Comprehensive Supplier Portal Table of Contents

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Link to Supplier Portal
The link to the supplier portal can be located on shawinc.com. Click “Suppliers” at the bottom of the page. Click the “Current Supplier Resources” link. Then click the “Sign into the Supplier Portal” link.

Supplier Public Home Page
Upon logging in, you will come to the Supplier Public Home Page. Click on the Welcome tile for the welcome message. Click on the FAQs/Contact Us tile for information on whom to contact for any questions.

Supplier Secure Home Page
Click the drop down arrow on the Supplier Public Home Page Header and choose Supplier Secure Home Page.

From the Supplier Secure Home Page you can access your transactional data.
Click the Manage Profile tile to change your forgotten password challenge question or change your email address. **It is very important that you set this information!**

**Receipts**

Click the receipts tile to access receipt information. 3 days of transactions are automatically displayed after clicking the tile.

Click the filter icon ( ) on the top left to search for a specific receipt by PO number, receipt number or date range. **NOTE:** Keep date ranges short to avoid long search times.

Click on the arrow on the left to see further receipt details.
Receipt Details

Review Receipts

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Supplier Item ID</th>
<th>Quantity Received</th>
<th>Quantity Inspected</th>
<th>Quantity Accepted</th>
<th>Quantity Returned</th>
<th>Quantity Rejected</th>
<th>Net Receipt Quantity</th>
<th>Reason for Rejection</th>
<th>RMA Number</th>
<th>RMA Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>000054338</td>
<td>32-QC-AL-2300</td>
<td>1.0000 Each</td>
<td>0.0000 Each</td>
<td>1.0000 Each</td>
<td>0.0000 Each</td>
<td>1.0000 Each</td>
<td>1.0000 Each</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purchase Order Schedule

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Due Date</th>
<th>Quantity</th>
<th>Ship To</th>
<th>Ship Via</th>
<th>Freight Term</th>
<th>Price</th>
<th>Merchandise Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>000261814</td>
<td>11/02/2016</td>
<td>1.0000</td>
<td>12-CARTERSVILLE CPT MFG</td>
<td>COASTAL CARRIER</td>
<td>FOO DEST, FIRSELLER CHARGEBACK</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

Invoice Lines

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Description</th>
<th>Statistic Amount</th>
<th>Unit Price</th>
<th>Merchandise Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Invoices Found

Purchase Orders

Click on the POs tile, then click the Purchase Orders tile to view purchase order details. The default search results will show all POs issued in the last 4 days. Click the filter icon( ) icon on the top left to search for a specific PO, or to change the date range. NOTE: Keep date ranges short to avoid long search times.
You can click the button on the top left to download your search results to Excel.

From this page you can see PO details. Any PO with “New” as the acknowledgement status has not been acknowledged. Once a PO has been acknowledged, the acknowledgement status will change to “Buyer Accepted”. Click on the arrow to the left of each line to see additional PO details.

**Printing Purchase Orders**

Click the **icon** under the action column, click on “View PO Dispatch Document”.

Once the Purchase Order List comes up, click on “View PDF” at the far right.
Once you click “View PDF” you will get a pop up message. Click “OK”

Wait a minute to give the process time to run and click “View PDF” again. NOTE: Be sure your Pop-up Blocker is turned off.

If the PDF is not yet available you will get the following message. Click OK, give it a minute and try again.

Once the process has completed you will get a PDF copy of the purchase order when you click on “View PDF”.

From this page you can also see any purchase order that has been changed or cancelled. If a purchase order has been changed the PO Status will show “Change Order-1”. The number will also change according to how many times it has been updated or changed.
When you have acknowledged a purchase order, the Acknowledgement Status will change to "Buyer Accepted".

If a change order is done after acknowledgment the status will change back to "New".

To see what changes have been made click the icon to the far right in the PO Details column.

Click "View PO Changes" under Change Order.
When a purchase order has been cancelled the PO Total Amount / Currency will not show an amount.

You can click on the PO Details to see that it is cancelled.
Purchase Order Acknowledgment

Click on the Purchase Order Acknowledgment tile to acknowledge a purchase order.

From this page you can search for purchase orders by a date range or by purchase order.

When searching by date range the search will bring back any purchase order that needs to be acknowledged that was created within the date range.
To search by a specific purchase order number enter your PO# in the From PO ID and To PO ID fields and then click “Search”.

Once the list of purchase orders comes up you can click on a purchase order number.
If the purchase order has changes you can click “View PO Changes” under the Change Order column to view those changes.

To Acknowledge the purchase order just click “Save & Send Acknowledgement” at the bottom of the page. NOTE: You are just acknowledging receipt of the PO. If the price or qty needs to be updated, you will need to send an email to the sourcing.mro@shawinc.com mailbox.
You will get a confirmation that the acknowledgement was successful. Just click “OK”.

Manual Navigation

To manually navigate to a page, click on the Nav Bar at the top right.

