

# Sampling Portal

**Training Material for External Suppliers** 



WE CREATE CHARACTER



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## 1. Logging in

Purchasing sampling records can be collaborated, so use the SAP Enterprise Portal (XS2) that is already available at DRÄXLMAIER.

Please use Chrome, Firefox or the Internet Explorer 8/10/11 as a browser.

Link: <u>https://drx-</u> portal.draexImaier.com/irj/portal/collworklist



View of the login screen

For each new collaboration that is started, the **supplier's defined contact person** (sampling request) also receives an e-mail with a link to the portal.

At the same time, the responsible IMDS contact person of the supplier receives a copy of this e-mail.

You get to the portal by using the link shown in the e-mail.

Neue Checkliste für Bemusterung 204 wurde in das DRX-Lieferantenportal eingestellt An Cc () Wir haben zusätziche Zelenambräche aus dieser Nachricht entfernt.
Sehr geehrter Herr Bluemchen,
die neue Checkliste mit der Vorgangsnummer 204 für das Bauteil 105060502-000, MUTTER - M6-DIN 934 aus dem Projekt wurde in das DRX-Lieferantenportal eingestellt und steht nun bereit zur Bearbeitung. Bitte füllen Sie die Deckblattinformationen aus und stellen Sie die notwendigen Dokumente bereit.
Sie können die Checkliste über folgenden Link aufrufen: << <u>https://dx.portal-qual.draedmaier.com/iri/portal/collworklist</u> >>
+++ Confidential: All rights reserved. Distribution only with approval +++ of information owning department. +++ Mit freundlichen Grüßen,
Lisa DräxImaler GmbH Landshuter Straße 100 DE 84137 Vlibiburg Telefon: E-Mail: DRADKUMAIER.COM <http: www.draeximaler.com=""> Achtung:</http:>
Bitte leiten Sie diese E-Mail an Ihre zuständige IMDS-Abteilung weiter. Wenn Sie Fragen bezüglich IMDS haben, wenden Sie sich bitte an unser IMDS-Team mailtozimds@draeximaier.de Verwenden Sie für die DRÄXLMAIER Group Braunau (AT) die IMDS-Org-ID 207090.
Example of the e-mail

Training documents for external suppliers - Sampling Portal | August 14th, 2020



## 2. Displaying the worklist

Your access rights allow you to have an **additional tab header "ePPAP"** at your disposal in the portal.

(for the function of "ePPAP" also see: <u>Creating a</u> contact to the supplier for collaboration )

A display of all the assigned sampling records will appear in the new mode. You can filter them according to the status and other attributes.

The record will show you to whom the collaboration was assigned and/or to whom the e-mail was sent.

The portal will show you your complete worklist in relation to your company.

The activity partner column shows the relevant contact person to whom the sampling was assigned.

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View of a work list

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View of the contact person and the status of the sampling

Explanation of the status display:

OCO The submission deadline will end in more than 7 days.

OAO The submission deadline will end in less than 7 days

The submission deadline has been exceeded.

You will be shown the details of the record by the chosen sampling number (& click)



# 3. Editing the Sampling

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View of sampling (header data and action)

The reason for the sampling can be changed if necessary.

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## You can now add documents with a right click on a request.

Allowed formats include: PDF, TXT, JPG, XLSX, DOCX / maximum file size: 10 MB

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If relevant notes (external notes from the point of view of DRÄXLMAIER) have been created for you, you will find them in the "Notes" column, from where they can be accessed:

Note	$\square$ ×
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Max Mustermann / 27.02.2020 10:16:55	
Please upload only the snipping confirmation.	

View of external note



Please enter the all the data that is relevant to your cover sheet here:

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OB Software inspective	on report					Submit	07.07.2020

View of data concerning the cover sheet

After you have successfully uploaded all the relevant documents and filled in the cover sheet, the status of the record can be changed accordingly with the **Change status** button.

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View of changing the status

As long as the record is in the "in process" status, you can continue editing it and you can add documents. **The data can be buffered.** 

The **"completed"** status implies that the record and the documents, the status and the cover sheet data have been transmitted to DRÄXLMAIER. This status means you no longer have any influence on the record.

If you set the "completed" status, a check is made to see whether the cover sheet data has been completely filled in. If any data is missing, the record cannot be finalized. So it will not be transmitted to DRÄXLMAIER.

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## 4. Creating a new contact

You have to create your new required contact in the familiar SLC Portal yourself.

After that, a DRÄXLMAIER approval process will be started.

As soon as the approval has been granted, **the contact person will be provided in the new SAP Portal** (Sampling).

#### Changes to contacts in the SLC will also be distributed to SAP (Sampling).



Diagram of the process of entering contacts



## 5. Re-allocation of the documents

In the course of the synapsis program for the implementation of SAP S/HANA, a decision was made to reduce the measures to an appropriate standard.

Hence, measures specific to DRÄXLMAIER and OEMs cease to apply and are reflected in the standard measures.

#### The following table shows where specific points will have to be filed in the future:

**Example**: In the future, the ePPAP document on measure no. 30 Flammability Test will be integrated in the SAP measure 1.3 Material Tests.

