Oracle Supplier Quality

OQE and LOA Submission in Oracle iSupplier

REVISION: S

EFFECTIVE DATE: 06/09/26

Purpose

The purpose of this job aid is to explain how to submit Objective Quality Evidence (OQE) against the shipment line in Oracle iSupplier. OQE includes supplier certifications, test reports, and any other relevant documentation that are required by the purchase order nomenclature. This job aid will also cover how Suppliers submit a Letter of Advisement (LOA) using iSupplier when there is a need to share important information about non-conforming process and/or material that has already been received by Electric Boat. This job aid will also cover how to submit a Corrective Action Request (CAR) in iSupplier. Information up to and including unclassified Naval Nuclear Propulsion Information (NNPI) may be submitted via Oracle iSupplier. Classified data may not be submitted via Oracle.

Submission of OQE indicates a supplier's material readiness for Source Inspection and/or readiness for material shipment. Submitting OQE prior to material being complete for inspection will continue to result in rejection and a potential SCAR.

Audience

This job aid applies to:

- Electric Boat Suppliers

Topics

This document will provide information and instructions on how to perform actions for the following topics:

- Topic 1: Submit OQE in iSupplier
  - Sub-topic: Bulk OQE Upload
  - Sub-topic: Receiving a Supplement Plan Requesting Corrections
  - Sub-topic: Understanding OQE Status and Notes to Supplier
  - Sub-topic: Inspection Location vs Shipment Location
- Topic 2: Submit an LOA with EB Form 2678 in iSupplier
  - Sub-topic: Understanding LOA Status
- Topic 3: View OQE/LOA Details Report
- Topic 4: Respond to Corrective Action Request

Document Revisions

Key Features

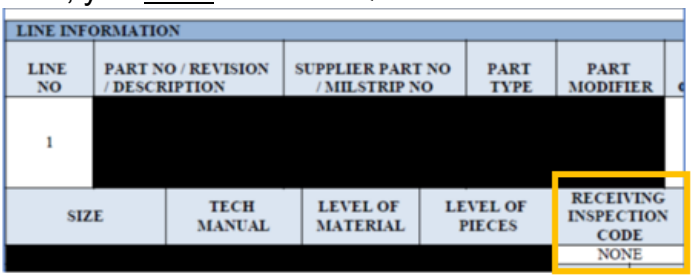
Work Area	Description
Quality Collection Plan	A Quality Collection Plan allows for the electronic process of submission, review and disposition of Objective Quality Evidence (OQE) required for Source Inspection or Receiving Inspection. Suppliers will submit OQE against the shipment line in iSupplier using a Quality Collection Plan (referred to as the "OQE main" plan). If the supplier is not in iSupplier or otherwise cannot submit OQE on their own, the buyer can submit on their behalf for source inspection; for receipt inspections suppliers will ship hard copy OQE with the hardware and Receiving Inspection will scan in the OQE and trigger inspection logic. **Note:** The supplier will have visibility of submissions done by the buyer.
OQE Main Plan	Oracle will assign a unique number to the OQE main plan (OQE ID) and will provide a link to all subsequent plan submittals (called child plans) in support of the original OQE submission against the shipment line. Additionally, multiple submissions can be completed against a single shipment line. **Note:** The traditional Supplier Quality (SQ) "Documentation Package" is replaced by the Oracle OQE Plans.
OQE ID	The system will assign a unique number to the OQE main plan (OQE ID) which becomes the parent plan to subsequent child plans.
Submitting against multiple Heat/Lot	For OQE Submissions where multiple Heat/Lots are utilized for Level 1 material to meet the Purchase Order quantity, please submit a new OQE submission for each heat or lot.
Source Delegated Inspection (SDI) Suppliers	Suppliers currently performing under the Supplier Delegated Inspection (SDI) program will submit their OQE via the iSupplier Quality collection plan.

Topic 1: Submit OQE in iSupplier (See Topic 2 for LOA Submissions)

This topic will explain how to submit OQE in iSupplier against the shipment line using a Quality Collection Plan (referred to as the "OQE MAIN PLAN"). An OQE must be submitted against each applicable purchase order line item. Refer to the following information:

- Multiple submissions of OQE can be completed against a single shipment line.
- Create new OQE submissions when there are different heat/lots within a single Purchase Order Line Item.
- If a PO is not in 'Approved' status, it will not be available for OQE (or other actions).

Review the PO printable view line information. Check the **Receiving Inspection Code** field. Notwithstanding the requirements set forth by SC37-3, if the field displays **Null** or **NONE**, supplier is authorized to ship material without performance of source inspection by Buyer (EB). If there is a value, you must submit OQE for the material.:



LINE INFORMATION

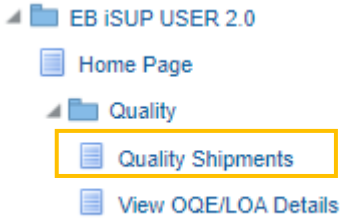
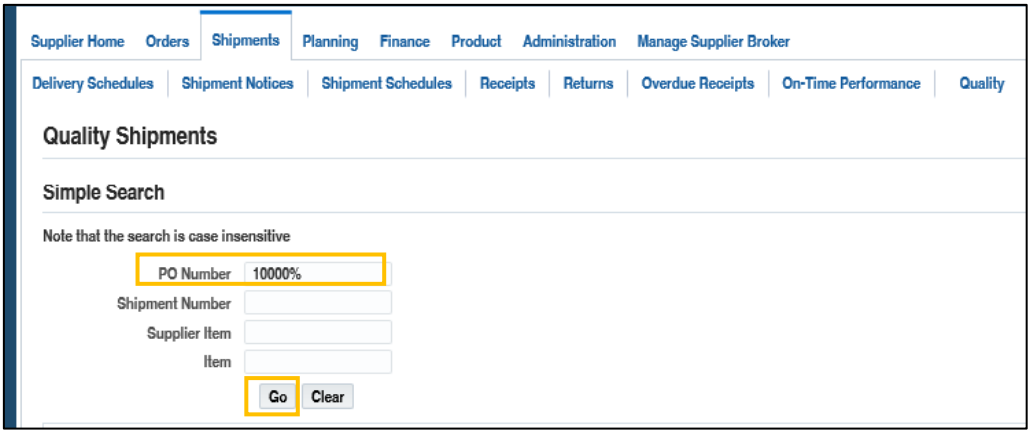
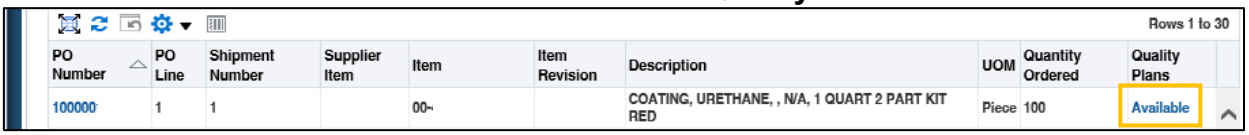
LINE NO	PART NO / REVISION / DESCRIPTION	SUPPLIER PART NO / MILSTRIP NO	PART TYPE	PART MODIFIER	
1	[redacted]				

