



Supplier Quality Optimization Program eCert User Manual

Document Approval

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1 Overview

The eCert application is intended for use in electronic collaboration with Boston Scientific Corporation's (BSC) suppliers regarding activities and documents related to product quality. The eCert application is comprised of functionalities like: creation of new certificates and updating existing certificates, and attachment of supplemental information to certificates. Users can also generate reports on existing certificates, print and export certificates to Excel and PDF formats, as required.

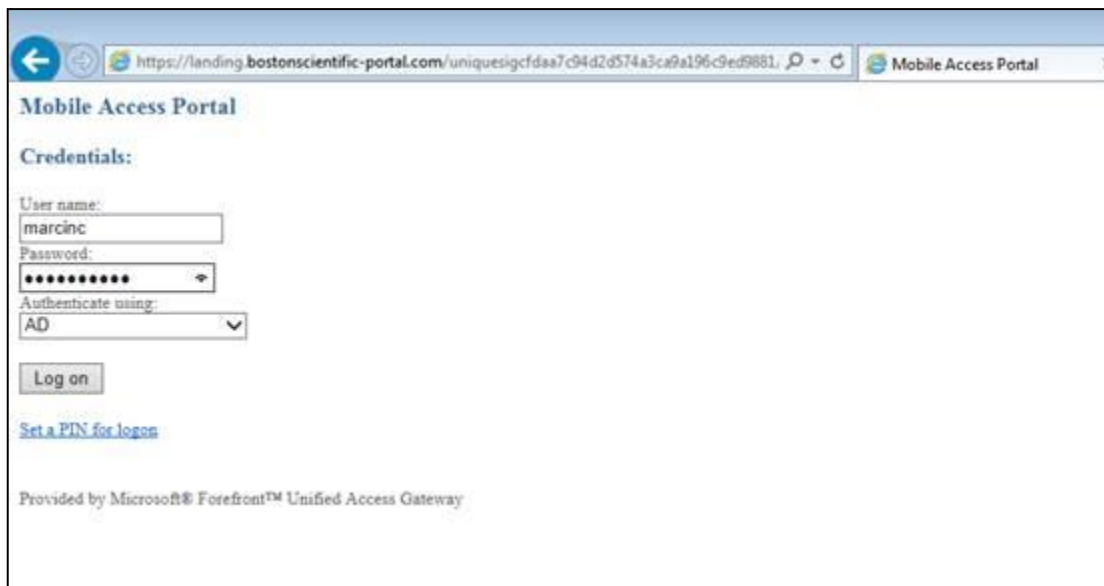
2 Set-Up Considerations

2.1 Internet Web Browsers

eCert application is configured to run on a variety of web browsers (ex: Internet Explorer, Google Chrome). However, the best performance can be achieved using Internet Explorer version 8.0 or higher. It is also recommended that you disable your internet browser popup blocker.

2.2 Internet Explorer Version 11 Compatibility

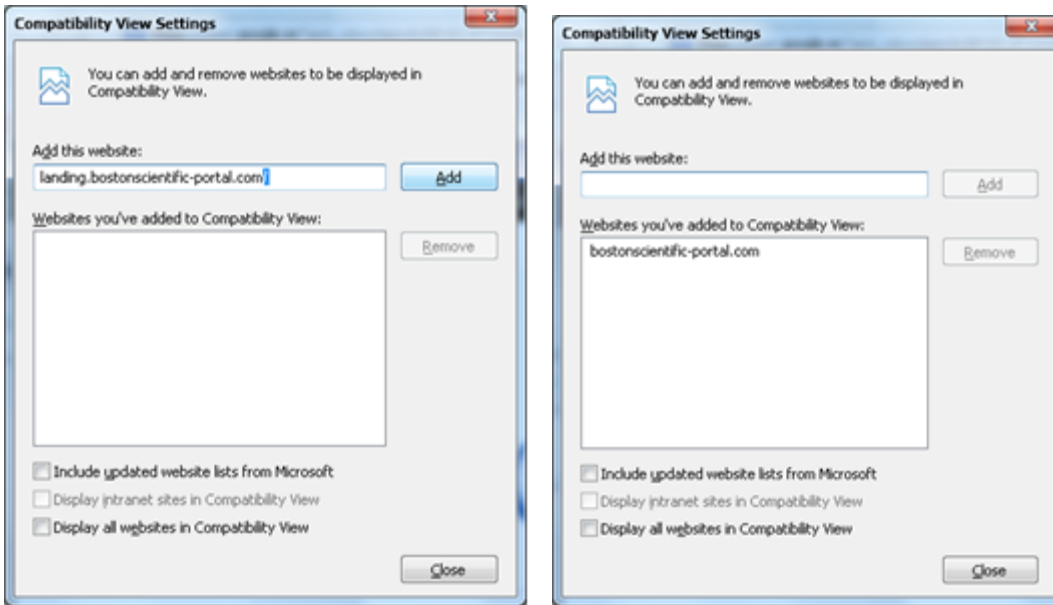
If you use Internet Explorer version 11, you may see the screen image below when accessing the eCert application web link.



You may either access the eCert system using another web browser, such as Google Chrome, or you may adjust the compatibility settings for Internet Explorer as shown below.

To get find the compatibility mode settings:

1. Select "Tools", then select "Compatibility View Settings".
2. Enter "landing.bostonscientific-portal.com" and click Enter.

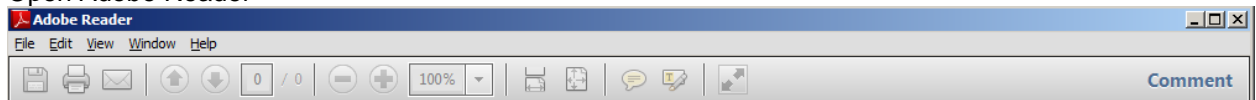


3. Close the “Compatibility View Settings” window and close all Internet Explorer 11 windows.
4. Then open a new browser window and launch <https://landing.bostonscientific-portal.com>

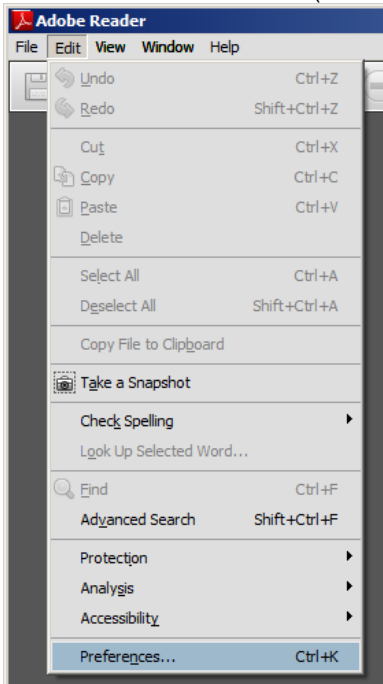
2.3 *Printing or Exporting a Certificate*

To print or export a certificate, Adobe Reader must be installed on the user’s workstation. Adobe Reader must have the “Display PDF in browser” option enabled. The screenshots below show the steps to enable this option in Adobe Reader version 10.1.6

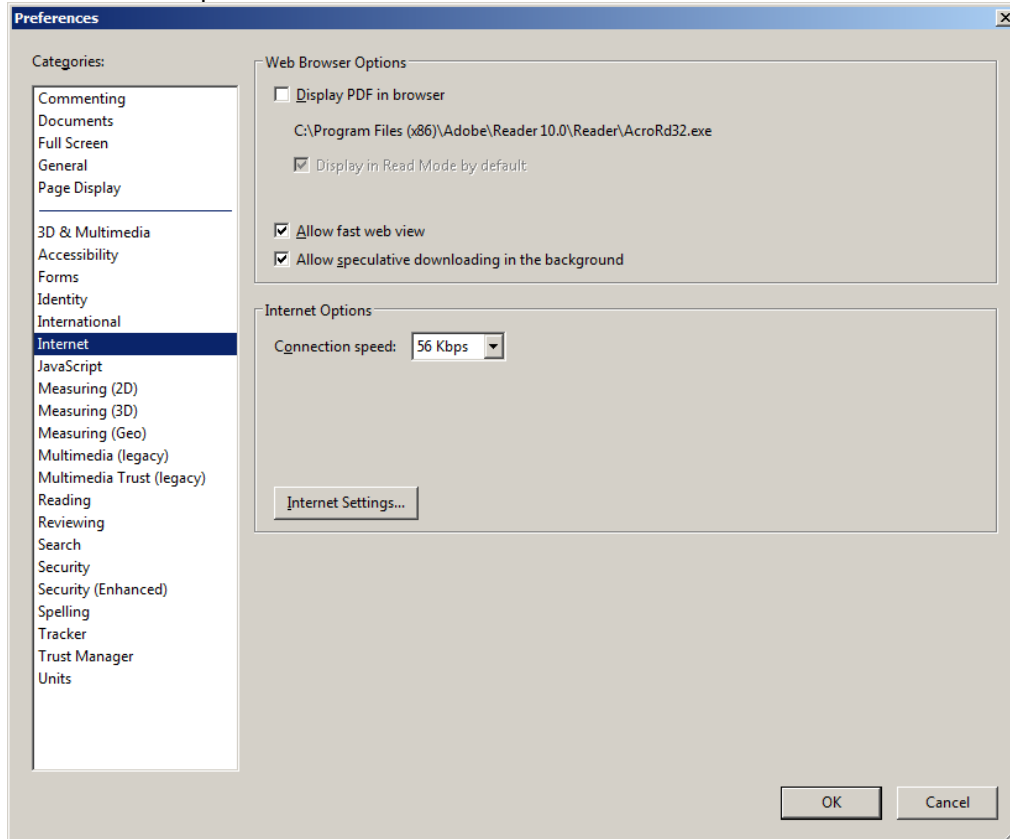
1. Open Adobe Reader



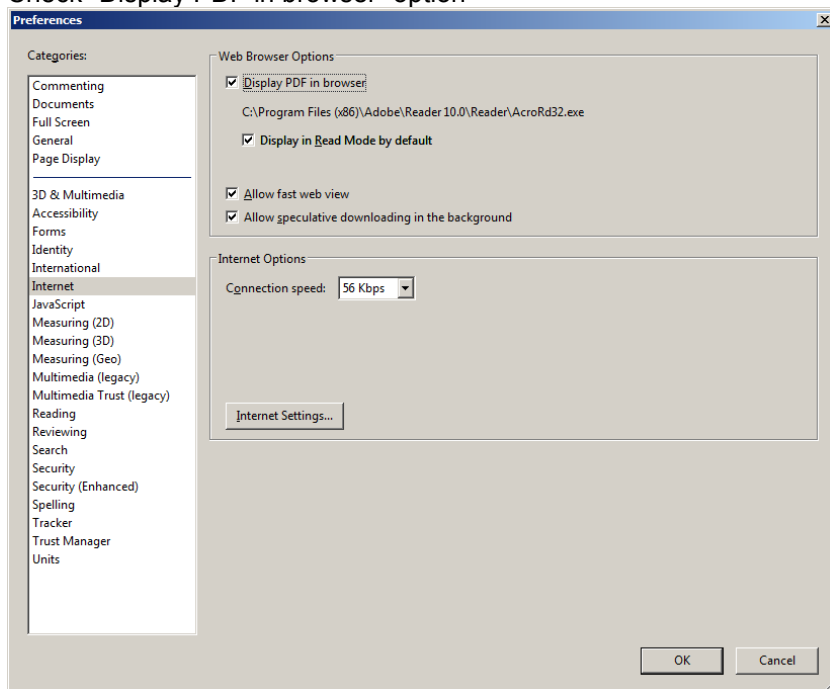
2. Go to Edit -> Preferences (Ctrl+K)



3. Select Internet option



4. Check “Display PDF in browser” option



5. Click on “OK” button

3 User Access Considerations

To obtain access to eCert portal, contact your Boston Scientific Material Management representative.

3.1 User Roles

There are three different user roles available for eCert.

1. **Supplier Read / Write:** This role shall be granted to a supplier user. These users will be able to display, create, update, print, and export a supplier certificate and access the Certificates Report.
2. **Supplier Read Only:** This role shall be granted to a supplier user. These users will be able to access the Certificates Report and display the certificates created by their company's users with “Supplier Read/Write” access.
3. **BSC Read Only:** This role shall be granted to a BSC user. These users will be able to access the Certificates Report and display the certificates created by all suppliers.

3.2 Password Protection Policy

In the BSC Corporate Portal, password expiration duration is set to 90 days. The user will be prompted to reset their password during next logon after expiration of password.

