



Mobineko Suppliers Portal User Manual

September 2026 © Mobineko

Table of Contents

- 1. Introduction
- 2. Signing in
- 3. The order list
- 4. Order details
- 5. Parts shipments
- 6. Links in Mobineko e-mails
- 7. Questions and answers
- 8. Contact

1. Introduction

The Suppliers Portal is the window Mobineko gives its contract pressing plants into the orders it routes to them. It shows, for your plant only:

- every order Mobineko has **pencilled in** or **handed over** to you, with the release, the vinyl specification, the print parts and their artwork proofs, the stampers and lacquers, the customer’s notes and the delivery addresses;
- every **parts shipment** Mobineko has packed or booked to your plant, with the carrier tracking number and a list of exactly which parts are in the boxes;
- whether each part has **arrived at your plant** or is still **en route**.

It is a read-only view in this version. Nothing you do in the portal changes an order. A later version adds goods-received scanning so your receiving staff can confirm parts as they arrive.

Suppliers Portal

Fake Pressing Plant, Inc.

English

Sign Out

AllPending submissionSubmittedCompletedParts shipments

2 orders · 2,300 pcs

Search Catalog / PO or Order ID

CATALOG / PO	ORDER ID	RELEASE	SIZE	COLOUR / EFFECT	WEIGHT	LABELS	QTY	TPS	ORDERED / SUBMITTED	EXPECTED	STATUS	
MISRA-044	#26302	The Hollow Pines Night Ferry	12" (AB)	 BLACK	Regular 140g	 	200	5	Ordered Submitted	2026-08-12 2026-08-28	2026-10-15	Submitted
			12" (AB)	 Transparent BLUE	Regular 140g		100					
CRK-118	#26380	Cormorant Kings Two Rivers (2xLP)	12" (AB)	 BLACK	Heavy 180g		1000	None	Ordered Submitted	2026-08-20 2026-09-03	2026-09-21	Submitted
			12" (CD)	 green + BLACK Half & Half	Heavy 180g		1000					

