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Vendor Collaboration Portal (VCP) is a web-based application that will allow Contract manufacturers to get the required data from Aras PLM for third party production.

NXP VCP - Dashboard and Navigation

Vendor Collaboration Portal (VCP) is a web-based application that will allow Contract manufacturers to get the required data from Aras PLM for third party production.

The information from Aras PLM is provided to Contract Manufacturers in the form of files and reports (BOM Manufacturer Reports, Explosion Reports, Comparison Reports) which they are authorized to view.

VCP will enable the below functionalities for Hardware Boards-Vendors.

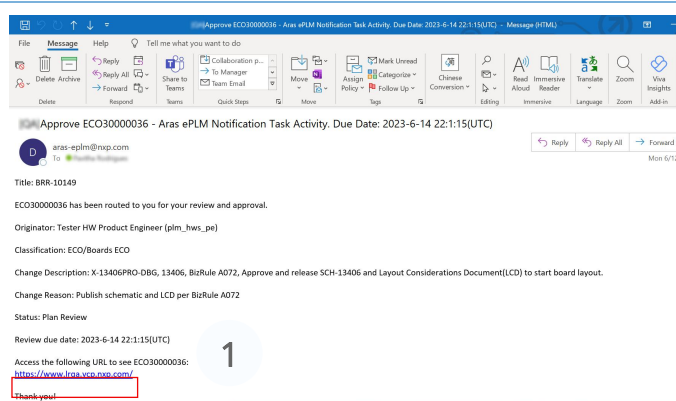
- My Tasks
- My ECO
- My Quality Action
- My Deviations
- My RFQs
- Search Document

The dashboard is displayed for the Vendor according to the access level provided by the NXP VCP HW Boards administrator.

This module will show you how to view the Dashboard and navigate through the Hardware Boards menu options in VCP.

WELCOME - VENDOR COLLABORATION PORTAL

1. Vendor receives an email notification with Change Order details and the action required. The email provides a hyperlink to Vendor Collaboration Portal (VCP). Click the link to open VCP.



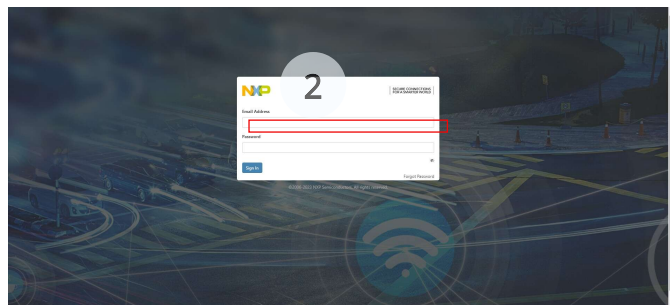
VCP hyperlink

The VCP QA hyperlink seen in the screenshot is used for testing purpose only.

The production link of VCP is <https://www.vcp.nxp.com/home> (<https://www.vcp.nxp.com/home>).

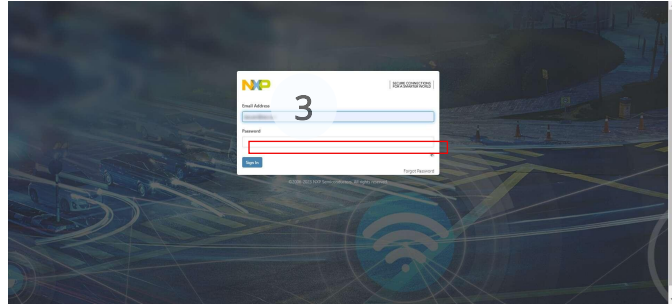
WELCOME - VENDOR COLLABORATION PORTAL

2. On the VCP login page, Click the **Email Address** field and type in your email address.



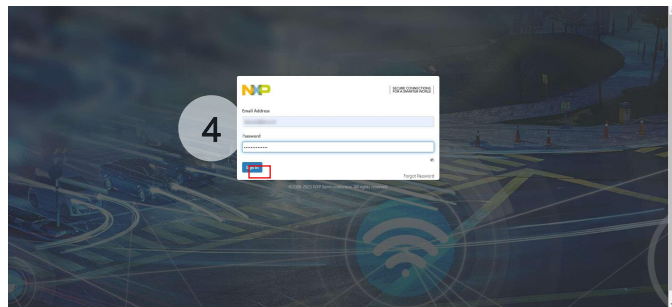
WELCOME - VENDOR COLLABORATION PORTAL

3. Click the **Password** password field and type in your password.



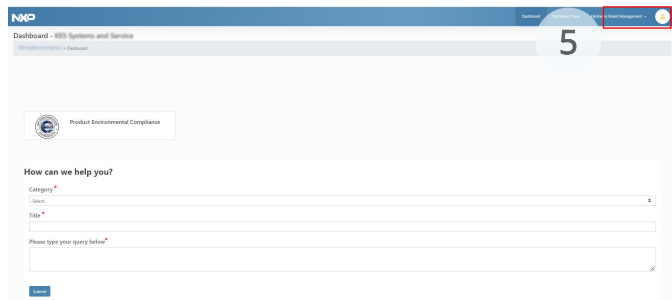
WELCOME - VENDOR COLLABORATION PORTAL

4. Click the **Sign In** button. The system will refresh to display the Dashboard.



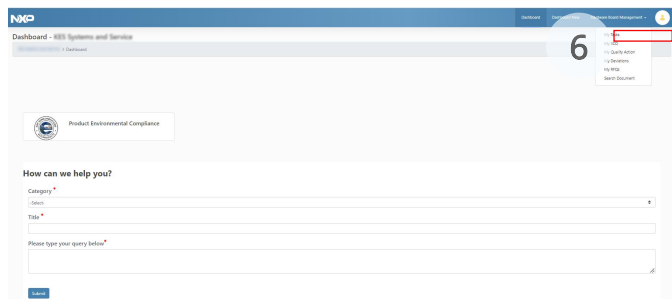
DASHBOARD - VENDOR COLLABORATION PORTAL

5. Click the **Hardware Board Management** dropdown menu.



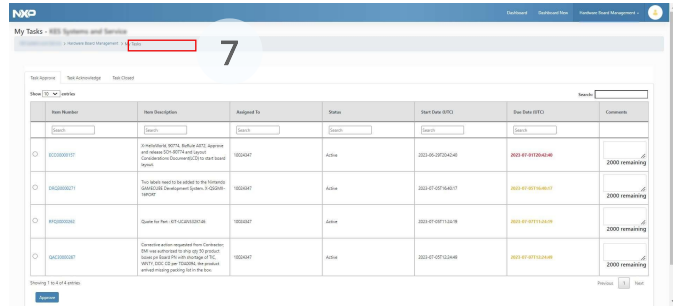
DASHBOARD - VENDOR COLLABORATION PORTAL

6. To view the assigned tasks, Click the **My Tasks** menu item.



MY TASKS - VENDOR COLLABORATION PORTAL

7. View the My Tasks page.



My Tasks

This page displays the assigned tasks corresponding to the Change orders (ECO/MCO, Deviation, RFQ, VQA).

The tasks are categorized as follows:

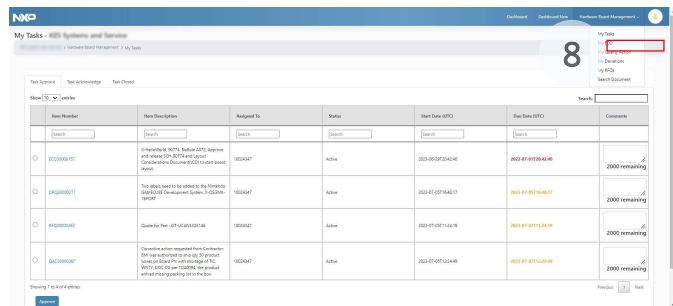
- o Task Approve tab - displays tasks pending for approval.
- o Task Acknowledge tab - displays tasks pending for acknowledgement.
- o Task Closed tab - displays closed tasks after approval or acknowledgement.

By default, the Task Approve tab is displayed.

On this page, Vendor can search for the Change Order number received in the email notification. More details on Tasks are covered in the [Task Management](#) module.

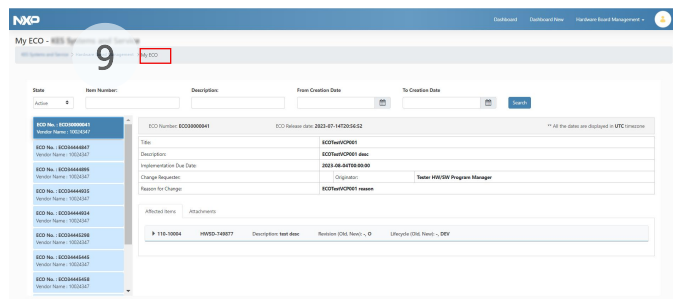
MY TASKS - VENDOR COLLABORATION PORTAL

8. To view ECOs, Click the My ECO menu item.



MY ECO - VENDOR COLLABORATION PORTAL

9. View the My ECO page.



My ECO

This page displays the list of ECOs. Vendor can view the ECO details for the ECO notifications received via email.

The left pane shows the ECO list as per the ECO State filter.

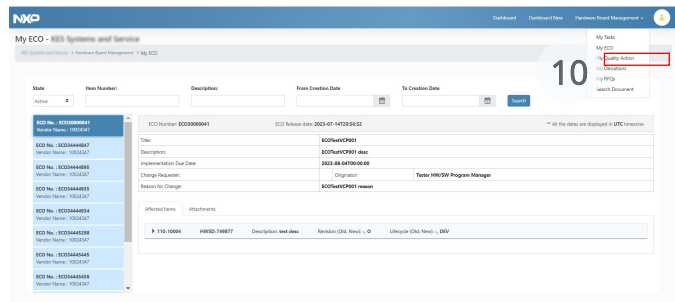
Details of the selected ECO, including the Affected items and Attachments is displayed on the right pane.

By default, the **State** is set to *Active*, **Item Number**, **Description**, **From Creation date** and **To Creation date** fields are blank and work in progress ECOs are displayed. If there are no pending ECOs, nothing is displayed.

Vendor can download/upload the needed files associated with the ECO. More details on this topic are covered in [File Upload and Download](#) module.

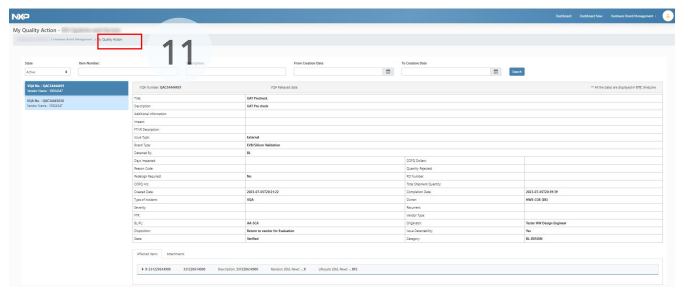
MY ECO - VENDOR COLLABORATION PORTAL

10. To view the Vendor Quality Actions (VQA), Click the **My Quality Action** menu item.



MY QUALITY ACTION - VENDOR COLLABORATION PORTAL

11. View the My Quality Action page



My Quality Action

This page displays the list of Vendor Quality Action. Vendor can view the Quality Action details for the QAC notifications received via email.

The left pane shows the VQA list as per the VQA State filter.

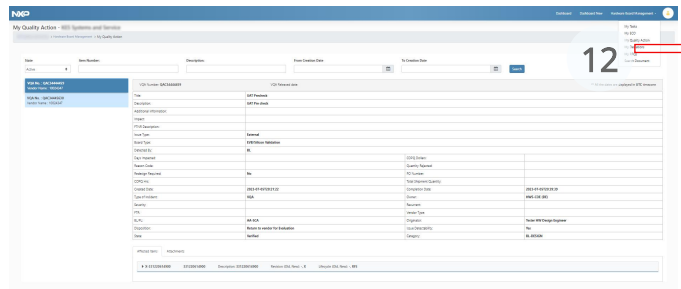
Details of the selected VQA, including the Affected items and Attachments is displayed on the right pane.

By default, the **State** is set to *Active*, **Item Number**, **Description**, **From Creation date** and **To Creation date** fields are blank and work in progress VQAs are displayed. If there are no pending VQAs, nothing is displayed.

Vendor can download/upload the needed files associated with the VQA. More details on this topic are covered in [File Upload and Download](#) module.

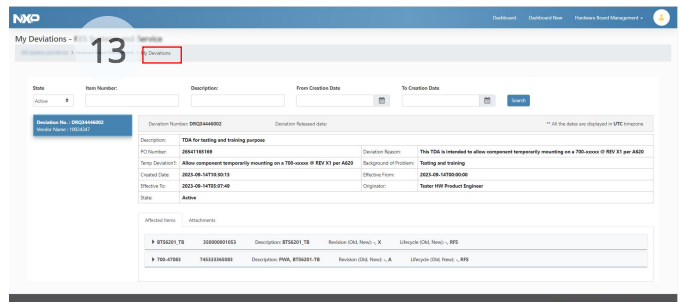
MY QUALITY ACTION - VENDOR COLLABORATION PORTAL

- 12. To view the Deviations, Click the **My Deviations** menu item.



MY DEVIATIONS - VENDOR COLLABORATION PORTAL

- 13. View the **My Deviations** page.



My Deviations

This page displays the list of Deviations. Vendor can view the Deviations details for the DRQ notifications received via email.

The left pane shows the Deviation list as per the State filter.

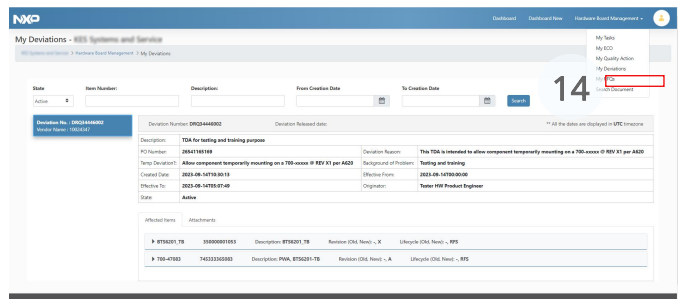
Details of the selected Deviation, including the Affected items and Attachments is displayed on the right pane.

By default, the **State** is set to **Active**, **Item Number**, **Description**, **From Creation date** and **To Creation date** fields are blank and work in progress Deviations are displayed. If there are no pending Deviations, nothing is displayed.

Vendor can download the needed files associated with the Deviation. More details on this topic are covered in [File Upload and Download](#) module.

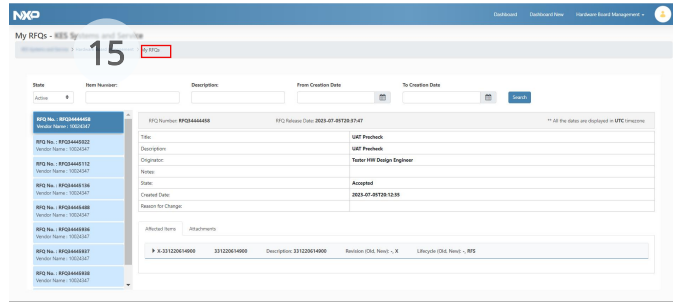
MY DEVIATIONS - VENDOR COLLABORATION PORTAL

- 14. To view the Requests for Quotation, Click the **My RFQs** menu item.



