

Lacks SupplyWEB Navigation and General Information

5.0 Lacks SupplyWEB Portal

The Lacks SupplyWEB portal can be accessed with the following URL:

<http://www.lacks-SupplyWEB.com>

Browser-Requirements

Mind that for proper usage of SupplyWEB the following requirements need to be satisfied:

- Internet Explorer from Version 6.0 and higher is the only browser that is completely supported. (Firefox and other browsers are not supported for all the functions)
- Java and JavaScript has to be activated
- Adobe Reader 6.0 or higher installed
- Popup-Blocker needs to be deactivated when using SupplyWEB.

SupplyWEB Login

 be enterprising









A Lacks Enterprises Company

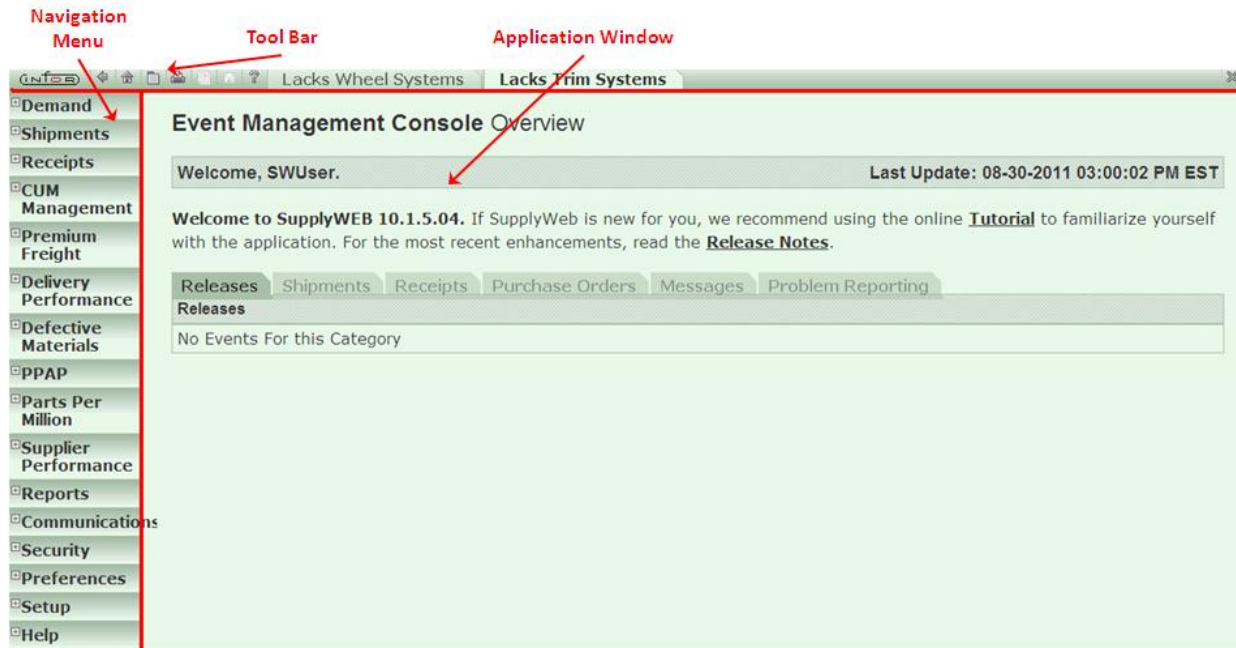
 **Welcome to Lacks Enterprises Production Supply Web System.**

Login	News	Tips	Links
<p>Username</p> <input style="width: 100%;" type="text"/> <p>Password</p> <input style="width: 100%;" type="password"/> <p>Language</p> <div style="border: 1px solid black; padding: 2px;"> English ▼ </div> <p style="margin-top: 10px;"> <input type="button" value="Login"/> <input type="button" value="Register"/> </p>		<p>The SupplyWEB online help contains step-by-step instruction and explanations of SupplyWEB components.</p> <p>To access the help, click "?" on the application's navigation bar.</p>	<p>www.infor.com</p>








	<p>Please enter user login credentials provided by Lacks. If this information was not provided, contact SupplyWEB administrator within the user's organization. If the administrator requires this information, contact appropriate Lacks Personnel.</p>
	<p>Pop up blocker must be disabled on the browser in order to login to the site.</p>

5.1 Navigating SupplyWEB

SupplyWEB has three main sections to the screen that will be utilized.



