

**User manual**

**Production Part Approval Process**

**Thai SIIX Co., Ltd.**

Issue Date: 3 July 2023

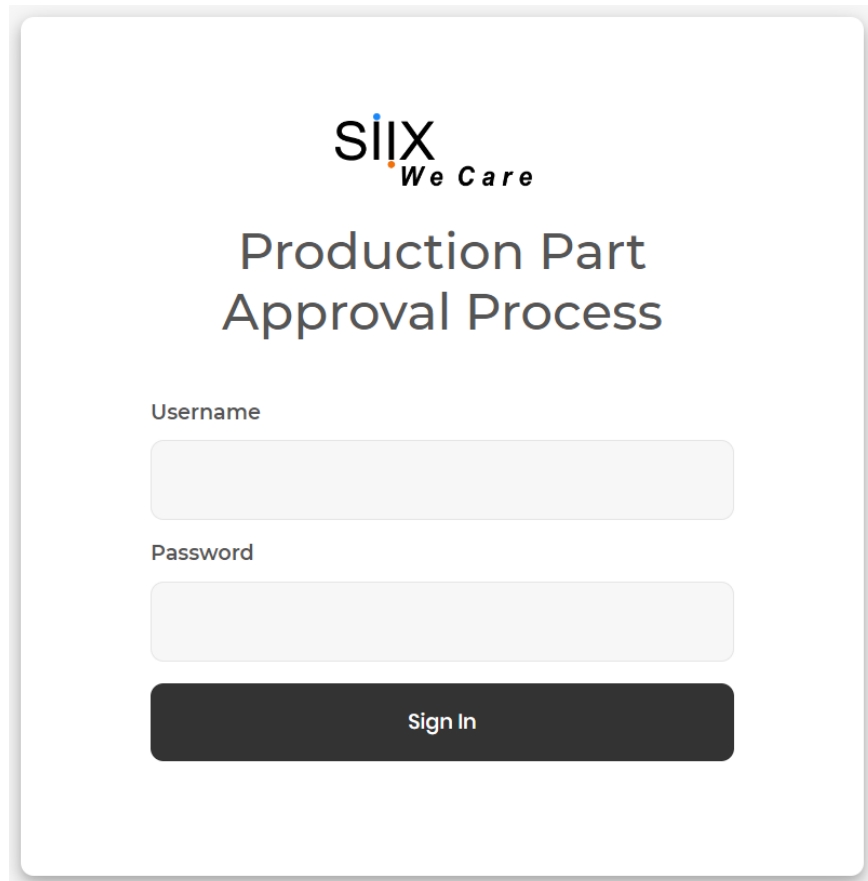
Version: 1.0.0

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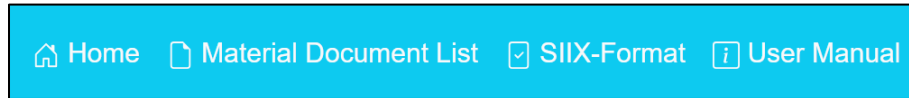
## Overview WEB-Production Part Approval Process

