

PPAP Workflow Quick Access Guide

For Suppliers

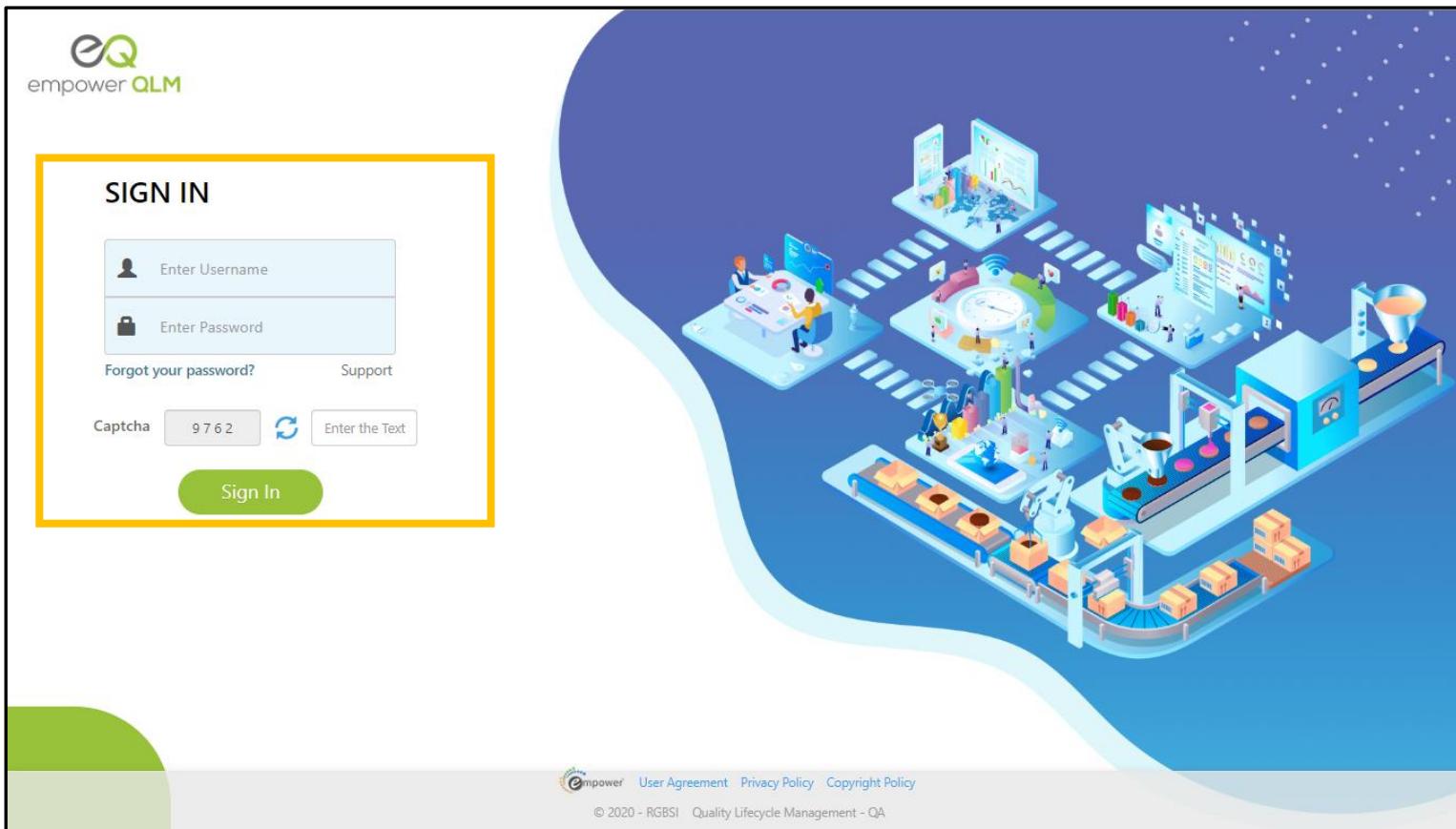
PPAP Module

Sl.No	QLM Functionality
1	Login to QLM
2	Supplier Portal
3	Navigation to PPAP Requests
4	Assign additional users for PPAP Elements
5	Download Standard Format for PPAP Document
5	Submission of PPAP Element
6	View Comments & Documents for Rejected PPAP Element
7	Submission for Rejected PPAP Element
8	Date Change Request for a PPAP Element
9	Download PPAP Documents/Package

