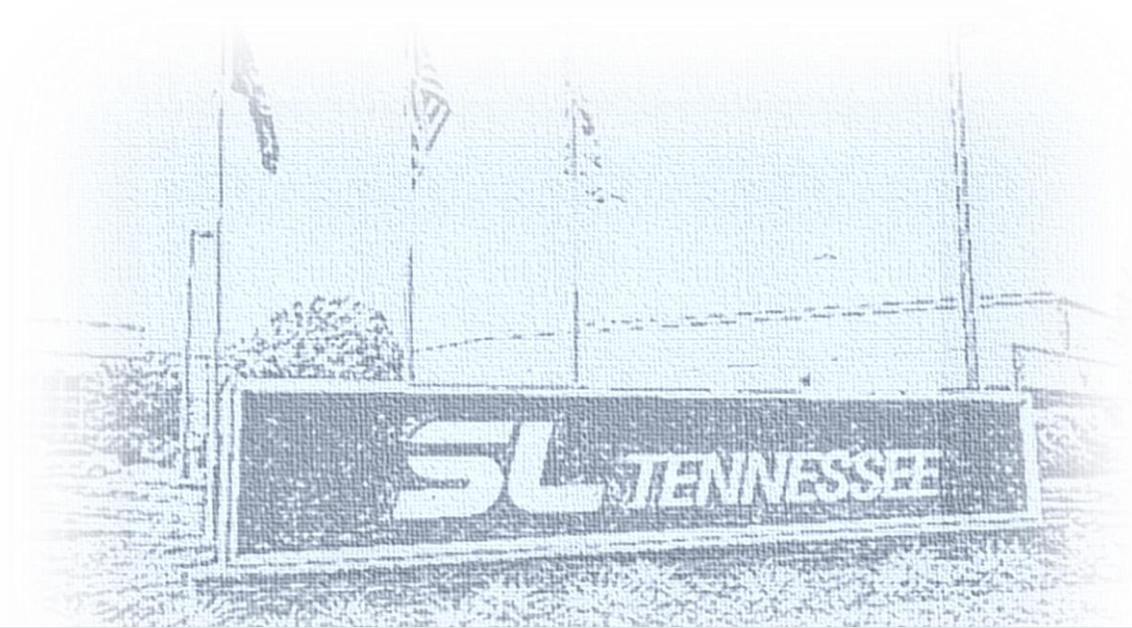


QSM ANNEX 1 SUPPLIER SRM GUIDE

Rev 04-25-19



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SL Tennessee Chassis

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SYSTEM REQUIREMENTS

- Internet Explorer 10 or newer.
- Excel 2007 or newer.

LOG INTO SL VPN SITE HPPT://70.43.14.181

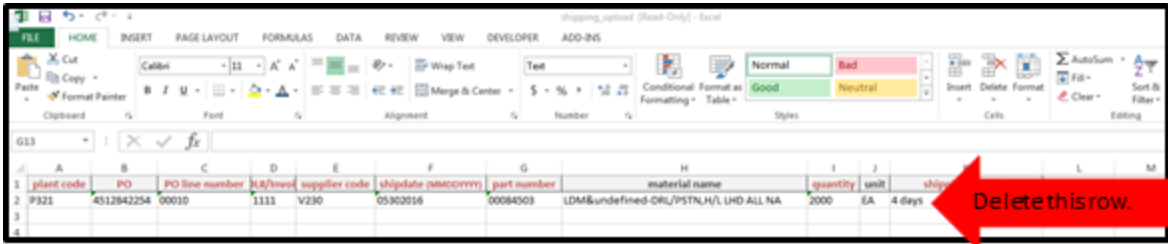
- Continue to Website.
- Type in username and password (note: both are case sensitive).



