Aggregate Supplier Target Letter Form

Select the Project - Must have "Supplier" Role

1. Select "Projects"

2. Select the project

3. Select "Edit"
Aggregate Supplier Target Letter Form

Create New Form - Must have “Supplier” Role

1. Select “Aggregate Supplier Target Letter Form”
2. Select “New”
Submit Target Information - Must have “Supplier” Role

1. Enter material information
2. Enter target gradation
3. Enter aggregate properties
4. Select “Submit”
5. Provide notes
6. Upload documents
7. Select “OK”
Aggregate Supplier Target Letter Form

Lab Manager Review- Must have “Field Lab Manager” Role

1. Select “Aggregate Supplier Target Letter Form”
2. Target letter must be “Review” stage
3. Select target letter
4. Select “Edit”
Aggregated Supplier Target Letter Form

Lab Manager review - Must have "Field Lab Manager" Role

1. Review material information
2. Review target gradation
3. Review aggregate properties
4. Select "Approve"
5. Provide notes
6. Upload documents
7. Select "OK"
Workflow Status is “Approved”