Enter the **URL** in browser for logging in **QLM** web page

Enter the **Username** and **Password**

Enter **Captcha** & Click on **Sign-In**

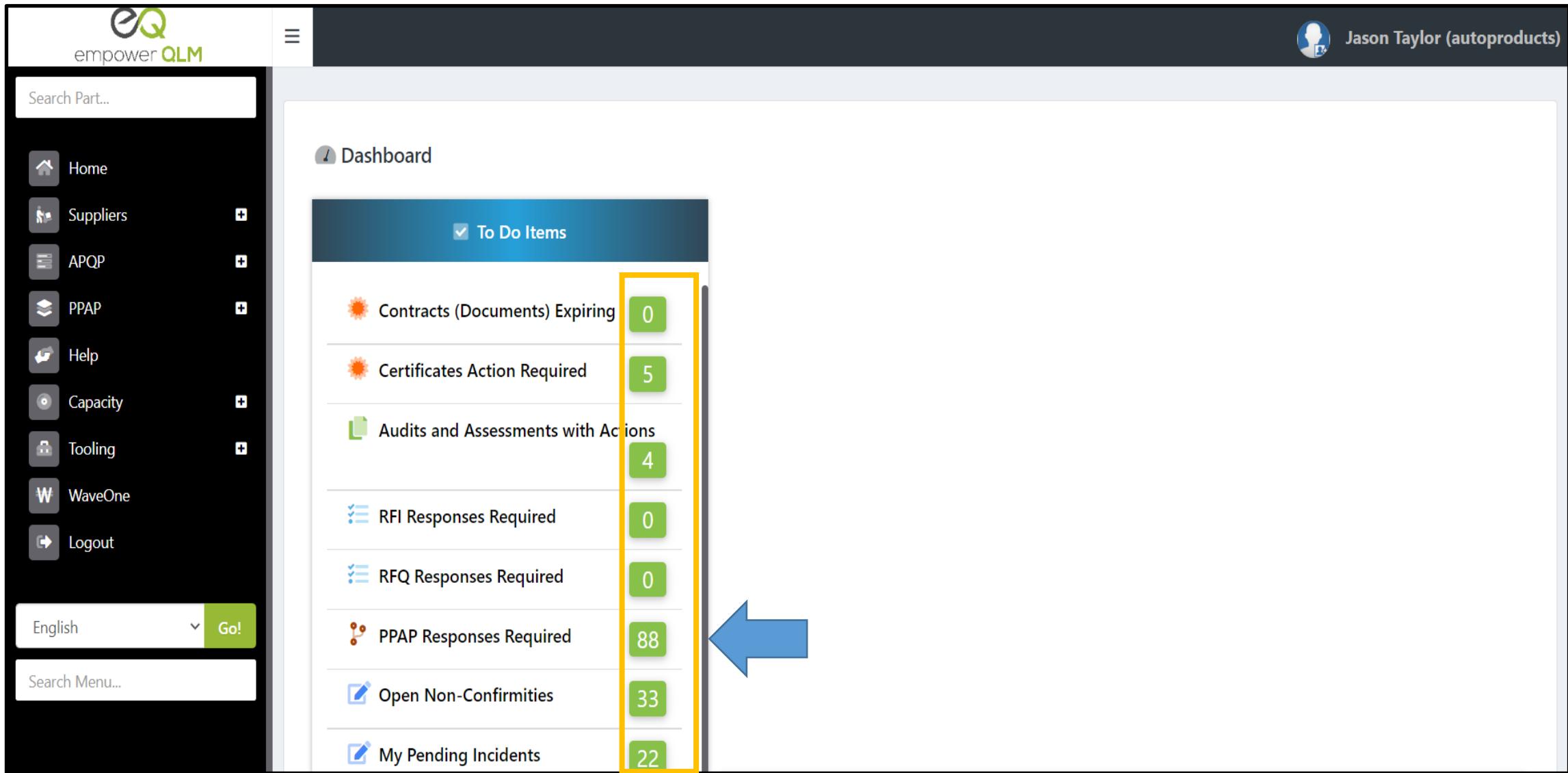


Supplier Portal

After logging in to the system, Supplier User will be navigated to the Supplier Portal Landing Page, where access to QLM Modules and their dashboards will be visible

Supplier Portal Landing Page

Supplier will be Navigated to Supplier Dashboard. Click on the **Numbers** to quickly access the **Supplier Actions**



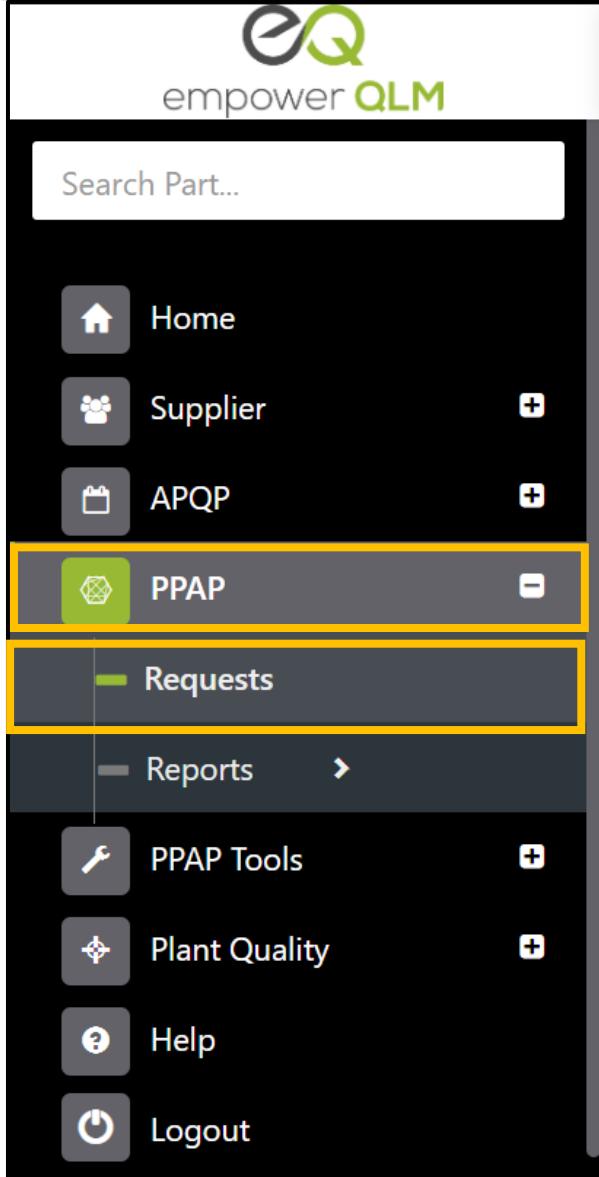
The screenshot shows the Supplier Portal Landing Page. At the top right, there is a user profile for Jason Taylor (autoproducts). On the left, a vertical navigation menu includes Home, Suppliers, APQP, PPAP, Help, Capacity, Tooling, WaveOne, and Logout. Below this is a language selection bar for English with a Go! button. A search bar at the bottom is labeled "Search Menu...". The main content area is titled "Dashboard" and features a "To Do Items" section with the following items:

Action Item	Count
Contracts (Documents) Expiring	0
Certificates Action Required	5
Audits and Assessments with Actions	4
RFI Responses Required	0
RFQ Responses Required	0
PPAP Responses Required	88
Open Non-Conformities	33
My Pending Incidents	22

A large blue arrow points from the bottom right towards the "To Do Items" section.

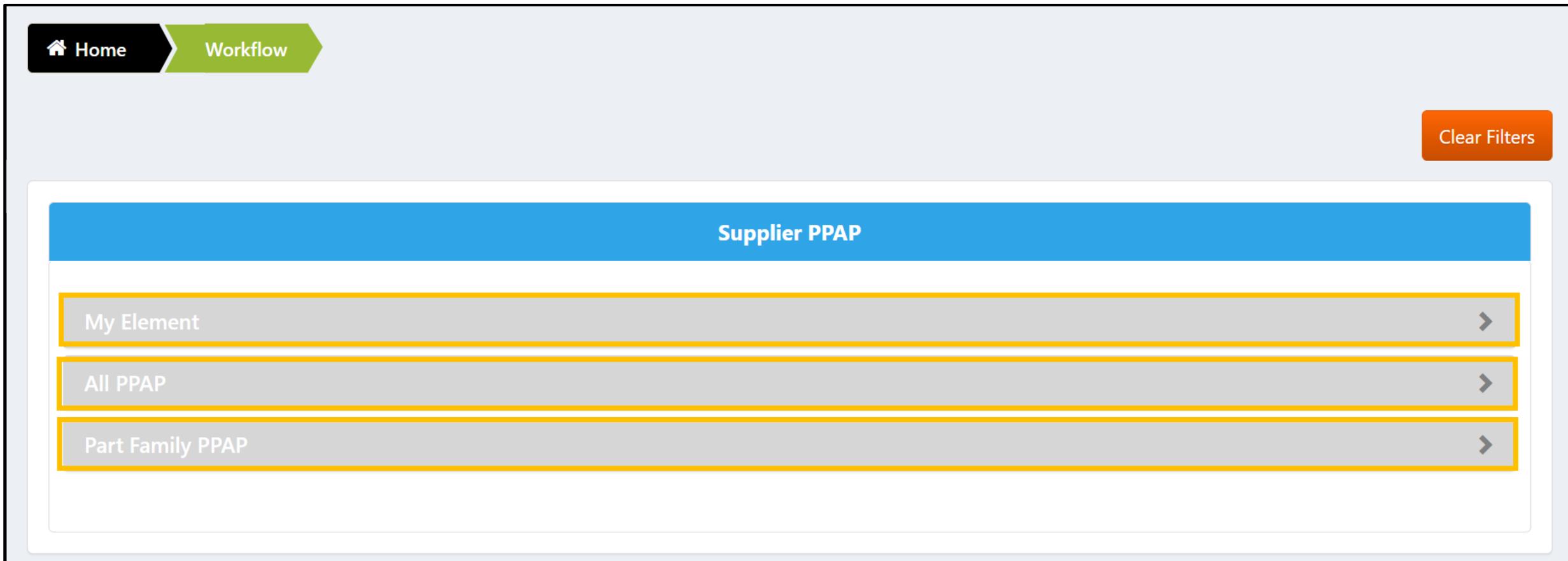
Navigation to PPAP Requests





Go to **Menu → PPAP → Requests**

- Click on **My Elements** to see the list of PPAP Elements assigned for the logged-in User
- Click on **All PPAP** to see the list of PPAP Requests assigned to the Supplier for their Parts by Customer.
- Click on **Part Family PPAP** to see the list of Part Family PPAPs assigned to the Supplier for their Parts by Customer.



