

Title: Plex UX Supplier Portal Navigation

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Stant

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1. Revision history

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Rev	DATE	REVISED BY	SUMMARY OF CHANGE
1	8/29/2022	Erin Wilde	New document

2. Purpose

Provide an overview to Stant's Suppliers on the Plex Supplier Portal, and provide detailed instructions on

- Plex login
- Review and acknowledgement of Releases
- Maintain Supplier contact information
- Upload PPAP packages and download scorecards

3. Work Instructions

Plex is a cloud-based Enterprise Resource Planning (ERP) system used by Stant to manage the day-today business activities ranging from business management to production. It is highly encouraged that any supplier affiliated with Stant use the Plex Supplier Portal. Benefits to using the Supplier Portal include:

- Direct and digital communication in collaboration with Stant on a secure and proprietary portal, eliminating emails/faxes, to improve communication response time. These types of communications could include purchase requirements, release information, quality documentation, and other general correspondence.
- Online bar-coding capabilities to enable accurate and timely receipts.
- Real-time receipt acknowledgment of key information.
- Easy access for review and analysis of planned material releases.
- In-house bar code label printing for shipping material.
- Retrieve Quality Control documentation and provide feedback within the quality review process

3.1 Setup and Login

When using the Supplier Portal, proper setup and login methods are required. It is recommended to use Chrome for optimal performance, when applicable.

3.1.1 Component Host Setup

The Component host allows users to upload and download documentation. If you are unable to complete these actions, the Component Host will need to be reinstalled. To install the Component Host, complete the following:

- 1. Access Plex Documentation by entering the link into the browser's URL https://docs.plex.com/pmc/en-us/Home.htm
- 2. On the home screen, type "Plex Component Host Installation" into the search field and click the Search icon.



3. Many results will appear. Click on the Plex Component Host link.

YOUR SEARCH FOR "PLEX COMPONENT HOST INSTALLATION" RETURNED 6 RESULT(S).

Plex Component Host The Plex Component Host provides the architecture to use specific Plex features via components such as label printing, weigh scale integration, and document control system. integration/component-host/component-host.htm



4. Follow the steps for the Windows or MacOS version, depending on the user's operating system.

Installation
The Component Host can be installed over the current version. No uninstall is required.
1. Click a link below to download Plex Component Host:
Windows 64-bit Version 1.4.0
Windows 32-bit Version 1.4.0
MacOS Version 1.4.0
2. Install Component Host.
NOTE: Typical install is recommended for most users. All components are installed by default. If you customize installation, manual update is required when a component host upgrade is installed.
3. Restart all browser windows when installation is complete.
NOTE: A status icon is installed on the system tray that indicates the state of the service. Click the icon to open the Component Host status screen.

3.1.2 Log in

When logging into Plex UX Supplier Portal, users <u>must</u> log in using their IAM account. To log into the Supplier Portal, complete the following:

- 1. Navigate to Plex by entering <u>https://cloud.plex.com/</u> into your browser.
- 2. Click the IAM Login button.

Login	
User ID Password	
I forgot my password Company Code	
Login	
Or log in with Single Sign On	

3. Input the company code and click the Next button.



4. Input your provided Username in the Username field and click the Next button.



5. Input your Password in the Password field and click the Sign in button.

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6. After log in is complete, from the Launch page or Navigation bar, select a PCN/Plant location, if applicable.



3.2 Supplier Menu Nodes and Actions

Once accessed, users can navigate the Supplier Portal using the menu nodes provided in order to complete the following:

- Access Release information by using the Supplier Purchasing/Receiving Portal menu node.
- Maintain Supplier contact information by using the Supplier Contacts menu node.
- Upload PPAP packages, download scorecards, and more using the Supplier Portal Quality menu node.

3.2.1 Requirements and Shipping

The Supplier Purchasing/Receiving Portal menu node allows users to access releases information and receipt reports. Online Releases allows users to review current and upcoming release information, whereas Receiving Report allows users to review and analyze previous release information. It is the Supplier's responsibility for expediting a release. It is recommended to contact a Stant Planner to coordinate adjustments to scheduled dates.

NOTE: Do not acknowledge a release if a due date will not be met because of material issues or outside lead time.

