

# Global Supplier Portal – External Operations Functionality User Guide

## (Supplier User Instructions)

### Overview

The Global Supplier Portal (GSP) is a web based portal that will allow you to view and manage external operations among other things. If you have questions about the functionality, please reach out to your key Supply Chain contact at SBD and they can provide direction or reach out to the correct contacts within SBD to get your question answered. Likewise, this document describes how the functionality works; the Supply Chain team at SBD will provide the expectations and business direction on how and when to use the functionality.

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## Requesting GSP Account

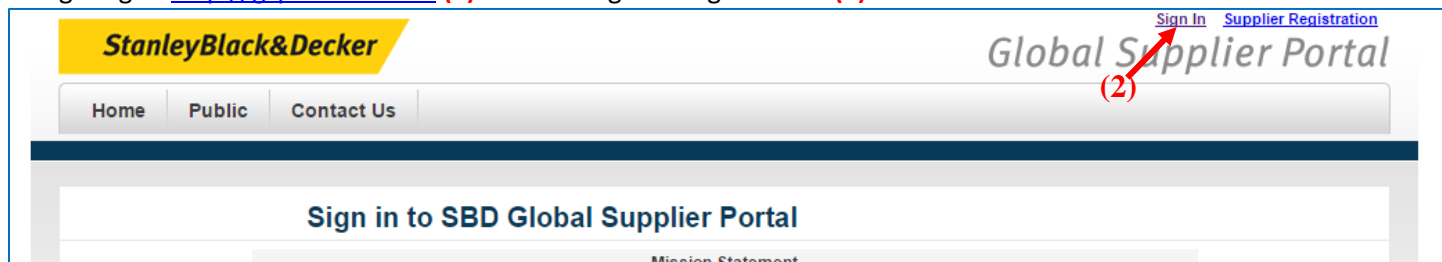
To request access to the Global Supplier Portal (GSP) please follow the instructions located at the following URL:

<https://gsp.sbdinc.com/Documents/Public/Training%20Document/Global%20Supplier%20Portal/Supplier%20Registration%20Instructions%20GSP.PDF>

## Accessing GSP

Once your GSP account has been approved you will be able to log into the system with the following steps.

Navigating to <http://gsp.sbdinc.com> (1) and clicking the “Sign In” link (2).



On the SBD User Type page ensure that the selection is set to “Supplier” (A) and click the “Continue” button (B)

*Note:* you can click the “Remember selection” option to keep your selection and bypass this page in the future

On the Supplier Sing On page enter your username (3a) and password (3b) then click the “Sign On” button (4)

## Select SBD User Type

Please select the Stanley Black & Decker user type.

SELECT USER TYPE: (A)

☐ Remember selection (B)

## Supplier Sign On

Please sign on and we'll send you right along.

USERNAME (3a)

PASSWORD (3b)

(4)

## Home Page Description

The home page gives you access to the following information:

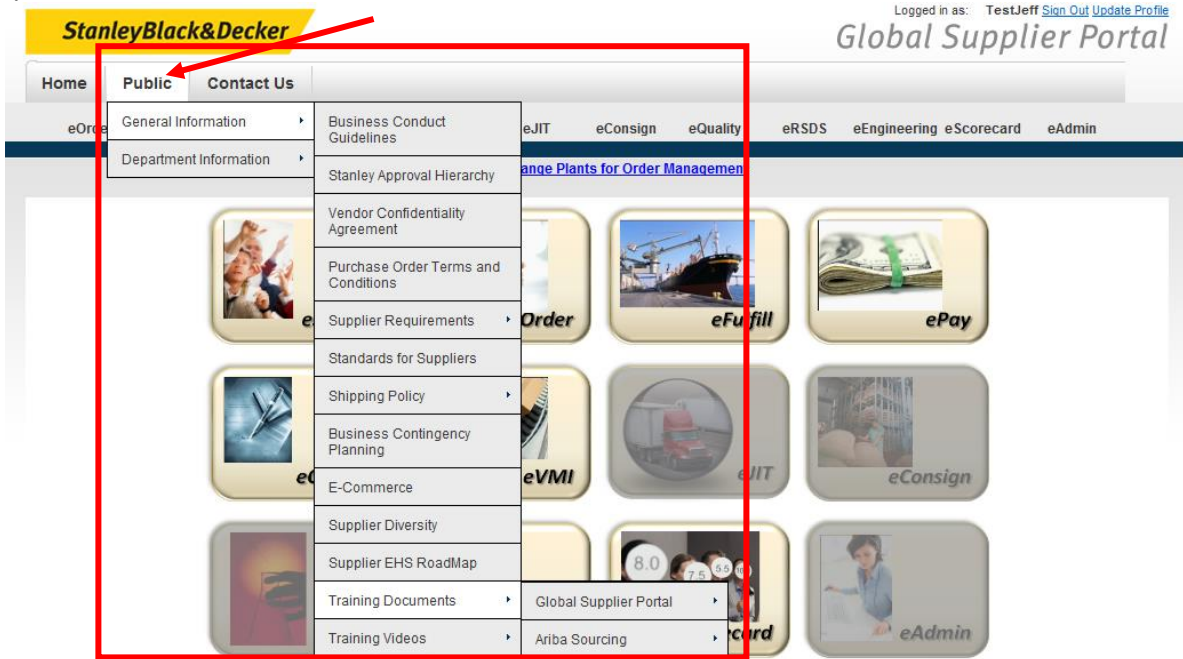
Access to your transactions/functions (A), Access to Supplier Connect and other Documentation (B), Announcements (C), and Contact SBD functionality (D).

To access Global Supplier Portal functions use buttons in the center of the page (A). The buttons will be available or grayed out depending on the transactions you have access to.

*Note:* The navigation menu along the top of the page can be used instead of the buttons.

The screenshot shows the Stanley Black & Decker Global Supplier Portal home page. At the top, the Stanley Black & Decker logo is on the left, and the user is logged in as 'TestJeff' with links to 'Sign Out' and 'Update Profile' on the right. Below the logo, there is a navigation bar with 'Home', 'Public', and 'Contact Us' tabs. The 'Home' tab is selected. Below the navigation bar, there is a grid of 12 buttons representing different functions: eSource, eOrder, eFulfill, ePay, eQuality, eVMI, eJIT, eConsign, eRSDS, eEngineering, eScorecard, and eAdmin. A red bracket labeled (A) groups the first 11 buttons. A red arrow labeled (B) points to the 'Home' tab. A red arrow labeled (C) points to the 'Announcements' section at the bottom. A red arrow labeled (D) points to the 'Contact Us' tab. The 'eScorecard' button shows a score of 8.0. The 'eAdmin' button shows a person's profile.

To access the Global Supplier Portal and other supplier related documents simply mouse over the “Public” tab and click on the file you want to view.



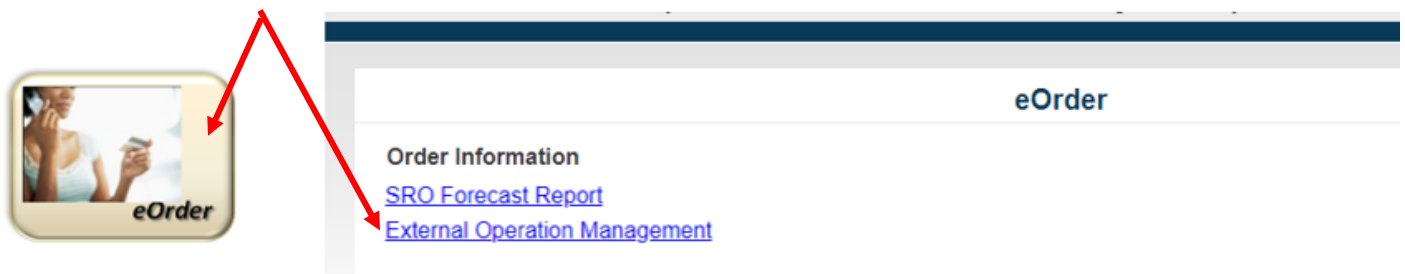
## External Operation Management

### Overview

The External Operation Management functionality allows suppliers to view the status and priority of external operations assigned to them and update the status as they receive, process and ship the WIP Batch containers.

