
	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

Table of Contents

1.	Supplier Portal Overview	2
2.	How to Register.....	2
3.	How to Sign In	3
4.	Portal Features.....	4
4.1.	Document Upload.....	4
4.2.	Record Subcontract Yield (Subcontract suppliers requested by EO)	7
4.3.	Ticket Requests	12
4.4	EO Packaging (If EO provides packaging to supplier)	15
4.5.	Dashboard.....	21
4.6.	Supplier Resources.....	22

Downloaded or printed copies of this document are **UNCONTROLLED!** Verify that this is the correct version before use.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	W1309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

1. Supplier Portal Overview

1.1. The **Edmund Optics (EO) Supplier Portal** is a web application that allows third party vendors to access EO training material, submit subcontract yield data, and securely upload vendor documentation. The portal allows multiple users per organization to be registered.

2. How to Register

2.1. Follow the link: <https://eolive.edmundoptics.com/supplierportal>.

2.2. Click the 'Create Account' button.

2.3. Register by filling out the required information.

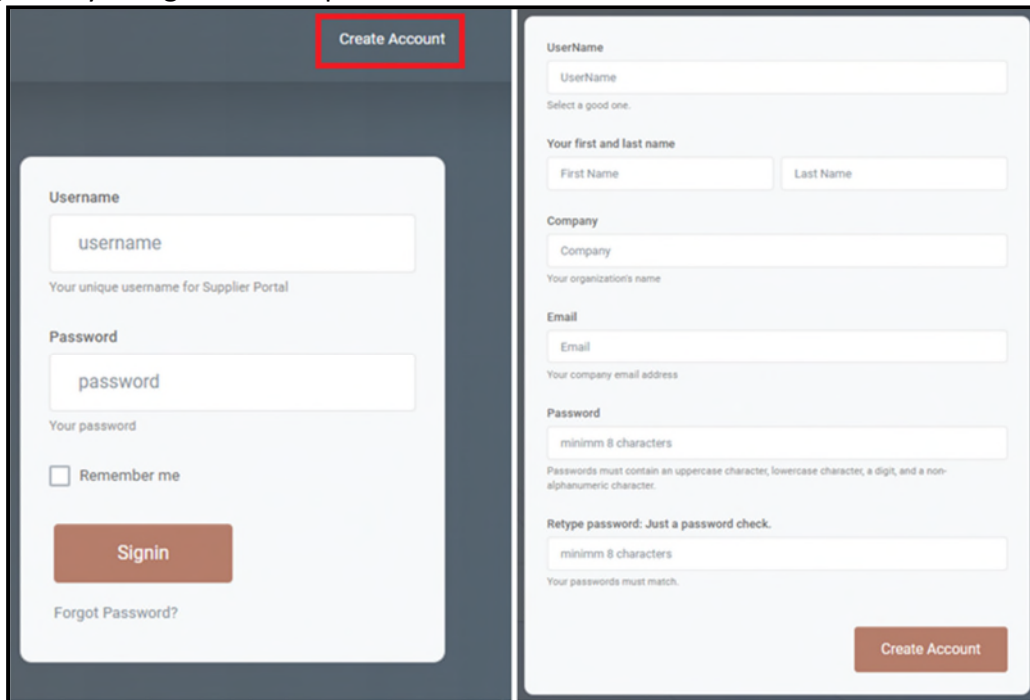



Figure 1: Create Account Page

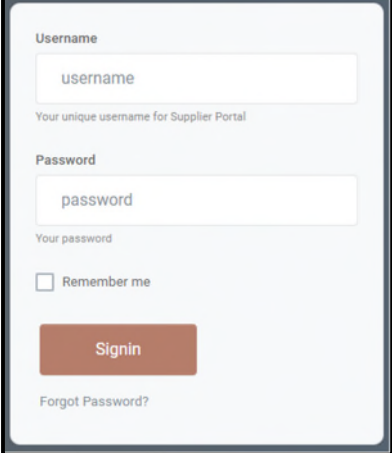
2.4. An email will be sent from **EAutomatedE-Mail@edmundoptics.com** to the address provided and you will need to confirm your account by clicking the link. If an email was not received, check your spam box.

2.5. An Edmund Supplier Quality Engineer (SQE) will verify the user and a separate confirmation email will be sent to the user stating they have been registered to the portal. If an email has not been received, or you cannot gain access after confirming your email, please reach out to SupplierQuality@edmundoptics.com.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

3. How to Sign In

3.1. Once you are registered, you can access the portal by entering your credentials in the link <https://eolive.edmundoptics.com/supplierportal>.




The screenshot shows a sign-in form with the following elements:

- Username:** A text input field containing the placeholder text "username". Below it is the subtext "Your unique username for Supplier Portal".
- Password:** A text input field containing the placeholder text "password". Below it is the subtext "Your password".
- Remember me:** A checkbox with the label "Remember me".
- Signin:** A brown button with the text "Signin".
- Forgot Password?:** A link below the button.

Figure 2: Sign In Page

3.2. If you have any issues logging in to your account, please reach out to SupplierQuality@edmundoptics.com.

Downloaded or printed copies of this document are **UNCONTROLLED!** Verify that this is the correct version before use.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

4. Portal Features

4.1. Document Upload

- 4.1.1. On the Side Navigation Bar, click on the ‘Document Upload’ drop down, and then on ‘Upload Documents’.

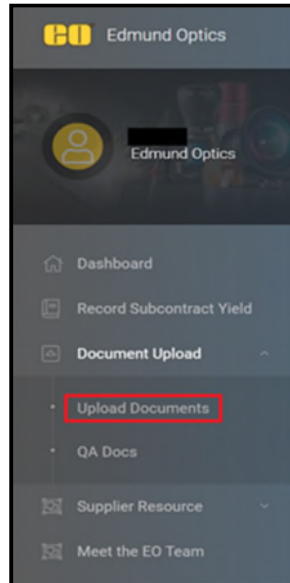
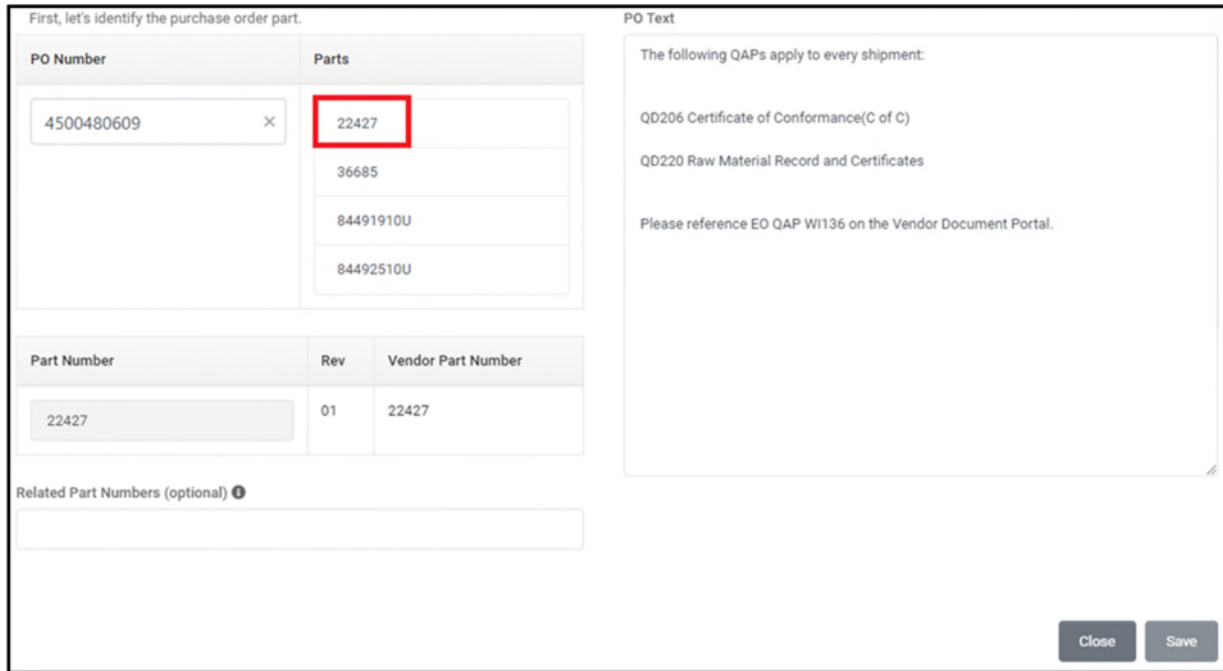


Figure 3: Side Navigation Bar, Upload Documents

- 4.1.2. Click the ‘New Upload’ button located in the upper right-hand corner of the screen.

- 4.1.3. Enter the PO number.