PL=X TestSupplier, TestSupplier Sta	ant-CV 🔹 Launch Page	
Main Menu / Supplier Portal		Main Menu Role Based
Supplier Portal		
Requirements and Shipping	Shipping and Receiving History	Production Quality
Supplier Performance	Supplier Self-Service	Document Control System (DCS)

3.2.1.1 Online Releases to Suppliers

Planned and forecast releases are subject to change. It is **mandatory** to check the Online Releases weekly to review scheduled shipment information. Forecast information in Plex is the amount we expect to use in our plants in any given week, regardless of any inventory that is on hand. Due dates are the dates Stant expects to receive the shipment.

Each time a forecast is updated, the new forecast will need to be acknowledged. Acknowledge all forecast lines for which you are comfortable, keeping in mind we may have inventory on hand. If there are items that are not acknowledged, especially for the upcoming 2 to 4 weeks, you will be contacted by one of our planners. For questions about how much inventory Stant would be committed to in the event of a major forecast change, please consult your contact or contact your Commodity Manager.



Please bear in mind that forecasts change, and that even though we may project out 16 weeks, not all of that should be considered Firm. Firm releases should not be changed unless you have been contacted by a planner and the supplier agrees to the change in advance. New firm releases will be updated, usually weekly, for most suppliers.

To view and acknowledge current and upcoming release information, complete the following:

1. Click the Online Releases to Suppliers menu node.

	Stant-CV Launch Page	
Main Menu / Supplier Portal / Requirements	and Shipping	Main Menu. Role Based
Requirements and Shipping		
Supplier Planning Schedule	Online Releases To Suppliers	Labeled Inventory - Ship
Truck Shipping	Customer Shipping	Drop Ship to Customer

2. Using the Online Release to Suppliers filter fields, enter the desired criteria and click the Search button.

PLEX TestSupplier, TestSupplier * Stant-CV * Online Releases To Sup	plers		0) ☆ & ② <u>~~~ へ</u>
Supplier Stant-SA	Part No		PO No	
Issued By	Item No		Release Status	Q
Due Date	Ship Date	m	Building	Q
Active Only 🔽	Release Acknowledged Both +			
			He	de Filters Save As Default -44 Second
Print * Export As * Review Labeled Containers Label and Ship Ship Acknowl	ledge *			
PO PO Starbus Code or Building No Starbus Code Code or To Parti Revision Item Planner Description	Standard Receipt Last Receipt Total Pack Qty Date Quantity Received	Release Release Release Release Note Status	e Quantity Received In Quantity Balance	ce Ship Acknowledge Due Quantity Date Release Date Created
Type your search criteria above, then press Search to find matching	j items.			

- 3. On the result grid, review release information such as Release and PO number, release dates, Quantity, Acknowledgement etc.
 - NOTE:
 - The Planner column provides a Stant point of contact who is assigned to the release.
 - The Ship date differs from the due date due to process routing at Stant, which is determined on the into terms.
 - For EXW, the ship date and due date stay the same.
 - For DAP/DDP, ship date will back out based on transit time.