The screenshot shows a user interface for managing PPAP requests. At the top, there is a navigation bar with 'Home' and 'Workflow' buttons. A 'Clear Filters' button is located in the top right corner of the main content area. The main content area has a blue header bar labeled 'Supplier PPAP'. Below this, there are three grey buttons with yellow borders, each containing a link: 'My Element', 'All PPAP', and 'Part Family PPAP'. Each button has a right-pointing arrow at its end.

In the PPAP listing page, the user can filter data in the columns by selecting the  button

Example: Select the  button in the Part Number column. All the part numbers from the requested PPAPs will be displayed in the drop-down. Select the Part number and click on **Filter**.

Supplier PPAP

Part Number	OEM Part Nu...	Coordinator	Request Date	Due Date	Reason	Status	Actual Date	Approved By	Action :	
Part Number : P00-G-00	<input type="text" value="Search"/> 	AP User C	<input type="text" value="Search"/> 	11 Sep 2020	New Part	<input type="text" value="Review Pending"/> Interim Approved @ 11 Sep 2020	<input type="text" value="Search"/> 	<input type="checkbox"/> Select All <input type="checkbox"/> Review Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Approval Pending <input type="checkbox"/> Approved <input type="checkbox"/> Requested	Submitted - 1, Approved - 18	
Part Name : SCREW, M4x12,	<input type="checkbox"/> P00-G-00 <input type="checkbox"/> E11-S00-0 <input type="checkbox"/> P11-I00-01	AP User One	<input type="text" value="Search"/> 	04 Sep 2020	21 Sep 2020	New Part	<input type="text" value="In Progress"/>	0 items selected	Requested - 15, Reviewed - 1, Submitted - 2	
Part Revision : H S00-0	<input type="checkbox"/> E11-T00-0 <input type="checkbox"/> P11-03H110	AP User One	<input type="text" value="Search"/> 	04 Sep 2020	21 Sep 2020	New Part	<input type="text" value="Non-Saleable"/> <input type="text" value="Approval Pending"/> Interim Approved @ 04 Sep 2020	0 items selected	Approved - 24	
Part Number : H90-01	P11-H91000-01	AP User One	<input type="text" value="Search"/> 	04 Sep 2020	30 Sep 2020	New Part	<input type="text" value="Non-Saleable"/> <input type="text" value="Approval Pending"/> Interim Approved @ 04 Sep 2020	0 items selected	Approved - 24	
Part Name : HARNESS,										
Part Revision : 3.1										
OEM Part Number : H90-01										

Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Select the PPAP and Click on **Action → View**

All PPAP																			
Closed PPAPs	No	Cancelled PPAPs	No																
Part Num...	Part Number :	OEM Part Num...	OEM Part Number :	Coordina...	Coordinator :	Request Creation ...	Request Creation Date :	Due D...	Due Date :	Reas...	Reason :	Status	Actual Date	Approved...	Approved Date	Comments	Action		
	789007				Ken Johnson	18 Mar 2021				Initial PPAP	Requested					Requested - 18	 View		
	Cover																Action		
	A																		
	Part Number :	001 20			Jason Taylor	24 Feb 2021				Engineering Change	Requested					Reviewed - 1, Requested - 2	 Action		
	Part Revision :	A																	

Assign additional users for PPAP Elements



Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Select the PPAP and Click on **Action → View**

All PPAP																
Closed PPAPs	No	Cancelled PPAPs	No													
Part Num...	Part Number :	OEM Part Num...	OEM Part Number :	Coordina...	Coordinator :	Request Creation ...	Request Creation Date :	Due D...	Due Date :	Reas...	Reason :	Status	Actual Date	Approved...	Approved Date	Comments
	789007				Ken Johnson		18 Mar 2021			Initial PPAP		Requested			Requested - 18	<button>Action</button>
	Cover															<button>View</button>
	A															
	Part Number :	001 (20)			Jason Taylor		24 Feb 2021			Engineering Change		Requested			Reviewed - 1, Requested - 2	<button>Action</button>
	Part Revision :	A														



PPAP Status Bar



Update Elements

Status history

(14974-105) - 14974-105



Elements

Reference Materials

Requested PPAP Elements

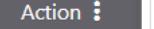
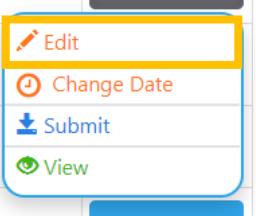
Submission Requirements (REQ) : - Not Required - Required - As Requested - If Applicable

#	Name	Abbreviation	REQ		Status	Submission Responsible			Reviewer's			Actual Approval Date	
						Due	Responsibilities	Actual	Due	Name	Actual		
1	Design Record	DR			Requested	14 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings			
5	Process Flow diagram	PFD			Requested	14 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings			
6	Process FMEA	PFMEA			Requested	14 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings			



There are two ways to assign additional users for submission

Option-1: Click on **Action → Edit** to add additional users to the PPAP element

Elements		Reference Materials										
		Element			Status	Submission Responsible			Reviewer's		Actual Approval Date	
#	Name	Abbreviation	REQ			Due	Responsibilities	Actual	Due	Name	Actual	
1	Part Submission Warrant 	PSW			Requested	15 Sep 2020	User One		01 Oct 2020	Karthik S		
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	DR & BOM			Requested	15 Sep 2020	User One		01 Oct 2020	Karthik S		
3	Engineering Change Documentation	ECN			Requested	15 Sep 2020	User One		01 Oct 2020	Karthik S		
4	Customer Engineering Approvals	ECA			Requested	15 Sep 2020	User One		01 Oct 2020	Karthik S		

