

# Quick Access User Guide on Change Management for Supplier Users



## Change Management Module

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# Login to QLM

Enter the **URL** for login in QLM web page

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

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



# Create new Change Request

(Supplier Users)

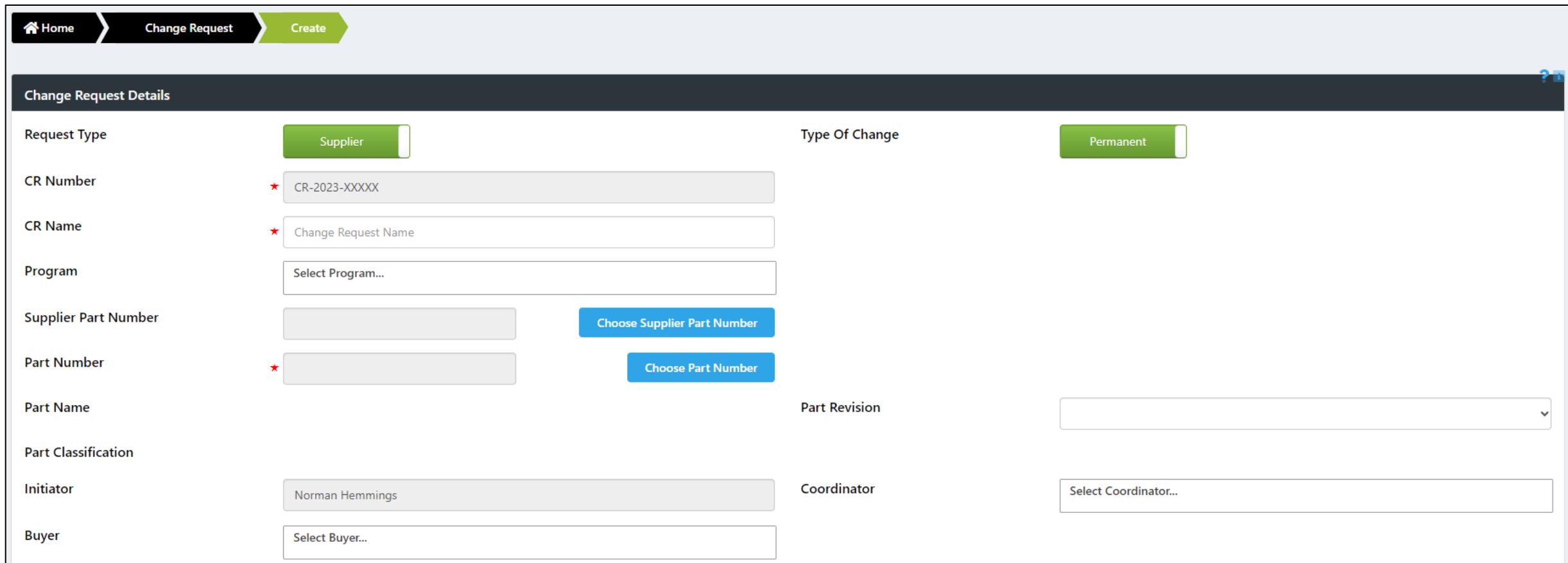


- Go to **QLM Menu → Change Management → Change Requests.**
- Click on **Create New Change Request** button.

The screenshot shows the QLM software interface. On the left, there is a navigation sidebar with various menu items: Compliance, PPAP, Deviation, Change Management (which is selected and highlighted with a yellow box), Library, Risk Assessment Templates, Approval Templates, and Change Requests (which is also highlighted with a yellow box). The main area is titled "Supplier Change Requests". It features two tabs: "Supplier Change Requests" (selected) and "Internal Change Requests". Below the tabs, there are two sections: "All Change Requests" and "My Change Requests". A prominent blue button labeled "Create New Change Request" is located in the "All Change Requests" section. To the right of this button is a blue "Excel Export" button. At the bottom, there is a table with columns: Status, CR N..., CR Nu..., Prog..., Projec..., P..., P..., Change Categ..., and Change Re... . One row in the table is visible, showing: Action (dropdown), Acknowledged, Material Change Request, SICR-2022-00099, V710, 263555, 379, and Material Change.

New Change Request Creation page opens where following information can be filled:

1. Name of Change Request in **CR Name**.
2. **Part Number** for which change request needs to be created.
3. **Customer, Program, Buyer & Coordinator** can be selected for the change request.



The screenshot shows the 'Change Request Details' page with the following fields:

- Request Type:** Supplier (button)
- Type Of Change:** Permanent (button)
- CR Number:** CR-2023-XXXX (input field)
- CR Name:** Change Request Name (input field)
- Program:** Select Program... (input field)
- Supplier Part Number:** (input field) with **Choose Supplier Part Number** button
- Part Number:** (input field) with **Choose Part Number** button
- Part Name:** (input field)
- Part Revision:** (dropdown menu)
- Part Classification:** (input field)
- Initiator:** Norman Hemmings (input field)
- Coordinator:** Select Coordinator... (input field)
- Buyer:** Select Buyer... (input field)



4. Select **Target Implementation Date** for the change request.
5. **Change Category**, **Change Type** & **Change Reason** can be selected from the dropdown.
6. Describe Proposed change in detail in **Proposed Change & Comments** field.

<b>Creation Date</b>	<input type="text" value="★ 19 Sep 2022"/>	<b>Target Implementation Date</b>	<input type="text" value="★ Target Implementation Date"/>
<b>Change Category</b>	<input type="text" value="Select Change Category.."/>	<b>Change Type</b>	<input type="text" value="Select Change Type..."/>
<b>Change Reason</b>	<input type="text" value="★ Select Change Reason"/>	<b>Material Status</b>	<input type="text" value="Select Material Status..."/>
<b>Proposed Change</b>	<input type="text" value="Large text area for proposed change details."/>		
<b>Comments</b>	<input type="text" value="Large text area for comments."/>		

7. Select **Supplier**, **Supplier Coordinator**, and other Supplier details from dropdown.
8. If the change request is impacting Commercially, then select **Is Commercial Impact** as Yes and specify the details in the field.
9. If the change request is impacting Customer, then select **Is Customer Impact** as Yes and specify the details in the field.
10. Click on **Save Draft** to save as Draft or **Submit** to create the new Change Request

