

Quality

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Atlas Copco
Group



Agenda

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Navigation

Navigation

Navigation to SQN Overview

- To navigate to the SQN Overview, click on Quality button on the left side of the screen.

The screenshot shows the SQN Overview page in a web browser. The left sidebar contains navigation options: Home, Primary data, Documents, Requests, SCM, and Quality. The Quality option is highlighted with a blue bar and a red arrow pointing to it. The main content area displays a table of SQN records with columns: INTERNAL ID, EXTERNAL NO., TITLE, SUPPLIER, CREATED, STATUS, STEP, and STEP TA. The word 'Quality' is highlighted in a red box in the table's title area.

INTERNAL ID	EXTERNAL NO.	TITLE	SUPPLIER	CREATED	STATUS	STEP	STEP TA
1024812	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	● Waiting	1	2025-02-
1024811	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	● Waiting	1	2025-02-
1024810	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	● Checking	8	2025-02-
1024799	000200268182A...	testing JL	DRUCK LIMITED	2025-02-19	● Waiting	1	2025-02-
1024798	000200268182A...	testing JL	DRUCK LIMITED	2025-02-19	● Waiting	1	2025-02-
1024797	000200268182A...	testing JL	DRUCK LIMITED	2025-02-19	● Waiting	1	2025-02-
1024757	000200268182A...	testing JL	DRUCK LIMITED	2025-02-17	● Waiting	1	2025-02-
1024756	000200268182A...	testing JL	DRUCK LIMITED	2025-02-17	● Waiting	1	2025-02-

Navigation

SQN Overview

- To find the SQN using its number or name, click on the magnifying glass icon in the upper right corner.
- Use the slider to move through the list and view other details of the orders.
- To open the SQN, click on its name.

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Search

Open SQN

Slider

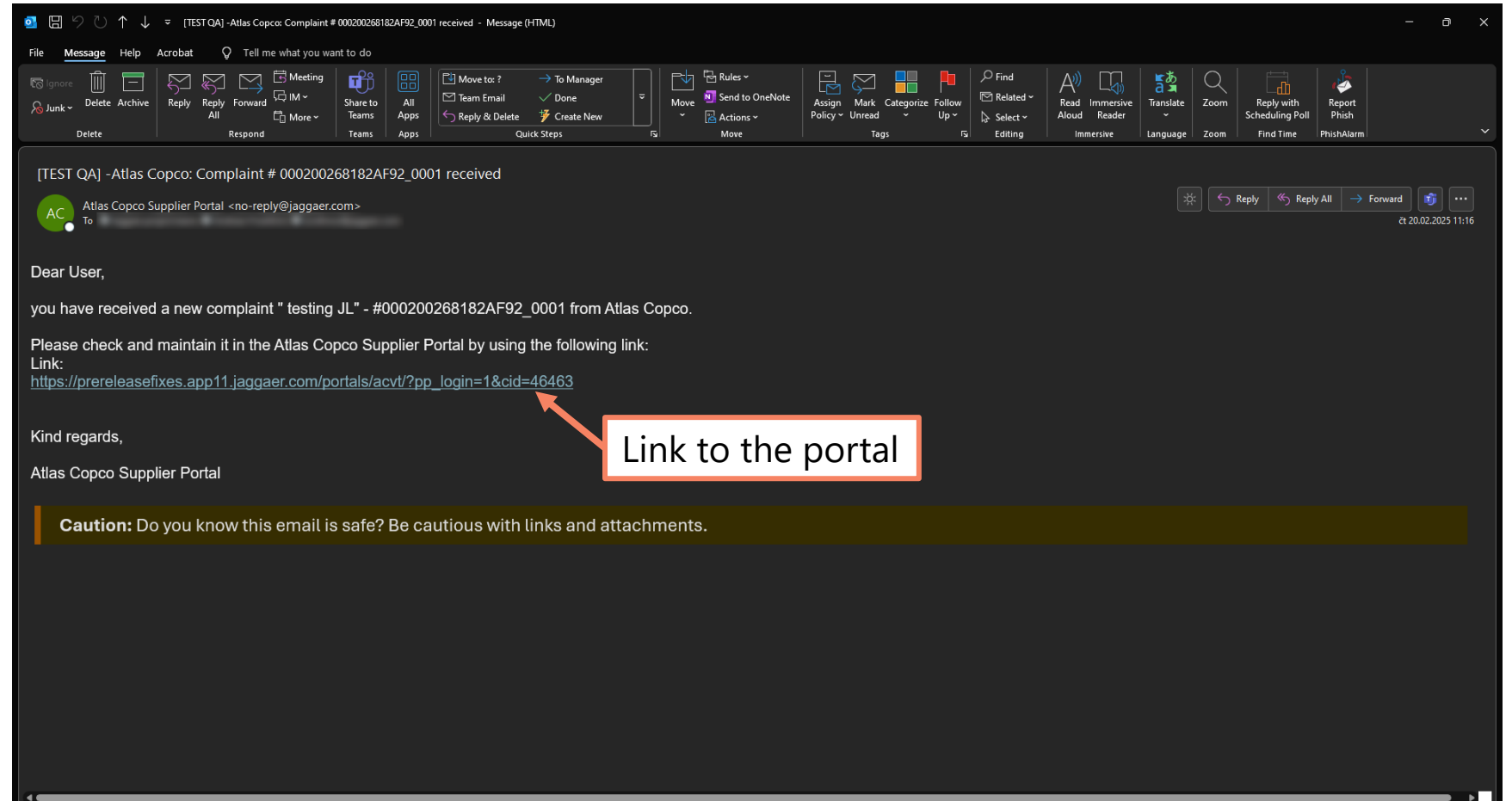
INTERNAL ID	EXTERNAL NO.	TITLE	CREATED	STATUS	STEP	STEP TA
1024812	000200268182A...	testing JL	2025-02-20	Waiting	1	2025-02-20
1024811	000200268182A...	testing JL	2025-02-20	Waiting	1	2025-02-20
1024810	000200268182A...	testing JL	2025-02-20	Checking	8	2025-02-20
1024799	000200268182A...	testing JL	2025-02-19	Waiting	1	2025-02-19
1024798	000200268182A...	testing JL	2025-02-19	Waiting	1	2025-02-19
1024797	000200268182A...	testing JL	2025-02-19	Waiting	1	2025-02-19
1024757	000200268182A...	testing JL	2025-02-17	Waiting	1	2025-02-17
1024756	000200268182A...	testing JL	2025-02-17	Waiting	1	2025-02-17

