



Material Review (MR) Module – Supplier User Guide

For MR Submittals to Boeing St. Louis Only

Sep 2021

Table of Contents

- [Initiate MRR from Main Dashboard for BDS \(pages 3-6\)](#)
- [Populate the BDS MRR Header \(pages 7-12\)](#)
- [Adding a Discrepancy to the BDS MRR \(pages 13-18\)](#)
- [Submitting the MRR for BDS \(pages 19-22\)](#)
- [Viewing the Boeing Disposition for BDS \(pages 23-27\)](#)

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

Initiate MRR from Main Dashboard for BDS

Initiate MRR from Main Dashboard for BDS

Supplier Quality Information System

ALL Go

Dashboard Approval Supplier Surveillance Corrective Action Product Verification Material Review

Dashboard

SQIS Work Queue

	In Queue	Past Due
All	72	64
CA	57	52

Follow Up Activities

	In Queue	Past Due
All	0	0
Action Plan	0	0
Collaboration	0	0

Notifications

	In Queue	Unread	Held
All	0	0	0
Today	0	0	0
Yesterday	0	0	0

Getting Started

Welcome to SQIS

Click the following links to access information on SQIS, and to understand how it works.

Get started with:

Record

- Create SA Request
- Create SS Request
- Manual Product CA
- Manual System CA
- Create PCN Request
- Create PVT
- Create PVP
- Create PVR
- Create BFAI
- Create MRR

Actions

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

Initiate MRR from Main Dashboard for BDS

The screenshot displays the Boeing Supplier Quality Information System (SQIS) interface. The top navigation bar includes the Boeing logo, the system name "Supplier Quality Information System", and user options like "Administration", "My Settings", and "Help". Below this, a menu bar contains "Dashboard", "Supplier Approval", "Supplier Surveillance", "Corrective Action", "Product Verification", and "Material Review" (highlighted with a red box and a green circle labeled '1').

Under the "Material Review" menu, the option "Create New Material Review Request" is highlighted with a red box and a green circle labeled '2'. Below this, a "Boeing Proprietary" warning is visible. The main form area is titled "MR Request Header Information" and includes fields for "MRR #", "NCR #", and "MRR Created For" (with radio buttons for "BCA" and "BDS").

The "Requester" field is auto-populated with the value "WTestingid_ISISSQ48" (highlighted with a red box and a green circle labeled '3'). The "Supplier" field is auto-populated with the address "Lisa's Machine Shop, RF99999999, 123 Training Way, Any city, State 11111, United States" (highlighted with a red box and a green circle labeled '4'). A "Add Discrepancy" button is located below the supplier information.

At the bottom of the interface, there are buttons for "Actions", "Distribution List", "Information Security", "Close", "Save", and "Submit".

- 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

Initiate MRR from Main Dashboard for BDS

Administration | My Settings | Help

Supplier Quality Information System

Dashboard | Supplier Approval | Supplier Surveillance | Corrective Action | Product Verification | **Material Review**

Create New Material Review Request

Expand All | Collapse All

Boeing Proprietary

MR Request Header Information

MRR #

NCR #

MRR Created For * BDS 1

Requester: [WTestingInc_ISSQ48](#)

Supplier * Lisa's Machine Shop
DC99E9999
123 Training Way
Any city, State 11111
United States

Add Discrepancy

Actions | Distribution List | Information Security | Close | Save | Submit

- 1 Populate the MRR Created For field
BDS = Boeing Defense, Space and Security

Populate the BDS MRR Header

Populate BDS MRR Header

Note:

1) **Do Not** select a PO item for FAI / FAEE or a Type M item

- 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).*

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.

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.

Populate BDS MRR Header

The screenshot shows the 'Supplier Quality Information System' interface. The main form area is titled 'MR Request Header Information'. It contains several sections of input fields:

- MR Request Header Information:** Includes fields for MRR #, NCR #, MRR Created For (with radio buttons for BCA and BDS), PO # (1038082 - NWP), PO Revision # (03), PO Item # (1), Part # (025231-1), Part Name (PARTITION), UOM (Each), Drawing # (3231), and Drawing Revision # (2). There are also radio buttons for 'Discovered By' (Supplier and Boeing).
- Requester:** ETestingId_ISISSQ005
- Supplier:** Lisa's Machine Shop, BE99999999, 123 Training Way, Any city, State 11111, United States
- Purchase Agent Name:** Garcia, Patricia
- Site:** BDS Ft. Walton Beach
- Supplier Ref #:** 7623
- Serialized:** Radio buttons for No and Yes.
- Serial #(s):** Empty text field.
- Discrepant Qty:** Empty text field.
- Lot #:** 1

