SCP USER GUIDE

Yanfeng Automotive Interior Company

Supplier Collabration Portal (SCP) system is part of the YFAI’s Global ERP Project. YFAI is using this platform to communicate with suppliers for following requirements : Supplier Plan Schedule, Supplier Shipping Schedule, ASN Collabration, Label Printing, Billing Information, Self-Invoice Creation, Notification Publishment.

Version：V1.0

Date：2017 Sept

CONTENT

Overview

What is SCP?

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SCP Hotline

As showed in the home page of SCP

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

Label Printer

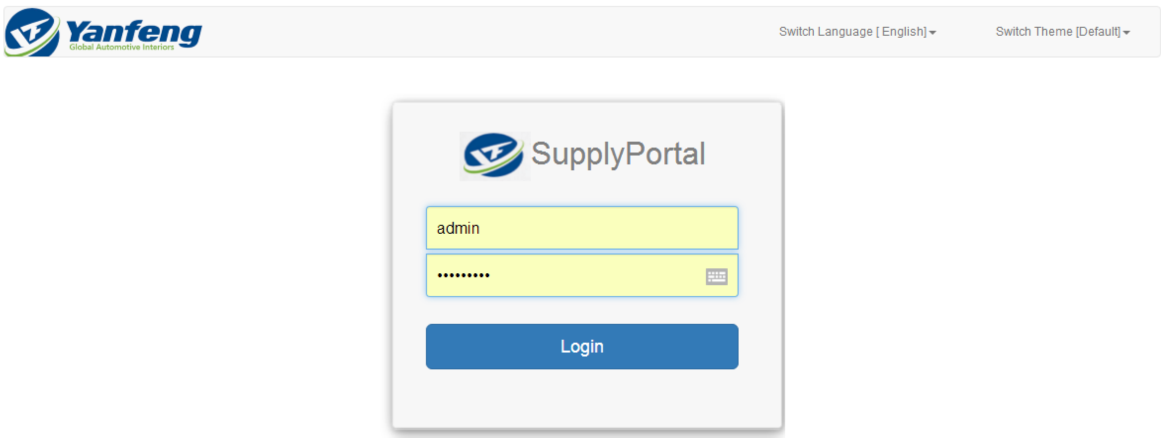
Recommended: intermec pd42 / pd43, 300 dpi

Label Size：100 mm*85 mm

SCP Website

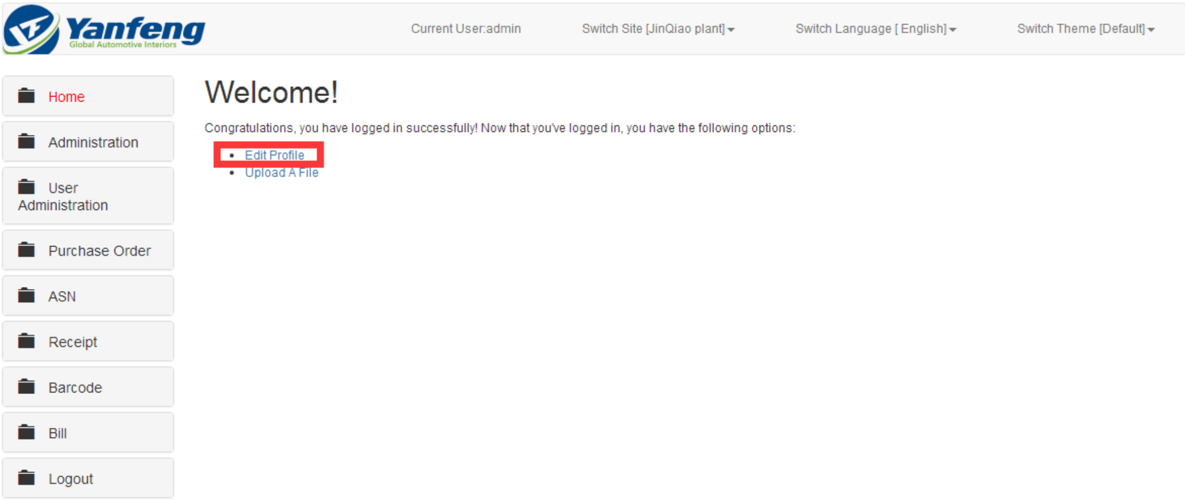
Testing Enviroment：http://apscptest.yfai.com/esupply/login

Production Enviroment：http://apscp.yfai.com/esupply/login



Changing Password

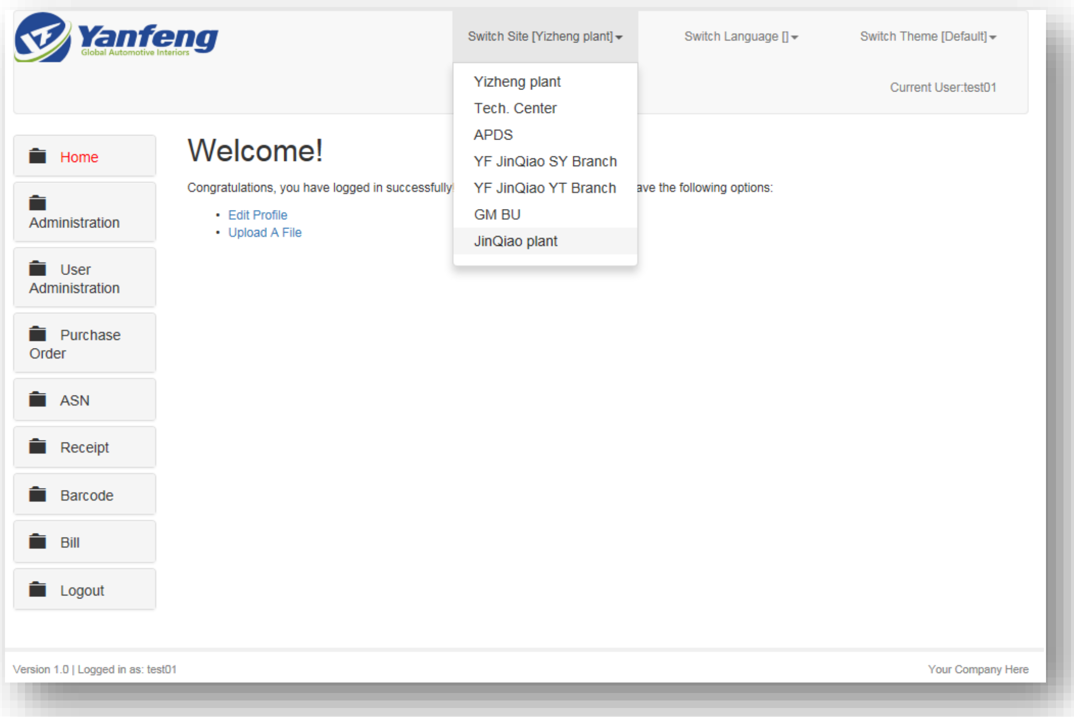
After successfully logged into the system, click “Edit Profile” for user password and information maintenance.


