



QUALITY INSPECTION

SUPPLIER TRAINING GUIDE

Honeywell

SAP

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INTRODUCTION

QUALITY INSPECTION

INTRODUCTION

During the delivery of components, buyers and suppliers can collaborate on **Quality Inspection** of finished goods or subcontracting components to achieve improved overall quality metrics. Quality inspection collaboration supports the following functionality.

- Buyer can request the supplier to perform a quality inspection based on a specified inspection lot.
- Supplier can perform the inspection and send inspection results and attach certificate of analysis to the buyer.
- Buyer can review the inspection results and lock them, preventing the supplier from making further changes.
- Buyer can respond to the inspection results by sending the usage decision for the inspection lot to supplier.
- Buyer and supplier can receive email notifications for quality inspection documents.
- Supplier managers can assign roles to users to view or edit inspection results.

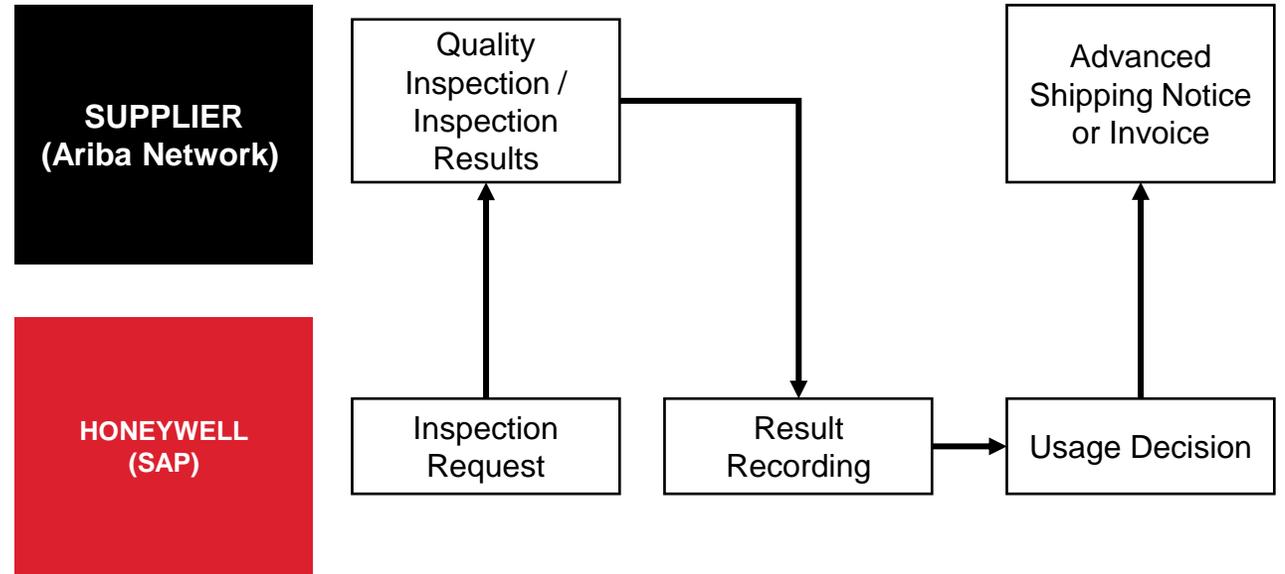
QUALITY INSPECTION

PARTS OF QUALITY INSPECTION

Parts of Quality Inspection	Description
Inspection Lot	A record to carry out a quality Inspection for a specific quantity of material, equipment or functional locations
Quality Inspection	Inspecting a material or product or equipment using inspection specifications that have been predefined in the Inspection planning component
Result Recording	Record and process results for Inspection characteristics
Defects Recording	Recording the defects with the help of predefined defect codes maintained in Inspection catalog. Defect is any property or attribute of a material, product or process that does not meet the inspection characteristics specifications.
Usage Decision	To decide whether to accept or reject the goods in the inspection lot based on the results of the Inspection
Quality Certificate	Certifies the Quality of Goods. The chemical or physical properties of goods can be recorded as Inspection results and the characteristics of the batch

QUALITY INSPECTION PROCESS FLOW

- The buyer creates an inspection lot and sends an inspection request to the supplier.
- The supplier sends inspection results either online or through cXML to the buyer.
- The buyer updates the inspection request, locking it to prevent the supplier from making further changes.
- The buyer sends a usage decision to the supplier, indicating what to do with the inspection lot quantities.
- The supplier sends a ship notice/ Invoice based on the buyer's business process.



