



[SUPPLIER PORTAL TOOL]

[Overview Document]

Footer notes go here.

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# SUPPLIER PORTAL PROGRAM

We would like to introduce the Supplier Portal Program to all Plexus Suppliers. Our goal is to automate PO acknowledgement/change process for non-EDI suppliers. Supplier Portal is a software program that enables Suppliers to view/export their forecast, real time open orders, and also to enter/submit a promise date. The dates entered/submitted by the Suppliers will automatically post to the PO line. Each Supplier will have to designate an individual to be the Supplier Administrator. The Supplier Administrator is responsible for setting up and managing any additional Supplier Users.

Our expectation is that all Suppliers Users access the Supplier Portal at a minimum of once per week. This process would include updating all promise dates as needed.

To enlist in the Supplier Portal Program, you will need to send an email to the appropriate administrator listed in the chart below, for the Plexus location you deliver to. Please include the name and email address of the individual within your organization that you would like appointed the Supplier Administrator, along with your Plexus supplier number. The Plexus Administrator will forward to you your Supplier Portal logon, password and the Instruction Manual. This portal is very easy to use and the Instruction Manual will help to answer all your questions.

The Supplier Portal Program will help eliminate some of the one-on-one phone calls that are just requesting PO commit dates.

## Overview - Major Functionality

- Suppliers can view their open orders and enter/submit a promise date, Trans Tracker Number (carriers tracker number), shipped via, ship date, quantity shipped, supplier order number, supplier line number, and supplier comments. When a supplier clicks the icon for the open orders they will get the current list of actual open PO's. The dates that are submitted by the supplier will automatically post to the actual PO line in Plexus' ERP system. Updates can occur to the following fields: Promise Date, Next Status, Commit Date, or any of the other seven fields the supplier can add data to. If you enter a comment on the PO line the buyer will be sent an e-mail with the comment you added to the PO line.
- Batch PO updates - you can update several lines at once
- View debit memos
- Submit Invoices
- View invoices
- Pending payment
- Payment in progress
- On hold
- 4 languages supported: English, Spanish, Romanian, Mandarin
- Suppliers can get their open orders in Excel directly from the Portal. The list they receive is "real-time".

- Suppliers can get their forecast in Excel directly from the Portal. This data is only refreshed once per week on Saturday and that date can be found on the CSV report in column D entitled "Forecast Generation Date". The forecast consists of; quantity on hand, SMI on hand, demand, supply, safety stock, and last receipt date.
- Supplier Administrators can add users to view only their orders and forecasts - you can select your date format and language.

### **Advantages to using the portal**

1. By entering promise dates:
  - a. You ensure that you are in control of your on time delivery rating. The date you submit is posted to our ERP system within 15 minutes.
  - b. You will no longer be sent open order reports from each site and potentially several individuals from each site.
2. By entering any comments on the PO line an e-mail will be sent to the buyer within 15 minutes. This should take the place of any e-mail that you would have had to send to the buyer if there were problems with a PO line. E.g. price problems, split shipments, etc.
3. By entering shipping information (date shipped, quantity shipped, carrier, & tracking number) you avoid manual inquiries (e-mail, phone calls) from the Plexus materials staff asking for this information. This information will be posted to our ERP system within 15 minutes.
4. Your Accounts Receivable department can submit invoices, see payment progress and view debit memos.

### **Plexus EDI capabilities**

Plexus has the ability to do all of the following transactions via EDI:

- a. 850 - PO
- b. 855 - PO Acknowledgement
- c. 860 - PO Change
- d. 865 - PO Change Acknowledgement
- e. 856 - Advance Shipping Notice
- f. 810 - Invoice
- g. 830 - Supplier Forecast

### **Secured FTP site with a flat file that has all open POs**

You can pull your orders and then upload a file with your promise dates/shipping information details/notes.

Contact your regional support if you would like to discuss EDI or the Secured FTP flat file options.

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