



CLAAS Supplier Portal Quality SPQ PPAP Ticket processing for suppliers



Function and area of application

Function:

Manage transfer of requests, documentation bidirectional, releases (docs and parts i.a)

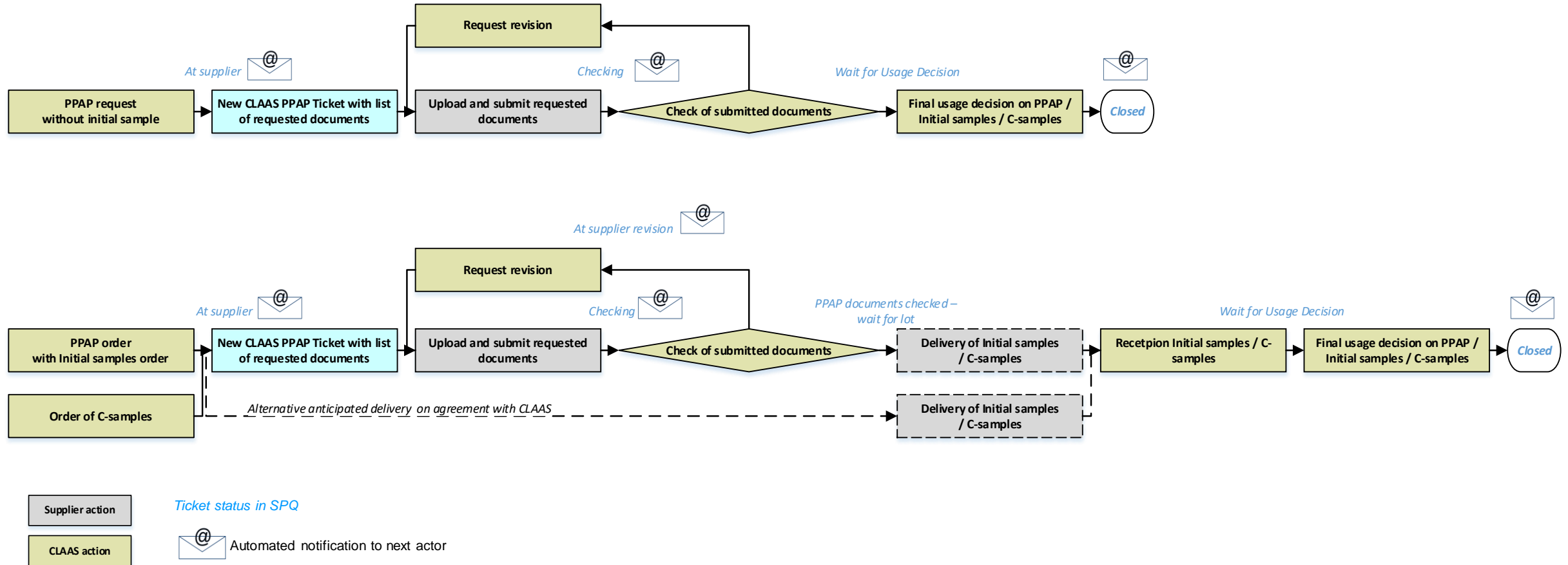
- Transfer PPAP order acc. to purchasing order and PPAP level
- Submission and approvals of required PPAP docs
- Transfer approved documents to SAP
- Monitoring of status during processing
- Inform supplier about CLAAS decision on PPAP

Area of application:

- Series production releases:
 - PPAP CLAAS with initial samples order
 - PPAP CLAAS without initial samples
- C-samples acceptance

Short process description

- Automated notification to next actor at each step
- Process Status transparency



You get a new PPAP ticket!

- Automated e-mail, when a new PPAP order is created.
- You are requested to submit the PPAP documentation in the CLAAS Supplier Portal Quality and if applicable to submit the linked Initial Samples to CLAAS

From: "CLAAS Supplier Portal"
To: Test.Sample@test.com
Subject: Supplier N° - Supplier name - New CLAAS PPAP Ticket (170299) available

Dear Mr. Test Sample,

there is a new PPAP ticket (170299) for you available

Please open the link below and review the data.

https://supplier-ga.claas.com/tickets/index.php?cid=1&controller=ticket&ticket=170299&_pure_url=modules%2Fdashboard%2Fhome%23iframe%2Fmain.php%3Fsenha_main%3D1%26t%3Dtickets%2Ftree.php%26c%3Dtickets%2Findex.php%26controller%3Dticket%26ticket%3D170299%26sidebar_path%3Ddashboard%2Ftickets&_pure_ace=dashboard%2Fmyp4t_pure

Best regards,

CLAAS Supplier Portal

Hosted by CLAAS KGaA mbH

Ticket # linked to the Purchase Order or PPAP request

Open the link to see and process the sampling (PPAP) Ticket.

