

B2B Training



Training Documentation
Information Technology
V2.0

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Date Prepared: 29Dec05

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Purpose:

The purpose of this document is to describe the process for customers to enter customer's orders using a Business to Business (B2B) interface. This document will provide the definition of the activities to be performed, the deliverables, the schedule and process resource leads to drive the activities to completion and the success criteria to validate accomplishment.

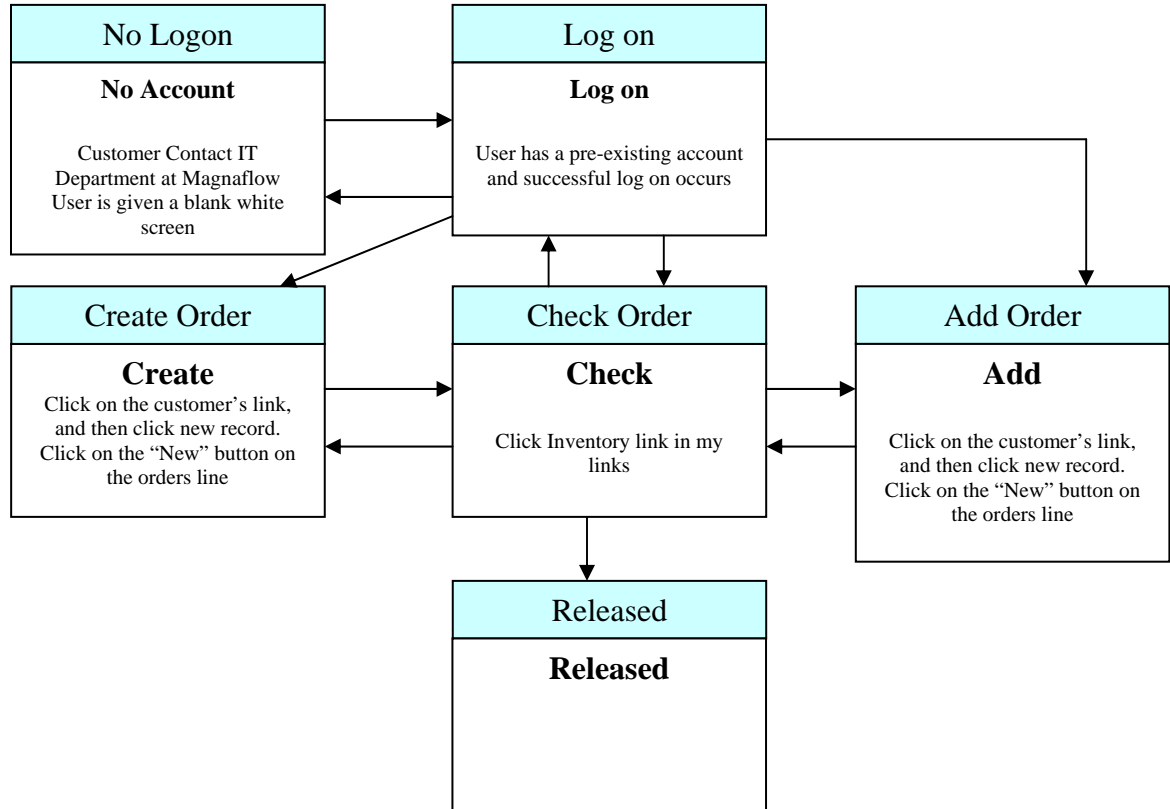
Revision History:

Date	Version	Author	Description
10/25/2005	1.00	Eric Schmitz	Modify FAQs and syntax errors
10/28/05	1.01	Eric Schmitz	Add new user request information in FAQs section
03/30/2006	2.0	Michael R. Dargis	

Definitions:

Portal: A Portal is a web page that serves as a point of entry for external customers to a company's internal network.

Process flow:



Log on to B2B portal:

The user enters either of these 2 sites in Internet Explorer field address:

www.magnaflow.com or <http://www.magnaflow.com/customerlogin.asp>.

The user can then add Magnaflow site(s) to their favorites. The second address listed above skips 2 pages and takes the user directly to the log on page.

The web pictures shown throughout this document are for reference only and are subject to change.

