Suppliers respond to an initiative

Scope and Preceding Activity

The scope of this document is limited to the process of suppliers responding to an initiative asking if they have read and acknowledged the Quality expectations and guidelines mentioned in the Cummins Supplier Quality Handbook and if they have any Quality certifications.

Preceding Activity can be any of the following:

1. Cummins business users must have created and launched an initiative ahead in time.

2. New supplier is brought on board and we want to collect Quality certifications from the new supplier.

3. The existing certifications are about to expire (or have already expired) and we want the supplier to be able to submit the latest copy of the certification.

It is important, that the suppliers that need to be sent the initiative to should be available in the system (Oracle Cloud), including the site details and the supplier contact details.

Policy

Responsibility

Supplier..

Distribution

Actors

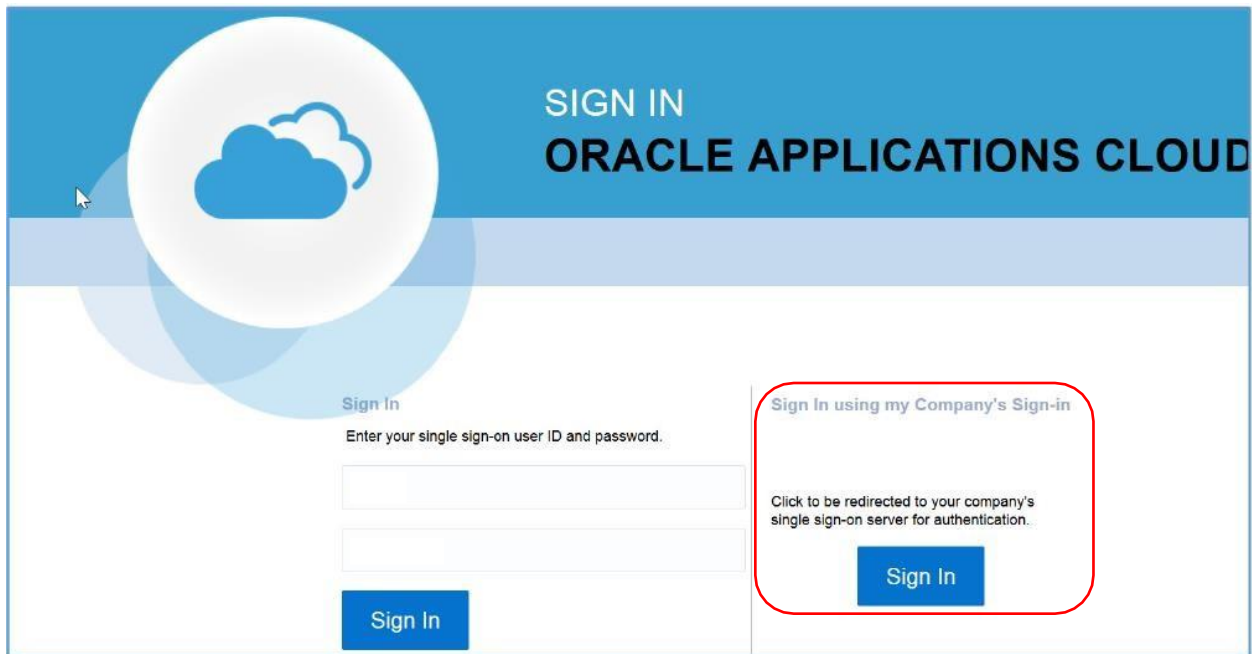Quality Functional Excellence group, Supplier Quality Improvement Engineers, Supplier Quality leadership team.
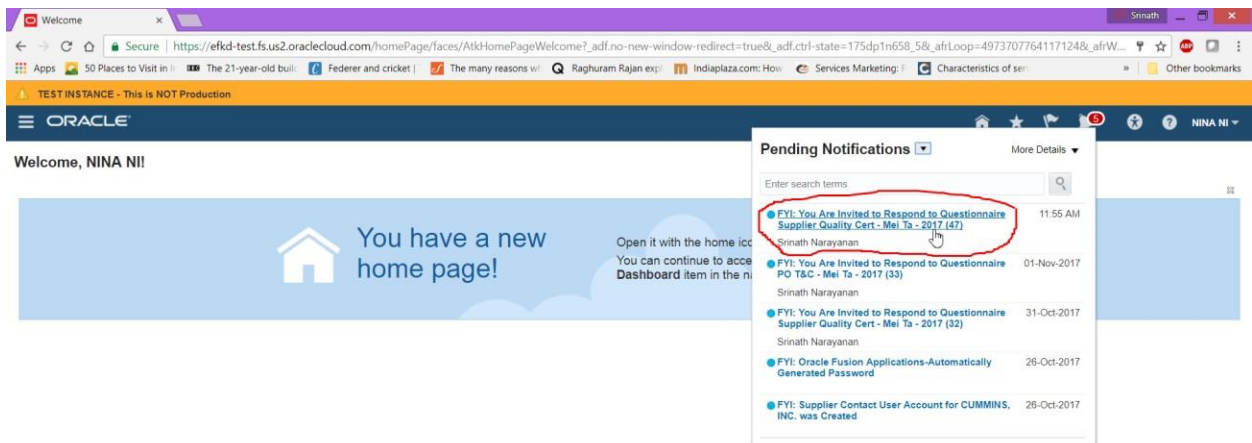
Prior Activity

