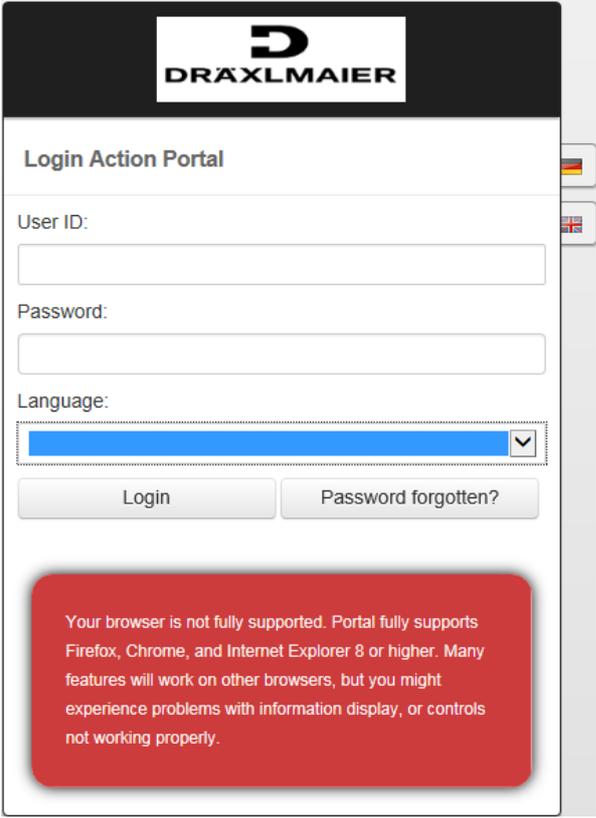


TRAINING

Quality

ePPAP Portal

Release 1.33



The screenshot shows the login interface for the ePPAP Portal. At the top, there is a black header with the Draxlmaier logo and name. Below this, the page title "Login Action Portal" is displayed. The form includes three input fields: "User ID:", "Password:", and "Language:". The "Language:" field is a dropdown menu with a blue highlight and a checkmark icon. Below the input fields are two buttons: "Login" and "Password forgotten?". At the bottom, a red rounded rectangle contains a warning message about browser compatibility.

DRÄXLMAIER

Login Action Portal

User ID:

Password:

Language:

Login Password forgotten?

Your browser is not fully supported. Portal fully supports Firefox, Chrome, and Internet Explorer 8 or higher. Many features will work on other browsers, but you might experience problems with information display, or controls not working properly.

Stage: December 2015

Contact person: Your SQM

TRAINING

Quality

ePPAP Portal

Release 1.33

Contents	ePPAP portal process
Target	Familiarize the users with the ePPAP portal
Target group	Suppliers who perform the sampling using the portal

Quality

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1. Foreword

This suppliers' portal was installed by Dräxlmaier in November 2010. Starting from that date, all documents having the following purposes will be interchanged via this portal:

- a) Part development status and project status
- b) Parts sampling inspection
- c) Requalification

Scheduled projects and part-related checklists with scheduled actions that require processing will be sent to suppliers.

Using this method, we want not only to improve our internal processes, but also to provide you, as a supplier, an efficient tool to carry out your tasks. The portal gives you the possibility to enter existing documents using a clear structure and also an easy way to set the due dates.

Since the suppliers' portal was installed, the documents sent via e-mails will no longer be processed and will be rejected.

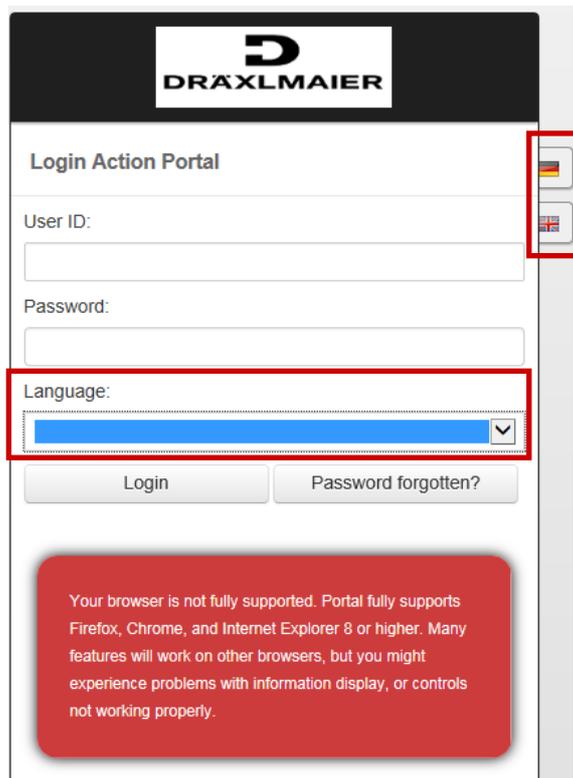
2. General Conditions of Information Technology

In order to use the suppliers portal, there are released many Internet browsers. The release matrix may be found on our FAQ page.

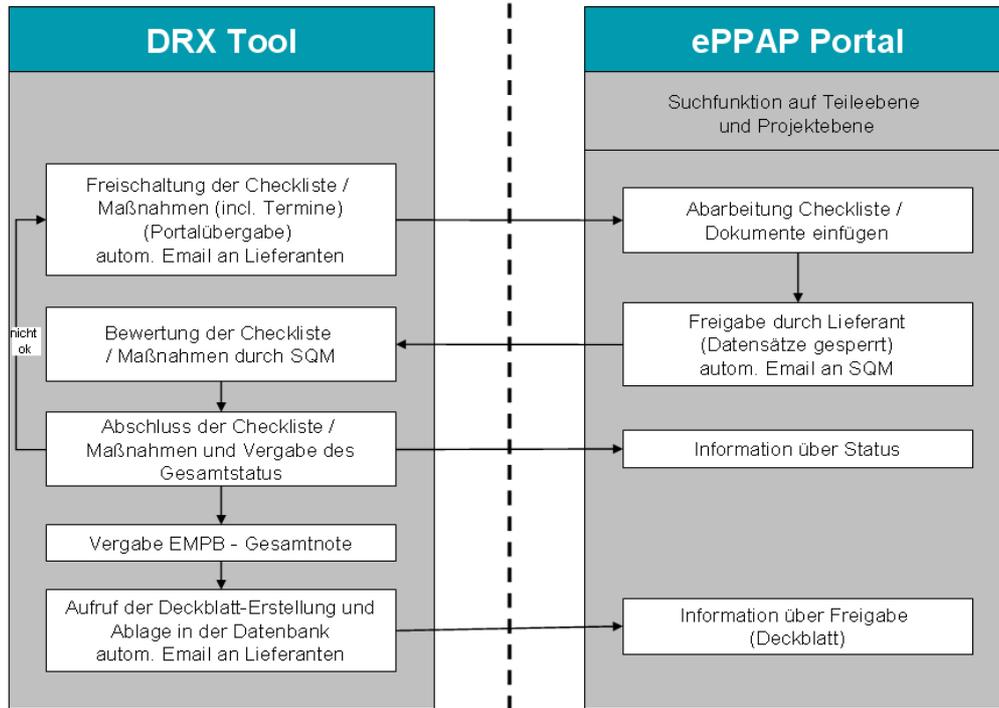
3. Multilingualism of the Portal

You may select between German and English language.

