



# **QUALITY INSPECTION**

## **SUPPLIER TRAINING GUIDE**

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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

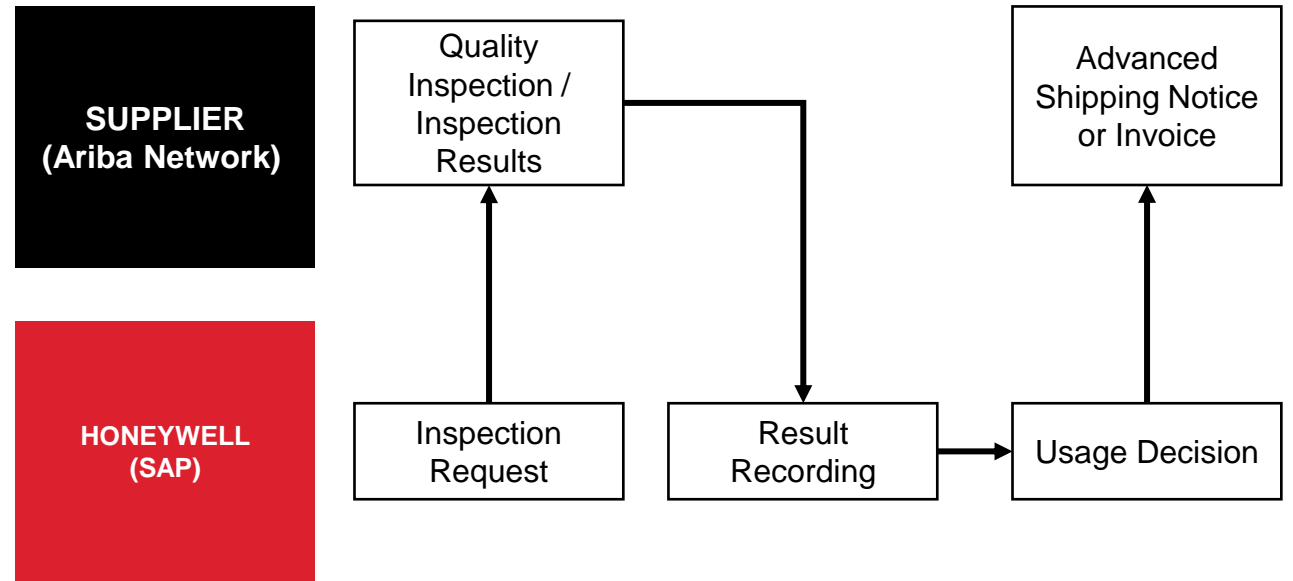
## PARTS OF QUALITY INSPECTION

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

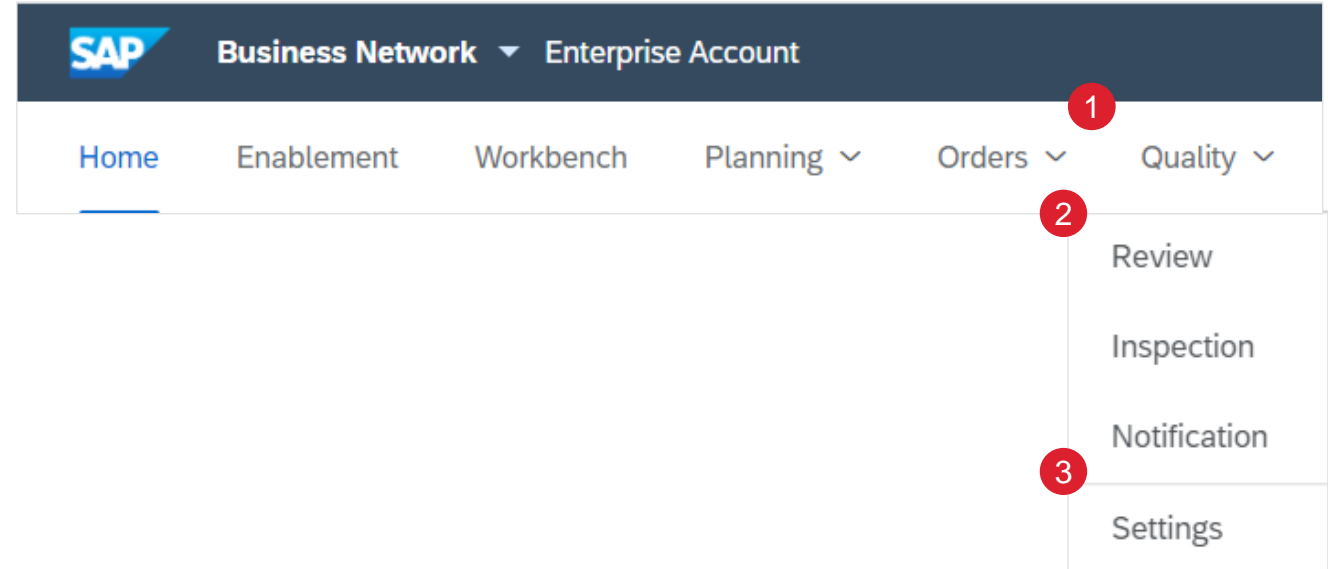


**Excel:** The Supplier can utilize Excel options to upload data.

# 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' interface. At the top, there is a header 'Quality settings' with a blue 'Edit' button next to it, marked with a red circle containing the number 1. Below this is a section titled 'Choose rule'. It contains two radio button options: 'Same rule for all customers' (selected, marked with a red circle containing the number 2) and 'Separate rules for each customer' (unselected). Under the second option is a '+ Add customer' link. To the right of these options are 'Cancel' and 'Submit' buttons, with the 'Submit' button marked with a red circle containing the number 4. Below the 'Choose rule' section is a checkbox labeled 'Quality inspections', marked with a red circle containing the number 3. To the right of this checkbox is a section titled 'Events' containing three unchecked checkboxes with corresponding text: '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 is a secondary navigation bar with links: Home, Enablement, Workbench, Planning, Orders, and Quality. A red circle with the number '1' points to the 'Quality' link, which has a dropdown menu open showing 'Inspection'. Below the navigation bar, the main content area is titled 'Quality inspection'. A red circle with the number '2' points to a 'Search filters' button. To the right of the search filters is a pagination control with 'Page', a dropdown arrow, and a red circle with the number '3' pointing to a settings icon. At the bottom, a table header is shown with a red circle with the number '4' pointing to the 'Customer inspection no.' column. The table 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.

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