- 4.1.3.1. *Note: After entering the Purchase Order (PO) Number, the parts associated with that PO will be listed to the right. Each part number (P/N) with documentation requirements must have its own entry. Any specific PO requirements will be listed in ‘PO Text,’ as shown in **Figure 4** for P/N 22427. Click on each part separately to view the list of required documents for each P/N on the PO.*



First, let's identify the purchase order part.

PO Number: 4500480609

Parts:

- 22427
- 36685
- 84491910U
- 84492510U

Part Number: 22427 | Rev: 01 | Vendor Part Number: 22427

Related Part Numbers (optional)

PO Text:

The following QAPs apply to every shipment:

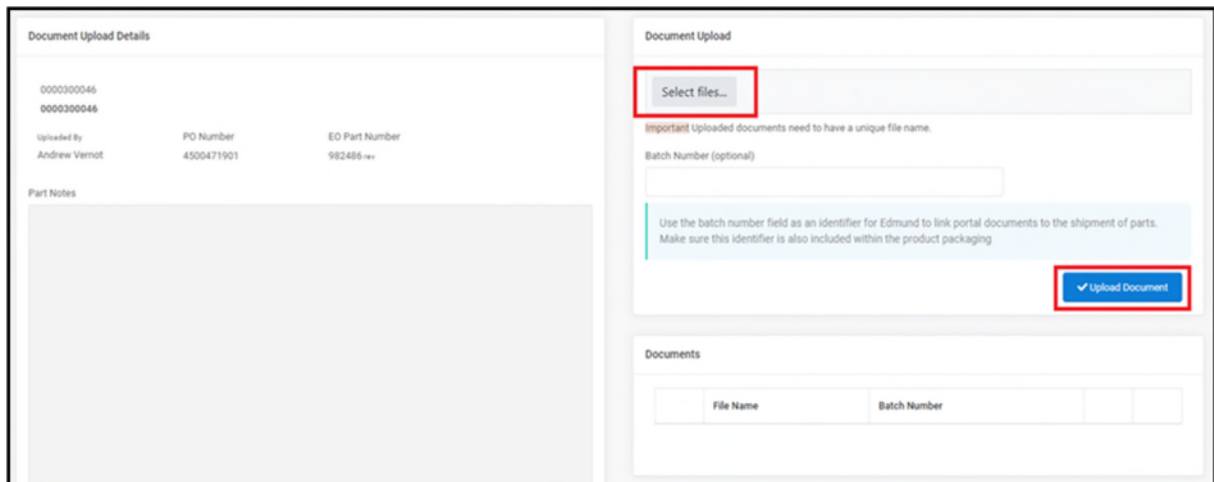
- QD206 Certificate of Conformance (C of C)
- QD220 Raw Material Record and Certificates

Please reference EO QAP WI136 on the Vendor Document Portal.

Buttons: Close, Save

Figure 4: Example Data Entry Screen for PO Details

- 4.1.4. Click 'Save' once you have entered a PO selected the appropriate P/N(s).
- 4.1.5. Once the PO and P/N are selected, you will be led to the 'Document Upload' page.
- 4.1.6. Click 'Select files' to choose your document, then click 'Upload Document'. The batch number is only required for batch managed orders.



Document Upload Details

0000300046
0000300046

Updated By: Andrew Vernot | PO Number: 4500471901 | EO Part Number: 982486

Part Notes

Document Upload

Select files...

Important! Uploaded documents need to have a unique file name.

Batch Number (optional)


Use the batch number field as an identifier for Edmund to link portal documents to the shipment of parts. Make sure this identifier is also included within the product packaging.

Upload Document

Documents

File Name	Batch Number

Figure 5. Document Upload for PO requirements

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	W1309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

4.1.7. Repeat step 4.1.6 for each document. After upload, each document will populate in the 'Documents' section. Click 'Done' to submit the documents into the portal.

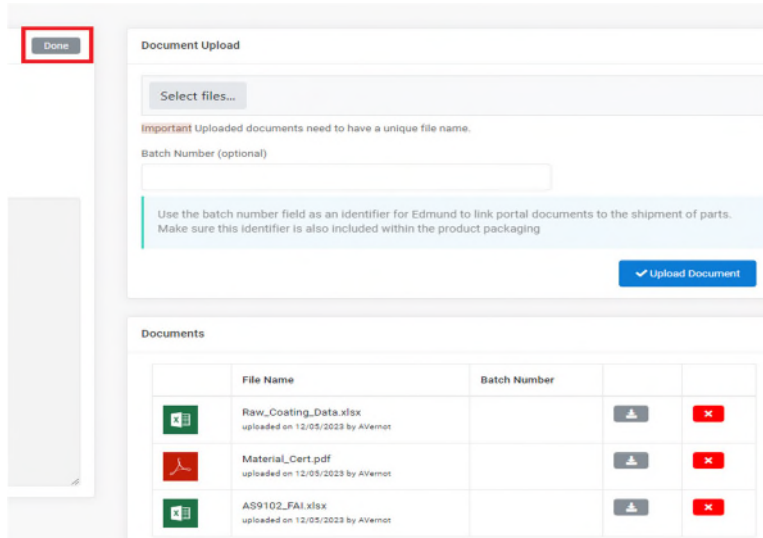



Figure 6. Finalize submission of Documents

4.1.8. After clicking 'Done' you be redirected back to the main Document Upload page where the latest uploads can be seen. After confirming the uploads are complete, documents can be edited or deleted if necessary using the blue and red buttons to the right, see Figure 7

Supplier Portal Document Upload														
Document Upload													New Upload	
Id	Vendor Name	Vendor Number	Uploaded By	Uploaded On	PO Number	Partno	Rev	Supplier Docu...	Modified On	QA Reviewed	Supplier Batch...	Batch Number		
41025	0000300046	0000300046		11/21/2023	4505480609	22427	01	Docu.docx	11/21/2023					
41025	0000300046	0000300046		11/21/2023	4505480609	22427	01	Interferograms_EOP	11/21/2023					
41025	0000300046	0000300046		11/21/2023	4505480609	22427	01	Raw_Coating_Data	11/21/2023					

Figure 7: Example of Completed Document Upload

Downloaded or printed copies of this document are UNCONTROLLED! Verify that this is the correct version before use.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

4.2. Record Subcontract Yield (Subcontract suppliers requested by EO)

4.2.1. References


- 4.2.1.1. PR061 – Sticker Procedure
- 4.2.1.2. FR094 – Subcontractor Scrap NC Uncoated Substrate Labels
- 4.2.1.3. FR095 – Subcontractor Scrap NC Coated Substrate Labels
- 4.2.1.4. FR250 – Subcontractor Scrap MRB Coated Substrate Labels

4.2.2. Definitions

- 4.2.2.1. Failure Modes used in tool.

Witness Piece Failures - Typically Would Cause Entire Lot to Fail	
Term	Definition
Coating Adhesion	Failure to meet the MIL-spec, ISO-spec, or other standard adhesion testing. Forced the coating to peel off, resulting in a partial delamination.
Coating Durability	Failure to meet the MIL-spec, ISO-spec, or other standard abrasion testing. Forced the coating to be removed in areas where the eraser or other test instrument was applied.
Laser Damage Threshold (LIDT)	Failure to meet the LIDT specification per the drawing.
Spectral	Failure to meet specified spectral performance per the drawing.

Coating Failures – Defects from the Coating Process (Prep work, Actual Coating or After)	
Term	Definition
Coating Chips	Failure to meet chip specification per the drawing, MIL-PRF-13830B, etc.
Coating Delamination	Failure to properly adhere coating to substrate and results in unassisted, untouched, spontaneous coating peeling.
Coating Fracture	Failure found either during or after the coating process. Resulting in a crack(s) in the part into the clear aperture or parts being destroyed.
Coating Stain	Defect resulting in a stain on the surface of the coating. Visible in ambient light.
Coating Surface Quality	Failure to meet the specified surface quality per drawing
Coating Uniformity	Failure to look aesthetically pleasing, color uniformity in the coating run, etc.
Coating Void	Pinholes in the coating. Can be either the result of failure to properly clean substrates or the chamber, not properly preconditioning the coating material or the result of nonoptimal coating material composition.
Cracking	Failure to properly adhere coating to substrate where the coating “cracks” but is still adhering to the substrate (not delamination), also could be called “crazing”.
Double Coating	Failure to flip parts in the chamber, resulting in one surface receiving a secondary coating.
Improper Coating	Failure to put the correct coating on and/or put coating on the correct surface.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

Spatter	Failure to melt coating material properly. Resulting in “spitting” of material and having clumps of excess material on surface. Parts may still meet adhesion and/or durability specifications.
Stripping Failure	Failure to strip parts properly, resulting in damaged substrates, streaks on the substrates, bits of coating still adhered to the substrate’s surface, etc.
Tooling Marks	Failure for aesthetics – i.e. coating shadow, non-symmetric jig marks, parts did not fit into the jig properly, etc. Parts are only failures if marks fall into the coating/clear aperture, unless specified on the drawing.


