

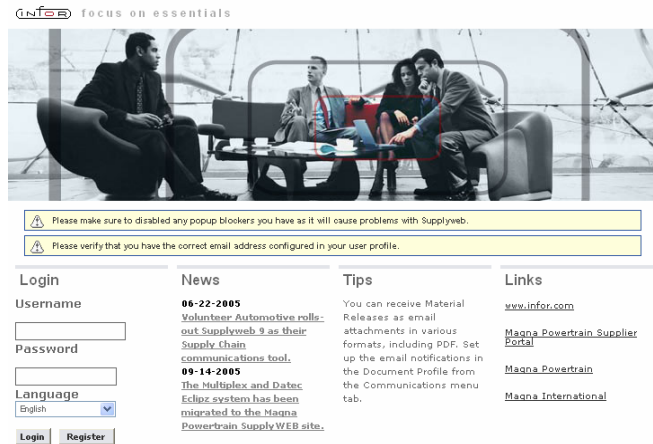
General Access & Navigation

Accessing the SupplyWeb Portal

The SupplyWeb system can be access via the following URL:

http://supplyweb.magna.com

SupplyWeb Login



Enter the user ID and password you were assigned. If you don't know this information contact the person designated as SupplyWEB Administrator at your facility.

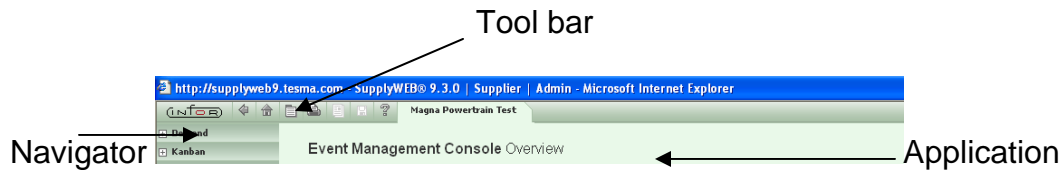
Note: You must disable any popup blockers prior to logging in!



SupplyWeb supports multiple languages that can be selected at the time you logon. The default language is English but you can change this by selecting a different language from the drop-down provided. SupplyWeb will automatically detect the language of Windows you are running but you can override this with the selection list.

Navigating SupplyWeb

SupplyWeb has three main sections to the screen you will need to use.



The top bar has several useful functions that are available within most screens. From left to right, here are the buttons and their descriptions:

Back	Returns to previous page viewed.
Home	Displays the SupplyWeb home page.
Show/Hide navigator	Displays or hides the navigator.
Print	Prints the current view. This will not include the Navigator view.
PDF	Available when the current view can be saved as an Adobe PDF.
Save	Available when the current view can be exported or saved to your local computer.
Help	Displays a new window containing help for SupplyWeb.

SupplyWeb Conventions

Throughout SupplyWeb there are some standard conventions that you should be aware of.

Mandatory Fields:

Name

All fields that are indicated with an astrich to the left of the field must be entered to proceed with the action you are performing. If you do not provide information in a mandatory field you will be notified with a status message when you try and proceed further.

Status Messages:

The ship from was successfully added.

Information and status messages will appear at the top of the application area relating to the task you are performing. These messages can be notifications or success or problems with the task.

Eyeglasses:

The eyeglass icon indicates that there are additional details that you can view relating to the item they are displayed beside.

SupplyWEB 9.5 – User Training

Pencil: 

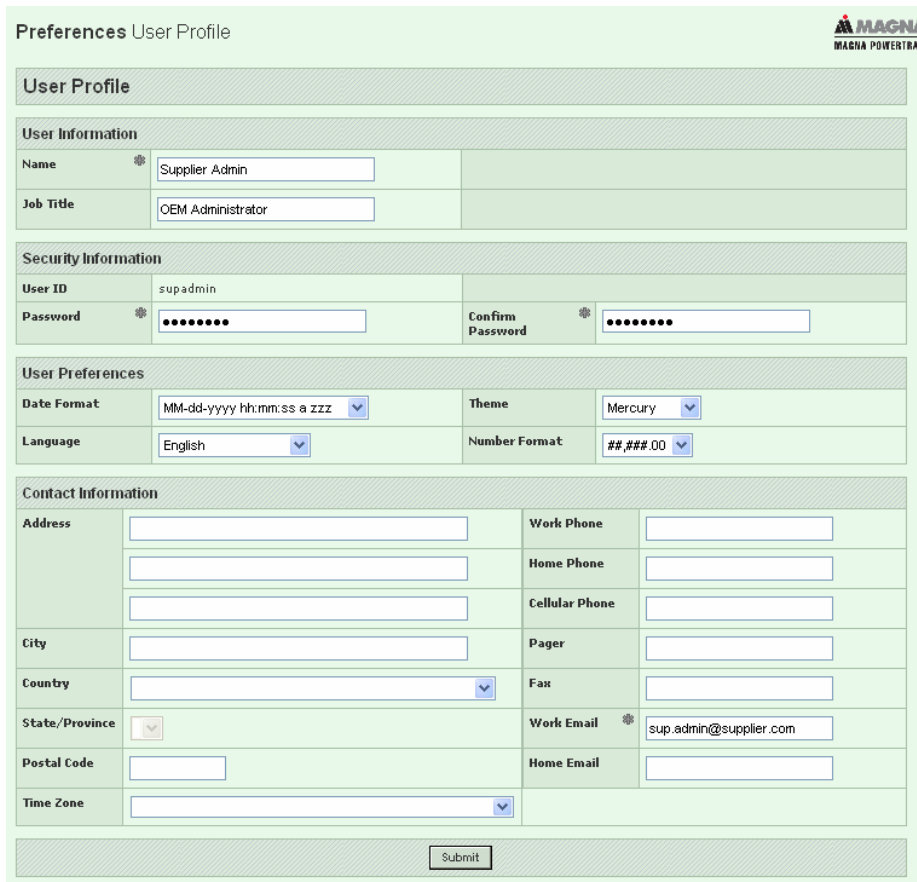
The pencil icon indicates that you may edit the details of the item the icon is displayed beside.


