Texas Instruments

Supplier Portal for Chemical Test Reports

User's Manual

https://supplier.ti.com/rctms/report/manage

Chemical Test Reports Supplier Portal

Load and Manage Processes

This process begins after being notified by email of your responsibility for providing test reports for materials that your company supplies to TI. The information depicted here from that email is critical during the initial upload and ongoing management of those reports:

Reviewer	Your_Contact@ti.com
Supplier Name	YOUR COMPANY
Supplier Contacts	You@YOUR_COMPANY.com Colleague_1@YOUR_COMPANY.com Colleague_2@YOUR_COMPANY.com

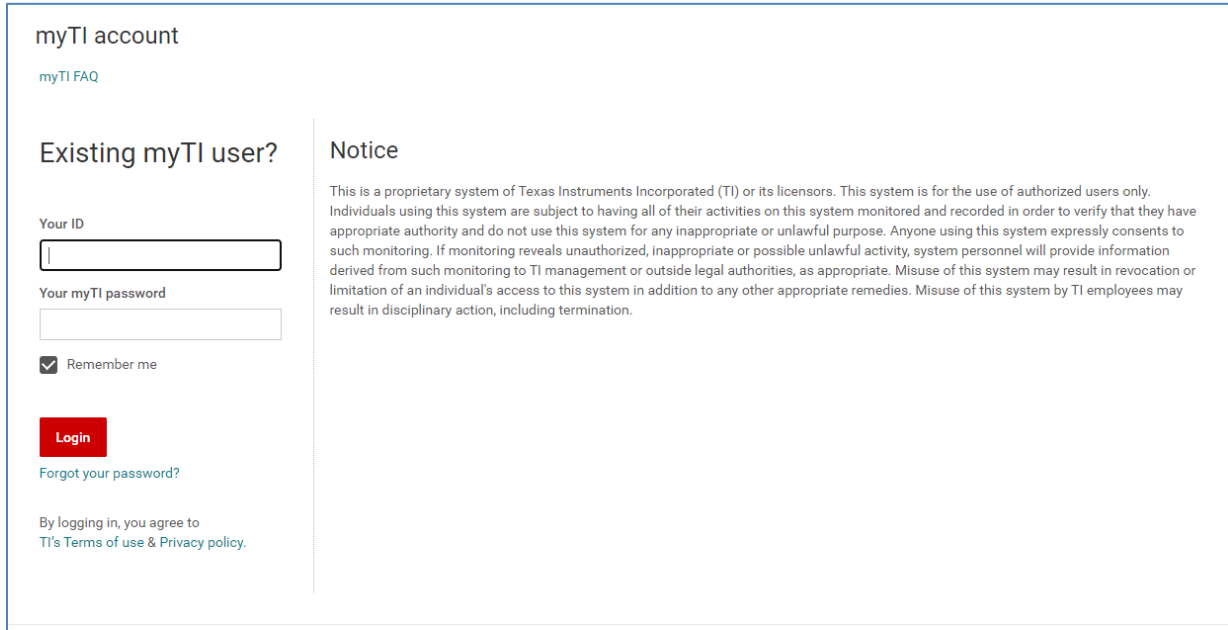| Upload Priority	Name	Material Type	Supplied Material	Manufacturer PN
Priority 1	YOUR COMPANY	Wire	4211929-0011	-
Priority 1	YOUR COMPANY	Wire	4219304-0011	-
Priority 1	YOUR COMPANY	Wire	4221888-0011	-
Priority 1	YOUR COMPANY	Pin	4218128-0005	-
Priority 1	YOUR COMPANY	Leadframe	4221672-0011	-
Priority 1	YOUR COMPANY	Leadframe	4208725-0002	-
Priority 2	YOUR COMPANY	Wire	4225380-0005	-
Priority 2	YOUR COMPANY	Wire	4225334-0005	-
Priority 2	YOUR COMPANY	Wire	4225376-0005	-
Priority 2	YOUR COMPANY	Pin	4221444-0005	-
Priority 2	YOUR COMPANY	Pin	4225375-0005	-
Priority 2	YOUR COMPANY	Leadframe	4209731-0011	-
Priority 2	YOUR COMPANY	Leadframe	4210062-0001	-
Priority 2	YOUR COMPANY	Leadframe	4209332-0001	-
Priority 3	YOUR COMPANY	Wire	4224368-0011	-
Priority 3	YOUR COMPANY	Leadframe	4225333-0005	-
Priority 3	YOUR COMPANY	Leadframe	4210916-0001	-
Priority 3	YOUR COMPANY	Leadframe	4212422-0011	-
Priority 3	YOUR COMPANY	Leadframe	4225381-0005	-
Priority 4	YOUR COMPANY	Wire	4209565-0011	-
Priority 4	YOUR COMPANY	Wire	4223151-0011	-
Priority 4	YOUR COMPANY	Wire	4225240-0005	-
Priority 4	YOUR COMPANY	Wire	4208523-0011	-
Priority 4	YOUR COMPANY	Pin	4225113-0005	-
Priority 4	YOUR COMPANY	Pin	4225297-0005	-
Priority 4	YOUR COMPANY	Leadframe	4225666-0005	-

