

Quality Notes QNO Role Guide March 2018





Contents

Introduction	3
About the QN Originator (QNO) Role	3
Search	3
Using Search to Locate Quality Notifications	3
QN History Search	5
Purchase Order (PO) Search	6
QN Draft Search	7
Search Field Definitions	8
Draft Search Fields	8
PO Search Fields	8
QN Creation	8
Engine Center QNs	8
Supplier QNs	9
Entering QN Header Details	10
Entering QN Defect Detail Lines	13
Entering Defect Quantity	14
Enter Serial Type	15
Add Additional QN Detail Defect Lines	17
Duplicate QN Detail Defect Lines	17
Save QN Header	18
Creating Supplier QNs using Excel Upload Option	20
Download QNs using Excel Download Option	23
QN Excel Download Search Fields	24
Viewing Technical Data	25
Requesting Technical Data Access	26
Additional Problem Description and Long Text Information Fields	26
Responding to RFI and RCCA RFI	28
Respond to RFI	28
Respond to RCCA RFI	29
QNO: Resubmitting QN after BAER Rejection	29
Print Disposition Report	32



Introduction

This role-based guide covers the primary actions that are performed specifically by users with the QN Originator role. For a more comprehensive guide, please reference the Quality Notes User Guide.

About the QN Originator (QNO) Role

Supplier users require the QNO role to submit non-conformances in Quality Notes.

- QNOs can be suppliers or engine centers. Both suppliers and engine centers with the QNO role can create QNs. Suppliers can create QNs by logging directly into Quality Notes or can submit them via a B2B connection (if available). Engine centers can only create QNs via B2B connection.
- Both Supplier and Engine Center QNOs can view the progress or status of QNs in Quality Notes.
- QNOs can update submitted QNs when the QN is assigned back to them.
- View the progress/status of QNs.
- Respond to RFI (Request for Information) and RCCA (Root Cause and Corrective Action).

Search

The Quality Notes solution has a variety of searches available. Purchase Order Search and Draft Search are types of searches specifically available to users with the QNO role. Additional search types can be located in the Quality Notes User Guide.

Using Search to Locate Quality Notifications

You can locate QNs using the search options available on the Navigation Tree. Search is best used when you are looking for a specific notification. The Search option allows you to search using **QN Search** and **QN Summary**. Depending on your role, Navigation Tree results may appear differently. If you have multiple user roles, you must be logged in with the correct role for the information you are searching for is associated with.





- 1. From the Navigation Tree, go to Quality Notification then click QN Search or QN Summary.
- 2. If selecting QN Search, enter or select search criteria. Click Search.

Pratt & Whi					Davida Evans PWA-3000-QNO	Exit	Bookmark	Help	About	Feedback
Home	QN Search									
My Workspace Quality Notification	- Search Qualit	-							Quality No	otification 🗸
eQN Creation eQN Excel Upload	Filling in at least one field	I will return results more quickly.								
Draft Search	Hub QN Number	HQN-53,HQN-34,	Q	Defect Line			Q			
QN Search QN Summary	POI QN Number		Q	Material Number			Q			
History	Vendor Material/Part I	No.	Q	QN Creation Date	From	- To				
Purchase Order			-							
Upload/Download	Owner		Q	Vendor Code			Q			
My Profile	Line Item State	BAER Review Missing PMRP CNO NELC POI/MRP PMRP DRP DRA RCCA Complete								
EXOSTAR							~	Save	Reset	Search

Note:

- Search fields without the *auto-complete* feature are case sensitive.
- Asterisks (*) can be used a wildcards for unknown characters.
- Use commas to separate multiple items.
- The magnifying glass can be used to perform advanced searches.
- 3. Search results display. Click the **QN** to view.

Pratt & Whi							Davida Evans PWA-3000-QNO	Exit Bookmark	Help About	Feedback
Home	ON Search / QN List									
My Workspace Quality Notification	Quality Notification	List - Page 1 of	1; 4 Records							4
eQN Creation	Hub QN Number 🏦	POI QN Number	Line Item State	Status	Owner	Vendor Code	QN Creation Date	Material Number	Engine Serial Nu	umber Q
eQN Excel Upload Draft Search	O HQN-34		POI/MRP	DISP Requested	PWA	PWA-3000	08/04/2017	5370303		
QN Search	O HQN-53		BAER Review	Package J/C and License	PWA	PWA-3000	09/28/2017	30G2305		
QN Summary History	O HQN-53		BAER Review	Package J/C and License	PWA	PWA-3000	09/28/2017	30G2305		
Purchase Order Upload/Download	O HQN-53	<	BAER Review	Package J/C and License	PWA	PWA-3000	09/28/2017	30G2305		
My Profile	C C 20 V Records p	-								/iew History

Note: View History allows you to view the audit history of a QN.

4. If selecting **QN Summary,** the QN Summary page provides access to all transactions within each notification workflow state. **Results may vary depending on what role you are using.**



5. Access the list of notifications in a specific state by clicking on the number in the **Total** column. To narrow results, enter or select search criteria and click **Search**. Results display by state. Information that displays varies by role.

O QN Summary			
- Quality Not	fication Summary		Quality Notification
Hub QN Number	Q	Defect Line Q	
POI QN Number	Q	PO Number PO-3001 Q	
PO Item Number	Q	Material Number	
Vendor Code	Q	Line Item Status Prese Hill C Line Item Status Prese Hill C Hill Status P Hill C Hill Status P Hill C Hill C Hill Status P Hill C Hill C Hill Status P Hill C Hill C Hill C Hill Status P Hill C Hill	
			Save Reset Search
Results State			Total
BAER Review			3
Missing PMRP			0
QNO			0
NELC			0
POI/MRP			6
PMRP			0
DRP			0
DRA			0
RCCA Complete			0
QN Complete			0
Archived			0

QN History Search

The QN History Search feature provides an audit trail of QNs.

To search:

- 1. From the Navigation Tree, go to Quality Notification then History.
- 2. Enter or select search criteria. Click Search.

Pratt & Whitn					Davida Evans PWA-104567-QNO	Exit Bookmark Helj	p About Feedback
Home My Workspace Quality Notification eQN Creation eQN Excel Upload	History Search Search Transi Filling in at least one field	action History will return results more quickly.					Quality Notification
Draft Search	Hub QN Number	HQN-107, HQN-105	Q	Defect Line		Q	
QN Search QN Summary	POI QN Number		Q	Material Number		Q	
History	Vendor Material/Part N	10.	Q	QN Creation Date	12/01/2017 00:00:00	- 01/24/2018 23:59:59	
Purchase Order			- •				
Upload/Download	Owner		Q,	Vendor Code		Q	
My Profile	Line Item State	Open BAER Review Missing PMRP ONO NELC POI/MRP PMRP DRP DRA RCCA Complete					
FXOSTAR						Save	Reset Search

Note:

- Search fields without the *auto-complete* feature are case sensitive.
- Asterisks (*) can be used a wildcards for unknown characters.
- Use commas to separate multiple items. The system allows users to search for multiple QNs at one time.



- The magnifying glass can be used to perform advanced searches.
- 3. Audit detail information displays. Click the **QN** to view audit history. If you have multiple QNs (as shown below), click the QN number to view audit history for that specific QN.

History Search / List							
- History Selector							
State (Line) Status Owner Line Package Jurisdiction	Operation Type: Updat						
							Expand All Refresh
Audit Detail - Total 4 records Page 1 of 1							è 🖸
•	Role	Operation Type	Hub QN Number	Defect Line	Transaction D	Change Field	Old Value
Jser	Role PWA-104567-QNO	Operation Type	Hub QN Number HQN-107	Defect Line	Transaction D: 01/16/2018:18:		
Jser evansd_3293@securepass.exostartest.com-exostarscp						All	Old Value
User evansd_3293@securepass.exostartest.com-exostarscp	PWA-104567-QNO	Insert	HQN-107		01/16/2018:18:	All	Old Value UI_Cancel_MP
User evansd_3293@securepass.exostartest.com-exostarscp evansd_3293@securepass.exostartest.com-exostarscp	PWA-104567-QNO PWA-104567-QNO	Insert	HQN-107 HQN-107	2	01/16/2018:18: 01/16/2018:18:	All All All	Old Value UI_Cancel_MP ReconfirmDownload

Purchase Order (PO) Search

PO Search allows users to locate POs.

To search:

- 1. From the Navigation Tree, go to Purchase Order then Search.
- 2. Enter or select search criteria. Click Search.

