



# VENDOR PORTAL TRAINING GUIDE

Version 2.0

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## Welcome

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Thank you for your interest in OnRamp. We at OnRamp Solutions designed the OnRamp ERP to meet and exceed your manufacturing resource planning demands. We know manufacturing and we believe that we have created an ERP system that is easy to learn, easy to use, and powerful enough to help you and your business overcome any challenge.

To help your business successfully adopt OnRamp as quickly as possible, we have designed this document to guide you through some of our most commonly used features.

## Overview

This guide was written to help you learn how to use the OnRamp Vendor Portal. Some of the screens and reports may be similar to those found in other ERP systems you have used. This guide describes how to:

- Start up the portal
- Manage your contact information
- Update your capabilities and certificates
- Manage your release history, calendar, and packing slips
- Add the vendor ready capability

## Conventions

The training guide is structured to help you learn the material in class with a qualified instructor. Each chapter contains: a list of learning objectives for the chapter, an explanation of the chapter concepts, steps on how to perform the chapter actions, an exercise to help you learn the material, and, finally, a summary of the chapter.

This guide uses the following typographical conventions:

- **Bold** text - used to highlight important information in text. Used to denote click actions in procedures.
- *Italic* text - used to label tables and images. Used in notes.
- **Notes** - used to denote important notes related to the text.
- **Warnings** - used to denote warning messages. Ignored warnings can result in permanent negative consequences.

## Customer Feedback

For questions, comments, or complains related to OnRamp Solutions documentation, training, or presentations, please contact us at: [info@onramp-solutions.com](mailto:info@onramp-solutions.com).

## Sign in

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Use a web browser to sign in to the OnRamp Vendor Portal with the URL and password provided by your buyer.



### To sign in to OnRamp:

1. Enter your **password**.
2. Click **Login**.

### Result

You have logged in to OnRamp.

## The OnRamp home screen

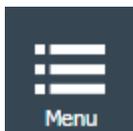
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The OnRamp home screen is made up of four sections:

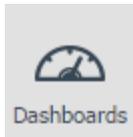
- the apps bar
- the menu and search bar
- the toolbar
- and the workspace

### The apps bar

The apps bar consists of six apps:



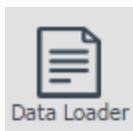
The menu icon launches the **OnRamp menu**. By default, the menu is pinned  to always be open.



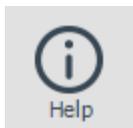
The dashboards icon launches the **Dashboards** page in the workspace.



The user options icon launches the **User Options and Preferences** screen in the workspace.



The data loader icon launches the **Data Loader** screen in the workspace. This is used to load data into OnRamp.



The help icon launches the **OnRamp help system**, which includes tutorials, a forum, our blog, and a location to submit a support ticket.



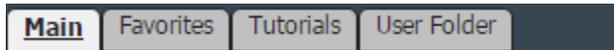
And finally, the **Logout** icon safely exits you from OnRamp.

## The OnRamp menu

The menu divided up in to three parts:

- the user tabs
- the search bar
- and the explorer window

### The user tabs



The tabs are:

- The **Main** tab, containing the work **screens** and **reports** under folders and sub-folders.
- The **Favorites** tab, containing a list of your favorite reports and screens.
- The **Tutorials** tab, containing a list of PDF tutorial documents to help you learn various procedures and concepts related to OnRamp.
- The **User Folder** tab, which is no longer in use.

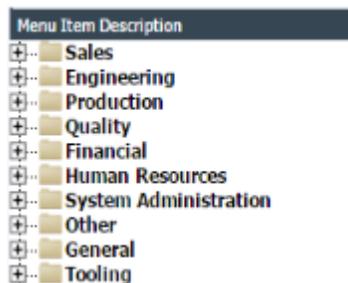
### The search bar



The search bar is used to find **screens** and **reports** within the menu. The search bar is an active smart search, so as you type, the explorer window will display items with a title that match what you typed. Once you find the report or screen you are looking for you can launch it by double clicking on it.

To see under which folder and sub folder the item is located in the menu, right click on the item and click **Find In Menu**.

### The Menu



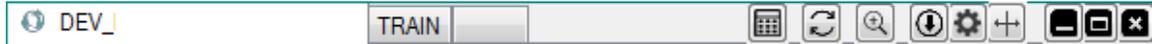
*The default OnRamp menu*

The menu works very similarly to most other file explorer systems:

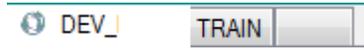
- You can expand and collapse items by clicking the  and  respectively.
- The **screens** and **reports** seen within a sub-folder are opened by clicking on the item.

### The toolbar

The toolbar is at the top of the OnRamp screen.

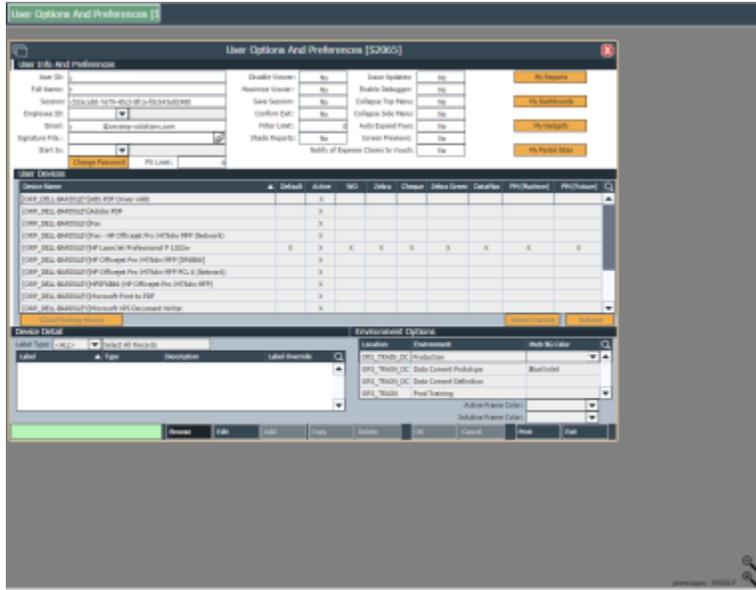


The toolbar buttons perform the following functions:

- |   |  |
|---|--|
|    | <p>The server tabs display what server you are currently connected to and can be used to launch or switch to another server on a different tab. Right clicking on a server allows you to close that server connection or to open the server in your default browser.</p> |
|    | <p>The calculator button launches your Windows Calculator.</p>   |
|    | <p>The refresh button refreshes your currently selected screen or report.</p>  |
|    | <p>The zoom button opens the zoom controls, allowing you to zoom in or out of the current screen.</p>  |
|    | <p>The downloads button launches the OnRamp download location in Windows Explorer.</p>   |
|   | <p>The server button opens a new OnRamp server sign in window, allowing you to sign into another server.</p>   |
|  | <p>The expand button expands OnRamp to cover all your windows screens.</p>   |
|  | <p>The windows controls minimize, maximize, or close OnRamp.</p>   |

## The Workspace

The workspace is where you action all your screens and reports and it consists of two areas:



Example Workspace with User Options and Preferences open

- The task bar at the top of the workspace lists the title of all your open screens and reports. By default, the task bar is pinned  to always be open. In the task bar, you can click on a title to go to that screen or report, or you can close that item by moving your mouse cursor over the title and clicking .



- The workspace area displays all your open screens and reports. This is where you can enter, update, or delete data.

