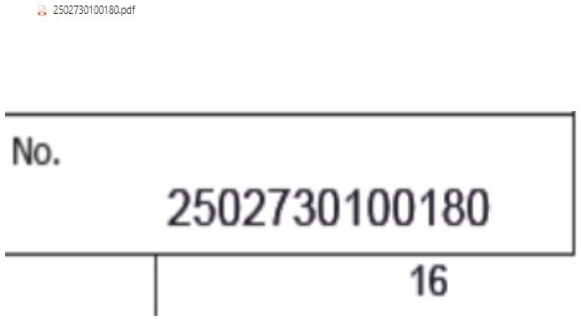
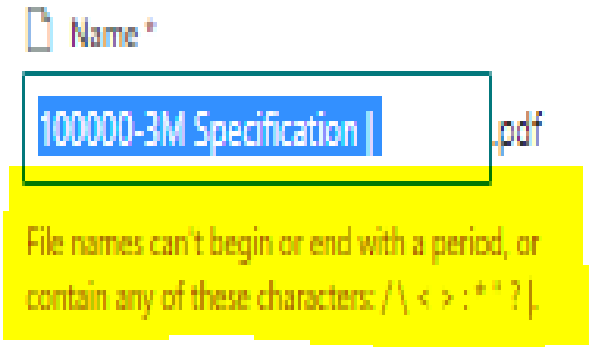
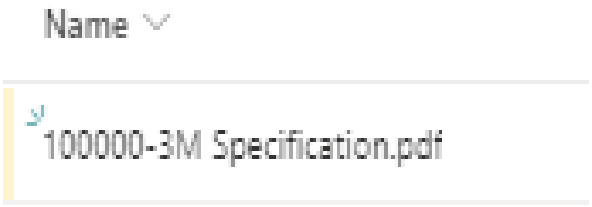
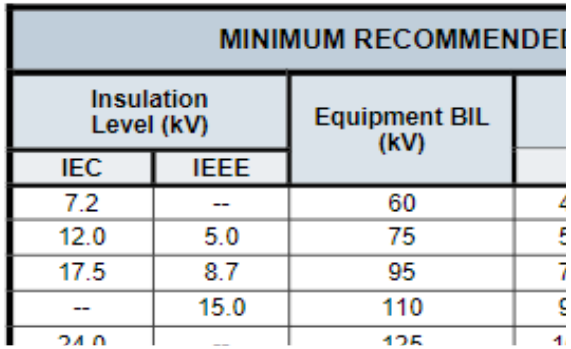
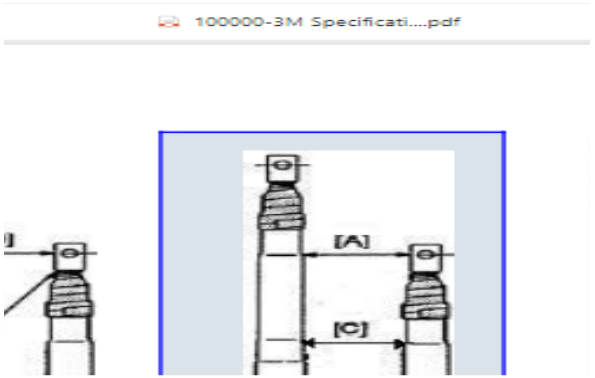
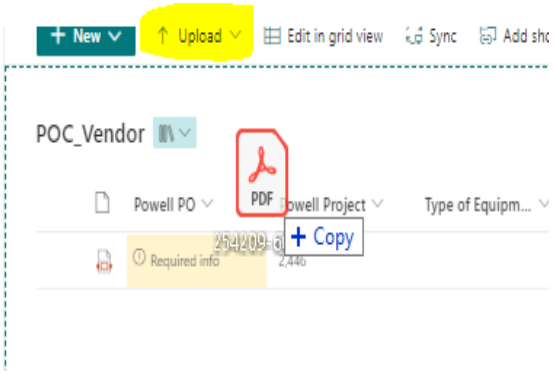
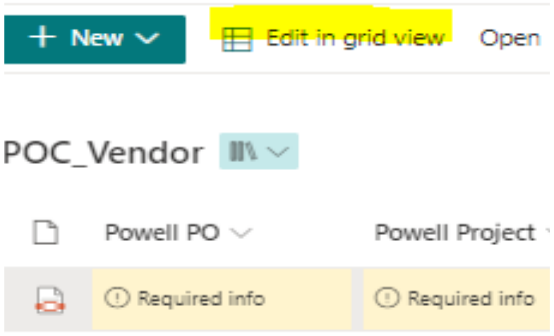
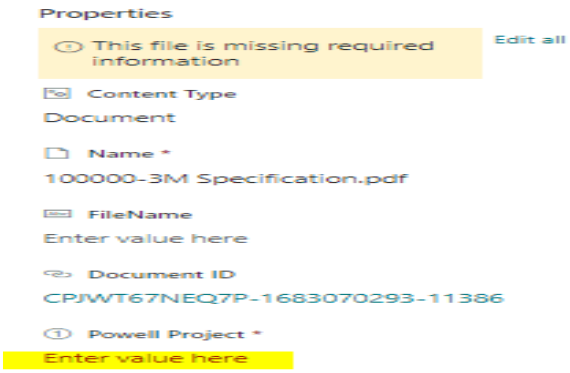
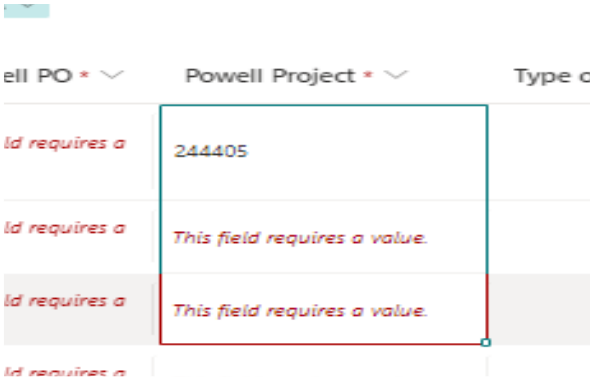
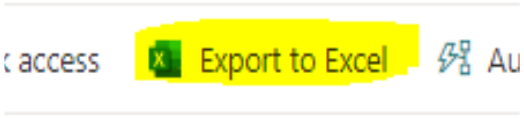
Purpose and Scope:	To provide instruction on how to upload to Powell's Vendor Document Library		
Machine/Equipment/ Program Used:	Microsoft SharePoint	**Functional Group:**	**Document Control (DC)**
Definitions:	NA	**Category:**	Vendor Transmittals
Appendix:	NA	**Records and other related documents:**	Supplier Documentation Requirements (DC-GU-0807)

