

# Reliance Collaboration Portal Supplier User Guide

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A screenshot of the etq ETQ Reliance login page. The page features the etq logo and the text "ETQ Reliance". Below the logo, there are two input fields for "Username" and "Password". A "Log In" button is positioned below the password field. There are also links for "Forgot Password?" and "Anonymous Login". At the bottom of the page, there is a small footer with "Privacy Policy" and "Terms & Conditions" links, and a copyright notice: "Copyright © 2020. All rights reserved."

etq ETQ is the leading provider of quality, EHS and compliance management software that's trusted by the world's strongest companies. ETQ Reliance offers built-in best practices and powerful flexibility to drive business excellence through quality.

# Logging In

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# Logging in for the first time

**The link to RCP is provided in your Welcome to Illumina Supplier Portal email.**

1. Click the link provided in the email.
2. Select Forgot Password.
3. In the Rest Password email, click the link provided.
4. Define your password.
5. Define your language preference and time zone.
6. You are logged in!

# Available modules in RCP

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# You have access to the following modules in RCP:

1

Audits and Surveys  
Module

2

(SCAR) Corrective  
Action Module

3

Supplier Quality  
Module

4

Supplier, Materials, and  
Chemicals (SMC)  
Module



DEVELOPMENT



Development

## All Modules

Select stars to favorite up to (6) modules. Your favorite modules will appear in the upper right so that you can access your favorite modules any time.



Audits and Surveys



Corrective Action (CAPA/SCAR)