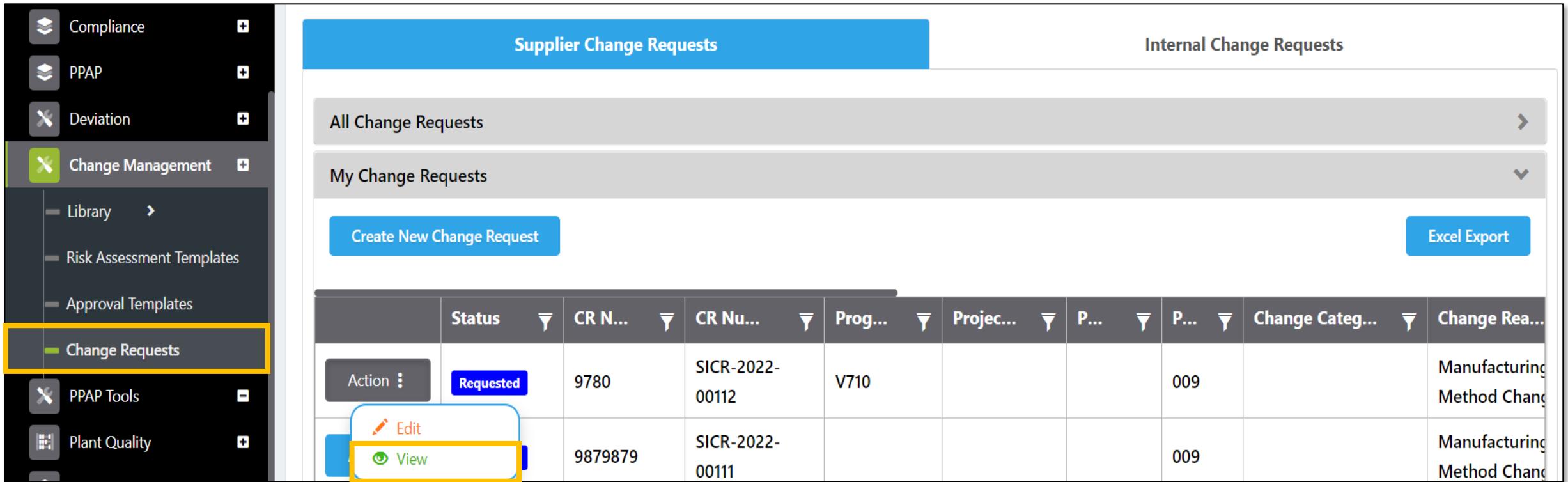
Supplier	<input type="button" value="Select Supplier..."/>	Supplier Coordinator	<input type="button" value="Select Supplier Coordinator..."/>
Supplier Location	<input type="button" value="Select Supplier Location..."/>	Supplier Plant	<input type="button" value="Select Supplier Plant..."/>
Is Commercial Impact?	<input type="button" value="No"/>		
Is Customer Impact?	<input type="button" value="No"/>		
Before Change	<input type="button" value="Drop files here to upload"/>		
After Change	<input type="button" value="Drop files here to upload"/>		
Support Documents	<input type="button" value="Drop files here to upload"/>		
<input type="button" value="Save Draft"/> <input type="button" value="Submit"/> <input type="button" value="Back"/>			

# Navigation to Change Request

(Supplier Users)



- Go to **QLM Menu → Change Management → Change Requests.**
- Click on **Action → View**, to view existing Change Request.



The screenshot shows the QLM software interface. On the left, there is a navigation sidebar with the following categories:

- Compliance
- PPAP
- Deviation
- Change Management** (selected)
- Library
- Risk Assessment Templates
- Approval Templates
- Change Requests** (highlighted with a yellow box)
- PPAP Tools
- Plant Quality

The main content area has two tabs at the top: "Supplier Change Requests" (selected) and "Internal Change Requests". Below the tabs, there are two sections: "All Change Requests" and "My Change Requests". A "Create New Change Request" button is located in the center of the screen. To the right, there is an "Excel Export" button. The main area displays a table of change requests with the following columns:

	Status	CR N...	CR Nu...	Prog...	Projec...	P...	P...	Change Categ...	Change Re...
Action :	Requested	9780	SICR-2022-00112	V710			009		Manufacturing Method Change
		9879879	SICR-2022-00111				009		Manufacturing Method Change

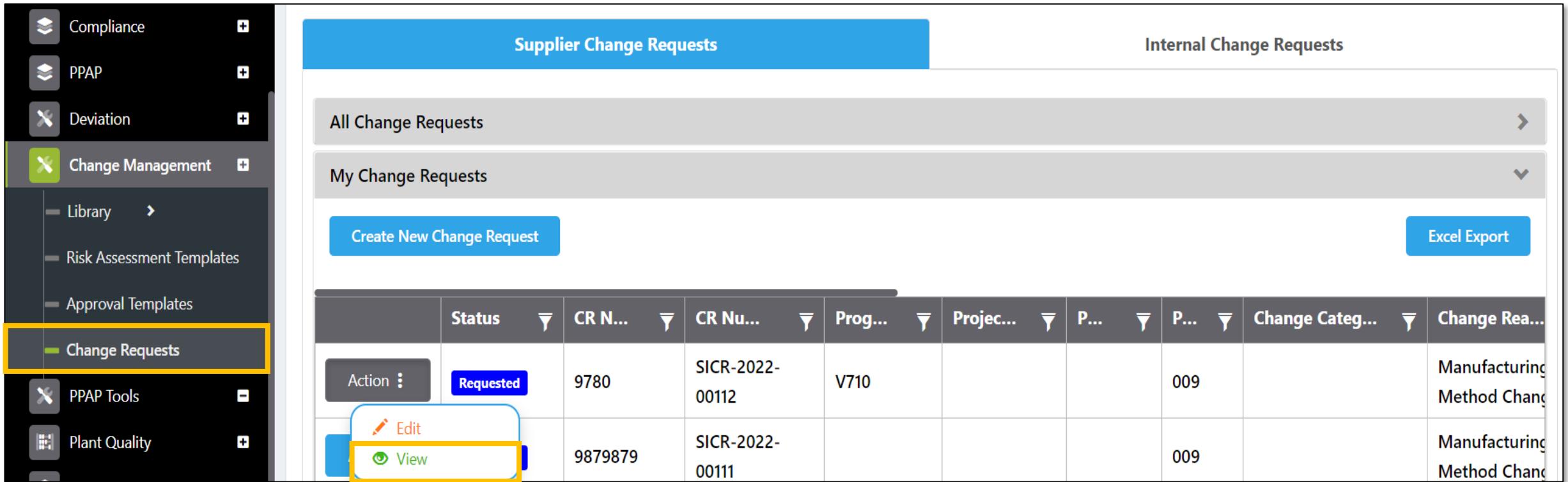
A callout box highlights the "View" option in the "Action" dropdown menu for the first row of the table. The "View" button is also highlighted with a yellow box.

