

Instructions for filling out the QSL order form

Version dated 1 April 2021

Please complete the QSL order form **in its entirety** as follows:

The screenshot shows the 'QSL Bestellung' form with several fields highlighted in red and yellow. Red highlights are on 'Commissioning' (1), 'Number inspection order' (1a), and 'Inspection order QPI by client' (2). A yellow highlight is on 'Inspection order QPI by client' (2). The form is divided into sections: 'General informations', 'Details of product- and output-related testing - part A', 'Internal informations DB AG', and 'Details of product- and output-related testing - part B'. A legend at the bottom left explains the color coding: red for mandatory fields to be filled in by the client, yellow for target fields to be filled in by the client, and green for optional fields for the client.

The QSL order form replaces the "Inspection order" and "Inspection sub-order" forms.

For a chargeable order ("Chargeable inspection request") submitted by the client, fields (2) and (3) are not to be filled in and "no" is to be selected in field (9).

(1) **Commissioning:**
 Selecting "**Order**" commissions the execution of a QA measure by QA DB AG. There is not yet a purchase order for this QA measure.

Selecting "**Repetition**" commissions the execution of a QA measure by QA DB AG. A purchase order already exists for the commissioned QA measure that had not been successfully completed. The QA measure that had been commissioned previously is to be repeated. If the supplementary contractual terms for QA for DB AG have been agreed, Section 6 of these supplementary contractual terms for QA must be observed.

→ Field "Number inspection order" (1a): The inspection order number of the QSL order that led to the repetition of the QA measure is to be entered in this field.

Selecting "**Amendment**" causes the change to an existing QSL order to be displayed. A purchase order already exists for the commissioned QA measure. This change does not lead to the displayed QA measure being re-commissioned. A change to the QSL order **cannot** be applied, for example:

- if the order number in field 4 is changed and/or
- if parts/components change.

It is possible to remove or add individual items in order field (4).

→ Field "Number inspection order" (1a): The inspection order number of the QSL order for which the change is intended is to be entered in this field.

Selecting "**Cancellation**" causes the entire referenced QSL order to be cancelled.

→ Field "Number inspection order" (1a): The inspection order number of the QSL order that is to be cancelled should be entered in this field.

Selecting "**Update**" updates the necessary QA measure that had expired. For example, this applies to the STBP 2 (welding construction test), the KFP (adhesive construction process test) and the continued validity of the EMP (first article inspection) in vehicle projects.

→ Field "Number inspection order" (1a): The inspection order number of the QSL order (the QA measure) that is to be updated should be entered in this field if known.

Selecting "**Feebased**" commissions the execution of a QA measure by QA DB AG. After completion of the QA measure, the arisen expenses will be invoiced to the client. There is not yet a purchase order for this QA measure. If the supplementary contractual terms for QA for DB AG have been agreed, Section 6 of these supplementary contractual terms for QA must be observed.

(2) **Quality inspection engineer order number at the client:**
 Upstream inspection order number to which the QSL order refers (supplier chain). Entry after prior communication with the responsible *quality inspection engineer / project quality engineer*.

- Mandatory field to be filled in by client,
- Target field to be filled in by client,
- Optional field for the client.

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The screenshot shows the 'DB QSL Bestellung' form with various sections and fields. Red boxes (3, 4, 8, 12) indicate mandatory fields to be filled in by the client. Yellow boxes (5, 6, 7, 9, 10, 11) indicate target fields to be filled in by the client. Green boxes (13) indicate optional fields for the client. The form includes sections for 'General information', 'Details of product- and output-related testing - part A', 'Internal information DB AG', and 'Details of product- and output-related testing - part B'. A table at the bottom is used for listing products and parts.

- Mandatory field to be filled in by client,
- Target field to be filled in by client,
- Optional field for the client.

- (3) **DB AG order number:**
This order number is to be carried through the entire commissioning chain (supplier chain) with the QSL orders to be triggered and passed along.
Vehicle procurement project: DB contract number for the procurement of vehicles.
DB AG spare parts procurement: DB order number of the triggering DB order.
 - (4) **Client order number at the contractor:**
Clear reference to the order for the components/assembly placed by the client with the contractor. The order and associated contractual documents serve to define and represent all technical and product-specific information for the contractor. Prices may be blacked out.
 - (5) **Client's serial number:**
Client's documentation for clear identification of this QSL order (client's classification system).
 - (6) **Inspection to be carried out:**
Selection from pull-down menu of the DB AG QA measure to be ordered.
 - (7) **Date:**
The date describes the earliest time at which the ordered QA measure can be started. It is not necessarily the delivery date stated in the order for the component/assembly. (Example: planned date for the QA task (EMP (first article inspection), STBP 2 (welding construction test) etc.)).
The date will only be confirmed after the order has been confirmed and the QA measure has been directly coordinated/communicated with the designated responsible quality inspection engineer / project quality engineer.
 - (8) **Billing address:**
Applicable in the case of commissioning: "Order", "Repetition" or "Feebased" if Section 6 of the supplementary contractual terms for QA are agreed.
If the billing address differs from the address given under „Client“, the complete billing address must be entered here. If there is no separate billing address, see point 8a.
- (8a) Billing address = Client address:**
This box is to be ticked, if the invoice is to be sent to the address given under "Client".
- (8b) Reference number for DB AG accounting:**
Applicable in the case of commissioning: "Order", "Repetition" or "Feebased" if Section 6 of the supplementary contractual terms for QA are agreed.
A separate order for the QA measure is to be submitted to DB AG for the DB AG inspection service so that an invoice can be issued for the inspection service provided in accordance with the provisions of Section 6 of the supplementary contractual terms for QA.
If Section 6 of the supplementary contractual terms for QA is applicable, this field must be filled and a corresponding order placed.
It may be necessary to note the list of prices and services and/or a prior QA offer from DB AG may be required.
 - (9) **Supplementary contractual terms for QA have been agreed:**
In accordance with the specifications of the client's upstream contract, the agreement of the supplementary contractual terms for QA is to be selected. Entry after prior communication with the responsible quality inspection engineer / project quality engineer.
 - (10) **Output:**
If supplementary contractual terms for QA have been agreed, the output must be specified. Entry after prior communication with the responsible quality inspection engineer / project quality engineer.
 - (11) **List of products subject to quality inspection / checklist:**
Vehicle procurement project: unique project designation (class, call order, category name etc.). This is to be determined in consultation with the responsible quality inspection engineer / project quality engineer.
DB AG spare parts procurement: selection of the list of products subject to quality inspection agreed in the DB AG order.
 - (12) **Table of components and parts:**
All existing and known information on the component(s)/assembly(asssemblies) shall be entered in the table. One line for each material. At a minimum, the following documents must be included in the document collector: Order placed by the client with the contractor, if necessary the order for the inspection service from DB AG (see item 8), drawings if applicable, and other documents required for the QA measure to be carried out (also observe leaflet STBP 2 (welding construction test), KFP (adhesive construction process test)).
 - (13) **Comments:**
All additional information on the implementation of the QA measure should be placed here.
Vehicle procurement project: If the contractor is not the manufacturer of the product, the contractor for the order (7) is to be named in the Contractor field and the manufacturer is to be specified in the Comments field (13) with the comment "Different manufacturer".