

Supplier Registration

The SupplyWeb application is a web-based portal system designed to communicate supply chain information between Suppliers and the Magna facilities they supply.

The application can be accessed via the following URL:

<http://supplyweb.magna.com>

This guide covers the following topics:

Supplier Registration	1
Before You Begin	2
Starting the Registration Process	2
Step 1 - Registration ID	3
Step 2 - Supplier Information	3
Step 3 - User Profile.....	4
Step 4 - Ship Froms.....	5
Step 5 - Supplier Profile.....	7
Step 6 - Trading Partners	8
Step 7 - Containers.....	8
Step 8 - Parts	9
Step 9 - Ship From Location Selection.....	10

Before You Begin

Before beginning the registration process, you must obtain a Registration ID & Key from the Magna plant you supply. Registration cannot be started without this information.

Starting the Registration Process

If you encounter any issues during the registration process, please contact supplyweb@magna.com.

The registration process must be performed only once by your company before using the SupplyWeb portal. If you are requested to register for any additional Magna facilities, you will be required to perform the registration process each time.

To register, please click on the ‘Register’ button on the SupplyWeb home page.

infor Supplier Exchange

Please make sure to disable any popup blockers you have as they will cause problems with Supplyweb.

IE8 Users. Please be sure to use SupplyWeb in Compatibility Mode.

Suppliers. For first use pls do the Registration. Afterwards you have to use the Login.

Login

Language
English

Username

Password

Login Register

News

02-08-2010
[Password Reset Online](#)

02-10-2014
[SupplyWEB Upgrade, In effect Mon Feb 24th, 2014. Click here for details.](#)

02-10-2014
[DMN Module Overview - Demos available, click here for details.](#)

Tips

After a shipper has been published, suppliers can send a cancellation ASN. To access a published shipper, select View ASNs from the Shipments menu tab.

For more information, read the help by clicking the "?" on the application's navigation bar.

Click here.

Step 1 – Registration ID

You will then be prompted for the Registration ID & Key. Again, this information should have already been provided to you by the Magna facility your company supplies.

Registration Registration ID

Supplier Registration * indicates a required field

Registration ID	*	<input type="text" value="MAGNA_12345"/>
Registration Key	*	<input type="password" value="••••••••"/>
		<input type="button" value="Cancel"/> <input type="button" value="Next"/>

Step 1 of 9

- Enter the Registration ID and Key given to you by your customer.
- Click Next.

Click on the ‘Next’ button to continue on to Step 2.

Step 2 – Supplier Information

Once your Registration ID and Key have been validated, the second step in the registration process is to identify your company. The information expected in this screen relates to your location. This could be a controlling office or the address information of the plant you are supplying the Magna facility from. You will have the option later in the registration process to define the ‘Ship From’ locations you have relating to this office.

This section may already be populated with your information because the Magna facility already uploaded this information. In those cases, please review to ensure accuracy.

Registration Supplier Information

Supplier Registration

Customer Name	Magna Demonstration Customer	
DUNS	<input type="text" value="77-777-7777"/>	Don't have a DUNS number?
Company Name	<input type="text" value="Demo Supplier - Registration"/>	

Address Information

Address	*	<input type="text" value="123 Main Street"/>
		<input type="text"/>
		<input type="text"/>
City	*	<input type="text" value="Aurora"/>
Country	*	<input type="text" value="CANADA"/>
State/Province	*	<input type="text" value="Ontario"/>
Postal Code	*	<input type="text" value="L4K 0Z1"/>
Time Zone	*	<input type="text" value="(GMT-05:00) Eastern Standard Time : America/New_York"/>

Step 2 of 9

- Enter your DUNS number and Company Name.
- Enter your address information.
- Click Next.



Your DUNS number is mandatory in this screen. The DUNS number is used to uniquely identify your organization within SupplyWeb. It is to *your* benefit to enter the same DUNS number for all Magna facilities you communicate with on SupplyWeb.

Step 3 – Administrator User Profile

As the first user to register for your company, you are assigned the role of Administrator. As an Administrator, you will have the ability to create new users, and assign security to users within the system. When creating the Administrator user, please select ‘Contact and User’ as the user type.

Please note it is not necessary to enter your address information again. The only required fields are denoted by an * asterisk.

Password must be at least 6 characters in length.

Preferences User Profile

User Profile	
User Information	
Name *	<input type="text" value="Your Name"/> Type: <input type="text" value="Contact and User"/>
Job Title	<input type="text"/>
Security Information	
User ID *	<input type="text" value="your_user_id"/>
New Password	<input type="text"/> Confirm New Password: <input type="text"/>
User Preferences	
Date Format	<input type="text" value="MM-dd-yyyy hh:mm:ss a zzz"/>
Language	<input type="text" value="English"/>
Theme	<input type="text" value="Blue 1 Low Contrast"/>
Number Format	<input type="text" value="###,###.00"/>
Contact Information	
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
State/Province	<input type="text"/>
Postal Code	<input type="text"/>
Time Zone	<input type="text"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Cellular Phone	<input type="text"/>
Pager	<input type="text"/>
Fax	<input type="text"/>
Work Email *	<input type="text" value="supplier@company.com"/>
Home Email	<input type="text"/>

Step 3 of 9

- To be able to log in to Infor Supplier Exchange, you must create a user profile for an Infor Supplier Exchange admin.
- Fill out the User Profile information for an admin user.
- Click Next.

