

In this Quick Reference Guide: **WE EXPLORE SUPPLIER INITIATED QUALITY NOTIFICATION**

CREATE A QN FROM PO SCREEN

- From the Homepage:
- 1. Click on **Workbench**.
 - 2. Select **Orders** tile.
 - 3. Use filters to identify the PO.
 - 4. Configure the columns you see (Optional).
 - 5. Open a PO by clicking its' number.
 - 6. Click **Create Quality Notification** button in the header of the PO.

SAP

Business Network

Enterprise Account

Home

Enablement

Workbench

Planning

3

New orders

Save filter

22

Changed orders

Last 90 days

268

Orders

Last 90 days

▼ Edit filter

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 90 days

Order status

Include

Select or type ...

Purchase Order: 4500003734

Create Order Confirmation

Create Ship Notice

Create Quality Notification

Order Number

Type

Actions

4500003734

Order

...

SAP

Business Network

Enterprise Account

Home

Enablement

Workbench

Planning

▼ Edit filter

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 90 days

Order status

Include

Confirm

Reject

▼

Item No. ↑

Supplier Part No.

Description

Need By

Est.

Actions

▼

Customer: SCC Delivery Team - Global H19 Client 400 - TEST

Order No.: 4500003734

10

S_BP001

Lager

Jun 9, 2021

m

...

6

Create quality notification

FROM ITEMS TO CONFIRM/ ITEMS TO SHIP (WORKBENCH)

From the Homepage:

- 1. Click on **Workbench**.
- 2. Select Items to confirm tile.
- 3. Use filters to identify the PO.
- 4. Configure the columns you see.
- 5. Select the right PO, click **Actions** button on the right-hand side.
- 6. Click **Create quality notification**.
- 7. You can create quality notification following the same steps from Items to Ship Workbench tile.

MAINTAIN QN CONTENT - HEADER DATA 1

- 1. Fulfill all mandatory fields to create a QN.
- 2. Add required customer and part, notification detail information.

1

Indicates required field

Customer *

SCC Delivery Team - Global H19 Client 400 - TEST

Title *

Quality notification type *

Choose

2

Customer and part

Customer location *

1710 - Storage Location 171A - Address Nam

Customer routing identifier

S4HCLNT400

Customer part no. *

SP001 - Bearing

Customer batch

Supplier part no.

Purchase order no.

4500001385

Purchase order line item no. *

10

Ship notice no.

Notification detail

Category

Choose

Subcategory

Choose

Complaint quantity

100

PCE

Malfunction start date

mm/dd/yyyy

Malfunction end date

mm/dd/yyyy

Discovery date

mm/dd/yyyy

Required start date

mm/dd/yyyy

Due date

mm/dd/yyyy

MAINTAIN QN CONTENT - HEADER DATA 2

- 1. Fulfill Problem description section. You can upload a file and add a web link there if needed.
- 2. Add Return information if needed.
- 3. Click **Review** to review entered data.
- 4. Once finished, click **Publish** to create a QN. Otherwise, continue to required tasks and activity log.

1

Problem description

Choose

▼

Upload a file

Add links to existing files on the Web

File name

Address

2

+ Add another link

Return information

Return quantity

Unit

Return authorization no.

Cancel

Review

Edit

Publish

ADD REQUIRED TASKS TO QN DETAIL

From the QN screen:

- 1. If not in editing mode, click **Edit**.
- 2. Expand Required tasks section and click **Add task**.
- 3. Fulfill all mandatory fields.
- 4. You can add multiple tasks on the Portal using **Add task** button.
- 5. Once completed, click **Publish** or continue editing.
- 6. Click **bin icon** to delete the task, if needed.

1

Cancel

Edit

Required tasks (0)

Assign a task to team members to resolve the issue.

+ Add task

3

Task category *

Choose

Task subcategory *

Choose

Title

Description

Start date

mm/dd/yyyy

Start time

0:00:00

Target date

mm/dd/yyyy

Target time

0:00:00

Status *

Choose

Processor type

Choose

Processor ID

Processor name

4

+ Add task

Cancel

Publish

5

ADD ACTIVITY LOG TO QN DETAIL

- From the QN screen:
- 1. If not in editing mode, click **Edit**.
 - 2. Expand Activity log section and click **Add activity**.
 - 3. Fulfill all mandatory fields.
 - 4. You can add multiple tasks on the Portal using **Add activity** button.
 - 5. Once completed, click **Publish** or continue editing.
 - 6. Click **bin icon** to delete the task before it is published.

3

Cancel

Edit

Activity log (0)

Keep track of activities to resolve the issue.