- Access SL America SRM Website (note: add website to compatibility view settings, the screen will appear blank if not done)
- Select 'Shipping Status'
- Select 'upload format'
- Select 'Save'
- (note: this box will appear) Select 'Open'



- Excel Spreadsheet will Open (see sample below) Delete Row 2. (note upload will not be successful if row is not deleted)



- Select 'Excel:PO (see sample PO Spreadsheet that will open)

plant	PO	PO line number	BOL#/invoice	supplier	delivery date	part number	material name	PO quantity	Shipping quantity	unit	Shipping date	Expected delivery date	Shipping method	upload date
P320	451592256	00120	PR144176	000060928	09/05/2017	00188922	CAP S/A - ALUMINIUM,GM A1XC A/T	308	308	EA	08312017	9/2/2017	2 days	8/31/2017 11:12 AM
P320	451592256	00060	PR144176	000060928	09/05/2017	00188747	CAP GM A1XC M/T V8	144	144	EA	08312017	9/2/2017	2 days	8/31/2017 11:12 AM
P320	451592256	00040	PR144176	000060928	09/05/2017	00142139	CAP S/A - ALUMINIUM,GM A1XC A/T	770	770	EA	08312017	9/2/2017	2 days	8/31/2017 11:12 AM
P320	451592256	00190		000060928	09/12/2017	00188300	CAP S/A - ALUMINIUM,GM A1XC A/T HP1/ZL1	154		EA				
P320	451592256	00310		000060928	09/12/2017	00188792	CAP GM A1XC M/T ZL1	144		EA				
P320	451592256	00050		000060928	09/12/2017	00142139	CAP S/A - ALUMINIUM,GM A1XC A/T	924		EA				
P320	451592256	00130		000060928	09/12/2017	00188922	CAP S/A - ALUMINIUM,GM A1XC A/T	462		EA				
P320	451592256	00140		000060928	09/19/2017	00188922	CAP S/A - ALUMINIUM,GM A1XC A/T	308		EA				
P320	451592256	00270		000060928	09/19/2017	00188747	CAP GM A1XC M/T V8	144		EA				
P320	451592256	00060		000060928	09/19/2017	00142139	CAP S/A - ALUMINIUM,GM A1XC A/T	770		EA				
P320	451592256	00050		000060928	09/20/2017	00188300	CAP S/A - ALUMINIUM,GM A1XC A/T	154		EA				

- Select and copy needed information from PO Spreadsheet and paste into 'upload format' spreadsheet. (see sample below) (note only copy information for outgoing shipment, past or future shipments will result in upload not being successful)

Plant Code
PO
Po line number
Supplier Code
Part number
Material Name



Be sure to use a "Value" paste when pasting your information into the upload format.

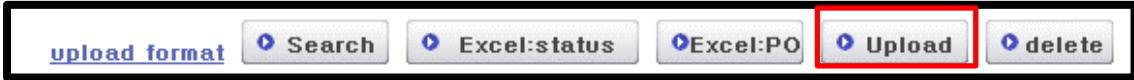
- Enter BOL#/Invoice, ship date (mmddyy format) and unit. (date must be in sample format)

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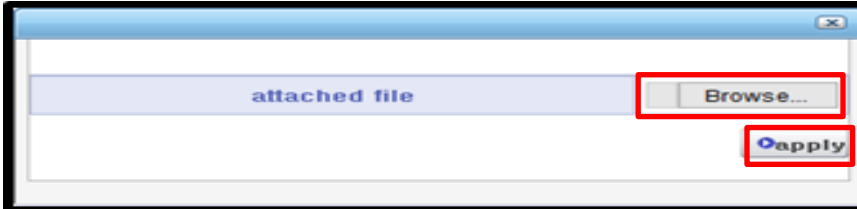
- Choose shipping method (drop down menu only)

plant code	PO	PO line number	IL8/Invo	supplier code	shipdate (MMDDYYYY)	part number	material name	quantity	unit	shipping method
P320	4515922565	00190	PR14479	0000609280	09082017	00183300	CAP S/A - ALUMINUM, GM A1XC A/T HP1/ZL1	154	EA	2 days
P320	4515922565	00090	PR14479	0000609280	09082017	00142139	CAP S/A - ALUMINUM, GM A1XC A/T	924	EA	FedEx International Priority - 3 days
P320	4515922565	00130	PR14479	0000609280	09082017	00168922	CAP S/A - ALUMINUM, GM A1XC A/T	462	EA	FedEx International Economy - 5 days

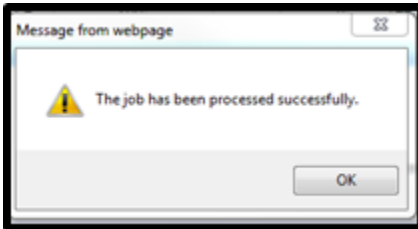
- Save spreadsheet to applicable file.
- Select 'Upload'



