



**MOTUS**<sup>TM</sup>  
INTEGRATED TECHNOLOGIES

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# PLEX

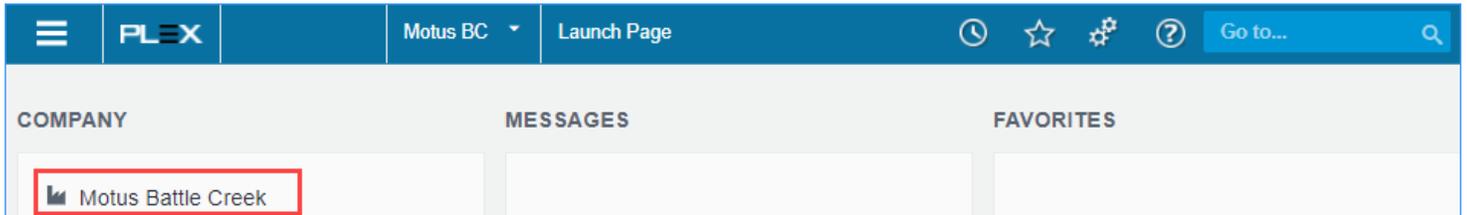
*Supplier Portal Manual*

TABLE OF CONTENTS

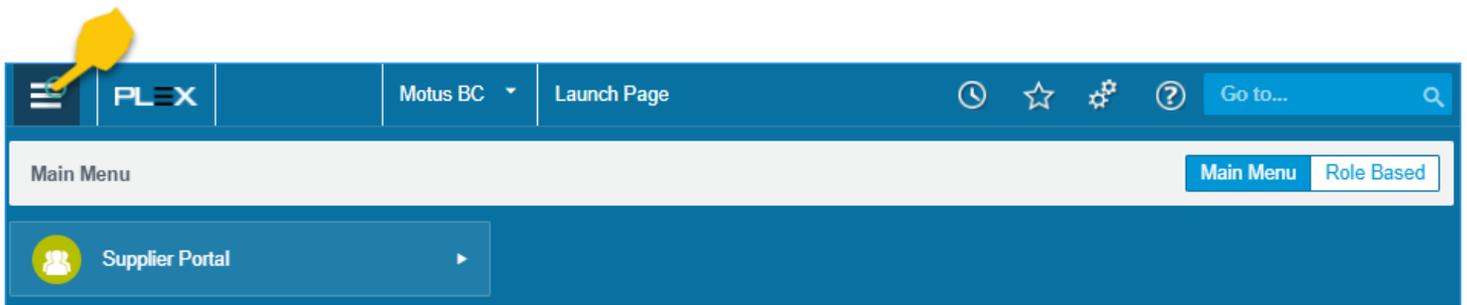
Introduction	3
Purchase Orders & Shipments	3
Plex Component Host	8
Version Control	10

## INTRODUCTION

If you are a supplier that does business with more than one Motus facility, then you will see on the first screen different *Companies* with the names of the plants you have access to. Each plant has an individual database and must be treated as such.



Once you click on the Company you are going to work with you will then click on the three-bar icon in the upper right and access the Supplier Portal.



Once you click on that node, you will be taken to the different set of options you have to interact with our company on different areas.

## PURCHASE ORDERS & SHIPMENTS

To access your purchase order and process shipments using the Supplier Portal you will enter *Requirements and Shipping* from the Supplier Portal and then click *Online Releases to Suppliers* as seen below.



Once in the *Online Releases to Suppliers* screen your company will be populated in the Supplier field and you can simply click search to identify what parts there are releases for.

The Plex Manufacturing Cloud will be unavailable due to maintenance Sunday, October 11th for up to 4 hours from 7:30AM to 11:30AM EDT.

Supplier: [Red Box] Part No: [ ] Material Code: [ ]  
 PO No: [ ] Issued By: [ ] Supplier Part No: [ ]  
 Item No: [ ] Building: [ ] Active Only:

Hide Filters Save As Default Search [Red Box]

PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item	Planner	Description	Unit Price	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Due Date	Supplier Note	Quantity Created
BTC000008	Direct On Order	150303010				BLANK 84X60 5.5 OZ DERBY VXL			0 Ea	0 Ea	1		Firmed	10 Ea	0 Ea	0(0)Ea	10 Ea			0
<b>Total</b>																	<b>10 Ea</b>			

Should you wish to print a copy of your purchase order simply click on the first result, click Print, and then click Print Order.

The Plex Manufacturing Cloud will be unavailable due to maintenance Sunday, October 11th for up to 4 hours from 7:30AM to 11:30AM EDT.

