

# Complete an eQAF

## Quick Reference Guide



### Introduction

The eQAF tool is an e-enabled Quote Analysis Form (QAF). It is an easy to use web based tool that JLR Supplier Partners can access via the Covisint / JLR Supplier Portal. This tool will need to be used for any new sourcing, to complete and submit your quote. This will ensure that the data is consistent, easily accessible and stored securely.

The eQAF tool, has been developed to support JLR build long term relationships with Suppliers and to increase collaboration and transparency for mutual benefit. The metrics that make up your Supplier Scorecard will based on eQAF completion and cost transparency.

There will be specific user dashboards, where you will be able to see your own eQAFs, status and alerts and reports.

This Quick Reference Guide covers:

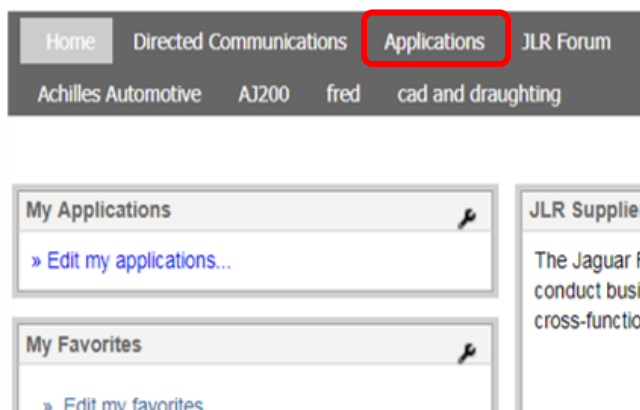
### Contents

1. How to access eQAF.....	3
2. The eQAF Dashboard.....	4
3. Mandatory Fields & Incomplete Sections.....	5
4. Completing an eQAF.....	6
4.1 eQAF Summary.....	7
4.2 Cloning.....	8
4.3 Create Template and Template Dashboard.....	9
4.4 Cost Summary.....	10

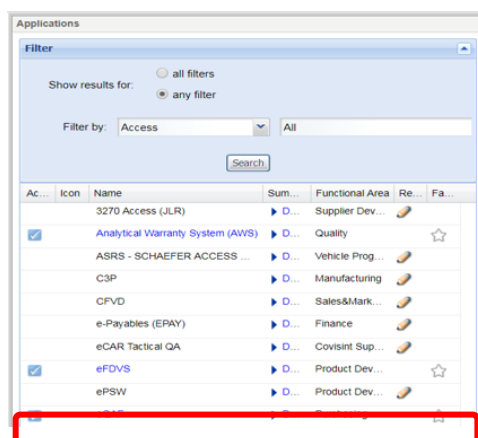
4.4.1 Part Information.....	11
4.4.2 Part Feasibility.....	13
4.4.2 Supplier Information.....	14
4.4.3 Buyer Information.....	15
4.4.4 Comments.....	15
4.5 Cost Breakdown.....	16
4.6 Process Assembly.....	17
4.7 Raw Material.....	18
4.8 Sub Components.....	19
4.9 Tooling.....	20
4.10 Logistics.....	21
4.10.1 Transport & Shipping.....	22
4.11 Cost Breakdown.....	22
4.12 Submitting a Quote and Tracking Progress.....	23
4.13 Tracking Progress.....	23
4.15 View Buyer Comments.....	24
4.16 Updating and Making Changes to an eQAF.....	25
4.16.1 Buyer Requests amendments to the eQAF – What is the process for updating the eQAF?.....	25

## 1. How to access eQAF

1. Open the Covisint Supplier Portal
2. Enter your User ID and Password.
3. Select the Application tab.



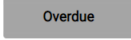
4. Select eQAF from the list of Applications

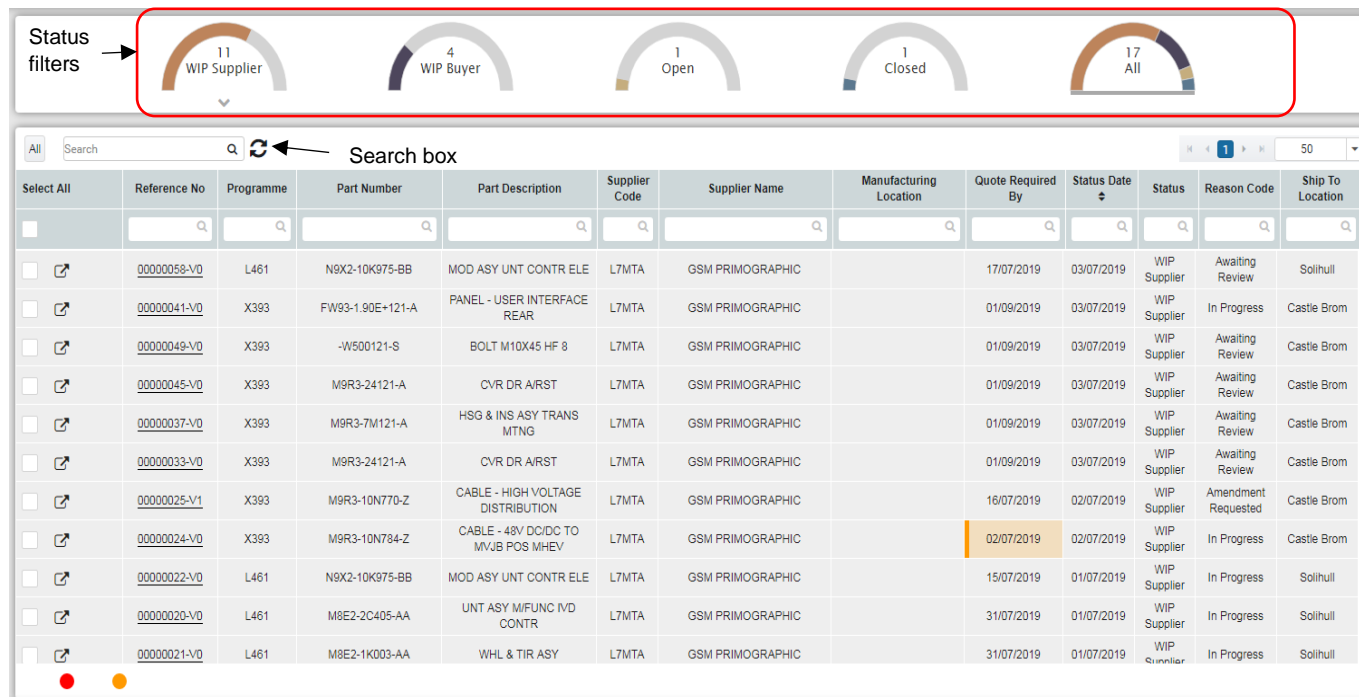


Tip: use the star icon to favourite the eQAF applications to your applications.