New Supplier Quality Notification

New SQN

Email notification

- A new SQN is notified by email.
- You can use the link in the email to access the supplier portal.



New SQN

SQN Overview

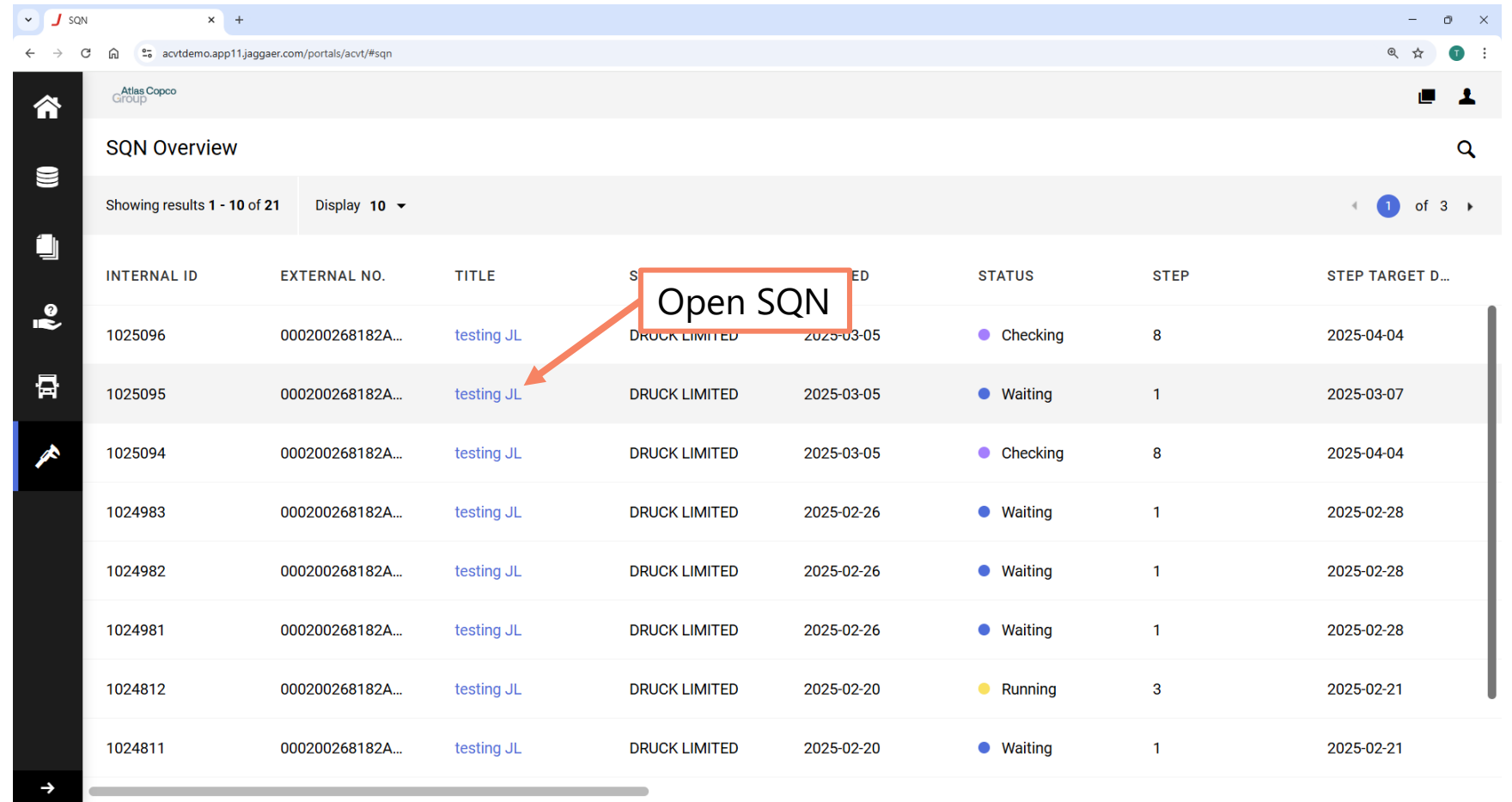
- At the same time, the new SQN becomes visible in the SQN Overview.
- Its initial status is **Waiting** as no action has been taken yet.

INTERNAL ID	EXTERNAL NO.	TITLE	SUPPLIER	CREATED	STATUS	STEP	STEP TARGET D...
1025096	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Checking	8	2025-04-04
1025095	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Waiting	1	2025-03-07
1025094	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Checking	8	2025-04-04
1024983	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Waiting	1	2025-02-28
1024982	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Waiting	1	2025-02-28
1024981	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Waiting	1	2025-02-28
1024812	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	Running	3	2025-02-21
1024811	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	Waiting	1	2025-02-21

New SQN

Open SQN

- To open an SQN, click on its Title.



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SQN Overview

Showing results 1 - 10 of 21 Display 10

INTERNAL ID	EXTERNAL NO.	TITLE	STATUS	ED	STATUS	STEP	STEP TARGET D...
1025096	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	● Checking	8	2025-04-04
1025095	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	● Waiting	1	2025-03-07
1025094	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	● Checking	8	2025-04-04
1024983	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	● Waiting	1	2025-02-28
1024982	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	● Waiting	1	2025-02-28
1024981	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	● Waiting	1	2025-02-28
1024812	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	● Running	3	2025-02-21
1024811	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	● Waiting	1	2025-02-21

New SQN

Overview

- When you open the SQN, you can expand both the SQN and Error details to find more information about the issue.