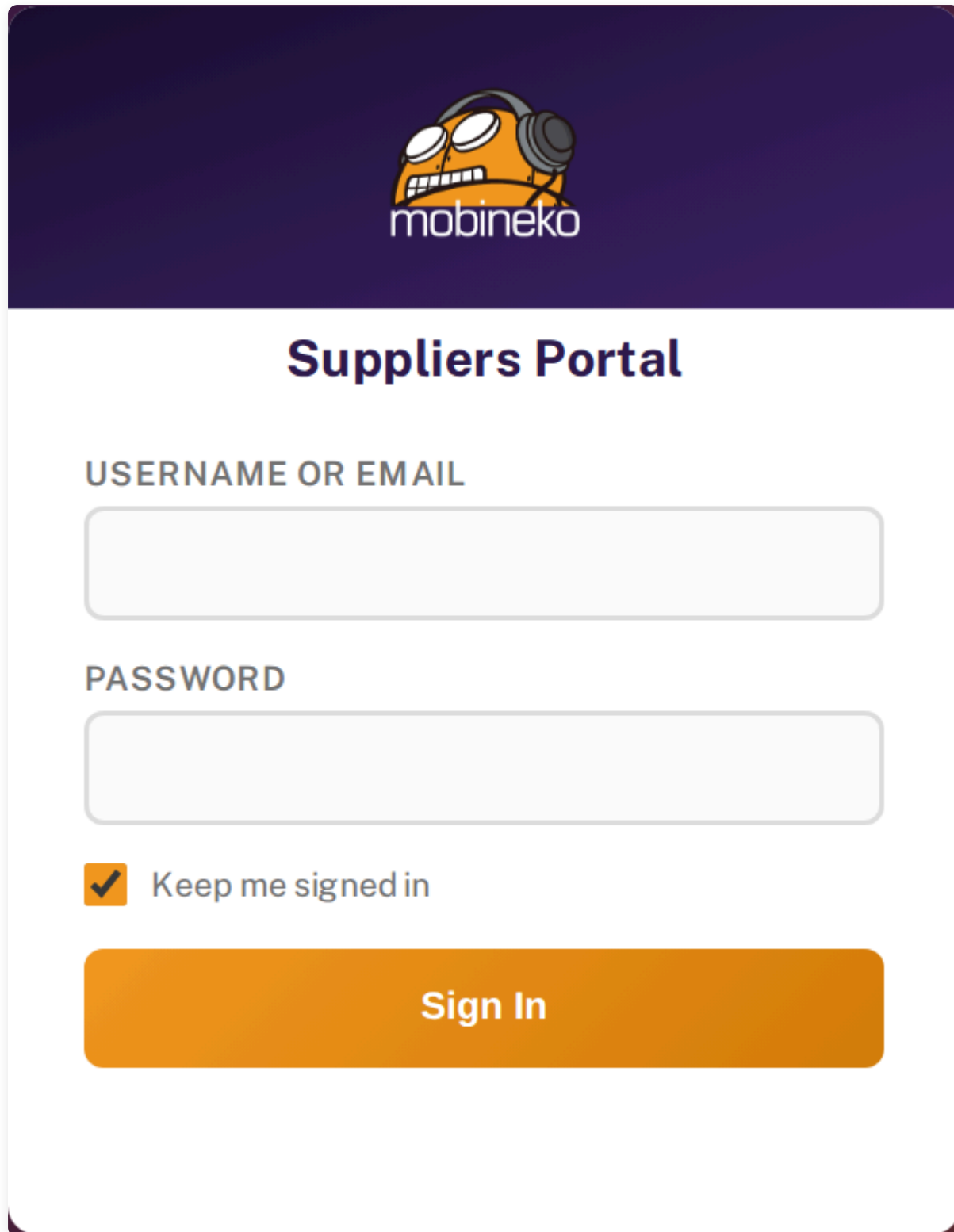
Who uses it

Role at the plant	What the portal is for
Production planning	See what is coming, when it is due, and whether the parts have arrived
Receiving	Check what is in a Mobineko parts shipment against the boxes, with tracking
Press operators	Open the vinyl specification, matrix numbers and label proofs for a job
Packing	Read the customer's packing notes, the print parts and the delivery addresses

Each person at the plant has their own login. Everyone at the same plant sees the same orders.

2. Signing in

Open suppliers.mobineko.com in any modern browser. Phones and tablets work; the tables reflow to fit.



The image shows a login form for the Mobineko Suppliers Portal. At the top, there is a dark purple header with the Mobineko logo, which features a stylized orange robot head with large eyes and a wide grin, wearing a headset. Below the header, the title "Suppliers Portal" is centered in a bold, dark purple font. The form consists of two input fields: "USERNAME OR EMAIL" and "PASSWORD", both with light gray borders and rounded corners. Below the password field, there is a checkbox with an orange checkmark icon and the text "Keep me signed in". At the bottom of the form is a large, orange, rounded rectangular button with the text "Sign In" in white.

Suppliers Portal

USERNAME OR EMAIL

PASSWORD

☒ Keep me signed in

Sign In

There are two ways in.

Username or email and password. Enter the email address Mobineko registered for you and your password. Tick **Keep me signed in** to stay signed in on that device for 90 days.

Magic link. The pressing-order and parts-shipment e-mails from Mobineko carry links straight into the portal, for example *View this order on the portal*. Opening one signs you in without a password and opens that order or shipment. The link belongs to the account it was issued to; do not forward it outside your plant.

If a link stops working you will see this message. Ask Mobineko for a new one, or sign in with your password.



Suppliers Portal

USERNAME OR EMAIL

PASSWORD

☒ Keep me signed in

Sign In

Invalid or expired link

The top bar



The chip next to the title is your **plant name**. The portal never shows another plant's orders. On the right you can switch the language between English and Traditional Chinese, and sign out.

English ▼

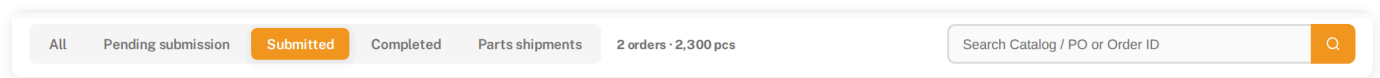
Sign Out

Note: Signing out also forgets the device you ticked *Keep me signed in* on. A magic link still works afterwards.

