

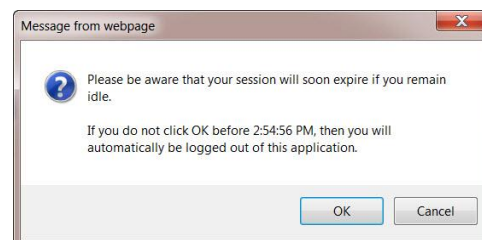
## Inventory Liability Management System Supplier Liability (ILMS 1.1) Quick Start Guide

This quick start guide provides you the necessary information to use the system to calculate liability and download the reports.

### Access Flex University and Register the ILMS 1.1 Training

- Flex University is available to all employees with a valid Flex AD account. To access your homepage click [here](#)
  - If you login from the Flex intranet, it uses a Single Sign On (SSO) process. No user name or password is required.
  - If you login from the External internet, please enter your username (Domain\AD, e.g. Asia\mscxx) and password (your network password).
- Go to the search box on the top right hand side of the page, enter the keyword **ILMS Supplier**.
- On the search result, click the curriculum Title **ILMS Supplier** to go to the training details page.
- Click the request button under the course name to register.
- After you register in the curriculum, Flex University brings you to the transcript page, find the curriculum name and click the open curriculum under the options column.
- Click the **Activate** link on the first course to launch the training.

**\*Note** – The system will log you off automatically if you remain idle for **60 Minutes**, you will see the timeout prompt like the one on the right hand side. Click **OK** if you want to stay at Flex University. Your training progress can only be kept when you are logged in Flex University.



### Training Completion Requirements

In order to pass the training, you will need to complete the following things:

- Complete all 4 online training modules on Flex University.
- Finish the curriculum exam.
- Attend the WebEx training session .
- Register your ILMS account.

### Launch ILMS from FlexWARE

ILMS is hosted on the system platform called FlexWARE, you can launch FlexWARE from the link below:

<http://ware.flextronics.com> (Don't forget to save the link to your broser's "My Favorites" folder)

If you don't have access to BOTH FlexWARE and ILMS, submit a service now ticket to request access.

If you have access to FlexWARE, but not ILMS, you can either submit a service now ticket to request access, or go through the self registration process. You can find more details about self registration on ILMS SharePoint site, and find the "ILMS User Guide" under the ILMS Resources section.

### Data Source

There are two main data sources will be used to calculate liability.

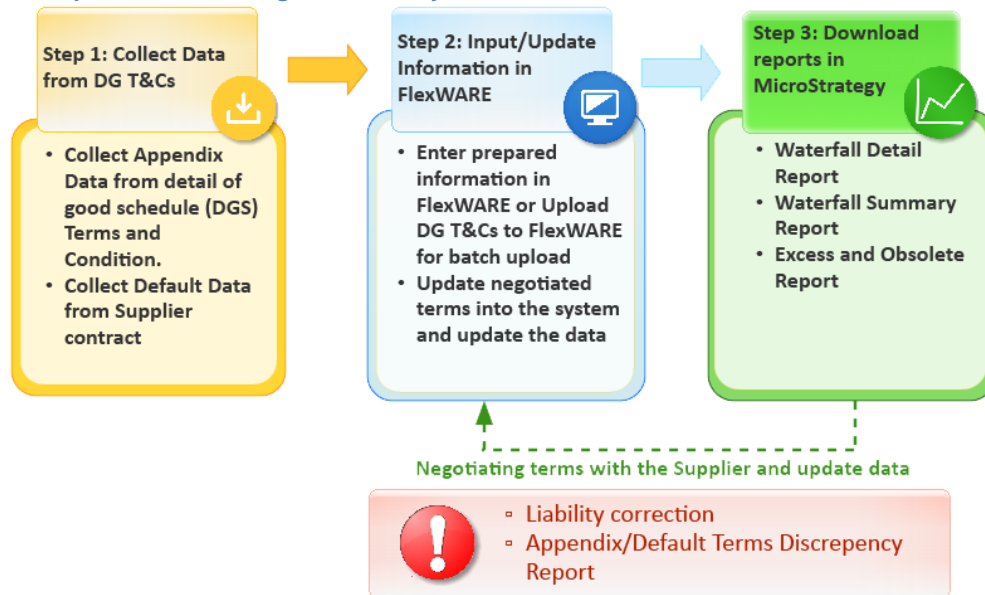
- Defulat Data: Contractual terms between Supplier and Flex Sites (preferred), Region, Corporate
- Appendix Data: Contractual terms based on each part. You should consider using the Appendix data when: 1. If an item has different liability set up each week, then it is best to enter the appendix data instead of the default data. 2. If a Supplier has different item contract terms, it is best to enter the appendix data instead of the default data.

