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**REVISION RECORD**

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# SCOPE

This document is applicable to all Progress Rail (PR) external suppliers.

# PURPOSE

The purpose of this document is to familiarize the supplier with PR’s Excellence through Quality (ETQ) system along with instructions on getting the login details.

# INTRODUCTION

ETQ is the website used to communicate about Supplier Part Approval Process (SPAP), Quality Notification (QN) and Deviation Approval (DA). This website is used as an interface between PR’s external suppliers and PR personnel.

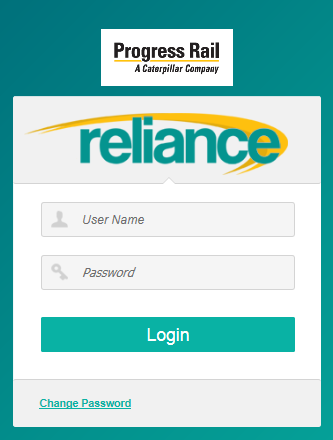
This is the link to the ETQ website: <https://etq.progressrail.com/reliance/reliance>

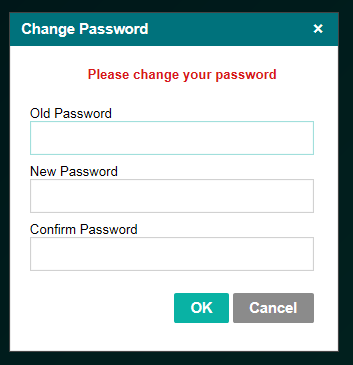
The login process and the website layout are outlined in the following sections 4 and 5. Specific instructions for navigating through SPAP and QN portals can be found on the supplier quality webpage:

<http://www.progressrail.com/en/Company/supplychain/existingprogressrailsuppliers/supplierquality.html>

This page also has other resources like supplier quality manual, SPAP procedure etc.

# LogIn screen

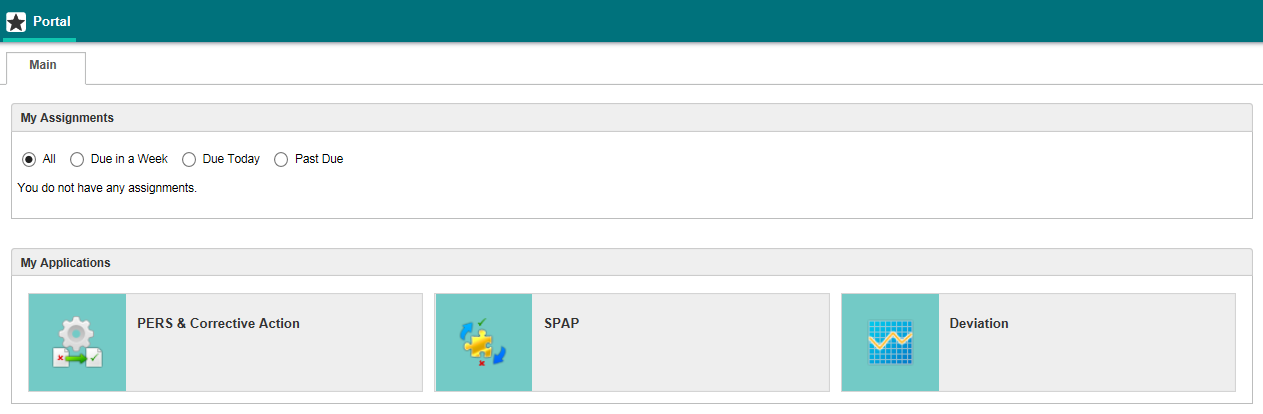
1. Please get in touch with the Supplier Quality Engineer (SQE) assigned to your account if you do not have your login credentials. The SQE will provide you with the username and one-time password.
2. Once you have the login credentials, enter your user name and password; click Login, per the screenshot on the next page.
   1. 
3. If you are a first time user, your password was reset by the SQE or you want to change your password, the following screen will pop up.



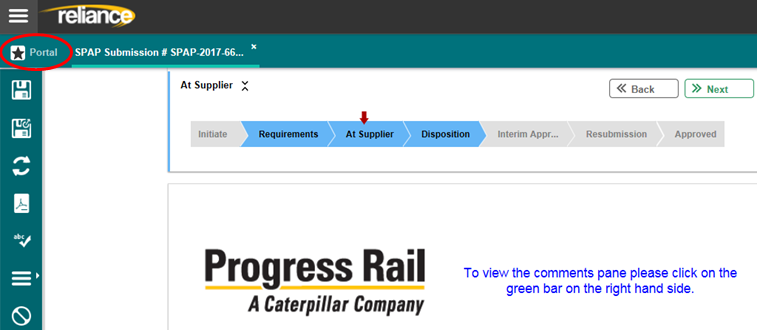
1. Please create a new password for your account and save it for future reference as required.
2. If you want to change your password – enter you user name and password, click change password. Follow step 3 and 4 from this section.

# Portal

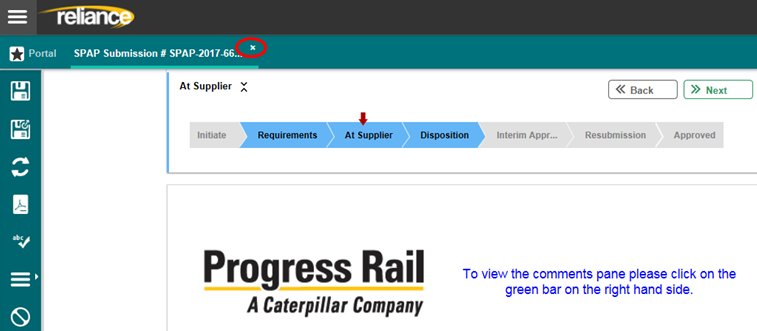
1. This is the Portal, per screenshot below.



1. It shows My Assignments and My Applications.
2. My Assignments shows you what documents are assigned to you and in which application they are located – clicking on the application name will expand to a list of links to each document.
3. These are the 2 categories that the supplier might have assignments for- PERS & Corrective Action (for Supplier QNs) and SPAP.
4. The assignments can be filtered for prioritization using the radio buttons- all, due in a week, due today and past due.
5. My Applications shows the ETQ applications that you have access – these are PERS & Corrective Action (for Supplier QNs), SPAP and Deviation.
6. Click on the application icon to open the application.
7. If you entered ETQ through a document link from an email notice, you can switch to the home page by clicking on the Portal Tab, per screenshot below.



1. You can switch back to the open document by clicking on the tab next to the ‘Portal’ tab which has the document # on it.
2. You can exit out of the document without saving it by clicking on the little “x” in the top right section of the document tab, per below.



1. The ETQ website’s tab system can be used to navigate between different applications, open documents or the Portal similar to how the internet browser tabs work.
2. The Portal/Homepage has a help option (question mark) in the top right corner.
3. Supplier can logout of their ETQ account by clicking on your username in the top right corner and then clicking on logout.