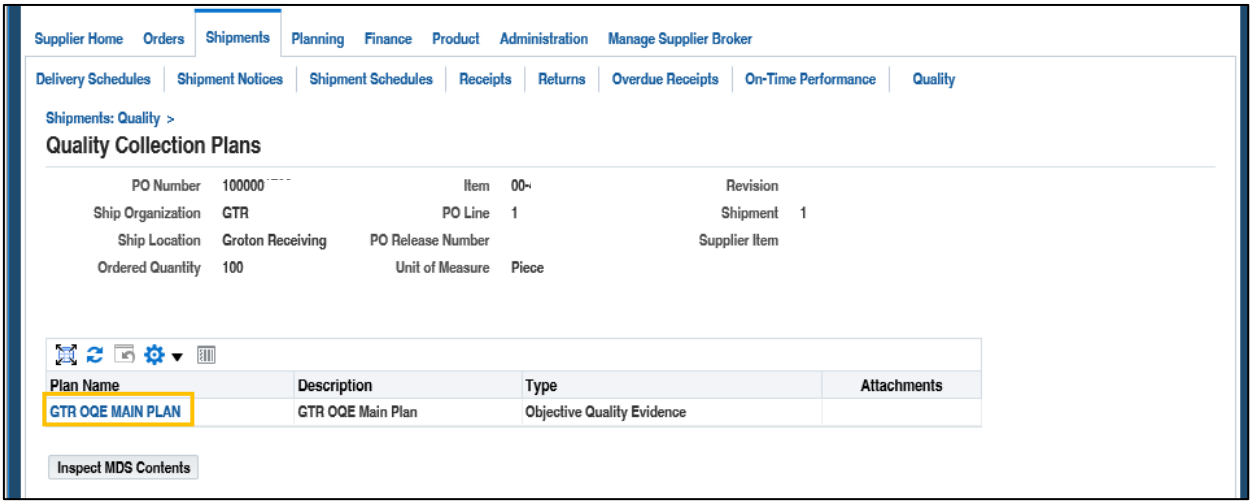
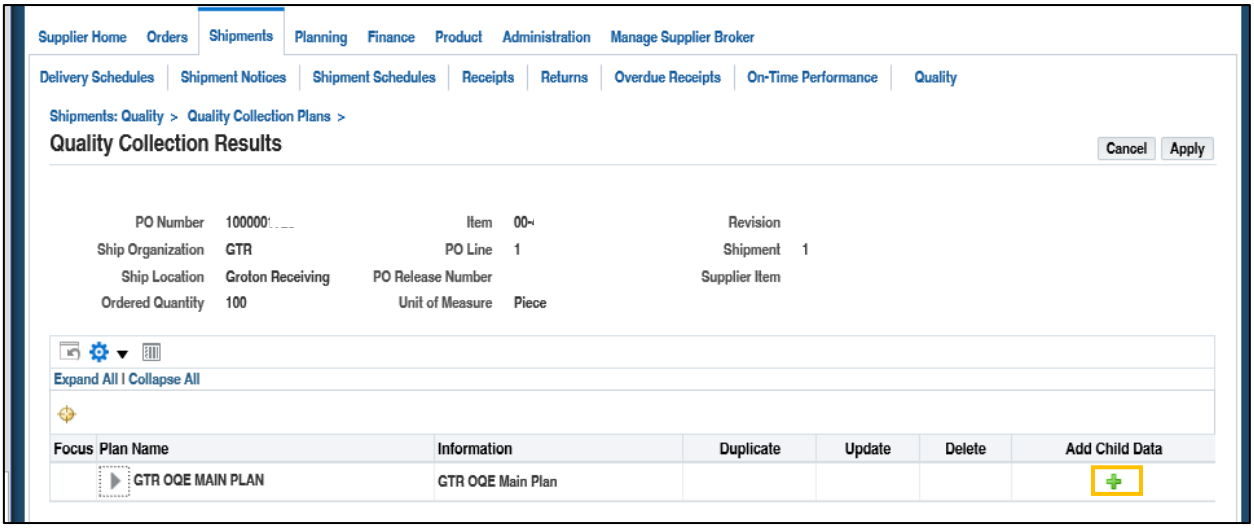
SIZE	TECH MANUAL	LEVEL OF MATERIAL	LEVEL OF PIECES	RECEIVING INSPECTION CODE
[redacted]				NONE

When OQE is submitted directly through iSupplier, the system will automatically determine if inspection is required, and whether this is to be done at source or receiving. The Inspection location is the location at which hardware inspection will occur. This is identified by either **Source** or **Receipt**, **Both** or **None**. Source indicates that inspection will be performed at the supplier's facility, whereas receipt will occur at the shipment location. The Shipment location will be identified on the purchase order.

If the **Inspection Location** displays **NONE** on the OQE record, the supplier is approved to ship material. The system determined that no inspection required for this shipment. Check the status of the OQE submitted by viewing the **Inspection Location** and **Notes to Supplier** fields. Refer to OQE record example below and Sub-Topic: Understanding OQE Status and Notes to Supplier:

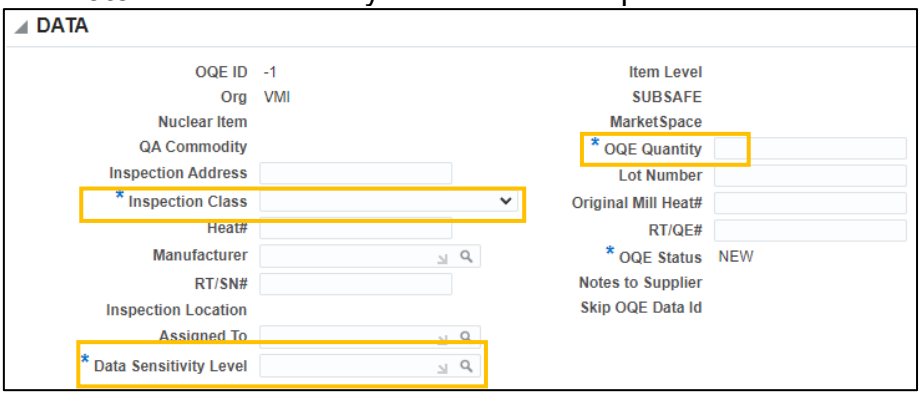
Inspection Address		OQE Quantity	1
Inspection Class	Final	Lot Number	
Heat#		Original Mill Heat#	
Manufacturer		RT/QE#	
RT/SN#		OQE Status	ACCEPTED
Inspection Location	NONE	Notes to Supplier	Approved for Shipment
Assigned To		Supplier	[redacted]
Supplier Site	[redacted]	Skip OQE Data Id	914
Data Sensitivity Level		Buyer Username	
Created By		Collection	161310
Entry Date	29-Jul-2022 10:42:12		

Steps	Action
1.	Login to **iSupplier Portal** as a supplier user.
2.	Navigate to the **Quality Shipments** tab. 
3.	Enter search criteria and click **Go.** 
4.	Find desired record and click on **Available** under **Quality Plans**. 

Steps	Action
5.	Select the **OQE Main Plan** from the list of plan options from the **Quality Collection Plans**. 
6.	Click on the **'+'** sign under **Add Child Data** column. If there are already rows present, that means OQE has been submitted for this material. 

7. Enter the following required information within the **DATA** fields:
Inspection Class: Use the drop-down menu to view a list of values for this field.
Data Sensitivity Level: Use the drop-down menu to view a list of values for this field.
OQE Quantity: Enter the quantity that OQE is being submitted for

Note: Non-mandatory fields are not required to be entered by the supplier.

