

Supplier ECN

Supplier Instruction Manual

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Overview

What is Supplier ECN?

Supplier ECN is a web-enabled notification system that provides ArvinMeritor CVS production suppliers the ability to acknowledge and download a package of all engineering documentation (prints and specs) related to a part on an existing or new purchase order. ***Note: iSupplier is another system that allows you to download your Purchase Orders. This system is not officially launched but you still will be notified by email of any updated Purchase Orders.***

Requirements:

Need to have

- WINZIP or some other similar software that can uncompress a file.
- Cable Internet connection or better.
- Ability to view and print TIFF files.

Terminology

Callout: Any associated document of a part number.

Word Drawing: A written description of a drawing which shows all callouts, dimensions, and revision levels.

SDNs: Supplier Document Notices sent when new prints are added to a supplier.

SECNs: Supplier Engineering Change Notices.

Part Number Formats

- In Oracle the part number can contain spaces.
- In Matrix (WBSN Software) the part number is compressed (no spaces).
- In Matrix, sheet is appended at end of part number. E.g.; ABC in Oracle. In matrix ABC_01

User Account Setup Procedures

Requesting a User Account

User Accounts are setup through ArvinMeritor CVS Procurement. If you do not have access to Supplier ECN, or there is another person at your company that requires access, please send an email to iSupplierECNPO@ArvinMeritor.com. Include the following . . .

Supplier ECN - User Account - New - Please create a new user account for [Include Supplier Name, Supplier Ship From Site, User Last Name, User First Name, User Title, User Email, User Phone, User Fax]

****Note: Please notify us if you are no longer the contact for the Engineering Change notices. ****

Activating a User Account

When your Supplier ECN account is activated, you should receive the following email.

From: ArvinMeritor[cvs.SupplierCentral@ArvinMeritor.com]
Sent: Wednesday, March 1, 2006 3:12 PM
To: user@yourcompany.com
Subject: ArvinMeritor Supplier Central - Account Active

Your account is now active and you have access to the ArvinMeritor Supplier Central web portal.

ArvinMeritor will no longer mail packages regarding Engineering Change Notices or Supplier Document Notices. Instead, you will now receive email notifications to download the latest version of all related engineering documentation for any . . .

* Supplier Document Notice where a PO for a new item(s) is placed with your company.

* Supplier Engineering Change Notice where an engineering change has been implemented which affects one or more parts currently on order with your company.

Please use following userid/password to login to ArvinMeritor's Supplier Central
<https://supcentral.arvinmeritor.com/ematrix/emxLogin.jsp>

User ID: user@yourcompany.com
Password: xxxx

Note that you will be required to change your password when you first login. Passwords must meet the following requirements:

- must contain at least one letter and at least one number.
- cannot contain the username.
- cannot contain repeating characters.
- must be at least 6 characters long
- cannot be reused for 365 days

Please Note: You will be prompted to change your password every **90** days

Please review the attached User Manual for detailed instructions to login and download your engineering document packages in Supplier Central.

If you have any problem with logging into Supplier Central, then please send an email to iSupplierECNPO@ArvinMeritor.com with Subject: Supplier Central Login Help.

ArvinMeritor Supplier Central Administrator

Support Procedures

Issues - User Account, Application, System Down

Support for Supplier ECN is available by sending an email to

iSupplierECNPO@ArvinMeritor.com.

- **Supplier ECN - User Account - New** - Please create a new user account for [Include Supplier Name, Supplier Ship From Site, User Last Name, User First Name, User Title, User Email, User Phone, User Fax,]
- **Supplier ECN - User Account - Login Problem** - Unable to login using existing username and password [Include Username, Email, Last Name, First Name, User Phone, User Fax].
- **Supplier ECN - User Account - Password Reset** - Please reset the password for [Include Username, Email, Last Name, First Name, User Phone, User Fax].
- **Supplier ECN - Application Issue** - There is a problem with application functionality. [Describe problem you are having - Include Username, Email, Last Name, First Name, User Phone, User Fax].
- **Supplier ECN - System Down** - There is a problem accessing Supplier ECN. [Describe problem and/or errors you are receiving - Include Username, Email, Last Name, First Name, User Phone, User Fax].

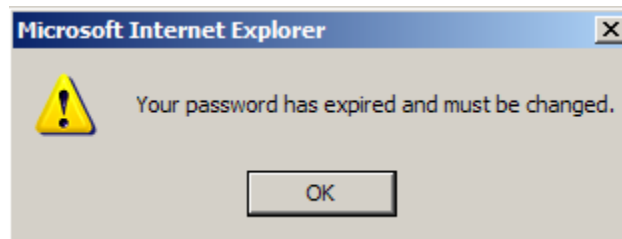
Supplier ECN – Detailed Instructions

Login

0. Launch **Internet Explorer**.
1. Turn off any web browser **Pop-Up Blockers**. Pop-up blockers prevent additional Supplier ECN windows from displaying, therefore limiting functionality.
2. Either enter <https://supcentral.arvinmeritor.com/ematrix/emxLogin.jsp> in your Internet Explorer's address field or click on the link that was included in the email notification that you received. The *Matrix Central Login* screen displays.



3. In the **Username** field, enter your **Username** (all lowercase letters).
4. In the **Password** field, enter your **Password** (all lowercase letters).
5. Click **Login**. The *Matrix Central Home* screen displays. If this is your first time logging into Matrix Central, you may receive a pop-up message, *Your password has expired and must be changed*. If so, continue with *Step 7*. Otherwise, continue on with the *Acknowledgment & Download* section.



6. Click **OK**. The following screen displays.



The screenshot shows a web interface for 'MatrixOne Value Chain Portfolio'. On the left, there are four text input fields: 'Username' (containing 'altmann'), 'Current Password', 'New Password', and 'Verify New Password'. Below these fields is a green checkmark icon and a 'Change Password' button. On the right, there is a graphic of a globe with various icons representing supply chain elements like a factory, a truck, a gear, and a document, all connected by lines.

7. Enter your **Current Password** in the **Current Password** field (all lowercase letters).
8. Enter your **New Password** in the **New Password** field (all lowercase letters).

Note:

9. Enter your **New Password** in the **Verify New Password** field (all lowercase letters).

Passwords must meet the following requirements:

- must contain at least one letter and at least one number.
- cannot contain the username.
- cannot contain repeating characters.
- must be at least 6 characters long
- cannot be reused for 365 days

Please Note: You will be prompted to change your password every **90** days

If you are locked out please email iSupplierECNPO@ArvinMeritor.com with ECN Password in the Subject line**

10. Click **Change Password**. The *Matrix Central Login* screen displays again.

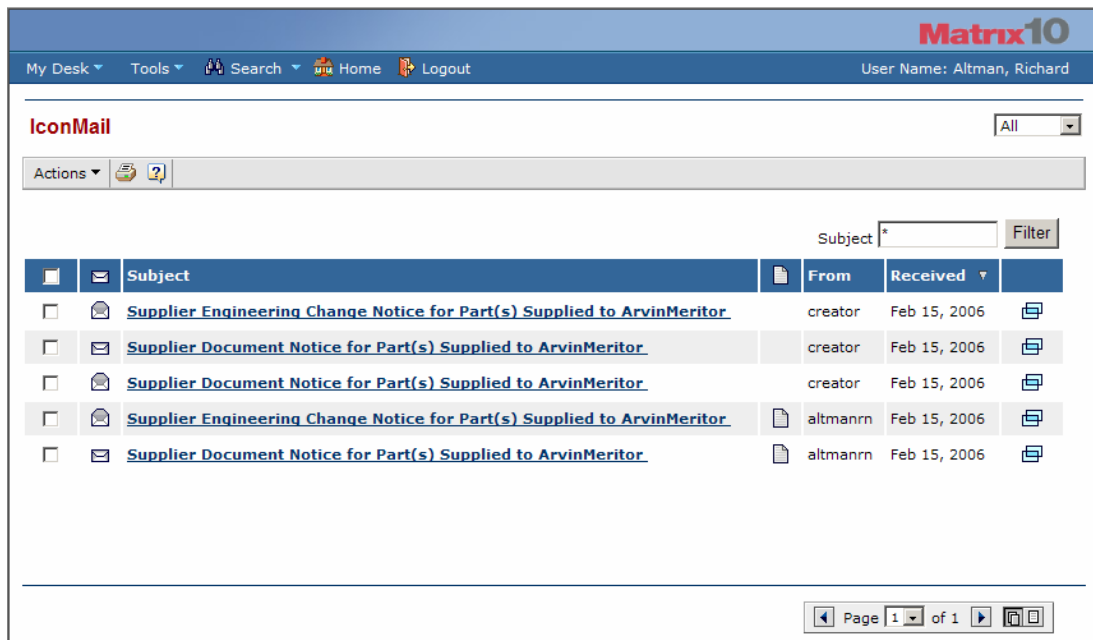


A login form for MatrixOne. It features two input fields: "Username" and "Password". Below the password field is a blue circular icon and the text "Login". The MatrixOne logo is positioned at the bottom right of the form area.

