

Innotec Supplier Portal Instructions



Rev 1
2023

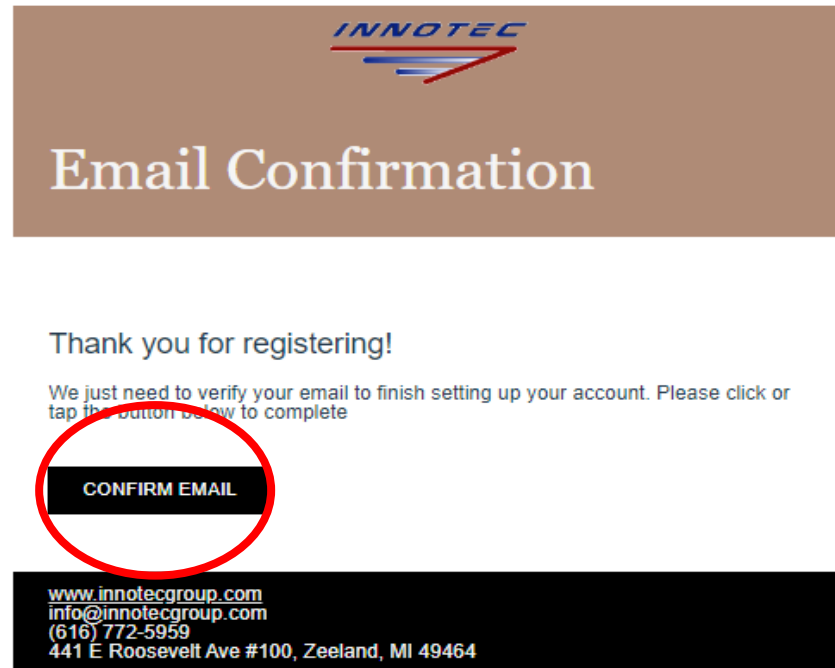
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Supplier Portal Access Email

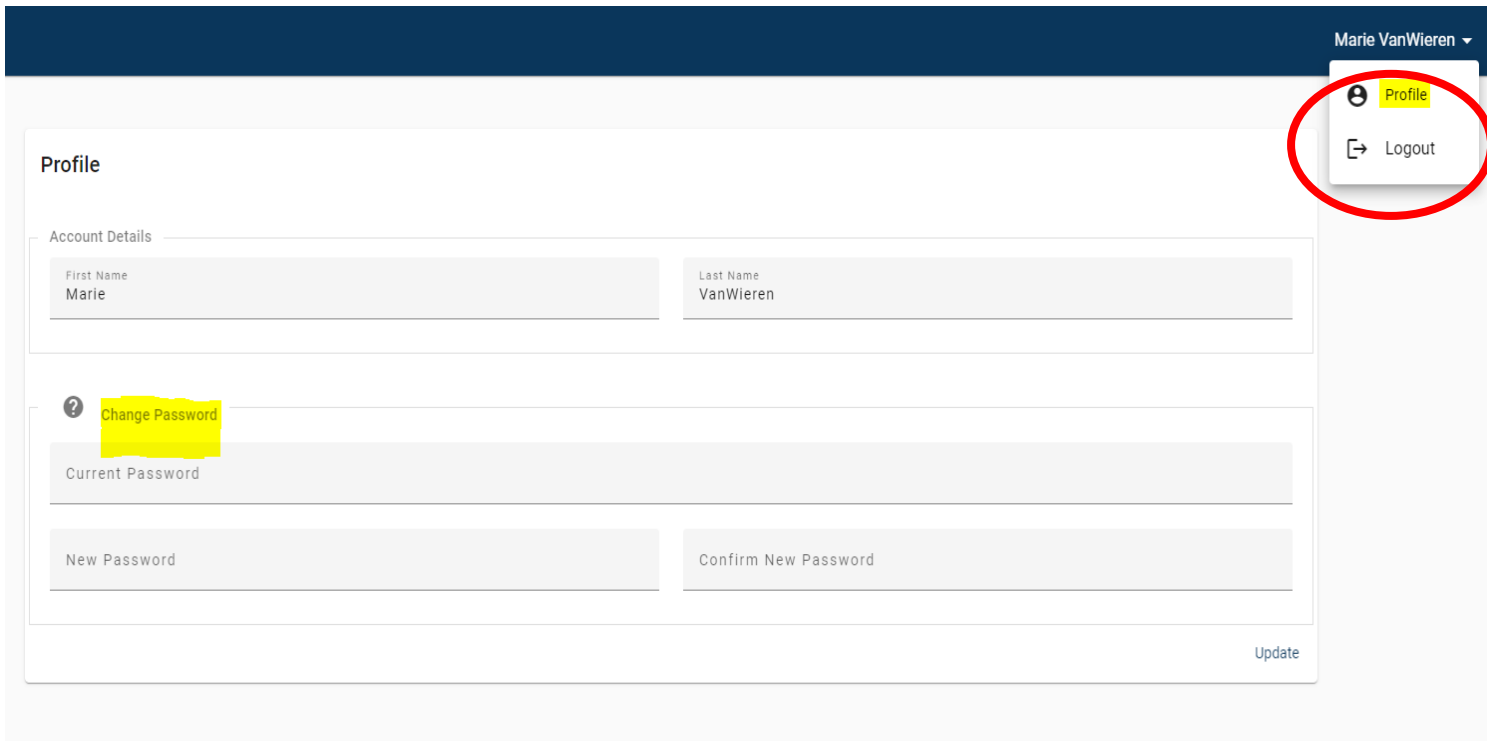
Any member of the Innotec Materials Team may grant a Supplier access to the Innotec Supplier Portal.

