



# SUPPLYAWARE™

## SUPPLY CHAIN MAPPING

## GETTING STARTED GUIDE

VERSION 1.2

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## Activating Your Account / Resetting Your Password

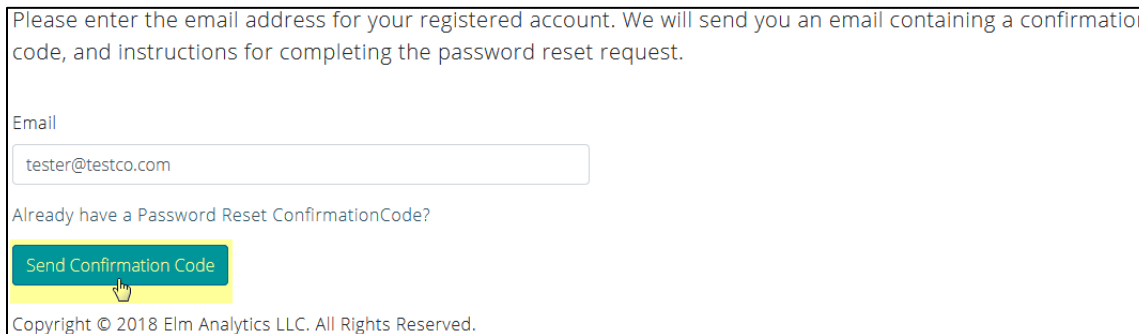
**IMPORTANT NOTE:** If you are activating a supplyAware™ account to fulfill a requirement by one of your customers, be sure that you have filled out the [Account Activation Survey](#) first. After completing the survey, you will need to wait for an email from an Elm engagement specialist confirming your account activation. Once you receive the confirmation email, you can proceed with the steps below.

- 1) From the **Login** page (<https://supplyaware.elmanalytics.com>), click **Forgot Your Password?**



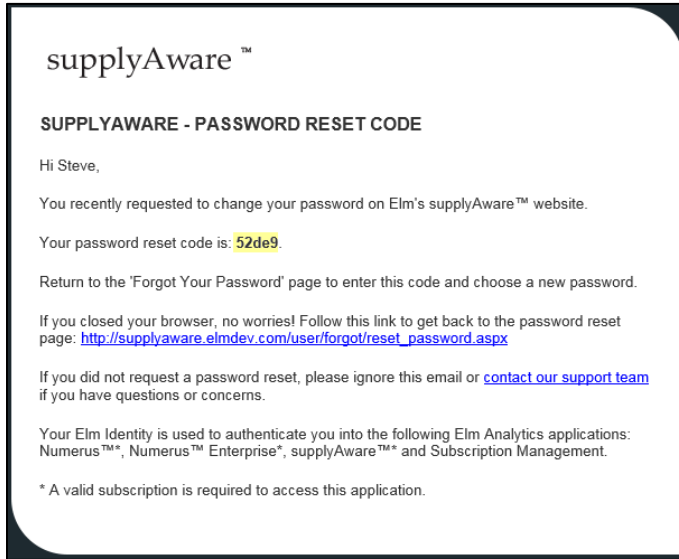
The screenshot shows the login interface for supplyAware. On the left, there are input fields for 'Email Address' and 'Password', both with placeholder text 'Enter your email address' and 'Enter your password' respectively. Below these fields are two links: 'Forgot Your Password?' (highlighted in yellow) and 'Having login issues?'. A blue 'Login' button is positioned below the links. A tooltip is visible over the 'Forgot Your Password?' link, containing the text 'Reset your password using our self-service password process'. At the bottom left of the form area, there is a link that says 'I Need to Create an Account!'. On the right side of the page, the 'supplyAware™' logo is displayed with a dashed line connecting the two words. Below the logo, the text reads: 'RAPIDLY AND INEXPENSIVELY DEPLOYED SUPPLY CHAIN MAPPING AND RISK ASSESSMENT FOR A SINGLE PLANT OR AN ENTIRE ENTERPRISE.'

- 2) Enter the email address used to register your account and click **Send Confirmation Code**



The screenshot shows the password reset confirmation page. At the top, it says 'Please enter the email address for your registered account. We will send you an email containing a confirmation code, and instructions for completing the password reset request.' Below this is an 'Email' input field containing the text 'tester@testco.com'. Underneath the input field is the text 'Already have a Password Reset ConfirmationCode?'. A blue button labeled 'Send Confirmation Code' is highlighted in yellow. At the bottom of the page, there is a copyright notice: 'Copyright © 2018 Elm Analytics LLC. All Rights Reserved.'

- 3) The next screen will ask for your Password Reset Code. The code will be sent to you in an email with the subject line: "supplyAware – Password Reset Code"



**NOTE: All password reset codes are five characters in length**

- 4) On the **Reset Password** page, enter the code from the email, create a new password and click

### Reset Password

To complete the password reset request, please provide your registered email account and the password reset code that was emailed to you.

If you don't have a password reset code, please start the Forgot Password process.

Email Address

Password Reset Code

This code was sent to your email address

New Password

Passwords must be at least 6 characters long (and no more than 32) and contain a mix of uppercase and lowercase letters. Your password cannot contain any sequence of 4 characters that also appears in your full name or email address and you cannot reuse your current or any of your last six passwords. The best passwords are long, completely random strings, but if you are not using a password management system with your browser they can be difficult to deal with. As a second option, we recommend using a short memorable phrase with or without spaces and punctuation that meets the requirements listed above.

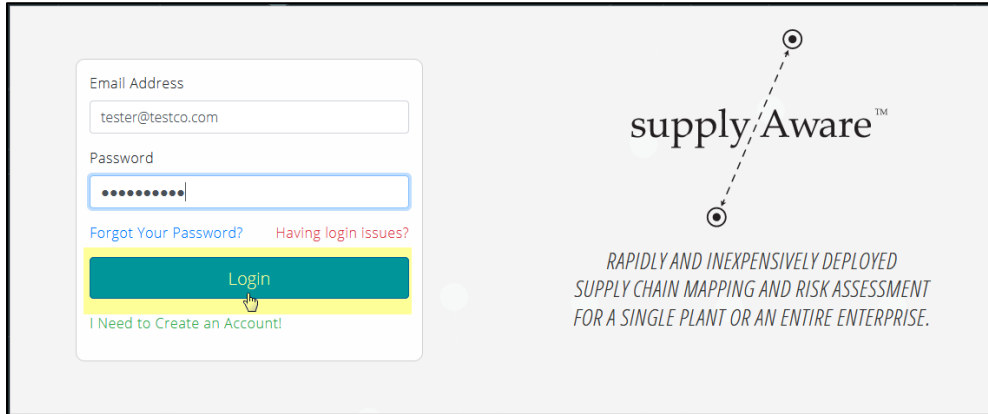
Retype New Password

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**NOTE: Make sure to follow the password rules outlined below the *New Password* field**

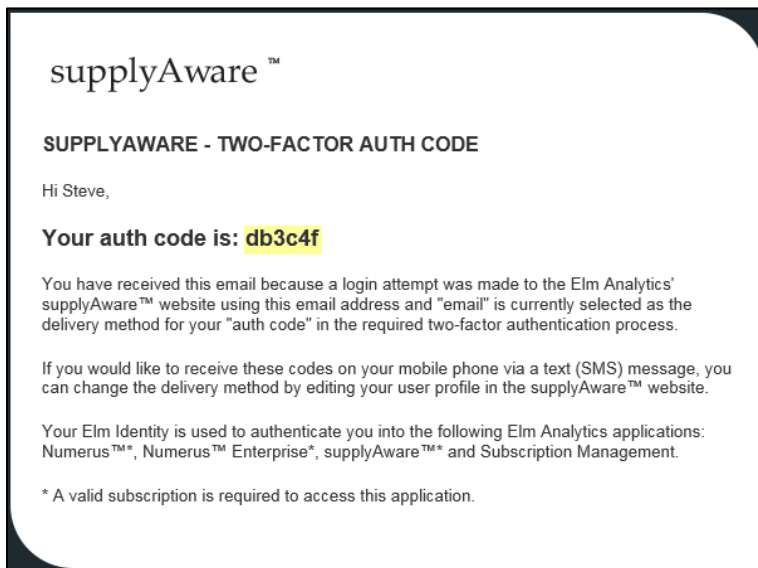
## Login to supplyAware™

- 1) Enter your email and password and then click [Login](#)



**NOTE:** If you've never set a password for supplyAware™, see [Resetting Your Password \(page 3\)](#)

- 2) The next screen will ask for your *Two-Factor Authentication Code*. The code will be sent to you in an email with the subject line: "supplyAware – Two-Factor Auth Code"



**NOTE:** Two-Factor Auth provides an extra layer of security that helps ensure you are the only one with access to your supplyAware™ account. You will be sent a new two-factor auth code each time you login.

**TIP:** To receive Two-Factor auth codes via text message instead of email, see [Managing Your User Profile \(Page 7\)](#)

3) Enter the code from your email and click **Login**

Email Address  
tester@testco.com

Two-Factor Authentication Code ⓘ  
db3c4f

[Forgot Your Password?](#) [Having login issues?](#)

**Login**

[I Need to Create an Account!](#)

**supplyAware™**

*RAPIDLY AND INEXPENSIVELY DEPLOYED  
SUPPLY CHAIN MAPPING AND RISK ASSESSMENT  
FOR A SINGLE PLANT OR AN ENTIRE ENTERPRISE.*

**TIP:** For more information regarding Two-Factor Auth, click the ⓘ icon.

## Accepting the Terms of Service

1) Once you are logged in, read/accept the Terms of Service and Use and proceed to the **Dashboard** by clicking **Continue**

### Terms of Service and Use

#### Definitions

Company - is an entity or person that manufactures something or is using an ELM Service

Company Site Profile - information provided about a specific plant location that describes what the plant makes, process it uses, materials it consumes and other information about the operation of the plant.

Content- information placed into supplyAware™ or an ELM Service by a User that is not User Content

Data - reports, and derivative works from an ELM Service or the results of ELM Service software processing information and/or Content contained in an ELM Service

ELM- Elm Analytics LLC, a Michigan Limited Liability Company

ELM Service or sometimes called Service - a service or product offered for purchase or use by ELM including but not limited to the supplyAware.com™, NUMERUS™ and eAutoPortal.com, elminternational.com or elmanalytics.com web sites

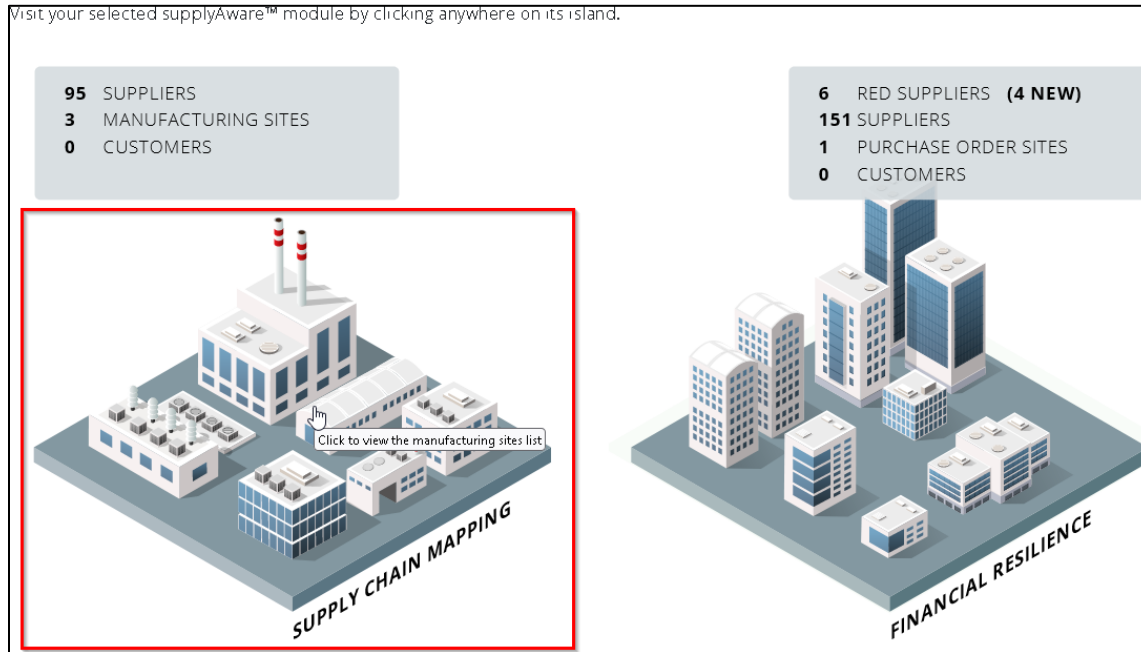
supplyAware.com™ - a proprietary service owned by ELM

I accept the terms and conditions.

