

# **ECI Module**

## **User Manual**

|  |           |
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## Introduction

This documentation is a guide to the web-based Engineering Change Instruction (ECI) module. It illustrates a step-by-step instruction on how to add/change/delete records, generate and print reports. The purpose of the ECI Module is to notify all appropriate team members at UGN of a new part or changing part.

### General Rules for New UGN Database modules

First of all, there is no “log on” or “sign on” screen to get to any of the new UGN Database applications. Security is handled by the active directory account of the team member’s computer. Once the team member logs onto the computer, the new UGN Database will be automatically available.

Next, there is a new set of sections on the “Home” page of the UGN Database. In order to guide the user to the appropriate screen (and save users several mouse clicks), the UGN Database will check if there are any pending tasks for any of the new UGN Database Modules. *(Old modules that still require team members to click into the “Classic UGN Database Applications” will NOT see pending tasks on the home page. The team members still need to manually navigate to the appropriate pages. As each module is rebuilt, the pending tasks for the new modules will be placed in the lists below.)* A second list has been added to show the five most recent updates by the team member.

TEST: UGN Database

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Home

Home

☒ Accounts Receivable:

☒ Acoustic:

☒ Calendars:

☒ Costing:

☒ Cycle Counter Matrix:

☒ DBA Workspace (Admin):

☒ Data Maintenance:

☒ Drawing Management:

☒ Engineering Change:

☒ Expensed Projects:

☒ Planning and Forecasting:

☒ Request For Development:

☒ Research and Development:

☒ Security:

☒ Work Flow:

☒ User Guides:

Welcome to the TEST UGN Database

For the New UGN Database Applications, please make your selection to the left.

[Click here to Sign On to the Classic UGN Database Applications.](#)

UPDATE IN PROCESS.. This affects the following Modules:  
Planning and Forecast  
Research and Development

[Click here to view your pending activities](#)

☒ Keep open

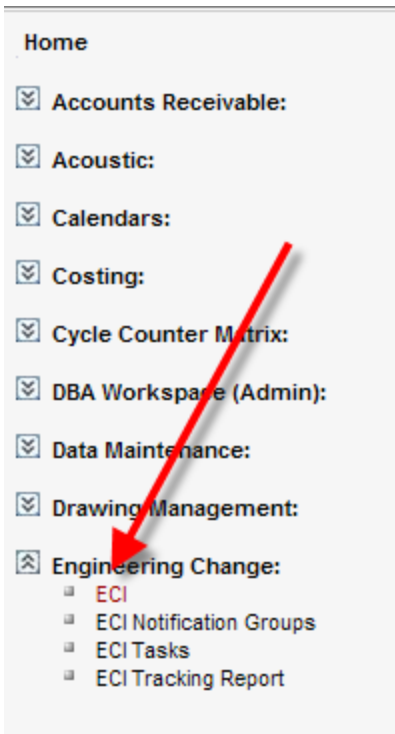
Below is the list of pending tasks for the AR and ECI Modules

Page: 1 of 1

| Rec ID # | Module       | Description                  | Date Notified | Status                              | Preview Primary | Preview Secondary | History |
|----------|--------------|------------------------------|---------------|-------------------------------------|-----------------|-------------------|---------|
| 907      | AR Deduction | Deduction Form Action Needed | 12/15/2008    | Waiting for Deduction Form Approval |                 |                   |         |
| 200036   | ECI          | ECI to still be issued       |               | New                                 |                 |                   |         |
| 200036   | ECI          | PPAP is past due             | 08/25/2009    | New                                 |                 |                   |         |

[Click here to view your most recent updates](#)

On the left side of the UGN Database is a “tree menu” which contains the links to each page of the new modules. Depending upon the rights of the team member, different menu links will be available. For any user with “read only” or “admin” rights to the ECI Module, the “Engineering Change” link is available to search for ECI documents.



## The ECI Module

The rest of this document will describe the ECI module specifically.

## ECI List/Search

After selecting the [ECI](#) link from the tree menu, the list/search page will be shown.

### Search for Engineering Change Instruction

Review existing data or press [Add](#) to enter new data. [View BPCS Tips](#)

|   |  |
|---|--|
| ECI No: <input type="text"/>            | ECI Type: <input type="text"/>         |
| ECI Status: <input type="text"/>        | Part Name: <input type="text"/>        |
| RFQ/RFC No: <input type="text"/>        | Cost Sheet ID: <input type="text"/>    |
| Drawing No.: <input type="text"/>       | BPCS Part No.: <input type="text"/>    |
| Customer Part No.: <input type="text"/> | Design Level: <input type="text"/>     |
| Initiator: <input type="text"/>         | Quality Engineer: <input type="text"/> |

**Advanced Search**

[Search](#) [Reset](#)

Use the parameters above to filter the list below. A row with yellow background indicates the ECI has not been released. A gray background indicates the ECI has been voided.

Page: 1 of 3 [1](#) [Go](#) [>>](#) [>](#)

| ECI No                 | Type     | Status | New Drawing No    | New BPCS PartNo | New Customer PartNo | New Part Name | Desc      | Preview ECI | Preview UGN IPP | Preview Customer IPP |
|------------------------|----------|--------|-------------------|-----------------|---------------------|---------------|-----------|-------------|-----------------|----------------------|
| <a href="#">200043</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200042</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200041</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200040</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200039</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200038</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200037</a> | Internal | New    | 10502-00002-1(05) | 102-60023-30    | 102-60013-30        | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200036</a> | External | New    | 10502-00002-1(05) | 102-60023-30    | 101-60023-01a       | Pizza Holder  | test desc |             |                 |                      |
| <a href="#">200035</a> | Internal | Issued | 10502-00002-1(05) | 102-60023-30    | 102-60013-30        | Pizza Holder  | test desc |             |                 |                      |

The **ECI search parameters** as follows:

