

# Siemens SCM STAR User Guide for PPQ – Product & Process Qualification

SLM-SD-04 / Supplier Development (PPQ) –  
Supplier Process

Siemens/GS SCM FE/SCM STAR

# Supplier Development (PPQ) – Supplier View

## General Requirements

### Pre-requisites:

Prior to this exercise you will need to:

- have successfully applied for an account on SCM STAR
- have received a confirmation on account creation in SCM STAR
- be part of the Supplier Development Process

### Objectives:

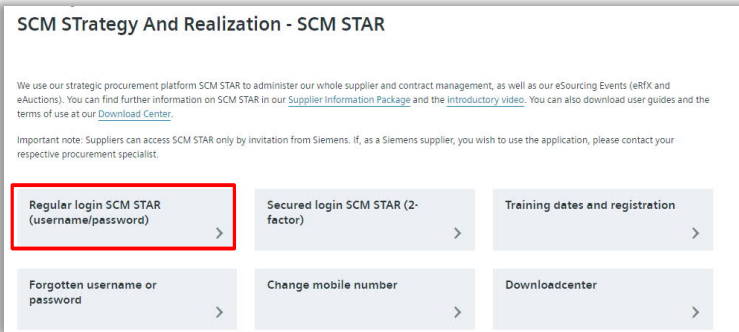
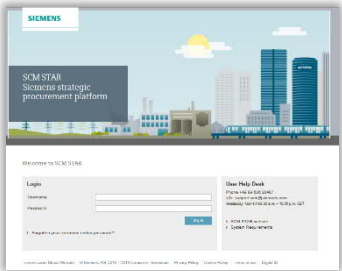
After completion of this exercise you should be able to:

- Log in to SCM STAR as a Supplier
- Follow Email-Links sent to the Supplier
- Fill in Supplier side response for PPQ
- Answer collaboration forms PPQ and save responses

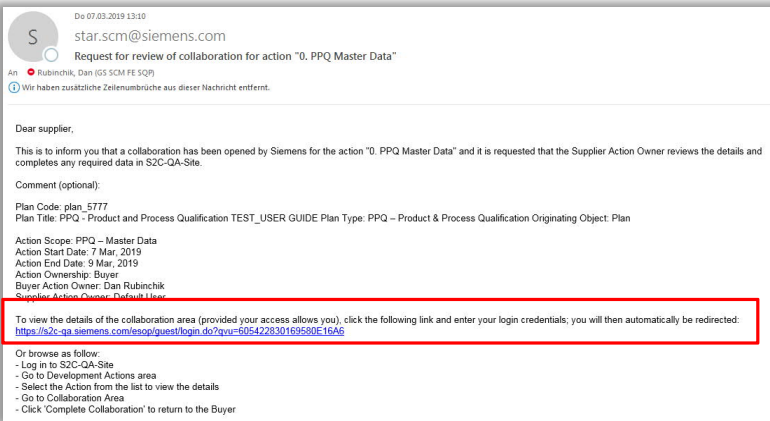
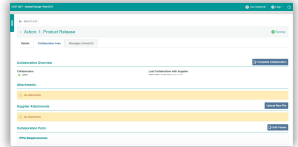
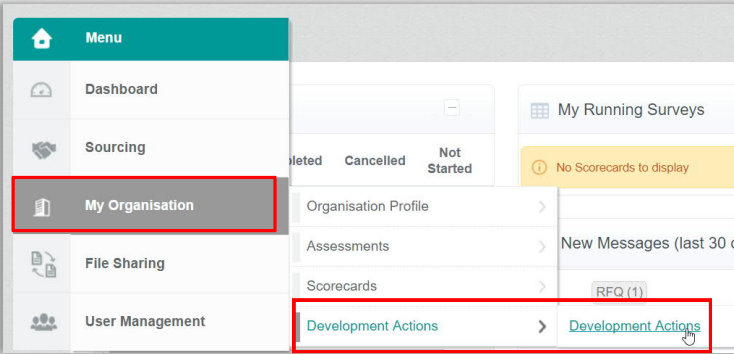
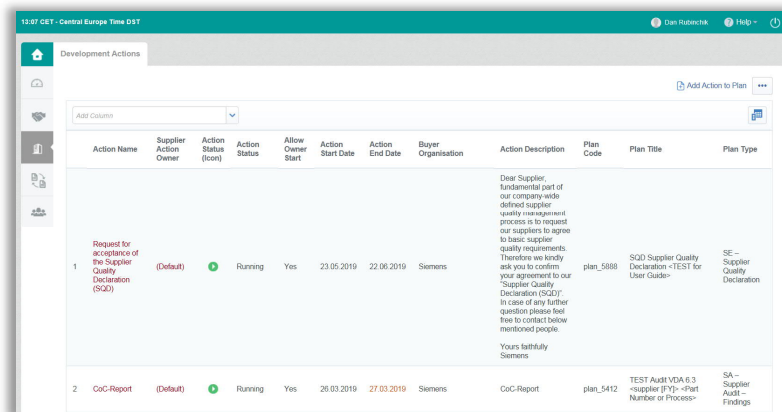
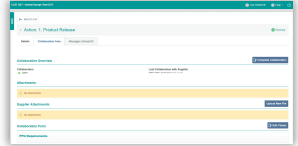
### Estimated Time:

