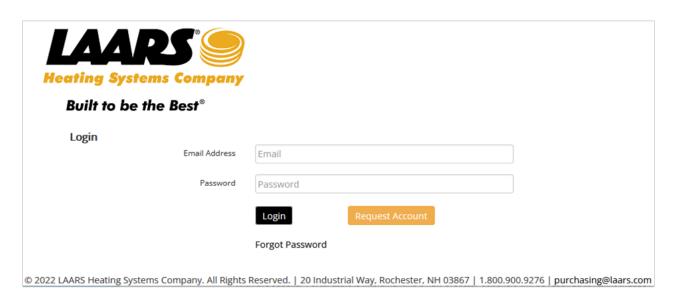
Laars Vendor Portal Usage Guide

Supplier Portal Login

Enter your email logon and password. If you are a first-time user, you will have to accept the terms and conditions.



If ever you need to change your password, you can click on your name in the upper right corner and follow the instructions from there.



Once you login you will see two modules.

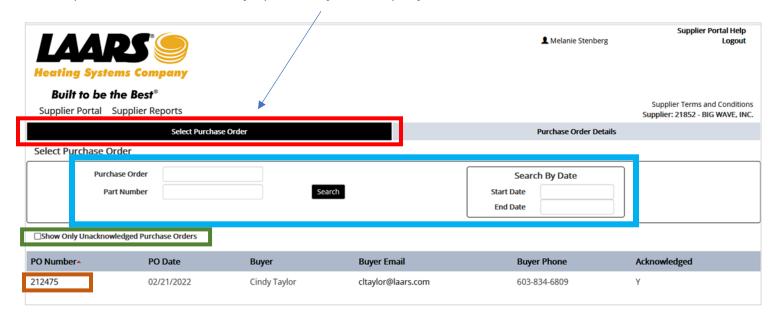
Supplier Portal and Supplier Reports

LAARS®	Supplier Portal Help Melanie Stenberg Logout
Heating Systems Company	
Ruilt to be the Rest®	
Supplier Portal Supplier Reports	Supplier Terms and Conditions Supplier: 21852 - BIG WAVE, INC.
Select Purchase Order	Purchase Order Details
Select Purchase Order	
Purchase Order	Search By Date
Part Number Search	Start Date

Supplier Portal

Select Purchase Order

When you log in, your landing page will be **Select Purchase Order** on the **Supplier Portal** module which will list the purchase orders currently open with your company.



PO Search

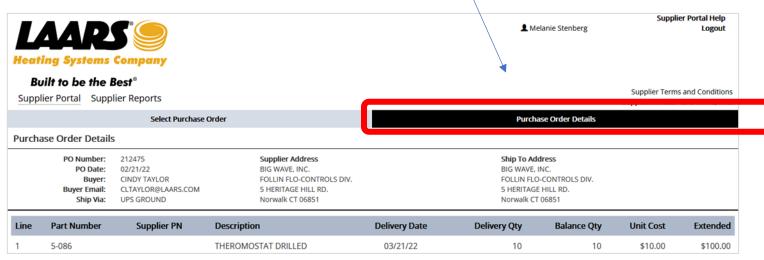
You can search for the PO you are looking for by the

- Laars PO Number
- Part Number
- Date range.

Unacknowledged POs

This new portal process will require you to acknowledge the PO. POs are in an unacknowledged state if you didn't complete and submit, or you have made changes to the PO. To view PO's that have not been acknowledged you may click on the box to *Show Only Unacknowledged Purchase Orders*.

By clicking on the **Laars Purchase order** number, you will go to the **Purchase Order Details** page. The lineitem details of that purchase order will be displayed. You will be able to see the delivery date, delivery qty and unit cost of the items on that PO.



