



Supplier Data Exchange Portal

Quick Reference Guide

Product Lifecycle Management Team

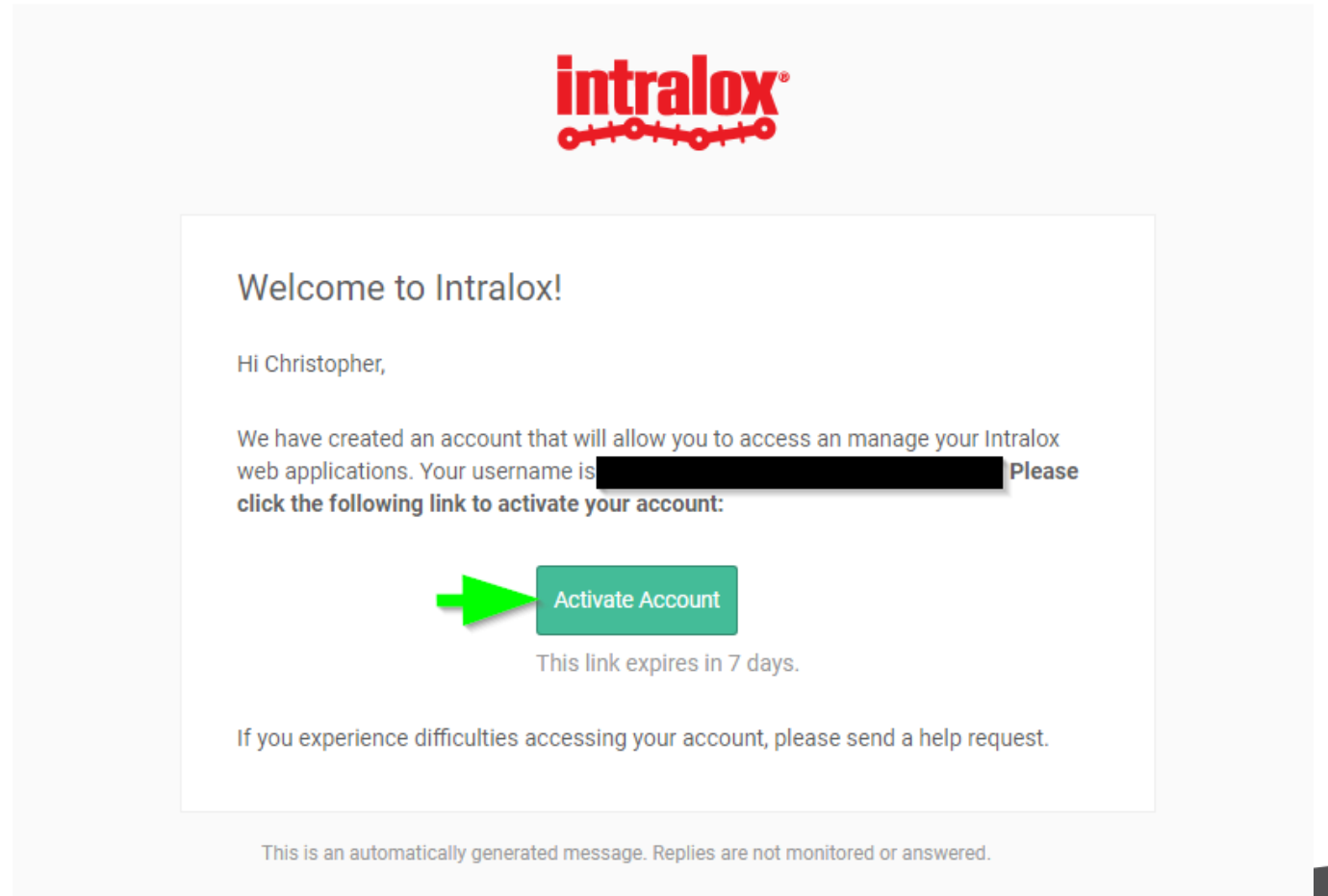


Account Activation Process

Account Activation Process