## 2. The eQAF Dashboard

The eQAF opens at the Dashboard screen. The Dashboard displays all eQAFs assigned to you. From the Dashboard it is possible to filter the list of eQAFs displayed using:

- The statuses at the top of the screen
- The global search field
- The  icon.



Status	Description
WIP Supplier	eQAFs that have been created by JLR Buyers and need reviewing and completing. Click on the drop down to view eQAFs by: <ul style="list-style-type: none"> <li>- Awaiting Review (submitted by Buyer)</li> <li>- In Progress (viewed by Supplier)</li> <li>- Amendment Requested (Buyer has reviewed and requested changes).</li> </ul>
WIP Buyer	eQAFs that have been completed and returned to the Buyer.
Open	The eQAFs currently in use.
Closed	eQAFs which have been closed (responded to, rejected, rejected – Supplier capability or superseded).
All	Lists all eQAFs.


Hint: it is also possible to click on the column titles to sort list by that column.

### 3. Mandatory Fields & Incomplete Sections

Mandatory fields and incomplete sections will be highlighted with a **RED** outline within the box or around the headers. See the images below of what this will look like when completing an eQAF.

Please Note: mandatory fields and sections need to be completed before submitting the eQAF back to the Buyer.

#### a) Incomplete sections

eQAF Reference	00000041-V0	GSP Sourcing ID	SC_23231	Status	WIP Supplier_Awaiting !	
Part Number	FW931.9E+121A	Supplier Name	GSM PRIMOGRAPHIC	eQAF Currency	GBP	

eQAF Summary	Cost Breakdown	Process Assembly	Raw Material	Sub Components	Tooling	Logistics	Clone	Download
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☐ [Add Rows](#)

#### b) Incomplete fields within sections

eQAF Summary	Cost Breakdown	Process Assembly	Raw Material	Sub Components	Tooling	Logistics	Clone	Download
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☐ [Add Rows](#)


Op#	Operation Description	Time				Labour				
		Base Cycle Time (sec)	No of Parts Per Cycle	Process Efficiency %	Actual Realized (No./Hour)	Labour Type	Heads	Direct Labour fully Fringed(rate/hour)	Indirect Labour fully Fringed(rate/hour)	Total Labour Fringed (rate/hour)
10			1	85		Select +	1			
20			1	85		Select +	1			

## 4. Completing an eQAF

The eQAF is created by the JLR Buyer and then sent to Suppliers to complete. Both Buyers and Suppliers will be expected to review the eQAF dashboard regularly and action as appropriate – you will be notified via the bell icon of any notifications.

eQAFs with the status Awaiting Review are pending review and completion by Suppliers.

Select All	Reference No	Programme	Part Number	Part Description	Supplier Code	Supplier Name	Manufacturing Location	Quote Required By	Status Date	Status	Reason Code	Ship To Location
<input type="checkbox"/>	00000058-V0	L461	N8X2-10K975-BB	MOD ASY UNT CONTR ELE	L7MTA	GSM PRIMOGRAPHIC		17/07/2019	03/07/2019	WIP Supplier	Awaiting Review	Solihull
<input type="checkbox"/>	00000041-V0	X393	FW93-1.90E+121-A	PANEL - USER INTERFACE REAR	L7MTA	GSM PRIMOGRAPHIC		01/09/2019	03/07/2019	WIP Supplier	In Progress	Castle Brom
<input type="checkbox"/>	00000049-V0	X393	-W500121-S	BOLT M10X45 HF 8	L7MTA	GSM PRIMOGRAPHIC		01/09/2019	03/07/2019	WIP Supplier	Awaiting Review	Castle Brom
<input type="checkbox"/>	00000045-V0	X393	M9R3-24121-A	CVR DR A/RST	L7MTA	GSM PRIMOGRAPHIC		01/09/2019	03/07/2019	WIP Supplier	Awaiting Review	Castle Brom
<input type="checkbox"/>	00000037-V0	X393	M9R3-7M121-A	HSG & INS ASY TRANS MTNG	L7MTA	GSM PRIMOGRAPHIC		01/09/2019	03/07/2019	WIP Supplier	Awaiting Review	Castle Brom
<input type="checkbox"/>	00000033-V0	X393	M9R3-24121-A	CVR DR A/RST	L7MTA	GSM PRIMOGRAPHIC		01/09/2019	03/07/2019	WIP Supplier	Awaiting Review	Castle Brom
<input type="checkbox"/>	00000025-V1	X393	M9R3-10N770-Z	CABLE - HIGH VOLTAGE DISTRIBUTION	L7MTA	GSM PRIMOGRAPHIC		16/07/2019	02/07/2019	WIP Supplier	Amendment Requested	Castle Brom
<input type="checkbox"/>	00000024-V0	X393	M9R3-10N784-Z	CABLE - 48V DC/DC TO MVJB POS MHEV	L7MTA	GSM PRIMOGRAPHIC		02/07/2019	02/07/2019	WIP Supplier	In Progress	Castle Brom
<input type="checkbox"/>	00000022-V0	L461	N8X2-10K975-BB	MOD ASY UNT CONTR ELE	L7MTA	GSM PRIMOGRAPHIC		15/07/2019	01/07/2019	WIP Supplier	In Progress	Solihull
<input type="checkbox"/>	00000020-V0	L461	M8E2-2C405-AA	UNT ASY MIFUNC IVD CONTR	L7MTA	GSM PRIMOGRAPHIC		31/07/2019	01/07/2019	WIP Supplier	In Progress	Solihull
<input type="checkbox"/>	00000021-V0	L461	M8E2-1K003-AA	WHL & TIR ASY	L7MTA	GSM PRIMOGRAPHIC		31/07/2019	01/07/2019	WIP Supplier	In Progress	Solihull

1. Filter the list of eQAFs displays by selecting Awaiting Review from the WIP Supplier dropdown list.
2. Click  from the Select All column to open the eQAF

When a quotation form is first opened, then a pop-up displays requesting of the GSDB manufacturing location code.

