



Plex: Online Releases

Work Instructions For Logging in and Shipping From the Supplier Portal

Online Releases

Instructions on Access and Use

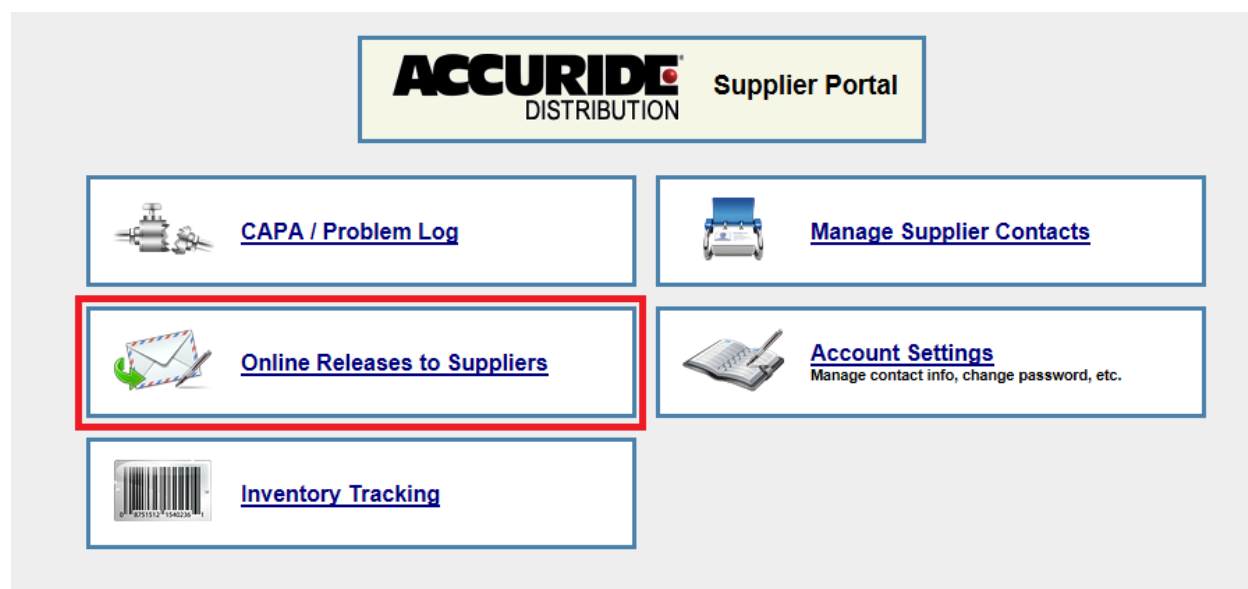
As an Accuride supplier, you have access to Accuride's online supplier portal, called Plex. You may log into the portal and navigate to the online releases using the information below at any time.

*Note: Before logging in, you must complete a simple setup procedure by following document **PC Setup.pdf**. If you do not have a copy of this document or are unsuccessful, please contact supplierportal@accuridecorp.com.*

Logging into Plex

Navigate to <https://www.plexus-online.com>

Log into Plex using your provided username, password, and company code (**ACC-CORP**). Choose the appropriate Accuride location. You will see the screen below, though you may have slightly different options depending on the goods or services you provide. Select **Online Releases to Suppliers** to navigate to the **Online Releases** search menu.



The **Online Releases to Suppliers** menu enables the user to search all open Purchase Orders and releases for their company.

Ship

Online Releases

PO No: Issued By: Release Statuses:

Part No: Item No: Supplier Part No:

Due Date Begin: Due Date End: Release Line No:

Ship Date Begin: Ship Date End: Active:

Supplier: **Search**

Building	PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item No	Description	Standard Pack Qty	Pack Weight	Unit Price	Doc	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Status	Quantity	Received Quantity	Balance	Ship Date	Due Date	Supplier Note	Release Note	Quantity Created	Label and Ship
Henderson	HP15-002388	On Order	32223			Component - O-Ring : Silicone Receive Parts/Pieces	0	0.2			0 Each	0 Each		1	Firm	300 Each	Received Quantity	300 Each	12/31/2015					Label and Ship

Once the search results have populated, click the **Purchase Order** hyperlink to view a copy of the existing purchase order.

Ship

Online Releases

PO No: Issued By: Release Statuses:

Part No: Item No: Supplier Part No:

Due Date Begin: Due Date End: Release Line No:

Ship Date Begin: Ship Date End: Active:

Supplier: **Search**

Building	PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item No	Description	Standard Pack Qty	Pack Weight	Unit Price	Doc	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Status	Quantity	Received Quantity	Balance	Ship Date	Due Date	Supplier Note	Release Note	Quantity Created	Label and Ship
Henderson	HP15-002388	On Order	32223			Component - O-Ring : Silicone Receive Parts/Pieces	0	0.2			0 Each	0 Each		1	Firm	300 Each	Received Quantity	300 Each	12/31/2015					Label and Ship

https://www.plexus-online.com/?PO_No=HP15-002388&PO_Key=1838389&Blanket=0&Landscape=True&HTTP_R - Wi...

