



## **iSupplier Upload Inspection Data**

Applicability: Engineering Quality Requirements

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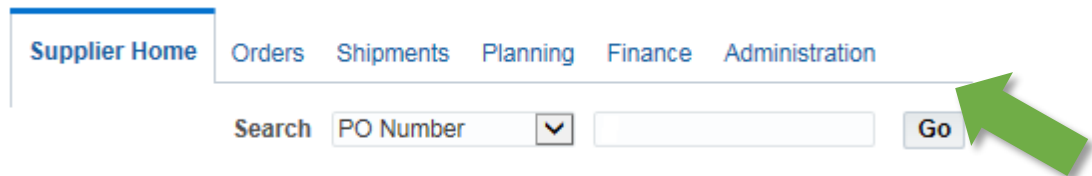


## Lesson: Steps how to Upload Inspection Data to iSupplier

Applicability: Engineering Quality Requirements

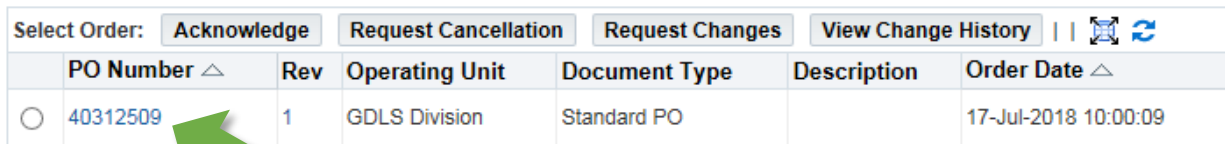
### Step 1: Locate Purchase Order

- On the iSupplier Home page search for the Purchase Order



The screenshot shows the iSupplier Home page navigation menu with options: Supplier Home, Orders, Shipments, Planning, Finance, and Administration. Below the menu is a search bar with a dropdown menu set to 'PO Number', an empty search input field, and a 'Go' button. A green arrow points to the 'Go' button.

- Open the Purchase Order by clicking the link



The screenshot shows a table with the following data:

PO Number <sup>△</sup>	Rev	Operating Unit	Document Type	Description	Order Date <sup>△</sup>
<a href="#">40312509</a>	1	GDLS Division	Standard PO		17-Jul-2018 10:00:09




A green arrow points to the link '40312509' in the PO Number column.

## 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	Attach
▶	1	Goods	12345678-1	-	<input type="text"/>	BRACKET, FRAME	Each	5	
▶	2	Goods	ABC123	-	<input type="text"/>	SPREADER BAR ASSY	Each	3	 3 +
▶	3	Goods	08071981-2	-	<input type="text"/>	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



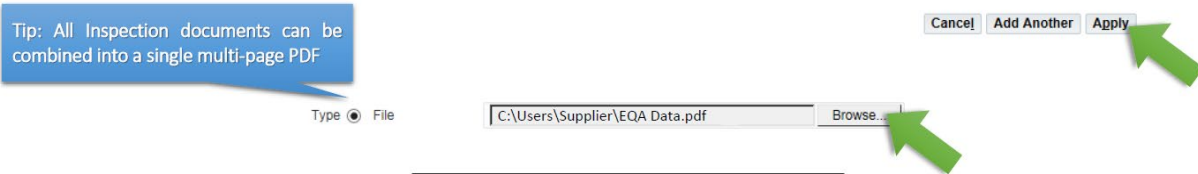
- In the Define Attachment section click Browse and Apply attachment

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

Type  File

C:\Users\Supplier\EQA Data.pdf Browse...

Cancel Add Another Apply



## 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	-	<input type="text"/>	BRACKET, FRAME	Each	5	 +
▶	2	Goods	ABC123	-	<input type="text"/>	SPREADER BAR ASSY	Each	3	 +
▶	3	Goods	08071981-2	-	<input type="text"/>	CIRCUIT CARD	Each	1	 +



- 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