4 Accessing the System

4.1 URL to BSC Corporate Portal

<https://landing.bostonscientific-portal.com/>

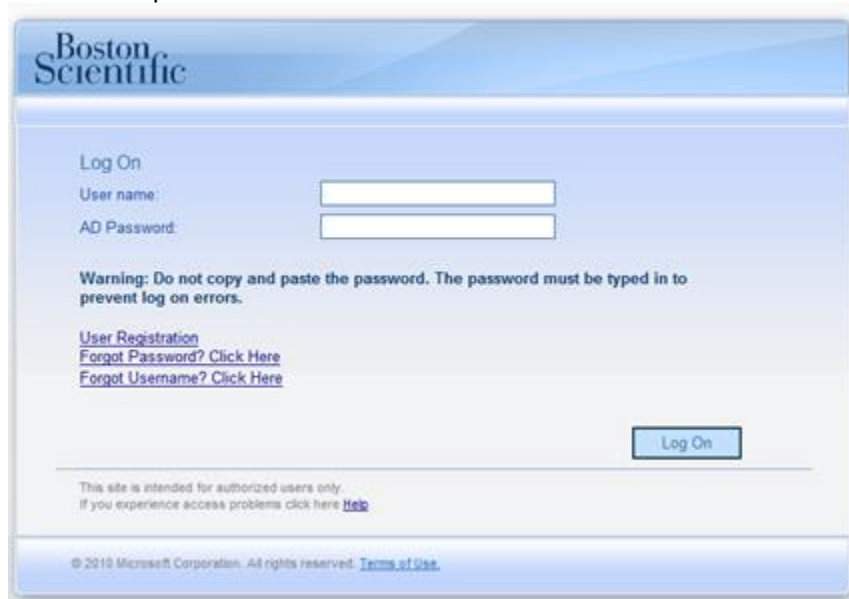
If the user makes a “Favorite” or “Bookmark” the link to the application, the link saved needs to be only what is shown above. Additional web site information may get added to the saved link, which could cause some errors when accessing the site in the future.

4.2 Logging into BSC Corporate Portal and accessing eCert application

To access the eCert application, the user should have a valid user name and password registered with BSC and have eCert access assigned. The user will login to the BSC Corporate Portal using above link and navigate to [Launch eCert](#) link to access the eCert application.

Steps:

1. Launch the BSC Corporate Portal in their web browser



The screenshot shows the login interface for the Boston Scientific eCert application. At the top left is the Boston Scientific logo. Below it, the text "Log On" is displayed. There are two input fields: "User name:" and "AD Password:". Below the password field is a warning message: "Warning: Do not copy and paste the password. The password must be typed in to prevent log on errors." There are three links: "User Registration", "Forgot Password? Click Here", and "Forgot Username? Click Here". A "Log On" button is located at the bottom right of the login area. At the bottom of the page, there is a disclaimer: "This site is intended for authorized users only. If you experience access problems click here [Help](#)". At the very bottom, there is a copyright notice: "© 2010 Microsoft Corporation. All rights reserved. [Terms of Use](#)."

2. Enter the assigned user name and password and click on the “Log On” button.

Boston Scientific

Log On

User name:

AD Password:

Warning: Do not copy and paste the password. The password must be typed in to prevent log on errors.

[User Registration](#)
[Forgot Password? Click Here](#)
[Forgot Username? Click Here](#)

This site is intended for authorized users only.
If you experience access problems click here [Help](#)

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3. Enter the answer to the security question shown and click the “Continue” button. The security questions were established during the user’s first time logging into the application.

Boston Scientific

Please answer the following question to complete your login:

In what city was your high school? (full name of city only)

Answer:

Would you like us to remember this computer?

Yes, I plan on using this computer to access my account in the future.

No, this is a public computer or one that I do not plan on using often.

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4. Click on “Launch eCert” link to start the eCert application.



5. The eCert application’s first page is displayed according to the roles and privileges granted to logged in user.
 - a. On successful login into the eCert application, a user with “Supplier Read/Write” access will be directed to the “Home” page (Ref Section 5.1)
 - b. On successful login into the eCert application, a user with “Supplier Read Only” access will be directed to the “Certificates Report” page. (Ref Section 5.13)
 - c. On successful login into the eCert application, a user with “BSC Read Only” access will be directed to the “Certificates Report” page. (Ref Section 6.0)

5 Using the System

5.1 eCert Home Page

This section explains the functionality and describe the different elements of the “Home” page for a user with “Supplier Read/Write” access.

Below is the screenshot that shows the “Home” page of the eCert application and its individual elements.

User Information

User Name: Logged in user's name (First name , Last name) appears on the "Home" page in welcome banner.

Supplier ID(s)/ Vendor ID(s) configured to the logged in user: This section displays the list of Supplier ID(s)/ Vendor ID(s) that are configured to the logged in user. BSC is responsible for maintaining mapping of the supplier user to the Supplier ID(s)/ Vendor ID(s).

List of Certificates

The list of certificates contain all "In-Progress" certificates and those "Accepted" certificates that were created in the last 10 days by the user(s) mapped to the Supplier ID(s)/Vendor ID(s) listed. Only certificates that belong to the Supplier ID(s)/Vendor ID(s) associated with the user who is logged in are displayed. A scroll bar appears within certificate list table to aid the user in viewing the complete list of certificates. By default, the list of certificates is sorted in reverse chronological order (most recent at the top) based on "Date of Creation". The user has the ability to customize the certificate list layout (refer to section 5.1.1), filter (refer to section 5.3) and sort (refer to section 5.2) the list.

Certificate ID	Certificate Revision	Certificate Status	Material Number	Material Description	Material Revision	Supplier Lot Number	Supplier ID	Supplier Lot Quantity	Date of Creation	Supplier Super Lot Number (s)	Supplier Catalog Number	Manufacturing Date	Expiration Date
000000239	A	Accepted	90149907-02	.0072" Composit...	A	MAJOR22000...	0001124165	20,000	11-Nov-2013			22-Oct-2013	
000000238	A	In-Progress	90149907-02	.0072" Composit...	A	MAJOR12345...	0001124165	0	11-Nov-2013				
000000173	A	Accepted	90149907-02	.0072" Composit...	A	987123	0001124165	2,000	04-Nov-2013			18-Sep-2013	
000000144	A	In-Progress	90149907-02	.0072" Composit...	A	TEST8740938	0001124165	0	30-Oct-2013				
000000143	A	In-Progress	90149907-02	.0072" Composit...	A	U76R8745	0001124165	0	30-Oct-2013				

Refresh button

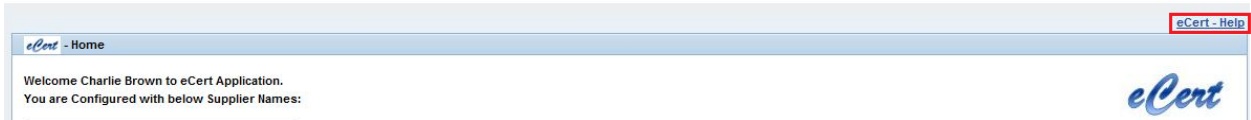
The “Refresh” button allows the user to refresh the content of the certificate list table. The most recent/updated/latest certificates will be displayed in the list of certificates on the “Home” page.



The screenshot shows a table with the following columns: Certificate ID, Cert... Rev..., Certificate Status, Material Number, Material Description, Material Revision, Supplier Lot Number, Supplier ID, Supplier Lot Quantity, Date of Creation, Supplier Super Lot Number(s), and Expiration Date. A "Refresh" button is located in the top right corner of the table area.

eCert Help

Online help is available through the “[eCert Help](#)” hyperlink in the top right corner of every page within the eCert application. On this link the user can find answers to application related Frequently Asked Questions.



Log Off

The “Log Off” link is available on the header section and is accessible from every page within eCert application. Upon clicking this link, the current user session is terminated and the user is logged out from BSC Corporate Portal and the eCert application.

To insure that the user session is properly terminated, be sure to utilize the “Log Off” link when ever possible. Closing the internet browser window will not terminate the user’s session.



5.1.1 Customizing Certificate List Layout

The user has the ability to customize the layout of certificate list table. This customization is specific to the user and does not affect other users.

5.1.1.1 Re-order columns

The user has the ability to change the order of the columns by selecting and moving a column (except “Certificate ID” column) and dragging it to the desired position in the table.

Steps:

1. Click and hold the mouse button on the column that desired to be moved.
2. Drag the column to desired position. A triangle pointer shows the current position of the column in the table while dragging.

eCert - Home eCert - Help

Welcome Charlie Brown to eCert Application.
You are Configured with below Supplier Names:

Progressive Manufacturing Solutions (0001124165)
Progressive Manufacturing Solutions (0001124166)

Refresh

Certificate ID	Certificate Revision	Certificate Status	Material Number	Material Revision	Supplier Lot Number	Supplier ID	Material Description	Supplier Lot Quantity	Date of Creation	Supplier Super Lot Number (s)	Supplier Catalog Number	Manufacturing Date	Expiration Date
0000000239	A	Accepted	90149907-02	A	MAJOR22000...	0001124165	Material Number	20,000	11-Nov-2013			22-Oct-2013	
0000000238	A	In-Progress	90149907-02	A	MAJOR12345...	0001124165		0	11-Nov-2013				
0000000173	A	Accepted	90149907-02	A	987123	0001124165	.072" Composit...	2,000	04-Nov-2013			18-Sep-2013	
0000000144	A	In-Progress	90149907-02	A	TEST8740938	0001124165	.072" Composit...	0	30-Oct-2013				
0000000143	A	In-Progress	90149907-02	A	U76R8745	0001124165	.072" Composit...	0	30-Oct-2013				

3. Release the mouse button.

5.1.1.2 Adjust the column width

The user has the ability to adjust (expand or shrink) each column's width in certificate list table.

Steps:

1. Click and hold the mouse button on the right side border of the column to be adjusted.
2. Drag the mouse to the desired column width.



Supplier ID	Material Number	Supplier Lot Number	Material Revision
0001100207	350304-002	test10-1-11	D
0000102947	15335-09	test2-1-9	B
0000102947	02647-27	TEST-1-2-3	A

3. Release the mouse button.

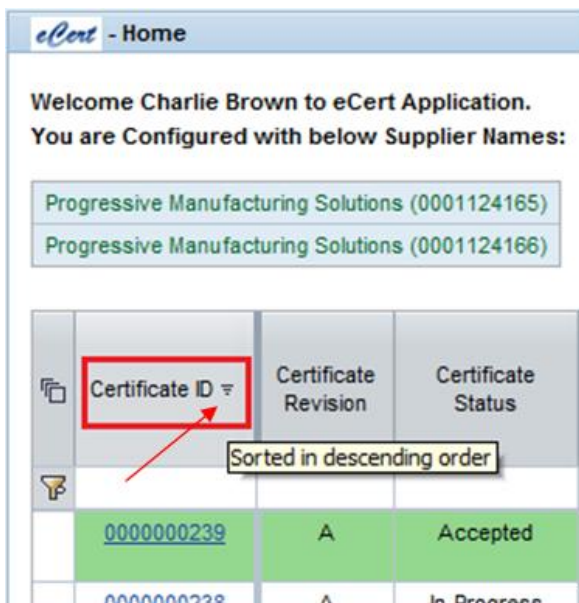
5.2 Sort Certificate List Table

The user can sort the certificate list table in ascending and descending order by clicking on the header of the column to be sorted. Sorting functionality is available for all the columns except for “Date of Creation”, “Manufacturing Date”, and “Expiration Date”. By default, the system shall sort entries appearing on the certificate list table by reverse chronological order of Date of Creation.

To determine if sorting is applied, note the icon in the column heading:

- An upward triangle  means that sorting is applied in ascending order.
- An upside down triangle  means that sorting is applied in descending order.

Below picture shows the sorting functionality applied on the certificate ID column. Place the mouse cursor on Sort icon, as shown in below picture, to know the current sorting order.




5.3 Filtering Certificate List Table

Filtering data is a quick and easy way to find and work with a subset of data in a range of cells or table. Once the user has filtered data in a range of cells or table, the user can reapply a filter to get up-to-date results or clear a filter to redisplay all of the data.

When a filter is applied, the displayed data include only those rows that meet the criteria.

The user can also filter by more than one column. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data.

Use the filter functionality by entering text into row with icon  as shown in the below figure.

Certificate ID	Certificate Revision	Certificate Status	Material Revision	Supplier Lot Number	Supplier ID	Material Number	Material Description	Supplier Lot Quantity	Date of Creation	Supplier Super Lot Number (s)	Supplier Catalog Number	Manufacturing Date	Expiration Date
----------------	----------------------	--------------------	-------------------	---------------------	-------------	-----------------	----------------------	-----------------------	------------------	-------------------------------	-------------------------	--------------------	-----------------

The example below shows the certificate list table is filtered for “Certificate Revision” of ‘A’, “Certificate Status” of ‘In-Progress’, and “Supplier Lot Number” containing the word ‘Test’.