Pratt & Whit					Davida Evans BAER Reviewer	Exit	Bookmark	Help	About	Feedback
Home My Workspace Exceptions Quality Notification Purchase Order	 Purchase 0 Search P 	Order Search urchase Orders me field will return results n	ore quickly.						Purchas	e Order
Saach Upload/Download Master Data My Profile	PO Number Material Numbe	P0-5119.	م م	PO Item Number Order State		Q		Save	Reset	Search

Note:

- Search fields without the *auto-complete* feature are case sensitive.
- Asterisks (*) can be used a wildcards for unknown characters.
- Use commas to separate multiple items. The system allows users to search for multiple POs at one time.
- The magnifying glass can be used to perform advanced searches.



3. Search results display. The 1 and the 2 after the PO indicates the **PO Item Number**. QNs can be created against a specific PO Item number for a given PO. Click the **PO** to view.

Pratt & Wh						Davida Ev BAER Re		Bookmark Help	About Feedba
Home	Purchase Order Search / Purchase	se Order List							
My Workspace Exceptions	Purchase Order Schedules	- Page 1 of 1; 4 I	Records						e tr
Quality Notification	PO Number/PO Item Number	Line Item State	Material Number	Material Name	Target Quantity	Company Code	Vendor Code	Purchasing Org	Purchasing Grou
Purchase Order									
Search	D PO-5119/1	Open	PW-1700-8	Air Intake	10	PWAT1	PWAT1-104567	ORG	PURORG
Upload/Download	D PO-5119/2	Open	PW-1700-8	Air Intake	20	PWAT1	PWAT1-104567	ORG	PURORG
Master Data									
My Profile	PO-5119/1	Open	PW-1700-8	Air Intake	10	PWA	PWA-104567	ORG	PURORG
	PO-5119/2	Open	PW-1700-8	Air Intake	20	PWA	PWA-104567	ORG	PURORG
		<						3	>
	C C 20 V Records per page								View Histor

Note: **View History** allows you to view the audit history of a PO.

QN Draft Search

Draft search allows users to locate QNs that are saved as a draft but not yet submitted. Draft search is available to users with the QNO role.

To search for a draft:

- 1. From the Navigation Tree, go to eQN Creation then Draft Search.
- 2. Enter or select search criteria. Click Search.

Pratt & Wh			Davida Evans PWA-104567-QNO	Exit Bookmark	Help About Feedback
	questy:	POI QN Number PO Number Vendor Material/Part No	PWA-104567-QNO	Exit Bookmark Q. Q. Q.	Help About Feedbac
My Profile				Sa Sa	ive Reset Search

Note:

- Search fields without the *auto-complete* feature are case sensitive.
- Asterisks (*) can be used a wildcards for unknown characters.
- Use commas to separate multiple items. The system allows users to search for multiple QNs at one time.
- Navigation Tree results may appear differently than illustration due to role.
- The magnifying glass can be used to perform advanced searches.



3. Search results display. Click the **QN** to view.

Pratt & Whi					Davida Evans PWA-104567-QNO	Exit Bookmark Help Abo	it Feedback
Home	ON Search / ON List						
My Workspace Quality Notification	Quality Notification	List - Page 1 of 1	; 3 Records				
eQN Creation	Hub QN Number 🟦	Naterial Number	PO Number/PO Item Number	QN Creation Date	Engine Serial Number	Subject Code	
eQN Excel Upload				2010/01/2010			
Draft Search	O HQN-103	FW-1700-8	PO-5119/1	01/15/2018		PW Discovered Vendor N/C	
QN Search	O HQN-104	FW-1700-8	PO-5119/1	01/15/2018		Product Reliability	
QN Summary							
History	O HQN-98	FW-1700-8	PO-5119/1	01/12/2018		Vendor Report of Product Nonconfor	mance
Purchase Order		k					>
Search	C C 20 V Records p	per page					View History
Upload/Download							view restory

Note: View History allows you to view the audit history of a Draft QN.

Search Field Definitions

Draft Search Fields

Hub QN Number	QN Number (e.g. HQN-100)
Vendor Code	Code assigned to a vendor during the creation of
	a PO
PO Item Number	Item number listed within a PO
Engine Program	Unique ID for the engine program
POI QN Number	Internal number used for POI
PO Number	Number assigned to a Purchase Order
Vendor Material/Part No.	Vendor's Material Number or Part Number

PO Search Fields

PO Number	The number assigned to a Purchase Order
Material Number	Unique number that identifies the material
PO Item Number	Item number listed within a PO
Order State	State of the Purchase Order (Opened or Closed)

QN Creation

QNs can be created for a single part to report single or multiple non-conformances. In Quality Notes, users can enter QNs individually or multiple QNs simultaneously using the Excel Upload option. QNs can be created against a specific PO Item number for a given PO (e.g. PO Number/PO Item Number). Suppliers who have a B2B connection can submit QNs in their local system. Engine Center QNOs submit non-conformances via their B2B connection.

Engine Center QNs

Engine Center QNs from PWA engine centers (internal engine center QN) or non-PWA engine centers (such as PWC and MTU) are created in the engine center's local system and can only be created in Quality Notes via B2B connection. Engine Center QN responses and updates are submitted via a participants' local system and not Quality Notes directly. Participants will be able to view QN statuses in Quality Notes.



Supplier QNs

To create a QN, you require the QNO role. When reporting non-conformances for a part, you need Purchase Order information (such as PO number or material number) to create supplier QNs. PO information is not required for creating engine center QNs. When creating the QN, you have the ability to enter Sub-Tier Supplier information if required.

You can use Purchase Order Search to locate the PO:

- 1. From the Navigation Tree, go to **Quality Notification**.
- 2. Click **Purchase Order** then **Search**.
- 3. Enter search criteria and click Search.

Pratt & Wh					Davida Evans PWA-104567-QNO	Exit	Bookmark	Help	About	Feedba
Home	O Purchase C	irder Search								
My Workspace Quality Notification eQN Creation		urchase Orders	ore quickly.						Purcha	se Order
eQN Excel Upload Draft Search QN Search	PO Number	PO-5119*,	Q	PO Item Number	en	Q				
QN Summary History	Material Number	PW-1700-8,	×Q	Order State	en osed					
Purchase Order Search										
Upload/Download My Profile										
								Save	Reset	Sea

Note: For additional information about PO Search, see the PO Number Search section.

4. Click the PO Number line to view PO details. The 1 and the 2 after the PO indicates the PO Item Number. QNs can be created against a specific PO Item number for a given PO.

Home	Purchase Order Search / F	Purchase Order List								
My Workspace	Purchase Order Sched	ules - Page 1 of 1:2	Records)
Quality Notification	Turchase eract center	aloo - r ago r or r, z	1000100							r
eQN Creation	PO Number/PO Item Num	ber 🖞 Line Item State	Material Number	Material Name	Target Quantity	Company Code	Vendor Code	Purchasing Org	Purchasing Group	•
eQN Excel Upload										-
Draft Search	PO-5119/1	Open	PW-1700-8	Air Intake	10	PWA	PWA-104567	ORG	PURORG	
QN Search	PO-5119/2	Open	PW-1700-8	Air Intake	20	PWA	PWA-104567	ORG	PURORG	
QN Summary										、 I
History										/
Purchase Order	C C 20 🗸 Records per p	age							View Histo	
Search									_	
the last of Descendents										



Once PO information is available, you can go to eQN Creation from the Navigation Tree.

- 1. From the Navigation Tree, go to **eQN Creation.**
- 2. Enter search criteria and click **Search**.

Pratt & Whi					Davida Evans PWA-104567-QNO	Exit Bookmark	Help About	Feedback
Home	O Purchase O	rder Search						
My Workspace Quality Notification		urchase Orders					Purc	hase Order
eQN Creation	Filling in at least on	e field will return results more	quickly					
eQN Excel Upload								
Draft Search	PO Number	PO-5119*.	Q	PO Item Number		Q		
QN Search	Material Number	DW/ 1700.9	Q					
QN Summary	Wateria Warriser	PWP1700-0,	4					
History								
Purchase Order								
Search								
Upload/Download								
My Profile								
						~	Save Rese	Search

3. Select the PO number that you will reporting non-conformance for and click **Next**. The 1 and the 2 after the PO indicates the PO Item Number. QNs can be created against a specific PO Item number for a given PO.

Pratt & Wh						Davida Evans PWA-104567		t Bookmark	Help	About	Feedback
Home	O Purchase Order Search / Select O	rder									
My Workspace Quality Notification	Purchase Order Schedules -	Page 1 of 1; 2 F	Records, 1 Selec	ted							60
eQN Creation	PO Number/PO Item Number 🏦	Line Item State	Material Number	Material Name	Target Quantity	Company Code	Vendor Cod	le Purchasing	g Org	Purchasin	g Group
eQN Excel Upload Draft Search	PO-5119/1	Open	PW-1700-8	Air Intake	10	PWA	PWA-10456	7 ORG		PURORG	,
QN Search QN Summary	O PO-5119/2	Open	PW-1700-8	Air Intake	20	PWA	PWA-10456	7 ORG		PURORG	
History Purchase Order Search Upload/Download	C C 20 Records per page	<									Next

Entering QN Header Details

Clicking **Next** requires you to enter the summary details for the QN. Entering summary details creates the header section of the QN.

