
Supplier Portal User Guide - Plexus Corp.
Supplier Registration - Supplier Submission Only

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Overview of the Portal

Major Functionality:

- Suppliers can view their open orders and enter/submit a promise date, Trans Tracker Number (carriers tracker number), shipped via, ship date, quantity shipped, supplier order number, supplier line number, and supplier comments. When a supplier clicks the icon for the open orders they will get the current list of actual open POs. The dates that are submitted by the supplier will automatically post to the actual PO line in Plexus' ERP system. Updates can occur to the following fields in Batch Updates or Individual PO's: Promise Date, Next Status, Commit Date, or any of the other seven fields the supplier can add data to. If you enter a comment on the PO line the buyer will be sent an e-mail with the comment you added to the PO line.
- Suppliers can get their open orders in Excel directly from the Portal. The list they receive is "real-time".
- Suppliers can get their forecast in Excel directly from the Portal. This data is only refreshed once per week on Saturday and that date can be found on the CSV report in column D entitled "Forecast Generation Date". The forecast consists of; Plexus' quantity on hand, Supplier Managed Inventory (SMI) on hand, demand, supply, safety stock, and last receipt date.
- Supplier Administrators can add users to view only their orders and forecasts.
- Suppliers can view the status of Plexus Debit Memo, Return Material Authorization (RMA) and Credit Memo.
- Suppliers can track status of invoices by various methods ie amounts paid, date ranges and invoice number.
- Suppliers can submit invoices electronically via submit invoice module . With this method, suppliers do not need to provide softcopy of invoices.
- Suppliers can upload statement of accounts.
- Supplier is onboarded and registered as an approved supplier in Plexus ERP after completing supplier's required information and approved by different Plexus personas within the portal.

Advantages to using the portal

Supply Chain System

1. By entering promise dates:
 - a. You ensure that you are in control of your on time delivery rating. The date you submit is posted to our ERP system within 15 minutes.
 - b. You will no longer be sent open order reports from each site and potentially several individuals from each site.
2. By entering any comments on the PO line an e-mail will be sent to the buyer within 15 minutes. This should take the place of any e-mail that you would have had to send to the buyer if there were problems with a PO line. E.g. price problems, split shipments, etc...
3. By entering shipping information (date shipped, quantity shipped, carrier, & tracking number) you avoid manual inquiries (e-mail, phone calls) from the Plexus materials staff asking for this information. This information will post to our ERP system within 15 minutes.

Plexus has the ability to do all of these transactions via EDI or using a flat file process through a secure FTP site. Contact the buyer if you would like to discuss those options.

