User manual

Production Part Approval Process

Thai SIIX Co., Ltd.

Issue Date: 3 July 2023

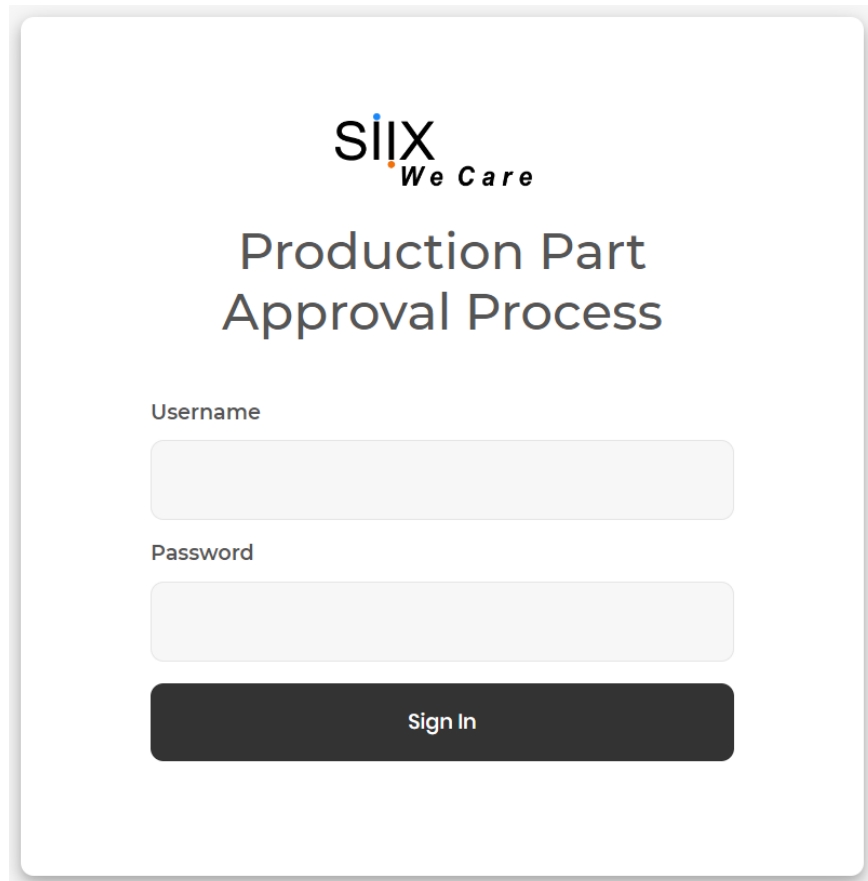Version: 1.0.0

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Overview WEB-Production Part Approval Process

How to access the homepage of a website using a URL → http://siix.co.th/ppap Login with Username

and Password that attach with email request

- Menu bar -
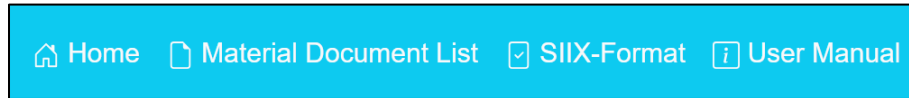
A. **Home** : Main homepage of website

