

HQMS - ISO Cert Upload Training Document

NEW for 2022, we have added the ability to upload, capture, retain, and manage our certification records to meet our own ISO 9001 requirements using our online HQMS (Harrington Quality Management System) supplier portal. HQMS will manage notifications to the supplier using the primary email on file, on a schedule based on the certification expiration date moving forward.

This document will guide our suppliers to upload their updated ISO Certifications through a few short steps.

Step 1

Login to the HQMS portal using the link:

<https://sp.hgihost.com/watts>

If this is the first time your company has used our online portal, refer to our supplier portal usage guide below.

<https://www.watts.com/dfsmedia/0533dbba17714b1ab581ab07a4cbb521/26264-source/options/download>

Step 2

Once logged in, and on the landing page, select Forms on the left hand side of the page

Watts - Supplier Portal - Insight to Manufacturing

Welcome, Josh!
ASTRON INC.
Supplier ID: 100288
Supplier Code: RN
Edit Profile

Dashboard
Messages
Supplied Parts
Forms (3)
Audit
Supplier Certification
Supplier Deviation Request
8D Corrective Action
Users (1)
Logout

Dashboard

Welcome
Welcome to the Watts Supplier Portal.

The Supplier Portal User's Guide is available through the **HELP** button in the top right corner. Please review the User Guide before going further in the Supplier Portal.

We believe this portal makes our Customer / Vendor relationships easier and more profitable for both of us. Thanks for your best efforts.

Notice

How to Create a Deviation:
click Forms
click Supplier Deviation Request
click the small plus button at the top (+)
Initiate Deviation

Score Breakdown

Supplier Score Trend

Legend: Supplier Score Quality Score Delivery Score Cost Score Service Score

Supplier Score Overview

Last 12 (May, 2020 - July, 2021): 75

Score under threshold (75/100)

Quality Delivery Cost Service

Documents

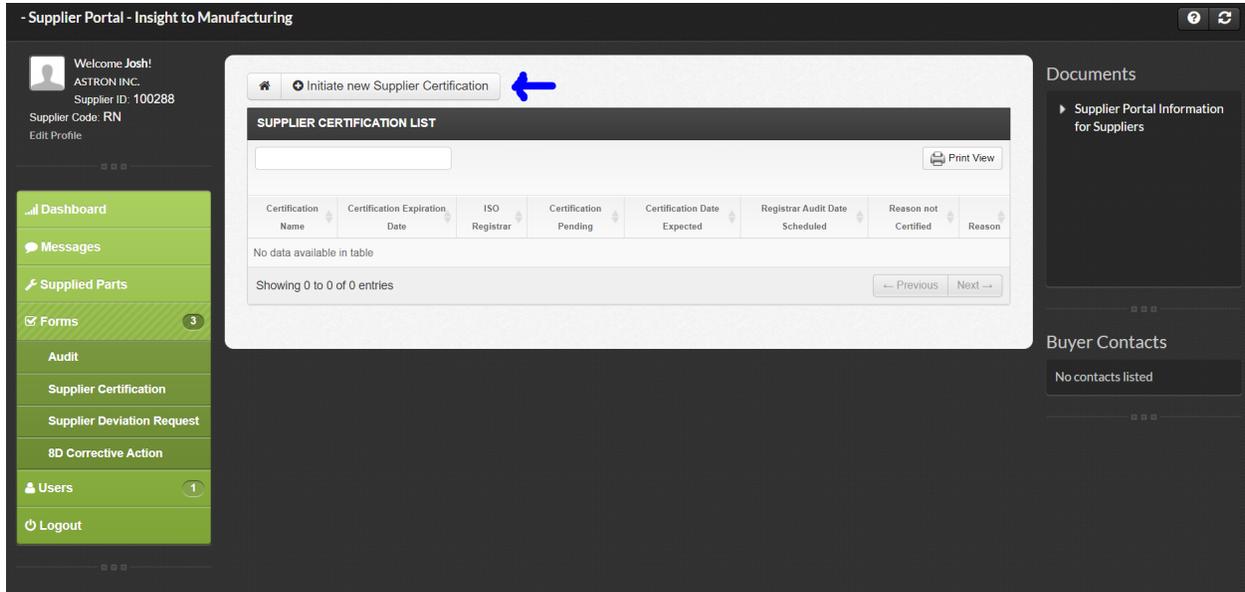
Supplier Portal Information for Suppliers

