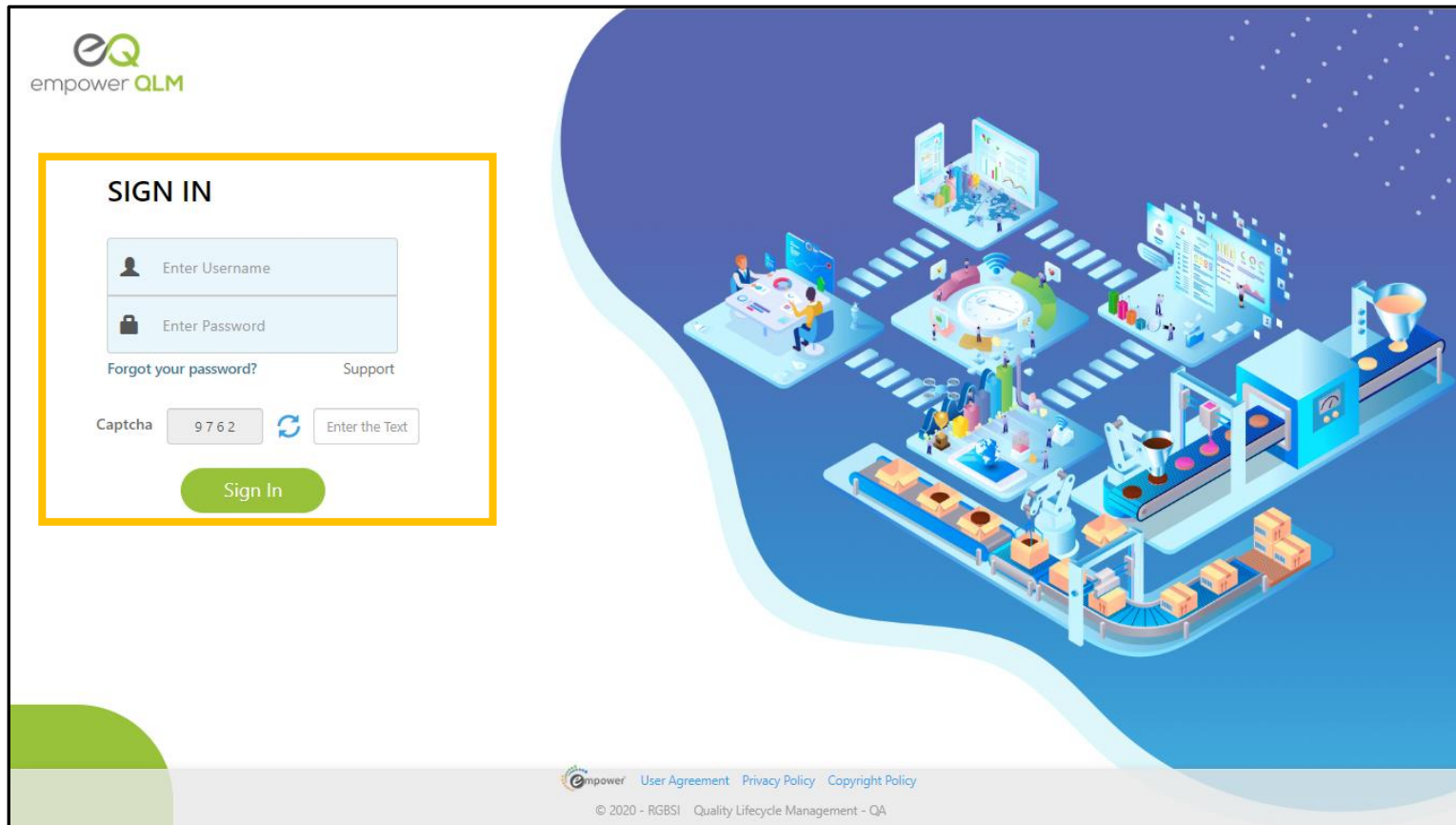


# PPAP Workflow Quick Access Guide

## For Suppliers

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

Enter the **URL** in browser for logging in **QLM** web page  
 Enter the **Username** and **Password**  
 Enter **Captcha** & Click on **Sign-In**