MODES OF INTEGRATION AND AUTOMATION

Ariba allows suppliers to work in different modes:



Ariba Portal: The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.



Full System Integration: Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.



Manual: The Supplier can manually enter the data in Portal and upload

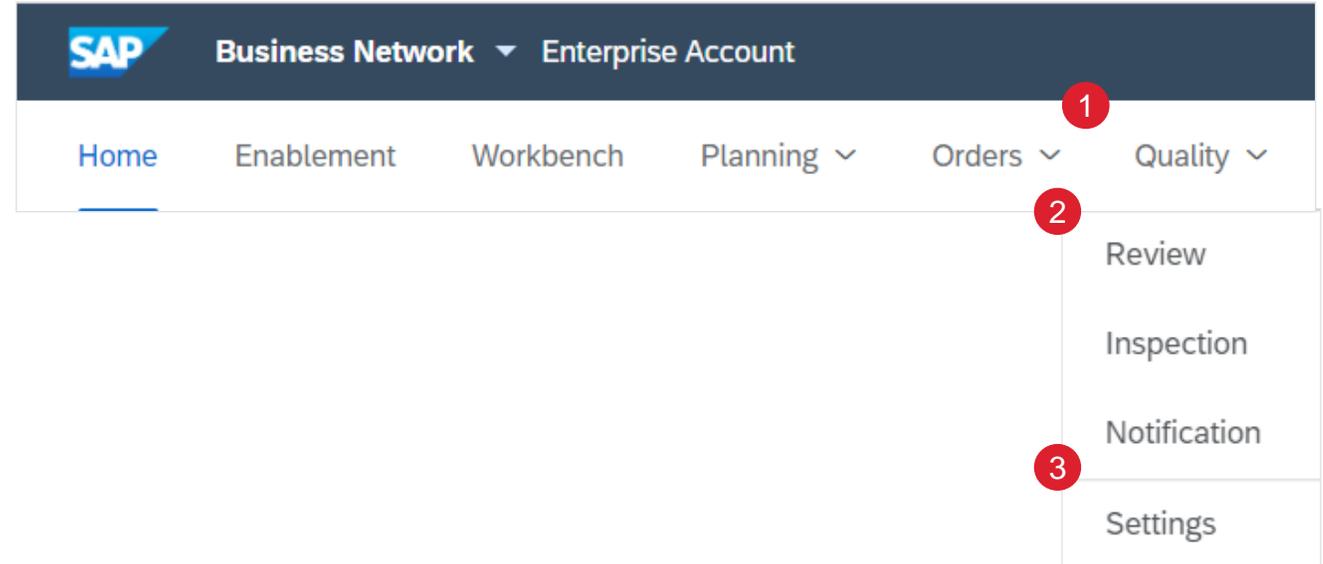


Excel: The Supplier can utilize Excel options to upload data.

QUALITY TAB

OPTIONS

1. You can access Quality Collaboration screens by clicking Quality on the main menu.
2. Select the relevant process from the drop down.
3. Select Settings to confirm email for quality notifications, quality collaboration types and events.



QUALITY TAB

EDIT QUALITY EMAIL NOTIFICATIONS

From the **Quality > Settings**:

1. Click **Edit** to enter Edit mode.
2. Select **the rule level** required.
3. Select the **Quality level** required.
4. Click on **Submit** to save the changes.

The screenshot shows the 'Quality settings' edit interface. At the top, there is a header 'Quality settings' with a blue 'Edit' button next to it, marked with a red circle '1'. Below this is a section titled 'Choose rule' with two radio button options: 'Same rule for all customers' (selected, marked with a red circle '2') and 'Separate rules for each customer' (unselected, with a '+ Add customer' link below it). To the right of these options are 'Cancel' and 'Submit' buttons, with the 'Submit' button marked with a red circle '4'. Below the 'Choose rule' section is a checkbox labeled 'Quality inspections' (marked with a red circle '3'). To the right of this checkbox is a section titled 'Events' with three unchecked checkboxes: 'Inspection request has been submitted.', 'Usage Decision request has been submitted.', and 'Inspection request has been canceled.'

Note: Prior to managing quality settings, quality user needs to be created by supplier account Admin.