| Parameter             | Description  |
|-----------------------|--|
| ECI No.               | The main identifier of each Engineering Change Instruction document  |
| ECI Type              | Internal or External ECI   |
| ECI Status            | New, Issued, or Void   |
| Part Name             | The name of the part based on BPCS PartNo, Customer PartNo, or Drawing No  |
| RFQ/RFC               | The RFQ/RFC number that is driving the change. The identifier of the RFQ or “Request for Change (RFC)” document. When the new “Request for Development (RFD)” document combines RFQ and RFC, the RFD identifier will be here |
| Cost Sheet ID         | The identifier of the Cost Sheet that quotes the cost of the part.   |
| Drawing No            | The identifier in the Drawing Management System that describes the part.   |
| BPCS PartNo           | The identifier of the part in the Item Master of the BPCS System.  |
| Customer Part No      | The identifier of the part according to the customer   |
| Design Level          | The revision of the part according to the customer, often associated with the customer partno.   |
| Initiator             | The UGN Team Member who created to the ECI   |
| Quality Engineer      | The assigned quality engineer who is responsible for issuing the ECI.  |
| Business Process Type | What type of change is taking place – new business, current business, going into service, end of life, or other.   |
| Designation Type      | The Item Type in the BPCS system to designate if the part is a Finished Good, Raw Material, or another kind.   |
| Issue Date            | The date when the ECI was completed and when UGN Team Members have been notified that the change is official.  |
| Implementation Date   | New part number implementation date should be SOP date. For current part changes, the implementation date should be when inventory is depleted.  |
| UGN Facility          | Location of where the part is produced.  |
| Customer IPP          | Check if a Customer IPP is available. IPP means Initial Part Production and is a tag used at the UGN Facilities to show a special note for the parts.  |
| Customer              | The combination of the CABBV and SoldTo values, used by the accounting department in the BPCS system.  |
| Program               | The type of vehicle identified by the customer.  |
| Account Manager       | The account manager at UGN that manages the customer.  |
| Product Technology    | The category used by the account manager for the type of part  |
| Vendor                | The supplier used to provide the raw material.   |
| PPAP                  | Check to see if PPAP documents are required. The relates to the CARS system.   |
| SubFamily             | The ATM list approved by the UGN Purchasing department to categorize the materials used in the part as a component.  |

|                               |  |
|-------------------------------|--|
| UGN IPP                       | Check if UGN IPP is available. IPP means Initial Part Production and is a tag used at the UGN Facilities to show a special note for the parts. |
| Purchased Good                | The type of raw material that the part is made of.   |
| Last Updated On (Begin Range) | Start date range of when an ECI was created or updated   |
| Last Updated On (End Range)   | End date range of when an ECI was created or updated   |
| Keep advanced search open     | Check to keep showing the fields in the advanced search section  |
| Include Archive Date          | Check to look in the OLD ECI System. If checked, some search fields will be disabled.  |
| Search Button                 | Search for ECIs  |

The **ECI results** are as follows:

A list of results will have rows containing yellow, white, or gray background colors. Rows with a yellow background indicate that the ECI has NOT been issued. Rows with a white background indicate the ECI has been issued. Rows with a gray background indicate the ECI was voided.

Team members can click a link to see the details of the ECI, an SOP Preview of the ECI, and SOP Preview of the UGN IPP, and an SOP Preview of the Customer IPP.

Regarding the search result set of records, users can navigate the number of pages that are shown or directly jump to a certain page. All search parameters are saved and the page number is saved until the team member closes the browser.

## ECI Detail


For team members with “admin” rights, when the ECI Number is selected on the list page, then all details for the ECI are shown.

There are multiple sections to the detail screen.


| Section   | Description   |
|---|---|
| Description                                       | All fields relating to how the change should take place and what is the change. Also, part numbers and drawing numbers are entered. |
| Facility and Department                           | The UGN Facilities and departments involved with the part   |
| Program and Customer                              | Commodity, Product Technology, Make, Program, Program Year, and Customer  |
| Material and Vendor (only shown on external ECIs) | All fields relating to the price or measurement of the part. See additional instructions below.                                     |
| Kit (only shown on internal ECIs)                 | Finished Goods grouped and sold together.   |


|                                     |  |
|-------------------------------------|--|
| Tasks (only shown on internal ECIs) | Assigned tasks to specific UGN Team members                    |
| Supporting Documents                | Any PDF file that should be associated with the ECI.           |
| ECI Notification                    | Announcement to team members of official and approved changes. |

With every section that is a “grid”, there are special instructions for adding, editing, and deleting rows. A set of buttons are located on the right side of each grid.

To add a row, enter information in the last row and then click the “save”  button.

To ignore the change, click the “undo”  button.

To edit a row, click the “edit”  button, change the information, and then click the save button.

To delete a row, click the “delete”  button.

In some cases, if the grid is too large to fit on the web page, such as the customer information on the eci details page, then a set of controls will be above the grid to handle inserting and updating information.

#### Engineering Change Instruction Details

[View BPCS Tips](#)

Save
Copy
Void
Preview ECI
Preview UGN IPP

ECI Status: **New**  
 ECI No: **200043**

Issue Date:  
 Previous ECI No: **200042**

**Description**

ECI Type:   
 Price Code (Production Status):   
 Cost Sheet ID:   
 RFQNo/RFCNo:   
 Initiator:   
 Account Manager:   
 ECI Desc:   
 Design Desc:   
 Initial Part Production Description:   
 Customer IPP: ☐  
 Initial Part Production Date:

Business Process Type:   
 Designation Type:   
 Implementation Date:   
 Quality Engineer:   
 UGN IPP: ☒  
 Existing Material Action:

| CURRENT   |      |            |                      | NEW   |                          |                      |                      |  |
|---|------|------------|----------------------|---|--------------------------|----------------------|----------------------|--|
| Drawing No: <input <img="" alt="View icon" type="text" value="0502-00016-9(00)"/> <a href="#">View</a>      |      |            |                      | Drawing No: <input <img="" alt="View icon" type="text" value="10502-00002-1(05)"/> <a href="#">View</a> |                          |                      |                      |  |
| BPCS Part No / Rev.: <input type="text" value="1056"/> <input type="text" value="01"/>                      |      |            |                      | BPCS Part No / Rev.: <input type="text" value="102-60023-30"/> <input type="text" value="01"/>          |                          |                      |                      |  |
| BPCS Part Name: <input type="text" value="MIX-BARITE"/>   |      |            |                      | BPCS Part Name: <input type="text" value="Pizza Holder"/>   |                          |                      |                      |  |
| BPCS Part Bill of Material of Current Part:   |      |            |                      |   |                          |                      |                      |  |
| The bill of materials always reflects the current BPCS data and, therefore, is subject to change over time. |      |            |                      |   |                          |                      |                      |  |
| BPCS Parent Parts Affected if Current Part is changed:  |      |            |                      |   |                          |                      |                      |  |
| Parent BPCS Part Numbers Affected   |      |            |                      | Child BPCS Part Being Changed   |                          |                      |                      |  |
| FBB   |      |            |                      | 1056  |                          |                      |                      |  |
| FBM2  |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-BARRIER T4   |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-EPDM   |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-EVA  |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-EVA #4300  |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-EVA #4344  |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-T2M  |      |            |                      | 1056  |                          |                      |                      |  |
| FORM-T4H  |      |            |                      | 1056  |                          |                      |                      |  |
|   |      |            |                      |   |                          |                      |                      |  |
|   |      |            |                      |   |                          |                      |                      |  |
| UGN Facility and Department   |      |            |                      |   |                          |                      |                      |  |
| UGN Facility  |      |            |                      | Department  |                          |                      |                      |  |
| Chicago Heights   |      |            |                      |   |                          |                      |                      |  |
| Chicago Heights   |      |            |                      | FleeceLine (55)   |                          |                      |                      |  |
| <input type="text"/>  |      |            |                      | <input type="text"/>  |                          |                      |                      |  |
|   |      |            |                      |   |                          |                      |                      |  |
| Program / Customer  |      |            |                      |   |                          |                      |                      |  |
| Commodity: <input type="text" value="Sunshade"/>  |      |            |                      | Product Technology: <input type="text" value="Fiberglass"/>   |                          |                      |                      |  |
| <input type="button" value="Save"/>   |      |            |                      |   |                          |                      |                      |  |
| Make: <input type="text"/>  |      |            |                      |   |                          |                      |                      |  |
| Program: <input type="text"/>   |      |            |                      |   |                          |                      |                      |  |
| Year: <input type="text"/>  |      |            |                      |   |                          |                      |                      |  |
| SOP Date: <input type="text"/>  |      |            |                      |   |                          |                      |                      |  |
| EOP Date: <input type="text"/>  |      |            |                      |   |                          |                      |                      |  |
| Customer: <input type="text"/>  |      |            |                      |   |                          |                      |                      |  |
| Customer Approval Required: <input type="checkbox"/>  |      |            |                      |   |                          |                      |                      |  |
| Customer Approval Date: <input type="text"/>  |      |            |                      |   |                          |                      |                      |  |
| Customer Approval No.: <input type="text"/>   |      |            |                      |   |                          |                      |                      |  |
| <input type="button" value="Add/Update Program / Customer"/>  |      |            |                      |   |                          |                      |                      |  |
| Program   | Year | SOPDate    | EOPDate              | Customer  | Cust. Appr. Req.         | Appr. Date           | Appr. No.            |  |
| 2ME ODYSSEY   | 2009 | 08/01/2004 | 12/31/2011           | 1000   AYMFG   A Y MANUFACTURING, LTD.  | <input type="checkbox"/> |                      |                      |  |
| 2ME ODYSSEY   | 2010 | 08/01/2004 | 12/31/2011           | 1000   AYMFG   A Y MANUFACTURING, LTD.  | <input type="checkbox"/> |                      |                      |  |
| 2ME ODYSSEY   | 2011 | 08/01/2004 | 12/31/2011           | 1000   AYMFG   A Y MANUFACTURING, LTD.  | <input type="checkbox"/> |                      |                      |  |
|   |      |            |                      |   |                          |                      |                      |  |
| Material and Vendor   |      |            |                      |   |                          |                      |                      |  |
| Family: <input type="text" value="SF Adhesives"/>   |      |            |                      | Sub-Family: <input type="text" value="502 - SF Adhesives - Tape"/>                                      |                          |                      |                      |  |
| PPAP Required: <input checked="" type="checkbox"/> (See CARS Application)                                   |      |            |                      | Purchased Good: <input type="text" value="Dampner, PSA"/>   |                          |                      |                      |  |
| Vendor Requirement: <input type="text" value="Please see CAR Application with more PPAP info."/>            |      |            |                      |   |                          |                      |                      |  |
| <input type="button" value="Save"/>   |      |            |                      |   |                          |                      |                      |  |
| Vendor  |      |            |                      | PPAP Due Date   |                          | PPAP Completion Date |                      |  |
| 19328   JCM US LLC  |      |            |                      | 08/12/2009  |                          |                      |                      |  |
| ( f ) KEL-CHEM  |      |            |                      | 08/12/2009  |                          |                      |                      |  |
| <input type="text"/>  |      |            |                      | <input type="text"/>  |                          | <input type="text"/> |                      |  |
|   |      |            |                      |   |                          |                      |                      |  |
| Kit (if exists)   |      |            |                      |   |                          |                      |                      |  |
| Kit BPCS Part No  |      |            | Rev                  | Finished Good BPCS Part No  |                          |                      | Rev                  |  |
| <input type="text"/>  |      |            | <input type="text"/> | <input type="text"/>  |                          |                      | <input type="text"/> |  |



Supporting Documents

Upload a supporting PDF File:

(A maximum of three supporting documents are allowed.)

| Supporting Document Name |
|--------------------------|
| VS2005_Walkthroughs.pdf  |

Assigned Tasks to Team Members

| Task                            | Team Member          | Target Date          |  |
|---------------------------------|----------------------|----------------------|--|
| Inform all Production Personnel | Hall, Greg           | 09/23/2009           |  |
| <input type="text"/>            | <input type="text"/> | <input type="text"/> |  |

ECI Notification

Notification Group:






Email Comments:

This notification is being issued to inform you of a new ECI release. Upon receipt of this notification please take the necessary steps as indicated in the ECI fields.

Release and Notify (ECI Complete)

Notifications NOT sent yet.

| Parameter                      | Description   |
|--------------------------------|---|
| ECI No.                        | The main identifier of each Engineering Change Instruction document   |
| Previous ECI No.               | If this ECI was created by copying a previous ECI, then the ECI No of the previous version will be shown and be a hyperlink to the old ECI in a popup.  |
| ECI Type                       | Internal or External ECI  |
| ECI Status                     | New, Issued, or Void  |
| Price Code / Production Status | Based on codes in the Future 3 accounting system: Mass Production, Service, etc...  |
| ECI Desc                       | The description of the ECI BEYOND the change in the part. <b>THIS WILL NOT BE SHOWN IN ANY PREVIEW DOCUMENTS.</b>   |
| Design Desc                    | The description of the change to the part.  |
| IPP Desc                       | IPP means Initial Part Production and is a tag used at the UGN Facilities to show a special note for the parts. This is a description that will appear in both a UGN IPP SOP document or the Customer IPP SOP document. |
| Customer IPP                   | Check if a Customer IPP is available.   |
| UGN IPP                        | Check if UGN IPP is available.  |
| IPP Date                       | Date of when the IPP should occur.  |