MY RFQS - VENDOR COLLABORATION PORTAL

15. View the My RFQs page.



My RFQs

This page displays the list of RFQs. Vendor can view the RFQ details for the RFQ notifications received via email.

The left pane shows the RFQ list as per the State filter.

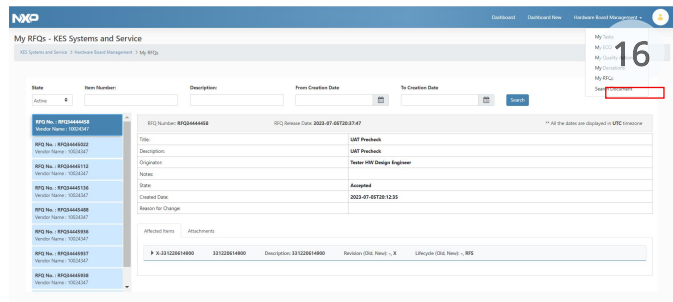
Details of the selected RFQ, including the Affected items and Attachments is displayed on the right pane.

By default, the **State** is set to **Active**, **Item Number**, **Description**, **From Creation date** and **To Creation date** fields are blank and work in progress RFQs are displayed. If there are no pending RFQs, nothing is displayed.

Vendor can download/ upload the needed files associated with the RFQ. More details on this topic are covered in [File Upload and Download](#) module.

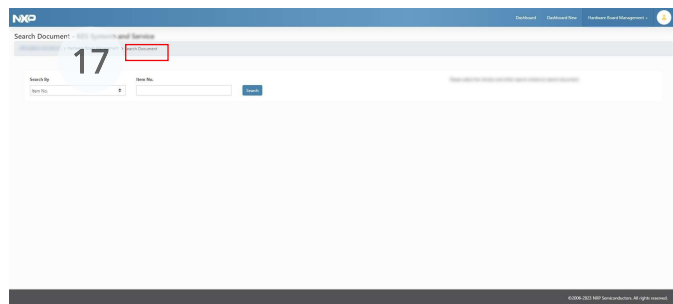
MY RFQS - VENDOR COLLABORATION PORTAL

16. To search items on any assigned Change orders, Click the **Search Document** menu item.



SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

17. View the Search Document page.



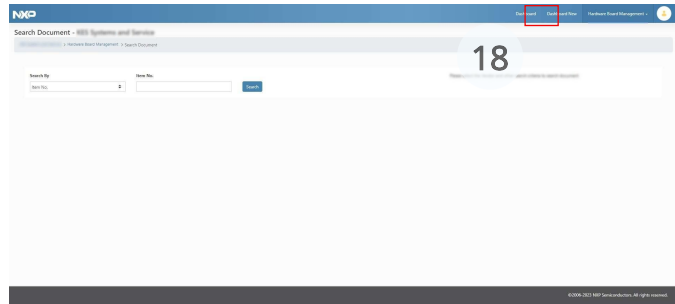
Search Document

The Search Document feature allows searching of items that are present as affected items on any of the assigned Change orders (ECO/MCO, Deviations, RFQs, VQAs) or items for which Vendor is authorized to view.

Vendor can download the needed files associated with the searched item. More details for performing search are covered in [Searches and Reports](#) module.

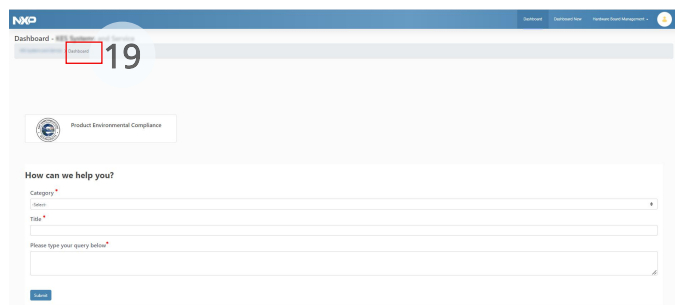
SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

18. To go to the dashboard, Click the **Dashboard** menu.



DASHBOARD - VENDOR COLLABORATION PORTAL

19. View the **Dashboard**.



You have now completed the [VCP – Dashboard and Navigation](#) module where you experienced how to access and view the following functions in VCP:

- Dashboard
- My Tasks
- My ECO
- My Quality Action
- My Deviations
- My RFQs

Other training modules available are:

[VCP - Task Management](#)

[VCP - File Upload and Download](#)

[VCP - Searches and Reports](#)

Last changed on: 09/21/2023 05:36 AM by Pavitha Rodrigues	Version: V1.0
VCP - Dashboard and Navigation	Page 7 of 7

NXP VCP - Task Management

A Change Order in Aras PLM may require a Vendor to view and acknowledge when the Change Order is released or to complete an action and approve the Change Order as part of the approval process. To facilitate this, an email notification is generated and sent to the Vendor to provide an overview of the Change Order and the required action (acknowledge or approve). Upon receiving the email notification, the Vendor can log in to VCP and navigate to the My Tasks page.

The My Tasks page displays the pending tasks which correspond to the Change Orders. There are two tabs: 1.) Task Approve 2.) Task Acknowledge.

A third tab, named Task Closed, shows all the completed tasks, approved or acknowledged. These closed tasks will display until the Change Order is fully closed (implemented).

By default, all tasks in the three tabs will be sorted by due date. The due date is color coded to indicate if the tasks are close to or have passed the due date.

A Vendor can search for a particular task by using the available search features on the page.

The task row will also display the link to a Change Order (ECO/MCO, Deviation, VQA, RFQ). Click on the link to open the Change Order on a new page.

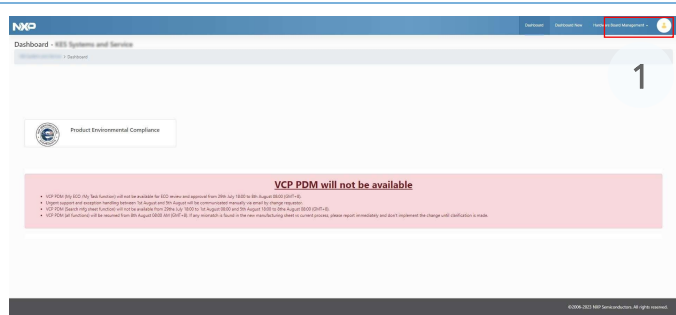
Once the view/act actions have been performed on the Change Order, the Vendor must go back to the My Tasks page to select the task checkbox and click the Approve or Acknowledge button.

A Task Reminder notification is generated and sent to the Vendor prior to the Task due date. After the Task due date has passed, reminder notifications are sent daily.

This module will show you how to view and act upon Tasks in VCP.

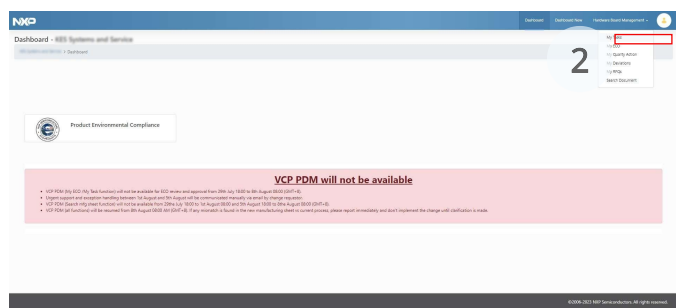
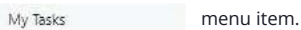
DASHBOARD - VENDOR COLLABORATION PORTAL

1. Click the **Hardware Board Management**



DASHBOARD - VENDOR COLLABORATION PORTAL

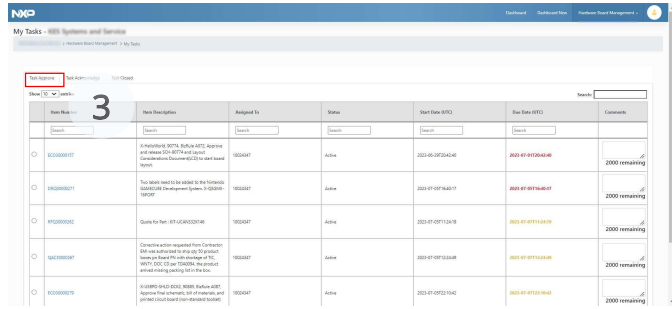
2. Click the **My Tasks**



Last changed on: 09/21/2023 05:45 AM by Pavitha Rodrigues	Version: V1.0
VCP - Task Management	Page 1 of 13

MY TASKS - VENDOR COLLABORATION PORTAL

3. By default, the Task Approve tab is displayed. If not, Click the Task Approve Task Approve tab.



My Tasks - Approve

This page displays the assigned tasks corresponding to the Change Orders (ECO/MCO, Deviation, RFQ, VQA).

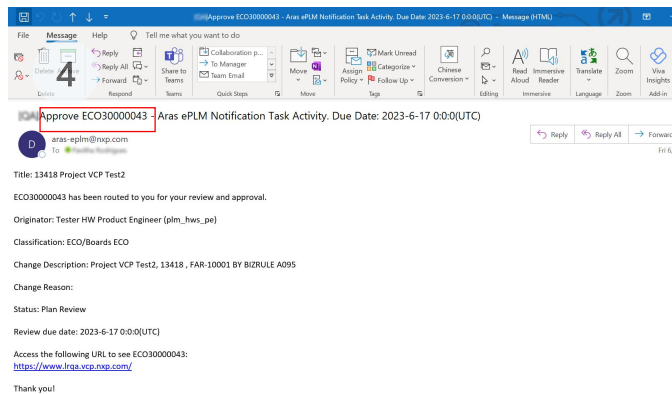
The tasks are categorized as follows:

- Task Approve tab - displays tasks pending for approval after action on Change Orders.
- Task Acknowledge tab - displays tasks pending for acknowledgement after viewing Change Orders.
- Task Closed tab - displays closed tasks after approval or acknowledgement.

By default, the Task Approve tab is displayed.

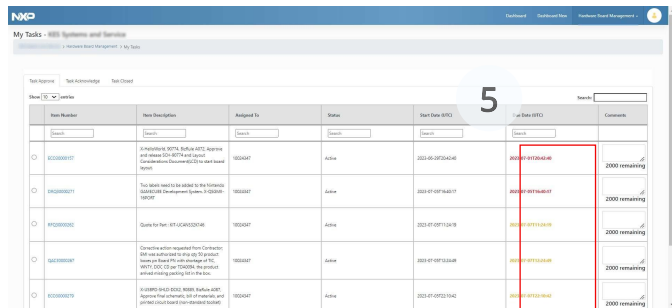
MY TASKS - VENDOR COLLABORATION PORTAL

4. Change order Tasks that need to be approved will be indicated in the email notification received by Vendor.



MY TASKS - VENDOR COLLABORATION PORTAL

5. Tasks are sorted by due dates and highlighted.



Task Due Date

Tasks by default are sorted by due dates.

The due dates are highlighted in:

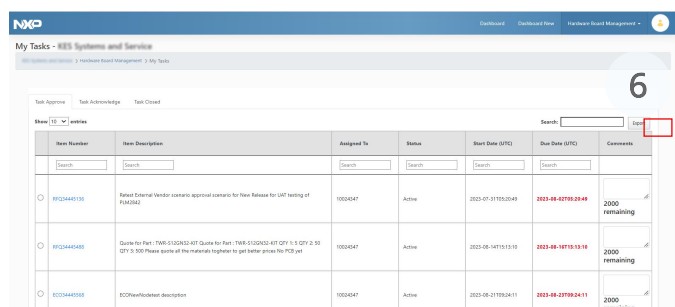
Normal black font: when Task due date has not passed

Amber color: when Task due date is past 2 days

Red color: when Task due date has passed by more than 2 days

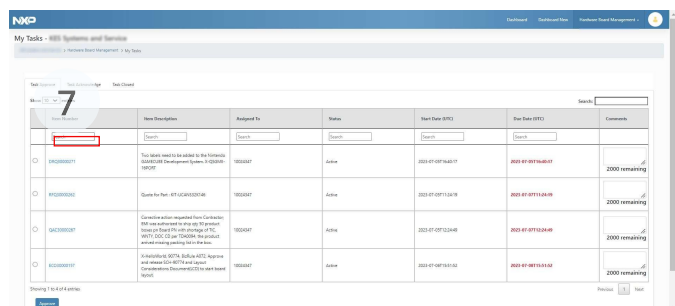
MY TASKS - VENDOR COLLABORATION PORTAL

- To download the displayed list of tasks in an excel file format, click the **Export** button.



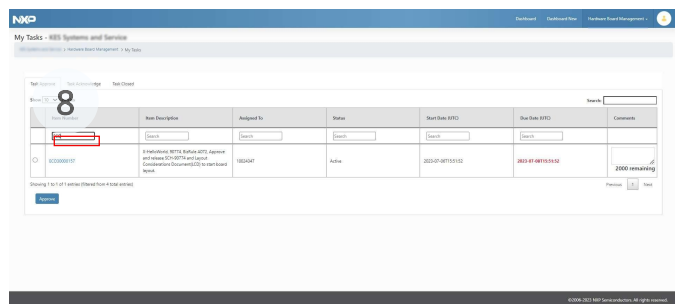
MY TASKS - VENDOR COLLABORATION PORTAL

- To search for a particular Change Order number, Click in Item Number **Search** field.



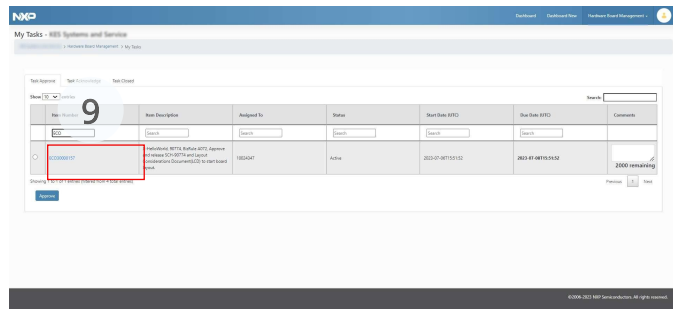
MY TASKS - VENDOR COLLABORATION PORTAL

- For this example, Type **ECOXXXXXXXX** in the Item Number **Search** field.



MY TASKS - VENDOR COLLABORATION PORTAL

9. Click in the contents of the ECOXXXXXXXX table.



Item Number Search in Task Table

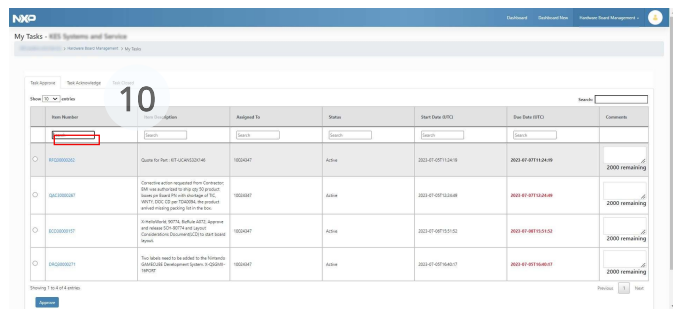
Besides an entire number search, for example ECOXXXXXXXX, you can also put a partial number, for example ECOXXX or XXX (last 3 digits of change order number) and the table will list all change orders that matches the partial text.