# Reply functionality for Change Request

(Supplier Users)



- Go to **QLM Menu → Change Management → Change Requests.**
- Click on **Action → View**, to view existing Change Request.



The screenshot shows the QLM software interface. On the left, there is a navigation sidebar with the following categories:

- Compliance
- PPAP
- Deviation
- Change Management** (selected)
- Library
- Risk Assessment Templates
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- Change Requests** (highlighted with a yellow box)
- PPAP Tools
- Plant Quality

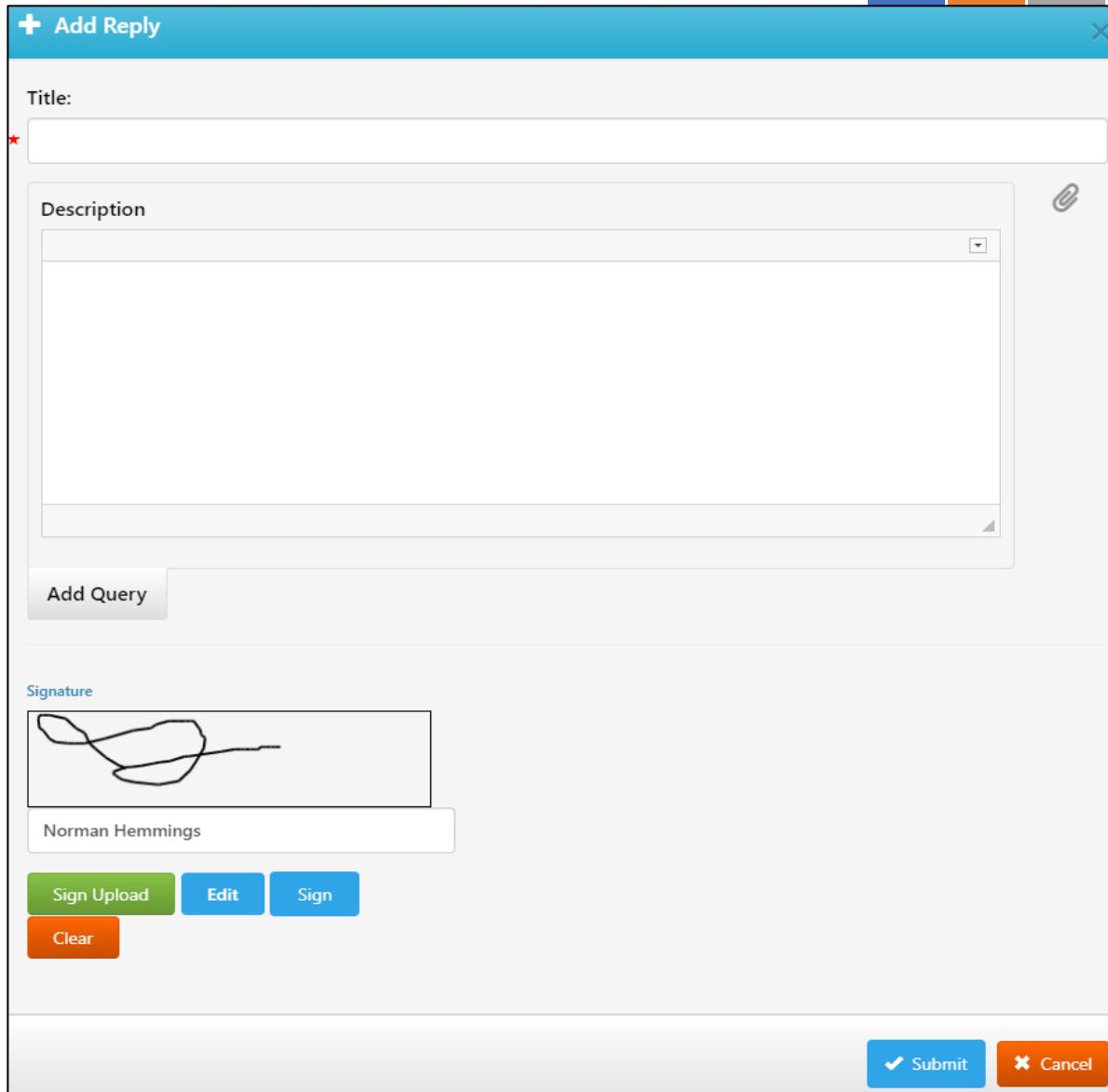
The main content area has two tabs at the top: "Supplier Change Requests" (selected) and "Internal Change Requests". Below the tabs, there are two sections: "All Change Requests" and "My Change Requests". A "Create New Change Request" button is located in the center of the screen. On the right side, there is an "Excel Export" button. The main area displays a table of change requests with the following columns:

	Status	CR N...	CR Nu...	Prog...	Projec...	P...	P...	Change Categ...	Change Re...
Action :	Requested	9780	SICR-2022-00112	V710			009		Manufacturing Method Change
		9879879	SICR-2022-00111				009		Manufacturing Method Change

A callout box highlights the "View" option in the "Action" dropdown menu for the first row of the table. The "View" button is also highlighted with a yellow box.

- In the Change request View page, click on the **Reply** button.

The screenshot shows a software interface for managing change requests. At the top, there's a header bar with a pencil icon, the identifier '13042 - (Supplier) - SICR-2023-00366 - Change Request 0908-03', and a dropdown menu. Below the header, the status is shown as 'Requested' with a blue button, and there's a link to 'Status History'. On the right side of this row are buttons for 'Reply' (which is highlighted with a yellow border), 'Export', and 'Edit'. The main content area contains five expandable sections: 'Basic Information', 'Supplier Details', 'Additional Details', 'Risk Assessment', and 'Authorization Roles and Users', each preceded by a small icon and followed by a right-pointing arrow. At the bottom of the page, there are three buttons: 'Acknowledge' (green), 'Initiate Authorization' (green), and 'Cancel' (orange). A 'Back' button is located at the very bottom right.



In the Reply pop-up window:

- Enter the subject of the Reply in **Title** field.
- Any support documents can be attached in the **Attachment** option.
- Specify additional details in **Description** field.
- Click on **Sign** & **Submit** to send Reply for the specific Change Request.