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



Supplier Portal Access Email

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



The screenshot displays the 'Profile' page in a Supplier Portal. At the top right, a dark blue header contains the user's name 'Marie VanWieren' with a dropdown arrow. Below this, a white profile dropdown menu is open, showing a user icon, a 'Profile' link highlighted in yellow, and a 'Logout' link. The main content area is titled 'Profile' and contains two sections: 'Account Details' and 'Change Password'. The 'Account Details' section has two input fields: 'First Name' with the value 'Marie' and 'Last Name' with the value 'VanWieren'. The 'Change Password' section is highlighted in yellow and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. An 'Update' button is located at the bottom right of the form.



Portal Dashboard

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.

Welcome Supplier Export

April Score

75

[Terms and Conditions](#)

Open POs

Include Closed

<input type="checkbox"/>	267164-02200-5010
<input type="checkbox"/>	283658-02154-5010

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Items per page: 100

Open Releases

Item #	PO #	Quantity Required	Required Date	Supplier Capable Date
No data found				

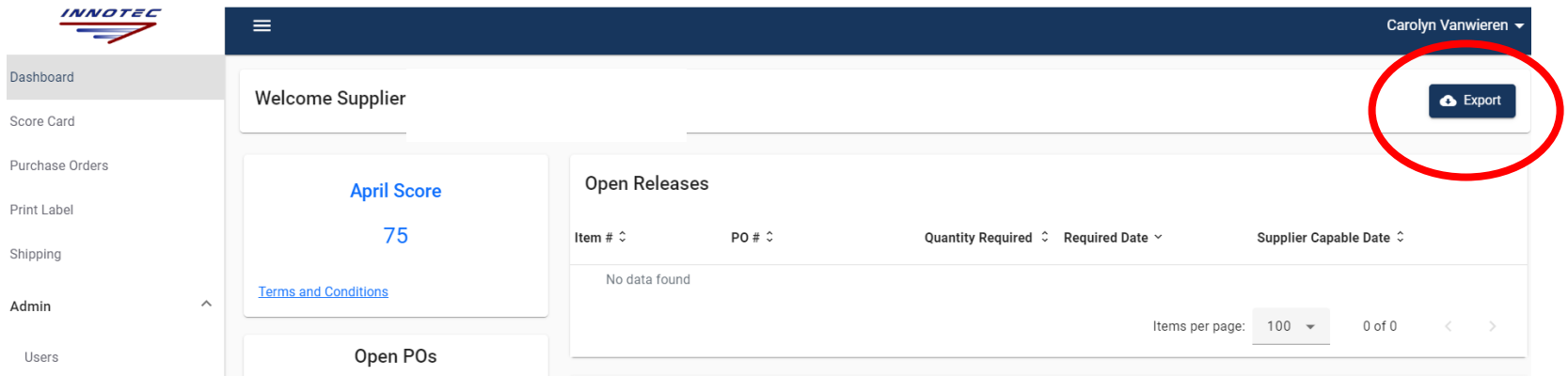
Items per page: 100 0 of 0 < >

Unconfirmed Releases

	Item #	PO #	Quantity Required	Required Date
Confirm	154HN611 - C	283658-02154-5010	300	06/05/2023
Confirm	154HN540 - B	283658-02154-5010	300	06/05/2023
Confirm	154HN611 - C	283658-02154-5010	600	06/12/2023
Confirm	154HN540 - B	283658-02154-5010	1200	06/12/2023

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



The screenshot displays the Innotec Supplier Dashboard. The top navigation bar includes the Innotec logo on the left and the user name 'Carolyn Vanwieren' on the right. A left-hand sidebar lists navigation options: Dashboard, Score Card, Purchase Orders, Print Label, Shipping, Admin, and Users. The main content area is titled 'Welcome Supplier' and features three primary sections: 'April Score' with a value of 75 and a link to 'Terms and Conditions'; 'Open Releases' which currently shows 'No data found' with columns for Item #, PO #, Quantity Required, Required Date, and Supplier Capable Date; and 'Open POs'. In the top right corner of the main content area, there is a dark blue button with a cloud icon and the text 'Export', which is circled in red.



