

## SAP SCC Quality Inspection Supplier Training Guide

Rev, 21.2.2023

Public





### Agenda

#### **Quality Inspection**

- + Introduction
- Parts of Quality Inspection
- Quality Inspection Process Flow
- Configure Email Notifications
- Different Modes of Integration/ Automation

#### **Quality Inspection Portal User Interaction**

- Inspection and Usage Decision Statuses
- Key steps
- Search and Identify Quality Inspection
- View Inspection Details
- Create Quality Inspection
- Record Quality Inspection Details
- Record Inspection Characteristics
- Review Submitted Quality Inspection

#### <u>Appendix</u>

- + Supplier User Permissions
- Ship Notice Error When Inspection is Not Completed
- + Attach a Quality Certificate Document Error
- Multi-tier Quality Inspection for Third Party
- + Email Notification to Suppliers

#### **Quality Inspection** In this Chapter You Will Learn About ...

- ... what is Quality Inspection
- ... parts of Quality Inspection process
- ... Quality Inspection workflow

## Quality Inspection

During the delivery of components, buyers and suppliers can collaborate on quality inspection of finished goods or subcontracting components to achieve improved overall quality metrics. Quality inspection collaboration supports the following functionality.

- Buyer can request the supplier to perform a quality inspection based on a specified inspection lot.
- Supplier can perform the inspection and send inspection results and attach certificate of analysis to the buyer.
- Buyer can review the inspection results and lock them, preventing the supplier from making further changes.
- Buyer can respond to the inspection results by sending the usage decision for the inspection lot to supplier.
- Buyer and supplier can receive email notifications for quality inspection documents.
- Supplier managers can assign roles to users to view or edit inspection results.

#### Quality Inspection Parts of Quality Inspection

Parts of Quality Inspection	Description
Inspection Lot	A record to carry out a quality Inspection for a specific quantity of material, equipment or functional locations
Quality Inspection	Inspecting a material or product or equipment using inspection specifications that have been predefined in the Inspection planning component
Result Recording	Record and process results for Inspection characteristics
Defects Recording	Recording the defects with the help of predefined defect codes maintained in Inspection catalog. Defect is any property or attribute of a material, product or process that does not meet the inspection characteristics specifications.
Usage Decision	To decide whether to accept or reject the goods in the inspection lot based on the results of the Inspection
Quality Certificate	Certifies the Quality of Goods. The chemical or physical properties of goods can be recorded as Inspection results and the characteristics of the batch

#### Quality Inspection Process Flow

**Customer** to adapt to project scope. If Order Collaboration is in scope, there will be two process flow variances: 1. Quality inspection is created before ASN. 2. Quality inspection is created after ASN.

- The buyer creates an inspection lot and sends an inspection request to the supplier.
- The supplier sends inspection results either online or through cXML to the buyer.
- The buyer updates the inspection request, locking it to prevent the supplier from making further changes.
- The buyer sends a usage decision to the supplier, indicating what to do with the inspection lot quantities.



### Quality Tab Options

- 1. You can access Quality Collaboration screens by clicking **Quality** on the main menu.
- 2. Select the relevant process from the drop down.
- 3. Select **Settings** to confirm email for quality notifications, quality collaboration types and events.



#### Quality Tab Edit Quality Email Notifications

From the Quality Settings Screen:

- 1. Click Edit to enter Edit mode.
- 2. Select the rule level required.
- 3. Select the Quality level required.
- 4. Click on **Submit** to save the changes.

**Note:** Prior to managing quality settings, quality user needs to be created by supplier account Admin.

Quality settings	
2 Choose rule Same rule for all customers	Cancel Submit
Separate rules for each customer + Add customer	
Quality inspections	Events <ul> <li>Inspection request has been submitted.</li> <li>Usage Decision request has been submitted.</li> <li>Inspection request has been canceled.</li> </ul>

### **Quality Inspection**

#### **Different Modes of Integration/ Automation**

Ariba Network allows supplier to work in different modes.

- Portal: The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.
- Full System Integration: Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.

#### **Quality Inspection Portal User Interaction** In this Chapter You Will Learn About ...

- ... Quality Inspection statuses
- ... how to search for Quality Inspection details
- ... how to record the Quality Inspection results
- ... how to attach the Quality Certificate
- ... what are the statuses of Quality Inspection and Usage Decision

#### **Inspection and Usage Decision Statuses**

Inspection Status	Description
Pending	Inspection request is received by supplier and no inspection result are pending.
Submitted	Inspection results are submitted by supplier. Supplier can still update the results.
Reviewed	Inspection results are submitted by supplier and supplier cannot any more edit the inspection results.
Partially Reviewed	Inspection results are submitted by supplier and supplier cannot partly edit the inspection results.
Cancelled	Inspection results are cancelled.

