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| iPPAP – Supplier Manual |
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| This document will take an Allison Transmission supplier through the steps of submitting a PPAP date, uploading documents and finally submitting a PPAP using the iPPAP system. |

5/21/2013

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1. Version History

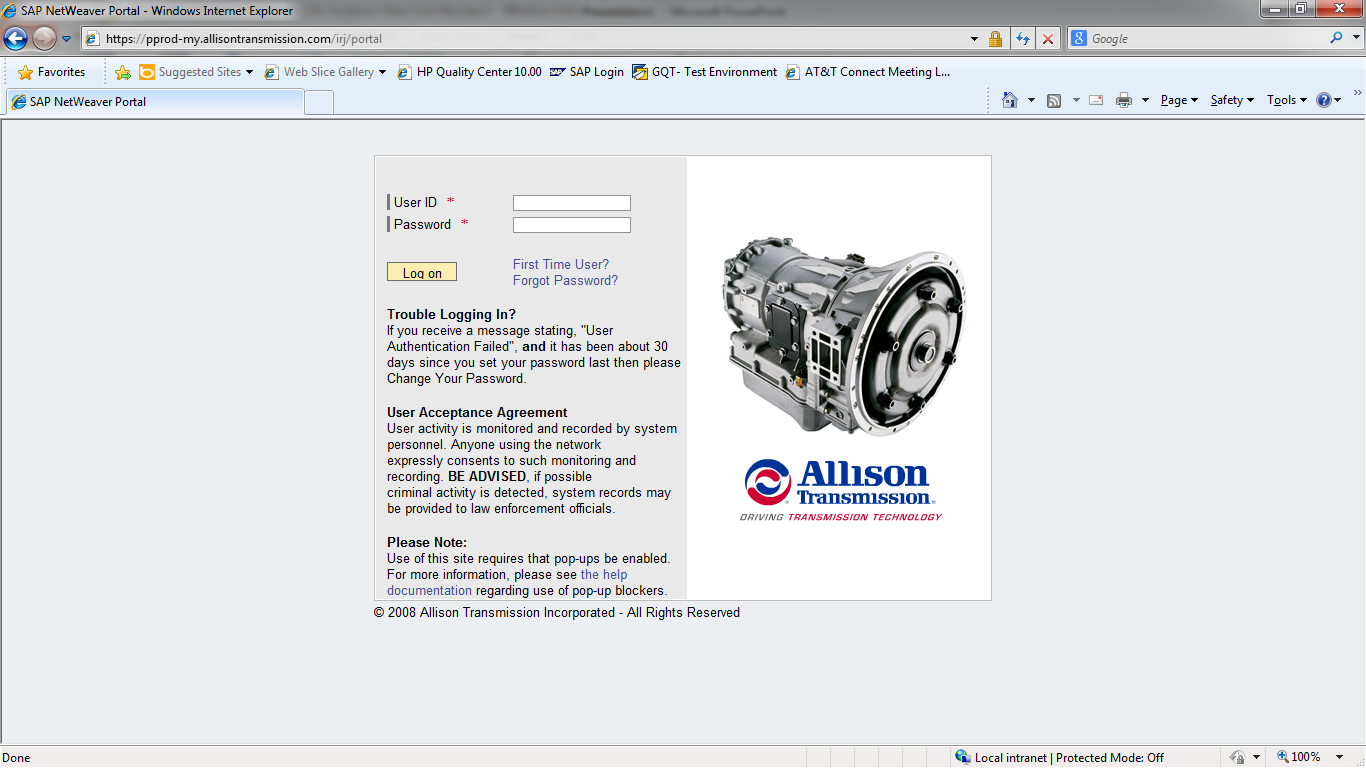
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| --- | --- | --- | --- |
| Revision Description | Page(s) | Date | Author |
| Original | 31 | 5/21/13 | Jack McCormack |
| 2nd Revision | 31 | 6/3/13 | Jack McCormack |
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1. iPPAP Process Steps

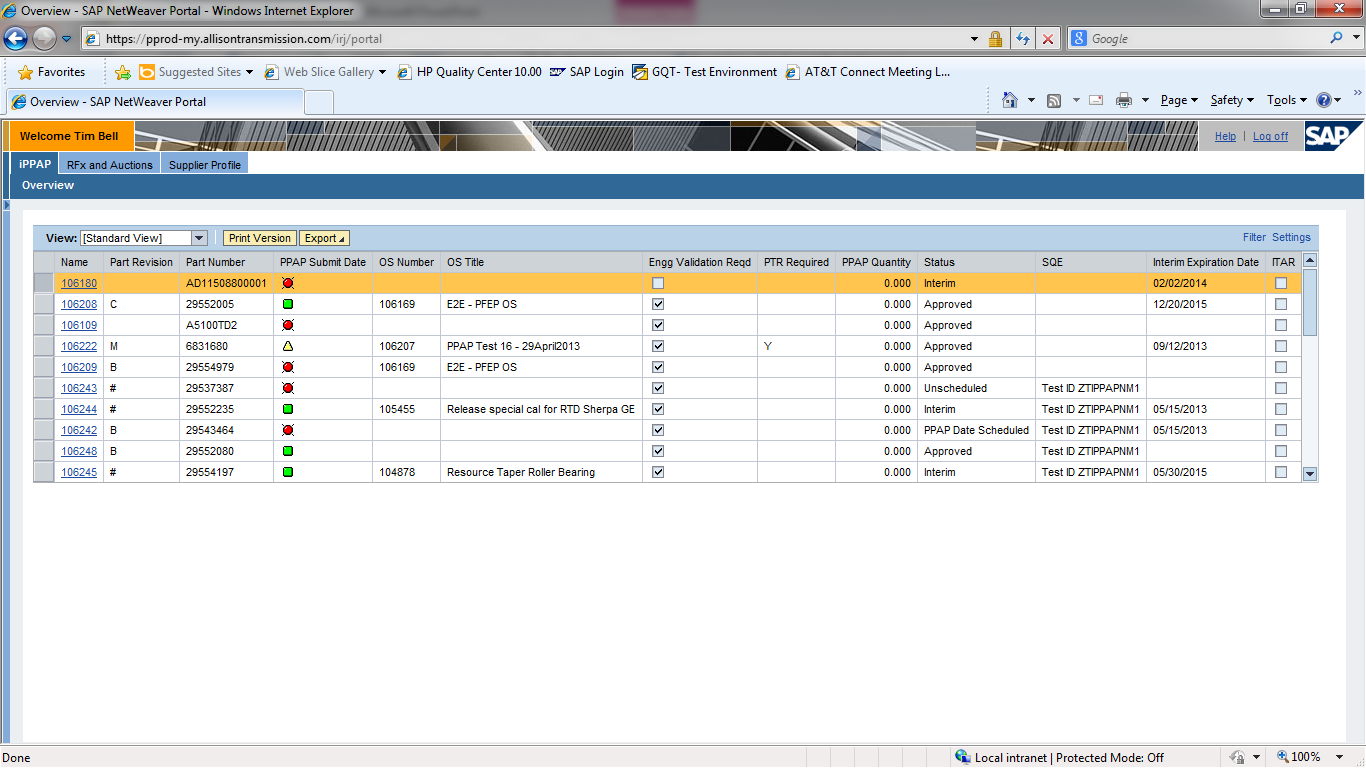
2.1 iPPAP Process Steps

|  |  |
| --- | --- |
| Step | Responsible Party |
| 1. Create PPAP | Allison SQE |
| 1. Unschedule PPAP | Allison SQE |
| 1. Submit PPAP Date | Supplier |
| 1. Approve/Reject PPAP Date | Allison SQE |
| 1. Attach Documents/Submit PPAP | Supplier |
| 1. Approve/Reject Documents | Allison SQE |

