

# **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). Below the title bar is a blue header area with a yellow key icon. The main area of the dialog is light gray and contains the following elements: the text "dad\_iqora" at the top left; a "User name:" label followed by a text input field containing a small blue profile icon; a "Password:" label followed by an empty text input field; a checkbox labeled "Remember my password" which is currently unchecked; and two buttons at the bottom, "OK" and "Cancel".

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...!*

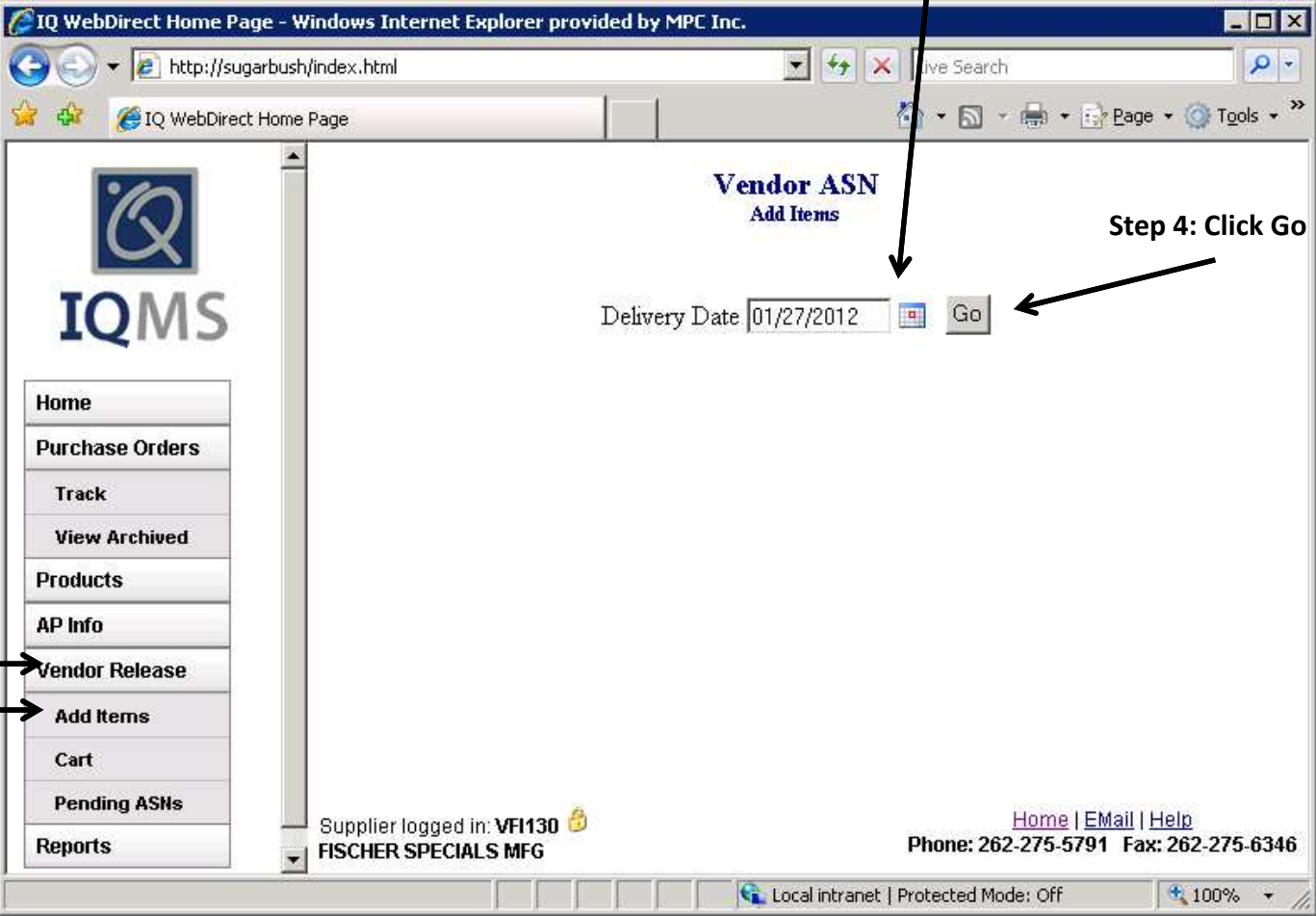
**IQ**  
*WebDirect*

**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.

IQMS

Home  
Purchase Orders  
Track  
View Archived  
Products  
AP Info  
Vendor Release  
Add Items  
Cart  
Pending ASNs  
Reports

### Ship To's Promised by 01/27/2012

( Showing: 1 through 15 )

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

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 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

Supplier logged in: VF1130  
FISCHER SPECIALS MFG

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

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. A sidebar on the left contains navigation links 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 "Supplier logged in: VF1130 FISCHER SPECIALS MFG" and contact information: "Home | EMail | Help Phone: 262-275-5791 Fax: 262-275-6346".

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

Add to Shipment

Next 15

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

Supplier logged in: VF1130  
FISCHER SPECIALS MFG

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 IQMS WebDirect Home Page in Internet Explorer. The page title is "Shipment to MPC WW". The form contains the following fields and controls:

- Ship Via:** A dropdown menu with "CCX-FARGO W/POOLBILL" selected.
- 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.
- Items Table:** A table with columns "PO #", "Item #", "Ship Qty", and "UOM". It shows one item: "17785-01 0394154 2250 EACH".
- Footer:** "Supplier logged in: VF130 FISCHER SPECIALS MFG" and contact information: "Phone: 262-275-5791 Fax: 262-275-6346".

