

Document type/Dokumenttyp

Description

Approved by/Godkänt av (tjänsteställebeteckning namn)

Issued by/Utfärdat av (tjänsteställebeteckning namn telefon)

RCDD Anna Kjærnsvik +46855389182

Title/Rubrik

AAR Portal supplier manual

File name/Filnamn

AAR Portal_supplier manual_2

Date/Datum

2019-11-20

Issue/Utgåva

2

Info class/Infoklass

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AAR Portal

The Appearance Approval Portal is a collaboration platform,
designed to power Scania's AAR-process

The Scania AAR Portal supports the AAR (Appearance Approval Report) process and contains all relevant information about a part's AAR status and surface quality level.

This manual will guide you as a supplier through the different parts of the portal.

Start

The start page contains information regarding your contact details. Please make sure that it is always up to date! Further, you can change primary contact person or add a colleague as a user by clicking the Edit-button.

Edit

- Update company or user details. Click **save** in the same boxed area as you make the change.
- Change primary contact. This is the person that will be on the distribution list for the reports.
- Add colleagues by clicking the **Add user** button. Fill in the new user details in the right column and click **save** (in the right column!).
- Reset password. When clicking the **reset password** button you will receive a mail with a reset link to follow.

In the right column of the start page you find Help & Support:

- Use the **AAR inbox** mail box if you have any questions related to the Scania Appearance approval process.
- The **AAR Toolbox** is currently under construction. Later, you will find information and tools regarding the AAR process by clicking on the toolbox-link.
- The **FAQ** is the same as on the login page. Here you primarily find answers related to the portal and login information.

Note: If you want a sub-supplier to access your AAR reports, contact the Scania AAR team (aar.inbox@scania.com) and Scania will add the supplier as a user.

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Parts

The **Parts** page contains the AAR reports of all parts that have started the AAR process flow (first step AAR tech review).



AAR Portal

Profile
Log out

Start

Parts

Show all

Parts

Find parts by using the search field. Sort the list by clicking the headings.

When parts are sent to Scania, select one or several checkboxes and click the button "Send parts". Please make sure to always use the latest [AAR pallet flag](#) on your delivery.

Search

Part No	Part name	Old and related parts	Project	Region	Supplier	Evaluation step	Status	Status updated	Send parts
0000000	Test part			-	Test supplier	2nd TR	Report: OK	2018-05-13	<input type="checkbox"/> 2018-05-13

◀ 1 ▶

To enter a report, click somewhere on the row for the part of interest.

If the list contains many parts, use the search field! It is possible to search for anything that is mentioned in the part list overview. Fine tune the search by adding several words with a blank in between. E.g. TR OK

Explanation to the titles in the overview:

Part No: Scania part number

Part Name: Scania part name

Old and related parts:

This may contain older part numbers if a part number has been changed and also related part numbers such as LH, RH, Assy number, other colours etc. More information might be stated within the part information area in the report.

Project: Scania project name

Region:

SEU: Appearance approval made by Scania Europe (Södertälje)

