

USUI

Virginia Plant



WebEDI Manual

How to Use the WebEDI via Supplier Portal

Revision 00 – October 2013

Log in to WebEDI via PLEX Supplier Portal

This is a manual aimed at suppliers of Usui International that are using the web based application PLEX WebEDI. The purpose of the manual is to describe how to log in and use the WebEDI via the Usui International PLEX Supplier Portal.

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General

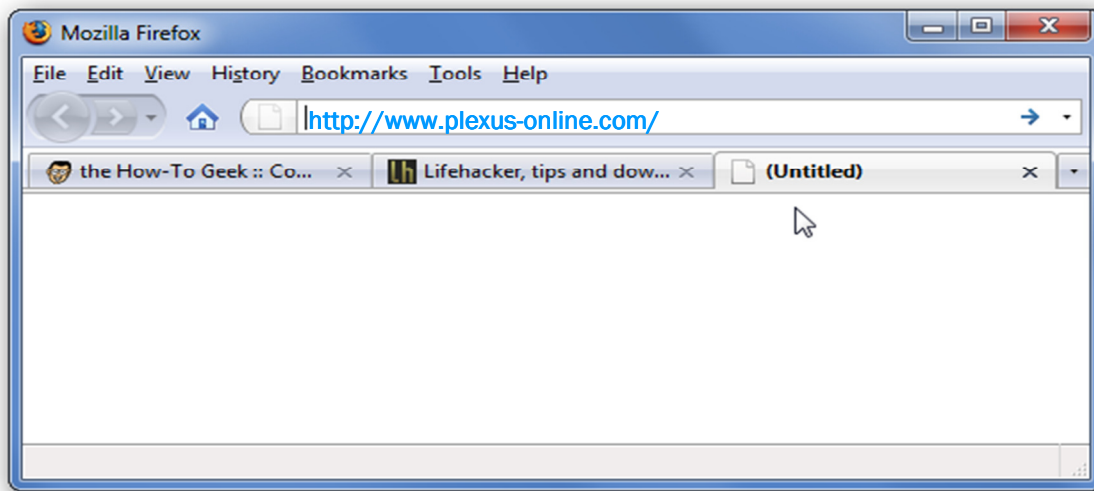
This manual describes how to log in to WebEDI via the Usui International PLEX Supplier Portal.

User Support

For user support concerning the Usui International PLEX Supplier Portal please contact your customer service representative via email or by calling 757-558-7300.

Supplier Portal Log In Procedure

To reach the log in window for the PLEX supplier portal, open your internet browser and type <http://www.plexus-online.com> in the address field and either press enter or click on the corresponding button in the browser (illustrated in picture 1)



Picture 1 – Address in Browser

Once the log in window has been opened the interface in picture 2 will be displayed.

To Log In

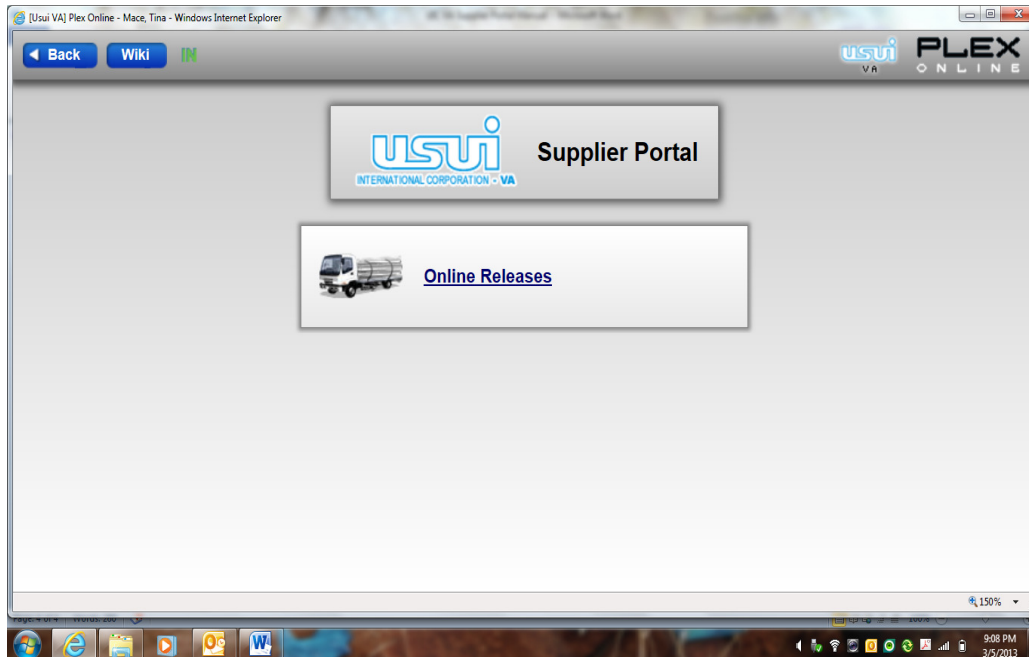
Fill in your User ID and password in the corresponding fields and click on the button marked “Login” (See picture 2)