### Process

To access and run the External Operation Management functionality click the “eOrder” button on the home page and on the eOrder page click the “External Operation Management” link.



### To View External Operations:

The WIP Batch Search screen will allow you to search for WIP Batches that include external operations to which your company is assigned.

As a supplier your Vendor Number should prepopulate for you unless you have multiple vendor numbers with SBD. If you have multiple vendor numbers, select the vendor number you want to use in the query from the dropdown (1).

Select the plant that aligns to the vendor number (2).

If desired, you can also change the date format that will display in the results (3).

Then click the “Execute” button (4).

You are able to refine you search more by entering any of the following information:

- A: The specific SBD Martial number
- B: The specific SBD Production Order number
- C: The specific SBD Purchas Order number
- D: The specific WIP Batch Container number
- E: Select a Standard Text value
- F: Select a specific MRP Controller value
- G: Select a specific WIP Batch Status (Open, In Transit To, At Vendor, Closed, Not Closed)
- H: Select a specific Operation Status (No Activity, In Transit To, At Vendor, Complete, Received, Closed, Active)
- I: Select a specific Priority (Normal, Expedite 1, Expedite 2, Expedite 3, Expedite 4)
- J: Define a Due Date range

The screenshot shows the 'WIP Batch Search' form. It contains several input fields and dropdown menus, each with a corresponding annotation in parentheses:

- Vendor Number:** A dropdown menu with '1000000111' selected. A red arrow points to it with the annotation (1).
- Material :** An empty text input field. A green arrow points to it with the annotation (A).
- Plant:** A dropdown menu with 'GB10 - U.K., Warrington' selected. A red arrow points to it with the annotation (2).
- Production Order #:** An empty text input field. A green arrow points to it with the annotation (B).
- Purchas Order #:** An empty text input field. A green arrow points to it with the annotation (C).
- Container :** An empty text input field. A green arrow points to it with the annotation (D).
- Standard Text :** A dropdown menu with 'All' selected. A green arrow points to it with the annotation (E).
- MRP Controller :** A dropdown menu with 'All' selected. A green arrow points to it with the annotation (F).
- WIP Batch Status :** A dropdown menu with 'All' selected. A green arrow points to it with the annotation (G).
- Operation Status :** A dropdown menu with 'All' selected. A green arrow points to it with the annotation (H).
- Priority :** A dropdown menu with 'All' selected. A green arrow points to it with the annotation (I).
- Due Date:** Two date input fields labeled 'From' and 'To', each with a calendar icon. A green arrow points to the 'To' field with the annotation (J).
- Date Format(Report Display):** Three radio button options: 'DD/MMM/YYYY', 'MM/DD/YYYY' (which is selected), and 'DD/MM/YYYY'. A red bracket groups these options with the annotation (3).
- Buttons:** At the bottom, there are two buttons: 'EXECUTE' and 'CLEAR'. A red arrow points to the 'EXECUTE' button with the annotation (4).

The results screen will show the following information key information regarding the WIP Batches:

Note: you will need to scroll to the right to see all the below information

- I: Priority –indicates if SBD is requesting you expedite any WIP Batches. Please check with your supply chain contact on the meaning of the normal and expedite 1-4 values.
- G: Batch Status – indicates the status of the WIP Batch Container for the overall process
  - Open = Container still at SBD plant
  - In Transit To = Container is in rout to a supplier
  - At Vendor = Container is at a vendor being processed
  - Closed = Container has been processed and shipped by supplier
- H: Operation Status – indicates the status of the WIP Batch Container for the specific external operation
  - No Activity = Container still at SBD plant
  - In Transit To = Container is in rout to the supplier
  - At Vendor = Container is at the vendor being processed
  - Complete = Container has been processed and shipped by supplier
  - Received = Container has been virtually received by SBD so PO can be processed and paid
  - Closed = ???

