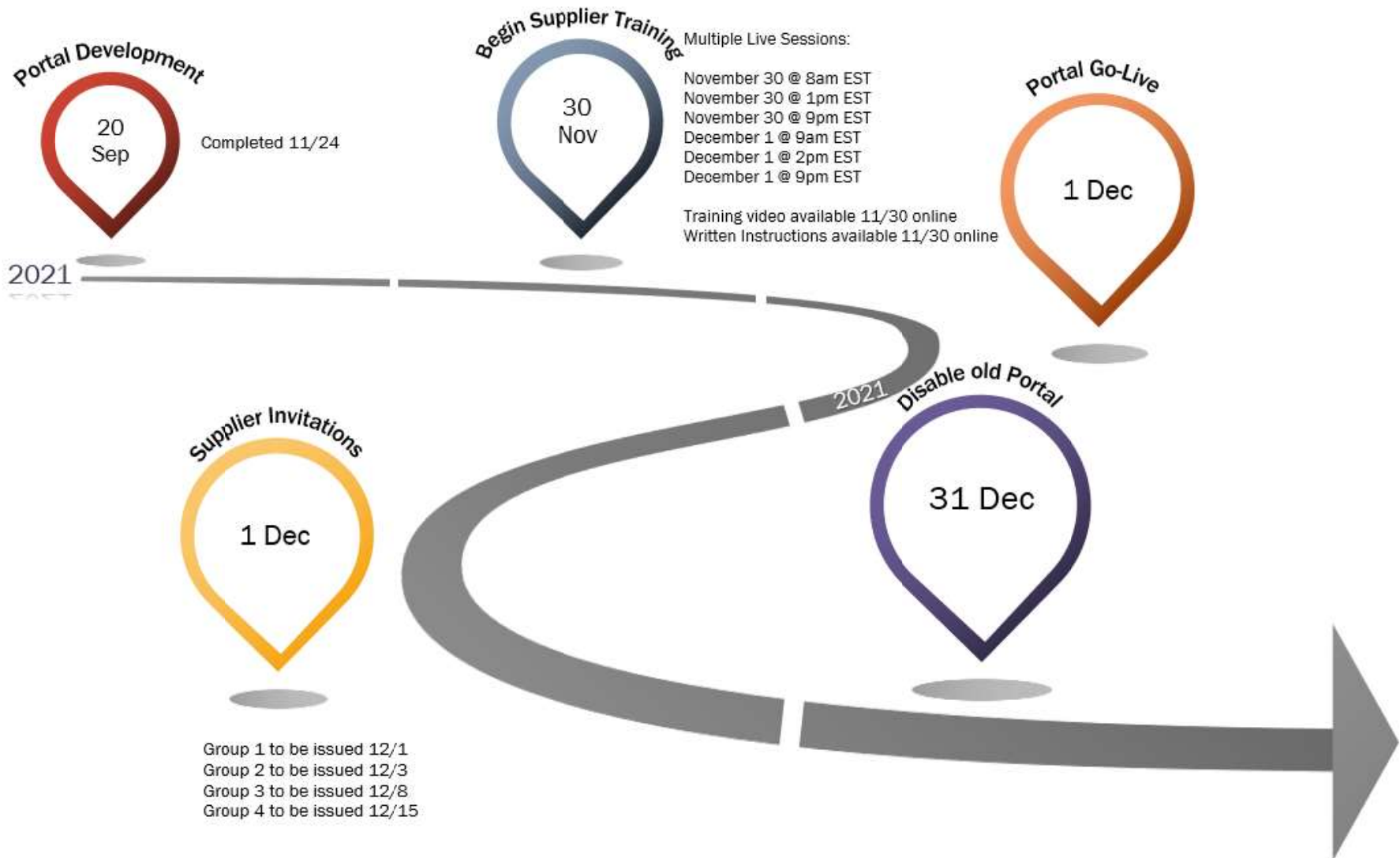




# Stoneridge Supplier Portal

Supplier User  
Training

# Timeline...



- ▶ **Accessing the Stoneridge Supplier Portal**
  - First Time User Access
- ▶ ***Live Demo***
  - How to...View/Export Supplier Release Schedules (SRS)
  - How to...Enter Shipment Details/ASNs
  - How to...Enter Supplier / Manufacture Part Data
- ▶ **Support**