**Continue**

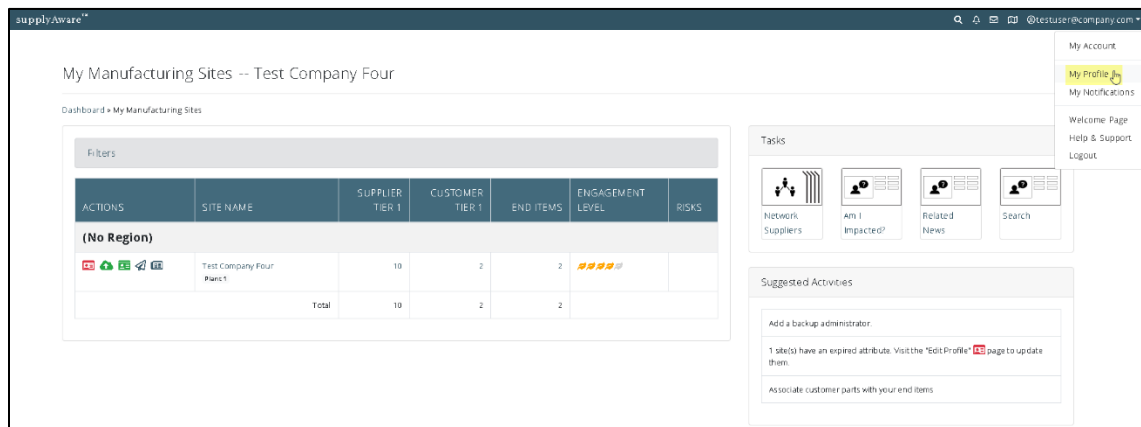
## Accessing the Supply Chain Mapping Module

- 1) On your **Dashboard**, click the left image that says "Supply Chain Mapping" to enter the supply chain mapping module



## Managing Your User Profile


- 1) From your **My Manufacturing Sites** page, click on your username in the top right corner of the screen and then click the second item in the dropdown menu, **My Profile**






- Here you can update your basic account details, contact info, address, account password and two-factor authorization preferences. Make updates/additions where needed and click **Save**

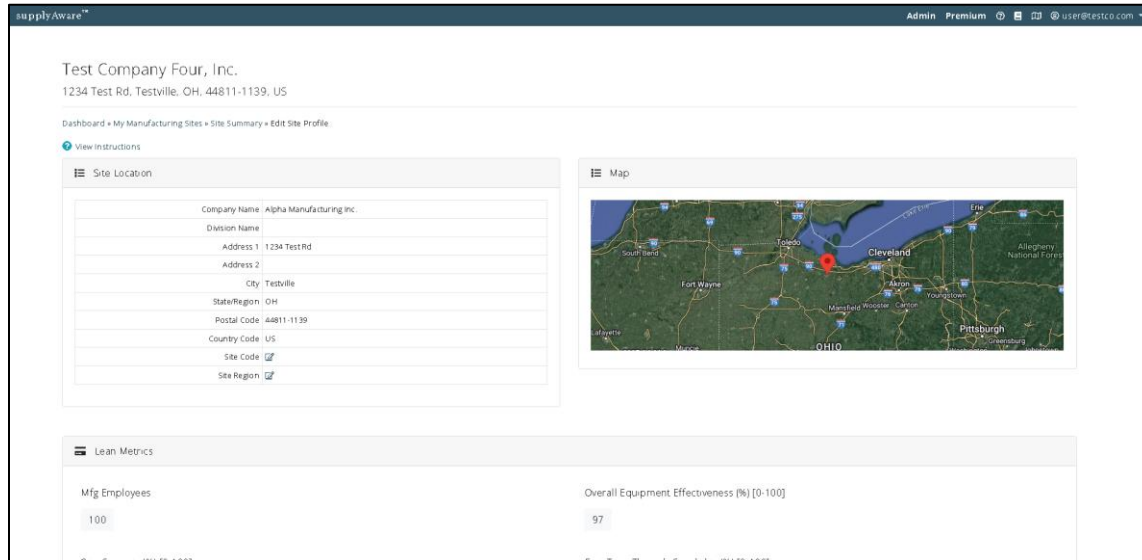
## Editing Your Site Profile

- From your **My Manufacturing Sites** page, click on the *Edit Site Profile* icon appearing on the far-left side below **ACTIONS**

ACTIONS	SITE NAME	SUPPLIER TIER 1	CUSTOMER TIER 1	END ITEMS	ENGAGEMENT LEVEL	RISKS
<b>(No Region)</b>						
	Test Company Four Plant 1	10	2	2	★★★★	
Total		10	2	2		

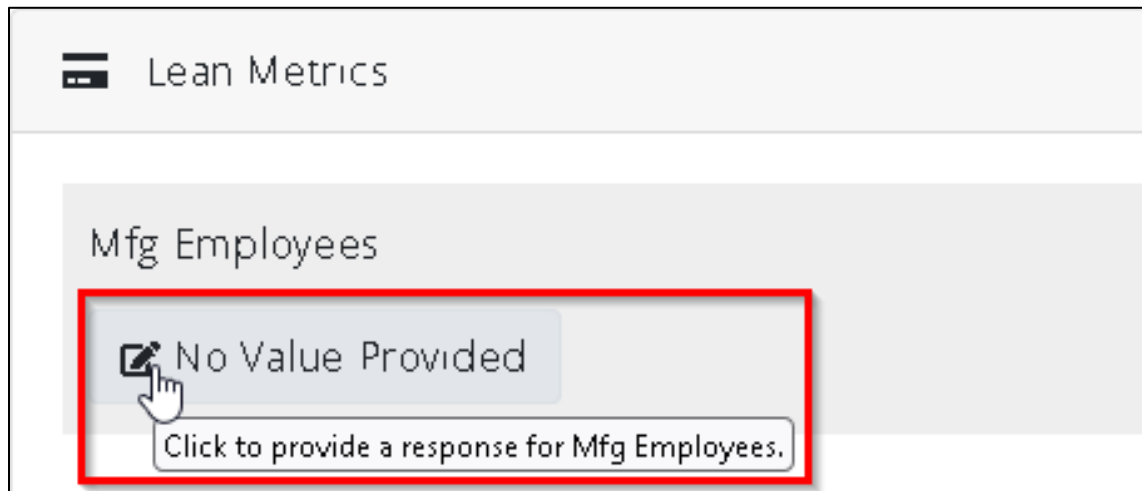
**NOTE:** If you have not previously entered profile data or the system has no previously existing data, the icon will appear in red: . If the system already has existing data or you have entered data previously, the icon will appear in green: . Even if you see a  icon when first logging in, you will still want to check and see if any existing data needs to be updated.

- 2) The **Edit Site Profile** page lists all the information that supplyAware™ has collected for the selected company site. In cases where data is missing or incorrect, you may want to make additions or corrections. Keeping these values up to date helps to keep your customers in the loop and shows them your level of engagement with supplyAware™



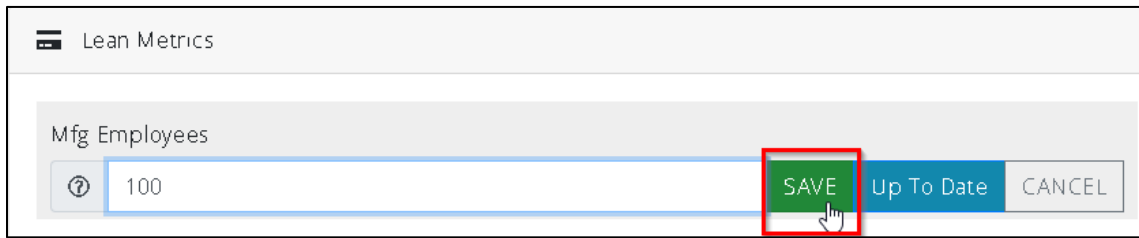
## Lean Metrics

- 1) To make additions/corrections to the **Lean Metrics** section, click “No Value Provided”



**TIP:** If you are updating an existing value, simply click the value shown

- 2) Enter the new value and click **Save**



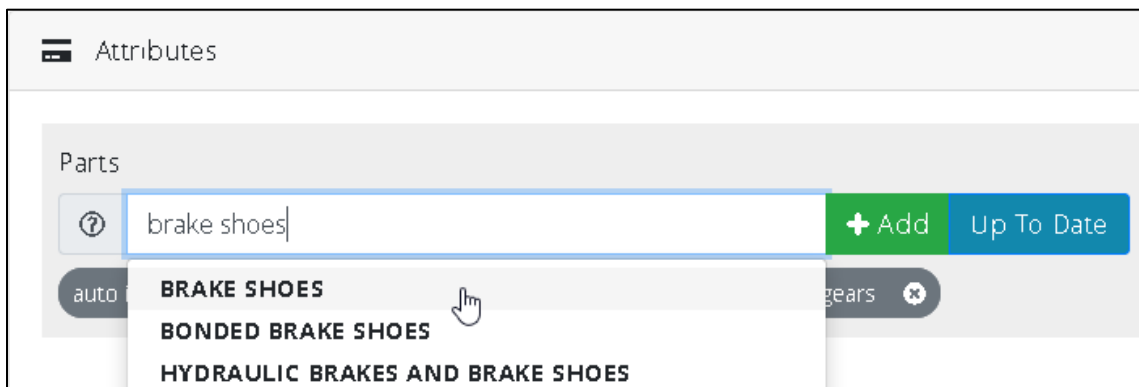
The screenshot shows the 'Lean Metrics' interface. At the top, there is a search bar with the text 'Mfg Employees'. Below the search bar, there is a text input field containing the number '100'. To the right of the input field, there are three buttons: 'SAVE' (highlighted with a red box), 'Up To Date', and 'CANCEL'. A hand cursor is pointing at the 'SAVE' button.

**NOTE:** If you are simply reconfirming a value that has been marked as “Expired”, you will click **Up To Date** instead

**TIP:** For a better description of a metric or attribute, hover over the “?” icon (  )

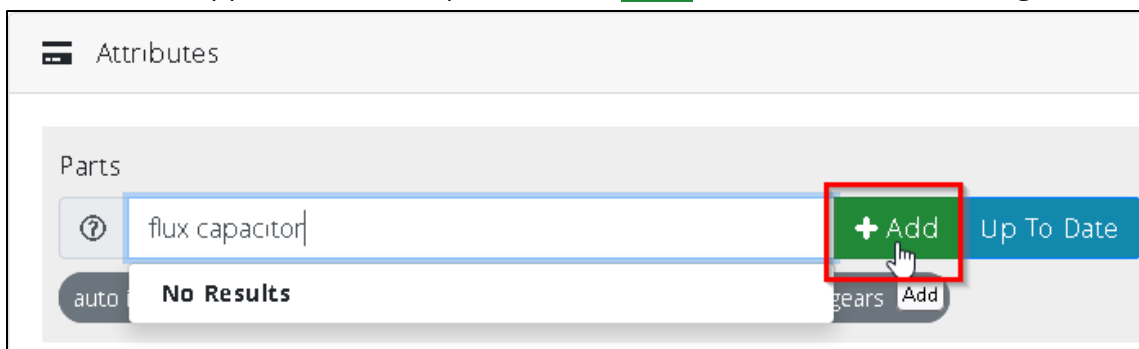
## Attributes

- 1) To make additions/corrections to the **Attributes** section, type in your term/tag and then select it from the dropdown list




The screenshot shows the 'Attributes' interface. At the top, there is a search bar with the text 'brake shoes'. Below the search bar, there is a dropdown list with three suggestions: 'BRAKE SHOES', 'BONDED BRAKE SHOES', and 'HYDRAULIC BRAKES AND BRAKE SHOES'. A hand cursor is pointing at the first suggestion. To the right of the search bar, there are two buttons: '+ Add' and 'Up To Date'.

- 2) If **No Results** appears in the dropdown, click **+Add** to add the new term/tag



The screenshot shows the 'Attributes' interface. At the top, there is a search bar with the text 'flux capacitor'. Below the search bar, there is a dropdown list with the text 'No Results'. A hand cursor is pointing at the '+ Add' button, which is highlighted with a red box. To the right of the search bar, there are two buttons: '+ Add' and 'Up To Date'.

3) To delete attribute terms/tags, click the *X icon* (  ) that appears to the right of the tag



## Normal Shift Pattern

1) To make changes to the **Normal Shift Pattern** chart, simply mark up the chart by checking the relevant boxes, answer the question at the bottom and click **Save**


Markup this chart to reflect your normal shift pattern.

SHIFT	MON	TUE	WED	THU	FRI	SAT	SUN
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



In any given quarter, what percentage of the time (0-100) do you operate according to your normal shift pattern?

**Save**

## Site Contacts

1) From your **My Manufacturing Sites** page, click the *Contacts* icon (  ) that appears below

### ACTIONS

Filters						
ACTIONS	SITE NAME	SUPPLIER TIER 1	CUSTOMER TIER 1	END ITEMS	ENGAGEMENT LEVEL	RISKS
<b>(No Region)</b>						
 <span>Contacts</span>	Test Company Four Plant 1	10	2	2		
Total		10	2	2		

2) Click the *Edit icon* (✎) next to the contact you want to edit/add

View Instructions

Gatekeeper <i>No Gatekeeper is assigned.</i>	Executive in Charge <i>Please contact the gatekeeper for more information.</i>
Finance Contact <i>Please contact the gatekeeper for more information.</i>	Purchasing Contact <i>Please contact the gatekeeper for more information.</i>

3) Fill out the fields in the pop-up box and click **Save**

Edit Site Contact

Job Title\*  
Plant Manager

Phone\*  
555-1234

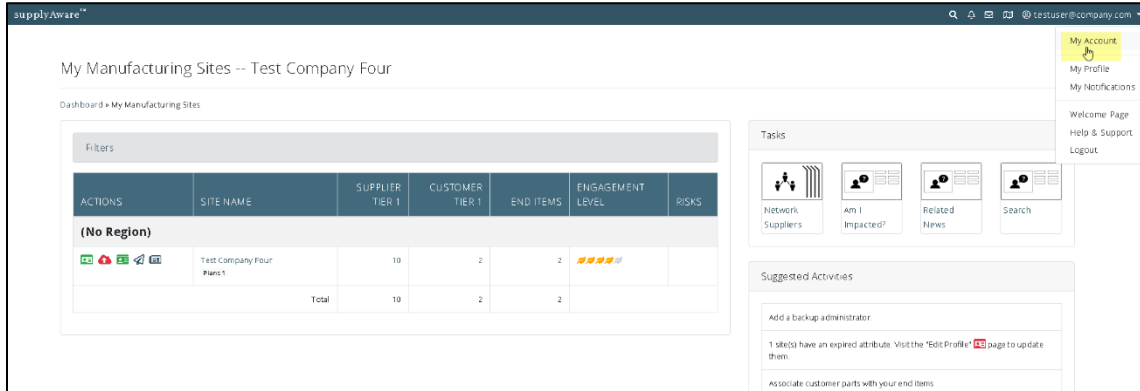
Fax  
555-6789

Save Cancel

# Managing Your Manufacturing Sites (Adding/Removing)


The manufacturing sites listed on the **My Manufacturing Sites** page are the sites within your company that provide parts to your customers and receive parts from your suppliers. This section goes over how to manage this list and add/remove sites.

