**IINYX**
Incorporated

Overview:

This document will provide instructions on how to access and use the NYX Supplier Portal. The supplier portal provides an easy and user-friendly method for our vendors to perform the following tasks:

1) See Planning Schedules/Releases

2) Create and Send ASNs

3) Print Labels (if required)

4) View Scorecard

5) PO Inquiry

6) Part Inquiry

*Note: The Supplier Portal Webpage is best viewed in Microsoft Edge or with Google Chrome. *

The supplier portal can be accessed by following the Supplier Portal Login hyperlink on the right corner of the NYX Inc (http://www.nyxinc.com) homepage.
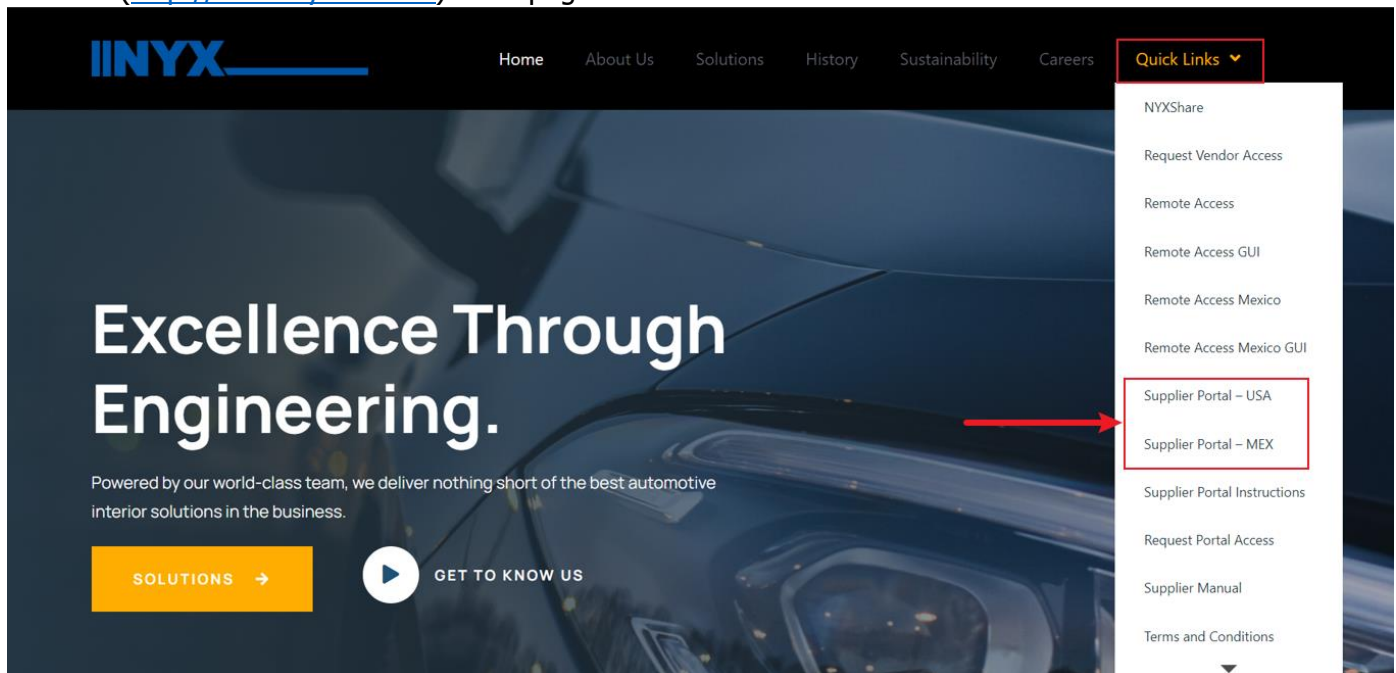
OR

You may try clicking on the links below, which will take you to directly to the login page.

NYX USA: http://207.148.215.29/net/ez001

NYX Mexico: http://65.183.189.58/net/ez001

*Note – The Supplier Portal has two countries based on the location of NYX Plant: The United States and Mexico. Please log in to the portal of the respective region. *

After clicking the supplier Portal Login link, you will reach the sign-on screen. Here, enter the User ID and password provided to you by NYX EDI team.

