



SSSP USER GUIDE

Yanfeng Automotive Interior Company

YFAI SUPPLIER SELF SERVICE PORTAL (SSSP) system is part of the YFAI's Global ERP Project. YFAI is using this platform to communicate with suppliers for following requirements : Invoice Status Query, Payment Query, Notifications etc.

Version: V4

Date: 2021 March

OVERVIEW

WHAT IS SSSP?

Supplier Self Service Portal (SSSP) system is part of the YFAI's Global ERP Project. YFAI is using this platform to communicate with suppliers for following requirements : Status Query, Payment Query, Receipt Query, Notifications etc*

SSSP HOTLINE

For issues or access requests to the SSSP System please reach out to:

NA_SupplierSelfServicePortal@yanfeng.com or directly to your buyer if you are supplying to the EU or South Africa region

PRE REQUEST

SYSTEM REQUIREMENT

System: Windows Win7 or above, Memory no less than 4GB

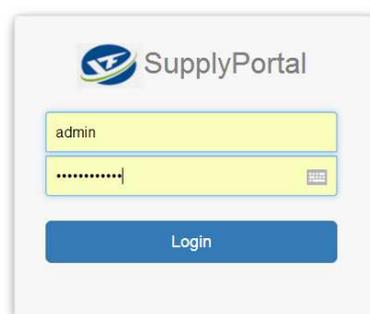
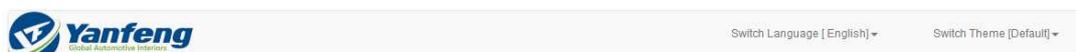
Browser: IE9 or IE10

Software Support:

- Adobe PDF Reader Supporting IE10
- Excel2007 or above

SSSP WEBSITE

Production Enviroment: <https://scp.yfai.com/esupply/login>



The screenshot shows a login form titled "SupplyPortal". It contains two input fields: the first is labeled "admin" and the second is a password field with a masked password "....." and a small icon on the right. Below the fields is a blue "Login" button.

User ID & Initial Password:

E-mail NA_SupplierSelfServicePortal@yanfeng.com or contact your YFAI buyer if you are supplying the EU or South Africa region.

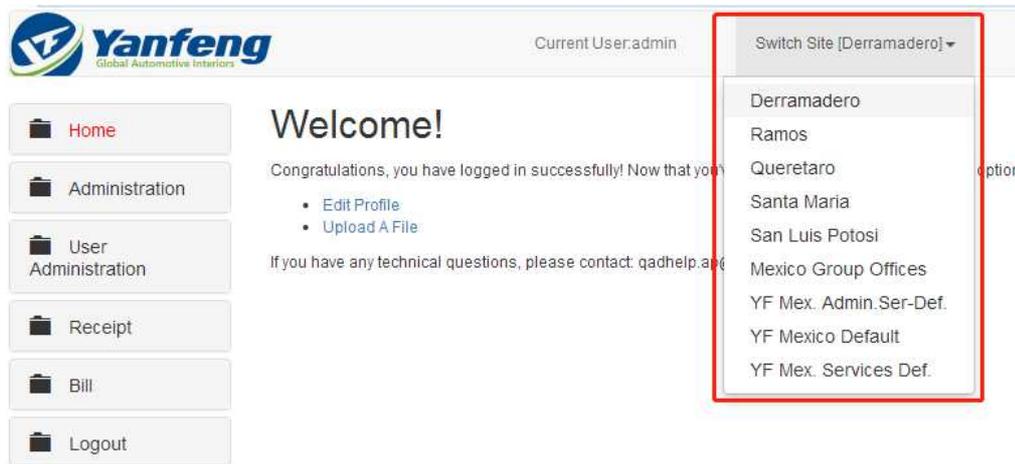
A password change will be required at first login. The SSSP system utilizes your unique YFAI Supplier Code as indicated at the top left side of your Purchase Order. The YFAI QAD Supplier Code is easily identified as it begins with either an “8” or “9”. Contact your YFAI buyer if you have any questions about your QAD Global supplier number(s).

If you have multiple YFAI Supplier Codes, you will utilize separate logins for each supplier code. If you would like to consolidate the SSSP access and data for multiple YFAI Supplier codes into one login, please contact NA_SupplierSelfServicePortal@yanfeng.com or your buyer if you are supplying the EU or South Africa region, with these requests.