The top bar has several useful functions that are available within most screens. An overview of the buttons and their descriptions are provided below (on the screen, at the top, from left to right):

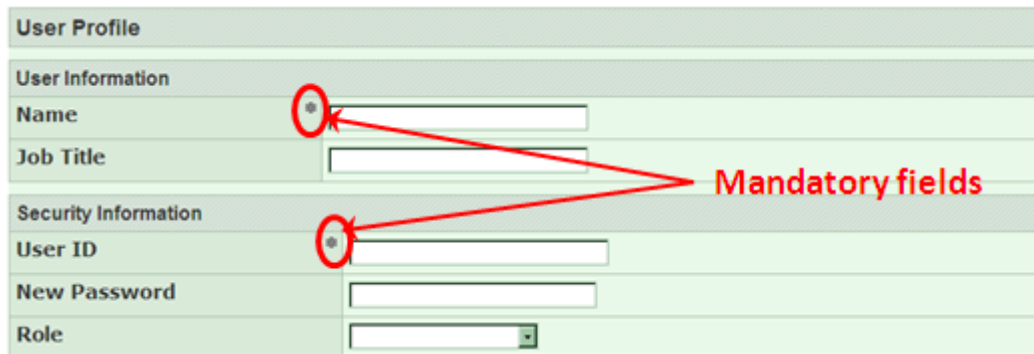
	Back Arrow	Returns to previous page viewed.
	Home	Displays the SupplyWEB home page (Your EM Console)
	Menu	Displays or hides the navigating Menu.
	Print	Prints the current view. This will not include the navigator view.
	PDF	Option Not available
	Save	Option Not available
	Help	Displays a new window containing help for SupplyWEB.

5.2 SupplyWEB Conventions

Throughout SupplyWEB there are several standard conventions to be aware of the following:

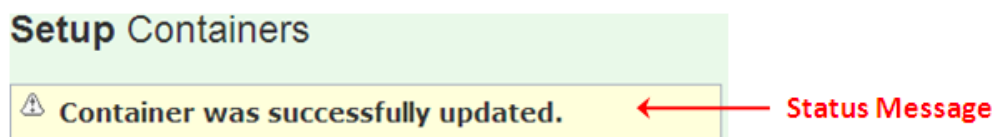
5.2.1 Mandatory Fields:

All fields that are indicated with an asterix must have information entered in order to proceed. If this information is not provided in a mandatory field, a status message notification will display, when attempting to proceed. For example:



The screenshot shows a 'User Profile' form with two sections: 'User Information' and 'Security Information'. In the 'User Information' section, the 'Name' field has an asterisk (*) next to it. In the 'Security Information' section, the 'User ID' field has an asterisk (*) next to it. Red circles are drawn around these asterisks, and red arrows point from a label 'Mandatory fields' to both circles. Other fields include 'Job Title', 'New Password', and 'Role'.

5.2.2 Status Messages:

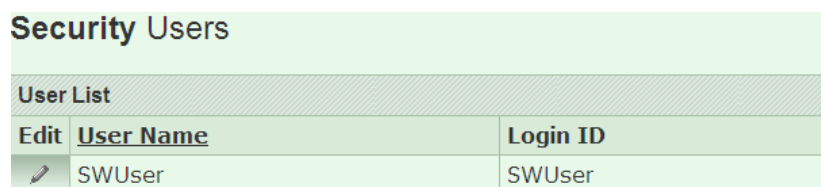


Information and status messages will appear at the top of the application area relating to the task being performed. These messages can refer to informational notifications, success, or problems with the task.


Eyeglasses icon :

The eyeglass icon indicates that there are additional details that can be viewed (read only).

5.2.3 Pencil icon :



The screenshot shows a 'Security Users' table with a 'User List' header. The table has three columns: 'Edit', 'User Name', and 'Login ID'. The first row contains a pencil icon in the 'Edit' column, 'SWUser' in the 'User Name' column, and 'SWUser' in the 'Login ID' column.

Edit	User Name	Login ID
	SWUser	SWUser

The pencil icon indicates that the user can edit the displayed information.

5.3 First Steps

The following is a short summary of the most important steps and configurations that must be completed by the Supplier before using SupplyWEB. These will be explained in more detail in the following chapters.

5.3.1 User Profile (optional – has already been created during the registration).

The user can change password, email address, language as well as other basic settings.