Supplier Quality



Suppliers, Materials and  
Chemicals

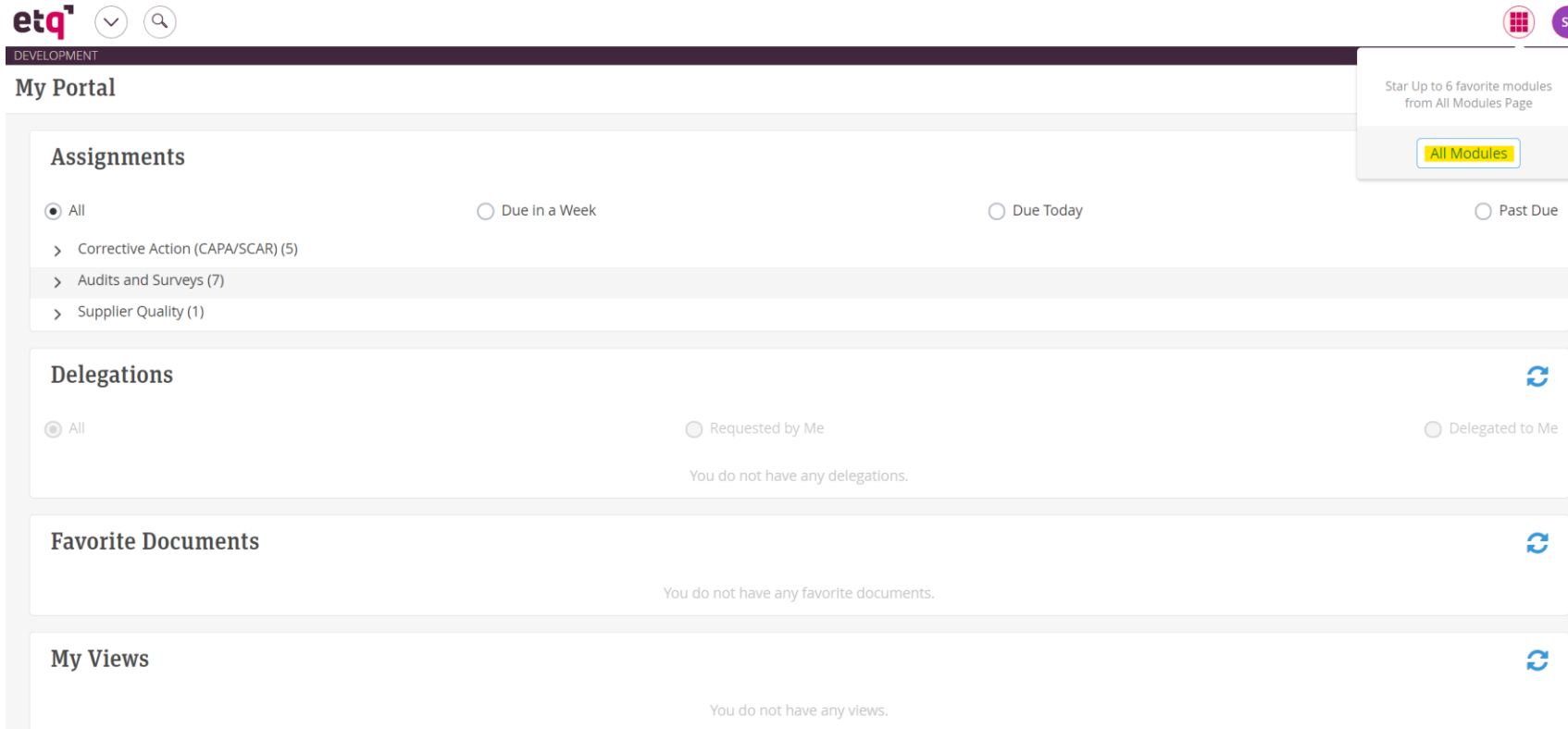


# Navigating the System

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# 3.1 Navigating to All Modules



Upon logging in, the Assignments section shows current records you are assigned to.

Navigate to the waffle menu in the top right corner, and select All Modules.



## 3.2 Favoriting Modules for quick access

Select the star next to the module name to favorite. Favorited modules will appear in the waffle menu drop down.

The screenshot shows the top navigation bar of the etq system. On the left, the 'etq' logo is followed by a dropdown arrow and a search icon. The environment is identified as 'DEVELOPMENT'. On the right, there is a waffle menu icon and a user profile icon labeled 'SS' with 'Development' below it.

Below the navigation bar, the 'All Modules' section is displayed. A grey banner contains the instruction: 'Select stars to favorite up to (6) modules. Your favorite modules will appear in the waffle menu drop down in the upper right so that you can access your favorite modules any time.' Below this banner, four module cards are shown:

- Audits and Surveys**: Includes an information icon and a blue star icon.
- Corrective Action (CAPA/SCAR)**: Includes an information icon and a white star icon. A tooltip labeled 'Mark as favorite' points to this star icon.
- Supplier Quality**: Includes an information icon and a white star icon.
- Suppliers, Materials and Chemicals**: Includes an information icon and a white star icon.

# 3.3 Navigating a module landing page

The screenshot shows the 'Audits and Surveys' module landing page. The page title is 'Audits and Surveys' and it includes a 'Close Module' button. The main content area is titled 'My Assignments' and contains a table with the following data:

Type	Phase	Number	Due Date ↑
Supplier Audits - Supplier Audits	Supplier Approval	S-02033	Jan 15, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Response	SAN-02023	Jan 15, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Response	SAN-02024	Jan 15, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Implement	SAN-02010	Jan 27, 2021
Supplier Audits - Supplier Audits	Supplier Approval	S-02056	Feb 23, 2021
Supplier Audits - Supplier Audits	Supplier Approval	S-02069	Mar 5, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Response	SAN-02032	Mar 13, 2021

My Assignments section displays the documents that are assigned to you within that module.

