

# PPAP & Non-conformities

May 2026



**Fullstep**  
INSPIRE PROGRESS



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# INTRODUCTION

This manual will guide the supplier through the two modules—PPAP and Non-conformities—and explain the steps the supplier must take for each process. To log in to the supplier portal, the supplier must access the portal via the URL, enter their username and password, and will then see the on the lateral menu their company information, as well as the PPAP and Non-conformities associated to their company.

The screenshot displays the Gestamp supplier portal interface. The top navigation bar includes the Gestamp logo. The left sidebar menu contains the following items: 'My company', 'NC v3', 'PPAP v3', 'Product homology', 'Non-conformities', 'Offer requests', 'Auctions', 'Orders', and 'Invoices'. The 'Product homology' and 'Non-conformities' items are highlighted with red boxes. The main content area features a 'Product homology' section with a 'PENDING TASKS' bar chart and a 'User' profile card.

Period	Count
Last 90 days	2
Last 30 days	2
Last 7 days	1
Today	0

**User**  
Pascale Fernández  
pascale@putsbox.com  
(90221698N - PROVEEDOR TEST - 06/05)

# PPAP

## Tracking viewer

To access the PPAP tracking viewer, the supplier has to click on “Product homologation → Product homologations tracking,” where they can view all requested PPAPs along with their respective statuses. By default, the system displays all PPAPs, each in a separate row, with their basic information organized in columns. Various actions can be performed from the PPAP tracking screen.

The screenshot shows the 'Portal: Product Homologation Tracking' interface. The left sidebar has a menu with 'Product homologations tracking' highlighted in a red box. The main area displays a table with columns: Actions, Id, Template, Requester, Part, Status, and Homologation date. The table contains four rows of data. At the top right, there are buttons for 'Update', 'Export to Excel', and 'Advanced filters'. At the bottom, there is a legend for filtering by status, including Draft, Conditioned approval, Approved, Requested, Rejected, Review, Cancelled, Pending, and ALL.

Actions	Id	Template	Requester	Part	Status	Homologation date
[Icons]	1060	PPAP1 - PPAP L1	Administrador Plataforma (admin.platfom@fullstep.com)	W85LEEELEM000786_GLO-ZCG_H05VV-F 3G1,5...	Requested	
[Icons]	1061	PPAP1 - PPAP L1	Administrador Plataforma (admin.platfom@fullstep.com)	W85LEEELEM000814_GLO-ZCG_Stykac_3RT201...	Approved	06/05/2023
[Icons]	1062	PPAP1 - PPAP L1	Miguel Ángel Martín Durán (mam@fullstep.com)	W85LEEELEM000797_GLO-ZCG_Profibus kabel li...	Review	
[Icons]	1063	PPAP1 - PPAP L1	Miguel Ángel Martín Durán (mam@fullstep.com)	W85LEEELEM000801_GLO-ZCG_Kabel25G1,5_L...	Requested	

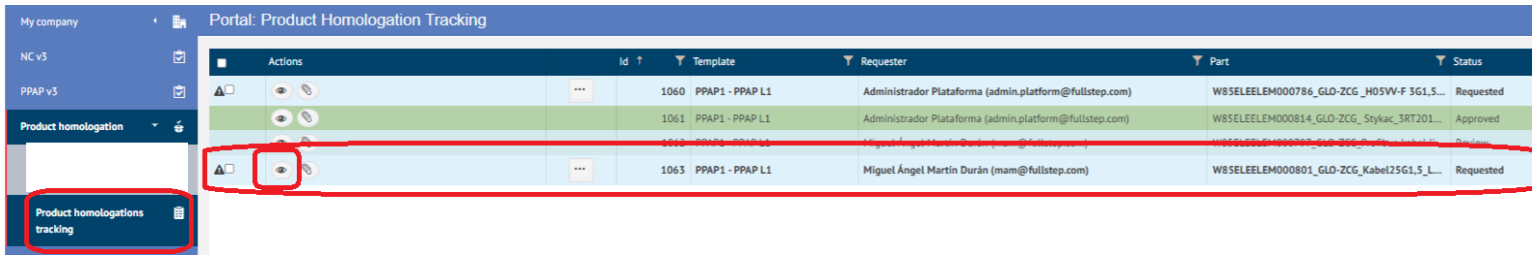
Callouts and their descriptions:

- Access the PPAP details (points to the eye icon in the Actions column)
- Supplier pending task (points to the eye icon in the Actions column)
- Attachments (points to the document icon in the Actions column)
- To sort by fields, click directly on the column header (points to the 'Template' header)
- Use the icon [dropdown arrow] to view the filter options (points to the dropdown arrow in the 'Part' header)
- Legend for automatically filtering PPAPs based on their status (points to the status legend at the bottom)
- Update viewer (points to the 'Update' button)
- Export to Excel (points to the 'Export to Excel' button)
- Advanced filters (points to the 'Advanced filters' button)

# PPAP

## Example PPAP L1 – Task 2 COMPLETION (SUPPLIER)

The COMPLETION (SUPPLIER) task will be carried out by the supplier, who will have received an email notification regarding the opening of the PPAP. The supplier can access this PPAP as described above by accessing on the lateral menu “Product homology → Product homologies tracking” and clicking on the eye icon of the PPAP marked in bold.



