Supplier Asset Management Training Module

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Introduction

Allegion is launching a Global Program which will focus on gathering and actively maintaining data for Allegion owned, supplier assigned assets.

The main objective of this Program, is to have complete asset tracking, quarterly asset condition updates, and a pro-active plan for risk mitigation.

With this program we will be focusing on 3 factors:

1. **IDENTIFY**
2. **MONITOR**
3. **IMPROVE**

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Introduction

- **IDENTIFY (Data Acquisition)**
  Identify who is assigned an asset and where it is physically located.
  Define the Asset ID and identify associated P/N's assigned to your facility.
  Establish a baseline condition for each asset.

- **MONITOR (Quarterly Updates)**
  Review condition status changes for each asset.
  Identify when a asset is running to a deviation.
  Identify when the last maintenance has been performed.

- **IMPROVE (Risk Mitigation)**
  Pro-active asset reviews with supply chain partners.
  Active plan for asset improvement and risk mitigation.

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Expectations for Suppliers and Allegion S.M.

1) The Supplier will submit the master template for initial Load, with accurate information for the assets in scope.

2) The Supplier will input, using the Supplier Tool Web Interface, Quarterly condition updates on each asset they are assigned.

3) The Supplier will work along with Allegion Supply Management to conduct asset reviews and create plans for reducing risk.

4) Allegion Supply Management will support Suppliers with Training and Questions that are raised during the process.

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Supplier Asset – Condition Rating Guidelines

Overview of each asset condition category

GOOD	NEEDS ATTENTION	BAD
1. Provides parts to print. 2. Produces parts on time. 3. Runs production parts efficiently. 4. Operates under a normal maintenance cycle. 5. Major components show minimal or no wear.	1. Provides parts to a standing deviation. 2. Produces parts out of print. 3. Operates below the expected efficiency. 4. Requires additional maintenance outside of normal cycle. 5. Major components show increased signs of wear.	1. Produces parts out of print. 2. Operates significantly below expected efficiency. 3. Frequent major maintenance is occurring. 4. Condition is actively impacting On-Time Delivery. 5. Major components show significant wear.

NOTE: Asset condition categories are intended to be guidelines. It is up to the supplier to determine where each asset fits based on their experience with the equipment.

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Supplier Tooling Web Page

Once the Asset Data is gathered, it is stored in a Global Database named AMMS, where it can been seen in real time, information and Condition for each Tool.

Once data is loaded, It is the supplier's responsibility to update asset condition and metering information (if applicable) every quarter, using the AMMS Web Page Interface.

A User name and Password will be assigned to each supplier site. The User and Password can be obtained through the Supply Management Organization.

The Supplier is responsible for the accuracy of the data that is entered.

The Web Address to use is for updates is:
http://tooling.allegion.com/supplierportal/