It is important that this is reviewed and then confirmed. Although there is an opportunity to change this within Supplier Information, any changes made after data being added into the eQAF may result in data being automatically deleted or changed to reflect the new GSDB master data.

Please select Manufacturing Location.

Supplier GSDB Code - Manufacturing Location: LPVCA

Supplier Contact Details: WHS Plastics Ltd1

OK

Note: Logged in GSDB Code is : LPVCA

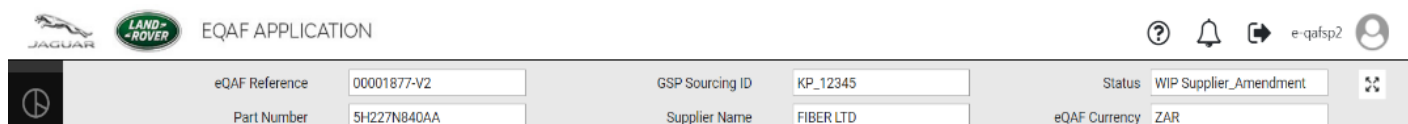
You can also change the Supplier Contact name, but please note they will need to have access to Covisint/ JLR Supplier Portal and eQAF for it to be visible to them.

Note, the eQAF screens may vary slightly, depending upon whether it is for Production, Prototype, BIW quotation.

## 4.1 eQAF Summary

The eQAF summary screen displays key information regarding the eQAF, including:

- eQAF Reference and Version Number
- Quote required by date
- eQAF Type (Production or Prototype)



The screenshot shows the 'eQAF APPLICATION' header with Jaguar and Land Rover logos. On the right, there are icons for help, notifications, a share icon, the text 'e-qafsp2', and a user profile icon. The main content area contains several input fields:

eQAF Reference	00001877-V2	GSP Sourcing ID	KP_12345	Status	WIP Supplier_Amendment
Part Number	5H227N840AA	Supplier Name	FIBER LTD	eQAF Currency	ZAR

On the left, there is a sidebar with a clock icon and a plus icon.

Hint: It is possible to display additional fields by clicking 



From the eQAF summary you can view and edit sub-section screens depending on your role and access:

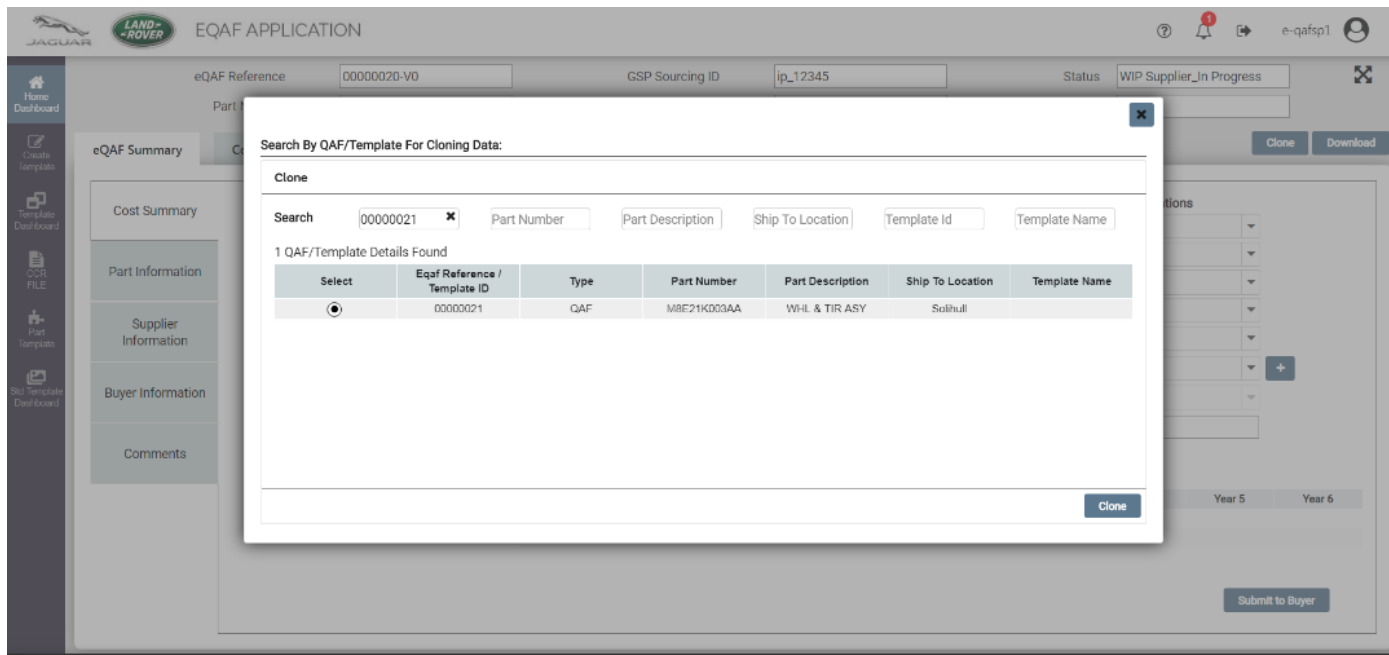
1. Cost Summary
2. Part Information (Part Feasibility)
3. Supplier Information
4. Buyer Information
5. Comments

It is recommended that this information is completed, then moving through the tabs from left to right. A lot of data will be then automatically pulled through from the other tabs to the Cost Breakdown tab.

