DICV Central Laboratory

User Manual

QM Lab Request Portal

Version 1.0

Daimler India Commercial Vehicles Pvt. Ltd
SIPCOT Industrial Estate, Mattur P.O.,
Oragadam Village, Sriperumbudur Taluk,
Kanchipuram District -602105
Tamilnadu, India

I. Contents

II. Navigation in the QM Lab Request Portal

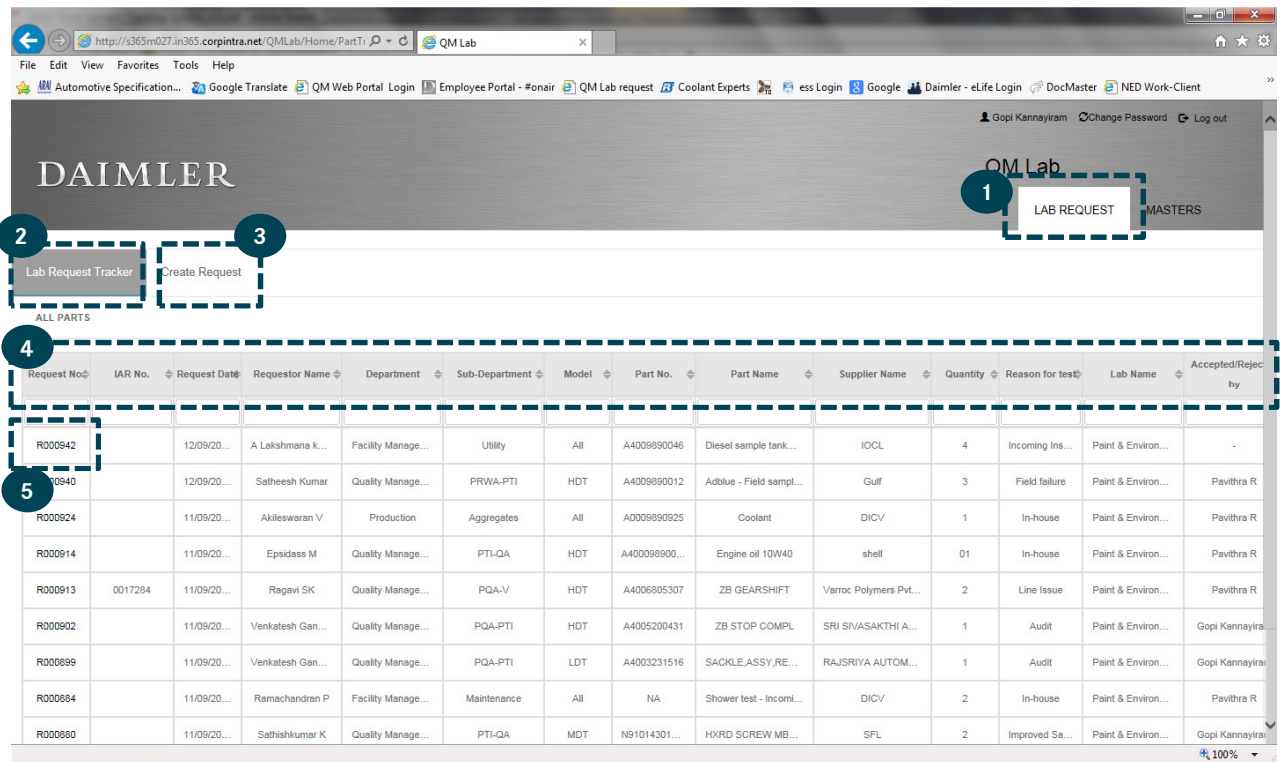The link for the QM Web Portal is http://s365m027.in365.corpintra.net/QMLab/