# 3.4 Navigating a module landing page

The screenshot shows the 'Audits and Surveys' module interface. The top navigation bar includes the 'etq' logo, a search icon, and the current environment 'DEVELOPMENT'. The main header displays 'Audits and Surveys' with a 'Close Module' button. Below the header, there are buttons for '+ New Document' and 'Reload'. The left sidebar shows a tree view of folders, with '1. Supplier Audit' expanded to show sub-folders like '1. Open' and '2. Supplier Audit Noncompliance'. The 'by Number' sub-folder is selected. The main content area shows a table titled '1. Supplier Audit\1. Open\by Number' with the following data:

	Audit Number	Audit Name	Audit Category	Assigned	Lead Auditor	Current Phase	Due Date
<input type="checkbox"/>	S-02004	Test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Dec 18, 2020
<input type="checkbox"/>	S-02007	test	Supplier	Illumina Representative	MFTest	Conduct	Dec 31, 2020
<input type="checkbox"/>	S-02008	test	Supplier	Illumina Representative	MFTest	Quality Approval	Jan 14, 2021
<input type="checkbox"/>	S-02010	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 30, 2021
<input type="checkbox"/>	S-02014	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Quality Approval	Jan 22, 2021
<input type="checkbox"/>	S-02016	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 15, 2021
<input type="checkbox"/>	S-02017	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Jan 15, 2021
<input type="checkbox"/>	S-02018	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Initiate	Mar 26, 2021
<input type="checkbox"/>	S-02019	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Jan 21, 2021
<input type="checkbox"/>	S-02021	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Jan 15, 2021
<input type="checkbox"/>	S-02022	Test	Supplier	Illumina Representative	Fedoseyeva, Maria	Initiate	Jan 15, 2021
<input type="checkbox"/>	S-02032	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 16, 2021
<input type="checkbox"/>	S-02033	test	Supplier	Sabine Sabine	Fedoseyeva, Maria	Supplier	Jan 15, 2021
<input type="checkbox"/>	S-02037	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 30, 2021
<input type="checkbox"/>	S-02039	tewst	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Feb 1, 2021

Navigate the folder structure to view specific sets of documents.

You can order column data in ascending/descending order by clicking on the header.

- Reload: Refreshes the data.
- Advanced Filter: Define filter criteria, ability to save filter.
- Reset: Removes applied filters or searches.
- Expand Rows: Widens rows as needed. You can also manually resize columns by dragging the grey dividing lines in the header
- Export view: Ability to export data in the view to PDF or Excel.

# 3.5 Navigating the document: General Information

The screenshot displays the etq system interface for a document titled "Supplier Audits # S-02032". At the top, there is a navigation bar with the etq logo, a search icon, and a "Audits and Surveys" menu. Below this, a breadcrumb trail shows "Supplier Audits # S-02032". The main content area features a workflow progress bar with six phases: "Initiate", "Conduct", "Quality Approval", "Supplier Acknowledgement", "Complete", and "Void". The "Supplier Acknowledgement" phase is highlighted in red, indicating a due date in the past, with a tooltip showing "Assigned List" and "Illumina Representative". To the right of the progress bar are buttons for "Close", "Save", "Save & Close", and "Send". Below the progress bar, a sidebar on the left contains a navigation menu with sections for "Initiate", "Supplier Conduct", and "Access Control". The main content area is divided into two sections: "Audit Information" and "Supplier Information". The "Audit Information" section contains a table with the following data:

Audit Number	S-02032		
Audit Name	test		
Audit Category	Audit Method	Audit Type	Location(s)
Supplier	On-Site	Qualification	—
Audit Start Date	Audit End Date	Lead Auditor	Audit Team
Jan 14, 2021	Jan 23, 2021	Fedoseyeva, Maria	—
Audit Attachments			0 File(s)
No Files			

The "Supplier Information" section is partially visible at the bottom, showing a "Collapse All" button and a "Selected" status.