## 4.2 Cloning

The Cloning functionality allows you to quickly and easily populate an eQAF with the use Templates. This can be applied to completing a new QAF or changes to an eQAF

- Click on the eQAF you wish to complete
- Navigate to the section(s) to begin completing
- Click on the  /  icon
- Search for a template or an eQAF to clone data from



The screenshot displays the Jaguar Land Rover eQAF Application interface. A modal window titled "Search By QAF/Template For Cloning Data:" is open, showing a search results table. The background interface includes a sidebar with navigation options like "Home Dashboard", "Create Template", "Template Dashboard", "CCR FILE", "Part Template", and "No Template Dashboard". The main area shows fields for "eQAF Reference" (00000020-V0), "GSP Sourcing ID" (ip\_12345), and "Status" (WIP Supplier\_In Progress). The modal window contains a search bar with the value "00000021" and a table with one row of results.

1 QAF/Template Details Found						
Select	Eqaf Reference / Template ID	Type	Part Number	Part Description	Ship To Location	Template Name
<input checked="" type="radio"/>	00000021	QAF	M8E21K003AA	WH-L & TIR ASY	Solihull	

Note: this will replace all of your current eQAF data with the chosen eQAF



### 4.3 Create Template and Template Dashboard

Templates allow for easy completion of multiple eQAFs that are for the same parts or similar parts for example brackets.

Templates can be set up prior to any requests being send from the Buyer, which helps to minimise time spent when an eQAF is requested.

To start creating a template:

1. Navigate and Select Create Template from the navigation bar on the left of the screen

The screenshot shows the 'EQAF APPLICATION' dashboard. On the left, a navigation bar has 'Create Template' highlighted in red. The main area displays a table of eQAFs with columns: Select All, Reference No, Programme, Part Number, Part Description, Supplier Code, Supplier Name, Manufacturing Location, Quote Required By, Status Date, Status, Reason Code, and Ship To Location. The table contains 10 rows of data, including parts like MBE2-14K042-Z, MBE2-2C405-AA, and 3H42-19K41-AA.

2. Select the eQAF type you would like to create a template for

The 'Create Template' dialog box has a title bar 'Create Template'. Below it, there is a label 'QAF Type:' followed by a dropdown menu currently showing 'Select'. At the bottom right, there are two buttons: 'Yes' and 'No'.

3. Complete fields within the template

The screenshot shows the 'Template 20' form. At the top, there are input fields for 'Template Name' (filled with 'Template 20'), 'Part Number', and 'Part Description'. Below these are tabs: 'eQAF Summary', 'Cost Breakdown', 'Process Assembly', 'Raw Material', 'Sub Components', 'Tooling', and 'Logistics'. The 'eQAF Summary' tab is active, showing a 'Part Classification' section with various dropdown menus: 'Country of Origin', 'Imported of Records', 'Delivery Terms', 'Packaging Terms', 'EU/Non EU', 'ECON (Export Control Classification No.)', 'Originate from the USA', and 'Pay on production'. There is also a '+' button next to the 'ECON' dropdown.

## 4.4 Cost Summary

The Cost Summary screen displays a key cost information for the quote, including the Total Piece Cost and the Total Tooling investment.

Different fields will display depending upon whether the eQAF is for a prototype, production, BIW part.

Note:

For each section of the eQAF you are able to download a summary of the information by clicking on the Download icon.

The red lines above the tab names highlight incomplete sections or mandatory fields that are not yet complete.

Hint: The Total Piece cost and the Total Tooling Investment are automatically populated from the Cost Summary.

For both Prototype and Production parts complete the fields in the Part Classifications section:

Field	What to enter
Country of Origin	Select from the drop down list for the field, or enter manually (ECCN only).
Importer of Record	
Delivery Terms	
Packaging Terms	
EU/Non EU	
ECCN (Export Control Classification No.)	Type the value.
Originate from the USA	
Pay on Production	

For any relevant comments use the Comment section.

#### 4.4.1 Part Information

The Part Information screen displays part information completed in the creation of the eQAF, including:

- Part Number
- Part Description
- Part Ship to Location

Different fields display depending upon whether a prototype or production eQAF is being completed.

If	Then
Production parts	The Car-line Volume Details section displays (this will have been completed by the Buyer).
Prototype parts	The Volume Details section displays (this will have been completed by the Buyer).

If	Then
Production parts	Complete the sections on Prototype Multiplier Commitment (typically X1 7%, M1 5%, VB 3%) and Minimum Productivity Commitment.
Prototype parts	Enter the Prototype Tooling Investment.

Field	What to enter
Feasibility Sign-off	Use the dropdown list to select (Yes/No). Note: If No is selected a new Part Feasibility sub-section will display.



Finished Part Weight	Enter the weight of the finished part.
UOM	Select the Unit of Measure from the dropdown list.

## 4.4.2 Part Feasibility

If No is selected in the Feasibility Sign-Off field a new Part Feasibility sub-section will display.

eQAF Reference	00000058-V0	GSP Sourcing ID	xx_12345	Status	WIP Supplier_Awaiting Review
Part Number	N9X210K975BB	Supplier Name	GSM PRIMOGRAPHIC	eQAF Currency	GBP

eQAF Summary

Cost Breakdown

Process Assembly

Raw Material

Sub Components

Tooling

Logistics

Clone

Download

Cost Summary

Part Information

Supplier Information

Part Feasibility

Buyer Information

Comments

Part Number

N9X210K975BB

Part Description

MOD ASY UNT CONTR ELE

Part Ship to Location

Solihull

Part Image

Choose File

No file chosen

Upload

Technical info

JLR RFQ document reference

JLR Engineering Release / version number

Feasibility Sign-off (Indicate as appropriate)

No

Finished Part Weight

UOM

Kg

Is Service Part?

Yes

JLR Engineer Contact Name

JLR Engineer Contact Email

JLR Engineer Contact Phone

In this screen, select the check boxes that explain why it is not feasible to supply the parts requested in the eQAF.