Both data covers SMI, CRP and FLT items. However, if the FLT items have long lead time and is considered as forecast liability, then the liability information needs to be entered into ILMS.

Sites are responsible to decide if it's necessary to enter and maintain the appendix data for FLT items.

## ILMS Process

In general, you can follow the process below to get the liability calculation:



**NOTE:** Each site may have different SMI process, consult with your regional leads to see how the process is applied on your site.

## ILMS Role Setup

Based on your position, you should use the following ILMS roles:

Role	ILMS Role	Use ILMS To:
<ul style="list-style-type: none"> <li>Buyer</li> <li>Purchasing Manager</li> </ul>	Appendix User	<ul style="list-style-type: none"> <li>Create new Appendix Data</li> <li>Search/ Edit Appendix Data</li> <li>Create New Default Data</li> <li>Search/ Edit Default Data</li> <li>Appendix Data Report</li> </ul>
<ul style="list-style-type: none"> <li>Site SMI Coordinator</li> <li>Regional Lead</li> </ul>	SMI Site User	<ul style="list-style-type: none"> <li>Create new Appendix Data</li> <li>Search/ Edit Appendix Data</li> <li>Create New Default Data</li> <li>Search/ Edit Default Data</li> <li>Download/ Upload Liability Correction</li> <li>Appendix Data Report</li> <li>Handling Exception issues</li> </ul>
<ul style="list-style-type: none"> <li>Global SMI Team</li> </ul>	Global SMI Team	<ul style="list-style-type: none"> <li>Create new Appendix Data</li> <li>Search/ Edit Appendix Data</li> <li>Create New Default Data</li> <li>Search/ Edit Default Data</li> <li>Download/ Upload Liability Correction</li> <li>Appendix Data Report</li> <li>Handling Exception issues</li> </ul>
<ul style="list-style-type: none"> <li>SSCM</li> <li>Program Manager</li> </ul>	Reports view	<ul style="list-style-type: none"> <li>Appendix Data Report</li> </ul>

**NOTE:** Different sites may have different role settings.

## Enter New Appendix/Default Data:

The process between entering new appendix or default data is similar

1. On ILMS, click Create New Appendix Data or Create New Default Data icons.
2. Select Site information.
3. Enter Appendix data or Default data information. You can use the search features to locate a specific Supplier and Item.\*
4. Attach necessary documentations, like email communication.
5. Click the save button to create the new Appendix data or Default data.

### Tips:

- If you are not sure the appendix/ default data is already in ILMS, you can use the search/ edit appendix data/ default data functions to search for the information. If the information is not in ILMS, then you can use the create new data function on the search page and follow the steps above to create the data. This will save you time to enter all the information and then found out the data is already in the system.
- When entering the liability window weeks, enter the following information for special settings:  
Set liability window 1 value to **0** – this allows ILMS to only calculate current week forecast and backlog.  
Set liability window 1 to **(-1)** – this allows ILMS to ignore future forecast.

## Maintain Existing Appendix/Default Data

If you want to change the liability settings for future calculation, you need to use this function


1. On ILMS, click Search/Edit Appendix Data or Search/Edit Default Data
2. Select Site information.
3. Search for an item and Supplier (for appendix data, you can search multiple items by using the range function. Check the ILMS user guide for more details.)
4. The search results show, click the pencil icon in front of the record that you want to modify.
5. Update the liability settings and attach any necessary required documentations.
6. Click the save button to save the updated liability information.

### Tips:

1. The search only returns **200 results**, try to provide as much information as possible to narrow down the search results.
2. For step-by-step instructions, go to ILMS ShareNet page (insert link) and find the “**ILMS User Guide**” under the ILMS Resources section.

## Generate Reports in MicroStrategy

There are three ILMS Supplier reports available in MicroStrategy, they are: **E&O Report, Waterfall Summary Report and Waterfall Detail Report**. Follow the steps below to download the reports:

1. On MicroStrategy login page, enter your user ID and password. Submit a service now ticket if you don't have access.
2. On MicroStrategy home page, click the MDSS Standards Reports folder.
3. Click the Shared Reports folder.
4. Click the MDSS folder.
5. Click the MDSS Standard Reports folder.
6. Click the inventory liability management system (ILMS) folder.
7. Click the ILMS 1.1 reports folder.
8. Click either Excess and Obsolete, Waterfall Detail Report, and Waterfall Summary Report icons to generate these reports.
9. If necessary, enter the search criteria in the fields, and then click the run document button.
10. Review the results and export the file to Excel  if necessary.

**Note:** For step-by-step instructions, go to ILMS ShareNet page (insert link) and find the download the ILMS Report User Guide (MicroStrategy) under the ILMS Resources section. The document also provides the information about how to read the reports.

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