Electronic Production Part Approval Process (ePPAP)
The Purpose of this module is to inform our supply base about the Electronic Production Part Approval Process (ePPAP).
Expected Outcomes

- Become familiar with the web-based ePPAP system.
- Understand the process to obtain access to the Ford ePPAP system through a CSA.
- Learn how to submit an ePPAP for different parts.
- Know how to upload the correct files for ePPAP approval.
What is the ePPAP System?

- The Ford ePPAP system is an online website which allows for the submitting of PPAP’s via Covisint and receiving electronic approval.
- Globally applicable
  - North America (NA)
  - South America (SA)
  - Asia Pacific Africa (APA)
Which Ford divisions use the ePPAP system?

Currently, only the following organizations use the ePPAP system.

**Global Users**

- North America – (FCSD only)
- North America – Vehicle Personalization
- South America – (FCSD only)
- Asia Pacific, Africa, Australia – (FCSD only)
- Europe – manual paper submittal only

Ford production will continue to use the manual process.
Setting up System Access

Provide the requested list of Site Codes to your Corporate Security Administrator (CSA) for authorization in order to create PPAPs for those Sites. This list of Sites may be communicated to your CSA by any convenient means (email, phone or in person).
How do I access the ePPAP system?

Users must obtain access the Ford Portal via Covisint (http://www.covisint.com) and request the Production Part Approval Process service package.
Welcome to the Global Production Part Approval Process website for Production, Vehicle Personalization and Service parts. This site will guide you through the PPAP submission process and your request will be forwarded to the appropriate Ford approvers.

To begin, select the appropriate PPAP link below for either Production or Ford Customer Service Division. Use the "Search" link above to find an existing PPAP (results are restricted to only those PPAPs submitted electronically via this site – PPAPs submitted via e-mail or other medium are not archived in this system).

**Definition of PPAP**
The Production Part Approval Process (PPAP) defines generic requirements for production part approval, including production and bulk materials. The purpose of PPAP is to determine if all customer engineering design record and specification requirements are properly understood by the organization and that the manufacturing process has the potential to produce product consistently meeting these requirements during an actual production run at the quoted production rate.

**Suppliers are required to keep the master documentation for PPAP as identified in the AIAG PPAP 4.0 edition / AIAG Service PPAP 1.0 edition**

**Types of PPAP** - Select the most appropriate

- PPAP for PRODUCTION Parts used in Ford Vehicle and Powertrain Assembly Plants
- PPAP for SERVICE Parts (not to be used by suppliers located in Europe)

**Notes:**

PPAP approval does indicate the supplier may ship parts/product to Ford Motor Company. However, approval of this PPAP is granted upon the understanding that it is the Seller's responsibility to ensure all characteristics designated in the applicable engineering specification and/or inherent in the samples as tested and approved, are maintained.

PSW (Part Submission Warrant) approval per PPAP and any Ford-specified functional trials for production parts, as appropriate, are required prior to shipping production parts/product.

* This website is best viewed with:
  - Internet Explorer 9 or higher

You must access this site through the Ford Portal via Covisint to create or view a PPAP.

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The Home Page Menu Buttons

Returns the user to the home site from any ePPAP page.

Displays all open items requiring action from the user.

Allows the user to locate PPAP records Data and action requirements needed for PPAP approval.

Data and action requirements needed for PPAP approval.

Provides training to users new to the PPAP system.

E-mail address for online support.
Does the Part Need a PPAP for Service?

1. All parts shipped to Ford Motor Company that do not have a PPAP for production will need a service PPAP within the ePPAP system.
2. It should be noted that the ePPAP system is not currently being used by production.
3. ePPAP is used globally. The only exception is Europe.
4. The When do I need to complete a PPAP for Service link provides additional information.

- PPAP for SERVICE Parts (not to be used by suppliers located in Europe)

  When do I need to complete a PPAP for Service?

  If there is an existing PPAP to Ford for the part being submitted, would you like to clone the PSW?  
  
  Yes  No
Does the Part Need a PPAP for Service?

WHEN DO I NEED TO DO A PPAP FOR FORD CUSTOMER SERVICE?