E PL	X Te	stSupplie	r, TestSupplie	ar * Stant-	CV • Onli	ne Relea	ses To Sup	piers													Q	☆ ቆ ⑦	Go to	
	5	Supplier	Stant-SA							Part M	10								P	O No				
	Ist	sued By			Q					Item M	ło								Release S	Status		٩		
	D	ue Date			m					Ship Da	te			#					Bu	ilding		٩		
	Acti	ive Only							Release	Acknowledge	ed Both	~												
																					Hide Fill	ters Save As Defi	ut -4	Search
rint * Ex	port As *	Revie	w Labeled Co	ntainers La	bel and Ship	Ship	Acknowle	edge *																
		_				_					_								_					_
Building	PO No	PO Status	Supplier Code	PO Ship To	Material Code or Part- Revision	ltem	Planner	Description	Standard Pack Qty	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Date	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Acknowledge Release	Due Date	Quantity Created
3uilding	PO No CV- 009507	PO Status On Order	Supplier Code Stant-SA	PO Ship To Connersville	Code or Part-	Item CW- 5429	Planner	Description Bik Ctn, White D Size	Standard Pack Qty 0	Receipt	Receipt		No	Release Date 11/10/2021		Release Status Firmed	Quantity 1,000 Ea	Received Quantity 0 Ea	In Transit 0(0)Ea		Ship Date 11/10/2021	Release	Due Date 11/10/2021	Quantity Created
Connersville -	CV- 009507 CV-		Code	To	Code or Part-	CW- 5429	Planner Christine Layton	Bik Ctn. White		Receipt	Receipt Quantity	Received	No 1	Date		Status	1,000	Quantity 0 Ea				Release	Date	Quantity Created
Connersville - CV Plant Connersville -	CV- 009507 CV- 010093 CV-	On Order On	Code Stant-SA	To Connersville	Code or Part- Revision 40288-000	CW- 5429	Christine	Bik Ctn, White ,D Size	0	Receipt	Receipt Quantity 0 Ea	Received 0 Ea	No 1 1	Date 11/10/2021		Status	1,000 Ea 9,750	Quantity 0 Ea 0 grams	0(0)Ea	1,000 Ea	11/10/2021 7/22/2022	Release	Date 11/10/2021	
Connersville - CV Plant Connersville - CV Plant Connersville -	CV- 009507 CV- 010093 CV- 010093	On Order On Order On	Code Stant-SA Stant-SA	To Connersville San Miguel	Code or Part- Revision 4Q288-000 Rev -2 4Q353-000	CW- 5429	Christine Layton Christine Layton	Bik Ctn, White ,D Size BLENDED FILL BLENDED FILL	0	Receipt Date	Receipt Quantity 0 Ea 0 grams 9,272	Received 0 Ea 0 grams 19,500	No 1 1 3	Date 11/10/2021 4/19/2022		Status Firmed Forecast	1,000 Ea 9,750 grams 9,750	Quantity 0 Ea 0 grams 0 grams	0(0)Ea 0(0)grams	1,000 Ea 9,750 grams	11/10/2021 7/22/2022 5/26/2022	Release	Date 11/10/2021 8/2/2022	11,60
Building Connersville - CV Plant CV Plant CV Plant CV Plant Connersville - CV Plant CV Plant	CV- 009507 CV- 010093 CV- 010093 CV- 010093 CM-	On Order On Order On Order	Code Stant-SA Stant-SA Stant-SA	To Connersville San Miguel San Miguel	Code or Part- Revision 4Q288-000 Rev -2 4Q353-000 Rev -2 4Q416-000	CW- 5429	Christine Layton Christine Layton Christine	Bik Ctn, White ,D Size BLENDED FILL BLENDED FILL	0	Receipt Date	Receipt Quantity 0 Ea 0 grams 9,272 grams 11,569	Received 0 Ea 0 grams 19,500 grams 23,177	No 1 1 3 5	Date 11/10/2021 4/19/2022 4/19/2022		Status Firmed Forecast Firmed	1,000 Ea 9,750 grams 9,750 grams 9,750	Quantity 0 Ea 0 grams 0 grams 0 grams	0(0)Ea 0(0)grams 0(0)grams	1,000 Ea 9,750 grams 9,750 grams 9,750 grams	11/10/2021 7/22/2022 5/26/2022		Date 11/10/2021 8/2/2022 6/6/2022	Quantity Created

4. To Acknowledge releases, complete the following:

WARNING: If the supplier can NOT meet shipment, it is mandatory to reach out the Stant Planner to advise of date shipment can be made.

a. For selecting specific releases, select the box(es) for the release number(s) in the Acknowledge Release column. To select all release numbers, click the box in the column header.