Yanfeng
Global Automotive Interiors
Current User:admin
Switch Site [JinQiao plant]
Switch Language [English]
Switch Theme [Default]
Home
Administration
User Administration
Purchase Order
ASN
Receipt
Barcode
Bill
Logout
Welcome!
Congratulations, you have logged in successfully! Now that you've logged in, you have the following options:
Edit Profile
Upload A File

BUSINESS PROCESS

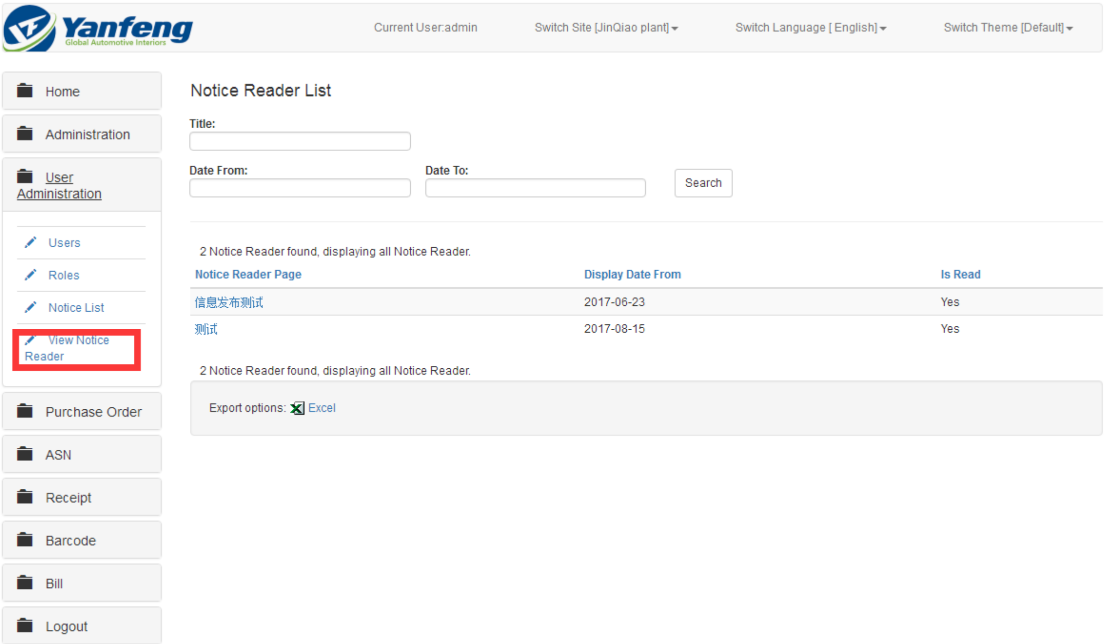
SITE SWITCHING

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



NOTIFICATION

You can also find the notifications such as site calendar or other text information via User Administration -> View Notice Reader

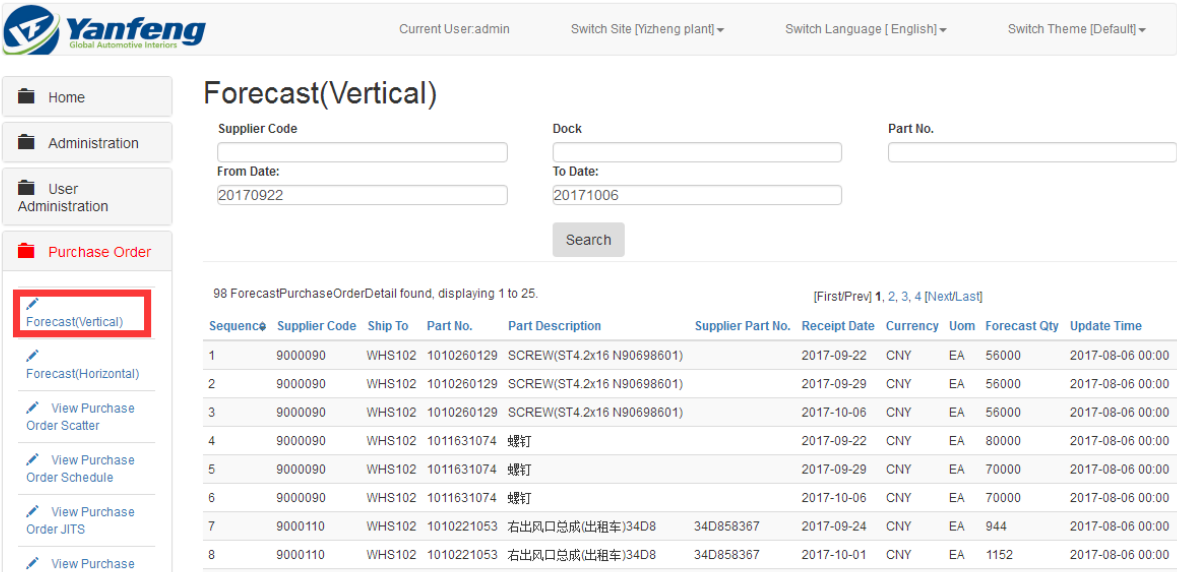


SUPPLIER PLAN SCHEDULE

Supplier Plan Schedule will be used used for supplier forecast, supplier can use this information for long-term material preparation.

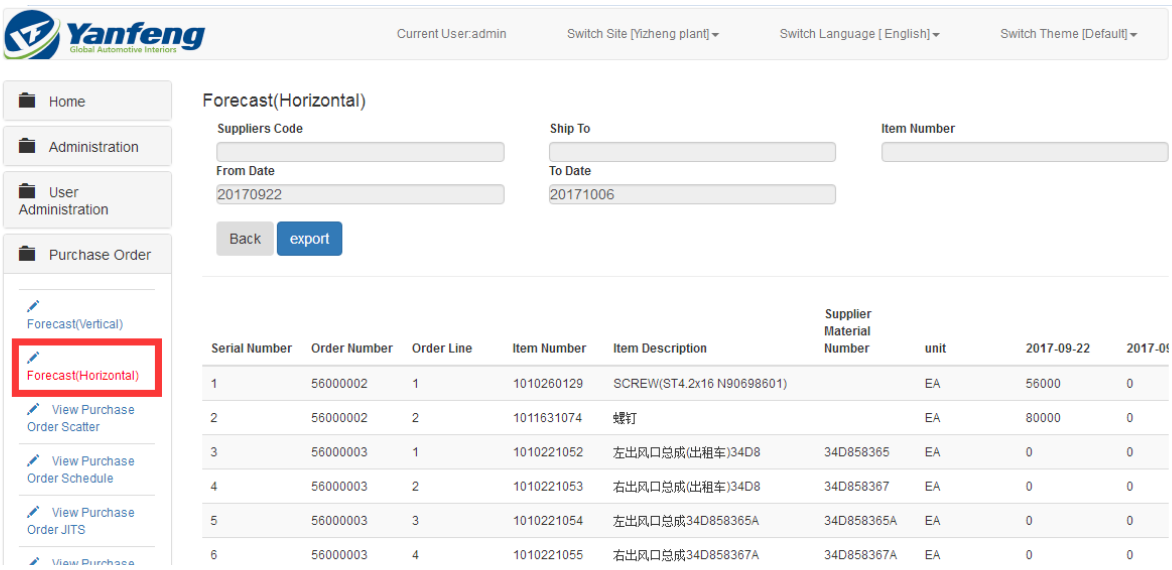
Users can export the plan schedule excel sheet for both vertical can horizontal display mode.

CHECK SUPPLIER PLAN SCHEDULE （VERTICAL）



Sequence	Supplier Code	Ship To	Part No.	Part Description	Supplier Part No.	Receipt Date	Currency	Uom	Forecast Qty	Update Time
1	9000090	WHS102	1010260129	SCREW(ST4.2x16 N90698601)		2017-09-22	CNY	EA	56000	2017-08-06 00:00
2	9000090	WHS102	1010260129	SCREW(ST4.2x16 N90698601)		2017-09-29	CNY	EA	56000	2017-08-06 00:00
3	9000090	WHS102	1010260129	SCREW(ST4.2x16 N90698601)		2017-10-06	CNY	EA	56000	2017-08-06 00:00
4	9000090	WHS102	1011631074	螺钉		2017-09-22	CNY	EA	80000	2017-08-06 00:00
5	9000090	WHS102	1011631074	螺钉		2017-09-29	CNY	EA	70000	2017-08-06 00:00
6	9000090	WHS102	1011631074	螺钉		2017-10-06	CNY	EA	70000	2017-08-06 00:00
7	9000110	WHS102	1010221053	右出风口总成(出租车)34D8	34D858367	2017-09-24	CNY	EA	944	2017-08-06 00:00
8	9000110	WHS102	1010221053	右出风口总成(出租车)34D8	34D858367	2017-10-01	CNY	EA	1152	2017-08-06 00:00

CHECK SUPPLIER PLAN SCHEDULE （HORIZONTAL）



Serial Number	Order Number	Order Line	Item Number	Item Description	Supplier Material Number	unit	2017-09-22	2017-0
1	56000002	1	1010260129	SCREW(ST4.2x16 N90698601)		EA	56000	0
2	56000002	2	1011631074	螺钉		EA	80000	0
3	56000003	1	1010221052	左出风口总成(出租车)34D8	34D858365	EA	0	0
4	56000003	2	1010221053	右出风口总成(出租车)34D8	34D858367	EA	0	0
5	56000003	3	1010221054	左出风口总成34D858365A	34D858365A	EA	0	0
6	56000003	4	1010221055	右出风口总成34D858367A	34D858367A	EA	0	0