The screenshot shows the QLM login interface. On the left, a 'SIGN IN' form is highlighted with a yellow border. The form includes fields for 'Enter Username' and 'Enter Password', a 'Forgot your password?' link, a 'Support' link, a captcha field with the text '9 7 6 2' and a refresh button, and a 'Sign In' button. On the right, there is a large, colorful illustration of a factory floor with various machines, conveyor belts, and workers. The background is a dark blue gradient with white stars.

empower QLM

**SIGN IN**

Enter Username

Enter Password

Forgot your password? Support

Captcha 9 7 6 2 Enter the Text

Sign In

empower User Agreement Privacy Policy Copyright Policy

© 2020 - RGBSI Quality Lifecycle Management - QA

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

Search Part...

Home

Suppliers

APQP

PPAP

Help

Capacity

Tooling

WaveOne

Logout

English

Go!

Search Menu...

Jason Taylor (autoproducs)

Dashboard

To Do Items

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

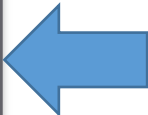
88

Open Non-Conformities

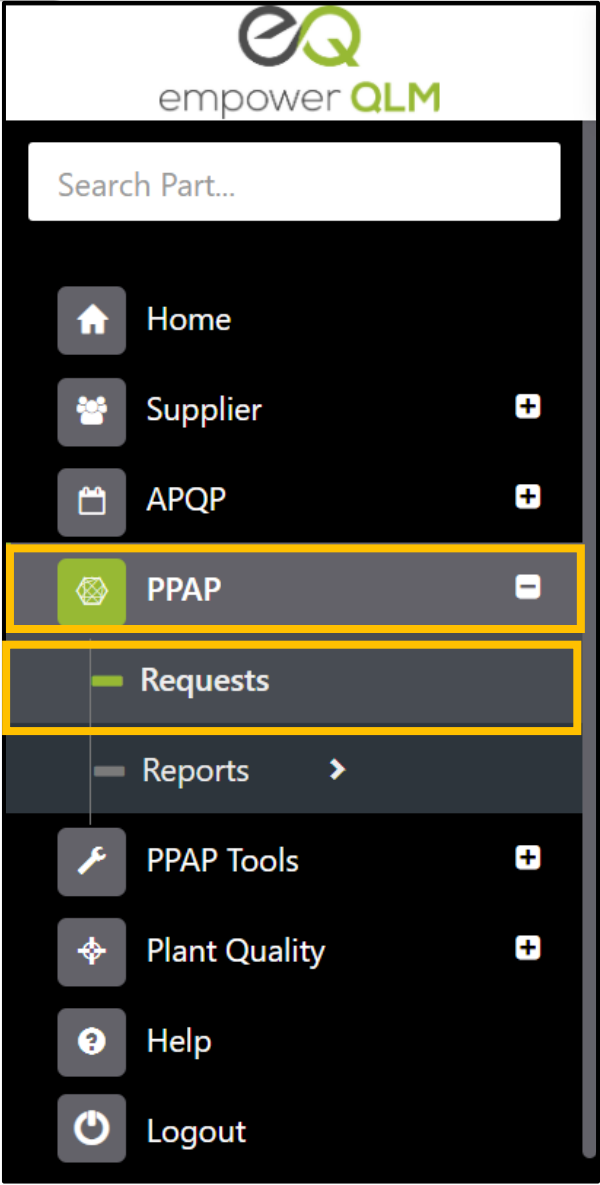
33

My Pending Incidents

22




# 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.

 Home

Workflow

Clear Filters

Supplier PPAP

My Element >

All PPAP >

Part Family PPAP >



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

My Element

All PPAP

Part Number	OEM Part Nu...	Coordinator	Request Date	Due Date	Reason	Status	Actual Date	Approved By	
<div> <div>Part Number : P00-IG-00</div> <div>Part Name : SCREW, M4x12,</div> <div>Part Revision :</div> <div>Part Number : H S00-0</div> <div>Part Name : IG MPB</div> <div>Part Revision :</div> <div>OEM Part Num :</div> </div> <div> <input type="text" value="Search"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select All</li> <li><input type="checkbox"/> P00-G-00</li> <li><input type="checkbox"/> E11-S00-0</li> <li><input type="checkbox"/> P11-J00-01</li> <li><input type="checkbox"/> E11-T00-0</li> <li><input type="checkbox"/> P11-031110</li> </ul> <div>0 items selected</div> <div>Filter Clear</div> </div>		AP User C		11 Sep 2020	New Part	<div>Review Pending</div> <div>Interim Approved @ 11 Sep 2020</div>		Submitted - 1, Approved - 18	Action
<div> <div>Part Number : H S00-0</div> <div>Part Name : IG MPB</div> <div>Part Revision :</div> <div>OEM Part Num :</div> </div> <div> <input type="text" value="Search"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select All</li> <li><input type="checkbox"/> AP User One</li> </ul> <div>0 items selected</div> <div>Filter Clear</div> </div>		AP User One	04 Sep 2020	21 Sep 2020	New Part	<div>In Progress</div>		Requested - 15, Reviewed - 1, Submitted - 2	Action