PORTAL USER INTERACTION

QUALITY INSPECTION

INSPECTION AND USAGE DECISION STATUSES

Inspection Status	Description
Pending	Inspection request is received by supplier and no inspection result are pending.
Submitted	Inspection results are submitted by supplier. Supplier can still update the results.
Reviewed	Inspection results are submitted by supplier and supplier cannot any more edit the inspection results.
Partially Reviewed	Inspection results are submitted by supplier and supplier cannot partly edit the inspection results.
Cancelled	Inspection results are cancelled.

Usage Decision Status	Description
Not Valuated	Usage Decision is not done yet.
Valuated	Usage Decision is completed.
Accepted	Usage Decision is accepted by the Buyer.
Rejected	Usage Decision is rejected by the Buyer.

QUALITY INSPECTION

KEY STEPS



**SEARCH AND IDENTIFY QUALITY
INSPECTION**

QUALITY INSPECTION

SEARCH AND IDENTIFY QUALITY INSPECTION

From the Homepage:

1. Click on **Quality/ Inspection**.
2. Use search filters to identify quality inspection.
3. Configure the columns you see.
4. Click **Customer inspection number** to view inspection details.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes the SAP logo, 'Ariba Supply Chain Collaboration', and 'Enterprise Account'. Below this, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Quality'. A red circle with the number '1' is placed over the 'Quality' dropdown menu, which is open to show an 'Inspection' option. Below the navigation, the main content area is titled 'Quality inspection'. A red circle with the number '2' is placed over a 'Search filters' button. To the right of the search filters, there is a pagination control with 'Page' and a dropdown arrow, and a red circle with the number '3' is placed over this control. At the bottom, a table header is visible with red circle '4' over the first column. The table header columns are: 'Customer inspection no.', 'Supplier inspection no.', 'Customer', 'Inspection lot quantity', 'Customer part no.', 'Supplier part no. date', 'Inspection status', 'Order no.', and 'Order Line Number'.

VIEW INSPECTION DETAILS

QUALITY INSPECTION

VIEW INSPECTION DETAILS 1

Quality Inspection screen displays:

1. **Customer inspection no.**
2. **Supplier inspection no:** Created by supplier
3. **Name of Customer.**
4. **Inspection Status:** The Inspection Status indicates the current status of the inspection
5. **Inspection progress:** The Inspection progress is a visual scale
6. **Usage decision:** The Usage Decision identifies when a supplier/Buyer has actioned
7. **Inspection lot quantity.**
8. **Customer part no.**
9. **Order no:** Navigate from Inspection display to Purchase order and Vice versa
10. **Table options.**

Note: Fields can be added or removed from view use table options

Quality inspection

► Search filters

1	2	3	4	5	6	7	8	9	10
Customer inspection no.	Supplier inspection no.	Customer	Inspection status	Inspection progress	Usage decision	Inspection lot quantity	Customer part no.	Order no.	
01000000118	dasdasd	QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	100	II-14412	Non-PO	
01000000123		QIBUYER	Submitted	<div style="width: 100%;"></div>	Not Valuated	5	CSC-IM-FP-5001	4500441679	
01000000122		QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	3	CSC-IM-FP-4001	Non-PO	
01000000234		QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	2.5	CSC-IM-FP-5001	Non-PO	
01000000233		QIBUYER	Submitted	<div style="width: 100%;"></div>	Not Valuated	1	CSC-IM-FP-5001	4500441679	
01000000232	232	QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	1	CSC-IM-FP-5001	4500441679	
01000000231	231	QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	2	CSC-IM-FP-5001	Non-PO	
01000000230	230	QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	2	CSC-IM-FP-5001	Non-PO	
01000000229	01000000229	QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	2	CSC-IM-FP-1001	Non-PO	
01000000228		QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	2	II-14417	Non-PO	
01000000227		QIBUYER	Submitted	<div style="width: 50%;"></div>	Not Valuated	2	CSC-IM-FP-1001	Non-PO	
01000000226	162222	QIBUYER	Submitted	<div style="width: 100%;"></div>	Not Valuated	1	II-14417	Non-PO	
01000000225	010000002251	QIBUYER	Reviewed	<div style="width: 50%;"></div>	Accepted	1	II-14417	Non-PO	
01000000224		QIBUYER	Reviewed	<div style="width: 50%;"></div>	Accepted	1	II-14417	Non-PO	
01000000223		QIBUYER	Reviewed	<div style="width: 100%;"></div>	Accepted	1	II-14417	Non-PO	

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QUALITY INSPECTION

VIEW INSPECTION DETAILS 2

From **Quality > Quality Inspection > Click on Customer Inspection Number** to view inspection details, list of certificates/documents and test results for characteristics.

