Technical Data Retrieval System (TDRS): Supplier and Customer User Training
Overview
Overview

• Supplier Users
  – CEN WF Tasks
  – View Specific Part and/or Drawing Data
  – Submit Mylar Requests
  – Proxy Settings

• Customer Users
  – View Specific Part and/or Drawing Data
TDRS Overview
For Supplier Users
CEN Workflow Tasks
TDRS – Supplier Users
(CEN Workflow Task – Domestic/Foreign Supplier)

• In TDRS (You can action on a CEN Workflow task)
  • Access the task
    – E-mail
    – My CEN Tasks
  • Task Options
    – Task Details
    – Task Attachments
    – Task Comments
  • CEN hyperlink
    – CEN Details
    – CEN Part Numbers
    – CEN Attachments
  • CEN Workflow Actions
    – Accept
    – Reject
    – Delegate
    – Cancel
Note: The CEN Workflow task can be accessed by the e-mail generated by TDRS to the Supplier.

Click the hyperlink to access the task directly.

Dear Mark Maier,

There is a new Northrop Grumman TDRS CEN 20989 workflow task that requires your attention. Please open the task by clicking here.

This message was generated by a TDRS CEN Workflow. Please do not reply.
TDRS – Supplier Users
(CEN Workflow Task – Domestic/Foreign Supplier)

Note1: The CEN Workflow task can be accessed from the TDRS application directly.

Click My CEN Tasks.

Note2: The hyperlink associated with the CEN Workflow number takes you to the CEN details page (See slide 12).

Click Change Effectivity Notice dropdown.

Click Action button for the appropriate CEN Workflow task.
TDRS – Supplier Users
(CEN Workflow Task – Domestic/Foreign Supplier)

Note: The Task Details page displays the task instructions and allows the user to take action on the task.
Note: The Attachments page displays any attachments associated with the CEN Workflow and allows the Supplier to add any additional attachments needed for completion of the CEN Workflow task.

Click browse to find the desired attachment to add to the CEN Workflow.

Add a description.

Click Upload to add the attachment to the CEN Workflow.
Note: The Comments page displays any comments that have been added previously and are associated with the CEN Workflow.
From the CEN Workflow task page, Click on the CEN hyperlink

Note: The CEN hyperlink allows the user to view the associated Change Effectivity Notice (CEN).
TDRS – Supplier Users
(CEN Workflow Task - Domestic/Foreign Supplier)

Details
Change Effectivity Notice 26434

Program: E-2
Model: E-2C
Revision Number: 0
Created By: Maier, Mark [US] (ES)
Date: 10/02/2019
Supplier To: A & D Precision Mfg., Inc
From: NORTHROP GRUMMAN CORPORATION
Purchase Order Number:
Change Review Board:
Aircraft Change Directive:
Request For Change Or Information:
Miscellaneous:
Description Of Change: Test
Project: Test
Last Modified By: Maier, Mark [US] (ES)
Last Modified On: 10/02/2019 11:53:39 AM

Effectivity
Priority Due In Stock Date: 10/11/2019
Buy Responsibility:
Supplier Production Effectivity:
Supplier Spare Units:
NGC Production Effectivity:
NGC Spare Units:

Note: The Details page displays the details of the CEN.
Note1: Workflow displays the overview status of the CEN Workflow.

Note2: PDF allows for the creation of a .pdf version of the CEN.

Note3: Back to Search displays the CEN search feature.
Note: The Part Numbers page displays the part numbers that are associated with the CEN.
TDRS – Supplier Users
(CEN Workflow Task - Domestic/Foreign Supplier)

Note: The Attachments page displays the attachments that are associated with the CEN.
TDRS – Supplier Users
(CEN Workflow Task - Domestic Supplier)

Note1: By accepting, the Domestic Supplier agrees with what they are being asked to do. This also ends the CEN Workflow.

Note2: If you Reject, it gets sent back to the Methods Engineer.

Note3: Delegate allows you to delegate another Supplier.

Note4: As a Domestic Supplier, if you intend to Reject, there are 7 canned reasons and Other. If you choose other, then you should add a comment as to why.