 Enter information in the QN Summary section. The QN Summary section includes contact, material and subject categories. Fields marked with an asterisk are required. Subject fields such as Subject Category and Subject Code are pre-defined and the subject code is dependent upon the category.

There is a 40-character limit allowed in the **Problem Description** field. If your description exceeds the 40 character limit, you will need to enter additional description information in the



Additional Problem Description-Long Text field. To enter long text data, click View/Change (No Data).

	rmation lor Code Vendor Name	Buyer PW Clock Buyer First Nam	Buyer Last Name	Buyer Phone Number	Author First Name	Author Last Name
Purchase Order Info	rmation					
Problem Description*	Dimensional	Addition	al Problem Description -	Long Text: View/Change (No	Data)	
Subject Category*:	Development Material	Subject	Code*:		Ō	
SUBJECT						
Cost Consideration:	\checkmark	QN Pric	ity Type:	~		
Total Quantity NC Material*	100	Total Pa	rts Inspected*:	1000		
Vendor Material/Part No.:		Operation	n Number*:	1134546		
MATERIAL:						
Detail Part No.:						
SQA/SMC Email Address:		Supplie	Sub-Tier:	View/Change (No	Data)	
PO Item Number*:	1	SQA/SM	IC Representative:			
QN Creation Date:	01/22/2018	PO Nun	ber*:	PO-5119		
Hub QN Number:	HQN-120	POIQN	Number:			
 Quality Notification 	on Summary/Quality Notific	ation List/Details				

2. The long text pop-up window allows you to enter a description and revise information multiple times (if required) before submitting the QN. Once the QN is created, long text editing is different. You will not be allowed to change entry in the long text field once entered.

Enter text here.	~
	· · · · · · · · · · · · · · · · · · ·
<	>



Enter Sub-Tier Suppliers

1. The **Supplier Sub-Tier** field is an optional field that allows you to enter sub-tier supplier information. To enter supplier sub-tier information, click **View/Change (No Data).**

- Quality Notification	on Summary/Quality Notification	on List/Details	
Hub QN Number:	HQN-120	POI QN Number:	
QN Creation Date:	01/22/2018	PO Number*:	PO-5119
PO Item Number*:	1	SQA/SMC Representative:	
SQA/SMC Email Address:		Supplier Sub-Tier:	View/Change (No Data)
Detail Part No.:			

2. Enter the code, name or both. To edit an entry, click in the field column. To save the information, click **Save**.

Supplier Sub-Tier Code And Name							
Supplier Sub-Tier Code	Supplier Sub-Tier Name						
1234-A	Alloy Parts & Metals Inc. ×						
Cancel Save							

3. The Supplier Sub-Tier field displays the date the information was saved. When ready to proceed with logging non-conformance details, click **Proceed to Defect Details**.

Pratt & Whitne	<u>ay</u>						Davida Evans PWA-104567-QNO	Exit E	Bookmark	Help About	Feedback
Home My Workspace	• Purchase Order	Search / Select O	rder / Create QN								
Quality Notification	 Quality Notif 	ication Sumn	nary/Quality Notifie	cation List/Deta	ils						
eQN Creation	* Denotes required field	1.									~
eQN Excel Upload Draft Search	CONTACTS: Hub QN Number:	HQN-120			POLON N						
QN Search	QN Creation Date:	HQN-120 01/22/201			POI QN N PO Numb		PO-5119				
QN Summary		01/22/201	0				PO-0119				
History	PO Item Number*:	1			SQA/SM0	Representative:					
Purchase Order Upload/Download	SQA/SMC Email Add	iress:			Supplier S	Sub-Tier:	Vlew/Cha	inge (01/22	2/2018 UTC	\sim	
My Profile	Detail Part No.:										
	MATERIAL:										
	Vendor Material/Part	No.:			Operation	Number*:	1134546				
	Total Quantity NC Ma	aterial*:	100		Total Part	s Inspected*:		1,000			
	Cost Consideration:	~			QN Priorit	ty Type:		~			~
EXOSTAR	Purchase Order										
	Material Number	Vendor Code	Vendor Name	Buyer PW Clock	Buyer First Name	Buyer Last Name	Buyer Phone Nur	nber A	uthor First	Name Author L	ast Name
Copyright (c) 2000-2018 E2open, Inc. All rights reserved	PW-1700-8	PWA-104567	Hamilton Sundstrand	453-1000	Joe	Inglis	111-222-3333	D	avida	Evans	$\hat{}$
		<									
Contact Support									Cancel	Proceed with D	efect Details



Entering QN Defect Detail Lines

You now need to enter non-conformance details. Depending on your requirement, you can report a single non-conformance defect or multiple non-conformance defects against a part. Each non-conformance for the part requires its own defect detail line. For example, if reporting dimensional and color non-conformances for a part requires two different QN defect detail lines.

1. Click **Defect Detail**.

跭 Pratt & Whitn			Davida Evans PWA-104567-QNO	Exit Bookmark Help About Feedback
Home	O QN Search / QN List / Defect Summary			
My Workspace Quality Notification	+ QN Details		Add De	fect Line Submit QN Save Header
eQN Creation eQN Excel Upload	- Quality Notification List - Page 1 of 1;	1 Records, 1 Selected		State: All (1) 🔽 Filter 📑 🗹
Draft Search	Defect Line 1 Defect Detail	Defect Quantity Defect Code	Defect Description	MQI Number
QN Search QN Summary	1 Defect Detail			
History	~			>
Purchase Order Upload/Download	C C 20 V Records per page			Duplicate Defect Line

Note: To view Header Details, click the plus sign (+) next to QN Details.

2. The QN Defect Details section includes defect, root cause, process cause, and corrective action categories. Fields marked with an asterisk are required. Category and Code fields are pre-defined and code fields are dependent upon the category selected. There is a 40-character limit in the short description fields. If your description exceeds the 40-character limit, you must enter additional description information in the corresponding additional description fields.

ON Search / QN List / QN Line De	etail		
- QN Details			
Defect:			~
Serial Type:	Serial Only	Serial Number:	Serial Only (1)
Defect Line:	1	Defect Quantity*:	1
Un-Marked Attachment:	<i>₫</i> (0)	MQI Number*:	123
Defect Class*:	Critical	Engineering Change Number*:	
Engineering Drawing Location*	USA	Suspect Prev. Shipment:	~
Proposed Repair:	\checkmark	Defect Post FX:	✓
Defect Category *:	Dimensional	Defect Code*:	Length/Height/Widtr
Defect Description*	Dimensional	Defect Description Additional Information*	: View/Change (01/22/2018 UTC)
Root Cause:			
Root Cause Category *:	Dimensional (UTAS	Root Cause Code*:	Dimensions outside
Root Cause Description - Short*	Dimensional	Root Cause Additional Information:	View/Change (No Data)
Process Cause:			
Process Cause Category*:	Cause Unknown/Nc	Process Cause Code*:	Required Proc Caus
Process Cause Description - short*:	Unknown	Process Code Additional Information:	View/Change (No Data)
Corrective Action:			
Corrective Action Category*:	~	Corrective Action Code*	۲. <u>۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲</u>
			Save Draft Save Line



Entering Defect Quantity

Defect quantity must be greater than zero. If it is not, you will receive a defect quantity error message. When selecting **Serial Type**, the number of serial numbers (part identification) must match the defect quantity. If selecting none for serial type, the defect quantity cannot be greater than the total quantity non-conformance material reported in the QN Header section.

- QN Details			
Defect:	None		
Serial Type:	Serial Only	Serial Number:	Serial Only (0)
Defect Line:	Heat Code and Suffix Only Serial, Heat Code and Suffix	Defect Quantity*:	
Un-Marked Attachment:	æ(0)	MQL Number	
Defect Class*:	~		
		Vendor Material/Part No.:	
	Located on QN Header	Details> Total Quantity NC Material*	100
		Cost Consideration:	~
		SUD IECT.	

If anything except for **None** is selected for **Serial Type**, the **Defect Quantity** and **Serial Number** fields must match. If it does not match, a **Defect Quantity Identification** error message displays.

