



Supplier Messaging System

1. Requirements

The Supplier Messaging System is designed to enhance communication and ultimately improve supplier performance by notifying the Supplier when parts are received early or late, and when non-conforming material requests have been reviewed and finalized.

When a receipt is processed, if the parts are received early or late, the system will notify the Buyer with information on the early or late receipt. The Buyer will be given a certain amount of time (e.g., 24 hours) to update the PO Schedule Date in Buyer's Workbench. This is useful for situations where the Supplier *did* actually meet the delivery request but the Buyer failed to update the PO Schedule Date before the parts were received. After the time period has elapsed, if the PO Schedule date has not been updated by the Buyer so that the delivery is no longer early or late, an e-mail will be sent to the Supplier with the information listed below.

This feature may be turned on or off by Supplier, and it can also be turned off globally if necessary due to receiving problems, plant shutdowns, etc.

Email notification to the Supplier

Email messages to the Supplier will include the following information:

Subject: Late (or Early) Parts Receipt

To: Supplier for the PO

Info in Body of E-mail:

- PO Nbr and PO LI
- Supplier Nbr and Name
- Part Number
- Qty Received
- PO Schedule Date
- Date and Time of Receipt:
- Receipt Status (Days Early or Days Late)
- Buyer for the PO

2. Implementation Overview

A new data file called NCC_QCD_MSGS will be added to the Manfact system to store messages waiting to be emailed to Suppliers. The NCCQCD.UPD procedure, which is currently used to process Vendor Performance transactions for Supplier Performance reporting, will update the NCC_QCD_MSGS file when a Receipt transaction is found to be early or late (based on tolerances defined in Manfact). This file is also updated when Non-Conforming Corrective Action Notices are dispositioned.

Each NCC_QCD_MSGS record will have a Record Type:

- N = NCCAN Disposition
- R = Early/Late Receipt

Each NCC_QCD_MSGS record will have a Status Code:

- N = New
- C = Closed
- A = Approved
- S = Supplier Notified
- H = Hold

A new Work Flow Count on the Buyer's Workbench (BWB) will alert Buyer's of pending Supplier Performance Notifications. When this option is selected, a dialog will be displayed allowing the user to view and update records on the NCC_QCD_MSGS file. This update screen may also be accessed from the main menu in BWB.

The Supplier Performance Messages update screen will allow the Buyer to modify the status of NCC_QCD_MSGS records. In the case where the Buyer wishes to correct the schedule date on the purchase order, the status would be changed to "Closed" to prevent the message from being sent to the Supplier. Changing the status to "Approved" will allow the record to be included in the next batch of outgoing email messages.

When the NCC_QCD_MSGS record is created, it will be updated with the current date and time. If the record is not Approved within a specified period of time (e.g., 24 hours), the status will be changed to Approved automatically by the system. The length of time a record may remain open before being automatically sent will be defined in NCC_BWBAdmin. The Buyer may also choose to place the item on Hold, preventing any further processing by the system until the Buyer changes the status to Approved.

A new application called Ncc_QCDMsgs will be developed for the purpose of sending Supplier Performance Messages. This will function in a manner similar to NorthClark's PO Delivery Confirmation Request (Ncc_PoConfirm) application. Search criteria will be provided allowing the user

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to limit processing to selected Suppliers and date ranges. The program will read the Ncc_QCDMsgs file, and create a separate Excel spreadsheet for each Supplier, which will be saved in the BWB Data Store. The operator may selectively view individual spreadsheets if desired, then automatically send an email to each Supplier with the spreadsheet attached.

3. System Administration (Ncc_BWBAdmin)

The following options will be added to the Buyer's Workbench Administration program:

- Enable Supplier Performance Messages for Early/Late Receipts
- Enable Supplier Performance Messages for NCCAN Disposition

If either of the above options is selected, the following prompts will be enabled:

- Automatically send messages to Supplier if not approved within ___ hours.
- Never create a message for a Receipt that is more than ___ days old.
- Delete Supplier Performance Messages that are more than ___ days old.

4. Supplier Maintenance (Ncc_BWBSupplier)

The following option will be added to the Supplier Maintenance view of the Buyer's Workbench:

- Enable Supplier Performance Messages for Early/Late Receipts
- Enable Supplier Performance Messages for NCCAN Disposition

5. Supplier Performance Transaction Processing (NCCQCD.UPD)

This program is responsible for creating new NCC_QCD_MSGS records when parts are received early or late, based on the tolerances established in Manfact. This program is also responsible for changing the status to "Approved" when sufficient time has elapsed, as well as deleting obsolete messages. This program is also responsible for creating new NCC_QCD_MSGS records when an NCCAN is dispositioned.

6. Buyer's Workbench Workflow Update (NCC_BWB / NCC\$WORKFLOW)

A new Work Flow count will be added to Buyer's Workbench for Supplier Performance Messages that have not been approved. When selected, control is transferred to the Supplier Performance Messages Update screen.

7. Supplier Performance Messages Update

This form is used to maintain records on the NCC_QCD_MSGS file. It may be accessed from the Work Flow tab of Buyer's Workbench, from the main menu of BWB, and also from the Ncc_QCDMsgs program.

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The Supplier Performance Messages Update screen is comprised of three tabs:

1. The Search Options tab enables the user to search for existing Supplier Performance Messages using multiple search criteria.
2. The Results displays a list of Supplier Performance Messages generated from the search performed.
3. The Detail Contains information for a message selected from the Results tab.

7.1 Search Options

Use the Search Option screen to locate Supplier Performance Messages that will be included in the selection list. The fields you may use in your search include: Supplier Identifier, Part Number, Buyer, PO Number, Type, Status, Receipt/Inspection Date and Supplier Notified Date.