SLA: Appearance approval made by Scania Latin America

Supplier: Scania Tier 1

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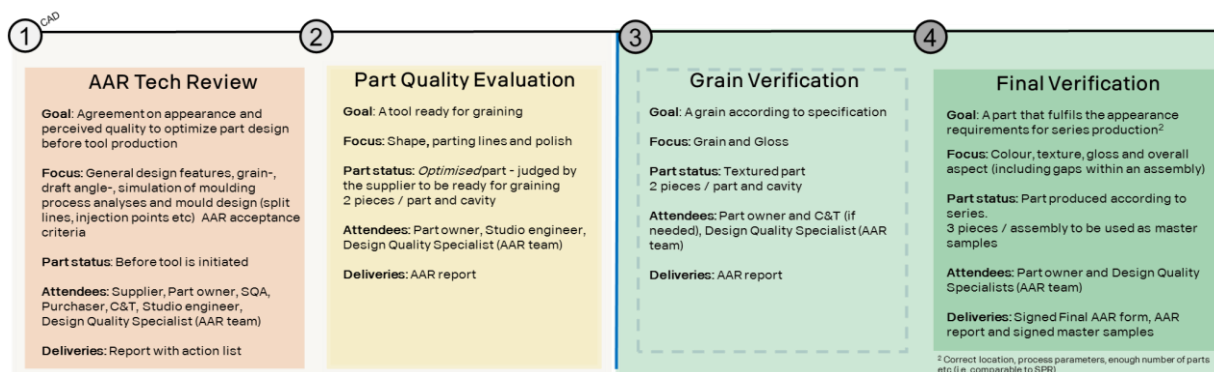
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Evaluation step: States where in the AAR process flow the part is. There are 4 evaluation steps for appearance approval:

- **TR** (AAR tech review) – shall be performed before tooling starts
- **PQE** (Part Quality Evaluation) – performed on optimised FOT- parts
- **GV** (Grain Verification) – applies for all grained plastic parts
- **FV** (Final Verification) – Final approval made on serial produced parts



AAR evaluation steps

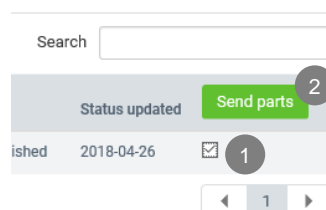
In the **Evaluation step** column it is stated if it is the 1st loop or a resubmission, e.g. 1st PQE or 2nd PQE

Status: Shows the status of the evaluation step stated in the evaluation column:

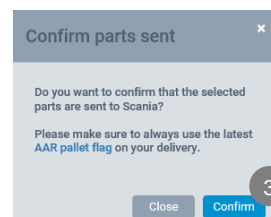
- Report: OK: The part has been approved in the evaluation step that is stated.
- Report: (Ok): Evaluation report approved with comment – Supplier action requested: enter the report and add an answer to the Scania comment!
- Report NOK: AAR step not approved. Enter the report and read necessary action before re submitting parts to the same evaluation step.

Status updated: Date for last status.

Send parts: Click the ticking box (1) for the part that you will send to Scania and then click the green **send parts** button (2) when ready to send parts for evaluation. A confirmation box will appear which includes a link to the AAR pallet flag. (You also find a link to the pallet flag in the top of the Parts page).When confirming (3), the current date will appear in the column.



Search	Status updated	Send parts
ished	2018-04-26	<input checked="" type="checkbox"/>



Confirm parts sent

Do you want to confirm that the selected parts are sent to Scania?

Please make sure to always use the latest [AAR pallet flag](#) on your delivery.

Close Confirm

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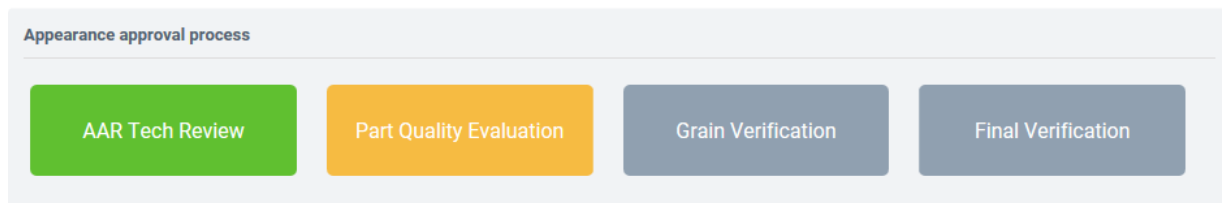
Note: In parallel to sending parts, you should send a mail to aar.inbox@scania.com with measurement reports (dimension and possible colour/gloss measurements) plus any other information you find relevant (e.g. production date, batch no etc.).

