

VENDOR PORTAL

STEP BY STEP GUIDE

TO ACCESS

Go to your internet browser and type in the address given to you by your customer (servername.companyname.com). A screen will appear from which you will log into the portal.

<https://iportal.mpc-inc.com>



The image shows a Windows-style dialog box titled "Connect to". The title bar includes a question mark icon and a close button (X). The dialog has a blue header with a key icon. Below the header, the text "dad_iqora" is displayed. There are two input fields: "User name:" with a dropdown menu showing a person icon, and "Password:" with a text box. Below the password field is a checkbox labeled "Remember my password". At the bottom, there are "OK" and "Cancel" buttons.

Enter in your User Name and Password. (You will be given this information from your supplier).

Once you have successfully logged in a screen similar to the following will appear:

IQMS VENDOR PORTAL HOME SCREEN



Home
Purchase Orders
Products
AP Info
Vendor Release
Reports

Through IQWebDirect, customers can

- place orders
- view product availability
- check order and shipping status
- view production information
- run customer specific reports

And Suppliers can

- check purchase orders
- view product lists
- take action on material exceptions
- review payable information
- run supplier specific reports

all in Realtime...!

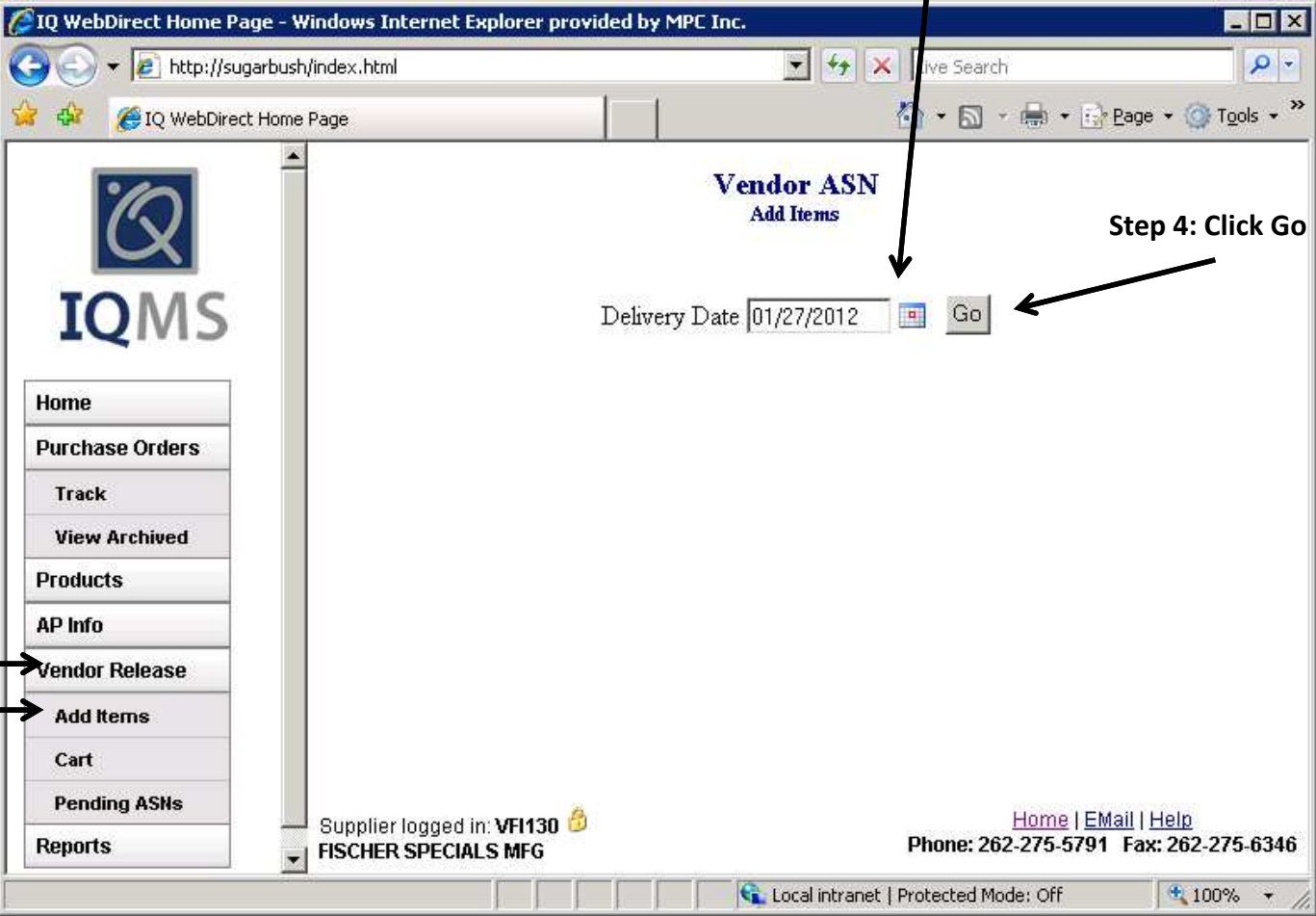
IQ
WebDirect

Step 3: Enter Delivery Date

Step 4: Click Go

Step 1: Click on Vendor Release

Step 2: Click on Add item



Step 5: Click on the “Company” location you want to ship to.