# Accessing the Portal

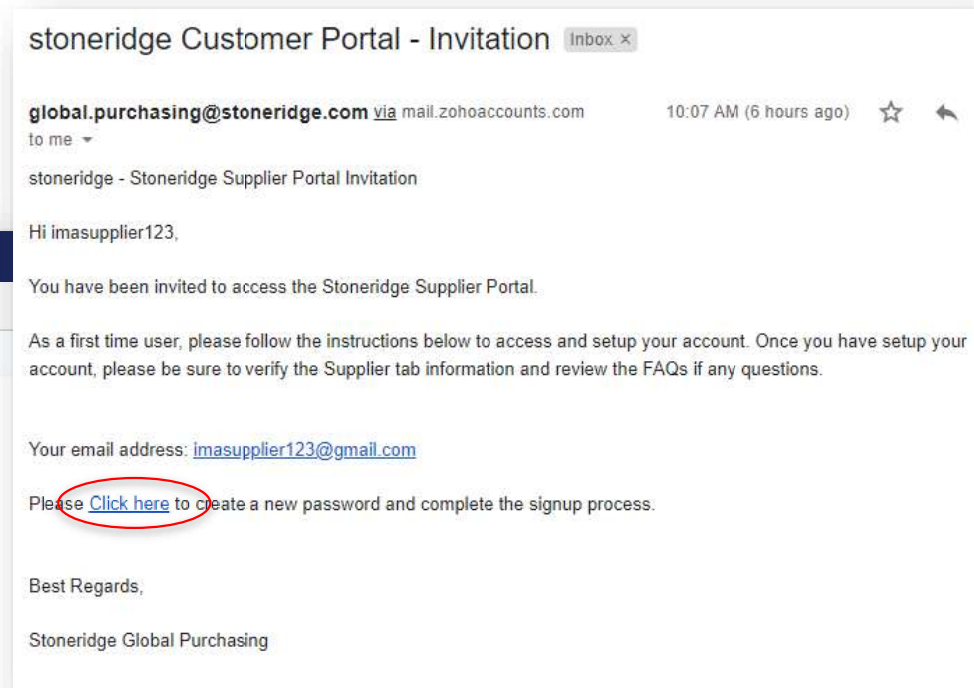


# First Time User Access



- ▶ **Invitation email from [global.purchasing@stoneridge.com](mailto:global.purchasing@stoneridge.com)**
  - Sent to Primary user and to Backup user
  - Includes link with instructions
  - Reply if any questions / issues in accessing portal via link provided
- ▶ **Create Password to access portal**

The screenshot shows a web browser window with the address bar displaying <https://stoneridge.zohocreatorportal.com...>. The page title is "Stoneridge Inc App ConfirmPass". The main content area features a "Create Password" section with two input fields: "Password" and "Confirm Password". Both fields contain masked characters (dots). A green progress indicator is visible next to the Password field. Below the fields is a blue "Create" button.



# Portal Introduction



## Supplier Page

- Announcements
  - Training / Instructions
  - Frequently Asked Questions
  - Stoneridge Contacts
  - Ship To Addresses
- Current Schedules
- My Shipments
- My Receipts

## Tabs:

- Supplier Page
- Supplier
- Schedules
  - Current Week
  - Last Week
- Receipts
  - Current Week
  - Last Week
- Shipment Details
  - Current Week
  - Last Week
  - Dashboard (rolling 12 months)
- Announcements
- Supplier Mfg Parts Data

The screenshot shows the Stoneridge Supplier Portal interface. The top navigation bar includes links for Login Users, Supplier Page, Supplier, Schedules, Receipts, Shipment Details, Announcements, and Supplier Mfg Parts Data. The main content area features several sections:

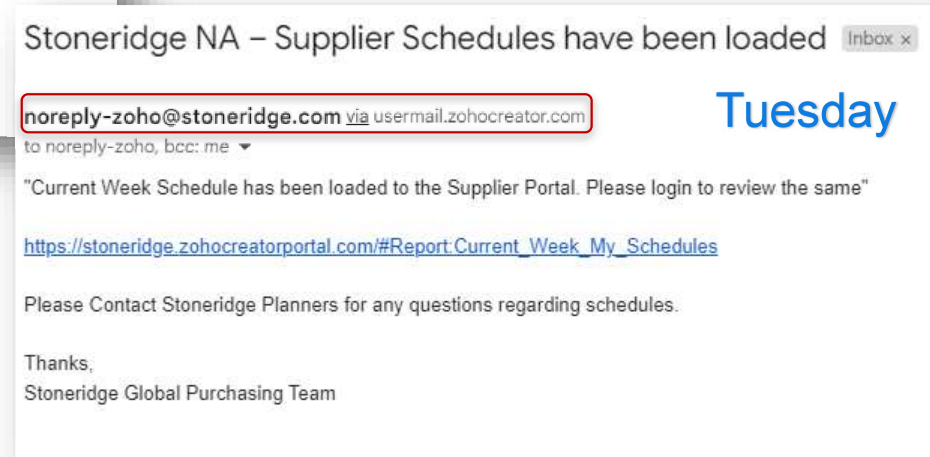
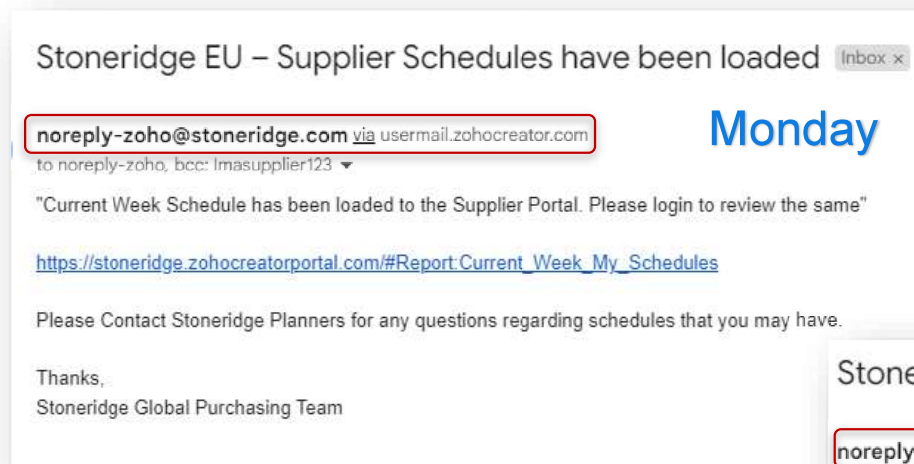
- All Announcements:** A section containing welcome messages, schedule notices, training instructions, and frequently asked questions.
- Current Week My Schedules (Loaded o...):** A table listing current week schedules with columns for date, supplier ID, supplier name, part number, part description, and revision level.
- My Shipment Dashboard:** A table providing a summary of shipments with columns for date, release order, part number, requested quantity, ship date, actual quantity, and transport mode.
- My Receipt Dashboard:** A table showing receipt information with columns for supplier number, branch, part number, release order PO, received date, and quantity.