3. The order list

The list is the home screen. Each order takes one block; inside it there is one row per disc variation, so a black and a transparent blue pressing of the same release appear as two rows under one order.

Tabs



Tab	What it shows
All	Every open order assigned to your plant, whether or not it has been handed over yet
Pending submission	Orders Mobineko has pencilled in for your plant but not yet formally handed over. Parts may already be on their way. Treat these as a preview of coming work, not as a confirmed job.
Submitted	Orders that have been handed over to your plant. This is the working list and the tab the portal opens on.
Completed	Orders whose finished records have all left for the customer. They leave the other tabs automatically.
Parts shipments	Mobineko's shipments of parts to your plant, see chapter 5



Suppliers Portal

Fake Pressing Plant, Inc.

EnglishSign Out

AllPending submissionSubmittedCompletedParts shipments

1 order · 500 pcs

Search Catalog / PO or Order ID

CATALOG / PO	ORDER ID	RELEASE	SIZE	COLOUR / EFFECT	WEIGHT	LABELS	QTY	TPS	ORDERED / SUBMITTED	EXPECTED	STATUS	
PH-012	#26355	Paperhaus Salt Lines	7" (AB)	 Solid RED	Regular		500	None	Ordered Submitted	2026-09-08 —	2026-12-07	Pending



Suppliers Portal

Fake Pressing Plant, Inc.

EnglishSign Out

AllPending submissionSubmittedCompletedParts shipments

1 order · 300 pcs

Search Catalog / PO or Order ID

CATALOG / PO	ORDER ID	RELEASE	SIZE	COLOUR / EFFECT	WEIGHT	LABELS	QTY	TPS	ORDERED / SUBMITTED	EXPECTED	STATUS	
MISRA-041	#26210	Low Meadow Slow Light	12" (AB)	 BLACK	Regular 140g	 	300	5	Ordered Submitted	2026-06-30 2026-07-14	2026-08-29	Completed

The counter beside the tabs totals the orders and pieces on the current tab.

Columns

Column	Meaning
Catalog / PO	The customer's catalogue number or purchase order reference. Mobineko uses this as the matrix prefix.
Order ID	Mobineko's order number. Quote it in any message to Mobineko.
Release	Artist and title
Size	7", 10" or 12", and the sides the row covers, for example (AB) or (CD) for the second disc of a double
Colour / Effect	A rendering of the disc, the colour name and any effect such as Half & Half or Splatter
Weight	Regular 140 g or Heavy 180 g. 7" records are always regular.
Labels	Thumbnails of the approved label artwork. Click one to enlarge it.
Qty	Pieces to press for that row
TPs	Number of test pressings the customer will receive, or None
Ordered / Submitted	The date the customer ordered and the date the job was handed to your plant
Expected	The date Mobineko expects the finished records to leave your plant. Amber means within seven days; red means the date has passed.
Status	Pending, Submitted or Completed

Click any column heading with a sort arrow to sort by it; click again to reverse. Click anywhere on an order to open its details.

Search

Type a catalogue number, part of one, or an order ID in the search box and press Enter or the magnifier. The search covers the current tab. When exactly one order matches, its details open automatically.

CATALOG / PO

CRK-118

Ordered2026-08-20

Sent to plant2026-09-03

Expected2026-09-21

PROOFS



RELEASE

Artist	Cormorant Kings
Title	Two Rivers (2xLP)
Catalog / PO	CRK-118
Requested ship date	2026-09-21

PACKAGING / PRINT PARTS



LABELS

Labels (colour)

A

En route

×1050



JACKETS

Gatefold jacket (printed, matt)

×1050

4. Order details

Click an order to open the detail drawer. It has the same sections for every order; empty sections are left out.