5.3.2 EMC Console (optional, but highly recommended)

On the start page (or home page) following the login, the user can view relevant information, such as due shipments, unviewed releases, parts due within 7 days etc.

5.3.3 Alerting (optional but highly recommended):

The user can set up automatic alerting via email on certain events, such as new parts added, changes of demand, ASN creation, etc.

5.3.4 Barcode Label Layout:

Required for usage of labels.

5.3.5 Label Templates:

Required for usage of labels.

5.3.6 Containers:

The user can add Supplier information to the container item code.

5.3.7 Part Maintenance:

Required for usage of packaging information for ASNs, definition of packaging templates for parts, etc. Packaging will consist of master container, detail container, and additional packaging. An example would be sample packs for engineering trial.

5.4 Your User Profile:

When the user or the admin created the user account, the user was assigned a login ID and password. This information is stored in the **Preferences→Edit User Profile**

with other personal preferences, such as date format and color theme. The user can update these settings in the profile in order to customize the application.

Preferences User Profile			
User Profile			
User Information			
Name *	<input type="text" value="SWUser"/>		
Job Title	<input type="text" value="SW User"/>		
Security Information			
User ID	SWUser	Admin Current Password *	<input type="text"/>
New Password	<input type="text"/>	Confirm New Password	<input type="text"/>
User Preferences			
Date Format	<input type="text" value="MM-dd-yyyy hh:mm:ss a zzz"/>	Theme	<input type="text" value="Mercury"/>
Language	<input type="text" value="English"/>	Number Format	<input type="text" value="## ###.00"/>
Default Customer	<input type="text" value="Lacks Wheel Systems"/>		
Contact Information			
Address	<input type="text" value="1111 No Name Street"/>	Work Phone	<input type="text"/>
	<input type="text"/>	Home Phone	<input type="text"/>
	<input type="text"/>	Cellular Phone	<input type="text"/>
City	<input type="text" value="No Name city"/>	Pager	<input type="text"/>
Country	<input type="text" value="UNITED STATES"/>	Fax	<input type="text"/>
State/Province	<input type="text" value="Michigan"/>	Work Email *	<input type="text" value="swuser@swsupplier.com"/>
Postal Code	<input type="text" value="49512"/>	Home Email	<input type="text"/>
Time Zone	<input type="text" value="(GMT-05:00) Eastern Standard Time : EST"/>		
<input type="button" value="Submit"/>			

5.5 Event Management Console (EMC)

The home page screen that appears when logged into SupplyWEB is entitled, Event Management Console. Through this screen, the user can quickly view shipment, releases, Problem Reporting and other statistics and exceptions.

Event Management Console Overview	
Welcome, SWUser.	Last Update: 09-06-2011 09:40:03 AM EST
<p>Welcome to SupplyWEB 10.1.5.04. If SupplyWeb is new for you, we recommend using the online Tutorial to familiarize yourself with the application. For the most recent enhancements, read the Release Notes.</p>	
<p> Releases Shipments Receipts Purchase Orders Messages Problem Reporting </p>	
Releases	
No Events For this Category	

5.5.1 EMC Setup and Configuration

The user can configure the EMC to display to be more conducive to his/her work. The user can choose which events display as priority items, which events display as category items, and the order in which categories are listed. The configuration for the EMC can be found in the navigator under **Preferences->Configure EMC**.

Preferences EMC Configuration

Event Modules

Releases | Purchase Orders | Shipments | Receipts | Messages | Problem Reporting Show All

Edit	Events	Show	Priority
	Past Due	<input type="checkbox"/>	<input type="checkbox"/>
	Due Today	<input type="checkbox"/>	<input type="checkbox"/>
	Due Within 7 Days	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Open Premium Freight Authorizations	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeded Net Change	<input type="checkbox"/>	<input type="checkbox"/>
	SMI Parts Over Maximum Quantity	<input type="checkbox"/>	<input type="checkbox"/>
	SMI Parts Under Minimum Quantity	<input type="checkbox"/>	<input type="checkbox"/>
	Release Unviewed	<input type="checkbox"/>	<input type="checkbox"/>

Positioning

Adjust the EMC layout by selecting the module you'd like to appear in each section of the page.

