



iSupplier Portal External User Guide
September 2014

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Gentex iSupplier Portal Overview

Introduction

Gentex Corporation has launched iSupplier Portal to facilitate Supplier participation and increased levels of communication between Gentex and our Suppliers. The overall benefit of this collaboration effort can be summarized as follows:

- Improved communication between Gentex and Suppliers
- Best practices will be shared between Gentex and Suppliers
- Error reduction and time savings for both Gentex and Suppliers
- Better responsiveness - supply chain can react with improved response time and agility to manage unexpected situations
- Continuity of supply can be ensured with greater visibility into Orders, Delivery Schedules and Forecast Schedules
- Increased stability in supply chain due to readily available information
- Increased supply chain flexibility due to closer collaboration between Suppliers and Gentex

iSupplier Portal: Gentex iSupplier Portal is a tool that enables real time collaboration between Suppliers and Gentex. iSupplier will provide greater visibility into the Gentex Procure-to-Pay process for our Suppliers. Suppliers (Planners/CSR's) can easily access the system from their office or any location with a PC and internet connectivity, and can quickly collect Gentex order information or respond to an acknowledgement, download the latest delivery schedules, or access forecast information from Gentex. iSupplier is a simple and user friendly tool that eliminates the need for the Supplier to have an IT support infrastructure for collaborating with Gentex.

Please read through this user guide to get a better understanding of the Gentex iSupplier Portal and the different ways to retrieve, update, and upload information through the Portal. Please note that this document will be updated as we enhance and roll out more functionality in iSupplier Portal, so make sure you are using the latest version of the document at all times.

It is important that you always have the latest version of the Gentex iSupplier Portal External User Guide.

The latest version will be available on the Gentex Supplier website:

<http://www.gentex.com/corporate/supplier-information/isupplier>

Also the Gentex Supplier Manuals can be found at

<http://www.gentex.com/corporate/supplier-information/supplier-manuals>

Key Terminologies

ASN: Advanced Shipment Notice

Buyer: Commodity Buyer at Gentex who is listed as 'Buyer' on the iSupplier Portal. The Buyer is the person at Gentex who handles Sourcing, Quote Requests (RFQ's), Pricing Negotiations, Purchasing and Payment Terms, as well as Procurement set-ups. The Buyer is not generally involved in the day to day activities of planning the item, placing Purchase Orders, or publishing Forecast Schedules – this would be the Material Planner at Gentex.

Delivery Schedule: Listing of all shipments which need to be delivered to Gentex. Instead of looking at individual PO's, Suppliers can access a complete summary of orders due at Gentex by viewing delivery schedules.

Due Date (on Purchasing Documents): This is the date by which the material is due at Gentex. The Due Date is the same as Promised Date and if a Promised Date is vacant (not populated on a purchase order), the due date will be the Need by Date.

Due Date (on Invoices): This is the Payment Due Date based on the Payment Terms agreed with the Supplier.

EBS: E-Business Suite

ERP: Enterprise Resource Planning

Need By Date: Date by which the material is needed at Gentex. Gentex requires all material to be delivered to Gentex with a 5 day window - on or up to 5 days before the Need by Date. Delivering material after the Need by Date is not acceptable, and if a Supplier is unable to meet the Need by Date please contact Gentex immediately.

Over Due: Same as Past Due – see below.

Past Due: Deliveries which exceed the Due Date defined on the Purchase Order.

Planned Orders: Planned Orders are the Purchase Order Recommendations generated by the Gentex planning tool. Gentex planners may choose to execute this Planned Order, in which case the Planned Order will be converted to a Purchase Order and will appear in the iSupplier Delivery Schedule. If this order is not released, it will appear in the Supplier Forecast Schedule as forecast only.

Planner: Material Planner at Gentex. This is the person at Gentex who handles the day to day activities of reviewing requirements, placing orders, verifying inventory, and publishing forecasts to the Supply-base. This person is the liaison between the Supplier and the Gentex Production Scheduling Group. The Supplier should contact the Planner (not the Buyer) in the event the Supplier cannot meet a Delivery Schedule on time, as this information is critical to Production Scheduling/Planning.

PO: Purchase Order

Promised Date: Date by which the Supplier promises to deliver the material. By default the Promised Date will be the same as the Need by Date.

Rev: Purchase Order revision level. This is not to be confused with the Gentex Item revision level that appears on the .pdf copy of the PO (or is transmitted by EDI). The default revision level for a PO is 0 and will increment up by 1 each time the PO is updated.

RFQ: Request for Quote

Supplier Setup Requirements

Set up Process

The following criteria will be followed when creating Supplier users in Gentex iSupplier Portal

1. **Gentex buyers** can recommend Suppliers to be given access to the iSupplier Portal.
2. **Suppliers** can also contact their buyers and request access to the iSupplier Portal, however this will go through the Gentex approval process before access is granted.
3. **Number of Supplier users per Supplier:** Ideally there should be a limited number of Supplier users, however, in cases where Suppliers have multiple CSR's or other personnel assigned to Gentex, requests for multiple User ID's will be reviewed by the Purchasing Administrator. These requests are subject to approval and the new user will be created with a different User ID and access restrictions if applicable.
4. **User ID:** The User ID will be the e-mail address of the Supplier contact as entered by the buyer submitting the iSupplier User Creation Request Form. ****The e-mail address used as the User ID is the e-mail to which communications will be sent and must be a Supplier corporate e-mail address. Gentex iSupplier Portal will not support other e-mail addresses due to security reasons.**

iSupplier User Creation Request Details		
#	Parameter	Value
1	Supplier Name	
2	Supplier User ID	This will be the Supplier contact e-mail as in # 4 above
3	Supplier Contact E-mail	
4	Supplier Contact Last Name	
5	Supplier Contact First Name	
6	Level of Access Needed for Supplier User	There are two levels of access for supplier users: <ul style="list-style-type: none"> - Full Access (includes access to payments and invoices) - Planning Access (restricts access to financial information)

5. **Supplier Password Security:** Supplier password security levels and requirements will be set by Gentex IT and may be subject to change. Passwords will expire every 90 days and users will be prompted to change upon log-in.

Supplier Help & Support

The first level of contact for the Supplier user is the Gentex Helpdesk and the contact details are as follows:

Phone: 1-616-748-6752 | Extension 5423

Support will be available from 8:00AM to 5:00PM US EST.

After hours callers can leave a voice mail. The Help desk will prioritize and assign support to the appropriate group on the next working day.

Email: iSupplier@gentex.com

The helpdesk e-mail is another option for the Supplier to request support. The Supplier can send in a screenshot of a particular problem or issue along with a brief description of the issue and the user's contact details. This is a very effective method if the user is finding it difficult to describe a problem.

System Requirements

Recommended Operating System: Please refer to the matrix below

Browser Requirements: Please refer to the matrix below

Pop-up Blocker: Please ensure that your pop-up blocker is turned off and pop-ups are enabled for the Gentex iSupplier Portal.

Excel/Microsoft Office: Gentex recommends Microsoft Excel 2010

*** Please note that all MS Office versions should be compatible with file exports. It is also possible that other spreadsheet based software applications can be used to sort/manipulate data exported from the Portal, however only Excel is supported by the Gentex helpdesk.*

E-Mail Spam Filters: Please ensure Gentex Workflow Mailer (WorkflowNotification_PROD@gentex.com) is enabled as a trusted sender. This is the e-mail address from which Gentex system communications will be sent.

Important Note: *As the iSupplier Portal is web based, standard browser functionality will be active. Please note that users should not use the forward and back browser arrows  to navigate between pages. Please use the quick links and tabs within the portal to advance from one page to another.*

Operating System/Browser Matrix

Browser	Operating System						
	Windows 8 (Desktop Mode)	Windows 7	Windows Vista	Windows XP	Mac OSX v10.7.5 or higher	Mac OSX v10.8.2 or higher	Mac OSX v10.9.1 or higher
	(32-bit & 64-bit)	(32-bit & 64-bit)	(32-bit)	(32-bit)	(32-bit & 64-bit)	(32-bit & 64-bit)	(32-bit & 64-bit)
Internet Explorer 10	Certified	Certified					
Internet Explorer 9		Certified	Certified				
Internet Explorer 8		Certified	Certified	Certified			
Internet Explorer 7			Certified	Certified			
Firefox ESR 31.x 3	Certification In Process	Certified	Certified		Not Certified or supported by Gentex, but may work		
Firefox ESR 24.x 3	Certified	Certified	Certified	Certified			
Safari 7.0.x (where x = 1 or higher)							Certified
Safari 6.0.x (where x = 2 or higher)					Certified	Certified	

The most current Certification Matrix can be found on Oracle Support Doc ID 389422.1

Supplier Login

To connect to Gentex iSupplier Portal, copy and paste the Gentex iSupplier URL into your internet browser.

Important Note: Due to security reasons the login URL will be sent to Supplier users by e-mail along with their user name and password.

The User ID and password will be generated by the Gentex Oracle EBS system and will be e-mailed to the Supplier users. As previously mentioned, the e-mail must be a Supplier corporate e-mail and the Gentex iSupplier Portal (EBS) generated e-mail will look as follows:

From: Workflow Mailer [WorkflowNotification_QA@gentex.com] Sent: Fri 10/22/2010 1:41:14 PM
To: Narayanan, Arun
Cc:
Subject: FYI: Default enterprise name Supplier Collaboration Network: Confirmation of Registration

To: NARAYANAN
Sent: 22-OCT-10 13:44:58
ID: 33049216

You have been registered at Default enterprise name for access to their supplier collaboration network. You can log on with the username <[redacted]> and the password **P16EB2ACE**.

When you first log on, you will be required to change your password for security purposes. Contact administrator <[redacted]> for additional information.

Thank you.

When a password is reset by the Gentex Helpdesk the confirmation e-mail will look as follows:

From: Workflow Mailer [WorkflowNotification_QA@gentex.com]
To: Narayanan, Arun
Cc:
Subject: FYI: Password Reset Notification

Message | Notification Detail.html (702 B)

To:	[redacted]
Sent:	09-NOV-10 18:54:51
ID:	33081216

The password for the user [redacted] has been reset by the administrator of Default enterprise name .

The new password for the user will be : **P1C2BEA14**

Important Note: Make sure the spam filter setting on your e-mail is set correctly to receive e-mails from Gentex Workflow Mailer: WorkflowNotification_PROD@gentex.com.

First Time Login:

When a user is logging in for the first time, when a user has requested a password reset (and the system has generated a new password), or when the password expiration date has been reached (90 days) the Supplier user will be required to change the password upon logging in and will be directed to a password change page.

GENTEX CORPORATION

*User Name: acme@acme.com (example: michael.james.smith) → Enter the user id

*Password: [masked] (example: 4u99v23) → Enter the password

Click → Login Cancel

Login Assistance

Accessibility: None

Select a Language: Deutsch English 简体中文

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Enter the following:

- User Name
- Password
- Click on the Login Button

The Change Password page will prompt you to change your password:

GENTEX CORPORATION Logout

Change Password

* Current Password: [masked] → Enter the password received in the e-mail

* New Password: [masked] → Enter the new password twice correctly

* Re-enter New Password: [masked]

Submit Cancel

* Indicates required field

Password must be at least 8 characters long.

Click on the Submit button

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When you hit the Submit button, the browser will direct you to the home page of the Gentex iSupplier Portal.

Login Assistance - Forgot User Name or Password:

If by any chance you have forgotten your password or your user name, you can request a password be reset or retrieve the user name using the Login Assistance feature. Click on the Login Assistance link below the login button:

*User Name: acme@acme.com (example: michael.james.smith)

*Password: [masked] (example: 4u99v23)

Login Cancel

Login Assistance →

Accessibility: None

This will redirect the user to the Login Assistance page (below).