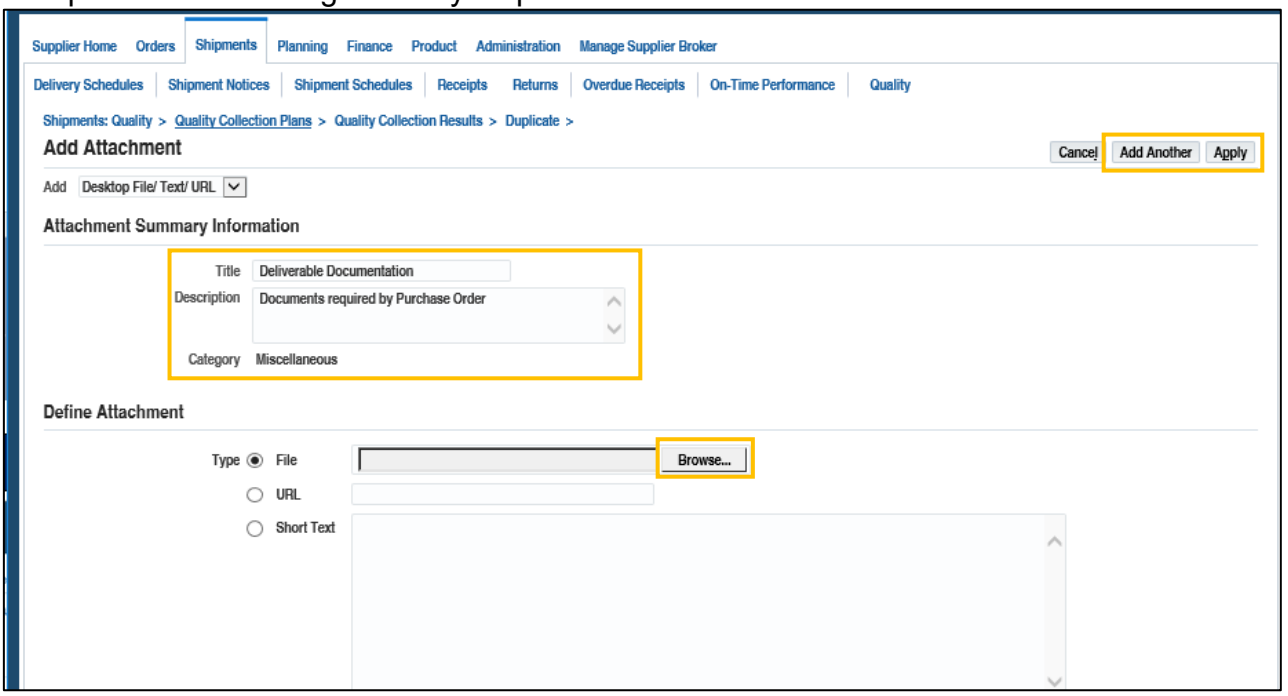
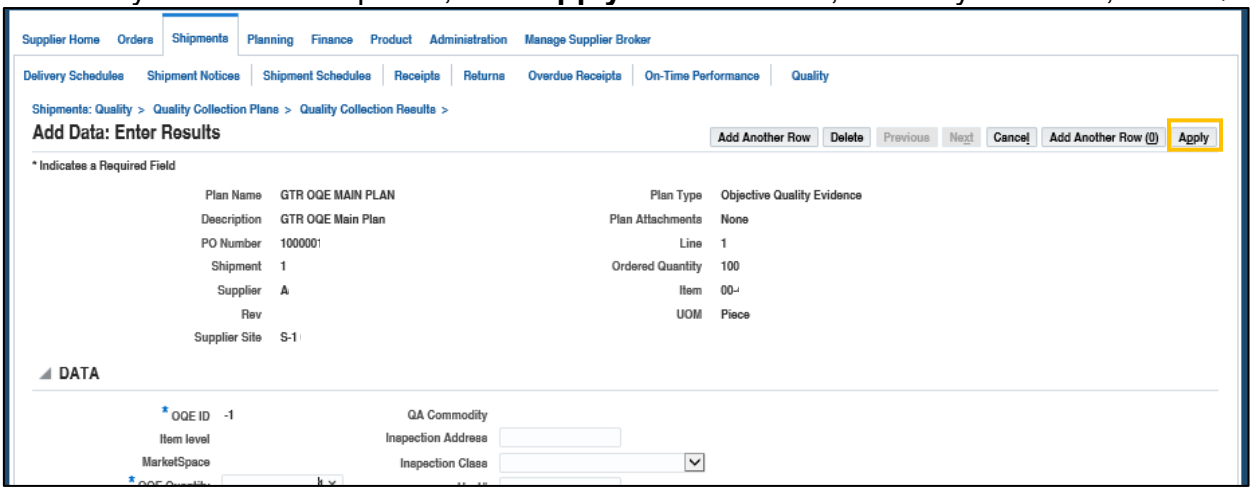