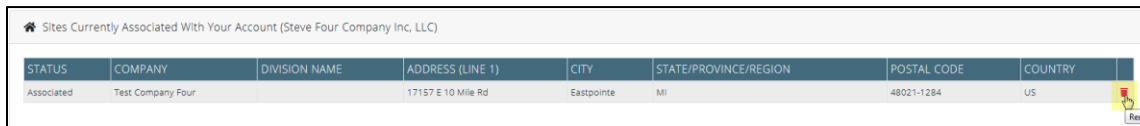
- 1) From your **My Purchase Order Sites** page, click on your username in the top right corner of the screen and then click **My Account**



- 2) Navigate to the **My Sites** section near the bottom of the page and click **+Manage Sites**



- 3) The **Sites Currently Associated With Your Account** section shows all the sites your account is currently associated with. To de-associate a site from your account, click the red *trash can* icon (  ) on the right.



## Adding New Sites

### Method 1

- 1) Scroll to **Method 1: Search For Related or Existing Sites To Add**
- 2) Click **Find Related Sites** to find other sites owned by the same parent company as your currently linked site. If you see no results or want to find sites owned by a different parent company, type in the company name and click **Search**

Method 1: Search For Related or Existing Sites To Add

To find an existing site that you would like to add to your account, use one of the two search methods below. Click the 'Find Related Sites' button to search the Numerus™ database for other locations already known to share the same parent (or ultimate parent) company. You can alternately type in any part of the site's name, city or state/province/region and click the 'Search' button. If the site is found and in the status 'Available', click the '+Add' button to request that the site be added to your account. An Elm analyst will review your request promptly, and you will be notified of any actions taken on the request. If the site shows as 'Unavailable', it has already been assigned to a different account. Your organization may have multiple accounts in supply/aware or the site may be assigned to a different unclaimed account. Please contact us if you would like to merge two or more accounts so that you can manage multiple sites from a single login.

**Find Related Sites** OR test company **Search** Clear Search

MFG STATUS	PO STATUS	COMPANY	DIVISION NAME	ADDRESS (LINE 1)	CITY	STATUS/PROVINCE/REGION	POSTAL CODE	COUNTRY
associated		Test Company		123 Main St	Saginaw	MI	48601-9494	US
	associated	Test Company	Global Headquarters	15672 Michigan Ave	Detroit	MI	48126	US
available <b>+ Add Mfg</b>	available <b>+ Add PO</b>	Test Company	Plant1	3456 Alabama St	Test City	AL	36117	US
available <b>+ Add Mfg</b>	available <b>+ Add PO</b>	Test Company, Inc.	US Sales	2689 Imperial Ave	Cupertino	CA	95014	US
unavailable	available <b>+ Add PO</b>	Test Company China	Sales	NO. 1188 TU SHAN ROAD	BENGBU	ANHUI	233010	CN
unavailable	available <b>+ Add PO</b>	TEST COMPANY MFG CO., LTD.	Plant1	NO. 3 SANJIANG ROAD, WEN YAN TOWN	HANGZHOU	ZHEJIANG	311258	CN
available <b>+ Add Mfg</b>	available <b>+ Add PO</b>	TEST COMPANY MFG CO., LTD.	Plant2	NO. 10 SANJIANG ROAD, WEN YAN TOWN	HANGZHOU	ZHEJIANG	311258	CN

- 3) To add a Manufacturing site, click **+Add Mfg**



**IMPORTANT NOTE:** Be sure to click **+Add Mfg** (clicking **+Add PO** will add a site to the Financial Resilience module instead). If you mistakenly click **+Add PO**, you can still click **+Add Mfg** to add the site.

## Method 2

- 1) If you cannot find the site you are looking for using **Method 1**, scroll down to **Method 2: Request the Addition of a New Site to the Database**
- 2) Fill out all the required fields (\*) and click **Request Addition**

**Method 2: Request the Addition of a New Site to the Database**

If you were not able to locate the desired site using the search functions above, please give us some basic information about the site so that we can add it to the system and associate it with your account. An Elm analyst will review your request promptly, and you will be notified of any actions taken on the request.

Entity Type*	Manufacturing Site
Company*	Test Company Four
Division Name	Plant 2
Address (Line 1)*	12345 Test Ave
Address (Line 2)	Ste 1
City*	Tesville
State/Province/Region	AL
Postal Code*	48097
Country*	United States
First Name*	John
Last Name*	Smith
Phone*	555-555-5555
[Contact Mobile Phone]*	222-123-4567
Email Address*	johnsmith@testco.com
Website	www.testco.com

**Request Addition**

**NOTE:** Be sure to select “Manufacturing Site” from the Entity Type dropdown menu when adding sites in the Supply Chain Mapping module (Purchase Order Sites are added to the Financial Resilience module)

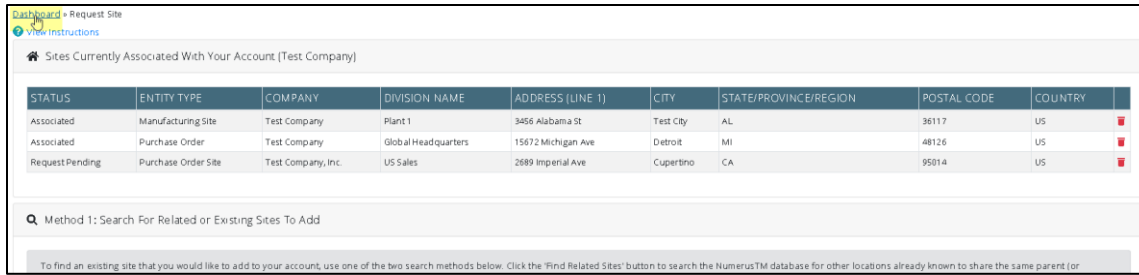
- 3) After requesting a new site, you will see it appear in the **Sites Currently Associated With Your Account** section with a **STATUS** of **Request Pending**

**Sites Currently Associated With Your Account (Test Company)**

STATUS	ENTITY TYPE	COMPANY	DIVISION NAME	ADDRESS (LINE 1)	CITY	STATE/PROVINCE/REGION	POSTAL CODE	COUNTRY	
Associated	Manufacturing Site	Test Company	Plant 1	3456 Alabama St	Test City	AL	35117	US	
Associated	Purchase Order	Test Company	Global Headquarters	15672 Michigan Ave	Detroit	MI	48126	US	
Request Pending	Purchase Order	Test Company, Inc.	US Sales	2889 Imperial Ave	Cupertino	CA	95014	US	

**NOTE:** A supplyAware™ analyst will review your request and approve it or request corrections from you if necessary

- 4) To return to your **Subscription Dashboard**, click the [Dashboard](#) link at the top left corner of your screen

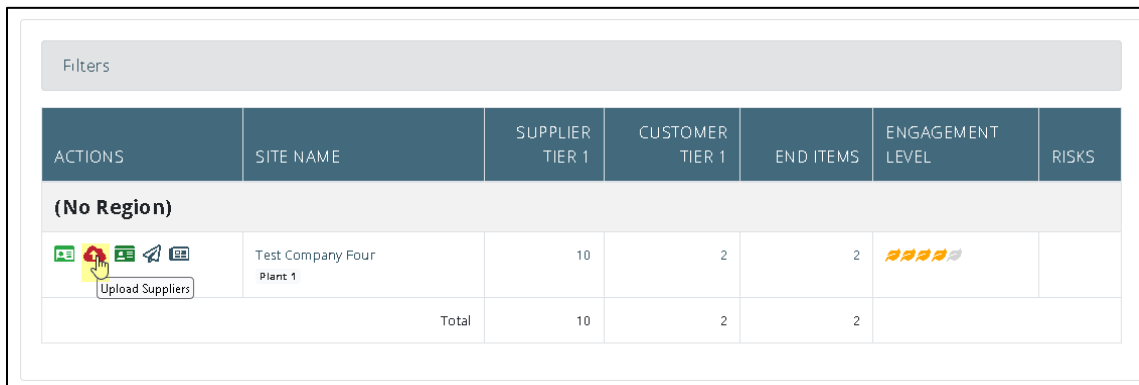


## Uploading Your Suppliers

**NOTE:** When uploading suppliers, be sure to upload manufacturing site locations and not corporate offices/R&D center/etc. This is important to ensure that the actual flow of parts is being tracked.

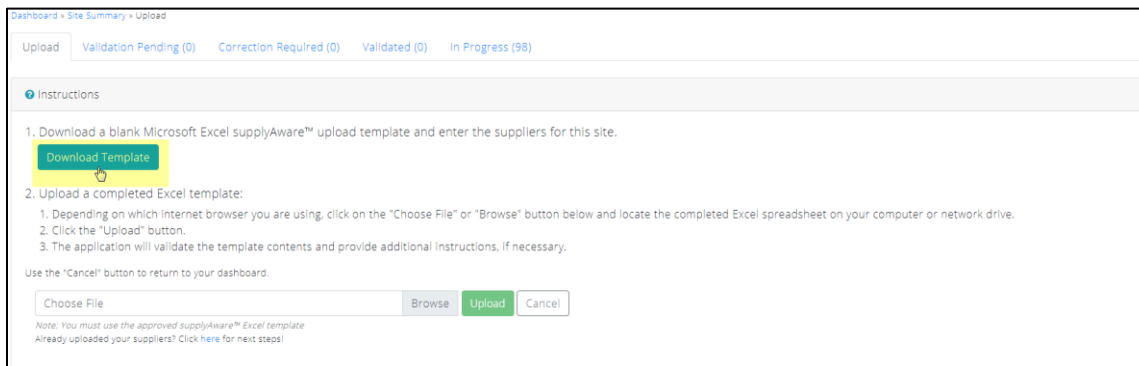
- 1) After updating your manufacturing site profile(s) and contacts, the next step is to upload your sites' list of suppliers. From your **My Manufacturing Sites** page, click the *Upload Suppliers* icon (📁) under

### ACTIONS

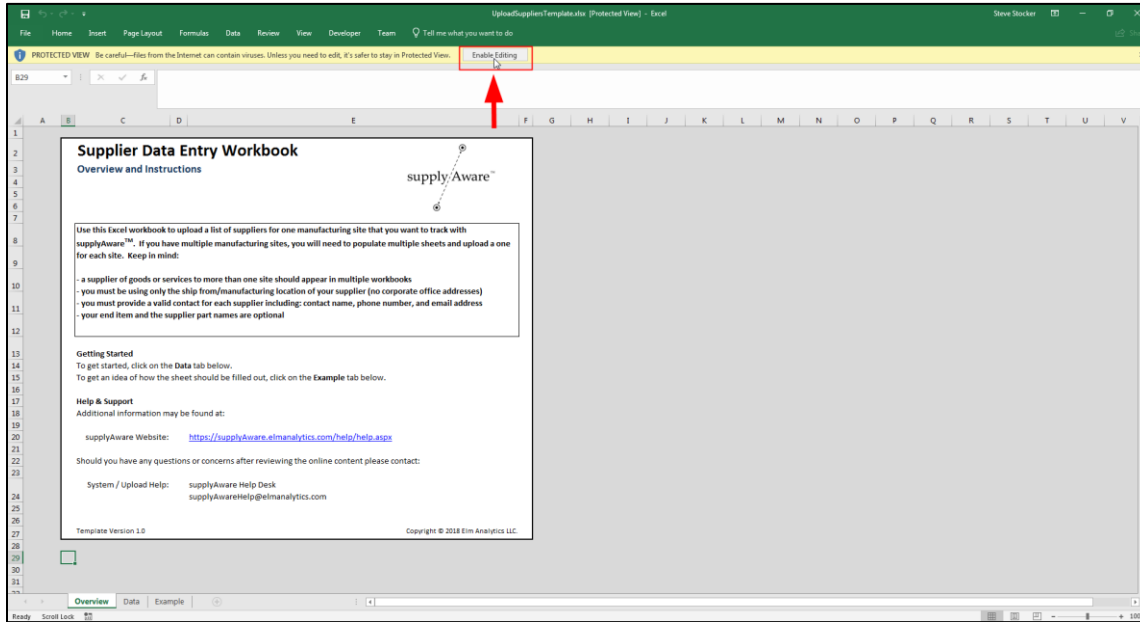


**NOTE:** The *Upload Suppliers* icon is green if you have previously uploaded suppliers (📁)

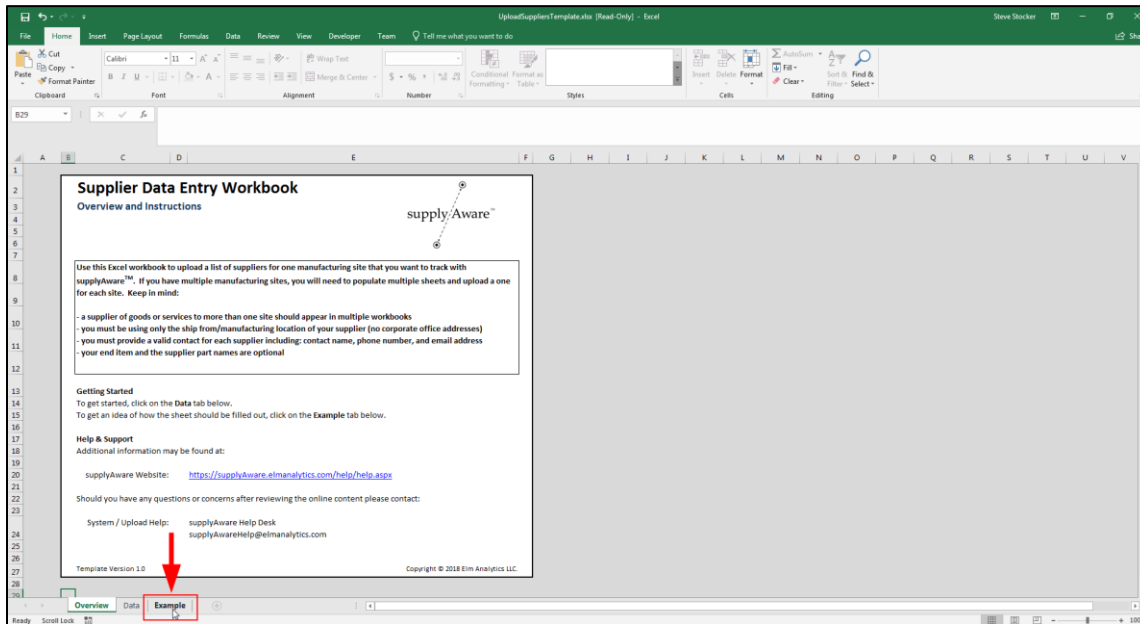
- 2) Click [Download Template](#) to download the Excel template that you will add your list of suppliers to