Edit Element - Part Submission Warrant

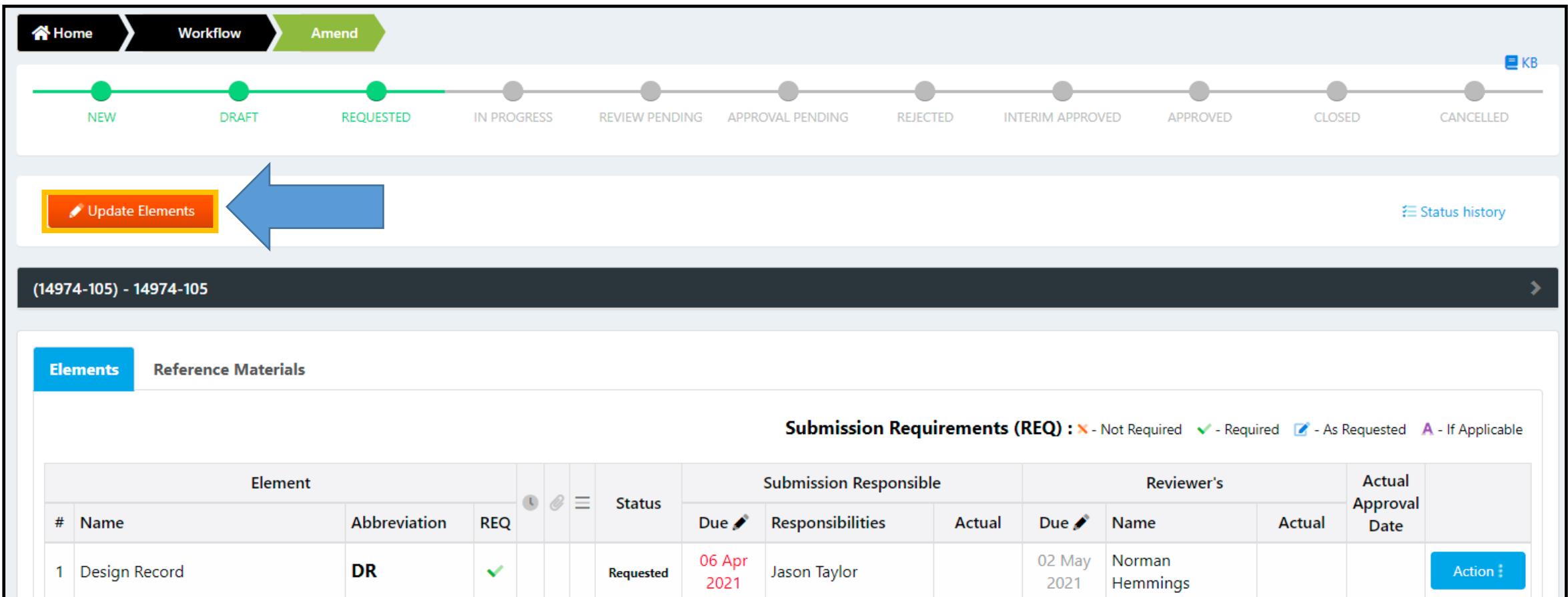
Element Name	Part Submission Warrant						
Element #	Abbreviation						
1	PSW						
Submission Due Date	Reviewer Due Date						
15 Sep 2020	01 Oct 2020						
Is Special Element	<input checked="" type="checkbox"/>						
Responsibilities							
<table border="1"><thead><tr><th>PHOTO</th><th>CONTACT INFO</th></tr></thead><tbody><tr><td></td><td>User One ap_user1</td></tr><tr><td></td><td>User two Us2</td></tr></tbody></table>		PHOTO	CONTACT INFO		User One ap_user1		User two Us2
PHOTO	CONTACT INFO						
	User One ap_user1						
	User two Us2						
Description	<input type="button" value="Add"/>						
<input type="checkbox"/> Checklist							
<input type="button" value="Update"/> <input type="button" value="Cancel"/>							

Click on **Responsibilities**, it displays the available Supplier User list.

Select the Supplier user to be assigned for the element.

Multiple Supplier users can be assigned to the same PPAP Element

Click on **Update**

Option-2: Click on **Update Elements**

The screenshot shows a software interface for managing PPAP elements. At the top, there's a navigation bar with 'Home', 'Workflow' (highlighted in green), and 'Amend'. Below this is a horizontal timeline of workflow states: NEW (green), DRAFT (green), REQUESTED (green), IN PROGRESS (grey), REVIEW PENDING (grey), APPROVAL PENDING (grey), REJECTED (grey), INTERIM APPROVED (grey), APPROVED (grey), CLOSED (grey), and CANCELLED (grey). A blue arrow points to the 'Update Elements' button, which is highlighted with a yellow background and a red border. To the right of the button is a 'Status history' link. Below the timeline, a dark bar displays the identifier '(14974-105) - 14974-105'. The main content area has tabs for 'Elements' (selected) and 'Reference Materials'. A legend for 'Submission Requirements (REQ)' is provided: orange square for 'Not Required', green checkmark for 'Required', blue checkmark for 'As Requested', and purple checkmark for 'If Applicable'. A table below shows details for one element: 'Design Record' (ID 1), Abbreviation 'DR', REQ status (green checkmark), Status 'Requested', Due date '06 Apr 2021', Responsibilities 'Jason Taylor', Actual date '02 May 2021', Reviewer 'Norman Hemmings', and an 'Action' button.

#	Name	Abbreviation	REQ	Status	Due	Responsibilities	Actual	Due	Name	Actual	Actual Approval Date
1	Design Record	DR	✓	Requested	06 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings		Action



Update Elements

Name	14974-105	PPAP Status	Requested																
Program	CAR3																		
Responsibilities	<table border="1"><thead><tr><th>#</th><th>Element</th><th>Category</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>User One ap_user1</td><td>PHOTO</td><td>Requested</td></tr><tr><td>2</td><td>Change Approval</td><td>ECA</td><td>Requested</td></tr><tr><td>3</td><td>DFMEA</td><td>DFMEA</td><td>Requested</td></tr></tbody></table>			#	Element	Category	Status	1	User One ap_user1	PHOTO	Requested	2	Change Approval	ECA	Requested	3	DFMEA	DFMEA	Requested
#	Element	Category	Status																
1	User One ap_user1	PHOTO	Requested																
2	Change Approval	ECA	Requested																
3	DFMEA	DFMEA	Requested																

Submit **Cancel**

Select the elements to assign Responsibilities.

Click on **Select User**, it displays the available Supplier User list.

Select the Supplier User to be assigned for the selected elements.

Click on **Submit**.

Download Standard Format of PPAP Document (Optional Step)



Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Select the PPAP and Click on **Action → View**

All PPAP																
Closed PPAPs	No	Cancelled PPAPs	No													
Part Num...	Part Number :	OEM Part Num...	OEM Part Number :	Coordina...	Coordinator :	Request Creation ...	Request Creation Date :	Due D...	Due Date :	Reas...	Reason :	Status	Actual Date	Approved...	Approved Date :	Comments
	789007				Ken Johnson		18 Mar 2021			Initial PPAP		Requested			Requested - 18	<button>Action</button>
	Cover															<button>View</button>
	A															
	Part Number :	001 20			Jason Taylor		24 Feb 2021			Engineering Change		Requested			Reviewed - 1, Requested - 2	<button>Action</button>
	Part Revision :	A														



To Download the PPAP Format Document attached by the Customer, click on the  option as shown

Elements Reference Materials

Submission Requirements (REQ) :  - Not Required  - Required  - As Requested  - If Applicable

#	Name	Element			Status	Submission Responsible			Reviewer's			Actual Approval Date
		Abbreviation	REQ	Action		Due	Responsibilities	Actual	Due	Name	Actual	
1	Design Record 	DR		  	Requested	27 Mar 2020	Jason Taylor		04 Apr 2020	Adam Watson		Action :
2	Engineering Change Notice  	ECN		  	Reviewed	27 Mar 2020	Jason Taylor	05 Mar 2020	04 Apr 2020	Adam Watson	05 Mar 2020	   
3	Engineering Change Approval  	ECA			Requested	27 Mar 2020	Jason Taylor		04 Apr 2020	Adam Watson		

Submission of PPAP Element



In Supplier Login,

Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Click on
Action → View



All PPAP									
Drag a column header and drop it here to group by that column									
Part Number	Coordinator	Request Date	Due Date	Reason	Status	Actual Date	Approved By		
Part Number : 001 10 Part Revision : A	Jason Taylor	02 Jan 2020	13 Jan 2020	Initial PPAP	Approved	05 Mar 2020		Approved - 3	Action :
Part Number : 001 10 Part Revision : A	Jason Taylor	05 Mar 2020	04 Apr 2020	Initial PPAP	In Progress			Requested - 14, Reviewed - 1	Action : View

