

Purpose

Suppliers use this procedure to upload documents to their TITAN Supplier Collaborative c-folder.

Prerequisites

- Access to the TITAN system (active user ID and password)
- The supplier's collaborative c-folder must be created and authorization to it given to you by Tenneco

Trigger

- Direction from Tenneco to upload specific required documents.
- Maintenance if current valid documents (quality certificates and minority certificates) is required.

Requirements

For each supplier's manufacturing location, Tenneco requires the following documents to be completed by the supplier and maintained within the appropriate collaboration folder (c-folder).

- Quality Certificates (Example: TS16949 / ISO)
- Minority Certificate
- Special Processes Self Assessments as shown below

CQI-9 (Heat Treat Process):
CQI-11 (Plating Process):
CQI-12 (Coating Process):
CQI-15 (Welding Process):

- Other documents as listed in the c-folder template are to be uploaded as requested.

Menu Path

Use the following menu path(s) to begin this task:

- Open the internet browser Internet Explorer
- go to <https://tsp.tenneco.com>

Helpful Hints


- Store the above mentioned URL in your favorite folder (in the browser)
- Never use your internet browser's back button to go back a screen. TITAN provides its own back buttons such as "back to initial screen." At times you may do so by clicking and holding the Control key while pressing the letter "n" key.



- **NOTE: If you are unable to upload documents to your supplier c-folder you could have one of the following five issues causing this**

1. You must be using Internet Explorer 8 or higher as your internet browser. If you are not using Internet Explorer as your browser, please log off and open www.tsp.tenneco.com using that browser and try again.

2. If you see many lines of text when you click on the cFolders link, you may need to scroll down to the bottom of this text to “accept” the agreement mentioned there. Once you “accept” this agreement once, you will not be required to accept it again.


3. You may have to open the page by clicking on the “Expand Tray” icon which is location in the far right corner and appears as shown here .

4. If you see the word “Empty” in the area where the c-folder should be, please send an email to titan.support@tenneco.com and this will be corrected.

5. Do you have the Java application (JAVA 1.4.2 or higher is the system requirement) that is required on your computer (all system requirement for TITAN on listed on the log-on page)?

To check to see if this is true, please perform the following steps after logging into TITAN:


Step #1: Click  tab.

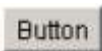
Step #2: Click on  – you may have to use the scroll button to scroll so t hat you can see this selection.

Step #3: Scroll to the right and click on .

Step #4: Scroll down and click on the link .

Step #5

A) Under Test 1, click on . If you do not see the button, your browser does not support Java at all. For a list of possible reasons, see the troubleshooting section 1 by scrolling down.

B) Under Test 2, click on . If you see the button, your browser is ready to use the c-folders plug-in. If you do not see it, see the troubleshooting section by scrolling down.

C) To exit this area, press the  button in TITAN. Do not use your browser’s back button