Supplier: [ ] Part No: [ ] Material Code: [ ]  
 PO No: [ ] Issued By: [ ] Supplier Part No: [ ]  
 Item No: [ ] Building: [ ] Active Only:

Hide Filters Save As Default Search

Update Print Export As Receipt History Review Labeled Containers Label and Ship Acknowledge

Print Print Order

PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item	Planner	Description	Unit Price	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Due Date	Supplier Note	Quantity Created
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<b>Total</b>																	<b>10 Ea</b>			

From the resulting popup you can download or email your order.

**PRINT MANAGER**

Print Download Settings E-mail Fax Save to DCS

ViewDocument 1 / 2

**MOTUS** Motus Battle Creek  
INTEGRATED TECHNOLOGIES 2500 Logistics Drive  
Battle Creek, MI 49037  
Tel (269) 964-5400

**Blanket Purchase Order**  
**BTC000008**

<b>Supplier</b>	[Redacted]	<b>PO No</b>	BTC000008
<b>Buyer</b>	Motus Battle Creek	<b>PO Date</b>	9/20/2020
<b>Ship To</b>	2500 Logistics Dr Battle Creek, MI 49037USA	<b>Due Date</b>	
<b>Bill To</b>	2920 Northwestern Hwy Suite 400 Southfield, MI 48034 USA janesvilleap@motusintegrated.com	<b>Purchase Order Revision</b>	
		<b>Revision Date</b>	
		<b>Issued By</b>	Mays, Kathryn
		<b>Blanket Order</b>	9/20/2020 -
		<b>Payment Terms</b>	Net 60
		<b>INCO Terms</b>	DDP
		<b>Negotiated Place</b>	
		<b>Note</b>	

Line Item No	Part	Supplier Part No	Item No	Description	Status	Due Date	Order Quantity	Unit Price (USD)	Extended Price
1-0	150303010			BLANK 84X60 5.5 OZ DERBY VXL			0 Ea		
1-1					Firmed		10 Ea		
2-0	150303016			BLANK 86X62 5.5OZ DERBY VXL			0 Ea		
3-0	150304021			CARPET ROLL HL1 72"			0 Ft		
4-0	150303020			BLANK 82X55 5.5OZ DERBY VXL			0 Ea		
5-0	150304022			CARPET ROLL LCS 72"			0 Ft		
6-0	150304047			7 OZ DERBY 72 OZ FLAT NEEDLE FLUSE			0 Ft		
7-0	150304058			7 OZ DERBY PET FLAT W/ 3 OZ BACK			0 Ea		
<b>United States Dollars Grand Total</b>									

**Notes**

**Terms and Conditions:**  
 This order is governed by Terms and Conditions of Purchase along with applicable country supplements (available at <http://www.motusintegrated.com/partner-with-us/current-suppliers> and incorporated herein by reference), except as modified herein. All other terms are rejected. Supplies and shipments must comply with the Supplier Standards Manual and supplier routing instructions found under the link "Supplier Standards Manual" at <https://www.motusintegrated.com/partner-with-us/current-suppliers>. Failure to follow these standards may result in a debit to receiver administration.