In the login window there is the possibility is to use the language buttons from the right side of the window. Depending on the selected button the login window is displayed in the corresponding language. The language in which you will work in the portal is selected by using the language drop-down list: en –GB for English and de-DE for German.



4. Process Flow in the Portal



4.1. Description of the Window's Configuration

Logged in users can choose between two displaying possibilities:

- the Project view
- the Action view

Choose one of these possibilities and click the Filter button.

4.1.1 Project View

The view of the project is set up in the form of a tree structure, as following:

Project-No.	Project-Desc.	Company-desc.			
E/DUMMYUJ	CQ3	VW, AU	→ DRX-Project		
E/DUMMY15UJ	Test Project 9.33				
Part					
Supplier	Part	Part No. Supplier			
▼ 0150I690, BASF SE - ENGINEERING PLASTICS	K0122202, PBTP + 10% GF SCHWARZ 15007	ULTRAD.B4300G2SW/OK/	→ Part		
Checklists					
No	Checklist-Desc.	Process-no.	Date from to GYR		
▼ 1	MM5_EL_04_PPAP/PPF (GREET 2015-10-00002		21/10/2015 23/10/2015 ☺		
Checklistpoints					
No.	Group / Question	Count open	GYR		
▼ 5	Konstruktionsfreigabe	2	☺		
Actions					
No	Action	due date	Responsible	Done	Additionalinfo
▶ 5.1	Bitte stellen Sie das Dokurr	23/10/2015	Banita, Liliana	20	BMG not relevant 📎
Total record counts: 1					

4.1.1.1 Project

The project number always consists of segment – carline – structural component together.

The project description contains the project number.

Examples of segments:

- E = Electrical Systems
- I = Interior
- Z = Trim Parts
- G = Overall / Cumulative

4.1.1.2 Part

In the part section, you may find the Dräxlmaier part number, the customer part number and the supplier part number. You can filter and search according to these numbers.

4.1.1.3 Checklist

The checklist shows the phase of the part (project or series). In these checklists, various checklist points are combined depending on the task of the checklist, to be processed by the supplier. A part can have up to 4 checklists (off-tool samples (CL1) – optimization phase (CL2) – yellow initial sampling (CL2) – green initial sampling (CL4))

If a part is used in a series phase, it receives the series checklist (CL5) which is the same as the green initial sampling.

At the checklist level, you can fill the cover sheet header data by clicking the Edit button



. Details on how to fill this data in are given in Chapter 4.4.

4.1.1.4 Checklist Point

At checklist level appears the SQM's evaluation for the associated action. At the same time, the checklist points can be seen as a group of thematically associated actions.

4.1.1.5 Action

A document is attached or referred to at the action level. Actions describe the individual tasks which have to be done and are also used for attaching suppliers' documents and writing comments. The processing of actions and attaching the documents are described in detail in Chapters 4.2 and 4.3.

4.1.2 Action View

The action view lists only the actions' points. You may sort according to action, due date, responsible. The display gives information across all the projects and it is only suitable when there are not so many parts to display.

Part No. Customer [*] Part No. Supplier [*]

Process no. View Action Project

Context Details	Action	Due Date	Reponsible	Assesment	Contact	Done
▶ E/DUMMY/J - CQ3 - LC Maßprüfung / 3 D Mes		31/12/2014	Metzka, Josef	0	Metzka J.;VIB-IE231	<input type="checkbox"/>
▶ E/DUMMY/J - CQ3 - LC Funktionsprüfung		31/12/2014	Metzka, Josef	0	Metzka J.;VIB-IE231	<input type="checkbox"/>
▶ E/DUMMY/J - CQ3 - LC Werkstoffprüfung		31/12/2014	Metzka, Josef	0	Metzka J.;VIB-IE231	<input type="checkbox"/>

4.2. Processing Actions

Project-No.	Project-Desc.	Company-desc.
▶ E/DUMMY/J	CQ3	VW, AU
▶ E/DUMMY10/J	CQ4	
▶ E/DUMMY11/J	CQ4	
▶ E/DUMMY12/J		
▼ E/DUMMY2/J	CQ3	

Part

Supplier	Part	Part No. Supplier
▼ 01502000, LISA DRAEXLMAIER GMBH	L0205CXX01, 0.5 BRAUN ,BROWN	28459 306 189/

Checklists

No	Checklist-Desc.	Process-no.	Date from	to	GYR
▼ 1	CQ3_INT_01_EWFT	2010-11-00002	01/10/2010	31/12/2010	