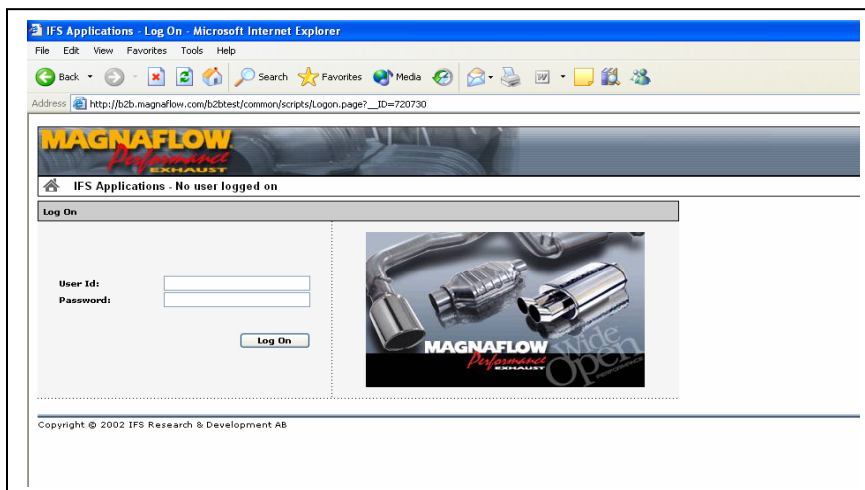
To access the customer login page, click on the "Skip intro" link on the main Magnaflow web site, at the top and on the center of the page.

Enter site by clicking on customer Logon



This is the web log on page for B2B. The user can add this to their favorites and avoid the 2 previous web pages.

*Note: At any time while in the Portal the user can click on the **Help** button to get page specific help.*



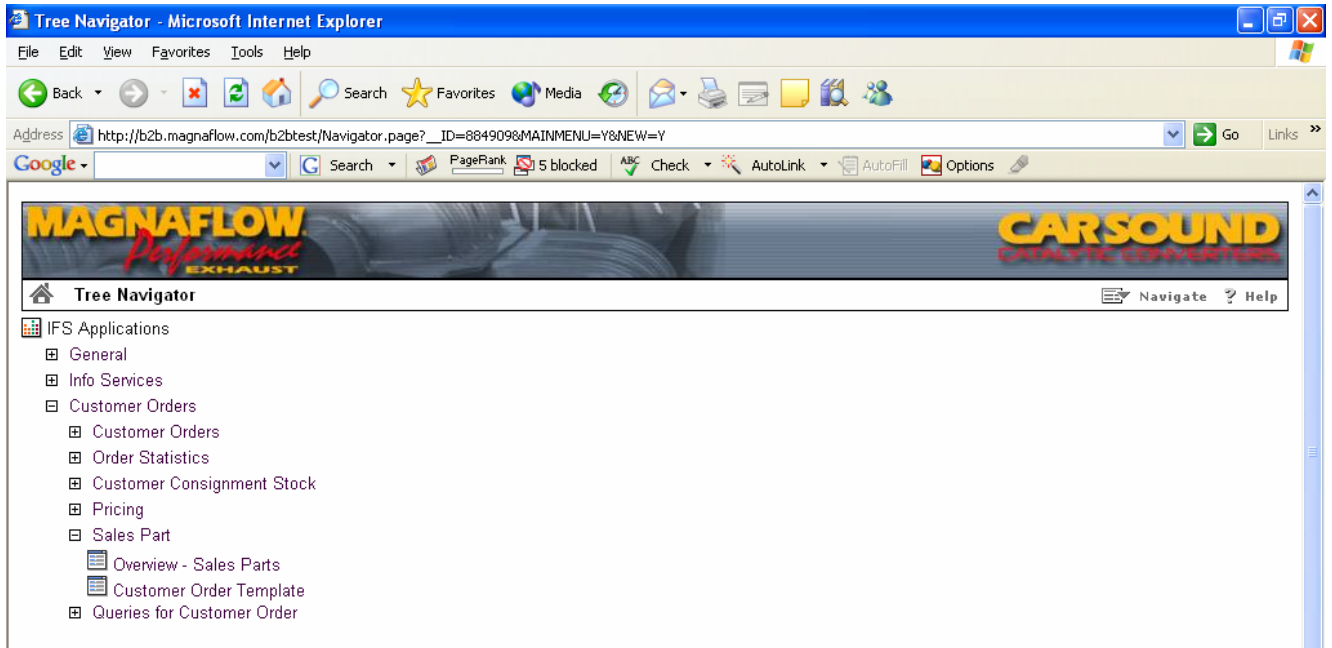
The log on screen above allows the user to enter their user ID and password. These user ID and passwords are managed by Car Sound Exhaust System, Inc.' IT department. *Note: the first time that the user logs onto his/her portal they may experience a small time delay, this is due to files that are being cached locally to their workstation.*