New proposal	APQP point number	Description	Action text
1.1	24	Mess-, Prüfkonzepte und Testpläne internal releases for machines, tools, gages and test equipment	Bitte fügen Sie das Dokument der abgestimmten Mess-, Prüfkonzepte und Testpläne( Art, Prüffrequenzen, Prüfmittel) bei. /Please upload internal releases for machines, tools, gages and test equipment
1.3	25	Erprobungsplan test and validation plan	Bitte stellen Sie das Dokument für den Erprobungsplan ein. / Please upload test and validation plan.
23	27	Abnahmeprüfzeugnis / EU-Sicherheitsdatenblatt Certificate of analysis, Safty data sheet	Bitte stellen Sie das Dokument für das Abnahmeprüfzeugnis ein. / Certificate of analysis, Safty data sheet
23	29	Deckblatt Lieferant supplier coversheet	Bitte stellen Sie das Deckblatt ein. / Please upload warrants (PSW). / Coversheet
1.3	30	Brennbarkeitsprüfung flammability test	Bitte stellen Sie das Dokument für die Brennbarkeitsprüfung ein. / Please upload flammability test
20	31	Wickelvorschrift für Rollenware spooling regulation	Bitte stellen Sie das Dokument für die Wickelvorschrift ein. / Please upload spooling regulation.
6	32	Zertifikate certificates	Bitte stellen Sie die Zertifikate ein. / Please upload certificates
23	37	Bestätigung der Durchführung der VDA- Forderungen Confirmation of the execution of the VDA requirements	Bitte stellen Sie eine Bestätigung der Durchführung der VDA-Forderungen ein. / Please insert a confirmation about the fulfillment of the VDA requirements.
1.3	41	Versandbestätigung Emissions - CD	Bitte stellen Sie die Versandbestätigung ein. / Please upload Deliver confirmation.

Allocation of documents 1

New proposal	APQP point number	Description	Beschreibung Action text
23	26	Interne Verbaufreigabe internal production release	Bitte stellen Sie das Dokument für den Verarbeitungsversuch ein. / Please upload internal production release
23	28	Deckblatt der OEM- und Systemlieferanten-Freigabe OEM- and tier one warrants	Bitte stellen Sie das Deckblatt der OEM- und Systemlieferanten-Freigabe ein. / Please upload OEM- and tier one warrants (PSW).
23	68	D/TLD Dokumentation (Deckblatt) coversheet of the D/TLD Audit	Bitte stellen Sie das Deckblatt des D/TLD-Audits ein (deutsch/englisch). / Please upload the coversheet of the D/TLD Audit (german/english).
2	36	Foto des Rückstellteils picture of the reference	Bitte stellen Sie ein Foto des Rücklageteils einschließlich der Bauteilkennzeichnung ein. / Please upload picture of the reference
1.2	38	Technische Sauberkeit report about technical	Bitte stellen Sie den Report zur technischen Sauberkeit von einem akkreditierten Labor ein. / Please insert the report about technical
5	39	Anlage 1-5 / Musterkarte checklists 1-5 resp. Sample Card.	Bitte stellen Sie die daimlerspezifischen Anlagen 1-5 bzw. eine Kopie der Musterkarte ein. / Please upload Daimler checklists 1-5 resp. Sample Card.
6	44	CCC-Zertifikate CCC-Certificates	Bitte stellen Sie die CCC-Zeritiikate ein. / Please upload the CCC-Certifcates.
23	58	Abgesicherte Kundenanforderungen compliance of the customer requirements	Bitte Bestätigen Sie die Einhaltung der Kundenanforderungen. / Please confirm the compliance of the customer requirements.
23	64	Änderungsmitteilung Part Change Notification	Bitte fügen Sie die Änderungsmitteilung ein. / Please insert the part change notification.
Punkt entfällt	66	Geplante Bemusterung planned PPAP	Bitte nennen Sie uns das geplante Bemusterungsdatum. Das eingetragene Format muss TT/MM/JJJJ sein. / Please add the date for the planned sampling. The format has to be dd/mm/yyyy.
23	67	Einsatz Serienwerkzeuge use of series tools	Bitten nennen Sie uns das Datum, wann die Serienwerkzeuge zum Einsatz kommen. / Please add the date for the use of series tools.

Allocation of documents 2



## 6. General information

The use of the new portal will come after the DRÄXLMAIER synapsis rollout plan for the introduction of SAP S/4HANA

## I.e. it will be adapted to each DRÄXLMAIER plant.

Sampling will have to be done clearly either in the former portal or in the new one.

As a result

- Materials used at a plant that has switched to SAP S/4HANA have to be sampled in the new portal
- Materials used at a plant that has not been migrated yet have to continue being sampled in the former ePPAP Portal.

### There will not be any double sampling.

If you have any questions on the system or on the contents, it would be best to get in touch with your usual contact person in Supplier Quality Or write to the following address: D-Sampling Supplier at: D-SamplingSupplier@draexImaier.com