



# Advanced Vehicle Assemblies

UX Supplier Portal  
Online Supplier Releases, Label and Ship  
May 22, 2024



# Agenda

- Navigation
- Online Releases to Suppliers
- Label and Ship

Plex UX Link: <https://ghq.on.plex.com/>





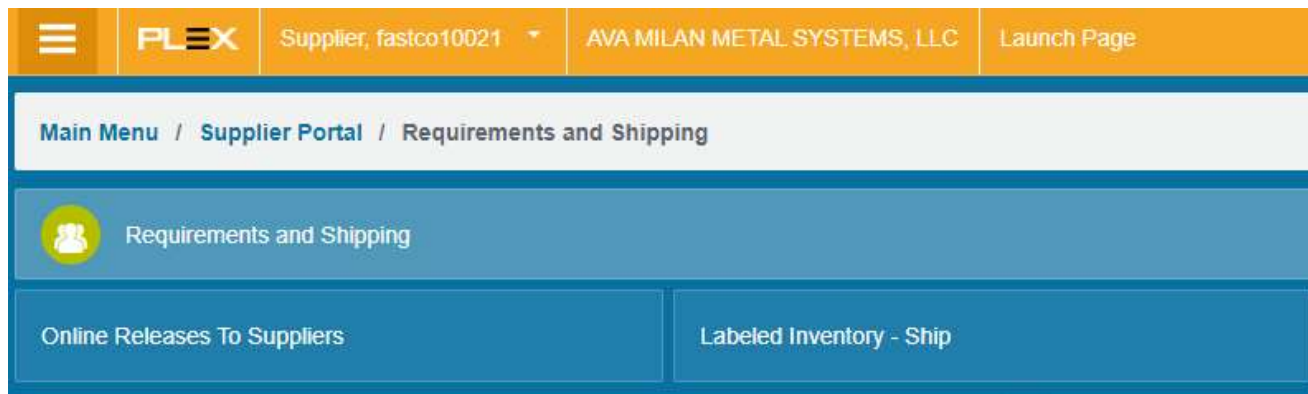
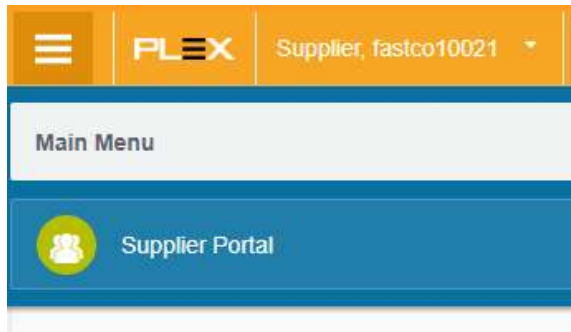
# NAVIGATION

# Navigation



Advanced Vehicle Assemblies

- Click the three bars in the upper left corner of the screen
- Click Supplier Portal
- Click Requirements and Shipping
- Click Online Releases to Suppliers





# ONLINE RELEASES TO SUPPLIERS

# Online Releases to Suppliers



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- Navigate to the **Online Releases to Suppliers** screen.
- Click the Search button on right side of screen to access all releases.
- Click the “Acknowledge” link in the Action bar
- Select the appropriate action from the drop-down list

PO No	PO Status	PO Ship To	Material Code or Part-Revision	Supplier Part No	Planner	Description	Price	Last Receipt Quantity	Total Received	Release No	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Release Acknowledged	Due Date	Supplier Proposed Due Date	Supplier Note	Quantity Created	
000006	On Order	Tower	Butter - Salted			Salted Butter	\$1.08 / lbs	8/28/2018	10 lbs	410 lbs	1	Release Note 1	Partial	500 lbs	410 lbs	0(0)lbs	90 lbs	11/8/2017	Food Supply, TestUser1 On 8/28/2018, 9:46 AM	11/10/2017		Added supplier Note	
000007	On Order	Tower	Butter - Salted			Salted Butter	\$12.67 / lbs	8/28/2018	40 lbs	160 lbs	2		Partial	100 lbs	60 lbs	0(0)lbs	40 lbs	11/15/2017	<input checked="" type="checkbox"/>	11/17/2017	8/30/2018	Supplier Note	
<b>Total</b>																130 lbs							

Click the check-box for the Release you want to acknowledge

Then select the appropriate action from the drop down list under the “Acknowledge” link in the Action Bar

# Online Releases to Suppliers



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Plex indicates with a green banner that the “Records have been acknowledged” and enters the user and date/time stamp in the Release Acknowledge column.

