







Supplier Portal Manual



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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.

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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.

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Main Menu						N	Main Menu	Role Based
8 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.

E PLEX Motus BC •	Online Releases To Suppliers	
Main Menu / Supplier Portal / Requirements and Ship	ping	Main Menu Role Based
Requirements and Shipping		1
Supplier Planning Schedule	Online Releases To Suppliers	Labeled Inventory - Ship
Ship from Subcontract		



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.

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Update *	Print	nt * Expo	ort As * Receipt History	Review Labeled	l Containers	Label and Ship Acknowledg	ie *												
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Should you wish to print a copy of your purchase order simply click on the first result, click Print, and then click Print Order.

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Total															10 Ea			

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

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	NTE GRATED TECHNOLOG	 Motus Battle Creek 2500 Logistics Drive Battle Creek, MI 49037 Tel (269) 964-5400 		Blan	iket Purchase Order BTC000008		
5 5 8	Supplier Motus Battle C Ship To 2500 Logistics Battle Creek, N Suite 400 Southfield, Mi janesvilleap@r	wek Dr 1400155A 38034155A 38034155A ontuisintegrated.com	PO No PO Date Due Date Purchase Order Revision Date Issued By Blanket Order Payment Terms INCO Terms Negotiated Plac Note	Revision	BTC000008 9/20/2020 Mays, Kathryn 9/20/2020 - Net 60 DDP		
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L	Line Item Part No	Supplier Part No Item No Description	Status	Due Date Order Quantity	Unit Price (USD) Extended Price		
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	rms and Conditions: is order is governed by Ti http://www.motusintegra jected. Supplies and shipr anual" at http://www.mot	N erms and Conditions of Purchase along with applicat ted.com/partner-with-us/current-suppliers and inco ments must comply with the Supplier Standards Man unitedentad com/partnerswith us/current-suppliers.	otes le country supplem porated herein by r ual and supplier rou Failure to follow the	ents (available eference), except as modifie ting instructions found und ce ctandards may recult in	ed herein. All other terms are ser the link "Supplier Standards a debit to recover administrative or		e,
							Ok



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

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PO No	PO Status	Material Code or Part- Revision	Supplier Part No It	em Planner Description		Unit Price	Last Receipt Date	Last Receipt Quantity	Total Release Received No	Release Note	Release Status	Quantity Received Quantity	In Transit E	Balance	Due Date	Supplier Note	Quantity Created
BTC000008	B Direct On Order	150303010		BLANK 84X VXL	0 5.5 OZ DERBY	\$3.51 / Ea	-	0 Ea	0 Ea 1		Firmed	10 Ea 0 Ea	0(0)Ea 1	0 Ea			0
Total														10 Ea			

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

	PLEX			Motus BC 🔹	Label and Ship				3	슙	¢	?	Go to	۹
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			Man	ufacturer Part										
				Description	BLANK 84X60 5.5	OZ DEF	RBY	VXL						
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		[Quantity	per Container	5	units								
			No.	of Containers *	2									
		L L		Note										
				Note					4					
													Cancel	Ok

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.



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The Plex N	lanufacturing Cloud will be unavaila	ble due to maintenance Sunday,	October 11th for up to	4 hours	from 7:	30AM to	11:30AM EDT.	
🖶 Print 🛛 Print Conta	iner Labels Done							
	Co	ontainers SBC000133,SBC00	0134 added.					×
ADD INVENTOR	ξΥ -							
	Supplier Serial No							
	Part No *	150303010 Q						
0	PO No *	BTC000008						

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.

≡	PLEX	Motus BC	Labeled Inventory - Ship							0	☆ :	d ² (? Go to	
			The	Plex Manufacturing Clo	oud will be unavailable due to maintenance Sun	day, October 11th for up to 4 h	ours from 7:30AM	to 11:30AM EDT.						
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										Show	all filters	Sav	<u>e As Default</u>	Search
🖶 Ship														
•	Part/Matl	Manufacturer Manufacturer Part	Description	PO No *	Supplier Name	Supplier Serial No	Serial No	Tracking No	Container Status	Rece	ved Qua	intity	Added	
	150303010		BLANK 84X60 5.5 OZ DERBY VXL	BTC000008-1	Tax Televano Reads 11		SBC000133		Supplier Labeled			5	Test, Foote 10	0/6/2020
0				BTC000008-1	Page Parlamenter Materiale (CC)		SBC000134		Supplier Labeled			5	Test, Foote 10	0/6/2020
15030	3010 Part Subt	otal										10		
Receip	pt Total											10		

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*.



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Update *	Print * Exp	ort As 💌	Receipt History	Review Labeled	Contai	iners	Label and Ship	Acknowledge
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PO No	PO Status	Material (Revision	Code or Part-	Supplier Part No	Item	Planner	Description	
PO No BTC000008	PO Status Direct On Order	Material (Revision 1503030	Code or Part- 10	Supplier Part No	ltem	Planner	Description BLANK 84X60 VXL	5.5 OZ DERBY

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

PLEX Motus BC Supplier Labeled Container				0				
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.								
X Delete 🖷 Print Shipper Reprint Barcode Label								
SUPPLIER LABELED CONTAIN	ERS -							
	Part No 150303010							
	PO No BTC000008							
Shipper No	Serial No	Quantity Status						
<u> </u>	SBC000133	5 Supplier Labeled	Print Barcode	Delete				
	SBC000134	5 Supplier Labeled	Print Barcode	Delete				
Totals		10						

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.

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•	Part/Matl	Manufacturer Manufacturer Part	Description	PO No -	Supplier Name	Supplier Serial No	Serial No	Tracking No	Container Status	Received Quantity	Added
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150303 Receir	3010 Part Subt of Total	otal								10	

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.

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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*.

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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