- The estimated time to follow this User Guide is 20 minutes.

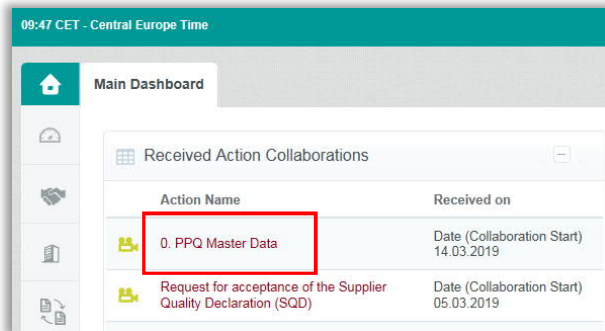
# Login

Step	Description	Comment
1.	<p>SCM STAR is accessible via the Siemens Supplier platform within Internet and requires entitlement.</p> 	<p>Intranet Link:  <a href="https://www.siemens.com/global/en/home/company/about/corporate-functions/supply-chain-management/supplier-cockpit.html">https://www.siemens.com/global/en/home/company/about/corporate-functions/supply-chain-management/supplier-cockpit.html</a></p> <p>Login: Simens Corp. Entitlement with your Access data</p> 

# Supplier view - Action / Collaboration Area

Step	Description	Comment
1.	<p>An email with a direct link to the plan will be automatically sent to the supplier as soon as a collaboration is opened by Siemens.</p>  <p>The supplier lands by double-clicking on the direct link in the collaboration area of the action.</p>	
2.	<p>Alternatively the supplier may also navigate to the development actions within the tool navigation: “My Organisation → Development Actions”</p>  <p>A list of all your actions appears. After clicking on an action, the supplier lands directly in the collaboration area.</p> 	<p>→ My Organisation → Development Actions or → Dashboard → Received Action Collaborations</p> 

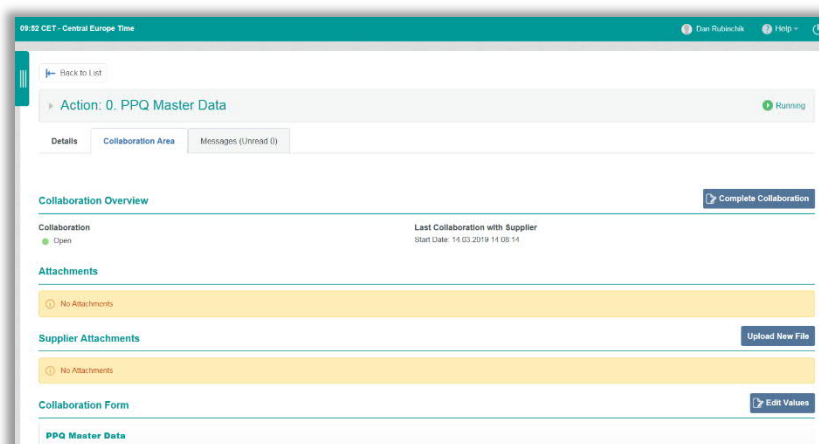
Or by clicking directly on an action in the section "Received Action Collaborations"