O QN Search / QN List / QN Line	Detail			
Application Message	is missing.			
- QN Details				
Defect:				~
Serial Type:	Serial Only	Serial Number:	Serial Only (0)	
Defect Line:	1	Defect Quantity*	1	
Un-Marked Attachment:	@(0)	MQI Number*	a	
Defect Class*	Critical	Engineering Change Number*		
Engineering Drawing Location*	2	Suspect Prev. Shipment:	~	
Proposed Repair:	~	Defect Post FX:	~	
Defect Category*:	Material Packaging/Shippir	Defect Code *	Container/Material Damag	
Defect Description*	test	Defect Description Additional Information	tion* View/Change (02/23/2018 UTC)	
Root Cause:				
Root Cause Category*	Requirement Flowdown	Root Cause Code*	Cold Start 🗸	



Enter Serial Type

The text that appears in the Serial Number field will vary depending on what was selected from the Serial Type drop-down menu. Select **Serial Type** and click the text that displays in the Serial Number field (e.g. Serial Only).

QN Search / QN List / QN Line D	etail		
- QN Details			
Defect			
Serial Type:	Serial Only	Serial Number:	Serial Only (0)
Defect Line:	1	Defect Quantity*:	1
Jn-Marked Attachment:	@(0)	MQI Number*:	123
Defect Class*:	Critical 🗸	Engineering Change Number*:	
Engineering Drawing Location*:	USA	Suspect Prev. Shipment:	~
roposed Repair:	~	Defect Post FX:	~
fect Category*:	Dimensional	Defect Code*:	Length/Height/Widtr
efect Description*:	Dimensional	Defect Description Additional Information	*: View/Change (01/22/20
oot Cause:			
oot Cause Category*:	Dimensional (UTAS	Root Cause Code*:	Dimensions outside
oot Cause Description - Short*:	Dimensional	Root Cause Additional Information:	View/Change (No Data

Serial numbers cannot exceed 18 characters. Duplicate serial numbers are not allowed. Enter the information and click **Save**. To delete, click the number column, click **Remove** and **Save**. Clicking the description column will not remove the information.

Pa	rt Identification	
	Serial Number	
1	1234-AB	×
Tota	I Records: 0	



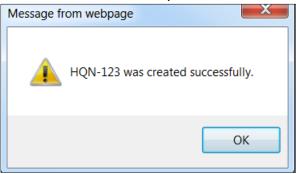
The Serial Number field displays the saved information. When you are ready to save the line, click **Save Line**. If you do not have all the information you need or if you need to save as Draft. Click **Save Draft** when creating the defect line. Saving as draft will NOT send the QN for disposition request.

QN Search / QN List / QN Line De	atail		
– QN Details			
Defect:			~
Serial Type:	Serial Only	Serial Number:	Serial Only (1)
Defect Line:	1	Defect Quantity*:	1
Un-Marked Attachment:	A (0)	MQI Number*:	123
Defect Class*:	Critical	Engineering Change Number*	123456
Engineering Drawing Location*	USA	Suspect Prev. Shipment:	\checkmark
Proposed Repair:	\checkmark	Defect Post FX:	v
Defect Category *:	Dimensional	Defect Code*:	Length/Height/Width
Defect Description*	Dimensional	Defect Description Additional Information*	View/Change (01/22/2018 UTC)
Root Cause:			
Root Cause Category*:	Dimensional (UTAS	Root Cause Code*:	Dimensions outside
Root Cause Description - Short*	Dimensional	Root Cause Additional Information:	View/Change (No Data)
Process Cause:			
Process Cause Category *:	Cause Unknown/No	Process Cause Code*	Required Proc Caus
Process Cause Description - short*:	Unknown	Process Code Additional Information:	View/Change (No Data)
Corrective Action:			
Corrective Action Category*:	Tooling/Gaging	Corrective Action Code*:	
			Save Draft Save Line

3. Once the line is saved, you can view it before submitting the QN. To see header details, click the plus sign (+) to expand QN Details.

ON Search / QN	List / Defect Summary				
+ QN Details				Add Defect Line	Submit QN Save Header
- Quality Notif	ication List - Page 1 of 1; 2 Records				State: All (2) 🔽 Filter 📑 🗹
🗌 Defect Line 🖞	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number
D 1	Defect Detail	1	Assembly without Approval	Assembly	12 ^

4. If you do not have additional non-conformances to report and you are ready to submit the QN for disposition, click **Submit QN**. You will receive a successful notification. Once submitting the QN, you will be unable to modify it.





Add Additional QN Detail Defect Lines

If you have additional non-conformances to report for the part, you can add additional defect lines.

To add a line:

1. To add a line, click Add Defect Line.

C	QN Search / QN	List / Defect Summary				
	+ QN Details				Add Defect Line	Submit QN Save Header
	- Quality Notif	ication List - Page 1 of 1; 2 Records				State: All (2) 🔽 Filter 📑 🗹
	Defect Line 🖞	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number
	1	Defect Detail	1	Assembly without Approval	Assembly	12

2. The new line will display. Click on **Defect Detail** to add the defect details.

C	QN	V Search / QN	List / Defect Summary					
	+ QN	Details				Add Defect Line	Submit QN	Save Header
-	- Qu	ality Notif	ication List - Page 1	of 1; 2 Records			State: All (2)	🖌 Filter 📑 🗹
	Defe	ect Line 🖞	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number	
		1	Defect Detail	1	Assembly without Approval	Assembly	12	^
	- (2	Defect Detail					~
			<					>
C	0	20 🗸 Reco	ords per page					Duplicate Defect Line

3. Follow steps in the <u>Entering QN Defect Detail Lines</u> section for instruction on entering defect line details and saving.

Duplicate QN Detail Defect Lines

If information for additional non-conformances share some of the same defect details as a previous one, you can duplicate an existing defect line. All data fields of the selected QN line are copied to the new QN line, except attachments and serial numbers. You can modify the details with the differing information.

1. Once you have entered a defect line, click **Duplicate Defect Line**. If you have multiple lines, select the line(s) that you want to duplicate.

0	QN Search / QN	List / Defect Summary				
+	QN Details				Add Defect Line	Submit QN Save Header
- (Quality Notif	ication List - Page 1 of 1; 2 Record	is			State: All (2) 🔽 Filter 📑 🗹
	Defect Line 🖞	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number
	1	Defect Detail	1	Assembly without Approval	Assembly	12
		<				>
0	20 🗸 Reco	rds per page				Duplicate Defect Line



2. The duplicated line will display. To modify the details, click Defect Detail.

+ QN Details				Add Defect Li	ne Submit QN	Save Header
	ication List - Page 1 of 1; 4 R	Records			State: All (4)	✓ Filter
Defect Line 🗊	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number	
] 1	Defect Detail	1	Assembly without Approval	Assembly	12	

3. Follow steps in the <u>Entering QN Defect Detail Lines</u> section for instruction on entering defect line details and saving.

Save QN Header

The Save Header feature allows you to edit the QN Header details before submission.

1. From the QN Details screen, click **Save Header**.

O	QN Search / QN	List / Defect Summary					
+ (QN Details				Add Defect Line	Submit QN	Save Header
		ication List - Page 1 of 1; 4 Records ressfully for 1 QN line item(s).				State: All (4)	Filter 🛃 🗹
	efect Line 📋	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number	
	1	Defect Detail	1	Assembly without Approval	Assembly	12	~
	4	Defect Detail	1	Assembly without Approval	Assembly	12	~
		<					>
0	20 🗸 Reco	rds per page					Duplicate Defect Line

 The QN will transition to a Draft state. To locate the QN, you will need to complete a Draft Search from the Navigation Tree. To locate the QN, enter search criteria. For example, you can use multiple search criteria or single search criteria (such as QN Creation Date). Click Search.

Pratt & Whi	itney moary			Davida Evans PWA-104567-QNO	Exit E	Bookmark	Help	About	Feedback
Home	O QN Search								
My Workspace Quality Notification	- Search Quality Notifica	tion						Quality No	tification 🗸
eQN Creation	Filling in at least one field will return resu	its more quickly.							
eQN Excel Upload									
Draft Search	Hub QN Number	Q	POI QN Number			Q,			
QN Search	Vendor Code	Q	PO Number			Q			
QN Summary History	PO Item Number	Q	Vendor Material/Part No.			Q			
Purchase Order	Engine Program	Q	QN Creation Date	02/26/2018 - 02/26					
Jpload/Download	Engine Program	4	GN Creation Date						
My Profile Change Role									
and get the									
							_		
						~	Save	Reset	Search



3. QN information will display. Click the QN that you want to edit.

O QN Search / QN List								
Quality Notification List - Page 1 of 1; 2 Records								
Hub QN Number 🟦	Material Number	PO Number/PO Item Number	QN Creation Date	Engine Serial Number	Subject Code			
) HQN-169	PW-Comm-1	PO-5419/1	02/26/2018		Vendor Report of Product Nonconformance			
HQN-171	PW-Comm-1	PO-5419/2	02/26/2018		Commercial Deviation (Temp Eng. Chg)			

4. You are presented with the QN defect details. To see header details, click the plus sign (+) to expand QN Details. Complete edits.