Picture 2 – Log In Window

To Open WebEDI

Once you are logged in to the supplier portal, click on the “Online Releases” menu node to gain access to supplier releases.

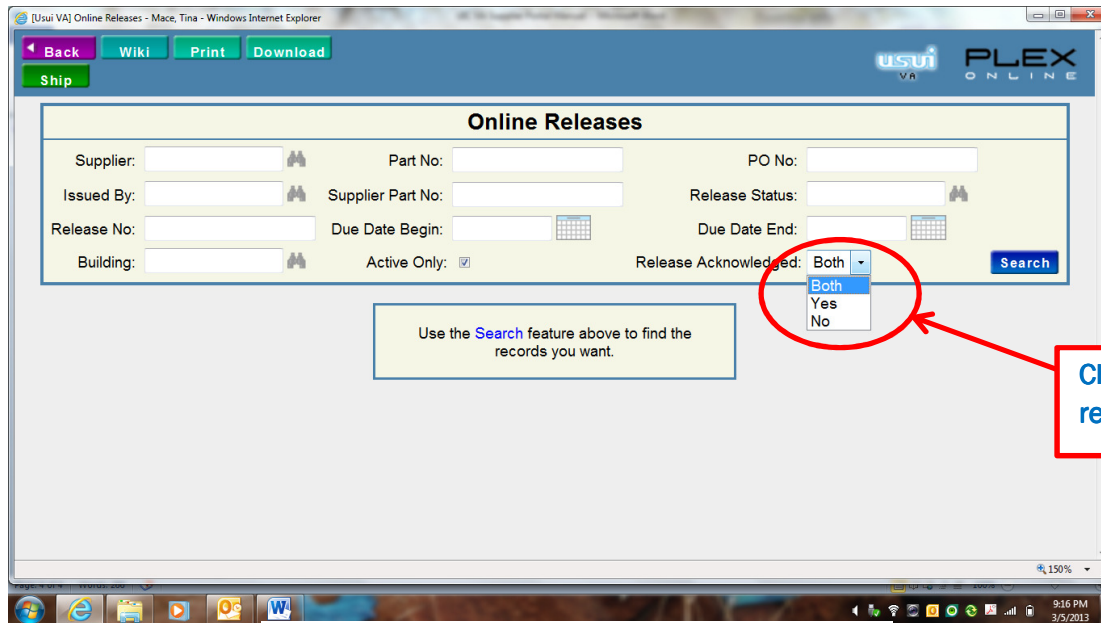


Picture 3 – Online Releases Menu

Once you have accessed the Online Releases, from the next screen (picture 4) you will be able to access all releases. It is the supplier's responsibility to review and acknowledge all releases. The supplier must review the supplier portal daily after 10:00am to review and acknowledge all releases.

Online Releases

Online releases can be accessed by filling in the fields as illustrated in picture 4.



USUI VA Online Releases - Mace, Tina - Windows Internet Explorer

Back Wiki Print Download Ship

USUI VA PLEX ONLINE

Online Releases

Supplier: Part No: PO No:

Issued By: Supplier Part No: Release Status:

Release No: Due Date Begin: Due Date End:

Building: Active Only: ☒ Release Acknowledged: Search

Both
Yes
No

Use the Search feature above to find the records you want.

Choose type of release to review

Picture 4 – Supplier Online Release Screen

The supplier also has the option to look at releases by date, part number, release number, as well as the PO No. All can be filtered by filling in the appropriate fields in the above screen.