1. Inspection due date indicates Honeywell needs the inspection to be completed by.
2. Certificate of Analysis (CoA) and other Quality related documents can be attached.
3. Three Inspection characteristics namely **Viscosity, PH level and Visual Test** need to be recorded.
 - Viscosity and PH level are Quantitative hence a tolerance range (Minimum & maximum) is available.
 - Visual test Qualitative and hence a drop-down details of Good, Bad is available.
4. Once the Mean Value is entered, the horizontal bar indicates the result as Passed, Failed.

Customer inspection no.	Supplier inspection no.	Customer	Inspection status	Inspection progress	Usage decision	Inspection lot quantity
010000000118	dasdasd	QIBUYER	Pending	<div style="width: 50%;"></div>	Not Valuated	100

[<](#) | Inspection details [Export cXML](#) ▼

Details
History

Inspection date	Aug 3,	Inspection due date	Aug 3,	Inspection status	Pending	Usage decision	Not valuated	Inspection progress	
								<div style="width: 50%;"></div>	0 of 1 complete

Customer	Honeywell - TEST	Supplier	METALS CORP I-TAIWAN - TES	Date of Manufacture	--
Customer location	5370 Honeywell Life Safety AS	Supplier part no.	5370 - DIOzen=10V 500m 5%-BZX79C_4A2	Inspection type	01 - Goods Receipt Insp. for Purchase Order
Customer part no.	07005-L7 - DIOzen=10V 500m 5%-BZX79C_4A2	Supplier inspection no.	--	Inspection lot quantity	22
Customer inspection no.	010005323720	Supplier batch	--	Revision	--
Customer Batch	--			Purchase order	4412100731
				Purchase order item	10

List certificates and documents

Test results for characteristics (1)			
Operation Number: 0010			
0010	Visual Inspection	Inspect 2	<div style="width: 100%;"></div> 100% passed
		Summarized Recording	required

CREATE QUALITY INSPECTION

QUALITY INSPECTION

CREATE A QUALITY INSPECTION

The Inspection Number is visible in the Ariba Network, once the Buyer creates the inspection lot in their ERP.

1. The Inspection status initially will be “Pending”.
2. The Usage decision initially will be “Not Valuated”.
3. Click “**Customer Inspection Number**” to record the inspection results.
4. There are 3 Inspection Characteristics to record the results for this inspection number.

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characteristics	Inspection status	Inspection progress	Usage decision	Inspection lot quantity	Inspection end date	Customer part no.	Order no.
00000000646 2		NALA CLAQ1 BUYER2			1	Pending		Not valuated	10	Apr 20,	PROC-PH-T B-01	4500048989
00000000641 6		NALA CLAQ1 BUYER2			3	Pending		Not valuated	100	Apr 17,	PROC-IM-CO -1000	4500048960
00000000641 5		NALA CLAQ1 BUYER2			1	Pending		Not valuated	10	Apr 16,	PROC-PH-T B-01	4500048935

RECORD INSPECTION

QUALITY INSPECTION

RECORD INSPECTION DETAILS

From **Quality** > **Quality Inspection** > Click on **Customer Inspection Number** to view inspection details

1. Click **Edit** to record the Inspection details and Attached the Quality related documents.
2. Enter “Supplier Inspection Number” and “Supplier Batch”.
3. From List Certificates and documents, Click “**Attached files**” and then “**Additional Documents**” to attach the Quality related documents like Certification of Analysis, calibration documents etc.

Inspection details

Details History

Export cXML

Inspection date	Inspection due date	Inspection status	Usage decision	Inspection progress
Apr 17, 2019	Apr 17, 2019	Pending	Not Valuated	0 of 3 complete

Customer part no.	PROC-IM-CO-1000 - Castor Oil	Supplier inspection no.	XYZ123	Inspection lot quantity
Customer inspection no.	000000006416	Supplier Batch	10	Revision
Customer batch	--			Purchase order
				Purchase order item

List certificates and documents

Test results for characteristics (3)

Operation Number: 0010

0010	Not started
------	-------------

Minimum 20 ; Maximum 40 ;

QUALITY INSPECTION

RECORD INSPECTION CHARACTERISTICS

From **Quality** > **Quality Inspection** > Click on **Customer Inspection Number** to view inspection details

Under Test results for Characteristics section:

1. Enter the Mean Value for Characteristics - Viscosity (0010) & PH level (0020).
2. Once the Mean Value is within the Minimum and Maximum range, the horizontal monitor bar shows 100% Passed.
3. The third Characteristic – Visual test is Qualitative, Select “Good” or “Bad” from the Drop down menu.
4. Click “**Submit**” once the characteristics are recorded.

