

Quick Access User Guide on Change Management for Supplier Users

Change Management Module		
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Enter the **URL** for login in **QLM** web page
 Enter the **Username** and **Password**
 Enter **Captcha** & Click on **Sign-In**

SIGN IN

admin

.....

[Forgot your password?](#) [Support](#)

Captcha 5 1 5 1 [Enter the Text](#)

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 displays the QLM Change Management interface. On the left, a dark sidebar contains a menu with options: Compliance, PPAP, Deviation, Change Management (highlighted), Library, Risk Assessment Templates, Approval Templates, Change Requests (highlighted), PPAP Tools, Plant Quality, and General Report. The main content area has a top navigation bar with 'Home' and 'Change Requests' tabs. Below this, there are two tabs: 'Supplier Change Requests' (active) and 'Internal Change Requests'. Under the 'Supplier Change Requests' tab, there are two sections: 'All Change Requests' and 'My Change Requests'. In the 'My Change Requests' section, the 'Create New Change Request' button is highlighted with a yellow border. To the right of this button is an 'Excel Export' button. Below these buttons is a table with the following columns: Status, CR N..., CR Nu..., Prog..., Projec..., P..., P..., Change Categ..., and Change Rea... The table contains one row with the following data: Status: Acknowledged, CR N...: Material Change Request, CR Nu...: SICR-2022-00099, Prog...: V710, P...: 263555, P...: 379, Change Rea...: Material Chan. There is also an 'Action' button in the first column of the table.

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.

Home

Change Request

Create

Change Request Details

Request Type

Supplier

Type Of Change

Permanent

CR Number

★ CR-2023-XXXXX

CR Name

★ Change Request Name

Program

Select Program...

Supplier Part Number

Choose Supplier Part Number

Part Number

★

Choose Part Number

Part Name

Part Revision

Part Classification

Initiator

Norman Hemmings

Coordinator

Select Coordinator...

Buyer

Select Buyer...

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.

Creation Date	★ 19 Sep 2022	Target Implementation Date	★ Target Implementation Date
Change Category	Select Change Category..	Change Type	Select Change Type...
Change Reason	★ Select Change Reason	Material Status	Select Material Status...
Proposed Change	<div> <div></div> <div></div> </div>		
Comments	<div> <div></div> <div></div> </div>		

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

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 displays the QLM interface. On the left is a dark sidebar menu with the following items: Compliance, PPAP, Deviation, Change Management (highlighted with a green bar), Library, Risk Assessment Templates, Approval Templates, Change Requests (highlighted with a yellow bar), PPAP Tools, and Plant Quality. The main content area is titled 'Supplier Change Requests' and 'Internal Change Requests'. It features a 'Create New Change Request' button and an 'Excel Export' button. Below these is a table of change requests. The table has columns: Status, CR N..., CR Nu..., Prog..., Projec..., P..., P..., Change Categ..., and Change Rea... The first row shows a 'Requested' status for CR 9780. The second row shows a 'View' action for CR 9879879. A yellow box highlights the 'View' button in the second row.

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

Reply functionality for Change Request

(Supplier Users)

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

Compliance

PPAP

Deviation

Change Management

Library

Risk Assessment Templates

Approval Templates

Change Requests

PPAP Tools

Plant Quality

Supplier Change Requests

Internal Change Requests

All Change Requests

My Change Requests

Create New Change Request

Excel Export

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

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

13042 - (Supplier) - SICR-2023-00366 - Change Request 0908-03

Status :

