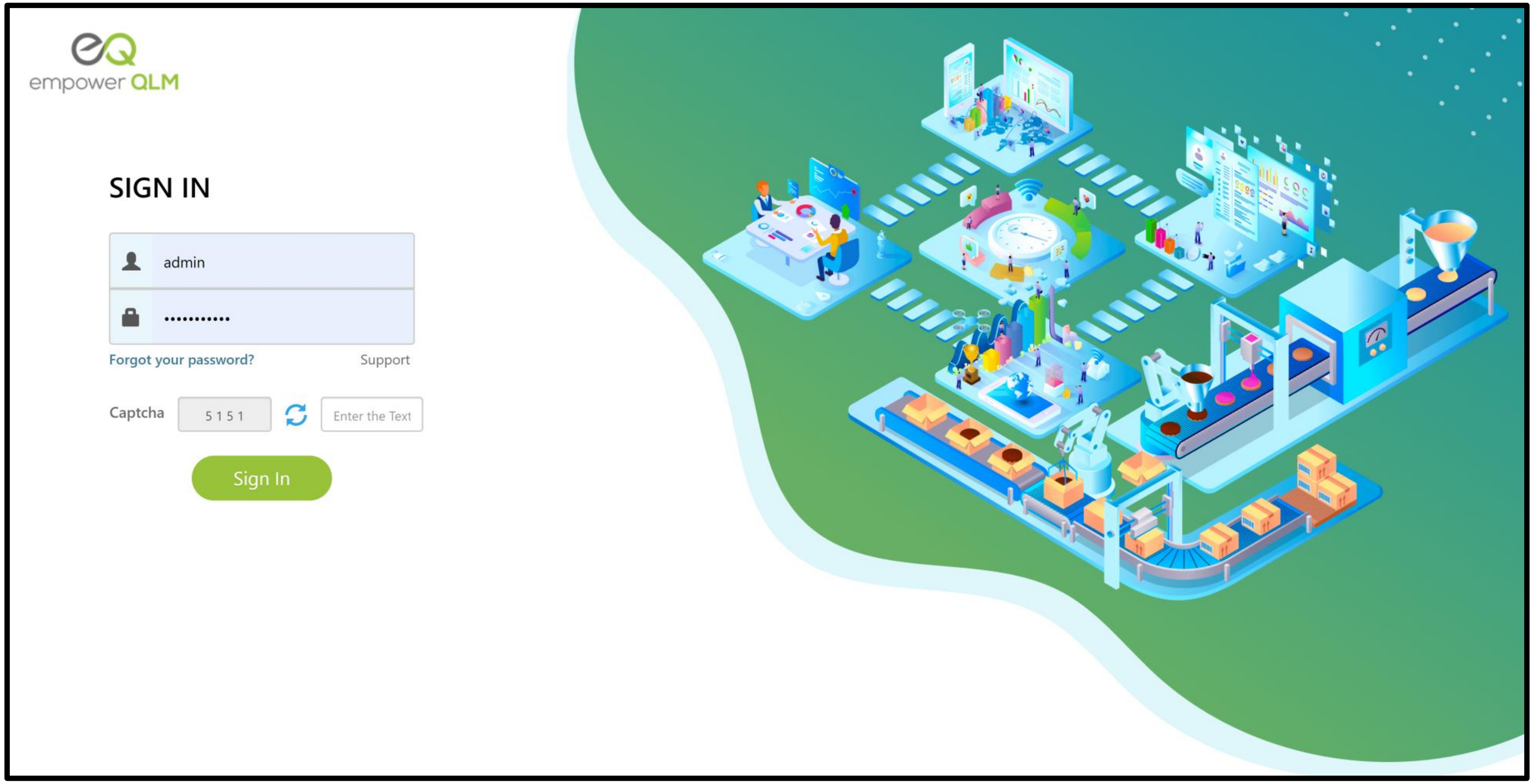
Quick Access User Guide on Change Management for Supplier Users

Change Management Quick Access User Guide

Change Management Module		
Sl.No	**Sub-Sections**	**Access to Users**
1	Login to QLM	Supplier Users
2	Create new Change Request	Supplier Users
3	Navigation to Change Request	Supplier Users
4	Reply functionality for Change Request	Supplier Users
5	Change Request Listing page	Supplier Users
6	Import Change Request through Excel	Supplier Users
7	Navigation to Change Notice	Supplier Users
8	Reply functionality for Change Notice	Supplier Users
9	Navigating to PPAP Request from Change Notice	Supplier Users
10	Change Notice Listing page	Supplier Users

Login to QLM

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

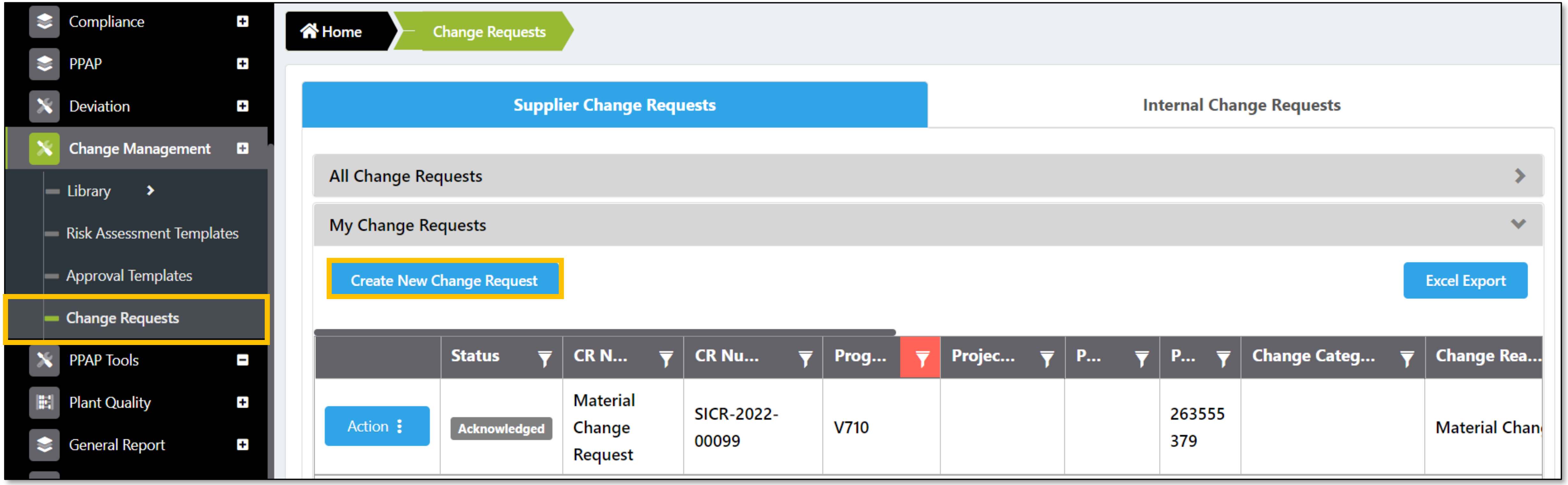


Create new Change Request

(Supplier Users)

