TIPQA Supplier Portal User Guide

QARBON
AEROSPACE

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Introduction

How to Use this Guide

Welcome to Qarbon's TIPQA Supplier Portal User Guide. The purpose of this guide is to provide suppliers with the functional know-how to use Qarbon's TIPQA software on a self-service basis. Please be aware that the terms "TIP" and "TIPQA" are used interchangeably. We typically will use TIP as a shorthand term.

The TIP Navigation section provides a high level overview of common TIP navigation techniques. You can quickly navigate to a specific section of the guide by clicking on the link in the Contents page. Within each section, you will find detailed step-by-step instructions to achieve the desired information.

Let's get started!

TIP Terminology Reference

TIP Terminology Reference

Below are some terms you will see referenced throughout this guide.

Software Tool	Explanation
TIP	TIP is a cloud-based software maintained by an outside vendor. Because we are using an outside provider, we do not have as much flexibility for enhancements and changes as we did with our previous Supplier portal, which was a Qarbon-created product.
Okta	Okta is the method where by which suppliers will access TIP. All suppliers are required to have okta credentials which are usually your email address and a password. Suppliers will receive an email with a link to okta, along with information about okta. You need to respond to the link in the email within seven days.
Single Sign On	Single-Sign On is a common term that means that you enter your password once, and then will have access to assigned applications. In the case of suppliers, your okta "**My Apps**" page will only include TIP, but at some point, may also include Costpoint.
Business Units	There are three business units within the TIP software. Some suppliers may have access to all three. **QAR** – Qarbon Business Unit **ROF** – Red Oak Business Unit **MVF** – Milledgeville Business Unit Some TIP functions require you to be in a specific business unit. The required business unit will be called out in the section as needed. Each supplier will be assigned a default business unit. Changing business units is described in the ***How to Change Business Unit*** section in this document.
Modules	TIP is divided into modules which are located along the left-hand side of the screen. Within a module you will find other supplier functions and activities.
Query tab	Most often, the ***Query*** tab is the tab at the far left-hand side of the TIP screen. It is used to search and locate information.
Listing tab	The ***Listing*** tab displays the results of your previous query. The ***Listing*** tab is in a grid format which you can customize. Please see the ***How to Customize a TIP Grid*** for more information. When you double-click on a ***Listing*** tab entry, you see the specific details about that line. For example, if your ***Listing*** tab displayed a list of purchase orders in a given time frame, you would double-click to view more details.

How to Login to TIP

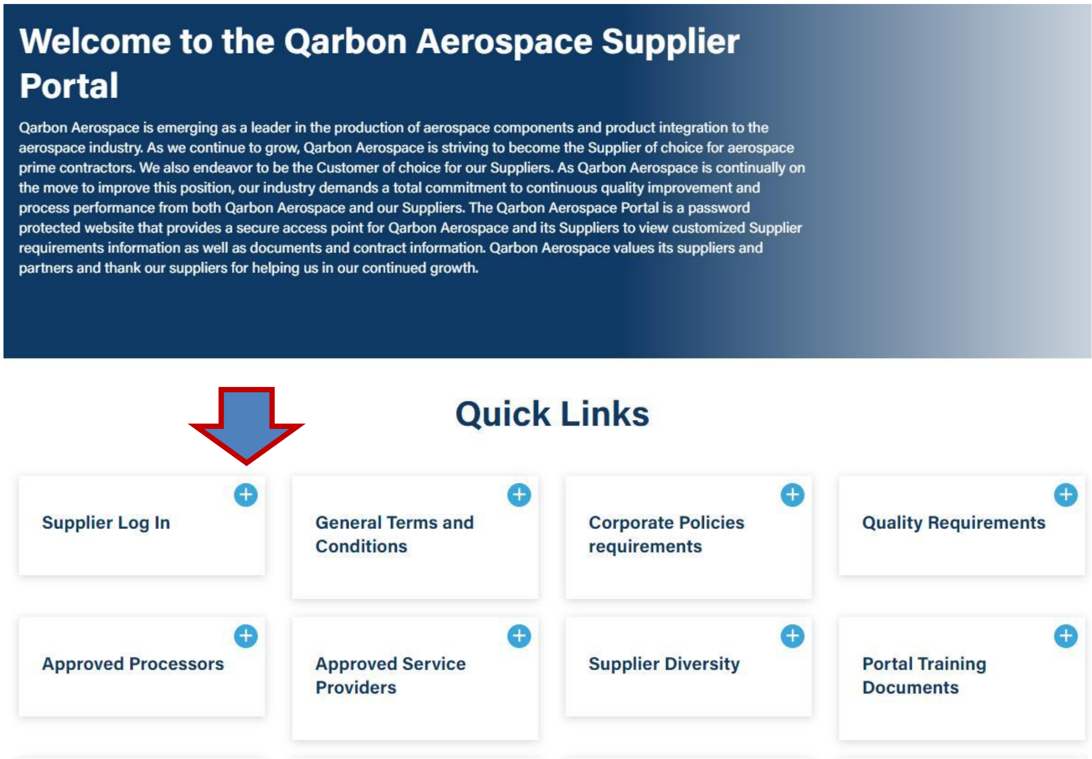
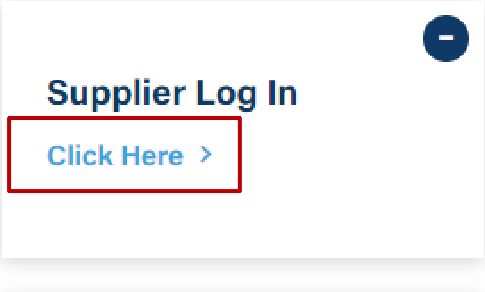
TIP Login Prerequisites

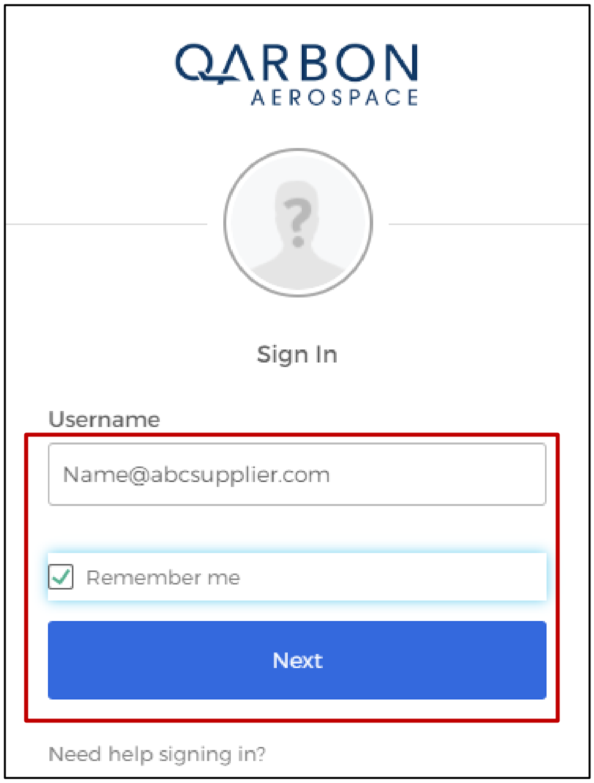
Because Qarbon is a government supplier, we have very stringent access and security requirements. To access TIP, you must have the following:

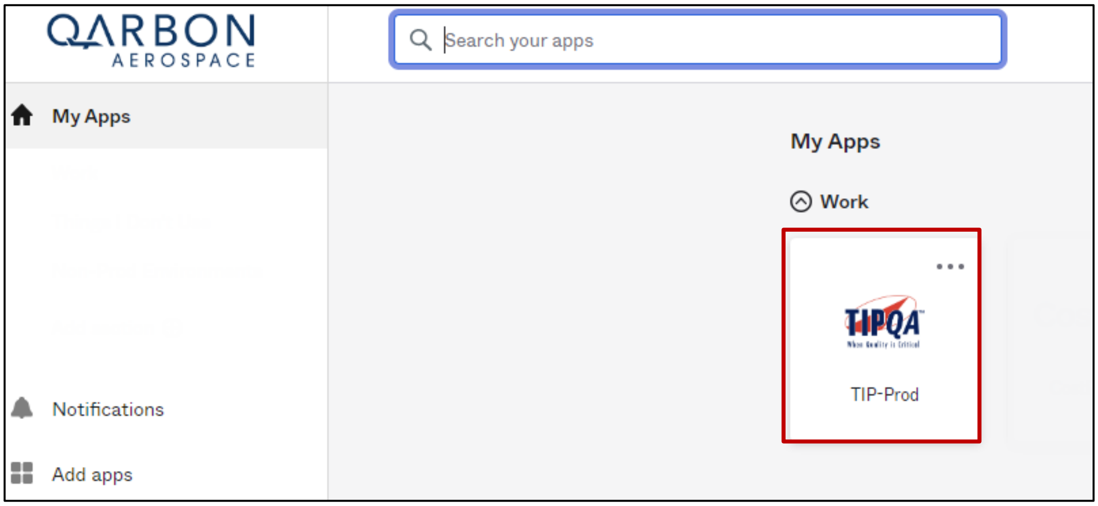
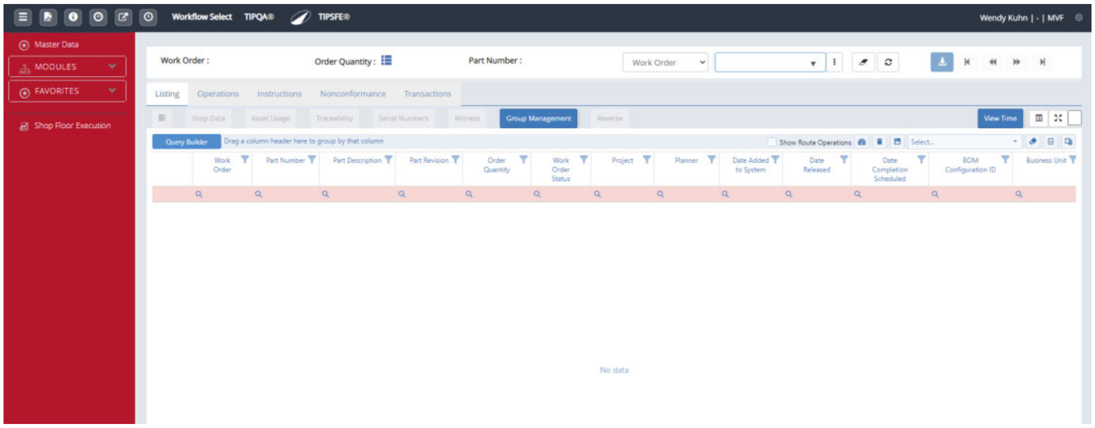
1. **Qarbon Supplier portal site**
    - [Qarbon Aerospace | Aerospace Composite Manufacturing]
2. **A Qarbon-provided Okta username and link**
    - Okta Username: Your Email Address
    - Okta Password: You will be provided an email with instructions on how to setup your okta account and create your password.
    - The okta Welcome email will come from an okta.com email address.
3. **TIP Supplier Profile**
    - TIP Supplier accounts are created by Qarbon's application team. Because we use single-sign on, there is no additional password (other than okta) on your TIP Supplier Portal account.
    - Exception: If your okta email account changes, we will need to change your TIP Supplier profile simultaneously.

How to Login to TIP

The instructions below provide you with step by step instructions on how to login to TIP.

Step by Step Instructions – Login to TIP Supplier Portal		
1.	Open your browser (Chrome or Edge) and navigate to the site: qarbonaerospace.com.	
2.	Click the **Qarbon Supplier Portal** link located in the upper right-hand side of the screen.	
3.	Click the blue **+** sign next to **Supplier Log In** located in the **Quick Links** section.  **Welcome to the Qarbon Aerospace Supplier Portal** Qarbon Aerospace is emerging as a leader in the production of aerospace components and product integration to the aerospace industry. As we continue to grow, Qarbon Aerospace is striving to become the Supplier of choice for aerospace prime contractors. We also endeavor to be the Customer of choice for our Suppliers. As Qarbon Aerospace is continually on the move to improve this position, our industry demands a total commitment to continuous quality improvement and process performance from both Qarbon Aerospace and our Suppliers. The Qarbon Aerospace Portal is a password protected website that provides a secure access point for Qarbon Aerospace and its Suppliers to view customized Supplier requirements information as well as documents and contract information. Qarbon Aerospace values its suppliers and partners and thank our suppliers for helping us in our continued growth. **Quick Links** Supplier Log In ⊕ General Terms and Conditions ⊕ Corporate Policies requirements ⊕ Quality Requirements ⊕ Approved Processors ⊕ Approved Service Providers ⊕ Supplier Diversity ⊕ Portal Training Documents ⊕	
4.	Click **Click Here >**.	

5.	Type your email address in the **Username** field. Click the **Remember me** checkbox so that you don't have to re-enter. Click **Next**.	 Name@abcsupplier.com
6.	Type your initial password in the **Enter password** field and then click **Sign in**.	 ••••••••••••••••

7.	You are now at the Qarbon **My Apps** portal. Click the icon with the **TIPQA** logo. It should look similar to the screen below. 
8.	The TIP screen appears. It will look something like the screen below. 
9.	*Congratulations! You now know how to login to the TIP Supplier Portal.*

TIPQA Navigation

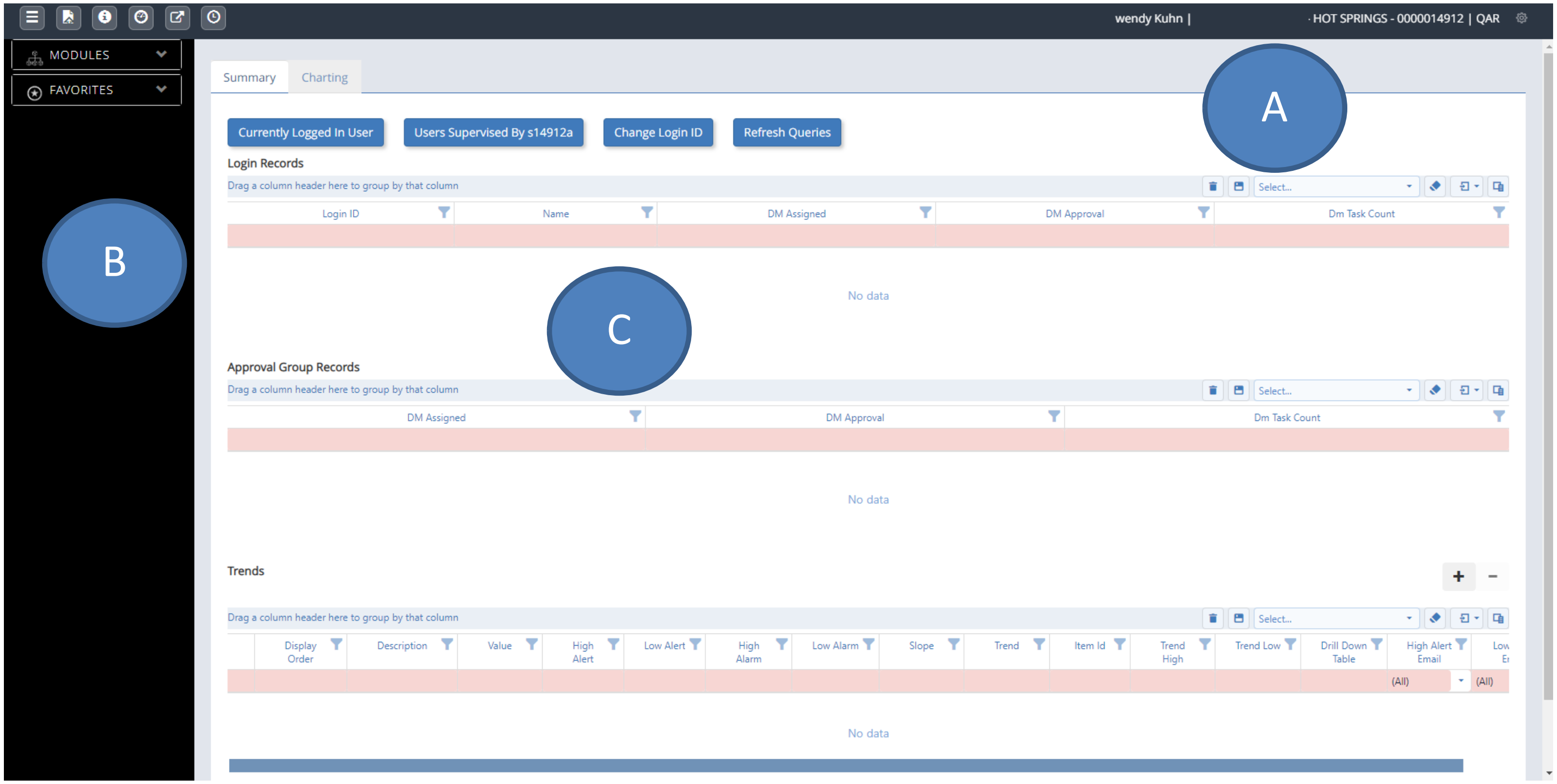
TIP Main Page Overview

The graphic below points out some key areas on the initial TIP page.

A – Your name, your company, the current business unit, and the **Settings** button (looks like a gear).

B – **MODULES** pane – This is where the sub processes will be. You will click the appropriate module to execute an activity.

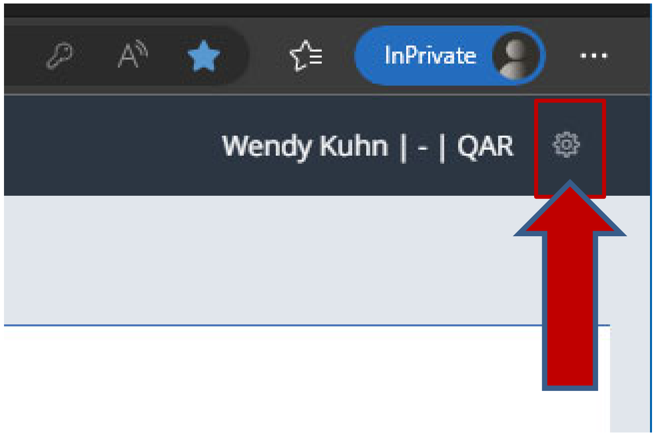
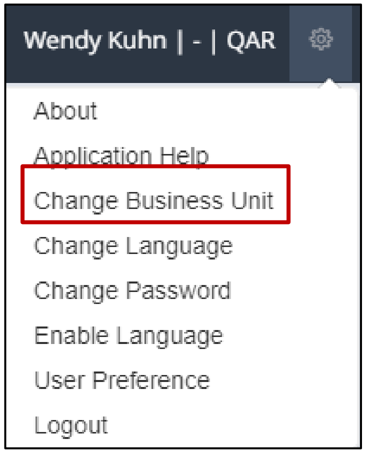
C – Main work area – This will change depending on which MODULE you have clicked. The view below is displaying the dashboard. If there are any activities assigned to you (for example, a Nonconformance) it will appear on the dashboard.



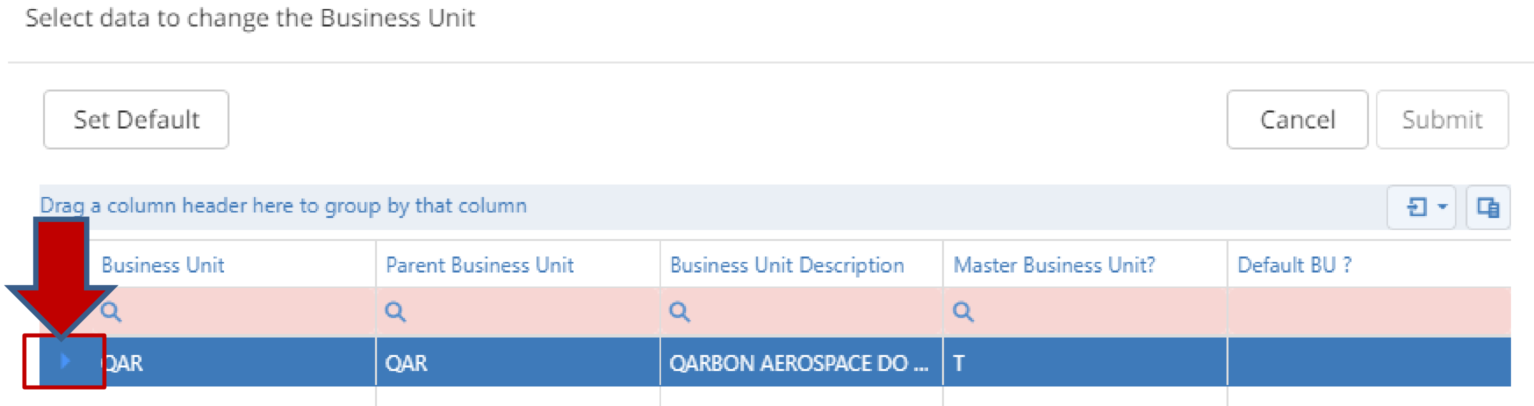
How to Change Business Unit

We will setup your default Qarbon business unit as QAR. This setting allows you to view documents from both the Red Oak (ROF) and Milledgeville (MVF) business units.

However, if you need to change business unit (as referenced for some processes), here are the instructions on how to change business unit.

Step by Step Instructions – How to Change Business Unit		
1.	The three-letter code (**QAR** in our example) lets you know which business unit you are in. Click the **Settings** button, which is in the upper right-hand corner of the TIP screen next to your name. Note: This example demonstrates changing from QAR to ROF, but the other options are similar.	
2.	Click **Change Business Unit**.	