Acknowledging Releases, Additions, Changes and Notes

Start by filling in your Supplier Code and choosing “NO” for “Release Acknowledged”. (Picture 4) The screen will then show all releases that have not been acknowledged. Once the releases appear on the screen click the box under the acknowledge column to acknowledge the release. You may also click the green check mark within the column heading to acknowledge all at once. A note column is also provided for the supplier. Notes may be entered by clicking on the miniature asterisk (*) in the supplier note column. (Illustrated in picture 5)

The screenshot shows the 'Online Releases' interface in a web browser. At the top, there are search filters: Supplier (Usui), Part No., PO No., Issued By, Supplier Part No., Release Status, Release No., Due Date Begin, Due Date End, and Building. A dropdown menu for 'Release Acknowledged' is set to 'No'. Below the filters is a table of releases with columns: PO No., PO Status, Supplier Code, Material Code or Part-Revision, Supplier Part No., Planner, Description, Standard Pack Qty, Doc, Last Recd Date, Last, Balance, Ship Date, Release Acknowledge, Due Date, Supplier Note, Quantity, and Online Labeling. Annotations include: 'Acknowledgment box' pointing to the 'Release Acknowledge' column, 'Mini. Asterisk' pointing to the asterisk icon in the 'Supplier Note' column, and 'Generate Shipping Label' pointing to the 'Online Labeling' column.

PO No.	PO Status	Supplier Code	Material Code or Part-Revision	Supplier Part No.	Planner	Description	Standard Pack Qty	Doc	Last Recd Date	Last	Balance	Ship Date	Release Acknowledge	Due Date	Supplier Note	Quantity	Online Labeling				
VA-000181	On Order	Usui	12839097	12839097		FUEL TUBE	0	0	3/4/13	1,000 \$/pc	14,000 \$/pc	17	8627	Firm	3,500 \$/pc	0 \$/pc	3,500 \$/pc	3/13/13		0	Label and Ship
VA-000181	On Order	Usui	203GC4383AMST	203GC4383MST-2		FUEL TUBE	0	0	3/4/13	1,140 \$/pc	12,960 \$/pc	16	8628	Firm	4,320 \$/pc	0 \$/pc	4,320 \$/pc	4/22/13		0	Label and Ship
VA-000181	On Order	Usui	2898812	2898812		NUT	0	0	12/18/12	100 \$/pc	150 \$/pc	3	8627	Firm	10 \$/pc	0 \$/pc	10 \$/pc	4/22/13		0	Label and Ship
VA-000181	On Order	Usui	4070052MT	4070052MT		FUEL TUBE	0	0	2/12/13	800 \$/pc	4,800 \$/pc	14	8625	Partial	10 \$/pc	0 \$/pc	10 \$/pc	3/7/13		0	Label and Ship
VA-000181	On Order	Usui	135BW0181800V	5257774		NUT(STAINLESS STEEL)	0	0	2/21/13	3,000 \$/pc	18,000 \$/pc	8	8625	Firm	1,000 \$/pc	0 \$/pc	1,000 \$/pc	3/25/13		0	Label and Ship
VA-000181	On Order	Usui	3943109	034A30135301		NUT(STAINLESS STEEL)	3000	0	2/21/13	3,000 \$/pc	18,000 \$/pc	8	8622	Firm	1,000 \$/pc	0 \$/pc	1,000 \$/pc	3/25/13		0	Label and Ship
VA-000181	On Order	Usui	ATK08239	12839093-ST2		Pipe	1000	0	3/4/13	1,100 \$/pc	22,700 \$/pc	22	8628	Firm	1,000 \$/pc	0 \$/pc	1,000 \$/pc	3/25/13		0	Label and Ship
VA-000181	On Order	Usui	12839101	12839101		FUEL TUBE	0	0	2/25/13	240 \$/pc	480 \$/pc	10	8631	Firm	240 \$/pc	0 \$/pc	240 \$/pc	5/27/13		0	Label and Ship
VA-000181	On Order	Usui	3906099-2S	3906099-2S		NUT	0	0	2/27/13	10,000 \$/pc	20,000 \$/pc	5	8624	Firm	10,000 \$/pc	0 \$/pc	10,000 \$/pc	4/22/13		0	Label and Ship
VA-000181	On Order	Usui	3906099-4G	3906099-4G		NUT	0	0	2/18/13	1,000 \$/pc	4,000 \$/pc	4	8624	Firm	2,000 \$/pc	0 \$/pc	2,000 \$/pc	3/11/13		0	Label and Ship
VA-000181	On Order	Usui	3942597R1	608431877400		BRACKET	0	0	2/28/13	8,000 \$/pc	25,000 \$/pc	1	8624	Partial	5,000 \$/pc	5,000 \$/pc	0 \$/pc	2/18/13		0	Label and Ship
VA-000181	On Order	Usui	3940164	3940164		FUEL TUBE	0	0	2/25/13	0 \$/pc	0 \$/pc	1	8624	Firm	4,000 \$/pc	0 \$/pc	4,000 \$/pc	3/4/13		0	Label and Ship
VA-000181	On Order	Usui	3921313	3921313		PASSTHRU	0	0	0 \$/pc	0 \$/pc	0 \$/pc	3	8624	Firm	40 \$/pc	0 \$/pc	40 \$/pc	4/1/13		0	Label and Ship
VA-000181	On Order	Usui	4924580	12093037SW		FUEL TUBE	0	0	0 \$/pc	0 \$/pc	0 \$/pc	3	8624	Firm	300 \$/pc	0 \$/pc	300 \$/pc	4/22/13		0	Label and Ship