11. In the **Username** field, enter your **Username** (all lowercase letters).

12. In the **Password** field, enter your **Password** (all lowercase letters).

13. Click **Login**. The *IconMail* screen displays.



The Matrix10 IconMail interface shows a user's email inbox. The user is identified as "Altman, Richard". The interface includes a navigation bar with "My Desk", "Tools", "Search", "Home", and "Logout". Below the navigation bar, there is a search filter for "Subject" and a "Filter" button. The email list contains five entries, all dated "Feb 15, 2006".

<input type="checkbox"/>	<input type="checkbox"/>	Subject	From	Received	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Supplier Engineering Change Notice for Part(s) Supplied to ArvinMeritor	creator	Feb 15, 2006	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Supplier Document Notice for Part(s) Supplied to ArvinMeritor	creator	Feb 15, 2006	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Supplier Document Notice for Part(s) Supplied to ArvinMeritor	creator	Feb 15, 2006	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Supplier Engineering Change Notice for Part(s) Supplied to ArvinMeritor	altmann	Feb 15, 2006	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Supplier Document Notice for Part(s) Supplied to ArvinMeritor	altmann	Feb 15, 2006	<input type="checkbox"/>

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Menu Items

My Desk

- Supplier Functions
 - Supplier Document Notices (SDNs)
 - SDNs Pending Acknowledgement - Supplier Document Notices that need to be acknowledged.
 - SDNs Acknowledged - Supplier Document notices that you have already acknowledged but would like to view again.
 - Supplier Engineering Change Notices (SECNs)
 - SECNs Pending Acknowledgement – Supplier Engineering Change Notices that need to be acknowledged.
 - SECNS Acknowledged – Supplier Engineering Change Notices that have been acknowledged but would like to view again.
 - Ad Hoc Print Request - Select this to begin a new search.
 - Standards Manuals
- IconMail – List of active notifications.

Tools

- Home – Select this to return to the *Matrix Central Home* screen.
- Search
 - Saved Searches – Select this to access previously saved searches.
 - SDNs Acknowledged - Select this to search New Print Notifications.
 - SECNs Acknowledged - Select this to search Print Change Notifications.
 - Ad Hoc Print Request - Select this to begin a new search.
- IconMail – List of active notifications.
- Preferences – Select this to change file export and pagination options.
- Change Password – Select this to change your password.
- Logout

Search

- Saved Searches – Select this to access previously saved searches.
- SDNs Acknowledged - Select this to search New Print Notifications.
- SECNs Acknowledged - Select this to search Print Change Notifications.
- Ad Hoc Print Request - Select this to begin a new search.


Home - Select this to return to the *IconMail* screen.

Logout - Select this to logout of Matrix Central.

Acknowledgment & Download Pending Acknowledgements:




This section explains how to view any SDNs and SECNs that need to be acknowledged.

0. Select **My Desk** from the menu items.
 1. Under **My Desk**, select **Supplier Functions**.
 2. Under **Supplier Functions**, select **Supplier Document Notices (SDNs) or Supplier Engineering Change Notices (SECNs)**.
 3. Under **Supplier Document Notices (SDNs) or Supplier Engineering Change Notices (SECNs)**, select **SDNs or SECNs Pending Acknowledgement**. The *Pending Acknowledgement* screen displays.



NOTE: Click on the **Help**  icon to view the *Supplier ECN User Instruction Manual*.




SDNs Pending Acknowledgement - Microsoft Internet Explorer provided by ArvinMeritor, Inc.

SDNs Pending Acknowledgement
Documentation provided is for the latest released revision of the item listed. You are obligated to supply the item to the revision specified on the PO release.

Acknowledge & Download   

<input type="checkbox"/>	Supplier Location	Date Sent	Sent To	Buyer	PO Number	PO Line Number	PO Line Item Number	Latest Released Revision	EDC Description
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	1	1250F526	L	PLUG
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	2	1250L1338	B	PLUG
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	3	1250N560	K	PLUG
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	4	3299A5981	S	BRKT-BRAKE CHAMBER,FIN.
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	5	3299T3530	G	BRKT-BRAKE CHAMBER,FIN.
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	6	3299W5509	J	BRKT-BRAKE CHAMBER,FIN.
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	7	A 3299T5844	R	BRKT ASSY-CAMSHAFT
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	8	A15 3211X4860	BK	SPIDER ASSY-BRAKE
<input type="checkbox"/>	9349	05/01/2006	isuppliernpo@arvinmeritor.com	Dessecker David	30241	9	A2 3211X4860	BK	SPIDER ASSY-BRAKE

  Cancel

4. To export the search results displayed on this screen into an Excel file,
 - Select the **Export**  icon. The *File Download* window displays.
 - Select **Open** to open the file or select **Save** to save the file to your local computer.
5. To print the search results displayed on this screen,
 - Select the **Printer Friendly**  icon. The results display in a printer friendly browser window.
 - Select the **Print**  icon to print the results to your default printer.
6. Select one or more **Items** by checking the box next to the items. To select/deselect all Items, click in the checkbox to the far left of the header bar. Once the Items (s) are selected, the *Acknowledge & Download* button will be selectable.

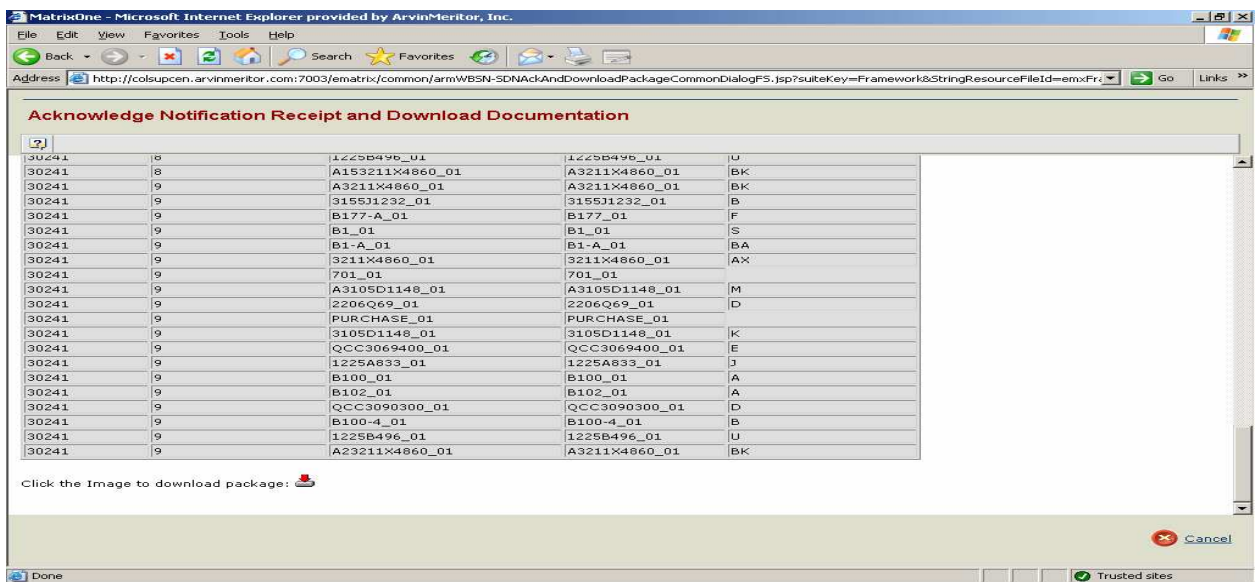
New Print Notifications - Pending Acknowledgement
 Documentation provided is for the latest released revision of the item listed. You are obligated to supply the item to the revision specified on the PO release.

Acknowledge & Download   

<input type="checkbox"/>	Supplier Location	Date Sent	Sent To	Buyer	PO Number	PO Line Number	PO Line Item Number	Latest Released Revision	EDC Description
<input checked="" type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25558	3	A70 3222D2006		SHOE-BRAKE,LINING&ROLLER ASSY
<input checked="" type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25554	1	3100L7656	F	CENTER-AXLE,FIN.
<input checked="" type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25560	3	A68 3222D2006		SHOE-BRAKE,LINING&ROLLER ASSY
<input checked="" type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25560	2	A70 3222D2006		SHOE-BRAKE,LINING&ROLLER ASSY
<input type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25558	1	3100L7656	F	CENTER-AXLE,FIN.
<input type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25557	2	3100X7122	S	CENTER-AXLE,FIN.
<input type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25558	2	3100X7122	S	CENTER-AXLE,FIN.