TEST REPORT UPLOAD PROCEDURE

1) **ACCESS THE SYSTEM**: Access the Supplier Upload portal @
   https://supplier.ti.com/rctms/report/manage

2) **LOGIN / REGISTRATION**: If you are not already registered as a user of this system with Level 1 TI
   Pass access please contact your TI sponsor. Otherwise registered users can sign into the system
   with your existing myTI credentials.

3) **GET ORGANIZED**: To maximize efficiency, it is best to organize the data from the notification
   email based on what report(s) will need to be provided. This will save time by minimizing the
   number of upload sequences that need to be executed. One suggested method might be to
   copy the table into a spreadsheet document to enable sort / filter, and possibly add columns for
   mapping the information to your internal identifying part numbers.

   An example scenario is described below using data from the sample email on the first page of
   this document. Note that this example may include options that are not applicable in your case.

   Material types Glossary Note: If you have questions about the Material Type values in the
   notification email, or if those Material Types are comprised of 2 or more homogeneous Material
   sub-types, more info on how to choose the correct options is provided in a Glossary document that
   can be accessed in several locations while logged into the portal.

GETTING ORGANIZED EXAMPLE

a. Your company has been identified as a supplier of Material types Pin, Wire and Leadframe to TI. The means no less than 3 upload responses will be needed for each unique Material Type.

b. According to the Glossary document, TI requires leadframe base metal and leadframe plating be addressed as separate homogeneous entities. As a result an additional upload will be needed to cover both Leadframe base metal and Leadframe plating sub-types.

c. Further, your company provides Leadframes that utilize two different base metal materials and one plating material. This will result in at least one additional upload.

d. The resulting number of upload sequences required in this scenario is explained in the table below. Knowing which of your part numbers fit each of these sequences allows you to do a "mass upload" for all associated TI Material IDs that use the same report, thereby minimizing the number of required upload sequences.

Summary of a – d described above (Wire, Pin, Pre-Plated Leadframe with 2 base metal options)				
Material Type	**Applicable Material Sub-Type(s)**	**Supplier Options**	**Unique Uploads**	**Comments**
Wire	Bond Wire – Plated or Unplated	1	1	1 upload for all part numbers is required
Leadframe	Pre-Plated Option: Base Metal only	2	2	1 upload for each base metal is required – 2 groups
	Pre-Plated Option: Plating only	1	1	1 upload for plating – combined list of both base metal groups
Pin	(none)	1	1	1 upload for all part numbers is required

e. Suppliers are also provided priority information as additional guidance in cases where the Material ID count exceeds the simultaneous upload capability of the system (500) or the number of options will require several unique uploads. Suppliers are asked to address the list in order from highest to lowest priority assignments in these cases. However in many cases it will be practical to execute all uploads in one session, addressing everything from the highest to the lowest priority item.

BEGIN the UPLOAD SEQUENCE

4) The default starting page after login is the Manage view of the portal. During the startup period in which users will perform initial report loading, most activity will be executed using the Upload view page. But after the database is populated almost all activity will occur using the Manage view page. To navigate to the Upload view of the portal from the Manage view, click on the Add report for new material ID link about halfway down the page below the Submit button for searches:

5) **INITIAL REPORT LOAD – Upload Page /** Select material type **Step 1**: During the initial session, all files will be loaded using the Upload function of the portal. After organizing your list of required report uploads, the steps for the initial upload are as follows;

   a. Select a Material Type, and if applicable a sub-type for a product you supply to TI. The Material type is provided in the notification email. Review the Glossary document if you have questions about the correct Material sub-type to choose for your product. In this example, the product is a plated bond wire. So the supplier selected a Material type of Wire, which then requires a sub-type selection. Base metal + plating was chosen for the specific product type.

6) **INITIAL REPORT LOAD – Upload Page /** Enter material ID **Step 2:** After clicking Next, we move to step 2 where the user enters all of the Material ID numbers supplied to TI that are covered by the same test report(s). This avoids the need to enter the same report multiple times for products that are chemically equivalent. After one or more identifying Material ID numbers are entered, click Validate to confirm that Material ID numbers match the Material type entered and that it is supplied by your company.

