

KUKA Assembly & Test Purchasing Workflows

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Process Overview

KUKA Assembly & Test has implemented a new technology called MoveIT which will be used to send and receive files with our Vendors. The following workflows may or may not be relevant to you.

- 1) RFQ Process
- 2) PO Process
- 3) Certifications
- 4) Open PO Report Process

RFQ Process

New RFQs for review by Vendors are uploaded to MoveIT and an email is sent to both the Vendor and the Buyer. The RFQ should be downloaded from MoveIT by the Vendor. The Vendor should then upload their response to MoveIT, which will trigger a notification to the Buyer.

New RFQ Available

When a new RFQ is has been uploaded, the Vendor will receive an email with the RFQ number and a link to the folder. The Vendor will follow the steps below to download the RFQ:

- 1) Click the link provided (highlighted in yellow) in the email as shown below:

New RFQ file(s) have been Uploaded.

RFQ27192 has been loaded to your MoveIT Account for your review. Please use the following URL To sign On To the system.

(<https://share.kuka.online/human.aspx?arg06=464154264&arg12=filelist>)

Please follow the instructions under RFQ "Process" in the documentation at the following link, if needed. <http://www.kuka-at.com/files/125914469.pdf>
If you need assistance, please contact your buyer.

Regards,
KUKA Notification Service

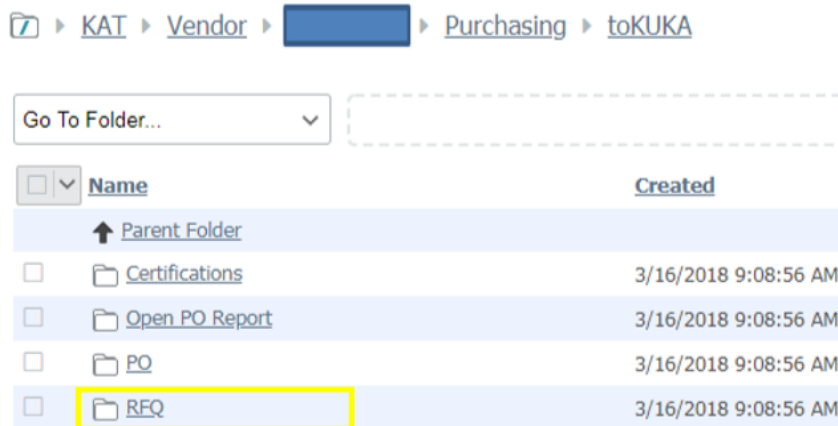
- 2) If prompted, Log in to MoveIt (see Log in to MoveIT section)
- 3) Download the file (see the Download File section)

RFQ Response

RFQ Responses should be uploaded using MoveIT. It is required that all files names begin with the RFQ number without spaces. Example: RFQ9999 files should begin with RFQ9999. This is required.

- 1) Log in to MoveIt (see Log in to MoveIT section)
- 2) Locate Purchasing folder (see Locate Purchasing Folders section)
- 3) Locate Folder for Upload (see Locate Folder for Upload section)

- 4) Click on RFQ



- 5) Upload the necessary files (see the Upload File section). As stated above, the files names must begin with the RFQ number without spaces (Example: RFQ9999).

PO Process

New POs for review by Vendors are uploaded to MoveIT and an email is sent to both the Vendor and the Buyer. The PO should be downloaded from MoveIT by the Vendor. The Vendor should then upload their confirmation to MoveIT, which will trigger a notification to the Buyer.

New PO Available

- 1) Click the link provided (highlighted in yellow) in the email as shown below:

New PO file(s) have been Uploaded.

There are new A217480 PO files on your KUKA MoveIT Account, Please use the following URL To sign in and access the files.

(<https://share.kuka.online/human.aspx?arg06=4639242688&arg12=filelist>)

Please refer to "PO Process" in the documentation if needed. <http://www.kuka-at.com/files/125914469.pdf>
If you need assistance, please contact your buyer.