<div> <div>Part Number : H90-01</div> <div>Part Name : HARNESS,</div> <div>Part Revision : 3.1</div> <div>OEM Part Number :</div> </div> <div> <input type="text" value="Search"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select All</li> <li><input type="checkbox"/> Review Pending</li> <li><input type="checkbox"/> In Progress</li> <li><input type="checkbox"/> Approval Pending</li> <li><input type="checkbox"/> Approved</li> <li><input type="checkbox"/> Requested</li> </ul> <div>0 items selected</div> <div>Filter Clear</div> </div>	P11-H91000-01	AP User One	04 Sep 2020	30 Sep 2020	New Part	<div>Non-Saleable</div> <div>Approval Pending</div> <div>Interim Approved @ 04 Sep 2020</div>		Approved - 24	Action

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...	OEM Part Num...	Coordina...	Request Creation ...	Due D...	Reas...	Status	Actual Date	Approved...		
<b>Part Number :</b> 789007 <b>Part Name :</b> Cover <b>Part Revision :</b> A		Ken Johnson	18 Mar 2021		Initial PPAP	Requested			Requested - 18	<div>Action</div> <div>View</div>
<b>Part Number :</b> 001 <span>20</span> <b>Part Revision :</b> A		Jason Taylor	24 Feb 2021		Engineering Change	Requested			Reviewed - 1, Requested - 2	<div>Action</div>

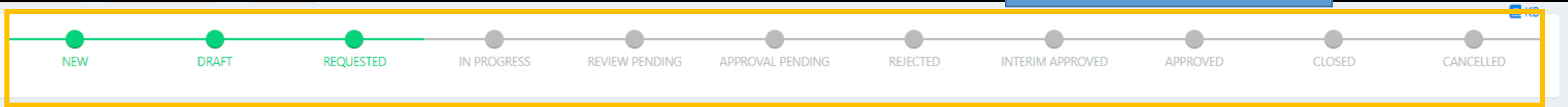
# Assign additional users for PPAP Elements

Go to [Menu](#) → [PPAP](#) → [Requests](#)

List of PPAP requests gets displayed , Select the PPAP and Click on [Action](#) → [View](#)

All PPAP											
Closed PPAPs		Cancelled PPAPs									
<input type="checkbox"/> No		<input type="checkbox"/> No									
Part Num...	OEM Part Num...	Coordina...	Request Creation ...	Due D...	Reas...	Status	Actual Date	Approved...			
<b>Part Number :</b> 789007 <b>Part Name :</b> Cover <b>Part Revision :</b> A		Ken Johnson	18 Mar 2021		Initial PPAP	Requested			Requested - 18	<div>Action ⋮</div> <div>View</div>	
<b>Part Number :</b> 001 <span>20</span> <b>Part Revision :</b> A		Jason Taylor	24 Feb 2021		Engineering Change	Requested			Reviewed - 1, Requested - 2	<div>Action ⋮</div>	

## 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 A - If Applicable

Element								Submission Responsible			Reviewer's			Actual Approval Date	
#	Name	Abbreviation	REQ				Status	Due	Responsibilities	Actual	Due	Name	Actual		
1	Design Record	DR	✓				Requested	14 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings			<a href="#">Action</a>
5	Process Flow diagram	PFD	✓				Requested	14 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings			<a href="#">Action</a>
6	Process FMEA	PFMEA	✓				Requested	14 Apr 2021	Jason Taylor		02 May 2021	Norman Hemmings			<a href="#">Action</a>