The screenshot shows the eCert application interface. At the top, it says "Welcome Charlie Brown to eCert Application. You are Configured with below Supplier Names:" followed by "Progressive Manufacturing Solutions (0001124165)". Below this is a table with the following columns: Certificate ID, Certificate Revision, Certificate Status, Material Revision, Supplier Lot Number, Supplier ID, Material Number, Material Description, Supplier Lot Quantity, Date of Creation, Supplier Super Lot Number (s), Supplier Catalog Number, Manufacturing Date, and Expiration Date. The table contains one row with the following data: Certificate ID: 0000000144, Certificate Revision: A, Certificate Status: In-Progress, Material Revision: A, Supplier Lot Number: TEST8740938, Supplier ID: 0001124165, Material Number: 90149907-02, Material Description: .0072" Composit..., Supplier Lot Quantity: 0, Date of Creation: 30-Oct-2013. The "Certificate ID" column header and the first cell of the first row are circled in red. The "Certificate Revision" and "Certificate Status" cells are highlighted in red. The "Supplier Lot Number" cell is highlighted in yellow. There is a "Refresh" button at the top right and a "Create Certificate" button at the bottom left.

5.4 Viewing a Certificate

The “Certificate Details” screen displays the details of the certificate in non-editable mode to the user.

To display certificate details:

- Click on the corresponding “Certificate ID” hyperlink from the “Home” page. Clicking on the “Certificate ID” hyperlink will:
 - Provide the supplier user with the ability to view/update/print/export/delete an “In Progress” certificate.
 - Provide the supplier user with the ability to view/export/print an “Accepted” certificate.

Certificate ID	Certificate Revision	Certificate Status	Material Revision	Supplier Lot Number
0000000239	A	Accepted	A	MAJOR22000...
0000000238	A	In-Progress	A	MAJOR12345...
0000000173	A	Accepted	A	987123
0000000144	A	In-Progress	A	TEST8740938
0000000143	A	In-Progress	A	U76R8745

- The “Certificate Details” screen corresponding to the selected certificate will be opened in the browser window.

NOTE: If a user opens a certificate for viewing or updating, another user will be prevented from viewing or updating that same certificate.

Certificate Details

Supplier Name:	Progressive Manufacturing Solutions	Certificate ID:	0000000238
Material Number:	90149907-02	Certificate Revision:	A
Material Revision:	A	Certificate Status:	In-Progress
Material Description:	.0072" Composite Nitinol Wire	Date of Creation:	11-Nov-2013
		Date of Acceptance:	

Supplier Lot Number:	MAJOR1234567890	Expiration Date:	Not Required
Supplier Lot Quantity:	0	Manufacturing Date:	
Supplier Super Lot Number(s):	Not Required	Supplier Catalog Number:	Not Required

COC

Statement of Conformance: We certify that the parts referenced herein were manufactured in compliance to the agreed upon drawing, specification(s), or purchase order requirements using the agreed materials and components.

Signature: _____ Role / Title: _____ Date of Signature: _____

Feature Name	Actual Result
Raw Material Lot Number	Fail

COA

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	Valuation
All Packaging is per spec 90149907	1	N/A	N/A			Fail
Attached Raw Material Certification	1	N/A	N/A			Fail
Average Tensile Strength	1	170	1,000	KSI		Fail
OD 2.54+/- .003	1	2.537	2.543	IN		Fail
OD 2.54+/- .003	2	2.537	2.543	IN		Fail

Signature: _____ Role / Title: _____ Date of Signature: _____

5.5 Creating a Certificate

Users can create a new certificate by clicking the “Create Certificate” button available on the “Home” page.

Steps:

1. Click the “Create Certificate” button available on “Home” page.

eCert - Home

Welcome Charlie Brown to eCert Application.
You are Configured with below Supplier Names:

Progressive Manufacturing Solutions (0001124165)
Progressive Manufacturing Solutions (0001124166)

Certificate ID	Certificate Revision	Certificate Status	Material Revision	Supplier Lot Number	Supplier ID	Material Number	Material Description	Supplier Lot Quantity	Date of Creation	Supplier Super Lot Number (s)	Supplier Catalog Number	Manufacturing Date	Expiration Date
0000000239	A	Accepted	A	MAJOR22000...	0001124165	90149907-02	.0072" Composit...	20,000	11-Nov-2013			22-Oct-2013	
0000000238	A	In-Progress	A	MAJOR12345...	0001124165	90149907-02	.0072" Composit...	0	11-Nov-2013				
0000000173	A	Accepted	A	967123	0001124165	90149907-02	.0072" Composit...	2,000	04-Nov-2013			19-Sep-2013	
0000000144	A	In-Progress	A	TEST8740938	0001124165	90149907-02	.0072" Composit...	0	30-Oct-2013				
0000000143	A	In-Progress	A	U76R8745	0001124165	90149907-02	.0072" Composit...	0	30-Oct-2013				

2. An initial Create Certificate screen will be displayed, as below:

The screenshot shows a window titled "Create Certificate". Inside, there is a form with the following fields and values:

Purchase Order Number: *	<input type="text"/>	Supplier Name:	To be Determined
Supplier Lot Number:	<input type="text"/>	Material Description:	To be Determined
Material Number:	<input type="text"/>		
Material Revision:	<input type="text"/>		

At the bottom of the form are two buttons: "Continue" and "Close".

Notes:

- ❖ The screen contains two buttons:
 - "Continue" button: - When the "Continue" button selected, the application will update the displayed fields with additional information.
 - "Close" button: - When the "Close" button is selected, the user will be redirected back to the "Home" page

3. Enter the Purchase Order Number and click on "Continue". The purchase order number entered must still have remaining deliveries.

The screenshot shows the "Create Certificate" window with the following updated fields:

Purchase Order Number: *	<input type="text" value="0006426027"/>	Supplier Name:	Progressive Manufacturing Solu
Supplier Lot Number: *	<input type="text"/>	Material Description:	To be Determined
Material Number: *	<input type="text"/>		
Material Revision: *	<input type="text"/>		

The "Continue" and "Close" buttons are still present at the bottom.

Notes:

- ❖ The system populates the Supplier Name field based on the Vendor ID associated with the specified Purchase Order Number.
 - ❖ The system populates the list of Material Numbers with the materials from the entered Purchase Order that are configured to utilize the eCert application.
4. Enter the Supplier Lot Number, for the lot to be certified.
- a. The Supplier Lot Number field has a maximum length of 15 characters.
 - b. If BSC utilizes the Supplier Lot Number as its own BSC batch number when received, this field will be restricted to a maximum of 10 characters.
 - i. If the entry exceeds 10 characters, the system will present a warning message at the bottom of the screen.
5. Select the appropriate Material Number from the populated drop-down list.
6. Enter Material Revision associated with the selected material number.

7. Click on “Continue” button.

Create Certificate

Purchase Order Number: * 0006426027 Supplier Name: Progressive Manufacturing Solu

Supplier Lot Number: * TEST123 Material Description: .0072" Composite Nitinol Wire

Material Number: * 90149907-02

Material Revision: * A

Continue **Close**

8. The system will display the material specific certificate data entry form, showing the field(s) and tab(s) required for the specified Material Number and Material Revision. The field(s) and tab(s) can be completed in any order you desire.

Note:

- ❖ The system automatically populates the Certificate Identification Number and Certificate Revision fields.
- ❖ The system automatically populates the Statement of Conformance field appearing on the “COC” tab with the pre-configured statement for the appropriate supplier and material combination.

Create Certificate

Supplier Name: Progressive Manufacturing Solutions Purchase Order Number: * 0006426027

Material Number: * 90149907-02 Certificate ID: 0000000250

Material Revision: * A Certificate Revision: A

Material Description: .0072" Composite Nitinol Wire

Supplier Lot Number: * TEST123 Expiration Date: []

Supplier Lot Quantity: * [] Manufacturing Date: * []

Supplier Super Lot Number(s): [] Supplier Catalog Number: []

COC **COA** **Attachments**

Certificate of Compliance (COC)

Statement of Conformance: We certify that the parts referenced herein were manufactured in compliance to the agreed upon drawing, specification(s), or purchase order requirements using the agreed materials and components.

I Agree

Feature Name	Actual Result
Raw Material Lot Number	[]

Sign COC

Save **Submit Certificate** **Cancel Certificate** **Close**

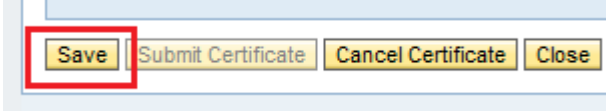
New Certificate is created successfully

9. Only the required lot specific attribute fields are enabled for user input. Enter the appropriate values in the required fields. (Ex: Supplier Lot Quantity and Manufacturing Date)

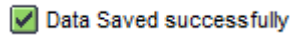
Note:

- ❖ “Supplier Lot Quantity” is the manufacturing lot quantity being certified, not the shipped quantity. The manufacturing lot may contain 10,000 pieces (certed quantity) and the shipped quantity may be 1,000 pieces.

10. The following options are available at the bottom of the page for the user to select:
- “Save” - the certificate and all entered information is saved for future completion.



- Confirmation message will be displayed on successful save.



- “Submit Certificate” - Option will be enabled once all the required signatures (COA and/or COC) are applied. This will submit the completed and signed certificate for approval.
- “Cancel Certificate” – This option will cancel the creation of new certificate. The system displays a pop-up screen to confirm deletion of certificate.
- “Close” – This will close the certificate entry form and return the user to the “Home” page.

5.5.1 COC (Certificate of Compliance)

“COC” tab will be displayed only if the specified Material Number and Material Revision require a completed COC. The COC tab screen consists of the following items:

- Pre-configured Statement of Conformance for the supplier and material combination
- “I Agree” check box
- COC feature table (Feature Name, Actual Result), if applicable.
- “Sign COC” button

The COC features table will appear only in the case where configurable data entry fields have been identified for the COC associated with the specified with the Material Number and Material Revision. (Reference image shown in Section 5.5.1.1)

5.5.1.1 COC Completion

Steps:

- Click on “I Agree” check box



Feature Name	Actual Result
Raw Material Lot Number	

- Enter required values in “Actual Result” field for each COC feature listed
- Sign the COC per Section 5.7.1

5.5.2 COA (Certificate of Analysis)

“COA” tab will be displayed to the user only if the specified Material Number and Material Revision require a completed COA. The “COA” tab screen enables the user to enter results for each pre-configured feature (Qualitative and Quantitative).

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	List	Valuation
▪ All Packaging is per spec 90149907	1	N/A	N/A		Pass		Pass
▪ Attached Raw Material Certification	1	N/A	N/A		Yes		Pass
▼ Average Tensile Strength	1	170	1,000	KSI	847.0		Pass
▪ Sample Size		N/A	N/A		22		Pass
▪ OD 2.54+/- .003	1	2.537	2.543	IN	2.541		Pass
▪ OD 2.54+/- .003	2	2.537	2.543	IN	2.539		Pass


Buttons: Add Row, Remove Row, Sign COA

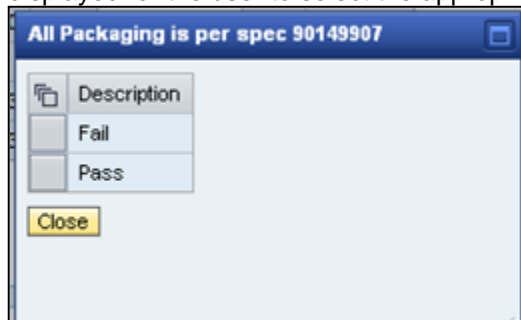
5.5.2.1 COA Feature Completion

COA features can be configured as qualitative (“Pass” or “Fail”; “Yes” or “No”) or quantitative (variable data) features.

5.5.2.1.1 Qualitative COA Features

Qualitative features will have “N/A” shown in the Lower Limit and Upper Limit fields and have an icon shown in the List field. The results of these types of features will be “Pass” / “Fail” or “Yes” / “No”.

When completing these features, select the List icon . A pop-up window will be displayed for the user to select the appropriate result for the feature.



After selecting the appropriate result, the system will perform a valuation of the result and determine if the result meets the requirement or not. The Valuation column will display a “Pass” or “Fail” for that feature. Reference the figure shown in 5.5.2 for an example.

5.5.2.1.2 Quantitative COA Features

Quantitative features will require the Actual Result field to contain a numeric value. The feature will have pre-defined Lower and Upper Limits and Unit of Measure (UOM) displayed in the corresponding fields.

After entering the appropriate numeric result, the system will perform a valuation of the result and determine if it meets the requirement or not. The value entered into the Actual Result field will be rounded to the same significant digits shown in the Lower Limit/Upper Limit fields. The Valuation column will display a “Pass” or “Fail” for that feature based on the rounded value being compared to the Lower and Upper Limits. Reference the figure shown in 5.5.2 for an example.

5.5.2.1.3 COA Sub-Features

Some features may require additional information to be entered, such as sample size. In these cases, a sub-feature may be configured. The sub-feature is intended to provide BSC some additional information on a specific feature. The features containing a sub-feature will be identified with a triangle (▼) to the left of the feature name. When the sub-feature is hidden, the triangle will point to the right. When the sub-feature is displayed, the triangle will point down. Reference the figure shown in 5.5.2 for an example.

5.5.2.1.4 Adding/Removing Rows for COA Features

Some features may require multiple entries for the same features. The multiple entries could be determined by the lot sample size or a fixed number of entries. The user has the ability to add additional rows to capture multiple features.