GENTEX CORPORATION

Login Assistance
* Indicates required field

Forgot Password
Enter your user name, instructions for how to reset your password will be emailed to you.
User Name

Forgot User Name
Enter the email address associated with your account, your user name will be emailed to you.
Email
(Example: first.last@domain.com)

[Privacy Statement](#)

To retrieve your user name, proceed as follows:

- Enter your e-mail address under the “Forgot User Name” section
- Click the “Forgot User Name” button

After the **Forgot User Name** request is submitted, a confirmation message will be displayed:

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Confirmation
Your request to retrieve your username has been submitted. An email will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

Click OK to acknowledge the message

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You will receive the user name retrieval e-mail:

From: Workflow Mailer [WorkflowNotification_QA@gentex.com] Sent: Tue 11/9/2010 6:16 PM
To: Narayanan, Arun
Cc:
Subject: FYI: User Name lookup

Message | Notification Detail.html (702 B)

To	narayanan
Sent	09-NOV-10 18:15:34
ID	33080219

The following user account is associated with your email address. You can now [login](#) or [reset your password](#). This email can be ignored in case you didn't submit the user name lookup request; the reset password link is only active for a short time.

Username: ACME

To retrieve your password, proceed as follows:

- Enter your user name under the “Forgot Password” section
- Click the “Forgot Password” button

After the **Forgot Password** request is submitted, a confirmation message will be displayed:

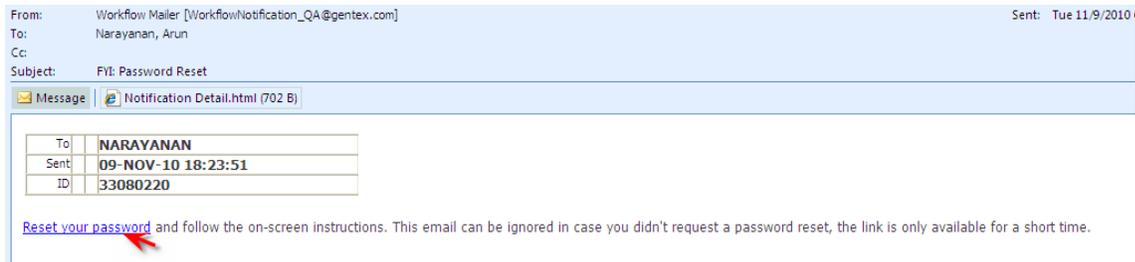
GENTEX CORPORATION

Confirmation
Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

Click Ok to acknowledge the message

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You will receive the user password reset e-mail:



Click on the Link to be directed to the password reset page:

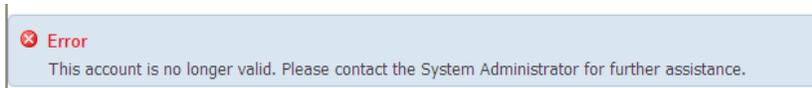


Wait for the confirmation message to display:



Now you can login using the new password you created by clicking the “OK” button, which will redirect you to the login page.

*Note: Use these features with caution since making too many mistakes can lock you out of the system. If that happens you will receive the following message and you should contact the **helpdesk**:*



Important – When Supplier Users Change:

When a Supplier user changes responsibilities or leaves the Supplier Company, the Supplier Company should inform Gentex. The old user account will be deactivated, and a new account will be created for the incoming user. The new User ID and password will be sent to the new user’s e-mail address.

Searching for Information on the Portal

Gentex iSupplier Portal supports different types of search options for the user to search and retrieve information. The user can then sort the information displayed by clicking the column header or by exporting the data into Microsoft Excel.

The different search options are:

1. Quick search
2. Views
3. Simple search
4. Advanced Search

Quick Search

This is a feature that's available to the user from the home page. This feature helps the user search for information using the four following 'Search By' criteria:

1. PO Number
2. Shipment Number
3. Invoice Number
4. Payment Number



When entering search values you can use the percent '%' sign as a wild card if you are unsure of the exact value. The wildcard search will then list out all results matching the partial condition. For example, in the above search window we are searching for a document type of PO Number that begins with the number 1086.

%1086 - This will search for any POs that end with 1086.

Example: **11121086, 321086, 421086, 451086** etc.

%1086% - This will search for any POs that contain the number 1086.

Example: **121086, 110865, 108644**..... etc.

Once the search is executed, the system will direct you to the correct page displaying the values returned by your search:

Note that all the POs listed on this page starts with 1086 since our search value included a wild card and we searched for a field 1086%

Select PO Number	Buyer	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By
108603		1	GENTEX CORP OU	Standard PO	03-Nov-2010 07:53:51	LACY, JOHN M	USD	902.88	Accepted	
108602		0	GENTEX CORP OU	Standard PO	28-Oct-2010 11:53:12	LACY, JOHN M	USD	902.88	Open	
108601		0	GENTEX CORP OU	Standard PO	28-Oct-2010 11:53:09	LACY, JOHN M	USD	902.88	Open	
108600		0	GENTEX CORP OU	Standard PO	28-Oct-2010 11:53:06	LACY, JOHN M	USD	820.80	Open	

Simple Search

Simple searches are available on most pages and will allow you to enter one or more search criteria, with the browser returning only values matching the search.

Free text fields where you can enter a full or partial value using a %' wild card value

These fields can be left blank but if you enter a value it will be validated against a pre defined list of values

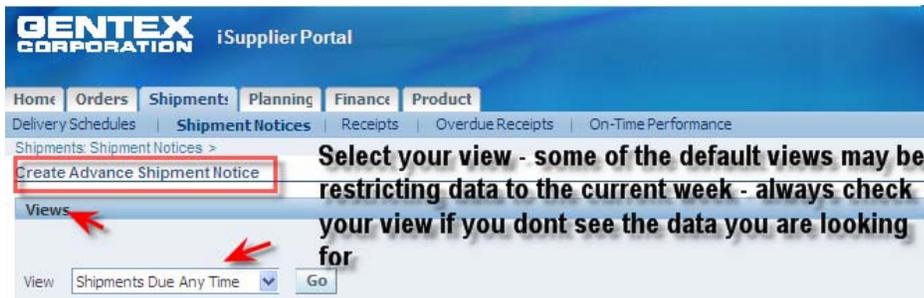
When entering search values you can use the percent ‘%’ sign as a wild card if you are not sure of the exact value. The wildcard search will then list out all results matching the partial condition. If specifying more than one criterion for search, all values entered must be met for the search to return results. Any fields left blank will return any value available.

The fields in the search criteria where there are a predefined set of values is indicated by a  icon or, if the search field is a date, by a  icon. By clicking on these icons a new window will be opened displaying the possible values, and the user can select the appropriate value using the ‘Quick Select’ button or by checking the check box next to the value and clicking the ‘Select’ button.

Once the search fields are entered, the user needs to select the ‘Go’ button to bring up the search results.

Views

Some iSupplier pages have views built into them. The views will display some default values, so if you are searching for information and do not see what you are looking for, please make sure that you are in the right view.



Advanced Search

Advanced Searches are available on all pages where Simple Search or View are available. Advanced search enhances the functionality of the simple search by adding conditions, as shown below. Users can simply hit the 'Advanced Search' button to switch from the simple search mode to advanced search mode:



After selecting the button, advanced search mode will open and the search window will have the following features:



1. This selection makes the search return data only if all search criteria are met ('AND' condition between search criteria).
2. This selection will return data if any one search criterion is met ('OR' condition between search criteria).
3. This is the condition that is applied to specific search criterion. The conditions will vary depending on the particular search criterion being used, but some of the typical search criteria are 'is', 'is not', 'greater than', 'less than', etc.
4. There may be search criteria that are not listed by default, or you may want to add criteria to the search to build a new condition (ex: date ranges). You can do this by simply clicking on the 'Add' button.

Example 1

Task: Search for Purchase Order numbers within a 'Creation Date' range.

We want to extract Purchase Orders created between:

From Date: 01-Nov-2010 To Date: 03-Nov-2010

Step 1. In the Advanced Search form add the search criterion of 'Creation Date' twice

Step 2. Select the 'Show table data when all conditions are met' (AND condition between criteria)

*Step 3. Set the Document Type to 'is' 'Standard PO' ***

*** This step (3) is optional. Gentex uses two types of ordering methods with our supply base - 'Standard PO' and 'Blanket Release'. Standard PO is used with 99% of our suppliers.*

Step 3. Set the condition for the first creation date to 'After' '01-Nov-2010'

Step 4. Set the condition for the first creation date to 'Before' '03-Nov-2010'

Step 5. Select the Go button to search

Important Note: *When you use the 'After' condition the date you specify will be included in your search results, but when you use the 'Before' condition the date you specify will not be included. This is because the dates have a time stamp of 00:00:00 hrs.*

Sorting Data on a Page

Sorting data on a page is done by simply clicking the column header by which you would like to sort the data. An upward arrow on the column header indicates that the column is now sorted in ascending order; a downward arrow would indicate descending order.

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date ▲	Revised Date	Currency	Total	Ship-To Location
1086853	2	GENTEX CORP OU		NARAYANAN, ARUN	28-Oct-2010 06:56:24	28-Oct-2010 08:24:59	USD		Gentex State Street South
1086854	1	GENTEX CORP OU		NARAYANAN, ARUN	28-Oct-2010 07:27:56	28-Oct-2010 07:45:06	USD		Gentex State Street South
1086856	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:50:17		USD	8,870.40	Gentex State Street South
1086857	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:52:31		USD	8,870.40	Gentex State Street South
1086858	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:52:52		USD	8,870.40	Gentex State Street South
1086859	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:53:01		USD	8,870.40	Gentex State Street South
1086860	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:53:05		USD	820.80	Gentex State Street South
1086861	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:53:08		USD	902.88	Gentex State Street South
1086862	0	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:53:11		USD	902.88	Gentex State Street South
1086863	1	GENTEX CORP OU		LACY, JOHN M	28-Oct-2010 11:53:13	03-Nov-2010 07:51:46	USD	902.88	Gentex State Street South

Export Data

Display of the Gentex iSupplier Portal pages is restricted to displaying only a certain number of records at a time. The Supplier user may want to see all data in one page, or there may be information the user wants to export to Excel for reporting/review purposes.

Gentex iSupplier Portal fully supports the export of all data into Microsoft Excel** or flat files. The user can extract the data and manipulate or sort it by simply clicking the 'Export' button on the page and then following instructions when prompted.

The screenshot shows the Gentex iSupplier Portal interface. At the top right, there is an 'Export' button with a red arrow pointing to it. Below it is a 'Simple Search' button. The main area contains a table with the following columns: Date, Currency Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The table contains several rows of data, including PO numbers, currencies, and ship-to locations. At the bottom right of the table, there is another 'Export' button with a red arrow pointing to it.

Overlaid on the right side of the screenshot is a 'File Download' dialog box. It asks 'Do you want to open or save this file?'. The file name is 'export.csv', the type is 'Microsoft Office Excel Comma Separated Values File', and the source is 'isupplierqa.gentex.com'. There are 'Open', 'Save', and 'Cancel' buttons. A warning message at the bottom states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

The File Download window will be opened and you can choose to open the information or save it for later use.