Checklistpoints

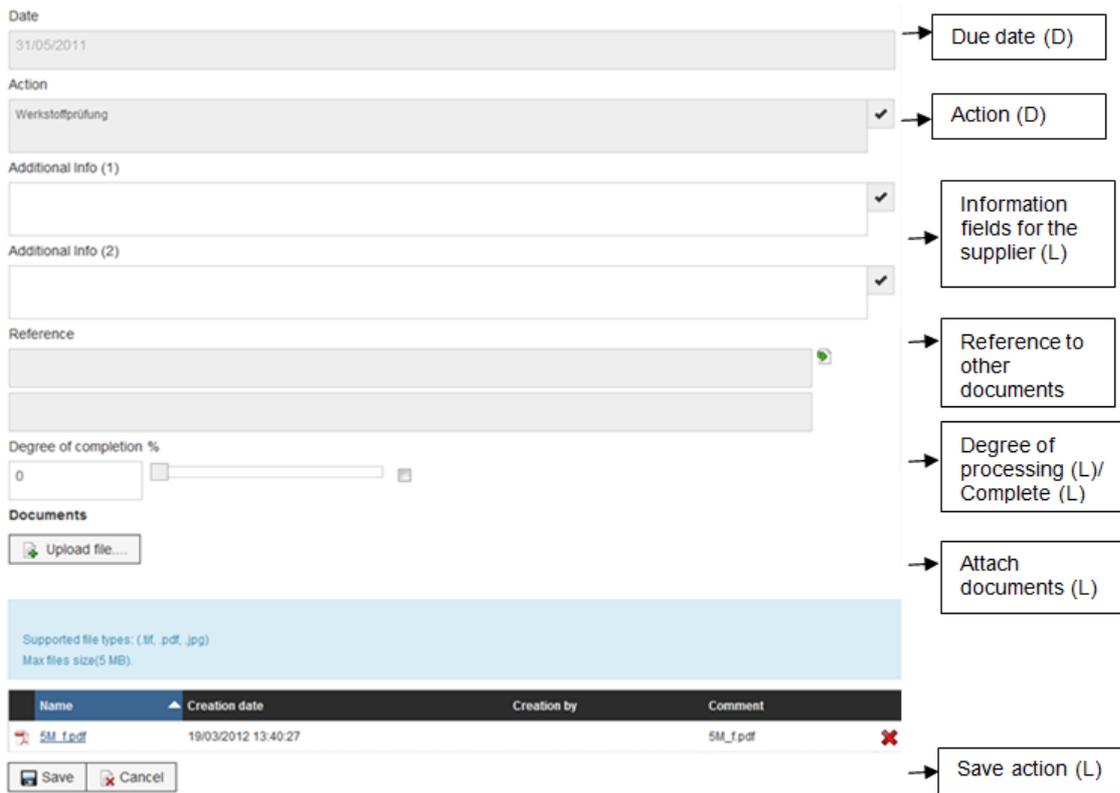
No.	Group / Question	Count open	GYR
▼ 3	Material test	1	

Actions

No	Action	due date	Reponsible	Done	Additionalinfo
▼ 3.1	Werkstoffprüfung	31/05/2011	Metzka, Josef	0	

Edit

The following window will appear by clicking the Edit button (red marked):



The screenshot shows a form with the following fields and callouts:

- Date:** 31/05/2011 → Due date (D)
- Action:** Werkstoffprüfung ✓ → Action (D)
- Additional Info (1):** [Empty] ✓ → Information fields for the supplier (L)
- Additional Info (2):** [Empty] ✓ → Information fields for the supplier (L)
- Reference:** [Empty] → Reference to other documents
- Degree of completion %:** 0 [Slider] → Degree of processing (L)/ Complete (L)
- Documents:** Upload file... → Attach documents (L)
- Documents List:**

Name	Creation date	Creation by	Comment
5M_f.pdf	19/03/2012 13:40:27		5M_f.pdf
- Buttons:** Save, Cancel → Save action (L)

D = Dräxlmaier specification
 L = to be filled in by the supplier

The processing status of the involved actions, the completion of the actions and the free text information to each action are documented here.

Using the Upload file button, documents placed into the portal are transferred from the user’s computer to the portal.

The action is processed by filling the fields, if necessary the documents are attached and the status is set to 100%. By saving, the action is saved in the database.



Several documents can be attached to the action. Once the action has been completed, (100%) the documents can no longer be deleted by the user.

4.3. Attaching Documents

The documents you attach are saved directly in our database. During the year, a huge volume of documents will be saved there. As these documents have to be permanently accessible, the documents will remain entirely in the productive database. Therefore, please optimize the compression rate by generating the files. The maximum file size that can be attached in our database is currently limited to 5 MB. We hope to be able to maintain this limit with your help in the future.



Documents have to fulfill the following format specifications: *.jpg, *.tif, or *.pdf
 *.pdf documents should preferably be used.

4.4. Generating VDA Initial Sampling Cover Sheets

Checklists after the VDA initial sampling also include the tasks to create the initial sampling cover sheet.



No cover sheet has to be created for off-tool samples (CL1) and optimization phase (CL2).

The following window will appear when the Coversheet Data and Confirmation option is pressed on checklist level.

^ Coversheet Data VDA and confirmation

Edit
EM Reasons

Process No. <input type="text" value="2015-12-00002"/> ✓	Release date <input type="text"/>
PPAP Result <input type="text" value="0"/> ✓	DRX SQM <input type="text" value="Banita L.;TEM-IE823"/> ✓
Part No. Customer <input type="text" value="/"/> ✓	K-level / BX <input type="text" value="K11"/> ✓
Part No. Supplier <input type="text" value="/"/> ✓	Lot No. <input type="text" value="Ch45"/> ✓
Drawing no. / Index <input type="text" value="Z4680643/A"/> ✓	Drawing Date <input type="text" value="01/10/2015"/>
IMDS-ID <input type="text" value="IMDS2579"/> ✓	Report No. supplier <input type="text" value="PB24579"/> ✓
Comment supplier <input type="text" value="comment supplier"/> ✓	Packing Slip No. <input type="text" value="LS35658"/> ✓
Quantity [°] <input type="text" value="1"/> ✓	Unit <input type="text" value="0"/> ✓
Weight (in gram) [°] <input type="text" value="100"/> ✓	Number of cavities <input type="text" value="2"/> ✓
Construction Release Duty <input type="text" value="Yes"/>	Construction Release Type <input type="text" value="BMF"/>
Construction Release No. <input type="text" value="56890443564"/>	Construction Release Date <input type="text" value="01/11/2015"/>
Initial Sample Release <input type="text" value="Yes"/>	Construction Release Expiration Date <input type="text" value="31/12/2015"/>
Initial Sample Release Date <input type="text" value="10/11/2015"/>	Initial Sample Release By <input type="text" value="DRX"/>

Documents

Name	Creation date	Creation by	Comment
CoversheetVDA_20151201.PDF	01/12/2015 05:10:53	Banita L.;TEM-IE823	CoversheetVDA_20151201.PDF

Save
Cancel

The fields Process No., Part No. Customer, Part No. Supplier and DRX SQM are imported from the previous system. The fields PPAP Result and Release date will be filled in right after the SQM has evaluated the checklist. The other fields are to be filled in by the supplier. The data will be used when the cover sheet will be generated.

In this window, the supplier has to fill in all the relevant fields of the cover sheet. After release, you will find the cover sheet in pdf form, electronically signed by DRX, in the documents area.

4.5. Entering the EM-operation (for the VDA Cover Sheet)

The EM-operation has now to be entered by the supplier:

The button may be found under the Coversheet Data:

Firstly, please click the Edit button for editing and secondly, click the EM-operation button for ticking. The following window is opening:

After the EM-operation is entered, save the information and the window will close.

