e-PPAP

JTEKT External Suppliers

Supply Chain Improvement Engineer
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Revision 1.
November2019

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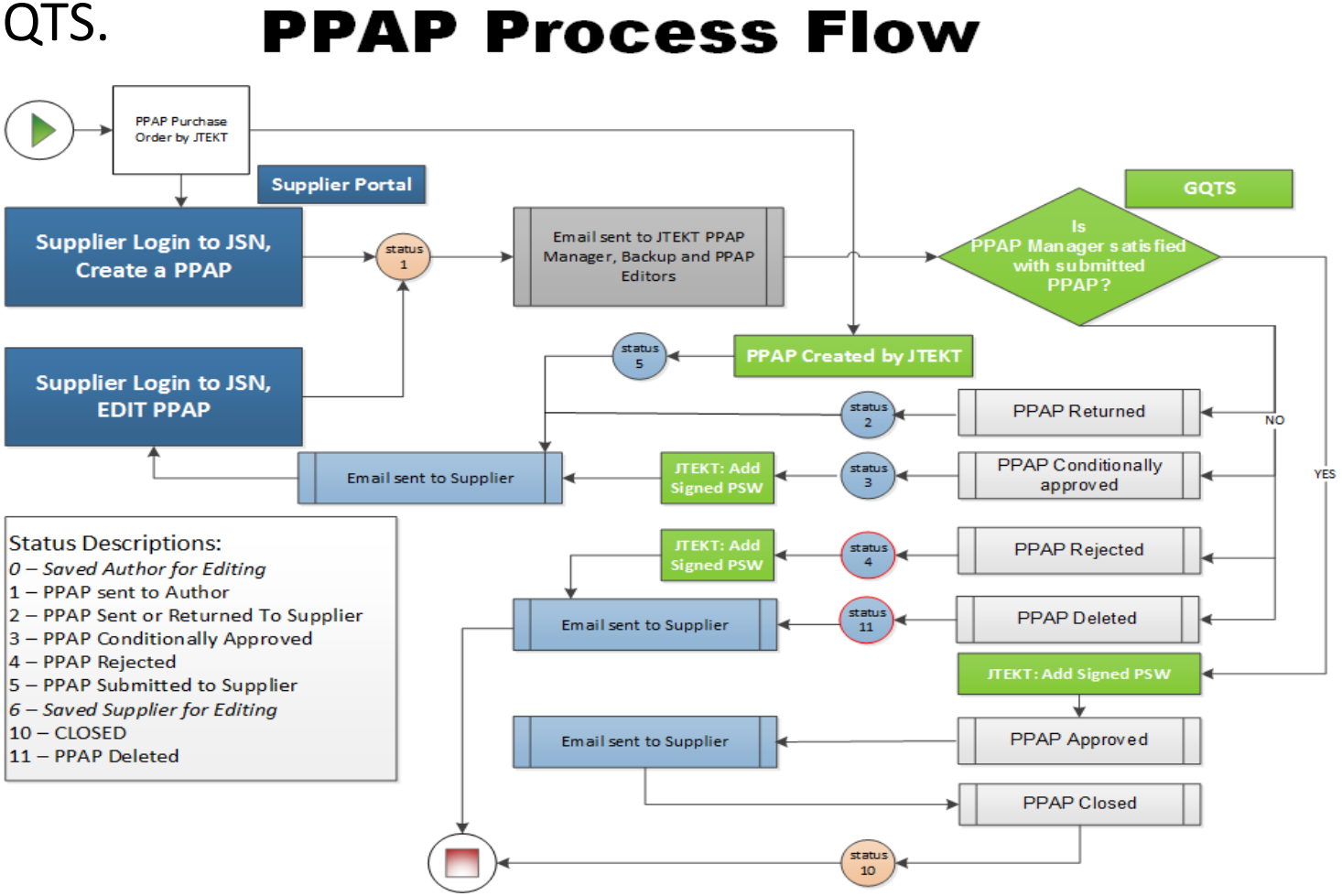
e-PPAP Process Flow

The e-PPAP works with the Supplier Portal JSN and GQTS. The Suppliers will use the JSN to submit a PPAP and JTEKT will use GQTS.



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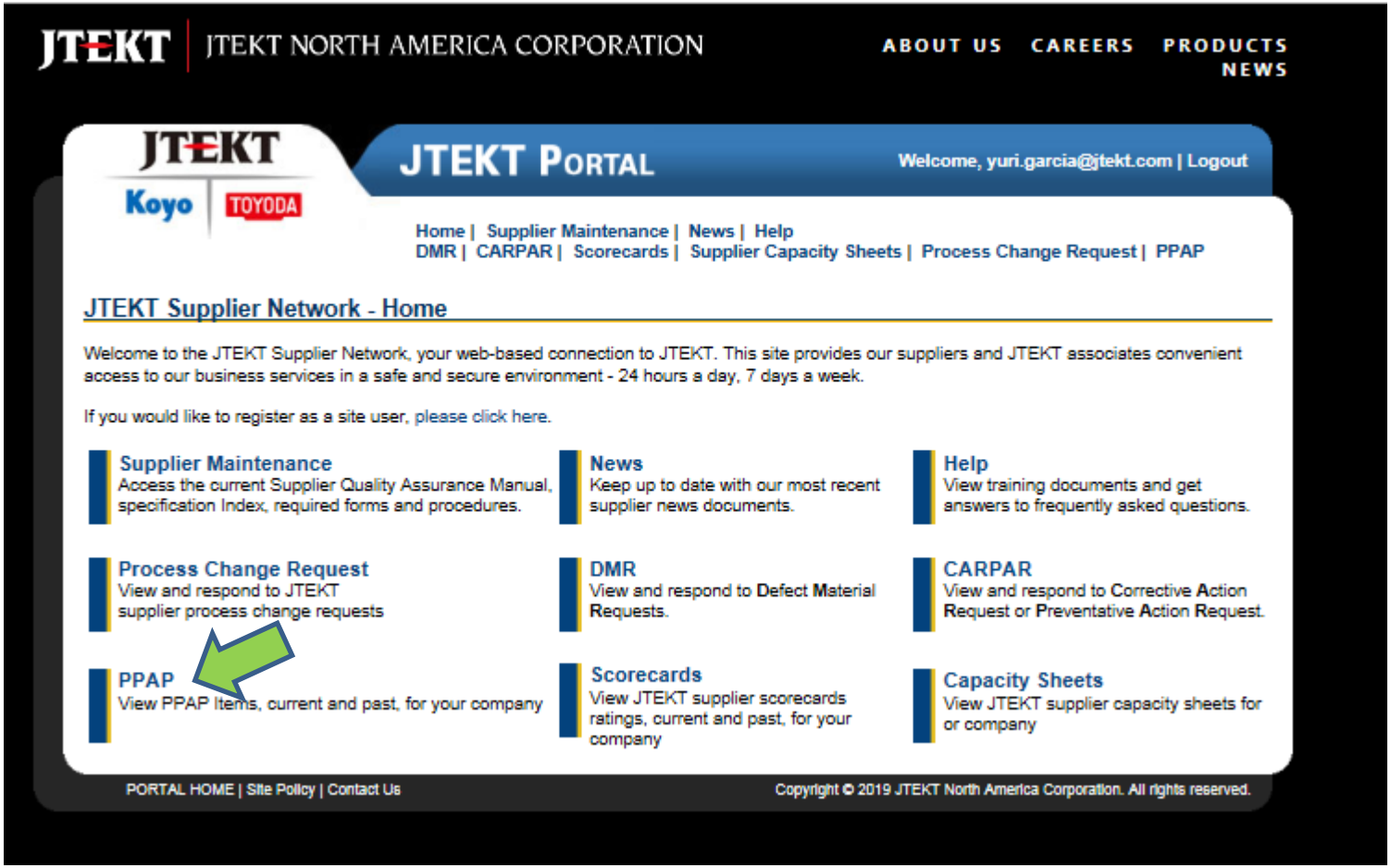
Access to e-PPAP System

The Supplier has to access into the JTEKT Supplier Portal in the home screen once in the home screen select PPAP.



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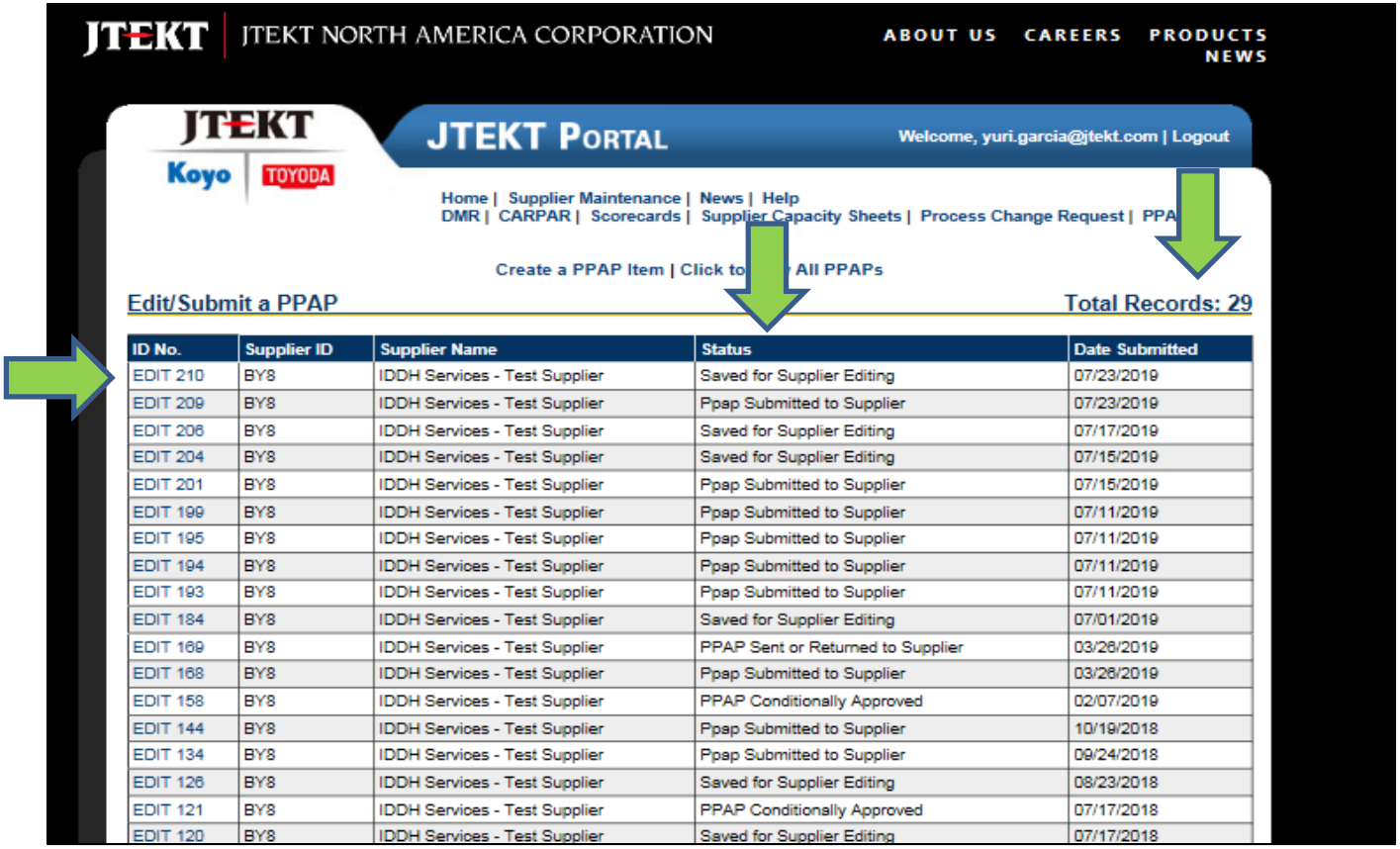
Access to e-PPAP System

The system will display the list of all the PPAP's the Supplier has in the system and are available to EDIT. Each PPAP will show a status. The system will show the number of Total Records (PPAPs).



ID No.	Supplier ID	Supplier Name	Status	Date Submitted
EDIT 210	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/23/2019
EDIT 209	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/23/2019
EDIT 206	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/17/2019
EDIT 204	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/15/2019
EDIT 201	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/15/2019
EDIT 199	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 195	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 194	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 193	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 184	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/01/2019
EDIT 169	BY8	IDDH Services - Test Supplier	PPAP Sent or Returned to Supplier	03/26/2019
EDIT 168	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	03/26/2019
EDIT 158	BY8	IDDH Services - Test Supplier	PPAP Conditionally Approved	02/07/2019
EDIT 144	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	10/19/2018
EDIT 134	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	09/24/2018
EDIT 126	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	08/23/2018
EDIT 121	BY8	IDDH Services - Test Supplier	PPAP Conditionally Approved	07/17/2018
EDIT 120	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/17/2018

Access to e-PPAP System

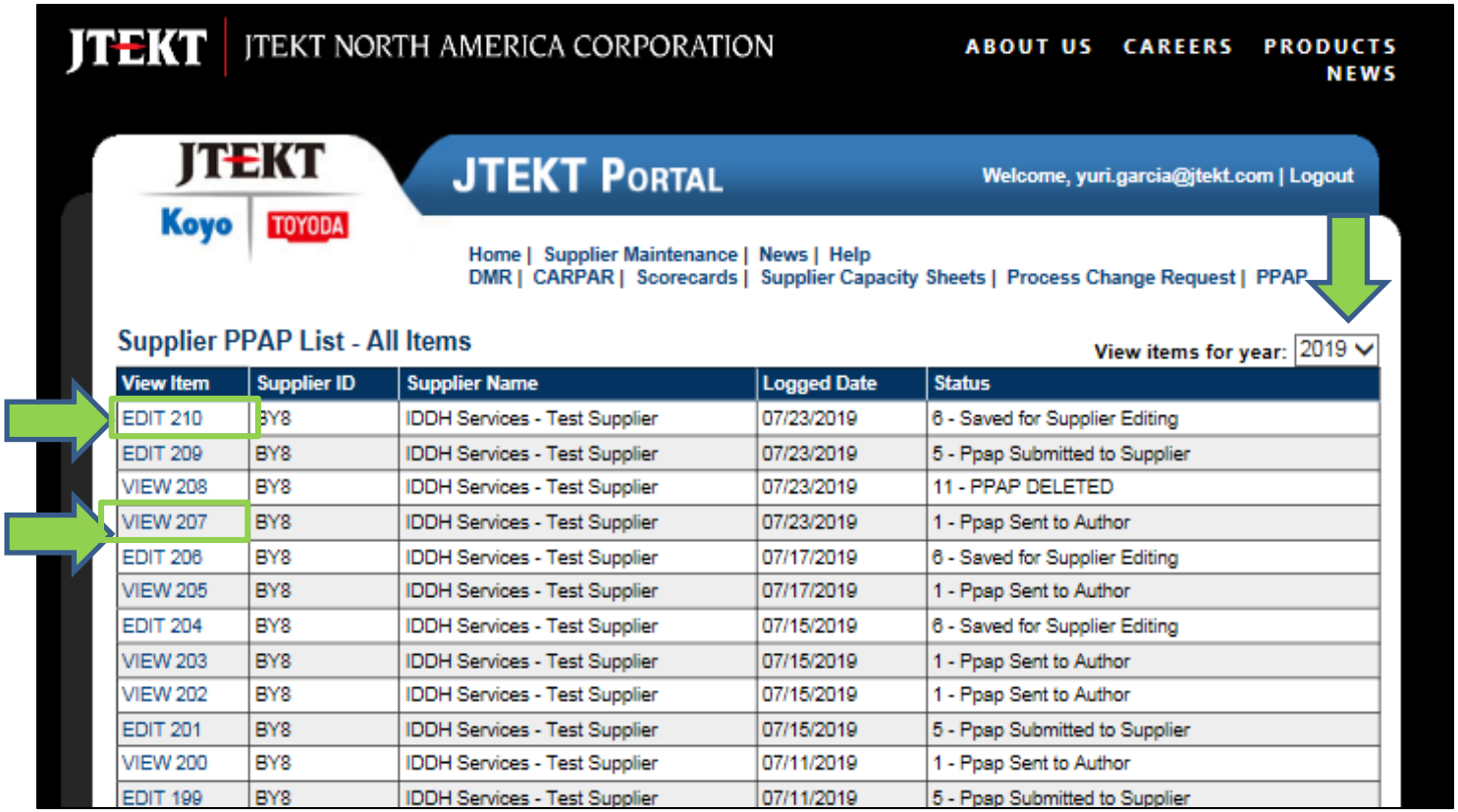
The Supplier can see a complete list of all the PPAPs by selecting Click to view All PPAPs.

ID No.	Supplier ID	Supplier Name	Status	Date Submitted
EDIT 210	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/23/2019
EDIT 209	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/23/2019
EDIT 206	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/17/2019
EDIT 204	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/15/2019
EDIT 201	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/15/2019
EDIT 199	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 195	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 194	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 193	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	07/11/2019
EDIT 184	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/01/2019
EDIT 169	BY8	IDDH Services - Test Supplier	PPAP Sent or Returned to Supplier	03/26/2019
EDIT 168	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	03/26/2019
EDIT 158	BY8	IDDH Services - Test Supplier	PPAP Conditionally Approved	02/07/2019
EDIT 144	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	10/19/2018
EDIT 134	BY8	IDDH Services - Test Supplier	Ppap Submitted to Supplier	09/24/2018
EDIT 126	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	08/23/2018
EDIT 121	BY8	IDDH Services - Test Supplier	PPAP Conditionally Approved	07/17/2018
EDIT 120	BY8	IDDH Services - Test Supplier	Saved for Supplier Editing	07/17/2018

Access to e-PPAP System

The system will display all the PPAPs the Supplier can VIEW and can EDIT.

The Supplier can select a different year to see PPAPs from previous years.

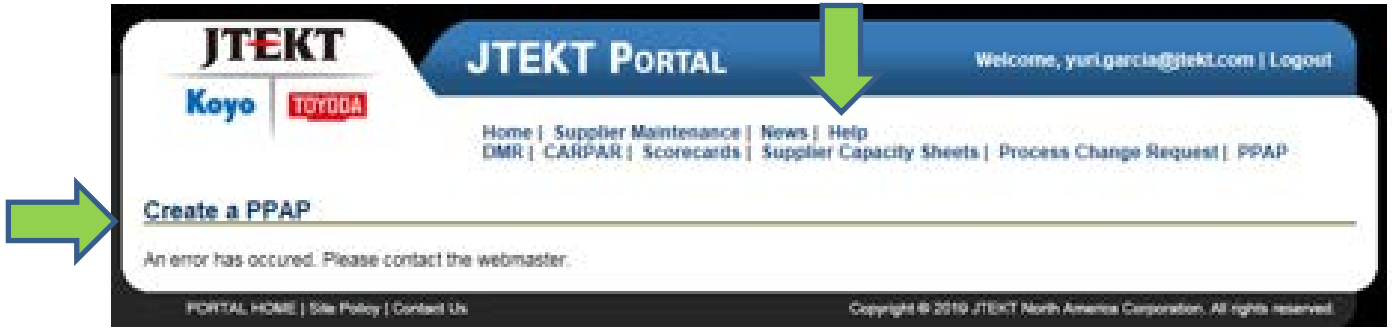


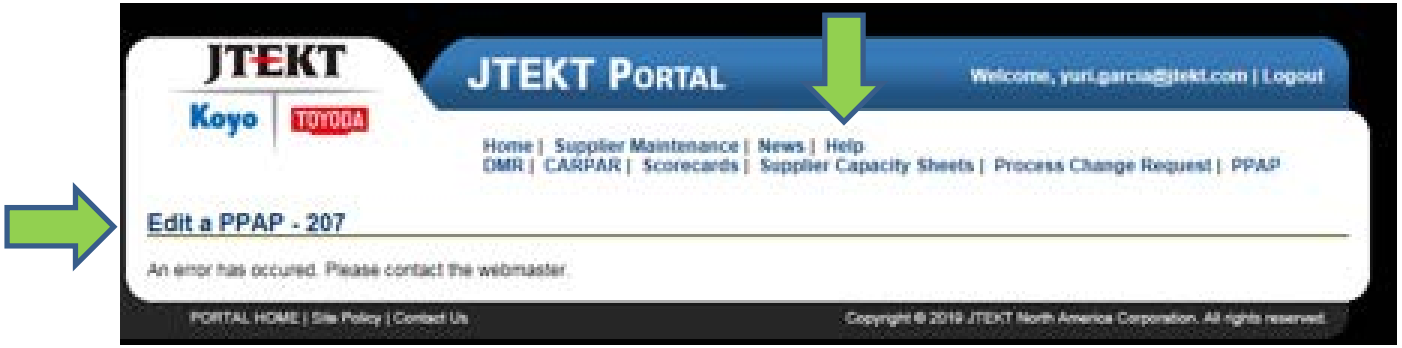
View Item	Supplier ID	Supplier Name	Logged Date	Status
EDIT 210	BY8	IDDH Services - Test Supplier	07/23/2019	6 - Saved for Supplier Editing
EDIT 209	BY8	IDDH Services - Test Supplier	07/23/2019	5 - Ppap Submitted to Supplier
VIEW 208	BY8	IDDH Services - Test Supplier	07/23/2019	11 - PPAP DELETED
VIEW 207	BY8	IDDH Services - Test Supplier	07/23/2019	1 - Ppap Sent to Author
EDIT 206	BY8	IDDH Services - Test Supplier	07/17/2019	6 - Saved for Supplier Editing
VIEW 205	BY8	IDDH Services - Test Supplier	07/17/2019	1 - Ppap Sent to Author
EDIT 204	BY8	IDDH Services - Test Supplier	07/15/2019	6 - Saved for Supplier Editing
VIEW 203	BY8	IDDH Services - Test Supplier	07/15/2019	1 - Ppap Sent to Author
VIEW 202	BY8	IDDH Services - Test Supplier	07/15/2019	1 - Ppap Sent to Author
EDIT 201	BY8	IDDH Services - Test Supplier	07/15/2019	5 - Ppap Submitted to Supplier
VIEW 200	BY8	IDDH Services - Test Supplier	07/11/2019	1 - Ppap Sent to Author
EDIT 199	BY8	IDDH Services - Test Supplier	07/11/2019	5 - Ppap Submitted to Supplier

Access to e-PPAP System

If there is a problem with the system or if the system is in maintenance, it may be possible that the system will show the messages below when trying to Create a PPAP or Edit a PPAP.

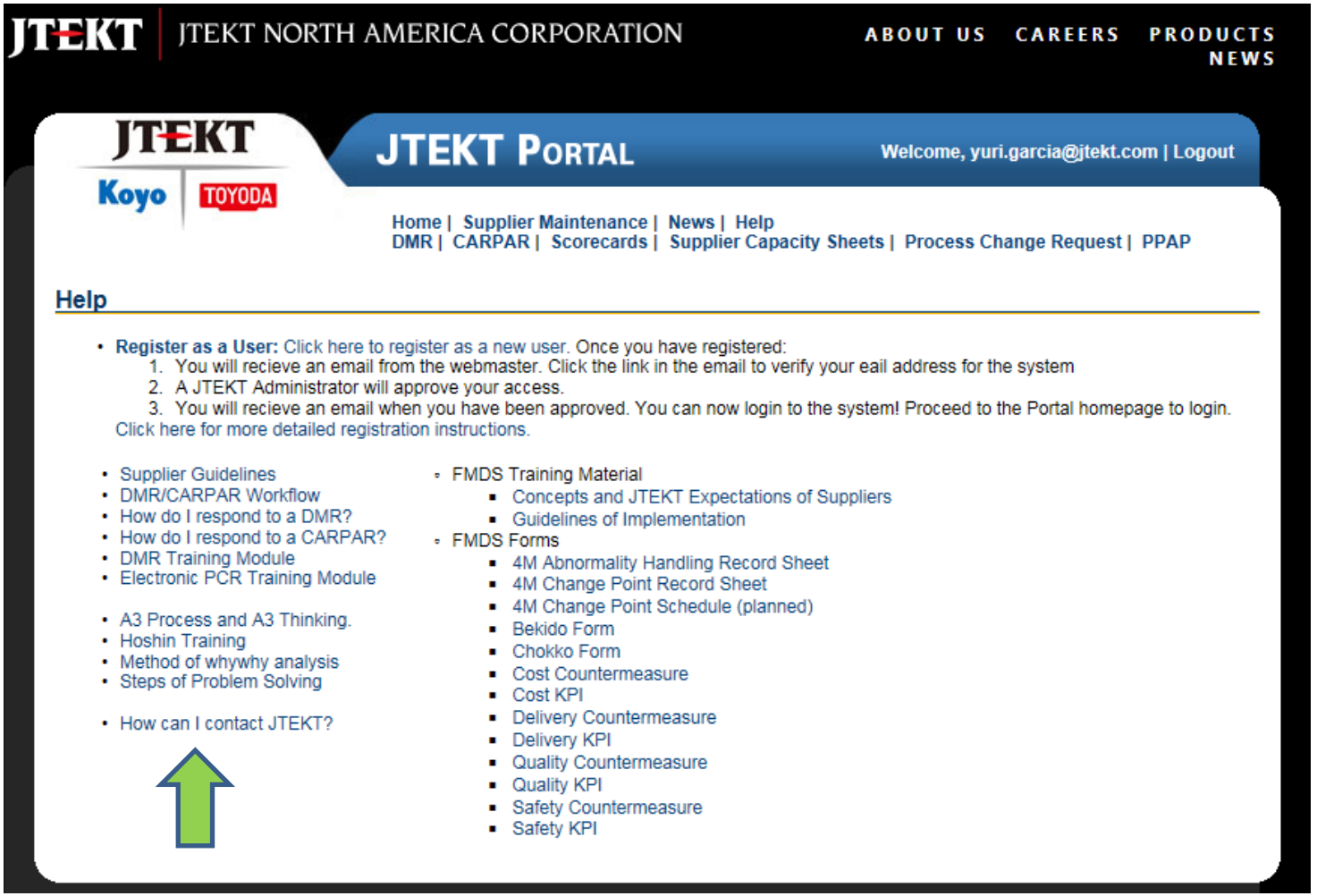
Please contact the webmaster by selecting Help.





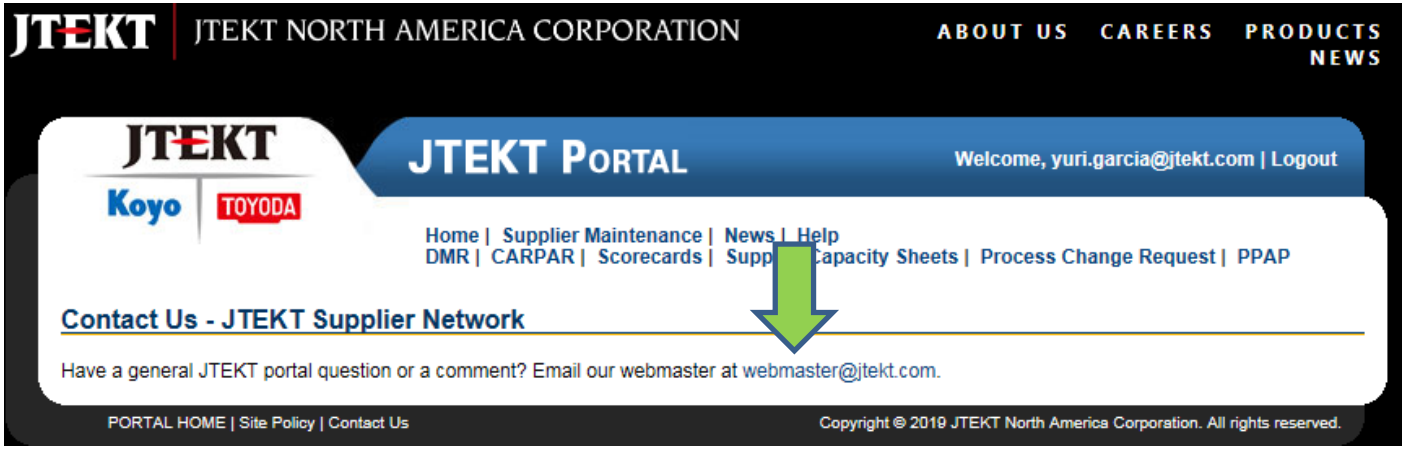
Access to e-PPAP System

From the Help screen, select How Can I contact JTEKT?

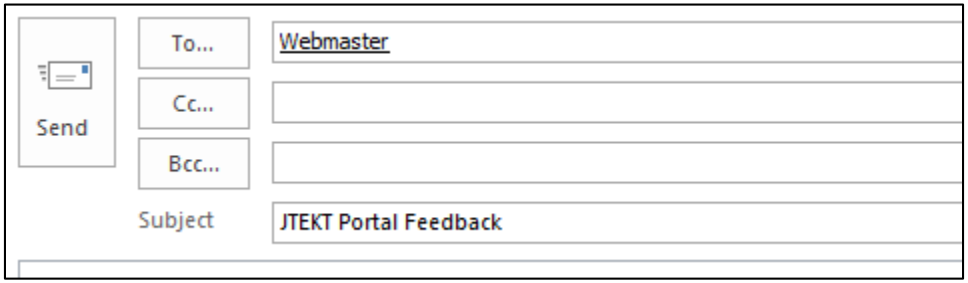


Access to e-PPAP System

The system will display the Contact Us-JTEKT Supplier Network screen, select the e-mail box.



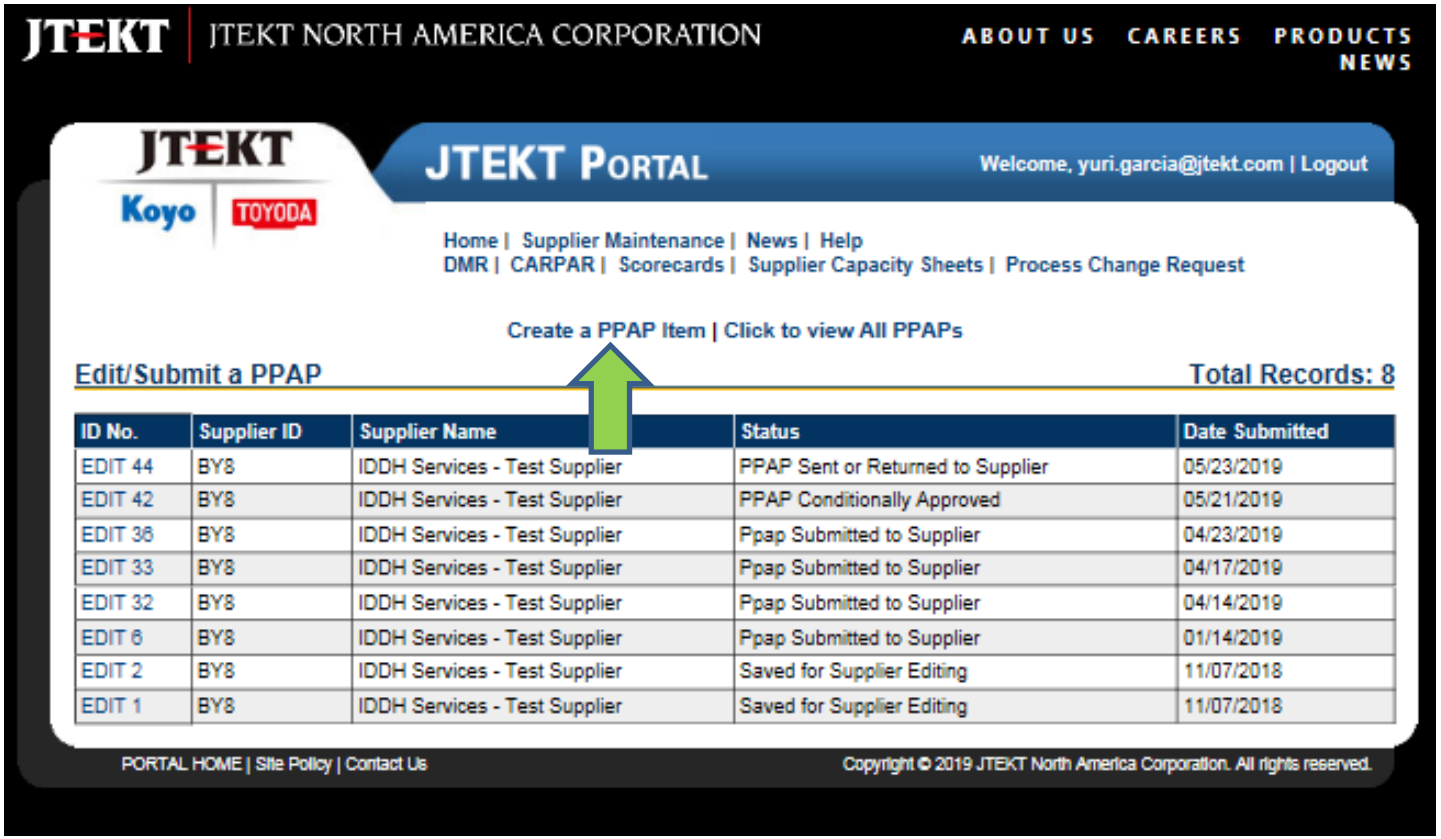
The system will go to the Supplier's e-mail system to send and e-mail to the Webmaster. Please type an explanation of the problem you are experiencing.



mailto:webmaster@jtekt.com
Subject=JTEKT Portal Feedback

Submit a new PPAP to JTEKT

To start a new PPAP, the Supplier must log into the JTEKT Supplier Portal JSN and select Create a PPAP Item.



