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# **Collaboration Portal**

4/4/2024



**Topics in Collaboration Portal Walkthrough** 

- Introduction to Collaboration Portal
- > Getting Access
- Logging In
- > Problem Resolutions
- > PPAP Submission



#### Introduction

Collaboration Portal is a web based system designed to improve communication between suppliers and AM General

This guide will focus on how to access the system, answer corrective actions and submit PPAPs





# **Getting Access**



#### **Getting Access to Collaboration Portal**

- 1. Contact your SQE
- 2. SQE will provide a form
- 3. Fill out the form
- 4. Identify 1-3 individuals for system access
- 5. Return the form to your SQE
- 6. An email will be sent with your login information

- 1. Navigate to <u>https://intellaquestcp.a</u> <u>mgeneral.com/</u>
- 2. Enter your username
- 3. Enter your password
- 4. Click Login



Use the username and password sent to you on your email with the instation to use the portal.

LOGIN

Created by IntellaQuest



- The next screen will configure the multifactor authentication
- Compatible authenticator applications are listed on the screen
- Use a phone to scan the 3D barcode
- 6. Touch the prompt

#### CONFIGURE MULTI FACTOR AUTHENTICATION

Scan the following image with your authenticator app:



If you don't have an app get one the following apps on your mobile phone or tablet







- 7. Save a new password
- 8. Enter and save the account information
- 9. Verification code should now appear
- 10. Multifactor authentication should now be set up





- 10. In the browser, enter the device name and verification code
- 11. Click Validate to log in

Image: Construction   Image: Construction   User Name   Device Name   Device Name   Device name*   Phone   NOTES   Add Notes   Change Password on Website   Intellaquestcpsso.amgeneral.com   Image: Construction   Delete Password	2:10 Camera	.al ≎ ■) Ф. 548		
Sword Device name*   Verification Code   This code is valid for the next 29 seconds.   Anew code will be generated when it expires.   NOTES   Add Notes   Please open a Authenticator app on your device and enter the provided 6- digit code below.   Change Password on Website   WEBSITE   intellaquestcpsso.amgeneral.com   Delete Password	amgeneral.com Last modified today User Name	- Eoit		CONFIGURE MULTI FACTOR AUTHENTICATION
Verification Code   This code is valid for the next 29 seconds.   A new code will be generated when it expires.     NOTES   Add Notes      Please open a Authenticator app on your device and enter the provided 6-digit code below.   Change Password on Website   WEBSITE   intellaquestcpsso.amgeneral.com   Delete Password     Delete Password	D. sword		10.	Device name*
NOTES   Add Notes   Add Notes   Change Password on Website   WEBSITE   intellaquestcpsso.amgeneral.com   Delete Password   Intellact Change Password on Website    Intellact Password	Verification Code This code is valid for the next 29 seconds. A new code will be generated when it expi	ires.		Phone Application name
Add Notes   Add Notes   Change Password on Website   website   intellaquestcpsso.amgeneral.com   Delete Password     Delete Password     Please open a Authenticator app on your device and enter the provided 6-digit code below.     Code*   Code*   Code*   Code*	NOTES			ios
Change Password on Website     WEBSITE   intellaquestcpsso.amgeneral.com   Delete Password     Delete Password	Add Notes			Please open a Authenticator app on your device and enter the provided 6- digit code below.
WEBSITE   intellaquestcpsso.amgeneral.com   Oelete Password	Change Password on Website			
intellaquestcpsso.amgeneral.com ⊘ T1. Validate Complete Password ← Back	WEBSITE			
← Back Delete Password	intellaquestcpsso.amgeneral.com	0	11.	Validate
Delete Password				← Back
	Delete Password			



- 1. Navigate to <u>https://intellaquestcp.a</u> <u>mgeneral.com/</u>
- 2. Enter your username
- 3. Enter your password
- 4. Click Login



LOGIN

Description of the service of

Created by IntellaQuest



- 5. Find the multifactor verification code from the authenticator
- 6. Enter the verification code in the browser
- 7. Click Validate

Camera     A Passwords	-1 ♥ ■ (1) Ed	D .		
Add Notes	ert 29 seconds. ted when it expires.		6. 7.	LIDATE SIGN-IN REQUEST tel device one • code believ. tel * tel device and enter the provided 6- code believ. tel *
Change Password on	Website		Terr.	ns Privacy Language Briglish (US) v
WEBSITE				
intellaquestcpsso.am	general.com Ø			
				Orward by ImaileQuest