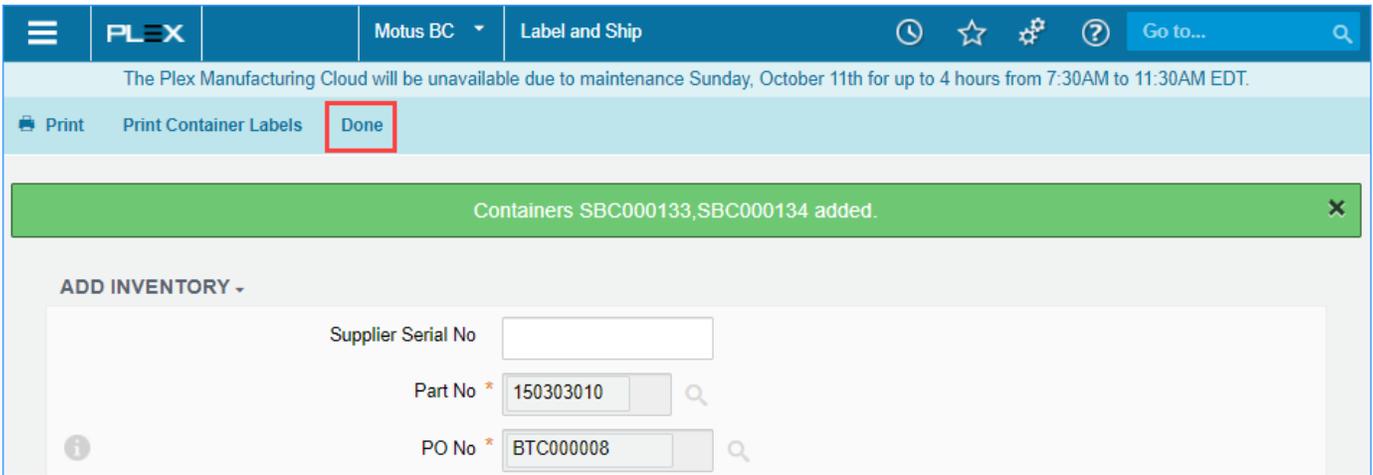
Ok

As mentioned, on the *Online Releases to Suppliers* screen you can also Label and Ship your product in order fulfil the firm'd releases. Simply click on the target product you are labeling and shipping and then click *Label and Ship*.

You will then be brought to the *Label and Ship* screen where you will Add Inventory.

The first step to create a shipment is creating the containers to be shipped.

**Using Plex Serials:** Leave the Supplier Serial No field blank and proceed to the *No. of Containers* field. You can either do this container by container or type the *No. of Containers* you will create and then the *Quantity per Container*. Once you click *Ok* you will see a serial number(s) appear for each container. In order to print the labels you would then click *Print Container Labels* seen in the blue Action Bar.



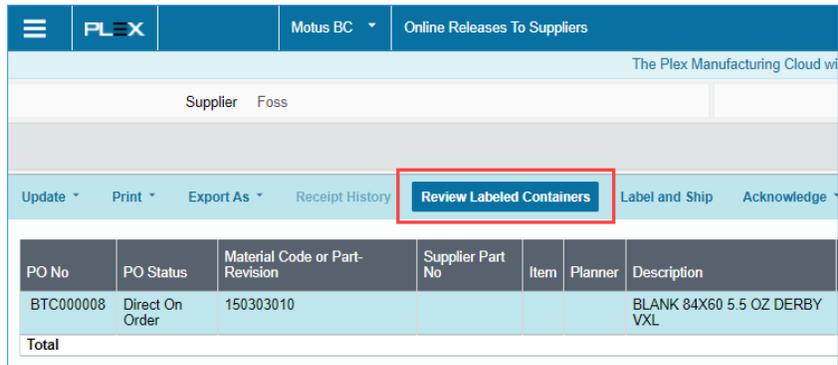
**Using Own Serials:** If you are using your own serial numbers and you have a pre-approved serial prefix, this ensures no serials are duplicated with other suppliers, then you can enter that information into the *Supplier Serial No*. From there you will populate your *Quantity per Container*, but your *No. of Containers* must remain at 1 as you can only create one container at a time when using your own serials. Click *Ok* and Plex will create a container for that singular serial. Repeat this for each container of the targeted part you are creating.

When you have finished with the Label and Ship screen for entire shipment you can click *Done* in the Action Bar as seen in the above image. If you still have containers to label you can click *Cancel* next to *Ok* and you will be brought back out to the *Online Releases to Suppliers* where you select the next part with releases that you need to label and ship.

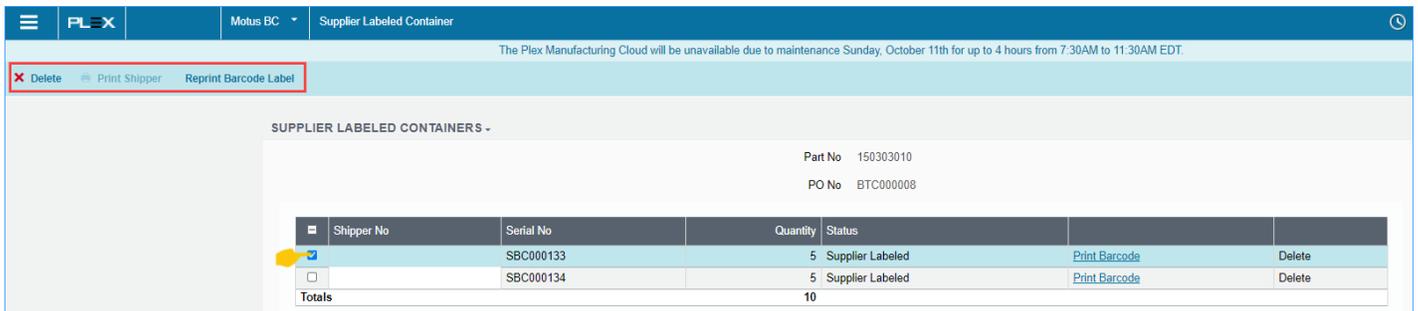
When you are finished labeling your containers you can either click *Done* on the *Label and Ship* screen, as seen above, or you can simply use the Main Menu to access the *Labeled Inventory – Ship* screen within the submenu of *Requirements and Shipping*. On this screen you will be able review and ship all your labeled containers. Notice the Container Status of “Supplier Labeled” which indicates to us that you have product made and label at your facility and will be shipping shortly.