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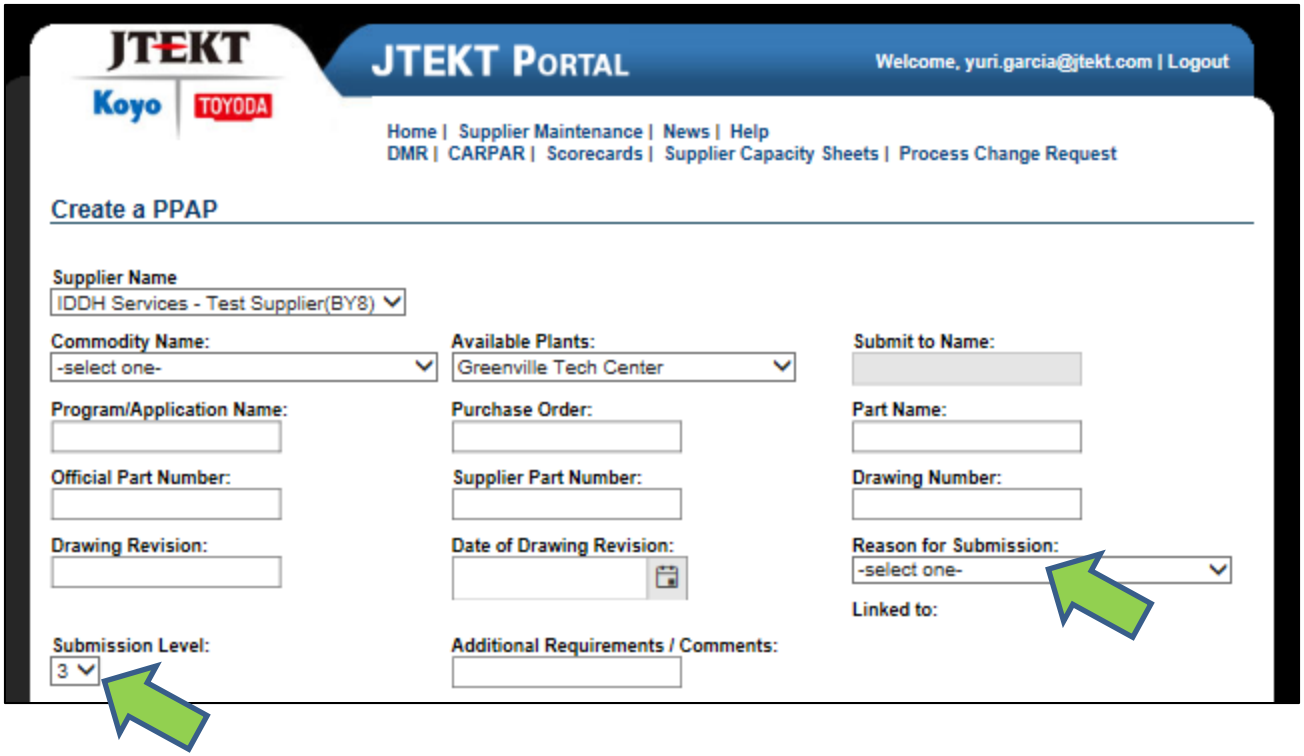
Submit a new PPAP to JTEKT

The system will display the screen Create a PPAP.

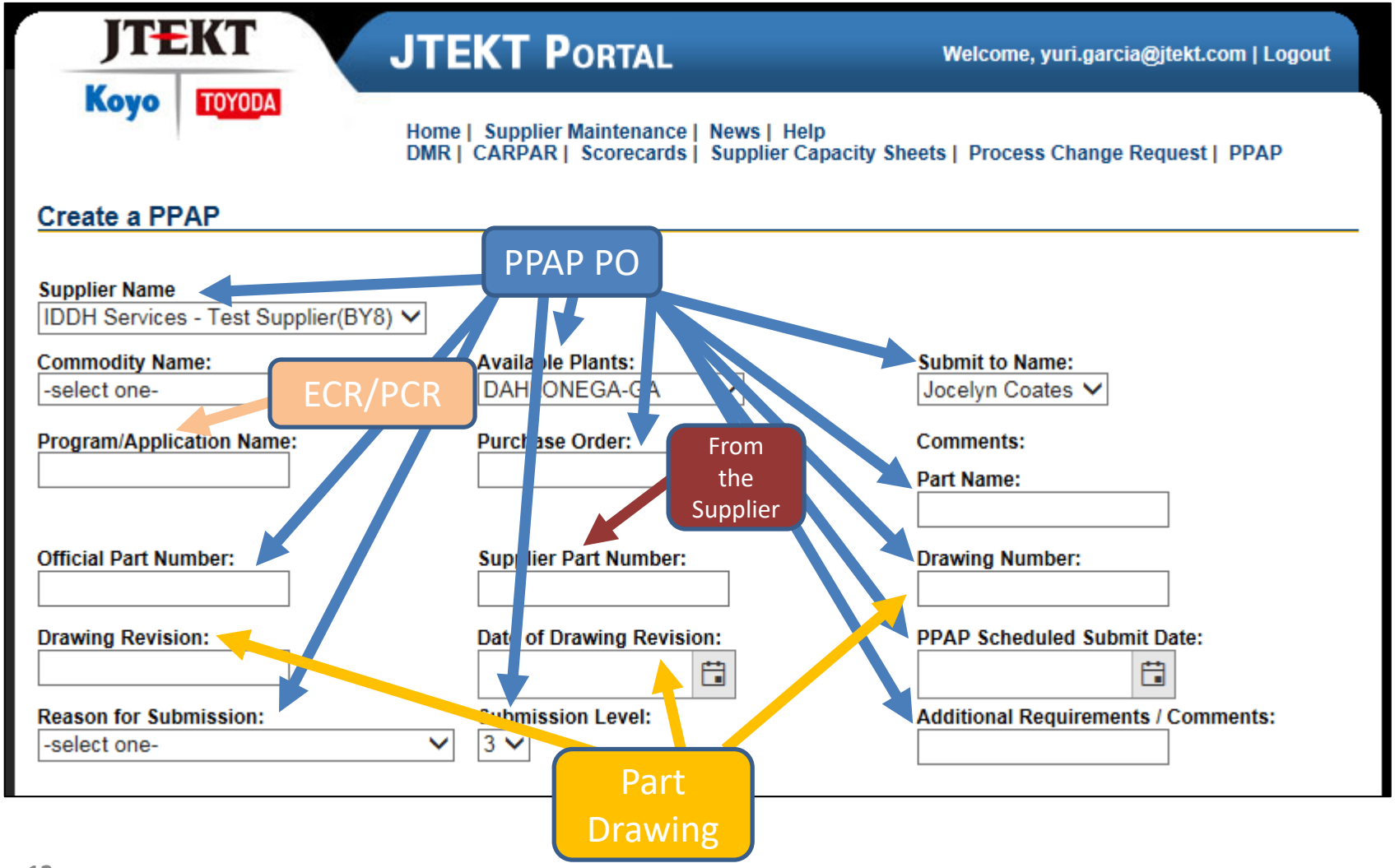
The Supplier must populate every field in the header.

By default, the system will require a Submission Level 3, the Supplier can change this as defined by JTEKT in the PPAP Purchase Order.



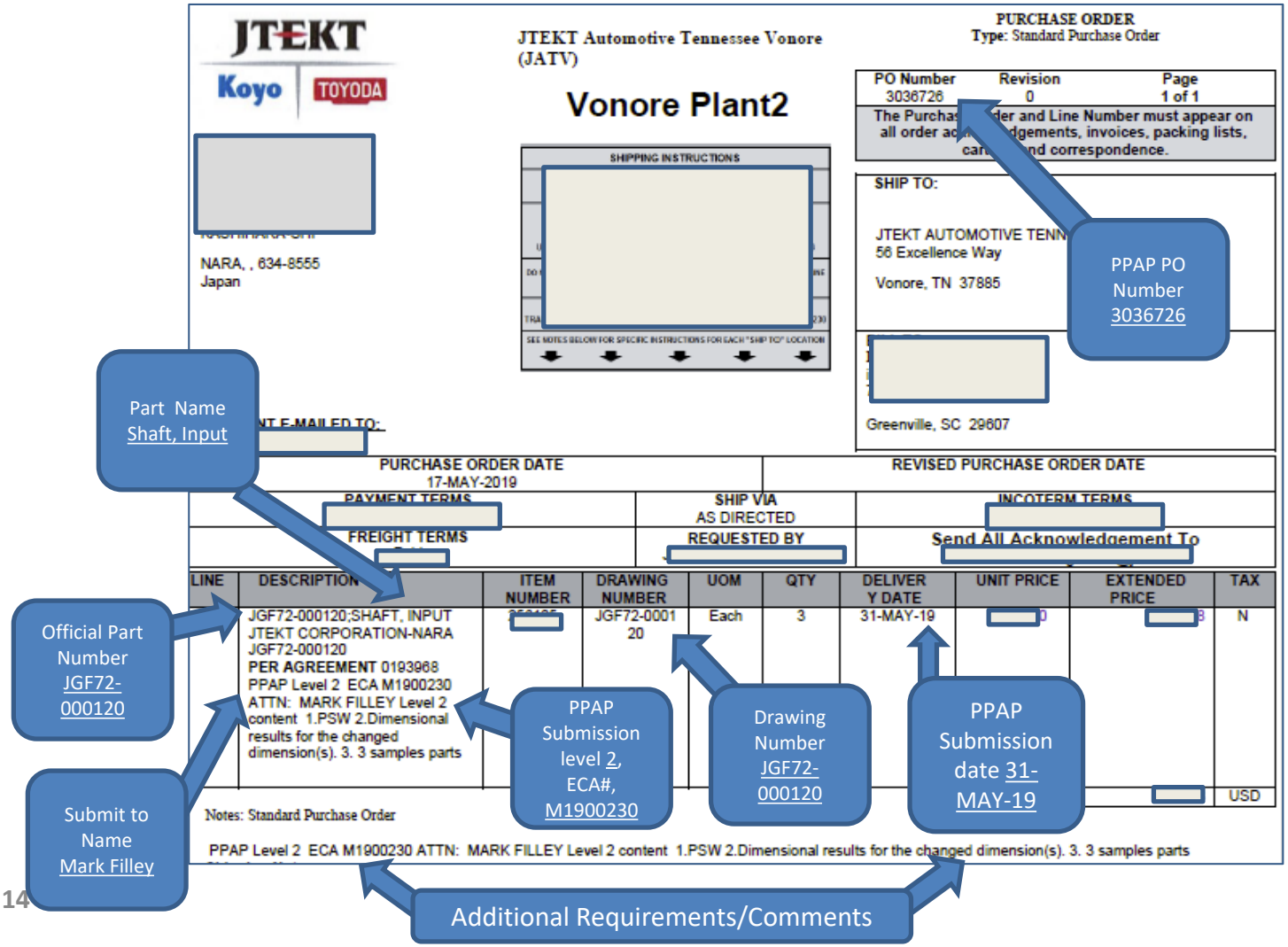
Submit a new PPAP to JTEKT

Below is an explanation of how to populate the PPAP header.



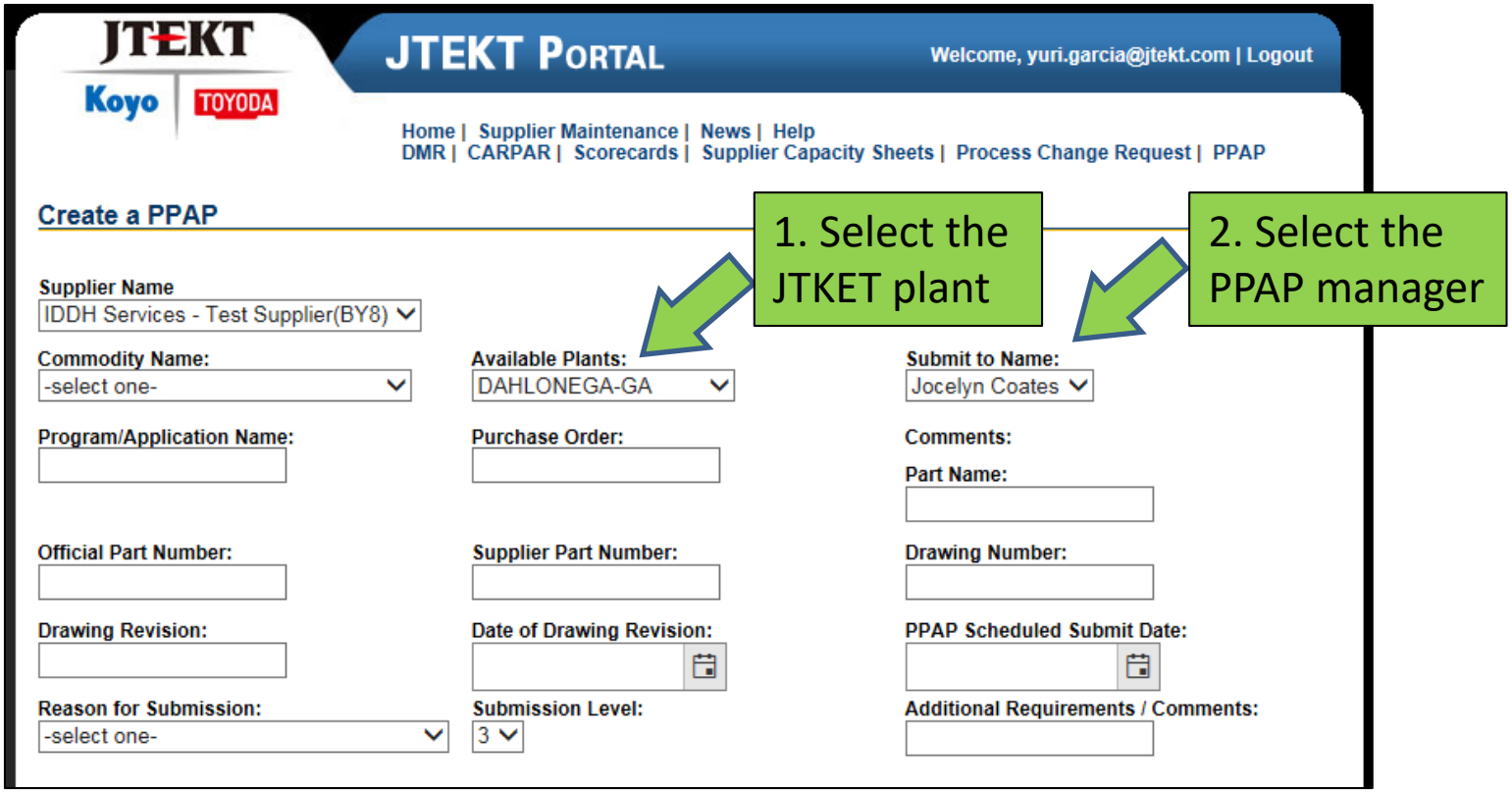
Submit a new PPAP to JTEKT

Attached is a copy of a PPAP PO and the fields to be populated with the information from the PO.



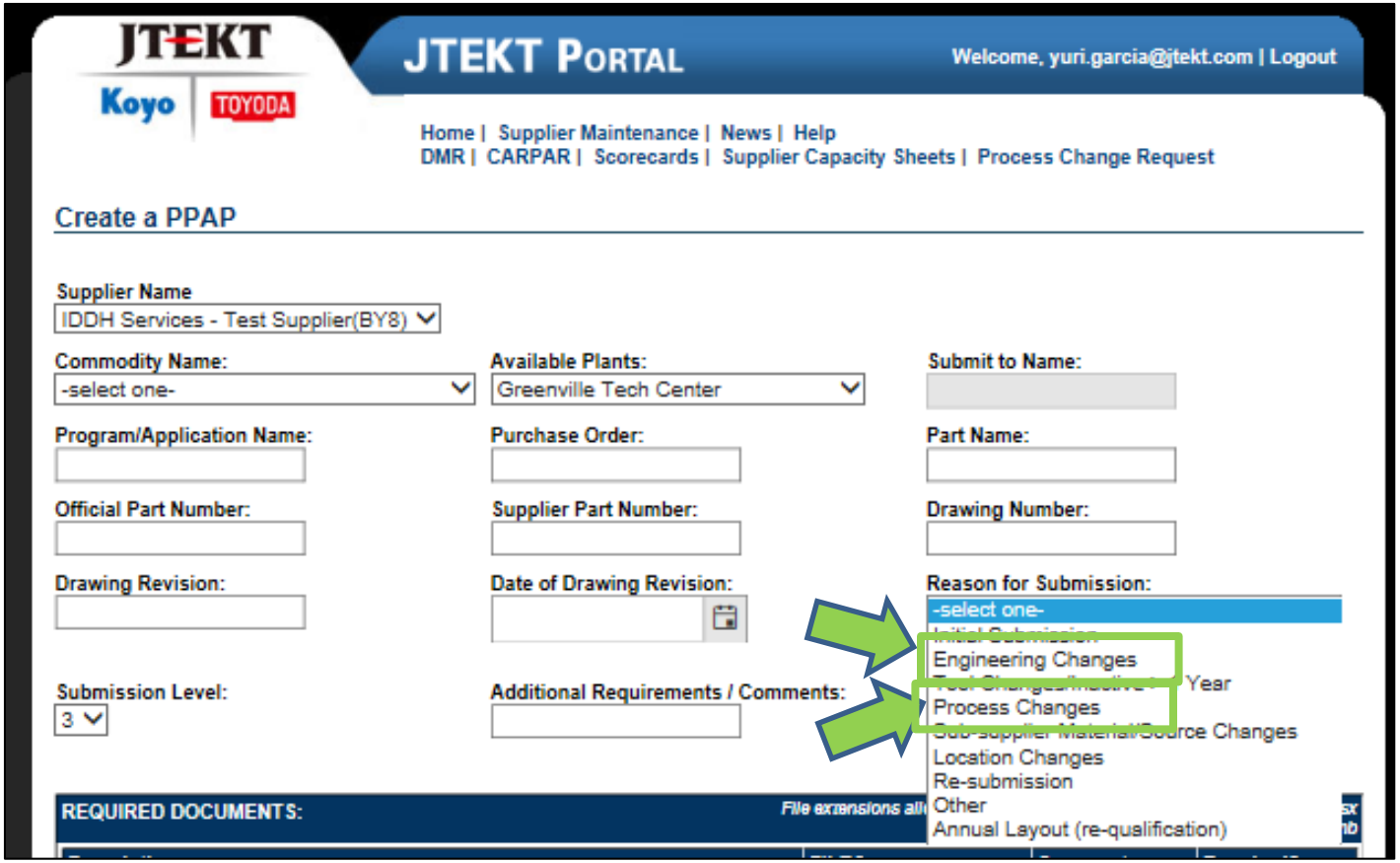
Submit a new PPAP to JTEKT

When the Available Plants: is selected, there will be a drop box in the Submit to Name: field for the Supplier to select the JTEKT PPAP Manager (normally your JTEKT SQE), this is the person at JTEKT that will review and disposition the PPAP.



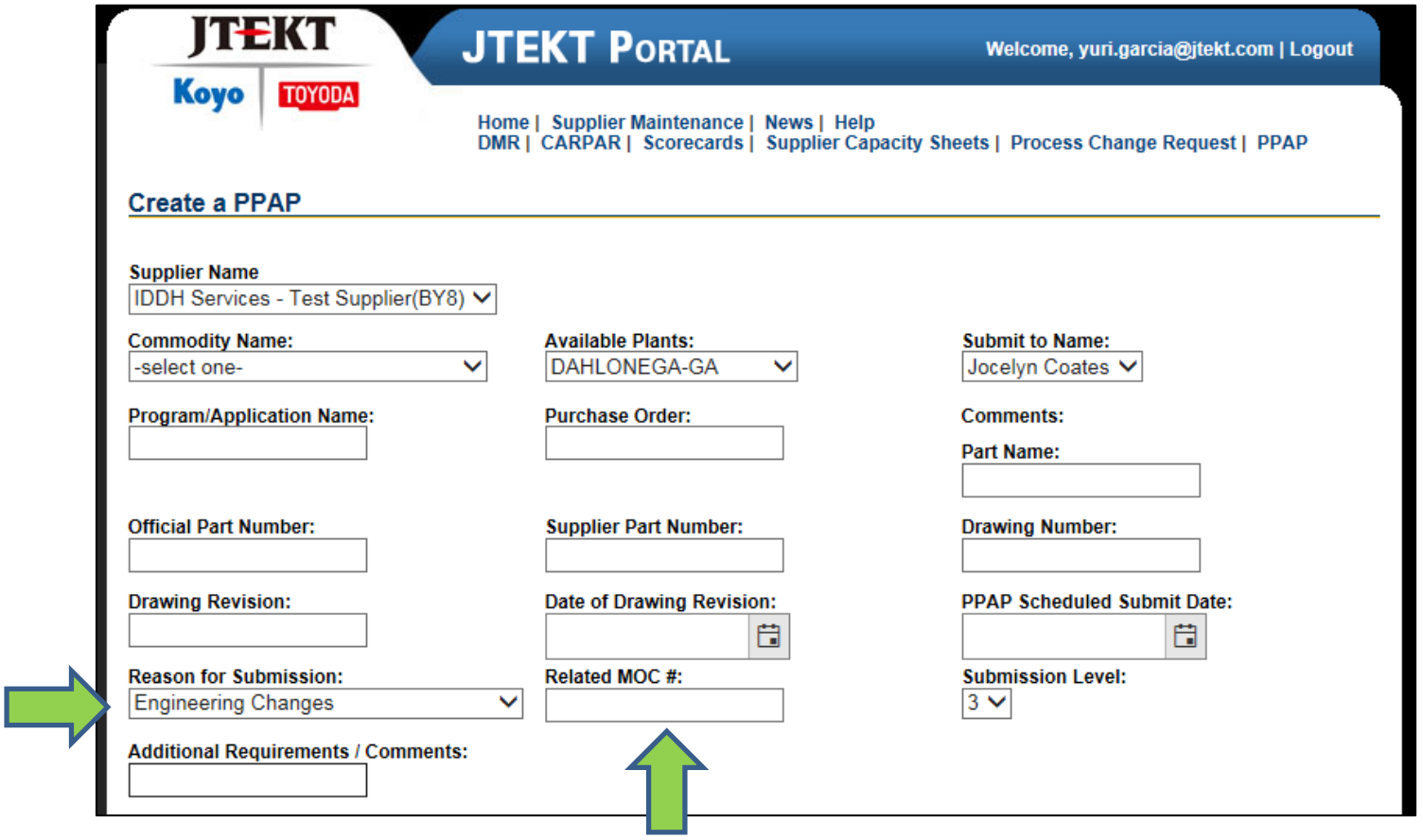
Submit a new PPAP to JTEKT

If the reason for submission is Engineering Change or Process Change, the system will request the MOC number or the PCR number for the change.



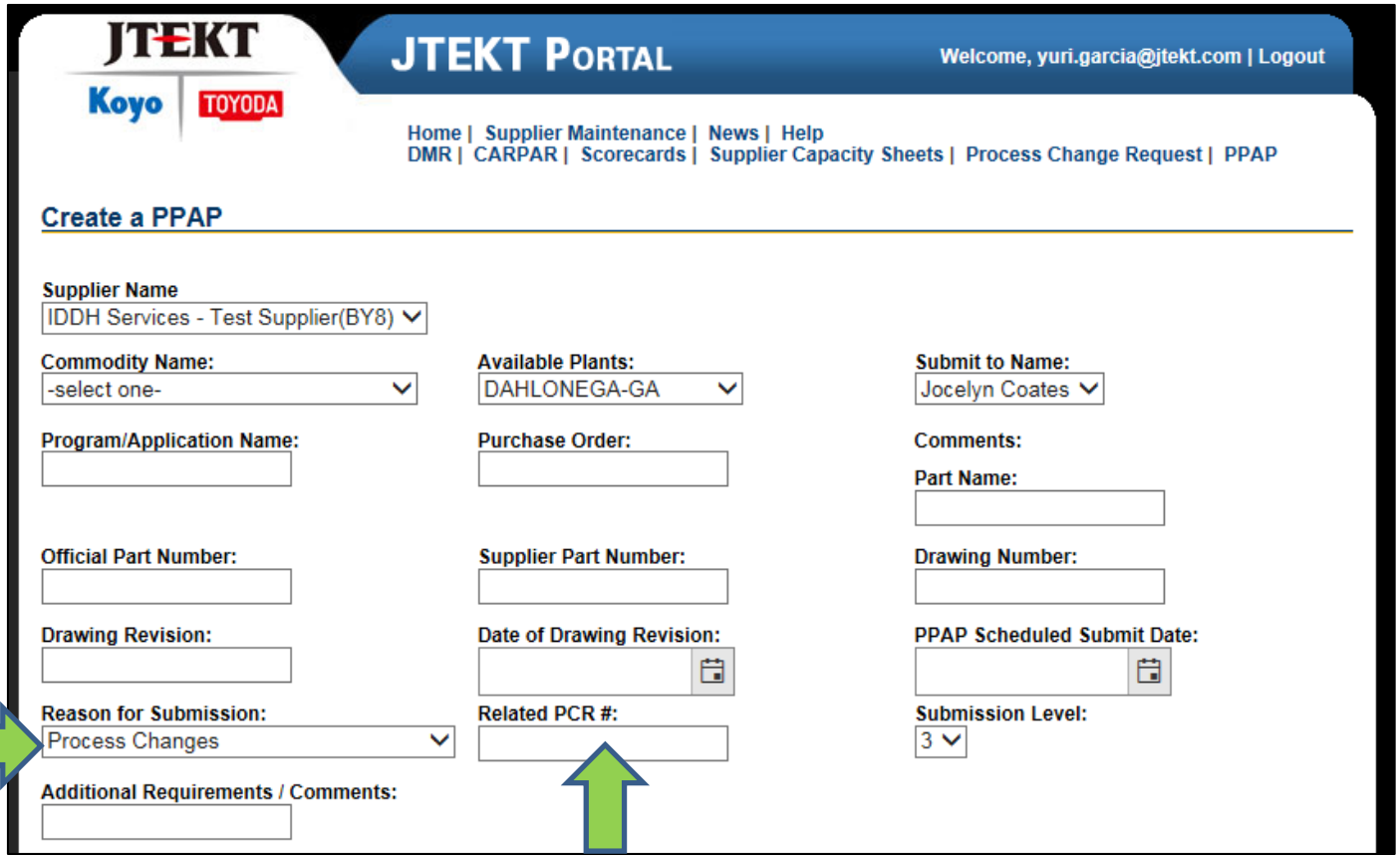
Submit a new PPAP to JTEKT

If the reason for submission is Engineering Changes, the system will request the Related MOC #.



Submit a new PPAP to JTEKT

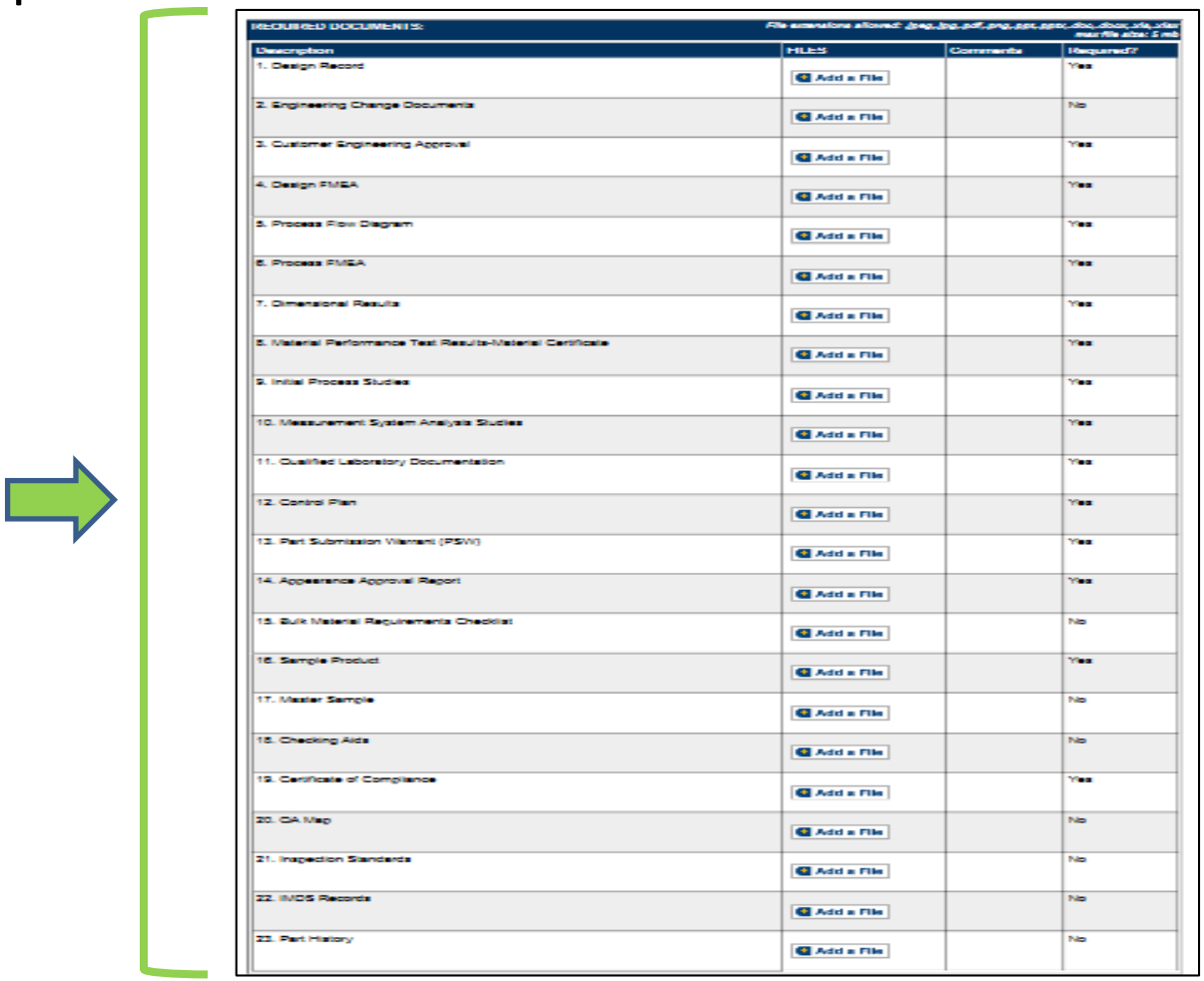
If the reason for submission Process Changes, the system will request the Related PCR # for the change.



All the fields of the header must be completed before continuing to upload the PPAP documents

Submit a new PPAP to JTEKT

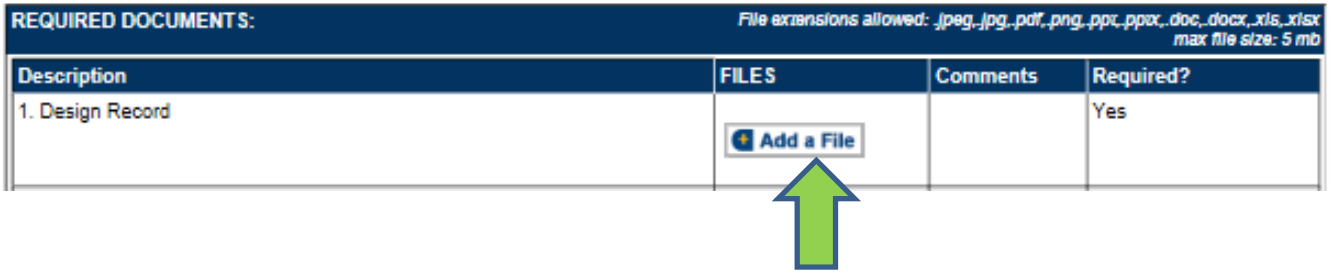
When the submission level of the PPAP is selected to an specific submission level, the system will automatically display the required elements for the submission level selected.



