

Complete Supplier Administration QRG



Introduction

The eQAF tool is an e-enabled Quote Analysis Form (QAF). It is an easy to use web based tool which is accessed via the Covisint JLR Supplier Portal. This tool will make it easier to complete and submit your quote, and ensure that the data is consistent, easily accessible and stored securely. This Quick Reference Guide covers:

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Supplier Administration activities can only be completed by the System Administrator; this role will exist at each supplier.

If you also have a Supplier user login, you will need to log on as an administrator on the log on screen. If not you will go straight to the home page.

1. What is eQAF Supplier Master Data

Supplier master data is information about the core elements required to design, build and ship a part, for example the labour type and rate.

Saved master data can be reused multiple times, simplifying the completion of eQAFs. It should be added per manufacturing GSDB vendor code (5 digit). It will then auto- populate fields within the eQAF.

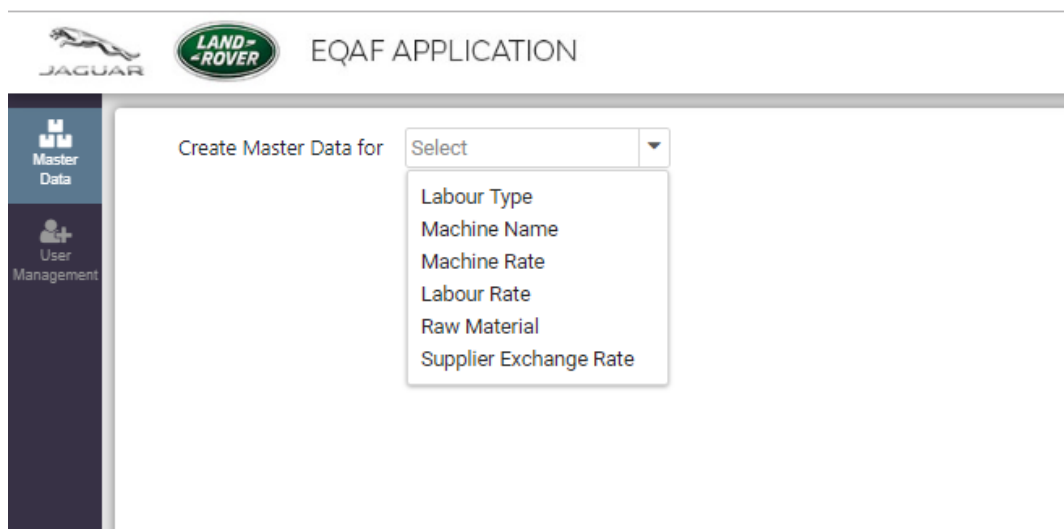
All Supplier Administrators will have access to display and maintain master data for each for the manufacturing vendor (5 digit) codes, within that supplier (4 digit code). If you update the master data it will be available to use in new eQAFs or for eQAF changes (if within the effectivity date). It will NOT automatically update existing eQAFs.

Completing Supplier master data is not mandatory in completing an eQAF.

Create and Maintain Master Data


Click the master data icon on the left of the supplier administrator screen to view, edit, create or delete master data.

In the Create Master Data screen (below), you will be prompted to select the type of master data you want to create upon click the drop down box.



Once you have selected a master data type you will be taken to the relevant screen. The screen will display any existing master data and it provides the ability to edit or delete existing master data, as well as create new master data.

Tip: within any master data type, you can use the global search field (below) to search for existing master data records.


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Master Data
User Management

Create Master Data for Labour Type

Add Rows +

Search


Labour Type	Description	Edit	Delete
Machine Operator	Machine operator		
Operator	Operator		
Semi skilled	Semi skilled		
Skilled Work	Skilled Work		
Stamping Machine	Stamping Machine		
Unskilled	Unskilled		

Save

Labour Type

The Labour Type describes the roles that you use in the production of the part.

The Labour Type screen allows you to view, edit and create specific types of labour. You can search for an existing Labour Type using the global field search.


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Master Data
User Management

Create Master Data for Labour Type

Add Rows +

Search

Labour Type	Description	Edit	Delete
Machine Operator	Machine operator		
Operator	Operator		
Semi skilled	Semi skilled		
Skilled Work	Skilled Work		
Stamping Machine	Stamping Machine		
Unskilled	Unskilled		

Save

The steps within the table below will direct you through which areas to click to carry out an action

To	Then click
Add a new row (create new data)	
Delete an existing row	
Edit an existing row	
Save your changes	

The table below will explain what to populate within fields related to labour type master data

Field	Entry
Add a new row (create new data)	The type of labour used in your production processes
Delete an existing row	A description of the labour type

Labour Rate

The Labour Rate screen allows you to define labour rates for each of the Labour Types already set up. These may be specific to a GSDB code (manufacturing location), or may have a specific effectivity period, for example for a specific programme.