You will receive an activation email from no-reply@intralox.com

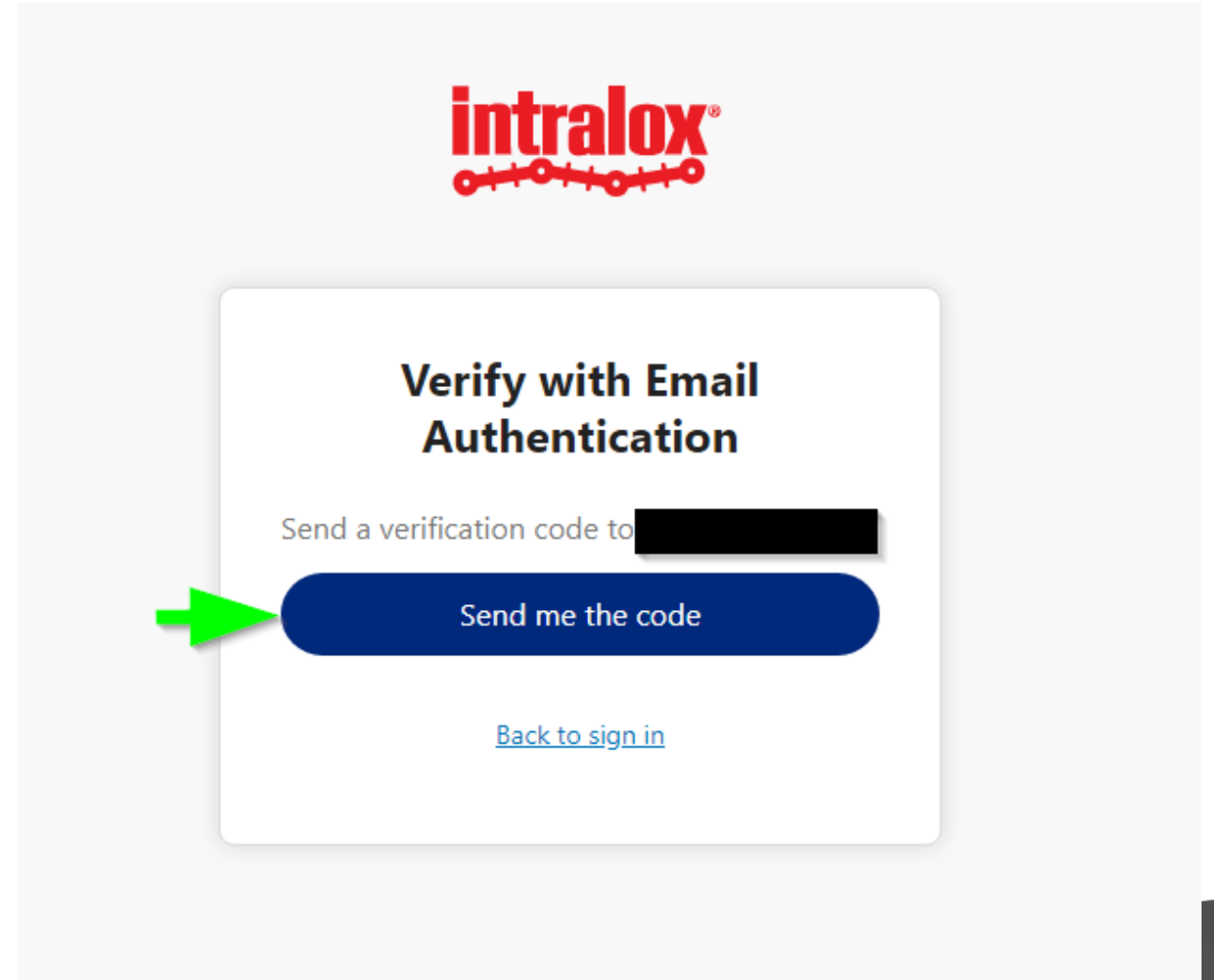
Select "Activate Account".



Account Activation Process

Select "send me the code" when prompted for MFA.