Note: Use only plain text in the Search fields. Characters or symbols, such as the wild card *, will not work.

To clear the search, simply remove the text in the search field.

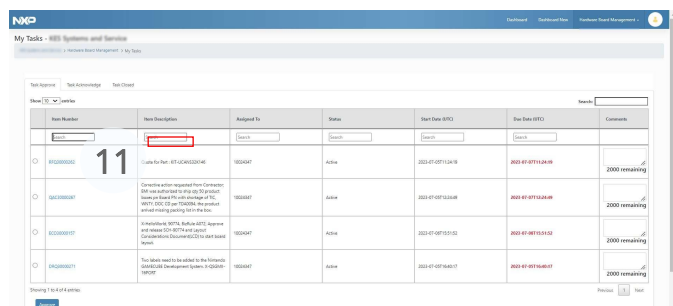
MY TASKS - VENDOR COLLABORATION PORTAL

10. Clear the Search field.



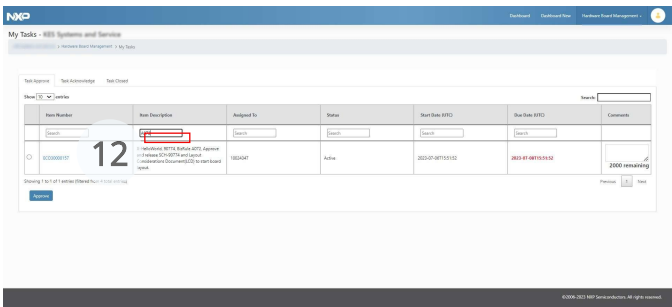
MY TASKS - VENDOR COLLABORATION PORTAL

11. To search change orders using description, Click the Item Description Search field.



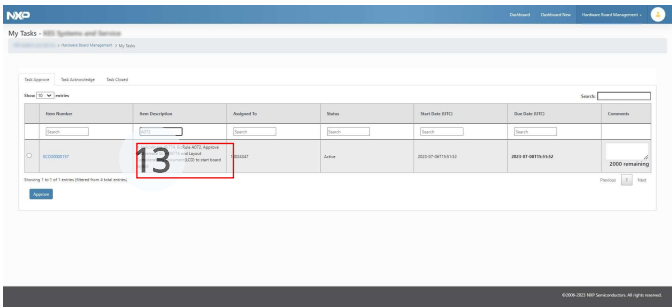
MY TASKS - VENDOR COLLABORATION PORTAL

12. For this example, type **A072** in the Item Description **Search** field.



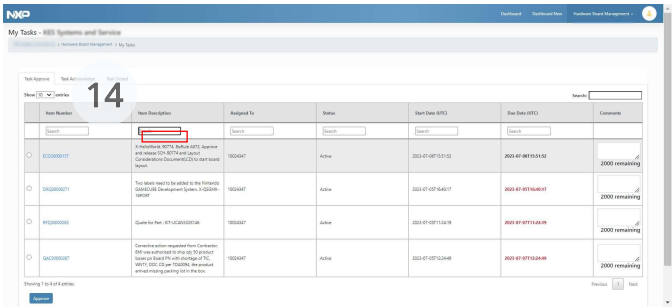
MY TASKS - VENDOR COLLABORATION PORTAL

13. Click the contents of the **change order description** matching the text in search table.



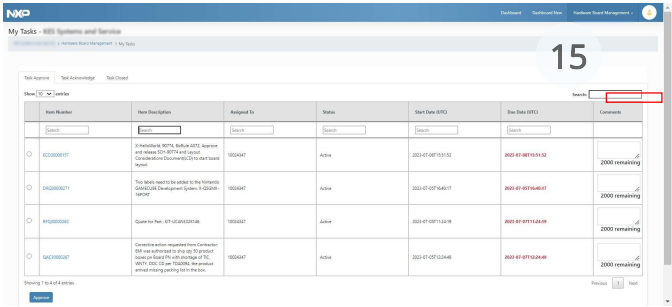
MY TASKS - VENDOR COLLABORATION PORTAL

14. Clear the Search text to view all the tasks.



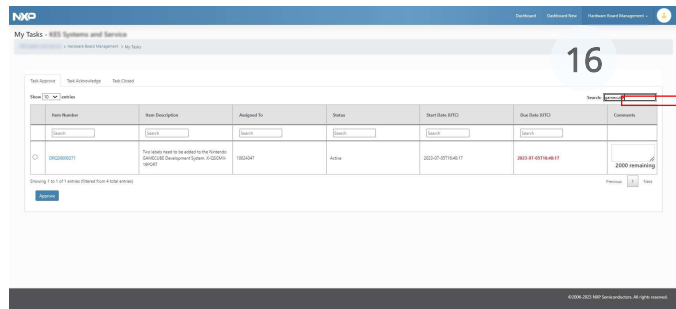
MY TASKS - VENDOR COLLABORATION PORTAL

15. Click in the **Search** field.



MY TASKS - VENDOR COLLABORATION PORTAL

16. For this example, type **gamecube** in the Search field.



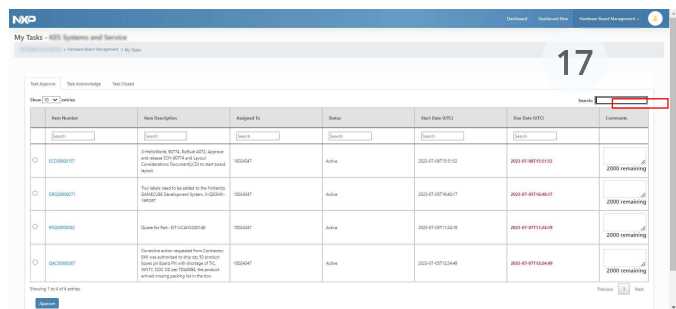
Search in Task Tab

The search at the top right of the Task tab works similarly to the column searches in the Task table. The Task(s) which matches the search text will show up as you type.

To clear the search, simply remove the text in the search field.

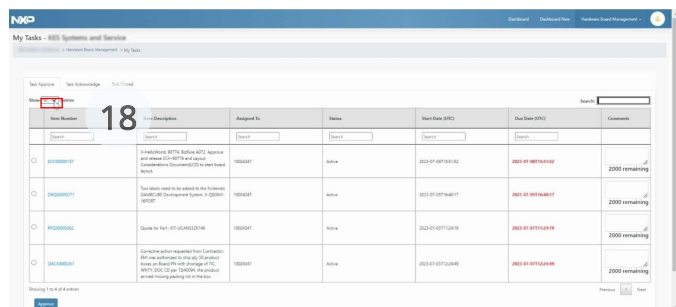
MY TASKS - VENDOR COLLABORATION PORTAL

17. Clear the Search field to view all the tasks.




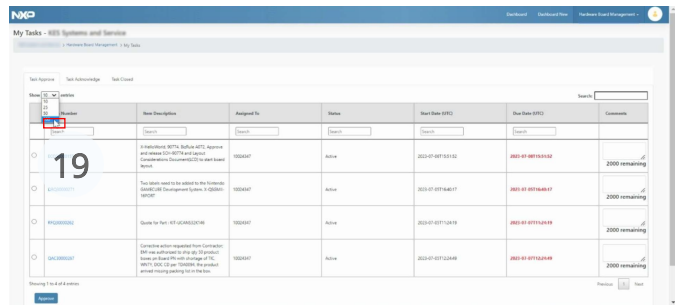
MY TASKS - VENDOR COLLABORATION PORTAL

18. To view more tasks in the table, if present, click the **Show entries** list box.



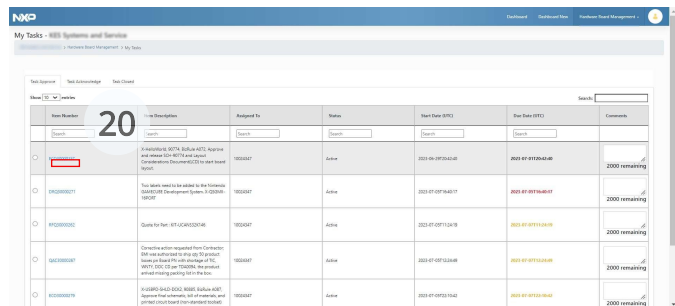
MY TASKS - VENDOR COLLABORATION PORTAL

- 19. Up to 100 tasks can be displayed in the table. Use the dropdown menu to select 100 .




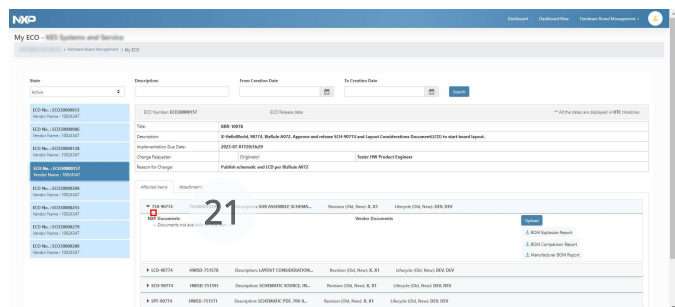
MY TASKS - VENDOR COLLABORATION PORTAL

- 20. To view a Change Order, for example, click the [ECO30000157](#) hyperlink.



MY ECO - VENDOR COLLABORATION PORTAL

- 21. The Change Order opens in a new window tab. To view files for the affected item, click the Expand  button to open and close the view.



Change Order View

This change order page is opened via the tasks and has the clicked change order selected and displayed by default. This is applicable for all the change order types - ECO/MCO, Deviations, RFQs and VQAs.

The left pane shows the ECO list as per the ECO Status filter.

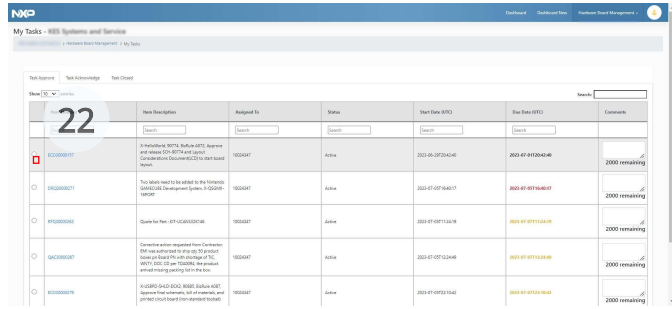
Details of the selected ECO, including Affected items and Attachments are displayed on the right pane.

A Vendor can download/upload the needed files associated with the Change order. Details on this is covered in [VCP- File Upload and Download module](#).

Once the required actions are performed in the Change Order, the Vendor has to go back to the My Tasks page.

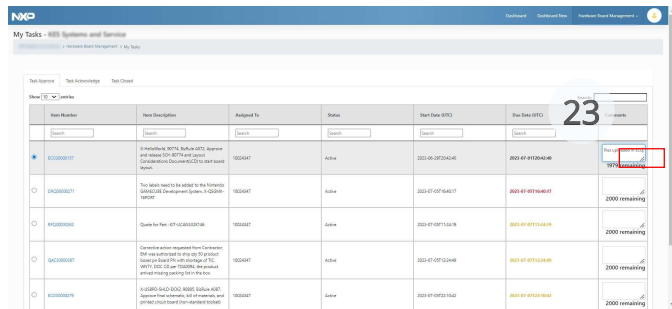
MY TASKS - VENDOR COLLABORATION PORTAL

22. On the My Tasks page, click the selected **Change Order** radio button.



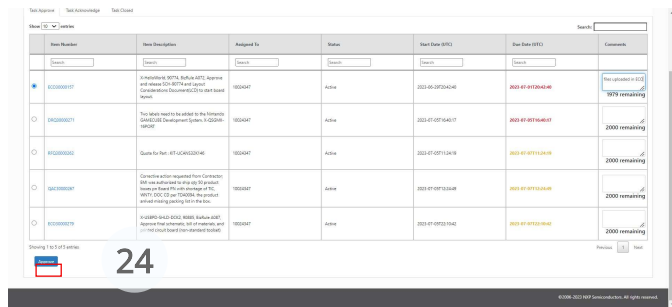
MY TASKS - VENDOR COLLABORATION PORTAL

23. Type comments in the Comments text box.



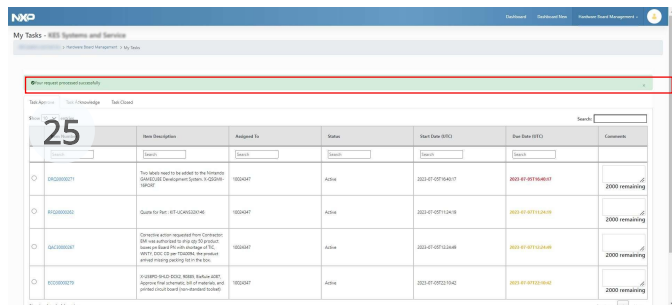
MY TASKS - VENDOR COLLABORATION PORTAL

24. Click the **Approve** button.



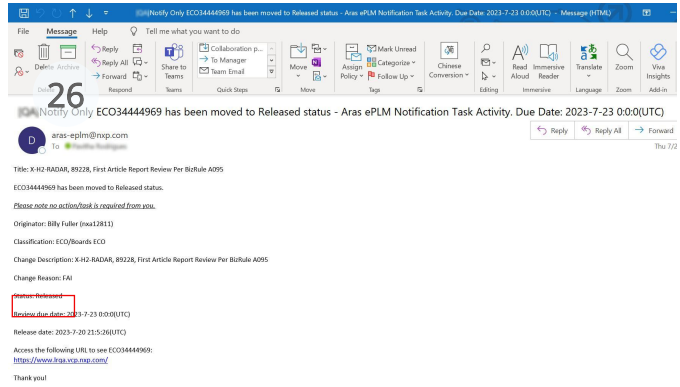
MY TASKS - VENDOR COLLABORATION PORTAL

25. The status bar shows the successful approval of the task. The approved task from Task Approve tab moves to the Task Closed tab.



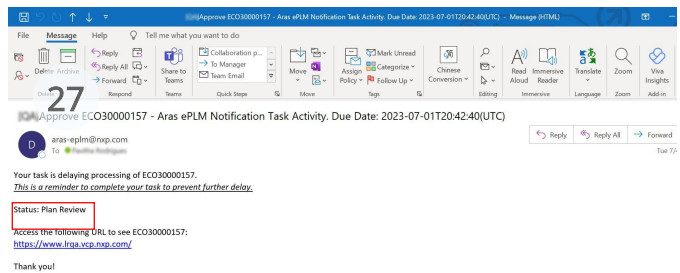
MY TASKS - VENDOR COLLABORATION PORTAL

- 26. A Notify Only email notification is sent to Vendor, after the Change Order is released. This Change Order may no longer show in the Tasks Closed tab. To view the closed Change Order, navigate to the required Change Order type from the Hardware Board Management menu. On the Change Order page, change the State filter to 'Closed' and click Search button.