Picture 5 – Supplier Online Release Screen

Once the releases are acknowledged the system will generate an automated notification letting the UIC Material Planner and Manager know that the release has been acknowledged by the supplier. **NOTE: New releases will be submitted no later than close of business every Wednesday. If Usui should need to add additional releases after this time the supplier will be notified by email. All suppliers are responsible for acknowledging all releases by close of business the following Friday.**

Printing Labels for Shipment

Labels must be printed via the supplier once the product is ready to ship. (Picture 5) Labels cannot be printed unless the release is in firm status, (Picture 6)

The screenshot shows the 'Online Releases' screen in a web browser. At the top, there are navigation buttons: Back, View, Print, Download, Ship, Acknowledge Selected, and Acknowledge All. Below these is a search form with fields for Supplier (Usui), Part No. (130B301444G5), PO No., Issued By, Supplier Part No., Release Status, Release No., Due Date Begin, Due Date End, Building, Active Only (checked), and Release Acknowledged (Both). A 'Search' button is at the bottom right of the form.

Below the search form is a table with the following columns: PO No, PO Status, Supplier Code, Material Code or Part-Revision, Supplier Part No, Planner, Description, Standard Pack Qty, Last Receipt Date, Last Receipt Quantity, Total Received, Release No, Release Note, Release Status, Quantity, Received Quantity, Balance, Ship Date, Release Acknowledge, Due Date, Supplier Note, and a 'Label and Ship' link. The table contains 14 rows of data, with the first row highlighted in blue. The 'Release Status' column shows 'Firm' for all rows. The 'Label and Ship' link is located at the bottom right of the table.

Two red boxes with arrows point to specific elements: one labeled 'Firm Order' points to the 'Firm' status in the 'Release Status' column, and another labeled 'Label Access' points to the 'Label and Ship' link.

Picture 6 – Supplier Online Release Screen

When product is ready for shipment you must click on the link “Label and Ship”. This will bring you to the “Add Inventory” screen. Supplier must fill in the following information:

PO No:

Tracking no.

Quantity per Container

No. of Containers.

Once this information is filled in please click on the green “Add” button at the top of the screen.
 (See Picture 7) This will generate the shipping label. Labels can only be printed on Zebra printers supporting ZPL (Zebra Programming Language) – label size is a minimum 4” x 3”.

The screenshot shows a web browser window titled "[Usui VA] Add Inventory - Beyer, Marty - Windows Internet Explorer". The page has a blue header with "usui VA" and "PLEX ONLINE" logos. Below the header are buttons for "Back", "Wiki", "Add", and "Done". The main content area is titled "Add Inventory" and contains the following fields:

- Part No.: 138B301444G5
- Manufacturer Part: (empty)
- Description: NUT(STAINLESS STEEL)
- Supplier Part No: (empty)
- Operation: Receive PC
- Status: Supplier Label
- PO No: VA-000181 (dropdown menu)
- Tracking No: Japan - Lot No. (dropdown menu)
- Quantity per Container: 1000 units
- No. of Containers: 3
- Note: (empty text area)

A red oval is drawn around the Status, PO No, and Tracking No fields.