Log-on Issues

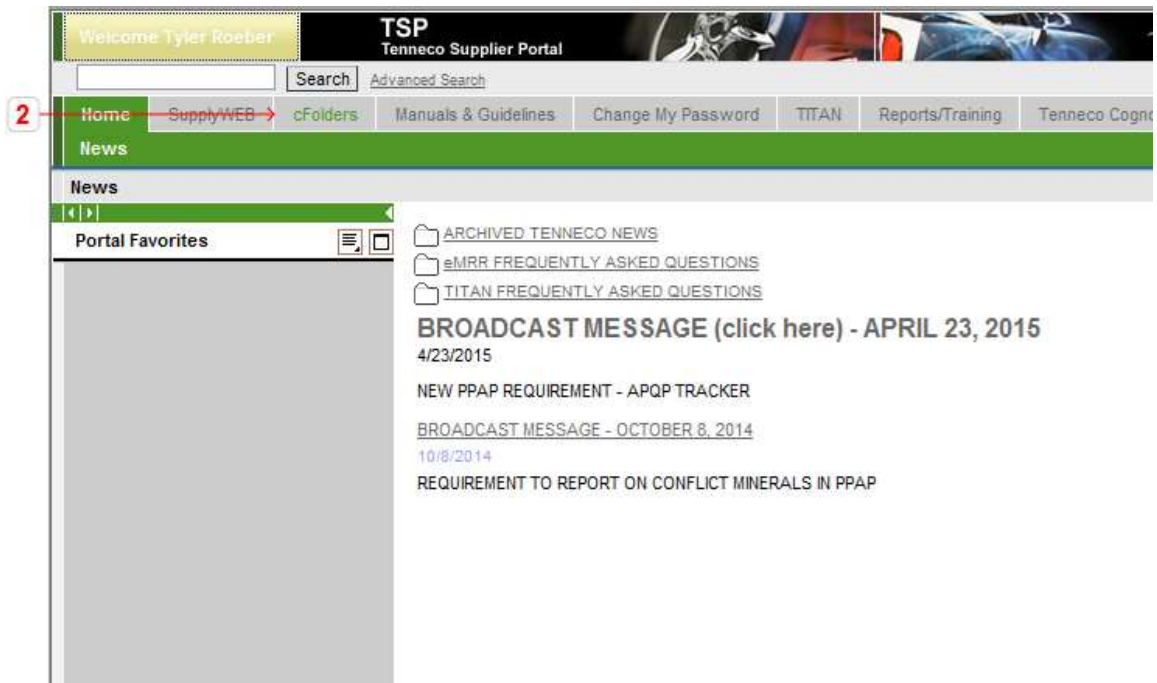
- If you forget your user ID, please contact your Tenneco Buyer.
- If you forget your password, you can reset it by clicking on the “Forgot your password” link on the log-on screen. If your account becomes locked or you are unable to reset your password via this link, please click on the Supplier Log-on Help link on the log in screen for further instructions.

Procedure

1. Use the following menu path(s) to begin this task:
 - Open Internet Explorer as your browser
 - Go to <https://tsp.tenneco.com> and enter your user ID and password and click Logon.



If you have log on issues, please refer to the Log on issues section in this document.



2. Click **cFolders** in the menu bar on top of the screen to navigate to the collaborations folder(s).

PLEASE NOTE: If you are unable to upload to the c-folder, please see the helpful hints section located at the beginning of this document.



3. Click Collaborative Scenarios tab control **Collaborative Scenarios**.

Note: The first time you go to the c-folder area, you will be required to accept a notice. Please scroll down to the bottom of the notice and click "Accept".

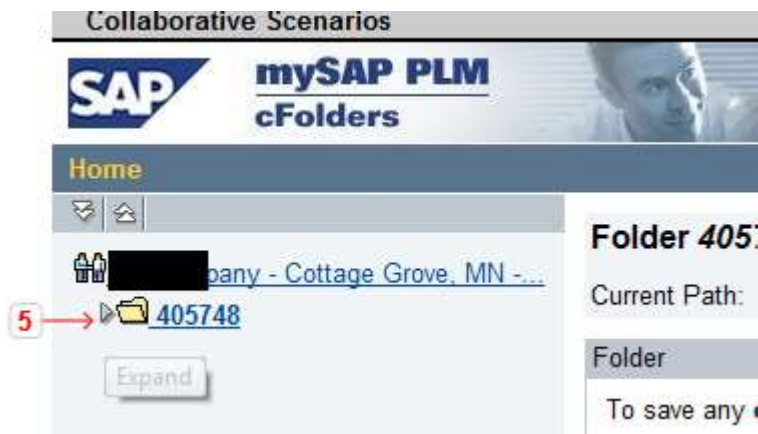
Note: If you get a log on screen, please click log on without entering any user ID or password (leave these areas as they are). If that does not take you into the c-folder, please see the helpful hints section of this document for further instructions. If that does not allow you access, please contact one of the persons in the Supplier Registration section on the "Contact Us" tab which is located under the Manuals & Guidelines shown below.