To Submit a PPAP Element, Click on **Action → Submit** (Action button for the element to be submitted)

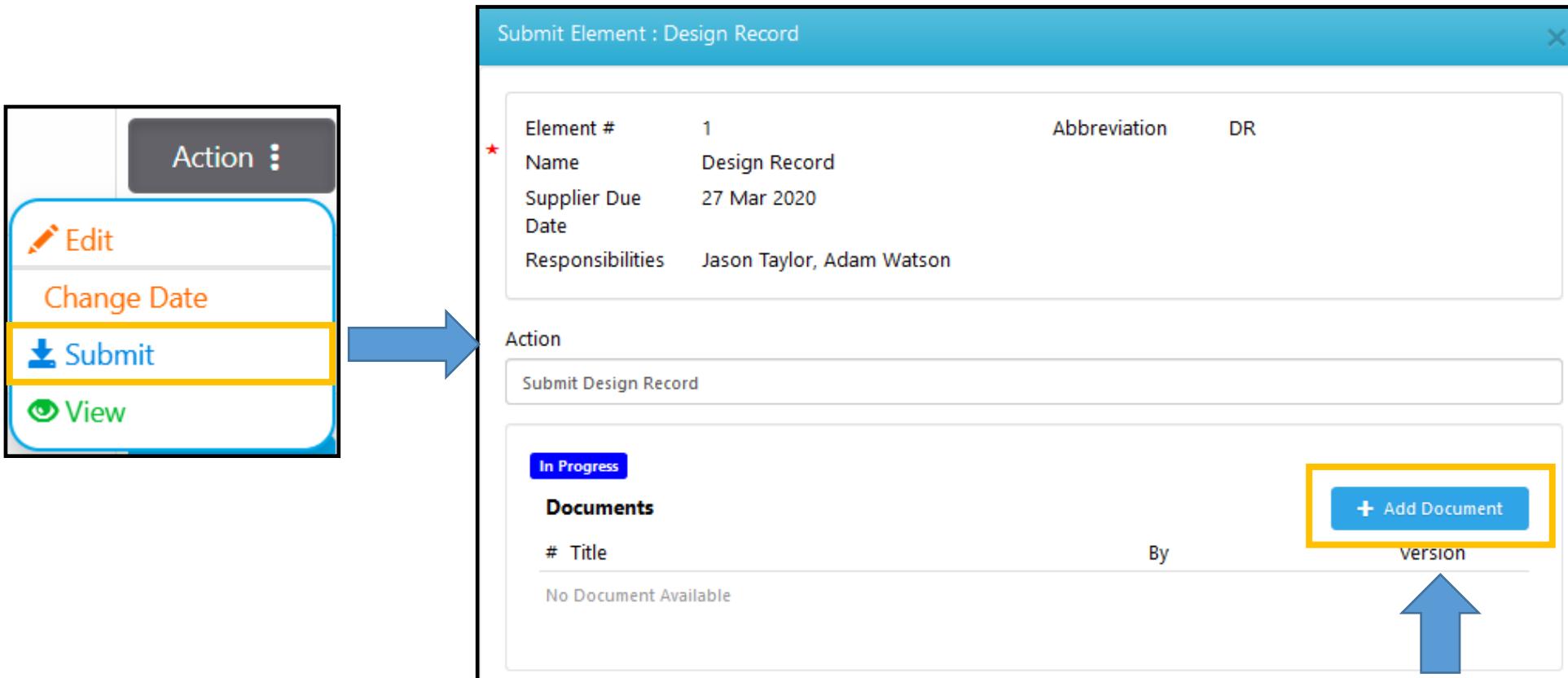
ElementsReference Materials

Submission Requirements (REQ) : ✗ - Not Required ✓ - Required ☐ - As Requested ▢ - If Applicable

#	Name	Abbreviation	REQ	Status	Submission Responsible			Reviewer's			Actual Approval Date
					Due	Responsibilities	Actual	Due	Name	Actual	
1	Design Record	DR		Requested	27 Mar 2020	Jason Taylor		04 Apr 2020	Adam Watson		
2	Engineering Change Notice	ECN		Reviewed	27 Mar 2020	Jason Taylor	05 Mar 2020	04 Apr 2020	Adam Watson	05 Mar 2020	
3	Engineering Change Approval	ECA			27 Mar 2020	Jason Taylor		04 Apr 2020	Adam Watson		

Edit
 Change Date
 Submit
 View

To Submit a PPAP Element, Click on **Action → Submit**
Click on **Add Document** to attach the documents