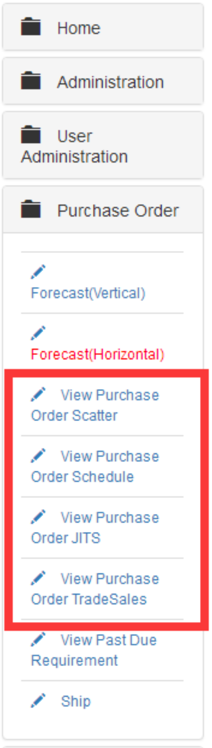
CHECK & CONFIRM SUPPLIER SHIPPING SCHEDULE

Order Type:

- Purchase Order (Scatter)：for non-production or one-time procurement – Confirmation required, ASN not required
- Purchase Order (Schedule)：for supplier shipping schedule generated from MRP – Confirmation required, ASN required

- Purchase Order (JITS)：for JITS shipping schedule using KANBAN/Min-max procurement strategy – Confirmation required, ASN required
- Purchase Order (Trade Sales)：for trade sales requirements (requirments directly from OEM customer). – Confirmation required, ASN not required

Different type of shipping schedule will be displayed in different windows.



Order Status：

- Submit：The initial status when the purchase order first being submitted to SCP；
- Confirmed：After supplier confirm the purchase order, the status will change from submit to confirmed；
- In Process：This status means the purchase order is under processing and ASN has been created；
- Complete：After ALL of the requirements has been reciept, the status of purchase order will be changed to complete；
- Cancel：Purchase order being manually canceled by YFAI.

ORDER PRE-FIX

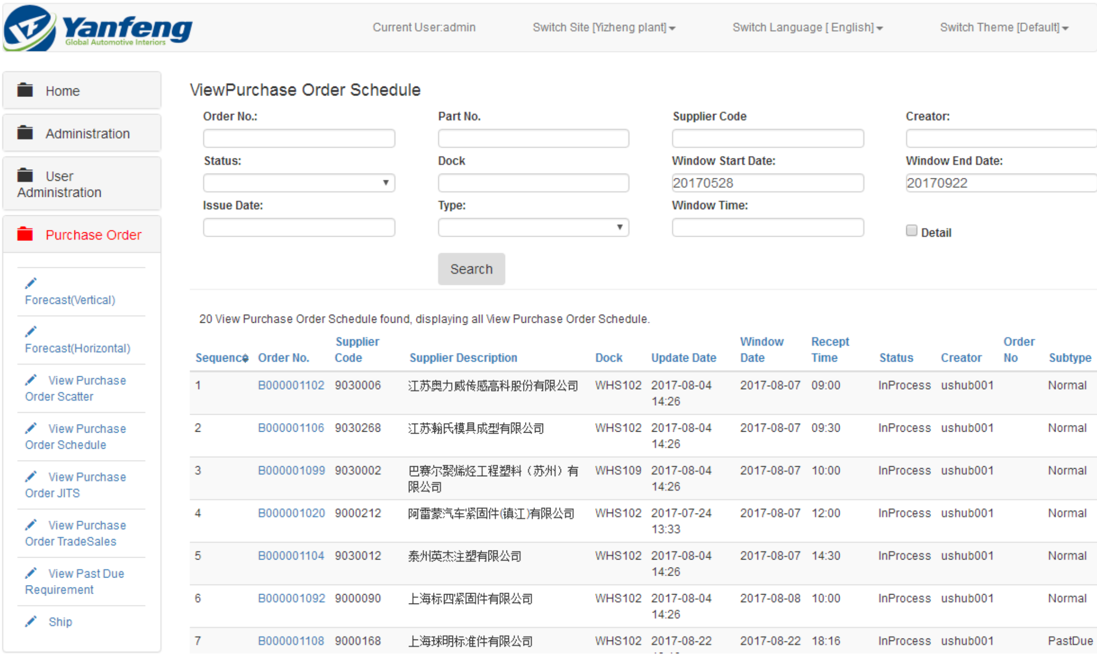
Different Purchase Order Pre-fix has different meanings as following:

Pre-fix A：Non-Label required Purchase Order.

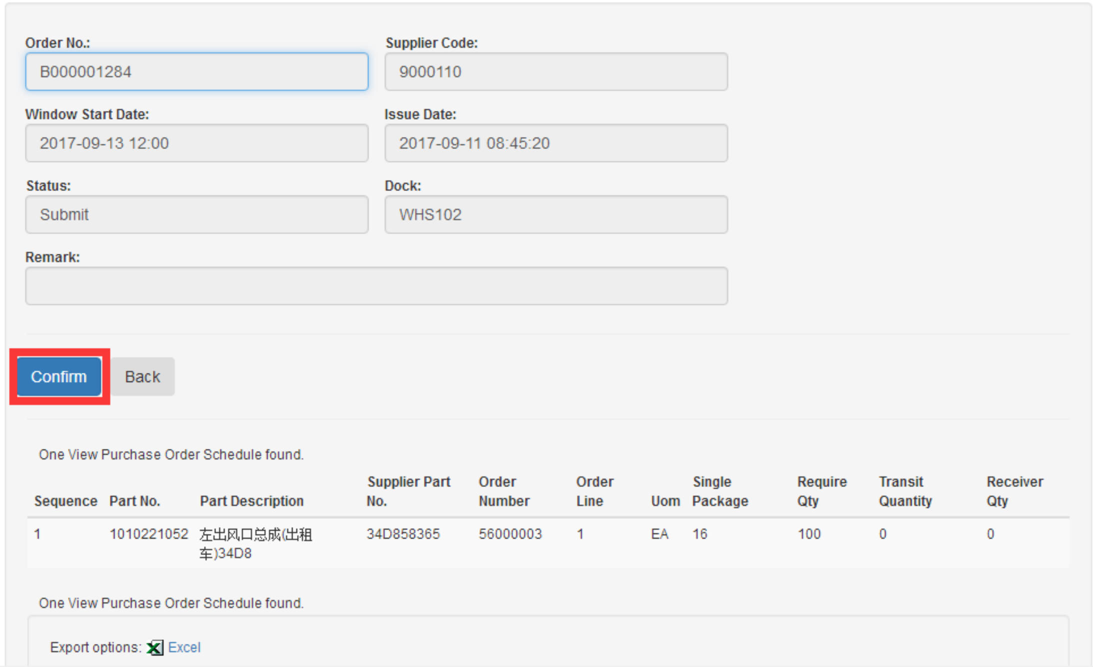
Pre-fix B：Label Printing Required Purchase Order (Supplier needs to print label via SCP)

Pre-fix C：OEM Label Required Purchase Order (Supplier can use OEM label for delivery)