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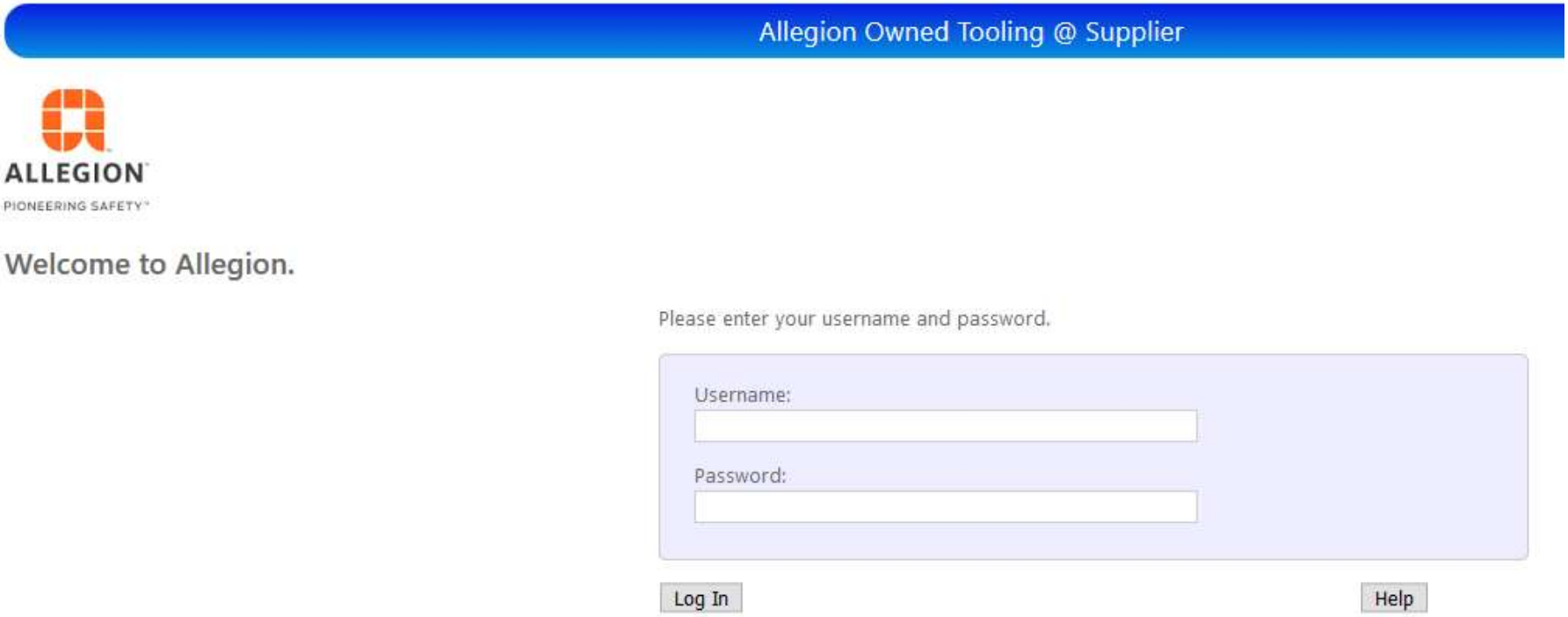
Supplier Tooling Web Page

After clicking the hyperlink, you are brought to the login page.



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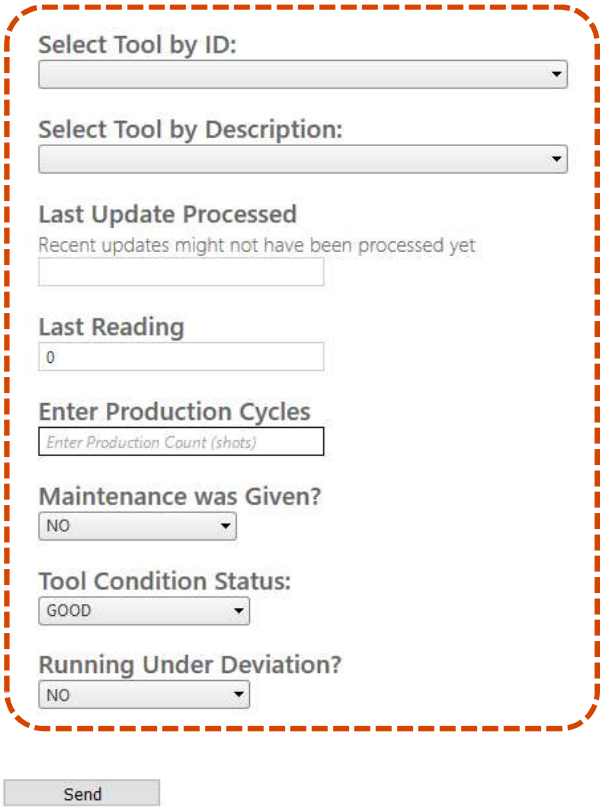
Supplier Tooling Web Page

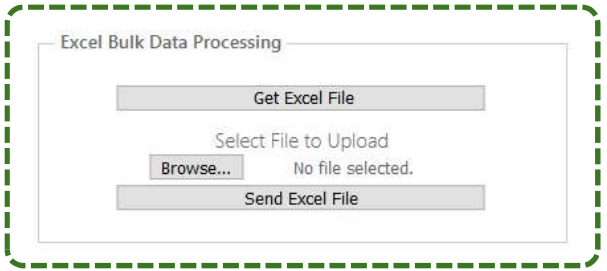
After logging in, you are directed to the data entry screen. There are two ways to update asset information.

