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What is E-JPPAP / Benefits

What is E-JPPAP

• E-JPPAP is an electronic system that Jabil assign the PPAP requirements to supplier and review the PPAP submitted by supplier.

• Benefits of E-JPPAP

By using the E-JPPAP system, we can:

• Standardized the process of assigning PPAP to supplier and reviewing PPAP submitted by supplier.
• Simplified the interaction between Jabil and supplier.
• Automatically remind the PIC to complete the required actions.
• Easy to track the activities completed in the JPPAP process.
• Easy to retrieve the JPPAP records.
Roles and Responsibility

Requester

- Create the PPAP request
- Enter part’s information
- Select the Supplier
- Enter supplier’s contact
- Set the owner for PPAP review.

Owner

- Select the team member(s)
- Define the PPAP requirements
- Review the PPAP from supplier
- Finally approve the PPAP
- Upload signed PSW

Team Member

- Support owner to review the PPAP

supplier POC

- Submit PPAP as per request from Jabil
- Submit additional information if required by Jabil
JPPAP Process Flow

1. Create PPAP Request
2. Define PPAP Requirements
3. Submit the PPAP
4. Finalize the PPAP
5. Review the PPAP

PIC:
- Requester
- Team Member(s)
- Owner
- Supplier
Submit PPAP

Once Jabil assign a PPAP request to supplier, supplier will receive a system notification to submit the PPAP.

Step 1: Open the PPAP assignment by clicking the link or copy and paste the http link to browser.

Notes:
- No account and password needed.
- If the PPAP be rejected by Jabil, a new notification with new link will be sent to supplier, the original link can’t work anymore.
- If supplier need to submit more than one PPAP cases, once submitted one case successfully, must close the browser before open the next case. Otherwise, system will show the case be locked.

Can download Jabil PPAP template via the links:

- Design Record template: [link]
- Authorized Engineering Change template: [link]
- Customer Engineering approval template: [link]
- Design FMEA template: [link]
- Process Flow Diagrams template: [link]
- Process FMEA template: [link]
- Process Control Plan template: [link]
Step 2: Read through the important warning message, then click “OK” to close it.

Supplier must follow the correct way to close the window, otherwise the case will be locked for 2 hours.

- Wrong way to close the assignment: Close the window by “X” directly.

- Correct way to close the assignment: Click “Save”, or “Submit” or “Close” at the bottom of the window firstly, then click “X” to close the window.
Step 3: Fill all the required fields.

Note:
1). Don't input special characters for any field, such as "", {, [, & , #, etc.
2). Don't input multiple rows for one field, especially the “address” and “comments” field. Put all content in one field as one row.

Otherwise, you will fail to submit the case.
Step 4: Upload the required attachments.

- Click “Choose File”.
- Select the document to upload from your local folder.
- Once the document be uploaded successfully, the file name will display.
- If Jabil representative required to submit some specific documents, the requirements will display under “Part Submission Warrant” field. Also use the icon “Choose File” to upload these documents. The specific documents are limited to 3 files, if more than 3 documents are required, supplier need to send the rest documents to Jabil representative by other way and ask Jabil user to upload when review the PPAP.
Step 5: Fill the general comments and the final approver’s information from supplier. Then submit it.

- After submit, system will pop out a “Thank you for…” message, then supplier can close the window by “X”. Next step will be Jabil owner review the PPAP.
- Supplier can also click “Save” to save the progress or click “Close” to discard the progress.

Please note:

1). save doesn’t mean the PPAP be submitted. Must click “Submit” for submission.

2). Don’t input special characters for any field, such as “”, {, &, #, etc.

3). Don’t input multiple rows for one field, especially the “address” and “comments” field. Put all content in one field as one row.

Otherwise, you will fail to submit the case.
In case the PPAP be rejected by Jabil, supplier will receive a system notification to submit further information.

Step 1: Open the PPAP assignment by clicking the link or copy and paste the http link to browser.

Notes:

• No account and password needed.

• If the PPAP be rejected by Jabil, a new notification with new link will be sent to supplier, the original link can’t work anymore.

• If supplier need to submit more than one PPAP cases, once submitted one case successfully, must close the browser before open the next case. Otherwise, system will show the case be locked.
Submit Further Information

Step 2: Read through the important warning message, then click “OK” to close it.

Supplier must follow the correct way to close the window, otherwise the case will be locked for 2 hours.

• Wrong way to close the assignment: Close the window by “X” directly.

• Correct way to close the assignment: Click “Save”, or “Submit” or “Close” at the bottom of the window firstly, then click “X” to close the window.
Step 3: Read through the failure information and comments from Jabil to understand why the PPAP was rejected.

Step 4: Upload further document(s) that required by Jabil. There may be 2 types of interfaces to upload document.

- Interface 1: Click “Click here to attach” to upload, then click the refresh icon after uploading, the file name will show in the list.
- Interface 2: Click “Attach” to upload, the file name will show directly.

Step 5: Update the comments and submit.
When the PPAP be finally approved by Jabil, supplier will receive 2 notifications:

- A notice of the PPAP has been approved.
- A notification with the signed PSW attached.
THANK YOU