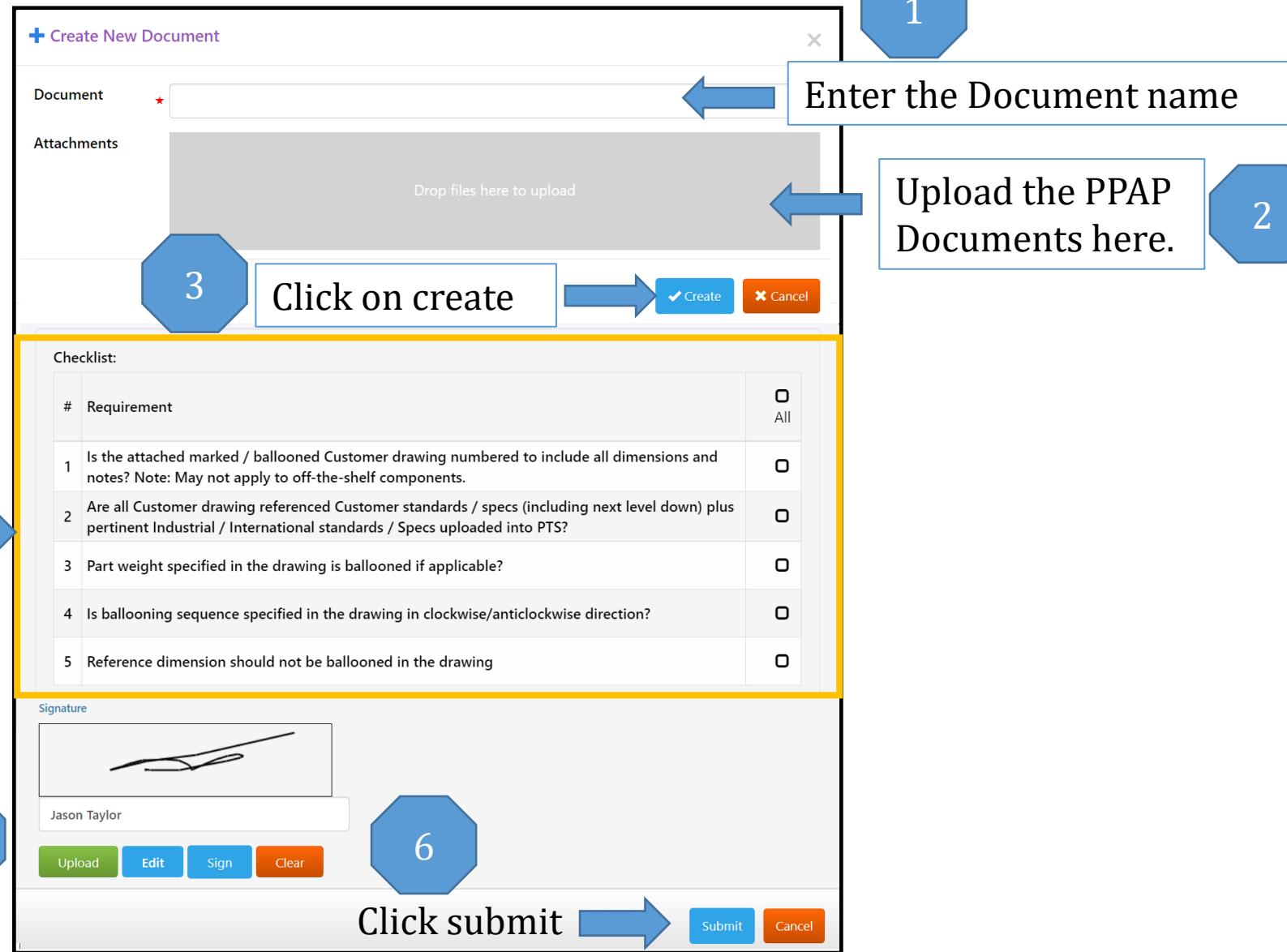
Add Documents

If the Element is marked as required, then document attachment will be mandatory

4

Check list added at the template level will be available here.
Selecting at least one checklist is mandatory

5



The screenshot shows a 'Create New Document' interface with the following steps:

- Step 1: Enter the Document name (highlighted with a blue arrow).
- Step 2: Upload the PPAP Documents here (highlighted with a blue arrow).
- Step 3: Click on create (highlighted with a blue arrow).
- Step 4: Checklist: A yellow box highlights the checklist section, which includes:
 - # Requirement
 - 1 Is the attached marked / ballooned Customer drawing numbered to include all dimensions and notes? Note: May not apply to off-the-shelf components.
 - 2 Are all Customer drawing referenced Customer standards / specs (including next level down) plus pertinent Industrial / International standards / Specs uploaded into PTS?
 - 3 Part weight specified in the drawing is ballooned if applicable?
 - 4 Is ballooning sequence specified in the drawing in clockwise/anticlockwise direction?
 - 5 Reference dimension should not be ballooned in the drawing
- Step 5: Signature (highlighted with a blue arrow).
- Step 6: Click submit (highlighted with a blue arrow).

View Comments & documents for Rejected PPAP Element



Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Select the PPAP and Click on **Action → View**

All PPAP											
Closed PPAPs	No	Cancelled PPAPs	No								
Part Num...	Part Number :	OEM Part Num...	OEM Part Number :	Coordina...	Coordinator :	Request Creation ...	Request Creation Date :	Due D...	Due Date :	Reas...	Reason:
	789007				Ken Johnson		18 Mar 2021			Initial PPAP	Requested
	Part Name : Cover										Requested - 18
	Part Revision : A										Action :
	Part Number : 001 20				Jason Taylor		24 Feb 2021			Engineering Change	Requested
	Part Revision : A										Reviewed - 1, Requested - 2
											Action :

Click on **Action → View** to view the comments and documents for the rejected PPAP element

Elements			Reference Materials									
			Submission Requirements (REQ) : ✗ - Not Required ✓ - Required ▢ - As Requested ▢ - If Applicable									
Element			Status	Submission Responsible			Reviewer's			Actual Approval Date		
#	Name	Abbreviation		REQ	Due	Responsibilities	Actual	Due	Name			Actual
1	Part Submission Warrant	PSW	✓ ▢ ▢ ☰	Approved	28 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020	17 Sep 2020	Action :
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	DR & BOM	✓ ▢ ▢ ☰	Reviewed	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020		Action :
3	Engineering Change Documentation	ECN	✓ ▢ ▢ ☰	Interim Approved	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020		Action :
4	Customer Engineering Approvals	ECA	✓ ▢ ▢ ☰	Submitted	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings			Action :
5	Design Failure Mode and Effect Analysis	DFMEA	✓ ▢ ▢ ☰	Submitted	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings			Action :
6	Process Flow Diagram	PFD	✓ ▢ ▢ ☰	Rejected	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020		Action :
7	Process Failure Mode and Effect Analysis	PFMEA	✓	Requested	25 Sep 2020	User One		06 Oct 2020	Norman Hemmings			Edit Change Date Submit View
8	Control Plan	CP	✓	Requested	25 Sep 2020	User One		06 Oct 2020	Norman Hemmings			

View Element : Process Flow Diagram

Element #	6	Abbreviation	PFD
Name	Process Flow Diagram		
Supplier Due Date	25 Sep 2020		
Responsibilities	User One, Norman Hemmings		

Documents

Rejected by admin at 9/17/2020 10:05:02 AM

Name	Review Process Flow Diagram
Description	Process is not as per the standards

Signature



sd: Norman Hemmings 17/09/2020 10:5:0

Checklists

#	Requirement	Status
1	Does the part number and revision level stated on the PFD match the drawing?	✓
2	Does the PFD include the entire production process from raw material to outsourced operations to shipment of product plus reflect special characteristics?	✗
3	Does each process have process flow symbols and connected with flow lines?	✗
4	Are product and process characteristics clearly stated for applicable process?	✗
5	Does PFD include annual Re-validation and is it separated from process line?	✗
6	Does the PFD format have latest format number and revision level?	✗

Documents:

#	Name	By	Date
1	Markup	admin	17 Sep 2020 10:05 AM

Submitted by ap_user1 at 9/17/2020 9:56:38 AM

Rejected

Supplier Documents

#	Title	By	Version
1	PFD	ap_user1	1

The rejection comments entered by the customer can be viewed in the **Description**.

Click on **Documents** to see the document attached by the Customer.

Click on  button to view the document.

Click on the Document name to download the markup document.

Submission for Rejected PPAP Element



Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Select the Rejected PPAP and Click on **Action → View**

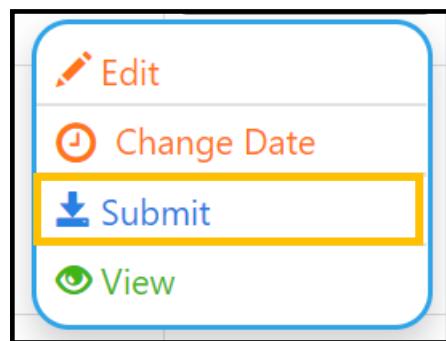
All PPAP												
Closed PPAPs	No	Cancelled PPAPs	No									
Part Num...	Part Number :	OEM Part Num...	OEM Part Number :	Coordina...	Request Creation ...	Due D...	Reas...	Status	Actual Date	Approved...		
P0004	P0004	Jason Taylor	09 Mar 2021	15 Apr 2021	New development	Rejected	Rejected	Rejected - 15, Reviewed - 2	Action :			
001 20	Part Revision : A	Jason Taylor	23 Mar 2021	27 May 2021	Initial PPAP	In Progress	In Progress	Reviewed - 1, Requested - 24, Interim Approved - 1	Action :			

Click on **Action → Submit** to submit the documents for the rejected PPAP element