*Note – User IDs and passwords are case sensitive. *

You may also find the access to the below under Quick Links:

- Supplier Portal Instructions

- Request Portal Access

- Supplier Manual
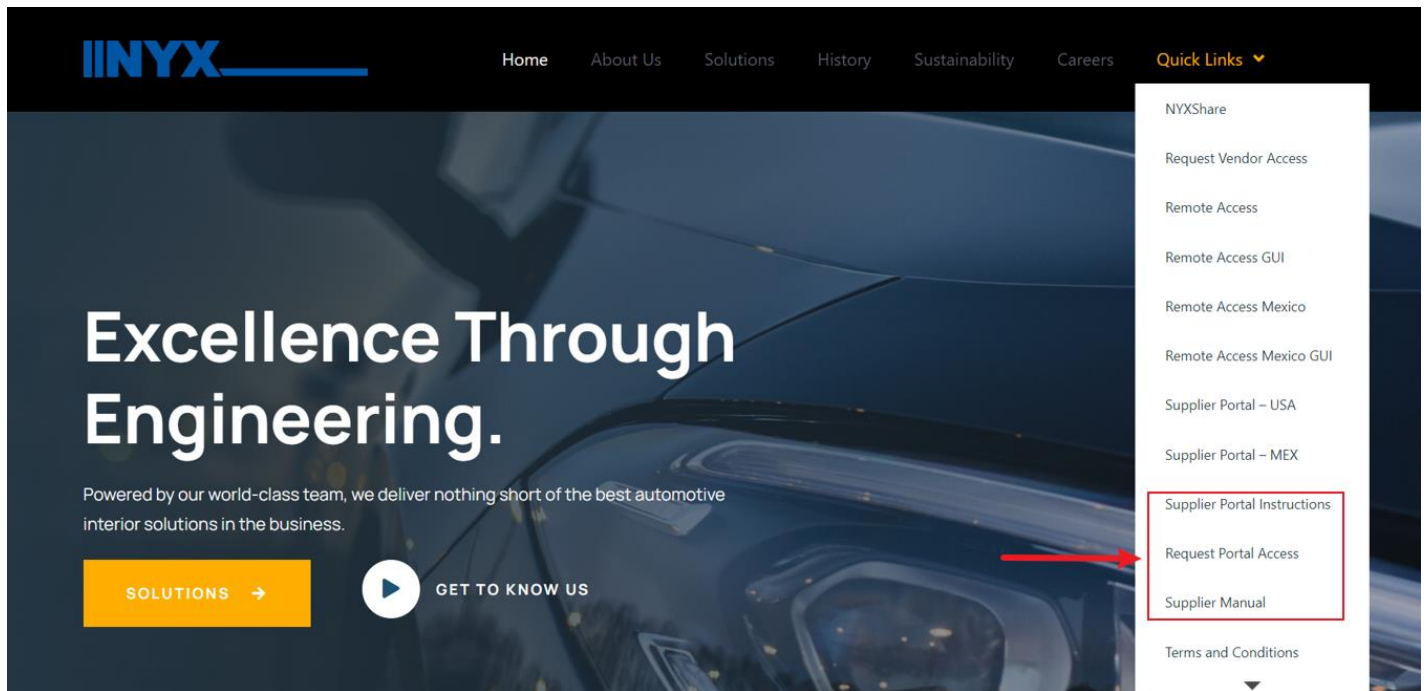
Instructions for Supplier Portal

No Labels Required (Page 3-9)

Releases:

To view the releases, click on the **Planning Schedules** tab on the toolbar at the top of the screen. The following screen view will appear:

A simple way is to click on **View** to view your releases or click **Download** to save a copy to your computer as CVS or EXCEL-XML file.

ASNs:

This section is intended to provide the steps on how to create and send an ASN.

To create or send an ASN:

1) Click on the **ASN** command button.

2) Click on the **Create New ASN** button.

3) Fill out the **ASN General Information** screen. (Instructions in yellow boxes).

4)   Once you have filled out the **ASN General Information**, click on the **ASN Entries** button to add individual part information to your ASN. The screen below will then display a list of active part numbers for you to update shipment information against (See screen below). Only the parts with outstanding quantities will be allowed for updating.