The screenshot shows Microsoft Excel with the exported data. The spreadsheet has the following columns: PO Number, Rev, Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, and Ship-To Location. The data is as follows:

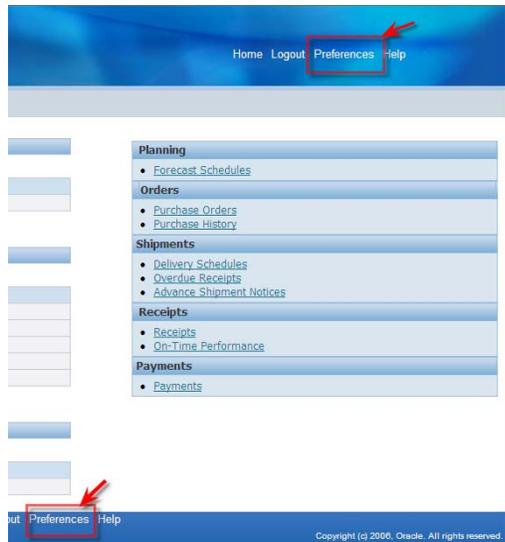
PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location
1086853	2	GENTEX CORP OU		NARAYANAN, ARUN	10/28/2010 6:56	10/28/2010 8:24	USD		Gentex State Street South
1086854	1	GENTEX CORP OU		NARAYANAN, ARUN	10/28/2010 7:27	10/28/2010 7:45	USD		Gentex State Street South
1086856	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:50		USD	8,870.40	Gentex State Street South
1086857	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:52		USD	8,870.40	Gentex State Street South
1086858	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:52		USD	8,870.40	Gentex State Street South
1086859	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:53		USD	8,870.40	Gentex State Street South
1086860	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:53		USD	820.8	Gentex State Street South
1086861	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:53		USD	902.88	Gentex State Street South
1086862	0	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:53		USD	902.88	Gentex State Street South
1086863	1	GENTEX CORP OU		LACY, JOHN M	10/28/2010 11:53	11/3/2010 7:51	USD	902.88	Gentex State Street South

Important Note: If there are inconsistencies between the formats of the iSupplier Portal and Microsoft Excel, the displays may look different in Excel. For example: Dates - date format may be different in Excel, Numbers - leading zeros may disappear in Excel, etc.

** Please verify if you have a license for Microsoft Excel and the version is as per system requirements outlined earlier in this document.

Setting Up User Preferences

You can change your user settings or preferences at any time using the **Preferences** icon. The Preferences icon is listed twice on all pages - in the top right hand corner and in the bottom center of the page as shown in the image below. Click on the icon and the preferences page will be opened for update or review (below).



On the Gentex iSupplier Portal users may make changes to the following user preferences:

The image shows a screenshot of the 'General Preferences' page. The page title is 'General Preferences'. At the top right, there are buttons for 'Cancel', 'Reset to Default', and 'Apply'. Below the title bar, there is a section titled 'Regional' with several dropdown menus: 'Territory' (United States), 'Date Format' (MM.dd.yyyy (11.10.2010)), 'Timezone', 'Number Format' (10,000.00), 'Currency' (US Dollar), and 'Client Character Encoding' (Western European (Windows)). Red arrows point to the 'Date Format', 'Timezone', and 'Number Format' dropdowns. At the bottom right, there are buttons for 'Cancel', 'Reset to Default', and 'Apply', with a red arrow pointing to the 'Apply' button.

1. Date Format – Can be changed to a format that is most convenient/intuitive for the user.
2. Time Zone - Updating the timezone would update the PO “timestamps” appropriately, but this is not necessary as the actual due date at Gentex will not change.
3. Number Format – Can be set to Western or European formats.

Once and desired changes are made, select the ‘Apply’ button to save the preferences and wait for the confirmation to be displayed.



Home Page

The user will be directed to the home page when logging into the Portal and the home page can be divided into the following areas:

The screenshot shows the GENTEX iSupplier Portal home page. The top navigation bar (1) contains links for Home, Orders, Shipments, Planning, Finance, and Product. A search bar (2) is located below the navigation bar. The main content area is divided into several sections: Notifications (3), Orders At A Glance (4), and Shipments At A Glance (5). A right-hand sidebar (7) contains links for Planning, Orders, Shipments, Receipts, and Payments. The bottom navigation bar (6) contains links for Home, Logout, Preferences, and Help. The footer includes a Privacy Statement link and a copyright notice.

1. [Tabs Region](#)
2. [Quick Search](#)
3. [Notifications](#)
4. [Orders At A Glance](#)
5. [Shipments At A Glance](#)
6. [Global Region](#)
7. [Quick Links](#)

Tabs Region

The Tabs are common to all other pages and can be used to quickly navigate to different functional areas. When a user selects these links, he/she is redirected to a default page in that functional area. For example: when a user selects the "Orders" tab, he/she is directed to the Purchase Orders page under the Orders tab. This region on the iSupplier page is there for ease of navigation and for organizing the content of the Portal into distinct functional areas. Users can easily navigate with the help of these tabs/links without using the back button (*Please Note: using the "back" button on the browser is not advised*).

Quick search

The Quick search is explained in detail in this document under the section [Searching for Information on the Portal](#).

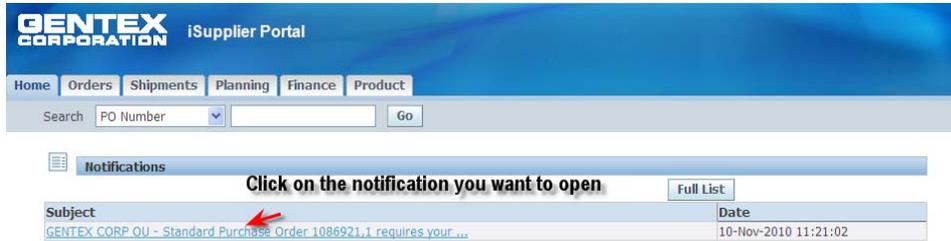
Notifications

The Notification region on the home page displays any notifications from Gentex to the supplier user. An example would be 'Acknowledgement Required on Purchase Orders'. Notifications will be one of two types: FYI Notifications (on which the Supplier user *is not* required to act) or Action Required Notifications (on which the Supplier user *is* required to act). To act on a notification, the user can open it, review the information, and acknowledge by clicking on 'Accept'. Please see below for screenshots outlining this process.

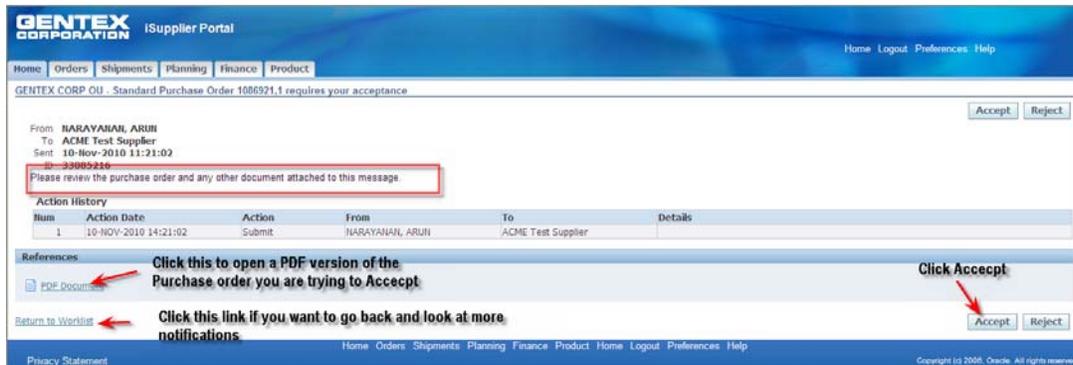
Please note: If any information is not acceptable, please immediately get in touch with Gentex to resolve any discrepancies. Pricing issues must be directed to the Gentex Buyer. Any other issues are to be directed to the Gentex Planner for resolution.

To Acknowledge/ Accept a Notification:

Click on the notification link to open the notification:

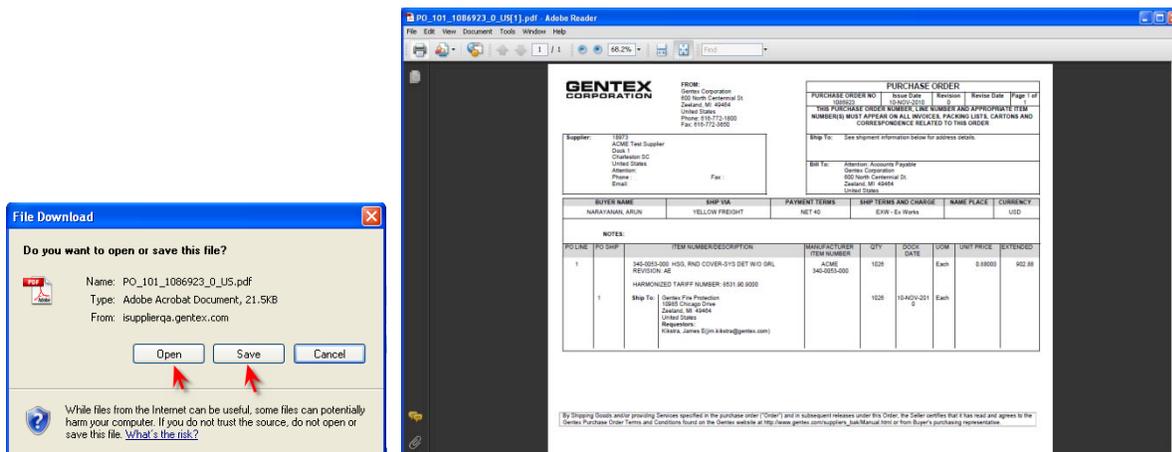


Once in the actual notification, follow the instructions on the page (example below: “Please review the purchase order and any other document attached to this message”):



To view the purchase order from the notifications window, click on the PDF Document link. The File Download window will appear and you can decide to open or save the document from this window.

Please note: If you are having trouble opening the PO .pdf or any other attachments, your pop-up blocker may be enabled. You can disable this from your “internet options” or you can temporarily disable it by holding down your “Ctrl” key until the window opens.



Please Note: If you are unable to accept, please contact Gentex immediately. As stated above, any pricing discrepancies must be directed to the Gentex Buyer and any other discrepancies/concerns must be directed to the Gentex Planner. DO NOT REJECT THE ACKNOWLEDGEMENT REQUEST.

If you choose to return to the work list without accepting the notification (by clicking on the ‘Return to Work List’ link), or after you click the Accept button, you will be redirected to the work list page as seen below. If you have

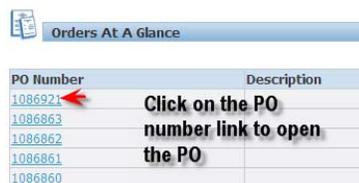
multiple notifications requiring your acceptance, additional notifications will be displayed – the below user did not have any additional notifications requiring acceptance.



Orders at a Glance

This region displays the 5 latest (created or modified) orders in descending order. If the Supplier user would like to see all orders, he/she can do so by clicking on the 'Full List' [Full List](#) button. This will open the Purchase Orders page (under the orders tab) and all orders will be accessible.

If the user chooses to see a purchase order in detail, this can be done by clicking on the Purchase Order number link. The Purchase order header and line information will then be opened on another page.



Shipments at a Glance

This area will show the 5 latest ASN's (Advanced Shipment Notices) submitted by the Supplier irrespective of their processing status. The user can click on the 'Full List' [Full List](#) button to be redirected to the shipments page for access to a full list.

ASN's can be created directly from the Portal, or they can be uploaded from a flat file using a template. The user can click on the ASN number link to open the ASN and look at the details/processing status of the ASN.



Global Region

This region is a list of active links present on all the pages of the Gentex iSupplier Portal. The four active links in this region are:

Home: This will take the user to the Oracle Home page, which is the page immediately visible after logging in (dplease note this is not the same as the iSupplier Home page). This is only required by the user if they have multiple responsibilities and want to change from one to the other.

Log Out: This is the link to exit a session without closing the browser.

Preferences: This link will open the user preferences region.

Help: This will open the Oracle help for iSupplier Portal.

Quick links

This region provides links to other pages which are frequently used by Suppliers.