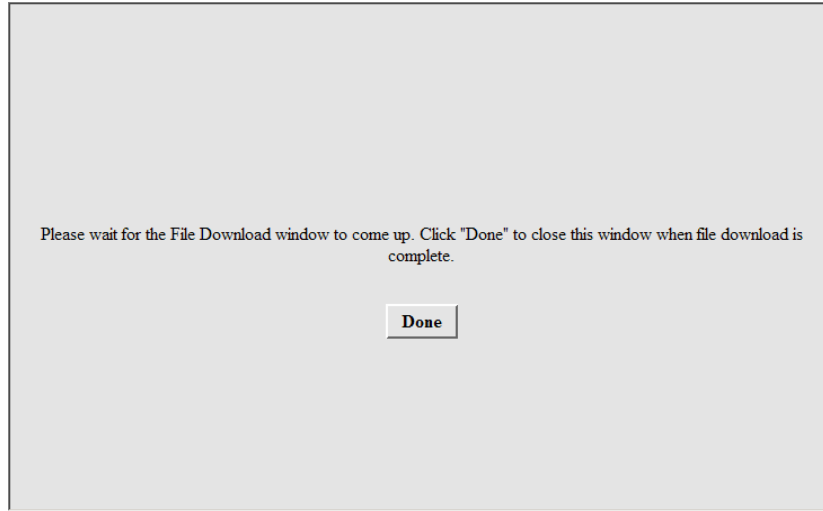
  Cancel

7. Click the **Acknowledge & Download** button. The *Acknowledge Notification Receipt and Download Documentation* screen displays.

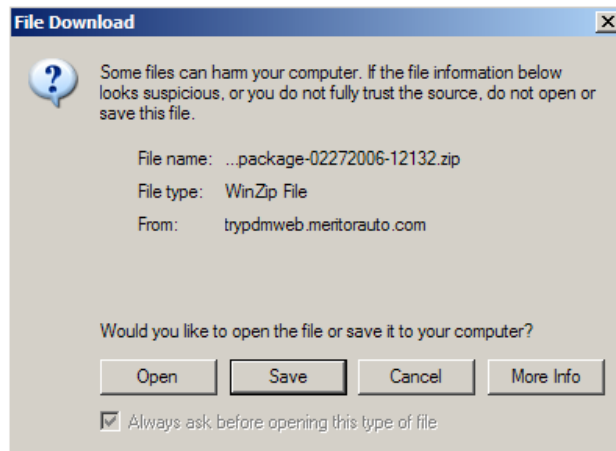


8. Click the **red arrow icon** to begin the download of all the drawing files associated with the drawings displayed on the screen.

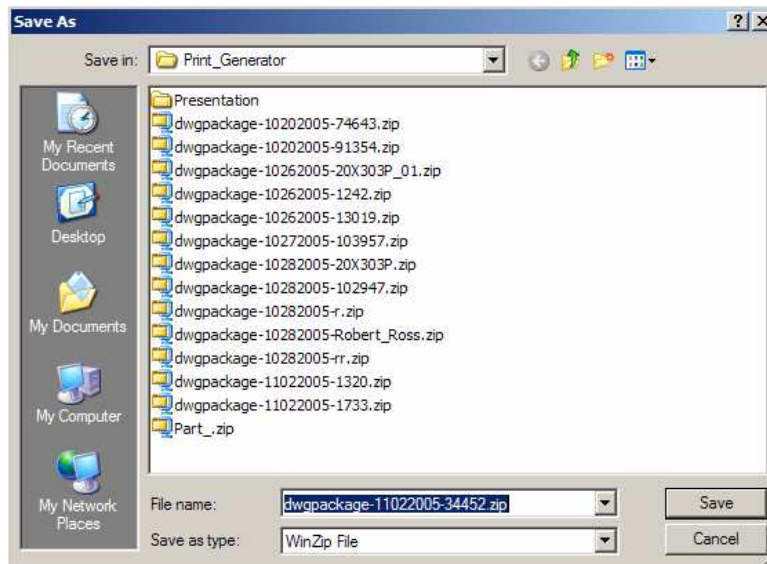
A screen will come up with the following message: *Please wait for the File Download window to come up. Click Done to close this window when file download is complete.*



At this point, please wait for the *File Download* window to come up.



9. Select **Save** to save the packaged drawings to the local computer.
10. Choose a local folder to save the zipped drawing file in.



11. Click **Save**.
12. Click **Close**.
13. Click the **Done** button on the *Please wait for the File Download* screen.

The package will now be available in the folder selected above. The package will be named: dwgpackage-mmddyyyy-hhmmss.zip (Month Day Year – Hours Minutes Seconds).

In the dwgpackage-mmddyyyy-hhmmss.zip file will be each downloaded drawing file and a summary file in Excel format listing each part and drawing that was selected to be downloaded, along with other part/drawing attributes and the drawing file name or a comment.

There will be a comment if a file was not downloaded for the part/drawing. The possible comments are:


- No Drawing File - The selected Drawing Master did not have a file checked in.
- No Drawing Master Exists - The selected Call Out did not have a Drawing Master attached.
- No Word Drawing Available - If the selected Call Out is a Word Drawing and the Word Drawing does not exist.
- Duplicate Drawing - This drawing file is already included in the package because it is a Call Out for another top-level selected Item Master.

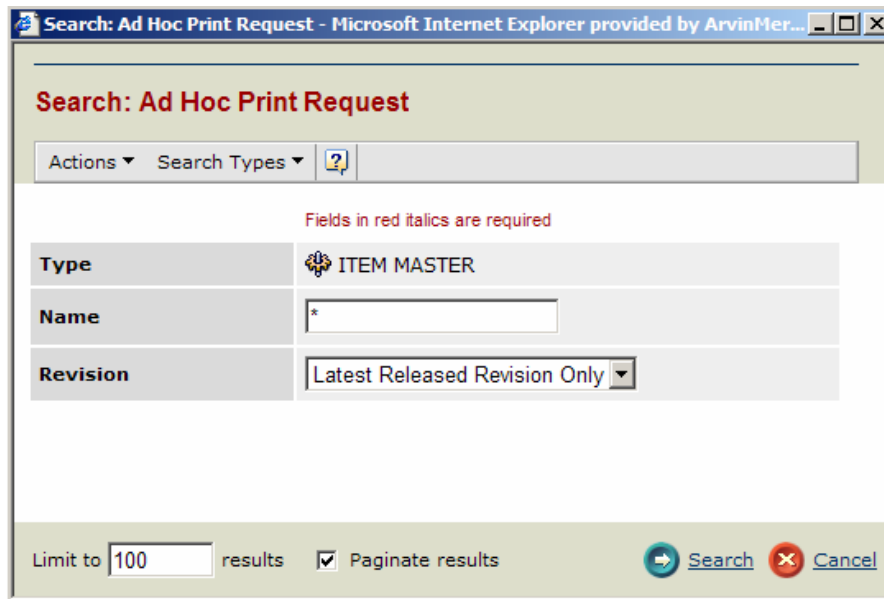
14. Click the **Cancel** button on the **Download Documentation** screen to return to the *New Print Notifications - Acknowledged* search results screen.
15. Click the **Revise Search** button to return to the *Search: Acknowledged* screen to begin another search.
16. If you do not need to do another search, then click **Cancel** on the *New Print Notifications - Acknowledged* search results screen to close the window.

Ad Hoc Print Request

This section explains how to view prints for parts that your company makes for ArvinMeritor.

0. Select **My Desk** from the menu items.
1. Under **My Desk**, select **Supplier Functions**.
2. Under **Supplier Functions**, select **Print Ad Hoc Print Request**. The *Search: Ad Hoc Print Request* screen displays.

NOTE: Click on the **Help**  icon to view the *Supplier ECN User Instruction Manual*.



Search: Ad Hoc Print Request

Actions Search Types ?

Fields in red italics are required

Type	ITEM MASTER
Name	*
Revision	Latest Released Revision Only

Limit to 100 results Paginate results Search Cancel

3. In the **Name** field, enter a full or partial Item Master (a collection of data that describes a specific item managed by the PDM system). For example, a full Item Master would be *20X303P_01*. A partial Item Master would be *20X303** (the asterisk is a wild card search). You can also enter a full or partial part number followed by an asterisk (*). For

example, 2210C6867*.

NOTE: Partial Item Masters or Part Numbers must be followed by an asterisk (*).