ASN List	ASN information	ASN Entries	ASN Item	ASN Summary

ASN Entries

Listed below are your outstanding purchase orders which can be used to create the ASN.

| Auto Complete | Product Id / Description search: | | Search | Results per Page: | 10 ˅ |

Purchase Order	Release	Item	Product Id	Description	Quantity Outstanding/Units	Quantity to Ship/Units	
905584		2	C48869	C1YB COOLING TUBE	0.00 EA	0.00	Update
905584		4	C48950	C1YC CAP RDO CLG DUCT	80.00 EA	0.00	Update

5)   Click on the **Update** button next to the part(s) you have shipped (click on the *Next Page* button to view more) and fill out the required information(see screen below).

ASN List	ASN information	ASN Entries	ASN Item	ASN Summary

ASN Item

Please enter the following information and click the save button.

Purchase Order Number:	905584	
Release Number:		
Item Number:	4	
Part:	C48950	C1YC CAP RDO CLG DUCT
Quantity Outstanding:	80.00000	EACH GM,HONDA,SOME LEAR UOFM
Quantity to Ship:	Enter QTY	EACH GM,HONDA,SOME LEAR UOFM ˅
UPC Code:		Leave Blank
CUM Quantity:		Leave Blank,unless your planner instructs you otherwise
Number of Containers:		Enter the number of containers for this part number
Container Code:		Leave Blank

Save Delete Details

6)   Upon clicking **Save,** it will take you back to ASN Entries which display the active part numbers with the updated shipment information. (See screen below)

ASN List	ASN information	ASN Entries	ASN Item	ASN Summary

ASN Entries

Listed below are your outstanding purchase orders which can be used to create the ASN.

Auto Complete	Product Id / Description search:			Search	Results per Page: 10 ⌄

Purchase Order	Release	Item	Product Id	Description	Quantity Outstanding/Units	Quantity to Ship/Units	
905584		2	C48869	C1YB COOLING TUBE	0.00 EA	0.00	Update
905584		4	C48950	C1YC CAP RDO CLG DUCT	80.00 EA	2.00 EA	Update

7)   Click on the *ASN Summary* button. CMS will now display a summary of your ASN and allow you to confirm it or repeat the above steps to change/update the existing ASN.

*Note: ASN won't be submitted officially without clicking on Confirm ASN button

ASN List	ASN information	ASN Entries	ASN Item	ASN Summary
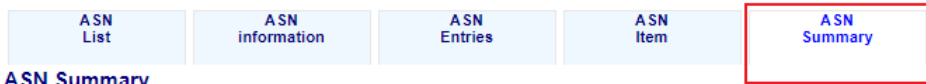
ASN Summary

Listed below is a summary of your ASN. To confirm the ASN, press the **Confirm ASN** button.

Confirm ASN

Supplier:	ABCGABC GROUP	
ASN Number:	TEST123	
Packing Slip	TEST123	
Ship Date/Time:	2023-08-3111:16:32	
Expect Date/Time:	2023-08-3111:16:32	
SCAC Code:	ABIK	
Carrier Name:	ABC	
Freight Bill:	123456	
Air Bill:		
Transportation Mode:		
Conveyance/Truck Id:	123	
Equipment Type:		
Container Code:		
Number of Containers:	1.00	
Gross Weight:	10.00	Unit LBS
Net Weight:	8.00	

Purchase Order	Release Number	Item Number	Part	Description	Ship Quantity	UPC Code	CUM Quantity	Number of Containers	Container Code
905584			4 C48950	C1YC CAP RDO CLG DUCT	2.00EA		.00	1.00	

8) After clicking on **Confirm ASN**, this will take you back to the ASN start page screen, displaying the recently created ASN in the list of those unprocessed.

ASNs will appear unprocessed until they have been accepted by NYX after receiving the shipment. Once the ASNs are processed by NYX they will be removed from the website

View Scorecard:

The vendor scorecard will show the vendor's current rating in dealings with NYX.

