

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 1 of 9

REVISION HISTORY			
Rev	Description of Change	Author	Approval Submit Date
1	Initial Release	Bonnie Mizuma	April 7, 2008
2	Update Approvers and Distribution list	Bonnie Mizuma	March 1, 2012
3	In Section 6.1.1 - Update SkyDocs URL Link for External partners	Bonnie Mizuma	May 1, 2013
4	Added section under 6.1.1 for "Not Approved Suppliers" Updated Page# in TABLE OF CONTENTS on Section 6 - 8	Bonnie Mizuma	July 30, 2014

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 2 of 9

TABLE OF CONTENTS			
Section	Section Name	Page Number (from)	Page Number (to)
1.0	Purpose	2	2
2.0	Scope	2	2
3.0	Process Objectives	2	2
4.0	Internal Applicable / External Reference Documents	3	3
5.0	Acronyms / Terminology and Description / Definition	3	3
6.0	Procedure	4	8
7.0	Quality Records (Process Outputs)	9	9
8.0	Document Responsibilities	9	9

1.0 Purpose

The purpose of this document is to explain Skyworks external documentation system (SkyDocs) to our partners.

2.0 Scope

This work instruction applies to Skyworks partners that have a SkyDocs account

3.0 Process Objective(s)

Ensure that Skyworks's requirements are:

- Known by our partners.
- Accessible to be reviewed in real time.
- Well communicated by improving our partners documentation access

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 3 of 9

4.0 Internal Applicable / External Reference Documents

INTERNAL APPLICABLE DOCUMENTS	
Document Number	Document Title
SQ01-0001	Skyworks Quality Manual
SQ02-0020	Skyworks Supplier Quality Manual
EXTERNAL REFERENCE DOCUMENTS	
Document Number	Document Title
None	None

5.0 Acronyms/ Terminology and Description / Definition

Acronyms / Terminology	Description / Definition
Partner	SubCon or Supplier that provides critical product or services to Skyworks.
SkyDocs	Web-based enterprise-wide software portal used to share documents internally and externally.
Subscription	SkyDocs function that allows to send automatic e-mail notifications to partners

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 4 of 9

6.0 Procedure

6.1 PROCEDURE

6.1.1 Accessing SkyDocs

6.1.2 Subscription from SkyDocs

6.1.1 Accessing SkyDocs

SkyDocs is a Web-based enterprise-wide software portal used by Skyworks to share documents internally and externally.

SkyDocs can be accessed by using the following link:

<http://irvmail.skyworksinc.com/skydocs/skydocs.nsf>

Note: System Requirements: Please ensure you are using **Internet Explorer 5.5** or greater. Netscape, Mozilla, Firefox are not supported.

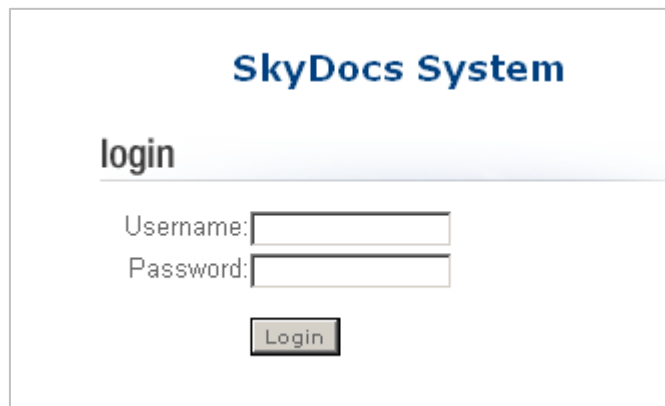
The following paragraphs will describe the steps necessary to access documentation in SkyDocs.

For Qualified / Approved Suppliers and Vendors:

Step 1:

- Access to the link above to login.
- Please enter your Username and Password.

Note: If you don't see the login screen appear, please make sure your window is expanded and scroll all the way down.



SkyDocs System

login

Username:

Password:

Step 2:

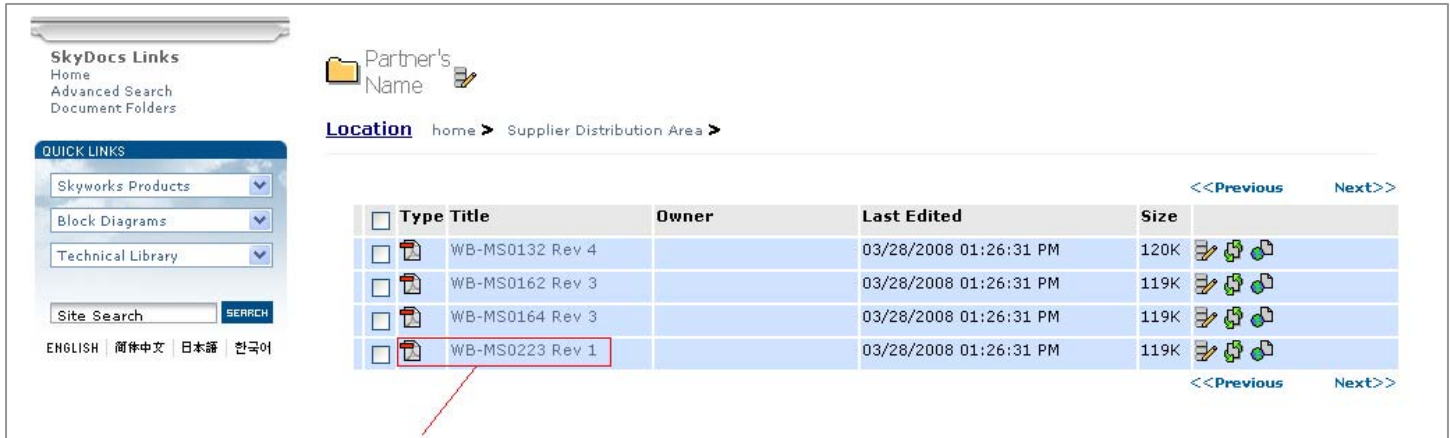
- Once you are logged into the SkyDocs system, you will be able to view the folder called: "Supplier Distribution Area", click on the folder.