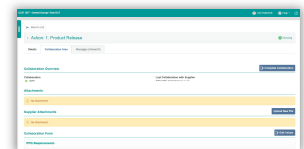
The screenshot shows the 'Main Dashboard' with a sidebar on the left. The main content area is titled 'Received Action Collaborations'. It contains a table with two columns: 'Action Name' and 'Received on'. The first row is highlighted with a red box and contains the text '0. PPQ Master Data' under 'Action Name' and 'Date (Collaboration Start) 14.03.2019' under 'Received on'. The second row contains 'Request for acceptance of the Supplier Quality Declaration (SQD)' and 'Date (Collaboration Start) 05.03.2019'.

Action Name	Received on
0. PPQ Master Data	Date (Collaboration Start) 14.03.2019
Request for acceptance of the Supplier Quality Declaration (SQD)	Date (Collaboration Start) 05.03.2019

After clicking on the action, you will be taken directly to the collaboration area of the action.



The screenshot shows the 'Collaboration Area' for 'Action: 0. PPQ Master Data'. The page has a header with 'Back to List' and 'Action: 0. PPQ Master Data' (status: Running). Below the header are tabs for 'Details', 'Collaboration Area', and 'Messages (Unread: 0)'. The 'Collaboration Area' tab is active, showing a 'Collaboration Overview' section with a 'Complete Collaboration' button. Below this is a 'Collaboration' section with 'Open' status and 'Last Collaboration with Supplier' (Start Date: 14.03.2019 14:08:14). There are two 'Attachments' sections: 'Attachments' (No Attachments) and 'Supplier Attachments' (No Attachments, with an 'Upload New File' button). At the bottom is a 'Collaboration Form' section with an 'Edit Values' button.




This is a smaller, thumbnail version of the 'Collaboration Area' interface, showing the same layout as the main screenshot but for 'Action: 1. Product Release'.

**3.**

Please note:

- Edit values:

supplier has to click on “Edit Values” to respond to the assigned questions.

 Edit Values

→ Fill in Values

→ Add attachments via the section „suppliers Attachments“

Attachments

Upload New File

Upload New File

Select Files to Upload

Attachments

Select an attachment to upload. Please note that it is not allowed to upload files classified as "strictly confidential" and that SCH STAR may only be used to transfer technical data classified as ALN and ECORN or EOCNARS. Recipients of any technical data must not be located in Iran, Syria, Cuba, North Korea or Crimea. Please use a secure SharePoint to exchange technical data classified other than ALN and ECORN or EAOB. Please be aware that all uploaded documents are stored in Germany.

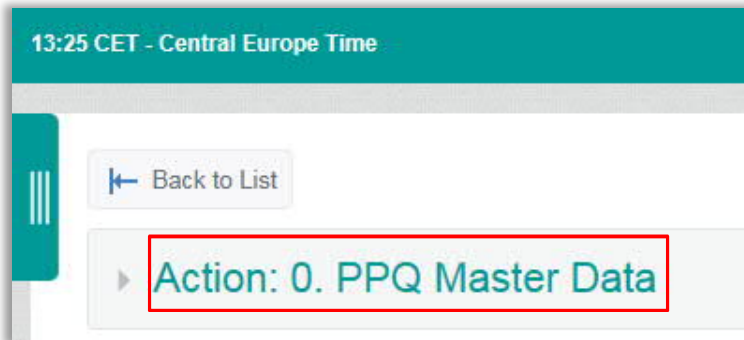
To facilitate downloading, please keep attachments to a manageable size. The platform allows individual attachments up to a maximum size of 2000 MB but it is recommended that you keep attachments to 2MB or less.

