

Entering a Manufacturer & Submitting a Disclosure

Submitting your manufacturer(s) to the Air & Space Forces Intellectual Property Management Office for approval is a two-step process.

[Step 1:](#) Enter the manufacturer information.

[Step 2:](#) Disclose the manufacturer to the Department of the Air Force.

STEP 1: ENTERING A MANUFACTURER

1a) Select “Disclosures” from the hamburger menu on the top right of the static banner.

The screenshot displays the 'Manage Disclosures' interface. At the top, there are two tabs: 'MANUFACTURERS' and 'DISCLOSURES'. Below the tabs is an 'Export To Excel' button. The main area contains a table with the following data:

LICENSOR	DISCLOSURE CREATION DATE	NUMBER OF MANUFACTURERS	STATUS	ACTION
Department of the Air Force	08/21/2020 2: 49 PM	6	Submitted	

At the bottom of the table, there is a pagination control showing '1 - 1 of 1 item'. To the right of the table is a sidebar menu with the following items: Users, Compliance, Payables, **Disclosures** (highlighted), Holograms, Settings, Edit Profile, Alias Names, Change Password, Preferences, Manage Artwork Templates, Change Request, Voucher Setting, Email Notifications, and Logout.

1b) Click the “Manufacturers” tab → click on the “Add New” button.

Manage Disclosures

MANUFACTURERS DISCLOSURES

+ Add New

Export To Excel

MANUFACTURER	CITY/COUNTY	ACTIVE DISCLOSURES	STATUS	ACTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
test	atl, ARUBA	1	Active	 
Test 3	Atlanta, BAHRAIN	1	Active	 

1c) Complete and save the form. (Please do not include hyphens in your telephone number. This will generate an error.)

Step 2: DISCLOSING MANUFACTURER

2a) Click on the “Disclosures” tab → click on the “eye” (action icon) for the Department of the Air Force.

Manage Disclosures

MANUFACTURERS **DISCLOSURES**

Export To Excel

LICENSOR	DISCLOSURE CREATION DATE	NUMBER OF MANUFACTURERS	STATUS	ACTION
Department of the Air Force	08/21/2020 2: 49 PM	6	Submitted	

1 - 1 of 1 items

2b) Click on the “Add Disclosure” button.

← Back

Company
Department of the Air Force

Number Of Manufacturers
3

Documents By Licensor

- REQUIRED UPLOAD - Code of Conduct and Disclosure Agreement.pdf
- PLACEHOLDER - No Manufacturer Agreement.pdf

Disclosure Submissions **Add Disclosure**

ACTIVE(3) INACTIVE(3)

Export To Excel

MANUFACTURER NAME	CITY/COUNTRY	DISCLOSED DATE	SUBMISSION DATE	STATUS	ACTION
Test Manufacturer	Atlanta, UNITED STATES	09/30/2020	09/09/2020	Pending	

2c) Select your manufacturer from the “Manufacturer Name” drop down and complete the form.

New Disclosure
Please review manufacturer details and fill the questionnaire for submitting disclosure

Manufacturer Name
Test ADR 

Address **City/Province**
555 E Street East San Antonio

2d) Click the “Submit” button at the bottom of the page. Repeat the process for each manufacturer.

Does this facility subcontract

Yes

No

Last compliance audit details

11/07/2020

Audit reports



Last compliance audit within this facility

Documents

Upload

Submit

Cancel