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| **Supplier Disclosure of Discrepant Material Form** |
| **Supplier:**       | **Date:**       | **Page**      **of**      |
| **Contact Name:**       | **E-mail:**       | **Phone:**       |
| **Part #**       | **Part Name:**       | **PO#:**       |
| **Drawing #:**       | **Dwg. Rev.**       | **Sht.#**       | **Zone:**       |
| **Serial #:**       | **Specification #:**       | **Spec. Rev.**       |
| **Discrepancy #:**       | **Feature:**       | **Qty.**       |
| **Requirement:**       | **Tolerance:**       | **Actual:**       | **Deviation:**       |
| **Cause:**       |
| **Corrective Action:**       |
|  |  **Effectivity Date:**       |
| **Supplier Representative:**       | **Date:**       |
| **Use Sheet 2 for any additional documentation for each Discrepancy (Documents, Sketches)** |
| **Customer use Only - below this line**  |
| **Disposition:**       |
| **Instructions:**       |
| **Customer Representative:**       | **Date:**       |
| **Use Sheet 2 for any additional documentation for each Discrepancy (Documents, Sketches) See page 3 for instructions on how to fill out this form.** |
| **Discrepancy #:**       | **Part #:**       | **Serial #:**       |
| **Attachments and/or additional Comments:**       |

**Instructions**

This Supplier Non-Conformance Submittal form must be completed as directed below, if the data requested is not applicable enter **“N/A”**

**Supplier** – Your Supplier Name as listed on MEC/MLS Purchase Order (P/O) associated with Non-Conformance.

**Date** – Date Form was completed.

**Page** – Number of pages including attachments.

**Contact Name**  – Supplier Contact for this submittal.

**E-mail** – E-mail address of Contact

**Phone** – Phone number for Contact.

**Part #** – Part number affected as shown on MEC/MLS P/O

**Part Name** – As listed on MEC/MLS P/O.

**P/O #** – MEC/MLS purchase order number

**Drawing #** – Enter engineering drawing number

**Dwg. Rev.**  – Enter engineering drawing rev. level

**Sht.#** - Enter engineering drawing sheet number.

**Zone** – Enter engineering drawing zone of discrepancy.

**Serial No:** ‑ Serial number of non-conforming part, as applicable.

**Specification #** – Enter all applicable specification number(s).

**Spec. Rev.** – Current specification revision level

**Discrepancy #** – Assign number to discrepancy using the PO#-SNSR001 (sequentially starting with the 001 and continue as necessary) .Note: Multiple discrepancies should be listed on the attachment form.

**Feature** – Name of Feature such as holes, hole diameter, length, depth, location, etc.

**Qty.**  – Quantity rejected.

**Requirement** – Engineering drawing requirement exactly as called on the engineering drawing.

**Tolerance** – Amount of deviation allowed from engineering drawing requirement as shown on print.

**Actual** – What the part actually measures. If multiple parts are involved provide a range of measurements.

**Deviation**: ‑ The difference of the actual measurement from the upper or lower tolerance limit.

**Cause** – Root Cause analysis, the reason the part is deviated.

**Corrective Action** – The action taken to prevent recurrence.

**Effectivity Date** – Date corrective action was implemented.

**Supplier Representative** – Person who completed submittal.

**Date** - Date submittal was completed.

**Note: Upon completion of the Supplier Non-Conformance Submittal Request Form, the document must be saved as “SNC\_YOURCOMPANYNAME\_PurchaseOrderNumber”
 (example would be SNC\_ABCMACHINE\_PO12345).**

The Attachment Form page 2 is used to attach sketches, drawings, additional comments or other pertinent data to the submittal. Additional Discrepancies can be listed here, provided each discrepancy has the following information:

* Engineering Drawing Location:
* Discrepancy Number:
* Serial Number: (If applicable)
* Feature:
* Requirement:
* Tolerance:
* Actual:
* Deviation:

**Supplier Non-Conformance Submittal Forms shall only be submitted via designated portal. Please contact your Buyer or MEC’s Document Control Department for more information and access to the FTP Site**

**Please note:** By providing MEC/MLS with the advance notification of a discrepancy, MEC/MLS will make every effort to close-out the discrepancy without affecting the supplier’s scorecard.