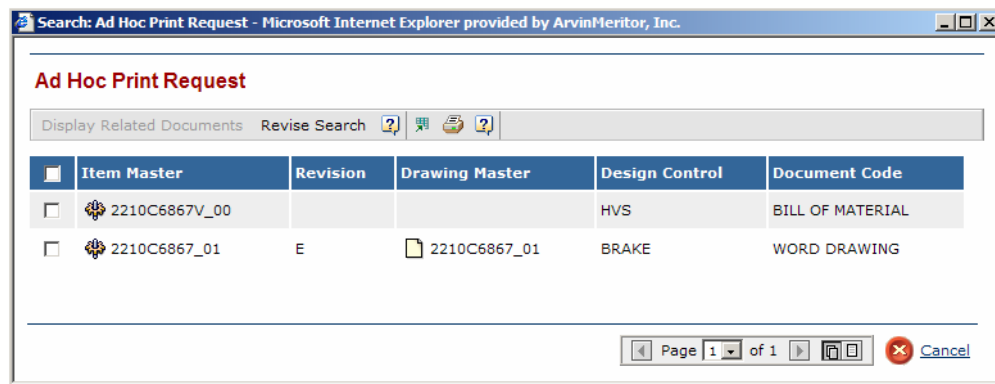
NOTE: To search for multiple Item Masters or Part Numbers at the same time, separate using a comma (.). For example, 20X303P_01,41X1371_01 or 20X303P*,41X1371*.




NOTE: In the Revision drop-down list, leave *Latest Released Revision Only* selected. To search for all revisions of the Item Master, then select *Revisions - All*.

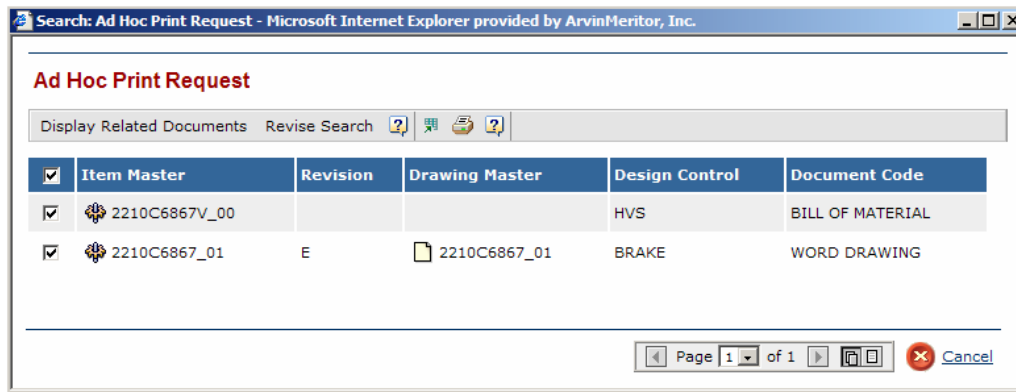
NOTE: If you want to paginate the results, so that all of the results do not display on one page, then check the **Paginate results** box.

4. Click **Search**. The *Ad Hoc Print Request* search results screen displays with the Item Masters resulting from the user's search criteria.

NOTE: If the results are not accurate, then click the Revise Search button to re-enter the search criteria.

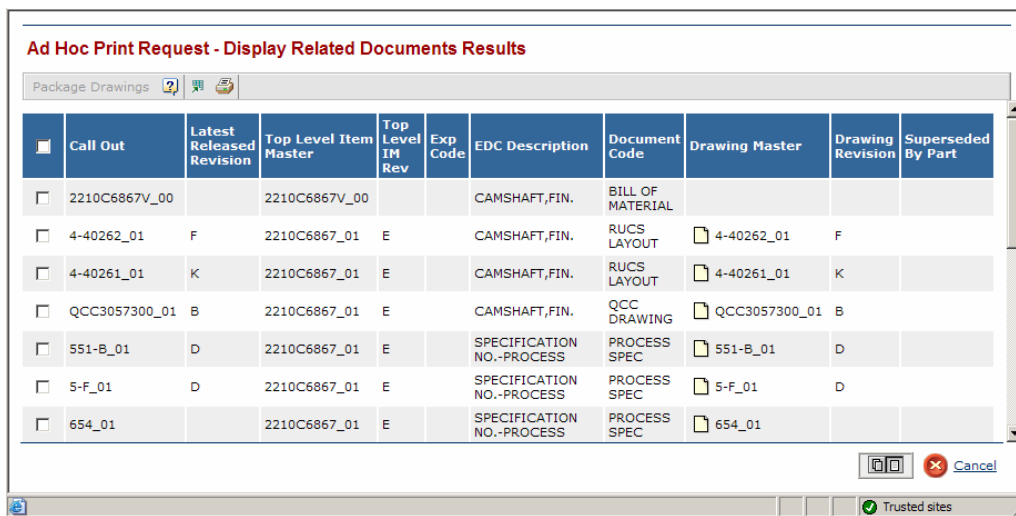




5. To export the search results displayed on this screen into an Excel file,
 - Select the **Export**  icon. The *File Download* window displays.
 - Select **Open** to open the file or select **Save** to save the file to your local computer.
6. To print the search results displayed on this screen,
 - Select the **Printer Friendly**  icon. The results display in a printer friendly browser window.
 - Select the **Print**  icon to print the results to your default printer.
7. Select one or more **Item Masters** by checking the box next to the Item Master names. To select/deselect all Item Masters, click in the checkbox to the far left of the header bar. Once the Item Master(s) are selected, the *Display Related Documents* button will be selectable.




8. Click the **Display Related Documents** button. The *Ad Hoc Print Request - Display Related Documents Results* screen displays.

This screen contains all the multi-level callouts of the selected Item Masters. Duplicate callouts are eliminated within a top-level selected Item Master. If a callout is superseded by another part, the superseded by part is listed as one of the related documents, and the callout chain continues with the superseded by part and stops for the superseded callout at that point.

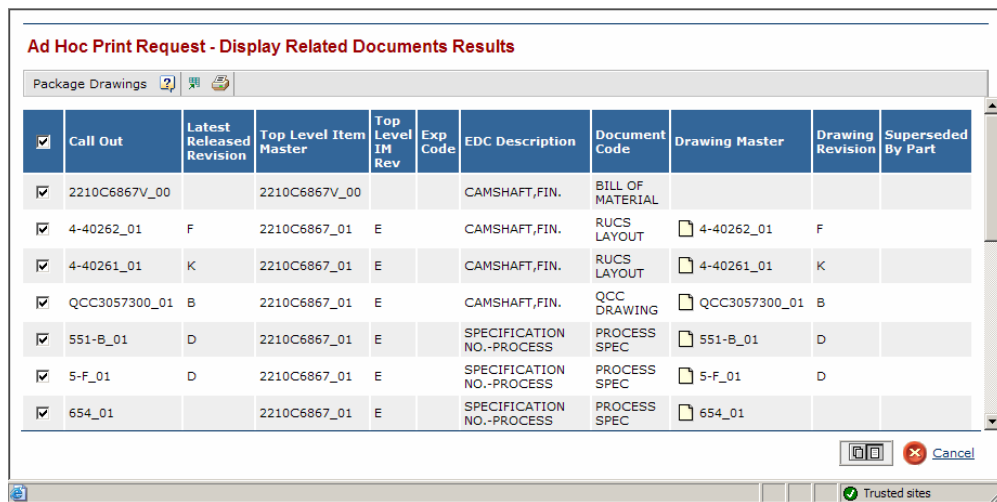


9. To export the search results displayed on this screen into an Excel file,
 - Select the **Export**  icon. The *File Download* window displays.
 - Select **Open** to open the file or select **Save** to save the file to your local computer.
10. To print the search results displayed on this screen,
 - Select the **Printer Friendly**  icon. The results display in a printer friendly browser window.

- Select the **Print**  icon to print the results to your default printer.

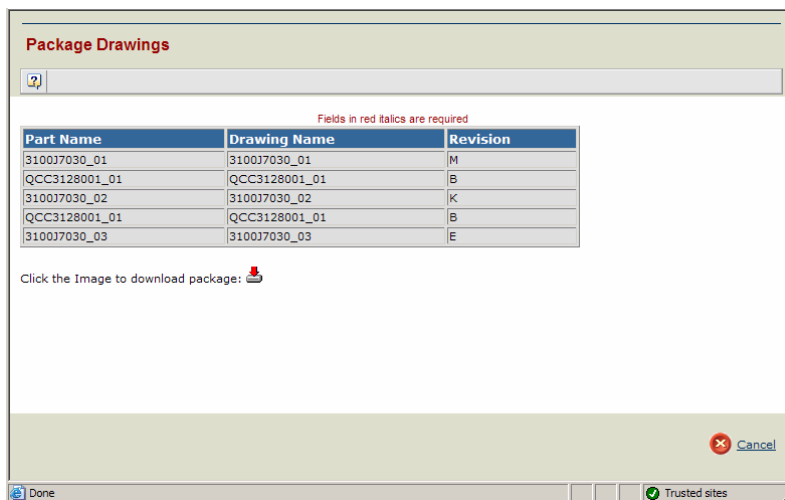
11. Select one or more **Call Outs** by checking the box next to the Call Out names. To select/deselect all Call Outs, click in the checkbox to the far left of the header bar.

