



Supplier Portal User Guide

1) Plex Menu Navigation

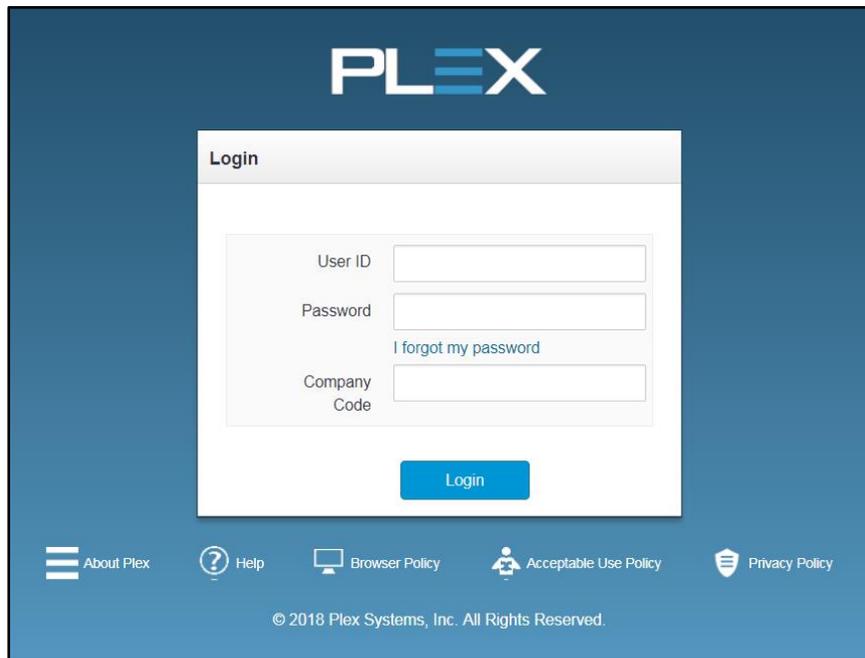
Introduction

Plex is an internet based tool that will facilitate improved and timelier communication with our Supplier base. Each supplier will have a secure and proprietary portal with which to log in to and collaborate with Auria. The benefits to our suppliers with using Plex will be to:

- provide timely communication regarding purchase requirements, release information, quality documentation and other general correspondence
- Eliminate the use of emails and faxes
- Online bar coding to enable accurate, timely receipts.

Logging into Plex:

1. Open your internet browser (google chrome / internet explorer / firefox)
2. Navigate to the following URL: <http://cloud.plex.com>
3. Enter the userID, password, and company code that you have been provided.



PLEX

Login

User ID

Password

[I forgot my password](#)