- Ford Production Supplier Technical Assistance Engineer (STA)
- Ford Assy Plant Front Fascia Assembly 9368
- Ford Dealership Front Fascia Assembly 9368
- Ford Customer Service Division Supplier Technical Assistance Engineer (STA)

If the end part number (front fascia assembly 9368) can be purchased by the Ford Assembly Plant and a Ford dealer "as is", then the Production PPAP covers service.

- Bumper 8190
- Grille 8200
- Emblem 8A223
- Fastener N800488-5301
- Fastener N621906-536
- Fastener N626677-536
- Fastener N905889-5100

However, if the Ford dealership can also purchase components in this assembly individually, then the individual components must be PPAP'd for service.
Cloning an existing PSW

A user can clone an existing PPAP for the new part being submitted. This will copy over all of the information of the part being cloned to reduce time.

To perform this action, select yes. This will open up a sub-menu where the user can type in the service number or prefix of the part that will be cloned. Then select search.
Cloning an existing PSW

After searching for a part number, the search results will display below. Select the **clone** link next to the PPAP number to clone the displayed part.

Types of PPAP - Select the most appropriate

- PPAP for PRODUCTION Parts used in Ford Vehicle and Powertrain Assembly Plants
- PPAP for SERVICE Parts (not to be used by suppliers located in Europe)

**When do I need to complete a PPAP for Service?**

If there is an existing PPAP to Ford for the part being submitted, would you like to clone the PSW?  

Yes  No

<table>
<thead>
<tr>
<th>PPAP Number</th>
<th>Site Code</th>
<th>Part Number</th>
<th>Part Name</th>
<th>Submitted</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clone</td>
<td>20160601010</td>
<td>FR3T-10300-AA</td>
<td>Alternator</td>
<td>6/1/2016</td>
<td>Phase 1</td>
</tr>
</tbody>
</table>
Cloning an existing PSW

The PSW form will display with all of the information populated – it can be edited to represent a new part number or a different phase of PPAP.
Creating a new PSW – Home Page

Selecting **no** to the question of cloning a PSW will prompt the user to **create a new PSW.**

Types of PPAP - Select the most appropriate

- PPAP for PRODUCTION Parts used in Ford Vehicle and Powertrain Assembly Plants
- PPAP for SERVICE Parts (not to be used by suppliers located in Europe)

When do I need to complete a PPAP for Service?

If there is an existing PPAP to Ford for the part being submitted, would you like to clone the PSW?

- Yes
- No

Create new PSW
Creating a new PSW – Page One

The data entry field for the Part Submission Warrant form requires the user to enter data regarding the supplier information.
Creating a new PSW – Page One

For further explanation of requirements, select the **information icon** located near the specific item description. These icons are used throughout the entire PPAP and can be accessed at any time for further clarification.

<table>
<thead>
<tr>
<th>Organization Manufacturing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor (GSDB) Code</td>
</tr>
<tr>
<td>Supplier Q1 Status (can be found in SIM)</td>
</tr>
<tr>
<td>Supplier Q1 PPAP Level (can be found in SIM)</td>
</tr>
<tr>
<td>Supplier (Organization) Name</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Customer Name</td>
</tr>
<tr>
<td>Ford Division</td>
</tr>
</tbody>
</table>

**Please select a site code:**
If no Site Codes appear (or the Code you need isn’t shown), click here.
Select...
Q1 Status Descriptions
Supplier Improvement Metrics (SIM)

<table>
<thead>
<tr>
<th>Buyer Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer Name</td>
<td></td>
</tr>
<tr>
<td>Buyer Code</td>
<td></td>
</tr>
</tbody>
</table>

**Application Information**
Vehicle line and model year

1 2 3 4 5 6 7 8 9
Creating a new PSW – Page One

Selecting the information icon near the “Ford Part Name” description displays where the supplier may obtain the correct information.
Creating a new PSW – Page One

A red asterisk next to the description field identifies data is required to be entered. Failure to answer these questions will result in the user not being able to submit the PPAP successfully.