# Weekly Schedule Upload Notification Emails



- ▶ **All registered users will receive and \*email with a link to their Current Week Schedules**
  - European and Suzhou Stoneridge plants - *Monday mornings by noon EST*
  - North American Stoneridge plants - *Tuesday mornings by noon EST*

*\*Be sure to have your IT department "white-list" the [noreply-zoho@stoneridge.com](mailto:noreply-zoho@stoneridge.com) via [usermail.zohocreator.com](mailto:usermail.zohocreator.com) email address to ensure delivery*



# Live Demo



## ► How to:

- View/export schedules
- Enter shipment details
- Enter Mfg Parts Data

The screenshot displays the Stoneridge Supplier Portal interface. At the top, there is a navigation bar with links for Login Users, Supplier Page, Supplier, Schedules, Receipts, Shipment Details, Announcements, and Supplier Mfg Parts Data. The main content area is divided into several sections:

- All Announcements:** Contains four cards: "Welcome to the New Stoneridge Supplier Po...", "Training and Instructions", "Frequently Asked Questions", and "Stoneridge Contacts".
- Ship To Addresses:** A section for managing shipping addresses.
- Current Week My Schedules (Loaded o...):** A table showing schedule data for the current week.
- My Shipment Dashboard:** A section with a message: "No records match your specified criteria!".
- My Receipt Dashboard:** A table showing receipt data.

SUPPLIER NUMBER	BRANCH	PART NUMBER	RELEASE ORDER PO	RECEIVED DATE	QUANTITY
123456	71W01	0352761000002	157949	13-Aug-2021	2000.00000
123456	71W01	103284R02	158721	31-Aug-2021	2000.00000
123456	71W01	500-101-02	159326	17-Sep-2021	2000.00000
123456	71W01	21892A	160952	08-Oct-2021	700.00000



# Support



## ▶ Training

- [Video](#) – posted on Stoneridge.com/Suppliers
- [Instructions](#) - to be posted on Stoneridge.com/Suppliers and on the Supplier Portal/ Information section

## ▶ Support

- [Stoneridge Planner](#)
  - Assistance with the Supplier Release Schedules
- [Global.Purchasing@Stoneridge.com](mailto:Global.Purchasing@Stoneridge.com)
  - Request supplier account updates / changes
- [Stoneridge IT Admin](#) – technical support
  - Schedules are posted weekly:
    - European and Suzhou Stoneridge plants - *Monday mornings by noon EST*
    - North American Stoneridge plants - *Tuesday mornings by noon EST*

## ▶ Frequently Asked Questions (FAQs)

- Posted on the Supplier Portal/ Information section

## Please note:



- ▶ Suppliers are limited to 1 Primary and 1 Backup email per supplier account
  
- ▶ Changes to the suppliers account must be made by the IT Admin, so please submit requests via [Global.Purchasing@Stoneridge.com](mailto:Global.Purchasing@Stoneridge.com)
  
- ▶ Suppliers can only enter 1 Shipment Detail (ASN) at a time
  - We are working with Zoho to develop a “mass” entry/upload method
  - *Attachments are limited to 5MB* in size, but can be PDF, Excel, CSV, etc
  
- ▶ Search fields may contain up to 6 values
  
- ▶ Frequently Asked Questions are posted on [Stoneridge.com/Suppliers/Supplier Resources](http://Stoneridge.com/Suppliers/SupplierResources) and on the Supplier Portal/ Announcements section

Thank you!

