Innotec Supplier Portal Instructions

Rev 1
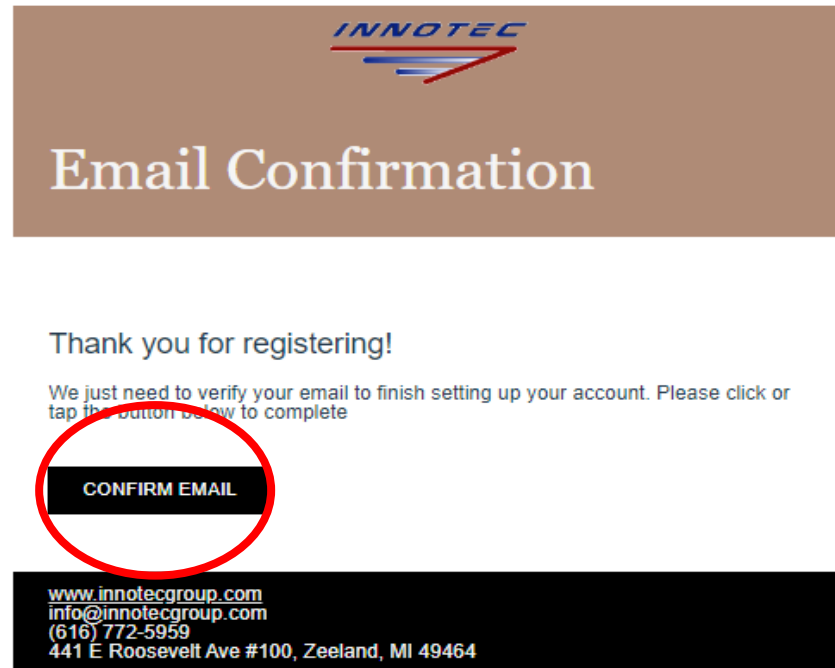2023

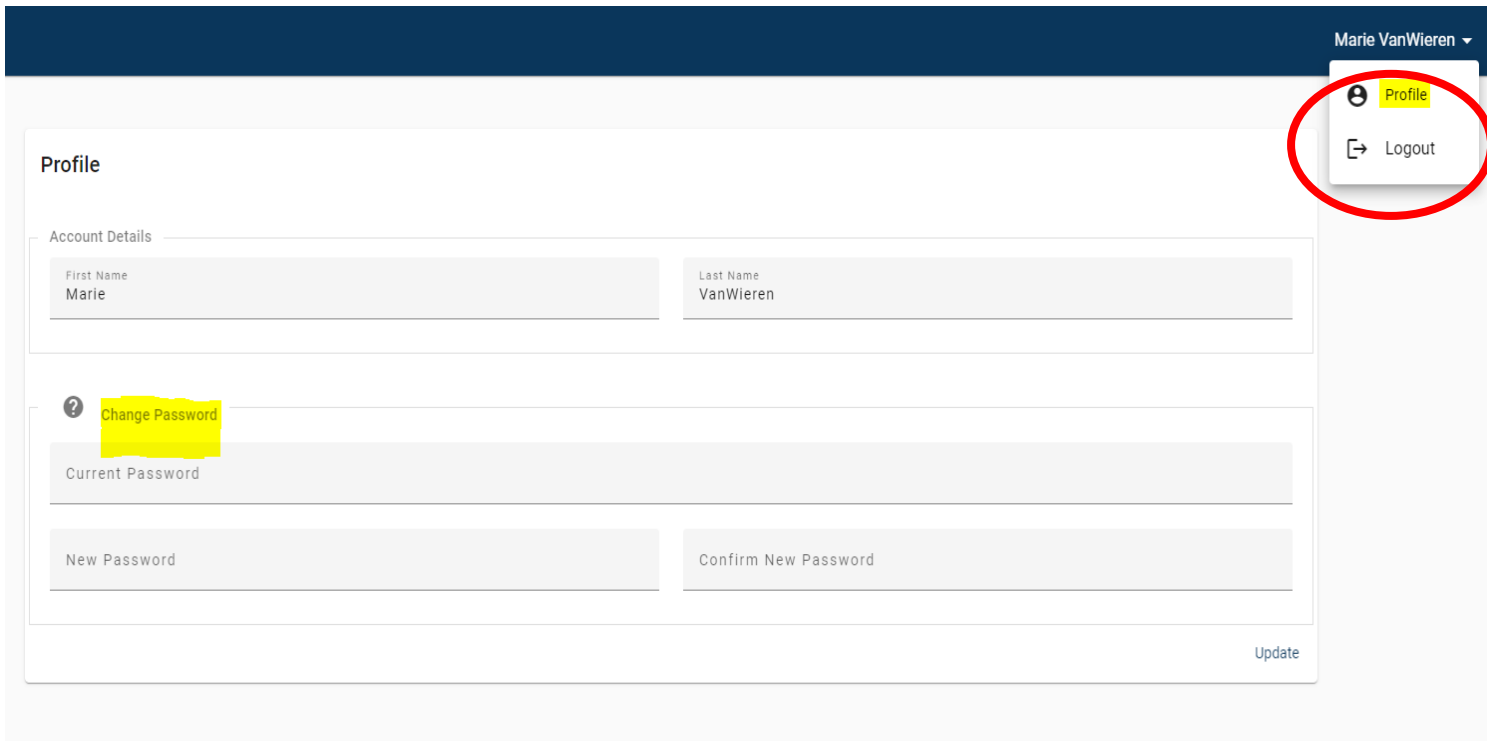# Table of Contents

Supplier Portal Access Email

Any member of the Innotec Materials Team may grant a Supplier access to the Innotec Supplier Portal.

The Supplier will receive this email when registered. Please follow the link to Confirm your email to access the portal.

Email Confirmation

Thank you for registering!

We just need to verify your email to finish setting up your account. Please click or tap the button below to complete

CONFIRM EMAIL

www.innotecgroup.com
info@innotecgroup.com
(616) 772-5959
441 E Roosevelt Ave #100, Zeeland, MI 49464

Supplier Portal Access Email

Once in the Portal, use the Profile dropdown to set up your new Password.

Portal Dashboard

INNOTEC

Dashboard

Score Card

Purchase Orders

Print Label

Shipping