The screenshot displays the 'Supplier Performance Messages Update' application window. The window title is 'Supplier Performance Messages Update'. The menu bar includes 'File', 'Edit', 'View', 'Tools', and 'Help'. The toolbar contains icons for file operations and search. The main area has three tabs: '1. Search Options', '2. Results', and '3. Detail'. The 'Search Options' tab is active and contains the following search criteria sections:

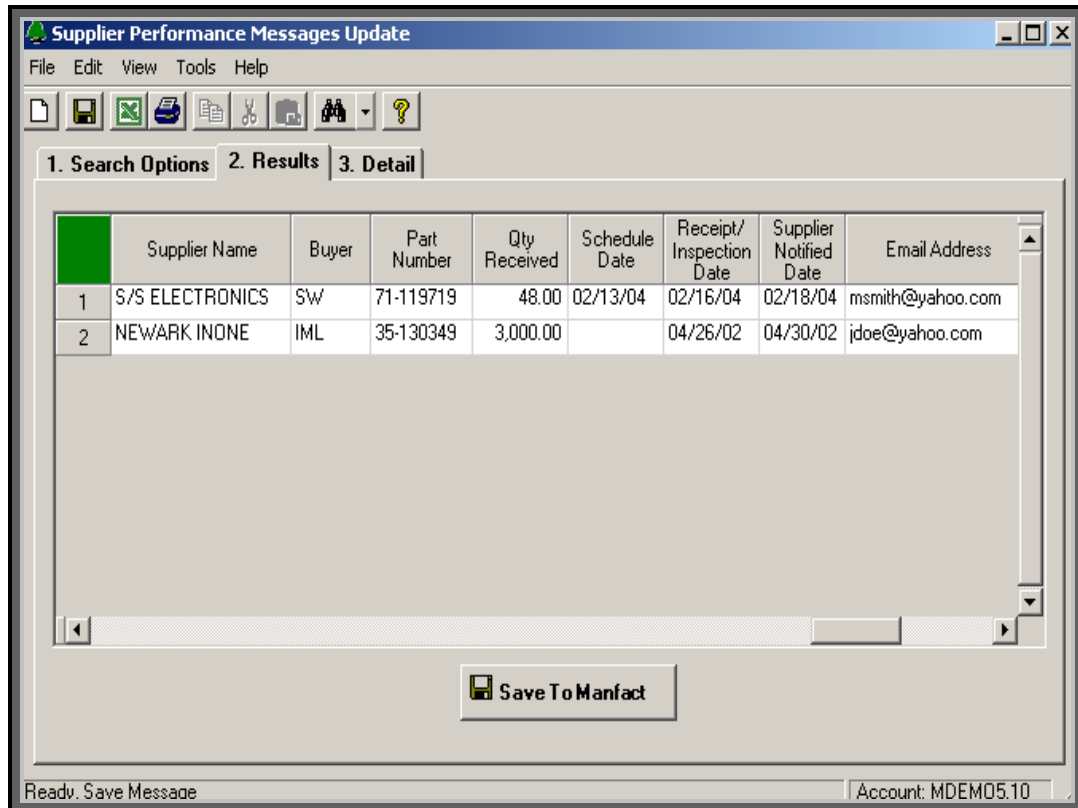
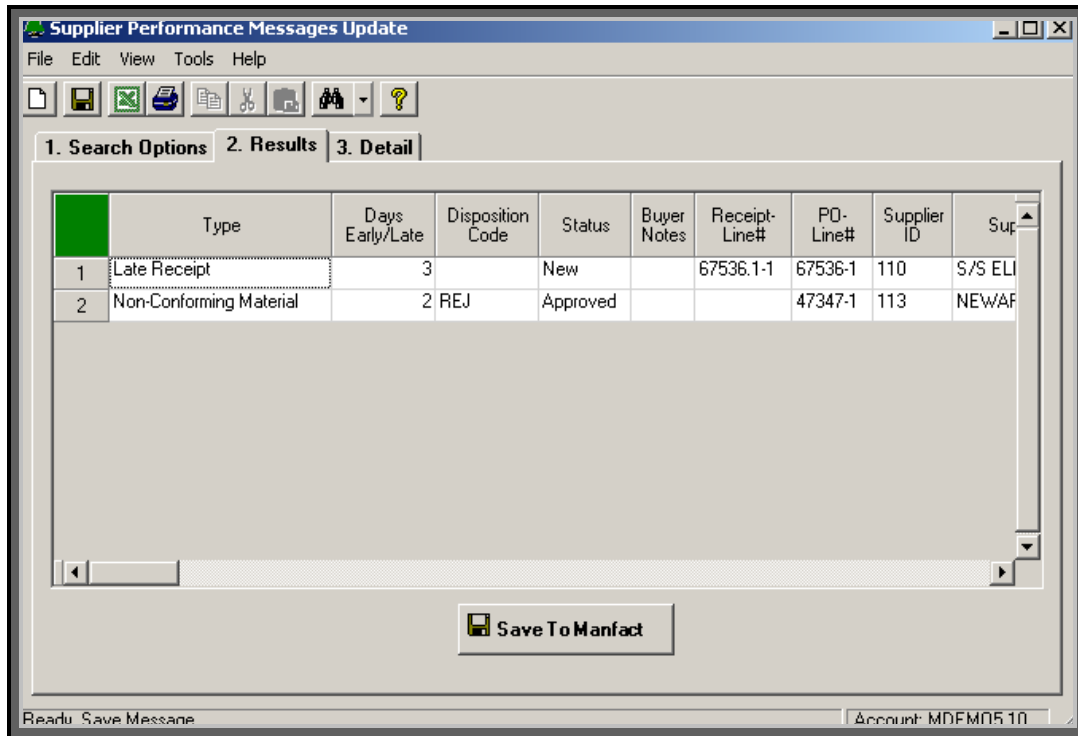
- Supplier:** Text field containing '11*'.
- Part Number:** Text field.
- Buyer:** Dropdown menu.
- PO Number:** Text field.
- Receipt/Inspection Date:** Two checkboxes, 'Start Date' and 'End Date', both set to 3/14/2005.
- Type:** Two checkboxes, 'Receipt' and 'Non-Conforming Material'.
- Status:** Five checkboxes, 'New', 'Approved', 'Cancelled', 'Supplier Notified', and 'Hold'.
- Supplier Notified Date:** Two checkboxes, 'Start Date' and 'End Date', both set to 3/14/2005.

At the bottom of the window, there are four buttons: 'Search', 'Clear Search', 'Save as Default Search', and 'Restore to Default'. The status bar at the bottom shows 'Ready. Save Message' and 'Account: MDEM05.10'.

7.2 Results

After you choose the Search command, the resulting list of messages are displayed on the Results tab. You will be able to edit, print and export to Excel. The following information is displayed. Only the Status and Buyer Notes may be changed.

