iSupplier Upload Inspection Data

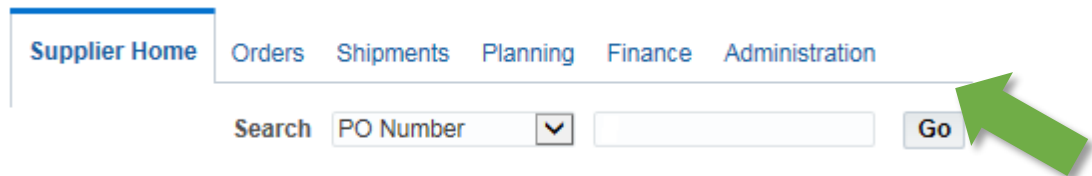## Applicability: Engineering Quality Requirements

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Lesson: Steps how to Upload Inspection Data to iSupplier

Applicability: Engineering Quality Requirements

Step 1: Locate Purchase Order
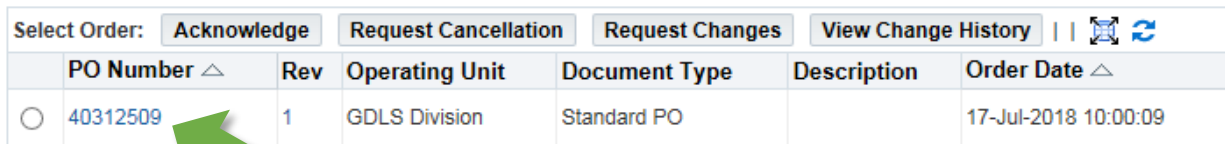
- On the iSupplier Home page search for the Purchase Order

- Open the Purchase Order by clicking the link

Step 2: Request Change & Prepare to Upload

- In the Actions menu select **Request Changes**

Actions Request Changes ☑ Go Export

- In the PO Details section click on the **Add Attachment** icon

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Attac
▶	1	Goods	12345678-1	-		BRACKET, FRAME	Each	5	📎
▶	2	Goods	ABC123	-		SPREADER BAR ASSY	Each	3	📎 3 +
▶	3	Goods	08071981-2	-		CIRCUIT CARD	Each	1	📎 3 +

Tip: the attachment should only be added to the applicable Line Item

Step 3: Apply Attachment

- In the Attachment Summary section create a Title and Description

Tip: Please use the following naming convention: EQA Data – YY-MM-DD

Title: EQA Data – YY-MM-DD
Description: EQA Data – YY-MM-DD
Category: From Supplier
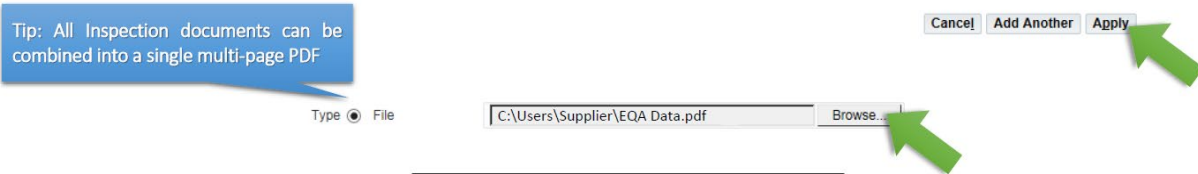
- In the Define Attachment section click Browse and Apply attachment

Tip: All Inspection documents can be combined into a single multi-page PDF

Cancel   Add Another   Apply

Type ◉ File   C:\Users\Supplier\EQA Data.pdf   Browse...

Step 4: Update Purchase Order

- In the PO Details section click on **Update PO**

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Attachments
▶	1	Goods	12345678-1	-		BRACKET, FRAME	Each	5	🔗3 ➕
▶	2	Goods	ABC123	-		SPREADER BAR ASSY	Each	3	🔗3 ➕
▶	3	Goods	08071981-2	-		CIRCUIT CARD	Each	1	🔗3 ➕

UpdatePO

- The **Confirmation** message will disappear when the update is successful

Confirmation

Attachment EQA INSPECTION DATA has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Questions?

In the event that you have questions regarding Engineering Quality Requirements, please contact the following individuals:

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Revision History

Revision #	Date	Revision Description
0	11/07/2018	Initial release (in powerpoint) by Engineering SQA (J. Bulas / A. DeNisi)
1	11/30/2021	Updates by iSupplier Manual Project Team