CHECK SUPPLIER PURCHASE ORDER



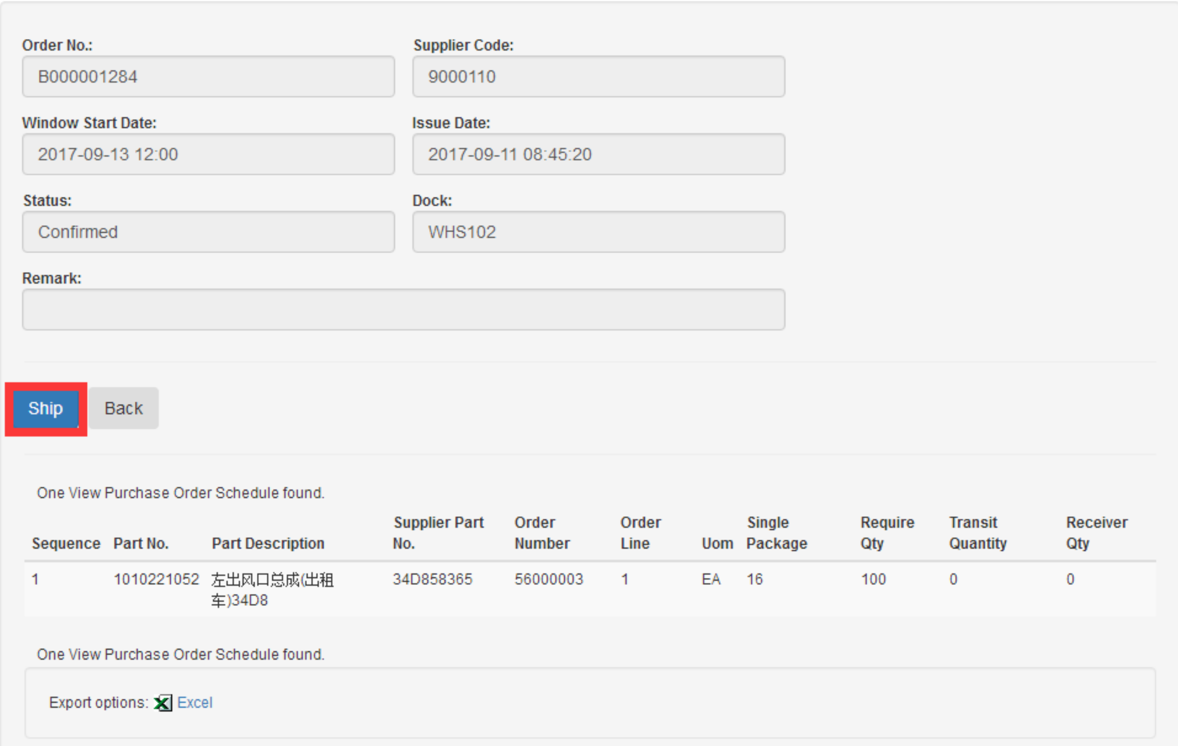
CONFIRM PURCHASE ORDER



CRREATE ADVANCED SHIPPING NOTIFICATION (ASN)

Supplier needs to create ASN for schedule / JITS purchased order in order to indicate the goods has been delivered as scheduled.

Via shipping button in the purchase order screen (after confirming the purchase order), an ASN creation screen will be navigated for further processes.



Order No.: B000001284

Supplier Code: 9000110

Window Start Date: 2017-09-13 12:00

Issue Date: 2017-09-11 08:45:20

Status: Confirmed

Dock: WHS102

Remark:

Ship Back

One View Purchase Order Schedule found.

Sequence	Part No.	Part Description	Supplier Part No.	Order Number	Order Line	Uom	Single Package	Require Qty	Transit Quantity	Receiver Qty
1	1010221052	左出风口总成(出租车)34D8	34D858365	56000003	1	EA	16	100	0	0

One View Purchase Order Schedule found.

Export options: Excel

Deliver based on Shipping Schedule

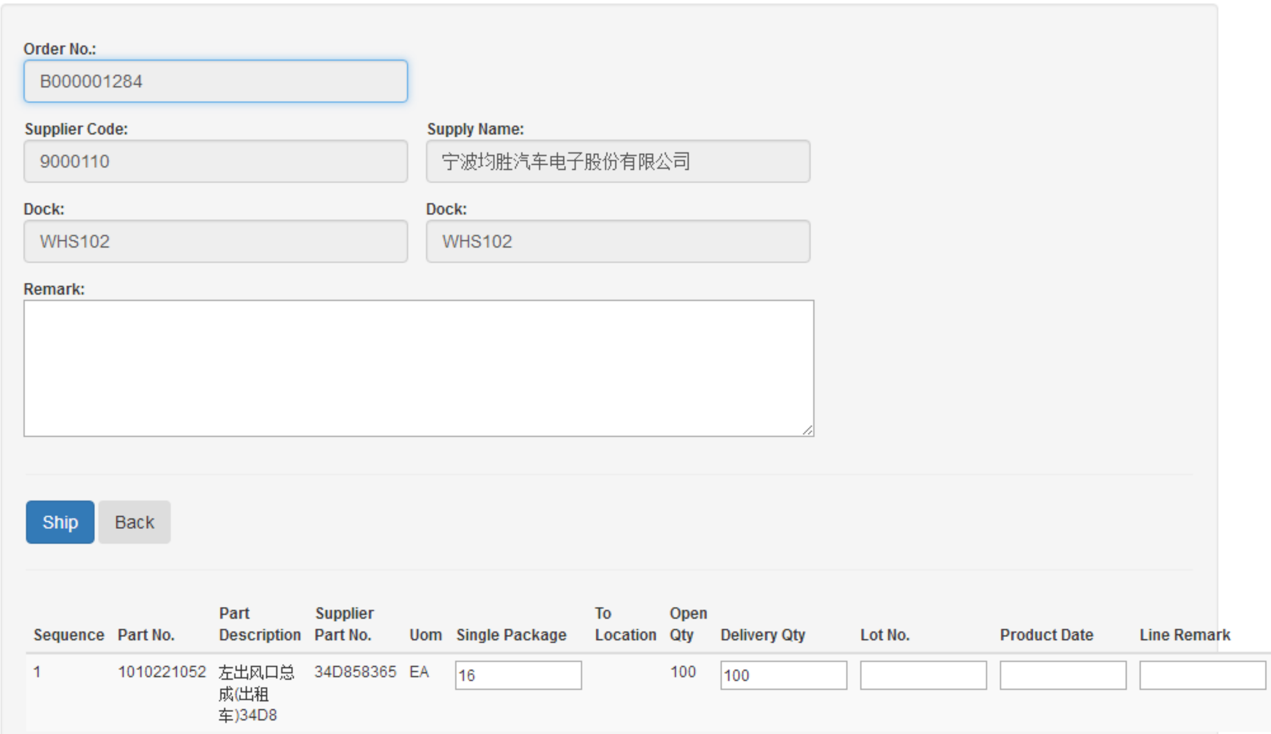
After being navigated to the ASN creation screen.

Supplier needs to confirm the quantity to be shipped.

Supplier can also change the packaging quantity if the packaging quantity is not correct.

For B type Purchase Order, Product Date is a mandatory field needed for label printing.

Once all information has been confirmed, click “Ship” button to confirm the ASN.



Order No.: B000001284

Supplier Code: 9000110

Supply Name: 宁波均胜汽车电子股份有限公司

Dock: WHS102

Dock: WHS102

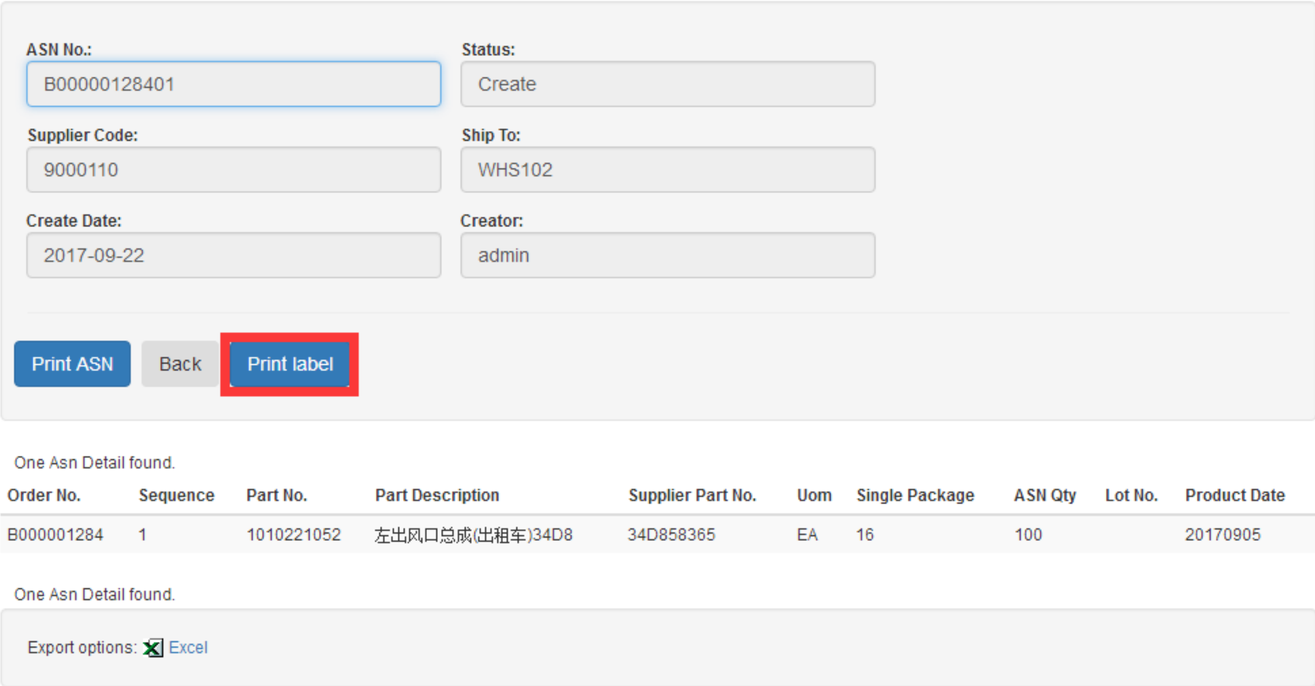
Remark:

Ship Back

Sequence	Part No.	Part Description	Supplier Part No.	Uom	Single Package	To Location	Open Qty	Delivery Qty	Lot No.	Product Date	Line Remark
1	1010221052	左出风口总成(出租车)34D8	34D858365	EA	16		100	100			

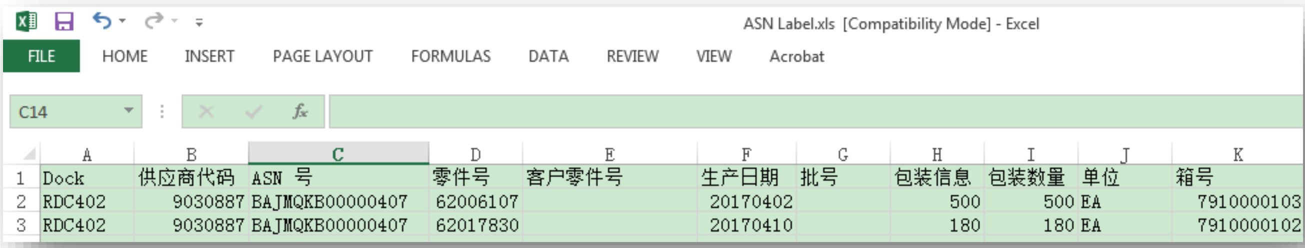
PRINT LABEL

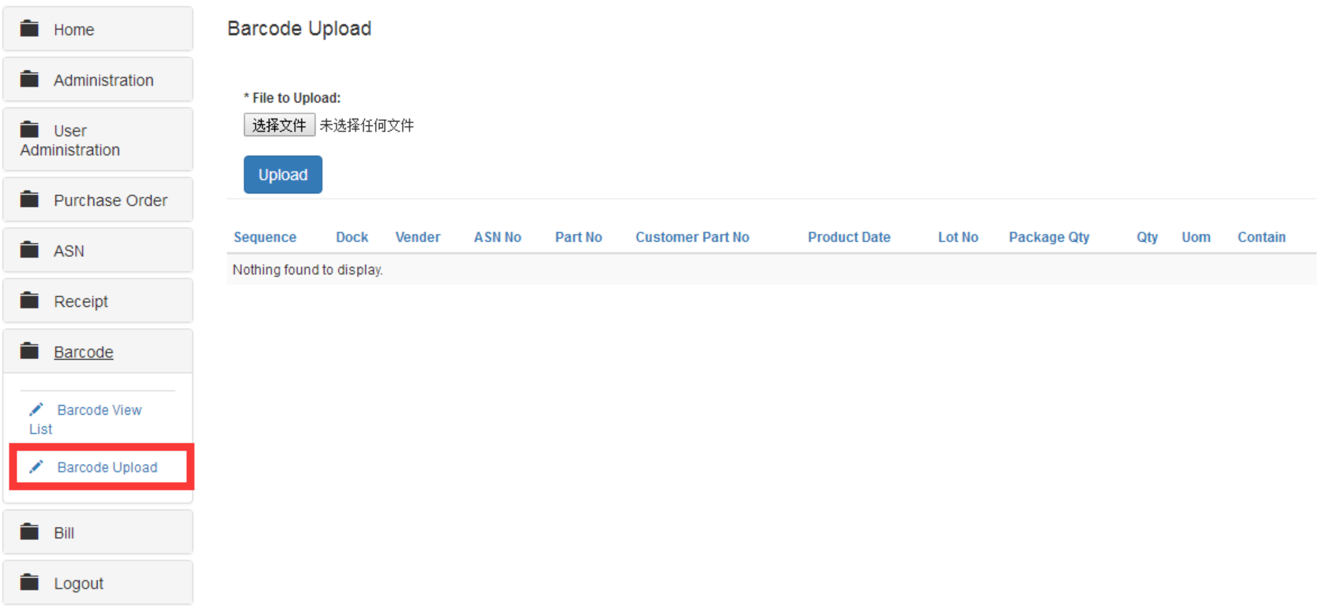
Only required for B type Purchase Order.



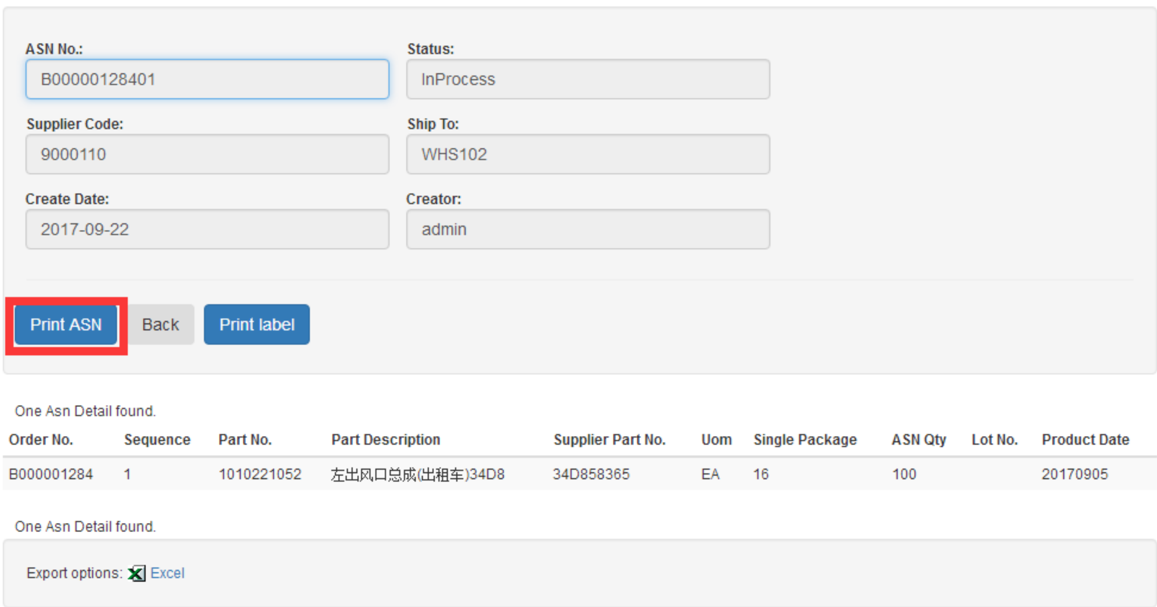
UPLOAD LABEL INFOMATION

Supplier can also use the excel file to input the label information (for example, supplier can print the label by themselves and upload the label information to SCP system)


ASN Label.xls [Compatibility Mode] - Excel
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Acrobat
C14
Dock 供应商代码 ASN 号 零件号 客户零件号 生产日期 批号 包装信息 包装数量 单位 箱号
RDC402 9030887 BAJMQKB00000407 62006107 20170402 500 500 EA 7910000103
RDC402 9030887 BAJMQKB00000407 62017830 20170410 180 180 EA 7910000102


Home
Administration
User Administration
Purchase Order
ASN
Receipt
Barcode
Barcode View List
Barcode Upload
Bill
Logout
Barcode Upload
* File to Upload:
选择文件 未选择任何文件
Upload
Sequence Dock Vender ASN No Part No Customer Part No Product Date Lot No Package Qty Qty Uom Contain
Nothing found to display.