MISRA-044 #26302

Submitted

ILP

Ordered

2026-08-12

Sent to plant

2026-08-28

Expected

2026-10-15

PROOFS

THE HOLLOW PINES

Night Ferry

SIDE A

MISRA-044 - 33 RPM

THE HOLLOW PINES

Night Ferry

SIDE B

MISRA-044 - 33 RPM

RELEASE

Artist

The Hollow Pines

Title

Night Ferry

Catalog / PO

MISRA-044

Requested ship date

2026-10-15

PACKAGING / PRINT PARTS

THE HOLLOW PINES

Night Ferry

SIDE A

MISRA-044 - 33 RPM

LABELS

Labels (colour)

A

Received

CNS-20260901-0007

×320

THE HOLLOW PINES

Night Ferry

SIDE B

MISRA-044 - 33 RPM

LABELS

Labels (colour)

B

Received

CNS-20260901-0007

×320

THE HOLLOW PINES

Night Ferry

JACKETS

Jacket (printed, gloss)

CNS-20260910-0012

×320

No proof

INNER SLEEVES

Inner sleeve, black polylined

black

Supplied by plant

×320

DOWNLOAD CARD

DOWNLOAD CARDS

Download card

Received

CNS-20260901-0007

×320

VINYL

SIDE

SIZE

COLOUR / EFFECT

WEIGHT

QTY

AB

12"

BLACK

Regular 140g

200

AB

12"

Transparent BLUE

Regular 140g

100

RPM

33

Matrix

MISRA-044 A / MISRA-044 B

Track split

A1 Night Ferry 4:12 · A2 Harbour Lights 3:48 · A3 Old Coast Road 5:01 / B1 Salt Air 4:30 · B2 The Crossing 6:14

STAMPERS AND LACQUERS

STAMPERS

12" stamper (A) #181220

Received

STAMPERS

12" stamper (B) #181221

Received

LACQUERS

12" lacquer master (A) #181218

Plating Finished

LACQUERS

12" lacquer master (B) #181219

Plating Finished

NOTES

Customer asks for the trans blue copies to be packed separately from the black (two SKUs).

Jackets ship direct from the printer; expect them on CNS-20260910-0012.

SHIPPING ADDRESSES

Misra Records / Dana Whitlock

Qty: 250

Name

Dana Whitlock

Company

Misra Records

Address 1

4218 Butler St

City

Pittsburgh

State

PA

Postcode

15201

Country

US

Phone

412-555-0147

Fulfilment Depot LLC / Night Ferry Merch

Qty: 50

Name

Night Ferry Merch

Company

Fulfilment Depot LLC

Address 1

690 Industrial Plaza

Header and dates

suppliers.mobineko.com | 14/26

Submitted

1LP

Ordered

2026-08-12

Sent to plant

2026-08-28

Expected

2026-10-15

The badge is the order’s status. **1LP** or **2LP** is the number of discs per set. A job number appears when your plant’s own system has acknowledged the order.

- **Ordered** is the customer’s order date.
- **Sent to plant** is when Mobineko handed the job over. It is empty while the order is still pending.
- **Expected** is the date the finished records should leave your plant.

An order that is only pencilled in looks like this:

Pending submission

1LP

Ordered

2026-09-08

Sent to plant

—

Expected

2026-12-07

Proofs

PROOFS

The image shows the front of a dark blue vinyl record. The text is white and centered. At the top, it says 'THE HOLLOW PINES'. Below that, in a smaller font, is 'Night Ferry'. In the center, there is a small white circle. Below the circle, it says 'SIDE A'. At the very bottom, in a small font, it says 'MSR-A-004 - 33 1/3 RPM'.

The image shows the back of a dark blue vinyl record. The text is white and centered. At the top, it says 'THE HOLLOW PINES'. Below that, in a smaller font, is 'Night Ferry'. In the center, there is a small white circle. Below the circle, it says 'SIDE B'. At the very bottom, in a small font, it says 'MSR-A-004 - 33 1/3 RPM'.

The approved label artwork, one image per side. Click an image to see it full size; click again or press Escape to close.



Release

RELEASE	
Artist	The Hollow Pines
Title	Night Ferry
Catalog / PO	MISRA-044
Requested ship date	2026-10-15

Packaging / print parts

Every label, jacket, sleeve, insert, sticker and download card the order needs, with its artwork proof, the side it belongs to, and the quantity.