The screenshot displays the Atlas Copco SQN 1025095 overview page. The page is titled "Testing JL · 1025095" and has a status of "Waiting". The navigation bar includes steps: 1 TEAM, 2 ERROR, 3 IMMEDIATE M..., 4 REASONS, 5 PLANNED ACT..., 6 DONE ACTIONS, 7 PREVENTIVE ..., and 8 FINAL COMME... The main content area is divided into three panels:

- Material:** Material name: NW10/16 Clamping Ring Stainless Steel; Material no.: C10512401.
- Current Step:** Step: Team; Deadline: 2025-03-07 08:13; Status: In Progress.
- Team:** SQN Details: Material no.: C10512401, Material name: NW10/16 Clamping Ring ...; Location: CZ Lutin PC. Error Details: Error List: Category 1: Supplier Defect types, Category 2: Inclusion; Description: adafcd.
- Purchase Order Details:** PO Number: -; PO Item: 00000; Plant: 0158 CZ Lutin PC; Batch Number: -; Unit of Measure: EA; Reference Quantity: 5.000; Returned Quantity: 5.000.

Red boxes and arrows highlight the "SQN Details" and "Error Details" sections in the Team panel.



Priority 1 SQN - 8D report

Priority 1 SQN - 8D report

Step 1 - Team

- The first step is to select the team. Choose the Team Leader from the expandable list. Team members are optional.
- Before moving to the next step, change the status of the current step to **Done**.
- You can save your current progress at any time by clicking the **Save** button to avoid losing any work on the report. The status of the SQN will then change to **Running**.
- Move to the next step by clicking the **ERROR** tab.

The screenshot displays the Atlas Copco Group SQN 1024982 report interface. The navigation bar at the top includes tabs for TEAM, ERROR, IMMEDIATE M..., REASONS, PLANNED ACT..., DONE ACTIONS, PREVENTIVE..., and FINAL COMME... The main content area is divided into three panels: Material, Team, and Purchase Order Details. The Material panel shows 'Material name: NW10/16 Clamping Ring Stainless Steel' and 'Material no.: C10512401'. The Team panel shows 'Team Leader*' with a dropdown menu containing 'Contact, New contact', and 'Team Members' with a dropdown menu containing '2 items selected'. Below the dropdowns are two tags: 'Dummy email, Test' and 'test user12133312, test new121332'. The Status section has two buttons: 'Done' (highlighted) and 'In Progress'. The Purchase Order Details panel shows 'PO Number: -', 'PO Item: 00000', 'Plant: 0158 CZ Lutin PC', 'Batch Number: -', 'Unit of Measure: EA', 'Reference Quantity: 5.000', and 'Returned Quantity: 5.000'. A 'Save' button is located in the top right corner. Red boxes and arrows highlight the 'Error' tab, 'Save' button, 'Team Leader' dropdown, 'Team Members' dropdown, 'Done' button, and 'Purchase Order Details' panel.

Priority 1 SQN - 8D report

Step 2 - Error

- The environment of each step will now be similar. In the Error tab, start by filling in the description of the Error.

The screenshot displays the Atlas Copco SQN 1024982 Step 2 - Error report interface. The interface is divided into several sections:

- Navigation Bar:** Shows steps 1 through 8, with '2 ERROR' selected.
- Material Section:** Displays 'Material name: NW10/16 Clamping Ring Stainless Steel' and 'Material no.: C10512401'.
- Current Step Section:** Shows 'Step: Error' and 'Status: In Progress'.
- Error Section:** Contains 'SQN Details', 'Error Details', and a 'Description*' field. The 'Error description' text in the 'Description*' field is highlighted with a red box, and an orange arrow points to it.
- Purchase Order Details Section:** Displays 'PO Number: -', 'PO Item: 00000', 'Plant: 0158 CZ Lutin PC', 'Batch Number: -', 'Unit of Measure: EA', 'Reference Quantity: 5.000', and 'Returned Quantity: 5.000'.

Priority 1 SQN - 8D report

Step 2 - Error

- In the lower part of the tab, you can upload an attachment.
- Set up an acknowledged amount.
- Select the statement indicating whether the SQN is accepted or declined.
- Set the status of the step to Done, save your progress, and continue to the Immediate Measures tab.