PDF Documents:

All reports generated in SupplyWeb are in [Adobe Acrobat Format \(PDF\)](#) that can be saved locally on your computer to distribute and print later.

Your User Profile

When you or your admin created the user account, you were assigned a login ID and password. This information is stored in the **Preferences->Edit User Profile** with other personal preferences, such as date format and color theme. You can update these settings in the profile to customize the application to better fit your needs.



Preferences User Profile 

User Profile

User Information

Name	<input type="text" value="Supplier Admin"/>
Job Title	<input type="text" value="OEM Administrator"/>

Security Information

User ID	<input type="text" value="supadmin"/>		
Password	<input type="password" value="....."/>	Confirm Password	<input type="password" value="....."/>

User Preferences

Date Format	<input type="text" value="MM-dd-yyyy hh:mm:ss a zzz"/>	Theme	<input type="text" value="Mercury"/>
Language	<input type="text" value="English"/>	Number Format	<input type="text" value="###.##.00"/>

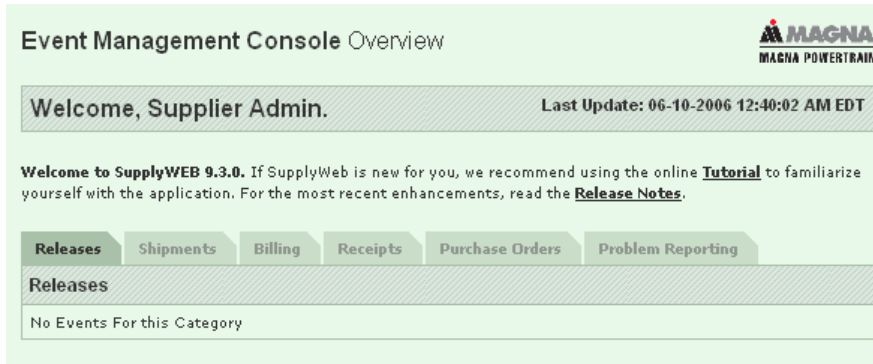
Contact Information

Address	<input type="text"/>	Work Phone	<input type="text"/>
	<input type="text"/>	Home Phone	<input type="text"/>
	<input type="text"/>	Cellular Phone	<input type="text"/>
City	<input type="text"/>	Pager	<input type="text"/>
Country	<input type="text"/>	Fax	<input type="text"/>
State/Province	<input type="text"/>	Work Email	<input type="text" value="sup.admin@supplier.com"/>
Postal Code	<input type="text"/>	Home Email	<input type="text"/>
Time Zone	<input type="text"/>		

Daily Tasks

Event Management Console (EMC)

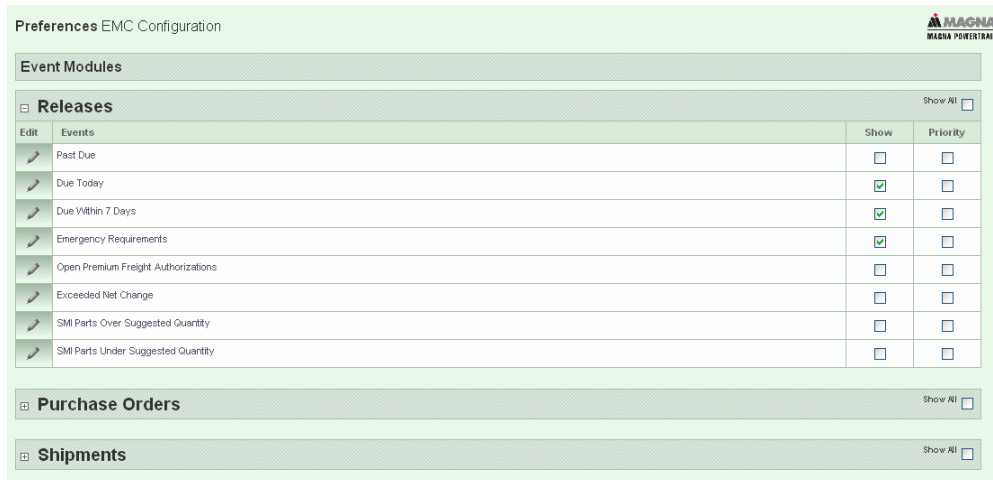
The home screen that appears when logged on to SupplyWeb is called the Event Management Console. Through this screen you can quickly view shipment, release, purchase order, and other statistics and exceptions.



