

## Landing Systems – Single Point Lesson

Doc No.:	LS-SBU-SPL-018	Title:	Manufacturing Planning and Metallurgical Qualification Submittal for Suppliers
Revision:	05	Owner:	Collins Aerospace LS Supplier Quality Management

### Step One - Complete the MPS Submittal Workflow

- Use this link [Supplier MPS Workflow Request](#)
- Or, at the RTX supplier portal [RTX Supplier Portal - Forms and Documents \(utc.com\)](#)
- Note:** Only users with an active LDAP account will have access to generate a workflow. See [Supplier LDAP Access](#) for details on how to set this up.

### No Workflow, No Submission!

(Template has been replaced by a Workflow)

- One Workflow per MPS part number
- The following is required for manufacturing plan and technique submissions:
  - Supplier Name
  - Program
  - Part Number
  - Material
  - Material Strength requirements
  - Submitter Email
  - LS Buyer Email
  - Submission Designation (drop down list)
  - Collins Operations offload?
  - Processor (if applicable)
  - Process
  - MPS/Tech Document #
  - Revision and Date (MPS/Tech Doc #)
  - Previous approved MPS Number
  - Comments associated with submission
  - MFT file name

#### Preferred File Naming Convention:

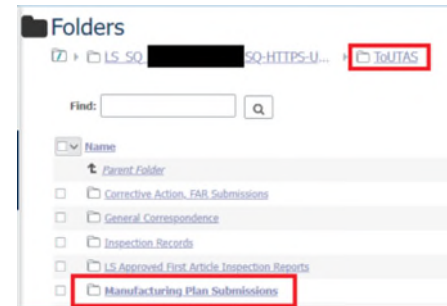
Type of File	Naming Convention	Example
(MPS)	SupplierName_Program_ Part Number_Submission date**	ABCInc_737_1009xxxx- 11_02-04-2015

\*\* (yyyymmdd)

### Step Two- Submit MPS file(s) in **MOVEit™ (MFT)**

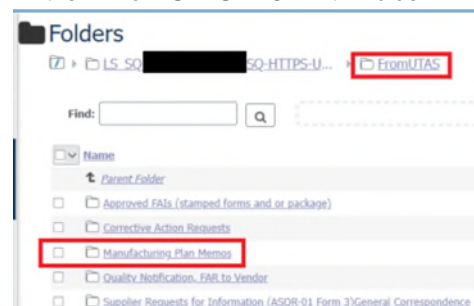
- Provide plan submission and satellite techniques plans (as applicable) as ONE file either pdf submission (Kofax, Adobe acrobat, etc.) or as ONE WinZip file
- MOVEit™ (MFT) <https://mft-utas.utc.com>

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



### Step Three- Status

- Rejected Workflows will provide an automated email response on the reason for rejection and request for resubmission, otherwise;
- Upon review, Suppliers will receive an MPS Evaluation memo indicating the status of the review in their "From UTAS" MOVE it™ folder.



- All resubmissions (per the applicable memo) will require resubmission of the workflow and a complete upload of the new submission package on MoveIT™ (MFT).
- DO NOT** provide a duplication of a submission unless directly requested by Supplier Quality.

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
<b>05</b>	<b>Updated to reflect Transition from Template to Workflow</b>	<b>7/19/2023</b>

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#### APPENDIX 1 - MPS Workflow – Submission Details

URL for the submission workflow is: [Manufacturing Planning - Submission Workflow](#)

LDAP Account is required for access to this workflow. See further for details on LDAP Account setup.

1. Submit Manufacturing planning documents through MFT™ in the respective folder assigned to supplier. Upload a **single zipped file** consisting of **all** manufacturing planning/technique/Qualification submission requiring review associated with the part number.
2. Use the Workflow to notify Collins Aerospace – Landing Systems of a Manufacturing Planning/Technique/Metallurgical qualification Submission requiring approval.  
*NOTE: The workflow is not to contain any technical data and is simply used to initiate the review and approval process.*

**Landing Gear - Manufacturing Planning/Metallurgical Qualification Workflow**

Submission template to notify Landing Gear Division of a Manufacturing Planning/Technique/Metallurgical Qualification Submission requiring approval.

Submission Date: 02/06/2023

Part Number:

Select Program:

Submission Designation:

Material:

Material Strength:

Is this a Collins Offload?

Select 'Yes': Where parts were manufactured to Collins Manufacturing Plan and/or Customer MPL. Contact SQM/SCM Focal for clarification.

Submitter Email:

LS Buyer Email:

Submission File Name:

Enter File Name submission posted to MFT

Supplier	Processor	Process	MPS/Tech Document #	Revision, Date	Previous - Approved Memo Number	Comments

3. Add a single line for each Supplier's/Processor's Manufacturing Planning associated with the part number.

**Manufacturing Planning/Technique/Metallurgical Qualification Submission Details**

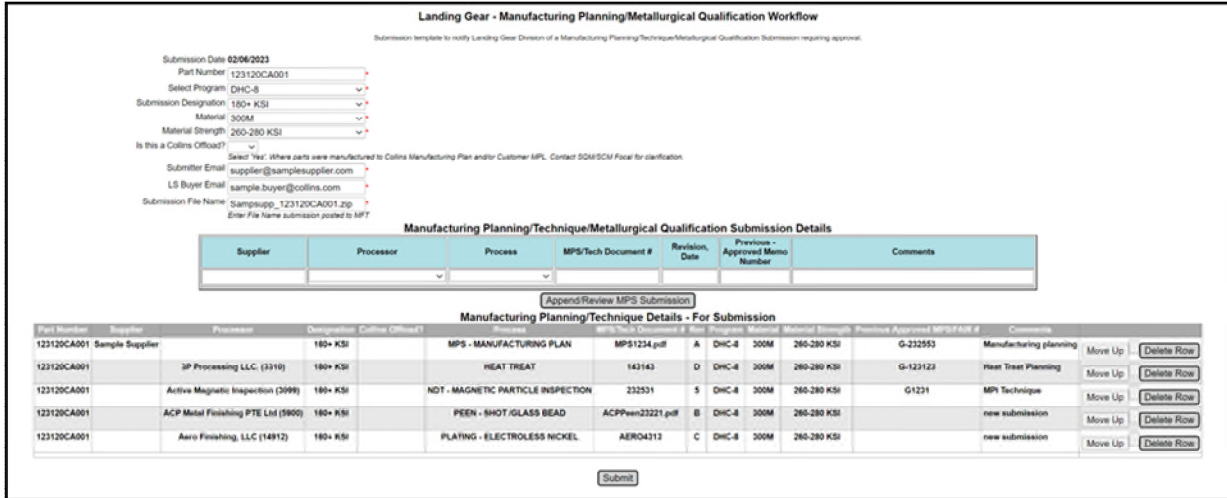
Supplier	Processor	Process	MPS/Tech Document #	Revision, Date	Previous - Approved Memo Number	Comments
Sample Supplier		MPS - MANUFACTUF	MPS1234.pdf	A	G-232553	Manufacturing planning

4. Click on 'Append/Review MPS Submission' button to transfer the line item to the submission items.
5. Repeat steps 3 & 4 until all the manufacturing planning information being submitted has been captured.

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- Review entire submission to ensure line items for review have been captured within the 'Manufacturing Planning/Technique Details – For Submission'.



**Landing Gear - Manufacturing Planning/Metallurgical Qualification Workflow**

Submission template to notify Landing Gear Division of a Manufacturing Planning/Technique/Metallurgical Qualification Submission requiring approval.

Submission Date: 02/06/2023  
 Part Number: 123120CA001  
 Select Program: DHC-8  
 Submission Designation: 180+ KSI  
 Material: 300M  
 Material Strength: 260-280 KSI  
 Is this a Collins Offload?   
 Submitter Email: supplier@samplesupplier.com  
 LS Buyer Email: sample.buyer@collins.com  
 Submission File Name: SampleSub\_123120CA001.zip  
 Enter File Name submission posted to MFT

**Manufacturing Planning/Technique/Metallurgical Qualification Submission Details**

Supplier	Processor	Process	MPS/Tech Document #	Revision, Date	Previous Approved Memo Number	Comments

[Append/Review MPS Submission](#)

**Manufacturing Planning/Technique Details - For Submission**

Part Number	Supplier	Processor	Designation	Collins Offload?	Process	MPS/Tech Document #	Revision	Date	Material Strength	Previous Approved MPS/Tech #	Comments	Move Up	Delete Row	
123120CA001	Sample Supplier		180+ KSI		MPS - MANUFACTURING PLAN	MPS1234.pdf	A	DHC-8	300M	260-280 KSI	G-232553	Manufacturing planning	Move Up	Delete Row
123120CA001		3P Processing LLC (13116)	180+ KSI		HEAT TREAT	143143	D	DHC-8	300M	260-280 KSI	G-123123	Heat Treat Planning	Move Up	Delete Row
123120CA001		Active Magnetic Inspection (2098)	180+ KSI		NDT - MAGNETIC PARTICLE INSPECTION	232531	S	DHC-8	300M	260-280 KSI	G1231	MPI Technique	Move Up	Delete Row
123120CA001		ACP Metal Finishing PTE Ltd (5900)	180+ KSI		PEEN - SHOT/GLASS BEAD	ACPPhen23221.pdf	B	DHC-8	300M	260-280 KSI		new submission	Move Up	Delete Row
123120CA001		Aero Finishing, LLC (14812)	180+ KSI		PLATING - ELECTROLESS NICKEL	AERO4312	C	DHC-8	300M	260-280 KSI		new submission	Move Up	Delete Row

- Click SUBMIT
- After Landing Systems Quality Focal performs their review of the submission, the submission will either be 'Accepted and Routed for M&PT Approval' OR 'Rejected – with comments'. Either decision will be communicated back via email.
- Where the submission is rejected, comments will be provided for the supplier to address and resubmit.
- Rejected Workflows can be accessed via the [submitter's personal workflow queue - Hyperlink](#). Update the submission file on MFT and resubmit the workflow after the edits have been made.

*NOTE: The 'Delete Row' button within the 'Manufacturing Planning/Technique Details – For Submission' will only appear when more than one row of data is present in the submission. IE, should it be necessary to update the single line entry, add the new line/detail and then proceed to delete the previous entry.*

## APPENDIX 2 - Supplier LDAP Access

Users submitting MPSs to Collins Landing Systems require an active LDAP profile.

Supplier Portal – Supplier Administrators can provide access to a new user within the organization. Training for this may be found by Navigating on the Supplier Portal

[Supplier Portal](#) – Main Landing Page → HELP & TRAINING → Training

**Applicable Course name:** Supplier Administrator