

**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 Questions:** Jim Price – Melbourne, FL (321) 951-6737, email: [james.price@ngc.com](mailto:james.price@ngc.com)

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

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

**Autonomous Systems:** Billy White – Rancho Bernardo, CA (858) 618-4209, email: [bl.white@ngc.com](mailto:bl.white@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 \(northropgrumman.com\)](#) for portal login and supplier onboarding instructions.

1. After logging in, start the process by selecting “Request for Change or Information”

You may also select “Manufacturing Execution System – NonConformance (MES-NC)”; then the “RCI” link

Examples below:

**NORTHROP GRUMMAN**  
OASIS Portal


## Welcome to the Supplier Portal

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

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

## MES-NC Home Page

1.1 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-74/54 TARGETS</small>	 <small>X-47B J-UCAS</small>	 <small>CHUKAR TARGETS</small>	<div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">A T D C</div>
<p>Moss Point</p>	 <small>MQ-3 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-3C JSTARS</small>	 <small>LEMV</small>	 <small>AN/AES1 - ALMDS</small>		

## RCI Home Page

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

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

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

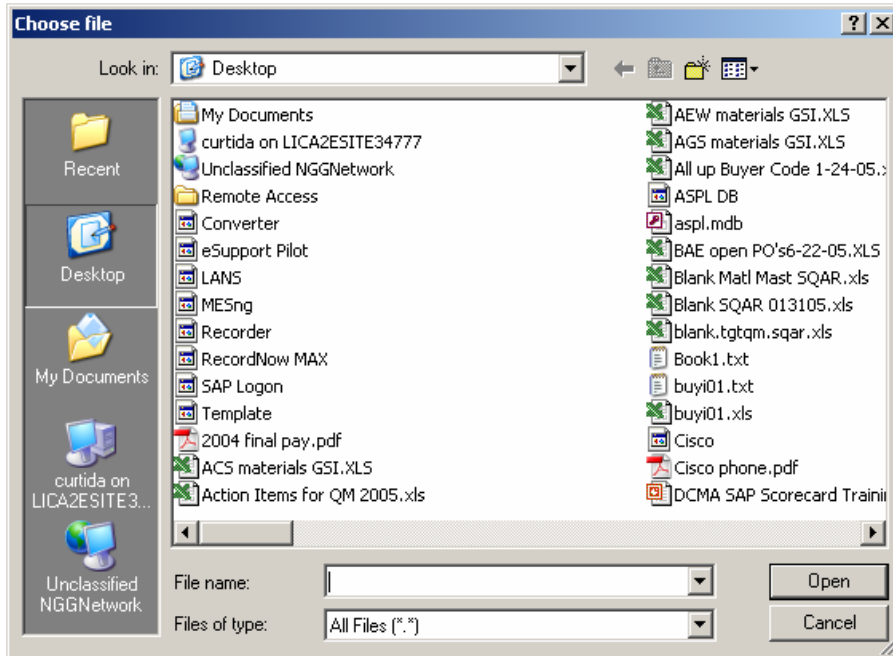
NORTHROP GRUMMAN									
RCI									
PLEASE CLICK HERE FOR FORM INSTRUCTIONS			For questions contact Jim Price Phone: 321-951-6737 Email: james.price@ngc.com			Project ID Conversion Chart			
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>									
PART INFO					INTERNAL USE			14. RCI NUMBER	
1. DRAWING / BTP / DOC. NO.	2. DASH	3. DASH	4. DASH	5. DASH	11. CATEGORY	12. GAGE CODE	B R 418510		
3. DRAWING / BTP / DOC. TITLE / REV.		4. NEXT PRIOR ASSEMBLY			13. CBY CTR / SWBS / 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				
8. POINT OF CONTACT PHONE		10. 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									
							<b>Maximum of 10 lines</b> <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

