# CQI Supplier User Manual
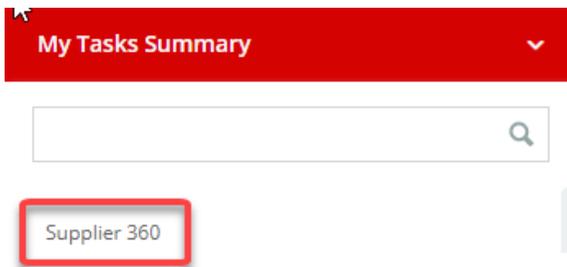
## Contents

# Opening the Record

1. Open the supplier 360 application



2. Select your profile from the list



3. Scroll down to CQI Special Assessment to see what CQI records are required to be filled out

### CQI Special Assessments

| | |
|---|---|
| CQI-9 | No |
| CQI-12 | Yes |
| CQI-17 | No |
| CQI-27 | No |

| | |
|---|---|
| CQI-11 | No |
| CQI-15 | No |
| CQI-23 | No |

4. A CQI record will have been created already for you. The record can be found close to the bottom of the supplier profile page. Click on the pencil to open and edit the record.

### CQI Assessments

| | Record Number | CQI Type ⌄ |
|---|---|---|
| ☐ | | |
| ☐ ✏ 1106 | | CQI 12 |

## Editing the Record

1.  First thing to note is what type of CQI record this is.

    ### CQI Information

    | | |
    |---|---|
    | **CQI-9** | |
    | **CQI-12** | Yes |
    | **CQI-17** | |
    | **CQI-27** | |
    | **CQI Due Date** | Friday, June 21, 2019 |

    **CQI Not Required** ☐

2.  If you have been identified as performing a CQI that you do not actually do, then please select the not required checkbox and enter in a justification

    CQI Not Required ☑

    \* Reason Not Required    We were incorrectly identified as performing a CQI-12 special process.

3.  If you do perform the CQI specified under the CQI information tab, then please fill out the CQI information.

    ### CQI-12

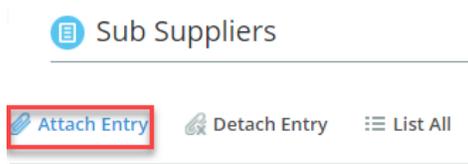    | | |
    |---|---|
    | **\* CQI-12 Upload** | Upload file... |
    | **\* CQI-12 Date of Assessment** | |
    | **Part Is Made In-house** | ☐ |
    | **The Part Is Purchased** | ☐ |
    | **Part Is Made By a Sub-supplier** | ☐ |
    | **\* CQI-12 Facility Name** | |
    | **\* Number of Coating Employees** | |
    | **Commercial Coater** | ☐ |
    | **\* Types of Coating at this Facility** | ☐ Pretreatment, Aqueous<br>☐ Conversion Coating<br>☐ Spray<br>☐ Dip/Spin<br>☐ Cure<br>☐ Equipment |

    a.  All required fields have an asterisk

4. If you select Purchased Part or Part is Made by a Sub-Supplier(s), then you will be required to enter in a sub supplier into the grid at the bottom.
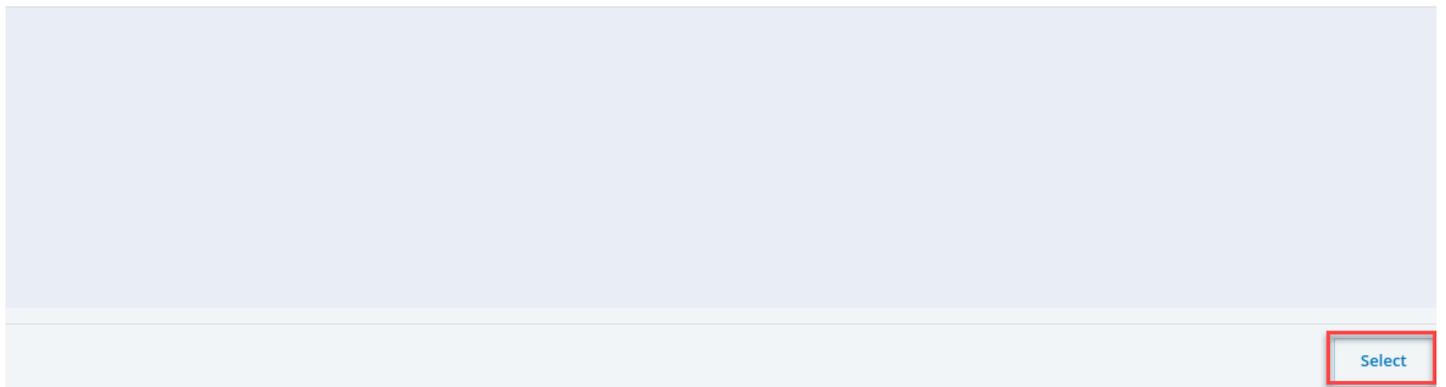
   a. Click Attach Entry

   

   b. You can search and see if the supplier is already in the system. If you find the supplier, then just click the box by their name and then click select in the bottom right corner of the pop up.

   

   c. If the supplier is not in the system, then click add entry and enter in the supplier information

   **New CQI Sub Suppliers**

   

   d. Click Save and Exit at the top

   e. Now repeat steps a and b this time selecting the supplier that you just added into the system

   f. Do this for **EACH** sub-supplier that does the CQI type on Nexteer parts for your company

5. Once all information has been entered click the Submit button at the top of the page.

   

   **CQI Tracker**