4. Click on the name of the c-folder displayed on your screen.

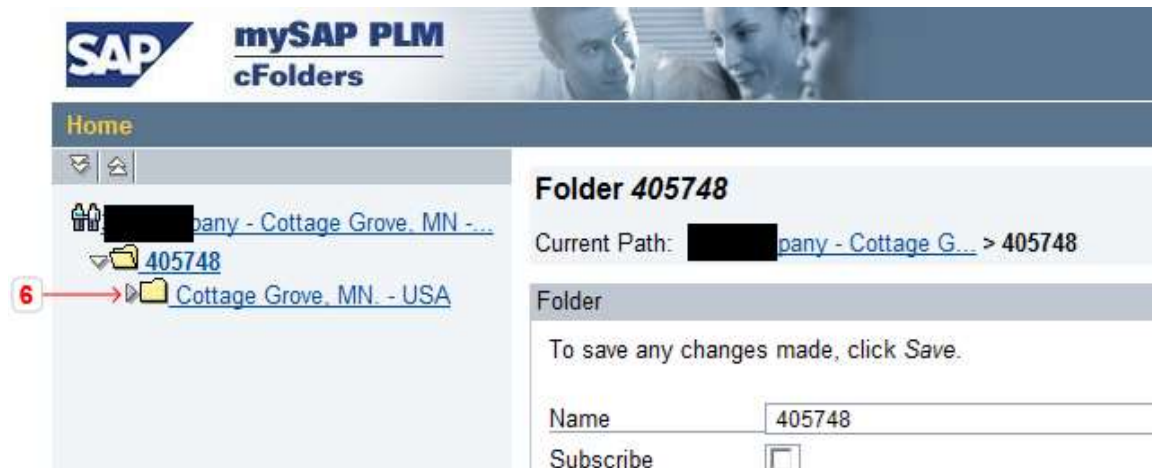


If your company has more than one manufacturing location supplying Tenneco, you may see more than one folder. In this case click on the folder that has the appropriate city, region and country as part of the name. You may need to open each folder to see the entire name of them.



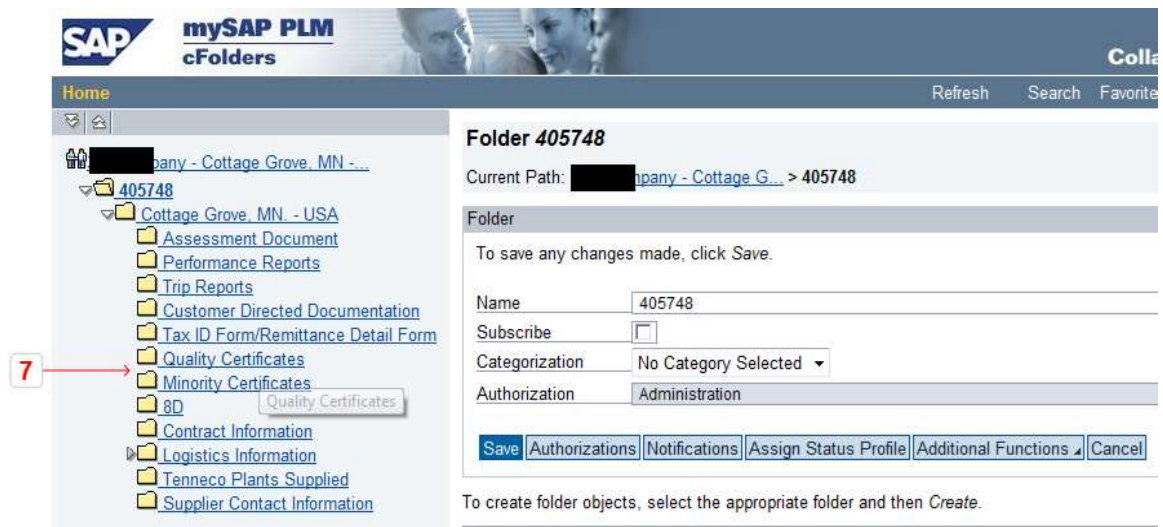
5. Below the selected c-folder is a structure with several folders. Expand the listing by clicking on the  next to folder containing your business partner number.