Create new Change Request

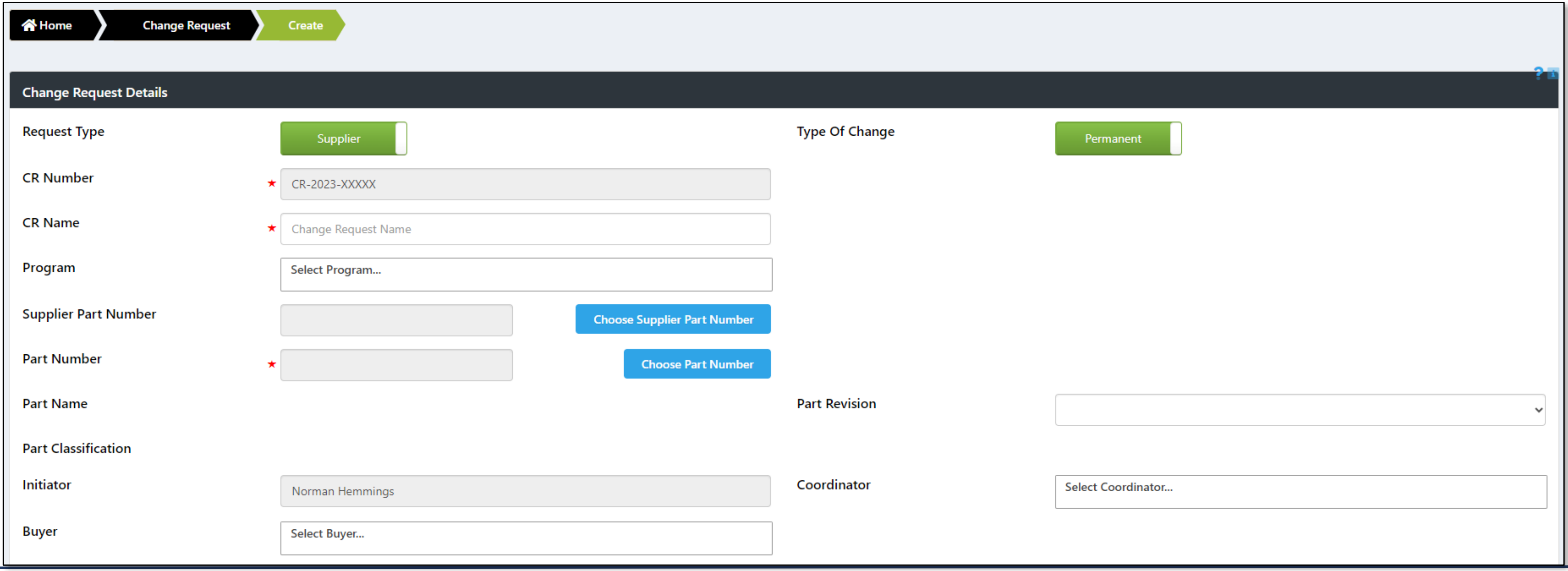
- Go to **QLM Menu → Change Management → Change Requests**.
- Click on **Create New Change Request** button.



Create new Change Request

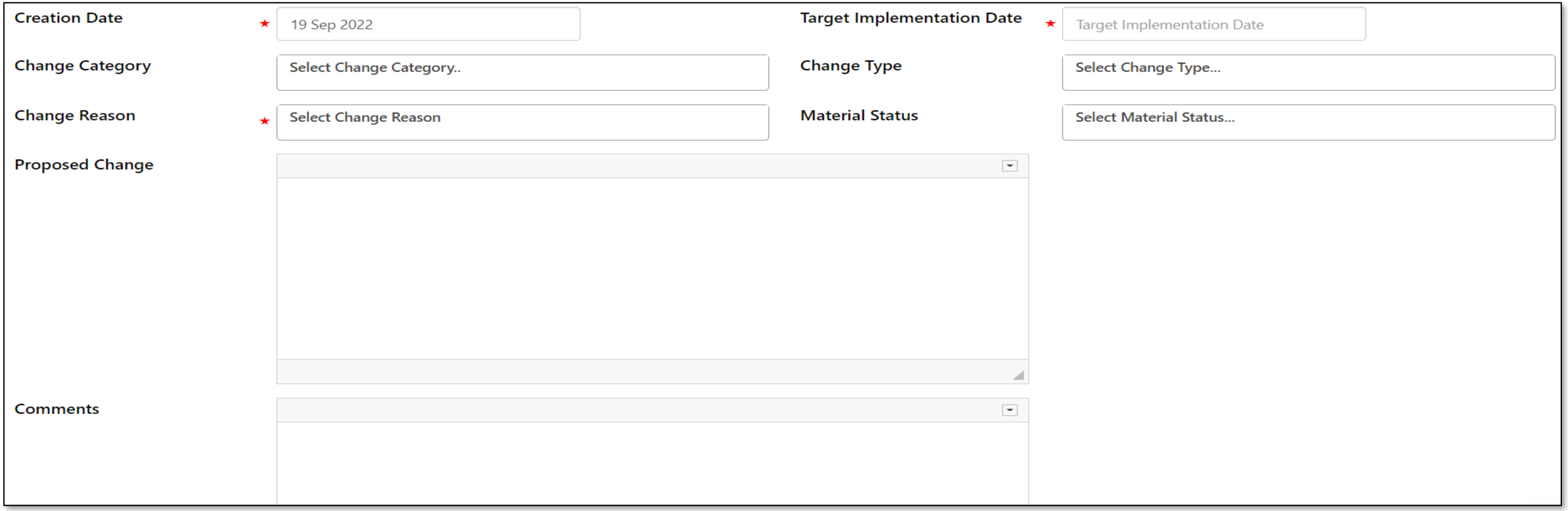
New Change Request Creation page opens where following information can be filled:

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.



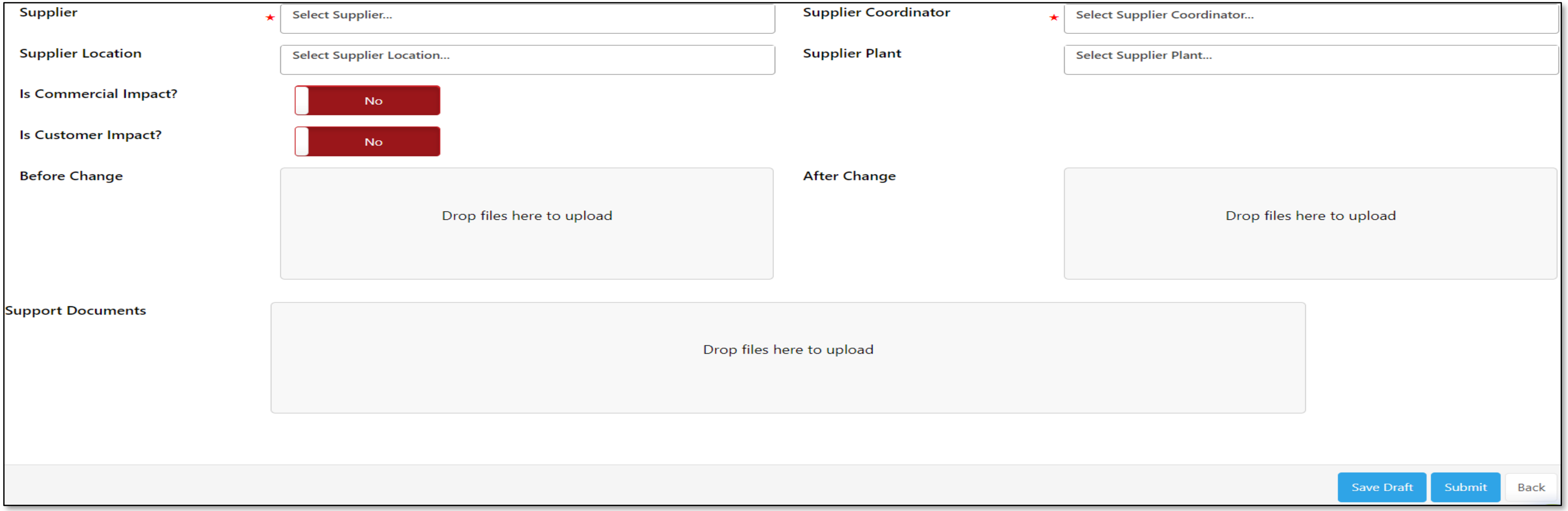
Create new Change Request

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.



