



Supplier User SQTS II Manual

Version 2.00

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SECTION 1: OVERVIEW

The original SQTS (Supplier Quality Tracking System) has been rewritten which will allow for more up to date development controls to be incorporated that aren't currently available in our current code base (.net 1.1). This will also allow for more robust features to be implemented and increase development productivity in a timely matter.


Currently, there is upgrading all of Lear's desktop and laptop OS from Window's XP to Window's 7. Although the current application will function in this environment, our current development tools utilizing Microsoft's .Net 1.1 isn't supported in Windows 7 which wouldn't allow for future enhancements nor fixing current application bugs should they arise.

The follow pages will document the differences from the current SQTS application and the new SQTS II. These differences may be the way the data is presented or a functionality change based on analysis of how users have used the current SQTS application over the years.

SECTION 2: MAIN PAGE

The following is a screen shot of what the current SQTS application looks like after a supplier user logs on.

SQTS



SUPPLIER QUALITY TRACKING SYSTEM

Lear SQTS Home

User Profile Information

User: Beth Koverman **Role:** Supplier

Supplier: WOODBRIDGE FOAM CORPORATION ▾

Main Menu		Quality	Delivery	Warranty	Customer Satisfaction	Special Process Upload	Administration

Q#	Status	Type	Creation Date	Effective Date	Ship Point	Plant Name
0212487	Open	Quality	Wednesday, February 27, 2013	Tuesday, February 26, 2013	WOODBRIDGE FOAM CORP. (NORTH) [656093][010]	LEAR AJAX
0211746	Initial Response Approved	Quality	Tuesday, February 19, 2013	Monday, February 18, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0211669	Pending Closure	Quality	Monday, February 18, 2013	Sunday, February 17, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0212370	Open	Customer Satisfaction	Tuesday, February 26, 2013	Tuesday, February 26, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY
0211748	Initial Response Approved	Quality	Tuesday, February 19, 2013	Tuesday, February 19, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY
0212377	Open	Customer Satisfaction	Tuesday, February 26, 2013	Tuesday, February 26, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY
0211759	Initial Response Approved	Quality	Tuesday, February 19, 2013	Monday, February 18, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0211760	Initial Response Approved	Quality	Tuesday, February 19, 2013	Monday, February 18, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0212129	Initial Response Approved	Quality	Friday, February 22, 2013	Thursday, February 21, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0210184	Initial Response Approved	Quality	Friday, February 01, 2013	Friday, February 01, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY

Page 1 of 3

[First Page] [Previous] [Next] [Last Page]

Icon Legend

- Search for QNs using input criteria
- The 24 hour section has not yet been completed
- The 24 hour section has been completed but the rest of the QN needs to be completed
- The initial response has been completed.
- The QN is pending closure.
- The QN has been completed - No further work is necessary

Main Page

Once a supplier user logs onto the SQTS II application they are presented with the following page. At the top of the page, user information is displayed along with the **last login date**.

LEAR CORPORATION SUPPLIER QUALITY TRACKING SYSTEM
 Last Login: Thursday, Mar 14, 2013 - 4:25 AM
 User Name: Koverman, Beth Supplier Name: WOODBRIDGE FOAM CORPORATION

Main Menu Special Process Upload

User Dashboard

QN Number	QA	Status	Type	Plant	Ship Point	Creation Date	Effective Date
1000081		Open	Quality	LEAR AJAX	WOODBIDGE FOAM CORP. (NORTH) [856093-010]	03/23/2013	03/22/2013
1000089		Pending Initial Response Approval	Customer Satisfaction	LEAR AJAX	WOODBIDGE CORPORATION [856010-010]	03/28/2013	03/28/2013
1000090		Open	Quality	LEAR AJAX	WOODBIDGE GROUP MOULDED FOAM DIV [856015-010]	03/28/2013	03/28/2013
1000039		Open	Delivery	LEAR AJAX	POLIURETANOS MEXICANOS WOODBRIDGE [856001-010]	03/04/2013	03/01/2013
1000046		Initial Response Approved	Quality	LEAR AJAX	WOODBIDGE CORPORATION [856010-010]	03/05/2013	03/01/2013
1000084		Open	Warranty	LEAR AJAX	WOODBIDGE FOAM CORP. (NORTH) [856093-010]	03/26/2013	03/01/2013
1000076		Open	Delivery	LEAR AJAX	WOODBIDGE FOAM CORPORATION [856020-010]	03/22/2013	03/01/2013
1000016		Open	Warranty	LEAR AJAX	WOODBIDGE CORPORATION [856010-010]	02/27/2013	01/03/2013
1000079		Open	Quality	LEAR AJAX	WOODBIDGE CORPORATION [856010-010]	03/23/2013	03/23/2013
1000080		Open	Quality	LEAR AJAX	WOODBIDGE FOAM CORP. (NORTH) [856093-010]	03/13/2013	03/07/2013

