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

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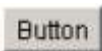
Step #2: Click on About cFolders – you may have to use the scroll button to scroll so t hat you can see this selection.

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

Step #4: Scroll down and click on the link Check my local installation (recommended)

Step #5

A) Under Test 1, click on Button . 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 Button . 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 Back 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.
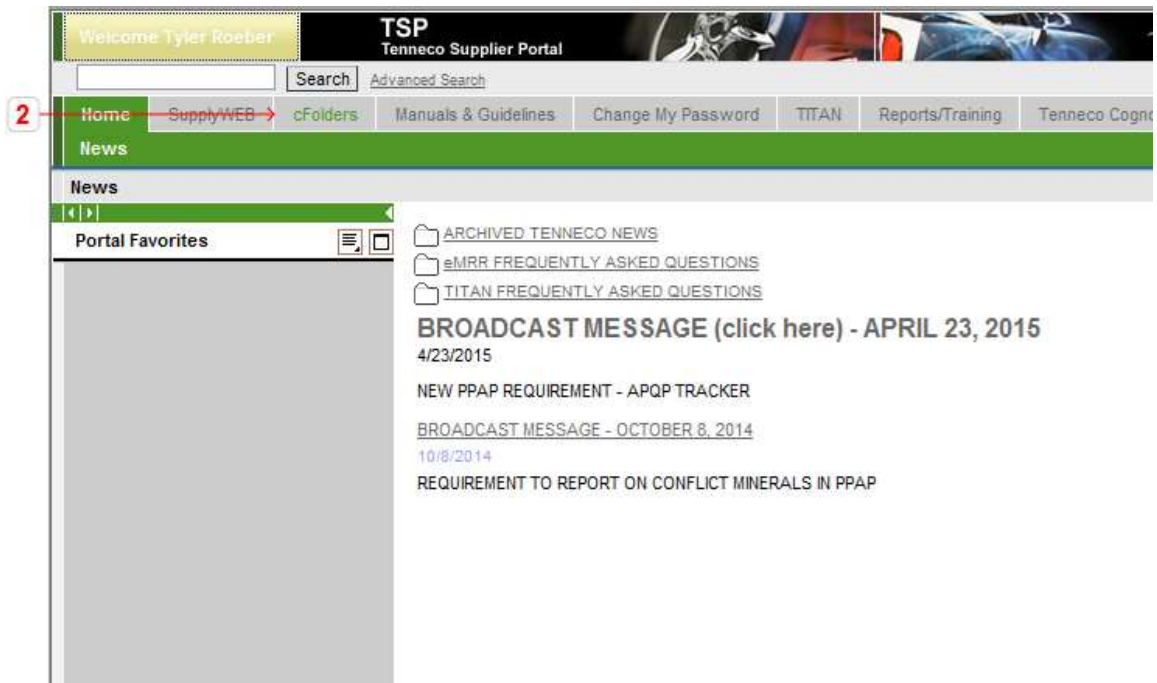
2.   Click [cFolders] in the menu bar on top of the screen to navigate to the collaborations folder(s).

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 appropirate city, region and country as part of the name. You may need to open each folder to see the entire name of them.
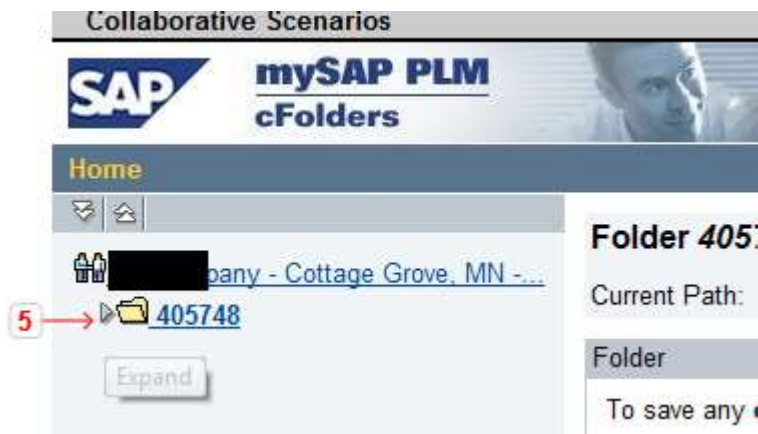
5. Below the selected c-folder is a structure with several folders. Expand the listing by clicking on the ▷ next to folder containing your business partner number.