Buyer Contacts

No contacts listed

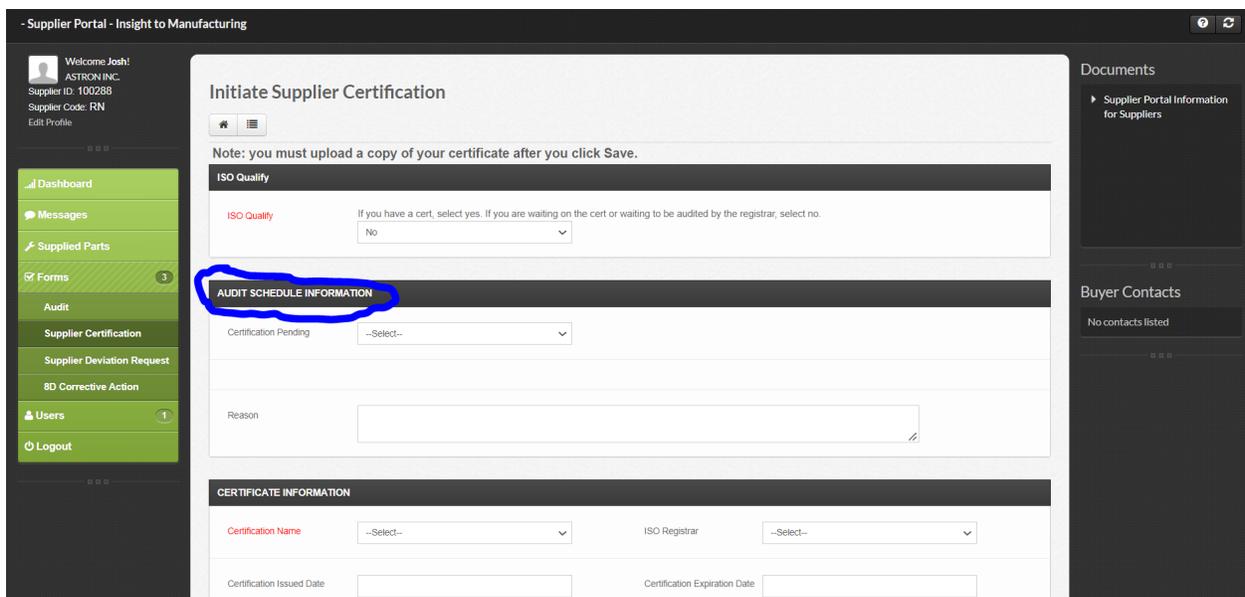
Step 3

Click Initiate new Supplier Certification



If you select ISO NO, then a section will appear with a question: Certification Pending? Are you currently not certified to an ISO Quality system, and are waiting for your registrar and/or certification in the mail? Please fill out the reason field with detailed comments.

This will trigger an audit through our HQMS system which you will need to complete within 10 days. (audit follows the ISO 9001 2015 standard)



If you select Yes, then please fill out the remainder of the form with:

Certification Name – Select from the dropdown list

ISO Registrar – Select from the dropdown list

Certification Issued Date - Select the date on the calendar

Certification Expiration Date – Select the date on the calendar

Delivery Location – pick your primary Watts Delivery location

ISO level. Please select your highest level of certification you hold at your company. IF AS9100, then select it in the list. Some companies hold multiple levels of certification.