## Navigating screens

Use screens to add, update, and view data in OnRamp. Screens are made up of the following sections and elements:

- **Frames** - OnRamp screens are composed of frames. Some screens have one frame, most have two, a few have three. When a screen has more than one frame, the first frame, the header frame, is the frame that includes the record number and description and the sub-frames, the detail frames, include detailed information related to the record. The screen task bar, detailed below, actions the currently active frame.

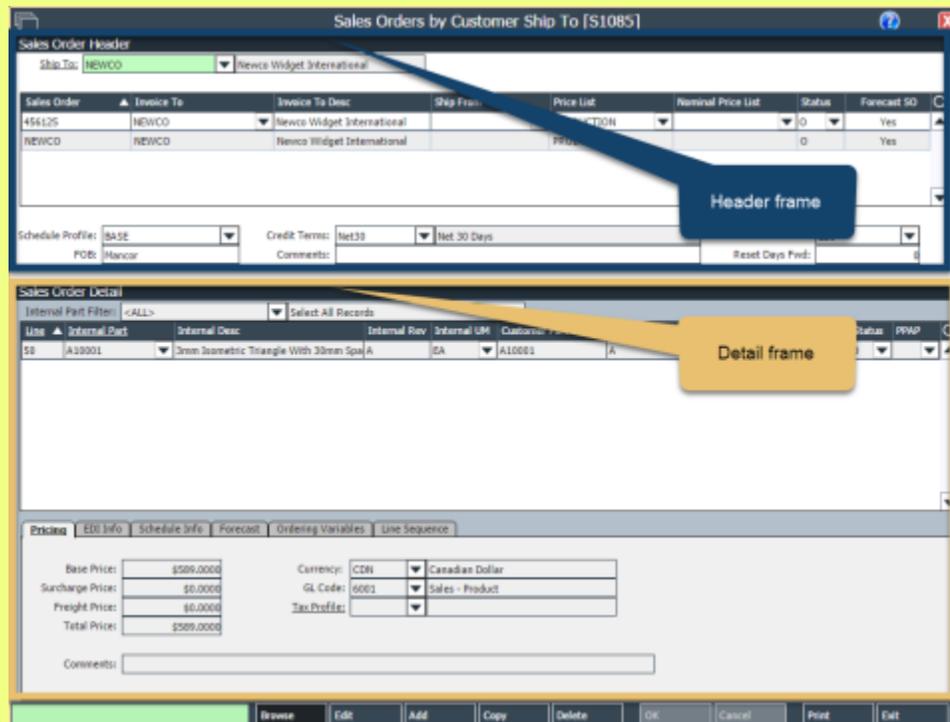
The currently active frame will feature a white background while the inactive frame has a light blue background.

### Frame example

On **Sales Orders by Customer Ship To [S1085]**, the header frame lists the **Ship To** customer and a grid displaying all the **Sales Orders** created for the customer. Under that, the **Sales Order Detail** frame displays the detailed information for the record selected in the grid above.

The currently active frame is the header frame. Clicking **Add** would add a new **Sales Order** record.

Selecting the detail frame and clicking **Add** would add a line item to the sales order.



- **Drop-down menus** - Click the drop-down arrow to open a list of selectable records. Click on the desired record in the drop-down menu to select it.
- **Fields** - View, edit, or add information regarding the record.
- **Tabs** - Where available, select the different tabs to enter more information relating to the record.

Please note the following functionality for OnRamp screens:

- Click on a field and press **F1** on your keyboard to view the **field ID**.
- White fields cannot be edited.
- Search fields feature active smart search. As you type, the explorer window will display items with a title that match what you typed.
- When adding or updating field data, do not use special characters such as: space, comma, period, semi-colon, asterisk (\*), at (@), or slash (/). The underscore character (\_) is acceptable.
- An underlined field name indicates a shortcut. To view or update the field, double-click on the field to open the respective screen.
- Accessing a field containing a file name will open the file picker screen.
- Click the date picker  to update fields used to store the date.
- Screens can have multiple sections, or frames. For example, **Customer Master [S1092]** contains two frames titled **Customer Master** and **Contacts**.
  - The active frame has a white background and the inactive frame has a light blue background. Inactive frames cannot be edited until they are selected. Click anywhere within the frame to select it.
  - The upper frame displays overview details related to the information displayed in the lower frame.

## The screen task bar

The screen task bar is displayed at the bottom of all OnRamp screens.



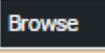
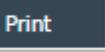
The task bar has a search box and buttons to **Browse**, **Edit**, **Add**, **Copy**, **Delete**, and **Print** the screen. The toolbar also has **OK**, **Cancel**, and **Exit** buttons.

The task bar allows you to access the four action modes in OnRamp: Browse, Edit, Add, and Delete. To enter a different mode, click the appropriate button:

- **Browse mode** - allows you to view data but you cannot make changes:
  - Browse mode is the default mode when launching a screen.
  - Certain buttons can only be selected while in Browse mode.
  - In Browse mode, selectable fields have a light green background.

- **Edit mode** - allows you to edit data:
  - Select the desired frame and record, then click **Edit**.
  - In Edit mode, editable fields have a light green background.
  - Fields that have been edited, but not saved, have a light blue background.
  - Fields with invalid data have a red background.
  - Click **OK** to save or **Cancel** to discard any changes.
- **Add mode** - allows you to add new records:
  - Select the desired frame before clicking **Add**.
  - In Add mode, required fields have a red background and light green fields are optional.
  - Fields that are populated with a default value, but not saved, have a light blue background.
  - Click **OK** to save or **Cancel** to discard any changes.
- **Delete mode** - allows you to delete records:
  - Select the desired frame and record, then click **Delete**.
  - Click **OK** to save or **Cancel** to discard any changes.

The task bar works on the active frame. If certain modes are unavailable to that frame, the buttons will be unavailable. You can see what modes are available by the color of the buttons:

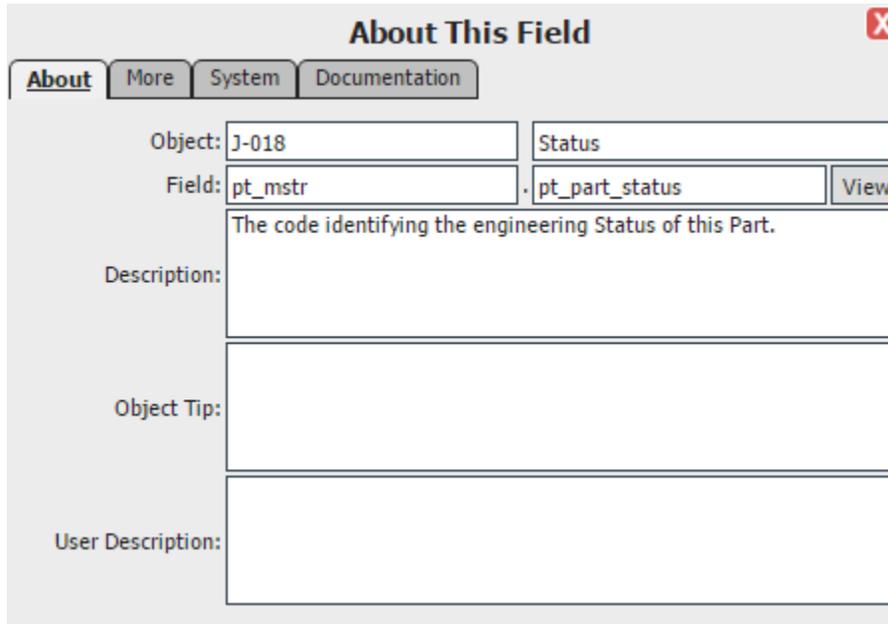
- Dark blue is the currently active mode 
- Medium blue is available for selection 
- Light blue is unavailable for selection 

## Screen controls

The following items add functionality and usability in OnRamp screens.