Message Type	Receipt or Non-Conforming Material
Days Early/Late	
Disposition Code	NCCAN Disposition (Non-Conforming Material only)
Status	New, Approved, Cancelled, Supplier Notified, Hold
Buyer Notes	
Receipt-Li#	Receipt Number and Line Item Number
PO-Line#	Purchase Order and Line Item Number
Supplier Id	
Supplier Name	
Buyer	
Part Number	
Quantity Received	
Schedule Date	PO Promise Date (Receipt only)
Receipt/Inspection Date	
Supplier Notified Date	Date email message was sent to Supplier.
Email Address	Supplier email address.



7.3 Detail

The Detail tab is used to view and edit a Supplier Performance Message. You can page and load another message by clicking on the paging feature at the top right of the screen. Only the Status and Buyer Notes may be changed.

The screenshot shows a software window titled "Supplier Performance Messages Update" with a menu bar (File, Edit, View, Tools, Help) and a toolbar. The "3. Detail" tab is active. The form contains the following fields:

Type:	Late Receipt	Navigation: 1 of 2
Days Early/Late:	3	
Disposition Code:		
Status:	New (N)	Buyer: SW
Buyer Notes:		Part Number: 71-119719
Receipt-Line#:	67536.1-1	Qty Received: 48
PO-Line#:	67536-1	Schedule Date: 02/13/04
Supplier ID:	110	Receipt Date: 02/16/04
Supplier Name:	S/S ELECTRONICS	Supplier Notified Date: 02/18/04
		Email Address: msmith@yahoo.com

Status bar: Ready: Save Message | Account: MDFM05 10

8. Send Supplier Performance Messages (Ncc_QCDMsgs)

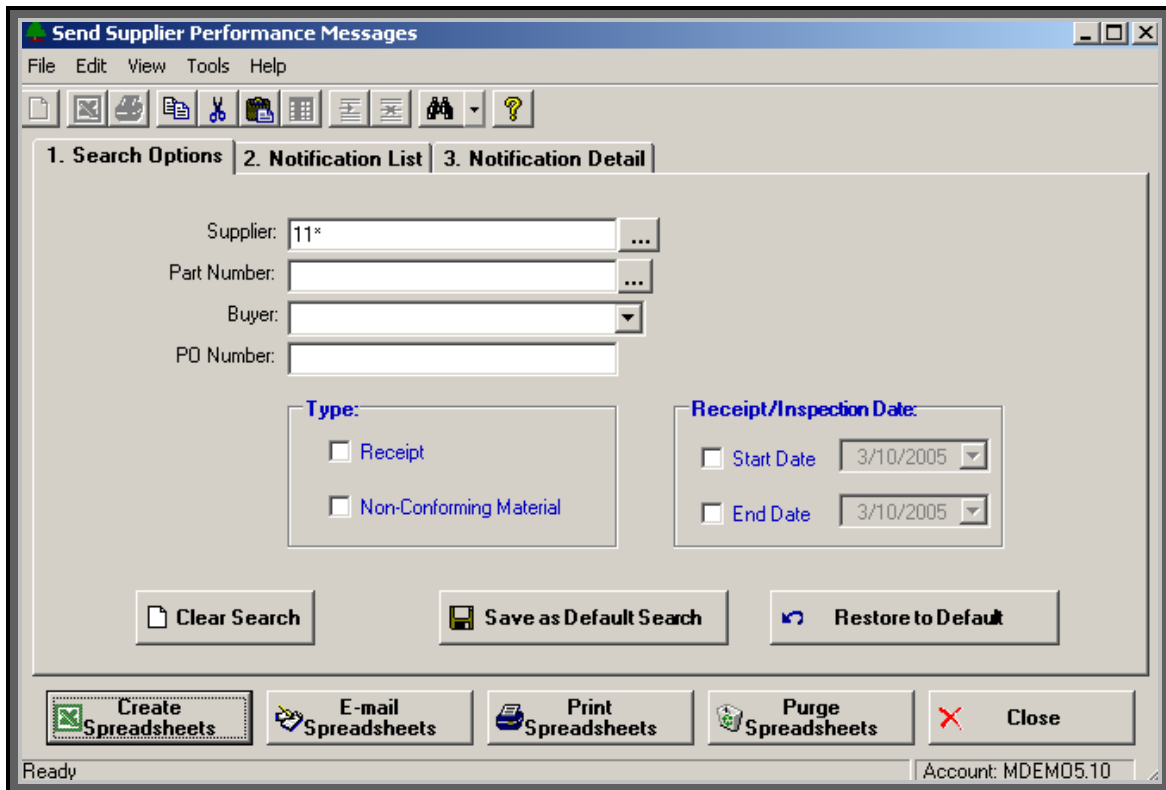
The Send Supplier Performance Messages, similar to the PO Delivery Confirmation Request Procedure (Ncc_PoConfirm), allows the user to generate Supplier Performance Notifications automatically, and print or email them directly to suppliers.

The Send Supplier Performance Messages screen is comprised of three tabs:

1. The Search Options tab enables the user to search for existing Supplier Performance Messages using multiple search criteria.
2. The Notification List contains a list of spreadsheets that are selected from the BWB Data Store. The user will be able to print or email the selected spreadsheets by clicking the 'Print Spreadsheets' or the 'E-Mail Spreadsheets' button at the bottom of the Send Supplier Performance Message screen.
3. The Notification Detail tab displays the details of a specified spreadsheet. The user may select a spreadsheet from the Notification List.