PACKAGING / PRINT PARTS				
	LABELS Labels (colour) A Received CNS-20260901-0007			x320
	LABELS Labels (colour) B Received CNS-20260901-0007			x320
	JACKETS Jacket (printed, gloss) CNS-20260910-0012			x320
	INNER SLEEVES Inner sleeve, black polylined black Supplied by plant			x320
	DOWNLOAD CARDS Download card Received CNS-20260901-0007			x320

The chips under each part tell you where it is:

Chip	Meaning
Received (green row)	The part is at your plant
En route (amber row)	The part has been shipped to your plant and is in transit
Supplied by plant	Your plant sources this part from its own stock; Mobineko does not ship it
no chip	Not shipped yet

The orange reference such as **CNS-20260901-0007** is the Mobineko parts shipment carrying that part. Click it to open the shipment.

Vinyl

VINYL				
SIDE	SIZE	COLOUR / EFFECT	WEIGHT	QTY
AB	12"	 BLACK	Regular 140g	200
AB	12"	 Transparent BLUE	Regular 140g	100
RPM	33			
Matrix	MISRA-044 A / MISRA-044 B			
Track split	A1 Night Ferry 4:12 · A2 Harbour Lights 3:48 · A3 Old Coast Road 5:01 / B1 Salt Air 4:30 · B2 The Crossing 6:14			

One row per disc variation with side, size, colour, effect, weight and quantity. Below the table:

- **RPM** is the playback speed.
- **Matrix** is the run-out engraving Mobineko expects on each side: the catalogue number followed by the side letter, for example *MISRA-044 A* and *MISRA-044 B*. A double LP shows *B C D* on the second entry.
- **Track split** lists the tracks per side where the customer supplied it.

A green **Pressed** chip on a row means Mobineko has recorded that variation as pressed.

Stampers and lacquers

STAMPERS AND LACQUERS	
STAMPERS 12" stamper (A) #181220 Received	
STAMPERS 12" stamper (B) #181221 Received	
LACQUERS 12" lacquer master (A) #181218 Plating Finished	
LACQUERS 12" lacquer master (B) #181219 Plating Finished	

Each stamper and lacquer master with its side and Mobineko serial number. **Received** means the stamper is at your plant. Where no chip is shown, the grey text is the part’s current stage at Mobineko, for example *Plating Finished*.

Made at plant marks stampers your plant plates itself from lacquers Mobineko cuts and sends. Those never appear in a parts shipment.

STAMPERS AND LACQUERS	
STAMPERS 12" stamper (A) #182030 Plating Finished	
STAMPERS 12" stamper (B) #182031 Plating Finished	
STAMPERS 12" stamper (C) #182032 Made at plant	
STAMPERS 12" stamper (D) #182033 Made at plant	

Notes

NOTES
Customer asks for the trans blue copies to be packed separately from the black (two SKUs).
Jackets ship direct from the printer; expect them on CNS-20260910-0012.

The customer's notes on the order and on the pressing items, exactly as Mobineko sees them. Read them before pressing or packing.

Shipping addresses

SHIPPING ADDRESSES	
Misra Records / Dana Whitlock	
Name	Dana Whitlock
Company	Misra Records
Address 1	4218 Butler St
City	Pittsburgh
State	PA
Postcode	15201
Country	US
Phone	412-555-0147
Qty: 250	
Fulfilment Depot LLC / Night Ferry Merch	
Name	Night Ferry Merch
Company	Fulfilment Depot LLC
Address 1	900 Industrial Pkwy
Address 2	Dock 4
City	Columbus
State	OH
Postcode	43201
Country	US
Phone	614-555-0192
Qty: 50	

Where the finished records go, with the quantity for each address. An order with more than one address ships in more than one consignment; pack them separately.

Test pressings

TEST PRESSINGS (5)	
Misra Records / Dana Whitlock	
Name	Dana Whitlock
Company	Misra Records
Address 1	4218 Butler St
City	Pittsburgh
State	PA
Postcode	15201
Country	US
Phone	412-555-0147
Qty: 5	

How many test pressings the customer receives and where to send them. The count in the heading is the total across all discs.

Parts shipments

PARTS SHIPMENTS	
CNS-20260901-0007	Shipped 771234560091 ↗ 2026-09-02
 Labels (colour) A ×320	 Labels (colour) B ×320 · 12" stamper A ×1 · 12" stamper B ×1 ·  Download card ×320
	Received Received Received Received Received Received
CNS-20260910-0012	Packing —
 Jacket (printed, gloss) ×320	

Every Mobineko shipment that carries a part of this order, with its status, tracking and the parts inside. Click a row to open the shipment.