Once the Call Outs are selected, the *Package Drawings* button will be selectable.



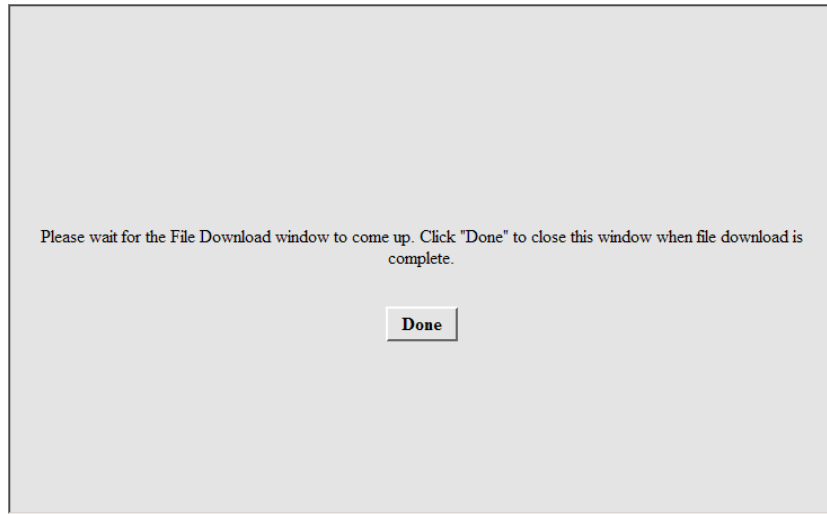
NOTE: Supplier ECN does not have functionality to view documents and/or drawings from within the application. If you need to view documents and/or drawings, you need to download the package and then view them using the default programs installed on your computer.

12. Click the **Package Drawings** button. The *Package Drawings* screen displays showing all parts and their drawings that were selected to be downloaded.

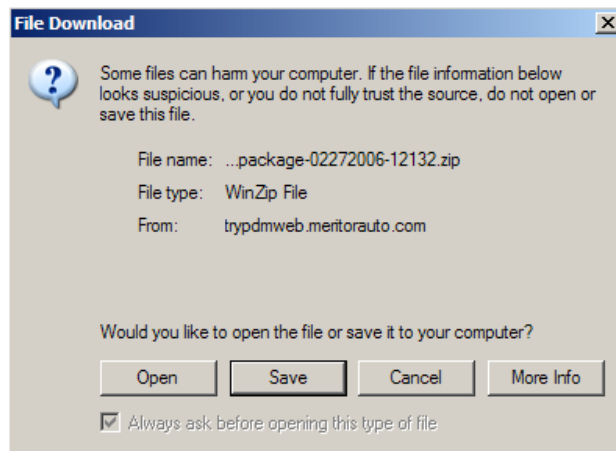


13. Click the **red arrow icon** to begin the download of all the drawing files associated with the drawings displayed on the screen.

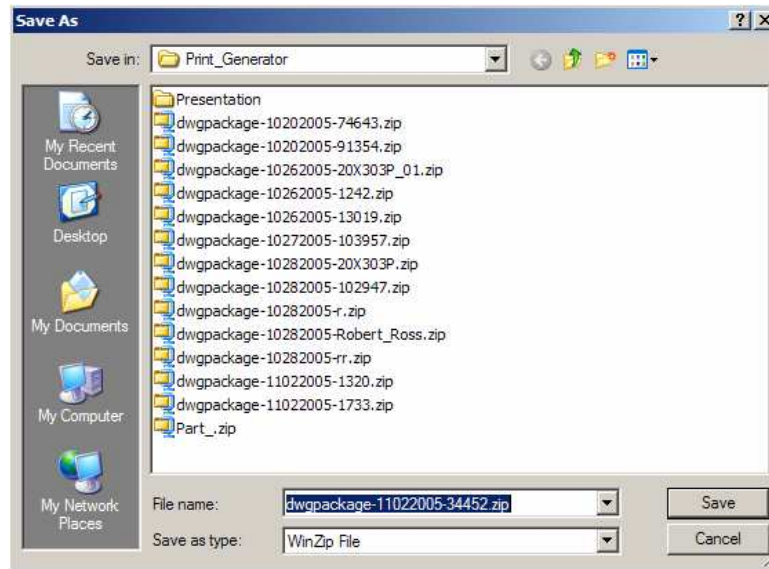
A screen will come up with the following message: *Please wait for the File Download window to come up. Click Done to close this window when file download is complete.*



At this point, please wait for the *File Download* window to come up.



14. Select **Save** to save the packaged drawings to the local computer.
15. Choose a local folder to save the zipped drawing file in.



16. Click **Save**.

17. Click **Close**.

18. Click the **Done** button on the *Please wait for the File Download* screen.

The package will now be available in the folder selected above. The package will be named: dwgpackage-mmddyyyy-hhmmss.zip (Month Day Year – Hours Minutes Seconds).

In the dwgpackage-mmddyyyy-hhmmss.zip file will be each downloaded drawing file and a summary file in Excel format listing each part and drawing that was selected to be downloaded, along with other part/drawing attributes and the drawing file name or a comment.

There will be a comment if a file was not downloaded for the part/drawing. The possible comments are:

- No Drawing File - The selected Drawing Master did not have a file checked in.
- No Drawing Master Exists - The selected Call Out did not have a Drawing Master attached.
- No Word Drawing Available - If the selected Call Out is a CAS Word Drawing and the Word Drawing does not exist in Matrix.
- Duplicate Drawing - This drawing file is already included in the package because it is a Call Out for another top-level selected Item Master.

19. Click the **Cancel** button on the **Package Drawings** screen to return to the *AD Hoc Print Request* search results screen.

20. Click the **Revise Search** button to return to the *Search: Ad Hoc Print Request* screen to begin another search.

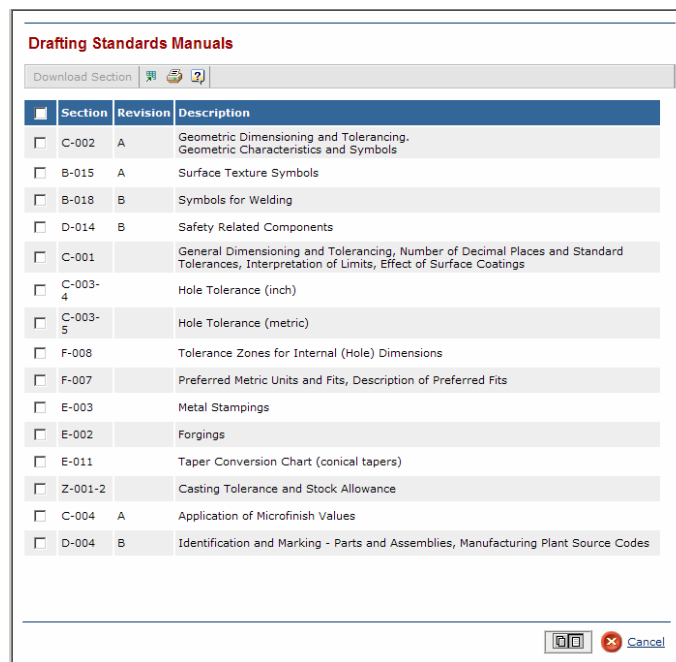
21. If you do not need to do another search, then click **Cancel** on the *Ad Hoc Print Request* screen to close the window.

22. Click **Logout** at the top of the *Matrix Central Home* screen to logout of Supplier ECN and return to the *Matrix Central Login* screen.