Below is an example of an actual vendor scorecard:

View Scorecard	Planning Schedules	ASN	PO Inquiry	Part Inquiry

Welcome test account

Scorecard

Listed below is the scorecard which you selected

Vendor:	ABC GROUP		
	UNDERCAR PRODUCTS GROUP INC.		
	10 DISCO ROAD		
	TORONTO, ONTARIO		

Issue Date: 08-03-2023
Period Start Date: 07-01-2023
Period End Date: 07-31-2023
Number of Periods to Roll: 3
Rolling Start Date: 03-01-2023
Rolling End Date: 07-31-2023

Overall Performance   100.0000 %

Quality Performance   100.0000 %

	Current Period	Rolling Information
Quantity Received:	11120.00000	64500.00000
Quantity Defective:	.00000	.00000
Quantity Accepted:	11120.00000	64500.00000
Parts per Million:	0	0
Accepted Percentage:	100.0000	100.0000

Delivery Performance   100.0000 %

	Current Period	Rolling Information
Quantity Received:	11120.00000	64500.00000
Quantity Missed:	.00000	6260.00000
Number of Shipments Received:	6	36
Number of Shipments Missed:	0	4
Shipment Percentage:	100.0000	88.8888

Competitiveness

	Current Period

Quality Concern   100.0000 %

	Current Period	Rolling Information
qc concern	100.0000	100.0000

Responsiveness   100.0000 %

	Current Period	Rolling Information
Responsiveness	100.0000	100.0000

Customer Service

	Current Period

Spills   100.0000 %

	Current Period	Rolling Information
Spills	100.0000	100.0000

Technology

	Current Period

PO Inquiry:

The Purchase Order Inquiry tab will show us details of current and complete purchase orders between NYX and our vendors.

Purchase Order Inquiry

Listed below are your purchase orders. Please click on the **View** button to view the details.

Display Current ▼ Purchase Order Number from: [ ] Go

Purchase Order Number	Order Date	Order Type	Status	Open ASN

Results per Page: 10 ▼

Part Inquiry:

The Part Inquiry tab will show us inventory details of transactions between the vendor and NYX.

Listed below is inventory status of parts you supply to us.

Supplier Item Number from: [ ] Go

Supplier Item Number	Description	Quantity on Hand	Unit	Quantity on Order	Quantity in Transit	Last Receipt	Last Receipt Date
C48701	TZ5A PLATE FRT SIDE OUT RH	276.00000	EA	5700.00000	.00000	181766	2012-11-21
C48702	TZ5A PLATE FRT SIDE OUT LH	298.00000	EA	5659.00000	.00000	181766	2012-11-21
C48703	TZ5A PLATE RR SIDE OUT RH	291.00000	EA	5600.00000	.00000	181766	2012-11-21
C48704	TZ5A PLATE RR SIDE OUT LH	300.00000	EA	5727.00000	.00000	181766	2012-11-21
20986847	900 C PLR LOWER ASM RH 830K	1322.00000	PC	1600.00000	.00000		

Results per Page: 10 ▼

Instructions for Supplier Portal

Labels Required (Page 10-19)

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ASNs:

This section is intended to provide the steps on how to create and send an ASN.

To create or send an ASN:

1)   Click on the **ASN** command button.

2)   Click on the **Create New ASN** button.

3)   Fill out the **ASN General Information** screen. (Instructions in yellow boxes).

4) Once you have filled out the **ASN General Information**, click on the **ASN Entries** button to add individual part information to your ASN. The screen below will then display a list of active part numbers for you to update shipment information against (See screen below). Only the parts with outstanding quantities will be allowed for updating.

| ASN List | ASN information | ASN Entries | ASN Item | ASN Summary |

ASN Entries

Listed below are your outstanding purchase orders which can be used to create the ASN.

| Auto Complete | Product Id / Description search: [_____] | Search | Results per Page: 10 ▾ |

Purchase Order	Release	Item	Product Id	Description	Quantity Outstanding/Units	Quantity to Ship/Units	
905584		2	C48869	C1YB COOLING TUBE	0.00 EA	0.00	Update
905584		4	C48950	C1YC CAP RDO CLG DUCT	80.00 EA	0.00	Update

5) Click on the **Update** button next to the part(s) you have shipped (click on the *Next Page* button to view more) and fill out the required information.

| ASN List | ASN information | ASN Entries | ASN Item | ASN Summary |

ASN Item

Please enter the following information and click the save button.