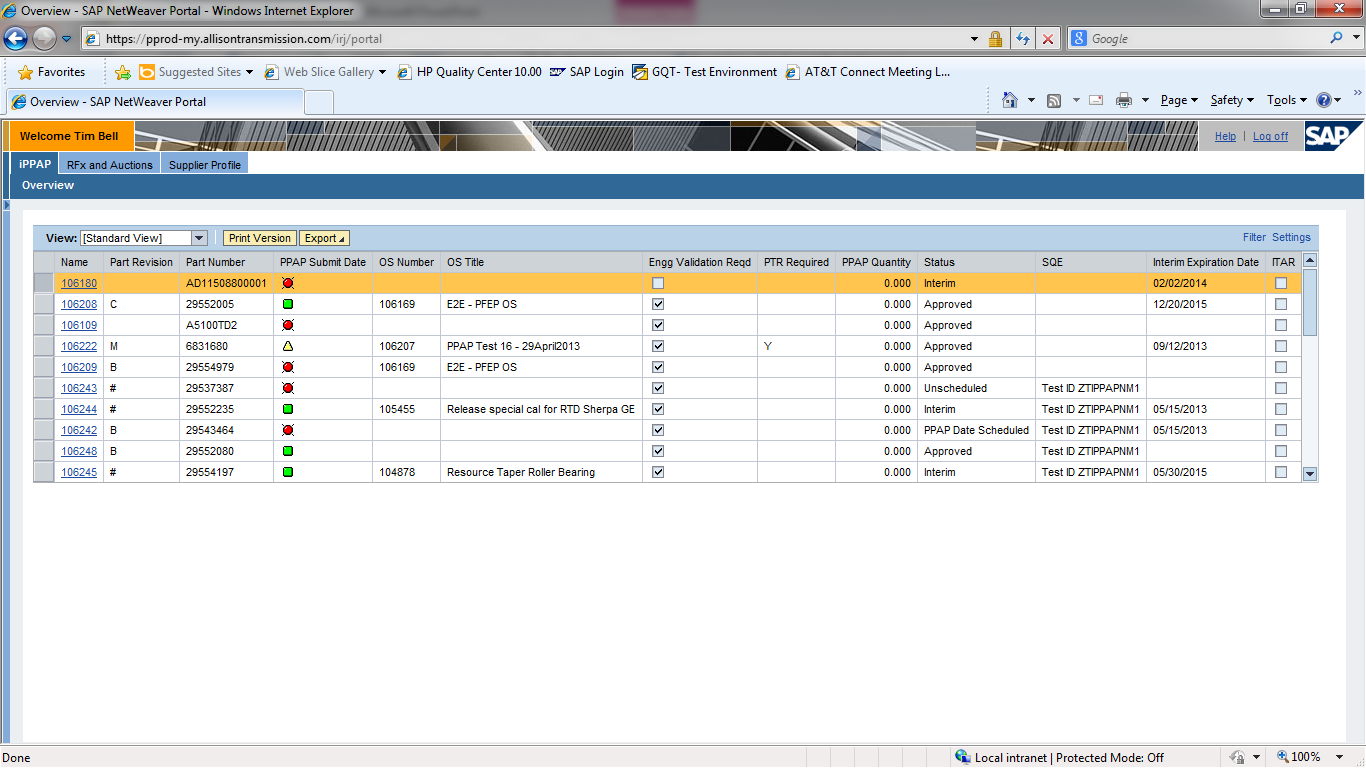
1. Functionality Execution
   1. Supplier Scheduling PPAP Date
2. Supplier goes to: <https://my.allisontransmission.com>
   1. **NOTE: Internet Explorer 8 is the only web browser that is supported by iPPAP**
3. Supplier logs in



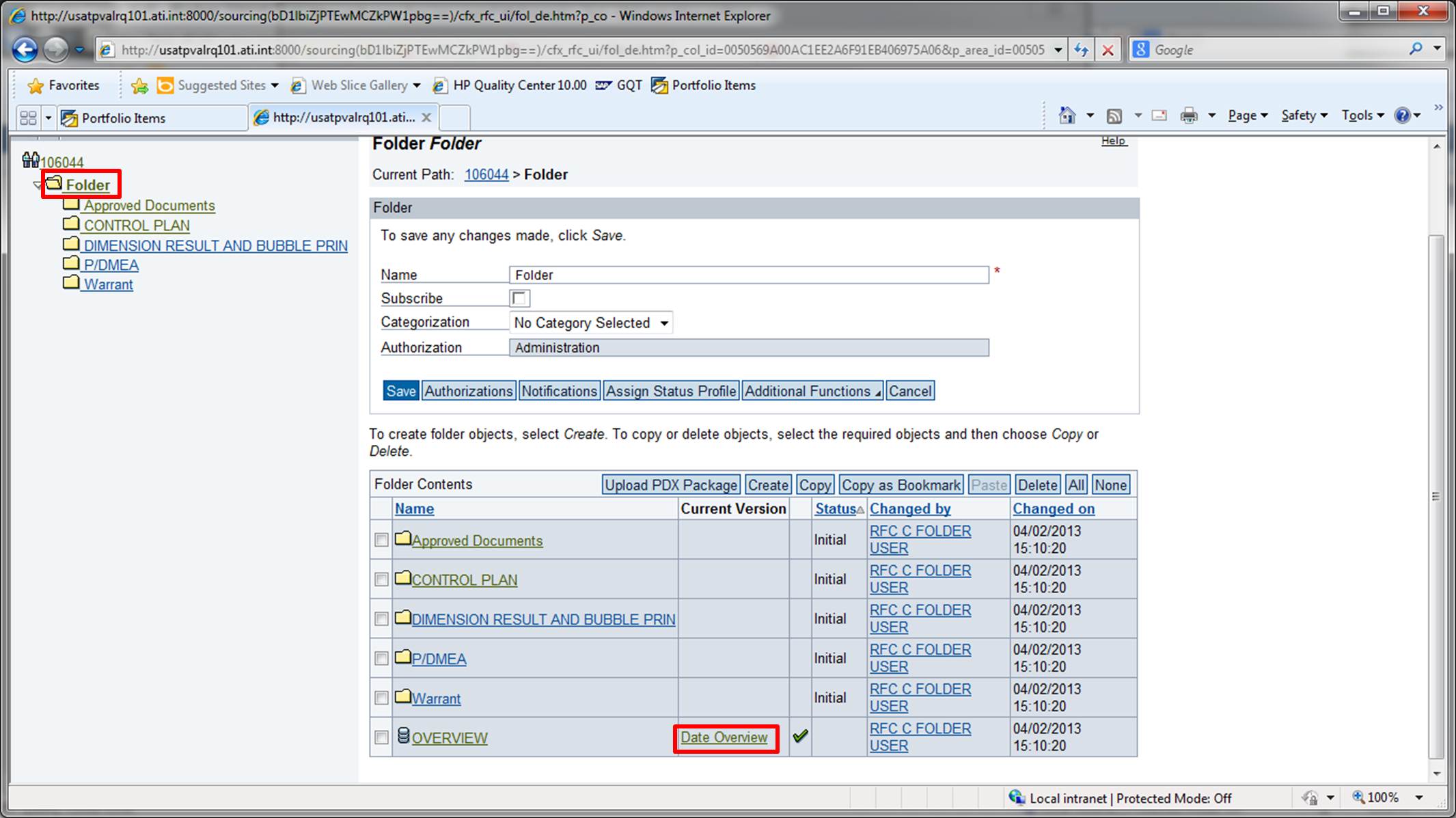
1. Supplier Dashboard is shown:
   1. NOTE: Once a PPAP shows up in supplier’s Dashboard and email, the PPAP date must be submitted within 30 days
   2. See Appendix for explanation of columns



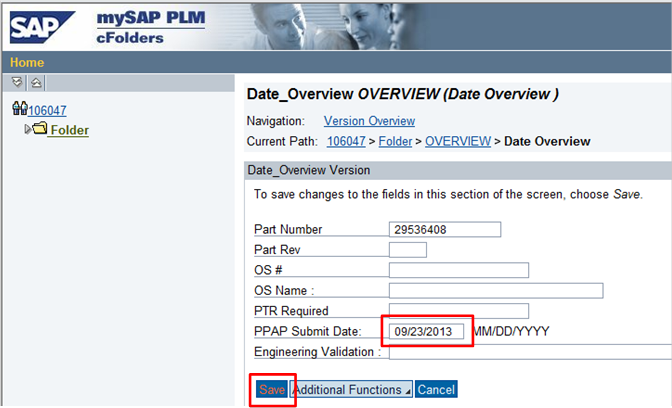
1. Click on relevant PPAP Number
2. Clicking PPAP number opens c-folder view