Usage Decision Status	Description
Not Valuated	Usage Decision is not done yet.
Valuated	Usage Decision is completed.
Accepted	Usage Decision is accepted by the Buyer.
Rejected	Usage Decision is rejected by the Buyer.

#### Quality Inspection Portal Interaction Key Steps



#### **Search and Identify Quality Inspection**

From the Homepage:

- 1. Click on **Quality/ Inspection**.
- 2. Use search filters to identify quality inspection.
- 3. Configure the columns you see.
- 4. Click **Customer inspection number** to view inspection details.

	SAP Ari	iba Supply C	hain Collabora	ation 🚽	Enterprise	Account					
ł	łome E	Enablement	Workbench	Planni	ng 🗸	Orders V	Quality ~				
2	Quality in	spection									
	Searcl	h filters								« Page	<ul><li>3</li><li>&gt; ₿</li></ul>
4	Customer inspection no.	Supplier inspection no.	Customer	Inspection lot quantity	Customer part no.	Supplier part no.	Days to complete	Inspection end date	Inspection status	Order no.	Order Line Number

#### **View Inspection Details 1**

Quality Inspection screen displays:

- 1. Customer inspection no.
- 2. Supplier inspection no.
- 3. Name of Customer.
- 4. Inspection Status.
- 5. Inspection progress.
- 6. Usage decision.
- 7. Inspection lot quantity.
- 8. Customer part no.
- 9. Order no.
- 10. Table options.

Quality inspection ▶ Search filters		The	Inspection Sta dicates the curre	atus ent	The Usage Decis identifies when supplier/Buyer ha		-			
1	2	3		5	actioned 6	7			8 « Pa	age 5 9 » 🗄
Customer nspection no.	Supplier inspection no.	Customer	Inspection status	Inspection progress	Usage decision	Inspection lot quantity	Days to complete	Inspection end date	Customer part no.	Order no.
10000000118	dasdasd	QIBUYER	Pending		Not Valuated	100			II-14412	Non-PO
1000000123		QIBUYER	Submitted		Not Valuated	5			CSC-IM-FP-5001	4500441679
1000000122		QIBUYER	Pending		Not Valuated	3			CSC-IM-FP-4001	Non-PO
1000000234		QIBUYER	Pending		Not Valuated	2.5			CSC-IM-FP-5001	Non-PO
1000000233		QIBUYER	Submitted		Not Valuated	1			CSC-IM-FP-5001	4500441679
1000000232	232	QIBUYER	Pending		Not Valuated	1			CSC-IM-FP-5001	4500441679
1000000231	231	QIBUYER	Pending		Not Valuated	2			CSC-IM-FP-5001	Non-PO
1000000230	230	QIBUYER	Pending		Not Valuated	2			CSC-IM-FP-5001	Non-PO
1000000229	01000000229	QIBUYER	Pending		Not Valuated	2			CSC-IM-FP-1001	Non-PO
1000000228		QIBUYER	Pending		Not Valuated	2			II-14417	Non-PO
1000000227		QIBUYER	Submitted		Not Valuated	2			CSC-IM-FP-1001	Non-PO
1000000226	162222	QIBUYER	Submitted		Not Valuated	1			II-14417	Non-PO
1000000225	010000002251	QIBUYER	Deviewed		Assessed				11 4 4 4 4 7	Nee DO
1000000224		QIBUYER	Reviewed		Accepted	1			11-14417	NON-PO
1000000223		QIBUYER	Reviewed		Accepted	1			II-14417	Non-PO
	The Supplier inspection no. created by the supplier			The Inspect progress in visual sca	ction is a ale	a fro	Fields can be dded or remove om view use tal	ed ole	Ins Pt	Navigate from spection displa urchase order

#### **View Inspection Details 2**

Click Customer Inspection Number to view inspection details, list of certificates/ documents and test results for characteristics.

- Inspection due date indicates the Buyer needs the inspection to be completed by.
- 2. Certificate of Analysis (CoA) and other Quality related documents can be attached.
- Three Inspection characteristics namely Viscosity, PH level and Visual Test need to be recorded.
- Viscosity and PH level are Quantitative hence a tolerance range (Minimum & maximum) is available.
- Visual test Qualitative and hence a drop down details of Good, Bad is available.
- Once the Mean Value is entered, the horizontal bar indicates the result as Passed, Failed.