The screenshot shows the IQMS WebDirect Home Page. The browser title is "IQ WebDirect Home Page - Windows Internet Explorer provided by MPC Inc." and the address bar shows "http://sugarbush/index.html". The page features the IQMS logo and a navigation menu on the left with the following items: Home, Purchase Orders, Track, View Archived, Products, AP Info, Vendor Release, Add Items, Cart, Pending ASNs, and Reports. The main content area is titled "Ship To's Promised by 01/27/2012" and displays a table with 6 columns: Company, Address 1, Address 2, City, State, and Zip. The table lists six shipping locations, with the first one, MPC MEGA, highlighted. A black arrow points from the text "Step 5" to the "Company" column header of the first row. The footer includes the text "Supplier logged in: VF1130 FISCHER SPECIALS MFG" and contact information: "Home | Email | Help Phone: 262-275-5791 Fax: 262-275-6346". The status bar at the bottom indicates "Local intranet | Protected Mode: Off" and "100%".

Company	Address 1	Address 2	City	State	Zip
MPC MEGA	MEGA-Distribution Center	1615 GREBBY ST.	Delavan	WI	53115
MPC PDC	PDC-Distribution Center	1615 GREBBY ST.	Delavan	WI	53115
MPC Prairie du Chien	PDC-Direct Ship	63095 Vineyard Rd	Prairie du Chien	WI	53821
MPC RC	RC-Distribution Center	1615 GREBBY ST.	Delavan	WI	53115
MPC Walworth - MRO	MRO-Direct Ship	837 Walworth St	Walworth	WI	53184
MPC WWW	WWW-Distribution Center	1615 GREBBY ST.	Delavan	WI	53115

Step 6: Click on part number you are requesting.

Step 7: Enter the amount due.

Step 8: Enter the number of labels.

Step 9: Enter the quantity per label.

Step 10: Enter Lot # if one is required
"NOTE: if multiple lot numbers are required you will need to enter a new shipment."

IQ WebDirect Home Page - Windows Internet Explorer provided by MPC Inc.
http://sugarbush/index.html

PO's promised by 01/27/2012 to MPC WW
[Checkout](#)

(Showing: 1 through 15)