7) **INITIAL REPORT LOAD – Upload Page /** Validate material ID **Step 3:**
   a. In this example, reports have already been loaded for 2 of the Material ID numbers entered. These are identified by the message "Test reports exist. Use Manage Report to make changes". Instructions for the functions in the Manage view will be reviewed in a later section of this manual.
   b. Any Material ID numbers submitted that do not meet the critera for supplier and Material type will be identifed by the message "Invalid SID or procurement ID"
      i. Before proceeding, select all items described in a. and b. above, and then click Remove Selected. This process can be simplified a bit by using the sort buttons in the header section of the table.
   c. Materail ID numbers that meet the requirements for validation and also require initial file uploads are identifed by "Validated".
      i. Once all entries with error messages are removed, and all remaining items display "Validated" status, click Next to proceed to the next step.

8) **INITIAL REPORT LOAD – Upload Page /** Select Files **Step 4:**
   a. In this step either drag+drop or use the browse function to identify the report(s) you intend to upload. The files will "pass through" the selection window or browse function and appear in the list below the window.
   b. Then select the appropriate analysis type for each file. The type selected allows for combined or separate files that collectively address all requirements for that Material type / sub-type. "Other" can be used for analysis types not listed.
   c. Enter the test date for each file after selecting the analysis type.
   d. The Homogeneous material option is rarely used and only enabled when it is applicable to the Material type / sub-type.
   e. Clicking on Preview report after all information is entered.

9) **INITIAL REPORT LOAD – Upload Page / Preview Step 5:** The Preview step displays all selections prior to the actual file upload action being executed. Entries and selections, as well as options for editing those items are presented. If all entries are correct, clicking on Submit report completes the actual upload process. Views of both the Preview page before, and the submission success page after clicking Submit report are shown below:

10) **INITIAL REPORT LOAD – Confirmation Email Message:** An email message is sent to the user after each successful upload is completed. Check SPAM / Junk folders to confirm receipt. An example is included here:
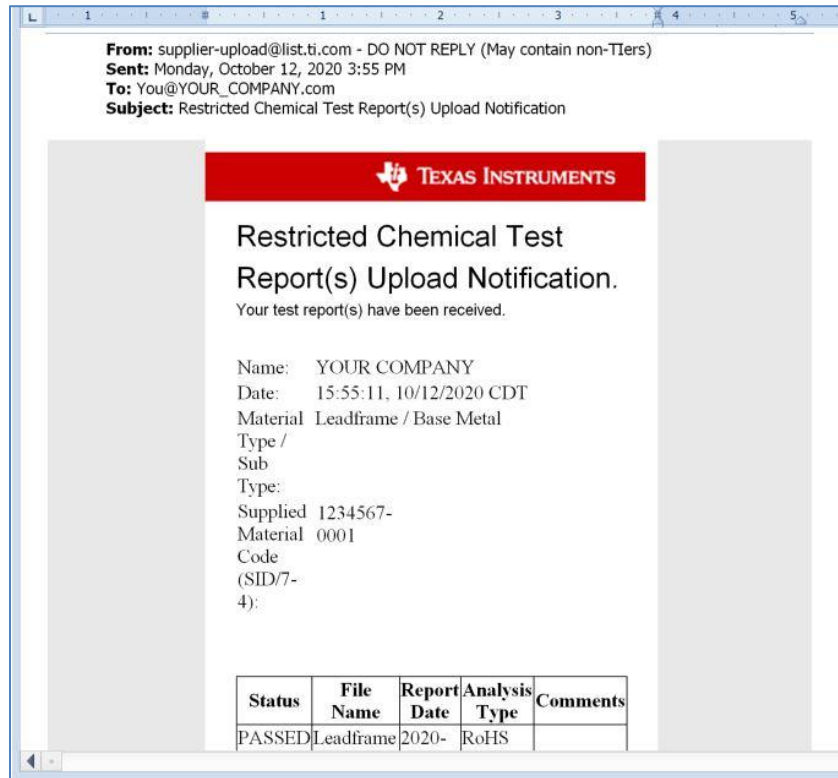
LOAD REMAINING REPORTS

11) **Return to INITIAL REPORT LOAD – Upload Page** to add reports for remaining sub-types or the next Material type.

   a. To complete loading reports for all Material sub-types that are applicable to your material, or to move on to a new Material Type in your list, simply click on the add a new report link at the bottom of the success page to begin again at Step 4 of this process.

12) Instructions for the Manage view of the portal will be included in a future release of this document. The Manage view enables editing, updating and tracking of reports that have already been loaded in addition providing access to reports that show any missing or expired reports. Note that entering edit mode from the manage view will bring up a version of the Upload view, but with edit buttons made available. Examples of actions supported using the edit option:

   a. User discovers additional Material ID numbers that are covered by a test report already loaded
      i. Edit and Material ID list to add the new number and re-submit
   b. User enters the incorrect date for the test report
      i. Edit the test report date and re-submit
   c. User finds a more recent test report, or set of reports than previously loaded
      i. Delete the existing report(s) and add the new report(s). Select the correct report type(s), enter the new date(s) and then re-submit.