A "Windows Internet Explorer" dialog box is open in the bottom right corner, displaying a question mark icon and the text "Submit this shipment?". It has "OK" and "Cancel" buttons.

Arrows from the text steps point to the following elements in the screenshot:

- Step 13: Points to the "Ship Via" dropdown arrow.
- Step 14: Points to the "Supplier Reference #" input field.
- Step 15: Points to the "Tracking #" input field.
- Step 16: Points to the "Total Pallets" input field.
- Step 17: Points to the "Comment" text area.
- Step 18: Points to the "Submit" button.
- Step 19: Points to the "OK" button in the dialog box.

# 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 that the requested action has been completed successfully. Below the message are three links: "Print Packing Slip", "Print Bill of Lading", and "Print Labels". An "OK" button is also present. A navigation menu on the left lists: Home, Purchase Orders, Products, AP Info, Vendor Release, Add Items, Cart, Pending ASMs, and Reports. At the bottom, it shows the user is logged in as "VF1130 FISCHER SPECIALS MFG" and provides 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%".

**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

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 on the left and a navigation menu with items like Home, Purchase Orders, Products, AP Info, Vendor Release, Add Items, Cart, Pending ASNs, and Reports. The main content area displays "Items For Internal Shipment #10668" and "Supplier Reference #5551212". Below this is a table with columns for "Print Labels", "PO #", "Item #", "Ship Qty", and "Labels". A single row of data is visible: "17716-01 CS27188 3798 1". A "Print Labels" button is located to the left of the first cell in this row. A "Back" link is positioned below the table. At the bottom of the page, it indicates "Supplier logged in: VF1130 FISCHER SPECIALS MFG" and provides contact information: "Home | EMail | Help" and "Phone: 262-275-5791 Fax: 262-275-6346". The browser's status bar at the bottom shows "Done", "Local intranet | Protected Mode: Off", and "100%" zoom.

