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 username 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: Kade Schmitz – Redondo Beach, CA (310) 812-1972, email: Kade.Schmitz@ngc.com

East Coast Programs: Mike Coleman – Melbourne, FL (954) 415-6514, email: Michael.Coleman@ngc.com

Strike Programs: Jonathan Riley – Melbourne, FL (321) 726-7890, email: Jonathan.Riley@ngc.com

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

Space Programs: Kizzy Wilder – Redondo Beach, CA (310) 332-1721, email: Kizzy.Wilder@ngc.com

Or contact your Northrop Grumman Buyer

Procedure

OASIS Portal Login

The RCI tool requires access to the OASIS Portal with a Username and Password.

Please reference OASIS_Portal_FAQ.pdf for portal login and supplier onboarding instructions.

1. After logging in, start the process by selecting **"Request for Change or Information (RCI)"**

   You may also select **"Manufacturing Execution System – NonConformance (MES-NC)"**;
   then the **"RCI"** link
   Examples below:

OASIS Portal

Welcome to the Supplier Portal

My Tools
Get started managing various aspects of your connection to Northrop Grumman

Annual Certification ⓘ	Ryder ⓘ
Approved Special Processor Listing ⓘ	SEKO ⓘ
AssetSmart ⓘ	SIR ⓘ
E-2/C-2 EIDE ⓘ	SQUID UII Number Download ⓘ
FileDrop ⓘ	Standard Notes ⓘ
Hazard Identification & Tracking System (HITS) ⓘ	Supplier Collaboration Foundation (SCF) ⓘ
Industrial Supplies Web Site (USTG) ⓘ	Supplier Delivery Management System (SDMS) ⓘ
Integration Point/C-TPAT	Supplier Information Form ⓘ
Managed File Transfer (MFT) ⓘ	Supplier Scorecard ⓘ
Manufacturing Execution System - NonConformance (MES-NC) ⓘ	Supplier Size Certification (SSC)
Material Acquisition Pull System (MAPS) ⓘ	Supplier Technical Product Data ⓘ
My Purchase Orders (MyPO) ⓘ	Tax Resale Exemption Certificates ⓘ
One IES Teamcenter ⓘ	Technical Data Retrieval System (TDRS) ⓘ
PLSC2 ⓘ	Tooling Material/Supplies Procurement Supplier Site (TMS-Web) ⓘ
PPDDS ⓘ	Tooling Request for Quotation (TRFQ) ⓘ
Quality Notification: Corrective Action Request (eCAR) and Supplier Information Request (eSIR) ⓘ	Tooling Supplier Website (TSW) - PLACE ⓘ
	UID Drop Application Request ⓘ
Quality Tool Inspection System (QTIS) ⓘ	
Request for Change or Information (RCI) ⓘ	

MES NC Home Page

1.1   Select the **"RCI"** button on the **"MES-NC"** screen (highlighted in red below):

RCI Home Page

2.   Select **"Create RCI"** to initiate an RCI.

3. **Create RCI.** Fill in all applicable fields.

