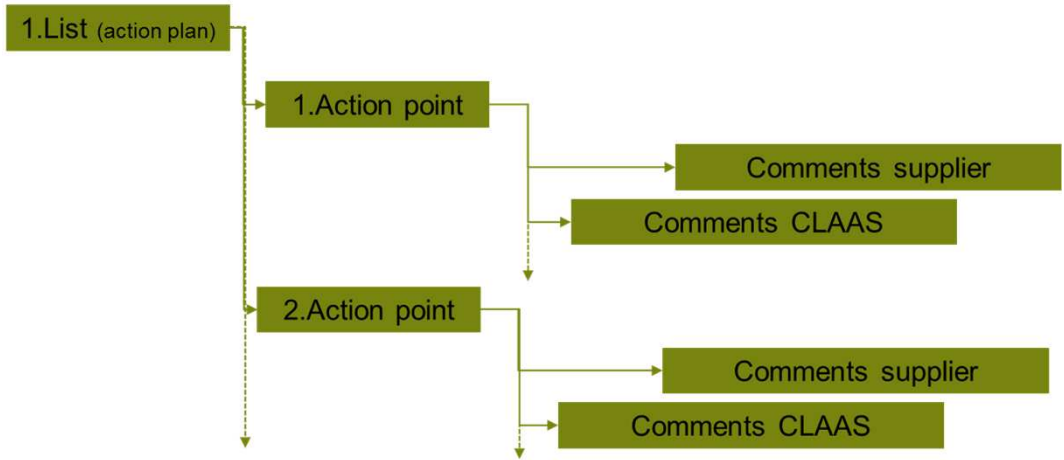




CLAAS Supplier Portal Quality SPQ 4- Action points – action plan management for Suppliers



SPQ Action plans structure



List

View list: test training

Navigation: Action points, Company-wide, Owner, Resource, Lists, Templates

Form fields: Title* / Note, Due (27-05-2019), Status (---), Resource (User / CRM/SRM person), Priority (3), Category (---)

#	Title	Due	Status	Resource	Owner	Company	Prio	Category	Menu
Raba Axle Ltd. (#15042)									
89.001	5.10 test deviation comment / finding - action to do	31-05-2019	🟡	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	1	Non conform	🗑️ 📄 ✖️
	Alexandre Lefort: action closed see data	15-05-2019							
	Alexandre Lefort: action point update with new material test report	15-05-2019							
	Alexandre Lefort: test Report NOK neu schicken bitte	17-05-2019							
	Alexandre Lefort: new Report with numbering of characteristics required	9:29							
89.002	5.11 test deviation comment / finding -	-	-	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	2	Non conform	🗑️ 📄 ✖️

Action point

CLAAS comments

Supplier comments



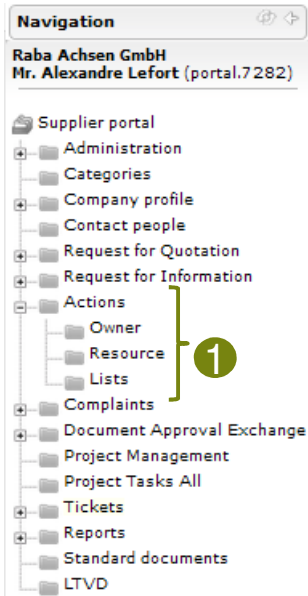
Function

Manage action plans internally or with suppliers:

- assign tasks
- follow up of tasks
- Single tasks (action points) can be grouped in action plan (list)
- action plan can be uploaded from xls template
- track action points history and set status and comments
- close action point
- Action categories: all possible

- Example action plans:
 - On Audit report findings
 - quality like to do series / project... not limited to quality / technical topics
 - others

Find an action point or list



- ① Action points filter
 - actions: all actions
 - owner: yours as owner (creator)
 - resource: you as responsible**
 - lists: action plans list**

- ④ Action plan = parent list of the action plan (click on list name to display all actions of the list)

- ② Line: action point

- ③ Click on column header to sort ascending/ descending

Example 1 : owner

Action points assigned

Print

Title* / Note

New AP

Due: 2019-05-27

Status: ---

Resource: User CRM/SRM person

List: test template

Priority: 3

Category: ---

24 Entries found

✓ #	Title	Due	Status	Resource	Owner	Company	List	Prio	Category	Menu
② 89.001	5.10 test deviation comment / finding - ...	2019-05-31	⊖	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	test training	1	Non conform	🔍 🗑️
89.001	supplier action point training Action / finding CLAAS or dev ...	2019-05-27	⊕	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	List training supplier users	1	Non conform	🔍 🗑️
92.002	action plan CLAAS action CLAAS on an item ...	2019-05-27	⊕	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	List training supplier users	1	Non conform	🔍 🗑️ 🚫
85.001	point 1 training to do training1 ...	2019-05-22	⊕	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	action list training	1	Non conform	🔍 🗑️
85.002	point training 2	2019-05-22	⊕	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	action list training	1	Non conform	🔍 🗑️

Find an action point or list

Example2 : list

Navigation: Raba Achsen GmbH, Mr. Alexandre Lefort (portal.7282)