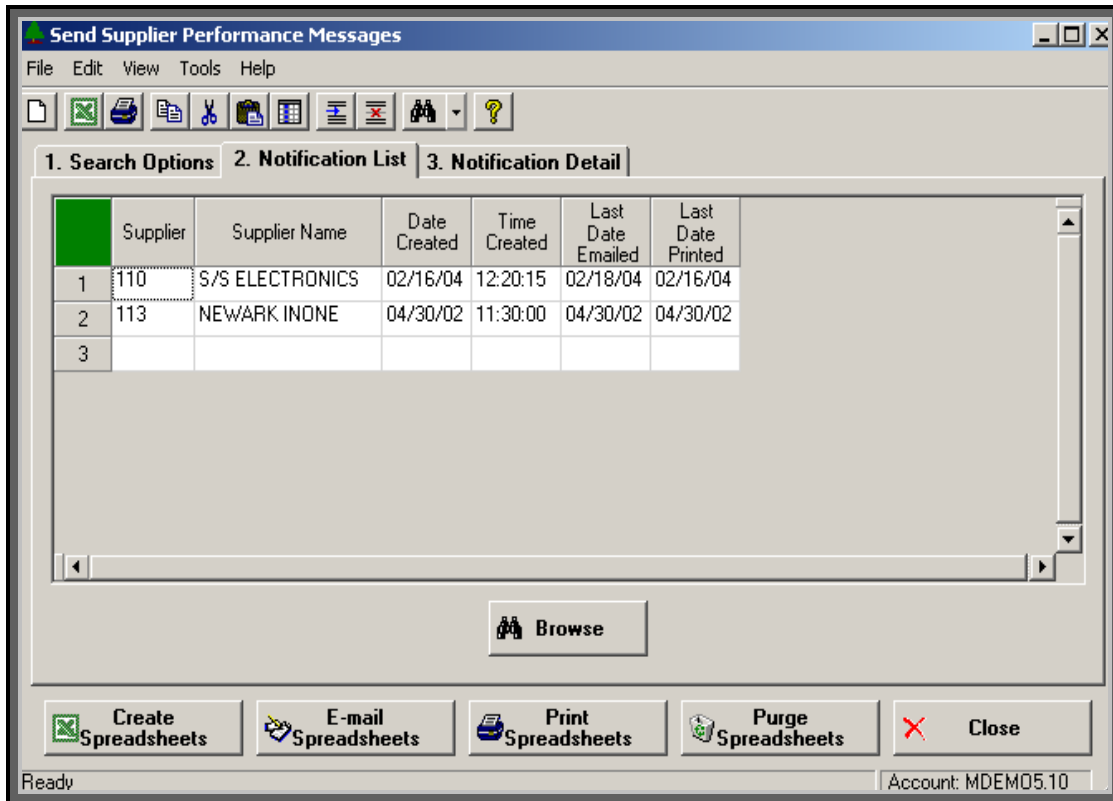
8.1 Search Options

Use the Search Option screen to locate Supplier Performance Messages that will be included in the spreadsheet creation process. The fields you may use in your search include: Supplier Identifier, Part Number, Buyer, PO Number, Type and Receipt/Inspection Date.

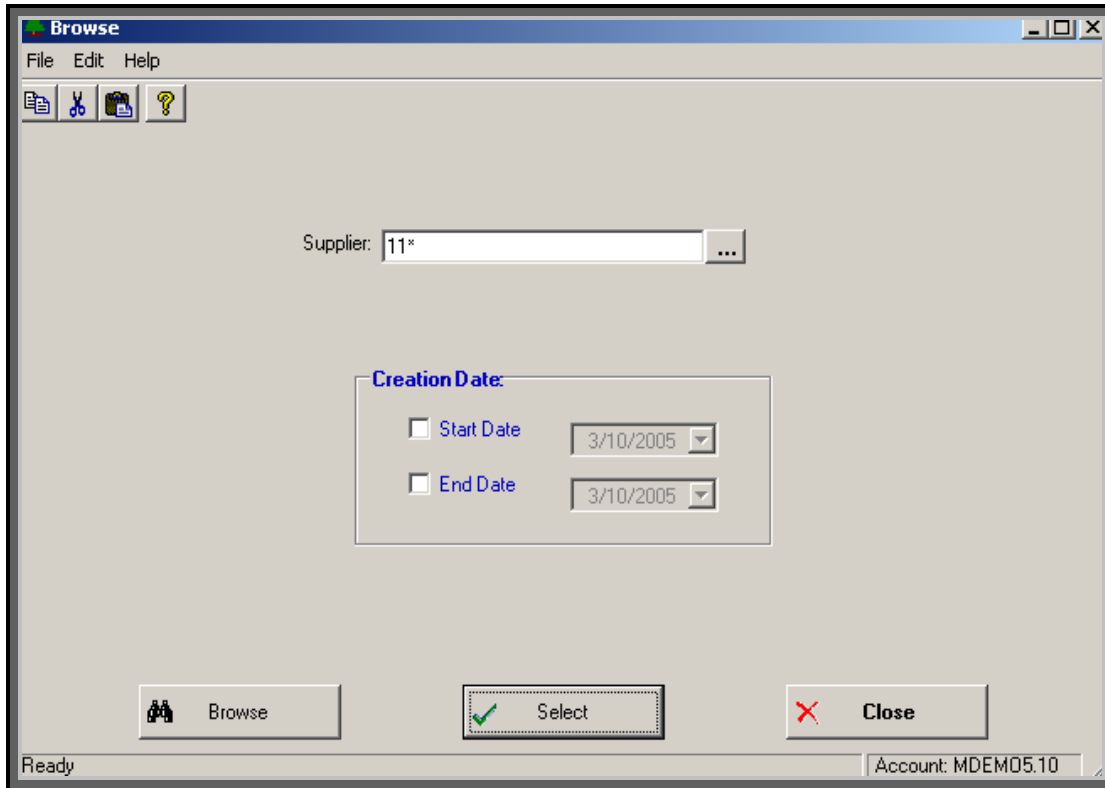


8.2 Notification List

This tab enables the user to select a list of spreadsheets from the BWB Data Store to print or email. It displays the Supplier Number, Supplier Name and Creation Date for each selected spreadsheet. A Browse option is available to assist the user in locating the desired spreadsheets from the BWB Data Store. If the 'Create Spreadsheets' option is elected, the spreadsheets that are generated from the spreadsheet creation process will be appended to this tab automatically. The user will be able to print or email the spreadsheets displayed on the current tab by clicking the 'Print Spreadsheets' or the 'E-Mail Spreadsheets' button at the bottom of the Send Performance Message screen.