At the bottom of the form, there is a 'Responsibility Assignment' section with radio buttons for 'Supplier' (selected) and 'Boeing'. A yellow star icon is placed over this section. To the right of the 'Supplier' radio button is a red box containing the number '1'. At the bottom right, there is a 'Save' button highlighted with a red box, and a green circle with the number '2' next to it. The footer of the page contains the text 'Copyright © 2015 Boeing. All rights reserved.'

★ 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.

Populate BDS MRR Header

Supplier Quality Information System

Administration | My Settings | ALL

Dashboard | Supplier Approval | Supplier Surveillance | Corrective Action | Product Verification | **Material Review**

MR0743620-00 | MR Request | New **1** | Lisa's Machine Shop | BE9999999

Boeing Proprietary

Expand All | Collapse All

MR Request Header Information

MRR # MR0743620-00

Requester [ETestingId_ISISSQ005](#)

NCR #

Supplier * Lisa's Machine Shop
BE9999999
123 Training Way
Any city, State 11111
United States

MRR Created For * BCA BDS

Purchase Agent Name [Garcia, Patricia](#)

PO # * [1038082](#) ✓

Site * BDS FL Walton Beach

PO Revision * 03 ✓

Supplier Ref #

PO Item * 1

Serialized * No Yes

Part # * 025231-1

Serial #(s)

Part Name PARTITION

Discrepant Qty

UOM Each

Drawing # *

Lot #

Drawing Revision *

Discovered By * Supplier Boeing

Actions | Distribution List | Information Security | Close | Save | Submit

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.

Adding a Discrepancy to the BDS MRR

Adding a Discrepancy to the BDS MRR

Supplier Quality Information System

Administration | My Settings | Help

ALL Go

Dashboard | Supplier Approval | Supplier Surveillance | Corrective Action | Product Verification | **Material Review**

Create New Material Review Request

Boeing Proprietary

Expand All | Collapse All

Part # * 703099-1

Part Name AIR HANDLING UNIT

UOM Each

Drawing # * 2

Drawing Revision * 1

Discovered By * Supplier Boeing

Serialized * No Yes

Serial #(s)

Discrepant Qty

Lot #

1 Add Discrepancy

Actions | Distribution List | Information Security | Close | Save | Submit

- 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.*

Adding a Discrepancy to the BDS MRR

MRO743648-00 | MR Request | New

Lisa's Machine Shop | BE9999999

Being Proprietary

Expand All | Collapse All

1

Discrepancy | PO Item: 2 | Part #: 703099-1

NCR Discrepancy #

Process Code *

Defect Code *

Discrepant Part#
(if different from PO Part#)

Discrepancy Description (As Is)

Requirement Description (Should Be)

Cause Code Description *

Cause Statement *

Corrective Action *

Recommended Disposition

Attachments

Discrepancy Status New

Rejected Serial #s Add

Rejected Part Qty # *

Qty Total Defects *

Add Attachment

Actions | Distribution List | Information Security | Close | Save | Submit

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.

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 \leq to Qty Part Defects

The screenshot shows the 'Discrepancy' section of an MRR. Fields are highlighted with red boxes and numbered 1 through 3:

- 1** (Green circle): Points to the 'Process Code' and 'Defect Code' dropdown menus.
- 2** (Green circle): Points to the 'Discrepant Part # (if different from PO)' field.
- 1** (Green circle): Points to the 'Rejected Serial #s' field.
- 2** (Green circle): Points to the 'Add' button next to the 'Rejected Serial #s' field.
- 1** (Green circle): Points to the 'Cause Code Description' dropdown menu.
- 2** (Green circle): Points to the 'Recommended Disposition' field.
- 3** (Green circle): Points to the 'Add Attachment' button.

- 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

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.

Adding a Discrepancy to the BDS MRR

MR0743646-00 | MR Request | New

Boeing Proprietary

Expand All | Collapse All

Cause Statement * Detailed description of the cause of the discrepancy

Corrective Action * Corrective action

3 Recommended Disposition

Attachments

Add Discrepancy 1

Actions Distribution List Information Security 2 Save Submit

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.