- 3) Once downloaded, open the Excel template, and click **Enable Editing** in the yellow bar near the top of the screen



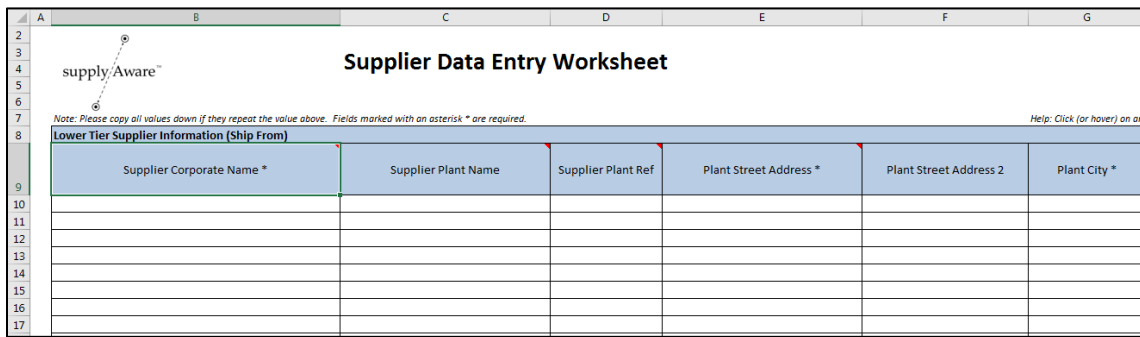
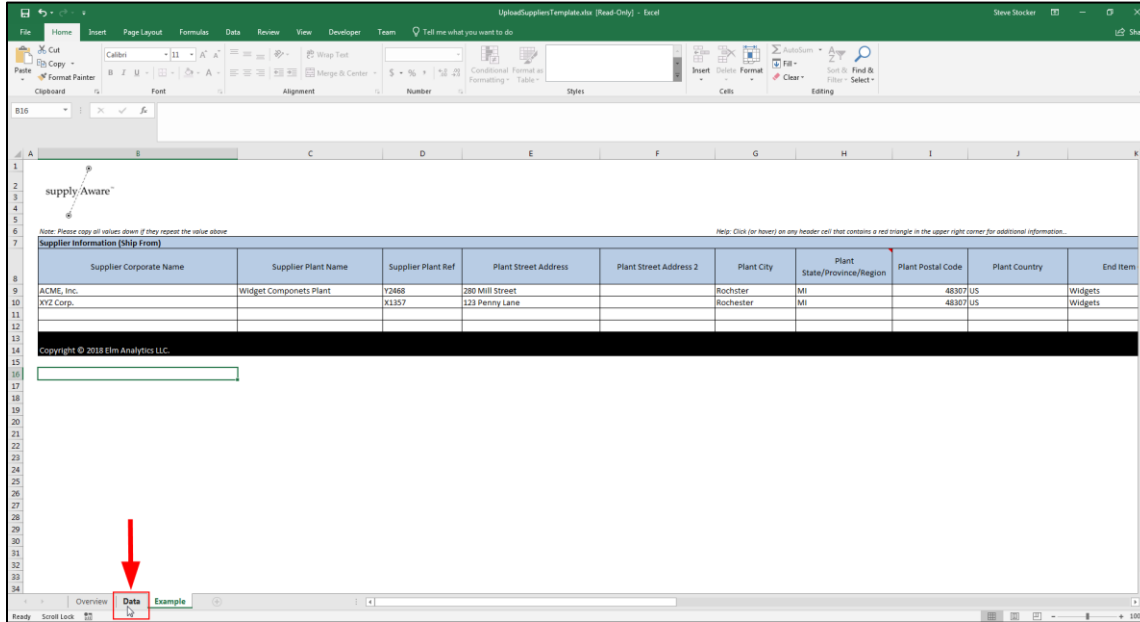
- 4) Instructions for next steps are displayed on the screen. To see what kind of data you'll be asked to provide, click on the **Example** tab near the bottom of the screen



Supplier Corporate Name	Supplier Plant Name	Supplier Plant Ref	Plant Street Address	Plant Street Address 2	Plant City	Plant State/Province/Region	Plant Postal Code	Plant Country	End Item
ACME, Inc.	Widget Components Plant	123456	280 Mill Street		Rochester	MI	48307 US		Widgets
XYZ Corp.		789012	123 Penny Lane		Rochester	MI	48307 US		Widgets

**TIP:** The Example data acts as a helpful guide for filling out your real supplier data

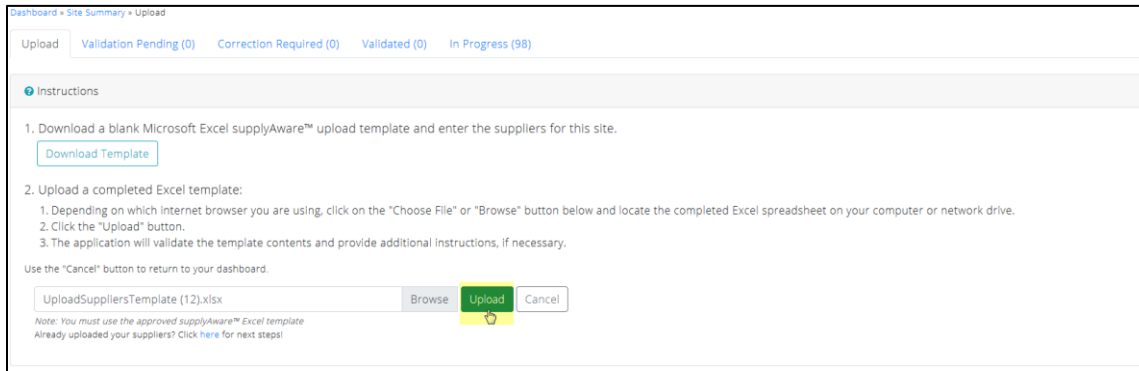
5) To start entering your supplier data, click on the **Data** tab near the bottom of the screen



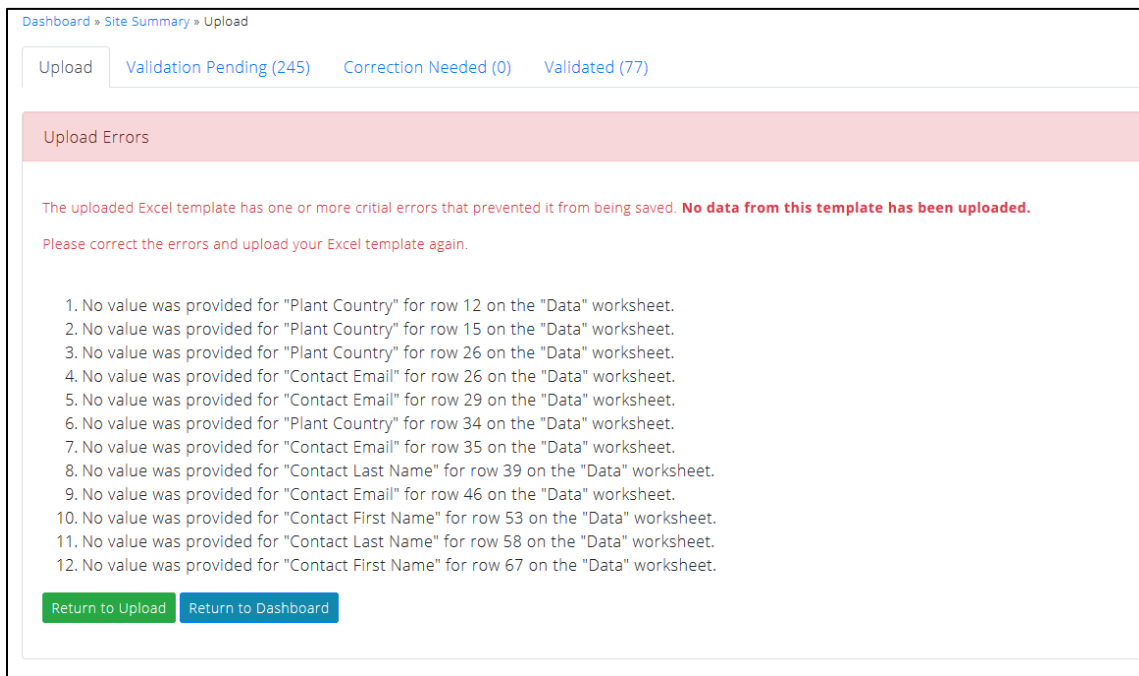
**IMPORTANT NOTE:** When uploading, be sure to use the original, unaltered template file downloaded from supplyAware™. Using a modified template file will result in a failed upload.

**IMPORTANT NOTE ABOUT CONTACT INFORMATION:** When adding a contact person for each supplier, you should add the contact details for the person you plan to contact initially about your organization’s new supply chain program using supplyAware™. This also ensures that Elm has proper contact information when the time comes for us to start reaching out to your supply base (see [Involving Your Supply Chain \(page 34\)](#))

- 6) Once completed, return to the upload page and click *Choose File* or **Browse**. Select your completed Excel template file and click **Upload**



- 7) If your upload is completed successfully, you will see a list of **Next Steps**. If your upload is unsuccessful, you will see the **Upload Errors** screen:



**NOTE:** The Upload Errors screen will list every error that needs to be corrected on your sheet

8) If you see the **Upload Errors** screen, you will need to make the necessary corrections on your spreadsheet and re-upload it until you see the **Next Steps** screen:

Dashboard » Site Summary » Upload

Upload Validation Pending (0) Correction Needed (0) Validated (0) In Progress (98)

**Next Steps**

98 new rows added successfully!

**Validated Suppliers**

1. After uploading, wait a short time while the supplier addresses are validated.
2. To see which of your uploaded suppliers have been processed, click on the Validated tab above.
3. On this page are the suppliers you uploaded and our match to the provided address. Review your uploaded supplier information to make sure that our match is the address you intended. If that address is the intended address, then check the box on the left of the supplier for uploading to your active supplier list.
4. When you are done reviewing each line item, click **Make Checked Sites Active** to upload these suppliers to your active supplier list.
5. If there are problems with any of the matched addresses, please email us or open a live chat in the bottom right hand corner.

**Correction Needed**

1. Suppliers that appear on the Correction Needed have been returned to you due to a problem validating the supplier address.
2. To correct these records, click on the Correction Needed tab above.

[Return to Dashboard](#) [Return to Upload](#)

## Approving Validated Suppliers

1) After completing your upload, it will take some time for your entire list of suppliers to be validated. Despite this, many may be validated by the system automatically and appear on the **Validated** tab within minutes of uploading.

Dashboard » Site Summary » Validated

Upload Validation Pending (9) Correction Required (0) Validated (7)

These suppliers have been matched to our database and are ready to be promoted to your active supplier list.

VALIDATE	OUR MATCH	YOUR UPLOAD	REJECT								
<input type="checkbox"/>	ARK-LES CORPORATION 95 Mill St Stoughton, MA, 02072-1422, US	ARK-LES CORPORATION 95 Mill St Stoughton, MA, 02072-1422, US	<input type="checkbox"/>								
		<table border="1"> <tr> <td>End Item Category</td> <td>N/A</td> <td>End Item Name</td> <td>N/A</td> </tr> <tr> <td>Commodity</td> <td>N/A</td> <td>Part</td> <td>N/A</td> </tr> </table>	End Item Category	N/A	End Item Name	N/A	Commodity	N/A	Part	N/A	
End Item Category	N/A	End Item Name	N/A								
Commodity	N/A	Part	N/A								
<input type="checkbox"/>	CTS CORPORATION 908 N West Blvd Elkhart, IN, 46514-1875, US	CTS CORPORATION 908 N West Blvd Elkhart, IN, 46514-1875, US	<input type="checkbox"/>								
		<table border="1"> <tr> <td>End Item Category</td> <td>N/A</td> <td>End Item Name</td> <td>N/A</td> </tr> <tr> <td>Commodity</td> <td>N/A</td> <td>Part</td> <td>N/A</td> </tr> </table>	End Item Category	N/A	End Item Name	N/A	Commodity	N/A	Part	N/A	
End Item Category	N/A	End Item Name	N/A								
Commodity	N/A	Part	N/A								
<input type="checkbox"/>	DLH INDUSTRIES, INC. 2422 Leo Ave SW Canton, OH, 44706-2344, US	DLH INDUSTRIES, INC. 2422 Leo Ave SW Canton, OH, 44706-2349, US	<input type="checkbox"/>								
		<table border="1"> <tr> <td>End Item Category</td> <td>N/A</td> <td>End Item Name</td> <td>N/A</td> </tr> <tr> <td>Commodity</td> <td>N/A</td> <td>Part</td> <td>N/A</td> </tr> </table>	End Item Category	N/A	End Item Name	N/A	Commodity	N/A	Part	N/A	
End Item Category	N/A	End Item Name	N/A								
Commodity	N/A	Part	N/A								
<input type="checkbox"/>	GROUPE NEYR - OSTWALD 3 Rue Alfred Kastler Ostwald, 67540, FR	GROUPE NEYR - OSTWALD 3 Rue Alfred Kastler Ostwald, Grand Est, 67540, FR	<input type="checkbox"/>								
		<table border="1"> <tr> <td>End Item Category</td> <td>N/A</td> <td>End Item Name</td> <td>N/A</td> </tr> <tr> <td>Commodity</td> <td>N/A</td> <td>Part</td> <td>N/A</td> </tr> </table>	End Item Category	N/A	End Item Name	N/A	Commodity	N/A	Part	N/A	
End Item Category	N/A	End Item Name	N/A								
Commodity	N/A	Part	N/A								
<input type="checkbox"/>	INTERNET CORPORATION 301 Commerce St Ste 2901 Fort Worth, TX, 76102-4122, US	INTERNET CORPORATION 301 Commerce St Ste 2901 Fort Worth, TX, 76102-4122, US	<input type="checkbox"/>								
		<table border="1"> <tr> <td>End Item Category</td> <td>N/A</td> <td>End Item Name</td> <td>N/A</td> </tr> <tr> <td>Commodity</td> <td>N/A</td> <td>Part</td> <td>N/A</td> </tr> </table>	End Item Category	N/A	End Item Name	N/A	Commodity	N/A	Part	N/A	
End Item Category	N/A	End Item Name	N/A								
Commodity	N/A	Part	N/A								

- 2) To add these suppliers to your list of active suppliers, simply click the checkbox to the left of the supplier(s) you want to add appearing in the **VALIDATE** column. Alternatively, you can reject suppliers by checking the box to the right of a supplier appearing in the **REJECT** column.