<	Inspection details							Ed	it
[	Details History							Export cXM	1∟▼
Inspe Apr 1	ction date 7, 2019	Inspection due date Apr 17, 2019	I	Inspection status Pending	Usage decision Not Valuated	Inspection progress		0 of 3 complete	
Custo Custo	mer mer location	NALA CLAQ1BUYER2 3200 Atlanta	ş	Supplier Supplier part no.	LOB NALA Supplier 9	Date of Manufacture Inspection type		 ZA - Ariba Goods Rpt Insp. for Purchase Order	
Custo Custo Custo	mer part no. mer inspection no. mer Batch	PROC-IM-CO-1000 - Ca 000000006416 	astor Oil	Supplier inspection no. Supplier batch		Inspection lot quantit Revision Purchase order Purchase order item	у	100  4500048960 10	
List ce Test re	rtificates and documents	3)							
Operati	on Number: 0010								
	0010		Viscosity		Inspect 1 * 1 BBL			Not started	
~	Minimum 20 ; Maximum 40 ;				Summarized Recording		required		
	Samples summary	Inspected	1	Mean value	Above range 0	Below range 0		Non-conformance 0	4
	0020		PHLEVEL		Inspect 1 * 1 BBL			Not started	>
~	Minimum 4 ; Maximum 4 ;			3	Summarized Recording		required		
	Samples summary	Inspected	1	Mean value	Above range 0	Below range 0		Non-conformance 0	
	0030		Visual test		Inspect 1 * 1 BBL			Not started	

#### **Create a Quality Inspection**

The Inspection Number is visible in the Ariba Network, once the Buyer creates the inspection lot in their ERP.

- 1. The Inspection status initially will be "Pending".
- 2. The Usage decision initially will be "Not Valuated".
- 3. Click "Customer Inspection Number" to record the inspection results.
- 4. There are 3 Inspection Characteristics to record the results for this inspection number.

Customer in- spection no.	Supplier in- spection no.	Customer	Customer batch	Supplier batch	No. of charac- teristics	Inspection sta- tus	Inspection pro- gress	Usage deci- sion	Inspection lot quantity	Inspection end date	Customer part no.	Order no.
0000000646	3	NALA CLAQ1 BUYER2			1	Pending		Not valuated	10	Apr 20, 2019	PROC-PH-T B-01	4500048989
00000000641 6		NALA CLAQ1 BUYER2			3	Pending		Not valuated	100	Apr 17, 2019	PROC-IM-CO -1000	4500048960
0000000641 5		NALA CLAQ1 BUYER2			1	Pending		Not valuated	10	Apr 16, 2019	PROC-PH-T B-01	4500048935

#### **Record Inspection Details**

Under Quality Inspection details:

- 1. Click **Edit** to record the Inspection details and Attached the Quality related documents.
- 2. Enter "Supplier Inspection Number" and "Supplier Batch".

< Inspection of	details				Edit
Details	History				Export cXML 🔻
Inspection date Apr 17, 2019	Inspection due date Apr 17, 2019	Inspection status Pending	Usage decision Not Valuated	Inspection progress	0 of 3 complete
Customer Customer location	NALA CLAQ1BUYER2 3200 Atlanta	Supplier Supplier part no.	LOB NALA Supplier 9	Date of Manufacture Inspection type	 ZA - Ariba Goods Rpt Insp. for Purchase Order
Customer part no. Customer inspection no.	PROC-IM-CO-1000 - Castor Oil 000000006416	Supplier inspection no. Supplier Batch	XYZ123 10	Inspection lot quantity Revision	100
				Purchase order item	10

#### List Certificates and documents.

3. Click "Attached files" and then "Additional Documents" to attach the Quality related documents like Certification of Analysis, calibration documents etc.

Custo	mer inspection no.	00000006416	Supplier Batch			Revision					
Custo	mer batch					Purchase order		4500048960			
						Purchase order item		10			
List ce Test re Operati	st certificates and documents est results for characteristics (3) peration Number: 0010										
	0010	Visco	sity	Inspect 1 * 1 BBL				Not sta	arted		
~	Minimum 20 ; Maximum 40 ;			Summarized Recording			required				

#### **Record Inspection Characteristics**

Under Test results for Characteristics:

- Enter the Mean Value for Characteristics - Viscosity (0010) & PH level (0020).
- 2. Once the Mean Value is within the Minimum and Maximum range, the horizontal monitor bar shows 100% Passed.
- The third Characteristic Visual test is Qualitative, Select "Good" or "Bad" from the Drop down menu.
- 4. Click "Submit" once the characteristics are recorded.