Purchase Order Number:	905584	
Release Number:	[____]	
Item Number:	4	
Part:	C48950	C1YC CAP RDO CLG DUCT
Quantity Outstanding:	80.00000	EACH GM,HONDA,SOME LEAR UOFM
Quantity to Ship:	Enter QTY	EACH GM,HONDA,SOME LEAR UOFM ▾
UPC Code:	[____]	Leave Blank
CUM Quantity:	[____]	Leave Blank,unless your planner instructs you otherwise
Number of Containers:	[____]	Enter the number of containers for this part number
Container Code:	[____]	Leave Blank

Save | Delete Details

6) Upon clicking **Save** you will reach the following screen.

7) Click on the **New Sub-detail** button to add details to each container. From this screen you may add a new sub-detail for each container with the quantity and lot # for that container or add one single sub-detail for the whole quantity. This step is required for information for label printing and for lot # information if lot numbers are being used.

The add sub-detail screen may not be bypassed. You may add just one sub-detail with the total quantity if no unique lot # information is required with every box, and the system will automatically calculate how many container labels are required depending on the standard pack size.

For example, if you are sending a quantity of 5000 parts with a standard pack size of 2000, you may either enter the following three sub-details:

      1.) 2000

      2.) 2000

      3.) 1000

Or make a single sub-detail of 5000 and the system will generate three labels with different serial numbers with quantities of 2000, 2000, and 1000.

8) Once all part numbers for this shipment have been updated and saved with sub-details included, click on the **ASN Summary** button. CMS will now display a summary of your ASN and allow you to confirm it or repeat the above steps to change/update the existing ASN.

*Note – If the total quantity from the sub-details of a part does not match the total quantity for that part you will be prompted with an error that says:
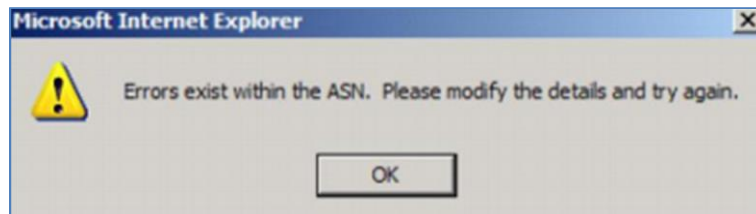
In event of this, you will need to go back to the part and update the sub- detail information by editing/deleting some of the existing sub-details or adding new sub-details so that the total quantity from the sub-details matches the total quantity for the part. *

9) Click on *Confirm ASN* to save. This will take you back to the ASN start page screen, displaying the recently created ASN in the list of those unprocessed.

Print Labels:

System Requirements

- Zebra printer (e.g., Zebra S4M, Zebra ZT230) which supports ZPL2 language. (Zebra offer two different types of printers and therefore two different types of printing methods - direct thermal and thermal transfer. <u>**WE ONLY ACCEPT THE THERMAL TRANSFER PRINTING THAT USES A THERMAL TRANSFER RIBBON.)**</u>

- Install Oracle Java 8 version 231+, or Open JRE latest version.

- Must enable Java Script for the supplier portal in your browser. (Best to use Chrome).