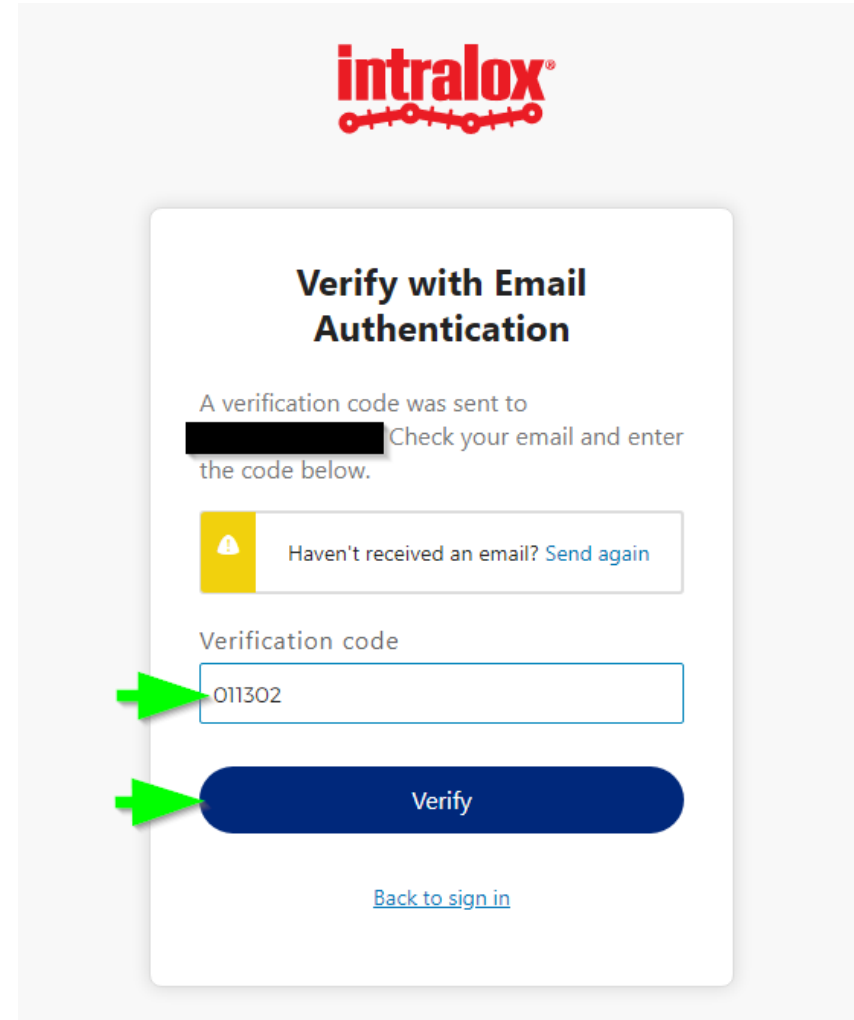
Code will be sent to the same email account that you received the activation notice.



Account Activation Process

Enter the code sent to your email.

Select "Verify".



The screenshot shows the 'Verify with Email Authentication' page. At the top is the Intralox logo. Below it, the title 'Verify with Email Authentication' is centered. A message states: 'A verification code was sent to [redacted] Check your email and enter the code below.' There is a yellow warning icon and a button that says 'Haven't received an email? Send again'. Below that is a text input field labeled 'Verification code' containing the number '011302'. A blue button labeled 'Verify' is positioned below the input field. At the bottom, there is a link that says 'Back to sign in'. Two green arrows point to the 'Verification code' input field and the 'Verify' button.

Account Activation Process

Create a new password for your account.

Finalize account creation by selecting "Create My Account".

After account creation, you will be redirected automatically to the CXP landing page.