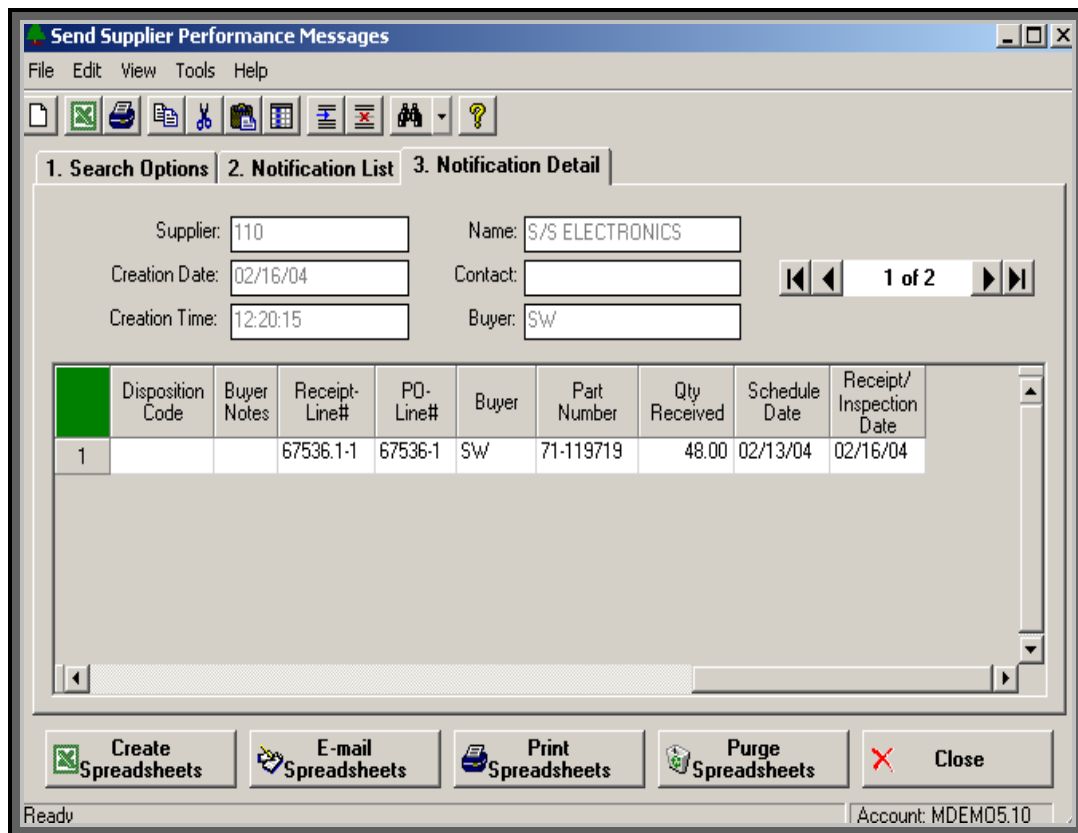
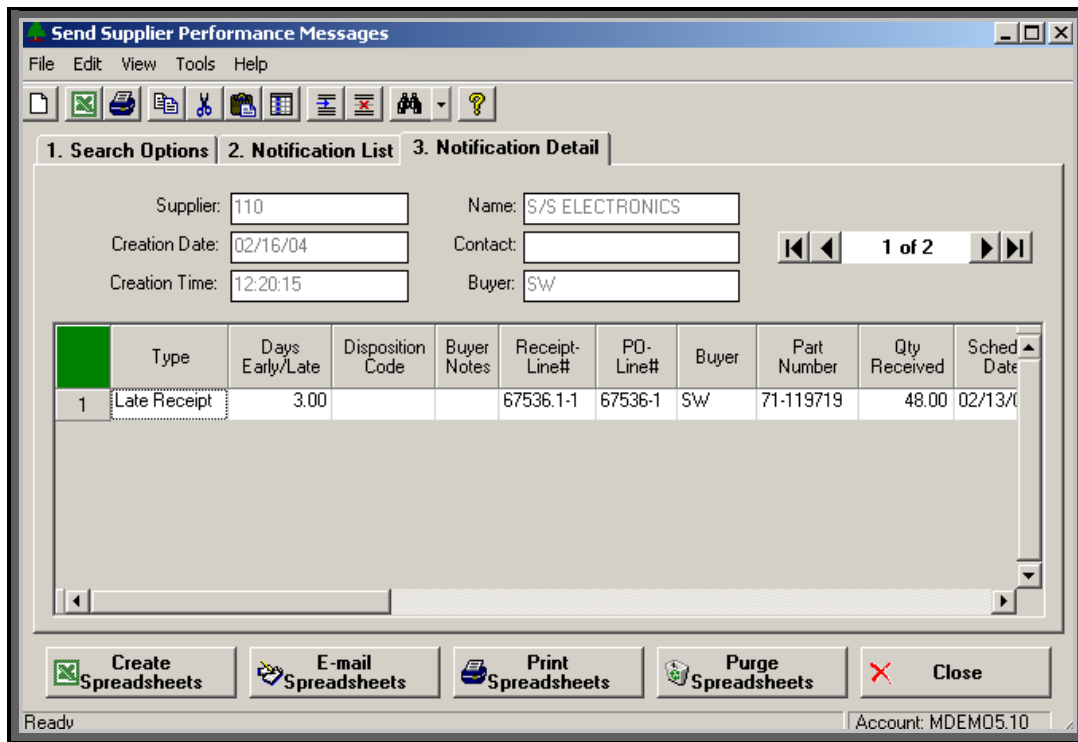
The following window will be displayed when the 'Browse' button is clicked. The user will have an option to browse the BWB Data Store or select all spreadsheets from the BWB Data Store for a specified date and/or specified supplier(s).