# Change Request Listing Page

(Supplier Users)



Go to **QLM Menu → Change Management → Change Requests.**

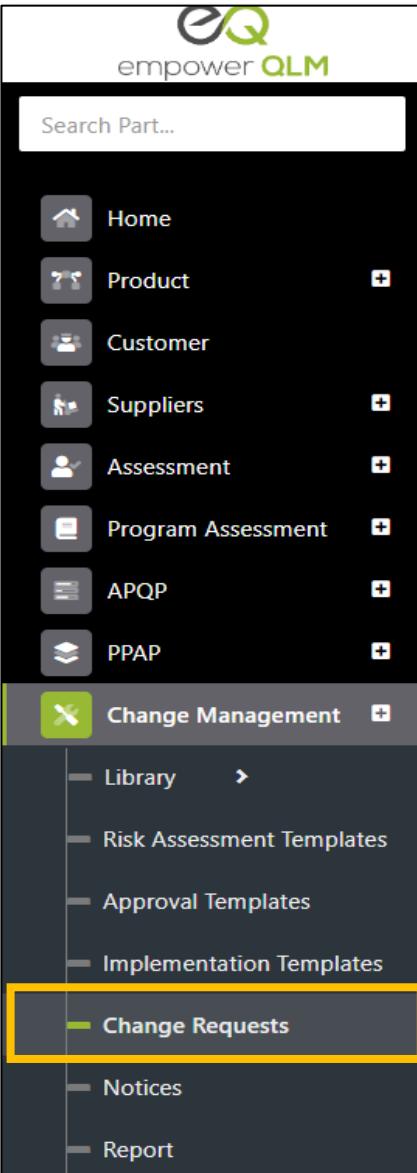
- 1. All Change Requests** – Displays all the change requests created in the system.
- 2. My Change Requests** – Displays the change requests where, logged-in user is selected as the Coordinator of change request or Initiator of change request.
- 3. My Authorization Requests** – Displays the change requests where, logged-in user is selected as the Authorization User in change request.
- 4. My Risk Assessment Requests** – Displays the change requests where, logged-in user is selected as the Responsible user for any Assessment Category in Risk Assessment.

Supplier Change Requests	Internal Change Requests
All Change Requests	>
My Change Requests	>
My Authorization Requests	>
My Risk Assessment Requests	>

# Import Change Request through Excel

(Supplier Users)