Scorecard

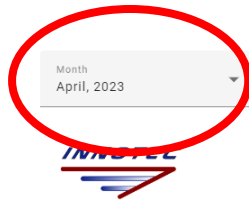
Dashboard

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Shipping



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	
Innotech 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

Dashboard

Score Card

Purchase Orders

Print Label



Shipping

Admin

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
 267164-02200-5010	04/10/2022	Spot Buy
 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		

Confirming Orders



Dashboard

Score Card

Purchase Orders

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Admin

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.

Line Items

Confirm Release

Item No#: IL01968 PO#: 267164-02200-5010
Quantity Required: 5000 Required Date : 07/12/2023

Supplier Capable Date
7/18/2023 

RAN	Release Quantity	Required Date	Supplier Confirmed	Supplier Capable Date	Quantity Received	Status
91624	5000	07/12/2023		07/18/2023 	0	Open



Print Labels

Dashboard

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Shipping

Admin



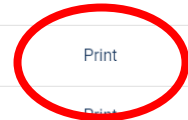
Part Number	Vendor Part Number	Description	Label
I54HN539 - D	I54HN539 - D		Print
I54HN540 - B	I54HN540 - B		Print
I54HN611 - C	I54HN611 - C		Print
I54HN625 - C	I54HN625 - C		Print
IL01968	IL01968		Print

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.

The dialog box titled "Print Label" contains the following fields and controls:

- Part Number: I54HN540 - B
- Quantity: (Empty field with a red border and error message "This field is required.")
- Lot#: (Empty field)
- Buttons: Cancel and Next





Shipping

Dashboard

Score Card

Purchase Orders

Print Label

Shipping

Admin

Select Purchase Order and select create Shipment.

Shipping

PO#, Item Number and RAN

Create Shipment

Releases

Include Release	PO #	Item #	Required Date	Release Quantity	RAN	Ship To
<input checked="" type="checkbox"/>	283658-02154-5010	I54HN540 - B	06/11/2023	1200	93010	Innotec Lighting
<input type="checkbox"/>	267164-02200-5010	IL01968	06/11/2023	5000	91624	Innotec - Illumination
<input type="checkbox"/>	283658-02154-5010	I54HN611 - C	06/11/2023	600	93079	Innotec Lighting
<input type="checkbox"/>	283658-02154-5010	I54HN540 - B	06/18/2023	3000	93772	Innotec Lighting

Items per page:

100

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Shipping

Dashboard

Score Card

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Admin

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

Step 1: Add Labels

Item #	Description	Open Releases	Quantity Scanned
I54HN611		1800	0

Print Label

Part Number: I54HN611 - C

Quantity
|
This field is required.

Lot#

Cancel Next



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.

Dashboard

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Admin



Manage Shipment Manage Releases Delete Shipment

Step 1: Add Labels

Step 2: Additional Information

Ship From Ship To

Ship Via Tracking #

Trailer # Pack Slip #

Notes

Save Complete Shipment

Labels

Information

SPORT INT

Shipment Confirmation

Part Number	Quantity in Shipment
I54HN611 - C	200

Edit Shipment Confirm

Save

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

Innotec Part #	Supplier Part #	Descrip	Past D	09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	06-Mar	April	May
TK8XLHLens	TK8XLHLens	LHLens		0	0	6720	0	0	960	0	0	0	0	0
TK8XRHLens	TK8XRHLens	RHLens		0	0	6720	0	0	0	0	0	0	0	0

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.

RAN	Part Number	Require	Net Rec	Issue Date	Required Date	Blanket PO#	Ship To Location
77773	TK8XLHLens	6720	6720	1/10/2023	1/19/2023	262315-03164-5010-01	Innotec Lighting
77774	TK8XRHLens	6720	6720	1/10/2023	1/19/2023	262315-03164-5010-01	Innotec Lighting
	TK8XLHLens	960	960	1/13/2023	2/10/2023	262315-03164-5010-01	Innotec Lighting

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

RAN Code	Part Number	Require	Net Req	Issue Date	Required Date	Blanket PO#	Ship To Location
77773	TK8XLHLens	6720	6720	1/10/2023	1/19/2023	262315-03164-5010-01	Innotec Lighting
77773	TK8XRHLens	6720	6720	1/10/2023	1/19/2023	262315-03164-5010-01	Innotec Lighting
Forecast	TK8XLHLens	960	960	1/13/2023	2/10/2023	262315-03164-5010-01	Innotec Lighting