File extensions permitted: doc, docx, xls, xlsx, ppt, pptx, pdf, jpeg, jpg, tiff, bmp, gif, png, xml, zip, rar, dmg, psd, rar, br, apk, 7z, gars, rar, de, csw, dtd, xsl, xsl1, xsl2, ppt1, ppt2, ppt3, ppt4, ppt5, ppt6, ppt7, ppt8, ppt9, ppt10, ppt11, ppt12, ppt13, ppt14, ppt15, ppt16, ppt17, ppt18, ppt19, ppt20, ppt21, ppt22, ppt23, ppt24, ppt25, ppt26, ppt27, ppt28, ppt29, ppt30, ppt31, ppt32, ppt33, ppt34, ppt35, ppt36, ppt37, ppt38, ppt39, ppt40, ppt41, ppt42, ppt43, ppt44, ppt45, ppt46, ppt47, ppt48, ppt49, ppt50, ppt51, ppt52, ppt53, ppt54, ppt55, ppt56, ppt57, ppt58, ppt59, ppt60, ppt61, ppt62, ppt63, ppt64, ppt65, ppt66, ppt67, ppt68, ppt69, ppt70, ppt71, ppt72, ppt73, ppt74, ppt75, ppt76, ppt77, ppt78, ppt79, ppt80, ppt81, ppt82, ppt83, ppt84, ppt85, ppt86, ppt87, ppt88, ppt89, ppt90, ppt91, ppt92, ppt93, ppt94, ppt95, ppt96, ppt97, ppt98, ppt99, ppt100, ppt101, ppt102, ppt103, ppt104, ppt105, ppt106, ppt107, ppt108, ppt109, ppt110, ppt111, ppt112, ppt113, ppt114, ppt115, 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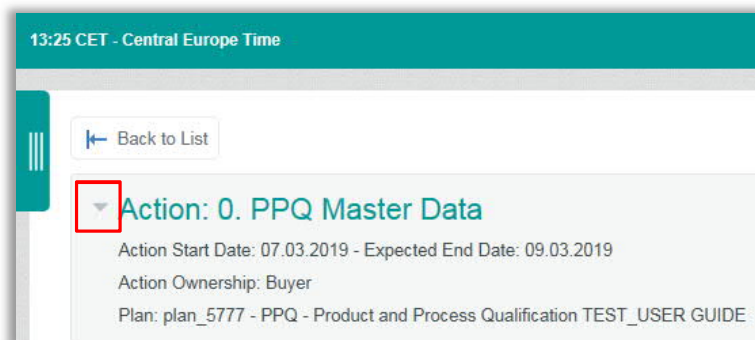
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4. If not the supplier admin, but a supplier user created by supplier admin was assigned to the action as supplier owner (by SIEMENS), this user must also have been assigned editing rights by the admin in order to be able to fill out this collaboration area.

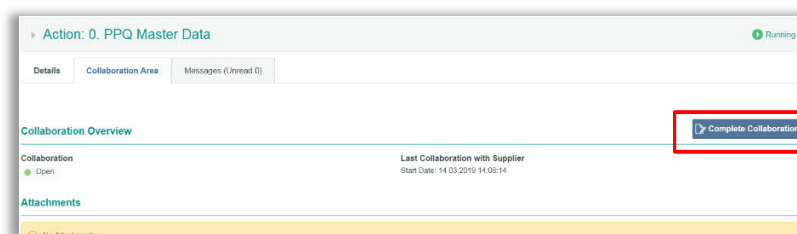
At the top of the page you will find the action title. Next to the action title is an arrow that can be clicked.



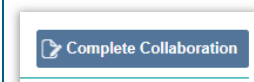
After clicking on this arrow, further information on this measure is displayed, e.g. Supplier development plan. A further click on the arrow closes this information again.

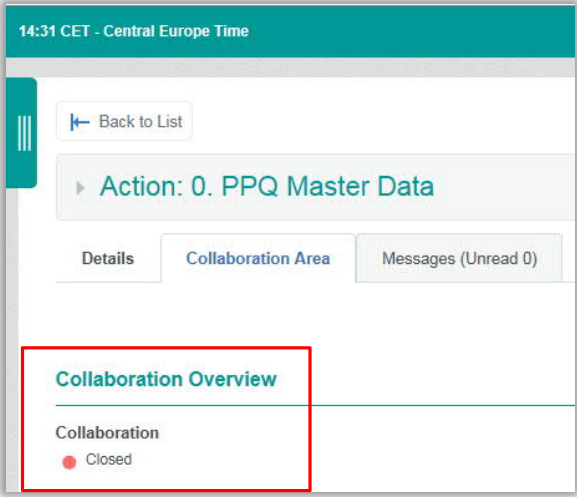
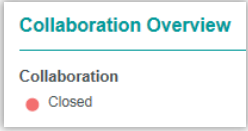




Only when the supplier has answered all the mandatory questions, the option "Complete collaboration" is activated/shown and the supplier can conclude that collaboration. When the supplier completes the collaboration by clicking "Complete Collaboration", the status changes to "Closed". Then supplier can no longer make any changes.