Basic Navigation:

There are multiple methods to find information.

1. Use the Navigate
2. Create custom link in "My Links". Building custom links will be explained later.

The navigate button allows the user to go to any page.



The tree navigator expands to show all levels of the IFS portal.

Check an Existing Order:

The screenshot displays the IFS Personal Portal interface. At the top, there is a navigation bar with the Magnaflow and Car Sound logos. Below this, the main content area is divided into several sections:

- My Links:** Includes links for [Check Inventory](#), [Customer Orders](#), and [Tree Navigator](#).
- Customer Orders B2B:** A table listing orders with columns for Ord No, Status, Del Date, and Coordinator. The table contains several rows of data, including order numbers like 662310, 670317, 670639, 671994, 672849, 674931, and 675520.
- Customer Backorder Lines B2B:** A table listing backorder lines with columns for Ord No, Part No, Status, Qty, and Del Date. It shows backorder lines for order C91648.
- Calculator:** A standard numeric keypad interface.
- Notes:** A text area for entering notes related to the order.

At the bottom of the page, there is a copyright notice: "Copyright © 2002 IFS Research & Development AB" and the text "INDUSTRIAL & FINANCIAL SYSTEMS".

There are two ways of checking the status of an existing order:

3. Customer Orders B2B
4. Customer Orders

Under option 1, Customer Orders B2B header the user will find all orders numbers, status, delivery date and Coordinator currently existing in the system. On the bottom of the list will be a next button if the list doesn't contain all orders on the first list. The order numbers are linked and by clicking on the order number more details are present. The extra details present are a complete list of all parts on the PO and status.

Under Option 2, Customer Orders the user will find 3 options:

1. Press Find to find existing records
2. Press New to enter a new record
3. Press Help to get help!

The user will enter in the order no. they are looking for and hit Enter. The entire order comes up as described above in Option 1.

Note: By default the user that you log on as, will be your customer name.

Add a New Order:

Click on the **Customer Orders** link, located in the “My Links” portlet. Click on the **New** record link.

Customer Order Customer:

Order No		State	
Delivery Date		Reference	
Label Note		Customer PO No	
Site	100A	Order Value/Base	0.00
Order Weight	0.00	Order Volume	0.00

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1. At this time no required information is necessary in any of the fields. You may want to enter your customer PO number in the “Customer PO No” field. Click on the “Save and Return” button.
2. Click on the “New” button located on the “Order Lines” bar.
3. The customer can either click on the “List of values” button located on the right hand side of the “Sales Part No” field or enter the part number manually in the field. Enter the number of items needed in the “Sales Qty” field. (*Note: required fields are specified by an “*” asterisk.*) If more order lines need to be added click on the “Save and Return” button. And repeat the above steps to add the next order line. If a new order record is being entered click on the “Save and New” button, and follow the above directions. To see the total for the new order you just entered copy the order number and do a search/Find for that order number. See below.

Customer Order Customer:

New - Order Lines	
Line No	Sales Part No
Description	Customer Part No
Sales Qty	Sales U/M
Desired Date	Status
Price/Currency	Discount
Order Discount	Configuration Id
Price/Base	Configurable
Part Price/Curr	Price Source
Calc Char. Price/Curr	Char. Price/Curr
Calc. Price/Curr	Price Freeze
Price Effectivity Date	Plannable per Part

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Check Existing Inventory:

IFS Personal Portal - Microsoft Internet Explorer

Address: http://b2b.magnaflow.com/b2bprod/Default.page?__ID=415332

MAGNAFLOW Performance EXHAUST **CARSOUND** CAR PARTS & ACCESSORIES

IFS Personal Portal - Update Navigate Configuration Help

My Links

- [Check Inventory](#)
- [Customer Orders](#)
- [Tree Navigator](#)

Customer Backorder Lines B2B

Search Criteria:
- Site: 100A

[Create Order](#)

Ord No	Ln	Part No	Status	Qty	Del Date
C31648	17	14852	Partially Delivered	16	2005-08-15
C31648	20	14861	Partially Delivered	3	2005-08-15
C31648	31	15648	Released	4	2005-08-15
C31648	39	15690	Released	2	2005-08-15
C31648	41	15715	Partially Delivered	7	2005-08-15

Previous (Rows 1 to 5 of 29) [Next](#)

Availability B2B

[Customize this outlet](#)

Calculator

0

7	8	9	/	C
4	5	6	X	
1	2	3	-	
0	.	+	=	

Notes

From the Portal home page click the Overview – Sale Part Customer.

1. Click on the **Find** link.
2. Enter the part number of the part you are interested in checking the availability of in the “Sales Part Number” field. This should be the only field necessary for search. Click the “OK” button to continue.
3. Click on the **Plannable per Part** link. This will show the availability and quantity of the part. See below.

Overview - Sales Part - Microsoft Internet Explorer

Address: http://b2b.magnaflow.com/b2bprod/orbbw/SalesPartOvw.page?__ID=505237

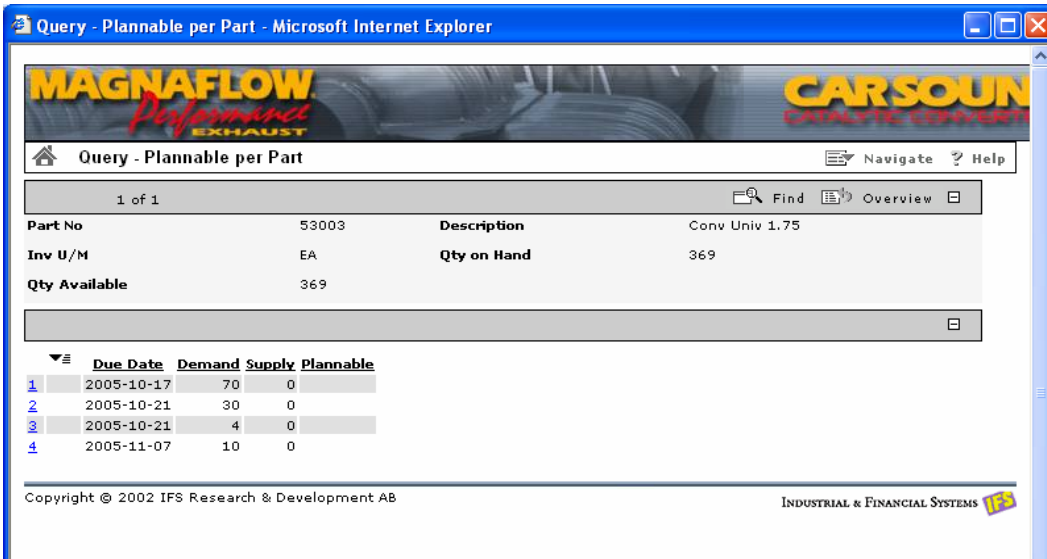
MAGNAFLOW Performance EXHAUST **CARSOUND** CAR PARTS & ACCESSORIES