|  |   |
|--|---|
| Existing Material Action   | What should happen to existing materials once the change is being implemented: consume until no more, scrap, create a hold tag, or other.   |
| RFQ/RFC  | The RFQ/RFC number that is driving the change. The identifier of the RFQ or “Request for Change (RFC)” document. When the new “Request for Development (RFD)” document combines RFQ and RFC, the RFD identifier will be here                  |
| Cost Sheet ID  | The identifier of the Cost Sheet that quotes the cost of the part.  |
| Current Drawing No   | The identifier in the Drawing Management System that describes the part BEFORE the change.  |
| New Drawing No   | The identifier in the Drawing Management System that describes the part AFTER the change.   |
| Current BPCS PartNo  | The identifier of the part in the Item Master of the BPCS System BEFORE the change.   |
| New BPCS PartNo  | The identifier of the part in the Item Master of the BPCS System AFTER the change.  |
| Current Customer Part No (only shown on internal ECIs)   | The identifier of the part according to the customer BEFORE the change  |
| New Customer Part No (only shown on internal ECIs)   | The identifier of the part according to the customer AFTER the change   |
| <br>Drawing No,<br>Customer Part No,<br>and BPCS Part No | Each number can be searched from a popup box. Once selected in the popup box, the corresponding field will be updated. There are also links to view the DMS Drawings.   |
|  (New Drawing)  | This button will pull information from the New DMS drawing into the ECI. (Subfamily, commodity, purchased good, product technology, program, program year, customer, and designation type.  |
|  (New BPCS PartNo)                                      | This button will pull information from the Planning & Forecasting module into the ECI. If the information exists on a matching program and customer, then the Start of Production (SOP) Date and End of Production (EOP) Date will be pulled. |
|  (BPCS BOM)   | Pull the Bill of Materials of the CURRENT BPCS PartNo, if it exists.  |
|  (BPCS Parent Parts)                                    | Pull and save the list of parent parts of the CURRENT BPCS PartNo, in order to see what parts will be affected that use this part.  |
| Current Design Level (only shown on internal ECIs)   | The revision of the part according to the customer, often associated with the customer partno BEFORE the change.  |
| New Design Level (only shown on internal ECIs)   | The revision of the part according to the customer, often associated with the customer partno AFTER the change.   |
| Initiator  | The UGN Team Member who created to the ECI  |
| Quality Engineer   | The assigned quality engineer who is responsible for issuing the ECI.   |
| Business Process Type  | What type of change is taking place – new business, current business, going into service, end of life, or other.  |

|                            |  |
|----------------------------|--|
| Designation Type           | The Item Type in the BPCS system to designate if the part is a Finished Good, Raw Material, or another kind.   |
| Issue Date                 | The date when the ECI was completed and when UGN Team Members have been notified that the change is official.  |
| Implementation Date        | The date when the change should occur.   |
| UGN Facility               | UGN Location of where the part is produced.  |
| Department                 | UGN group that handles the part.   |
| Customer                   | The combination of the CABBV and SoldTo values, used by the accounting department in the BPCS system.  |
| Make                       | This is NOT saved but is instead of filter to make the decision easier as to which program should be selected per customer.  |
| Program                    | The type of vehicle identified by the customer.  |
| Program Year               | The model year of the vehicle.   |
| SOP Date                   | Start of production date of the program by year  |
| EOP Date                   | End of production date of the program by year  |
| Customer Approval Required | Does the customer have to approve the change before implementation?  |
| Customer Approval Date     | Date when the customer approved the change   |
| Customer Approval Number   | A reference by the customer concerning the change, like a confirmation number.   |
| Account Manager            | The account manager at UGN that manages the customer.  |
| Product Technology         | The category used by the account manager for the type of part  |
| Vendor                     | The supplier used to provide the raw material.   |
| Vendor Requirement         | The description of what the Vendor needs to complete   |
| PPAP                       | Check to see if PPAP documents are required. This relates to the CARS system. A daily notification will be sent to Quality Engineers of PPAPs that have not been completed and are past the PPAP due date. |
| PPAP Due Date              | The date when the PPAP must be completed. This is updatable even after an ECI has been issued.   |
| PPAP Completion Date       | The date when the PPAP was completed. This is updatable even after an ECI has been issued.   |
| SubFamily                  | The ATM list approved by the UGN Purchasing department to categorize the materials used in the part as a component.  |
| Purchased Good             | The type of raw material that the part is made of.   |
| KIT BPCS PartNo            | The BPCS identifier of the actual kit and revision number if known   |
| Finished Good BPCS PartNo  | The BPCS identifier of the Finished Good(s) used in the KIT and revision if known.   |

|                      |  |
|----------------------|--|
| Supporting Documents | PDF files that are uploaded to the ECI and will have links referenced in the ECI Notification.   |
| Task                 | An activity assigned to a specific UGN Team Member   |
| Team Member          | The team member who must complete the task   |
| Target Date          | The date when the task must be completed.  |
| Notification Group   | The list of team members who will receive an email announcement of the change. A link is provided to view and edit this list in a popup. |
| Email Comments       | Text that can be included in the email announcement.   |
| Release Button       | By clicking this button, the ECI will be issued and the fields (except PPAP related fields) will be locked.                              |
| Save Button          | Update the information that is NOT part of a grid  |
| Copy Button          | ECI administrators can make new versions of the ECI.   |
| Void Button          | ECI administrators can void the ECI.   |
| Preview ECI button   | Preview the ECI in a crystal report document, SOP # Qa101a and Qa101d  |
| Preview UGN IPP      | Preview the UGN IPP in a crystal report document SOP # IPP-EXTB  |
| Preview Customer IPP | Preview the Customer IPP in a crystal report document SOP # Qa101f   |

### **DMS Drawing No Popup:**

UGN, Inc. Drawing Look Up - Windows Internet Explorer provided by UGN, Inc.

### Lookup Drawing Numbers

Drawing No:   
Sub-Family:   
Commodity:


Name:   
Program:   
Purchased Good:

| Drawing No.       | Release Type | Old Drawing Name            | BPCS Part Name                 | BPCS Part No. | BPCS Part Rev. | ProgramName | SubFamilyName                               | CommodityName | PurchasedGoodName |
|-------------------|--------------|-----------------------------|--------------------------------|---------------|----------------|-------------|---|---------------|-------------------|
| 0502-00005-1(00)  | Study        | Tape Heat Resistant 3M 8978 |                                |               |                | MAZDA 6     | SF Adhesives - Tape                         | Carpet        |                   |
| 0502-00015-1(00)  | PAST-Release |                             | CHRYSLER NS MINI-VAN           | 04716589      |                | LEGACY      | SF Adhesives - Tape                         | Damplex       |                   |
| 0502-00016-9(00)  | PAST-Release |                             | CHRYSLER NS MINI-VAN           | 04716589      |                | LEGACY      | SF Adhesives - Tape                         | Damplex       |                   |
| 0502-25003-1(00)  | PRE-Release  | BUTYL TAPE 2-SIDED TAPE     |                                |               |                | LEGACY      | SF Knitted fabrics - Circular               |               | Tape              |
| 0502-25003-1(01)  | Prototype    | BUTYL TAPE 2-SIDED TAPE     |                                |               |                | LEGACY      | Parts Plastic - Inj.mould.parts (Aesthetic) |               | Tape              |
| 0520-00002-1(00)  | Prototype    | test                        |                                | 9999          |                | 2HC CIVIC   | Parts Plastic - Inj.mould.parts (>500g)     | Trunk Systems |                   |
| 10502-00002-1(02) | PAST-Release | Tape Duct 3M 6969 N         | RIE/CHRYSLER LH/FRT FLR PAN FR | 04780516AB    |                | LEGACY      | SF Adhesives - Tape                         |               | Tape              |
| 10502-00002-1(03) | Prototype    | Tape Heat Resistant 3M 8978 | CHRYSLER NS MINI-VAN           | 04716589      |                | LEGACY      | SF Adhesives -Others                        | Damplex       |                   |
| 10502-00002-1(05) | PRE-Release  |                             | RIE/CHRYSLER LH/FRT FLR PAN FR | 04780516AD    |                | LEGACY      | SF Adhesives - Tape                         |               | Tape              |
| 10502-00002-9(00) | PRE-Release  |                             |                                |               |                | LEGACY      | SF Adhesives - Tape                         | Mudguard      |                   |