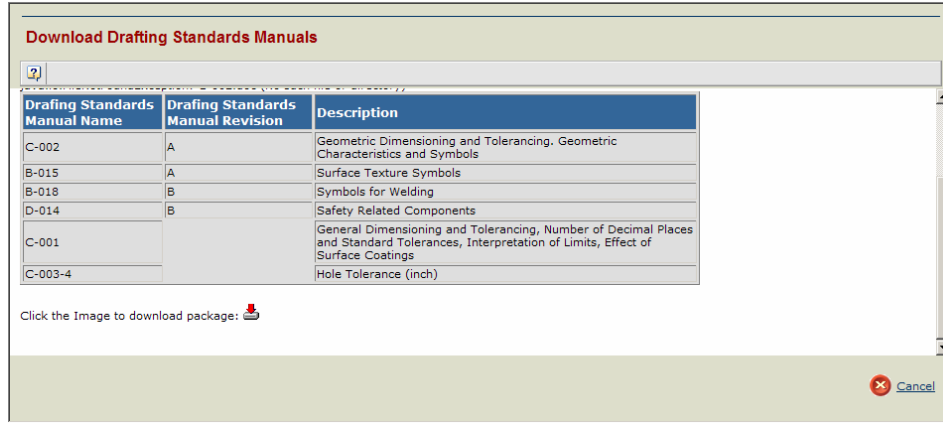
Standards Manuals:

This section explains how to pull any Standard Manuals that might be related to parts that you make for ArvinMeritor.

0. Select **My Desk** from the menu items.
1. Under **My Desk**, select **Supplier Functions**.
2. Under **Supplier Functions**, select **Standards Manuals**. The *Drafting Standards Manuals* screen displays.



3. Select one or more **Drafting Standards** by checking the box next to the Drafting Standard. To select/deselect all Drafting Standards, click in the checkbox to the far left of the header bar. Once the Drafting Standard (s) are selected, the *Download Section* button will be selectable.
4. Click the **Download Section** button. The *Download Drafting Standards Manuals* screen displays.

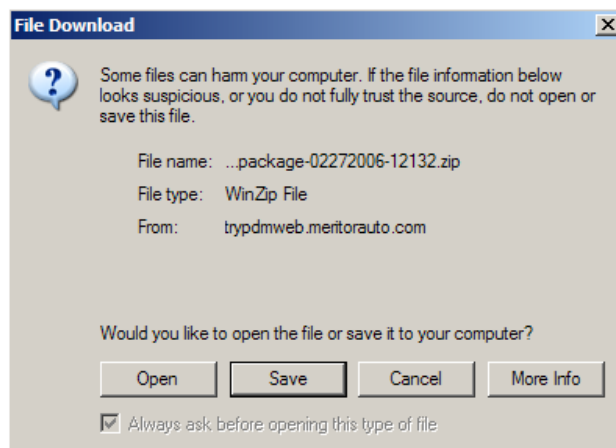


5. Click the **red arrow icon** to begin the download of all the drafting standards files displayed on the screen.

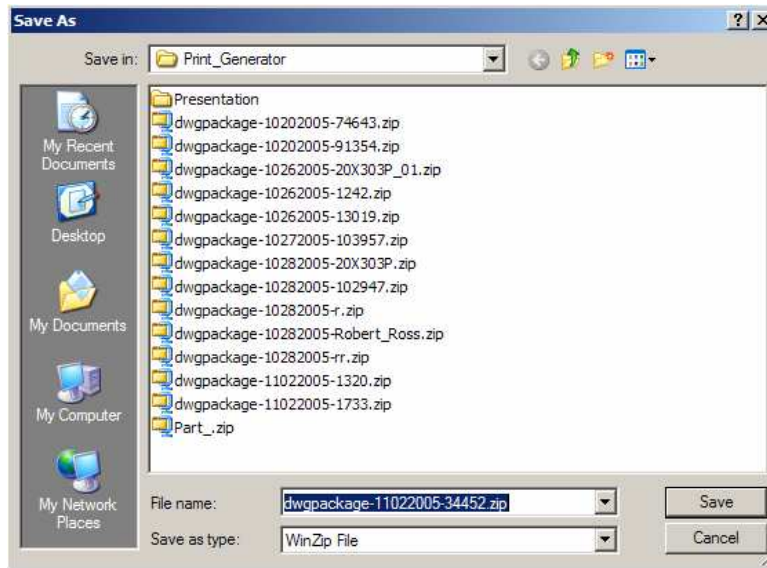
A screen will come up with the following message: *Please wait for the File Download window to come up. Click Done to close this window when file download is complete.*



At this point, please wait for the *File Download* window to come up.



6. Select **Save** to save the packaged drawings to the local computer.
7. Choose a local folder to save the zipped drawing file in.



8. Click **Save**.
9. Click **Close**.
 - Click the **Done** button on the *Please wait for the File Download* screen.

The package will now be available in the folder selected above. The package will be named: dmgpakage-mmddyyyy-hhmmss.zip (Month Day Year – Hours Minutes Seconds).


In the dmgpakage-mmddyyyy-hhmmss.zip file will be each downloaded drafting standard file and a summary file in Excel format listing each drafting standard that was selected to be downloaded.

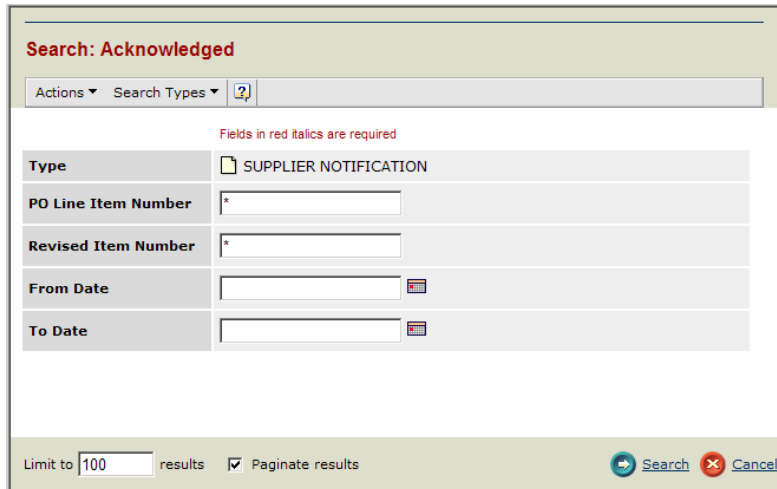
10. Click the **Cancel** button on the **Download Drafting Standards Manuals** screen.
11. Click the **Cancel** button on the **Drafting Standards Manuals** screen.

SDNs and SECNs Acknowledged

This section will show you how to look up any SDNs and SECNs that you have previously acknowledged.

0. Select **My Desk** from the menu items.
1. Under **My Desk**, select **Supplier Functions**.
2. Under **Supplier Functions**, select **Supplier Document Notices (SDNs) or Supplier Engineering Change Notices (SECNs)**.
3. Under **Supplier Document Notices (SDNs) or Supplier Engineering Change Notices (SECNs)**, select **SDNs or SECNs Acknowledged**. The *Search: Acknowledged* screen displays.

NOTE: Click on the **Help**  icon to view the *Supplier ECN User Instruction Manual*.



4. Enter a **PO Line Item Number**, **Revised Item Number**, and/or **From Date** and **To Date** OR do not enter any search criteria.

NOTE: Partial PO Line Item Numbers or Revised Item Numbers must be followed by an asterisk (*).




NOTE: To search for multiple PO Line Item Numbers or Revised Item Numbers at the same time, separate using a comma (.). For example, *20X303P_01,41X1371_01* or *20X303P*,41X1371**.

NOTE: If you want to paginate the results, so that all of the results do not display on one page, then check the **Paginate results** box.




5. Click **Search**. The *Acknowledged* screen displays with the new print notifications resulting from the user's search criteria.




NOTE: If the results are not accurate, then click the Revise Search button to re-enter the search criteria.

New Print Notifications - Acknowledged




Re-download Revise Search   

<input type="checkbox"/>	Supplier Location	Date Sent	Sent To	Buyer	PO Number	PO Line Number	PO Line Item Number	Latest Released Revision	EDC Description
<input type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25557	1	3100L7656	F	CENTER-AXLE,FIN.
<input type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25554	2	3100X7122	S	CENTER-AXLE,FIN.




Page 1 of 1    Cancel

6. To export the search results displayed on this screen into an Excel file,
 - Select the **Export**  icon. The *File Download* window displays.
 - Select **Open** to open the file or select **Save** to save the file to your local computer.
7. To print the search results displayed on this screen,
 - Select the **Printer Friendly**  icon. The results display in a printer friendly browser window.
 - Select the **Print**  icon to print the results to your default printer.
8. Select one or more **Items** by checking the box next to the items. To select/deselect all Items, click in the checkbox to the far left of the header bar. Once the Items (s) are selected, the *Re-download* button will be selectable.

