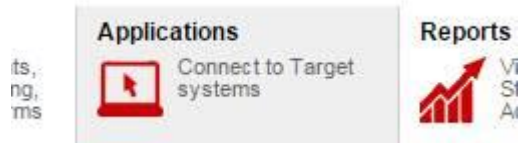


VFE Onboarding Checklist Training for Factories

If these steps do not work in Google Chrome, try Internet Explorer.

1. Log into POL
2. Click on “Applications” at the top



3. Click on “LMS” (Learning Management System)

Application (Showing 4 of 4)		Notices	Actions
LMS	Learning Management System A software system developed to manage training that needs to be tracked. Learn More		
NTB	PSQA Non Target Brand Documents Captures Non Target Brand product compliance documentation Learn More		
OTM	Overseas Transportation Management Enables Target Transportation and Business Partners to proactively plan and manage the movement of import products from factory, to port of export, to port of import. Learn More		
VMM	Vendor Management and Maintenance Application to house and maintain all user profile information for access to Partners Online. Learn More		

4. In the search box, type in “FE” and click the magnifying glass to search

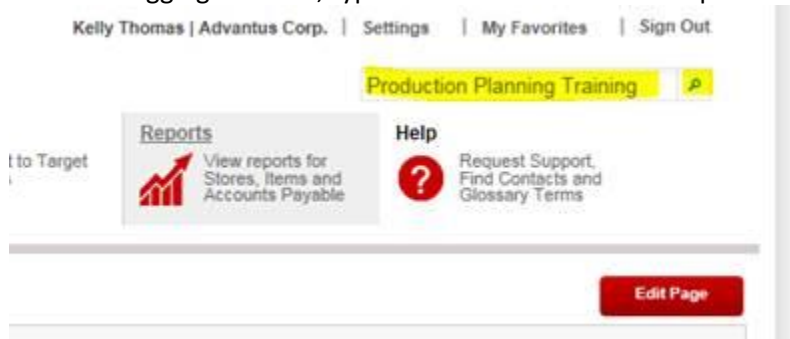


5. Click “Start” to complete the below Courses:
 - New Factory Evaluation Process: An Introduction (1.0)
 - New Factory Evaluation Process: Control of Non-Conforming Materials (1.0)
 - New Factory Evaluation Process: Correction Action and Remedial Action (1.0)
 - New Factory Evaluation Process: Production Control (1.0)
 - New Factory Evaluation Process: Production Test Plan (1.1)

6. After you complete these, type in “Production Readiness” in the search box and click the magnifying glass to search



7. Click “Start” to complete the below courses:
- PSQA 4: Production Part One (1.0)
 - PSQA 4: Production Readiness Part Two (1.1)
8. Review and become familiar with the attached Product Readiness Tool and Production Validation Packet. **Please note, it won’t work if you open this is Internet Explorer. It worked for me in Google Chrome.
9. After logging into POL, type in the search bar at the top “Production Planning Training”.



10. Click on “Production Planning Training”



11. Review and watch all documents and videos that you see below:

Production Planning Training

Title	Summary
 QDM Resource Guide for Target Brand Vendors	Quality Data Manager (QDM) is a production planning tool allowing vendors to enter production plan information and to request product inspections that field PSQA team members also have the ability to access. This tool provides PSQA field team visibility to vendors' factory production in order to forecast and schedule inspection workload. The purpose of this document is to inform the vendor what information they are required to enter into QDM.
 QDM Video 1 of 5: Upgrading to QDM v2.1	This instructional video explains the necessary steps to upgrade to Quality Data Manager (QDM) v2.1. This video requires Windows Media Player or other video software to view.
 QDM Video 2 of 5: Maintaining the Item List	This instructional video explains how to add items to the Quality Data Manager (QDM) system and maintain the item list. The video is in .wmv format and requires Windows Media Player or other video software to view.
 QDM Video 3 of 5: Creating a Purchase Order	This instructional video explains the necessary steps to create a purchase order in the Quality Data Manager (QDM) system. The video is in .wmv format and requires Windows Media Player or other video software to view.
 QDM Video 4 of 5: Creating Production Plans and Inspections	This instructional video explains the necessary steps to create Production Plans, Proposed Inspections and Electronic Vendor Inspection Request Forms (eVIRFs) in the Quality Data Manager(QDM) system. The video is in .wmv format and requires Windows Media Player or other video software to view.
 QDM Video 5 of 5: Submitting and Requesting Data	This instructional video explains the necessary steps to submit and request data in the Quality Data Manager (QDM) system. The video is in .wmv format and requires Windows Media Player or other video software to view.

12. Review the **Testing (pages 19-38)** section and the **Product Inspection (pages 39-66)** section in the PSQA Process Manual.
13. Review and sign the **Target Ethics Policy Letter** – be sure to include this when you send back the VFE to The PSQA.