

NAL SUPPLY BASE Supplier Portal

PLEX UX

NORTH AMERICAN
LIGHTING
A **Koito** Group Company

Plex UX – Supplier Portal

PLEX Overview

The Plex Supplier Portal is a tool for production suppliers that allow to connect and facilitate communication between procurement teams and suppliers.

Each supplier will get a secure and proprietary credentials to log in to and collaborate with NAL.

To register, new Suppliers will receive an email with their Supplier ID when NAL Buyer completes the Supplier Code in Plex.

Note: Current suppliers that are logging in Plex Classic will use the same credentials for Plex UX.

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Main Benefits:

- Receive, acknowledge and review Purchase Orders and releases
- Print labels
- Maintain your Supplier Contacts
- Create and Update your Quality Certifications
- View Invoices and Credit Notes status
- View your Supplier performance
- Work collaboratively on the system thru workflow actions
- Update the Supplier Quotation request once NAL RFQ is submitted

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Logging into Plex:

1. Open your internet browser (Chrome is recommended).
2. Navigate to the following URL: <https://cloud.plex.com/sso>
3. Enter the user ID, password, and company code that you have been provided.

A screenshot of the Plex login page. The page has a dark blue background with the 'PLEX' logo at the top center. Below the logo is a white login form titled 'Login'. The form contains three input fields: 'User ID', 'Password', and 'Company Code'. Below the 'Password' field is a link that says 'I forgot my password'. Below the 'Company Code' field is a blue 'Login' button. Below the 'Login' button is a horizontal line with the text 'Or log in with Single Sign On' in the center. Below this line is a green 'IAM Login' button. At the bottom of the page, there is a footer with several links: 'About Plex', 'Help', 'Browser Policy', 'Acceptable Use Policy', and 'Privacy Policy'. Below the links is the copyright notice: '© 2023 Plex Systems, Inc. All Rights Reserved.'

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Logging into Plex:

4. Input the company code (nal-chq).

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Logging into Plex:

5. Enter your username.

A screenshot of the Plex login page. At the top, a pink notification box contains the text "Your account has been migrated." Below this is the Plex logo. The username "nal-chq" is displayed with a blue pencil icon. Underneath, the text "Enter your username:" is followed by a white input field containing the word "Username". A blue "Next >" button is positioned to the right of the input field. At the bottom, there is a link for "Privacy Policy" and a copyright notice: "Copyright ©2023 Rockwell Automation, Inc."

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Logging into Plex:

6. Input your password in the password field and click Sign in button.

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Supplier Portal

1. To access, click on your main menu located at the top left corner of your screen with the three horizontal bars.
2. Then, you select Supplier Portal node from the menu options. From here, you can access the Requirements and Shipping, Shipping and Receiving History, Request for Quotes, Production Quality, Supplier Self Service and Document Control System menus.

1 PLEX Supplier, PM Supplier North American Lighting (CHQ) Launch Page

Main Menu / Supplier Portal Main Menu Role Based

Supplier Portal 2

Requirements and Shipping Shipping and Receiving History Requests for Quotes (RFQ)

Production Quality Supplier Self-Service Document Control System (DCS)

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Training material

3. After you select Supplier Portal, click in the node Document Control System (DCS) as shown below:

Supplier, PM Supplier ▾ North American Lighting (CHQ) ▾ Launch Page

Main Menu / Supplier Portal Main Menu Role Based

Supplier Portal

Requirements and Shipping ▶	Shipping and Receiving History ▶	Requests for Quotes (RFQ)
Production Quality ▶	Supplier Self-Service ▶	Document Control System (DCS) ³

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Training material

4. From the Document Control System (DCS) screen, click in the hyperlink Supplier Documentation.

View: Default

Document Name:

Doc ID:

Owner, Approver, Champion:

Type:

Note:

Hide References:

Hide Filters Save As Default Search

Up Download Pending *

Documents

	Document Name	Doc ID	Note	Rev	Rev Date	Size (KB)
<input type="checkbox"/>	Supplier Documentation	35703235		0		

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Training material

5. Then, select NAL Plex UX Training.

The screenshot shows the Plex UX Supplier Portal interface. The top navigation bar includes the PLEX logo, user roles (Supplier, PM Supplier), organization (North American Lighting (CHQ)), and system (Document Control System (DCS)). A search bar is located in the top right corner. Below the navigation bar, there are filter options for View (Default), Document Name, Doc ID, Owner, Approver, Champion, Type, and Note. A 'Hide References' checkbox is also present. At the bottom of the filter section, there are links for 'Hide Filters', 'Save As Default', and a 'Search' button. Below the filters, there is a status bar with 'Up', 'Download', and 'Pending' options. The main content area shows a breadcrumb trail: 'Documents → Supplier Documentation'. A table of documents is displayed with columns for Document Name, Doc ID, Note, Rev, Rev Date, and Size (KB). The first row, 'NAL PLEX UX Training', is highlighted with a blue circle containing the number '5' and a mouse cursor pointing to it. The other rows are 'NAL Supplier Documents', 'NAL Supplier Forms', and 'NAL Supplier Notifications'.

	Document Name	Doc ID	Note	Rev	Rev Date	Size (KB)
<input type="checkbox"/>	NAL PLEX UX Training	35877333		0		
<input type="checkbox"/>	NAL Supplier Documents	35877190		0		
<input type="checkbox"/>	NAL Supplier Forms	35877166		0		
<input type="checkbox"/>	NAL Supplier Notifications	35877149		0		

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Supplier training support:

- Any questions related with access, please send an email to your NAL Purchasing Coordinator or NAL Buyer.
- Production part suppliers that are new to NAL, please request a meeting to your NAL Buyer to go over training sections prior to providing parts to NAL.
- Suppliers that are not new to NAL, training material is in the Supplier Portal under the Document Control System node, folder named as NAL Plex UX Training.

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Thank you.



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