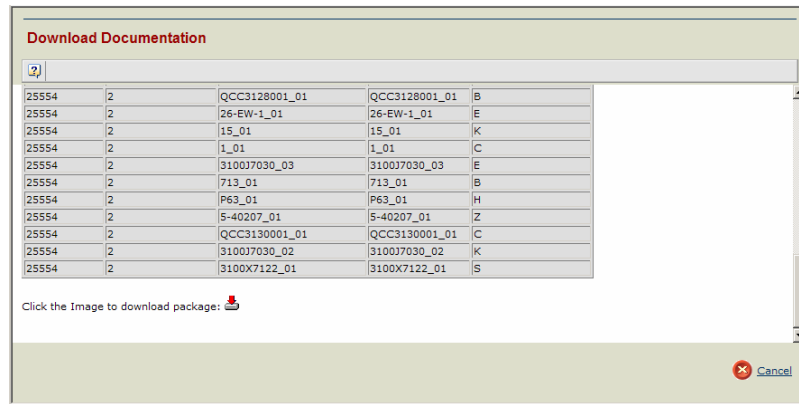
New Print Notifications - Acknowledged

Re-download Revise Search   

<input checked="" type="checkbox"/>	Supplier Location	Date Sent	Sent To	Buyer	PO Number	PO Line Number	PO Line Item Number	Latest Released Revision	EDC Description
<input checked="" type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25557	1	3100L7656	F	CENTER-AXLE,FIN.
<input checked="" type="checkbox"/>	9205	02/15/2006	richard.altman@arvinmeritor.com	Maneeram Murali	25554	2	3100X7122	S	CENTER-AXLE,FIN.

Page 1 of 1    Cancel

9. Click the **Re-download** button. The *Download Documentation* screen displays showing all parts and their drawings that were selected to be downloaded.

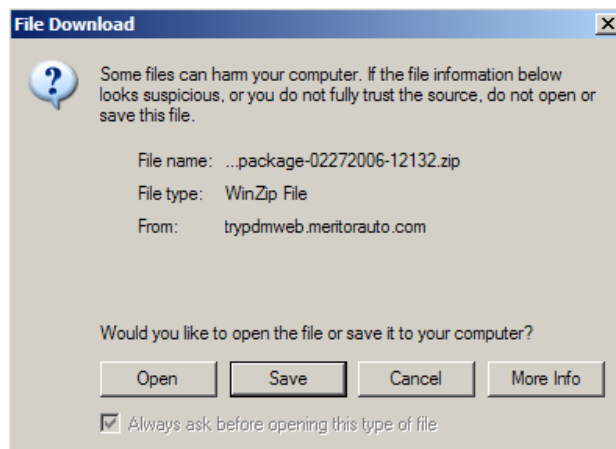


10. Click the **red arrow icon** to begin the download of all the drawing files associated with the drawings displayed on the screen.

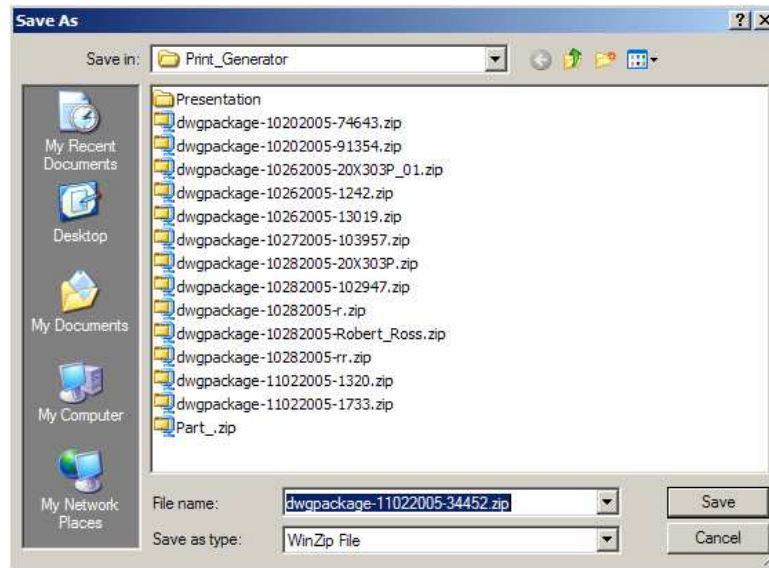
A screen will come up with the following message: *Please wait for the File Download window to come up. Click Done to close this window when file download is complete.*



At this point, please wait for the *File Download* window to come up.



11. Select **Save** to save the packaged drawings to the local computer.
12. Choose a local folder to save the zipped drawing file in.



13. Click **Save**.
14. Click **Close**.
15. Click the **Done** button on the *Please wait for the File Download* screen.

The package will now be available in the folder selected above. The package will be named: dwgpackage-mmddyyyy-hhmmss.zip (Month Day Year – Hours Minutes Seconds).

In the dwgpackage-mmddyyyy-hhmmss.zip file will be each downloaded drawing file and a summary file in Excel format listing each part and drawing that was selected to be downloaded, along with other part/drawing attributes and the drawing file name or a comment.

There will be a comment if a file was not downloaded for the part/drawing. The possible comments are:

- No Drawing File - The selected Drawing Master did not have a file checked in.
- No Drawing Master Exists - The selected Call Out did not have a Drawing Master attached.
- No Word Drawing Available - If the selected Call Out is a Word Drawing and Word Drawing does not exist.
- Duplicate Drawing - This drawing file is already included in the package because it is a Call Out for another top-level selected Item Master.

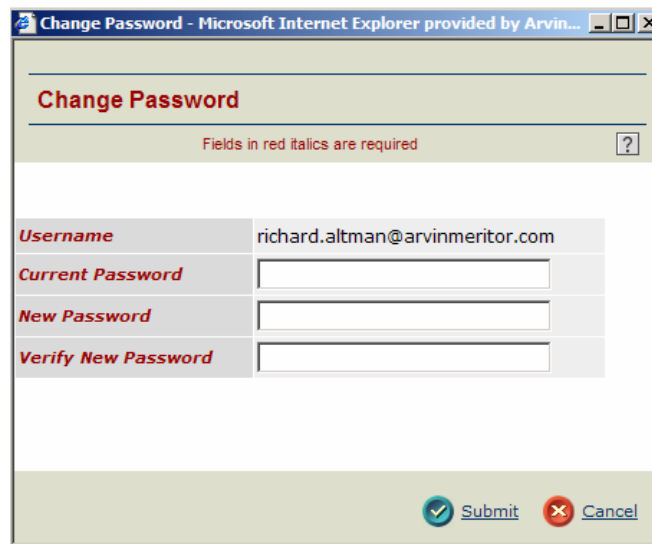
16. Click the **Cancel** button on the **Download Documentation** screen to return to the *New Print Notifications - Acknowledged* search results screen.
17. Click the **Revise Search** button to return to the *Search: Acknowledged* screen to begin another search.

18. If you do not need to do another search, then click **Cancel** on the *New Print Notifications - Acknowledged* search results screen to close the window.

Supplier ECN – Additional Functionality

Change Password

0. Select **Tools** from the menu items.
1. Under **Tools**, select **Change Password**. The *Change Password* screen displays.



The screenshot shows a web browser window titled "Change Password - Microsoft Internet Explorer provided by Arvin...". The page content includes a header "Change Password" and a note "Fields in red italics are required". Below this, there is a form with four fields: "Username" (pre-filled with "richard.altman@arvinmeritor.com"), "Current Password", "New Password", and "Verify New Password". At the bottom of the form, there are "Submit" and "Cancel" buttons.

Field Label	Value
<i>Username</i>	richard.altman@arvinmeritor.com
<i>Current Password</i>	<input type="password"/>
<i>New Password</i>	<input type="password"/>
<i>Verify New Password</i>	<input type="password"/>

2. Enter your **Current Password** in the **Current Password** field.
3. Enter your **New Password** in the **New Password** field.

Passwords must meet the following requirements:

- must contain at least one letter and at least one number.
- cannot contain the username.
- cannot contain repeating characters.
- must be at least 6 characters long
- cannot be reused for 365 days

Please Note: You will be prompted to change your password every **90** days

4. Enter your **New Password** in the **Verify New Password** field.
5. Click **Submit**. The *Password Changed Successfully* screen displays.



6. Click **OK**.

Saved Searches

Saving a Search

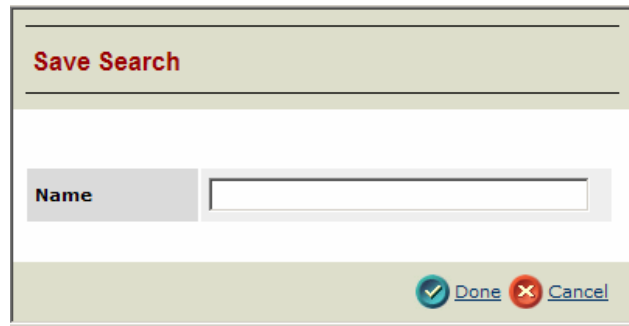
0. Select **My Desk** from the menu items.
1. Under **My Desk**, select **Supplier Functions**.
2. Under **Supplier Functions**, select **Ad Hoc Print Request**. The *Search: Ad Hoc Print Request* screen displays.

