

Transaction Steps (End-User Process)

Step 1: Create Vendor Audit Notification

Transaction: QM01

Inputs: **Note:** You can create multiple notifications, based on your requirement, you could refer the test data.

Field	Example
Notification Type	Q2
Vendor	100000
Short Text	Vendor Audit – Quality Assessment
Plant	1000

Save → Notification Number generated.

Step 2: Record Audit Details

Go to **Defects/Items Tab**

Capture:

- Non-conformities
- Audit Findings
- Process gaps
- Evidence

Use defect codes from catalog.

Step 3: Assign Tasks / Corrective Actions

TAB: Tasks

Define:

- Action required
- Responsible person/team
- Target completion date
- Priority

Example Tasks:

- Submit Root Cause Analysis
- Implement CAPA
- Provide Calibration Certificates

Step 4: Record Causes

TAB: Causes

Specify reason for finding:

- Missing documentation
- Process deviation
- Non-compliance

Step 5: Follow-Up & Monitoring

Use **Action Log** to track:

- tasks completed
- overdue tasks
- remarks
- approvals

Step 6: Close Notification

Once verified:

- Set status → **Complete**
- Save final result
- Archive audit record