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

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	✓		Requested	15 Sep 2020	User One		01 Oct 2020	Karthik S		<div>Action</div>
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	DR & BOM	✓		Requested	15 Sep 2020	User One		01 Oct 2020	Karthik S		<div> <div>Edit</div> <div>Change Date</div> <div>Submit</div> <div>View</div> </div>
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		<div>Action</div>

Edit Element - Part Submission Warrant

Element Name

Part Submission Warrant

Element #

1

Abbreviation

PSW

Submission Due Date

15 Sep 2020

Reviewer Due Date

01 Oct 2020

Is Special Element

Responsibilities

PHOTO

CONTACT INFO

User One

ap\_user1

User two

Us2

Description

+ Add

Checklist

Update

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**

Home

Workflow

Amend

NEW

DRAFT

REQUESTED

IN PROGRESS

REVIEW PENDING

APPROVAL PENDING

REJECTED

INTERIM APPROVED

APPROVED

CLOSED

CANCELLED

KB

Update Elements

Status history

(14974-105) - 14974-105

Elements

Reference Materials

**Submission Requirements (REQ)** : ✖ - Not Required ✔ - Required ✎ - As Requested A - If Applicable

Element				Status	Submission Responsible			Reviewer's			Actual Approval Date	
#	Name	Abbreviation	REQ		Due ✎	Responsibilities	Actual	Due ✎	Name	Actual		
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	<div> <div> <input type="checkbox"/> # </div> <div> <div>PHOTO</div> <div>CONTACT INFO</div> </div> <div> <div> <input checked="" type="checkbox"/> 1 </div> <div> <div> <div> User One ap_user1 </div> </div> </div> </div> <div> <div> <input checked="" type="checkbox"/> 2 </div> <div> Change Approval </div> <div> ECA </div> <div> Requested </div> </div> <div> <div> <input type="checkbox"/> 3 </div> <div> DFMEA </div> <div> DFMEA </div> <div> Requested </div> </div> </div>		

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		Cancelled PPAPs									
<input type="checkbox"/> No		<input type="checkbox"/> No									
Part Num...	OEM Part Num...	Coordina...	Request Creation ...	Due D...	Reas...	Status	Actual Date	Approved...			
<b>Part Number :</b> 789007 <b>Part Name :</b> Cover <b>Part Revision :</b> A		Ken Johnson	18 Mar 2021		Initial PPAP	Requested			Requested - 18	<div>Action ⋮</div> <div>View</div>	
<b>Part Number :</b> 001 <span>20</span> <b>Part Revision :</b> A		Jason Taylor	24 Feb 2021		Engineering Change	Requested			Reviewed - 1, Requested - 2	<div>Action ⋮</div>	

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

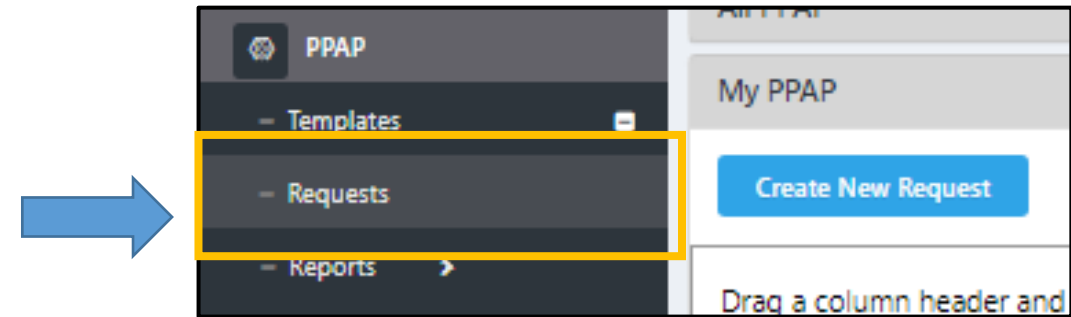
Element				Status	Submission Responsible			Reviewer's			Actual Approval Date	
#	Name	Abbreviation	REQ		Due	Responsibilities	Actual	Due	Name	Actual		
1	Design Record ?	DR	✔	Requested	27 Mar 2020	Jason Taylor		04 Apr 2020	Adam Watson			Action ⋮
2	Engineering Change Notice ? 	ECN	✔	Reviewed	27 Mar 2020	Jason Taylor	05 Mar 2020	04 Apr 2020	Adam Watson	05 Mar 2020		<div> Edit Change Date Submit View </div>
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 <span>10</span> Part Revision : A	Jason Taylor	02 Jan 2020	13 Jan 2020	Initial PPAP	Approved	05 Mar 2020		Approved - 3		Action :
Part Number : 001 <span>10</span> 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)