Create new Change Request

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

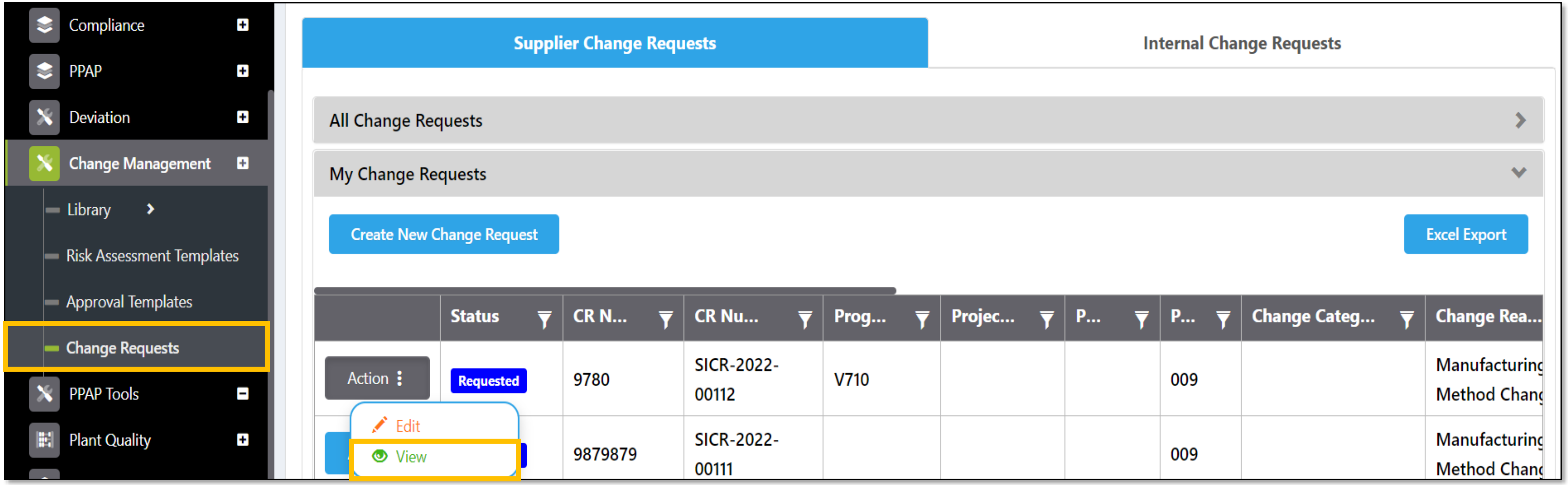


Navigation to Change Request

(Supplier Users)

Navigation to Change Request

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

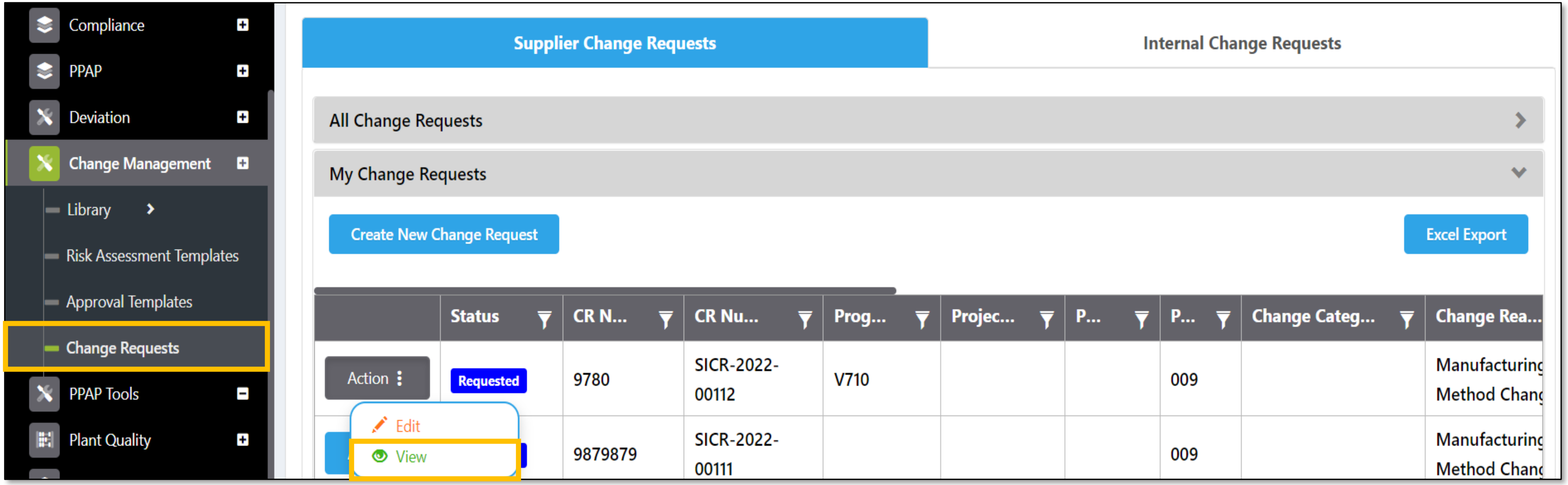


Reply functionality for Change Request

(Supplier Users)