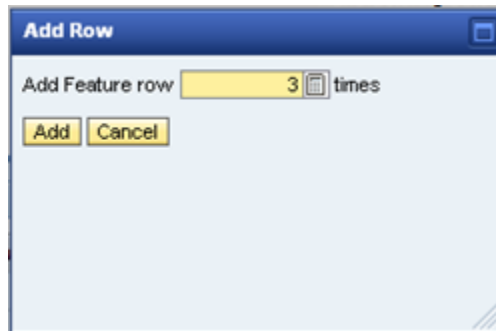
As shown in the figure in 5.2.2, the “Add Row” and “Remove Row” buttons are disabled. When a feature that could require more than 2 entries is selected, these buttons become enabled.

The screenshot shows a software interface titled "Certificate of Analysis (COA)". It contains a table with the following columns: Feature Name, Individual ID, Lower Limit, Upper Limit, UOM, Actual Result, List, and Valuation. The table lists several features, including "All Packaging is per spec 90149907", "Attached Raw Material Certification", "Average Tensile Strength", and two entries for "OD 2.54+/- .003". Below the table are three buttons: "Add Row", "Remove Row", and "Sign COA".

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	List	Valuation
• All Packaging is per spec 90149907	1	N/A	N/A			<input type="checkbox"/>	
• Attached Raw Material Certification	1	N/A	N/A			<input type="checkbox"/>	
▶ Average Tensile Strength	1	170	1,000	KSI			
• OD 2.54+/- .003	1	2.537	2.543	IN			
• OD 2.54+/- .003	2	2.537	2.543	IN			

Buttons: Add Row, Remove Row, Sign COA

Once the feature to add rows to has been selected, select the “Add Row” button and enter the desired number of rows to add in the pop-up window and select “Add”.



The additional rows are then added to the COA entry screen and the Individual ID numbering is extended.

Certificate of Analysis (COA)								
Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	List	Valuation	
• All Packaging is per spec 90149907	1	N/A	N/A			<input type="checkbox"/>		
• Attached Raw Material Certification	1	N/A	N/A			<input type="checkbox"/>		
▶ Average Tensile Strength	1	170	1,000	KSI				
• OD 2.54+/- .003	1	2.537	2.543	IN				
• OD 2.54+/- .003	2	2.537	2.543	IN				
• OD 2.54+/- .003	3	2.537	2.543	IN				
• OD 2.54+/- .003	4	2.537	2.543	IN				
• OD 2.54+/- .003	5	2.537	2.543	IN				

If the user needs to remove a row that was previously added, they select the row and select “Remove Row”.

Note:

- ❖ Only rows that were added by the user can be removed. The rows with Individual ID of 1 and 2 cannot be removed.
- ❖ If added rows were partially completed and the user closes the certificate, then any blank added rows will be removed.

5.5.3 *Serialization*

“Serial Numbers” tab will be displayed to the user only if the specified Material Number and Material Revision require a completed list of serial numbers. The “Serial Numbers” tab provides the user with the ability to enter the serial numbers for the units on the certificate.

The number of serial numbers to be entered must be the same as the value entered in the Supplier Lot Quantity field. If there are blank serial number fields, the system will highlight the fields and provide a message at the bottom of the screen when the user saves the certificate or attempts to collect the final signature.

Supplier Lot Number: * Expirat

Supplier Lot Quantity: * Manuf:

Supplier Super Lot Number(s):

COC COA **Serial Numbers** Attachments

Serial Numbers

ID	Serial Number
1	SN1
2	SN2
3	SN3
4	SN4
5	SN5

Data Saved successfully

The system will verify that there are no duplicate serial numbers entered on the certificate being created.

5.5.4 Attachments

The “Attachments” tab provides the user with the ability to locate a supporting document file using a browse function and upload it to the certificate. The system provides the ability to upload documents with the following extensions: csv, doc, docx, xls, xlsx, jpg, pdf, ppt, pptx, rtf, tif, txt, vsd, and xml. The “Attachments” tab will be available for all certificates being created regardless of COC or COA requirements.

Users have the ability to attach file to the certificate prior to the final signature being acquired.

5.5.4.1 Add Attachment

Steps:

1. Click on the “Browse” button

COC COA **Attachments**

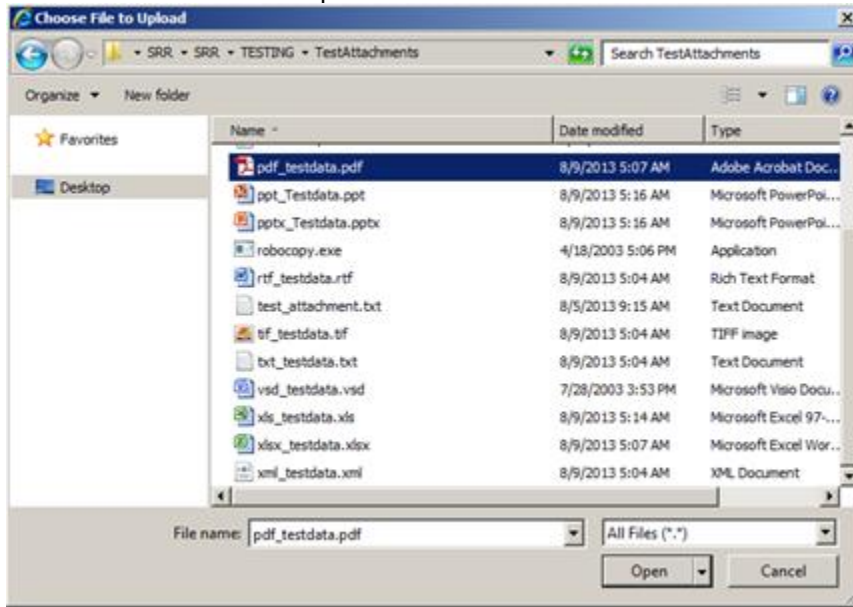
Additional Attachments

File Name:

Attached Files

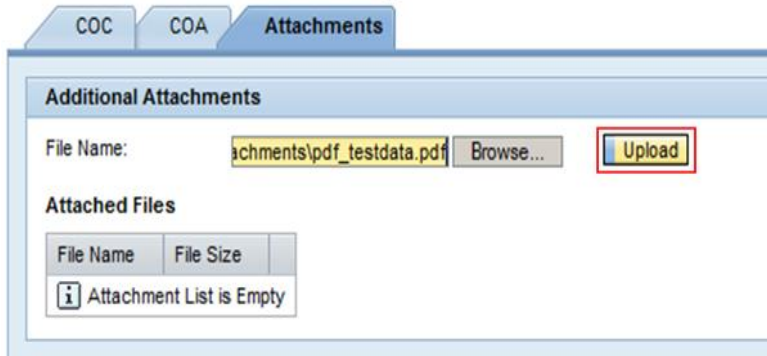
File Name	File Size
Attachment List is Empty	

2. Choose the file to be uploaded

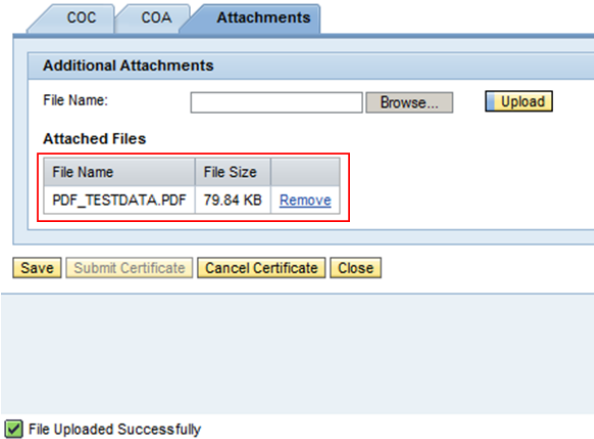


3. Click on “Open” button. The system will show the path for the selected file in the File Name window.

4. Click on the “Upload” button.



5. The uploaded file will appear under the Attached Files section.



5.5.4.2 Remove Attachment

Steps:

1. Click on the “Remove” hyperlink associated with the file to be removed.

File Name	File Size	
PDF_TESTDATA.PDF	79.84 KB	Remove

2. The selected file will be removed from the Attached Files list.

5.6 Updating a Certificate

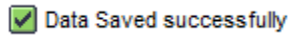
The user has the ability to update an “In-Progress” certificate.

Steps:

1. Select the Certificate ID hyperlink from the user’s “Home” page of the certificate to be updated

Certificate ID	Certificate Revision	Certificate Status	Material Revision	Supplier Ld Number
0000000250	A	In-Progress	A	TEST123
0000000239	A	Accepted	A	MAJOR2200

- ii. Confirmation message will be displayed on success.

 Data Saved successfully

b. Sign and Submit Certificate

User can sign COC (refer to section 5.5.1.1) and/ or COA (refer to section 5.5.2), add attachments (refer to section 5.5.3) and Submit certificate (refer to section 5.7). Submit Certificate option will be enabled once all the required signatures (COA and/or COC) are applied.

5.7 Signing a Certificate

The users will be required to e-sign the COC and/or COA sections of the certificate. The signatures are not required to be completed in a specific order. Upon collecting e-signatures, the system will disable certain fields.

Upon collecting the first signature the following fields are disabled for further edits:

- Purchase Order Number
- Supplier Lot Number
- Material Number
- Material Revision
- All fields on the signed tab (example: COC fields if COC e-signature collected)

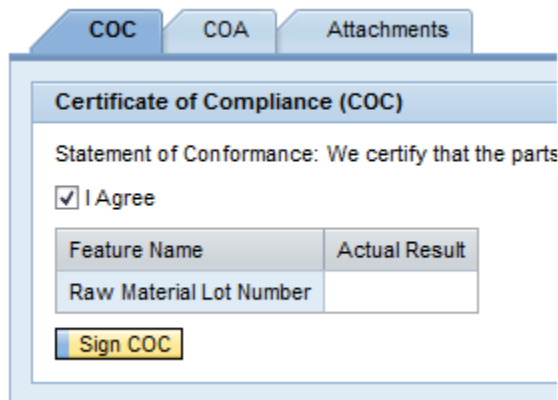
Upon collecting the final signature:

- All fields on the signed tab are disabled for further edits (example: COA fields if COA e-signature collected)
- All additional fields in the certificate header area are disabled for further edits (Expiration Date, Supplier Super Lot Number, etc)
- Any additional tabs shown on the certificate are disabled for further edits (Serial Number, Attachments)
- “Submit Certificate” button becomes enabled

5.7.1 Signing COC

Steps:

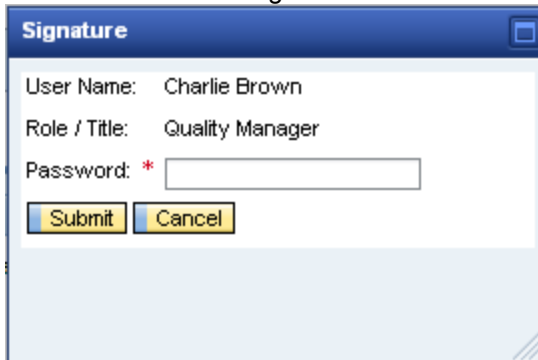
4. Click on “I Agree” check box



Feature Name	Actual Result
Raw Material Lot Number	

5. Ensure the required values in “Actual Result” field for each COC feature listed
6. Click on “Sign COC” button

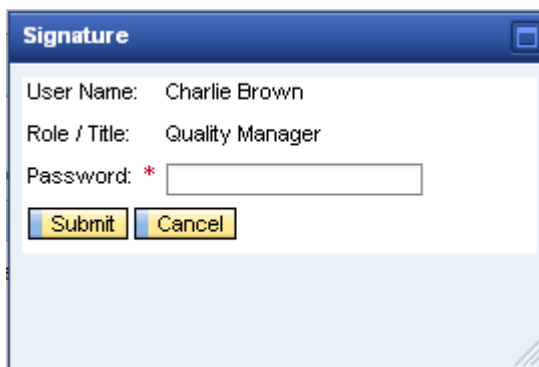
7. The user enters their password in the pop-up screen and click on “Submit”. This captures the user’s electronic signature for the material’s COC.



5.7.2 Signing COA

Steps:

1. Verify that the Valuation field indicates “Pass” for every feature appearing within “COA” tab.
2. Click on “Sign COA” button.
3. The user enters their password in the pop-up screen and click on “Submit”. This captures the user’s electronic signature for the material’s COA.



5.8 Submitting a Certificate

When all required information and signatures are entered in the certificate, the user is ready to submit the certificate for approval.

Note: Prior to submitting, insure that all entered information is correct.

For a certificate that has all required signatures, the bottom of the “Update Certificate” displays a “Submit Certificate” button that is enabled.

Select the “Submit Certificate” button to submit the certificate for approval.

The submitted certificate is automatically evaluated to the requirements within BSC's system and is either accepted or rejected.