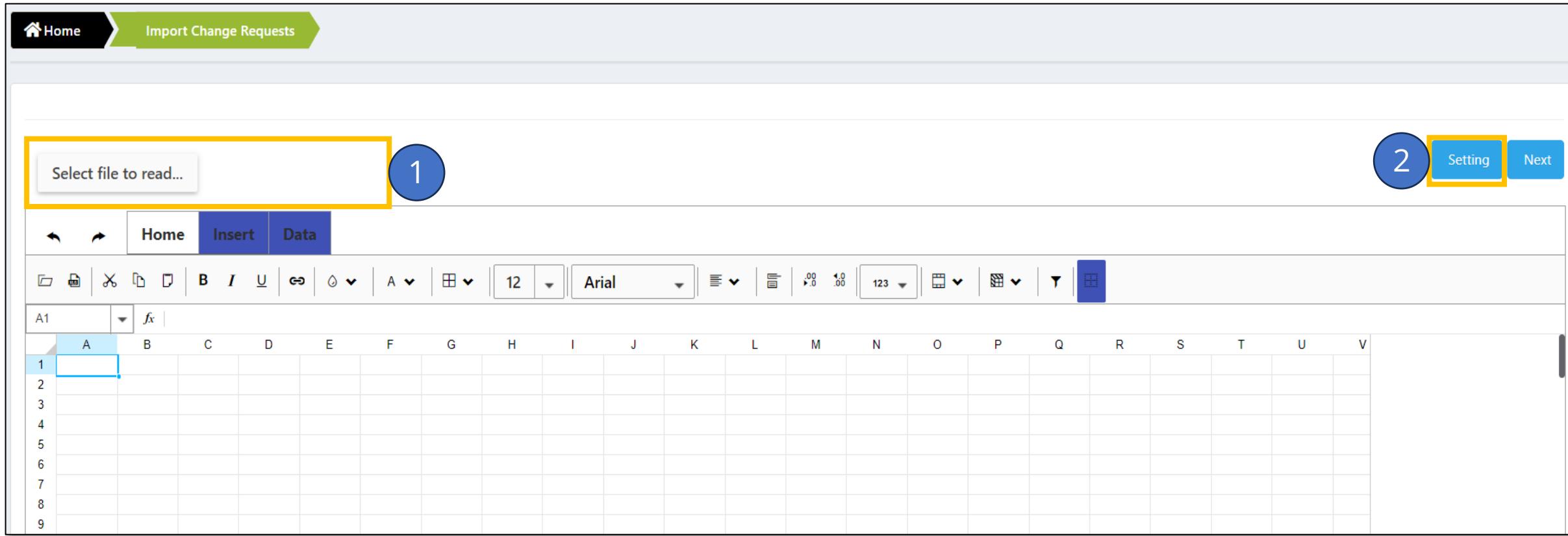


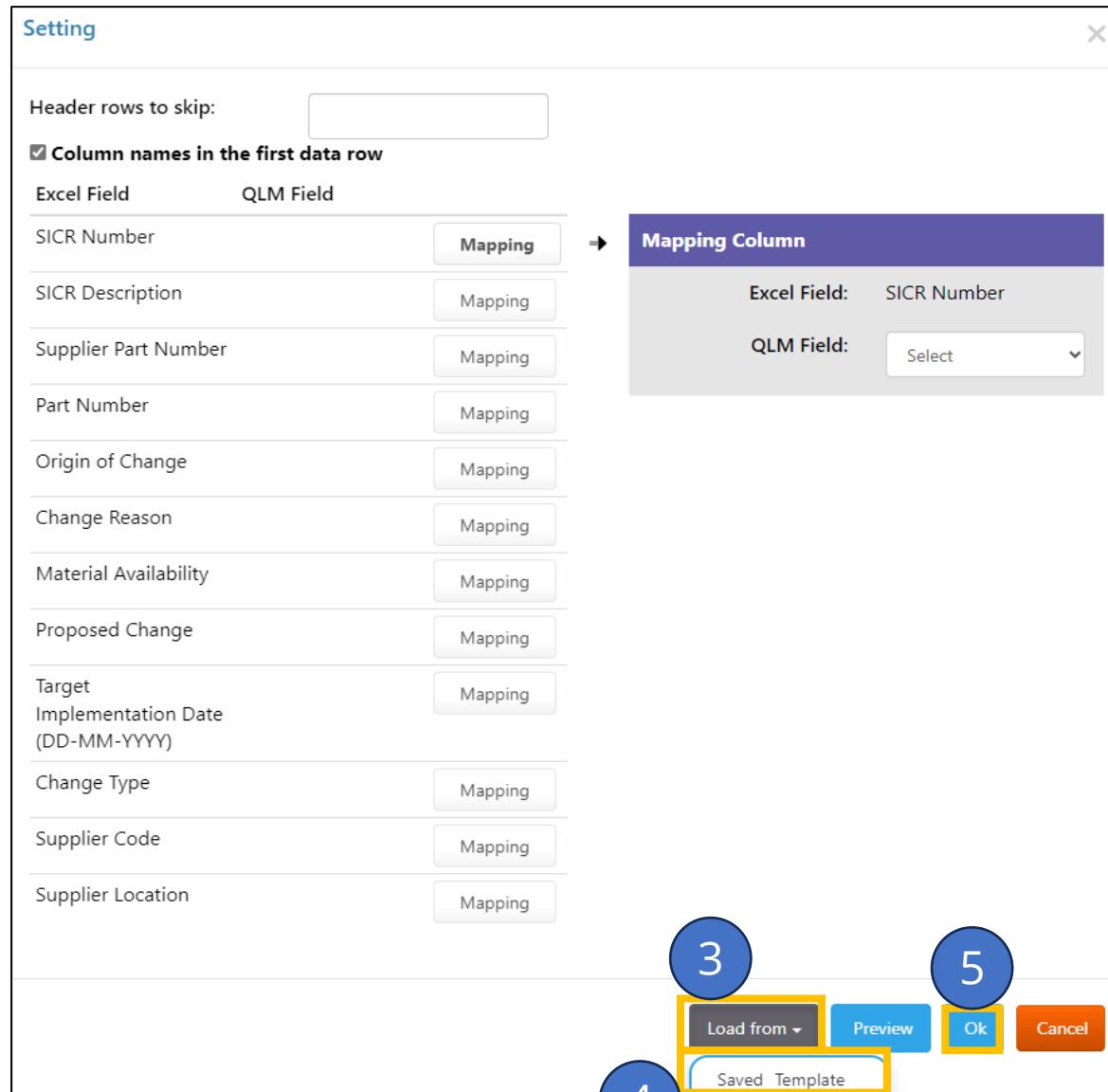
# Navigation to Change Request

- Go to **QLM Menu → Change Management → Change Requests**.
- Click on **Import → Download**, to download an importable Excel document.
- Click on **Import → Import Template**, to navigate to Import page.

A screenshot of the 'Supplier Change Requests' page. The top navigation bar includes 'Supplier Change Requests' and 'Internal Change Requests'. Below it, there are tabs for 'All Change Requests' and 'My Change Requests', with a date filter set to 'Last 1 year'. A 'Create New Change Request' button is visible. On the right side, there is an 'Import' button with a dropdown menu containing 'Default Template &amp; Mapping', 'Import Template' (which is highlighted with a yellow box), and 'Download'. The main area displays a table of change requests with columns: Action, Status, Type Of Change, Classification, SICR Description, SICR ID, Main Change Request, SICR Number, Program, Project Id, and Phase. Two rows of data are shown: one for a Material Change Request and another for a Regulatory Change Request.

- After selecting **Import Template**, user is navigated to Change Request Import page.
- In the Change Request Import page, select ‘**Select file to read...**’ option to upload the file.
- Once the file is uploaded, click on **Setting** button.



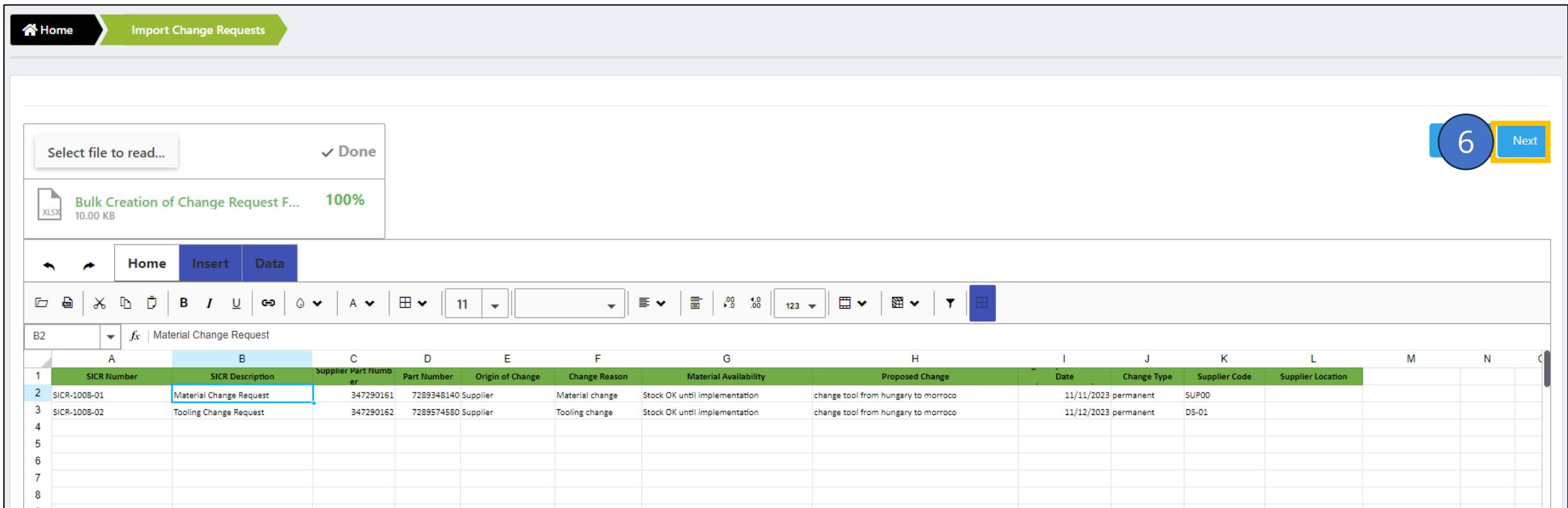


In the Mapping Setting window:

- Click on **Load From** option and select '**Saved Template**'.
- Click on **Ok**, once mapping is selected in the window.

