# Pega Cloud E-JPPAP Supplier User Guide

Version 2

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Regulatory Compliance Team | Legal



# JABIL

### MADE **POSSIBLE.** MADE **BETTER.**

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# What is E-JPPAP / Benefits

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### 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**

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



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

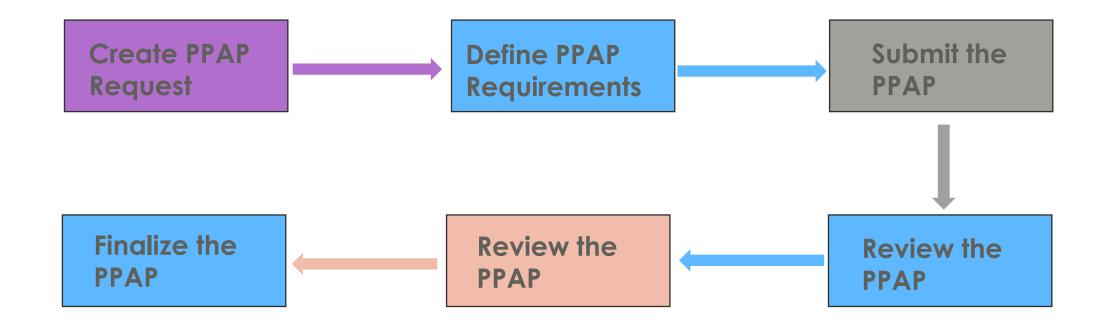


 Support owner to review the PPAP



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







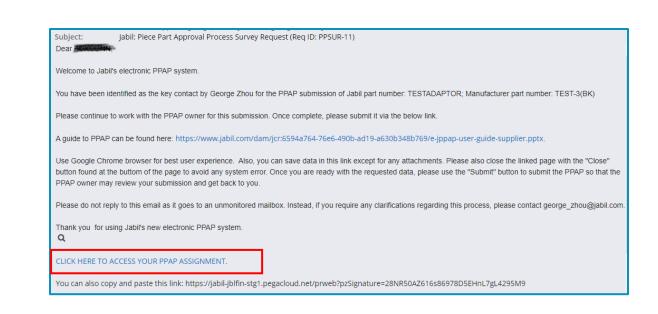
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Once Jabil assign a PPAP request to supplier, supplier will receive a system notification to submit the PPAP.

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:

You may download the JPPAP forms in the following locations:
Design Reocrd template: https://www.jabil.com/dam/jcr:f171f51c-3ee7-42ce-9551-9ff815fb7a00/design-record.xlsx
Authorized Engineering Change template: https://www.jabil.com/dam/jcr:eac6fe85-a14c-406d-b4a6-ca7399162e52/authorized-engineering-change.xlsx 9
Customer Engineering Approval template: https://www.jabil.com/dam/jcr:b2147e9c-2c36-404c-8095-faf47b9fcecd/customer-engineering-approval.xlsx
Design FMEA template: https://www.jabil.com/dam/jcr:c6dff5ec-7012-4eec-a783-5ca906e70376/design-fmea.xlsx
Process Flow Diagrams template: https://www.jabil.com/dam/jcr:08e4ef1d-3195-410d-9e64-0970ea4697f8/process-flow-diagrams.xlsx
Process FMEA template: https://www.jabil.com/dam/jcr:70b0a6ba-262d-4e6f-8a7a-c3b406ddaee0/process-fmea.xlsx
Process Control Plan template: https://www.jabil.com/dam/jcr:b0ffbd0a-7a3e-4de0-9343-90a1d981a604/process-control-plan.xlsx

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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.

#### jabil-jblfin-stg1.pegacloud.net says

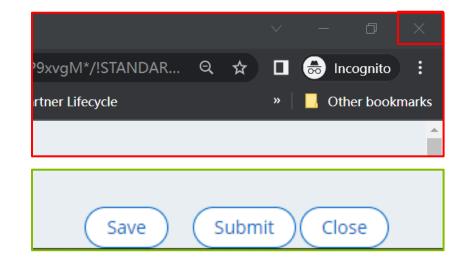
#### Alert/Message

Welcome to the Jabil Supplier Profile Survey. If you need to close this form without submitting the form, please do so using the 'close' button which you will find at the bottom of the page. Please do not use the window close button at the top right side to close the form as you may encounter errors when you reopen the form later.

OK

• 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.



# JABIL

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.