Complete Collaboration



	 <p>The collaboration is now complete.</p>	
to 3.	<p><b>Filling in the collaboration area of an action</b></p> <p><b>Generals</b> As supplier you only can process questions assigned to supplier and see only buyer responses that have been made visible to supplier.</p> <p>Icons mark the questions accordingly:</p> <p>Definition of symbol:</p> <div data-bbox="300 1218 443 1330">  </div> <p>Blue gear means that the question is to be filled in by the supplier</p> <div data-bbox="300 1391 443 1514">  </div> <p>Orange eye means editable by Siemens and visible to suppliers</p> <p>There are <b>two different forms of collaboration</b> within the PPQ measures with chapters to be answered by the supplier:</p> <ul style="list-style-type: none"> <li>- PPQ Master Data</li> <li>- PPQ Supplier Section</li> </ul>	

Fill out form of collaboration "PPQ Master Data"

» Action: 0. PPQ Master Data

Running

Save Cancel

Collaboration Form

PPQ Master Data

Question	Description	Response
Material Master	SAP Material Master	XYZ
Material Description	SAP Material Description	Material Description
Supplier Part Number	Supplier to enter Supplier Part Number	XZZZ/33322 <small>Characters available: 1000</small>
Process Class	Process Class	Process Class
ROM/Spec. Revision number	ROM/Spec. Revision number	
Revision Date	Revision Date	
Approved Quantity - In Progress	Approved Quantity - In Progress	
Approved Quantity - Conditionally Approved	Approved Quantity - Conditionally Approved	

1. **Supplier Part Number** → Supplier is ask to complete the Supplier Part Number

→ After completing the data, click "**Save**".

The form "PPQ Master Data" of collaboration is used only by the action "PPQ Master Data".

PPQ Master Data

Question

- Material Master
- Material Description
- Supplier Part Number
- Process Class

Save

### Complete form of collaboration "PPQ Supplier Section"

The screenshot shows a 'Collaboration Form' with an 'Edit Values' button in the top right. It is divided into three main sections:

- PPQ Requirements:** A table with columns 'Question', 'Description', and 'Response'. It contains one row: 'Requirements for Approval' with a description 'These are the requirements for Approval' and a response listing 'Requirement 1', 'Requirement 2', and 'Requirement 3'.
- PPQ Supplier Section:** This section is highlighted with a red border. It contains two rows:
  - 'Requirements Accepted' with a description 'Confirm that you accept these requirements. If No, enter details below.' and a response 'Yes'.
  - 'Comments on requirements (Supplier)' with a description 'Enter any comments on requirements here.' and an empty response field.
- PPQ Buyer Section:** A table with columns 'Question', 'Description', and 'Response'. It contains one row: 'Comments on requirements' with a description 'Enter any comments on requirements here.' and a response field containing 'Comment 1', 'Comment 2', and 'Comment 3'.

The following list shows which actions use the "PPQ Supplier Section" collaboration form:

1. Product Release	10. Process Capability
2. Supplier Drawings and Specifications	11. Gage Repeatability & Reproducibility (Gage R&R)
3. Critical to Quality	12. Tooling & Gages
4. Manufacturing Quality Control Plan	13. Discrepancy Reports (MDR / FM / ECMI)
5. Inspection Records and Data Sheets	14. Packaging Instructions & Photos
6. Material Data	15. Special Process Documentation
7. Destructive & Non-Destructive Testing Records	16. Correspondence and Miscellaneous Documents
8. Metals Joining Documents	17. Personnel & Suppliers
9. Failure Modes and Effects Analysis	18. First Article Inspection (FAI)
(19.) Plus any custom action	

Following questions must be completed by the supplier:

**Requirements Accepted**

→ Confirm that you accept these requirements. If No, enter details below

**Comments on requirements (Supplier)**

→ Enter any comments on requirements here.

