

LEAR GLOBAL PURCHASING SUPPLIER BULLETIN

STATUS	BULLETIN #	SUBJECT	RELEASE DATE
NEW	56431-52	SAP RFx PO ACCESS – SEATING DIVISION SUPPLIERS	5/6/2020

** SEATING DIVISION SUPPLIERS ONLY **

Attention Administrators:

Lear’s Seating Division recently replaced our AS400 Purchasing software with **SAP RFx** Purchasing software. AS400 and SAP RFx is software that allows Lear and its suppliers to:

1. **Send/receive electronic Purchasing Quotes**
2. **Issue/receive Purchase Orders**

Our transition from AS400 to SAP RFx is complete and all electronic quoting and issuing of Purchase Orders **FOR THE SEATING DIVISION** is now being accomplished through SAP RFx. Supplier access responsibilities for SAP RFx are listed below:

1. **Lear Purchasing Systems** is responsible for issuing/maintaining SAP RFx Supplier User ID’s and passwords required for Suppliers to login and receive/submit quotes
2. **Lear Supplier Administrators** will be responsible for granting SAP Purchase Order access to Supplier users through the eSRM application <https://access2.lear.com>

When logging into eSRM, Supplier Administrator’s will now see the menu options below. The yellow highlighted “**LPR – supplier PO from SAP RFx**” menu option was recently added. This allows the Supplier Administrator to provide their users access to SAP Purchase Orders. Users who are allowed access to Purchase Orders can search, view, download, email, and/or print **full and complete** Purchase Orders for their company. We recommend providing “**LPR – supplier PO from SAP RFx**” access to any user who currently has “**SPO – supplier PO from legacy SRM**” access.

The following applications are maintained within the eSRM System (<https://access2.lear.com>):

- User Enrollment (Supplier ADMIN maintains ALL Users)
- SQS –supplier quote sheet
- SPO – supplier PO from legacy SRM
- **LPR – supplier PO from SAP RFx**
- PROFILE
- SQTS –supplier quality tracking system
- SRS –supplier rating system
- eServe (to review invoices, payments)

Supplier Administrators can activate SAP Purchase Order access for users by placing a check mark in the “**LPR**” box on the User Enrollment screen as shown below



After the Supplier Administrator has activated SAP Purchase Order access for a user, the user can click on the following link to access SAP RFx Purchase Orders <https://lprs.lear.com>

The LPRS Supplier User Guide is attached to help users understand how to search, view, download, email, and/or print **full and complete** Purchase Orders for their company.

** THIS LPRS OPTION IS ONLY APPLICABLE TO SEATING DIVISION SUPPLIERS **

LPRS – Lear Purchase Order Retrieval System

User Guide

Table of Contents

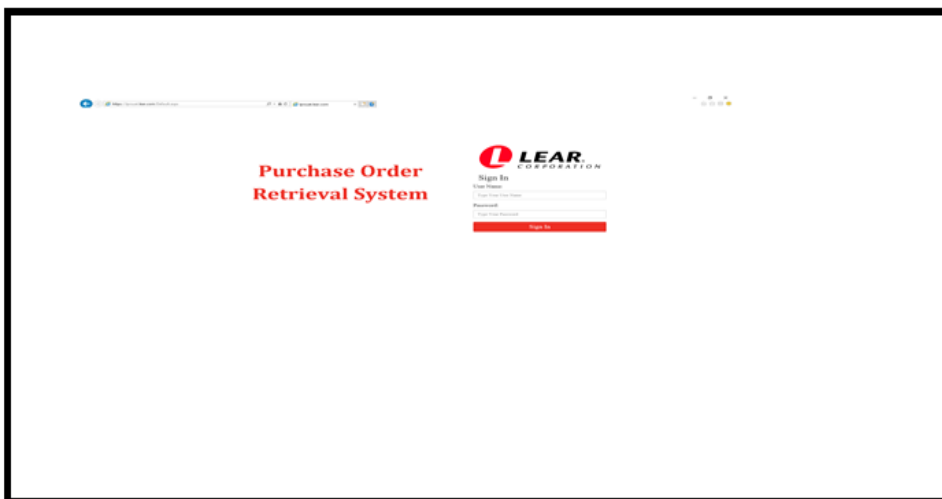
Table of Contents	1
Background	2
Login Page	2
Purchase Order List	3
Purchase History	4-5
Search Option	6
Dropdown List	6
Sign Out	6