Substrate Failures – Caused prior to arrival at coating house. Two Types ‘-Coated’ (found after coating) & ‘-Uncoated’ (found before coating)	
Term	Definition
Poor Polish	Failure on substrates. Substrates have a hazy appearance to them.
Substrate Chips	Failure to meet chip specification per the drawing, MIL-PRF-13830B, etc.
Substrate Fracture	Failure on EO to properly package a substrate. Resulting in a crack(s) in the substrate into the clear aperture or substrates being destroyed from shipment.
Substrate Stain	Staining on the substrate that cannot be removed via conventional cleaning methods.
Substrate Surface Quality	Failure at Edmund Optics to send non-conforming substrates that do not meet specified surface quality specifications.

Other Failures	
Term	Definition
Incorrect Parts Received	Failure of Edmund Optics to send the correct parts – EO should be contacted prior to coating parts.
Lost	Failure to place parts in the correct location for the next processing step.
Material Review Board (MRB)	Refer to EO PR061. When products need a second opinion from EO.
None	No failure found.
Other	Failure not specified on this current list or does not fit within a category on this list – contact EO SQEs if need arises to add a new reject type.
Packaging	Failure to package substrates properly resulting in extra-time to clean substrates, excess residue to substrates, etc.
Shipped Short	Failure at EO and shipped a lower-than-expected quantity to coat – escalate to EO buyer prior to coating.

Tables 1-4: List of failure modes and their respective definitions

4.2.3. Final Inspection Log

- 4.2.3.1. Login to the Edmund Optics Supplier Portal <TBD>.
- 4.2.3.2. Fill in the appropriate Username and Password.
- 4.2.3.3. Navigate to ‘Record Subcontract Yield’ located on the side navigation bar.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	W1309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

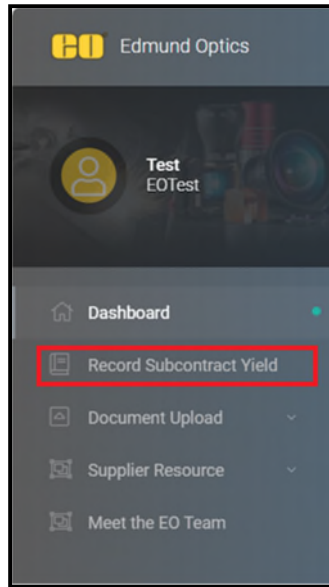


Figure 7: Record Subcontract Scrap via Navigation Bar

4.2.3.4. Click the 'Add Inspection Log' button located in the upper right-hand corner.




Figure 8: Add Inspection Lot

4.2.3.5. A pop-up will appear, select the appropriate 'Purchase Order' number by scrolling through the list of POs or by typing in the PO manually.

Figure 9: Default screen when adding a PO to the log

4.2.3.6. Type the appropriate Coating Run Number(s).

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

- 4.2.3.7. Identify, from internal records, if there were any failures or if a partial shipment is being recorded.
- 4.2.3.8. If **No**, click 'Save changes' and the entry is complete. Repeat **Section 4.2.3** until all required POs have been recorded.
- 4.2.3.9. If **Yes**, the user will be redirected to another screen, below. In the 'Inspection Header' section, it will list the PO, Coating Run Number, Order Qty, Lot Qty, Inspected Qty, Entry Date, and Part Numbers. In the 'Inspection Items' section, it will display all the failure modes after the items are added.

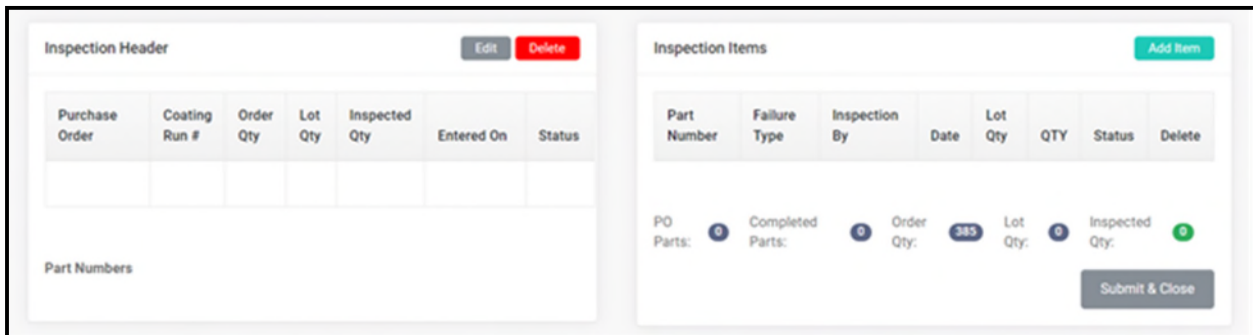


Figure 10: Details page

- 4.2.3.10. Click 'Add Item' and a pop-up will appear. Enter the following parameters:
 - 4.2.3.10.1. *Part Number* - Select from the list which one is being entered – will only populate with P/Ns on the selected PO.
 - 4.2.3.10.2. *Failure Mode* - Select from the list which is the appropriate failure mode. Reference **Tables 1-4 in Section 4.2**.
 - 4.2.3.10.3. *Lot Qty* - This value is generated automatically from the Purchase Order and is automatically adjusted with each entry in Inspection Items until it closed.
 - 4.2.3.10.4. *Failed Qty* - This automatically equals the LotQty with every entry and needs to be adjusted for actual failure quantity or failure type being added.
- 4.2.3.11. Click 'Save changes'.

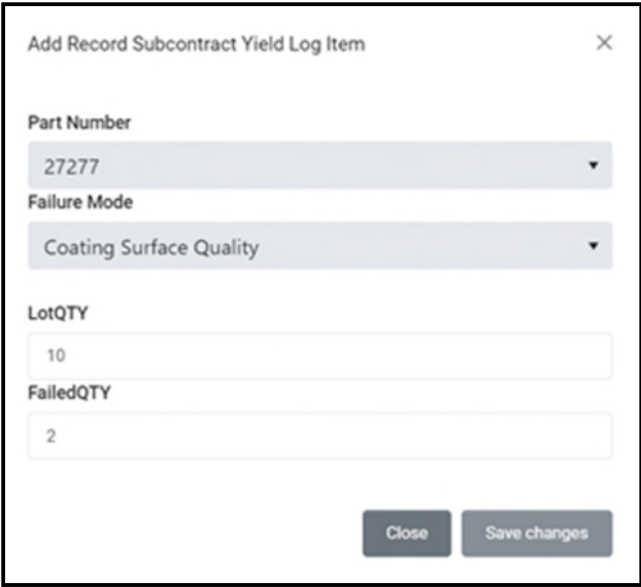
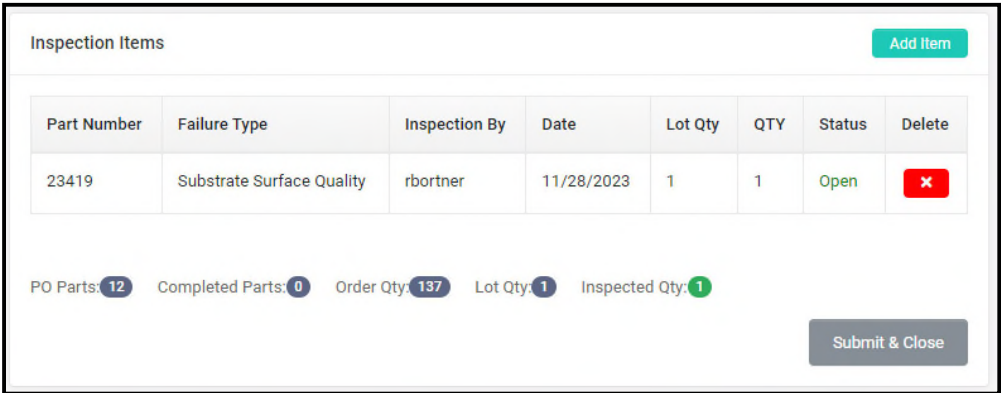



Figure 11: Log Item window

4.2.3.12. Repeat **Section 4.2.3** until all failures have been logged. Entries that have been closed will be indicated by the definition of 'Closed'. If a mistake has been made, click the red 'X' button. This will delete the item and a new one can be entered.



Part Number	Failure Type	Inspection By	Date	Lot Qty	QTY	Status	Delete
23419	Substrate Surface Quality	rbortner	11/28/2023	1	1	Open	

PO Parts: 12 Completed Parts: 0 Order Qty: 137 Lot Qty: 1 Inspected Qty: 1

Figure 12: Inspection Item window, partially completed

- 4.2.3.13. Once all failure modes have been entered (excluding 'None'), click 'Submit and Close'. The system will close the record and process the remaining quantity as 'None'.
- 4.2.3.14. **Note:** If entering in partials, do not click the 'Submit and Close', until all parts have been recorded.
- 4.2.3.15. If a mistake is made after closing out the record, click the 'X' button to remove the entry from the Inspection Items list. This will open the record to allow for editing, repeat section 4.2.3 to complete the entry.