Example:  [405748](#)





6. Click on the  next to the folder which identifies the city and state of the manufacturing location.

Example:  [Cottage Grove, MN. - USA](#)



7. Select the appropriate folder which corresponds with the type of document you need to upload

- Click  [Quality Certificates](#) link if you are uploading quality certificate(s).
- Click  [Minority Certificates](#) link if you are uploading a minority certificate.

- Click  [Assessment Document](#) link if you are uploading a special process self assessment

New/Saved

Select

on No Category Selected

n Administration

orizations Notifications Revoke Assignment Additional Functions Cancel

er objects, select the appropriate folder and then *Create*.

nts

Create Copy Copy as Bookmark Paste Delete

Current Version Read Status Changed by Changed on

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- Click  to start the upload of the appropriate document.

Collaboration on the Web

Favorites Settings Help Logout

Create Object [Help](#)


Navigation: [Folder Overview](#)

Current Path: [Company - Cottage G...](#) > [405748](#) > [Cottage Grove, MN. - USA](#) > [Minority Certificates](#) > Create Object

What do you want to create? [Cancel](#)

 Folder	A folder is used to structure the collaboration and is also a container for storing objects.
 Bookmark	A bookmark can be linked to any Web site.
 Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
 Document	A document can contain any file in different versions.
 Note	A note is for adding a short descriptive text and can have versions.

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- Choose  [Document](#).

Collaboration on the Web
Favorites Settings Help Logout

Create Document [Help](#)

Navigation: [Folder Overview](#)
Current Path: [redacted]pany - Cottage G... > 405748 > Cottage Grove, MN. - USA > Minority Certificates > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name *

Description

Subscribe ☐

PGP Documents ☐ You are only allowed to use PGP files in this document.

☒ Upload Local File

10. As required, in the "Name" field replace "New Document" with the type of document you are uploading

Navigation: [Folder Overview](#)
Current Path: [redacted]pany - Cottage G... > 405748 > Cottage Grove, MN. - USA > Minority Certificates > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name *