#	Activity Step		Safety ✚, Environmental ✠, Quality ◆ & Reminder ! Key Points
1.		When uploading to the Powell Vendor Documentation Portal the following file restrictions are in place: **File names must match the Drawing/Document Number or a document number will be assigned by supplier in lieu of Document Number contained within the file itself.** **Example 1:** Drawing Number = 1099520101001, Filename = 1099520101001.dwg **Example 2:** Document without Unique Number = Doc type is ITP. Assign unique doc.# 123-ITP.docx	

2.		When uploading to the Powell Vendor Documentation Portal the following file restrictions are in place: File names must not contain any of the following characters: / \ < > : * " ? | File names cannot start with an underscore (_) or a period (.) and they cannot have consecutive periods (...) in them.	! You will receive an error and be unable to proceed.
3.		When uploading to the Powell Vendor Documentation Portal the following file restrictions are in place: File name must stay consistent even at different submittal stages. If a document is to be cancelled/voided/superseded, an official transmittal notification must be submitted, outlining the change. The cancelled/superseded file name/document number should not be used again during the project.	
4.		When uploading to the Powell Vendor Documentation Portal the following file restrictions are in place: All drawings and documents must be sent as single page files with unique filenames. Merged PDFs are **not** acceptable. The only exception is multiple sheet documents or data sheets with the same title (Example: ITP with more than one page).	! Your document will be rejected if this step is not followed.

5.		When uploading to the Powell Vendor Documentation Portal the following file restrictions are in place: All documents must be clear and legible (when printed and/or scanned) and must be provided in the English language.	
6.		When uploading to the Powell Vendor Documentation Portal the following file restrictions are in place: All documents submitted must be properly oriented. Upon opening a document, the reviewer should be able to read all text from top to bottom, left to right, without rotating the document.	
7.		Submitting Documents through the Powell Vendor Documentation Portal: Login to Powell's Vendor Documentation Portal	

8.		Drag files or select Upload	
9.		Once uploaded, the following will be required fields: Powell PO Powell Project # Equipment Tag Revision Number Submission Type (OFA – Out For Approval; RTM – Release to Manufacturing; RS – Record Shop) There will be a yellow box where there is required information.	! If you use different acronyms for submittal types, you can add these by typing in the field.
10.		To update date these field you can select either "Edit in Grid View"	

11.		Or click on any of the columns and the properties field will open on the right.	
12.		Complete these steps for each document and drawing. Note: In Grid View, it will work like excel you can copy and paste or drag down the column to set all the values the same.	
13.		Note: If needed the Export to Excel feature can be used to obtain all the relevant document information needed for the transmittal.	