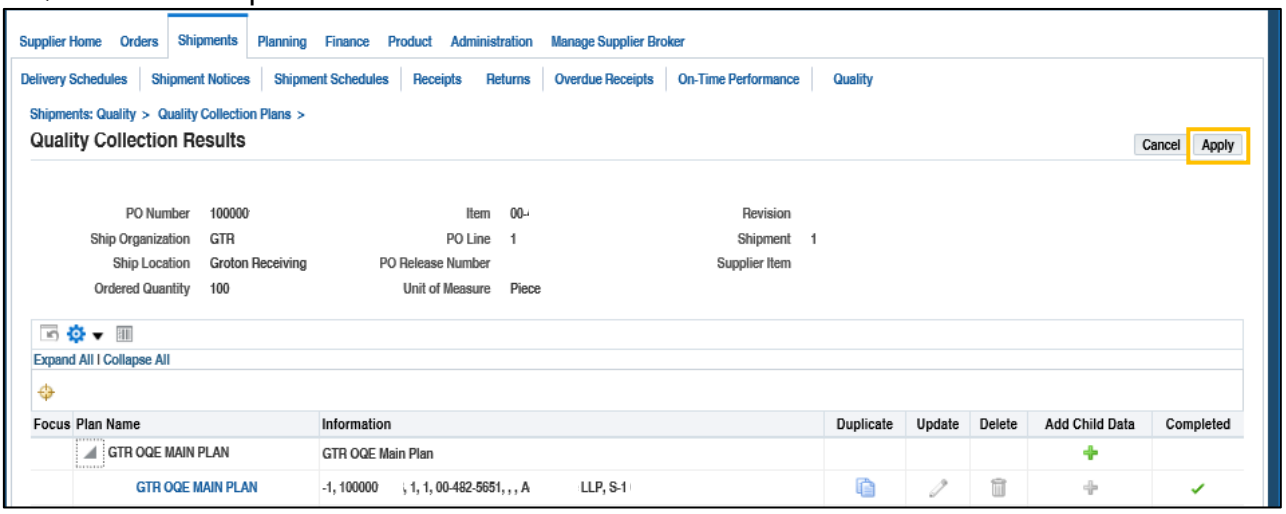
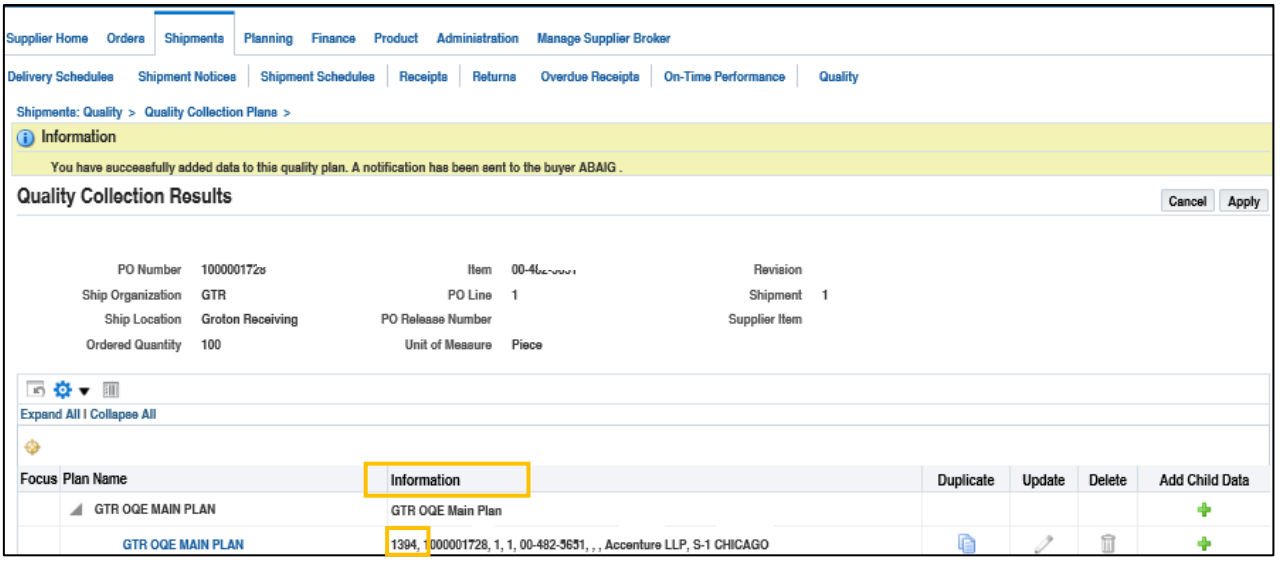
Data Field	Mandatory	Description
Nuclear Item	Autofills	Is part Nuclear or Non-Nuclear, this will load based upon part data
QA Commodity	Autofills	Commodity code based upon the part and will automatically load into field
Inspection Address	No	Specify Source Inspection address if different than what is shown on PO
Inspection Class	Yes	Only select **In Process – In-Process Inspection** for material that has a hold point for Source Inspection. For everything else select **Final**.
Heat #	No	Identification number stamped on material plate to prove it meets industry quality standards
Manufacturer	No	Identifies company that manufactures the material
RT/SN#	No	Serial number associated with RT Film review
Inspection Location	No	Auto populates after record saved with Source, Receipt inspection, Both or None
Assigned To	No	Do not enter a value in the field; EB will assign
Data Sensitivity Level (DSL)	Yes	Select appropriate DSL for the data contained in this submission. If multiple data items are being uploaded/transmitted and they fit different DSL designations, select the 'strictest' DSL (requiring the greatest control/safeguarding) that is applicable to the submission. (From strictest to least strict: U-NNPI/NOFORN, CUI-FOUO, Company Sensitive, UUI.) The following informational guide is provided to support DSL selection: **Data Sensitivity Level (DSL) Identification Resource**
Item Level	Autofills	Auto populates based upon part data
SUBSAFE	Autofills	Auto populates based upon part data
OQE Quantity	Yes	Designate the quantity that OQE is submitted against

Steps	Action

Lot Number	No	Unique code that manufacturers assign to a batch of goods they've produced in the same run using same ingredients, parts or materials. Submit an OQE submission for each heat or lot
Original Mill Heat#	No	Used to trace item back to Mill sheet; similar to a Lot number, which is used to identify production runs of any other product for quality control purposes
RT/QE#	No	QE associated with RT Film review
OQE Status	Yes	Defaults to NEW when an OQE is created
Notes to Supplier	No	One diection notification from EB to Supplier
Skip OQE Data Id	No	Auto-populates after the record is saved

8. Click on the **'+'** icon under **Attachments** to attach OQE.

Steps	Action
9.	Enter applicable information under **Attachment Summary Information.** Enter a **Title** and **Description** that best matches the attachment you are adding and then select the category for the attachment. Under **Define Attachment**, click **Browse** to find appropriate file. Click **Add Another** to attach another document or click **Apply** if done; this **Apply** adds the attachment to the OQE. **Note:** Oracle can support large attachments up to 200MB in size as well as the upload of multiple attachments against any shipment line. 
10.	After entry has been completed, click **Apply**. This will save, but not yet Submit, the OQE. 

Steps	Action
11.	This returns you to the **Quality Collection Results** screen. Click **Apply** to complete the OQE submission process in Oracle. 
12.	The traceability number to your submission is shown under the **Information** column. This is identified as the **OQE ID**. 

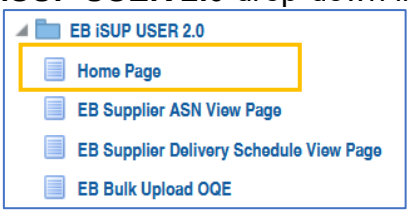
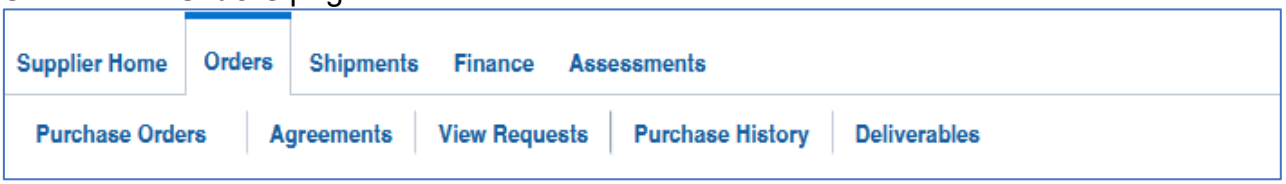
Sub-Topic: Bulk OQE Upload

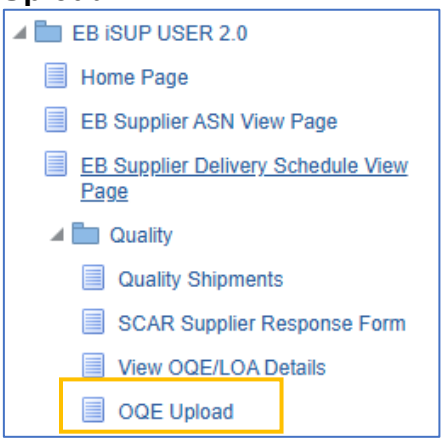
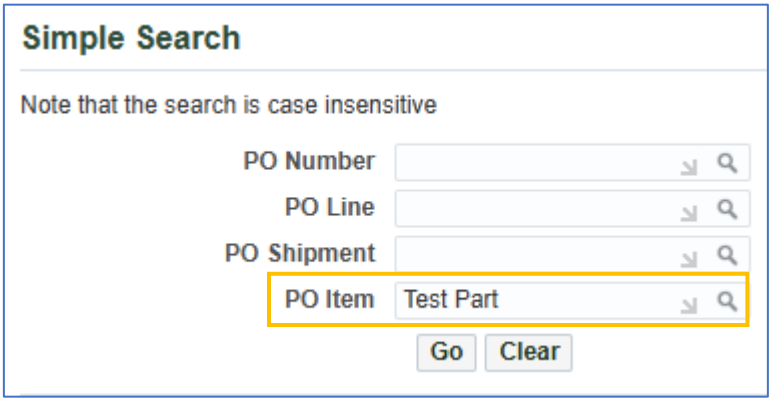
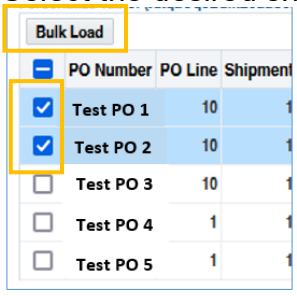
This functionality will allow a Supplier to create multiple Objective Quality Evidence (OQE) records with a single entry vs. one at a time. To bulk upload OQE, the following must hold true:

- There is no deliverable called out on the Purchase Order Line item (POLI). Examples are as follows:
  - Part does not have Standard Clauses with OQE deliverables
  - Same Certificate of Conformance is only required for the POLIs
  - Part does not have Standard Clauses with OQE deliverables and attachment will be Pack List only.
- If same OQE applies to multiple POLIs (e.g. same material is on different POLI's). OQE includes supplier certifications, test reports, and any other relevant documentation that is required by the purchase order nomenclature.

  NOTE: There are two things that do not change:

  1. Purchase Order must be **Approved** status and show that there is an OQE Main plan to submit OQE against.
  2. Suppliers must still comply with the documentation requirements in EB2678
- This tool can be used to create an individual OQE record when only one PO shipment line is selected.

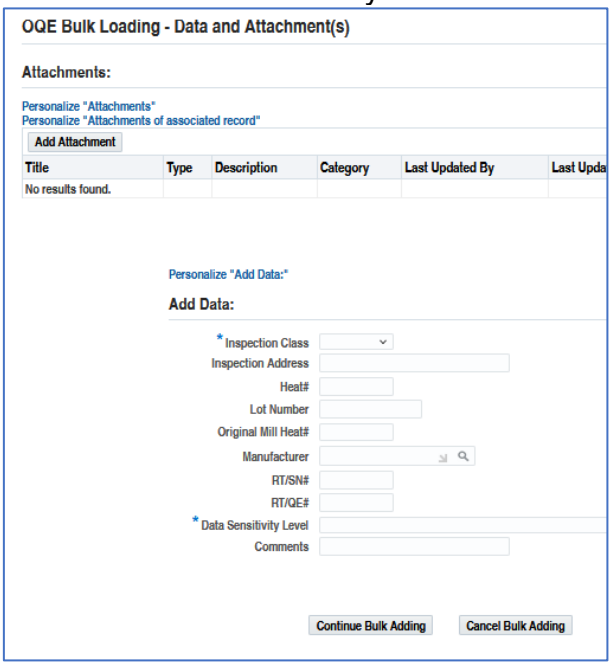
Steps	Action
1.	Login to **iSupplier Portal** as a supplier user. From the **Oracle** home page click the **EB iSUP USER 2.0** drop-down list, click on the **Home page**. 
2.	Click on the **Orders** page 
3.	Review the Purchase Orders that are being considered for OQE bulk upload. The Status must be **Open**. If the status shows **Buyer Change Pending**, **Requires Acknowledgement** or **Supplier Change Pending** work through getting the status back to **Open** prior to submitting the OQE. **Note:** You should always do a print view of the PO when reviewing, as there is data visible on the print view that is not available on the regular Oracle view.

Steps	Action
4.	Once review of POLIs has been done and POLIs meet the requirements for bulk OQE upload, from the **EB iSUP USER 2.0** drop-down list, use navigation path **Quality>OQE Upload.** 
5.	Enter search criteria and then click **Go.** In the example below, search by **Item** 'Test Part.'. 
6.	Select the desired shipment records that OQE submittal applies to and click **Bulk Load.** 

7. Enter OQE Bulk Loading – Data and Attachment(s). Enter the following information required within the **DATA** fields:

- **Inspection Class**: Use the drop-down menu to view a list of values for this field.
- **Data Sensitivity Level**: Use the drop-down menu to view a list of values for this field.

Note: Non-mandatory fields are not required to be entered by the supplier.



Data Field	Mandatory	Description
Inspection Address	No	Specify Source Inspection address if different than what is shown on PO
Inspection Class	Yes	Define whether OQE submitted against **In Progress** (hold point inspection) or **Final**
Heat #	No	Identification number stamped on material plate to prove it meets industry quality standards
Manufacturer	No	Identifies company that manufactures the material
RT/SN#	No	Serial number associated with RT Film review
Data Sensitivity Level (DSL)	Yes	Select appropriate DSL for the data contained in this submission. If multiple data items are being uploaded/transmitted and they fit different DSL designations, select the 'strictest' DSL (requiring the greatest control/safeguarding) that is applicable to the submission. (From strictest to least strict: U-NNPI/NOFORN, CUI-FOUO, Company Sensitive, UUI.) The following informational guide is provided to support DSL selection: Data Sensitivity Level (DSL) Identification Resource
Lot Number	No	Unique code that manufacturers assign to a batch of goods they've produced in the same run using same ingredients, parts or materials. Submit an OQE submission for each heat or lot
Original Mill Heat#	No	Used to trace item back to Mill sheet; similar to a Lot number, which is used to identify production runs of any other product for quality control purposes