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

# 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 Refresh Stop Back Forward 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



**IQMS**

### 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	<a href="#">CS22175</a>	COMPRESSION LIMITER 5MM ID	A	06/21/2007	9,999,999	EACH	0.048500	<a href="#">483,880</a>	0	-1
16540-01	<a href="#">CS36150</a>	M8 LOAD LIMITER	A	07/30/2007	9,999,999	EACH	0.246670	<a href="#">35,415</a>	0	-1
16541-01	<a href="#">CS36149</a>	M6 LOAD LIMITER	A	07/30/2007	9,999,999	EACH	0.159200	<a href="#">67,970</a>	0	-1
17625-01	<a href="#">CS19171</a>	BRASS INSERT	REL	09/28/2007	9,999,999	EACH	0.052630	<a href="#">2,735</a>	0	-1
17663-01	<a href="#">CS22158</a>	COMPRESSION LIMITER	A	09/28/2007	9,999,999	EACH	0.050150	<a href="#">39,448</a>	0	-1
17672-01	<a href="#">CS23168</a>	5/16 - 18 THREAD INST	A	09/28/2007	9,999,999	EACH	0.107610	<a href="#">46,890</a>	0	-1
17685-01	<a href="#">CS24181</a>	TOP HAT COMPRESSION LIMITER	A	09/28/2007	9,999,999	EACH	0.147110	<a href="#">16,500</a>	0	-1
17700-01	<a href="#">CS25193</a>	STR KNURLED BRASS COMPRESS LMT	A	09/29/2007	9,999,999	EACH	0.048180	<a href="#">30,000</a>	0	-1
17709-01	<a href="#">CS26199</a>	COMPRESSION LIMITER	B	09/29/2007	9,999,999	EACH	0.185070	<a href="#">73,005</a>	0	-1
17711-01	<a href="#">CS27122</a>	COMPRESSION LIMITER	REL	09/29/2007	9,999,999	EACH	0.048440	<a href="#">328,900</a>	0	-1
17716-01	<a href="#">CS27188</a>	CMPRS LMTR 10.21 O.DD X71.DX 12LG	B	09/29/2007	9,999,999	EACH	0.054970	<a href="#">3,826,495</a>	0	-1
17748-01	<a href="#">CS28161</a>	COMPRESSION LIMITER	REL	09/29/2007	9,999,999	EACH	0.089940	<a href="#">700,075</a>	0	-1
1778-01	<a href="#">CS18174</a>	COMPRESSION LIMITER BRASS	REL	02/09/2005	9,999,999	EACH	0.310680	<a href="#">24,000</a>	0	-1
17785-01	<a href="#">CS34154</a>	29630-08_02 BRASS LIMITER	A	09/29/2007	9,999,999	EACH	0.325650	<a href="#">131,735</a>	0	-1
17788-01	<a href="#">CS34166</a>	COMPRESSION LIMITER	A	09/29/2007	9,999,999	EACH	0.083100	<a href="#">247,015</a>	0	-1
18308-01	<a href="#">CS36169</a>	M6 THREADED INSERT	A	10/23/2007	9,999,999	EACH	0.331020	<a href="#">4,610</a>	0	-1
18803-01	<a href="#">CS180</a>	.020 BRASS ORIFICE	S	11/16/2007	9,999,999	EACH	0.407940	<a href="#">30,533</a>	0	-1
19068-01	<a href="#">CS34195</a>	COMPRESSION LIMITER	A	12/06/2007	9,999,999	EACH	0.053770	<a href="#">589,335</a>	0	-1
19886-01	<a href="#">CS17143</a>	BRASS INSERT	A	01/23/2008	9,999,999	EACH	0.025130	<a href="#">20,000</a>	0	-1
19895-01	<a href="#">CS36169</a>	M6 THREADED INSERT	A	01/23/2008	9,999,999	EACH	0.331020	<a href="#">16,235</a>	0	-1

[Next 20](#)

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

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

Local intranet | Protected Mode: Off | 100%



# 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

**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**

Supplier logged in: VF130   
FISCHER SPECIALS MFG

[Home](#) | [E-Mail](#) | [Help](#)

Phone: 262-275-5791 Fax: 262-275-6346

Local intranet | Protected Mode: Off 100%

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