Select Accept
**Note1:** By approving, the Foreign Supplier agrees with what they are being asked to do. This also ends the CEN Workflow.

**Note2:** If you Reject, it gets sent back to the Methods Engineer.

**Note3:** Delegate allows you to delegate another Supplier.

**Note4:** As a Foreign Supplier, if you intend to Reject, there are 7 canned reasons and Other. If you choose other, then you should add a comment as to why.
TDRS – Supplier Users
(My Technical Data Packages)

• In TDRS you can view a complete list of all TDPs that a Supplier has been authorized access to.
  • From the TDRS Home Page, Click My Technical Data Packages
Note: Complete list of all TDPs that a Supplier is authorized access to. The list has hyperlinks to the appropriate TDP. The list is searchable.
TDRS Overview
For Supplier Users
View Specific Part and/or Drawing Data
TDRS – Supplier Users
(Search by Drawing Number)

• In TDRS (You can search by specific Drawing Package, or Drawing Number)
  • From the TDRS Home Page Enter the specific drawing package you have access to; Apply any Filters; and click the Search button
  • Click the Drawing Package Icon to Open
    – Here you can view Details, Drawing Packages, Part Documents, Drawing Revisions, EO’s, All Drawing Packages, and All Drawing Revisions
• Click on the .pdf file
### TDRS – Supplier Users

**Search by Drawing Number**

<table>
<thead>
<tr>
<th>Drawing Number</th>
<th>Revision</th>
<th>Description</th>
<th>Title</th>
<th>File Name</th>
<th>Program</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>123-201W</td>
<td>A*</td>
<td>Drawing Package</td>
<td>N/A</td>
<td>E-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123-201W</td>
<td>MAX A</td>
<td>Technical Data Package</td>
<td>N/A</td>
<td>E-2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note 1:** The result is a complete list associated with the search criteria.

**From the TDRS Home Page**
- Enter `<Drawing Number>`

**In Program, select the program**
- `E-2`

**In Filter by, select Drawing Packages**
- `Drawing Packages`

**Click the Search Button**

**Note 2:** The latest revision will be highlighted in green, be at the top of the list, and have an asterisk next to the revision number.
Click the Drawing Package icon.
Click Drawing Sheets

Under Actions, you can open a drawing sheet document

Note: Here you can view Details, Drawing Sheets, Change Notices, List Documents, and Miscellaneous Documents
TDPGetPart Search

• In TDP
  • Click TDPGetPart and Enter a Drawing Number and click Get Part Folder
    – Enter 123H10014 (This returns a list of all folders associated with the drawing number)
  • Select the appropriate folder

• In TDRS
  • From the TDRS Home Page
    – Enter a Part Number and any Filters then click the search button
    – Click the icon next to the Part Document to open
    – Click on the Part Documents navigation on the side
    – Select the appropriate item
TDRS – Supplier Users
(Search by Part Number)

Note: The result is a list of Part documents

Click the Part Icon

From the TDRS Home Page Enter <Drawing Number>

In Program, select the program

In Filter by, select Drawing Packages

Click the Search Button
TDRS Overview
For Supplier Users
Submit Mylar Requests
Submit Mylar Request

• In TDRS

• From the TDRS Home Page
  – Enter a Drawing Number and any filters then click the search icon
  – Click the Icon next to the Drawing Document to open
  – Click the Drawing Sheets tab
  – Click Order Mylar button
  – Fill out the request form and click Send
Enter Drawing Number in the search field.

Select filter criteria.

Click the search button.
Click on the icon next to the appropriate drawing package.

Note: Use the additional filters if necessary.
### Drawing Package Drawing Sheets

#### Program E-2

Revision Release Date: [Order Mylar]

<table>
<thead>
<tr>
<th>File Name</th>
<th>Revision</th>
<th>Frame Number</th>
<th>Sheet Type</th>
<th>Sheet Number Prefix</th>
<th>Sheet Number Suffix</th>
<th>Sheet Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001-0102</td>
<td>A*</td>
<td>1</td>
<td>Drawing</td>
<td>0001</td>
<td></td>
<td>j</td>
</tr>
<tr>
<td>0001-0202</td>
<td>A*</td>
<td>2</td>
<td>Drawing</td>
<td>0001</td>
<td></td>
<td>j</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

Click on the Drawing Sheets Tab.
Click Order Mylar.
Select the file name(s) by clicking the check box.