PRINT ASN


ASN No.: B00000128401
Status: InProcess
Supplier Code: 9000110
Ship To: WHS102
Create Date: 2017-09-22
Creator: admin
Print ASN
Back
Print label
One Asn Detail found.
Order No. Sequence Part No. Part Description Supplier Part No. Uom Single Package ASN Qty Lot No. Product Date
B000001284 1 1010221052 左出风口总成(出租车)34D8 34D858365 EA 16 100 20170905
One Asn Detail found.
Export options: Excel

1/1

YFAISH-M804-07-01

送货单

Delivery Notes

No.2308 Jufeng Road Jinqiao Export Processing Zone Pudong New Area, SH

正常

紧急

客户采购单号：CTHLBS00000404

ASN 号：CTHLBS00000404

创建时间 Create Time: 2017-04-25

供应商代码 Supplier Code: 8055812

供应商名称 Supplier Name: [illegible]

供应商地址 Address: 8055812

供应商联系人 Contact:

供应商电话 Telephone:

备注 Remarks:

系统号 SysCode: Supply Portal

交货日期 Delivery Date: 2017-04-25

窗口时间 Window Time: 18:20:00

交货道口 Delivery Dock: WHS18T

物流协调员 Follow Up: test01

YFAI电话 Telephone:

YFAI传真 Fax:

版本号 Version:

No.	零件号 Item Code	供应商零件号 Supplier Ref.	描述 Description	单位 Unit	单包装 UC	包装类型 PT	需求 Request 包装 UCs	需求 Request 零件数 Quality	发货数 Issued Quality	实收 Received 包装 UCs	实收 Received 零件数 Quality	批号/备注 Lot/Remarks
1	[illegible]		[illegible]	EA	1		2912	2912	2912			
2	[illegible]		[illegible]	EA	1		3000	3000	3000			
3	[illegible]		[illegible]	EA	1		3000	3000	3000			
4	[illegible]		[illegible]	EA	1		3000	3000	3000			
5	[illegible]		[illegible]	EA	1		3000	3000	3000			
6	[illegible]		[illegible]	EA	1		3000	3000	3000			
7	[illegible]		[illegible]	EA	1		3000	3000	3000			
8	[illegible]		[illegible]	EA	1		2976	2976	2976			

包装合计：[illegible]

实际到货时间 Actual Delivery Time:

YFAI发单人签字 YF Order Issuer Signature:

供应商签字 Supplier Signature:

[illegible]

承运商 Shipper:

到车时间 Arrival Time:

离开时间 Departure Time:

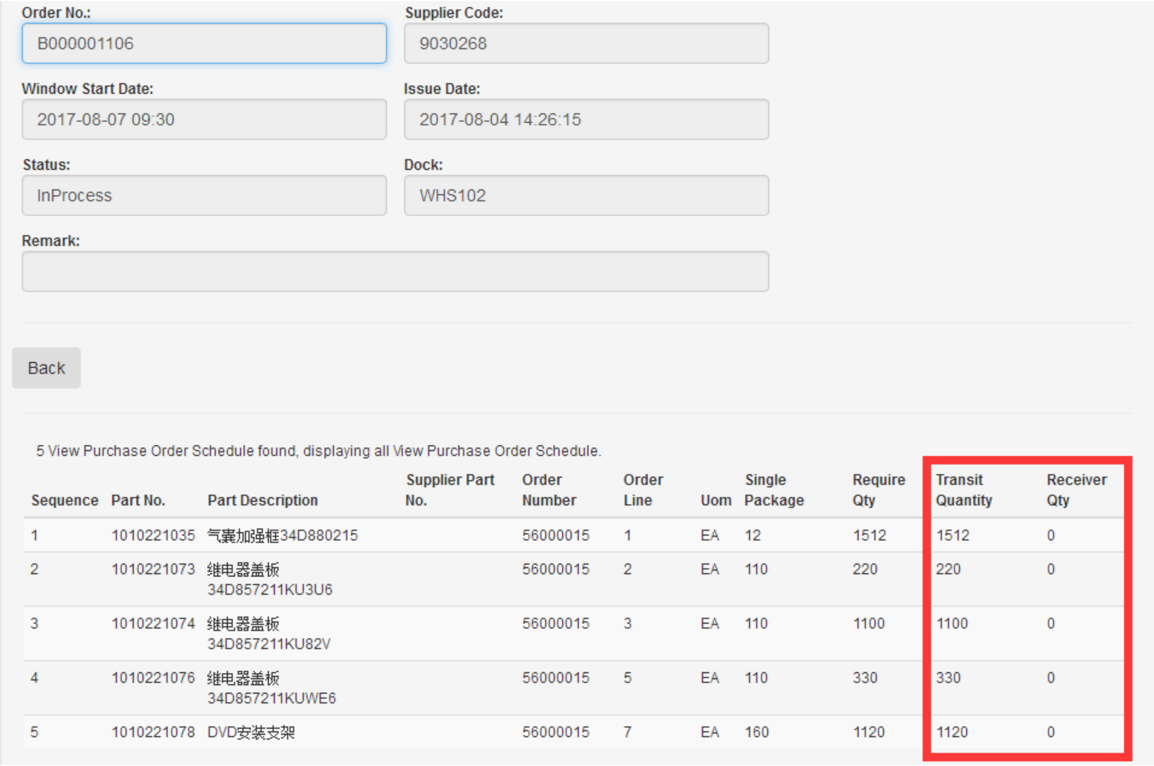
Print Date: 2017-04-25 16:32:47

CHECK ASN STATUS

After the ASN has been created, the In Transit quantity will be updated in the purchase order.

Once the good has been recipt, the receipt quantity will be updated in purchase order.

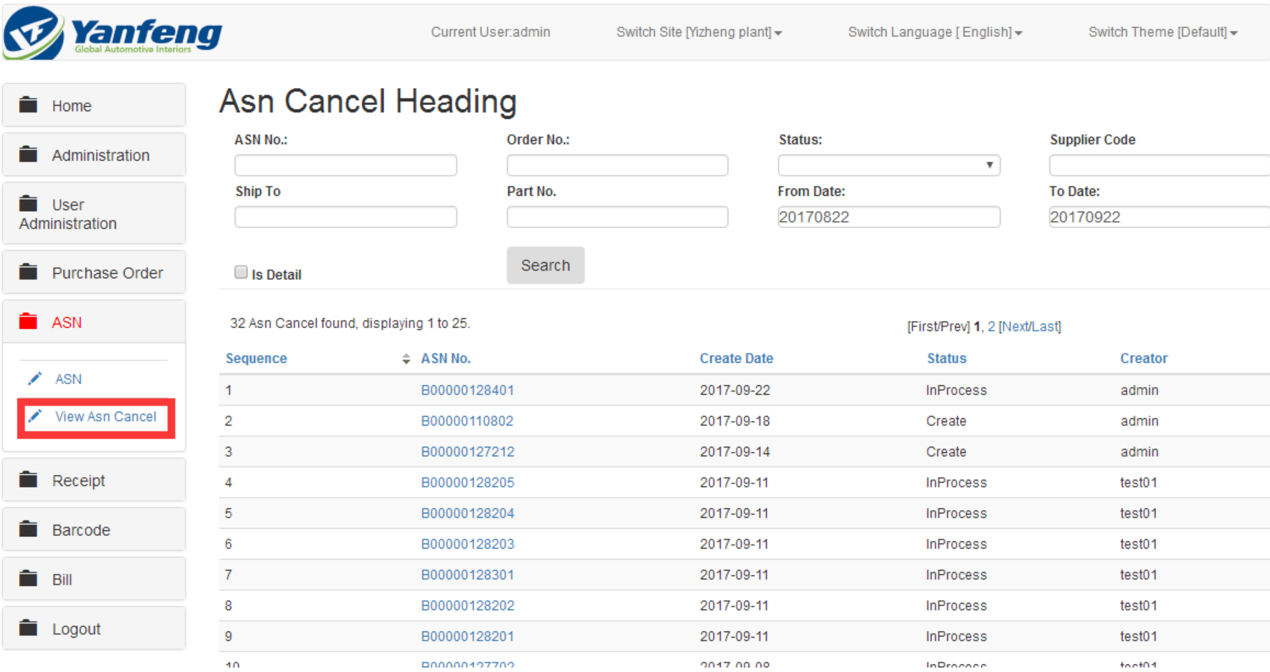
Once all of the quantity has been receipt, the purchase order will be set to “complete”.

