(External) Supplier Source Inspection Lot Master Document

For troubleshooting errors, contact the Supplier Portal Helpdesk:
Call: 1-833-370-0189
Email: hsssi@collins.com
Help desk form: RTX Supplier Portal - Contact Helpdesk (utc.com)

Helpdesk Hours:
6am EST – 7pm EST

Table of Contents

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1. PURPOSE

The purpose of this document is to describe the steps required for Creating an Inspection Lot Record.

1.1. Prerequisites

- Material must have Inspection Set Up indicator in Material Master in ECC.
- Material must be set up with most current version of Supplier Source Inspection Type and set to Active status in ECC.
- Material must have Inspection Plan in ECC.
- Material must have only one Usage type 5 and only one Usage type 51 in the Inspection Plan in ECC.
- Material Master CIF from ECC must carry over Inspection Type to SNC.

2. INSPECTION LOT OVERVIEW

Click the Quick Link for Source Inspection.
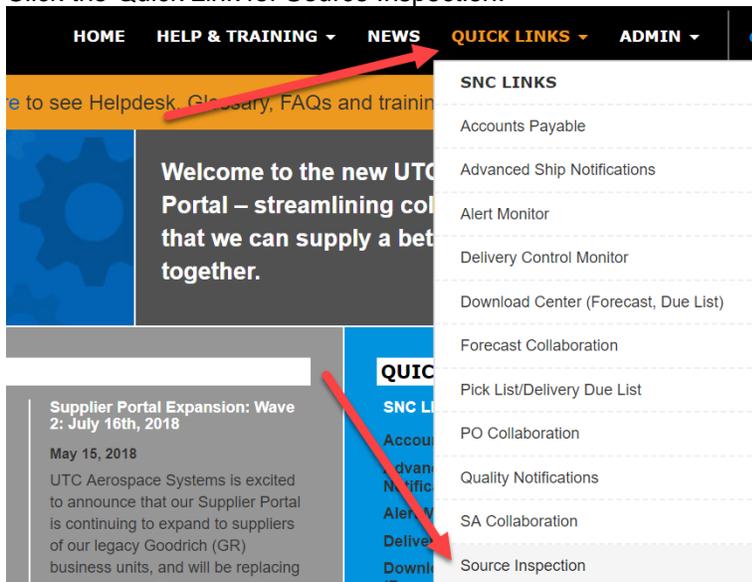
Select "Create Inspection Lot".

Inspection Lot Overview

| ← | → | | Exceptions | Demand | Release | Purchase Order | Replenishment |

Execute | Close Selection

Inspection Lot:	◇	[_____]		To
Material:	◇	[_____]		To
Ship-From Location:	◇	[_____]		To
Ship-To Location:	◇	[_____]		To
Inspection Creation Date:	◇	[_____]		To
Inspection Lot Status:	◇	[_____]		To
User Status:	◇	[_____]		To
Inspector Type:	◇	[_____]		To
Purchase Order / SA #:	◇	[_____]		To

🔘 Select all inspection lots

⚪ Select only inspection lots without a usage decision

⚪ Select only inspection lots with a usage decision

View: [Standard View ▾] | Print Version | Export | 📄 Create Inspection Lot

Print Certificate of Compliance | View Attachment List | Upload Attachment

2.1. Create Inspection lot.

A dialog box will appear. Enter a Purchasing Document # (Purchase Order, Scheduling Agreement) in the Purchase Order / SA # Field and enter the Item Number in the Item No Field.

Then click the Get Details button.

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⇨ Get Detail

* Purchase Order / SA #: [0010812728]
* Item No: [00010]

Note: if the PO / SA # and Item # do not equal a supplier source requirement a message will appear "No authorization for this Purchase Order/SA".

