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## **SUPPLIER PORTAL OVERVIEW**

The purpose of this document is to provide a short description of how to use the BEP Supplier Portal. If you get stuck at anytime, please contact Jon Eldersveld at 616-234-1280 or [jon.eldersveld@bepco.com](mailto:jon.eldersveld@bepco.com) for support.

Please note that we will continue to send Purchase Orders to your company as we have in the past. This Supplier Portal does not take the place of our current system. We will run both systems side-by-side for the foreseeable future.

### **Supplier Portal**

Go to [www.bepco.com](http://www.bepco.com) at click the SUPPLIER link on right side of the black menu bar. This will take you to the login page.

TIP: If you want an easy way to get back to this page you can place a shortcut on your desktop or save the link in your favorites.

### **First Time Users**

If you are a first time user, you will need to contact Jon Eldersveld, at 616-234-1280, for your user name and password. Currently, you cannot create or update your password on your own.

### **Login**

Enter your username and password in the fields and press Sign In.

TIP: Remember that your username and password are case sensitive.

### **New Orders Page**

Upon logging in, you will be brought to the New Orders Page. This is the main page where you will spend most of your time. On this page you will see a list of all new orders to your company. The object of this page is to confirm the dates that you will be able to deliver to BEP.

If pricing is not correct, contact purchasing at 616-234-1251 to work out the issue. After the price issue is resolved, the correct price will show on the page.

If the price is correct, you need to enter your promise date in the confirm column for each PO line. After you enter your confirm dates, press the Confirm Deliveries button at the bottom. This will remove the lines from the page and they will move to the Delivery Schedule page which we will talk about next.

TIP: By 'Confirming' your promise date, you are accepting the PO line and the price.



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TIP: If you need to enter two Confirm dates for one PO line item, because of backorder issues, then enter the LATEST date in the field. This will show us the worst case scenario and allow us to plan better.

### **Delivery Schedule Page**

This is a list of all Confirmed PO lines that have not been delivered to BEP yet. As soon as the delivery is received at BEP, the line will fall off this list. This list is sorted by the oldest confirm date. If a line becomes past due, the line will be hi-lighted in red.

### **Payment Schedule Page**

This page is not functional yet, but the idea of this page is to show all line items that have been received at BEP, but not paid yet. It will show anticipated pay dates so you can see what we have planned.

### **Supplier Performance**

This page is not functional yet either, but the idea of this page is to show your delivery performance.

### **Supplier Data**

This page is currently Read-only. So you can see the info we have in our system for you. Eventually, we will make a few of these fields editable.

So that's it. Contact Jon if you have questions.