MY TASKS - VENDOR COLLABORATION PORTAL

- 27. When Tasks are not acted upon within the given due date, Task reminder notification to approve the pending Change Order is sent to Vendor prior to the Task due date and after the Task due date has passed.



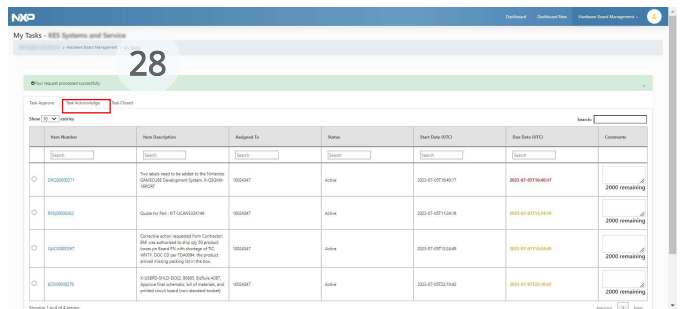
My Tasks - Acknowledge

We have completed going through the tab - Task Approve. Now, we move to the Task Acknowledge tab. The functionalities for Task Acknowledge tab is same as that for Task Approve tab, except that instead of an Approve button, there is an Acknowledge button.

Also, the Change Orders that are clicked via the Task Acknowledge tab will be for view only. It is not expected to upload any documents to the Change Orders. Files can only be downloaded.

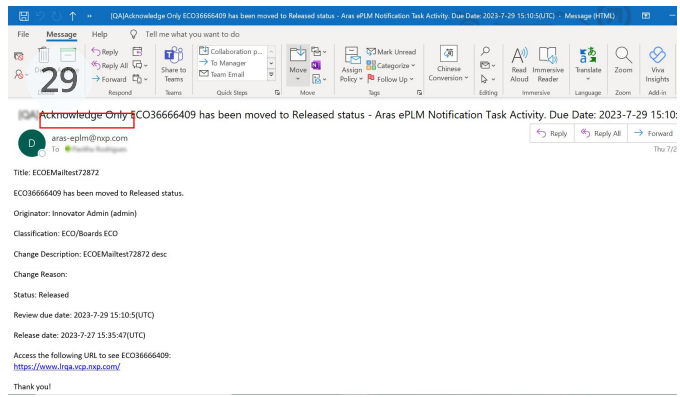
MY TASKS - VENDOR COLLABORATION PORTAL

- 28. Click the **Task Acknowledge** tab.



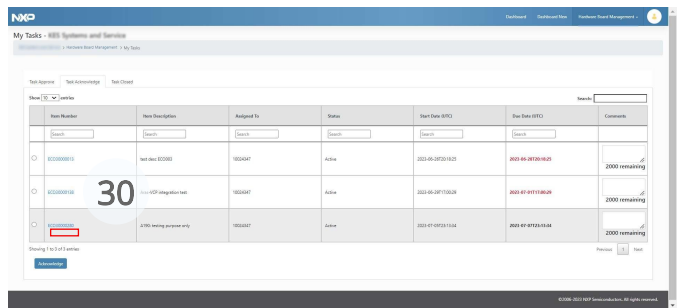
MY TASKS - VENDOR COLLABORATION PORTAL

- 29. Change Order Tasks that need to be acknowledged will be indicated in the email notification received by Vendor.



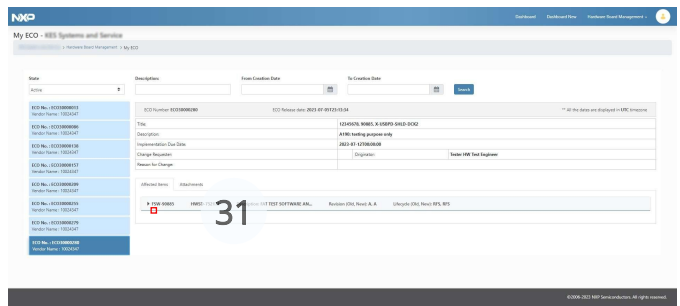
MY TASKS - VENDOR COLLABORATION PORTAL

- 30. To view a Change Order, for example, click the ECO30000280 hyperlink.



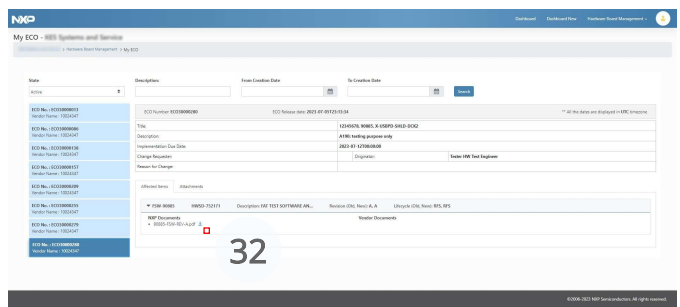
MY ECO - VENDOR COLLABORATION PORTAL

- 31. The Change Order opens in a new tab. To view files for affected items, click the Expand icon.



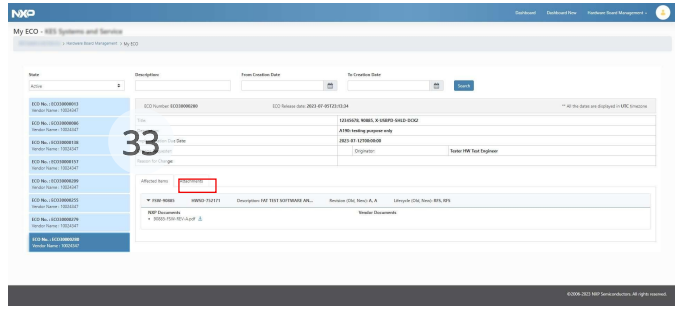
MY ECO - VENDOR COLLABORATION PORTAL

- 32. Click the Download file icon.



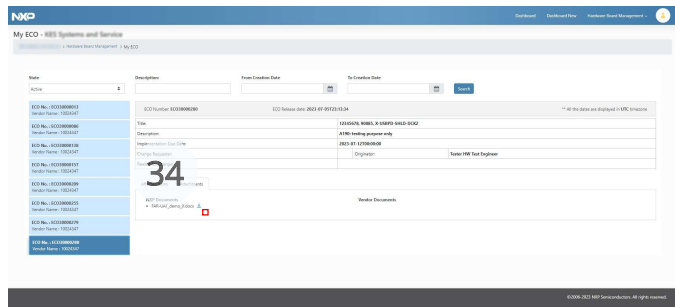
MY ECO - VENDOR COLLABORATION PORTAL

33. Click the **Attachments**  tab.



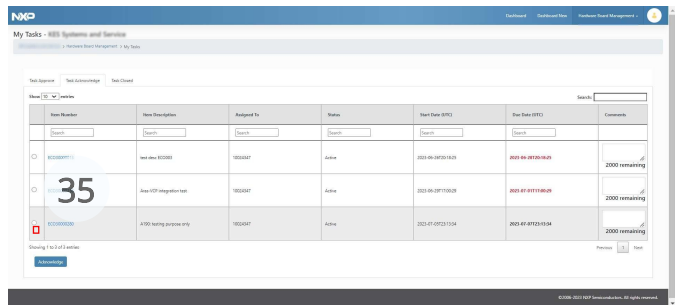
MY ECO - VENDOR COLLABORATION PORTAL

34. Click the **Download file**  icon.



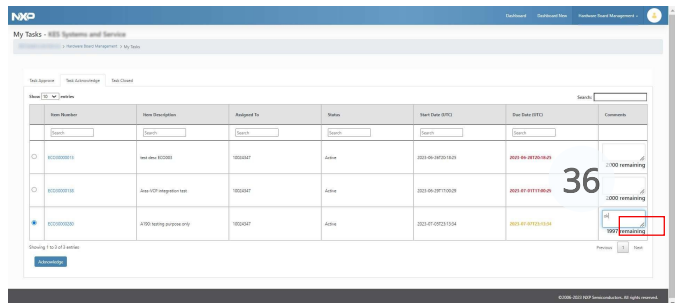
MY TASKS - VENDOR COLLABORATION PORTAL

35. On the My Tasks page, in the Task Acknowledge tab, click the selected **Change Order** radio button.



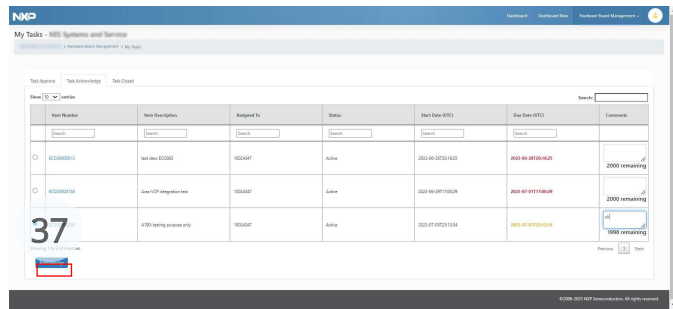
MY TASKS - VENDOR COLLABORATION PORTAL

36. Type comments in the **Comments** text box.



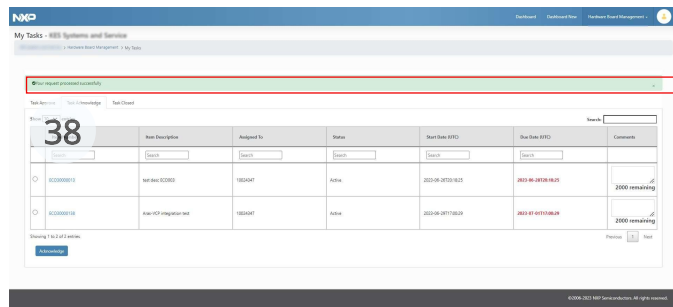
MY TASKS - VENDOR COLLABORATION PORTAL

37. Click the **Acknowledge** button.



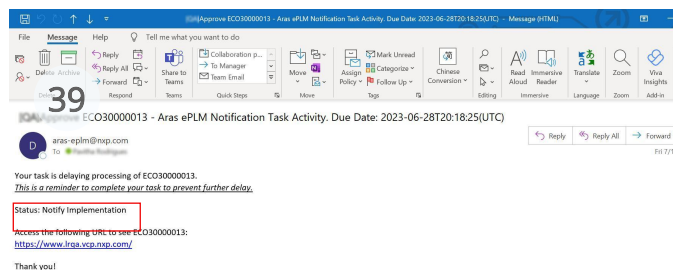
MY TASKS - VENDOR COLLABORATION PORTAL

38. The status bar shows the successful acknowledgement of task. The acknowledged task moves from the Task Acknowledge tab to the Task Closed tab.



MY TASKS - VENDOR COLLABORATION PORTAL

39. Task reminder notification to acknowledge the pending Change Order is sent to Vendor prior to the Task due date and after the Task due date has passed.



My Tasks - Closed

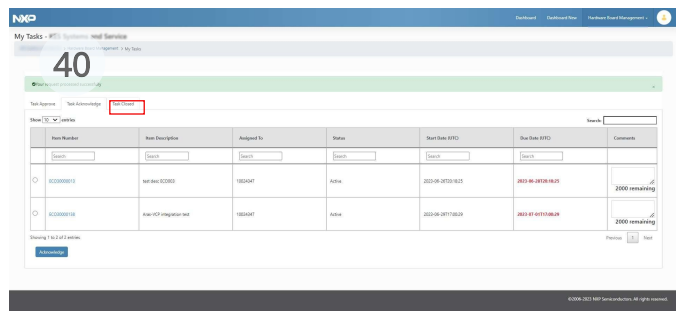
We have completed going through the tab - Task Acknowledge. Now, we move to the Task Closed tab. All the approved and acknowledged tasks that were acted upon and closed, and not implemented, can be viewed in this tab.

No action is required here. The closed tasks will display until the Change Order is implemented.

Also, the change orders that are clicked via the Task Closed tab will be for view only. It is not expected to upload any documents to the Change orders in this state. Files can only be downloaded.

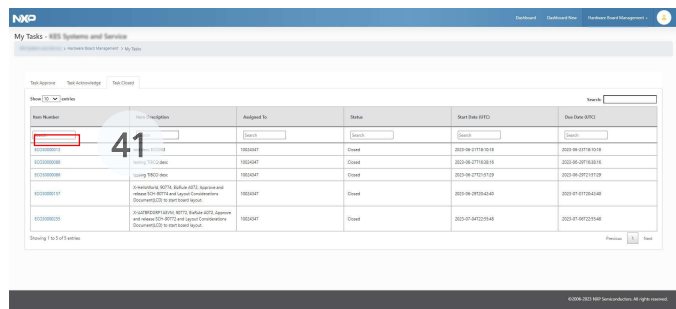
MY TASKS - VENDOR COLLABORATION PORTAL

40. Click the **Task Closed** tab.



MY TASKS - VENDOR COLLABORATION PORTAL

41. Tasks that have been approved or acknowledged by Vendor, and not in Implemented state, can be found here. To search for closed tasks, you can use the various search options as explained in Task Approve section.



You have now completed the VCP – Task Management module where you experienced how to work with the below task types in VCP:

- Task Approve
- Task Acknowledge
- Task Closed

Other training modules available are:

[VCP - Dashboard and Navigation](#)

[VCP - File Upload and Download](#)

[VCP - Searches and Reports](#)

NXP VCP - File Upload and Download

Files associated with Affected Items (parts and documents) and Attachments under Change Orders (ECO/MCO, Deviation, RFQ and VQA) can be downloaded from VCP.

Typical files for download are Design files, Test plan/procedure, 8D reports, RFQ template, etc.

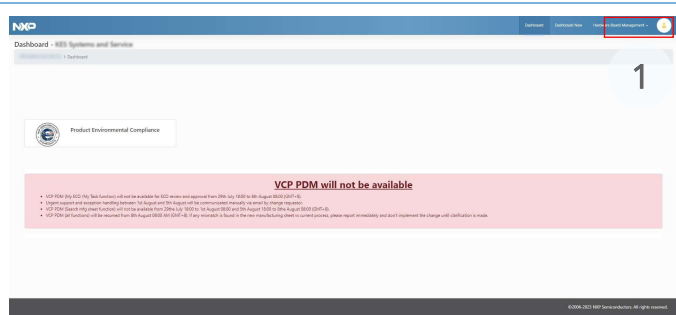
Reports such as a BOM Explosion Report, Manufacturing BOM Report and BOM Comparison Report for assembly parts can be downloaded too.

In certain Change Orders such as an ECO for an Approve and Release Schematic to Start Board Layout (A072), an ECO for Approve of a final schematic, bill of materials, and printed circuit board (A087), etc. the Vendor is expected to upload the required design files to the Affected Items of the ECO. For RFQs and VQAs, the RFQ response and updated 8D report is required to be uploaded by Vendor in the Attachments of the Change Order.

This module will show you how to download files and upload files in VCP.