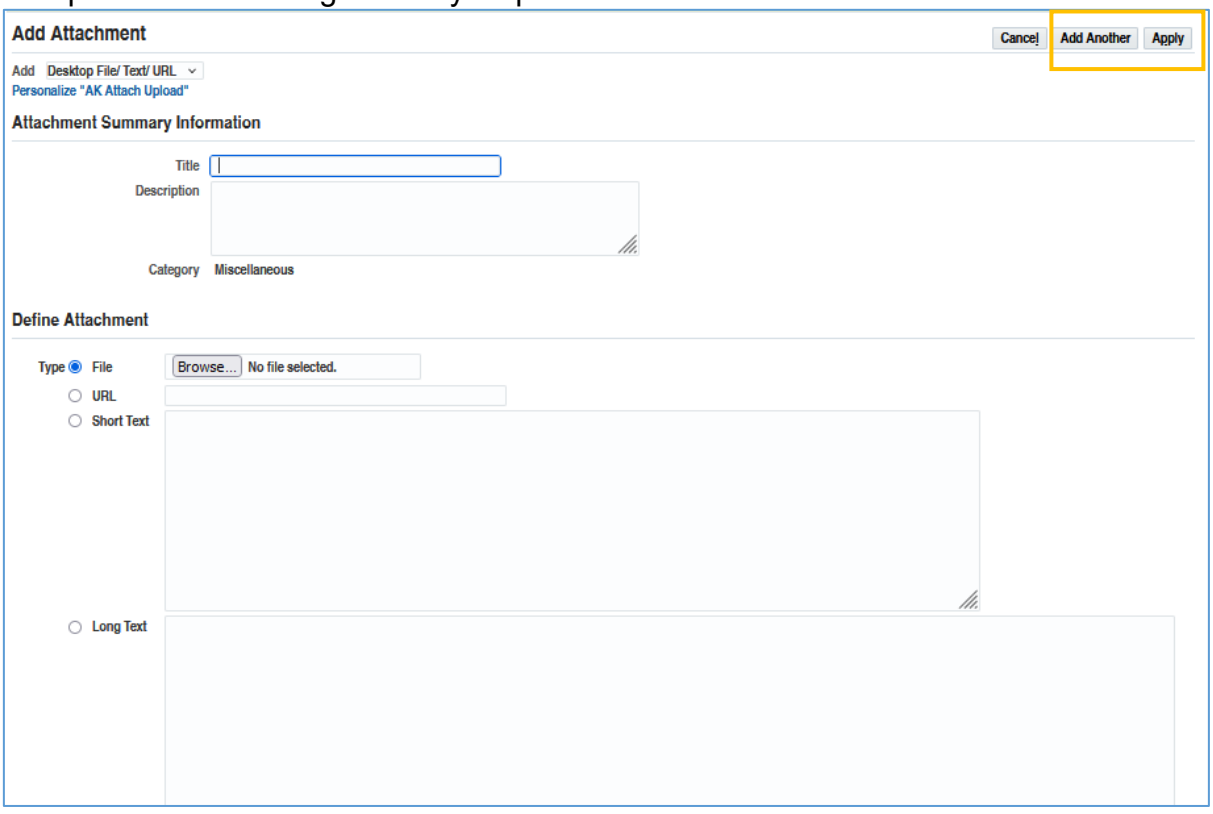
Steps	Action

RT/SN#	No	SN associated with RT Film review
RT/QE#	No	QE associated with RT Film review

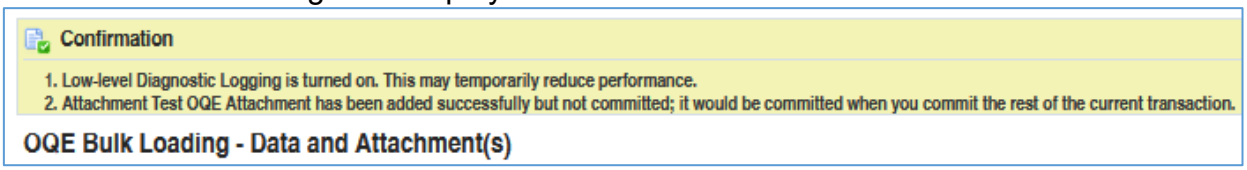
8. Click **Add Attachment** to attach OQE

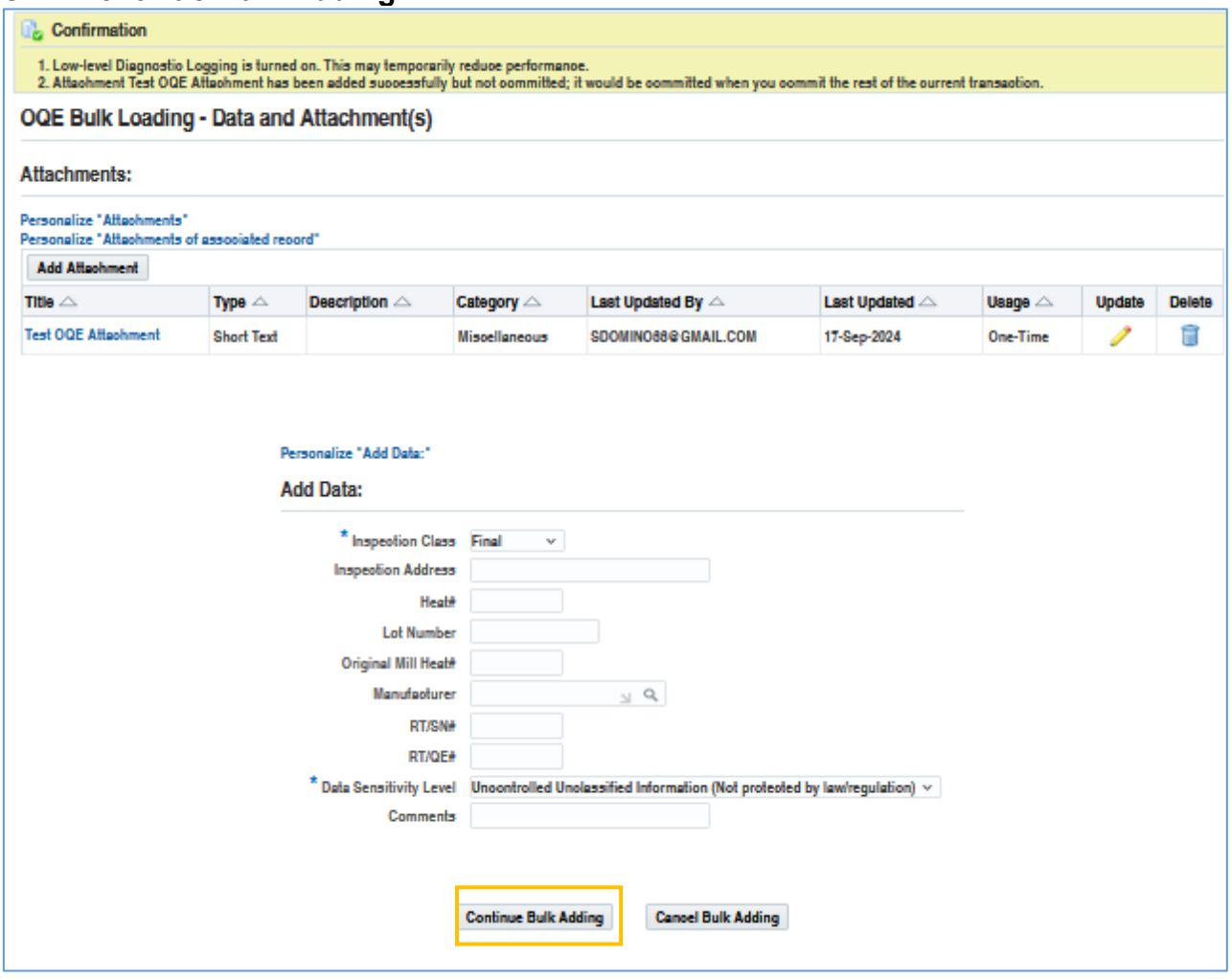
9. Enter applicable information under **Attachment Summary Information.** Enter a **Title** and **Description** that best matches the attachment you are adding. Under **Define Attachment**, click **Browse** to find appropriate file. Click **Add Another** to attach another document. Once done adding attachments, click **Apply.** This **Apply** adds the attachment(s) to the OQE.

