

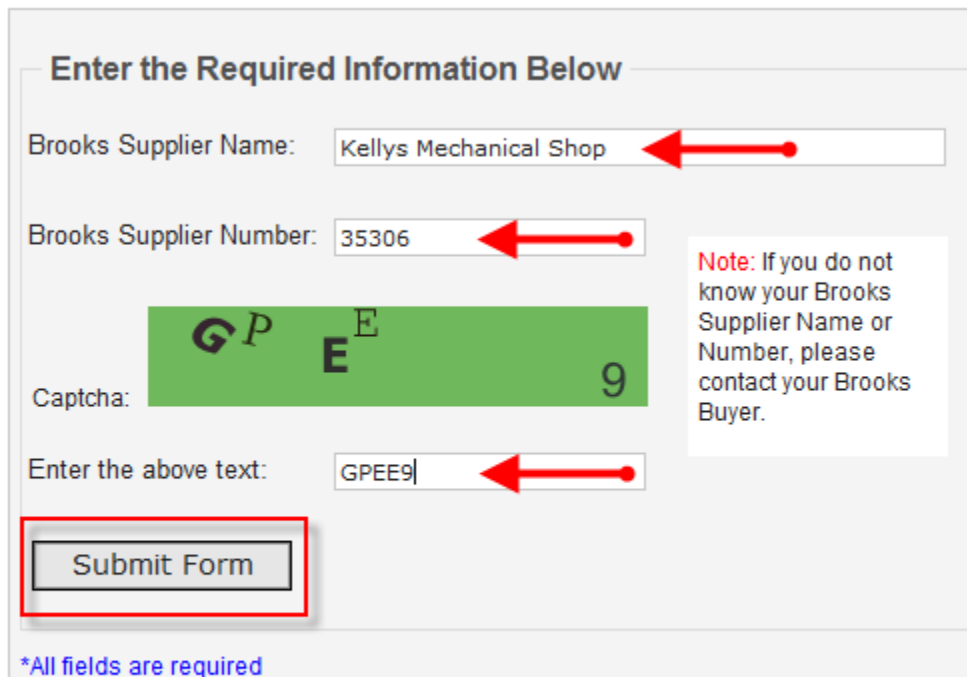
## Submitting a SIAR via Web-Based Form Work Instructions

**Audience: Suppliers without Agile Access**

**Last Updated Date: July 20, 2016**

1. Navigate to <http://www.brooks.com/my-brooks/suppliers/noindex/siar/>
2. Enter your **Brooks Supplier Name** and **Brooks Supplier Number** *exactly* how they appear on your Brooks Purchase Order. Enter the random characters as shown in the captcha box and click the **Submit Form** button.

**Note:** If you do not know your Supplier Name or Number, please contact your Brooks Buyer.



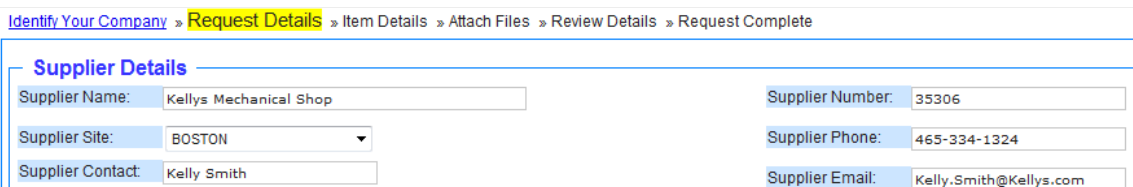
The screenshot shows a web form titled "Enter the Required Information Below". It contains the following fields and elements:

- Brooks Supplier Name:** A text input field containing "Kellys Mechanical Shop". A red arrow points to the right of the field.
- Brooks Supplier Number:** A text input field containing "35306". A red arrow points to the right of the field.
- Captcha:** A green rectangular box containing the characters "G P E E 9".
- Enter the above text:** A text input field containing "GPEE9". A red arrow points to the right of the field.
- Submit Form:** A button with a red border.
- Note:** A white box with a red border containing the text: "Note: If you do not know your Brooks Supplier Name or Number, please contact your Brooks Buyer."
- \*All fields are required** (text at the bottom left of the form area).

For additional information and training materials please review the [Supplier Initiated Action Request \(SIAR\) Training](#) documents. Thank you.