Once complete click Save

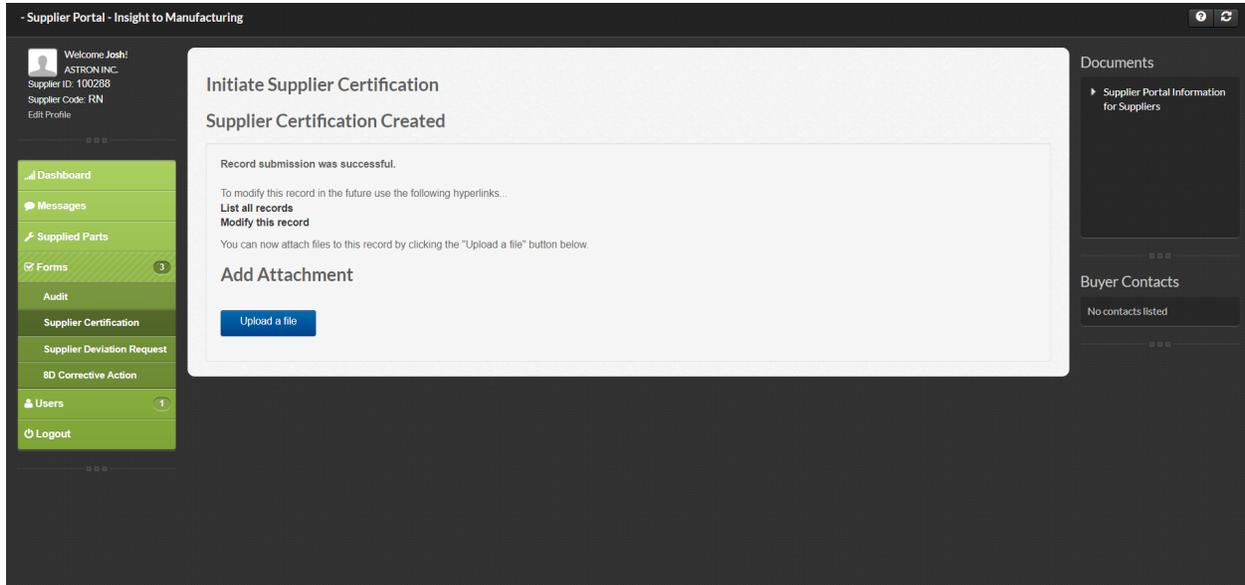
The screenshot shows a web application interface for 'Supplier Portal - Insight to Manufacturing'. The main content area is titled 'Initiate Supplier Certification'. At the top left of the main area, there is a note: 'Note: you must upload a copy of your certificate after you click Save.' Below this is a section for 'ISO Qualify' with a dropdown menu for 'ISO Qualify' (currently showing 'Yes'). A sub-note reads: 'If you have a cert, select yes. If you are waiting on the cert or waiting to be audited by the registrar, select no.' Below this is a 'CERTIFICATE INFORMATION' section with several fields: 'Certification Name' (dropdown, '--Select--'), 'ISO Registrar' (dropdown, '--Select--'), 'Certification issued Date' (text input), 'Certification Expiration Date' (text input), 'Delivery Location' (dropdown, '--Select--'), and 'ISO Level' (dropdown, '--Select--', with a sub-note: 'please select your highest level of certification'). At the bottom of the form, there is another note: 'Note: you must upload a copy of your certificate after you click Save.' and buttons for 'Back', 'Save', and 'Cancel'. The left sidebar contains navigation links: Dashboard, Messages, Supplied Parts, Forms (with a '3' badge), Audit, Supplier Certification, Supplier Deviation Request, 8D Corrective Action, Users (with a '1' badge), and Logout. The right sidebar contains 'Documents' (with a link to 'Supplier Portal Information for Suppliers') and 'Buyer Contacts' (with the text 'No contacts listed').

Step 4

Attach a .PDF of your certification.

Please label/title your Certification as: (Supplier name)_(Exp date).PDF

EX: Watts_021622



Step 5

You have completed the required yearly ISO Certification update.

Log out of the portal.

The system will remind you 30 days prior to your next expiration date for re-submittal.

Thank you!