

Work Instruction

MES-NC OASIS Training (RCIs)

MES-NC

Purpose

Use this procedure to submit an electronic Request for Change/Information (RCI) document.

Trigger

Perform this procedure when Supplier needs to request an Engineering change, clarification, additional technical information, or when requesting Process Plan Approvals.

Prerequisites

OASIS user name and password with access to MES-NC

Menu Path

OASIS; Aerospace Systems, MES-NC.

Application

MES-NC

Helpful Hints

For questions on usage, please contact:

General RCI Process Questions: Jim Price – Melbourne, FL (321) 951-6737, email: james.price@ngc.com

East Coast Programs: Mike Coleman – Melbourne, FL (321) 951-5515, email: michael.coleman@ngc.com

West Coast Programs: Kizzy Wilder – El Segundo, CA (310) 332-1721, email: kizzy.wilder@ngc.com

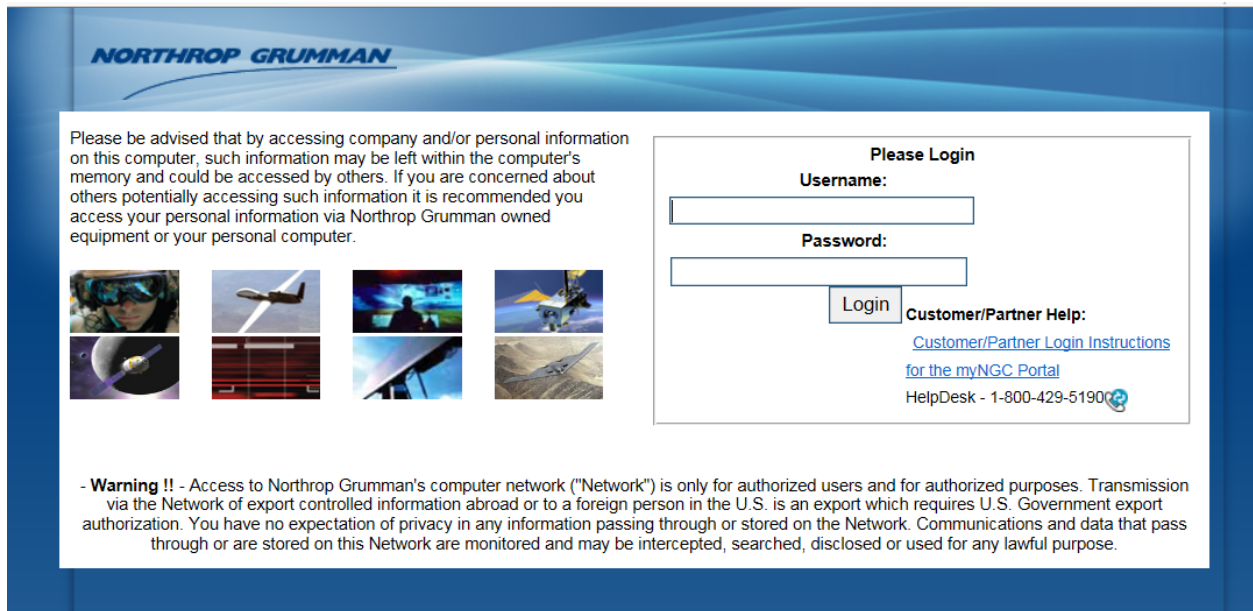
Autonomous Systems: Billy White – Rancho Bernardo, CA (858) 618-4209, email: bl.white@ngc.com

or Contact your Northrop Grumman Buyer

Procedure

MyNGC Portal Login

The RCI Web Portal requires a “MyNGC Portal” Username and Password. Click on the link for instructions, if needed, or call the Help Desk Number listed for additional assistance.




1. After logging in, start the process by selecting “Tools” in OASIS; then “MES-NC”; then “RCI” Or “Tools” in OASIS; then the “RCI” link directly from the “Tools” menu. Examples below:



MES-NC Home Page

2. Select the “RCI” button on the “MES-NC” screen (highlighted in red below):




MES-NC


















Choose a site

Note - Suppliers must disclose to Northrop Grumman Corporation if an SMRR submittal was previously rejected by their internal customer.