3. In the **Name** field, enter a full or partial Item Master (a collection of data that describes a specific item managed by the PDM system). For example, a full Item Master would be *20X303P_01*. A partial Item Master would be *20X303** (the asterisk is a wild card search). You can also enter a full or partial part number followed by an asterisk (*). For example, *2210C6867**.

NOTE: Partial Item Masters or Part Numbers must be followed by an asterisk (*).

NOTE: To search for multiple Item Masters or Part Numbers at the same time, separate using a comma (.). For example, *20X303P_01,41X1371_01* or *20X303P*,41X1371**.

4. Select **Actions** from the menu items.
5. Under **Actions**, select **Save**. The *Save Search* screen displays.

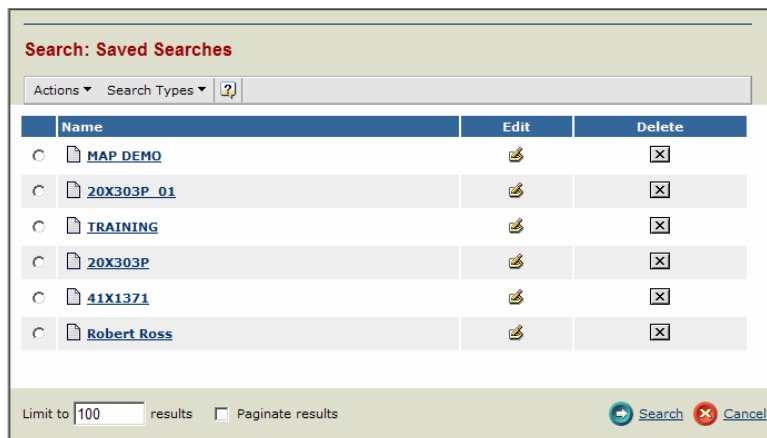


The image shows a dialog box titled "Save Search". It has a header bar with the title in red. Below the header is a text input field with the label "Name" to its left. At the bottom right of the dialog, there are two buttons: "Done" with a green checkmark icon and "Cancel" with a red X icon.



















6. In the **Name** field, enter a **name** to describe what the search is. For example, the Item Master name.
7. Click **Done**.

Initiating a Saved Search

0. From the *Search: Ad Hoc Print Request* screen, select **Search Types** from the menu items.
1. Under **Search Types**, select **Saved Searches**. The *Search: Saved Searches* screen displays.



The image shows the "Search: Saved Searches" screen. At the top, there is a header bar with the title "Search: Saved Searches" in red. Below the header is a navigation bar with "Actions" and "Search Types" dropdown menus. The main content is a table with three columns: "Name", "Edit", and "Delete". The table contains six rows of saved searches, each with a radio button, a document icon, and a name. At the bottom of the screen, there is a footer bar with "Limit to 100 results" and a "Paginate results" checkbox. On the right side of the footer, there are "Search" and "Cancel" buttons.

Name	Edit	Delete
<input type="radio"/>  MAP DEMO		
<input type="radio"/>  20X303P_01		
<input type="radio"/>  TRAINING		
<input type="radio"/>  20X303P		
<input type="radio"/>  41X1371		
<input type="radio"/>  Robert Ross		

2. Select the **radio button** in front of the desired saved search **name**.
3. Select **Search**. The *Ad Hoc Print Request Search Results* screen displays.

Editing a Saved Search

0. From the *Search: Ad Hoc Print Request* screen, select **Search Types** from the menu items.

1. Under **Search Types**, select **Saved Searches**. The *Search: Saved Searches* screen displays.

Name	Edit	Delete
MAP DEMO		
20X303P_01		
TRAINING		
20X303P		
41X1371		
Robert Ross		

Limit to 100 results Paginate results Search Cancel

2. Select the **Edit** icon for the desired saved search. The *Search: Ad Hoc Print Request* screen displays.

Search: Print Generator Search

Actions Search Types ?

Type: ITEM MASTER

Name: 20X303P*

Revision: * Latest Released Revision Only

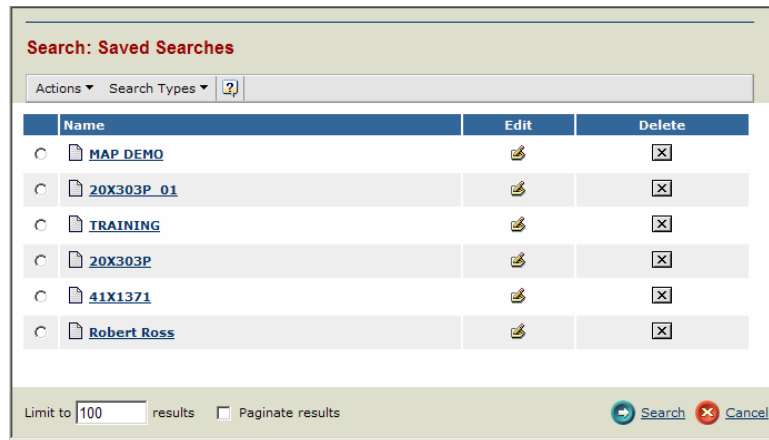
[More](#)

Limit to 100 results Paginate results Search Cancel

3. In the **Name** field, edit the search criteria.
4. Select **Actions** from the menu items.
5. Under **Actions**, select **Save**. The edited search has been saved.

Deleting a Saved Search

0. From the *Search: Ad Hoc Print Request* screen, select **Search Types** from the menu items.
1. Under **Search Types**, select **Saved Searches**. The *Search: Saved Searches* screen displays.



2. Select the **Delete icon** for the desired saved search. A pop-up displays asking if you want to delete the selected saved search.

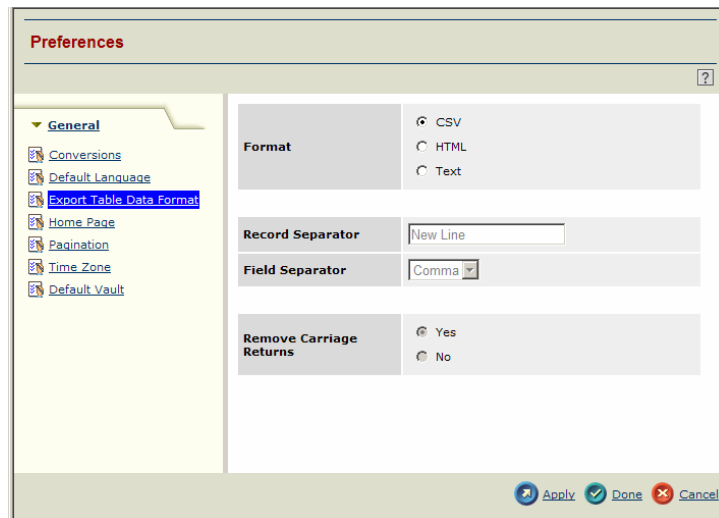



3. Select **OK**. The saved search is removed from the *Search: Saved Searches* screen.

Exporting Results

On various results screens, you have the ability to export data into an Excel, HTML, or a Text file. The default export type is an Excel file. To change this preference,

0. On the *Matrix Central Home* screen, select **Tools** from the menu items.
1. Under **Tools**, select **Preferences**. The *Preferences* screen displays.
2. Click on *Export Table Data Format*.



3. Under **Format**, select **CSV** (Excel), **HTML**, or **Text**. If you selected Text, then choose additional options.
4. Click **Done**.
5. To export the search results displayed on a results screen,
 - Select the **Export**  icon. The *File Download* window displays.
 - Select **Open** to open the file or select **Save** to save the file to your local computer.

Viewing Documents and Drawings

Supplier ECN does not have functionality to view documents and/or drawings from within the application. If you need to view documents and/or drawings, you need to download the package and then view them using the default programs installed on your computer.

Errors with WINZIP

In a few instances, some suppliers are having trouble opening the .zip file (containing the prints and specs)

- If your current computer software does not allow you to unzip compressed files, you will need to install a third-party tool to allow you to do this. There are a number of zip utilities available, including the following: WinZip (recommended), PentaZip, PicoZip, PKZip, PowerArchiver, and StuffIt. Link to Winzip website: <http://www.winzip.com/>

Disable Pop-Up Blocker

0. Go to Internet Explorer
1. You will have a title bar at the top of the page just below the Address bar.
2. There will be an icon that will possibly say "Pop-Up Disabled". You might have to move your mouse over the icons to find out which one is for Pop-Up.
3. Click on the icon and you will have the option to allow Pop-Ups.