The Dashboard view provides an overview of all open orders, current Scorecard and the option to view Purchase Orders and confirm orders.
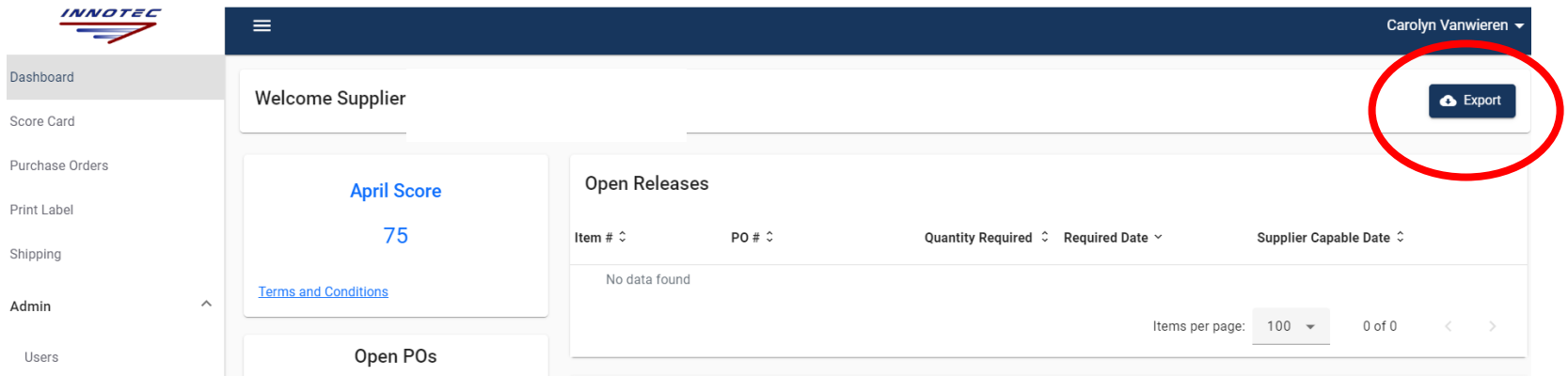
Dashboard – Export Feature

On the Dashboard page, use the EXPORT button to download a Release and Forecast. Innotec Material Planners will have forecasts updated by noon on Tuesdays. It is the expectation that the Supplier will download this document at a minimum of weekly after the forecast updates have been completed. Please see ADDENDUM A for instructions on how to read the Forecast/Release
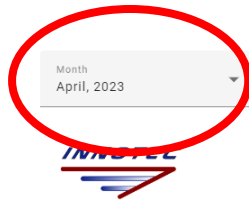
Scorecard

Dashboard

Score Card

Purchase Orders

Print Label

Shipping

Month
April, 2023

Use the dropdown to access Scorecard history. Please note that current month Scorecard will not be accurate/completed. Always select the previous month for the most recent Scorecard data.

