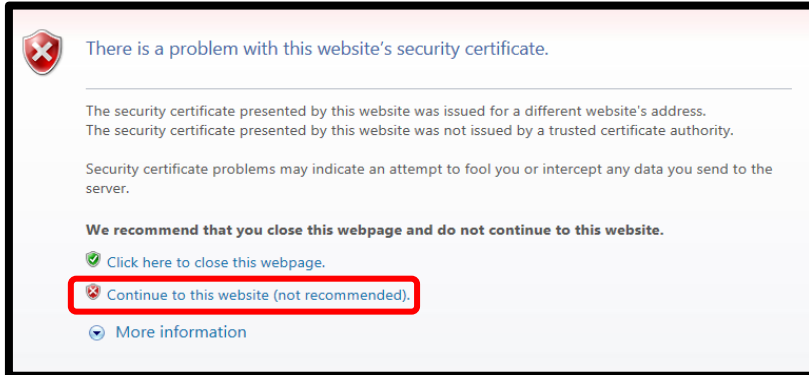


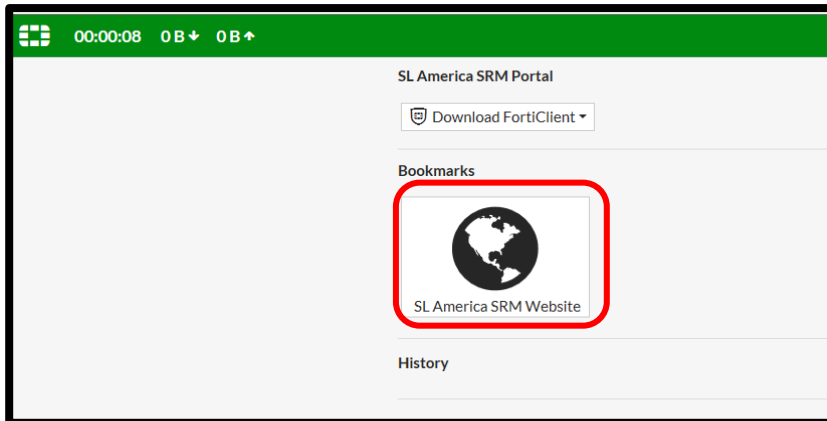
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**Before beginning, make sure that you have the minimum system requirements:
Internet Explorer 10 or newer
Excel 2007 or newer**

1. Log on to SL VPN site <https://70.43.14.181>
2. Click "Continue to Website"



3. Type in your username and password. Both are case sensitive.
4. Proceed to the SL America SRM Website.

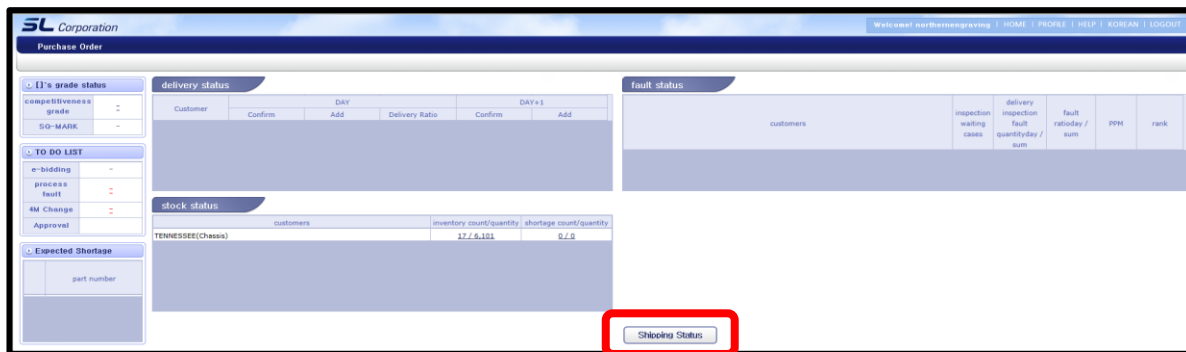


5. Type in your SRM username and password.

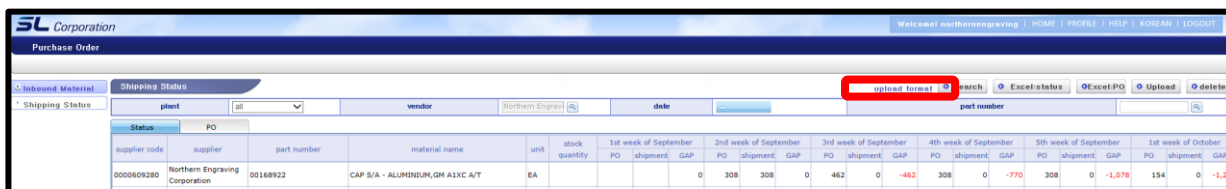
*****If you have not already done so, add the website to your compatibility view settings. The screen will appear blank otherwise. *****

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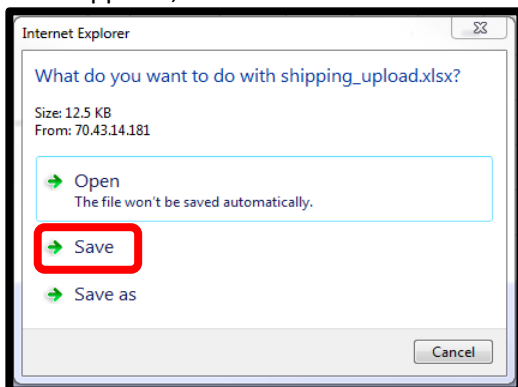
6. Click on "Shipping Status".



