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# CJLR ePSW User Manual

For Supplier

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## Business Process Procedure Summary Table

Process ID	
Process name	
Process steps	
Frequency :	
Performed by:	
SAP transactions:	
Sub Process:	
Reference document	

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## Document History

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### Revision History

Version	Revision Date	Summary of Changes	Author
V 1.0	2018/09/20	Initialization	Liu An
V 1.1	2019/3/4	Add Introduction to create Phase 3 PSW (2.4.4.1.1.6)	Dennis Xiong

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### Approved by

This document requires 1 or more of the following approvals:

Name	Department

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# 1. Business Process Introduction

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## 1.1 Purpose

The purpose is to introduce the business process related to CJLR ePSW for PD/STA .

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## 1.2 Process Description

Supplier is able to do below in CJLR ePSW:

- Create New PSW
- View PSW
- Work list
- Part list

## 2. CJLR ePSW Solution Manual Detail

### 2.1 Purpose

The purpose of this user manual is to describe the function detail of CJLR ePSW Application. CJLR PD/STA can take a reference.

### 2.2 Prerequisites or special case

- IE11, Firefox, Chrome is supported
- Firefox is recommended due to SRM

### 2.3 Transaction Code

N/A

### 2.4 Work Step

#### 2.4.1 Login

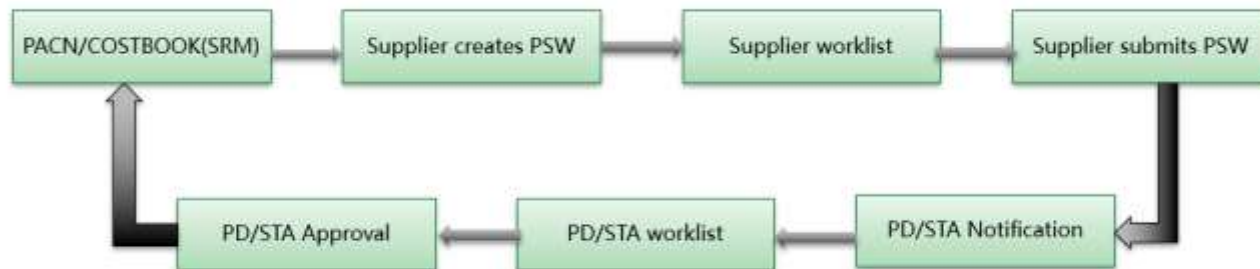
1. Open Firefox and enter below URL:  
<https://cjl原因portal.ap1.covapp.io/>
2. Log in to CJLR Portal with Supplier account
3. Select ePSW in CJLR Application



4. Click CJLR ePSW from My Applications, CJLR ePSW page displays

## 2.4.2 PSW Introduction

- High Level Lifecycle Overview for PPAP Submission levels 2 - 5 inclusive.



- The PSW consists of four sections:
  - ✓ PSW Form
  - ✓ Checklist
  - ✓ Attachments
  - ✓ Declaration
- All four sections require completion to successfully submit.
- There are 5 status of PSW: Draft, Submitted, Accepted, Rejected, InterimActive
  - ✓ Draft: PSW has been created but not yet submitted
  - ✓ Submitted: PSW has been submitted to CJLR for review
  - ✓ Accepted PD: PSW has accepted by PD Engineer
  - ✓ Accepted: PSW has been accepted by CJLR
  - ✓ Rejected: PSW has been rejected by CJLR STA/PD Engineer
  - ✓ InterimActive: Interim PSW has been accepted by JLR STA/PE Engineer