There are 3 possible User Types:

<i>User</i>	This user can perform any actions in SupplyWeb that their role permits, but will not be able to receive email notifications from the system.
<i>Contact</i>	This user can only receive email notifications from the system but cannot perform any actions within the application.
<i>Contact and User</i>	The user can perform any action in the application that their role permits, as well as receive email notifications from the system.



There can be more than one Administrator. Additional users are created after the registration process has been completed.

Step 4 – Ship Froms

The Ship From setup identifies your actual shipping location(s) within SupplyWeb. You should add a Ship From for every location that will be receiving releases or from which you will be shipping product/material. You must create at least one Ship From during the registration process.

Setup Ship Froms

User successfully added.

Ship From Selection

There are no Ship Froms

New Update Delete

Step 4 of 9

- To add a ship from, click Add New.
- Enter the ship from information and click Submit.
- You may skip the transit times and enter them through the application.
- To enter a transit time, select the ship from and click Update. Click Add. Select the facility and ship to and enter the transit time. Click Submit.
- When you are done entering transit times for the ship from, click Cancel.
- Continue adding ship from records.
- When you are done adding ship froms, click Next.

Click on the ‘New’ button to add a Ship From location.

SupplyWEB – Supplier Training

Setup Ship Froms

Ship From * indicates a required field

Name: My Company

Ship From ID: DEMO123

Contact Name: [Dropdown]

Address Information

Address: 123 Main Street

City: Aurora

Country: CANADA

State/Province: Ontario

Postal Code: L4K 0Z1

Time Zone: (GMT-05:00) Eastern Standard Time : America/Toronto

Other Information

Weight Type: Pounds

Submit Cancel

Step 4 of 9

- To add a ship from, click Add New.
- Enter the ship from information and click Submit.
- You may skip the transit times and enter them through the application.
- To enter a transit time, select the ship from and click Update. Click Add. Select the facility and ship to and enter the transit time. Click Submit.
- When you are done entering transit times for the ship from, click Cancel.
- Continue adding ship from records.
- When you are done adding ship froms, click Next.

Exit

Enter the required information to define your ship from location. Name is your facility name (company name will suffice). Ship From ID will be your supplier code (unless instructed otherwise) with the Magna facility you are supplying. If you do not know this value, please ask your Magna contact for this information.

You also have the ability to specify your weight Unit of Measure from this screen.

Clicking on the 'Submit' button will save the Ship From information.

Setup Ship Froms

The ship from was successfully added.

Ship From Selection

My Company

New Update Delete Next

Step 4 of 9

- To add a ship from, click Add New.
- Enter the ship from information and click Submit.
- You may skip the transit times and enter them through the application.
- To enter a transit time, select the ship from and click Update. Click Add. Select the facility and ship to and enter the transit time. Click Submit.
- When you are done entering transit times for the ship from, click Cancel.
- Continue adding ship from records.
- When you are done adding ship froms, click Next.

Exit

Once you have created at least one Ship From location, you can continue the registration process by clicking the 'Next' button.

Step 5 – Supplier Profile

The next step is to configure your supplier profile which controls the general behaviour of the system for your company.

You are able to configure the starting number sequence for shippers as well as master and mixed labels.

In most cases simply accepting the default values will suffice.

Setup Supplier Profile

Supplier Profile	
Supplier Name	Demo Supplier - Registration
Supplier Preferences	
Next Shipper Number	1
Next Label Serial Number	1
Maximum Label Serial Number	999,999,999
Next Invoice Number	
Reconcile	No
Password Expiration Days	
Contact Name	
Address Information	
Address	123 Main Street
City	Aurora
Country	CANADA
State/Province	Ontario
Postal Code	L4K 0Z1
Time Zone	(GMT-05:00) Eastern Standard Time : America/New_York
Supplier Preferences for Customer, Magna Demonstration Customer	
Auto-Accept Purchase Orders	<input type="checkbox"/>

Step 5 of 9

- Fill out your preferences and default address for your company.
- Click Next.

Exit

Previous Next



Magna strongly recommends that you leave the ‘Reconcile’ option set to ‘No’.

Step 6 – Trading Partners

The Trading Partners setup option is intended to be used as a means of electronically delivering and receiving EDI from your plant. At this time, Magna does not support this option but instead utilizes traditional EDI via GXS (www.gxs.com) or other VANs. Please contact the plant(s) you are supplying to inquire about EDI vs. SupplyWeb.

Communications Trading Partners

Preferences successfully updated.