- Individual Update – by selecting the specific tool on the left
- Batch Update – by downloading an excel file and updating in groups

Individual Update



Batch Update



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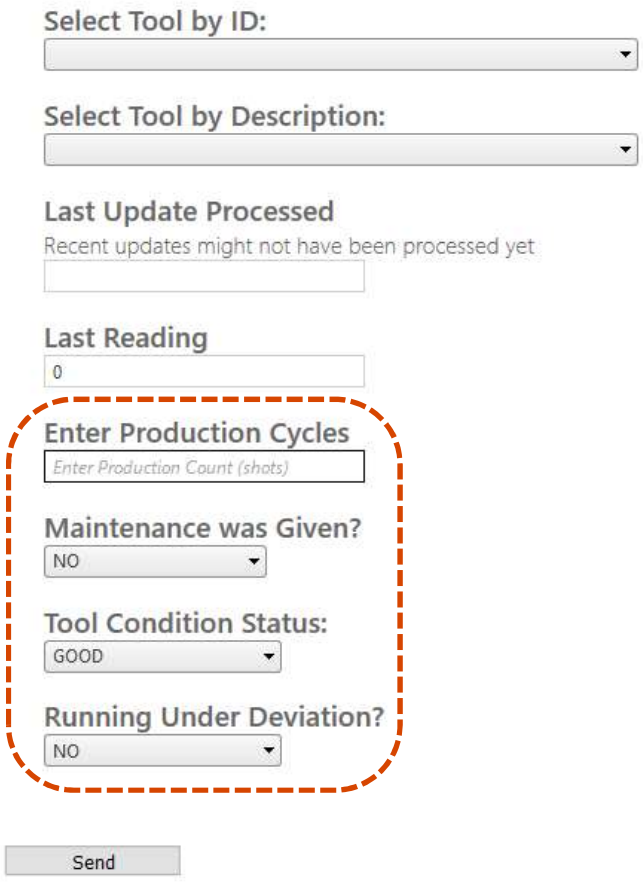
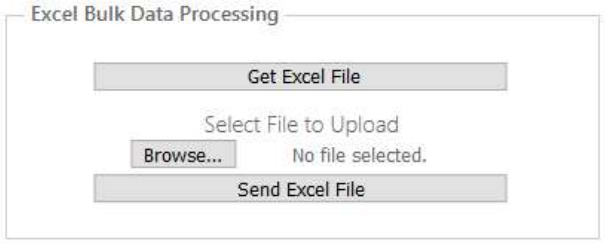
Supplier Tooling – Individual Update

To update a single tool's condition, select the tool by either the ID or by the description. The tools information from the last update will load automatically. The sections outlined below are available to update.





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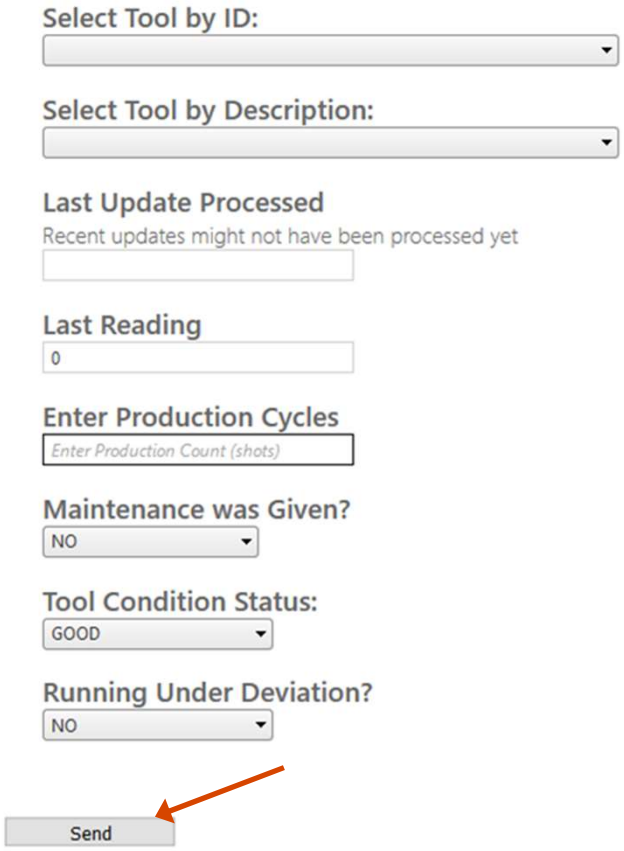
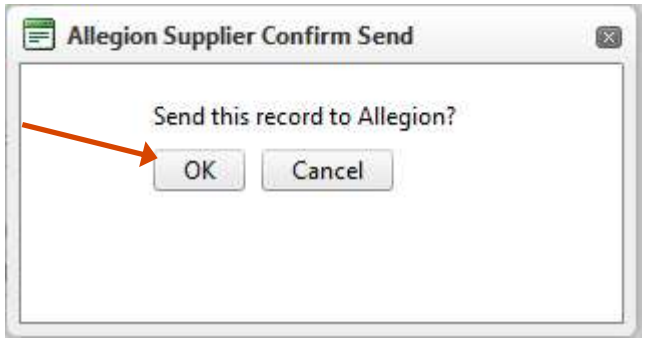
Supplier Tooling – Individual Update