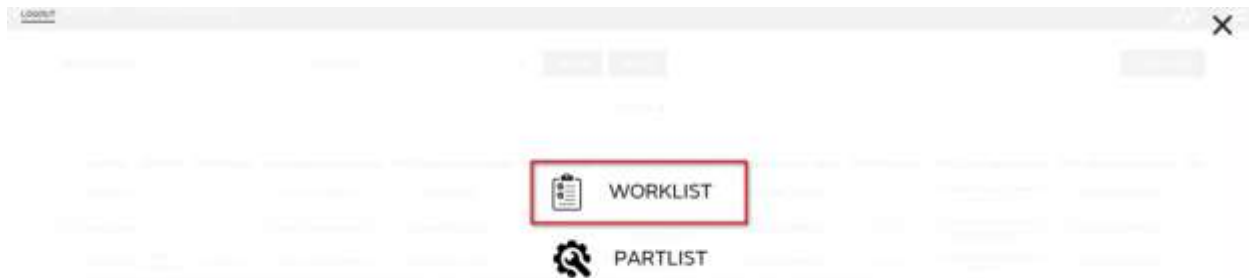
## 2.4.3 Worklist

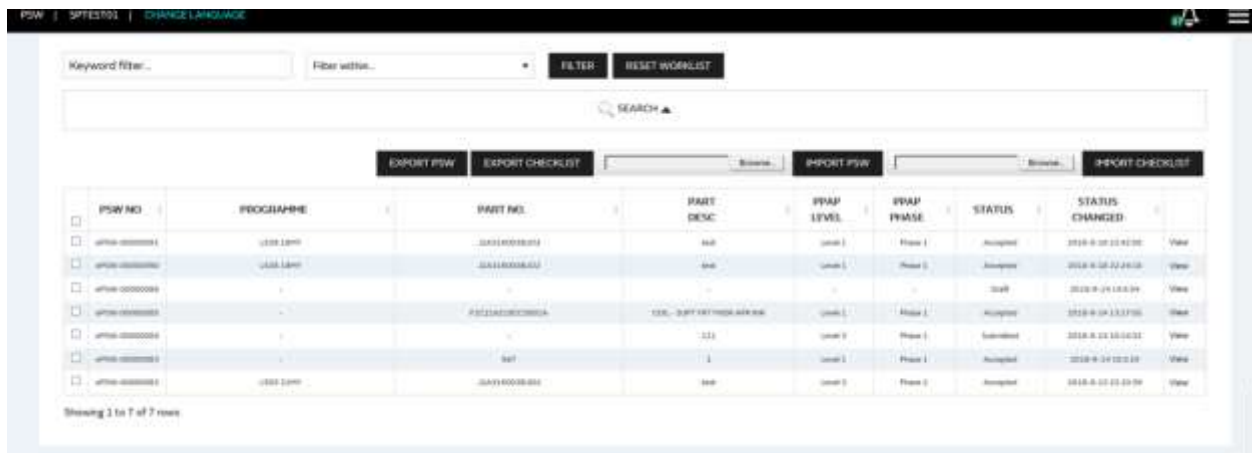
### 2.4.3.1 Work Step

#### 2.4.3.1.1 Worklist

The My Worklist screen displays the PSWs that require your attention.

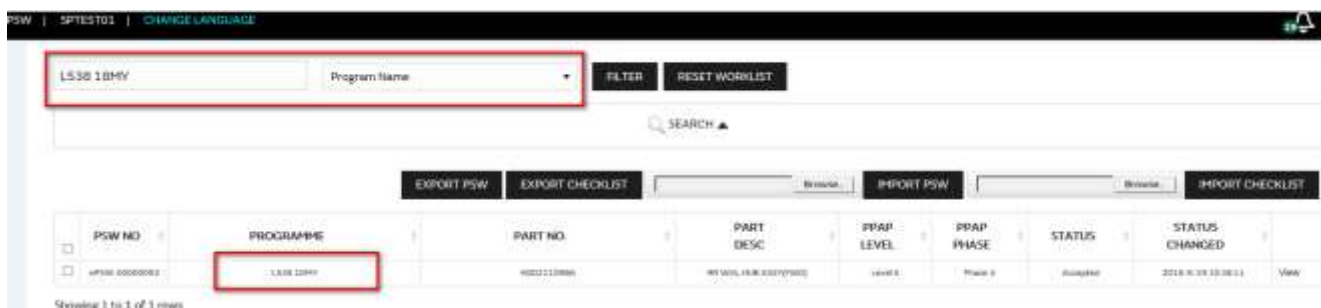
Clicking Worklist from My Menu. User is able to view all status PSW if there is any.





#### 2.4.3.1.1.1 PSW Quick Query

- Only supports quick query of Program Name, Part no and Phase.
- First selects the required quick query condition, Input search criteria, Click FILTER Button, the PSW matched with the condition will display in the search result.
- Input search criteria, Click RESET WORKLIST Button, all inputted search criteria information will be cleared.



#### 2.4.3.1.1.2 PSW Query

Click SEARCH① to expand the detailed query conditions:



- Input search criteria, Click Search Button, the PSW matched with the condition will display in the search result.