Orders Tab

The Orders tab has the following pages under it:

1. **Purchase Order**- Supplier users will go to this page to see the details of a Purchase Order. These PO details can be viewed directly through the portal (by selecting a specific PO number) or the user can view a .pdf copy of the Purchase Order (the same as what may be sent to the supplier via e-mail). There are numerous drill downs that a user can access from the purchase orders page like: shipments, receipts, invoices and payments against any purchase order.
2. **Purchase History** – This page provides the Supplier user insight into the changes made on a purchase order throughout different revisions of the document. The user can choose to compare the existing revision of the purchasing document to its previous revision, to the starting revision, or the user may choose to see all changes made to a PO.

Purchase Orders

Supplier users can see their purchase orders listed through the Gentex iSupplier Portal. They can see all the document types that have been created between the Supplier and Gentex; both active documents as well as old documents are available on-line for viewing. Users can open the order and examine in greater detail by clicking the order number. There are other active links on the page pointing to additional information such as contact information for the Gentex buyer and document history (history can be seen by clicking on the revision number). There are numerous drill downs that a user can take advantage of once the purchase orders page is opened, for example: shipments, receipts, invoices and payments against any purchase order.

Search Criteria: The purchase orders page is a predefined view and the data can be filtered to view all purchase orders or purchase orders that require acknowledgement. If more search parameters are desired, users may take advantage of the 'Advanced Search' feature to further filter the data.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
1086921	1	GENTEX CORP OUI	Standard PO		10-Nov-2010 13:01:50	NARAYANAN, ARJUN	USD	913.14	Requires Acknowledgment		
1086923	0	GENTEX CORP OUI	Standard PO		10-Nov-2010 12:01:58	NARAYANAN, ARJUN	USD	902.88	Rejected	21-Nov-2010 21:00:00	
1086863	1	GENTEX CORP OUI	Standard PO		03-Nov-2010 07:53:51	LACY, JOHN M	USD	902.88	Accepted		
1086862	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:53:12	LACY, JOHN M	USD	902.88	Open		
1086861	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:53:09	LACY, JOHN M	USD	902.88	Open		
1086860	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:53:06	LACY, JOHN M	USD	820.80	Open		
1086859	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:53:03	LACY, JOHN M	USD	8,870.40	Open		
1086858	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:52:58	LACY, JOHN M	USD	8,870.40	Open		
1086857	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:52:39	LACY, JOHN M	USD	8,870.40	Open		
1086856	0	GENTEX CORP OUI	Standard PO		28-Oct-2010 11:51:36	LACY, JOHN M	USD	8,870.40	Open		
1086853	2	GENTEX CORP OUI	Blanket Agreement		28-Oct-2010 08:25:03	NARAYANAN, ARJUN	USD		Closed	31-Oct-2010 21:00:00	
1086851	1	GENTEX CORP OUI	Global Blanket Agreement		28-Oct-2010 08:19:45	NARAYANAN, ARJUN	USD		Open		

PO Number: This is an active link that can open the Purchase order.

Rev: This is the document revision of the PO; this is also an active link that will open to the Purchase history page.

Operating Unit: This is internal to the Gentex Organizational Structure

Document Type: This column displays the document type of the order, like 'Standard PO' (standard purchase order), 'Global Blanket Agreement' (pricing agreement), etc.

Description: This will display any description that's on the document.

Order Date: The Order Date column on the above page displays the time at which the purchase order was last modified, so this is a good sort criterion that can be utilized to identify the latest orders first.

Currency: The PO currency

Amount: The total amount (cost) on the PO

Status: This is the PO status

Accepted: Acknowledged by the Supplier and open for transaction

Closed: Order is closed for transaction

Open: Does not require acknowledgement and the order is open for transaction

Rejected: Rejected by the Supplier, but open for transaction. PLEASE DO NOT USE THE REJECT BUTTON - if there is an issue with the order please contact Gentex immediately.

Required Acknowledgement: Order requires acknowledgement by Supplier, but is open for transaction

Examine a Purchase Order in Detail

If the Supplier needs to examine a PO, they can click on the PO Number link:

Select Order:		Acknowledge	
Select PO Number	Rev	Operating Unit	
<input type="radio"/> 1086921	4	GENTEX CORP OU	
<input type="radio"/> 1086923	0	GENTEX CORP OU	
<input type="radio"/> 1086863	1	GENTEX CORP OU	
<input type="radio"/> 1086862	0	GENTEX CORP OU	
<input type="radio"/> 1086861	0	GENTEX CORP OU	
<input type="radio"/> 1086860	0	GENTEX CORP OU	

After selecting the link, the purchase order will open up as follows:

There are additional actions or drill downs the user can take advantage of from the Purchase Orders page using the Actions option. The Supplier can select the following actions from the PO page:

1. **View PDF:** Use this to view the .pdf version of the purchase order document (shown above). The file download window will open and will give you the option to save or view the PO in .pdf format.
2. **View Receipts:** This will take you to the Receipts page and will display receipts made against the subject PO.

3. **View Invoices:** Will take you to the View Invoices page and display all invoices matched against the subject PO.

- View Payments:** Will redirect you to the View Payments page and display all payments for invoices related to this PO.

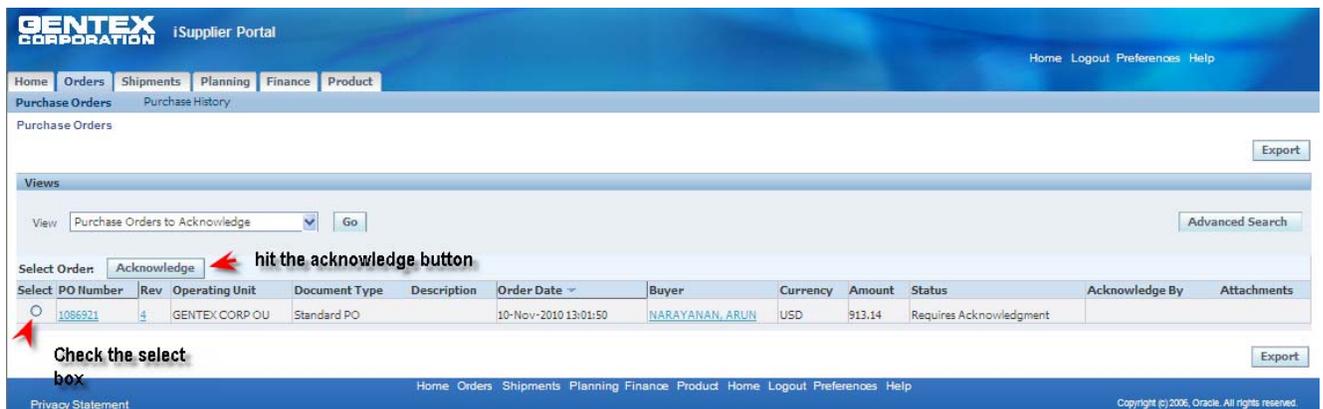


- View Shipments:** Will redirect you to the View Shipments page and display any shipments (ASN's) that were created against this PO.



Acknowledge a PO from the Purchase Orders Page

In order to acknowledge a purchase order requiring acknowledgement, users can choose the orders to acknowledge by checking the 'select' checkbox next to the order and then clicking the 'Acknowledge' button:



Examine the order in the Acknowledge Orders page:

Order Information

General Information

Total: 1,026.00
 Supplier: ACME Test Supplier
 Supplier Site: CHS DOCK1 MAIN
 Address: Dock 1, Charleston, SC
 Buyer: NARAYANAN, ARUN
 Order Date: 10-Nov-2010 14:29:38
 Description: Requires Acknowledgment
 Note to Supplier: GEINTEX CORP OU
 Supplier Order Number: [blank]
 Attachments: None

Terms and Conditions

Payment Terms: NET 40
 Carrier: UPS 2D AIR
 FOB: [blank]
 Freight Terms: EXW - Ex Works
 Shipping Control: [blank]
 Ship-To Address: 10985 Chicago Drive, Zeeland, MI 49464
 Bill-To Address: 600 North Centennial St, Zeeland, MI 49464

PO Details

Details Line	Type	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	240-0053-000	AE	ACME 340-0053-000	HSG. RND COVER-SYS DET W/O GRL	Each	1026	1	1,026.00					Open	1088923			

Shipments

Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	1026	1	1,026.00	10-Nov-2010 12:00:31	10-Nov-2010 12:00:31					Requires Acknowledgment			

Review the order information and if okay click on 'Accept Entire Order' button. A confirmation message will be displayed after your acceptance is saved in the system.

Please note: If any information is not acceptable, please immediately get in touch with Gentex to resolve any discrepancies. Pricing issues must be directed to the Gentex Buyer. Any other issues are to be directed to the Gentex Planner for resolution. DO NOT REJECT THE ACKNOWLEDGEMENT REQUEST.

Viewing Changes to an Order (Purchase History)

The purchase history page can be accessed from the Purchase Orders page by clicking on the active link for the Rev (PO Revision) number or by directly navigating through the Orders tab.

Purchase history will allow the Supplier to examine the changes made to a document over time by Gentex. Suppliers can see the current revision of the document all the way to the first version, and any previous versions in between.

Simple Search

Note that the search is case insensitive

PO Number: 1088921
 Release Number: [blank]
 Rev: [blank]
 Document Type: [blank]
 Creation Date: [blank]
 Revised Date: [blank]
 Operating Unit: [blank]

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
1088921	4	GENTEX CORP OU		NARAYANAN, ARUN	10-Nov-2010 11:12:54	10-Nov-2010 13:00:05	USD	913.14	Gentex Plant 30 east Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the search function in the Portal to search for the document for which you would like to track changes.

Compare to Original PO: This will show the changes to the current version compared to the version 0 (the original document):

GENTEX CORPORATION iSupplierPortal

Home Logout Preferences

Home Orders Shipments Planning Finance Product

Purchase Orders **Purchase History**

Orders: Purchase History >

PO Comparison Result

PO Number: 1086921
Revision: 4
Type: Standard PO
Currency: USD

Ship-To Location: Gentex State Street South
Ship Via: YELLOW
FOB: DESTINATION
Total: 913.14

Bill-To Location: Gentex Centennial Bill
Payment Terms: NET 40
Freight: FCA
Buyer: NARAYANAN, ARJUN

Compare to Previous PO Show All PO Changes Export

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision
Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
4						Amount	902.88	913.14
4						FOB		To be Used With FOB DOMESTIC TERM
4						Freight Terms	INCOTERM - Ex Works **Preferred E Term**	INCOTERM - Free Carrier **Preferred F Term - International**
4						Acceptance Required	Document	Document or Shipment
4	1	340-0053-000				Unit Price	.88	.89
4	1	340-0053-000				Unit Price	.88	.89

Changes on the current revision that were not on the original document - whatever happened in between does not matter

Print Document Revisions

Revision Number Go

Return to Orders: Purchase History

Compare to Previous PO Show All PO Changes Export

Home Orders Shipments Planning Finance Product Home Logout Preferences

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Compare to Previous PO: This will show the changes to the current version compared to the prior version (Rev 2 would be compared to Rev 1), so changes occurring in versions earlier than the prior version are not considered in this change listing:

GENTEX CORPORATION iSupplierPortal

Home Logout Preferences

Home Orders Shipments Planning Finance Product

Purchase Orders **Purchase History**

Orders: Purchase History >

PO Comparison Result

PO Number: 1086921
Revision: 4
Type: Standard PO
Currency: USD

Ship-To Location: Gentex State Street South
Ship Via: YELLOW
FOB: DESTINATION
Total: 913.14

Bill-To Location: Gentex Centennial Bill
Payment Terms: NET 40
Freight: FCA
Buyer: NARAYANAN, ARJUN

Compare to Original PO Show All PO Changes Export

Compare to Previous PO

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
4						Amount	902.88	913.14
4						FOB		To be Used With FOB DOMESTIC TERM
4	1	340-0053-000				Unit Price	.88	.89
4	1	340-0053-000	1			Unit Price	.88	.89

Changes as it happened to the latest revision against its previous revision

Print Document Revisions

Revision Number Go

Return to Orders: Purchase History

Compare to Original PO Show All PO Changes Export

Home Orders Shipments Planning Finance Product Home Logout Preferences

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Show All PO Changes: This will show the changes that have happened through each and every revision as compared to the revision that came before.