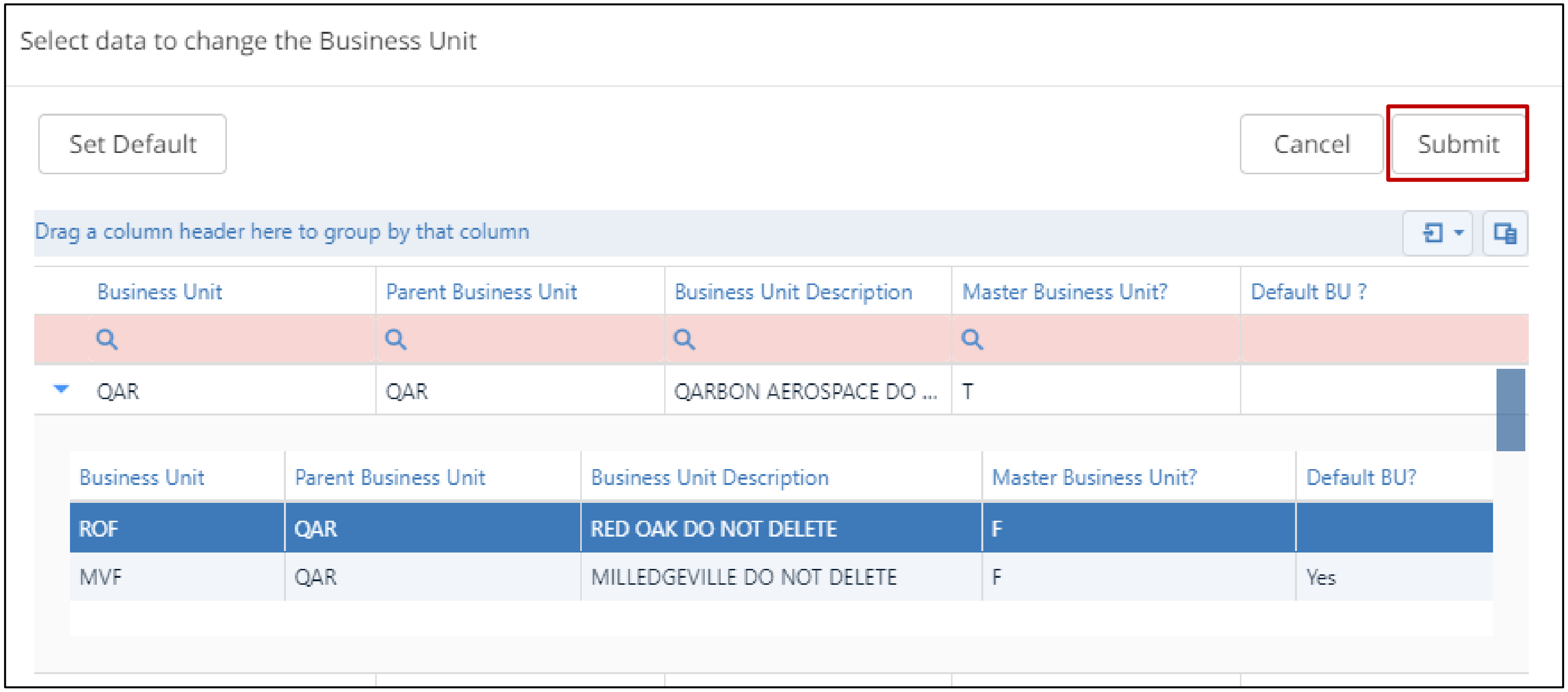
3. Click the small arrow next to QAR.



Select data to change the Business Unit

Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU ?
QAR	QAR	QARBON AEROSPACE DO ...	T	

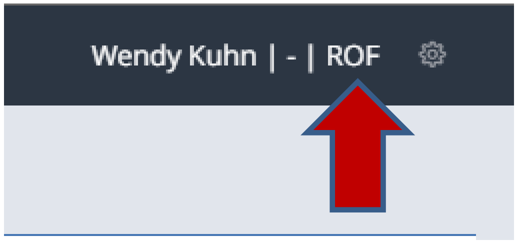
4. Click the desired **Business Unit** (ROF in this example) and then click **Submit**.



Select data to change the Business Unit

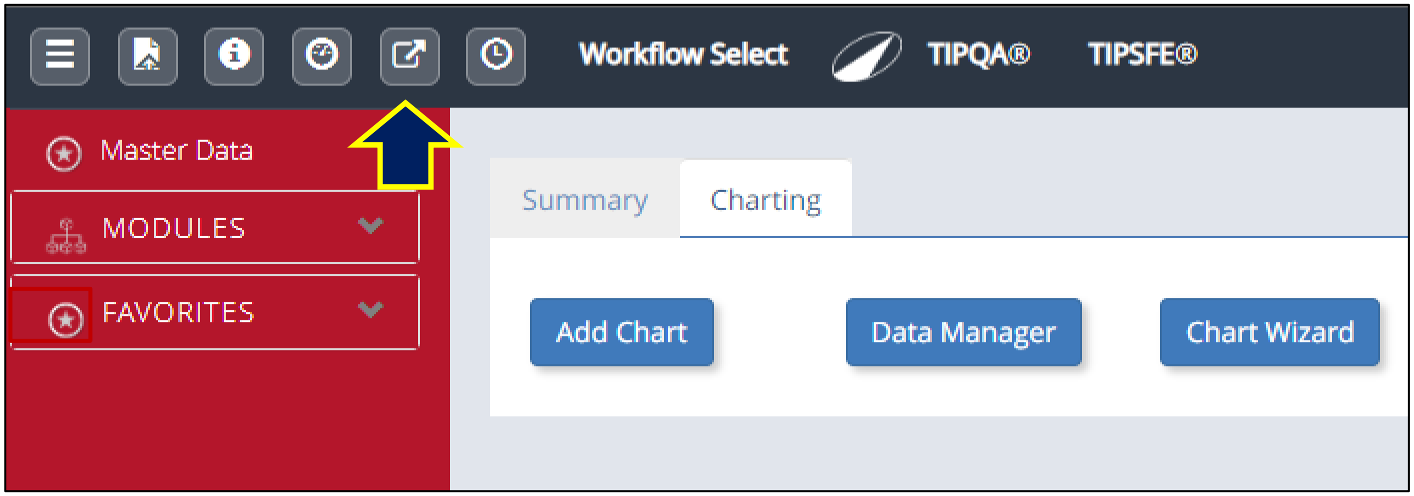
Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU ?
QAR	QAR	QARBON AEROSPACE DO ...	T	

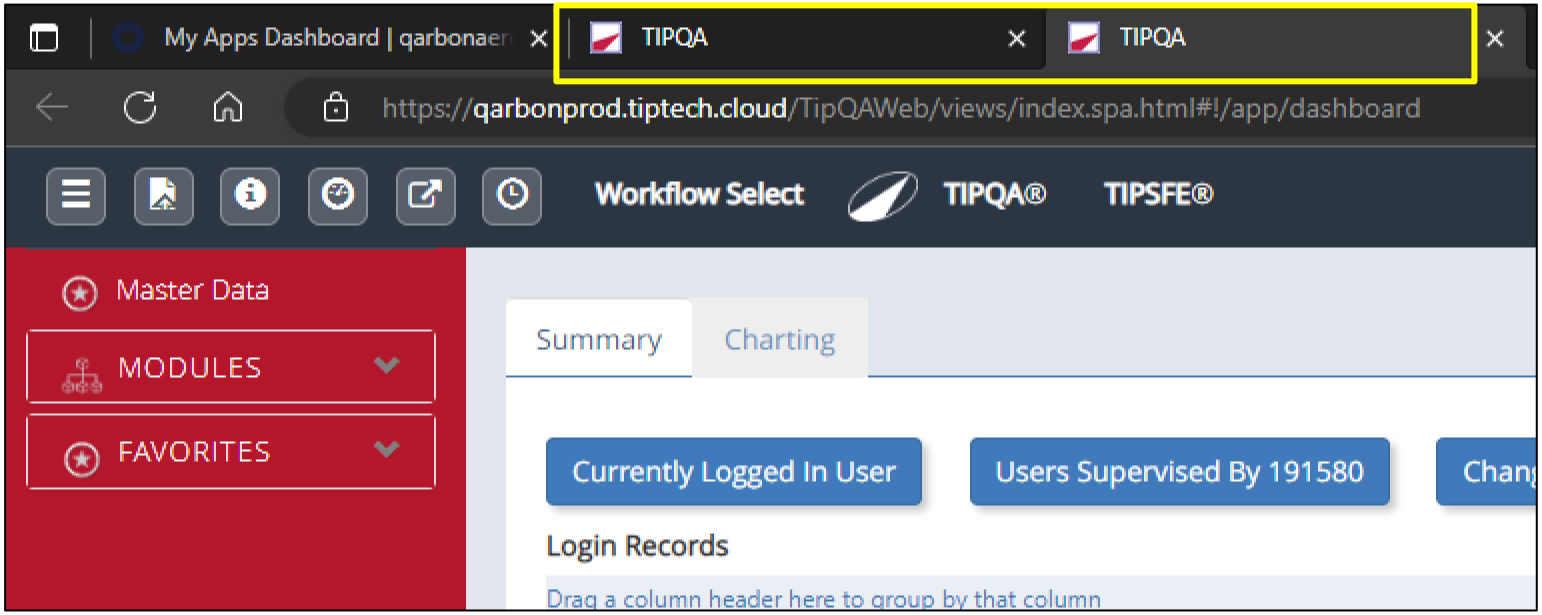
Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU?
ROF	QAR	RED OAK DO NOT DELETE	F	
MVF	QAR	MILLEDGEVILLE DO NOT DELETE	F	Yes

<table>
<tr><td>5.</td><td>There may be a brief delay, but the screen will change and you will now see the current business unit (ROF in this example) next to your name.</td><td> </td></tr>
<tr><td>6.</td><td colspan="2"><i>Congratulations! You now know how to change to a different business unit in TIP!</i></td></tr>
</table>

Open Second TIP Window

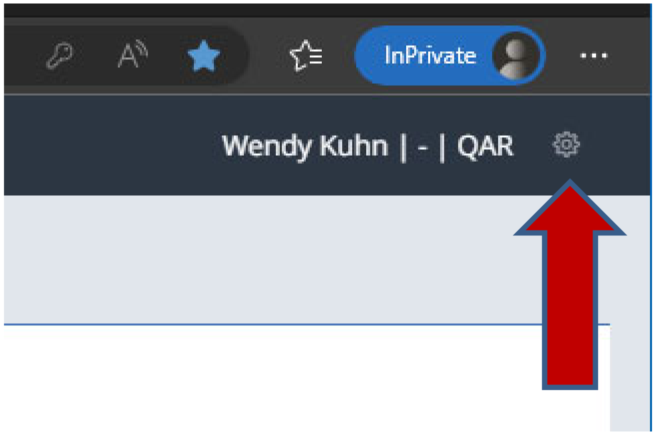
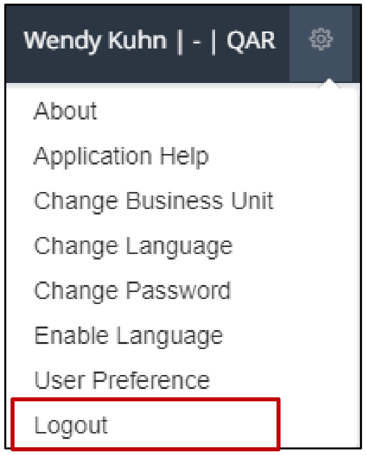
You can have multiple TIP windows open at one time. Warning: Once you have opened two or more TIP windows, do not close either of them. If you close one window and leave the other window open, you will be logged out of TIP.

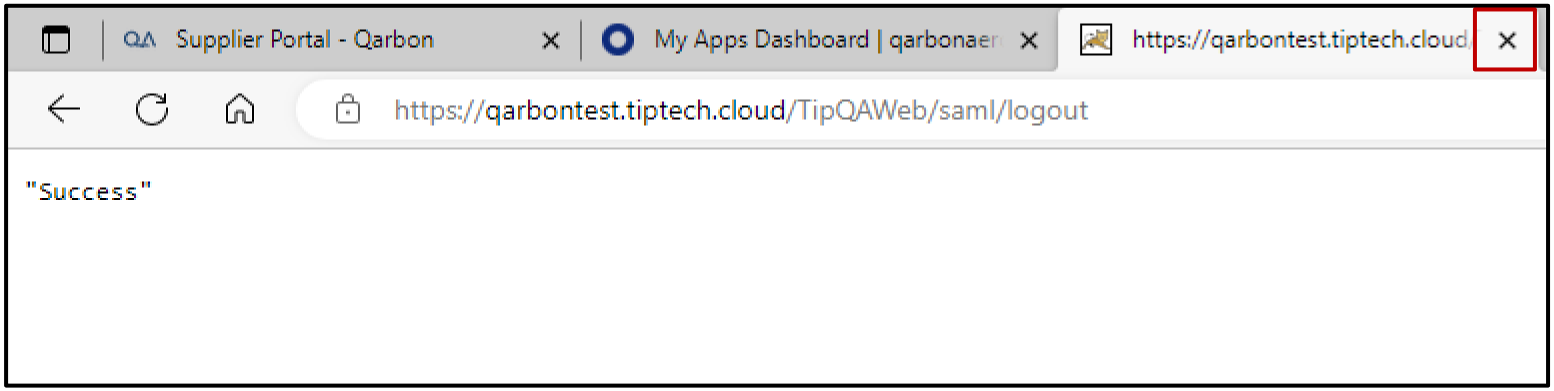
<table>
<tr><th colspan="2">Step by Step Instructions – Open Second TIP Window</th></tr>
<tr><td>1.</td><td>To open a second TIP window, navigate to the upper left-hand side of the screen. Click the Open TIPQA in new tab button.
 </td></tr>
</table>

2.	Your browser will open up a new tab. You can now click back and forth between the two TIP sessions. 
3.	*Congratulations! You now know how to open TIP in two windows!*

Logout

TIP will auto log you out after 2 hours of inactivity. If you close the TIP browser tab, you will be signed out and returned to the okta screen. Click the TIP Prod app to re-launch.

<table>
<tr><th colspan="3">Step by Step Instructions – How to Log out of TIP</th></tr>
<tr><td>1.</td><td>In some scenarios, it will be necessary to log off TIP. To do so, click the Settings button.</td><td> </td></tr>
<tr><td>2.</td><td>Click Logout</td><td> </td></tr>
</table>

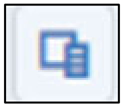
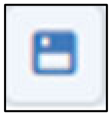
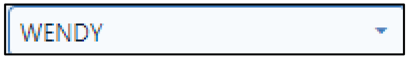
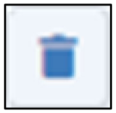
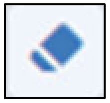
3.	The “**Success**” screen appears upon a successful TIP Logout. You can simply close the browser tab.  https://qarbontest.tiptech.cloud/TipQAWeb/saml/logout "Success"
4.	*Congratulations! You now know how to logout of TIP!*

Grid Settings

This section shows you how to configure your TIP grids to provide you with the most efficient use of space on the screen and to avoid scrolling right and left. This will help you prioritize so that the information you need most appears in the center of the screen.

Grid Icons

Before we begin, it is a good idea to identify the icons that appear throughout all TIP grids. These icons are not always in the same place but should be nearby.

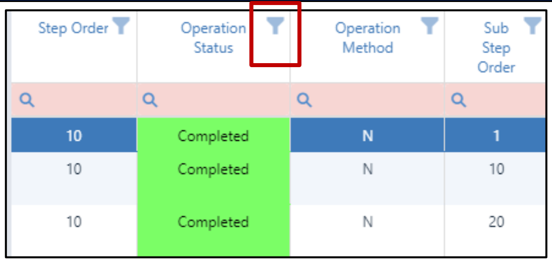
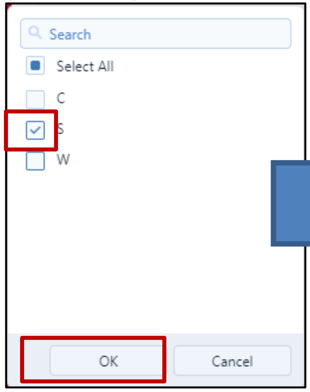
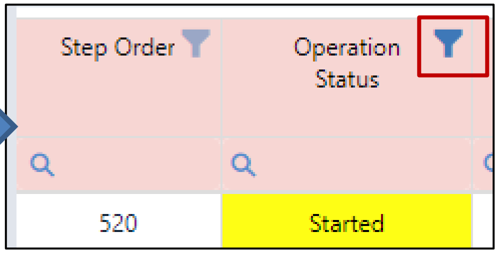
Icon	Name and Function
	**Column Chooser** – This button lists out all the column headings in the grid. You can uncheck column names that you do not wish to see on the grid. You can also drag and drop to re-order the columns from left to right.
	**Save Grid Configuration** – Once you have organized your grid how you want it, you click this button to save your settings. You will be prompted to give your grid a name.
 WENDY	Any saved grid configurations appear in the area to the right of the **Save Grid Configuration** button. If there are no saved grids, the field appears blank, but has a small down arrow.
	**Delete Grid Configuration** – This will delete the current grid configuration. Use with care. Note: Public grids are not eligible to be deleted.
	**Export all data to Excel** – Creates an Excel file of your current data in the grid. The Excel file goes to the **Downloads** directory on your PC.
	**Clear filters** – This is a handy button to use to clear any filters you might have turned on within the grid.

Filter Grid

Once you have a data display, you have various options to work with the data. Filtering is very handy, particularly if your grid contains a lot of lines. You have two options:

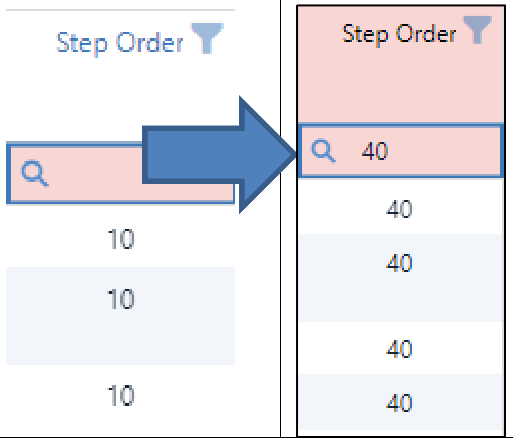
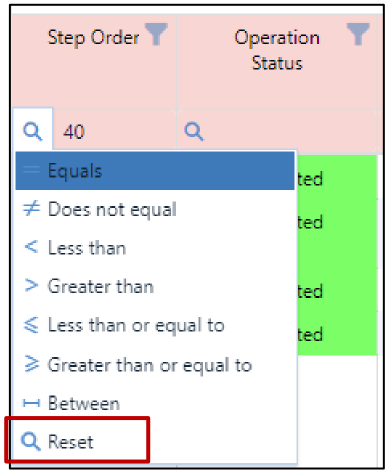
1. Standard Filter
2. Character Filter (letters or number)

Standard Filter

<table>
<tr><th colspan="3">Step by Step Instructions – How to use Standard Filter</th></tr>
<tr><td>1.</td><td>Click the filter icon next to the column you wish to filter.</td><td>
<table>
<tr><th>Step Order</th><th>Operation Status</th><th>Operation Method</th><th>Sub Step Order</th></tr>
<tr><td>10</td><td>Completed</td><td>N</td><td>1</td></tr>
<tr><td>10</td><td>Completed</td><td>N</td><td>10</td></tr>
<tr><td>10</td><td>Completed</td><td>N</td><td>20</td></tr>
</table></td></tr>
<tr><td>2.</td><td>A list of choices appears. Click one (or many) and then click Ok.
 </td><td>The list is filtered. Notice that the filter button appears in bold to indicate an active filter.

<table>
<tr><th>Step Order</th><th>Operation Status</th></tr>
<tr><td>520</td><td>Started</td></tr>
</table></td></tr>
<tr><td>3.</td><td colspan="2">Congratulations! You now know how to filter a column in TIP!</td></tr>
</table>

Character Filter

You can also filter a column by using text or numbers. Above the data in the grid, but below the column heading is a salmon-pink area. This area can be used to filter data what is known. Be sure to use the Reset button after locating your data, as these filters will carry over into other TIP screens.

Step by Step Instructions – How to use a Character Filter		
1.	Position your cursor in the salmon-pink area of the grid (below the column heading where you want to filter data.) Type the data in the field. In our example, we only want to view Step Order 40s. As soon as you type the character, the filter will activate.	
2.	There are a variety of different filters within the Search button. When finished viewing the data in the filter, be sure to click Reset to clear your character filter. To do so, click the magnifying glass and then click **Reset**. This is important, because your character filters "hold" and will appear in other TIP grids.	
3.	Congratulations! You now know how to filter by using text or numbers!	

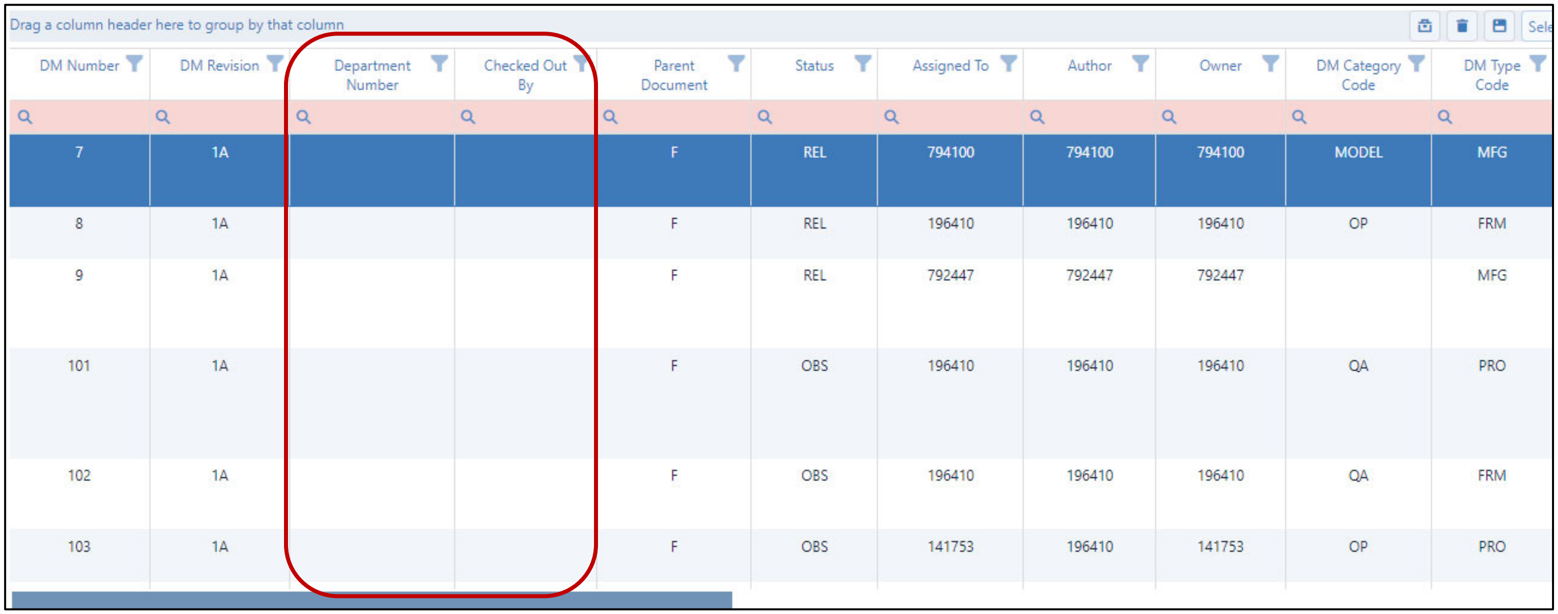
Customize a TIP Grid

One of the most useful features in the TIP grid is to add, move or delete column headings. Within the TIP database, there are many fields that “we are not using”, so they remain blank. By customizing the TIP grid, you can move into view the columns and fields that are most important to you. Customizing helps to lessen the amount of scrolling right or left needed.

