

CONTRACTIONS Plex: Online Releases Work Instructions For Logging in and Shipping From the Supplier Portal

Plex Implementation Team - EMH 9/28/2015

Online Releases

Instructions on Access and Use

As an Accuride supplier, you have access to Accuride's online supplier portal, called Plex. You may log into the portal and navigate to the online releases using the information below at any time.

Note: Before logging in, you must complete a simple setup procedure by following document **PC Setup.pdf**. If you do not have a copy of this document or are unsuccessful, please contact <u>supplierportal@accuridecorp.com</u>.

Logging into Plex

Navigate to https://www.plexus-online.com

Log into Plex using your provided username, password, and company code (ACC-CORP). Choose the appropriate Accuride location. You will see the screen below, though you may have slightly different options depending on the goods or services you provide. Select **Online Releases to Suppliers** to navigate to the **Online Releases** search menu.



The **Online Releases to Suppliers** menu enables the user to search all open Purchase Orders and releases for their company.



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Once the search results have populated, click the **Purchase Order** hyperlink to view a copy of the existing purchase order.

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Click the **Label and Ship** hyperlink to create inventory and label in preparation for shipment.



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Enter information on the **Add Inventory** screen related to the inventory being created. Ensure proper number of containers and quantities are populated. Once proper information is populated select the **Add** button at the top of the screen. Each separate pallet/box of material is considered a "container" in Plex. For example, if you were shipping Accuride 1000 bolts in boxes of 100 pieces then you would enter 10 for No. of Containers and 100 as the quantity per container.

	Add	Done	DE
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pe	Supplier Serial No:	TEST123	
	Manufacturer: Manufacturer Part:	32223	
	Description: Quantity Received / Ordered:	Component - O-Ring 0 / 300	
E	Balance Due: Operation:	300 Receive Parts (FG)	
	Heat Code: Location:		
	Container Type: Status:	Box V Supplier Labeled V	
	PO No:	HP15-002398 V	
E so	No. of Containers:		
	Note:	\bigcirc	
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Once **Add** is selected, a validation note will appear. For each container added, a unique Container will be assigned. This Container number is how Accuride tracks specific inventory



being added and shipped to Accuride. Select **Done** to navigate to the shipping screen. Alternatively, selecting the **Back** button will take you back to the Online Releases screen.



From here, you can select the **Ship** button and it will take you to the shipping menu.

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From the Shipping Screen, inventory that has been added and labeled can now be shipped to Accuride. Select the individual shipments that are ready to ship to Accuride by clicking the checkboxes on the far right side of the screen. Selecting the green checkmark above all of the empty boxes will select all available containers for shipment.

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6			Heat:	d	M Tracking M	lo:				Building:	~		CT PH		
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Part/Matl	Description	Heat Code	PO No	Supplier Name	Supplier Serial No	Supplier Shipper No	Tracking No	Serial No	Status	Containers	Quantity	Weight	Added		∠
32223	Component - O-Ring		HP15-002398-1	Test Supplier Quality	TEST123			H704916	Supplier Labeled	1	300	60	Test Supplier Quality	12/11/15	
Heat Sul	btotal	1		1			1		1	1	300	60			
Material	Subtotal									1	300	60			
Part Sub	Total									1	300	60			
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Once all containers that are prepared to be shipped have been selected, select the **Ship** button in the top center of the screen.

Back Wiki		Ship	
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		Labeled Inventory - Ship	

At this time, it will ask for a BOL number to ship against. If you do not have a BOL number, please reference the shipment date.





Once submit has been selected, a Supplier Shipper will popup.

			Supplier Ship	per		
From:	Tes	t Supplier Quality Port	al To:		Accuride Wheels -	Henderson
	,				2315 Adams Lane	
					Henderson KY, 424	120
					270.826.5000	
		Shipment I	Detail - Bill of L Ship Date: 12/1	_ading: 121115 1/15		
Serial No	PO No	Part No	Revision	Net Weight	Gross Weight	Quantity
H704916	HP15-002398	32223		60	61	300

Once complete, the containers move from a status of "Supplier Labeled" to "Supplier Shipped"

How to View Inventory Status

To view inventory that is in a labeled or shipped status, navigate to the **Online Releases** screen, select the number in the **Quantity Created** hyperlink to view current inventory that has been labeled and/or shipped.

