

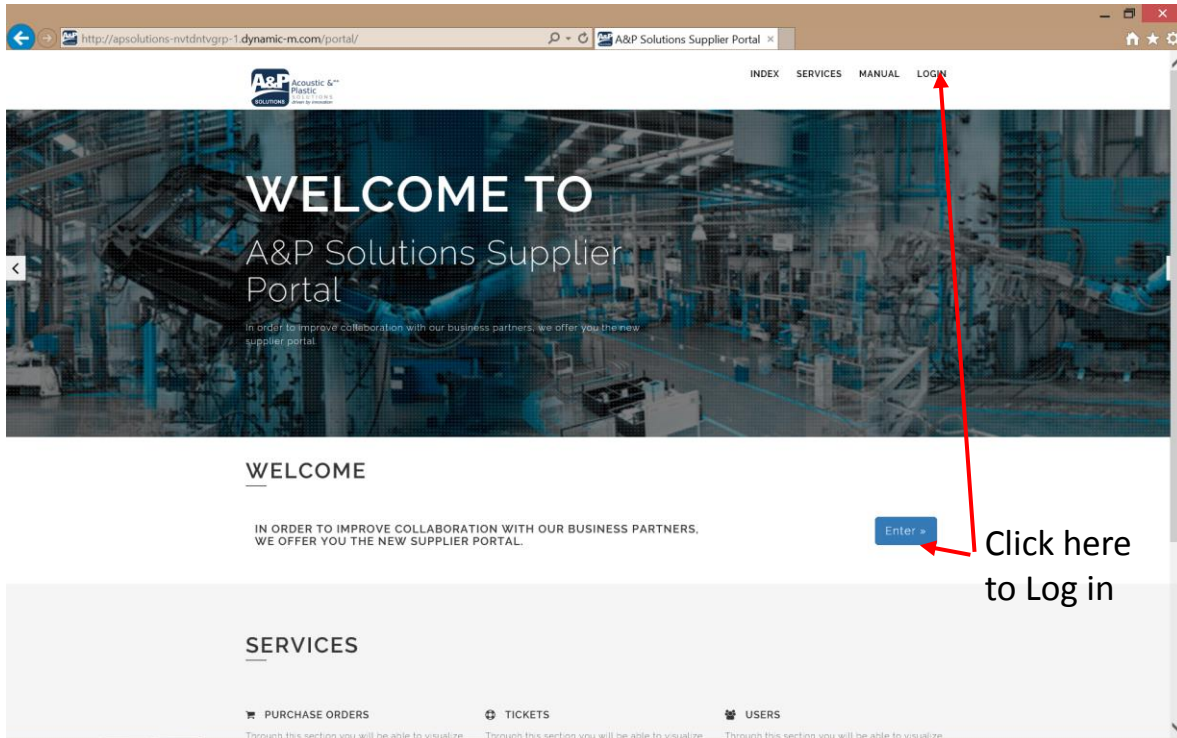


A&P Solutions Supplier Portal

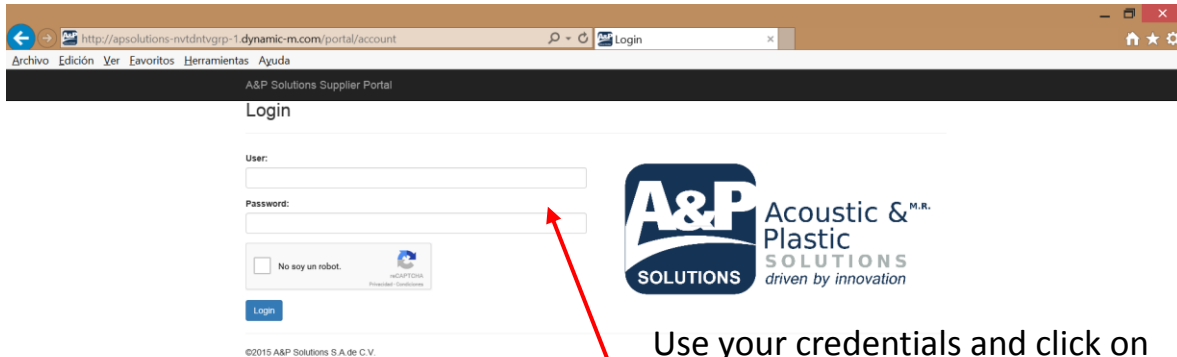
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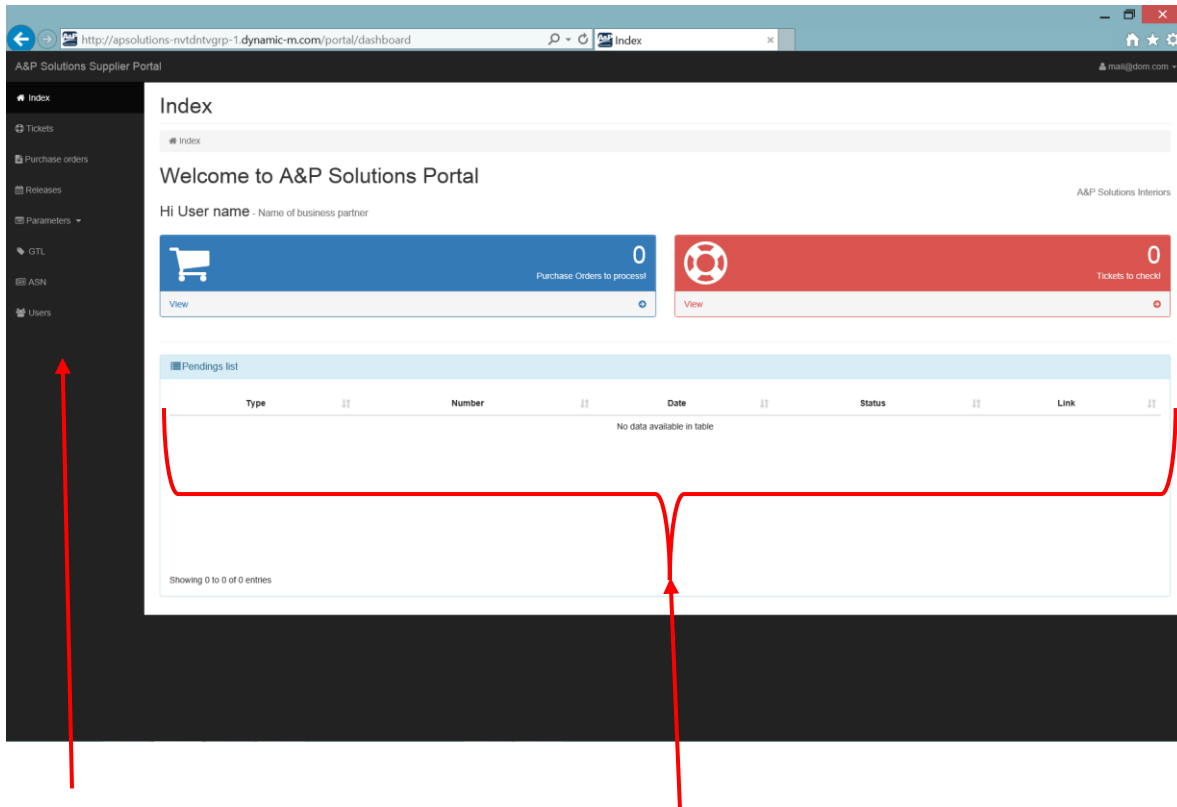
1. How to Log In



1.1 Credentials



2. Welcome Page



Menu

You can find the different options that offers the portal

Work Space

Here is where you can see your purchase orders in process, your last tickets and a list of the tasks to do in the portal.

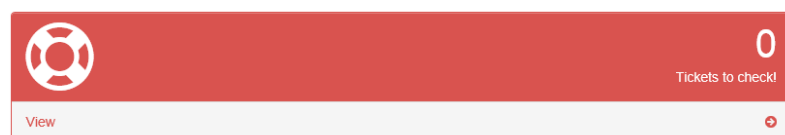


Purchase Orders

It shows the quantity of purchase orders that are in process.

Tickets

It shows the quantity of tickets to check.