Elements			Reference Materials									
Submission Requirements (REQ) : ✗ - Not Required ✓ - Required ☐ - As Requested ▢ - If Applicable												
Element			Status	Submission Responsible			Reviewer's			Actual Approval Date		
#	Name	Abbreviation		REQ	Due	Responsibilities	Actual	Due	Name			Actual
1	Part Submission Warrant	PSW	✓ ○ 🔗 ☰	Approved	28 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020	17 Sep 2020	Action :
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	DR & BOM	✓ ○ 🔗 ☰	Reviewed	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020	17 Sep 2020	Action :
3	Engineering Change Documentation	ECN	✓ ○ 🔗 ☰	Interim Approved	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020	17 Sep 2020	Action :
4	Customer Engineering Approvals	ECA	✓ ○ 🔗 ☰	Submitted	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings			Action :
5	Design Failure Mode and Effect Analysis	DFMEA	✓ ○ 🔗 ☰	Submitted	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings			Action :
6	Process Flow Diagram	PFD	✓ ○ 🔗 ☰	Rejected	25 Sep 2020	User One	17 Sep 2020	01 Oct 2020	Norman Hemmings	17 Sep 2020	17 Sep 2020	Action :
7	Process Failure Mode and Effect Analysis	PFMEA	✓	Requested	25 Sep 2020	User One		06 Oct 2020	Norman Hemmings			Edit Change Date Submit View
8	Control Plan	CP	✓	Requested	25 Sep 2020	User One		06 Oct 2020	Norman Hemmings			



Submit Element Pop-up window will open. Click on the button to replace the file.
Click on **Add Document** to attach any additional documents



Submit Element : Process Flow Diagram

Element #	6	Abbreviation	PFD
Name	Process Flow Diagram		
Supplier Due Date	25 Sep 2020		
Responsibilities	User One, Norman Hemmings		

Documents

Rejected by admin at 9/17/2020 10:05:02 AM

Submitted by ap_user1 at 9/17/2020 9:56:38 AM

Action

Submit Process Flow Diagram

Rejected

Reference Documents

Supplier Documents

#	Title	By	Version	Actions
1	PFD	ap_user1	1	

+ Add Document

Submission of PPAP Element

+ Add Document

+ Create New Document

Document *

Attachments

Drop files here to upload

3 Click on create Create Cancel

Checklist:

#	Requirement	All
1	Does the part number and revision level stated on the PFD match the drawing?	<input type="checkbox"/>
2	Does the PFD include the entire production process from raw material to outsourced operations to shipment of product plus reflect special characteristics?	<input type="checkbox"/>
3	Does each process have process flow symbols and connected with flow lines?	<input type="checkbox"/>
4	Are product and process characteristics clearly stated for applicable process?	<input type="checkbox"/>
5	Does PFD include annual Re-validation and is it separated from process line?	<input type="checkbox"/>
6	Does the PFD format have latest format number and revision level?	<input type="checkbox"/>

Signature

User One

Upload Edit Sign Clear

6 Click Submit Submit Cancel

4 Check the Checklist for the element being submitted. Selecting at least one checklist is mandatory

5 Click Sign

1 Enter the Document name

2 Upload the PPAP Documents here.

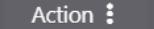


Additional PPAP Functionalities

Date Change Request for a PPAP Element

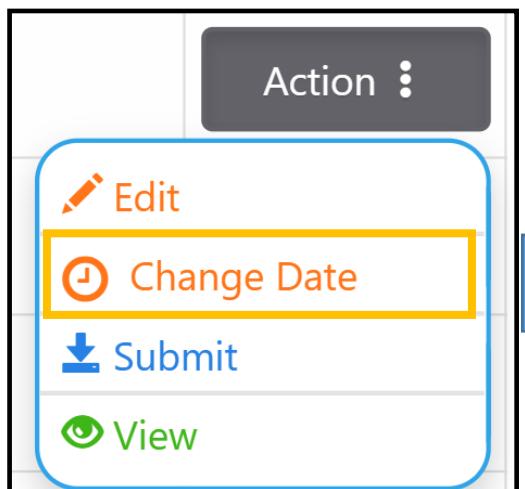
Select the PPAP request element for which date change request is needed in the PPAP Listing Page by clicking on **Action → View**.

Click on **Action → Change Date**

Element		Status	Submission Responsible			Reviewer's			Actual Approval Date	
#	Name		Abbreviation	REQ	Due	Responsibilities	Actual	Due	Name	Actual
1	Part Submission Warrant 	Requested	PSW		25 Sep 2020	User One		30 Sep 2020	Norman Hemmings	
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	Requested	DR & BOM		25 Sep 2020	User One		30 Sep 2020	Norman Hemmings	  Edit  Change Date  Submit  View
3	Engineering Change Documentation	Requested	ECN		25 Sep 2020	User One		30 Sep 2020	Norman Hemmings	
4	Customer Engineering Approvals	Requested	ECA		25 Sep 2020	User One		30 Sep 2020	Norman Hemmings	
5	Design Failure Mode and Effect Analysis 	Requested	DFMEA		25 Sep 2020	User One		30 Sep 2020	Norman Hemmings	

On Clicking **Action → Change Date**, date change request pop-up window is displayed.

Click on **Revised Due** and choose the required date.



The diagram illustrates the process of changing a due date. On the left, a screenshot of a software interface shows a list of actions: 'Edit', 'Change Date' (which is highlighted with a yellow border), 'Submit', and 'View'. A large blue arrow points from this list to a detailed 'Date Change Request for Part Submission Warrant' dialog box on the right. The dialog box contains the following information:

Element #		1	Abbreviation	PSW
Name	Part Submission Warrant			
Supplier Due Date	25 Sep 2020			
Responsibilities	User One, Norman Hemmings			
Documents				
Request Submission				
Current Due				
25 Sep 2020				
Revised Due				
25 Sep 2020				
Review Due				
30 Sep 2020				

A calendar interface is overlaid on the dialog box, showing the months of September and October 2020. The date '17' in September is highlighted with a yellow border, indicating it is selected or being chosen. The calendar includes navigation arrows for previous and next months, and a legend for days of the week (Su Mo Tu We Th Fr Sa).

Enter the reason for date change in **Brief notes on request**.

Attach documents. (Optional)