### F1 Key

Within any screen, you can press **F1** with the cursor active in any field or drop-down menu and OnRamp will display the field information on the **About This Field** pop-up screen. On **About This Field** are 4 tabs: **About**, **More**, **System**, and **Documentation**.



*Example About This Field screen that displays after pressing F1 on the Part Number field*

### Drop-down menu

Drop-down menus in OnRamp are sortable, filterable, tables that are used to select previously entered records and support the following functionality:

- Click the drop-down menu icon to open the record list.
- The drop-down menu can be one or two columns.
- The fields have an active smart search. As you type, the record list will display items that match what you typed. Once you find the record you are looking for, you can select it by clicking on it.
- In menus with multiple columns, both columns can be searched and sorted.
- To sort a different column, select it.
- Click the column header to change the record list sort order.
- Right-click on the column header to filter that column or to export to Excel.

Part Number:	A10001	3mm Isometric Triangle With 30mm Spacers
Part Description:	Part Number:	Desc
	A10001	3mm Isometric Triangle With 30mm Spa
	A10002	3mm Isometric Triangle Assembly With 46.7m
	A10004	5.4mm Isometric Triangle Assembly With 26.4
	A10005	5.4mm Isometric Triangle Assembly With 42.2
	AN1001	Acorn Nut

Example drop down menu on the Part Master screen

## Date picker

Use the date picker to select a date for date-only fields. The date picker supports the following functionality:

- Click the date picker icon to open the calendar table.
- If the field has a date set, clicking the date picker will open the calendar to the set month/ year with the day highlighted.
- If the field has a blank date, clicking the date picker will open the calendar to the current month/ year with the current day (today) highlighted.
- Click on a day to select that date.
- Click the:
  - **Back arrow** ◀ to go back one month
  - **Forward arrow** ▶ to go forward one month
  - **Home** ⬆ to go to the current month in the current year
  - **Drop-down menus** ▾ to select a month or year for a list

◀ ⬆ June 2017 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Example of the date picker app

## Screen shortcuts

In OnRamp, some screens contain underlined fields. These are screen shortcuts. Double clicking within the field opens a relevant screen where you can update records related to the field.

## Logic fields

Logic fields are fields that can only contain two values: Yes or No, True or False, etc. While in **Edit** or **Add** mode, clicking these fields will toggle the value between the two possible selections.

## Grid

A grid is a table within a frame made up of rows and columns and a sortable header row:

- Click the column header to change the record list sort order.
- Each row is a separate record.
- Right-click on the column header to filter that column or to export to Excel.
- Tabs and fields listed below the grid are associated to the currently selected grid record.
- Use the search button  to filter the grid records

**Note:** Some grids are filtered to only show active records. To remove the default filter, right-click on the column header and select <ALL>.

## Tool tips

Tool tips are pop-up text boxes that appear if you hover over some executable buttons to explain what clicking the button will do.

## Tree view

A tree view structure organizes the data on a screen into folders and sub-folder to display parent-child relationships. For example, the OnRamp Menu is organized in a tree view structure.

You can expand and collapse items by clicking the  and  respectively.

## File picker

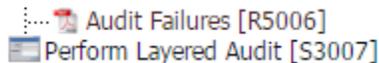
In some fields, you will find the file picker icon , which opens the file picker screen where you can add, replace, rename, move, or delete a file attached to a record.

## Navigating Reports

Use reports to review data in OnRamp. The report data is pulled from your database. Errors, omissions, or incorrect data will lead to inaccurate reporting.

Reports can be found on your OnRamp menu, or your favorites. Reports can be differentiated from screens by the icon and the number:

- Reports have an Adobe PDF icon 
- Report numbers start with R instead of S



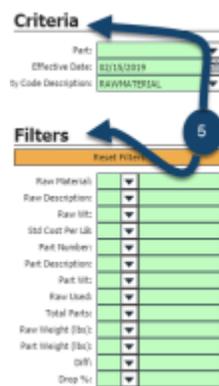
On the report action bar, the drop-down menu allows you to select a *Normal* or *PDF* output. By default, reports are generated in PDF format, which allows you to use the on-screen controls to print, download, or bookmark the file. To generate the report in Normal mode, which is a full screen mode in OnRamp:

1. Click on the drop-down menu.
2. Select **Normal**.
3. Click **Generate**.

### Notes

- You can use the on-screen controls to print, download, or bookmark the file.
- Reports can be modified with [Adobe Acrobat](#) and other tools.

## Generating a report



1. In OnRamp, navigate to the **Menu**.
2. Search for, or navigate to, the desired report.
3. Double-click on the report.
4. Click **Set Criteria**.
5. Set the desired criteria and filters.
6. Click **Generate**.

*Example of the report criteria and filters sidebar*

### Result

You have generated a report according to the selected criteria.

## Favorites

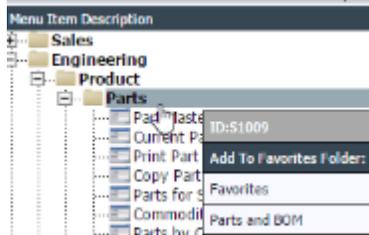
You can mark any folder, sub-folder, screen, or report in OnRamp as a favorite. This allows you to quickly access the folders, screens, and reports you most commonly visit quickly and efficiently.

You can also create your own folders and sub-folders to better organize your favorites folder.

### Add Items to Favorites

Add a screen, report, or folder to the Favorites tab to make it easy to find.

#### To add an item from the File Explorer to your Favorites:



Example Add To Favorites Folder screen

1. In OnRamp, navigate to the **Menu**.
2. Search for, or navigate to, the desired screen, report, or folder.
3. Right click on the item.
4. Under the **Add To Favorites Folder**, select the desired folder.

### Result

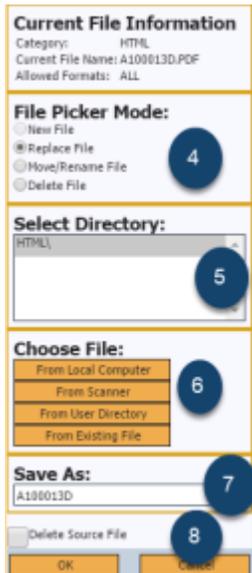
You have added the selected item to your **Favorites** tab.

### Notes

- Marking a folder as favorite adds all the sub-folders, screens, and reports within that folder to your Favorites tab.
- If you mark a folder as a favorite, you cannot remove screens or reports that are within that folder from the Favorites tab.

## Managing files associated to an item

To add, replace, rename, move, or delete a file attached to an item:



1. Navigate to the desired screen and item.
2. To modify the file attached to an existing item, click **Edit**.
3. Click . The **File Picker** screen will appear.
4. Select the desired File Picker Mode: **New, Replace, Move / Rename, or Delete**.
5. Select the directory.
6. Under **Choose File**, select the location and the file.
7. Under **Save As**, enter the name.
8. If desired, select **Delete Source File**. This means the file will not be stored in this window.
9. Click **OK**.

*Example of the file picker options sidebar*

### Result

You have updated the files related to that item.