Background

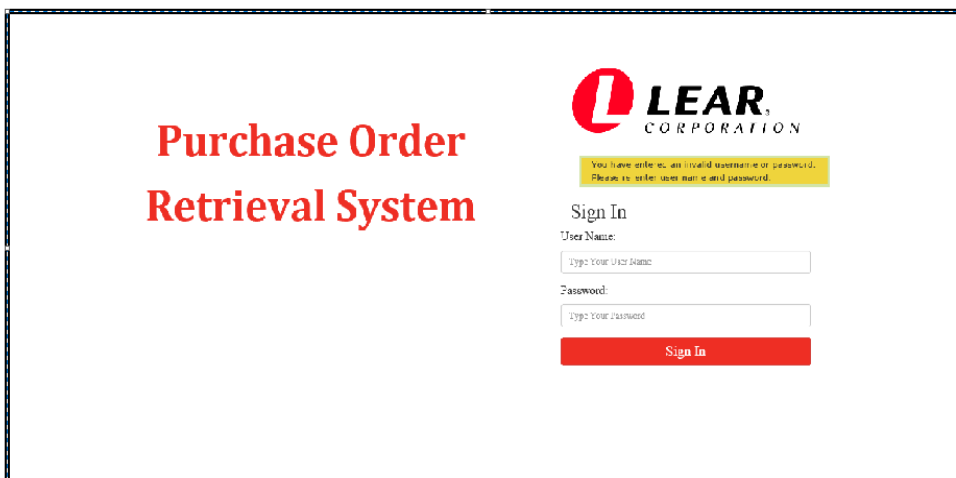
This document explains and assists LPRS users to retrieve Purchase Order Details. List of all scenarios to retrieve PO PDF's with screen prints of the LPRS system is explained in this document.

Login Page: Suppliers can access LPRS application by using the url <https://lprs.lear.com>

Suppliers will login using the credentials provided by AS400 System Admin. They get enrolled in LPRS application via User Enrollment application on AS400

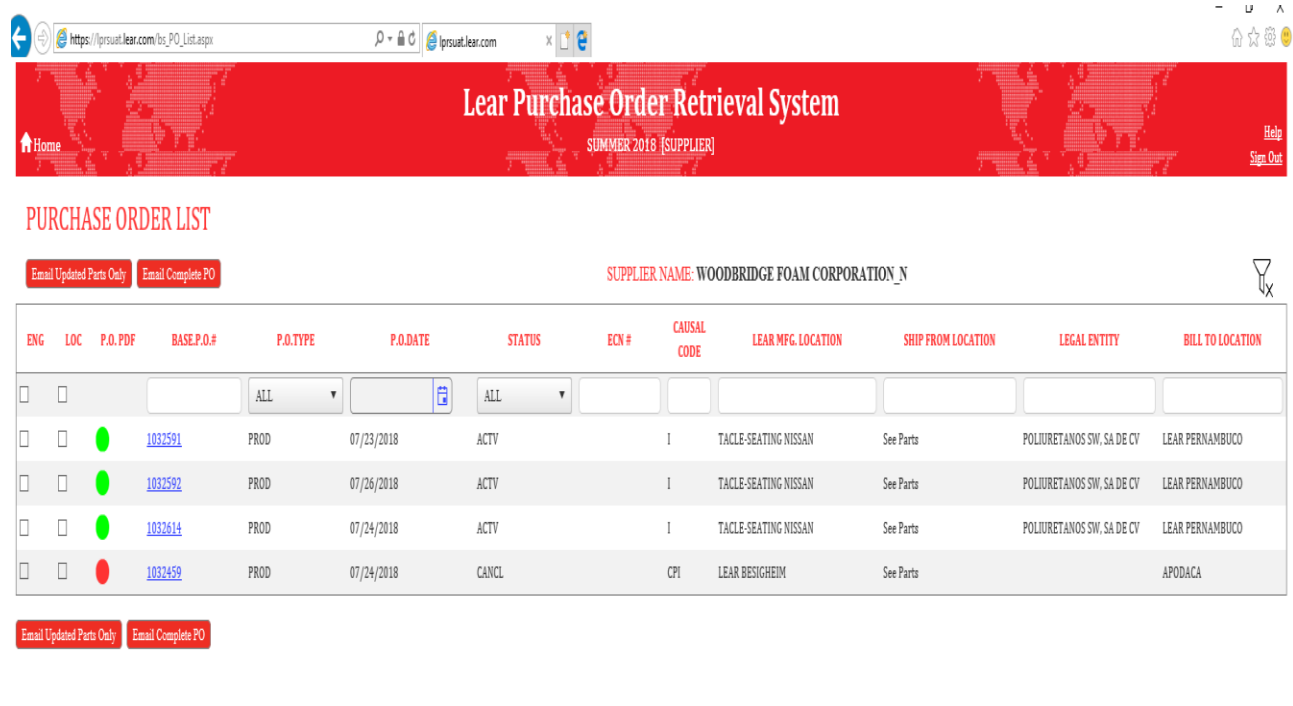


If the validation fails, user will be requested to re-enter the credentials.



PURCHASE ORDER LIST Page will be displayed if the credential validation passes for the supplier.

Purchase Order List: This page will display all the Purchase Orders for the supplier that is currently logged.