<input type="checkbox"/>	P.O.#	Item #	Ship Qty	Left To Ship	Ordered Qty	Release Qty	# of Labels	Qty Per Label	Lot #	UOM	Promise Date
<input type="checkbox"/>	17716-01	CS27188		3,998	9,999,999	12,000				EACH	12/21/2011
<input type="checkbox"/>	17716-01	CS27188		12,000	9,999,999	12,000				EACH	01/25/2012
<input type="checkbox"/>	17716-01	CS27188		12,000	9,999,999	12,000				EACH	01/18/2012
<input type="checkbox"/>	17716-01	CS27188		12,000	9,999,999	12,000				EACH	01/11/2012
<input type="checkbox"/>	17716-01	CS27188		12,000	9,999,999	12,000				EACH	01/04/2012
<input type="checkbox"/>	17785-01	CS34154		2,250	9,999,999	2,250				EACH	12/14/2011
<input type="checkbox"/>	17785-01	CS34154		2,250	9,999,999	2,250				EACH	01/18/2012
<input type="checkbox"/>	28024-01	CS34139		3,500	9,999,999	3,500				EACH	01/18/2012
<input type="checkbox"/>	28024-01	CS34139		3,500	9,999,999	3,500				EACH	01/04/2012
<input type="checkbox"/>	6019-01	CS18105		20,000	9,999,999	20,000				EACH	12/14/2011
<input type="checkbox"/>	6019-01	CS18105		20,000	9,999,999	20,000				EACH	01/04/2012
<input type="checkbox"/>	6019-01	CS18105		20,000	9,999,999	20,000				EACH	01/18/2012
<input type="checkbox"/>	6050-01	CS19129		5,000	9,999,999	5,000				EACH	01/04/2012
<input type="checkbox"/>	6050-01	CS19129		5,000	9,999,999	5,000				EACH	01/18/2012
<input type="checkbox"/>	6082-01	CS20132		2,500	9,999,999	2,500				EACH	01/18/2012

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Home | Email | Help
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Next 15

Next Page

Step 12: Click on Checkout.

The screenshot shows the IQMS web application interface. At the top, it says "PO's promised by 01/27/2012 to MPC WW". Below this is a "Checkout" button. A table lists purchase orders with columns for PO #, Item #, Ship Qty, Left To Ship, Ordered Qty, Release Qty, # of Labels, Qty Per Label, Lot #, UOM, and Promise Date. The 7th row is selected. On the left is a navigation menu with options like Home, Purchase Orders, Track, View Archived, Products, AP Info, Vendor Release, Add Items, Cart, Pending ASNs, and Reports. At the bottom, there is an "Add to Shipment" button and a "Next 15" link. The footer includes the supplier name "FISCHER SPECIALS MFG" and contact information.

IQMS

PO's promised by 01/27/2012 to MPC WW

Checkout

(Showing: 1 through 15)

PO #	Item #	Ship Qty	Left To Ship	Ordered Qty	Release Qty	# of Labels	Qty Per Label	Lot #	UOM	Promise Date
<input type="checkbox"/>	17716-01 CS27188		3,998	9,999,999	12,000				EACH	12/21/2011
<input type="checkbox"/>	17716-01 CS27188		12,000	9,999,999	12,000				EACH	01/26/2012
<input type="checkbox"/>	17716-01 CS27188		12,000	9,999,999	12,000				EACH	01/18/2012
<input type="checkbox"/>	17716-01 CS27188		12,000	9,999,999	12,000				EACH	01/11/2012
<input type="checkbox"/>	17716-01 CS27188		12,000	9,999,999	12,000				EACH	01/04/2012
<input checked="" type="checkbox"/>	17785-01 CS34154	2250	2,250	9,999,999	2,250	2	1125		EACH	12/14/2011
<input type="checkbox"/>	17785-01 CS34154		2,250	9,999,999	2,250				EACH	01/18/2012
<input type="checkbox"/>	28024-01 CS34139		3,500	9,999,999	3,500				EACH	01/18/2012
<input type="checkbox"/>	28024-01 CS34139		3,500	9,999,999	3,500				EACH	01/04/2012
<input type="checkbox"/>	6019-01 CS18105		20,000	9,999,999	20,000				EACH	12/14/2011
<input type="checkbox"/>	6019-01 CS18105		20,000	9,999,999	20,000				EACH	01/04/2012
<input type="checkbox"/>	6019-01 CS18105		20,000	9,999,999	20,000				EACH	01/18/2012
<input type="checkbox"/>	6050-01 CS19129		5,000	9,999,999	5,000				EACH	01/04/2012
<input type="checkbox"/>	6050-01 CS19129		5,000	9,999,999	5,000				EACH	01/18/2012
<input type="checkbox"/>	6050-01 CS20132		2,500	9,999,999	2,500				EACH	01/18/2012