The report - Part specifications & appearance approval reports

When clicking on a part in the overview list (anywhere on the row) you will enter the reports for that specific part.

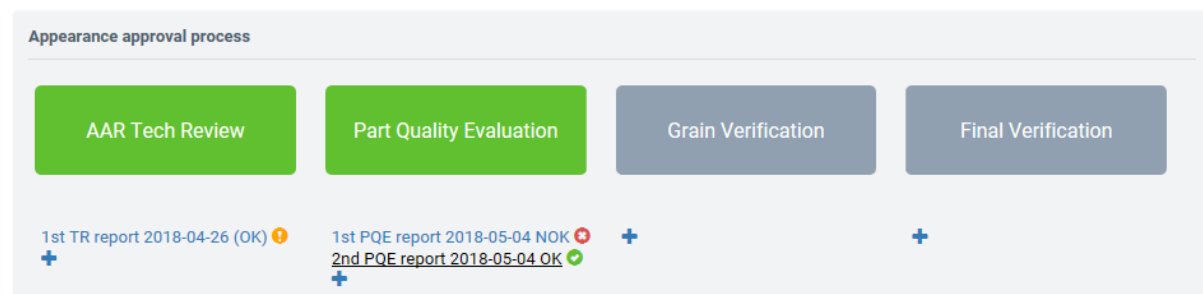
At the top of the report there is a **ShowPartInfo** button. Clicking on this text will show all the basic information regarding the part. At the bottom of Partinfo area you also find mark-up reports when available and a picture of the part in question.




Below the “ShowPartInfo”, is a *status bar* showing where in the AAR process the part is. The status bars turn yellow when the step is on-going and green when the step is completed.



Below the status bar is a list of all reports related to each step. Click on the report you would like to see to enter the report for that step. (When entering the reports page for a part it is always the latest one that is visible by default).

Symbols attached to report name:



-  Yellow !: Report approved with comment – needs action/response by supplier
-  Red cross: Report not approved – needs action/response by supplier. Evaluation step needs looping
-  Green checkmark: Report approved/evaluation step completed. Proceed to next step in the process.

Important! When you as a supplier receives a report that is approved with comment (Report: (OK)), you need to answer by filling in action to the comment in order to complete the step – and make it green.

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If a report is approved – no action is needed until you send new parts for the next step – then enter the portal and click the send parts box. You will then also access the pallet flag.

The **Evaluation details** area (below the status bar) contain remarks from the AAR evaluation.

First, some information regarding the date of the evaluation, who has performed the evaluation, which part numbers the report is valid for and also production date and batch no of the part that has been evaluated (please provide this information when sending parts to Scania).

Note: for evaluations performed before June 2018 (before the web based AAR portal was launched) the evaluation date will equal the date when the report was transferred to the new system (not when the evaluation originally was performed!). For these old reports the production date is when the evaluation was done.

Second, the actual remarks and conclusion from the Scania AAR-team:

Tool related defects	Upload Supplier actions	Planned due date			
+					
Process related defects	Upload Supplier actions	Planned due date			
+					
Defects checklist	OK NOK N/A	Comment	Upload	Supplier actions	Planned due date
Colour (D65)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Colour (F11)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Gloss	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Texture	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Illumination	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Sharp edges	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Measurement protocol	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>	<input type="text"/>
Conclusion comment	Conclusion *	Delivery date			
<input type="text"/>	<input type="radio"/> Approved <input type="radio"/> Not approved <input type="radio"/> Approved with comment	<input type="text"/> <small>Estimated for resubmitted part</small>			

The left column shows Scania remarks and the right column is for supplier actions (that you need to fill in when receiving the report).

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In the right column you will also be able to fill in the estimated delivery date for the next delivery and also upload any documents you find relevant.

Tool related defects


Lists all remarks related to the tool / cavity. These needs to be corrected before getting an approval to move to the next step.