- K:** Container Location – Indicates the supplier/plant at which the container is in rout to or currently located
- L:** WIP Batch Container Number – Displays WIP Batch Container number used for tracking
- M:** Material Number – Identifies the material number included in the container
- N:** Material Description – Identifies the material included in the container
- O:** Purchas Order Number – Displays the PO number created to the supplier for the operation
- P:** Production Order Number – Displays the Production order number for the WIP Batch
- Q:** Net Weight – Weight of the materials in the WIB Batch
- R:** Confirmed Yield from Prod – Quantity of material in the WIP Batch
- S:** PO Due Date – Date the specific external operation should be completed and shipped
- T:** Routing Standard Text – Displays standard text regarding the operation

WIP Batch Management											
Vendor: 1000000111      Plant: GB10      Date Range: - Material:      WIP Batch Status: All      Operations Status: All											
Sel	Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net We UOM
	Normal	Closed	No Activity	GB10	112345679000012223	000000000000000088	MONOBOLT 1/4 STEM STL	1001374	4500001503	74.000	E
<input type="checkbox"/>	Normal	In Transit to	In Transit to	1000000111	112345679000012230	000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	E
	Normal	Open	No Activity	GB10	112345679000012247	000000000000000088	MONOBOLT 1/4 STEM STL	1001371	4500001508	554.400	E
	Normal	Closed	Closed	GB10	112345679000012261	000000000000000088	MONOBOLT 1/4 STEM STL	1001409	4500001534	121.000	E
	Normal	Open	No Activity	GB10	112345679000012278	000000000000000088	MONOBOLT 1/4 STEM STL	1001418	4500001553	70.000	E
	Normal	Open	Closed	GB10	112345679000012285	000000000000000088	MONOBOLT 1/4 STEM STL	1001432	4500001569	121.000	E

Net Weight UOM	Confirmed Yield from Prod	Quantity UOM	PO Due Date	Routing Standard Text	Vendor Number	Vendor Name	MRP Controller
EA	13214.286	KG	05/02/2018	P0501	1000000111	ELE	003
EA	99000.000	KG	05/02/2018	P0501	1000000111	ELE	003
EA	99000.000	KG	05/02/2018	P0501	1000000111	ELE	003
EA	21607.143	KG	05/07/2018	P0501	1000000111	ELE	003
EA	12500.000	KG	05/09/2018	P0501	1000000111	ELE	003

If you want to further refine the results on the WIP Batch Management screen you can used any of the filter fields (U) and click the Filter button (4a). to remove the filters click the Reset button (4b).

WIP Batch Management											
Vendor: 1000000111      Plant: GB10      Date Range: - Material:      WIP Batch Status: All      Operations Status: All											
Filter											
(U) { Container #: <input type="text"/> WIP Batch Status: All Priority #: All Operations Status: All						(4a) (4b) <input type="button" value="FILTER"/> <input type="button" value="RESET"/>			Production Order #: <input type="text"/> Purchase Order #: <input type="text"/> Material #: <input type="text"/> Standard Text: <input type="text"/>		
									<input type="button" value="EXPORT TO EXCEL"/>		
Sel	Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net We UOM
	Normal	Closed	No Activity	GB10	112345679000012223	000000000000000088	MONOBOLT 1/4 STEM STL	1001374	4500001503	74.000	E

## To Update WIP Batch Status (Receive Container):

Suppliers are only able to edit a WIP Batch status if the container is in route to or at the supplier. In the example below only the 2<sup>nd</sup> container is editable which is indicated by the check box to the left of the row in the Sel column (V).

Sel	Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net We UOM
<input checked="" type="checkbox"/>	Normal	Closed	No Activity	GB10	112345679000012223	0000000000000000088	MONOBOLT 1/4 STEM STL	1001374	4500001503	74.000	E
<input type="checkbox"/>	Normal	In Transit to	In Transit to	1000000111	112345679000012230	0000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	E
	Normal	Open	No Activity	GB10	112345679000012247	0000000000000000088	MONOBOLT 1/4 STEM STL	1001371	4500001508	554.400	E

To receive a container, click the check box in the Sel column (1) then click the Edit button (2).