#### 2.4.3.1.1.3 PSW View

- From your Worklist, select the View hyperlink to open the PSW form.

PSW NO.	PROGRAMME	PART NO.	PART DESC.	PART LEVEL	PART NAME	STATUS	COMMENTS
1100000000	1100000000	1100000000	1100000000	1100000000	1100000000	1100000000	1100000000

- The main components of the ePSW are as follows:

- ① PSW Form
- ② Checklist
- ③ Attchments
- ④ Declaration
- ⑤ Approval

- On the details page, only the current PSW is in Draft status can be modified

#### 2.4.3.1.1.4 Export PSW Form

- In the 'WORKLIST' list page, select the ePSW data to be exported, and click the Export PSW ② button



- The exported ePSW Form template is as follows (the red font represents mandatory fields) :

PSW NO.	PPAP Phase	STA Engineer email	PD Engineer email	Part Name	Customer Part Number	Organisation Part Number	Shown on Drawing Number	Purchase Order No	Weight (kg)	Has customer required Substance s of Concern information been reported?	Submitted by IMDS or other customer format	if submitted by IMDS, enter Module ID number, version and date transmitted	Are polymeric parts identified with appropriate ISO marking codes?	Engineering Change Level	Engineering Change Dated	Additional Engineering Changes	Additional Engineering Change Dated
ePSW-00000992	Phase 3	wenbo.liu@icherya-guarlandr-over.com	wpsjtest103@cher-yjaguarlandr-over.com	RR WHL HUB ASSY(FW D)	K8D2110 9BA	1	1	1	11	Yes	IMDS	1	Yes	1	2018-09-29	1	2018-09-15

#### 2.4.3.1.1.5 Import PSW Form

- In the ' WORKLIST' list page, select the ePSW data to be exported, and click the Import PSW③button

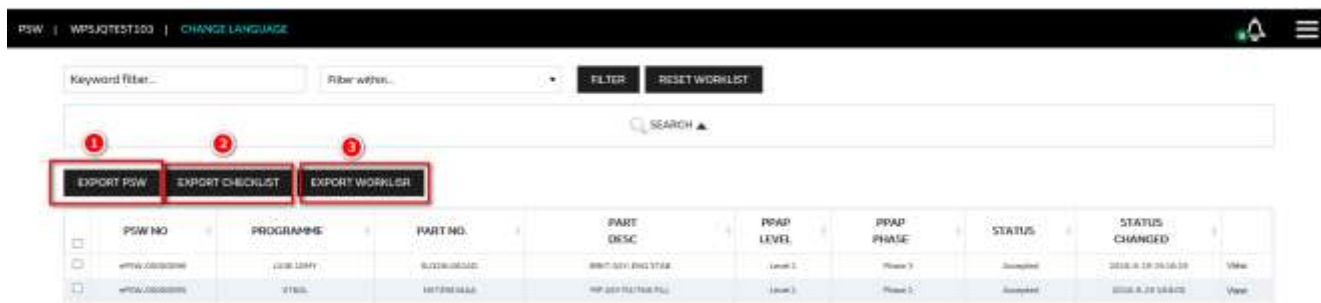


- The user can update the relevant data in ePSW in the exported EXCEL, and then click the button of "IMPORT PSW" to IMPORT the content of the PSW Form.

Note: when imported, the PSW NO in the file must already exist in the system.

#### 2.4.3.1.1.6 Export Checklist

- In the ' WORKLIST' list page, select the ePSW data to be exported, and click the Export Checklist② button



- The exported ePSW Checklist template is as follows (the red font represents mandatory fields) :

