

Instructions for Vendor Website

Purpose

Instruction on how to access and use NYX Vendor Website

Overview

The vendor website provides an easy and user friendly method for our vendors the ability to perform the following tasks:

- 1) See Planning Schedules
- 2) Create & Send ASNs
- 3) Print Labels
- 4) View Scorecard
- 5) PO Inquiry
- 6) Part Inquiry

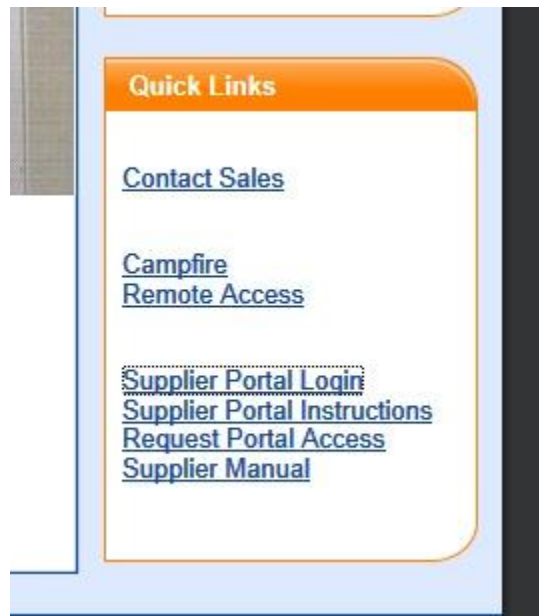
Note: All vendors are required to have IE 8.+ browser, if they don't have it, they may download it from

<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie-8>

To be able to access the supplier portal on the Internet go to the <http://www.nyxinc.com/> website and click on the '**Supplier Portal Login**' link on the right bottom corner of the homepage.

You can also access:

- [Supplier Portal Instructions](#)
- [Request Portal Access](#)
- [Supplier Manual](#)



After Clicking 'Supplier Portal Login', you will reach the signon screen.

Enter the user ID and password provided to you by your buyer/planner.

Note: User IDs and passwords are case sensitive.

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1. To view the releases click on the Planning Schedules tab on the toolbar at the top of the screen. The following screen view will appear:

Planning Schedules

Listed below are your current planning schedules. Please select the type of schedule to view from the drop-down list box or click the **View** button to view the details. You can also click the **Download** button to download the schedule into an Excel spreadsheet.

Schedule Type:

	Release Number	Date	Purpose Code	Excel
<input type="button" value="View"/>	2013017	2013-01-17	05 Replace	<input type="button" value="Download"/>
<input type="button" value="View"/>	2013014	2013-01-14	04 Update	<input type="button" value="Download"/>
<input type="button" value="View"/>	2013007	2013-01-07	04 Update	<input type="button" value="Download"/>
<input type="button" value="View"/>	2013002	2013-01-02	05 Replace	<input type="button" value="Download"/>
<input type="button" value="View"/>	2012352	2012-12-17	05 Replace	<input type="button" value="Download"/>

Results per Page:

Click on *View* to view your releases (you can also print or download a release from this screen).

2. Creating/Sending ASNs:

- a) Click on the *ASN* command button.
- b) Click on the *Create New ASN* button.

View Scorecard | Planning Schedules | **ASN** | PO Inquiry

ASN list | ASN information | ASN Entries | ASN Item | ASN Summary

ASN Start Page

Create New ASN

Unprocessed ASNs

Listed below are your unprocessed ASNs. Click the **Edit ASN** button to modify the respective ASN.

ASN / Packing Slip search: Search Results per Page: 10

ASN Number	Packing Slip	Original Confirmation Date / Time	Current Confirmation Date / Time	
5	5	2006-02-07 09.21.04	2006-02-07 09.21.04	Print Labels
6	6	2006-02-07 09.26.55	2006-02-07 09.26.55	Print Labels

- c) Fill out the *ASN general information* screen. (Instructions in yellow boxes)

ASN General Information

Please complete the following information. Click on one of the tabs above to navigate through the ASN screens.