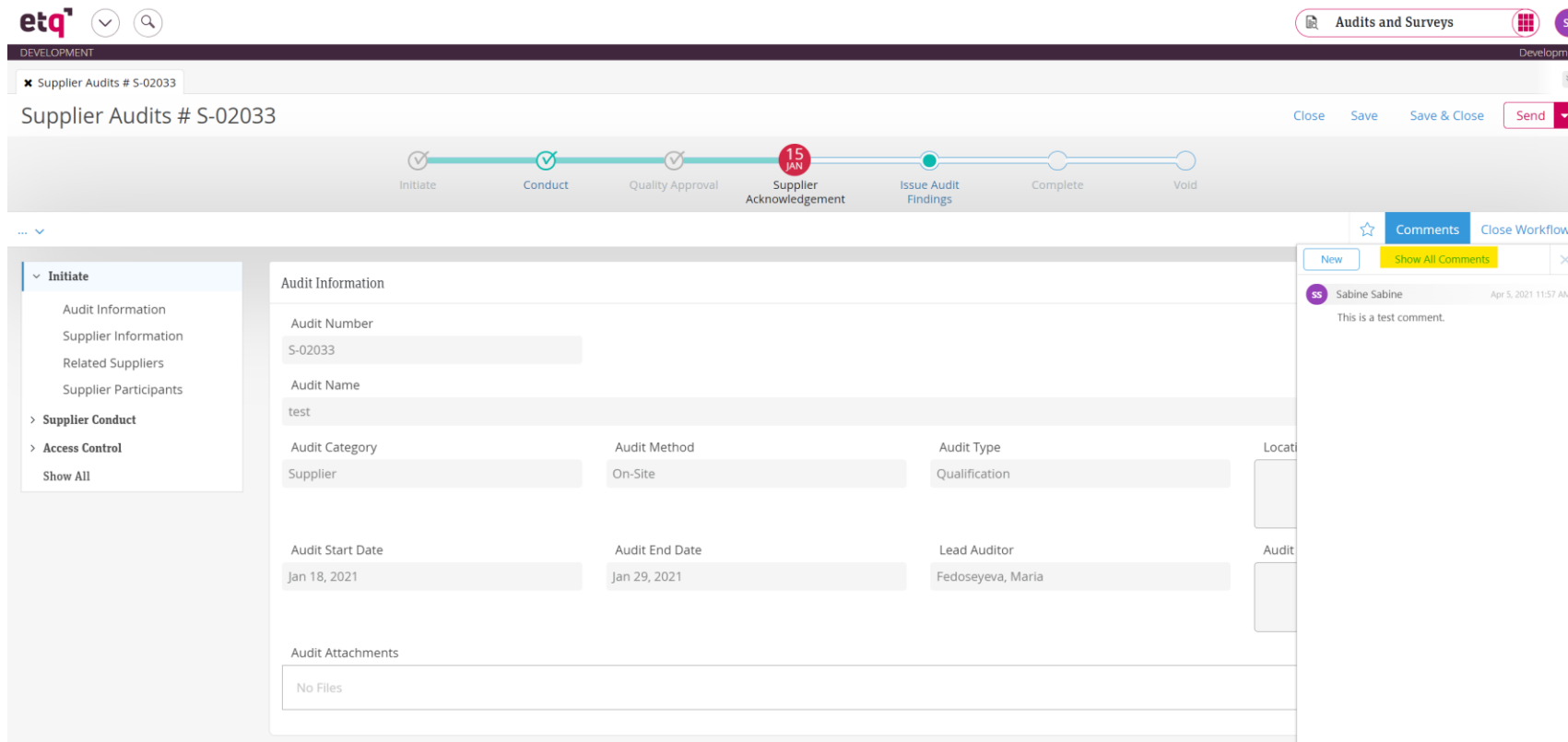
Clicking on the phase in the workflow will display the assigned user.

The color of the phase indicates the status:

- **Blue:** Due date is in the future.
- **Yellow:** Due date is today.
- **Red:** Due date is in the past.

You can close the workflow panel for more room on your screen.

# 3.6 Navigating the document: Comments Log



In the Comments log, you can communicate with your other team members.

To view comments made during phase routes to/from Illumina representatives, select 'Show All Comments' for a full log.

Comments made during phase routing are also included in the system notification emails.