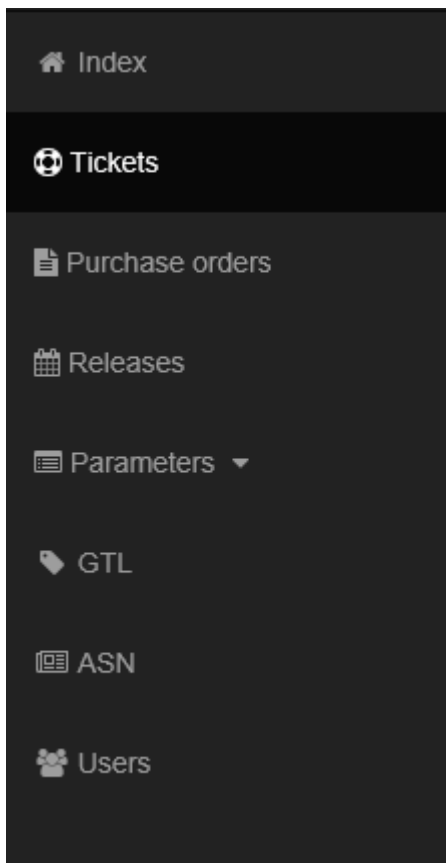
■ Pending list

Type	Number	Date	Status	Link
No data available in table				

Showing 0 to 0 of 0 entries

Pending List

Easily you can find your last task to do in the portal and go directly through the link that provides the list.



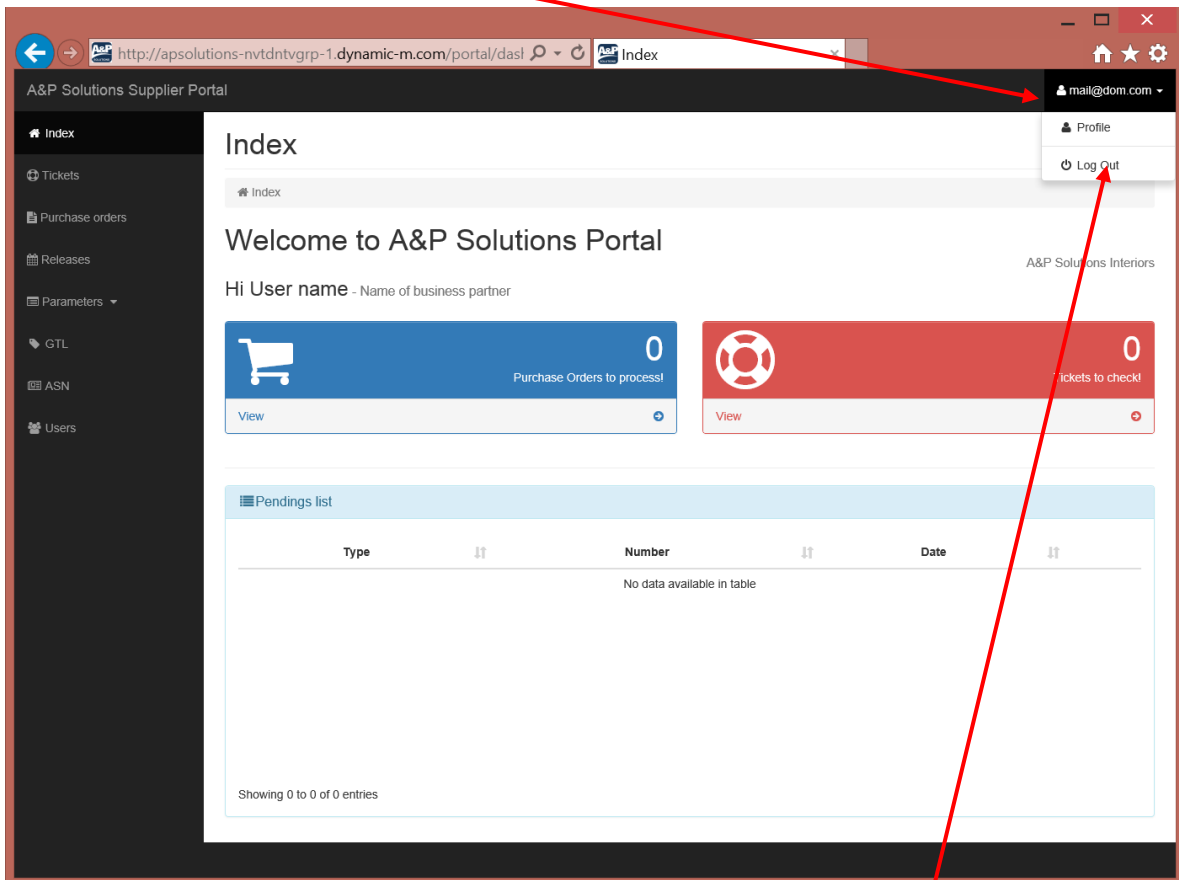
Menu

Through this menu, you can navigate in the different views that has the portal.