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	0	ue Date								Ship De	6 () ()							Bu	ddeg		Q.		
	Ad	he Only							Failure	Acknowledge	d Both												
																				inate	ni Sealate	14 H	Stat
	PONo	110 Status	Supplier Code	HO 1940 To	Material Code or Part Revision	Ret	Parrer	Description	Standard Pack Oly	Last Receipt Date	Late Receipt Guardby	Datal Flatman Received No	Peicené Date	Delagas Note	Release State	Guardhy	Housived Guardity	In Transit	Dalama	Ship Dee	Acknowledge Redenane	Due Dues	Que Dis
		NO Sister On Order	Stare SA	PO tap To Comensille	Maturial Code or Part Revision	1	Parrer	Description Bit Can White D Size	Standard Park Oy D	December	Last Rocold Guardhy II Ea	Total Holmer Received Re O Ea 1	Roleana Dala H113(2121	Heliusia Note		Guardity 1,000 E#	Hassived Quertity SEA	in Transit O(0)Ea	A CONTRACTOR OF THE	954p Date 11/10/2821		Date Date H1/10/2021	Q.ar
deg nereda -	PO No	(deletion)	Contraction of the local division of the loc	ŦÐ	Maturial Code of Parts Routiens 40200-000 Rec -2	CW-	Parrer Christine Layton	Elk Chi, Vilhite	Durnlard Pack Dy D	December	A REAL PROPERTY.	And the Article Parameters	Dete	Reimann Richa	Shan	Support of the	Guerthy	0(0)Ea	A CONTRACTOR OF THE	11/10/2823		and the second	
renda Plan Plan	PC3 No CV4 009507 CV4 010293	On Order	Stant-SA	To Comensille	40288-000	CW-	Christine Layton	Bik Can, Vilhate _D Size	Pack Oy 0	December	8.54	0 Es 1	11/10/2021	Retained	State Ferred	1,000 E# 9,758	Guerry S Ex O grams	0(0)Ea 0(0)grams	1.000 Ea	11/16/2821 7/22/2822	.0,	11/10/2021	
idea mendia Pian Mant Piant Menyila Menyila	PC3 No CV4 009507 CV4 010293	On Order On Order	Stant-SA Stant-SA	To Comensille San Migual	40208-000 Rev -2	CW-	Christine Layton Christine Layton	Bik Chi, Vihite JO Size BLENDED FiLL	Pack Oly 0 0	Pacetyr Dato	8 Ea 8 grann 9 272	0 En 1 0 grans 1 19.500 3	11/10/2021 4/19/2022 4/19/2022 4/12/2022	Relation	Status Ferred Fetrecast	1.000 Ea 9.750 grams 9.750	0 grams 0 grams	0(0)Ea 0(0)grams 0(0)grams	1.000 Ea 9.750 greens	11/10/2821 7/22/2822 5/26/2822	0	11/10/2021 8/2/2022 6/6/2022 7/1/2022	
Adrog somersville / Plant somersville / Plant somersville / Plant	PO No CV- 099807 CV- 010293 CV- 010293	On Order Order Order Order Order Order	Stant-SA Stant-SA Stant-SA	D Cornensille San Migual San Migual	40288-000 Rev3 40353-000 Rev3 40416-000	CW-	Christine Leyton Christine Layton Christine	Bik Chi, Vihite D Size BLENDED FILL BLENDED FILL	Pack Oly 0 0	Peceipi Data	8 Ea 8 grams 9 272 grams 11,569	0 En 1 1 grams 1 19.500 3 grams 22.177 5	4/19/2522	Teluse	Statun Firmed Ferned Ferned	1.000 Ea 9.750 grams 9.750 grams 9.750	Openiny Otra Openina Openina Openina	0(0)Ea 0(0)grams 0(0)grams	1.000 Ea 9.750 grams 9.750 grams 9.750 grams	11/10/2821 7/22/2822 5/26/2822	0 0 0	11/13/2021 8/2/2022 6/9/2022	

b. On the action bar, click Acknowledge Selected Releases from the Acknowledge dropdown to acknowledge the releases selected.

NOTE: Users can click the Acknowledge All button to complete acknowledgements for all releases listed. Make sure that all release should be acknowledge <u>before</u> clicking this button.

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Duédny	PONE	PO Status	Supplier Code	PO She	Material Code or Part Revision	Ber	Acknowl	odge Selected Noteese edge All	uturd k Oty	Last Receipt Date	Lest Receipt Quantity	Total Received	Rofeense No	Reference	Rekome Note	Release Status	-	Received Quartity	in Transit	Datance	Ship Date	Acknowledge Retrieve	Due	Quantity Crouted
	CVI 005557	On Order	Start-SA	Contempolite		CW- 5429		Bik Cin, White ,D Size	0		0 E#	0 Ea		11/10/2021		Firmed	1.000 Ea	0.84	0(0)E#	1.000 Ea	11/10/2021	8	10/10/2021	
Contertville - CV Plant	CV/ 010093	On Order	Start-SA	San Miguel	40288-000 Rev -2		Christine Layton	BLENDED FILL	0		0 grame	0 grams	t :	4/19/2022		Forecast	9.750 grams	0 дляте	0(0)grams	9,750 grame	1/22/2022	8	6/2/2022	2
Conterpulle - CV Plant	CV- 010093	On Order	Stant-SA	San Miguel	40353-000 Flav-2		Christine Leyton	BLENDED FILL	Ø	5/16/2022	9.272 grams	15.500 grams	3	4/19/2022		Firmed	9.760 grame	0 gramo	0(0)grams	9.750 grame	5/26/2022	0	66/2022	11,605
Conversille - CV Plant	CV- 010093	On Order	Stare-SA	San Miguel	40415-000 Rev -2		Christine Layton	BLENDED FILL	6	5/19/2022	11,565 grams	23.177 grams	6	4/12/2022		Forecast	9.750 grama	0 grams	00 grams	9.750 grams	6/22/2022		7/1/2022	1

