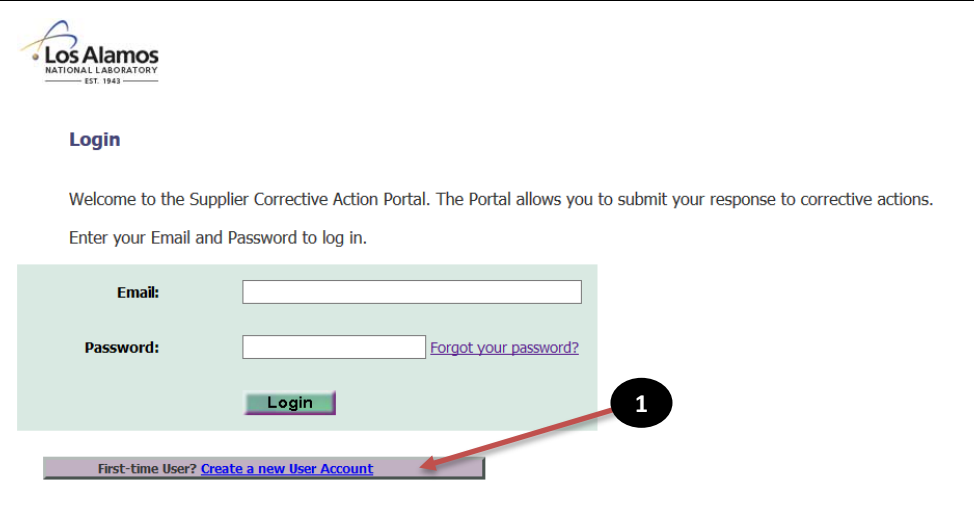
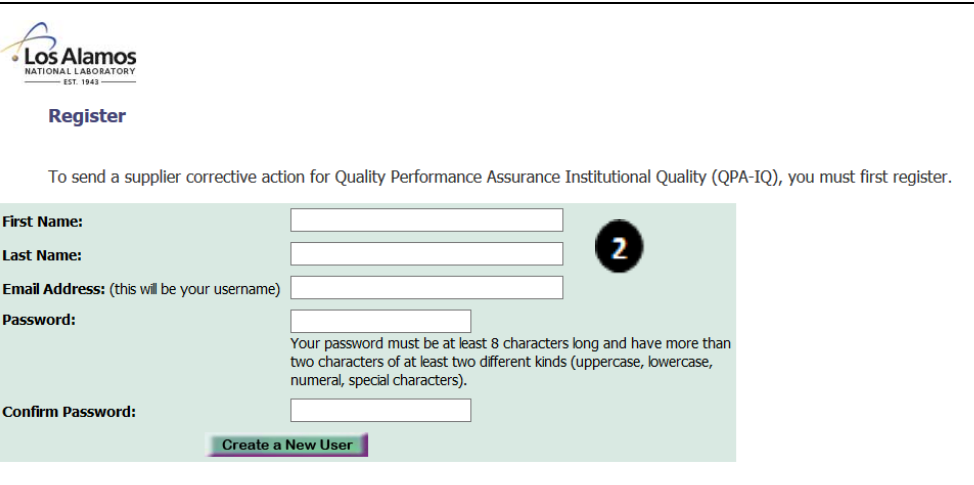
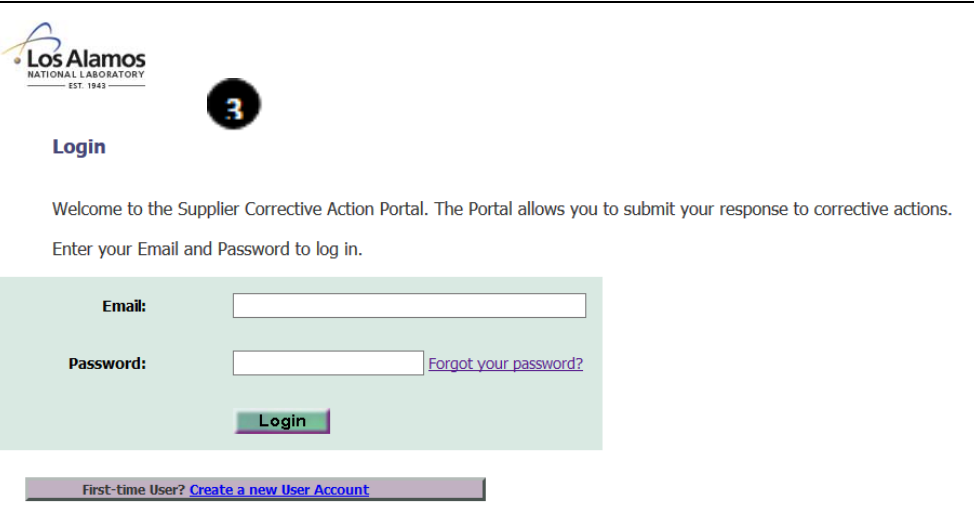
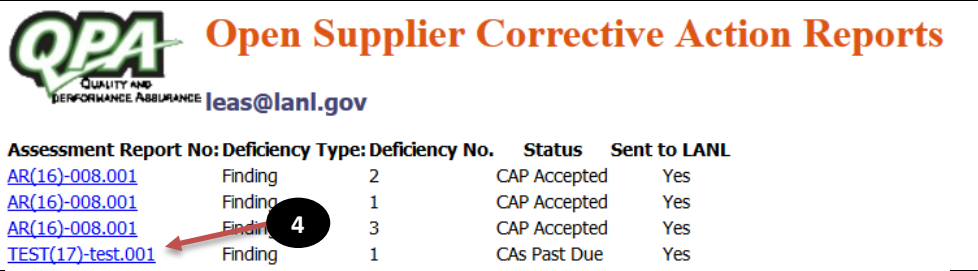
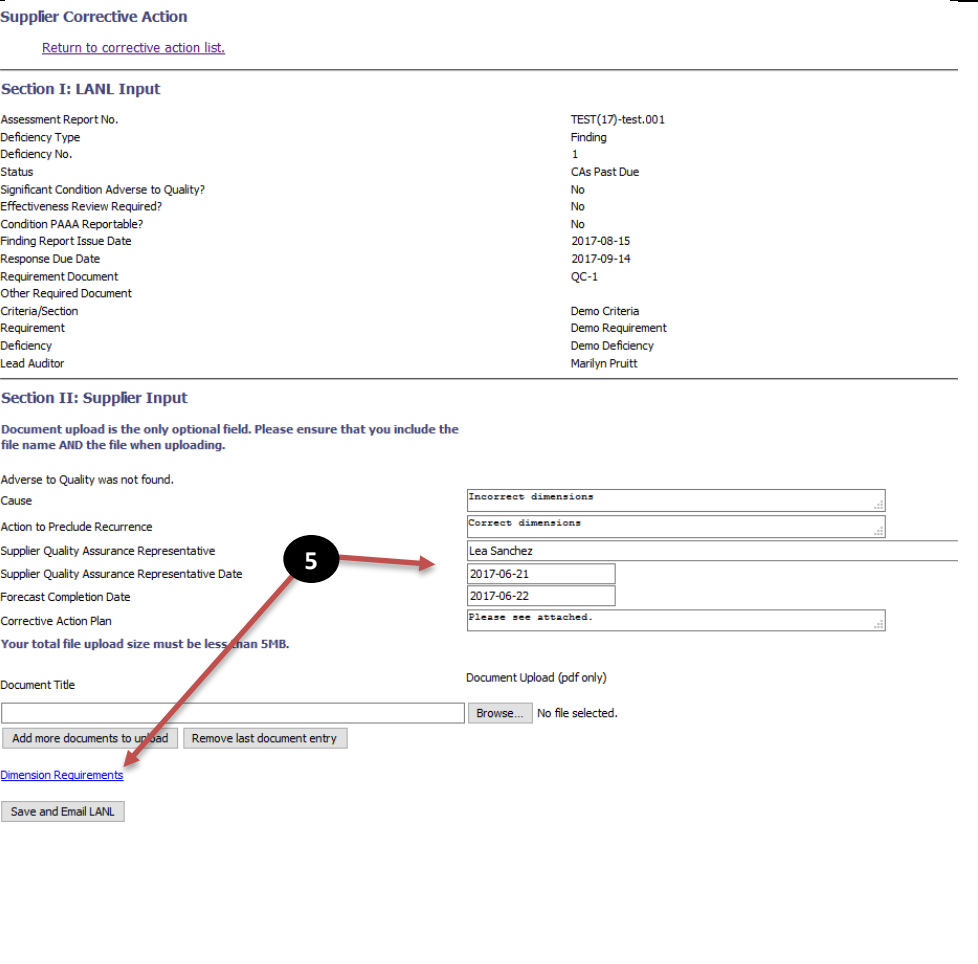
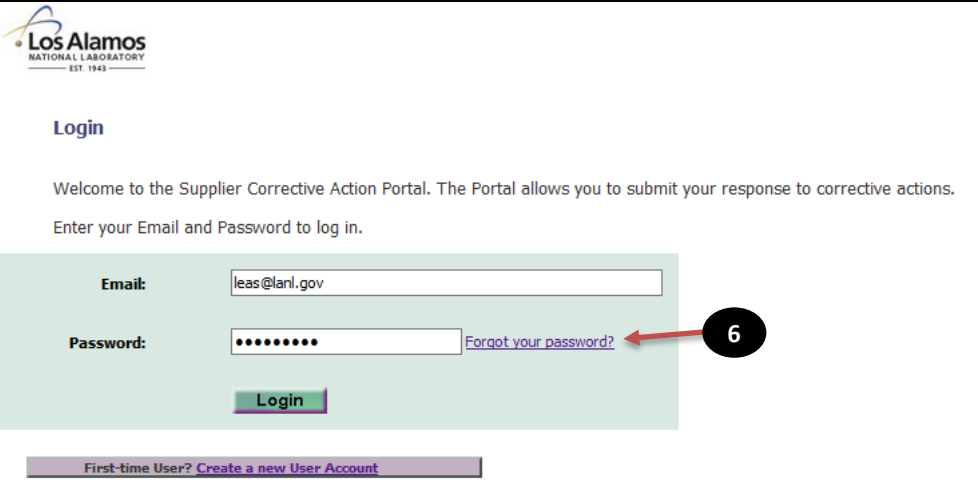


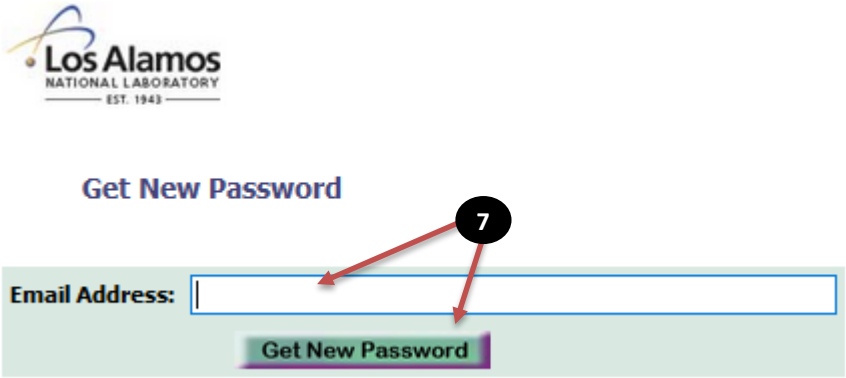
SCARS SUPPLIER JOB AID

CREATE NEW USER ACCOUNT

<p>1</p>	<p>Navigate to https://scars.lanl.gov/ Click on Create a new User Account</p>	
<p>2</p>	<p>Fill out information. All fields are required.</p>	
<p>3</p>	<p>Once you have created your account, enter your Email (user name) and Password to log in.</p>	

<p>4</p>	<p>Once logged in, select your SCAR.</p>	 <p>QPA Open Supplier Corrective Action Reports <small>QUALITY AND PERFORMANCE ASSURANCE</small> leas@lanl.gov</p> <table border="1"> <thead> <tr> <th>Assessment Report No:</th> <th>Deficiency Type:</th> <th>Deficiency No.</th> <th>Status</th> <th>Sent to LANL</th> </tr> </thead> <tbody> <tr> <td>AR(16)-008.001</td> <td>Finding</td> <td>2</td> <td>CAP Accepted</td> <td>Yes</td> </tr> <tr> <td>AR(16)-008.001</td> <td>Finding</td> <td>1</td> <td>CAP Accepted</td> <td>Yes</td> </tr> <tr> <td>AR(16)-008.001</td> <td>Finding</td> <td>3</td> <td>CAP Accepted</td> <td>Yes</td> </tr> <tr> <td>TEST(17)-test.001</td> <td>Finding</td> <td>1</td> <td>CAs Past Due</td> <td>Yes</td> </tr> </tbody> </table>	Assessment Report No:	Deficiency Type:	Deficiency No.	