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

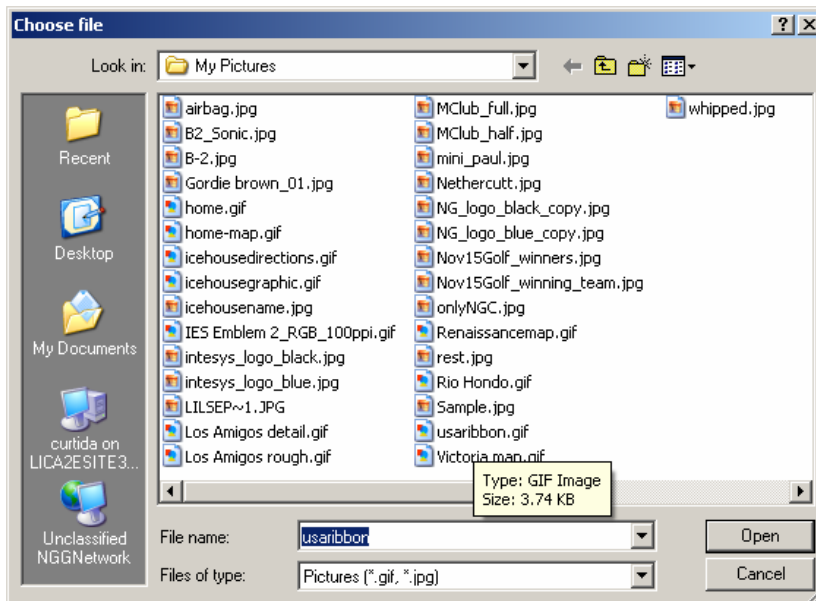
Attachments	
File: <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Attach File"/>

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

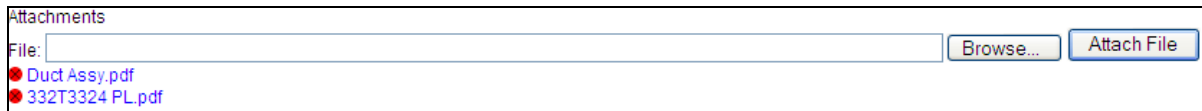
4.2. Click 

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.

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**

										
RCI										
<a href="#">PLEASE CLICK HERE FOR FORM INSTRUCTIONS</a>			For questions contact Jim Price Phone: 321-951-6737 Email: james.price@ngc.com			<a href="#">Project ID Conversion Chart</a>				
<a href="#">Activate</a>										
PART INFO				REQUESTER SECTION				INTERNAL USE		
1. DRAWING / BTP / DOC. NO.	2. DASH	3. DASH	4. DASH	5. DASH	11. CATEGORY	12. CADIC CODE	14. RCI NUMBER <b>B R 418510</b>			
3. DRAWING / BTP / DOC. TITLE / REV.	4. NEXT HIGHER ASSEMBLY			13. CBY CTR / BMB / REC / DEP / UN/SP/BC		15. BUSINESS AREA TRACKING NO.				
SUPPLIER INFO			PROJECT INFO							
6. SUPPLIER (COMPANY NAME)			8. SUPPLIER CODE			16. PROGRAM	17. NETWORK NO. / PROJECT ID	18. CRIT CODE	19. NEED DATE	
Testing Purposes Only			100000000			null				
7. SUPPLIER POINT OF CONTACT			9. POINT OF CONTACT EMAIL			CONTRACT INFO				
8. POINT OF CONTACT PHONE			10. POINT OF CONTACT FAX			20. PURCHASE ORDER NO.	23. NORTHROP GRUMMAN BUYER		21. P.O. ITEM NO.	22. QUANTITY
9. POINT OF CONTACT PHONE			10. POINT OF CONTACT FAX			24. BUYER PHONE				
26. 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 REF				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.

<a href="#">PLEASE CLICK HERE FOR FORM INSTRUCTIONS</a>	
<a href="#">Activate</a>	

**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).