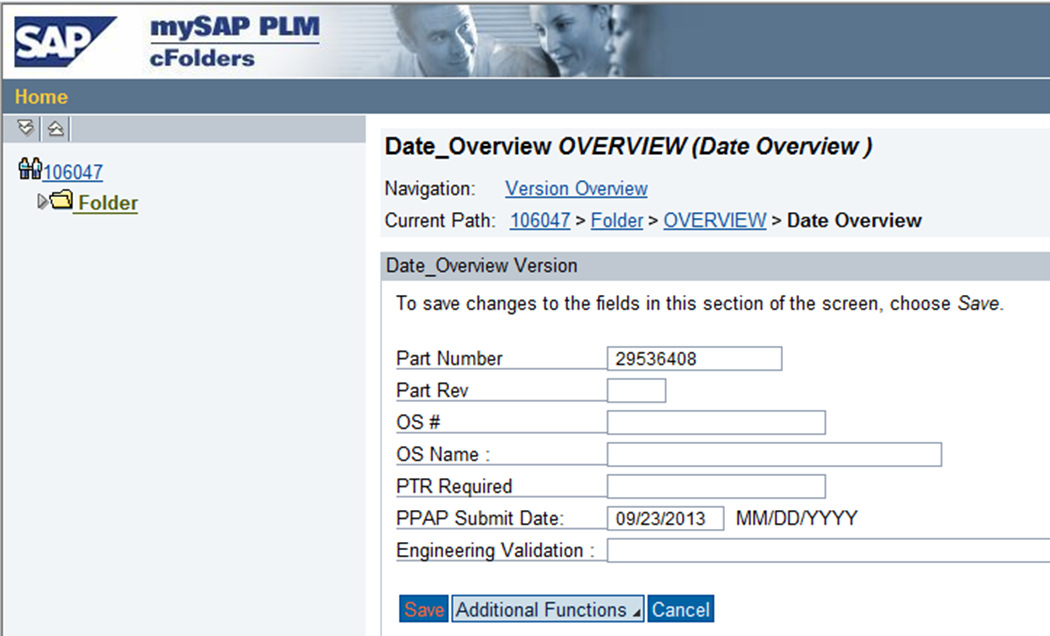
1. Supplier selects Folder
   1. NOTE – PPAP Requirements are listed under Folder dropdown menu
2. Supplier selects Date Overview



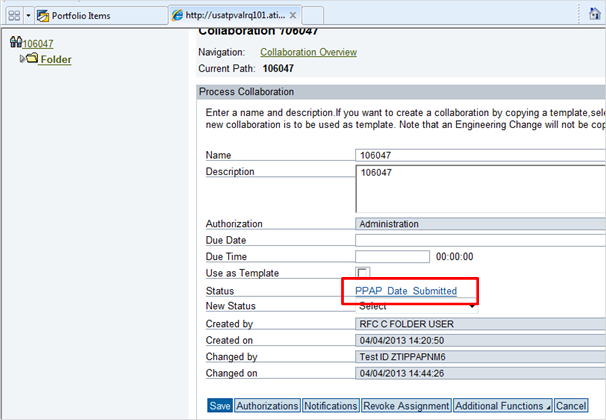
1. Enter a PPAP Submit Date
   1. NOTE – this is the date the supplier commits to completing PPAP
2. Click Save



1. Click the PPAP Number



1. Status automatically changes to “PPAP Date Submitted”

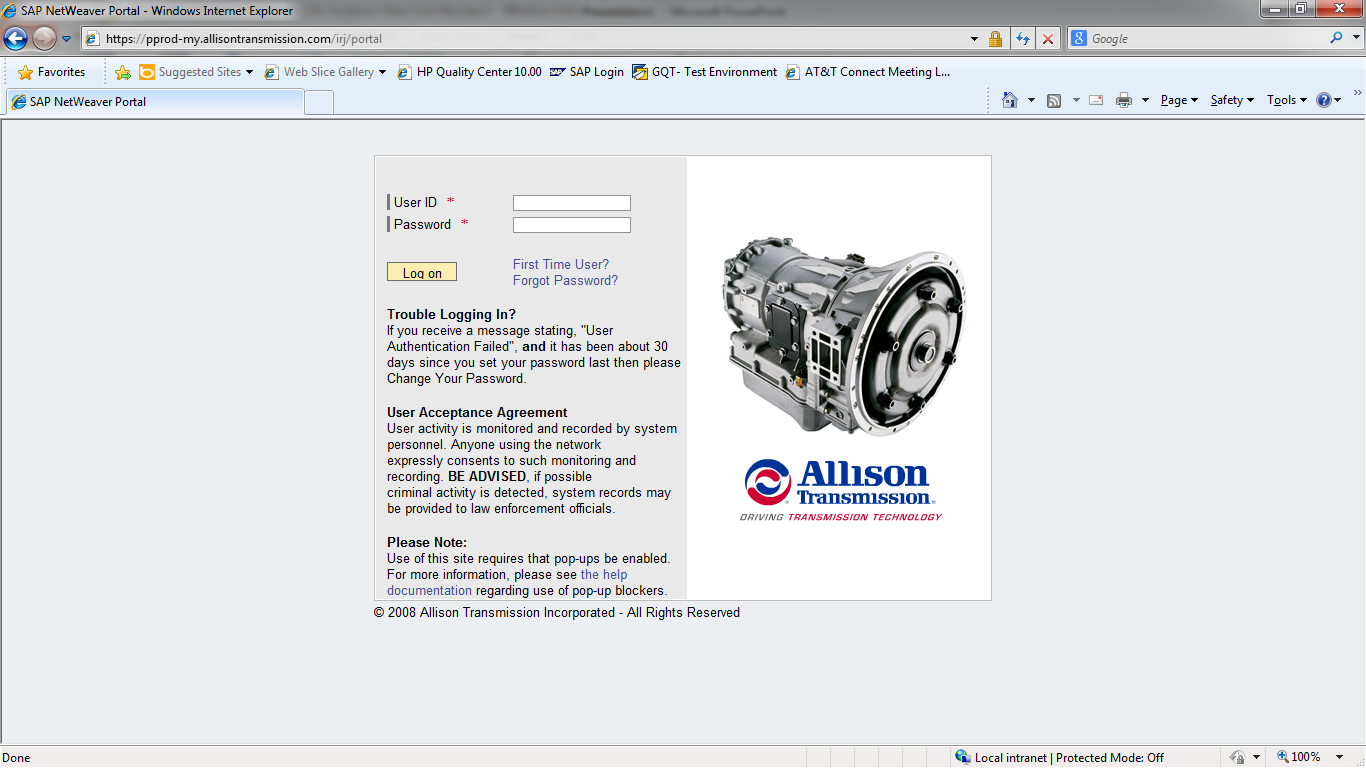


1. STOP!!! Allison Supplier Quality Engineer will review the submitted PPAP Date and change status to “PPAP Date Scheduled” if approved. Once the PPAP Date is approved, supplier can complete PPAP requirements.