The screenshot displays the Atlas Copco Group SQN 1024982 report interface. The main content area is titled 'Immediate Measures' and shows a 'Files' section with an attachment 'code+of+conduct.docx'. Below this, there are fields for 'Contested Amount' (5,00) and 'Acknowledged Amount' (5). A 'Statement*' dropdown menu is set to 'Accepted'. The 'Status' section has 'Done' and 'In Progress' buttons. The sidebar on the left shows the 'Next Step' as 'Immediate Measures' with a status of 'In Progress'. The navigation bar at the top includes tabs: TEAM, ERROR, IMMEDIATE M..., REASONS, PLANNED ACT..., DONE ACTIONS, PREVENTIVE..., and FINAL COMME... Red boxes and arrows highlight the 'Immediate Measures' tab, the attachment, the 'Acknowledged amount' field, the 'Statement' dropdown, and the 'Done' button.

Priority 1 SQN - 8D report

Step 3 – Immediate Measures

- Add the measure or measures, change the status to **Done**, and continue to the **Reasons** tab.

Reasons

Material

Material name
NW10/16 Clamping Ring Stainless Steel

Material no.
C10512401

Current Step

Step
Immediate Measures

Deadline
2025-02-28 08:44

Status
Done

Purchase Order Details

PO Number
-

PO Item
00000

Plant
0158 CZ Lutin PC

Batch Number
-

Unit of Measure
EA

Reference Quantity
00

Returned Quantity
5.000

Immediate Measures

^ SQN Details

^ Error Details

Add Measure*

Description	Status	Start Time	End Time	Menu
Measure Descr...	Done	2025-03-14 14:...	2025-03-14 14:...	✎ 🗑

+ Add New

Status

Done In Progress

Done

Measures

Priority 1 SQN - 8D report

Step 4 – Reasons

- Add the reason or reasons, including their contribution.
- Change the status to **Done** and continue to the **Planned Actions** tab.

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Testing JL · 1024982 Running Save

TEAM ERROR IMMEDIATE M... REASONS 5 PLANNED ACT... 6 DONE ACTIONS 7 PREVENTIVE ... 8 FINAL COMME...

Material

Material name
NW10/16 Clamping Ring Stainless Steel

Material no.
C10512401

Current Step

Step
Reasons

Deadline
2025-03-06 08:44

Status
Done

Reasons

^ SQN Details

^ Error Details

Add Reason*

Name	Description	Contribution	Menu
Reason 1	Reason 1 Description	70	
Reason 2	Reason 2 Description	30	

+ Add New

Status

Done In Progress

Purchase Order Details

PO Number
-

PO Item
00000

Plant
0158 CZ Lutin PC

Batch Number
-

Unit of Measure
EA

Reference Quantity
5.000

Returned Quantity
5.000

Planned actions

Reasons

Done

Priority 1 SQN - 8D report

Step 5 – Planned Actions

- Add the action or actions for each reason selected in the previous step.
- Change the status to **Done** and continue to the **Done Actions** tab.

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Testing JL · 1024982 Running

TEAM ERROR IMMEDIATE M... REASONS PLANNED ACT... **6 DONE ACTIONS** 7 PREVENTIVE ... 8 FINAL COMME...

Material

Material name
NW10/16 Clamping Ring Stainless Steel

Material no.
C10512401

Current Step

Step
Planned Actions

Deadline
2025-03-06 08:44

Status
Done

Planned Actions

^ SQN Details

^ Error Details

Add Actions*

Name	Status	Start Time	End Time	Menu
Planned Action 1	Planned	-	2025-03-14	
Planned Action 2	Waiting	-	2025-03-14	

+ Add New

Status
Done In Progress

Purchase Order Details

PO Number
-

PO Item
00000

Plant
0158 CZ Lutin PC

Batch Number
-

Unit of Measure
EA

Reference Quantity
5.000

Returned Quantity
5.000

Save

Done actions

Done

Planned Actions

Priority 1 SQN - 8D report

Step 6 – Done Actions

- Add the action or actions for each reason selected in the Reasons Tab.
- Change the status to **Done** and continue to the **Preventive Measures** tab.

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SQN 1024982

Testing JL • 1024982 Running

Preventive Measures

Save

TEAM ERROR IMMEDIATE M... REASONS PLANNED ACT... DONE ACTIONS PREVENTIVE ... FINAL COMME...

