



Production Part Approval Process
CQMS-PPAP (MetricStream)
Supplier Training
Version 5





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1. Introduction

1.1. Purpose of This Document

Welcome to Supplier Training for the CQMS-PPAP application. In this guide, you will learn:

- Section 1 – What CQMS-PPAP is, why Cummins is using it, and its benefits
- Section 2 – How to gain access to and generally navigate through the system
- Section 3 – How to use CQMS-PPAP to respond (submit documents) to APQPs
- Section 4 – How to use CQMS-PPAP to respond (submit documents) to PPAPs
- Section 5 – How to use CQMS-PPAP to initiate Supplier Change Requests (SCRs)
- Section 6 – What reports are available and how to use them
- Section 7 – Where to get help when you need it

1.2. What is CQMS-PPAP (MetricStream)?

Cummins partnered with MetricStream (an external vendor) to create CQMS-PPAP (MetricStream). It is a web-based software application which was designed to be a Cummins-wide (excluding the Engine Business Units where a similar system is already in place), common solution that enables and facilitates better control of Cummins' quality processes for APQP, PPAPs and SCRs.

1.3. Why is Cummins Using PPAP-MetricStream?

Customer satisfaction and business results come from the interaction of processes across businesses and functions. These interactions determine the quality of results. Specifically, the quality of results at Cummins means:

- Customers get what they pay for
- Our products are dependable
- Our lead times are short
- Our repair services fix things right the first time
- Our plants deliver the right products on time
- There is no rework in our plants
- Our scrap levels are low
- Our suppliers work with us to fix defects



For key processes, the right way to do the work is the only way to do the work worldwide. The main goal of CQMS-PPAP (MetricStream) is to drive these common processes across all Business Units and Cummins suppliers.

In short, Cummins is using CQMS-PPAP (MetricStream) to help ensure better quality. As a supplier to Cummins, you will be required to register for and use this system when applicable, as per the Cummins Supplier Handbook.

1.4. Benefits to Suppliers

CQMS-PPAP (MetricStream) has many benefits to Cummins, such as establishing common data definitions and providing a central framework that falls in line with Cummins IT strategy. However, there are also direct benefits to you as a supplier. Here are just a few examples:

- **Quick access.** When Cummins creates a PPAP that concerns you, you will be notified immediately. This improves your ability to respond in a timely manner. If you initiate an SCR, Cummins also gets notified immediately.
- **The ability to attach supporting documents and comments.** Each time you respond to an issue, you now have the option to comment on it and to attach documents such as scanned photographs for your partners at Cummins to view.
- **Enhanced reporting.** CQMS-PPAP (MetricStream) allows you to see your data by means of supplier standard reports. These tools allow you to better view and control quality measures from a Cummins perspective.
- **Controlled data access.** Using several different layers of IT security, CQMS-PPAP (MetricStream) will only allow you to see data that pertains to you while at the same time protecting this data from being accessed by other suppliers or non-interested parties.



2. Access and Navigation

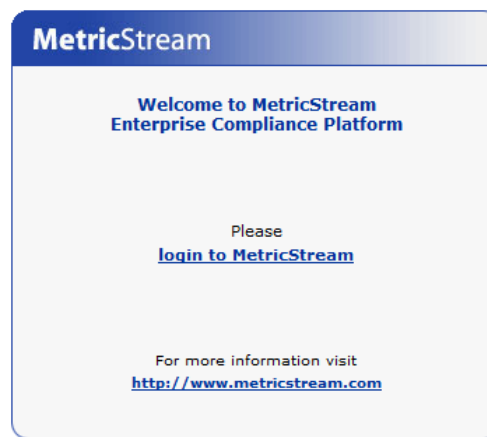
2.1. What Type of Supplier Are You?

If you are employed by Cummins and supply to another Cummins facility or facilities, then you are an *Internal Supplier*. If you are not a Cummins employee (but still supply to one or more Cummins facilities), then you are an *External Supplier*.

2.2. Gaining Access as an Internal Supplier

As an Internal Supplier, you access the CQMS-PPAP (MetricStream) application simply by using your Internet Explorer browser to go to cqms.cummins.com (CQMS stands for the Cummins Quality Management System).

Once there, you will click on the [login to MetricStream](#) link as seen below. Then, you will be prompted to enter your username (your Cummins WWID) and password (your Cummins password). After you are validated, you will come to the MetricStream main screen as seen in Section 2.4.



2.3. Gaining Access as an External Supplier

CQMS-PPAP (MetricStream) is hosted on Cummins IT equipment, and it requires that all users be on the Cummins Intranet for security purposes. The CQMS-PPAP (MetricStream) application is web-based and somewhat data-intensive, and therefore you will need to use a computer with high-speed Internet access. Also, you should know that CQMS-PPAP (MetricStream) was developed specifically for Microsoft's Internet Explorer browser and all versions of IE through version 11 are certified to work properly. Other browsers, such as Mozilla Firefox and Google Chrome are not currently guaranteed to work.

As an External Supplier, you will be accessing CQMS-PPAP (MetricStream) through the Global Supplier Portal (supplier.cummins.com).



Note: If you happen to currently use the Integrated Supply Chain Management (iSCM) website to gain access to other Cummins Quality applications, including the Engine BU PPAP system, then you should continue to do so.

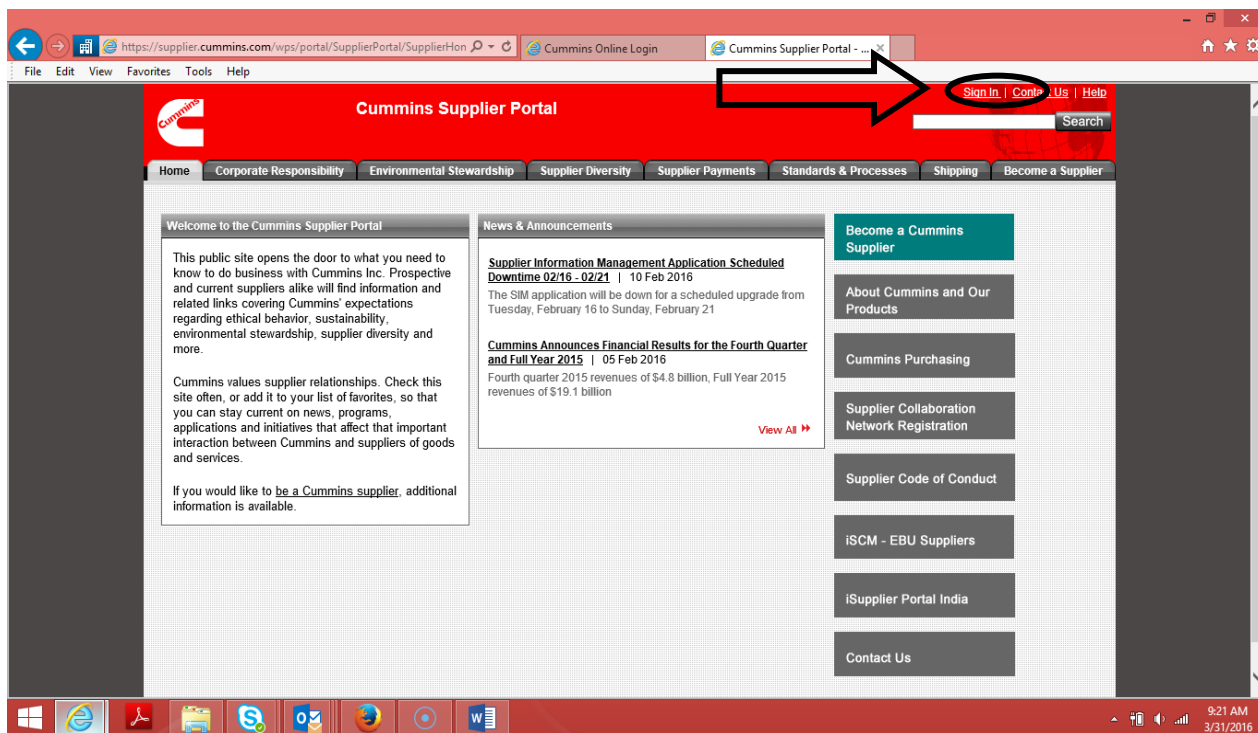
However, you may also use iSCM to gain access to both CQMS-MetricStream for non-conformances / supplier corrective actions as well as CQMS-PPAP (MetricStream) for non-Engine PPAPs and SCRs. To do so, simply click on the [CQMS](#) link after logging in to iSCM. The system will then automatically redirect you to the Global Supplier Portal. You won't need to log in again, but once in the Portal, you will need to click on either the [CQMS](#) link or the [PPAP](#) link (they both take you to the same spot) once again.

You need to be properly registered in the Global Supplier Portal (or the iSCM system if applicable) in order to get access to PPAP-MetricStream.

We will not cover the actual registration process in this document. If you need help or think that you need to be registered but have not been, please request your Cummins Supplier Quality Improvement Engineer (SQIE) or Cummins Sourcing Manager (SM) to send an email to CQMSSupplierRegistration@cummins.com for assistance. The email must contain your name and email address, the company you represent, which Cummins facility/facilities you supply to, your Supplier Site ID (SSID) code(s), and a description of the request or question. You may send an email yourself, but Cummins will still need to validate your request with your SQIE or SM in any case.