Downloaded or printed copies of this document are **UNCONTROLLED!** Verify that this is the correct version before use.

4.3. Ticket Requests

4.3.1. Supplier Deviation Requests

4.3.1.1. Any deviation request after an order is placed with supplier must be requested using the deviation ticket on the Supplier Portal.

4.3.1.1.1. *Exceptions on quotes do not need deviations and are to be handled through the RFQ process*

4.3.1.2. To create a deviation request, on the side navigation bar click on “Supplier Resource” then click on “Deviation Request”

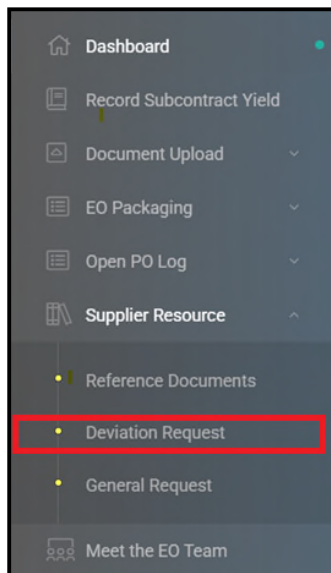


Figure 13: Deviation Request via navigation bar

4.3.1.3. This screen will show a list of all deviation requests (since feature was added) that all users in the same assigned vendor account# # have created. Details on each request can be viewed by clicking the blue arrow button for the specific requests.

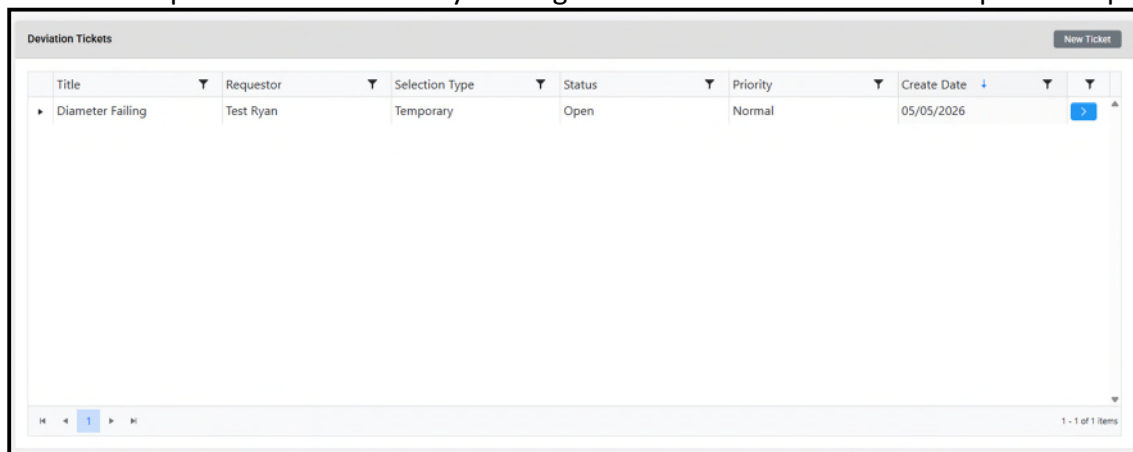
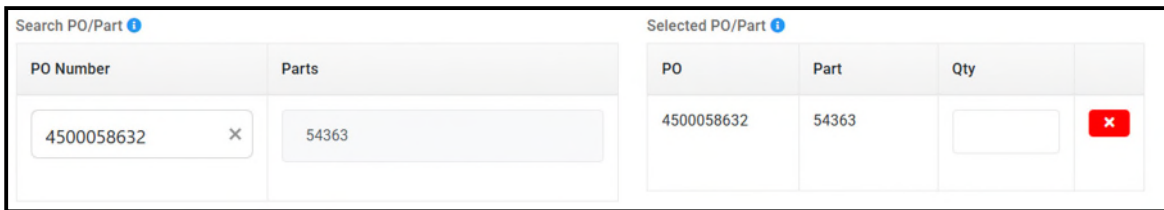


Figure 14. Main SDR Screen

- 4.3.1.4. To create a new request, click “New Ticket” in the top right
- 4.3.1.5. Each request will need a title and description. Description should include any details on the deviation request such as specific drawing specifications that are failing along with what value the parts are measuring.
- 4.3.1.6. The affected PO# and P/N should be added via the PO/Part search box. To do this, type in the affected PO# (list will only show PO#s sent to your vendor account #) and then click on each applicable P/N. This will add the PO# and P/N to the “Selected PO/Part” list on the right. See Figure 14.
 - 4.3.1.6.1. If multiple PO#s are affected, delete the searched PO# and repeat the above steps for all POs and P/Ns.
- 4.3.1.7. Add in the affected quantity for each P/N in the “Qty” field
 - 4.3.1.7.1. This should be only the quantity of the order that the deviation is for, for example if the order is for 20 pieces and only 5 have issues, the quantity should be 5




Search PO/Part		Selected PO/Part		
PO Number	Parts	PO	Part	Qty
4500058632	54363	4500058632	54363	

Figure 15. PO# and P/N Search

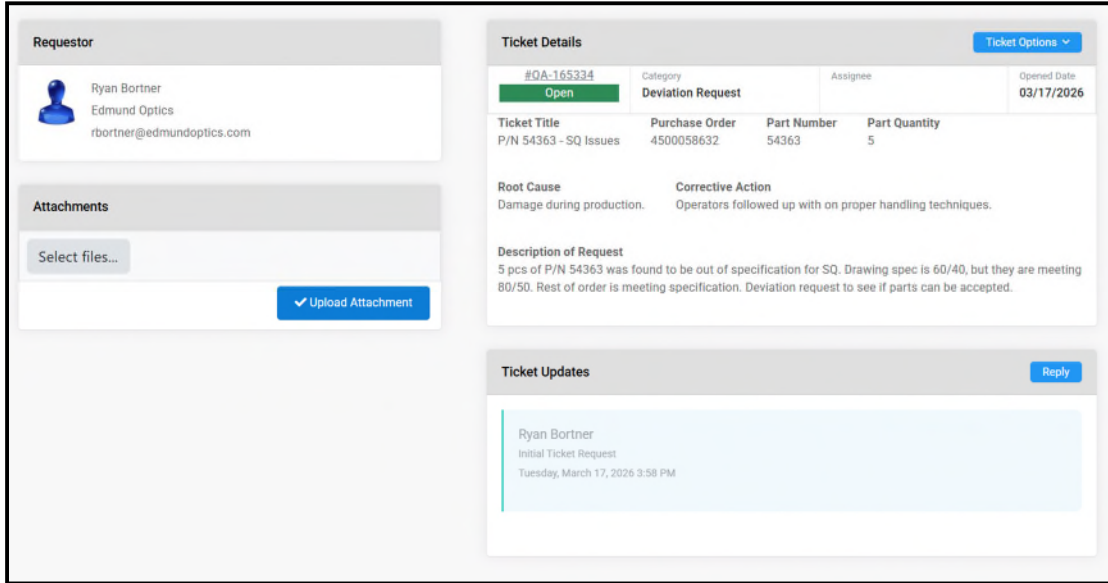
- 4.3.1.8. Deviation permeance should be selected, “temporary” if it was a one-time failure or “permanent” if deviation will require a drawing update.
- 4.3.1.9. Root cause and corrective action fields should be filled out to provide some details to the SQE team
- 4.3.1.10. Attachments can be included such as coating scans, inspection reports, etc.



Figure 16. SDR Additional Fields

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	W1309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

4.3.1.11. Click “Save” to submit the SDR




The screenshot displays a web interface for a submitted ticket. On the left, the 'Requestor' section shows Ryan Bortner from Edmund Optics. Below it is an 'Attachments' section with a 'Select files...' button and an 'Upload Attachment' button. The main 'Ticket Details' section includes a 'Ticket Options' dropdown, a status of 'Open', and a category of 'Deviation Request'. It lists ticket information such as P/N 54363, Purchase Order 4500058632, Part Number 54363, and Part Quantity 5. The 'Root Cause' is 'Damage during production' and the 'Corrective Action' is 'Operators followed up with on proper handling techniques.' The 'Description of Request' states that 5 pieces of P/N 54363 were found to be out of specification for SQ. At the bottom, the 'Ticket Updates' section shows an initial ticket request from Ryan Bortner on Tuesday, March 17, 2026 at 3:58 PM.