4.6. Generating the PSW Cover Sheet

In addition to the VDA cover sheet also the PSW cover sheet can be generated. Depending on what cover sheet the supplier requires, he must fill in the VDA cover sheet respectively the PSW cover sheet information. We will show next how the supplier fills in a PSW cover sheet.

In the Cover details PSW, following information is displayed:

Coversheet Data PSW and confirmation		
<input type="button" value="Edit"/> <input type="button" value="EM Reasons"/>		
Part-Name	Customer Part Number	
0.5 BLAU/BRAUN	LD105BCX	
Shown on Drawing Number	Supplier Part Number	
Z269G75432	0.5 BLAU/BRAUN LF	
Engineering Change Level	Engineering Change Level Dated	
FRST095654	05/11/2015	
Additional Engineering Changes	Add. Engineering Changes Dated	
KA780953	06/11/2015	
Construction Release Duty	Construction Release Type	
No	BAG	
Construction Release No.	Construction Release Date	
BMG53790	01/01/2015	
Initial Sample Release	Construction Release Expiration Date	
No	30/11/2015	
Initial Sample Release Date	Initial Sample Release By	
01/11/2015	Tiert	
Safety and/or Government Regulation		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Checking Aid Number	Check Aid Engineering Change Level	Check Aid No. Dated
PM23689	WW	07/11/2015
ORGANISATION MANUFACTURING INFORMATION		
CUSTOMER SUBMITTAL INFORMATION		
Supp. Name&Supp./Vendor Code	Customer Name/Division	
LISA DRAXLMAIER GMBH	Draxlmaier Group	
Street Address	Buyer/Buyer Code	
LANDSHUTER STR. 100		
City	Application	
VILSBURG	Anwendung	
Limited/Notifiable substance	ISO identification	
Choose...	Choose...	
REQUESTED SUBMISSION LEVEL	Confirmation	
<input checked="" type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/> Level 4 <input type="radio"/> Level 5	BMDS / 1270953	
SUBMISSION RESULTS		
<input type="checkbox"/> Dimensions <input checked="" type="checkbox"/> Material <input type="checkbox"/> Appearance <input type="checkbox"/> stat processes <input type="radio"/> Yes <input checked="" type="radio"/> No		
EXPLANATION/COMMENTS		
Comment from the Portal		
Mold / Cavity / Production Process	Print Name	
1	Banita, Liliana	
Title	Date	
	11/11/2015	
Phone No.	Fax	E-Mail
328		banita.liliana@draxlmaier.de
Tag Information	Purchase Order No.	Weight (in gram) [g]
Choose...	Bestel 287599	100
Signature Block	Phased PPIAP Warrant Status	

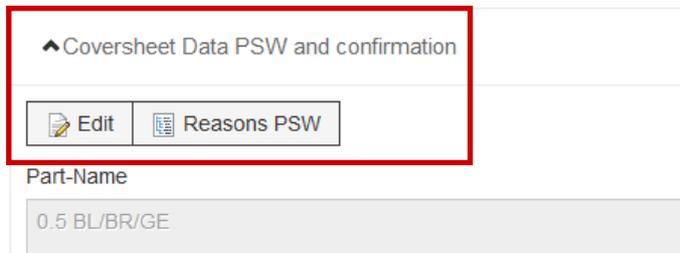
The fields Part-Name, Customer Part Number and Organization Manufacturing Information are transferred from the previous system. The other fields are to be filled in by the supplier. The data will be used when the cover sheet will be generated.

Under the fields for the PSW cover sheet, you will find, after release, the cover sheet in pdf form, electronically signed by DRX.

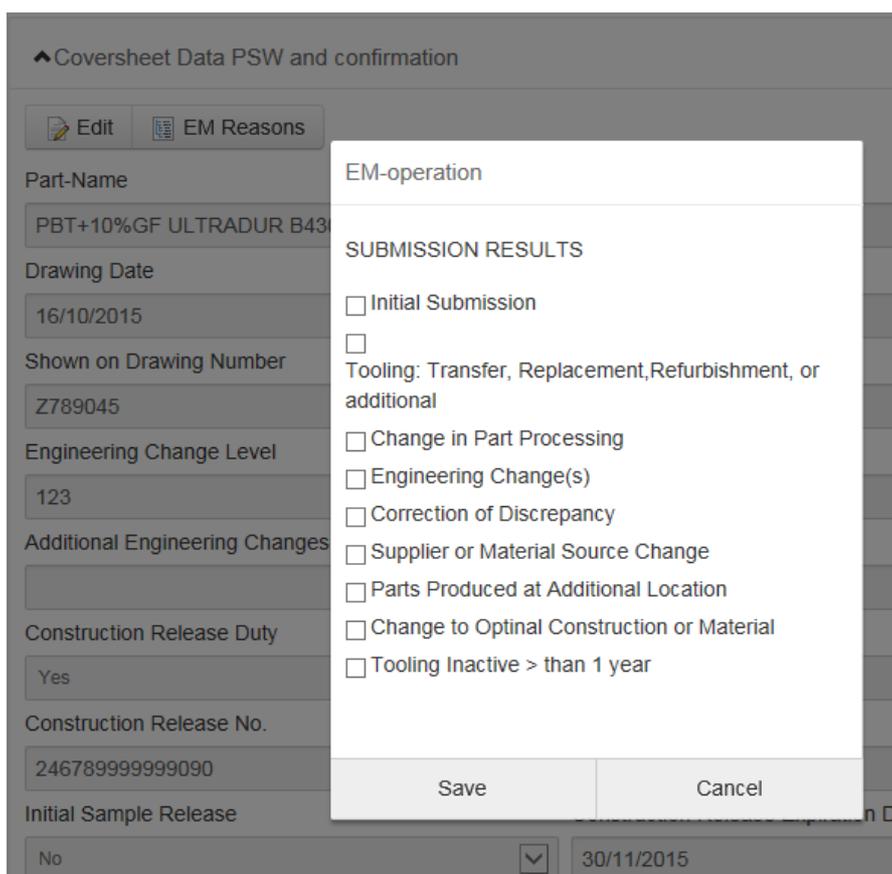
4.7. Entering the PSW Reasons (for the PSW Cover Sheet)

The PSW reasons have to be eventually entered by supplier:

The button may be found under the Cover sheet details PSW:



The following window is opening:



After the PSW reasons are ticked, save the information and the window will close.

4.8. Informing the SQM about the Completion of the Action

Once the cover sheet data is entered, please press the Response to: XY button. An e-mail will be generated to inform the Dräxlmaier employee that you are finished to process the checklist.