Overview - Sales Part Customer: Navigate Help

Find

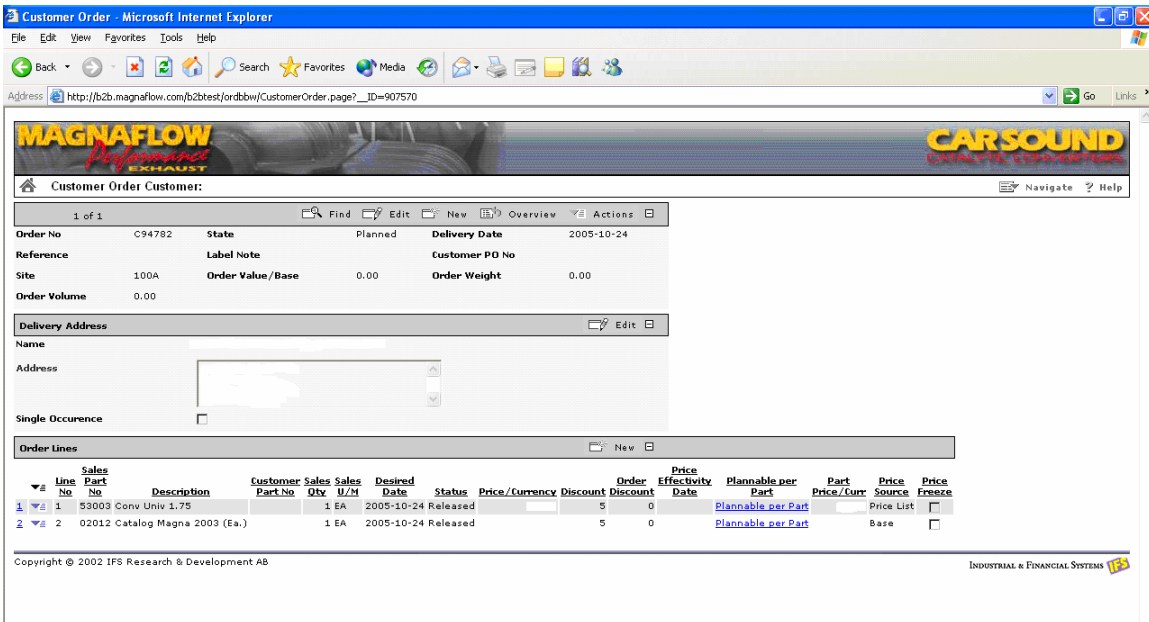
Sales Part No	Description	Site	Plannable per Part
53003	Conv Univ 1.75 100A	100A	Plannable per Part

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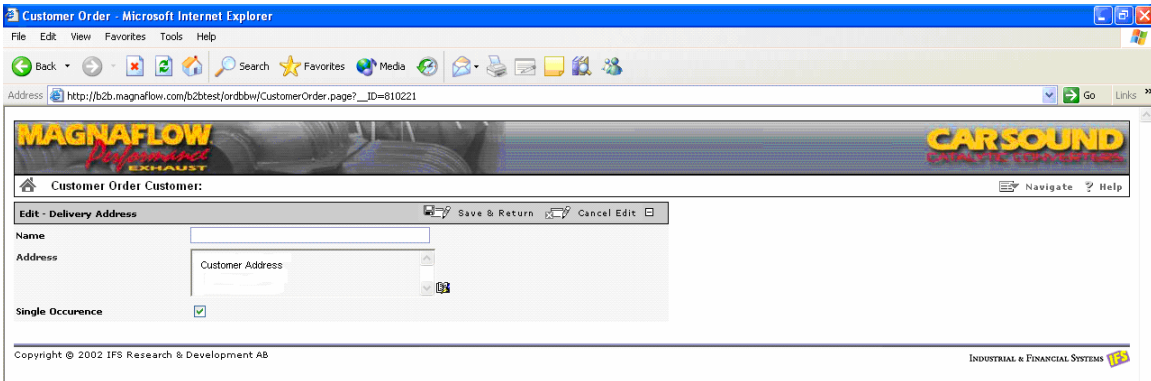


4. Click on the “X” to close the window.

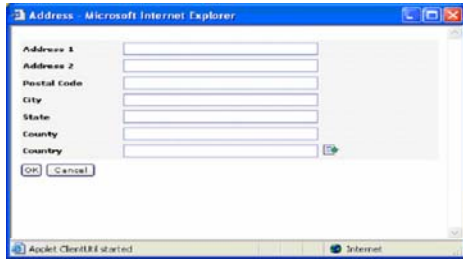
Change Address for Single Order



1. To change the order address information for a single occurrence click the “Edit” button on the “Delivery Address” gray bar located on the right side of the bar.
2. Check the “Single Occurrence” box.