Figure 17. Submitted Ticket

4.3.1.12. Once submitted an SDR can be reviewed and can have responses added to it using the “reply” button.

4.3.1.13. SQEs may reach out using this reply system (an email will be sent to ticket requester) if more information is needed. Once SDR is approved or rejected, the ticket will be updated with this status which will also trigger an email to ticket requestor.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

4.4 EO Packaging (If EO provides packaging to supplier)

4.4.1 Packaging Request

- 4.4.1.1 Access all Edmund packaging by clicking on the 'EO Packaging' on the Navigation bar on the left side.

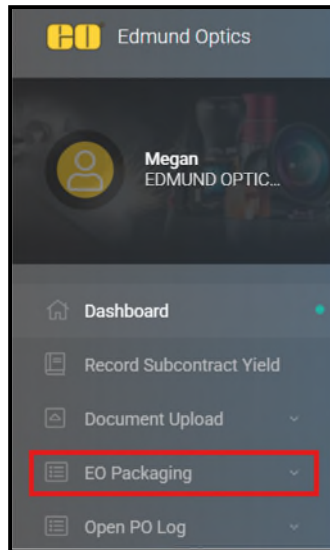


Figure 18: EO Packaging via Navigation Bar

- 4.3.1.2. Click 'Packaging Request' under the EO Packaging in the side navigation bar.

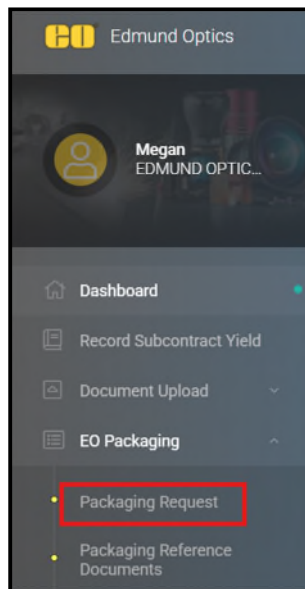



Figure 19: EO Packaging Request via Navigation Bar

- 4.4.1.3 This page shows an overview of the Packaging Requests page and shows a list of Packaging Requests already entered.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

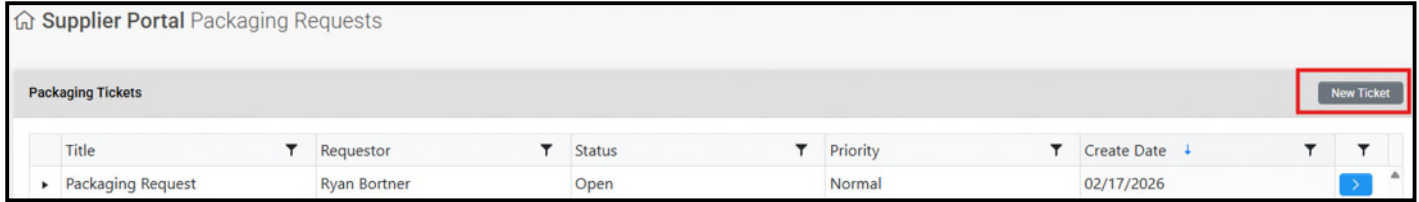


Figure 20: EO Packaging Requests Dashboard

4.4.1.4 Click 'New Ticket'.

4.4.1.5 The top of the following screenshot shows to enter 'Title of Request' and 'Description of Request'.

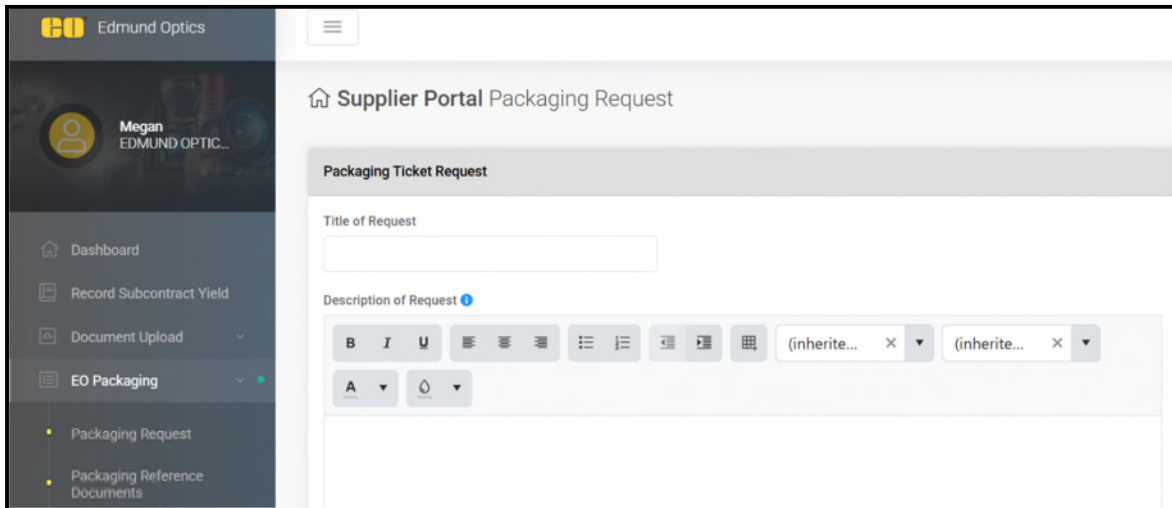



Figure 21: EO Packaging Request

4.4.1.6 For 'Description of Request', Please include contact information on who and where packaging should be sent. If referencing a PO# please add that.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	W1309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

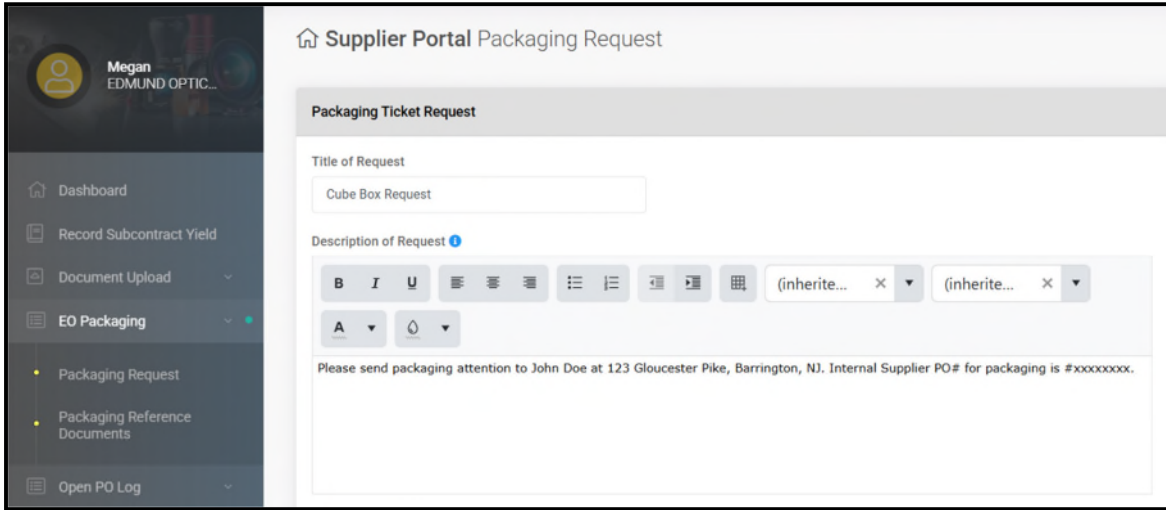


Figure 22: EO Packaging Request Ticket

4.4.1.7 Scroll down the page to see the following screenshot for searching 'Item' using the actual P/N or the description of packaging.