### Notes

- Select **From Scanner** to add a file from a scanner. Clicking **From Scanner** will bring up the **Select Source** window, allowing you to select which scanner to use.
- Files that can be edited before uploading will display the **Enter Edit Mode** button. You can:
  - Change the orientation (Portrait or Landscape).
  - Change the size (Small, Medium, or Large). Click **Resize the Above** to apply the changes.
  - Adjust the brightness.
  - Click **Save Change to Picture** to save.

# OnRamp Vendor Portal

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## Learning Objectives

This chapter will cover:

- Starting up the portal
- Managing your contact information
- Updating your capabilities and certificates
- Managing your release history, calendar, and packing slips
- Adding the vendor ready capability

## Overview

Welcome to the OnRamp vendor portal online help. The OnRamp Vendor Portal was designed and developed to make it easier for you to manage your interactions with your buyers. The OnRamp Vendor Portal allows you to manage the information your buyer has on file for your company, such as:

- Your company and employee information
- Your company capabilities and certificates
- Your delivery schedule, calendar, and packing slips
- Your supplied parts

There are also dashboards to help you monitor, at a glance, some key information.

## Vendor Portal Screens

In the Vendor Portal, you have the following screens available, each with its own functionality:

- on page 20 - allows you to edit your company address, phone, website and contact information.
- on page 21 - allows you to assign yourself capabilities, such as what materials, equipment, or processes you provide.
- on page 22 - allows you to manage your company certifications.
- on page 23 - allows you to review the list of orders released to the customer and add comments or a response file to the released order.
- on page 24 - allows you to view upcoming or past orders by day and add an estimated due date.
- on page 25 - allows you to view customer orders in list form and reply to them with an estimated delivery date and comment.
- on page 26 - allows you to assign a packing slip to certain parts for a customer purchase order.
- on page 27 - allows you to review parts supplied and to suggest a change to the current price.
- on page 28 - allows you to view and reply to material deficiency reports sent by your customer.

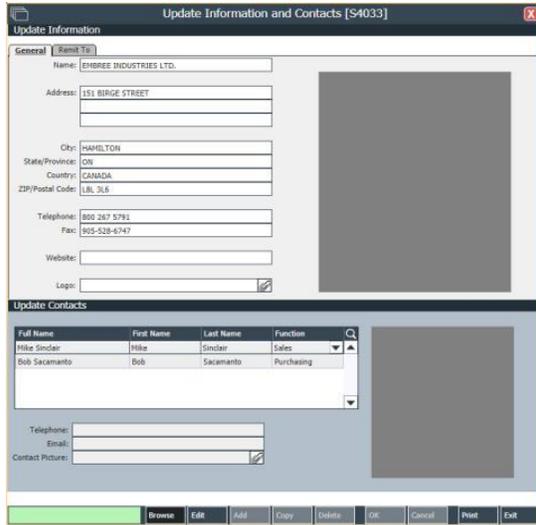
## Vendor Portal Reports

In the Vendor Portal, you have the following reports available, each with its own functionality:

- on page 29 - allows you to review, export, print, and email your price list, including minimum quantities, base price, and ordered amount for your parts to the customer.
- on page 30 - allows you to review, export, print, and email the outstanding firm orders sent to you.
- on page 31 - allows you to review, export, print, and email a record of your delivery performance, detailing how many of the parts orders were delivered early, late, or on time to your customer.
- on page 32 - allows you to review, export, print, and email a list of MDRs that have been created for material supplied to your customer and require corrective action.

Altogether, these screens, plus Vendor Dashboard, will allow you to take a more proactive approach in managing your relationship with your customer.

## Updating information



*Update Information and Contacts screen*

### To update company information:

1. Navigate to the **Update Information and Contacts [S4033]** screen.
2. On the screen task bar, click **Edit**.
3. Edit the desired information.
4. Click **OK**.

### Result

You have updated the company information.

### To update staff information:

1. Navigate to the **Update Information and Contacts [S4033]** screen.
2. On the **Update Contacts** frame, select the staff member or contact.
3. On the screen task bar, click **Edit**.
4. Edit the desired information.
5. Click **OK**.

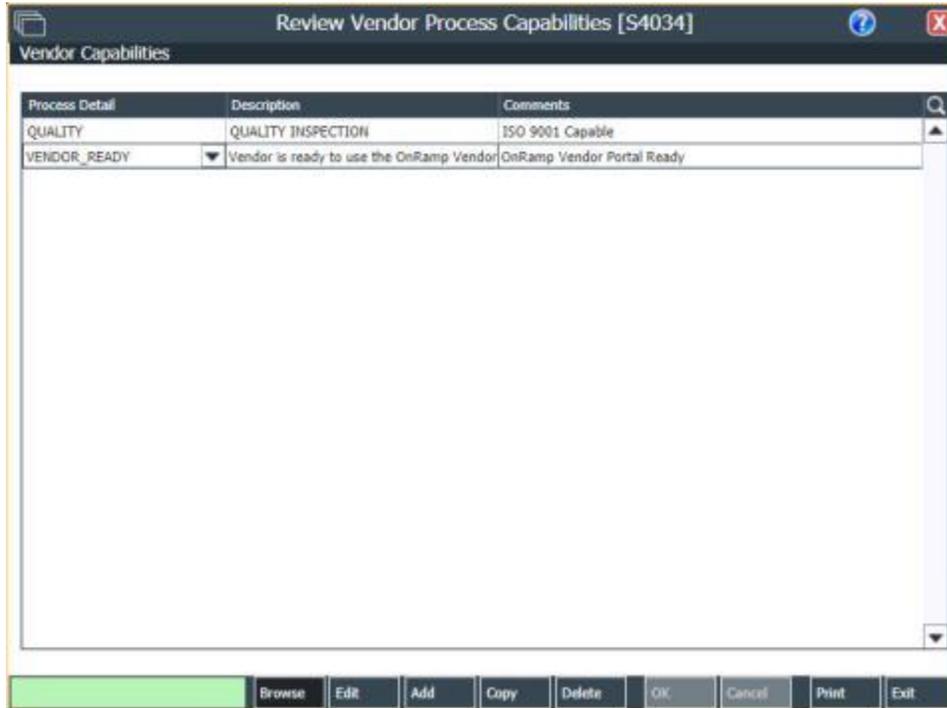
### Result

You have updated the contact information.

## Notes

- To add a staff member to the list of contacts, notify your buyer.
- The **Remit To** tab allows you to copy the address from the **General** screen.

## Assigning capabilities



*Review Vendor Process Capabilities screen*

### To assign capabilities:

1. Navigate to the **Review Vendor Process Capabilities [S4034]** screen.
2. On the screen task bar, click **Add**.
3. Select the desired **Process Detail**.
4. Enter a comment, if desired.
5. Click **OK**.