Description

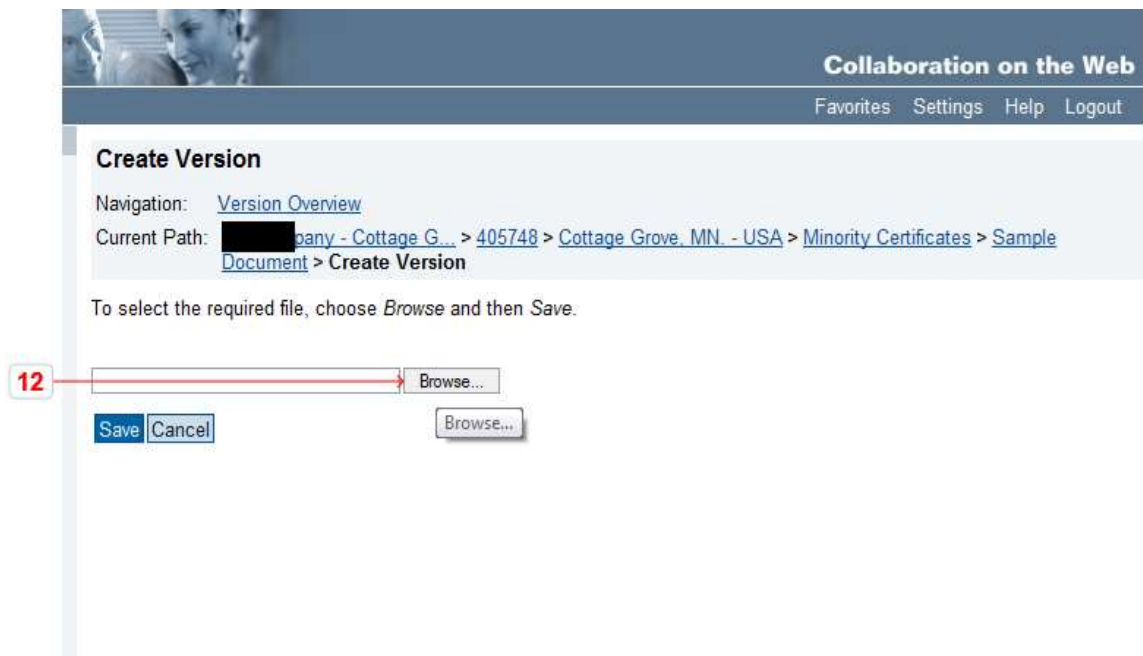
Subscribe ☐

PGP Documents ☐ You are only allowed to use PGP files in this document.

