

Pega Cloud E-JPPAP Supplier User Guide

Version 2

George Zhou

Regulatory Compliance Team | Legal



JABIL

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

- [What is E-JPPAP & Benefits](#)
- [Roles & Responsibility](#)
- [JPPAP Process Flow](#)
- [Submit PPAP](#)
- [Submit Further Information](#)
- [Final Notification](#)

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.



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



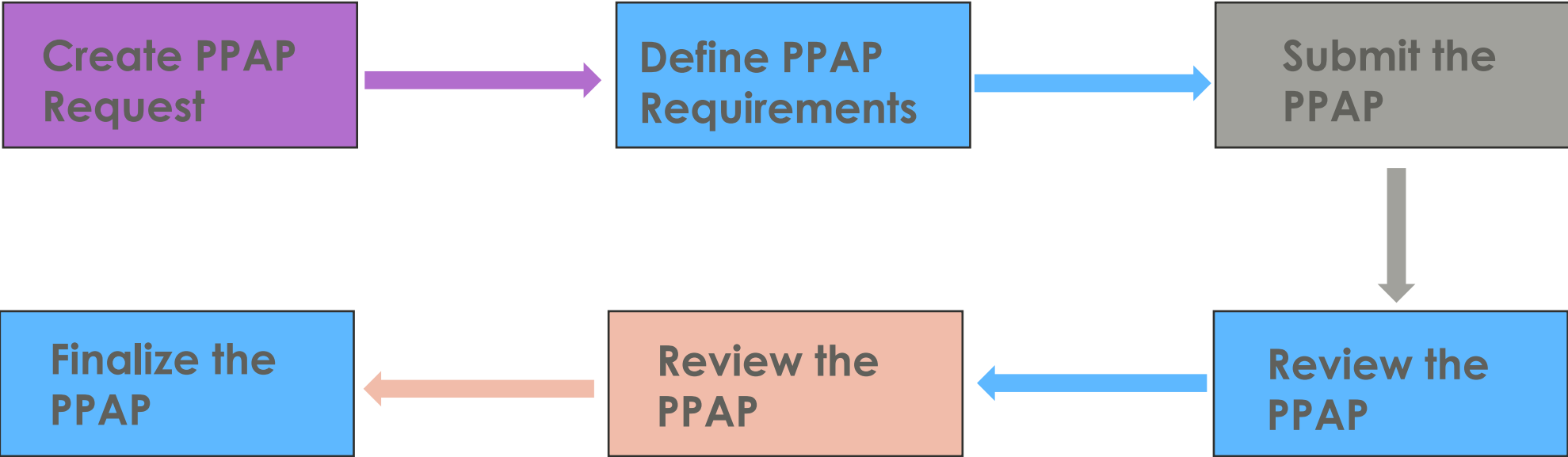
Team Member

- Support owner to review the PPAP



supplier POC

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



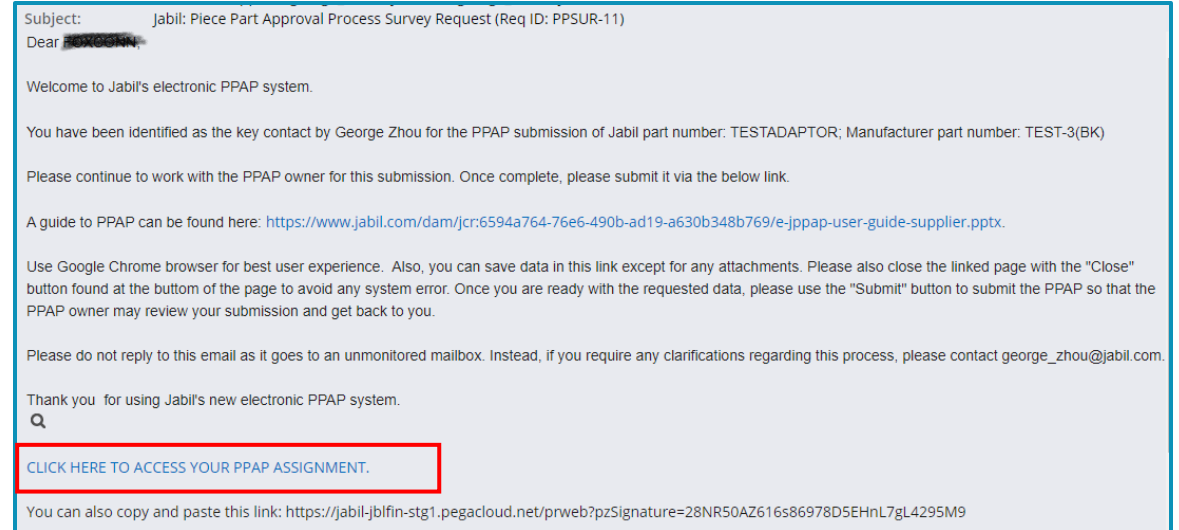
PIC: Requester Team Member(s)
 Owner Supplier

