TL 9000 Data Submission Methods

Introduction

This paper describes the three methods available for submitting monthly TL 9000 data to the Measurements Repository System (MRS).

Available Methods

The three methods are:

1. **Manual** – the data is entered manually through an input form on-line
2. **Template** – the data is entered into a template file and then uploaded
3. **XML** – an XML based file is loaded via a machine to machine interface

Usage

Any of the three methods may be used. They may be used interchangeably. For example, one method may be used for the original submission and another method may be used for a re-submission. One method may be used one month and another the next month. It is recommended though that once an automated XML based input system is set up that it be used consistently.

Pros and Cons

There are benefits and detriments associated with each of the three methods. These are:

Manual
Benefits
- Requires no prior preparation, the data is simply typed into the system

Detriments
- Requires review for mistyped entries
- Requires retyping of all data each month
- Requires retyping of all data if re-submission is needed
- No standardized format record of the data submitted generated by the organization

Template
Benefits
- Provides organization generated record of the data that was submitted
- Can copy last month's file to prepare current month's data
- Can easily proofread for entry errors prior to submission
- Can have a second person proofread the data file prior to submission
- Resubmission requires only changing the erroneous data and uploading the template file again

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Detriments
- Requires system for filing submission files for easy retrieval
- Templates need to be changed when a new Category Table is released

XML

Benefits
- Once set up, fully automated submission
- Can be re-run for resubmissions

Detriments
- Typically requires IT support to set up
- Requires some sort of automated data collection and processing
- Requires special separate verification processes and documentation when set up and after changes

Instructions for Use

Manual

1. Log in to the TL 9000 portal at https://portal.questforum.org/.
2. Click on "Registrations" link found on the left side menu, opens the TL 9000 Registrations page.
3. Click on "Submit Data" link found in the Actions column against the registration you will submit data for. The "TL 9000 Data Submission" page displays, and the "Online Data Submission" tab is highlighted.
4. Click the Data Year drop down to select the submission year.
5. Click the Data Month drop down to select the submission month.
6. Click on Category Table drop down to select the Category Table.
7. Click on Category drop down to select the Category.
8. Click on the Data Template Option drop down to select the appropriate data template.
9. Change Product/Location if needed.
10. Enter a 16-character submission key. (This is something you create and must be visible characters. Spaces are not allowed.)
11. Click the "Continue" button.
12. Input your TL 9000 Measurement data in the text boxes as you are prompted.
13. When finished entering data, you can either check the data submitted without submitting it by clicking the "Validate but not Submit" button or click the submit button to submit the data.

> Be sure to save or print this page before clicking the Continue button. You will need it at your next audit. The report contains the data entered and the output values calculated by the system.

14. Once your data is submitted, you will receive a Data Submission Receipt (DSR) via e-mail. The DSR is needed at your next audit.

Template

In order to use this method of data submission, you need to download a data submission template file to your computer, fill in the appropriate values in the template and upload the template on the TL 9000 portal. The template files can be downloaded as a zip file (containing templates for all the categories) from web page https://tl9000.org/alerts/data_submissions.html. When filling in the template file, be sure to follow the instructions on the template paying special attention to the **NOTES** section. Changes to the format will cause the submission to fail.

1. Log in to the TL 9000 portal at https://portal.questforum.org/.
2. Click on Registrations link found on the left side menu, opens the TL 9000 Registrations page.
3. Click on "Submit Data" link found in the "Actions" column against the registration you will submit data for.
4. Click on the "Upload Template File Submission" tab on the TL 9000 Data Submission page.
5. Click on the browse button to select the template file on your computer to upload.
6. To upload the file, click on "Upload" button.

> Be sure to save or print this page before clicking the Continue button. You will need it at your next audit. The report contains the data entered and the output values calculated by the system.

7. You must click on "Upload" button to receive a Data Submission Receipt (DSR) via e-mail. The DSR is needed at your next audit.

XML

Please contact the TL 9000 Administrator through the "Contact Us" function on the TL 9000 web site (tl9000.org) to set up data submission via XML.

*** Summary Recommendations

For organizations with highly automated processes and the required IT support, an XML based process is recommended. If either of those two items are lacking, then the use of templates is highly recommended because of the decreased likelihood of typographical errors and the ease of re-submission of data when necessary.

*** 16-Character Submission Key

This 16 character submission key is used to encrypt your submission data in the MRS system. The characters can be any of the alphanumeric characters that will print on a standard printer (a - z, A - Z, 0 - 9) of your choosing. Invalid characters include space or blank and all control codes such as tab, backspace, enter, etc. This key must be present in all submission types. It can be the same or different each month.