GENTEX CORPORATION iSupplier Portal Home Logout Preferences

Home Orders Shipments Planning Finance Product

Purchase Orders **Purchase History**

Orders: Purchase History >

PO Comparison Result

PO Number [1086921](#)

Revision **4**

Type **Standard PO**

Currency **USD**

Ship-To Location [Gentex State Street South](#)

Ship Via **YELLOW**

FOB **DESTINATION**

Total **913.14**

Bill-To Location [Gentex Centennial Bill](#)

Payment Terms **NET 40**

Freight **FCA**

Buyer [NARAYANAN, ARUN](#)

[Compare to Original PO](#) [Compare to Previous PO](#) [Export](#)

Show All PO Changes

Comparisons are sorted by Revision, Line and Shipment.

[Previous](#) 1-10 [Next 10](#)

Revision	Line Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
4					Amount	902.88	913.14
4					FOB		To be Used With FOB DOMESTIC TERM
4	1	340-0053-000			Unit Price	.88	.88
4	1	340-0053-000 1			Unit Price	.88	.88
3					Acceptance Required	None	Document or Shipment
2					Freight Terms	INCOTERM - Ex Works **Preferred E Term**	INCOTERM - Free Carrier **Preferred F Term - International**
2					Acceptance Required	Document or Shipment	None
1					Acceptance Due Date	11-Nov-2010 21:00:00	
1					Acceptance Required	Document	Document or Shipment
1					Acceptance Due Date		11-Nov-2010 21:00:00

Changes as it happened on each revision is displayed in sequence

[Previous](#) 1-10 [Next 10](#)

Print Document Revisions

Revision Number [Go](#)

[Return to Orders: Purchase History](#)

[Compare to Original PO](#) [Compare to Previous PO](#) [Export](#)

Home Orders Shipments Planning Finance Product Home Logout Preferences
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.

Shipments Tab

The shipments tab displays information regarding Delivery Schedules, ASN's, Receipt History, Overdue Receipts and On-Time Delivery performance of the Supplier.

The Shipments tab also provides an ASN creation as well as an ASN upload feature.

Understanding Delivery Schedules

Delivery schedules on iSupplier Portal are a listing of all shipments yet to be fulfilled by the Supplier. This may be for past, current, or future deliveries.

Important Note: Suppliers should monitor delivery schedules closely, especially 'Promised dates'. If the supplier cannot meet this date for any reason, it must be communicated to the Gentex Planner immediately. Gentex plans its production schedules based on the promised dates on the purchase orders.

The screenshot shows the 'Delivery Schedules' page in the iSupplier Portal. At the top, there are navigation tabs: Home, Orders, Shipments, Planning, Finance, Product. Below this, there are sub-tabs: Delivery Schedules, Shipment Notices, Receipts, Overdue Receipts, On-Time Performance. The 'Delivery Schedules' sub-tab is selected. There is an 'Export' button in the top right. Below the navigation is a 'Simple Search' section with fields for Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. There are 'Go' and 'Clear' buttons. An 'Advanced Search' button is also present. Below the search section is a table with the following columns: Organization, PO Number, Supplier Item, Item Description, Quantity UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Item Number, Supplier Config ID, Supplier, Supplier Location, Promised Date, and Need-By Date. The table contains 15 rows of data. At the bottom of the table, there is an 'Export' button. The footer of the page includes a Privacy Statement link, navigation tabs, and a copyright notice: Copyright (c) 2008, Oracle. All rights reserved.

Organization	PO Number	Supplier Item	Item Description	Quantity UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
GENTEX CORP OU	1086923	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	1026	0	Gentex, Fine Protection	UPS 2D AIR	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	10-Nov-2010 12:00:31	10-Nov-2010 12:00:31
GENTEX CORP OU	1086921	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	1026	0	Gentex, Fine Protection	YELLOW	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	10-Nov-2010 11:12:58	10-Nov-2010 11:12:58
GENTEX CORP OU	1086859		COVER, 700 - NON THERMAL	Each	1008	0	Gentex, Fine Protection	YELLOW	340-0018-001		ACME Test Supplier	CHS DOCK1 MAIN	07-Nov-2010 21:00:00	07-Nov-2010 21:00:00
GENTEX CORP OU	1086863	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	1026	0	Gentex, Fine Protection	YELLOW	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	04-Nov-2010 21:00:00	04-Nov-2010 21:00:00
GENTEX CORP OU	1086858		COVER, 700 - NON THERMAL	Each	1008	0	Gentex, Fine Protection	YELLOW	340-0018-001		ACME Test Supplier	CHS DOCK1 MAIN	03-Nov-2010 21:00:00	03-Nov-2010 21:00:00
GENTEX CORP OU	1086862	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	1026	0	Gentex, Fine Protection	YELLOW	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	02-Nov-2010 21:00:00	02-Nov-2010 21:00:00
GENTEX CORP OU	1086857		COVER, 700 - NON THERMAL	Each	1008	0	Gentex, Fine Protection	YELLOW	340-0018-001		ACME Test Supplier	CHS DOCK1 MAIN	02-Nov-2010 21:00:00	02-Nov-2010 21:00:00
GENTEX CORP OU	1086861	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	1026	0	Gentex, Fine Protection	YELLOW	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	31-Oct-2010 21:00:00	31-Oct-2010 21:00:00
GENTEX CORP OU	1086856		COVER, 700 - NON THERMAL	Each	1008	90	Gentex, Fine Protection	YELLOW	340-0018-001		ACME Test Supplier	CHS DOCK1 MAIN	31-Oct-2010 21:00:00	31-Oct-2010 21:00:00
GENTEX CORP OU	1086860	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	864	40	Gentex, Fine Protection	YELLOW	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	28-Oct-2010 21:00:00	28-Oct-2010 21:00:00

Below you will find a listing of the columns on the Delivery Schedule screen and a description of what each means.

Organization: This is based on the Gentex internal organization structure. This will be GENTEX CORP OU for US based Suppliers shipping to Gentex in the US.

PO Number: This is the Gentex Purchase Order number field. This is an active link that will direct you to the Purchase order details page (below).

The screenshot displays the 'iSupplier Portal' interface. At the top, there are navigation tabs for Home, Orders, Shipments, Planning, Finance, and Product. Below this, there are links for Delivery Schedules, Shipment Notices, Receipts, Overdue Receipts, and On-Time Performance. The main content area is titled 'Order Information' and is divided into three sections: General, Terms and Conditions, and Summary. The General section lists details such as Total (8,870.40), Supplier (ACHE Test Supplier), Supplier Site (CHS DOCK1 MAIN), Address (Dock 1, Charleston, SC), Buyer (LACY, JOHN M), Order Date (28-Oct-2010 11:51:06), Status (Open), Note to Supplier, Operating Unit (GENTEX CORP OU), and Supplier Order Number. The Terms and Conditions section lists Payment Terms (NET 40), Carrier (YELLOW), FOB, Freight Terms, and Shipping Control. The Summary section shows Total (8,870.40), Received (792.00), Invoiced (792.00), and Payment Status (Not Paid). Below the Order Information, there is a 'PO Details' section with a table showing a single line item.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Goods	340-0018-001		COVER, 700 - NON THERMAL	Each	1008	8.8	8,870.40	Open		

Supplier Item: This field will be populated if Gentex has specified a Supplier item number is on the PO lines.

Item Description: This is the Gentex defined description of the item.

UOM: Unit of measure as found on the Purchase Order.

Quantity Ordered: This is the total quantity on a PO shipment line.

Quantity Received: This is the total quantity received against a PO shipment line. This is an active link and clicking this will direct the users to the receipt details page for that specific PO (below).

The screenshot displays the 'Receipt Transactions' section of the 'iSupplier Portal'. It features a table with columns for Receipt PO Number, Line, Shipment, Description, UOM, Ordered, Returned, Net Received, Defects Location, Receipt Date, Promised Date, Need-By Date, and Performance. A single row is visible with the following data: Receipt PO Number 1053487, Line 1066856, Shipment 1, Description COVER, 700 - NON THERMAL, UOM Each, Ordered 1008, Returned 10, Net Received 90, Defects Location Gentex Fire Protection, Receipt Date 04-Nov-2010 06:04:48, Promised Date 31-Oct-2010 21:00:00, Need-By Date 31-Oct-2010 21:00:00, and Performance On-Time. There are 'Export' buttons on the right side of the table.

Ship to Location: This shows the ship to location as defined in the Gentex Oracle EBS system. If the user needs to verify the actual physical address associated with this ship to location, he/she may click on this active link and the address details will be visible (below).

The screenshot displays the 'Ship To Location' details in the 'iSupplier Portal'. It shows the following information: Address Line 1 (10985 Chicago Drive), City (Zeeland), County (Ottawa), State (MI), Zip Code (49464), and Country (United States). There is a 'Return to Shipments: Delivery Schedules' link at the bottom.

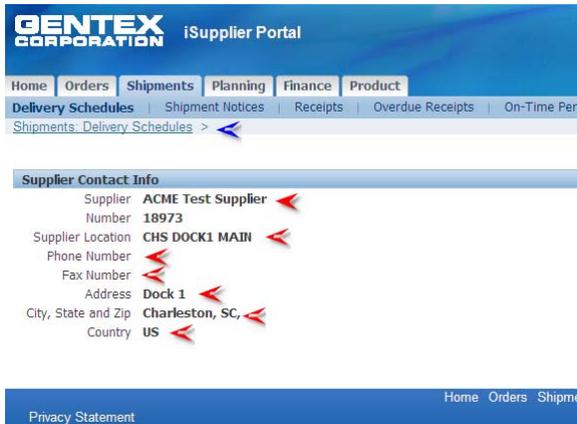
Carrier: Displays the Gentex defined carrier name (with whom the product is to be shipped).

Item Number: This is the Gentex part number of the item that has been ordered.

Supplier Config ID: This is not applicable for Gentex Suppliers.

Supplier: Displays Supplier name.

Supplier Location: This is the purchasing location as defined in Gentex Oracle EBS system. This is an active link and the Supplier can verify the address by clicking on the active link.

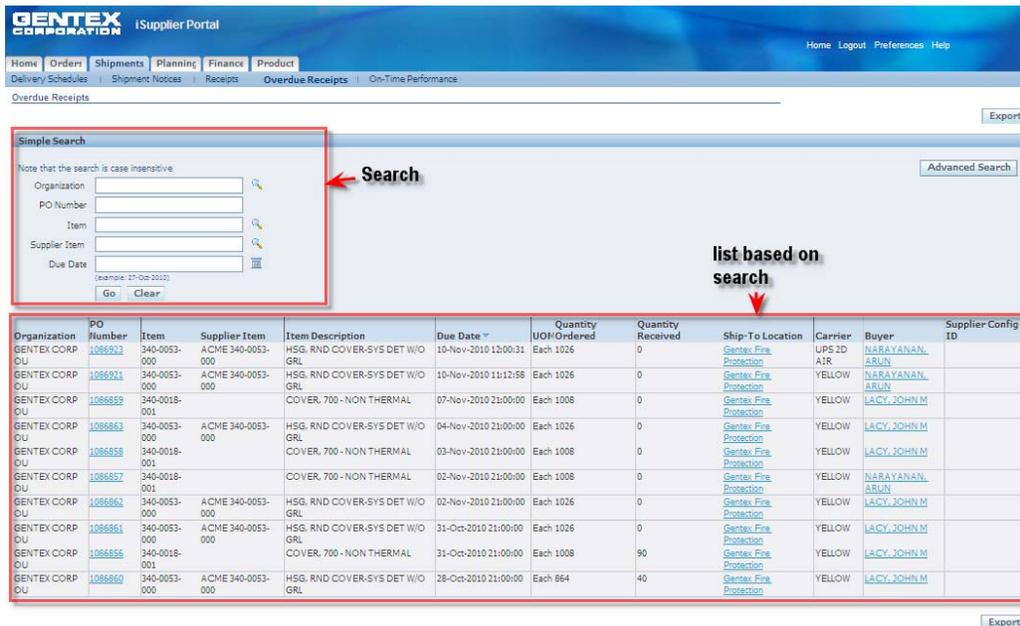


Promised Date: This is the date on which the Supplier has committed to delivering material to Gentex; this is the date considered by the Gentex Planning system to expect delivery of material. When a purchase order is created, this date is defaulted from the 'Need by Date' defined on the purchase order by Gentex Planning. If this date cannot be met by the supplier, you should immediately inform the Gentex Planner.