Step by Step Instructions – How to Customize a TIP Grid

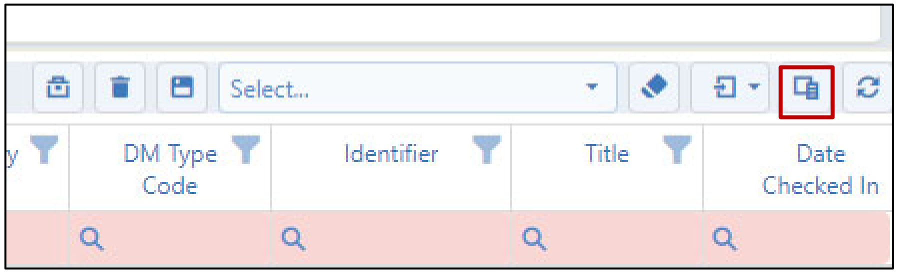
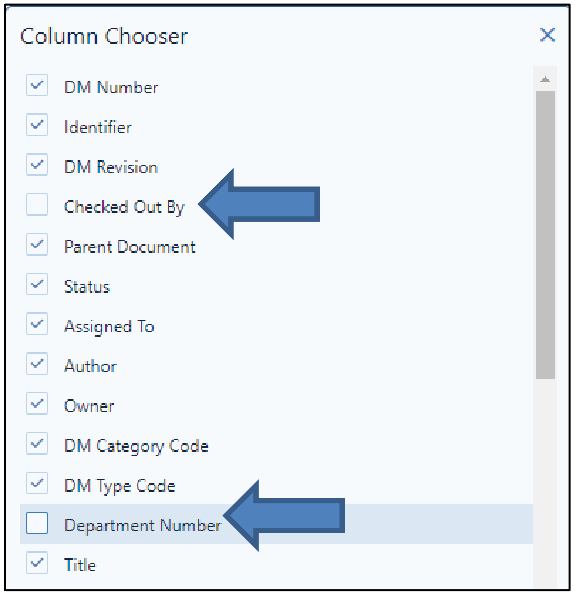
1. In this example, we will demonstrate a few of the most common ways to customize your grid. Please be aware there are many, many options.

   Here we have a TIP grid with two columns, **Department Number** and **Checked Out By** that do not apply to us. We will hide these two fields.



Drag a column header here to group by that column

DM Number	DM Revision	Department Number	Checked Out By	Parent Document	Status	Assigned To	Author	Owner	DM Category Code	DM Type Code
7	1A			F	REL	794100	794100	794100	MODEL	MFG
8	1A			F	REL	196410	196410	196410	OP	FRM
9	1A			F	REL	792447	792447	792447		MFG
101	1A			F	OBS	196410	196410	196410	QA	PRO
102	1A			F	OBS	196410	196410	196410	QA	FRM
103	1A			F	OBS	141753	196410	141753	OP	PRO

2.	Click the **Column Chooser** icon. **Note:** Remember the table at the top of this section showed bigger pictures of these icons.	
3.	Deselect the items that you wish to "hide" from the grid. In this example, we unchecked **Department Number** and **Checked Out By**. As soon as you uncheck these column headings, they no longer display on the grid. They are "hidden." Click the **X** to close the **Column Chooser** pop up.	 Column Chooser ☑ DM Number ☑ Identifier ☑ DM Revision ☐ Checked Out By ☑ Parent Document ☑ Status ☑ Assigned To ☑ Author ☑ Owner ☑ DM Category Code ☑ DM Type Code ☐ Department Number ☑ Title

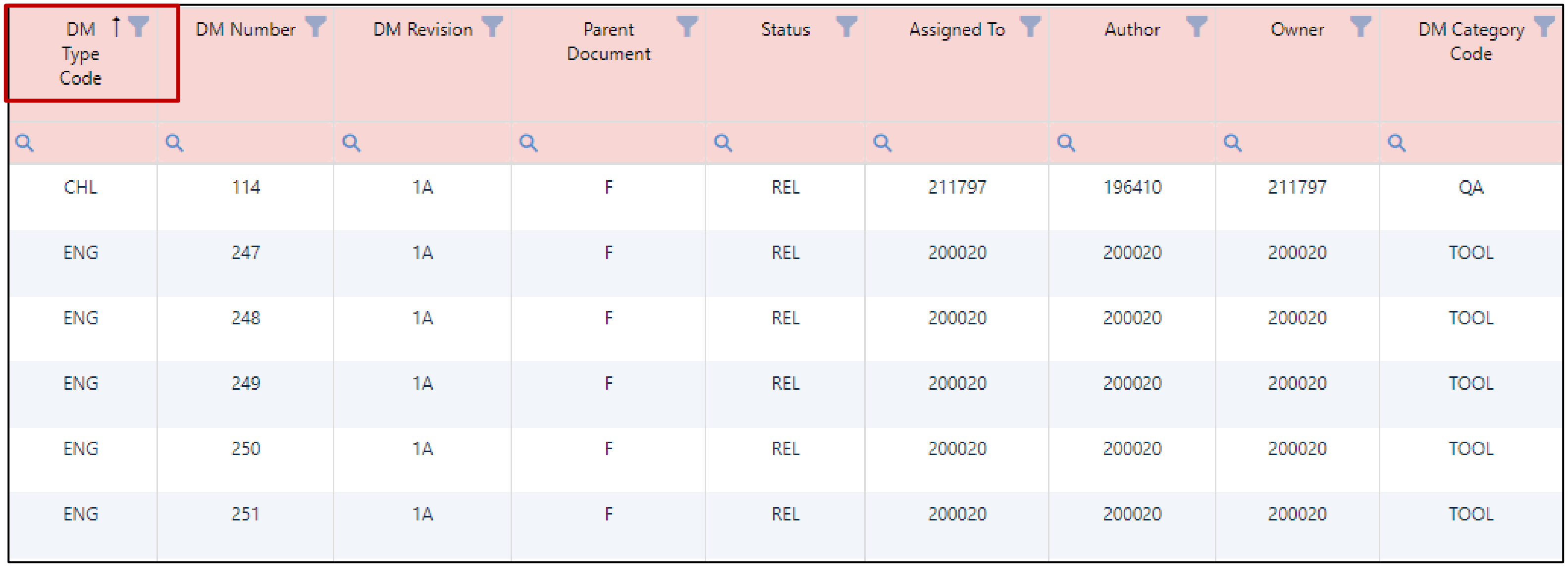
4.

Here is our revised grid so far with this change. We now decided that we would like the field, **DM Type Code** to be at the far left-hand side of the screen, so that it is in the first position. You can click, drag and drop this column into its new position. (You can also move in **Column Chooser** if that is easier.)

DM Number	DM Revision	Parent Document	Status	Assigned To	Author	Owner	DM Category Code	DM Type Code
7	1A	F	REL	794100	794100	794100	MODEL	MFG
8	1A	F	REL	196410	196410	196410	OP	FRM
9	1A	F	REL	792447	792447	792447		MFG
101	1A	F	OBS	196410	196410	196410	QA	PRO
102	1A	F	OBS	196410	196410	196410	QA	FRM
103	1A	F	OBS	141753	196410	141753	OP	PRO

5.

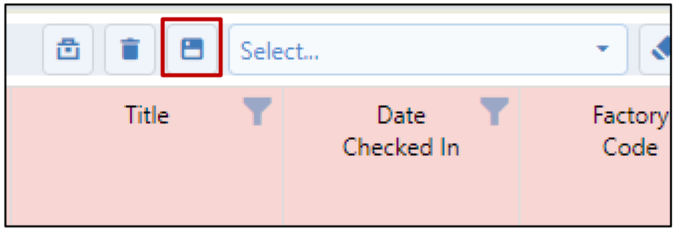
Now the field **DM Type Code** is at the far left-hand side of the grid. For our final change, we would like to always sort by **DM Type Code** so that they are in alphabetical order. To achieve this simply click on the column heading (in this example, **DM Type Code**) so that arrow points upwards.

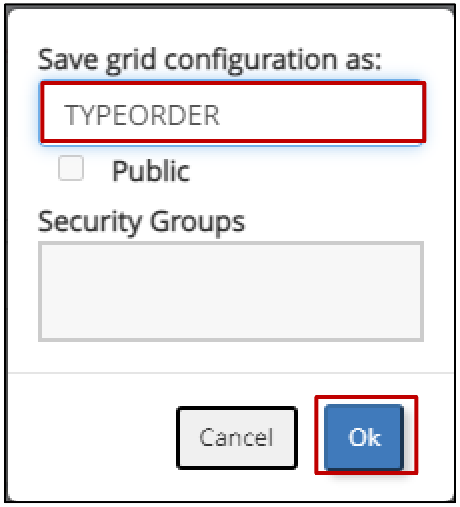
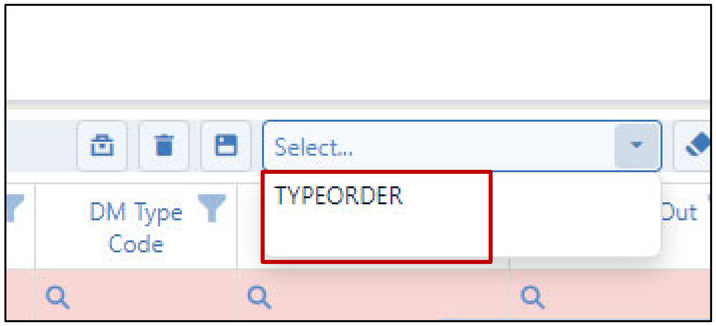


DM ↑ Type Code	DM Number	DM Revision	Parent Document	Status	Assigned To	Author	Owner	DM Category Code
CHL	114	1A	F	REL	211797	196410	211797	QA
ENG	247	1A	F	REL	200020	200020	200020	TOOL
ENG	248	1A	F	REL	200020	200020	200020	TOOL
ENG	249	1A	F	REL	200020	200020	200020	TOOL
ENG	250	1A	F	REL	200020	200020	200020	TOOL
ENG	251	1A	F	REL	200020	200020	200020	TOOL

6.

Once all your changes have been made, you need to save your grid. Click **Save Grid Configuration**.



7.	Provide a name for your grid layout and then click **Ok**.	 Save grid configuration as: TYPEORDER ☐ Public Security Groups
8.	The next time you execute a query that produces a **List**, you can retrieve your saved layout by clicking the drop down next to **Select…** and clicking it. Note: Only public grid layouts default.	
9.	Congratulations! You now know how to change your grid layout and save your settings!	

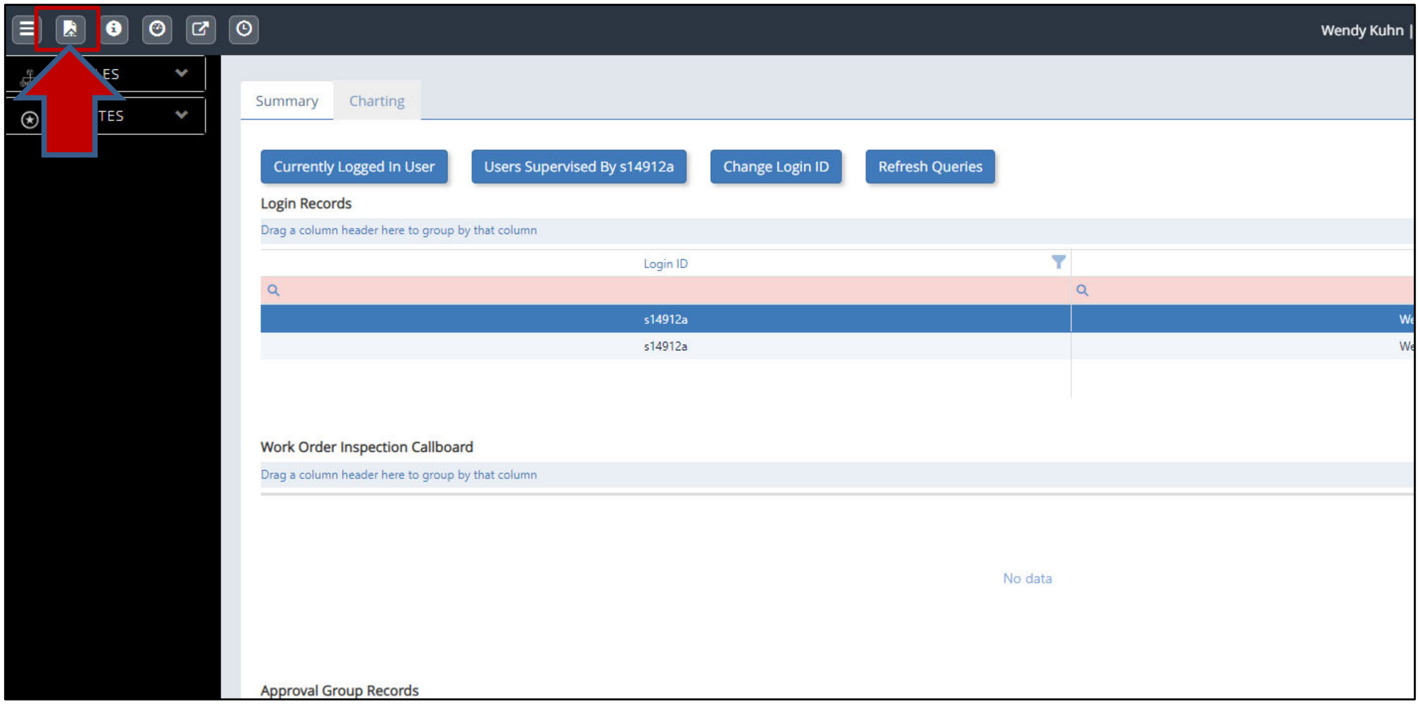
Document Viewer

The Document Viewer provides suppliers with the ability to view specifications, engineering drawings, procedures and other documents needed. A Qarbon employee with the appropriate Security rights will assign documents to your company's Supplier code for you to view.

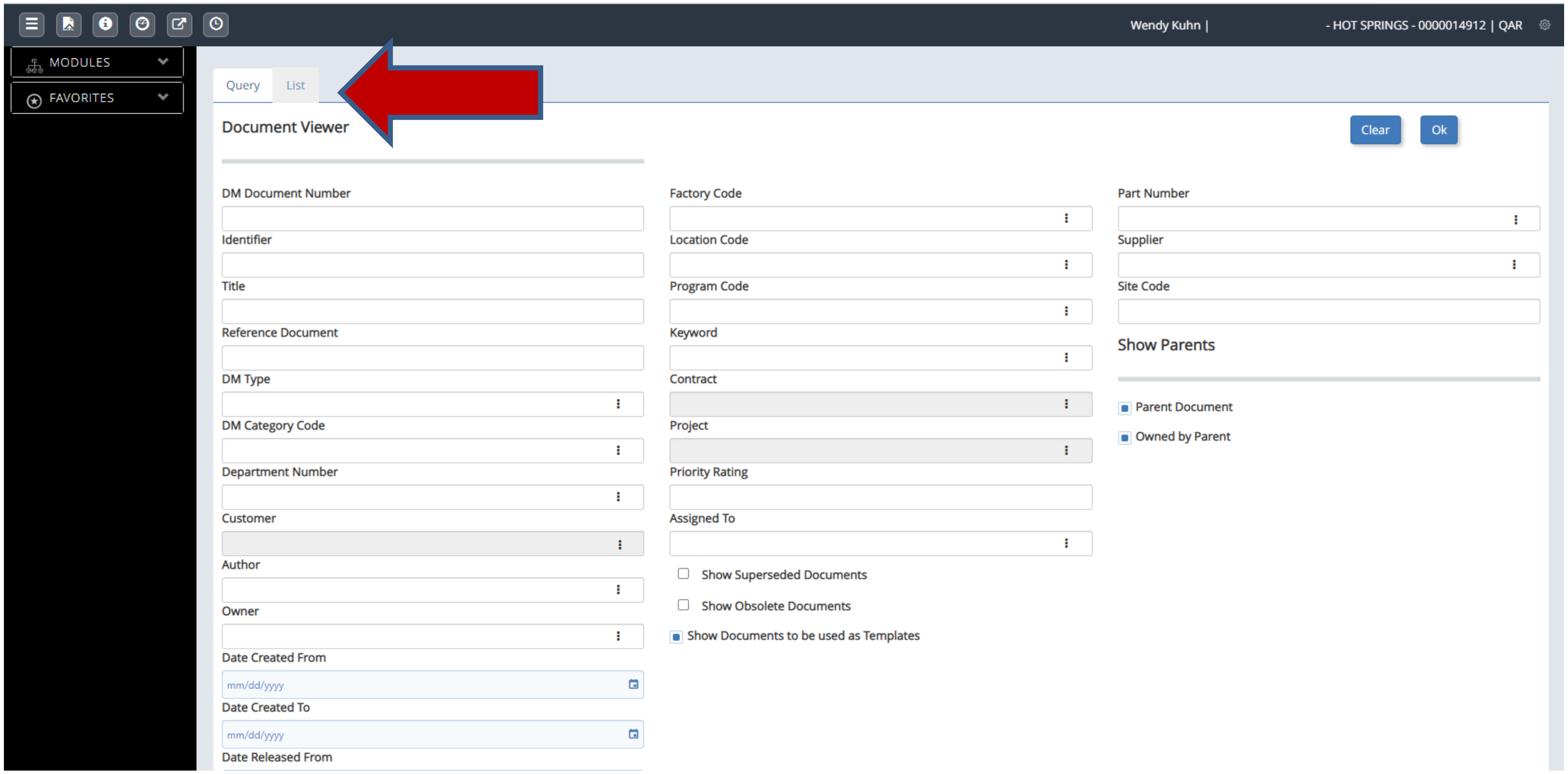
For Document Viewer, you can be in the QAR, MVF or ROF business unit.

Step by Step Instructions – How to Locate Documents through Document Viewer

1. From any TIP screen, click the **Document Viewer** button from the upper left-hand row of buttons. In our example, we are starting from the Supplier dashboard.



2. The **Document Viewer>*Query*** tab opens. Notice there are only two tabs: ***Query*** and ***List***. As you can see, there are a number of fields from which to search.



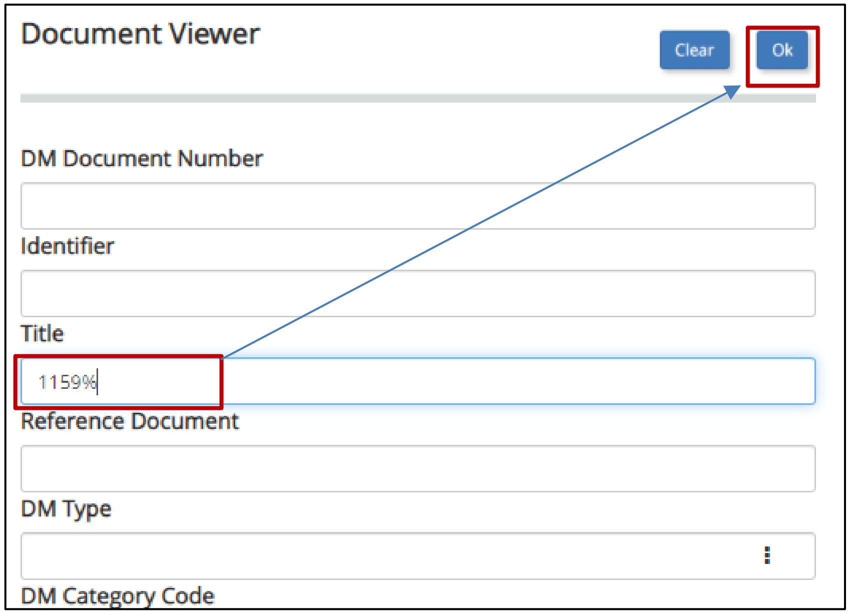
3.

You now need to select something to search by. In our example, we know that the **Title** begins with 1159, but do not remember the rest of the **Title**.

We can use the wildcard (%) and type **1159%** in the **Title** field. This will trigger TIP to search through any documents assigned to my supplier code whose **Title** begins with 1159.

So, type **1159%** in the **Title** field and then press **Ok**.

Note: The **Ok** button is at the far right side of the screen, but we have moved it over for demonstration purposes.



Document Viewer

DM Document Number

Identifier

Title: 1159%

Reference Document

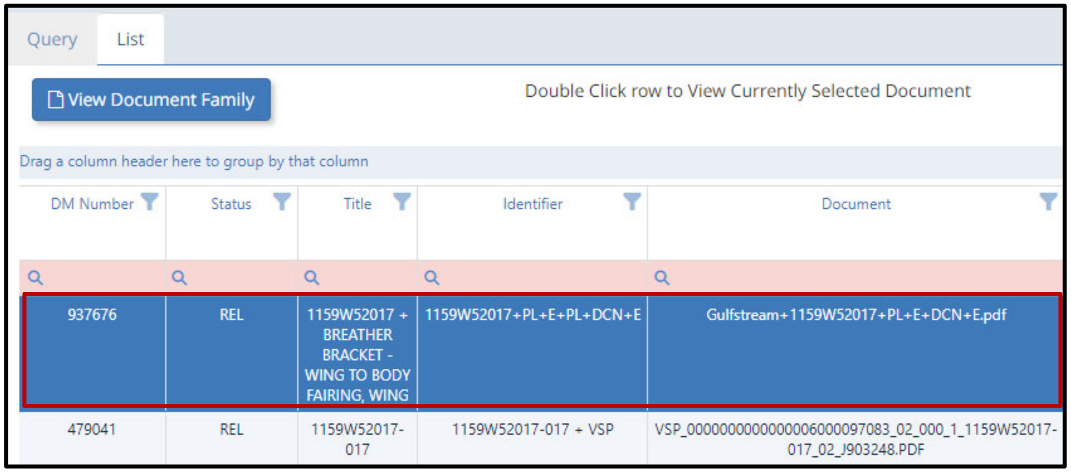
DM Type

DM Category Code

4.