**NOTE:** After clicking on **Load From**, if there are more than one template, always select the latest one (at the bottom).

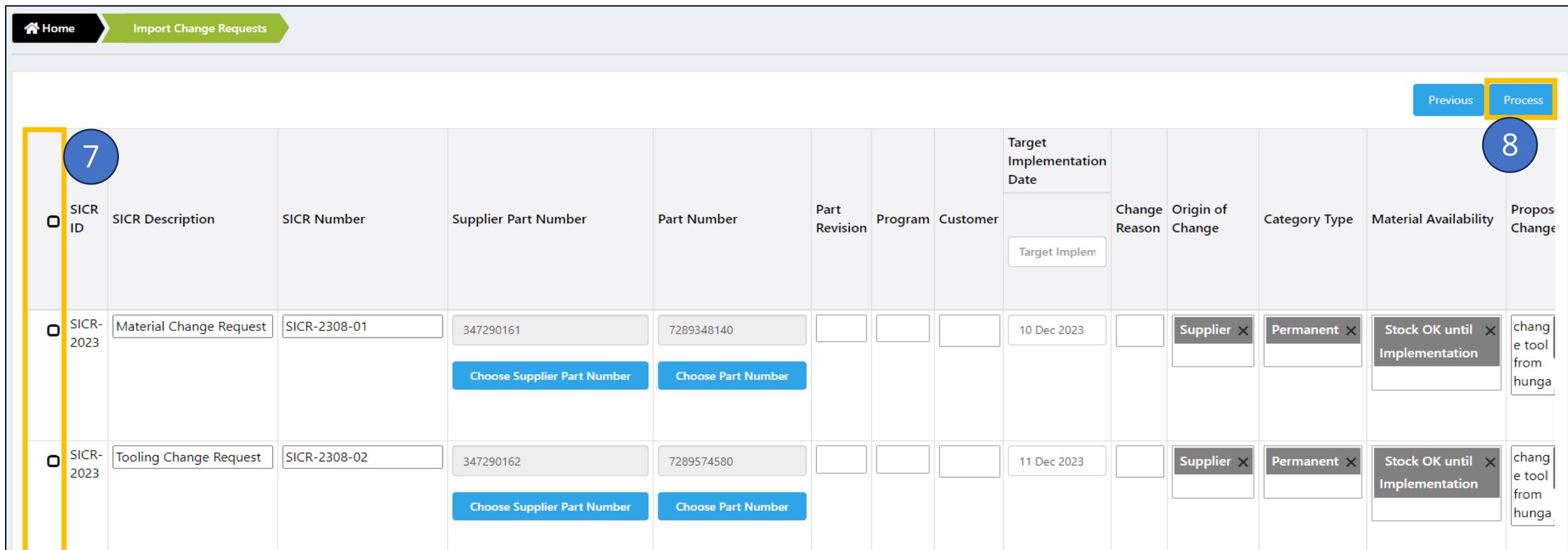
- Once mapping is saved, click on **Next** to process the change requests.



The screenshot shows a software interface for importing change requests from an Excel file. The top navigation bar includes 'Home' and 'Import Change Requests'. A progress bar indicates the file 'Bulk Creation of Change Request F...' is at 100% completion. The main area features a Microsoft Excel ribbon and a table with columns for SICR Number, SICR Description, Supplier Part Number, Part Number, Origin of Change, Change Reason, Material Availability, Proposed Change, Date, Change Type, Supplier Code, and Supplier Location. Two rows of data are visible: one for a Material Change Request and one for a Tooling Change Request. A blue circle with the number 6 is overlaid on the 'Next' button in the bottom right corner.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SICR Number	SICR Description	Supplier Part Number	Part Number	Origin of Change	Change Reason	Material Availability	Proposed Change	Date	Change Type	Supplier Code	Supplier Location			
2	SICR-1008-01	Material Change Request	347290161	7289348140	Supplier	Material change	Stock OK until implementation	change tool from hungary to morroco	11/11/2023	permanent	SUP00				
3	SICR-1008-02	Tooling Change Request	347290162	7289574580	Supplier	Tooling change	Stock OK until implementation	change tool from hungary to morroco	11/12/2023	permanent	DS-01				
4															
5															
6															
7															
8															

- In the Import Draft page, all change requests from Excel file will be visible in page.
- **NOTE:** Make necessary changes for the change request at this stage before creating.
- Select the change request () and click on **Process** button, to create the selected Change Requests.



		Import Draft Page													
		Import Draft Page													
		Import Draft Page													
Home		Import Change Requests													
7		SICR ID	SICR Description	SICR Number	Supplier Part Number	Part Number	Part Revision	Program	Customer	Target Implementation Date	Change Reason	Origin of Change	Category Type	Material Availability	Propos Change
<input type="checkbox"/>	SICR-2023	Material Change Request	SICR-2308-01	347290161	7289348140	<a href="#">Choose Supplier Part Number</a>	<a href="#">Choose Part Number</a>			10 Dec 2023	Supplier X	Permanent X	Stock OK until Implementation	change tool from hunga	
<input type="checkbox"/>	SICR-2023	Tooling Change Request	SICR-2308-02	347290162	7289574580	<a href="#">Choose Supplier Part Number</a>	<a href="#">Choose Part Number</a>			11 Dec 2023	Supplier X	Permanent X	Stock OK until Implementation	change tool from hunga	

# Navigation to Change Notice

## (Supplier Users)



- Go to **QLM Menu → Change Management → Notices**.
- Click on **Action → View**, to view existing Change Notice.
- Click on **Action → Implementation Actions**, to navigate to Implementation Actions page of the Change Notice.