Company Code

Login

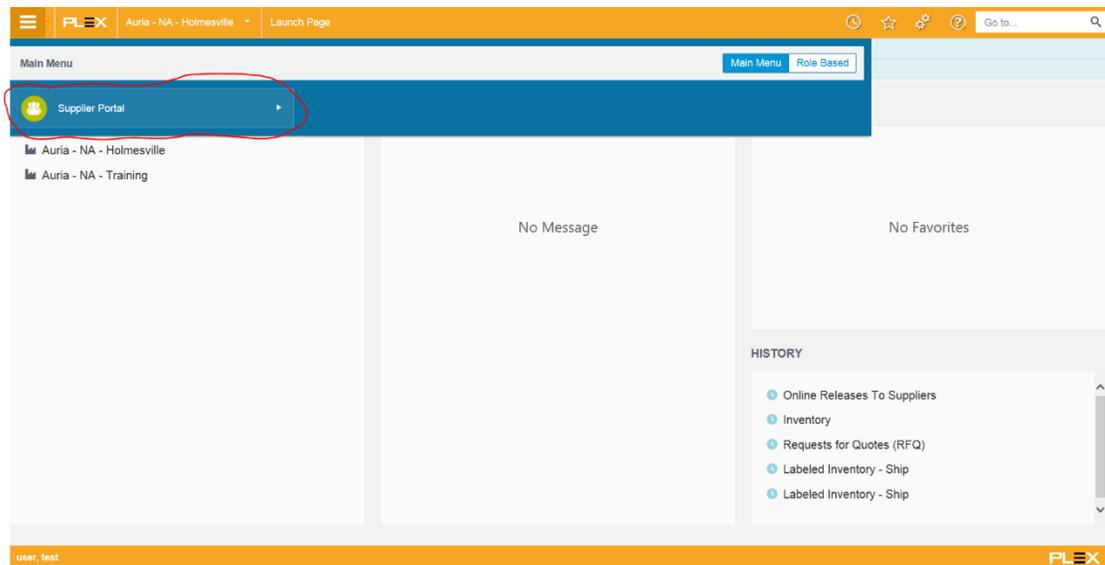
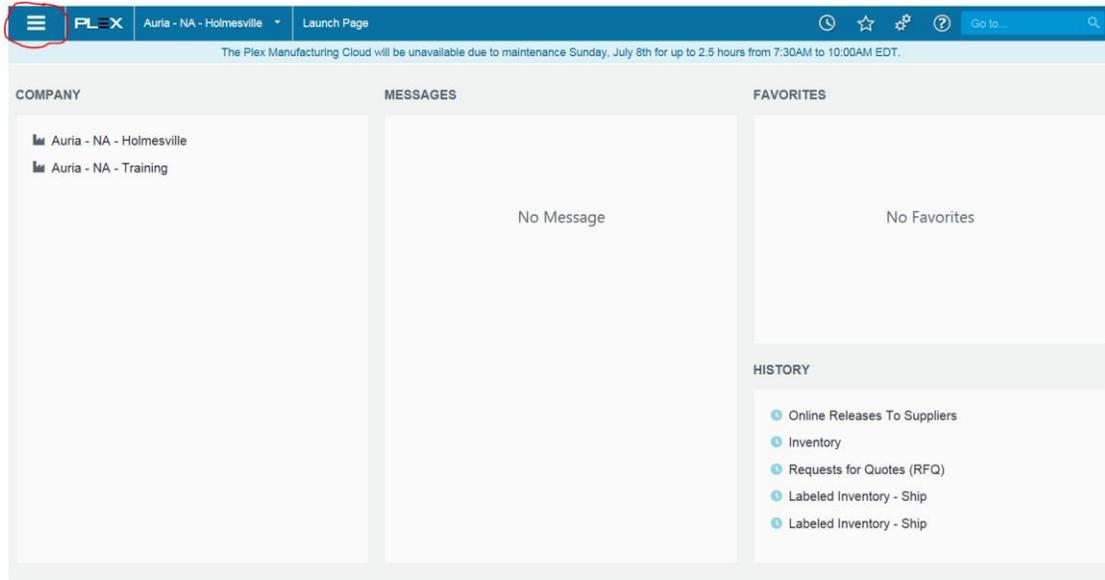
 About Plex  Help  Browser Policy  Acceptable Use Policy  Privacy Policy

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a) Supplier Portal

i) To access your menu options left-click on the **three horizontal bars**  at the top left corner of your screen.

ii) Then, you select the **Supplier Portal**  tab from the menu options. From here, you can access the **Requirements and Shipping** menu, **Requests for Quotes**, **Inventory**, and **Shipping and Receiving** menu (the requests for quotes menu node should not be used until direction has been given from Auria)



b) Online Release to Suppliers (Open purchase order lines and their associated forecasts can be viewed in the online releases screen. You can update the proposed due date as well as initiate shipments from this screen)

i) ***Supplier Portal -> Requirements and Shipping -> Online Releases To Suppliers***

ii) Alternatively, you can type '*Online Release To Suppliers*' in the **Go To** bar



c) Access the Labeled Inventory – Ship

i) ***Supplier Portal -> Requirements and Shipping -> Labeled Inventory – Ship***

ii) Alternatively, you can type '*Labeled Inventory*' in the **Go To** bar



d) Inventory

i) ***Supplier Portal -> Inventory -> Inventory***

ii) Alternatively, you can type '*Inventory*' in the **Go To** bar

e) Receipt History

i) ***Supplier Portal -> Shipping and Receiving History -> Receipt History***

f) Page Name

i) To the right of the PCN Dropdown menu is the name of the displayed page



2) Online Releases To Suppliers - Page Guide

a) Update (Supplier Proposed Due Date)

i) The **Supplier Proposed Due Date** does not actually change the Due Date, but it suggests to Materials that the date needs to be changed.