Your ID and password will be requested for access.

Ticket tool page

Filter

List of tickets acc. to filter selection (example all tickets)
All tickets not only First sampling tickets (PPAP)

Navigation

Mr. Supplier
(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
 - Create Ticket
 - My OPEN Tickets **1**
 - All Tickets **2**
- Reports
- Standard documents
- LTVD

Open Tickets (203)

Select	ID	Type	Subject	Status	Assigned To	Responsible Group	Created
<input type="checkbox"/>	SR000154	Deviation Request	Test R2203	Decision Pending	--	--	2022-03-28 18:46
<input type="checkbox"/>	169950	CLAAS PPAP	Sampling for 4700075015 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19
<input type="checkbox"/>	169949	CLAAS PPAP	Sampling for 4700075014 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19
<input type="checkbox"/>	169948	CLAAS PPAP	Sampling for 4700075013 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19
<input type="checkbox"/>	169947	CLAAS PPAP	Sampling for 4700075012 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19
<input type="checkbox"/>	169946	CLAAS PPAP	Sampling for 4700075011 / 00010	Closed	--	UF APPROVER 169946	2022-01-31 11:19
<input type="checkbox"/>	169945	CLAAS PPAP	Sampling for 4700075010 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19
<input type="checkbox"/>	169944	CLAAS PPAP	Sampling for 4700075009 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-28 12:04
<input type="checkbox"/>	169943	CLAAS PPAP	Sampling for 4700075008 / 00010	Closed	--	UF APPROVER 169943	2022-01-28 11:15
<input type="checkbox"/>	169942	CLAAS PPAP	Sampling for 4700074985 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34
<input type="checkbox"/>	169941	CLAAS PPAP	Sampling for 4700074984 / 00020	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34
<input type="checkbox"/>	169940	CLAAS PPAP	Sampling for 4700074984 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34
<input type="checkbox"/>	169939	CLAAS PPAP	Sampling for 4700074983 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34

Subject: includes Purchase order number or request number linked to the PPAP ticket

1 My open ticket: only your open tickets (not closed) will be displayed

2 All tickets: all tickets (type and status) will be displayed

Open a ticket

Tickets with status “at supplier” or “at supplier revision are waiting for your action (PPAP documents submission)

Open Tickets (203)

1-click on ticket to open

Select	ID	Type	Subject	Status	Assigned To	Responsible Group	Created	Created By	Modified
<input type="checkbox"/>	SR000154	Deviation Request	test R2203	Decision Pending	--	--	2022-03-28 18:46	Lefort Supplier Alex	2022-03-28 18:46
<input type="checkbox"/>	169950	CLAAS PPAP	Sampling for 4700075015 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19	Data Exchange Claas	2022-01-31 14:05
<input type="checkbox"/>	169949	CLAAS PPAP	Sampling for 4700075014 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19	Data Exchange Claas	2022-01-31 14:03
<input type="checkbox"/>	169948	CLAAS PPAP	Sampling for 4700075013 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19	Data Exchange Claas	2022-01-31 14:03
<input type="checkbox"/>	169947	CLAAS PPAP	Sampling for 4700075012 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19	Data Exchange Claas	2022-01-31 14:03
<input type="checkbox"/>	169946	CLAAS PPAP	Sampling for 4700075011 / 00010	Closed	--	UF APPROVER 169946	2022-01-31 11:19	Data Exchange Claas	2022-02-02-09:56
<input type="checkbox"/>	169945	CLAAS PPAP	Sampling for 4700075010 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-31 11:19	Data Exchange Claas	2022-01-31 14:03
<input type="checkbox"/>	169944	CLAAS PPAP	Sampling for 4700075009 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-28 12:04	Data Exchange Claas	2022-01-28 14:07
<input type="checkbox"/>	169943	CLAAS PPAP	Sampling for 4700075008 / 00010	Closed	--	UF APPROVER 169943	2022-01-28 11:15	Data Exchange Claas	2022-01-28 11:54
<input type="checkbox"/>	169942	CLAAS PPAP	Sampling for 4700074985 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169941	CLAAS PPAP	Sampling for 4700074984 / 00020	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169940	CLAAS PPAP	Sampling for 4700074984 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169939	CLAAS PPAP	Sampling for 4700074983 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169938	CLAAS PPAP	Sampling for 4700074980 / 00010	Wait for usage decision - VCODE	Lefort Supplier Alex	UF APPROVER 169938	2022-01-19 14:34	Data Exchange Claas	2022-01-28 11:28
<input type="checkbox"/>	169937	CLAAS PPAP	Sampling for 4700074982 / 00010	Closed	--	UF APPROVER 169937	2022-01-19 14:34	Data Exchange Claas	2022-01-21 12:30
<input type="checkbox"/>	169936	CLAAS PPAP	Sampling for 4700074981 / 00020	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169935	CLAAS PPAP	Sampling for 4700074981 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169934	CLAAS PPAP	Sampling for 4700074978 / 00020	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169933	CLAAS PPAP	Sampling for 4700074978 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169932	CLAAS PPAP	Sampling for 4700074977 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169931	CLAAS PPAP	Sampling for 4700074973 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169930	CLAAS PPAP	Sampling for 4700074972 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169929	CLAAS PPAP	Sampling for 4700074971 / 00010	at Supplier	Lefort Supplier Alex	--	2022-01-19 14:34	Data Exchange Claas	2022-01-19 18:03
<input type="checkbox"/>	169928	CLAAS PPAP	Sampling for 4700074970 / 00010	PPAP documents checked - wait for LOT	Lefort Supplier Alex	UF APPROVER 169928	2022-01-19 14:34	Data Exchange Claas	2022-01-28 12:05