3. Click the “Edit Address” button located on the bottom right hand corner of the address area.



4. Enter the modified address information and click the “OK” button. Click the “Save and Return” button.

Note: At this time the new order is ready to be released. Please let the customer know that the order lines have been entered into the IFS system and are ready for release by Car Sound Exhaust System, Inc., please stress the fact that at this point they can continue on with any other activities within the Portal or logoff the Portal by clicking on the “Navigate” button and choosing the “Log off” option.

The releasing of customer orders is under the “Actions” button located on the “New” order web pages upper right hand side.

Delete a row on an order

Name KEYS TORE AUTOMOTIVE (SLOCUM)

Address 100 SLOCUM AVE.
570-603-2359
EXETER, PA 18643
UNITED STATES

Single Occurrence

Order Lines New

Line No	Sales Part No	Description	Customer Part No	Sales Qty	Sales U/M	Desired Date	Status	Price/Currency	Discount	Order Discount	Price Effectivity Date	Plannable per Part
1	15781	Sys C/B Toyota 4-Runne...		1	EA	2006-04-05	Released	296.14	5	0		Plannable per Part
2	15808	Sys C/B 01-03 Toyota S...		2	EA	2006-04-05	Released	329.09	5	0		Plannable per Part

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INDUSTRIAL & FINANCIAL SYSTEMS IFS

1. Click on the upside down symbol and a pop up box appears to allow the user to Edit, delete or duplicate the line. Click the “Save and Return” button.

Delete an order

1. Remove all items from the Customer Order. Click the “Save and Return” button. This action can only be performed before the order is released.

Creating Customer Order templates

The screenshot shows a web browser window titled "CustomerOrderTemplate - Microsoft Internet Explorer". The page features a header with "MAGNAFLOW Performance EXHAUST" and "CAR SOUN CATALYTIC CONVERTERS". Below the header, the page title is "Customer Order Template - C110132 Customer: 7705019 KEYSTONE AUTOMOTIVE". There are "Navigate" and "Help" links in the top right. The main content area has a "Method" section with four radio buttons: "Defined Template" (selected), "Latest Order", "Period", and "Order No". Each radio button is associated with a text input field. The "Latest Order" and "Order No" options also have "Date" labels and input fields. Below this, there are fields for "Customer No" (7705019) and "Name" (KEYSTONE AUTOMOTIVE). At the bottom, there is a table header with columns: "Ordered Qty", "Standard Qty", "U/M", "Site", "Sales", "Part No", and "Description". There are "Cancel" and "Populate" buttons at the bottom left.

The user can select the latest order created, period or Order No. When the populate button is selected, the lines from the previous order will be displayed to the user and the user can then modify the new order.

Frequently Asked Questions:

Can I view the tracking information through the portal? No, tracking information is not at this time. The existing policies and procedures will continue to be followed.

When is the last available time that I can cancel an order? We can cancel an order until the point of shipping that order; the customer cannot cancel an order from the portal. Please follow the existing policies and procedures for order cancelation.

How do I log off the Portal? Click on the **Navigate** link in the upper right corner of the web page and choose **Log off**.

How do I go back to the previous page? It is recommended that you choose the house icon in the upper left hand corner of each page, this ensures that no entered data need be entered again going from page to page.

Can I add an order to an existing order after it has been released? No, after an order has been released no additional items can be added. You must submit or create a new order. Please follow the existing policies and procedures for ordering.

How do I have another user added from my company? Please send the following information helpdesk@magnaflow.com; we will process your request as quickly as possible.

- Full name
- Title
- Company name
- Company id
- Email address
- Phone number
- Default method of contact
- Full Access to your information is only available at this time

Java based issues. If a customer using the b2b portal appears to be experiencing Java based issues it may be necessary to remove and reinstall the Java application. If this is necessary the customer will be required to submit a release of liability form to Car Sound Exhaust System, Inc. before a Car Sound IT technician can continue with the troubleshooting process.

Filename: B2B IFS Training.doc
Directory: \\csavfs1\users\mdargis\Backup\B2B
Template: C:\Documents and Settings\mmendez\Application
Data\Microsoft\Templates\Normal.dot
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Last Saved On: 4/12/2006 3:42:00 PM
Last Saved By: Marc Mendez
Total Editing Time: 102 Minutes
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As of Last Complete Printing
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Number of Words: 1,410 (approx.)
Number of Characters: 8,041 (approx.)