The screenshot shows the 'Lear Purchase Order Retrieval System' interface. At the top, it says 'SUMMER 2018 [SUPPLIER]'. Below that, the title 'PURCHASE ORDER LIST' is displayed. There are two buttons: 'Email Updated Parts Only' and 'Email Complete PO'. The supplier name is 'WOODBRIDGE FOAM CORPORATION_N'. A filter icon is visible on the right. Below the buttons is a table with the following columns: ENG, LOC, P.O. PDF, BASE.P.O.#, P.O.TYPE, P.O.DATE, STATUS, ECN #, CAUSAL CODE, LEAR MFG. LOCATION, SHIP FROM LOCATION, LEGAL ENTITY, and BILL TO LOCATION. The table contains four rows of data:

ENG	LOC	P.O. PDF	BASE.P.O.#	P.O.TYPE	P.O.DATE	STATUS	ECN #	CAUSAL CODE	LEAR MFG. LOCATION	SHIP FROM LOCATION	LEGAL ENTITY	BILL TO LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1032591	PROD	07/23/2018	ACTV		1	TACLE-SEATING NISSAN	See Parts	POLIURETANOS SW, SA DE CV	LEAR PERNAMBUCO
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1032592	PROD	07/26/2018	ACTV		1	TACLE-SEATING NISSAN	See Parts	POLIURETANOS SW, SA DE CV	LEAR PERNAMBUCO
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1032614	PROD	07/24/2018	ACTV		1	TACLE-SEATING NISSAN	See Parts	POLIURETANOS SW, SA DE CV	LEAR PERNAMBUCO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1032459	PROD	07/24/2018	CANCL		CPI	LEAR BESIGHEIM	See Parts		APODACA

At the bottom of the table, there are two buttons: 'Email Updated Parts Only' and 'Email Complete PO'.

ENG/LOC: User can select English or Local language for the PO PDF they want to retrieve. By default, English PO PDF will always be available. If the PDF is not available in Local Language, the LOC checkbox will be deactivated.

Email: User should select the checkbox of **Eng or Loc** or both and can send Partial or Full PO PDF's by clicking on **Email updated parts** (for Partial PO PDF) or **Email Complete PO** (for Full PO PDF).

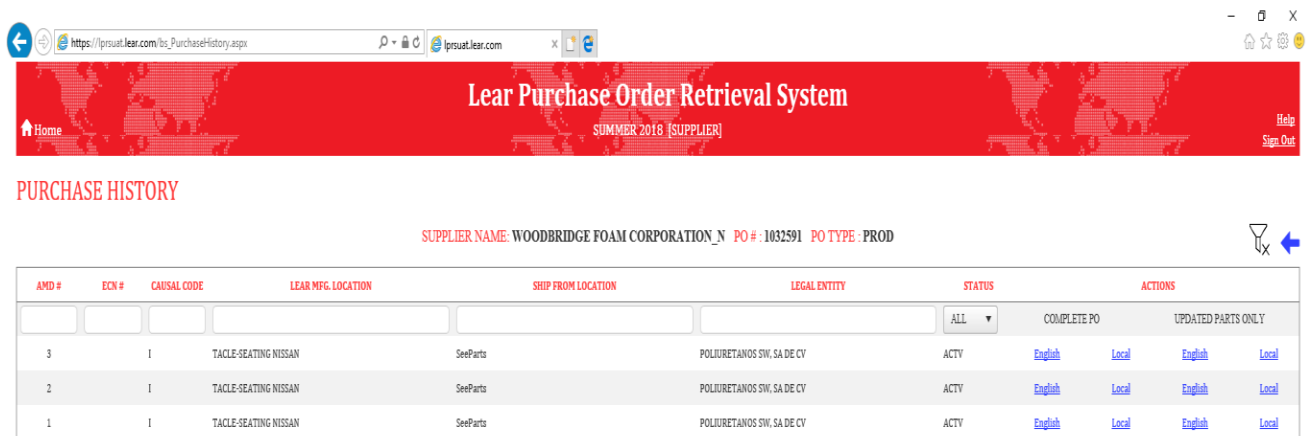
Filter: To clear the search, click on the filter button, mentioned below.



P.O.PDF: if the PO PDF is available, then the radio button will be green. Otherwise, it will be Red.



Base P.O #: It will display the P.O. Number link. If user wants to go to P.O. History Page, they can click on the link and get into the P.O. History Page.



The screenshot shows the 'Lear Purchase Order Retrieval System' interface. The page title is 'PURCHASE HISTORY' and the supplier information is 'WOODBRIDGE FOAM CORPORATION_N PO #: 1032591 PO TYPE : PROD'. Below this is a table with columns: AMD #, ECN #, CAUSAL CODE, LEAR MFG. LOCATION, SHIP FROM LOCATION, LEGAL ENTITY, STATUS, and ACTIONS. The table contains three rows of purchase order data.