Checklistpoints

No.	Group / Question	Count open	GYR
▶ 1	Dimensional test / 3D measurement prot 1		<input type="radio"/>
▶ 2	Function test	1	<input type="radio"/>
▶ 3	Material test	1	<input type="radio"/>
▶ 4	Surface Feel test	1	<input type="radio"/>

Total record counts: 4

▼ Coversheet Data VDA and confirmation

▼ Coversheet Data PSW and confirmation

Response to: Metzka J.;VIB-IE231

4.9 Description of the new fields in VDA and PSW Coversheet

New fields	Description
Construction release duty	Selection drop-down box "Yes" or "No" If you select "Yes" all corresponding fields are mandatory, "No" means the corresponding fields are grayed out.
Construction release type	Selection drop-down box : "BMG" (Prototype approval), "BMF" (Prototype release), "VBF" (Product release), "EF" (Development release), "AWE" (Deviation, Delivery release)
Construction release number	Document number of the construction approval, assigned by the OEM
Construction release date	Date of issue for the construction release
Drawing date	Drawing date of the material
Construction release expiration date	If available If limited to quantity, please enter an estimated date
Initial sample release	Selection drop-down box "Yes" or "No" If you select "Yes" all corresponding fields are mandatory, "No" means the corresponding fields are grayed out. Refers to the component release by the System supplier or OEM if available.
Initial sample release by	Released by an approved system supplier / OEM (enter the supplier/OEM)
Initial sample release date	Date of issue for the initial sample

If for the construction release or initial sample inspection report "no" is selected, the fields are grayed out (do not have to be filled).

5. References to Available Initial Sampling

The actions can be referenced.

The actions can be processed by clicking the related Edit button.

Part

Supplier	Part	Part No. Supplier
01502000, LISA DRAEXLMAIER GMBH	L0205BCG, 0,5 BL/BR/GE	0-0927771-3/

Checklists

No	Checklist-Desc.	Process-no.	Date from	to	GYR
▶ 1	CQ3_INT_05_PPAP/PPF (St 2014-09-00323		22/09/2014	21/11/2014	🟢
▶ 2	MM5_Gesamt_2012_01	2014-09-00324	22/09/2014	21/11/2014	🟢
▶ 3	CQ3_INT_03_PPAP/PPF (YE 2014-09-00325		22/09/2014	22/09/2014	🟡
▼ 4	CQ3_INT_04_PPAP/PPF (GI 2014-09-00326		24/09/2014	14/10/2014	🟡

Checklistpoints

No.	Group / Question	Count open	GYR
▼ 1	Dimensional test / 3D measurement prot 1		🟡

Actions

No	Action	due date	Reponsible	Done	Additionalinfo
▼ 1.1	Maßprüfung / 3 D Mes	24/09/2014	Metzka, Josef	0	



Open the selection window for referencing. You can refer here to actions taken for other checklists. That prevents documents from being entered twice.

Date
30/11/2015

Action
Bitte nennen Sie uns das geplante Bemusterungsdatum. Das eingetragene Format muss MM/JJJJ sein. / Please add the date for the planned sampling. The format has to be mm/yyyy.

Additional Info (1)
the sampling date is 30.11.2015

Additional Info (2)

Reference

Degree of completion
20

Documents
 Supported file types: (5 MB)
Max files size(.tif, .pdf, .jpg)

In the filter window, you may enter the project and the article number.

Reference

Project: E/DUMMY18/K date from: 04/12/2014

Filter part no. (APQP): date to: 04/12/2015

DRX Part No. / Name: Overall checklist step template:

Project	Checklist	Checkliststep	Action	Material-No.	GYR	Date
E/DUMMY18/K	MM5_INT_05_PPA Muster		Bitte stellen Sie da:	L0105BCX, 0.5 BL	<input type="radio"/>	30/11/2015
E/DUMMY18/K	MM5_INT_05_PPA Einhaltung gesetzli		Bitte bestätigen Sie	L0105BCX, 0.5 BL	<input type="radio"/>	30/11/2015
E/DUMMY18/K	MM5_INT_05_PPA Materialdatenblatt/I		Bitte stellen Sie da:	L0105BCX, 0.5 BL	<input type="radio"/>	30/11/2015
E/DUMMY18/K	MM5_INT_05_PPA Softwareprüfbericht		Bitte stellen Sie der	L0105BCX, 0.5 BL	<input type="radio"/>	30/11/2015
E/DUMMY18/K	MM5_INT_05_PPA Teilelebenslauf		Bitte stellen Sie da:	L0105BCX, 0.5 BL	<input type="radio"/>	30/11/2015

Total record counts: 28 1 2 3 4 5 6

By double-clicking the corresponding row (document), the reference selection is done.

Date: 30/11/2015

Action: Bitte nennen Sie uns das geplante Bemusterungsdatum. Das eingetragene Format muss MM/JJJJ sein. / Please add the date for the planned sampling. The format has to be mm/yyyy.

Additional Info (1): the sampling date is 30.11.2015

Additional Info (2):

Reference: Bitte stellen Sie das Dokument für der Muster ein. / Please upload sample.

E/DUMMY18/K
L0105BCX, 0.5 BLAU/BRAUN
MM5_INT_05_PPAP/PPF(Serie) 2012 BMW

Degree of completion: 20

Documents: Supported file types: (5 MB)
Max files size: (cf., pdf, jpg).

Name	Creation date	Creation by	Comment
LH_WEBCKI.RO.STANDALONE.2LX5G1wMWloRbTOx5	03/12/2015 15:05:35	Dubau T.,TEM-IE834	Portal Upload LH_WEBCKI.RO.STANDALONE.2LX5G1wMWloRbTOx5.

6. Sending the Results to the Supplier

Once the SQM has evaluated the actions, their status is transferred thru the portal. The status of the actions can be read as following:
(Red marking in the drawing)

Part

Supplier	Part	Part No. Supplier
01502000, LISA DRAEXLMAIER GMBH	L0203CGX10, 0.35 BRGE 12-DRAEHTIG	0-0927768-3/

Checklists

No	Checklist-Desc.	Process-no.	Date from	to	GYR
1	CQ3_INT_04_PPAP/PPF (GI 2013-07-00310		13/07/2013	11/09/2013	Y

Checklistpoints

No.	Group / Question	Count open	GYR
1	Dimensional test / 3D measurement prot 6		R
2	Function test	6	Y
3	Material test	6	G
4	Surface Feel test	6	R

Total record counts: 4

The Checklist points, having a red or a yellow evaluation contain new actions, in which you can then attach the corrected documents.