Finance System

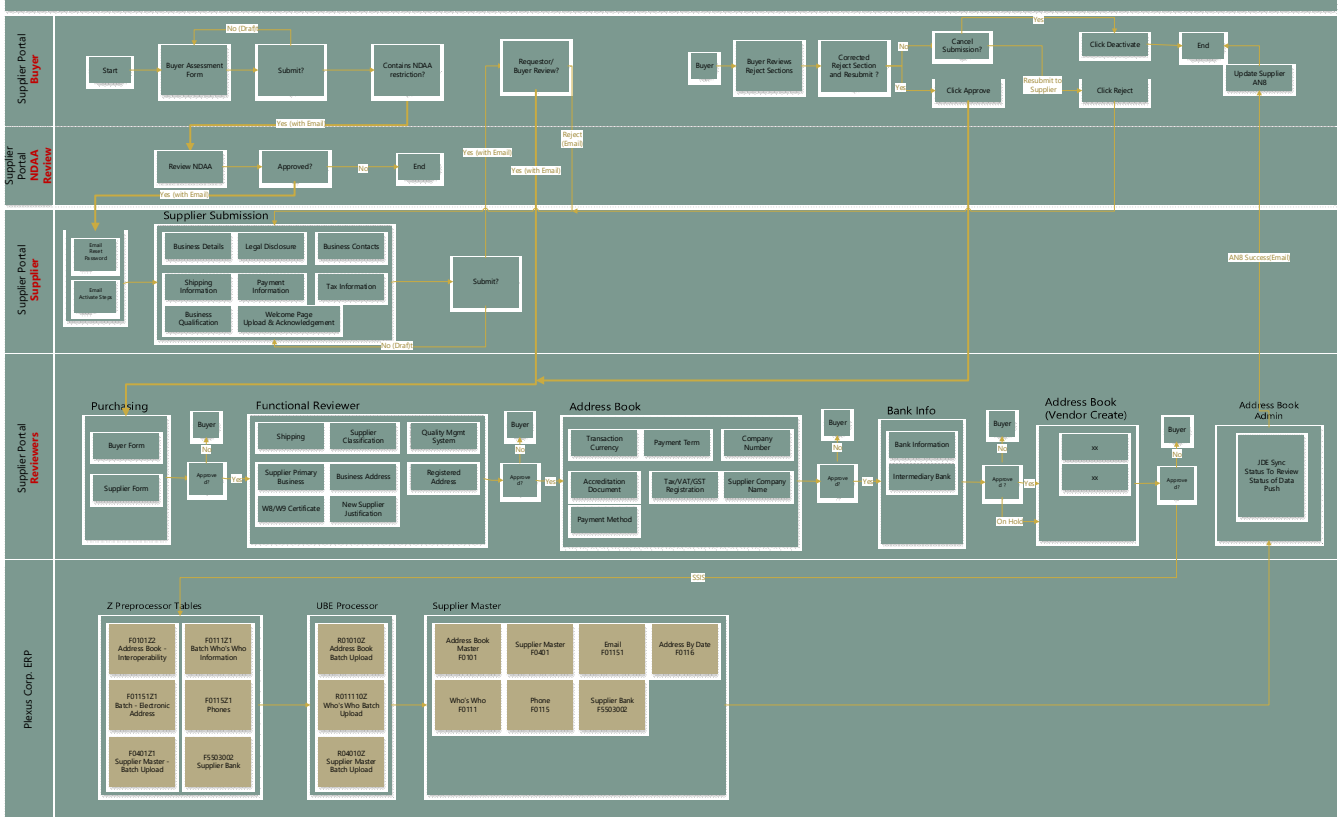
- Suppliers can view the status of invoices online and real-time.
- Suppliers can research the details of Plexus Debit Memo, Credit Memo and RMA which is quicker than obtaining information via email communication.
- By submitting invoices via supplier portal, data will transmit to Plexus system immediately which will speed up payment processing .
- By uploading statement of accounts allows reconciliation of invoices to be performed on timely basis and ensure all invoices billed to Plexus are not missed which may impact payment schedule.
- Payment details can be viewed online thus eliminating email communications.

Supplier Registration Process

1. Granular digitalization and digitization process to capture supplier's general data, accounting data, purchasing data and respective approvals
2. Invite supplier to fill in required suppliers' information, documents, etc
3. Automatic validations on captured data such as making certain fields mandatory based on provided input, etc
4. Participants will be notified by email automatically about the approval tasks
5. Live dashboards to monitor various status of vendor onboarding

Supplier Registration Process

Process Flow For Plexus Corp. Supplier Portal – Supplier Registration



Account usage:

- If a user account isn't accessed for 90 days, the user will receive an email letting them know that their account will be locked if they don't access their account in the next 30 days.
- If the user account isn't accessed for 120 days, the user will receive an email letting them know that their account has been locked and that they will need to contact their administrator to have their account unlocked.
- If the user account isn't accessed for 180 days, the user will receive an email letting them know that their account has been removed.



Supplier Registration

Basic Navigation

For supplier, please follow the steps to activate registration account in this guide.

Supplier's Registration Account Activation

After Plexus buyer submits supplier onboard request, requestor and supplier receives emails from Plexus Supplier Portal.