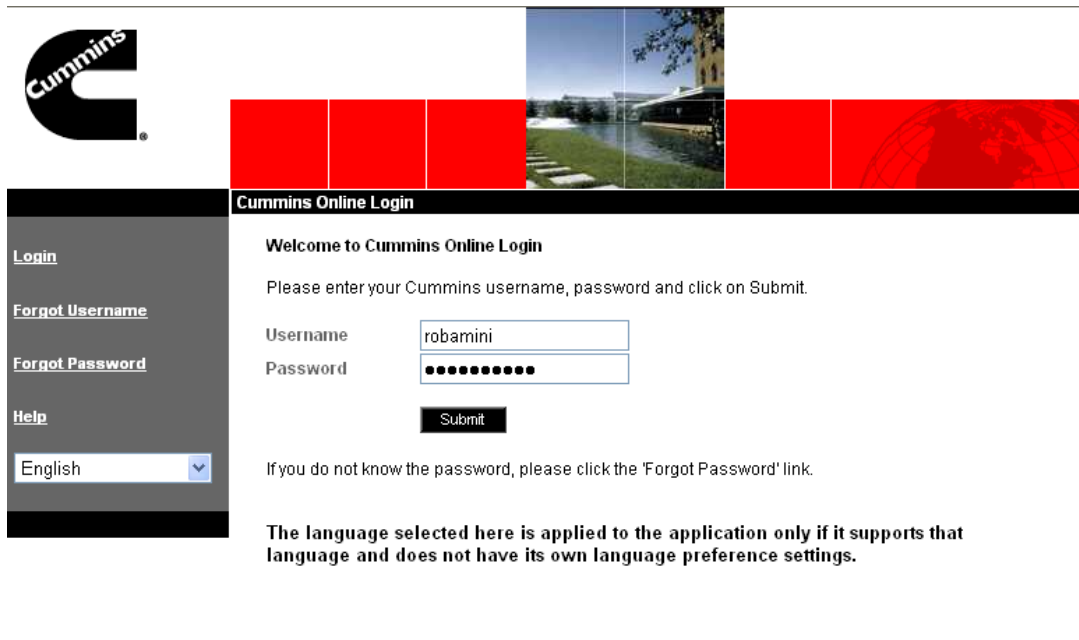
The following steps assume that you are registered in the Global Supplier Portal:

1. In Internet Explorer, go to supplier.cummins.com. When you do, you will see a screen similar to this. Click on the [Sign In](#) link in the upper right corner:





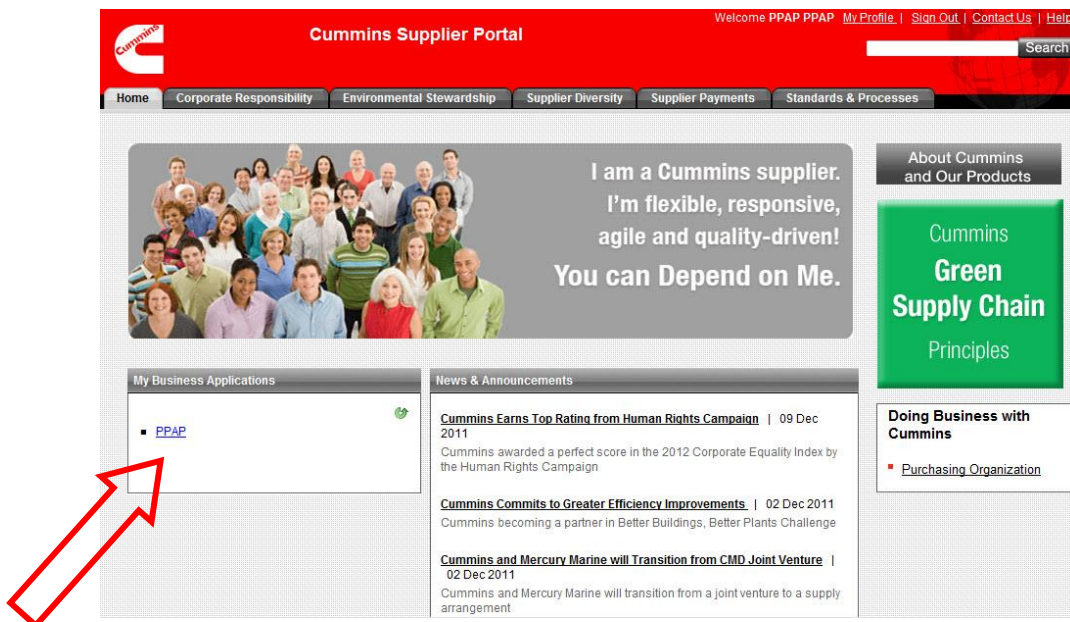
2. Enter your Username and Password from your Supplier Portal registration as shown below, then click the **Submit** button.



The image shows the Cummins Online Login page. At the top left is the Cummins logo. To its right is a banner image showing a landscape with a river and a bridge. Below the banner is a red bar with the text "Cummins Online Login". On the left side, there is a sidebar with links: "Login", "Forgot Username", "Forgot Password", "Help", and a language dropdown menu set to "English". The main content area has a heading "Welcome to Cummins Online Login" and a subheading "Please enter your Cummins username, password and click on Submit." Below this are input fields for "Username" (containing "robamini") and "Password" (masked with dots). A "Submit" button is located below the password field. At the bottom, there is a note: "If you do not know the password, please click the 'Forgot Password' link." and another note: "The language selected here is applied to the application only if it supports that language and does not have its own language preference settings."

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3. Under the My Business Applications section on the left side of the main page, click the PPAP link. You may see other applications in this area including CQMS. Both the CQMS link will and the PPAP link will take you to the same place.

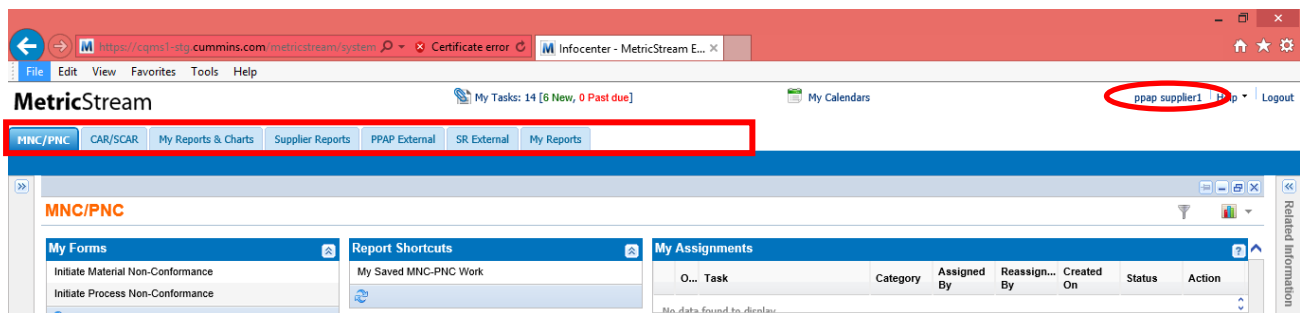


The image shows the Cummins Supplier Portal main page. At the top is a red header with the Cummins logo, the text "Cummins Supplier Portal", and a search bar. Below the header is a navigation bar with links: "Home", "Corporate Responsibility", "Environmental Stewardship", "Supplier Diversity", "Supplier Payments", and "Standards & Processes". The main content area features a large banner with a group of people and the text: "I am a Cummins supplier. I'm flexible, responsive, agile and quality-driven! You can Depend on Me." To the right of the banner is a sidebar with links: "About Cummins and Our Products", "Cummins Green Supply Chain Principles", and "Doing Business with Cummins" (with a sub-link "Purchasing Organization"). Below the banner is a section titled "My Business Applications" with a link to "PPAP". To the right of this section is a "News & Announcements" section with three news items: "Cummins Earns Top Rating from Human Rights Campaign" (09 Dec 2011), "Cummins Commits to Greater Efficiency Improvements" (02 Dec 2011), and "Cummins and Mercury Marine will Transition from CMD Joint Venture" (02 Dec 2011). A red arrow points to the "PPAP" link in the "My Business Applications" section.



2.4. The MetricStream Main Page

Whether you are an Internal or an External Supplier, the CQMS-PPAP (MetricStream) application will appear similar to the screen below once your login is validated. Your name displays in the upper right hand corner. Underneath the MetricStream logo, you will see the main navigation tabs. What you see depends on whether you have access just to PPAP or also to non-conformances and supplier corrective actions. You may not see all of the tabs shown here, but at a minimum you will see the *PPAP External* tab, which is where the vast majority of your work will be done. Also, the first tab on the left is the one that will open by default. This will likely be either the *MNC/PNC* tab or the *PPAP External* tab, again depending on your access.



Warning: You should always use the main navigation tabs, and not the browser's back and forward buttons, to move around the application. The back button may not display all of the appropriate data correctly. Also, if you ever get "lost" in the system, you can use these main navigation tabs to get back to familiar territory.

2.5. CQMS-PPAP (MetricStream) Item IDs

Every SCR, APQP and PPAP (including Annual Layout and Special Customer Instruction) has a unique identifier assigned to it. This identifier is known as the Item ID, and has a format such as **2016-PPAP- 000029**. It tells you the year of the issue, the type of item, and a unique number. This ID stays the same throughout the workflow.

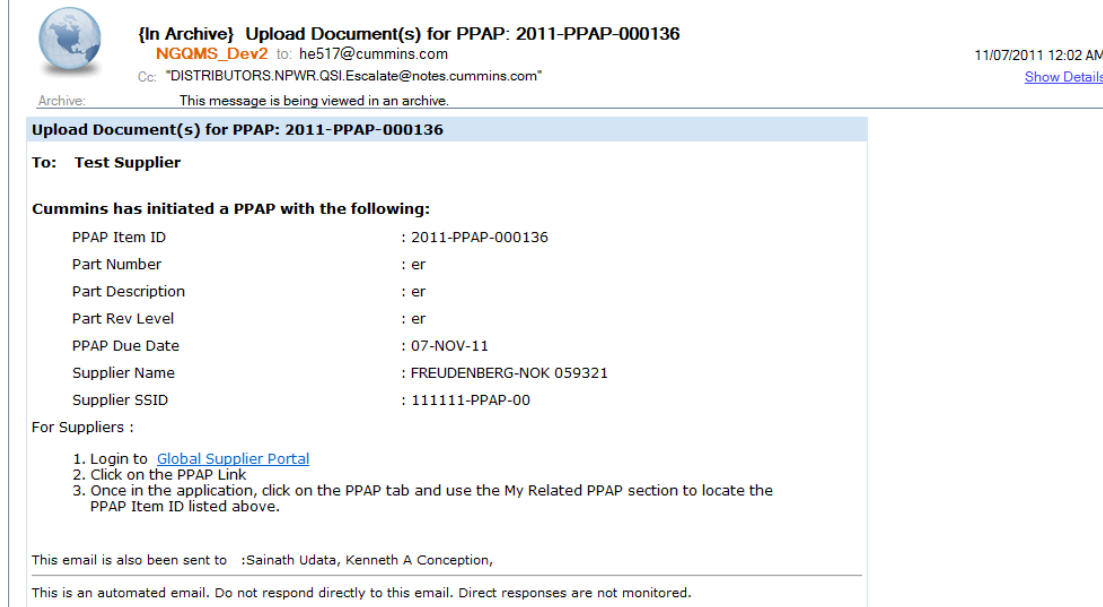
Tip: A sample Annual Layout ID would look like this: **2016-AL-002543**. A sample Special Customer Instruction would look like this: **2016-SCI-000019**. A sample SCR would look like this: **2016-SCR-000341**. A sampler APQP would look like this **2011-APQP-000101**: You'll learn more about these different item types in Section 3.

2.6. CQMS-PPAP (MetricStream) Emails and Assignments

There are generally two reasons for signing in to PPAP-MetricStream. Either you have some work to do in response to a Cummins PPAP/APQP or you want to create an SCR. We'll cover SCRs later in the guide, but for now, we'll focus on your responses to PPAPs.