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- Corrective actions can be accessed from the dashboard
- 2. Open corrective actions can be found in the Pending Actions list



- All problems can be found by clicking Problems on the left <sup>3.</sup> side of the page
- 4. Then by clicking all problems
- The list of all problems associated with your company should be listed



6. Open the problem by clicking the Problem ID or the Problem Title



#### **Completing CARs**

- 7. The corrective action is opened in the General tab
- 8. This lists the problem details, team, and supplier information

	Resolution ac	tivity Reviews and feedback	Attachments History		
	Acknowledge p	problem P	rovide problem details	Resolution activity	Clased
ENERAL	•	Review and acknowledge     Please review the details below and	click the Acknowledge button in order to start	sorking on this problem.	
	8.	💷 Details			Status
		Problem category: Supplier Corrective Actions	Problem type: Supplier CAR	10: 2624-72257-64	14
		impact level:	Defect category:	Symptom category: Supplier Issue	Days until due
		Symptom code: Defective Component - Return			Problem status
		Description: Example			Due date: Apr 18, 2024
		Created:	Last modified:	Supplier Final Review Date: *	Desired time to closure (slays) 15 Days (15 days)
		🙊 Team			🚯 Risk
		Champion:	Resolution leaders:	Problem coordinators:	Risk Factors:
		Team members:	Notification recipients:		Risk level
		Supplier buyers:		sqe.	Risk comment:
		Supplier Information			
		Supplier Disruption Impact Level .	Supplier name: * Test Supplier 2	Supplier contact:	Supplier contact email
			Part surpluse a	PO suggest	Quantity (defective componentic) =



- 9. New corrective actions need to be reviewed and acknowledged
- 10. Click the Acknowledge Problem button
- 11. Click Acknowledge in the problem

	Acknowledge problem		revide problem details	Resolution activity	Cused
ENERAL	9. © Rev	view and acknowledge se review the details below and	I click the Acknowledge button in order to s	tart working on this problem.	
		Details			Status
	Problem Supplie	category: r Corrective Actions	Problem type: Supplier CAR	IC: 2024-72257-64	14
	Impact	evel	Defect category:	Symptom category: Supplier issue	Days until due
	Sympto	m code:			$\bigcirc$
	(Janet)	en en algement - narrend			Problem status In process
	Descript Example	ton:			Due date: Apr 18, 2024
	Created		Last modified	Supplier Final Review Date: *	Desired time to closure (days): 15 Days (15 days)
		Acknowled	ge Problem	×	

- 12. Corrective action is acknowledged
- 13. Navigate to Resolution activity to complete actions

2024-722	57-04 - Collaboration Po Test - > All Problems > Problem details Resolution activity 💼 Re	views and feedback Attachments History		C Request review More a
12.	Acknowledge problem	Provide problem details	Resolution activit	Closed
GENERAL	There is a p     Please compil	pending action lete the required Tasks.		
	🛄 Details			Status
	Problem category Suggiller Cerrect	r Prublem type: dwe Actions Supplier CAR	©: 2824-72287-04	$\bigcirc$
	Impact level:	Defect category:	Symptom category: Supplier issue	(14 Days until due
	Symptom code: Defective Compr	unent - Return		Problem status
	Description: Example			in process Due date
				Apr 16, 2024
	Created	Last modified:	Supplier Final Review Date: * *	15 Days (15 days)



- 14. Tasks will be assigned to your organization following the format of an 8D
- 15. Click Edit on the right side to edit each task

p Prol	iem details Resolut	tion activity 🔲 🛛 Review	vs and feedback Attach	ments History				
Cushboard								
		0	•					
	Acknow	riedge problem	Provide problem	e details	Resolution activity		Clesed	
TASP	5 🖸	+ O There is a pend	ling action					
	_	Please complete t	he required Tasks.					
CON	TAINMENTS	Con Tracks						
cost	15	Tasks						
		Task title ?		Assigned to	Task status	Date completed	r	T
		D0 immediate Con	tainment and Quality Alert		Not started		15.	
		01 Contact / Team	Information		Not started		Serger sense	ł
		D2 Problem Descri	ption		Not started		7-Apr-2824	I
		0.3 interim / Short	ferm Corrective Action / Cont		Not started		4-Apr-2824	
		D4 Complete Root	Cause Analysis		Not started		8-Apr-2024	L
		D5 implemented P	ermanent Corrective Action		[Not started]		12-Apr-2024	I
		D6 Systemic Preve	stion		Not started		10-Apr-2024	L
		07 Validation of \$1	lectiveness		Not started		11-Apr 2034	