Picture 7 – Add Inventory Screen

Continue to add until all parts that need labeled are complete. Once all are labeled follow steps to Creating the Shipper and BOL.

Creating the Shipper and BOL

After you create your last label for the shipment then click the **DONE** button located at the top of the screen. This will bring you to the BOL screen. As the supplier, you may opt to fill in the **Supplier Serial number (optional)**, next check the items that are to be included in the shipment and then click on the **SHIP** button located at the top of the screen. (See Picture 8)

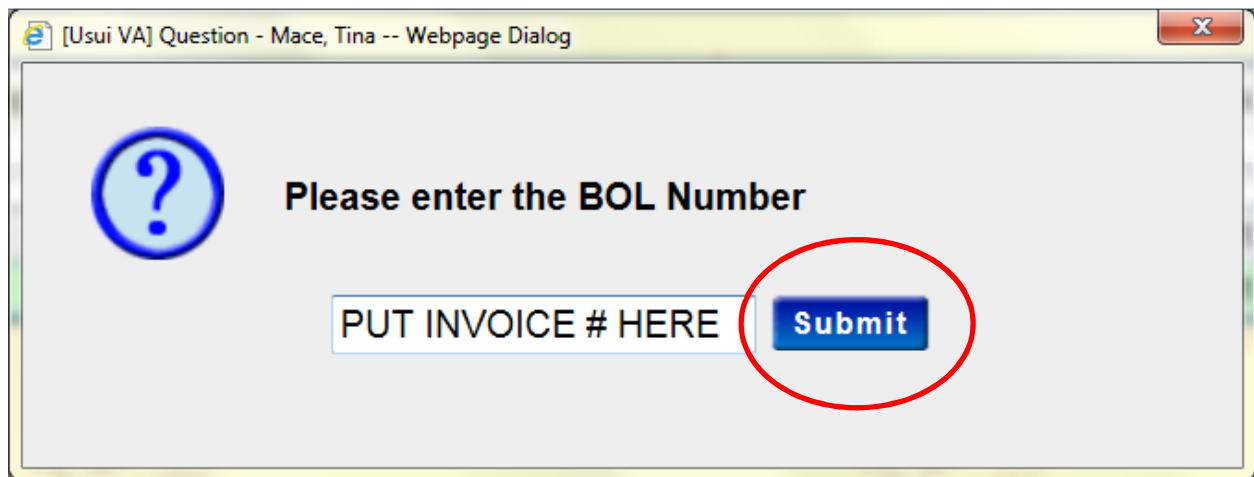
Click on SHIP when all items have been selected.

Check items to be shipped.


Part/Matl	PO No	Supplier Name	Supplier Serial No	Tracking No	Serial No	Containers	Quantity	Weight	Added	
135B301424G2-	VA-000181-6	Usui Kokusai Sangyo Kaisha, Ltd.			S611011	1	1,000	453.59	Mace, Tina 6/17/13	<input checked="" type="checkbox"/>
Part SubTotal							1	1,000	453.59	
Receipt Total							1	1,000	453.59	Print Ticked Labels

Picture 8 – BOL Screen

Once you have clicked on the ship button your screen will move to the final stage of the BOL. At this screen, (see Picture 9), enter the BOL/Shipper number. This number should be the same number that will be used as the customer invoice number. Once the invoice number has been entered then click on **Submit**.