Any time that Cummins creates a PPAP/APQP for you, you will receive an email alert. That email will direct you to log in to the Global Supplier Portal (supplier.cummins.com), click on the PPAP link, and then go to the *PPAP External* tab to find the specific PPAP/APQP. Your email will look similar to this:



Once you have logged in to CQMS-PPAP (MetricStream), you can find your PPAP/APQP assignment in one of three places: the *My Assignments* area, the *My Related PPAPs* area, or *My Tasks* area. Both are shown below and you may use either one, as they will all take you to the same form. *My Related PPAPs* has much more information, but if you know the Item ID number, *My Assignments* or *My Tasks* might be slightly faster. Note that the Item ID is included in the email.



PPAP External

My Forms
Create New Supplier Change Request (SCR)

My Report Shortcuts
My Saved SCR Work
CLOSED PPAP Report

My Assignments

PPAP ITEM ID	Part Number	Part Description	Part Revision Level No	Reason for Submission	Supplier Work To Do	SQIE Work To Do	PPAP Status	Planned Submission Due Date	Team Name	SQIE	Supplier Contact Name	Supplier Site ID	Supplier Name	Interim Status	Last Updated Date
2016-PPAP-001026	123456	21112	1	Correction of Discrepancy	Upload Document(s)	Awaiting Supplier Response	Document(s) Rejected	15-Apr-2016		ppap sqie1	ppap supplier1	102063-CLEVELAND-00	FREUDEN...-NOK 059321	N/A	31-Mar-2016 08:30:50 AM
2016-PPAP-001025	1234567	Example	1	Change in parts processing	Upload Document(s)	Awaiting Supplier Response	Sent To Supplier	30-Mar-2016		ppap sqie1	ppap supplier1	102063-CLEVELAND-00	FREUDEN...-NOK 059321	N/A	30-Mar-2016 03:16:16 PM
2016-PPAP-	123456	Babb TC 129	33	Change in	Awaiting	Grant/Deny	Document(s)	15-Jul-2016		ppap sqie1	ppap	102063-	FREUDEN...	N/A	30-Mar-2016

In the *My Related PPAPs* area, the **PPAP Status** of the new row will read “Sent to Supplier”, and the **Supplier Work To Do** column will say **Upload Document(s)** and will be colored tan indicating that it is your assignment as seen here:

PPAP ITEM ID	Part Number	Part Description	Part Revision Level No	Reason for Submission	Supplier Work To Do	SQIE Work To Do	PPAP Status	Planned Submission Due Date	Team Name	SQIE	Supplier Contact Name	Supplier Site ID	Supplier Name	Interim Status	Last Updated Date
2016-PPAP-001025	1234567	Example	1	Change in parts processing	Upload Document(s)	Awaiting Supplier Response	Sent To Supplier	30-Mar-2016		ppap sqie1	ppap supplier1	102063-CLEVELAND-00	FREUDEN...-NOK 059321	N/A	30-Mar-2016 03:16:16 PM

As the workflow progresses, you will see both the **PPAP Status** column and the **Supplier Work To Do** columns change appropriately.

Tip: My Related PPAPs only shows open PPAPs. Once a PPAP is closed by Cummins, it will no longer appear in this area. You may still view closed PPAPs, but you must do so by using a report (see section 5 for more details).

2.7. Exiting CQMS

Once you have completed your work in PPAP-MetricStream, you can simply exit the application by clicking on the **X** in the upper right corner of your Internet Explorer browser. This will close the window. Unlike other applications, you are not required to logout (although there is a logout link in the upper right corner, it does not need to be used).



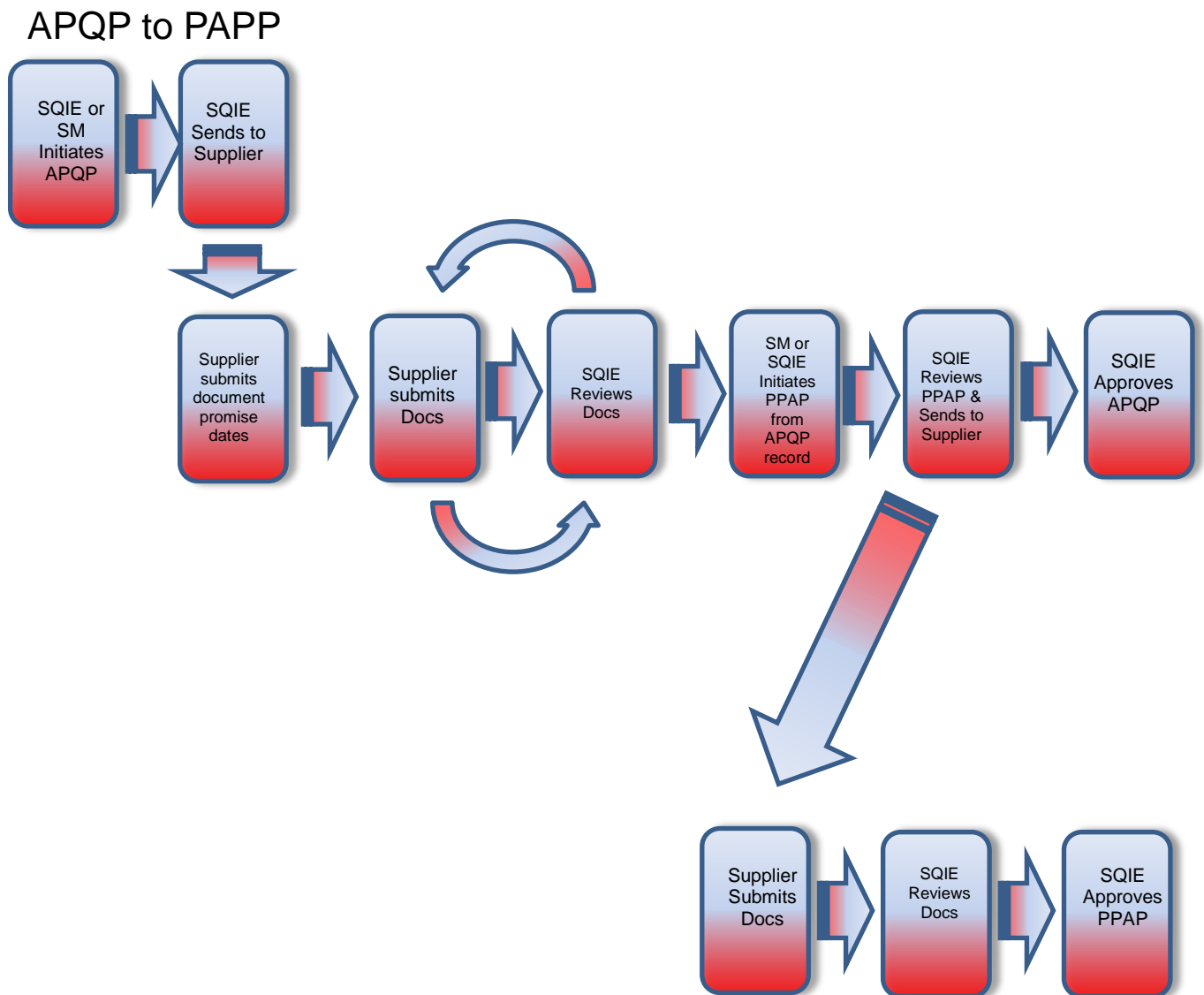
Warning: Before you close the browser window, make certain to save any data or it will be lost. There will be no warning, so it is a best practice to get in the habit of saving before you leave CQMS-PPAP (MetricStream). In fact, as in other software, it is a good idea to save your work periodically to help avoid data disasters.



3. Responding to an APQP

3.1. The Normal APQP Workflow

It is helpful for you, as a supplier, to understand the process by which APQPs work at Cummins. The following diagram illustrates the APQP workflow.





3.2. APQP Supplier Response Form

When an APQP is issued by a Cummins SQIE, you will receive an email alert. By using the *My Assignments* area, *My Tasks* or the *My Related PPAPs* area on the *PPAP External* tab, you will be able to find and click on the APQP you wish to see.

When you do so, the system will open the Supplier Response form, as you see here:

At the top of the page, there are several buttons which are common to most CQMS-PPAP (MetricStream) forms. First, the **Expand All** button simply expands all the sections together while **Collapse All** does the opposite. Next, the **PPAP Details Report** button allows you to view all of the details of the entire APQP.

Beneath these buttons is the collapsible area. This is where you will do the majority of your work.

- **Section 1** displays some general information about the APQP, including the Item ID (if you'd like to view more information about the APQP than what you see in this step, use the **PPAP Details Report** button).
- **Section 2** displays a link for Supplier Instructions. If you are new to the CQMS-PPAP (MetricStream) system, it's recommended that you read these instructions carefully.
- **Section 3** is where you will upload the APQP documents if requested by the SQIE. The document elements that are requested by Cummins will be highlighted in yellow.

This is an example of what the section will look like before you upload any documents. The system will not allow the upload of documents until you have selected a Promise Date for each APQP element requested.



MNC/PNC CAR/SCAR My Reports & Charts Supplier Reports **PPAP External** SR External My Reports


Section 2 - Instructions

Section 3 - Upload APQP Documents (Pending)

APQP Information

APQP Required?
Yes

1. Design Responsibility

Browse 

Promise Date*

mo. / day / year

2. Purchase Agreement

Browse...

Promise Date*

mo. / day / year

Document Comments

Document Comments

Document Comments

The **Promise Date** for each requested APQP element must be submitted before documents can be uploaded

The system also requires that each Promise Date be on or prior to the PPAP Due Date:

Section 3 - Upload APQP Documents (Pending)

APQP Information

APQP Required?
Yes

1. Design Responsibility

Browse...

Promise Date*

mo. / day / year

11 / 30 / 2016

2. Purchase Agreement

Browse...

Promise Date*

mo. / day / year


3. Design FMEA

Document Comments

Document Comments

Document Comments

Message from webpage

 Promise date should be less than or equal to the PPAP Submission due date(mm/dd/yyyy) : 11/4/2016

OK

Once Promise Dates have been selected for each APQP element requested, you must select the Action Type-Submit Promise Date and click the Submit button to complete this step.



The screenshot shows the 'Take Action' form. The 'Action Type*' dropdown menu is open, showing 'Select One', 'Request New Due Date', and 'Submit Promise Date'. A red callout box points to the 'Submit Promise Date' option with the text: 'Once the **Promise Dates** have been selected, complete the submission by selecting the **Submit Promise Date** Action Type and clicking the **Submit** button'. The 'Submit' button at the bottom is also circled in red.