If the certificate is accepted, then the system will display the "Certificate Details" screen showing:

- ❖ Certificate Status as "Accepted"
- ❖ Date of Acceptance populated with the appropriate date
- ❖ COC/COA signature attributes (name, title, and signature date)

Feature Name	Individual ID	Lower Limit	Upper Limit	UCM	Actual Result	Valuation
All Packaging is per spec 90149907	1	N/A	N/A		Pass	Pass
Attached Raw Material Certification	1	N/A	N/A		Yes	Pass
Average Tensile Strength	1	170	1,000	KSI	195.0	Pass
OD 2.54+-0.03	1	2.537	2.543	IN	2.537	Pass
OD 2.54+-0.03	2	2.537	2.543	IN	2.539	Pass

If certification was rejected, then the "Update Certificate" page would display the appropriate error messages at the bottom of the screen for the user.

5.9 Exporting a Certificate

The application provides the users the ability to export a certificate in PDF and Excel file formats using the Export function.

5.9.1 Export to PDF

Steps:

1. Select the Certificate ID hyperlink from the user's "Home" page of the certificate to be exported. The "Certificate Detail" screen for the selected certificate will be opened.

eCert - Home

Welcome Charlie Brown to eCert Application.
You are Configured with below Supplier Names:

Progressive Manufacturing Solutions (0001124165)
Progressive Manufacturing Solutions (0001124166)

Certificate ID	Certificate Revision	Certificate Status	Material Revision
000000250	A	In-Progress	A
000000242	A	In-Progress	A
000000230	A	Accepted	A

2. Click on the "Export" button at the bottom of the "Certificate Detail" screen for the certificate.

Certificate Details

Supplier Name: Progressive Manufacturing Solutions Certificate ID: 000000242
 Material Number: 90149907-02 Certificate Revision: A
 Material Revision: A Certificate Status: In-Progress
 Material Description: .0072" Composite Nitinol Wire Date of Creation: 12-Nov-2013
 Date of Acceptance:

Supplier Lot Number: TEST-123 Expiration Date: Not Required
 Supplier Lot Quantity: 0 Manufacturing Date:
 Supplier Super Lot Number(s): Not Required Supplier Catalog Number: Not Required

CDC

Statement of Conformance: We certify that the parts referenced herein were manufactured in compliance to the agreed upon drawing, specification(s), or purchase order requirements using the agreed materials and components.

Signature: _____ Role / Title: _____ Date of Signature: _____

Feature Name	Actual Result
Raw Material Lot Number	

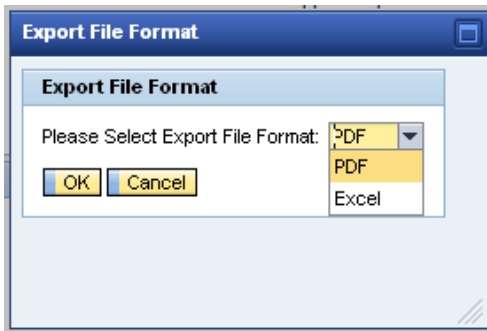
COA

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	Valuation
All Packaging is per spec 90149907	1	N/A	N/A			Fail
Attached Raw Material Certification	1	N/A	N/A			Fail
Average Tensile Strength	1	170	1,000	KSI		Fail
OD 2.54+/- .003	1	2.537	2.543	IN		Fail
OD 2.54+/- .003	2	2.537	2.543	IN		Fail

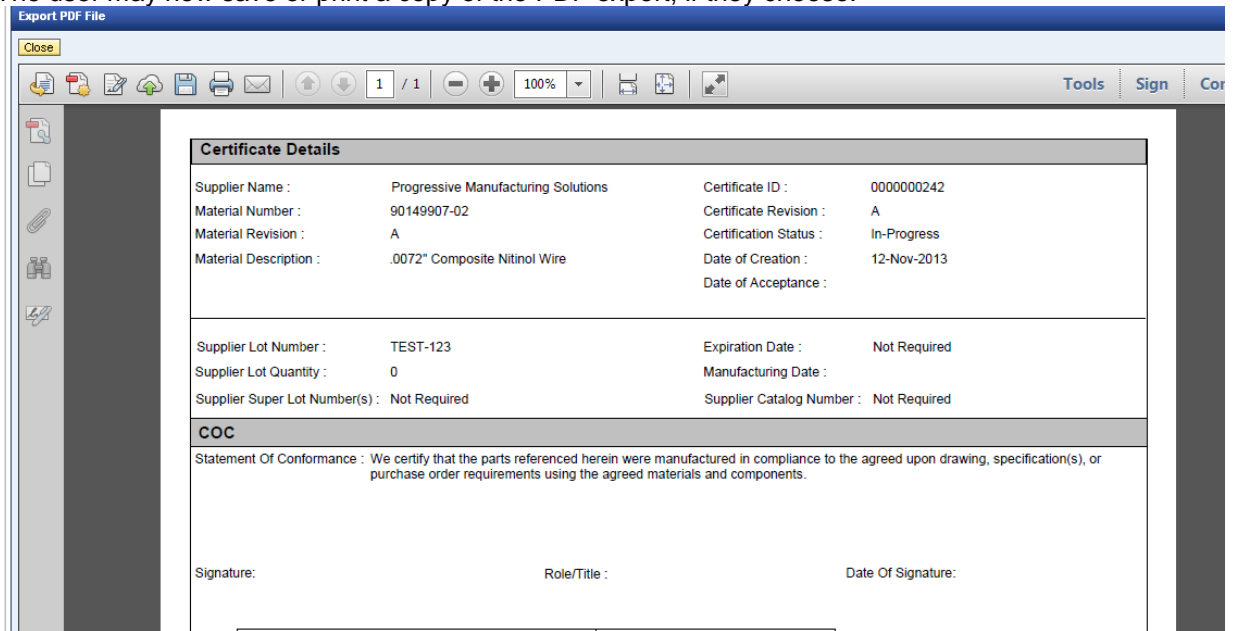
Signature: _____ Role / Title: _____ Date of Signature: _____

Update Certificate Delete Certificate Print **Export** Close

3. A drop-down of available file formats will be displayed in the pop-up window. Select "PDF" from the list.



4. Click on the "OK" button
5. The certificate will be displayed in PDF format within a new browser window.
6. The user may now save or print a copy of the PDF export, if they choose.



5.9.2 Export to Excel

Steps:

1. Select the Certificate ID hyperlink from the user's "Home" page of the certificate to be exported. The "Certificate Detail" screen for the selected certificate will be opened.

eCert - Home

Welcome Charlie Brown to eCert Application.
You are Configured with below Supplier Names:

Progressive Manufacturing Solutions (0001124165)
Progressive Manufacturing Solutions (0001124166)

Certificate ID	Certificate Revision	Certificate Status	Material Revision
000000250	A	In-Progress	A
000000242	A	In-Progress	A
000000228	A	Accepted	A

2. Click on the "Export" button at the bottom of the "Certificate Detail" screen for the certificate.

Certificate Details

Supplier Name: Progressive Manufacturing Solutions
Material Number: 90149907-02
Material Revision: A
Material Description: .0072" Composite Nitinol Wire

Certificate ID: 000000242
Certificate Revision: A
Certificate Status: In-Progress
Date of Creation: 12-Nov-2013
Date of Acceptance:

Supplier Lot Number: TEST-123
Supplier Lot Quantity: 0
Supplier Super Lot Number(s): Not Required

Expiration Date: Not Required
Manufacturing Date:
Supplier Catalog Number: Not Required

COC

Statement of Conformance: We certify that the parts referenced herein were manufactured in compliance to the agreed upon drawing, specification(s), or purchase order requirements using the agreed materials and components.

Signature: _____ Role / Title: _____ Date of Signature: _____

Feature Name	Actual Result
Raw Material Lot Number	

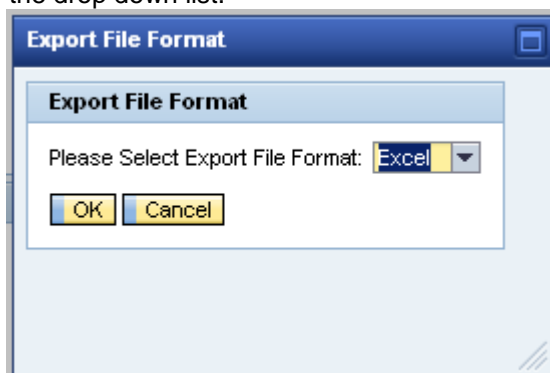
COA

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	Valuation
All Packaging is per spec 90149907	1	N/A	N/A			Fail
Attached Raw Material Certification	1	N/A	N/A			Fail
Average Tensile Strength	1	170	1,000	KSI		Fail
OD 2.54+/- .003	1	2.537	2.543	IN		Fail
OD 2.54+/- .003	2	2.537	2.543	IN		Fail

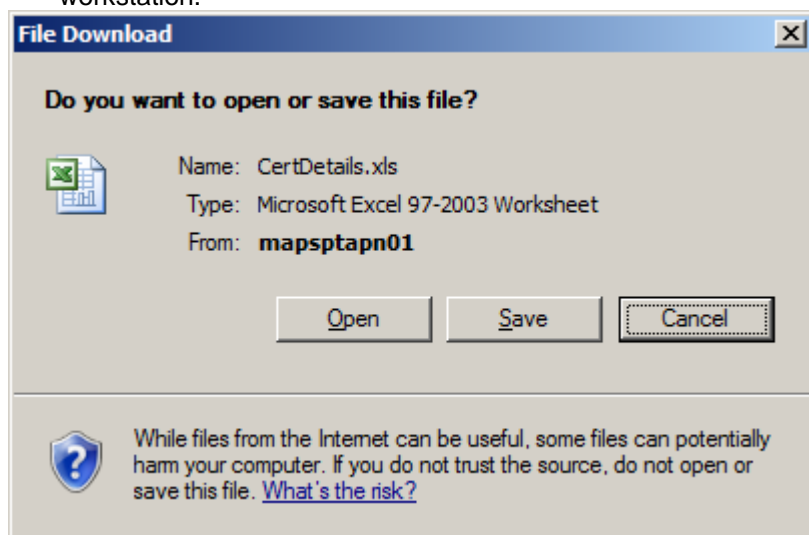
Signature: _____ Role / Title: _____ Date of Signature: _____

Update Certificate Delete Certificate Print **Export** Close

3. A drop-down of available file formats will be displayed in the pop-up window. Select "Excel" from the drop down list.



4. Click on "OK" button.
5. The File Download window will be opened to save the file at desired location on the user's workstation.



5.10 Printing a Certificate

The users can print an “In-Progress” or “Accepted” certificate in using the Print function.

Steps:

1. Select the Certificate ID hyperlink from the user’s “Home” page of the certificate to be printed.

eCert - Home

Welcome Charlie Brown to eCert Application.
You are Configured with below Supplier Names:

- Progressive Manufacturing Solutions (0001124165)
- Progressive Manufacturing Solutions (0001124166)

Certificate ID	Certificate Revision	Certificate Status	Material Revision
000000250	A	In-Progress	A
000000242	A	In-Progress	A
000000230	A	Accepted	A

2. Click on the “Print” button at the bottom of the “Certificate Details” screen for the certificate.

Certificate Details

Supplier Name: Progressive Manufacturing Solutions
Material Number: 90149907-02
Material Revision: A
Material Description: .0072" Composite Nitinol Wire

Certificate ID: 000000242
Certificate Revision: A
Certificate Status: In-Progress
Date of Creation: 12-Nov-2013
Date of Acceptance:

Supplier Lot Number: TEST-123
Supplier Lot Quantity: 0
Supplier Super Lot Number(s): Not Required

Expiration Date: Not Required
Manufacturing Date:
Supplier Catalog Number: Not Required

COC

Statement of Conformance: We certify that the parts referenced herein were manufactured in compliance to the agreed upon drawing, specification(s), or purchase order requirements using the agreed materials and compon

Signature: _____ Role / Title: _____ Date of Signature: _____

Feature Name	Actual Result
Raw Material Lot Number	Fail

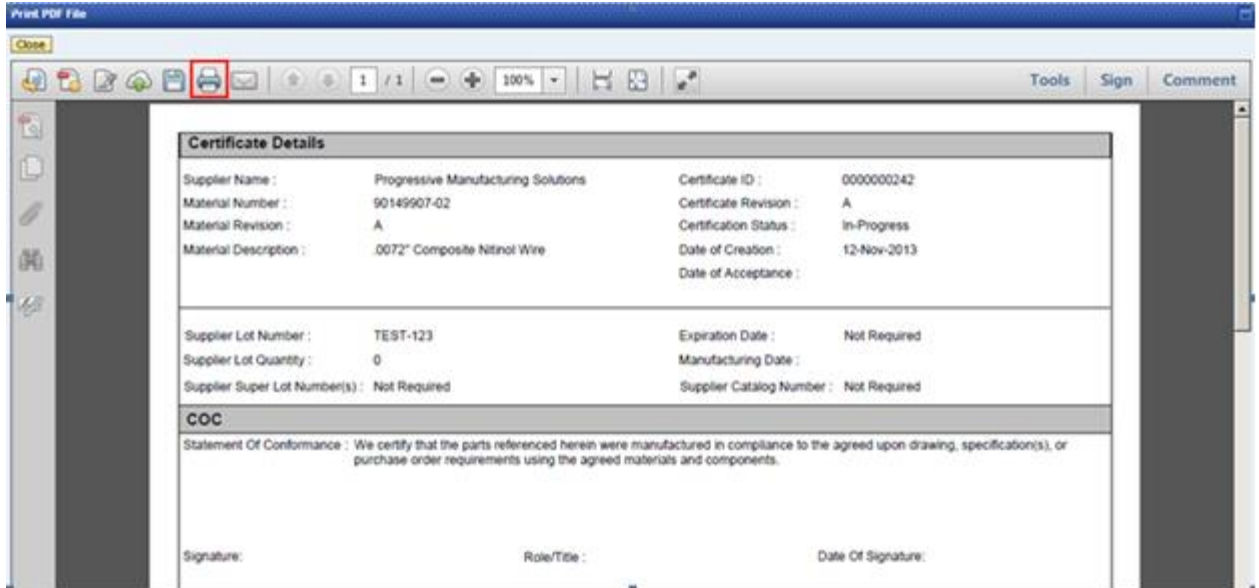
COA

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	Valuation
All Packaging is per spec 90149907	1	N/A	N/A			Fail
Attached Raw Material Certification	1	N/A	N/A			Fail
Average Tensile Strength	1	170	1,000	KSI		Fail
OD 2.54+/- .003	1	2.537	2.543	IN		Fail
OD 2.54+/- .003	2	2.537	2.543	IN		Fail

Signature: _____ Role / Title: _____ Date of Signature: _____

Update Certificate Delete Certificate **Print** Export Close

- The certificate will be displayed in PDF format within the browser window. The user can print the form using Adobe Reader print functionality.

