

Title : SkyDocs System for Suppliers	
Document Number : SQ03-0268	Revision : 8

Document Details

Document Level:	Level 3
Record Type:	Controlled Document
Document Category:	L3: Non-Production Work Instruction
Document Author:	Monica V. Morales
Scope:	Skyworks - Global
Document Description:	Skyworks Level 3 Non-Production Work Instruction
Business Unit(s):	
Department(s):	Purchasing;Supplier Quality
Core Business Process(es):	Supplier Management
Site(s):	All
Area(s):	Skyworks Global

Related Documents

Document Number	Title	SharePoint URL
SQ01-0001[32]	SQ01-0001 - SKYWORKS QUALITY SYSTEM MANUAL	Click here to open document
SQ02-0020[44]	Supplier Quality Manual	Click here to open document

Approval History

No records to display.

1. Purpose

Explain to Skyworks' Suppliers how to access the Material Specifications by using SkyDocs.

2. Scope

This work instruction applies to Skyworks' suppliers that have a SkyDocs Account.

3. Responsibility

SQE or designee is responsible for uploading the latest and released Material Specification into the supplier folder in SkyDocs.

Supplier is responsible for reviewing the latest Material Specification posted in SkyDocs, distributing, implementing Skyworks requirements in their process, and updating their internal documentation as needed.

4. Definitions

Terminology	Definition
SkyDocs	Web-based enterprise-wide software portal used to share documents internally and externally
SQE	Supplier Quality Engineer

5. Work Instruction Steps

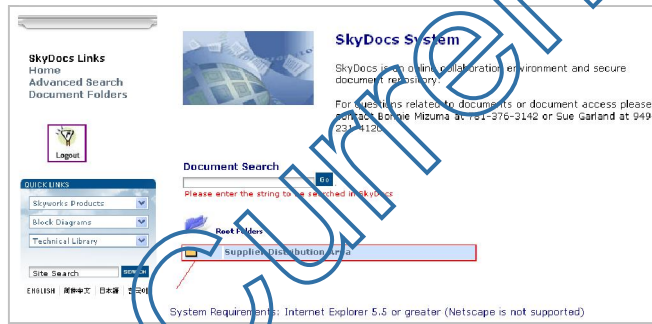
5.1. How to Access SkyDocs for Qualified / Approved Suppliers:

5.1.1. Skyworks suppliers can access Skydocs using this link: <http://irvmail.skyworksinc.com/skydocs/skydocs.nsf>

5.1.2. Add your user ID and Password



5.1.3. From the home page, select the "Supplier Distribution Area" folder.



5.1.4. Identify your company name and select the folder, the Material Specification list will show up.



5.1.5 Select the c



5.2. How to Access SkyDocs for Un-Qualified /Un- Un-Approved Suppliers:

- 5.2.1 Skyworks' suppliers can access Skydocs using this link: <http://irvmail.skyworksync.com/skydocs/skydocs.nsf>
- 5.2.2 Add your user ID and Password



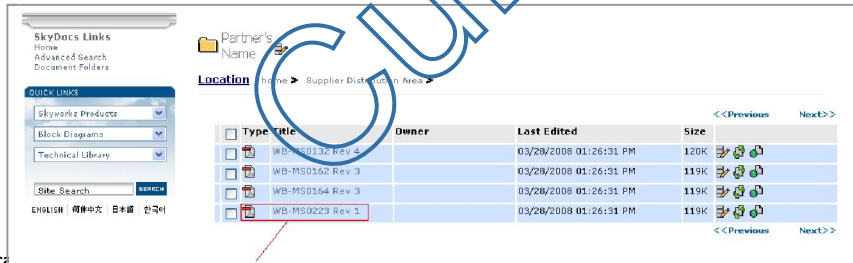
5.2.3 From the home page, select the "Supplier to be Qualified" folder.



5.2.4 Identify your company name and select the folder, the Material Specification list will show up



5.2.5 Select the document you want to review



5.3 SkyDocs Notification

Every time a file is added to your company's profile, an automatic e-mail will be sent to the contact person(s) or a generic email.



5.4 SkyDoc Login Request

SkyDoc access is requested through your SQE via email, once the username is created an email will be sent with the access information.

Skyworks prefers a generic account for this process where a group of people receives the change notification instead of relying on a single contact.

6 Quality Records

N/A

7 Associated Documents

Document Number	Document Title
SQ01-0001	Skyworks Quality System Manual
SQ02-0020	Skyworks Supplier Quality Manual

8 Reason for Change

<i>Number shall match Doc Header</i>	<i>When was the change promoted?</i>	<i>Who is promoting the change?</i>	<i>Describe the change made to this document</i>	<i>Explain what triggered the change</i>	<i>Identify positive or negative consequences to the organization</i>	<i>How do you plan to deploy this change and what will be the impact to associated documents?</i>	<i>What group will be responsible to execute this change?</i>
Revision	Date	Initiator	Change Description	Change Purpose	Potential Consequences	Deployment Strategy	Impacted Function
7	05/19/2022	Monica Morales	Updated Revision Level Typo	Update Document	Match revision history on this table	Document Release Notification	Quality
8	12/13/2023	Monica Morales	Work Instruction template used; re-write procedure and responsibilities added	Updated process and clarified supplier responsibilities to access SkyDocs for the latest Material Specification available	The supplier doesn't have the latest Material Specifications on their system	Document Approval	Quality / Supplier / Sourcing

Current