- Select 'Browse' then 'apply'



- React to message (see sample below of a successful upload)



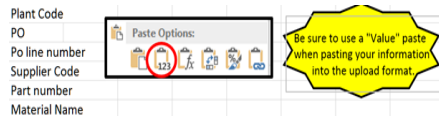
(note any other message indicates upload was unsuccessful upload) see *How to troubleshoot an unsuccessful upload.*

HOW TO TROUBLESHOOT AN UNSUCCESSFUL UPLOAD

There are several things that will cause an upload to fail. If you don't receive the "processed successfully" message seen above, then upload did not go through. Verify upload sheet to ensure the information is correct, then start with a new upload format workbook to make any changes. The following things can cause your upload to fail:

Incorrect Date Format: Check date is entered in MMDDYYYY format.

Formatting was copied over from Excel PO: If upload format workbook is showing text in any other color but black, or has borders or shading that copied over from the Excel PO workbook, you will need to start a fresh workbook and use values paste (See example)



to copy information from the Excel PO workbook to the upload format workbook.

Uploaded multiple shipments: Ensure only upload current shipment that is going out. There should only be one ship date. If you have multiple ship dates, your upload will fail.

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Shipping method was manually entered: Use drop down menu to select shipping method. If manually entering shipping method, upload will fail.

Data in Material Name and Unit Columns: If information is in the black header columns ('Material Name' and 'Unit') the system might reject the upload. If nothing is found wrong with the upload information, remove all information under these columns and try upload again.

If you still are unable to successfully upload the ASN after making these corrections, contact applicable Material Planner TO CORRECT the issue.

ASN'S ARE REQUIRED TO SUCCESSFULLY UPLOAD WITHIN 24 HOURS OF SHIPMENT LEAVING YOUR FACILITY.

HOW TO CONFIRM A SUCCESSFUL UPLOAD OR CHECK PREVIOUS ASN'S

Successful Uploads can be confirmed using the following: Under 'Shipping Status' tab. This shows the status of shipments for the current month and is the same data that SL uses to determine compliance.

material name	unit	stock quantity	1st week of M			2nd week of M			3rd week of M			4th week of M		
			PO	shipment	GAP	PO	shipment	GAP	PO	shipment	GAP	PO	shipment	GAP
BOOT S/A - GRAY SUEDE,GM Y1XX AT	EA	39			0			0			0			0
Y1XX A/T BUTTON-KNOB	EA	4,928			0			0			0	2,112	2,112	0
KNOB S/A1 - LEATHER,GM Y1XX A/T	EA	5			0			0			0	120	0	-120
GMX351 A/T SLEEVE	EA	11,000			0	5,000	5,000	0			0			0
Y1XX A/T BOOT S/A	EA				0			0			0	120	120	0
GMX352 TPE KNOB S/A1	EA	396			0			0	180	0	-180			-180
BOOT S/A,VW324/325 A/T LHD CURRY	EA	390			0	50	50	0			0	50	50	0
VW 324/325 A/T LHD BOOT S/A	EA	2,300			0	1,000	1,000	0			0	1,200	1,200	0

The Shipping Status tab shows all open PO's, divided up by when they are due to ship. The PO column shows quantities due. The shipment column shows when a shipment has been made and an upload has been successfully completed. The GAP column shows any variance between the shipment and PO columns.

In the example shown above, the Supplier would receive a score of 75% for the month for ASN compliance.

Week 1 shows there are no open POs and no shipment was made. This would count as a compliant week.

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Week 2 shows there is an open PO with 3 part numbers that are due to ship. All 3 part numbers were shipped and the upload was successfully completed. This would count as a compliant week.

Week 3 shows there is an open PO with one part number that is due to ship. This part number did not ship OR there was not a successful upload. This would count as a non-compliant week.

Week 4 shows there is an open PO with five part numbers that are due to ship. Four part numbers shipped and there was a successful upload. This would count as compliant week because an upload was successfully completed, even though the full requirements did not ship.

DATE	DESCRIPTION OF CHANGE
4-25-19	Original issuance