4. Use **"Choose File"** and **"Attach File"** buttons to add attachments when needed.

4.1   Click on   Choose File

Choose file from your computer or server
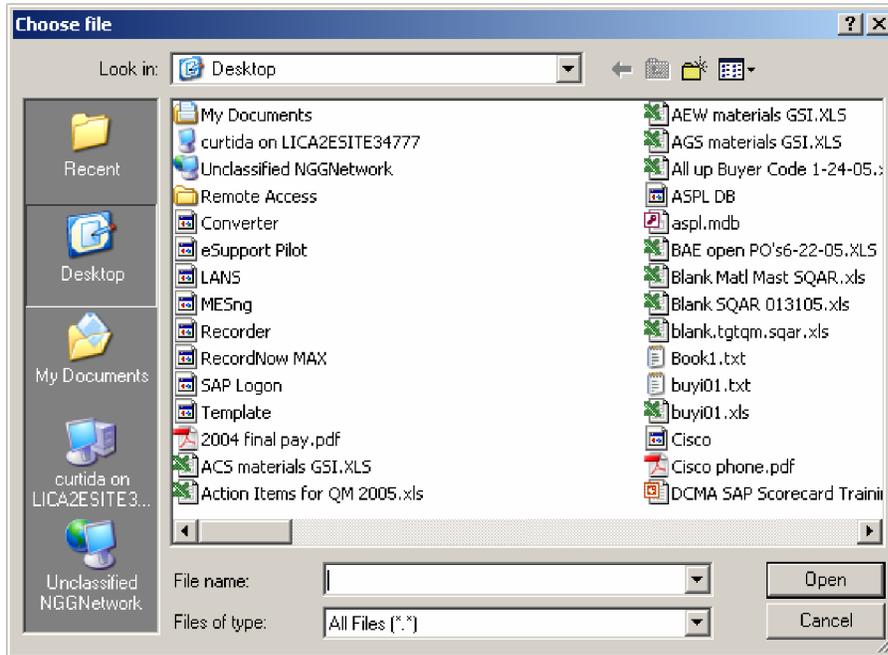
Choose file
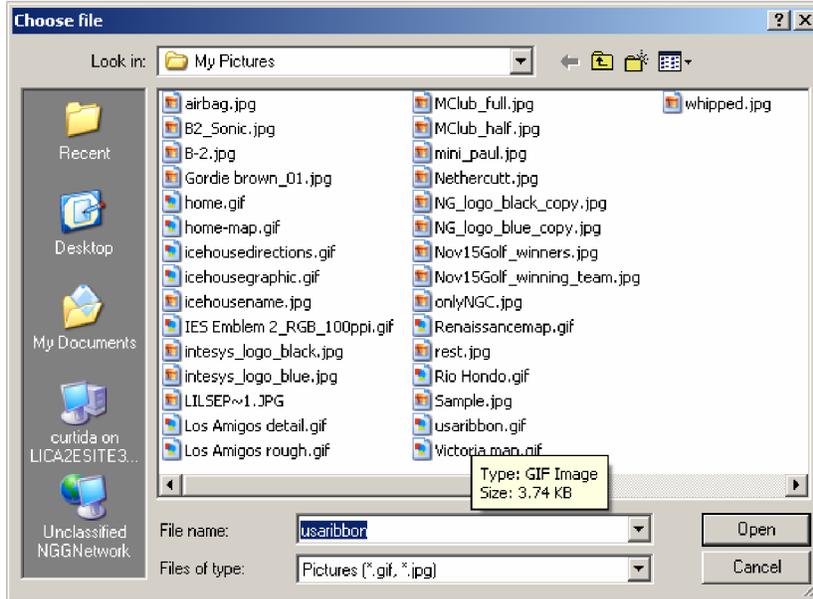
Click on a file to attach, usaribbon.gif

Note: The only valid file types are: BMP, GIF, JPG, PNG, PDF
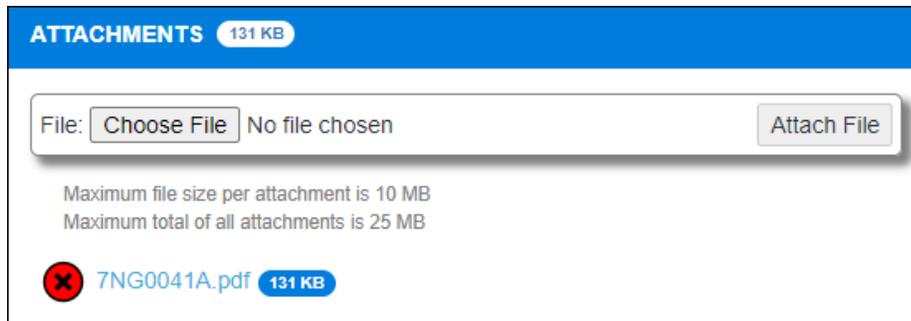
4.2. Click [Open]

4.3. Click [Attach File]

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 for help 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).

PLEASE CLICK HERE FOR FORM INSTRUCTIONS

Cancel   Submit

RCI Home Page

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

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.

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

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

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", "MFT", or other secure means of transmittal (depending on process used by the applicable program).