3. Enter your Contact Information into the designated fields.

**Note:** Select a value from the Supplier Site list of values, if one does not default. This value is the list of addresses Brooks has on file for your organization and should apply to the request you are submitting.



The screenshot shows the "Supplier Details" section of the SIAR submission process. It includes the following fields:

- Supplier Name:** Kellys Mechanical Shop
- Supplier Site:** BOSTON (dropdown menu)
- Supplier Contact:** Kelly Smith
- Supplier Number:** 35306
- Supplier Phone:** 465-334-1324
- Supplier Email:** Kelly.Smith@Kellys.com

Navigation links at the top: [Identify Your Company](#) » [Request Details](#) » [Item Details](#) » [Attach Files](#) » [Review Details](#) » [Request Complete](#)



4. Select the appropriate **Brooks Location** this SIAR pertains to

Brooks Location:

5. Select the **Brooks Buyer** you are working with; who should be notified of this incoming request

Brooks Buyer:

6. Select the type of SIAR from the **Change Class** list of values

Change Class:

7. Select Yes if this SIAR has an *IMMEDIATE* impact to the shipment, otherwise leave set to No

Immediate Impact to Shipment?:

8. Enter the **Description of Change** you are requesting

Description of Change:  
Diameter 3.5005 +.001/- .0000 in zone c4 on sheet 2 runs OHL by .002/.0025

(Maximum characters: 1000) You have  characters left.

9. Enter the **Reason for Change**; justifying your request

Reason for Change  
Justify why you need the change:  
Allow for oversize diameter described above.

(Maximum characters: 1000) You have  characters left.

10. When you have entered information into each of the fields on the form, click the **Next** button

11. Click the '**Add Item Information**' button to add a Brooks Item Number this request applies to

**- Item Details**

Identify the items associated with this request. On the Grid below, select the "Add Item Information" button to get started.

Brooks Item Number	Brooks Item Description	Brooks Item Revision	Waiver Requested?	Waiver Quantity	Waiver Start Date	Waiver End Date	Supplier PO Number

**Note:** At least one Item must be entered per SIAR.

12. Enter the Brooks Item information into the Item fields

**- SIAR Item Details**

Brooks Item Number:

Brooks Item Description:

Brooks Item Revision:



13. Identify whether or not a waiver is being requested as part of this SIAR. If a waiver is being requested, please select the type of waiver you are requesting (i.e. PO, Date or Quantity based).

Waiver Requested?:	No
	No
	Yes - (PO Specific)
	Yes - (Date Specific)
	Yes - (Quantity Specific)

14. If a waiver is NOT being requested, please go to Step 16 within this document.

15. If a waiver is being requested, please enter the waiver details based on the type of waiver selected

#### - Waiver Details

Waiver Quantity:	
Waiver Start Date:	30-Aug-2015
Waiver End Date:	30-Sep-2015
Supplier PO Number:	
PO Item Number:	199929
PO Item Description:	PLATE,SUPPORT,FLIP MODULE,\
PO Quantity:	

**Note:** The information required for each waiver type is identified below:

- PO Specific
  - Supplier PO Number
  - PO Item Number (which defaults in with the Item you entered, as you can see above)
  - PO Quantity
- Date Specific
  - Waiver Start Date
  - Waiver End Date
- Quantity Specific
  - Waiver Quantity

16. Click the **Save Item to Grid** button

Save Item to Grid

17. Repeat Steps 11-16 above for additional Brooks Item Numbers which apply to this request

18. **Note:** If you wish to remove an Item which was added, you may highlight the Item record in the grid and click the **Remove Selected Row from Grid** button

Remove Selected Row from Grid

19. Once all Brooks Items have been added, click the **Next** button

Next

20. If you have attachments to add to support your request, please click the **Browse** button to select your file. Be sure to enter an intuitive description of the file.

**Note:** A list of acceptable file types is listed.

#### Attach Files

**Add Another File**

You may upload multiple files. Use the button above to add another upload field. Your files will upload when you click 'Next'.