Online Releases To Suppliers

Records have been acknowledged

Supplier: Food Supply

Active Only:

Release Acknowledged: Both

Show all filters Save As Default Search

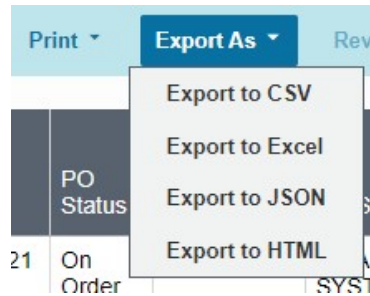
Update Review Labeled Containers Label and Ship Ship Acknowledge Print Print Order Online Releases Export

PO No	PO Status	PO Ship To	Material Code or Part-Revision	Supplier Part No	Planner	Description	Unit Price	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Release Acknowledge	Due Date	Supplier Proposed Due Date	Supplier Note	Quantity Create
000006	On Order	Tower	Butter - Salted			Salted Butter	\$4.98 / lbs	8/28/2018	10 lbs	410 lbs	1	Release Note 1	Partial	500 lbs	410 lbs	0(0)lbs	90 lbs	11/8/2017	Food Supply, TestUser1 On 8/28/2018, 9:46 AM	11/10/2017		Added supplier Note	
000007	On Order	Tower	Butter - Salted			Salted Butter	\$12.67 / lbs	8/28/2018	40 lbs	160 lbs	2		Partial	100 lbs	60 lbs	0(0)lbs	40 lbs	11/8/2017	Food Supply, TestUser1 On 8/29/2018, 9:51 AM	11/10/2017	8/30/2018 x	Supplier Note	
<b>Total</b>																<b>130 lbs</b>							

# Online Releases to Suppliers



Other actions include “Print” to print the release and “Export As” to download the release into several formats.





# Label and Ship



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- The supplier portal allows the supplier the ability to create containers and label them for shipment against an open release. Once labeled the containers can either be immediately shipped or shipped later.
- Navigate to the **Online Releases to Supplier** screen.
- Highlight the line you want to label containers for and click the “Label and Ship” link in the Action Bar.

PO No	PO Status	PO Ship To	Material Code or Part-Revision	Supplier Part No	Planner	Description	Unit Price	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Release Acknowledge	Due Date	Supplier Proposed Due Date	Supplier Note	Quantity Create
000006	On Order	Tower	Butter - Salted			Salted Butter	\$4.98 / lbs	8/28/2018	10 lbs	410 lbs	1	Release Note 1	Partial	500 lbs	410 lbs	0(0)lbs	90 lbs	11/8/2017	Food Supply, TestUser1 On 8/28/2018, 9:46 AM	11/10/2017		Added supplier Note	
000007	On Order	Tower	Butter - Salted			Salted Butter	\$12.67 / lbs	8/28/2018	40 lbs	160 lbs	2		Partial	100 lbs	60 lbs	0(0)lbs	40 lbs	11/15/2017	Food Supply, TestUser1 On 8/29/2018, 9:51 AM	11/17/2017	8/30/2018 x	Supplier Note	
<b>Total</b>																	130 lbs						

Highlight the line you want to label containers for and click the “Label and Ship” link in the Action Bar

# Label and Ship



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- Plex displays the Label and Ship screen. Enter in the information for the container that you want to label and click the blue “Ok” button.

A screenshot of the Plex 'Label and Ship' interface. The form is titled 'ADD INVENTORY -' and contains the following fields:

- Part No: Butter -... (with a search icon)
- PO No: 000007 (with a search icon)
- Operation: Receive lbs
- Description: Salted Butter
- Quantity Received / Ordered: 60 / 100
- Balance Due: 40
- Location: Dock1 (with a search icon)
- Container Type: Box (with a search icon and a blue 'Ok' button next to it)
- Status: Supplier Labelled
- Tracking No: 1213
- Supplier Shipper No: 8512
- Supplier Lot No: (empty)
- Manufacturer Date: (empty)
- Best By Date: (empty)
- Quantity per Container: 10 units
- No. of Containers: 1
- Note: (empty)

The 'Ok' button is circled in red, and a red arrow points from the text below to it. The bottom of the screen shows the user 'Food Supply, TestUser1' and the Plex logo.