Step 3:

- Identify the name of your company and click on the applicable folder.

Step 4:

- Access to the document that you will like to review.



For Un-Qualified / Un-Approved Suppliers and Vendors: (Suppliers and Vendors to be qualified and approved by Skyworks)

Step 1:

- Access to the link above to login.
- Please enter your Username and Password.

Note: If you don't see the login screen appear, please make sure your window is expanded and scroll all the way down.

SkyDocs System

login

Username:

Password:

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 7 of 9

Step 2:

- Once you are logged into the SkyDocs system, you will be able to view the folder called: "Suppliers to be Qualified", click on the folder.

Step 3:

- Identify the name of your company and click on the applicable folder.

Type	Title	Owner	Last Edited	Size
<input type="checkbox"/>	Partner's Name		04/03/2008 12:33:50 PM	0

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 8 of 9

Step 4:

- Access to the document that you will like to review.

The screenshot shows the SkyDocs interface with a sidebar on the left containing 'SkyDocs Links' and 'QUICK LINKS'. The main area displays a document list with columns for Type, Title, Owner, Last Edited, and Size. The document 'WB-MS0223 Rev 1' is highlighted with a red box. A red arrow points from this box to the 'External Link' in the email body below.

Type	Title	Owner	Last Edited	Size
<input type="checkbox"/>	WB-MS0132 Rev 4		03/28/2008 01:26:31 PM	120K
<input type="checkbox"/>	WB-MS0162 Rev 3		03/28/2008 01:26:31 PM	119K
<input type="checkbox"/>	WB-MS0164 Rev 3		03/28/2008 01:26:31 PM	119K
<input type="checkbox"/>	WB-MS0223 Rev 1		03/28/2008 01:26:31 PM	119K

6.1.2 Subscription from SkyDocs

Every time a file is added to your company's profile, an automatic e-mail will be sent to the contact person, as the example below.

It is our partner's responsibility to review, distribute and implement Skyworks requirements in their process.

From: Gil Hurtado **On Behalf Of** Skyworks_Document_Management_System@skwks.com
Sent: Wednesday, May 01, 2013 11:52 AM
Subject: Action performed on Object(s) in Skyworks's SkyDocs System

* NP-01093 Rev 9 : Something added By Bonnie Mizuma at : 05/01/2013 08:45:36 AM

Click on this URL to Open the File=>

[http://npbskydm1.SkyDocs.SkyDocs.nsf/0/776B0B29CE29FFBE88257B5E0056AF78/\\$File/NP-01093%20Rev%209.pdf?OpenElement](http://npbskydm1.SkyDocs.SkyDocs.nsf/0/776B0B29CE29FFBE88257B5E0056AF78/$File/NP-01093%20Rev%209.pdf?OpenElement)

External Link => [http://irvmail.skyworksinc.com/SkyDocs/SkyDocs.nsf/0/776B0B29CE29FFBE88257B5E0056AF78/\\$File/NP-01093%20Rev%209.pdf?OpenElement](http://irvmail.skyworksinc.com/SkyDocs/SkyDocs.nsf/0/776B0B29CE29FFBE88257B5E0056AF78/$File/NP-01093%20Rev%209.pdf?OpenElement)

* NP-01091 Rev 14 : Something added By Bonnie Mizuma at : 05/01/2013 08:47:11 AM

Click on this URL to Open the File=>

[http://npbskydm1.SkyDocs.SkyDocs.nsf/0/20198487C790211D88257B5E0056C0DB/\\$File/NP-01091%20Rev%2014.pdf?OpenElement](http://npbskydm1.SkyDocs.SkyDocs.nsf/0/20198487C790211D88257B5E0056C0DB/$File/NP-01091%20Rev%2014.pdf?OpenElement)

External Link => [http://irvmail.skyworksinc.com/SkyDocs/SkyDocs.nsf/0/20198487C790211D88257B5E0056C0DB/\\$File/NP-01091%20Rev%2014.pdf?OpenElement](http://irvmail.skyworksinc.com/SkyDocs/SkyDocs.nsf/0/20198487C790211D88257B5E0056C0DB/$File/NP-01091%20Rev%2014.pdf?OpenElement)

Regards

Skyworks's SkyDocs System

(This is an Auto Generated Mail. Please do not reply to this mail.)

Click on the External Link to open the document

Title: Using SkyDocs System by External Partners	Document #: SQ03-0268	Revision: 4
Skyworks Solutions, Inc.		Page #: 9 of 9

Who	What
Partners	Ensures the review, distribution and implementation of Skyworks latest revisions of documents.
Document Control	Publishes and ensures availability of latest document revisions in SkyDocs.

7.0 Quality Records (Process Outputs)

Not Applicable

8.0 Document Approvers

Who
Quality System Managers
SubCon Manager
Sourcing Manager