Search Criteria

Customer	Magna Demonstration Customer
Facility	All
ShipTo	All
Trading Partner Record	**No Record Available**

Continue Previous Next

Step 6 of 9

- If you do not communicate in X12 or Edifact, skip this step.
- To enter trading partner information, click New X12 or New Edifact.
- Enter the information and click Save.
- Continue adding trading partners.
- When you are done adding trading partners, click Next.

Exit

Clicking the ‘Next’ button will continue to the next step.

Step 7 – Containers

The container setup allows you to enter the default weights and EDI identification codes that you will be using for your shipping containers. Entry on this screen is only available if the shipping containers have been created by your receiving Magna facility. Not all Magna facilities require packaging information.

Setup Containers

Container Selection

Container Code	PAL001
----------------	--------

Customer Container Information

Container Code	PAL001
Description	Pallet Wood 120x180
Returnable	Yes

Additional Container Information

EDI Code	PAL001
Tare Weight	25
Tare Weight Unit of Measure	Kilograms

Add Previous Next

Step 7 of 9

- If your customer has a list of acceptable containers, you can enter information to help calculate shipping weight.
- Select your customer's container code from the drop down menu.
- Enter the container information and click Add.
- Continue adding container information.
- When you are done adding container information, click Next.

Exit

Select the Container Code from the list available then enter your EDI code (same as Container Code if you are unsure), tare weight and weight UOM. Click the ‘Add’ button to save the container details. If there is more than one container type defined, you can select another Container Code from the list and repeat these steps.

Clicking the ‘Next’ button will continue to the next step.

Step 8 – Parts

This step displays your part information. The part number will be the Magna facility’s part number.

Setup Parts

Search Criteria	
Customer Part Number	<input type="text"/>
Supplier Part Number	<input type="text"/>
<input type="button" value="Search"/>	

Part List					1 to 1 of 1
Edit	Customer Part	Customer Part Description	Supplier Part	Supplier Part Description	Packaging Defined
	TEST-12345	Inner Rotor			
<input type="button" value="Previous"/> <input type="button" value="Next"/>					

Step 8 of 9

- Entering part information streamlines shipper creation.
- Next to a customer part, click the Edit button.
- To add part information, click Edit.
- Enter part information and click Save.
- To add default packaging information, click Add.
- Enter package information and click Save.
- When you are done, click Save.
- When you are done adding part information to all of the parts, click Next.

Click the pencil icon next to the ‘Customer Part’ column to view the details associated with that part. On the next screen, you can enter the supplier part number and a description for each part.

Setup Parts

Part TEST-12345

Customer Part Information			
Customer Part Number	TEST-12345	Unit of Measure	PCE
Description	Inner Rotor		

Supplier Part Information			
Supplier Part Number		Part Weight	0
Weight Unit of Measure		AQP	No
Part Price	0	Currency	
Description			
<input type="button" value="Edit"/>			
<input type="button" value="Return to List"/>			

Step 8 of 9

- Entering part information streamlines shipper creation.
- Next to a customer part, click the Edit button.
- To add part information, click Edit.
- Enter part information and click Save.
- To add default packaging information, click Add.
- Enter package information and click Save.
- When you are done, click Save.
- When you are done adding part information to all of the parts, click Next.

SupplyWEB – Supplier Training

Setup Parts

Part TEST-12345

Customer Part Information

Customer Part Number	TEST-12345	Unit of Measure	PCE
Description	Inner Rotor		

Supplier Part Information

Supplier Part Number	Supplier Test 12345	Weight	1.5
Weight Unit of Measure	Kilograms	AGP	No
Part Price	2.5	Currency	United States Dollar
Description	Part for testing		

Step 8 of 9

- Entering part information streamlines shipper creation.
- Next to a customer part, click the Edit button.
- To add part information, click Edit.
- Enter part information and click Save.
- To add default packaging information, click Add.
- Enter package information and click Save.
- When you are done, click Save.
- When you are done adding part information to all of the parts, click Next.

After typing the part information, click 'Save'.

Then click the 'Return to List' button to view your entire list of parts.

	If you do not see your parts in the Setup Parts step, this is not a problem. It simply means that the Magna facility has not uploaded your part information yet. Once they do, or send you a release, your Part List will be populated and can always be edited from the <i>Setup->Parts</i> menu within SupplyWeb.
--	--

Step 9 – Ship From Location Selection

The final step in the registration wizard assigns the default associations between the facility, the ship to location and your ship from location. If shipping from multiple locations, demand can optionally be associated to a Ship From record. The association will automatically be created the first time you ship to a Magna facility in SupplyWeb.

Setup Ship Froms

Location Selection

Facility	< All >
Ship To	< All >
Ship From	< Unassigned >

Step 9 of 9

- You may also establish demand - ship from associations that will aid in shipper creation.
- Select a facility, ship to and ship from.
- Click Continue.
- Next to the parts, select the default ship froms.
- Click Submit.
- When you are done adding demand-ship from associations, click Finish.

The recommended option is to leave the default settings.

Clicking on the 'Finish' button will complete the registration process.