- 16. To update the task, enter the completed date and describe the action taken
- 17. Drag and drop any supporting documentation to the Upload Attachments box
- 18. Save Changes19. Task is updated to Completed



# 20. Additional examples of completed tasks

resultation	
List the Champion, Product or Process Owner, and team members	
lasigned to *	
	x v
tue date * Date completed *	
5-Apr-2024	<b>a</b>
NP convent	
Supplier - Quality Engineer, Production Supervisor, Design Engineer, Manufacturing Engineer, Opera AM General - SQE, Buyer	stor, Buyer
istachments Izlaad attachments	EDIT TASK Completed ~
Click to browse or drag a file to upliced (mas. 250 MB)	
	Assigned to *
	×
Cancel S	Due date * Date completed *
	evbrane Data
	WP comment Updated the work instruction to implement 1996, inspection for mission feature. Trained operator to the new
	work instruction. Created inspection instruction for shipping department and braned to new temporary inspection for missing feature.
	Allachments Upload attachments
	🚖 Click to browne or drug a file to uplead (max. 250 MB)
	Updated Work Instruction 2024-72257-04.docx Training Log 2024-72257-04.docx
	C011MB Preparing to upload 0.011MB Preparing to upload
	Shipping Department Training Log 2024-72257-04.docx Shipping Department Inspection Instruction 2024-72257



- 21. Add containment details by clicking on Containments
- 22. Then + Add containment
- 23. Enter the containment details
- 24. Save the containment details



500 suspect pieces quarantined for inspection

24.

Save change

25

Cancel

Comment

#### 25. Containment Example



26

TASKS

- 26. Request review once all tasks are completed
- 27. Enter a subject and message
- 28. Submit the request

Acknowledge	problem Provide pr	oblem details	Resolution activity		Closed	
+	I Tasks					
rs	Task title	Assigned to	Task status	Date-completed	Due date †	
	00 Immediate Containment and Quality Alert		Completed	3-Apr-2024	4-Apr-2024	/_ 1dt
	03 Interim / Short Term Corrective Action / Co	et.	Completed	3-Apr-2024	4-Apr-2024	2000
	01 Contact / Team Information		Completed	3-Apr-2024	5-Apr-2024	2. Edit
	02 Problem Description		Completed	3-Apr-2024	7-Apr-2024	100
	D4 Complete Root Cause Analysis		Completed	3-Apr-2024	8-Apr-2024	£ 161
	D6 Systemic Prevention				10-Apr-2024	1000
	07 Validation of Effectiveness	REQUEST REVIEW	/	×	11-Apr-2024	1.000
	05 Implemented Permanent Corrective A				12-Apr-3024	2.000
	D8 Supporting and System Document Ch	Use this form to ask for mo completion of a specific m	ore details, ask for a review from the cl ilestone or to initiate a discussion.	lient on	14-Apr-2024	2.00
	Total items: 9	Time of incises			items po	page: 20 ~
	27.	Work in progress r	eview 💿 Final review 🕢			
	I	Blease review 2024-222	57.04 for closure			
	I	FIGURE FETTER AND FILE				
	I	Message *				
		The 8D tasks have been completed. The problem	n completed. Containment and sort m is ready for closure.	ing .		
		Additional notification reci	pients	~		

- 29. The corrective action will be reviewed for closure
- 30. Example of closed problem







- 1. PPAPs can be accessed from the dashboard
- 2. Open PPAPs can be found in the Pending Actions list



- 3. All PPAPs can be found by clicking PPAP on the left side of the page
- 4. The list of all PPAPs associated with your company should be listed

	AM	I GENERAL	«	PPAP TestSupplier2 / Test Supplier 2 ~ All 2 Interim approved 0	Rejected 0	Pending approval re	equest 🚺
	ଜ	Dashboard		Title	PPAP Status	L	evel
	▲	Problems 🚺 🔉				~	
3.	$\odot$	PPAP 🚺		Title	PPAP Id	Part number	Level
		Documents	4	Collaboration Portal Example	PPAP - 5111	123456AB (a)	Level 3
	E	Records		Supplier Test	PPAP - 0025	1109900074 (-)	Level 3 F
	Ø	Performance		Total items: 2			
	١	Development					
	þ	Discussion [2]					