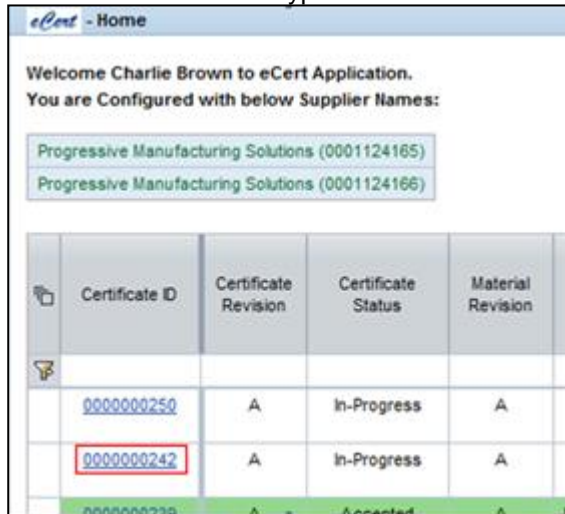


5.11 Deleting a Certificate

The user has the ability to delete an “In-Progress” certificate.

Steps:

- Select the Certificate ID hyperlink from the user’s “Home” page of the certificate to be deleted.



- Click on the “Delete Certificate” button at the bottom of the “Certificate Details” screen for the certificate.

Certificate Details

Supplier Name: Progressive Manufacturing Solutions
 Material Number: 90149907-02
 Material Revision: A
 Material Description: .0072" Composite Nitinol Wire

Certificate ID: 0000000242
 Certificate Revision: A
 Certificate Status: In-Progress
 Date of Creation: 12-Nov-2013
 Date of Acceptance:

Supplier Lot Number: TEST-123
 Supplier Lot Quantity: 0
 Supplier Super Lot Number(s): Not Required

Expiration Date: Not Required
 Manufacturing Date:
 Supplier Catalog Number: Not Required

CDC

Statement of Conformance: We certify that the parts referenced herein were manufactured in compliance to the agreed upon drawing, specification(s), or purchase order requirements using the agreed materials and components.

Signature: _____ Role / Title: _____ Date of Signature: _____

Feature Name	Actual Result
Raw Material Lot Number	Fail

CDA

Feature Name	Individual ID	Lower Limit	Upper Limit	UOM	Actual Result	Valuation
All Packaging is per spec 90149907	1	N/A	N/A			Fail
Attached Raw Material Certification	1	N/A	N/A			Fail
Average Tensile Strength	1	170	1,000	KSI		Fail
OD 2.54+- .003	1	2.537	2.543	IN		Fail
OD 2.54+- .003	2	2.537	2.543	IN		Fail

Signature: _____ Role / Title: _____ Date of Signature: _____

Update Certificate Delete Certificate Print Export Close

- The user will be asked to confirm the delete action.

Warning Message

Do you really want to delete this certificate?

Yes No

- A message confirming successful deletion of certificate will be displayed at the bottom of the user’s “Home” page.

✔ Certificate 0000000242 deleted successfully

5.12 Certificate Information Upload Functionality

The user has the ability to populate the required fields for a material’s certificate by populating an Excel or Pipe Delimited offline and then uploading it into the eCert system.

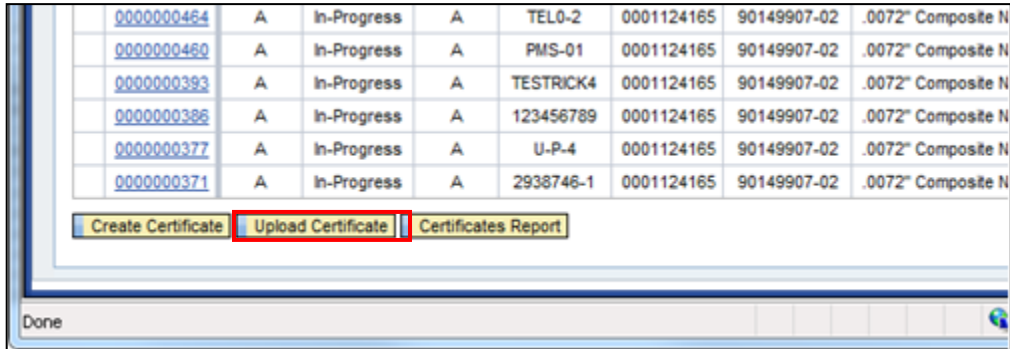
5.12.1 Downloading the blank template file

The user needs to download a template file for each material they want to upload files for. The downloaded file will contain all the required fields that need to be completed for a certificate for that specific material. The template file can be used to create multiple certificates, as long as the certificate requirements do not change.

The user has the ability to download the file in an Excel format (.xls) or a Pipe Delimited format (.txt).

Steps:

1. At the bottom of the “Home Page” select the “Upload Certificate” button to open the Upload/Download pop-up window.

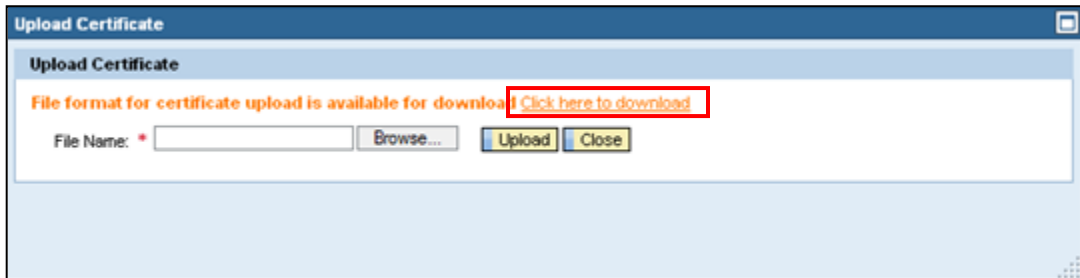


0000000464	A	In-Progress	A	TEL0-2	0001124165	90149907-02	.0072" Composite N
0000000460	A	In-Progress	A	PMS-01	0001124165	90149907-02	.0072" Composite N
0000000393	A	In-Progress	A	TESTRICK4	0001124165	90149907-02	.0072" Composite N
0000000386	A	In-Progress	A	123456789	0001124165	90149907-02	.0072" Composite N
0000000377	A	In-Progress	A	U-P-4	0001124165	90149907-02	.0072" Composite N
0000000371	A	In-Progress	A	2938746-1	0001124165	90149907-02	.0072" Composite N

Buttons: Create Certificate, **Upload Certificate**, Certificates Report

Done

2. Select the link “Download template”



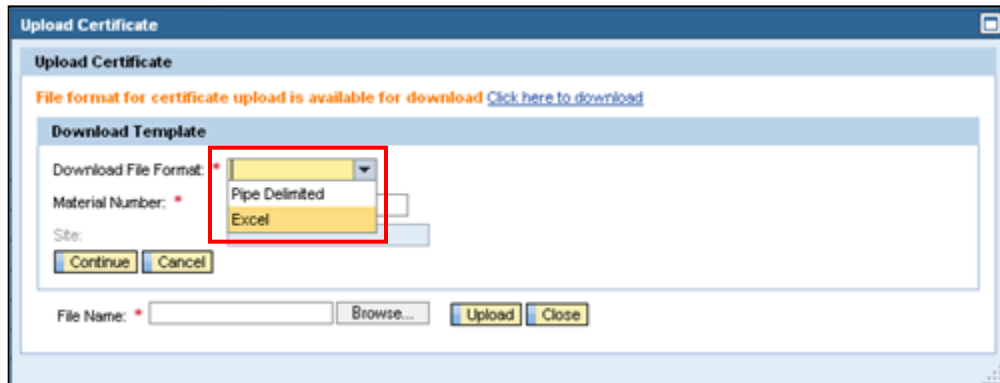
Upload Certificate

Upload Certificate

File format for certificate upload is available for download [Click here to download](#)

File Name: *

3. Select the file format desired



Upload Certificate

Upload Certificate

File format for certificate upload is available for download [Click here to download](#)

Download Template

Download File Format: *

Material Number: *

Site:

4. Enter the material number for the desired template

Upload Certificate

Upload Certificate

File format for certificate upload is available for download [Click here to download](#)

Download Template

Download File Format: * Excel

Material Number: * 90149907-02

Site:

Continue Cancel

File Name: * Browse... Upload Close

5. Select "Continue"

6. Save the file in the desired location or open the downloaded file.

Below is the Excel file downloaded for the specific material entered

	A	B	C	D	E	F	G	H	I	J
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***			
2	DET	Purchase Order Number	*		*					
3	DET	Supplier Lot Number	*		*					
4	DET	Material Number	*	90149907-02	*					
5	DET	Material Revision	*		*					
6	DET	Supplier Lot Quantity	*		*					
7	DET	Manufacturing Date	*		*	/MM/DD/YYYY/				
8	COC	Raw Material Lot Number	*		*					
9	COA	All Packaging is per spec 901	*		1	/ Possible values: Fail;Pass; */				
10	COA	Attached Raw Material Certific	*		1	/ Possible values: No;Yes; */				
11	COA	OD 2.54+/- .003	*		1					
12	COA	OD 2.54+/- .003	*		2					
13	COA	Average Tensile Strength	*		1					
14	COA	Average Tensile Strength	Sample Size		1					
15										
16										
17										
18										
19										

Below is the Pipe Delimited file downloaded for the specific material entered

```

90149907-02.txt template.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template Downloaded on 03/07/2014***
DET|Purchase Order Number|*||*|
DET|Supplier Lot Number|*||*|
DET|Material Number|*|90149907-02|*|
DET|Material Revision|*||*|
DET|Supplier Lot Quantity|*||*|
DET|Manufacturing Date|*||*/MM/DD/YYYY*/
COC|Raw Material Lot Number|*||*|
COA|All Packaging is per spec 90149907|*||1|/* Possible values: Fail;Pass; */
COA|Attached Raw Material Certification|*||1|/* Possible values: No;Yes; */
COA|Average Tensile Strength|*||1|
COA|Average Tensile Strength|Sample Size||1|
COA|OD 2.54+/- .003|*||1|
COA|OD 2.54+/- .003|*||2|
  
```

5.12.2 Populating the downloaded template file

The user populates the lot specific information required for the material's certificate in the downloaded file. This information will be uploaded directly into the eCert system to create a certificate for that material.

After the file has been uploaded, then the system will perform a "save" and evaluate all the uploaded values to determine if they meet the certificate requirements. If they do not meet the requirement, then they will be highlighted and an explanatory message will be provided at the bottom of the screen.