1. Login to QM lab request portal
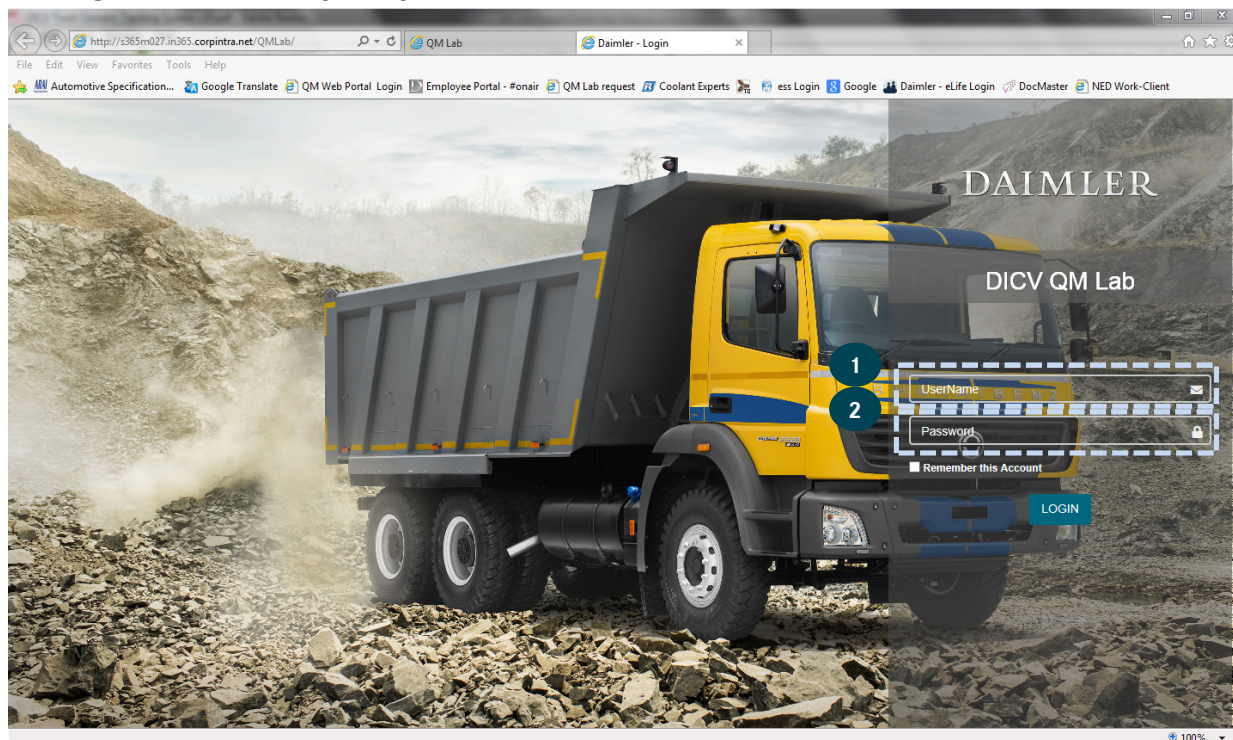
① Input your Short ID

② Input your password to login

2. QM lab request portal tracker

After logging in the QM Lab Request Portal the following page opens

① The tab helps to toggle between Lab request and Masters. The default view as in Lab request

② The tab helps to view the Lab request tracker, where we can able to see all request created / related to users

③ This tab is used to create new request

④ Tracker titles used view the request details, sorting and filtering can be done by clicking the title or by inputting the details

⑤ By clicking the respective Request the details of the request is displayed in a Popup window

III. Create Lab Request (Responsibility: Requester)

Note : [*] marked fields are mandatory for successful creation of request

1 Click on "create request" tab to create new request

2 Input your contact no. (Mobile or landline)

3 Select the laboratory name, the available lab names are
   a. Measurement laboratory
   b. HAM laboratory
   c. Polymer & Environment laboratory
   d. Material Quality

4 Accordingly select the test class, the available test class are
   a. Measurement
   b. Corrosion

      c. Polymer

      d. Lubricants

      e. Material

      f. Others

5 Select the IAR type; use the following conditions for selection

      a. IAR : any line issue, improved parts or analysis which is having the IAR number

      b. Non-IAR : If no IAR number reference for the part submitted

6 Input 7 digit IAR number for the IAR type / this field is not applicable for Non-IAR type

7 Input the valid part number

8 Input the Part name (this step is not required when the data fetched from the master data)

9 Input the Supplier name (this step is not required when the data fetched from the master data)

10 Select the model, the available models are

      a. All

      b. HDT

      c. MDT

      d. LDT

      e. MB Actros

      f. BUS

      g. BUS-OH

      h. BUS-OF

11 Input the variant if available

12 Input the ZGS no if you want to measure with respect to any ZGS version

13 Input the reason for test, the available reasons is

Prototype, First sample, In-house, Field failure, Incoming inspection, R&D testing, Benchmarking, Others, Line issue, development, Validation, Audit, Improved sample, GRN parts, Analysis, Regular, Product audit