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



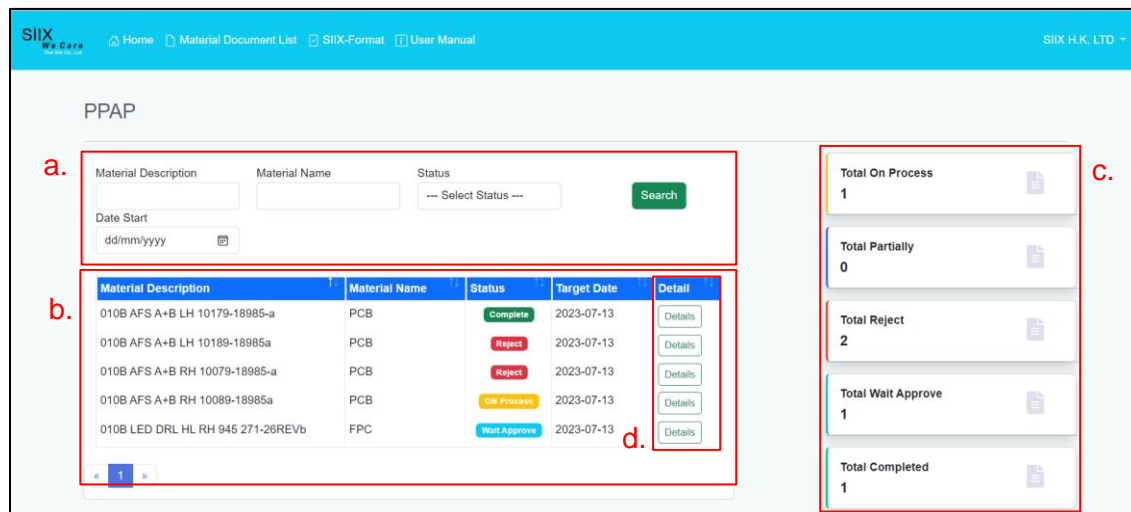
The screenshot shows a login page for the SIIX We Care Production Part Approval Process. At the top center is the SIIX We Care logo. Below the logo, the title "Production Part Approval Process" is displayed in a large, dark font. Underneath the title, there are two input fields: one for "Username" and one for "Password". Both fields are currently empty. Below the password field is a dark grey button with the text "Sign In" in white.

**- 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

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 10188-18985a	PCB		SIIX H.K. LTD	NAL	Reject	2023-07-13	Details	Additional Request document 1.
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	Reject	2023-07-13	Details	
010B AFS A+B RH 10089-18985a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	Details	
010B LED DRL HL RH 945 271-26REVb	FPC		SIIX H.K. LTD	NAL	Wait Approve	2023-07-13	Details	C.

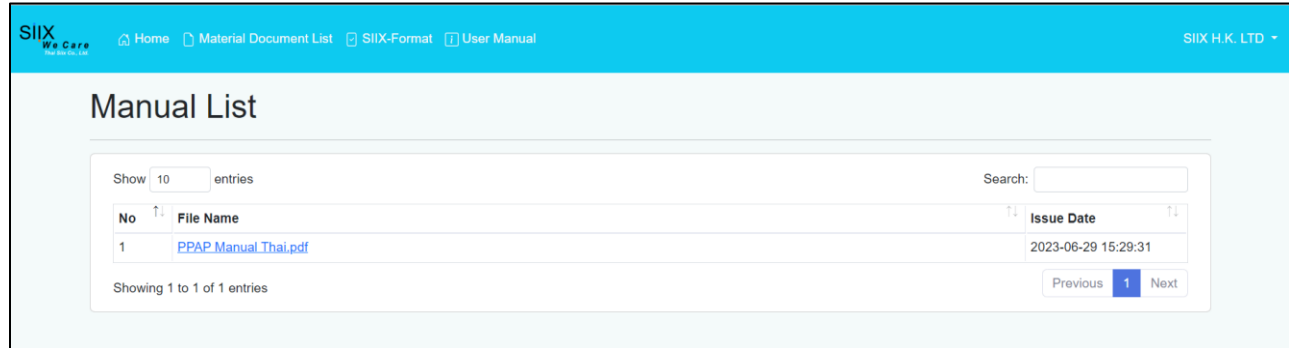
- a. **Search menu:** Search Material list information
- b. **Material List :** Display all Material list
- c. **Detail :** Display the details of the document requested by Thai SIIX

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

Showing 1 to 3 of 3 entries

No.	File Name	Upload
1	<a href="#">Cover page for specification of Manufacture.xlsx</a>	2023-06-23 08:28:29
2	<a href="#">Format PSW.xls</a>	2023-06-23 08:28:29
3	<a href="#">Material Certification - Certificate of Conformity.xlsx</a>	2023-06-23 08:28:29