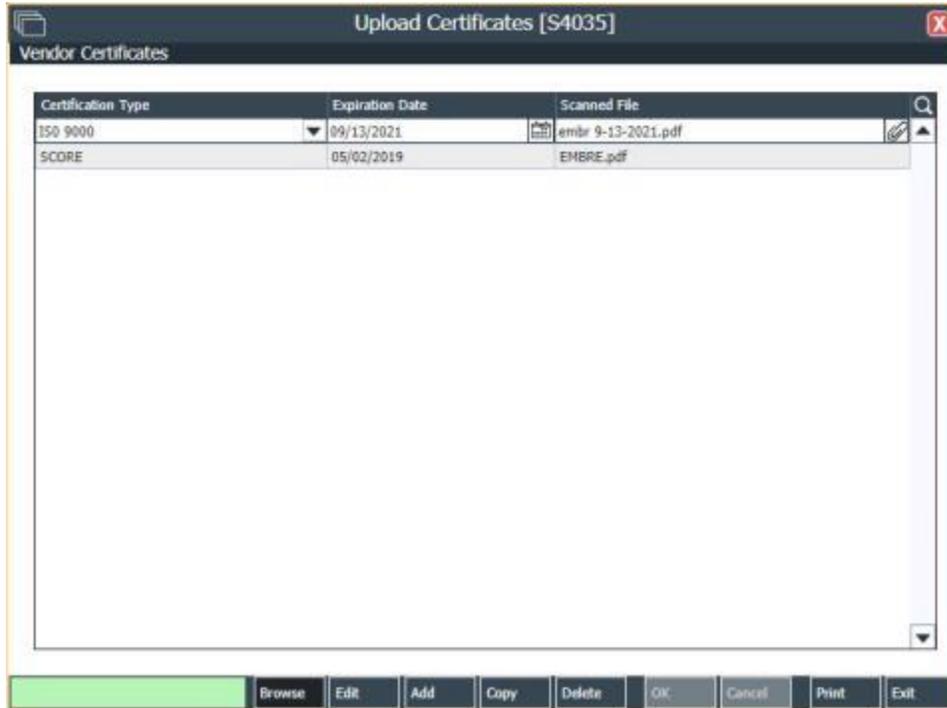
### Result

You have assigned a capability.

### Notes

- To remove a capability, contact your buyer.
- Vendors can only assign capabilities that have been added by the buyer.
- Process Details can only be assigned once. For example: If the Process Detail MAT is already listed, you cannot assign it again.

## Adding a certificate



*Upload Certificates screen*

### To add certificates:

1. Navigate to the **Upload Certificates [S4035]** screen.
2. On the screen task bar, click **Add**.
3. Edit the desired information.
4. Click **OK**.

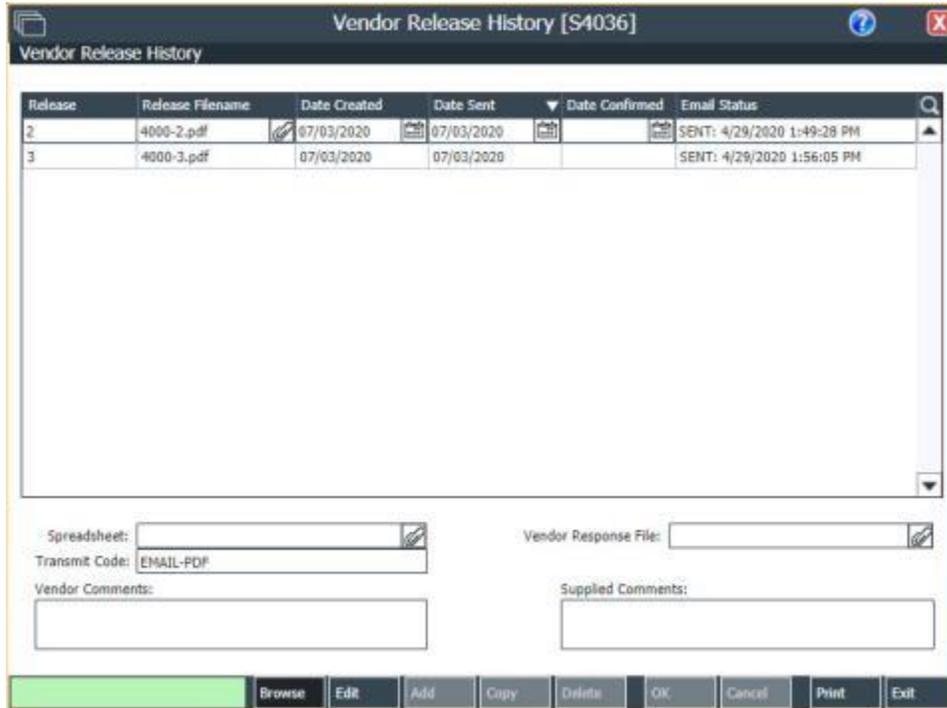
### Result

You have added a certificate.

### Notes

- To action a previously created item, select the item and click the desired mode: **Edit**, **Copy**, or **Delete**.
- If you are trying to add a certificate that is not currently listed, contact your buyer to have them add that certificate in OnRamp.

## Responding to releases



Vendor Release History screen

### To respond to a release:

1. Navigate to the **Vendor Release History [S4036]** screen.
2. Select the desired **released order**.
3. On the screen task bar, click **Edit**.
4. Attach the response file and add a comment, if desired.
5. Click **OK**.

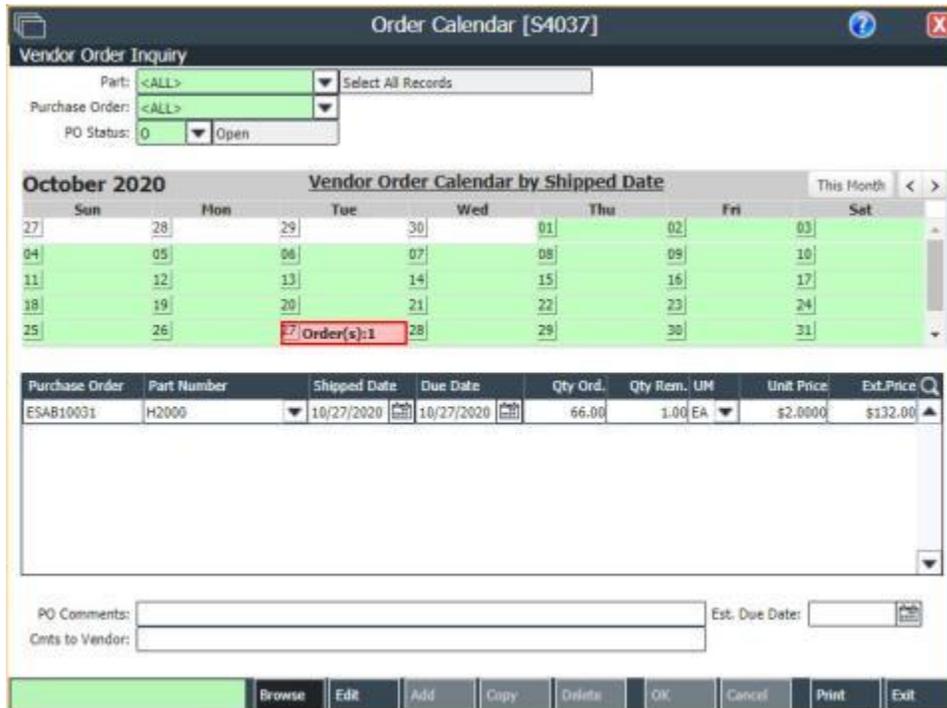
### Result

You have responded to the release.

### Notes

- To respond to other releases, follow steps 2-5.

## Adding an estimated due date



Order Calendar screen

### To add an estimated delivery date:

1. Navigate to the **Order Calendar [S4037]** screen.
2. Days with numbers in bold have purchase orders with a due date. This number is the number of parts due that day. Select the desired day.
3. On the screen task bar, click **Edit**.
4. Enter the estimated due date and, if desired, a comment.
5. Click **OK**.

