



SSSP USER GUIDE

Yanfeng Automotive Interior Company

YFAI SUPPLIER SELF SERVICE PORTAL (SSSP) system is part of the YFAI's Global ERP Project. YFAI is using this platform to communicate with suppliers for following requirements : Invoice Status Query, Payment Query, Notifications etc.

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OVERVIEW

WHAT IS SSSP?

Supplier Self Service Portal (SSSP) system is part of the YFAI's Global ERP Project. YFAI is using this platform to communicate with suppliers for following requirements : Status Query, Payment Query, Receipt Query, Notifications, etc*

SSSP HOTLINE

As showed in the home page of SSSP

qadhelp.ap@yfai.com

PRE REQUEST

SYSTEM REQUIREMENT

System: Windows Win7 or above, Memory no less than 4GB

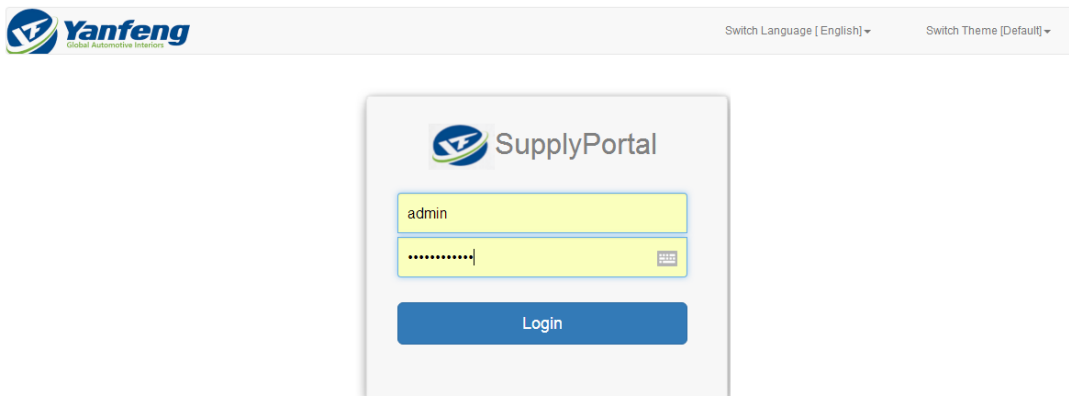
Browser: IE9 or IE10

Software Support:

- Adobe PDF Reader Supporting IE10
- Excel2007 or above

SSSP WEBSITE

Production Enviroment: <https://scp.yfai.com/esupply/login>



User ID: YFAI Supplier Code (reference from your Purchase Order)

User PW: YFAI Supplier code. System will require password change upon first login

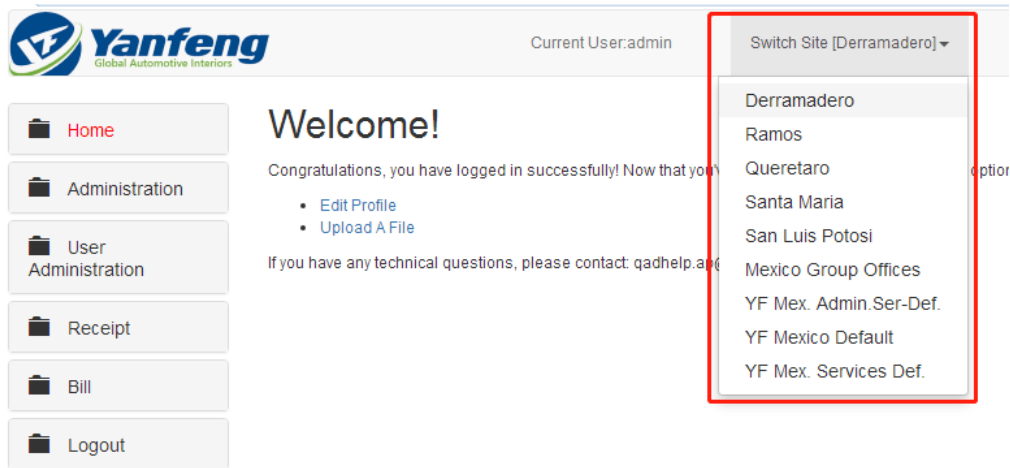
- The SSSP system utilizes your unique YFAI Supplier Code as indicated at the top left side of you Purchase Order. The YFAI QAD Supplier Code is easily identified as it begins with either an "8" or "9".