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




The screenshot displays the 'Manual List' interface. At the top, there is a navigation bar with links for Home, Material Document List, SIIX-Format, and User Manual. The main content area features a search bar and a table listing manual entries. The table has columns for 'No.', 'File Name', and 'Issue Date'. A single entry is visible: '1' for the number, 'PPAP\_Manual\_Thai.pdf' for the file name, and '2023-06-29 15:29:31' for the issue date. Below the table, it indicates 'Showing 1 to 1 of 1 entries'. Navigation controls include 'Previous', '1' (highlighted), and 'Next' buttons.




No	File Name	Issue Date
1	<a href="#">PPAP_Manual_Thai.pdf</a>	2023-06-29 15:29:31

## How to use WEB-Production Part Approval Process




When Thai SIIX requests documents from the supplier, the status will be displayed as **“ON Process”**

### 1. How to upload documents on Website

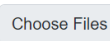

1.1 Click  On the Home page or Material Document List based on Material what you need to submit documents.










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

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		
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13		
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13		

Material Document List display

1.2 Click   to select the documents for uploading in each item.

<b>Material Des. :</b> 010B AFS A+B LH 10179-18985-a		<b>Material Name :</b> PCB		<b>Maker name :</b>	
<b>Project Name :</b> NAL		<b>Supplier Name :</b> SIIX H.K. LTD		<b>Status :</b> On Process	
Select	Submission Document	Status	Target Date	File	
	1. Design Record (Drawings)	Request	2023-07-13		
	2. Engineering Change Document ,if any	Request	2023-07-13		
	3. Process Flow Diagrams	Request	2023-07-13		

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 Project Name : NAL		Material Name : PCB Supplier Name : SIIX H.K. LTD		Maker name : Status : On Process	
Select	Submission Document	Status	Target Date	File	
<input type="checkbox"/>	1. Design Record (Drawings)	Request	2023-07-13	Choose Files	1.txt
<input type="checkbox"/>	2. Engineering Change Document ,if any	Request	2023-07-13	Choose Files	2.txt
<input type="checkbox"/>	3. Process Flow Diagrams	Request	2023-07-13	Choose Files	3.txt
<input type="button" value="Confirm"/> <input type="button" value="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	<span style="background-color: #00a651; color: white; padding: 2px;">Wait Approve</span>	2023-07-13	<input type="button" value="Details"/>
010B AFS A+B LH 10189-18985a	PCB	<span style="background-color: #ffc107; padding: 2px;">ON Process</span>	2023-07-13	<input type="button" value="Details"/>
010B AFS A+B RH 10079-18985-a	PCB	<span style="background-color: #ffc107; padding: 2px;">ON Process</span>	2023-07-13	<input type="button" value="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	<span style="background-color: #00a651; color: white; padding: 2px;">Wait Approve</span>	2023-07-13	<input type="button" value="Details"/>	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	<span style="background-color: #ffc107; padding: 2px;">ON Process</span>	2023-07-13	<input type="button" value="Details"/>	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	<span style="background-color: #ffc107; padding: 2px;">ON Process</span>	2023-07-13	<input type="button" value="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'.

<b>Material Des. :</b> 010B AFS A+B LH 10189-18985a		<b>Material Name :</b> PCB		<b>Maker name :</b>	
<b>Project Name :</b> NAL		<b>Supplier Name :</b> SIIX H.K. LTD		<b>Status :</b> On Process	
Select	Submission Document	Status	Target Date	File	
<input type="checkbox"/>	1. Design Record (Drawings)	Request	2023-07-13	Choose Files	1.txt
<input type="checkbox"/>	2. Engineering Change Document ,if any	Request	2023-07-13	Choose Files	2.txt
<input type="checkbox"/>	3. Process Flow Diagrams	Request	2023-07-13	Choose Files	No file chosen
<span style="border: 1px solid green; padding: 2px;">Confirm</span> <span style="border: 1px solid red; padding: 2px; margin-left: 10px;">Back</span>					