Requested

Status History

Reply

Export

Edit

Basic Information

Supplier Details

Additional Details

Risk Assessment

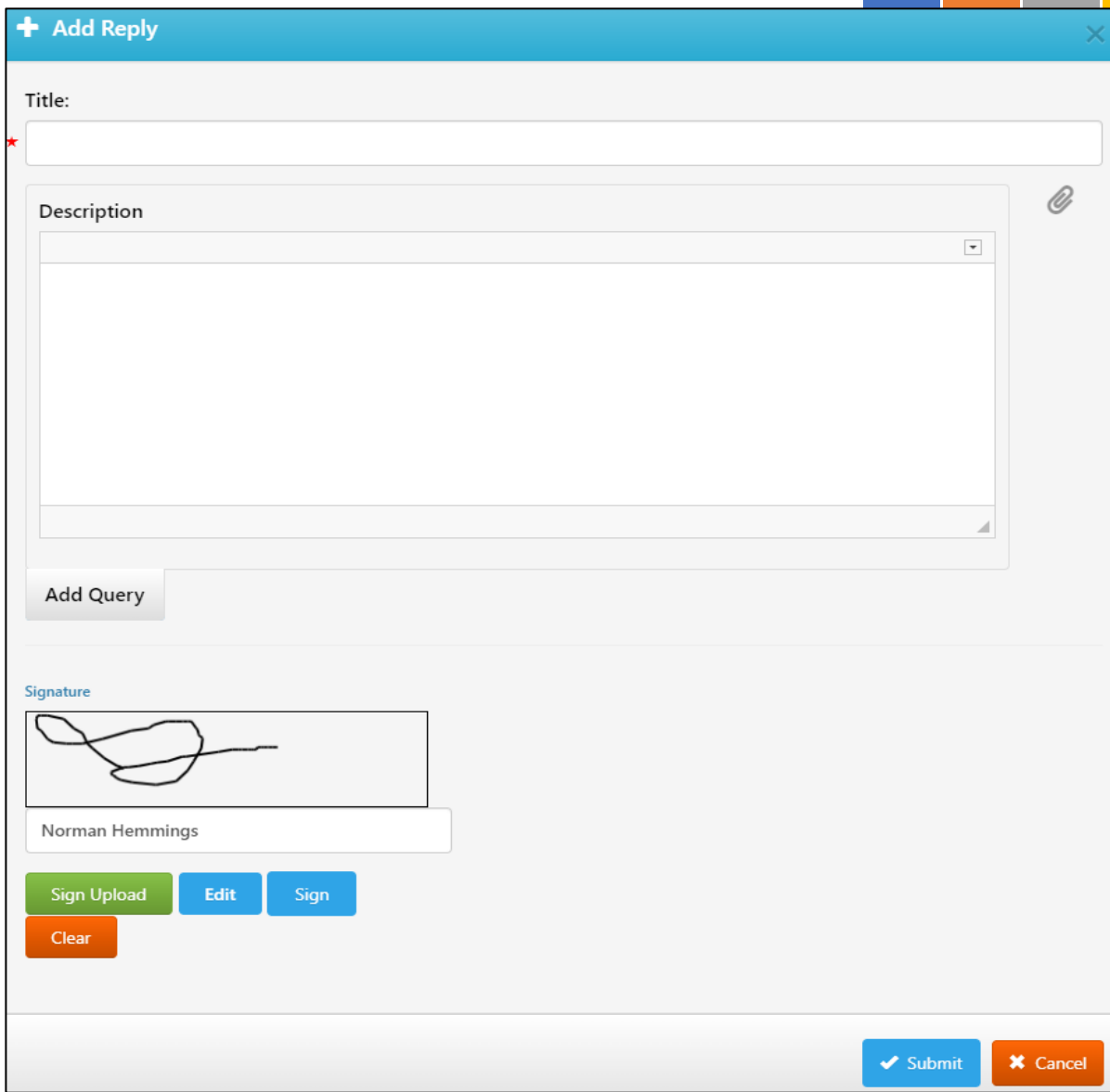
Authorization Roles and Users

Acknowledge

Initiate Authorization

Cancel

Back



+ Add Reply

Title: *

Description

Add Query

Signature

Norman Hemmings

Sign Upload Edit Sign

Clear

Submit Cancel

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)

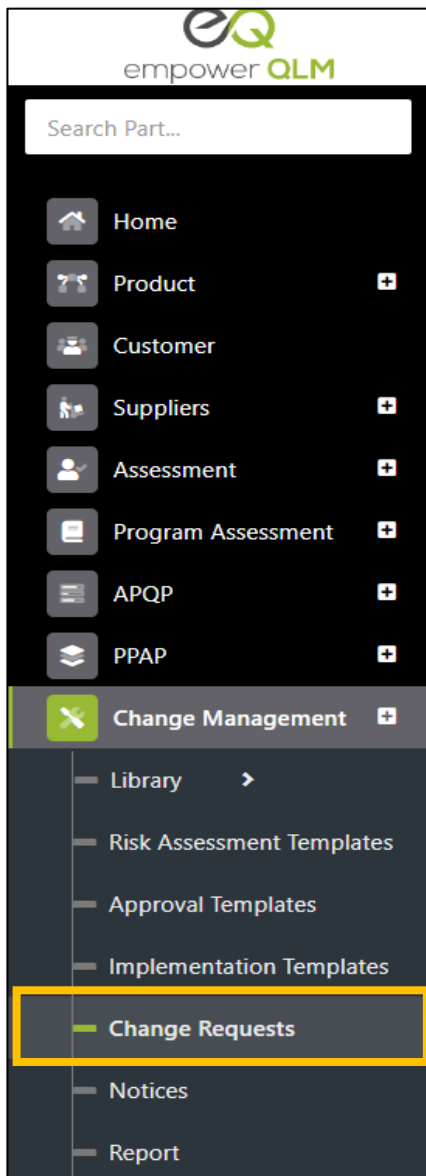
Go to [QLM Menu](#) → [Change Management](#) → [Change Requests](#).

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)



- 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.

