

## Description

Supplier can up and download attachments and certificates, like ISO9001 etc.

## Transaction in Old Supplier Portal

In old Supplier Portal the equivalent transaction was called “Certificates” and “Attachments”.

## Features

How to upload my new Attachment?

This is done by clicking the upload attachment button in the bottom right corner and filling out the pop-up.

The screenshot shows the B/S/H/ user interface for managing attachments and certificates. The page title is "B/S/H/" and the main navigation is "Attachments & Certificates". There is a "Global" dropdown menu and navigation icons. The main content area is titled "Attachments" and "Certificates". A search filter is present above a table of attachments. The table has columns for Status, Name, Description, Uploaded By, Uploaded On, File Size, Directory, and Action. At the bottom right, there is a prominent "Upload Attachments" button.

Status	Name	Description	Uploaded By	Uploaded On	File Size	Directory	Action
New (pending appro...	mku_test_001.txt	Mirek test 001	TASUBIN, S.A.	09.10.2018 11...	1kB	Documentation	
New (pending appro...	9001.pdf	test	TASUBIN, S.A.	17.09.2018 13...	682kB	Documentation	
Approved	Continuous Supplier Evaluation...	Continuous Su...	BSH-supplier-...	03.06.2018 19...	29kB	Supplier continuous evaluation	
Approved	Yearly Supplier Evaluation for y...	Yearly Supplie...	SY-BATCH	06.04.2018 08...	40kB	Supplier yearly evaluation	
Approved	Yearly Supplier Evaluation for y...	Yearly Supplie...	SY-BATCH	01.09.2017 09...	35kB	Supplier yearly evaluation	

↑ Upload Attachments

## Upload File

Directory:

Supplier Yearly Evaluation 

\*Description:

Yearly Evaluation

Choose a file:

Yearly Evaluation.docx

Browse...

Upload File

Cancel

## How to sort my Attachments by most recently uploaded?

To do this you would click the sort button in the top right corner, producing the following pop-up. Where you can sort by Uploaded on and then clicking the arrows to sort by ascending or descending. You can also sort via a variety of other options such as Status, Name, Description, etc..

Columns

↑ ↓ Search 🔍

<input checked="" type="checkbox"/> All	↻
<input checked="" type="checkbox"/> Status	
<input checked="" type="checkbox"/> Name	
<input checked="" type="checkbox"/> Description	
<input checked="" type="checkbox"/> Uploaded By	
<input checked="" type="checkbox"/> Uploaded On	
<input checked="" type="checkbox"/> File Size	
<input checked="" type="checkbox"/> Directory	
<input checked="" type="checkbox"/> Action	

OK Cancel

## How to upload my companies Health & Safety Management Certificate?

You would click into the Certificates tab, then into the upload button on the certificate you would like to upload (underneath action) for this example its the Health & Safety Management Certificate.

You would then fill out the following pop-up and upload the relevant certificate, by filling in all mandatory fields and clicking the upload file button.

**B/S/H/** Attachments & Certificates Global ▾ < 

Attachments Certificates

Please upload the available certificates of your company to the corresponding row in the table below via the button "Action". If applicable, an upload of more than one certificate per row is possible.

Certificate Description <i>Certificate Name</i>	Valid To	Expires In	Status	Action
Occupational Health & Safety Management <i>Other Certificates - Occ. Health &amp; Safety Mgmt.</i>		Optional Certificate Missing		
Other Certificates <i>Other Certificates</i>		Mandatory Certificate Missing		

Upload File

\*Certificate Name:

Issued By:

\*Valid To:  
 

Never Expires

Comment:

Choose a file:

File description:

## Preview

B/S/H/

Attachments & Certificates

Global



Attachments Certificates

Filter



Status	Name	Description	Uploaded By	Uploaded On	File Size	Directory	Action
New (pending appro...	<a href="#">Empties Overview 786503.pdf</a>	testnov2018	TEST PILOT SUPPLIER ...	07.11.2018 12:08	17kB	Documentation	
New (pending appro...	<a href="#">RollIn FTMD.docx</a>	sdgsdg	TEST PILOT SUPPLIER ...	25.10.2018 10:08	258kB	Documentation	
New (pending appro...	<a href="#">DOS house keeping.doc</a>	tobias5	TEST PILOT SUPPLIER ...	25.10.2018 10:02	604kB	Documentation	
New (pending appro...	<a href="#">demo.docx</a>	i am an an descriint	TEST PILOT SUPPLIER ...	25.10.2018 09:45	1313kB	Documentation	
New (pending appro...	<a href="#">EUBS1-158.doc</a>	cvnbcvnc	TEST PILOT SUPPLIER ...	25.10.2018 09:31	18kB	Documentation	
New (pending appro...	<a href="#">2.JPG</a>	asfafas	TEST PILOT SUPPLIER ...	22.10.2018 07:51	99kB	Documentation	
New (pending appro...	<a href="#">pobrane admin ninja.jpg</a>	xcgbxcnxb	TEST PILOT SUPPLIER ...	11.10.2018 09:42	6kB	Documentation	
New (pending appro...	<a href="#">FHC training for supplier.pdf</a>	hyjff	TEST PILOT SUPPLIER ...	28.09.2018 11:13	1441kB	Detailed financial check	
New (pending appro...	<a href="#">012002523100007411832015E... pdf</a>		TEST PILOT SUPPLIER ...	26.09.2018 08:16	1687kB	Documentation	
New (pending appro...	<a href="#">DOC_060 after running report.png</a>	bmb.	TEST PILOT SUPPLIER ...	11.07.2018 08:15	26kB	Supplier yearly evaluation	
New (pending appro...	<a href="#">2018-06-26_160234.png</a>	eryeye	TEST PILOT SUPPLIER ...	10.07.2018 07:33	1242kB	Documentation	
New (pending appro...	<a href="#">2018-07-02_112815.png</a>	afasfa	TEST PILOT SUPPLIER ...	10.07.2018 07:16	119kB	Documentation	

Upload Attachments

Please upload the available certificates of your company to the corresponding row in the table below via the button "Action". If applicable, an upload of more than one certificate per row is possible.

Certificate Description <i>Certificate Name</i>	Valid To	Expires In	Status	Action
<input checked="" type="checkbox"/> Energy Management <small>ISO 50001:#</small>	31.12.9999	Permanently Valid	Pending Approval	
dfhdhd	30.09.2018	Already Expired	Pending Approval	
ryrey	31.12.9999	Permanently Valid	Pending Approval	
<input type="checkbox"/> Energy Management <small>Other Certificates - Energy Mgmt.</small>	31.12.9999	Permanently Valid	Pending Approval	
<input type="checkbox"/> Environmental Management <small>Other Certificates - Environmental Mgmt.</small>	31.12.9999	Permanently Valid	Pending Approval	
<input type="checkbox"/> Environmental Management <small>ISO 14001:#</small>		Optional Certificate Missing		
<input checked="" type="checkbox"/> Occupational Health & Safety Management <small>Other Certificates - Occ. Health &amp; Safety Mgmt.</small>	31.12.9999	Permanently Valid	Pending Approval	
g kgl	31.12.9999	Permanently Valid	Pending Approval	
Occupational Health & Safety Management <small>OHSAS 18001:#</small>		Optional Certificate Missing		
Other Certificates <small>Other Certificates</small>		Optional Certificate Missing		