This menu is customized for each user.

3. User Profile

You can access to the user profile clicking on your email address in the corner top right.



To close your session you can click on the log out button.

3.1 Profile View

A&P Solutions Supplier Portal

Profile

Please review and complete the Company Information. [Edit Company Data](#)

Company Data
Company : Name of business partner
Address:
DUNS:

Registration Data.
Full Name: User name
Username: username
Email: mail@dom.com
Business Partner Code: P00000
Company: Name of business partner
Signed In: A&P Solutions Interiors

User Permissions.
<input checked="" type="checkbox"/> Tickets
<input checked="" type="checkbox"/> Global Transport Label
<input checked="" type="checkbox"/> Advanced Ship Notice (ASN)
<input checked="" type="checkbox"/> Releases
<input checked="" type="checkbox"/> Users - Usuarios
<input checked="" type="checkbox"/> Purchase orders

[Edit Password](#) [Edit Profile](#) [Edit Company Data](#)

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This view shows the profile of the user and gives the options to update the information like password or permissions.

Also, you can change information about the company.

When your company data is missing you will see a green banner requesting this information. Once is completed, the banner disappear.

3.2 Change Password

A&P Solutions Supplier Portal

Edit User Password.

User registered in the Database: A&P SOLUTIONS INTERIORS

Change Password

Old Password:

New Password:

Confirm New Password:

[Change Password](#)

Registration Data.

Full Name:	User name
Username:	username
Email:	mail@dom.com
Business Partner Code:	P00000
Company:	Name of business partner
Signed In:	A&P SOLUTIONS INTERIORS

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In the left side, you can change your password and the right side contains your actual user data.

3.3 Edit User Data

The screenshot shows a web browser window with the URL <http://apsolutions-nvtdntvgrp-1.dynamic-m.com/portal/acc>. The page title is "A&P Solutions Supplier Portal" and the main heading is "Edit User Data." Below the heading, it says "User registered in the Database: A&P Solutions Interiors".

The page is divided into two main sections: "New Data" and "Previous Data." The "New Data" section contains two input fields: "Full name:" with the value "User name" and "Email:" with the value "mail@dom.com". Below these fields is a blue button labeled "Update Data".

The "Previous Data." section is a table showing the user's previous information:

Previous Data.
Full Name: User name
Username: username
Email: mail@dom.com
Business Partner Code: P00000
Company: Name of business partner
Signed In: A&P Solutions Interiors

At the bottom of the page, there is a copyright notice: "©2015 A&P Solutions S.A.de C.V."

You can update your full name and your email.
Also it shows your previous user data.

3.4 Edit Company Data

The screenshot shows a web browser window with the URL <http://apsolutions-nvtdntvgrp-1.dynamic-m.com/portal/accc>. The page title is "A&P Solutions Supplier Portal" and the main heading is "Edit Company Data". Below the heading, it says "Registered in the Database: A&P Solutions Interiors".

The page is divided into two main sections:

- New Data:** This section contains three input fields for updating company information:
 - Company:** A text input field with the placeholder "Name of business partner".
 - Address:** A text input field.
 - DUNS (Data Universal Numbering System):** A text input field.
 Below these fields is a blue button labeled "Update Data".
- Company Data:** This section displays a table with the current company information:

Company Data.
Company: Name of business partner
Business Partner Code: P00000
Address:
DUNS:
Signed In: A&P Solutions Interiors

At the bottom of the page, there is a copyright notice: "©2015 A&P Solutions S.A.de C.V."