8.3 Notification Detail

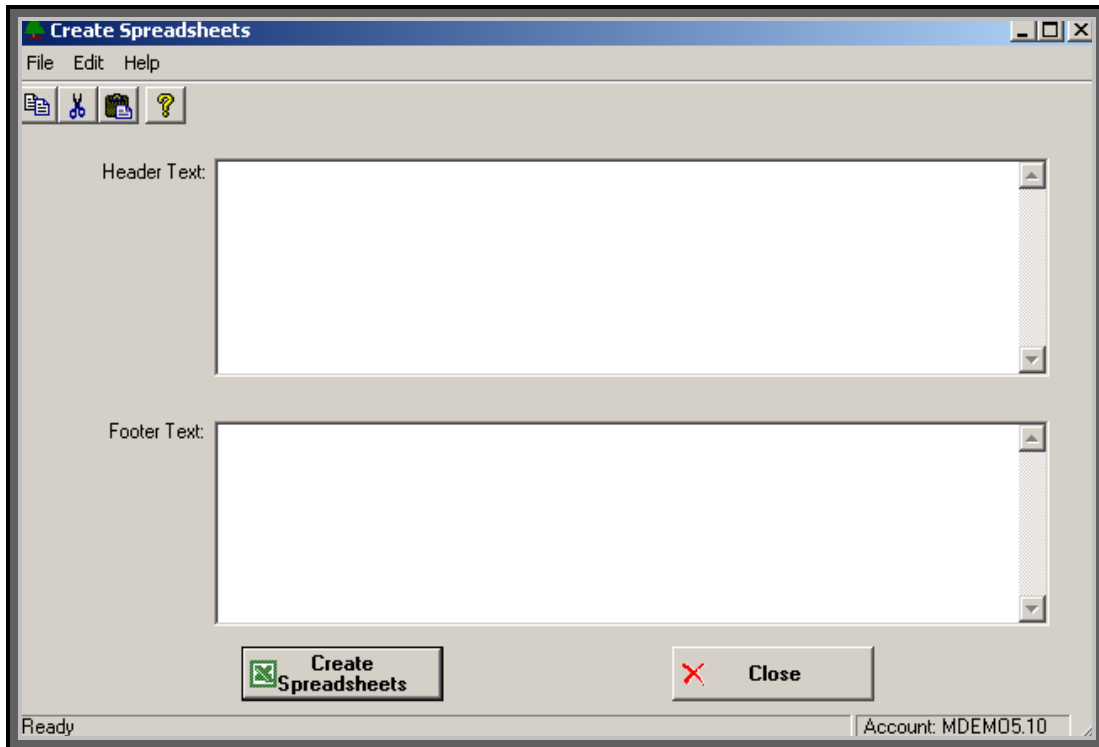
Use this tab to load and view the details of an existing spreadsheet. The user may select a spreadsheet from the Notification, then page and load another spreadsheet by clicking on the paging feature at the top right of the screen. The following fields are displayed and may not be changed using this view.

Message Type	Receipt or Non-Conforming Material
Days Early/Late	
Disposition Code	NCCAN Disposition (Non-Conforming Material only)
Buyer Notes	
Receipt-Li#	Receipt Number and Line Item Number
PO-Line#	Purchase Order and Line Item Number
Buyer	Buyer for the PO.
Part Number	
Quantity Received	
Schedule Date	PO Promise Date (Receipt Type only)
Receipt/Inspection Date	



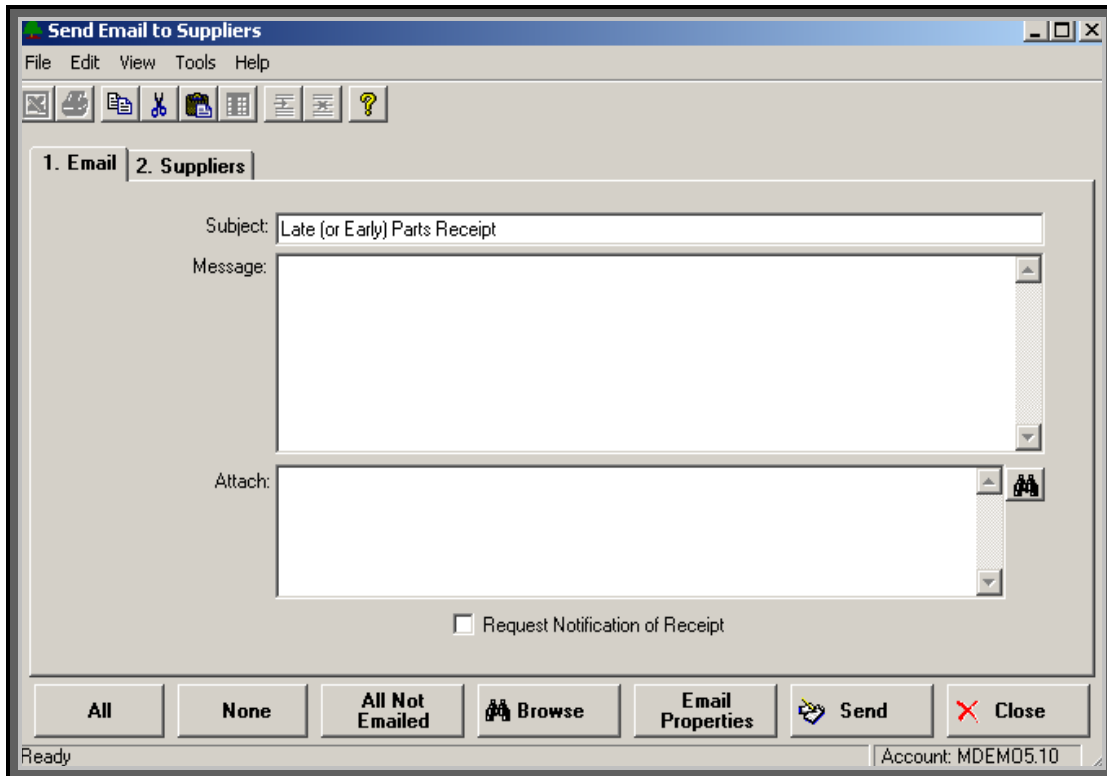
8.4 Create Spreadsheets

The Create Spreadsheets process will select the Supplier Performance Messages based on the selection criteria entered on the Search Options tab and generate a separate Excel spreadsheet for each supplier. The Excel spreadsheets will be placed in the BWB Data Store (a separate folder is maintained for each supplier). Each file will be created with a unique name that includes the Supplier Number and Creation Date.

