

UPLOADING CERTIFICATIONS THROUGH THE SUPPLIER PORTAL

To Get Started:

1. Go to our website: www.tactair.com
2. Select: Supplier Support tab
3. Click on: Supplier Portal
4. Log in: Enter assigned Username and Password and click on “Log In”
 - Note: Password is case sensitive

To Upload certs:

1. On Home Page: Hover on “Certifications” to get drop-down and select “Show Purchase Orders”
2. Find PO Number: Can search by entering PO Number and clicking on “Filter”
3. To select the PO, click on “Show” next to the PO number
4. All required certifications for selected PO Line Part Number will be listed.

Note: Certs can be uploaded individually by selecting the “Upload” button and attaching that particular cert ****(Preferred method)**

OR

The entire cert package for the PO line and lot can be uploaded at once by selecting “Upload” next to SQAR 08 and checking the “Included with C of C” check boxes next to the other required certs

5. Click on: “Upload” next to the certification to be uploaded.
6. Click on “Select Files” to open your file list to select the appropriate cert
7. Once cert file is selected, click on “Submit”
8. The cert document will be displayed with the date it was uploaded. There is an Action box where the cert can be viewed or deleted.
9. Once cert is uploaded, click on the “Back” button to go back to the PO and line screen.
10. Enter quantity shipped and click on “Lot Complete”
11. If you have not checked all the boxes under the “Included with C of C” column, an error message will be displayed in Red above the Upload Certs box, ex. “SQAR 016: No certs were uploaded/ ‘Included with C of C’ not checked”. (See note above).
12. If a change to any of the certs needs to be made once “Lot Complete” has been completed:
 - a. Click on “Un-complete Lot”
 - b. Delete/re-upload corrected certs
 - c. Click on “Lot Complete”
13. If there are multiple lots, the certs must be uploaded separately and will be assigned a separate lot letter. Ex. Lot A, Lot B, etc.
 - a. Upload certs, enter quantity of first lot, select lot complete
 - b. Same instructions apply to remaining lots
14. Each packing list must be printed and put with the corresponding lot of parts and kept separate to retain lot traceability.

Shipment of Parts:

- Supplier packing slip, and packing slip printed in the supplier portal should be the only paperwork sent with parts.