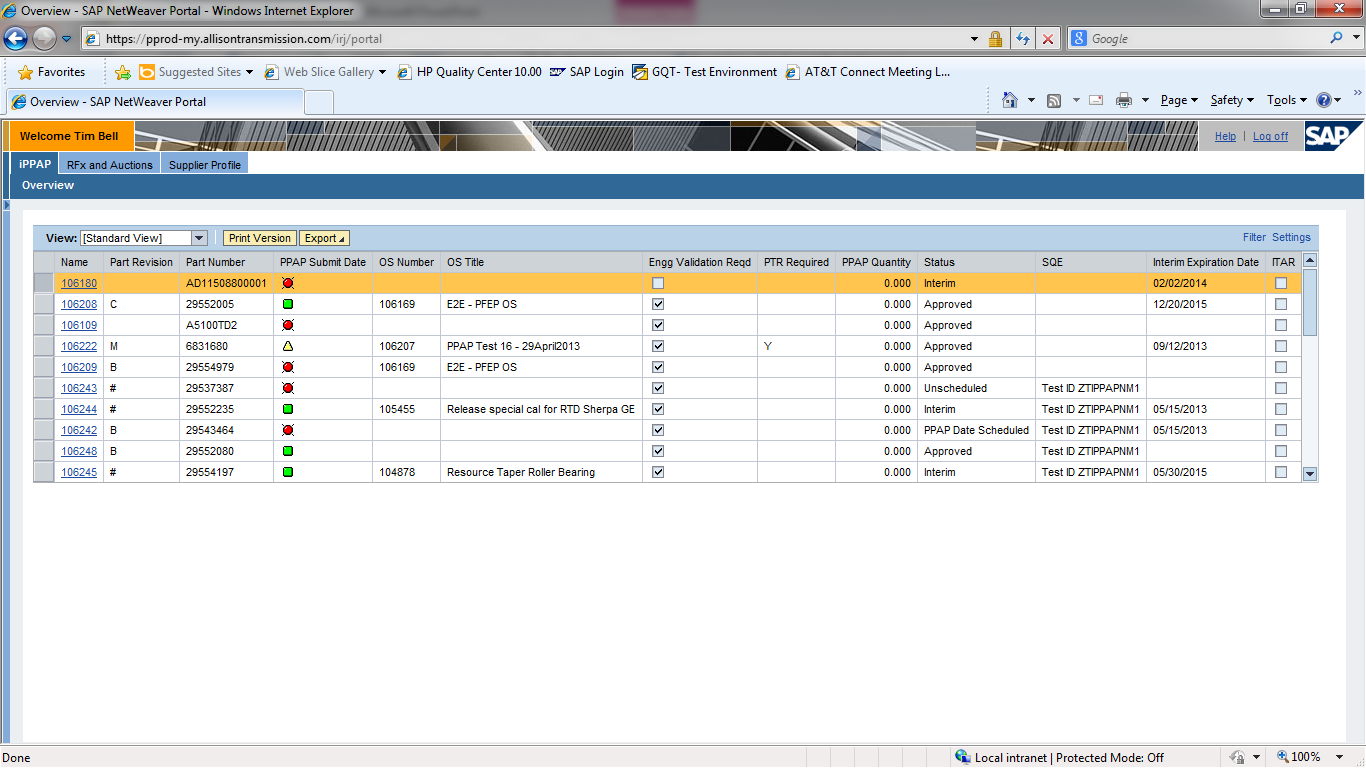


* 1. Supplier Completes and Submits PPAP

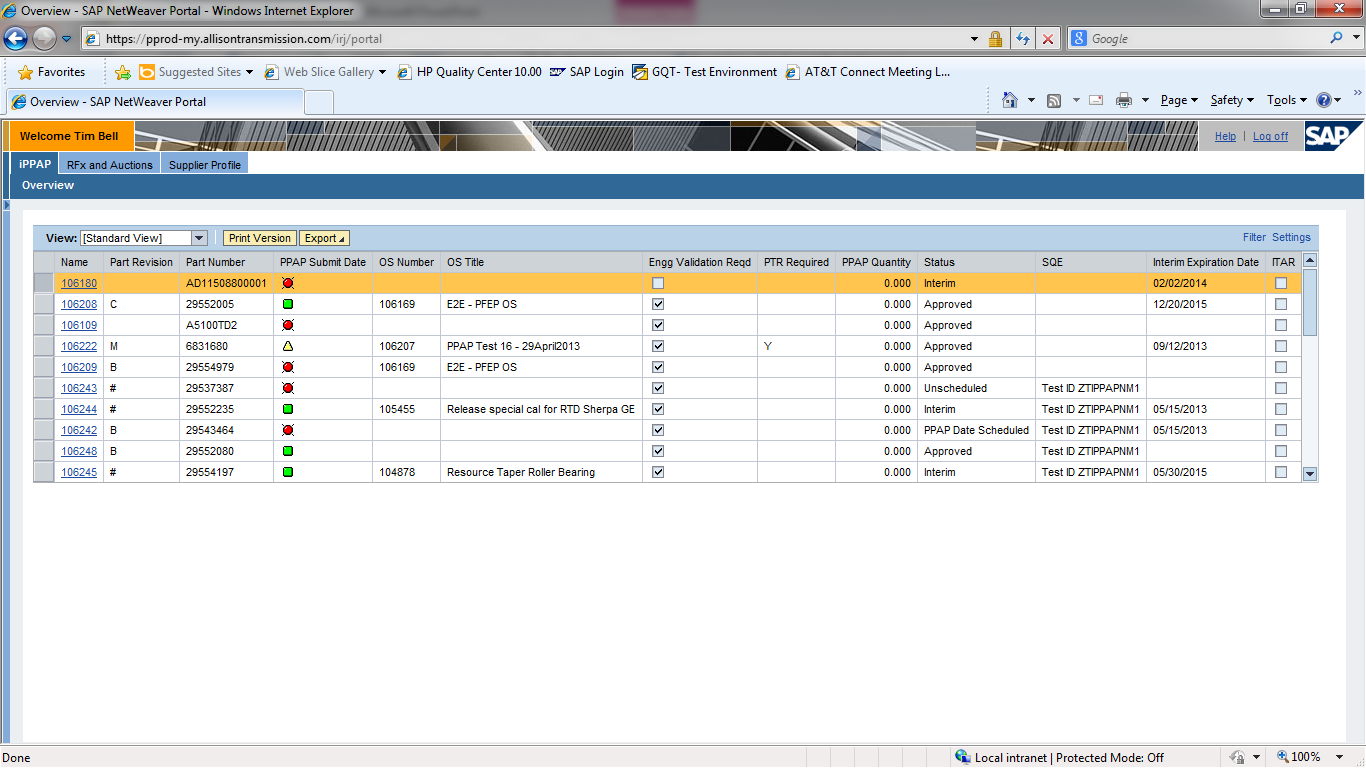
1. Supplier goes to: <https://my.allisontransmission.com>
2. Supplier logs in



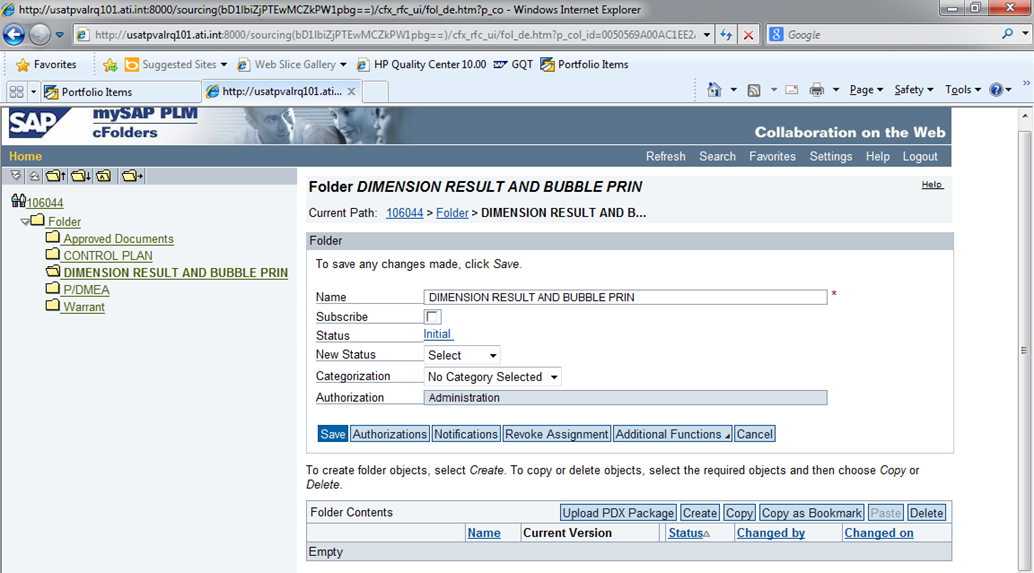
1. Supplier Dashboard is shown:



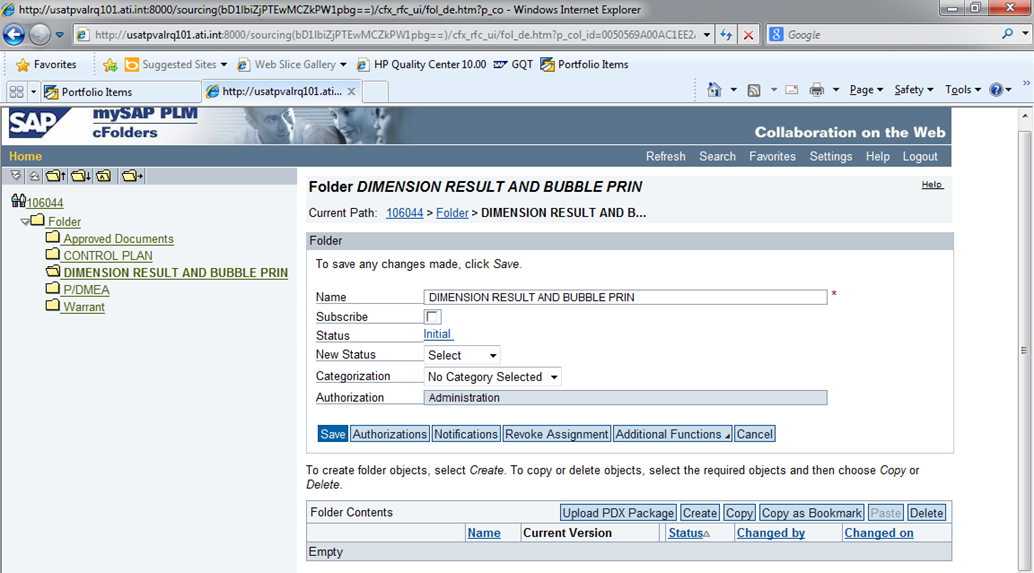
1. Click on relevant PPAP number



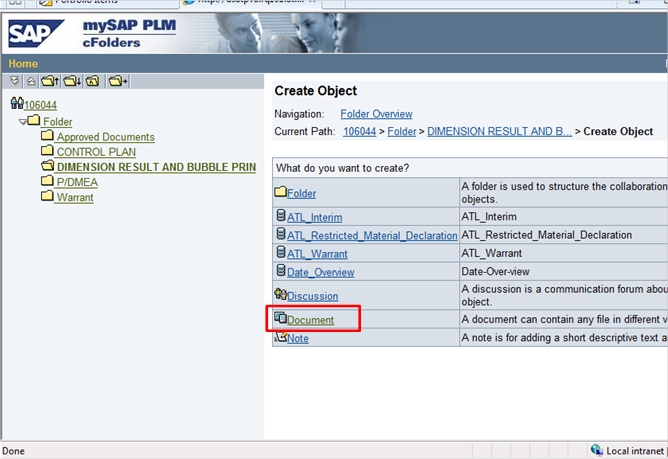
1. New window opens
2. Select dropdown arrow to view folders
3. Select a folder



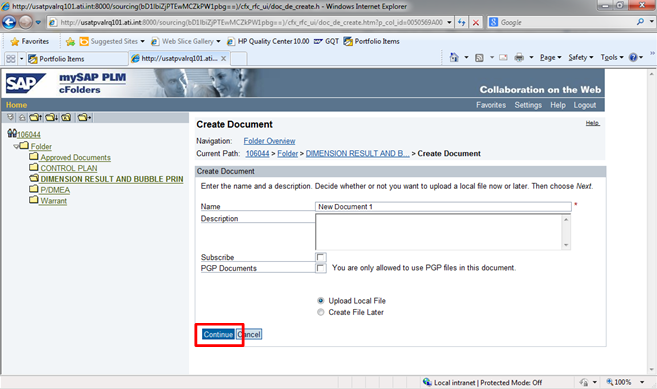
1. Click “Create” to attach a document



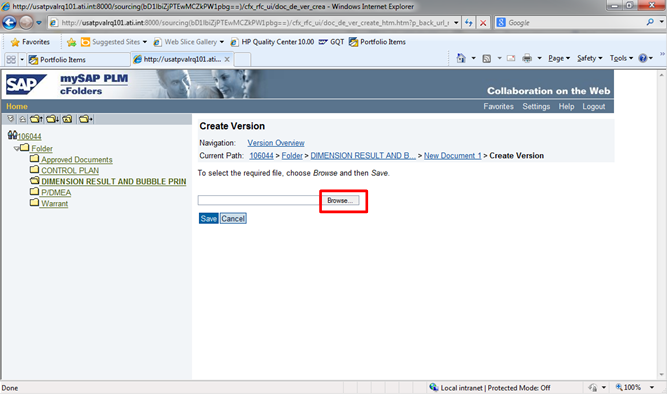
1. Click “Document”



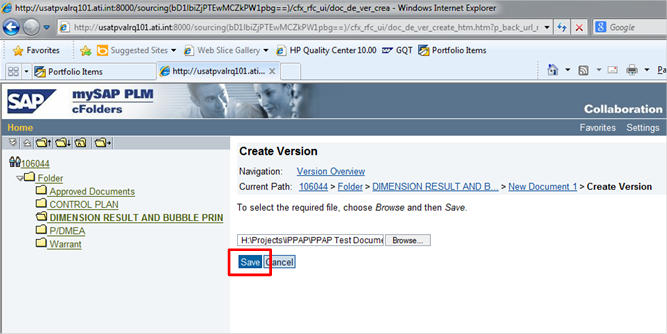
1. Make sure “Upload Local File” is selected
2. Click “Continue”



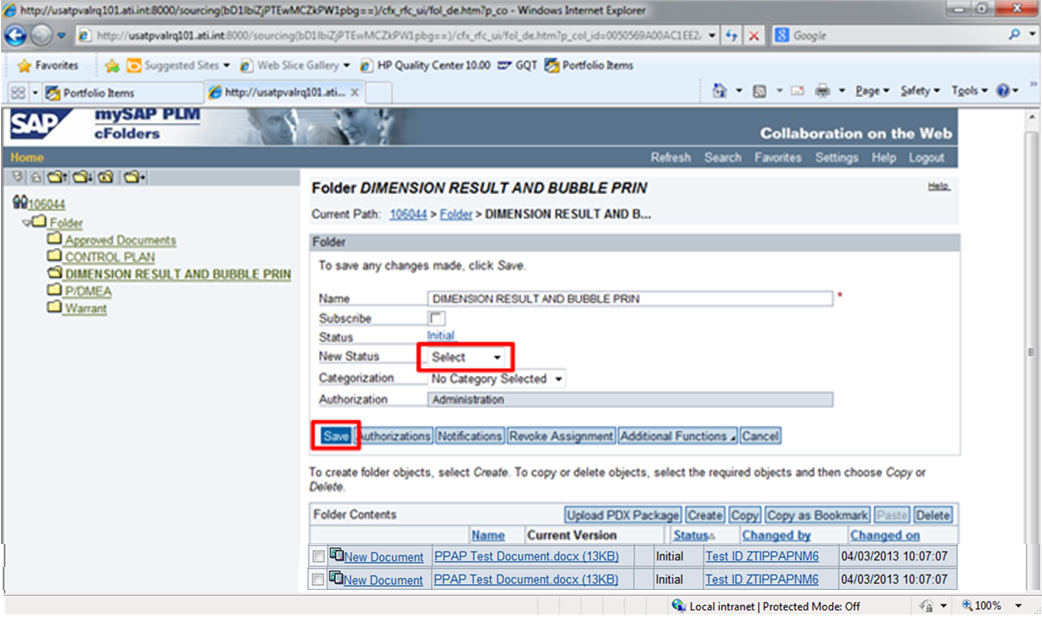
1. Click “Browse”
2. Select file



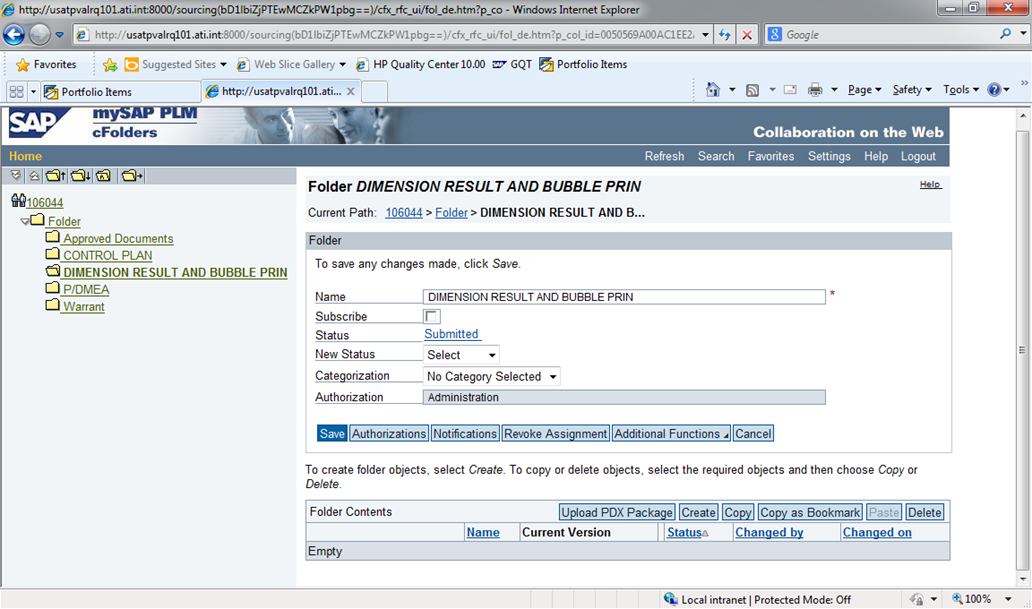
1. Click “Save”
   * 1. NOTE: If multiple documents are required, repeat steps 7 – 14.