The following fields are calculated based on the entries in the other fields:

- Total Direct (rate/hour)
- Indirect Labour (rate/hour)
- Total Labour (rate/hour)

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Master Data
User Management

Create Master Data for Labour Rate
Add Rows

Search

GSDB Code	Labour Type	Effectivity Date	Country	Currency	Direct Labour	Fringe %	Total Direct	Indirect %	Indirect Labour (Rate/Hour)	Total Labour (Rate/Hour)	Edit
CR9XB	Machine Operator	1/2021	Bulgaria	ZAR	100	10	110	10	11	121	
CR9XB	No Labour Type	8/2019	Bulgaria	ZAR	20	20	24	20	4.8	28	
C7G1A	Programmer	1/2019	United Kingdom	GBP	50	80	90	0.25	0.225	90.225	
C7G1A	Programmer	2/2019	United Kingdom	GBP	1	1	1.01	1	0.01	1.01	
L7MTA	Programmer	2/2019	United Kingdom	GBP	1	1	1.01	1	0.01	1.01	
C7G1A	Semi Skilled	8/2019	United Kingdom	GBP	25	80	45	55	24.75	69	
L7MTA	Semi Skilled	8/2019	United Kingdom	GBP	11	12	12.32	13	1.602	13.922	

Note: the Country and Currency fields are prepopulated based on GSDB code, but may be overwritten.

Machine Name

The Machine Name screen allows you to view, edit, delete and create records for the machines you use for producing the part.

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Master Data

User Management

Create Master Data for Machine Name

Add Rows

Search

Machine Name	Description	Edit	Delete
2000T Injection Moulding	Hydraulic EuroMap24500 Inj Unit		
200T Press	Straightside press with auto load & auto unload		
200T Press			
400t Injection Moulding	Hydraulic EuroMap2100 Inj Unit		
400T Press	Straightside press with auto load and auto unload		
Assembly Bench	Adjustable ergo-bench with simple tools - Low Range		
CNC Milling	5axis milling machine Makino		
Laser Welding Machine	Capacity: 360 parts per hour, Two stations, Includes feed unit		
Laser Welding Machine			
Visual Final Inspection	Heavy work table with 3 drawers and 1 cabinet door; max load 1T/M2		
Welding Machine	welding Machine		

Save

Field	Entry
GSDB Code	Select the 5 digit GSDB code from the dropdown list to define the manufacturing location, and prepopulate fields (e.g. Currency).
Labour Type	Select the Labour Type from the dropdown list.
Effectivity Date	Use the calendar to select the date the rate is effective from. This defines the date that the rate will be used from.
Direct Labour	Enter the rate for the Direct Labour cost.
Fringe %	Enter the Fringe percentage. Fringe benefits are additions to compensation that companies give their employees
Indirect %	Enter the Indirect percentage. Indirect labour is the cost of any labour that supports the production process, but which is not directly involved in the active conversion of materials into finished products.
Machine Name	A name for each machine used in your production processes
Description	A description of the machine type

Machine Rate

The Machine Rate screen allows you to define machine rates for each of the Machine Types already set up. These may be specific to a GSDB code, or may have a specific effectivity period.

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Master Data

Create Master Data for Machine Rate

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Add Rows

GSDB	Machine Name	Effectivity Date	Country	Currency	Available Hours Per Year	Dedicated or Shared	Depreciation Time (years)	Machine Investment Cost	Fixed Mfg. O/H Cost (rate/hour)	Variable Mfg. O/H Cost (rate/hour)	Total Mfg. O/H Cost
C7G1A	200T Press	8/2018	United Kingdom	GBP	10	Shared	10	10	10	10	20
L7MTA	200T Press	2/2019	United Kingdom	GBP	12	Shared	15	75000	25	30	55
C7G1A	200T presss	2/2019	United Kingdom	GBP	1111	Shared					
C7G1A	400t Injection Moulding	8/2019	United Kingdom	GBP	3	Dedicated	5	45678	45545	2566	48111
BLY6A	400t Injection Moulding	6/2019	United Kingdom	GBP	34	Dedicated	23	2334	12	34	46
L7MTA	400t Injection Moulding	8/2019	United Kingdom	GBP	5500	Shared	15	125000	30	35	65
CR9XB	400T Press	3/2019	Bulgaria	ZAR		Shared					
C7G1A	400T Press	8/2019	United Kingdom	GBP	3	Shared	5	45678	45545	2566	48111
L7MTA	400T Press	3/2019	United Kingdom	GBP	5500	Shared	15	100000	35	40	75
CR9XB	Assembly Bench	2/2019	Bulgaria	ZAR	123	Shared	1	3445	1223	233	1456
CR9XB	CNC Milling	1/2019	Bulgaria	ZAR	100	Shared	10	1000000	50000	20000	70000
C7G1A	Laser Welding Machine	5/2019	United Kingdom	GBP	45	Shared	8	500	100	200	300
C7G1A	Laser Welding Machine	1/2025	United Kingdom	GBP		Dedicated					