Already listed above

Start Procedure

Quality Functional Excellence team

Login to Sourcing Functional Deployment Cloud Environment using the "Sign In using my Company's Sign-In".
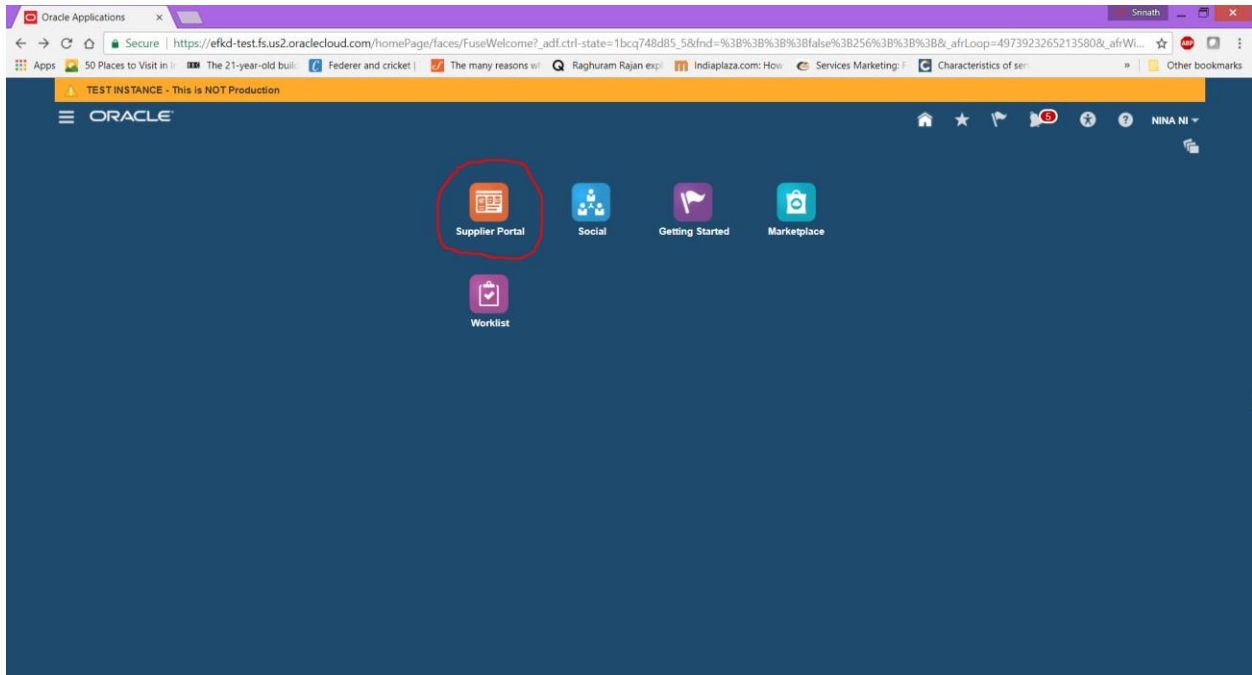