Page size: 10 70 items in 7 pages

Reset Filters

Icon Legend

- Search for QNs using input criteria.
- The initial response has been completed.
- The user is able to edit, or update, the QN.
- The 24 hour section has not yet been completed.
- The QN is pending closure.
- The QN has been completed - No further work is necessary.

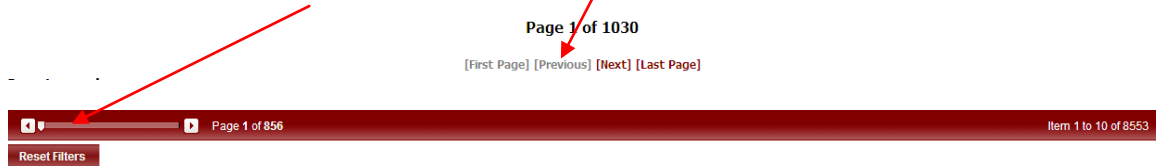
Main Menu

Below is an explanation of the five options available under the Main Menu.

- [Lear Home](#) Clicking on this icon refreshes the main page of SQTS.
- [Log Off](#) Clicking on this icon will log the user off the SQTS application.
- [Personal Settings](#) This option allows the user to change personal information which includes their password. This also displays the user's current security profile.
- [QN Search](#) Clicking on this icon allows the user to initiate a QN search or an Advanced Search.
- [Quality Alerts](#) Clicking on this icon initiates Quality Alerts Functionality.
- [Personal Notices](#) Clicking on this icon allows users to view any notices pertaining to the application.

Main Page (continued)

Navigation from page to page at the bottom of the main page has changed. In the current SQTS there are the following page tabs (**First Page, Previous, Next and Last Page**) to select, where with SQTS II there is slider bar.



Accessing a QN from the main page is a little different in SQTS II than it was in SQTS. In SQTS the QN was a hyperlink that the user could click on to access.

QN #	Status	Type	Creation Date	Effective Date	Ship Point	Plant Name
02112487	Open	Quality	Wednesday, February 27, 2013	Tuesday, February 26, 2013	WOODBRIDGE FOAM CORP. (NORTH) [656093][010]	LEAR AJAX
0211746	Pending Closure	Quality	Tuesday, February 19, 2013	Monday, February 18, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
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0211748	Initial Response Approved	Quality	Tuesday, February 19, 2013	Tuesday, February 19, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY
0212377	Open	Customer Satisfaction	Tuesday, February 26, 2013	Tuesday, February 26, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY
0211759	Initial Response Approved	Quality	Tuesday, February 19, 2013	Monday, February 18, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0211760	Initial Response Approved	Quality	Tuesday, February 19, 2013	Monday, February 18, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0212129	Initial Response Approved	Quality	Friday, February 22, 2013	Thursday, February 21, 2013	WOODBRIDGE CORPORATION [656005][010]	LEAR ARLINGTON
0210184	Initial Response Approved	Quality	Friday, February 01, 2013	Friday, February 01, 2013	WOODBRIDGE FOAM CORPORATION [656020][010]	LEAR WHITBY

Once a supplier logs onto the SQTS II application they are presented with the following page. At the top of the page, user information is displayed along with the **last login date**.

In SQTS II the entire row is highlighted in pink to indicate to user which QN to click on to view or update.