By clicking on the eye icon, the supplier can access the PPAP details and review the requester's inputs.

The supplier can review the information in the fields with a gray background (these fields are visible but NOT editable) and must fill in the fields marked with a red asterisk (fields with a white background are editable, and if they have a red asterisk, they are MANDATORY).



Once the supplier has filled out all the necessary information, the supplier must click on the “Save” button in the upper right corner, where 2 options will be available: “Send” (the PPAP is sent to the next task, Task 3—GES user in charge) or “Return to requester,” in which case the PPAP returns to the previous Task 1 (GES user in charge). The PPAP process for the supplier ends here unless the Task 3 user returns the PPAP to the supplier, in which case the supplier will be notified by email and the exact same procedure will apply.

The supplier can check the status of the PPAP at the very bottom of the tracking viewer in the legend.

# NON-CONFORMITIES

## Tracking viewer

To access the Non-conformity (NC) viewer, the supplier has to click on “Non-conformities,” where they can view all the NCs that have been reported along with their respective statuses. By default, the system displays all NCs, each in a separate row, with their basic information organized in columns. Various actions can be performed from the NC tracking screen.

The screenshot shows the Gestamp Non-conformities Tracking interface. The left sidebar contains a menu with 'Non-conformities' highlighted in a red box. The main area displays a table of non-conformities with columns for Actions, Id, Template, Supplier, Description, Status, Issue date, Organizational unit, and Order. The table contains three rows of data. Below the table is a legend for filtering NCs by status. Callouts provide instructions on how to use various features like sorting, filtering, and accessing details.

Actions	Id	Template	Supplier	Description	Status	Issue date	Organizational unit	Order
	65	NC1 - Quality Claim	ES90221698N-PROVEEDOR TEST	Test QC for Manuals	Response analysis	12/05/2026	ES	ain
	64	NC3 - Logistic Claim	ES90221698N-PROVEEDOR TEST	TEST NC	Under treatment	11/05/2026	ES	ain
	63	NC1 - Quality Claim	ES90221698N-PROVEEDOR TEST	Test DESCRIPTION	Effective closure	07/05/2026	ES	ain

Legend for automatically filtering NC based on their status:

- Effective closure (1)
- Non effective closure (0)
- Intermediate effective closure (0)
- Intermediate non effective closure (0)
- Under treatment (1)
- Response analysis (1)
- Draft (0)
- ALL (3)

Callouts:

- Access the NC details
- Supplier pending task
- Adjuntos
- To sort by fields, click directly on the column header
- Use the icon to view the filter options
- Legend for automatically filtering NC based on their status
- Update viewer
- Export to Excel
- Advanced filter

# NON-CONFORMITIES

## Example NC3 LC – Task 2 SUPPLIER REVIEW

The REVIEW (SUPPLIER) task will be carried out by the supplier, who will receive an email notification regarding the opening of the NC. The supplier can access the NC as described above through the lateral menu “Non-conformities” and clicking on the eye icon of the NC marked in bold.

The screenshot displays the Gestamp Non-conformities Tracking Portal. The top navigation bar includes the Gestamp logo and a menu icon. The main content area is titled 'Portal: Non conformities Tracking'. A table lists non-conformities with columns: Actions, Id, Template, Supplier, Description, Status, and Issue date. A red box highlights the 'Non-conformities' menu item on the left sidebar and the 'TEST NC' entry in the table. Below the table, the 'Details of non-conformity' section shows a process flow from D0 to D8. A red box highlights the 'Send' button in the upper right corner of the details view.

By clicking on the eye icon, the supplier can view the details of the NC, where they can review the requester's inputs.

The supplier can review the information in the fields with a gray background (these fields are visible but NOT editable) and must fill out the fields marked with a red asterisk (fields with a white background are editable, and if they have a red asterisk, they are MANDATORY).

Once the supplier has filled in all the necessary information, the supplier must click on the “Save” button in the upper right corner, where only 1 action will be available: Send (the NC is sent to the next task, Task 3—GES user). The NC process for the supplier ends here unless the Task 3 user returns the NC to the supplier, in which case the supplier will be notified by email and the exact same procedure will apply.

The supplier can check the status of the NCs at the very bottom of the tracking view in the legend.

# Need help?

If you have any questions or concerns, please contact us at the following email address:



[supplierqualitycorp@gestamp.com](mailto:supplierqualitycorp@gestamp.com)



Our union creates  
possibilities.