Regards,
KUKA Notification Service

- 2) If prompted, Log in to MoveIt (see Log in to MoveIT section)
- 3) Download the file (see the Download File section)

PO Confirmations

PO Confirmation should be uploaded using MoveIT. It is required that all files names begin with the PO number without spaces. Example: POA9999 files should begin with POA9999. This is required.

- 1) Log in to MoveIt (see Log in to MoveIT section)
- 2) Locate Purchasing folder (see Locate Purchasing Folders section)
- 3) Locate Folder for Upload (see Locate Folder for Upload section)

- 4) Click on PO

[7](#) > [KAT](#) > [Vendor](#) > [Redacted] > [Purchasing](#) > [toKUKA](#)

Go To Folder...

<input type="checkbox"/>	<u>Name</u>	<u>Created</u>
	↑ Parent Folder	
<input type="checkbox"/>	Certifications	3/16/2018 9:08:56 AM
<input type="checkbox"/>	Open PO Report	3/16/2018 9:08:56 AM
<input type="checkbox"/>	PO	3/16/2018 9:08:56 AM
<input type="checkbox"/>	RFQ	3/16/2018 9:08:56 AM

- 5) Upload the necessary files (see the Upload File section). As stated above, the files names must begin with the PO number without spaces (Example: POA9999).

Certifications

If Vendors are required to send Certifications to KUKA, this should be done through MoveIt. It is required that all files names begin with the PO number without spaces. Example: POA9999 files should begin with POA9999. This is required.

- 1) Log in to MoveIt (see Log in to MoveIT section)
- 2) Locate Purchasing folder (see Locate Purchasing Folders section)
- 3) Locate Folder for Upload (see Locate Folder for Upload section)
- 4) Click on Certifications

[7](#) > [KAT](#) > [Vendor](#) > [Redacted] > [Purchasing](#) > [toKUKA](#)

Go To Folder...

<input type="checkbox"/>	<u>Name</u>	<u>Created</u>
	↑ Parent Folder	
<input type="checkbox"/>	Certifications	3/16/2018 9:08:56 AM
<input type="checkbox"/>	Open PO Report	3/16/2018 9:08:56 AM
<input type="checkbox"/>	PO	3/16/2018 9:08:56 AM
<input type="checkbox"/>	RFQ	3/16/2018 9:08:56 AM

- 5) Upload the necessary files (see the Upload File section). As stated above, the files names must begin with the PO number without spaces (Example: POA9999).

Open PO Report Process

Each week on Tuesday, you will receive an email that informs you that you a new file that requires your response. The steps below should be followed to allow our system to be updated with your response.

Automated Email Communication

There are several types of automated emails you may receive from our system, which are explained below.

- 1) **New File**
Each week on Tuesday, you will receive an email that there is a new file that requires your response.
- 2) **File Not Received**
Beginning on Wednesday of each week, our system will send you an email reminding you that your file has not been received, if we have not received a file from you that week.
- 3) **File Incomplete**
Each morning, our system will attempt to process any files received from you the previous day. If there are any incomplete or missing dates in the file you submitted, you will receive an email. If this happens, please contact your Buyer to have the incorrect file removed, so you can upload a new file.

New Open PO Report Available

New Open PO Reports for review by Vendors are uploaded to MoveIT and an email is sent to the Vendor. The Open PO Report should be downloaded from MoveIT by the Vendor.

- 1) Click the link provided (highlighted in yellow) in the email as shown below (in the email you receive, this will be an actual link and will not say 'DUMM LINK'):

Subject: New KUKA-AT PO File

New Open PO Report file has been Uploaded.

An 'Open PO Report' has been loaded to your MoveIT Account for your review. Please use the following URL To sign in and access the files:

(DUMMY LINK)

Please follow the instructions under "Open PO Report" in the documentation at the following link, if needed. <http://www.kuka-at.com/files/127239543.pdf>
If you need assistance, please contact your buyer.