- If you have multiple YFAI Supplier Codes, you will utilize separate logins for each supplier code. If you would like to consolidate the SSSP access and data for multiple YFAI Supplier codes into one login, please contact qadhelp.ap@yfaicom with these requests.

Business Process

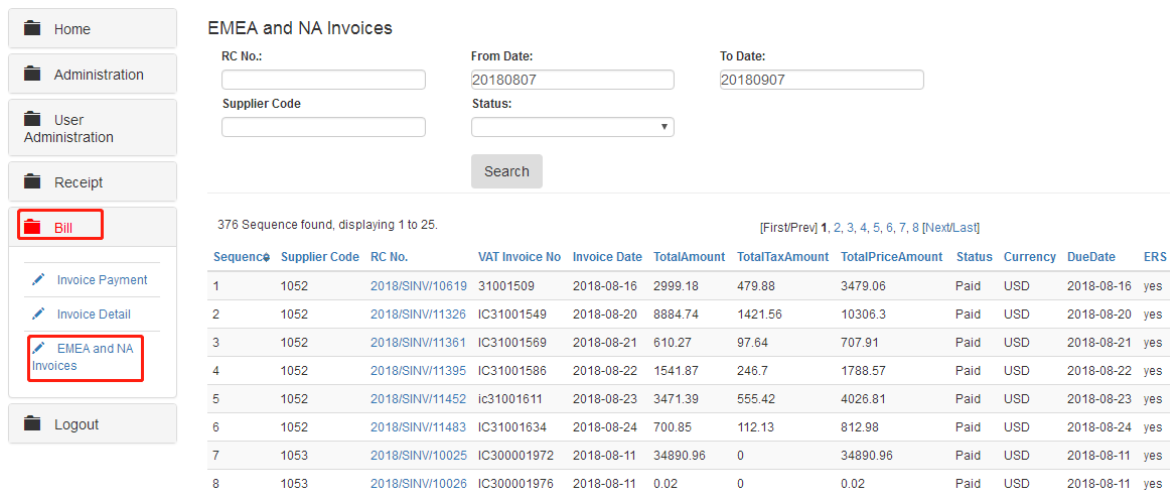
SITE SWITCHING

You can use Switch Site Function to change between different YFAI sites.



INVOICE STATUS QUERY

Supplier can easily go to Menu "Bill" -> "EMEA and NA Invoices" to check the invoice status



Sequence	Supplier Code	RC No.	VAT Invoice No	Invoice Date	TotalAmount	TotalTaxAmount	TotalPriceAmount	Status	Currency	DueDate	ERS
1	1052	2018/SINV/10619	31001509	2018-08-16	2999.18	479.88	3479.06	Paid	USD	2018-08-16	yes
2	1052	2018/SINV/11326	IC31001549	2018-08-20	8884.74	1421.56	10306.3	Paid	USD	2018-08-20	yes
3	1052	2018/SINV/11361	IC31001569	2018-08-21	610.27	97.64	707.91	Paid	USD	2018-08-21	yes
4	1052	2018/SINV/11395	IC31001586	2018-08-22	1541.87	246.7	1788.57	Paid	USD	2018-08-22	yes
5	1052	2018/SINV/11452	ic31001611	2018-08-23	3471.39	555.42	4026.81	Paid	USD	2018-08-23	yes
6	1052	2018/SINV/11483	IC31001634	2018-08-24	700.85	112.13	812.98	Paid	USD	2018-08-24	yes
7	1053	2018/SINV/10025	IC300001972	2018-08-11	34890.96	0	34890.96	Paid	USD	2018-08-11	yes
8	1053	2018/SINV/10026	IC300001976	2018-08-11	0.02	0	0.02	Paid	USD	2018-08-11	yes