		Control Plan Number 控制计划编号	1
		Control Plan Issue Level 控制计划版本	1
		Extraordinary Control Plan number (if different) 额外控制计划编号 (如不相同)	
		Extraordinary Control Plan Issue Level 额外控制计划版本	
		STATUS CKT 状态是否OK	
		Reason	
		Confirmed in Extraordinary Control Plan (if Applicable) 在额外控制计划中确认 (使用)	
		Permanent Corrective Action - Those Actions required to Achieve RLA PSW 必须永久完全解决问题的永久纠正措施	
		DCA Date 计划完成日期	
		Name 责任人	
Quality Actions 质量要求	0.1	是否所有发布的APQP要素都遵循状态 Are all APQP Elements Green where APQP is being applied	Yes
	0.2	是否APQP要求未决的问题 Are all APQP requirements pending ADR closed	Yes
	0.3	所有交付的PSW是否都经过批准 Are all PSW's available and approved to the equivalent level of the Tier 1	Yes
Design Record 设计记录	1.0	供应商是否工程发布 Does the supplier have an Engineering Release	Yes
	1.1	工程发布是否符合GD&T (几何尺寸和公差) 标准 Does the Release comply with GD&T (Geometric Dimensioning & Tolerancing) requirements	Yes
	1.2	是否所有工程规范 Are all engineering specifications listed	Yes
	1.3	工程发布编号是否包含工程支持计划 (见指南中的例外说明) Release number (Engineering Change Level Number) includes support plan (see guidance note for exceptions)	Yes
	1.4	是否有工程变更 Is the release on a 3R Border	Yes
	1.5	是否所有符合JIS和公司标准指令 - 或者有新发布过 Is the release compliant with JIS and company standards - or has it been updated	Yes

#### 2.4.3.1.1.7 Import PSW Checklist

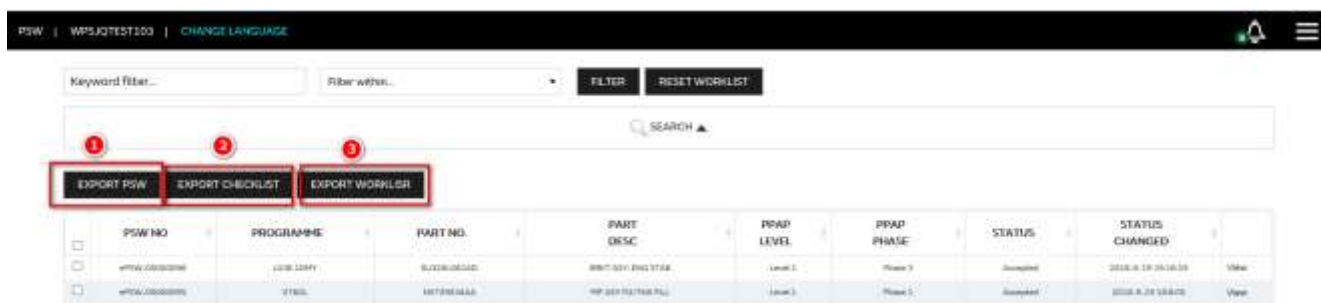
- In the 'WORKLIST' list page, select the ePSW data to be exported, and click the Import Checklist③button



- The user can update the relevant data in ePSW in the exported EXCEL, and then click the button of "IMPORT PSW" to IMPORT the content of the PSW Form.
- Note: when imported, the PSW NO in the file must already exist in the system.

#### 2.4.3.1.1.8 Export Worklist

- In the 'WORKLIST' list page, select the ePSW data to be exported, and click the Export Worklist③button



- The exported ePSW Worklist template is as follows:



A	B	C	D	E	F	G	H
PSW NO	PROGRAMME	PART NO.	PART DESC	PPAP LEVEL	PPAP PHASE	PPAP STATUS	
ePSW-00000096	L538 18MY	B0326L062AD	BRKT ASY-ENG STAB	Level 1	Phase 3	Accepted	2018-09-19 10:10
ePSW-00000095	X760L	HK739034AA	PIP ASY FU/TNK FILL	Level 1	Phase 1	Accepted	2018-09-19 10:10
ePSW-00000094	L538 18MY	FK7223942AB8NUG	PNL ASY FRT DR TR	Level 1	Interim (Non PPAP)	InterimActive	2018-09-19 09:00
ePSW-00000092	L538 18MY	K80211098A	RR WHL HUB ASSY(FWD)	Level 5	Phase 3	Accepted	2018-09-19 09:00
ePSW-00000091	L538 18MY	J2A31K0038ICU	test	Level 1	Phase 1	Accepted	2018-09-18 14:06
ePSW-00000090	L538 18MY	J2A31K0038ICU	test	Level 1	Phase 1	Accepted	2018-09-18 14:06
ePSW-00000088		1112344		Level 5	Phase 3	Accepted	2018-09-14 06:00
ePSW-00000087		33P3310100AA	CONNECTORHOSE	Level 5	Interim (Non PPAP)	InterimActive	2018-09-14 06:00
ePSW-00000085		F2C216218CC5001A	COIL - SUPT FRT FNDR APR INR	Level 1	Phase 1	Accepted	2018-09-14 06:00
ePSW-00000084		111		Level 3	Phase 1	Submitted	2018-09-14 06:00
ePSW-00000083		567		Level 1	Phase 1	Accepted	2018-09-14 06:00
ePSW-00000081	L550 21MY	H03214C568AB	HDW MOD UNIT CONTR ELE	Level 2	Interim (Non PPAP)	InterimActive	2018-09-13 12:00