Unacknowledged PO

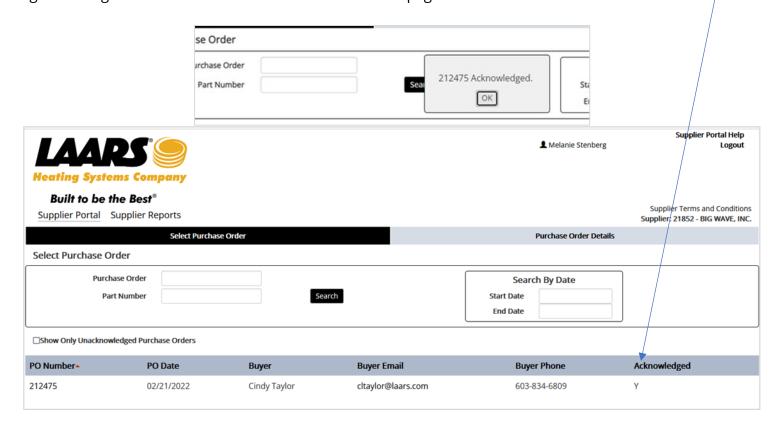
When looking at a PO that <u>has not been Acknowledged</u> you will see three buttons at the bottom of the detail page.

Change Required View PO in PDF Acknowledge Purchase Order



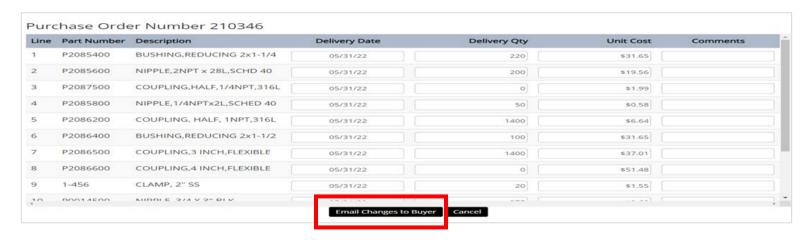
Acknowledge Purchase Order

If there are no changes then click on the **Acknowledge Purchase Order** button. You will see a pop up with confirmation that the PO has been acknowledged. An email will be sent to the buyer. The acknowledgement flag will change from N to Y on the Select Purchase Order page.



Change Required

If a change is required on the quantity, price, or a comment on a line select **Change Required**. A pop-up screen will open displaying all line items.



Now you can make changes to *Delivery Qty, Delivery Date, Unit Cost* or add a *Comment* per line as necessary. After changes have been made for each line click on the **Email Changes to Buyer** button.

An email will be sent to the buyer at Laars with your change requests. The buyer will review and contact you, the supplier, for discussion.

After changes have been approved by Laars and changed in the Laars database the buyer will contact you. You then will be required to log in and acknowledge the PO. You would be able to see those POs by choosing **Show Only Unacknowledged Purchase Orders** from the **Supplier Portal > Select Purchase Order** when you first login.

Supplier Reports

Clicking on **Supplier Reports** will activate the Supplier Reports module which will list available reports.



The available reports are:

Supplier PO Activity

Supplier PO Forecast

Supplier PO Activity by Supplier Part Number

Supplier PO Forecast by Supplier Part Number



Supplier PO Activity

This report is real time and shows:

Part Number

Part Description

Open PO

Min Qty

Max Qty

On hand Qty

Usage 12-Month

Demand Qty

OH Demand Qty

Order Qty

Multiplier

Supplier PO Activity										
Part Number	Part Description	Open PO	Min Qty	Max Qty	On Hand Qty	Usage 12 Month	Demand Qty	OH Demand Qty	Ord Qty Multiplier	Reorder Qty
10447100 02	HDR BAR,MACH,9-TUBE,A	199063	100	200	316	288		316	500	
10X6001 02	MANIFOLD,GAS,MACHINED	208817	300	500	820	308		820		
12X6001 02	MANIFOLD,GAS,MACHINED	208817	300	500	679	299		679		

Supplier PO Forecast

This screen will show you the forecast by part number along with any open purchase orders for that part number. The forecast is for the first 4 weeks displayed and then a monthly forecast is displayed.

Supplier PO Forcast												
Part Number	Part Description	Open PO	Week1	Week2	Week3	Week4	Month2	Month3	Month4	Month5	Month6	Month 7-12
10447100 02	HDR BAR,MACH,9-TUBE,ASME	199063										
10X6001 02	MANIFOLD,GAS,MACHINED,JX	208817	285	36	5	9	33	20	18	8		
12X6001 02	MANIFOLD,GAS,MACHINED,JX	208817	189	24	8	5	28	17	24	12		

If you have any problems with the Portal, please contact the buyer at purchasing@laars.com