Next 15

Add to Shipment

Supplier logged in: VF1130
FISCHER SPECIALS MFG

Home | EMail | Help
Phone: 262-275-5791 Fax: 262-275-6346

Local intranet | Protected Mode: Off | 100%

Step 11: Click on Add to Shipment

CONFIRMING AND DELETING ITEMS

CONFIRM YOUR ORDER! TO REMOVE AN ITEM CLICK ON THE **X** TO REMOVE THE ITEM

IQMS

Home
Purchase Orders
Products
AP Info
Vendor Release
Add Items
Cart
Pending ASIs
Reports

Shipment to MPC WW

Ship Via: (CCX)CONWAY CENTRAL EXPRESS
Supplier Reference #
Tracking #
Total Pallets
Comment

Save Submit Delete

Items
(Showing: 1 through 20)

Item #	Ship Qty	UOM
28024-01 CS34139 3500		EACH X
28024-01 CS34139 3500		EACH X
28024-01 CS34139 3800		EACH X

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Home | EMail | Help
Phone: 262-275-5791 Fax: 262-275-6346

Step 13: “Ship Via” Click on arrow down to get carriers.

Step 14: “Supplier Reference #” Enter reference number.

Step 15: “Tracking #” Enter tracking number.

Step 16: “Total Pallets” Enter number of pallets.

Step 17: “Comments” Enter Comments

Step 18: Click on Submit.

Step 19: Click Ok

The screenshot shows the 'Shipment to MPC WW' form in the IQMS WebDirect interface. The form contains the following fields and controls:

- Ship Via:** A dropdown menu currently showing 'CCX-FARGO W/POOLBILL'.
- Supplier Reference #:** A text input field containing '5551212'.
- Tracking #:** A text input field containing 'TIM5551212'.
- Total Pallets:** A text input field containing '1'.
- Comment:** A large text area for entering comments.
- Buttons:** 'Save', 'Submit', and 'Delete' buttons are located below the form.

An overlaid dialog box titled 'Windows Internet Explorer' contains a question mark icon and the text 'Submit this shipment?'. It has 'OK' and 'Cancel' buttons at the bottom.

At the bottom of the page, there is a status bar showing 'Supplier logged in: VF130 FISCHER SPECIALS MFG' and contact information: 'Phone: 262-275-5791 Fax: 262-275-6346'.

ORDER COMPLETE

The screenshot shows a Windows Internet Explorer browser window titled "IQ WebDirect Home Page - Windows Internet Explorer provided by MPC Inc.". The address bar contains "http://sugarbush/". The page content includes the IQMS logo on the left, a "Success!" message in green text, and a confirmation message: "The requested action has been completed successfully." Below this message are three links: "Print Packing Slip", "Print Bill of Lading", and "Print Labels". An "OK" button is positioned below the links. A vertical navigation menu on the left lists: Home, Purchase Orders, Products, AP Info, Vendor Release, Add Items, Cart, Pending ASMs, and Reports. At the bottom of the page, it displays "Supplier logged in: VF1130 FISCHER SPECIALS MFG" and contact information: "Home | EMail | Help", "Phone: 262-275-5791 Fax: 262-275-6346". The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of "100%".

Success!

The requested action has been completed successfully.