#### 2.4.3.1.1.9 Export PSW PDF

- On the PSW details page, click the EXPORT PSW PDF button, Download ePSW in PDF format.



- PDF format as follow:

Part Submission Warrant			
PSW Phase: Phase 3			
PART INFORMATION			
Part Name:	RR WHL HUB ASSY(FWD)	Additional Engineering Changes Dated:	2018-09-15
Customer Part Number:	K8D21109BA	Purchase Order No:	1
Organisation Part Number:	1	Weight (kg):	11
Shown on Drawing Number:	1	Checking Aid Number:	1
Engineering Change Level:	1	Checking Aid Engineering Change Level:	1
Engineering Change Dated:	2018-09-29	Checking Aid Engineering Change Level Dated:	2018-09-22
Additional Engineering Changes:	1	Safety and/or Government Regulation?	Yes
ORGANISATION MANUFACTURING INFORMATION		CUSTOMER SUBMITTAL INFORMATION	
Organisation Name and Supplier/vendor Code:	Zhejiang Wanxiang Precision Industry Co., LTD.	Customer Name/Division:	CS01
Street Address:	88778	Buyer name:	fan.li
City:	Hangzhou	Application:	L538 18MY
Region:	Zhejiang		
Postal code:	311202		
Country:	China		
MATERIALS REPORTING		REASON FOR SUBMISSION (Select at least one)	
Has customer-required Substances of Concern information been reported?	Yes	Initial submission:	Yes
Submitted by IMDS or other customer format:	IMDS	Engineering change:	Yes
If submitted by IMDS, enter Module ID number, version and date transmitted:	1	Tooling - transfer, replacement, refurbishment or additional:	No
Are polymeric parts identified with appropriate ISO marking codes?	Yes	Correction of discrepancy:	No
		Tooling inactive > 1 year:	No

## 2.4.4 Partlist

### 2.4.4.1.1 Partlist

- Clicking Partlist from My Menu. User is able to view all status Partlist if there is any.



- Select 'Part list' and enter the Part list page:



Part No	PSW No	PSW Status	Part English Description	Part Chinese Description	Supplier Code	Supplier English Name	Supplier Chinese Name	Mfg Site Code	Mfg Site English Name	Mfg Site Chinese Name	Plant Code	Buyer Name	Mfg Engineer	Update Resource	Resource No	Check
880011000			RR WHL HUB ASSY(FWD)	RR 轮毂总成(FWD)	0001	Chongqing Precision Industry Co., Ltd.	重庆精密工业有限公司	0001	Chongqing Precision Industry Co., Ltd.	重庆精密工业有限公司	0001	fan.li		fan.li	88-00011000	
880011000			RR WHL HUB ASSY(FWD)	RR 轮毂总成(FWD)	0001	Chongqing Precision Industry Co., Ltd.	重庆精密工业有限公司	0001	Chongqing Precision Industry Co., Ltd.	重庆精密工业有限公司	0001	fan.li		fan.li	88-00011000	
880011000			RR WHL HUB ASSY(FWD)	RR 轮毂总成(FWD)	0001	Chongqing Precision Industry Co., Ltd.	重庆精密工业有限公司	0001	Chongqing Precision Industry Co., Ltd.	重庆精密工业有限公司	0001	fan.li		fan.li	88-00011000	

