

Quick reference guide: Ariba



Open the dashboard

Open Ariba, and Go to Quality notification. Here you can see all Defect and Consolidated notifications assigned to you in last 24 hours.

_Add Tetra Pak as customer
_It could be that it is empty, so you need to modify the timeframe to "9 months" or "last year"

Search filters

Customer

Tetra Pak

Creation date

Last 9 months

It is recommended to add the following columns for the Table Options Menu: "CN no" and "Due date".

Open and view QN by clicking Supplier deviation number

Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification type	Customer location	Due date
000200001551	Tetra Pak - TEST	Medium	New	Pending	1	6-31999 0504 2		Vendor error	PC02	22 Feb 2021 4:00:00 PM
000200001788	Tetra Pak -	Medium	New	Pending	1	6-31353		Vendor error	PC02	26 Apr 2021

Check information

Check all details under "Detail tab", and the problem descriptions and failure mode under "Defect" tab.

Customer and part			
Customer location BM01 - TPP (SCO) Modena	Customer part no. 3089604-0000 - Upper Forming Ring	Drawing version 	CN no 000970100016
Supplier Serial No/ Batch No 123-456	Supplier part no.	B-Group 641501-0300	B-Group Description Superstructure
Machine Type TP A3/CF	C-Group 2808285-0150	C-Group Description Upper Forming Ring	Subcontracting component? No
Machine S/N 21220/00579	Loss hours 3	Reference Designation	Error Code
Purchase order no.	Purchase order line item no.	Ship notice no.	Ship notice line item no.
Customer batch	Customer routing identifier ME1CLNT100	Supplier internal issue No 	Revision level Choose

Details	Defect (1)	Partner info	History
Defect 1			
Defect category QM000012 - Mechanical Assembly	Defect subcategory 212 - Out of drawing specification	Number of defects 1	Title Defective Upper Forming Ring 1548598-0000
Description 13.04.2021 07:05:06 UTC Chiara Mauriello (ITMAURIELLOC) Defective Upper Forming Ring 1548598-0000 in a Tetra Pak A3/CF, there are no 2 grooves on it.			

Answer tasks

In "Detail tab", click Edit, Open tasks with the +, enlarge the "description" field to read the all text and:

1. write in a new paragraph, without deleting previous sentences (*the comment from Tetra Pak should remain*) 2. sign at the end.

Then press "Publish" to send the notification to Tetra Pak

Task 1		
Task category IRSSD001 - IR@S DN - Tasks	Task subcategory SD02 - Action Needed	Title Action Needed
Description		
* 13.04.2021 07:07:03 UTC Chiara Mauriello (ITMAURIELLOC) * Dear Supplier, * we have just found a deviation on this part. * Please * analyse the case, thanks. * Tetra Pak. * * Dear Tetra Pak, we have analysed the case, and this was our mistake, we * are going to do a Root cause analysis. * Regards * Supplier contact person name		

Publish

Available tasks

Defect Notification

Action needed: it means that the Supplier should take an action. The action is specified by Tetra Pak

Consolidated Notification

Tasks follow Problem Solving Methodology steps

1. **Problem statement:** The Supplier should provide information about the problem, and what is required by Tetra Pak under "Description"

2. **Containment Action PLEASE SPECIFY:**

- The Supplier should select what Containment Action he put in place, using a drop down list under "Task subcategory" Containment Action PLEASE SPECIFY
- The Supplier can add more information under "Description"

3. **Root Cause Analysis:** the Supplier should provide information about the Root Cause Analysis, and what is required by Tetra Pak under "Description"

4. **Corrective Action:** The Supplier should provide information about the Corrective Action, and what is required by Tetra Pak under "Description"

5. **CA Impl. Date/ Batch number:** The Supplier should provide the first batch/serial number/date after the solution implementation

7. **Horizontal expansion:** The Supplier should provide information about the Horizontal expansion, and what is required by Tetra Pak under "Description"