|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.