# 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		Not Valuated	100

[<](#) | Inspection details

Details

History

Export cXML ▼

Inspection date	Aug 3,	Inspection due date	Aug 3,	Inspection status	Pending	Usage decision	Not valuated	Inspection progress	<div></div>	0 of 1 complete
Customer	Honeywell - TEST	Supplier	METALS CORP I-TAIWAN - TES	Date of Manufacture	--	Inspection type	01 - Goods Receipt Insp. for Purchase Order	Inspection lot quantity	22	
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	Inspection lot quantity	22	Revision	--	
Customer part no.	07005-L7 - DIOzen=10V 500m 5%-BZX79C_4A2	Supplier inspection no.	--	Purchase order	4412100731	Purchase order item	10			
Customer inspection no.	010005323720	Supplier batch	--							
Customer Batch	--									

List certificates and documents

Test results for characteristics (1)			
Operation Number: 0010			
▼	0010	Visual Inspection	Inspect 2
		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.
000000006462		NALA CLAQ1 BUYER2			1	Pending		Not valuated	10	Apr 20,	PROC-PH-T B-01	4500048989
000000006416		NALA CLAQ1 BUYER2			3	Pending		Not valuated	100	Apr 17,	PROC-IM-CO -1000	4500048960
000000006415		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 Apr 17, 2019	Inspection due date Apr 17, 2019	Inspection status Pending	Usage decision Not Valuated	Inspection progress 0 of 3 complete
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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

Customer inspection no. 000000006416	--
Customer batch --	4500048960 10

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.

