

## MPS System

### Supplier Instructions: How to create an SRA for delivered loads.

4/2016

To access the Novelis MPS system, log on to <https://b2b.mps.novelis.com>  
Your Recycling Coordinator will provide your user name and password.

**IMPORTANT:** Materials shipped must match the materials on the SRA.  
Loads that do not comply are subject to rejection and payment delays.

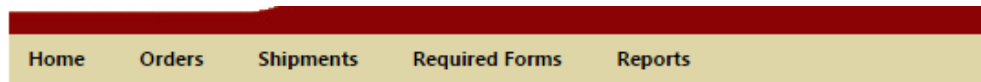


**Welcome** to the Novelis Metal Procurement website. To access the site you will need to be an authorized supplier or origin.

#### Supplier/Origin Signin

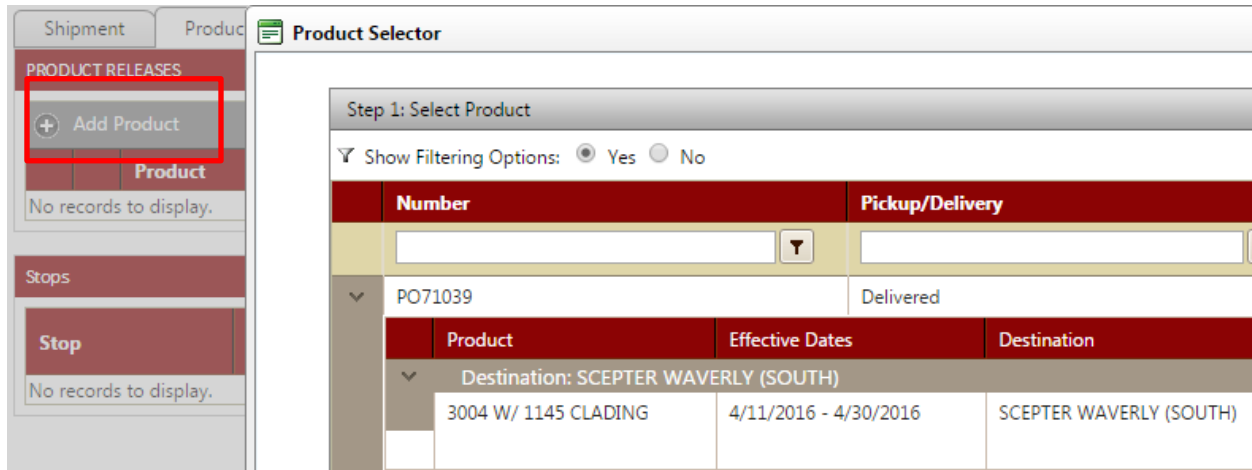
Username:	<input type="text" value="XXXX"/>
Password:	<input type="password" value="*****"/>
<input type="checkbox"/> Remember Me	
<p>If you forget your password, please enter your user id and click <a href="#">here</a>. If you have forgotten your user name, call 404-760-6504.</p>	
<input type="button" value="Signin"/>	

A welcome screen will contain messages such as plant inventory dates, paperwork work requirements etc.



To create the SRA, put your cursor on “shipments”. Select “create SRA” from the drop down then follow the prompts on the screen.

- Choose the Destination.
  - If the material is delivered, check “use supplier as origin”. BOL, Vehicle and Seal number details are optional unless otherwise specified as required.
  - If Novelis is arranging transportation, change this field to pick up and specify the correct origin. If the origin is not available, contact your Recycling Coordinator.
- The system will populate “available purchase orders” to the right of the screen.
- Click on “add product”. Your PO(s) will populate. Open the drop down to show the items available per the purchase order agreement.



- Hover the cursor over the product, the product turns yellow, double click to pull up the effective dates. Hover your cursor over the dates then double click.
- Enter the shipped quantity. The number of pieces is optional unless specified as required in the PO agreement.
- Hit “Submit information” which will generate one SRA. Multiple SRA’s can be created by using submit and clone option. When cloning an SRA, remember to update the weights, dates and products.

**Loads delivered by a Supplier:** Select an appointment. Reschedule missed appointments.

- Supplier selects “use supplier as origin” when the physical origin is not required.
- The origin *may* be required for delivered loads when the Buyer or Quality Analyst deem necessary to trace origin of material.
- Contact your Recycling Coordinator to create an origin in these instances.

**Loads picked up by Novelis:** Select a pick up date allowing 48-hour notice. 24-hour notice required for pick up date changes.

- Select the origin.
- Pick up numbers reference on BOL/Pickup# field.
- Contact your Recycling Coordinator to create a new origin.

**NOTE:** In the event the PO is not fulfilled or exceeds the agreed upon volume, the Buyer shall be contacted, the PO reviewed and updated as necessary.

Please contact your Buyer or Recycling Coordinator with any questions you may have.