	Last Name			
	Empil			
	Email			
	Part Description			
	TEST NEW ADAPTOR			
	Manufacturer Part N	umber		
	TEST-3(BK)			
	Project Name			
	Test-Demo			
	Drawing Pages			
	Yes	O No	○ NA	
	Location where this p	part is manufactured		
	Peviewed By			
	Expected arrival date	to labil's dock:		
Ē		a gant a stores		Ē
	L			
		Manufacturer Part N     TEST-3(BK)     Project Name     Test-Demo     Drawing Pages     Yes     Location where this p     Reviewed By     Expected arrival date	Email  Part Description TEST NEW ADAPTOR  Manufacturer Part Number TEST-3(BK) Project Name Test-Demo Drawing Pages  Ves No Location where this part is manufactured Reviewed By Expected arrival date to Jabil's dock:	Email  Part Description TEST NEW ADAPTOR  Manufacturer Part Number TEST-3(BK) Project Name Test-Demo Drawing Pages  Ves No Na Location where this part is manufactured Reviewed By Expected arrival date to Jabil's dock:

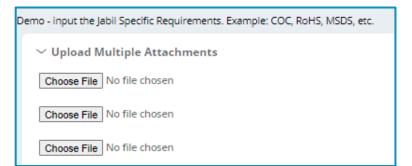
# JABIL

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.

Required Attachment(s) Please use the attachment browser utility below to upload the following document(s):			
✓ Design Record           Choose File         No file chosen			
Authorized Engineering Change           Choose File         No file chosen			







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.

General Comments		
Final Approval		
Print Name	Title	
Phone	Fax	
Email	Date	
	11/30/2022	
		Save Submit Close

### **Submit Further Information**

# JABIL

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.

Dear 🖬,
Welcome to Jabil's electronic PPAP system.
Please continue to work with the PPAP owner of this submission: George Zhou, who has now requested that you review the above PPAP for part number: JCASB018030B; Manufacturer part number: TEST CARB. The former submission was found not acceptable.
Use Google Chrome browser for the best user experience. Also, you can save data in this link (except for any attachments). Please also close the linked page with the "Close" button found at the buttom of the page to avoid any system errors.
Once you are ready with additional data/evidence requested, please use the "Submit" button to submit the PPAP so that the PPAP owner will review the submission and get back to you.
Please do not reply to this email as it goes to an unmonitored mailbox. Instead, if you require any clarifications regarding this process, please contact george_zhou@jabil.com.
Thank you for using Jabil's new electronic PPAP system.
CLICK HERE TO ACCESS YOUR PPAP ASSIGNMENT.
You can also copy and paste this link: https://jabil-jblfin-stg1.pegacloud.net/prweb?pzSignature=11HA1669298ebuYi4dLlUm473fCr1h38
Best Regards,

### **Submit Further Information**

# JABIL

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.

#### jabil-jblfin-stg1.pegacloud.net says

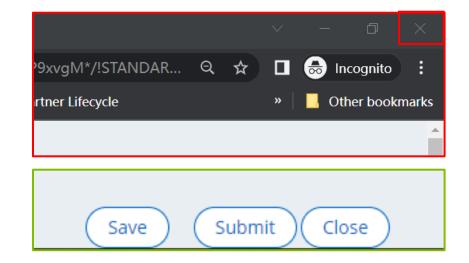
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OK

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

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### **Submit Further Information**

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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.

Failure Location		
Component	GR&R	Initial Process Studies-Cpk
Part Submission Warrant (PSW)	Attribute R&R	Qualified Laboratory Document
Design FMEA	Dimensional Results - FAIR	Appearance Approval Report
Process Flow Diagram	Ballooned Drawing	RoHS/Reach Compliance
Process FMEA	Matl Test/Cert	Other
Process Control Plan	Finish Test/Cert	
Failure Description		
Cosmetic Issue	False Reject	Sub Component Incorrect
Dimension Out of Spec	Out of Date Revision	Sub Component Missing
Documentation Illegible	Raw Material Incorrect	Damaged
Documentation Incomplete	Raw Material Out of Spec	Documentation Incorrect
Specifications Incomplete	Documentation Missing	Specifications Incorrect
Other		
General Comments From Jabil Resubmit the Dimensional Results - FAIR report.		

#### Interface 1:

General Comments:		
submit per Jabil requiest		
Click here to attach		

#### Interface 2: Attach here Required File \*

Dimensional-Results-FAIR Attach

# **Final Notification**

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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.

Subject:	Notification of: PPAP - Survey (PPSUR-11)			
This email is to notify you of the	This email is to notify you of the of PPAP - Survey (PPSUR-11) as part of the <b>PPAP - Survey</b> .			
Dear FOXCOMN,				
Thank you for your PPAP submission for part number: TESTADAPTOR. Our Subject Matter Expert, George Zhou, has reviewed the PPAP and it has been Approved. Detailed results can be found below.				
Supplier Name:	Supplier ID:			
ROXECHIN	920			
This PPAP Survey has been Con	ipleted By			
First Name	Last Name			
Vfirst	Vlast			
Title	Email			
QE	VENDOR@HOTMAIL.COM			
QE	VENDOR@HOTMAIL.COM			

Subject: Fw: Jabil: Piece Part Approval Process PSW for PPSUR-11		C: 10014/16
Please find signed PSW attached		Signed PSW.pdf 109 KB

# THANK YOU