User: Price, Jim

Supplier Code:
 Testing Purposes Only




<p>El Segundo Palmdale New Town, ND</p>	 <small>F/A-18 HORNET</small>	 <small>B-2 SPIRIT</small>	 <small>F-35 JOINT STRIKE FIGHTER</small>	 <small>F-5B/T-38 TIGER/TALON</small>
<p>Rancho Bernardo</p>	 <small>RQ-4B GLOBAL HAWK</small>	 <small>BQM-74/34 TARGETS</small>	 <small>X-47B J-UCAS</small>	 <small>CHUKAR TARGETS</small>
<p>Moss Point</p>	 <small>MQ-8 FIRE SCOUT</small>			
<p>Space Park</p>				
<p>St. Augustine Bethpage Melbourne</p>	 <small>E-2C HAWKEYE</small>	 <small>E-2D ADVANCED HAWKEYE</small>	 <small>EA-6B PROWLER</small>	 <small>EA-18G GROWLER</small>
	 <small>E-8C - JSTARs</small>	 <small>LEMV</small>	 <small>AN/AES1 - ALMDS</small>	

3.1. Or select the “RCI” button directly from the “Tools” screen (highlighted in red below):

	Quality Tool Inspection System (QTIS)
	QUEST Quest will be down for system maintenance Friday March 24th eastern through 6:00 AM Monday March 27th.
	Request for Change or Information

RCI Home Page

4. Select “Create RCI” to initiate an RCI.

	
<i>RCI</i>	Create RCI View RCI
Supplier Code: <input type="text" value="19999999"/> <input type="button" value="v"/> Testing Purposes Only	

3.1 Create RCI. Fill in all applicable fields.

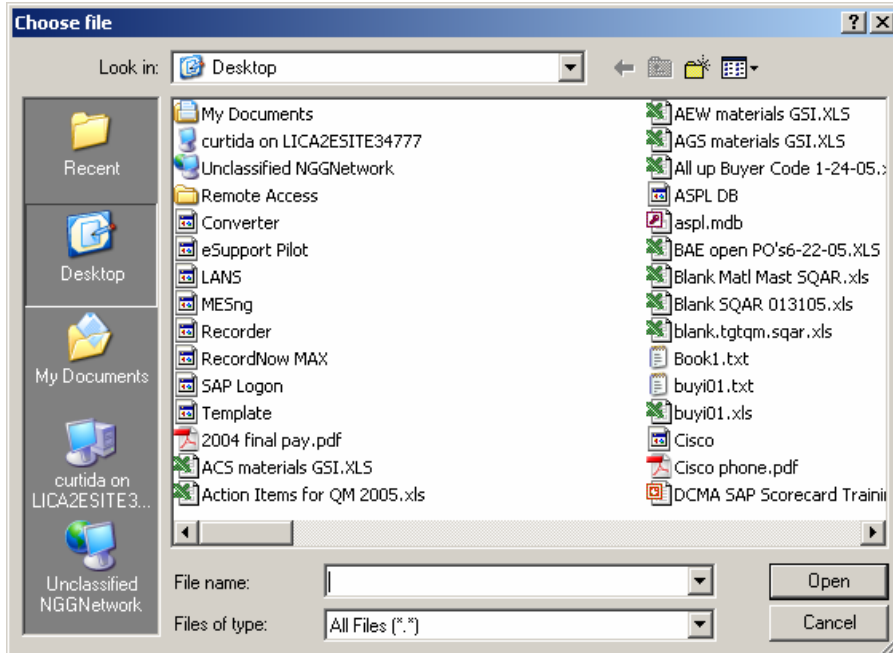
NORTHROP GRUMMAN										
RCI										
PLEASE CLICK HERE FOR FORM INSTRUCTIONS			For questions contact Jim Price Phone: 321-951-6737 Email: james.price@ngc.com			Project ID Conversion Chart				
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>										
PART INFO					INTERNAL USE		REQUESTER SECTION			
1. DRAWING / BTP / DOC. NO.	2. DASH	3. DASH	4. DASH	5. DASH	11. CATEGORY	12. GRADE CODE	14. RCI NUMBER B R 418510			
3. DRAWING / BTP / DOC. TITLE / REV.		4. NEXT PRIOR ASSEMBLY			13. CBY CTR / SMS / SEC / DEP / UNBPC		16. BUSINESS AREA TRACKING NO.			
SUPPLIER INFO				PROJECT INFO						
6. SUPPLIER (COMPANY NAME) Testing Purposes Only				8. SUPPLIER CODE 10000000		18. PROGRAM	17. NETWORK NO. / PROJECT ID	19. CRT CODE	15. NEED DATE	
7. SUPPLIER POINT OF CONTACT			9. POINT OF CONTACT EMAIL			CONTRACT INFO				
10. POINT OF CONTACT PHONE			16. POINT OF CONTACT FAX			20. PURCHASE ORDER NO.	21. P.O. ITEM NO.	22. QUANTITY		
23. NORTHROP GRUMMAN BUYER						24. BUYER PHONE				
25. NATURE OF REQUEST AND REASON COMPLETELY DEFINE THE ISSUE INCLUDING SKETCH IF NECESSARY. SUGGEST A SOLUTION, GIVE A PRECISE REASON FOR REQUEST										
							Maximum of 10 lines <i>If you have more information than can be viewed in this box, include as attachment</i>			
Attachments										
File: <input type="text"/>					<input type="button" value="Browse..."/> <input type="button" value="Attach File"/>					
26. REQUESTER Price, Jim	27. PHONE		28. DATE 10/31/2017		29. TECHNICAL FIELD REF		30. PHONE		31. DATE 10/31/2017	