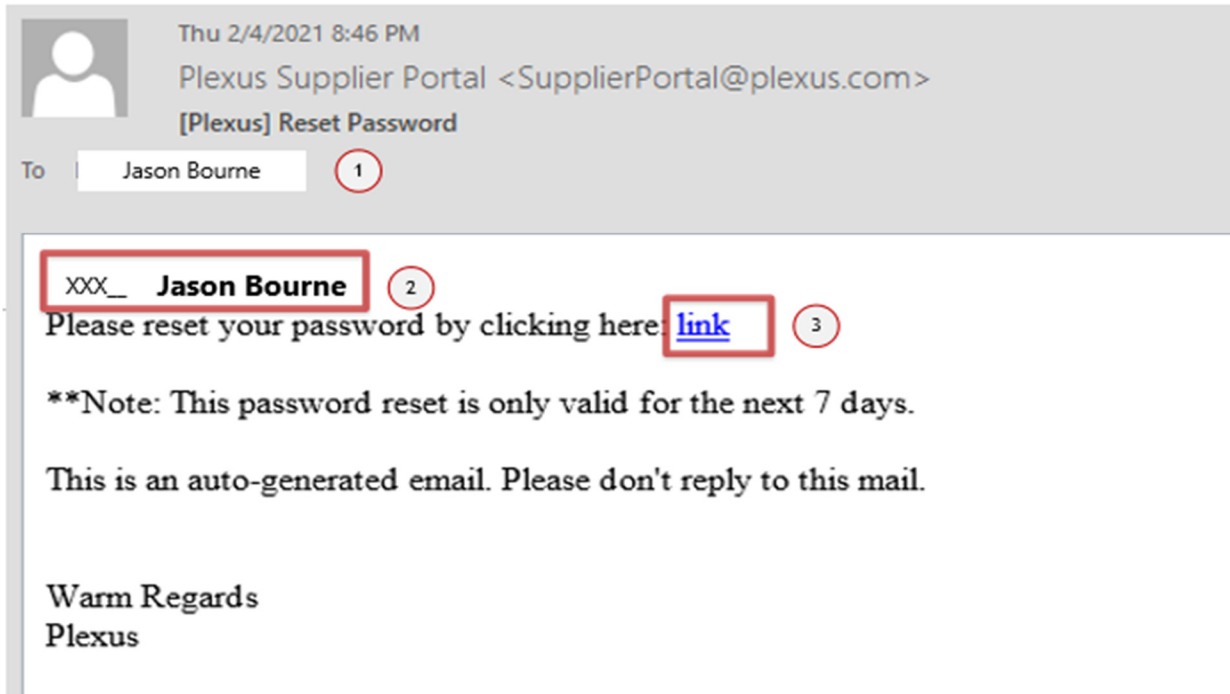
	To	From	Subject
1	Plexus Buyer	Plexus Supplier Portal <SupplierPortal@plexus.com>	(Notification) Supplier Registration #xxx is Created
2	Supplier Email	Plexus Supplier Portal <SupplierPortal@plexus.com>	[Plexus] Reset Password
3	Supplier Email	Plexus Supplier Portal <SupplierPortal@plexus.com>	[Plexus] Step to Activate Account to Register

!@	RECEIVED	FROM	SUBJECT	SIZE
	2/4/2021 8:46 PM	Plexus Supplier Portal	[Plexus] Step to Activate Account to Register	12 KB
	2/4/2021 8:46 PM	Plexus Supplier Portal	[Plexus] Reset Password	9 KB
	2/4/2021 8:46 PM	Plexus Supplier Portal	(Notification) Supplier Registration #389 is Created	10 KB


Supplier - How to Reset Password

Open the email with subject Reset Password, as shown on following screen shot,

1. To : Supplier Email input by Plexus requestor
2. Xxx - Onboard Transaction Number
3. Link - The URL link to reset password, click on the link



Reset your password page displays.

4. User Name : Copy paste from the email. This user name is temporary only, merely for supplier registration and will be removed after supplier is registered in Plexus ERP. Supplier will need to apply for Supplier Admin account to use Plexus Supplier Portal. ***There will be future enhancement to have a one step account process for supplier.*
5. Email : Input the email which will receive reset password confirmation
6. Password : New Password
7. Conform Password : New Password, exact to step 6, then click  button

Reset Password

Reset your password.

Reset your password form with fields: Username (xxx_jason Bourne), Email (jasonbourne@cia.com), Password (Password), and Confirm password (Confirm Password). A 'Reset' button is at the bottom. Red circles with numbers 4, 5, 6, and 7 are placed next to the Username, Email, Password, and Confirm password fields respectively. A note next to the Password field states: 'Password must be 8 characters long and contain at least one number, one special character, one upper case letter and one lower case letter of the alphabet.'

When reset password is successful, the following page appears and you will receive email from Plexus Supplier Portal with subject '[Plexus] Reset Password - Email Confirmation Notification'.