Elements													
Reference Materials													
Submission Requirements (REQ) : ✖ - Not Required ✔ - Required ☑ - As Requested Ⓐ - If Applicable													
Element				⌚	🔗	☰	Status	Submission Responsible			Reviewer's		
#	Name	Abbreviation	REQ					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	✔				Requested	27 Mar 2020	Jason Taylor		04 Apr 2020	Adam Watson	

Action :  
 Edit  
 Change Date  
 Submit  
 View

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

**Submit Element : Design Record**

Element #	1	Abbreviation	DR
Name	Design Record		
Supplier Due Date	27 Mar 2020		
Responsibilities	Jason Taylor, Adam Watson		

**Action**

Submit Design Record

**In Progress**

**Documents**

#	Title	By	Version
No Document Available			

**+ Add Document**



## Add Documents

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

Check list added at the template level will be available here.

Selecting at least one checklist is mandatory

Create New Document

Document

Attachments

Drop files here to upload

3


Click on create

CreateCancel

Checklist:

#	Requirement	<input type="checkbox"/>
1	Is the attached marked / ballooned Customer drawing numbered to include all dimensions and notes? Note: May not apply to off-the-shelf components.	<input type="checkbox"/>
2	Are all Customer drawing referenced Customer standards / specs (including next level down) plus pertinent Industrial / International standards / Specs uploaded into PTS?	<input type="checkbox"/>
3	Part weight specified in the drawing is ballooned if applicable?	<input type="checkbox"/>
4	Is ballooning sequence specified in the drawing in clockwise/anticlockwise direction?	<input type="checkbox"/>
5	Reference dimension should not be ballooned in the drawing	<input type="checkbox"/>

Signature



Jason Taylor

Upload

Edit

Sign

Clear

6

Click submit

SubmitCancel

# 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...	OEM Part Num...	Coordina...	Request Creation ...	Due D...	Reas...	Status	Actual Date	Approved...		
<b>Part Number :</b> 789007 <b>Part Name :</b> Cover <b>Part Revision :</b> A		Ken Johnson	18 Mar 2021		Initial PPAP	Requested			Requested - 18	<div>Action</div> <div>View</div>
<b>Part Number :</b> 001 <span>20</span> <b>Part Revision :</b> A		Jason Taylor	24 Feb 2021		Engineering Change	Requested			Reviewed - 1, Requested - 2	<div>Action</div>

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								Submission Responsible			Reviewer's			Actual Approval Date	
#	Name	Abbreviation	REQ	🕒	📎	☰	Status	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			<div> <div>Edit</div> <div>Change Date</div> <div>Submit</div> <div>View</div> </div>
8	Control Plan 📎	CP	✔				Requested	25 Sep 2020	User One		06 Oct 2020	Norman Hemmings			

Edit
Change Date
Submit
View

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 10:05:00

Checklists

Documents

Checklists

#	Requirement	
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...	OEM Part Num...	Coordina...	Request Creation ...	Due D...	Reas...	Status	Actual Date	Approved...		
<b>Part Number :</b> P0004 <b>Part Name :</b> Part 0004 <b>Part Revision :</b> A		Jason Taylor	09 Mar 2021	15 Apr 2021	New developme nt	Rejected			Rejected - 15, Reviewed - 2	<div>Action</div> <div>View</div>
<b>Part Number :</b> 001 <span>20</span> <b>Part Revision :</b> A		Jason Taylor	23 Mar 2021	27 May 2021	Initial PPAP	In Progress			Reviewed - 1, Requested - 24, Interim Approved - 1	<div>Action</div>