Example:


If the Scania DQS (Design Quality Specialist) find a defect, we will add a comment and also upload a picture explaining the defect (The number in front of the picture states which comment it is attached to).

When you receive the report, you should enter and add your response to the remark and also fill in an estimated date for when it is likely to be corrected.

Tool related defects	Upload Supplier actions	Planned due date
1 Radius, curve along radius	Will inform toolmaker, to improve polishing	2018-05-17
2 Sink mark deforming A-surface	To be optimised before final AAR	2018-05-17



1A



2A

You can click on the number below the picture to make it larger.

Process related defects

Lists all remarks related to the production process. Process related defects should preferable be optimised as soon as possible but depending on where the part is produced, it might not be reasonable to correct before getting parts from the final production sight.

Most commonly, it is up to you as a supplier if you would like to resubmit parts for the same evaluation step or if you are confident that it is process related and will be removed before sending parts for the next evaluation step. Then it is ok to state that in the action and move to the next step.

If Scania demands resubmission to the same evaluation step, that will be stated in the report.

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Defect checklist

Defects checklist	OK NOK N/A	Comment	Upload	Supplier actions	Planned due date
Colour (D65)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Colour (F11)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gloss	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Texture	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Illumination	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sharp edges	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Measurement protocol	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This part of the report contain evaluation remarks (OK/NOK/N/A and comments) regarding properties such as colour, gloss, texture, illumination, sharp edges or if a submitted measurement protocol is OK/NOK.

If any remarks are made, pictures will be found as a text below each row.

Conclusion comment

Next to the conclusion comment box, a box will be ticked stating the status of the report. This will also be seen in the overview on the part page.

Delivery date

As a supplier you are asked to enter the estimated time for delivery for the next AAR evaluation in the box next to the conclusion comment. Please use this as this will help the AAR-team plan our resources and make the flow of parts more efficient!

General comment (Scania)

Here you might find any general comments. Next to the comment box, any relevant documents will be uploaded (AAR-forms etc.)

General comment (Supplier)

In this box you can add any comments you find relevant and also upload documents next to the comment box. You are always free to upload documents (AAR forms, presentations if you want to explain something in detail etc)! This part of the report is always open even if the rest of the report is closed for editing after it has been published.

At the bottom of the report there is a **Distribution list**. It includes all names that has received a mail regarding the report.

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Role	Distribution list 	<input type="checkbox"/> <input type="checkbox"/>	Latest action
Tier 1 supplier *	- <input type="text"/> +	<input checked="" type="checkbox"/>	
Tier 2 supplier	- <input type="text"/> +	<input checked="" type="checkbox"/>	
Part owner *	- <input type="text"/> +	<input checked="" type="checkbox"/>	
SQA *	- <input type="text"/> +	<input checked="" type="checkbox"/>	
SNK	- <input type="text"/> +	<input checked="" type="checkbox"/>	
Object leader	- <input type="text"/> +	<input checked="" type="checkbox"/>	
Colour & trim	- <input type="text"/> +	<input checked="" type="checkbox"/>	
Other	- <input type="text"/> +	<input type="checkbox"/>	
	<input type="text" value="anna.kjernsvik@scania.com"/> -	<input type="checkbox"/>	

Note: even if a person is not in the distribution list, he/she will be able to access the report by logging in to the portal as long as a colleague is on the distribution list.

Note! At the bottom of the report is the **Save** button – always remember to click save after entering your comments in the action fields! To make the report visible with your action comments – click **Publish**. Then the report will be visible for Scania.

When a Final AAR report is approved – and signed – you will see a “Final AAR approval signature” box at the end of the report. The status on the part overview page will also change to signed.

Final AAR approval signature

Approval date	<input type="text" value="2019-11-13"/>
Scania part responsible	<input type="text" value="stefan.hellstrom@scania.com"/>

You shall then upload a PDF or (if agreed with the SQA) a link to the report in the AAR portal, in the e-PPAP system.