- There are 2 resource of Partlist: SRM COSTBOOK, SRM PACN

#### 2.4.4.1.1.1 Partlist Quick Query

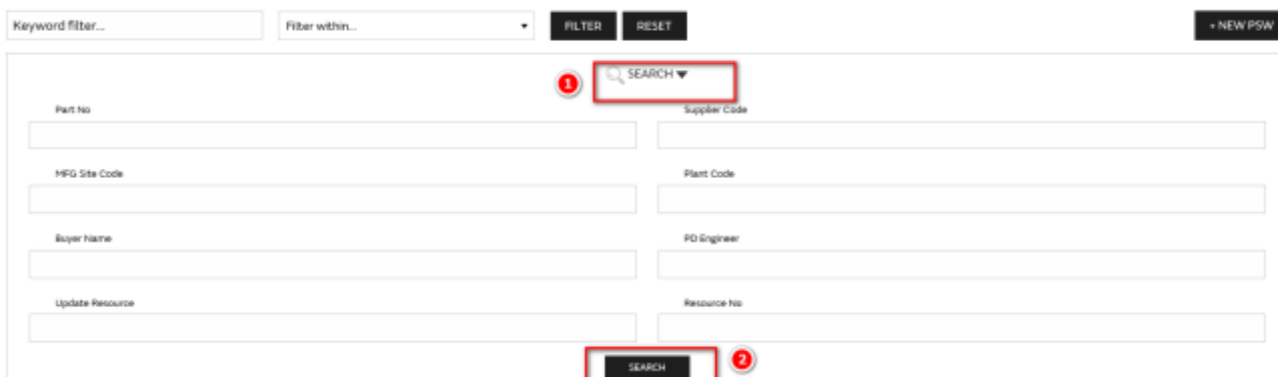
- Only supports quick query of Part no, Supplier code, Mfg Site code.
- First selects the required quick query condition, Input search criteria, Click FILTER Button, the PSW matched with the condition will display in the search result.

- Input search criteria, Click RESET Button, all inputted search criteria information will be cleared.



#### 2.4.4.1.1.2 Partlist Query

Click SEARCH①to expand the detailed query conditions:



- Input search criteria, Click Search② Button, the PSW matched with the condition will display in the search result.



Part No	PSW No	PSW Status	Part English Description	Part Chinese Description	Supplier Code	Supplier English Name	Supplier Chinese Name	MFG Site Code	MFG Site English Name	MFG Site Chinese Name	PU
81316LCK230	9PSW-00000096	Accepted	BBKT 2017-2018 STAR	上柱杆支撑	40000	Wipacounts (Wuxi) Winstar-Isomaster Co., Ltd	威达汽车系统有限公司	40000	Wipacounts (Wuxi) Winstar-Isomaster Co., Ltd	威达汽车系统有限公司	
81316LCK230	9PSW-00000096	Accepted	BBKT 2017-2018 STAR	上柱杆支撑	40000	Wipacounts (Wuxi) Winstar-Isomaster Co., Ltd	威达汽车系统有限公司	40000	Wipacounts (Wuxi) Winstar-Isomaster Co., Ltd	威达汽车系统有限公司	

#### 2.4.4.1.1.3 Export Partlist

- In the 'Partlist' list page, select the Part data to be exported, and click the Export PARTLIST button



PSW | WPSJQTEST103 | CHANGE LANGUAGE

Keyword Filter: Filter with: FILTER RESET

SEARCH

**EXPORT PARTLIST**

Part No	PSW No	PSW Status	Part English Description	Part Chinese Description	Supplier Code	Supplier English Name	Supplier Chinese Name	MFG Site Code	MFG Site English Name	MFG Site Chinese Name
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架						
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司

- The exported PARTLIST Form template is as follows:

PartList.xls - Read-Only - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

E16 外后视镜罩盖

A	B	C	D	E	F	G
Part No	ePSW No	ePSW Status	Part English Description	Part Chinese Description	Supplier Code	Supplier English Name
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components(Changshu) Co., Ltd.

#### 2.4.4.1.1.4 New PSW

- In the Part list interface, select the Part number that needs to be created for PSW, and click the button 'NEW PSW'
- In the 'New PSW' page, Enter the following values to create a new PSW submission.