List certificates and documents Attach Files ▼

Test results for characteristics (3)

Operation Number: 0010

0010	Inspect 1 * 1 BBL	100% passed
Minimum 20 ; Maximum 40 ;	Summarized Recording	required
Samples summary Inspected	Mean value <input type="text" value="30"/>	Above range 0 Below range 0 Non-conformance 0
0020	Inspect 1 * 1 BBL	100% passed
Minimum 4 ; Maximum 4 ;	Summarized Recording	required
Samples summary Inspected	Mean value <input type="text" value="4"/>	Above range 0 Below range 0 Non-conformance 0
0030	Inspect 1 * 1 BBL	100% passed
	Summarized Recording	required
	Good	Non-conformance <input type="text" value="0"/>

< | Inspection Details

Cancel Submit

Details History

Inspection date Inspect

REVIEW QUALITY INSPECTION

QUALITY INSPECTION

REVIEW SUBMITTED QUALITY INSPECTION

From **Quality** > **Quality Inspection** > Click on **Customer Inspection Number** to view inspection details

Once the Inspection results are recorded and Submitted

1. The Inspection status changes from “Pending” to “Submitted” and the Inspection Progress turns from Blank to Solid.

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characteristics	Inspection status	Inspection progress	Usage decision	Inspection lot quantity
00000006462		NALA CLAQ1BUYE R2			1	Pending	<div style="width: 0%;"></div>	Not valuated	10
00000006416	XYZ123	NALA CLAQ1BUYE R2		10	3	Submitted	<div style="width: 100%;"></div>	Not valuated	100
00000006415		NALA CLAQ1BUYE R2			1	Pending	<div style="width: 0%;"></div>	Not valuated	10

Honeywell reviews the Inspection results in ERP system and accepts the results

2. The Inspection status changes from “Submitted” to “reviewed” or “Partially reviewed” and Usage decision changes to “Valuated”

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characteristics	Inspection status	Inspection progress	Usage decision	Inspection lot quantity
00000006183	SUP762762	NALA CLAQ1BUYE R2			3	Reviewed	<div style="width: 100%;"></div>	Valuated	100

Once the Usage decision is made by the Honeywell in the ERP system

3. The Inspection status changes from “Submitted” to “reviewed”

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characteristics	Inspection status	Inspection progress	Usage decision	Inspection lot quantity
00000006166	SIN6166	NALA CLAQ1BUYE R2	0000000707		2	Reviewed	<div style="width: 100%;"></div>	Accepted	500