Then add a comment in the Comments field to justify the 'Not feasible' criteria.

eQAF Summary

Cost Breakdown

Process Assembly

Raw Material

Sub Components

Tooling

Logistics

Clone

Download

Cost Summary

Part Information

Supplier Information

Part Feasibility

Buyer Information

Comments

Not Feasible (Please use comment field below to describe)

Supplier Quotation Returned, part is 'Not Feasible' as released per one or more of the following conditions:

☐ Part cannot be manufactured as specified on the drawing. Supplier may submit an alternate proposal for review;

☐ Part does not meet the engineering specifications as written;

☐ Part/Supplier does not meet the quality control requirements of QS-9000;

☐ Supplier cannot meet all specified requirements at projected volume levels detailed within the RFQ;

☐ Design does not allow use of conventional efficient material handling equipment and/or techniques;

☐ Part cannot be manufactured without incurring unusual costs;

☐ Supplier cannot maintain production capability on replaced part until incorporation of new design.

☐ Specified material is not environmentally friendly, per Restricted Substance Mgmt. Std (WSS-M99P9999-A1)

☐ Supplier cannot meet timing requirements

Comments:

## 4.4.2 Supplier Information

The Supplier Information screen displays key information about the Supplier.

The table below shows what to enter in the fields within Supplier information.

Field	What to enter
Parent Supplier GSDB Code (GSDB – Global Supplier Database)	This is completed by the Buyer when the eQAF is created. This defines the list of Suppliers in the dropdown list for the following two fields.
Supplier GSDB Code - Manufacturing Location	Check the Manufacturing Location and update if required. This sets the eQAF currency.
Supplier GSDB Code - Ship from Location	Check the Ship from Location, and update if required. This is auto-populated based on the Manufacturing location selected above, but may be edited.

Check the Supplier Commercial Contact and the Supplier Technical Contact details and update if required.

If the part is a Prototype part, then the Prototype Working Time section displays, the Work Hours / Week field must be completed by the Supplier.

### 4.4.3 Buyer Information

The Buyer Information screen displays information about the JLR Buyer responsible for the eQAF. It contains fields that may only be edited by the Buyer.

eQAF Reference	00000058-V0	GSP Sourcing ID	xx_12345	Status	WIP Supplier_Awaiting Review
Part Number	N9X210K975B8	Supplier Name	GSM PRIMOGRAPHIC	eQAF Currency	GBP

eQAF Summary
Cost Breakdown
Process Assembly
Raw Material
Sub Components
Tooling
Logistics

Cost Summary
Part Information
Supplier Information
Part Feasibility
Buyer Information
Comments

**Buyer Contact Details**

Buyer Name: Josh Groom

Email: jgroom1@jaguarlandrover.

Phone Number: 2334445

### 4.4.4 Comments

The Comments screens displays any comments added by the JLR Buyer and an opportunity to respond if the eQAF has been sent back to the Supplier following completion.

eQAF Reference	00000058-V0	GSP Sourcing ID	xx_12345	Status	WIP Supplier_Awaiting Review
Part Number	N9X210K975B8	Supplier Name	GSM PRIMOGRAPHIC	eQAF Currency	GBP

eQAF Summary
Cost Breakdown
Process Assembly
Raw Material
Sub Components
Tooling
Logistics

Cost Summary
Part Information
Supplier Information
Part Feasibility
Buyer Information
Comments

Supplier Comments

Buyer Comments

## 4.5 Cost Breakdown

The Cost Breakdown screen displays a summary the cost information broken down by:

- Manufacturing cost
- Non-Manufacturing costs
- Logistics, Duty and packaging costs
- Total tooling investment
- Return on sale assessment

This screen will update as each tab in the eQAF is completed.

eQAF Reference	0000058-V0	GSP Sourcing ID	xx_12345	Status	WIP Supplier_Awaiting Review
Part Number	N9X210K975B8	Supplier Name	GSM PRIMOGRAPHIC	eQAF Currency	GBP

eQAF Summary
Cost Breakdown
Process Assembly
Raw Material
Sub Components
Tooling
Logistics

CloneDownload

<b>Manufacturing Cost</b>			<b>Total Part Cost (Mfg + Non Mfg)</b> GBP	
Sub Components		GBP		
Raw Material		GBP		
Process Assembly		GBP		
<b>Total Manufacturing Cost</b>		GBP		
<b>Non Manufacturing Costs</b>			<b>Logistics, Duty &amp; Packaging</b>	
	Percentage	Price		
Corporate Overhead / SG&A (Value Added)		0.000 GBP	Logistics (transport & shipping) GBP	
Profit (Value Added)		0.000 GBP	Duty GBP	
Bought Out Part Mark-Up (Non Value Added)		GBP	Warehousing GBP	
	Other	Choose	Packaging (inc dunnage) GBP	
			<b>Total Logistic Cost (Per Part)</b> GBP	
			<b>Total Offer Price</b> GBP	
			<b>Total Tooling Investment</b> GBP	
			<b>Return On Sale Assessment</b> %	

Delete	Non Mfg Other Cost Name	Comment	Cost
<b>Total Non Manufacturing Cost</b> GBP			



## 4.6 Process Assembly

In this screen enter cost information relating to the Assembly Process in this screen.

Click **Add Rows** to start entering information.

The table below provides what to enter in the fields within Process Assembly.

Field	What to enter
Operation Description	Type a description of the operation. This is used to prepopulate fields in the Purchased Parts and Tooling screens.
Base Cycle Time	Enter the number of seconds in the base cycle time.
No. of Parts Per Cycle	Enter the number of parts per cycle (default = 1)
Process efficiency	The percentage for the process efficiency may be overwritten if required (default =85%).
Labour type	Select from the drop down list.
Heads	Enter the number of Heads.
Machine Name	Select the machine name from the dropdown list.
Available Hours Per Year	This field is completed using a look up to data elsewhere in the eQAF and/or the eQAF master data but this may be overwritten if required.
Dedicated or Shared	
Depreciation Time	
Machine Investment Cost	
Fixed Mfg. O/H Cost	
Variable Mfg. O/H Cost	
In Process Scrap %	Enter the scrap percentage

If more processes are required, click **Add Rows** to continue entering information. The value is entered in multiples of 10, but it is possible to overwrite this if required. Use this to order the list of processes.

Hints:

- Click **X** to delete a row
- Use Tab to Tab along rows

## 4.7 Raw Material

Enter information relating to the raw materials used in the production of the part in the Raw Material screen.

Click **Add Rows** to start entering information

The table below provides information on what to enter in the fields within Process Assembly.