PSW | WPSJQTEST103 | CHANGE LANGUAGE

Keyword Filter: Filter with: FILTER RESET

SEARCH

**NEW PSW**

Part No	PSW No	PSW Status	Part English Description	Part Chinese Description	Supplier Code	Supplier English Name	Supplier Chinese Name	MFG Site Code	MFG Site English Name	MFG Site Chinese Name	Plant Code	Plant Name	PD Engineer	Update Source	Document No.	Change
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	仪表板中部下连接铁支架		New PSW	10-0000000000	
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	仪表板中部下连接铁支架		New PSW	10-0000000000	
6G9NUJ043BS8AC			BRKT VPNL LWR CTR SUPT	仪表板中部下连接铁支架	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	IAC Automotive Components (Changshu) Co., Ltd.	奇瑞汽车零部件(常熟)有限公司	J5192	仪表板中部下连接铁支架		New PSW	10-0000000000	

#### PSW FORM

- Select the **PPAP Phase**. Options are Phase 1, 2, and 3 and Interim (Non PPAP).
- Select the Submission Level from the list of values. Options are Level 1,2,3,4 and 5.
- Enter the **PD Engineer email** address. The postfix must be: @cheryjaguarlandrover.com. (Only applicable for PPAP Submission Level 5 and for ALL Interim PSW submissions)
- Enter the **STA Engineer email** address. The postfix must be: @cheryjaguarlandrover.com. (Only applicable for PPAP Submission Level 2, 3, 4 and 5 and for ALL Interim PSW submissions).
- Select the appropriate **Part Type**. The value determines how the user will enter part details and what validation will be performed by ePSW.
  - ✓ Single: PSW covers a single part.
  - ✓ Multiple: PSW covers multiple parts.
  - ✓ CCR: PSW covers a Complex Commodity Release (also to be used for KSK).
- Select the **Appearance Criteria (AAR)**.

Has Appearance Approval been achieved? \* ?

☒ Yes ☐ No

[illegible]

12. The Organisation Manufacturing Information is automatically completed based on your login details. Main field include: Code, Organisation name and supplier/vendor, Street address, City, Region, Post code, Country.
13. Select "Save" button to save PSW form information.

1. Enter the Control Plan Number and Control Plan Issue Level.
2. Enter the Extraordinary Control Plan Number and Extraordinary Control Plan Issue Level where applicable.
3. All checklist items require a Yes , No or N/A answer in the **Status OK?** field.
  - ✓ If No is selected for any item, the PPAP Phase in the PSW form must be set to Interim PSW, otherwise an error message will display when you try to submit the PSW. For the most item which selected as 'N/A', system will skip the validation, except for the item 17.1.
  - ✓ 17.1 is Phase 3 PSW specific. If N/A selected for Phase 1 this will be OK, with reason added as above. But if No or N/A selected for Phase 3 PSW the system must recognise this and flag an alarm. If the 'N/A' is selected, a comment is required.
  - ✓ All checklist items require Status OK to be set to Yes or No. An Interim PSW will have at least one item set to No.
  - ✓ If Supplier select N/A, system will skip the verification for this line item.
4. Select "Save" button to save check list information.

1. the Appearance Criteria (AAR) question on the PSW form has been set to Yes. This triggers an AAR document attachment request in the Attachments section.
2. If it's an IPSW, the WERS Alert attachment must be uploaded
3. If it is PHASE 3, the CAR attachment must be uploaded
4. If CCR/KSK, CCR/KSK attachment must be uploaded



1. Select Interim (Non PPAP) for the PPAP Phase.
2. Enter the PD/STA Engineer email address.
3. All checklist items require Status OK? to be set to Yes /No/NA. An Interim PSW will have at least one item set to No.
4. Enter the WERS Alert Number
5. Enter a Description Summary
6. Attach a copy of the WERS alert and any other required documents.

○ **CCR/KSK PSW**

1. Select CCR/KSK for the appropriate Part Type.
2. Prefix, Base and Suffix: When the Part Type is CCR, these fields are not validated.
3. Enter the Part Name. This must also be entered manually for CCR PSWs, so enter a suitable description of the part.
4. Must be added as an Attachment to the PSW.

#### 2.4.4.1.1.5 Delete/Save/Submit



1. PSW in all Draft state can be deleted
2. After users fill in relevant information of PSW, click save to save the current input content.
3. After completing all information, click the Submit button to Submit the PSW. when submitting, the system will verify whether the content of PSW is entered correctly and completely. If not, it cannot be submitted successfully and the system will give corresponding prompt

#### 2.4.4.1.1.6 Create Phase 3 PSW

Open the Phase 1 PSW in **Worklist** and press on the **Copy** button to get a new draft psw form with the same info generated automatically. Then set the phase from 1 to 3 and complete following steps.