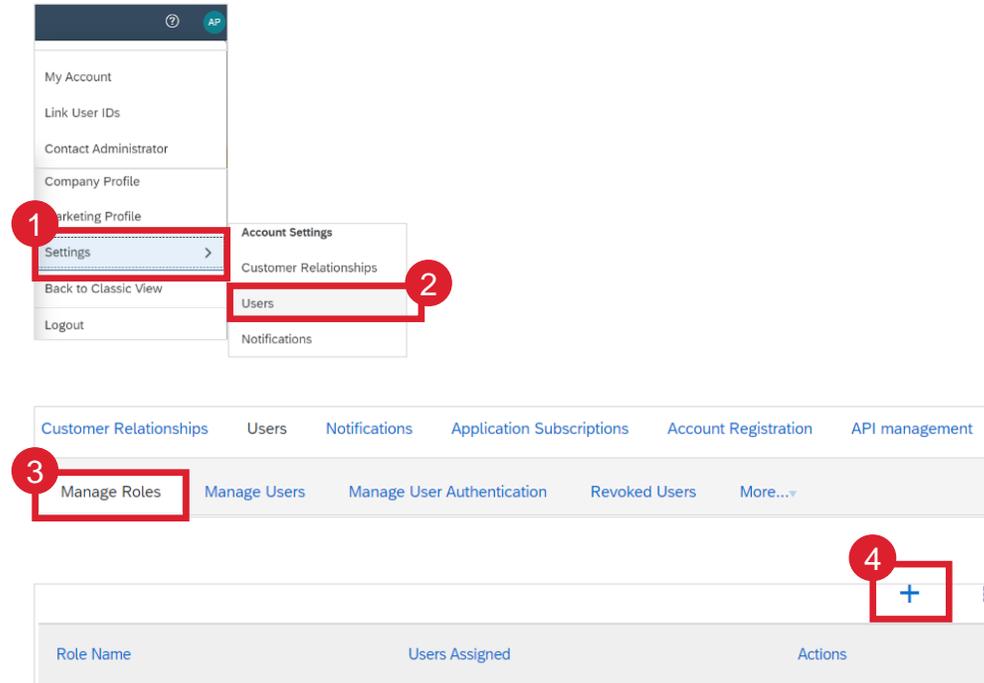
APPENDIX

SUPPLIER USER PERMISSIONS

QUALITY INSPECTION

Supplier can create 2 **Quality Inspection** roles for their users:

1. Under your initials click on **Settings**
2. **Users**
3. Under **Manage Roles** tab click on the plus sign “+” to **Create Role**
4. You will be shown these options:
 - **Quality Inspection Access** – The supplier User has access to view Quality Inspection documents
 - **Quality Inspection Creation** – The Supplier user has access to create Quality Inspection documents



Permission	Description
<input type="checkbox"/> Timestamp verification	Verify timestamp token on invoices
<input type="checkbox"/> Payment Activities	Manage your payment activities
<input type="checkbox"/> Quality Inspection Access	Access to view quality inspection documents
<input type="checkbox"/> Quality Inspection Creation	Access to create quality inspection documents

SHIP NOTICE ERROR

WHEN INSPECTION IS NOT COMPLETED

If Supplier tries to create an ASN without receiving the acceptance of Inspection results.

- Supplier gets an error “Cannot send ship notice before receiving acceptance of inspection results”.
- The Usage Decision status should be in “Accepted” status for the supplier to proceed with Ship Notice.

Order Items									
Order #	Line #	Part #	Custom#	Qty	Unit	Need By	Ship By	Unit Price	
4124511	1	SFV	BFV	10	CT	6 Mar		1.50 EUR	
Description: Laptop									
Shipment Status Total Item Due Quantity: 10 CT									
Confirmation Status Total Confirmed Quantity: 0 CT									
Line		Batch ID			Production Date			Expiry D	
1		<input type="text" value="BA-1200"/>			<input type="text" value=""/>			<input type="text" value=""/>	
<input type="button" value="Add Ship Notice Line"/>				<div style="border: 2px solid red; padding: 5px; color: red;">! Cannot send ship notice 1 before receiving acceptance of inspection results.</div>					

ATTACH A QUALITY CERTIFICATE DOCUMENT ERROR

When the Quality document attachment is not done and if there is a mandatory requirement for supplier to attach a quality certificate to the inspection results, then the Quality Inspection will give Error.

- Mandatory Requirement will be based on the material master setting in the back-end ERP.
- Error “At least one certificate attachment by type is required” is displayed if the attachment is not done while saving the Inspection results.
- Requested certificate will be available under “Attach Files” Section.
- Additional document can be attached using “Additional documents” link.

The screenshot shows the 'Inspection Details' page with a red error banner at the top. Below the banner, there is a table with inspection details and a section for 'List certificates and documents'.

Inspection date	Inspection due date	Inspection status	Us
Sep 5, 2017	Sep 6, 2	Pending	No

Customer	QIBUYER	Supplier	qis
Customer location	0001 eCATT Plant	Supplier part no.	
Customer part no.	CSC-IM-FP-4001 - CSC Finished Product 4001	Supplier inspection no.	1200
Customer inspection no.	010000000301	Supplier batch	SUP-
Customer batch	KR_KB_LOT1		

List certificates and documents

Test results for characteristics (4)

Operation Number: 0010

0010	Quantitative - Summarized Recording - 1
Minimum 50 %, Maximum 70 %;	

The screenshot shows the 'Attach Files' section with a dropdown menu. The dropdown is open, showing two options: 'Abnahmeprüfzeugnis "3.1.A" EN 10204' and 'Additional Documents'. Below the dropdown, there is a progress bar showing '100% passed' and a 'required' label.

Cancel Submit

4500502771

01 - Goods Receipt Insp. for Purchase Order

5

Attach Files ▼

Abnahmeprüfzeugnis "3.1.A" EN 10204

Additional Documents

100% passed

required

EMAIL NOTIFICATION TO SUPPLIERS

Supplier receives a notification in the event of inspection request, result review and usage decision.