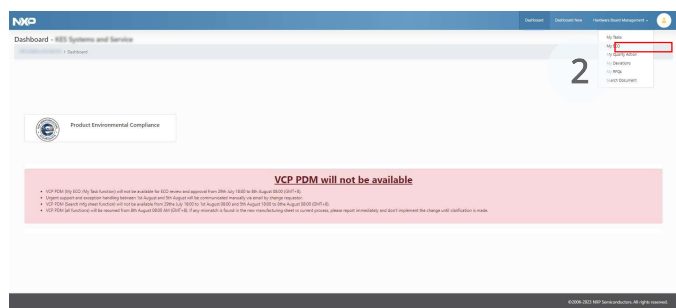
DASHBOARD - VENDOR COLLABORATION PORTAL

1. Click the **Hardware Board Management**



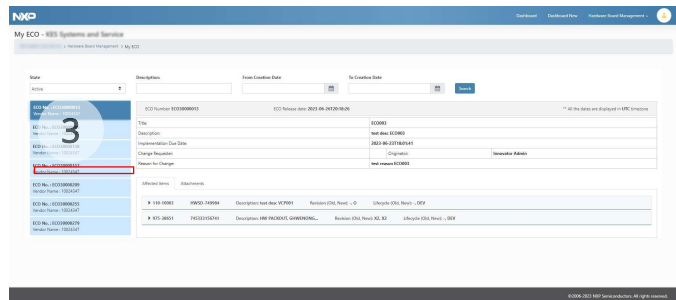
DASHBOARD - VENDOR COLLABORATION PORTAL

2. Click the **My ECO** menu item.



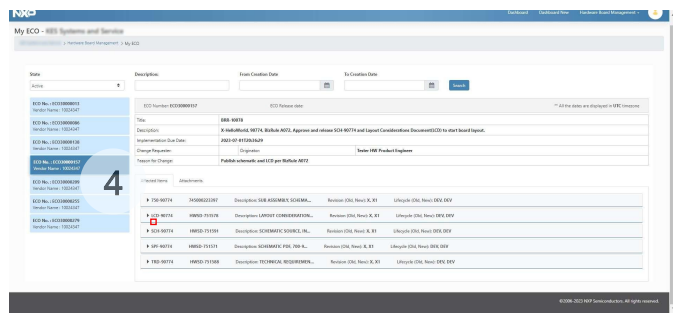
MY ECO - VENDOR COLLABORATION PORTAL

3. To upload a file to an ECO, for this example, click the **ECO30000157** item.



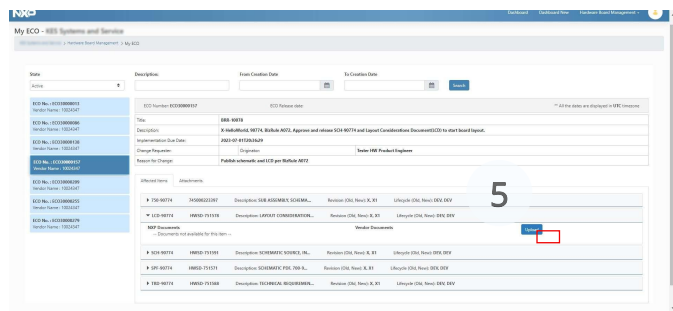
MY ECO - VENDOR COLLABORATION PORTAL

4. To upload files to an Affected Item, Click the **Expand** button.



MY ECO - VENDOR COLLABORATION PORTAL

5. Click the **Upload** button.



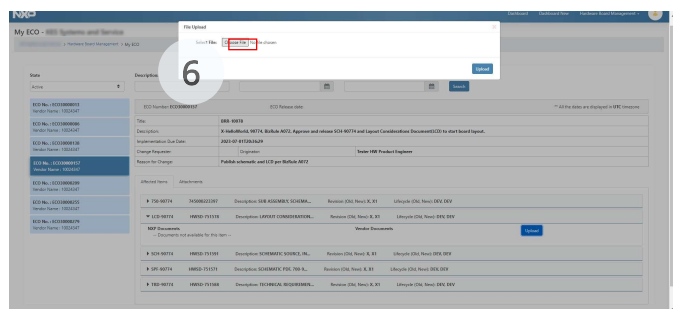
Important

The following characters are not allowed in the file naming for files uploaded in VCP:
space, \ and /

A validation error will result during uploading if file name contains the above restricted characters.

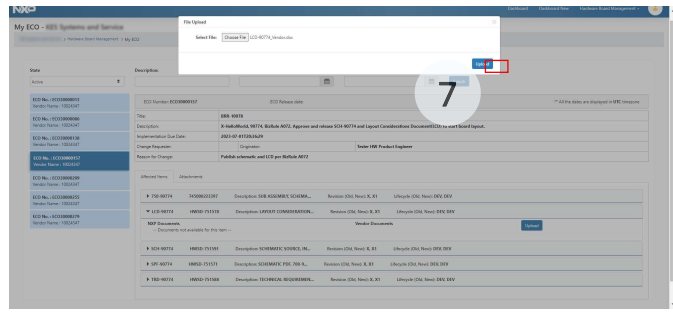
MY ECO - VENDOR COLLABORATION PORTAL

6. To browse and select a file to upload, click the **Choose File** button.



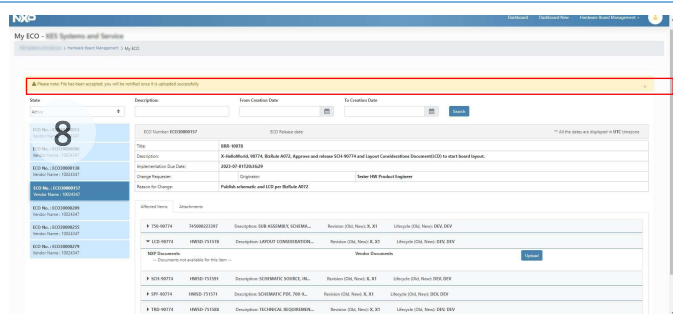
MY ECO - VENDOR COLLABORATION PORTAL

7. After selecting the file, click the **Upload** button.



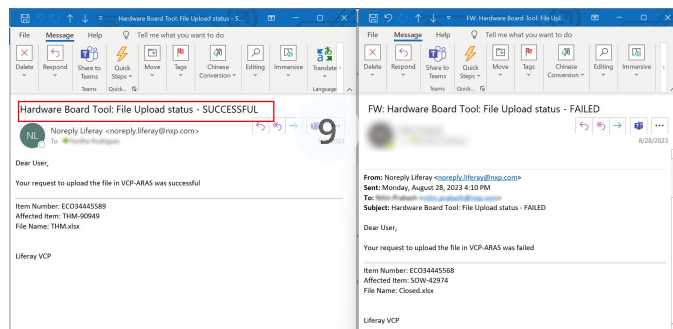
MY ECO - VENDOR COLLABORATION PORTAL

8. The status bar displays a message for uploading the document.



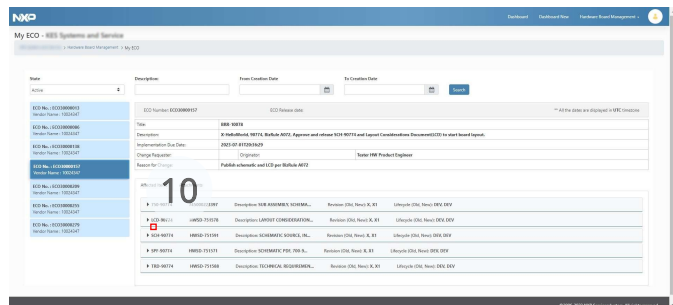
MY ECO - VENDOR COLLABORATION PORTAL

9. Email notification for every upload will be sent to Vendor with the subject as Hardware Board Tool: File Upload status:
Hardware Board Tool: File Upload status - SUCCESSFUL to indicate a successful upload or failure.



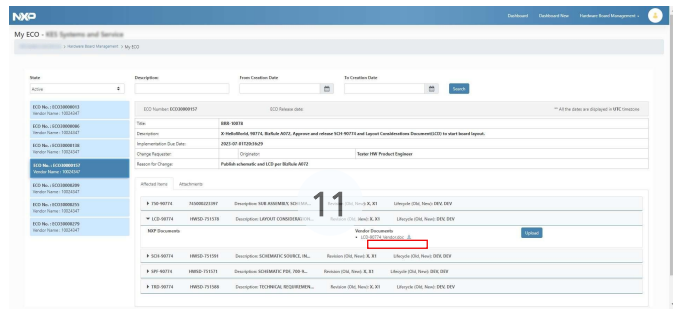
MY ECO - VENDOR COLLABORATION PORTAL

10. To view the uploaded file for the Affected Item, reload the ECO and Click the **Expand** item.



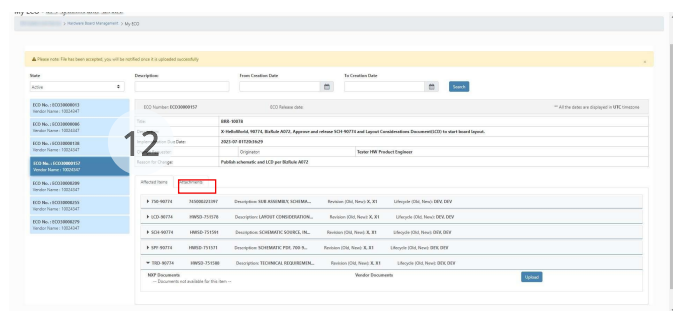
MY ECO - VENDOR COLLABORATION PORTAL

11. The uploaded file shows up for the Affected Item. Beside the file name, there is an icon to *Download File* and an icon to *Remove File*.



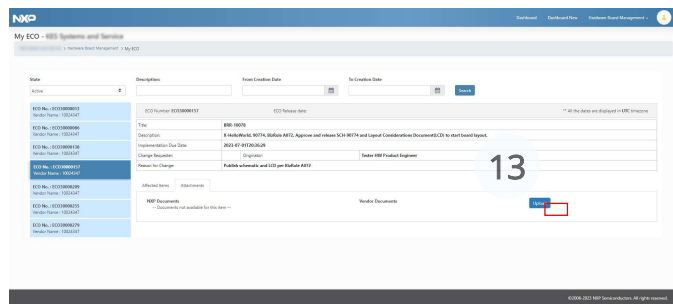
MY ECO - VENDOR COLLABORATION PORTAL

12. Click the **Attachments** tab.



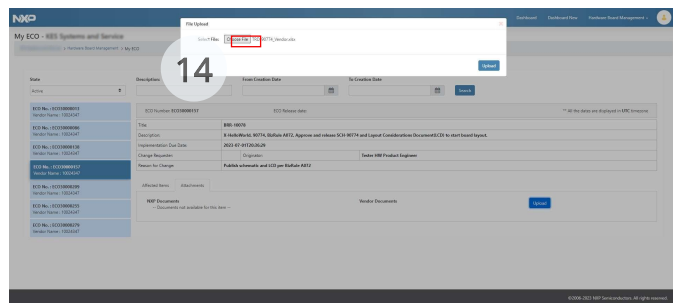
MY ECO - VENDOR COLLABORATION PORTAL

13. Click the **Upload** button.



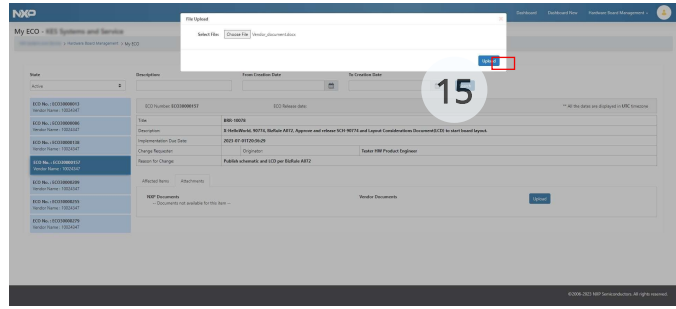
MY ECO - VENDOR COLLABORATION PORTAL

14. To browse and select a file, click the **Choose File** button.



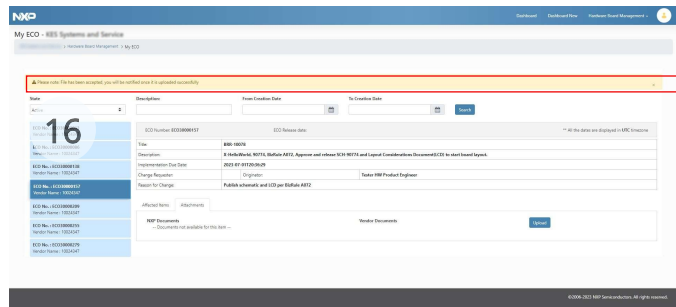
MY ECO - VENDOR COLLABORATION PORTAL

15. After selecting the file, click the **Upload** button.



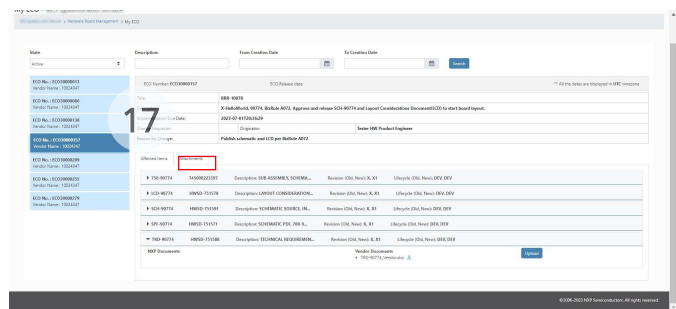
MY ECO - VENDOR COLLABORATION PORTAL

16. The status bar displays a message for uploading a document. **Note:** An email notification will be sent to Vendor for every item uploaded to indicate a successful upload or a failure.



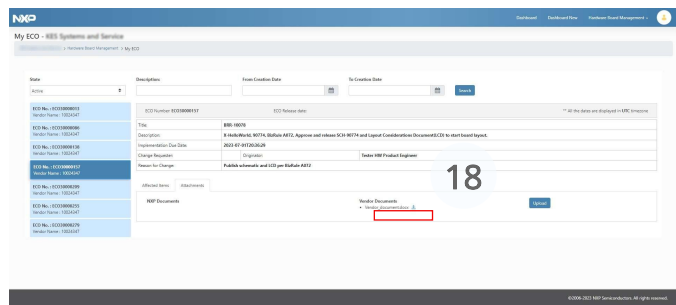
MY ECO - VENDOR COLLABORATION PORTAL

17. To view the uploaded file, reload the ECO and click the **Attachments** tab.



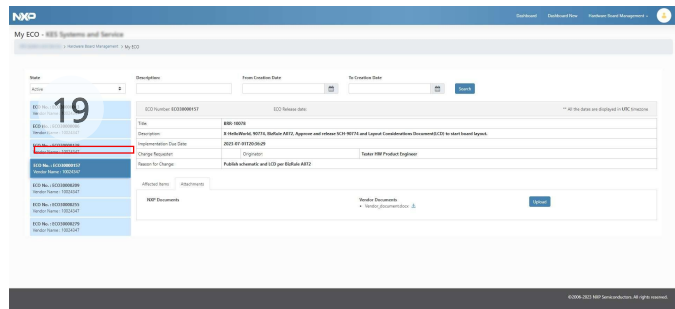
MY ECO - VENDOR COLLABORATION PORTAL

18. The uploaded file displays under the Attachments tab. Besides the file name, there is an icon to **Download File** and an icon to **Remove File**.