Column	Discription	Filter
Sequence	Line Number	
Supplier Code	YFAI's Supplier ID	Yes
RC No.	YFAI's Internal Invoice ID	
VAT Invoice No	Supplier's Invoice ID	Yes
Invoice Date	Invoice Date being Displayed on Invoice	Yes
Total Amount	Invoice Net Amount without Tax	
Total Tax Amount	Invoice Tax Amount	

Total Price Amount	Invoice Gross Amount with Tax	
Status	Current Status of Invoice	
Reject Reason	Only will be shown if the invoice status = "Reject"	
Currency	Currency of the Invoice	
Due Date	The calculated due date of the invoice once invoice has been approved	
ERS	Indicator of ERS	
Payment Date	The payment date when the invoice has been paid	

There are Five Status can be found the SSSP for Invoice Status:

SSSP Status	Description
In Process	Invoice being received in YFAI
Approved	Invoice being scanned and approved in YFAI
Rejected internally	Invoice being rejected because of internal reason and will be re-process later
Rejected to vendor	Invocie being rejected and send back to supplier
Paid	Invoice being paid by YFAI

For those Invoice has been posted in QAD, the detail information can also be accessed via hyperlink of the RC No. (YFAI Invoice Number).

You can always export the page to excel sheet via “Export” button in the botton of the page.

RC No.: <input type="text" value="2018/SINV/11361"/> Claim Amount: <input type="text" value="0"/> TotalAmount: <input type="text" value="610.27"/> Invoice Amount: <input type="text" value="707.91"/> Remark: <input type="text"/>	Vat Invoice No.: <input type="text" value="IC31001569"/> Discount Amount: <input type="text" value="0"/> TotalTaxAmount: <input type="text" value="97.64"/> Reference No.: <input type="text"/>
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[Back](#)

4 Bill found, displaying all Bill.

Sequence No	Receipt ASN No	Supply Code	PO Number	Receiver	Line	Part No.	Part Description	Receive Qty	Uom	Inverntory Price	Inventory Amount	Receive Date
1	IC31001569	1052	55071090	RC19320	13	3859176-RN8HL1	PAD ASM.DJ TOP BILAM	1	EA	47.01	47.01	2018-08-21
2	IC31001569	1052	55071090	RC19320	14	3859176-TX7BD3	PAD ASM.DJ TOP BILAM	6	EA	47.01	282.06	2018-08-21
3	IC31001569	1052	55071090	RC19320	15	3859176-TX7LA8	PAD ASM.DJ TOP BILAM	3	EA	47.01	141.03	2018-08-21
4	IC31001569	1052	55071090	RC19320	17	3859177-RN8TU6	PD ASM.TOP LTHR ALGATOR	1	EA	140.17	140.17	2018-08-21