Regards,
KUKA Notification Service

- 2) If prompted, Log in to Moveit (see Log in to MoveIT section)
- 3) Download the file (see the Download File section)
- 4) After downloading the Excel file, the Vendor will need to provide a Promise Date (if there isn't one) or update/validate the existing Promise Dates for accuracy for each line in the file (A). Optionally, Vendor Notes (B) and Tracking Numbers (C) may be added. All other fields in the spreadsheet are for reference only and may not be edited by the Vendor.

	D	E	F	G	H	I	J	K	A	M	N	B	C
	Vendor ID	Buyer	PO Number	PO Line	PO Quantity	PO Bal	Date Ordered	Due Date	Promise Date	Job Order Number	Ship to Location	Vendor Notes	Tracking Number
1	KUKA	Carrie D	A200939	1	13	13	5/18/2018	7/3/2017		73103-600-A	FL/R30D		
2	KUKA	Carrie D	A203006	1	1	1	6/21/2017	7/28/2017		51023-599	FS26RA		
3													

- 5)

- 6) Save the File (without changing the name of the file) on your computer. It will need to be uploaded back to MoveIT (see the Open PO Report Responses section)

Open PO Report Response

After updating, the Vendor should upload the Open PO Report to MoveIT.

- 1) Log in to MoveIT (see Log in to MoveIT section)
- 2) Locate Purchasing folder (see Locate Purchasing Folders section)
- 3) Locate Folder for Upload (see Locate Folder for Upload section)
- 4) Click on Open PO Report

 > [KAT](#) > [Vendor](#) >  > [Purchasing](#) > [toKUKA](#)

Go To Folder...

<input type="checkbox"/>	<u>Name</u>	<u>Created</u>
	↑ Parent Folder	
<input type="checkbox"/>	📁 Certifications	3/16/2018 9:08:56 AM
<input type="checkbox"/>	📁 Open PO Report	3/16/2018 9:08:56 AM
<input type="checkbox"/>	📁 PO	3/16/2018 9:08:56 AM
<input type="checkbox"/>	📁 RFQ	3/16/2018 9:08:56 AM

- 5) Upload the updated Excel file (see the Upload File section). As stated above, the file name must be the same as it was when downloaded.

Vendor Processes

The processes described below may be viewed as independent processes which may need to be used in concert to complete one or more of the workflows described above.

Vendor Access to MoveIT

When your MoveIT account is created, you will receive an email from MoveIT@KUKA.com which will include your user ID and Password. You will need this information to login to MoveIT. An example of the email is shown below:

Welcome to KUKA!

An account has been created For you With the username ' [REDACTED] '.
Your New credentials are

Username: [REDACTED]
Password: [REDACTED]

Please use the following URL To sign On To the system.

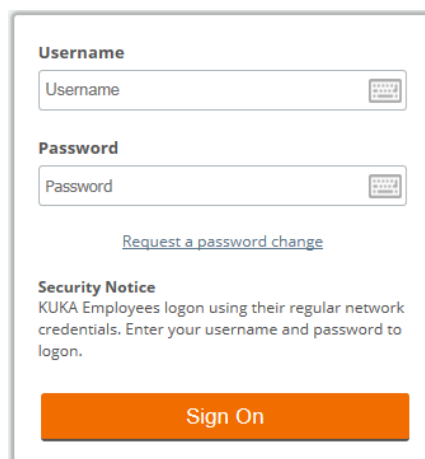
(<https://share.kuka.online/human.aspx?>)

If you need assistance, please contact your buyer.

Regards,
KUKA Notification Service

Log in to MoveIt

- 1) Go to: <https://share.kuka.online/human.aspx?>
 - a. Enter your Username and Password
 - b. Click Sign On

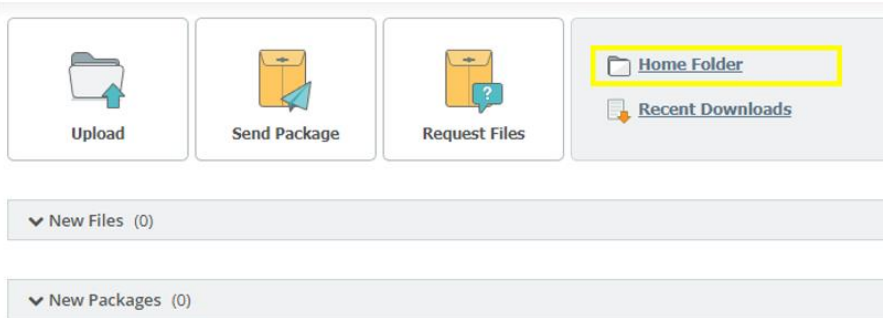


The screenshot shows a login form with the following elements:

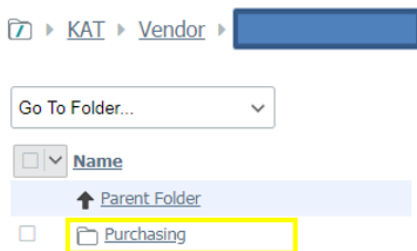
- Username**: A text input field with the placeholder text "Username" and a small icon on the right.
- Password**: A text input field with the placeholder text "Password" and a small icon on the right.
- [Request a password change](#): A blue hyperlink.
- Security Notice**: A section with the text "KUKA Employees logon using their regular network credentials. Enter your username and password to logon."
- Sign On**: A large orange button.

Locate Purchasing Folders

- 1) Click Home Folder

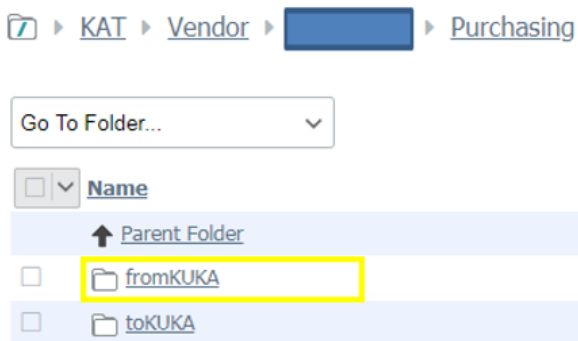


- 2) Click Purchasing Folder



Locate Folder for Download

- 1) Log in to MoveIT (see Log in to MoveIT section)
- 2) Located Purchasing folder (see Locate Purchasing Folders section)
- 3) Click on fromKUKA

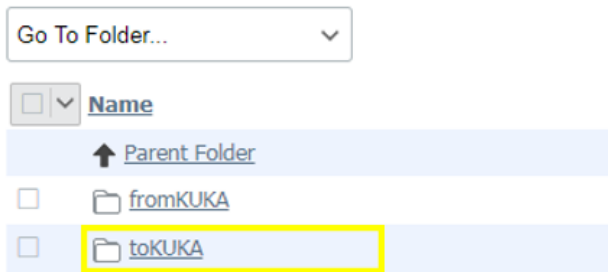


Locate Folder for Upload

- 1) Log in to MoveIT (see Log in to MoveIT section)
- 2) Located Purchasing folder (see Locate Purchasing Folders section)

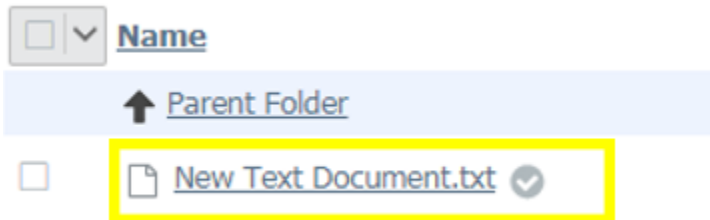
- 3) Click on toKUKA



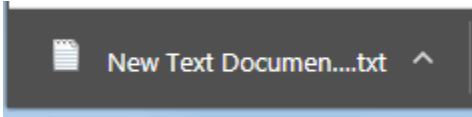


Download File

- 1) Click the name of the file(s) that you wish to download.

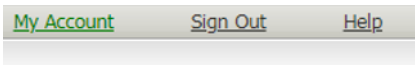


- 2) This will download the file to your computer. By default, this will be in the Downloads directory of your web browser program, but this may be different depending on your configuration.
- 3) Most web browsers display recently downloaded files at the bottom of the screen as shown below.