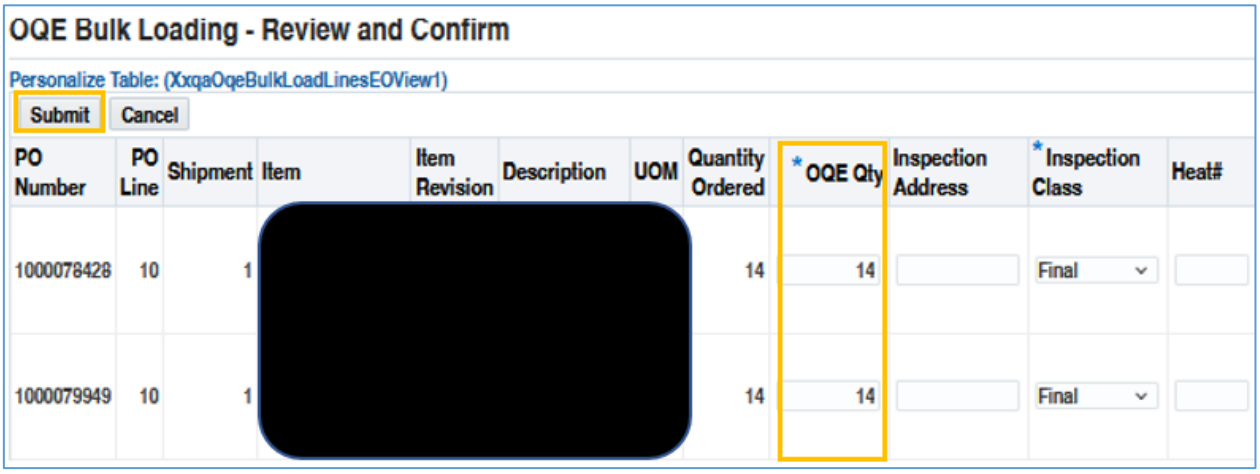
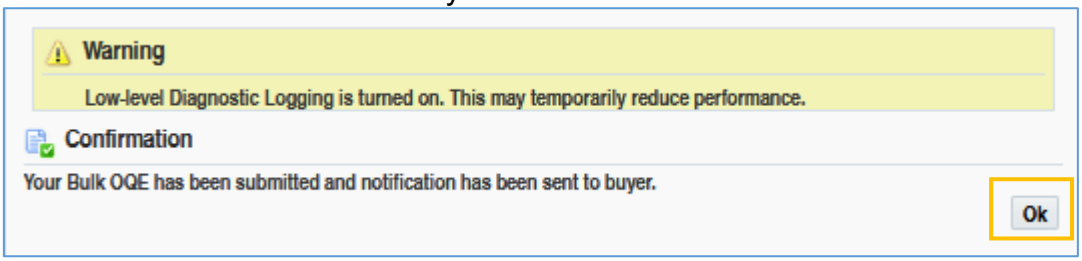
Note: Oracle can support large attachments up to 200MB in size as well as the upload of multiple attachments against any shipment line.

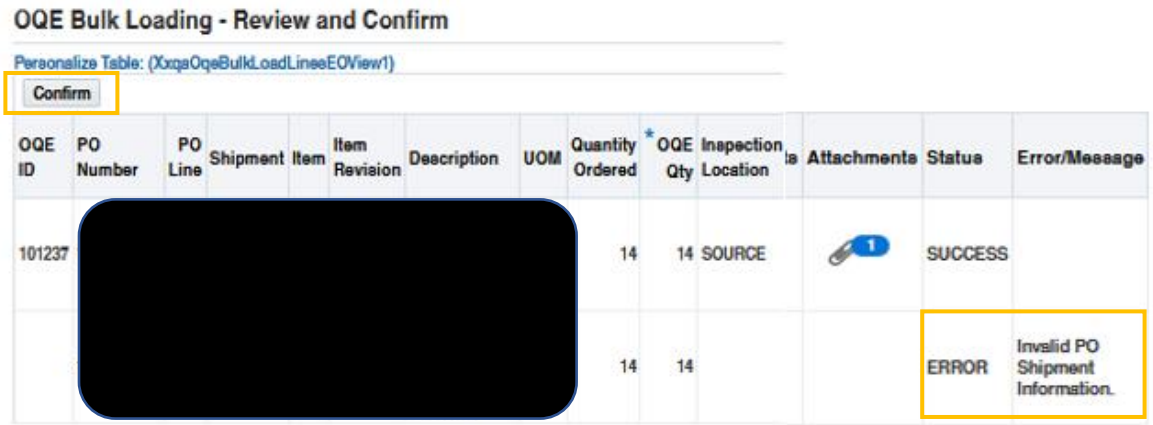


Steps	Action
10.	A confirmation message will display.
11.	Click **Continue Bulk Adding.**





Steps	Action
12.	The **OQE Bulk Loading – Review and Confirm** page displays. Review the **OQE Qty.** Update when the OQE quantity differs from the Quantity Ordered. Update other information as necessary (e.g. Inspection Class, Data Sensitivity Level). Click **Submit** to complete the bulk loading process 
13.	A confirmation message will display stating that Bulk OQE has been submitted and notification has been sent to Buyer. Click **Ok**. 

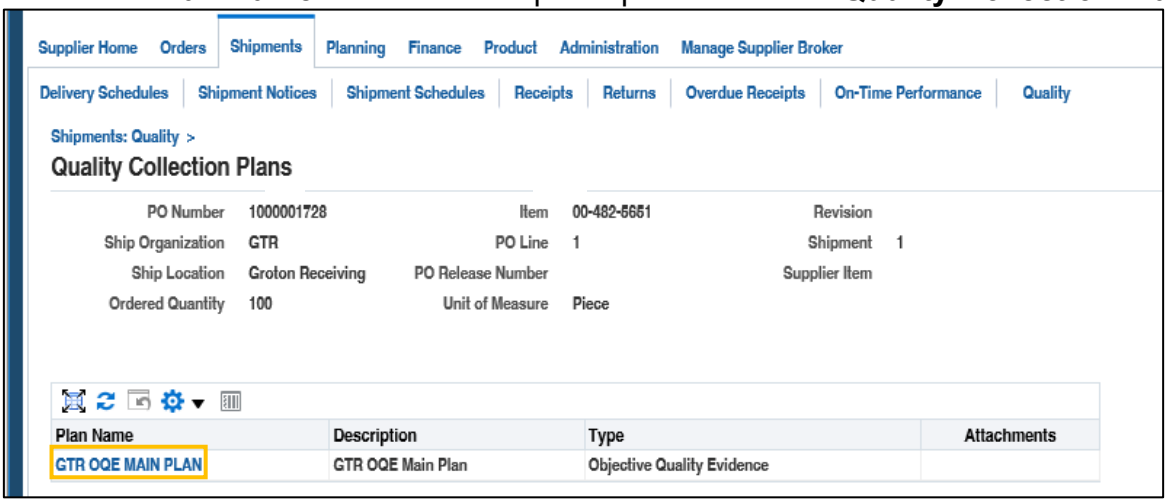
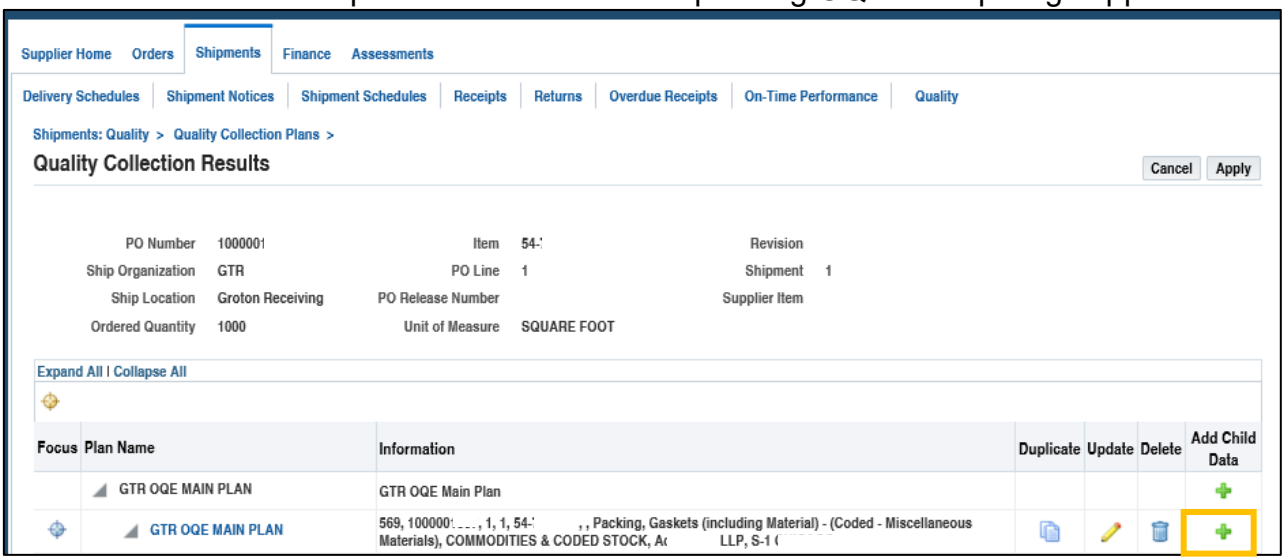
Steps	Action
14.	The **OQE Bulk Loading – Review and Confirm** page displays. The status will display **SUCCESS** when submission is successful and traceability number to your submission is shown under the OQE ID column. Click **Confirm** to return to OQE Bulk Loading page. Never hit the browser back button for navigation. If the system ran into any issues, review the **Error/Message** field. An OQE ID will not generate for any shipments that status shows **ERROR**.  OQE Bulk Loading - Review and Confirm Personalize Table: (XxqaOqeBulkLoadLineEOView1) Confirm OQE ID | PO Number | PO Line | Shipment | Item | Item Revision | Description | UOM | Quantity Ordered | * OQE Qty | Inspection Location | Is | Attachments | Status | Error/Message 101237 [redacted] 14 14 SOURCE 1 SUCCESS 14 14 ERROR Invalid PO Shipment Information.
15.	If an error message displays, perform the following actions: • Check status of the PO that a shipment line item has an error message. To upload, PO must be status **Accepted** or **Open**. If PO is **Open** or **Accepted** status, attempt to upload the OQE again. There may have been an update on PO at the same time as the attempt to bulk upload was being performed. • If PO status is **Change Pending** status, wait until PO is back to Accepted status prior to uploading OQE. There may be Buyer or Supplier action required to get PO back to **Accepted** status depending on who initiated the change request.