Your Home Page will open. The bell symbol on the top right corner will list all the notifications. The supplier would also receive email notifications, so the supplier can navigate from that as well.
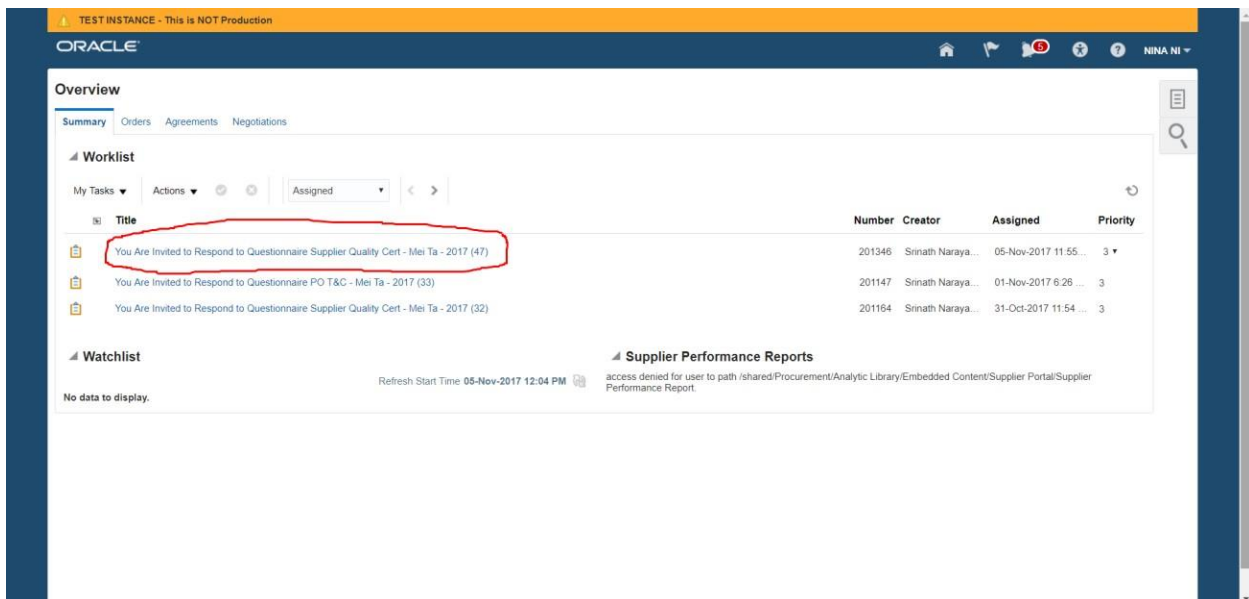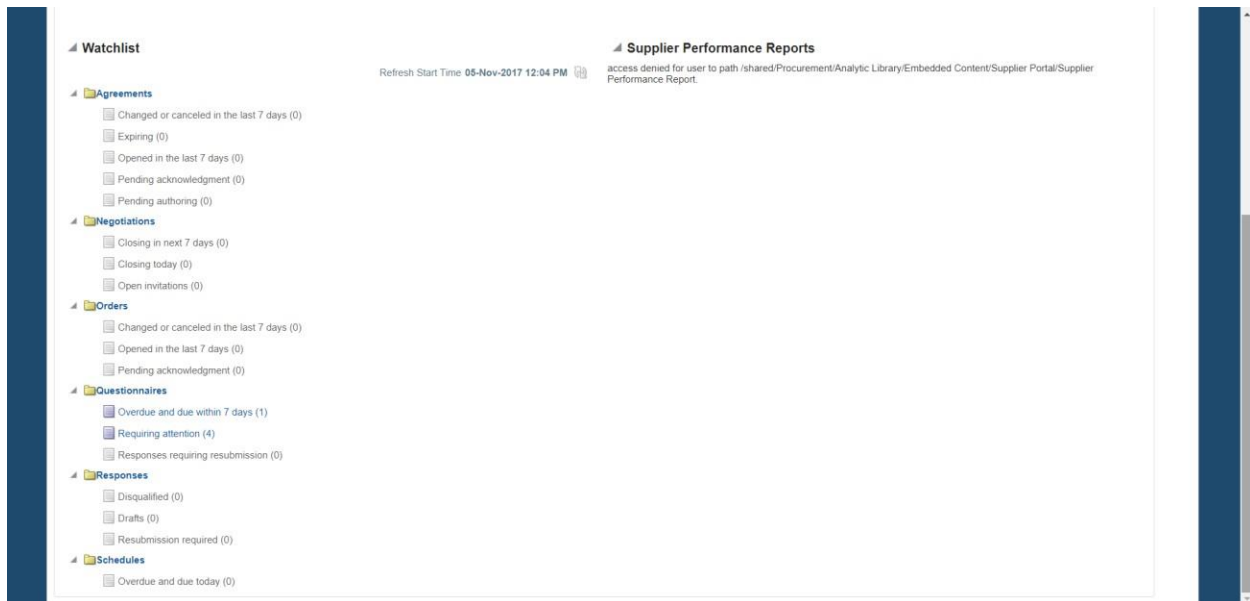