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

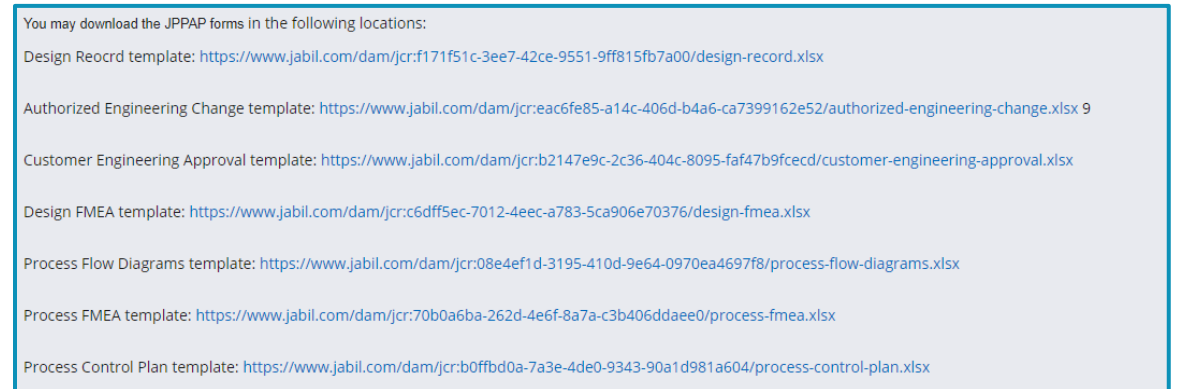
Step 1: Open the PPAP assignment by clicking the link or copy and paste the http link to browser.

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:

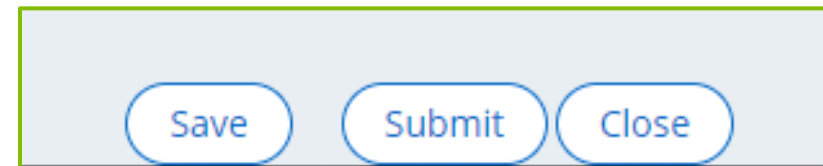
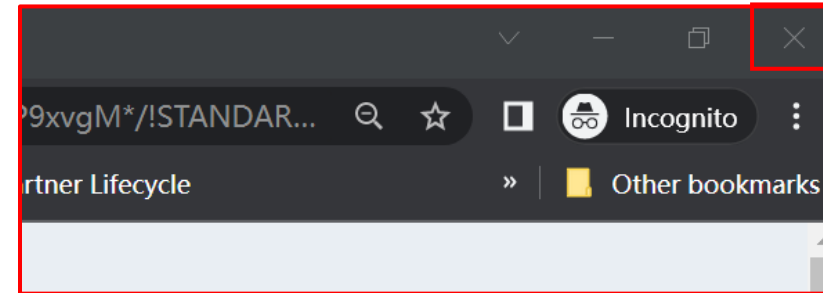
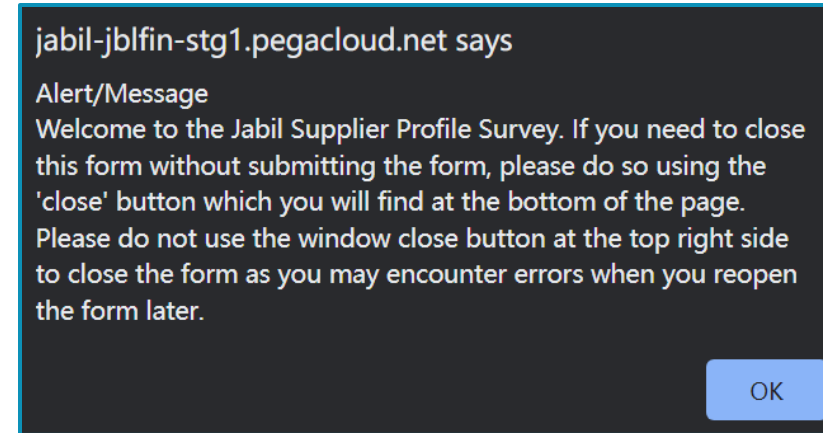