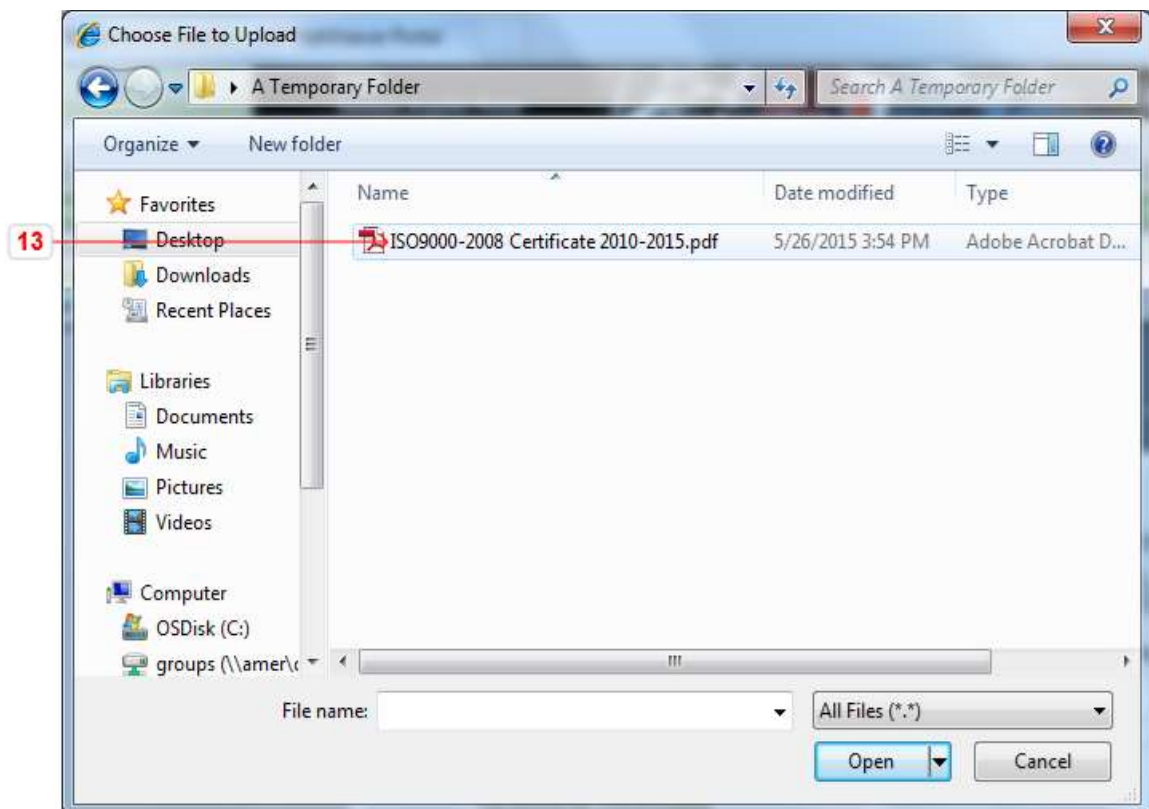
☒ Upload Local File
☐ Create File Later

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11. Click **Continue**

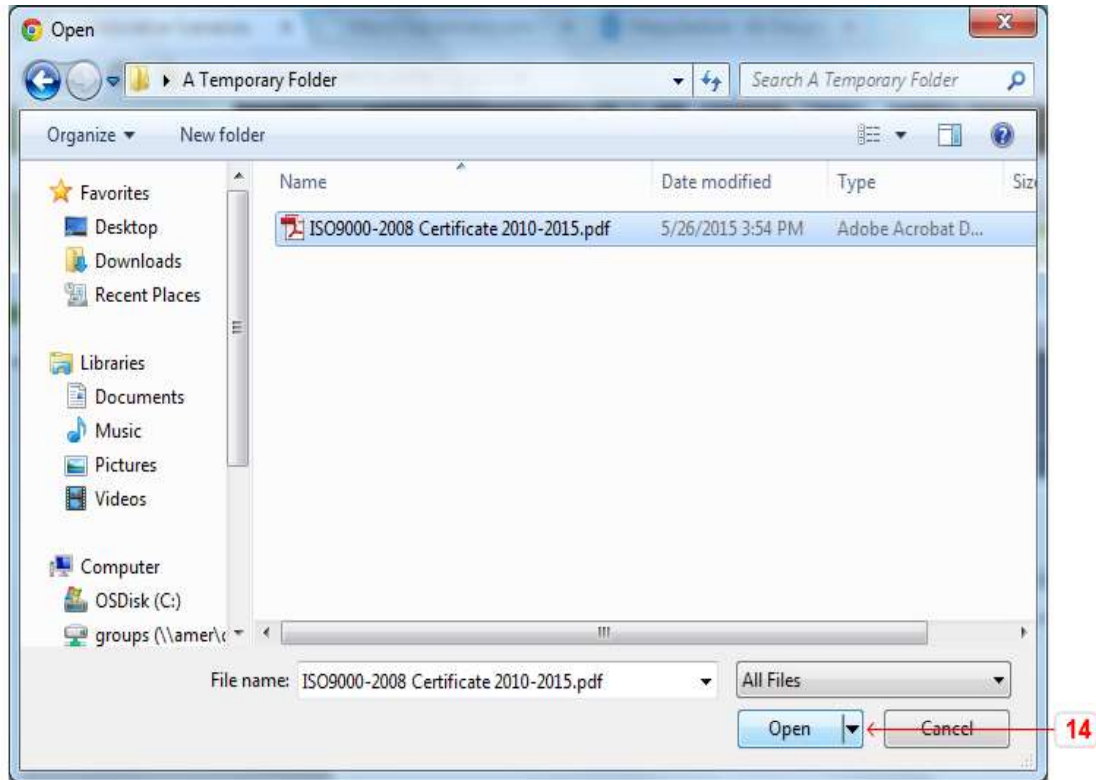


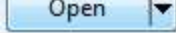
12. Click .



13. Click on the appropriate document

Example: [ISO9000-2008 Certificate 2010-2015.pdf](#)



14. Click 

15. Click [Save](#) to store your document in the c-folder. You will then see a link to the document you just uploaded in the "Current Version" column.



Business Rule RULE – 1.082: Deletion of existing documents: Suppliers are not able to delete existing documents within the C-Folders

Status

New/Saved

New Status

Select

Categorization

No Category Selected

Authorization

Administration

Save

Authorizations

Notifications

Revoke Assignment

Additional Functions

Cancel

To create folder objects, select the appropriate folder and then *Create*.