Enter the information for the container(s) you want to label and click the blue “Ok” button

# Label and Ship



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- Plex displays a green banner with the serial number(s) of the container(s) created and labelled. Labels will print at this time as well.

A screenshot of the Plex software interface. At the top, a blue navigation bar contains the 'FLEX' logo and the text 'Label and Ship'. Below this, a light blue header area shows 'Plex Done'. A prominent green banner spans the width of the screen, containing the text 'Container(s) 5000005 successfully added' in white, which is circled in red. The main content area is titled 'ADD INVENTORY -' and contains a form with the following fields:

- Part No: Butter
- PO No: 000007
- Operation: Receive Its
- Description: Salted Butter
- Quantity Received / Ordered: 60 / 100
- Balance Due: 40
- Location: Dock1
- Container Type: Box
- Status: Supplier Labelled
- Tracking No: 1213
- Supplier Shipper No: 8512
- Supplier Lot No: (empty)
- Manufacturer Date: (empty)
- Best By Date: (empty)
- Quantity per Container: 10 units
- No. of Containers: 1

At the bottom right of the form, there are 'Cancel' and 'OK' buttons.

# Label and Ship



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If finished click the “Done” link in the upper left-hand corner. Do NOT click the blue “Ok” button as this will create another container with the same information.

The screenshot displays the 'Label and Ship' interface in the FLEX system. A green notification banner at the top center reads 'Container(s) 5000005 successfully added', which is circled in red. Below the banner, the 'ADD INVENTORY -' form is visible, containing the following fields and values:

Part No	Butter
PO No	000007
Operation	Receive Itm
Description	Salted Butter
Quantity Received / Ordered	60 / 100
Balance Due	40
Location	Dock1
Container Type	Box
Status	Supplier Labelled
Tracking No	1213
Supplier Shipper No	8512
Supplier Lot No	
Manufacturer Date	
Best By Date	
Quantity per Container	10 units
No. of Containers	1

At the bottom right of the form, there are 'Cancel' and 'Ok' buttons. The 'Ok' button is highlighted in blue. The bottom status bar shows 'Food Supply, TestUser1' on the left and the 'FLEX' logo on the right.

# Label and Ship



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Sample Label that will print. This will be a live label in AVA's system once shipped

Part #  <b>SAMPLE PART</b>	
Description  <b>Description</b>	
Heat #	
Quantity <b>6245</b>	Supplier <b>Supplier Name</b>
Serial # <b>S1400775</b>	Date <b>05/13/2024</b>
	Tracking # <b>1649561 - 04</b>

# Label and Ship



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Clicking the “Done” link will display the **Labeled Inventory – Ship** screen. You can ship the labeled containers now or later. The container has the status of “Supplier Labeled”

The screenshot shows the 'Labeled Inventory - Ship' interface. At the top, there is a header bar with the FLEX logo and the title 'Labeled Inventory - Ship'. Below the header, there are filters for 'Supplier: Food Supply' and 'Received Range: 7/30/2018 - 8/29/2018 X'. On the right side, there are buttons for 'Show all filters', 'Save As Default', and 'Search'. The main content area is titled 'Ship' and contains a table with the following data:

Part/Kit	Description	PO No	Supplier Name	Supplier Shipper No	Supplier Lot No	Manufactured Date	Serial No	Container Status	Received Quantity	Added
<input type="checkbox"/> Butter - Salted	Salted Butter	000007-1	Food Supply	621			S000086	Supplier Labeled	10	Food Supply, TestUser1 8/29/2018
Butter - Salted Part Subtotal									10	
Receipt Total									10	

# Label and Ship



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- Check the containers you want to ship and click the “Ship” Link in the Action Bar
- You can also navigate to the **Labeled Inventory – Ship** screen to ship later

Supplier Food Supply Received Range 7/30/2018 - 8/29/2018 X

Show all filters Save As Default Search

<input type="checkbox"/>	Part/Mat	Description	PO No	Supplier Name	Supplier Shipper No	Supplier Lot No	Manufactured Date	Serial No	Container Status	Received Quantity	Added
<input checked="" type="checkbox"/>	Butter - Salted	Salted Butter	000007-1	Food Supply	621			S000086	Supplier Labeled	10	Food Supply, TestUser1 8/29/2018
Butter - Salted Part Subtotal										10	
Receipt Total										10	

Check the check-box for the container(s) you want to ship

Click the “Ship” link in the Action Bar

# Label and Ship



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- Plex creates the Supplier Shipper and displays it in a pop-up window so that it can be printed and included with the shipment (along with your company's regular shipping paperwork).