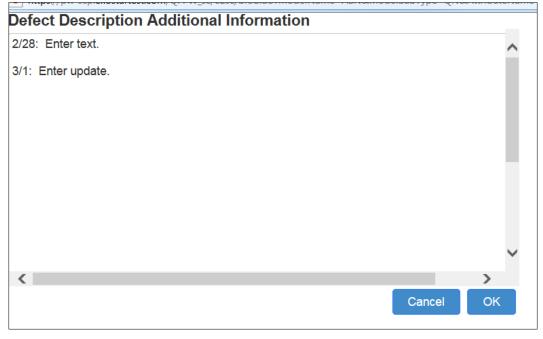
+ QN De	etails				Add Defect Line	Submit QN	Save Header
- Qualit	y Notif	ication List - Page 1 of 1; 4 Rec	ords			State: All (4)	Filter
Defect L	Line 🗊	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number	
ו	1	Defect Detail	1	Assembly without Approval	Assembly	12	
]	2	Defect Detail	1	Chord Width/Length	Length/Width/Height	12	
]	3	Defect Detail	1	Chord Width/Length	Length/Width/Height	12	
1	4	Defect Detail	1	Assembly without Approval	Assembly	12	
		<					>

5. If editing defect lines, required to enter notes in the **Defect Description Additional Information** field.

QN Search / QN List / QN Line De	etail		
- QN Details			
Defect Line:	1	Defect Quantity*:	1
Un-Marked Attachment:	Ø(0)	MQI Number*:	1
Defect Class*:	Critical	Engineering Change Number*:	2
Engineering Drawing Location*:	1	Suspect Prev. Shipment:	~
Proposed Repair:	~	Defect Post FX:	~
Defect Category*:	Run In/Acceptance Test Pi	Defect Code*:	Out of Limits
Defect Description*:	2	Defect Description Additional Information*	View/Change (03/01/2018 UTC)
Root Cause:			
Root Cause Category*:	Inspection Controls	Root Cause Code*:	First Article Inspection
Root Cause Description - Short*:	1	Root Cause Additional Information:	View/Change (No Data)
Process Cause:			
Process Cause Category*	Welding	Process Cause Code *:	Laser Welding
Process Cause Description - Short*:	1	Process Code Additional Information:	View/Change (No Data)
Corrective Action:			
Corrective Action Category*	Methods 🗸	Corrective Action Code*:	ASSEMBLY METHOD CH.
Corrective Action Description - Short*	1	Corrective Action Additional Information:	View/Change (No Data)
			Save Draft Save Line



6. Enter description and click **OK**. Failure to enter information will result in an error message when trying to submit QN.



7. Edit the line and click **Save Line**. The updated information will display.

+ QN Details	3			Add Defect Line	Submit QN S	ave Header
- Quality No	tification List - Page 1 of 1;	4 Records			State: All (4)	Filter
Defect Line	Defect Detail	Defect Quantity	Defect Code	Defect Description	MQI Number	
	Defect Detail	1	Perpendicularity/Angularity	Dimensional	12	
: 1	Defect Detail	1	Chord Width/Length	Length/Width/Height	12	
: :	Defect Detail	1	Chord Width/Length	Length/Width/Height	12	
] .	Defect Detail	1	Assembly without Approval	Assembly	12	

8. When you are ready to submit the QN, click **Submit QN**.

Creating Supplier QNs using Excel Upload Option

Users with the QNO role can create QNs by uploading an Excel template. Some supplier users may have QNs in an electronic form. Therefore, an Excel template for QN creation enables electronic download or transfer of QN data into an Excel file for upload.



You can obtain the Excel Upload template from the Help files section within the Quality Notes solution. The Help section is located in the upper, right corner of the solution.

Exit | Bookmark | Help | About | Feedback

For successful upload, please ensure the following:

- Defect quantity is greater than zero.
- The number of serial numbers is equal to defect quantity.
- Serial numbers do not exceed 18 characters.
- Serial numbers are not duplicated.
- Ensure you are using the correct role for the information you are uploading is associated with if you have multiple QNO roles.
- Confirm the PO numbers is in Quality Notes. You can do a <u>PO Search</u> to verify if you are unsure.

You can complete the Excel template either manually or electronically. You need to save the document to your computer before uploading.

1. From the Navigation Tree, go to **Quality Notification** then **eQN Excel Upload**.





2. Click **Browse** to locate the document. The file upload window will display. Select the document and click Open. Click **Next** to start the upload process.

C eQN E	xcel Upload	
Select D	ocument Type	
	Document Type	
۲	eQN Excel Upload	
File Name:	H:\Quality Notes Upload.xlsx	Browse
Comments.		
	Choose File to Upload	Nex
	Computer + Home Directory (H:) +	 ✓
	Organize - New folder	# • 🔟 🛛
	i original1.Downlo Name	Date modified Type Size
	So original1.RecentP Recent Places	1/23/2018 2:49 PM Microsoft Excel W 54 K
	File name: Quality Notes Upload	All Files (.4)
l		Open Cancel

3. If the status remains Queued and does not display Completed, click the **Refresh** icon.

	1 records - Page 1 of ' lest successfully issued. Page will a		resh in 10 seconds.			C)Oď
Document Type	File Name	Status 😰	Creation Time	Completion Time 3	User Name	Role Name	Comm
eQN Excel Upload	Quality Notes Upload.xlsx	Queued	01/23/2018:21:30:11		evansd_3293@securepass.exostartest.com-exostarscp	PWA-104567-QNO	
<							>

4. Once the upload has successfully completed, the status displays **Completed**.

	x Status							
Job Lis	st - Total 1	l records - Page 1 of 1	1					Sď
Request C	Complete. Click	on the file name or status for detai	ils.					
Docume	ent Type	File Name	Status ĝ	Creation Time	Completion Time 3	User Name	Role Name	Com
eQN Ex	cel Upload	Quality Notes Upload.xlsx	Completed	01/23/2018:21:42:01	01/23/2018:21:42:13	evansd_3293@securepass.exostartest.com-exostarscp	PWA-104567-QNO	
<								>

5. You can locate the newly created QN using Draft Search.

Pratt & Whi				Davida Evans PWA-104567-QNO	Exit Bookmark Help About Feedback
Home My Workspace Quality Notification eQN Creation eQN Excel Upload	ON Search Search Quality Notification Filling in at least one field will return results more of	uniddy.			Quality Notification
Draft Search	Hub QN Number QN-000000016	Q,	POI QN Number		Q
QN Search QN Summary	Vendor Code	Q	PO Number	PO-5119*.	Q
History	PO Item Number	Q	Vendor Material/Part No.		Q
Purchase Order Upload/Download My Profile	Engine Program	Q			
					Save Reset Search

6. You can then attach files or update the QN before submitting it. **Note!** File attachments will be unavailable in phase one of Quality Notes but will be available in a future release.



Download QNs using Excel Download Option

Users with the QNO role can download QN data in Excel format. The downloaded file contains non-technical data for all the QNs. Users who are granted access to view technical data have technical data fields populated in the file.

Ensure you are using the correct role the information you are downloading is associated with if you have multiple QNO roles.

1. From the Navigation Tree, go to **Quality Notification**. Click **Upload/Download** then **eQN Excel Download**.



2. Enter or select search criteria. Click Search to Download.

Pratt & Whit					Davida Evans PWA-3000-QNO	Exit	Bookmark	Help	About	Feedback
Home	eQN Excel Down	oad Search								
My Workspace Quality Notification Purchase Order Upload/Download	- Search Quality Filling in at least one field	y Notification will return results more quickly.							Quality No	tification
Status	Hub QN Number	HQN-53,HQN-24,	Q,	Defect Line			Q			
eQN Excel Download	POI QN Number		Q	Material Number			Q			
My Profile	Vendor Material/Part N	lo.	Q	QN Creation Date	12/01/2017 00:00:00	- 01/24/	2018 23:59:	59		
	Owner		٩	Line Item State	BAER Review Missing PMRP ONO NELC POI/MRP PMRP DRP DRA RCCA Complete QN Complete					
						▼ S	ave R	leset	Search to	o Download



3. The document type screen displays. Click **Next**.

Select Do	ocument Type	
	Document Type	
۲	eQN Excel Download	
Comments:		

4. If the status remains Queued and does not display Completed, click the **Refresh** icon.

C Inbox Status									
Job List - Total 1	Job List - Total 1 records - Page 1 of 1								
Acknowledgment - Request	successfully issued. Page will a	automatically ref	resh in 10 seconds.						
Document Type	File Name	Status 🤶	Creation Time IJ	Completion Time 3	User Name	Role Name	Comme		
eQN Excel Download	QualityNotification.xlsx	Queued	01/24/2018:20:42:04		evansd_3293@securepass.exostartest.com-exostars	p PWA-3000-QNO			
<							>		