Status	Sent to LANL	AR(16)-008.001	Finding	2	CAP Accepted	Yes	AR(16)-008.001	Finding	1	CAP Accepted	Yes	AR(16)-008.001	Finding	3	CAP Accepted	Yes	TEST(17)-test.001	Finding	1	CAs Past Due	Yes					
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AR(16)-008.001	Finding	3	CAP Accepted	Yes																												
TEST(17)-test.001	Finding	1	CAs Past Due	Yes																												
<p>5</p>	<p>Once in your SCAR, update Section II and fill out required fields.</p> <p>Upload documentation for objective evidence. Once file is uploaded, file name will appear at bottom.</p>	 <p>Supplier Corrective Action</p> <p>Return to corrective action list.</p> <p>Section I: LANL Input</p> <table border="1"> <tr> <td>Assessment Report No.</td> <td>TEST(17)-test.001</td> </tr> <tr> <td>Deficiency Type</td> <td>Finding</td> </tr> <tr> <td>Deficiency No.</td> <td>1</td> </tr> <tr> <td>Status</td> <td>CAs Past Due</td> </tr> <tr> <td>Significant Condition Adverse to Quality?</td> <td>No</td> </tr> <tr> <td>Effectiveness Review Required?</td> <td>No</td> </tr> <tr> <td>Condition PAAA Reportable?