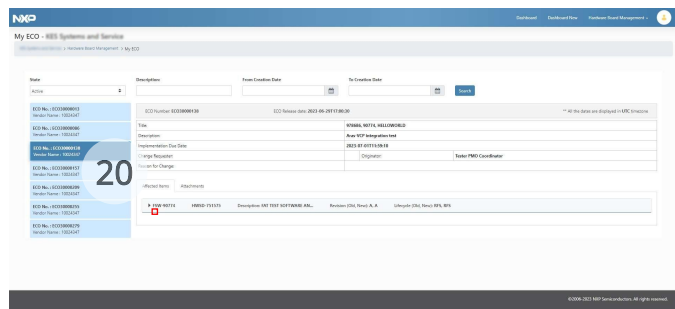
MY ECO - VENDOR COLLABORATION PORTAL

19. To download files from the ECO, for this example, click the ECO30000138 **ECO No. : ECO3000138** item.



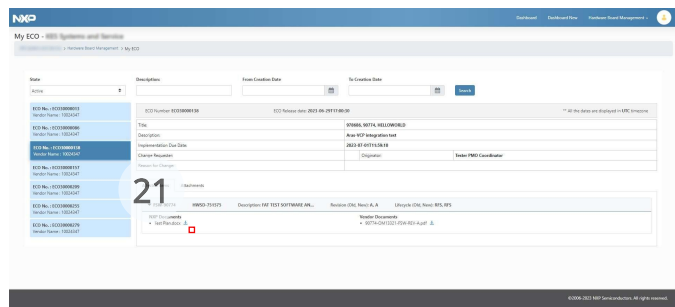
MY ECO - VENDOR COLLABORATION PORTAL

20. To open the affected item, click the **Expand** button.



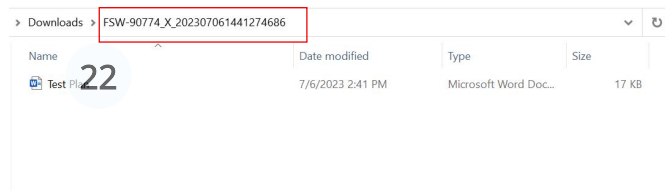
MY ECO - VENDOR COLLABORATION PORTAL

21. Click the **Download file** icon.



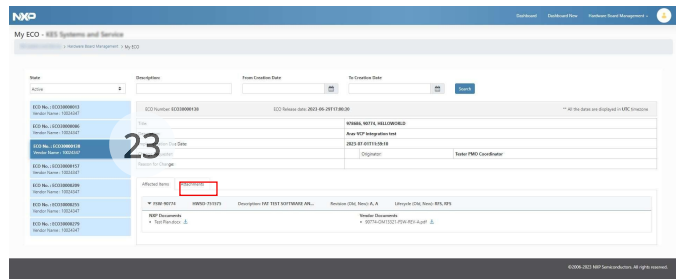
MY ECO - KES SYSTEMS AND SERVICE - VENDOR COLLABORATION PORTAL

22. The file for the Affected Item gets downloaded in a zipped folder with the name format: *Affected-item_Revision_DateTimestamp*, as seen in example: FSW-90774_X_202307061441274686.



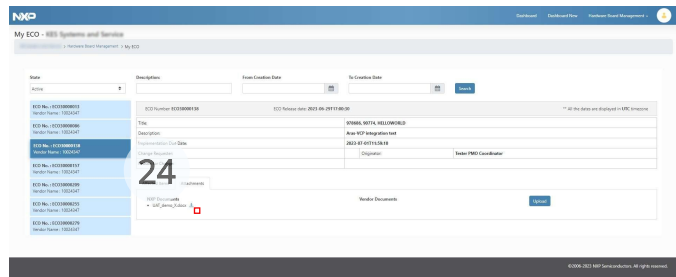
MY ECO - VENDOR COLLABORATION PORTAL

23. Click the **Attachments**  hyperlink.



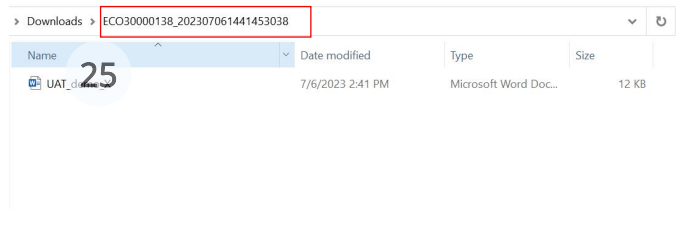
MY ECO - VENDOR COLLABORATION PORTAL

24. Click the **Download file**  item.




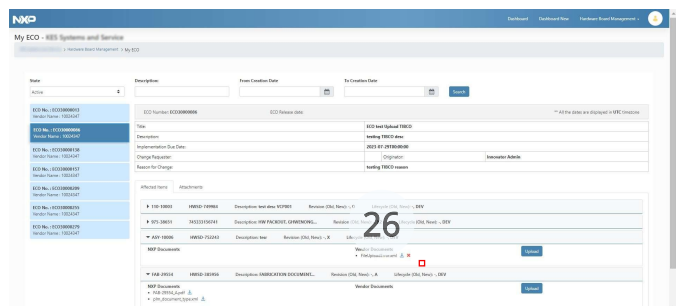
MY ECO - VENDOR COLLABORATION PORTAL

25. The file under Attachments is downloaded in a zipped folder with the name format: *Change-Order-number_DateTimestamp*, as seen in example: *ECO30000138_202307061441453038*.



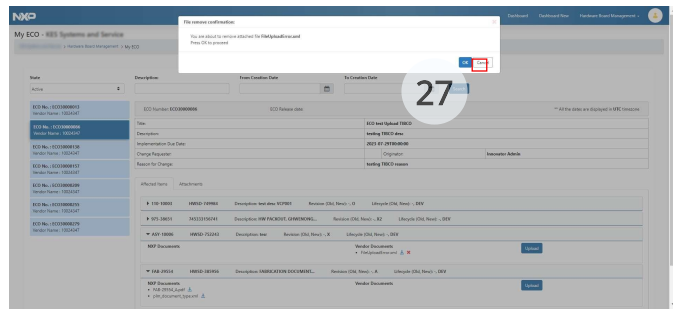
MY ECO - VENDOR COLLABORATION PORTAL

26. To delete a file that the Vendor has uploaded, Click the **Delete file**  icon.



MY ECO - VENDOR COLLABORATION PORTAL

27. Click the **OK** button.



You have now completed the VCP – File Upload and Download module where you experienced how to upload files to an ECO and download files from an ECO in VCP. This also applies to the other Change Orders such as MCO, Deviations, RFQs and VQAs.

Other training modules available are:

[VCP -Task Management](#)

[VCP - File Upload and Download](#)

[VCP - Searches and Reports](#)

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VCP - File Upload and Download	Page 8 of 8

NXP VCP - Searches and Reports

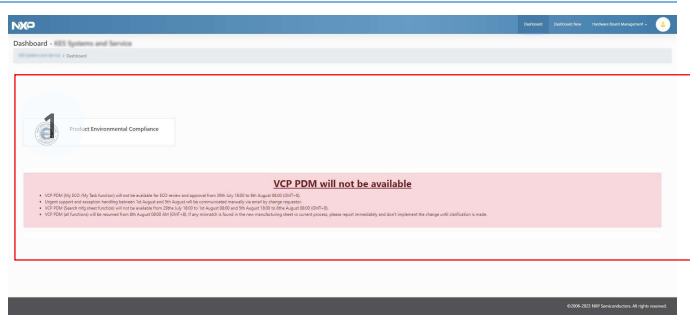
VCP provides search features to enable quick access to Change Orders and its Affected Items.

This module will cover the following:

- Search options for Change Orders
- Search menu for Affected Items search
- Reports

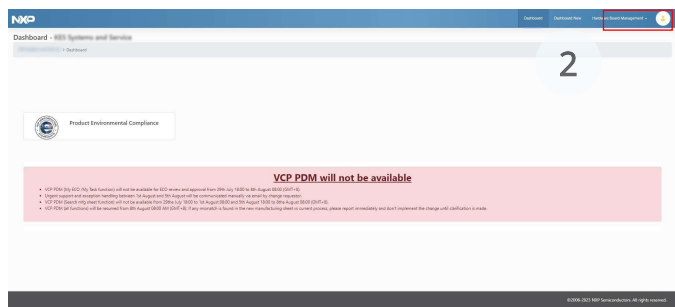
DASHBOARD - VENDOR COLLABORATION PORTAL

1. After logging in to VCP, you will see the Dashboard.



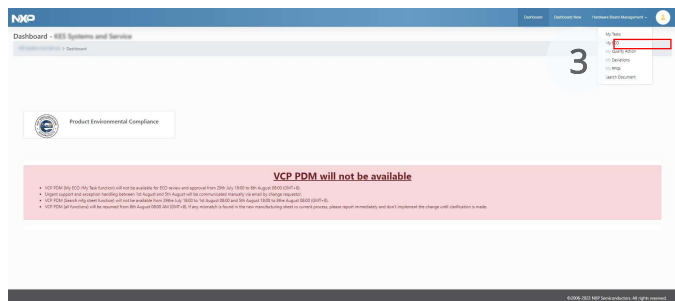
DASHBOARD - VENDOR COLLABORATION PORTAL

2. Click the Hardware Board Management



DASHBOARD - VENDOR COLLABORATION PORTAL

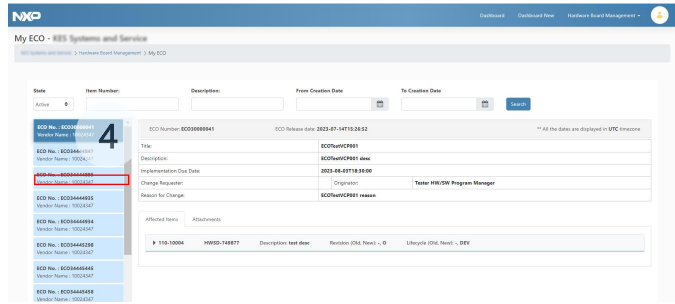
3. Click the My ECO My ECO menu item.



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VCP - Searches and Reports	Page 1 of 13

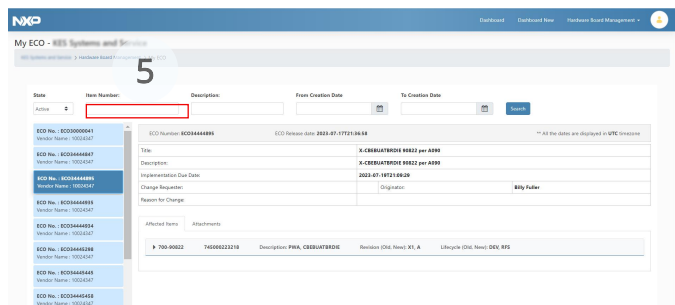
MY ECO - VENDOR COLLABORATION PORTAL

4. If an ECO you need is visible in the ECO list, select it. In this example, click on ECO34444895 **ECO No. : ECO34444895**



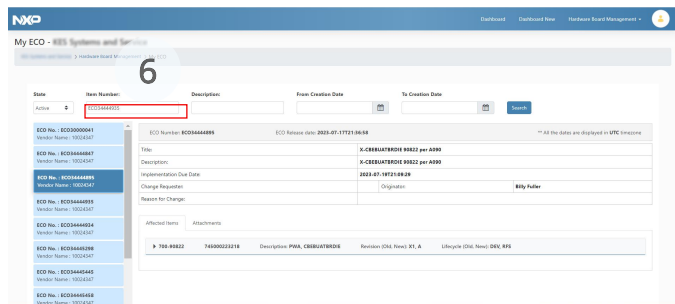
MY ECO - VENDOR COLLABORATION PORTAL

5. To search an ECO using ECO number, click in the **Item Number** text box.



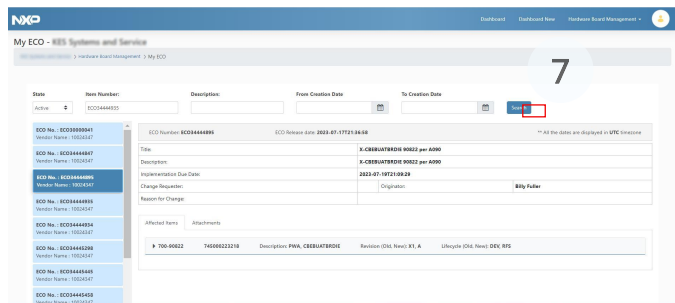
MY ECO - VENDOR COLLABORATION PORTAL

6. For this example, type ECO34444935 in the **Item Number** text box.



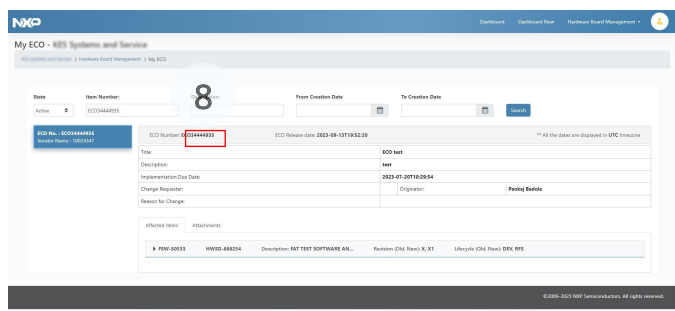
MY ECO - VENDOR COLLABORATION PORTAL

7. Click the **Search** button.



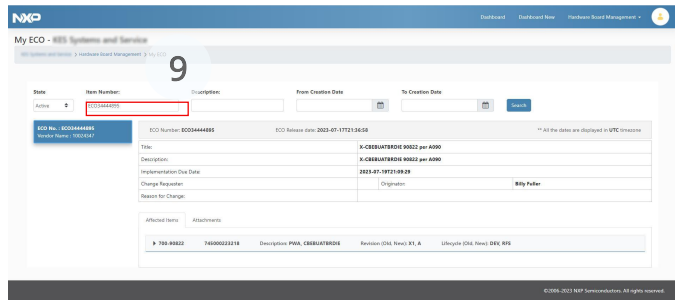
MY ECO - VENDOR COLLABORATION PORTAL

- 8. The screen will display the ECO result that match the ECO34444935 in this example.



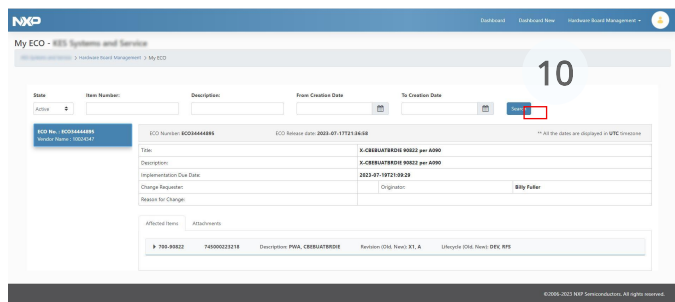
MY ECO - VENDOR COLLABORATION PORTAL

- 9. Return to viewing the full ECO list by clicking in the Item Number text box and clearing the text.