Request New Due Date

If you select **Request New Due Date** from the *Action Type* field, the *Action Type Comments* field becomes mandatory (you should enter the reason why you are requesting the new date). Of course, you must also enter the date you're requesting:

The screenshot shows the 'Take Action' form with 'Request New Due Date' selected in the 'Action Type*' dropdown. The 'Action Type Comments*' field is now mandatory and contains the text: 'Requesting new due date we discussed to meet the new project timing.' Below this is a character count '(68/4000)'. The 'Proposed New Date (mm/dd/yyyy)*' field is also mandatory and shows '04 / 22 / 2016'. The 'Submit' button is highlighted.

As soon as you click **Submit**, CQMS-PPAP (MetricStream) sends notification to Cummins that you have requested a new due date. Cummins can then either **Accept** or **Reject** your request.

If your proposed date is accepted, then the PPAP Submission Due Date will change appropriately and you will receive an email. If your proposed date is rejected, you will also receive an email notification to that effect. In this case however, the PPAP Submission Due Date will remain as the original due date.

To upload a document, simply click the **Browse...** button, find the file, and click **Open**. Repeat these steps for each document you wish to attach.



Notice that you can delete documents by clicking on the small **X** icon next to the file name. You can also attach multiple documents and type in any comments in the Document Comments field. Once you submit documents to Cummins (which you'll learn about in the next section) and return to this form, you'll see that documents you have submitted for approval turn blue in color and have the word (Pending) appended. You'll also notice a *Document History* link appear, which allows you to view the audit trail of the documents in the element:

3. Design FMEA	Document Comments	
1PPAP Levels.pdf X (Pending) <input type="text"/> Browse...	<input type="text"/>	
Promise Date*		Document History
mo. day year 11 / 17 / 2016		

The blue color and the word (Pending) indicate that Cummins has not accepted or rejected the documents yet. When Cummins accepts a document, it turns the color green and appends the word (Accepted). When Cummins rejects a document, it turns the color red and appends the word (Rejected), as seen here:

17. Manufacturing Quality Verification (MQV)	Document Comments	
1PPAP Levels.pdf (Accepted) <input type="text"/> Browse...	<input type="text"/>	
Promise Date*		Document History
mo. day year 11 / 17 / 2016		
18. Pre-Launch Control Plan	Document Comments	
<input type="text"/> Browse...	<input type="text"/>	
Promise Date		
mo. day year / /		
19. Control Plan	Document Comments	Last Submitted Comments
1PPAP Levels.pdf X (Rejected) <input type="text"/> Browse...	<input type="text"/>	Wrong REV-Rejected
Promise Date*		Document History
mo. day year 11 / 18 / 2016		

Tip: You should know that until Cummins accepts or rejects a document (turning it red or green), you may submit the same document again and again (for example if you have new revisions). However, once



Cummins accepts your document(s), you will no longer be able to submit documents for that particular element. In this case, you will not be able to click the **Browse...** button just as in the example above.

Note: You may attach multiple files, but you must do it one at a time. Files of any type are allowed, but standard file types (i.e. .jpg, .xls, .doc) are encouraged to ensure that Cummins can view them. Finally, although there is not a file size limit, please be cautious not to attach very large files (over approximately 10 MB).

Finally, at the bottom of the form, the *Take Action* section gives you two choices in the drop down: **Submit Documents** and **Request New Due Date**.

In this section there is also an Action Type Comments field. As you learned above, if you have comments for Cummins concerning an APQP or PPAP element, they should be typed in the particular Document Comments field. Any other comments concerning the submission of documents in general or about requesting a new due date can be typed in the Action Type Comments field. An area that shows the Last Submitted Action Type Comments as well as an *Action Type History* link can also be seen.

The buttons at the bottom of the form are as follows:

- **Take Action Type Selected** – submits your uploaded APQP documents to Cummins if “Submit Documents” is selected and requests a new due date if “Request New Due Date” is selected.
- **Save and Continue** – saves your work (a good idea, especially if you need to take a break from your computer for a short time) and leaves the form open.

Warning: Clicking on **Save and Continue** or **Save and Exit** does not submit your uploaded documents to Cummins. To do that, you must choose **Submit Documents** from the *Action Type* drop down and then click on the **Take Action Type Selected** button.

- **Save and Exit** – saves your work but closes the form. This is useful if you are not going to be using the system for an extended period of time, such as if you’re going to lunch or leaving work for the day.
- **Exit** – does not save your work, but simply closes the form. A warning will appear reminding you to save if you haven’t done so already.

Upload and Submit Documents in an APQP

Depending on what the Cummins SQIE chooses for APQP and PPAP Submission Level, certain elements will require that you submit a document. These elements are highlighted in yellow. As you learned above, you can upload documents simply by using the **Browse...** button that you see on each element.

You have the ability to submit any number of documents at any time. In fact, you may choose to submit all of your documents at once, or you may submit documents as you get them ready (this is the method that Cummins prefers).



In either case, after you have uploaded the documents, your next step will be to select **Submit Documents** from the Action Type field in the *Take Action* section towards the bottom of the screen. Then, you should click the **Take Action Type Selected** button, which will submit your uploaded documents to Cummins for review. You may repeat these steps as many times as needed. As soon as you submit the first document to Cummins, the *My Related PPAPs* **Status** column changes to **Some Document(s) Submitted**.

Take Action

Action Type*

Select One ▼

- Select One
- Submit Documents
- Request New Due Date

Take Action Type Selected Save and Continue

Tip: Although for the most part you will want to log in to CQMS-PPAP (MetricStream) only after an email alert has notified you that you have work to do, you may log in at any time at your convenience. When you do, you can always check the *My Assignments* or *My Related PPAPs* sections to see if any of your work is in need of attention.

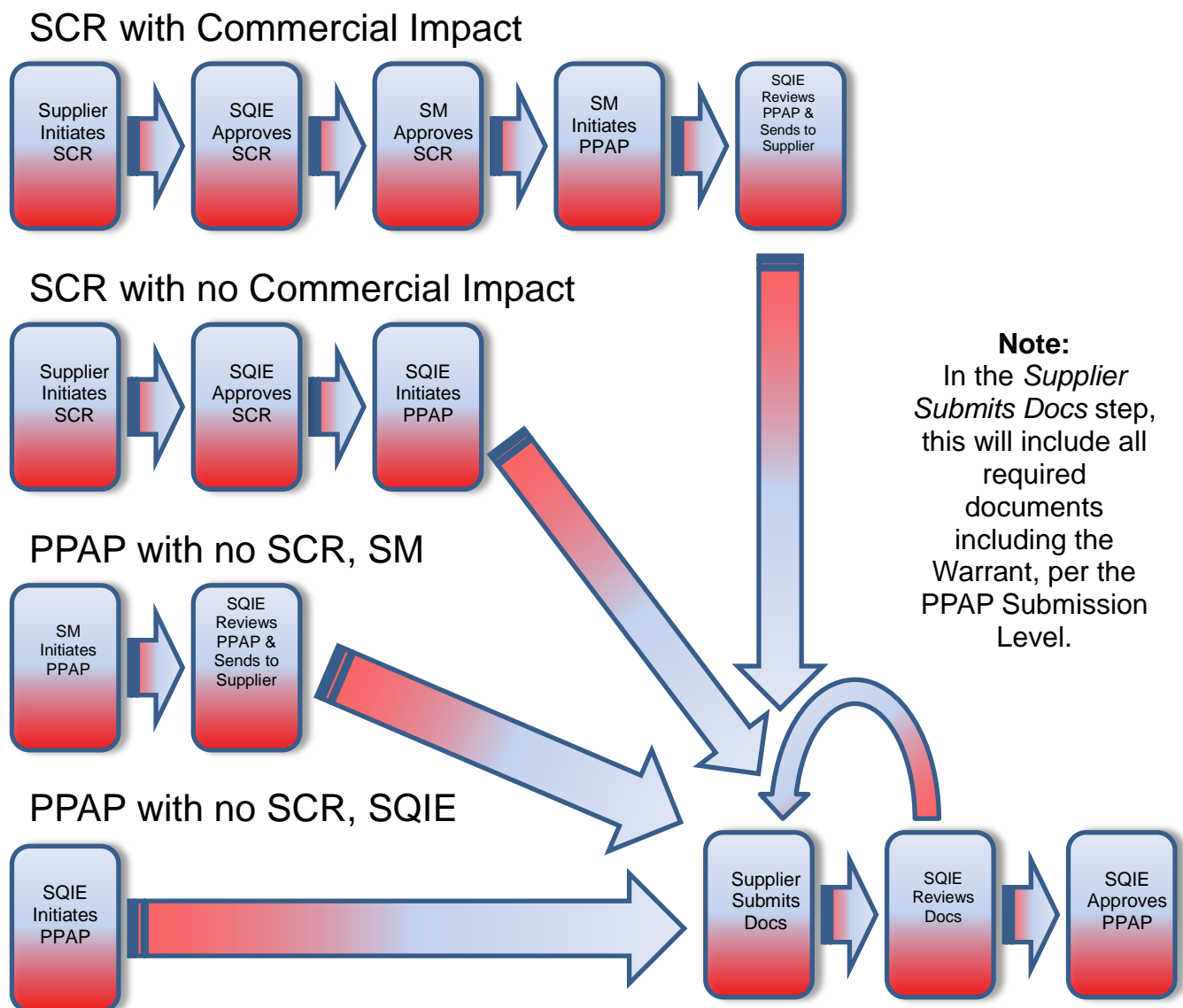


4. Responding to PPAP Form

4.1. The Normal PPAP Workflow

It is helpful for you, as a supplier, to understand the process by which PPAPs work at Cummins. The following diagram illustrates four different scenarios where a PPAP is created. In the first two, you, and not Cummins, actually start the process by initiating an SCR (you'll learn more in Section 5). The Cummins SQIE then determines commercial impact, and the workflow proceeds as shown.

In the second two scenarios, there is no Supplier Change Request. Instead, a Cummins SQIE or SM creates the PPAP directly. As you can see, all four situations then converge in the step which reads **Supplier Submits Docs**. This is the step which we'll discuss in this section.





4.2. PPAP Supplier Response Form

The purpose of PPAP is to determine if all customer engineering design record and specification requirements are properly understood by the organization and that the manufacturing process has the demonstrated ability to produce the product consistently meeting these requirements during an actual production run at the quoted production rate.

As discussed in Section 2.6, when a PPAP is issued by a Cummins SQIE, you will receive an email alert. By using either the *My Assignments* area or the *My Related PPAPs* area on the *PPAP External* tab, you will be able to find and click on the PPAP you wish to see.