Example: ▷📁 405748
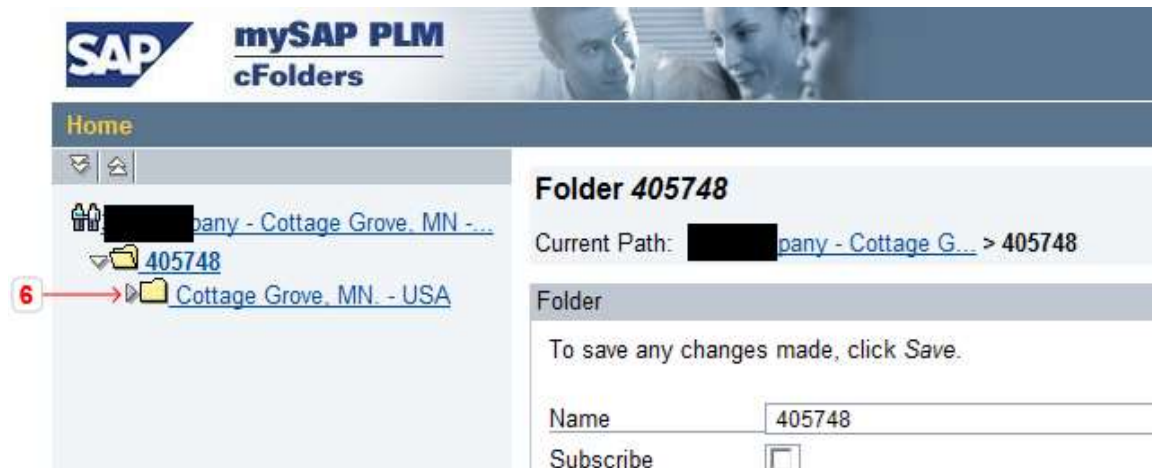
6. Click on the ▷ next to the folder which identifies the city and state of the manufacturing location.

Example: ▷📁 Cottage Grove, MN. - USA
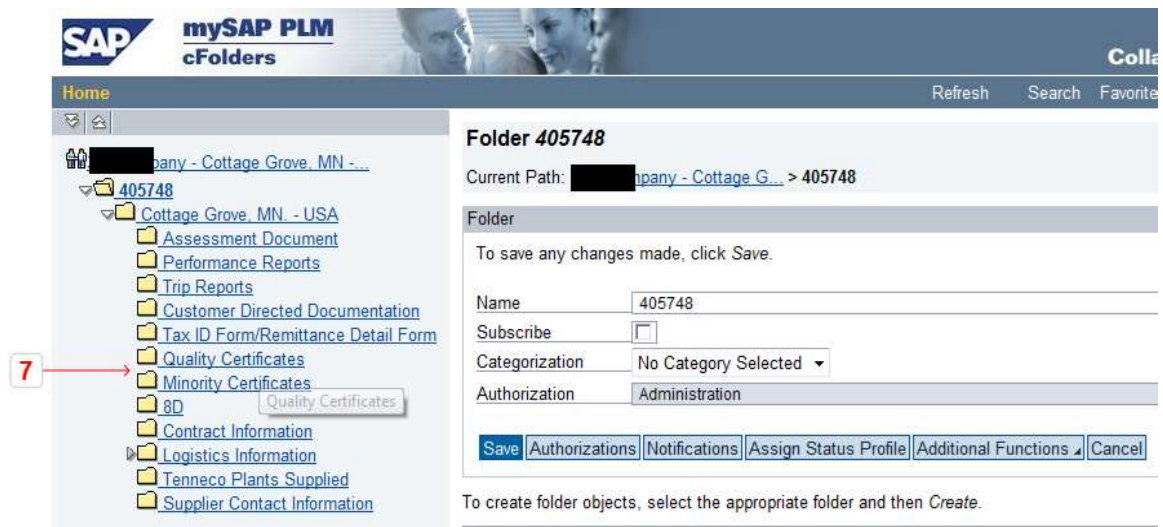
7. Select the appropriate folder which corresponds with the type of document you need to upload