Need by Date: This is the date when the material is actually needed by Gentex. These dates are determined by the Gentex planning system and are subject to change by the Gentex Planner.

View Overdue Receipts

The Overdue Receipts page displays the same information as the Delivery Schedules page, but it is filtered for due dates that have passed based on the Gentex EBS Server time (Gentex is on US Eastern Time).



The main difference the user will notice is that instead of the 'Need By Date' and 'Promised Date' column of the delivery schedule there is a single column called 'Due Date'. This Due Date will be the 'Promised Date' if the Promised Date is populated on the purchase order (in Gentex this will be populated and by default it will be the 'Need by Date' when the PO is created) else it will be the Need by Date. So if the 'Need by Date' of a PO is earlier than today and the 'Promised Date' is after today then that PO will not be listed in the overdue receipts list. This is a lot of information, so for clarity's sake, the Due date is the date by why material is/was needed at Gentex. If a supplier cannot meet a due date it *must* be communicated to Gentex in advance.

Below image shows the Delivery Schedules v/s Overdue Receipts date fields.

Delivery Schedules Export

Simple Search Advanced Search

Organization Item Number
 PO Number Ship-To Location
 Supplier Item Promised Date
 Item Description Need-By Date

Organization	PO Number	Supplier Item	Item Description	Quantity UOM Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
GENTEX CORP OU	1086923	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each 1026	0	Gentex Fire Protection	UPS 2D AIR	340-0053-000		ACME Test Supplier	CHS DOCK1 MAIN	09-Nov-2010 12:00:00	10-Nov-2010 12:00:31

Overdue Receipts Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization
 PO Number
 Item
 Supplier Item
 Due Date

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	Quantity UOM Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
GENTEX CORP OU	1086923	340-0053-000	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	09-Nov-2010 12:00:00	Each 1026	0	Gentex Fire Protection	UPS 2D AIR	MASAYAMAN, ARJUN	

View Receipts History

This page displays the details of the receiving transactions made in the Gentex Oracle system.

GENTEX CORPORATION iSupplier Porta Home Logout Preferences Help

Home Orders Shipments Planning Finance Product Home Logout Preferences Help

Delivery Schedules | Shipment Notices | **Receipts** | Overdue Receipts | On-Time Performance

View Receipts Export

Simple Search Advanced Search

Receipt Number Organization
 PO Number Item Number
 Shipment Number Supplier Item
 Shipped Date Item Description

Search **List**

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
3053487	03-Nov-2010 15:05:13	Fire Protection	ACME001	31-Oct-2010 21:00:00	ACME PS1	1	ACMEWB1	YELLOW FREIGHT	acmeBOL1	Multiple	Multiple	

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Some columns of the columns are described in more detail below (those that are not self explanatory).

Receipt: This displays the Gentex receipt number. This is an active link, and selecting this link will bring you to a receipt details page (below).

Receipt header

Receipt: 2053487

Creation Date: 03-Nov-2010 15:05:13
 Organization: Fire Protection
 Supplier: ACME Test Supplier
 Supplier Site: CHS DOCK1 HADH
 Shipment Number: ACME001
 Shipment Date: 31-Oct-2010 21:00:00

Packing Slip: ACME PS1
 Containers: 1
 Waybill/Airbill: ACMEWB1
 Freight Carrier: YELLOW FREIGHT
 Bill of Lading: acmeBOL1
 Attachments: None

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment Item/Job	Description	UOM	Ordered	Returned	Received	Defects	Location	Attachments LPH/Lot/Serial Invoice
04-Nov-2010 06:04:48	31-Oct-2010 21:00:00	31-Oct-2010 21:00:00	On-Time	1086826	1	340-0018-001	COVER, 700 - NON THERMAL	Each	1000	10	90		Gentex Fire Protection	Multiple
04-Nov-2010 06:04:48	28-Oct-2010 21:00:00	28-Oct-2010 21:00:00	Late	1086860	1	340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	864	10	40		Gentex Fire Protection	Multiple

Creation Date: Date on which the receipt was made at Gentex.

Shipment: This will display the ASN number. This is an active link which will open the ASN when selected.

Shipment Notices (ASN)

Advanced shipment notices are highly critical to a lean manufacturing environment like Gentex. Gentex will consider expected receipts published by the Supplier when planning its manufacturing lines. iSupplier Portal supports the functionality of advanced shipment notices and makes it simpler for Suppliers without EDI or XML capability to send an ASN to Gentex. Suppliers can upload the ASN's directly into iSupplier Portal or load the information from a flat file for which Oracle has provided a template.

Please note: Do not submit ASN's through iSupplier Portal until contacted by Gentex to do so. We are rolling this out to suppliers individually and it must be carefully coordinated with required changes to supplier labels. Submitting an ASN without being requested to do so by Gentex Corporation will prevent our ability to receive or pay for the shipment.

Gentex's preferred ASN communication method is via EDI. If your Company is capable of EDI, please contact Gentex and we will work with you to implement this seamless integration of the ASN process between our ERP systems.

Creating an ASN

The Create ASN page allows the Supplier to create an ASN on the Gentex iSupplier Portal. To navigate to this page, select the Shipments tab and then select Shipment Notices in the task bar directly below the tab header. Once the **Shipment Notices** page opens, select the 'Create Advance Shipment Notices' link to open the Create ASN page.

GENTEX CORPORATION iSupplier Portal

Home Orders **Shipments** Planning Finance Product

Delivery Schedules | **Shipment Notices** | Receipts | Overdue Receipts

Shipment Notices

[Create Advance Shipment Notices](#)

[Create Advance Shipment Billing Notices](#)

[Upload Advance Shipment and Billing Notices](#)

[View / Cancel Advance Shipment and Billing Notices](#)

Home Orders Ship

About this Page Privacy Statement

Next we will explore the steps to create an ASN.

Views
View: Shipments Due Any Time

Select PO Shipments | Add to Shipment Notice

Select Number	Line	Shipments	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="checkbox"/> 1086860	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	28-Oct-2010 21:00:00	864	40	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086861	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	31-Oct-2010 21:00:00	1026	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086866	1	1		COVER, 700 -NON THERMAL	31-Oct-2010 21:00:00	1008	90	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086862	1	1		HSG, RND COVER-SYS DET W/O GRL	02-Nov-2010 21:00:00	1026	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086867	1	1		COVER, 700 -NON THERMAL	02-Nov-2010 21:00:00	1008	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086868	1	1		COVER, 700 -NON THERMAL	03-Nov-2010 21:00:00	1008	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086863	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	04-Nov-2010 21:00:00	1026	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086869	1	1		COVER, 700 -NON THERMAL	07-Nov-2010 21:00:00	1008	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086921	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	10-Nov-2010 11:12:58	1026	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN
<input type="checkbox"/> 1086923	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	15-Nov-2010 12:00:00	1026	0	Each	Gentex Fire Protection	GENTEX CORP OU	Fire Protection	USD	CHS DOCK1 MAIN

Step 1: Select your view correctly to see the shipments you would like to add to the ASN.

Step 2: Select the shipments that you want to add to the ASN.

Step 3: Click the 'Add to Shipment Notice' button to proceed to the next page.

Step 4: Navigate to the 'Shipment Header' tab (below).

Shipment Header | Shipment Lines

Shipment Information

Personalize Stack Layout: (ShipInfoInstrN)

*Indicates required field

* Shipment Number: ACME002 * Shipment Date: 11-Nov-2010 12:14:09

* Expected Receipt Date: 16-Nov-2010 12:14:19 Note: Shipment Date cannot be later than today

Example: 12-Nov-2010 12:13:18

Freight Information

Freight Terms: [] Freight Carrier: []

Number of Containers: [] Bill of Lading: []

Waybill/Airbill Number: [] Packing Slip: []

Packaging Code: [] Special Handling Code: []

Tar Weight: [] Tar Weight UOM: []

Net Weight: [] Net Weight UOM: []

Comments: []

Step 5: Enter the shipment header level information. Please note that the shipment number must be a unique value and cannot be repeated. Shipment date has to be prior to the time of entry of the ASN, for instance you should not create an ASN for something that is about to be shipped (rather something which has already been shipped). The expected receipt date is the date by which you are sure the material will reach Gentex.

Step 6: Enter the freight information. Even though these are not mandatory fields, make sure all available information is entered correctly.

Step 7: Click on the 'Shipment Lines' tab and go into the shipment lines page.

information common to all shipment lines can be entered here and defaulted to all shipment lines

Click to default this to shipment lines

Click this to enter LPN information (optional)

Enter quantity being shipped

Make sure the UOM is correct

PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot	Serial	Attachments	Split	Remove
1086859	1	1			COVER, 700 - NON THERMAL	07-Nov-2010 21:00:00	1008	0	Each	1008	Gentex Fire Protection					
1086921	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DE W/O GRL	10-Nov-2010 11:12:58	1026	0	Each	1026	1026	Gentex Fire Protection					
1086923	1	1	ACME 340-0053-000	HSG, RND COVER-SYS DE W/O GRL	15-Nov-2010 12:00:00	1026	0	Each	1026	1026	Gentex Fire Protection					

Step 8: On the Shipment Lines page, enter information that should be applied to all shipment lines (ex: Country of Origin), then click on 'Default to All Lines' to add this information to all lines.

Enter the quantity you are shipping. By default the shipment line will show the entire quantity due on the PO shipment line.

Verify the UOM (unit of measure) is correct based on the quantity being shipped (see below).

Example: Below is a shipment line showing that the Supplier is shipping 1008 pieces of an item where the UOM is defined as 'Each'.

PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot	Serial	Attachments	Split	Remove
1086859	1	1			COVER, 700 - NON THERMAL	07-Nov-2010 21:00:00	1008	0	Each	1008	Gentex Fire Protection					

Now, if the supplier may be invoicing in a different UOM, this can also be entered as 84 units for a UOM of 'Dozen'.

PO Number	Line	Shipment	Supplier	Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot	Serial	Attachments	Split	Remove
1086859	1	1			COVER, 700 - NON THERMAL	07-Nov-2010 21:00:00	1008	0	Dozen	84	Gentex Fire Protection					

Important: Before you choose to send EDI or an iSupplier ASN with a UOM other than that defined by Gentex, please confirm with Gentex in advance to ensure this is acceptable. Failure to do so may result in late receipts, lost shipments, and late or missing payments.

If LPN information needs to be added to the ASN, click on the link under the **LPN/Lot/Serial** column and proceed to step 9, else proceed to step 10.

Step 9: Enter the **LPN #** and **Quantity** and select the **'OK'** button to save. If the shipment line (this is the PO shipment line) is on two different LPNs, please click on the **'Add Another Row'** button and enter the next LPN# and associated Quantity. Select the **'OK'** button when complete. It is important to note that if you are entering LPNs, you have to account for all quantities being shipped.