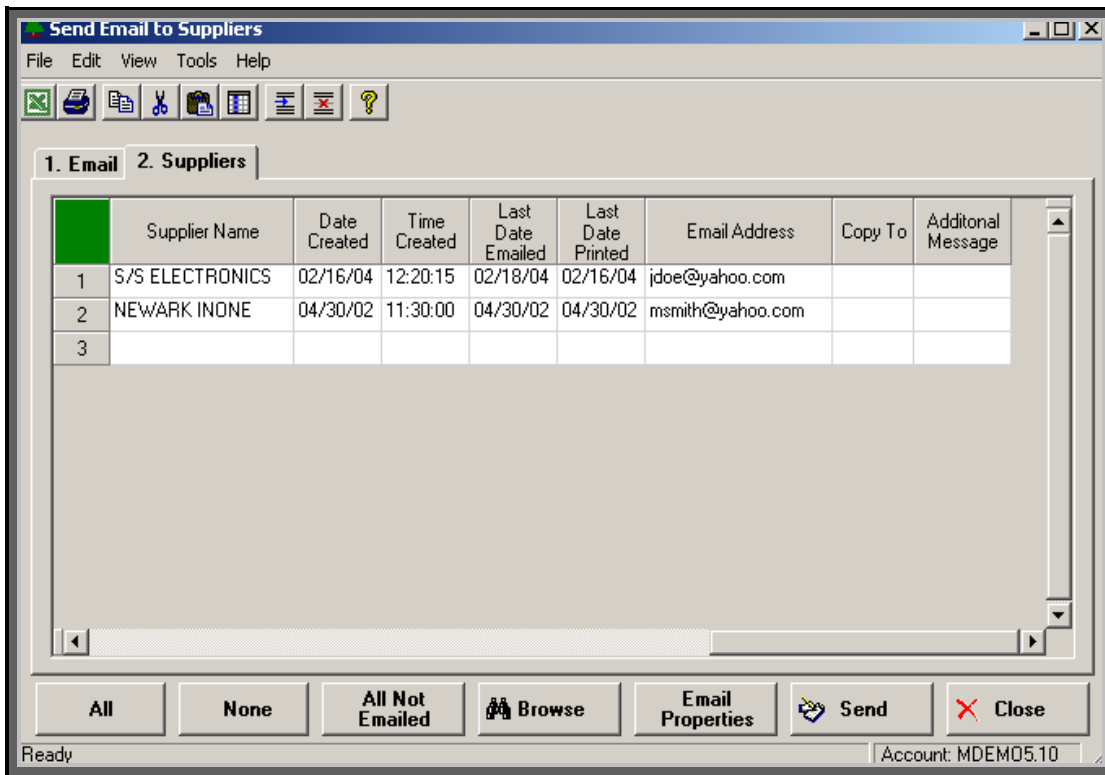
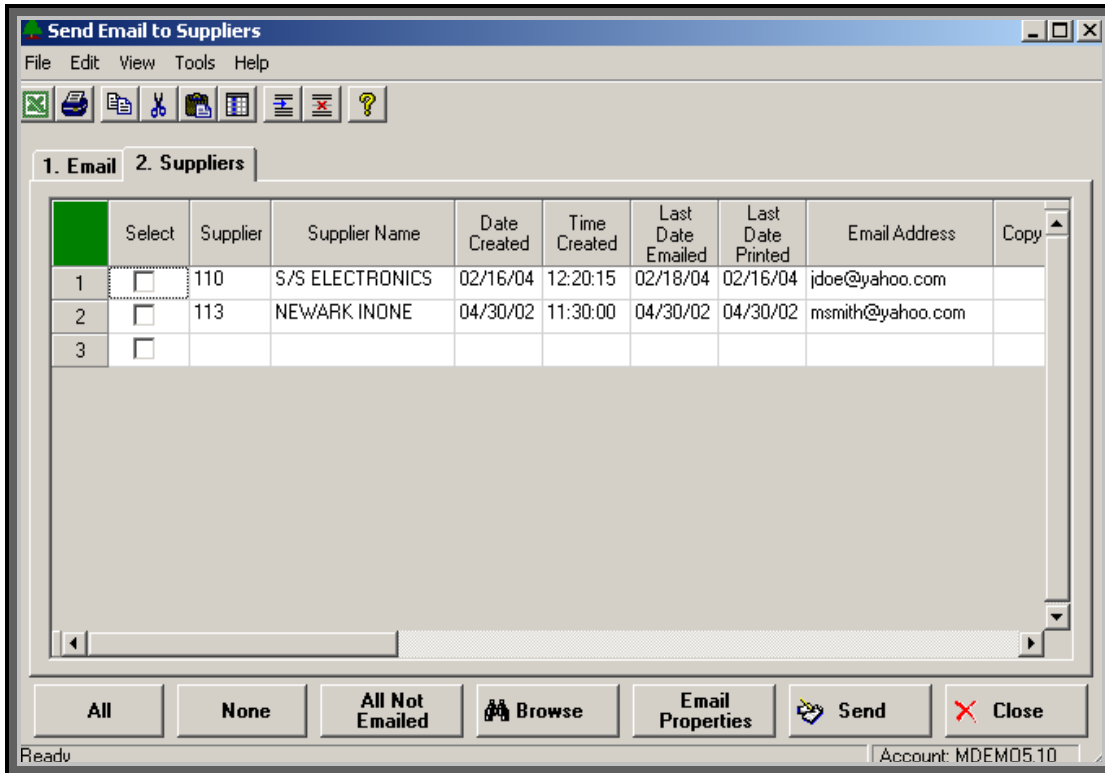


8.5 Email Spreadsheets

This option enables the user to email directly to the Suppliers with the spreadsheets listed on the Notification List tab. The following screen will be displayed when the 'E-Mail Spreadsheet button' is clicked:



Use this Email tab to enter the text to be included in the subject line, any messages to be included in the body of the email, any files to be attached in transmission and an option to request a notification of receipt from the recipient.