c. Once a release has been acknowledged, an automatic time stamp will be added to the release Acknowledgement column.

Prost - Expe	12.00 ···	Percent.	and the	ier Selere	with the	4000	and a																
Budding	POBE	PO Status	Supplier Code	PO Step Te	Waterial Code or Parts Revision		Planet	Ormanythin	Standard Paul Diy	Lasi Recett Oate	Last Receipt Deanthy	Total Roleans	Remain R	laimeenn Solei	Palease Status	Guette	Received	In Times	Lawor	Stree Carles	Actorsorbitige Polesse	Dee Dee	Ouerthy Created
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Conversitie - CV Plant	CV. 010093	Or Oxider	Start-SA	Sar Mgasi	40353-005 Rev -2		Christine Layton	BLENDED FILL		5/16/2922	9.272.guma	18.500 5 grams	4/15/2022		firmed	11.750 printers	0 grams	010 grami	9.750 grame	5/25/2622		8/9/2022	11.605
Eseveraville - DV Plant	CV. 010003	Out Onten	Tiari SA	Santhgan	40415-000 Rev -2		Christine Leyton	BLENDED PILL		5/19/2822	11,555 grante	23,177 S grams	a/12/2022		Pulscast	8.750 grams	0 giana	107.grams	8,750 grante	4/22/2022		7/10/022	0

- 5. To ship and print a release, complete the following:
 - a. Click the line item to select the Release No, and click the Label and Ship link on the action bar.

	PONe	FO Tiefer	Designine Conde		Material Code or Part. Revision	8ee - 74	eer Description	Therefore Park Oly	and Decempt	Leel Receipt Oceanity	Terrinet of		Release Rain Data Main	ner Determe	-	Received	in Travel		They Date	Adamericalge Helenane		Covarially Consider
_	EV-	04	Start-54	Contervole		Citt.	Bix Cel, White (D.5Up	0		15.	0.5.0	0.00	11/10/2021	Farree	1,000 E.e	0±s	8,0,6 a	1,000 2.8	11/10/2024	0	11/10/2024	_
orvatesia - S'Plat	204 210083	Dis Order	Stati SA	San Miguei	402258-800 Res -2	Chi Lin	etme BLENDED FILL of			8 promo	0 gearra 1		4/18/29/23	Parecast	\$755 grants	Dipata	805 grama	8.750 game	70202002	TestSupples TestSupples On 6/15/2022, 10:18 AM	80/2022	
2 Plant	010003	Order			-3	1.4	en				grama	-			Print.	-	100					-
ormersville -	CV: 010085	Os Ordar	Start 54	San Miguel	40416-000 Rev	(2) 1.0	sine BLENDED FILL		\$150022	11.545	23.177 1	1	6122822	Parent	8.782	0 grame	0.0 grams	8.750 giama	6/22/2022		7/10822	

- On the Add Inventory screen, input the Shipper Number in the Shipper Number or Packing Slip Number field and click the OK button.
 WARNING:
 - It is critical that the value entered in the Shipper Number field <u>matches</u> the value that is printed on the AR invoice sent to Stant. This cannot (!) be a date. This field can be listed on the invoice under a different reference (Bill of Lading Number, invoice number, Tracking Number, Shipper Number, etc.), but the value must match.
 - Whatever reference (BOL, Shipper, Invoice Number, etc.) is chosen to be entered into the Shipper Number field, must uniquely identify and link the AR invoice with the shipment in a 1-to-1 relationship: 1 invoice may not have multiple "shipper numbers" listed; 1 "shipper number" may not be used across multiple invoices.
 - For specific part types, it is required to add a tracking number to the Supplier Lot Tracking Number field.