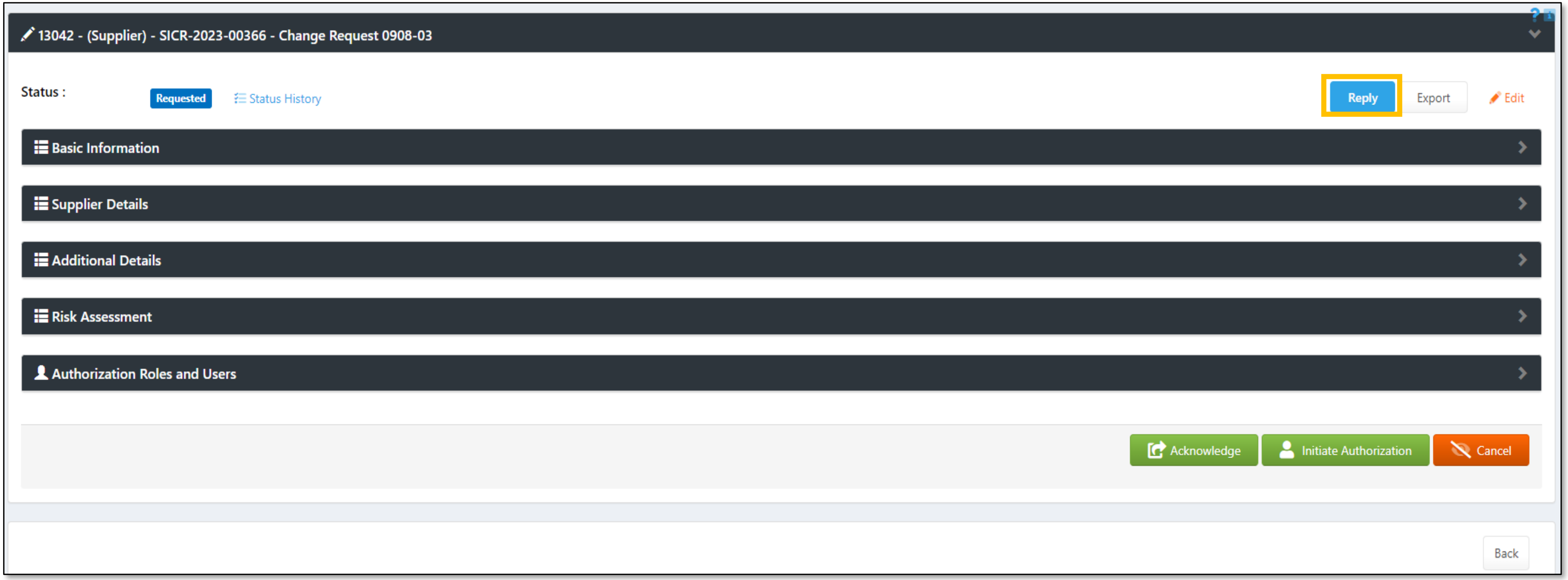
Navigation to Change Request

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

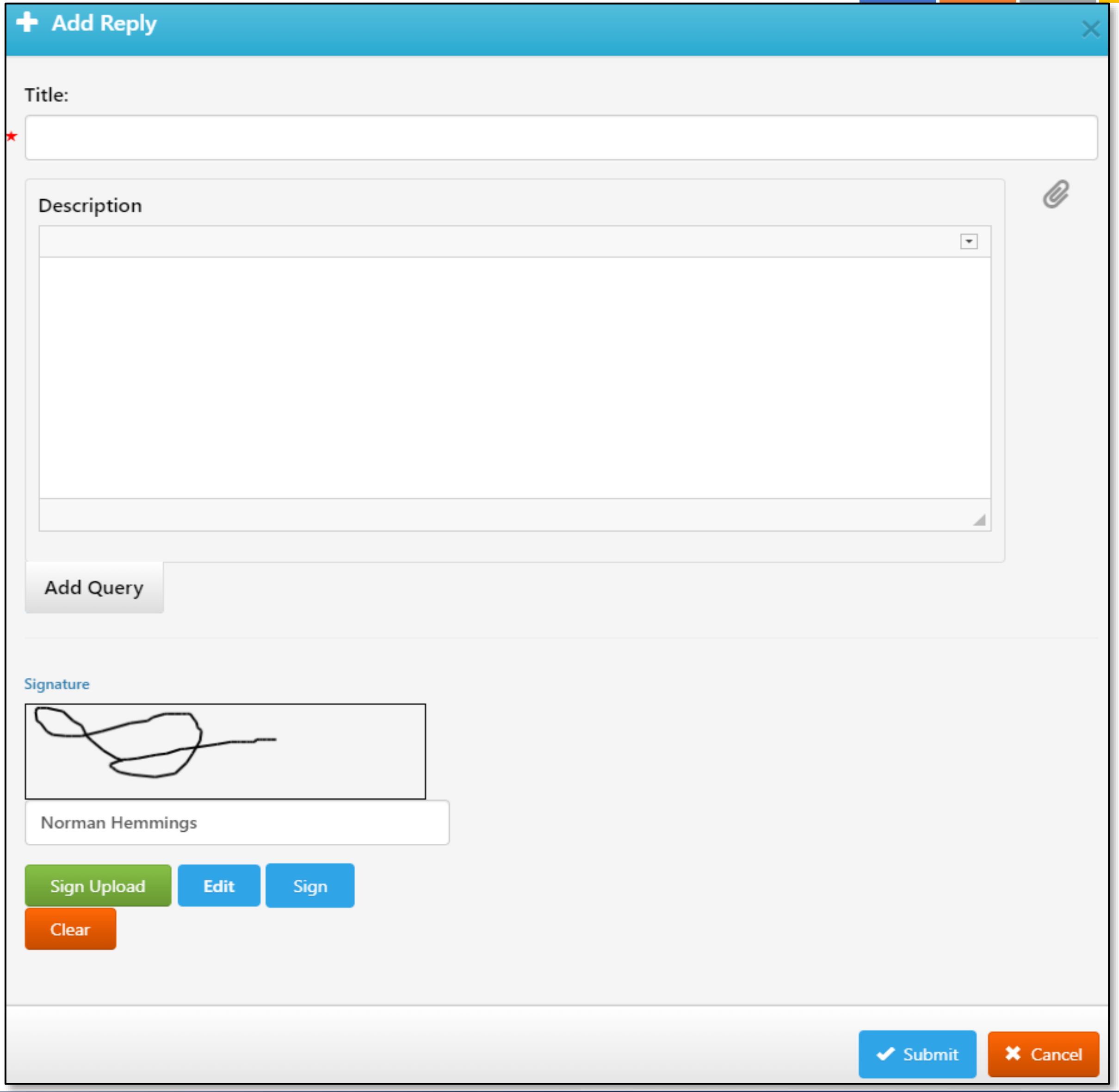


Change Request View page

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



Reply window



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.

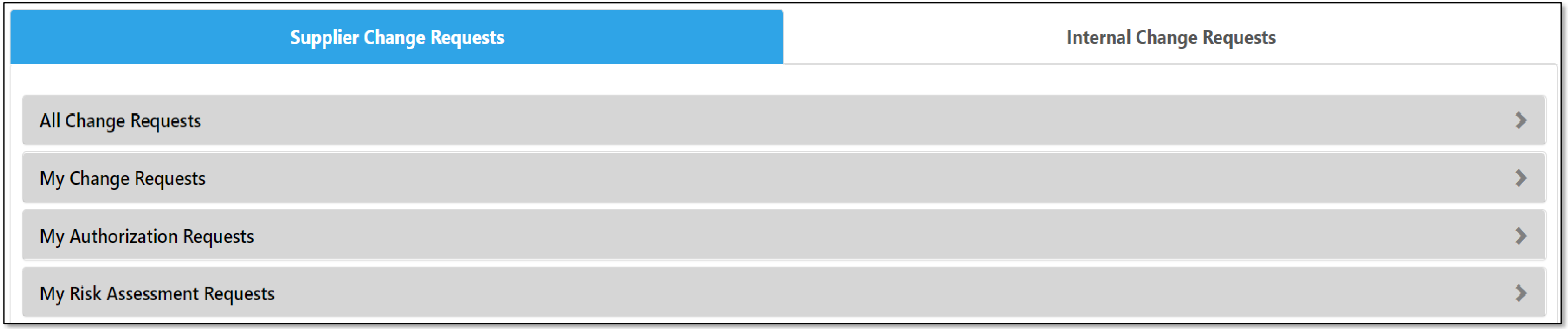
Change Request Listing Page

(Supplier Users)

Change Request Listing Page

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.