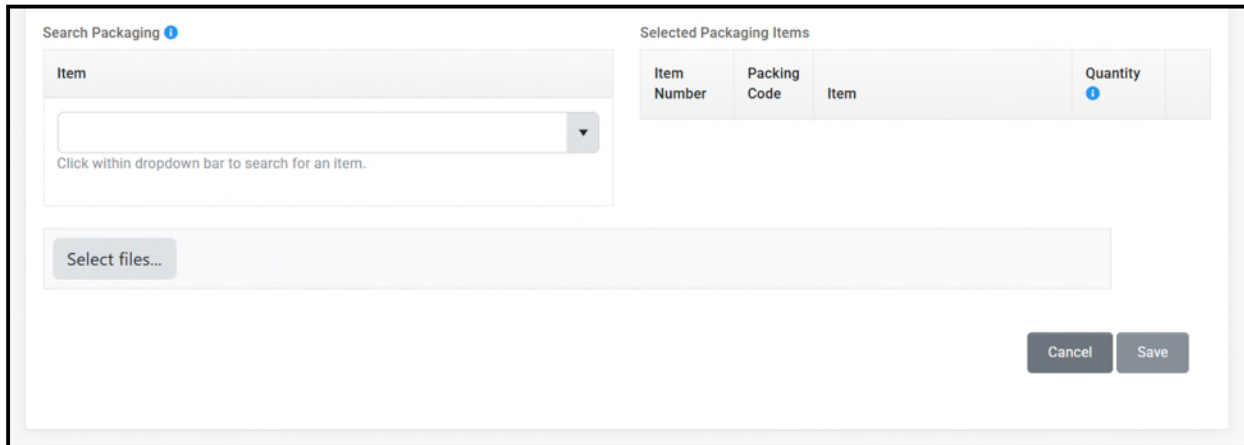
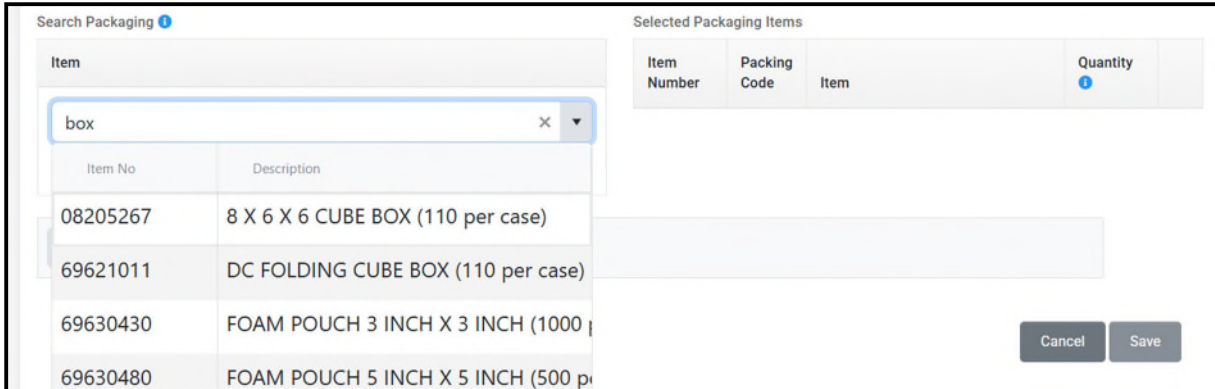


Figure 23: EO Packaging Request Ticket Details

4.4.1.8 The following 2 screenshots show how to search for a box by description and by P/N.



Search Packaging ?

Item

box

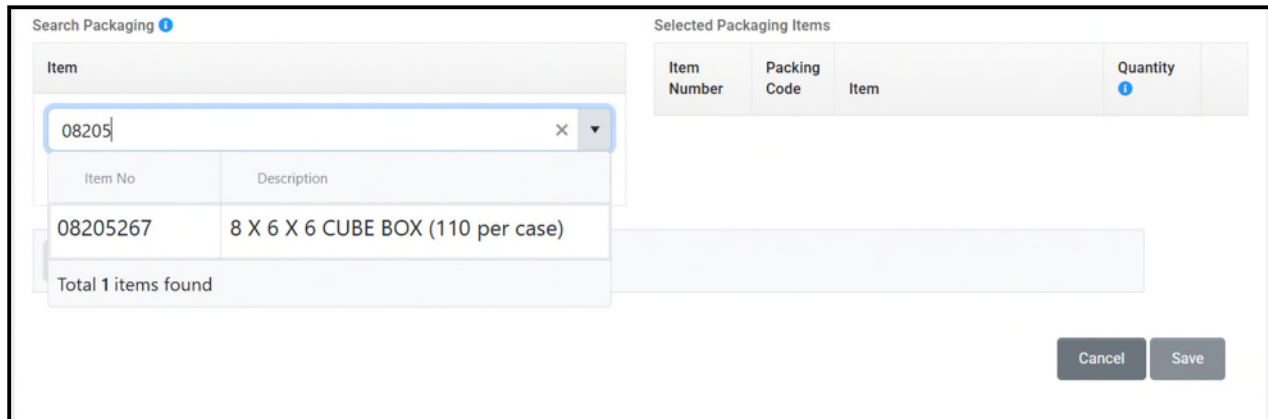
Item No	Description
08205267	8 X 6 X 6 CUBE BOX (110 per case)
69621011	DC FOLDING CUBE BOX (110 per case)
69630430	FOAM POUCH 3 INCH X 3 INCH (1000)
69630480	FOAM POUCH 5 INCH X 5 INCH (500)

Selected Packaging Items

Item Number	Packing Code	Item	Quantity
			?

Cancel Save

Figure 24: Item Search by description



Search Packaging ?

Item

08205

Item No	Description
08205267	8 X 6 X 6 CUBE BOX (110 per case)
Total 1 items found	

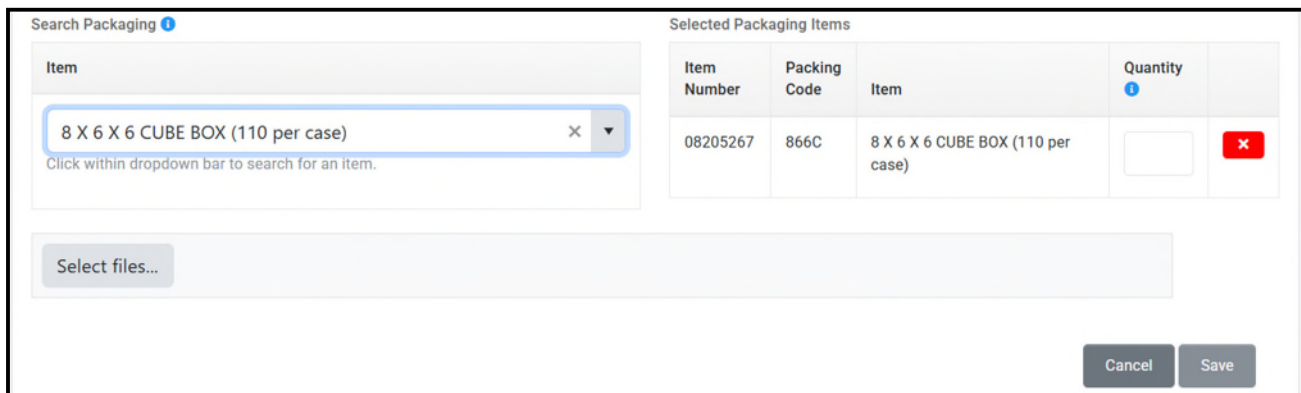
Selected Packaging Items

Item Number	Packing Code	Item	Quantity
			?

Cancel Save

Figure 25: Item Search by P/N

- 4.4.1.9 Click the P/N needed, the 'Selected Packaging Items' will show on the right side of the page where the 'Quantity' will be filled in. Quantity is of box/bag/case of packaging, i.e quantity of 1 for SBLM means you will receive 1 roll of 2000 bags.



Search Packaging ?

Item

8 X 6 X 6 CUBE BOX (110 per case)

Click within dropdown bar to search for an item.


Select files...

Selected Packaging Items

Item Number	Packing Code	Item	Quantity
08205267	866C	8 X 6 X 6 CUBE BOX (110 per case)	<input type="text"/> ✖

Cancel Save

Figure 26: Selected Packaging Items

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

- 4.4.1.10 Repeat steps 4.5.1.7 – 4.5.1.9 for each packaging P/N needed
- 4.4.1.11 Click ‘Save’ to submit your packaging request.

