

GENERAL DYNAMICS

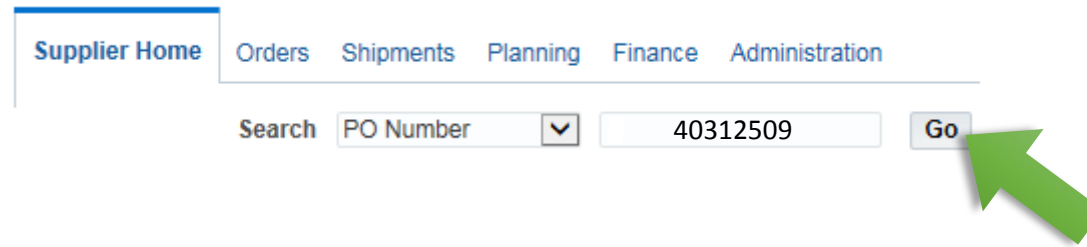
Land Systems

How To: Upload Inspection Data to iSupplier
Applicability: Engineering Quality Requirements

7 November 2018

Step 1: Locate Purchase Order

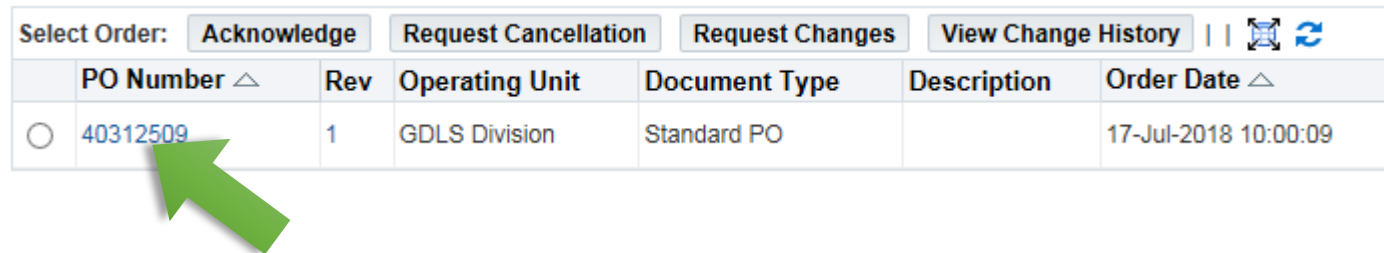
- On the iSupplier Home page search for the Purchase Order



Supplier Home Orders Shipments Planning Finance Administration

Search PO Number 40312509 Go

- Open the Purchase Order by clicking the link

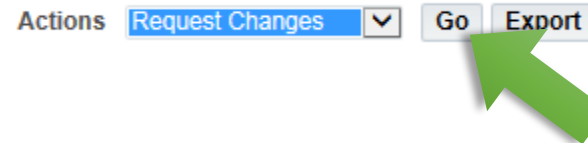


Select Order: Acknowledge Request Cancellation Request Changes View Change History

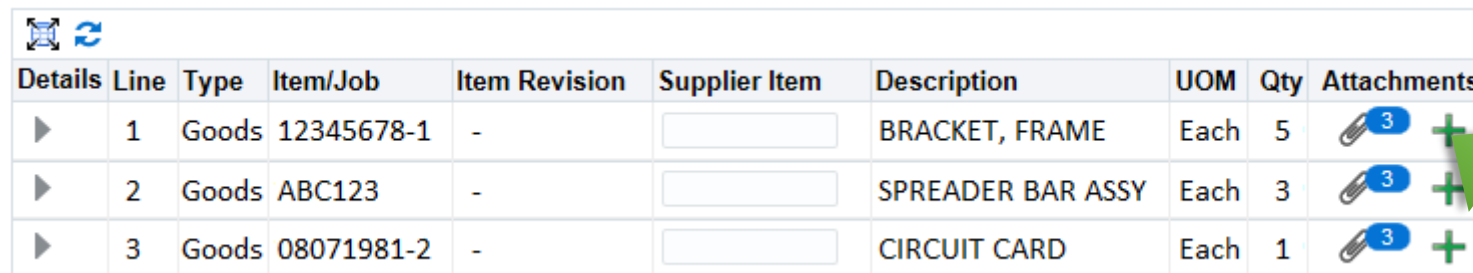
	PO Number [△]	Rev	Operating Unit	Document Type	Description	Order Date [△]
<input type="radio"/>	40312509	1	GDLS Division	Standard PO		17-Jul-2018 10:00:09

Step 2: Request Change & Prepare to Upload




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



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



A screenshot of a PO Details section showing a table with columns: Details, Line, Type, Item/Job, Item Revision, Supplier Item, Description, UOM, Qty, Attachments. The table contains three rows of data. A green arrow points to the '+' icon in the Attachments column for Line 1.

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	 +

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 **UpdatePO**

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	 +

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?

- The following individuals can help:

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