



Intelex Technologies

eAPQP

Cancel Record

Canceling an eAPQP Record

eAPQP Record Cancellation:

AQE/SQE:

1. Login to Intelex (<https://clients.intelex.com/Login/Nexteer>)
2. Access the eAPQP App (Click the red box dropdown arrow, scroll down to eAPQP)
3. Search for the specific eAPQP record or part number desired, click the Intelex generated record number

The screenshot shows the eAPQP application interface. At the top, there is a red dropdown menu labeled 'eAPQP'. Below it, there are tabs for 'APQP Records', 'PMD Import', 'Import Errors', 'eAPQP Tasks', and 'More'. The main content area shows a breadcrumb 'Home > APQP Records' and a toolbar with 'Add Entry', 'Archive', 'Delete', 'List All', 'Advanced Search', and 'Actions'. A table of records is displayed with columns: Record Number, Location, APQP Record Stage, Part Number, Program Category, APQP Risk Level, Supplier Quality, and AQE Supervisor. The record with ID 1511 is highlighted, and a red arrow points to its ID.

4. Once in the eAPQP record, click the “Edit” button

The screenshot shows the eAPQP application interface for a specific record. The record ID is 1511. The workflow stage is 'eAPQP Draft'. The workflow steps are: Draft, Set Required Elements, Kickoff Meeting, Confirm Kickoff Meeting, and Elements in Process. The 'Edit' button is highlighted in a yellow box.

5. Complete the “APQP Record Details” section (steps below)

The screenshot shows the 'APQP Record Details' section. The record number is 1511. The location is TEST SUPPLIER - T12345678. The program category is APQP Record Not Required. The AQE Supervisor is LEISHA MCKAY. The AQE Manager is CARL WILSON. The GSM ECM is FRAN CONROY. There is a field for 'Nexteer AQE Comments' with the text 'APQP record 1511 is not required because...'. The 'Edit' button is highlighted in a yellow box.

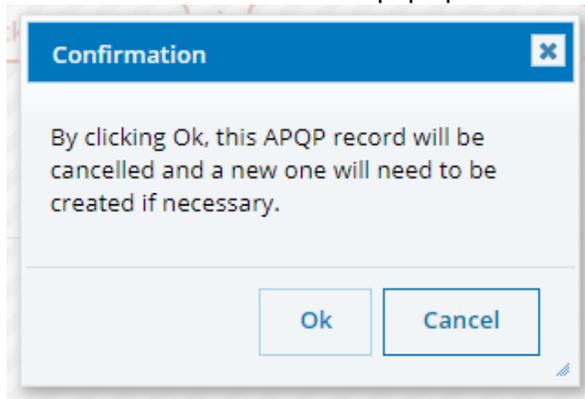
- a. You MUST change the “Program Category” to APQP Record Not Required
- b. An AQE Supervisor must be selected (Supervisors review the eAPQP cancellation request)
- c. A cancellation justification must also be entered in the “Nexteer AQE Comments” field
- d. Hit the Save button

Save

6. Once all the data is complete, Click the “APQP Record Not Required” button

APQP/PPAP Not Required

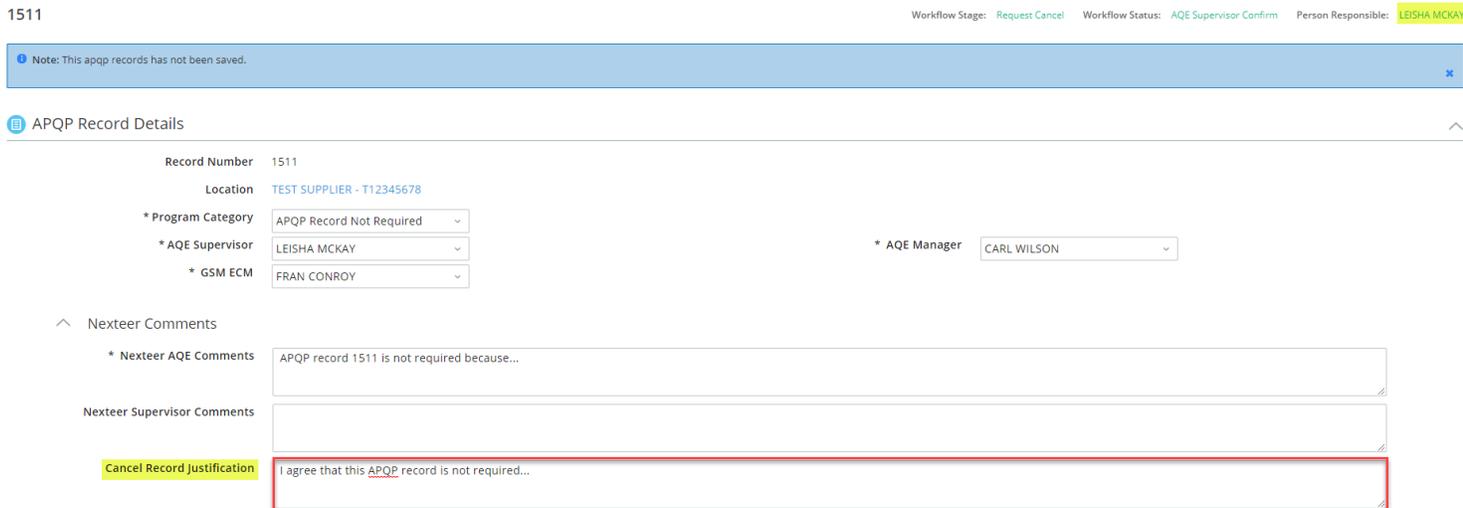
a. Click “OK” on the confirmation pop up box



b. This will send an alert to the AQE Supervisor to review the eAPQP cancellation request

AQE Supervisor:

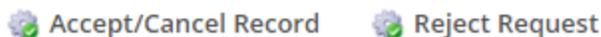
1. The AQE Supervisor is now the task owner of the eAPQP record and must review the AQE’s cancellation justification comments and determine if the record should in fact be cancelled



- a. Click Edit
- b. Fill the “Cancel Record Justification” box stating why the record should or should not be cancelled
- c. Click Save



2. The AQE Supervisor can choose to “Accept/Cancel Record” or “Reject Request”
- a. Clicking the “Accept/Cancel Record” button will cancel the eAPQP record after confirmation
 - b. Clicking the “Reject Request” button will send the eAPQP record back to the AQE/SQE to either change their cancel justification or continue working the record



****This eAPQP cancel workflow applies only to records that are still in the “Draft” stage. Anytime a record is past the Draft stage, the AQE Supervisor must cancel the record themselves.***