Welcome to intralox, Christopher!
Create your intralox account

Enter new password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Repeat new password

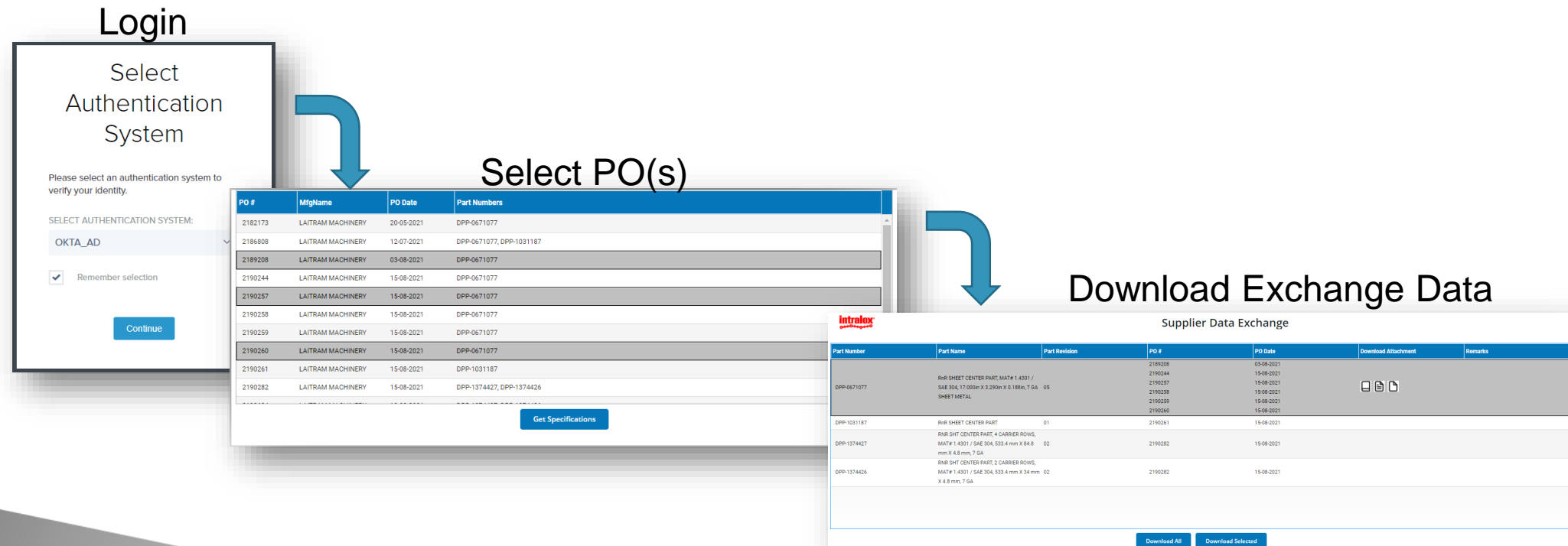
Create My Account



Supplier Data Exchange Overall Process