TIP returned two documents meeting the entered criteria. Notice that the ***List*** tab is now the active tab.

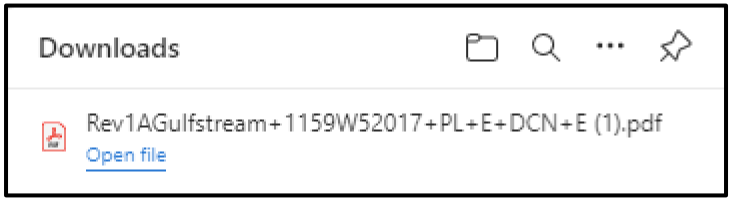
Simply double-click the selected row to view the document. (It even says so on the screen!)



Double Click row to View Currently Selected Document

Drag a column header here to group by that column

DM Number	Status	Title	Identifier	Document
937676	REL	1159W52017 + BREATHER BRACKET - WING TO BODY FAIRING, WING	1159W52017+PL+E+PL+DCN+E	Gulfstream+1159W52017+PL+E+DCN+E.pdf
479041	REL	1159W52017-017	1159W52017-017 + VSP	VSP_00000000000000006000097083_02_000_1_1159W52017-017_02_J903248.PDF

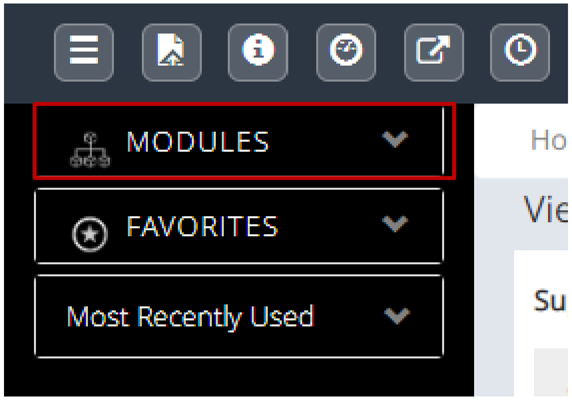
5.	The TIP default is for the document to be downloaded to your computer's **Downloads** directory. You will see this at the top part of the screen. There is also a hyperlink within the ***Downloads*** window that says **Open file**. This will let you view the document immediately, however it has also been saved to your Windows **Downloads** folder.	 Rev1AGulfstream+1159W52017+PL+E+DCN+E (1).pdf
6.	*Congratulations! You now know how to locate a document using Document Viewer.*	

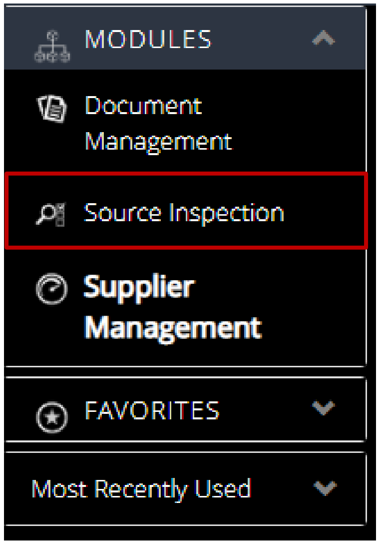
Source Inspection (View Purchase Order Information)

Purchase Order information is accessed from the **Source Inspection** module. Be sure that you are in the QAR business unit. Some of the more frequent activities in this module include:

- View Purchase Order Line Items status
- View Purchase Order Details
- View Shipment Information

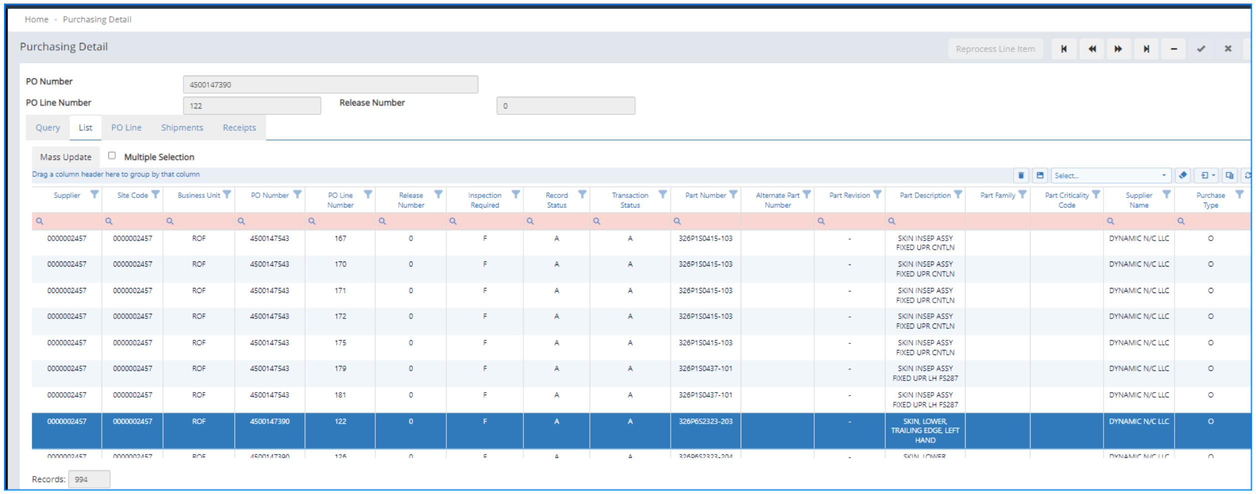
Please review below for step-by-step instructions on viewing purchase order information in TIP.

Step by Step Instructions – View Purchase Order Information		
1.	From the ROF or MVF business unit, click the **MODULES** down arrow.	

2.	Click **Source Inspection**.	
3.	Enter the purchase order number Query screen and click Find. **Source Inspection not working for my supplier code.** <Insert Screen Capture>	

4.

A list of potential matches appears. In this example, we are viewing one purchase order with multiple lines. Double-click on the line item to view the detailed information for one purchase order line item.



PO Number 4500147390

PO Line Number 122

Release Number 0

☐ Multiple Selection

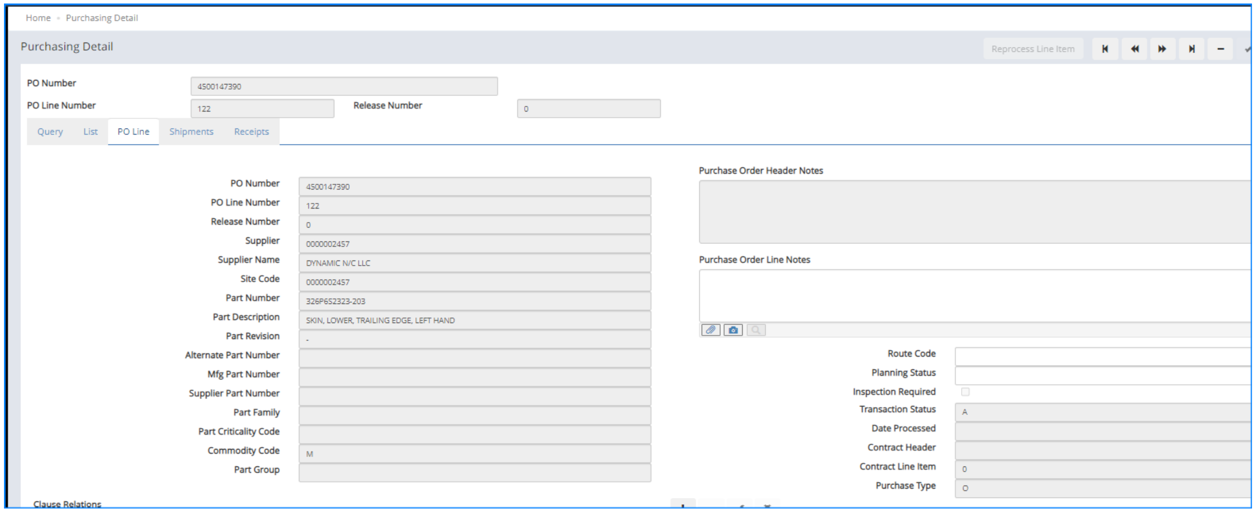
Drag a column header here to group by that column

Supplier	Site Code	Business Unit	PO Number	PO Line Number	Release Number	Inspection Required	Record Status	Transaction Status	Part Number	Alternate Part Number	Part Revision	Part Description	Part Family	Part Criticality Code	Supplier Name	Purchase Type
0000002457	0000002457	ROF	4500147543	167	0	F	A	A	326P1S0415-103		-	SKIN INSEP ASSY FIXED UPR CNTLN			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147543	170	0	F	A	A	326P1S0415-103		-	SKIN INSEP ASSY FIXED UPR CNTLN			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147543	171	0	F	A	A	326P1S0415-103		-	SKIN INSEP ASSY FIXED UPR CNTLN			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147543	172	0	F	A	A	326P1S0415-103		-	SKIN INSEP ASSY FIXED UPR CNTLN			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147543	175	0	F	A	A	326P1S0415-103		-	SKIN INSEP ASSY FIXED UPR CNTLN			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147543	179	0	F	A	A	326P1S0437-101		-	SKIN INSEP ASSY FIXED UPR LH FS287			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147543	181	0	F	A	A	326P1S0437-101		-	SKIN INSEP ASSY FIXED UPR LH FS287			DYNAMIC N/C LLC	O
0000002457	0000002457	ROF	4500147390	122	0	F	A	A	326P6S2323-203		-	SKIN, LOWER, TRAILING EDGE, LEFT HAND			DYNAMIC N/C LLC	O

Records: 994

5.

Click the ***PO Line*** tab to view purchase order line detail.



PO Number 4500147390

PO Line Number 122

Release Number 0

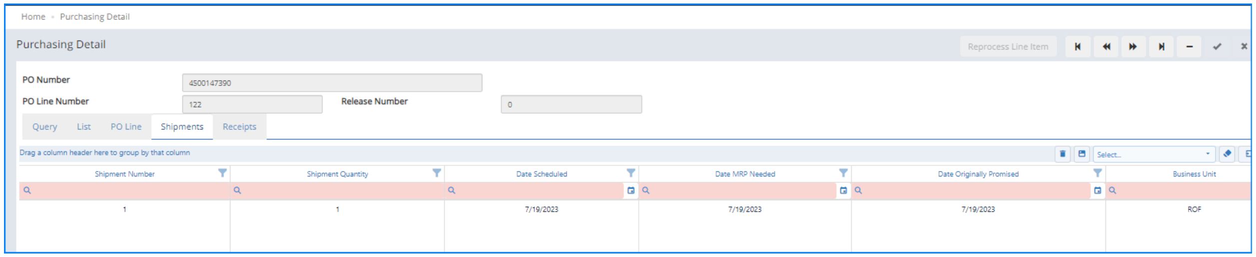
PO Number	4500147390
PO Line Number	122
Release Number	0
Supplier	0000002457
Supplier Name	DYNAMIC N/C LLC
Site Code	0000002457
Part Number	326P6S2323-203
Part Description	SKIN, LOWER, TRAILING EDGE, LEFT HAND
Part Revision	-
Alternate Part Number	
Mfg Part Number	
Supplier Part Number	
Part Family	
Part Criticality Code	
Commodity Code	M
Part Group	

Purchase Order Header Notes

Purchase Order Line Notes

Route Code	
Planning Status	
Inspection Required	☐
Transaction Status	A
Date Processed	
Contract Header	
Contract Line Item	0
Purchase Type	O

6. Click the ***Shipments*** tab to view required quantity, date scheduled and site (business unit)



PO Number: 4500147390

PO Line Number: 122

Release Number: 0

Shipment Number	Shipment Quantity	Date Scheduled	Date MRP Needed	Date Originally Promised	Business Unit
1	1	7/19/2023	7/19/2023	7/19/2023	ROF

7. *Congratulations! You now know how to use the Source Inspection module to view Purchase Order information!*

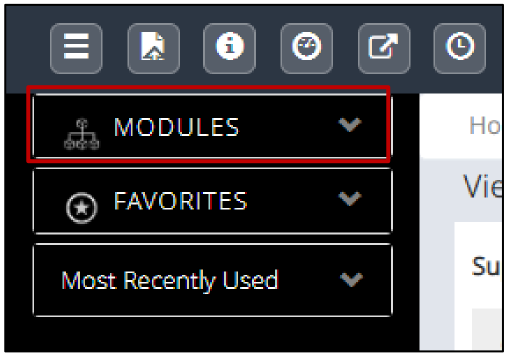
View Supplier Ratings (Supplier Management)

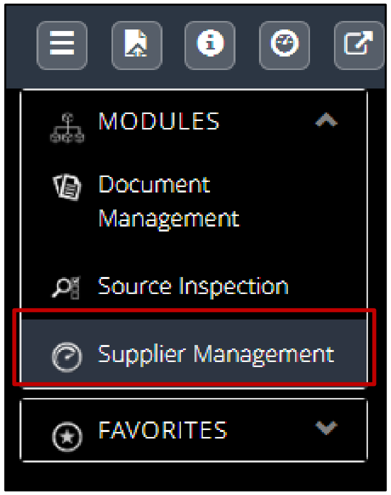
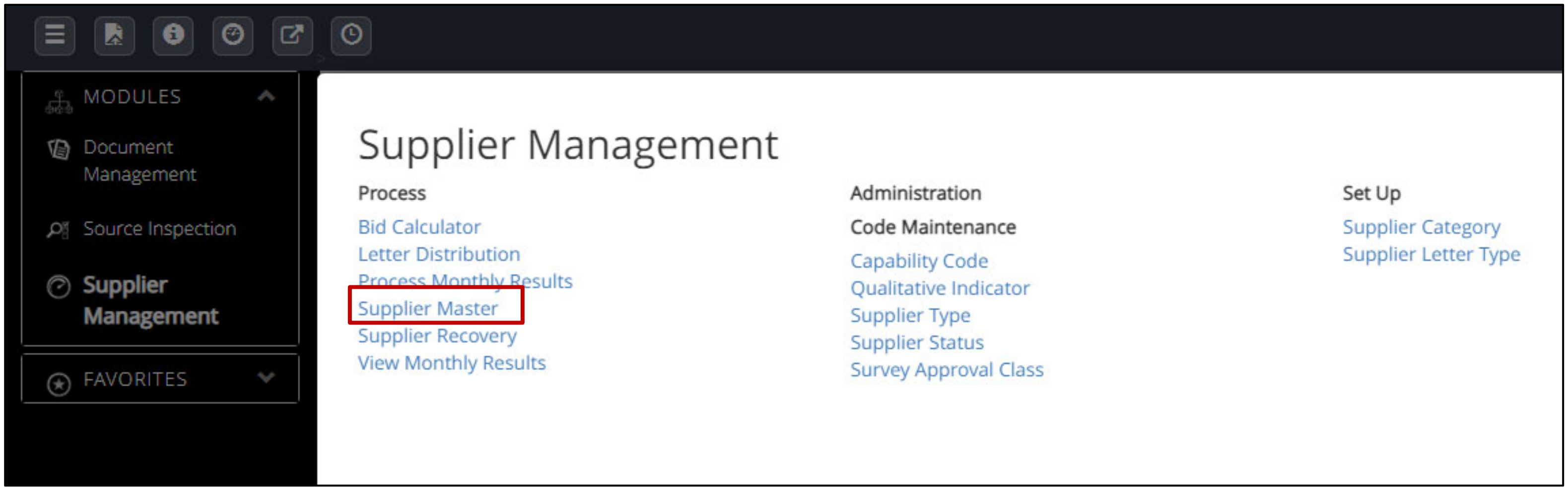
Supplier Rating information is accessed from the Supplier Management module. Be sure that you are in the QAR business unit. Some of the more frequent activities in this module include:

- View Rating by Supplier
- View Rating by Part Number <Need to Create>

View Ratings By Supplier

The Supplier Management module is used primarily for suppliers to view rating information both at a high level and a detailed level.

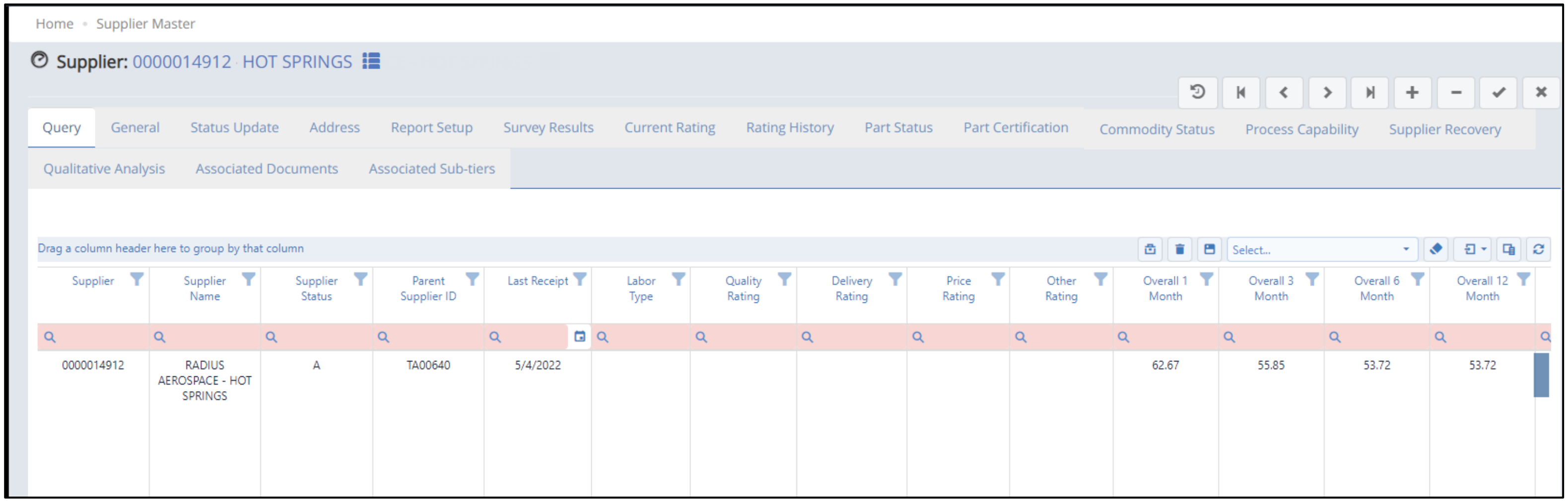
Step by Step Instructions – View Supplier Rating Information		
1.	From the TIP (QAR business Unit), click the **MODULES** down arrow.	

<table>
<tr><td>2.</td><td>Click **Supplier Management**.</td><td>
</td></tr>
<tr><td>3.</td><td colspan="2">Within the Supplier Management module, each link represents a different supplier activity. In this example, click the **Supplier Master** link.

</td></tr>
</table>

4.

Within the ***Supplier Master***, there are several tabs with different information. For example, the default on the ***Query*** tab provides your overall supplier ratings for the last several quarters.

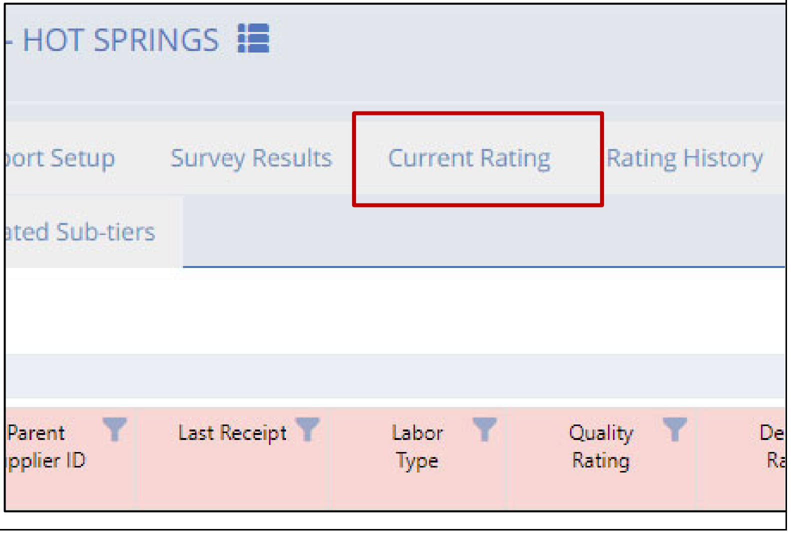
Hint: You can generate a custom gird to view only the information that is most relevant on this page.



Supplier	Supplier Name	Supplier Status	Parent Supplier ID	Last Receipt	Labor Type	Quality Rating	Delivery Rating	Price Rating	Other Rating	Overall 1 Month	Overall 3 Month	Overall 6 Month	Overall 12 Month
0000014912	RADIUS AEROSPACE - HOT SPRINGS	A	TA00640	5/4/2022						62.67	55.85	53.72	53.72

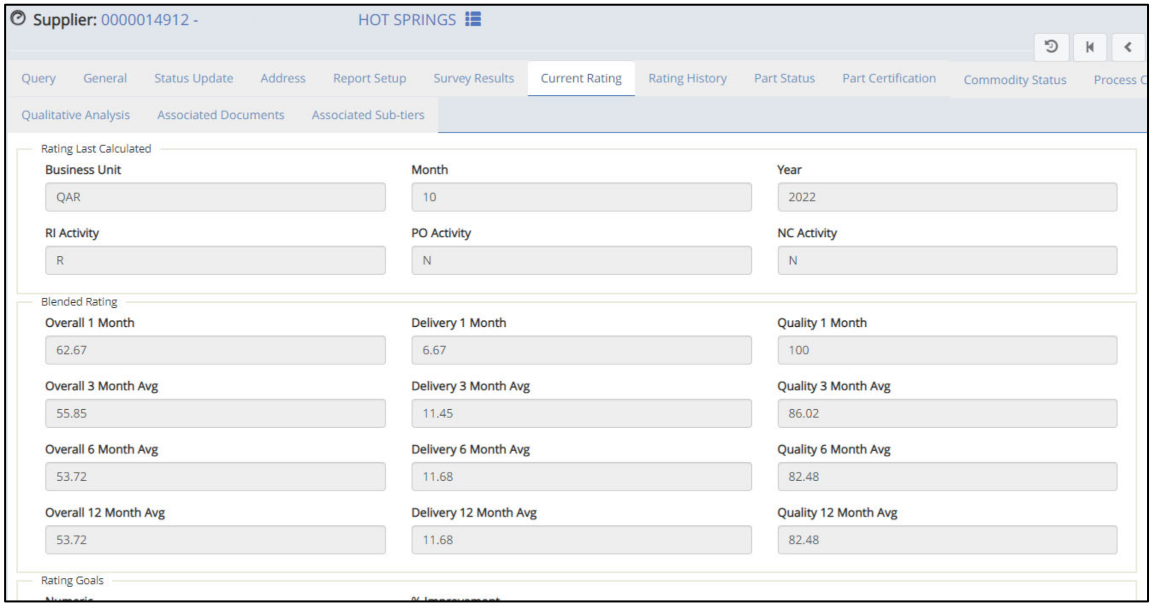
5.