Step 10: Before you submit the ASN, always review the data for accuracy using the **'Preview'**  button. The advantage of preview is that it will show the header and the line level information on one page instead of the multiple tabs used on the entry page.

Step 11: Click on the **'Submit'**  button from the preview page and wait for the ASN submission confirmation to be displayed.

Cancel an ASN/View Processing Status of an ASN

If you have submitted an ASN using the iSupplier Portal, you can view the ASN and its processing status. If you have submitted the ASN via EDI, they are only visible after they are processed by Gentex.

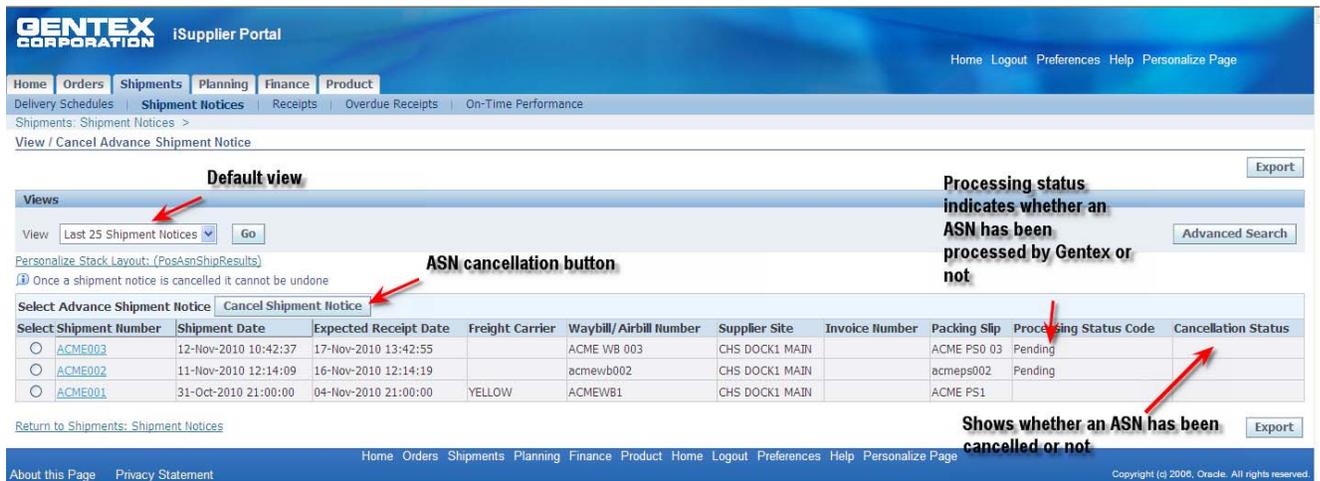
How to View an ASN

In order to view the ASN that has been submitted, proceed as follows:

Step 1: Select the Shipments tab and then select Shipment Notices in the task bar directly below the tabs section. Once the **Shipment Notices** page opens, select the **'View/Cancel Advance Shipment and Billing Notices'** link to open the View ASN page.



Step 2: The view will open the last 25 shipments that have been submitted by the supplier. If you would like to view more records, you may change the view or use advanced search options.

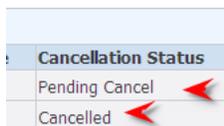


If you need to open and examine an ASN in detail, you can do so by clicking on the ASN number field. This field has active links which will redirect you to the ASN preview page.

Processing Status Code: This column indicates whether the Gentex EBS system has attempted to process the ASN submitted by the Supplier.

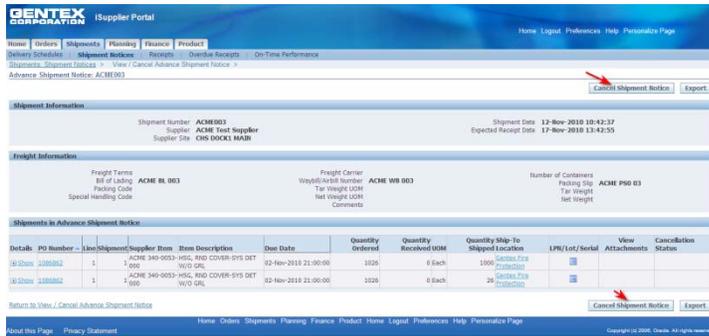
- Pending: Yet to be processed by Gentex
- Running: File is being processed
- No Value (blank): It has been processed by Gentex

Cancellation Status: This indicates whether or not an ASN has been cancelled. An ASN that is cancelled before it is processed will vanish from the system and will not be visible when you go to View ASN later, However an ASN that has been cancelled after being processed by Gentex will be available for you to view. The status of this cancelled ASN will show '**Pending Cancellation**' before the cancellation request is processed, and '**Cancelled**' once it has been processed by Gentex.

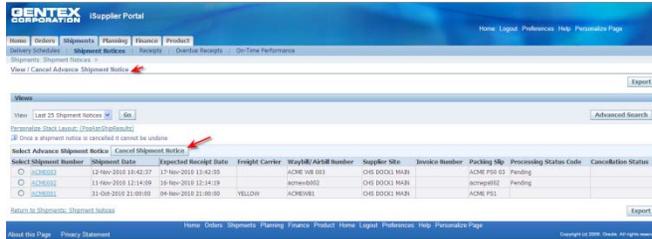


How to Cancel an ASN from iSupplier Portal

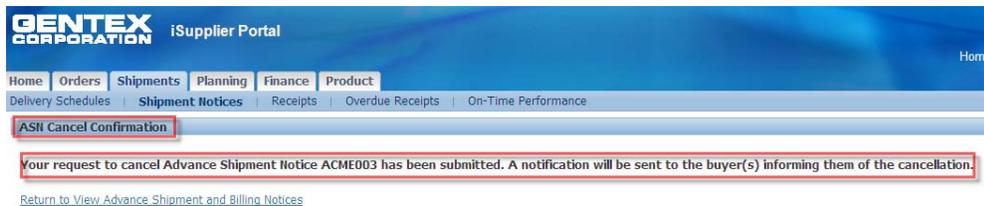
Step 1: In order to cancel an ASN, click on the '**Cancel Shipment Notice**' button located on the ASN view page or the preview page as shown below.



Or



A confirmation message will be displayed when the ASN is cancelled



Once an ASN is cancelled, the PO shipment line quantities that were on that ASN will be relieved and the user will be able to select and add these lines to another ASN. Note that ASN's which are processed can be cancelled by Gentex or the Supplier.

Upload an ASN

If you are interested in uploading an ASN, you can do so by entering the ASN information on a flat file and uploading to the system. Oracle has provided templates and samples of these flat files, and templates + examples are available on the iSupplier Portal to download.

If you are interested in using this method please contact the Gentex helpdesk and we will help you with the process.

Note: Gentex currently does not advise Suppliers to use the flat file upload process as the chances of manual error are much higher if the ASN file is created manually. However, Gentex is willing to support this method if any Suppliers would like to use this template to create flat files directly from their internal ERP systems. These files can then be uploaded by the Supplier user on the iSupplier portal. Gentex's preferred ASN communication method is via EDI. If your Company is capable of EDI, please contact Gentex and we will work with you to implement this seamless integration of the ASN process between our ERP systems.

On-Time Delivery Performance

Gentex iSupplier Portal will display the On-time delivery performance of a Supplier on each and every shipment line received at Gentex. The delivery performance criteria may vary depending on the Gentex ship to location (please note this will be standard for all US delivery locations). The delivery performance of a Supplier is measured based on the 'Promised Date' on the PO shipment line; in the event that a promised date is not populated on the shipment line, it will be based on the 'Need by date'. Currently Gentex has chosen to consider any material received on or up to five days before the 'Promised date' as 'On time' or acceptable performance.

Navigation: On-Time Delivery performance is under the Shipments tab.



You can use the simple search or advanced search features to narrow down your search

Important Note: iSupplier Portal will calculate the on-time delivery up to the day and time stamp as detailed in the below image. Gentex currently issues its purchase orders with a need by date time stamp of DD-MON-YYYY 00.00.00 which means the Supplier need to deliver the material BEFORE this date and time.

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
GENTEX CORP OU	1086989	12-Nov-2010 11:00:00		2053493	12-Nov-2010 03:35:00	340-0053-000	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	120			On-Time	
GENTEX CORP OU	1086989	12-Nov-2010 11:00:00		2053494	07-Nov-2010 09:00:00	340-0053-000	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	36			Early	
GENTEX CORP OU	1086989	12-Nov-2010 11:00:00		2053492	12-Nov-2010 18:34:35	340-0053-000	ACME 340-0053-000	HSG, RND COVER-SYS DET W/O GRL	Each	60			Late	

Annotations from the image:

- Red arrow from "delivered same day abt 8 hrs before due date and time" points to the Receipt Date of the first row (12-Nov-2010 03:35:00).
- Red arrow from "delivered 5 days (5x24hrs) and 2 hours before due date and time" points to the Receipt Date of the second row (07-Nov-2010 09:00:00).
- Red arrow from "delivered same day abt 7 hrs after due date and time" points to the Receipt Date of the third row (12-Nov-2010 18:34:35).

Performance analysis can be explained as follows:

Due Date and Time	Receipt date and Time	Delivery Status	Comment
12-Nov-2010 11:00:00	12-Nov-2010 03:35:00	On-Time	-0days,7hrs,25mins,0secs
12-Nov-2010 11:00:00	07-Nov-2010 09:00:00	Early	-5days,2hrs,0mins,0secs
12-Nov-2010 11:00:00	12-Nov-2010 18:34:35	Late	+0days,7hrs,34mins,35secs

Planning Tab

Gentex will use its iSupplier Portal to publish forecasts schedules to Suppliers. The forecast that is published will be generated from the Gentex planning process. The forecast schedules are intended for Suppliers not capable of receiving EDI, but can be utilized by all suppliers. Gentex does transmit forecast via EDI to a number of suppliers, so if you do not currently receive EDI but are EDI capable, please contact Gentex and we will set-up an EDI test.

Currently the forecast data published in iSupplier Portal will have the following buckets:

Days: 0
Weeks: 12
Months: 6

Understanding the forecast buckets is explained later in this section.

Forecast (Planning) Schedule

Planning schedules (also called Forecast Schedules) are generated by the Gentex planning system as Planned Orders and are aggregated into buckets as defined in the Gentex EBS system (Days, Weeks, Months).

To navigate to this page, select the Planning tab and the Planning Schedule Summary page will be displayed.

Schedule Number	Revision	Creation Date	Forecast/Release Type	Schedule Horizon Start	Schedule Horizon End	Ship-To Organization	Status	Schedule Type	Supplier	Supplier Site	Supplier Organisation ID	Schedule Type	Summarized View
20101102-260015	0	02-Nov-2010	Forecast All Documents	02-Nov-2010	31-Jul-2011	Fire Protection	Confirmed Planning	ACME Test Supplier	CHS DOCK1 MAIN	761449	PLAN_SCHEDULE		

Users can use the simple or advanced search functionality to retrieve data on the forecast summary page.

The following are the different fields on the forecast summary page with which you will become familiar:

Schedule Number: This is a reference number generated by the Gentex EBS system when it builds a new forecast schedule. The schedule number will consist of two segments - the first segment will be the date of the planning schedule creation and the second will be a sequential number assigned by our system (this will be sequential only to the Gentex EBS system and for the supplier this may not appear as a 'sequence').

An example of a Schedule Number is 20101102-260015 where 20101102 indicates a Forecast schedule created on 02-Nov-2010 and 260015 is the sequential number generated by the Gentex system. The schedule number field is also a link and clicking on that link will take you to the 'Plan Schedule Lines' page, which displays information such as the items that are included in the schedule. The Summarized View is the page where the Supplier user should go to see the forecast data.

Schedule Horizon Start: This is the date from which the forecast schedule starts.