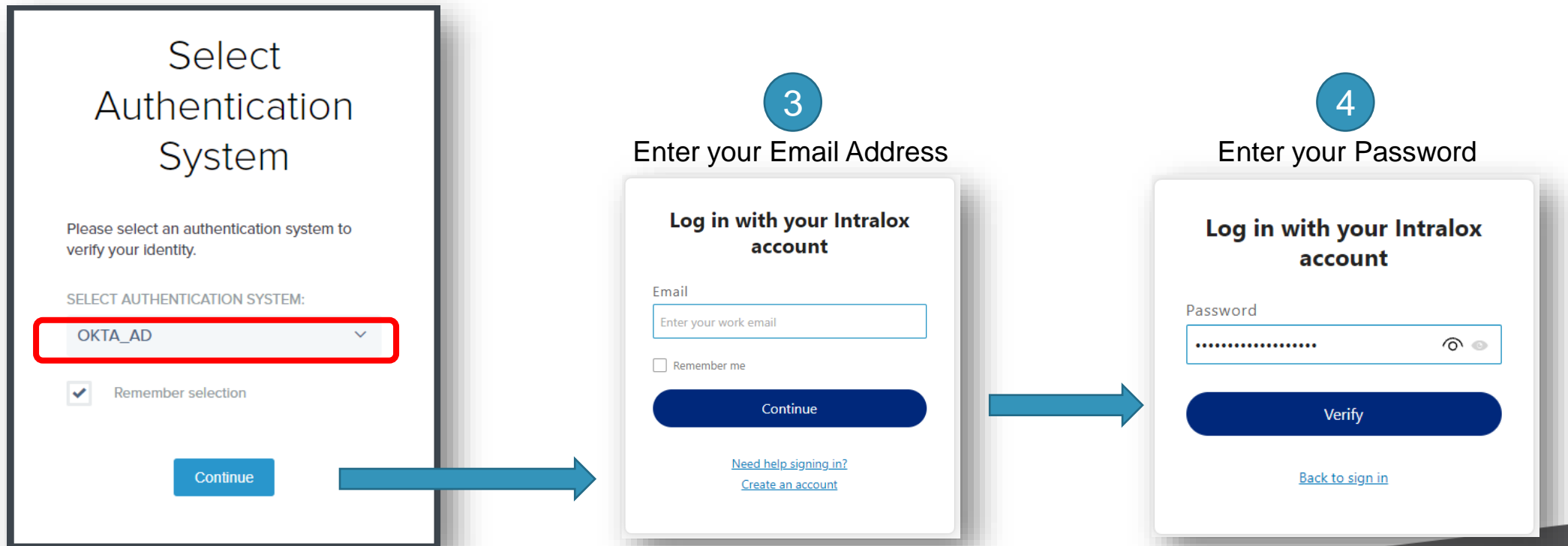
Overall Process

1. Log into the Supplier Data Exchange Portal
2. Select the opened PO(s)
3. Download CAD information (ie PDF, STP and/or DXF)



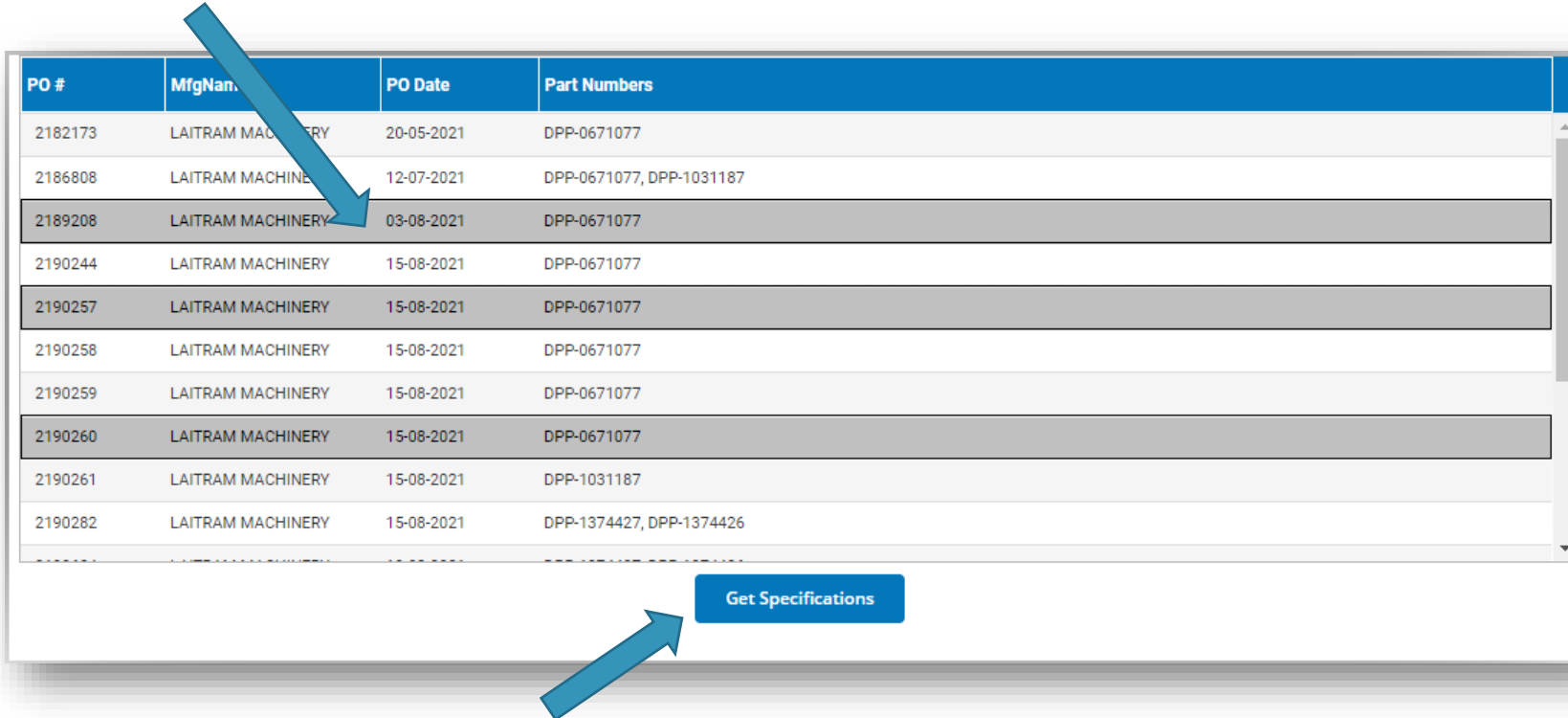
Login to the Supplier Data Exchange Portal