Action	Status	CN Name	CR Number	Part	Customer	Coordinator	Supplier	Supplier Coordinator	Supplier Location
Edit	Requested	Material Change Request	SICR-2023-00352	70-0039-202	Norman Hemmings	Bryan Sheet Metal & Glasses	Bryan Adams		Torrance
	Pending	Change Request 2807	SICR-2023-00351	13041	Norman Hemmings	Bryan Sheet Metal & Glasses	Bryan Adams		

# Reply functionality for Change Notice

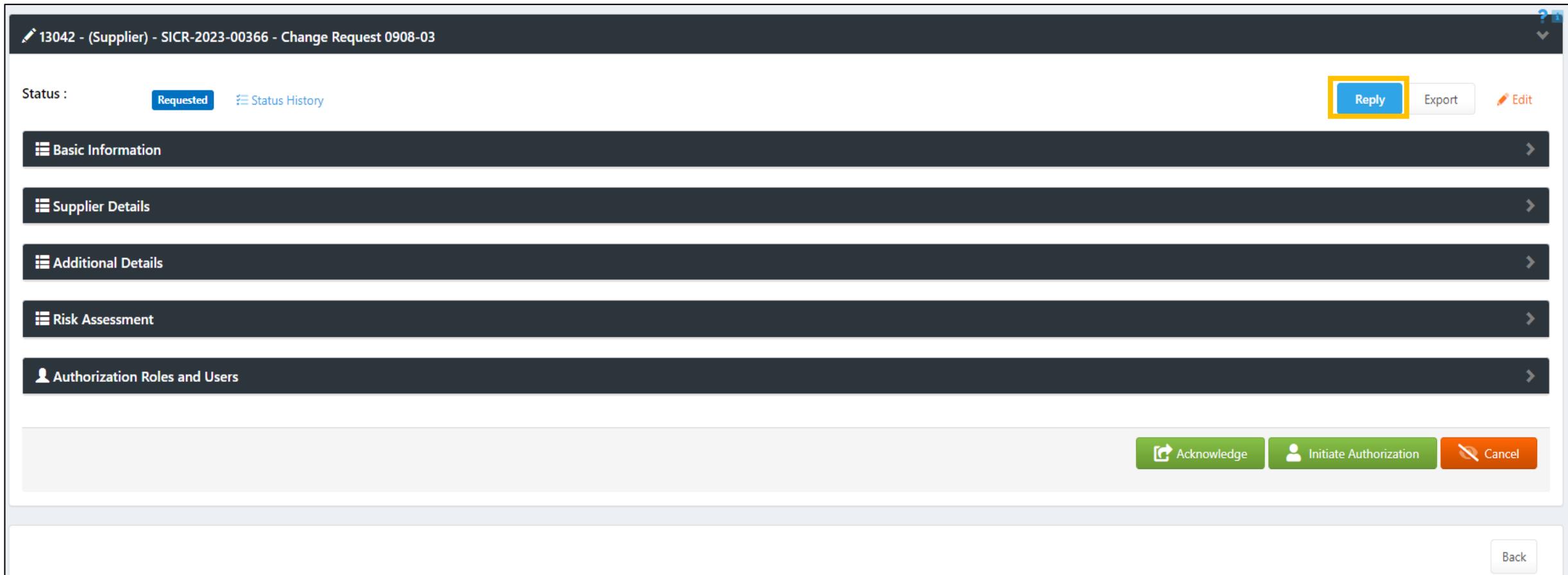
(Supplier Users)



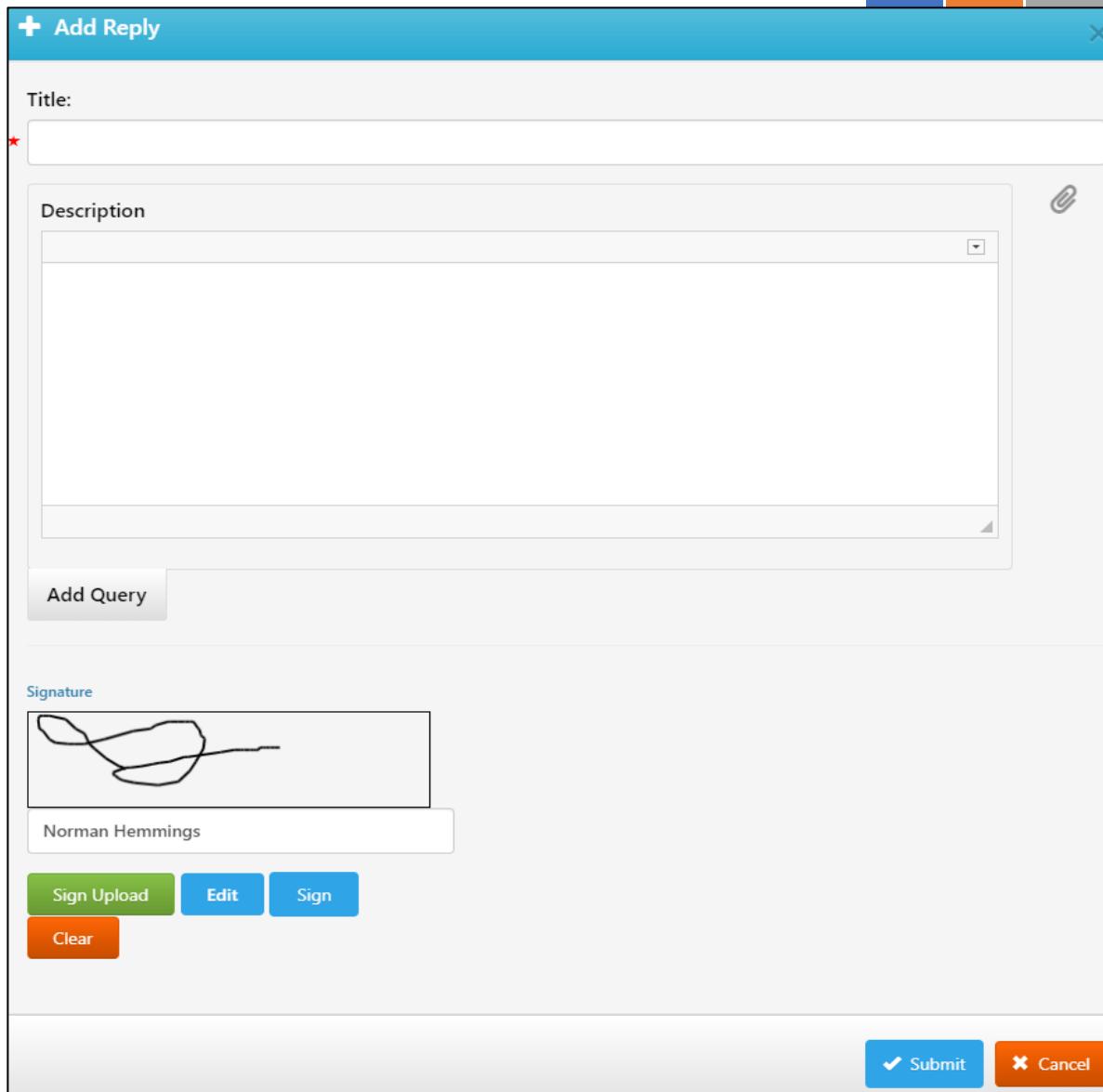
- Go to **QLM Menu → Change Management → Notices**.
- Click on **Action → View**, to view existing Change Notice.