Click the tab ***Current Rating*** to view your current rating information.



6.

The **Current Rating** detail is displayed.



Rating Last Calculated

Business Unit: QAR
Month: 10
Year: 2022
RI Activity: R
PO Activity: N
NC Activity: N

Blended Rating

Overall 1 Month: 62.67
Delivery 1 Month: 6.67
Quality 1 Month: 100
Overall 3 Month Avg: 55.85
Delivery 3 Month Avg: 11.45
Quality 3 Month Avg: 86.02
Overall 6 Month Avg: 53.72
Delivery 6 Month Avg: 11.68
Quality 6 Month Avg: 82.48
Overall 12 Month Avg: 53.72
Delivery 12 Month Avg: 11.68
Quality 12 Month Avg: 82.48

Rating Goals

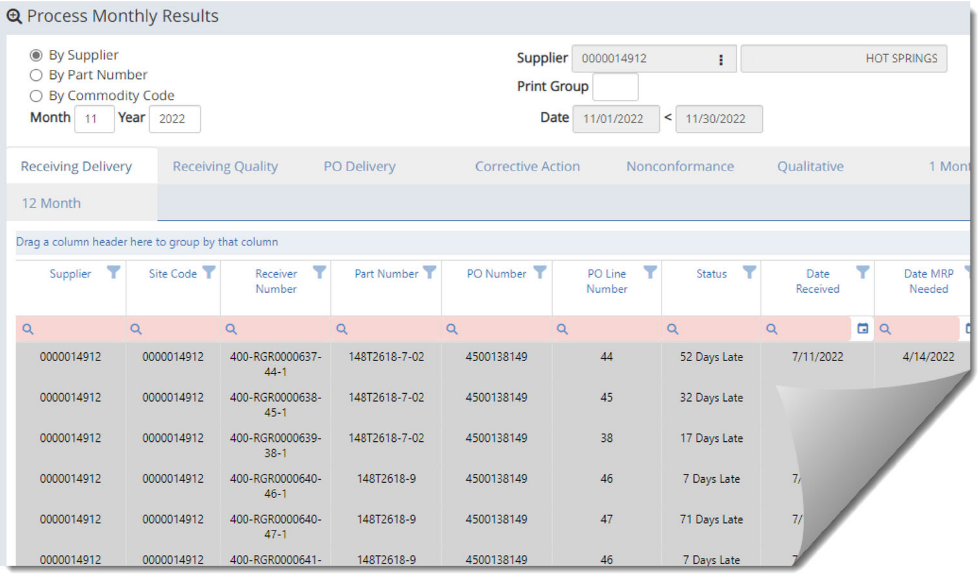
7.

The **Rating History** tab displays ratings history data by a variety of parameters.

Year	Month	RI Activity	NC Activity	PO Activity	Overall 1 Month	Overall 3 Month Avg	Overall 6 Month Avg	Overall 12 Month Avg	Quality 1 Month	Quality 3 Month Avg	Quality 6 Month Avg	Quality 12 Month Avg	Delivery 1 Month
2022	10	R	N	N	62.67	55.85	53.72	53.72	100	86.02	82.48	82.48	6.67
2022	8	R	N	N	44.1	41.74	48.17	48.17	61.97	62.21	71.6	71.6	19.67
2022	7	R	N	N	14	50.47	50.47	50.47	20	77.04	77.04	77.04	10
2022	6	R	N	N	62.22	65.13	65.13	65.13	100	100	100	100	5.56
2022	5	R	N	N	67.62	67.62	67.62	67.62	100	100	100	100	19.05
2022	4	D	N	N	60	60	60	60	100	100	100	100	0

Click on a line to view detailed information for the given month.

8\. The ***Process Monthly Results*** provides all the PO detail that generated the monthly rating.



● By Supplier
○ By Part Number
○ By Commodity Code

Month 11 Year 2022

Supplier 0000014912 HOT SPRINGS

Print Group

Date 11/01/2022 < 11/30/2022

Supplier	Site Code	Receiver Number	Part Number	PO Number	PO Line Number	Status	Date Received	Date MRP Needed
0000014912	0000014912	400-RGR0000637-44-1	148T2618-7-02	4500138149	44	52 Days Late	7/11/2022	4/14/2022
0000014912	0000014912	400-RGR0000638-45-1	148T2618-7-02	4500138149	45	32 Days Late		
0000014912	0000014912	400-RGR0000639-38-1	148T2618-7-02	4500138149	38	17 Days Late		
0000014912	0000014912	400-RGR0000640-46-1	148T2618-9	4500138149	46	7 Days Late	7/	
0000014912	0000014912	400-RGR0000640-47-1	148T2618-9	4500138149	47	71 Days Late	7/	
0000014912	0000014912	400-RGR0000641-	148T2618-9	4500138149	46	7 Days Late	7	

9\. *Congratulations! You now know how to view supplier rating information through the Supplier Management Module!*

Nonconformance

The Nonconformance module will be used by suppliers for two purposes:

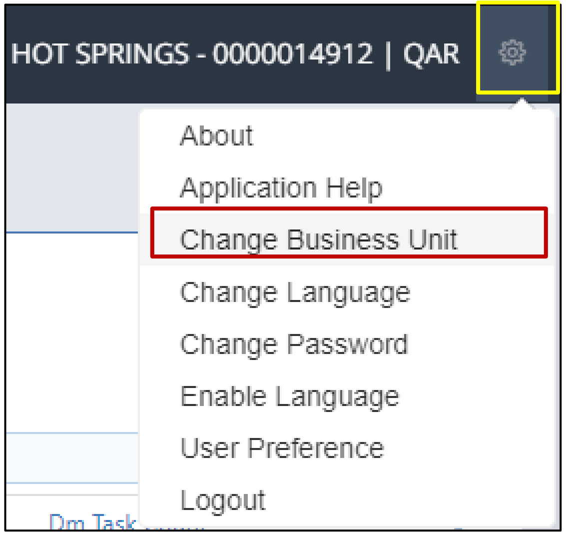
1. View Nonconformances that have been opened by Qarbon for one of your products.
2. Create a Nonconformance to advise Qarbon of a potential problem.

Dashboard – No Query – Populate this (Wendy)

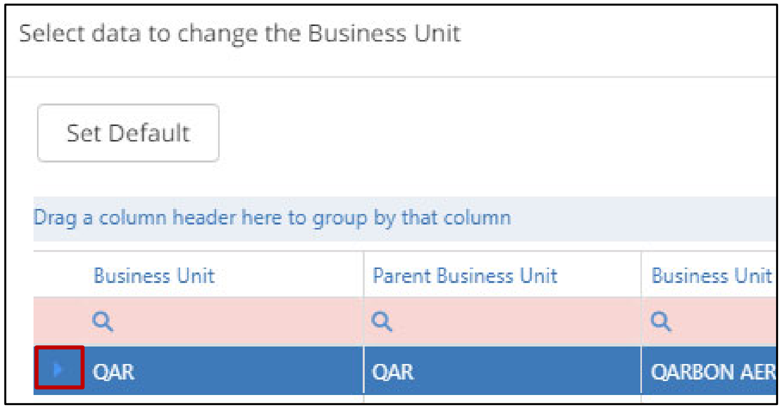
View a Nonconformance Created by Qarbon

If a nonconformance has been tagged to your supplier code, it will appear in the ***List*** view. You will be able to view details on the Nonconformance but will not be able to update it.

You must be in the specific business unit (ROF or MVF) to see the Nonconformance module.

Step by Step Instructions – How to View a Supplier Nonconformance		
1.	Click **Settings>Change Business Unit** to change to the assigned business unit (either MVF or ROF).	

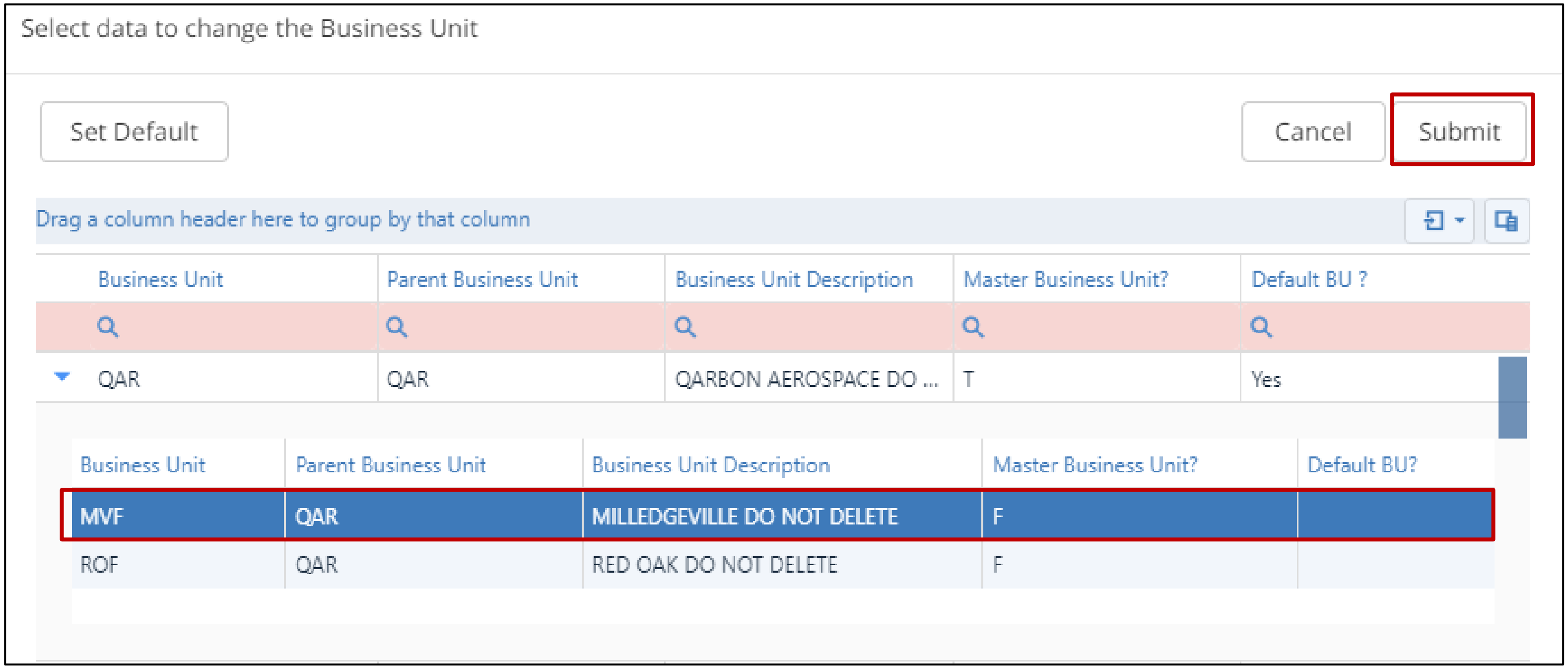
2. Click the arrow next to **QAR**.



Select data to change the Business Unit

Business Unit	Parent Business Unit	Business Unit
QAR	QAR	QARBON AER

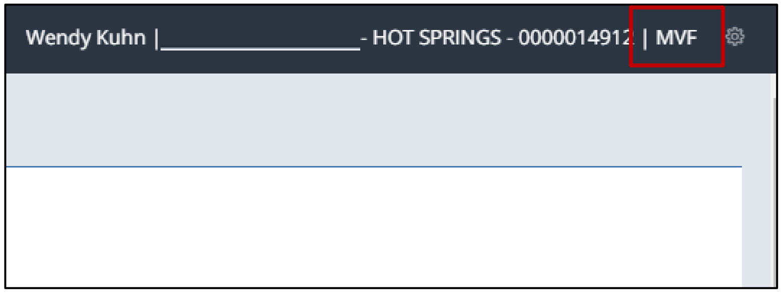
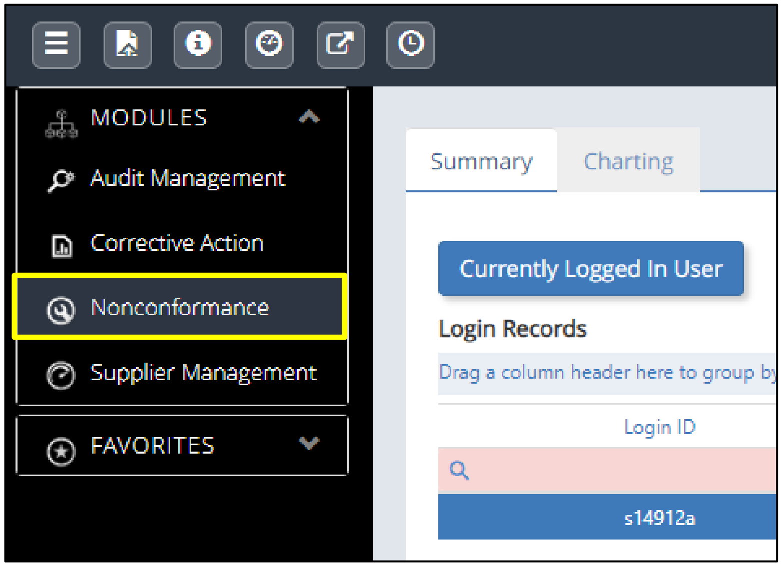
3. Highlight the Business Unit and then click **Submit**.



Select data to change the Business Unit

Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU ?
QAR	QAR	QARBON AEROSPACE DO ...	T	Yes

Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU?
MVF	QAR	MILLEDGEVILLE DO NOT DELETE	F	
ROF	QAR	RED OAK DO NOT DELETE	F	

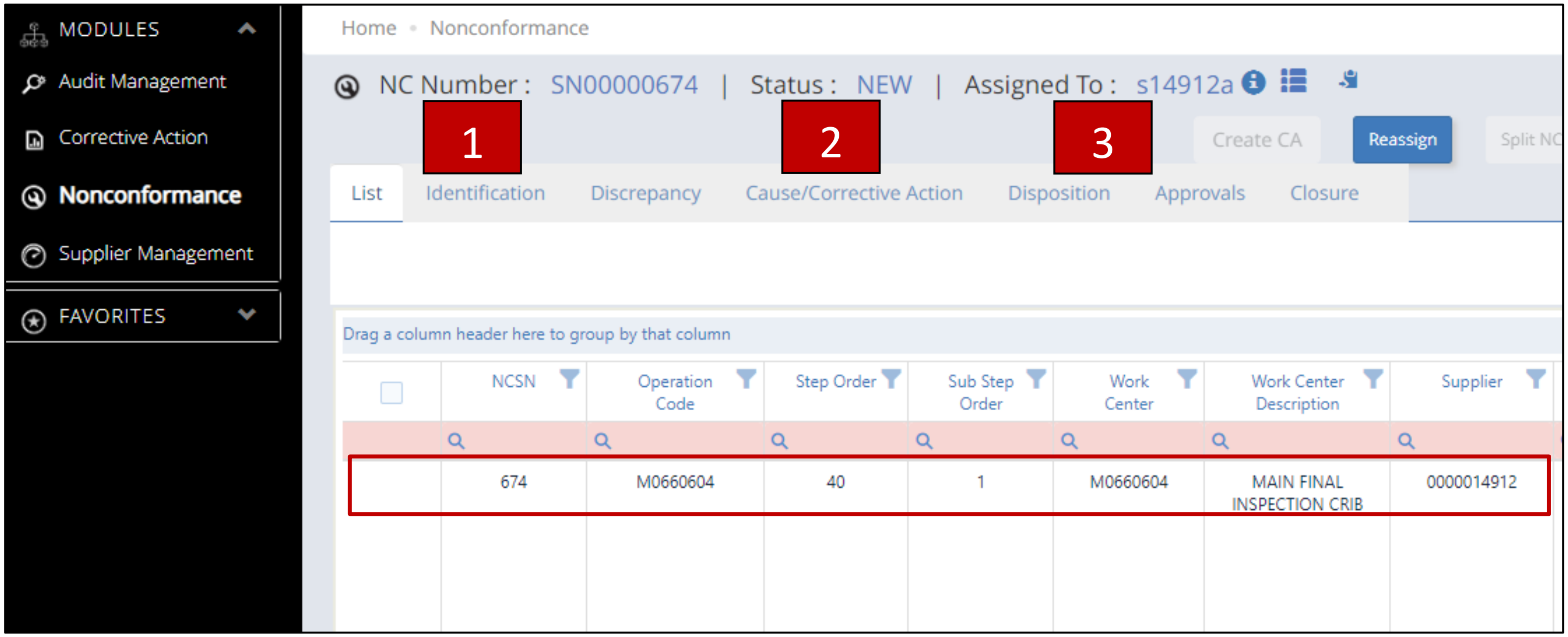
4.	Notice that you are now in the **MVF** Business Unit.	
5.	Click the **Nonconformance** link under MODULES (on the left-hand side of the screen.) Note: Your TIP background color will be red.	

6.

Any Nonconformances assigned to you will appear in the grid on the List tab. Note a couple of key fields below.

1. **NC Number**: The internal Qarbon number assigned to the nonconformance. These should start with SN.
2. **Status:** Status of the Nonconformance
3. **Assigned To**: Your UserID. (It also might just say generic "SUPPLIER.")

Double-click the line to select and view details. (This might take a few seconds.)

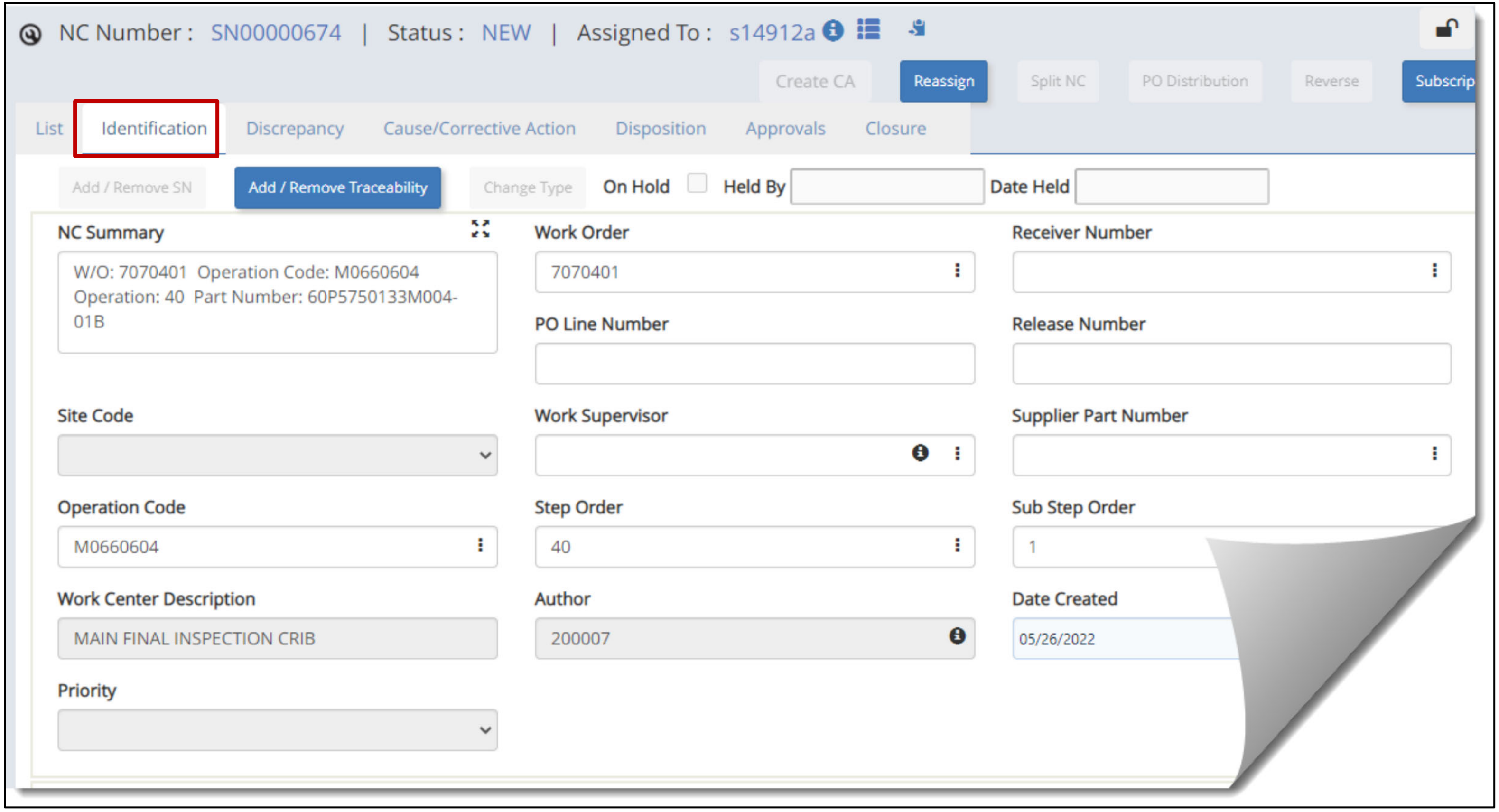


NC Number : SN00000674 | Status : NEW | Assigned To : s14912a

☐	NCSN	Operation Code	Step Order	Sub Step Order	Work Center	Work Center Description	Supplier
	674	M0660604	40	1	M0660604	MAIN FINAL INSPECTION CRIB	0000014912

Note: You can use filters on the grid if multiple nonconformances exist.

7. You are now in the detailed view of the nonconformance. The first tab is the ***Identification*** tab. You may need to scroll down the page to view all the details.