Supplier Score Card

Ventura - Supplier   April, 2023

Innotec Scoring Criteria	Points Available	Point Earned
PPM	40.00	40.00
Delivery Performance	20.00	0.00
8D Timeliness	10.00	0.00
Quality Registration	10.00	0.00
Corporate Social Responsibility	5.00	5.00
Service and Performance	15.00	15.00
Total	**100.00**	**60.00**

Purchase Orders

PDF provides details on upcoming releases.

Use the down arrow to bring up detail on remaining order quantities purchase orders and latest PO pricing information.

Purchase Orders

		PO #	Date	Type
∨	PDF	267164-02200-5010	04/10/2022	Spot Buy
>	PDF	83658-02154-5010	03/29/2023	Blanket

Items per page: 100 ▾ 1 – 2 of 2 ‹ ›

Line Items

	Item #	Description	PO Quantity	Release Quantity	Received Quantity	Left To Receive	Unit Price	Total
∨	I54HN540 - B		25000	25000	0	25000		
∨	I54HN611 - C		59000	59000	0	59000		
∨	I54HN625 - C		30000	30000	0	30000		

Dashboard

Score Card

Purchase Orders

Print Label

Shipping

Admin

Confirming Orders

A requirement for using the Supplier Portal is the process of confirming releases. It is the expectation that at a minimum, Suppliers will have all shipments in the firm zone confirmed.

Orders may be confirmed in the Dashboard view or in Purchase Orders by clicking on the arrows connected to a specific purchase order.

Purchase Orders

		PO #	Date	Type
>	📄	267164-02200-5010	04/11/2022	Spot Buy
∨	📄	283658-02154-5010	03/30/2023	Blanket

Items per page: 100 ▾   1 – 2 of 2   <   >

Line Items

	Item #	Description	PO Quantity	Release Quantity	Received Quantity	Left To Receive	Unit Price	Total
∧			5000	5000	0	5000	$2.50	$12,500.00

Releases

RAN	Release Quantity	Required Date	Supplier Confirmed	Supplier Capable Date	Quantity Received	Status
91624	5000	07/12/2023	Confirm		0	

Confirming Orders

To complete the confirmation process, click on the words CONFIRM. In the pop up window, add the date capable and then select update. Once confirmed, the portal status will be replaced with a check mark. In addition, should dates change, the Supplier may update the status by clicking on the date under Supplier Capable Date.

Print Labels

Dashboard

Score Card

Purchase Orders

Print Label

Shipping

Admin ⌄

To Print Labels, Select the Shipment to Print

Add label quantity and traceability info (an entry is required – use N/A if no traceability data is required). Select Next for a PDF label to print.

Print Label

Part Number: I54HN540 - B

Quantity

This field is required.

Lot#

Cancel Next

Part Number	Vendor Part Number	Description	Label
I54HN539 - D	I54HN539 - D		Print
I54HN540 - B	I54HN540 - B		Print
I54HN611 - C	I54HN611 - C		Print
I54HN625 - C	I54HN625 - C		Print
IL01968	IL01968		Print

11

Shipping

Select Purchase Order and select create Shipment.
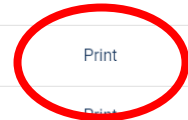
Shipping

Dashboard

Score Card

Purchase Orders

Print Label

Shipping

Admin

Either add label serial numbers if previously printed or select Print label. Quantity will reference release and box quantity.

Shipping

Add additional detail if available and notes if needed and then Complete Shipment. Once selected, use pop up window to Confirm. The shipment process has been completed and release will be updated.

Addendum A
How to Read Export Report Forecast/Releases

- MRP will generate releases & forecasts based on Innotec's production requirements. The Excel Export in Supplier Portal provides a visual of that demand.

- There are two tabs that populate when an Export is completed. The FORECAST tab is a high level summary of BOTH Releases and Forecasts by week (showing 9 weeks out) and then by month. Note this data is for planning purposes, data may be outside of Supplier's firm zone.

- The report summarizes the total releases/forecast in the week or month listed

The RELEASES tab list the data in the Forecast tab by Release. Column A is the RAN (Release Authorization Number). If there is a number present then that is a FIRM release to ship against for that part number.

If the RAN Code says 'Forecast' then it is a forecast for suppliers planning purposes only. It is not a firm order.