Supplier Change Requests

Internal Change Requests

All Change Requests

My Change Requests

Create New Change Request

Import

Excel Export

Cancelled Change Requests

No

Default Template & Mapping

Import Template

Download

	Status	Type Of Change	Classification	SICR Description	SICR ID	Main Change Request	SICR Number	Program	Project Id	Pha
Action	Requested	Permanent	Main	Material Change Request	SICR-2023-00076		SPCR-232393-12	139-011018		
Action	Requested	Permanent	Main	Regulatory Change Request	SICR-2023-00077		SPCR-232393-11	30T-011013		

- 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.

Setting

Header rows to skip:

☒ Column names in the first data row

Excel Field	QLM Field
SICR Number	Mapping
SICR Description	Mapping
Supplier Part Number	Mapping
Part Number	Mapping
Origin of Change	Mapping
Change Reason	Mapping
Material Availability	Mapping
Proposed Change	Mapping
Target Implementation Date (DD-MM-YYYY)	Mapping
Change Type	Mapping
Supplier Code	Mapping
Supplier Location	Mapping

Mapping Column

Excel Field:

SICR Number

QLM Field:

Select

3

Load from

Preview

Ok

Cancel

4

Saved Template

5

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).

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- 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.

<div> <div>Home</div> <div>Import Change Requests</div> </div>														
<div> <div>Previous</div> <div>Process</div> </div>														
<input type="checkbox"/>	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	Proposed Change
									Target Implem					
<input type="checkbox"/>	SICR-2023	Material Change Request	SICR-2308-01	347290161	7289348140				10 Dec 2023		Supplier x	Permanent x	Stock OK until x Implementation	change tool from hunga
				Choose Supplier Part Number	Choose Part Number									
<input type="checkbox"/>	SICR-2023	Tooling Change Request	SICR-2308-02	347290162	7289574580				11 Dec 2023		Supplier x	Permanent x	Stock OK until x Implementation	change tool from hunga
				Choose Supplier Part Number	Choose Part Number									

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.

The screenshot displays the QLM interface. On the left is a dark sidebar menu with various options. The 'Change Management' option is highlighted with a green icon and a yellow box. Below it, the 'Notices' option is also highlighted with a yellow box. The main content area shows a breadcrumb trail: Home > Change Notices. Below this, there are tabs for 'Supplier Change Notices' (active) and 'Internal Change Notices'. A 'Clear Filters' button is in the top right. The main section is titled 'All Change Notices' and 'My Change Notices'. There is a 'Cancelled Change Notices' toggle set to 'No' and a 'Last 1 year' filter. A 'Create New Change Notice' button and an 'Excel Export' button are present. A table lists change notices with columns: Status, CN Name, CR Number, Part, Customer, Coordinator, Supplier, Supplier Coordinator, and Supplier Location. The first row shows a 'Requested' status for a 'Material Change Request' with CR Number 'SICR-2023-00352'. An 'Action' dropdown menu is open for the first row, showing options: 'Edit', 'View' (highlighted with a green circle), 'View Linked CR', and 'Implementation Actions' (highlighted with a red square).

Status	CN Name	CR Number	Part	Customer	Coordinator	Supplier	Supplier Coordinator	Supplier Location
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	
	Regulatory							

Reply functionality for Change Notice

(Supplier Users)

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

Change Management

- Assessment
- Program Assessment
- APQP
- Compliance
- Cyber Security
- CRS Management
- PPAP
- Deviation
- Change Management**
 - Library
 - Risk Assessment Templates
 - Approval Templates
 - Implementation Templates
 - Change Requests
 - Notices**
 - Report

Change Notices

Home **Change Notices** Clear Filters

Supplier Change Notices Internal Change Notices

All Change Notices


My Change Notices

Cancelled Change Notices ☐ No Last 1 year

Create New Change Notice Excel Export

	Status	CN Name	CR Number	Part	Customer	Coordinator	Supplier	Supplier Coordinator	Supplier Location
Action: 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		Regulatory							
Implementation Actions									