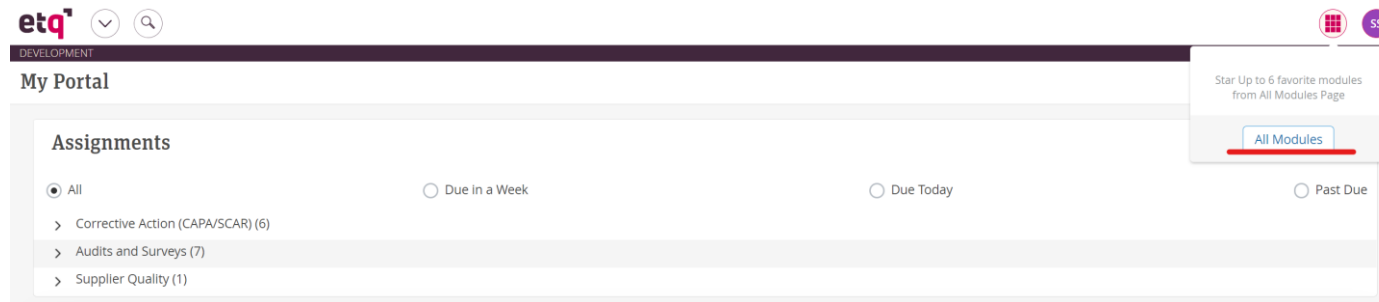
# Managing your contacts

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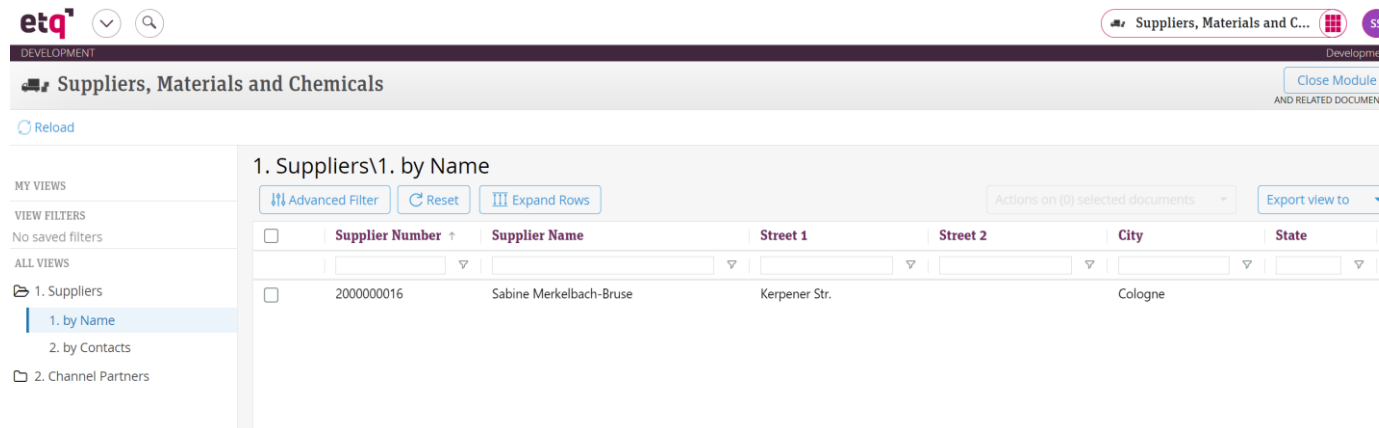


# 4.1 Creating additional contact profiles

1. Navigate to the Suppliers, Materials, and Chemicals (SMC) Module: Click on the Waffle Menu, select All Modules, and locate the SMC module.



2. Navigate to All Views > Suppliers > by Name. This displays all of the supplier profiles for which you are a contact to. Select the supplier profile.



3. Select the blue 'Add Contact' button and enter the contact information in the section below. The **email you enter will become the new contact's login username** (underlined below in blue).

4. Once all information is correct, click the 'Save' button in the top right corner (underlined below in red). The new contact profile is now created and the Welcome to RCP email is sent to the email underlined below in blue.

The screenshot shows the 'Supplier Profile' page for 'Supplier Profile # 2000000016'. The page is divided into two main sections: 'Information' and 'Contacts'.