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D INVENTORY +		
Part No	40288-000	
O PO No	CV-010093 Q	
Operation	Receive By GR	
Release	Q	
Manufacturer		
Manufacturer Part		
Description	BLENDED FILL	
Quantity Received / Ordered	0	
	No Record of Receipt Found	
Balance Due		
Container Type	Box x	
	Supplier Labeled	
Supplier Lot or Tracking Number	123456	
Supplier Shipper or Packing List Number	123456	
Quantity per Container	1,000 units	
No. of Containers	2	
Note	TEST	

c. A notification will appear indicating your container was added.

Containers CV5056925, CV5056926 added.

- d. Repeat the above steps for any additional parts/containers that need to be added to the release.
- e. Once complete, click the Print Container Labels link on the action bar to print the labels.

🖨 Print	Print Container Labels	Done	
		Containers CV5056925, CV5056926 added.	×

f. If the shipping process is complete, click the Done link on the action bar. NOTE: If the ship and label process has not been completed, users are able to delete a container. If more container labels were created for more than the shipment amount, reach out to the planner to make the adjustment.

	Containers CV5056925,CV5056926 added.	×
--	---------------------------------------	---

g. Once this process is complete, users will automatically be directed to the Labeled Inventory -Ship screen. Click the Search button to view containers added, but NOT shipped.

	Supplier Stant-SA				Received R	ange 5/16/2022 - 6/15/2022 x			Display Consignment	nt No 🗸	
											Show all filters Save As Default
Ship Print Ticked Labels	View PO detail										
PartMati	Manufacturer Manufacturer Part	PO No	Supplier Name	Supplier Serial No	Serial No	Supplier Lot or Tracking Number	Container Status	Centainers	Groos Weight	Received Quantity	Added
4Q288-000 Rev -2		CV-010093-5	Stant SA - (ISL)		CV5056925	123456	Supplier Labeled	1	0	1,000	TestSupplier, TestSupplier 6/15/2022
		CV-010093-5	Stant SA - (ISL)		CV5056926	123456	Supplier Labeled	1	0	1,000	TestSupplier, TestSupplier 6/15/2022
		CV-010093-5	Stant SA - (ISL)		CV5056927	12345	Supplier Labeled	1	0	10	TestSupplier, TestSupplier 6/15/2022
Q288-000 Rev -2 Part Subt	otal							3	0	2,010	
4Q353-000 Rev -2		CV-010093-7	Stant SA - (ISL)		CV5056928	34567	Supplier Labeled	1	0	40	TestSupplier, TestSupplier 6/15/2022
		CV-010093-7	Stant SA - (ISL)		CV5058930	12345	Supplier Labeled	1	0	10	TestSupplier, TestSupplier 6/15/2022
		CV-010093-7	Stant SA - (ISL)		CV5058931	12345	Supplier Labeled	1	0	500	TestSupplier, TestSupplier 6/15/2022
Q353-000 Rev -2 Part Subt	otal							3	0	550	
Receipt Total								6		2.560	

h. Under the checkbox column, select the box for containers assigned to the release.

	apper Tourista				Raceived R	Hege			Daplay Consignment	86 M	
											Realities Installing
Print Taxan Labors	miner date										
	and by passe										
		10 84	* Dappler Hana	Support Contain State	-	Supplier Lat or Tracking Sumder	Container Tautur	Castaliers	Colors Weight	Received Quantity	Anne
	112102211	PO NA CV FILMES S	Standard Street	Support Canad Na	CVSIMICS	Taggine Later Tracking Norther 12010	Constant Constant Topplar Labored	Casharen J.	Cross Waged	Percent Datelly	TestSuppler, TestSuppler 6/15/2022

Note: Hard copies of this document are uncontrolled. Before using, please confirm it is the most recent revision.

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i. Click the Ship link on the action bar.



j. The shipping paperwork will automatically prompt for printing and should be included with the packing slip for the shipment.