The screenshot shows a 'PRINT MANAGER' window in the PLEX system. The window title is 'Labeled Inventory - Ship'. The main content area displays a 'Supplier Shipper' label. The label is divided into sections: 'From' and 'To' addresses, 'Shipment Detail - Bill of Lading: 621, Ship Date: 8/29/2018', and a table of shipment details. Below the table is a line for an 'Authorized Signature' and a 'Copy' button. The background shows the PLEX interface with a search bar and a table with columns 'Quantity' and 'Added'.

Serial No	PO No	Part No	Revision	Net Weight	Gross Weight	Quantity
S000086	000007	Butter - Salted		10	10	10



# Label and Ship



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- After printing out the Supplier Shipper, click the blue “Ok” button in the pop-up window.
- Plex returns to the **Labeled Inventory – Ship** screen.
- On the **Online Releases to Suppliers** screen, Plex displays the quantity shipped in the In Transit column.

PO No	PO Status	PO Ship To	Material Code or Part-Revision	Supplier Part No	Planner	Description	Unit Price	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Release Acknowledge	Due Date	Supplier Proposed Due Date	Supplier Note	Quant Create
000006	On Order	Tower	Butter - Salted			Salted Butter	\$4.98 / lbs	8/29/2018	10 lbs	410 lbs	1	Release Note 1	Partial	500 lbs	410 lbs	0(0)lbs	90 lbs	11/8/2017	Food Supply, TestUser1 On 8/29/2018, 9:46 AM	11/10/2017		Added supplier Note	
000007	On Order	Tower	Butter - Salted			Salted Butter	\$12.67 / lbs	8/29/2018	40 lbs	160 lbs	2		Partial	100 lbs	60 lbs	10(0)lbs	3 lbs	11/15/2017	Food Supply, TestUser1 On 8/29/2018, 9:51 AM	11/17/2017	8/30/2018 x	Supplier Note	
<b>Total</b>																<b>120 lbs</b>							



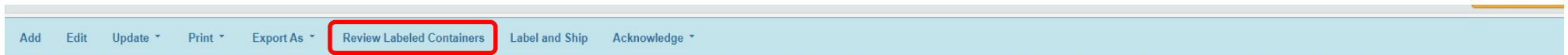
# REPRINT AND DELETE LABELS

# Review Labeled Containers



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- If a label needs to be reprinted or deleted, return to the **Online Releases to Suppliers** screen
- Select/Highlight the release line, then **Review Labeled Containers** will be activated
- Click Review Labeled Containers.



PO No	PO Status	Supplier Code	PO Ship To	Material Code or Part-Revision	Planner	Description	Last Receipt Date	Last Receipt Quantity	Total Received	Release Date	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Acknowledge Release	Due Date	Supplier Note	Quantity Created
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Shipper No	Serial No	Quantity	Status		
<input type="checkbox"/>	S1455765	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455766	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455767	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455768	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455769	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455770	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455771	1,225	Supplier Labeled	<a href="#">Print Barcode</a>	<a href="#">Delete</a>
<input type="checkbox"/>	S1455764	100	Supplier Shipped		
<input type="checkbox"/>	S1455772	1,225	Supplier Shipped		
<input type="checkbox"/>	S1455773	1,225	Supplier Shipped		
<input type="checkbox"/>	S1455774	1,225	Supplier Shipped		
<b>Totals</b>		<b>12,350</b>			

- Labels may be deleted individually by clicking the Delete link next to each label, or reprinted by clicking the Print Barcode link next to each label. Also, selecting individual labels with the checkbox activates the Reprint Barcode Label action as an alternative to reprinting labels. Finally, all labels can be deleting by selecting each label with the checkbox and clicking the Delete action. **Note: Labels in Supplier Shipped Status cannot be reprinted or deleted. Corrections and reprints can only be made to labels in Supplier Labeled status.**