**Information Section:**

- Supplier Number: 2000000016
- Supplier Name: Sabine Merkelbach-Bruse
- Classification:  Inactive  Channel Partner
- Phone:
- Email: sabine.merkelbach-bruse@uk-koeln.de
- Street 1: Kerperner Str.
- Street 2:
- City: Cologne
- State:
- Zip: 50937
- Country: DE
- Region:

**Contacts Section:**

There is an 'Add Contact' button. Below it is a table of contacts:

First Name	Middle Initial	Last Name	Email	Inactive
Sabine	<input type="text"/>	Sabine	Sabine@fake.com	<input type="checkbox"/>
Sabine2	<input type="text"/>	Sabine2	Sabine2@fake.com	<input type="checkbox"/>

The email field for the second contact, 'Sabine2@fake.com', is highlighted in blue. The 'Save' button in the top right corner of the page is highlighted in red.



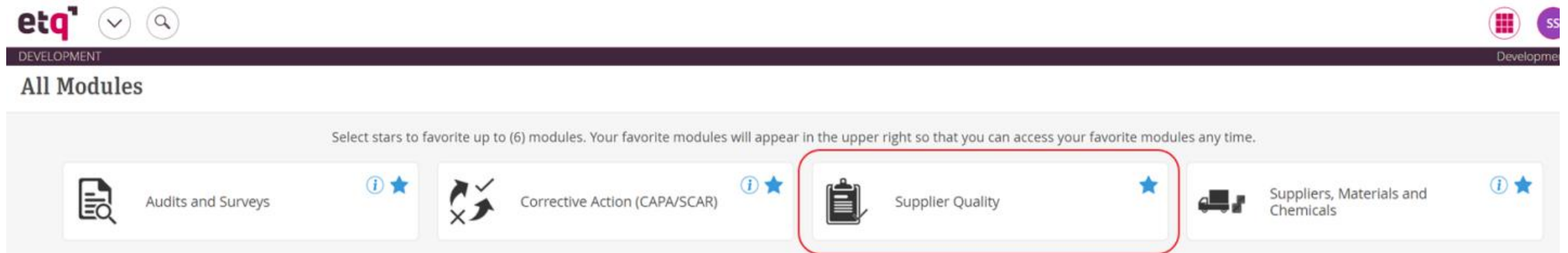
# How to submit Supplier Change Notification & Supplier Requested Deviation

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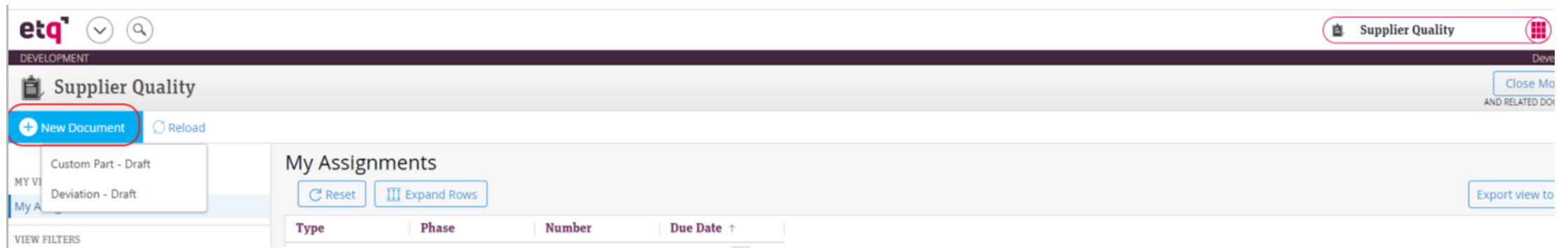


## 5.1 How to submit SCN and Supplier Requested Deviation

1. Navigate to the Supplier Quality Module: Click on the Waffle Menu, select All Modules, and locate the Supplier Quality module.



2. Select New Document. For SCN, select Custom Part – Draft. For Deviation, select Deviation – Draft.



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# Have questions or concerns?

Reach out to your Illumina contact directly

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