Submitting the MRR for BDS

Submitting the MRR for BDS

MR0743646-00 | MR Request | New Lisa's Machine Shop I BE9999999

❯ Boeing Proprietary ❯

[Expand All](#) | [Collapse All](#)

Cause Statement *

Corrective Action *

Recommended Disposition

▶ Attachments

1

Actions ▼ Distribution List ▼ Information Security ▼ Close Save Submit 2

- 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.*

Submitting the MRR for BDS

MR0743276-00 | MR Request | New

Boeing Proprietary

[Expand All](#) | [Collapse All](#)

Corrective Action * test

Recommended Disposition

Attachments

1

Submit MRR Confirmation

This action will submit the request and initiate the nonconformance process. Do you wish to continue?

2

- 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.*

Submitting the MRR for BDS

MR0743274-00 | MR Request Submitted 1

Boeing Proprietary

UOM Each
Drawing # 1235
Drawing Revision 2
Discovered By Supplier Boeing

Serial #(s)
Discrepant Qty
Lot #

Discrepancy:000000000005 | PO Item: 3 | Part #: 703003-1

BOEING Supplier Quality Information System Administration | My Settings | Help

Dashboard | Supplier Approval | Supplier Surveillance | Corrective Action | Product Verification | **Material Review**

Material Review Dashboard 2

MR Work Queue ON OFF

	In Queue
Material Review	13
New	3
Submitted	4
Submission Failed	0
In Work	0

	In Queue	Unread	Held
All	0	0	0
Today	0	0	0
Yesterday	0	0	0
Last Week	0	0	0
2 Weeks	0	0	0
Older	0	0	0

- 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.*

Viewing the Boeing Disposition BDS

Viewing the Boeing Disposition for BDS

The screenshot displays a software interface for viewing a Boeing disposition. At the top, the document is identified as 'MR0739625-00 | MR Request' and is in a 'Closed' state, indicated by a red box and a green circle with the number '1'. The supplier name is 'BAC9831C981FD795E040007F01001A9F | BE...'. A dropdown menu shows 'Boeing Proprietary'. The main content area includes fields for 'Discrepancy Description (As Is)', 'Requirement Description (Should Be)', 'Cause Code Description', 'Cause Statement', and 'Corrective Action'. Below these is a section for 'Attachments' and a 'Discrepancy Dispositions' section, which is highlighted with a red box and a green circle with the number '2'. This section contains a table with the following data:

Disposition	Disposition Summary	Disposition Text
1		TEST

At the bottom of the interface, there are buttons for 'Add Discrepancy', 'Close', 'Save', and 'Submit', along with a footer containing 'Actions', 'Distribution List', and 'Information Security'.

- 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.

Viewing the Boeing Disposition for BDS

MR0739625-00 | MR Request | Closed SUPPLIER NAME - BAC9831C981FD795E040007F01001A9F | BE...

Boeing Proprietary

[Expand All](#) | [Collapse All](#) Qty Total Defects 1

Discrepant Part# (If different from PO Part#)

Discrepancy Description (As Is) 123123

Requirement Description (Should Be) 123123123

Cause Code Description BNSF Freight Loss/Damage

Cause Statement 123123123

Corrective Action 123123123123

Recommended Disposition

▼ Attachments

▼ Discrepancy Dispositions

Disposition	Disposition Summary	Disposition Text
1		TEST

Actions | Distribution List | Information Security | Close Save Submit

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.*

Viewing the Boeing Disposition for BDS



The screenshot shows a modal window titled "Disposition Detail" with a close button in the top right corner. A green circle with the number "1" is overlaid on the title bar. The window content includes the following fields:

- Header: Discrepancy 1 | PO Item: 1 | Part #: CRCW040233R2FKEDHP
- NCR Discrepancy #: 1
- Discrepancy Status: Closed
- Discrepant Part# (If different from PO Part#):
- Rejected Serial #(s):
- Rejected Part Qty #:
- Discrepancy Description (As Is): 123123
- Disposition #: 1 (expanded)
- Disposition Status: REWORK
- Related Serials #(s): Multiple (button)
- Disposition Qty: 5
- Close button at the bottom right.

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