Detail Page

Material Description	Material Name	Status	Target Date	Detail
010B AFS A+B LH 10179-18985-a	PCB	Wait Approve	2023-07-13	<span style="border: 1px solid green; padding: 2px;">Details</span>
010B AFS A+B LH 10189-18985a	PCB	Partially	2023-07-13	<span style="border: 1px solid green; padding: 2px;">Details</span>
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	<span style="border: 1px solid green; padding: 2px;">Details</span>

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	<span style="border: 1px solid green; padding: 2px;">Details</span>	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	Partially	2023-07-13	<span style="border: 1px solid green; padding: 2px;">Details</span>	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	<span style="border: 1px solid green; padding: 2px;">Details</span>	

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	<a href="#">Details</a>
010B AFS A+B LH 10189-18985a	PCB	Partially	2023-07-13	<a href="#">Details</a>
010B AFS A+B RH 10079-18985-a	PCB	ON Process	2023-07-13	<a href="#">Details</a>


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	<a href="#">Details</a>	
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	Partially	2023-07-13	<a href="#">Details</a>	
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	ON Process	2023-07-13	<a href="#">Details</a>	

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  button for resubmit document again.

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

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	<b>Complete</b>	2023-07-13		
010B AFS A+B LH 10189-18985a	PCB		SIIX H.K. LTD	NAL	<b>Reject</b>	2023-07-13		
010B AFS A+B RH 10079-18985-a	PCB		SIIX H.K. LTD	NAL	<b>ON Process</b>	2023-07-13		

Material Document List page

2.2 Click  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	<a href="#">Files</a>	
	2. Engineering Change Document ,if any	Approved	2023-07-13	<a href="#">Files</a>	
<input type="checkbox"/>	3. Process Flow Diagrams	Request	2023-07-13	<input type="button" value="Choose Files"/>	No file chosen
<input type="button" value="Confirm"/> <input type="button" value="Back"/>					

Detail Page

2.3 After clicking 'Files' button, the previously uploaded documents will be displayed.

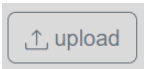
1. Design Record (Drawings)

File Name	Date	Status	remark
<a href="#">↓ 1.txt</a>	2023-06-29 11:55:49	Reject	

Choose Files No file chosen

[Confirm](#) [Back](#)

Files Page

2.4 Click  for re-upload new document.

1. Design Record (Drawings)

File Name	Date	Status	remark
<a href="#">↓ 1.txt</a>	2023-06-29 11:55:49	Reject	

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
<a href="#">↓ 1.txt</a>	2023-06-29 13:16:39	Not Approve	

Delete

Choose Files No file chosen

Confirm Back

Files Page

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	<a href="#">Files</a>
	2. Engineering Change Document ,if any	Approved	2023-07-13	<a href="#">Files</a>
<span style="border: 1px solid blue; padding: 2px;">On</span>	3. Process Flow Diagrams	Request	2023-07-13	<span>Choose Files</span> <span>No file chosen</span>

Confirm Back

Detail page Before Re-upload

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
<span style="border: 1px solid blue; padding: 2px;">On</span>	1. Design Record (Drawings)	Wait Approve	2023-07-13	<a href="#">Files</a>
	2. Engineering Change Document ,if any	Approved	2023-07-13	<a href="#">Files</a>
<span style="border: 1px solid blue; padding: 2px;">On</span>	3. Process Flow Diagrams	Request	2023-07-13	<span>Choose Files</span> <span>No fil...osen</span>