All fields that are required throughout the PPAP have a red asterisk.
Creating a new PSW – Page One

If the correct vendor (GSDB) code is not displayed in the dropdown menu your company has not authorized you to complete PPAP for the desired location.

Issue – site code is not displaying
Result – not able to save a completed form
Action – work with CSA to add GSDB codes to the PPAP application within FSP or Covisint
Warning – without a site code displayed users are not able to save an incomplete PPAP for completion at a later time – do not proceed until site authorization has been provided by your organization.
Creating a new PSW – Page One

Enter the correct data for the Part Submission Warrant – items marked with a red asterisk are required for a successful submittal.

Select the correct PPAP status for your organization – this information is located in Supplier Improvement Metric System (SIM).
Selecting the **PPAP level**, 1, 3, 5 – information required for successful submission. Incorrect selection may result in delayed tooling payment or part approval for shipment.

* Denotes required field

If no Site Codes appear (or the Code you need isn’t shown), click here.

**Select...**

*Supplier Improvement Metrics (SIM)*

<table>
<thead>
<tr>
<th>Select...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Ford Motor Company</strong></td>
</tr>
<tr>
<td><strong>Select...</strong></td>
</tr>
</tbody>
</table>

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**Organization Manufacturing Information**

- Vendor (GSDB) Code *
- Supplier Q1 Status (can be found in SIM) *
- Supplier Q1 PPAP Level (can be found in SIM) *
- Supplier (Organization) Name *
- Street Address *
- City *
- State *
- Postal Code *
- Country *
- Customer Name
- Ford Division

**Buyer Information**

- Buyer Name *
- Buyer Code *

**Application Information**

- Vehicle line and model year *
Select the correct PPAP level identified in Supplier Improvement Metric (SIM) – selecting a different level than the level chosen on page 3 will create a PPAP level mismatch warning. Your STA has the authority to allow you to submit a PPAP at a different level – select confirm if you have been approved to submit a non-conforming PPAP level.

A mismatch has been detected between the Service Q1 PPAP Level indicated on Page 1 and the Requested Submission Level you selected on Page 3.

In order to ensure Ford pays for the tooling for this part, please confirm these selections are correct or click Modify Selection to return to Page 3.

Confirm  Modify Selection
Creating a new PSW – Page One

Enter the appropriate information into the data fields.

**Buyer information** can be located on the “GPMA” screen in 3270 – IMS2
Select the Add button to enter in the an engineering part number– the ePPAP system is capable of entering multiple part numbers on one PPAP for family of parts or common manufacturing methods – contact your STA for further details.

* Denotes required field

Add

new part to this PPAP

Click the Add button to begin entering parts. The first part entered will automatically be designated as the Master Part. The Master Part will be the one shown on the first page of the PSW, and parts not designated as the Master will appear on additional pages of the PSW. Once the first part is entered (and automatically designated as the Master) it can only be removed by doing the following:

Step 1: Add a new part by clicking the Add button and entering all the required information
Step 2: Mark the new part added in Step 1 as the Master
Step 3: Remove the previously-designated Master by clicking the red X for that part number

Add Part

Basic Info  Addtl. Info  IMDS Info

All fields are required unless marked otherwise.

- Ford Engineering Part Number
- Ford Part Name
- Ford Service Part Number (Optional)
- Supplier Part Number
- Set as master part

Save
Creating a new PSW – Page Two

Continue to enter in the part information. All three tabs must be complete before selecting the save button.
Multiple parts can be added to a PPAP using the same process outlined in the prior two slides. Simply select the Add button and repeat the steps. Once a single or multiple parts have been added, each part will display on this page. A part can also be deleted or edited from this screen by selecting the edit pencil or remove part option.
Creating a new PSW – Page Three

Enter the required data in all fields – do not leave fields blank, enter (N/A) Not Applicable

[Diagram showing a part submission warrant form with fields for data entry and a list of reasons for submission]
Creating a new PSW – Page Four

Enter the required data in all fields – do not leave fields blank, enter (N/A) Not Applicable
Creating a new PSW – Page Five