- 5. Opening the PPAP goes to the PPAP details page
- This lists information associated with the PPAP request



- Click the PPAP Requirements tab to view the required submissions
- 8. Each submission can be edited by clickingSubmit on the right side

AM GENERAL	Collaboration Po TestSupplier2 / Test > All 7. s PPAP Re	prtal Example     Not       pPAP > PPAP Details     Due d       quirements     13	yet due ate: 17-Apr-2024 nts			¢	Submit for review
G Dashboard ▲ Problems ● >	0		•				
	Inital respons	e started Initial respo	onse completed	In approval	Approved	Close	d
Documents	Pending initial respon Please review the assigned	se I requirements and submit the required	d details for review befo	re their due date.			
🗄 Records	Title 🕈	Submission requirement	Due date	Response Date	Decision Docum	ants	
② Performance	(1) Design Records (Bubbl	S - Submit	17-Apr-2024		Pending initi	8.	2 Submit
Development	(2) Engineering or Suppli	S - Submit	17-Apr-2024		Pending initi		2 Submit
🗇 Discussion 🗾	(3) Customer Engineering	S - Submit	17-Apr-2024		Pending initi		2 Submit
	(4) Design Failure Mode E	S - Submit	17-Apr-2024		Pending initi-		2 Submit
	(5) Process Flow Diagram	S - Submit	17-Apr-2024		Pending initi		2 Submit
	(6) Process Failure Modes	S - Submit	17-Apr-2024		Pending initi		2 Submit
	(7) Control Plan	S - Submit	17-Apr-2024		Pending initi		2 Submit
名 Users and roles	(8) Measurement System	S - Submit	17-Apr-2024		Pending initi		2 Submit
⑦ Help Center	(9) Dimensional Results	S - Submit	17-Apr-2024		Pending initi		2 Submit
영 Settings >	(10) Material/ Performan	S - Submit	17.Apr.2024		Pending initi		2 Submit
IH Account	(11) Initial Process Studie	S - Submit	17-Apr-2024		Pending initi_		2 Submit
	(12) Qualified Laboratory	S - Submit	17-Apr-2024		Pending initi		2 Submit
Created by IntellaQuest	(13) Appearance Approva	C - Culumit	17.402.3024		Dongling initi		P_ Submit

- 9. Attachments can be included by dragging and dropping the file into the Upload attachments box
- 10. Save the submission after the details are filled out

① Comment is a requirer	d field in order to complete the requirement	
Dimensions identified on the	print and bubbled print is attached.	
Upload attachments	Click to browse or drag a file to upload (max. 250 MB)	Submit Requirement: (18) Part Submission Warrant (PSW)
CHECKLIST		① Attachment is required in order to complete the requirement
		Comment
		PSW is signed and attached.
Submit Requirement	: (7) Control Plan	Click to browse or drag a file to upload (max. 250 MB)
At least one attachment Comment	nt and all checklist items are required in order to comple	1231456A Signed PSW.docx     ×       0.011 M8     Preparing to upload       CHECKLIST     0
At least one attachme Comment Control plan has been create	nt and all checklist items are required in order to comple d and is <u>attached</u>	1231456A Signed PSW.docx     ×       0.011 M8     Preparing to upload       CHECKLIST     0
At least one attachmen Comment Control plan has been creater Upload attachments	nt and all checklist items are required in order to comple d and is <u>attached</u>	1231456A Signed PSW.docx 0.011 MB Preparing to upload × CHECKLIST 0 10. Cancel Save
At least one attachmen Comment Control plan has been creater Upload attachments	nt and all checklist items are required in order to comple d and is <u>attached</u>	1231456A Signed PSW.docx     ×       0.011 M8     Preparing to upload       A CHECKLIST 0     0       10.     Cancel
At least one attachmen Comment Control plan has been create Upload attachments PPAP Control Plan 123456A.slss	nt and all checklist items are required in order to comple d and is <u>attached</u>	1231456A Signed PSW.docx 0.011 MB Preparing to upload × CHECKLIST 0 10. Cancel Save
At least one attachmen Comment Control plan has been create Upload attachments PPAP Control Plan 123456A.xlsx 0.008 MB	nt and all checklist items are required in order to comple d and is <u>attached</u> Click to browse or drag a file to upload (max. 250 MB)           t           X           Preparing to upload	1231456A Signed PSW.docx     ×       0.011 M8     Preparing to upload       A     CHECKLIST         10.     Cancel
At least one attachme Comment Control plan has been create Upload attachments PPAP Control Plan 123456A.xlsx 0.000 MB CHECKLIST	nt and all checklist items are required in order to comple d and is <u>attached</u>	1231456A Signed PSW.docx 0.011 M8 Preparing to upload X CHECKLIST 0 10. Cancel Save
At least one attachme Comment Control plan has been create Upload attachments PPAP Centrol Plan 123456A.xlsx 0.008 MB CHECKLIST COMPLETING Submit Control Plan Completion Status	nt and all checklist items are required in order to comple d and is <u>attached</u> Click to browse or drag a file to upload (max. 250 MB)         Preparing to upload         X         Comment	1231456A Signed PSW.docx     ×       0.011 M8     Preparing to upload       *     CHECKLIST         10.     Cancel