- 1 URL → <https://intralox-prod.cloud.thingworx.com/Thingworx/Runtime/index.html?mashup=SupplierPortalDashboardMashup>
- 2 Select **OKTA_AD** as the Authentication System option



Select Opened PO(s)

- 5 Select the PO by clicking on the row. (SHIFT + select rows to multi select)



PO #	MfgName	PO Date	Part Numbers
2182173	LAITRAM MACHINERY	20-05-2021	DPP-0671077
2186808	LAITRAM MACHINERY	12-07-2021	DPP-0671077, DPP-1031187
2189208	LAITRAM MACHINERY	03-08-2021	DPP-0671077
2190244	LAITRAM MACHINERY	15-08-2021	DPP-0671077
2190257	LAITRAM MACHINERY	15-08-2021	DPP-0671077
2190258	LAITRAM MACHINERY	15-08-2021	DPP-0671077
2190259	LAITRAM MACHINERY	15-08-2021	DPP-0671077
2190260	LAITRAM MACHINERY	15-08-2021	DPP-0671077
2190261	LAITRAM MACHINERY	15-08-2021	DPP-1031187
2190282	LAITRAM MACHINERY	15-08-2021	DPP-1374427, DPP-1374426

Get Specifications

- 6 Click on the **Get Specifications** button to access the PO's related data

Download Exchange Data

7 Select the row(s) (Hold CTRL + select rows to multi select) or select file individually by selecting an icon.

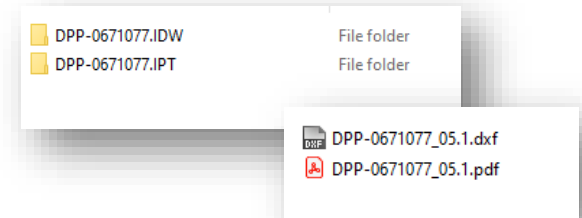
The screenshot shows the 'Supplier Data Exchange' interface with the following table:

Part Number	Part Name	Part Revision	PO #	PO Date	Download Attachm	Remarks
DPP-0671077	RnR SHEET CENTER PART, MAT# 1.4301 / SAE 304, 17.000in X 3.290in X 0.188in, 7 GA SHEET METAL	05	2189208	03-08-2021		
			2190244	15-08-2021		
			2190257	15-08-2021		
			2190258	15-08-2021		
			2190259	15-08-2021		
			2190260	15-08-2021		
DPP-1031187	RnR SHEET CENTER PART	01	2190261	15-08-2021		
DPP-1374427	RNR SHT CENTER PART, 4 CARRIER ROWS, MAT# 1.4301 / SAE 304, 533.4 mm X 84.8 mm X 4.8 mm, 7 GA	02	2190282	15-08-2021		
DPP-1374426	RNR SHT CENTER PART, 2 CARRIER ROWS, MAT# 1.4301 / SAE 304, 533.4 mm X 34 mm X 4.8 mm, 7 GA	02	2190282	15-08-2021		

At the bottom of the interface, there are two buttons: 'Download All' and 'Download Selected'.

7 Select the download option (all or selected)

Downloaded Zip file contains a folder for each CAD data



Each folder contains exchange file(s)

Questions and Support

All questions shall be redirected to Intralox' Supply Chain Department / responsible buyer.