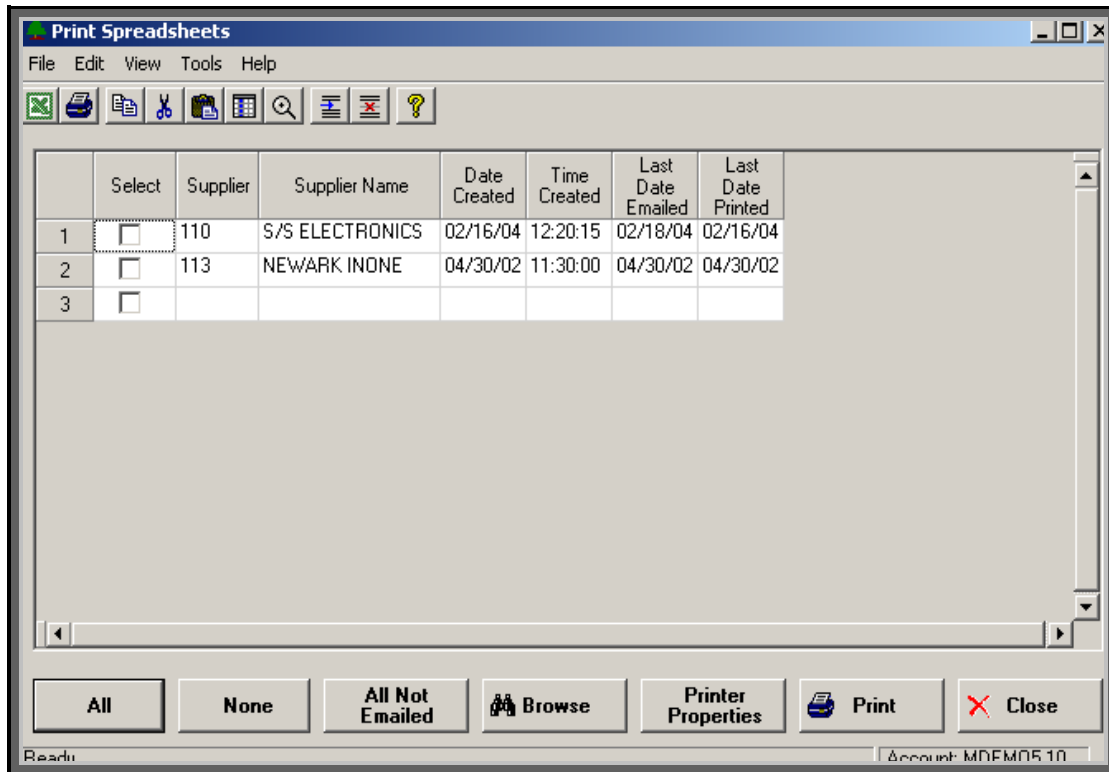


The Supplier Id, Supplier Name and Attachment columns on this Supplier tab are automatically populated from the Notification List and may not be altered. Use this tab to enter the email addresses of

the supplier(s) who are to receive the transmission and the email addresses to be courtesy copied on the transmission. This information is automatically defaulted from the NCC_SUPPLIER file, but may be temporarily changed in this tab.

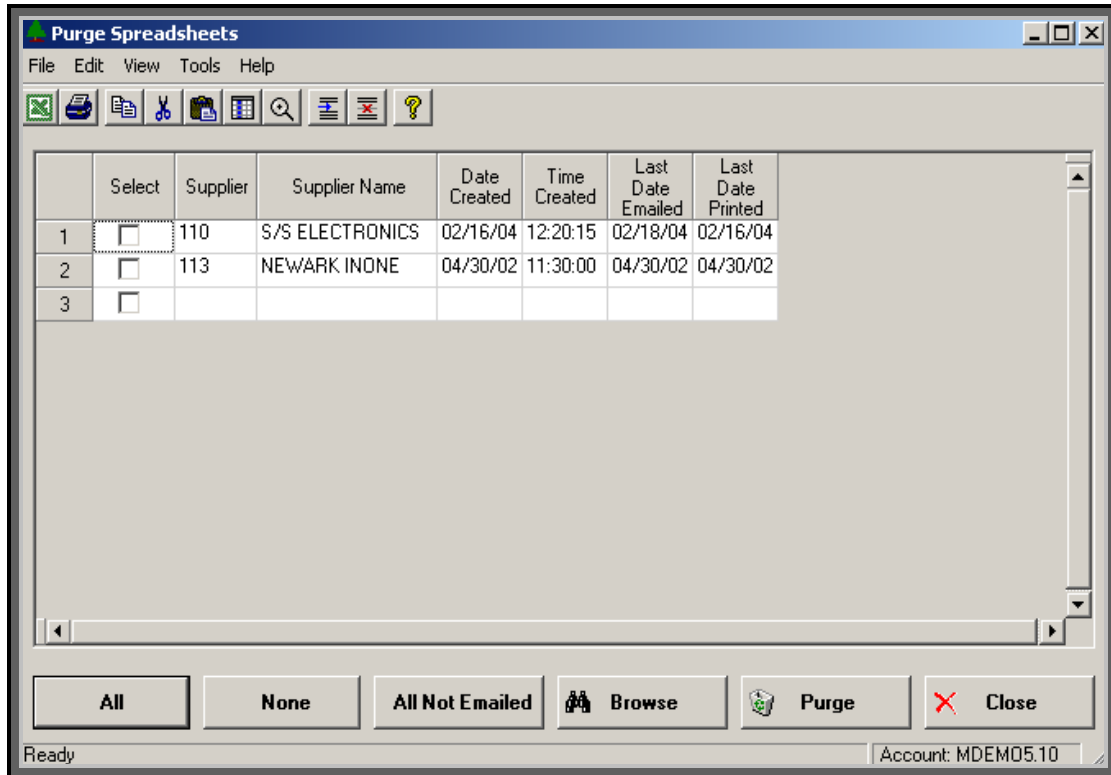
8.6 Print Spreadsheets

Click the 'Print Spreadsheets' button to launch the Excel application and print all of the spreadsheets listed on the Notification List tab. The user will be required to select the desired spreadsheets from the BWB Data Store before selecting this option.



8.7 Purge Spreadsheets

Click the 'Purge Spreadsheets' button to purge the spreadsheets listed on the Notification List tab. The user will be required to select the desired spreadsheets from the BWB Data Store before selecting this option.



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9. Supplier Performance Messages (NCC_QCD_MSGS) File Layout

The following information is included in each Supplier Performance Message record.

#	Display Name	Fmt	S/M	Description
0	Type*Source ID	25L	S	Each record is identified by a Type Code, followed by the identifier of the record that is the source of this message. Type Codes are: R = Receipt N = NCCAN For Receipts, the Source Id is "RECEIPT#*LI#" For NCCANs, the Source Id is "PO#*LI#*SEQ#"
1	Status	1L	S	N = New A = Approved C = Cancelled N = Supplier Notified H = Hold
2	Date/Time Stamp	12R	S	Date and Time record was created. Used for automatic approval processing.
3	VPTRANS ID	6R	S	Identifier of the VPTRANS record associated with this Receipt. Used to access Supplier Performance information in the VPTRANS and NCC_VPTRANS files.
4	Supplier Notified Date	8R	S	Date email message was sent to Supplier.
5	Email Address	40L	S	Supplier Email Address.
6	Change History	30L	M	This multi-valued field contains a list of Status Changes posted to this record. Format is: Date*Operator*Time*New Status Code