5. Once the download has successfully completed, the status displays **Completed**. Click on the file name to view.

Inbox Status							
Job List - Total 1	records - Page 1 of	1					0ď
Request Complete. Click or	n the file name or status for deta	ails.					
Document Type	File Name	Status 🧝	Creation Time 🞚	Completion Time 3	User Name	Role Name	Comm
eQN Excel Download	QualityNotification.xlsx	Completed	01/24/2018:20:42:04	01/24/2018:20:42:11	evansd_3293@securepass.exostartest.com-exostarscp	PWA-3000-QNO	
<							>

QN Excel Download Search Fields

Hub QN Number	QN Number (e.g. HQN-100)
POI QN Number	Internal number used for POI
Vendor Material/Part No.	Vendor's Material Number or Part Number
Owner	Owner of the QN (e.g. QNO, DRP, etc.)
Defect Line	QN Line Number that uniquely identifies each line in
	the QN
Material Number	Unique number that identifies the material/part
QN Creation Date	Date or date range of QN creation
Line Item State	State of the QN defect line



Viewing Technical Data

If you are authorized to view technical data, the **View Technical Data** field is available for you to view by clicking the **QN ID**. Additionally, notification of technical access displays **Yes**.

Home	QN Search / QN Lis	/ Defect Summary								
My Workspace Quality Notification	- QN Details									
eQN Creation	Author First Name:	Davida		Au	thor Phone Number:					~
eQN Excel Upload	Author Email Address:	davida.evans@exostar.com		so	QA/SMC Representative	ə:				~
Draft Search	SQA/SMC Email Addres	S:		Su	upplier Sub-Tier:	View (No Data)				
QN Search	Buyer Code:			Bu	yer Last Name:	Inglis				
QN Summary	Buyer First Name:	Joe		Bu	yer Phone Number:	111-222-3333				
History	Detail Part No.:									
Purchase Order	MATERIAL									
Upload/Download	Material Number:	PW-1700-8		Ve	endor Material/Part No.:					
My Profile	Operation Number:	777777		То	otal Quantity NC Materia	I: 100				
ing i romo	Total Parts Inspected:	100		Co	ost Consideration:					
	QN Priority Type:									
	State (Header):	POI/MRP		Vie	ew Technical Data:	HQN-101				~
	– Quality Notifica	tion List - Page 1 of 1; 1	Records, 1 Selecte	d				State: All (1)	F	ilter 👌 🛃
	🗌 Defect Line 🏦 🛛 De	fect Detail	Defect Quantity	Defect Code	Defect Descr	iption	MQI Number	Techn	ical Access	
Copyright (c) 2000-2018 EXpen, Inc.	☑ 1 D	fect Detail	50	Accepts no-go gage	PART IS SHO	RT	ABC-123	Yes		
All rights reserved	<									>

1. After clicking the **QN ID** in the **View Technical Data** field, technical data will be viewable. Technical Data displays in a new window.

SUBJECT:			
Subject Category*:	Development Material	Subject Code*:	Development Material
Problem Description*:	Broken Part	Additional Problem Description	n - Long Text: View (01/24/2018 UT

2. To view technical defect details, click **Defect Details**. Technical data details display in a new window.

- Quality Notification List - Page 1 of 1; 2 Records											
Defect Line 📋	Defect Detail	Defect Class	Defect Quantity	Root Cause Cat.	Root Cause Code	Process Cause Cat.					
1	Defect Detail	Major	1	FOD	ForeignObjectDamage(FOD)Process Induced	Composite Processing					
2	Defect Detail	Major	1	FOD	ForeignObjectDamage(FOD)Process Induced	Composite Processing					
	<										

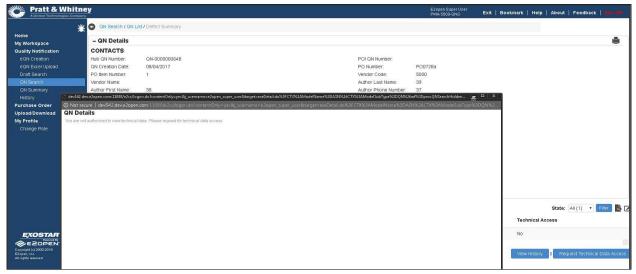


3. QN detail information will display for the defect line.

- QN Det

– QN Details			
Defect:			
Serial Type:	Serial Only	Serial Number:	Serial Only (1)
Defect Line:	1	Defect Quantity*:	1
Un-Marked Attachment:	∂ (1)	MQI Number*:	1
Defect Class*:	Major	Engineering Change Number*:	1
Engineering Drawing Location*:	1	Suspect Prev. Shipment:	
Proposed Repair:		Defect Post FX:	
Defect Category*:	Material Packaging/Shipping	Defect Code *:	Material Lost
Defect Description *:	1	Defect Description Additional Information*	: View (01/23/2018 UTC)
Root Cause:			
Root Cause Category*:	FOD	Root Cause Code*:	ForeignObjectDamage(FOD)Process Induced
Root Cause Description - Short*:	1	Root Cause Additional Information:	
Process Cause:			
Process Cause Category*:	Composite Processing	Process Cause Code *:	Machining
Process Cause Description - Short*:	1	Process Code Additional Information:	
Corrective Action:			
Corrective Action Category*:	Machinery	Corrective Action Code*:	RELOCATED/INSTALLED BREAKERS
Corrective Action Description - Short*	6.1	Corrective Action Additional Information:	
Disposition:			
DISP Code Group:		DISP Code:	
DISP Code Description:		DISP - Long Text:	
RFI Notes - Long Text:		Assessment - Long Text:	

If you are unauthorized to view technical data, you receive a notification when trying to view the information.



Requesting Technical Data Access

If you are unable to view technical data, click **Request Technical Data Access**. The request is routed for BAER Review.

Additional Problem Description and Long Text Information Fields

When data is updated in additional information fields such as Additional Problem Description-Long Text in the QN Header or fields such as Defect Description Additional Information and Root Cause Additional Information in the QN Defect Line, timestamp information (MM/DD/YY



and UTC) displays. If **View/Change (No Data)** displays, no information was entered. When information is updated in these fields, the date reflects the date the update was completed. To view, click **View/Change**.

Additional information and long text fields contain participant responses. Once a QN has been submitted, additional and long text fields are considered technical data. All user roles require technical data access to view. QNO's will be able to provide responses in these fields as long as they have technical data access.

QN Header:

– QN Details				
SQA/SMC Email Address	E	Supplier Sub-Tier:	View (No Data)	
Buyer PW Clock:	453-1000	Buyer Last Name:	Inglis	
Buyer First Name:	Joe	Buyer Phone Number:	111-222-3333	
Detail Part No.:				
MATERIAL				
Material Number:	PW-1700-8	Vendor Material/Part No.:		
Operation Number*:	178	Total Quantity NC Materia	al*: 2	
Total Parts Inspected *	100	Cost Consideration:	~	
QN Priority Type:	0 🗸			
SUBJECT:				
Subject Category*:	Development Material	Subject Code *:	Development Material	
Problem Description*	Part not consistent v	Additional Problem Descr	iption - Long Text: View/Change (No Data)	
State (Header):	QNO			-
State (Header):	divo			
- Quality Notificat	ion List - Page 1 of 1; 2 Records			State: All (2) 🔽 Filter
🗌 Defect Line 🟦 🛛 De	fect Detail Defect Class Defect Quantity F	oot Cause Cat. Root Cause Code Process C	ause Cat. Process Cause Code Co	orrective Action Cat. Corrective Action Code
0 De	fect Detail			
0 De	fect Detail			
<				>

QN Line Details:

 – QN Details 				
Defect:				
Serial Type:	Serial Only	/	Serial Number:	Serial Only (1)
Defect Line:	1		Defect Quantity*:	1
Un-Marked Attachment:	@(0)		MQI Number*:	8943
Defect Class*:	Major 🗸		Engineering Change Number*:	946
Engineering Drawing Location*:	United States		Suspect Prev. Shipment:	~
Proposed Repair:	✓		Defect Post FX:	Y
Defect Category*:	Dimensional	/	Defect Code *:	Diameter Major/Minor
Defect Description*	Part is short	_	Defect Description Additional Information*	: View/Change (02/23/2018 UTC)
Root Cause:				
Root Cause Category*:	Design	-	Root Cause Code *:	Design for Assembly
Root Cause Description - Short*:	design does not me		Root Cause Additional Information:	View/Change (01/30/2018 UTC)
Process Cause:				
Process Cause Category*:	Assembly	•	Process Cause Code*:	Assembly
Process Cause Description - Short*:	pieces assembled ir		Process Code Additional Information:	View/Change (No Data)
Corrective Action:				
Corrective Action Category*:	Tooling/Gaging	-	Corrective Action Code*:	REPLACED TOOLING/GA
Corrective Action Description - Short*	part correction		Corrective Action Additional Information:	View/Change (No Data)
Disposition:				
DISP Code Group:			DISP Code:	
DISP Code Description:			DISP - Long Text:	



Responding to RFI and RCCA RFI

Users with the QNO role log into Quality Notes to respond to RFIs and RCCA RFIs.