    1. You may have to allow the site in exception list:
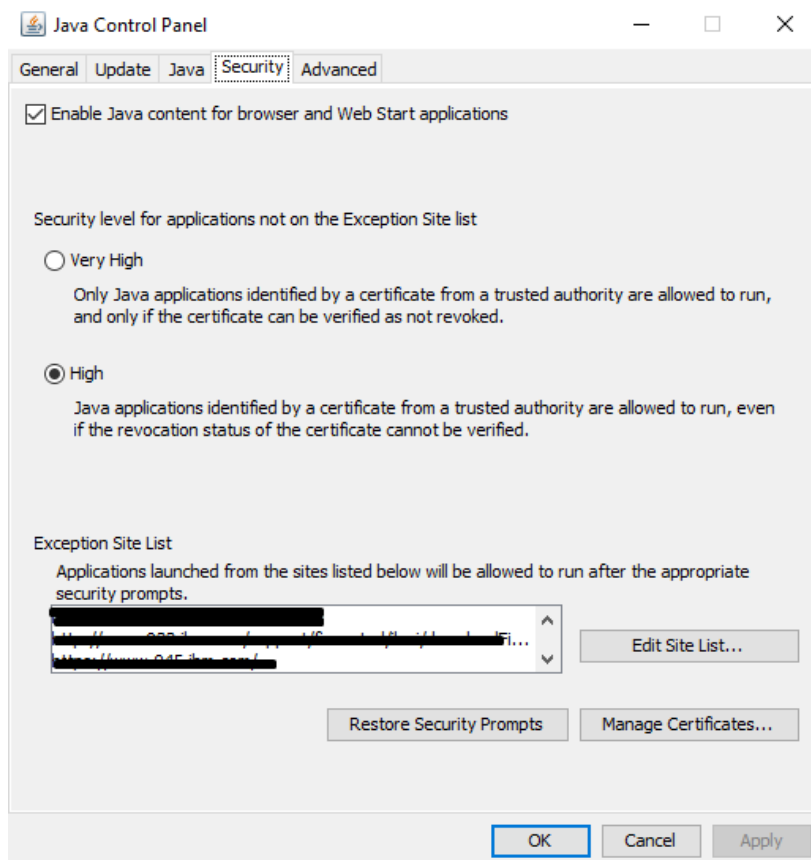
Alternatively,

2. You may also have to set your browser to allow sites to use JavaScript:

**Below is Chrome, your browser may look different, but will have a similar option.
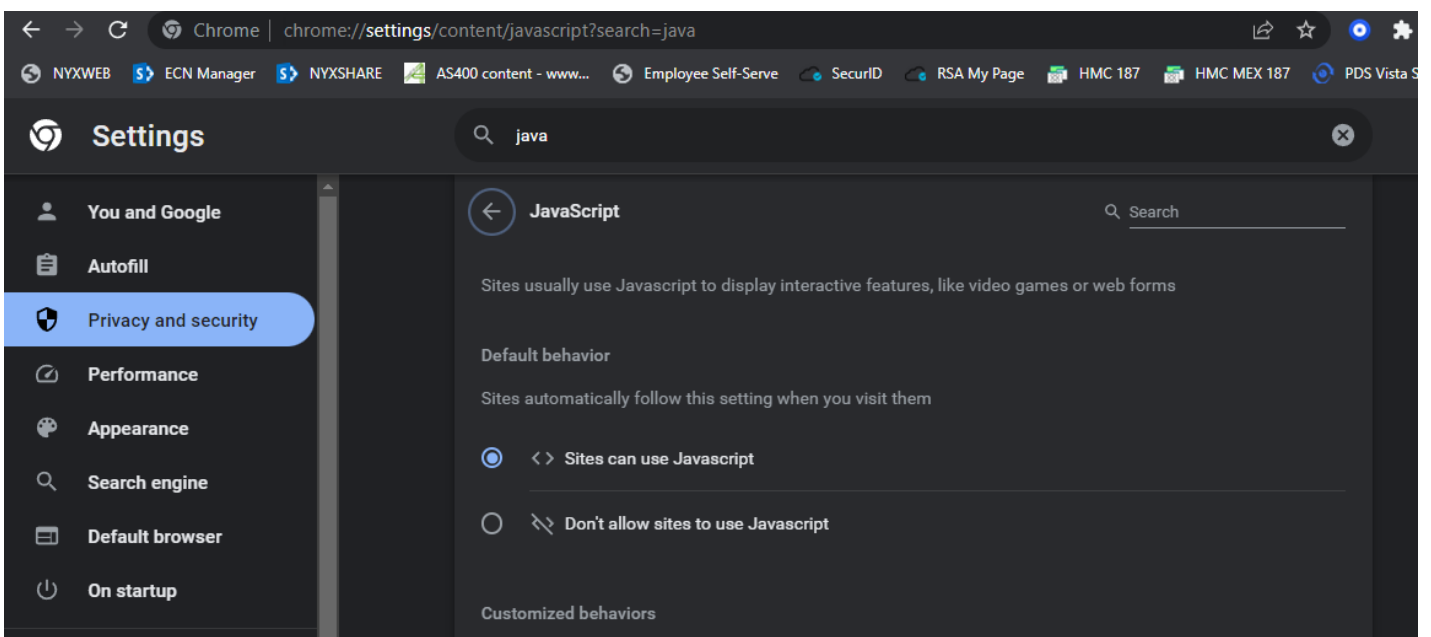
To print labels for a part, click on the **Print Labels** button next to the part you wish to create labels for.