Enter/Edit Company in the Company field.

Enter/Edit User Name in the User Name field.

Enter Mailing Address in the Mailing Address field.

Enter/Edit Email in the Email field.

Enter Phone number in the Phone field.

Select the criticality from the Criticality dropdown menu.

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Click Send.
TDRS Overview
For Supplier Users
Proxy Settings
User Proxy Settings

- Allows for the selection of someone else within your group to your CEN Workflow tasks
- Once selected, all of your assigned CEN Workflow tasks will be routed to this individual
- Once deselected, all CEN Workflow tasks will return to the original user
User Proxy Settings

Click the dropdown next to your user name and click Proxy Settings.

Note: By selecting a Proxy, all CEN Workflow tasks will be routed to the selected individual until the proxy is removed.

Click Select New Proxy.
User Proxy Settings

Workflow task proxy assignment

Enter user name.

Click Search.

Note: You can only select users that are in your Supplier group.
User Proxy Settings

Note: You can only select users that are in your Supplier group.

Click Select next to the desired name.
User Proxy Settings

Workflow task proxy assignment

Warning: Please verify that you are selecting the correct individual when setting your proxy and your proxy is assigned to the same workflow role as yourself.

Proxy Assigned To: Maier, Mark (US) (ES)

Select New Proxy  Remove Proxy

Note: A Proxy has been assigned. All CEN Workflow tasks will now be routed to this individual.
User Proxy Settings

Workflow task proxy assignment

Warning: Please verify that you are selecting the correct individual when setting your proxy and your proxy is assigned to the same workflow role as yourself.

Proxy Assigned To: Maier, Mark [US] (ES)

Select New Proxy  Remove Proxy

Note: Once the Proxy has been removed, all tasks will be routed back to the original user.

Click Remove Proxy to remove the assigned CEN Workflow tasks proxy.
TDRS Overview
For Customer Users
View Specific Part and/or Drawing Data
TDRS – Customer Users
(Search by Drawing Number)

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    – Here you can view Details, Drawing Packages, Part Documents, Drawing Revisions, EO’s, All Drawing Packages, and All Drawing Revisions
• Click on the .pdf file
TDRS – Customer Users
(Search by Drawing Number)

Note 1: The result is a complete list associated with the search criteria.

From the TDRS Home Page Enter <Drawing Number>

In Program, select the program

In Filter by, select Drawing Packages

Click the Search Button

Note 2: The latest revision will be highlighted in green, be at the top of the list, and have an asterisk next to the revision number.
Search for Technical Data

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Click the Drawing Package icon.
Click Drawing Sheets

Under Actions, you can open a drawing sheet document

Note: Here you can view Details, Drawing Sheets, Change Notices, List Documents, and Miscellaneous Documents
TDPGetPart Search

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  - Click TDPGetPart and Enter a Drawing Number and click Get Part Folder
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  - Select the appropriate folder
- In TDRS
  - From the TDRS Home Page
    - Enter a Part Number and any Filters then click the search button
    - Click the Icon next to the Part Document to open
    - Click on the Part Documents navigation on the side
    - Select the appropriate item
TDRS – Customer Users
(Search by Part Number)

Note: The result is a list of Part documents

From the TDRS Home Page Enter <Part Number>

In Program, select the program

In Filter by, select Part Documents

Click the Search Button

<table>
<thead>
<tr>
<th>Search: (Enter a minimum 3 characters long search keyword)</th>
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<tbody>
<tr>
<td>123H10014-1160</td>
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<tbody>
<tr>
<td>123H10014</td>
<td>Y</td>
<td>Part Document</td>
<td>N/A</td>
<td>123H10014-1160 REV 000 Y13 PC.pdf</td>
</tr>
</tbody>
</table>

Program: E-2

Release Date: N/A

Click Icon
Click on the File to view the document