Material

Material name
NW10/16 Clamping Ring Stainless Steel

Material no.
C10512401

Current Step

Step
Done Actions

Deadline
2025-03-28 08:44

Status
Done

Done Actions

^ SQN Details

^ Error Details

Add Actions*

Name	Status	Start Time	End Time	Menu
Done Action 1	Done	2025-03-14	2025-03-14	
Done Action 2	Done	2025-03-14	2025-03-14	

+ Add New

Status

Done In Progress

Done

Purchase Order Details

PO Number
-

PO Item
00000

Plant
0158 CZ Lutin PC

Batch Number
-

Unit of Measure
EA

Reference Quantity
5.000

Returned Quantity
5.000

Priority 1 SQN - 8D report

Step 7 – Preventive Measures

- Add the action or actions for each reason selected in the Reasons Tab.
- Change the status to **Done** and continue to the **Final Comments** tab.

Final Comments

Testing JL · 1024982 Running

TEAM ERROR IMMEDIATE M... REASONS PLANNED ACT... DONE ACTIONS PREVENTIVE ... **FINAL COMME...**

Material

Material name
NW10/16 Clamping Ring Stainless Steel

Material no.
C10512401

Current Step

Step
Preventive Measures

Deadline
2025-03-28 08:44

Status
Done

Preventive Measures

SQN Details

Error Details

Add Measure*

Name	Status	Start Time	End Time	Menu
Measure 1	Done	2025-03-14	2025-03-14	
Measure 2	Done	2025-03-14	2025-03-14	

+ Add New

Status

Done In Progress

Purchase Order Details

PO Number
-

PO Item
00000

Plant
0158 CZ Lutin PC

Batch Number
-

Unit of Measure
EA

Reference Quantity
5.000

Returned Quantity
5.000

Done

Measures

Priority 1 SQN - 8D report

Step 8 – Final Comments

- Add the final comment and tick the boxes to confirm that you have a Control plan and Instructions.
- Change the status to Done.
- Submit the 8D report by clicking the Submit button.

The screenshot displays the Atlas Copco Group 8D report interface for SQN 1024982, Step 8: Final Comments. The interface includes a navigation bar with steps: TEAM, ERROR, IMMEDIATE M..., REASONS, PLANNED ACT..., DONE ACTIONS, PREVENTIVE ..., and FINAL COMME... The main content area shows the following details:

- Material no.:** C10512401
- Current Step:** Final Comments, Deadline: 2025-03-28 08:44, Status: Done
- Error Details:** Comment* (Final Comment)
- Control plan:**
- Instructions:**
- Status:** Done (selected), In Progress

The 'Submit' button is located in the top right corner. The 'Final Comment' field is highlighted with a red box and an arrow. The 'Done' button is also highlighted with a red box and an arrow.

Priority 1 SQN - 8D report

Checking

- The 8D report has now been sent back to the buyer.
- The status of the SQN has been changed to Checking.

INTERNAL ID	EXTERNAL NO.	TITLE	SUPPLIER	CREATED	STATUS	STEP	STEP TARGET D...
1025096	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Checking	8	2025-04-04
1025095	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Done	8	2025-04-04
1025094	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Checking	8	2025-04-04
1024983	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Running	8	2025-02-28
1024982	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Checking	8	2025-03-28
1024981	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Waiting	1	2025-02-28
1024812	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	Running	3	2025-02-21
1024811	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	Waiting	1	2025-02-21

Priority 1 SQN - 8D report

Done


- After confirmation by the buyer, the status of the SQN will be changed to Done.

INTERNAL ID	EXTERNAL NO.	TITLE	SUPPLIER	CREATED	STATUS	STEP	STEP TARGET D...
1025096	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Checking	8	2025-04-04
1025095	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Done	8	2025-04-04
1025094	000200268182A...	testing JL	DRUCK LIMITED	2025-03-05	Checking	8	2025-04-04
1024983	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Running	8	2025-02-28
1024982	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Done	8	2025-03-28
1024981	000200268182A...	testing JL	DRUCK LIMITED	2025-02-26	Waiting	1	2025-02-28
1024812	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	Running	3	2025-02-21
1024811	000200268182A...	testing JL	DRUCK LIMITED	2025-02-20	Waiting	1	2025-02-21

Priority 2 SQN – 3D report

Priority 2 SQN – 3D report

- TBD



Priority 3 SQN – Short Confirmation

Priority 3 SQN – Short Confirmation

- TBD

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