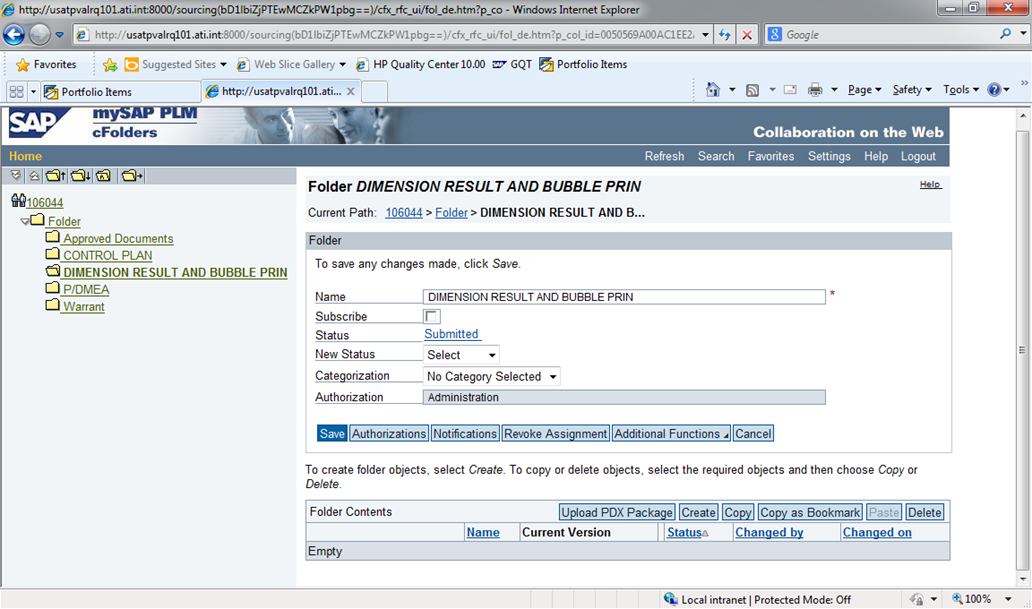
1. Observe uploaded documents in folder
2. Once all applicable documents have been uploaded into a folder, change status from “initial” to “submitted”



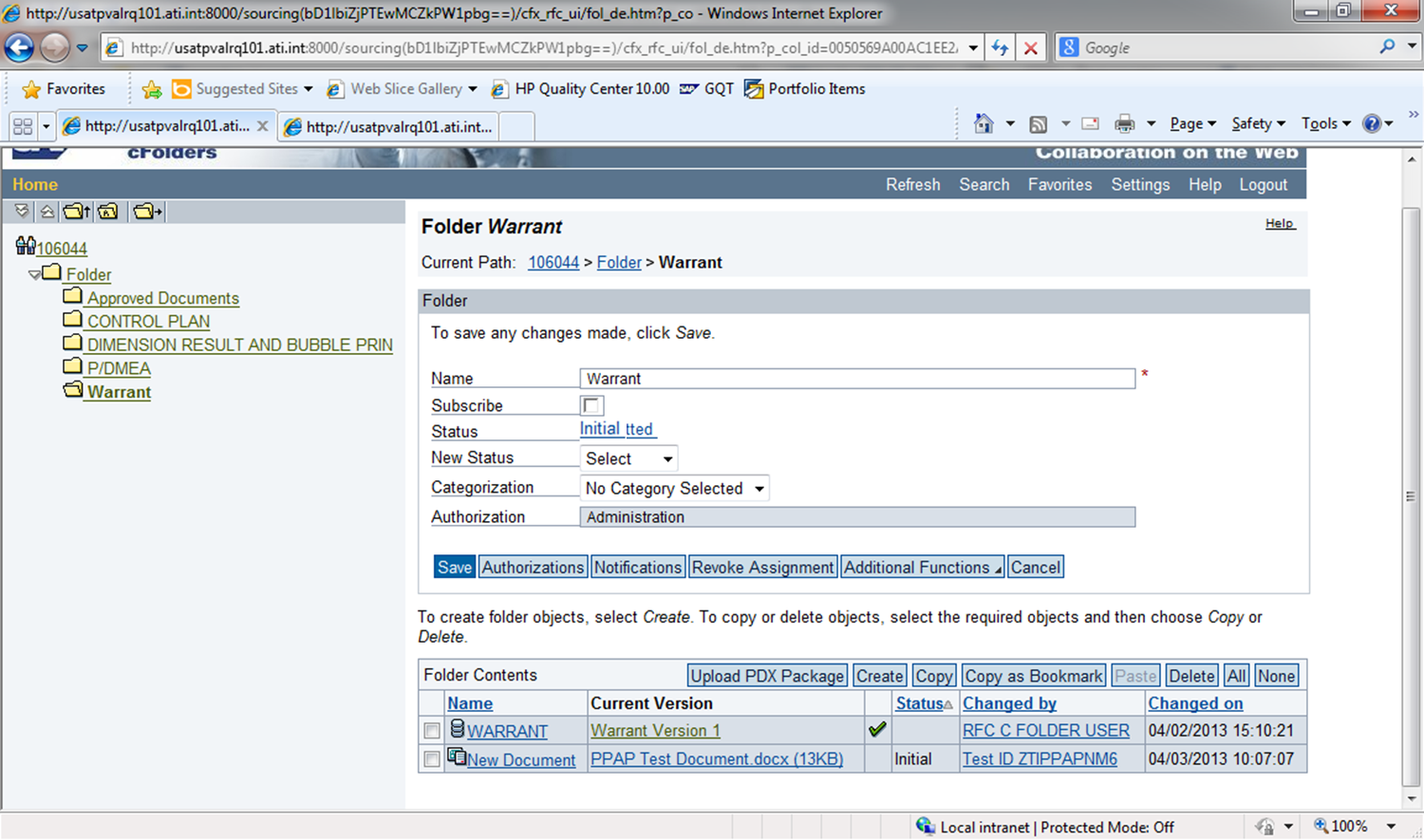
1. New Status is “Submitted”
2. NOTE – Once status is changed to submitted, the folder is locked, preventing further attachments. Supplier must contact Allison SQE to reopen folder. SQE will change status to “Initial”
3. Click Save



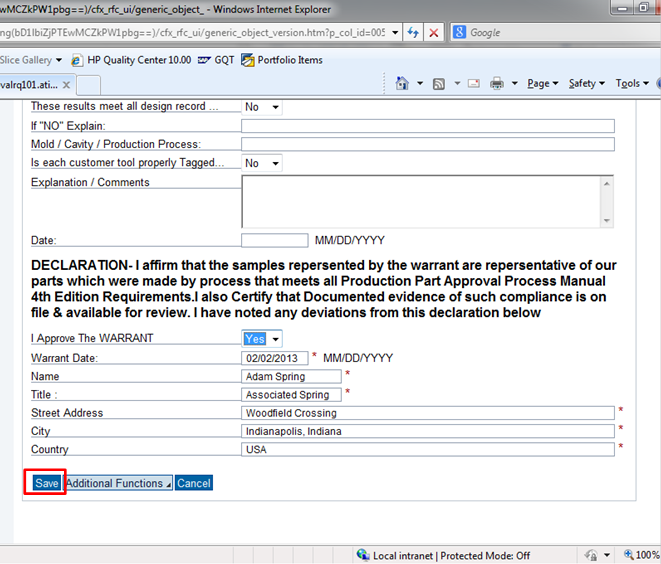
1. Repeat steps 7 – 18 until each folder has the necessary documents
2. NOTE: Warrant, Interim and Restricted folders do not require document upload. They require data input.