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


Elements

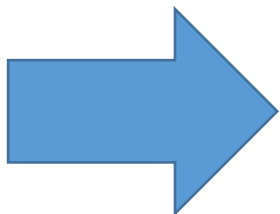
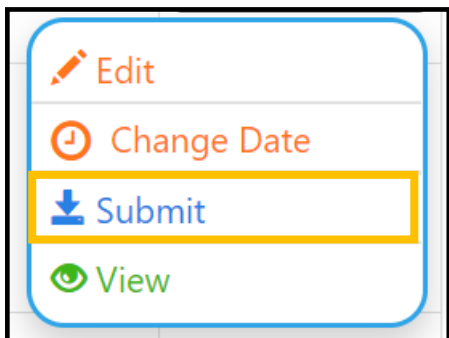
Reference Materials

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		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			<div> <div>✏ Edit</div> <div>🕒 Change Date</div> <div>📎 Submit</div> <div>👁 View</div> </div>
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	
1	PFD	ap_user1	1	  

+ Add Document

## Enter the Document name

Upload the PPAP Documents here.

Click on **create**

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

Click **Sign**

**Click Submit**

# 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**

Elements

Reference Materials

Submission Requirements (REQ) : ✖ - Not Required ✔ - Required 📄 - As Requested A - 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	✔				Requested	25 Sep 2020	User One		30 Sep 2020	Norman Hemmings			Action ⋮
2	Design Records & Bubbled part print(s) & BOM(Bill of material)	DR & BOM	✔				Requested	25 Sep 2020	User One		30 Sep 2020	Norman Hemmings			<div> <div>Edit</div> <div>Change Date</div> <div>Submit</div> <div>View</div> </div>
3	Engineering Change Documentation	ECN	✔				Requested	25 Sep 2020	User One		30 Sep 2020	Norman Hemmings			Action ⋮
4	Customer Engineering Approvals	ECA	✔				Requested	25 Sep 2020	User One		30 Sep 2020	Norman Hemmings			Action ⋮
5	Design Failure Mode and Effect Analysis 🔗	DFMEA	✔				Requested	25 Sep 2020	User One		30 Sep 2020	Norman Hemmings			Action ⋮

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

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

**Action** ⋮

- Edit
- Change Date**
- Submit
- View

Date Change Request for Part Submission Warrant

★ Element # 1

Name Part Submission Warrant

Supplier Due Date 25 Sep 2020

Responsibilities User One, Norman Hemmings

Abbreviation PSW

Documents

Request Submission

Current Due 25 Sep 2020

Revised Due

25 Sep 2020

Review Due

30 Sep 2020

Sep 2020
October 2020

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	

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

Attach documents. (Optional)

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

Date Change Request

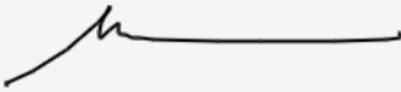
Date Change Request

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...	OEM Part Num...	Coordina...	Request Creation ...	Due Date	Reason	Status	Actual Date	Approved ...	
<b>Part Number :</b> 001 <span>20</span> <b>Part Revision :</b> A		Jason Taylor	02 Jan 2020	13 Jan 2020	Initial PPAP	Approved	05 Mar 2020		Approved - 3 <div>View</div>

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Page 1 of 1

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10 items per page









Showing 1-1 from 1 requests

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

The screenshot displays the PPAP Request View page. At the top, there are navigation tabs: Home, Workflow, and Amend. Below these is a horizontal timeline representing the workflow stages: DRAFT, REQUESTED, IN PROGRESS, REVIEW PENDING, APPROVAL PENDING, REJECTED, INTERIM APPROVED, APPROVED, CLOSED, and CANCELLED. A large blue arrow points down to the 'Download' button, which is highlighted with a yellow border. To the right of the 'Download' button is a green status box that reads 'Package Approved @ 07 Nov 2019'. Further right are buttons for 'Status history', 'Reject', 'Close', 'Cancel', 'Create CoPQ', and 'Copy'. At the bottom left, there is a dark grey bar with the text '(005) - 005' and a right-pointing arrow.

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

Submitted Document Download

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

# Thank You