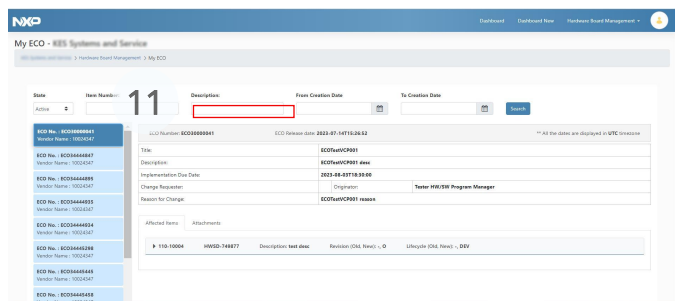
MY ECO - VENDOR COLLABORATION PORTAL

- 10. Click the Search button.



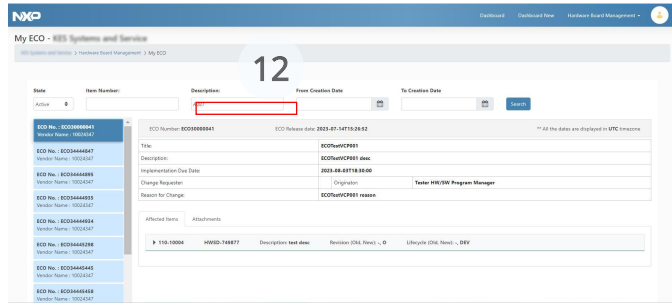
MY ECO - VENDOR COLLABORATION PORTAL

- 11. To search an ECO using key words, click in the Description text box.



MY ECO - VENDOR COLLABORATION PORTAL

12. For this example, type **A087** in the **Description** text box.



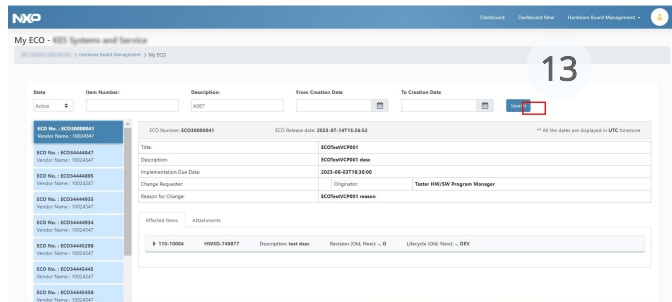
Search Fields

Use only plain text in the Search fields.

Characters or symbols, such as the wild card *, will not work.

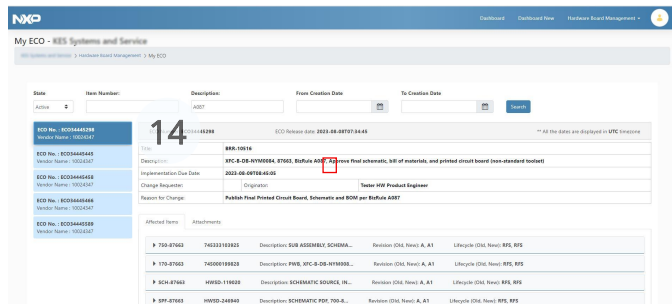
MY ECO - VENDOR COLLABORATION PORTAL

13. Click the **Search** button.



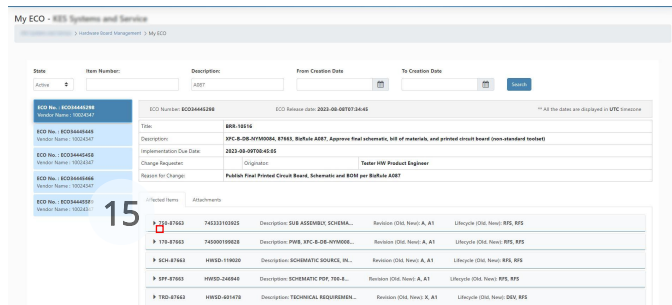
MY ECO - VENDOR COLLABORATION PORTAL

14. The screen will display the ECO result(s) that match the description of A087 **A087**, in this example.



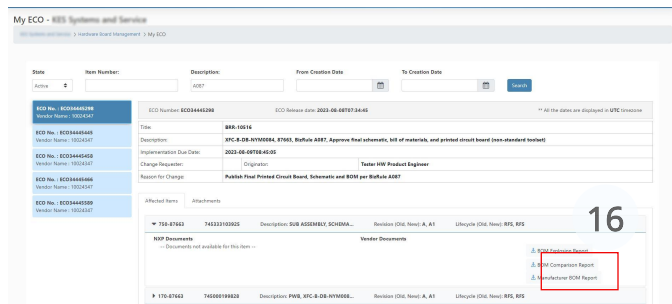
MY ECO - VENDOR COLLABORATION PORTAL

15. In the Affected Item tab, click the **Expand** button to open an assembly part.



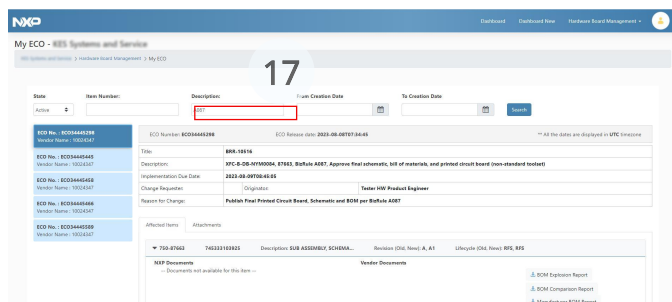
MY ECO - VENDOR COLLABORATION PORTAL

16. Reports such as the **BOM Explosion Report**, **BOM Comparison Report** and **Manufacturer BOM Report** can be seen under the assembly part.
- [BOM Explosion Report](#)
 - [BOM Comparison Report](#)
 - [Manufacturer BOM Report](#)



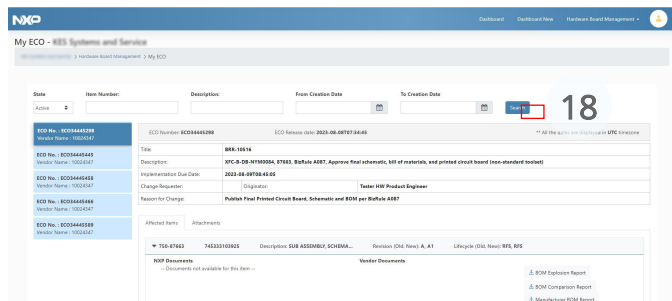
MY ECO - VENDOR COLLABORATION PORTAL

17. Return to viewing the full ECO list by clicking in the **Description** text box and clearing the text.



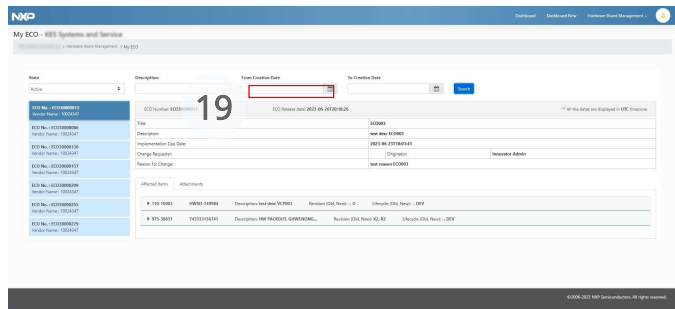
MY ECO - VENDOR COLLABORATION PORTAL

18. Click the **Search** button.



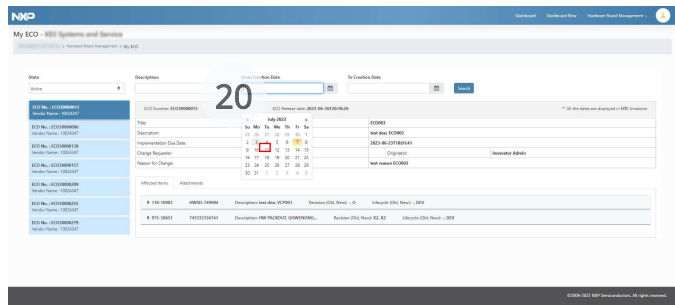
MY ECO - VENDOR COLLABORATION PORTAL

- 19. To search for an ECO using the **From** and **To Creation Date** fields, begin by clicking in the **From Creation Date** field.



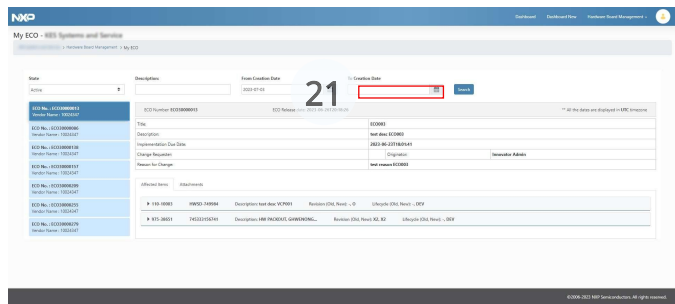
MY ECO - VENDOR COLLABORATION PORTAL

- 20. A calendar will display on screen. Select a date from the calendar.



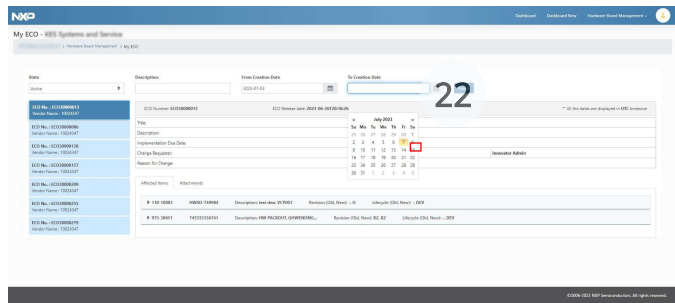
MY ECO - VENDOR COLLABORATION PORTAL

- 21. Next, click the **To Creation Date** field.



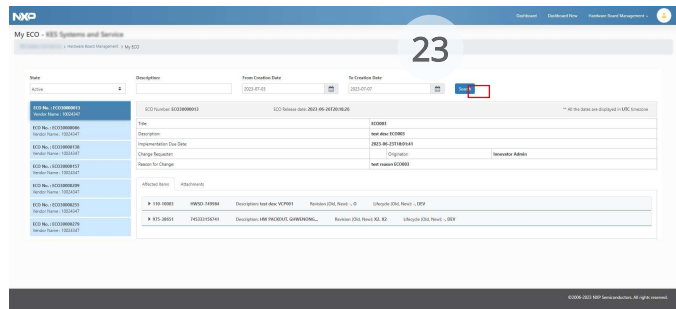
MY ECO - VENDOR COLLABORATION PORTAL

- 22. A calendar will display on screen. Select a date from the calendar.



MY ECO - VENDOR COLLABORATION PORTAL

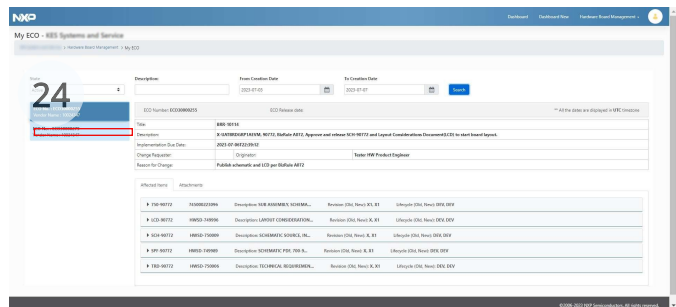
23. Click the **Search** button.



MY ECO - VENDOR COLLABORATION PORTAL

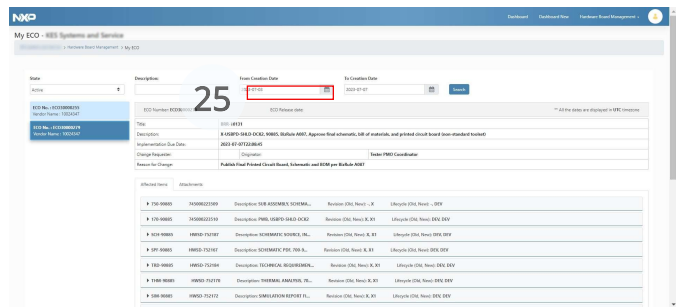
24. The system will display ECOs with creation dates that meet the search criteria. In this example, click on **ECO30000279**.

ECO No. : ECO30000279



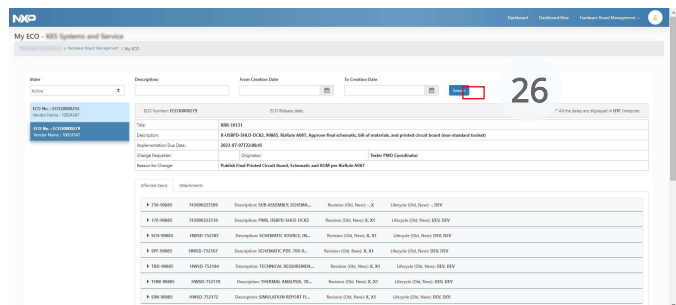
MY ECO - VENDOR COLLABORATION PORTAL

25. Return to viewing the full ECO list by clearing the dates from the **From Creation Date** field and **To Creation Date** field.



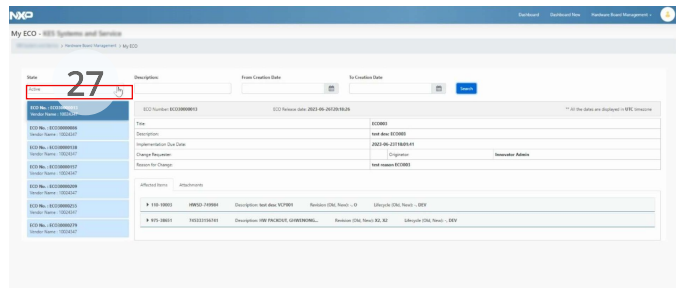
MY ECO - VENDOR COLLABORATION PORTAL

26. After clearing both date fields, click the **Search** button.



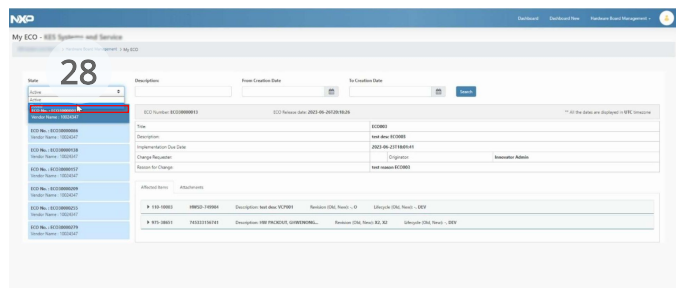
MY ECO - VENDOR COLLABORATION PORTAL

- 27. The State filter is set to **Active** by default. All active ECOs will display. To view the closed ECOs, click the **State** dropdown list.



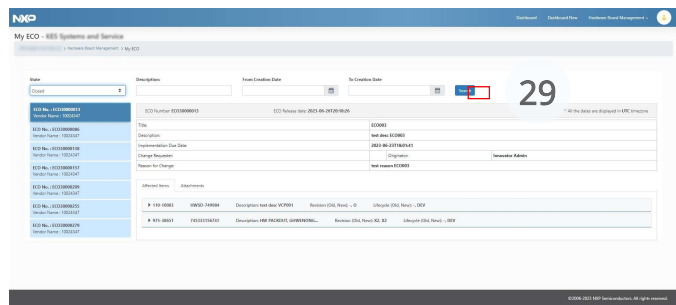
MY ECO - VENDOR COLLABORATION PORTAL

- 28. Select the **Closed** item from the dropdown list.