Dashboard » Site Summary » Validated

Upload Validation Pending (9) Correction Required (0) Validated (7)

These suppliers have been matched to our database and are ready to be promoted to your active supplier list.

VALIDATE	OUR MATCH	YOUR UPLOAD	REJECT
<input checked="" type="checkbox"/>	ARK-LES CORPORATION 95 Mill St Stoughton, MA, 02072-1422, US	ARK-LES CORPORATION 95 Mill St Stoughton, MA, 02072-1422, US	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CTS CORPORATION 905 N. West Blvd Elkhart, IN, 46514-1875, US	CTS CORPORATION 905 N. West Blvd Elkhart, IN, 46514-1875, US	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DLH INDUSTRIES, INC. 2422 Leo Ave SW Canton, OH, 44706-2344, US	DLH INDUSTRIES, INC. 2422 Leo Ave SW Canton, OH, 44706-2349, US	<input type="checkbox"/>
<input checked="" type="checkbox"/>	GROUPE NEYR - OSTWALD 3 Rue Alfred Kastler Ostwald, 67540, FR	GROUPE NEYR - OSTWALD 3 Rue Alfred Kastler Ostwald, Grand Est, 67540, FR	<input type="checkbox"/>
<input checked="" type="checkbox"/>	INTERMET CORPORATION 301 Commerce St Ste 2901 Fort Worth, TX, 76102-4122, US	INTERMET CORPORATION 301 Commerce St Ste 2901 Fort Worth, TX, 76102-4122, US	<input type="checkbox"/>

**TIP:** If you want to add every supplier listed on the current page, check the box next to **VALIDATE**

- 3) Once you have made your selections, scroll to the bottom of the page and click either **Make Checked Sites Active** or **Reject Checked Sites**

<input checked="" type="checkbox"/>	DLH INDUSTRIES, INC. 2422 Leo Ave SW Canton, OH, 44706-2344, US	DLH INDUSTRIES, INC. 2422 Leo Ave SW Canton, OH, 44706-2349, US	<input type="checkbox"/>
<input checked="" type="checkbox"/>	GROUPE NEYR - OSTWALD 3 Rue Alfred Kastler Ostwald, 67540, FR	GROUPE NEYR - OSTWALD 3 Rue Alfred Kastler Ostwald, Grand Est, 67540, FR	<input type="checkbox"/>
<input checked="" type="checkbox"/>	INTERMET CORPORATION 301 Commerce St Ste 2901 Fort Worth, TX, 76102-4122, US	INTERMET CORPORATION 301 Commerce St Ste 2901 Fort Worth, TX, 76102-4122, US	<input type="checkbox"/>
<input checked="" type="checkbox"/>	STANT MANUFACTURING INC. 1620 Columbia Ave Connersville, IN, 47331-1672, US	STANT MANUFACTURING INC. 1620 Columbia Ave Connersville, IN, 47331-1696, US	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRICO PRODUCTS INC. 3255 W Hamlin Rd Rochester Hills, MI, 48309-3231, US	TRICO PRODUCTS INC. 3255 W Hamlin Rd Rochester Hills, MI, 48309-3231, US	<input type="checkbox"/>

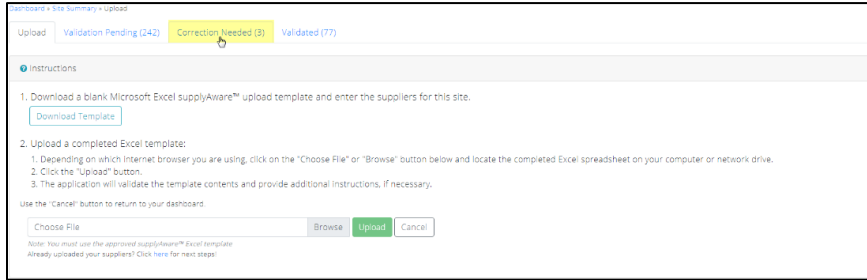
**Make Checked Sites Active** **Reject Checked Sites**

Click this button to add checked suppliers to your active supplier list. Click this button to remove these suppliers from your validated supplier list.


**NOTE:** If your list spans multiple pages, you will have to repeat steps 2 and 3 on each page.

# Correcting Supplier Records

- 1) While a likely majority of your supplier records will be processed and matched to existing supplier sites, there may be some that will be returned to you for corrections by a supplyAware™ analyst. These records can be found on the **Correction Required** tab



- 2) To correct a supplier record, click the  icon that appears in the **EDIT** column

EDIT	ISSUE	ENTITY NAME	DIVISION NAME	ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY CODE
	Can't confirm location, no website. Customer name doesn't appear on outside of building.	Nease Brake Controls Ltd		Hanworth Trading Estate, Hampton Road West	Hanworth		TW13 6DN	UK
<input checked="" type="checkbox"/>	Company is out of business: https://beta.companieshouse.gov.uk/company/01367420	Malordale Engineering Ltd		Unit 106, Britannia Estate 2, Leagrave Road	Luton		LU3 1RJ	UK

- 3) The yellow bar at the top of the screen shows notes from a supplyAware™ analyst on why the record has been returned to you. You have two options for correcting the data: **Method 1** or **Method 2**

**NOTE:** If you disagree with an analyst's decision, please email us at [support@elmanalytics.com](mailto:support@elmanalytics.com)

- 4) **Correct a supplier using Method 1:** Type in the name of the supplier you want in the *Entity Name* field. If it appears in the dropdown, simply click the supplier's name in the dropdown (Step 1), fill out any information needed in the Parts/Contacts section (Step 2), select "Method 1: Search for Existing Supplier" from the *Select Method* dropdown (Step 2) and click **Save** (Step 3)

Dashboard » My Manufacturing Sites » Site Summary » Edit Supplier

View Instructions

Analyst Notes: Cannot confirm location, no website. Customer name doesn't appear on outside of building.

Method 1: Search for Existing Supplier

Entity Name

neate brake Controls Ltd

**Neate Brake Controls Ltd**  
Hanworth Trading Estate, Hampton Road West, Hanworth TW13 6DN UK  
Supplier Company

< Step 1

Method 2: Fill In Form

Supplier Name/Address

Company Name\* Neate Brake Controls Ltd

Site Name

Plant Reference

Address Hanworth Trading Estate, Hampton Road West

Address 2

City Hanworth

Country Code United Kingdom

State/Province\* Bracknell

Postal Code TW13 6DN

Website

Parts/Contacts

End Item Category

End Item Name

Commodity

Part Step 2

Contact First Name\* Steve

Contact Last Name\* Stocker

Contact Title Engagement Manager

Contact Email\* steve.stocker@elanalytics.com

Contact Phone 248-660-9356

Contact Mobile Phone

DUNS

Select Method\* Method 1: Search for Existing Supplier

Step 3 >

Save Cancel

- 5) **Correct a supplier using Method 2:** If a matching entity cannot be found using Method 1, you can use Method 2 by editing the supplier name/address details (Step 1), filling out any missing parts/contact info (Step 2), selecting “Method 2: Fill in Form” from the *Select Method* dropdown (Step 2), and clicking **Save** (Step 3)

## Viewing Your Active Supplier List

- 1) From your **My Manufacturing Sites** page, click on the number that appears in the **SUPPLIER TIER 1** column next to the name of the site you want to view the supplier list for.

Filters						
ACTIONS	SITE NAME	SUPPLIER TIER 1	CUSTOMER TIER 1	END ITEMS	ENGAGEMENT LEVEL	RISKS
<b>(No Region)</b>						
	Test Company Four Plant 1	10	2	2	★★★★	
Total		10	2	2		

**TIP:** Clicking the number in the **CUSTOMER TIER 1** column will display your full list of **Customers**

2) To view the detail page for a supplier on your list, click their name

Dashboard > Site Summary > Supplier List

View Instructions

Filters: Supplier Name  Reference Code  Country  Tag

Additional Details Export To Excel

TYPE	ACK	SUPPLIER NAME	REFERENCE CODE	TIER 1 COUNT	PARTS	RISKS	LAST VIEWED	LAST ACTIVE
SP		ACCUGEAR, INC A SUBSIDIARY OF AMERICAN AXLE 8718 Innovation Blvd, Fort Wayne, IN, US		49				
SP		ACUMENT GLOBAL TECHNOLOGIES CAMCAR, LLC 4366 N Old US Highway 31, Rochester, IN, US		38				
SP		Alpha Steel Rule Dies 4747 Irving Blvd, Dallas, TX, US		13				
SP		BEDCO, INC. 4610 Bree Rd, China, MI, US		27				
SP		BLACK & DECKER, HELI FASTENERS SYSTEMS DIVISION 4 Shelter Rock Ln, Danbury, CT, US		25				
SC		Brake Engineering Redweller Road, Wrexham, Cwyt, UK		0				
SP		BRVAO INDUSTRIES AUBURN HILLS PLANT 2550 Auburn Ct, Auburn Hills, MI, US		13				

### Viewing a Supplier's Details

- 1) **Supplier Detail** pages show the same type of information that you can see on your own **Site Summary** page. Along with seeing basic information regarding the supplier's manufacturing operations, you will see summary information regarding their supplier network and metrics regarding their suppliers' and their own engagement with supplyAware™.

Dashboard > Site Summary > Supplier List > Supplier Detail

View Instructions

Export To Excel

Network Summary

Suppliers	TIERS				
	1	2	3	4	5+
	0	0	0	0	0

Site Supplier Summary

- Pending Suppliers: 0
- Correction Needed: 0
- Approved: 0
- Production Suppliers: 0
- Participating Suppliers: 0
- Participation %: 0
- Tier 1 Average Engagement: 0

Site Location

Engagement

- Participating Supplier:
- Profile Complete (77%):
- Suppliers Uploaded (0):
- End Items Defined (0) (0%):
- All Customer Parts Matched:

Admin Utility Delete Supplier

Steve S Reference Code

steve@edict.com  
248-650-5072

tags  + ADD

# Supplier/Customer Segmentation

While segmenting your suppliers and customers with End Items and Supplier Parts is optional, it is a crucial step to add depth to your supply chain.

## End Item Management

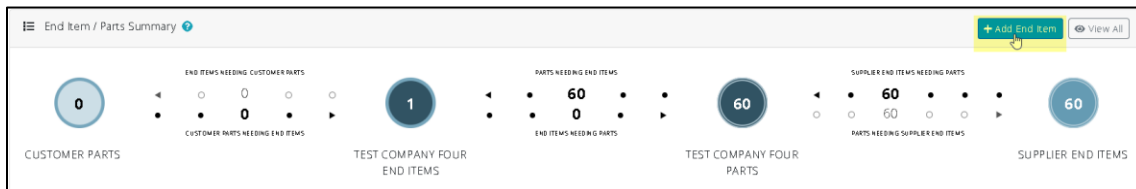
**End items** are the products that your site produces and sells to its customers. **Supplier Parts** are the parts that your suppliers make that go into your end items.

**NOTE:** For a detailed breakdown of how End Items are used, please see the [End Items, Supplier Parts & Supplier Data Management](#) document

- 1) From your **My Manufacturing Sites** page, click on the name of the site you want to add an End Item to

Filters						
ACTIONS	SITE NAME	SUPPLIER TIER 1	CUSTOMER TIER 1	END ITEMS	ENGAGEMENT LEVEL	RISKS
<b>(No Region)</b>						
	Test Company Four Plant	1	2	2		
Total		1	2	2		

- 2) On the **Site Summary** page, scroll down to the **End Items / Parts Summary** section and click **+ Add End Item**



**TIP:** Click **View All** to see your site's entire list of End Items

3) Fill out the fields in the **End Item Properties** section and click **Save**

End Item Properties

Site Name: Test Company Four

End Item Category:

End Item Name:   
Category or Name is required.

Build Type:  Build-To-Order  Build-To-Stock

Countermeasure	Yes	No	N/A
Onsite Inventory	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Offsite Inventory	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Production Facility - In Network	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Production Facility - Out of Network	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Redundant Tooling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Forward Model

Comments:

Warning: Editing the End Item Category and End Item Name to match an existing end item will merge the two end items into one.