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⚠ No authorization for this Purchase Order/SA

⇨ Get Detail

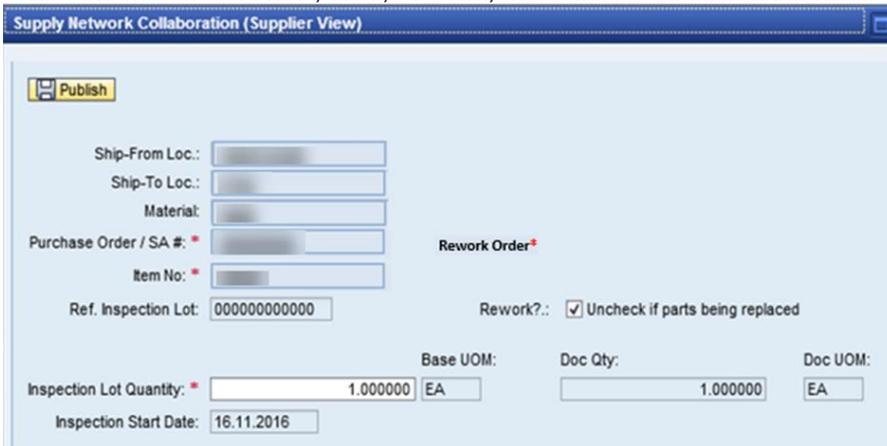Purchase Order / SA #: * [123465]
Item No: * [00010]

The "Inspection Lot Quantity" will default to the amount from the original PO/SA quantity. If necessary, change the quantity to your preferred amount.

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[💾 Publish]

Ship-From Loc.:	0000037105
Ship-To Loc.:	2722
Material:	
* Purchase Order / SA #:	
* Item No:	00010
Ref. Inspection Lot:	000000000000

	Base UOM:	Doc Qty:	Doc UOM:
* Inspection Lot Quantity:	100.000000 EA	100.000000	EA
Inspection Start Date:	08/13/2018		

2.1.1   Rework and CRM Material

When the material is RWK, RTV, or CRM, there will be additional information on the screen.

If material is part of rework purchase order, "Rework Order*" displays next to Purchase Order/ SA# field.

Note: The "Rework?:" box will automatically load with a checkmark.

If parts returned will not be sent back to customer, uncheck box to indicate the parts are being replaced.

2.2. Publish Inspection Lot

Press the "Publish" button when ready to save and publish your changes.

A status message will show that the Inspection Lot has been successfully published. To return to the overview, click X.

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✅ Inspection Lot 010009156229 has been successfully published

Ship-From Loc.:	
Ship-To Loc.:	2722
Material:	
* Purchase Order / SA #:	10812728
* Item No:	00010
Ref. Inspection Lot:	000000000000

Base UOM:　　　　Doc Qty:　Doc UOM:

* Inspection Lot Quantity:	100.000000　EA	100.000000　EA
Inspection Start Date:	08/13/2018	

The newly created inspection lot will now show on the overview.

Inspection Lot Overview　　　Supply Network Collaboration - T_1004 - Business Partner: SP24
Log Off

← ⬛⬜➡⬛ ⬛ | Exceptions Demand Release Purchase Order Replenishment Delivery Invoice Quality Master Data Tools

[⊕ Execute] [Close Selection]

		To		⇨
Inspection Lot: ◇		To		⇨
Material: ◇		⬚ To	⬚	⇨
Ship-From Location: ◇	⬚	To	⬚	⇨
Ship-To Location: ◇	⬚	To	⬚	⇨
Inspection Creation Date: ◇	📅	To	📅	⇨
Inspection Lot Status: ◇	⬚	To	⬚	⇨
User Status: ◇	⬚	To	⬚	⇨
Inspector Type: ◇	⬚	To	⬚	⇨
Purchase Order / SA #: ◇	⬚	To	⬚	⇨