ASN Number:	<input type="text"/>		
Packing Slip Number:	<input type="text"/> <i>Packing Slip Number and ASN Number will be the same</i>		
Ship Date:	January 1 2013	Ship Time:	14:46:45
Expect Date:	January 17 2013	Expect Time:	14:46:45
SCAC Code:	*None	<i>Select from pull down menus</i>	
Carrier Name:	<input type="text"/>	<i>Enter ONLY if SCAC code can not be found</i>	
Freight Bill Number:	<input type="text"/>	<i>Carrier's PRO number</i>	
Air Bill Number:	<input type="text"/>	<i>Fill out ONLY if expedited material</i>	
Trans. Mode:	<input type="text"/>	<i>Leave blank</i>	
Conveyance/Truck Id:	<input type="text"/>	<i>Truck number from inside trailer</i>	
Equipment Description Type:	<input type="text"/>	<i>Leave these 2 items blank</i>	
Equipment Initial:	<input type="text"/>		
Number of Containers:	<input type="text"/>	<i>Total number of containers in this shipment</i>	
Gross Weight:	<input type="text"/>	<i>Gross Weight in LBS</i>	
Net Weight:	<input type="text"/>	<i>Net Weight in LBS</i>	

d) Once the *ASN Information* screen is filled out, click on the *ASN Entries* button to add individual part information to your ASN (Solarsoft will then display a list of active part numbers for you to update shipment information against, see screen below).



ASN Entries

Listed below are your outstanding purchase orders which can be used to create the ASN.

Auto Complete		Product Id / Description search: <input type="text"/>			Search	Results per Page: 10	
Purchase Order	Release	Item	Product Id	Description	Quantity Outstanding/Units	Quantity to Ship/Units	
1414		1	41600	OS 3385 FN74/D186 BUMPER	0.00 PC	0.00	Update
1414		2	41610	OS D186 RETAINER	0.00 PC	0.00	Update
1414		3	900175	OS KNOB S/D LOCK ROD NEW	0.00 PC	0.00	Update
1414		4	202110	OS 3693 BZL HNDL RH GRAP 7701	0.00 PC	0.00	Update
1414		5	202115	OS 3693 BZL HNDL LH GRAP 7701	0.00 PC	0.00	Update
1414		6	40985	OS 44305 DEW98 ACTUATOR DELRIN	0.00 PC	0.00	Update
1414		7	40990	OS 44307 DEW98 RETAINER	0.00 PC	0.00	Update
1414		8	207030	OS 4446 INR COVER GRAP 7701	0.00 PC	0.00	Update
1414		9	207045	OS 4447 SEAT COVER GRPHT 7701	0.00 PC	0.00	Update
1414		10	207060	OS 4448 OUTER COVER GRAP 7701	0.00 PC	0.00	Update
Next Page							

e) Click on the Update button next to the part(s) you have shipped, (click on the Next Page button to view more) and fill out the required information.

ASN list	ASN information	ASN Entries	ASN Item	ASN Summary
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ASN Item

Please enter the following information and click the save button.

Purchase Order Number:

Release Number:

Item Number:

Part:

Quantity Outstanding:

Quantity to Ship:

UPC Code:

CUM Quantity:

Number of Containers:

Container Code:

Click the "SAVE" button to save details, or you may delete details entered in error

f) On clicking on save you will reach the following screen:

ASN list	ASN information	ASN Entries	ASN Item	ASN Summary
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To modify the information, please use one of the following buttons.

[Edit ASN Item](#) [New Sub-detail](#)

Sub-details

Results per Page: 10

[Sequence](#) [Quantity](#)

ASN Item

Purchase Order Number: 2699

Release Number:

Item Number: 1

Part: 403627

Quantity Outstanding: 211500.00000 PIECE FORD,SOME LEAR EDI U

Quantity to Ship: 200.00000 PIECE FORD,SOME LEAR EDI UOFM

Sub Detail Quantity: .00000

UPC Code:

CUM Quantity:

Number of Containers: 5

Container Code:

g) Click on the New Sub-detail button to add details to each container/box.