Save

Field	Entry
GSDB	Select the 5 digit GSDB code from the dropdown list to define the manufacturing location, and prepopulate fields (e.g. Currency).
Machine Name	Select the Machine Name from the dropdown list.
Effectivity Date	Use the calendar to select the date the rate is effective from. This defines the date that the rate will be used from.
Available Hours Per Year	Enter the number of hours per year that the machine is available for production.
Dedicated or Shared	Select whether the machine is Dedicated to the production of this part for JLR or Shared with the production of other parts or for other clients.
Depreciation Time (years)	Enter the number of years the machine will depreciate over.
Machine Investment Cost	Enter the machine investment cost.
Fixed Mfg. O/H Cost (rate/hour)	Enter the cost per hour of any fixed manufacturing overheads.

Variable Mfg. O/H Cost (rate/hour)	Enter the cost per hour of any variable manufacturing overheads.
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Raw Material

The Raw Material screen lets you view, edit, delete and create data for all materials that are frequently required to build parts.

Use the global search field to search for an existing Raw Material. An initial set of editable default materials will be provided, but you can add relevant raw materials that you require.

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user

Master Data
User Management

Create Master Data for Raw Material

Add Rows
Search

Class	Type	Grade	Effectivity Date	Description	Raw Material MATS ref	UoM	Density(g/cm3)	Country
Aluminium	Ingot	LM24	5/2019	Aluminium Castloyingot		Kg	2.76	
Aluminium	Sheet	AA5754	3/2019	Aluminium Sheet		Kg	2.7	
Aluminium	Sheet	NG5754	3/2019	Aluminium Sheet		Kg	2.7	
Aluminium	Billet	AA6060	2/2019	ABC 123	Housing (NZ34571)	Kg	0.1	United K
Aluminium	Ingot	KGTest	3/2019	KG Test	Housing (NZ34571)	Kg	1	Ind
Aluminium	Ingot	kgtest2	2/2019	kgtest2		Kg		United K
Class 1	Class 1 Type 1	Class 1 Type 1 Grade 1	3/2019	desc	Cover (NZ34581)	Kg		
Class ABC	Type ABC	Grade ABC	3/2019					
ClassM	TypeM	GradeM	6/2019	class M tyoe M grade M	Main Vlv (NZ34562)	g	12.32	Austr
ClassM	TypeM	GradeMM	6/2019	class M type M grade MM	Frame (NG34758)	m2	79.65	Austr
Misc	Adhesive	Polyurethane	3/2019	Misc. adhesive	Main Vlv (NZ34562)	Kg		
Misc	Grease	R1364	2/2019	High temperature grease		Kg		
Misc	Paint	Interior	4/2019	Paint Piano Black		l		
Misc	Paint	Interior	12/2019	Test4		Kg		Bra
				High heat resistant & high impact strength		Kg	0.00	



Save





Field	Entry
GSDB	These fields will be prefilled from the Global Master Data, if set up the Buyer Administrator but may be edited within in the eQAF tabs
Machine Name	
Effectivity Date	
Available Hours Per Year	
Dedicated or Shared	
Depreciation Time (years)	
Machine Investment Cost	

Note: The Effectivity date can be set to validate present prices and can be updated as required.

Field	Entry
Country	Select the Country the Raw Material will be purchased from.

Currency	If the raw material is bought from another country, ensure the correct Currency is selected.
Price per UoM	Enter the price per unit of measure.
Reclaim Price per UoM	Enter the reclaim price per unit of measure.