◉ Select all inspection lots
◯ Select only inspection lots without a usage decision
◯ Select only inspection lots with a usage decision

ntent Area

View: [Standard View] ⌄ | [Print Version] [Export ▾] | [☐ Create Inspection Lot] | [✎ Record Results] | [▤ Down Count ILot] | [✎ Usage Decision] | [✖ Cancel Inspection Lot] | [▤]
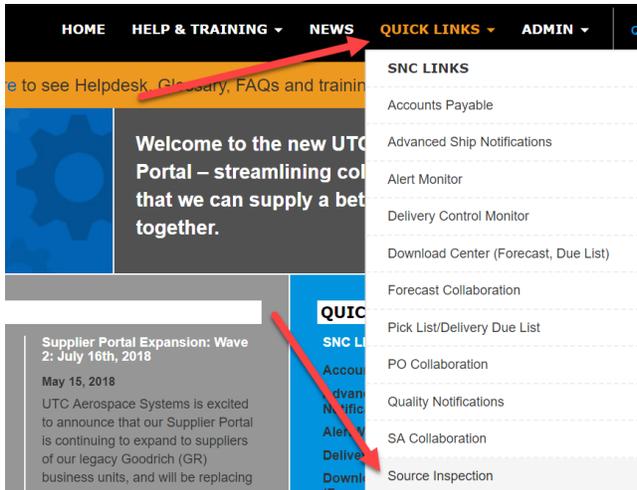[Print Certificate of Compliance] [View Attachment List] [Upload Attachment]

| Inspection Lot Number	Material	Ship To Location	Supplier	Created By	Creation Date	Changed By	Change Date	Inspection Start Date	Usage Decision Date	Purchase Doc / SA #
10009156229		2722		T_1004	08/13/2018			08/13/2018		

3. RECORD RESULTS OF AN INSPECTION LOT

3.1. Source Inspection Overview

Click the Quick Link for Source Inspection.

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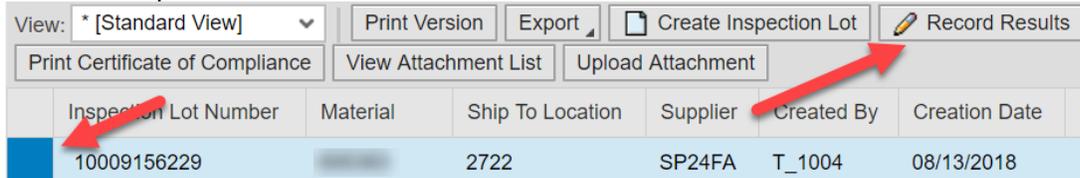Collins Aerospace – an RTX business

Click execute to run a query for all inspection lots (add filters if desired prior to clicking execute).
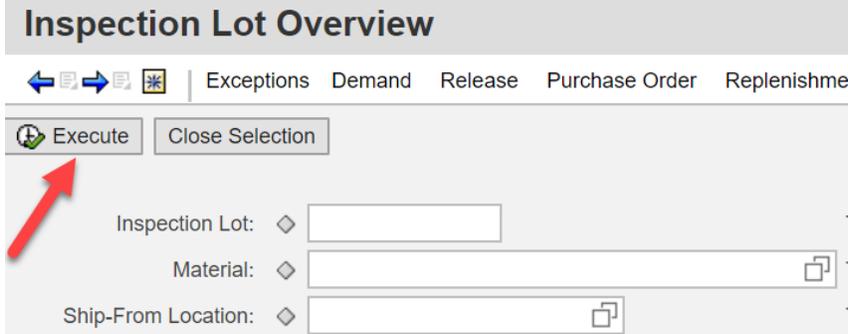
Select an inspection lot to record results.

The Inspection Lot Record Results screen appears. Review the Header Inspection Lot details, the Operations for the Inspection Lot and the Characteristics of the operation that must have results recorded for the iLot.

3.2. Review PDF of Order

Click Display PO PDF to view the PO details.

A dialog box will appear. Select the file to view and select "Download Attachment".