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Henderson	<u>HP15-</u> 002398	On Order	32223			Component - O-Ring : Silicone Receive Parts/Pieces	0	0.2	0.735	¢	*	0 Piece	0 Piece	1	Firm	300 Piece	Received Quantity	300 Piece		12/31/201	5 <u>*</u>		300	abel and Ship



If a label needs to be reprinted for a container it can be done by selecting the barcode link. Alternatively, past shippers can be reprinted from the Shipper No link.

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		Sup	plier La	beled C	Containers	
		Part N	lo: TR545D	PO No:	CA14-000008	
				Nº U.		
	Ship	per No	Serial No	Quantity	Status	
			C030895	250	Supplier Labeled	
	<u>0630</u>	14	C030896	250	Supplier Shipped	
-			Totals:	500		
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Additionally, inventory that has been received can be viewed by selecting **Inventory Tracking** module.



Enter search criteria and select Search to review inventory status currently at Accuride.

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		Serial 1	Number:			Job	Number:			🔍 Tracking	g Number:]		
		I	Material:				Location:			Q	Building:					
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Ĭ.				I	Part Number: TR	545D R	evision: Val	ve Stem T	R545D 2.60	x.98x60 Dec						
	10		Receive	Components	C023905		750 Piece	-52		In-Transit	Loose	OK	6/13/2014			2
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					C029851		100 Piece	-5		Rosler 1	Loose	OK	6/24/2014			10
					C030590		41 Piece	-2		Acme 1	Loose	OK	6/26/2014			
			(Operation Totals:		4	928	-61								
				Part Totals:		4	928	-61								
2				Totals:		4	928	-61								

Accuride Visibility

Accuride has the visibility to view when a container is created/labeled and also when it has shipped. The screen below displays our functionality to track inventory utilizing the supplier portal.



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	Serial N	umber:				Job Nu	mber:			Tracking Num	ber:				
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		Status:		×	 Image: A set of the set of the	Su	pplier:		Q	Group	By:	Part Nu	ımber	~	
	Operation	n Type:		~]	A	Active: 🔽							Sear	ch
	Par	rt Type:			Q										
	Mast	er Unit:			Q										
		6 1 00	Ker			-0	1 be K			-0	1.0	9 K			
	Operation Number	Operation	Serial Number	Job Master Number	Quantity	Weight	Location	Container	r Status	Added	Note	Label	Supplier	Defect Type	~
					Part Numb	er: 3222	3 Revisio	n: Comp	onent - O-Rino						Ň
	10	Receive Parts (FG)	<u>H704916</u>		300 Piece	60	01A01	Box	Supplier Ship	ped 2/11/2015	*				
	Operat	ion Totals:	1		300	60									
	P	Part Totals:	1		300	60									
		Totals:	1		300	60									

When Accuride receives the containers, the inventory automatically depletes from the supplier labeled container inventory. This can be verified from the **Online Releases** screen by selecting the number in the **Quantity Created** hyperlink to view current inventory.

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			past						Online Rele	ases											
	SB-				Supplier	Name		Part	t No:		Material	Code:									
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🔺 Building 💎	▲ P0 No マ	PO Status	🔺 PO Ship To	▼ APar	rial Code or t-Revision ▽	Supplier Part No	Item	Planner	Description		Unit Price	Release No	Release Note	Release Status	Quantity	Ship Date	Due ▲Date マ	Supplier Note	Quantity Created	Online Labeling	
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				~	in no	
ſ	Ship	per No	Serial No	Quantity	Status	
	Ship	per No	Serial No C030895	Quantity 250	Supplier Labeled	
	Ship	per No	Serial No C030895 Totals:	Quantity 250 250	Status Supplier Labeled	