+ Add activity

3

Activity category *

Choose

Activity subcategory *

Choose

Title

Description

Start date

mm/dd/yyyy

Start time

0:00:00

End date

mm/dd/yyyy

End time

4

+ Add activity

Cancel

Publish

5

In this Quick Reference Guide: **WE EXPLORE SUPPLIER INITIATED QUALITY NOTIFICATION**

ADD DEFECTS TO QN

From the QN screen:

- 1. If not in editing mode, click **Edit**.
- 2. Go to Defects subtab in the header of the screen.
- 3. To add a new defect, click a **plus** button.
- 4. Fulfill all mandatory fields.
- 5. You can add multiple defects on the Portal using **plus** icon.
- 6. Click **bin icon** to delete defects.
- 7. If completed, click **Publish**. Otherwise, continue editing.

Cancel

Edit

1

2

3

4

5

6

7

Customer *
SCC Delivery Team - Global H19 Client
400 - TEST

Title *
Start-Date time conversion checks

Quality notification type *
Q6 - Comp. f.Cust .Ariiba

Details

Defects (0)

Partner info

History

No defects

+

Defect category *

Choose

Defect subcategory *

Choose

Description

Cancel

Publish

ADD CAUSES TO QN DEFECTS

From the QN/Defects screen:

- 1. If not in editing mode, click **Edit**.
- 2. If there are multiple defects, select the one you want to edit.
- 3. Expand Causes section and click **Add cause**.
- 4. Fulfill all mandatory fields.
- 5. You can create multiple causes by clicking **Add cause** button.
- 6. If you wish to remove the draft, click **bin icon**.
- 7. If you wish to submit, click **Publish**. Otherwise, continue editing.

Details

Defects (3)

Partner info

History

1

2

3

4

5

6

7

Causes (0)

Describe the cause of the defect.

+ Add cause

Cause

Cause category *

Choose

Cause subcategory *

Choose

Description

+ Add cause

Cancel

Publish

ADD REQUIRED TASKS TO QN DEFECTS

From the QN/ Defects screen:

- 1. If not in editing mode, click **Edit**.
- 2. If there are multiple defects, select the one you want to edit.
- 3. Expand Required tasks section and click **Add task**.
- 4. Fulfill all mandatory fields.
- 5. You can create multiple lines by clicking **Add task** button.
- 6. If you wish to remove the draft, click **bin icon**.
- 7. If you wish to submit, click **Publish**. Otherwise, continue editing.

Details

Defects (3)

Partner info

History

2

3

4

5

6

7

Required tasks (0)

Assign a task to team members to resolve the issue.

+ Add task

Task

Task category *

Choose

Task subcategory *

Choose

Title

Description

Start date

mm/dd/yyyy

Start time

0:00:00

Target date

mm/dd/yyyy

Target time

0:00:00

Status *

Choose

Processor type

Choose

Processor ID

Processor name

+ Add task

Cancel

Publish

ADD ACTIVITY LOG TO QN DEFECTS

From the QN/ Defects screen:

- 1. If not in editing mode, click **Edit**.
- 2. If there are multiple defects, select the one you want to edit.
- 3. Expand Activity log section and click **Add activity**.
- 4. Fulfill all mandatory fields.
- 5. You can create multiple lines by clicking **Add activity** button.
- 6. If you wish to remove the draft, click **bin icon**.
- 7. If you wish to submit, click **Publish**. Otherwise, continue editing.

Details

Defects (3)

Partner info

History

2

3

4

5

6

7

Activity log (0)

Keep track of activities to resolve the issue.

+ Add activity

Activity

Activity category *

Choose

Activity subcategory *

Choose

Title

Description

Start date

mm/dd/yyyy

Start time

0:00:00

End date

mm/dd/yyyy

End time

0:00:00

+ Add activity

Cancel

Publish

COMPLETE AND PUBLISH QN

Change the Status of QN from In-Process to **Completed**.

Prerequisite: You need to complete all open tasks in order for the overall QN status to be changed to Completed. Click Publish button to send QN to Honeywell system..

Customer *

Title *

Quality notification type *

Supplier deviation no. *

Priority *

Status

SCC Delivery Team - Global H19 Client
t 400 - TEST

Start-Date time conversion checks

Q6 - Comp. f.Cust .Ariiba

200000100

Medium

New

Details

Defects (0)

Partner info

History

Customer and part

New

In-Process

Completed

REVIEW PUBLISHED QN

From the Homepage:

- 1. Click on **Quality > Notification**.
- 2. Prepopulate search criteria and click Search. Matching results will appear.
- 3. You can open and review QN by clicking **Supplier deviation number**.
- 4. Supplier action value is automatically determined on the Portal

Quality notifications

Search filters

Search

Reset

Supplier deviation no.	Customer	Priority	Status	Supplier action
200000109	SCC Delivery Team - Global H19 Client 400 - TEST	Medium	New	Responded
200000131	SCC Delivery Team - Global H19 Client 400 - TEST	Low	New	Pending
200000108	SCC Delivery Team - Global H19 Client 400 - TEST	Medium	New	Pending