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3.3. Enter Quality Notes

The "Enter Quality Notes" button can be used to document traceability data, dimensional data, or any other information regarding the iLot. Press the Save button after entering data.

3.4. Record Results

On the Inspection Lot Record Results Screen, select the Operation to record results for.

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The corresponding Master Inspection Characteristics (MICs) will appear in the Characteristics section of the screen. Enter 'Inspected Qty' then click on the 'Results Field' to select a result for the MIC.

The following Results Set pop-up box will appear with acceptable result options for the characteristic. The options listed in the results sets will depend on the characteristic.

You can also document data regarding the characteristic in the Remarks field. On MPR characteristics the Remarks field could be used to document certifications.

You will need to repeat the recording for every characteristic for every operation.

Characteristics

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks	Inspector
0010	Verify Dimensional/Functional Reqts	📝	1	EA	✓	☐			P Pass	test remark	T_1004
0020	Verify latest revision for part & BOM	📝	1	EA	✓	☐			"A Revision A		T_1004
0030	OverInspect NonConforming item	📝	1	EA	✓	☐			P Pass		T_1004
0040	Verify part marking per Drawing/Spec	📝	1	EA	✓	☐			P Pass		T_1004
0050	Verify purchase order requirements	📝	1	EA	✓	☐			P Pass		T_1004
0060	Verify applicable certifications	📝	1	EA	✓	☐			P Pass		T_1004
0070	VERIFY VISUAL REQUIREMENTS	📝	1	EA	✓	☐			P Pass		T_1004
0080	Verify workmanship requirements	📝	1	EA	✓	☐			P Pass		T_1004

When ready to submit the recorded results, select "Publish". You will lose your data if you do not select "Publish" and leave the Record Results screen.

Operations

Publish   Check

Operation	Description	Status
0001	GENERIC	Open
9990	Valid Quality Notification	Open
9995	Inspection Type 04 FAI	Open

Characteristics

Characteristic	Description	Long Text	Inspected Qty	UoM	Accept	Reject	Lower Limit	Upper Limit	Results	Remarks	Inspector
0010	Verify Dimensional/Functional Reqts	📝	1	EA	✓	☐			P Pass	test remark	T_1004
0020	Verify latest revision for part & BOM	📝	1	EA	✓	☐			"A Revision A		T_1004

The Supplier is presented with a status message that the Results have been Recorded.

The Status of the Operation is set to Closed.

If there are more Operations, then each Operation must have Results recorded and the Operation closed before a Usage Decision can be made.

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Inspection Lot Record Results

4. SET USAGE DECISION

4.1. Inspection Lot Overview

Click the Quick Link for Source Inspection.

4.2. Set Usage Decision

After recording results, the iLot must be selected to set the usage decision.

Once on the Inspection Lot Overview screen, the supplier will select "Execute" to refresh the data.
The Supplier will select their inspection lot and select 'Usage Decision'.
This button will not be available until result recording is Closed for every operation.

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A new dialog box will appear. Review the inspection lot details then click on the Icon at the end of the 'UD Code' field.

4.2.1 PASS

Select the UD Code PASS.

As this is an F Code – Full Production Release, enter a 'Shippable Qty' for the full inspection lot quantity.

4.2.2 FAIL

When Fail is selected as a UD, the defective quantity is entered (this can be the whole inspection lot qty or partial qty). The shippable qty is either zero or remaining passed qty.

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4.2.3   AFAI

Usage Decision AFAI is only used when there are characteristics pertaining to FAI and it's a Pass Usage Decision.

4.3.   Publish Usage Decision

Select "Publish" to record the final Usage Decision (UD). Click "X" to exit from the dialog box.

4.4.   Confirm FCODE

You can confirm that this Inspection Lot is an F Code – Full Production Release by returning to the Inspection Lot Overview and clicking execute to refresh the screen.

The user status column will update.