Field	What to enter
Class	Select from the dropdown list of click <b>+</b> to add an option not listed.
Type	
Grade	
Description (Dimensions e.g. Blank Size)	Please enter a specific description of the item
Supplier Name	Enter the Supplier name
ECCN	Select from the dropdown list, NLR, EAR99 or enter a 5 digit Alpha numeric. This is a legal requirement.
Country of Origin	Select from the dropdown list (this sets the default local currency)
Local Currency	Check the information populated and edit if required using the drop down list.
Unit of Measure	
Price per UOM	
Auto Materials Y/N?	

If more raw materials are required, click **Add Rows** to continue entering information. The value is entered in multiples of 10, but it is possible to overwrite this if required. Use this to order the list of processes.

To make it quicker to complete this screen ensure your Supplier Master Data is maintained.

Hints:

- Click **×** to delete a row
- Use Tab to Tab along rows

## 4.8 Sub Components

Enter information relating to any parts purchased for use in production of the part required in the Sub Components screen.

Click **Add Rows** to start entering information.

If more rows are required, click **Add Rows** to continue entering information. The value is entered in multiples of 10, but it is possible to overwrite this if required. Use this to order the list of processes.

The table below provides information on what to enter in the fields within Sub Components.

Field	What to enter
Directed Source Y/N?	This field indicates if JLR has directed where the part should be sourced from. Select using the dropdown list.
JLR Part Number	Enter the required part information in the fields.
Supplier Part Number	
Description	
Item used on Process #	Use the dropdown to indicate which process number the part is required for. It is linked to the process tab
Tier 2, 3 or 4?	Select from the dropdown list
External Quote or In House Estimate?	Select from the dropdown list
Sub-Supplier Name	Enter the Sub-Supplier Name

Field	What to enter
Ex Works Cost	Costs before delivery, or the cost if JLR are collecting
Packaging Costs	Enter the end item Packaging Cost
Freight Costs	Enter the Freight Cost
Tax and Duty	Enter the Tax and Duty cost
Scrap %	This is the scrap representing losses during the manufacturing process
Part Quantity Per End Item	This is the number of parts in the assembly
Bought Out Part Mark-Up %	This is not a handling charge but the mark up on the bought out component

To make it quicker to complete this screen ensure your Supplier Master Data is maintained.

## 4.9 Tooling

If JLR programme specific tooling is required, the information should be maintained in the Tooling tab.

Click **Add Rows** to start entering information.

The table below provides information on what to enter in the fields within Tooling.

Field	What to enter
Tool Description	Enter tool description 30 characters, please be specific as this will be used to raise the Purchase order and be added to the assets register
Tool Used On	A drop down where you select the process operation or the Sub Component that the tool is used on
CAD Model Reference	Enter the CAD model reference related to the tool
Tool Supplier Name	Enter the name of the company providing the tool
Country of Tool Manufacture	Enter the country of where the tool is manufactured
Local Currency	Enter the local currency used in the country where the tool is manufactured
Lead Time (Weeks)	Enter the time required to manufacture and deliver the tool so it is ready to use
Tool Life (Warranty) in Cycles	Enter the number of cycles the tool can achieve (minimum number)
Parts Per Tool Cycle	Enter the number of parts the tool is able to produce in one cycle
Design Cost	Enter the cost to design the tool. (only allowed on first tool if have multiples of same tool)
Mfg. Cost	Enter the cost of manufacturing the tool
Material Cost	Enter the costs of the materials required to make the tool

Field	What to enter
Other Associated Costs	Enter any other associated costs
No. of tools required	Enter the number of tools required for the number of parts required
Exchange Rate	Enter the exchange rate
Total Cost in QAF Currency	Enter the total cost in the local currency
Comments	Enter any other comments


If more Tooling records are required, click **Add Rows** to continue entering information. The value is entered in multiples of 10, but it is possible to overwrite this if required. Use this to order the list of processes.

To make it quicker to complete this screen ensure your Supplier Master Data is maintained.

SUP\_eQAF\_5\_CompleteQAFAsASupplier\_QRG

After initial submission a request to complete a Vendor Tooling Detailed Cost Breakdown (VTDCB) may be received via Amendment Request. Within tooling a further breakdown sheet will be available to complete and submit back to the JLR Buyer.

Hints:

- Click  to delete a row
- Use Tab to Tab along rows

#### 4.10 Logistics

Complete the Logistics information in the following logistics sections:

- Transport and Shipping
- Packaging

Then check the information displayed in the Logistics Summary tab for a summary of the associated logistics costs.

To make it quicker to complete this screen ensure your Supplier Master Data is maintained.

Logistics Summary	Costs Total Costs Per Item(QAF Currency)	
	Logistics (transport & shipping)	0
	Duty	0
	Warehousing	0
	Packaging (inc dunnage)	0

Hints:

- Click  to delete a row
- Use Tab to Tab along rows

### 4.10.1 Transport & Shipping

Transport and Shipping captures information of how the part will be shipped to JLR. Complete at least one row of this section to describe the incoterms.

Click **Add Rows** to start entering information.

If the following INCO terms are chosen, Shipping will not applicable:

- EXW – Ex Works
- FCA – Free Carrier

If the following INCO terms are preferred, shipping is applicable:

- DDU - Delivered Duty Unpaid
- FOB – Free on board
- DDU – collect from port - Delivered Duty Unpaid
- DDP – collect from port - Delivered Duty Paid

Logistics Summary	<input type="button" value="Add Rows"/>									
Transport & Shipping	Transport Line Item description	Inco	Mode	Distance (km)	Stillage Type	Qty Per Pallet	Currency	Dunnage Cost per Item	Transport Cost Per Item	Warehouse Cost Per Item
Packaging	Internal						GBP			
							GBP			
	<input type="button" value="Add Rows"/>									
	Ship	Port A	Port B	Currency	Shipping Cost(Inc port charges)	Parts per Container	Shipping Cost per Item	Exchange Rate	Total (QAF Currency)	×
				GBP				1		×
				GBP				1		×

### 4.10.2 Packaging

Packaging screen captures the costs of packaging and whether parts need dunnage to safely ship.