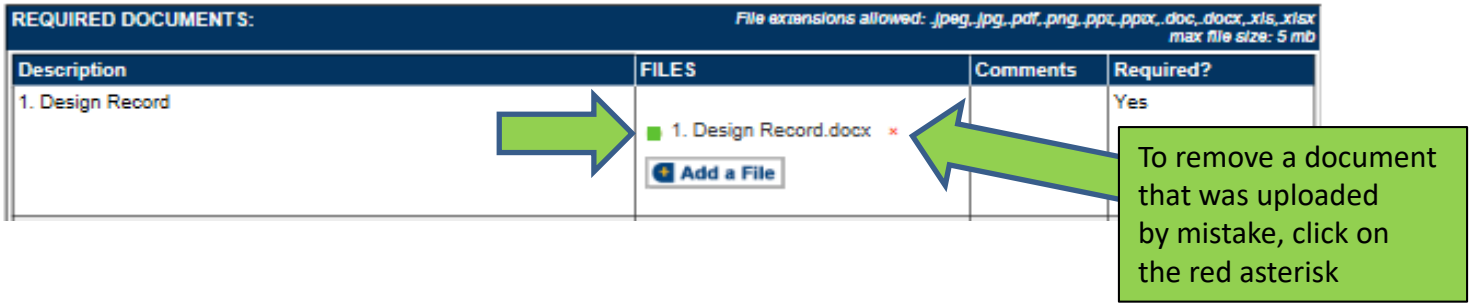
REQUIRED DOCUMENTS:	File extensions allowed: .jpeg .jpg .pdf .png .ppt .pptx .doc .docx .xls .xlsx max file size: 5 mb		
Description	Files	Comments	Required?
1. Design Record	Add a File		Yes
2. Engineering Change Documents	Add a File		No
3. Customer Engineering Approval	Add a File		Yes
4. Design FMEA	Add a File		Yes
5. Process Flow Diagram	Add a File		Yes
6. Process FMEA	Add a File		Yes
7. Dimensional Results	Add a File		Yes
8. Material Performance Test Results/Material Certificate	Add a File		Yes
9. Initial Process Studies	Add a File		Yes
10. Measurement System Analysis Studies	Add a File		Yes
11. Qualified Laboratory Documentation	Add a File		Yes
12. Control Plan	Add a File		Yes
13. Part Submission Warrant (PSW)	Add a File		Yes
14. Appearance Approval Report	Add a File		Yes
15. Bulk Material Requirements Checklist	Add a File		No
16. Sample Product	Add a File		Yes
17. Master Sample	Add a File		No
18. Checking Aids	Add a File		No
19. Certificate of Compliance	Add a File		Yes
20. QA Map	Add a File		No
21. Inspection Standards	Add a File		No
22. IMDS Records	Add a File		No
23. Part History	Add a File		No

Submit a new PPAP to JTEKT

The Supplier must upload a file with the required information for each PPAP element. To add the document, the Supplier must select Add a File.



The Supplier will select the file and upload it into the system.

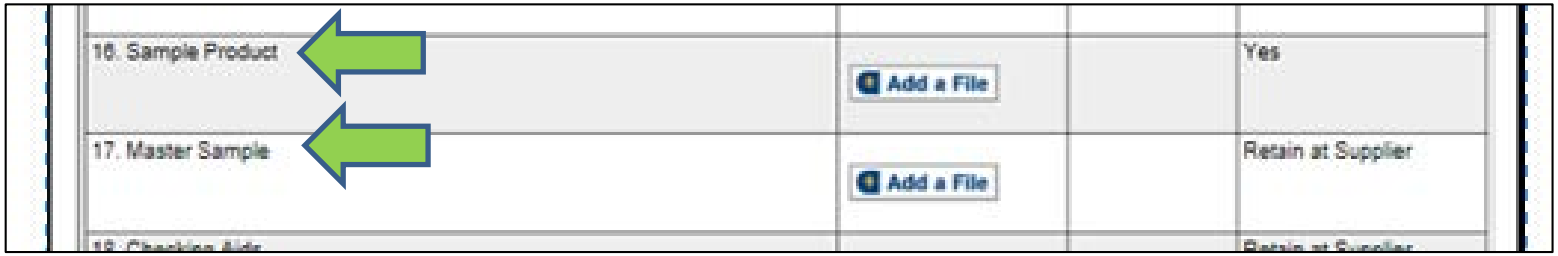


Please make sure that you have uploaded the correct file before saving or submitting the PPAP, once the PPAP is saved, the document cannot be deleted.

Submit a new PPAP to JTEKT

If required by JTEKT, the Supplier must:

- For the sample product, upload a file with the date when the PPAP samples are to be shipped to JTEKT using the following format mm/dd/yy.
- For the master sample, upload a file with the picture of the Sample Product.
- Upload any other document required by JTEKT.



PPAP Samples must be identified according to the SQAM section 2.3.1 Sample Submissions.

Submit a new PPAP to JTEKT

If the Supplier has any Proprietary or Confidential documents and the Supplier cannot upload such documents into the system, the Supplier must upload a document stating that the document is Proprietary and that it can be reviewed by JTEKT at the Supplier's plant.

The Supplier will continue to upload all the required documents.

The documents can be Excel, PDF, Power point, Word. The limit of size of each file is 5 Mb.

If necessary, the Supplier can add an e-mail address to notify the creation of a new PPAP.

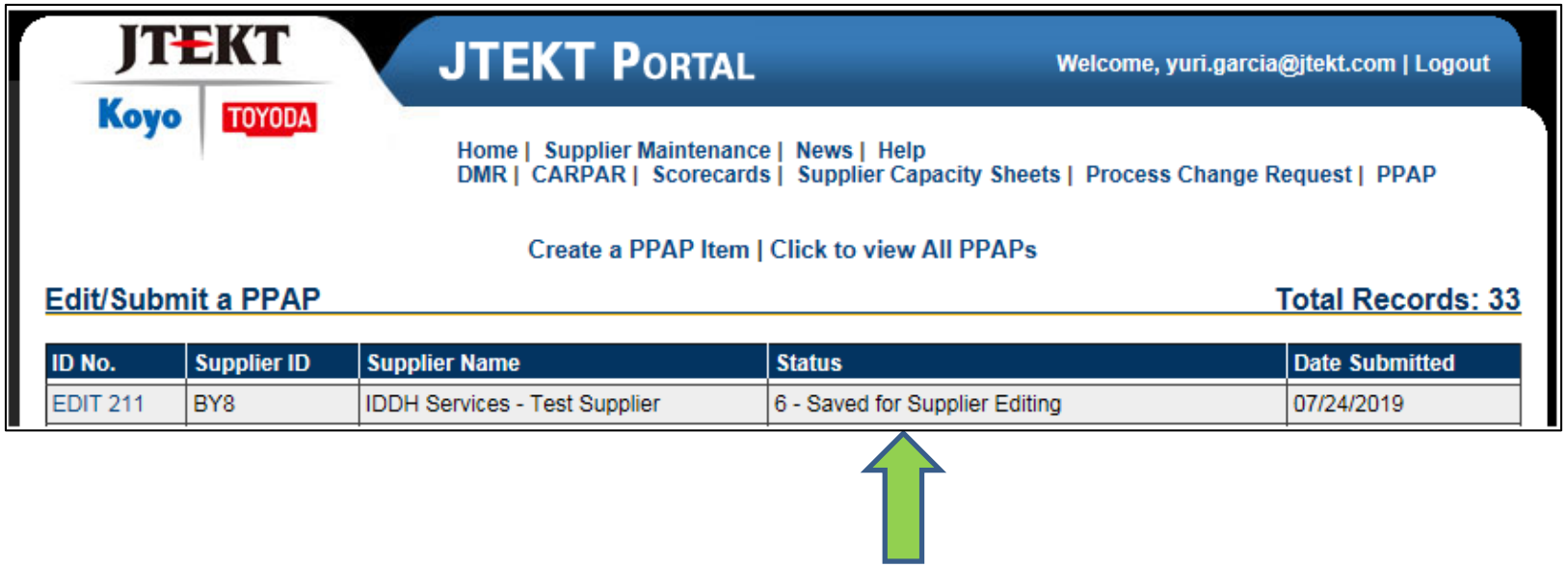
Submit a new PPAP to JTEKT

The Supplier can at any time save the PPAP, to save the PPAP select Save.

Once the PPAP is saved, the system will display the message below.

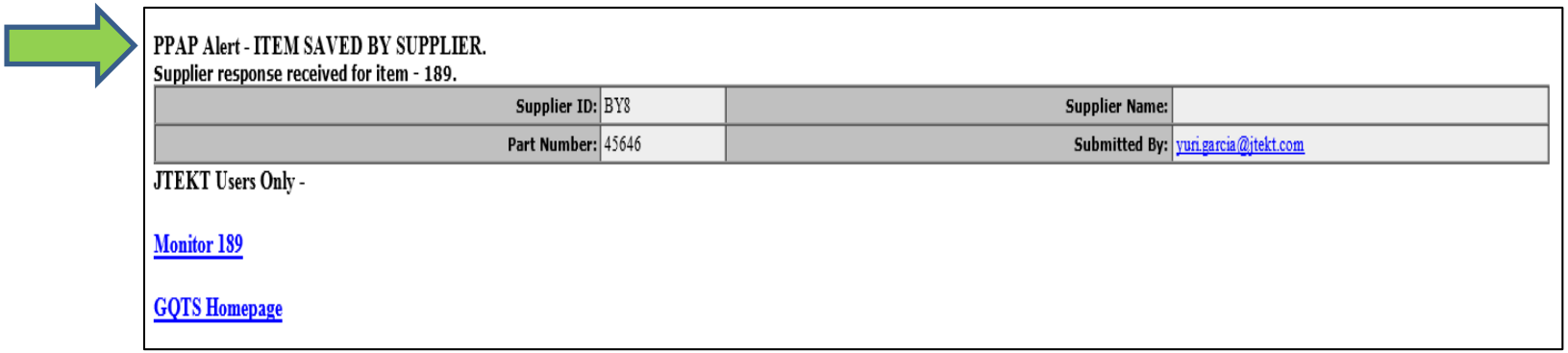
Submit a new PPAP to JTEKT

The system will show the status of the PPAP as ***Status 6. PPAP saved for Supplier Editing.***



Submit a new PPAP to JTEKT

The system will send an e-mail indicating that the PPAP has been saved by the Supplier.



PPAP Alert - ITEM SAVED BY SUPPLIER.
Supplier response received for item - 189.

Supplier ID:	BY8	Supplier Name:	
Part Number:	45646	Submitted By:	yuri.garcia@jtekt.com

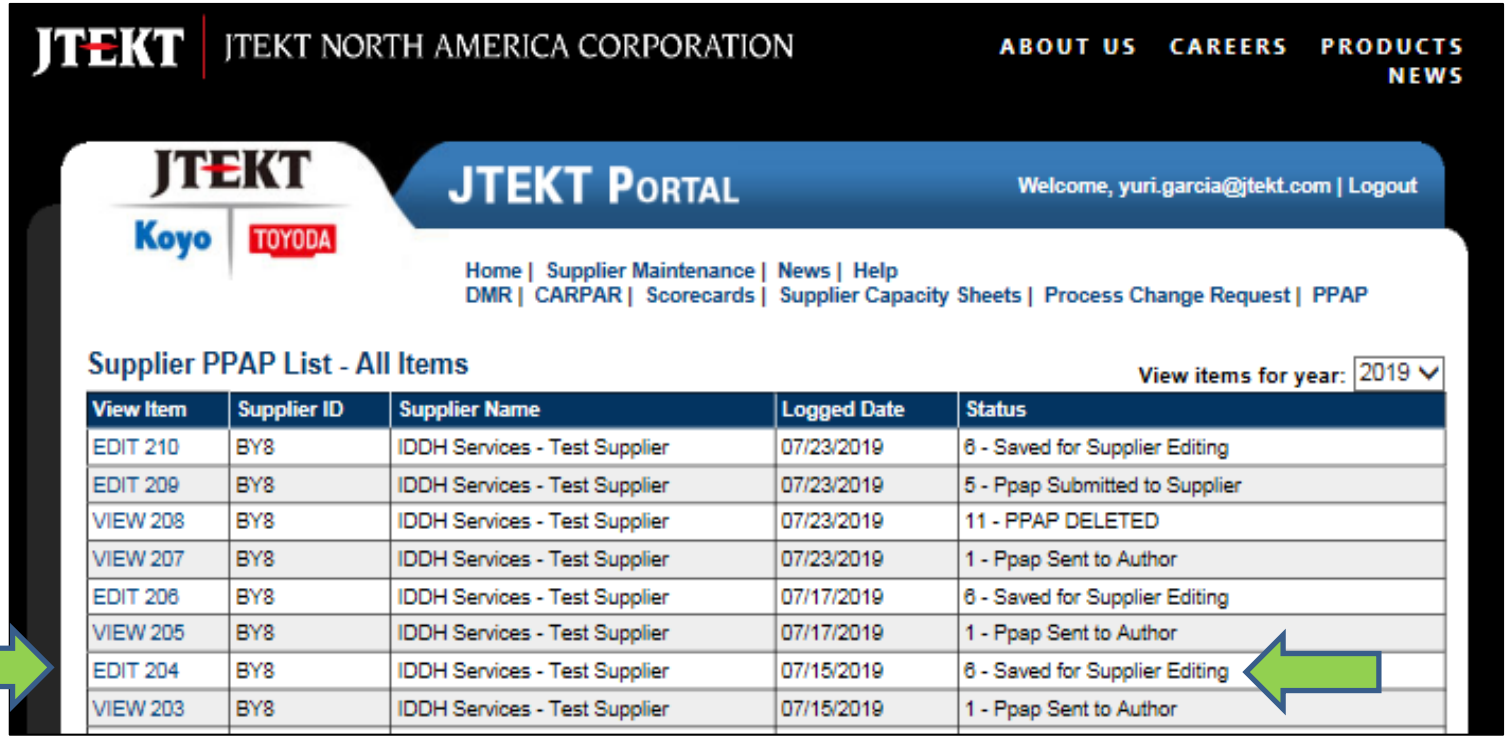
JTEKT Users Only -

Monitor 189

GQTS Homepage

Submit a new PPAP to JTEKT

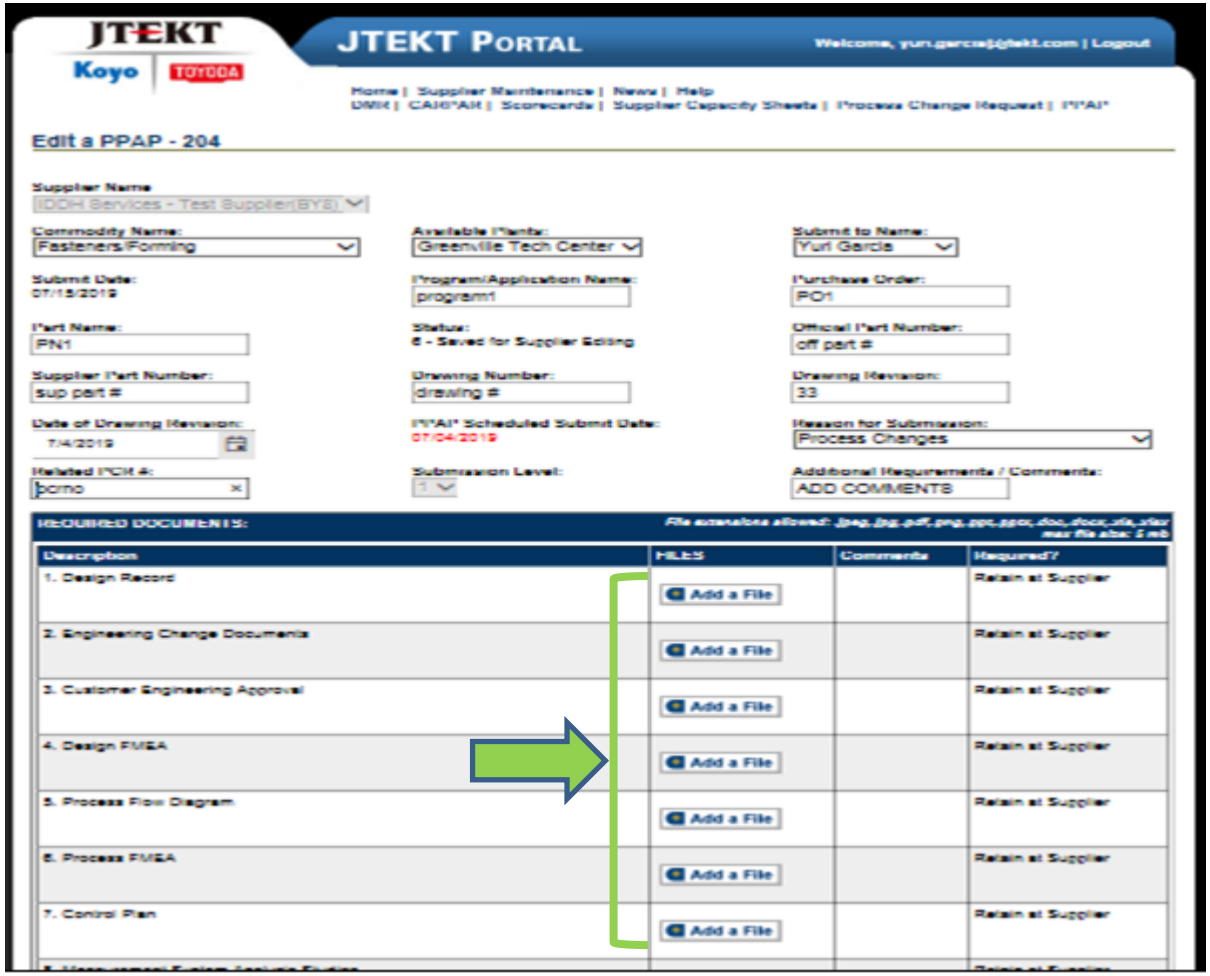
To access to the PPAP to continue working on the PPAP, the Supplier must go back to Supplier PPAP List – All items and select the PPAP from the list of PPAPs.



View Item	Supplier ID	Supplier Name	Logged Date	Status
EDIT 210	BY8	IDDH Services - Test Supplier	07/23/2019	6 - Saved for Supplier Editing
EDIT 209	BY8	IDDH Services - Test Supplier	07/23/2019	5 - Ppap Submitted to Supplier
VIEW 208	BY8	IDDH Services - Test Supplier	07/23/2019	11 - PPAP DELETED
VIEW 207	BY8	IDDH Services - Test Supplier	07/23/2019	1 - Ppap Sent to Author
EDIT 206	BY8	IDDH Services - Test Supplier	07/17/2019	6 - Saved for Supplier Editing
VIEW 205	BY8	IDDH Services - Test Supplier	07/17/2019	1 - Ppap Sent to Author
EDIT 204	BY8	IDDH Services - Test Supplier	07/15/2019	6 - Saved for Supplier Editing
VIEW 203	BY8	IDDH Services - Test Supplier	07/15/2019	1 - Ppap Sent to Author

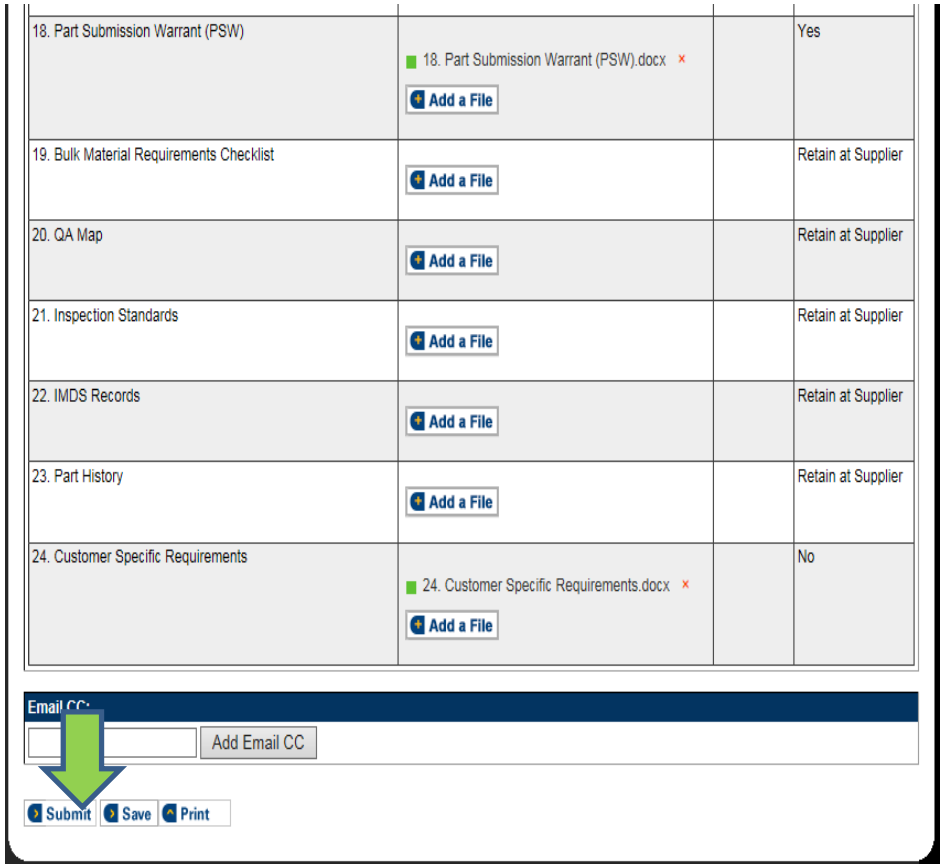
Submit a new PPAP to JTEKT

The system will display the header and the list of all the documents that still need to be uploaded.



Submit a new PPAP to JTEKT

The Supplier will upload all the required PPAP documents. Once the Supplier has uploaded all the required documents, the Supplier will select Submit to send the PPAP to JTEKT for review.

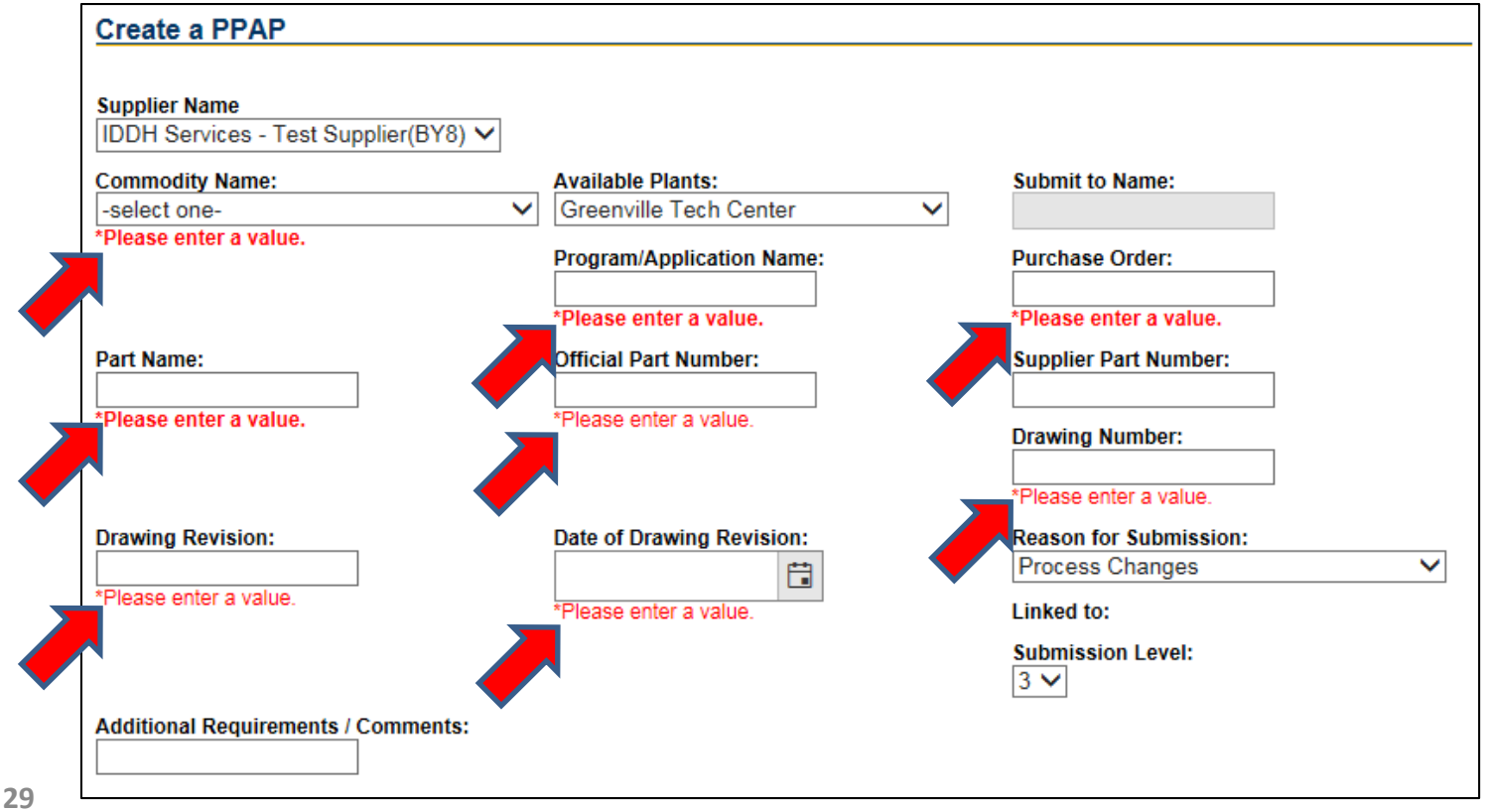


Once the PPAP is submitted to JTEKT, the status of the PPAP will be ***Status 1. Sent to Author.***

Return to Index

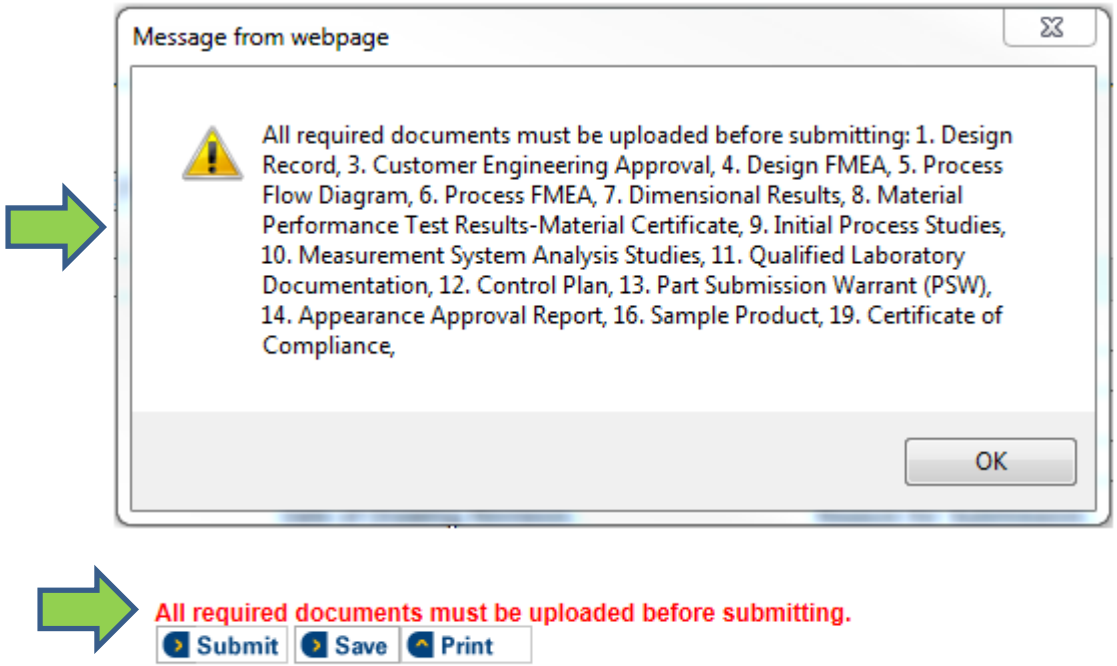
Submit a new PPAP to JTEKT

If the Supplier selects Submit but one or more of the fields in the header are not populated, the system will not allow the Supplier to submit the PPAP and will mark in red the missing fields. The Supplier must fill all the required fields in the header to successfully submit the PPAP.



Submit a new PPAP to JTEKT

If the Supplier selects Submit but one of the required documents was not uploaded, the system will not allow the Supplier to submit the PPAP and will display a message.



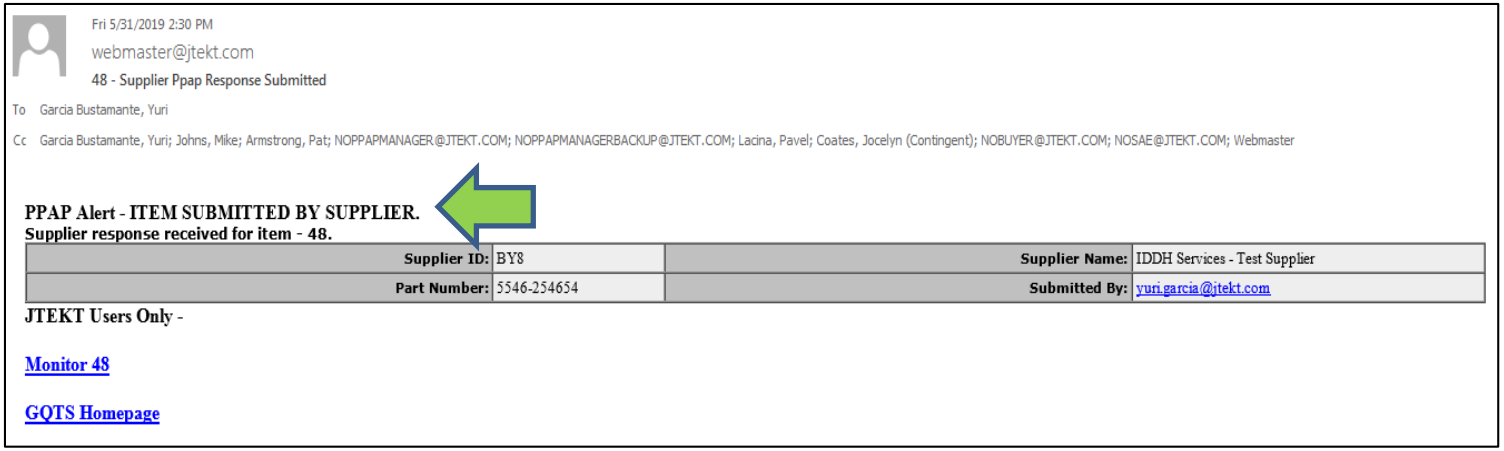
The Supplier must upload all the required documents and select Submit.

Submit a new PPAP to JTEKT

Once the Supplier selects Submit and if there are no errors, the system will display the JTEKT portal screen.

Submit a new PPAP to JTEKT

The system will send an e-mail to the JTEKT contacts and to the Supplier to notify that the Supplier has submitted a new PPAP to JTEKT for review.



Fri 5/31/2019 2:30 PM
webmaster@jtekt.com
48 - Supplier Ppap Response Submitted

To Garcia Bustamante, Yuri

Cc Garcia Bustamante, Yuri; Johns, Mike; Armstrong, Pat; NOPPAPMANAGER@JTEKT.COM; NOPPAPMANAGERBACKUP@JTEKT.COM; Lacina, Pavel; Coates, Jocelyn (Contingent); NOBUYER@JTEKT.COM; NOSAE@JTEKT.COM; Webmaster

PPAP Alert - ITEM SUBMITTED BY SUPPLIER.
Supplier response received for item - 48.