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

 13042 - (Supplier) - SICR-2023-00366 - Change Request 0908-03

Status :
 Requested
Status History
Reply
Export
Edit

Basic Information

Supplier Details

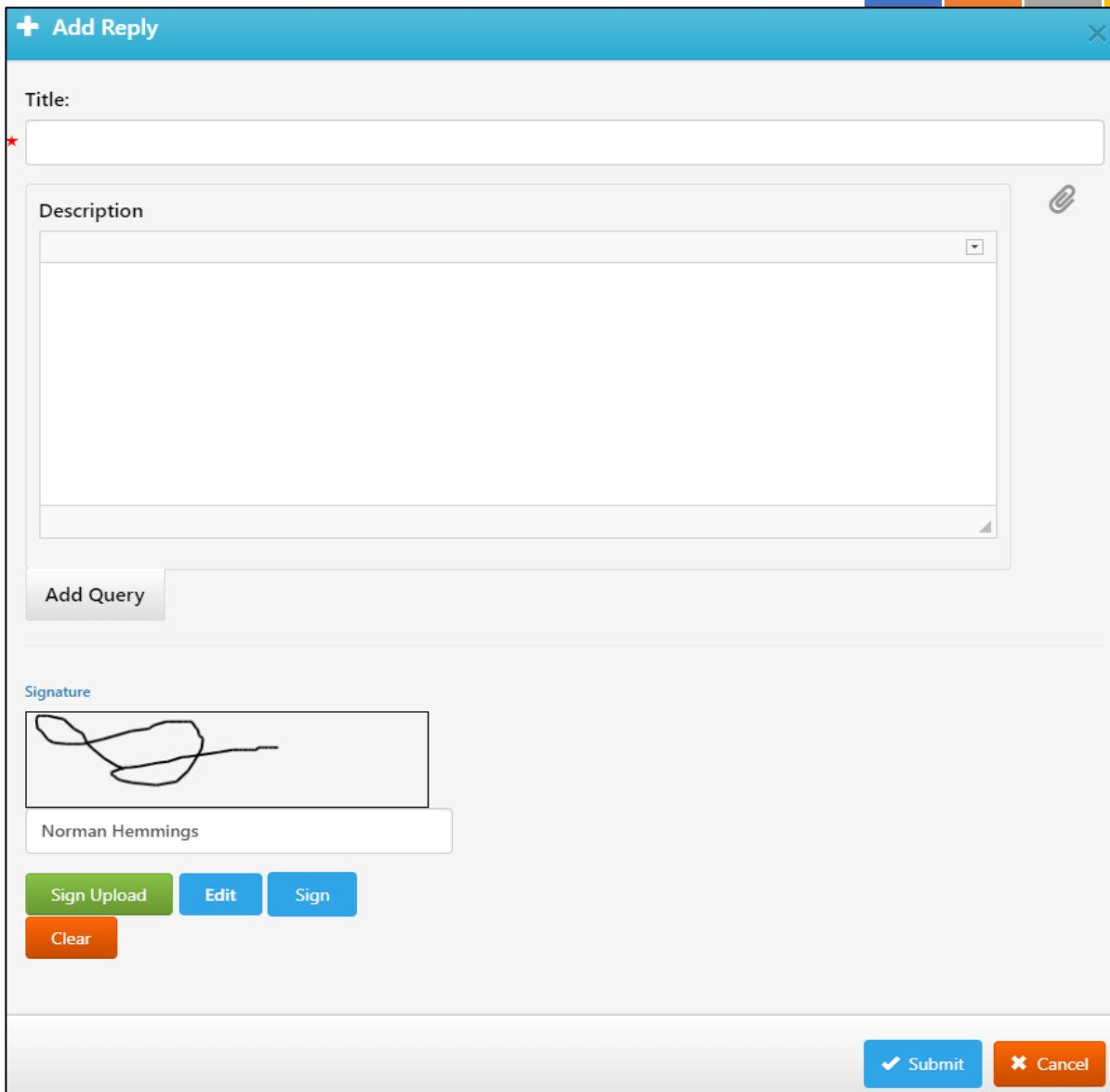
Additional Details

Risk Assessment

Authorization Roles and Users

Acknowledge
Initiate Authorization
Cancel

Back



+ Add Reply

Title: *

Description

Add Query

Signature

Norman Hemmings

Sign Upload Edit Sign

Clear

Submit Cancel

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.

The screenshot displays the QLM interface. On the left is a dark sidebar menu with various options. The 'Change Management' section is expanded, and 'Notices' is highlighted with a yellow box. The main content area shows the 'Change Notices' page. At the top, there are tabs for 'Supplier Change Notices' and 'Internal Change Notices'. Below these, there are filters for 'All Change Notices' and 'My Change Notices'. A 'Cancelled Change Notices' toggle is set to 'No', and a date filter is set to 'Last 1 year'. A 'Create New Change Notice' button and an 'Excel Export' button are visible. A table lists change notices with columns: Status, CN Name, CR Number, Part, Customer, Coordinator, Supplier, Supplier Coordinator, and Supplier Location. The first row shows a 'Material Change Request' with status 'Requested'. An 'Action' dropdown menu is open for this row, showing options: 'Edit', 'View', 'View Linked CR', and 'Implementation Actions'. The 'Implementation Actions' option is highlighted with a yellow box.

Status	CN Name	CR Number	Part	Customer	Coordinator	Supplier	Supplier Coordinator	Supplier Location
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	
	Regulatory							

- 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

Role Members

+ New Element

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

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.

Home

Change Notices

Clear Filters

Supplier Change Notices

Internal Change Notices

All Change Notices

My Change Notices

My Authorization Notices

Thank you