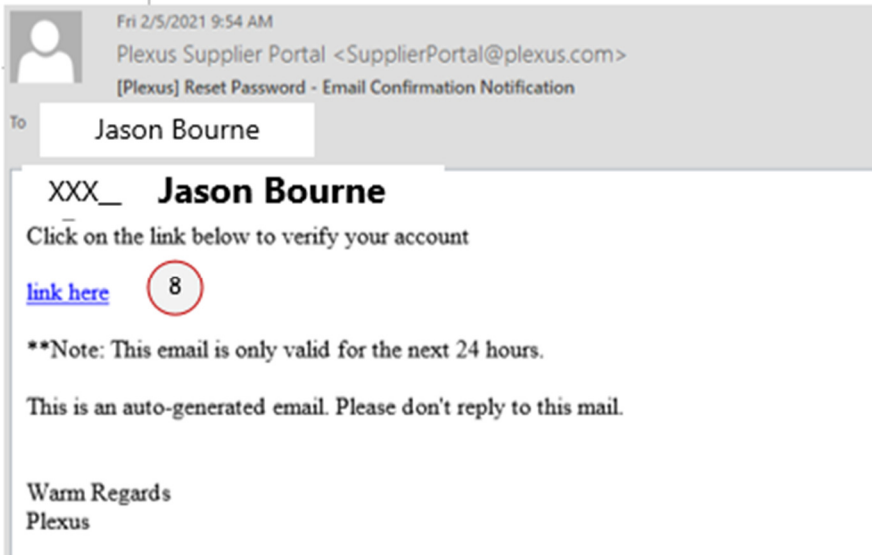
Reset password Verification.

✔ Verification Email has been send to your email. Please verify within 24hours to proceed.

Emai from Supplier Portal to confirm reset password

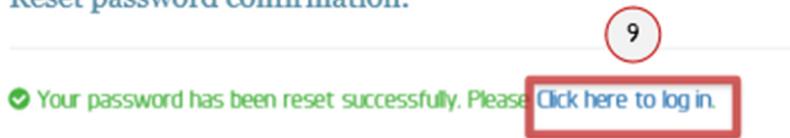
!@	RECEIVED	FROM	SUBJECT	SIZE
▲	Date: Today			
	2/5/2021 9:54 AM	Plexus Supplier Portal	[Plexus] Reset Password - Email Confirmation Notification	9 KB

8. Open the reset password confirmation email, click on the link and 'Reset Password confirmation page' displays




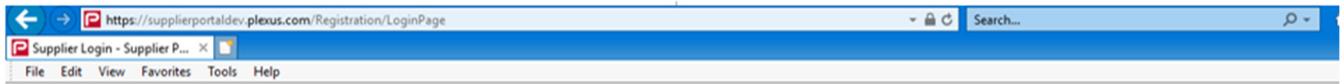
9. On the password confirmation page, click the link to login to Supplier Registration, to begin suppliers' details submission.

Reset password confirmation.



Supplier Registration - Supplier Sign In Page

10. Input user name as defined in steps above
11. Input password as resetted in steps above, then click  button



Supplier Portal

The site gives you instant access to tools that provide relevant information for Purchase Order Management, Invoicing and Payment, Material Planning, and Quality processes. These tools are available globally for all suppliers.

Welcome

XXX_ Jason Bourne

.....

[Forgot password](#)

Sign in

Supplier Registration - Welcome Page

1. Attach a signed copy of Plexus NDA form, this step is mandatory, file name should be unique, different to Plexus Change Notice (PCN) and Code of Conduct. Only upload these files types, PDF, PNG, JPG.
 - a. To view NDA form, click download link
2. Attach a signed copy of Plexus Change Notice(PCN), this step is mandatory, file name should be different to Plexus NDA and Code of Conduct. Only upload these files types, PDF, PNG, JPG.
 - a. To view PCN, click download link
3. Attach a signed copy of the 'Code of Conduct', this step is mandatory, file name should be different to Plexus NDA and Plexus Change Notice (PCN). Only upload these files types, PDF, PNG, JPG.
 - a. To view Code of Conduct document, click download link
4. Check 'Acknowledgement... FARS/DFARS document. This step is mandatory.
 - a. To view FARS/DFARS document, click download link
5. Click to **Submit To Continue** button

Suppliers' Submission

At Supplier Business Details page, complete

1. Supplier Company Name, should match Business Registration Certificate. If these does not match, there is a warning message as below

Company name should match Business Registration Certificate

2. Company Number, which is your company registration number
3. Is this company owned a parent company, select Yes or No
4. Does the company hold any subsidiaries for additional capacity, select Yes or No
5. Business Address
6. Business Address Country
7. Business Address State - select from drop down options
8. Business Address City
9. Business Address Zip Code
10. Company Registered Address same as Business Address, select Yes or No
 - a. If No is selected, please complete Registered Address section