The grade and the cover sheet may be found in the Confirmation window. After grading and creating the cover sheet you'll receive another e-mail. In DRX, the cover sheet file is called COVERSHEET% and may be found in the Documents window:

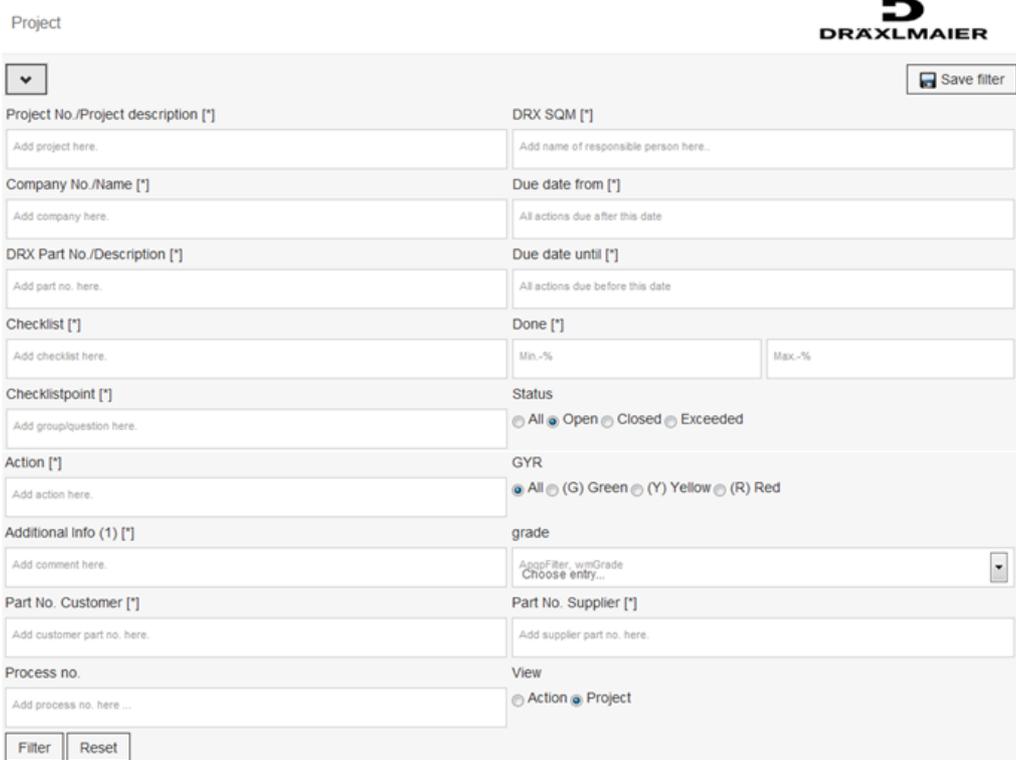
▲ Coversheet Data VDA and confirmation

Process No.	2015-12-00002	Release date	
PPAP Result	0	DRX SQM	
Part No. Customer	/	Banita L.,TEM-IE823	
Part No. Supplier	/	K-level / BX	
Drawing no. / Index	Z4680643/A	Lot No	Ch45
IMDS-ID	IMDS2579	Drawing Date	01/10/2015
Comment supplier	comment supplier	Report No. supplier	PB24579
Quantity [°]	1	Packing Slip No	LS35658
Weight (in gram) [°]	100	Unit	0
Construction Release Duty	Yes	Number of cavities	2
Construction Release No.	56890443564	Construction Release Type	BMF
Initial Sample Release	Yes	Construction Release Date	01/11/2015
Initial Sample Release Date	10/11/2015	Construction Release Expiration Date	31/12/2015
		Initial Sample Release By	DRX

Documents

Name	Creation date	Creation by	Comment
CoversheetVDA_20151201.PDF	01/12/2015 05:10:53	Banita L.,TEM-IE823	CoversheetVDA_20151201.PDF

7. Filtering and Searching



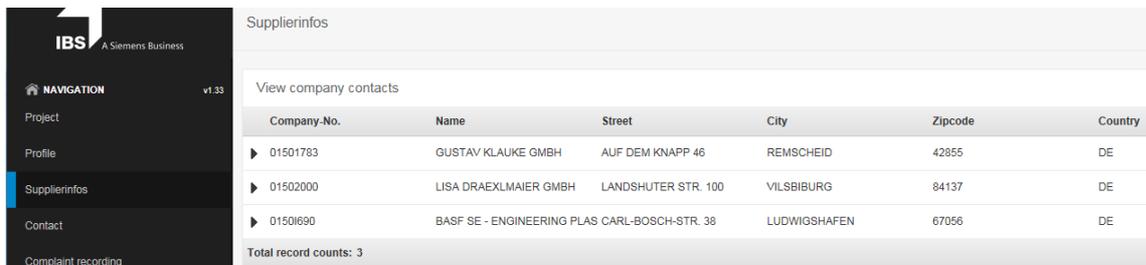
Here is a brief description of the filter fields for the Columns in the tree structure as they appear in the Confirmation window:

Column in the tree structure	Example for using the filter (*)
Project No./Project description	E/W210/J *W210*
Company No./Name	AUDI*
DRX Part No./Description	G0221026* (Note: here the article number and the description are written in the same field so you always have to search for the article number using *)
Checklist	*off-tool sample
Checklist point	*Dimensional check*
Action	*Dimensional check*
Additional info 1	*Huber*
Part No. Customer	031 545 *
Process No.	2010-09-00012 (you may find this number in the e-mail)
Due date from	10.10.2010
Due date until	30.10.2010
Status	Exceeded / Open / ...
Done	0% - 30%
GYR	Red...
Confirmation window	Example
Part No. Supplier	221*
DRX SQM	Schmidt*
Grade	1-Release*

8. Entering the Supplier's Contact Persons in Portal

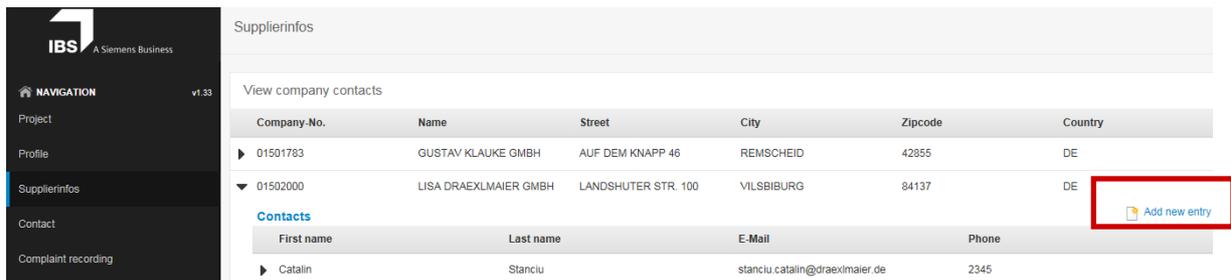
In a database attached to the portal, a main contact person, nominated by the supplier, is registered in the user administration. This person is also responsible for creating, editing or deleting the supplier's employees in the system.