The screenshot displays the 'Action: 1. Product Release' form. At the top right, there is a 'Running' status indicator and a 'Save' button highlighted with a red box. Below this is the 'Collaboration Form' section. The 'PPQ Requirements' section is visible, followed by the 'PPQ Supplier Section' which is highlighted with a red box. This section contains two rows: 'Requirements Accepted' with a 'Yes' dropdown menu, and 'Comments on requirements (Supplier)' with a text input field. Below the 'PPQ Supplier Section' is the 'PPQ Buyer Section'.

→ After completing the data, click "Save".

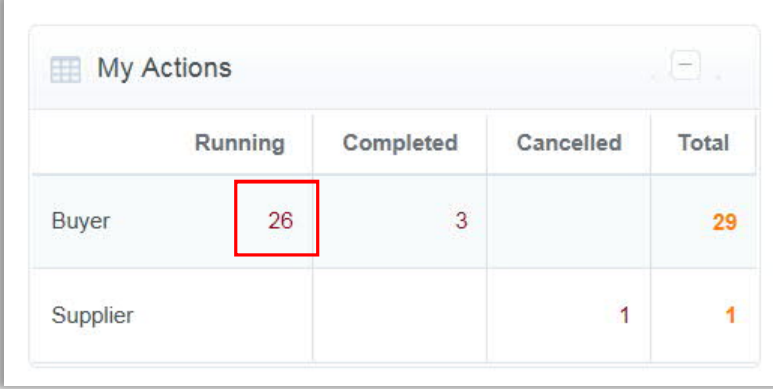
The sidebar menu for the 'PPQ Supplier Section' includes a 'Frage' button and two items with gear icons: 'Requirements Accepted' and 'Comments on requirements (Supplier)'.

A green 'Save' button.

## Further information:

**How can I as a supplier find my measures and assign them to the plan?**

On the start page of the SCM STAR there is a table "My Actions". With the help of this table it is possible to quickly find certain actions.

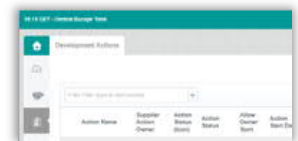


	Running	Completed	Cancelled	Total
Buyer	26	3		29
Supplier			1	1

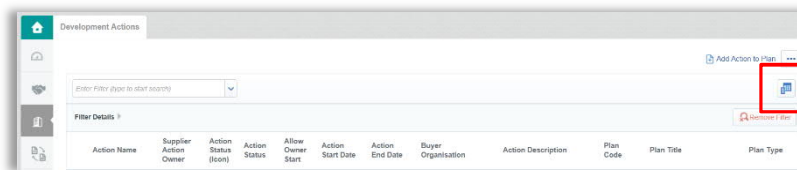
With a click on the number of ongoing actions (example here 26), the supplier gets to the list of measures in progress.

Meaning "**Buyer**" line: Number of action that are administered only by the Siemens employee.

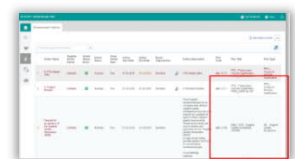
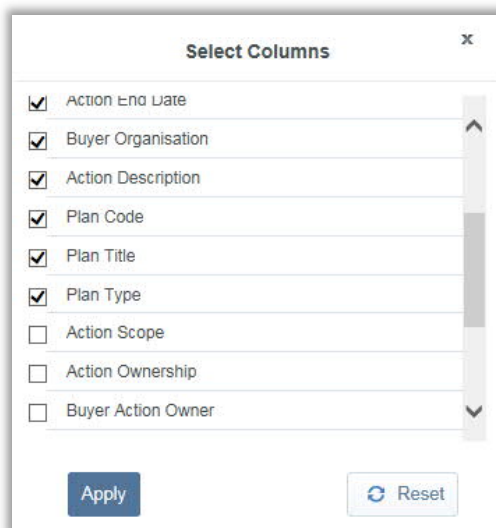
Meaning Line "**Supplier**": Number of action that can be administered by the supplier.