BUSINESS PROCESS

SITE SWITCHING

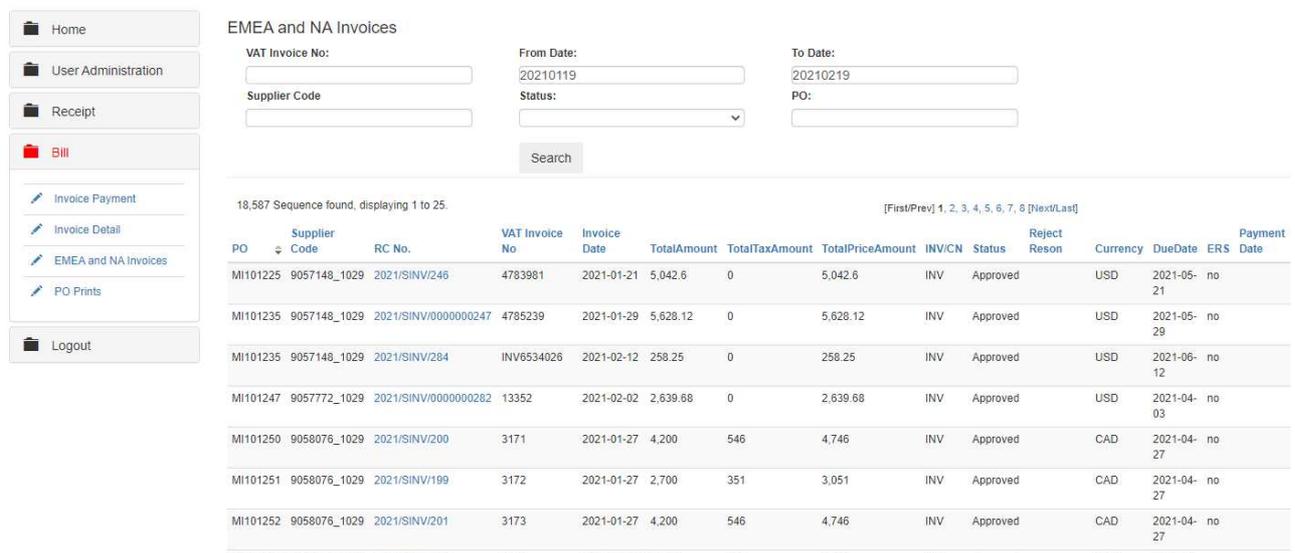
You can use Switch Site Function to change between different YFAI sites.



The screenshot shows the Yanfeng SSSP system interface. The top navigation bar includes the Yanfeng logo, the text "Current User: admin", and a "Switch Site [Derramadero]" dropdown menu. The dropdown menu is open, showing a list of sites: Derramadero, Ramos, Queretaro, Santa Maria, San Luis Potosi, Mexico Group Offices, YF Mex. Admin.Ser-Def., YF Mexico Default, and YF Mex. Services Def. The "Switch Site" dropdown is highlighted with a red box.

INVOICE STATUS QUERY

Supplier can easily go to Menu “Bill” -> “EMEA and NA Invoices” to check the invoice status



The screenshot shows the Yanfeng SSSP system interface with the "EMEA and NA Invoices" query results. The left sidebar shows the "Bill" menu item highlighted. The main content area displays a search form with fields for "VAT Invoice No.", "Supplier Code", "From Date", "To Date", "Status", and "PO". Below the search form is a table of invoice results.

PO	Supplier Code	RC No.	VAT Invoice No.	Invoice Date	TotalAmount	TotalTaxAmount	TotalPriceAmount	INV/CN	Status	Reject Reson	Currency	DueDate	ERS	Payment Date
MI101225	9057148_1029	2021/SINV/246	4783981	2021-01-21	5,042.6	0	5,042.6	INV	Approved		USD	2021-05-21	no	
MI101235	9057148_1029	2021/SINV/0000000247	4785239	2021-01-29	5,628.12	0	5,628.12	INV	Approved		USD	2021-05-29	no	
MI101235	9057148_1029	2021/SINV/284	INV6534026	2021-02-12	258.25	0	258.25	INV	Approved		USD	2021-06-12	no	
MI101247	9057772_1029	2021/SINV/0000000282	13352	2021-02-02	2,639.68	0	2,639.68	INV	Approved		USD	2021-04-03	no	
MI101250	9058076_1029	2021/SINV/200	3171	2021-01-27	4,200	546	4,746	INV	Approved		CAD	2021-04-27	no	
MI101251	9058076_1029	2021/SINV/199	3172	2021-01-27	2,700	351	3,051	INV	Approved		CAD	2021-04-27	no	
MI101252	9058076_1029	2021/SINV/201	3173	2021-01-27	4,200	546	4,746	INV	Approved		CAD	2021-04-27	no	