**File Uploader:**

File 1: C:\Users\kwhitney\Pictures\w... **Browse...**

File 1 Description: **Picture**

**Acceptable file types include:**

- **MS PowerPoint:** .ppt, .pptx, .pot, .pps, .pptx, .pptm, .potx
- **MS Word:** .doc, .docx, .dotx
- **MS Excel:** .xls, .xlt, .xlm, .xlsx, .xlsm, .xltx, .xltm, .xlsb, .xla, .xlam
- **Images:** .tif, .gif, .jpeg, .jpg, .png, .pdf
- **CAD:** .dwg, .dxf
- **Other:** .rtf, .txt, .csv, .zip

21. If you have more than one file to attach, click the **Add Another File** button

**Add Another File**

22. Once you are ready to move forward, click the **Next** button

**Next**



23. Review your request to ensure the information was entered properly. If all is good, click the **Submit SIAR** button. If edits are needed, click on the link to the page on the top of the screen, make the necessary edits and then click the **Submit SIAR** button.

[Identify Your Company](#) » [Request Details](#) » [Item Details](#) » [Attach Files](#) » [Review Details](#) » Request Complete

Thank You for using the Brooks Automation online SIAR request process.

Please review the data below before final submission:

**Supplier Details**

- Supplier Name: Kellys Mechanical Shop
- Supplier Number: 35306
- Supplier Site: BOSTON
- Supplier Contact: Kelly Smith
- Supplier Email: Kelly.Smith@Kellys.com
- Supplier Phone: 465-334-1324

**Brooks Details**

- Brooks Location: Chelmsford, MA
- Brooks Buyer: Saylor, Alfred D

**Change Request Details**

- Change Class: 8.2 - Waiver Only
- Immediate Impact to Shipment?: No
- Change Description: Diameter 3.5005 +.001/-0.000 in zone c4 on sheet 2 runs OHL by .002/.0025
- Change Reason: Allow for oversize diameter described above.

**Item 1 Details**

- Brooks Item Number: 199929
- Brooks Item Description: PLATE,SUPPORT,FLIP MODULE,VACUUM FLIPPER
- Brooks Item Revision: !
- Requested Change Date:
- Waiver Requested: Yes - (Date Specific)
- Waiver Quantity:
- Waiver Start Date: 2015-08-30 00:00:00.0
- Waiver End Date: 2015-09-30 00:00:00.0
- PO Number:
- PO Item Number: 199929
- PO Item Description: PLATE,SUPPORT,FLIP MODULE,VACUUM FLIPPER
- PO Quantity:

**Attached Documents**

- File1: picture.jpeg
  - Description: Picture



24. Once your SIAR has been submitted, you will receive the following email message from [SIARSubmittals@Brooks.com](mailto:SIARSubmittals@Brooks.com) with the SIAR attached in .PDF format

**Brooks SIAR Request**

SIAR Submittals

You forwarded this message on 9/3/2015 1:23 PM.

Sent: Thu 9/3/2015 1:14 PM

To: Whitney, Kelly

Message | SIAR\_93F91AA5-5056-9C48-C334EB8A20ABC222.PDF (19 KB)

A SIAR request has been submitted on behalf of AIREX CORPORATION at the SOMERSWORTH site.  
Reference ID: 93F91AA5-5056-9C48-C334EB8A20ABC222

Please review the attached PDF for more details.

**File Attachments:**

- File1: [xlt.xlt](#)
  - Description: .XLT
- File2: [csv.csv](#)
  - Description: .CSV
- File3: [xla.xla](#)
  - Description: .XLA



SIAR Submission ID: 93F91AA5-5056-9C48-C334EB8A20ABC222  
Submitted: 03-Sep-2015 01:14 PM

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**Supplier Details**

- Supplier Name: AIREX CORPORATION
- Supplier Number: 21023
- Supplier Site: SOMERSWORTH
- Supplier Contact: fasdfas
- Supplier Email: fasfda@dfadsf.com
- Supplier Phone: fdasfdsafdasf

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**Brooks Details**

- Brooks Location: Petaluma, CA
- Brooks Buyer: Carney, Anne

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**Change Request Details**

- Change Class: 8.4 - Suggested Improvement
- Change Description: fasdfasfadsfd
- Change Reason: fsdafsadfasfd
- Immediate Impact to Shipment?: No

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**Item 1 Details**

- Brooks Item Number: 114951
- Brooks Item Description: ASSY,PCB,Z-AXIS INTERCONNECT
- Brooks Item Revision: !
- Waiver Requested: Not Requested

- 
- Requested Change Date: 1900-01-01

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**Attached Documents**

- xlt.xlt
  - .XLT
- csv.csv
  - .CSV
- .xla.xla