7. Click on "upload format".



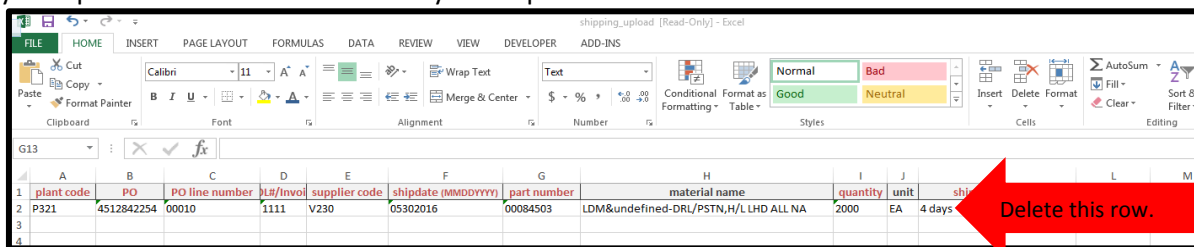
8. When this box appears, choose "Save".



9. When this box appears, choose "Open".



10. This is the Excel sheet that will open. You will need to DELETE ROW 2. This is a just a sample and your upload will not be successful if you keep it in.



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11. Click on "Excel: PO".



12. The spreadsheet that opens will look like this:

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	00168922	CAP S/A - ALUMINUM,GM A1XC A/T	308	308	EA	08/31/2017	9/2/2017	2 days	8/31/2017 11:12 AM
P320	451592256	00260	PR144176	000060928	09/05/2017	00188747	CAP,GM A1XC M/T VS	144	144	EA	08/31/2017	9/2/2017	2 days	8/31/2017 11:12 AM
P320	451592256	00040	PR144176	000060928	09/05/2017	00142139	CAP S/A - ALUMINUM,GM A1XC A/T	770	770	EA	08/31/2017	9/2/2017	2 days	8/31/2017 11:12 AM
P320	451592256	00190		000060928	09/12/2017	00183300	CAP S/A - ALUMINUM,GM A1XC A/T HP1/ZL1	154		EA				
P320	451592256	00310		000060928	09/12/2017	00188752	CAP,GM A1XC M/T ZL1	144		EA				
P320	451592256	00050		000060928	09/12/2017	00142139	CAP S/A - ALUMINUM,GM A1XC A/T	924		EA				
P320	451592256	00130		000060928	09/12/2017	00168922	CAP S/A - ALUMINUM,GM A1XC A/T	462		EA				
P320	451592256	00140		000060928	09/19/2017	00168922	CAP S/A - ALUMINUM,GM A1XC A/T	308		EA				
P320	451592256	00270		000060928	09/19/2017	00188747	CAP,GM A1XC M/T VS	144		EA				
P320	451592256	00060		000060928	09/19/2017	00142139	CAP S/A - ALUMINUM,GM A1XC A/T	770		EA				
P320	451592256	00060		000060928	09/19/2017	00183300	CAP S/A - ALUMINUM,GM A1XC A/T	144		EA				

13. From here, you can copy and paste the following information from the "Excel:PO" spreadsheet to the "upload format" spreadsheet. **ONLY COPY INFORMATION FOR THE SHIPMENT THAT IS GOING OUT. IF YOU ATTEMPT TO UPLOAD FOR PAST OR FUTURE SHIPMENTS, YOUR UPLOAD WILL NOT BE SUCCESSFUL.**

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

14. You will need to manually enter the BOL#/Invoice, ship date (in MMDDYYYY format), and unit. You will need to choose the shipping method from the drop down menu. **Do not manually enter the shipping method. You must choose the shipping method from the drop down menu. Please note that if the date is entered in the incorrect format, your upload will not be successful.**

Correct format: 01012017

Incorrect: 01/01/2017

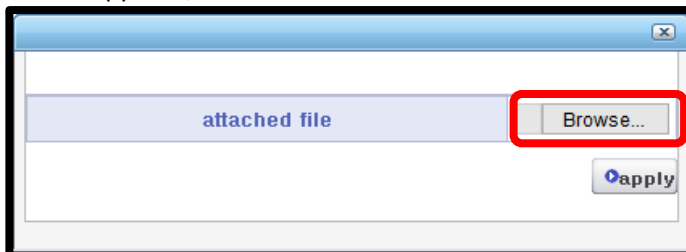
plant code	PO	PO line number	L#/Invo	supplier code	shipdate (MMDDYYYY)	part number	material name	quantity	unit	shipping method	
P320	451592256	00190		PR14479	0000609280	09082017	00183300	CAP S/A - ALUMINUM, GM A1XC A/T HP1/ZL1	154	EA	2 days
P320	451592256	00050		PR14479	0000609280	09082017	00142139	CAP S/A - ALUMINUM, GM A1XC A/T	924	EA	FedEx International Priority - 3 days
P320	451592256	00130		PR14479	0000609280	09082017	00168922	CAP S/A - ALUMINUM, GM A1XC A/T	462	EA	FedEx International Economy - 5 da

15. Once all of the fields are completed, save the spreadsheet to the location of your choice.

16. Then you will click on "Upload".

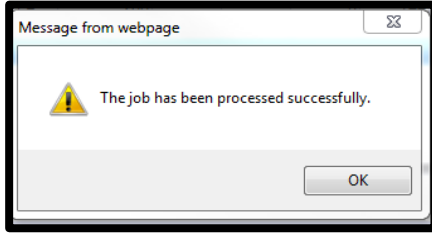


17. When this box appears, select "Browse" and choose the file that you saved. Then click "apply".



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18. If your upload is successful, you will get the following message:



If you get anything other than the above message, your upload was not successful.

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