Column	Discription	Filter
PO	Purchase order number	
Supplier Code	YFAI's Supplier ID	Yes
RC No.	YFAI's Internal Invoice ID	
VAT Invoice No	Supplier's Invoice ID	Yes
Invoice Date	Invoice Date being Displayed on Invoice	Yes
Total Amount	Invoice Net Amount without Tax	
Total Tax Amount	Invoice Tax Amount	
Total Price Amount	Invoice Gross Amount with Tax	
INV/CN	Invoice or credit note	
Status	Current Status of Invoice	
Reject Reason	Only will be shown if the invoice status = "Reject"	
Currency	Currency of the Invoice	
Due Date	The calculated due date of the invoice once invoice has been approved	
ERS	Indicator of ERS	
Payment Date	The payment date when the invoice has been paid	

There are Five Status can be found the SSSP for Invoice Status:

SSSP Status	Description
In Process	Invoice being received in YFAI
Approved	Invoice being scanned and approved in YFAI
Rejected internally	Invoice being rejected because of internal reason and will be re-process later
Rejected to vendor	Invocie being rejected and send back to supplier
Paid	Invoice being paid by YFAI

For those Invoice has been posted in QAD, the detail information can also be accessed via hyperlink of the RC No. (YFAI Invoice Number).

BTW. You can always export the page to excel sheet via “Export” button in the botton of the page.

EMEA and NA Invoices

VAT Invoice No: From Date: To Date:

Supplier Code: Status: PO:

Search

One Bill found.

PO	Supplier Code	RC No.	VAT Invoice No	Invoice Date	TotalAmount	TotalTaxAmount	TotalPriceAmount	INV/CN	Status	Reject Reson	Currency	DueDate	ERS	Payment Date
5500	5500	1031	2021/SINV/0000004226	0092519120	2021-02-16	4,013.8	2,906.1	6,919.9	INV	Approved	EUR	2021-05-02	yes	

One Bill found.

Export options: Excel

CHECK PAYMENT STATUS

Supplier can also check the Payment Status from SSSP via “Bill” -> “Invoice Payment”

The following payment status will be displayed in SSSP:

Paid / On Going / Bounced

- Home
- User Administration
- Receipt
- Bill
- Invoice Payment
- Invoice Detail
- EMEA and NA Invoices
- PO Prints
- Logout

Payment

Supplier: Status:

VAT Invoice No:

From Date: To Date:

Payment Start Date: Payment End Date:

Payment Selection:

Search

9,393 Payment found, displaying 1 to 25. [First|Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next|Last]

Supplier	VAT Invoice No	Invoice Date	TC Original Amount	Payment Curr	TC Payment Original Amount	Due Date	Payment Selection ID	TC Open Amount	Payment Date	Status	INV/CN	YFAI Pay Reference
9055461_1031	03413408	2021-02-18	2,116.63	EUR	0	2021-04-19		-2,116.63		Ongoing	INV	
9055461_1031	03413457	2021-02-18	15,874.7	EUR	0	2021-04-19		-15,874.7		Ongoing	INV	
9055581_1031	80961260	2021-02-18	89.35	EUR	0	2021-04-04		-89.35		Ongoing	INV	

Column	Discription	Filter
Supplier	YFAI's Supplier ID	Yes
VAT Invoice No	Supplier's Invoice ID	Yes
Invoice Date	Invoice Date being Displayed on Invoice	Yes
TC Original Amount	Invoice Gross Amount with Tax	
Payment Curr	Currency of the Payment	
TC Payment Original Amount	Payment Amount	
Due Date	The calculated due date of the invoice once invoice has been approved	
Payment Selection ID	The Payment ID sending to Bank for payment identification	Yes
TC Open Amount	Open Amount waiting not being processed	
Payment Date	The payment date when the invoice has been paid	
Status	Current Status of Payment	Yes
INV/CN	Invoice or credit note	

YFAI Pay Reference The Payment ID sending to Bank for payment identification

INVOCIE DETAIL QUERY

In order to let the user easily export detail invoice information from multiple invoices, user can go to “Bill” -> “Invoice Detail” displaying multiple invoice line in one page and export them to Excel.