Sel	Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net We UOM
<input type="checkbox"/>	Normal	Closed	No Activity	GB10	112345679000012223	0000000000000000088	MONOBOLT 1/4 STEM STL	1001374	4500001503	74.000	E
<input checked="" type="checkbox"/>	Normal	In Transit to	In Transit to	1000000111	112345679000012230	0000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	E
	Normal	Open	No Activity	GB10	112345679000012247	0000000000000000088	MONOBOLT 1/4 STEM STL	1001371	4500001508	554.400	E

(2) → EDIT BACK

On the edit screen click the dropdown and select the “At Vendor” option (3) and click the Update button (4).

### WIP Batch Update

Vendor: 1000000111 Plant: GB10 Date Range: -  
Material: WIP Batch Status: All Operations Status: All

Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net Weight UOM
Normal	In Transit to	<div> <div>In Transit to</div> <div>At Vendor</div> <div>Complete</div> </div>	1000000111	112345679000012230	0000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	EA

(4) → UPDATE BACK

On the successful update screen click the Back To Query Screen button (5).

**Successfully Updated!**

(5) → BACK TO QUERY SCREEN

You will be returned to the main WIP Batch Search screen.

If you want to confirm the status updated, you will need to re-run the query. However, if you received the confirmation above the WIP Batch has been updated in SAP.

If you receive an error message above instead of the confirmation please copy the message (and take a screenshot if possible) and send an email to your Supply Chain contact and/or the GSP Power User for the SBD plant with which you are working. .

### WIP Batch Search

Vendor Number:	1000000111
Material :	
Plant:	GB10 - U.K., Warrington
Production Order #:	
Purchas Order #:	
Container :	
Standard Text :	All
MRP Controller :	All
WIP Batch Status :	All
Operation Status :	All



## To Update WIP Batch Status (Complete/Ship Container):

Suppliers are only able to edit a WIP Batch status if the container is in route to or at the supplier. In the example below only the 2<sup>nd</sup> container is editable which is indicated by the check box to the left of the row in the Sel column (V).

Sel	Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net We UOM
<input type="checkbox"/>	Normal	Closed	No Activity	GB10	112345679000012223	0000000000000000088	MONOBOLT 1/4 STEM STL	1001374	4500001503	74.000	E
<input checked="" type="checkbox"/>	Normal	In Transit to	In Transit to	1000000111	112345679000012230	0000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	E
<input type="checkbox"/>	Normal	Open	No Activity	GB10	112345679000012247	0000000000000000088	MONOBOLT 1/4 STEM STL	1001371	4500001508	554.400	E

To indicate that external operation is complete and the container has been shipped to the next supplier or back to the SBD plant, click the check box in the Sel column (1) then click the Edit button (2).

Sel	Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net We UOM
<input type="checkbox"/>	Normal	Closed	No Activity	GB10	112345679000012223	0000000000000000088	MONOBOLT 1/4 STEM STL	1001374	4500001503	74.000	E
<input checked="" type="checkbox"/>	Normal	At Vendor	At Vendor	1000000111	112345679000012230	0000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	E

(2) → EDIT BACK

On the edit screen click the dropdown and select the “Complete” option (3) and click the Update button (4).

Priority	Batch Status	Operation Status	Container Location	WIP Batch Container Number	Material Number	Material Description	Production Order Number	Purchas Order (PO) Number	Net Weight	Net Weight UOM
Normal	At Vendor	In Transit to At Vendor Complete	1000000111	112345679000012230	0000000000000000088	MONOBOLT 1/4 STEM STL	1001370	4500001505	554.400	EA

(4) → UPDATE BACK

On the successful update screen click the Back To Query Screen button (5).

Successfully Updated!

(5) → BACK TO QUERY SCREEN

You will be returned to the main WIP Batch Search screen.

If you want to confirm the status updated, you will need to re-run the query. However, if you received the confirmation above the WIP Batch has been updated in SAP.

If you receive an error message above instead of the confirmation please copy the message (and take a screenshot if possible) and send an email to your Supply Chain contact and/or the GSP Power User for the SBD plant with which you are working. .

### WIP Batch Search

Vendor Number:	1000000111
Material :	
Plant:	GB10 - U.K., Warrington
Production Order #:	
Purchas Order #:	
Container :	
Standard Text :	All
MRP Controller :	All
WIP Batch Status :	All
Operation Status :	All