When you do so, the system will open the PPAP Supplier Response form, as you see here:

At the top of the page, there are several buttons which are common to most CQMS-PPAP (MetricStream) forms. First, the **Expand All** button simply expands all the sections together while **Collapse All** does the opposite. Next, the **PPAP Details Report** button allows you to view all of the details of the entire PPAP.

Beneath these buttons is the collapsible area. This is where you will do the majority of your work.

- **Section 1** displays some general information about the PPAP, including the Item ID (if you'd like to view more information about the PPAP than what you see in this step, use the **PPAP Details Report** button).
- **Section 2** displays a link for Supplier Instructions. If you are new to the CQMS-PPAP (MetricStream) system, it's recommended that you read these instructions carefully.
- **Section 3** is where you will upload the APQP documents if requested by the SQIE. The document elements that are requested by Cummins will be highlighted in yellow.
- **Section 4** is where you will upload the PPAP documents for the given Submission Level. Again, elements that are requested by Cummins will be highlighted in yellow.

This is an example of what the section will look like before you upload any documents. Here, you would need to submit documents for both elements 1 and 2:



Section 4 - Upload PPAP Documents (Pending)

PPAP Submission Level		
PPAP Submission Level Requested Level 3	SQSW Review N/A	PPAP Production Run Size 300
<div>1. Design Records -for Proprietary Components/details -for all other component Details</div> <div><input type="text"/> Browse...</div>	Document Comments <div></div>	
<div>2. Engineering Change Documents</div> <div><input type="text"/> Browse...</div>	Document Comments <div></div>	

To upload a document, simply click the **Browse...** button, find the file, and click **Open**. Repeat these steps for each document you wish to attach. After you attach one or more documents, the screen will look something like this:

Section 4 - Upload PPAP Documents (Pending)

PPAP Submission Level		
PPAP Submission Level Requested Level 3	SQSW Review N/A	PPAP Production Run Size 300
<div>1. Design Records -for Proprietary Components/details -for all other component Details</div> <div>ppap.jpg </div> <div><input type="text"/> Browse...</div>	Document Comments <div></div>	
<div>2. Engineering Change Documents</div> <div>AEC_Q001_Rev_D.pdf Attachment 2 - General Questions.xlsx </div> <div><input type="text"/> Browse...</div>	Document Comments <div></div>	



MetricStream My Tasks: 52 [25 New, 0 Past due]

MNC/PNC CAR/SCAR My Reports & Charts Supplier Reports **PPAP External** SR External My Reports

Cummins' request

Document History

4. Design FMEA
1PPAP Levels.pdf

Document sharing from APQP
3. Design FMEA

Share Documents

5. Process Flow Diagrams
Document Comments

Document sharing from APQP
19. Control Plan

Share Documents

Document Comments

Document sharing from APQP
Select One
3. Design FMEA
15. PFMEA
19. Control Plan
25. PPAP

Share Documents

Document Comments

Document sharing from APQP
Select One

Supplier Response

Select the document you want to share from the APQP record

Click Share Documents to complete the file transfer process

All documents that have been uploaded into record are available for sharing to the



Notice that you can delete documents by clicking on the small **X** icon next to the file name. You can also type in any comments in the Document Comments field. Once you submit documents to Cummins (which you'll learn about in the next section) and return to this form, you'll see that documents you have submitted for approval turn blue in color and have the word (Pending) appended. You'll also notice a *Document History* link appear, which allows you to view the audit trail of the documents in the element:

Section 4 - Upload PPAP Documents (Pending)		
PPAP Submission Level		
PPAP Submission Level Requested Level 3	SQSW Review N/A	PPAP Production Run Size 300
1. Design Records -for Proprietary Components/details -for all other component Details	Document Comments	
ppap.jpg X (Pending) <input type="text"/> Browse...	<input type="text"/>	Document History
2. Engineering Change Documents	Document Comments	
AEC_Q001_Rev_D.pdf X (Pending) Attachment 2 - General Questions.xlsx X (Pending) <input type="text"/> Browse...	<input type="text"/>	Document History

The blue color and the word (Pending) indicate that Cummins has not accepted or rejected the documents yet. When Cummins accepts a document, it turns the color green and appends the word (Accepted). When Cummins rejects a document, it turns the color red and appends the word (Rejected), as seen here:

Section 4 - Upload PPAP Documents (Pending)		
PPAP Submission Level		
PPAP Submission Level Requested Level 3	SQSW Review N/A	PPAP Production Run Size 300
1. Design Records -for Proprietary Components/details -for all other component Details	Document Comments	
ppap.jpg (Accepted) <input type="text"/> Browse...	<input type="text"/>	Document History
2. Engineering Change Documents	Document Comments	Last Submitted Comments
AEC_Q001_Rev_D.pdf X (Rejected) Attachment 2 - General Questions.xlsx X (Rejected) <input type="text"/> Browse...	<input type="text"/>	incorrect document Document History

Tip: You should know that until Cummins accepts or rejects a document (turning it red or green), you may submit the same document again and again (for example if you have new revisions). However, once Cummins accepts your document(s), you will no longer be able to submit documents for that particular element. In this case, you will not be able to click the **Browse...** button just as in the example above.

- **Section 5** displays a link to Interim information if it exists. If Interim information does not exist, you will not be able to click the link.

Below the collapsible area is the *General Attachments* section. This area is where you may place any related documents that you wish to share with Cummins that are not specifically connected to



an APQP or PPAP element. Multiple documents can be attached of any type and size by using the **Browse...** button. As soon as at least one file is attached, everyone who views this form afterwards will see the *Attachments History Report* link. This link displays an audit trail of who created (or deleted) what attachments and when.

Note: You may attach multiple files, but you must do it one at a time. Files of any type are allowed, but standard file types (i.e. .jpg, .xls, .doc) are encouraged to ensure that Cummins can view them. Finally, although there is not a file size limit, please be cautious not to attach very large files (over approximately 10 MB).

Finally, at the bottom of the form, the *Take Action* section gives you two choices in the drop down: **Submit Documents** and **Request New Due Date**, both of which you'll learn about shortly.

In this section there is also an Action Type Comments field. As you learned above, if you have comments for Cummins concerning an APQP or PPAP element, they should be typed in the particular Document Comments field. Any other comments concerning the submission of documents in general or about requesting a new due date can be typed in the Action Type Comments field. An area that shows the Last Submitted Action Type Comments as well as an *Action Type History* link can also be seen.

The buttons at the bottom of the form are as follows:

- **Take Action Type Selected** – submits your uploaded PPAP documents to Cummins if “Submit Documents” is selected and requests a new due date if “Request New Due Date” is selected.
- **Save and Continue** – saves your work (a good idea, especially if you need to take a break from your computer for a short time) and leaves the form open.

Warning: Clicking on **Save and Continue** or **Save and Exit** does not submit your uploaded documents to Cummins. To do that, you must choose **Submit Documents** from the *Action Type* drop down and then click on the **Take Action Type Selected** button.

- **Save and Exit** – saves your work but closes the form. This is useful if you are not going to be using the system for an extended period of time, such as if you're going to lunch or leaving work for the day.
- **Exit** – does not save your work, but simply closes the form. A warning will appear reminding you to save if you haven't done so already.

Upload and Submit Documents in a PPAP

Depending on what the Cummins SQIE chooses for APQP and PPAP Submission Level, certain elements will require that you submit a document. These elements are highlighted in yellow. As you learned above, you can upload documents simply by using the **Browse...** button that you see on each element.



You have the ability to submit any number of documents at any time. In fact, you may choose to submit all of your documents at once, or you may submit documents as you get them ready (this is the method that Cummins prefers).

In either case, after you have uploaded the documents, your next step will be to select **Submit Documents** from the Action Type field in the *Take Action* section towards the bottom of the screen. Then, you should click the **Take Action Type Selected** button, which will submit your uploaded documents to Cummins for review. You may repeat these steps as many times as needed until all non-Warrant documents have been submitted. As soon as you submit the first document to Cummins, the *My Related PPAPs* **PPAP Status** column changes to **Some Document(s) Submitted**.

Take Action

Action Type*

Select One

Select One

Submit Documents

Request New Due Date

Take Action Type Selected

Save and Continue

Of note, once you submit all non-Warrant documents in this way, only then are you able to submit the Warrant. At this time in *My Related PPAPs*, **Supplier Work To Do** also changes to **Upload Warrant**, and **PPAP Status** changes to **All Documents Submitted Except Warrant**.

My Related PPAPs														
Report Data as of: 12/10/2011 10:53 AM														
LEGEND														
Coming Due		Past Due			My Assignment									
Showing 1 - 4 of 4 records														
PPAP ITEM ID	Part Number	Part Description	Part Revision Level No	Reason for Submission	Supplier Work To Do	SQIE Work To Do	PPAP Status	Planned Submission Due Date	Team Name	SQIE	Supplier Contact Name	Supplier Site ID	Interim Status	Last Updated Date
2012-PPAP-000004	1213	test	test	Supplier or Material Source Change	Upload Warrant	Awaiting Supplier Response	All Documents Submitted Except	21-Jan-2012		ppap sqie1	PPAP	102063-CLEVELAND-00	N/A	25-Jan-2012 01:21:22 PM

If any non-Warrant document is rejected, the **Supplier Work To Do** status reverts to **Upload Document(s)** and **PPAP Status** then changes to **Document(s) Rejected**.

Note: If the Cummins SQIE rejects any non-Warrant document, then the CQMS-PPAP (MetricStream) system automatically rejects the Warrant as well. As a supplier in this situation, you would need to resubmit the rejected document and also resubmit the Warrant. More information about submitting and resubmitting the Warrant can be found in section 3.3.



Request New Due Date

If you select **Request New Due Date** from the *Action Type* field, the *Action Type Comments* field becomes mandatory (you should enter the reason why you are requesting the new date). Of course, you must also enter the date you're requesting:

As soon as you click **Submit**, CQMS-PPAP (MetricStream) sends notification to Cummins that you have requested a new due date. Cummins can then either **Accept** or **Reject** your request.

If your proposed date is accepted, then the PPAP Submission Due Date will change appropriately and you will receive an email. If your proposed date is rejected, you will also receive an email notification to that effect. In this case however, the PPAP Submission Due Date will remain as the original due date.

Tip: Although for the most part you will want to log in to CQMS-PPAP (MetricStream) only after an email alert has notified you that you have work to do, you may log in at any time at your convenience. When you do, you can always check the *My Assignments* or *My Related PPAPs* sections to see if any or your work is in need of attention.