B. **Material Document List** : Page displaying the full Material list

C. **SIIX-Format** : Page displaying template for download format

D. **User Manual** : Page displaying how to use manuals system

A. Home: Used to display an overview of information for vendors using the system
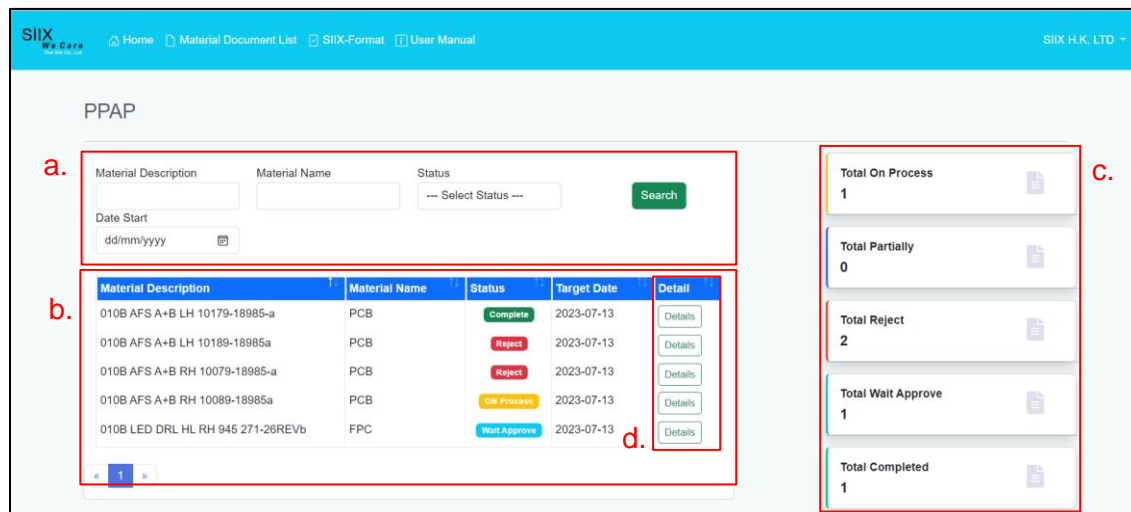
a. **Search menu**: Search Material list information

b. **Material List** : Display all Material list

c. **Status Material** : Display Status of Material

d. **Detail** : Display the details of the document requested by Thai SIIX

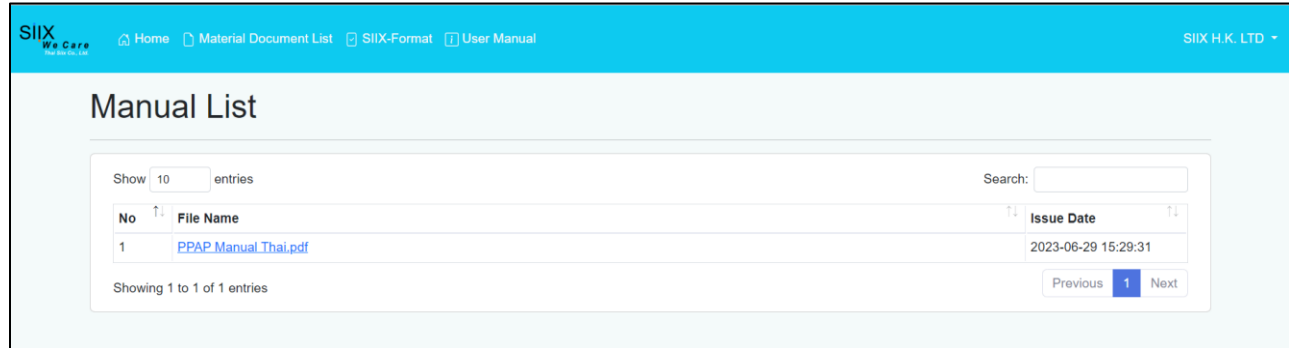**B. Material Document List for displaying Information Advanced**

a. **Search menu**: Search Material list information

b. **Material List** : Display all Material list

c. **Detail** : Display the details of the document requested by Thai SIIX

C. SIIX-Format: Display the template information for downloading documents

D. User Manual: Display the system user manual page in both Thai and English languages

How to use WEB-Production Part Approval Process

When Thai SIIX requests documents from the supplier, the status will be displayed as <mark>"ON Process"</mark>

1. How to upload documents on Website
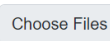
1.1 Click [Details] On the Home page or Material Document List based on Material what you need to

submit documents.