	Status	CN Name	CR Number	Part	Customer	Coordinator	Supplier	Supplier Coordinator	Supplier Loc
Action :	Requested	Material Change Request	SICR-2023-00352	70-0039-202		Norman Hemmings	Bryan Sheet Metal & Glasses	Bryan Adams	Torrance
		Change Request 2807	SICR-2023-00351	13041		Norman Hemmings	Bryan Sheet Metal & Glasses	Bryan Adams	

- In the Change Notice View page, click on the **Reply** button.



The screenshot shows the 'Change Notice View' page for Change Request 0908-03. At the top, there's a header bar with a pencil icon, the identifier '13042 - (Supplier) - SICR-2023-00366', and the text 'Change Request 0908-03'. Below the header, the status is shown as 'Requested' with a 'Status History' link. On the right side of the header are 'Reply', 'Export', and 'Edit' buttons, where 'Reply' is highlighted with a yellow border. The main content area contains five expandable sections: 'Basic Information', 'Supplier Details', 'Additional Details', 'Risk Assessment', and 'Authorization Roles and Users'. Each section has a small icon and a right-pointing arrow indicating it can be expanded. At the bottom of the page are three buttons: 'Acknowledge' (green), 'Initiate Authorization' (light green), and 'Cancel' (orange). A 'Back' button is located at the bottom right. The entire interface has a modern, clean design with a dark header and light body.



In the Reply pop-up window:

- Enter the subject of the Reply in **Title** field.
- Any support documents can be attached in the **Attachment** option.
- Specify additional details in **Description** field.
- Click on **Sign** & **Submit** to send Reply for the specific Change Notice.

# Navigating to PPAP Request from Change Notice

(Supplier Users)

- Go to **QLM Menu → Change Management → Notices**.
- Click on **Action → Implementation Actions**, to navigate to Implementation Actions page of the Change Notice.

Action	Status	CN Name	CR Number	Part	Customer	Coordinator	Supplier	Supplier Coordinator	Supplier Location
Edit	Requested	Material Change Request	SICR-2023-00352	70-0039-202		Norman Hemmings	Bryan Sheet Metal & Glasses	Bryan Adams	Torrance
View		Change Request 2807	SICR-2023-00351	13041		Norman Hemmings	Bryan Sheet Metal & Glasses	Bryan Adams	
View Linked CR									
Implementation Actions									

- After the PPAP Request is created, click on the “View” option to navigate from Implementation Actions View Page to PPAP View page.

Basic Information

CN Name	Change Request 2807	Accepted Change Request	Change Request 2807
Part Number	Brake Caliper	Part Revision	D
Part Classification	P1	Customer	
Initiator	Norman Hemmings	Coordinator	Norman Hemmings
Creation Date	Tuesday, 01 August 2023	Target Implementation Date	Wednesday, 08 November 2023
Comments			
Supplier	Bryan Sheet Metal & Glasses	Supplier Coordinator	Bryan Adams
Supplier Plant			

Implementation Tasks

S No	Task Approval	Name	Program Name	Lead RESP	Scheduled		Actual		% Completed	Status	Role Members		
					Start	Due	Start	End					
1	PPAP										<a href="#">Action</a>		
2	PPAP	PPAP Request	Part Number : 13041 Reason : Change in Part Requirements Supplier : Bryan Sheet Metal & Glasses Requested : 07 Aug 2023								<a href="#">View</a>	<a href="#">Requested</a>	<a href="#">Action</a>

New Element

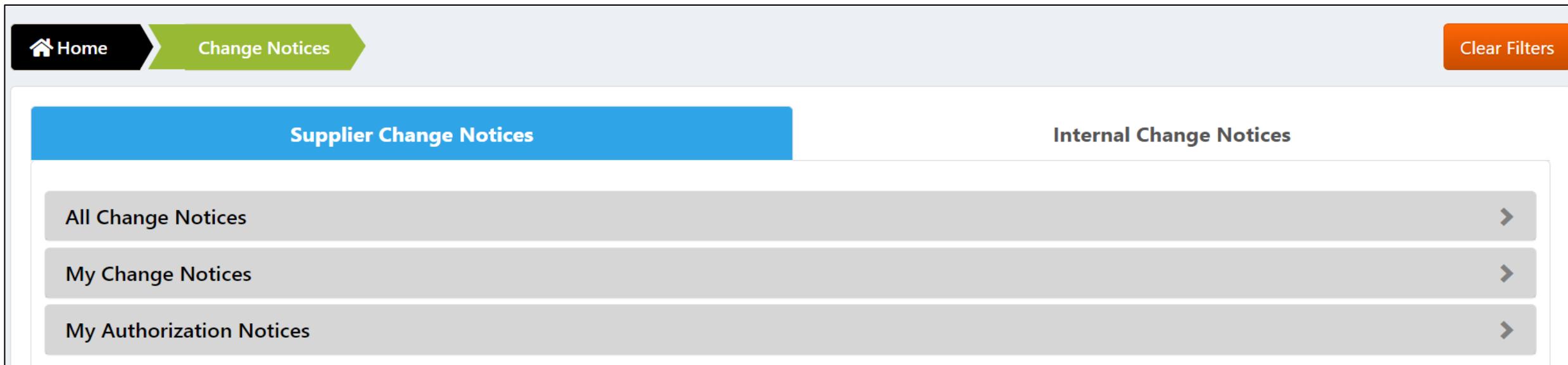
# Change Notice Listing Page

(Supplier Users)



Go to **QLM Menu → Change Management → Notices.**

- 1. All Change Notices** – Displays all the change notices created in the system.
- 2. My Change Notices** – Displays the change notices where, logged-in user is selected as the Coordinator of change notice or Initiator of change notice.
- 3. My Authorization Notices** – Displays the change notices where, logged-in user is selected as the Authorization User in change notices.



The screenshot shows a navigation bar at the top with 'Home' and 'Change Notices' buttons, and an orange 'Clear Filters' button. Below the navigation is a header with two tabs: 'Supplier Change Notices' (highlighted in blue) and 'Internal Change Notices'. A list of three items follows: 'All Change Notices', 'My Change Notices', and 'My Authorization Notices', each with a right-pointing arrow.

Supplier Change Notices	Internal Change Notices
All Change Notices	>
My Change Notices	>
My Authorization Notices	>

# Thank you