4 Bill found, displaying all Bill.

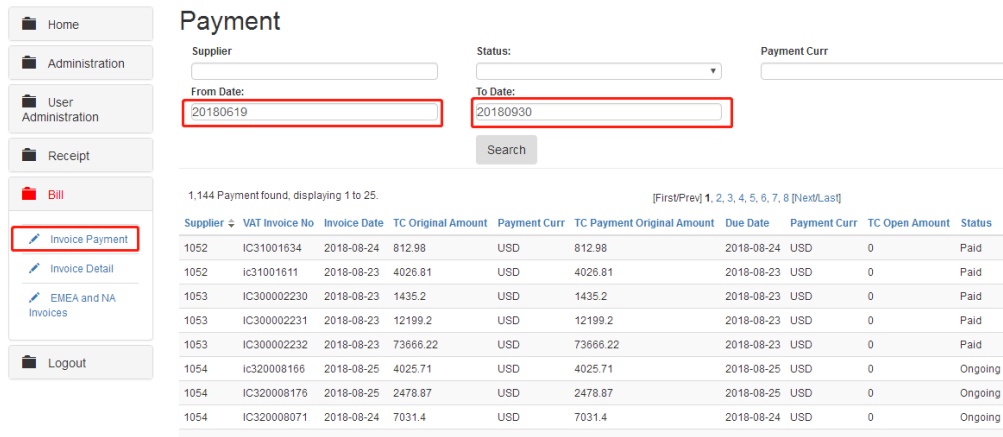
Export options Excel

CHECK PAYMENT STATUS

Supplier can also check the Payment Status from SSSP via “Bill” -> “Invoice Payment”

The following payment status will be displayed in SSSP:

Paid / On Going / Bounced



Supplier	VAT Invoice No	Invoice Date	TC Original Amount	Payment Curr	TC Payment Original Amount	Due Date	Payment Curr	TC Open Amount	Status
1052	IC31001634	2018-08-24	812.98	USD	812.98	2018-08-24	USD	0	Paid
1052	ic31001611	2018-08-23	4026.81	USD	4026.81	2018-08-23	USD	0	Paid
1053	IC300002230	2018-08-23	1435.2	USD	1435.2	2018-08-23	USD	0	Paid
1053	IC300002231	2018-08-23	12199.2	USD	12199.2	2018-08-23	USD	0	Paid
1053	IC300002232	2018-08-23	73666.22	USD	73666.22	2018-08-23	USD	0	Paid
1054	ic320008166	2018-08-25	4025.71	USD	4025.71	2018-08-25	USD	0	Ongoing
1054	IC320008176	2018-08-25	2478.87	USD	2478.87	2018-08-25	USD	0	Ongoing
1054	IC320008071	2018-08-24	7031.4	USD	7031.4	2018-08-24	USD	0	Ongoing

Column	Discription	Filter
Supplier	YFAI's Supplier ID	Yes
VAT Invoice No	Supplier's Invoice ID	Yes
Invoice Date	Invoice Date being Displayed on Invoice	Yes
TC Original Amount	Invoice Gross Amount with Tax	
Payment Curr	Currency of the Payment	
TC Payment Original Amount	Payment Amount	
Due Date	The calculated due date of the invoice once invoice has been approved	
Payment Selection ID	The Payment ID sending to Bank for payment identification	Yes
TC Open Amount	Open Amount waiting not being processed	
Payment Date	The payment date when the invoice has been paid	
Status	Current Status of Payment	Yes

INVOCIE DETAIL QUERY

In order to let the user easily export detail invoice information from multiple invoices, user can go to “Bill” -> “Invoice Detail” displaying multiple invoice line in one page and export them to Excel.

- Home
- Administration
- User Administration
- Receipt
- Bill
 - Invoice Payment
 - Invoice Detail
 - EMEA and NA Invoices
- Logout

Invoice Detail

RC No.: From Date: To Date:

ASN No.: Receiver: Part No.:

44 Bill Detail found, displaying 1 to 25. [First|Prev] 1, 2 [Next|Last]

Sequence	Order No.	ASN No.	Supplier Code	PO Number	PO Line No.	Receiver	Part No.	Part Description	Receive Qty	Uom	Inventory Price	Inventory Amount	Receive Date	Invoice Date	RC No.	Status	VAT Invoice No
0	IC31001634	1052	55071090	17	RC20279	3859177-RN8TU6	PD ASM.TOP LTHR ALGATOR	3	EA	140.17	420.51	2018-08-24	2018-08-24	2018/SINW/11483	Paid	IC31001634	
0	IC31001634	1052	55071090	56	RC20279	Y0010292-LC5HL1	PAD ASM.TOP LTHR CRHTCH	2	EA	140.17	280.34	2018-08-24	2018-08-24	2018/SINW/11483	Paid	IC31001634	
0	IC320008071	1054	55075129	62	RC20281	2190252-TX7	CARRIER.DS LH FRT DR	310	EA	9.10775	2823.4	2018-08-24	2018-08-24	2018/SINW/11900	Approved	IC320008071	
0	IC320008071	1054	55075129	64	RC20281	2190254-TX7	MIPDS LH FRT DR	702	EA	1.99685	1401.79	2018-08-24	2018-08-24	2018/SINW/11900	Approved	IC320008071	
0	IC320008071	1054	55075129	65	RC20281	2190259-	MIPDS LH	600	EA	1.11584	669.5	2018-	2018-	2018/SINW/11900	Approved	IC320008071	

Column	Discription	Filter
Sequence	Line Number	
Order No.	YFAI's Internal Order Number (Not Applicable)	
ASN No.	ASN Number if applicable	
Supplier Code	YFAI's Supplier ID	Yes
PO Number	YFAI's Purchase Order Number	
PO Line No.	YFAI's Purchase Order Line	
Receiver	YFAI's Receiver ID	Yes
Part No.	YFAI's Item Number	
Part Description	YFAI's Item Description	
Receive Qty	The Receiving Quantity	
Uom	Unit of Measure	
Invoice Price	The Unit Price of Each Item	
Invoice	Net Price with out Tax for each Item	
Receive Date	The Receiving Date	
Invoice Date	Invoice Date being Displayed on Invoice	Yes
RC No.	YFAI's Internal Invoice ID	Yes
Status	Current Status of Invoice	
VAT Invoice No	Supplier's Invoice ID	Yes

RECEIPT QUERY

Receiving information can be access via “Receipt” -> “View Receipt”. From this page, suppliers can find not only the receiving information with invoice being processed but also receipts that has not being invoiced in YFAI’s Operation System.

Receipt

Receiver:	Order No.:	Supplier Code	Asn:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date:	To Date:	Part No.	<input checked="" type="checkbox"/> Is Detail
<input type="text" value="20180817"/>	<input type="text" value="20180917"/>	<input type="text"/>	
<input type="button" value="Search"/>			

3,254 Receipt Detail found, displaying 1 to 25.

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Sequence	Dock	Supply Code	Order No.	ASN No	Order No	Receiver	Part No.	Part Description	Supplier Part No.	Uom	To Location	Receipt Date	Delivery Qty	Receive Qty	Consignment	Invoiced
1		1052		IC31001549	55071090		3859176-TX7BD3	PAD ASM.DJ TOP BILAM		EA	2-RAW	2018-08-20	6	6	no	no
2		1052		IC31001549	55071090		3859267-RN8HL1	HD ASM.DJ CLSTR BILAM		EA	2-RAW	2018-08-20	45	45	no	no
3		1052		IC31001549	55071090		3859267-TX7LA8	HD ASM.DJ CLSTR BILAM		EA	2-RAW	2018-08-20	30	30	no	no
4		1052		IC31001549	55071090		3859304-RN8TU6	HD ASM.DJ CLSTR LTHR		EA	2-RAW	2018-08-20	5	5	no	no

Column	Discription	Filter
Sequence	Line Number	
Dock	The Receiving Dock of YFAI	
Supplier Code	YFAI's Supplier ID	Yes
Order No.	YFAI's Internal Order Number (Not Applicable)	Yes
ASN No.	ASN Number if applicable	Yes
Order No.	YFAI's Purchase Order Number	
Receiver	YFAI's Receiver ID	Yes
Part No.	YFAI's Item Number	Yes
Part Description	YFAI's Item Description	
Supplier Part No.	Supplier's Item ID (Not Applicable)	
Uom	Unit of Measure	
To Location	The Receiving Location in YFAI	
Receipt Date	The Receiving Date	Yes
Delivery Qty	The ASN Quantity	
Receive Qty	The receive Quantity	
Consignment	Consignment Indicator	
Invoiced	Whether this Receipt has been invoiced	