Material Description	Material Name	Status	Target Date	Detail
010B AFS A+B LH 10179-18985-a	PCB	ON Process	2023-07-13	Details
010B AFS A+B LH 10189-18985a	PCB	ON Process	2023-07-13	Details
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	Details

Home page

Material Description	Material Name	Maker Name	Supplier Name	Project Name	Status	Target Date	Detail	Remark
010B AFS A+B LH 10179-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	

Material Document List display

1.2 Click [Choose Files No file chosen] to select the documents for uploading in each item.

Material Des. : 010B AFS A+B LH 10179-18985-a **Material Name :** PCB **Maker name :**
Project Name : NAL **Supplier Name :** SIIX H.K. LTD **Status :** On Process

Select	Submission Document	Status	Target Date	File
On	1. Design Record (Drawings)	Request	2023-07-13	Choose Files No file chosen
On	2. Engineering Change Document ,if any	Request	2023-07-13	Choose Files No file chosen
On	3. Process Flow Diagrams	Request	2023-07-13	Choose Files No file chosen

Detail display

1.3 After selecting the documents for uploading in each item, please click [Confirm]

Material Des. : 010B AFS A+B LH 10179-18985-a		**Material Name :** PCB		**Maker name :**	
Project Name : NAL		**Supplier Name :** SIIX H.K. LTD		**Status :** On Process	

Select	Submission Document	Status	Target Date	File	
On	1. Design Record (Drawings)	Request	2023-07-13	Choose Files	1.txt
On	2. Engineering Change Document ,if any	Request	2023-07-13	Choose Files	2.txt
On	3. Process Flow Diagrams	Request	2023-07-13	Choose Files	3.txt
	Confirm Back				

Detail page

1.4 After clicking the [Confirm] button, the system will return to the Material Document List page, and the Status of the Material will change to 'Wait Approve'.

Material Description	Material Name	Status	Target Date	Detail
010B AFS A+B LH 10179-18985-a	PCB	Wait Approve	2023-07-13	Details
010B AFS A+B LH 10189-18985a	PCB	ON Process	2023-07-13	Details
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	Details

Home Page

| Material Description	Material Name	Maker Name	Supplier Name	Project Name	Status	Target Date	Detail	Remark
010B AFS A+B LH 10179-18985-a	PCB		SIIX H.K. LTD	NAL	Wait Approve	2023-07-13	Details	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	

Material Document List Page

1.5 If not all documents are uploaded completely after clicking the [Confirm] button, the Status of the Material will change to 'Partially'.

Material Des. : 010B AFS A+B LH 10189-18985a		Material Name : PCB			Maker name :	
Project Name : NAL		Supplier Name : SIIX H.K. LTD			Status : On Process	

Select	Submission Document	Status	Target Date	File	
On	1. Design Record (Drawings)	Request	2023-07-13	Choose Files	1.txt
On	2. Engineering Change Document ,if any	Request	2023-07-13	Choose Files	2.txt
On	3. Process Flow Diagrams	Request	2023-07-13	Choose Files	No file chosen
				Confirm Back	

Detail Page

Material Description ↑↓	Material Name ↑↓	Status ↑↓	Target Date ↑↓	Detail ↑↓
010B AFS A+B LH 10179-18985-a	PCB	Wait Approve	2023-07-13	Details
010B AFS A+B LH 10189-18985a	PCB	Partially	2023-07-13	Details
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	Details

Home Page

Material Description ↑↓	Material Name ↑↓	Maker Name ↑↓	Supplier Name ↑↓	Project Name ↑↓	Status ↑↓	Target Date ↑↓	Detail ↑↓	Remark ↑↓
010B AFS A+B LH 10179-18985-a	PCB		SIIX H.K. LTD	NAL	Wait Approve	2023-07-13	Details	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	Partially	2023-07-13	Details	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	

Material Document List Page

1.6 In case Thai SIIX approves all the documents and they are complete, the Status changes from 'Wait Approve' to 'Complete.' This indicates the completion of the PPAP document submission process.