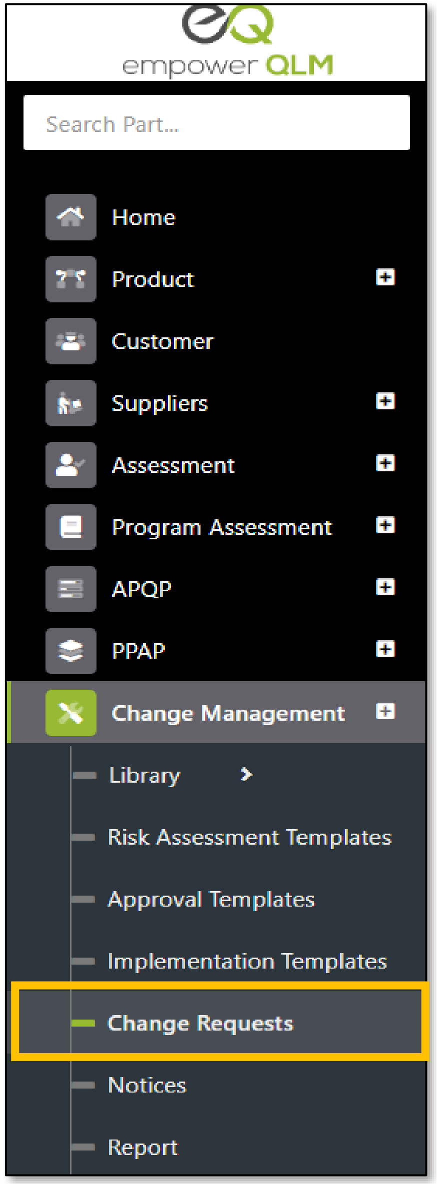


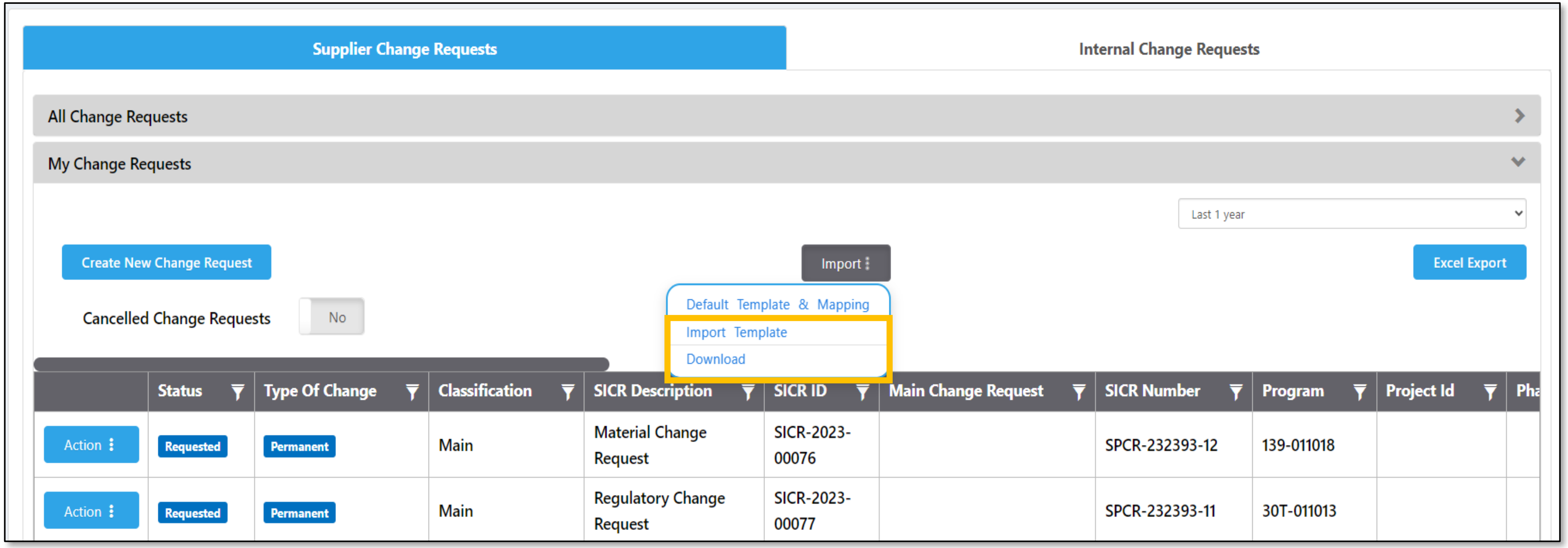
Import Change Request through Excel

(Supplier Users)

Navigation to Change Request

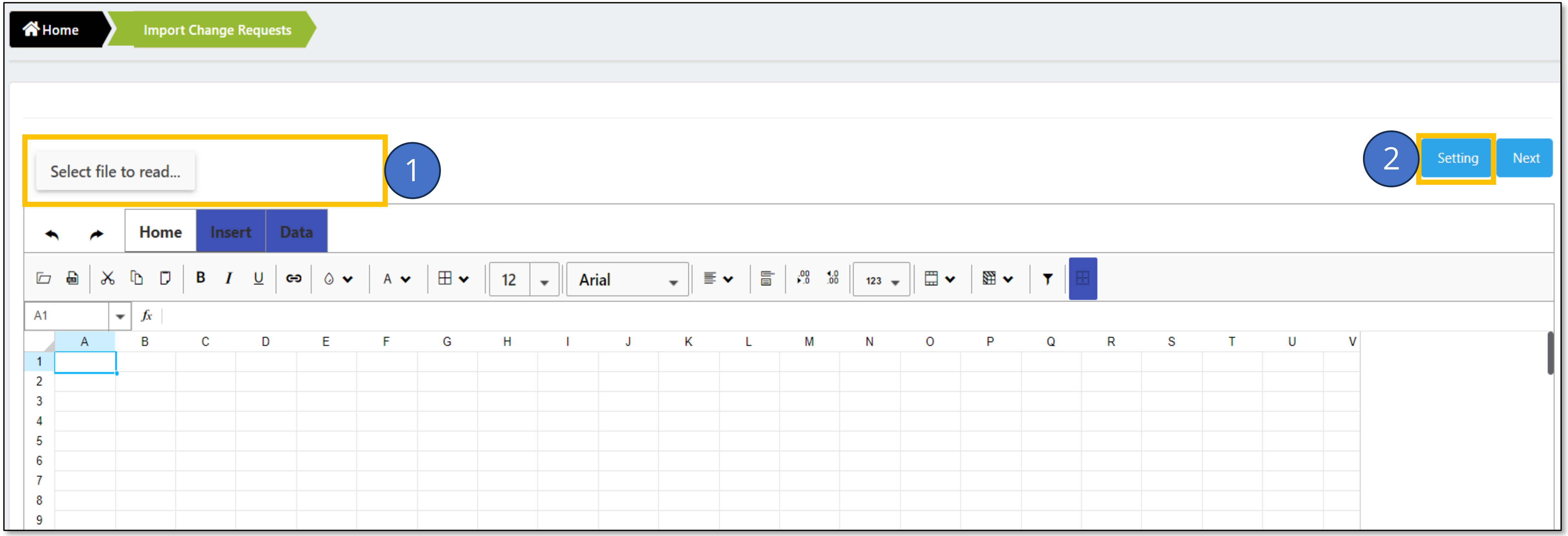
- Go to **QLM Menu → Change Management → Change Requests**.
- Click on **Import → Download**, to download an importable Excel document.
- Click on **Import → Import Template**, to navigate to Import page.