You can update the information of the company as name, address and DUNS (only for Releases data)

4. Tickets

The screenshot displays the 'Tickets' section of the A&P Solutions Supplier Portal. The interface includes a sidebar with navigation options and a main content area. The main area features a search bar, a table with columns for Ticket, Opening date, Subject, Status, Priority, Created by, Department, and Seen. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The priority filters are set to 'Priority Low', 'Priority Middle', 'Priority High', and 'Ticket Closed'.

Through this section you will be able to visualize the tickets issued to your company to treat any matter.

Each ticket has a priority and is identified by a color.



To make a quick search, you can use the tools that provide the data grid.

This screenshot shows the search and table interface. It includes a search bar, a table with columns for Ticket, Opening date, Subject, Status, Priority, Created by, Department, and Seen. The table is currently empty, showing 'No data available in table'.

4.1 Respond a ticket

To respond a ticket, you have to click on the number of the ticket. This take you directly to the page where you can respond or clarify an issue.

The screenshot shows the A&P Solutions Supplier Portal interface. The left sidebar contains navigation links: Index, Tickets, Purchase orders, Releases, Parameters, GTL, ASN, and Users. The main content area is titled 'Tickets Tickets table'. It features a 'Show 10 entries' dropdown, a search bar, and a table of tickets. The table has columns: Ticket, Opening date, Subject, Status, Priority, Created by, Department, and Seen. A single ticket is displayed with ID 1067. Below the table, it says 'Showing 1 to 1 of 1 entries'. A callout box zooms in on the 'Ticket' column, showing the value '1067' and the 'Showing 1 to 1 of 1 entries' text.

Ticket	Opening date	Subject	Status	Priority	Created by	Department	Seen
1067	2016-10-28 13:55	Subject	Open	Middle	system.aps@apsolutions.com.mx	Logistica	

Showing 1 to 1 of 1 entries

Also, once you click on the ticket, the status of this change to seen.

The screenshot shows a web browser window with the URL <http://apsolutions-nvtdntvgrp-1.dynamic-m.com/portal/ticket>. The page title is "A&P Solutions Supplier Portal". The user is logged in as "mail@dom.com".

The left sidebar contains the following navigation menu:

- Index
- Tickets
- Purchase orders
- Releases
- Parameters
- GTL
- ASN
- Users

The main content area displays the "Ticket Number: 1067". Below this, there is a breadcrumb trail: "Tickets / Ticket detail".

The ticket details are organized into two columns:

Subject	
Ticket number: 1067	Status: Open
Business Partner: Name of business partner	Priority: Middle
Code Business Partner: P00000	Created by: system.aps@apsolutions.com.mx
Department: Logística	Closing date:
Opening date: 2016-10-28 13:55	Seen: ✓ The ticket was seen

Below the details, there is a section for "Subject" and "Message". The "Message" section includes a "Comment" field and a "Reply Ticket" button. The "Messages" section is currently empty.

At the bottom left, there is a "Back" button.

This page describes the matter to solve. You can visualize all the information on the ticket, and reply the ticket while it is open

Clicking on Reply Ticket, takes you to the application form where you can respond and clarify the matter in question.

The screenshot shows a web browser window with the URL <http://apsolutions-nvtdntvgrp-1.dynamic-m.com/portal/tickets>. The page title is "A&P Solutions Supplier Portal" and the user is logged in as "mail@dom.com". The left sidebar contains a navigation menu with the following items: Index, Tickets (selected), Purchase orders, Releases, Parameters, GTL, ASN, and Users. The main content area is titled "Tickets Reply Ticket" and has a breadcrumb trail "Tickets / Reply Ticket". It is divided into two columns. The left column, titled "Message", contains a "Write a message:" label, a large text input field, a "Reply Ticket" button, and a "Back" button. The right column, titled "Ticket information.", displays the following details: Ticket Number: 1067, Subject: (empty), Message: (empty), Comment: (empty), and Comment: (empty).

In this application form, you have to respond the ticket with a message for A&P Solutions and click on Reply Ticket.

