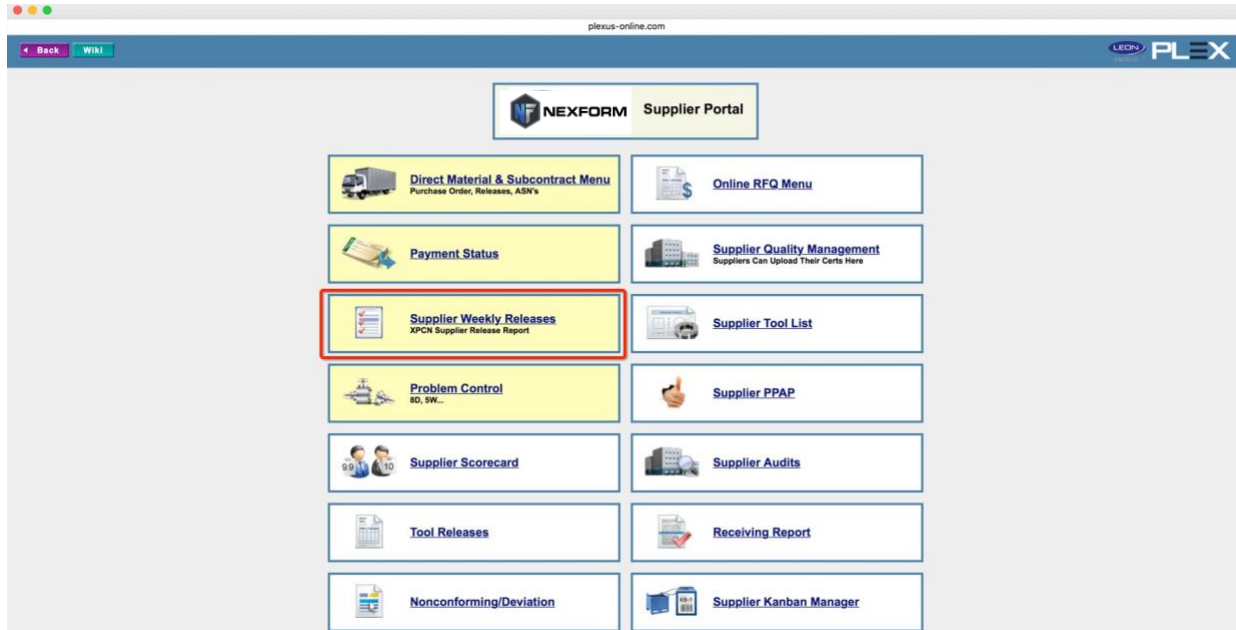


Here you have an example of how the information will show on the report, the screen will show you the status your invoices have, Review means that it is being reviewed by our team, Approved means the invoice has been approved for payment, Paid means the invoice has been paid. If your invoice has a problem, then you will see them in status Hold – Price (for price problems), Hold – PO (for PO Problems), Hold – Quantity (for quantity problems).