4.3. Warrant Response Form

As previously discussed, you are only able to access and submit the Warrant once all required non-Warrant documents are submitted. When this happens, the **SQIE Work To Do** status will read **Upload Warrant** and **PPAP Status** will read **All Documents Submitted Except Warrant**.

Before all of the non-Warrant documents are sent to Cummins, the Warrant Response form itself is not accessible. If you look at the Warrant element in the Upload PPAP Documents section, you'll see that the link is not clickable:



However, after submitting all non-Warrant documents, here's what it changes to:





Tip: The only way for you or Cummins to access the Warrant is through the PPAP form, by clicking on the *Warrant* link as shown above.

The Warrant Response form looks like this. Again, the fields highlighted in yellow with a red asterisk (*) are mandatory:

Warrant			Print Warrant
Customer Part Number 1	Part Name test	Rev (if applicable) 1	
Tool PO Number <input type="text"/>		Engineering Drawing Change Level	
Engineering Drawing Change Level Dated (mm/dd/yyyy)* mo. <input type="text"/> day <input type="text"/> year <input type="text"/>		Additional Engineering Changes Dated (mm/dd/yyyy) mo. <input type="text"/> day <input type="text"/> year <input type="text"/>	
Additional Engineering Changes (Please specify within 4000 characters.) <input type="text"/>			
Shown on Drawing No.	Purchase Order No. <input type="text"/>	Weight(Kg)* <input type="text"/>	
Checking Aid No. <input type="text"/>	Engineering Change Level <input type="text"/>	Dated (mm/dd/yyyy) mo. <input type="text"/> day <input type="text"/> year <input type="text"/>	
Supplier Name FRIEDRICHBERG-NOK 059321	Supplier Number 059321	Street Address ONE NOK DRIVE,	
City CLEVELAND	State GA	Postal Code 30528	
Customer Name Cummins Inc.	Customer Division Filtration	Customer Contact <input type="text"/>	
Application <input type="text"/>	Are plastic parts identified with appropriate ISO marking codes?*	Does This part contain any restricted or reportable substances?*	
	Select One <input type="text"/>	Select One <input type="text"/>	
Reason for Submission Initial submission			
Submission Level			
Submission Level Level 1-Warrant (check) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 Level 2-Warrant <input type="checkbox"/> Level 3-Warrant <input type="checkbox"/> Level 4-Warrant <input type="checkbox"/> Level 5-Warrant <input type="checkbox"/>			
The results for <input type="checkbox"/> Dimensional measurements <input type="checkbox"/> Material and Functional Test <input type="checkbox"/> Appearance Criteria <input type="checkbox"/> Statistical Process Package			
These results meet all design record requirements:*		Fields / Cavity / Production Processes	
Select One <input type="text"/>		<input type="text"/>	
I affirm that the samples represented by this warrant are representative of our parts which are made by a process that meets all Production Part Approval Process Manual 4th Edition Requirements. I further affirm that these samples were produced at the production rate of <input type="text"/> hours. I also certify that the documented evidence of such compliance is on file and available for review. I have noted any deviations from this declaration below.			
Explanation/Comments <input type="text"/>			
Is each Customer Tool properly tagged and numbered?*		Organization Authorized Signature ppap supplier1	Print Name ppap supplier1
Select One <input type="text"/>		Title <input type="text"/>	E-mail abc@test123.com
Phone No. 763-531-8507	Date (mm/dd/yyyy) 04/01/2015	Part Warrant Disposition <input type="radio"/> Approved <input type="radio"/> Interim Approved <input type="radio"/> Rejected	
FAX No. 763-535-6040	Customer Print Name ppap sqje1	Part Functional Approval Date (mm/dd/yyyy)	



The screenshot shows a 'Take Action' form. At the top, there's a yellow bar labeled 'Action Type*'. Below it, a dropdown menu is set to 'Submit Warrant'. To the right of this is a text area labeled 'Action Type Comments'. At the bottom of the form, there are two buttons: 'Submit' and 'Exit'.

The buttons at the bottom of the form are slightly different than the PPAP or SCR forms:

- **Take Action Type Selected** – submits the Warrant to Cummins. This is because the only Action Type field choice available is “Submit Warrant”.
- **Exit** – does not save your work, but simply closes the form. A warning will appear reminding you to save if you haven’t done so already.

Once you click the Take Action Type Selected button, there will be Confirmation box that are you ok to Submit the warrant.

After this you need to go back to the PPAP Supplier Review form and the following action has to be taken, select Submit Documents action type and click Submit to send the PPAP along with the Documents and Warrant to Cummins.

The screenshot shows the 'Take Action' form with the 'Action Type*' dropdown set to 'Submit Documents'. Below this is a text area for 'Action Type Comments'. To the right of the comments area is a link labeled 'Action Type History Report'. At the bottom, there are four buttons: 'Submit', 'Save and Continue', 'Save and Exit', and 'Exit'.

After this action **Supplier Work To Do** changes to **Awaiting Cummins Response** and **PPAP Status** changes to **PPAP Submitted for Approval**. Unless one or more documents and/or the Warrant get rejected, your work is now complete!

Warning: Clicking on **Save and Continue** or **Save and Exit** does not submit your uploaded documents to Cummins. To do that, you must choose **Submit Documents** from the *Action Type* drop down and then click on the **Take Action Type Selected** button.

4.4. Interim Form

If some of your documents are incomplete or have not been submitted in a timely manner, and the part needs to be shipped, then the Cummins SQIE has an option to initiate an Interim PPAP. You are not required to take any action, but there are links in the PPAP form that give you view-only access for your information.



You will receive FYI notifications (i.e. emails for which you do not need to take any action on) for Interim Initiation, Approval, Extension and Expiry. On the *My Related PPAPs* area, you may also look at the **Interim Status** column. Once the Interim is Approved, it will show as **Approved** as seen here:

My Related PPAPs															
LEGEND															
Coming Due				Past Due				My Assignment							
PPAP ITEM ID ▲	Part Number	Part Description	Part Revision Level No	Reason for Submission	Supplier Work To Do	SQIE Work To Do	PPAP Status	Planned Submission Due Date	Team Name	SQIE	Supplier Contact Name	Supplier Site ID	Supplier Name	Interim Status	Last Updated Date
2016-PPAP-001018	12345678	Babb Test	1	Tooling -Transfer, replacement, refurbishment or addition	Awaiting Cummins Response	Review Warrant	Interim Approved	25-Mar-2016	ppap sqie1		ppap supplier1	102063-CLEVELAND, NOK 0590100	FREUDENBERG	Approved	30-Mar-2016 01:54:50 PM

In order to view the Interim form itself, expand Section 5 and click on the *Interim* link:

Supplier Response

Steps that are marked as (Pending) have incomplete required fields. These required fields will all be highlighted in Yellow and are marked with a Red asterisk (*).

Expand All

Collapse All

PPAP Details Report

Section 1 - General Information

Section 2 - Instructions

Section 3 - Upload APQP Documents

Section 4 - Upload PPAP Documents

Section 5 - Interim

Interim

General Attachments

Attachments

Browse...

Take Action

Action Type*

Select One

Action Type Comments

Action Type History Report

Submit

Save and Continue

Save and Exit

Exit

Tip: The Interim link is always displayed in Section 5, but is only made clickable when Cummins opts to use an Interim PPAP.

When you click on the link you will see a form similar to this one. Note that it is a view-only form.



Interim Worksheet								
General Information								
Supplier Name CUMMINS ENGINE COMPANY-HDM 061244	Part Number Test 001	Part Name Test 001						
Rev Level 01	Interim Expiry Date (mm/dd/yyyy)* mo. day year 04 / 07 / 2016							
Interim Expiry Pieces <input type="text"/>	Application <input type="text"/>							
Brief Reasons* <input type="text"/>								
<div><div>Delete</div><div>Add Row</div><div>Delete Selected Row</div><div>Total Rows</div><div>1</div><div>Pages:</div><div>1</div></div> <table><thead><tr><th></th><th>Issue</th><th>Action</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="text"/> Person Responsible <input type="text"/></td><td><input type="text"/> Date of Action (mm/dd/yyyy) mo. day year <input type="text"/> / <input type="text"/> / <input type="text"/></td></tr></tbody></table>				Issue	Action	<input type="checkbox"/>	<input type="text"/> Person Responsible <input type="text"/>	<input type="text"/> Date of Action (mm/dd/yyyy) mo. day year <input type="text"/> / <input type="text"/> / <input type="text"/>
	Issue	Action						
<input type="checkbox"/>	<input type="text"/> Person Responsible <input type="text"/>	<input type="text"/> Date of Action (mm/dd/yyyy) mo. day year <input type="text"/> / <input type="text"/> / <input type="text"/>						
Supplier Authorized Signature ppap supplier1	Name and Title ppap supplier1							
Enter Comment for Part Functional Approval* <input type="text"/>								
Drawing Change								
Drawing Change Required* No <input type="button" value="v"/>	ER (Engineering Release) Required to Release Drawing <input type="text"/>							
Engineer Approving Change <input type="text"/>	Engineering Location <input type="text"/>							
Source Approval								
Has Source Approval Been Completed? Select One <input type="button" value="v"/>								

You should also know that once an Interim is initiated by the Cummins SQIE, then the Warrant currently attached to the PPAP is exactly copied as a snapshot in time and the duplicate is then attached to the Interim and becomes known as the Interim Warrant.