QN Number	QA	Status	Type	Plant	Ship Point	Creation Date	Effective Date
1000081	QA	Open	Quality	LEAR AJAX	WOODBRIDGE FOAM CORP. (NORTH) [656093-010]	03/23/2013	03/22/2013
1000089		Pending Initial Response Approval	Customer Satisfaction	LEAR AJAX	WOODBRIDGE CORPORATION [656010-010]	03/28/2013	03/28/2013
1000090		Open	Quality	LEAR AJAX	WOODBRIDGE GROUP MOULDED FOAM DIV [656015-010]	03/28/2013	03/28/2013
1000039		Open	Delivery	LEAR AJAX	POLIURETANOS MEXICANOS WOODBRIDGE [656001-010]	03/04/2013	03/01/2013
1000046		Initial Response Approved	Quality	LEAR AJAX	WOODBRIDGE CORPORATION [656010-010]	03/05/2013	03/01/2013
1000084		Open	Warranty	LEAR AJAX	WOODBRIDGE FOAM CORP. (NORTH) [656093-010]	03/26/2013	03/01/2013
1000076		Open	Delivery	LEAR AJAX	WOODBRIDGE FOAM CORPORATION [656020-010]	03/22/2013	03/01/2013
1000016		Open	Warranty	LEAR AJAX	WOODBRIDGE CORPORATION [656010-010]	02/27/2013	01/03/2013
1000079		Open	Quality	LEAR AJAX	WOODBRIDGE CORPORATION [656010-010]	03/23/2013	03/23/2013
1000060		Open	Quality	LEAR AJAX	WOODBRIDGE FOAM CORP. (NORTH) [656093-010]	03/13/2013	03/07/2013

SECTION 3: INITIAL RESPONSE (Supplier)

Once a QN has been created an email will be generated and sent to any email address that has been added as a supplier contact.

The following pages will explain in detail what the supplier's responsibilities are in order to complete the Initial Response section for a QN. These sections can be completed in any order but they all must be completed before the supplier can request Initial Response Complete approval.

Once a supplier logs onto the SQTS II application they are presented with the following page. At the top of the page, user information is displayed along with the **last login date** and the **supplier name** the current user is attached to.

Q#	QA	Status	Type	Plant	Ship Point	Creation Date	Effective Date
1000081		Open	Quality	LEAR AJAX	WOODBRIDGE FOAM CORP. (NORTH) [656093-010]	03/23/2013	03/22/2013
1000088		Pending Initial Response Approval	Customer Satisfaction	LEAR AJAX	WOODBRIDGE CORPORATION [656010-010]	03/28/2013	03/28/2013
1000090		Open	Quality	LEAR AJAX	WOODBRIDGE GROUP MOULDED FOAM DIV [656015-010]	03/28/2013	03/28/2013

There are four (4) sections the supplier will need to complete to fulfill their requirements for the Initial Response

They are;

- 1) Initial Response Information
- 2) Supplier Team, Quantity Inspected
- 3) Supplier Attachments
- 4) Supplier Input

Initial Response Information:

For the Initial Response Information section, Disputed and Containment Break are optional. If you click on either the **Disputed** or **Containment** checkbox then **Disputed Comments** and/or **Containment Break Comments** become available and are also required. Required fields are denoted by the asterisk (*). The other four required fields in this section are **Supplier Part Comments, Problem Description, Containment Action and Containment Verification and Validation Description**. Once all required fields have been completed and the user clicks on the **“Update Supplier Initial Response button”** the red ✖ will change to a green check mark ✓.

Main Menu Reports Special Process Upload

Quality Notice

QN Number:	1000033	QN Creator:	Ehlerl, Andy
QN Status:	Open	Phone Number:	(248) 307-5783
QA Number:	Create Quality Alert	Email:	aahlert@lear.com
QA Status:	-		
Date Created:	2/27/2013		
Date Modified:	2/27/2013		
Date Pending Close:			
Date Closed:			
Date Effective:	1/16/2013		

Lear Plant	Supplier Headquarters	Supplier Ship Point
LEAR AJAX	WOODBRIDGE FOAM CORPORATION	WOODBRIDGE CORPORATION [656010]010

Lear Data Entry

Supplier Data Entry

Initial Response Information

Disputed:

Containment Break:

Supplier Part Comments

Problem Description *

Containment Action *

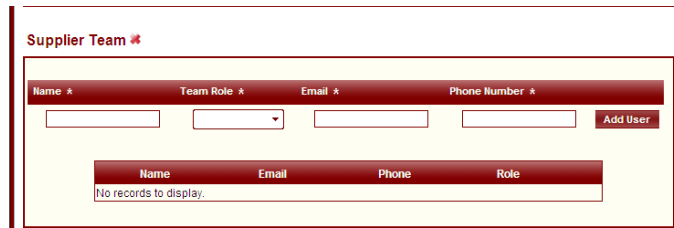
Containment Verification and Validation Description *

Update Supplier Initial Response

Initial Response (cont.)