The third way for the supplier to know that they are invited to respond to a survey is by logging into Oracle Cloud and navigating from the supplier portal tile.
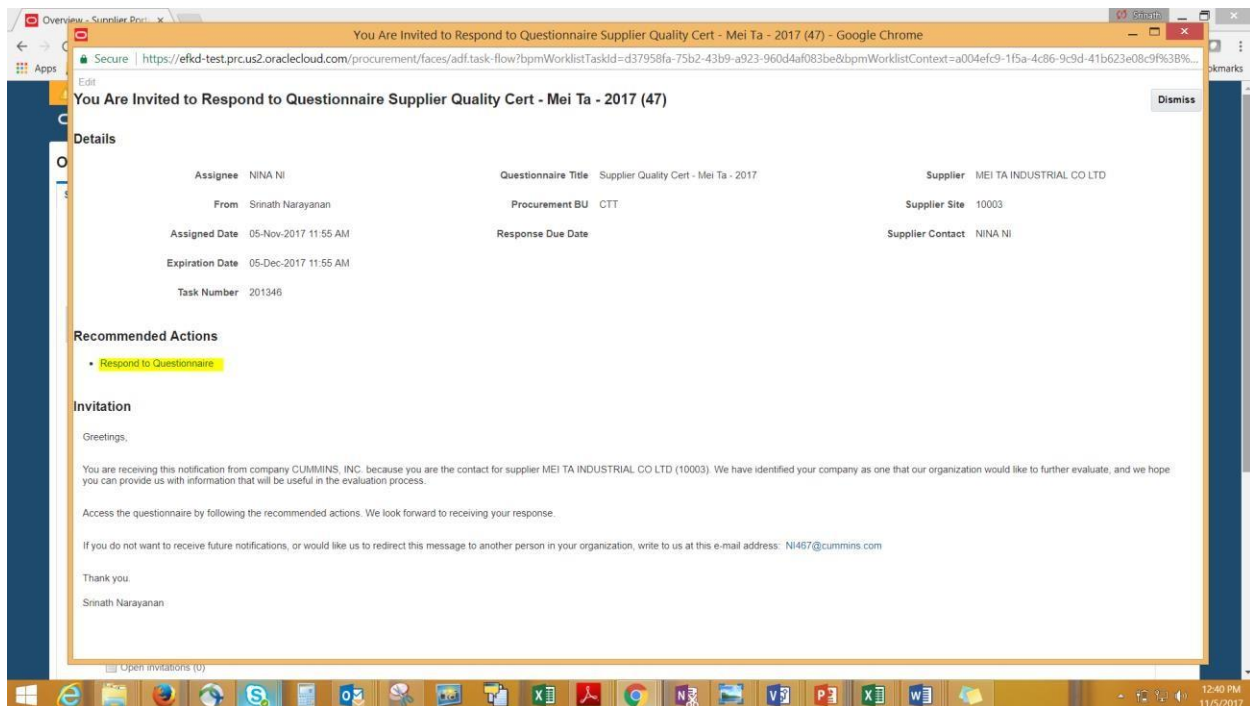
This will open the Supplier Qualifications Home Page. It has a lot of information related to the Current Open and active qualifications with a lot of details.

It also has a watch list at the bottom that shows the number of initiatives that are expiring soon, the number of responses from the suppliers, etc.

Clicking on the right option as highlighted above will take the supplier to another window. The supplier is supposed to click on "Respond to Questionnaire" as highlighted in yellow in the below screen.

Performing the previous step would take the supplier to the actual questionnaire as shown below. It will have the questions relevant to the qualification area. It will also list the mandatory questions and the due date that was mentioned by the Cummins business user who sent the initiative.

The supplier is expected to click on the certificates that they have and they want to provide Cummins with.

On clicking the certificates, there would be more branching questions that would pop up. The suppliers are expected to attach the most recent copy of the certificates and also provide the expiration dates for the certificates.

In the screenshot below, the steps involved in attaching the certificates have been provided.

Click on the "plus" symbol or the "Actions" button to add the attachments.