Supplier ID:	BY8	**Supplier Name:**	IDDH Services - Test Supplier
Part Number:	5546-254654	**Submitted By:**	yuri.garcia@jtekt.com

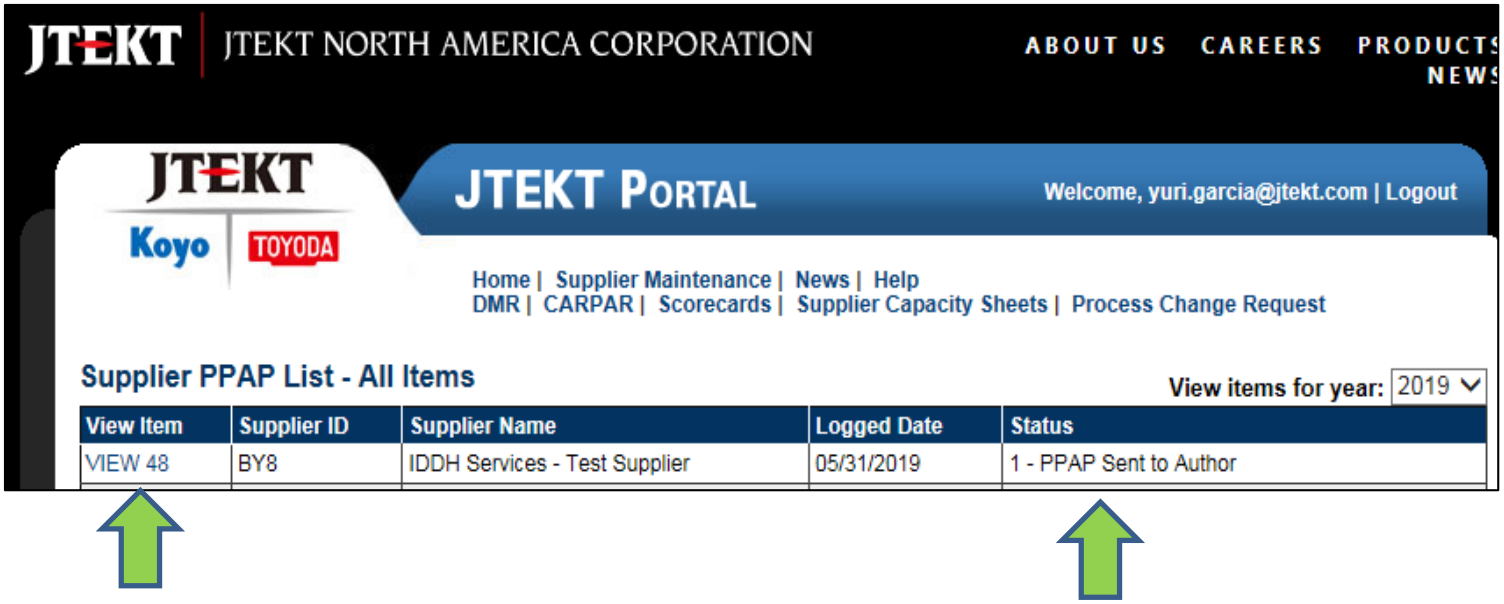
JTEKT Users Only -

Monitor 48

GQTS Homepage

Submit a new PPAP to JTEKT

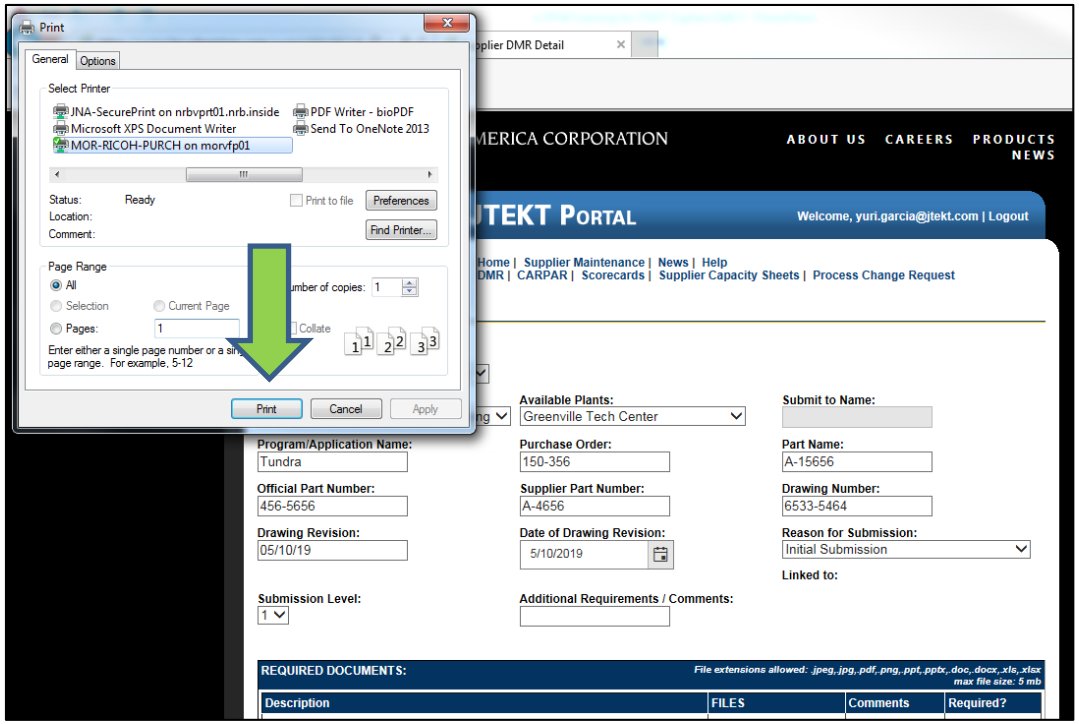
The status of the PPAP will be ***Status 1. PPAP Sent to Author.***



Please note that the Supplier can only view the PPAP, the Supplier cannot edit the PPAP as the PPAP has been sent to JTEKT for review.

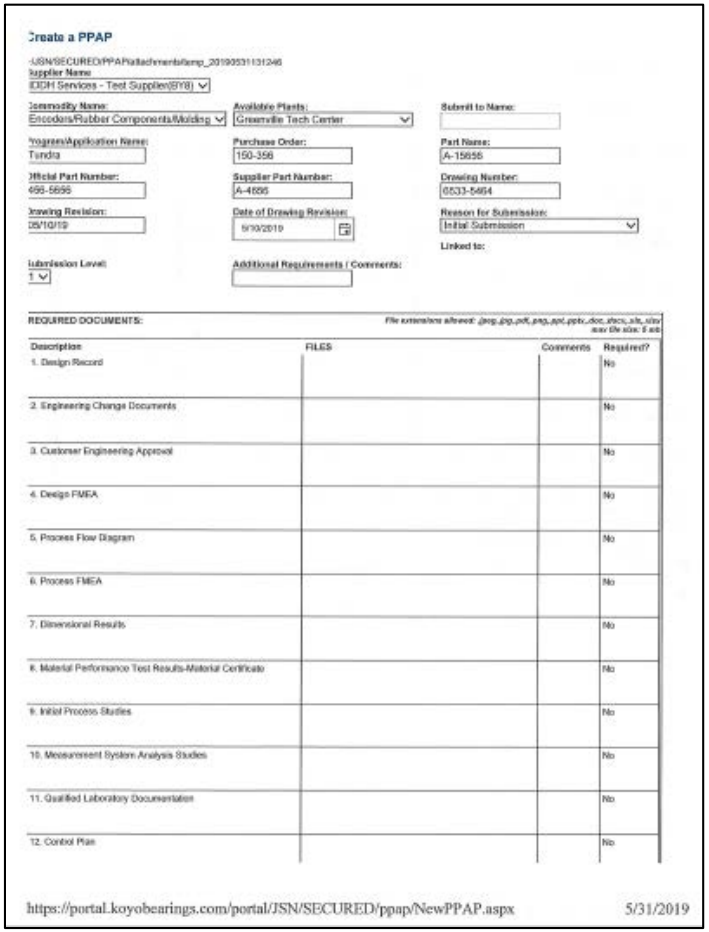
Submit a new PPAP to JTEKT

The Supplier can at any time print the PPAP, to print the PPAP, go to the Select All- PPAP List, select the PPAP to print and select Print.



Submit a new PPAP to JTEKT

The system will print the header of the PPAP and the list of all PPAP elements.



Create a PPAP

Supplier Name: IDDH Services - Test Supplier(8Y8)

Commodity Name: Encoders/Rubber Components/Molding

Available Plants: Greenville Tech Center

Submit to Name:

Programs/Application Name: Tundra

Purchase Order: 150-356

Part Name: A-15656

Official Part Number: 499-5695

Supplier Part Number: A-4695

Drawing Number: 0533-5464

Drawing Revision: 05/10/19

Date of Drawing Revision: 5/30/2019

Reason for Submission: Initial Submission

Linked to:

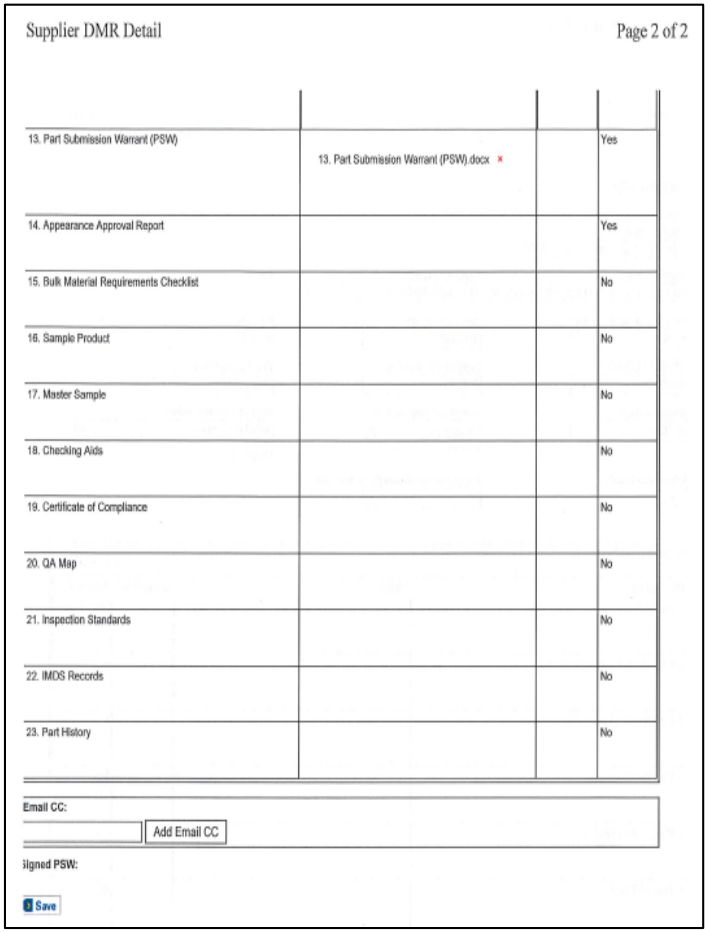
Submission Level: 1

Additional Requirements / Comments:

REQUIRED DOCUMENTS:

Description	FILES	Comments	Required?
1. Design Record			No
2. Engineering Change Documents			No
3. Customer Engineering Approval			No
4. Design FMEA			No
5. Process Flow Diagram			No
6. Process FMEA			No
7. Dimensional Results			No
8. Material Performance Test Results-Material Certificate			No
9. Initial Process Studies			No
10. Measurement System Analysis Studies			No
11. Qualified Laboratory Documentation			No
12. Control Plan			No

https://portal.koyobearings.com/portal/JSN/SECURED/ppap/NewPPAP.aspx 5/31/2019



Supplier DMR Detail Page 2 of 2

13. Part Submission Warrant (PSW)	13. Part Submission Warrant (PSW).docx		Yes
14. Appearance Approval Report			Yes
15. Bulk Material Requirements Checklist			No
16. Sample Product			No
17. Master Sample			No
18. Checking Aids			No
19. Certificate of Compliance			No
20. QA Map			No
21. Inspection Standards			No
22. IMDS Records			No
23. Part History			No

Email CC: Add Email CC

Signed PSW:

Save

Submit a new PPAP to JTEKT

The PPAP Manager at JTEKT will review everyone of the elements of the PPAP.

During the review, the PPAP Manager can stop the review and save the PPAP. When the PPAP Manager saves the PPAP, the status of the PPAP will be **Status 0. Saved for Author Editing**.

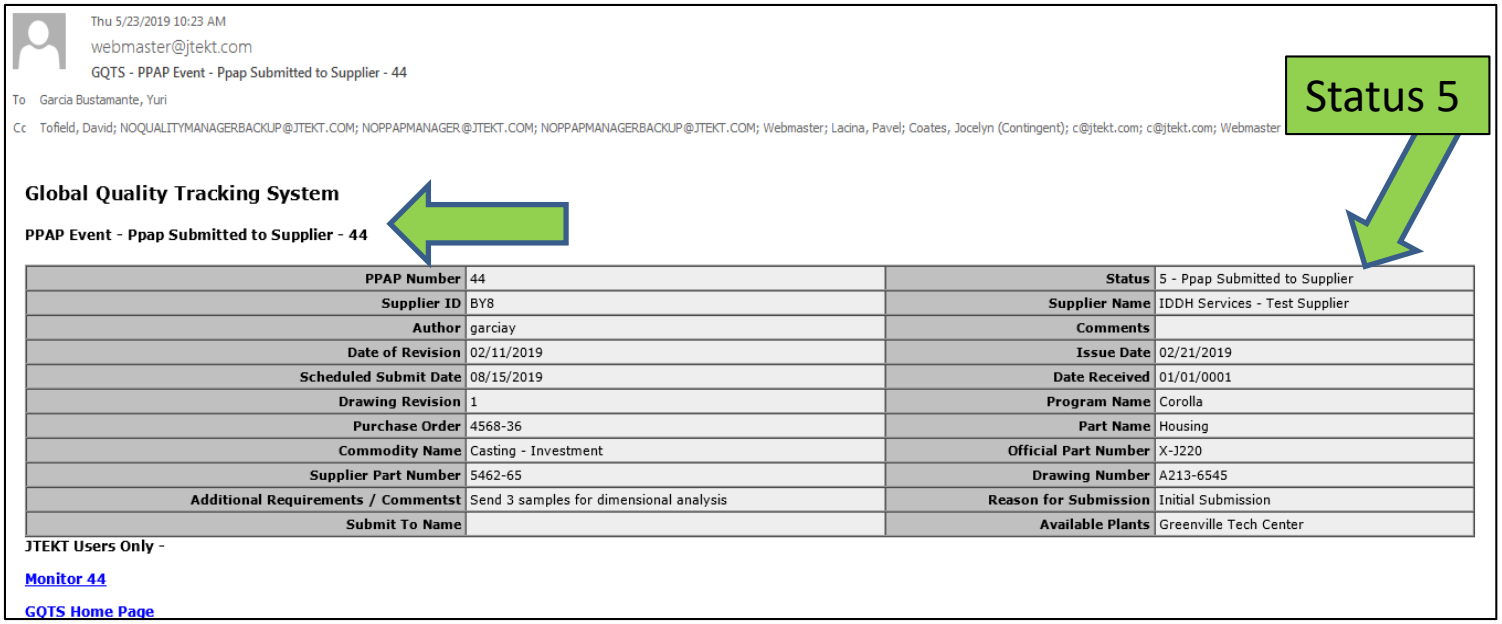
This action will be transparent to the Supplier.

Return to Index

New PPAP from JTEKT

When a new PPAP has been submitted by JTEKT to the Supplier, the Supplier and the defined contacts at JTEKT will receive an e-mail notification.

The status of the PPAP will be ***Status 5. PPAP Submitted to Supplier.***



Thu 5/23/2019 10:23 AM

webmaster@jtekt.com

GQTS - PPAP Event - Ppap Submitted to Supplier - 44

To Garcia Bustamante, Yuri

Cc Tofield, David; NOQUALITYMANAGERBACKUP@JTEKT.COM; NOPPAPMANAGER@JTEKT.COM; NOPPAPMANAGERBACKUP@JTEKT.COM; Webmaster; Lacina, Pavel; Coates, Jocelyn (Contingent); c@jtekt.com; c@jtekt.com; Webmaster

Status 5

Global Quality Tracking System

PPAP Event - Ppap Submitted to Supplier - 44

PPAP Number	44	**Status**	5 - Ppap Submitted to Supplier
Supplier ID	BY8	**Supplier Name**	IDDH Services - Test Supplier
Author	garciay	**Comments**	
Date of Revision	02/11/2019	**Issue Date**	02/21/2019
Scheduled Submit Date	08/15/2019	**Date Received**	01/01/0001
Drawing Revision	1	**Program Name**	Corolla
Purchase Order	4568-36	**Part Name**	Housing
Commodity Name	Casting - Investment	**Official Part Number**	X-J220
Supplier Part Number	5462-65	**Drawing Number**	A213-6545
Additional Requirements / Commentst	Send 3 samples for dimensional analysis	**Reason for Submission**	Initial Submission
Submit To Name		**Available Plants**	Greenville Tech Center

JTEKT Users Only -

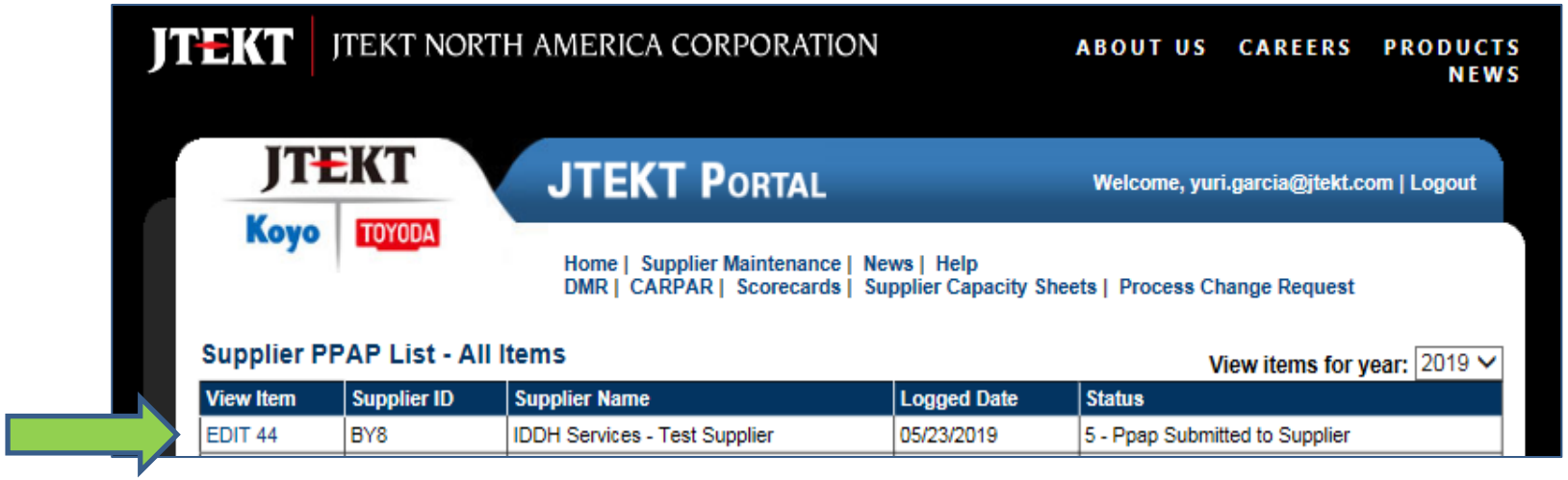
Monitor 44

GQTS Home Page

Return to Index

New PPAP from JTEKT

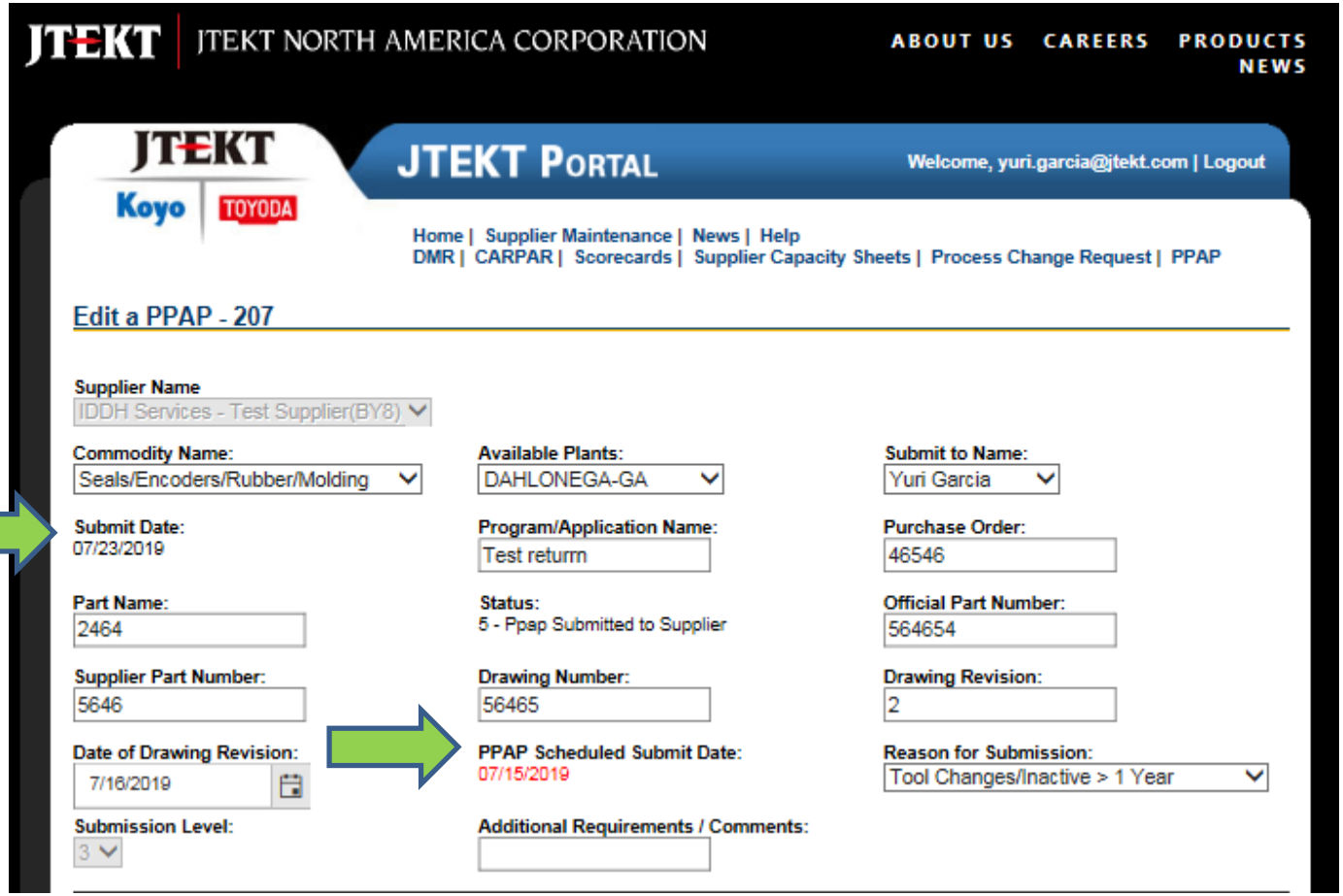
The Supplier will be able to see in JSN the new PPAP submitted by JTEKT. The Supplier can access the PPAP by selecting EDIT and the PPAP number.



Once the Supplier selects EDIT, the system will display the Edit a PPAP screen with the number of the selected PPAP. The status of the PPAP will be ***Status 5. PPAP Submitted to Supplier.***

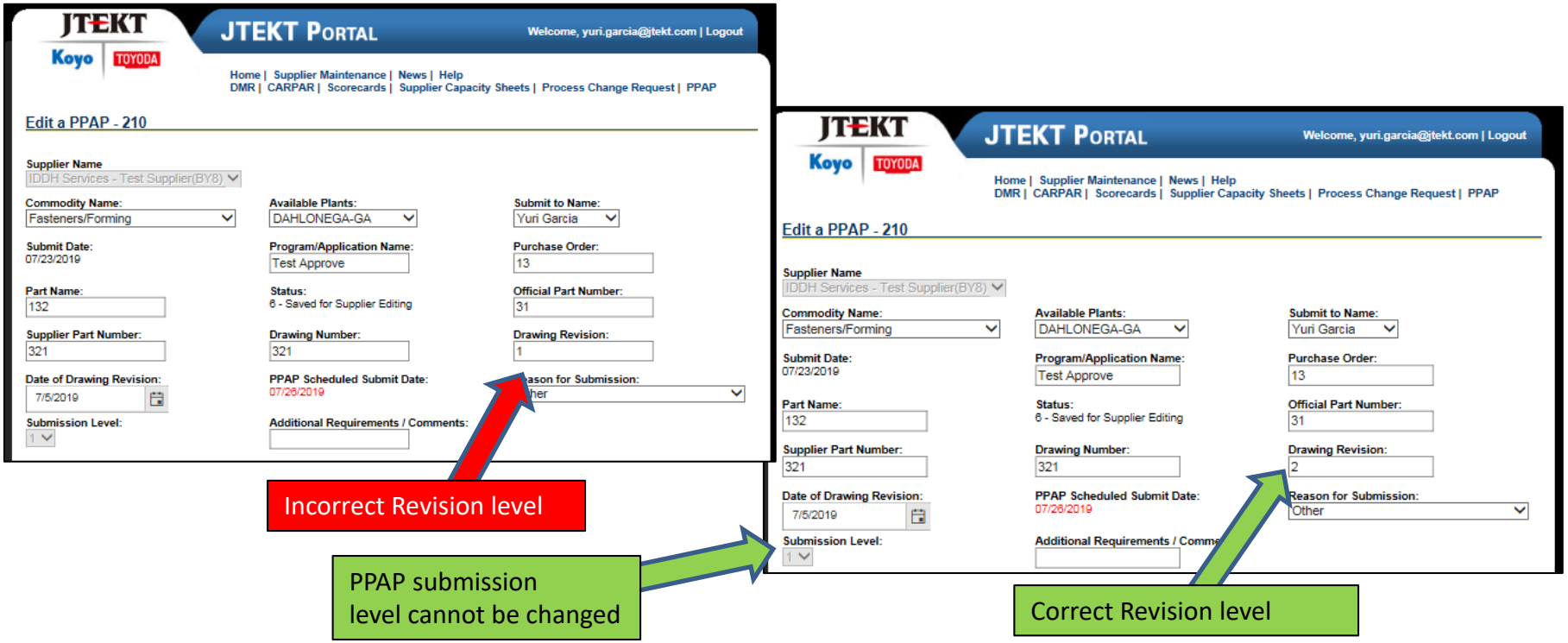
New PPAP from JTEKT

The system will display the header for the PPAP and will display the PPAP Scheduled Submit Date. The system will automatically update the Submit Date for the PPAP.



New PPAP from JTEKT

The Supplier must review the information on the PPAP header, if there is any information that is incorrect (ex. drawing revision level), the Supplier can make the necessary changes to each field and save it. The submission level of the PPAP cannot be changed by the Supplier.



New PPAP from JTEKT

The system will display the list of the PPAP elements that are required for the PPAP according to the selected submission level.

REQUIRED DOCUMENTS:

Description	FILES	Comments	Required?
1. Design Record	Add a File		No
2. Engineering Change Documents	Add a File		No
3. Customer Engineering Approval	Add a File		No
4. Design FMEA	Add a File		No
5. Process Flow Diagram	Add a File		No
6. Process FMEA	Add a File		No
7. Control Plan	Add a File		No
8. Measurement System Analysis Studies	Add a File		No
9. Dimensional Results	Add a File		No
10. Material Performance Test Results-Material Certificate	Add a File		No
11. Initial Process Studies	Add a File		No
12. Qualified Laboratory Documentation	Add a File		No
13. Appearance Approval Report	Add a File		No
14. Sample Product	Add a File		No
15. Master Sample	Add a File		No
16. Checking Aids	Add a File		No
17. Certificate of Compliance	Add a File		No
18. Part Submission Warrant (PSW)	Add a File		Yes
19. Bulk Material Requirements Checklist	Add a File		Retain at Supplier
20. QA Map	Add a File		Retain at Supplier
21. Inspection Standards	Add a File		Retain at Supplier
22. IMDS Records	Add a File		Retain at Supplier
23. Part History	Add a File		Retain at Supplier
24. Customer Specific Requirements	Add a File		No

New PPAP from JTEKT

A new element for the PPAP has been added. This new element is element 24. Customer Specific Requirements.

REQUIRED DOCUMENTS:

File extensions allowed: .jpeg,.jpg,.pdf,.png,.ppt,.pptx,.doc,.docx,.xls,.xlsx
max file size: 5 mb

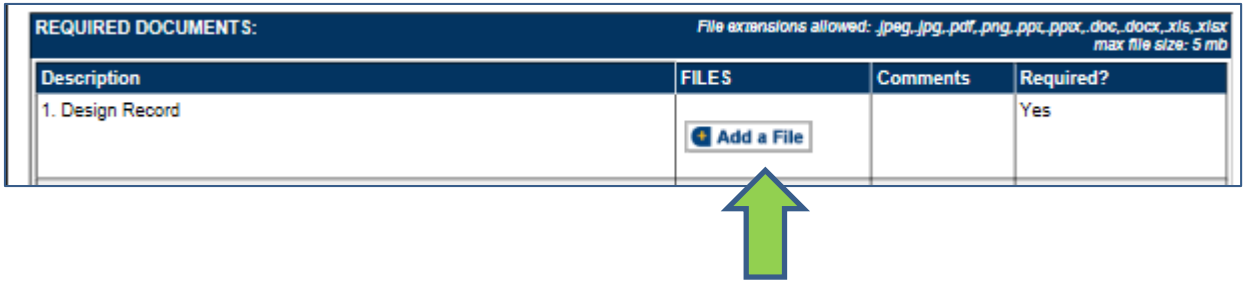
Description	FILES	Comments	Required?
24. Customer Specific Requirements	Add a File		No

By default and regardless of the required PPAP submission level, the system will have this element as Not Required.
If defined in the PPAP PO as Customer Specific Requirements, the supplier is required to upload the required documentation.
After uploading the documentation, the PPAP has to be submitted to JTEKT and the JTEKT PPAP Manager will have to change this element from Not Required to Required.
The supplier cannot make this change.

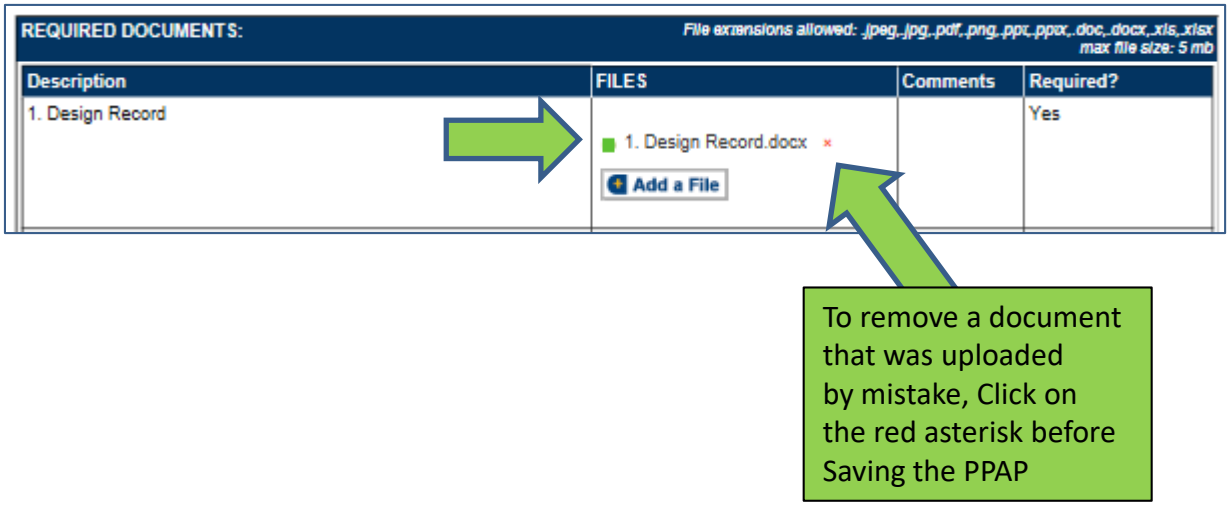
New PPAP from JTEKT

The Supplier must upload a file (or more) with the required information for each PPAP element.

To add the document the Supplier must select Add a File.



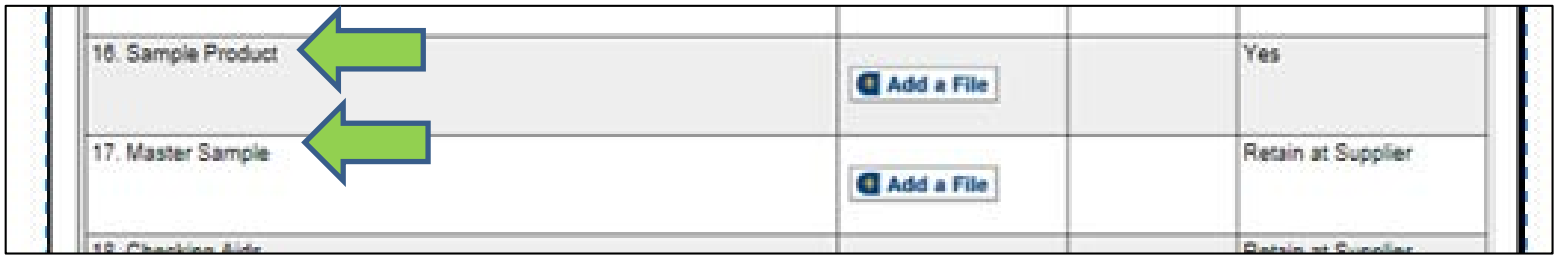
The Supplier will select the file and upload it into the system.



New PPAP from JTEKT

If required by JTEKT, the Supplier must:

- For the sample product, upload a file with the date when the PPAP samples are to be shipped to JTEKT.
- For the master sample, upload a file with the picture of the Sample Product
- Upload any other document required by JTEKT.