You can click at this point. Save Draft allows you to save what you've entered and continue at a later time

Supplier Business Details - Business Address

PLEXUS Plexus Supplier Registration ENGLISH Logout

Supplier Business Details Legal Disclosure Business Contacts Shipping Information Payment Information Tax Information Business Qualification

Supplier Company Name Company Number

Is this company owned a parent company? NO

Does the company hold any subsidiaries for additional capacity? NO

Business Address Info

Business Address

Country State

City Zip Code

Company Registered Address is the same as Business Address? NO

- 11. Registered Address
- 12. Registered Address Country
- 13. Registered Address State
- 14. Registered Address City
- 15. Registered Address Zip Code

Supplier Business Details - Registered Address

Supplier Business Details | Legal Disclosure | Business Contacts | Shipping Information | Payment Information | Tax Information | Business Qualification

Company Registered Address is the same as Business Address ? NO

Registered Address Info

Registered Address 11
1600 Amphitheatre Parkway
Mountain View

Country 12 UNITED STATES
State 13 CALIFORNIA
City 14 San Jose
Zip Code 15 94043

- 16. Special Business Designation
- 17. Number of Employees
- 18. Years in Business
- 19. Company Email of the supplier
- 20. Business Contact Phone Number
- 21. Company Website

Supplier Business Details - Business Contact

Special Business Designation 16 NONE X

Number of Employees 17 119000

Years in Business 18 16

Business Contact

Phone No 20 001 1800806419
Company Email 19 john.smith@google.com
Company Website (Optional) 21 www.google.com

Save Draft Submit

- 22. Does the supplier company manufacture products for the military of defense industry - select Yes or No
 - a. If Yes selected, item 24 appears immediately
- 23. Do you have Trade Compliance program - select Yes or No
- 24. Are you required to register with your national government to manufacture military or defense industry practice - select from drop down options
- 25. If 'Required - Registered' selected, complete item 26
- 26. Please input registration number
- 27. Does the supplier hold a valid supply chain certificate, select Yes or No

Legal Disclosure

PLEXUS Plexus Supplier Registration ENGLISH Logout

Supplier Business Details **Legal Disclosure** Business Contacts Shipping Information Payment Information Tax Information Business Qualification

Does the supplier company manufacture products for the military of defense industry? YES 22

Do you have a trade compliance program? NO 23

Are you required to register with your national government to manufacture military or defense industry products? 24

Required - Registered 25

If Require - Registered, Please state your registration number: 26

12345

Does the supplier hold a valid supply chain certificate (e.g. C-TPAT or AEO) YES 27

Click on Business Contacts tab to complete required information. Input Name, Phone number, Mobile Number, Email for the following contacts

- 28. Purchasing Contact
- 29. Accounts Receivable Contact
- 30. Quality Manager's Contact
- 31. Plant GM or VP Contact
- 32. Trade Compliance Contact
- 33. Social Responsibility Contact

Business Contacts

Supplier Business Details Legal Disclosure **Business Contacts** Shipping Information Payment Information Tax Information Business Qualification

Purchasing Contact 28

Contact Name Phone Number

Mobile No. Email

[+ Add More](#)

Account Receivable Contact 29

Contact Name Phone Number

Mobile No. Email

Supplier Business Details Legal Disclosure **Business Contacts** Shipping Information Payment Information Tax Information Business Qualification

Quality Manager's Contacts 30

Quality Manager's Name Phone Number

Mobile No. Email

Plant GM or VP Contacts 31

Plant GM or VP name Phone Number

Mobile No. Email

Trade Compliance Contacts 32

Trade Compliance Name

Mobile No.

Phone Number

Email

Social Responsibility Rep Contacts 33

Social Responsibility Rep Name

Mobile No.

Phone Number

Email

Click shipping information tab, input information as required

34. Shipping Origin Address

35. Is Country of Origin different from shipping point - Select Yes or No

a. If Yes selected, item 36 displays

Shipping Information

Supplier Business Details Legal Disclosure Business Contacts **Shipping Information** Payment Information Tax Information Business Qualification

Shipping Address 34

Shipping Origin Address

Country **UNITED STATES**

State **CALIFORNIA**


City

Zip Code

Is Country of Origin Different From Shipping Point YES 35

36. Please indicate shipping point - select from drop down options

37. Shipping Origin - select from drop down options

38. Delivery Terms (INCO Terms) Definition - click  to display list of INCO Terms as shown on following screen shot

INCO Terms

DAP – Seller responsible for carriage to named place and risk prior to goods ready for buyer unloading.