Supplier Team:

Below is the Supplier Team section. Only one team member is required. Once you have added a supplier team member the red ✖ will change to a green check mark ✔. If you add only one supplier team member you will not be able to remove that team member until another team member is added first. If you have multiple team members then removing a team member won't be a problem. Just remember at least one supplier team member is required.



The screenshot shows a web interface for managing a 'Supplier Team'. At the top, the title 'Supplier Team ✖' is displayed. Below the title is a form with four input fields: 'Name ✖', 'Team Role ✖' (a dropdown menu), 'Email ✖', and 'Phone Number ✖'. To the right of these fields is an 'Add User' button. Below the form is a table with the following columns: 'Name', 'Email', 'Phone', and 'Role'. The table currently contains the text 'No records to display.'

Initial Response (cont.)

Quantity Inspected:

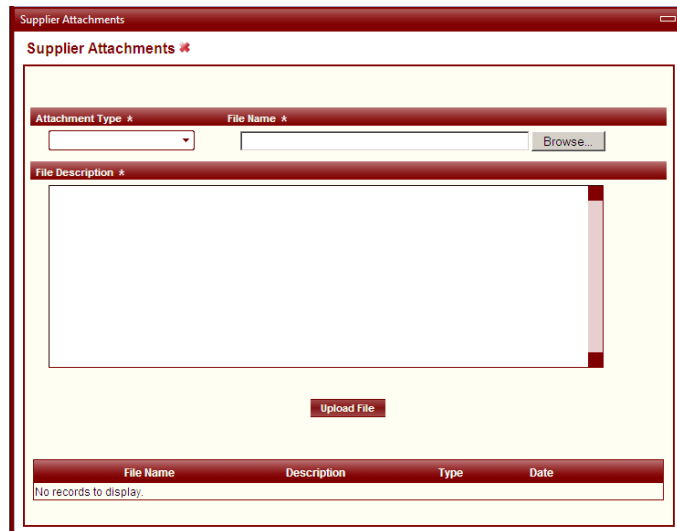
Below is the Quantity Inspected section. The Quantity Inspected section is pre-filled with zeros. You will also notice it also has a green check mark ✓ indicating this section is already complete. The user may choose to modify some or all of the quantities in this section. If they do so they will need to make sure they click on the **“Update Quantity Inspected”** button.

Quantity Inspected ✓			
Goods Inspected/Sorted			
In House		External	
Qty Suspect:	<input type="text" value="0"/> *	Qty Suspect:	<input type="text" value="0"/> *
Qty Inspected:	<input type="text" value="0"/> *	Qty Inspected:	<input type="text" value="0"/> *
Qty Defective:	<input type="text" value="0"/> *	Qty Defective:	<input type="text" value="0"/> *
Qty Reworked:	<input type="text" value="0"/> *	Qty Reworked:	<input type="text" value="0"/> *

Initial Response (cont.)

Supplier Attachments Section:

Below is the Supplier Attachment Section. Only one attachment is required. Once you have added an attachment the red ✖ will change to a green check mark ✓. If you add only one attachment you will not be able to remove that attachment until another attachment is added first. If you have multiple attachments then removing one attachment won't be a problem. Just remember at least one attachment is required.



The screenshot shows a web form titled "Supplier Attachments" with a red header bar. The form contains the following elements:

- Attachment Type ***: A dropdown menu.
- File Name ***: A text input field with a "Browse..." button to its right.
- File Description ***: A large text area for entering a description.
- Upload File**: A button centered below the text area.
- Table**: A table with columns for "File Name", "Description", "Type", and "Date". The table is currently empty, displaying "No records to display."

Initial Response (cont.)

Supplier Input Section:

Below is the Supplier Input Section. Once all five sections have been complete, noted by the green check box ✓ the **“Submit Initial Response”** button becomes active.

A rectangular button with a dark red background and white text that reads "Submit Initial Response". The button is centered within a thin red rectangular border.