None | None | None | None | None | None

Submit | Reset

The EMC configuration involves selecting the Events that the user would like to have displayed. Some events may require configuration of limits or tolerances for the events such as percentage releases exceeded net change from a previous week. Please refer to “**5a.0 Supplier Instructions to configure Alerts and EMC in SupplyWEB**” for more details.

5.6 Alerts Configuration

Email alerts keep the user connected to Lacks facilities without needing to login to the application in order to check the status on some of the categories. The user can subscribe to and customize alerts for various events using product groups and tolerance levels. When an event occurs, a message is sent to the email address stored in user’s User Profile. The configuration for Alerts can be found in the navigator under **Preferences→Configure Alerts**. Note that the customization can be made based on modules set for the user’s job requirements.

Contact Information	
User	[S/USer]

Demand Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	New Part
<input checked="" type="checkbox"/>	Requirement Manually Deleted
<input type="checkbox"/>	Requirement Manually Added/Changed
<input type="checkbox"/>	Supplier Net Change Threshold Exceeded
<input type="checkbox"/>	Shipment with Cancelled Schedules
<input type="checkbox"/>	Shippers Adjusted with Fulfillment
<input type="checkbox"/>	New Demand, Shipper ID Not Found

AETC Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	Customer Rejected AETC Request
<input type="checkbox"/>	Customer Accepted AETC Request

Metrics Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	Metrics Published

Premium Freight Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	New Premium Freight Authorization
<input type="checkbox"/>	Premium Freight Authorization Cancelled

DMN Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	DMN Published
<input type="checkbox"/>	DMN Containment Response Required
<input type="checkbox"/>	DMN Corrective Response Required
<input type="checkbox"/>	DMN Containment Response Past Due
<input type="checkbox"/>	DMN Corrective Response Past Due
<input type="checkbox"/>	DMN Containment Response Rejected
<input type="checkbox"/>	DMN Corrective Response Rejected
<input type="checkbox"/>	New Attachment added for previously published DMN

DPR Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	DPR Published
<input type="checkbox"/>	DPR Response Accepted
<input type="checkbox"/>	DPR Response Rejected
<input type="checkbox"/>	DPR Response Past Due
<input type="checkbox"/>	DPR Response Required
<input type="checkbox"/>	New Attachment added for previously published DPR

PPAP Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	PPAP Published

Receipt Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	Receipt Published
<input type="checkbox"/>	Receipt Without Matching ASN
<input type="checkbox"/>	Receipt with Discrepancies

CUM Management Alerts	
Edit	Alert
	Send
<input type="checkbox"/>	CUM Reset
<input type="checkbox"/>	Shipment Adjustment
<input type="checkbox"/>	High Fab Mat change

Alerts can be turned on to receive an email notification when events occur. In conjunction with product groups, the user can also configure the alerts to be sent for specific parts and for some alerts, set an acceptable tolerance level before the event is triggered. The alert message will be sent to the address stored in the user's User Profile. Please refer to "5a.0 Supplier Instructions to configure Alerts and EMC in SupplyWEB" for more details.

5.7 Configuration of Barcode Layout

If the user needs to create labels for dispatching, a layout must first be defined and then the label template can be created. Go to the navigator **Setup**→**Bar Code Label Layouts**. Click "Add" to create a new layout, or click the pencil icon to edit existing information.

Layout Definitions						
Edit	Delete	Layout Name	Height	Width	Labels Per Page	Labels Per Serial
	<input type="checkbox"/>	4x6	4 in	6 in	1	2

Enter the required layout information. Layouts for master and detail containers must be set up. Layout for master and detail must both be set as 4" X 6". The following are

the templates for the master and detail label setup.

Bar code Label Layout Setup		Bar code Label Layout Setup	
Layout Name	4x6	Layout Name	4x6
Unit Of Measure	in	Unit Of Measure	in
Select Label	Master - Lacks_X12-Master	Select Label	Detail - Lacks_X12-Detail
Label Stock Paper Size		Label Stock Paper Size	
Height	4	Height	4
Width	6	Width	6
Label Layout On A Page		Label Layout On A Page	
Top Margin	0	Top Margin	0
Left Margin	0	Left Margin	0
Columns Per Page	1	Columns Per Page	1
Space Between Columns	0	Space Between Columns	0
Rows Per Page	1	Rows Per Page	1
Space Between Rows	0	Space Between Rows	0
Labels To Print Per Serial	2	Labels To Print Per Serial	2
<input type="button" value="Print Preview"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>		<input type="button" value="Print Preview"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

After creation of the layouts, the user must assign them in **Setup→-Label Templates**.

