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 <u>Sourcing Functional Deployment Cloud Environment</u> using the "Sign In using my Company's Sign-In".

	SIGN IN ORACLE APPLICATIONS CLOUD
Sign In Enter your sing	Sign In using my Company's Sign-in gle sign-on user ID and password.
Sign In	Click to be redirected to your company's single sign-on server for authentication.

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.

🖸 Welcome 🗙 🔽	Srinath _ 🗇 🗙
← → C △ a Secure https://efkd-test.fs.us2.oraclecloud.com/homePage/faces/AtkHomePageWelcome?_adf.no-new-window-redirect=true	ue&_adf.ctrl-state=175dp1n658_5&_afrLoop=4973707764117124&_afrW 📍 😭 📮 🛄 🚦
👬 Apps 🥁 50 Places to Visit in in 🚥 The 21-year-old built 👔 Federer and cricket 💆 The many reasons will 📿 Raghuram Rajan expl 👖 Indiaplaza.com	m: How 🕐 Services Marketing: F 💽 Characteristics of services 🐘 📲 Other bookmarks
TEST INSTANCE - This is NOT Production	
E ORACLE	🕋 ★ 🏴 📫 🚱 🥝 NINA NI 🗸
Welcome NINA NII	Pending Notifications More Details
	Enter search terms Q
You have a new open it with the home icc You can continue to acce Dashboard item in the n	FY: You Are Invited to Respond to Questionnaire Suppler Quality Cert. Mel Ta: 2017 (47) Innahl Marayanan FY: You Are Invited to Respond to Questionnaire O1-Nov-2017 PO T46 - Mel Ta: 2017 (33) Sinduh Marayanan
	FYI: You Are Invited to Respond to Questionnaire 31-Oct-2017 Supplier Quality Cert - Mei Ta - 2017 (32) Sringth Narawanan
	PYI: Oracle Fusion Applications-Automatically 26-Oct-2017 Generated Password
	FYI: Supplier Contact User Account for CUMMINS, 26-Oct-2017 INC. was Created

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.

https://efkd-test.fs.u

new-window-redirect=true&_adf.ctri-state=175dp1n658_5&_afrLoop=4973707764117124&_afWindowMode=2&_afrWindowId=veeqfmfK7&_afrFS=16&_afrMT=screen&_afrMFW=1536&_afr__



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.

DRACLE			â	v~ 1	• 😯	?	NINA NI 🔻
Verview							
Summary Orders Agreements Negotiations							0
✓ Worklist							1
My Tasks 👻 Actions 👻 💿 💿 Assigned	• < >					Ð	
s Title		Num	ber Creator	Assigne	d	Priority	
You Are Invited to Respond to Questionnaire Supplier	Quality Cert - Mei Ta - 2017 (47)	201	346 Srinath Naray	a 05-Nov-2	2017 11:55	3 🔻	
You Are Invited to Respond to Questionnaire PO T&C -	Mei Ta - 2017 (33)	201	147 Srinath Naray	a 01-Nov-2	2017 6:26	3	
You Are Invited to Respond to Questionnaire Supplier	tuality Cert - Mei Ta - 2017 (32)	201	164 Srinath Naray	a 31-Oct-2	017 11:54	3	
✓ Watchlist		Supplier Performance Reports					
No data to display.	Refresh Start Time 05-Nov-2017 12:04 PM	access denied for user to path /shared/Procurement/Analytic Li Performance Report.	brary/Embedded Co	ntent/Supplier F	ortal/Supplier		

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.

Watchlist		Supplier Performance Reports	
	Refresh Start Time 05-Nov-2017 12:04 PM	access denied for user to path /shared/Procurement/Analytic Library/Embedded Content/Supplier Portal/Supplier Performance Report.	
# CAgreements			
Changed or canceled in the last 7 days (0)			
Expiring (0)			
Opened in the last 7 days (0)			
Pending acknowledgment (0)			
Pending authoring (0)			
Image Image			
Closing in next 7 days (0)			
Closing today (0)			
Open invitations (0)			
a Corders			
Changed or canceled in the last 7 days (0)			
Opened in the last 7 days (0)			
Pending acknowledgment (0)			
a Duestionnaires			
Overdue and due within 7 days (1)			
Requiring attention (4)			
Responses requiring resubmission (0)			
A DResponses			
Disqualified (0)			
Drafts (0)			
Resubmission required (0)			
Schedules			
Overdue and due today (0)			

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.