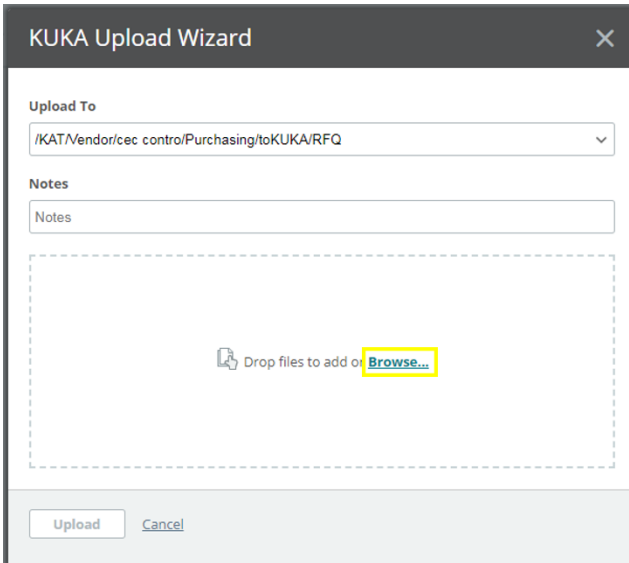


Upload File

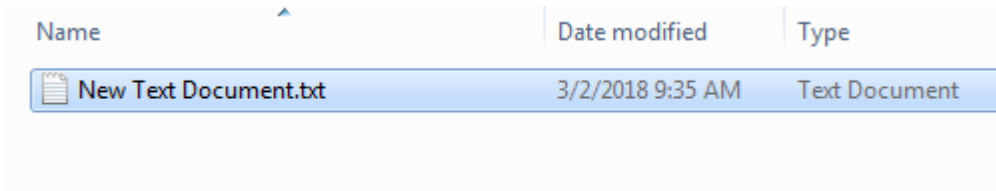
- 1) Click Upload Files on the right side of the screen



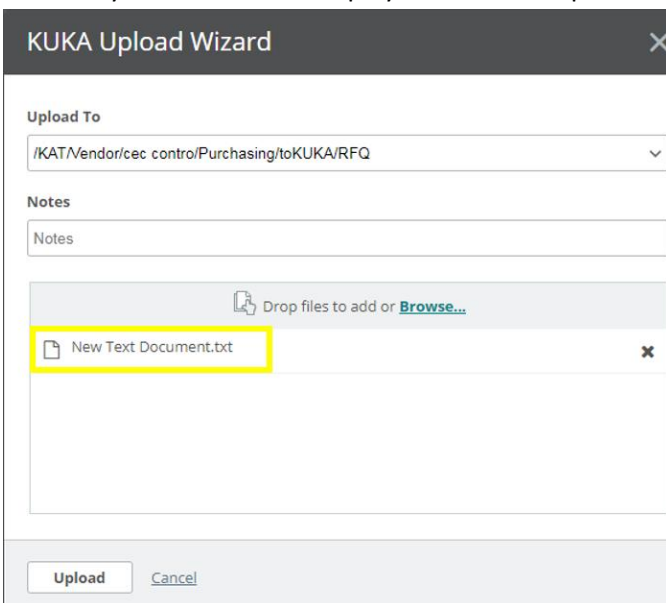
- 2) Click Browse



- 3) Find the file you wish to upload and double-click on the file



- 4) The files you selected will display in the KUKA Upload Wizard window



- 5) You may repeat Steps 2 and 3 to add additional files or click Upload to complete
6) You will receive a confirmation that the file(s) were uploaded

KUKA Upload Wizard

Upload To
/KAT/Vendor/cec contro/Purchasing/toKUKA/RFQ

Notes
Notes

✓ New Text Document.txt

Close

7) Click Close to complete the process

Support

If you have questions or need Support that is not covered below, please contact your Buyer.

Password Reset

If you need a password reset, please use the Request a password change link on the Log in page.

Username
Username

Password
Password

[Request a password change](#)

Security Notice
KUKA Employees logon using their regular network credentials. Enter your username and password to logon.

Sign On