The actions are assigned to the main contact person, but all other contact persons from the same supplier can process the actions. Select the Supplierinfos option to open the user administration. Here you can see all the contact persons who have already been entered.



8.1. Entering new Contact Persons

Only the main contact persons can create and edit other contact persons. If you want to add more contact persons, use the "Add new entry" option:



At the bottom of the contacts list, the following window opens:

Anrede

Mr.

First name

Catalin

Last name

Stanciu

Email

stanciu.catalin@draexlmaier.de

Phone

14567

Fax

Set APQP User Group

These fields have to be filled in when a new contact person is entered.

Important!!! When creating or modifying a supplier contact person, please always enter the email in small letters.

By clicking the Create contact button, the new contact person is created.

8.2. Editing the Contact Persons

The main contact persons can also edit the contact persons' data.

Click the Supplierinfos option from the portal menu. A list of all existing contact persons will be displayed under the Contacts option.

If you want to edit the data of a contact person, click the arrow before his/her name and the following windows opens:

Contacts

First name	Last name	E-Mail	Phone
▼ Martin	Semmel	msemmel@test2.de	12345

Edit contact

 Edit

Anrede

Mr.

First name

Martin

Last name

Semmel

Email

msemmel@test2.de

Phone

12345

Fax

2

Set APQP User Group

By clicking the Edit button, the data of the contact person can be changed.

For security reasons, the main contact person cannot change his/her own e-mail address. Under the Profile tab, every contact person may change his/her own phone and/or fax number.

8.3. Cancelling Contact Persons

The supplier is responsible for cancelling contact persons in the portal as soon as they leave the company.

This also has to be communicated to Dräxlmaier via e-mail to zulieferer.portal@draexlmaier.de

9. Login Process

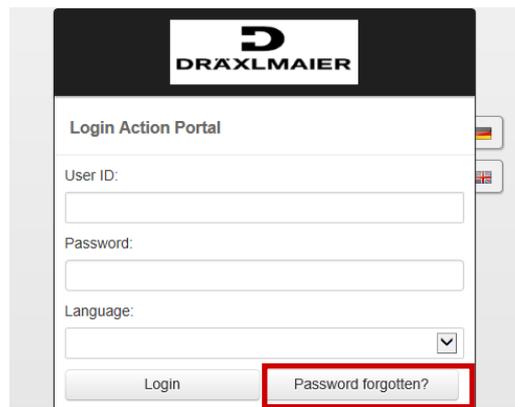
9.1. Initial Password

Once your account has been activated, you will receive an e-mail containing the user ID (=your e-mail address) and another e-mail containing the initial password.

When you login, watch the use of lower case and upper case letters.

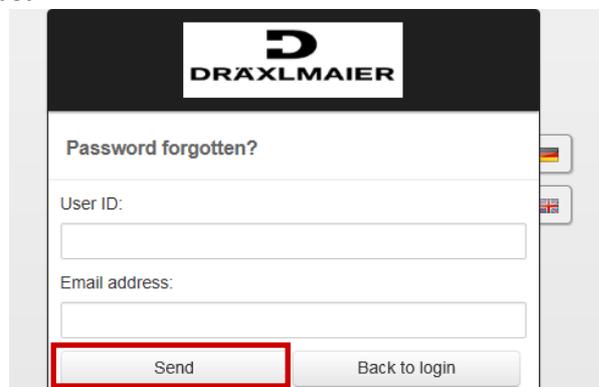
9.2. Forgetting the Password

If you don't remember your password anymore, you may get the forgotten one by selecting the option Password forgotten?



The screenshot shows the 'Login Action Portal' interface. It features a header with the Draxlmaier logo. Below the header, there are input fields for 'User ID:', 'Password:', and 'Language:'. At the bottom, there are two buttons: 'Login' and 'Password forgotten?'. The 'Password forgotten?' button is highlighted with a red rectangular box.

The following window will appear:



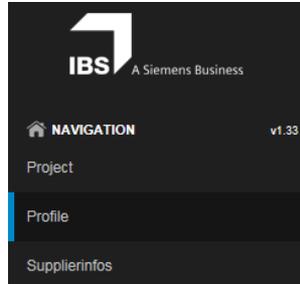
The screenshot shows the 'Password forgotten?' interface. It features a header with the Draxlmaier logo. Below the header, there are input fields for 'User ID:' and 'Email address:'. At the bottom, there are two buttons: 'Send' and 'Back to login'. The 'Send' button is highlighted with a red rectangular box.

Please enter your e-mail address in the User ID field and press <Send>.