To complete the Initial Response the supplier will need to click the **“Submit Initial Response”** button. This will change the current status from **“Open”** to **“Pending Initial Response Approval”** and email will get sent to the QN creator and any team members.

SECTION 4: ROOT CAUSE, PERMANENT CORRECTIVE ACTIONS & PREVENTATIVE ACTIONS (Supplier)

Once Lear has approved the supplier's initial response it is up to the supplier to complete the Root Cause for the QN.

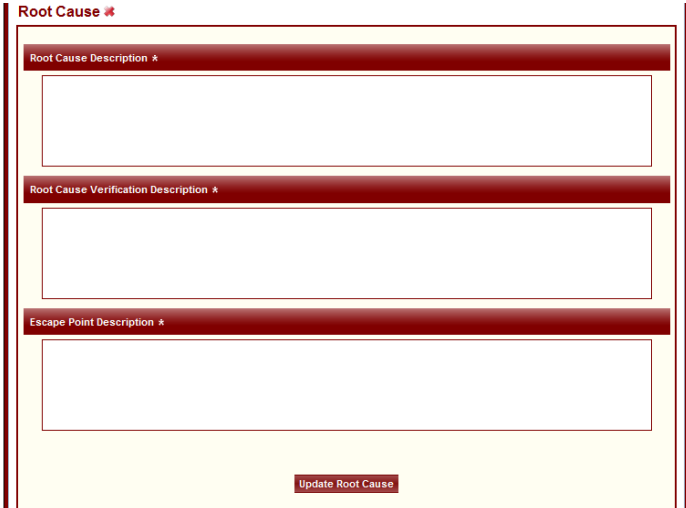
The following pages will explain in detail the five different sections that are part of the Root Cause.

Root Cause Section:

There are three (3) fields in the Root Cause section and they all are required.

- 1) Root Cause Description**
- 2) Root Cause Verification Description**
- 3) Escape Point Description**

Once all of these are complete and after the user clicks on **“Update Root Cause”** button the red ✖ will change to a green check mark ✔.



The screenshot shows a web form titled "Root Cause ✖". The form contains three text input fields, each with a red asterisk indicating it is required. The fields are labeled "Root Cause Description ✖", "Root Cause Verification Description ✖", and "Escape Point Description ✖". At the bottom of the form is a button labeled "Update Root Cause".

Root Cause, Permanent Corrective Action & Preventive Corrective Action (continued)

Permanent Corrective Action Section:

There are four (4) parts to the Permanent Corrective Action Section.

- 1) **Permanent Corrective Action Description** – Includes **Target Implementation Date** and **Actual Implementation Date**. All of these fields are required.
- 2) **Verification and Validation Description** which are both required.
- 3) **Preventative Action Description** – Includes a **Target Implementation Date** and **Actual Implementation Date**. All of these fields are required.
- 4) **Other Applications** field which is not required.

Once all of these are completed and the user clicks the **“Update Permanent Corrective Action”** button the red ✖ will change to a green check mark ✓.

The screenshot displays a web form titled "Permanent Corrective Action ✖". The form is divided into four main sections, each with a red header bar and a scrollable text area:

- Permanent Corrective Action Description ✖**: Includes input fields for "Target Implementation Date:" and "Actual Implementation Date:", each with a calendar icon and a red asterisk.
- Verification And Validation Description ✖**: A scrollable text area.
- Preventative Action Description ✖**: Includes input fields for "Target Implementation Date:" and "Actual Implementation Date:", each with a calendar icon and a red asterisk.
- Other Applications ✖**: A scrollable text area.

At the bottom of the form is a red button labeled "Update Permanent Corrective Action".

SECTION 5: REQUEST CLOSURE

Supplier Input Section:

Below is the Supplier Input Section. Once the Root Cause and Permanent Corrective Action sections are complete the [“Request Closure”](#) button will become active.

A small, rectangular button with a dark red background and white text that reads "Request Closure".

To complete the Root Cause, Permanent Corrective Actions & Preventive Actions section the supplier will need to click on the **“Request Closure”** button. This will change the current status from **“Initial Response Approved”** to **“Pending Closure”**. An automated email is sent to the Lear team to notify them of suppliers request for closure of a QN. If the status has not changed then this means the Request Closure has not been submitted. Scroll back up the QN and look for any yellow arrows to find out what is missing.