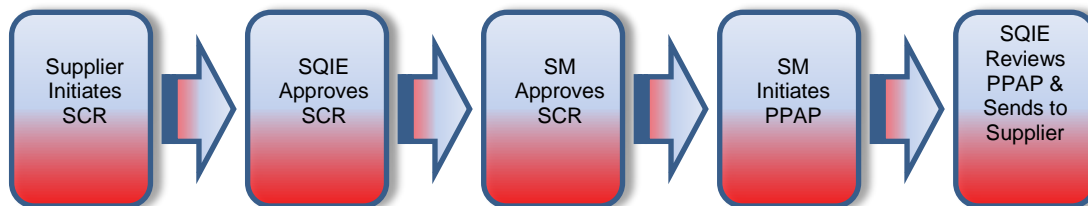
5. Creating a SCR

5.1. The Supplier Change Request Workflow

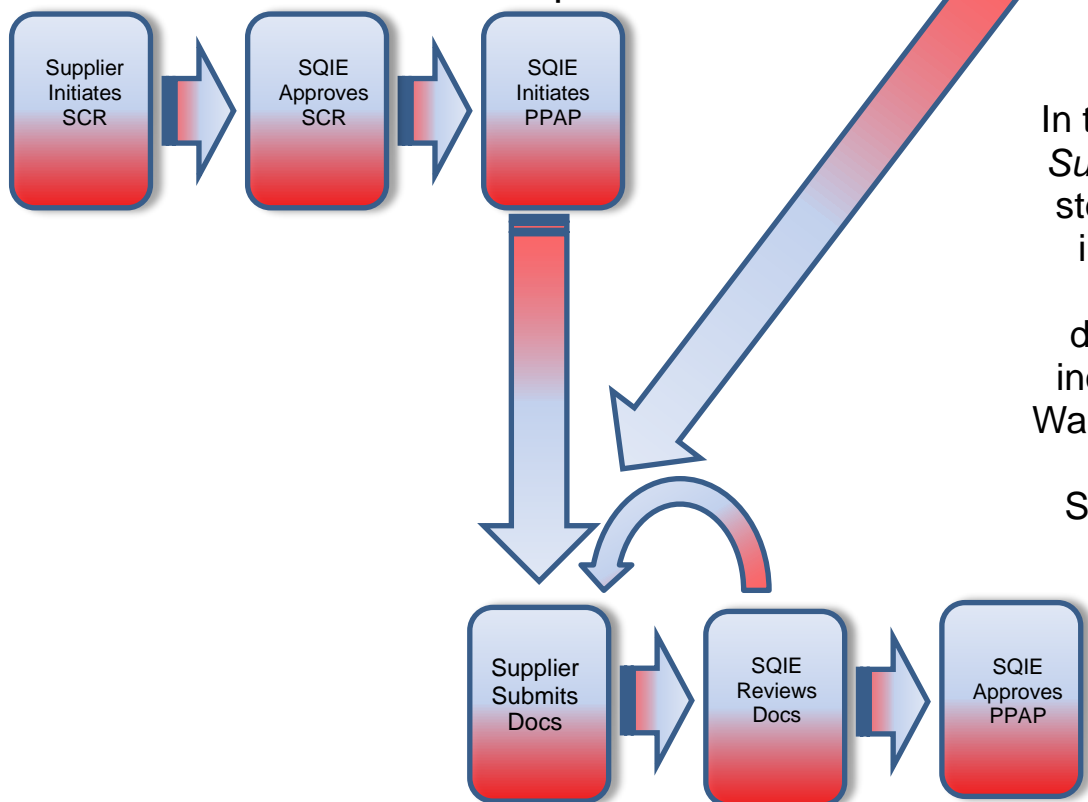
In previous sections, we discussed a similar diagram. We'll now focus on the Supplier Change Request (SCR) scenarios.

The most important point to note is that as a supplier, you initiate the workflows by creating the SCR. Then, the Cummins SQIE takes it from there. Whether there is a commercial impact or not (this is decided by the SQIE), the PPAP that is eventually created comes to you for a response. Since you already learned about how to respond to a PPAP in section 4 above, we only need to discuss how to initiate an SCR to Cummins.

SCR with Commercial Impact



SCR with no Commercial Impact



Note:
In the *Supplier Submits Docs* step, this will include all required documents including the Warrant per the PPAP Submission Level.



5.2. SCR Form

On the *PPAP External* tab in the *My Forms* area, you will see a link titled Create New Supplier Change Request (SCR), similar to this:

The screenshot shows the MetricStream PPAP External interface. At the top, there's a navigation bar with 'MNC/PNC', 'CAR/SCAR', 'My Reports & Charts', 'PPAP External', 'Supplier Reports', 'Dashboards', 'Reports', and 'My Profile'. The 'PPAP External' tab is selected. Below the navigation bar, there are three main sections: 'My Forms', 'My Report Shortcuts', and 'My Assignments'. In the 'My Forms' section, there is a link 'Create New Supplier Change Request (SCR)' which is highlighted by a red arrow. The 'My Report Shortcuts' section contains links for 'My Saved SCR Work' and 'My Reports'. The 'My Assignments' section lists several tasks with status 'Started work'.

As you would expect, clicking this link opens up the SCR form and allows to you to initiate an SCR.

You may also access an SCR that you have already started but have not yet submitted to Cummins by using the *My Saved SCR Work* report which is found in the My Report Shortcuts area in the middle of the screen.

Underneath the *My Related PPAPs* area, there is another area called *My Related SCRs* (you may have to scroll down to see it). It looks something like this:

The screenshot shows the 'My Related SCRs' table. It has a header 'My Related SCRs' and a sub-header 'Report Data as of: 12/10/2011 10:32 AM'. Below this is a 'LEGEND' section with 'My Assignment'. The table shows 'Showing 1 - 3 of 3 records'. The table has columns: Item ID, Part #, Part Description, Part Rev Level #, SCR Status, Sourcing Manager, SQIE, Supplier Name, and SSTD. The data rows are as follows:

Item ID	Part #	Part Description	Part Rev Level #	SCR Status	Sourcing Manager	SQIE	Supplier Name	SSTD
2012-SCR-00013	546345536527	BLA BLA	2	SCR Sent to SQIE	ppap sqie1	ppap sqie1	PPAP PPAP	102063-CLEVELAND-00
2012-SCR-00012	5464524516	2d deuihdqkn	2	SCR Sent to SQIE	ppap sm2	ppap sqie1	PPAP PPAP	102063-CLEVELAND-00
2012-SCR-00003	123	123		SCR Sent to SQIE		ppap sqie1	PPAP PPAP	102063-CLEVELAND-00

As you can see, *My Related SCRs* is similar to *My Related PPAPs* in several ways. First, both contain a great deal of information that you can see at a glance about your PPAPs or SCRs. Second, both only display open items (once a PPAP or SCR is closed, it will no longer appear in these areas).

When you click on the Create New Supplier Change Request (SCR) link, the SCR form opens. You'll notice that it has the same general look and feel as the PPAP Supplier Response form, but there are a couple of differences.

The SCR form contains two collapsible sections – **General Information** and **Approvals**. The PPAP Supplier Response form had five sections. Also, the SCR form has a **General Comments** section, where you can communicate with Cummins without attaching a file.



Create Supplier Change Request

WARNING: DO NOT use this software to PPAP any components that are designated as ITAR controlled (International Traffic Arms Regulation). ITAR components must only be shared with Cummins U.S. Persons or licensed Persons. Please contact ExportCompliance@Cummins.com with questions.

Steps that are marked as (Pending) have incomplete required fields. These required fields will all be highlighted in Yellow and are marked with a Red asterisk (*).

Expand All

Collapse All

☒ General Information (Pending)

☒ Approvals (Pending)

Attachments

General Comments

Comments

Take Action

Action Type*

Submit to Cummins SQIE

Action Type Comments

Take Action Type Selected

Save and Continue

Save and Exit

Exit

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Warning: Please pay special attention to the warning at the top of the SCR form regarding International Traffic Arms Regulation) ITAR and regulatory compliance. You must not use CQMS-PPAP (MetricStream) to PPAP any components designated as ITAR controlled. ITAR components must only be shared with Cummins U.S. Persons or licensed Persons. You should contact ExportCompliance@cummins.com with any questions.

In the **General Information** section, seen below, you will enter information related to the SCR such as Part Number (both yours and Cummins) and the description, purpose, and benefit of the requested change. Remember that you are required to fill in all of the fields highlighted in yellow with the red asterisk.



General Information (Pending)

Item ID	SCR Date* day: 08 / mo.: Apr / year: 2016
Supplier Site ID (SSID)* Search by Supplier Name or SSID or Legacy Number %% Search by Supplier City %% 	Supplier Name
Cummins Part Number* 	Part Revision Level Number*
Supplier Part Number* 	Part Description*
Description of the Requested Change* 	Purpose of the Requested Change*
Benefit of the Requested Change* 	Verification Activities

The **Approvals** section is where you select the Cummins SQIE and SM (optional) for SCR approval:

Approvals (Pending)

Cummins SQIE*

Sourcing Manager

Underneath the collapsible sections are the **Attachments** and **General Comments** section. You may attach one or more files for Cummins view and make any comments you wish. A history is maintained for both.

Finally, at the bottom of the form, the **Take Action** section gives you only one choice in the *Action Type* field, which is "**Submit to Cummins SQIE**".

Take Action

Action Type*
Submit to Cummins SQIE

Action Type Comments

Take Action Type Selected Save and Continue Save and Exit Exit

In this section there is also an *Action Type Comments* field. For SCRs, it is recommended that you enter comments in the **General Comments** section and not in this field.

The buttons at the bottom of the form are the same as in the PPAP Supplier Response form:



- **Take Action Type Selected** – submits the SCR form to Cummins for approval.
- **Save and Continue** – saves your work (a good idea, especially if you need to take a break from your computer for a short time) and leaves the form open.
- **Save and Exit** – saves your work but closes the form. This is useful if you are not going to be using the system for an extended period of time, such as if you're going to lunch or leaving work for the day.

Warning: Clicking on **Save and Continue** or **Save and Exit** does not submit the SCR to Cummins. You must use the **Take Action Type Selected** button.

- **Exit** – does not save your work, but simply closes the form. A warning will appear reminding you to save if you haven't done so already. You will be taken back to the *MNC/PNC* tab.

If your SCR is rejected by Cummins, you will get an email notification. However, if your SCR is approved, then a PPAP is created by the Cummins SQIE according to the workflow above.

