ePPAP Portal
Release 1.33

Stage: December 2015
Contact person: Your SQM
Contents: ePPAP portal process

Target: Familiarize the users with the ePPAP portal

Target group: Suppliers who perform the sampling using the portal
Quality

Contents

1. FOREWORD ........................................................................................................................................... 5

2. GENERAL CONDITIONS OF INFORMATION TECHNOLOGY .................................................. 5

3. MULTILINGUALISM OF THE PORTAL ......................................................................................... 5

4. PROCESS FLOW IN THE PORTAL ............................................................................................... 6

   4.1. DESCRIPTION OF THE WINDOW’S CONFIGURATION .......................................................... 6
   4.1.1 PROJECT VIEW ............................................................................................................... 6
   4.1.2 ACTION VIEW .............................................................................................................. 7
   4.2. PROCESSING ACTIONS ..................................................................................................... 8
   4.3. ATTACHING DOCUMENTS ................................................................................................ 9
   4.4. GENERATING VDA INITIAL SAMPLING COVER SHEETS .............................................. 10
   4.5. ENTERING THE EM-OPERATION (FOR THE VDA COVER SHEET) .................................. 10
   4.6. GENERATING THE PSW COVER SHEET ......................................................................... 12
   4.7. ENTERING THE PSW REASONS (FOR THE PSW COVER SHEET) .................................. 13
   4.8. INFORMING THE SQM ABOUT THE COMPLETION OF THE ACTION ............................. 14
   4.9. DESCRIPTION OF THE NEW FIELDS IN THE VDA AND PSW COVERSHEETS ............. 14

5. REFERENCES TO AVAILABLE INITIAL SAMPLING ................................................................. 15

6. SENDING THE RESULTS TO THE SUPPLIER ............................................................................. 17

7. FILTERING AND SEARCHING .................................................................................................. 18

8. ENTERING THE SUPPLIER’S CONTACT PERSONS IN PORTAL ............................................. 19

   8.1. ENTERING NEW CONTACT PERSONS .............................................................................. 19
   8.2. EDITING THE CONTACT PERSONS .................................................................................... 20
   8.3. CANCELING CONTACT PERSONS ..................................................................................... 21

9. LOGIN PROCESS .......................................................................................................................... 21
Contents

9.1. INITIAL PASSWORD ..................................................................................................................... 21
9.2. FORGETTING THE PASSWORD ...................................................................................................... 21
9.3. CHANGING THE PASSWORD ......................................................................................................... 22

10. THE PORTAL MENU....................................................................................................................... 23

11. INFORMATION VIA E-MAIL........................................................................................................... 24

12. RULES FOR SUPPLIER’S CONTACT PERSONS ............................................................................. 24

13. FINAL REMARKS............................................................................................................................ 24
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:
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.
4.2. Processing Actions

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

[Image of the window with the Edit button highlighted]
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.

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:

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:

![Coversheet Data PSW and confirmation](image)

The following window is opening:

![Coversheet Data PSW and confirmation](image)

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.

Checklist points

<table>
<thead>
<tr>
<th>No.</th>
<th>Group / Question</th>
<th>Count open</th>
<th>GvR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dimensional test / 3D measurement</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Function test</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Material test</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Surface Feel test</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Total record count: 4

Response to: Metzka J, WBJE231

4.9 Description of the new fields in VDA and PSW Coversheet

<table>
<thead>
<tr>
<th>New fields</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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.

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

In the filter window, you may enter the project and the article number.
By double-clicking the corresponding row (document), the reference selection is done.
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)

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:
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:

<table>
<thead>
<tr>
<th>Column in the tree structure</th>
<th>Example for using the filter (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No./Project description</td>
<td>E/W210/J</td>
</tr>
<tr>
<td></td>
<td><em>W210</em></td>
</tr>
<tr>
<td>Company No./Name</td>
<td>AUDI*</td>
</tr>
<tr>
<td>DRX Part No./Description</td>
<td>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 *)</td>
</tr>
<tr>
<td>Checklist</td>
<td>*off-tool sample</td>
</tr>
<tr>
<td>Checklist point</td>
<td><em>Dimensional check</em></td>
</tr>
<tr>
<td>Action</td>
<td><em>Dimensional check</em></td>
</tr>
<tr>
<td>Additional info 1</td>
<td><em>Huber</em></td>
</tr>
<tr>
<td>Part No. Customer</td>
<td>031 545 *</td>
</tr>
<tr>
<td>Process No.</td>
<td>2010-09-00012 (you may find this number in the e-mail)</td>
</tr>
<tr>
<td>Due date from</td>
<td>10.10.2010</td>
</tr>
<tr>
<td>Due date until</td>
<td>30.10.2010</td>
</tr>
<tr>
<td>Status</td>
<td>Exceeded / Open / ...</td>
</tr>
<tr>
<td>Done</td>
<td>0% - 30%</td>
</tr>
<tr>
<td>GYR</td>
<td>Red...</td>
</tr>
<tr>
<td>Confirmation window</td>
<td>Example</td>
</tr>
<tr>
<td>Part No. Supplier</td>
<td>221*</td>
</tr>
<tr>
<td>DRX SQM</td>
<td>Schmidt*</td>
</tr>
<tr>
<td>Grade</td>
<td>1-Release*</td>
</tr>
</tbody>
</table>
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:

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:

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 following window will appear:

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:

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.

![Email Example]

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.