Done

Local intranet 100%

The above popup occurs when a user needs to search for a DMS Drawing No.

| Control   | Description  |
|---|--|
| Drawing No  | The DMS Drawing Identification Number  |
| Name  | The name of the drawing  |
| Sub-Family  | If the part is a raw material, the sub-family name can be used to search. This is a vendor defined description of a part.      |
| Program   | If the part is a finished good, it can be found based on UGN Program, which relates to vehicle model, defined by the customer. |
| Commodity   | If the part is a finished good, it can be searched based on a descriptive type.  |
| Purchased Good  | This is a UGN defined description of a raw material purchased by UGN.  |
| Search  | Button to search for a field.  |
| Reset   | Button to clear all search parameters.   |
|  | Button to select a row and populate the parent page.   |

## BPCS Part No Popup:

**Lookup BPCS Parts**

Search BPCS Part No.:       Search BPCS Part Name:


Drawing Number:       Active Type:

Designation Type:

| BPCS Part No   | Revision | BPCS Part Name                 | Designation Type | Active Type | BPCS Obsolete |
|----------------|----------|--------------------------------|------------------|-------------|---------------|
| 04716588       | 01       | CHRYSLER NS MINI-VAN           | H-Service        | IM-Active   | 99-Obsolete   |
| 04716589       | 01       | CHRYSLER NS MINI-VAN           | H-Service        | IM-Active   | 99-Obsolete   |
| 04716784       | 01       | CHRYSLER NS MINI-VAN           | H-Service        | IM-Active   | 99-Obsolete   |
| 04716765       | 01       | CHRYSLER NS MINI-VAN           | H-Service        | IM-Active   | 99-Obsolete   |
| 04716902       | 01       | CHRYSLER NS MINI-VAN           | H-Service        | IM-Active   | 99-Obsolete   |
| 04716903       | 01       | CHRYSLER NS MINI-VAN           | H-Service        | IM-Active   | 99-Obsolete   |
| 04780516AB     | 01       | RIE/CHRYSLER LH/FRT FLR PAN FR | H-Service        | IM-Active   | 99-Obsolete   |
| 04780516AD     | 01       | RIE/CHRYSLER LH/FRT FLR PAN FR | H-Service        | IM-Active   | 99-Obsolete   |
| 04780516AE-RSS | 01       | RIE/CHRYSLER LH/FRT FLR PAN FR | H-Service        | IM-Active   | 99-Obsolete   |
| 04780517AC     | 01       | RIE/CHRYSLER LH/FRT FLR PAN FR | H-Service        | IM-Active   | 99-Obsolete   |
| 04783908       | 01       | CHRYSLER NEON                  | H-Service        | IM-Active   | 99-Obsolete   |
| 04783976       | 01       | CHRYSLER NEON                  | H-Service        | IM-Active   | 99-Obsolete   |
| 04860274       | 01       | CHRYSLER MINI-VAN              | H-Service        | IM-Active   | 99-Obsolete   |
| 04878940AA     | 01       | RIE / CHRYSLER JA BODY / N/A   | H-Service        | IM-Active   | 99-Obsolete   |

The above popup occurs when a user needs to search for a BPCS Part No.

| Control   | Description  |
|---|--|
| BPCS Part No  | The BPCS Part Number   |
| Name  | The name of the part   |
| Drawing No  | In the BPCS System itself, a drawing number might be assigned to the BPCS part number. This will increase in the future.   |
| Active Type   | In the BPCS System, parts are set to active or inactive.   |
| Designation Type  | In the BPCS System, parts are assigned to a category. The most commonly used types for the Costing module will be: semi-finished good, finished good, raw material, phantom, and possibly service. |
| Search  | Button to search for a field.  |
| Reset   | Button to clear all search parameters.   |
|  | Button to select a row and populate the parent page.   |

## Customer Part No Popup:

UGN, Inc. Customer Part No Look Up - Windows Internet Explorer provided by UGN, Inc.

File Edit View Favorites Tools Help

Links: UGN UGN DATABASE Prod New Hold Tag Entry - Mobile Test New Hold Tag Entry - Mobile Gloppy Helpdesk Google Test NEW UGNDB UGN TEST UGN DATABASE

AVG powered by YAHOO! SEARCH Search Total Protection AVG Info

### Lookup the Customer Part No

Partial Searches can be completed by placing % before or after text.

Customer Part No.:  BPCS Part No.:

Customer: HMA1 | HONDA MFG. OF ALABAMA LLC

|  | Customer Part No | Customer Part Name      | BPCS Part No   | CABBV  |
|--|------------------|-------------------------|----------------|--------|
|  | 05020200AC-RSS   | RIET/CHRYSL/MINIVAN     | 05020200AC-RSS | RIETER |
|  | 05020201AF-RSS   | RIET/CHRYSL/MINIVAN     | 05020201AF-RSS | RIETER |
|  | 0953047          | TEX/SIEN/PAD BK DR TRIM | 0953047        | TEXTRN |
|  | 0953110          | TEX/SIEN/PAD BK DR TRIM | 0953110        | TEXTRN |
|  | 101-60013-01     | KL IVORY ACCORD         | 101-60013-01   | AYMFG  |
|  | 101-60023-01     | CLR GRAY ACCORD         | 101-60023-01   | AYMFG  |
|  | 101-60043-01     | LT. SADDLE              | 101-60043-01   | AYMFG  |
|  | 101-60063-01     | LT. GREEN               | 101-60063-01   | AYMFG  |
|  | 102-60013-30     | ODYSSEY IVORY           | 102-60013-30   | AYMFG  |
|  | 102-60023-30     | ODYSSEY CLEAR GRAY      | 102-60023-30   | AYMFG  |


Done Local intranet 100%

The above popup occurs when a user needs to search for a Customer Part No.

| Control          | Description   |
|------------------|---|
| Customer Part No | The Customer Part Number  |
| BPCS Part No     | The BPCS Part Number  |
| Customer CABBV   | In the BPCS System itself, a customer abbreviation is assigned to a customer part no. |
| Search           | Button to search for a field.   |
| Reset            | Button to clear all search parameters.  |
|                  | Button to select a row and populate the parent page.                                  |

## Previewing an ECI

By clicking on the “preview eci” button located on any eci, it opens a popup. This is the SOP docushare form Qa101a and Qa101d. Users have the ability to manually convert this document to another type of document (MS Excel, MS Word, Rich Text File, and PDF) and print. Highlighted fields correspond to the field names and values that need to be updated in the BPCS System.

