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(Opening Slide)

Welcome to this segment of supplier training. The goal of this video is to walk you through the process of how to manage multiple documents and ingredients for a given product.

(Slide 1A)

We will start by adding a new document by selecting the "Add New Document" button.

(Slide 2-A) Type in a brief description.

(Slide 2-B) "Browse" for your PDF file.

(Slide 2-C) Locate the appropriate PDF file.

(Slide 2-D) Select "Open" to add the file.

(Slide 2-E) Select the "Document Type" drop down menu to add a new document type.

(Slide 2-F) Choose the 'MEIT item

(Slide 2-G) Type in another brief description.

(Slide 2-H) Now "Browse" for your second file.

(Slide 2-I) Select the "Upload Files" button.

(Slide 3) As you can see both document types are listed and the current files.

(Slide 4) Let's now add our ingredients for our product. Select the "Add New Ingredients" button.

(Slide 5)

Type the ingredient name. Input the component percentage. Add the CAS number. Now select the "Intellectual Property" checkbox. And, select the "Save" button.

(Slide 6) --Nothing spoken

(Slide 7) Now that zinc is added select the "Add New Ingredients" button to add the second ingredient.

(Slide 8) Use the same steps to add the ingredient name "Acetone."

(Slide 9)

Now that both ingredients are added, change the component percentage for acetone from 12 percent to 22 percent.

(Slide 10) Select the "Details" link in order to do so.

(Slide 11-A) Input the value "22."

(Select 11-B) Select "Save."

(Slide 12) Now scroll down to see the ingredient history. Select the "History" link.

(Slide 13-A) As you can see the updated component percentage is listed first.

(Slide 13-B) Now select the "Back" button. (Slide 14) Nothing spoken

(Slide 15)

Let's add a new ingredient that does not contain a CAS number. Select the "Add ingredient" button.

(Slide 16-A) Type in the ingredient "H2O."

Add in a component percentage.

This time we will select the checkbox option for an ingredient that does not have a CAS number. Because we didn't select the Intellectual Property checkbox this ingredient will not be Intellectual Property.

(Slide 16-B) Select the "Save Ingredient" button.

(Slide 17-A)

If you look at the IP column for H2O it states that this ingredient is not Intellectual property.

For training purposes we will now delete the H2O ingredient.

(Slide 17-B) Select "OK" to confirm you want to delete this ingredient.

(Slide 18) Now let's attempt to delete the remaining ingredient.

(Slide 19) Select the delete option

(Slide 20) Select OK

(Slide 21)

Even though you attempted to delete all the ingredients you weren't allowed to do so. One of the rules is you must have one document type and one ingredient for an active product.

This concludes this segment of supplier training which is "How to Manage Multiple Documents and Ingredients for a given product."