3.2.1.2 Receipt History

To review previous receipt information, complete the following:

1. From the Supplier Portal menu node, click the Shipping and Receiving History menu node.

	upplier * Star	nt-CV * Labeled Inventory - Ship			
Main Menu / Supplier Portal				Main M	enu Role Based
Supplier Portal					
Requirements and Shipping		Shipping and Receiving History		Production Quality	
Supplier Performance		Supplier Self-Service	•	Document Control System (DCS)	

2. Click the Receipt History menu node.

PLEX TestSupplier, TestSupplier * St	ant-CV * Receipt History								
Main Menu / Supplier Portal / Shipping and Receiving History Role Based									
Shipping and Receiving History									
Receipt History	Customer Shipping History	Subcontract Shipping History							

3. Using the Receipt History filter fields, enter the desired criteria and click the Search button.

Supplier Stant-SA	Shipper No (SID)	Display * Both 🗸
Part No	Receipt Date * 6/1/2022 - 6/15/2022 - 8/	Add Date 6/1/2022 - 6/15/2022 - x
PO No	Sitow Containers 🛛	Building
Supplier Lot or Tracking Number		

4. On the result grid, review release information such as Release number, Release dates, Quantity, Unit Price, etc.

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Export As *	@ Attachments							
Date	Supplier	Shipper	PO No	Serial No	Supplier Lot or Tracking Number	Part No	Weight (ibs)	Quantity
6/6/2022	6/6/2022 Start-SA	SA28415	CV-010093	SA2145080 (0/2/2022)	SA28415	AAO-2825 Rev 81	12	
			CV-010093	SA2148135 (8/2/2022)	SA28415	AAO-2825 Rev 81	12	
				CV-010093	SA2148137 (6/2/2022)	SA28415	AAO-2825 Rev B1	12
			CV-010093	5A2145139 (6/2/2022)	SA26415	AAO-2825 Rev 81	12	
			CV-010093	5A2148141 (6/2/2022)	SA28415	AAO-2825 Rev B1	12	
			CV-010093	SA2149416 (6/3/2022)	SA28415	AAO-2825 Rev B1	12	
			CV-010093	SA2149662 (6/2/2022)	SA28415	AAO-2825 Rev B1	12	
			CV-010093	SA2149664 (8/2/2022)	\$A28415	AAO-2825 Rev B1	12	

5. Users can click the attachments to review more details pertaining to the release.

Data Tanylor	There a		Sendite	Toppher Let or Tracking Humber		Weight (Box)	- 0.00	
ARDER BARRA	\$425418	Cv.410963	\$42548300 (0.0.000)	BagBarb	AAD-2825 Fex 81	10		
		C+410985	\$42548139 (#0.000)	8428415	A40-2825 Rev 81	10		
		CVI810083	642548137 (0.0333)	8425475	AAO-2825 Feel 81	10		
		C##10001	BADNETIN (CO200)	1428415	A40-2625 Rev 81	0		
	Decimite Subjects Subjects Subjects Address of the off Contention Subjects Subjects Subjects Address of the off Contention Subjects Subjects Subjects Subjects Subjects Contention Subjects Subjects			042540149 (elocitor)	3428413	440-2028 Rev (#1	0	
			QV-8 10093	BA2149419 (FEDDIS)	8428415	AAD-2525 Her #1	12	
		CV-810068	BA21488662 (0.0.0112)	8426415	AAO.2525 Rev 81	12		
		CV-010093	\$42548864 (contail)	8426415	AAD-2625 Rev #1	10		
		6						
		CV-810081	SA2149800 (0.0000)	8428495	AAG-2625 Fev 81			
		CH-810083	842448879.002000	BADBARK	AAO-2620 Rev 81	10		
		CV.410083	SA2N48872 (FEEED)	8425415	AAO-2825 Rev 81	10		
		CV-210083	\$42549874 (0.0310)	\$429415	AAD-2825 Rev 81	12		
		CHAMBER	8A2149875 (0.0000)	8428415	AAD-2525 Fee: 81	e .		

3.2.2 Supplier Contacts

The Supplier Contacts menu node allows suppliers to update and maintain their contacts. These contacts will have the ability to receive communications. It is the responsibility of the supplier to maintain all points of contact.

WARNING: The first contact listed <u>MUST</u> be the individual who will be receiving Purchase Orders. If the contact list is not set up correctly, use the up/down arrows in the Sort column. NOTE:

- All contacts should be maintained in the HQ PCN.
- Contacts cannot be removed or deleted. If a contact no longer works for the supplier, please contact Stant immediately.