|  <b>INTERNAL Engineering Change</b>  |  | Print Date: 8/27/2009                        |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
|---|--|--|--------------------------------------|--------------------------------|--|--------------------------------------|--|----------------------|--------------|----|----------------------|-------------------|-----------------|------------|-----------|--|----------------------|--|--|----------------------|------------------|-----------------|------------|-----------|--|----------------------|--|--|----------------------|
| <b>ECI No: 200035</b>   |  | RFQ No./ RFC No: 112<br>Cost Sheet ID: 11828 |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>Business Process Type:</b> Change Current Part (formerly RFC) <span style="float: right;"><b>Issue Date:</b> 08/26/2009</span>   |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>Price Code (FUTURE 3):</b> A A - Mass Production <span style="float: right;"><b>Implementation Date:</b> 08/01/2009</span>   |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>Designation (ITEM TYPE):</b> 0 Formula (Phantom) <span style="float: right;"><b>Quality Engineer:</b> Carlson, Roderick</span>   |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>Commodity (ITEM CLASS):</b> PH Sunshade <span style="float: right;"><b>Account Manager:</b> Barta, Brett</span>  |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>Action for Existing Material:</b> Consume Until No More  |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">BPCS Part No.<br/>(ITEM NUMBER)</th> <th style="width: 10%;">BPCS Rev.<br/>(REVISION)</th> <th style="width: 40%;">BPCS Part Name<br/>(ITEM DESCRIPTION)</th> <th style="width: 10%;">Drawing No.<br/>(DRAWING NO.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">New</td> <td>102-60023-30</td> <td>01</td> <td>Pizza Holder</td> <td>10502-00002-1(05)</td> </tr> <tr> <td style="text-align: center;">Current</td> <td>1056</td> <td>01</td> <td>MIX-BARITE</td> <td>0502-00016-9(00)</td> </tr> </tbody> </table>  |  |  |                                      | BPCS Part No.<br>(ITEM NUMBER) | BPCS Rev.<br>(REVISION)                    | BPCS Part Name<br>(ITEM DESCRIPTION) | Drawing No.<br>(DRAWING NO.)           | New                  | 102-60023-30 | 01 | Pizza Holder         | 10502-00002-1(05) | Current         | 1056       | 01        | MIX-BARITE                             | 0502-00016-9(00)     |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
|   | BPCS Part No.<br>(ITEM NUMBER)         | BPCS Rev.<br>(REVISION)                      | BPCS Part Name<br>(ITEM DESCRIPTION) | Drawing No.<br>(DRAWING NO.)   |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| New   | 102-60023-30                           | 01   | Pizza Holder                         | 10502-00002-1(05)              |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Current   | 1056                                   | 01   | MIX-BARITE                           | 0502-00016-9(00)               |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%;">Customer Part No.<br/>*****</th> <th style="width: 20%;">Design Level<br/>(FUTURE 3 CROSS REFERENCE)</th> <th style="width: 20%;">Customer Part Name<br/>*****</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">New</td> <td>102-60013-30</td> <td>1234567g</td> <td></td> </tr> <tr> <td style="text-align: center;">Current</td> <td>101-60023-01</td> <td>1234566</td> <td></td> </tr> </tbody> </table>   |  |  |                                      | Customer Part No.<br>*****     | Design Level<br>(FUTURE 3 CROSS REFERENCE) | Customer Part Name<br>*****          | New                                    | 102-60013-30         | 1234567g     |    | Current              | 101-60023-01      | 1234566         |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
|   | Customer Part No.<br>*****             | Design Level<br>(FUTURE 3 CROSS REFERENCE)   | Customer Part Name<br>*****          |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| New   | 102-60013-30                           | 1234567g                                     |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Current   | 101-60023-01                           | 1234566                                      |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| UGN Facility: Chicago Heights <span style="float: right;">Department:</span>  |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| UGN Facility: Chicago Heights <span style="float: right;">Department: FleeceLine (55)</span>  |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Program (CPROJ):</td> <td style="width: 30%;">ZME ZME ODYSSEY</td> <td style="width: 40%;">Year: 2009</td> </tr> <tr> <td>Customer:</td> <td>1000   AYMFQ   A Y MANUFACTURING, LTD.</td> <td>SOP Date: 08/01/2004</td> </tr> <tr> <td></td> <td></td> <td>EOP Date: 12/31/2011</td> </tr> <tr> <td>Program (CPROJ):</td> <td>ZME ZME ODYSSEY</td> <td>Year: 2010</td> </tr> <tr> <td>Customer:</td> <td>1000   AYMFQ   A Y MANUFACTURING, LTD.</td> <td>SOP Date: 08/01/2004</td> </tr> <tr> <td></td> <td></td> <td>EOP Date: 12/31/2011</td> </tr> <tr> <td>Program (CPROJ):</td> <td>ZME ZME ODYSSEY</td> <td>Year: 2011</td> </tr> <tr> <td>Customer:</td> <td>1000   AYMFQ   A Y MANUFACTURING, LTD.</td> <td>SOP Date: 08/01/2004</td> </tr> <tr> <td></td> <td></td> <td>EOP Date: 12/31/2011</td> </tr> </tbody> </table> |  |  | Program (CPROJ):                     | ZME ZME ODYSSEY                | Year: 2009                                 | Customer:                            | 1000   AYMFQ   A Y MANUFACTURING, LTD. | SOP Date: 08/01/2004 |              |    | EOP Date: 12/31/2011 | Program (CPROJ):  | ZME ZME ODYSSEY | Year: 2010 | Customer: | 1000   AYMFQ   A Y MANUFACTURING, LTD. | SOP Date: 08/01/2004 |  |  | EOP Date: 12/31/2011 | Program (CPROJ): | ZME ZME ODYSSEY | Year: 2011 | Customer: | 1000   AYMFQ   A Y MANUFACTURING, LTD. | SOP Date: 08/01/2004 |  |  | EOP Date: 12/31/2011 |
| Program (CPROJ):  | ZME ZME ODYSSEY                        | Year: 2009                                   |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Customer:   | 1000   AYMFQ   A Y MANUFACTURING, LTD. | SOP Date: 08/01/2004                         |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
|   |  | EOP Date: 12/31/2011                         |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Program (CPROJ):  | ZME ZME ODYSSEY                        | Year: 2010                                   |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Customer:   | 1000   AYMFQ   A Y MANUFACTURING, LTD. | SOP Date: 08/01/2004                         |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
|   |  | EOP Date: 12/31/2011                         |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Program (CPROJ):  | ZME ZME ODYSSEY                        | Year: 2011                                   |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Customer:   | 1000   AYMFQ   A Y MANUFACTURING, LTD. | SOP Date: 08/01/2004                         |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
|   |  | EOP Date: 12/31/2011                         |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>Description of Change:</b> make sure to hold multiple ingredients without the mushrooms sliding to one side  |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| <b>INSTRUCTIONS</b>   |  |  |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |
| Task:   | Team Member:                           | Target Date:                                 |                                      |                                |  |                                      |  |                      |              |    |                      |                   |                 |            |           |  |                      |  |  |                      |                  |                 |            |           |  |                      |  |  |                      |