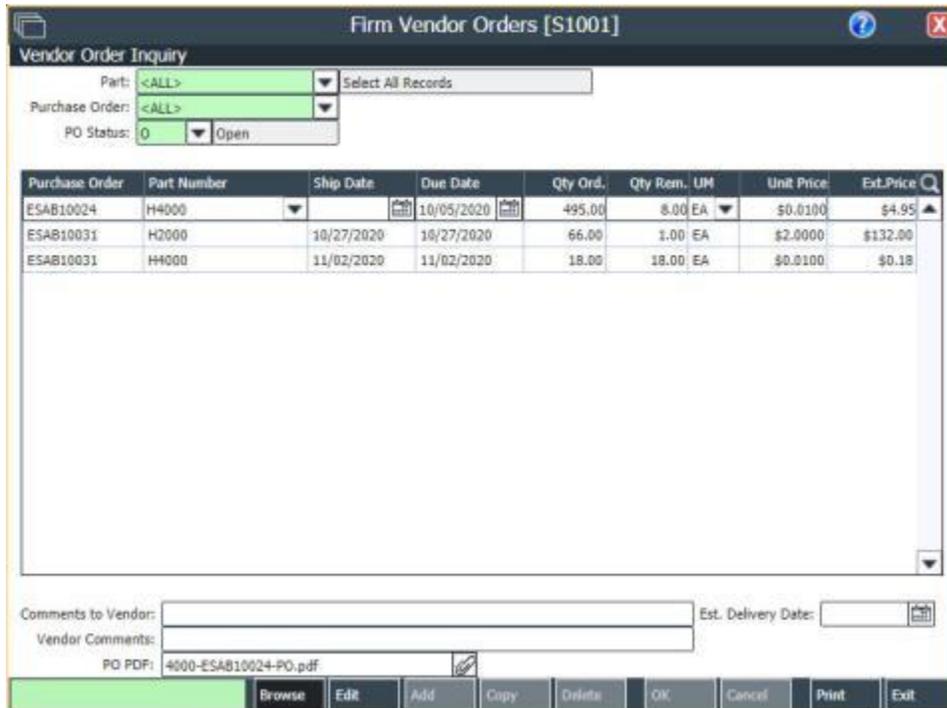
### Result

You have added an estimated due date for the purchase order.

### Notes

- The day with a red border is the currently selected day.
- Today will have a highlighted yellow background and a red dash border.

## Replying to purchase orders



Purchase Order	Part Number	Ship Date	Due Date	Qty Ord.	Qty Rem.	UM	Unit Price	Est. Price
ESAB10024	H4000		10/05/2020	495.00	8.00	EA	\$0.0100	\$4.95
ESAB10031	H2000	10/27/2020	10/27/2020	66.00	1.00	EA	\$2.0000	\$132.00
ESAB10031	HH000	11/02/2020	11/02/2020	18.00	18.00	EA	\$0.0100	\$0.18

Firm Vendor Orders screen

### To reply to an order:

1. Navigate to the **Firm Vendor Orders [S1001]** screen.
2. To filter the list of orders, select the desired **Part**, **Purchase Order**, and **PO Status**.
3. Click on the desired purchase order.
4. On the screen task bar, click **Edit**.
5. Enter the estimated delivery date and a comment.
6. Click **OK**.

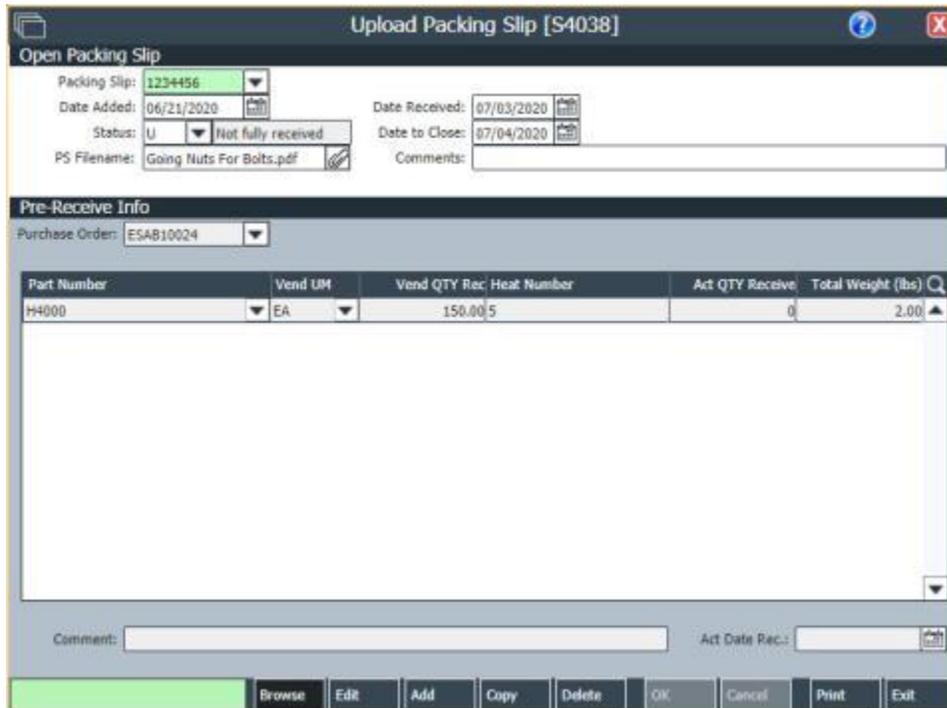
### Result

You have replied to the customer purchase order.

### Notes

- To review the purchase order: On the **PO PDF** field, click  to launch the [File Picker](#) app.

## Adding packing slips



Upload Packing Slip screen

### To add a packing slip:

1. Navigate to the **Upload Packing Slip [S4038]** screen.
2. On the screen task bar, click **Add**.
3. Enter the desired information.
4. Click **OK**.

### Result

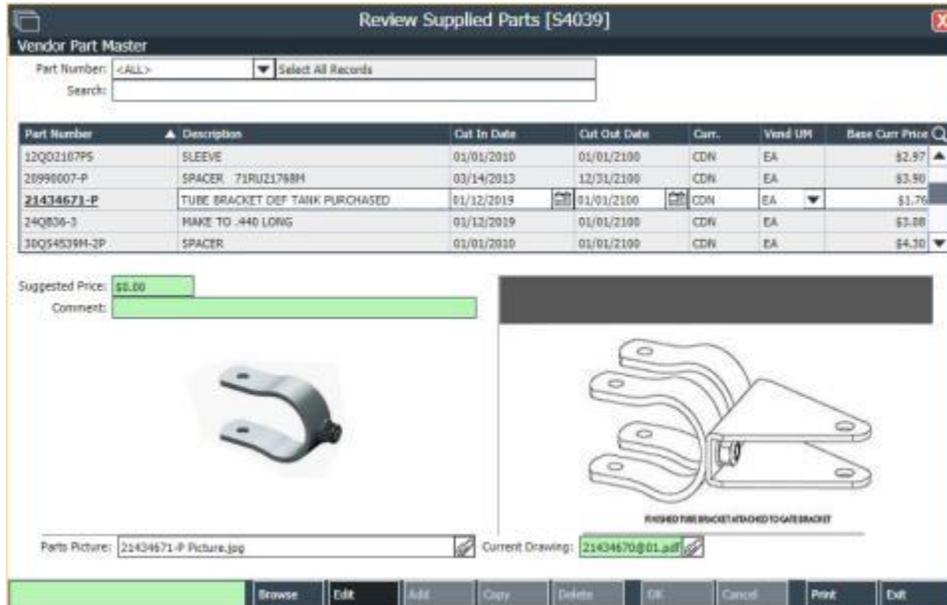
You have added the packing slip to the system. To assign the slip to select parts:

1. Click on the **Pre-Receive Info** frame.
2. Select the **Purchase Order**.
3. On the screen task bar, click **Add**.
4. Enter the desired information.
5. Click **OK**.