List ce	rtificates and documents						Attach Files 🔻
Test re	esults for characteristics (3)						
Operati	on Number: 0010						
	0010		Viscosity		Inspect 1 * 1 BBL		100% passed
· ·	Minimum 20 ; Maximum 40 ;			1	Summarized Recording		required
	Samples summary	Inspected	1	Mean value 30	Above range 0	Below range	Non-conformance 0
	0020		PHLEVEL		Inspect 1 * 1 BBL		100% passed
Ť	Minimum 4 ; Maximum 4 ;				Summarized Recording		required
	Samples summary	Inspected	1	Mean value 4	Above range 0	Below range	Non-conformance 0
	0030		Visual test		Inspect 1 * 1 BBL		100% passed
~					Summarized Recording		required
	Good ~ Bad						
	Good Samples summary	Inspected	1	Non-conformance 0			
SAF	P Ariba 📉						
SAP A	riba Privacy Statement Security Disclosure	Terms of Use					© 1996–2018 Ariba, Inc. All rights reserved.



#### **Review Submitted Quality Inspection**

## Once the Inspection results are recorded and Submitted

1. The Inspection status changes from "Pending" to "Submitted" and the Inspection Progress turns from Blank to Solid.

## Buyer reviews the Inspection results in ERP system and accepts the results

 The Inspection status changes from "Submitted" to "reviewed" or "Partially reviewed" and Usage decision changes to "Valuated"

## Once the Usage decision is made by the Buyer in the ERP system

3. The Inspection status changes from "Submitted" to "reviewed"

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characteristics	Inspection status	Inspection progress	Usage decision	Inspection lot quantity	Inspection end date	Customer part no.	Order no.
0000000646 2		NALA CLAQ1BUYE R2			1	Pending		Not valuated	10	Apr 20, 2019	PROC-PH- TB-01	4500048989
0000000641 6	XYZ123	NALA CLAQ1BUYE R2		10	3	Submitted		Not valuated	100	Apr 17, 2019	PROC-IM- CO-1000	4500048960
0000000641 5		NALA CLAQ1BUYE R2			1	Pending		Not valuated	10	Apr 16, 2019	PROC-PH- TB-01	4500048935

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characterist	Inspection status	Inspection progress	Usage decision	Inspection lot quantity	Inspection end date	Customer part no.	Order no.
000000061 83	SUP762762	NALA CLAQ1BUYE R2			3	Reviewed		Valuated	100	Mar 14, 2019	PROC-IM- CO-1000	4500048250

Customer inspection no.	Supplier inspection no.	Customer	Customer batch	Supplier batch	No. of characteristi	Inspection status	Inspection progress	Usage decision	Inspection lot quantity	Inspection end date	Customer part no.	Order no.
000000061 66	SIN6166	NALA CLAQ1BUYE R2	000000707		2	Reviewed		Accepted	500	Mar 12, 2019	SCC201QA	4500048158

## Appendix

#### **Supplier User Permissions**

- Supplier can create **two** Quality Inspection roles for their users
- Under Company
   Settings/Users/Create Role
  - Quality Inspection Access
    - The supplier User has access to view Quality Inspection documents
  - Quality Inspection
     Creation The Supplier
     user has access to create
     Quality Inspection
     documents

/	Create Role				Save	Cancel	
	* Indicates a required field						
	New Role Information						
	Name:*						
3	Description:						
5							
/	Permissions						
	Each role must have at least one permission.						
וו	Page 1 🗸 🔉						
r	Permission Limestamp verification	D	Description verity timest	amp token on invoices			
-	Payment Activities		Manage you	r payment activities			
1	Quality Inspection Access		Access to vie	ew quality inspection documents			
	Quality Inspection Creation		Access to cre	eate quality inspection documents			
	Quality Notification Access		Access to vie	ew quality notification documents			
	Quality Notification Creation		Access to cre	eate quality notification documents			
	Quality Review Access		Access to vie	ew quality review documents			
	Quality Review Creation		Access to cre	eate quality review documents			
	Receivables Upload		Select receiv	vables for auction		~	
					Save	Cancel	

#### **Ship Notice Error When Inspection is Not Completed**

If Supplier tries to create an ASN without receiving the acceptance of Inspection results.

- Supplier gets an error "Cannot send ship notice before receiving acceptance of inspection results".
- The Usage Decision status should be in "Accepted" status for the supplier to proceed with Ship Notice.