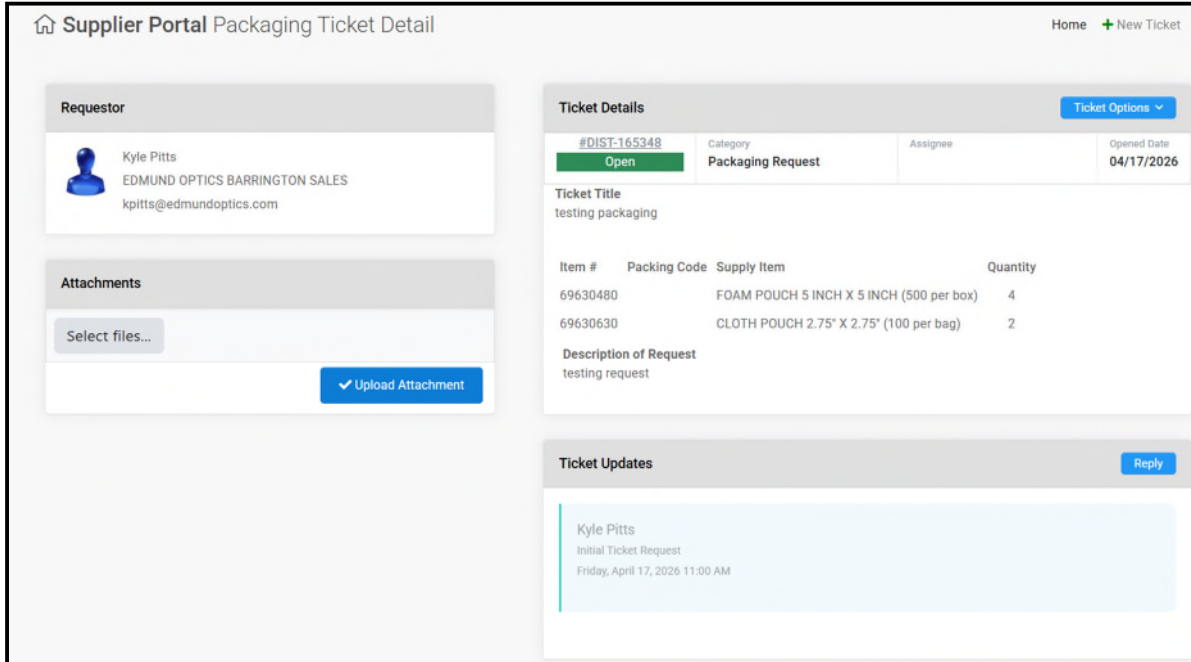



Figure 27: Submitted Packaging Ticket Example

- 4.4.1.12 Use the ‘Reply’ button to provide any additional information.
 - 4.4.1.13 Edmund Optics will reply with tracking information once packaging is shipped.
- 4.4.2 Packaging Reference Documents**

- 4.4.2.3 Access all Edmund documentation related to packaging by clicking on ‘Packaging Reference Documents’ to navigate to documents.
- 4.4.2.4 Each document will have a category and subcategory and will provide the last modified date. Always ensure the most up-to-date copy is being used. Reach out to the EO SQEs if there are any questions.

Downloaded or printed copies of this document are UNCONTROLLED! Verify that this is the correct version before use.

 Edmund optics worldwide	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	WI309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

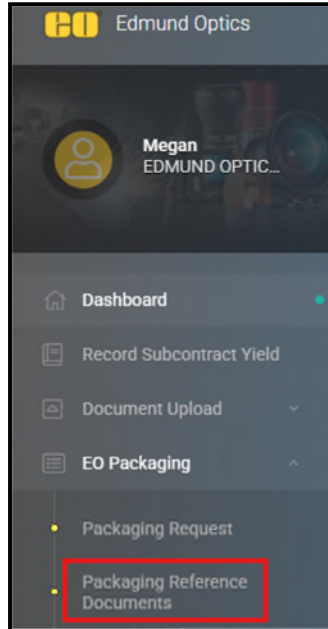
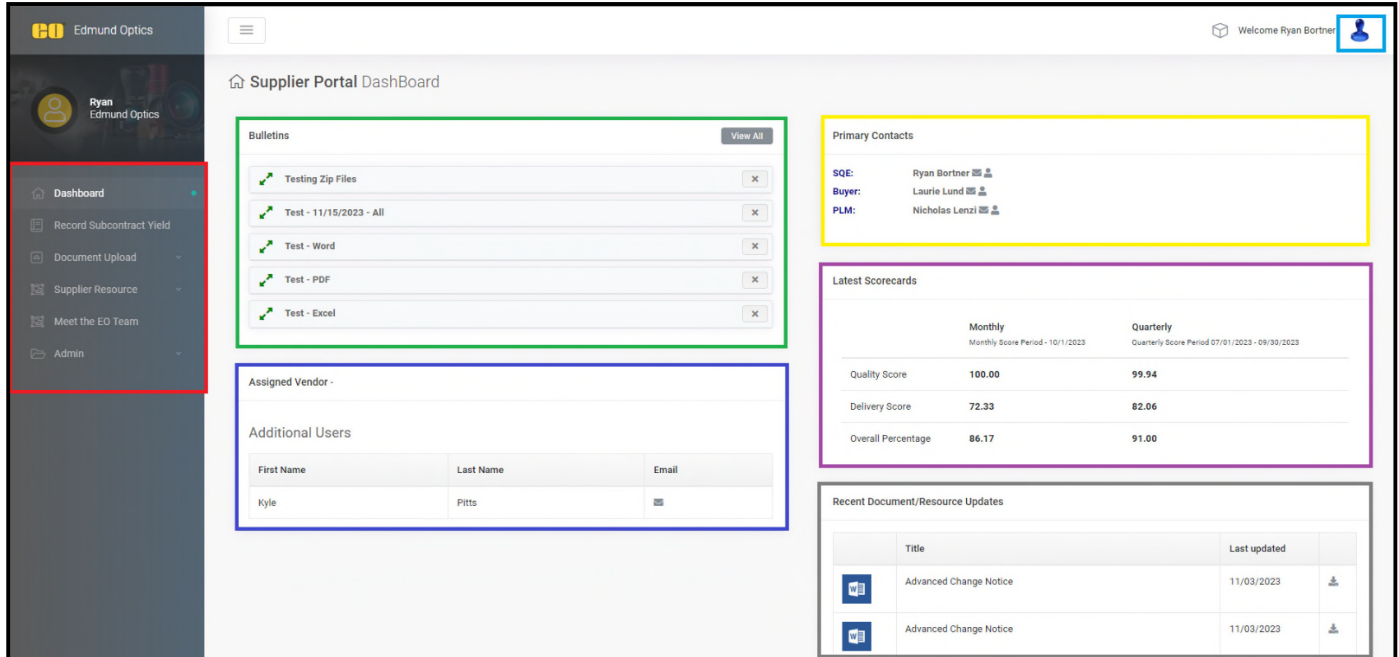


Figure 28: Packaging Reference Documents via Navigation Bar

Downloaded or printed copies of this document are **UNCONTROLLED!** Verify that this is the correct version before use.

4.5. Dashboard


4.5.1. Navigation



The screenshot shows the Vendor Portal Dashboard for Ryan Bortner. The dashboard includes a side navigation menu (red box), a bulletins section (green box) with items like 'Testing Zip Files' and 'Test - 11/15/2023 - All', an assigned vendor section (blue box) showing 'Assigned Vendor -' and a table of additional users (Kylie Pitts), a primary contacts section (yellow box) listing SQE (Ryan Bortner), Buyer (Laurie Lund), and PLM (Nicholas Lenzi), a latest scorecards section (purple box) with monthly and quarterly scores for Quality, Delivery, and Overall Percentage, and a recent document/resource updates section (grey box) listing 'Advanced Change Notice' documents.

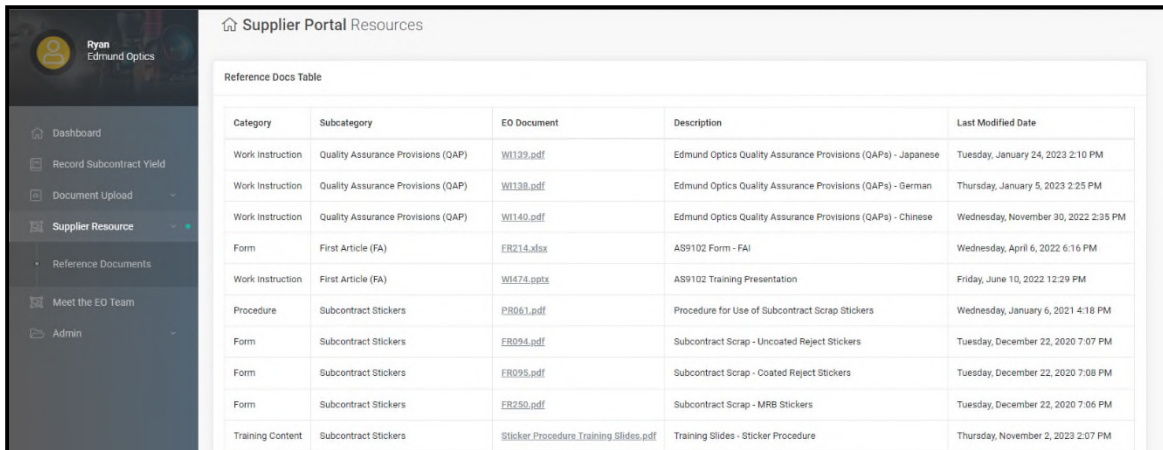
Figure 30: Vendor Portal Dashboard

- 4.5.1.1. **Red** Box - Side Navigation Menu, this is used for navigating to various sections of the supplier portal. Depending on assigned permissions there might be more or less options for each user. As more features are added to portal additional sections will appear.
- 4.5.1.2. **Green** Box - Bulletins, various quality or delivery alerts may be sent out by the Edmund Optics team. Bulletins can be expanded by clicking on the green arrows. Once a bulletin has been reviewed it can be hidden, per user, using the 'X' on the right side. Previously hidden bulletins can be viewed by clicking the 'View All' button.
- 4.5.1.3. **Blue** Box - Assigned Vendor and Additional Users, the name of the assigned vendor will appear here. Additional users registered to the same vendor will also be listed.
- 4.5.1.4. **Yellow** Box - Primary Contacts, this will display the contact information for the current Edmund SQE, buyer, and Product Line Manager (PLM) who are the main points of contact.
- 4.5.1.5. **Purple** Box - Latest Scorecards, this displays the latest monthly and quarterly scorecards which will update after the first week of each month.
- 4.5.1.6. **Grey** Box - Recent Document/Resource Updates, this section will display any procedure updates made in the last 30 days. Please review all new updates to ensure the most up-to-date information/instruction is being referenced.
- 4.5.1.7. **Light Blue** Box – User Menu, this is where to go to update your password or to log out of the supplier portal.