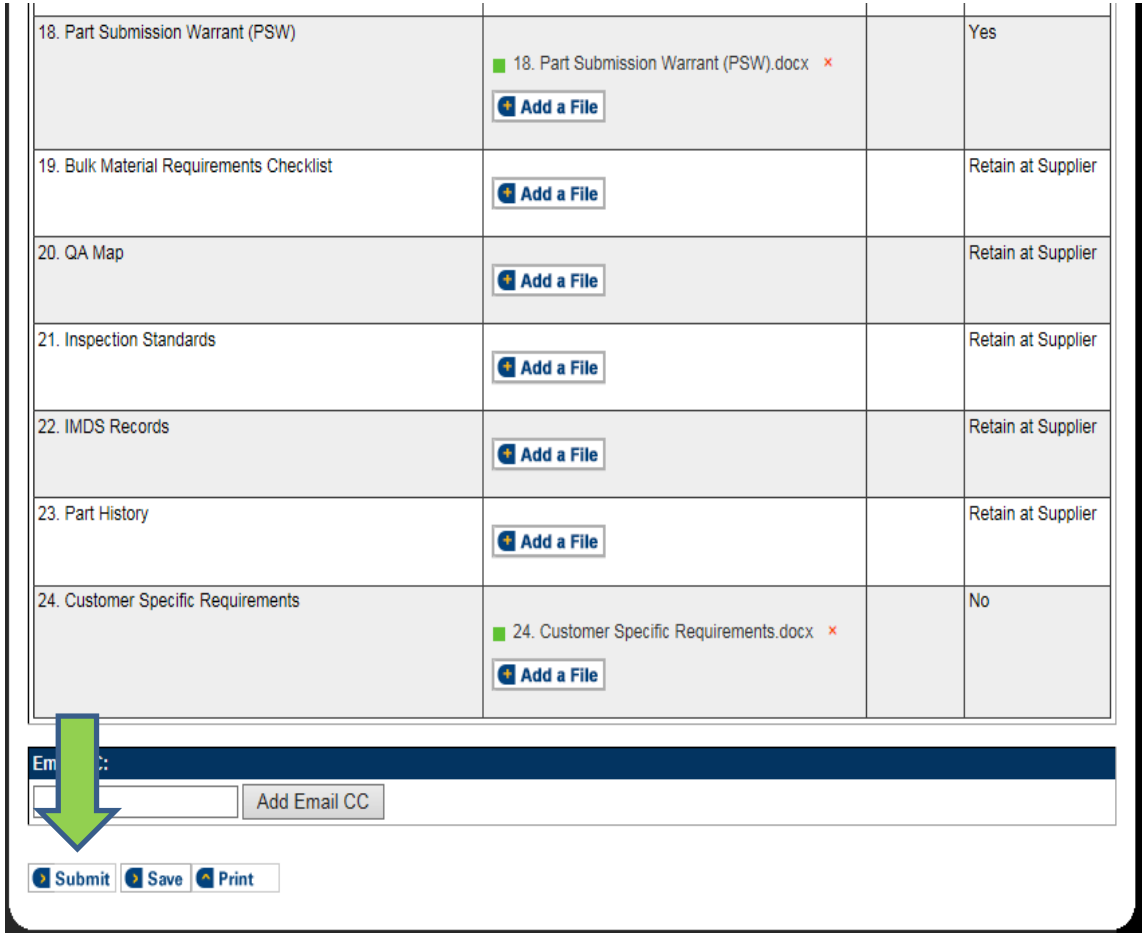


PPAP Samples must be identified according to the SQAM section 2.3.1 Sample Submissions.

New PPAP from JTEKT

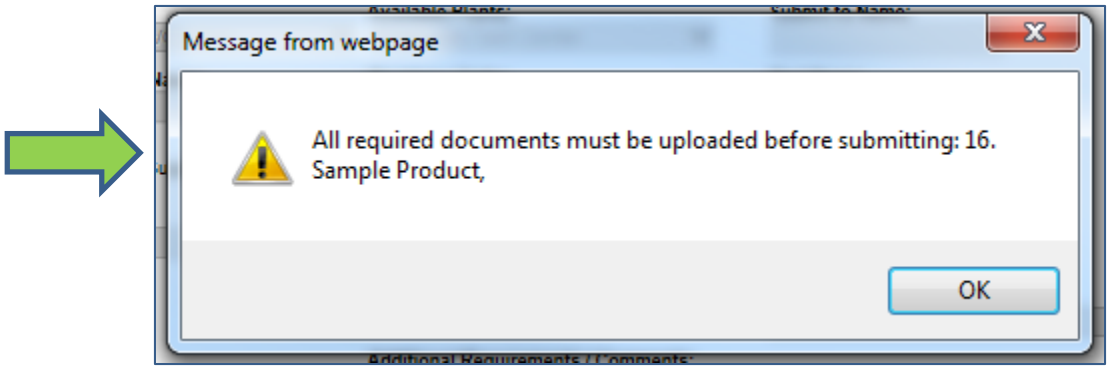
The Supplier can continue to upload all the required documents.

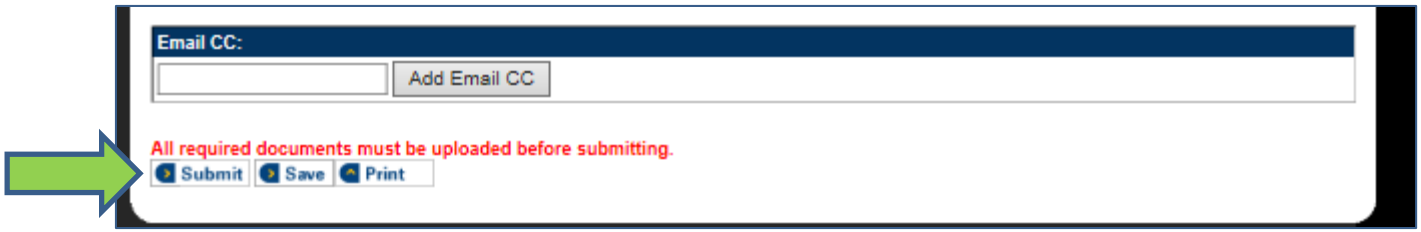
Once all documents are uploaded, the Supplier will select Submit to send the PPAP to JTEKT.



New PPAP from JTEKT

If one of the required documents is not uploaded, the system will send a message indicating what element is missing the required documentation.





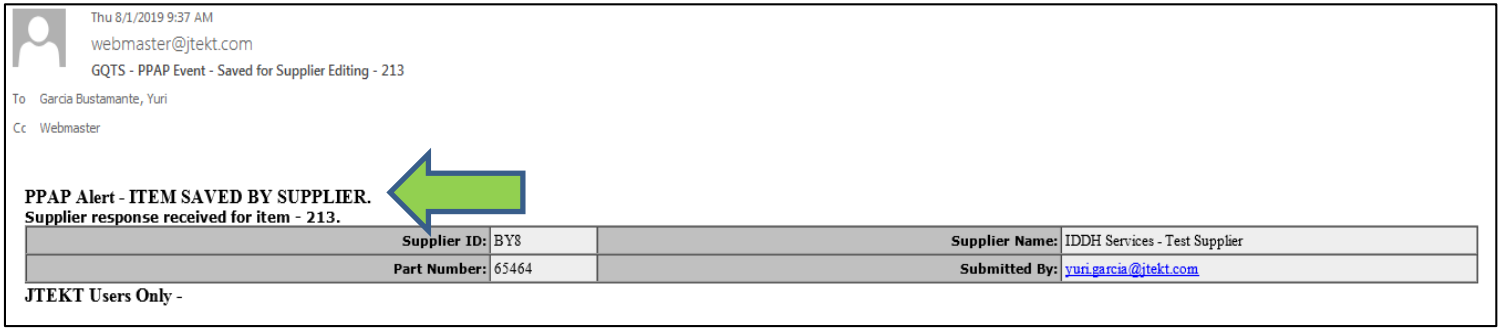
New PPAP from JTEKT

The Supplier can at any time save the PPAP, to save the PPAP select Save.

Once the PPAP is saved, the system will display the message below.

New PPAP from JTEKT

The system will send an e-mail to the Supplier indicating that the PPAP has been saved by the Supplier.



Thu 8/1/2019 9:37 AM
webmaster@jtekt.com
GQTS - PPAP Event - Saved for Supplier Editing - 213
To Garcia Bustamante, Yuri
Cc Webmaster

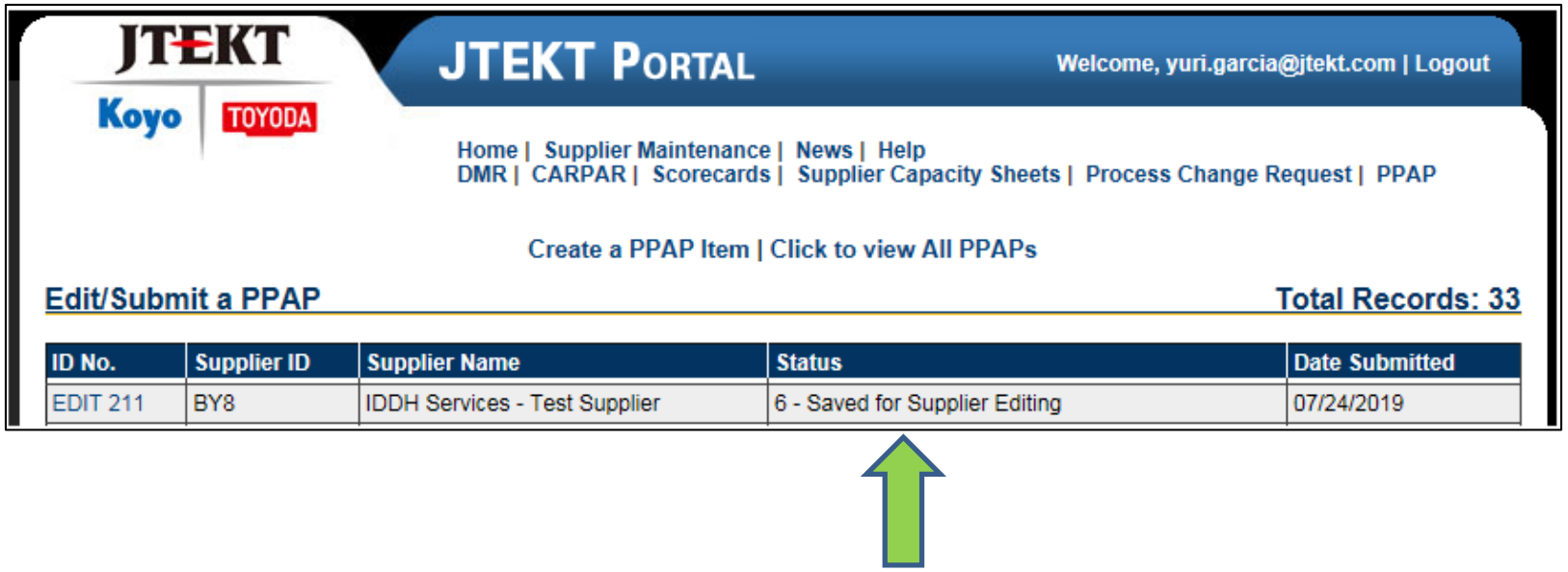
PPAP Alert - ITEM SAVED BY SUPPLIER.
Supplier response received for item - 213.

Supplier ID:	BY8	**Supplier Name:**	IDDH Services - Test Supplier
Part Number:	65464	**Submitted By:**	yuri.garcia@jtekt.com

JTEKT Users Only -

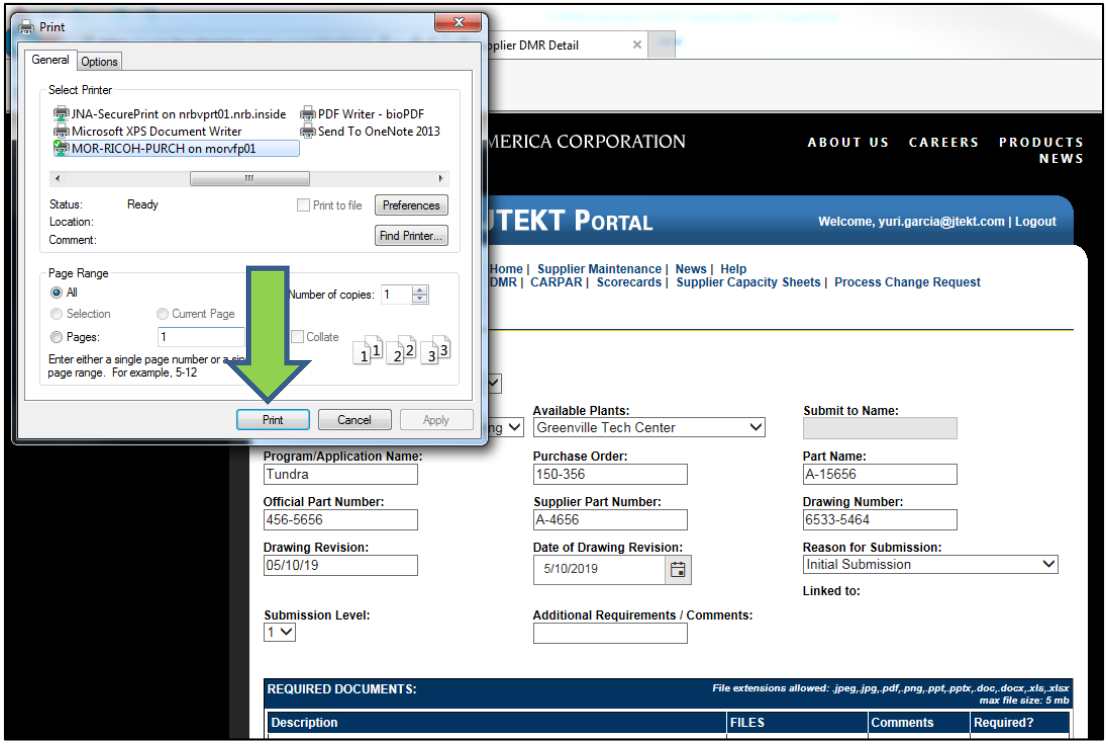
New PPAP from JTEKT

The JSN system will show the status of the PPAP as ***Status 6. PPAP saved for Supplier Editing.***



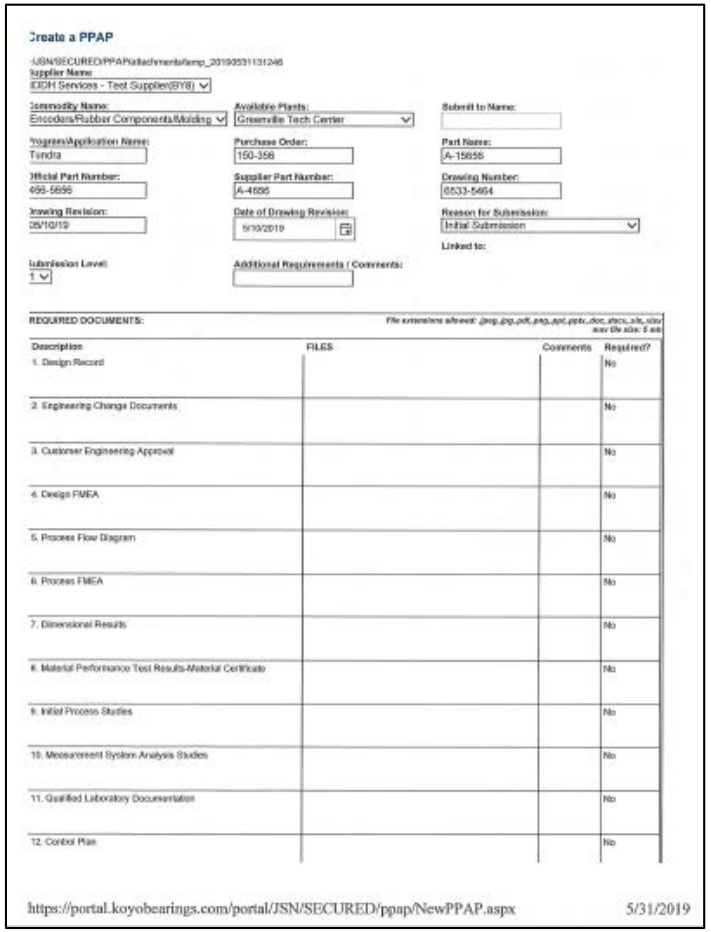
New PPAP from JTEKT

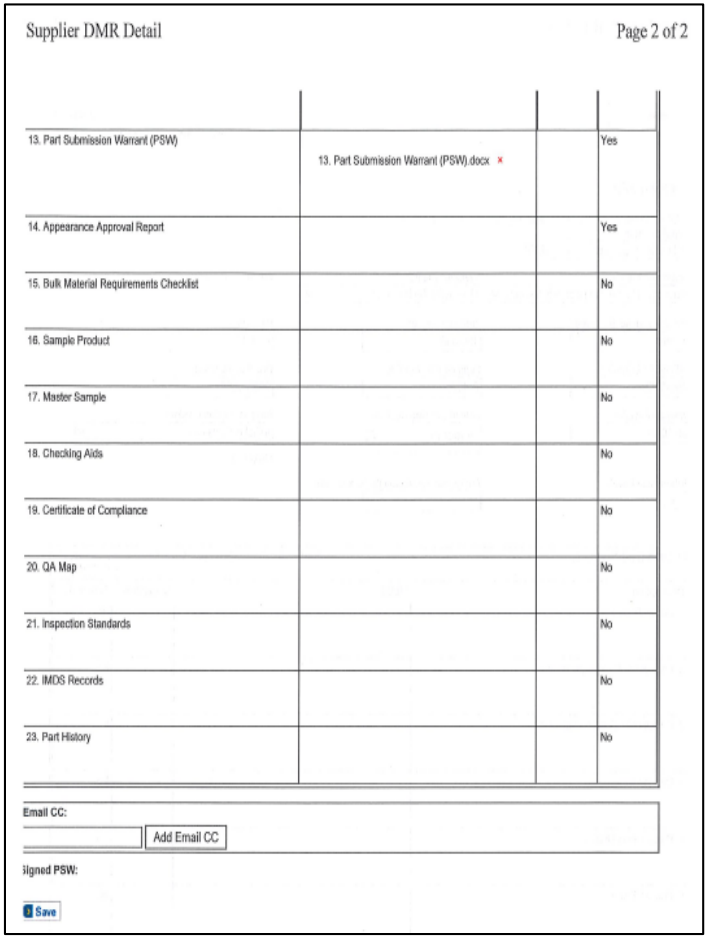
Before submitting the PPAP to JTEKT, the Supplier can at any time print the PPAP, to print the PPAP select Print.



New PPAP from JTEKT

The system will print the header of the PPAP and the list of all PPAP elements.

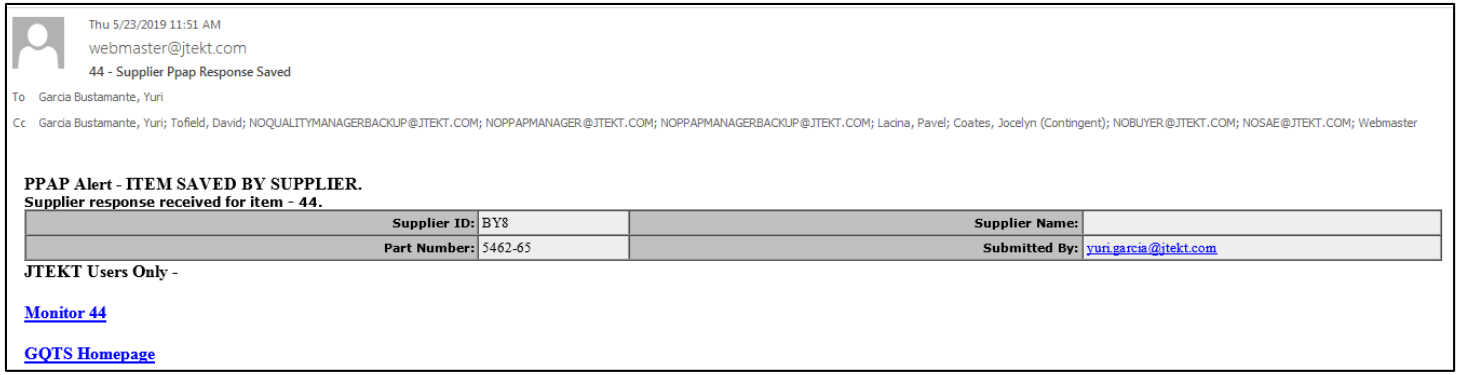




New PPAP from JTEKT

After submitting the PPA with the correct documentation, the system will display this message.

The system will send an e-mail to the Supplier and to the JTEKT personnel for the review of the PPAP.



Thu 5/23/2019 11:51 AM
webmaster@jtekt.com
44 - Supplier Ppap Response Saved

To Garcia Bustamante, Yuri

Cc Garcia Bustamante, Yuri; Tofield, David; NOQUALITYMANAGERBACKUP@JTEKT.COM; NOPPAPMANAGER@JTEKT.COM; NOPPAPMANAGERBACKUP@JTEKT.COM; Lacina, Pavel; Coates, Jocelyn (Contingent); NOBUYER@JTEKT.COM; NOSAE@JTEKT.COM; Webmaster

PPAP Alert - ITEM SAVED BY SUPPLIER.
Supplier response received for item - 44.

Supplier ID:	BY8	**Supplier Name:**	
Part Number:	5462-65	**Submitted By:**	yuri.garcia@jtekt.com

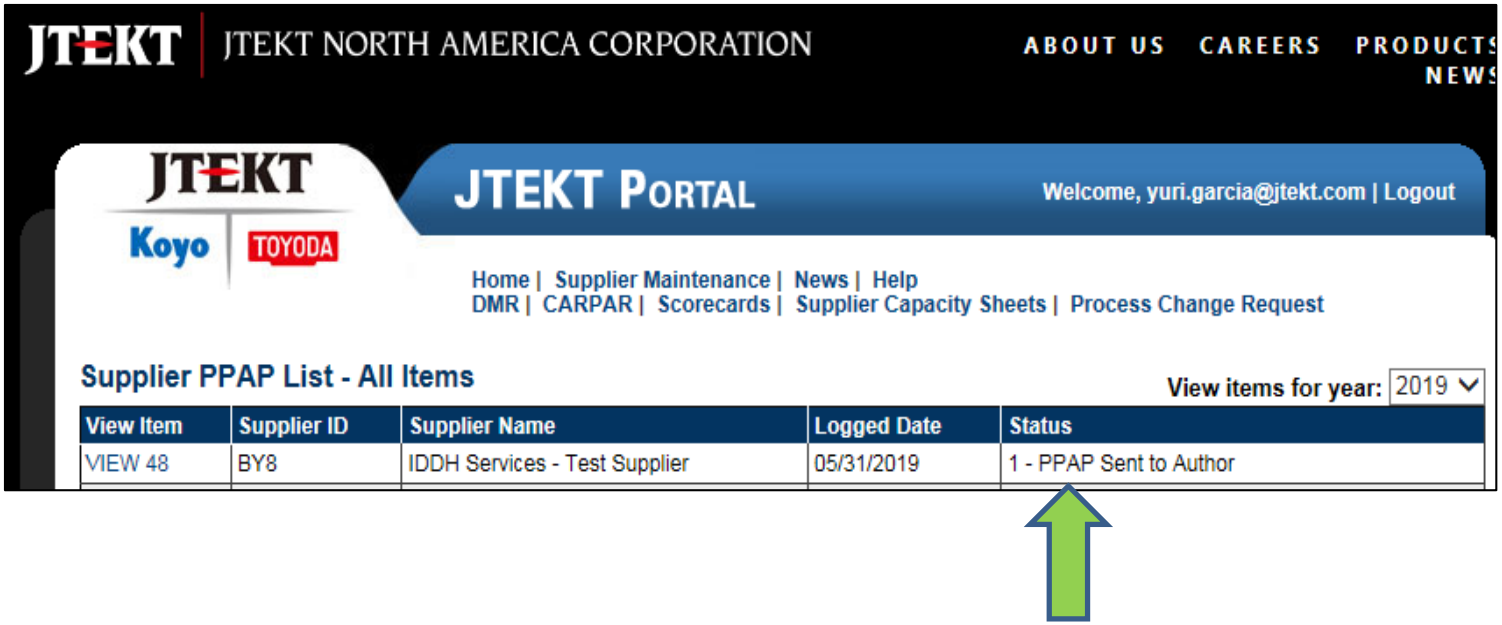
JTEKT Users Only -

Monitor 44

GQTS Homepage

New PPAP from JTEKT

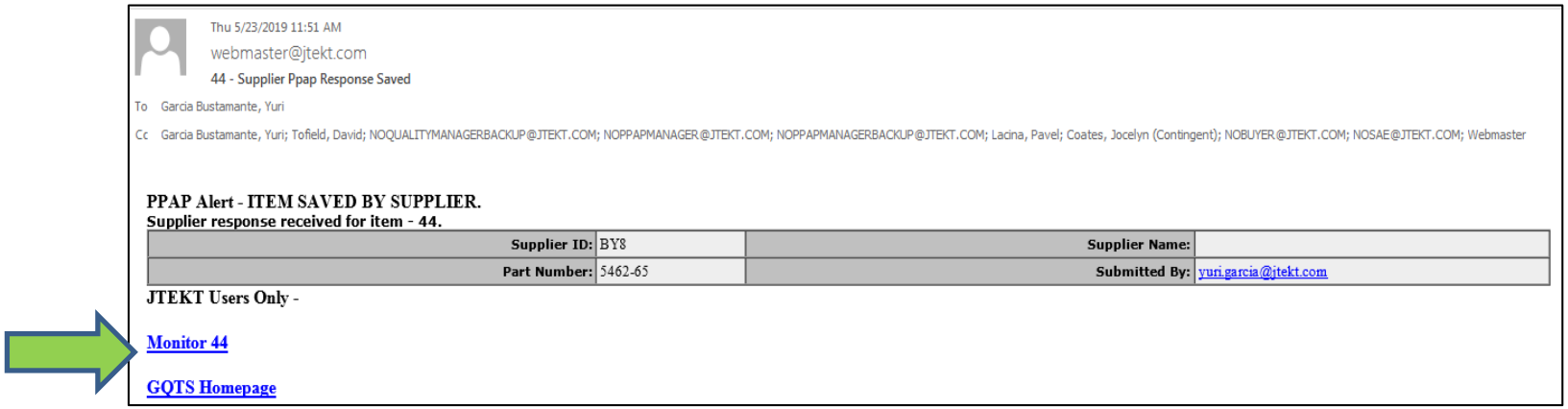
The status of the PPAP in JSN will be ***Status 1. PPAP Sent to Author.***



Review of PPAP by JTEKT

Once the Supplier submits a PPAP to JTEKT, the system will send an e-mail to the author, the Plant PPAP Manager (or backup person), the defined JTEKT group and the selected Supplier contact. The e-mail will allow the JTEKT personnel to access the PPAP information using GQTS.

JTEKT personnel can select the Monitor section in the e-mail and the system will display the PPAP information in GQTS.



Thu 5/23/2019 11:51 AM
webmaster@jtekt.com
44 - Supplier Ppap Response Saved
To Garcia Bustamante, Yuri
Cc Garcia Bustamante, Yuri; Tofield, David; NOQUALITYMANAGERBACKUP@JTEKT.COM; NOPPAPMANAGER@JTEKT.COM; NOPPAPMANAGERBACKUP@JTEKT.COM; Lacina, Pavel; Coates, Jocelyn (Contingent); NOBUYER@JTEKT.COM; NOSAE@JTEKT.COM; Webmaster

PPAP Alert - ITEM SAVED BY SUPPLIER.
Supplier response received for item - 44.

Supplier ID:	BY8	**Supplier Name:**	
Part Number:	5462-65	**Submitted By:**	yuri.garcia@jtekt.com

JTEKT Users Only -

Monitor 44

GQTS Homepage

Return to Index

Review of PPAP by JTEKT

The person responsible of reviewing the PPAP at JTEKT is the PPAP Manager (Quality Manager, PPAP Manager, Supplier Quality Engineer) or backup person.

The PPAP Manager will work in GQTS and will review the PPAP. After the review, the PPAP could have the following dispositions:

- Status 2. PPAP Sent or Returned to Supplier
- Status 3. PPAP Conditionally Approved
- Status 4. PPAP Rejected
- Status 10. PPAP Closed (Approved)
- Status 11. PPAP Deleted.

PPAP Returned

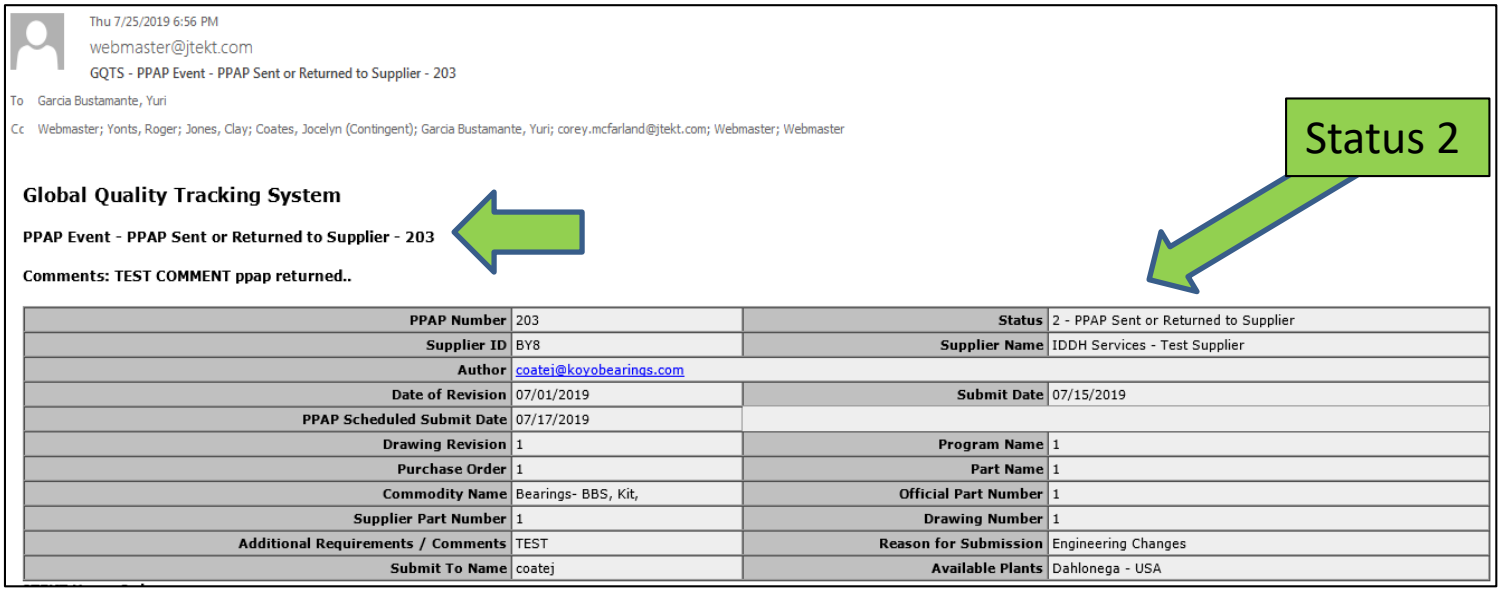
If during the review of the PPAP by the JTEKT PPAP Manger there is a problem with one (or more) of the elements, but this problem can be fixed by the Supplier and does not require for the PPAP to be rejected or conditionally approved.

The Plant PPAP Manager (or backup person) can return the PPAP to the Supplier and add a comment section on the rejected element with very specific reason why the PPAP has been returned, this way the Supplier will know what to correct.

When the PPAP is returned to the Supplier to correct it, the PPAP will be at ***Status 2. PPAP Sent or Returned to Supplier.***

PPAP Returned

When the PPAP has been returned to the Supplier by the JTEKT PPAP Manager, the system will send to the Plant PPAP Manager (or backup person), the defined JTEKT group and the Supplier an e-mail as notification that the PPAP has been returned to the Supplier.



Thu 7/25/2019 6:56 PM
webmaster@jtekt.com
GQTS - PPAP Event - PPAP Sent or Returned to Supplier - 203

To Garcia Bustamante, Yuri

Cc Webmaster; Yonts, Roger; Jones, Clay; Coates, Jocelyn (Contingent); Garcia Bustamante, Yuri; corey.mcfarland@jtekt.com; Webmaster; Webmaster

Status 2

Global Quality Tracking System

PPAP Event - PPAP Sent or Returned to Supplier - 203

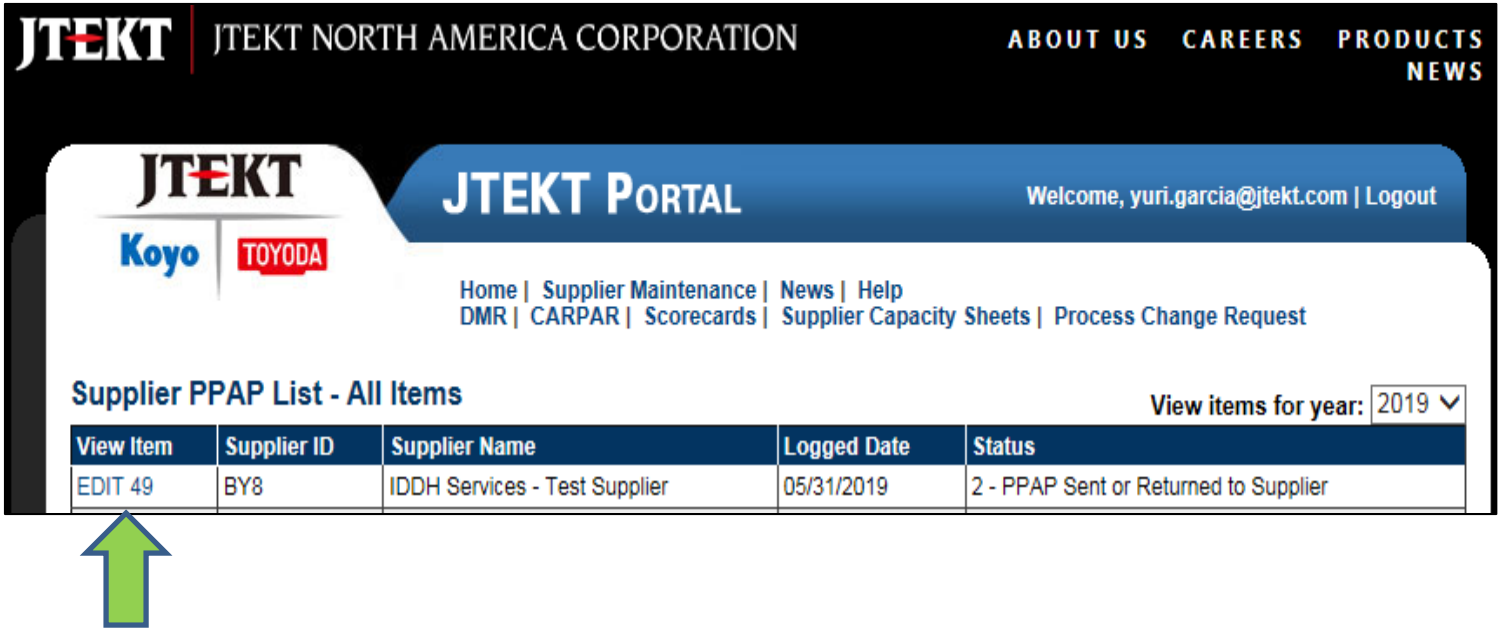
Comments: TEST COMMENT ppap returned..

