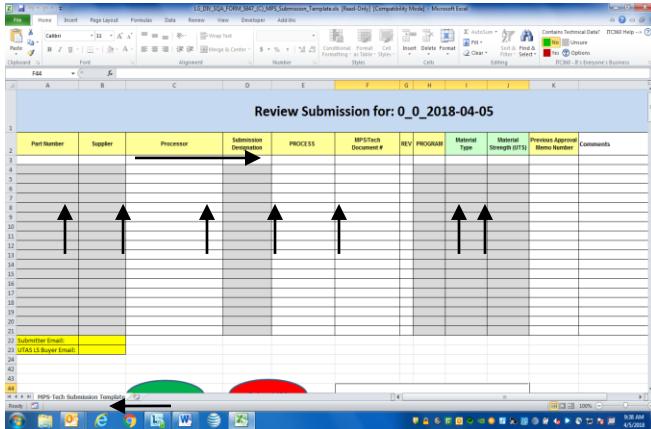


SINGLE POINT LESSON

Doc No.:	LS-SBU-SPL-018	Title:	MPS Submittal & <b>Technique</b> process for Suppliers
Revision:	<b>04</b>	Owner:	<b>Collins Aerospace LS Supplier Quality Management</b>

Please complete the MPS Submittal form as instructed below...



- Use LG DIV SQA FORM 5847 (current rev) found on the **RTX supplier portal**, **supplier portal** or **Collins Aerospace**
- for uploading Manufacturing Plans (MPS) and First Articles (FAIR) for UTAS review and UTAS approval.
- **The columns above must be completed per (•)**

	MPS
Part Number	•
Supplier	•
Processor	•
Submission Designation	•
Process	•
MPS/Tech Doc #	•
Rev	•
Program	•
Material Type	•
Material Strength	•
Previous Approved MPS	•
Comments	

- **The files as loaded into MOVEit™ must be named with the supplier's name, program, and part number information. (See required file naming convention)**

**Required File Naming Convention:**

Type of File	Naming Convention	Example
<b>(MPS)</b>	Supplier Name_MPS_part Number_Submission date**	ABCInc_MPS_1009xxxx-11_02-04-2015

\*\* (yyyymmdd)

*The Buyer Name and Email must also be completed on the form.*

- **One form LG DIV SQA FORM 5847 per MPS part number submission.**
- **For MPS submissions include all associated techniques. ZIP the file together as part of one complete submission.**
- Submit through **MOVEit™** in the respective folder assigned to supplier
- **Note: Do not use previous uploaded** submittal forms as a new template. **Please ensure you use a new template each time you submit.**
- Typical incorrect or incomplete information on submittal form will result in a Turn back and an email sent back to supplier.
  - wrong or missing part numbers
  - all MPS and/or techniques not itemized on the submission template
  - incorrect supplier or special processor name listed
  - The file name is not in the specified format as defined
- The supplier will then need to correct the MPS and/or template information and re-upload to **MOVEit™**.

**Status**

- Suppliers will receive an MPS Evaluation memo LG DIV SQA FORM 1618

SINGLE POINT LESSON

Doc No.:	LS-SBU-SPL-018	Title:	MPS Submittal & Technique process for Suppliers
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indicating the status of the review in their From Collins MOVEit™ folder.

- All resubmissions (rejected per the applicable memo) will require a new template and a complete re-upload of the submission package including all appropriate changes as requested in the evaluation memo comments.

Revision	Change	Date
01	Added FAI Evaluation memo naming convention	5/8/2018
02	Added FAI PN revision letter to FAI naming convention	11/30/2018
03	Changed Content Server to MOVE IT and naming convention update	03/29/2021
04	Removed FAIR Submission process	09/06/2022

Uploading MPS into MOVEit™

The URL for the MPS to UTAS folder is:

<https://mft-utas.utc.com>

**Note:** Only users with active MOVEit™ accounts will have access to post.

To Collins LS (UTAS) MOVEit™ folder structure

<input type="checkbox"/>	***WHEELS AND BRAKES PRODUCTS ONLY***
<input type="checkbox"/>	Corrective Action-FAR Submissions General Correspondence
<input type="checkbox"/>	General Correspondence
<input type="checkbox"/>	LS Approved First Article Inspection Reports
<input type="checkbox"/>	Manufacturing Plan Submissions
<input type="checkbox"/>	PPAP Submissions
<input type="checkbox"/>	Process Qualification Report (Forging, Casting Approvals)
<input type="checkbox"/>	Quality Notification - Proof of Mutilation
<input type="checkbox"/>	Quality Notification - Reconvenes
<input type="checkbox"/>	Quality Notification Requests -New
<input type="checkbox"/>	Unapproved First Article Inspection Reports for LS SQM review

From Collins LS MOVEit™ folder structure

<input type="checkbox"/>	Approved FAIs (stamped forms and or package)
<input type="checkbox"/>	Corrective Action Requests
<input type="checkbox"/>	Manufacturing Plan Memos
<input type="checkbox"/>	Quality Notification, FAR to Vendor
<input type="checkbox"/>	Supplier Requests for Information (ASQR-01 Form 3)General Correspondence