EXPORT PSW PDF
Copy
Delete
Save
Submit

PSW阶段\* ?

Phase 1

EXPORT WORKLIST

ePSW No	PROGRAMME	PART NO.	PART DESC	PPAP LEVEL	PPAP PHASE	STATUS	STATUS CHANGED	
ePSW-00001711	L551 20MY	K8D2044G50AB	REINF (PNL LWR 1RH 1LH REQ'D	Level 3	Phase 3	草稿	2019-2-21 11:20:07	View
ePSW-00001234	L551 20MY	K8D210B812AB	Cold Zone Assembly	Level 5	Phase 1	认可	2019-1-21 16:31:10	View
ePSW-00001233	X540 20MY/L551 20MY/L550 20MY	K8D214A206EB	EPAS BRACKET	Level 3	Interim (Non PPAP)	IPSW临时有效	2019-1-21 15:10:37	View

## 2.4.5 Notification

PSW | SPTEST01 | [CHANGE LANGUAGE](#)
1
🔔
☰

Keyword filter...

Filter within...

FILTER

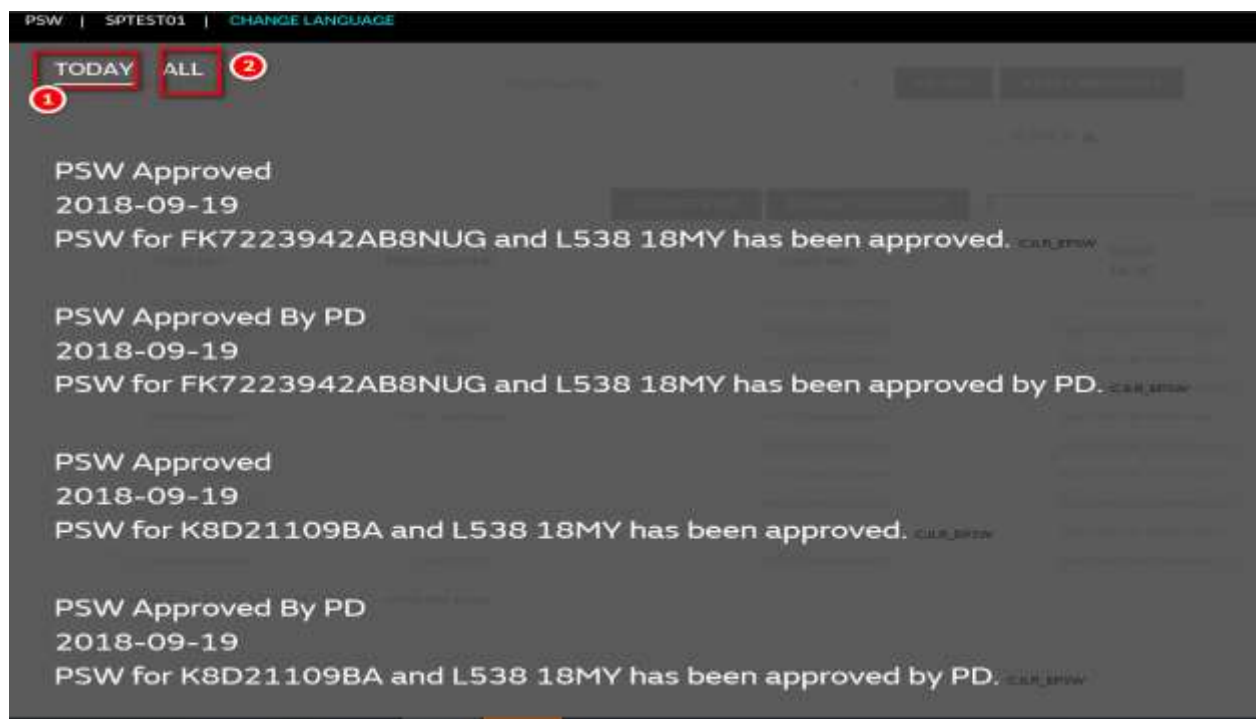
RESET WORKLIST

SEARCH 🔍

Click the ① icon to view the system message alerts:

The Notification page displays two tabs:

- **Today** displays notifications which are new today and have not been acknowledged
- **All** displays all notifications which have not been acknowledged



There will be message and email reminders for the following situations:

1. PSW submission
2. PSW approved
3. PSW's approval and refusal