- 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

8. Click Create to start the upload of the appropriate document.

9. Choose 📄Document.

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

11. Click Continue.
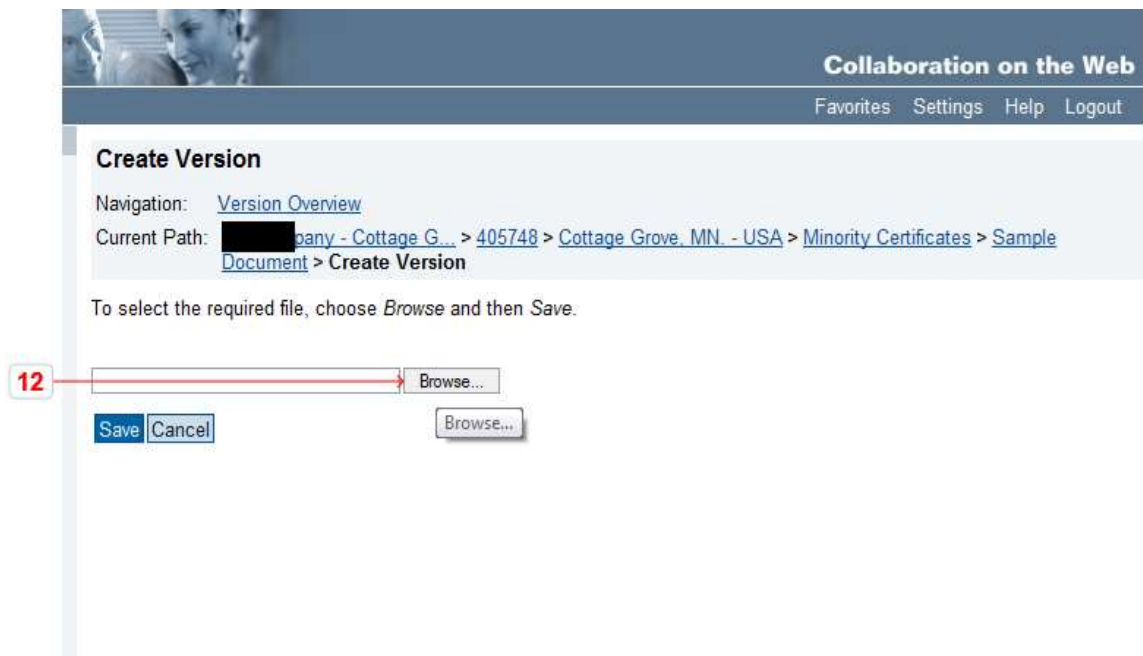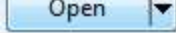
12. Click ____ .
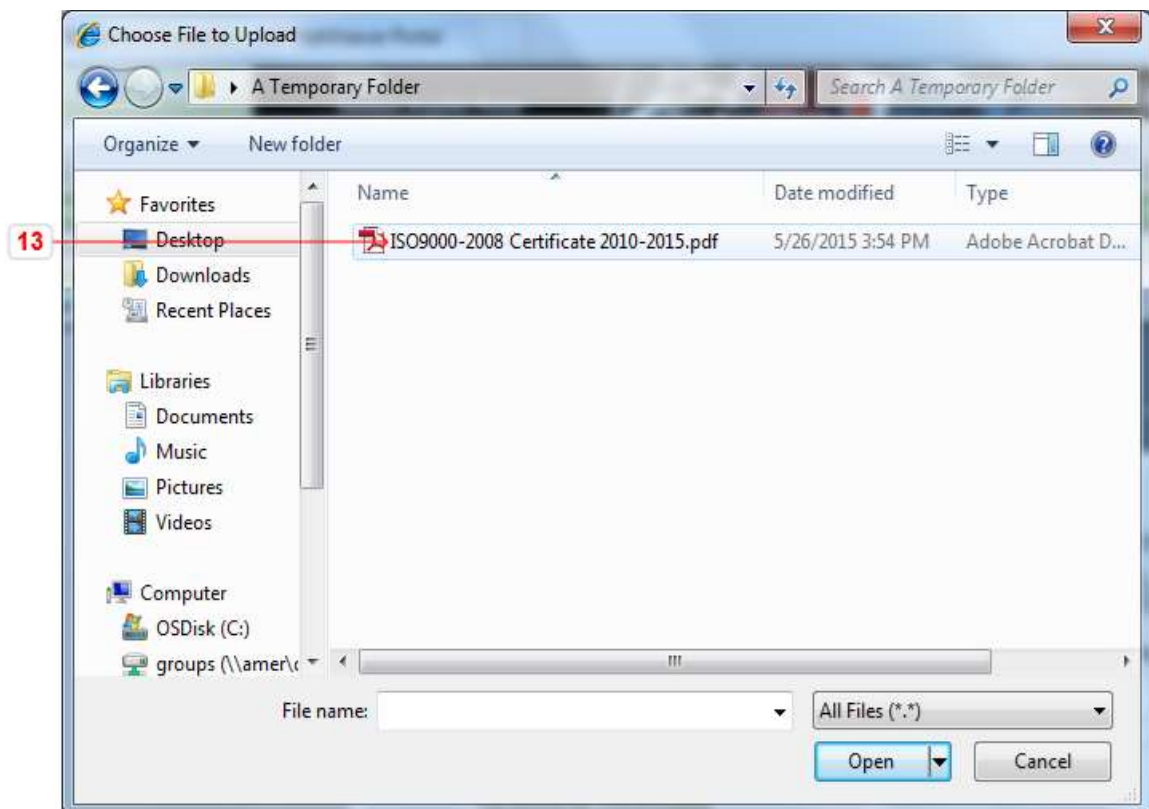
13.   Click on the appropriate document