Click “Add” to make a new assignment, or click the pencil icon to modify existing information.

Bar Code Labels					
Label Layouts					
Ship From List					
Edit	Ship From	Facility	Detail	Container Specific	Master
	All Ship Froms	All Facilities	4x6	< Unassigned >	4x6
<input type="button" value="Add"/>					

Assign layouts for master packaging, detail packaging, or container specific.

Setup Label Templates			
Search Criteria			
Ship From		All Ship Froms	
Label Layout Assignment			
Customer Facility	Label Type	Template	Layout
All Facilities	Detail	Lacks_X12-Detail	4x6
All Facilities	Master	Lacks_X12-Master	4x6
Update			

5.8 Containers

Go to **Setup->Containers** to maintain these.



Setup Containers		Setup Containers	
Container Selection		Container Selection	
Container Code	Master Box	Container Code	Detail Box
Customer Container Information		Customer Container Information	
Container Code	Master Box	Container Code	Detail Box
Description	Master Box	Description	Detail Box
Returnable	No	Returnable	No
Additional Container Information		Additional Container Information	
EDI Code		EDI Code	
Tare Weight	5	Tare Weight	0.5
Tare Weight Unit Of Measure	Pounds	Tare Weight Unit Of Measure	Pounds
Update Delete		Update Delete	

Under the “Additional Container Information”, the Supplier can add Supplier specific information or enter tare weight and the unit of measure. However, adding Supplier specific information is not a requirement. If the user would like to enter the Supplier specific information, the container needs to be added first with the “Add” button.

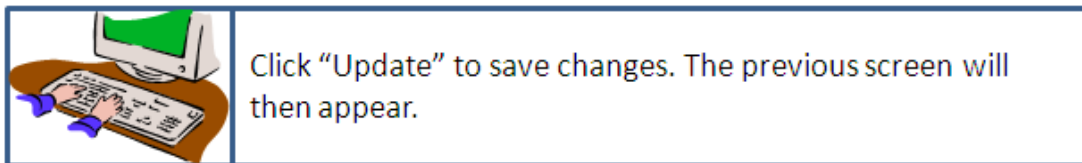
5.9 Part and packaging maintenance

Initially, the parts have to be configured regarding weight and packaging. Go to **Setup→Parts** to enter this information. For each part, the net weight and the unit of measure must be entered.

Setup Parts

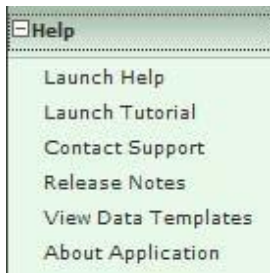
Search Criteria					
Customer Part Number	<input type="text"/>				
Supplier Part Number	<input type="text"/>				
<input type="button" value="Search"/>					
Part List					1 to 2 of 2
Edit	Customer Part	Customer Part Description	Supplier Part	Supplier Part Description	Packaging Defined
	SupplierPart1	Supplier Part number 1	Supplier_Part_number	Description of Supplier Part	
	SupplierPart2	Supplier Part #2	Supplier_Part_2	Description of Supplier part 2	

Click on the pencil icon to modify a specific part.



5.10 Help and Support

For quick SupplyWEB help, click on the "?" icon on the tool bar or the "Help" menu in the navigator on the left of the screen. Utilize the "Help" feature available before contacting the support team.



In the event that assistance is required, refer to the appropriate contact for the following potential problems:

Technical problems such as error messages must be directed to s.madhokar@lackstrim.com and d.willard@lacksenterprises.com.

Problems with the release quantities and release dates should be directed to k.carpenter@lackstrim.com, d.keith@lackstrim.com or s.madhokar@lackstrim.com.

Problems related to CUMMS, past dues reports, and other SupplyWEB related questions, contact s.madhokar@lackstrim.com.

Connectivity issues such as the inability to access the login page must be directed to the user's internal IT department for troubleshooting. If the problem cannot be resolved internally, contact s.madhokar@lackstrim.com or d.willard@lacksenterprises.com for further assistance.

When reporting the problems to Lacks, include all the information required in order to troubleshoot the problem. Include a description of the problem, the user's login name, user's Company name and Vendor code, the Lacks plant being supplied and user's phone contact information.