QA 101a



ECI No: 200036

RFQ No./ RFC No: 112  
 Cost Sheet ID: 11528

|  |  |
|--|--|
| <b>Business Process Type:</b> Change Current Part (formerly RFC) | <b>Issue Date:</b>                         |
| <b>Price Code (FUTURE 3):</b> A A - Mass Production              | <b>Implementation Date:</b> 08/01/2009     |
| <b>Designation (ITEM TYPE):</b> 0 Formula (Phantom)              | <b>Quality Engineer:</b> Carlson, Roderick |
| <b>Purchased Good (ITEM CLASS):</b> BD Damper, PSA               | <b>Account Manager:</b> Barta, Brett       |
| <b>Sub-Family (SUB FM):</b> 0502 SF Adhesives - Tape             |  |
| <b>Action for Existing Material:</b> Consume Until No More       |  |

|         | <u>BPCS Part No.</u><br><u>(ITEM NUMBER)</u> | <u>BPCS Rev.</u><br><u>(REVISION)</u> | <u>BPCS Part Name</u><br><u>(ITEM DESCRIPTION)</u> | <u>Drawing No.</u><br><u>(DRAWING NO.)</u> |
|---------|--|---------------------------------------|--|--|
| New     | 102-60023-30                                 | 01                                    | Pizza Holder                                       | 10502-00002-1(05)                          |
| Current | 1056   | 01                                    | MIX-BARITE   | 0502-00016-9(00)                           |

|  |  |
|--|--|
| <b>Program (CPROJ):</b> 2ME 2ME ODYSSEY                    | <b>Year:</b> 2009  |
| <b>Customer:</b> 1000   AYMFG   A Y MANUFACTURING, LTD.    | <b>SOP Date:</b> 08/01/2004<br><b>EOP Date:</b> 12/31/2011 |
| <b>Program (CPROJ):</b> 2ME 2ME ODYSSEY                    | <b>Year:</b> 2010  |
| <b>Customer:</b> 1000   AYMFG   A Y MANUFACTURING, LTD.    | <b>SOP Date:</b> 08/01/2004<br><b>EOP Date:</b> 12/31/2011 |
| <b>Program (CPROJ):</b> 2ME 2ME ODYSSEY                    | <b>Year:</b> 2011  |
| <b>Customer:</b> 1000   AYMFG   A Y MANUFACTURING, LTD.    | <b>SOP Date:</b> 08/01/2004<br><b>EOP Date:</b> 12/31/2011 |
| <b>Program (CPROJ):</b> 802 6SERVICE CIVIC                 | <b>Year:</b> 2010  |
| <b>Customer:</b> 1140   ELP1   HONDA OF AMERICA MFG., INC. | <b>SOP Date:</b><br><b>EOP Date:</b>                       |

**Vendor Requirement:** Please see CAR Application with more PPAP info.

**Vendor Name:** Best Foam  
**BPCS Vendor No:** PPAP Completion Date

**Vendor Name:** JOIM US LLC  
**BPCS Vendor No:** 19328 PPAP Completion Date

**UGN Facility:** Chicago Heights **Department:**


**UGN Facility:** Chicago Heights **Department:** PieceLine (55)

**Description of Change:** make sure to hold multiple ingredients without the mushrooms sliding to one side

QA 101d


## Previewing UGN IPP

By clicking on the “preview UGN IPP” button located on any ECI, if it is checked, it opens a popup. This refers to SOP docushare document IPP-EXTB.

|   |   |   |
|---|---|---|
|  | <b>Engineering Change</b><br><b>UGN Initial Part Production (IPP)</b> | Print Date: 8/27/2009                                     |
| <hr/>   |   |   |
| ECI No: 200022  |   | Implementation Date: 08/01/2009<br>Issue Date: 07/27/2009 |
| <hr/>   |   |   |
| New BPCS PartNo:  | 101-60023-01a   | Part Revision: 01   |
| New BPCS Part Name:   | Pizza Holder  |   |
| <hr/>   |   |   |
| Current BPCS PartNo:  | 04783976  | Part Revision: 01   |
| Current BPCS Part Name:   | CHRYSLER NEON   |   |
| <hr/>   |   |   |
| <b>Design Change Description</b>  |   |   |
| make sure to hold multiple ingredients without the mushrooms sliding to one side  |   |   |
| <hr/>   |   |   |
| IPP Date: 08/01/2009  |   |   |
| <b>IPP Description</b>  |   |   |
| this is a completely new part   |   |   |
| <hr/>   |   |   |
| NOTE: This form has to be printed/copied in orange paper.                         |   |   |



## Previewing Customer IPP

By clicking on the “preview Customer IPP” button located on any ECI, if it is checked, it opens a popup. This refers to SOP docushare document Qa101f.

|   |  |   |
|---|--|---|
|  | <b>Engineering Change</b><br><b>Customer Initial Part Production (IPP)</b> | Print Date: 8/27/2009                                     |
| <hr/>   |  |   |
| ECI No: 200022  |  | Implementation Date: 08/01/2009<br>Issue Date: 07/27/2009 |
| <hr/>   |  |   |
| New Customer PartNo:  | 101-60023-01a  |   |
| New Customer Part Name:   |  |   |
| <hr/>   |  |   |
| Current Customer PartNo:  | 101-60023-01   |   |
| Current Customer Part Name:   |  |   |
| <hr/>   |  |   |
| New BPCS PartNo:  | 101-60023-01a  | Part Revision: 01   |
| New BPCS Part Name:   | Pizza Holder   |   |
| <hr/>   |  |   |
| Current BPCS PartNo:  | 04783976   | Part Revision: 01   |
| Current BPCS Part Name:   | CHRYSLER NEON  |   |
| <hr/>   |  |   |
| <b>Design Change Description</b>  |  |   |
| make sure to hold multiple ingredients without the mushrooms sliding to one side  |  |   |
| <hr/>   |  |   |
| IPP Date: 08/01/2009  |  |   |
| <b>IPP Description</b>  |  |   |
| this is a completely new part   |  |   |
| <hr/>   |  |   |
| NOTE: This form has to be printed/copied in orange paper.                         |  |   |

## ECI Notification Group and Team Member Maintenance





























A list of team members can be saved and used for multiple ECIs. These lists can be managed in different groups. Groups can be copied and edited. If a group is copied, all of its associated team members are

















copied as well. On the grid below, the  button allows the editing of a row and the  button allows the duplication of a group. When a group is copied, it is initially given the same name but with the text, “copy of” in front of it. The page can be searched by group name or team member.