### Editing a Site's End Items

1) From your **End Items List** (accessed by clicking **View All** in the **End Items / Parts Summary** section on the **Site Summary** page), click the edit icon (🔗) that appears to the left of the End Item that you want to edit

View Instructions

End Item Category:  End Item Name:  Needs Part  Needs Customer Part

	END ITEM CATEGORY	END ITEM NAME	FORWARD MODEL	BUILD TO	COMMENTS	SUPPLIER			CUSTOMER		
						DIRECT	TOTAL	TIERS	DIRECT	TOTAL	TIERS
Model A			No	Stock		38	1225	3	0	0	0
Model C			No	Stock		64	1906	3	0	0	0
Model D			Yes	Stock		7	72	3	0	0	0
Model 2 (Forward)			Yes	Stock		29	885	3	0	0	0

4 Records

2) Make the necessary corrections to the fields in the **End Item Properties** section and click **Save**

View Instructions

End Item Properties

Site Name BRAVO INDUSTRIES

End Item Category

End Item Name

Category or Name is required.

Build Type  Build-To-Order  Build-To-Stock

Countermeasures

Countermeasure	Yes	No	N/A
Onsite Inventory	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Offsite Inventory	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Alternate Production Facility - In Network	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate Production Facility - Out of Network	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Redundant Tooling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Forward Model

Comments

Warning: Editing the End Item Category and End Item Name to match an existing end item will merge the two end items into one.

## Exporting a Site's List of End Items

1) From your **End Items List**, click **Export To Excel** near the top right corner of the screen

Dashboard - Site Summary - End Items

View Instructions

End Item Category  End Item Name  Needs Part  Needs Customer Part

	END ITEM CATEGORY	END ITEM NAME	FORWARD MODEL	BUILD TO	COMMENTS	SUPPLIER			CUSTOMER		
						DIRECT	TOTAL	TIERS	DIRECT	TOTAL	TIERS
	Drivetrain	Differential	No	Order		3	5	2	1	1	1

## Linking End Items to Your Suppliers

- 1) From your **End Items List**, click the number that appears under the **DIRECT** column (underneath **SUPPLIER**) for the End Item you want to link suppliers to

Dashboard » Site Summary » End Items

View Instructions

End Item Category:  End Item Name:  Needs Part:  Needs Customer Part:  Filter Clear Add End Item Export To Excel

	END ITEM CATEGORY	END ITEM NAME	FORWARD MODEL	BUILD TO	COMMENTS	SUPPLIER			CUSTOMER		
						DIRECT	TOTAL	TIERS	DIRECT	TOTAL	TIERS
	DriveTrain	Differential	No	Order		5	2	1	1	1	

- 2) Click **All Suppliers** near the top right corner to view the full list of suppliers you can associate with your end item

Dashboard » My Manufacturing Sites » Site Summary » End Items » End Item Supplier Parts

View Instructions

All Suppliers Active Suppliers

ACTIVE	COMMODITY	PART	SUPPLIER NAME	ADDRESS	CITY	STATE/REGION	POSTAL CODE	COUNTRY CODE
End Items can be used to segment your supply base. At present, without End Items defined, every customer is potentially impacted by every supplier. By assigning sub groups of suppliers to specific end items and assigning end items to each customer part, you can more accurately represent the underlying risk potentially impacting each customer.								

- 3) Pick the suppliers you want to link to the selected End Item by checking the box in the **ACTIVE** column

Dashboard » Site Summary » End Items » End Item Supplier Parts

View Instructions

All Suppliers Active Suppliers

ACTIVE	COMMODITY	PART	SUPPLIER NAME	ADDRESS	CITY	STATE/REGION	POSTAL CODE	COUNTRY CODE
<input type="checkbox"/>	(not specified)	(not specified)	CAPSONIC GROUP, INC.	3252 University Dr Ste 145	Auburn Hills	MI	48326-2780	US
<input type="checkbox"/>	(not specified)	(not specified)	Erdie Mfg Co Inc	460 Oak St	Rochester	NY	14608-1329	US
<input type="checkbox"/>	(not specified)	(not specified)	FREUDENBERG NONWOVENS L.P. FILTER DIVISION	2975 Pembroke Rd	Hopkinsville	KY	42240-6802	US
<input type="checkbox"/>	(not specified)	(not specified)	GR TECHNICAL SERVICES, INC	240 Sheffield St	Mountainside	NJ	07092-2303	US
<input checked="" type="checkbox"/>	Automotive	(not specified)	METFORM, LLC HOT FORMED PRODUCTS DIVISION	7034 W Route 84	Savanna	IL	61074-2801	US
<input type="checkbox"/>	(not specified)	(not specified)	MICHELIN TIRE CORPORATION	PO Box 2846	Greenville	SC	29602-2846	US
<input type="checkbox"/>	(not specified)	(not specified)	TG AUTOMOTIVE SEALING KENTUCKY, LLC (TGASK)	501 Frank Yost Ln	Hopkinsville	KY	42240-6817	US
<input type="checkbox"/>	(not specified)	(not specified)	TIMCO MANUFACTURING CO., INC.	27544 Grossbeck Hwy	Roseville	MI	48066-2759	US
<input type="checkbox"/>	(not specified)	(not specified)	WT Tool & Die Co	PO Box 7	Salem	OH	44460-0007	US

**NOTE:** Check the **COMMODITY** and **PART** columns to be sure you are linking the proper Supplier Parts to your End Item

- Click on the **End Items** link at the top left of your screen to return to your *End Items List* after you have completed your selections

Dashboard » Site Summary » **End Items** » End Item Supplier Parts

View Instructions All Suppliers Active Suppliers

ACTIVE	COMMODITY	PART	SUPPLIER NAME	ADDRESS	CITY	STATE/REGION	POSTAL CODE	COUNTRY CODE
<input type="checkbox"/>	(not specified)	(not specified)	CAPSONIC GROUP, INC.	3252 University Dr Ste 145	Auburn Hills	MI	48326-2780	US
<input type="checkbox"/>	(not specified)	(not specified)	Endie Mfg Co Inc	480 Oak St	Rochester	NY	14608-1329	US
<input type="checkbox"/>	(not specified)	(not specified)	FREUDENBERG NONWOVENS L.P. FILTER DIVISION	2975 Pembroke Rd	Hopkinsville	KY	42240-6802	US
<input type="checkbox"/>	(not specified)	(not specified)	GR TECHNICAL SERVICES, INC.	240 Sheffield St	Mountainside	NJ	07092-2303	US
<input checked="" type="checkbox"/>	Automotive	(not specified)	METFORM, LLC HOT FORMED PRODUCTS DIVISION	7034 Il Route 84	Savanna	IL	61074-2801	US
<input type="checkbox"/>	(not specified)	(not specified)	MICHELIN TIRE CORPORATION	PO Box 2846	Greenville	SC	29602-2846	US
<input type="checkbox"/>	(not specified)	(not specified)	TG AUTOMOTIVE SEALING KENTUCKY, LLC (TGASK)	501 Frank Yost Ln	Hopkinsville	KY	42240-6817	US
<input type="checkbox"/>	(not specified)	(not specified)	TIMCO MANUFACTURING CO., INC.	27544 Groesbeck Hwy	Roseville	MI	48066-2759	US
<input type="checkbox"/>	(not specified)	(not specified)	WT Tool & Die Co	PO Box 7	Salem	OH	44460-0007	US

## Linking End Items to Your Customers

- From your **End Items List**, click the number that appears under the **DIRECT** column (underneath **CUSTOMER**) for the End Item you want to link customers to

Dashboard » Site Summary » End Items

View Instructions Add End Item Export To Excel

End Item Category  End Item Name  Needs Part  Needs Customer Part  Filter Clear

	END ITEM CATEGORY	END ITEM NAME	FORWARD MODEL	BUILD TO	COMMENTS	SUPPLIER			CUSTOMER		
						DIRECT	TOTAL	TIERS	DIRECT	TOTAL	TIERS
<input checked="" type="checkbox"/>	Drivetrain	Differential	No	Order		3	5	2	1	1	1

- Click **All Customers** near the top right corner to view the full list of customers you can associate with your end item

Dashboard » Site Summary » End Items » End Item Customer Parts

View Instructions Return To Unlinked Parts All Customers Active Customers

ACTIVE	REFUTE	COMMODITY	PART	CUSTOMER NAME	ADDRESS	CITY	STATE/REGION	POSTAL CODE	COUNTRY CODE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Part	12345	Alpha Manufacturing Inc.	560 Goodrich Rd	Bellevue	OH	44811-1139	US

End Items can be used to segment your supply base. At present, without End Items defined, every customer is potentially impacted by every supplier. By assigning sub groups of suppliers to specific end items and assigning end items to each customer part, you can more accurately represent the underlying risk potentially impacting each customer.

- Pick the customers you want to link to the selected End Item by checking the box in the **ACTIVE** column

Dashboard » Site Summary » End Items » End Item Customer Parts

View Instructions Return To Unlinked Parts All Customers Active Customers

ACTIVE	REFUTE	COMMODITY	PART	CUSTOMER NAME	ADDRESS	CITY	STATE/REGION	POSTAL CODE	COUNTRY CODE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Part	12345	Alpha Manufacturing Inc.	560 Goodrich Rd	Bellevue	OH	44811-1139	US

**NOTE:** Check the **COMMODITY** and **PART** columns to be sure you are linking the proper Customer Parts to your End Item. If you are removing/refuting a linked part from your End Item, check the box in the **REFUTE** column

- Click on the [End Items](#) link near the top left of your screen to return to your *End Items List* after you have completed your selections

ACTIVE	REFUTE	COMMODITY	PART	CUSTOMER NAME	ADDRESS	CITY	STATE/REGION	POSTAL CODE	COUNTRY CODE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Part	1234-5	Alpha Manufacturing Inc.	560 Goodrich Rd	Bellevue	OH	44811-1139	US

## Supplier Parts Management

**Supplier Parts** are the parts you receive from your supplier that go into the [End Items](#) you produce. Adding supplier parts is a great way to segment your suppliers and create distinct supply chains for each end item that your site produces.

**NOTE:** For a detailed breakdown of what Supplier Parts are used for, please see the [End Items, Supplier Parts & Supplier Data Management](#) document

- On the **Supplier Detail** page, scroll down to the **Parts Provided By This Supplier** section and click **View All**

COMMODITY	PART	SOURCING STRATEGY	PART SPEC	FORWARD MODEL	BUILD TO	TRANSPORT MODE	QUALITY/ DELIVERY ISSUES
-----------	------	-------------------	-----------	---------------	----------	----------------	--------------------------

By specifying the Commodity and Part Name that is provided by this supplier you can better manage your supply base. Commodity and Part Name can be used in filtering groups of suppliers in the mapping and reporting modules. You are also able to record the transportation mode(s) used to move the product from origin to destination, the shipping terms and other characteristics of the part.

- To add a new part, click **Add Part**

REFUTED	COMMODITY	PART	SOURCING STRATEGY	PART SPEC	FORWARD MODEL	BUILD TO	SHIPPING TERMS	[REQUEST PARTICIPATION]	TRANSPORT MODE	QUALITY/ DELIVERY ISSUES
---------	-----------	------	-------------------	-----------	---------------	----------	----------------	-------------------------	----------------	--------------------------

By specifying the Commodity and Part Name that is provided by this supplier you can better manage your supply base. Commodity and Part Name can be used in filtering groups of suppliers in the mapping and reporting modules. You are also able to record the transportation mode(s) used to move the product from origin to destination, the shipping terms and other characteristics of the part.

3) Fill out the fields in the **Part Properties** box and then click **Save**

Part Properties

Site Name: BRAVO INDUSTRIES

Commodity Name: Gear

Part Name: Drive Gear  
Commodity or part name is required.

Sourcing Strategy:  
 Single-source Part  
 Multiple Sources

Part Spec:  
 Unique Specifications  
 Commodity

Transportation:  
 Road  
 Rail  
 Inland Waterway  
 Deep Sea  
 Air  
 Pipeline/Transmission

Shipping Terms:  
 FOB  
 CIF

Build Type:  
 Build-To-Order  
 Build-To-Stock

Special Conditions:  
 Forward Model  
 Quality or Delivery Issues

Buttons: Save, Done, Cancel

Permanently Delete Part:  
 Confirm Delete  
Delete

**TIP:** You can click the **?** icon for a more detailed description of a term

4) After saving your part, you may see a list of **End Items Supported By This Part** appear to the right of the **Part Properties** box. From here, you can associate an **End Item** produced at your site with the **Supplier Part** by simply checking the box next to the End Item Category.

**NOTE:** This box will only display if you have already added at least one End Item to your site.

End Items Supported By This Part

End Item Category:  End Item Name:

Show Active End Items Only  Filter Clear

ACTIVE	END ITEM CATEGORY	END ITEM NAME
<input checked="" type="checkbox"/>	Drivetrain	Differential

**TIP:** For help adding End Items to your site, see [End Item Management \(page 27\)](#)

5) To finish adding your **Supplier Part** and/or associating **End Items** with your **Supplier Part**, click

**Done**

Part Properties

Site Name: BRAVO INDUSTRIES

Commodity Name: Gear

Part Name: Drive Gear

Sourcing Strategy:  Single-source Part

Part Spec:  Unique Specifications

Transportation:  Road,  Rail

Shipping Terms:  FOB

Build Type:  Build-To-Stock

Special Conditions:  Forward Model

End Items Supported By This Part

ACTIVE	END ITEM CATEGORY	END ITEM NAME
<input checked="" type="checkbox"/>	Drive Train	Differential

## Involving Your Supply Chain

Once you have uploaded your suppliers and segmented them in supplyAware™, the next step is to involve your own supply base.

- 1) To get started, we recommend [downloading our sample invitation email](#) and customizing it as necessary to inform your suppliers of your new supply chain mapping initiative using supplyAware™.