The screenshot shows a web browser window with the URL <http://apsolutions-nvtdntvgrp-1.dynamic-m.com/portal/ticket>. The page title is "A&P Solutions Supplier Portal". The left sidebar contains a navigation menu with the following items: Index, Tickets, Purchase orders, Releases, Parameters, GTL, ASN, and Users. The main content area displays the details for "Ticket Number: 1067". A blue message bar at the top of the main content area states "Message added correctly". Below this, the ticket details are organized into two columns. The left column contains: Ticket number: 1067, Business Partner: Name of business partner, Code Business Partner: P00000, Department: Logistica, and Opening date: 2016-10-28 13:55. The right column contains: Status: Open, Priority: Middle, Created by: system.aps@apsolutions.com.mx, Closing date: (empty), and Seen: ✓ The ticket was seen. Below the ticket details, there is a section for "Subject" and "Message" with a "Comment" field. A "Reply Ticket" button is located on the right side of the "Message" section. The "Messages" section shows a message from "mail@dom.com" dated "2016-10-28 15:31" with the content "Test message".

After respond the ticket, this will redirect to you to previous page where you can see now, your reply. If you need add something to your previous response, you click on the reply ticket button to repeat the process.

The screenshot shows the A&P Solutions Supplier Portal interface. The left sidebar contains navigation links: Index, Tickets, Purchase orders, Releases, Parameters, GTL, ASN, and Users. The main content area displays the details for Ticket Number 1067. The ticket is in a 'Closed' status. The subject is 'Subject'. The opening date is 2016-10-28 13:55. The closing date is 2016-10-28 15:36. The ticket was seen by the user. The messages section shows a test message sent from mail@dom.com at 2016-10-28 15:31.

Ticket Number: 1067

Tickets / Ticket detail

Subject

Ticket number: 1067	Status: Closed
Business Partner: Name of business partner	Priority: Middle
Code Business Partner: P00000	Created by: system.aps@apsolutions.com.mx
Department: Logística	Closing date: 2016-10-28 15:36
Opening date: 2016-10-28 13:55	Seen: ✓ The ticket was seen

Message
Comment

Messages

mail@dom.com
2016-10-28 15:31
Test message

Back

Once the ticket is closed, this is not available to make any other response.

Also, this information is visible on the homepage of Tickets.

Show 10 entries

Search:

Ticket	Opening date	Subject	Status	Priority	Created by	Department	Seen
1067	2016-10-28 13:55	Subject	Closed	Middle	system.aps@apsolutions.com.mx	Logística	✓

Showing 1 to 1 of 1 entries

Previous 1 Next

5. Purchase Orders

Purchase orders Orders table

Search:

Detail	Order	Order Date	Amount	Complete Items
	4448	2016-01-01	\$30,000.00	0 of 2

Showing 1 to 1 of 1 entries

Previous 1 Next

Through this section you will be able to visualize the purchase orders issued to your company.

Detail	Order
	4448

To review each item of the purchase order, click the Details button next to the number of PO

The screenshot shows a web browser window with the URL <http://apsolutions-nvtdntvgrp-1.dynamic-m.com/portal/xml/>. The page title is "A&P Solutions Supplier Portal" and the user is logged in as "mail@dom.com". The left sidebar contains navigation links: Index, Tickets, Purchase orders (selected), Releases, Parameters, GTL, ASN, and Users. The main content area is titled "Purchase order Detail" and shows the details for "Order 4448".

Purchase order Detail

[Purchase orders](#) / [Order 4448](#)

N° Order: 4448 **Progress:** 0 of 2

Business Partner: Name of business partner - P00000

Date of order: 2016-01-01 [Upload Invoice Files](#)

Amount: \$30,000.00

Authorizes: system.aps@apsolutions.com.mx

Orders Items

Item #	Item code	Item name	Description	Quantity	Amount	Total	Exchange rate
1	999999	Item Name	Description Name	1.000	\$20,000.00	\$20,000.00	MXN
2	999999	Item Name	Description Name	2.000	\$5,000.00	\$10,000.00	MXN

[Back](#)

This page shows all the information and items that contains the PO. Also, you can upload the invoice file to start with the payment process.

[Upload Invoice Files](#)

5.1 Upload XML File (Only those Suppliers in Mexico that are emitting XML)

Once you click on Upload Invoice File, it is displayed a page where you can select the file that will be upload and send to A&P Solution.

Purchase Orders Upload Invoice Files

Purchase Orders / Upload Xml

File input XML

Examinar...

Upload the file extension ".xml".