	DOCUMENT NUMBER:	Initial Release Date: 04/01/2016
	W1309	Rev D
SUPPLIER PORTAL INSTRUCTION MANUAL		Updated on: 05/15/2026

4.6. Supplier Resources

4.6.1. Access all Edmund documentation by clicking on the Supplier Resources on the Navigation bar on the side of the screen. All relevant work instructions/procedures can be found here. Each document will have a category and subcategory and will provide the modified date. Always ensure the most up-to-date copy is being used. Reach out to the EO SQEs if there are any questions.



Category	Subcategory	EO Document	Description	Last Modified Date
Work Instruction	Quality Assurance Provisions (QAP)	WI139.pdf	Edmund Optics Quality Assurance Provisions (QAPs) - Japanese	Tuesday, January 24, 2023 2:10 PM
Work Instruction	Quality Assurance Provisions (QAP)	WI138.pdf	Edmund Optics Quality Assurance Provisions (QAPs) - German	Thursday, January 5, 2023 2:25 PM
Work Instruction	Quality Assurance Provisions (QAP)	WI140.pdf	Edmund Optics Quality Assurance Provisions (QAPs) - Chinese	Wednesday, November 30, 2022 2:35 PM
Form	First Article (FA)	FR214.xlsx	AS9102 Form - FAI	Wednesday, April 6, 2022 6:16 PM
Work Instruction	First Article (FA)	WI474.pptx	AS9102 Training Presentation	Friday, June 10, 2022 12:29 PM
Procedure	Subcontract Stickers	FR061.pdf	Procedure for Use of Subcontract Scrap Stickers	Wednesday, January 6, 2021 4:18 PM
Form	Subcontract Stickers	FR094.pdf	Subcontract Scrap - Uncoated Reject Stickers	Tuesday, December 22, 2020 7:07 PM
Form	Subcontract Stickers	FR095.pdf	Subcontract Scrap - Coated Reject Stickers	Tuesday, December 22, 2020 7:08 PM
Form	Subcontract Stickers	FR250.pdf	Subcontract Scrap - MRB Stickers	Tuesday, December 22, 2020 7:06 PM
Training Content	Subcontract Stickers	Sticker_Procedure_Training_Slides.pdf	Training Slides - Sticker Procedure	Thursday, November 2, 2023 2:07 PM

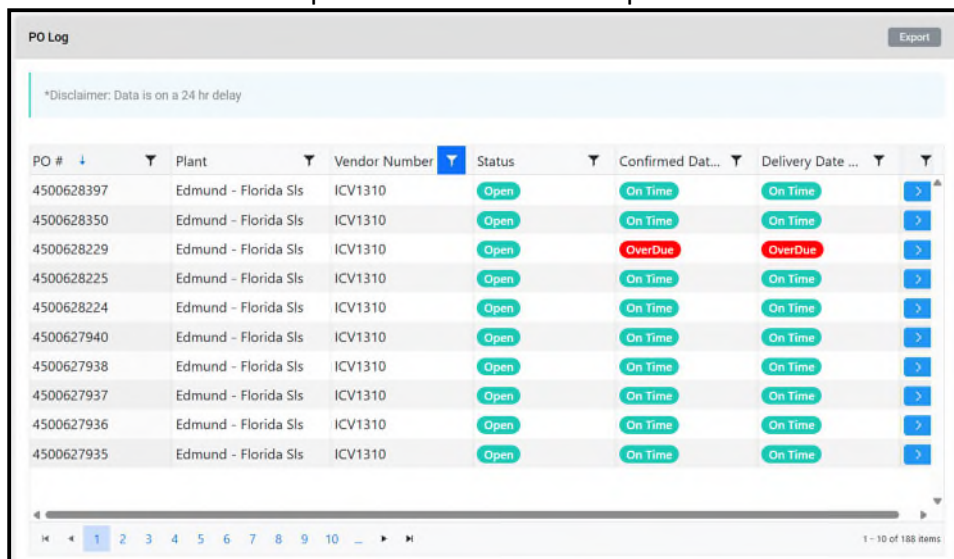
Figure 31: Supplier Resource Dashboard

4.7. Open PO Log

4.7.1. This feature provides the ability for suppliers to view a list of all POs open with the supplier per our ERP system.

4.7.2. Each PO can be viewed with more details by clicking the blue arrow on the right side of each specific PO line.

4.7.3. The data can also be exported to Excel if that is preferred.



PO #	Plant	Vendor Number	Status	Confirmed Dat...	Delivery Date ...
4500628397	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500628350	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500628229	Edmund - Florida Sls	ICV1310	Open	OverDue	OverDue
4500628225	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500628224	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500627940	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500627938	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500627937	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500627936	Edmund - Florida Sls	ICV1310	Open	On Time	On Time
4500627935	Edmund - Florida Sls	ICV1310	Open	On Time	On Time

Figure 32: Open PO Log

Reference Documents

Affected Plants *indicates what areas are impacted and/or should be trained when changes occur*

- | | | | | |
|-------------------------------------|----------------------------------|-----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Akita | <input type="checkbox"/> Florida | <input type="checkbox"/> Germany | <input type="checkbox"/> Singapore | <input type="checkbox"/> Tokyo |
| <input type="checkbox"/> Barrington | <input type="checkbox"/> India | <input type="checkbox"/> Korea | <input type="checkbox"/> Taiwan | <input type="checkbox"/> United Kingdom |
| <input type="checkbox"/> China | <input type="checkbox"/> ITOS | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Tucson | <input checked="" type="checkbox"/> Global |

Affected Departments *indicates what areas are impacted and/or should be trained when changes occur*

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Distribution/Shipping | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Sales: Call Center |
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Executive | <input type="checkbox"/> Marketing | <input type="checkbox"/> Sales: Custom/Defense |
| <input type="checkbox"/> Coatings | <input type="checkbox"/> Fabrication Cell | <input type="checkbox"/> Product Line Management | <input type="checkbox"/> Sales: HVC/OEM |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Project Management Team | <input type="checkbox"/> Sales: Product Support |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> IS/IT | <input type="checkbox"/> Product Support Engineers | <input checked="" type="checkbox"/> Supply Chain |
| <input type="checkbox"/> Design Services | <input type="checkbox"/> Machine Shop | <input checked="" type="checkbox"/> Quality Assurance | <input type="checkbox"/> All Departments |
| <input type="checkbox"/> Diamond Turning | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Research & Development | |

Category *choose one that best describes the documents ISO category*

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Handling, Storage & Preservation | <input type="checkbox"/> Production, Manufacturing & Assembly |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Quality Assurance & Control |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> IS & IT | <input type="checkbox"/> Safety & Security |
| <input type="checkbox"/> Design Control | <input type="checkbox"/> Inspection, Measuring & Testing | <input type="checkbox"/> Sales & Servicing |
| <input type="checkbox"/> Document Control | <input type="checkbox"/> Non-Conformity, Corrective Action | <input type="checkbox"/> Supply Chain |
| <input type="checkbox"/> Engineering & Development | <input type="checkbox"/> Packaging & Delivery | <input type="checkbox"/> Top Management |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Product Identification & Traceability | |

Revision History

Rev.	Date	Description	Updated by
-	04/01/2016	Initial Release	A. Teti
A	05/28/2020	Updated template, procedure	M. Green
B	12/23/2020	Update responsible party, template ID, version	J. Misner
C	01/08/2024	Updated Title and procedure to match new portal	C. Hennessey
D	05/15/2026	Added sections for deviation and packaging request tickets	R. Bortner

Approvers

Ciaran Hennessey
Digitally signed by: Ciaran Hennessey
 DN: CN = Ciaran Hennessey email = C.Hennessey@edmundoptics.com C = AD
 Date: 2026.05.19 17:03:10 -04'00'
 Ciaran Hennessey, Manager of Quality Operations

Thomas Watson
Digitally signed by Thomas Watson
 Date: 2026.05.20 15:01:58 -07'00'
 Thomas Watson, Management Representative

Effective Date:
05/15/2026

Responsible Party: Ciaran Hennessey

Downloaded or printed copies of this document are UNCONTROLLED! Verify that this is the correct version before use.