

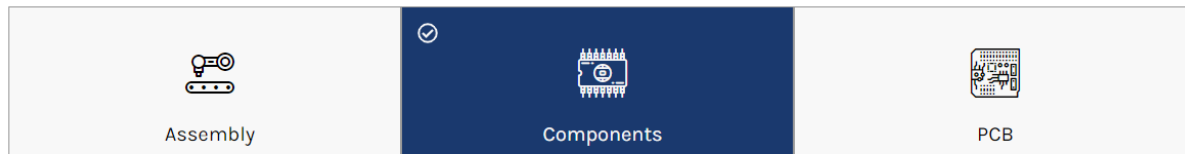
## BOM Scrubbing Tool Instruction Guide

### 1. START BY SELECTING THE ITEMS TO BE QUOTED

**NOTE: COMPONENTS ONLY IS THE ONLY OPTION AVAILABLE AT THIS TIME**

#### Start Your Quote

Select items to be quoted




#### Components Only

Scrub your BOM to quickly determine lead times, shortages, part number problems, missing parts, obsolete parts, and alternates

### 2. ENTER RELEVANT INFORMATION AND FILES FOR YOUR PROJECT

a. Fill in your contact information.

b. Choose quote type.

Quote Type\* 

**PRODUCTION**

PROTOTYPE

**PRODUCTION:** higher volume, better per piece price, typically longer lead time

**PROTOTYPE:** lower volume, better total overall price, typically shorter lead time, typically fewer than 20 assemblies

c. Enter the desired quantity of assemblies.

NOTE: You can ENTER multiple desired quantities

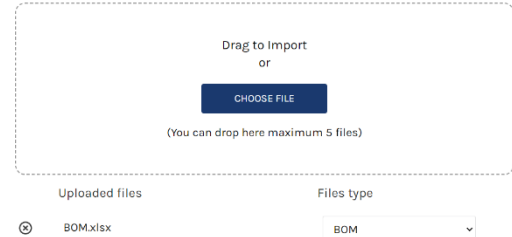
d. Enter desired total turn time.

NOTE: You can ENTER multiple desired turn times

#### File Upload

Attach all your quote related files here  
BOM, PCB, Assembly Drawing, etc.

- e. Upload BOM to be scrubbed.  
To the right is an example of what the page should look like after a **BOM (.xlsx file)** is uploaded.



- Select BOM as the file type.
- (Optional: if you are looking for a turnkey PCB assembly quote from ThermOmegaTech, you can add other relevant files like Gerber files, fabrication drawings, and assembly drawings. Please note that our servers are secure and ITAR Compliant. If you require an NDA to share files, please email [orders@ThermOmegaTech.com](mailto:orders@ThermOmegaTech.com) or call to discuss.)
- Select the MAP BOM button to continue.

### 3. MAP BOM

- a. "Header Row in excel" and "Last Row in excel" will auto-populate but can be changed if required.
- b. Assign the correct name for each column.
- c. Names with an asterisk (\*) are required for every BOM. (Description, Quantity Per, Manufacturer (Mfgr), and MPN are required columns).
- d. Select Next to continue.

### 4. SCRUB BOM

- a. You can make modifications to your BOM here if needed.
- b. You can also search for parts with the Search box in the top right corner.
- c. Missing information and errors like blank lines are highlighted in pink.

Line Item	Description*	Quantity Per*	Ref. Designator	Lead Quantity	Mfgr*	MPN*
-----------	--------------	---------------	-----------------	---------------	-------	------

- d. Ensure which line item is the PCB if it is present in the BOM. Click the PCB box to the right.

- e. Install and Purchase are automatically selected. If the part is a “do not install”, uncheck the Install box. If the part does not need to be acquired or is something that would be consigned, uncheck the Purchase box.
- f. Highlight and Right-click to delete or add rows and type or “copy and paste” information.
- g. Hit “Validate and Import” to continue and wait for lead times to compile.

## 5. RESULT OF BOM SCRUB

DOWNLOAD BOM


- b. RoHS status (if known), Available Stock, Lead Time, Lead Time Notes, and the Selected MFG and Selected MPN (if alternates to determine which part the information is for) are reported.

**NOTE:** Reported Lead Time is in DAYS, not weeks.

- i. Issues with parts will be pointed out in the Lead Time Notes.
- ii. **NOTE: THE DOWNLOADED SPREADSHEET MAY NOT MATCH THE LINE ITEMS OF YOUR ORIGINAL BOM. IF YOU HAVE ALTERNATES FOR THE SAME REFERENCE DESIGNATOR OR IF THE SAME MANUFACTURER PART NUMBER IS IN THE BOM MULTIPLE TIMES, LINES WILL COMBINE.**

- c. Check for items with no data. An item with no data may occur when the part is obsolete or has an incorrect part number.

**NOTE:** We recommend going to [Digikey.com](http://Digikey.com) and searching for the part number to check if a part is obsolete or the part number is incorrect.

- d. Optional Turnkey PCB Assembly Quote: If you want a turnkey PCB assembly quote from ThermOmegaTech, please continue below to the DOWNLOAD BOM button to see part problems across the different quantities that require quoting. Add additional files such as Gerber Files, fabrication drawings, assembly drawings, etc. by clicking on the  icon at the top right of the screen. Please note that our servers are secure and ITAR Compliant. If you require an NDA to share files, please email [orders@ThermOmegaTech.com](mailto:orders@ThermOmegaTech.com) or call to discuss.

- e. The summary sheet shown will be all the parts that are hard to come by (You can see all parts here too by selecting the ALL PARTS button above the list).

**OPTIONS TO PROCEED:**

- i. Click the START NEW QUOTE button at the top left of the screen to start a new BOM scrub.
  - ii. Proceed with the turnkey PCB assembly quote by selecting the “Method of Supply” for the parts with issues.
- f. Check for unpriced line items. An unpriced line item may occur when the part is obsolete or has an incorrect part number.

**NOTE:** We recommend going to [Digikey.com](https://www.digikey.com) and searching for the part number to check if a part is obsolete or the part number is incorrect.

- g. Once the BOM is cleaned, **BOM is Clean** will appear above the NEXT button.
  - h. Hit NEXT to submit the RFQ.
6. Submit RFQ

Once you submit the RFQ you should get the following notification.

SUBMIT ANOTHER RFQ?

**Thank you for using our free BOM scrubbing tool! If you submit an RFQ for a turnkey PCB Assembly quote, our team will get back to you as soon as possible with the quote.**