Supplier Quality Certification Status

* 1. Do you have the following Quality Certifications? (select all that apply)
    ☑ a. ISO 9001

    ☑ b. IATF 16949

    ☐ c. Neither ISO 9001 nor IATF 16949 certifications are available

* 1.a.1. Select 'Yes' below to confirm that you have ISO 9001 certification and attach the most recent copy.
    ◉ a. Yes

Response Attachments   ✕

Actions ▼   View ▼   ✚   ✕

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▼	Choose File No file chosen			xyznina.ni@nws...	05-Nov-2017 12:48 PM

Rows Selected   1   Columns Hidden   1

OK

2. Provide more details for Other Quality Certification #1 that you have (respond to all options below).
    ☐ a. Enter Name of Quality Certification 1

    ☐ b. Attach the most recent copy of the Quality Certification 1

    ☐ c. Enter Expiration Date of Quality Certification 1

    ☐ d. None Available

3. Provide more details for Other Quality Certification #2 that you have (respond to all options below).
    ☐ a. Enter Name of Quality Certification 2

https://efkd-test.prc-sp.us2.oraclecloud.com/supplierPortal/faces/FndOverview?fnd=%252FWEB-INF%252Foracle%252Fapps%252Fprc%252Fpoq%252Fresponses%252FpublicUi%252Fquestionnaire%252Fflow%252FQuestionnaireResponseFlow%2523QuestionnaireResponseFlow%3BP...

Supplier Quality Certification Status

* 1. Do you have the following Quality Certifications? (select all that apply)
    ☑ a. ISO 9001

    ☑ b. IATF 16949

    ☐ c. Neither ISO 9001 nor IATF 16949 certifications are available

* 1.a.1. Select 'Yes' below to confirm that you have ISO 9001 certification and attach the most recent copy.
    ◉ a. Yes

Response Attachments   ✕

Actions ▼   View ▼   ✚   ✕

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▼	Interest from India.PNG Update...	Interest from India.PNG		xyznina.ni@nws...	05-Nov-2017 12:48 PM

Rows Selected   1   Columns Hidden   1

OK

2. Provide more details for Other Quality Certification #1 that you have (respond to all options below).
    ☐ a. Enter Name of Quality Certification 1

    ☐ b. Attach the most recent copy of the Quality Certification 1

    ☐ c. Enter Expiration Date of Quality Certification 1

    ☐ d. None Available

3. Provide more details for Other Quality Certification #2 that you have (respond to all options below).
    ☐ a. Enter Name of Quality Certification 2

    ☐ b. Attach the most recent copy of the Quality Certification 2

One can add multiple attachments as shown below.

The below snapshot shows how the suppliers are supposed to provide expiration dates.

After providing details about ISO 9001 or IATF 16949 certifications, the suppliers can attach up to 3 other certifications if they want to. Except for the first question, all other questions are optional.