5. Use “Browse” and “Attach File” buttons to add attachments when needed.

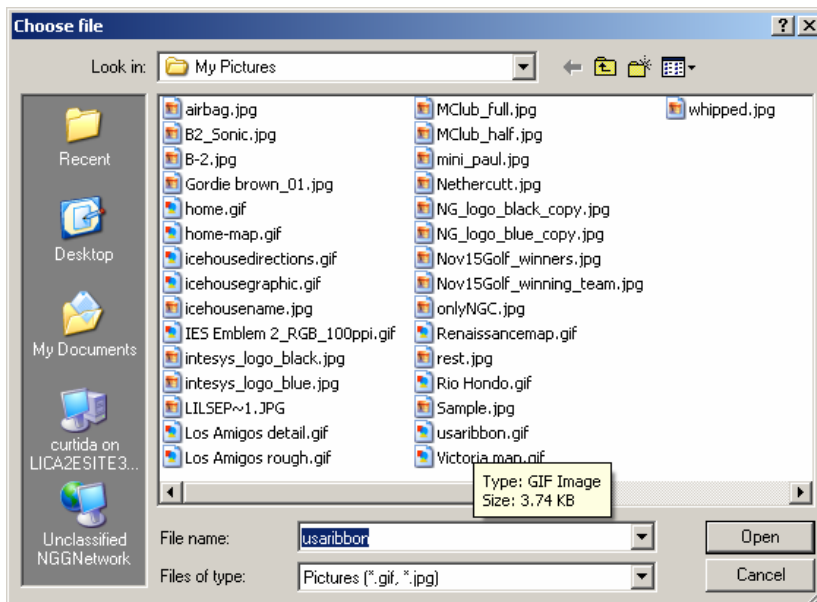
Attachments	
File: <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Attach File"/>

4.1 Click on **Browse...**

Choose file from your computer or server



Choose file



Click on a file to attach,  **usaribbon.gif**

Note: The only valid file types are: BMP, GIF, JPG, PNG, PDF

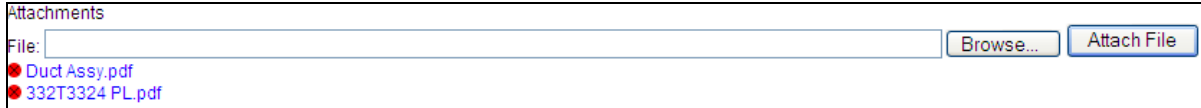
4.2. Click 

4.3. Click 

Repeat process if more than one attachment is needed.

List of attachments is displayed in the “Attachments” section of the screen.

Use red “X” next to file name to delete an attachment, if necessary.



The following fields are required before RCI can be submitted:

(If the RCI is submitted before all required fields are completed, an error message will appear and the required fields that are incomplete will be highlighted in red)

No.	Field Name	No.	Field Name
1	Drawing / BTP / Doc. No.	20	Purchase Order No.
3	Drawing / BTP / Doc. Title / Rev.	21	P.O. Item No.
7	Supplier Point of Contact	22	Quantity
8	Point of Contact E-Mail	23	Northrop Grumman Buyer
9	Point of Contact Phone	24	Buyer Phone
16	Program (use pull-down)	25	Nature of Request and Reason
17	Network No. / Project ID (use pull-down)	29	Technical Field Rep
18	Crit Code (use pull-down)	30	Phone (Field Rep)
19	Need Date		

Use “**PLEASE CLICK HERE FOR FORM INSTRUCTIONS**” link if any help is needed in filling out the RCI form.