- 11. The requirements can be updated by clicking edit after it was saved
- 12. Click Submit for review once it is prepared for the AM General SQE
- 13. Enter a message for the PPAP team
- 14. Click Send



Title ↑	Submission requirement	Due date	Response Date	Decision	Documents	Attachment	s
(1) Design Records (Bubble P	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		-	1:
(2) Engineering or Supplier C	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		-	
(3) Customer Engineering Ap	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		-	
(4) Design Failure Mode Effe	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		-	
(5) Process Flow Diagram (PF	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		-	
(6) Process Failure Modes Eff	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		-	
(7) Control Plan	S - Submit	17-Apr-2024	3-Apr-2024	Not yet review		占 PPAP Con	trol





2 Edit

2 Edit

2 Edit

- 15. The AM General SQE can mark each item as rejected, approved, or interim approval
- 16. A requirement must be resubmitted if it is rejected or granted interim approval
- 17. The PPAP must be resubmitted for review once it is completed

Title ↑	Submission requirement	Due date	Response Dat	15.	Decision	Docume
(6) Process Failure Modes Eff	S - Submit	17-Apr-2024	3-Apr-2024		Approved	
(7) Control Plan	S - Submit	17-Apr-2024	3-Apr-2024		Approved	
(8) Measurement System An	S - Submit	17-Apr-2024	3-Apr-2024		Approved	
(9) Dimensional Results - 6 P	S - Submit	17-Apr-2024	3-Apr-2024		Approved	
(10) Material/ Performance	S - Submit	17-Apr-2024	3-Apr-2024		Approved	
(11) Initial Process Studies	S - Submit	17-Apr-2024	3-Apr-2024		Approved	

17-Apr-2024

17-Apr-2024

17-Apr-2024

17-Apr-2024

17-Apr-2024

17-Apr-2024

Due date: 17-Apr-2024

Attachments

Please review the items that are not approved and resubmit them for approval by the due date assigne

**Collaboration Portal Example** 

**PPAP Requirements** 

S - Submit

S - Submit

S - Submit

R - Retain

R - Retain

S - Submit

S - Submit

Some requirements need to be resubmitted

All Suppliers > All PPAP > PPAP Details

PPAP Details

(12) Qualified Laboratory Do.

(13) Appearance Approval R.

(14) PPAP Sample Product- P.

(15) Master Sample (Submit/.

(16) Checking Aids (Fixture,

(17) Records of Compliance

(18) Part Submission Warran.

	Resubmit Requ	irement: (15) Master Sam of PPAP layout part(s) Re	ple (Submit/Retain Photo tain Part.	×
- I	Comment			
	Resubmission is attained	ched.		
- I	Upload attachments			
- I		🚖 Click to browse or drag	a file to upload (max. 250 MB)	
	↑ CHECKLIST ○			
			Cancel	

3-Apr-2024

3-Apr-2024

3-Apr-2024

3-Apr-2024

3-Apr-2024

3-Apr-2024

Interim Appr

Interim approv.





Attachments

A PPAP Control

16.

齿 1231456A Sig.



Resubmit

# 18. Completed PPAP example





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