Once you have updated the fields, click “Send” to process the update. A confirmation dialog box will appear. Click “OK” to save the information.





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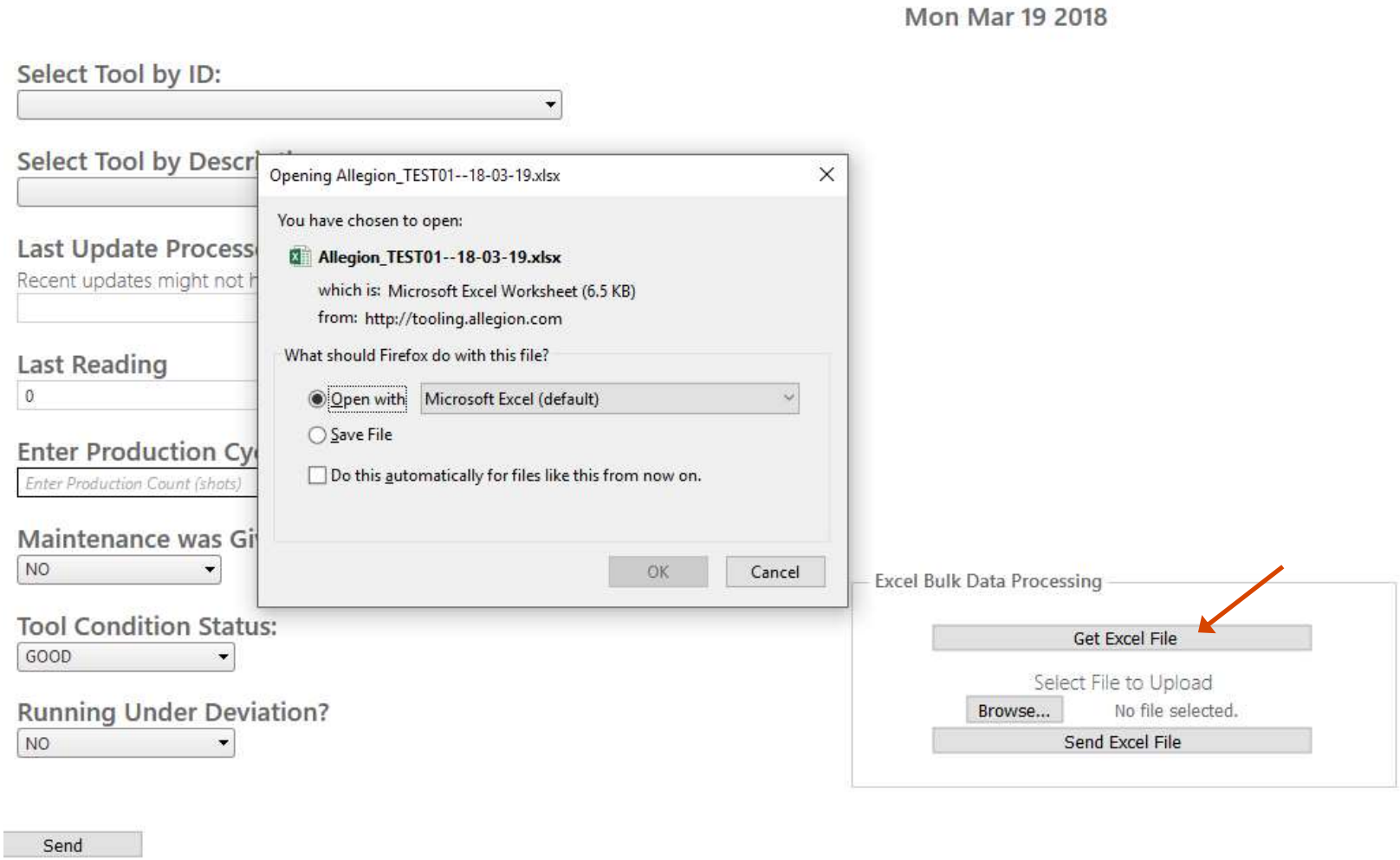
Supplier Tooling – Batch Update

To update asset condition by batch, select “Get Excel File” from the box below. A dialog box will appear as seen below. Select “Open with Excel” and click “OK”.