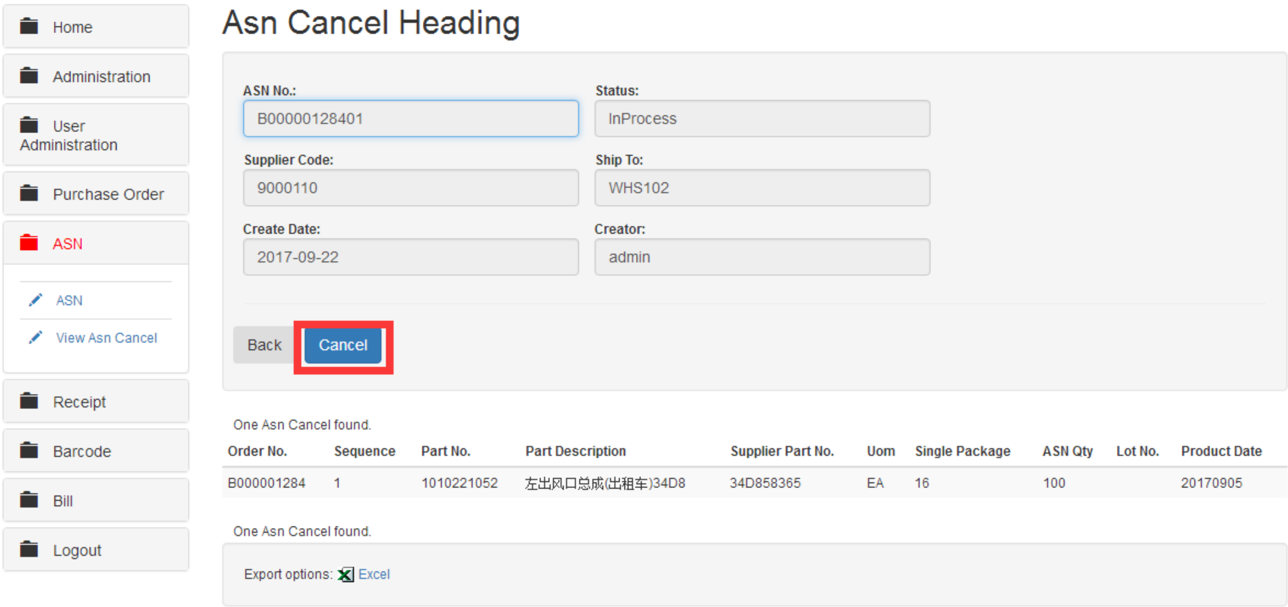


Cancel ASN

SCP has also provided function for supplier to cancel the created ASN.

Once ASN has been canceled, the ASN quantity will be released back to Purchase Order and waiting for another round of ASN creation.