- Supplier portal
 - Administration
 - Categories
 - Company profile
 - Contact people
 - Request for Quotation
 - Request for Information
 - Actions
 - Owner
 - Resource
 - Lists

Action point lists

#	Title
91	test template
90	write acces
92	List training supplier users
89	test training

2- action points of the selected list are displayed

Navigation: Raba Achsen GmbH, Mr. Alexandre Lefort (portal.7282)

- Supplier portal
 - Administration
 - Categories
 - Company profile
 - Contact people
 - Request for Quotation
 - Request for Information
 - Actions
 - Owner
 - Resource

View list: test training

test training

✓	#	Title	Due	Status	Resource	Owner	Company	Prio	Category
		Raba Axle Ltd. (#15042)							
<input type="checkbox"/>	89.001	5.10 test deviation comment / finding - ...	2019-05-31	⊖	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	1	Non conform
<input type="checkbox"/>	89.002	5.11 test deviation2 comment / finding - ...	-	-	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	2	Non conform

Manage action plans-1

- Comment points and see history

TESTSYSTEM CLAAS

Navigation

Raba Achsen GmbH
Mr. Alexandre Lefort (portal.7282)

Supplier portal
Administration
Categories
Company profile
Contact people
Request for Quotation
Request for Information
Actions
Complaints
Document Approval Exchange
Project Management
Project Tasks All
Tickets
Reports
Standard documents
LTVD

Action point lists

#	Title	Owner	Public (Supplier)
50	write acces	Alexandre Lefort	<input checked="" type="checkbox"/>
89	test training	Alexandre Lefort	<input checked="" type="checkbox"/>

2 Entries found

View list: test training

test training

✓	#	Title	Due	Status	Resource	Owner	Company	Prio	Category
Raba Axle Ltd. (#15042)									
<input type="checkbox"/>	+ 89.001	5.10 test deviation comment / finding - ...	2019-05-31	⊖	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	1	Non conform
<input type="checkbox"/>	+ 89.002	5.11 test deviation2 comment / finding - ...	-	-	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	2	Non conform

Manage action plans-2

- Action follow up / update and comments

English Français Deutsch Magyar Русский Home Logout

View list: test training

test training

✓	#	Title	Due	Status	Resource	Owner	Company	Prio	Category
Raba Axle Ltd. (#15042)									
<input type="checkbox"/>	89.001	5.10 test deviation comment / finding - action to do	2019-05-31	☹	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	1	Non conform
		Alexandre Lefort: action closed see data	2019-05-15						
		Alexandre Lefort: action point update with new material test report	2019-05-15						
		Alexandre Lefort: test Report NOK neu schicken bitte	2019-05-17						
		Alexandre Lefort: new Report with numbering of characteristics required	09:29						
		Add comment							
<input type="checkbox"/>	89.002	5.11 test deviation2 comment / finding - ...	-	-	Alexandre Lefort	Alexandre Lefort	Raba Axle Ltd.	2	Non conform

4-add comment

1

Action history recorded

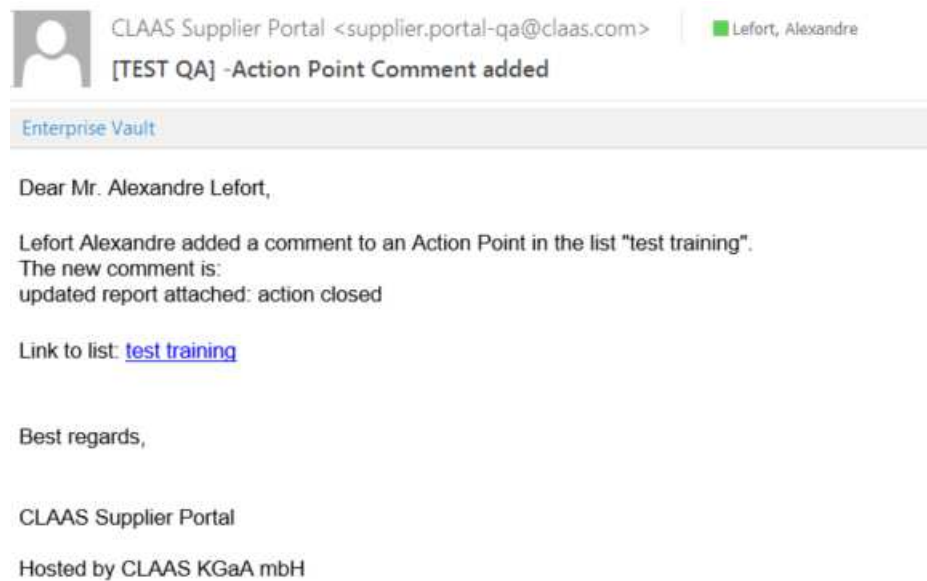
6-save!

5-type comment (action) + upload file i.a.

The comment 1 will be displayed in the action history

Comment updated - Automated communication

- The CLAAS action point owner receives automatically an email with your comment



Action points assigned to you – automated communication

- You receive automatically an email when an action point has been assigned to you