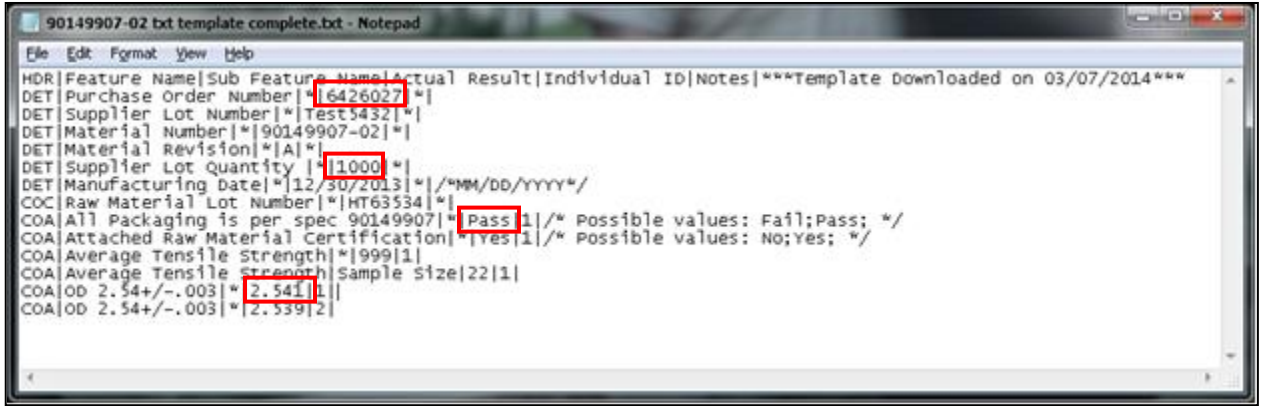
5.12.2.1 Populating the Excel file

In the Excel file, the user enters all the required information in the "Actual Results" column as shown below.

	A	B	C	D	E	F	G	H	I	J
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***			
2	DET	Purchase Order Number	*	6426027	*					
3	DET	Supplier Lot Number	*	Test5432	*					
4	DET	Material Number	*	90149907-02	*					
5	DET	Material Revision	*	A	*					
6	DET	Supplier Lot Quantity	*	1000	*					
7	DET	Manufacturing Date	*	12/30/2013	*	/*MM/DD/YYYY*/				
8	COC	Raw Material Lot Number	*	HT63534	*					
9	COA	All Packaging is per spec 90149907	*	Pass	1	/* Possible values: Fail;Pass; */				
10	COA	Attached Raw Material Certification	*	Yes	1	/* Possible values: No;Yes; */				
11	COA	Average Tensile Strength	*	999	1					
12	COA	Average Tensile Strength	Sample Size	22	1					
13	COA	OD 2.54+/- .003	*	2.541	1					
14	COA	OD 2.54+/- .003	*	2.539	2					
15										
16										
17										
18										
19										

5.12.2.2 Populating the Pipe Delimited file

In the Pipe Delimited file, the user enters all the required information between the “pipes” in each row as shown below.



5.12.2.3 Purchase Order Number/Supplier Lot Number/Material Number/Material Revision

The first 4 “DET” rows contain the same fields that are required to manually create a certificate per Section 5.5.

NOTE: These rows must be populated to create a certificate. If any of the information is missing or incorrect, the system will present an error message at the bottom of the Upload Certificate window and will not complete the file upload.

	A	B	C	D	E	F	G	H	I	J
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***			
2	DET	Purchase Order Number	*	*	*	*				
3	DET	Supplier Lot Number	*	*	*	*				
4	DET	Material Number	*	90149907-02	*	*				
5	DET	Material Revision	*	*	*	*				
6	DET	Supplier Lot Quantity	*	*	*	*				
7	DET	Manufacturing Date	*	*	*	/*MM/DD/YYYY*/				
8	COC	Raw Material Lot Number	*	*	*	*				
9	COA	All Packaging is per spec 901	*	*	1	/* Possible values: Fail;Pass; */				
10	COA	Attached Raw Material Certific	*	*	1	/* Possible values: No;Yes; */				
11	COA	OD 2.54+/- .003	*	*	1					
12	COA	OD 2.54+/- .003	*	*	2					
13	COA	Average Tensile Strength	*	*	1					
14	COA	Average Tensile Strength	Sample Size	*	1					
15										

```

90149907-02 txt template.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template Downloaded on 03/07/2014***
DET|Purchase Order Number|*||*|
DET|Supplier Lot Number|*||*|
DET|Material Number|*|90149907-02|*|
DET|Material Revision|*||*|
DET|Supplier Lot Quantity|*||*|
DET|Manufacturing Date|*||*|/*MM/DD/YYYY*/
COC|Raw Material Lot Number|*||*|
COA|All Packaging is per spec 90149907|*||1|/* Possible values: Fail;Pass; */
COA|Attached Raw Material Certification|*||1|/* Possible values: No;Yes; */
COA|Average Tensile Strength|*||1|
COA|Average Tensile Strength|Sample size||1|
COA|OD 2.54+/- .003|*||1|
COA|OD 2.54+/- .003|*||2|

```

5.12.2.4 Expiration Date/Manufacturing Date

If the certificate requires a manufacturing date or expiration date to be enter, then a “DET” row will be shown in the template. That row will also have a note indicating the required formate the date needs to be entered. If the format does not meet that requirement, then the field will be left blank on the certificate input form after the file has been uploaded.

	A	B	C	D	E	F	G	H	I	J
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***			
2	DET	Purchase Order Number	*		*					
3	DET	Supplier Lot Number	*		*					
4	DET	Material Number	*	90149907-02	*					
5	DET	Material Revision	*		*					
6	DET	Supplier Lot Quantity	*		*					
7	DET	Manufacturing Date	*		*	/*MM/DD/YYYY*/				
8	COC	Raw Material Lot Number	*		*					
9	COA	All Packaging is per spec 901	*		1	/* Possible values: Fail;Pass; */				
10	COA	Attached Raw Material Certific	*		1	/* Possible values: No;Yes; */				
11	COA	OD 2.54+/- .003	*		1					
12	COA	OD 2.54+/- .003	*		2					
13	COA	Average Tensile Strength	*		1					
14	COA	Average Tensile Strength	Sample Size		1					
15										
16										

```

90149907-02 txt template.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template Downloaded on 03/07/2014***
DET|Purchase Order Number|*||*|
DET|Supplier Lot Number|*||*|
DET|Material Number|*|90149907-02|*|
DET|Material Revision|*||*|
DET|Supplier Lot Quantity|*||*|
DET|Manufacturing Date|*||*|/*MM/DD/YYYY*/
COC|Raw Material Lot Number|*||*|
COA|All Packaging is per spec 90149907|*||1|/* Possible values: Fail;Pass; */
COA|Attached Raw Material Certification|*||1|/* Possible values: No;Yes; */
COA|Average Tensile Strength|*||1|
COA|Average Tensile Strength|Sample size||1|
COA|OD 2.54+/- .003|*||1|
COA|OD 2.54+/- .003|*||2|

```


5.12.2.5 COA features (Qualitative)

If the certificate requires a qualitative COA features, then a “COA” row will be shown in the template. That row will also have a note indicating the possible values that need to be entered. If the entered value is not one of the possible values (format of the value must match also), then the field will be left blank on the certificate input form after the file has been uploaded.

	A	B	C	D	E	F	G	H	I	J
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***			
2	DET	Purchase Order Number	*		*					
3	DET	Supplier Lot Number	*		*					
4	DET	Material Number	*	90149907-02	*					
5	DET	Material Revision	*		*					
6	DET	Supplier Lot Quantity	*		*					
7	DET	Manufacturing Date	*		*	/MM/DD/YYYY/				
8	COA	Raw Material Lot Number	*		*					
9	COA	All Packaging is per spec 901	*		1	/ Possible values: Fail;Pass; */				
10	COA	Attached Raw Material Certific	*		1	/ Possible values: No;Yes; */				
11	COA	OD 2.54+/-0.03	*		1					
12	COA	OD 2.54+/-0.03	*		2					
13	COA	Average Tensile Strength	*		1					
14	COA	Average Tensile Strength	Sample Size		1					
15										

```

90149907-02 txt template.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template downloaded on 03/07/2014***
DET|Purchase Order Number|*||*|
DET|Supplier Lot Number|*||*|
DET|Material Number|*|90149907-02|*|
DET|Material Revision|*||*|
DET|Supplier Lot Quantity|*||*|
DET|Manufacturing Date|*||*/MM/DD/YYYY*/
COA|Raw Material Lot Number|*||*|
COA|All Packaging is per spec 90149907|*||1|/* Possible values: Fail;Pass; */
COA|Attached Raw Material Certification|*||1|/* Possible values: No;Yes; */
COA|Average Tensile Strength|*||1|
COA|Average Tensile Strength|Sample size||1|
COA|OD 2.54+/-0.03|*||1|
COA|OD 2.54+/-0.03|*||2|
  
```

5.12.2.6 Adding rows to a COA feature

The certificate may have a COA feature that requires multiple entries, as explained in Section 5.5.2.1.4. Those additional entries may be added to the upload file by duplicating the appropriate line in the template. The “Individual ID” value needs to be indexed as appropriate.

1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014**
2	DET	Purchase Order Number	*	6426027	*		
3	DET	Supplier Lot Number	*	Test5432	*		
4	DET	Material Number	*	90149907-02	*		
5	DET	Material Revision	*	A	*		
6	DET	Supplier Lot Quantity	*	1000	*		
7	DET	Manufacturing Date	*	12/30/2013	*	/*MM/DD/YYYY*/	
8	COC	Raw Material Lot Number	*	HT63534	*		
9	COA	All Packaging is per spec 90149907	*	Pass	1	/* Possible values: Fail;Pass; */	
10	COA	Attached Raw Material Certification	*	Yes	1	/* Possible values: No;Yes; */	
11	COA	Average Tensile Strength	*	999	1		
12	COA	Average Tensile Strength	Sample Size	22	1		
13	COA	OD 2.54+/- .003	*	2.541	1		
14	COA	OD 2.54+/- .003	*	2.539	2		
15	COA	OD 2.54+/- .003	*	2.543	3		
16	COA	OD 2.54+/- .003	*	2.538	4		
17							
18							

```

90149907-02.txt template complete.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template Downloaded on 03/07/2014***
DET|Purchase Order Number|*|6426027|*|
DET|Supplier Lot Number|*|Test5432|*|
DET|Material Number|*|90149907-02|*|
DET|Material Revision|*|A|*|
DET|Supplier Lot Quantity|*|1000|*|
DET|Manufacturing Date|*|12/30/2013|*|/*MM/DD/YYYY*/
COC|Raw Material Lot Number|*|HT63534|*|
COA|All Packaging is per spec 90149907|*|Pass|1|/* Possible values: Fail;Pass; */
COA|Attached Raw Material Certification|*|Yes|1|/* Possible values: No;Yes; */
COA|Average Tensile Strength|*|999|1|
COA|Average Tensile Strength|Sample Size|22|1|
COA|OD 2.54+/- .003|*|2.541|1|
COA|OD 2.54+/- .003|*|2.539|2|
COA|OD 2.54+/- .003|*|2.543|3|
COA|OD 2.54+/- .003|*|2.538|4|
  
```

5.12.2.7 Adding rows to a Serial Numbers

The certificate may require serial numbers that requires additional entries beyond the rows provided in order to match the lot quantity, as described in Section 5.5.3. Those additional entries may be added to the upload file by duplicating the appropriate line, indicated with “SER” at the beginning of the row, in the template.

If the lot quantity does not match the number of serial numbers in the upload file, then:

1. Lot quantity is greater than number of serial numbers: blank serial number fields will be created on the “Serial Number” tab in the certificate input form
2. Lot quantity is less than the number of serial numbers: the serial numbers fields will be populated with the serial number for the quantity of required fields, resulting in some serial numbers that will not be uploaded.