Submit PPAP

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.



Submit PPAP



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.

This PPAP Survey has been Completed By

First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Email	<input type="text"/>

Part Details

Submission Date	<input type="text" value="11/30/2022"/>	Part Description	TEST NEW ADAPTOR
Jabil Part Number:	TESTADAPTOR	Manufacturer Part Number	TEST-3(BK)
Revision/ECN	1	Project Name	<input type="text" value="Test-Demo"/>
Drawing No /Rev	<input type="text"/>	Drawing Pages	<input type="text"/>
PPAP Level	3		

Is each Customer Tool properly tagged and numbered ?

Yes No NA

Supplier Information and submission results:

Submitted By	<input type="text"/>	Location where this part is manufactured	<input type="text"/>
<input type="checkbox"/> Others		Reviewed By	<input type="text"/>
Address	<input type="text"/>		

Sample Product:

Date [supplier] sent a physical sample to Jabil:	<input type="text"/>	Expected arrival date to Jabil's dock:	<input type="text"/>
Shipping tracking number:	<input type="text"/>		

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
 No file chosen

Authorized Engineering Change
 No file chosen

Design Record
 Design-Record.xlsx

Demo - input the Jabil Specific Requirements. Example: COC, RoHS, MSDS, etc.

Upload Multiple Attachments
 No file chosen
 No file chosen
 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

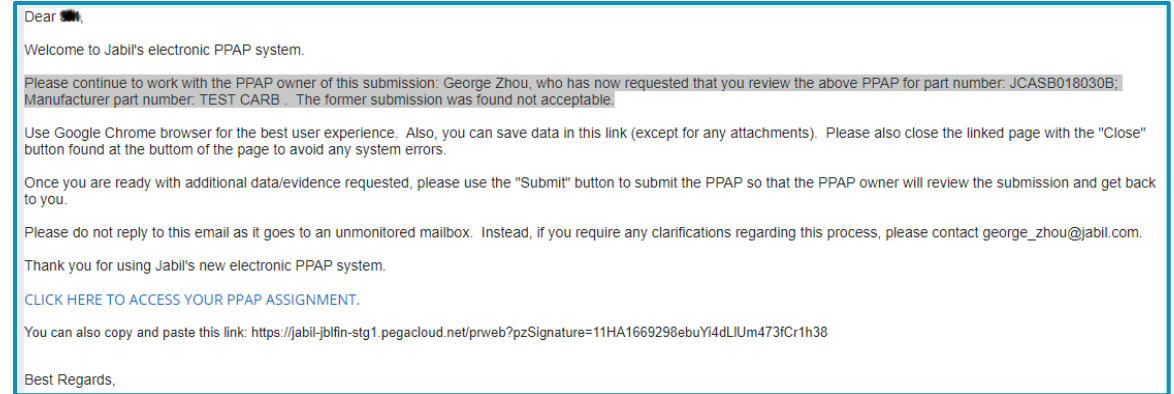


In case the PPAP be rejected by Jabil, supplier will receive a system notification to submit further information.

