



“Supplier Gold” is the one, single United Technologies Corporation award bestowed upon a supplier to recognize performance excellence.

Items of Interest 155

Date: January 27, 2016

NOTE: This Supplier Circular has been generated for all suppliers that provide to UTC Aerospace Systems (UTAS)

Issues Preventing QN’s going from the Supplier Portal to the Internal System

As of late, it has come to our attention that there are a few issues that can arise when submitting a QN from the supplier portal. Here are some tips to ensure you have a successful submittal to the internal system.

1. **Traceability.** There are three fields that are not required fields for traceability on the general tab (Customer Batch, Supplier Batch & Serial Number). Do not fill these fields out. Put all traceability in the excel template required for every submittal which is found under Quick Links. **DO NOT FILL IN THE FIELDS IN THE RED BOX**

Create Quality Notification Supply Network Collabora

← → ↻ 📄 Exceptions Demand Release Purchase Order Delivery Invoice Quality Master Data Tools

New Check Save Draft Publish

Quality Notification Header

General Subject Partners Locations Admin. Data

Document

Customer: * UTASGLOBAL [v] Customer Name: []

Reference Documents

PO No.: [] PO Item No.: []
 SO No.: [] SO Item No.: []
 ASN No.: [] ASN Item No.: []

Product

Product: * [] Product Desc.: [] Subcontr. Comp.
 My Product Number: [] My Product Desc.: []
 Complaint Quantity: [] Unit: []

Customer Batch: [] **Supplier Batch:** [] **Serial Number:** []

Defect Items

Delete View: [Standard View]

Defect Item Number	Code Group	Defect Type Code	Description	Notes	Number of Defects	Code Group De

- 2. Save Draft instead of Publish.** Currently there is a bug in the system that IT is working through that if you click Save Draft when filling out a QN prior to Publish, it will not go from the portal to the internal system. **CLICK PUBLISH** when completing a request. **DO NOT CLICK SAVE DRAFT PRIOR TO PUBLISH.**

Create Quality Notification Supply Network Collaboration

Navigation: Exceptions Demand Release Purchase Order Delivery Invoice Quality Master Data Tools

Buttons: **New** **Check** ~~**Save Draft**~~ **Publish**

General | Subject | Partners | Locations | Admin. Data

Document
Customer: * UTASGLOBAL Customer Name: _____

Reference Documents
PO No.: 0010553323 PO Item No.: 10
SO No.: _____ SO Item No.: _____
ASN No.: _____ ASN Item No.: _____

Product
Product: * PARTNUMBER-02 Product Desc.: Dummy Part Subcon with SSI Subcontr. Comp.
My Product Number: _____ My Product Desc.: _____
Complaint Quantity: 1 UoM: EA
Customer Batch: _____ Supplier Batch: _____ Serial Number: _____

Defect Items
Delete View: [Standard View]

Defect Item Number	Code Group	Defect Type Code	Description	Notes	Number of Defects	Code Group Description
	DCERI-DA	DA03		0	1	Damaged

- 3. Please ensure you fill out the following fields:**
 - General Tab:** Product, Complaint Quantity, UoM, the whole line item (Code Group Description, Number of Defects)

Quality Notification Header

General | Subject | Partners | Locations | Admin. Data

Document
Customer: * UTASGLOBAL Customer Name: _____

Reference Documents
PO No.: 0010553323 PO Item No.: 10
SO No.: _____ SO Item No.: _____
ASN No.: _____ ASN Item No.: _____

Product
Product: * PARTNUMBER-02 Product Desc.: Dummy Part Subcon with SSI Subcontr. Comp.
My Product Number: _____ My Product Desc.: _____
Complaint Quantity: 1 UoM: EA
Customer Batch: _____ Supplier Batch: _____ Serial Number: _____

Defect Items
Delete View: [Standard View]

Defect Item Number	Code Group	Defect Type Code	Description	Notes	Number of Defects	Code Group Description
	DCERI-DA	DA03	test	0	1	Damaged

- Subject Tab:** Priority (please only use 1-Very High for AoG), Subj. Code Grp, Subject Code, End Date (last possible day required for shipping), Description

Create Quality Notification

Navigation: Exceptions Demand Release Purchase Order Delivery Invoice Quality Master Data Tools

Buttons: **New** **Check** **Save Draft** **Publish**

Quality Notification Header

General | **Subject** | Partners | Locations | Admin. Data

Problem Description

Priority: * 3-Medium
Subj. Code Grp: ZDOCTYPE Description: Document Type
Subject Code: ZVMR Description: VENDOR MATERIAL REVIEW REQUEST
Start Date: 27.01.2016 End Date: 27.02.2016
Description: * test QN

Notes

This document or file does not contain export controlled technology or technical data.

4. Please note the “Notes” Section is not required. All data should be in the excel form. Only use the notes section when you update a QN after Publishing. This section should be used to notify UTAS if you make any changes to the request after first Publish.
5. **Deleting Line Items.** Do not delete line items. If you created a line in error, please contact hscad@hs.utc.com and we will void that line item out. Deleting an item causes errors.

For more information, contact Supplier Response Center at: hscad@hs.utc.com

UTC Aerospace Systems / Hamilton Sundstrand Supplier Circulars cover items of interest, interpretation of drawings and specifications as well as clarifications of Hamilton Sundstrand procedures. In addition, they bring attention to examples of problems encountered by other suppliers and present their solutions for possible application in your organization. After review and appropriate action, file this circular for the future reference.

QC-0302.00 Rev. A (04/2013)
QWI 302-C-011