- [Home](#)
- [User Administration](#)
- [Receipt](#)
- [Bill](#)
- [Logout](#)

Invoice Detail

Vocher Num:

VAT Invoice No:

Supplier Code:

From Date:

Receiver:

PO Number:

Invoice Date:

Part No.:

Package Slip:

18,568 Bill Detail found, displaying 1 to 25. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Packing Slip	Supplier Code	PO Number	PO Line No.	Receiver	Part No.	Part Description	Receive Qty	Uom	Invoice Price	Invoice	Receipt Date	Invoice Date	Voucher Num.	Status	VAT Invoice No	Curr
	9057148_1029	MI101235	6	RC4054	F33020	MRO - Labels, Tape,Tags	7	EA	28.77	201.39	2021-02-12	2021-02-12	2021/SINV/284	Approved	INV6534026	USD
	9057623_1029	MI299	1	RC4042	W04001	Packaging - Expendable:	4,401	EA	1	4,401.28	2021-02-09	2021-02-09	2021/SINV/274	Approved	232328	CAD
	9057623_1029	MI299	1	RC4051	W04001	Packaging - Expendable:	645	EA	1	645.3	2021-02-10	2021-02-10	2021/SINV/281	Approved	232377	CAD
	9058076_1029	MI101330	1	RC4034	F28010	Facilities - Other Repair	16	EA	100	1,600	2021-02-11	2021-02-11	2021/SINV/266	Approved	3181	CAD

Column	Discription	Filter
Packing slip	Delivery note number	
Supplier Code	YFAI's Supplier ID	Yes
PO Number	YFAI's Purchase Order Number	
PO Line No.	YFAI's Purchase Order Line	
Receiver	YFAI's Receiver ID	Yes
Part No.	YFAI's Item Number	
Part Description	YFAI's Item Description	
Receive Qty	The Receiving Quantity	
Uom	Unit of Measure	
Invoice Price	The Unit Price of Each Item	
Invoice	Net Price with out Tax for each Item	
Receive Date	The Receiving Date	
Invoice Date	Invoice Date being Displayed on Invoice	Yes
Voucher Num.	YFAI's Internal Invoice ID	Yes
Status	Current Status of Invoice	
VAT Invoice No	Supplier's Invoice ID	Yes
Curr	Currency of the Invoice	

RECEIPT QUERY

Receiving information can be access via “Receipt” -> “View Receipt”. From this page, suppliers can find not only the receiving information with invoice being processed but also receipts that has not being invoiced in YFAI’s Operation System.

Receipt

Receiver:	Order No.:	Supplier Code	Asn:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date:	To Date:	Part No.	<input checked="" type="checkbox"/> Is Detail
<input type="text" value="20180817"/>	<input type="text" value="20180917"/>	<input type="text"/>	
<input type="button" value="Search"/>			

3,254 Receipt Detail found, displaying 1 to 25.

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Sequence	Dock	Supply Code	Order No.	ASN No	Order No	Receiver	Part No.	Part Description	Supplier Part No.	Uom	To Location	Receipt Date	Delivery Qty	Receive Qty	Consignment	Invoiced
1		1052		IC31001549	55071090		3859176-TX7BD3	PAD ASM.DJ TOP BILAM		EA	2-RAW	2018-08-20	6	6	no	no
2		1052		IC31001549	55071090		3859267-RN8HL1	HD ASM.DJ CLSTR BILAM		EA	2-RAW	2018-08-20	45	45	no	no
3		1052		IC31001549	55071090		3859267-TX7LA8	HD ASM.DJ CLSTR BILAM		EA	2-RAW	2018-08-20	30	30	no	no
4		1052		IC31001549	55071090		3859304-RN8TU6	HD ASM.DJ CLSTR LTHR		EA	2-RAW	2018-08-20	5	5	no	no

