11/18/2025

Accessing the MPS System

- **Visit: https://b2b.mps.novelis.com**

- **Log in using credentials provided by your RMS team member.**

Important: Materials shipped must match the SRA. Non-compliant loads may be rejected or delayed in payment**.**

Creating an SRA

1. Go to **Orders** → **Purchase Orders**, then click **View** on the desired PO.

2. Click on Products tab.

3. Click the "**>**" symbol to the left of the **Product** column to expand options.

4. Click Create SRA.

5. Delete any pre-filled quantity and enter the **Quantity Required** (Example: 42000). Click OK.

6. **For Supplier-Delivered loads:** check **Supplier as Origin**. **For Novelis Pickup**: select the correct origin and double click to select. (Contact RMS if origin is missing).

7. Enter **BOL**#, **Vehicle ID**, **Seal** # and **Notes** for traceability if required (optional otherwise).

8. Click Next.

9. Select your **Ship Date for supplier delivered loads** or select your **Pick-Up Date for Novelis picked up loads**.

   o To add multiple products to an SRA, click the **Add Product** "**+**" button.
   o When selecting your ship date on a supplier delivered load, the system will not allow you to book your appointment more than 14 days out.

10. In **Trailer Type**:

    o For **Supplier-Delivered**: select your equipment type.

    o For **Novelis-Pickup**: leave blank (system will auto-select).

    o If specific trailer type is required for pick-up, select accordingly.

11. Click **Submit** Information to generate the SRA.

   o To create multiple SRAs, use **Submit and Clone**.

   o When cloning, update weights, dates, and products.

Delivery Scenarios

Supplier-Delivered Loads

- Select an appointment and reschedule if missed.

- Use **Supplier as Origin** unless traceability is required.

- Contact RMS to create an origin if needed.

Novelis-Picked Up Loads

- Schedule pickup with 72-hour notice.

   o 48-hour notice required for changes.

- Select the correct origin.

- Reference **Pickup Number** in the **BOL/Pickup**# field.

- Contact RMS to create a new origin if needed.

Appointments

- After submitting the SRA, the **Book Appointment** button may be greyed out.

- Wait a few minutes for available appointments to load.

- Press **F5** to refresh the screen.

- The SRA is valid once the **TMS Load ID** appears and the **Appointment** button becomes active.

   o If **TMS Load ID** doesn't populate within 5–10 minutes, contact your RMS.

PO Exceptions

- If PO is not fulfilled or exceeds volume:

   o Contact your Buyer to review/update the PO.

- If prompted: *"Ship date cannot be later than PO release date…"*

   o Contact your RMS for assistance.

Need Help?

Contact your Buyer or Recycling Management Specialist (RMS) with any questions.