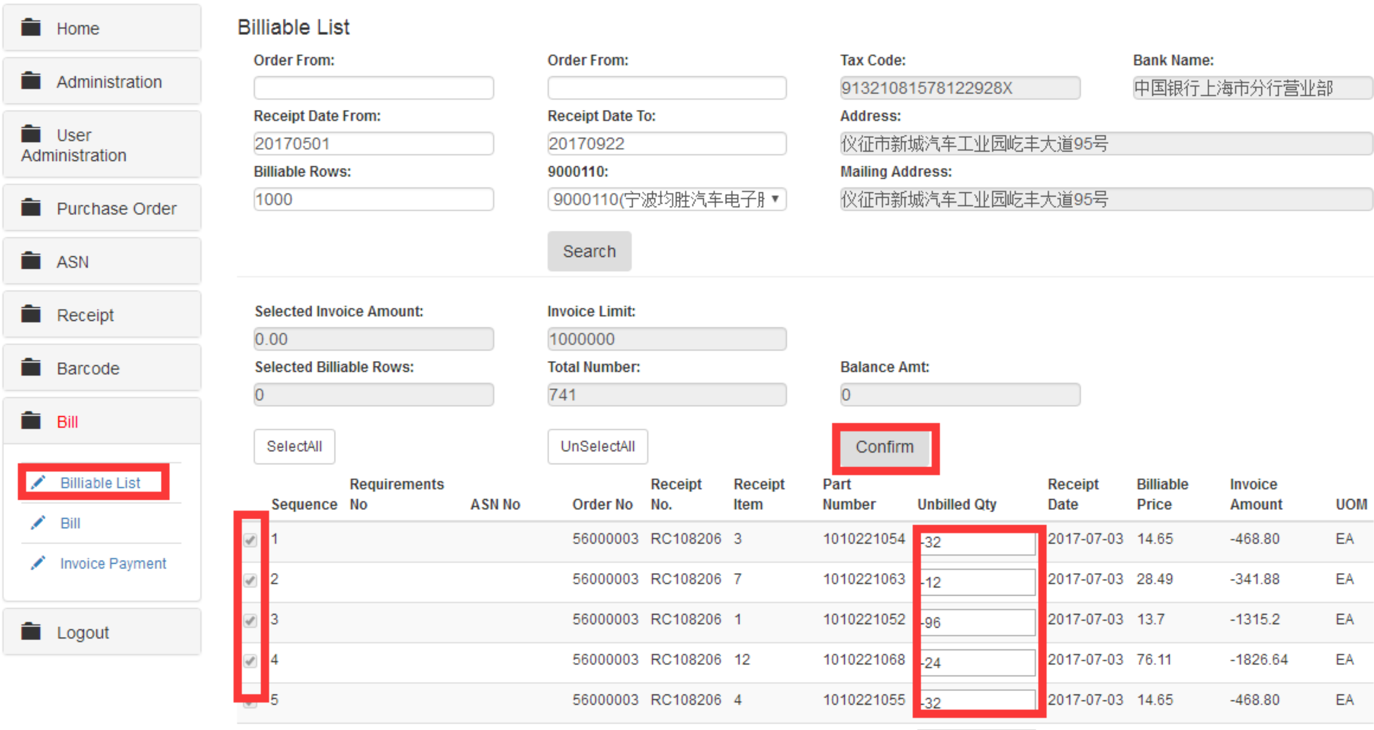




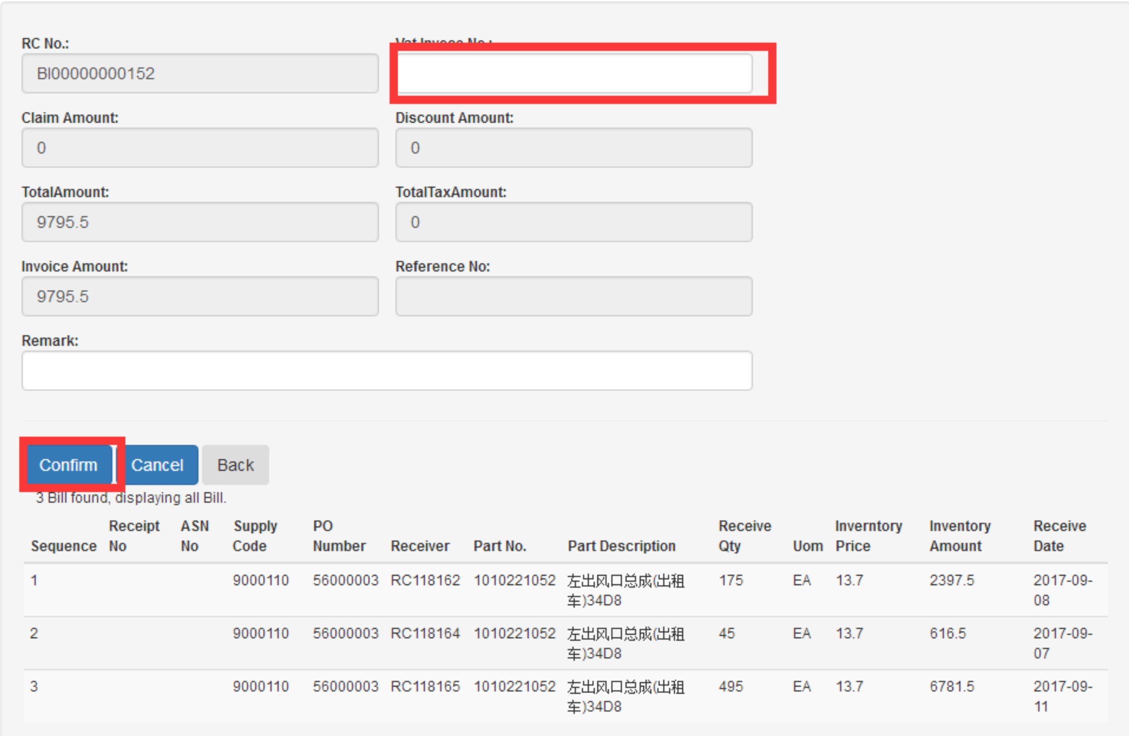
Supplier Billing

Once the goods has been receipt by YFAI, the receipt information and billing information will be posted to SCP. Supplier needs to choose the right receiving records and create draft invoice accordingly.

Create Supplier Invoice



Input Invoice Number



RC No.: BI00000000152

Vat Invoce No.:

Claim Amount: 0

Discount Amount: 0

TotalAmount: 9795.5

TotalTaxAmount: 0

Invoice Amount: 9795.5

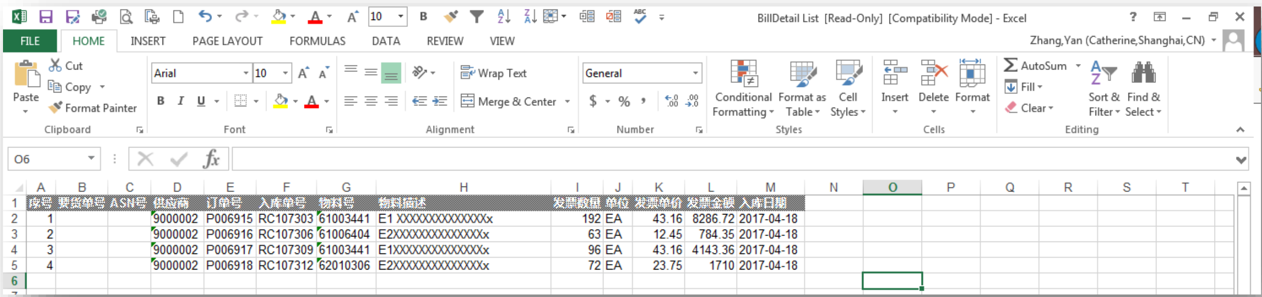
Reference No:

Remark:

Confirm Cancel Back

3 Bill found, displaying all Bill.

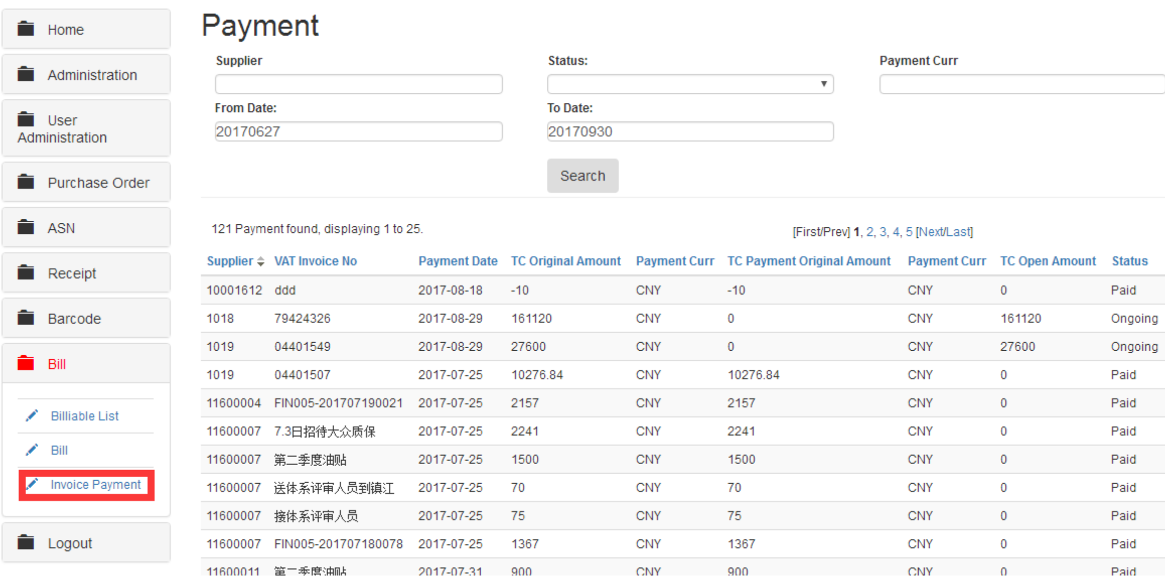
Sequence	Receipt No	ASN No	Supply Code	PO Number	Receiver	Part No.	Part Description	Receive Qty	Uom	Inverntory Price	Inventory Amount	Receive Date
1			9000110	56000003	RC118162	1010221052	左出风口总成(出租车)34D8	175	EA	13.7	2397.5	2017-09-08
2			9000110	56000003	RC118164	1010221052	左出风口总成(出租车)34D8	45	EA	13.7	616.5	2017-09-07
3			9000110	56000003	RC118165	1010221052	左出风口总成(出租车)34D8	495	EA	13.7	6781.5	2017-09-11



BillDetail List [Read-Only] [Compatibility Mode] - Excel

序号	要货单号	ASN号	供应商	订单号	入库单号	物料号	物料描述	发票数量	单位	发票单价	发票金额	入库日期
1			9000002	P006915	RC107303	61003441	E1 XXXXXXXXXXXXXXx	192	EA	43.16	8286.72	2017-04-18
2			9000002	P006916	RC107306	61006404	E2XXXXXXXXXXXXXXx	63	EA	12.45	784.35	2017-04-18
3			9000002	P006917	RC107309	61003441	E1XXXXXXXXXXXXXXx	96	EA	43.16	4143.36	2017-04-18
4			9000002	P006918	RC107312	62010306	E2XXXXXXXXXXXXXXx	72	EA	23.75	1710	2017-04-18

Check Payment Status



Home
Administration
User Administration
Purchase Order
ASN
Receipt
Barcode
Bill
Billiable List
Bill
Invoice Payment
Logout

Payment

Supplier:
Status:
Payment Curr
From Date: 20170627
To Date: 20170930

Search

121 Payment found, displaying 1 to 25. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Supplier	VAT Invoice No	Payment Date	TC Original Amount	Payment Curr	TC Payment Original Amount	Payment Curr	TC Open Amount	Status
10001612	ddd	2017-08-18	-10	CNY	-10	CNY	0	Paid
1018	79424326	2017-08-29	161120	CNY	0	CNY	161120	Ongoing
1019	04401549	2017-08-29	27600	CNY	0	CNY	27600	Ongoing
1019	04401507	2017-07-25	10276.84	CNY	10276.84	CNY	0	Paid
11600004	FIN005-201707190021	2017-07-25	2157	CNY	2157	CNY	0	Paid
11600007	7.3日招待大众质保	2017-07-25	2241	CNY	2241	CNY	0	Paid
11600007	第二季度油贴	2017-07-25	1500	CNY	1500	CNY	0	Paid
11600007	送体系评审人员到镇江	2017-07-25	70	CNY	70	CNY	0	Paid
11600007	接体系评审人员	2017-07-25	75	CNY	75	CNY	0	Paid
11600007	FIN005-201707180078	2017-07-25	1367	CNY	1367	CNY	0	Paid
11600011	第二季度油贴	2017-07-31	900	CNY	900	CNY	0	Paid