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Usage Decision Code	Usage Decision Code Group	Defect Qty	Shippable Qty	Shipped Qty	Inspection Lot Status	Lot Distribution Status	User Status
PASS	UTAS	0.000000	5.000000	0.000000	PUB	UD	FCODE
PASS	UTAS	0.000000	5.000000	0.000000	PUB	UD	FCODE
		0.000000	0.000000	0.000000	CANL	LTCA	

If user status updates to an MCODE:

USAGE DECISION = PASSED
>   M CODE – STANDARD OVER INSPECTION
>   If the inspector is a DQR **PROBATION,** you will receive an error message stating a second inspection by a DQR **PRODUCTION** is required.

USAGE DECISION = PASSED
>   M CODE – FAI FLIGHT SAFETY
>   If the Inspection is FAI Flight Safety relevant a warning message will appear stating a second inspection by a **SQAR** is required.

USAGE DECISION = PASSED
>   M CODE – FAI NON-FLIGHT SAFETY
>   If the Inspection is Non-FAI Flight Safety relevant a warning message will appear stating a second inspection by another DQR **PRODUCTION**, COAR, or SQAR is required.

5. CREATE SECOND INSPECTION LOT (IF APPLICABLE)

5.1. Inspection Lot Overview

Click the Quick Link for Source Inspection.

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Click the filter icon on "User Status". Select MCODE by clicking the box to the left of the User Status field.

Click Execute.

5.2. Create Second Inspection

Select the iLot you wish to want to create a second inspection for, by clicking the box to the left of the inspection lot. This will highlight the row. Click Create Inspection.

All the inspection lot data will be carried over from the MCODE inspection lot, including the Ref. Inspection Lot. The Reference Inspection Lot is the MCODE Inspection Lot number.

The "Inspection Lot Quantity" will default to the amount from the original PO/SA quantity. If necessary, change the quantity to your preferred amount.

Select Publish to create a second inspection lot with reference to the original MOCDE inspection lot.

A status message will show that the Inspection Lot has been successfully published. To return to the overview, click X.

5.3. Record Results

Once the Second inspection is created and published, The Inspector will record results then set the Usage Decision.

5.4. Confirm FCODE

After results are recorded, confirm that this Inspection Lot is in F Code Full Production Release status. Click the execute icon in the Source Inspection Overview to refresh the data. Locate the inspection lot in the table. In the 'User Status' column, the Inspection lot should now have an FCODE assignment.

View: [Standard View] ▼ | Print Version Export ▲ | ☐ Create Inspection Lot ✎ Record Results ✎ Usage Decision ✖ Cancel Inspection Lot ☐ Print Certificate of Compliance

	Defect Qty	Shippable Qty	Shipped Qty	Inspection Lot Status	Lot Distribution Status	User Status	DQR Status	DQR Inspector	Random Audit Flag	Reference Inspection Lot Number
	0.000000	5.000000	0.000000	PUB	UD	FCODE		7829967		
	0.000000	5.000000	0.000000	PUB	UD	FCODE		7829967		
	0.000000	0.000000	0.000000	CANL	LTCA					
	5.000000	0.000000	0.000000	PUB	UD	RCODE		7829967		
	0.000000	0.000000	0.000000	OVER	RREC	MCODE	X	7841134		
	0.000000	5.000000	0.000000	PUB	UD	FCODE		7829967		10003388846
	0.000000	0.000000	0.000000	OVER	RREC	MCODE		7829967		
	0.000000	5.000000	0.000000	PUB	UD	FCODE		7841133		10003388848