NC Number : SN00000674 | Status : NEW | Assigned To : s14912a

On Hold ☐ Held By Date Held

NC Summary: W/O: 7070401 Operation Code: M0660604 Operation: 40 Part Number: 60P5750133M004-01B

Work Order: 7070401

Receiver Number:

PO Line Number:

Release Number:

Site Code:

Work Supervisor:

Supplier Part Number:

Operation Code: M0660604

Step Order: 40

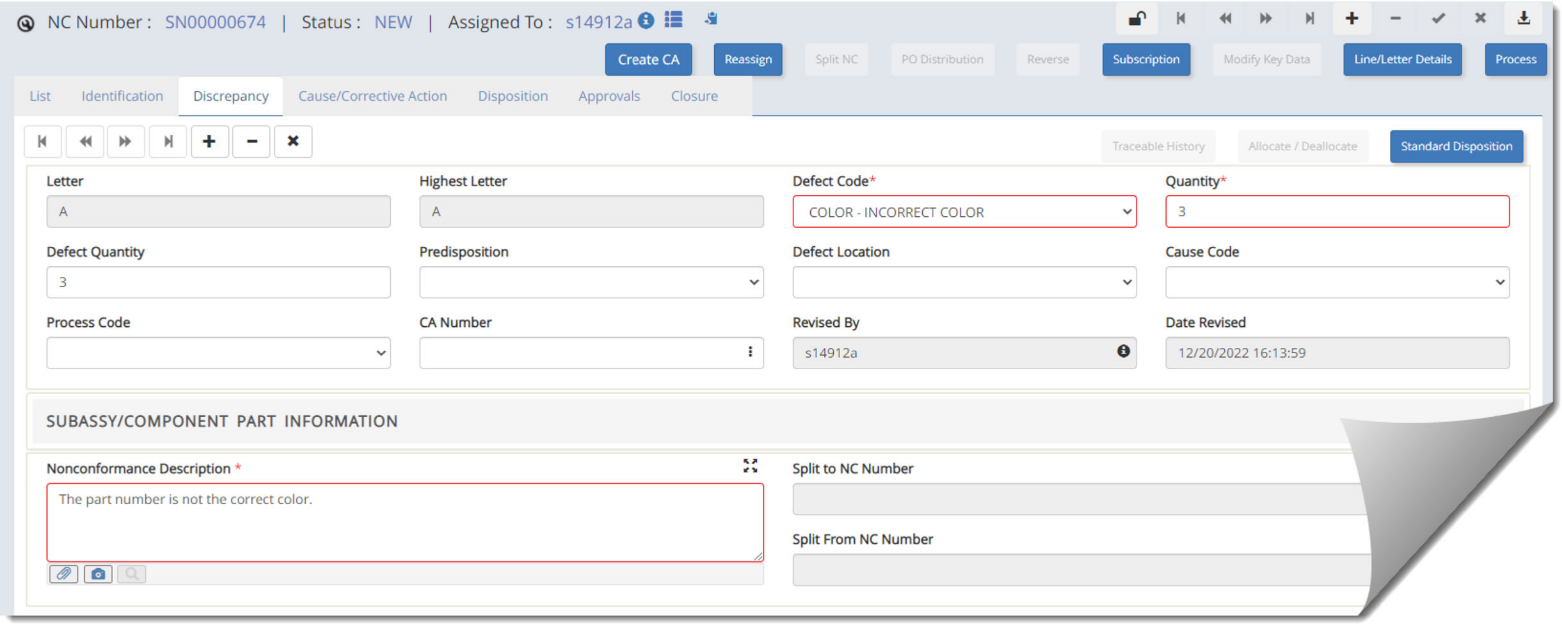
Sub Step Order: 1

Work Center Description: MAIN FINAL INSPECTION CRIB

Author: 200007

Date Created: 05/26/2022

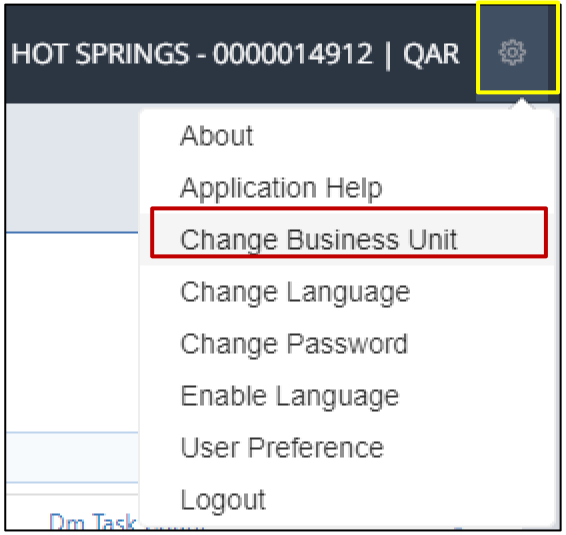
Priority:

8.	Click the ***Discrepancy*** tab to view the specific **Nonconformance Description** and **Defect Code**.  NC Number : SN00000674 | Status : NEW | Assigned To : s14912a Letter: A Highest Letter: A Defect Code*: COLOR - INCORRECT COLOR Quantity*: 3 Defect Quantity: 3 Revised By: s14912a Date Revised: 12/20/2022 16:13:59 SUBASSY/COMPONENT PART INFORMATION Nonconformance Description *: The part number is not the correct color.
9.	Nonconformances created by Qarbon and tagged to suppliers are available for suppliers in a view mode only.
10.	*Congratulations! You now know how to view a Noncoformance!*

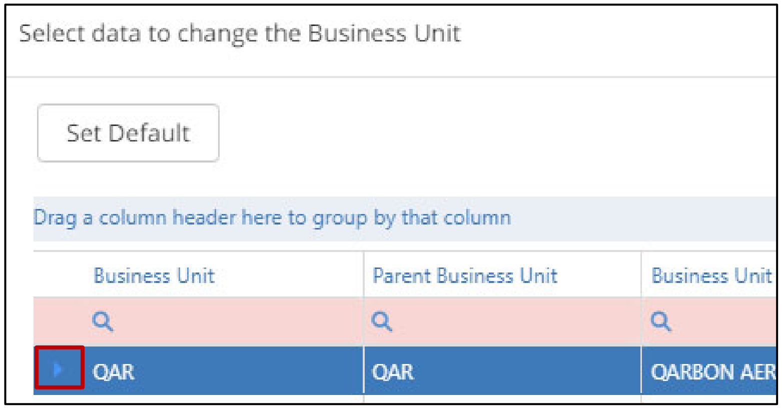
Create a Nonconformance

Use the **Create a Nonconformance** process when you need to notify Qarbon of a supplier nonconformance. You will create the nonconformance in the specific business unit and then assign it to a Qarbon approval group. An approval group is simply a method to assign the nonconformance to a group of employees. Any of the group members are eligible to work the nonconformance.

You must be in either the Milledgeville (MVF) or Red Oak (ROF) business unit in order to see the **Nonconformance** module.

Step by Step Instructions – Create a Nonconformance		
1.	Click **Settings>Change Business Unit** to change to the assigned business unit (either MVF or ROF).	

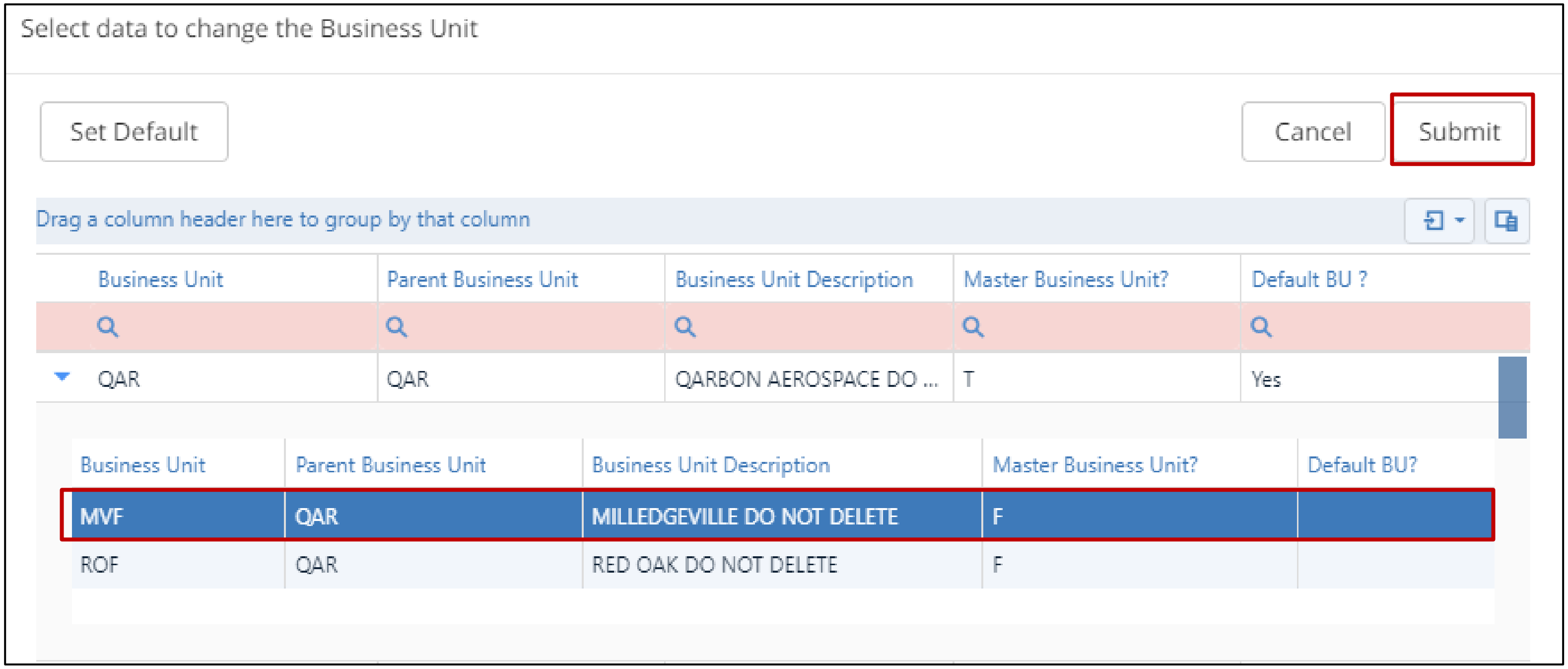
2. Click the arrow next to **QAR**.



Select data to change the Business Unit

Business Unit	Parent Business Unit	Business Unit
QAR	QAR	QARBON AER

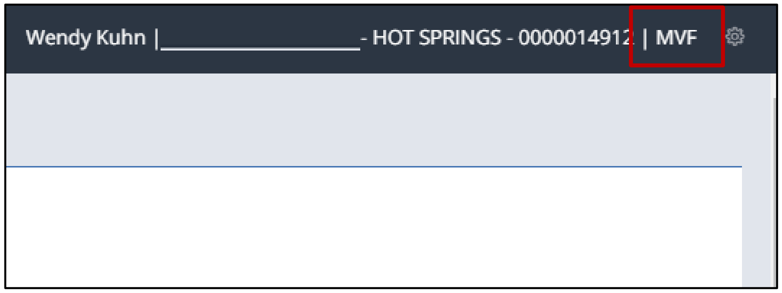
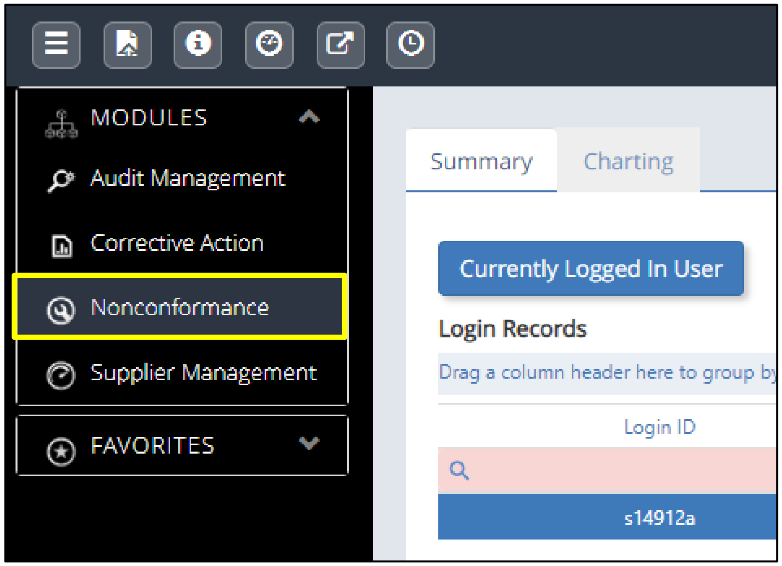
3. Highlight the Business Unit and then click **Submit**.



Select data to change the Business Unit

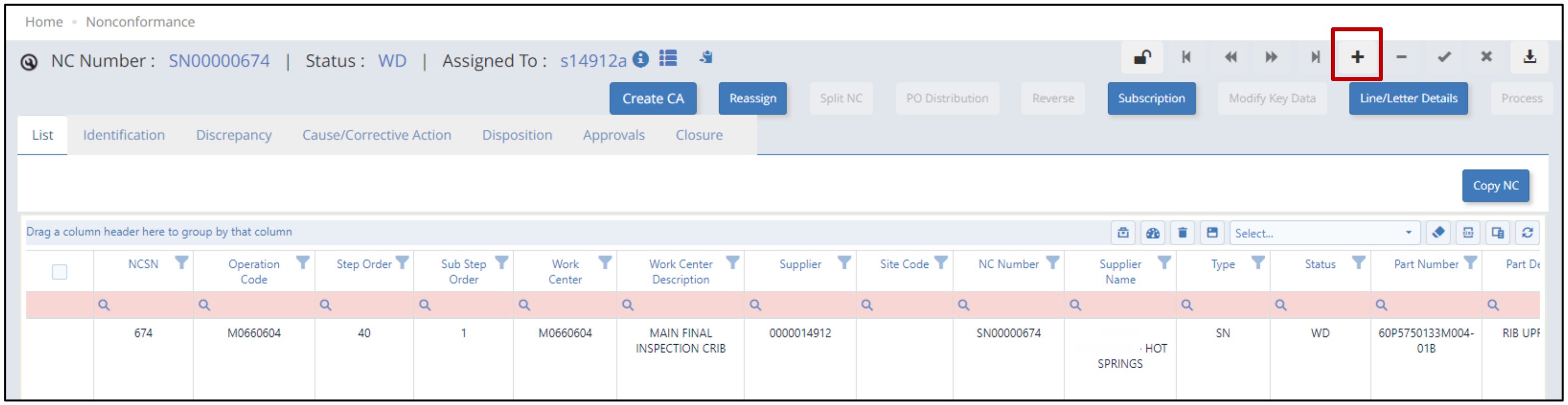
Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU ?
QAR	QAR	QARBON AEROSPACE DO ...	T	Yes

Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU?
MVF	QAR	MILLEDGEVILLE DO NOT DELETE	F	
ROF	QAR	RED OAK DO NOT DELETE	F	

4.	Notice that you are now in the **MVF** Business Unit.	
5.	Click the **Nonconformance** link under MODULES (on the left-hand side of the screen.) Note: Your TIP background color will be red.	

6.

The last nonconformance viewed may appear in memory. This is completely normal. Click the **New** icon (**+** sign) located in the upper left-hand side of the screen. Note: It doesn't matter which tab your cursor is positioned. The + sign is at the header level.

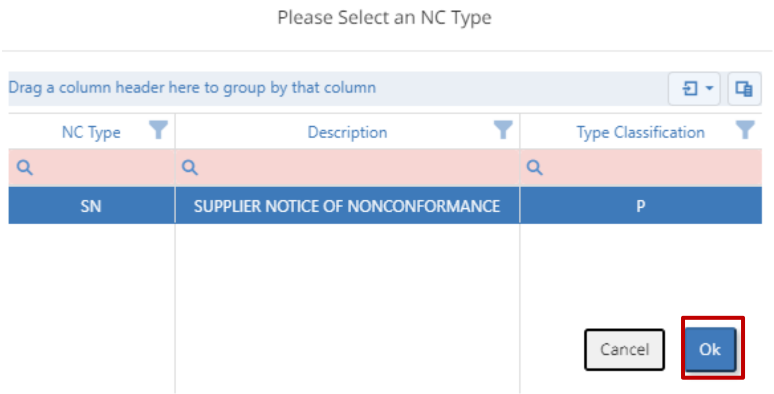


NC Number : SN00000674 | Status : WD | Assigned To : s14912a

☐	NCSN	Operation Code	Step Order	Sub Step Order	Work Center	Work Center Description	Supplier	Site Code	NC Number	Supplier Name	Type	Status	Part Number	Part De
	674	M0660604	40	1	M0660604	MAIN FINAL INSPECTION CRIB	0000014912		SN00000674	[redacted] - HOT SPRINGS	SN	WD	60P5750133M004-01B	RIB UP

7.

There is only one available **NC Type**. Click **Ok**.

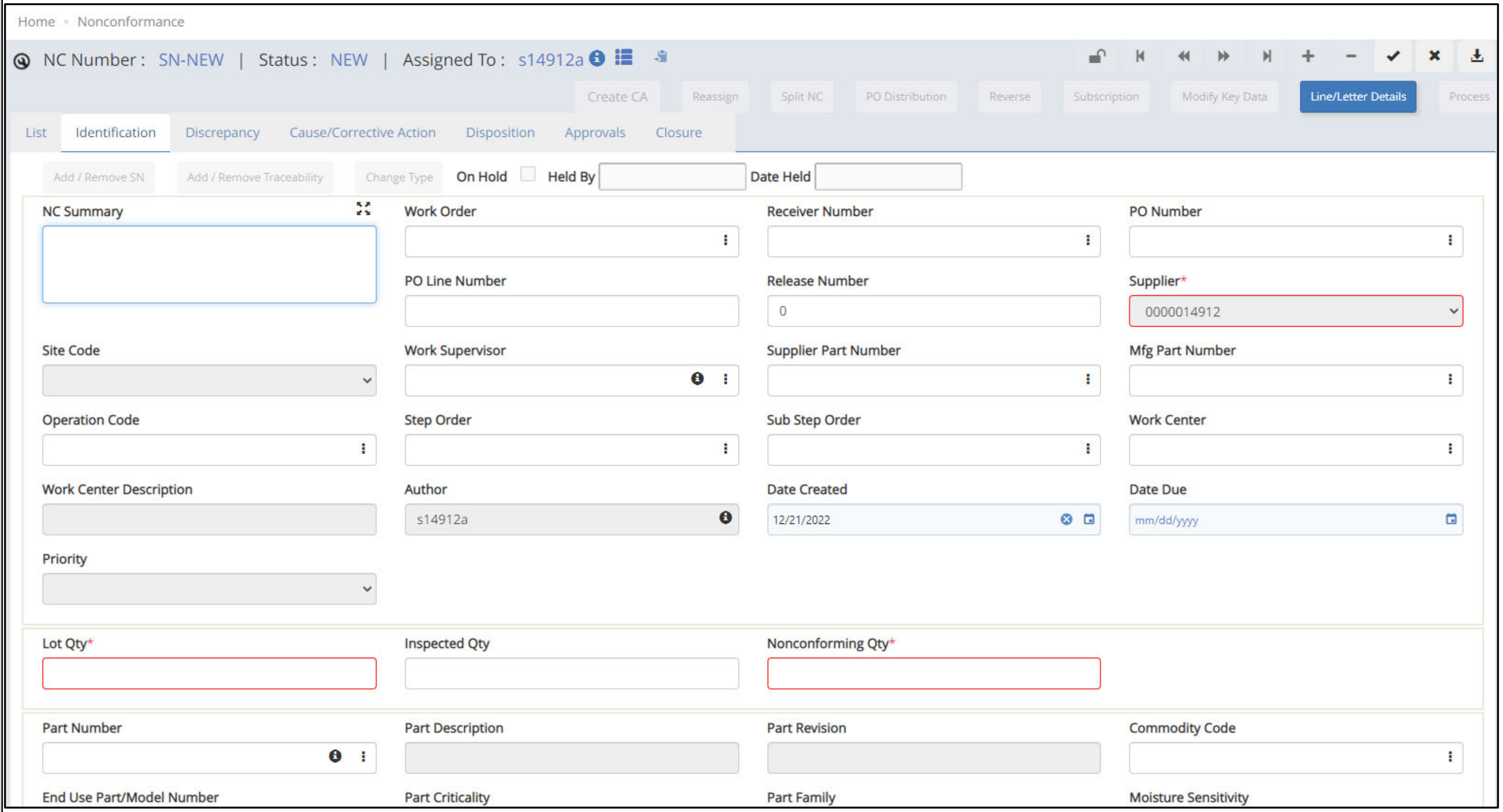


NC Type	Description	Type Classification
SN	SUPPLIER NOTICE OF NONCONFORMANCE	P

8.

The ***Identification*** tab is the starting point. There are several required fields that must be filled in. These include:

- **NC Summary**
- **Lot Code**
- **Nonconforming Qty**
- Any other fields required by your Qarbon business counterpart.