Folder Contents						Create	Copy	Copy as Bookmark	Paste	Delete	All	None
Name	Current Version	Read	Status	Changed by	Changed on							
ISO9000-2008 Certificate 2010-2016.pdf	ISO9000-2008 Certificate 2010-2015.pdf (82KB)		New/Saved	Tyler Roeber	05/26/2015 15:56:08							

Document

16. Click on the document you just uploaded in the Name column.

Example: [ISO9000-2008 Certificate 2010-2016.pdf](#)



Business Rule RULE – 1.082: Notifying Tenneo of the upload: The required documents to be maintained within the C Folders support reporting requirements within Tenneco. It is CRITICAL that you complete steps 16 thru 21 for each document you upload to the c-folder. These steps communicate to Tenneco that you have uploaded a required document.

Document *ISO9000-2008 Certificate 2010-2016.pdf*

Navigation: [Folder Overview](#)

Current Path: [Company - Cottage G...](#) > [405748](#) > [Cottage Grove, MN. - USA](#) > [Minority Certificates](#) > [ISO9000-2008 Certificate...](#)

Document

Choose *Save* to save changes made to the name or description (or alias if available).

Name

ISO9000-2008 Certificate 2010-2016.pdf *

Subscribe

☐

Write Lock

☐

Status

New/Saved

New Status

Select

Authorization

Select

Submitted

Save

Authorizations

Notifications

Revoke Assignment

Additional Functions

Cancel

17. Select **Submitted** from the drop down.

18. Click **Save**.

19. Scroll down and select **None**.

Recipient

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<input checked="" type="checkbox"/>	AANotify CFolders
<input type="checkbox"/>	Adam Zakrzewski
<input type="checkbox"/>	Agata Leciejewska
<input type="checkbox"/>	Agnieszka Tokarska (Wisniewska)
<input type="checkbox"/>	Aitor Gogearcoechea
<input type="checkbox"/>	Alan Lewis
<input type="checkbox"/>	Alejandra Hinman
<input type="checkbox"/>	Alejandro Murillo
<input type="checkbox"/>	Alena Maleckova
<input type="checkbox"/>	Ales Razek
<input type="checkbox"/>	Alex Thum
<input type="checkbox"/>	Alexander Perminov
<input type="checkbox"/>	Alexandre Paulino
<input type="checkbox"/>	Alexey Yusupov
<input type="checkbox"/>	Alicja Blaszczyk - Dziadowicz
<input type="checkbox"/>	Alison Baue

All None

20. Click in the ☒ next to AANotify CFolders.

<input type="checkbox"/>	Yanwen Guo
<input type="checkbox"/>	Yanyan Yang
<input type="checkbox"/>	YongJun Guo
<input type="checkbox"/>	Yuanzhi Li
<input type="checkbox"/>	Yuanzhi Li
<input type="checkbox"/>	Yuvaraj Sundararajan
<input type="checkbox"/>	Yvette Lizarralde
<input type="checkbox"/>	Zdenka Filipova
<input type="checkbox"/>	Ze Cheng
<input type="checkbox"/>	Zenobia Kramer
<input type="checkbox"/>	Zhao Chen
<input type="checkbox"/>	Zhenzhen Wang
<input type="checkbox"/>	Zuzana Sanderova
<input type="checkbox"/>	cynthia xin
<input type="checkbox"/>	josee Touya
<input type="checkbox"/>	xuefeng Cao
<input type="checkbox"/>	zdenek broulik


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Send Cancel

Send

21. Click **Send**.

- 22.** To continue to upload additional documents, repeat steps 7 through 21 until all required documents are in the c-folder.

When you have completed all required uploads, you can either log out of TITAN by clicking  or continue to work in TITAN by clicking another selection.

Result

You have successfully attached/uploaded documents to the Supplier c-folder.

Comments

If you were unable to follow these instructions to complete this task, please click on the "Manuals & Guidelines" tab and then the "Contact Us" tab for information on who you can contact for assistance. You may also contact your commodity buyer for assistance.