Click Navigator

Click “Maintain Supplier Information”.
If you click “Addresses” you can see the address information set up for your company in our system.
Address List

Description | Address Type
--- | ---
CORPORATE | Business

Add a New Address

Supplier Address

Maintain Addresses

Address Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Address Type</th>
<th>Country</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORPORATE</td>
<td>Business</td>
<td>USA</td>
<td>PO BOX 4859</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

City: DALTON
County: WHITFIELD
State: GA
Postal: 30719
Email ID: david.wheaton@shawinc.com

Telephone Information

<table>
<thead>
<tr>
<th>Type</th>
<th>Prefix</th>
<th>Phone</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Change Will Take Effect: 11/13/2012

Return to Current Addresses
Click “Manage Orders”/“Purchase Orders”

You can search by date range to show a list of purchase orders or you can search by a specific purchase order.
From this page you can view a PDF version of the purchase order by clicking on “View PDF”. The Create ASN button is not being used at this time.

Purchase Orders
Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID
To PO ID
Item ID
Supplier Item ID
From Date 01/14/2019 (example: 01/31/2000)
To Date 02/14/2019 (example: 01/31/2000)
Buyer
Contract ID
Contract Version
Release

Search
Click on “Acknowledge Purchase Orders” to acknowledge a PO#. You can search by a specific purchase order number or by a date range.

Click on the purchase order to bring the Acknowledgement page up.

Click on Save & Send Acknowledgement

Click “View Receipts” to view receipts on purchase orders.
You can search by date range or a specific purchase order number.

Review Receipts

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

[Form fields for From Receipt Date, To Receipt Date, From PO ID, To PO ID, Shipment Number, Item ID, Supplier Item ID, Receipt Status]

Search

Click on the Receipt Number to view receipt details.

Review Receipts

Receipt Lines

Receipt Details

Purchase Order Schedule

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Due Date</th>
<th>Quantity</th>
<th>Ship To</th>
<th>Ship Via</th>
<th>Freight Term</th>
<th>Price</th>
<th>Merchandise Amt</th>
</tr>
</thead>
</table>
Click on “Review Payment Information”.

Click on “Invoices” to view invoice status. You can search by a specific invoice number or by date range.

Review Invoices

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

- From Invoice Number
- To Invoice Number
- Item ID
- Supplier Item ID
- From Date: 01/14/2019
- To Date: 02/14/2019
- From Amount
- To Amount
- Approval Status

Search
Click on the Invoice Number to see the invoice details. From here you can see the Payment Status, Terms, Gross Amount, and Method of payment.

Review Invoice
Invoice Details

Invoice Number: 00026058
Invoice Date: 03/12/2019
Due Date: 05/13/2019
Discount End Date: [Blank]
Approval Status: Approved
Payment Status: To be Paid
Terms: NET 00

Invoice Line Details

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Unit Price</th>
<th>Merchandise Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>91E5P201448F</td>
<td>EA</td>
<td>12.50</td>
<td>$15.680</td>
</tr>
</tbody>
</table>

Payment Schedule

<table>
<thead>
<tr>
<th>Scheduled to Pay</th>
<th>Payment Number</th>
<th>Gross Amount</th>
<th>Discount</th>
<th>Method</th>
<th>Status</th>
<th>On Hold</th>
<th>Over Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/13/2019</td>
<td></td>
<td>$15.680 USD</td>
<td>0.00 USD</td>
<td>Net-ACH</td>
<td>Unpaid</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Payments Made

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

No Payments Made

Purchase Orders

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>PO Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>002547853</td>
<td>03/09/2019</td>
<td>Disbursed</td>
</tr>
</tbody>
</table>

Receipts

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Receipt Number</th>
<th>Bill of Lading</th>
<th>Packing Slip</th>
</tr>
</thead>
</table>
Click on “Payments” to view payment information. You can search by invoice number or date range.

Review Payments
Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Payment Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From Payment Date | To Payment Date

| 01/31/2019 | 02/14/2019 |

(example: 12/31/2000)

Search

Click on the Reference number to see all invoices that were paid on that Reference ID Number.

Review Payments
Payments Made

Set filter options

<table>
<thead>
<tr>
<th>Payments Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
</tr>
<tr>
<td>300127136</td>
</tr>
<tr>
<td>300127136</td>
</tr>
<tr>
<td>300127136</td>
</tr>
<tr>
<td>300127136</td>
</tr>
<tr>
<td>300127136</td>
</tr>
<tr>
<td>300127136</td>
</tr>
</tbody>
</table>

This page will give you the amount of the payment, the date the payment was made, and a list of invoices that payment was for.
To see open invoices and payment dates click on “Account Balances”. This will bring up any outstanding invoices.

Click on an Invoice Number to see the invoice date, due date, items that were on the invoice, and the date payment is scheduled to pay.
Click on “View Terms & Conditions” to view the Shaw Terms & Conditions.

Click on “Change My Password” to change your password.
Click on “My System Profile”.

On this page there is a link to “Change password”, “Change or set up forgotten password help”, and email address. If you change your email address on this page be sure to click “Save” before leaving the page.