MY ECO - VENDOR COLLABORATION PORTAL

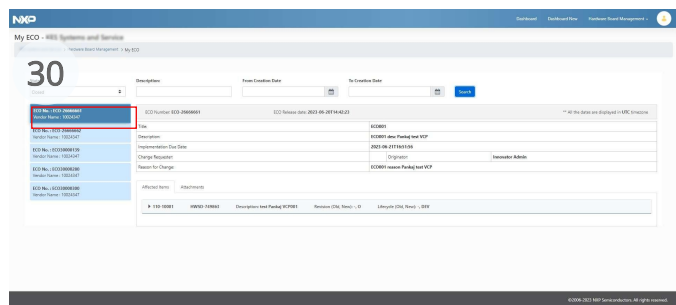
- 29. Click the **Search** button to execute the query.



MY ECO - VENDOR COLLABORATION PORTAL

- 30. The screen will refresh to show the list of closed ECOs. By default, the first ECO is displayed.

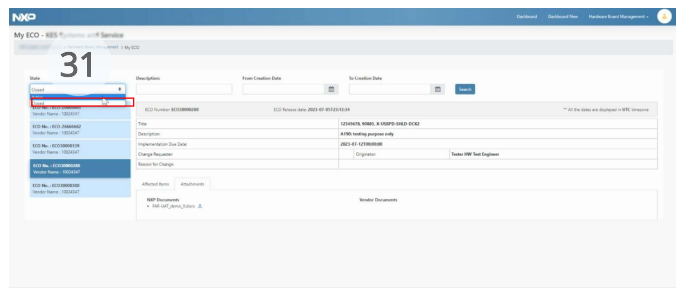
ECO No. : ECO-2666661
Vendor Name : 10024347



MY ECO REPORTS - VENDOR COLLABORATION PORTAL

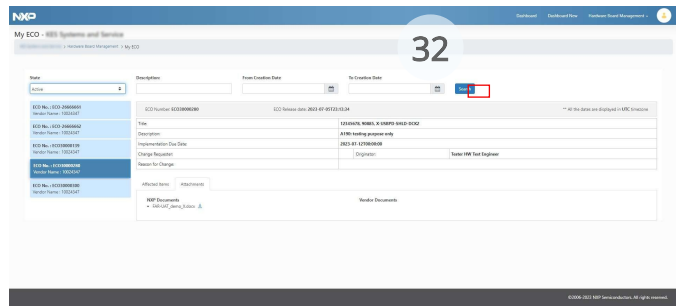
31. Use the State filter to select **Active**

from the dropdown list.



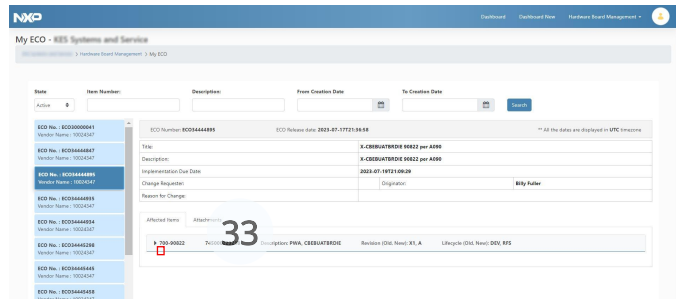
MY ECO REPORTS - VENDOR COLLABORATION PORTAL

32. Next, click the **Search** button.



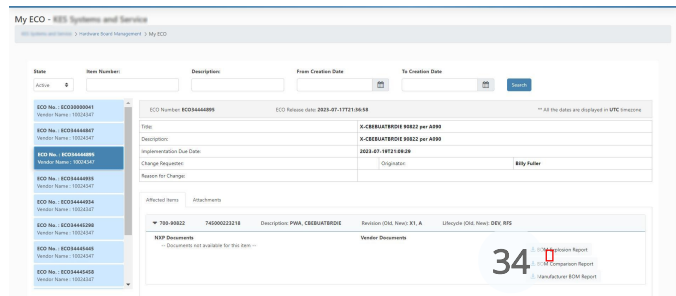
MY ECO REPORTS - VENDOR COLLABORATION PORTAL

33. The system refreshes to show the list of open ECOs. By default, the first ECO will display. Click on an ECO's Affected Item, click the **Expand** button.



MY ECO REPORTS - VENDOR COLLABORATION PORTAL

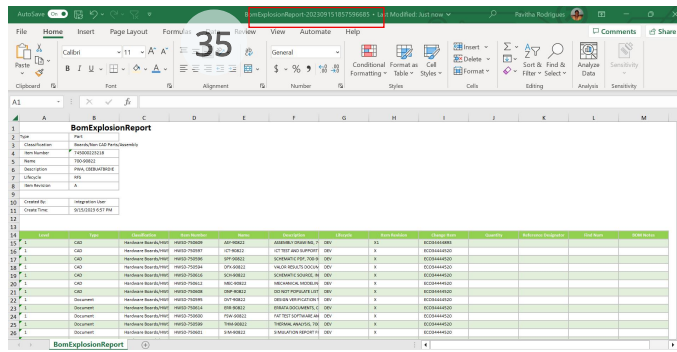
34. Click on the **BOM Explosion Report** icon to download the report.



MY ECO REPORTS - VENDOR COLLABORATION PORTAL

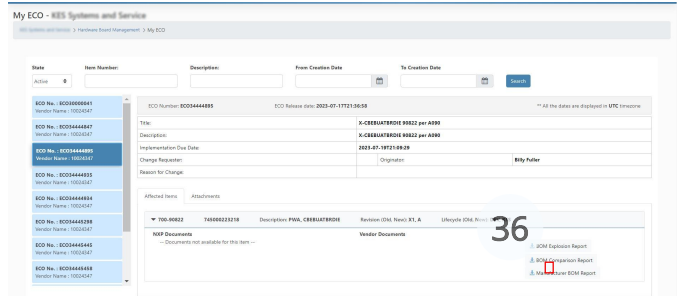
35. In this example, an Excel report is downloaded with a name in the following format: **BomExplosionReport-DateTimestamp.**

BomExplosionReport-202309151857596685



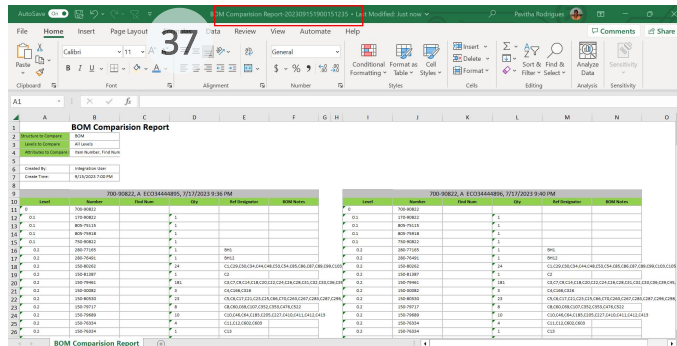
MY ECO REPORTS - VENDOR COLLABORATION PORTAL

36. Click on the BOM Comparison Report icon to download the report.



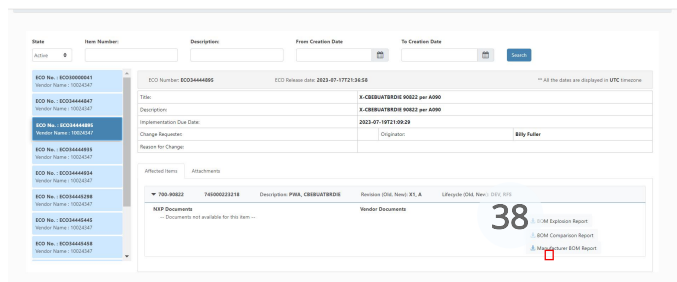
MY ECO REPORTS - VENDOR COLLABORATION PORTAL

37. In this example, an Excel report is downloaded with a name in the following format: **Bom Comparison Report-DateTimestamp.**



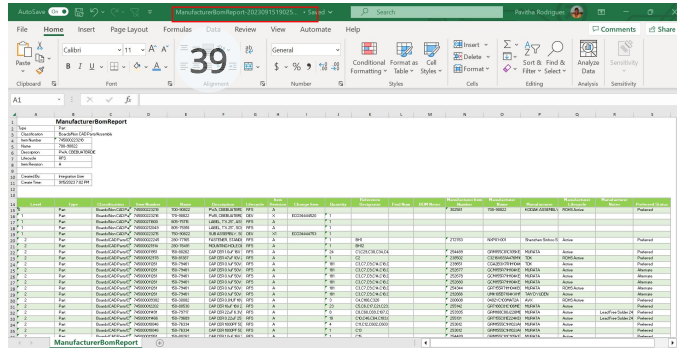
MY ECO REPORTS - VENDOR COLLABORATION PORTAL

38. Click on the Manufacturer BOM Report icon to download the report.



MY ECO REPORTS - VENDOR COLLABORATION PORTAL

39. In this example, an Excel report is downloaded with a name in the following format: **ManufacturerBOMReport-DateTimeStamp**.



Searches and Reports

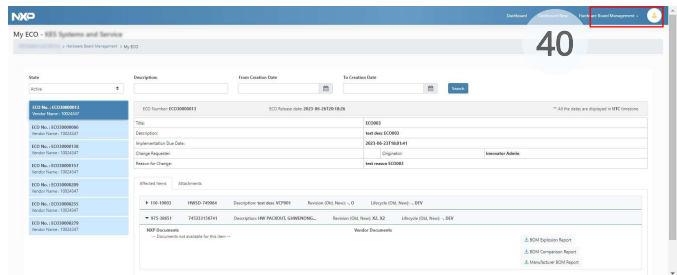
The steps explained above were shown for an ECO example. The same steps are applicable to the other Change Orders such as MCO, Deviations, RFQs and VQA.

MY ECO - VENDOR COLLABORATION PORTAL

40. Click the **Hardware Board Management**

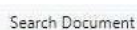


dropdown menu.

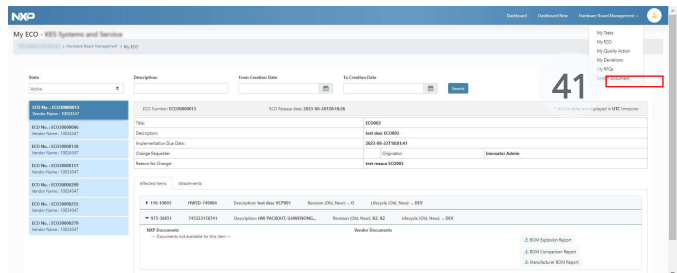


MY ECO - VENDOR COLLABORATION PORTAL

41. Click the **Search Document**

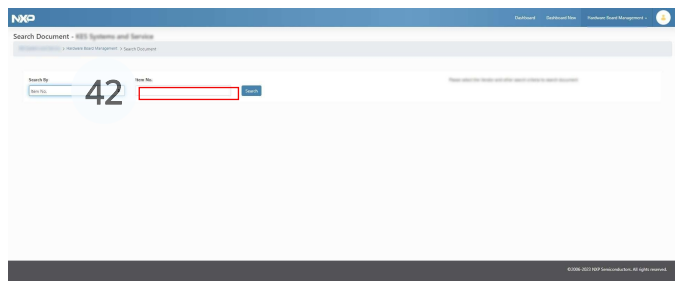


menu item.



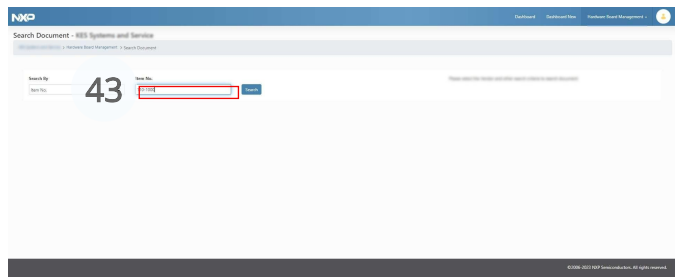
SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

42. Click in the **Item No.** text box.



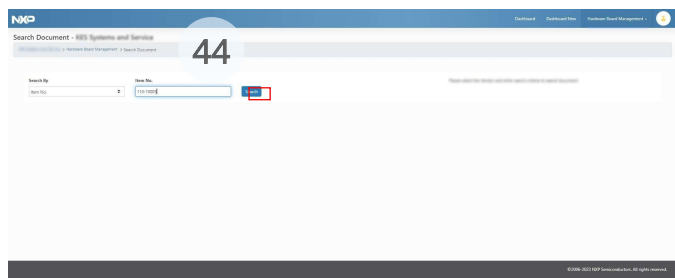
SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

43. Type the Affected Item number into the **Item No.** text box. For this example, enter 110-1000.



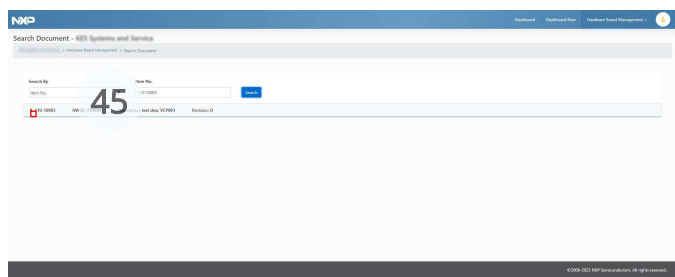
SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

44. Click the **Search** button.



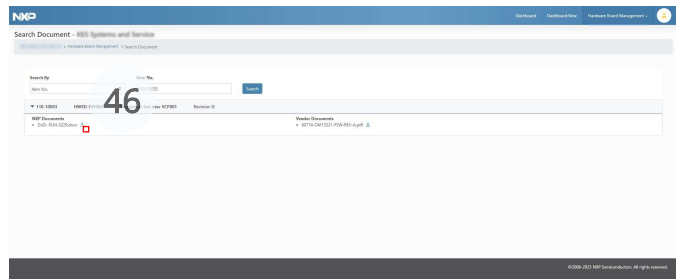
SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

45. The system refreshes to show the search results. To view the document of the Affected Item, click the **Expand** button.



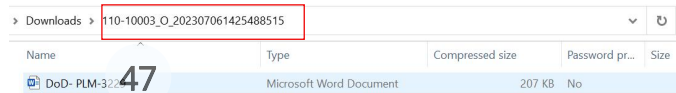
SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

46. Click on the **Download file**  icon to download the report.



SEARCH DOCUMENT - VENDOR COLLABORATION PORTAL

47. The file for the Affected Item is downloaded in a zipped folder with a name in the following format: **Affected-item_Revision_DateTimestamp**.



You have now completed the VCP – Searches and Reports module where you experienced how to perform searches for Change Orders and Affected Items, and how to download reports in VCP.

Other training modules available are:

[VCP - Dashboard and Navigation](#)

[VCP -Task Management](#)

[VCP - File Upload and Download](#)

Thank you for viewing this content.