AMD #	ECN #	CAUSAL CODE	LEAR MFG. LOCATION	SHIP FROM LOCATION	LEGAL ENTITY	STATUS	ACTIONS
3	1	TACLE-SEATING NISSAN	SeeParts	POLIURETANOS SW, SA DE CV	ACTV	English Local English Local	
2	1	TACLE-SEATING NISSAN	SeeParts	POLIURETANOS SW, SA DE CV	ACTV	English Local English Local	
1	1	TACLE-SEATING NISSAN	SeeParts	POLIURETANOS SW, SA DE CV	ACTV	English Local English Local	

P.O. Type: User can search P.O. Details based on specific P.O. Type Production (PROD), Production Tooling (PROT) and Service Parts / Spot Buy (SPB).



The image shows a dropdown menu for 'P.O. TYPE'. The menu is open, showing options: ALL, PROD/Production, PROT/Production Tooling, and SPB/Service Parts. The 'SPB/Service Parts' option is highlighted in red.

P.O. Date: will be an approval date of the P.O.

Status: PO can be retrieved based on Active, Cancel or Close Status.

CN#: ECN field value will be coming from PODTL

Causal Code: Causal code value will be coming from PODTL

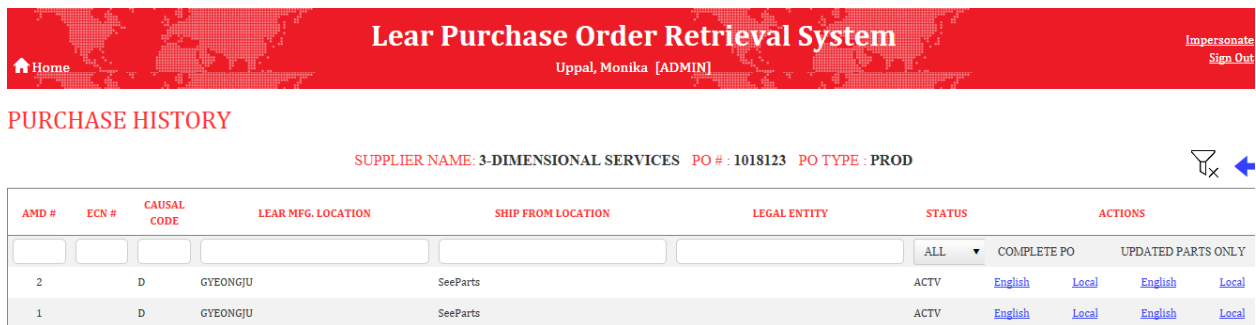
Lear Mfg Location: Plant Location Name

Ship from Location: See Parts is displayed in this column since each part can have a separate Ship from location

Legal entity: Legal Entity Supplier Name

Bill to Location: Bill To Purchasing Company Name

3. Purchase History: will provide the complete details for a particular PO that user has requested. This page will display Supplier Name, PO# and PO Type at the top of the page.



Lear Purchase Order Retrieval System
Uppal, Monika [ADMIN] Impersonate Sign Out

Home

PURCHASE HISTORY

SUPPLIER NAME: 3-DIMENSIONAL SERVICES PO # : 1018123 PO TYPE : PROD Filter

AMD #	ECN #	CAUSAL CODE	LEAR MFG. LOCATION	SHIP FROM LOCATION	LEGAL ENTITY	STATUS	ACTIONS
2		D	GYEONGJU	SeeParts		ACTV	English Local English Local
1		D	GYEONGJU	SeeParts		ACTV	English Local English Local

Amd#: On Purchase History web page, all the amendments will get displayed based on the requested PO.

ECN#: ECN field value will be coming from PODTL

Causal Code: Causal code value will be coming from PODTL

Lear Mfg Location: Corp Bus Partner Name for that particular Supplier in “Ordered” status

Ship from Location: City, State and Country will get displayed from Supplier Master Table from LPRS Database

Legal entity: LE - SAP Supplier Number for that Supplier and PO# and AMD #

Status: PO details can be retrieved based on Active, Cancel or Close Status

Actions: Under Actions column, there will be PO PDF links available for Complete and Partial PO PDF's.

4. Search Option:



LPRS Web application has provided an advance feature of wild search option for searching particular PO's based on Base PO # or PO Date or ECN # or Causal Code or Lear Mfg Location or Ship from Location or Legal Entity or Bill to Location based on single character to complete word search.

5. Dropdown Selection:



PO's can also be searched based on PO Type (PROD/PROT/SPB) or based on Status (ACTV/CANCL/CLOSE).

Navigation Button: To go back to the Supplier List web page, use the Blue color back button.



6. Sign Out:



To come out of LPRS web application, click on "Sign Out" option in the top right corner of the web page.