### Notes

- To edit existing assigned packing slips: Select the slip and click **Edit**.

## Changing suggested part prices



Review Supplied Parts screen

### To change the suggest part price:

1. Navigate to the **Review Supplied Parts [S4039]** screen.
2. Select the desired **Part**.
3. On the screen task bar, click **Edit**.
4. Enter the suggested price and a comment.
5. If desired, update the part drawing.
6. Click **OK**.

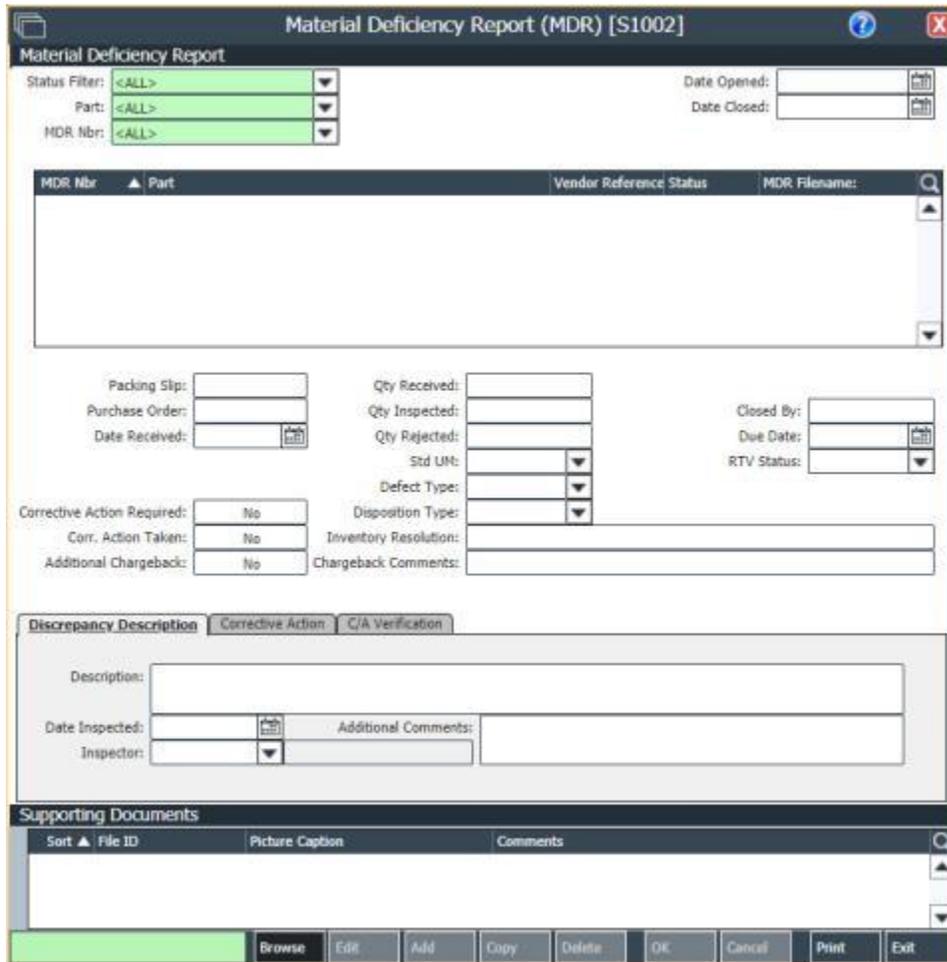
### Result

You have suggested a change to the part price.

### Notes

- Marking a folder as favorite adds all the sub-folders, screens, and reports within that folder to your Favorites tab.

## Replying to deficiency reports



Material Deficiency Reports (MDR) screen

### To reply to a deficiency report:

1. Navigate to the **Material Deficiency Reports (MDR) [S1002]** screen.
2. To filter the list of orders, select the desired **Status**, **Part**, and **MDR Number**.
3. Click on the desired MDR.
4. On the screen task bar, click **Edit**.
5. Update the required information.
6. Click **OK**.

### Result

You have replied to the MDR.

## Reviewing prices



Part Number	Description	Qty	Min	Max	Price	Total
3005457984-2P	SPACER	0.00	300		\$4.30	\$4.30
33A430	PIN CLEVIS	0.00	25		\$3.01	\$3.01
23A021T	WASHER 1.062 O.D X .516 I.D WID 25090183	1,413.00	100		\$1.29	\$1.29
49C0234-2	ROD	1,020.00	100		\$1.57	\$1.57
1200107P5	SLEEVE	0.00	100		\$2.97	\$2.97
80D1046	1"ODX.34WX1.53 LG SPACER	22.00	25		\$4.95	\$4.95
35A4464	SPACER CARBON STEEL	1,352.00	100		\$1.25	\$1.25
12001364	1.500 OD X 1.0 LG SLEEVE	99.00	1		\$5.97	\$5.97
48R02448-P	SPACER - PURCHASED	122.00	1		\$4.25	\$4.80
MD0000522-P	TOOLBOX REINFORCEMENT TUBE	2,121.00	1		\$2.51	\$2.51
240836-3	WAKE TO .440 LONG	15.00	20		\$3.09	\$3.09
21404673-P	TUBE BRACKET DIF TANK PURCHASED	2,960.00	200		\$1.76	\$1.76
20990007-P	SPACER - 1.982X1MM	0.00	1		\$3.90	\$3.90
<b>Total &gt;&gt;</b>						

Current Pricing report

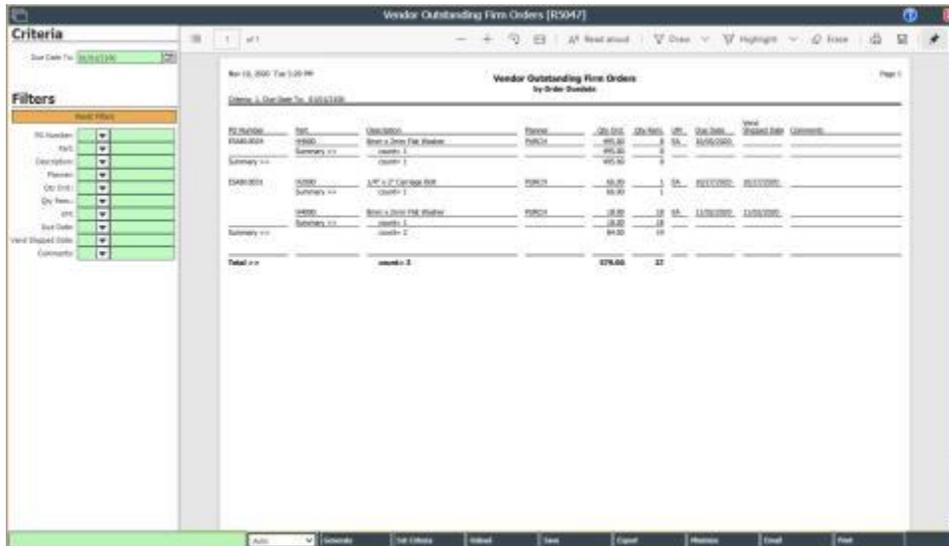
### To review current prices:

1. Navigate to the **Current Pricing [R5039]** report.
2. The report will automatically pull all parts for the current date. Click **Set Criteria** to add any filters.
3. Click **Generate**.