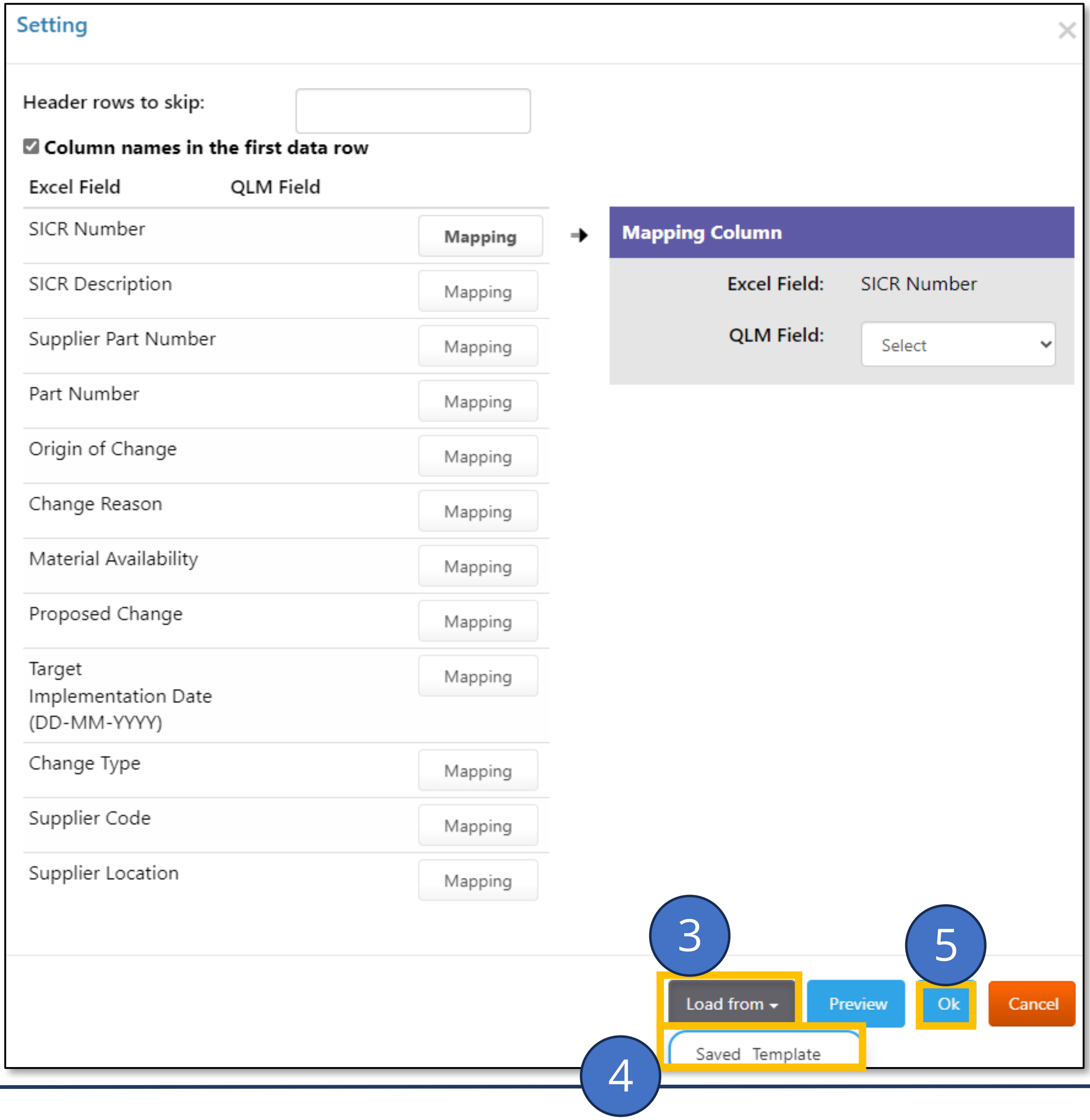


Change Request Import Page

- 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 window



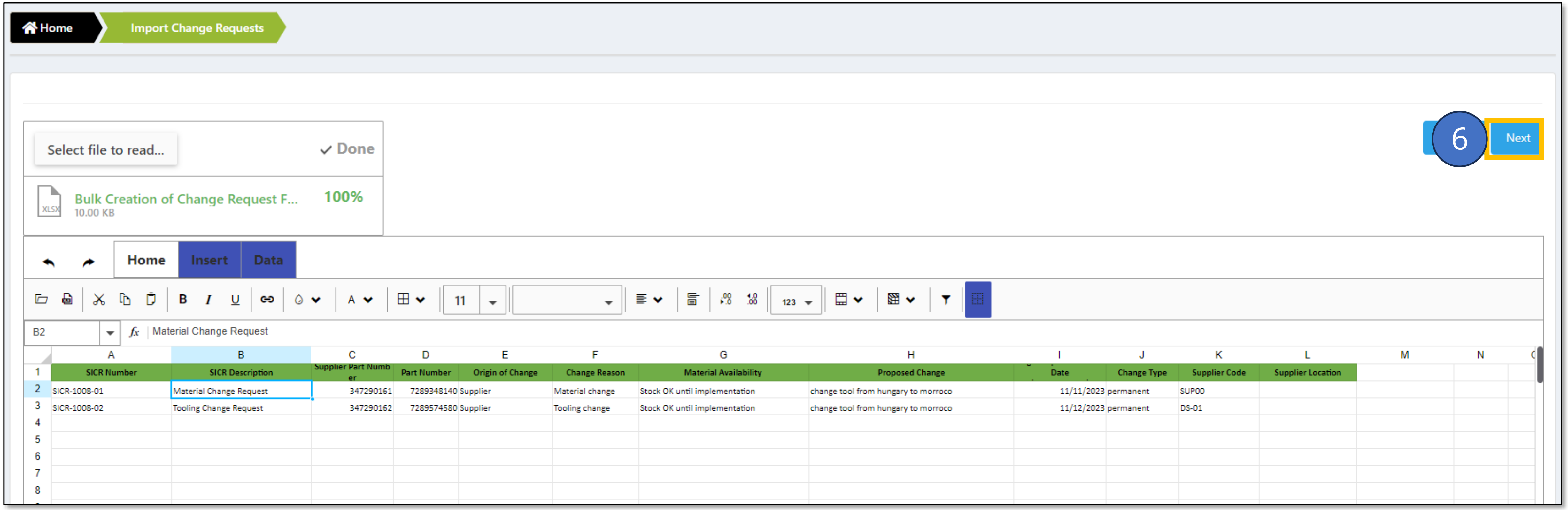
In the Mapping Setting window:

- 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).

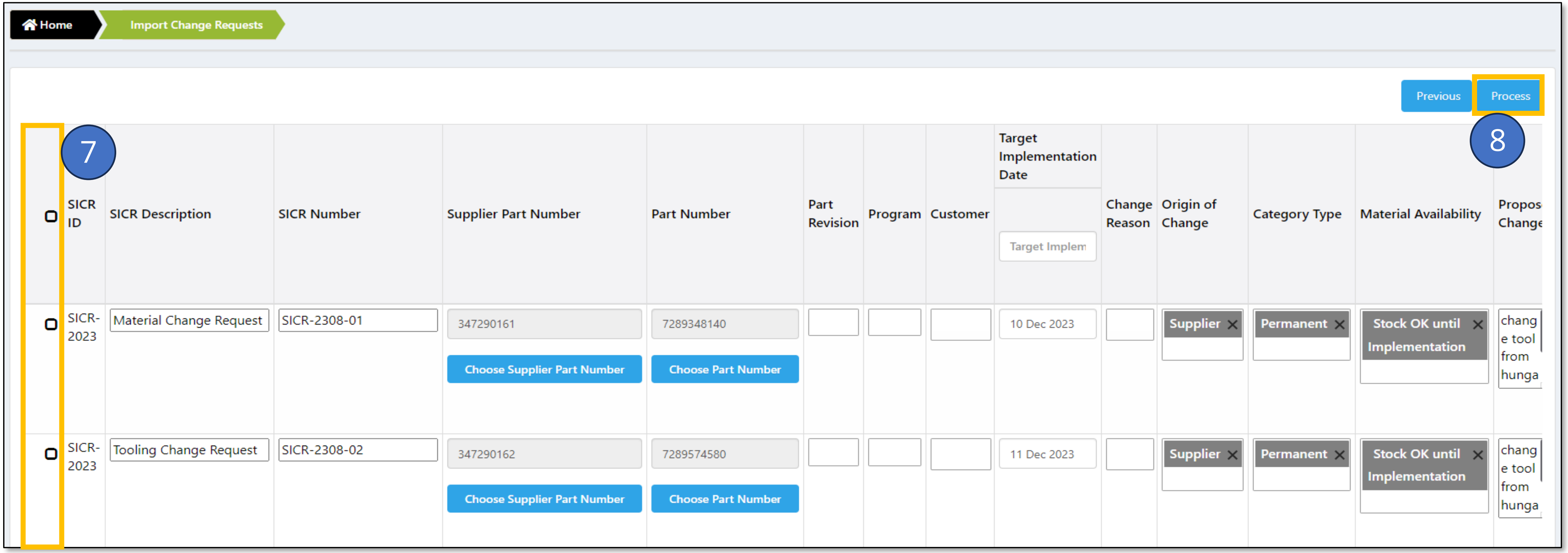
Change Request Import Page

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



Import Draft Page

- 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.

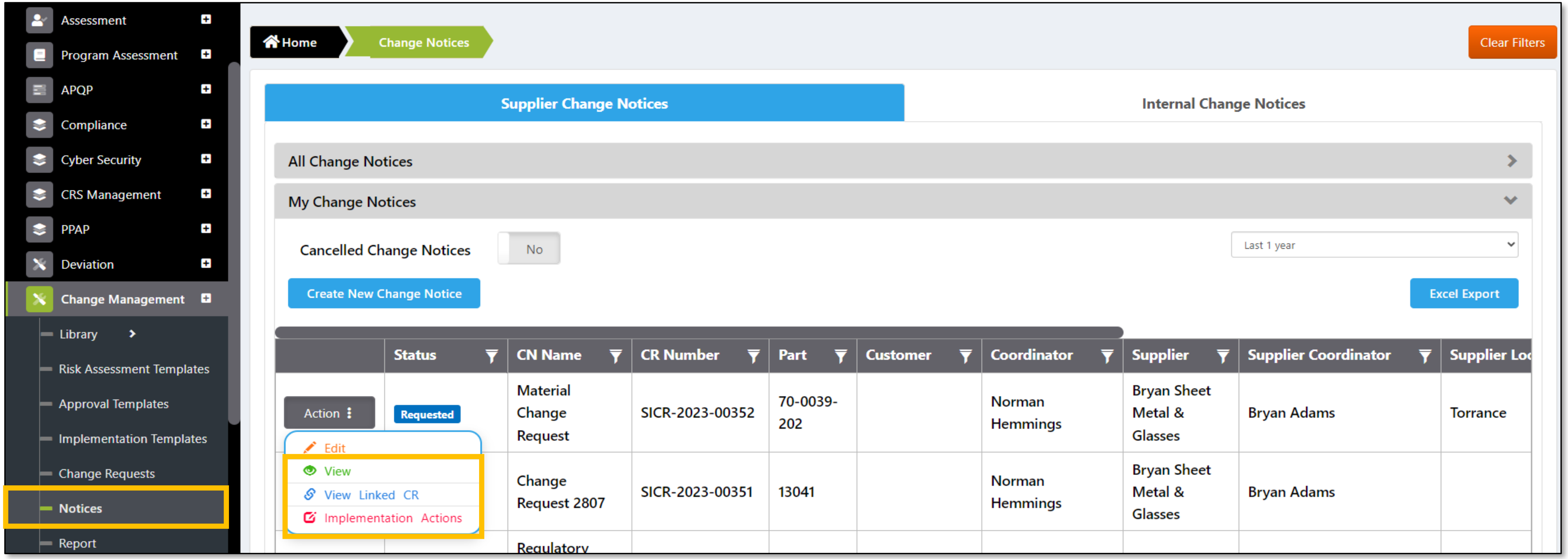


Navigation to Change Notice

(Supplier Users)

