## Printable Instructions

Supplier Registration

Part Weight Setup

Creating a Shipper

Setup Email Notification of New Release

Cancel or Amend an ASN

Supplier Administration – New User Setup

Viewing Releases

**** Important – please make sure your packing list that comes with the shipment matches the shipper number you enter in your SupplyWEB shipper.**

**** Shipper number must be limited to 10 characters!**

## Training Videos

**To view training videos – please use Google Chrome**
Once you click on a link below, a download icon will Appear in the lower left-hand corner of your screen
Please click on it, once your video has completed Download. Please download and install the webex viewer first.
Click here to download viewer.

Supplier Registration

Demand Summary

Part Maintenance

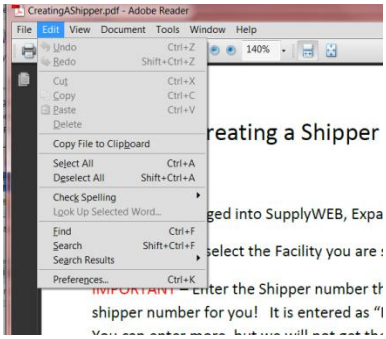
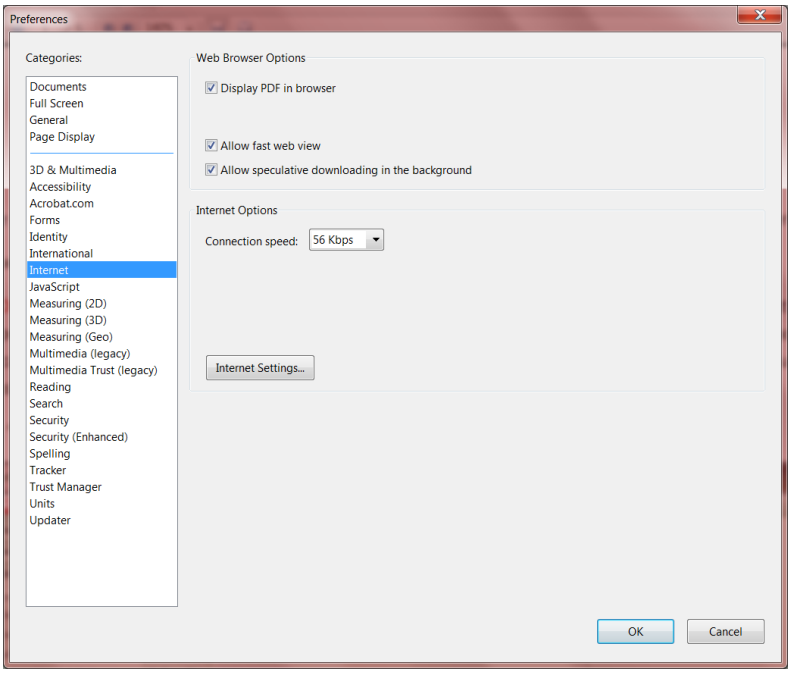
Packaging Configuration

Shipping

Event Management Console Setup

Supplier User Security

Configuring Email Alerts

Barcode Setup

- To OPEN links on this page – please follow instructions within Adobe PDF:
  Edit – Preferences – Internet Category – Select “Display PDF in Browser”