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Master Data
User Management

Create Master Data for **Machine Rate**

Add Rows +
Search



GSDB	Machine Name	Effectivity Date	Country	Currency	Available Hours Per Year	Dedicated or Shared	Depreciation Time (years)	Machine Investment Cost	Fixed Mfg. O/H Cost (rate/hour)	Variable Mfg. O/H Cost (rate/hour)	Total Mfg. O/H Cost
C7G1A	200T Press	8/2018	United Kingdom	GBP	10	Shared	10	10	10	10	20
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C7G1A	200T presss	2/2019	United Kingdom	GBP	1111	Shared					
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CR9XB	400T Press	3/2019	Bulgaria	ZAR		Shared					
C7G1A	400T Press	8/2019	United Kingdom	GBP	3	Shared	5	45678	45545	2566	48111
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C7G1A	Laser Welding Machine	5/2019	United Kingdom	GBP	45	Shared	8	500	100	200	300
C7G1A	Laser Welding Machine	1/2025	United Kingdom	GBP		Dedicated					





Save

Supplier Exchange Rate

The Supplier Exchange Rate screen lets you view, edit, delete and create data for various exchange rates.

An initial set of editable default Exchange Rates will be provided. Use the global search field to search for an existing Exchange Rate.





































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Master Data
User Management

Create Master Data for **Supplier Exchange R**

Add Rows +
Search

Currency	Exchange Rate (Per GBP)	Edit	Delete
AED	5		
ARS	49		
AUD	1.9		
BGN	2		
BRL	5.5		
CAD	1.7		
CAD	1		
CHF	1.3		
CLP	885		
CNY	9		
COP	4000		
CZK	29		
DKK	8		
EUR	1.111		
GBP	1		
HKD	10		
HUF	364		

Save



Only the Exchange Rate can be changed. The Exchange Rate is not governed by the Program rate. The available list of currencies is already defined. It is not possible to delete an exchange rate record.

2. User Administration

User Administration activities can only be completed by the System Administrator; at least one user will have this role at each supplier.

The User Administrator will control and manage:

- Supplier Master Data
- User Management for the eQAF Application

User Management allows you to manage user groups and permission levels for individuals that need access to the eQAF application.



The User Management screen lets you view, edit, create and delete users' administration access to the eQAF application.

There are two types of Supplier User; Primary and Secondary user.

	Primary User	Secondary User
Contact name is stored in JLR Vendor Master	✓	✗
Is recognised in the search function	✓	✗
Can receive/ submit eQAFs	✓	✗
Can complete details within eQAF	✓	✓
Requires access to Covisint/ JLR Supplier Portal	✓	✓

To add a new user, click add new user in top right side, then start by entering their email address in the email field.

If the contact name is stored within JLR Vendor Master, emails will show in the drop down list. Select the contact that you require.

Under *User description*- please add Primary user and mark as active.

If the contact name is not stored within JLR Vendor Master, the email address will NOT appear in the drop down list.

You can still add the user, but you will need to manually complete all of the fields.

Under *User description*- please add Secondary user and mark as active. Please note these users will not be able to receive or submit eQAFs.

If they need to carry out these activities, please contact your buyer to add them to Vendor Master.

To	Then Click
Add a new user	
Save and create user	
Edit a user	
Update changes	
Delete an existing user	

Remember to add the correct FSN ID , otherwise the user will not access data within the application.

Note: ensure you enter the correct FSN ID is correct or users will not be able to log in.

The screenshot shows the EQAF APPLICATION interface. On the left is a sidebar with 'User Management' selected. The main area has a search bar and tabs for 'All', 'Supplier', and 'Supplier Admin'. Below these is a table of users:

CDS Id / Covisint Id	Name	Role	Active / Inactive	Delete
e-qafsp3	First Name 3 Last Name 3	SUPPLIER	●	
e-qafsp4	First Name 4 Last Name 4	SUPPLIER	●	
jdoe02	John Doe	SUPPLIER ADMIN	●	
JS247	Jane Smith	SUPPLIER SUPPLIER ADMIN	●	

On the right is the 'User Details' form:

- CDS Id / FSN ID: e-qafsp3
- Email: e-qafsp3@supplier.com
- First Name: First
- Last Name: Name
- Contact No.: 7875440911
- User Description:
- User Active Indicator: ☒ Yes ☐ No
- Role Assign: 1 items selected
- Role: SUPPLIER

Field	Entry
CDS Id / FSN ID	Enter the users FSN Id. This can be found within Covisint, on the home page, on the left panel. <div> <div>FSN Password</div> <div>To confirm or reset your FSN ID please click on the links below</div> <div>Press here for confirmation of your FSN ID</div> <div>Press here to reset your FSN ID</div> </div>
Email	Enter the user Email Address.
First Name	Enter the users First Name
Last Name	Enter the users Last Name.
Contact Number	Enter the users Contact Number.
User Description	Enter the users Description e.g. Primary or secondary user.
User Active Indicator	Trigger if the users access/account is active
Role Assign	Select the users Role e.g. Supplier or Supplier Admin. Permissions will depend on the role assigned to the user's access.



End of guide