Part/Mat	Manufacturer	Description	PO No	Supplier Name	Supplier Serial No	Serial No	Tracking No	Container Status	Received Quantity	Added
150303010		BLANK 84X60 5.5 OZ DERBY VXL	BTC000008-1			SBC000133		Supplier Labeled	5	Test. Foote 10/6/2020
			BTC000008-1			SBC000134		Supplier Labeled	5	Test. Foote 10/6/2020
<b>150303010 Part Subtotal</b>									<b>10</b>	
<b>Receipt Total</b>									<b>10</b>	

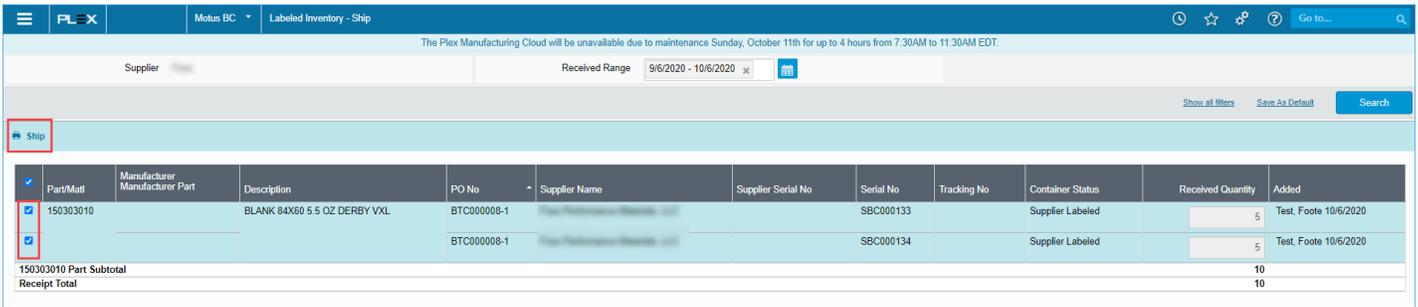
If during your review you see issues with any of the labeled containers and need to remove them simply access the *Online Releases to Suppliers* screen, select the impacted part record, and in the Action Bar click on *Review Labeled Containers*.



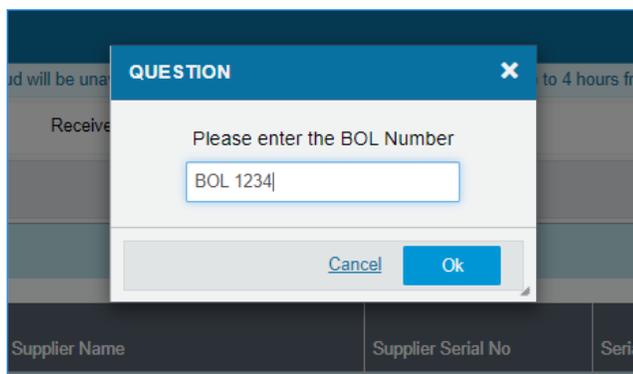
From there you can reprint barcode labels or delete a serial.