Click **Add Rows** to start entering information.

Logistics Summary	<input type="button" value="Add Rows"/>									
Transport & Shipping	Packaging Description	Box Length (mm)	Box Width (mm)	Box Height (mm)	Parts per Box	Boxes per Pallet	Currency	Box Cost each	Pallet Cost each	Total Dunnage Cost Per Item
Packaging	<input type="button" value="Add Rows"/>									

## 4.11 Cost Breakdown

Return to the Cost Breakdown screen to review the summary cost information that has been updated by the information entered in completing the eQAF.

eQAF Summary	Cost Breakdown	Process Assembly	Raw Material	Sub Components	Tooling	Logistics	Submit	Download
<b>Manufacturing Cost</b>								
Sub Components						GBP		
Raw Material						GBP		
Process Assembly						GBP		
<b>Total Manufacturing Cost</b>						GBP		
<b>Non Manufacturing Costs</b>								
						<b>Percentage</b>	<b>Price</b>	
Corporate Overhead / SG&A (Value Added)						0	0.000	GBP
Profit (Value Added)						0	0.000	GBP
Bought Out Part Mark-Up (Non Value Added)								GBP
Other:							<b>Add Other</b>	
Delete	Non Mfg Other Cost Name	Comment	Cost					
<b>Total Non Manufacturing Cost</b>						GBP		
<b>Total Part Cost (Mfg + Non Mfg)</b>						GBP		
<b>Logistics, Duty &amp; Packaging</b>								
Logistics (transport & shipping)						GBP		
Duty						GBP		
Warehousing						GBP		
Packaging (inc dunnage)						GBP		
<b>Total Logistic Cost (Per Part)</b>						GBP		
<b>Total Offer Price</b>						GBP		
<b>Total Tooling Investment</b>						GBP		
<b>Return On Sale Assessment</b>						%		

## 4.12 Submitting a Quote and Tracking Progress

Once all required data has been populated within an eQAF, and the information is accurate and a true reflection of costs, a Supplier will need to ensure the eQAF is submitted to Jaguar Land Rover.

This can be done by clicking Submit to Buyer. This button is situated at the top of each tab.

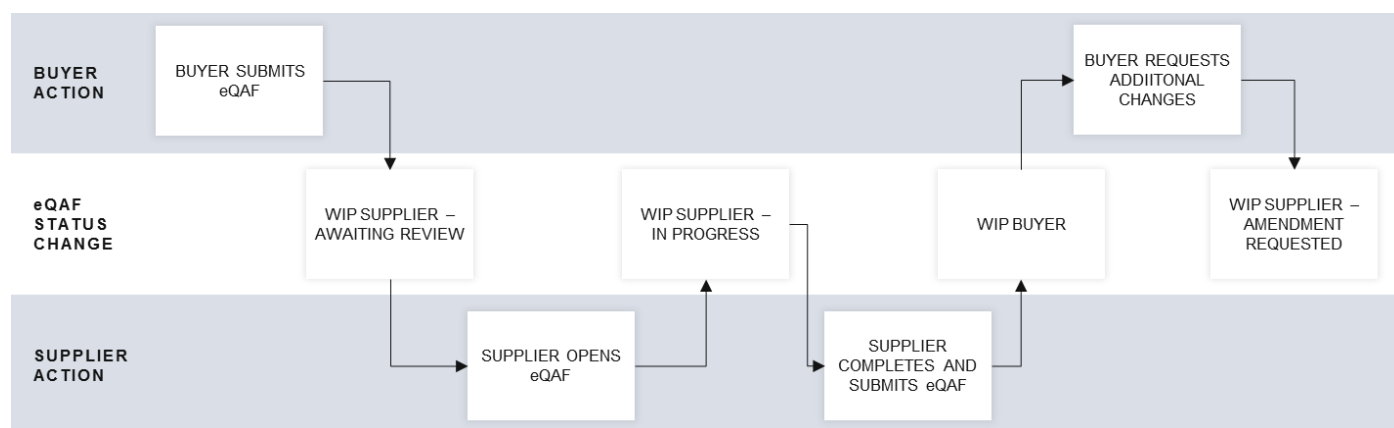
eQAF Reference	00000099-V0	GSP Sourcing ID	SO_23535	Status	WIP Supplier_In Progress			
Part Number	HK8316K689A	Supplier Name	ELECTRON TECHNICAL	eQAF Currency	GBP			
eQAF Summary	Cost Breakdown	Process Assembly	Raw Material	Sub Components	Tooling	Logistics	Submit	Download

## 4.13 Tracking Progress

Once the eQAF has been completed and submitted to the Buyer, the status of the eQAF will change to WIP Buyer.

If there are any further changes to the eQAF, the Buyer will make a request for an amendment. This action changes the status to 'WIP Supplier - amendment requested'. Additionally, any eQAF that is returned by the Buyer will appear on your dashboard as a red number attached to the notification bell.

View the graphic below to see how the process works.



#### 4.15 View Buyer Comments

Once the eQAF has been completed and submitted to the Buyer, the status of the eQAF will change to WIP Buyer.

Should a Buyer return an eQAF to a Supplier, the Buyer will provide comments explaining why they are returning the eQAF.

You are able to view Buyer comments by navigating to the comments button in the bottom left of the eQAF summary screen.

Any comments left by the Buyer and visible within this section will be vital towards understanding the Buyers requirements.

The screenshot displays the 'eQAF APPLICATION' interface. At the top, there are logos for JAGUAR and LAND-ROVER, followed by the title 'EQAF APPLICATION'. On the right, there are icons for help, notifications (with a red '1'), a share icon, and a user profile labeled 'e-qafsp2'.

The main header area contains several fields: 'eQAF Reference' (00000169-V0), 'GSP Sourcing ID' (XX\_12345), 'Status' (WIP Supplier\_Awaiting Review), 'Part Number' (6G9N4682BA), 'Supplier Name' (FIBER LTD), and 'eQAF Currency' (ZAR). There are 'Clone' and 'Download' buttons on the right.