6. CANCEL INSPECTION LOT

6.1. Process

There are 3 ways to navigate to Quality -> Inspection Lot Overview.
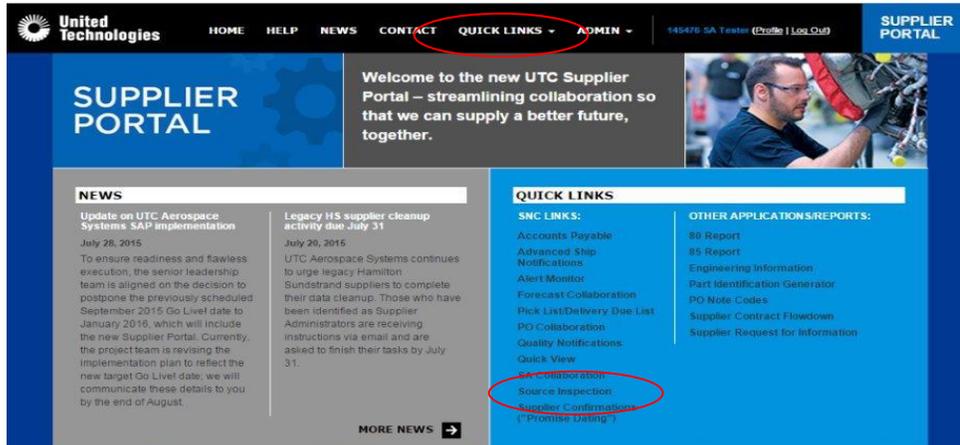
You can also use the Inspection Lot Record Results menu option. Then enter the inspection lot number and click "GO" button.
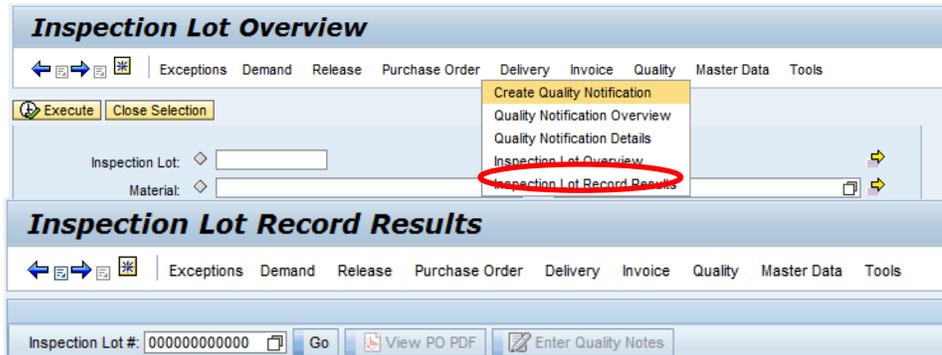
From the Inspection Lot Overview:
To conduct a search of All inspections lots. Click the Execute button.
OR
Limit the inspection lots by entering filtering information into the section provided then click the Execute button.

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Select the iLot you wish to cancel by clicking the Box to the left of the inspection lot. This will highlight the row then Click Cancel Inspection.

A pop up box will appear for you to confirm you want to cancel the iLot. Click Yes to cancel

A message confirming that the inspection lot has been cancelled will appear at the top of the screen.
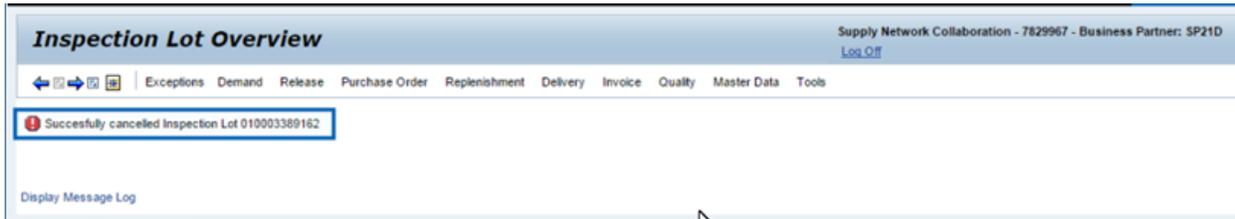
****When you cancel an inspection lot it **WILL NOT** be removed from the data table.****

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