Confirm Back

Detail page After Re-upload


### 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  on the button.

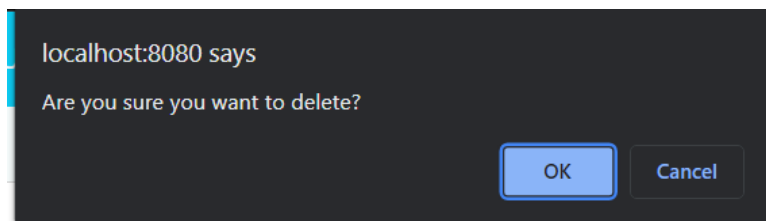
Material Des. : 010B AFS A+B LH 10189-18985a		Material Name : PCB	Maker name :	
Project Name : NAL		Supplier Name : SIIX H.K. LTD	Status : Wait Approve	
Select	Submission Document	Status	Target Date	File
<input type="checkbox"/>	1. Design Record (Drawings)	Wait Approve	2023-07-13	<a href="#">Files</a>
<input type="checkbox"/>	2. Engineering Change Document ,if any	Approved	2023-07-13	<a href="#">Files</a>
<input type="checkbox"/>	3. Process Flow Diagrams	Wait Approve	2023-07-13	<a href="#">Files</a>

หน้า Detail

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

1. Design Record (Drawings)				
File Name	Date	Status	remark	
<a href="#">1.txt</a>	2023-06-29 13:16:39	Not Approve		
Choose Files No file chosen				

Files Page



Pop-up notice

3.3 Click  to delete document

1. Design Record (Drawings)

File Name	Date	Status	remark
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">Choose Files</span> <span>No file chosen</span> </div>			
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Confirm</span> <span style="border: 1px solid #dc3545; padding: 2px 5px; border-radius: 3px;">Back</span> </div>			

Files page

3.4 After deleting document then click  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.

<b>Material Des.</b> : 010B AFS A+B LH 10189-18985a		<b>Material Name</b> : PCB		<b>Maker name</b> :	
<b>Project Name</b> : NAL		<b>Supplier Name</b> : SIIX H.K. LTD		<b>Status</b> : Partially	
Select	Submission Document	Status	Target Date	File	
<input checked="" type="checkbox"/>	1. Design Record (Drawings)	Request	2023-07-13	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">Choose Files</span> <span>No fil...osen</span> </div>	
	2. Engineering Change Document ,if any	Approved	2023-07-13	<a href="#">Files</a>	
<input checked="" type="checkbox"/>	3. Process Flow Diagrams	Wait Approve	2023-07-13	<a href="#">Files</a>	
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="border: 1px solid #6c757d; padding: 2px 5px; border-radius: 3px;">Confirm</span> <span style="border: 1px solid #dc3545; padding: 2px 5px; border-radius: 3px;">Back</span> </div>					

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	
<input type="checkbox"/>	1. Design Record (Drawings)	Request	2023-07-13	Choose Files	No fil...osen
<input type="checkbox"/>	2. Engineering Change Document ,if any	Approved	2023-07-13	<a href="#">Files</a>	
<input type="checkbox"/>	3. Process Flow Diagrams	Wait Approve	2023-07-13	<a href="#">Files</a>	
<input type="button" value="Confirm"/> <input type="button" value="Back"/>					

Detail page before upload additional documents

4.2 Click  button to select document for upload after that click

2. Engineering Change Document ,if any

File Name	Date	Status	remark
<a href="#">2.txt</a>	2023-06-29 11:55:49	<input type="button" value="Approve"/>	

Choose Files No file chosen

Files Page

4.3 The system will return to the Detail page and change status of the selected item to "Wait Approve." And press  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	
<input type="checkbox"/>	1. Design Record (Drawings)	Request	2023-07-13	Choose Files	No fil...osen
<input type="checkbox"/>	2. Engineering Change Document ,if any	Wait Approve	2023-07-13	<a href="#">Files</a>	
<input type="checkbox"/>	3. Process Flow Diagrams	Wait Approve	2023-07-13	<a href="#">Files</a>	
<input type="button" value="Confirm"/> <input type="button" value="Back"/>					

Detail Page after uploading additional documents