5. Parts shipments

The **Parts shipments** tab lists Mobineko’s consignments of parts to your plant, newest first.

SHIPMENT	STATUS	CARRIER / SERVICE	TRACKING	SHIPPED	PARTS	ORDERS
CNS-20260910-0012	Packing	—	—	—	3	26302, 26380
CNS-20260901-0007	Shipped	FedEx · International Priority	771234560091 ↗	2026-09-02	6	26302
CNS-20260715-0003	Shipped	UPS · Worldwide Expedited	1Z999AA10123456784 ↗	2026-07-16	4	26210

Column	Meaning
Shipment	Mobineko’s consignment reference. It is printed on the packing list in the box.
Status	Packing or Ready: Mobineko is still assembling it, no tracking yet. Booked or Shipped: it is with the carrier.
Carrier / Service	FedEx, UPS or another carrier and the service level
Tracking	The waybill number. FedEx and UPS numbers are links to the carrier’s tracking page.
Shipped	The date it left Mobineko
Parts	How many part lines are inside
Orders	The Mobineko order numbers the parts belong to

Click a shipment to see its contents.

CNS-20260901-0007

X

Shipped

Created2026-09-01

Shipped2026-09-02

Boxes2

FedEx · International Priority 771234560091

ORDER 26302 — MISRA-044

Labels (colour) A #181210

Received

x320

Labels (colour) B #181211

Received

x320

12" stamper A #181220

Received

x1

12" stamper B #181221

Received

x1

Download card #181214

Received

x320

Test pressing labels #181230

Received

x12

OTHER GOODS

Spare inner sleeves (stock)

x50

Parts are grouped by order. Each line shows the part, its side, its Mobineko serial number and the quantity. **Received** means your plant has already been credited with that part; **En route** means it is still counted as in transit. **Other goods** are items in the same boxes that do not belong to a specific order, such as spare sleeves from stock.

Click the order heading to jump to that order’s details.

A shipment that is still being packed shows no tracking and no boxes yet:

CNS-20260910-0012

Packing

Created

2026-09-10

Shipped

—

Boxes

—

—

ORDER 26302 — MISRA-044

Jacket (printed, gloss) #181212

x320

ORDER 26380 — CRK-118

12" stamper A #182030

x1

12" stamper B #182031

x1

Note: Print parts that a printer sends straight to your plant do not travel in a Mobineko consignment and will not appear here. They are still listed under the order’s print parts.

6. Links in Mobineko e-mails

Mobineko's pressing-order and parts-shipment e-mails contain links of the form

`suppliers.mobineko.com/?token=...&order=26302` or `...&consignment=37` . Opening one signs you in and opens that order or shipment directly. Once you are signed in, the shorter forms `/?order=26302` and `/?consignment=37` also work and can be bookmarked or shared with colleagues at your plant.

The token in a link identifies the account it was sent to. Mobineko can renew it at any time; when that happens older links stop working but nobody is signed out.

7. Questions and answers

An order I expect is not in the list. Check the **All** tab first: it is probably still pending. If it is not there either, Mobineko has not yet assigned it to your plant, or it has already moved to **Completed**. Ask your Mobineko contact and quote the catalogue number.

A part shows En route but the boxes arrived days ago. The portal changes a part to Received when Mobineko records the receipt. Until goods-received scanning is switched on at your plant, tell your Mobineko contact which shipment arrived and they will update it.

The label proof is missing. The customer has not approved artwork for that part yet. The part will still be listed; the proof appears once Mobineko has it.

I see Made at plant on stampers we did not make. The order has been set up for your plant to plate the lacquers. If that is wrong, tell Mobineko before the lacquers ship.

The page is in the wrong language. Use the language selector in the top bar. The choice is remembered for your account.

Something looks different from this manual. The manual reflects the September 2026 portal. Features added later are announced in the Mobineko e-mails.

8. Contact

For anything about an order, reply to the Mobineko e-mail that announced it, or write to plant@mobineko.com quoting the Mobineko order number and your plant name.

For portal access, new logins for colleagues or a replacement link, contact the Mobineko plant manager at the same address.