You will see a screen like shown below. You can add a new sub-detail for each container/box with the quantity and lot# for that container/box or add one single sub-detail for the whole quantity. This step is required for information for label printing and for lot# information if lot#s are being used.

The add sub-detail screen cannot be by passed. You can add just one sub-detail with the Total qty, if no unique lot# information is required with every container/box, and the system will automatically calculate how many container/box labels required depending on the standard pack size.

For example if you are sending a qty of 5000 for a part with standard pack 2000, you can either make the following 3 subdetails:

- 1) 2000
- 2) 2000
- 3) 1000

or just make one sub-detail:

- 1) 5000
- 2) and the system will itself generate 3 labels with different serial numbers with the following quantities – 2000, 2000, 1000.

Edit ASN Item
New Sub-detail

Sub-details

Results per Page:

Sequence	Quantity	
1	40.00000	<input type="button" value="Edit"/>
2	60.00000	<input type="button" value="Edit"/>
3	100.00000	<input type="button" value="Edit"/>

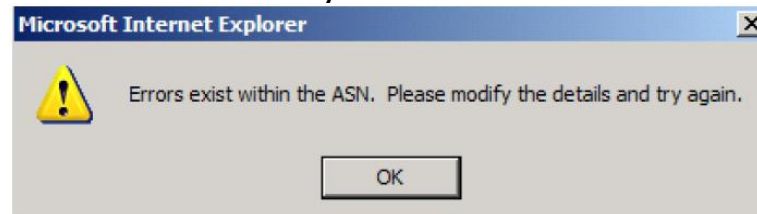
Sequence:

Quantity:

Lot Number:

h) Once ALL part numbers for this shipment have been updated and saved and sub-details have been included, click on the *ASN Summary* button. CMS will now display a summary of your ASN and allow you to CONFIRM it or repeat the above steps to change/update the existing ASN.

Note: If the total quantity from the sub-details of a part does not match the total quantity for that part you will be prompted with an error that says:



In such a situation you need to go back to the part and update the sub-detail information by editing/deleting some of the existing sub-details or adding new sub-details so that the total quantity from the sub-details is the actual total quantity for that part, not less than or more than the total.

- i) Click on *CONFIRM ASN* to save the ASN. This takes you back to the ASN start page screen displaying the new ASN in the list of unprocessed ASNs.

ASN list	ASN information	ASN Entries	ASN Item	ASN Summary
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ASN Summary

Listed below is a summary of your ASN. To confirm the ASN, press the **Confirm ASN** button.

Confirm ASN



Supplier:	APPAPPLIED PLASTICS
ASN Number:	123456
Packing Slip:	123456
Ship Date/Time:	2003-02-1 22:38:25
Expect Date/Time:	2003-02-1 22:38:25
SCAC Code:	JTWR
Carrier Name:	DFASDF
Freight Bill:	123124
Air Bill:	
Transportation Mode:	GG
Equipment Type:	TL
Container Code:	
Number of Containers:	1.00
Gross Weight:	100.00
Net Weight:	99.00

Purchase Order	Release Number	Item Number	Part	Description	Ship Quantity	UPC Code	CUM Quantity	Number of Containers	Container Code
1414		1	41600	OS 3385 FN74/D186 BUMPER	100.00	PC	.00	1.00	062

3. To print labels for a part click on the *Print Labels* button next to the part.

ASN Start Page

Create New ASN

Unprocessed ASNs

Listed below are your unprocessed ASN's. Click the **Edit ASN** button to modify the respective ASN.

ASN / Packing Slip search: Search Results per Page: 10 ▼

ASN Number	Packing Slip	Original Confirmation Date / Time		Current Confirmation Date / Time		
5	5	2006-02-07	09.21.04	2006-02-07	09.21.04	Print Labels
6	6	2006-02-07	09.26.55	2006-02-07	09.26.55	Print Labels
8	8	2006-02-08	13.15.22	2006-02-08	13.15.22	Print Labels

This takes you to the ASN summary screen from where you can print all labels together with just one click or every label individually as shown below.