NC Number : SN-NEW | Status : NEW | Assigned To : s14912a

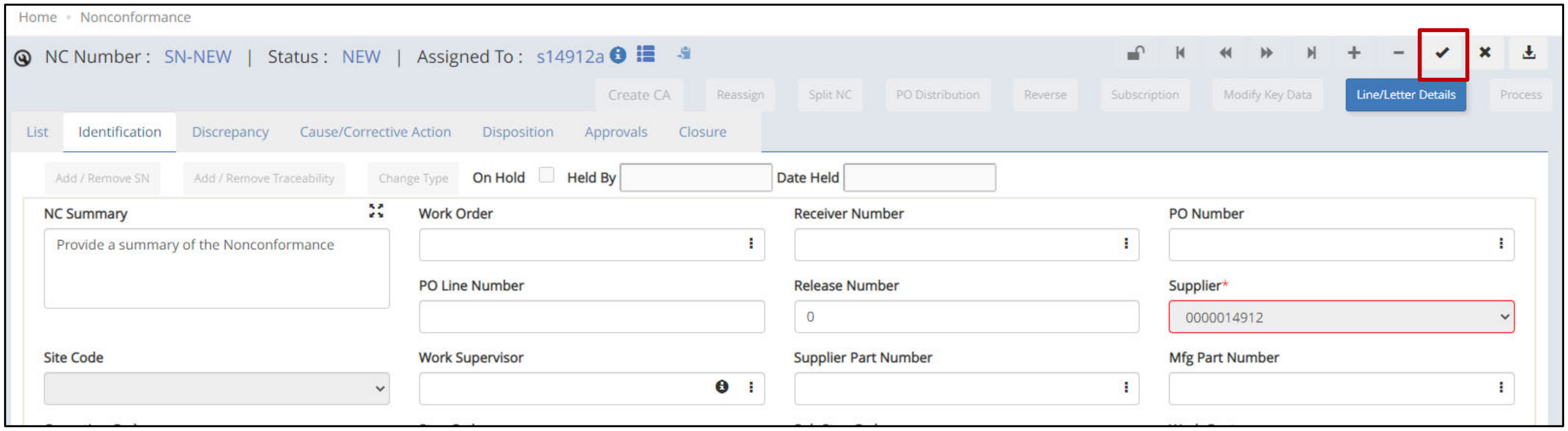
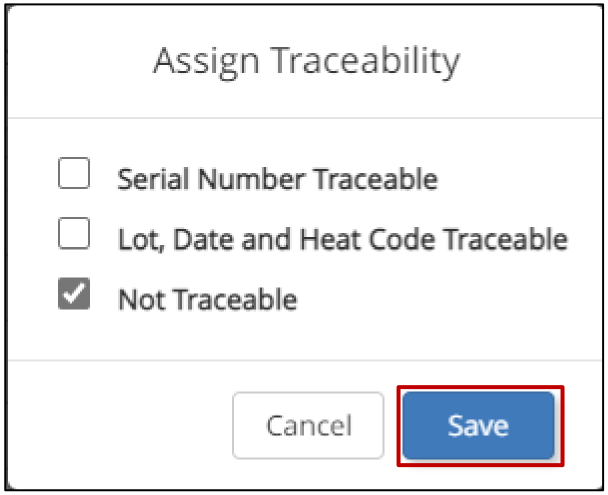
Supplier* 0000014912

Release Number 0

Author s14912a

Date Created 12/21/2022

Date Due mm/dd/yyyy

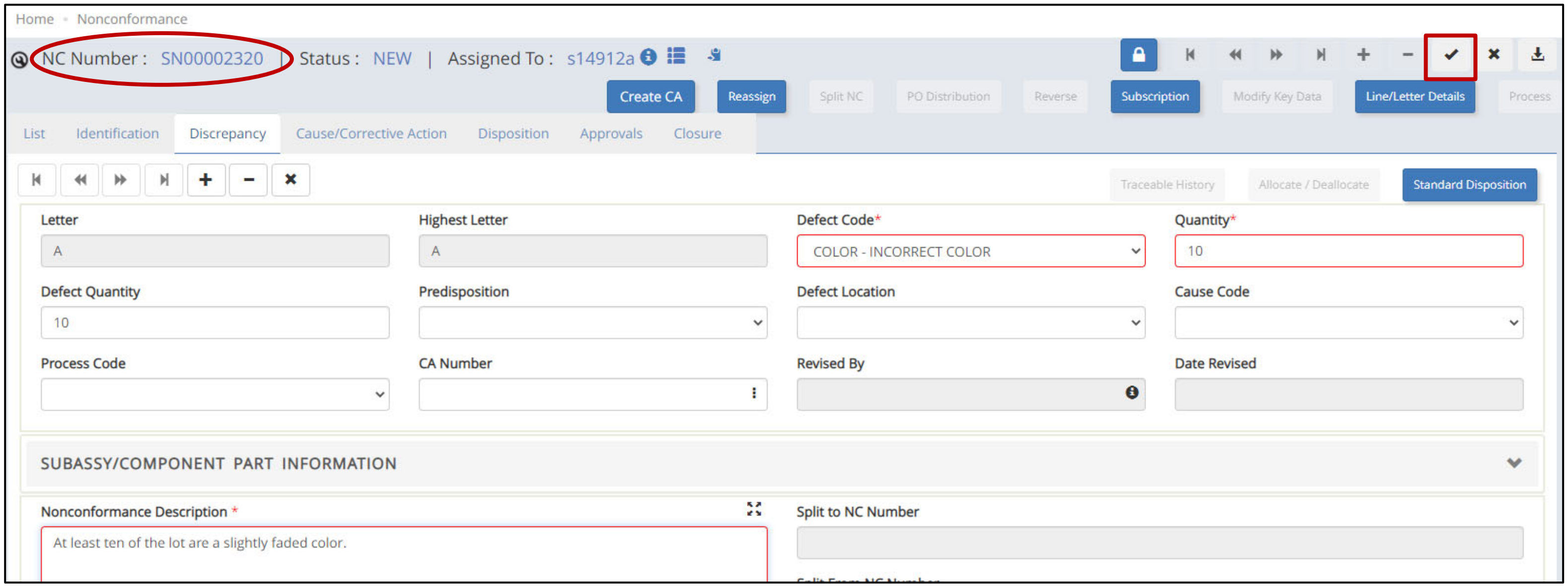
<table>
<tr>
<td>9.</td>
<td colspan="2">Once all required fields are filled in, click Save.
 </td>
</tr>
<tr>
<td>10.</td>
<td>The <i>Assign Traceability</i> pop-up appears. Select the appropriate traceability level and then click Save.</td>
<td> </td>
</tr>
</table>

11.

Notice that your Nonconformance has now been assigned a number. (Circled below)

The ***Discrepancy*** tab is now active. Complete the required fields on the ***Discrepancy*** tab and then click **Save**. The required fields are:

- **Defect Code**
- **Quantity**
- **Nonconformance Description**
- Any other fields required by your Qarbon counterpart
- There is also a space towards the bottom of the screen where you can attach documents.



NC Number : SN00002320 | Status : NEW | Assigned To : s14912a

Letter: A

Highest Letter: A

Defect Code*: COLOR - INCORRECT COLOR

Quantity*: 10

Defect Quantity: 10

Predisposition:

Defect Location:

Cause Code:

Process Code:

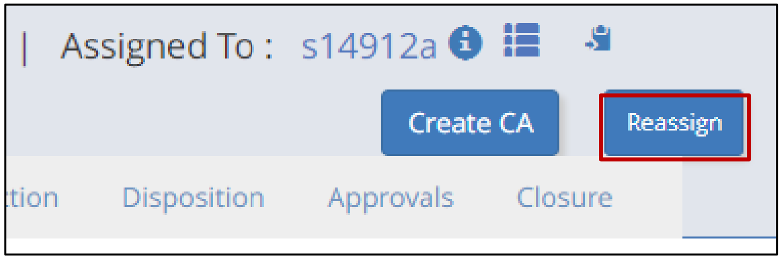
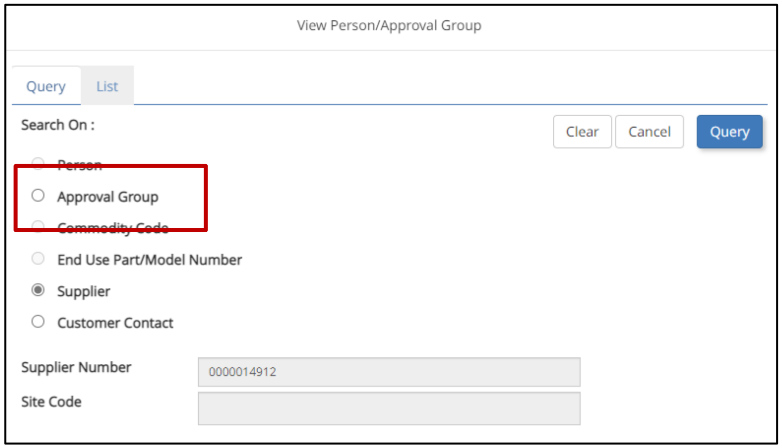
CA Number:

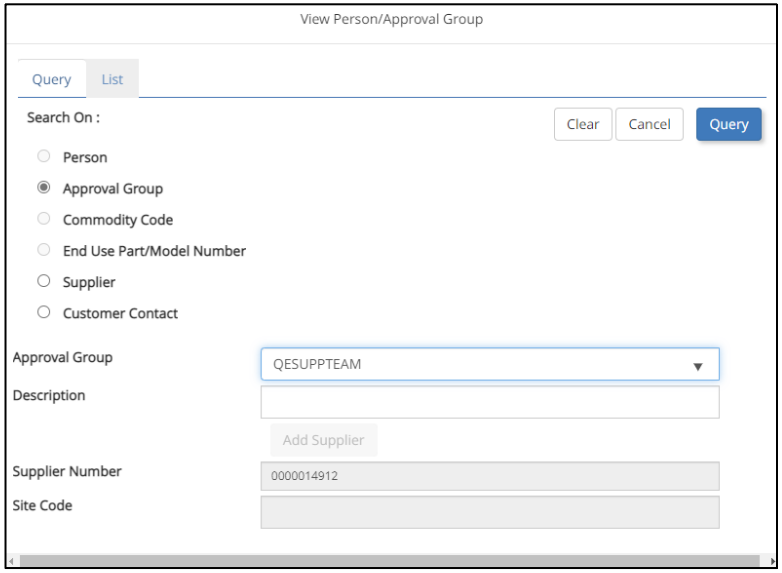
Revised By:

Date Revised:

Nonconformance Description *: At least ten of the lot are a slightly faded color.

Split to NC Number:

12.	You will now assign the Nonconformance to a Qarbon approval group. Click **Reassign**.	 Assigned To : s14912a Create CA Reassign tion Disposition Approvals Closure
13.	Click the **Approval Group** button.	 View Person/Approval Group Query List Search On : Clear Cancel Query ○ ~~Person~~ ○ Approval Group ○ ~~Commodity Code~~ ○ End Use Part/Model Number ● Supplier ○ Customer Contact Supplier Number 0000014912 Site Code

14.	Type the **Approval Group** name in the field and then click **Ok**.	 View Person/Approval Group Search On : ● Approval Group Approval Group: QESUPPTEAM Description: Supplier Number: 0000014912 Site Code:
15.	*Congratulations! You now know how to create a supplier Nonconformance!*	

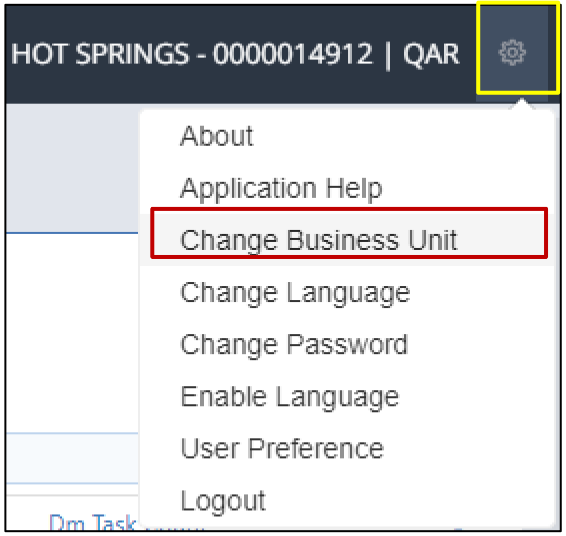
Corrective Action

The Corrective Action module will be used by suppliers for the following purposes:

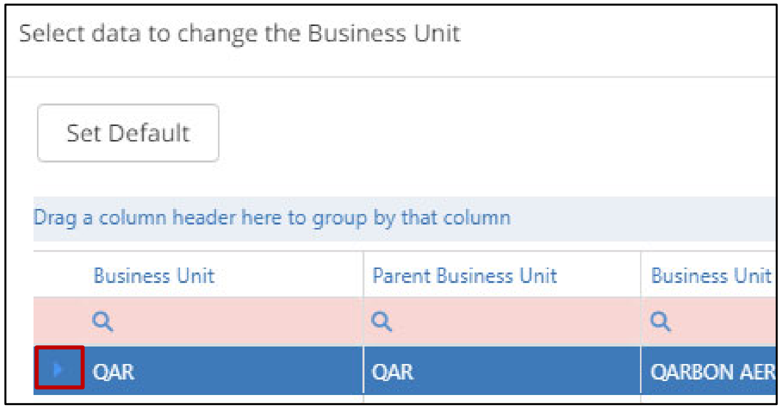
1. Create a Supplier Information Request for technical questions.
2. View and execute an assigned Corrective Action. <Wendy to Update Document> (Trigger of CA: Three separate items that have been defective. Or send a batch and X% are defective>
3. Notice of Escape>>Suppliers need to issue a NOE.

Create a Supplier Information Request

Use the Corrective Action module to create a Supplier Information Request (SIR). You must be in the individual business unit in order to create a SIR.

Step by Step Instructions – View a Corrective Action		
1.	Click **Settings>Change Business Unit** to change to the assigned business unit (either MVF or ROF).	

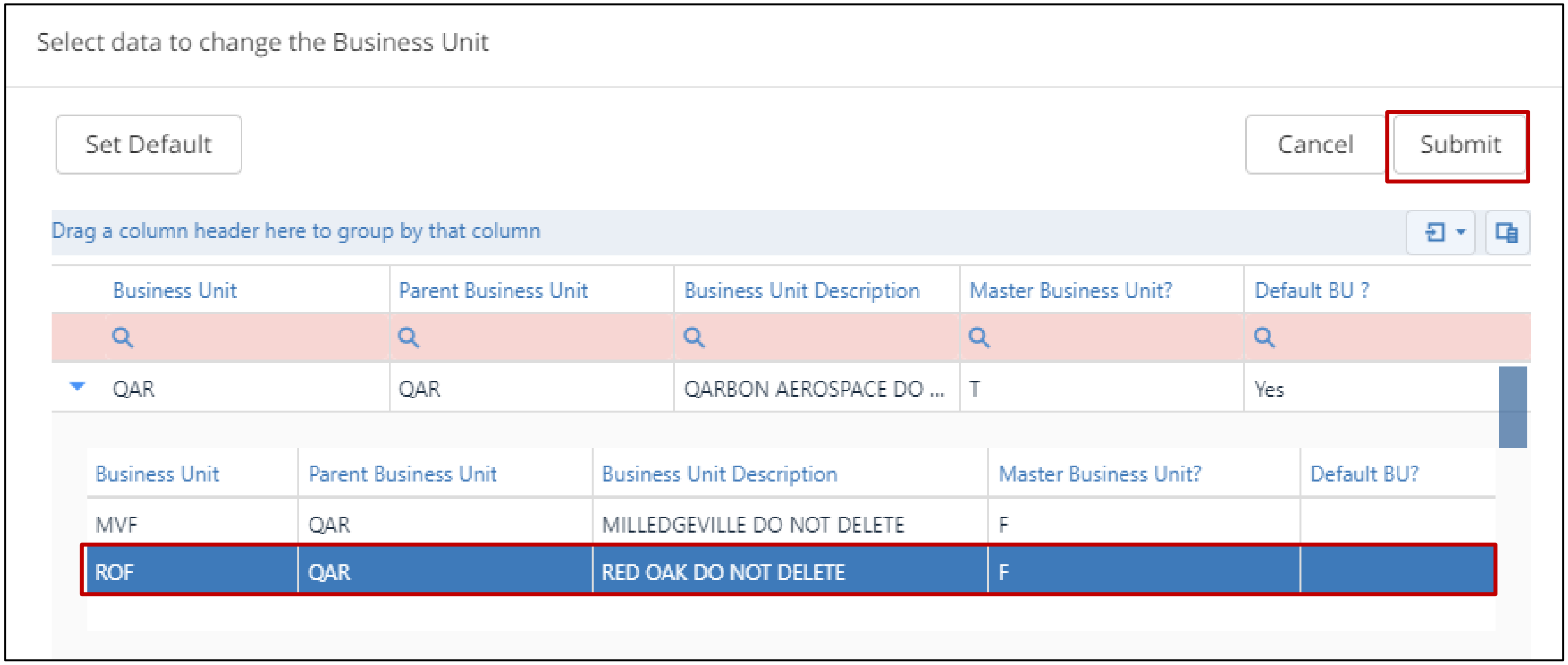
2. Click the arrow next to **QAR**.



Select data to change the Business Unit

Business Unit	Parent Business Unit	Business Unit
QAR	QAR	QARBON AER

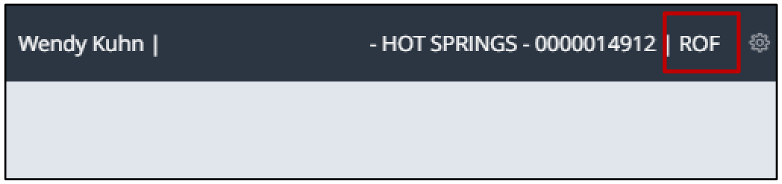
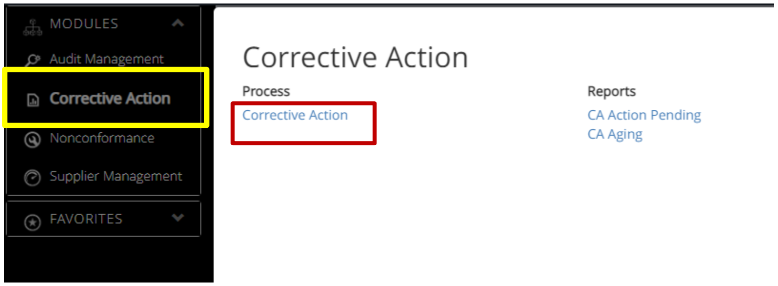
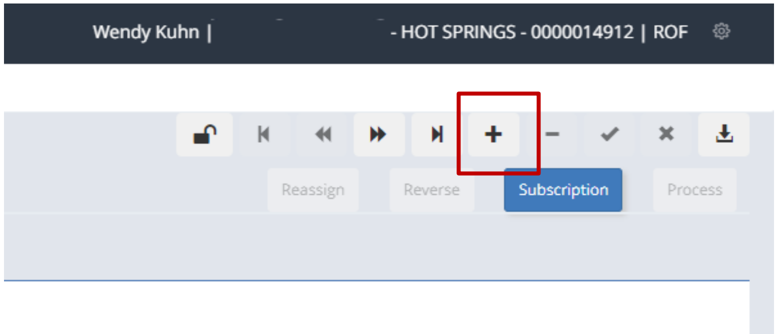
3. Highlight the **Business Unit** and then click **Submit**.

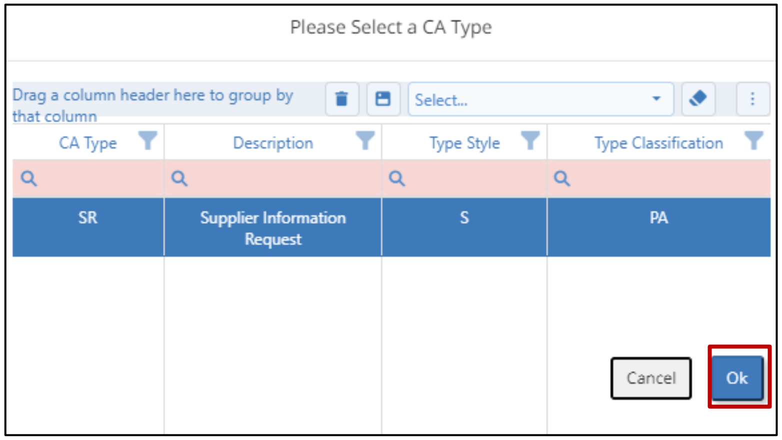
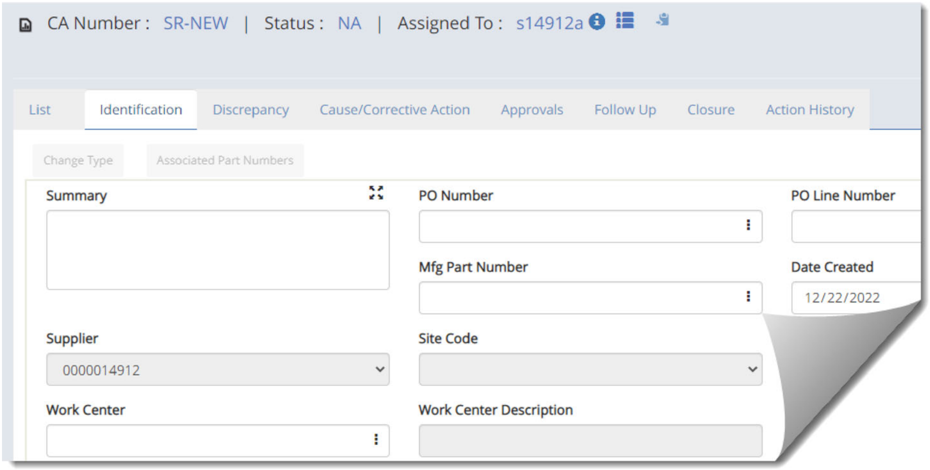


Select data to change the Business Unit

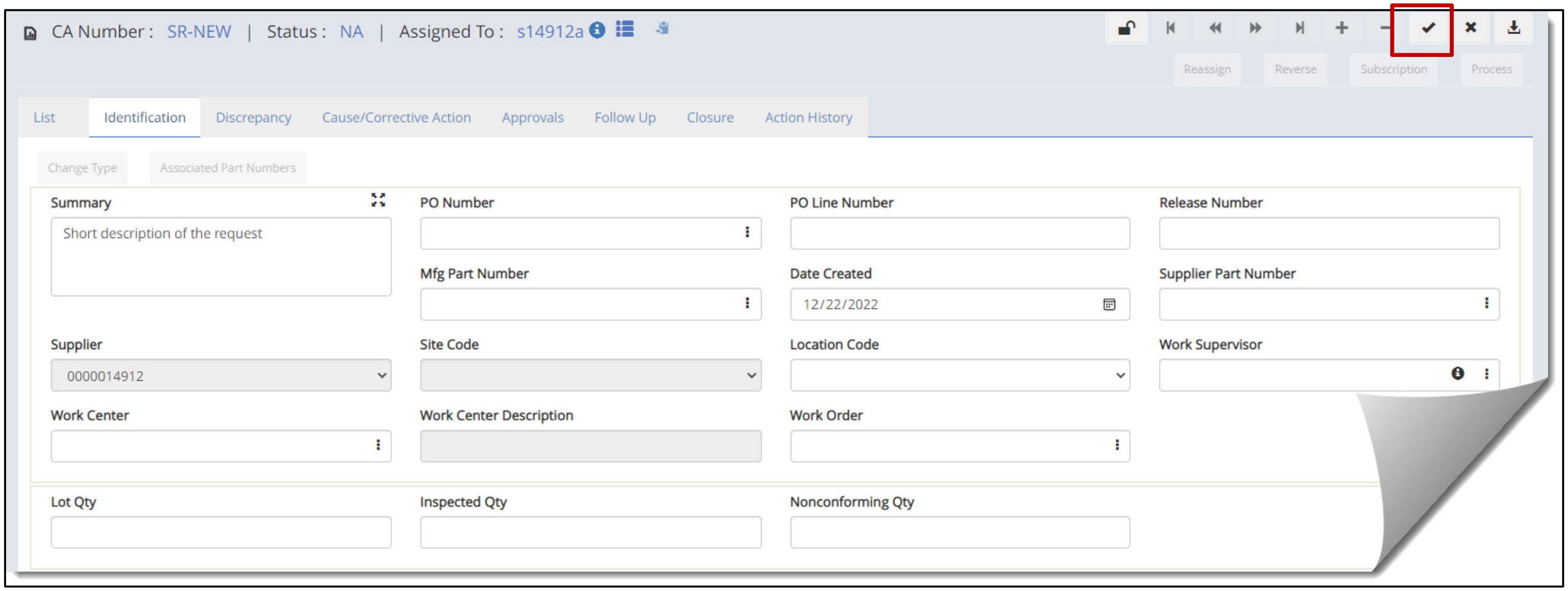
Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU ?
QAR	QAR	QARBON AEROSPACE DO ...	T	Yes

Business Unit	Parent Business Unit	Business Unit Description	Master Business Unit?	Default BU?
MVF	QAR	MILLEDGEVILLE DO NOT DELETE	F	
ROF	QAR	RED OAK DO NOT DELETE	F	

4.	Notice that you are now in the **ROF** Business Unit.	
5.	Click the **Corrective Action** link under MODULES (on the left-hand side of the screen.) Click **Corrective Action** under **Processes**. (Note: Your TIP background color will be red.)	
6.	Click the **New** icon (**+** sign) located in the upper left-hand side of the screen. Note: It doesn't matter which tab your cursor is positioned. The **+** sign is at the header level.	