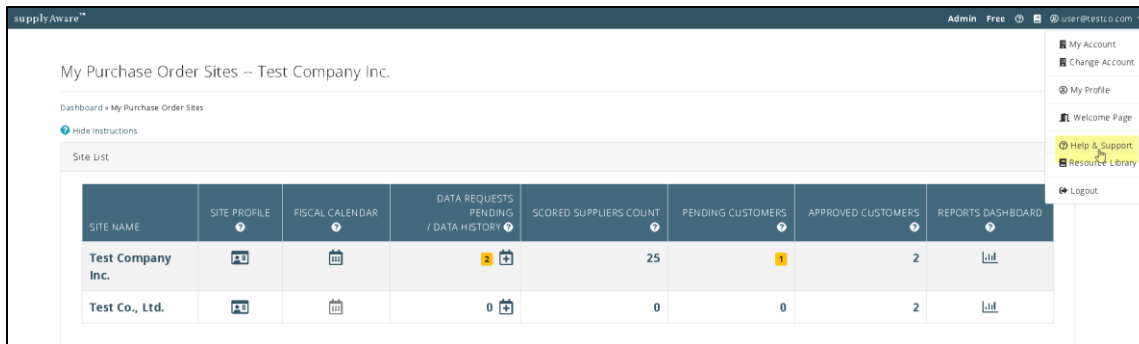
**IMPORTANT NOTE:** After sending your initial supplyAware™ invitation email to your supply base, please inform Elm Analytics that you have done so and provide the list of contacts you sent the email to. This ensures that Elm is reaching out to the same contacts as you did initially.

- 2) Two days after you send your invitation letter, Elm Analytics will reach out to your suppliers on your behalf to start onboarding them into supplyAware™ ([Click here to view sample communications from Elm](#)). Your suppliers will repeat the same steps you have, and these steps will be repeated at each level of your supply chain.

# Help & Support

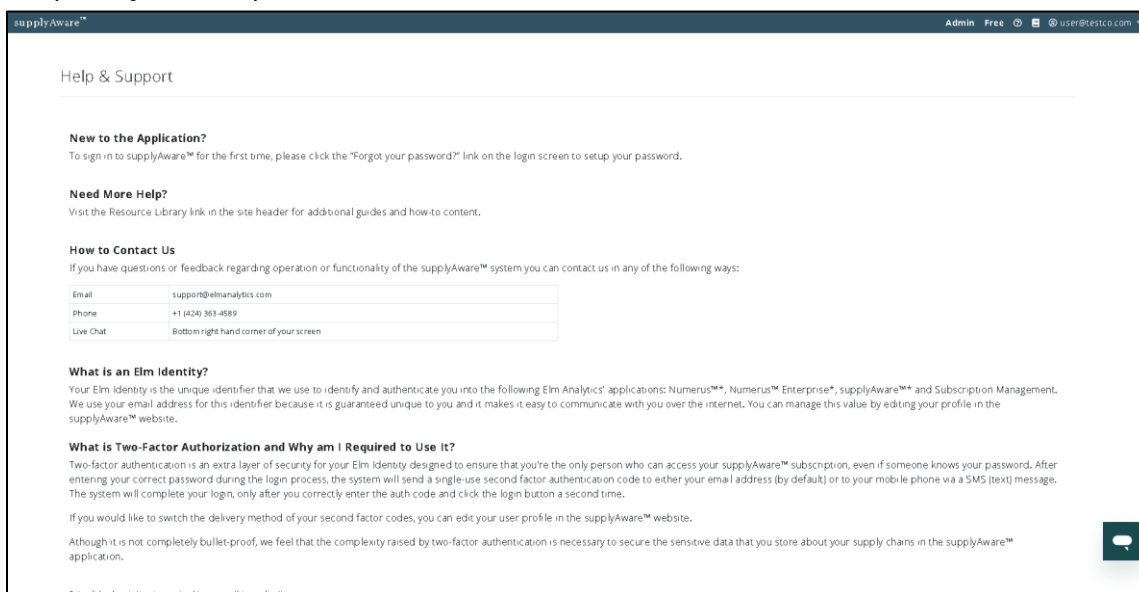
Elm offers several options for you to get additional help with using supplyAware™

- 1) To access the **Help & Support** page, click your username in the top right corner from any page in supplyAware™ and select **Help & Support**




**TIP:** Alternatively, you can click the *question mark icon* ( ) near the top right corner of any page

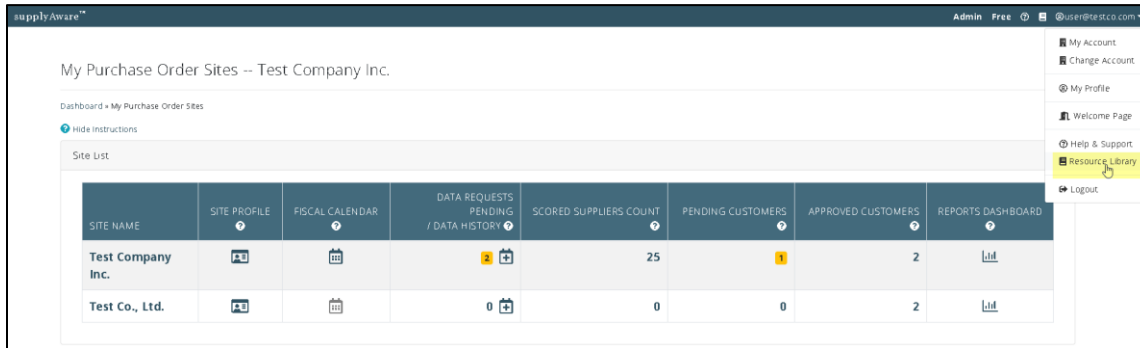
- 2) The **Help & Support** page provides our contact information in addition to answers to some frequently asked questions



**NOTE:** Our contact information can also be found at the end of this guide. See [FAQs \(Frequently Asked Questions\)](#)

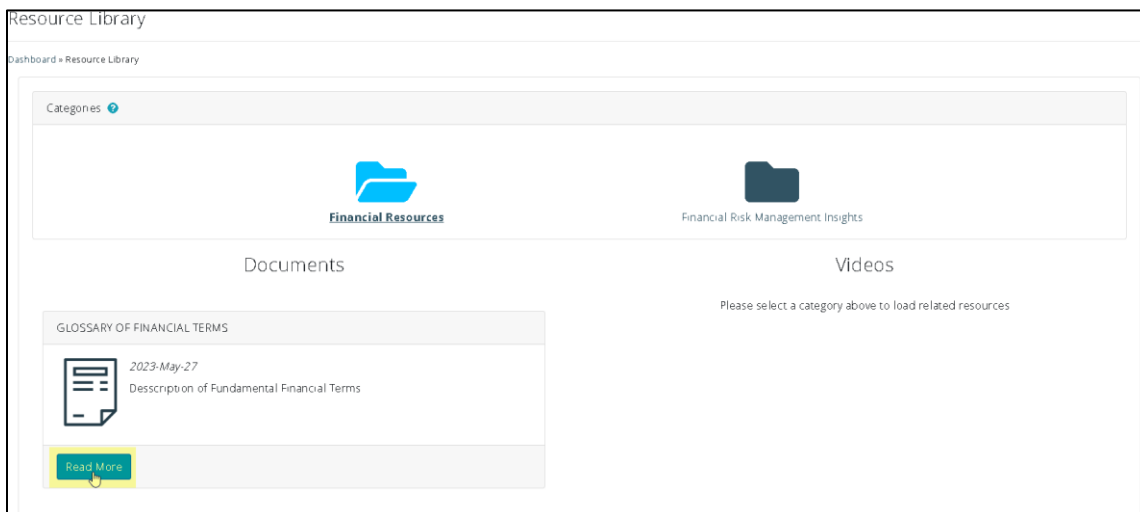
## Resource Library

- 1) The **Resource Library** is a great tool for learning about how to get the most out of using supplyAware™. To access it, click your username in the top right corner from any page in supplyAware™ and select  **Resource Library**



**TIP:** Alternatively, you can click the **book icon** (  ) near the top right corner of any page

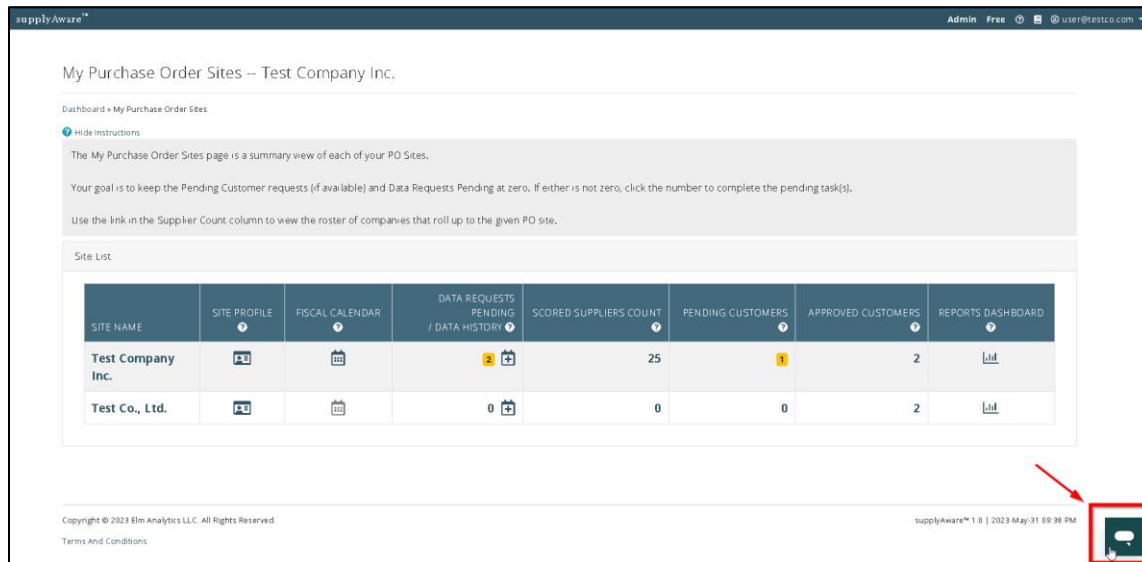
- 2) Select a category from the **Categories** section and click the **Read More** button under the document description to download a PDF



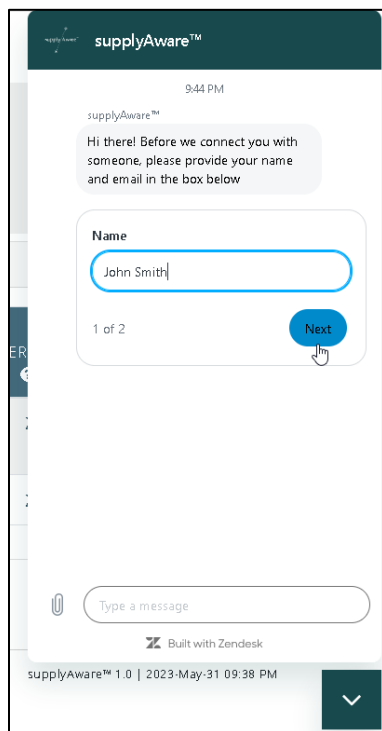
**TIP:** Be sure to check the Resource Library often as we will be adding more helpful documents, guides and “how to” videos frequently!

## Live Chat

- 1) If you need immediate assistance, feel free to send us a message via our **Live Chat** module in the bottom right corner of every page



- 2) Before we can connect you with a support agent, please provide us with your name and email



**NOTE:** If we are unavailable or it is after hours, rest assured that we will receive your message and respond to you when we return

## FAQs (Frequently Asked Questions)

### What are the system requirements for supplyAware™?

Browser:

- Microsoft Internet Explorer 11 or newer.
- Microsoft Edge 12 or newer.
- Google Chrome 42 or newer.
- Mozilla Firefox 38 or newer.
- Apple Safari 10 or newer.

Excel:

- Version 2010 or newer.

### What if I don't meet the system requirements?

If you do not meet the minimum specifications, supplyAware™ may not work as expected. Please upgrade your browser to the latest available version for your system.

If you do not have access to Excel 2010 or newer, Microsoft recommends installing the Excel mobile app or storing exported documents in OneDrive or Dropbox, where Excel Online will open them in your browser.

### How do I get support?

[support@elmanalytics.com](mailto:support@elmanalytics.com)

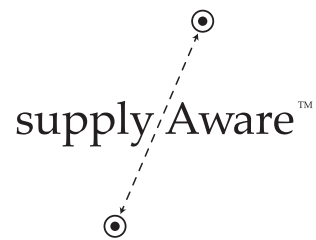
OR

(424) 363-4589 9:00a – 5:00p EST

## Revision History

Ver. 1.0 – December 20, 2023

Ver. 1.2 – January 15, 2024



# *END ITEMS, SUPPLIER PARTS & SUPPLIER DATA MANAGEMENT*

# END ITEMS AND SUPPLIER PARTS

It is important to understand that supplyAware™ is much more than a database of a manufacturing site's direct suppliers. It is a highly dynamic system that changes in response to the actions of the Site, its Customers, and Suppliers.

To maintain the connections between a manufacturing Site, its downstream Customers, and its upstream Suppliers, supplyAware™ uses End Items and Parts.

The Site manufactures discrete End Items, which it delivers to Customers using Parts provided by Suppliers.

In Figure 1, we see a representation of a site that manufactures one End Item from Parts provided by three Suppliers (1 → 3). They deliver that part to five Customers (A → E).

The connections, represented by the lines between Parts and End Items, are what allow us to understand how risk is manifested in the supply chain.

In this case, something impacting any of the three Suppliers is going to impact the manufacture of the Site's one end item. That impact will cascade downstream to each of the Site's Customers (A → E).

This is the default configuration that is the result of simply uploading your list of Suppliers.