DDP – Seller responsible for all carriage fees, customs formality and risk until delivery to named place.

FCA – Seller responsible for carriage (cleared for export) to buyer's nominated location.

FOB – Ocean transport only. Seller responsible for carrier fees until port of shipment and clearance of good for export.

EXW – Buyer responsible for carriage & insurance arrangement, and export & import clearance.

- 39. Delivery Terms (INCO Terms) - select from drop down options
- 40. Is Plexus importer of Records - select Yes or No
- 41. When does Title of Ownership Change - select Yes or No
- 42. Who is paying freight based on negotiated term - select from drop down options
- 43. Named Place - Input
- 44. Carrier number - Input

Click Payment Information Tab

Please indicate Shipping Point country **36**
 JAMAICA

Shipment Origin **37**
 International

Logistics

Delivery Terms (INCOTERMS) **38**
 CFR - COST AND FREIGHT **39**

Who is Paying Freight based on Negotiated Term? **42**
 Supplier

Is Plexus Importer of Records YES **40**

When does Title of Ownership Change?
 Shipping Point **41**

Named Place **43**
 Penang

Carriage Number (Optional) **44**
 UPS12345

Transaction Currency - Select from drop down
 Payment Term - select from drop down
 Payment Method - select from drop down

Payment Information

Supplier Business Details Legal Disclosure Business Contacts Shipping Information **Payment Information** Tax Information Business Qualification

Payment Information

Transactional Currency
 AUD - AUSTRALIAN DOLLAR

Payment Term
 Net 90

Payment Method
 Telegraphic Transfer

Beneficiary Name - Default from Supplier Company Name
 Beneficiary Bank Information - Name of Bank, Address, Country, State, City
 Bank Account Number, Swift Code, ABA Routing, IBAN Number, BSB Number

Upload Bank Instruction Letter

- Uploaded file name is shown on screen
- If you've uploaded an incorrect file, select **X** next to the file to remove the file

Bank Charges Borne By - Select from drop down

I require service of Intermediary Bank - select Yes or No

- If Yes selected, intermediary details must be completed
- If No selected, intermediary details is not shown

Supplier Bank Information

Supplier Business Details Legal Disclosure Business Contacts Shipping Information **Payment Information** Tax Information Business Qualification

Supplier Bank Information

Beneficiary Name

Beneficiary Bank Information


Name of Bank

Address

Supplier Business Details Legal Disclosure Business Contacts Shipping Information **Payment Information** Tax Information Business Qualification

Country <input type="text" value="UNITED STATES"/>	State <input type="text" value="NEW YORK"/>
City <input type="text" value="NEW YORK"/>	Zip Code <input type="text" value="10001"/>
Bank Account No. <input type="text" value="777888999"/>	SWIFT Code <input type="text" value="22222222"/>
ABA Routing Number <input type="text" value="444"/>	IBAN Number (Optional) <input type="text" value="555555"/>
BSB Number <input type="text" value="333333"/>	

Bank Instruction Letter

 **E04 INV AWB##KGG2203529.pdf**
461.32 KB

Bank Charges Borne by

I Require Service of an Intermediary Bank
 YES

Intermediary Bank Details

Supplier Business Details Legal Disclosure Business Contacts **Shipping Information** Payment Information Tax Information Business Qualification

Intermediary Bank Information

Intermediary Beneficiary Name

Intermediary Bank Authorization Letter

Name of Intermediary Bank

Address

Country City

Zip Code Bank Account No.