Example: ISO9000-2008 Certificate 2010-2015.pdf .

14.   Click Open .
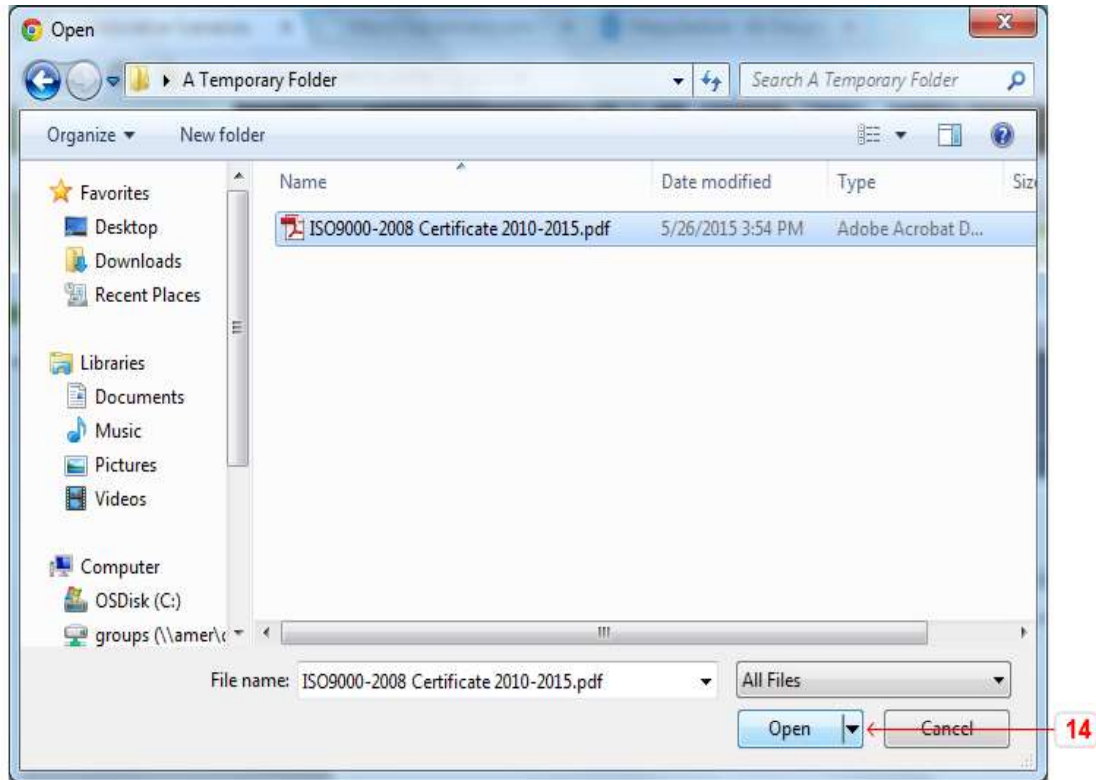
15.   Click Save to store your document in the c-folder. You will then see a link to the document you just uploaded in the "Current Version" column.

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

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

Example: ![ISO9000-2008 Certificate 2010-2016.pdf]

![X] **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.

17. Select ![Submitted] from the drop down.

18. Click **Save**.

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

20. Click in the ☑ next to AANotify CFolders.

21. Click Send.

22. To continue to upload additional documents 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.