

SUPPLIER INFORMATION REQUEST – FORM INSTRUCTIONS

The Supplier Information Request (SIR) form can be used by suppliers to request clarifications (drawing, specification, etc.), additional information, missing information, MRB actions, or to communicate any exceptions taken. Typing directly on the form is the preferred method of filling out an SIR. If one is filled out by hand, all entries should be printed, including names of people (signatures are often too difficult to read). A Continuation Sheet is included with each SIR but only needs to be used when required. If the Continuation Sheet is not required, it is to be left blank. When a supplier submits an SIR, it is to be forwarded to the appropriate Buyer. The preferred method is e-mail, but they can be faxed if necessary. The Buyer will forward the SIR to the appropriate Person.

Instructions for filling out the Supplier Information Request form:

SUPPLIER INFO:

1. SUPPLIER (COMPANY NAME) – Requester, enter the company name of the Supplier originating the request.
2. SUPPLIER CODE – Requester, enter the Supplier Code of the Supplier originating the request (found on the PO).
3. SUPPLIER POINT OF CONTACT – Requester, enter the name of person at the Supplier originating the request, who can be contacted about the request.
4. POINT OF CONTACT E-MAIL – Requester, enter the e-mail address for the person listed as Supplier Point of Contact.
5. POINT OF CONTACT PHONE – Requester, enter the phone number for the person listed as Supplier Point of Contact.
6. POINT OF CONTACT FAX – Requester, enter the fax number for the person listed as Supplier Point of Contact.

PART INFO:

7. ITT PART NO. – Requester, enter the part number in question.
8. PART REV. – Requester, enter the revision of the part number in question.
9. PART NAME – Requester, enter the name of the part as shown on the drawing.

CONTRACT INFO:

10. PURCHASE ORDER NO. – Requester, enter the Purchase Order Number for part in question, which has been entered in field 7.
11. QUANTITY – Requester, enter the quantity of parts in question (the SIR quantity cannot exceed the PO quantity).
12. ITT BUYER – Requester, enter the name of ITT Buyer responsible for the PO in question.
13. BUYER PHONE – Requester, enter the phone number for the person listed as ITT Buyer.

REQUESTER SECTION – ADDITIONAL INFORMATION (Required on all SIRs):

14. NATURE OF REQUEST AND REASON – Requester, describe the issue in depth, include sketches if necessary. Suggest a solution if possible. When requesting changes, give a precise reason for the request. Use continuation pages if necessary to document the problem. Make note if there are attachments, by inserting an “X” into the appropriate box – “Continuation Sheet” if the SIR Continuation Sheet is used, and “Attachments” if other forms of attachments are included, such as sketches, etc. The official Continuation Sheet is the preferred method of including attachments.

NOTE 1: The SIR may be used as the vehicle for suppliers to submit Process Plans/Changes, Test Plans, and other items that require ITT approval, such as: NDT Plans, Sub-Tier Changes, Qualification Packages, Shipping Container Approvals, etc.

NOTE 2: Changes can be made only to documents under ITT control. Requests for changes to documents not under ITT control will be coordinated by ITT with the controlling agency, and that agency would have to approve and implement any such changes.

15. REQUESTER – Enter the name of Requester.
16. PHONE – Enter the phone number for the person listed as Requester.
17. DATE – Enter the date of request.

DISPOSITIONER SECTION (Fill in fields as required):

18. RECEIVED BY – The person that receives the form for entry into the database/log enters their name here.

NOTE: The person receiving the form must enter the SIR number obtained from the SIR log.

19. PHONE – Enter the phone number for the person listed in field 18.
20. DATE – Enter the date the SIR was received by the person listed in field 18.
21. APPROVED, NO ENGINEERING CHANGE REQUIRED – Dispositioner, select “21” and complete field 34, if the request can be responded to without a change to the drawing / document. For example, clarification only, MRB disposition of Use-As-Is, etc., completion of fields 26 thru 34 is required.

SUPPLIER INFORMATION REQUEST – INSTRUCTIONS (CONTINUED)

22. APPROVED (ITT ACTION REQUIRED) – Dispositioner, select “22” if the request requires a correction to the drawing / document, but does not affect the configuration of the part or for MRB action that requires further processing. For example, addition of missing dimensions, addition or correction of views, addition or removal of finish, ITT rework required, completion of fields 26 thru 34 is required.
- NOTE: Only use this disposition type if a document revision is not required or the document cannot be revised in a timely manner. Otherwise, use disposition type “24”.
23. APPROVED (SUPPLIER ACTION REQUIRED) – Dispositioner, select “23” if the request requires the supplier to take some action as part of this approval. For example, ITT requires the supplier flat pattern, test data, supplier router, qualification plan, etc., completion of fields 26 thru 34 is required.
24. ACCEPTED, DCR NO. _____, ECD _____ – Dispositioner, select “24,” fill in the DCR Number or Document Revision, fill in the ECD for release of the DCR or Document Revision, and complete field 34, if the request requires a formal change to the drawing / document that affects fit form or function. Completion of fields 26 thru 34 is required. This enables the recipient to proceed at ITT risk, but a DCR or Revision is required for final buy-off. Attach Liaison released copy of DCR if released concurrent with SIR disposition.
25. REJECTED – Dispositioner, select “25” and complete field 34, if the request is rejected. Completion of fields 26 thru 34 is required.
- NOTE: Do not reject the SIR if the only problem is that the master drawing called out is incorrect. Correct the master drawing number (where necessary) and amend the PO to reflect the correct master drawing.
26. DISPOSITIONER – Enter the name of the person responsible for providing the disposition here.
27. PHONE – Enter the phone number for the person listed in field 26.
28. DATE – Enter the date the SIR was dispositioned by the person listed in field 26.
29. SIGNATURE – The person listed in field 26 must sign the form for it to be a valid disposition.
30. QUALITY ENGINEER – Enter the name of the QE reviewing the request.
31. PHONE – Enter the phone number for the person listed in field 30.
32. DATE – Enter the date the SIR was reviewed by the person listed in field 30.
33. SIGNATURE – The person listed in field 30 must sign the form.
- NOTE: In order to save time and so that a completely signed copy can be scanned for the database, fields 29 and 33 can be signed after the QE review.
34. DETAILED DISPOSITION – Dispositioner, provide a complete response to the request documented in field 14 for both approved and rejected SIRs. Use continuation pages if necessary to supplement the response. Make note if there are attachments, by inserting an “X” into the appropriate box – “Continuation Sheet” if the SIR Continuation Sheet is used, and “Attachments” if other forms of attachments are included, such as sketches, etc. The official Continuation Sheet is the preferred method of including attachments. Reference the SIR Number on all attached forms.
35. CUSTOMER APPROVAL RQD. – If customer approval is required (as determined by flow down requirements) then the YES box is checked and the SIR remains open until such approval is obtained. Otherwise, the NO box is checked.
36. APPROVAL DOC. – If field 35 is checked YES and customer approval is obtained, then the method/document of approval (ID, number, etc) is entered here. Otherwise, leave blank.
37. DATE – Enter the date the customer approval was obtained or leave blank.
38. ME (as required) – If the SIR disposition is 22 and ITT rework is required, then enter the name of the responsible ME reviewing the SIR.
39. DATE – Enter the date the SIR was reviewed by the person listed in field 38.
40. SIR CLOSURE DATE – Enter the date the SIR is closed (This is typically the date the supplier is forwarded the signed copy of the SIR).