**PURCHASE ORDER
HP15-002388**

Accuride Henderson
2315 Adams Lane
Henderson, KY 42420
Tel 270.826.5000
Fax 270.827.7656

Supplier: Test
Test Supplier Quality Portal

Ship To: Accuride Corporation
2315 Adams Lane
P.O. Box 40
Henderson, KY 42419

Bill To: Accuride Corporation
acctspay@accuridecorp.com
7140 Office Circle
Evansville, IN 47716-0600

PO No: HP15-002388
PO Date: 12/10/15
Due Date: 12/31/15
PO Revision:
Revision Date:
Issued By:

Via: Ground
Pymt Terms: Net 90
FOB: Destination
Freight Terms:
Note:

Item:Rel	Part	Supplier Part No	Item No	Description	Status	Due Date	Order Quantity	Received Quantity	Unit Price (USD)	Extended Price
1:1	32223			Component - O-Ring : Silicone Receive Parts/Pieces	Firm	12/31/15	300	0	/Each	
Sub Total:							300	0		
United States Dollars Grand Total:										

Notes

Click the **Label and Ship** hyperlink to create inventory and label in preparation for shipment.

Ship

Online Releases

PO No: Issued By: Release Statuses:

Part No: Item No: Supplier Part No:

Due Date Begin: Due Date End: Release Line No:

Ship Date Begin: Ship Date End: Active:

Supplier:

Building	PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item No	Description	Standard Pack Qty	Pack Weight	Unit Price	Doc	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Status	Quantity	Received Quantity	Balance	Ship Date	Due Date	Supplier Note	Release Note	Quantity Created	Label and Ship
Henderson	HP15-002398	On Order	32223			Component - O-Ring : Silicone Receive Parts/Pieces	0	0.2			0 Each	0 Each		1	Firm	300 Each	Received Quantity	300 Each	12/31/2015					Label and Ship

Enter information on the **Add Inventory** screen related to the inventory being created. Ensure proper number of containers and quantities are populated. Once proper information is populated select the **Add** button at the top of the screen. Each separate pallet/box of material is considered a “container” in Plex. For example, if you were shipping Accuride 1000 bolts in boxes of 100 pieces then you would enter 10 for No. of Containers and 100 as the quantity per container.

Add Inventory

Supplier Serial No:

Part No:

Manufacturer:

Manufacturer Part:

Description: **Component - O-Ring**

Quantity Received / Ordered: **0 / 300**

Balance Due: **300**

Operation: **Receive Parts (FG)**

Heat Code:

Location:

Container Type: ▼

Status: ▼

PO No: ▼

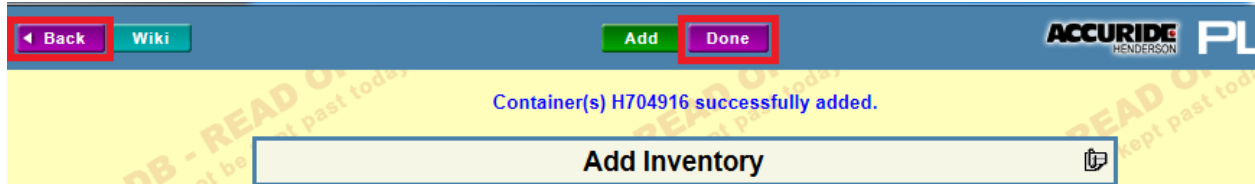
Quantity per Container: units

No. of Containers:

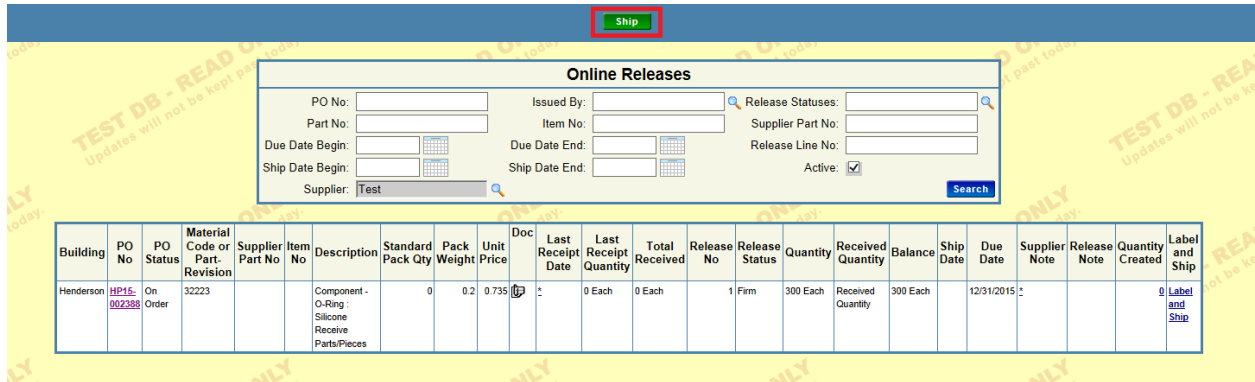
Note:

Once **Add** is selected, a validation note will appear. For each container added, a unique Container will be assigned. This Container number is how Accuride tracks specific inventory

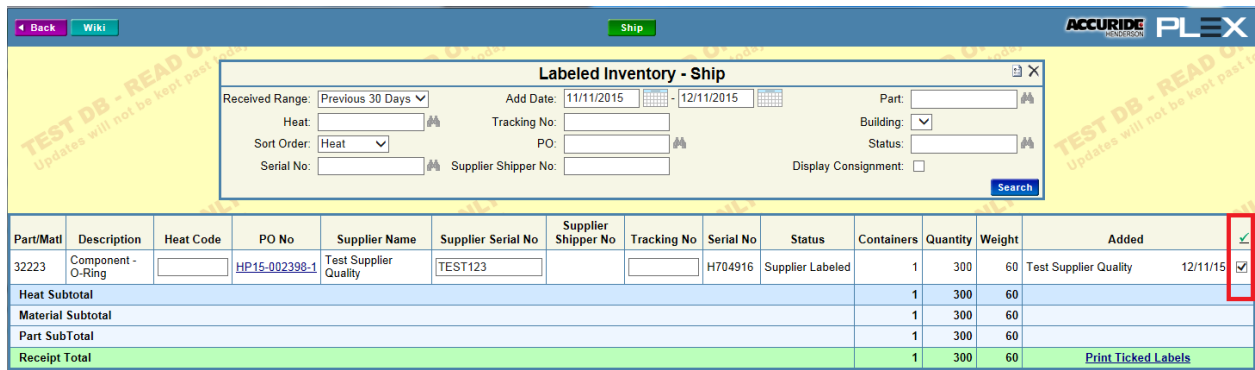
being added and shipped to Accuride. Select **Done** to navigate to the shipping screen. Alternatively, selecting the **Back** button will take you back to the Online Releases screen.



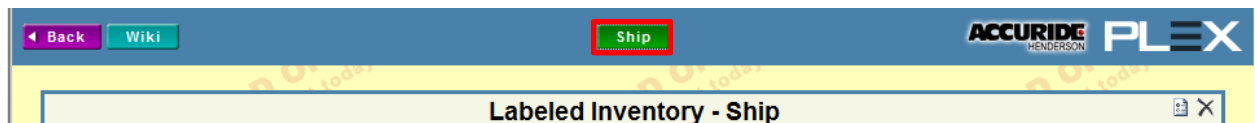
From here, you can select the **Ship** button and it will take you to the shipping menu.



From the Shipping Screen, inventory that has been added and labeled can now be shipped to Accuride. Select the individual shipments that are ready to ship to Accuride by clicking the checkboxes on the far right side of the screen. Selecting the green checkmark above all of the empty boxes will select all available containers for shipment.



Once all containers that are prepared to be shipped have been selected, select the **Ship** button in the top center of the screen.



At this time, it will ask for a BOL number to ship against. If you do not have a BOL number, please reference the shipment date.

[ACC-HND] Question - Test Supplier Quality 2, Devin...

Please enter the BOL Number

121115

Once submit has been selected, a Supplier Shipper will popup.

Close Wiki Print Email PLEX

Supplier Shipper

From: Test Supplier Quality Portal To: Accuride Wheels - Henderson
2315 Adams Lane
Henderson KY, 42420
270.826.5000

Shipment Detail - Bill of Lading: 121115
Ship Date: 12/11/15

Serial No	PO No	Part No	Revision	Net Weight	Gross Weight	Quantity
H704916	HP15-002398	32223		60	61	300

Test Supplier Quality PortalCopy

Authorized Signature

Once complete, the containers move from a status of "Supplier Labeled" to "Supplier Shipped"

How to View Inventory Status

To view inventory that is in a labeled or shipped status, navigate to the **Online Releases** screen, select the number in the **Quantity Created** hyperlink to view current inventory that has been labeled and/or shipped.