Material Description	Material Name	Status	Target Date	Detail
010B AFS A+B LH 10179-18985-a	PCB	Complete	2023-07-13	Details
010B AFS A+B LH 10189-18985a	PCB	Partially	2023-07-13	Details
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	Details

Home Page

Material Description	Material Name	Maker Name	Supplier Name	Project Name	Status	Target Date	Detail	Remark
010B AFS A+B LH 10179-18985-a	PCB		SIIX H.K. LTD	NAL	Complete	2023-07-13	Details	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	Partially	2023-07-13	Details	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	

Material Document List Page

If the documents don't comply with the requirements or there are issues with files, Thai SIIX will reject

2. How to resend the documents fix the 'Reject' status are as follows

    2.1 Choose Material that showing Reject status, then click   Details   button for resubmit document again.

Material Description	Material Name	Status	Target Date	Detail
010B AFS A+B LH 10179-18985-a	PCB	Complete	2023-07-13	Details
010B AFS A+B LH 10189-18985a	PCB	Reject	2023-07-13	Details
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	Details

Home Page

Material Description	Material Name	Maker Name	Supplier Name	Project Name	Status	Target Date	Detail	Remark
010B AFS A+B LH 10179-18985-a	PCB		SIIX H.K. LTD	NAL	Complete	2023-07-13	Details	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	Reject	2023-07-13	Details	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	

Material Document List page

    2.2   Click   Files   at list are showing Reject status.

Material Des. : 010B AFS A+B LH 10189-18985a   **Material Name :** PCB   **Maker name :**
Project Name : NAL   **Supplier Name :** SIIX H.K. LTD   **Status :** Reject

Select	Submission Document	Status	Target Date	File
	1. Design Record (Drawings)	Reject	2023-07-13	Files
	2. Engineering Change Document ,if any	Approved	2023-07-13	Files
On	3. Process Flow Diagrams	Request	2023-07-13	Choose Files No file chosen

Confirm   Back

Detail Page

2.3 After clicking 'Files' button, the previously uploaded documents will be displayed.
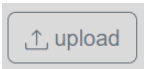
1. Design Record (Drawings)

	File Name	Date	Status	remark	
↓	1.txt	2023-06-29 11:55:49	Reject		⬆ upload

Choose Files   No file chosen

Confirm   Back

Files Page

2.4 Click ⬆ upload for re-upload new document.

1. Design Record (Drawings)

	File Name	Date	Status	remark	
↓	1.txt	2023-06-29 11:55:49	Reject		⬆ upload

Choose Files   No file chosen

Confirm   Back

Files Page

Re-Upload

Choose File   No file chosen

Back   Upload

Re-upload Page

2.5. After re-uploading the documents, the system will return to the 'Files' page, and the status of the documents will change from 'Reject' to 'Not Approve'. Then, click [Confirm] button.

1. Design Record (Drawings)

	File Name	Date	Status	remark	
↓	1.txt	2023-06-29 13:16:39	Not Approve		🗑Delete

Choose Files	No file chosen

<div align="center">Confirm   Back</div>

<div align="center">Files Page</div>

2.6 After clicking the 'Confirm' button on the 'Files' page, the system will return to the 'Detail' page, and the status of the rejected item will change to 'Wait Approve'. Then, click the [Confirm] button.

Material Des. : 010B AFS A+B LH 10189-18985a   **Material Name :** PCB   **Maker name :**
Project Name : NAL   **Supplier Name :** SIIX H.K. LTD   **Status :** Reject

Select	Submission Document	Status	Target Date	File
	1. Design Record (Drawings)	Reject	2023-07-13	Files
	2. Engineering Change Document ,if any	Approved	2023-07-13	Files
On	**3. Process Flow Diagrams**	Request	2023-07-13	Choose Files No file chosen

<div align="center">Confirm   Back</div>

<div align="center">Detail page Before Re-upload</div>

Material Des. : 010B AFS A+B LH 10189-18985a   **Material Name :** PCB   **Maker name :**
Project Name : NAL   **Supplier Name :** SIIX H.K. LTD   **Status :** Reject

Select	Submission Document	Status	Target Date	File
On	**1. Design Record (Drawings)**	Wait Approve	2023-07-13	Files
	2. Engineering Change Document ,if any	Approved	2023-07-13	Files
On	**3. Process Flow Diagrams**	Request	2023-07-13	Choose Files No fil…osen