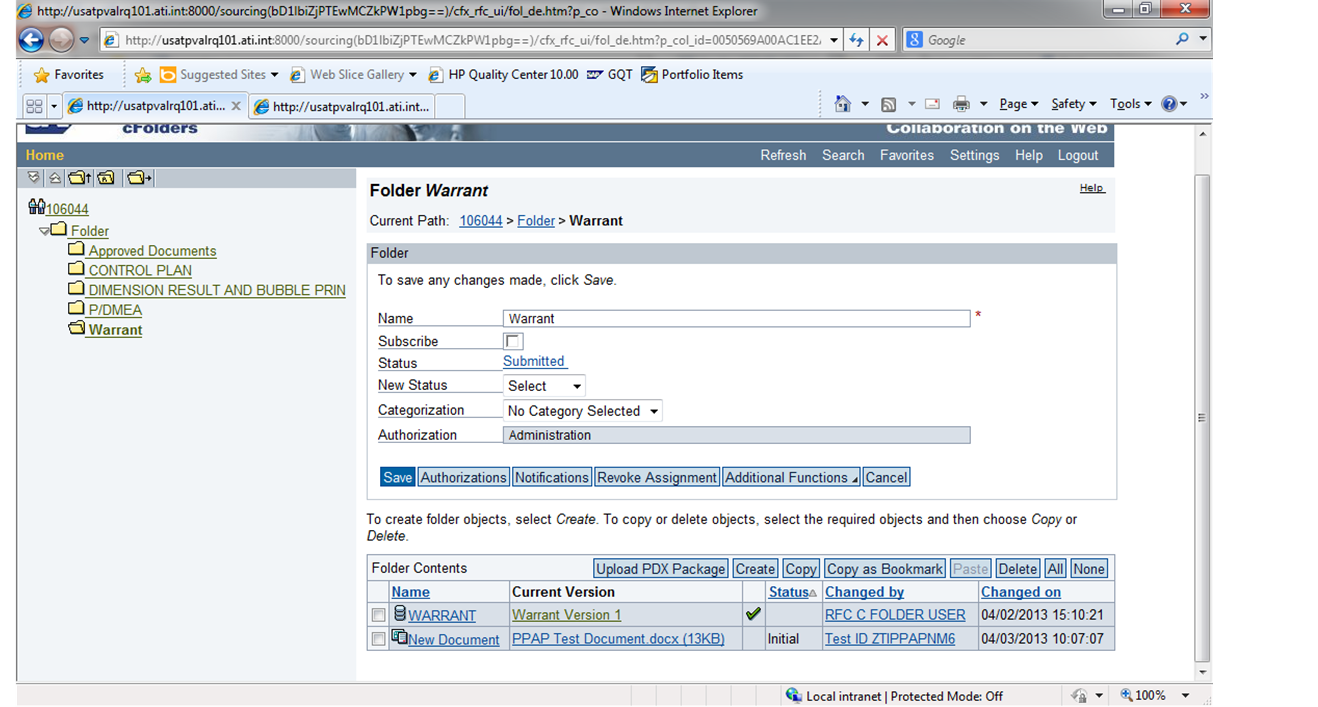
1. Click on the Warrant document



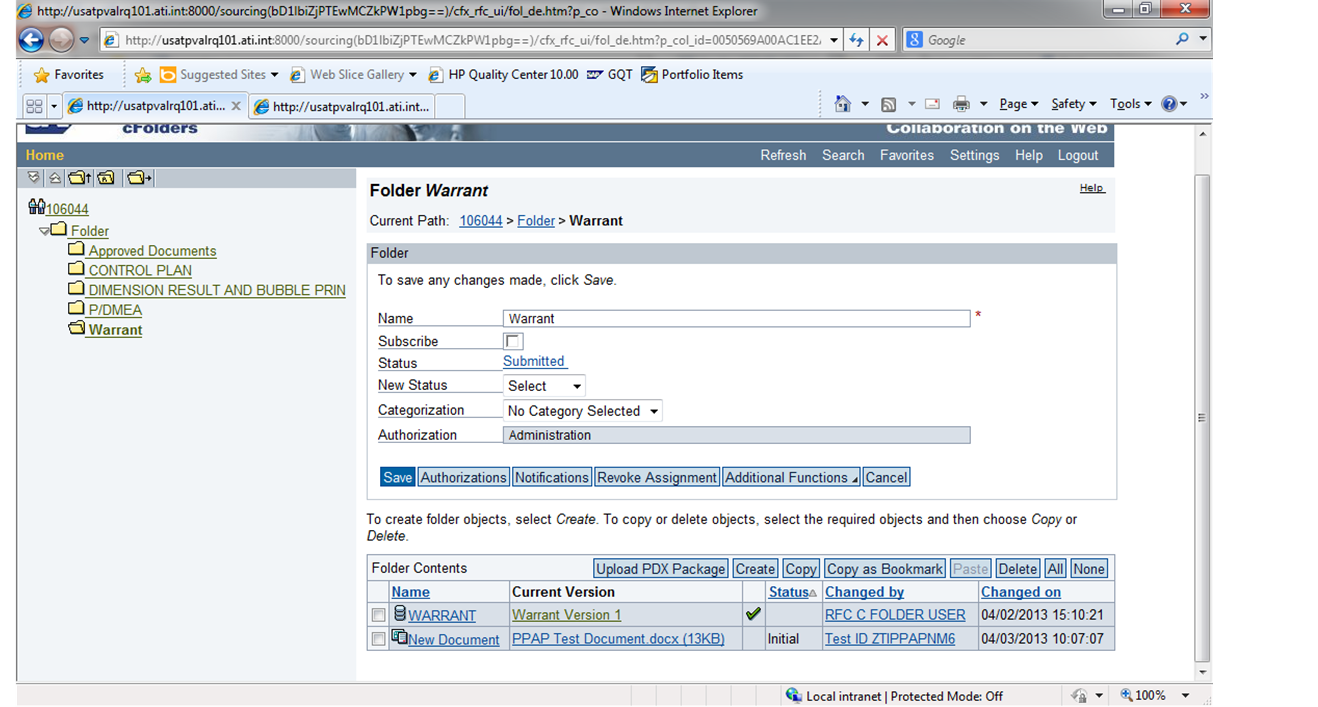
1. Update Mandatory fields (\*) and other applicable data
2. Click “Save”

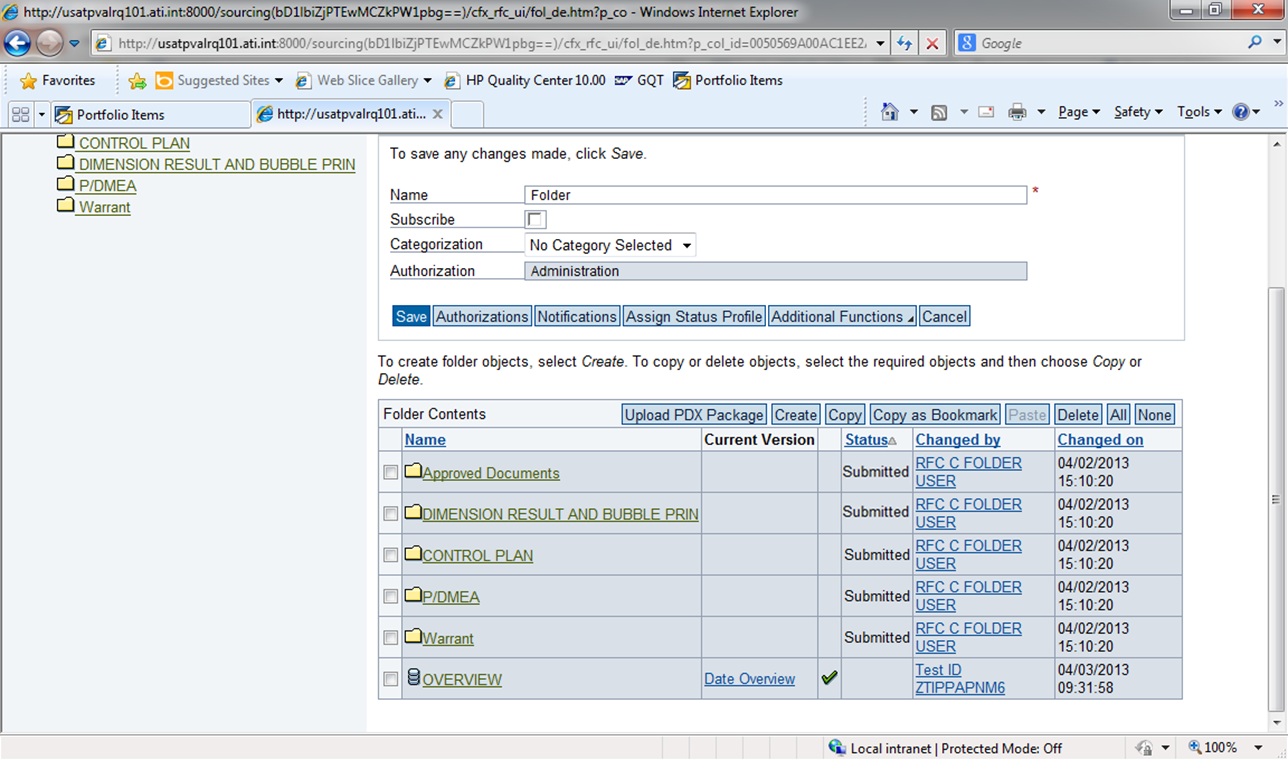


1. Change Warrant status to “Submitted”
2. Click “Save”
3. Repeat steps 18 – 23 for Interim and Restricted folders, if applicable