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.*

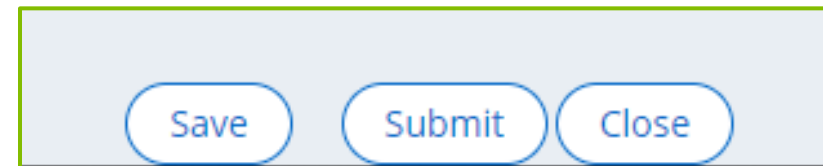
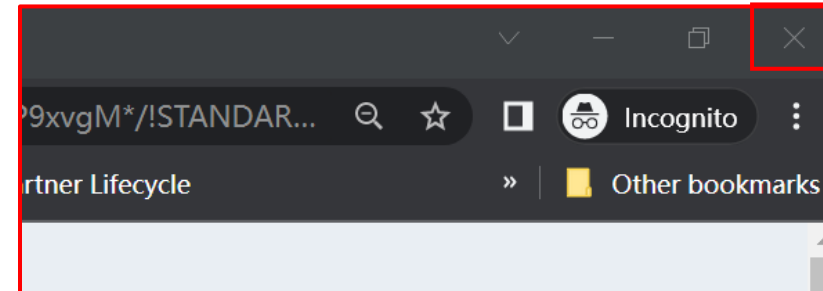
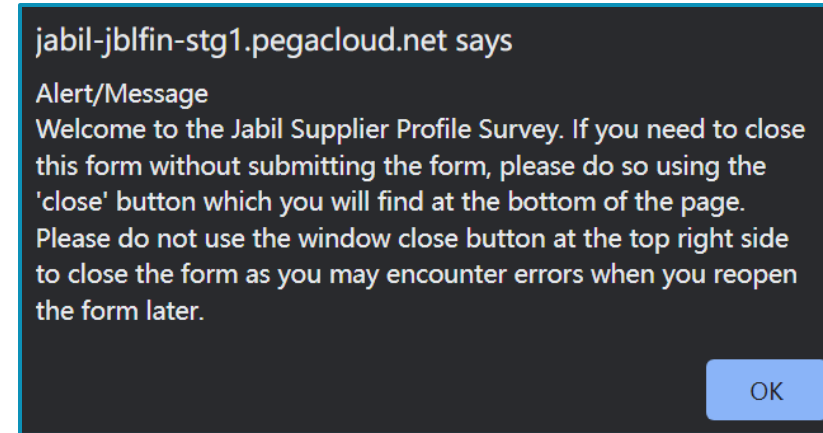


Submit Further Information

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.



Submit Further Information

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
- Part Submission Warrant (PSW)
- Design FMEA
- Process Flow Diagram
- Process FMEA
- Process Control Plan
- GR&R
- Attribute R&R
- Dimensional Results - FAIR
- Ballooned Drawing
- Matl Test/Cert
- Finish Test/Cert
- Initial Process Studies-Cpk
- Qualified Laboratory Document
- Appearance Approval Report
- RoHS/Reach Compliance
- Other

Failure Description

- Cosmetic Issue
- Dimension Out of Spec
- Documentation Illegible
- Documentation Incomplete
- Specifications Incomplete
- Other
- False Reject
- Out of Date Revision
- Raw Material Incorrect
- Raw Material Out of Spec
- Documentation Missing
- Sub Component Incorrect
- Sub Component Missing
- Damaged
- Documentation Incorrect
- Specifications Incorrect

General Comments From Jabil
Resubmit the Dimensional Results - FAIR report.

Interface 1:

General Comments:
submit per Jabil request

[Click here to attach](#)

Interface 2:

Attach here

Required File *

Dimensional-Results-FAIR [Attach](#)

Final Notification

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 of PPAP - Survey (PPSUR-11) as part of the **PPAP - Survey**.

Dear [REDACTED],

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: [REDACTED] Supplier ID: 920

This PPAP Survey has been Completed By

First Name	Last Name
Vfirst	Vlast
Title	Email
QE	VENDOR@HOTMAIL.COM

Subject: Fw: Jabil: Piece Part Approval Process PSW for PPSUR-11

Please find signed PSW attached

 Signed PSW.pdf
109 KB

THANK YOU

JABIL

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