Respond to RFI

If a QN line is in a Respond to RFI state, there is a request for information from a participant higher up the chain. Users with the QNO role can respond to RFIs by locating the QN and updating it.

1. Locate the QN and click **View Technical Data**.

- QN Details				onto reprocontain				
SQA/SMC Email Add	-			lier Sub-Tier:	View (No Data))		~
Buyer Code:			Buye	r Last Name:	Inglis			
Buyer First Name:	Joe		Buye	r Phone Number:	111-222-3333			
Detail Part No.:			Repo	ort Access:	Yes			
MATERIAL								
Material Number:	PW-1700-8		Vend	lor Material/Part No.	:			
Operation Number:	946178643		Total	Quantity NC Mater	al: 3			- 1
Total Parts Inspected	i: 500		Cost	Consideration:	Yes			- 1
QN Priority Type:								- 1
State (Header):	QNO		View	Technical Data:	HQN-107			>
- Quality Notifie	cation List - Page	1 of 1; 2 Records					State: All (2) V Filter	à C
Defect Line 🗊	Defect Detail	Defect Quantity	Defect Code	Defect De	scription	MQI Number	Technical Access	
] 1	Defect Detail	1	Quality Process Review	rust		111111	Yes	
2	Defect Detail	2	Media	broken		121214	Yes	
	<							

2. To view RFI notes or to add RFI notes, click **Defect Detail** for the QN line then click **View/Change** in the **RFI Notes-Long Text** field.

Defect:			
Serial Type:	Serial Only	Serial Number:	Serial Only (1)
Defect Line:	1	Defect Quantity*:	1
Un-Marked Attachment:	Ø(0)	MQI Number*:	111111
Defect Class*	1	Engineering Change Number*:	2
Engineering Drawing Location*:	United States	Suspect Prev. Shipment:	
Proposed Repair:		Defect Post FX:	
Defect Category*:	Documentation	Defect Code*:	Quality Process Review
Defect Description *:	rust	Defect Description Additional Information*	View/Change (01/16/2018 UTC)
Root Cause:			
Root Cause Category*:	Equipment/Machine	Root Cause Code*:	Worn
Root Cause Description - Short*:	rust	Root Cause Additional Information:	View/Change (No Data)
Process Cause:			
Process Cause Category*:	Cleaning	Process Cause Code*:	Acid
Process Cause Description - Short*:	rust	Process Code Additional Information:	View/Change (No Data)
Corrective Action:			
Corrective Action Category*:	Tooling/Gaging	Corrective Action Code *:	ACQUIRED TOOLING
Corrective Action Description - Short*	* rust	Corrective Action Additional Information:	View/Change (No Data)
Disposition			
DISP Code Group:		DISP Code:	
DISP Code Description:		DISP - Long Text:	
RFI Notes - Long Text:	View/Change (02/05/2018 UTC	-	



3. Update the required fields and click Update RFI.

③ dev542.dev.e2open.c	com:11080/e2sc/lo	jon.do?conte	ntOnly=yes&j_usernan	ne=e2open_super_user⌖=exel	Detail.do%3FCTX%3AMo	delName%3DAS	N%26CTX%3AModelS	ubType%3D	QN%26wf%3DprocQNSearchHidder	n%26wff%3Dtarge
- QN Details										
CONTACTS										
Hub QN Number:	QN-000000644				QN Creation Date:		08/03/2017			
PO Number*	PO0728a				PO Item Number*		1			
Vendor Code*	5000				Vendor Name:					
Author Last Name*	39				Author First Name*		38			
Author Phone Number:	37				Author Email Address:		40			
SQA/SMC Representative	0.				SQA/SMC Email Address	8.:				
Supplier Sub-Tier:	View (08/03/2017)	ЛС)			Buyer PW Clock:		clock			
Buyer Last Name:					Buyer First Name:					
Buyer Phone Number:					Detail Part No .:					
MATERIAL										
Material Number:	JK001				Vendor Material/Part No.:		JK001			
Operation Number*	1				Total Quantity NC Materia	al *.	10			
Total Parts Inspected*	10				Cost Consideration:		•			
QN Priority Type: SUBJECT:										
Subject Category*	AirFramer Compla	int 🜔			Subject Code*		Bombardier Aeropsac	Ō		
Problem Description*	TestQN				Additional Problem Descr	ription - Long Text:	View/Change (08/03/201	7 UTC)		
State (Header):	QNO									
– Quality Notificati	ion List - Page 1	of 1; 1 Red	cords, 1 Selected						State: All (1)	• Filter
Defect Line 🐧 🛛 Def	fect Class Def	ect Quantity	Root Cause Cat.	Root Cause Code	Process Cause Cat.	Process Cause	Code Corrective A	ction Cat.	Corrective Action Code	Defect Detail
1 Min	nor defect	2	No Cause Required	Experimental - Cause not Required	Assembly	Assembly	Machinery		CHANGE COOLANT/TYPE/FREQ.	Defect Detail
20 • Records p	per page								Update RFI Update RCCA	Complete RCC

4. The QN line status will transition to **RFI Responded** and is routed to the appropriate participant in the chain.

Respond to RCCA RFI

The ability to respond to RCCA RFIs will be unavailable in phase one of Quality Notes. This feature will be available in a future release.

QNO: Resubmitting QN after BAER Rejection

When QNs transition back to the QNO, the QNO can resubmit the QN. All other roles can resend using their local system. The QN will be in a QNO state and the status of the QN will be BAER Rejected or Returned.



1. Locate the QN and click View Technical Data.

Home My Workspace Quality Notification eQN Creation eQN Excel Upload	- QN Details Autrior First Name. Author Email Addres		nary s@exostar.com		SQA/SMC Re	Autrict Fricher Namber. SCA/SMC Representative: Supplier Sub-Teir: View (No Data)			
Draf Search ON Search ON Summary History Purchase Order Search Uptoad/Download My Profile	SQA/SMC Email Add Buyer Code: Buyer First Name: Detail Part No.: MATERIAL:	dress: Joe			Buyer Phone Number: 111-222-3333 Report Access: Yes				
	Material Number: Operation Number: Total Parts Inspected QN Priority Type:	PW-1700-8 178 100 0			Vendor Mater Total Quantity Cost Consider				
	State (Header): - Quality Notifi Defect Line ①	QNO ication List - F Defect Detail	Page 1 of 1; 2 Records Technical Defect Details	Defect Quantity	View Technica	I Data: HON-109 Defect Description	State: A	II (2) V Filter Technical Access	
EXOSTAR Permet Perme	0 0 0 0 Reco	Defect Detail Defect Detail rds per page	Defect Detail Defect Detail	1	Diameter Major/Minor Typographical error	Part is short documentation is inconsisten with part	8943 8943	Yes Yes View His	story

2. Update fields. To add a note, click Additional Problem Description-Long Text.

uyer PW Clock:	453-1000			Buyer Last N	lame:	Inglis			
uyer First Name:	Joe			Buyer Phone	Number:	111-222-3333			
etail Part No.:									
IATERIAL:									
aterial Number:	PW-1700-8			Vendor Mate	rial/Part No.:	1			11
peration Number*:	946178643 T		Total Quantit	ty NC Material*:	3			11	
otal Parts Inspected*	500			Cost Conside	eration:	Yes 🗸			11
N Priority Type:	0 🗸								
UBJECT									
ubject Category*:	Customer/Partner Complai 🗸		Subject Code	e *:	Technical Issue				
roblem Description*	TEST 1			Additional Pr	oblem Description - Long	Text: View/Change (NaN/N	aN/NaN UTC)		11
tate (Header):	QNO								~
Quality Notificati	on List - Page 1 o	f 1; 2 Records					St	ate: All (2) 🗸 Filter	• 0
Defect Line 📋 🛛 Defe	ect Detail Defect	Class Defect Quantity	Root Cause Cat.	Root Cause Code	Process Cause Cat.	Process Cause Code	Corrective Action Cat.	Corrective Action Code	
0 Defe	ect Detail								^
Def	ect Detail								\sim
<									>

3. To update defect line level details, click **Defect Details**. You are required to provide a note regarding the update.