Navigation to Change Notice

- 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.



Reply functionality for Change Notice

(Supplier Users)

Navigation to Change Notice

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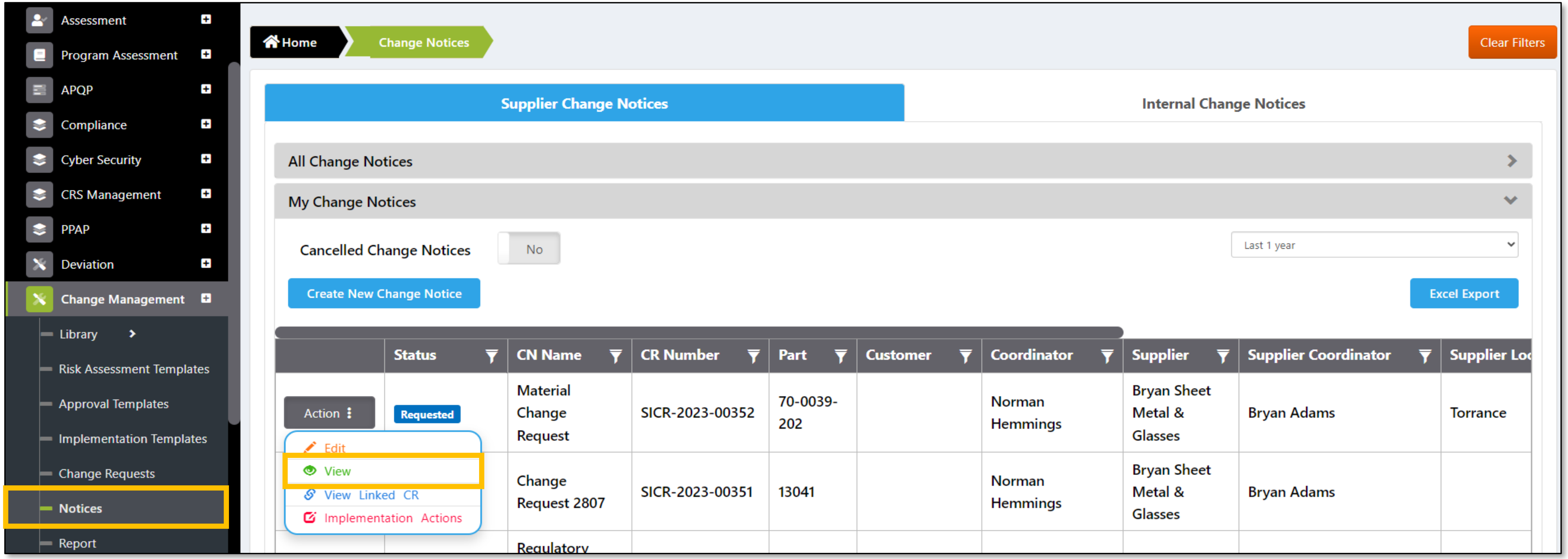
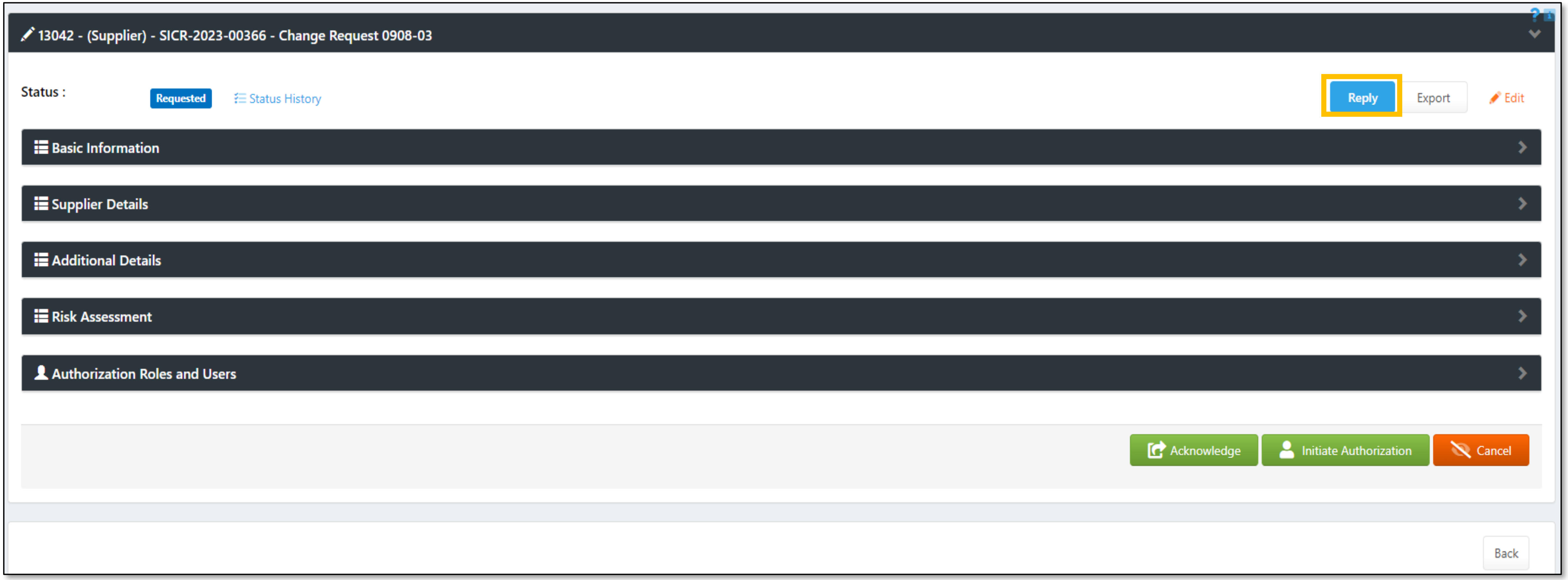
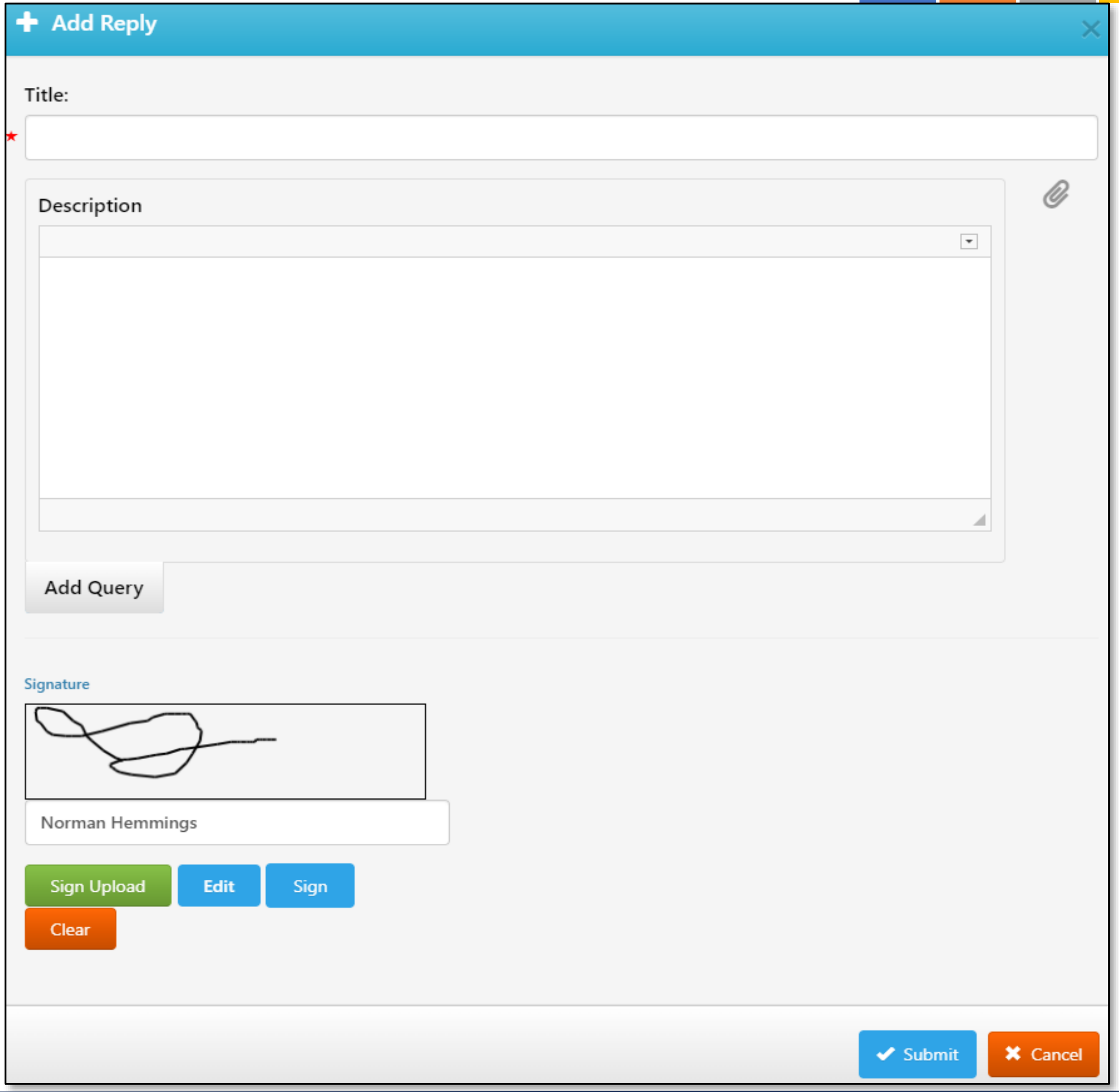