By a click on the Column selection button, you can show and hide certain columns of information:



In order to be able to differentiate between the actions, it is recommended to select additionally columns "Plan Code", "Plan Title" and "Plan Type".



After confirming the selection, the new columns will be displayed with information.

→ Using the detailed information, such as plan code, Plan title and Plan type, the action can be quickly associated to the plan.

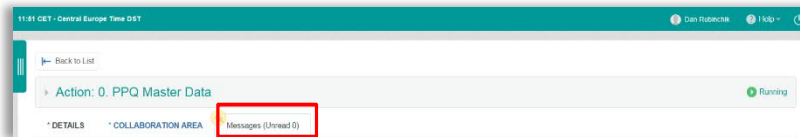
Action Name	Supplier Action Owner	Action Status (Icon)	Action Status	Action Owner Start	Action Start Date	Action End Date	Bugger Organisation	Action Description	Plan Code	Plan Title	Plan Type
0 PPQ Master Data	(Default)	🟢	Running	Yes	01.02.2019	09.02.2019	Siemens	PPQ Master Data	plan_5777	PPQ - Product and Process Qualification TEST_USER GUIDE	PPQ - Product & Process Qualification
1 Product Release	(Default)	🟢	Running	Yes	01.02.2019	05.06.2019	Siemens	01 Product Release	plan_5777	PPQ - Product and Process Qualification TEST_USER GUIDE	PPQ - Product & Process Qualification
3 Request for acceptance of the Supplier Quality Declaration (RQD)	(Default)	🟢	Running	Yes	01.02.2019	31.03.2019	Siemens	Dear Supplier: Additional part of our company-wide internal supplier quality management process request our suppliers to agree to basic supplier quality requirements. Therefore we kindly ask you to confirm your agreement to our 'Supplier Quality Declaration (SQD)' in case of any further questions please feel free to contact below mentioned people. Yours faithfully Siemens	plan_5760	SQD_TEST_Supplier Quality Declaration <12345>	SE - Supplier Quality Declaration

Plan Code	Plan Title	Plan Type
plan_5777	PPQ - Product and Process Qualification TEST_USER GUIDE	PPQ – Product & Process Qualification
plan_5777	PPQ - Product and Process Qualification TEST_USER GUIDE	PPQ – Product & Process Qualification
plan_5760	SQD_TEST_Supplier Quality Declaration <12345>	SE – Supplier Quality Declaration

# Message function

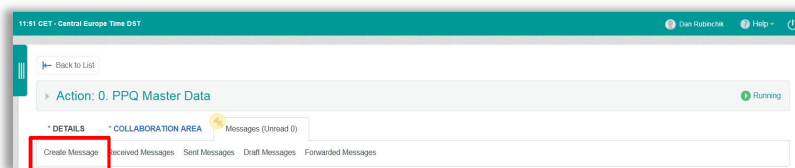
1. In a running action, buyer and supplier can communicate via the **"Messages"** tab.

→ Click on the action and click on the "Messages" tab.



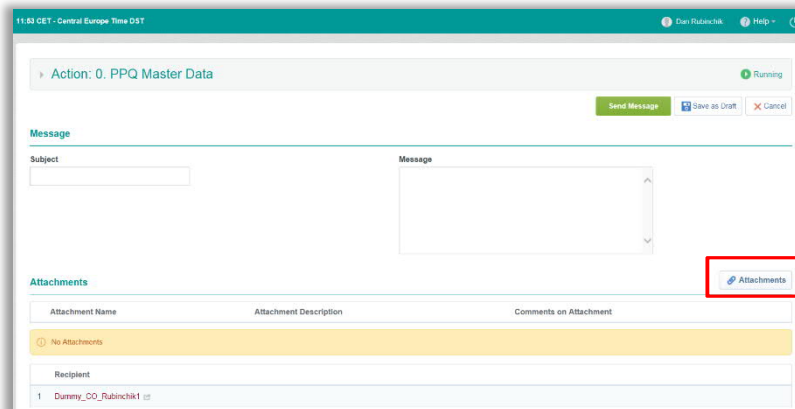
Messages (Unread 0)

→ Click **"Create Message"**



Create Message

Attachments can also be exchanged via the message function.



Attachments