[Print Packing Slip](#)

[Print Bill of Lading](#)

[Print Labels](#)

OK

Supplier logged in: VF1130 FISCHER SPECIALS MFG

[Home](#) | [EMail](#) | [Help](#)
Phone: 262-275-5791 Fax: 262-275-6346

Local intranet | Protected Mode: Off 100%

OPTION #1 – PRINTING PACKING SLIP

http://sugarbush/tempdocs/REP_VFI130_68066715310.PDF - Windows Internet Explorer provid...

http://sugarbush/tempdocs/REP_VFI130_6806671...

Live Search


Page Tools

1 / 1 61.8%

Find

FISCHER SPECIALS MFG
111 INDUSTRIAL ROAD
COLD SPRING, KY 41076
Phone : 859-781-1400 Fax : 859-781-4702

Packing Slip
10668



Ship To MPC WW
WW-Distribution Center
1615 GREBBY ST.
Delavan, WI 53115

Shipment Method (CCX)CONWAY CENTRAL EXPRESS

Reference # 5551212

Tracking #

Total Pallets

Date 1/31/2012

Ship Day TUESDAY

Part #	Description	PO #	Lot #	Ship Quantity
CS27188.B	CMPRS LMTR 10.21 O.OD X71.OX 12LG	17716-01		3798

Done Unknown Zone | Protected Mode: Off

OPTION #2 – PRINT BILL OF LADING

Please provide your Company's BOL

OPTION #3 - PRINTING LABEL

Click on
Printer to
get label

The screenshot shows a web browser window titled "IQ WebDirect Home Page - Windows Internet Explorer provided by MPC Inc." with the address bar displaying "http://sugarbush/". The page content includes the IQMS logo, a navigation menu, and a table of items for internal shipment.

Items For Internal Shipment #10668
Supplier Reference #5551212

(Showing: 1 through 5)

Print Labels	PO #	Item #	Ship Qty	Labels
	17716-01	CS27188	3798	1

[Back](#)

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Done Local intranet | Protected Mode: Off 100%

LABEL SAMPLE

http://sugarbush/tempdocs/REP__VF1130__69989968294.PDF - Windows Internet Ex...

http://sugarbush/tempdocs/REP__VF1130...

File Edit Go To Favorites Help

★ Favorites | ★ Suggested Sites | Free Hotmail | Web Slice Gallery

http://sugarbush/tempdocs/REP__VF1130...

Print Save Copy Paste Home Back Forward Stop Refresh 1 / 1 61.7% Find

CS23113.01	4/11/12
MPC WW	
203-8996 LIMITER 1/2"	3000.00
Serial (S) 10663811	
CS23113.01	4/11/12
MPC WW	
203-8996 LIMITER 1/2"	3000.00
Serial (S) 10663812	
CS23113.01	4/11/12
MPC WW	
203-8996 LIMITER 1/2"	3000.00
Serial (S) 10663813	

Done Unknown Zone

TRACKING EXISTING PO

The screenshot shows a web browser window titled "IQ WebDirect Home Page - Windows Internet Explorer provided by MPC Inc." with the address bar displaying "http://sugarbush/index.html". The page content includes the IQMS logo on the left and a search area titled "Track Existing PO" on the right. The search area contains a dropdown menu set to "PO #", an input field, and a "Search" button. A vertical navigation menu on the left lists: Home, Purchase Orders, Track, View Archived, Products, AP Info, Vendor Release, and Reports. At the bottom, it shows "Supplier logged in: VF130 FISCHER SPECIALS MFG" and contact information: "Phone: 262-275-5791 Fax: 262-275-6346". The browser status bar at the bottom indicates "Local intranet | Protected Mode: Off" and "100%" zoom.