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Secure https://efkd-test.pr	c.us2.oraclecloud.com/procurement,	(taces/adf.task-flow?bpmWorklistT	askid=d3/958ta-75b2-43b9-a923-960d4af08.	3be&bpmWorklistContext=a0	04etc9-115a-4c86-9c9d-41b623e08c91%3
You Are Invited to Resp	ond to Questionnaire Sup	olier Qualit <mark>y</mark> Cert - Mei Ta	- 2017 (47)		Dis
Details					
Assignee	NINA NI	Questionnaire Title	Supplier Quality Cert - Mei Ta - 2017	Supplier	MEI TA INDUSTRIAL CO LTD
From	Srinath Narayanan	Procurement BU	СТТ	Supplier Site	10003
Assigned Date	05-Nov-2017 11 55 AM	Response Due Date		Supplier Contact	NINA NI
Expiration Date	05-Dec-2017 11:55 AM				
Task Number	201346				
Respond to Questionnaire Invitation					
Greetings,					
You are receiving this notification fro you can provide us with information	m company CUMMINS, INC. because you that will be useful in the evaluation proces	are the contact for supplier MEI TA IND S.	USTRIAL CO LTD (10003). We have identified your	company as one that our organiza	ion would like to further evaluate, and we hope
Access the questionnaire by following	ig the recommended actions. We look forv	vard to receiving your response.			
If you do not want to receive future r	notifications, or would like us to redirect thi	s message to another person in your org	anization, write to us at this e-mail address: NI467@	cummins com	
Thank you.					
Srinath Narayanan					
Srinath Narayanan					

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.

TEST INSTANCE - This is N	OT Production			
ORACLE				🕋 🌾 🎾 🚱 🧭 NINA NI -
Respond to Question	naire: Supplier Quality Cert - Mei Ta - 2017			Save Save and Close Submit Cancel
A Questionnaire				THIC CORE EASTALL STANDARD THE
Title	Supplier Quality Cert - Mei Ta - 2017	Supplier	MEI TA INDUSTRIAL CO LTD	Status Draft
Procurement BU	СТТ	Supplier Site	10003	Due Date
Requested By	Srinath Narayanan	Responder	NINA NI	
Questions			Progress	Section 1. Supplier Quality Certification Status *
Supplier Quality Certification Sta	itus			
 Do you have the folk ISO 9001 b. IATF 16949 	owing Quality Certifications? (select all that apply)			
C. Neither ISO 901	01 nor IATF 16949 certifications are available			
1 a 1 Select Y	res' below to confirm that you have ISO 9001 certification and attach	the most recent copy.		
* R	esponse Attachments None 🖶			
(* 1.a.	1.a.1 Please provide the expiration date for your ISO 9001 certific	ation		
2. Provide more details a. Enter Name of	for Other Quality Certification #1 that you have (respond to all optic Quality Certification 1	ns below).		
b. Attach the most	t recent copy of the Quality Certification 1			

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.

uestions upplier Quality Certification State	us		Progress		Section d 1. Supplier Qu
1. Do you have the follow	ing Quality Certifications? (select all that apply)				
🗷 b. IATF 16949					
C. Neither ISO 9001	1 nor IATF 16949 certifications are available				
∎ta1. Select Ye a. Yes	s' below to confirm that you have ISO 9001 certification an	id attach the most recent copy.			
* P= 	Response Attachments				×
1.b.1. Select	Actions View + File Name or URL	Title	Description	Attached By	Attached Date
*1	Columns Hidden 1				
m * 13					ок
2. Provide more details fo	or Other Quality Certification #1 that you have (respond to uality Certification 1	all options below).			
b. Attach the most r	recent copy of the Quality Certification 1				
C. Enter Expiration	Date of Quality Certification 1				
🔟 d. None Available					
3. Provide more details fo	or Other Quality Certification #2 that you have (respond to uality Certification 2	all options below).			
b. Attach the most r	ecent copy of the Quality Certification 2				