7.	The ***Please Select a CA Type*** screen appears. Highlight **SR** (for Supplier Information Request) and then click **Ok**.	 Please Select a CA Type Drag a column header here to group by that column CA Type: SR; Description: Supplier Information Request; Type Style: S; Type Classification: PA
8.	Complete the required fields on the Identification field. • **Summary** • **Part Number** • Any other fields as advised by your Qarbon rep.	 CA Number : SR-NEW | Status : NA | Assigned To : s14912a Supplier: 0000014912 Date Created: 12/22/2022

9. Once all required fields are filled in, click **Save**.



CA Number : SR-NEW | Status : NA | Assigned To : s14912a

Summary: Short description of the request

PO Number:

PO Line Number:

Release Number:

Mfg Part Number:

Date Created: 12/22/2022

Supplier Part Number:

Supplier: 0000014912

Site Code:

Location Code:

Work Supervisor:

Work Center:

Work Center Description:

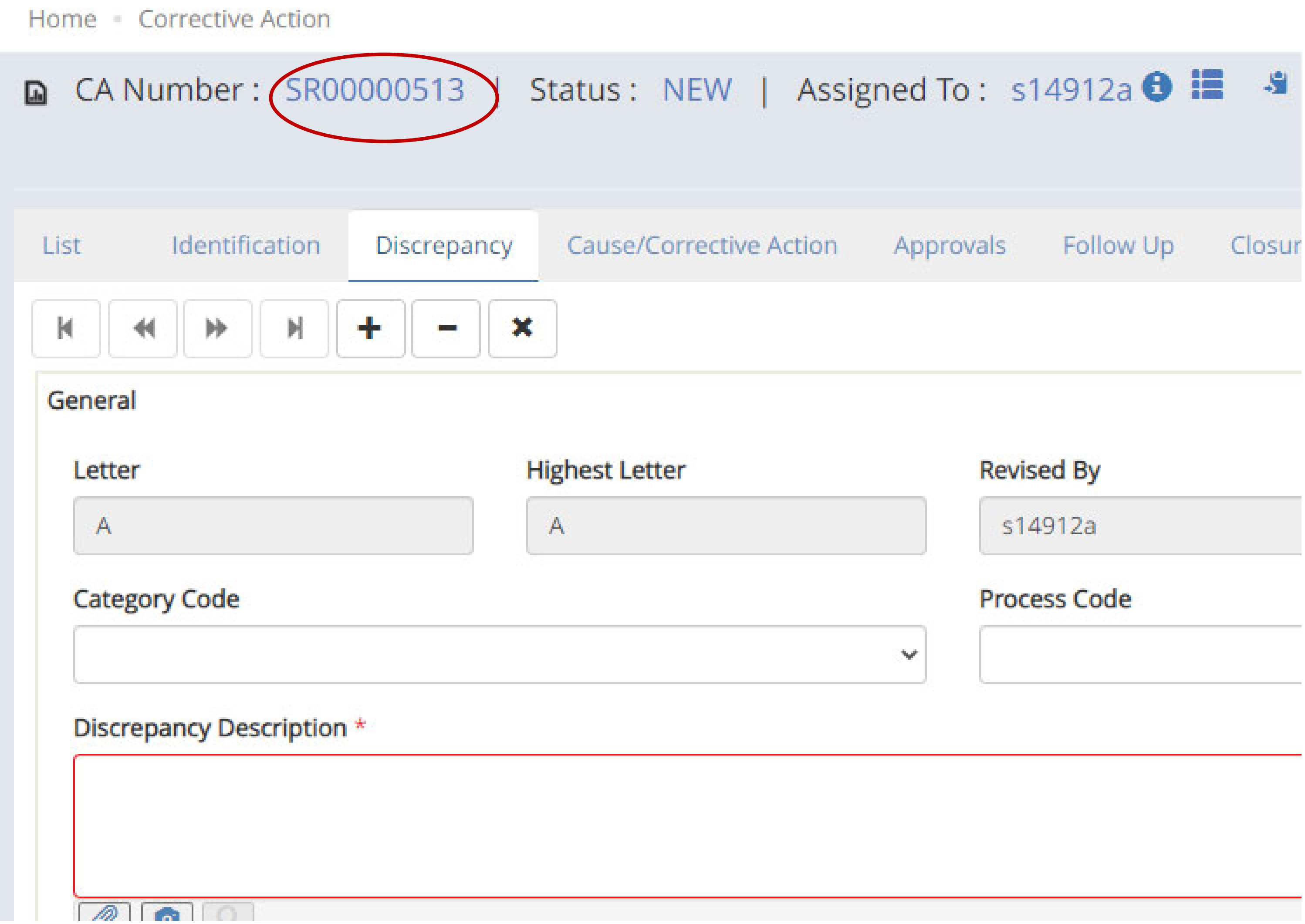
Work Order:

Lot Qty:

Inspected Qty:

Nonconforming Qty:

10. Notice that a SR number is assigned. Complete the **Discrepancy Description** field. This field is free text. You can also attach a document or a picture using the icons below this field.



CA Number : SR00000513 | Status : NEW | Assigned To : s14912a

Letter: A

Highest Letter: A

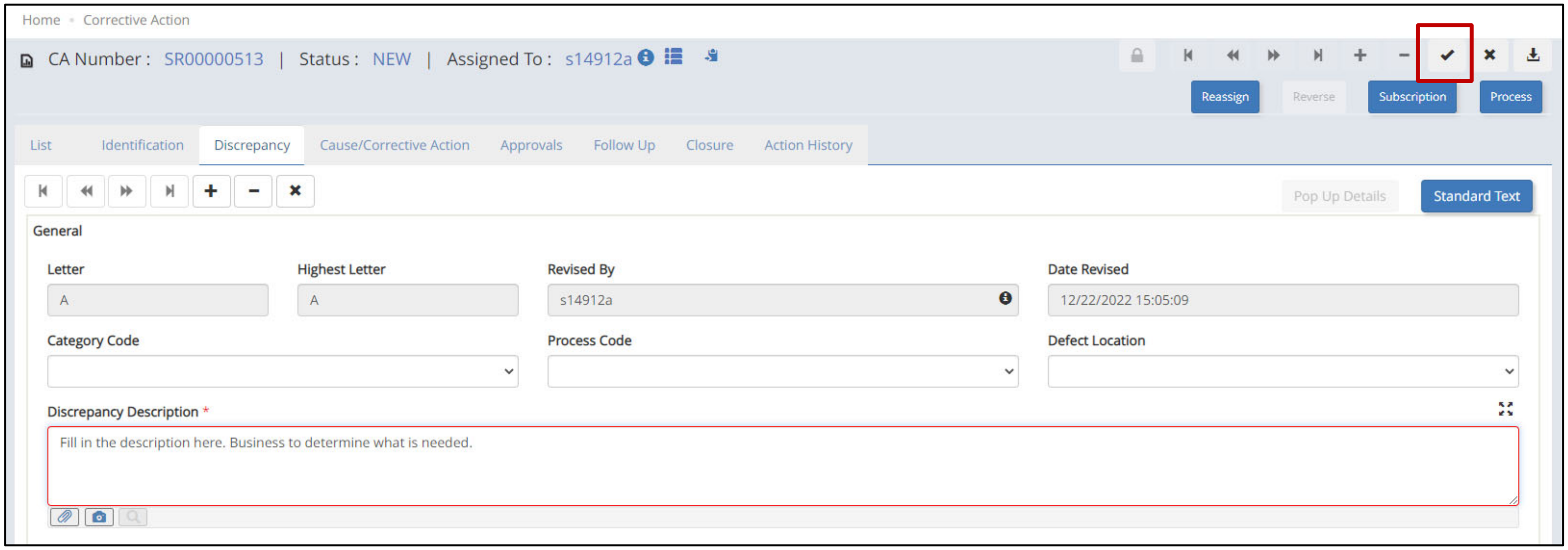
Revised By: s14912a

Category Code:

Process Code:

Discrepancy Description *

11. Click **Save**.



Home • Corrective Action

CA Number : SR00000513 | Status : NEW | Assigned To : s14912a

General

Letter: A

Highest Letter: A

Revised By: s14912a

Date Revised: 12/22/2022 15:05:09

Category Code:

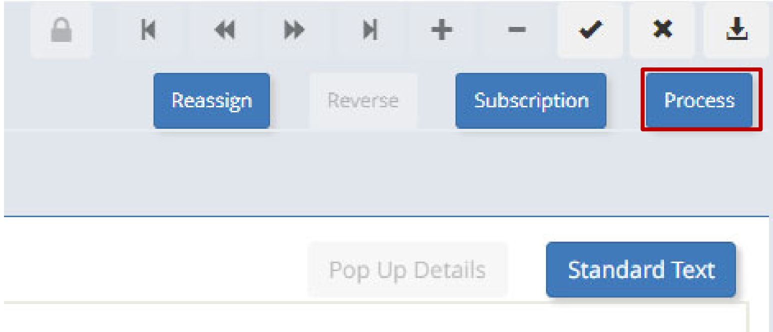
Process Code:

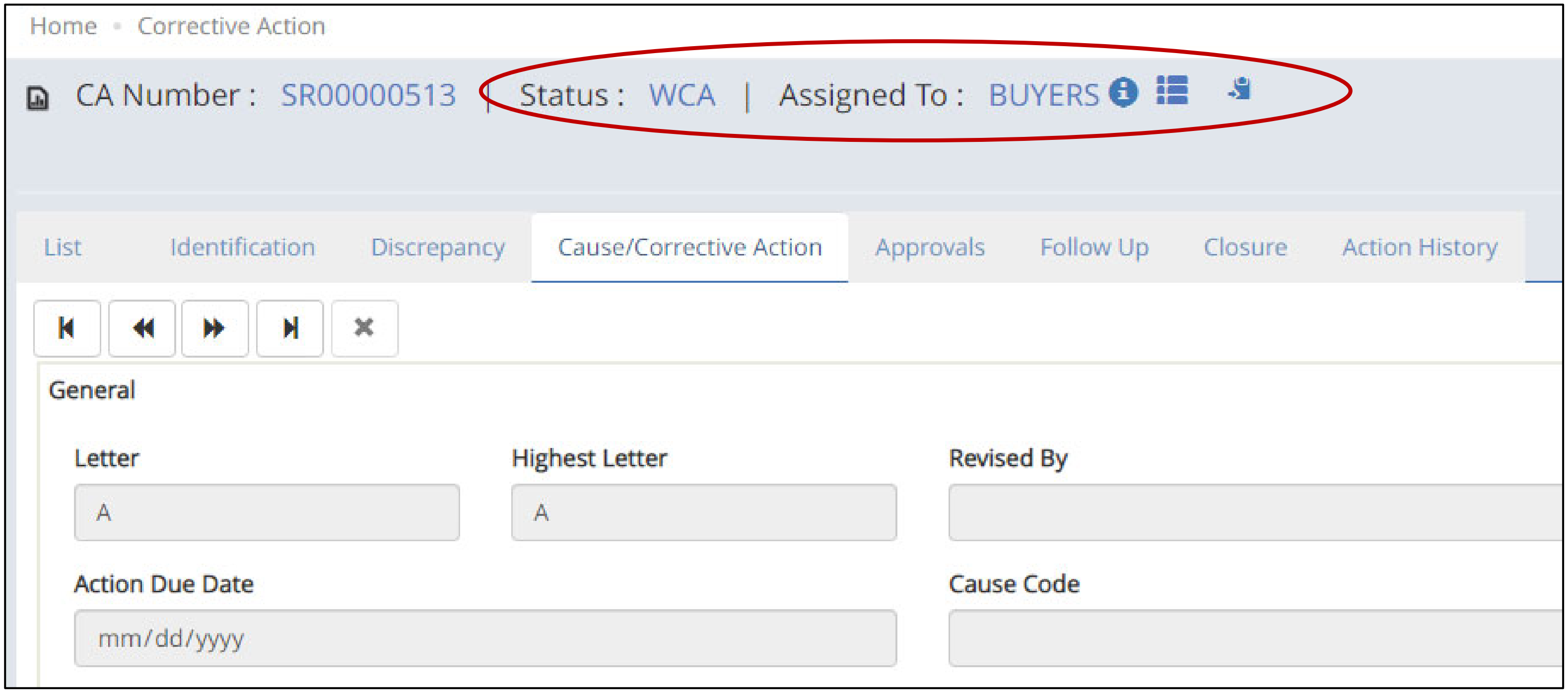
Defect Location:

Discrepancy Description *

Fill in the description here. Business to determine what is needed.

12. Click **Process**.



13.	Notice that the **Status** has changed to WCA and the **Assigned To** field is BUYERS. That's it! You have successfully submitted a SIR!  CA Number : SR00000513 | Status : WCA | Assigned To : BUYERS Letter: A Highest Letter: A Revised By: Action Due Date: mm/dd/yyyy Cause Code:
14.	*Congratulations! You now know how to submit a Supplier Information Request in the TIP Supplier Portal!*

Audit Management

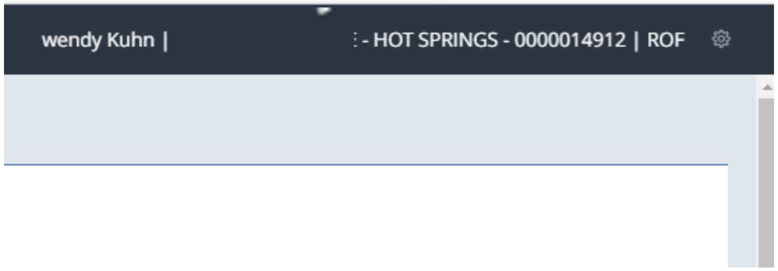
To use audit management, you must navigate to the business unit for either Red Oak or Milledgeville. <Business Question: Which audits will be put in there? Scott Taylor>

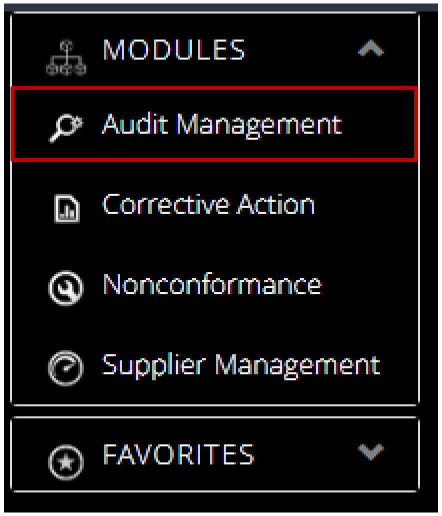
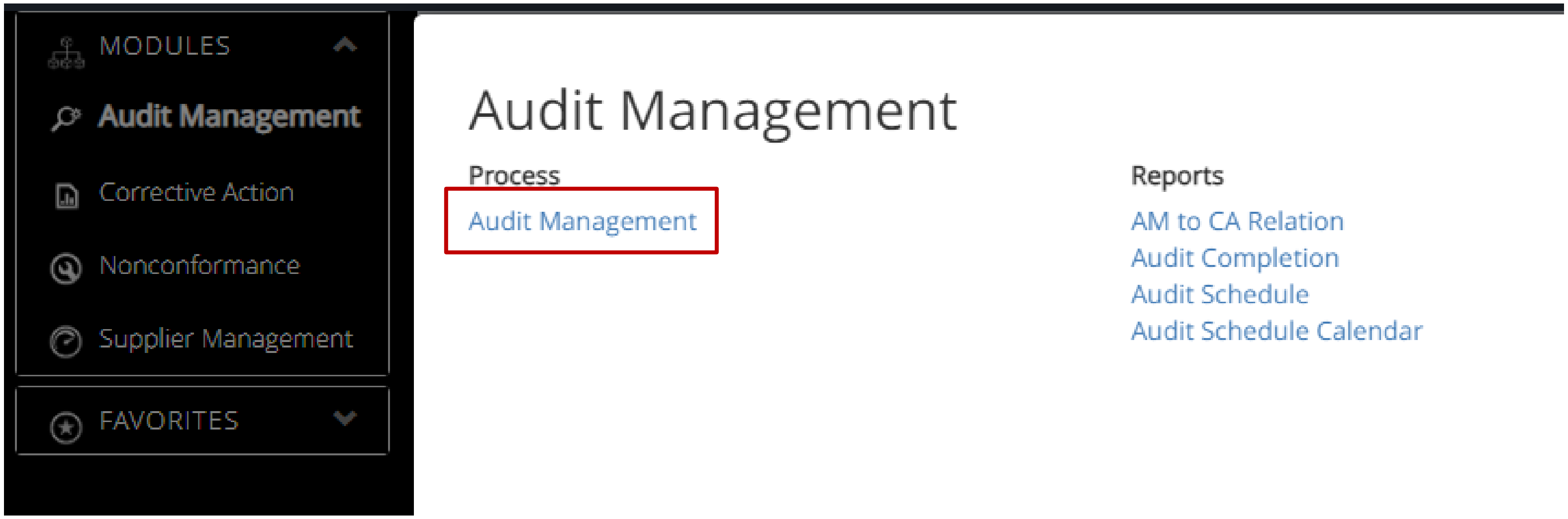
Repository of their DPD Audit?

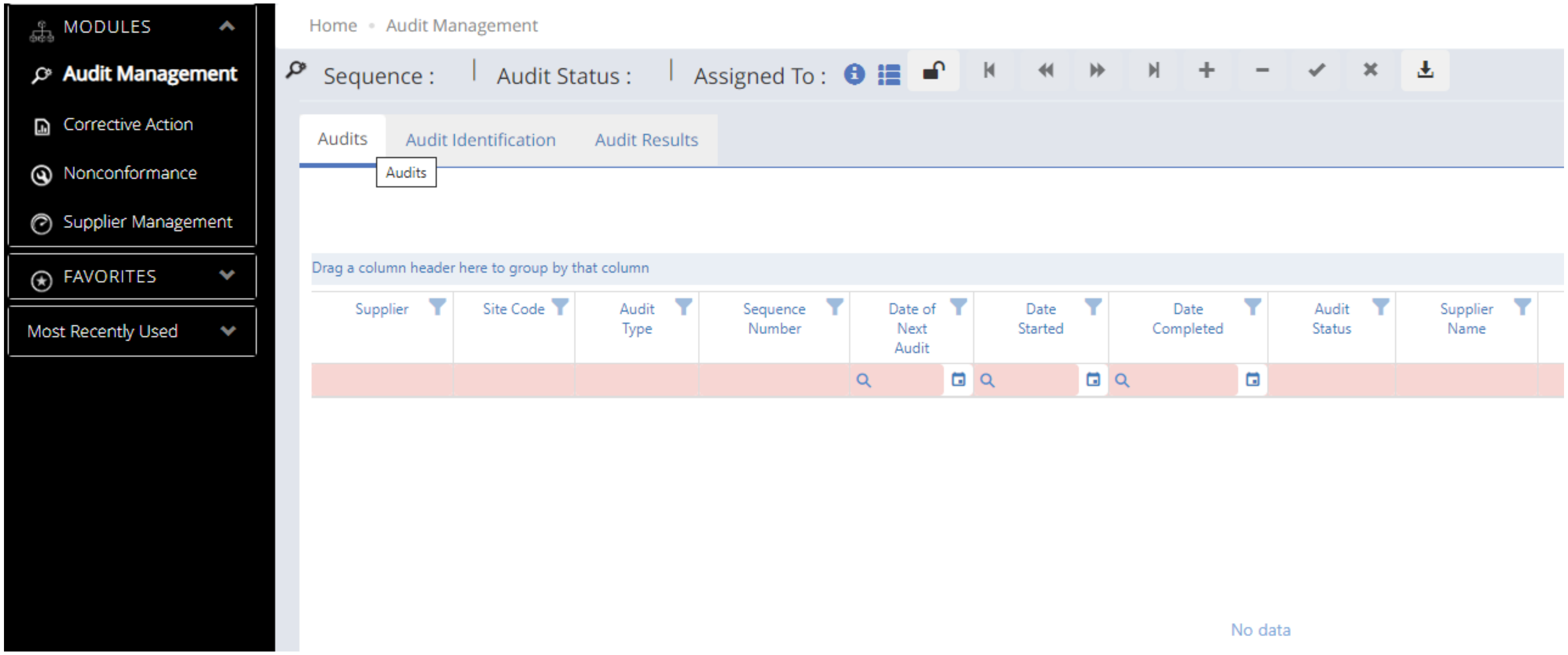
Dan Perez – reach out to Dan to figure out what /Sharon Graham/

View Audits

Text

Step by Step Instructions – How to Log out of TIP		
1.	Navigate to either the Red Oak (ROF) or Milledgeville (MVF) business unit. You can tell that you are in one of the business units by the code next to your supplier name in the upper-right hand corner of the TIP screen.	

<table>
<tr><td>2.</td><td>You will also notice that you have different MODULES in the MODULES pane on the left-hand side of the TIP screen.
Click Audit Management.</td><td> </td></tr>
<tr><td>3.</td><td colspan="2">Within Audit Management, there is one process and four possible reports. In our example, we will click the Audit Management process.
 </td></tr>
</table>

4.	Results of any supplier audits will appear in the ***Audits*** tab. Note: You can customize your TIP grid within this module to suit your needs. <Need Data> 
5.	Double-click on the Audit to view the detailed information. <Need Data>
6.	*Congratulations! You now know how to view a supplier Audit!*