SWIFT Code IBAN Number (Optional)

BSB Number

Bank Instruction Letter

Click Tax Information tab, input tax information

Tax Information

Supplier Business Details	Legal Disclosure	Business Contacts	Shipping Information	Payment Information	Tax Information	Business Qualification
Tax Info						
GST/VAT/Sales Tax Registration No			GST/VAT/Sales Tax Rate (%)			
<input type="text" value="Sales Tax 123"/>			<input type="text" value="6.00"/>			
GST/VAT/Service Tax Registration No			GST/VAT/Service Tax Rate (%)			
<input type="text" value="Service Tax 123"/>			<input type="text" value="3.00"/>			

Click Business Qualification tab, upload required certificates and Validity Date

- Business Registration
- Quality Management System Certificate
 - ISO 9001
 - ISO 13485
 - AS 9100
 - IATF16949, TL9000, IRIS, ISO/IEC80079-34, ISO17025
 - Other Certificates

Supplier Business Details	Legal Disclosure	Business Contacts	Shipping Information	Payment Information	Tax Information	Business Qualification
Business Qualifications						
<i>Upload all requested documents in this section. Only PDF, PNG, & JPG File Format(s) are Accepted</i>						
Business Registration Certificate			Valid Till			
<input type="button" value="Select files..."/>			<input type="text" value="5/31/2021"/>			
EO4 INV AWB#-IKG2203529.pdf 461.32 KB						
Quality Management System Certificate						
<i>Upload all relevant documents.</i>						
ISO 9001			Valid Till			
<input type="button" value="Select files..."/>			<input type="text" value="9/4/2021"/>			
Surat Izin Plexus.pdf						

ISO 13485	Valid Till
<input type="text" value="Select files..."/>	<input type="text"/>
AS 9100	Valid Till
<input type="text" value="Select files..."/>	<input type="text"/>
IATF16949, TL9000, IRIS, ISO/IEC80079-34, ISO17025	Valid Till
<input type="text" value="Select files..."/>	<input type="text"/>
Other Certificate(s) <i>Upload all relevant documents.</i> Proof of Franchised Relationship	Valid Till
<input type="text" value="Select files..."/>	<input type="text"/>

Is the supplier company certified for NADCAP? Yes or No. If Yes is selected, complete following details

- Date Certified
- Valid Till
- Upload Document

Is the supplier company certified for NADCAP?

YES

Date Certified:

Valid Till:

Upload Document

 E04 INV AWB#-HKG2203529.pdf
46132 KB

Is the supplier company certified by Cybersecurity Maturity Model Certification? Yes or No. If Yes selected, complete the following

- CMMC Level
- Date Certified
- Valid Till
- Upload Document

Is the supplier company certified for Cybersecurity Maturity Model Certification (CMMC)?


YES

CMMC Level:

Date Certified:

Valid Till:

Upload Document

 Surat Izin Plexus.pdf
95.35 KB

Other Documents requested by Plexus.

If you wish to provide Plexus additional documents not requested, please click [+ Add More](#) button, then upload your documents.

Documents requested by Plexus

Upload Additional Document

Supplier Designation Document

Valid Till:

[+ Add More](#)

To submit the form, click button, a preview form displays immediately.

Please check the information, and if you wish to modify any data, click button and return to any fields to edit.

Preview Form

The screenshot shows a 'Preview Form' window with a 'Summary' section. The data displayed is as follows:

Supplier Company Name	Company Number
GOOGLE EXPRESS	123456

Is this company owned a parent company?
No

Business Address Info

Business Address	Country	City
2460 N 1ST ST	UNITED STATES	SAN JOSE

Zip Code

Buttons: Submit, Cancel

If you are satisfied with the data, scroll to the end of Preview Form, there is a 'Signing and Acknowledgement' section, please tick all the 3 checkboxes, input Signee Name, Signee Position and click **Submit** button. After submit, you cannot edit information any longer, and the form is submitted to Plexus for subsequent review.

Supplier will receive an automated email from Plexus Supplier Portal confirming your submission with email subject '(Notification) Supplier Registration submit successful'. Plexus Buyer/Requestor will also receive an automated email from Plexus Supplier Portal.

If you login to Supplier Registration Portal now, **Save Draft** **Submit** buttons are no longer available on the screen, you cannot edit any data but can view the information submitted to Plexus. If you wish to modify, please contact Plexus buyer.

Preview Form - Signing and Submit

By Signing and clicking "Submit", I acknowledge that

- I have completely verified the correctness and authenticity of the submitted information
- It is the supplier's responsibility to communicate any changes to the information above to Plexus Corp. within 3 Working Days after submission
- Should submitted terms diverge from the signed contract between Plexus and GOOGLE EXPRESS, Plexus reserves the right to place the onboarding on hold until the terms are agreed upon

Signee Name:

Signee Position:

Email from Plexus Supplier Portal to Supplier confirming successful form submission



Email from Plexus Supplier Portal to Plexus Buyer to notify form submission by supplier