ii) To change the **Supplier Proposed Due Date**, select the **Calendar Icon**  and select your proposed date. Then, to save your proposed due date, click

the **Update**  dropdown menu from the action bar, then select **Update Supplier Proposed Due Date**.

b) Receipt History

i) You can access the receipt history for parts and materials from the **Receipt History** screen. This shows a history of containers which have been received by your customer.

ii) Select your desired part or material, then click Receipt History from the action

bar.  You can also access the receipt history screen by clicking the date in Last Receipt Date column.

Last Receipt Date
7/27/2018

iii) You can also access this page through your main menu by selecting the three

bars  **Supplier Portal -> Shipping and Receiving History -> Receipt History**

iv) Adjust the search filters and click **Search**.

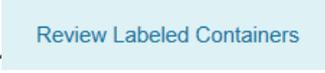
For example, specify a supplier and a date range to display all receipts from a supplier during a given time frame. If records are found matching your search,

Date	Supplier	Shipper	PO No	Serial No	Part No	Weight (lbs)	Quantity	
7/28/2016	Imperial	7654	000011	S000041	12WM610 R/L	38	50	
			000011	S000042	12WM610 R/L	38	50	
						2	76	100
Received Total						2	76	100
Pre-Received Total						0	0	

they are displayed.

c) Review Labeled Containers (Reprint/Delete a Label)

- i) This will take you to the **Supplier Labeled Container** page. To access, select a desired part, then select **Review Labeled Container** from the action bar. From here you can **Delete** or **Reprint** a Label that has not been moved to **Supplier Shipped** status.


- ii) To **reprint** or **delete** a label, select your desired container, then click **Delete** to delete your label or **Reprint Barcode Label** to Reprint your label. **If the container status has already been changed to 'Supplier Shipped', it will not be possible to delete or reprint the label using this method.**




d) Label and Ship

- i) This button will take you to the **Label and Ship** page where you can **create a container**, create a container **label**, and then select the container to be **shipped**.
- ii) To create a container, **complete the form** on this page. Categories marked with an asterisk * must be filled out in order to successfully create the container. Then click **Ok** in the bottom right corner. **After you click Ok, a label will automatically print.**



- iii) When your container is created, you should see a **green notification bar** above the form stating that your new container has been created along with the container name.

The screenshot shows the FLEX Manufacturing Cloud interface. At the top, there is a navigation bar with the FLEX logo and user information. Below that, a notification bar in green states "Container(s) HOL000005 successfully added." The main content area is titled "ADD INVENTORY" and contains a form with the following fields:

- Part No: H20003
- PO No: 000002
- Operation: Receive - Pounds
- Manufacturer: (empty)
- Manufacturer Part: (empty)
- Description: POLYOL 543525-000
- Quantity Received / Ordered: 0 / 1000
- Balance Due: 1000
- Heat Code: (empty)
- Container Type: BLANK
- Status: Supplier Labeled
- Tracking No: (empty)
- Quantity per Container: 10 units
- No. of Containers: 1
- Note: (empty)

At the bottom right of the form, there are "Cancel" and "Ok" buttons. The bottom of the screen shows a user bar with "user, test" and the FLEX logo.

- iv) From here, you can continue adding more containers by editing your information and clicking Ok . You will get the **green bar notification** each time you create a new container. **To delete a container, you must visit the Supplier Labeled Containers page (see 2.c).**
- v) Select **Cancel**  to return to the **Online Supplier Releases** page.
- vi) Select **Done**  in the action bar to navigate to the **Labeled Inventory – Ship page**. (See 2.d)
- vii) Note: There is a 10% buffer set for creating inventory in relation to the quantity ordered. This allows for an under/over shipment of 10% of the actual balance.
- viii) Note: On the Online Releases To Suppliers page, the Quantity Created column will be updated when a container is created and labeled.