Click on **Sign** and **Submit**

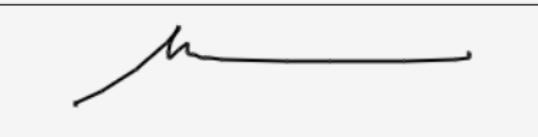
Date Change Request

Date Change Request

Brief notes on request

Description + Add

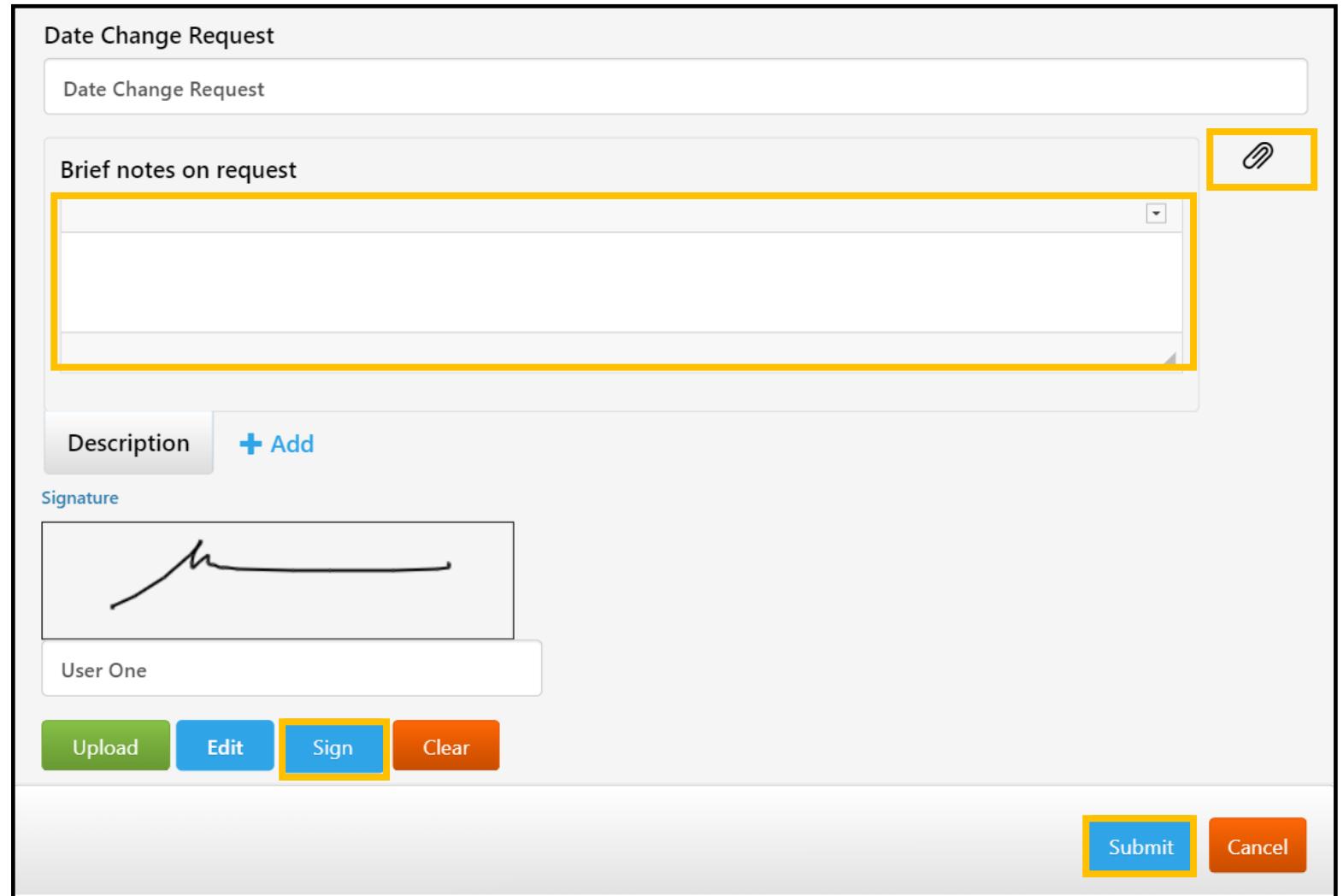
Signature



User One

Upload Edit Sign Clear

Submit Cancel



Download PPAP Documents

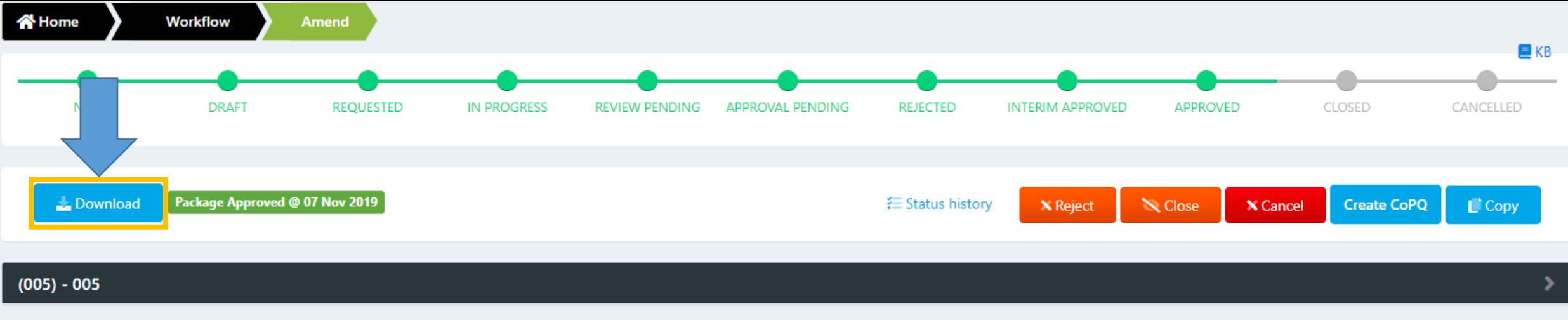
Go to **Menu → PPAP → Requests**

List of PPAP requests gets displayed , Select the PPAP and Click on **Action → View**

All PPAP																		
Closed PPAPs		No	Cancelled PPAPs		No													
Part Num...	Filter	OEM Part Num...	Filter	Coordina...	Filter	Request Creation ...	Filter	Due Date	Filter	Reason	Filter	Status	Filter	Actual Date	Approved ...	Filter		
Part Number :																		
001 20						Jason Taylor		02 Jan 2020		13 Jan 2020		Initial PPAP		Approved		05 Mar 2020		Approved - 3
Part Revision :						A											Action :	
																	View	
Page		1	of 1		10	items per page								Showing 1-1 from 1 requests				

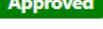
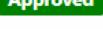


In the PPAP Request View page, click on **Download** button.



The screenshot shows a software interface for managing PPAP requests. At the top, there's a navigation bar with 'Home', 'Workflow' (which is currently selected), and 'Amend' buttons. Below this is a horizontal timeline representing the request status over time, indicated by green dots and labels: DRAFT, REQUESTED, IN PROGRESS, REVIEW PENDING, APPROVAL PENDING, REJECTED, INTERIM APPROVED, APPROVED, CLOSED, and CANCELLED. A large blue arrow points downwards from the 'Workflow' button towards the 'Download' button. The 'Download' button is highlighted with a yellow border. To its right, a message says 'Package Approved @ 07 Nov 2019'. On the far right of the timeline, there's a small 'KB' icon. Below the timeline, there are several action buttons: 'Status history' (blue), 'Reject' (orange), 'Close' (orange), 'Cancel' (red), 'Create CoPQ' (blue), and 'Copy' (blue). At the bottom left, there's a reference number '(005) - 005' and a small 'next' arrow icon. The bottom right corner has a standard browser navigation bar with back, forward, and home icons.

1. Select the elements to be downloaded
2. Click on **Download**
3. User can select **Submitted / Final Approved / Interim Approved** status documents to download.

#	Name	Abbreviation	Status	Download :
1	Part Submission Warrant	PSW	SUBMITTED	
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	DR & BOM	INTERIMAPPROVED_20200805_ADMIN	
3	Engineering Change Documentation	ECN	FINALAPPROVED_20200806_ADMIN	
4	Customer Engineering Approvals	ECA	 Approved	
5	Design Failure Mode and Effect Analysis	DFMEA	 Approved	
6	Process Flow Diagram	PFD	 Approved	
7	Process Failure Mode and Effect Analysis	PFMEA	 Approved	
8	Control Plan	CP	 Approved	
9	Measurement System Analysis Studies	MSA	 Approved	
10	Dimensional Results	DR	 Approved	

Thank You