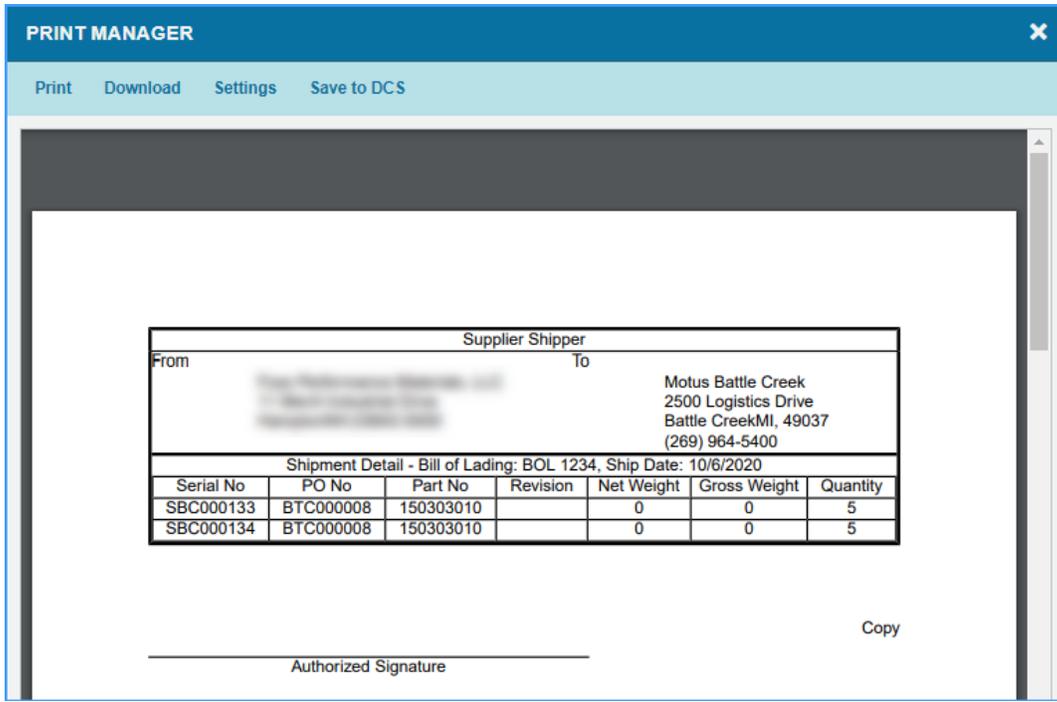
Once all is well with your shipment you are ready to *Ship* the containers. From the *Labeled Inventory – Ship* screen simply select all the containers you are shipping and click *Ship* in the Action Bar.



You will then be prompted to enter your BOL number.



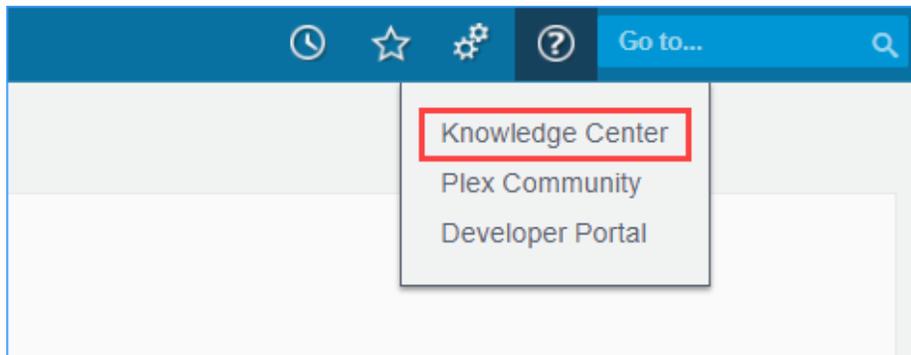
Then Plex will provide you with three copies of the supplier shipper. Keep one, give one to the carrier, and attach one to your regular shipment so our plants can know what serials were shipped.



With that shipment you will now see that your *Online Releases to Suppliers* screen reflects that quantity is now in transit. You can *Review Labeled Containers* and note that status of the containers has updated to “Supplier Shipped”. When Motus receives the inventory in then your *Online Releases to Suppliers* screen will reflect the changes in the different quantity columns.

## PLEX COMPONENT HOST

To ensure success when printing labels from the Plex Supplier Portal you will need to install the Plex Component Host. Access the *Knowledge Center* and search for *Plex Component Host Installation*.



Click on the first result and follow the instructions listed on the Knowledge Center article. You will be installing version 1.3.5 for the operator system that matches your environment.

## Plex Component Host installation

Version 1.3.5 includes these components:

- Label printing
- DCS local file access
- Weigh scale integration

The Component Host can be installed over the current version. No uninstall is required.

1. Click a link below to download Plex Component Host:

- [Windows 64-bit Version 1.3.5](#) 
- [Windows 32-bit Version 1.3.5](#) 
- [MacOS Version 1.3.5](#) 

Some important notes to keep in mind are:

1. The Plex Component Host only needs to be installed on the computers you will be printing the labels from.
2. On said computer, the label printer needs to be set as the default printer
3. To ensure the Plex Component Host is running as indicated by its presence in your computers task bar

VERSION CONTROL

VERSION	DATE OF CHANGE	AUTHOR	CHANGE
1	10/6/2020	Johnathan Foote	Original Creation
2	10/23/2020	Johnathan Foote	Added Plex Component Host section
3	4/29/2021	Johnathan Foote	Updated PCH to version 1.3.5