[illegible]

<

Inspection Details

Details

History

Inspection date

Inspect

Cancel

Submit

**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
000000006462		NALA CLAQ1BUYER2			1	Pending	<div></div>	Not valuated	10
000000006416	XYZ123	NALA CLAQ1BUYER2		10	3	Submitted	<div></div>	Not valuated	100
000000006415		NALA CLAQ1BUYER2			1	Pending	<div></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
000000006183	SUP762762	NALA CLAQ1BUYER2			3	Reviewed	<div></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
000000006166	SIN6166	NALA CLAQ1BUYER2	0000000707		2	Reviewed	<div></div>	Accepted	500



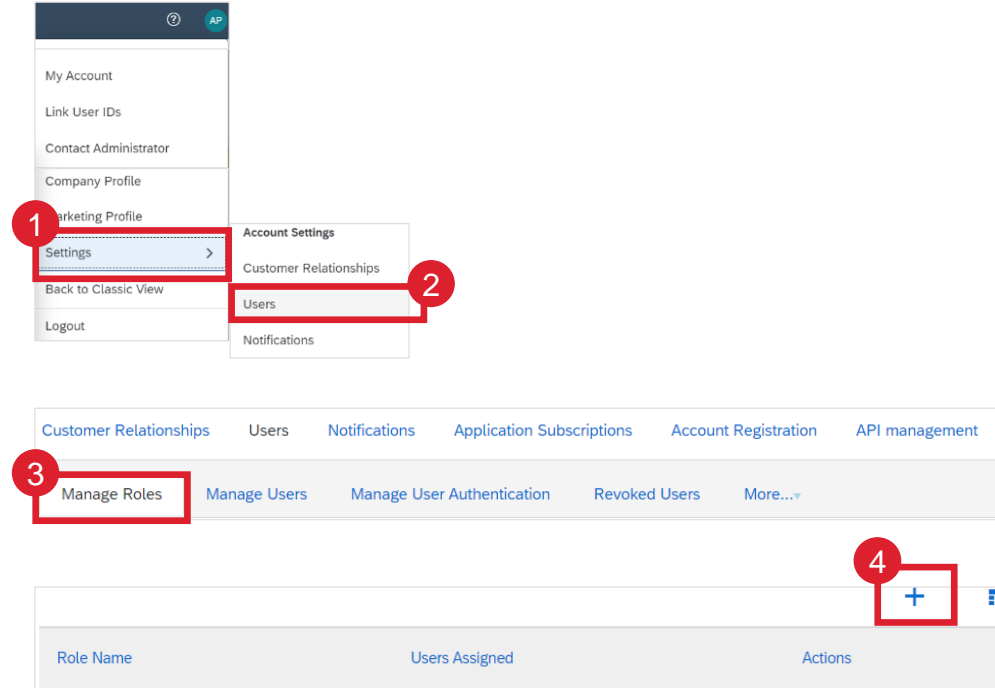
# APPENDIX

# 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 #	Customer	Qty	Unit	Need By	Ship By	Unit Price
4124511	1	SFV	BFV	10	CT	6 Mar		1.50 EUR
Description: Laptop								
<b>Shipment Status</b> Total Item Due Quantity: 10 CT								
<b>Confirmation Status</b> Total Confirmed Quantity: 0 CT								
<b>Line</b> 1				<b>Batch ID</b> BA-1200		<b>Production Date</b>		<b>Expiry Date</b>
<a href="#">Add Ship Notice Line</a>				! Cannot send ship notice 1 before receiving acceptance of inspection results.				

# 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 displays the 'Inspection Details' form. At the top, there are tabs for 'Details' and 'History'. Below the tabs, a red error message is highlighted: 'Error: At least one Certificate Attachment by type is required'. The form contains several fields for inspection details, including 'Inspection date', 'Inspection due date', 'Inspection status', 'Customer', 'Customer location', 'Customer part no.', 'Customer inspection no.', 'Customer batch', 'Supplier', 'Supplier part no.', 'Supplier inspection no.', and 'Supplier batch'. Below these fields, there is a section for 'List certificates and documents' and 'Test results for characteristics (4)'. The 'Attach Files' section is highlighted with a red box, showing a dropdown menu with the option 'Abnahmeprüfzeugnis "3.1.A" EN 10204' and a link for 'Additional Documents'. The form also includes a 'Cancel' button and a 'Submit' button at the top right.

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

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

List certificates and documents

Test results for characteristics (4)

Operation Number: 0010

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

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.