PPAP Ticket- content 1: overview

CLAAS PPAP - Sampling for 4700075015 / 00010

ID: #169950 (Revision: < 3)
Ticket Subject*: Sampling for 4700075015 / 00010
Status: at Supplier

Created By: Data Exchange Claas @2022-01-31 11:19
Revised by: Workflow Engine @ 2022-01-31 14:05
Responsible Group: n/a
Assigned To: Lefort Supplier Alex ()
CRM Company:

1 Order Data

PO Number: 4700075015
PO Item: 00010
Order Type: YP - PPAP request without order of initial samples - series approval
Plant: 0025 - 0025 CLAAS Tractor SAS
Material Group: P031000 Transmission
Material number: 22446441
Material: BDV DROPBOX GAUCHE
Quantity: 1,00
Unit: Piece
Delivery date: 2022-10-01

2 Required Documents

Submission Warrant (PSW): [Durchsuchen...](#) Keine Datei ausgewählt.
Dimensional test report: [Durchsuchen...](#) Keine Datei ausgewählt.
Including
- confirmed packaging spec
- confirmed parts list
Material test report: [Durchsuchen...](#) Keine Datei ausgewählt.
Commodity relevant test report: [Durchsuchen...](#) Keine Datei ausgewählt.
[See Commodity Test Matrix in Standard Documents - Quality](#)
Customer Engineering Approval: [Durchsuchen...](#) Keine Datei ausgewählt.
Process Flow Diagram: [Durchsuchen...](#) Keine Datei ausgewählt.
Control plan(s): [Durchsuchen...](#) Keine Datei ausgewählt.
Including
- during production
- end of line

3 Action

Next Action*: [Please Select]

[Save](#)
Draft Auto-Saved @ 2022-04-05 00:38

List of required documentation

The evidences to be provided for the PPAP are defined according to CLAAS decision on PPAP level.

Refer to CLAAS PPAP Guideline for the rules.

The CLAAS PSW template is mandatory. Other documents can be submitted with the supplier form or with CLAAS form

PPAP Ticket- content 2: Order / Request data

1 : Request information

CLAAS PPAP - Sampling for 4700075015 / 00010

Ticket#
 ID: #169950 (Revision: * 3) ⓘ ⓘ =Ticket history
 Created By: Data Exchange Claas @2022-01-31 11:19
 Revised by: Workflow Engine @ 2022-01-31 14:05
 Responsible Group: n/a
 Assigned To: Lefort Supplier Alex ()
 CRM Company:

Ticket Subject*: Sampling for 4700075015 / 00010

Status: at Supplier Ticket status ▾

1 Order Data ☰

PO Number: 4700075015 Initial / C-sample Sample Purchase order or PPAP request (without IS)

PO Item: 00010 order or request item

Order Type: YP - PPAP request without order of initial samples - series approval ▾

Plant: 0025 - 0025 CLAAS Tractor SAS CLAAS Plant

Material Group: P031000 Transmission

Material number: 22446441 CLAAS Material number

Material: BDV DROPBOX GAUCHE

Quantity: 1,00 Quantity of IS / C-samples to be delivered (without samples Qty=1)

Unit: Piece

Delivery date: 2022-10-01 Delivery date of IS / C-samples or of documents submission without samples

! With samples, the documents should be submitted before delivery!