### ECI Notification Group and Team Member Maintenance

Group Name:

Team Member:

| Group Name                                  | Obsolete                            |   | Copy Group  |
|---|-------------------------------------|---|---|
| Chicago Heights External                    | <input type="checkbox"/>            |    |    |
| Chicago Heights Internal                    | <input type="checkbox"/>            |    |    |
| COPY_OF_Chicago Heights Internal            | <input type="checkbox"/>            |    |    |
| Jackson External                            | <input type="checkbox"/>            |    |    |
| Jackson Internal                            | <input type="checkbox"/>            |    |    |
| Somerset External                           | <input type="checkbox"/>            |    |    |
| Somset Internal                             | <input type="checkbox"/>            |    |    |
| Valparaiso External                         | <input type="checkbox"/>            |    |    |
| Valparaiso Internal                         | <input type="checkbox"/>            |    |    |
| ** COPY_OF_COPY_OF_Chicago Heights Internal | <input checked="" type="checkbox"/> |   |   |
| ** Test 2 - Chicago Heights External        | <input checked="" type="checkbox"/> |  |  |
| ** Test Chicago Heights External            | <input checked="" type="checkbox"/> |  |  |
| ** test Valparaiso Internal                 | <input checked="" type="checkbox"/> |  |  |
| <input type="text"/>                        |                                     |  |  |

| Group Name                  | Team Member          |   |
|-----------------------------|----------------------|---|
| Valparaiso Internal         | Alonzo, Sue          |  |
| Valparaiso External         | Alonzo, Sue          |  |
| ** test Valparaiso Internal | Alonzo, Sue          |  |
| ** test Valparaiso Internal | Balsden, Brenda      |  |
| Valparaiso External         | Balsden, Brenda      |  |
| Valparaiso Internal         | Balsden, Brenda      |  |
| Somerset External           | Ball, Lynda          |  |
| Somset Internal             | Ball, Lynda          |  |
| Valparaiso External         | Bowhall, Barry       |  |
| Valparaiso Internal         | Bowhall, Barry       |  |
| ** test Valparaiso Internal | Bowhall, Barry       |  |
| ** test Valparaiso Internal | Brown, Aisah         |  |
| Valparaiso External         | Brown, Aisah         |  |
| Valparaiso Internal         | Brown, Aisah         |  |
| Chicago Heights External    | Cade, Dan            |  |
| <input type="text"/>        | <input type="text"/> |  |

1 2 3 4 5 6 7 8 9 10

| Fields               | Description                          |
|----------------------|--------------------------------------|
| Group Name           | Search by existing group names       |
| Team Member Name     | Search by team member                |
| List of groups       | Created, edit, or delete groups      |
| List of team members | Add or remove team members to groups |

















## ECI Task Description Maintenance

There is a dropdown box on the ECI Detail page which allows Quality Engineers to assign tasks to team members. If the names of the tasks are not complete or inaccurate, then the values in the dropdown boxes can be edited.

### ECI Task Description Maintenance

*Partial Searches can be completed by placing % before or after text.*

Task Name:

| Task Name                                       | Obsolete                 |   |
|---|--------------------------|---|
| Create/Update Inspection Reports                | <input type="checkbox"/> |  |
| Create/Update Work Instructions                 | <input type="checkbox"/> |  |
| Deliver New Tool to Production Area             | <input type="checkbox"/> |  |
| Inform all Production Personnel                 | <input type="checkbox"/> |  |
| IPP Initial Shipment                            | <input type="checkbox"/> |  |
| Issue 'DO NOT SHIP' tag                         | <input type="checkbox"/> |  |
| Issue Packaging Manual                          | <input type="checkbox"/> |  |
| Issue Templates To Q.C.                         | <input type="checkbox"/> |  |
| Issue Updated Greenbar                          | <input type="checkbox"/> |  |
| Issue Updated Quote and Die Layout              | <input type="checkbox"/> |  |
| Issue/Update QC, Checker and Die Shop Templates | <input type="checkbox"/> |  |
| Make Pizza                                      | <input type="checkbox"/> |  |
| Remove Obsolete Template from Drawer            | <input type="checkbox"/> |  |
| Remove Obsolete Tools from Production           | <input type="checkbox"/> |  |
| Remove/Destroy Obsolete Template(s)             | <input type="checkbox"/> |  |
| <input type="text"/>                            |                          |  |
| 1 2   |                          |   |

## ECI Tracking Report

If Quality Engineers need to track the ECIs, then a detailed or summary report can be generated. The summary report is merely a few lines showing how many ECIs are internal and external. The details report pops up to a crystal report. Information from the OLD ECI pages will NOT be included.

### ECI Tracking Report

Issue Date From:

Customer:

ECI Type:

ECI No. Range From:

Issue Date To:

UGN Facility:

Vendor:


ECI No. Range To:

Summary Report
Detail Report
Reset

Total Number of Internal ECIs: 28

Total Number of External ECIs: 16

Total Number of ECIs: 44



# ECI Tracking Report Detail

Print Date: 9/3/2009

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Issue Date From:

CABBY:

UGN Facility:

ECI No Range From:

Vendor:

Issue Date To:

SoldTo:

ECI Type:

ECI No Range To:

---

| ECI No.  | ECI Type | Issue Date | Implementation Date | Current BPCS Part No. | Rev. | New BPCS Part No. | Rev |
|--|----------|------------|---------------------|-----------------------|------|-------------------|-----|
| 200000   | Internal | 07/13/2009 | 08/01/2009          | 04783975              | 01   | 101-60023-01a     | 01  |
| <p><u>Design Description</u></p> <p>make sure to hold multiple ingredients without the mushrooms sliding to one side</p> |          |            |                     |                       |      |                   |     |
| ** 200002  | Internal | 07/22/2009 | 08/01/2009          | 04783976              | 01   | 101-60023-01a     | 01  |
| <p><u>Design Description</u></p> <p>make sure to hold multiple ingredients without the mushrooms sliding to one side</p> |          |            |                     |                       |      |                   |     |

| Fields            | Description                                |
|-------------------|--|
| Issue Date From   | Start Date Range of when ECIs were issued. |
| Issue Date To     | End Date Range of when ECIs were issued.   |
| Customer          | The customer relating to the ECI           |
| UGN Facility      | The UGN Facility relating to the ECI       |
| ECI Type          | Internal or External ECIs                  |
| Vendor            | The Vendor relating to the ECI             |
| ECI No Range From | Start Range of ECI Numbers                 |
| ECI No Range To   | End Range of ECI Numbers                   |
| Summary Button    | Run Summary Report                         |
| Detail Button     | Run Detail Report                          |
| Reset             | Clear fields                               |