Enter the required data in all fields – do not leave fields blank, enter (N/A) Not Applicable
Where applicable, tool tagging evidence is required for final approval of a PPAP – select the Tool Tagging/Marking Requirements link for additional information regarding this Ford Motor Company policy.
Creating a new PSW – Page Six

Enter the required data in all fields – do not leave fields blank, enter (N/A) Not Applicable

* Denotes required field

Revised requirements after (<PA>)

APW *

NPW *

If the revised requirements after <PA> are not met, indicate date when the requirements will be met

Demonstrated Capacity (recorded in Ford Capacity System (GCP or MCPV) as Purchased Part Capacity)

(this is actually a section header for the fields below - Check the actual form to see how it is laid out)

Enter Capacity Analysis Report "Predicted Good Parts per Week"

APW *

NPW *

Date
Creating a new PSW – Page Seven

Uploading data files

PPAP Requirements

For a checklist of PPAP requirements click here.

To add PPAP documentation

1. Select a specific Requirement from the dropdown (Note: Multiple files may be uploaded for each PPAP Requirement).
2. Click the Browse button, navigate to the file on your computer and click the Upload File button.

To remove PPAP documentation

1. Click the red X next to that document.

2.2.1 Design Record

Choose File  No file chosen

Upload File

Do not upload element documents that are blank or referenced "not applicable" - your PPAP will be rejected immediately.

PPAP Requirement  filename  filesize  uploaded

No files uploaded...

1 2 3 4 5 6 7 8 9
If your company policy forbids the uploading of documentation into the Ford ePPAP system due to proprietary information, contact your STA for further instructions. Regardless of your company policy, you must upload the following information:

2.2.01 Blueprint
2.2.02 WERS Notice or alert (located in 3270 – IMS6)
2.2.14 Pictures of parts showing branding information (Ford logo, engineering number, site code) or copy of branding exemption
2.2.17 Pictures of label
2.2.17 GPMA Screen (located in 3270 – IMS2)
2.2.17 Tool Pictures with tool tagging requirements
The dropdown is used to select the PPAP element. Then select the **choose file** button to upload the correct evidence file.
Uploading files – Page Seven

Select files to queue to upload into the Ford Motor Company server.

For a checklist of PPAP requirements click here.

To add PPAP documentation:
1. Select a specific Requirement from the dropdown (Note: Multiple files may be uploaded for each PPAP Requirement).
2. Click the Browse button, navigate to the file on your computer and click the Upload File button.

To remove PPAP documentation:
1. Click the red X next to that document.

When the background turns green the file has been placed in the queue.

Do not upload element documents that are blank or referenced "not applicable" - your PPAP will be rejected immediately.
File Restrictions:

File Type – all files can be uploaded, CAD, .pdf, Excel, Word, etc. – however the recipient must have the appropriate software to open. If you select a CAD file that is not compatible with Ford, zip the file and place a note in the comments what CAD system must be used to access the data.

File Size – there is no size restriction, however if the upload times out select file upload after each selection. Ford bandwidth has no time out restriction. This is usually a supplier time-out from their own IT.

File Quantities – there is no limit to the number of files that can be uploaded, however it is recommended if you have multiple files for one element that they be zipped together into one file. As an example, if there were more than three dimensional files they should be zipped together.
There cannot be any special characters in the file name, i.e. %, *, /, &. File names can only consist of alpha–numeric or spaces.

Recommendation – place the AIAG 4th edition element number at the beginning of the file name for ease of uploading into the correct element.
If a file has been uploaded for an element, the checklist will automatically select yes. If an element is identified as no, a explanation for the missing element is required for the PPAP to be submitted successfully.
Select the appropriate STA from the dropdown menu, not all STA’s are currently using the online PPAP – contact your STA for submittal method if they are not listed.
Errors

If any fields have been left blank, the ePPAP system will direct you to the error and highlight the item that must be completed.
PPAP Summary

The summary page is displayed allowing the user to confirm all data is complete and correct. If all information is correct, select submit.
Once a PPAP has been successfully submitted a unique number is generated and will be displayed on the screen.

An email will be sent to your STA immediately after the PPAP submission.