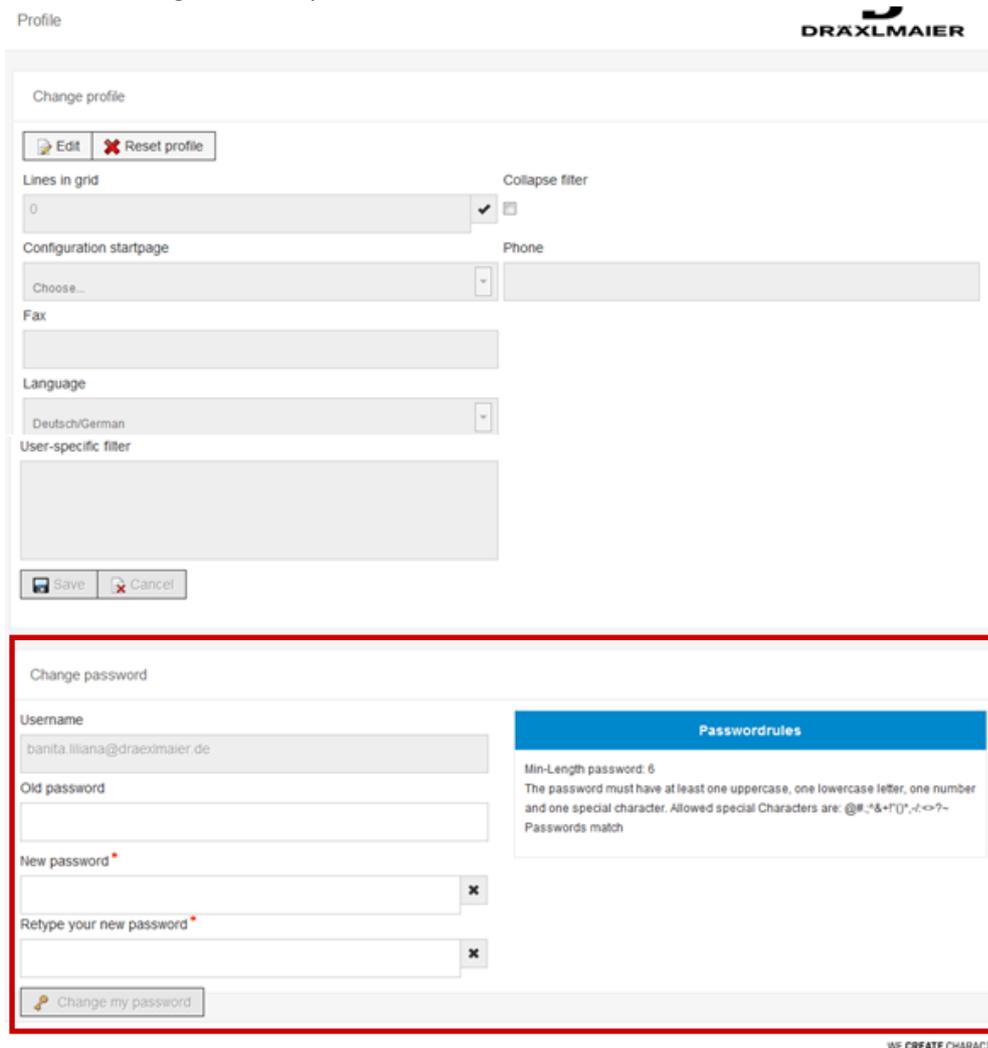
You will receive your password via e-mail.

9.3. Changing the Password

Each portal user may change his/her password by using the Profile option.



The following window opens:

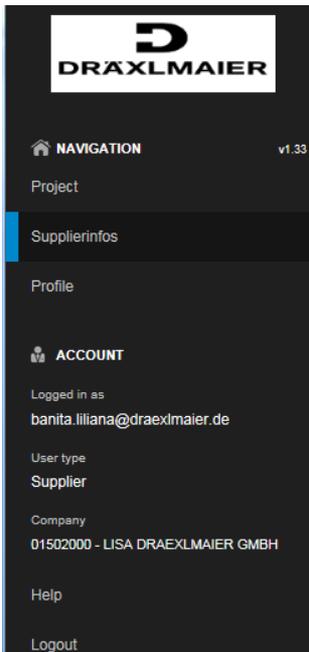


The screenshot shows two overlapping windows. The top window is titled 'Change profile' and contains fields for 'Lines in grid', 'Collapse filter', 'Configuration startpage', 'Phone', 'Fax', 'Language', and 'User-specific filter'. The bottom window is titled 'Change password' and contains fields for 'Username', 'Old password', 'New password', and 'Retype your new password'. A 'Passwordrules' box is also visible, stating: 'Min-Length password: 6. The password must have at least one uppercase, one lowercase letter, one number and one special character. Allowed special Characters are: @!#.%*+()'-,./:<:>?~'. The 'Change password' window is highlighted with a red border.

Enter the old password once and the new password twice. The password has to follow some rules. If the password follow the checked criteria, the red crosses will be replaced by a green ticks. Please use the Tab button to go to next field! The password must be at least one uppercase, one lowercase, one number and one special character. For the moment, the allowed special characters are: @!#.%*+()'-,./:<:>?~

In addition, the password must be at least 6 characters long and can be up to 20 characters long.

10. The Portal Menu



NAVIGATION & Version:

Release number of the portal software.

Project:

Option used for processing the initial sampling.

Profile:

Option used for user settings, which can be modified by the user himself/herself.

Supplierinfos:

Option used for supplier's information. The main contact person may enter here new users and the list the existing one.

Current user:

You may see here the logged on user.

Help:

Here you can find all the necessary documentation regarding the initial sampling and work in the portal.

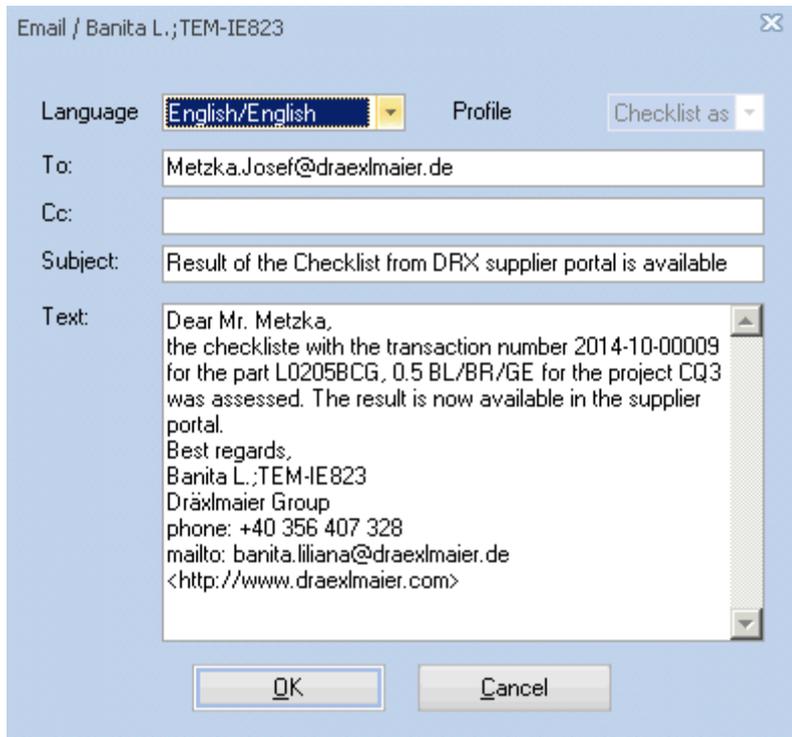
Logout:

Option used for logging out.

11. Information via E-Mail

When the checklist is transferred to the supplier portal, the supplier's contact person will be informed via e-mail.

The transaction number of the checklist is given to you in this e-mail.



You can then search and filter in the portal using the transaction number.

12. Rules for Supplier's Contact Persons

All the entered contact persons of your company can process the actions.
The name of the person processing the actions is saved in the database.

13. Final Remarks

We hope that we have been able to give you a comprehensible description of the portal. For further questions, please ask your contact person from the Dräxlmaier Company, from the supplier quality department.