Quick Q&A

GENERAL

1. Can I change the password by ourselves?
 - a) Yes! The password can be changed via Home -> Edit Profile
2. If I am a group company and want to have one user account available for all of the suppliers related to our company. How am I suppose to do?
 - a) Please contact the qadhelp.ap@yfai.com and send following required sheets to apply for global user.

Supplier ID	Supplier Name	Special Comments
		Eg. Also need supplier 9000110' s permission for this user

3. What should I do if I forget the user password?
 - a) Please contact the qadhelp.ap@yfai.com and send requests to ask for password reset.

INVOICE

1. What should I do if the displayed invoice amount is incorrect?
 - a) Please contact the qadhelp.ap@yfai.com and ask for information check and verification.
2. What should I do if the the invoice status is showing “Rejected to Vendor”?
 - a) When you saw a status showing “Rejected to Vendor”, this means our accounts payable team will send notification to you regarding the rejection problem. If not, please contact YFAI accounts payable help desk at email address indicated on your purchase order.
3. What should I do if the the invoice status is showing “Rejected Internally”?
 - a) Normally for “Rejected Internally” you do not need to do anything since this is an YFAI internal problem and this status will soon be updated and replaced.
4. What Should I do if one of my receipt cannot be found in the web page?
 - a) Following procedure you can following to locate what problem is for your receipt
 - Go to Receipt page and search for the receipt you are looking for.
 - If you found them, and in the invoice page you cannot see them. This means the invoice has not being scanned yet.
 - If you cannot find the related receipt information. This means we haven't receipt the item in our operation system. Please contact qadhelp.ap@yfai.com for more supports.

PAYMENT

1. How can I link the payment check with the invoice being paid?
 - a) There are two options for you to link the payment to the invoices getting paid:
 - i. Go to “Invoice Payment” Screen and search via Payment Selection ID. One YFAI payment must have one Payment Selection ID which has following structures – BackID+PaymentDate+PaymentType+Currency (for example: PPIMA150818ICOnsUSD)

Payment

Supplier	Status:	VAT Invoice No
<input type="text"/>	<input type="text" value="Paid"/>	<input type="text"/>
From Date:	To Date:	Payment Selection:
<input type="text" value="20180129"/>	<input type="text" value="20180930"/>	<input type="text" value="PPIMA150818ICOnsUSD"/>
<input type="button" value="Search"/>		

21 Payment found, displaying all Payment.

Supplier	VAT Invoice No	Invoice Date	TC Original Amount	Payment Curr	TC Payment Original Amount	Due Date	Payment Curr	Payment Selection ID	TC Open Amount	Payment Date	Status
1066	94802400	2018-08-10	26902.84	USD	26902.84	2018-08-10	USD	PPIMA150818ICOnsUSD	0	2018-08-15	Paid
1066	94802399	2018-08-09	47852	USD	47852	2018-08-09	USD	PPIMA150818ICOnsUSD	0	2018-08-15	Paid
1066	94802397	2018-08-06	25380.75	USD	25380.75	2018-08-06	USD	PPIMA150818ICOnsUSD	0	2018-08-15	Paid
1066	948022398	2018-08-06	47852	USD	47852	2018-08-06	USD	PPIMA150818ICOnsUSD	0	2018-08-15	Paid
1066	94802393	2018-08-03	23865.36	USD	23865.36	2018-08-03	USD	PPIMA150818ICOnsUSD	0	2018-08-15	Paid

- ii. Go to “Invoice Payment” / “EMEA and NA Invoices” Screen and search via payment date. The list will show you all of the invoices getting paid on that certain date.