

CQI Supplier User Manual

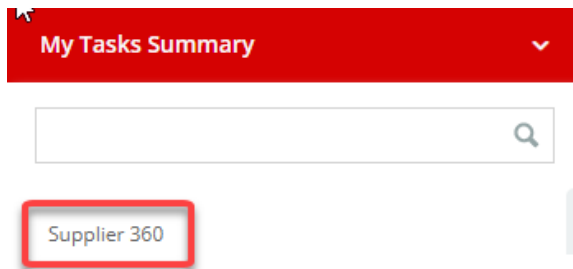
Contents

Opening the Record 2

Editing the Record..... 3

Opening the Record

1. Open the supplier 360 application



2. Select your profile from the list

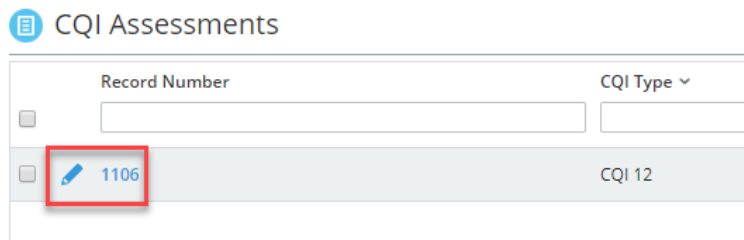


3. Scroll down to CQI Special Assessment to see what CQI records are required to be filled out

^ CQI Special Assessments

CQI-9	No	CQI-11	No
CQI-12	Yes	CQI-15	No
CQI-17	No	CQI-23	No
CQI-27	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.



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

* 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

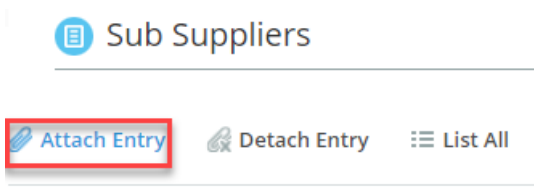
Commercial Coater

* Types of Coating at this Facility

- Pretreatment, Aqueous
- Conversion Coating
- Spray
- Dip/Spin
- Cure
- Equipment

- a. All required fields have an asterisk

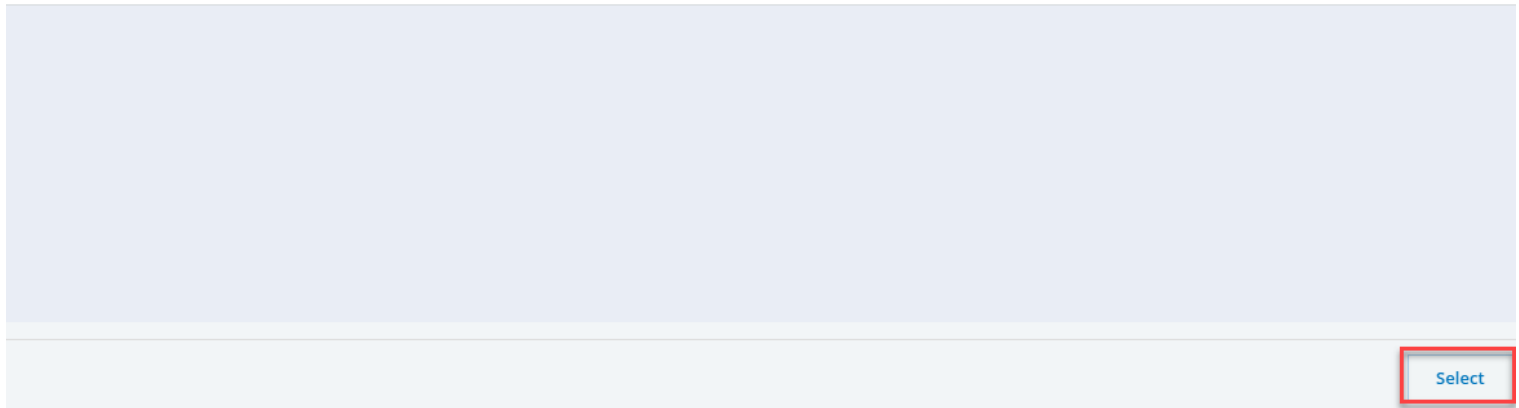
4. If you select Purchased Part or Part is Made by a Sub-Supplier, then you will be required to enter in a sub supplier into the grid at the bottom.
 - a. Click Attach Entry



- 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.

Location	Supplier Name	Supplier Address	CQI Type	Supplier Phone Number
<input type="text" value="test"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> TEST SUPPLIER - T12345678	CQI Test Sub-Supplier	123 Test Rd.	CQI-11 Plating	123-456-7890

Viewing 1 - 1 of 1 Records Items Displayed



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

New CQI Sub Suppliers

Fields

* Supplier Name	<input type="text" value="CQI Test 2"/>
* Supplier Address	<input type="text" value="123456 Test Rd."/>
CQI Type	<input type="text" value="CQI-11 Plating"/>
Supplier Phone Number	<input type="text" value="231-654-9870"/>

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

