

Instructions for Processing a Web-based Quality Notice

I. Overview

These instructions describe how to

- A. Log into the Quality Notice database, and
- B. How to process the Quality Notice.

Instructions for completing the fields in the Quality Notice are contained in a separate document titled “Guidelines to complete the electronic QN system for suppliers” which is on EMD supplier management website. A link to this document is also on the QN form.

II. Logging into the Quality Notice database

There are two ways to log into the Quality Notice (QN) database.

- A. From the email notification of a QN
- B. From the web browser.

Logging in from the email notification—general instructions

- A. Click on the link as directed in the email
- B. Enter your user name and password in the window that opens, shown below. Your user name is the number you have been assigned in EMD’s SAP database. This number will be in the email
- C. Your password will be given to you by EMD. Call your Supplier Quality Engineer if you have forgot your password or want it reset.
- D. This will open the Quality Notice.

 Please identify yourself:

User name:

Password:



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Logging in from a web browser—general instructions

- A. Enter etq.emdiesels.com in the address bar of the web browser.
- B. Enter your user name and password in the window that opens. Your user name is the number you have been assigned in EMD SAP database. This number will be in the email
- C. Your password will be given to you by EMD. Call your Supplier Quality Engineer if you have forgot your password or want it reset.
- D. This will open the Quality Notice database. The window on the right will be empty.
- E. Click the twisty for **9. Supplier QN**
- F. Click the twisty for **open**
- G. Click **by QNs Assigned**
- H. Click the twisty for your **supplier number**
- I. To open the QN, single click the document icon in front of the QN you want to open.

Views

- ▶ [1. PERS](#)
- ▶ [12. Critical Issues, LaGrange Dirty Dozen](#)
- ▶ [13. Mfg Change Request](#)
- ▶ [2. China Associate Complaint](#)
- ▶ [3. Corrective Action \(3 or 7 Step\)](#)
- ▶ [4. Product Dev Issues](#)
- ▶ [5. China Validation & RGT](#)
- ▶ [6. Timeliness Reports](#)
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9. Supplier QN open by QN Assigned

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Assigned ETQ QN #	SAP QN#	Responsible QA	Date Created	Date I
▶ 300972				
▶ 700000				
▶ 700144				
▶ 703097				
▶ 703130				
▶ 703935				
▶ Robert Gortel				

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III. Processing a Quality Notice

- Replying to the Quality Notice is generally a two-step process. The two steps are
- A. Accepting the QN and providing a response to the containment activities if required.
 - B. Providing a response to the corrective action activities if required.

III. Accepting the Quality Notice and providing the containment activity response

Accepting or rejecting the Quality Notice

Complete the section concerning your initial acceptance of the Quality Notice. If you initially accept the QN but later find it is not your responsibility, you can change your response to reject responsibility for the QN.

If you reject the QN, complete the necessary information and click the goback



icon, on the menu bar. This will send your response to EMD's supplier quality engineer.

If you accept the QN, complete the information in the containment fields then click the



goto icon, on the tool bar. This will

- A. Send a copy of your response to the responsible supplier quality engineer at EMD
- B. Move your QN to the next step in the process.
- C. Send you an email notifying you to complete the corrective action stage of the QN.

You can open the document to complete the corrective action stage to the QN process by clicking on the email link or opening the database and finding the document. Opening the QN database is described at the beginning of these instructions in "Logging into the Quality Notice database."

Corrective action response

When you have completed the information in the corrective action fields, click to goto





icon, at the top of the page. This will send a copy of your response to the responsible supplier quality engineer (SQE) at EMD.

The SQE will review your response and send you a note either accepting it or requiring more information.


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IV. Saving an incomplete document

If you have a partially completed corrective action form, you can save the document to the database by click the save, , or to save and close the document, click the save and close icon,  on the tool bar.

V. Printing a Quality Notice

To print a Quality Notice

- A. Open the document
- B. Click the read icon, , on the tool bar. This is the icon that looks like a pair of glasses. This will put all of the information in a readable form in the browser.
- C. You can either print this document directly from this view by going to File|Print or by creating a PDF and printing the PDF.

VI. Saving a Quality Notice

The Quality Notices are saved in EMD's Quality Notice database. If you want to save a copy on your own database, print the document first and than save it in your system.