	Suppli Cod		I-SA							
						Show all fitters	Save As D	efault	Sea	rch
Add	Ed	Export	tAs *							
Add	Ed	n Expor	t As - Title	Company Name	Address Code	Office Phone	Mobile Phone	Fax	Category	Not

3.2.2.1 Add a Contact

To add a supplier contact, complete the following:

1. From the Supplier Portal menu node, click the Supplier Self-Service menu node.

E PLEX TestSupplier, TestSu	pplier • Sta	nI-CV - Receipt History		
Main Menu / Supplier Portal			Main Mohu	Role Based
Supplier Portal				
Requirements and Shipping		Shipping and Receiving History	Production Quality	
Supplier Performance		Supplier Self-Service	 Document Control System (DCS)	

2. Click the Contacts menu node.

E PLEX TestSuppler, TestSuppler * Start-CV * Recept History									
Main Menu / Supplier Portal / Supplier Self-Service Main Menu Role Based									
Supplier Self-Service									
Supplier Quality Management	Contacts								

3. To add a contact, click the Add link on the action bar.

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1	Suppli		I-SA							
dd	Ed	it Export	1 D = *			Show all filters	Save As D	efault	Sea	rch
		Name	Title	Company Name	Address Code	Office	Mobile		Category	

4. Complete the required fields:

	Einst Nieuse		er * StenOV *	Contact Detail		0 p # 0 pm = 4
•	First Name	· Picz				
		DETAILS .			NOTES.	
		First Name			Associated With	Corrent user is TestSuppler TestSuppler
•	Last Name	Last Name	t		Private	-
-	Last Nume	The Contract Tree	Supler V		hores	111
			StarodA			
	T :0	Other Company Name				
•	Title	Category Category	No Value Delected 🐱			
		Notes				
		CONTACT .				
•	Email	Office Proce				
•		Office Fas				
		Vobie Prone				
		Home Phone				
•	Mobile	Atternate Phone Description				
		Abunate Phone Emel				
		Aterna Engl				
•	Work Phone	Theb Address		Cost a new window with this web address		
•		Office Address				
		Home Address				
_	After hours contact	Supplier Address	-			
•	Alter hours contact	00000	Circuito Correl de Piedras	477		
	(Optional)		Polgono Empresentel Ser	Miguel		
	(Optional)		San Mguel Allende, Ouer	najuarte 37655		

5. After the fields are complete, click the OK button

3.2.2.2 Edit a Contact

To edit a contact, complete the following:

1. Click the Supplier Contact menu node.

E PLEX TestSuppler, TestSuppler * Stant-CV * Receipt History									
Main Menu / Supplier Portal / Supplier Self-Service		Main Menu Role Based							
Supplier Self-Service									
Supplier Quality Management	Contacts								

2. Click the Search button.

PLEX		© ☆	🖗 🕐 Go to	
Supplier Sta Code	ant-SA			
		Show all filters	Save As Default	Search

3. In the results grid, click the link of the contact to be edited.

•		Name	Title	Company Name	Address Code	Office Phone	Mobile Phone	Fax	Category	Note
÷.	٥	Navalyo, Hugo	Quality Manager	Stant SA - (ISL)	Stant Mexico				Supplier	

4. Make the necessary edits to the contact record and click the OK button



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3.2.3 Supplier Portal – Quality

The Supplier Portal – Quality menu node allows users to uploading PAPP packages, respond to VMIRs, download scorecards, and upload certifications. After login, additional IATF instructions will be sent to the main Supplier contact.

PLEX TestSupplier, TestSupplier *	Example TestSupplier, TestSupplier * Stant-CV * Stant-SA Quality Management (Supplier Quality Management)								
Main Menu / Supplier Portal		Main Menu Role Based							
Supplier Portal									
Requirements and Shipping	Shipping and Receiving History	Production Quality							
Supplier Performance	Supplier Self-Service	Document Control System (DCS)							
PL=X TestSupplier, TestSupplier *	tant-CV * Stant-SA Quality Management (Supplier Quality N	Management)							
Main Menu / Supplier Portal / Production Quality		Main Menu Role Based							
Production Quality									
Supplier PPAP (Supplier View)	Problem Control								

4. Definitions

Term / Abbreviation	Description

5. Approvals

Version	Approver	Title	Approval date
1	Lisa Hagerty	BPO, Purchasing	8/29/2022