Create New ASN				

Unprocessed ASNs

Listed below are your unprocessed ASN's. Click the **Edit ASN** button to modify the respective ASN.

ASN / Packing Slip search: [   ] Search | Results per Page: 10 ▼

ASN Number	Packing Slip	Original Confirmation Date / Time	Current Confirmation Date / Time	
5	5	2006-02-07 09.21.04	2006-02-07 09.21.04	Print Labels
6	6	2006-02-07 09.26.55	2006-02-07 09.26.55	Print Labels
8	8	2006-02-08 13.15.22	2006-02-08 13.15.22	Print Labels

This will take you to the ASN summary screen where you are able to print all labels together or each label individually, as shown in the screenshot below.

Print All Labels	
Supplier:	PPIPIONEER PLASTIC INC.
ASN Number:	8
Packing Slip	8
Ship Date/Time:	2006-02-0811:32:54
Expect Date/Time:	2006-02-0811:32:54
SCAC Code:	AFSI
Carrier Name:	
Freight Bill:	
Air Bill:	
Transportation Mode:	
Equipment Type:	
Container Code:	
Number of Containers:	.00
Gross Weight:	90.00
Net Weight:	90.00

Purchase Order	Release Number	Item Number	Part	Description	Ship Quantity	UPC Code	CUM Quantity	Number of Containers	Container Code
2699		1	403627	OS 5276 CUP HOLDER INSERT - FR	200.00 PC		.00	5.00	

Print Labels for Part	

Sub-details

Seq Number	Serial Number	Quantity	Lot Number
1		40.00	
2		60.00	
3		100.00	

Serial Labels

Serial Number	
765756	Print Label
765757	Print Label
765758	Print Label

ASNs will appear unprocessed until they have been accepted by NYX after receiving the shipment, during this time labels may be reprinted if necessary. Once the ASNs are processed by NYX they will be removed from the website.

If you are experiencing any issues printing labels from this screen you may contact NYX tech support by sending an email to helpdesk@nyainc.com Or edisupport@nyxinc.com

View Scorecard:

The vendor scorecard will show the vendor's current rating in dealings with NYX.

Below is an example of an actual vendor scorecard:

| | View Scorecard | Planning Schedules | ASN | PO Inquiry | Part Inquiry |

Welcome test account

Scorecard

Listed below is the scorecard which you selected

Vendor: ABC GROUP

UNDERCAR PRODUCTS GROUP INC.
10 DISCO ROAD
TORONTO, ONTARIO

Issue Date: 08-03-2023
Period Start Date: 07-01-2023
Period End Date: 07-31-2023
Number of Periods to Roll: 3
Rolling Start Date: 03-01-2023
Rolling End Date: 07-31-2023

Overall Performance   100.0000 %

Quality Performance   100.0000 %

	Current Period	Rolling Information
Quantity Received:	11120.00000	64500.00000
Quantity Defective:	.00000	.00000
Quantity Accepted:	11120.00000	64500.00000
Parts per Million:	0	0
Accepted Percentage:	100.0000	100.0000

Delivery Performance   100.0000 %

	Current Period	Rolling Information
Quantity Received:	11120.00000	64500.00000
Quantity Missed:	.00000	6260.00000
Number of Shipments Received:	6	36
Number of Shipments Missed:	0	4
Shipment Percentage:	100.0000	88.8888

Competitiveness

	Current Period

Quality Concern   100.0000 %

	Current Period	Rolling Information
qc concern	100.0000	100.0000

Responsiveness   100.0000 %

	Current Period	Rolling Information
Responsiveness	100.0000	100.0000

Customer Service

	Current Period

Spills   100.0000 %

	Current Period	Rolling Information
Spills	100.0000	100.0000

Technology

	Current Period

PO Inquiry:

The Purchase Order Inquiry tab will show us details of current and complete purchase orders between NYX and our vendors.

The Part Inquiry tab will show us inventory details of transactions between the vendor and NYX.

Part Inquiry:

Revision History

Version Number	Version Date	Added By	Revision Description
ERPP14Rev1	2010	Scott Kilby	Instructions for Supplier Portal
ERPP14Rev2	9/14/2023	EDI Team	Changes and additions in ASNs, Print Labels sections made after the review with Andrew Fritch and EDI team.