Setup and Configuration

Configuring the Event Management Console (EMC)

As a user, you can configure the EMC to display in a way that better fits your work. You can choose which events display as priority items, which events display as category items, and the order in which categories are listed. The configuration for the EMC can be found in the navigator under **Preferences->Configure EMC**.



The EMC configuration involves selecting the Events that you wish to have displayed. Some events may require configuration of limits or tolerances for the events such as percentage releases exceeded net change from a previous week.

Configuring Alerts

Email alerts keep you connected to Magna facilities without needing to login to the application to check your status. As an individual user, you can subscribe to and customize alerts of various events using product groups and tolerance levels. When an event occurs, a message is sent to the email address stored in your User Profile. The configuration for Alerts can be found in the navigator under **Preferences->Configure Alerts**.

Contact Information		
User	ECL Admin ▾	

Demand Alerts		
Edit	Alert	Send
	New Part	<input type="checkbox"/>
	Requirement Manually Deleted	<input type="checkbox"/>
	Requirement Manually Added/Changed	<input type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input type="checkbox"/>
	Shipment with Cancelled Schedules	<input type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>

You can turn on alerts to receive an email notification when events occur. In conjunction with product groups, you can additionally configure the alerts to be sent for specific parts and for some alerts, set an acceptable tolerance level before the event is triggered. The alert message will be sent to the address stored in your User Profile.

Documents Profiles

A powerful feature of SupplyWeb is the ability to have documents delivered to you by email in the form of Adobe reports or EDI data in different formats. To create a document delivery, navigate to **Communications->Define Documents**.

The screenshot shows the 'Communications Documents' interface. At the top right is the 'MAGNA POWERTRAIN' logo. Below the header is a 'Document Profiles' section. Underneath is a 'Document List' table with columns: Edit, Delete, Host Name, Document Type, Document Format, Contact, and Attach File. An 'Add' button is located at the bottom center of the table area.

To add a document profile, click the add button at the bottom of the screen.

The screenshot shows the 'Document Profile' form. It includes the following fields:

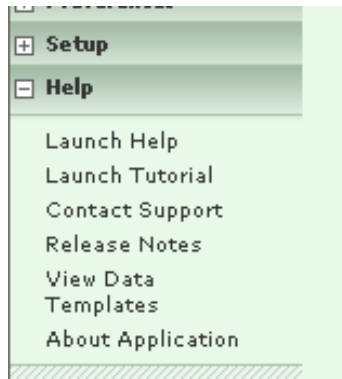
- Host:** A dropdown menu with 'None' selected.
- Document Type:** A dropdown menu with 'MaterialRelease' selected.
- File Format:** A dropdown menu with 'PDF' selected.
- Attach File:** A checkbox that is checked.
- Contact Name 1:** A dropdown menu with 'Supplier Admin' selected.
- Contact Name 2:** A dropdown menu with '<< Select contact >>' selected.

 At the bottom of the form are 'Submit' and 'Cancel' buttons.

You can set up the document profile so that SupplyWEB sends an email message whenever new data is published for you. You can optionally have the data attached in a file in various formats that you can work with locally. The email notification enables you from having to login to check for new demand.

Help and Support

Online help is available for SupplyWeb in both reference material and tutorials. The navigator on the left of the screen provides links to the available help and the tutorials. Please utilize the help available before contacting support.



In the event that you require assistance with SupplyWeb, please be sure to use the correct contact for the issue you are having.

- Technical Issues such as error messages should be directed to supplyweb@magna.com
- Issues with the content of the data (requirements/cums/etc) should be directed to the purchaser/buyer at the plant you are supplying. Requests for assistance of this type will not be answered by the Technical Support team.
- Connectivity issues where you cannot access even the login page should be directed to your internal IT department to troubleshoot the issue. If the issue cannot be resolved, contact supplyweb@magna.com

If you are contacting SupplyWeb@magna.com please include all the information required to troubleshoot your issue. Include a description of the issue, your login name, your Company name and Supplier #, the Magna plant you are supplying and your phone contact information.