Back Wiki Print Ship ACCURIDE HENDERSON PLEX

Online Releases

PO No: Issued By: Release Statuses:

Part No: Item No: Supplier Part No:



Due Date Begin: Due Date End: Release Line No:

Ship Date Begin: Ship Date End: Active:


Supplier: Test

Building	PO No	PO Status	Material Code or Part-Revision	Supplier Part No	Item No	Description	Standard Pack Qty	Pack Weight	Unit Price	Doc	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Status	Quantity	Received Quantity	Balance	Ship Date	Due Date	Supplier Note	Release Note	Quantity Created	Label and Ship
Henderson	HP15-002398	On Order	32223			Component - O-Ring : Silicone Receive Parts/Pieces	0	0.2	0.735			0 Piece	0 Piece	1	Firm	300 Piece	Received Quantity	300 Piece	12/31/2015				300	Label and Ship

If a label needs to be reprinted for a container it can be done by selecting the barcode link. Alternatively, past shippers can be reprinted from the Shipper No link.

Supplier Labeled Containers			
Part No: TR545D PO No: CA14-000008			
Shipper No	Serial No	Quantity	Status
	C030895	250	Supplier Labeled 
063014 	C030896	250	Supplier Shipped
Totals:		500	

Additionally, inventory that has been received can be viewed by selecting **Inventory Tracking** module.







Inventory Tracking
View our inventory assigned to your location

Enter search criteria and select Search to review inventory status currently at Accuride.

Print Download
Print All Labels
ACCURIDE CAMC

Inventory

Part Number (Match): <input type="text"/>	Part Number (Begins): <input type="text"/>	Operation: <input type="text"/>
Serial Number: <input type="text"/>	Job Number: <input type="text"/>	Tracking Number: <input type="text"/>
Material: <input type="text"/>	Location: <input type="text"/>	Building: <input type="text"/>
Status: <input type="text"/>	Supplier: Test	Group By: Part Number
Operation Type: <input type="text"/>	Active: <input checked="" type="checkbox"/>	<input type="button" value="Search"/>
Part Type: <input type="text"/>		
Master Unit: <input type="text"/>		

Operation Number	Operation	Serial Number	Job	Quantity	Weight	Kanban	Location	Container	Status	Added	Note	Label
Part Number: TR545D Revision: Valve Stem TR545D 2.60x.98x60 Deg												
10	Receive Components	C023905		750 Piece	-52		In-Transit	Loose	OK	6/13/2014		
		C026966		37 Piece	-2		Rosler 3	Loose	OK	6/19/2014		
		C029851		100 Piece	-5		Rosler 1	Loose	OK	6/24/2014		
		C030590		41 Piece	-2		Acme 1	Loose	OK	6/26/2014		
Operation Totals:			4	928	-61							
Part Totals:			4	928	-61							
Totals:			4	928	-61							

Accuride Visibility

Accuride has the visibility to view when a container is created/labeled and also when it has shipped. The screen below displays our functionality to track inventory utilizing the supplier portal.

Inventory

Part Number (Match): Part Number (Begins): Operation:
 Serial Number: Job Number: Tracking Number:
 Material: Location: 01A01 Building:
 Status: Supplier: Group By: Part Number
 Operation Type: Active: Search
 Part Type:
 Master Unit:

Operation Number	Operation	Serial Number	Job	Master Unit Number	Quantity	Weight	Location	Container	Status	Added	Note	Label	Supplier	Defect Type
Part Number: 32223 Revision: Component - O-Ring														
10	Receive Parts (FG)	H704916			300 Piece	60	01A01	Box	Supplier Shipped	2/11/2015				
Operation Totals:		1			300	60								
Part Totals:		1			300	60								
Totals:		1			300	60								

When Accuride receives the containers, the inventory automatically depletes from the supplier labeled container inventory. This can be verified from the **Online Releases** screen by selecting the number in the **Quantity Created** hyperlink to view current inventory.

Online Releases

Supplier Name: Part No: Material Code:
 PO No: Issued By: Supplier Part No:
 Item No: Building: Active Only: Search

Building	PO No	PO Status	PO Ship To	Material Code or Part-Revision	Supplier Part No	Item	Planner	Description	Unit Price	Release No	Release Note	Release Status	Quantity	Ship Date	Due Date	Supplier Note	Quantity Created	Online Labeling
Camden	CA14-000008	On Order	Wheels - Camden	TR545D				Valve Stem TR545D 2.60x.98x60 Deg	\$	Piece	1	Partial	21,904 Piece	5/7/14	5/7/14		250	Label and Ship
													Total: 21,904 Piece					

Supplier Labeled Containers

Part No: TR545D PO No: CA14-000008

Shipper No	Serial No	Quantity	Status
	C030895	250	Supplier Labeled
Totals:		250	