14 Input the vehicle details / improvement details if available, (Vehicle details are mandatory for filed failure samples

15 Input the number of sample submitted

16 Enter the measurement / test needs to be performed along with methods (if available)

17 Select "Yes" **19** to attach the drawing, supplier report, PCR & other documents, if available

18 Select the priority according to your requirement

20 Finally click on this tab to create request, ensure all mandatory fields are filled before creating request

IV. Review of Request (Responsibility: Lab personnel)

1. Accepting the request

① Click on Accept check box (☑) to accept the request, please ensure all the details given are sufficient & check for measurement feasibility before acceptance

② Visually check the condition of sample(s) received & records the observations

③ Check feasibility and select "yes" if feasible

④ Select the test feasibility at Internal / External / partially external laboratory
If external or partially external, input the external lab name, test parameter & reference standard, NABL scope details & Decision rule for statement of conformity after acceptance of requester

⑤ Select the NABL Scope Yes (Applicable only for test lab) or No
If yes, input the Decision rule for statement of conformity after acceptance of requester

⑥ Select the tentative completion date based on test or measurement schedule

⑦ Click "confirm" to accept the request

2. Rejecting the request (Responsibility: Lab personnel)

1   Click on Reject check box (☑) to reject the request

2   Mention the reason for rejection

3   Click "confirm" to reject the request

    Note : Rejected request can be edited by the requester. The requester can correct the data in the respective fields and resend the request to lab if needed

V. Closing Request (Responsibility: Lab personnel)

1 Select the result of the tested or measured part
 a. OK
 b. Not OK
 c. Reference
 d. Analysis
 e. Conditionally acceptable

2 Enter any NC details or additional details if required

3 Select tested / measured sample status returned or scraped

4 Attach the test or measurement report
 Attachment formats: PDF, Doc, and Xls.
 Note: Filename should not contain any symbols like #@$%& etc.

5 Click "close request" to complete the request.

VI. Amendment of report (Responsibility: Lab personnel)

1 Enter the reason for amendment or amendment details

2 Attach the amended test or measurement report
 Note: Closed Report File Name and Amendment Closed Report File Name should not be same

3 Click "upload report" to attach the amended report.

VII. Appendix

1. Abbreviations

Abbreviation	Description
QM	Quality management
HAM	Horizontal Arm Machine
IAR	Initial Analysis report
HDT	Heavy Duty Truck
MDT	Medium Duty Truck
LDT	Light Duty Truck
PCR	Product concern report
NABL	National Accreditation Board for testing and calibration Laboratory
NC	Non Conformance

2. Contact Person

For further assistance on this portal please get in touch with the following

Laboratory	Name	Landline	Mobile Number	E-mail ID
Governance team	Swathi	4541	-	swathi.udayachandran@daimler.com
Central laboratory	Prashant Shivarkar	4452	9600065685	prashant.shivarkar@daimler.com
Measurement	Maruti Chavan	4454	8754496107	maruti.chavan@daimler.com
HAM	Edwinbabu P	4458	8754596897	edwinbabu.pauldurai@daimler.com
Metallurgy	Ganesh Shetty	4456	8754492741	ganesh.shetty@daimler.com
Paint, & polymer	Gopi Kannayiram	4457	9790759077	gopi.kannayiram@daimler.com

For further details related to this user manual please get in touch with the following

Department Name	Name	Landline	Mobile Number	E-mail ID
Governance team	Swathi	4541	-	swathi.udayachandran@daimler.com
Central Lab	Maruti Chavan	4454	8754496107	maruti.chavan@daimler.com
Central Lab	Gopi Kannayiram	4457	9790759077	gopi.kannayiram@daimler.com

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