Change Notice View page

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



Reply window



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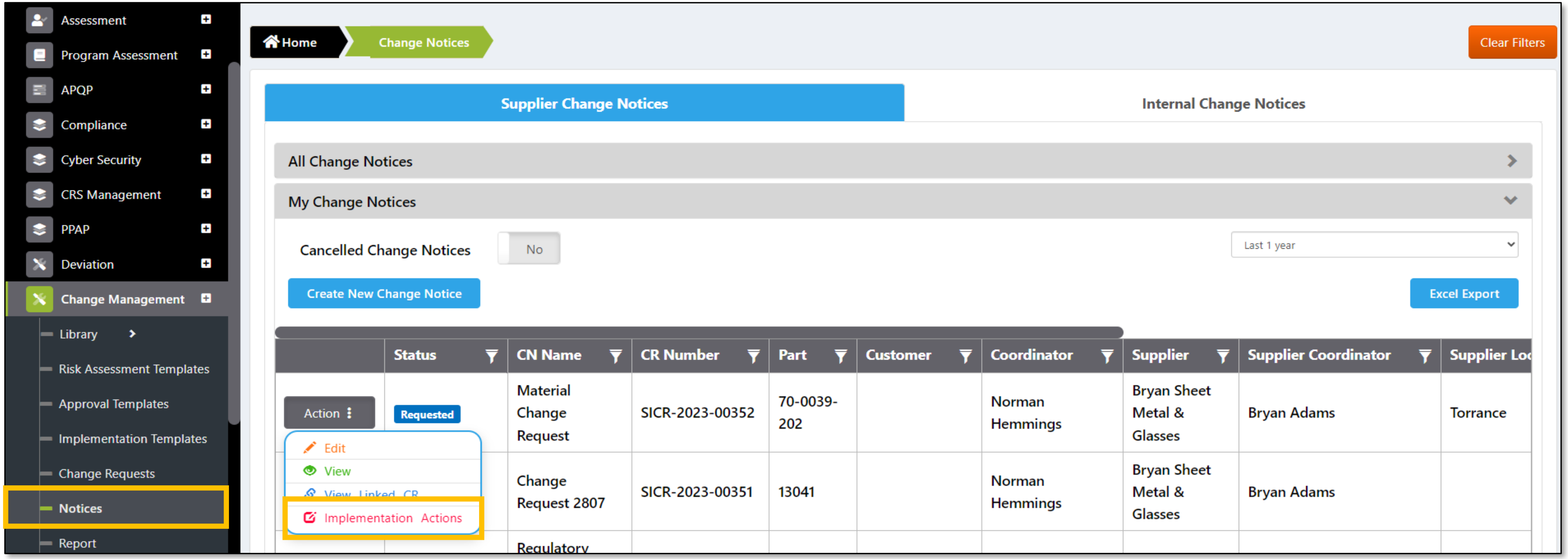
- Click on **Sign** & **Submit** to send Reply for the specific Change Notice.

Navigating to PPAP Request from Change Notice

(Supplier Users)

Navigation to Change Notice

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



Implementation Actions page

- 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 Start	Scheduled Due	Actual Start	Actual End	% Completed	Status	
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)

Change Notice Listing Page

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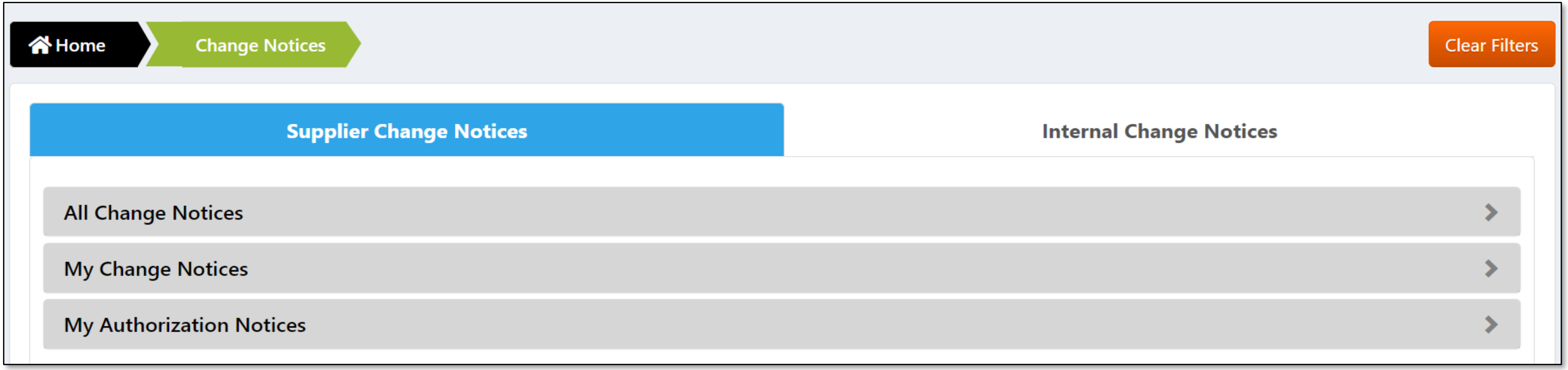

Thank you