PPAP Number	203	**Status**	2 - PPAP Sent or Returned to Supplier
Supplier ID	BY8	**Supplier Name**	IDDH Services - Test Supplier
Author	coatej@koyobearings.com		
Date of Revision	07/01/2019	**Submit Date**	07/15/2019
PPAP Scheduled Submit Date	07/17/2019		
Drawing Revision	1	**Program Name**	1
Purchase Order	1	**Part Name**	1
Commodity Name	Bearings- BBS, Kit,	**Official Part Number**	1
Supplier Part Number	1	**Drawing Number**	1
Additional Requirements / Comments	TEST	**Reason for Submission**	Engineering Changes
Submit To Name	coatej	**Available Plants**	Dahlonega - USA

PPAP Returned

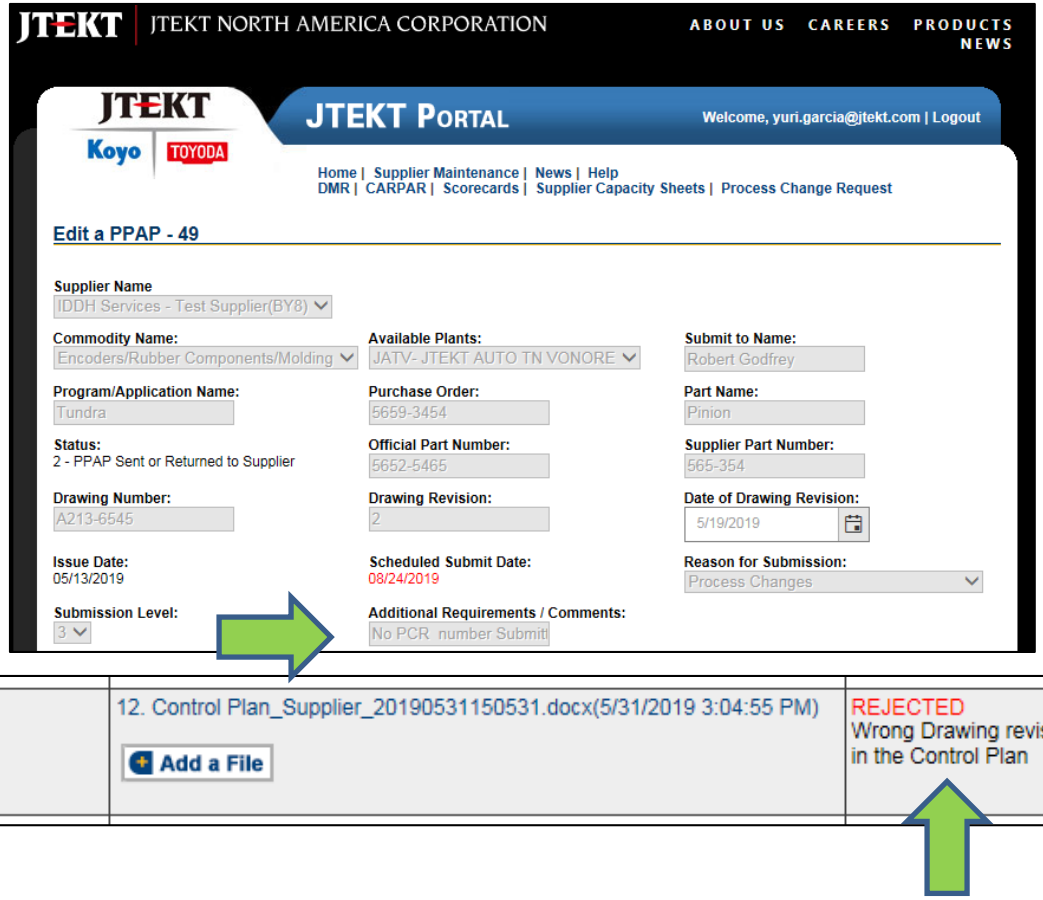
The returned PPAP will show in the JTEKT Portal in the Supplier PPAP List as ***Status 2. PPAP Sent or Returned to Supplier.***

To access the returned PPAP, the Supplier must select EDIT and the number of the returned PPAP.



PPAP Returned

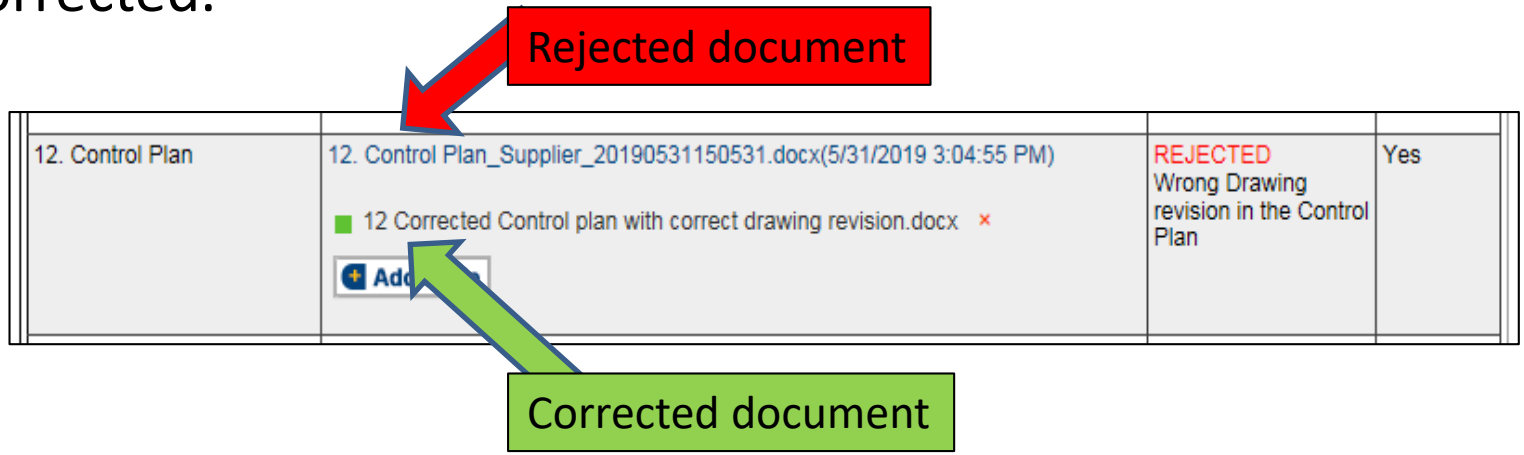
The system will display the Edit a PPAP screen, the Supplier must review the comments in the rejected element(s) of the PPAP, correct the problem and upload the corrected document.



PPAP Returned

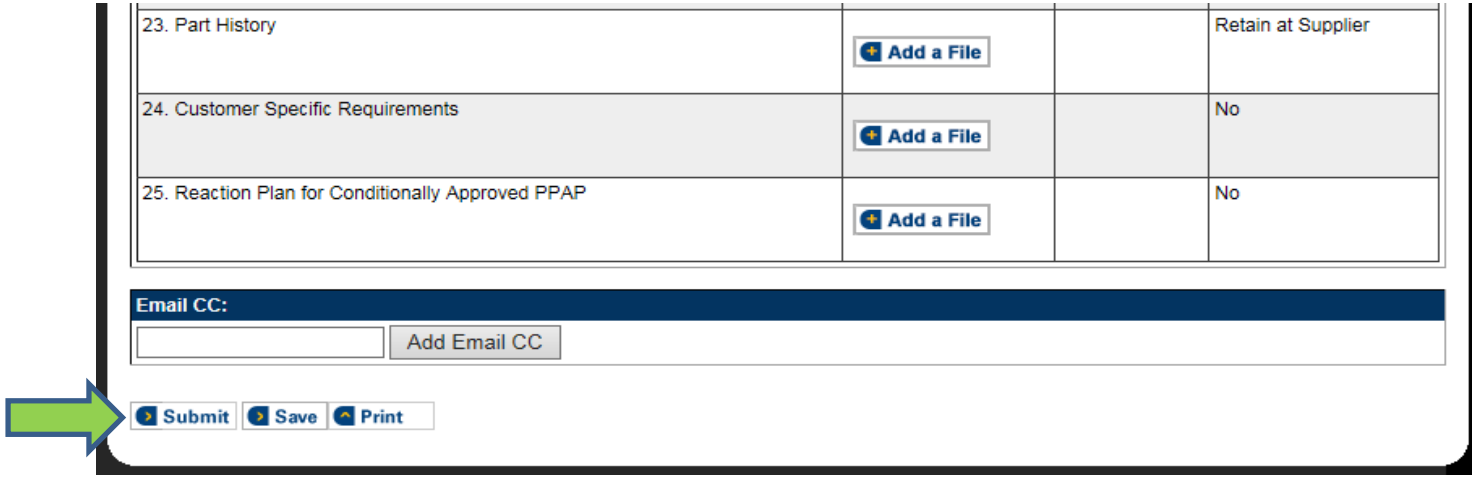
The Supplier will not be able to delete the original document that was uploaded.

The Supplier will have to upload the corrected documentation with a different name and state that the document has been corrected.



PPAP Returned

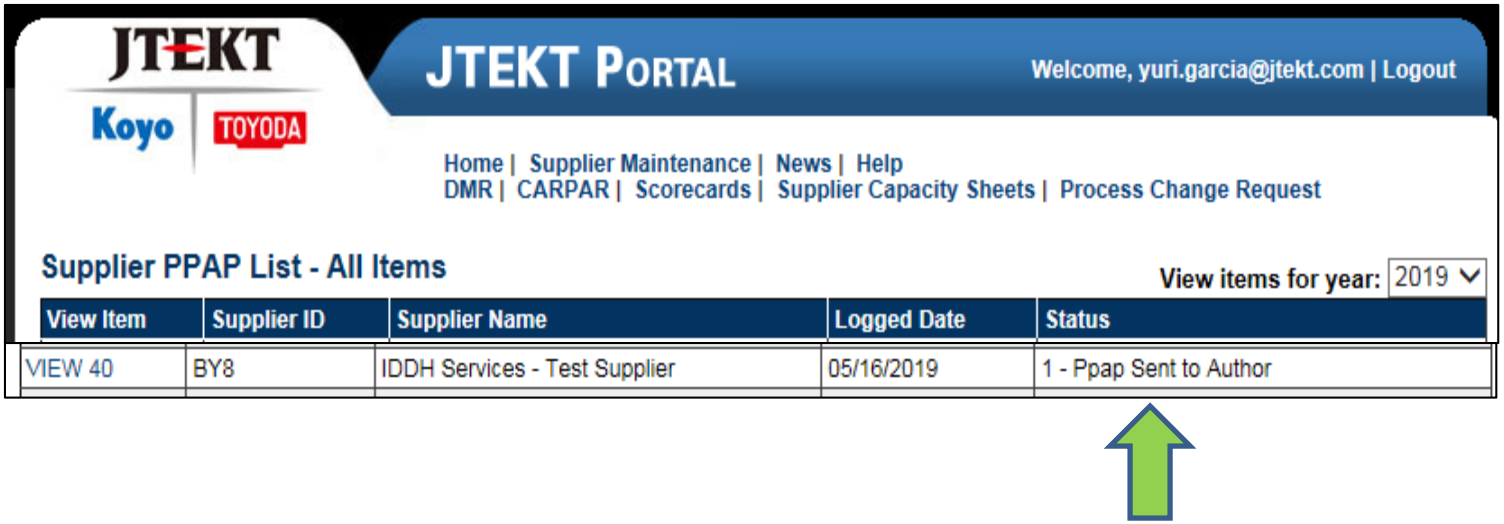
Once the Supplier has uploaded the correct documentation, the Supplier can submit the PPAP back to JTEKT.



The JTEKT PPAP Manager will receive an e-mail to notify that the PPAP has been submitted for review.

PPAP Returned

Once the Supplier submits the PPAP, the status of the PPAP will be ***Status 1. PPAP Sent to the Author.***

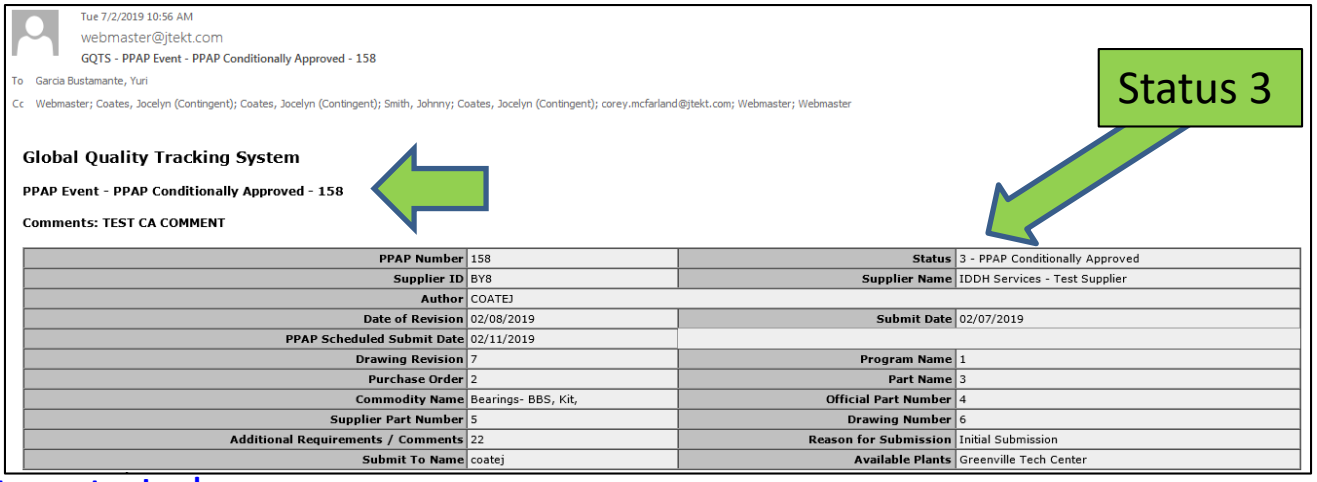


PPAP Conditionally Approved

There may be cases when JTEKT provides a Conditionally Approved PPAP to a Supplier. If there is a problem with any of the PPAP elements, with the PPAP header data, or If JTEKT needs some internal document and a Full PPAP approval is not possible, the PPAP could be Conditionally Approved.

When the PPAP is Conditionally Approved, the status of the PPAP will be ***Status 3. Conditionally Approved.***

The system will send an e-mail notification to the PPAP Manager (or backup person), to the JTEKT group and the Supplier.



Tue 7/2/2019 10:56 AM
webmaster@jtekt.com
GQTS - PPAP Event - PPAP Conditionally Approved - 158
To Garcia Bustamante, Yuri
Cc Webmaster; Coates, Jocelyn (Contingent); Coates, Jocelyn (Contingent); Smith, Johnny; Coates, Jocelyn (Contingent); corey.mcfarland@jtekt.com; Webmaster; Webmaster

Status 3

Global Quality Tracking System

PPAP Event - PPAP Conditionally Approved - 158

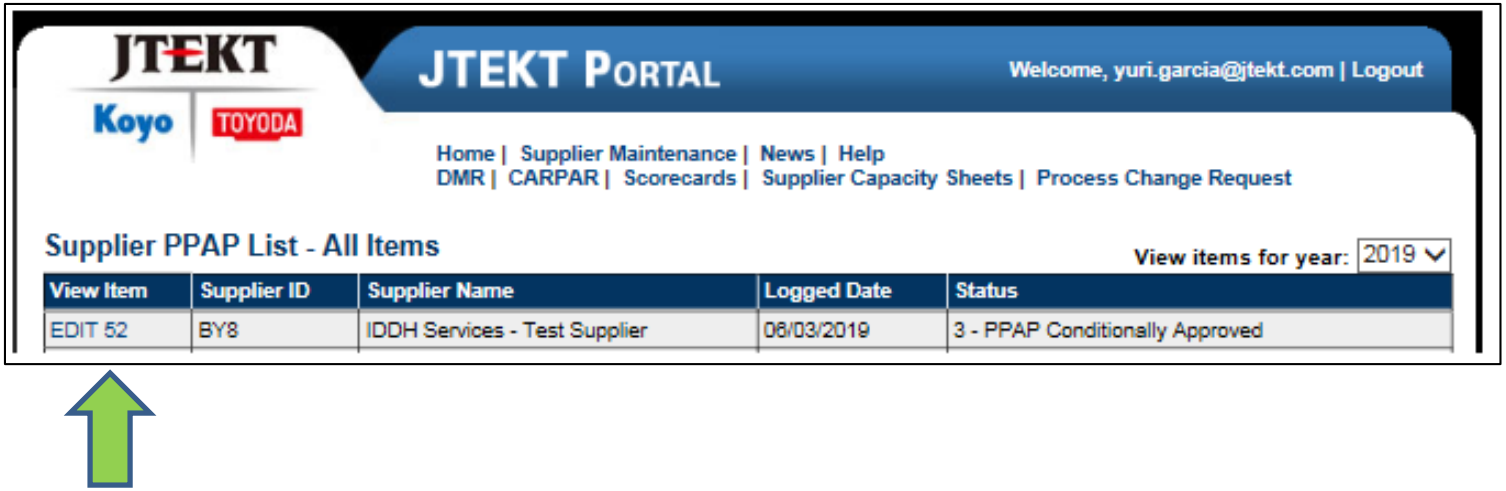
Comments: TEST CA COMMENT

PPAP Number	158	**Status**	3 - PPAP Conditionally Approved
Supplier ID	BY8	**Supplier Name**	IDDH Services - Test Supplier
Author	COATEJ		
Date of Revision	02/08/2019	**Submit Date**	02/07/2019
PPAP Scheduled Submit Date	02/11/2019		
Drawing Revision	7	**Program Name**	1
Purchase Order	2	**Part Name**	3
Commodity Name	Bearings- BBS, Kit,	**Official Part Number**	4
Supplier Part Number	5	**Drawing Number**	6
Additional Requirements / Comments	22	**Reason for Submission**	Initial Submission
Submit To Name	coatej	**Available Plants**	Greenville Tech Center

Return to Index

PPAP Conditionally Approved

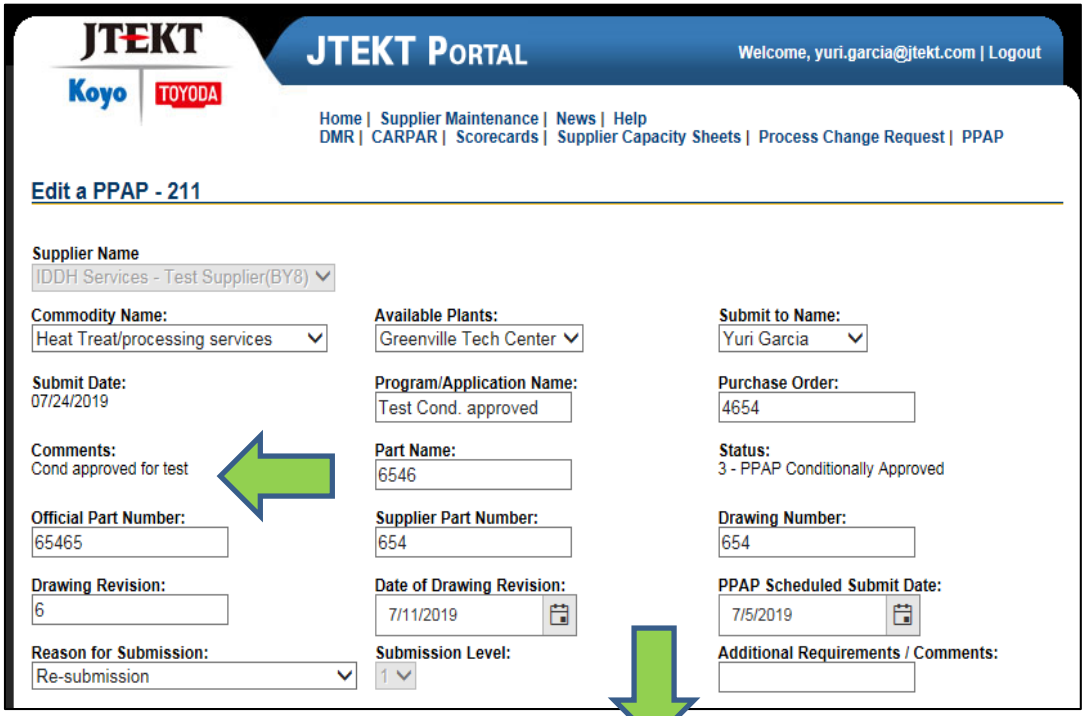
To access to the Conditionally Approved PPAP, the Supplier will be able to see the status of the PPAP in the JTEKT Portal in the Supplier PPAP List.
The Supplier has to select EDIT (with the number of the Conditionally Approved PPAP).



PPAP Conditionally Approved

The system will display the Edit a PPAP screen, the Supplier must review the comments in the rejected element(s) of the PPAP, correct the problem and upload the corrected document.

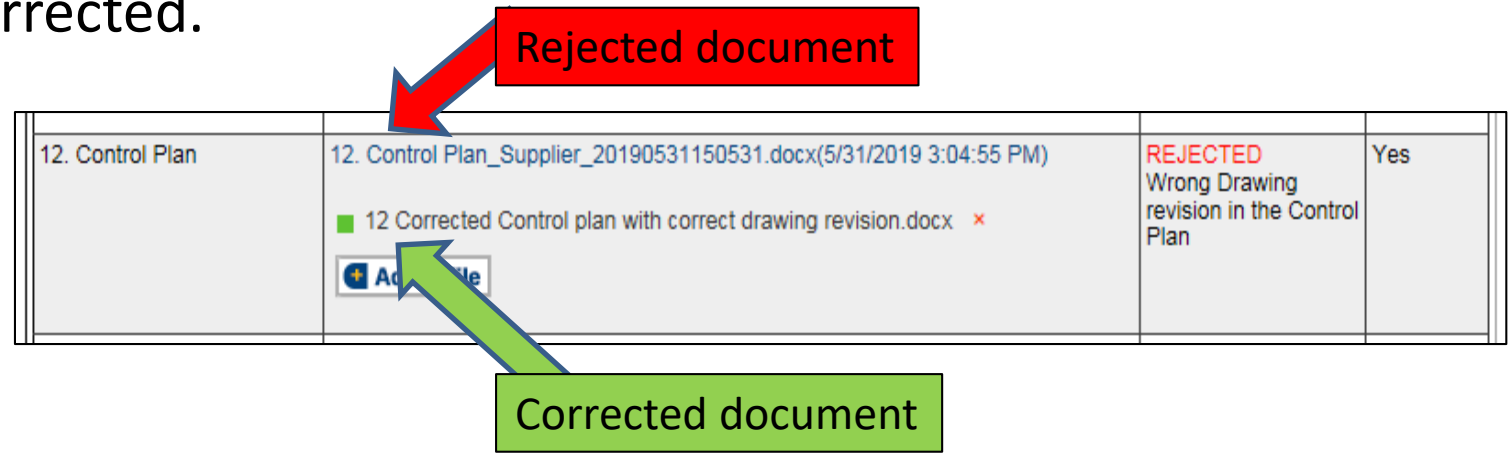
The rejected element will have a comment with the reason for the reject or the PPAP header will have a comment.



12. Control Plan	12. Control Plan_Supplier_20190531150531.docx(5/31/2019 3:04:55 PM) Add a File	REJECTED Wrong Drawing revision in the Control Plan	Yes

PPAP Conditionally Approved

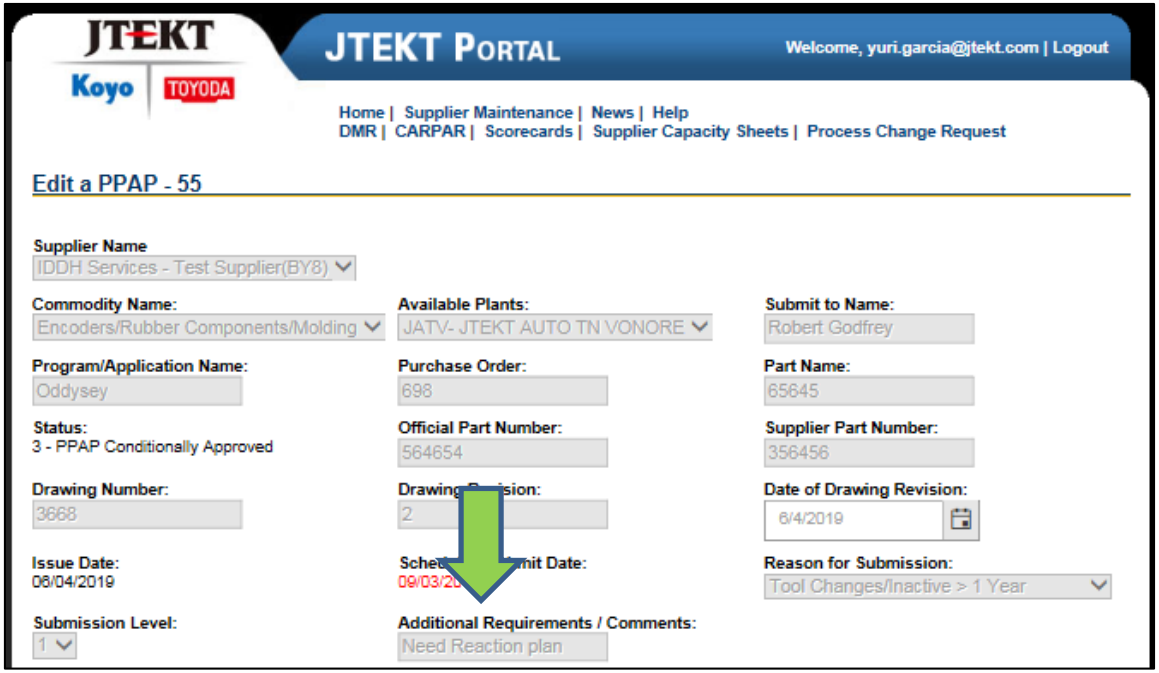
The Supplier will not be able to delete the original document that was uploaded.
The Supplier will have to upload the corrected documentation with a different name and stating that the document has been corrected.



PPAP Conditionally Approved

The JTEKT PPAP Manager may request the Supplier to submit a reaction plan to conditionally approve the PPAP.

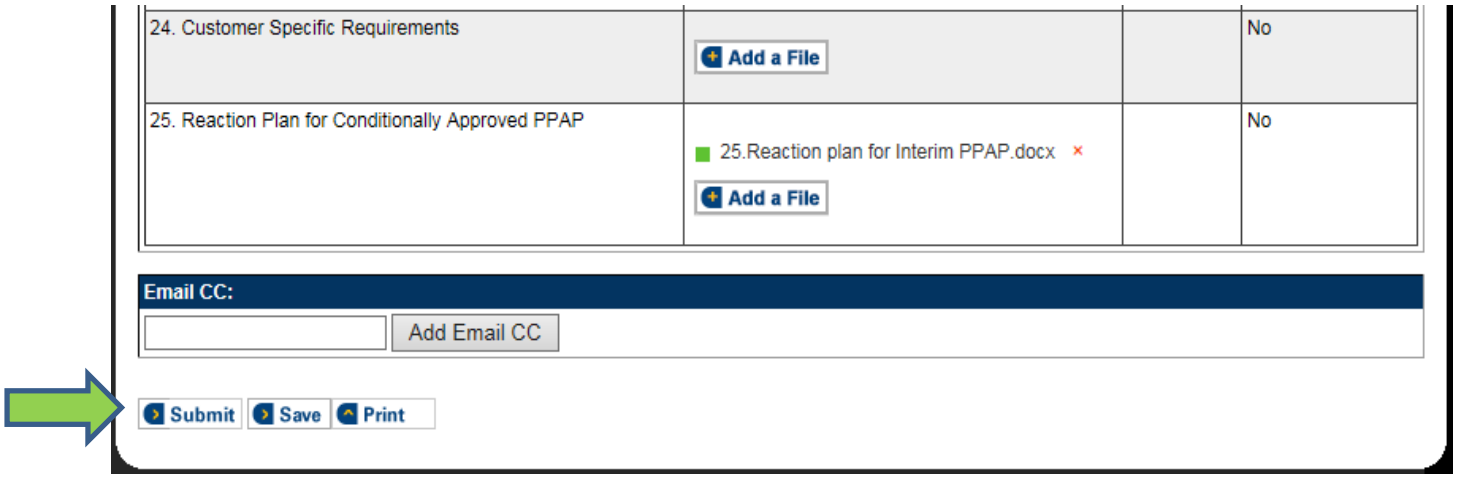
Also the JTEKT PPAP Manager could make a comment in the PPAP header stating that a reaction plan is needed.



PPAP Conditionally Approved

The Supplier has to upload the corrected documentation and the reaction plan (if required).

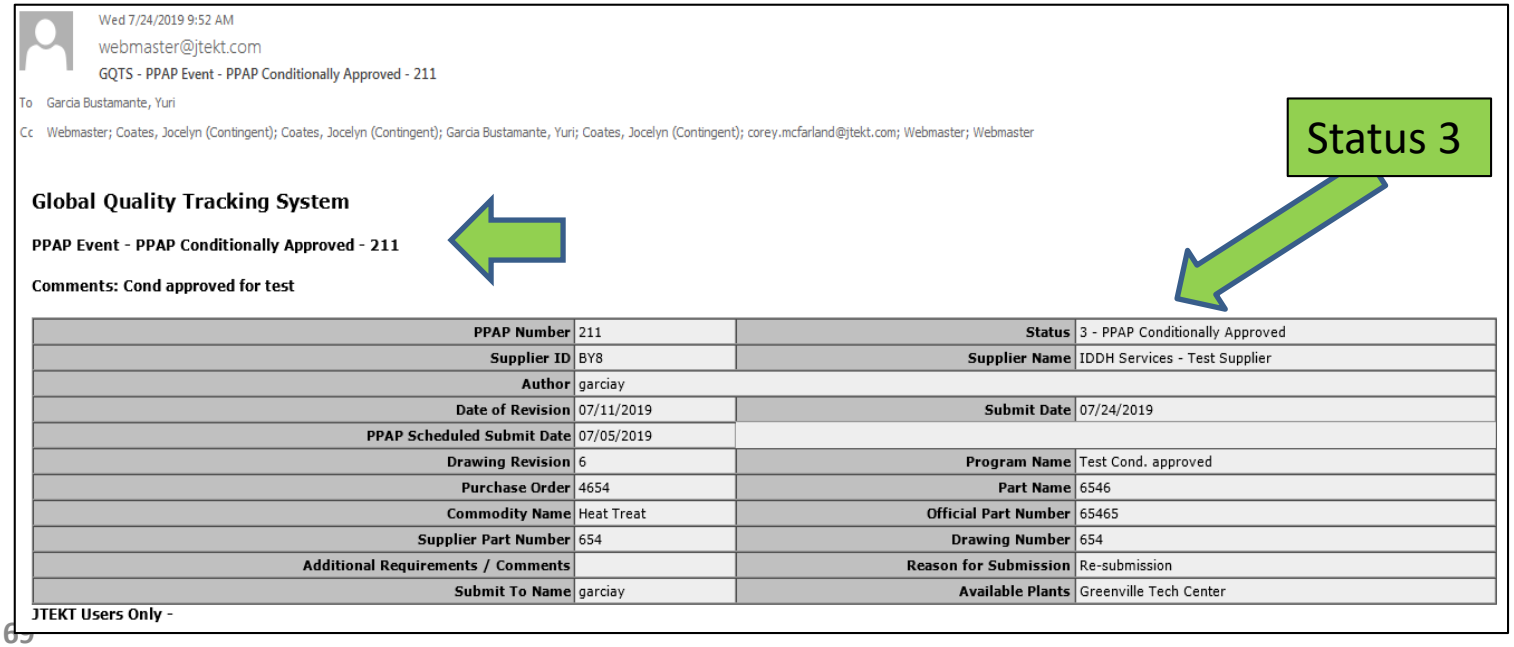
Once the Supplier has uploaded the correct documentation and the reaction plan (if required), the Supplier can Submit the PPAP back to JTEKT for review.