e) Ship

- i) Ship navigates to **Labeled Inventory – Ship**. This is where labeled containers are selected to be moved into 'Supplier Shipped' status.
- ii) To move a labeled container into '**Supplier Shipped**' status: Select the desired container (s), then select **Ship**  This will automatically generate a packing slip which can be printed or downloaded. When ready, select Ok  at the bottom right to complete the process. Please include the packing slip with the shipment.
- iii) When a container's status is successfully changed to **Supplier Shipped**, it can be viewed on the **Supplier Labeled Container** page (See 2.c.i)
- iv) **Note: On the Online Release To Suppliers page, the In Transit column will be updated when a container has shipped.**

f) Print

- i) This action allows you to print or download the data from the **Online Releases To Suppliers** page in document form.

g) Online Releases Export

- i) This action allows you to export the data from the **Online Releases To Suppliers** screen into multiple different document types.

3) Inventory

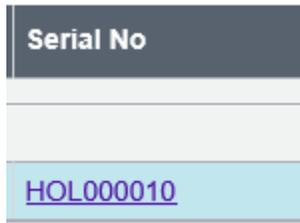
a) Summary

- i) Inventory is the count of all parts and supplies received, produced, or adjusted in Plex. This page shows inventory that is currently at the customer location. Quantity/Weight and Location will change as it is used by customer. You will also be able to monitor container Status on this screen. Adjusting or deleting inventory requires specific permissions.

- ii) On this page, you can print container labels by selecting one or more containers, then click **Print Selected Labels** from the action bar.

A light blue rectangular button with the text "Print Selected Labels" in a darker blue font.

- iii) Click a **serial number** in the **Serial No** grid to drill into the **Container Detail** screen. As a supplier you will not be able to change any information on the Container Detail screen

A screenshot of a table with a dark grey header row containing the text "Serial No". Below the header is a light grey row, and then a row with a light blue background containing the text "HOL000010". The text "HOL000010" is underlined in blue, indicating it is a hyperlink.

4) Unused Currently

a) Request for Quotes

- i) This page should not be used by suppliers at this time.

5) Special Notes

- a) Any ZPL printer can be used to print labels. Labels will automatically print on your PC's default printer. Default printer on PC must be changed to control what printer is used.
- b) For any questions or concerns, email AuriaSupplierEDI@AuriaSolutions.com

Barcode Printers (continued)

Light Duty Barcode Printers

The following printers are commonly used in office environments or low volume production environments. See application areas for the models of printers recommended by application.

GK420t, 203 dpi
Thermal Transfer Printer EPL2 and ZLP2,
USB, Serial, and Centronics (parallel)
interface, US Power Cord 4MB Flash/9MB
SDRAM
\$400.32



GK420d, 203 dpi
Direct Thermal printer EPL2 and ZLP2,
USB, Serial, and Centronics (parallel)
interface, US Power Cord 4MB Flash/9MB
SDRAM
\$342.72

Zebra GX420t 203 dpi
Thermal Transfer Printer, EPL2 and ZPL
II, USB, Ethernet (10/100) Interface, US
Power Cord, 4MB Flash/9MB SDRAM
With Ethernet: **\$545.75**
Without Ethernet: **\$460.90**



Zebra GX420d 203 dpi
Direct Thermal Printer, EPL2 and ZPL
II, USB, Ethernet (10/100) Interface, US
Power Cord, 4MB Flash/9MB SDRAM
With Ethernet: **\$488.25**
Without Ethernet: **\$400.35**

Zebra, ZT230, 4IN, 203 dpi
Thermal Transfer, Tear, Power cord with
US plug, Serial and USB, ZPL
With Ethernet: **\$983.98**
Without Ethernet: **\$793.95**



Zebra, ZT230, 4IN, 203 dpi
Direct Thermal, Tear, Power cord with US
plug, Serial and USB, ZPL
With Ethernet: **\$920.38**
Without Ethernet: **\$730.25**

Zebra ZT220, 4IN, 203 dpi
Thermal Transfer, Tear, Power cord with
US plug, Serial and USB, ZPL
With Ethernet: **\$888.58**
Without Ethernet: **\$698.45**

Zebra ZT220, 4IN, 203 dpi
Direct Thermal, Tear, Power cord with US
plug, Serial and USB, ZPL
With Ethernet: **\$824.98**
Without Ethernet: **\$634.82**

[BACK TO TABLE OF CONTENTS](#)