Note: You need to have a Zebra (eg. Zebra 105Se, Zebra S600) label printer installed to the computer that you are printing labels from. It should work with all zebra printers but if you are facing any problems or want to know the exact model you can contact NYX tech support by emailing to helpdesk@nyxinc.com.

Print All Labels	
Supplier:	PPIPIONEER PLASTIC INC.
ASN Number:	8
Packing Slip	8
Ship Date/Time:	2006-02-08 11:32:54
Expect Date/Time:	2006-02-08 11:32:54
SCAC Code:	AFSI
Carrier Name:	
Freight Bill:	
Air Bill:	
Transportation Mode:	
Equipment Type:	
Container Code:	
Number of Containers:	.00
Gross Weight:	90.00
Net Weight:	90.00

Purchase Order	Release Number	Item Number	Part	Description	Ship Quantity	UPC Code	CUM Quantity	Number of Containers	Container Code
2699		1	403627	OS 5276 CUP HOLDER INSERT - FR 200.00 PC			.00	5.00	

[Print Labels for Part](#)

Sub-details

Seq Number	Serial Number	Quantity	Lot Number
1		40.00	
2		60.00	
3		100.00	

Serial Labels

Serial Number	
765756	Print Label
765757	Print Label
765758	Print Label

ASNs appear under the unprocessed list until they have been accepted by NYX after receiving the shipment. So you can reprint the same labels again if required. Once the ASNs are processed from our end they disappear from the website.

4. View Scorecard - shows the vendor's rating with NYX.

Vendor Scorecard

Listed below are your Scorecards. Please click the **View** button to view the details.

	Start Date	Percent	Rating	Score
View	2012-11-01	100.0000		0
View	2012-10-01	50.0000		0

Results per Page: 05 ▼

The following page will show an example of an actual Vendor Scorecard:

Overall Performance	100.0000%		
Quality Performance	100.0000%		
		Current Period	Rolling Information
Quantity Received:		2808.00000	2808.00000
Quantity Defective:		.00000	.00000
Quantity Accepted:		2808.00000	2808.00000
Parts per Million:		0	0
Accepted Percentage:		100.0000	100.0000
Delivery Performance	100.0000%		
		Current Period	Rolling Information
Quantity Received:		2808.00000	2808.00000
Quantity Missed:		.00000	.00000
Number of Shipments Received:		4	4
Number of Shipments Missed:		0	0
Shipment Percentage:		100.0000	100.0000
Competitiveness			Current Period
Quality Concern	100.0000%		
		Current Period	Rolling Information
qc concern		100.0000	50.0000
Responsiveness	100.0000%		
		Current Period	Rolling Information
Responsiveness		100.0000	50.0000
Customer Service			Current Period
Spills	100.0000%		
		Current Period	Rolling Information
Spills		100.0000	50.0000
Technology			Current Period

Document# :

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Approved by: Andrew Fritch

5. PO Inquiry- shows details of NYX current or complete purchase orders with the vendors.

Purchase Order Inquiry

Listed below are your purchase orders. Please click on the **View** button to view the details.

Display Purchase Order Number from:

Purchase Order Number	Order Date	Order Type	Status	Open ASN
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Results per Page:

6. Part Inquiry – shows Part details.

Listed below is inventory status of parts you supply to us.

Supplier Item Number from:

Supplier Item Number	Description	Quantity on Hand	Unit	Quantity on Order	Quantity in Transit	Last Receipt	Last Receipt Date
C48701	TZ5A PLATE FRT SIDE OUT RH	276.00000	EA	5700.00000	.00000	181766	2012-11-21
C48702	TZ5A PLATE FRT SIDE OUT LH	298.00000	EA	5659.00000	.00000	181766	2012-11-21
C48703	TZ5A PLATE RR SIDE OUT RH	291.00000	EA	5600.00000	.00000	181766	2012-11-21
C48704	TZ5A PLATE RR SIDE OUT LH	300.00000	EA	5727.00000	.00000	181766	2012-11-21
20986847	900 C PLR LOWER ASM RH 830K	1322.00000	PC	1600.00000	.00000		

Results per Page: