Material Review (MR) Module – Supplier User Guide

For MR Submittals to Boeing St. Louis Only

Sep 2021

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Supplier User Guides for SQIS modules may be found at:

Access the Boeing Supplier Portal:

• Under the "Categories" header at the bottom of the page, click "Quality"

• On the right hand side of the screen, near the computer icon, click on the "SQIS Supplier Website" link

• From the SQIS Supplier Website, click on the corresponding SQIS Module tab

• From the tab, click "User Guide".

Other IR0451 supplemental files may be found at:

http://www.boeingsuppliers.com/supplier_portal/bdsSiteReqs.html

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Initiate MRR from Main Dashboard for BDS

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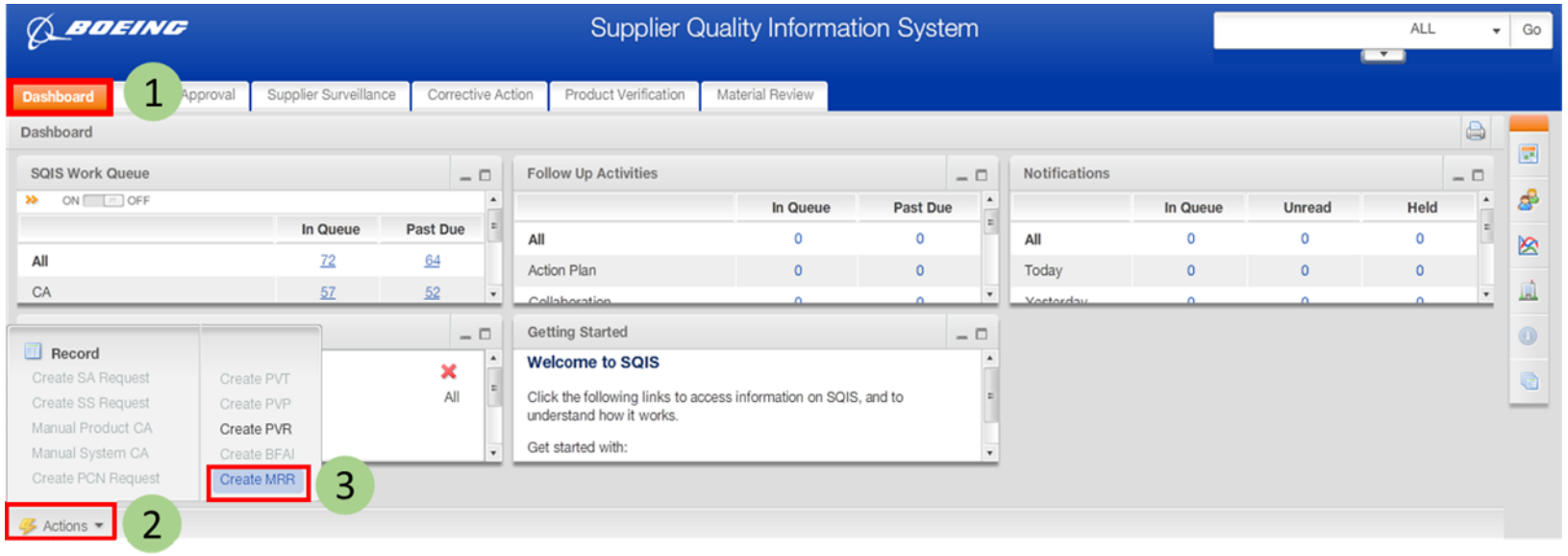
Initiate MRR from Main Dashboard for BDS



1. Start from the SQIS Main Dashboard
2. Click on the Actions menu
3. Select Create MRR

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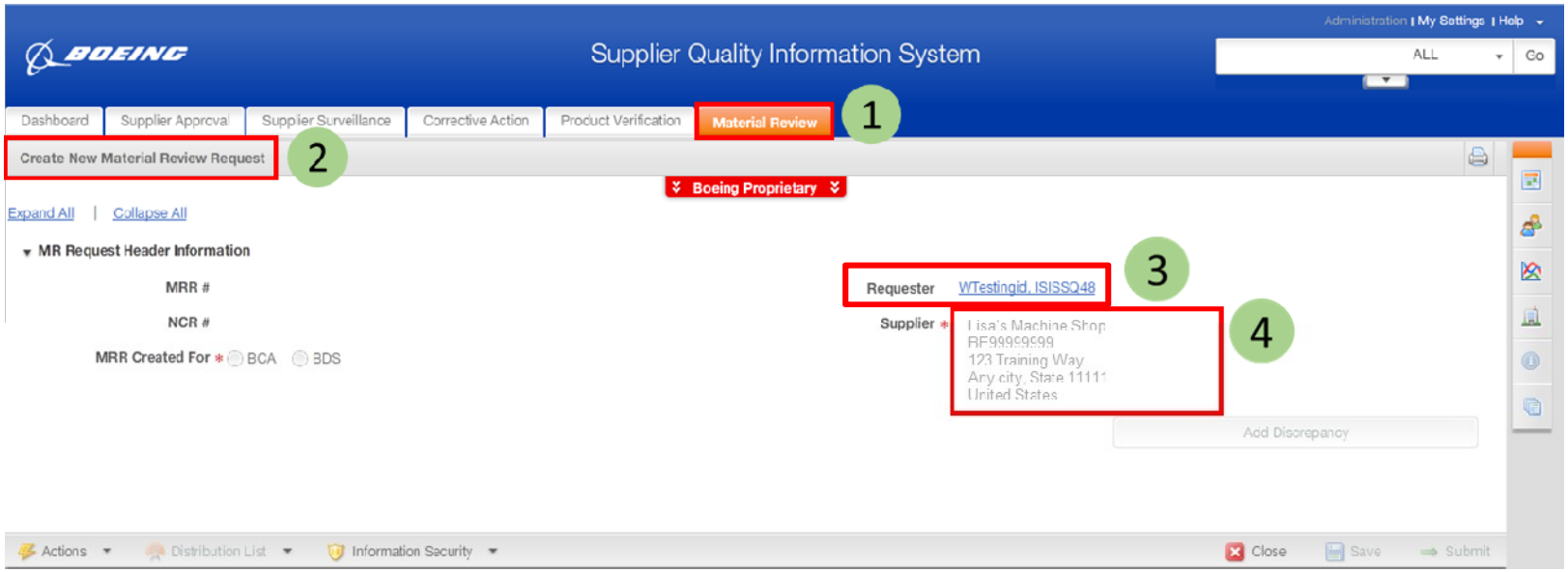
Initiate MRR from Main Dashboard for BDS



1. SQIS brings you to the Material Review module
2. Opens a New Material Review Request
3. Auto-populates your name as the Requester
4. Auto-populates the MRR with the supplier facility information

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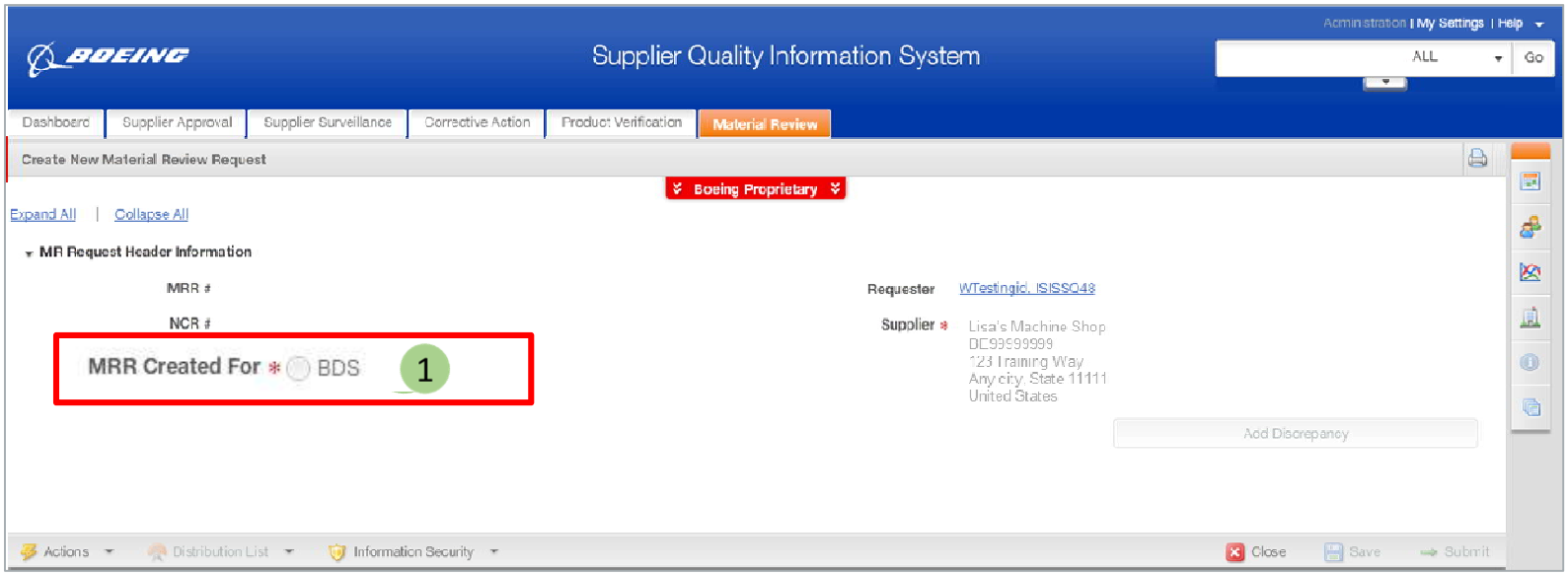
Initiate MRR from Main Dashboard for BDS



1 Populate the MRR Created For field

BDS = Boeing Defense, Space and Security

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Populate the BDS MRR Header

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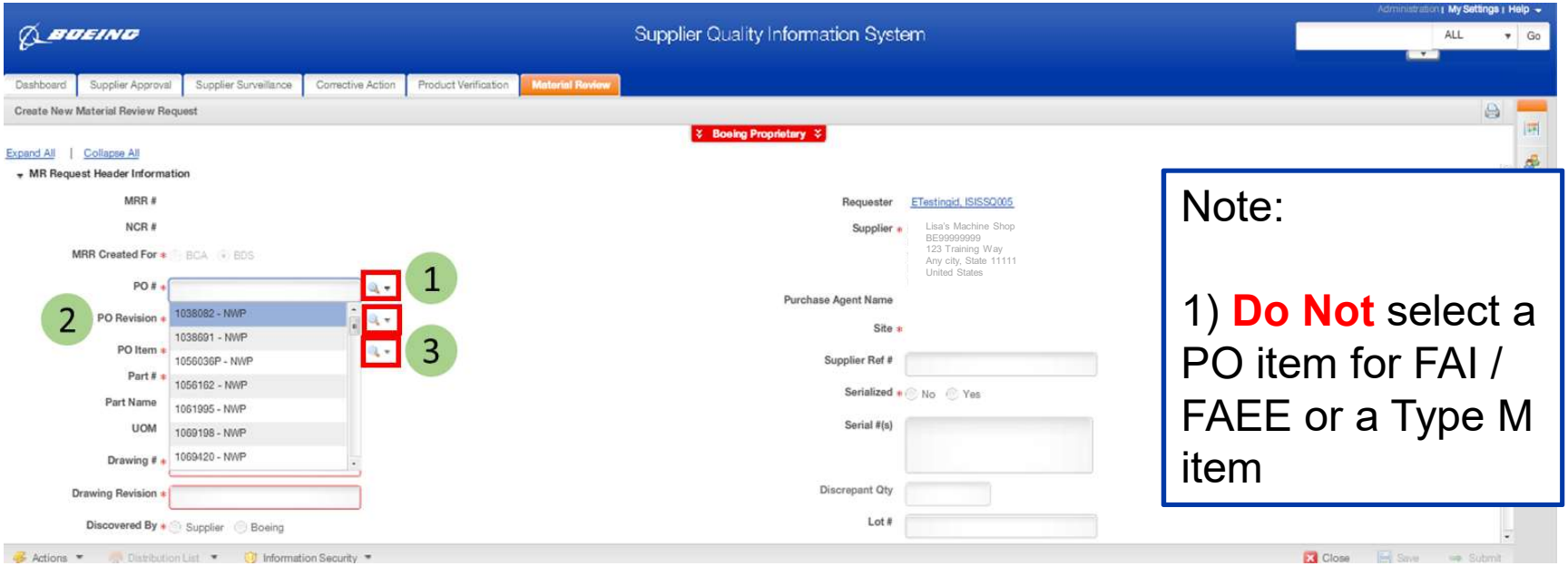
Populate BDS MRR Header



1. Begin populating the MRR header by clicking on the magnifying glass next to the PO field to see a listing of open POs associated with your facility. Select the PO requiring the submittal of an MRR.
2. Once you select the PO in step 1, SQIS will automatically default the PO Revision field with the most recent revision.
3. Select the PO item associated with the MRR by clicking on the magnifying glass next to the PO item field.

❖*NOTE: If unable to locate PO, submit a Footprints ticket from HELP menu (upper right of screen).*

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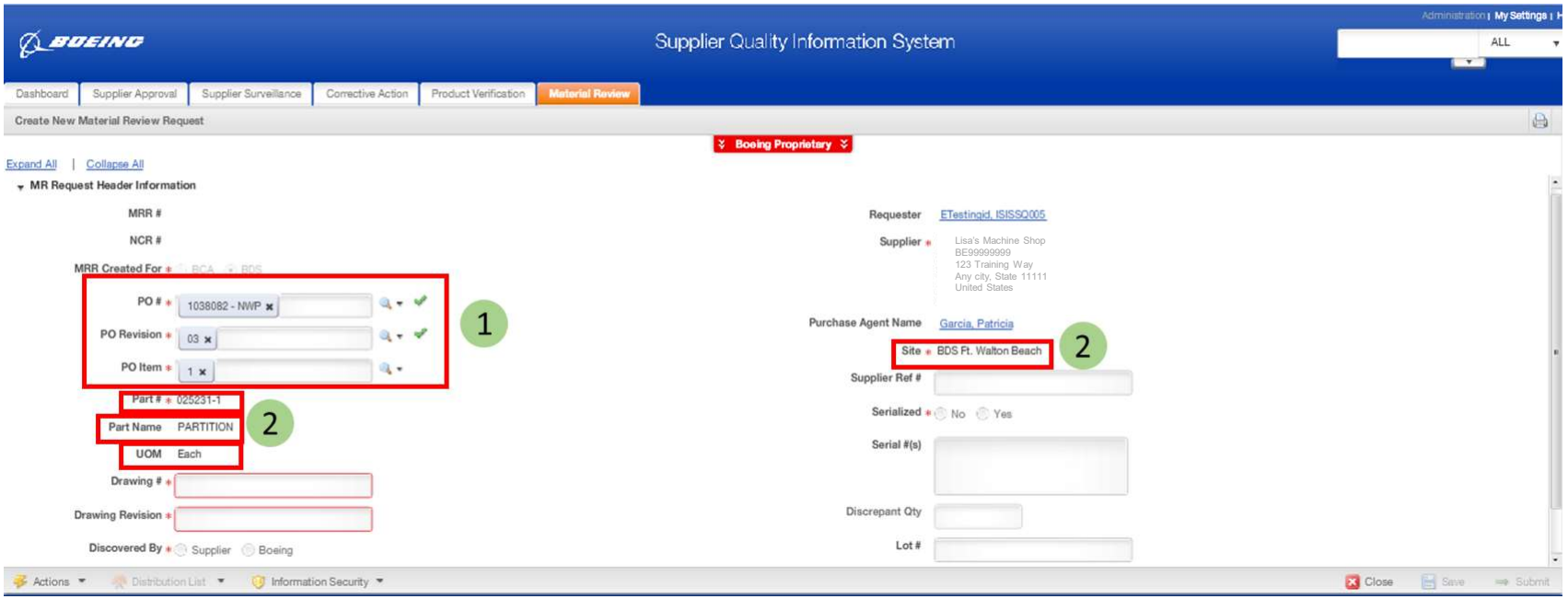
Populate BDS MRR Header



1. After you've selected the PO, PO Revision and PO Item, SQIS displays green check marks as a validation to indicate the PO and PO Revision are valid.
2. Also, based on the PO, PO Revision and PO Item you've selected, SQIS auto-populates the following fields: Part #, Part Name, Unit of Measure (UOM) and Site.

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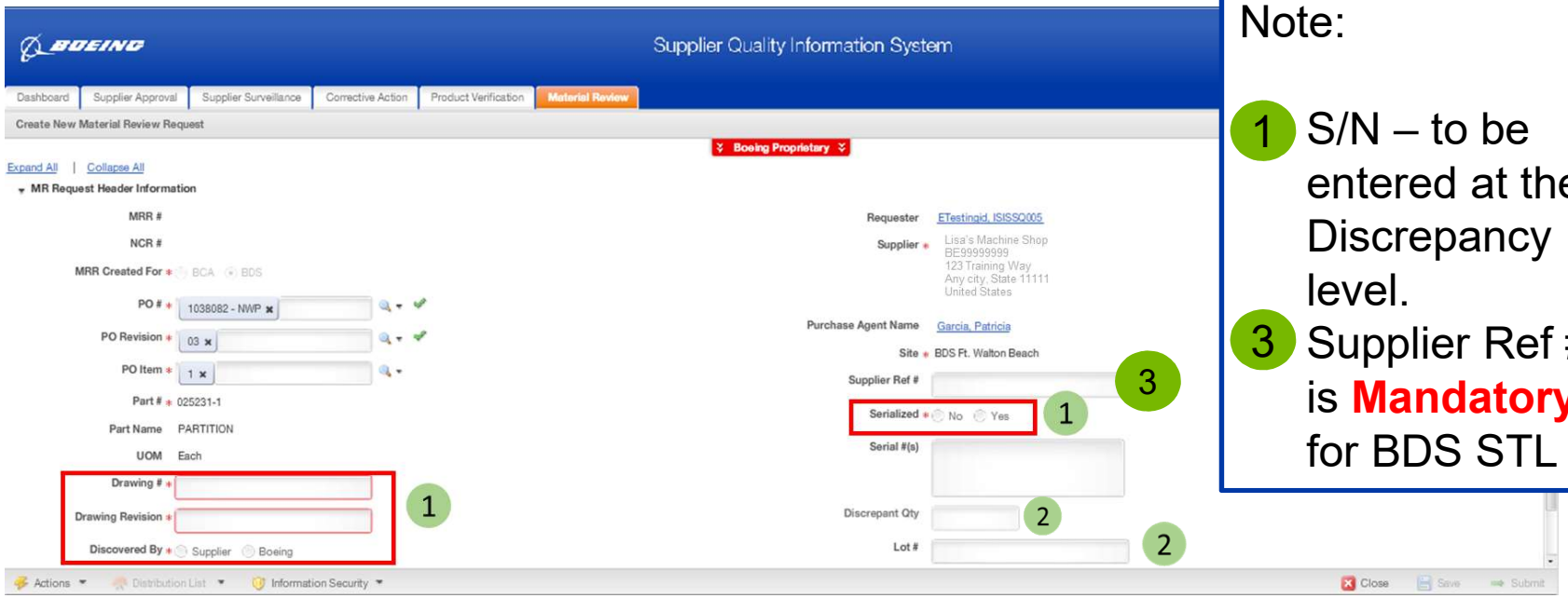
Populate BDS MRR Header



Note:

1. S/N – to be entered at the Discrepancy level.
3. Supplier Ref # is **Mandatory** for BDS STL

1. Populate the remaining mandatory fields, indicated by a red asterisk, for the header portion of the MRR
2. If desired, populate the remaining optional fields for the header portion of the MRR
3. Supplier Ref # - this is the Supplier Nonconformance document controlling the nonconforming part.
   - *If you select Yes in the Serialized field, the Serial #'s field will be auto-populated after you've added serial numbers to your discrepancy – See Slide 15. Do not enter S/N here.*
   - *Note: The Save button remains disabled until you've populated all of the mandatory fields.*

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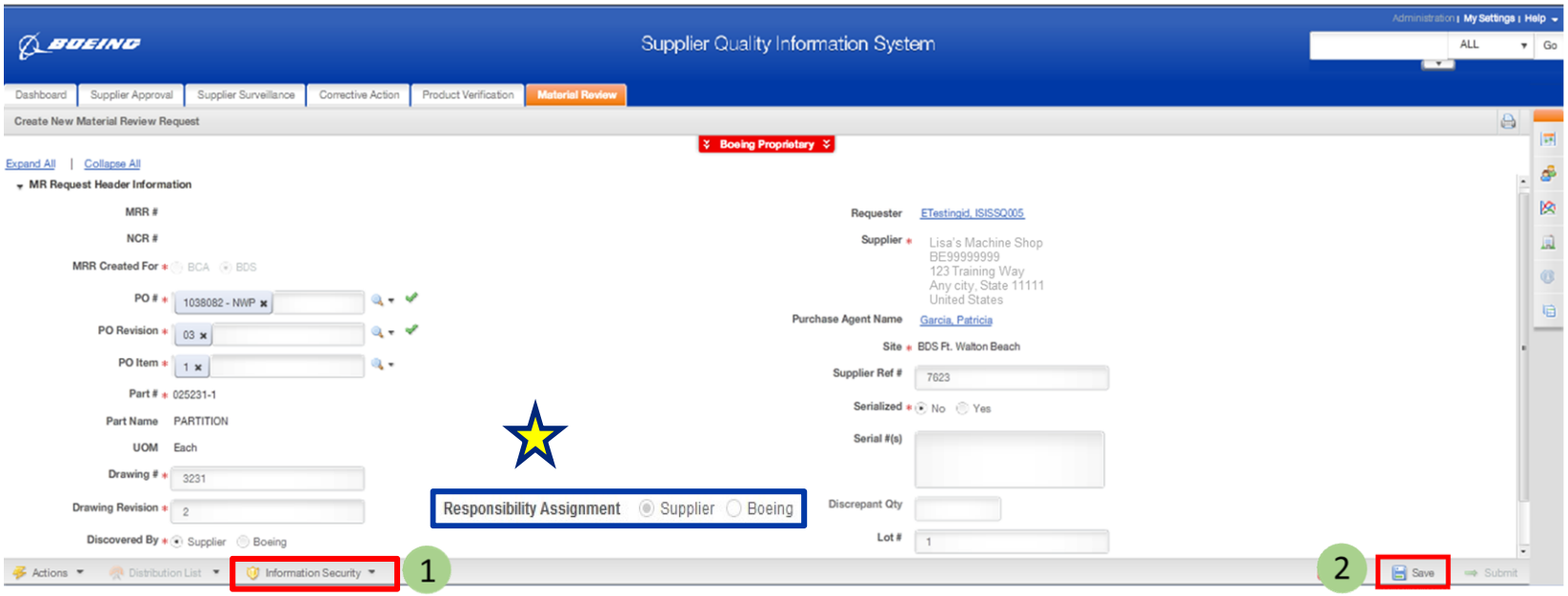
Populate BDS MRR Header



★ If you select Responsibility Assignment = Boeing, you must provide an attachment providing justification.

1 Once all of the mandatory fields have been populated, select the appropriate Information Security Controls (ITAR and USML category, if appropriate).

2 Click Save.

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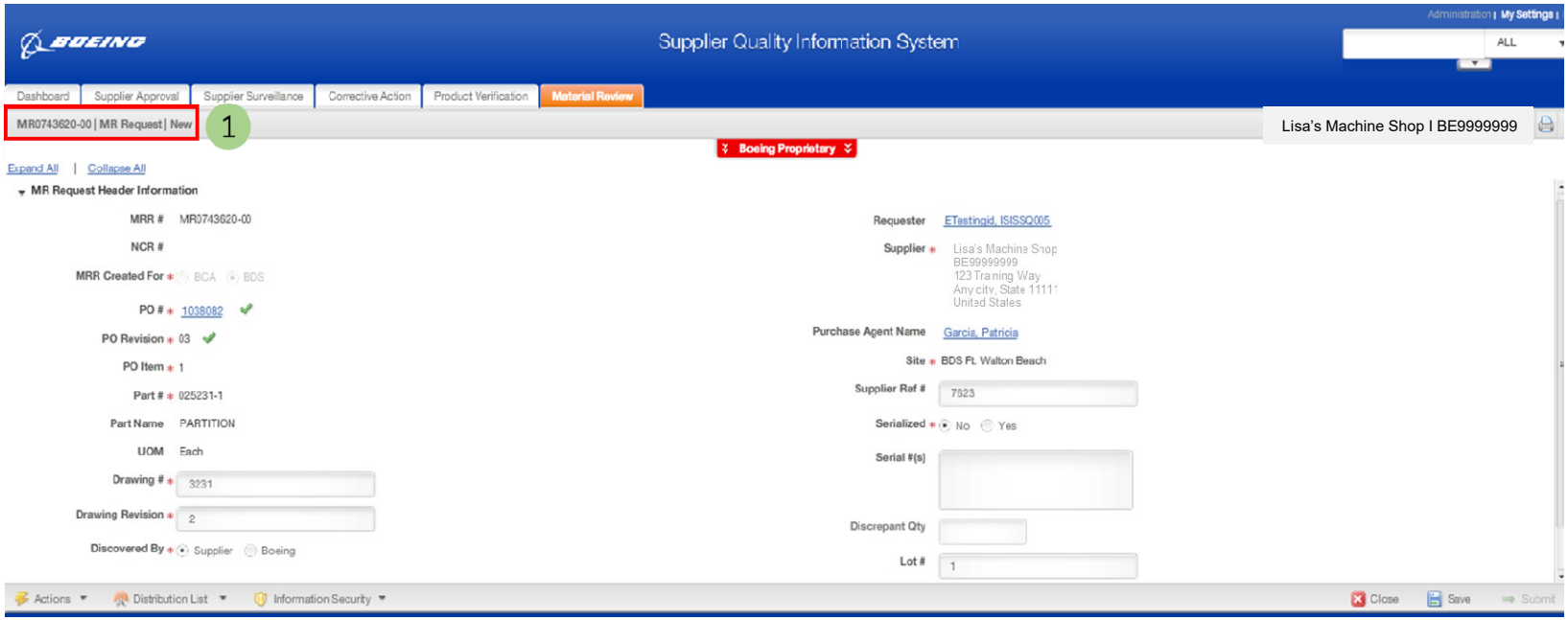
Populate BDS MRR Header



1 Once the MRR is saved, SQIS assigns a document number and puts the MRR into the New state.

❖ *You are now ready to proceed to the Adding a Discrepancy to the MRR section of this User Guide.*

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Adding a Discrepancy to the BDS MRR

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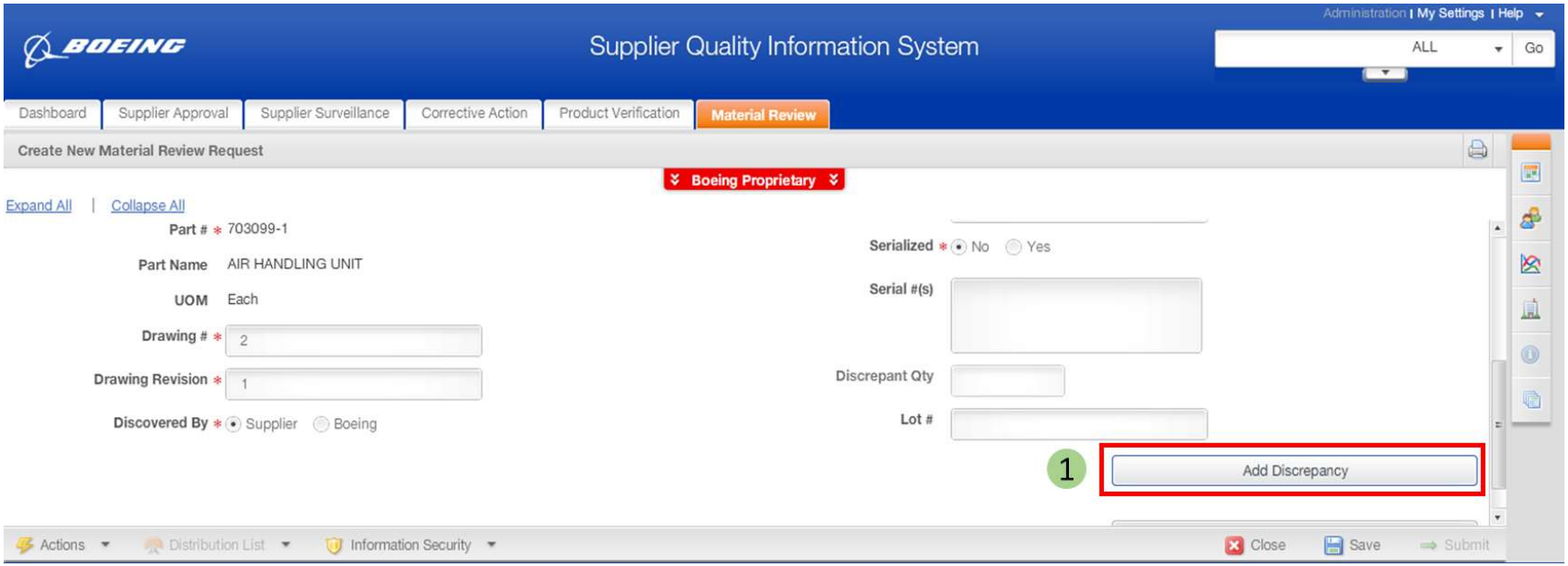
Adding a Discrepancy to the BDS MRR



1 Once all of the mandatory fields within the MRR header are populated, the "Add Discrepancy" button becomes enabled for selection. Click the "Add Discrepancy" button.

❖ *Note: You must have at least one discrepancy within your MRR.*

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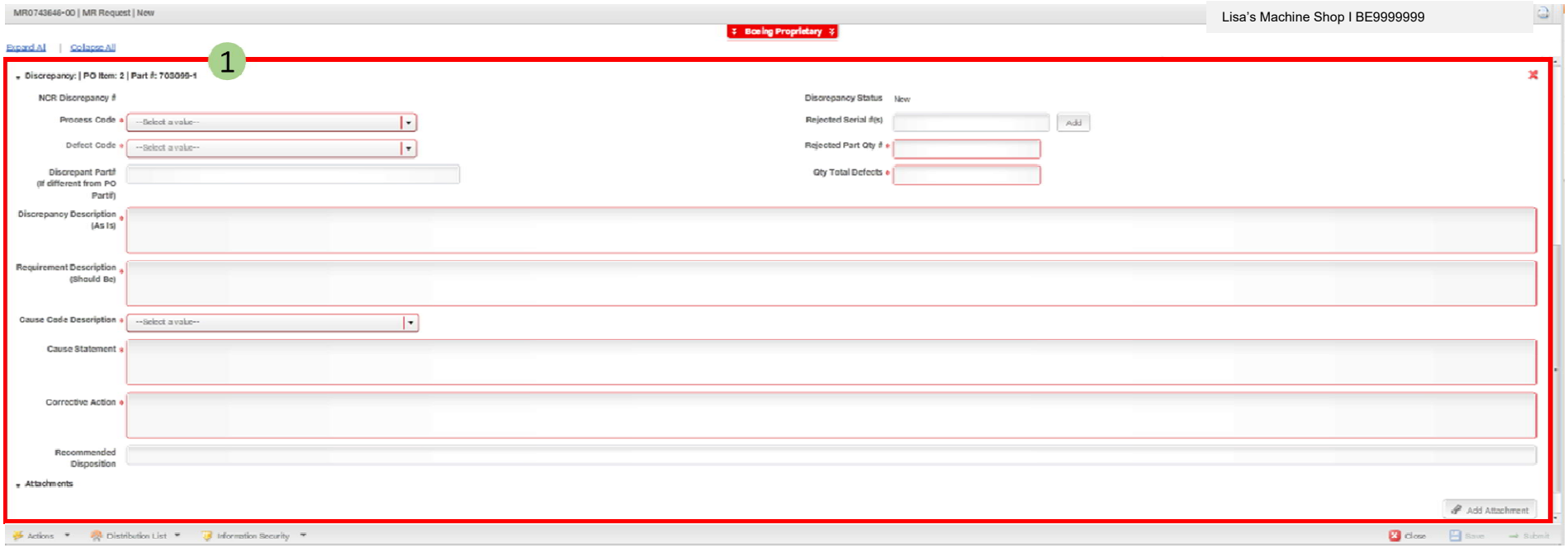
Adding a Discrepancy to the BDS MRR



1 After clicking the Add Discrepancy button, the Discrepancy section of the MRR will be displayed

NOTE: The maximum number of discrepancies that can be submitted on a single MR submission is 30. Submit additional discrepancies thru Message Courier.

❖ *Note: The Save button remains disabled until you've populated all of the mandatory discrepancy fields.*

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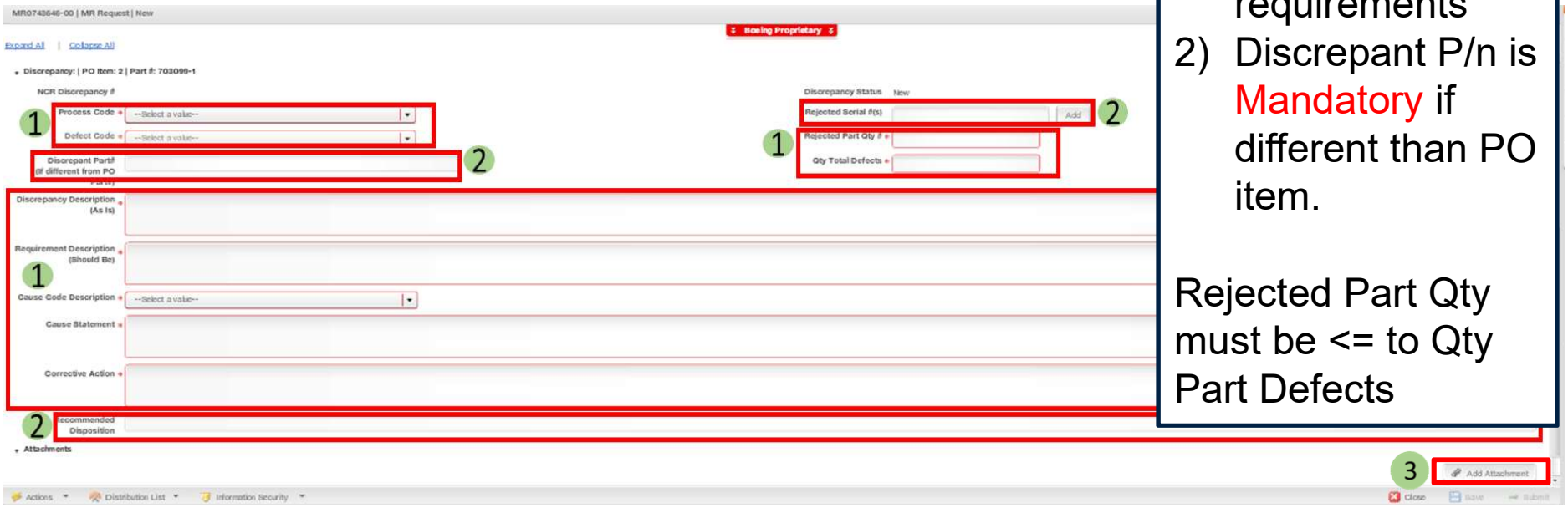
Adding a Discrepancy to the BDS MRR



Note:
1) See next slides for IS / SB requirements
2) Discrepant P/n is Mandatory if different than PO item.

Rejected Part Qty must be <= to Qty Part Defects

1. Populate the mandatory fields, indicated by a red asterisk, for the discrepancy section of the MRR
2. If desired, populate the remaining optional fields for the discrepancy section of the MRR. Do not enter text into Recommended Disposition – use an attachment.
3. Optionally add an attachment to the discrepancy if desired (e.g. picture, file, etc.) by clicking the Add Attachment button
   - *Note: If you are looking for more detail on the type of information expected within a given field, hover over the field itself for a description!*
   - *Note: Attachments can be added to more than one discrepancy*

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Adding a Discrepancy to the BDS MRR

General:

- Do not use special characters (&, #, {, [, ~, ‘, ±) in any text fields or file names.
- When using cut-n-paste text from another source, remove and replace any quote marks (“) required.
- The Is and Should Be sections are limited to 1000 characters. If the supplier submission is more than 1000 characters, the supplier must submit an attachment to Group Mailbox mrb101@mw.boeing.com

- Please ensure the discrepancy text contains all pertinent information.
  - NOTE: Some information must be included as an attachment.

  - For BDS STL, see the NCR Discrepancy Submission Checklist.

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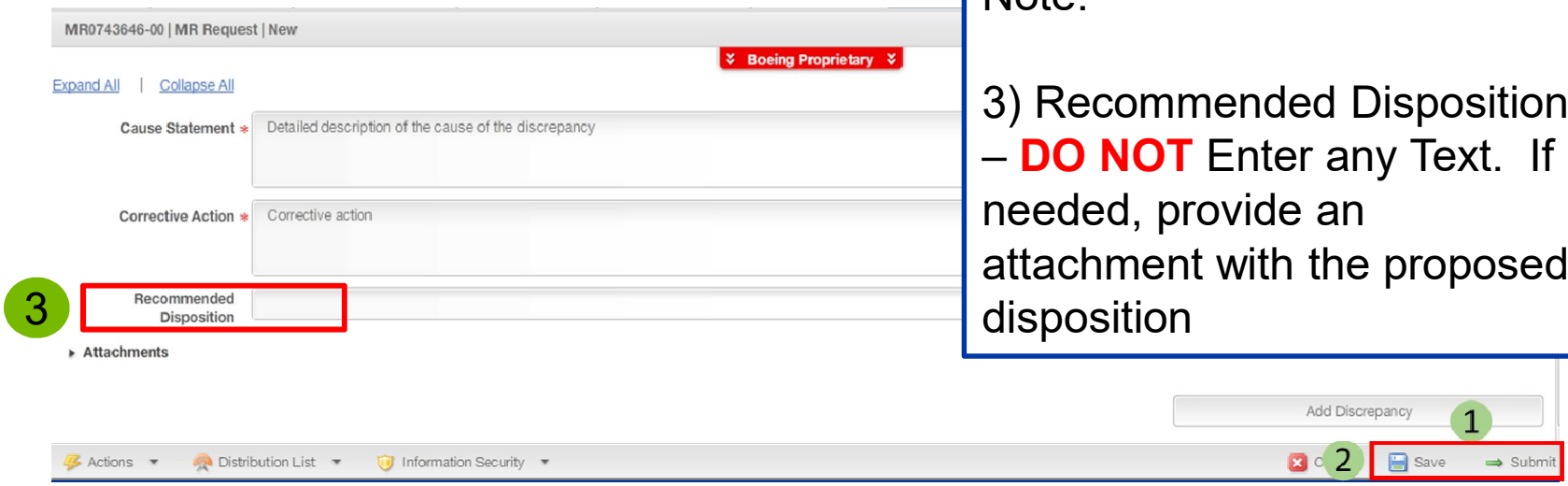
Adding a Discrepancy to the BDS MRR



Note:

3) Recommended Disposition – **DO NOT** Enter any Text. If needed, provide an attachment with the proposed disposition

1. Once all of the mandatory discrepancy fields have been populated, the Save and Submit buttons become enabled.
2. Click Save.

- *Note: If you have additional discrepancies to add to the MRR, click the Add Discrepancy button. The previous discrepancy section will be minimized and a new discrepancy section will be displayed. Populate the mandatory fields in the new discrepancy and click save. You can repeat this process as needed, adding up to 30 discrepancies per MRR.*
- *Note: If you have no additional discrepancies to add, proceed to the Submitting the MRR section of this User Guide.*

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Submitting the MRR for BDS

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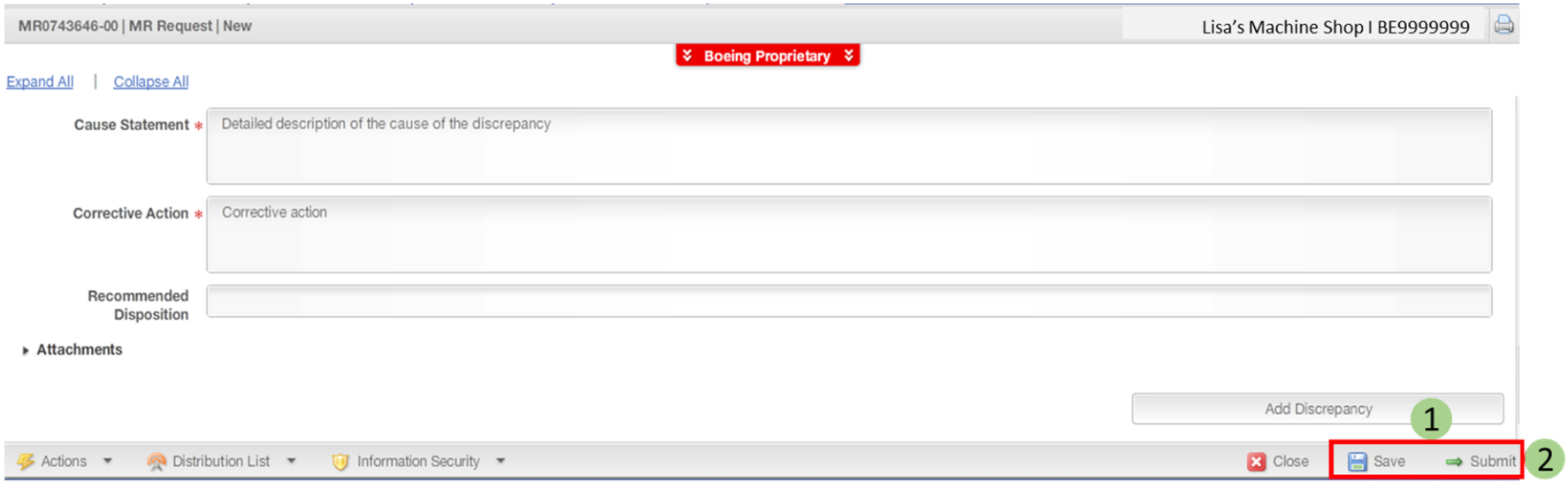
Submitting the MRR for BDS



1. Once all of the mandatory discrepancy fields have been populated, the Save and Submit buttons become enabled.
2. After saving, click Submit

❖*Note: If after clicking submit an "Invalid Site/Program" error message is received, submit a Footprints ticket.*

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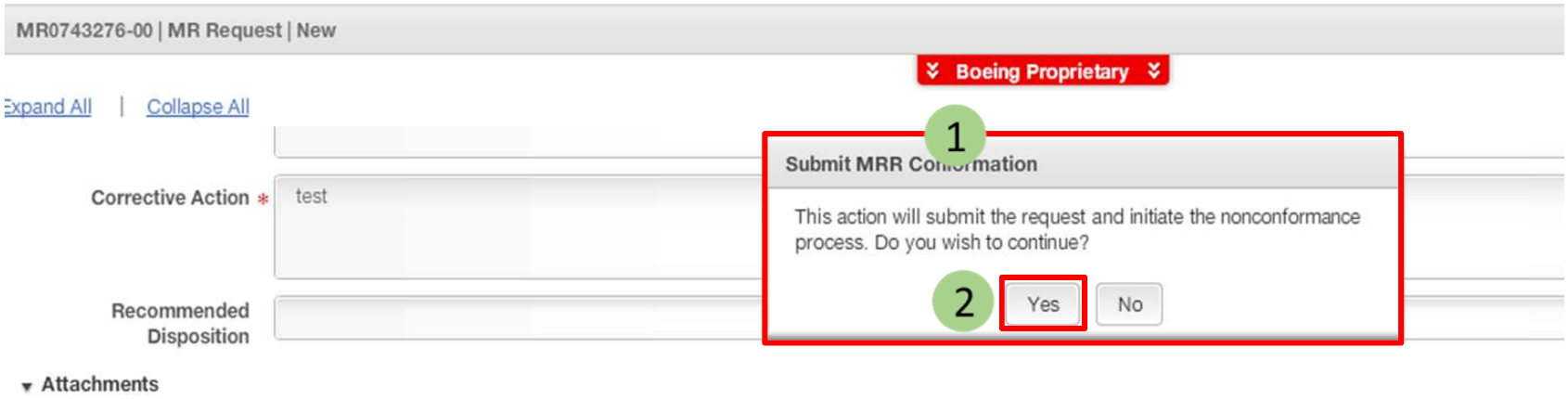
Submitting the MRR for BDS



1. The Submit MRR Confirmation dialog box is displayed.
2. If you are ready to submit the MRR, click yes.

- *Note: Selecting No within the Submit MRR Confirmation dialog box will result in the document remaining on screen, in an editable state.*
- *Note: If after clicking submit an "Invalid Site/Program" error message is received, submit a Footprints ticket.*

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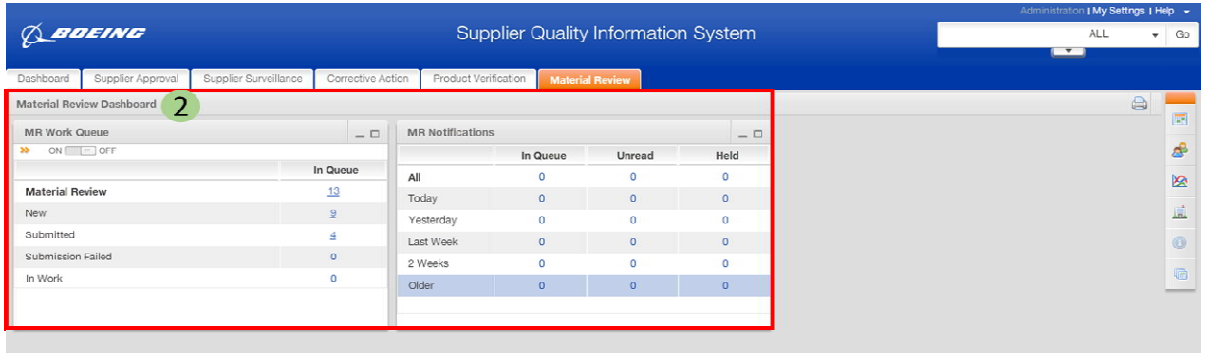
Submitting the MRR for BDS



1. After clicking the Yes button in the previous step, the SQIS system closes the Submit MRR Confirmation dialog box and changes the state of the MRR from New to Submitted
2. The system then closes the MRR and returns the user to the Material Review Dashboard
   - *Note: The next step in the process is to await notification regarding the status of the MRR disposition. Proceed to the View Boeing Disposition section of this User Guide.*

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Viewing the Boeing Disposition BDS

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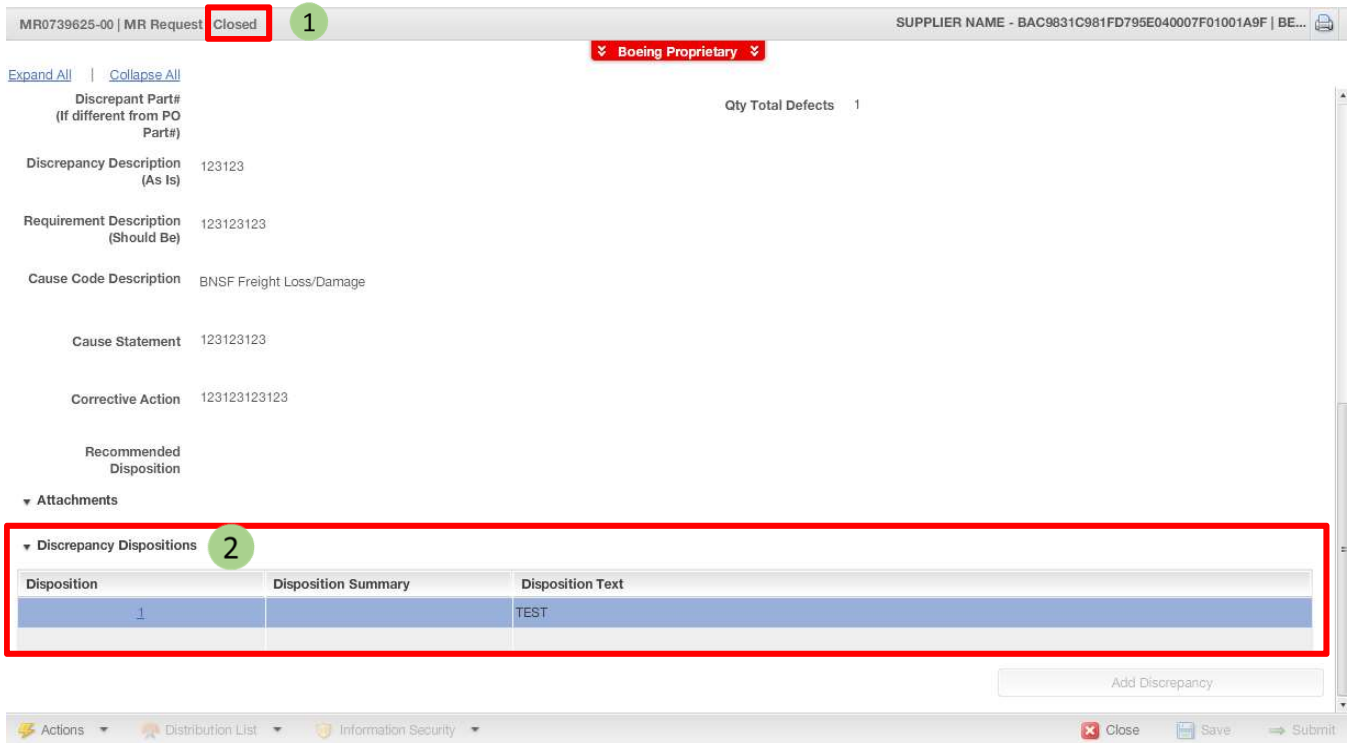
Viewing the Boeing Disposition for BDS



1. After you've received notification that the Boeing disposition is available for review, open the MRR from the link within the notification and notice the document is now in a closed state.
2. Scroll down to the Discrepancy Dispositions section of the document and view the table. The table contains a high level summary of the disposition related data.

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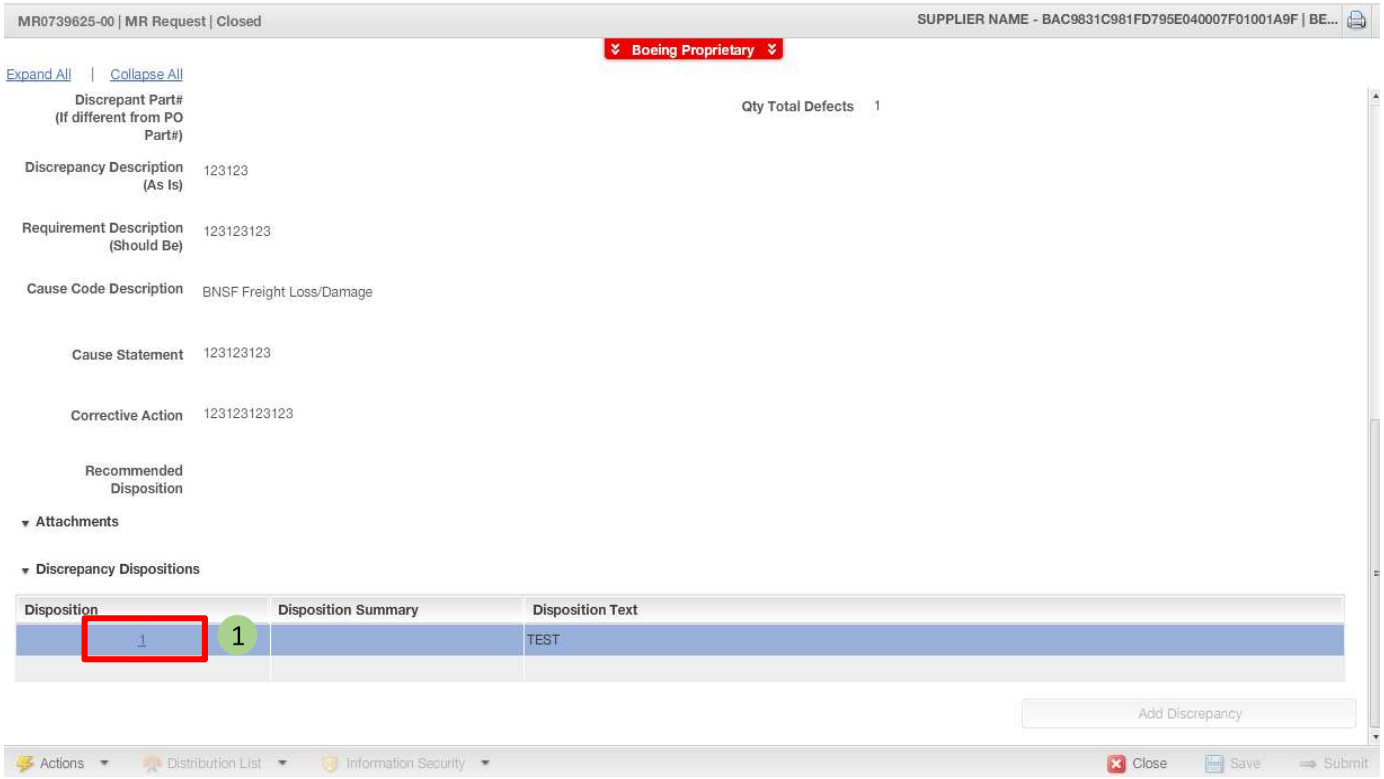
Viewing the Boeing Disposition for BDS



1. Click on the hyperlinked number in the disposition table
   - *Note: Clicking on the hyperlink will open a Disposition Detail modal. Please see the next slide.*

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Viewing the Boeing Disposition for BDS

1 The Disposition Detail modal provides additional information related to each discrepancy within the MRR.

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