Part Information	Location Name	Status	PO No	Invoice No	Invoice Received	Invoice Date	Terms	Due Date	Paid Date	Discount	Due Date	Amount	Currency Code	Payment Type	Payment No.	Clear Date	Document	Email Address	Shipper No
Motus UH	Approved			2016-0038	Y	30.06.2016	Net 30	30.07.2016				0.00	7,524.24	EUR					
Motus UH	Approved			2016-0040	Y	30.06.2016	Net 30	30.07.2016				0.00	-1,664.72	EUR					
Motus UH	Approved			2016-0039	Y	30.06.2016	Net 30	30.07.2016				0.00	-1,788.00	EUR					
Motus UH	Approved			2016-0041	Y	30.06.2016	Net 30	30.07.2016				0.00	-7,646.32	EUR					
Motus UH	Approved		UH000072	R00184846-001	Y	02.07.2016	Net 45	16.08.2016				0.00	2,712.64	EUR					00184846
Motus UH	Approved		UH000072	R00184742-001	Y	22.06.2016	Net 45	06.08.2016				0.00	5,635.01	EUR					184742
Motus UH	Approved		UH000072	R00185082-001	Y	05.07.2016	Net 45	19.08.2016				0.00	4,419.57	EUR					185082
Motus UH	Approved		UH000072	R00185183-001	Y	06.07.2016	Net 45	20.08.2016				0.00	4,054.48	EUR					185183
Motus UH	Approved		UH000072	R00184846-002	Y	02.07.2016	Net 45	16.08.2016				0.00	8,036.72	EUR					00184846
Motus UH	Approved		UH000072	R00185184-001	Y	08.07.2016	Net 45	22.08.2016				0.00	4,024.64	EUR					185184
Motus UH	Approved		UH000072	R00185572-001	Y	20.07.2016	Net 45	03.09.2016				0.00	5,197.98	EUR					305086
Motus UH	Approved		UH000072	R00185346-001	Y	14.07.2016	Net 45	28.08.2016				0.00	5,360.70	EUR					185346
Motus UH	Approved		UH000072	R00184441-001	Y	14.06.2016	Net 45	29.07.2016				0.00	3,442.66	EUR					184441
Motus UH	Approved		UH000072	R00185417-001	Y	13.07.2016	Net 45	27.08.2016				0.00	5,545.38	EUR					305253
Motus UH	Approved		UH000072	R00185487-001	Y	22.07.2016	Net 45	05.09.2016				0.00	4,369.22	EUR					185487
Approved Subtotal											0.00				63,387.49 €				
Motus UH	Paid		UH000072	RECEIVED	N	01.06.2016	Net 45	01.06.2016				0.00	4,742.39	EUR					183984
Motus UH	Paid		UH000072	RECEIVED	N	01.06.2016	Net 45	01.06.2016				0.00	-4,742.39	EUR					
Paid Subtotal											0.00				0.00 €				
Motus UH	Paid		UH000072	R00184083-001	Y	01.06.2016	Net 45	13.07.2016				0.00	3,840.53	EUR	ACH	304364			20160601
Motus UH	Paid		UH000072	R00184070-001	Y	01.06.2016	Net 45	13.07.2016				0.00	7,976.03	EUR	ACH	304364			184070
Paid Subtotal											0.00				11,816.56 €				
Motus UH	Paid		UH000072	R00184188-001	Y	07.06.2016	Net 45	20.07.2016				0.00	4,071.54	EUR	ACH	304431			184188
Paid Subtotal											0.00				4,071.54 €				
Motus UH	Paid		UH000072	R00184396-001	Y	10.06.2016	Net 45	27.07.2016				0.00	5,181.26	EUR	ACH	304503			303198
Motus UH	Paid		UH000072	R00184270-001	Y	08.06.2016	Net 45	27.07.2016				0.00	3,661.83	EUR	ACH	304503			184270
Motus UH	Paid		UH000072	R00184310-001	Y	09.06.2016	Net 45	27.07.2016				0.00	3,709.33	EUR	ACH	304503			00184310
Paid Subtotal											0.00				12,552.42 €				
Motus UH	Review		UH000072	RECEIVED	N	03.08.2016	Net 45	17.09.2016				0.00	5,469.95	EUR					306207
Motus UH	Review		UH000072	RECEIVED	N	15.06.2016	Net 45	30.07.2016				0.00	5,162.71	EUR					303348
Motus UH	Review		UH000072	RECEIVED	N	19.07.2016	Net 45	02.09.2016				0.00	8,409.66	EUR					185296
Motus UH	Review		UH000072	RECEIVED	N	06.07.2016	Net 45	20.08.2016				0.00	5,008.03	EUR					304751
Review Subtotal											0.00				24,050.35 €				

3) Supplier Weekly releases.

A second option to get all your releases on one excel spreadsheet is to click on the node called Supplier Weekly Releases.



It will take you to the following screen where you can see your releases for all your part numbers

Back

Wiki

Print

Print Selected

Export

Report Supplier Releases Weekly xPCN

Customer:

Supplier: SOUTHCO, INC.

PO Ship To:

Report Date:

Search

Abbreviated Name	Print	Supplier Name	PO No	Part No Revision	Part Name	Last Receipt Date	Last Receipt Quantity	Past Due	PO Ship To	Week 1 Releases	Week 2 Releases	Week 3 Releases	Week 4 Releases	Week 5 Releases	Week 6 Releases	Week 7 Releases	Week 8 Releases	Week 9 Releases	Week 10 Releases	Week 11 Releases	Week 12 Releases	Week 13 Releases	Week 14 Releases	Week 15 Releases	Week 16 Releases	Week 17 Releases
	☐	INC.	LSL000021	0203065Z	P552 C/L Latch Jave	8/10/2016	54	0	Leon SL	378.000 (Firmed)	432.000 (Firmed)	378.000 (Firmed)	270.000 (Firmed)	270.000 (Firmed)	270.000 (Firmed)	297.000 (Firmed)	297.000 (Firmed)	378.000 (Firmed)	378.000 (Firmed)	378.000 (Firmed)	810.000 (Firmed)	0.000	0.000	1800.000 (Planned)	0.0	
			LSL000052	0203061Z	P552 C/L Latch Ebony	8/16/2016	27	0	Leon Laredo	6939.000 (Partial)	7776.000 (Firmed)	8640.000 (Firmed)	9072.000 (Firmed)	9072.000 (Firmed)	9072.000 (Firmed)	9072.000 (Firmed)	9072.000 (Firmed)	9072.000 (Firmed)	8640.000 (Firmed)	8640.000 (Firmed)	9072.000 (Firmed)	18144.000 (Firmed)	0.000	0.000	0.000	0.0