### Result

Your price list is displayed. Click the desired button (**Save**, **Export**, **Email**, or **Print**) to action the report.

## Reviewing outstanding firm orders



Part Number	Part	Description	Quantity	Unit Price	Vendor
23443024	23443024	White 1/2" x 1/2" Flat Washer	100	0.79	100.00
Summary: 100			100	0.79	79.00
23443024	23443024	1/4" x 1/2" Flat Washer	100	0.79	79.00
Summary: 100			100	0.79	79.00
Total: 200			200	0.79	158.00

Vendor Outstanding Firm Orders report

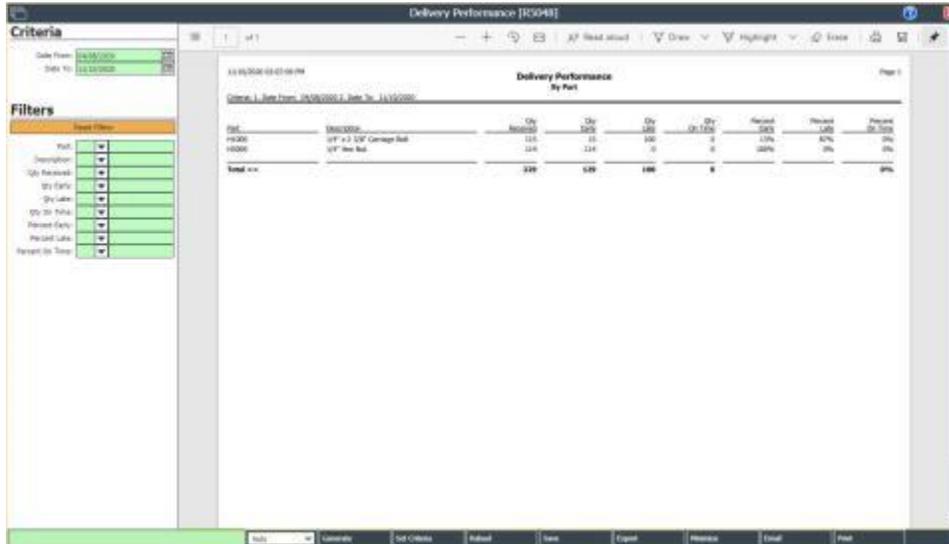
### To review outstanding firm orders:

1. Navigate to the **Vendor Outstanding Firm Orders [R5047]** report.
2. The report will automatically pull all parts for the current date. Click **Set Criteria** to add any filters.
3. Click **Generate**.

### Result

Your firm orders are displayed. Click the desired button (**Save**, **Export**, **Email**, or **Print**) to action the report.

## Reviewing delivery performance



Part	Qty Ordered	Qty Received	Qty Late	Qty On Hold	Received Early	Received Late	Received On Time
VIT + 2 1/2" Garage Bol	124	11	0	0	10%	8%	82%
VIT One Bol	124	114	0	0	100%	9%	91%
<b>Total</b>	<b>248</b>	<b>125</b>	<b>0</b>	<b>0</b>			<b>91%</b>

Delivery Performance report

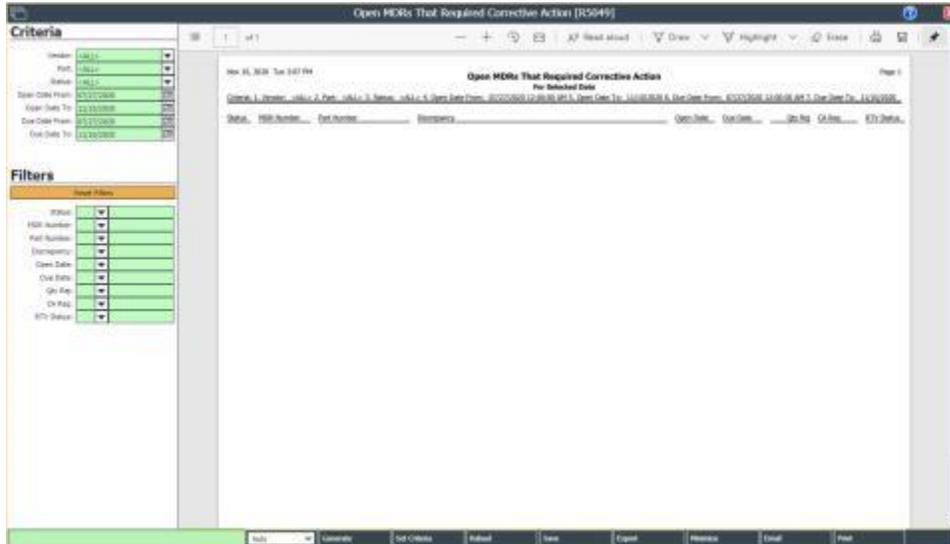
### To review delivery performance:

1. Navigate to the **Delivery Performance [R5048]** report.
2. The report will automatically pull all parts for the current date. Click **Set Criteria** to add any filters.
3. Click **Generate**.

### Result

Your delivery performance is displayed. Click the desired button (**Save**, **Export**, **Email**, or **Print**) to action the report.

## Reviewing MDRs



*Open MDRs That Required Corrective Action report*

### To review MDRs:

1. Navigate to the **Open MDRs That Required Corrective Action [R5049]** report.
2. The report will automatically pull all MDRs for the current date. Click **Set Criteria** to add any filters.
3. Click **Generate**.

### Result

Your MDR list is displayed. Click the desired button (**Save**, **Export**, **Email**, or **Print**) to action the report.

## Practice Exercises

### Exercise 1 - Sign in

On your workstation, sign in to your OnRamp Vendor Portal.

### Exercise 2 - Opening the Update Capabilities Screen

In OnRamp, click on the search bar and type in 4034.

Double-click on the Update Capabilities screen.

### Exercise 3 - Adding the Vendor Ready capability

1. Under **Category**, select **Processes**.
2. On the screen task bar, click **Add**.
3. Under **Process Detail**, select **VENDOR\_READY**.
4. Enter a comment with the date and time that you added the capability.
5. Click **OK**.

## What you learned

With the completion of this section along with the practice exercises, you should be ready to:

- Start up the portal
- Manage your contact information
- Update your capabilities and certificates
- Manage your release history, calendar, and packing slips
- Add the vendor ready capability

# Glossary

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## E

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### ERP

ERP or Enterprise Resource Planner is a software suite used to help you better manage your enterprise resources.

## L

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### Lead Time

A lead time is the latency between the initiation and execution of a process. For example, the lead time between the placement of an order and delivery of a new car from a manufacturer may be anywhere from 2 weeks to 6 months.

## M

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### MDR

Material Deficiency Reports, or MDR, are reports filled out to describe item issues that are returned to you, or by you to a vendor.

## P

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### PO

Purchase Order

## R

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### RGA

Return of Goods Authorization

### RMA

A return merchandise authorization, or RMA, is a part of the process of returning a product to receive a refund, replacement, or repair during the product's warranty period.

### RTV

Return to Vendor