The JTEKT PPAP Manager will receive an e-mail to notify that the PPAP has been submitted for Review.

PPAP Conditionally Approved

The JTEKT PPAP Manager will review the corrected documentation and the reaction plan (if required). If the PPAP Manager agrees, the PPAP Manager will conditionally approve the PPAP, sign and attach the PSW and send the Conditionally approved PPAP to the Supplier or can Reject or Approve the PPAP. The Supplier will receive an e-mail as a notification that the PPAP has been conditionally approved.



Wed 7/24/2019 9:52 AM
webmaster@jtekt.com
GQTS - PPAP Event - PPAP Conditionally Approved - 211

To Garcia Bustamante, Yuri

Cc Webmaster; Coates, Jocelyn (Contingent); Coates, Jocelyn (Contingent); Garcia Bustamante, Yuri; Coates, Jocelyn (Contingent); corey.mcfarland@jtekt.com; Webmaster; Webmaster

Status 3

Global Quality Tracking System

PPAP Event - PPAP Conditionally Approved - 211

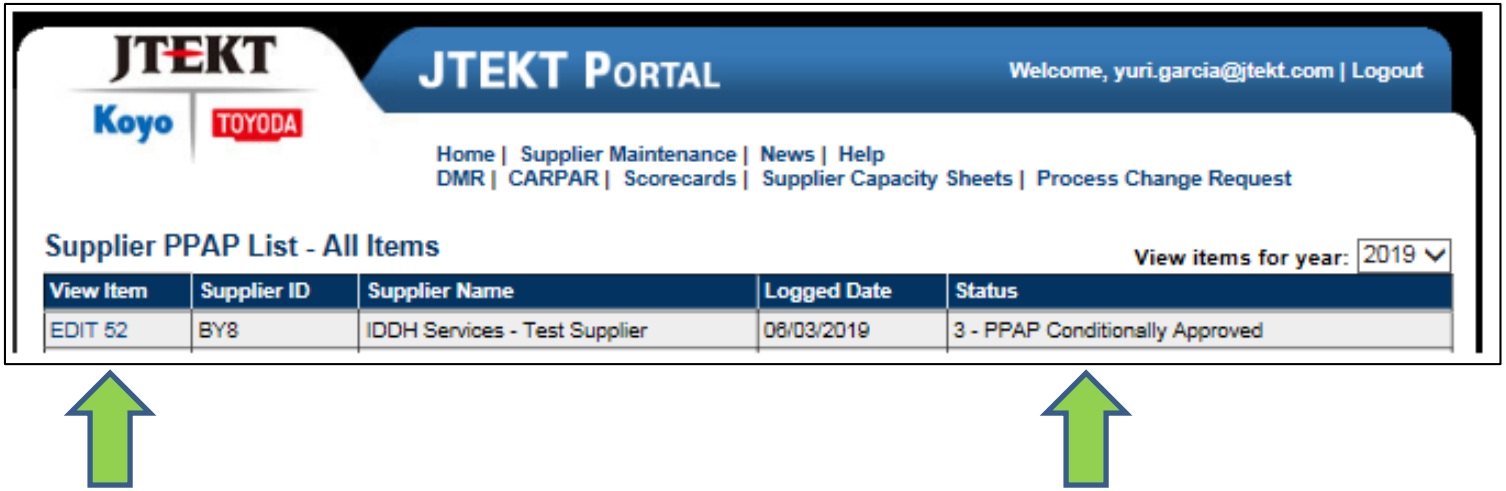
Comments: Cond approved for test

PPAP Number	211	**Status**	3 - PPAP Conditionally Approved
Supplier ID	BY8	**Supplier Name**	IDDH Services - Test Supplier
Author	garciay		
Date of Revision	07/11/2019	**Submit Date**	07/24/2019
PPAP Scheduled Submit Date	07/05/2019		
Drawing Revision	6	**Program Name**	Test Cond. approved
Purchase Order	4654	**Part Name**	6546
Commodity Name	Heat Treat	**Official Part Number**	65465
Supplier Part Number	654	**Drawing Number**	654
Additional Requirements / Comments		**Reason for Submission**	Re-submission
Submit To Name	garciay	**Available Plants**	Greenville Tech Center

JTEKT Users Only -

PPAP Conditionally Approved

To access to the Conditionally Approved PPAP, the Supplier has to select EDIT (with the number of the Conditionally Approved PPAP).



PPAP Conditionally Approved

The Supplier can also see the list of the elements of the PPAP with the attached files.

REQUIRED DOCUMENTS:	File extensions allowed: .jpeg,.jpg,.pdf,.png,.ppt,.pptx,.doc,.docx,.xls,.xlsx max file size: 5 mb
Description	**FILES**
1. Design Record	
2. Engineering Change Documents	2. Engineering Change Documents_Supplier_20190523125132.docx(5/23/2019 12:51:01 PM)
3. Customer Engineering Approval	3. Customer Engineering Approval_Supplier_20190523125132.docx(5/23/2019 12:51:06 PM) Reaction Plan_Supplier_20190523125032.docx(5/23/2019 12:49:26 PM)
4. Design FMEA	
5. Process Flow Diagram	
6. Process FMEA	
7. Dimensional Results	
8. Material Performance Test Results-Material Certificate	
9. Initial Process Studies	
10. Measurement System Analysis Studies	
11. Qualified Laboratory Documentation	
12. Control Plan	
13. Part Submission Warrant (PSW)	
14. Appearance Approval Report	
15. Bulk Material Requirements Checklist	15. Bulk Material Requirements Checklist_Supplier_20190523125132.docx(5/23/2019 12:51:16 PM)
16. Sample Product	
17. Master Sample	17. Master Sample_Supplier_20190523125132.docx(5/23/2019 12:51:21 PM)
18. Checking Aids	18. Checking Aids_Supplier_20190523125132.docx(5/23/2019 12:51:25 PM)
19. Certificate of Compliance	
20. QA Map	20. QA Map_Supplier_20190523125132.docx(5/23/2019 12:51:30 PM)
21. Inspection Standards	
22. IMDS Records	
23. Part History	

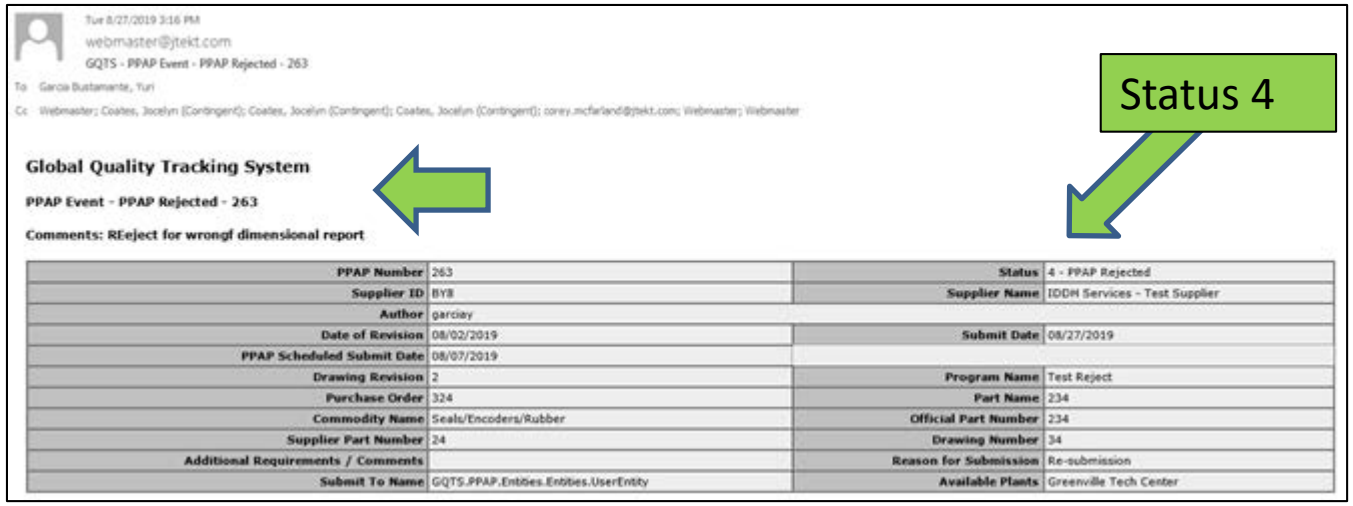
PPAP Conditionally Approved

The Supplier can get the Signed PSW (Conditionally approved) at the end of the PPAP list of elements.

The system will take 30 minutes to display any attached document by JTEKT.

PPAP Rejected

When the PPAP is rejected by JTEKT, The system will send to the Plant PPAP Manager (or backup person), to the defined JTEKT group and the Supplier an e-mail notification.
The Supplier will access the Supplier Portal in the Supplier PPAP list. The status of the PPAP will be ***Status 4. PPAP Rejected***.



PPAP Number	263	Status	4 - PPAP Rejected
Supplier ID	BYB	Supplier Name	IDDH Services - Test Supplier
Author	garciay		
Date of Revision	08/02/2019	Submit Date	08/27/2019
PPAP Scheduled Submit Date	08/07/2019		
Drawing Revision	2	Program Name	Test Reject
Purchase Order	324	Part Name	234
Commodity Name	Seals/Encoders/Rubber	Official Part Number	234
Supplier Part Number	24	Drawing Number	34
Additional Requirements / Comments		Reason for Submission	Re-submission
Submit To Name	GQTS.PPAP.Entities.Entities.UserEntity	Available Plants	Greenville Tech Center

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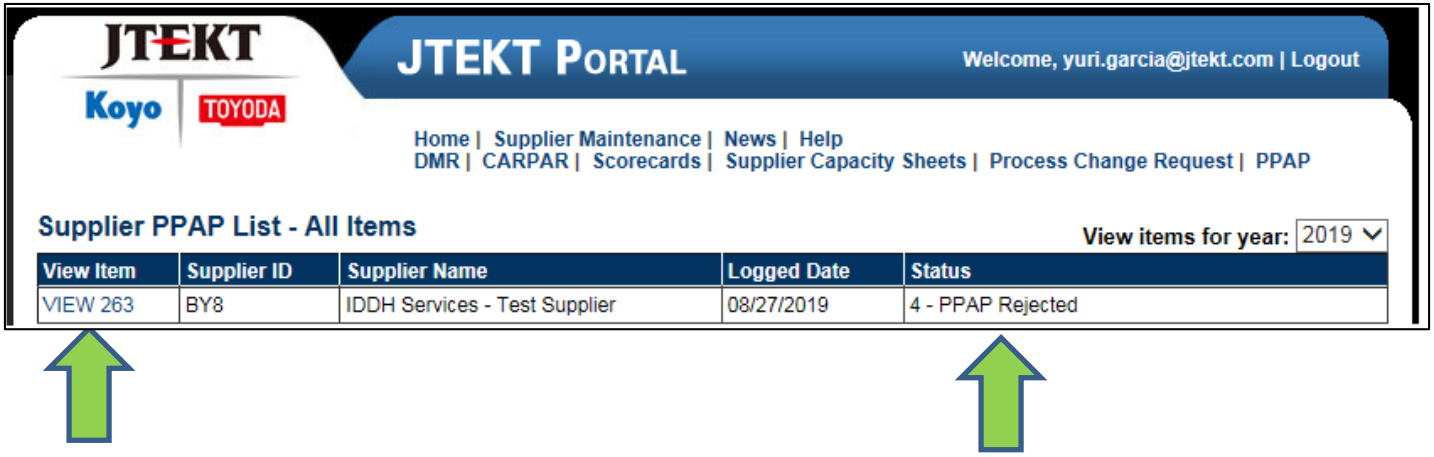
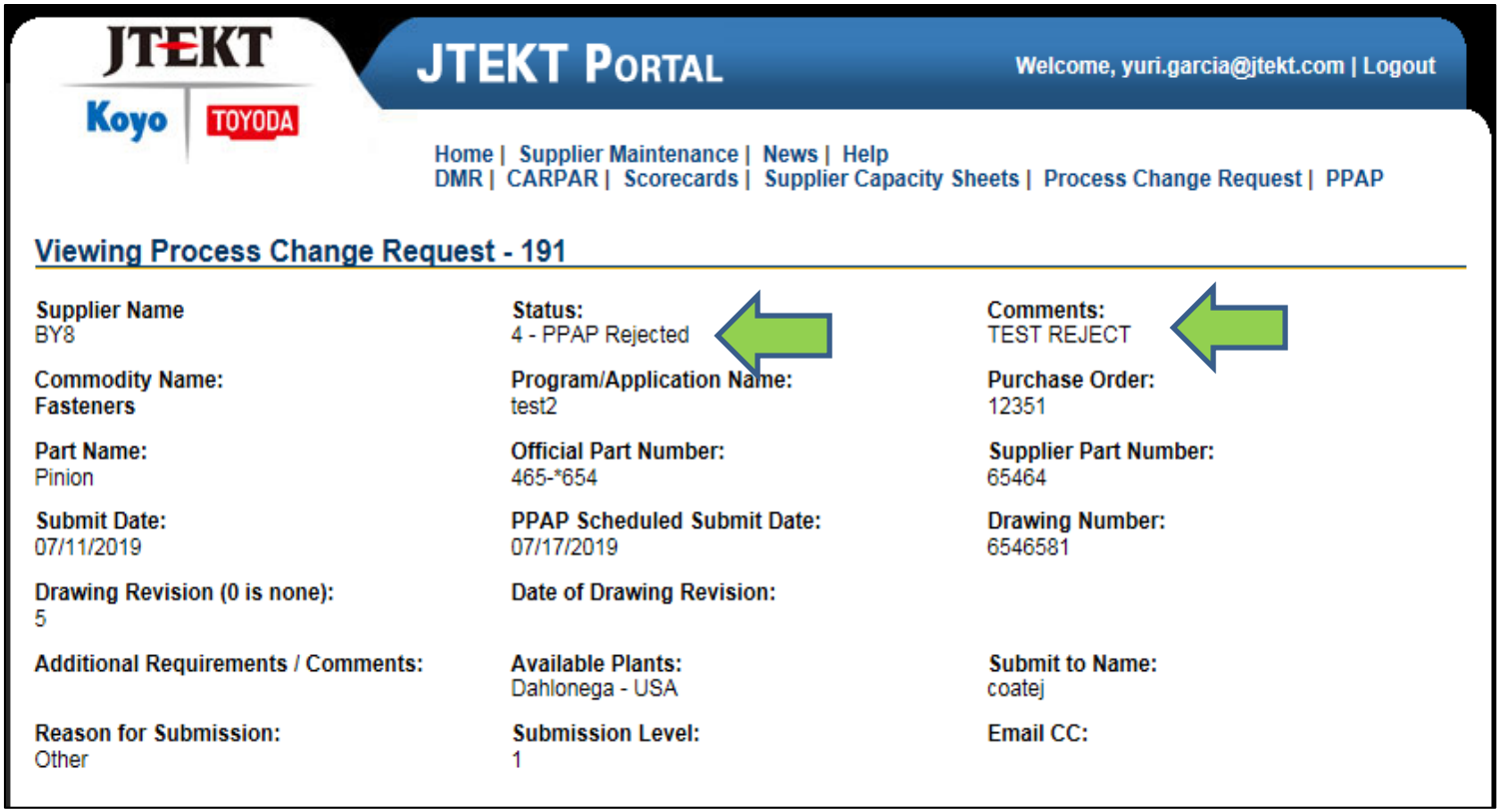
PPAP Rejected

To access the rejected PPAP the Supplier has to select VIEW (with the number of the rejected PPAP).



PPAP Rejected

The Supplier will see the header of the PPAP and the status of the PPAP will be ***Status 4. PPAP Rejected*** with a comment why the PPAP was rejected.



PPAP Rejected

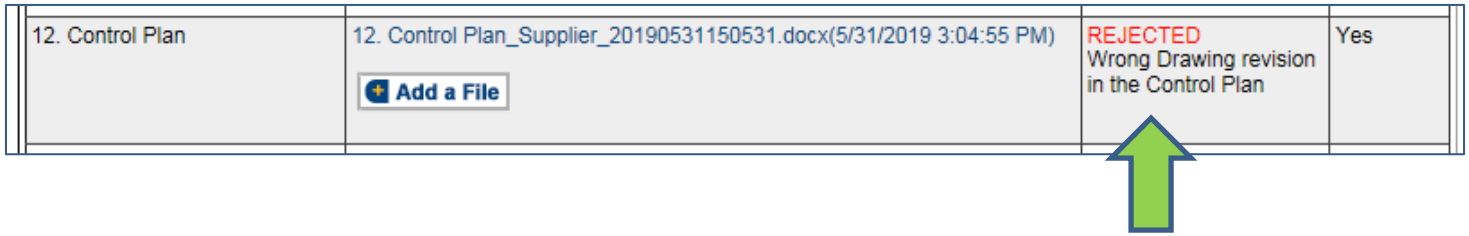
The Supplier can also see the list of the elements of the PPAP with the attached files.

REQUIRED DOCUMENTS: *File extensions allowed: .jpeg,.jpg,.pdf,.png,.ppt,.pptx,.doc,.docx,.xls,.xlsx max file size: 5 mb*

Description	FILES
1. Design Record	
2. Engineering Change Documents	2. Engineering Change Documents_Supplier_20190523125132.docx(5/23/2019 12:51:01 PM)
3. Customer Engineering Approval	3. Customer Engineering Approval_Supplier_20190523125132.docx(5/23/2019 12:51:06 PM) Reaction Plan_Supplier_20190523125032.docx(5/23/2019 12:49:26 PM)
4. Design FMEA	
5. Process Flow Diagram	
6. Process FMEA	
7. Dimensional Results	
8. Material Performance Test Results-Material Certificate	
9. Initial Process Studies	
10. Measurement System Analysis Studies	
11. Qualified Laboratory Documentation	
12. Control Plan	
13. Part Submission Warrant (PSW)	
14. Appearance Approval Report	
15. Bulk Material Requirements Checklist	15. Bulk Material Requirements Checklist_Supplier_20190523125132.docx(5/23/2019 12:51:16 PM)
16. Sample Product	
17. Master Sample	17. Master Sample_Supplier_20190523125132.docx(5/23/2019 12:51:21 PM)
18. Checking Aids	18. Checking Aids_Supplier_20190523125132.docx(5/23/2019 12:51:25 PM)
19. Certificate of Compliance	
20. QA Map	20. QA Map_Supplier_20190523125132.docx(5/23/2019 12:51:30 PM)
21. Inspection Standards	
22. IMDS Records	
23. Part History	

PPAP Rejected

The Supplier can check in the comment section the reason why the document has been rejected.

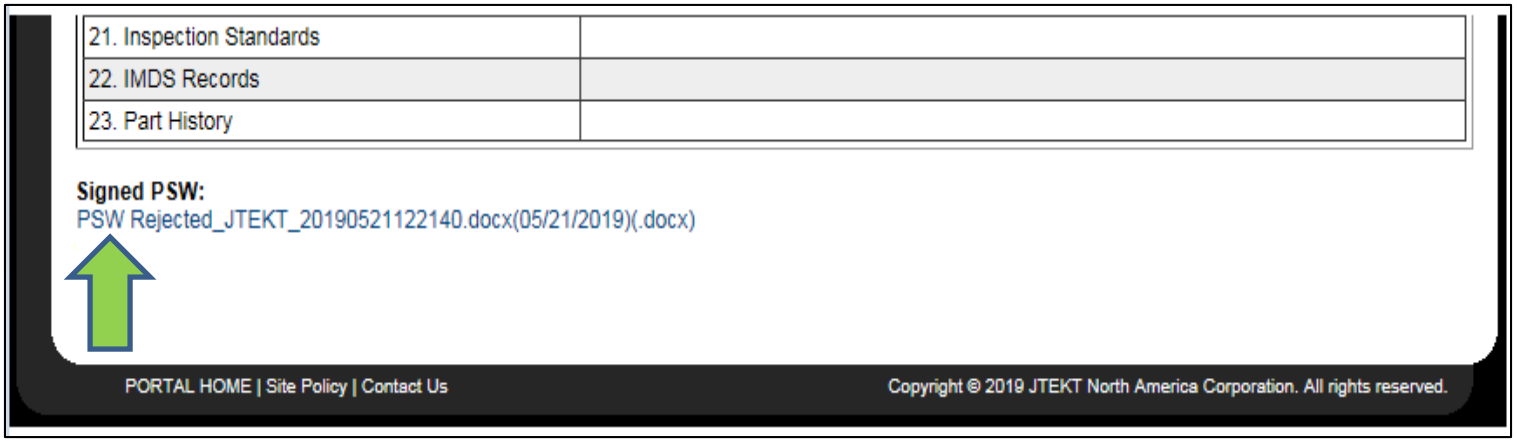


Normally when a PPAP has been rejected it is because there is a major problem that will risk the quality or delivery of the parts to JTEKT.

PPAP Rejected

At the end of the list of documents, the Supplier can get the Signed PSW (rejected). The PSW should have an explanation of the reason for the reject.

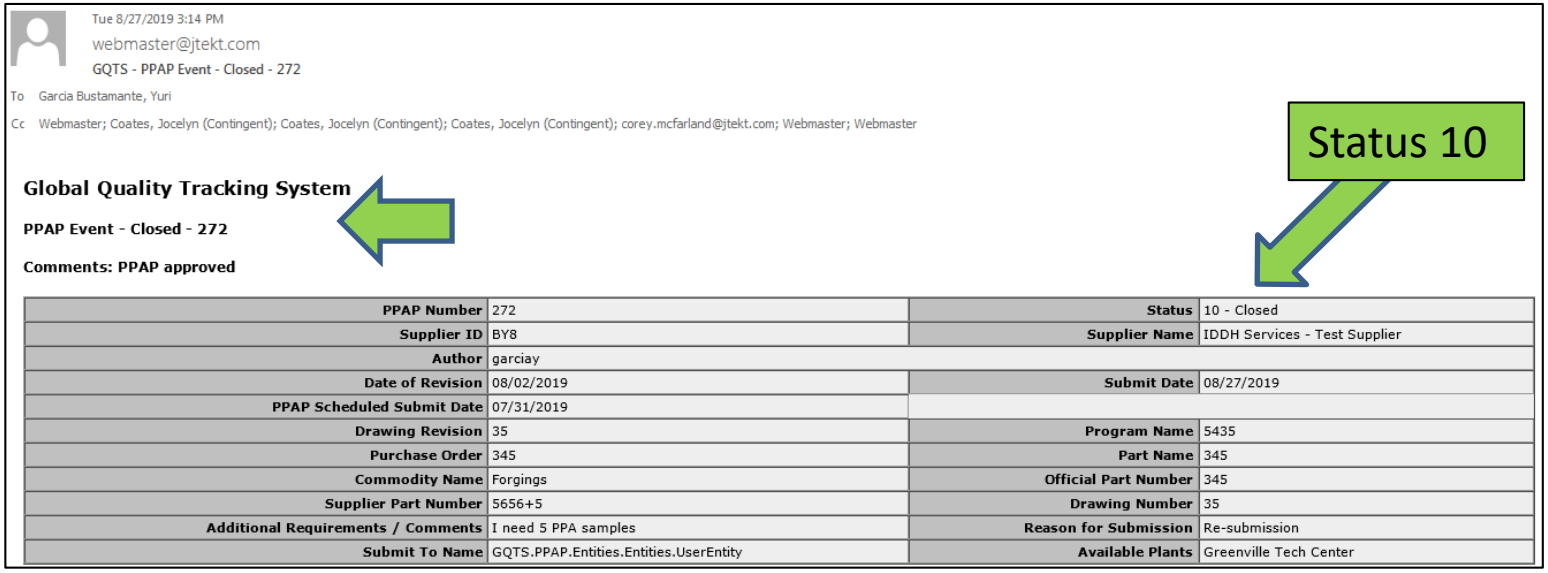
If a PPAP has been rejected, the Supplier will have to resubmit a new PPAP in the Supplier Portal.



The system will take 30 minutes to display any attached document by JTEKT.

PPAP Closed (Approved)

When the PPAP is approved by JTKET, the Supplier will receive an e-mail as notification that the PPAP has been approved.
The Supplier will be able to see the status of the PPAP in the Supplier Portal in the Supplier PPAP list.
The status of the PPAP will be ***Status 10. PPAP Closed***.



Tue 8/27/2019 3:14 PM
webmaster@jtekt.com
GQTS - PPAP Event - Closed - 272

To Garcia Bustamante, Yuri

Cc Webmaster; Coates, Jocelyn (Contingent); Coates, Jocelyn (Contingent); Coates, Jocelyn (Contingent); corey.mcfarland@jtekt.com; Webmaster; Webmaster

Status 10

Global Quality Tracking System

PPAP Event - Closed - 272

Comments: PPAP approved

PPAP Number	272	**Status**	10 - Closed
Supplier ID	BY8	**Supplier Name**	IDDH Services - Test Supplier
Author	garciay		
Date of Revision	08/02/2019	**Submit Date**	08/27/2019
PPAP Scheduled Submit Date	07/31/2019		
Drawing Revision	35	**Program Name**	5435
Purchase Order	345	**Part Name**	345
Commodity Name	Forgings	**Official Part Number**	345
Supplier Part Number	5656+5	**Drawing Number**	35
Additional Requirements / Comments	I need 5 PPA samples	**Reason for Submission**	Re-submission
Submit To Name	GQTS.PPAP.Entities.Entities.UserEntity	**Available Plants**	Greenville Tech Center

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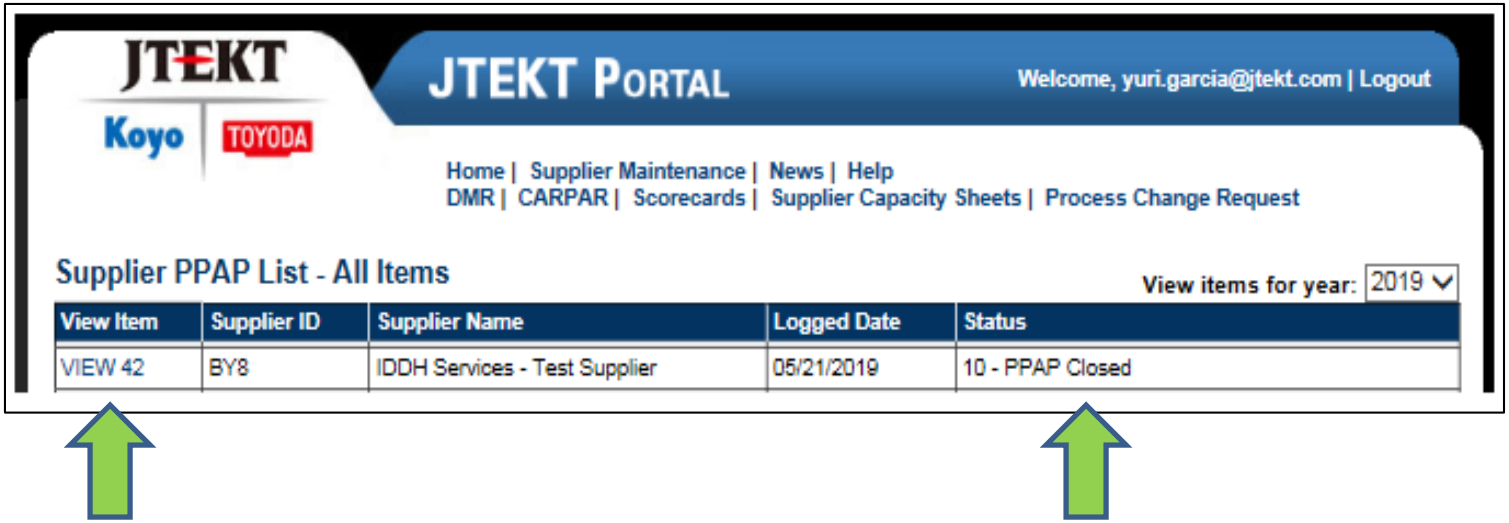
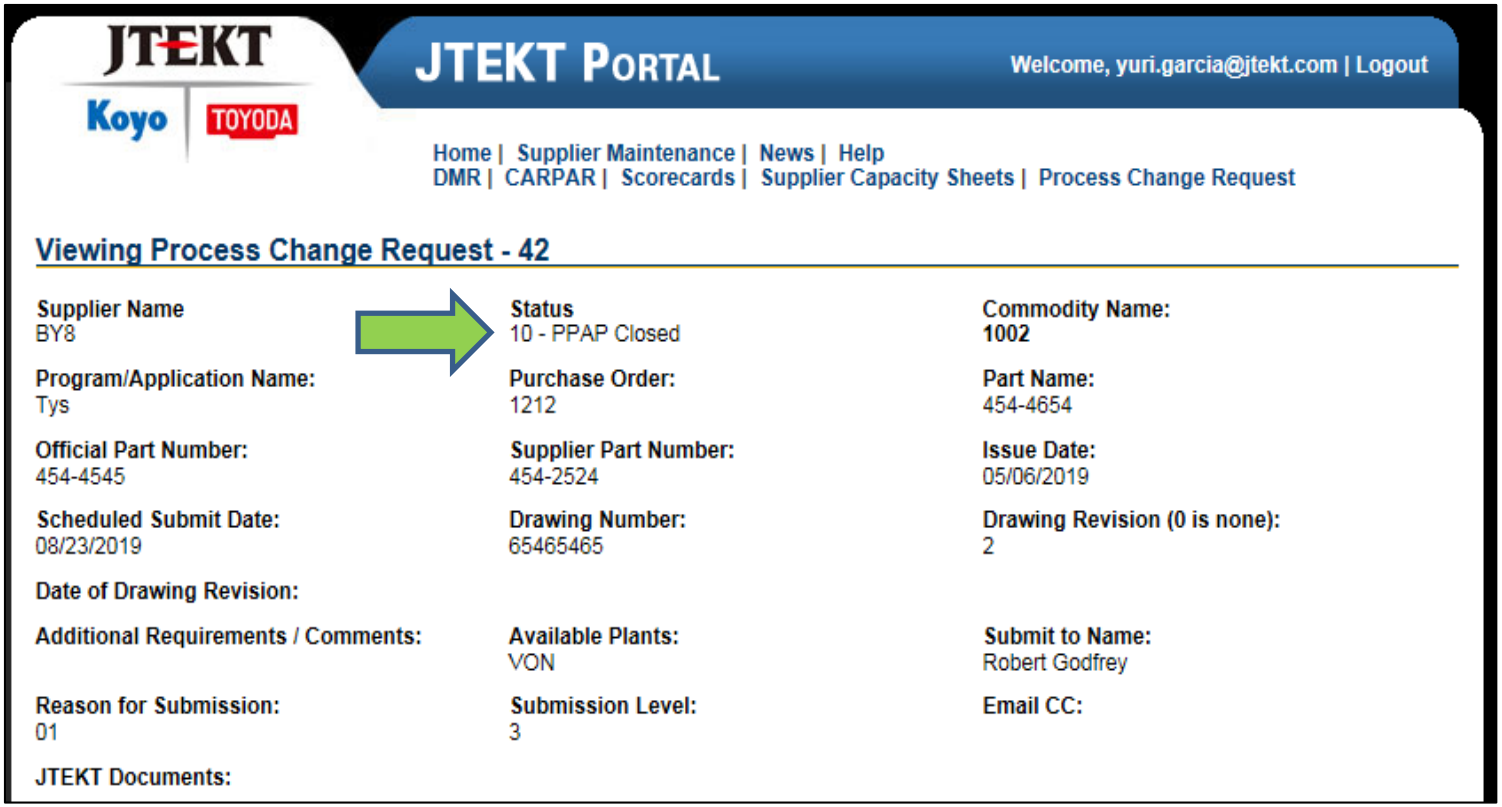
PPAP Closed (Approved)

To access the Approved PPAP the Supplier has to select VIEW (with the number of the approved PPAP).



PPAP Closed (Approved)

The Supplier will be able to see the header of the PPAP showing ***Status 10. PPAP Closed***.



PPAP Closed (Approved)

The Supplier can access the list of the elements of the PPAP with the corresponding files.

