

SUPPLIER FAQs 01/10/22 revised

Where can I go for more help or training?

General information

Please visit the Lacks Enterprises website at the two links below:

www.lacksenterprises.com/supplier-resources - supplier manual, EDI specs, label specifications, Portal PDF files

www.lacksenterprises.com/supplier-training - Training videos on the ERP changes and using the new Portal

Within the Supplier Portal

The Supplier Portal developer has very comprehensive online Help including training slides and videos for your use.

Help site:

<https://documentlibrary.qad.com/help/sp/en-US/index.html#page/QAD%2520Supplier%2520Portal%2520Online%2520Help%2FAssistanceOverview.html%23>

Training Videos:

<https://documentlibrary.qad.com/help/sp/en-US/index.html#page/QAD%2520Supplier%2520Portal%2520Online%2520Help%2FTrainingVideos.html%23>

Training Slides:

<https://documentlibrary.qad.com/help/sp/en-US/index.html#page/QAD%2520Supplier%2520Portal%2520Online%2520Help%2FTrainingSlides.html%23>

Why is my vendor code/supplier code changing?

Our previous system required you to hold separate vendor codes for each business unit you shipped to (Lacks Trim, Wheel Trim, Plastic Plate). However, the new system allows you to have one enterprise-based code making it easier for all transaction processes from PO's to receipts to payment.

Will my purchase order number change?

Yes. All blanket production purchases orders will now begin with SS (which stands for Supplier Schedule). Also, because of the system functionality, you will have a separate purchase order for every facility ship to. If you receive spot-buy/discrete PO's, such as tooling or preproduction part orders, those purchase orders will begin with a T or P respectively.

I am not a production volume supplier, do these changes still apply to me?

Yes, suppliers will be getting a new enterprise-based Supplier Code to replace all current vendor codes for each business unit. You will need this Supplier Code on your invoices to avoid delays in payment.

Also, all discrete/spot-buy Purchase Orders created in the new system are sent via the Supplier Portal for you to acknowledge and retrieve for your records. We will avoid emailing official POs unless the matter is urgent. Later in 2022, there are also plans to have scorecards available to suppliers as well through the Portal.

Is there a packing slip format you require?

No. As long as you have the ASN/Packing slip number in linear Code 128 barcode format and the other required elements listed below that is acceptable. Our team requires no specific format so please use what works for your

system/team. If you are using the Supplier Portal, the ASN print is your packing slip and has all applicable information needed.

REQUIRED ELEMENTS:

- Supplier Code
- PO/Supplier schedule Number
- Lacks part number
- Part description
- Packing Slip # = ASN number in both human readable **and barcode format**
- Quantity
- Lot number

Do you have shipping label specs?

Yes. We have label specs for an AIAG compliant label with the information we require. They are located on our website on the supplier resources page.

We prefer suppliers to use this format for consistency but will work with those who may need to format their own label due to special circumstances. The label must contain the required fields and a sample sent to Lacks to verify it will scan correctly prior to using it.

This is the **minimum** mandatory information to *submit for approval/verification of use*:

- Supplier Code
- PO Number
- Lacks item number
- Quantity
- Serial Number – 14-digits beginning with your 6-digit supplier code

Why is Lacks sending EDI 830 transactions and not EDI 850 transactions?

We have standardized the 830 transaction as that is most prevalent with our customers and supply base. Our 830 contains both forecast and firm order releases.

If you are unable to support receipt of an 830 transaction, then you will need to submit your ASN information through the supplier portal. There is information sent in the 830 that needs to be returned in the 856 and, without having that information brought into your system, most likely the 856 to us would fail. So your 856 (ASN) will need to be generated from the supplier portal instead.

Will you be able to create my ASN for me like you have in the past?

No, there are now security permissions in the new Portal that prevents Lacks from creating any supplier ASN. Only suppliers can create ASNs. Lacks personnel can only delete an ASN to allow you to create a new one.

What should I name my ASN/Packing Slip number?

Because all ASNs should be unique, we recommend using your company name or supplier code followed by the date. If you have multiple ASNs to send in one day, append the end of the number with A, B, C, D etc to indicate and keep track of multiples. **UPDATE: PLEASE DO NOT USE ANY SPECIAL CHARACTERS IN YOUR ASN NUMBERS**

Will you be able to create other user logins for my company?

No, there are now security permissions in the new Portal that prevents Lacks from creating any supplier users other than the initial ADMIN account for your company. However *your* admin can create your additional users.

Where do I get my userID for creating new users?

You create the userID for your employee logins. It is recommended that you keep your supplier number in your login in order to retain specificity to your company. Please retain the word 'train' in the logins for the training environment as the login used for training cannot be duplicated for the production environment.

Do I use Master labels for each skid or each part number?

Master labels should be used for each skid, not each part number. When in the ASN LINES/ASN DETAILS section of your ASN, split the quantity being shipped into separate lines based on SKID quantity.

Lot/Serial	Quantity	Cum Ship Quantity	Quantity per Pack	Container Type
skid 1	50.00	50.00	10.00	
skid 2	50.00	100.00	10.00	

Then in the Containers section, pack each skid quantity individually. This will give you one master label per skid shipped.

Lot/Serial	Level	Container Category	Container Type	Number of Containers	Quantity per Pack
	0	Pallet		1	
skid 1	1	Container		5	10.00
	0	Pallet		1	
skid 2	1	Container		5	10.00

(cont'd)

The Portal only prints one label for each container. Do I still need two?

Yes, you still need to follow the label procedure of 2 per container. When you print your labels, change the quantity to 2.



	Copies	Serial Number	SI
<input type="checkbox"/>	2		3A
<input type="checkbox"/>	1		2A
<input type="checkbox"/>	1		2A

ASNs and serial numbers on labels for Receiving

Your ASN and serial numbers on all labels must be transmitted to Lacks in order for Lacks to receive your product without delay. This can be accomplished either via 856 EDI transactions or in the Supplier portal ASN process. If you are utilizing your own labels for shipping, but sending ASNs in the Portal, you must still create labels within the portal and assign the serial numbers already generated by your system to those labels in the portal. You do not need to print the labels, but associating the serial numbers will link them to your ASN and allow receipt of your product. Without this link, receiving will be cumbersome and delayed. It will affect when you will be able to see receipts in the system and adjustments to your NET REQUIRED QUANTITY column of data.