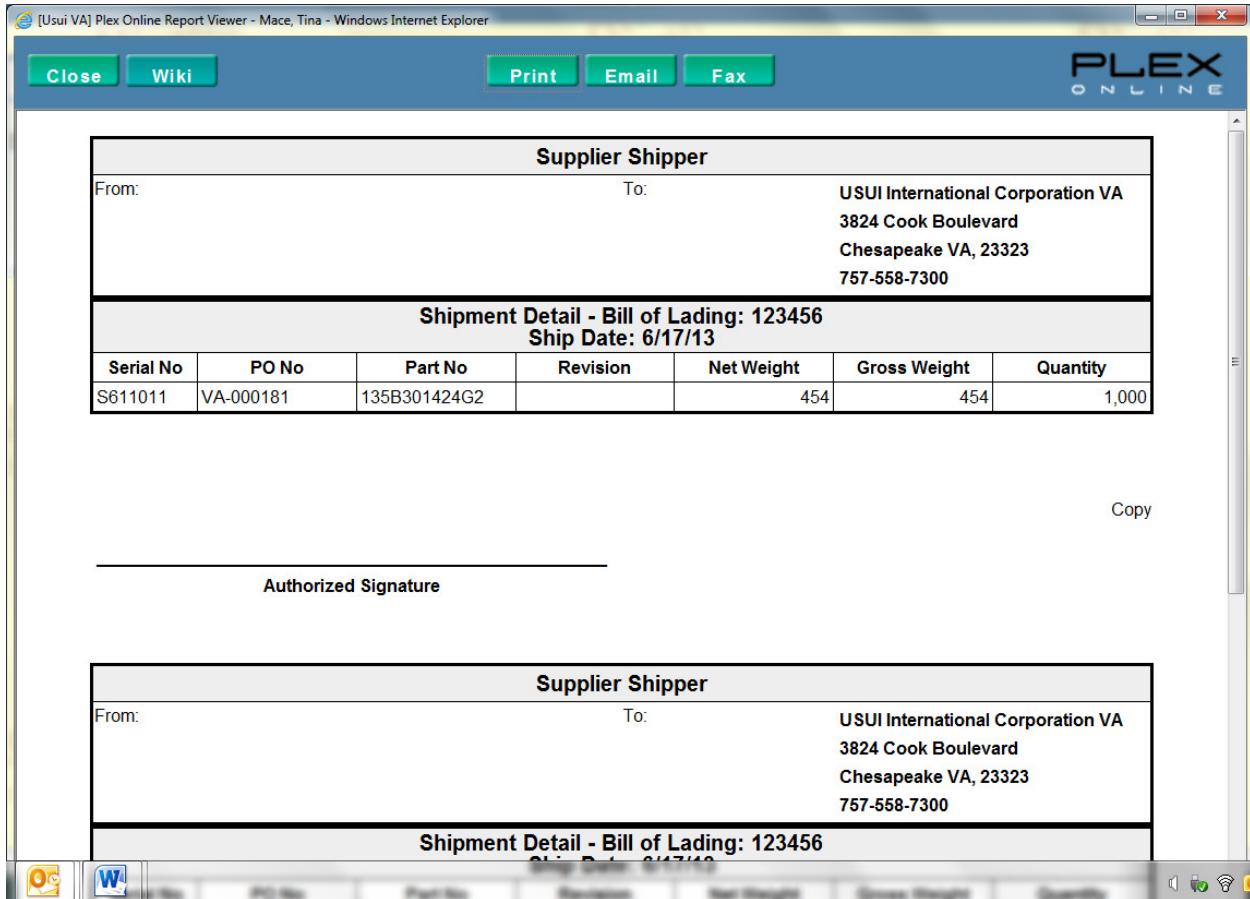
[Usui VA] Question - Mace, Tina -- Webpage Dialog

 Please enter the BOL Number

PUT INVOICE # HERE

Picture 9 – BOL Number Screen

The Supplier Shipper will now generate. See picture 10.



Close Wiki Print Email Fax PLEX ONLINE

Supplier Shipper

From: To: USUI International Corporation VA
3824 Cook Boulevard
Chesapeake VA, 23323
757-558-7300

Shipment Detail - Bill of Lading: 123456
Ship Date: 6/17/13

Serial No	PO No	Part No	Revision	Net Weight	Gross Weight	Quantity
S611011	VA-000181	135B301424G2		454	454	1,000

Copy

Authorized Signature

Supplier Shipper

From: To: USUI International Corporation VA
3824 Cook Boulevard
Chesapeake VA, 23323
757-558-7300

Shipment Detail - Bill of Lading: 123456
Ship Date: 6/17/13

Picture 10 – Supplier Shipper

The supplier shipper should be printed and attached to the shipment. This document will be used at the time of receipt at Usui. Once the supplier shipper is printed an ASN is automatically generated and entered into Usui's ERP system.



User Support

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