Downloaded file

	A	B	C	D	E	F	G	H	I	J	K
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***				
2	DET	Purchase Order Number	*		*						
3	DET	Supplier Lot Number	*		*						
4	DET	Material Number	*	7095920-003	*						
5	DET	Material Revision	*		*						
6	DET	Supplier Lot Quantity	*		*						
7	COC	Enter Drawing Revision:	*		*						
8	SER	*	*		*	/Number of SER must equal Supplier Lot Quantity/					
9											
10											
11											
12											

```

7095920-003.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template Downloaded on 03/07/2014***
DET|Purchase Order Number|*||*|
DET|Supplier Lot Number|*||*|
DET|Material Number|*|7095920-003|*|
DET|Material Revision|*||*|
DET|Supplier Lot Quantity|*||*|
COC|Enter Drawing Revision:|*||*|
SER|*||*|
  
```

Updated files with additional serial number lines:

	A	B	C	D	E	F	G	H	I	J	K
1	HDR	Feature Name	Sub Feature Name	Actual Result	Individual ID	Notes	***Template Downloaded on 03/07/2014***				
2	DET	Purchase Order Number	*		*						
3	DET	Supplier Lot Number	*		*						
4	DET	Material Number	*	7095920-003	*						
5	DET	Material Revision	*		*						
6	DET	Supplier Lot Quantity	*		*						
7	COC	Enter Drawing Revision:	*		*						
8	SER	*	*		*	/Number of SER must equal Supplier Lot Quantity/					
9	SER	*	*		*	/Number of SER must equal Supplier Lot Quantity/					
10	SER	*	*		*	/Number of SER must equal Supplier Lot Quantity/					
11	SER	*	*		*	/Number of SER must equal Supplier Lot Quantity/					
12	SER	*	*		*	/Number of SER must equal Supplier Lot Quantity/					
13											

```

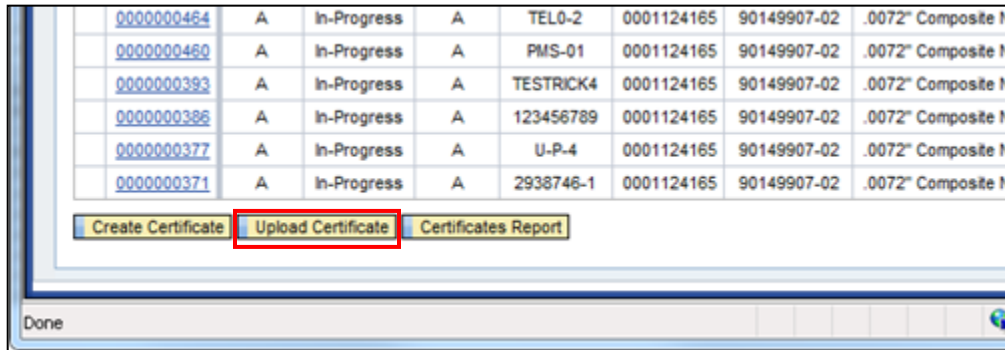
7095920-003.txt - Notepad
File Edit Format View Help
HDR|Feature Name|Sub Feature Name|Actual Result|Individual ID|Notes|***Template Downloaded on 03/07/2014***
DET|Purchase Order Number|*||*|
DET|Supplier Lot Number|*||*|
DET|Material Number|*|7095920-003|*|
DET|Material Revision|*||*|
DET|Supplier Lot Quantity|*||*|
COC|Enter Drawing Revision:|*||*|
SER|*||*|
SER|*||*|
SER|*||*|
SER|*||*|
SER|*||*|
  
```

5.12.3 *Uploading the completed template file*

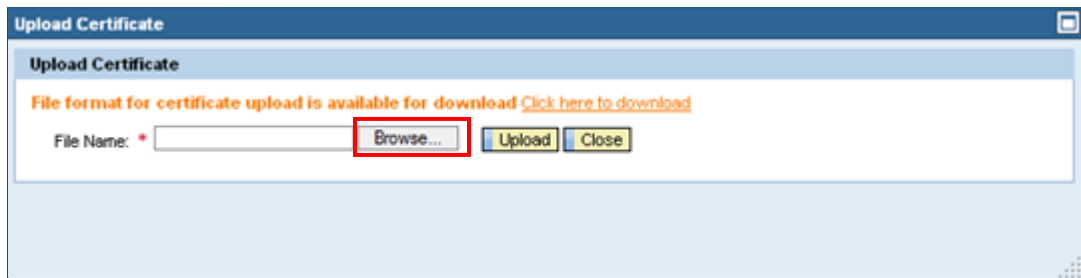
Once the template file has been populated with the information for the lot to create the certificate for, the user needs to upload the file into the eCert system.

Steps:

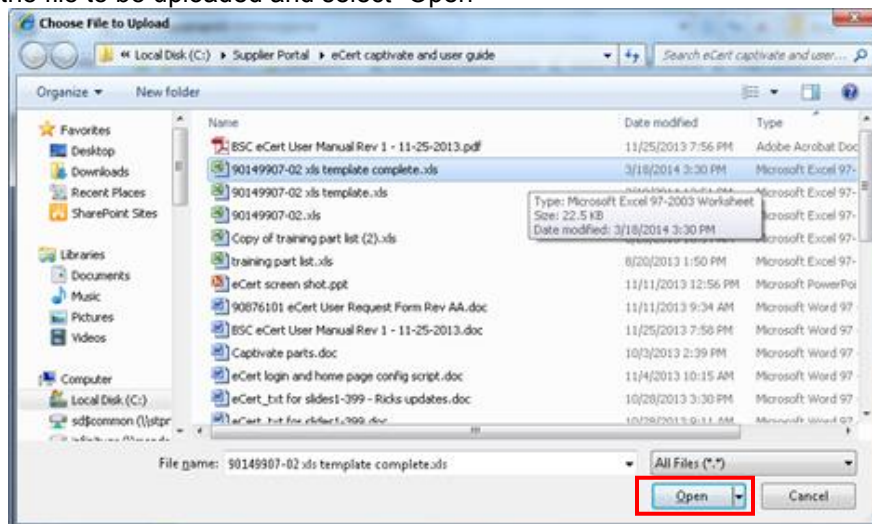
1. At the bottom of the “Home Page” select the “Upload Certificate” button to open the Upload/Download pop-up window.



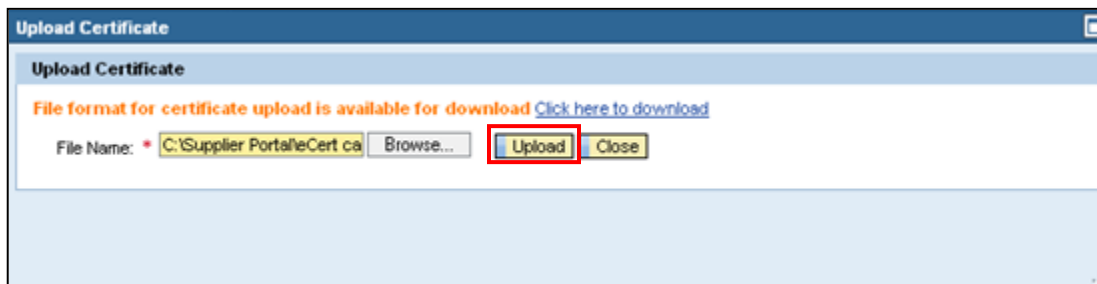
2. Select the “Browse” button



3. Select the file to be uploaded and select “Open”



4. Select the "Upload" button to upload the file to the eCert system



5.13 Supplier User Certificate Reporting/Supplier Read Only

The user has the ability to generate a list of certificates that have been created for materials assigned to the Supplier IDs for the logged in eCert User.

If a user has "Supplier Read Only" access, then they will only see the Certificate Report screen upon entering the eCert application.

Steps:

1. At the bottom of the "Home Page" select the "Certificate Report" button to open the report filtering screen.

Boston Scientific
BSC Portal

eCert - Home

Welcome Charlie Brown to eCert Application.
You are Configured with below Supplier Names:

Progressive Manufacturing Solutions (0001124165)
Progressive Manufacturing Solutions (0001124166)

Certificate ID	Certificate Revision	Certificate Status	Material Revision	Supplier Number
0000000755	A	In-Progress	A	JRAUADLS
0000000517	A	In-Progress	A	HELNIT-I
0000000473	A	In-Progress	A	DFGH
0000000466	A	In-Progress	A	KJHVGI
0000000464	A	In-Progress	A	TEL0-G
0000000460	A	In-Progress	A	PMS-0
0000000393	A	In-Progress	A	TESTRIC
0000000386	A	In-Progress	A	1234567
0000000377	A	In-Progress	A	U-P-4
0000000371	A	In-Progress	A	2938746
0000000367	A	In-Progress	A	RYT0030
0000000366	A	In-Progress	A	RYT003X

Create Certificate Upload Certificates **Certificates Report**

Boston Scientific
BSC Portal

eCert - Certificates Report

You are Configured with below Supplier Names:

Progressive Manufacturing Solutions (0001124165)
Progressive Manufacturing Solutions (0001124166)

Certificate ID: To:

Certificate Revision:

Certificate Status:

Date of Creation: To:

Date of Acceptance: To:

Supplier Super Lot Number(s)*:

Supplier Lot Number:

Material Number:

Material Description*:

Sort By:
 Supplier Lot Number
 Certificate ID

Note: (*) Denotes wild card allowable field.

Certificate ID	Certif. Revisi...	Date of Creation	Certificate Status	Supplier ID	Supplier Name	Supplier Lot Number	Material Number	Material Revision	Material Description	Supplier Catalog Number	Supplier Super Lot Number(s)	S. Lot Q...	Manuf. Date	Expirat... Date

2. Enter the desired filtering criteria to generate the list of reports and select "Search"

eCert - Certificates Report

You are Configured with below Supplier Names:

- Progressive Manufacturing Solutions (0001124165)
- Progressive Manufacturing Solutions (0001124166)

Certificate ID: To:

Certificate Revision:

Certificate Status:

Date of Creation: To:

Date of Acceptance: To:

Supplier Super Lot Number(s)*:

Supplier Lot Number:

Material Number:

Material Description*:

Sort By: Supplier Lot Number
 Certificate ID

Note: (*) Denotes wild card allowable field.

- A list of certificates for materials assigned to user's Supplier IDs is displayed in the table below the filtering criteria.

Progressive Manufacturing Solutions (0001124165)
 Progressive Manufacturing Solutions (0001124166)

Certificate ID: To:

Certificate Revision:

Certificate Status:

Date of Creation: To:

Date of Acceptance: To:

Supplier Super Lot Number(s)*:

Supplier Lot Number:

Material Number:

Material Description*:

Sort by: Supplier Lot Number
 Certificate ID

Note: (*) Denotes wild card allowable field.

IC	Certificate ID	Certif. Revisi...	Date of Creation	Certificate Status	Supplier ID	Supplier Name	Supplier Lot Number	Material Number	Material Revision	Material Description	Supplier Catalog Number	Supplier Super Lot Number(K)	S... Lot Q...	Manuf... Date	Expirat... Date
	0000000546	A	04-Mar-2...	Accepted	0001124165	Progressi...	STERPACK...	90149907-02	A	.0072" Composite N...			10...	01-Mar...	
	0000000716	A	11-Mar-2...	In-Progress	0001124165	Progressi...	JRAUADLS...	90149907-02	A	.0072" Composite N...			0	04-Mar...	
	0000000636	A	05-Mar-2...	Accepted	0001124165	Progressi...	1234345	90149907-02	A	.0072" Composite N...			2...	04-Mar...	

- To print or export the list, if desired, select the appropriate button below the table.
- To view the certificate details, click on the corresponding "Certificate ID" hyperlink from the report table.

6 BSC User Read Only Functionality

BSC users have “Read Only” access in the system. This access will provide the ability to generate a list of certificates meeting the defined filtering criteria for viewing.

Steps:

1. Once logged into the BSC Corporate Portal and launching the eCert application per Section 4.2, the user will be directed to the “Certificate Report” screen.

Boston Scientific BSC Portal

Welcome Richard Major to eCert Application.

eCert

Help | Log off

eCert - Certificates Report

Certificate ID: To:

Certificate Revision:

Certificate Status:

Supplier ID:

Date of Creation: To:

Date of Acceptance: To:

Supplier Super Lot Number(s):

Supplier Lot Number:

Material Number:

Material Description*:

Sort By: Supplier Lot Number Certificate ID

Note: (*) Denotes wild card allowable field.

Certificate ID	Certif. Revisi...	Date of Creation	Certificate Status	Supplier ID	Supplier Name	Supplier Lot Number	Material Number	Material Revision	Material Description	Supplier Catalog Number	Supplier Super Lot Number(s)	Sub-Lot Qua...	Manufact... Date	Expiration Date
Certificate List is Empty.														

2. Enter the desired filtering criteria to generate the list of reports and select “Search”

Certificate ID: To:

Certificate Revision:

Certificate Status:

Supplier ID:

Date of Creation: To:

Date of Acceptance: To:

Supplier Super Lot Number(s)*:

Supplier Lot Number:

Material Number:

Material Description*:

Sort By: Supplier Lot Number
 Certificate ID

Note: (*) Denotes wild card allowable field.

3. A list of “Accepted” and “Deactivated” certificates matching the filtering criteria is displayed in the table below the filtering criteria.

Boston Scientific BSC Portal Boston Scientific Help | Logoff

Welcome Richard Major to eCert Application. *eCert*

Certificate ID: To:

Certificate Revision:

Certificate Status:

Supplier ID:

Date of Creation: To:

Date of Acceptance: To:

Supplier Super Lot Number(s)*:

Supplier Lot Number:

Material Number:

Material Description*:

Sort By: Supplier Lot Number
 Certificate ID

Note: (*) Denotes wild card allowable field.

EP	Certificate ID	Certif. Revisi...	Date of Creation	Certificate Status	Supplier ID	S. N.	Supplier Lot Number	Material Number	Material Revision	Material Description	Supplier Catalog Number	Supplier Super Lot Number(s)	S. Lot Q...	Manufac. Date	Expiration Date
	0000001177	A	13-Mar-2	Accepted	0000605...	G...	RYTD100083	90588414-01	B	HOUSNG, FLOSWR...			86...		
	0000001178	A	13-Mar-2	Accepted	0000605...	G...	RYTD100082	90588414-01	B	HOUSNG, FLOSWR...			80...		
	0000001182	A	13-Mar-2	Accepted	0000605...	G...	RYT0070063	90558841-01	A	LUER, MALE, Y-A...			61...		
	0000001184	A	13-Mar-2	Accepted	0000605...	G...	RYT0060166	90558828-01	A	LEFT HOUSNG, EN...			42...		

4. To print or export the list, if desired, select the appropriate button below the table.
5. To view the certificate details, click on the corresponding “Certificate ID” hyperlink from the report table.