Schedule Horizon End: This is the date up to which the planning schedule data exists.

Status: This indicates the status of the schedule. This will always display “confirmed” per Gentex’s current process.

Summarized View: This is the most important tab for the Supplier; select the link under this column to see the forecast by item. On the iSupplier page it is possible to display up to 30 buckets at any one time.

The different types of buckets are as follows:

1. **Past Due:** This bucket displays any past due quantities. As per the current Gentex set-up, this field will be '0', *however this does not mean there are no 'Past due' orders.*
2. **Buffer:** This is how the Gentex system aggregates quantities that do not fall into a bucket. For example, if your first bucket is of bucket type of Week and you are creating the schedule on a Wednesday, then EBS looks at the calendar for Gentex and determines when the next week starts. If the start falls on the next Monday, the system aggregates the demand that falls in the rest of the current week and will show it under the Buffer. Similarly, another example would be for weekly and monthly buckets in the forecast schedules as shown below in the example.

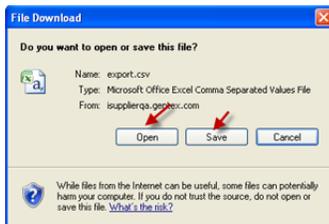
As per Gentex, we display our forecast schedules as 12weeks followed by 6months. If for example, the 12th

Bucket	13	14	15	16	17
Week	24-	31-	07-	01-	01-
	JAN-	JAN-	FEB-	MAR-	APR-
	2011	2011	2011	2011	2011

week of a schedule happens to be week starting Jan 31st and ending Feb 6th, and the next full month start is March 1st, the demand that falls between February 7th and February 28th is aggregated and put under the Buffer between weeks and months.

- Weeks:** This is the weekly aggregation of the demand under one bucket. This goes by the Gentex calendar which starts on Monday and ends on Sunday. If the Supplier does not work on weekends, they should then plan all material for their five day week. The actual date and delivery times will be available only on the purchase orders.
- Months:** This is the monthly aggregation of the demand under one bucket. A monthly demand will start on the first day of the month and end on the last day of the month.
- Quarter:** This will be the aggregation of three months demand.

The data on the forecast schedule can easily be exported into Excel format by clicking on the Export button. When you select the export button, a file download window will open giving you the option to save or open the file - choose the action appropriate for you.



If you select the 'Open' button, the Excel file will open as shown below.

Schedule Number	Horizon Start Date	Horizon End Date	Ship-To Organization						
20101102-260015	#####	31-Jul-11	Fire Protection						
Item	Supplier Item	Description	Bucket 1	Bucket 2	Bucket 3	Bucket 4	Bucket 5	Bucket 6	Buc
			Past Due	Buffer 02-NOV-2010	Week 08-NOV-2010	Week 15-NOV-2010	Week 22-NOV-2010	Week 29-NOV-2010	We
340-0018-001		COVER, 700 - NON THERMAL	0	4704	5040	4956	3024	4956	
340-0053-000		HSG, RND COVER-SYS DET W/O GRL	0	4860	5022	4968	3024	4968	

This method provides the Supplier the flexibility of sorting and manipulating the data for their internal purposes.

Finance Tab

The finance tab on the iSupplier Portal allows the Supplier to view their Invoices and Payments. These are view only pages where Supplier can look at the information and tie it back to the receipts, ASN's, or PO's.

View Invoices/Statuses

The View Invoices page enables you to search for and view details of an invoice that has been submitted to Gentex. You can search using any or all of the search options on the page under either simple search or advanced search.

To navigate to this page, go to the Finance tab and then click on the 'View Invoices' sub tab.

The different types of information that are critical to the Supplier, and will help them reconcile with their A/R accounts are:

Invoice Number: This is the Invoice Number entered in Gentex EBS Payables. This is an active link and the user can click on this link to see further details as shown below. The user can also export this data.

Invoice Date: This is the date on which the invoice has been created – either by Gentex (if the supplier is on ERS) or by the supplier.

Invoice Type: Supplier should note the most common type of invoice will be ‘Standard, the supplier may also see ‘Debit Memos’ for material returns to Suppliers.

Currency: This is the invoice currency approved by Gentex (it may be possible Gentex pays in a currency other than what the supplier has invoiced).

Amount: This is the amount on the invoice.

Status: This shows whether Gentex payables has approved the invoice for payment.

On Hold: This shows if an invoice has gone on hold at Gentex. You can see the hold reason from the ‘View Invoices’ page, the ‘Invoice Details’ page, or by clicking on the hold itself which is an active link.

Payment Status: This column indicates whether the payment has been issued or not. ‘Not Paid’ means the payment has not been made; ‘Paid’ indicates the payment has been issued.

Due Date: This is the payment due date based on the payment terms agreed with the Supplier.

Payment: This column shows the payment number generated in the Gentex Payables system. This is an Active link and clicking this link will open the Payments Information page.

PO Numbers: This displays the Purchase order number if the invoice is against a single PO. It will display ‘Multiple’ if there are multiple purchase orders against this invoice, which will typically be the case. These fields are active links and clicking them will take the user to the purchase order information.

View Payments

To Navigate to the ‘View Payments’ page on the iSupplier Portal Home page, select the Finance tab, then click the View Payments sub tab. On the View Payments page, enter search values into one or more of the search fields (simple or advanced search) to narrow down your results.

The screenshot shows the 'View Payments' page in the Gentex iSupplier Portal. The navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', and 'Product'. The 'Finance' tab is selected, and 'View Payments' is the active sub-tab. The search section includes a 'Simple Search' form with fields for Payment Number, Invoice Number, PO Number, Status, Payment Amount From, Payment Date From, and Payment Date To. Below the search form is a table of payment records. Red arrows point to the 'Simple Search' and 'Advanced Search' buttons, the search input fields, and the 'Payment', 'Amount/Method', 'Status', 'Invoice', and 'PO Number' columns in the table.

Payment	Payment Date	Currency	Amount/Method	Status	Status Date	Bank Account	Invoice	PO Number
527775	10.01.2010	USD	506,810.34 Check	Negotiable	10.01.2010	Disbursement / Receipt Account	Multiple	Multiple
527339	09.24.2010	USD	505,250.17 Check	Reconciled Unaccounted	09.27.2010	Disbursement / Receipt Account	Multiple	Multiple
526846	09.17.2010	USD	460,391.04 Check	Reconciled Unaccounted	09.20.2010	Disbursement / Receipt Account	Multiple	Multiple

The different columns displayed on the 'View Payments' page are:

Payment: Select the payment number link to view details of the payment. This is an active link and clicking this active link will redirect you to the Payments Details page where you can see the payment details including the invoices, invoiced amounts, and the purchase orders for the payment you are viewing. This can also be exported to excel for easier viewing, sorting, and manipulation.

The screenshot shows the 'View Payments' page for Payment 527775. The page includes a navigation menu with 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', and 'Product'. The 'View Payments' page displays the following details:

- Payment Date: 10.01.2010
- Method: Check
- Status: Negotiable
- Status Date: 10.01.2010
- Supplier: Supplier Site Address
- Bank Account: Disbursement / Receipt Account

The 'Included Invoices' table is as follows:

Invoice	Invoice Date	Type	Currency	Amount Status	Payment Status	Payment PO Number	Receipt	Attachments
572993	08.19.20.10	Standard	USD	2,696.51 Approved	Paid	2,696.51 1067292		

Payment Date: This is the date on which the payment was created.

Currency: Currency in which the payment is being made.

Amount: Total Amount paid.

Method: Method of payment set up for the Supplier.

Status: This is the status of the invoice.

Invoice: This is the invoice against which this payment is being made. This could be one or multiple and this is also an active so clicking this will open the View Invoices page which will display the invoice(s) against which payment is being made.

PO Number: This is the PO number against which this payment is being issued. This could be one or multiple and this is also an active link so clicking this will open the View Invoices page which will display the invoice(s) against which this payment is being made.

Product Tab

The Products page displays a summary of items for which the Supplier is currently an approved Supplier to Gentex. All information currently on this page is also on other pages, so the links in this page will redirect users to those pages. This page is a good summary view of an item or set of items.

This page displays several quick links for further analysis of data at the granularity of Gentex's specific item numbers, so this is a useful page for the Supplier representative looking at performance or data specific to one of Gentex's items.

The screenshot shows the 'Product' tab in the Gentex iSupplier Portal. It features a search section with a note that the search is case insensitive and an 'Advanced Search' button. Below the search fields is a table listing items with columns for Organization, Supplier Item, Item, Item Description, UOM, Buyer, Orders, Overdue, Receipt History, Returns, and On-Time Performance. Two red arrows point to the 'Receipt History' and 'Returns' columns. The footer includes navigation links and a copyright notice for 2006.

Organization: This is internal to the Gentex system.

Supplier Item: This is the Supplier part number if the Supplier part numbers are captured and uploaded to Gentex System.

Item: This is Gentex internal part number.

Item Description: Gentex defined part number description.

UOM: This is the base Unit of Measure in the Gentex item master.

Please note that this is the UOM in which inventory is stocked and transacted at Gentex, but may not be the UOM on the purchase order. Some items are procured in a UOM other than this internal UOM.

Buyer: This is the commodity buyer at Gentex.

Note – Buyer is not the same as Planner. Any information to be communicated in regard to pricing must be communicated to the buyer. Any other information in regard to deliveries and promised dates should be communicated to Gentex Planner whose information/ Name are currently not displayed on the Portal.

Orders: This displays all the purchase order lines and blanket agreement information associated with this item (the blanket agreement is the pricing contract with the supplier and is **not** the same as a purchase order – no product should be shipped against a blanket agreement).

Purchase Order Lines

Personalize "PO Lines Table" Export

PO Number	Line Item	Supplier Item	Item Description	Price UOM	Promise Date	Quantity Ordered	Quantity Received	Quantity Invoiced	Ship-To Location	Price Break Quantity	Break Price
1085939	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	0.95	Each 12-Nov-2010 00:00:00	480	216	0	Gentex, Fine Protection		
1085923	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	1	Each 11-Nov-2010 00:00:00	1026	430	0	Gentex, Fine Protection		
1085921	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	0.89	Each 10-Nov-2010 00:00:00	1026	0	0	Gentex, Fine Protection		
1085863	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	0.88	Each 05-Nov-2010 00:00:00	1026	130	0	Gentex, Fine Protection		
1085862	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	0.88	Each 03-Nov-2010 00:00:00	1026	0	0	Gentex, Fine Protection		
1085861	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	0.88	Each 01-Nov-2010 00:00:00	1026	24	0	Gentex, Fine Protection		
1085860	1	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	0.95	Each 29-Oct-2010 00:00:00	864	50	40	Gentex, Fine Protection		
1085864	2	340-0053-000	HSG, RND COVER-SYS DET W/O GRL	1	Each		0	0	100	0.95	
1085854	2	340-0053-000	HSG, RND COVER-SYS DET W/O GRL	1	Each		0	0	1000	0.88	
1085853	2	340-0053-000	A CME 340-0053-000 HSG, RND COVER-SYS DET W/O GRL	1	Each		0	0	100	0.9	

Agreements Data

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Over Due: This link will list all the past due/overdue deliveries.

Returns: When an item is returned due to non-conformance, these returns could be captured in the Gentex system and this information can be displayed here. Non-Conformances and Defects are currently handled in a system outside of our production/ERP system so this information is not available in the iSupplier Portal.

Receipt History: This link will show you all receipts made at Gentex against this specific item.

On Time Performance: This is the same as [On-Time Delivery Performance](#), the only exception being that this will filter data specific to the item you are examining.

Supplier Suggestions and Feedback: We are interested in your feedback and suggestions. Please send any comments to your Buyer or contact at Gentex and we will review them. If approved, we will include them in our next release. Thank you!