3 Types:

EB - PPAP request with order of initial samples - series approval

PPAP CLAAS Series production release with order of initial samples

YP - PPAP request without order of initial samples - series approval

PPAP CLAAS Series production release without initial samples

YC - Order of C-Samples

Order of C-samples with acceptance for test purpose



PPAP Ticket- content 3: submit documents

- ② : PPAP documentation & ③ submission

② Required Documents	
Submission Warrant (PSW):	Durchsuchen... Keine Datei ausgewählt.
Dimensional test report:	Durchsuchen... Keine Datei ausgewählt. <i>Including</i> - confirmed packaging spec. - confirmed parts list
Material test report:	Durchsuchen... Keine Datei ausgewählt.
Commodity relevant test report:	Durchsuchen... Keine Datei ausgewählt. <i>Including</i> - E/E : CN 05 0215 - Hydr. : Oil cleanness CN 05 0404 - Surface treatment : CN 04 01 02
Customer Engineering Approval:	Durchsuchen... Keine Datei ausgewählt.
Process Flow Diagram:	Durchsuchen... Keine Datei ausgewählt.
Control plan(s):	Durchsuchen... Keine Datei ausgewählt. <i>Including</i> - during production - end of line
③ Action	
Next Action*:	[Please Select] [Please Select] Save as Draft Send to CLAAS Save <small>Draft Auto-Saved @ 2019-05-21 09:08</small>

1- click & browse to find and upload file

Only one file per button possible!
Think to create a .zip or to join your pdf file in one file

2- save as draft for later submission or submit to CLAAS with send to CLAAS

3- save!



Rules for files naming of files

In order to better find documents after archiving, we kindly ask our suppliers to name the files for PPAP submission as following:

Rules for files names:

YYYY-MM-DD_PPAP field_part description_free text

Example:

2022-03-15_Control plan_ Harness_22446441

Required Documents	
Submission Warrant (PSW):	Durchsuchen... Keine Datei ausgewählt.
Dimensional test report:	Durchsuchen... Keine Datei ausgewählt. <i>Including</i> - confirmed packaging spec. - confirmed parts list
Material test report:	Durchsuchen... Keine Datei ausgewählt.
Commodity relevant test report:	Durchsuchen... Keine Datei ausgewählt. <i>Including</i> - E/E : CN 05 0215 - Hydr. : Oil cleanness CN 05 0404 - Surface treatment : CN 04 01 02
Customer Engineering Approval:	Durchsuchen... Keine Datei ausgewählt.
Process Flow Diagram:	Durchsuchen... Keine Datei ausgewählt.
Control plan(s):	Durchsuchen... Keine Datei ausgewählt. <i>Including</i> - during production - end of line

Rules for files naming of files

Additionally to the creation of a ticket the Supplier portal quality notifies the supplier in case of:

- Revision request (several times possible)
- Final decision on PPAP (accepted or rejected)

Example of email for (2nd) documents revision:

From: "CLAAS Supplier Portal"
To: Test.Sample@test.com
Subject: CLAAS PPAP Ticket (170299) needs revision
Dear Mr. Test Sample,

You are asked to revise your sampling ticket (170299) due to the following reason:
2021.03.11
2nd test, documents are refused again

2021.03.10
This is a test. Documents send back for revision

Please click on the link to ticket and revise your data:
https://supplier-ga.claas.com/tickets/index.php?cid=1&controller=ticket&ticket=170299&_pure_url=modules%2Fdashboard%2Fhome%23iframe%2Fmain.php%3Fsencha_main%3D1%26t%3Dtickets%2Ftree.php%26c%3Dtickets%2Findex.php%26controller%3Dticket%26ticket%3D170299%26sidebar_path%3Ddashboard%2Ftickets&_pure_ace=dashboard%2Fmyp4t_pure

Best regards,

CLAAS Supplier Portal

Hosted by CLAAS KGaA mbH

Example of email for result:

From: "CLAAS Supplier Portal"
To: Test.Sample@test.com
Subject: CLAAS PPAP Ticket (170189): Result

Dear Mr. Test Sample,

we are glad to transmit you the result of your PPAP ticket (170189).
Result: 0120
Accepted with deviation release

Comment:
[CLAAS comment on decision](#)

Best regards,

CLAAS Supplier Portal

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Ticket status follow up – further information

Status in SPQ	Description
<i>New</i>	New sampling ticket (linked to first sample order) not already transferred to the supplier.
<i>At supplier</i>	Supplier requested to submit PPAP documents and Initial Samples if applicable.
<i>At supplier revision</i>	Supplier is requested to revise and resubmit the PPAP documentation.
<i>Checking</i>	CLAAS quality requested to check and give decision about PPAP documentation
<i>PPAP documents checked - wait for lot</i>	PPAP documentation checked - waiting for Initial Samples (if requested) or C-samples
<i>Wait for usage decision</i>	Initial Sample or C-samples reception completed (if applicable); waiting for final usage decision.
<i>closed</i>	PPAP documentation and initial samples (if applicable) are approved or rejected.

Refer to CLAAS PPAP Guideline for more information about the CLAAS PPAP Process and requirements

Submit your user management requests to: supplier.portal.quality@CLAAS.com