Track Existing PO

Search for PO #

IQMS


- Home
- Purchase Orders
- Track
- View Archived
- Products
- AP Info
- Vendor Release
- Reports

Supplier logged in: VF130 FISCHER SPECIALS MFG

[Home](#) | [Email](#) | [Help](#)
Phone: 262-275-5791 Fax: 262-275-6346

web_po.track Local intranet | Protected Mode: Off 100%

TRACKING EXISTING PO



Track Existing PO

Search for

Search Results for " " (Showing: 1 through 20)

PO.#	Item #	Description	Rev	P.O. Date	Blanket Qty	UOM	Unit Price	Received	Rejected	EPlan
15700-01	CS22175	COMPRESSION LIMITER 5MM ID	A	06/21/2007	9,999,999	EACH	0.048500	483,880	0	-1
16540-01	CS36150	M8 LOAD LIMITER	A	07/30/2007	9,999,999	EACH	0.246670	36,415	0	-1
16541-01	CS36149	M6 LOAD LIMITER	A	07/30/2007	9,999,999	EACH	0.159200	67,970	0	-1
17625-01	CS19171	BRASS INSERT	REL	09/28/2007	9,999,999	EACH	0.052630	2,735	0	-1
17663-01	CS22158	COMPRESSION LIMITER	A	09/28/2007	9,999,999	EACH	0.050150	39,448	0	-1
17672-01	CS23168	5/16 - 18 THREAD INST	A	09/28/2007	9,999,999	EACH	0.107810	46,890	0	-1
17685-01	CS24181	TOP HAT COMPRESSION LIMITER	A	09/28/2007	9,999,999	EACH	0.147110	16,500	0	-1
17700-01	CS25193	STR KNURLED BRASS COMPRESS LMT	A	09/29/2007	9,999,999	EACH	0.048180	30,000	0	-1
17709-01	CS26199	COMPRESSION LIMITER	B	09/29/2007	9,999,999	EACH	0.185070	73,005	0	-1
17711-01	CS27122	COMPRESSION LIMITER	REL	09/29/2007	9,999,999	EACH	0.048440	328,900	0	-1
17716-01	CS27188	CMPRS LMTR 10.21 O.DD X71.DX 12LG	B	09/29/2007	9,999,999	EACH	0.054970	3,826,495	0	-1
17748-01	CS28161	COMPRESSION LIMITER	REL	09/29/2007	9,999,999	EACH	0.089940	700,075	0	-1
1778-01	CS18174	COMPRESSION LIMITER BRASS	REL	02/09/2005	9,999,999	EACH	0.310680	24,000	0	-1
17785-01	CS34154	29630-08_02 BRASS LIMITER	A	09/29/2007	9,999,999	EACH	0.325650	131,735	0	-1
17788-01	CS34166	COMPRESSION LIMITER	A	09/29/2007	9,999,999	EACH	0.083100	247,015	0	-1
18308-01	CS36169	M6 THREADED INSERT	A	10/23/2007	9,999,999	EACH	0.331020	4,610	0	-1
18803-01	CS180	.020 BRASS ORIFICE	S	11/16/2007	9,999,999	EACH	0.407940	30,533	0	-1
19068-01	CS34195	COMPRESSION LIMITER	A	12/06/2007	9,999,999	EACH	0.053770	589,335	0	-1
19886-01	CS17143	BRASS INSERT	A	01/23/2008	9,999,999	EACH	0.025130	20,000	0	-1
19895-01	CS36169	M6 THREADED INSERT	A	01/23/2008	9,999,999	EACH	0.331020	16,235	0	-1

[Next 20](#)

Supplier logged in: **VF130**
FISCHER SPECIALS MFG

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HELP



IQ WebDirect Home Page - Windows Internet Explorer provided by MPC Inc.

http://sugarbush/index.html

Live Search

IQ WebDirect Home Page

IQMS

- Home
- Purchase Orders
- Products
- AP Info
- Vendor Release
- Reports

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And Suppliers can

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all in Realtime...!

IQ WebDirect

Supplier logged in: VF130 
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CONTACT YOUR MPC BUYER FOR ANY QUESTIONS OR CONCERNS!
You may also contact Purchasing at purchasing@mpc-inc.com or
salmc@mpc-inc.com or via phone at (262) 275-5791 x2515