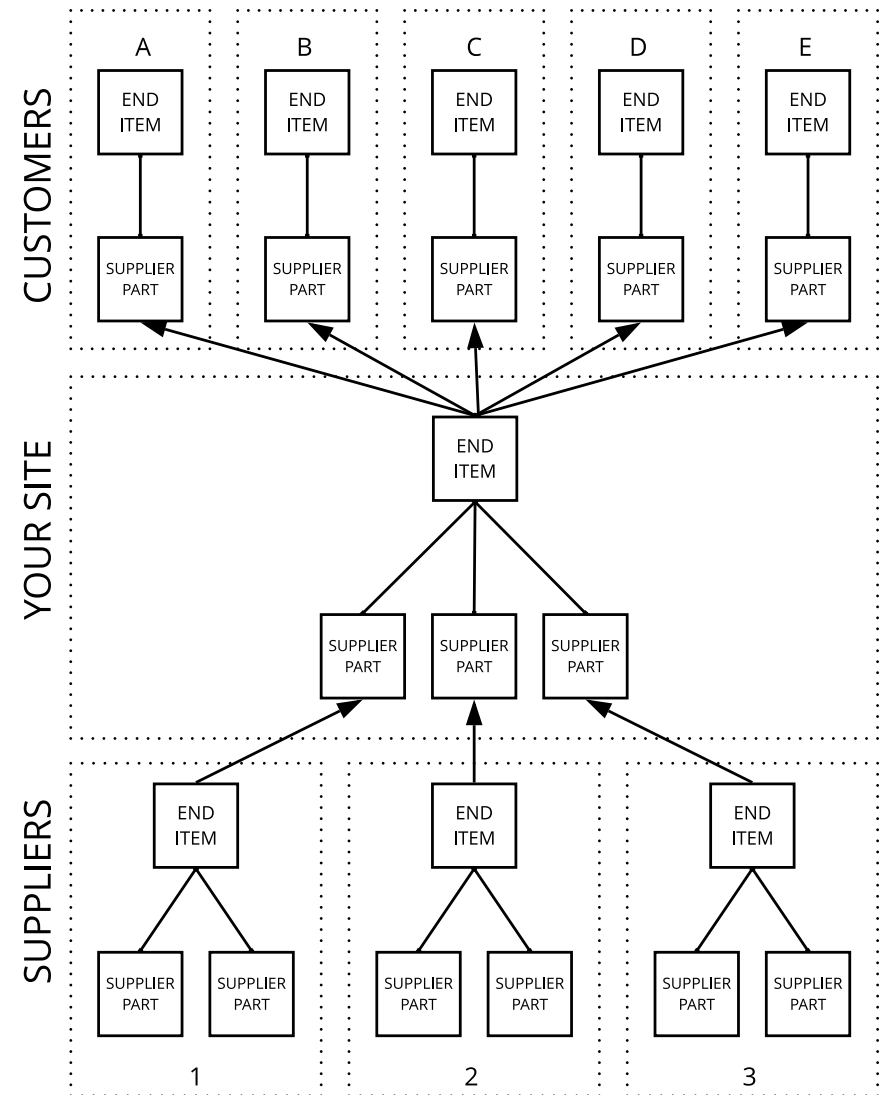


Figure 1

# SUPPLIER SEGMENTATION

Understanding the impact of sub-tier disruptions is central to supply chain management.

A smaller manufacturer - producing a single part - might reasonably assume that disruption to any single supplier impacts their entire operation - effectively jeopardizing all outputs.

Larger manufacturers - producing a variety of parts - will find it more effective to segment their direct suppliers based on the End Items that they can impact.

End Items are used in mapping and analytics to better manage the impact of identified risks.

In Figure 2, the Site has added a second End Item and segmented the Suppliers such that Suppliers 1 and 2 provide Parts to the original End Item and Supplier 3 provides Parts to just the new End Item.

Having made this change, risks or events impacting Suppliers 1 and 2 will only impact the original End Item and Customers A, B, and C in turn. Only Customer D and E will be impacted by the supply chain underlying the new End Item.

It is important to note that this one simple change affects the supply chains of all five of the Site's Customers.

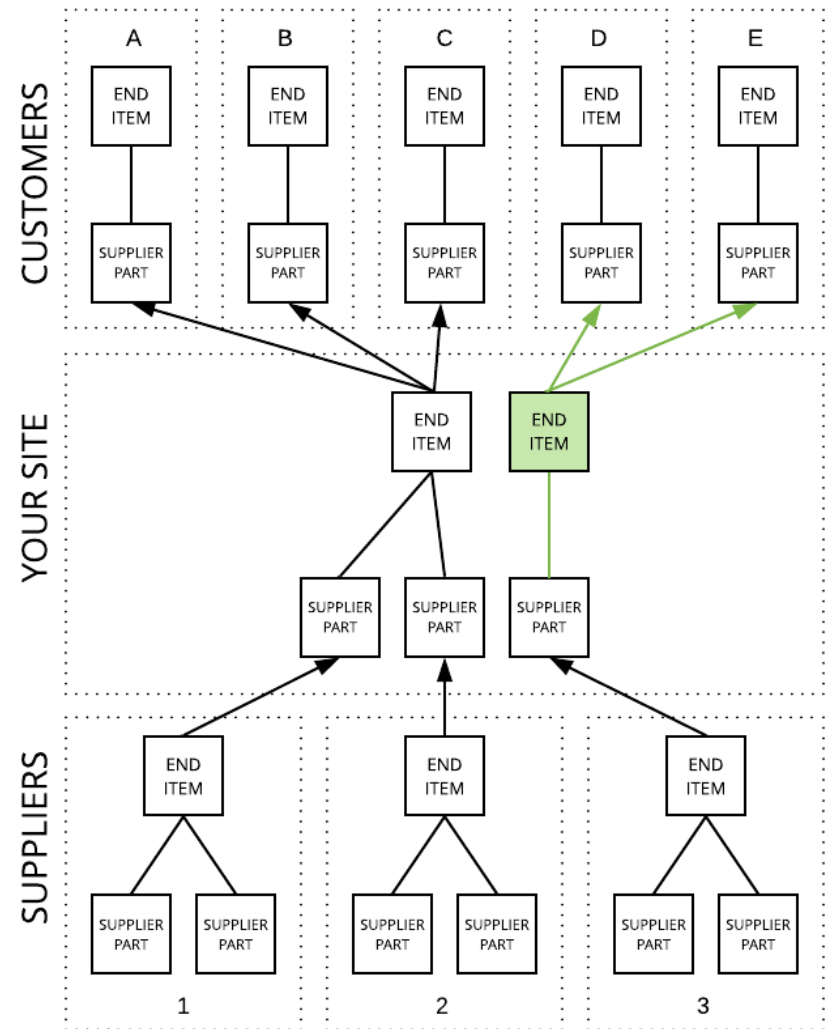


Figure 2

# SUPPLIER PARTS

Adding additional Parts to a Supplier is another way to facilitate more accurate supply chain analytics. By defining distinct Parts provided by a Supplier, you enable them to assign distinct End Items and, therefore, distinct supply chains to each Part.

In Figure 3, the site has added an additional Part for Supplier 3. The new Part has been assigned to just one of the site's two End Items.

The Supplier, in turn, has added a second End Item and assigned a distinct End Item to each of the Site's Parts.

Consider the effect of these changes on the supply chain analytics.

A risk or event that impacts the entire Supplier 3 manufacturing site, such as a fire or meteorological event, will impact every one of your Site's Customers.

An event that impacts just one of the two Supplier 3 End Items, such as a quality breach or sub-tier supply interruption, will impact only a sub-set of the Site's Customers.

By staying engaged and actively managing the design of their supply chains through End Items and Supplier Parts, a site can achieve the highest possible sensitivity to supply chain risks with a minimum of effort.

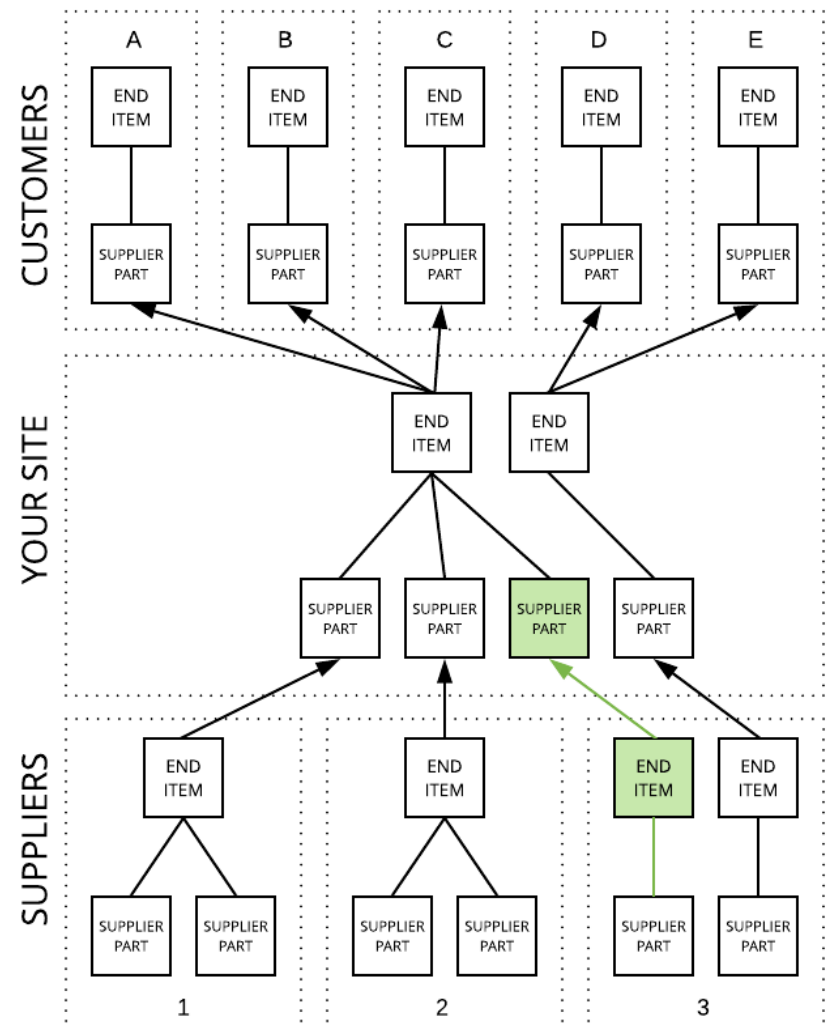


Figure 3

# UPLOADING SUPPLIER DATA

Supplier Part and End Item assignments can be made during the supplier upload process. The upload template (XLSX format) has four fields in each row to accept descriptors for the Part Provided by the Supplier and the End Item to which that Part is assigned. The table that follows contains what would be a valid upload corresponding to Figure 3 above. Following the table are several observations worth noting.

<i>End Item Category</i>	<i>End Item Name</i>	<i>Commodity</i>	<i>Part</i>	<i>Supplier Name</i>	<i>Address</i>
<i>Category 1</i>	<i>End Item 1</i>	<i>Commodity 1</i>		<i>Supplier 1</i>	<i>123 Main Street</i>
<i>Category 1</i>	<i>End Item 1</i>	<i>Commodity 2</i>		<i>Supplier 2</i>	<i>4 Water Street</i>
<i>Category 1</i>	<i>End Item 1</i>		<i>End Item 1</i>	<i>Supplier 3</i>	<i>5 Downing Ave</i>
<i>Category 2</i>	<i>End Item 1</i>		<i>End Item 2</i>	<i>Supplier 3</i>	<i>5 Downing Ave</i>

**Table 1**

- End Items are a function of the End Item Category and End Item Name. There are two distinct End Items in Figure 3 that have been designated (Category 1, End Item 1) and (Category 2, End Item 1) in Table 1.
- Supplier Parts are a function of Commodity and Part. There are four distinct Parts in Figure 3 that have been designated (Commodity 1), (Commodity 2), (End Item 1) and (End Item 2) in Table 1. Note that for each record, either Part or Commodity has been left blank as allowed.
- Supplier 3 provides two parts. This required the Supplier Name and Address to be repeated for each distinct part. In the complete upload template, all fields other than the four descriptors must be identical between “repeated” rows.

# UPLOADING SUPPLIER DATA

Independent of the sample upload data provided above, here are some general considerations when managing the design of your Supplier upload data:

The End Item is defined as the combination of End Item Category and End Item Name.

This permits the Site to group or categorize End Items in a simple hierarchy.

The Part is defined as the combination of Commodity and Part.

Like End Item Category, Commodity is used to group similar or related Parts.

Fully defining the End Item, Part assignments for a single Supplier may require that their Name and Address data is repeated on multiple rows.

Completion of these four fields (End Item Category, End Item Name, Commodity, Part) is completely optional.

If these field are left empty, the system defaults to an unnamed End Item and unnamed Part as shown in Figure 1 above.

Pay close attention to these three items as they may materially affect your supplyAware™ experience:

Records should correspond to Supplier manufacturing sites only.

Corporate offices, research & design centers, warehouses, sequencing facilities and other non-manufacturing locations should be avoided.

Be cautious about the number of Parts assigned to a single Supplier site.

Recognize that, if the Supplier is completely engaged, they will need to assign an End Item to each Part.

For most Supplier manufacturing sites 5-10 Parts might be a reasonable upper limit.

In the upper tiers of a durable goods supply chain, keeping the numbers this small has the Site defining Commodities provided by Suppliers rather than individual Parts.

Each record must contain a valid address including, at a minimum: street address, city, state/region, postal code and country.

Records that cannot be geocoded and matched to a verifiable location will be returned for correction.

The supplyAware™ validation and augmentation process can often overcome errors or variations in addresses but there are limits.

The system has been trained to process records from almost every industrialized nation. If you encounter consistent difficulties with any one country or region, please contact our customer engagement staff (+1 (248) 660-9356 or [support@elmanalytics.com](mailto:support@elmanalytics.com)) to assist you in sorting out the problem. Sometimes a minor change in formatting of an international address can make all the difference.