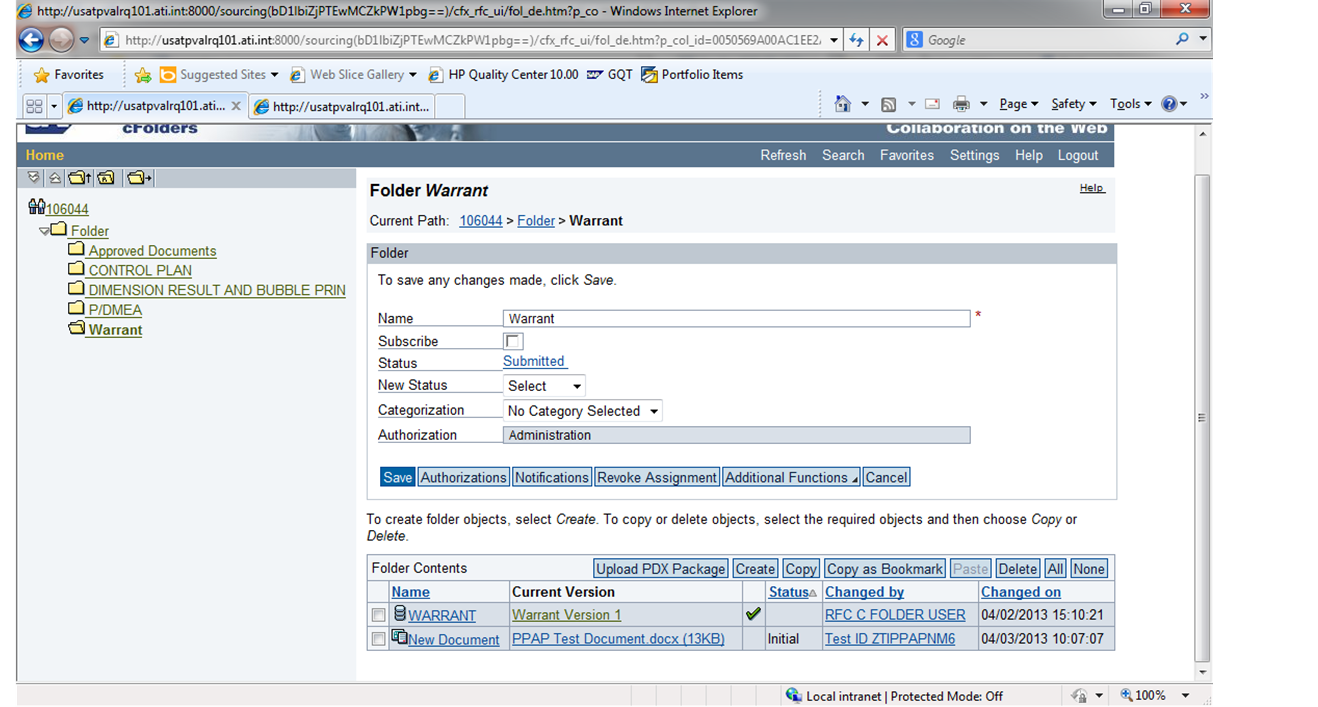


1. Click on Folder to see all folder statuses

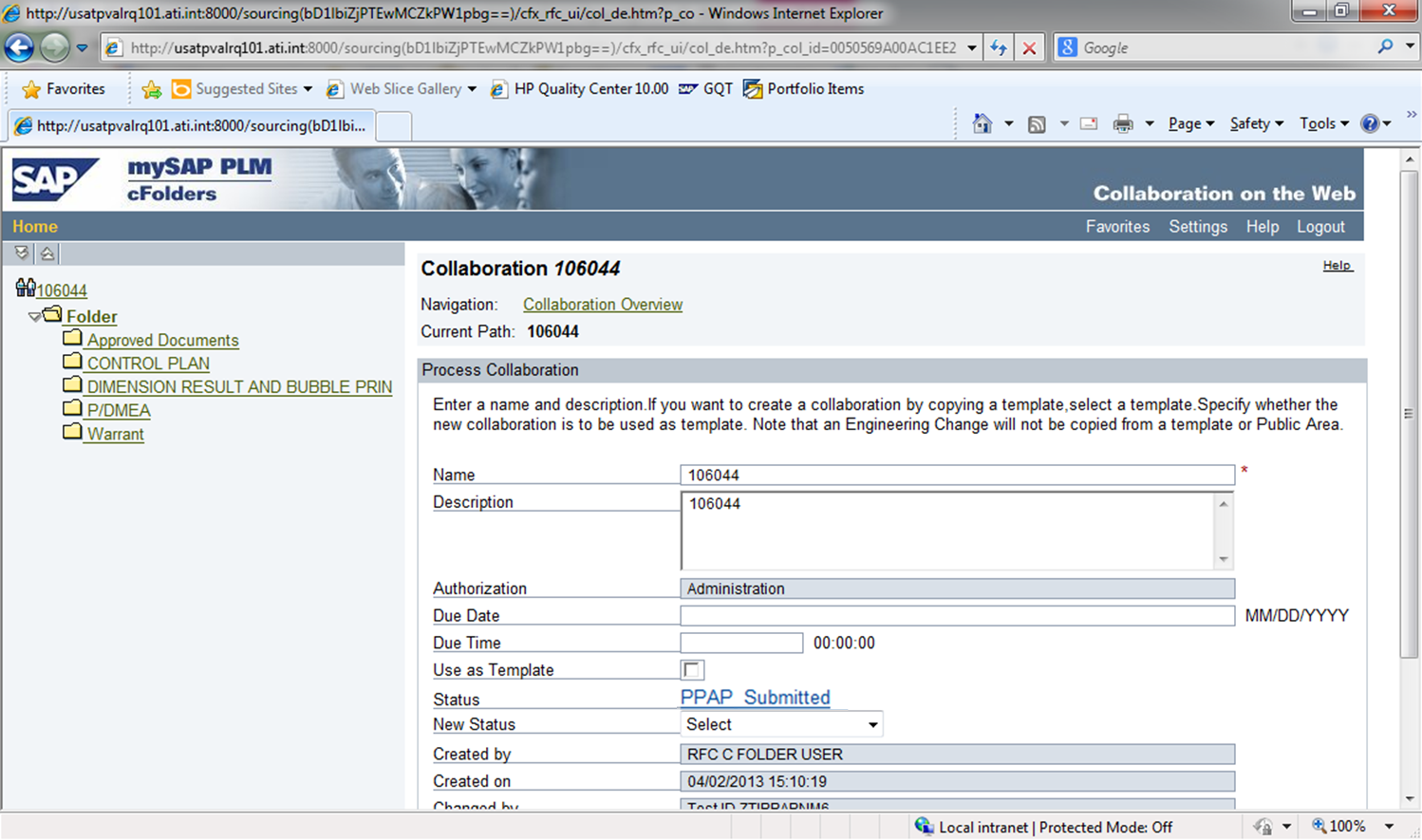




1. Click PPAP Number



1. Submit PPAP
2. Click “Save”



1. STOP!!! Allison SQE will now review the submitted PPAP



1. Appendix

4.1 Dashboard Columns

|  |  |
| --- | --- |
| Label | Meaning |
| Name | PPAP Number |
| Part Revision | Latest Rev. Number |
| Part Number | Allison Part Number |
| PPAP Submit Date | Time left before Submit Date |
| OS Number | Number of OS that caused PPAP |
| OS Title | Title of OS that caused PPAP |
| Engg Validation Reqd | Engineering Validation Required – Yes or No |
| PTR Required | Yes or No |
| PPAP Quantity |  |
| Status | Current Status of PPAP |
| Interim Expiration Date | Date Interim Expires |
| ITAR | Yes or No |

4.2 – PPAP Statuses

|  |
| --- |
| New PPAP |
| Unscheduled |
| PPAP Date Scheduled |
| PPAP Date Rejected |
| Initial |
| Submitted |
| PPAP Submitted |
| Approved |
| Rejected |
| Interim |
| Full PPAP |

4.3 – PPAP Submit Date Status on Dashboard

|  |  |
| --- | --- |
| Symbol | Meaning |
|  | Submit Date Passed |
|  | Less than 2 weeks before Submit Date |
|  | More than 2 weeks before Submit Date |
| Blank | Submit Date not scheduled |