Upload XML

Back

Data N° Order: 4448

Business partner: Name of business partner

Purchase order date: 2016-01-01

Elegir archivos para cargar

Este equipo > Descargas

Buscar en Descargas

Organizar Nueva carpeta

Este equipo

Descargas

Documentos

Escritorio

Imágenes

LenovoEZ

Música

Videos

OS (C:)

Calidad (\\192.16)

Comun1 (\\192.1)

Ingenieria (\\192.

Comun_APS (\\192.

Calidad APS (\\192.

PDF

EDOCTADIG_00041963_ADMIN1_20161020161426151 AKSYS.pdf

PDF

EDOCTADIG_00041963 ADMIN1

Nombre: EDOCTADIG_00041963_ADMIN1_20161020161426151 AKSYS.pdf

Todos los archivos (*.*)

Abrir

Cancelar

When the file to send is selected, you have to click on Upload XML

Upload XML

5.2 Upload Invoice File

Once you click on Upload Invoice File, it is displayed a page where you can select the file that will be upload and send to A&P Solution.

Purchase Orders Upload Invoice Files

Purchase Orders / Upload Pdf

Upload the PDF file.

File input PDF

Examinar...

Upload the file extension ".PDF".

Invoice No.:

Upload PDF

Back

Number of order: 4448

Purchase order date: 2016-01-01

Business partner: Name of business partner

Elegir archivos para cargar

Este equipo > Descargas

Buscar en Descargas

Organizar Nueva carpeta

Este equipo

Descargas

Documentos

Escritorio

Imágenes

LenovoEZ

Música

Videos

OS (C:)

Calidad (\\192.168.1.100\192.168.1.100)

Comun1 (\\192.168.1.100\192.168.1.100)

Ingenieria (\\192.168.1.100\192.168.1.100)

Comun_APS (\\192.168.1.100\192.168.1.100)

Calidad APS (\\192.168.1.100\192.168.1.100)

PDF

EDOCTADIG_00041963_ADMIN1_20161020161426151 AKSYS.pdf

PDF

EDOCTADIG_00041963 ADMIN1

Nombre: EDOCTADIG_00041963_ADMIN1_20161020161426151 AKSYS.pdf

Todos los archivos (*.*)

Abrir

Cancelar

Type Invoice's number.

When the file to send is selected, you have to click on Upload PDF

Upload PDF

18

A&P Solutions Supplier Portal

mail@dom.com

Purchase Orders Upload Invoice Files

Purchase orders / Upload Invoice Files

Select the items to which files belong invoice

☐ Item Name (Description Name)

☐ Item Name (Description Name)

Send

Data N° Order: 4448
Business partner: Name of business partner
Purchase order date: 2016-01-01
Amount: \$30,000.00

Select the items to assign to the invoice file that you uploaded and click on Send button.

Purchase order Detail

[Purchase orders](#) / [Order 4448](#)

Assigned files correctly

N° Order: 4448 **Progress:** 2 of 2

Business Partner: Name of business partner - P00000

Date of order: 2016-01-01

Amount: \$30,000.00

Authorizes: system.aps@apsolutions.com.mx

Orders Items

Item #	Item code	Item name	Description	Quantity	Amount	Total	Exchange rate
1	999999	Item Name	Description Name	1.000	\$20,000.00	\$20,000.00	MXN
2	999999	Item Name	Description Name	2.000	\$5,000.00	\$10,000.00	MXN

Invoice Files

Items #	Upload date	Authorizes	Authorization date	Entry date	Promise of payment date	Invoice	XML	PDF	Payment
1,2	2016-10-28	system.aps@apsolutions.com.mx							

[Back](#)

After all the process, the portal redirects to the Purchase Order Detail, adding a new row with the status of the last invoice file.

Invoice Files

Items #	Upload date	Authorizes	Authorization date	Entry date	Promise of payment date	Invoice	XML	PDF	Payment
1,2	2016-10-28	system.aps@apsolutions.com.mx							

In these rows, you can see the actual status of each invoice uploaded.

These records kept you abreast of the authorization processes within A & P Solutions.

Also, the progress of the PO it is seen updated on the Orders Table.

Detail	Order	Order Date	Amount	Complete Items
	4448	2016-01-01	\$30,000.00	2 of 2