Failure to include a note will result in an error message. To add note, click **Defect Description Additional information**.

– QN Details						
Serial Type:	Serial Only	\checkmark	Serial Number:	Serial Only (1)		
Defect Line:	1		Defect Quantity*:	1		()
Un-Marked Attachment:	<i>@</i> (0)		MQI Number*	111111		- 1
Defect Class*	1 🗸		Engineering Change Number*	2		
Engineering Drawing Location*	United States		Suspect Prev. Shipment:	~		
Proposed Repair:	~		Defect Post FX:	~		
Defect Category*:	Documentation	~	Defect Code*	Operation/OpCert Miss	ing/ 🗸	
Defect Description*	rust		Defect Description Additional Information*	View/Change (02/28/20	18 UTC)	
Root Cause:						
Root Cause Category*:	Equipment/Machine	~	Root Cause Code*	Worn	~	
Root Cause Description - Short*	rust		Root Cause Additional Information:	View/Change (No Data)		
Process Cause:						
Process Cause Category*	Cleaning	~	Process Cause Code *	Acid	~	
Process Cause Description - Short*	rust		Process Code Additional Information:	View/Change (No Data)		
Corrective Action:						
Corrective Action Category*	Tooling/Gaging	\checkmark	Corrective Action Code*	ACQUIRED TOOLING	~	
Corrective Action Description - Short*	rust		Corrective Action Additional Information:	View/Change (No Data)		
Disposition:						
DISP Code Group:			DISP Code:			
DISP Code Description:			DISP - Long Text:			
RFI Notes - Long Text:	View/Change (02/05/20	18 UTC)				
						ReSave Line

4. Enter note and click Add Note.

Secure https://pw-scp.exostartest.com/QPPW_sc/e2sc/exeHeader.do		
Defect Description Additional Information		
03/02/2018:16:17:55 Davida Evans () :		
Note to Participant.		
Enter Text		
	Cancel	Add Note
	Cancer	



5. Click Resave Line.

- QN Details						
Serial Type:	Serial Only	~	Serial Number:	Serial Only (1)		
Defect Line:	1		Defect Quantity*	1		
Un-Marked Attachment:	<i>@</i> (0)		MQI Number*	111111		
Defect Class*	1		Engineering Change Number*	2		
Engineering Drawing Location*	United States		Suspect Prev. Shipment:	~		
Proposed Repair:	~		Defect Post FX:	~		
Defect Category*	Documentation	~	Defect Code*	Operation/OpCert Missin	g/ 🗸	
Defect Description*	rust		Defect Description Additional Information*	View/Change (02/28/2018	UTC)	
Root Cause:						
Root Cause Category*:	Equipment/Machine	~	Root Cause Code *:	Worn	~	
Root Cause Description - Short*	rust		Root Cause Additional Information:	View/Change (No Data)		
Process Cause:						
Process Cause Category*	Cleaning	~	Process Cause Code*	Acid	~	
Process Cause Description - Short*	rust		Process Code Additional Information:	View/Change (No Data)		
Corrective Action:						
Corrective Action Category*	Tooling/Gaging	~	Corrective Action Code*	ACQUIRED TOOLING	~	
Corrective Action Description - Short*	rust		Corrective Action Additional Information:	View/Change (No Data)		
Disposition:						
DISP Code Group:			DISP Code:			
DISP Code Description:			DISP - Long Text:			
RFI Notes - Long Text:	View/Change (02/05/20	18 UTC)				
						ReSave Line

6. Click **Resubmit QN**. The QN line routes to the next participant in the chain.

🕒 🖸 20 🔹 Records p	er page		amır				Reset ReSu	ubmit QN
6 O	Defect Detail 1	1	Instructions/Procedure/Specification	Interpretation	Composite Processing	Impregnation	POOPC, SPC, CONT. Process	Control /
Defect Line 🟦	Defect Detail Defec	t Class Defect Quantity	Root Cause Cat.	Root Cause Code	Process Cause Cat.	Process Cause Code	Corrective Action Cat.	
 Quality Notificati 	ion List - Page 1 of	1; 1 Records, 1 Selected					State: All (1) • Filter	a (
SUBJECT								
QN Priority Type:	0 •							
Total Parts Inspected*:	1		Cost Co	nsideration:	¥			
Operation Number*:	1		Total Qu	antity NC Material*:		1		
Material Number:	PW-1700-8		Vendor	/laterial/Part No.:				
MATERIAL:								
Detail Part No.:								
Buyer First Name:	Joe		Buyer P	hone Number:	111-222-3333			
Buyer PW Clock:	453-1000		Buyer Li	ast Name:	Inglis			
SQA/SMC Email Address			Supplier	Sub-Tier:	View (No Data)			
Author Email Address:	sarl@exostar.com		SQA/SN	IC Representative:				
Author First Name*	A		Author F	hone Number:	(703) 793-7849			
Vendor Name:	Hamilton Sundstrand			ast Name*	sari			
QN Creation Date: PO Item Number*:	01/23/2018		PO Num Vendor		PO-5219 PWA-104567			
Hub QN Number:	HQN-127			Number:				
CONTACTS								
– QN Details								

Print Disposition Report

Requesting a disposition report allows a user to print all lines of the QN (including technical data but not attachments). When a request to print is made, a QN line state may not reflect BAER review. However, the request is sent for BAER review. The BAER Reviewer has the right to approve or reject the request.



1. Click Request Disposition Report.

– QN Details				
Vendor Name:	Hamilton Sundstrand	Author Last Name:	Evans	
Author First Name:	Davida	Author Phone Number:		
Author Email Address:	davida.evans@exostar.com	SQA/SMC Representative	e:	
SQA/SMC Email Addres	ss:	Supplier Sub-Tier:	View (No Data)	
Buyer Code:		Buyer Last Name:	Inglis	
Buyer First Name:	Joe	Buyer Phone Number:		
Detail Part No.:		Report Access:	No	
MATERIAL				
Material Number:	PW-1700-8	Vendor Material/Part No.:		
Operation Number:	25-1	Total Quantity NC Materia	l: 10	
Total Parts Inspected:	20	Cost Consideration:		
QN Priority Type:				
State (Header):	POI/MRP	View Technical Data:	HQN-158	

- 2. The request is routed to BAER Review for a report license.
- 3. If approved, you will see a printer icon available. There is no indication alerting you that your request has been approved for printing. You will need to verify if you have been approved for printing by checking the QN that you requested to print. To print, click the print icon.

A United Technologies Co				Davida Evans PWA-104567-QNO	Exit	Bookmark	Help A	bout Feedback
Home	QN Search / QN Lis	/ Defect Summary						
My Workspace								
Quality Notification	- QN Details							
eQN Creation	CONTACTS							
eQN Excel Upload	Hub QN Number:	HQN-157	POI QN Number:					1
Draft Search	QN Creation Date:	02/08/2018	PO Number:	PO-5119				
QN Search	PO Item Number:	1	Vendor Code:	PWA-104567				
QN Summary	Vendor Name:	Hamilton Sundstrand	Author Last Name:	Evans				
History	Author First Name:	Davida	Author Phone Number:					
Purchase Order	Author Email Address:	davida.evans@exostar.com	SQA/SMC Representati	ve:				
Upload/Download	SQA/SMC Email Addres	s:	Supplier Sub-Tier:	View (No Data)				
My Profile	Buyer Code:		Buyer Last Name:	Inglis				
Change Role	Buyer First Name:	Joe	Buyer Phone Number:					
	Detail Part No.:		Report Access:	Yes				
	MATERIAL:							
	Material Number:	PW-1700-8	Vendor Material/Part No	a.:				
	Operation Number:	123	Total Quantity NC Mate	rial: 1				



4. The disposition report displays for printing.

A United Technologies Company			52 Pettengill Road Londonderry 03052			
Hub Number:	QN Number:		Reported By:		Date:	Page 1 of 3
HQN-157			PWA-104567		02-08-2018	
Part Number:	Rev:		Part Name:		Program:	
	5		PW-1700-8			
Notification Status:	Supplier Code:		Supplier Name:		Plant For Material:	
POI/MRP	PWA-104567		PWA-104567			
PCS N/C: Priority:	Reference Notification:	Purchase	Order:	Purchase Order Item:	Jurisdiction:	Classification:
1.0000		PO-5119		1	EAR	1E002.A
Author First Name: Author Last Name: Autho		Author Email Address:		Author Phone Number:		
Davida	Evans		davida.evan:	@exostar.com		
PW Representative First Name:	PW Representative Last N	ve Last Name: PW Representative Clock Number:		r: PW Representative Phone Numb		
Joe	Inglis		453-1000			
SQA/SMC Representative: SQA/SMC Representative Email GCQA Rep Address:		GCQA Repre	sentative:	Cost Considera	tion:	