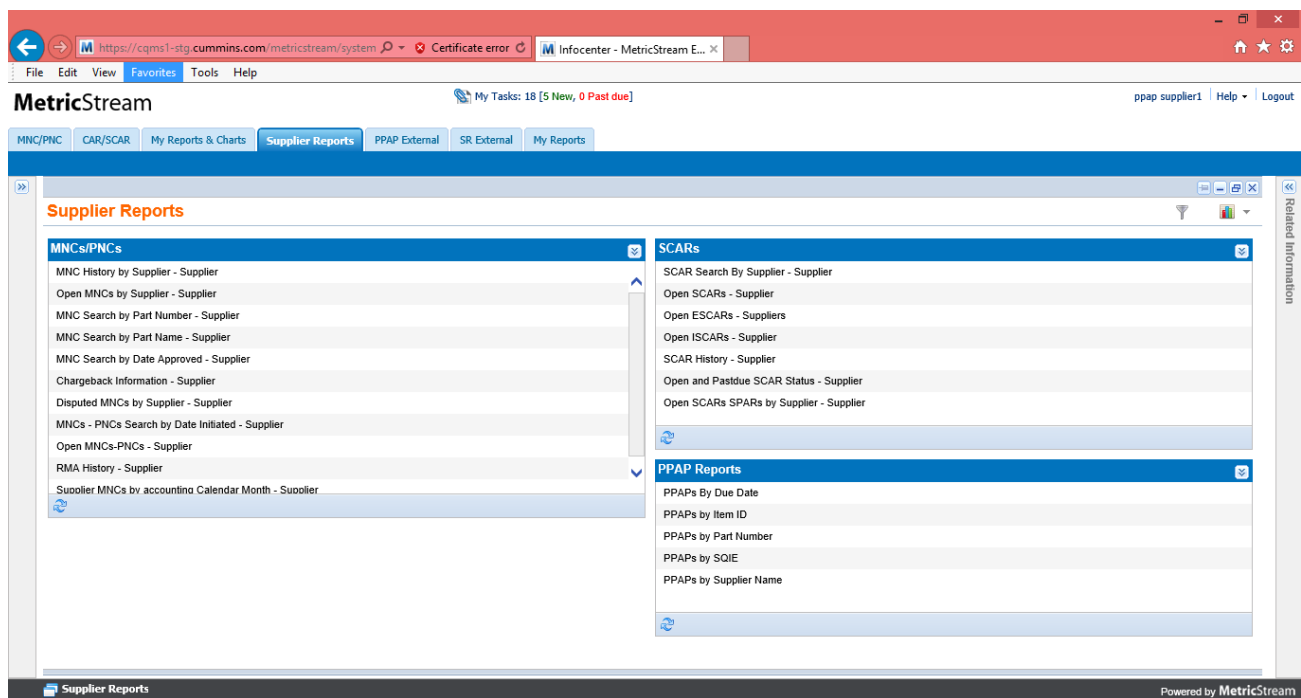


6. Introduction to Reports

Reports allow you to view your data in a variety of different ways. As you become more advanced in CQMS-PPAP (MetricStream) and more data becomes historical, you will likely want to use these tools more often. For now, we'll just introduce the basics.

There are several ways to access reports. The first way only applies to some reports, not all. We refer to this way as “inline” reporting. In fact, you’ve already seen several examples of inline reports, such as the *Action Type History Report* and the *PPAP Detail Report* button on the PPAP Supplier Response form. Inline reports are launched from within a form instead of from the *Supplier Reports* main navigation tab, where the standard supplier reports are available.

The second way to access many reports is by using the *Supplier Reports* tab directly. The tab looks like this:



All PPAP reports are found on the right hand side of the screen, below SCARs. Each of these reports is one of two styles: either a tabular report or a form-based report. As the name suggests, form-based reports look like a CQMS-PPAP (MetricStream) form. Tabular reports look like a spreadsheet, with many rows and columns.

When clicked, most reports will immediately display. However, a few may first take you to a screen where you can enter some parameters (or filters), such as date ranges that help you narrow down the scope of the results. Here is an example from the *PPAP by Item ID* report:



PPAPs by Item ID

Enter Search Criteria. Fields marked in red * are required.

Key field Values		
Key field Name	Key field Description	Key field Value
PPAP_Item_Id	PPAP Item Id	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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In this example there is a single parameter, which is optional. If you choose to select an Item ID, you may do so by clicking on the pop-up icon and searching for the Item ID. Once you've then selected an Item ID, you then click the **Submit** button to run the report. Because this is not a mandatory parameter, you may choose not to enter a specific Item ID. In this case, you simply click on the **Submit** button.

If you don't select an Item ID, CQMS-PPAP (MetricStream) will return all of your PPAPs as seen here:

MetricStream

My Tasks: 18 [5 New, 0 Past due]

ppap supplier1 | Help | Logout

MNC/PNC | CAR/SCAR | My Reports & Charts | **Supplier Reports** | PPAP External | SR External | My Reports

PPAPs by Item ID

Load Preference

Save | Delete | Done

PPAP Item Id	Part Number	Part Description	Part Number Revision Level	PPAP Status	PPAP Submission Due Date	SQIE	Sourcing Manager
2016-PPAP-001031	Test 001	Test 001	01	Interim Approved	13-Apr-2016 02:30:00 PM	Kenneth A Conception	ppapsm1
2016-PPAP-001030	1	test	1	PPAP Cancelled	07-Apr-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001029	1234567	Interim Test	1	Document(s) Rejected	16-Apr-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001016	1	test	1	Warrant Accepted	23-Mar-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001028	123456	Widget	3	Document(s) Rejected	01-Aug-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001007	333443	Babb TC 159	APQP	PPAP Approved	19-Nov-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001027	123456	Widget	0	Interim Approved	20-Aug-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001026	123456	21112	1	PPAP Submitted for Approval	16-Apr-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001025	1234567	Example	1	Sent To Supplier	31-Mar-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-000994	123456	Babb TC 129	33	Document(s) Rejected	16-Jul-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-PPAP-001018	12345678	Babb Test	1	Interim Approved	26-Mar-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-AL-000007	1234567	AL Test	1	PPAP Submitted for Approval	16-Apr-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-APQP-000209	1234567	test	00	PPAP Approved	30-Apr-2016 12:00:00 AM	ppap sqie2	ppapsm2
2016-SCI-000004	2343222	SCI Test	1	Sent To Supplier	07-Apr-2016 12:00:00 AM	ppap sqie1	ppapsm1
2016-APQP-000208	43210	Bearing Housing	01	PPAP Approved	26-Mar-2016 12:00:00 AM	ppap sqie2	ppapsm1

Records per page: 500 | Report Data as of: 04/08/2016 07:49 AM | Displaying records 1 - 73 of 73

Reports

Powered by MetricStream

Tip: When you launch a report from *Supplier Reports*, if the parameter window appears, you must complete all mandatory parameters before clicking **Submit**. The red asterisk (*) indicates if the parameter is mandatory.

Tabular Reports

Tabular reports look and act similar to a spreadsheet. That is, you can click on any column to sort the data, and click again to reverse the order.



In fact, you can actually export tabular reports to Microsoft Excel and on to Minitab or other statistical software for further manipulation. You can also print the report (although with many rows and columns, it is often easier to print through Excel), or email it to any email address.

Warning: Remember that it is against Cummins policy to send unencrypted restricted or confidential data through email. Please refer to your supplier agreement for more details.

In the PPAPs by Item ID report below, notice that the PPAP Item ID field shows a hyperlink. This indicates that you can “drill down” into the PPAP by clicking on it. Many reports have these types of links, which allow you to drill down to other reports.

PPAPs by Item ID

Report Data as of: 01/30/2012 02:42 PM

Show Parameters

Showing 1 - 1 of 1 records

PPAP Item Id	Part Number	Part Description	Part Number Revision Level	PPAP Status	PPAP Submission Due Date	SQIE
2012-PPAP-000006	123	123	123	Document(s) Rejected	27-Jan-2012 02:39:42 PM	ppap sqie1



Form Reports

As stated earlier, form reports look just like forms. For example, if you click on the **PPAP Details Report** button on the PPAP Supplier Response form, you will see something like this:

PPAP Details Report			
Section 1 - General Information			
Item ID 2012-PPAP-000004	Business Unit Filtration	SCR Item ID	
Annual Layout No	Special Customer Instruction	Additional Instructions	
PPAP Creation Date 20-Jan-2012			
Section 2 - VPI Programs			
VPI Program Designations No	VPI Lead Program		
Section 3 - PPAP Submission Details			
Part Number 1213	Part Description test		
Part Number Revision Level test	Family No		
Supplier Site ID 102063-CLEVELAND-00	Supplier Legacy Number 059321	Supplier Name FREUDENBERG-NOK 059321	
Current Release Phase Code	Release Phase Code at the Time of Creation	Engineering Approval Required? No	
Tabulation Drawing Number (if applicable)	Tabulation Drawing Revision (if applicable)	Last 12 Months Receipts	
ER Number (if applicable)	PCR Number		
Reason for Submission Supplier or Material Source Change	Reason for Submission Comments		
PPAP Submission Due Date 21-Jan-2012	Required Capacity for PPAP (Units/Year)	Prototype Submission Due Date	
Section 4 - Sourcing Team Information			
Team Name	Sourcing Specialist / Manager ppap sm2	Sourcing Specialist / Manager Phone Number	
Sourcing Specialist / Manager Email kp840@notes.cummins.com			
Section 5 - SQIE Information			
SQIE ppap sqie1	SQIE Phone Number	SQIE Email kp840@notes.cummins.com	
Section 6 - APQP			
APQP Required? No			
Section 7 - PPAP Submission Level			
PPAP Submission Level Requested Level 5	SQSW Review N/A	PPAP Production Run Size 300	
1.Design Records (Drawing) Cutoverplan_v1.4+08FEB2011.xlsx	Submit/Retain Submit	Accept/Reject None	Document History
13.Warrant	Submit/Retain Submit	Accept/Reject None	
Section 8 - Supplier Information			
PPAP Supplier Contact Name PPAP PPAP	Address 2323 Country Brook St,Columbus,IN,US	Phone Number 8129270932	
Fax Number	Email Address kp840@cummins.com	CC: Name	
CC: Email			
Section 9 - Plant Information			
Plant Name Test Plant 1	Contact Name and Address ASHISH BHATNAGAR 1234 Columbus IN USA 47201	Phone	Email
Sample Information 30			
<input type="button" value="Print"/> <input type="button" value="Done"/>			

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7. How to Get Help

Cummins is confident that once you begin using CQMS-PPAP (MetricStream) you'll be able to use it easily and effectively.

However, on occasion you may find that you need help with a question or you need to look up a reference document if you find that you've forgotten a key point. For that reason, Cummins provides several tools for you. Please keep in mind that these tools will be updated often throughout 2012. Beyond that, updates will happen less frequently, but it still is a good idea to check to make sure you have the latest version.

Please review the following table, which lists several avenues you can use to get help. They are listed in the order of most helpful to less helpful.

Tool	What It Does	How To Use
Cummins Quality Management System Learning Center	Provides this guide, as well as other documents and references.	From any Internet computer (you don't have to be on the Cummins network), type this address in your browser: cqms.cummins.com/training/training.html You can also find a link to this website on the Global Supplier Portal.
Your Cummins SQIE(s) or Sourcing Manager(s)	This is the Cummins person or people that you work with at the plant.	Email or telephone where applicable.
Email – cqmssupport@cummins.com	Emails the support team	After attempting to resolve your question using the above methods, email your detailed question or issue. The response time can be quite slow at times, so approaching your SQIE or SM is highly recommended.
Email – cqmssupplierregistration@cummins.com	Emails the Global Supplier Portal registration team (specifically for PPAP-MetricStream)	Email your detailed question or issue concerning Global Supplier Portal registration. Note that if you are not registered, you should contact your Cummins SQIE or SM instead of emailing this team directly.

This concludes this training guide. We hope that you've found it informative and clear. We look forward to continuing to partner with you in continually improving the quality of Cummins products. Thank you for your time!