<div align="center">Confirm   Back</div>

<div align="center">Detail page After Re-upload</div>

3. How to delete a document that was uploaded incorrectly

** Notice File status must be in 'Wait Approve' in order to be able to delete the document

3.1 Select the item you want to delete the document for and click [Files] on the button.

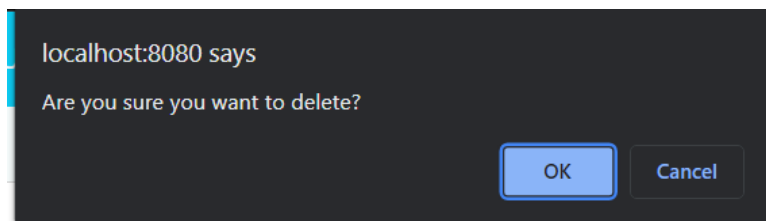| Material Des. : 010B AFS A+B LH 10189-18985a	Material Name : PCB	Maker name :
Project Name : NAL	Supplier Name : SIIX H.K. LTD	Status : Wait Approve

Select	Submission Document	Status	Target Date	File
On	1. Design Record (Drawings)	Wait Approve	2023-07-13	Files
	2. Engineering Change Document ,if any	Approved	2023-07-13	Files
On	3. Process Flow Diagrams	Wait Approve	2023-07-13	Files
	Confirm Back			

หน้า Detail

3.2 When you click [🗑 Delete] button, Pop-up will appear asking Do you want to delete the document?

1. Design Record (Drawings)

	File Name	Date	Status	remark	
⬇	1.txt	2023-06-29 13:16:39	Not Approve		🗑 Delete

Choose Files   No file chosen

Confirm   Back

Files Page

localhost:8080 says

Are you sure you want to delete?

OK   Cancel

Pop-up notice

3.3 Click [OK] to delete document

1. Design Record (Drawings)

File Name	Date	Status	remark	

Choose Files | No file chosen

Confirm | Back

Files page

3.4 After deleting document then click [Confirm] button. The system will return to the 'Detail' page, and the deleted item will revert to allowing new document uploads, along with the 'Request' status.

Material Des. : 010B AFS A+B LH 10189-18985a **Project Name :** NAL	**Material Name :** PCB **Supplier Name :** SIIX H.K. LTD		**Maker name :** **Status :** Partially	

Select	Submission Document	Status	Target Date	File
On	**1. Design Record (Drawings)**	Request	2023-07-13	Choose Files No fil…osen
	2. Engineering Change Document ,if any	Approved	2023-07-13	Files
On	**3. Process Flow Diagrams**	Wait Approve	2023-07-13	Files

Confirm | Back

Detail page after deleting document

4. How to upload additional documents

4.1 Select the item for which you want to upload additional documents.

Material Des. : 010B AFS A+B LH 10189-18985a Project Name : NAL		Material Name : PCB Supplier Name : SIIX H.K. LTD		Maker name : Status : Partially	
Select	**Submission Document**	**Status**	**Target Date**	**File**	
On	1. Design Record (Drawings)	Request	2023-07-13	Choose Files No fil…osen	
	2. Engineering Change Document ,if any	Approved	2023-07-13	Files	
On	3. Process Flow Diagrams	Wait Approve	2023-07-13	Files	
	Confirm Back				

Detail page before upload additional documents

4.2 Click [Choose Files] button to select document for upload after that click [Confirm]

2. Engineering Change Document ,if any

	File Name	Date	Status	remark	
↓	2.txt	2023-06-29 11:55:49	Approve		
Choose Files No file chosen					
		Confirm Back			

Files Page

4.3 The system will return to the Detail page and change status of the selected item to "Wait Approve." And press [Confirm] again to complete this step.

Material Des. : 010B AFS A+B LH 10189-18985a Project Name : NAL		Material Name : PCB Supplier Name : SIIX H.K. LTD		Maker name : Status : Partially	
Select	**Submission Document**	**Status**	**Target Date**	**File**	
On	1. Design Record (Drawings)	Request	2023-07-13	Choose Files No fil…osen	
On	2. Engineering Change Document ,if any	Wait Approve	2023-07-13	Files	
On	3. Process Flow Diagrams	Wait Approve	2023-07-13	Files	
	Confirm Back				

Detail Page after uploading additional documents