Order It	ems									
Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4124511	1	SFV	BFV		10	СТ	6 Mar 2017		1.50 EUR	15.00 EUR
	Description:	Laptop								
	Shipment Sta Total Item Due Confirmation Total Confirme	itus Quantity: 10 CT Status d Quantity: 0 CT	Total Backordered	Quantity: 0 CT						
	Line		Ship Q	ty	Batch ID		Produc	tion Date	Expiry Date	
	1		10		BA-1200					
	Add Ship N	Notice Line		!Cann	ot send ship notice 1 befor	re receiving a	cceptance of inspection re	sults.		

#### **Attach a Quality Certificate Document Error**

When the Quality document attachment is not done and if there is a mandatory requirement for supplier to attach a quality certificate to the inspection results, then the Quality Inspection will give Error.

- Mandatory Requirement will be based on the material master setting in the back-end ERP.
- Error "At least one certificate attachment by type is required" is displayed if the attachment is not done while saving the Inspection results.
- Requested certificate will be available under "Attach Files" Section.
- Additional document can be attached using "Additional documents" link.

<	Inspection Details						Cancel Submit
	Details History						
	Error At least one Certificate Attachme	nt by type is required					
Inspe Sep 5	ction date 5, 2017	Inspection due date Sep 6, 2017	Inspection status Pending	Usage decision Not Valuated			
Custo Custo Custo Custo	mer Inter location Inter part no. Inter inspection no. Inter batch	QIBUYER 0001 eCATT Plant CSC-IM-FP-4001 - CSC Finished Product 4001 010000000301 KR_KB_LOT1	Supplier Supplier part no. Supplier inspection no. Supplier batch	qisupplier 12001_INS SUP-LOT1	Purchase order Date of manufacture Inspection Type Inspection lot quantity Revision		4500502771  01 - Goods Receipt Insp. for Purchase Order 5 
List ce Test re	ertificates and documents esults for characteristics (4)						Attach Files 🔻 Abnahmeprüfzeugnis "3.1.A" EN 10204 Additional Documents
v	0010 Minimum 50 %; Maximum 70 %;	Quantitative	Summarized Recording - 1	Inspect 5 * 1 EA Summarized Recording		required	100% passed

#### **Multi-tier Quality Inspection for Third-Party**

If your Buyer system is enabled for the multi-tier collaboration component, Multi-tier Quality Inspection tab will be available. The thirdparty recipients may **only read** the quality inspections; no other action is allowed.

To locate third-party copies of quality inspection:

- 1. Go to Inbox/ Extended Collaboration
- 2. Multi-tier Quality Notification tab.

1									
Ex	tended Collabor	ation							
	Multi-Tier Orders	Component Inventory	Component Shipments	Return Shipments	Consignment Movements	Multi-Tier Shipments	Component Receipts	Component Consumption	2 Multi-Tier Quality Inspection
	Search Filters								
	Multi-Tier Quality	y Inspection							
	Quality Inspection #		Customer	Suppl	ier Da	ate 🖡	Routing Status	Document S	tatus

#### **Email Notification to Suppliers**

• Supplier receives a notification in the event of inspection request, result review and usage decision.

	Wed 9/6/2017 7:04 AM
	ordersender-dev7@ansmtp.lab1.ariba.com
	Ariba Internal Testing Quality Inspection Request from QIBUYER
То	
If there are provided in the second secon	problems with how this message is displayed, click here to view it in a web browser.
× The links	d image cannot
Hello gisu	upplier,
You have	received a Quality Inspection Request document # 01000000307.
Customer	r: QIBUYER
Documen	t number: 01000000307
Supplier p	/ part no: CSC-IM-FP-4001 part no:
Customer Supplier b	r batch: batch:
Date rece You can y	ived: 2017-09-06T07:03:43
If you hav Please do	ve any questions, please contact QIBUYER directly. o not reply to this automatically generated email.
© 2017 S	SAP SE or an SAP affiliate company. All rights reserved.
Sincerely,	
http://buye	tr.ariba.com
For furthe	r assistance, contact Ariba Help and Support-
<b></b>	
	Ariba Inc., 3410 Hillview Ave, Palo Alto, CA 94304, USA Privacy Policy Data Policy User Community
You have	received this patification because ways email address, or a group email address that you belong
to, is spec the email Manage Pr	ified in an Ariba Network account. If you do not want to receive future notifications, update I addresses in your account (in the top right corner, dick your company name to expand the rofile, then dick Notifications).

# Thank you.