</td> <td>No</td> </tr> <tr> <td>Finding Report Issue Date</td> <td>2017-08-15</td> </tr> <tr> <td>Response Due Date</td> <td>2017-09-14</td> </tr> <tr> <td>Requirement Document</td> <td>QC-1</td> </tr> <tr> <td>Other Required Document</td> <td></td> </tr> <tr> <td>Criteria/Section</td> <td>Demo Criteria</td> </tr> <tr> <td>Requirement</td> <td>Demo Requirement</td> </tr> <tr> <td>Deficiency</td> <td>Demo Deficiency</td> </tr> <tr> <td>Lead Auditor</td> <td>Marilyn Pruitt</td> </tr> </table> <p>Section II: Supplier Input</p> <p>Document upload is the only optional field. Please ensure that you include the file name AND the file when uploading.</p> <p>Adverse to Quality was not found.</p> <p>Cause: <input type="text" value="Incorrect dimensions"/></p> <p>Action to Preclude Recurrence: <input type="text" value="Correct dimensions"/></p> <p>Supplier Quality Assurance Representative: <input type="text" value="Lea Sanchez"/></p> <p>Supplier Quality Assurance Representative Date: <input type="text" value="2017-06-21"/></p> <p>Forecast Completion Date: <input type="text" value="2017-06-22"/></p> <p>Corrective Action Plan: <input type="text" value="Please see attached."/></p> <p>Your total file upload size must be less than 5MB.</p> <p>Document Title: <input type="text"/></p> <p>Document Upload (pdf only): <input type="button" value="Browse..."/> No file selected.</p> <p><input type="button" value="Add more documents to upload"/> <input type="button" value="Remove last document entry"/></p> <p>Dimension Requirements</p> <p><input type="button" value="Save and Email LANL"/></p>	Assessment Report No.	TEST(17)-test.001	Deficiency Type	Finding	Deficiency No.	1	Status	CAs Past Due	Significant Condition Adverse to Quality?	No	Effectiveness Review Required?	No	Condition PAAA Reportable?	No	Finding Report Issue Date	2017-08-15	Response Due Date	2017-09-14	Requirement Document	QC-1	Other Required Document		Criteria/Section	Demo Criteria	Requirement	Demo Requirement	Deficiency	Demo Deficiency	Lead Auditor	Marilyn Pruitt
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<p>6</p>	<p>If password has been forgotten, click on Forgot your password?</p>	 <p>Los Alamos <small>NATIONAL LABORATORY EST. 1943</small></p> <p>Login</p> <p>Welcome to the Supplier Corrective Action Portal. The Portal allows you to submit your response to corrective actions.</p> <p>Enter your Email and Password to log in.</p> <p>Email: <input type="text" value="leas@lanl.gov"/></p> <p>Password: <input type="password" value="••••••••"/> Forgot your password?</p> <p><input type="button" value="Login"/></p> <p>First-time User? Create a new User Account</p>
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<p>7 Enter email address and click on Get New Password.</p>	
<p>8 An email will be sent to the address provided in order to reset password.</p> <p>Click on link in email to reset password.</p>	