uestions pplier Quality Certification St	atus			Progress		Section (1. Supplier Q	uality Certification Status •
1. Do you have the foll ■ a ISO 9001	lowing Quality Certificat	ions? (select all that apply)					
🗷 b. IATF 16949							
C. Neither ISO 90	001 nor IATF 16949 cert	ifications are available					
1.a.1. Select"	Yes' below to confirm th	at you have ISO 9001 certification and attach	the most recent copy.				
*1	Response Attach	ments				×	
1 .;	Actions View	• + ×					
1.b.1. Select	Туре	* File Name or URL	Title	Description	Attached By	Attached Date	
@ a. Ye *1	File •	Choose File No file chosen			xyznina.ni@nws	05-Nov-2017 12:48 PM	
<u>In</u> * 1.1	Rows Selected	1 Columns Hidden 1					
Re 0. Guilde anno datall	En Other Conthe Cont	Easter Alt Marken Teachers at the strategy	an halann)			ок	
a. Enter Name of	Quality Certification 1	incation #1 that you have (respond to all optio	ns below).				
b. Attach the mos	st recent copy of the Qu	ality Certification 1					
c. Enter Expiratio	in Date of Quality Certif	ication 1					
🔲 d. None Available	2						
3. Provide more details	s for Other Quality Certi Quality Certification 2	fication #2 that you have (respond to all optio	ns below).				
st.prc-sp.us2.oraclecloud.com/	supplierPortal/faces/Fno	dOverview?fnd=%252FWEB-INF%252Foracle%	6252Fapps%252Fprc%252Fpoq%25	2Fresponses%252FpublicUi%252F	questionnaire%252Fflow%2	52FQuestionnaireResponseFlow	%2523QuestionnaireResponseFI



One can add multiple attachments as shown below.

Respond to Questionn	aire: test ag	ain - sundaram - Jay				Save Save	and Close Submit C	ancel
⊿ Questionnaire							IIIIC LUIC LOSUITI GUITAU	u mile
Title	test again - sundar	am - Jay	Supplier SUNDARAM FASTER DIVISION)	NERS LTD (AUTOLAC		Status Draft		
Procurement BU	Response Attac	hments	6 P 64 4000				×	
Requested by	Actions View	· + ×						
Questions	Туре	* File Name or URL	Title	Description	Attached By	Attached Date	lity Certification Status	• •
Supplier Quality Certification St	File	Implemented Change Orders.pdf	Implemented Change Ord		xyzpunero@aut	01-Nov-2017 6:46 AM		
1. Do you have the fol	File	August 2017 Statement.pdf	August 2017 Statement.pc		xyzpunero@aut	01-Nov-2017 6:46 AM		
🔲 b. IATF 16949		Columns Hidden 1						
🔲 c. Neither ISO 90						c	ж	
manta 1.a.1. Select'Ye ● a.Yes *Re	es' below to confirm	that you have the certification and attach the mo- nts Implemented Change Orders.pdf (1 more)	st recent copy.					
🏬 * 1.a.1	1.a.1. Please provid 18-Mar-2020	de the expiration date for this certification						
2. Provide more details t a. Enter Name of C	for Other Quality Ce Quality Certification	rtification #1 that you have (respond to all options	s below).					
b. Attach the most	recent copy of the C	Quality Certification						

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.



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.

Respond to Question	naire: Supplier	Quality Cert - Mei Ta - 2017		1	Save Save and C	lose Submit	Cancel
A Questionnaire		O Error		×	Time Z	one Eastern Star	idard Time
Title Procurement BU	Supplier Quality Cert -	You cannot submit the questionnaire because question 1 in	section Supplier Quality Certification Status requires a respons	e (POQ-3645094) tatus OK Date	Draft		
Requested By	Srinath Narayanan	Respon	nder NINA NI				
Questions	107-1 I		Progress	Section	(1. Supplier Qual	ity Certification Sta	itus 🔻 🕨
1. Do you have the folk	owing Quality Certificatio	ns? (select all that apply)	La.				
🔲 b. IATF 16949							
C. Neither ISO 90	01 nor IATF 16949 certifi	cations are available					
2. Provide more details a. Enter Name of	for Other Quality Certific Quality Certification 1	cation #1 that you have (respond to all options below).					
b. Attach the mos	t recent copy of the Qual	ity Certification 1					
C. Enter Expiration	n Date of Quality Certific	ation 1					

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	M	eghan (ghan Steele				
Document Title S			uppliers	uppliers respond to an initiative for Supplier Quality Certification				
Version	Release	Revise	d by	Date (MM/DD/YYYY)	Description			
Enter the release number here	Enter the release name here	DL or FEs n	ame here	Enter the date of creation or maintenance	Write a description of the change here			
1		Srinath Narayar	nan	10/29/2017	Supplier Quality Certification – suppliers respond to initiative			
Poviow or	d Approval							
Name			Poei	tion				
Meghan St	teele		SCC	Design Leader for	r Source			