4) Problem Control

The Plex Problem Control module is also known as Problem Reporting and Resolution (PR/R), Corrective Action, Customer Concern Log. This module is used to record, track, follow-up on, resolve and report upon problems and concerns within the company. It includes forms for the 8-Disciplines of Problem Solving, Corrective Action, Supplier PR/R, Customer Concern, and more. This module provides the ability to assign one or more actions for Containment, Correction, and Prevention of problems. This system is often used in E-Communication, to assign problems to suppliers who then use the system online to respond to those problems.



Users/Employees :

Anyone who may be entering a Problem Report or all those who could have Problem Reports assigned to them, must be in the system.

Part Numbers :

Most Problem Reports are tied to a Part Number.

Suppliers :

If a Supplier is the cause of a problem with a Part, the Problem Report will have the Supplier linked to the report.

Contacts :

Both Customer and/or Supplier Contacts can be linked with a Problem Report.

Defect Types :

The Defect Types help to categorize the Problem Reports entered and allows for filtering on specific Defect Types when looking at all Problem Reports.

Problem Forms :

There will be a few problem forms automatically copied to new customers with the module setup. These forms can be changed or more forms can be added. The initial forms can be used for training.

Team/Group :

It is possible to assign problem reports to a group or team of users that have been added already in the system.

To access a problem report, just click on the Problem Report number you are assigned to, you will only be able to see the problem reports that are assigned to your company.

Each line will give you a quick overview of what the involved part number is, it will have a brief description, status, category, defect type, champion, supplier, the added and due dates.

You can attach supporting documents by clicking the attachment icon

Back Wiki Add Docs Print Print Selected Reports Setup




Problem Control System

Problem No:
 Form Type: 
 Plant: 
 Champion: 
 Text Search:

Part No:
 Category: 
 Problem Type: 
 Department: 

Begin Date: 
 Customer: 
 Defect: 
 Workcenter: 

End Date: 
 Supplier: 
 Status: 
 Active: ☒

Problems 1 - 25 of 198												
No	Part No	Form	Brief Description	Status	Category	Defect Type	Champion	Supplier	Customer	Added	Due	Rec
286	2401303	Motus 8D	Undershipment Purchased Component: 2401303 (Supplier Return #: SR000316)	New - Issue Created	Supplier		Veronica SILOS			8/12/16	8/19/16	 
285	2401303	Motus 8D	Undershipment Purchased Component: 2401303 (Supplier Return #: SR000315)	Open / In-Process	Supplier	Miscellaneous	Veronica SILOS			8/11/16	8/18/16	 
284	3186634	Motus 8D	Label with drops	Open / In-Process	Supplier	Stains	Cesar CHARO			7/28/16	8/11/16	 
283	1455207	Motus 8D	Detent with cracks	Open / In-Process	Supplier	Damage	Aldo BELMARES			7/28/16	8/11/16	 
282	3175992	Motus 8D	Roll with winding invested	Open / In-Process	Supplier	Damage	Cesar CHARO			7/21/16	8/4/16	 
281	2872908	Motus 8D	Broken label	Open / In-Process	Supplier	Damage	Cesar CHARO			7/21/16	8/4/16	 
280	2872908	Motus 8D	Label with paint damage	Open / In-Process	Supplier	Damage	Cesar CHARO			7/21/16	8/4/16	 
279	3186634	Motus 8D	Label with paint damage	Open / In-Process	Supplier	Damage	Cesar CHARO			7/21/16	8/4/16	 
278	1857637	Motus 8D	Button that sends no signal to the receiver	Open / In-Process	Supplier	Damage	Alba MANRIQUE			7/19/16	8/2/16	 
275	2401303	Motus 8D	Tube outside dimension, they are longer	Open / In-Process	Supplier	Width Out Spec	Gerardo RODRIGUEZ			7/18/16	8/1/16	 
274	VT4043-DN1	Motus 8D	Concentrate out of tune	Open / In-Process	Supplier	Width Out Spec	Gerardo RODRIGUEZ			7/18/16	8/1/16	 
273	2682301	Motus 8D	off specification tube at two points marking the drawing	Open / In-Process	Supplier	Width Out Spec	Gerardo RODRIGUEZ			7/14/16	7/28/16	 
272	2659358	Motus 8D	Off specification tube in length	Open / In-Process	Supplier	Width Out Spec	Gerardo RODRIGUEZ			7/14/16	7/28/16	 