2. Provide more details for Other Quality Certification #1 that you have (respond to all options below).
   - a. Enter Name of Quality Certification 1
   - b. Attach the most recent copy of the Quality Certification 1
   - c. Enter Expiration Date of Quality Certification 1
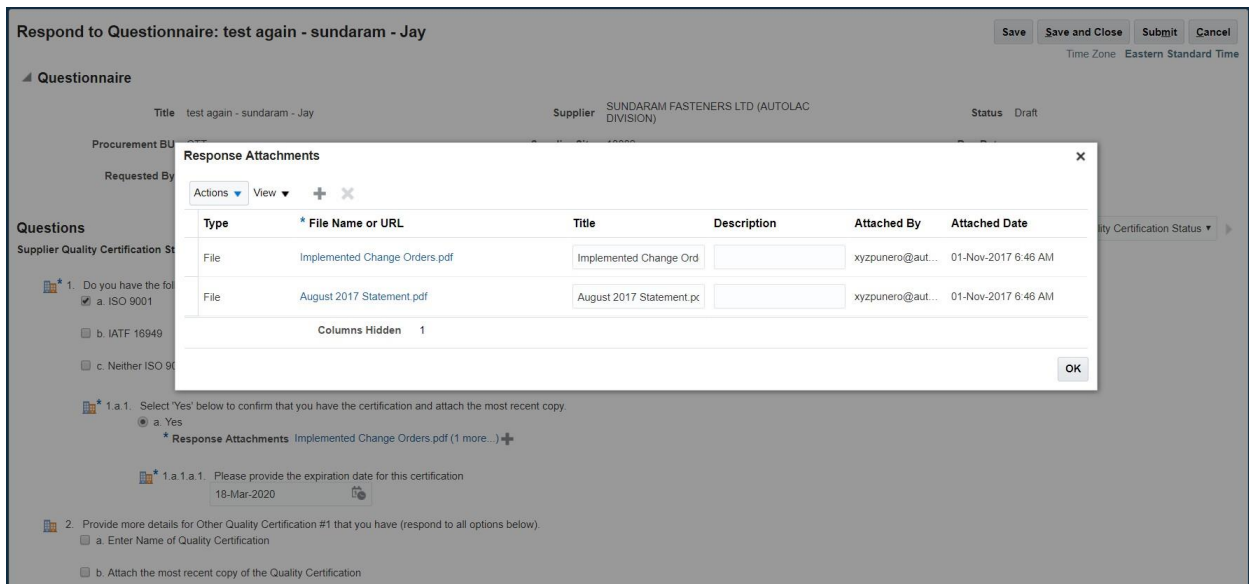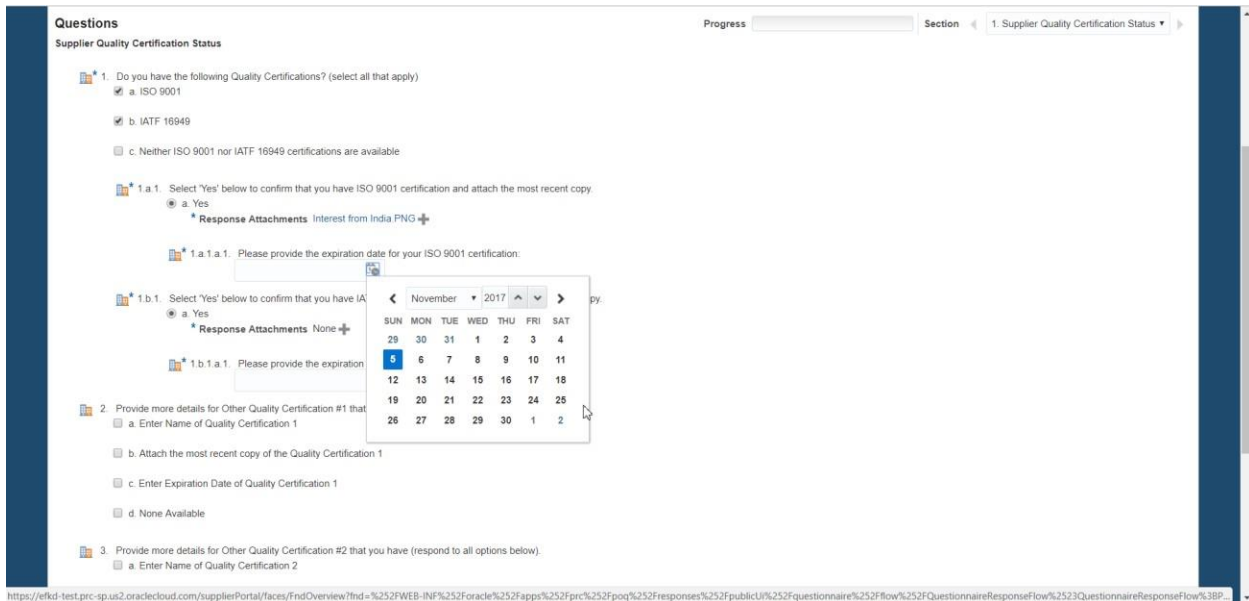   - d. None Available

3. Provide more details for Other Quality Certification #2 that you have (respond to all options below).
   - a. Enter Name of Quality Certification 2
   - b. Attach the most recent copy of the Quality Certification 2
   - c. Enter Expiration Date of Quality Certification 2
   - d. None Available

4. Please provide more details for your 'Other' Quality Certification #3 that you have (respond to all options below).
   - a. Enter Name of Quality Certification 3
   - b. Attach the most recent copy of the Quality Certification
   - c. Enter Expiration Date of Quality Certification 3
   - d. None Available

Without providing response to the first question, the survey cannot be submitted. This means that the supplier has to provide a response for ISO 9001 or IATF 16949 certification.

Tip:
The supplier would see the previously recorded answers for a re-qualification survey. Even though the response might already be filled from a previous response, the suppliers can always edit the response.

Submitting the response:

Click on submit button once everything is done.

End Procedure

Ownership

Version Control

Document Identification / Revision History				
Document Owner		Meghan Steele		
Document Title		Suppliers respond to an initiative for Supplier Quality Certification		
Version	**Release**	**Revised by**	**Date (MM/DD/YYYY)**	**Description**
Enter the release number here	Enter the release name here	DL or FEs name here	Enter the date of creation or maintenance	Write a description of the change here
1		Srinath Narayanan	10/29/2017	Supplier Quality Certification – suppliers respond to initiative
Review and Approval				
Name		**Position**		
Meghan Steele		SCC Design Leader for Source		