Use “**Submit**” button to send RCI (and any attachments) to the RCI Help Desk.

Use “**Cancel**” button to save data (RCI Number and entries will be saved for later activation).



RCI Home Page

5. Select “**View RCI**” to see Draft, Cancelled or Submitted RCIs.

The screenshot shows the top navigation area of the RCI Home Page. It features the Northrop Grumman logo in the top left. Below the logo, there are two main navigation options: 'Create RCI' and 'View RCI'. The 'View RCI' button is highlighted with a red rectangular border. Below these buttons, there is a 'Supplier Code' dropdown menu currently set to '19999999' and a label 'Testing Purposes Only'.

Select an item from the list to view.


Sort the list by “**Status**” by using the pull-down next to “**Select All**”

Enter a specific RCI Number and use “**View**” button to find an RCI not visible on list.

The screenshot displays the main content area of the RCI Home Page. At the top right is the Northrop Grumman logo. Below it is the 'RCI' header. There is a search field for 'RCI No.' with a 'view' button and a 'Select All' dropdown menu. Below this is a table listing various RCIs.

RCI Number	Requester	Drawing	Status Date	Status	Receipt Status
418510	Price, Jim			Draft	
417526	Price, Jim	Test		Submitted	
416823	Price, Jim			Draft	
415390	Price, Jim			Draft	
415005	Price, Jim	test		Submitted	
415004	Price, Jim	test		Submitted	
415003	Price, Jim	test		Submitted	
415002	Price, Jim	test		Submitted	
415001	Price, Jim	test		Submitted	
414178	Price, Jim	test	12/08/2016	Submitted	

6. Activate a Cancelled RCI

										
RCI										
PLEASE CLICK HERE FOR FORM INSTRUCTIONS			For questions contact Jim Price Phone: 321-951-6737 Email: james.price@ngc.com			Project ID Conversion Chart				
Activate										
PART INFO					REQUESTER SECTION			INTERNAL USE		
1. DRAWING / BTP / DOC. NO.	2. DASH	3. DASH	4. DASH	5. DASH	11. CATEGORY	12. CODE CODE	14. RCI Number B R 418510			
3. DRAWING / BTP / DOC. TITLE / REV.	4. NEXT HIGHER ASSSEMBLY				15. D BY CTR / BWS / BIC / DEP / UNBPG		16. BUSINESS AREA TRACKING NO.			
SUPPLIER INFO			PROJECT INFO							
6. SUPPLIER (COMPANY NAME)			8. SUPPLIER CODE		18. PROGRAM	17. NETWORK NO. / PROJECT ID	19. CRIT CODE	18. NEED DATE		
Testing Purposes Only			100000000		null					
7. SUPPLIER POINT OF CONTACT			8. POINT OF CONTACT EMAIL			CONTRACT INFO				
9. POINT OF CONTACT PHONE			10. POINT OF CONTACT FAX			20. PURCHASE ORDER NO.	23. NORTHROP GRUMMAN BUYER	21. P.O. ITEM NO.	22. QUANTITY	
25. NATURE OF REQUEST AND REASON COMPLETELY DEFINE THE ISSUE INCLUDING SKETCH IF NECESSARY, SUGGEST A SOLUTION, GIVE A PRECISE REASON FOR REQUEST										
26. REQUESTER	27. PHONE	28. DATE	29. TECHNICAL FIELD REP				30. PHONE	31. DATE		
Price, Jim	null	10/31/2017						10/31/2017		

Use “**Activate**” button to reactivate the data entry fields of a Cancelled RCI.

PLEASE CLICK HERE FOR FORM INSTRUCTIONS	
Activate	

NOTES:

The instructions displayed in this document describe the preferred method for submitting an RCI request to the Northrop Grumman RCI Help Desk.

Note that this is only used for submitting RCIs to Northrop Grumman. Answered RCIs are not returned to the requestor via this process.

Answered RCIs will be returned to the Supplier Point of Contact via “File Drop”, “METDP”, or other secure means of transmittal (depending on process used by the applicable program).