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Supplier Tooling – Batch Update

An excel file will then open displaying all Allegion Assets that the supplier has reported. Updates should be entered in Column's "F" through "I". For "Production (Shots)" enter only the number; do not enter a decimal or comma.

	A	B	C	D	E	F	G	H	I
1	Supplier Code	Equipment Number	Equipment Name	Usage Date Meter	Actual Meter Reading	Production (Shots)	Maintenance Was Given (Y/N)	Tool Condition	Running under deviation
2	TEST01	TL-TEST01-0001	TOOL 01 FOR TESTING AND TR/	12/5/2017	10000			Good	
3	TEST01	TL-TEST01-0002	TOOL 02 FOR TESTING AND TR/	12/5/2017	15000		Yes	Good	
4	TEST01	TL-TEST01-0003	TOOL 03 FOR TESTING AND TR/	12/5/2017	5000				
5	TEST01	TL-TEST01-0004	TOOL 04 FOR TESTING AND TR/	12/5/2017	7500			Good	
6									

Once you have updated the information, Save the file in an easy to access location on your computer.

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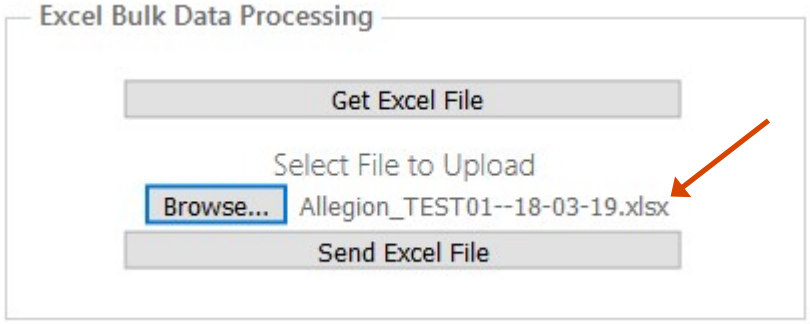
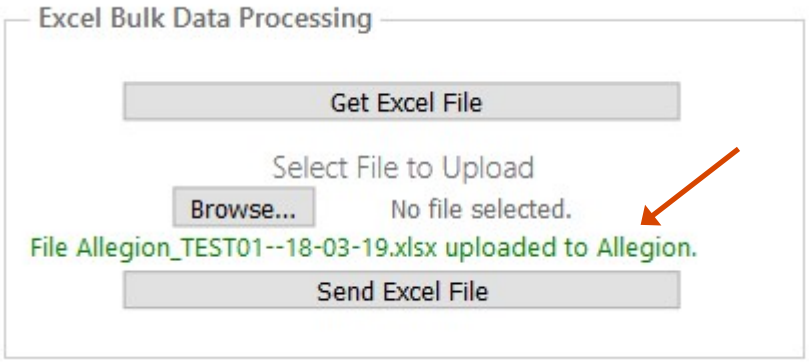
Supplier Tooling – Batch Update

Once you have saved the updated file to your computer, return to the Supplier Portal webpage. To upload the saved file, use the “Browse” tab to select the file from the saved location on your computer. Once selected the file name will appear to the right of the “Browse” icon.



To upload the information, click “Send Excel File”. If the upload is successful Green text will appear as confirmation.



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General Notes

- Updates must be submitted by the 10th day at the start of a new quarter. (January 10th, April 10th, July 10th, and October 10th)
- Maintenance was given, tool condition, and running under deviation are **MANDATORY** updates for all assets. Production Cycles/Shots are optional at this time. If you track cycles/shots internally, please include this information in the quarterly update.
- It takes approximately 24 hours for an update to be reflected in the portal.
- Production “Cycles” – the amount provided in the Quarterly update should be the number of cycles or shots for the previous Quarter. The amount provided in this block will be added automatically to the previous stored total.
- Production “Cycles” should be entered numerically with NO commas, periods, or separators of any kind.

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Questions?