Below the header is a tabbed interface with the following tabs: 'eQAF Summary' (selected), 'Cost Breakdown', 'Process Assembly', 'Raw Material', 'Sub Components', 'Tooling', and 'Logistics'. A vertical sidebar on the left contains icons for 'Home Dashboard', 'Create Template', 'Template Dashboard', 'CCR FILE', 'Part Template', and 'SKU Template Dashboard'.

The 'eQAF Summary' tab is active, showing a list of sections on the left: 'Cost Summary', 'Part Information', 'Supplier Information', 'Buyer Information', and 'Comments' (highlighted with a blue border). The 'Comments' section is expanded, showing two text areas: 'Supplier Comments' (empty) and 'Buyer Comments' (containing a large grey rectangular placeholder).

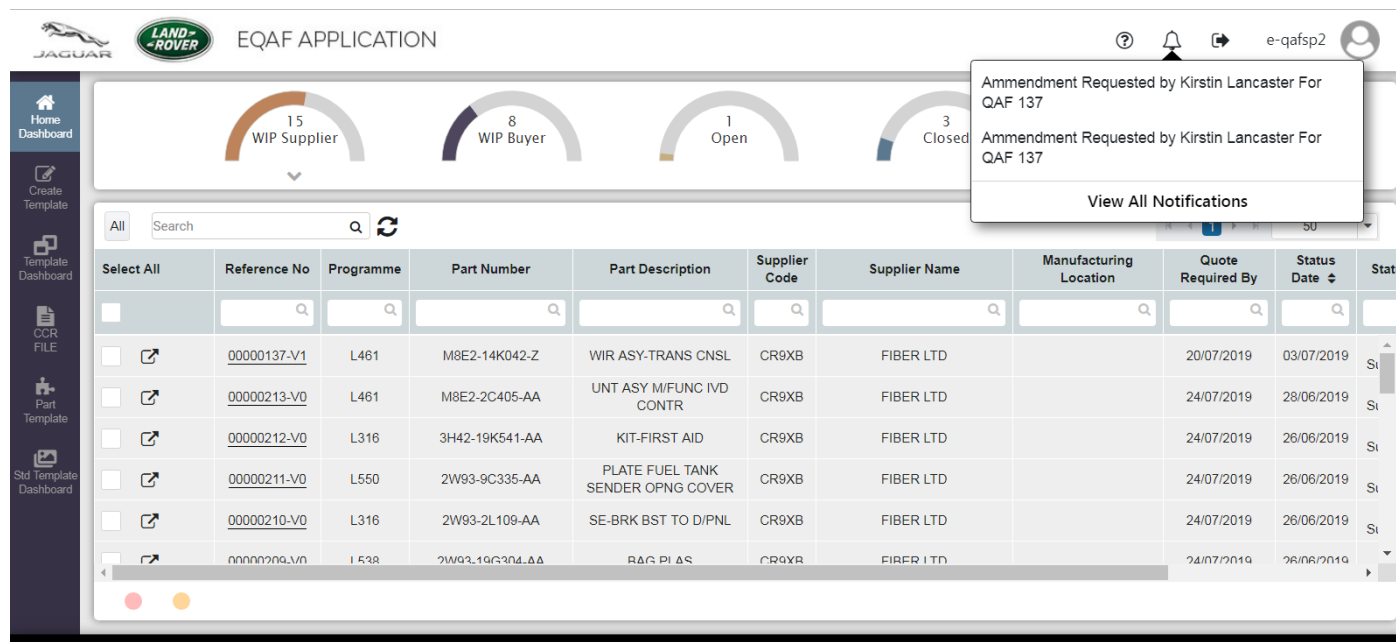


## 4.16 Updating and Making Changes to an eQAF

This section describes how you make changes to an eQAF and how you will be notified of a request to change.

### 4.16.1 Buyer Requests amendments to the eQAF – What is the process for updating the eQAF?

The Buyer has reviewed the eQAF and has requested amendments. The Supplier will receive a notification on their dashboard detailing the eQAF to be actioned. The status of the eQAF will change to from WIP Buyer - In Progress to WIP Supplier - Amendment Requested.



The screenshot shows the 'eQAF APPLICATION' dashboard. At the top, there are four progress indicators: 15 WIP Supplier, 8 WIP Buyer, 1 Open, and 3 Closed. A notification pop-up on the right states: 'Amendment Requested by Kirstin Lancaster For QAF 137' and 'Amendment Requested by Kirstin Lancaster For QAF 137', with a 'View All Notifications' button. Below the indicators is a table of eQAF entries.

Select All	Reference No	Programme	Part Number	Part Description	Supplier Code	Supplier Name	Manufacturing Location	Quote Required By	Status Date	Stat
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	00000137-V1	L461	M8E2-14K042-Z	WIR ASY-TRANS CNSL	CR9XB	FIBER LTD		20/07/2019	03/07/2019	St
<input type="checkbox"/>	00000213-V0	L461	M8E2-2C405-AA	UNT ASY M/FUNC IVD CONTR	CR9XB	FIBER LTD		24/07/2019	28/06/2019	St
<input type="checkbox"/>	00000212-V0	L316	3H42-19K541-AA	KIT-FIRST AID	CR9XB	FIBER LTD		24/07/2019	26/06/2019	St
<input type="checkbox"/>	00000211-V0	L550	2W93-9C335-AA	PLATE FUEL TANK SENDER OPNG COVER	CR9XB	FIBER LTD		24/07/2019	26/06/2019	St
<input type="checkbox"/>	00000210-V0	L316	2W93-2L109-AA	SE-BRK BST TO D/PNL	CR9XB	FIBER LTD		24/07/2019	26/06/2019	St
<input type="checkbox"/>	00000209-V0	L538	2W93-19G304-AA	R&G PI AS	CR9XB	FIBER LTD		24/07/2019	26/06/2019	St

Below the table, there are two input fields: 'Status' with 'WIP Buyer' and 'eQAF Currency' with 'GBP'. A red box highlights a small icon in the bottom right corner of the dashboard area.

Each time the eQAF is updated the version will change. You can toggle between versions by using the arrow on the right corner of the screen.

All Engineering and Design changes will require a fully updated eQAF. This can be done by cloning the latest eQAF and making the required changes and resubmitting to your Buyer.



End of guide