REQUIRED DOCUMENTS: *File ...nsions allowed: .jpeg,.jpg,.pdf,.png,.ppt,.pptx,.doc,.docx,.xls,.xlsx max file size: 5 mb*

Description	FILES
1. Design Record	
2. Engineering Change Documents	2. Engineering Change Documents_Supplier_20190523125132.docx(5/23/2019 12:51:01 PM)
3. Customer Engineering Approval	3. Customer Engineering Approval_Supplier_20190523125132.docx(5/23/2019 12:51:06 PM) Reaction Plan_Supplier_20190523125032.docx(5/23/2019 12:49:26 PM)
4. Design FMEA	
5. Process Flow Diagram	
6. Process FMEA	
7. Dimensional Results	
8. Material Performance Test Results-Material Certificate	
9. Initial Process Studies	
10. Measurement System Analysis Studies	
11. Qualified Laboratory Documentation	
12. Control Plan	
13. Part Submission Warrant (PSW)	
14. Appearance Approval Report	
15. Bulk Material Requirements Checklist	15. Bulk Material Requirements Checklist_Supplier_20190523125132.docx(5/23/2019 12:51:16 PM)
16. Sample Product	
17. Master Sample	17. Master Sample_Supplier_20190523125132.docx(5/23/2019 12:51:21 PM)
18. Checking Aids	18. Checking Aids_Supplier_20190523125132.docx(5/23/2019 12:51:25 PM)
19. Certificate of Compliance	
20. QA Map	20. QA Map_Supplier_20190523125132.docx(5/23/2019 12:51:30 PM)
21. Inspection Standards	
22. IMDS Records	
23. Part History	

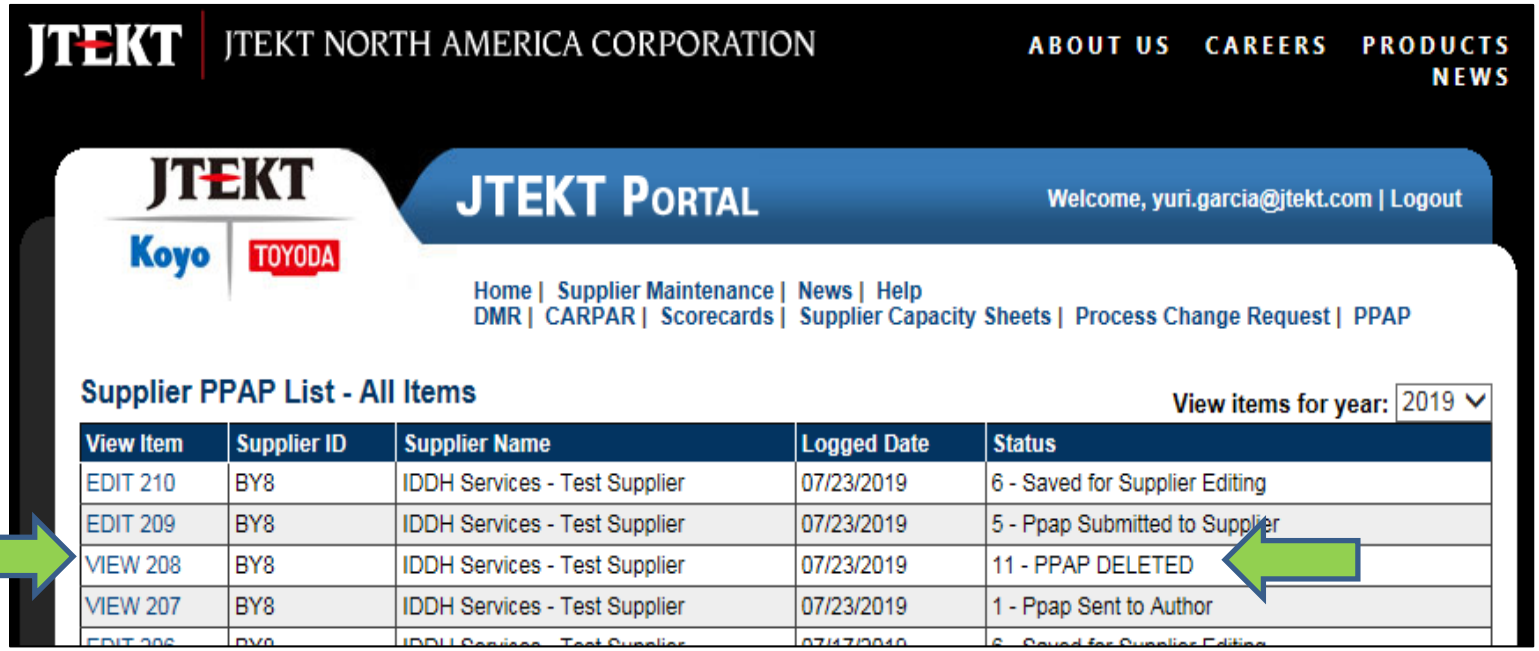
PPAP Closed (Approved)

The Supplier can access the Signed PSW at the bottom of the PPAP list of elements.

The system will take 30 minutes to display any attached document by JTEKT.

PPAP Deleted

The JTEKT PPAP Manger can delete a PPAP. There could be several reasons why a PPAP has been deleted. To access a deleted PPAP, the Supplier must access the Supplier PPAP List-All items and select the Deleted PPAP by clicking in VIEW.

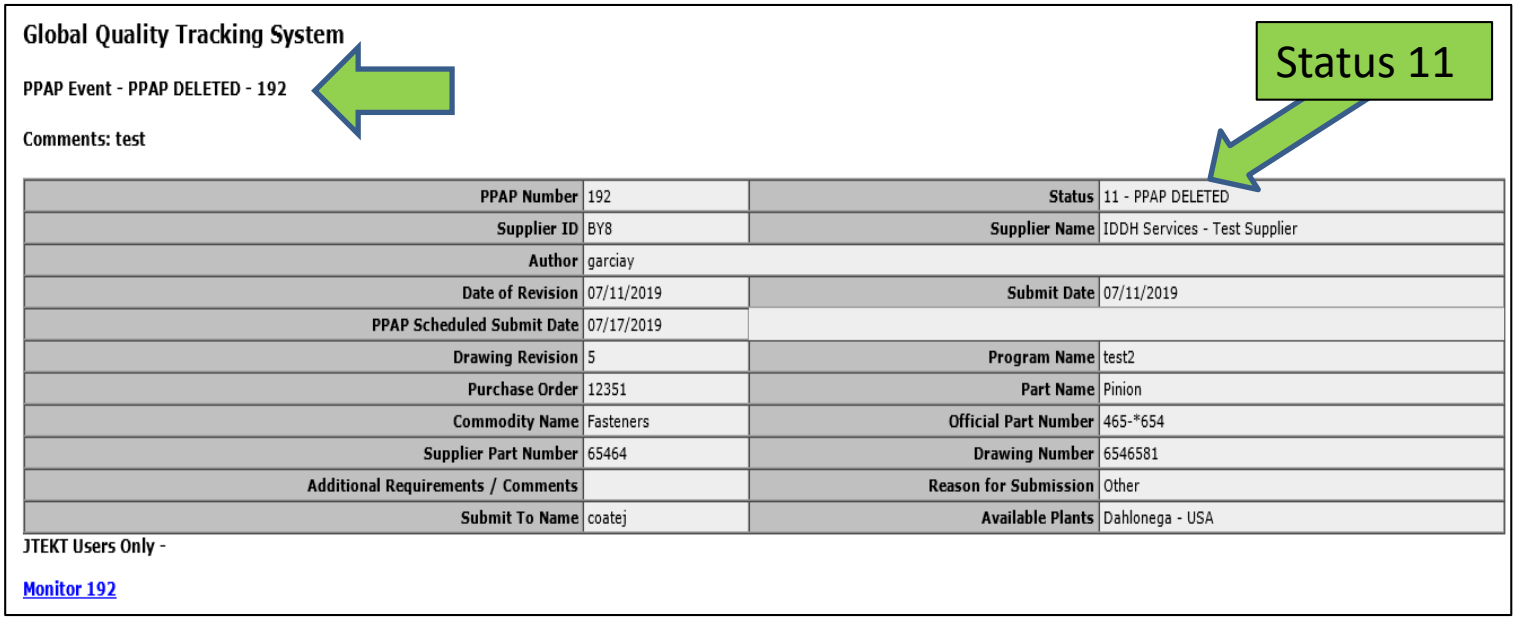


View Item	Supplier ID	Supplier Name	Logged Date	Status
EDIT 210	BY8	IDDH Services - Test Supplier	07/23/2019	6 - Saved for Supplier Editing
EDIT 209	BY8	IDDH Services - Test Supplier	07/23/2019	5 - Ppap Submitted to Supplier
VIEW 208	BY8	IDDH Services - Test Supplier	07/23/2019	11 - PPAP DELETED
VIEW 207	BY8	IDDH Services - Test Supplier	07/23/2019	1 - Ppap Sent to Author

Return to Index

PPAP Deleted

There may be some cases when a PPAP needs to be deleted by JTEKT. When the PPAP manager deletes a PPAP, the system will send an e-mail notification.



Global Quality Tracking System

PPAP Event - PPAP DELETED - 192

Comments: test

Status 11

PPAP Number	192	Status	11 - PPAP DELETED
Supplier ID	BY8	Supplier Name	IDDH Services - Test Supplier
Author	garciay		
Date of Revision	07/11/2019	Submit Date	07/11/2019
PPAP Scheduled Submit Date	07/17/2019		
Drawing Revision	5	Program Name	test2
Purchase Order	12351	Part Name	Pinion
Commodity Name	Fasteners	Official Part Number	465-*654
Supplier Part Number	65464	Drawing Number	6546581
Additional Requirements / Comments		Reason for Submission	Other
Submit To Name	coatej	Available Plants	Dahlonega - USA

JTEKT Users Only -

Monitor 192

PPAP Deleted

The system will display the PPAP as **Status 11. Deleted**, and an explanation in the comment section explaining why the PPAP has been rejected.

Annual Layout

The SQAM section **2.4 Annual layout inspection and functional testing** requires to the JTEKT Suppliers to perform one annual 100% dimensional inspection and complete all testing requirements to illustrate compliance to all JTEKT requirements in accordance with the drawing.

The e-PPAP system allows JTEKT to request this Annual 100% dimensional inspection and testing.

The PPAP Manager, the PPAP Manager back up or the PPAP Editor can request this annual revalidation to the Supplier.

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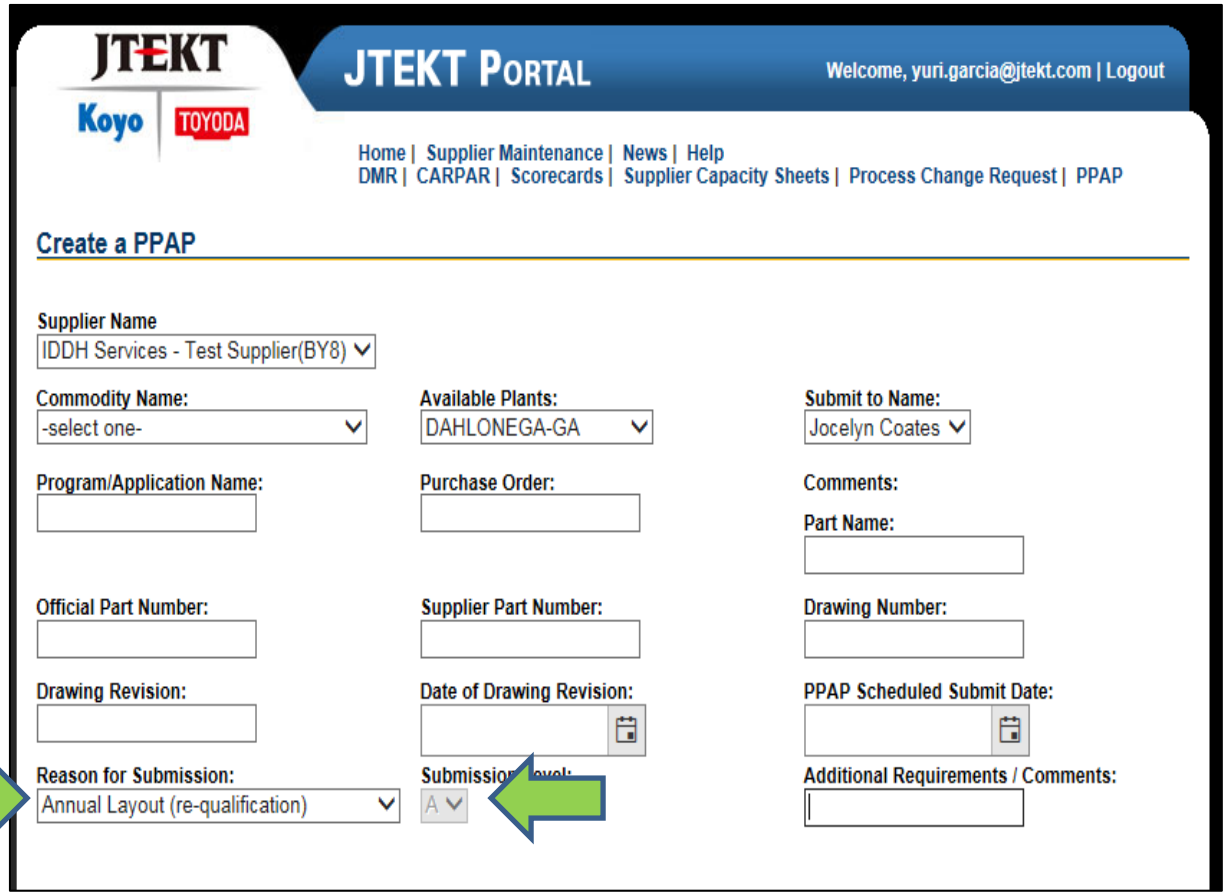
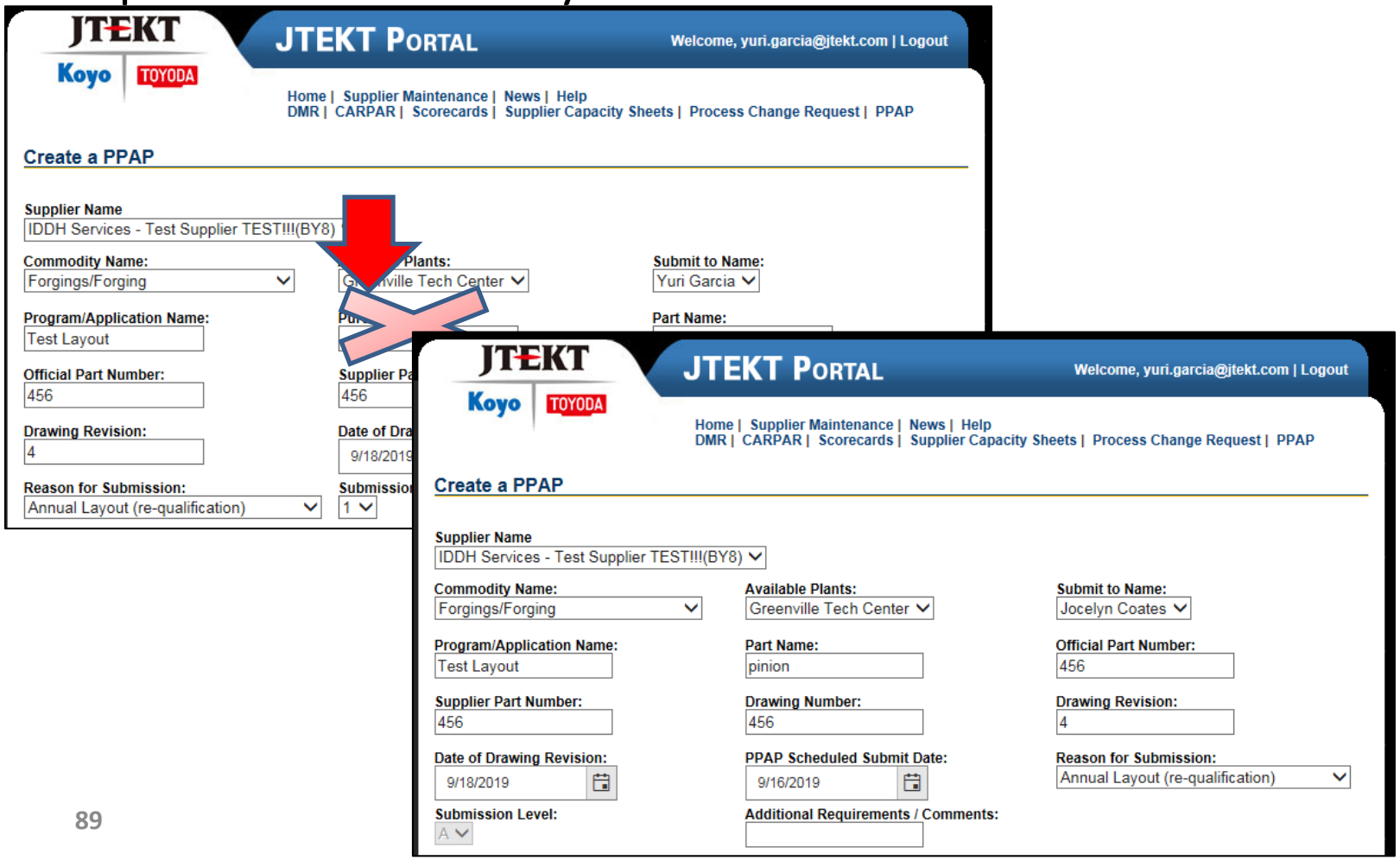
Annual Layout

To request the Annual Layout, the PPAP Manager, the back up or the PPAP Editor can select in the reason for Submission the option for Annual Layout (re-qualification). The letter A will show in the Submission level.



Annual Layout

Once annual layout is selected in the reason for submission, the system will remove the Purchase Order field as the PO is not required for Annual Layout.



Annual Layout

The system by default will require the following elements according to the SQAM:

1. Design records

7. Control Plan

9. Dimensional Results

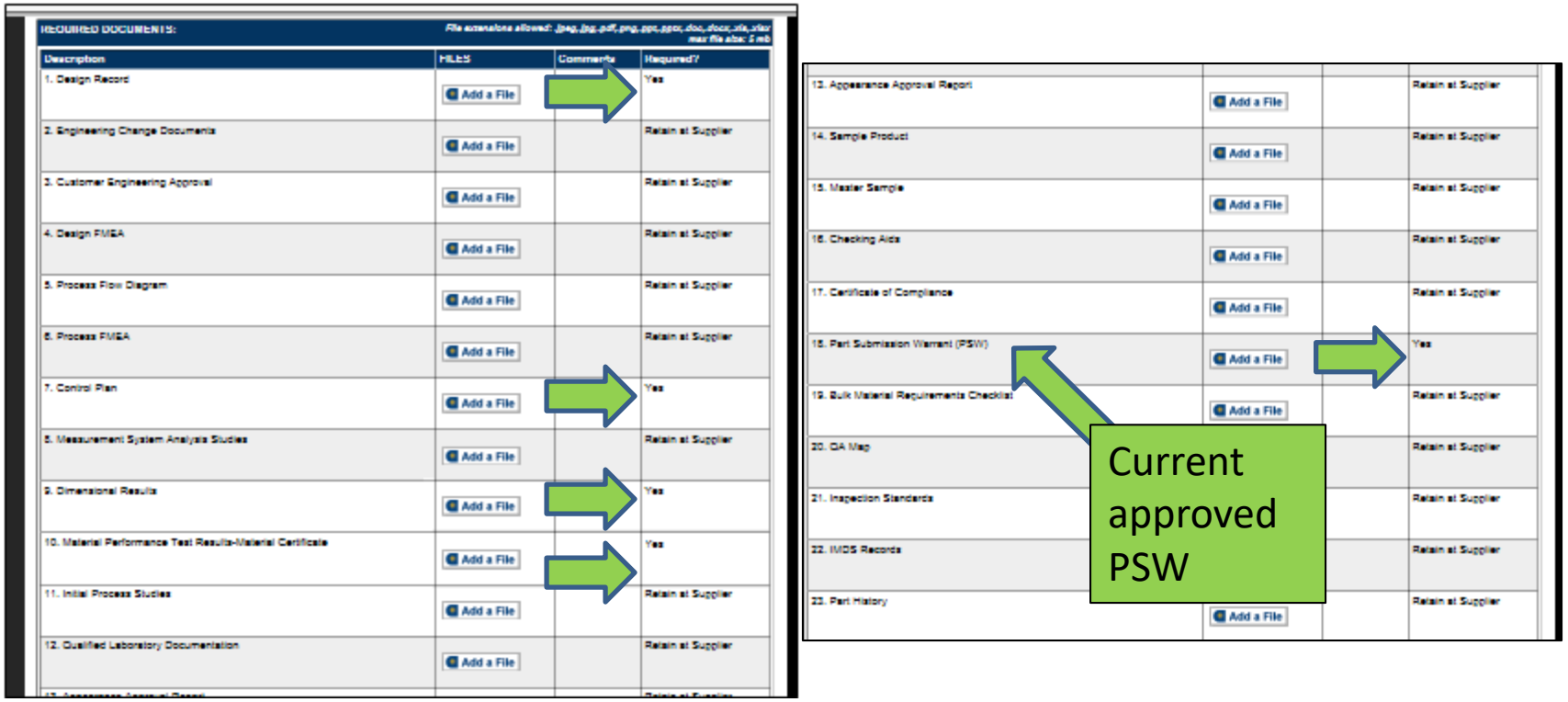
10. Material Performance Test Results-Material Certificate.

18. Current approved PSW ***(no need to create a new PSW, just attach your current approved PSW).***

PPAP PO is not need for Annual Layout

Annual Layout

The PPAP Manager, the back up or the PPAP Editor may request any other elements as needed.



The PPAP Manager, the back up or the PPAP editor may request also any functional testing per the drawing.

Annual Layout

Similar to the PPAP, the Supplier will upload the required document for each element and will submit the Annual Layout to JTEKT.

The PPAP Manager, the back up or the PPAP Editor will review the elements and if required will do dimensional or material inspections and will upload the results into the e-PPAP system.

If the Annual layout information from the Supplier is correct and if the dimensional and material inspections are correct, the PPAP Manager, the back up or the PPAP Editor can approve the Annual Layout.

Annual Layout

The PPAP Manager, the back up PPAP Editor can also make the following dispositions:

- Return the Annual Layout to the Supplier (Status 2)
- Reject the Annual Layout (Status 4)
- Delete the Annual Layout (Status 11).

The Supplier will receive similar e-mail notifications like the e-mail notifications for the PPAPs.

System Notifications

The e-PPAP will send e-mail notifications to the Supplier if the PPAP has no action taken in a period of time.

Below is the criteria for the notifications, the system includes number of reminders, days before/after PPAP Submission date and the person that will be notified.

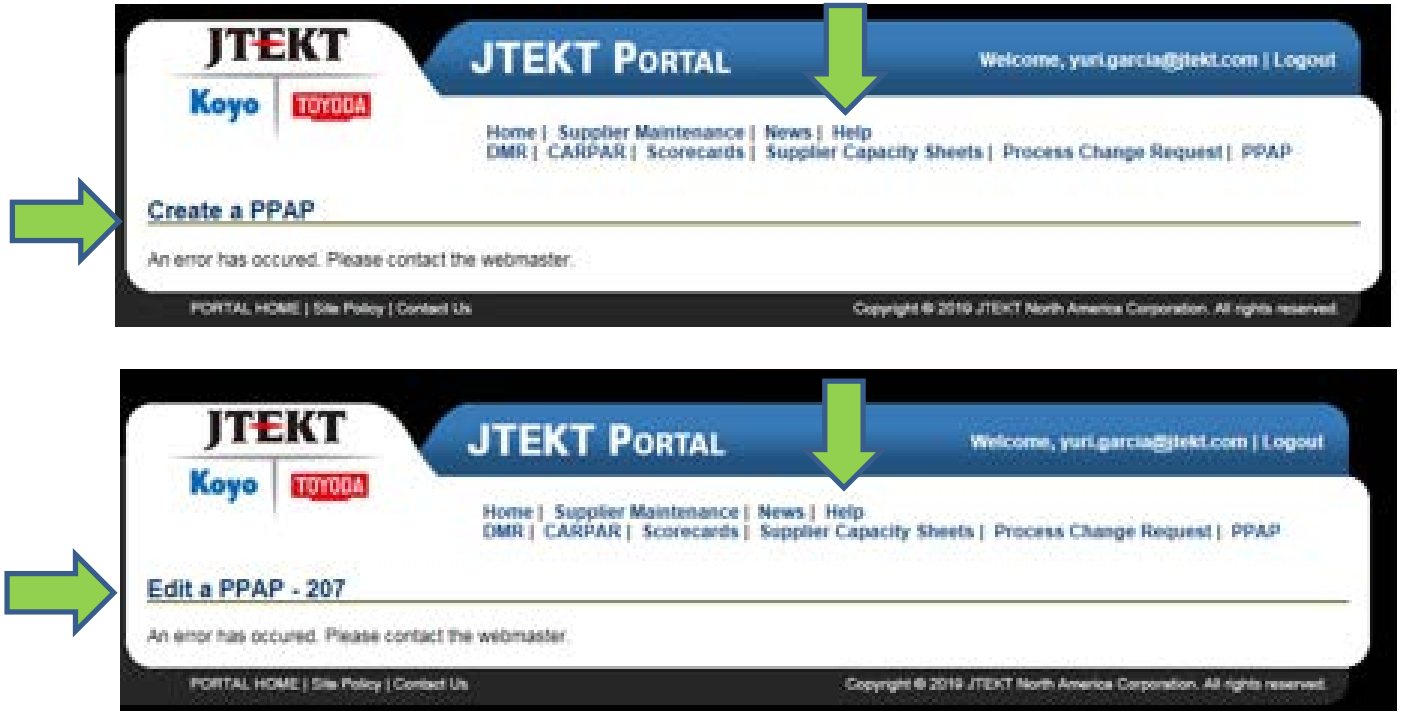
PPAP	Status	Reminder	Past Due	Email to:
Returned to Supplier	2	1	5 Days before due date	Supplier
Conditionally Approved	3	1	5 Days before due date	Supplier
Submitted To Supplier	5	1	5 Days before due date	Supplier
Returned to Supplier	2	2	1 day past due date	Supplier
Conditionally Approved	3	2	1 day past due date	Supplier
Submitted To Supplier	5	2	1 day past due date	Supplier
Returned to Supplier	2	3	10 days past due date	Supplier and JTEKT PPAP Manager
Conditionally Approved	3	3	10 days past due date	Supplier and JTEKT PPAP Manager
Submitted To Supplier	5	3	10 days past due date	Supplier and JTEKT PPAP Manager

Return to Index

System Notifications

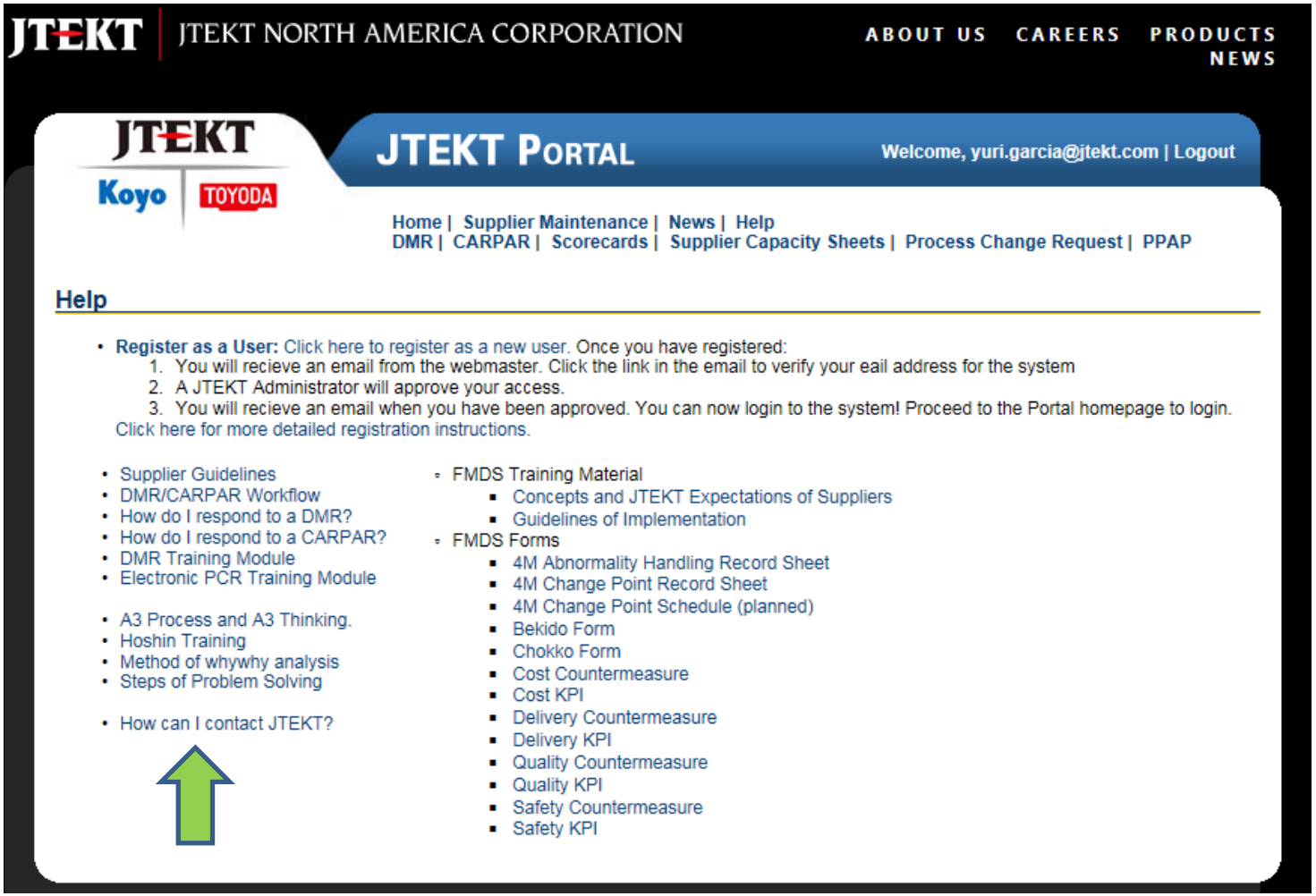
If there is a problem with the system or if the system is in maintenance, it may be possible that the system will show the messages below when trying to Create a PPAP or Edit a PPAP.

Please contact the webmaster by selecting Help.



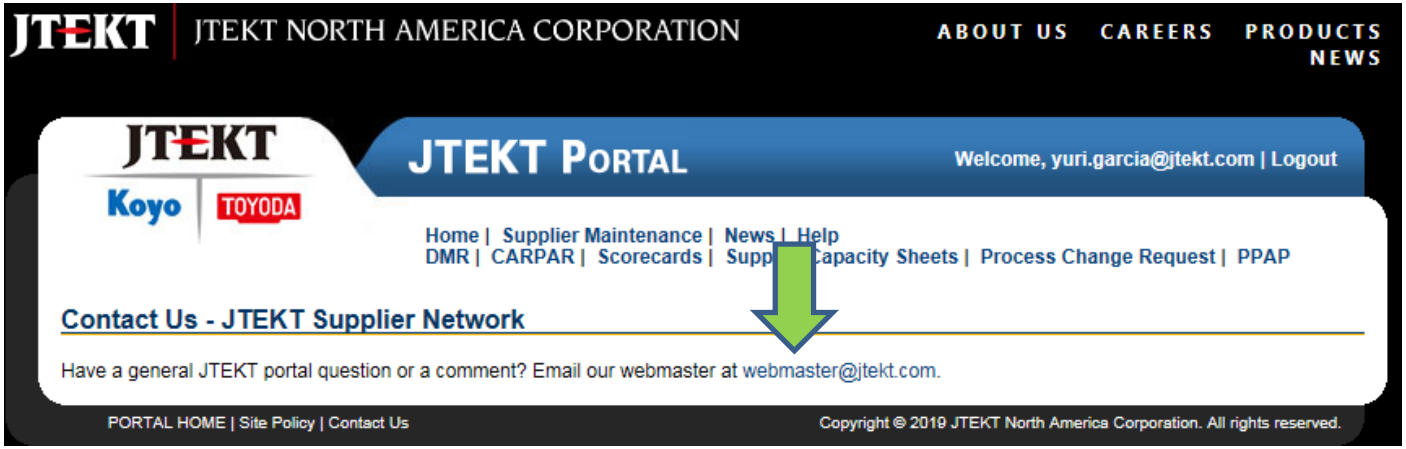
System Notifications

From the Help screen, select How Can I contact JTEKT?

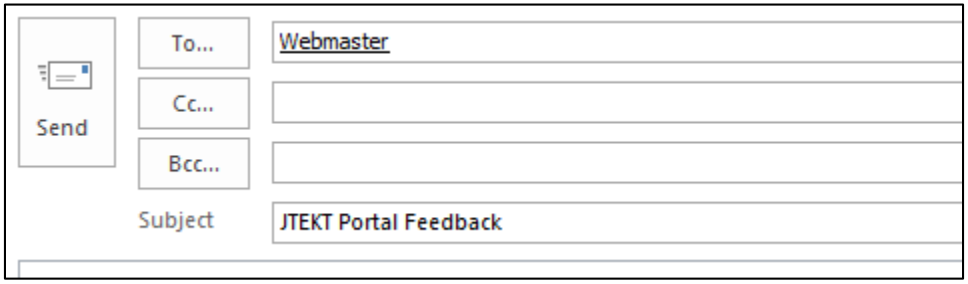


System Notifications

The system will display the Contact Us-JTEKT Supplier Network screen, select the e-mail box.



The system will go to the Supplier's e-mail system to send and e-mail to the Webmaster. Please type an explanation of the problem you are experiencing.



mailto:webmaster@jtekt.com
Subject=JTEKT Portal Feedback

End of the training

For technical questions please contact the Webmaster:

mailto:webmaster@jtekt.com
Subject=JTEKT Portal Feedback

Revision History.

Rev 0. Aug. 2019: Initial submission.

Rev 1. Nov. 2019: Added PPAP element 24. Customer Specific Requirement.