Column	Discription	Filter
Sequence	Line Number	
Dock	The Receiving Dock of YFAI	
Supplier Code	YFAI's Supplier ID	Yes
Order No.	YFAI's Internal Order Number (Not Applicable)	Yes
ASN No.	ASN Number if applicable	Yes
Order No.	YFAI's Purchase Order Number	
Receiver	YFAI's Receiver ID	Yes
Part No.	YFAI's Item Number	Yes
Part Description	YFAI's Item Description	
Supplier Part No.	Supplier's Item ID (Not Applicable)	
Uom	Unit of Measure	
To Location	The Receiving Location in YFAI	
Receipt Date	The Receiving Date	Yes
Delivery Qty	The ASN Quantity	
Receive Qty	The receive Quantity	
Consignment	Consignment Indicator	
Invoiced	Whether this Receipt has been invoiced	

QUICK Q&A

GENERAL

1. Can I change the password by ourselves?
 - a) Yes! The password can be changed via Home -> Edit Profile
2. If I am a group company and want to have one user account available for all of the suppliers related to our company. What am I suppose to do?
 - a) Please contact NA_SupplierSelfServicePortal@yanfeng.com or reach out to your buyer if you are supplying to EU or South Africa region, and send following required sheets to apply for global user.

Supplier ID	Supplier Name	Special Comments
List all	List all	Eg. Also need supplier 9000110' s permission for this user

3. What should I do if I forget the user password?
 - a) Please contact the NA_SupplierSelfServicePortal@yanfeng.com or reach out to your buyer if you are supplying to EU or South Africa region and send requests to ask for password reset.

INVOICE

1. What should I do if the displayed invoice amount is incorrect?
 - a) Please contact the NA_SupplierSelfServicePortal@yanfeng.com or reach out to your buyer if you are supplying to EU or South Africa region and ask for information check and verification.
2. What should I do if the the invoice status is showing “Rejected to Vendor”?
 - a) When you saw a status showing “Rejected to Vendor”, this means our purchasing team will be contacting you shortly regarding to rejection problem.
If not, please contact related YFAI purchasing team for further support.
3. What should I do if the the invoice status is showing “Rejected Internally”?
 - a) Normally for “Rejected Internally” you do not need to do anything since this is an YFAI internal problem and this status will soon be updated and replaced.
4. What should I do if one of my receipt cannot be found in the web page?
 - a) Following procedure, you can follow to locate the problem for your receipt
Go to Receipt page and search for the receipt you are looking for.
If you found them, and in the invoice page you cannot see them. This means the invoice has not being scanned yet.
If you cannot find the related receipt information. This means we haven't received the item in our operation system. Please contact NA_SupplierSelfServicePortal@yanfeng.com or reach out to your buyer if you are supplying to EU or South Africa region, for more support.

PAYMENT

1. How can I link the payment check with the invoice being paid?
 - a) There are two options for you to link the payment to the invoices getting paid:
 - i. Go to “Invoice Payment” Screen and search via Payment Selection ID. One YFAI payment must have one Payment Selection ID which has following structures – BackID+PaymentDate+PaymentType+Currency (for example: PPIMA150818ICOnsUSD)

- Home
- User Administration
- Receipt
- Bill
- Invoice Payment
- Invoice Detail
- EMEA and NA Invoices
- PO Prints
- Logout

Payment

Supplier:

From Date: 20210201

Payment Start Date:

Status:

To Date: 20210228

Payment End Date:

VAT Invoice No:

Payment Selection:

9,393 Payment found, displaying 1 to 25. [First|Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next|Last]

Supplier	VAT Invoice No	Invoice Date	TC Original Amount	Payment Curr	TC Payment Original Amount	Due Date	Payment Selection ID	TC Open Amount	Payment Date	Status	INV/CN	YFAI Pay Reference
9055461_1031	03413408	2021-02-18	2,116.63	EUR	0	2021-04-19		-2,116.63		Ongoing	INV	
9055461_1031	03413457	2021-02-18	15,874.7	EUR	0	2021-04-19		-15,874.7		Ongoing	INV	
9055581_1031	80981260	2021-02-18	89.35	EUR	0	2021-04-04		-89.35		Ongoing	INV	
9055581_1031	80959975	2021-02-18	2,387.7	EUR	0	2021-04-04		-2,387.7		Ongoing	INV	

- ii. Go to “Invoice Payment” / “EMEA and NA Invoices” Screen and search via payment date. The list will show you all of the invoices getting paid on that certain date.