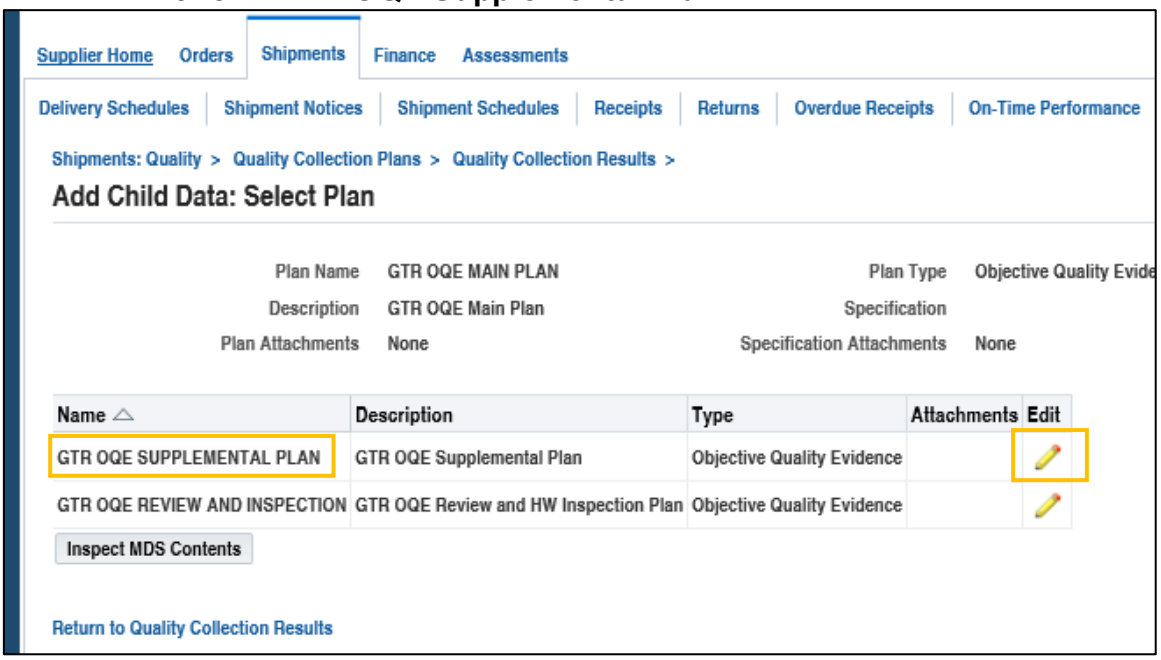
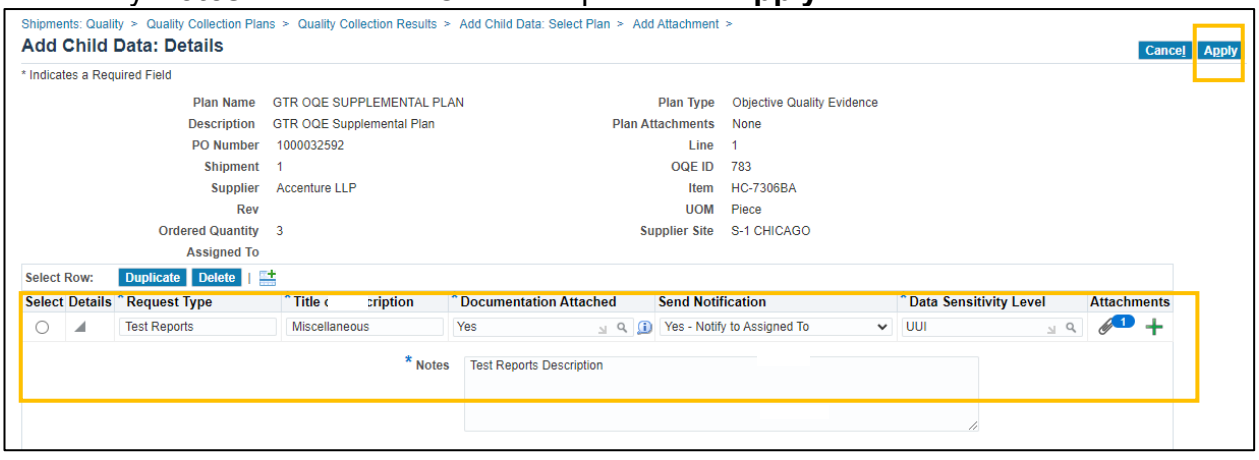
Sub-Topic: Receiving a Supplement Plan Requesting Corrections

If documentation provided is either inadequate or incorrect, the Electric Boat Analyst has the ability to request that the supplier submit additional or corrected documents through iSupplier using the **OQE supplemental collection plan**. This is a standalone plan which is linked to the original OQE submission plan by the original **OQE ID**. The Analyst will attach a note detailing the issue and you will find this information by viewing the **OQE ID Attachments**. You will also, receive an email and Worklist notification advising that documentation is either inadequate or incorrect.

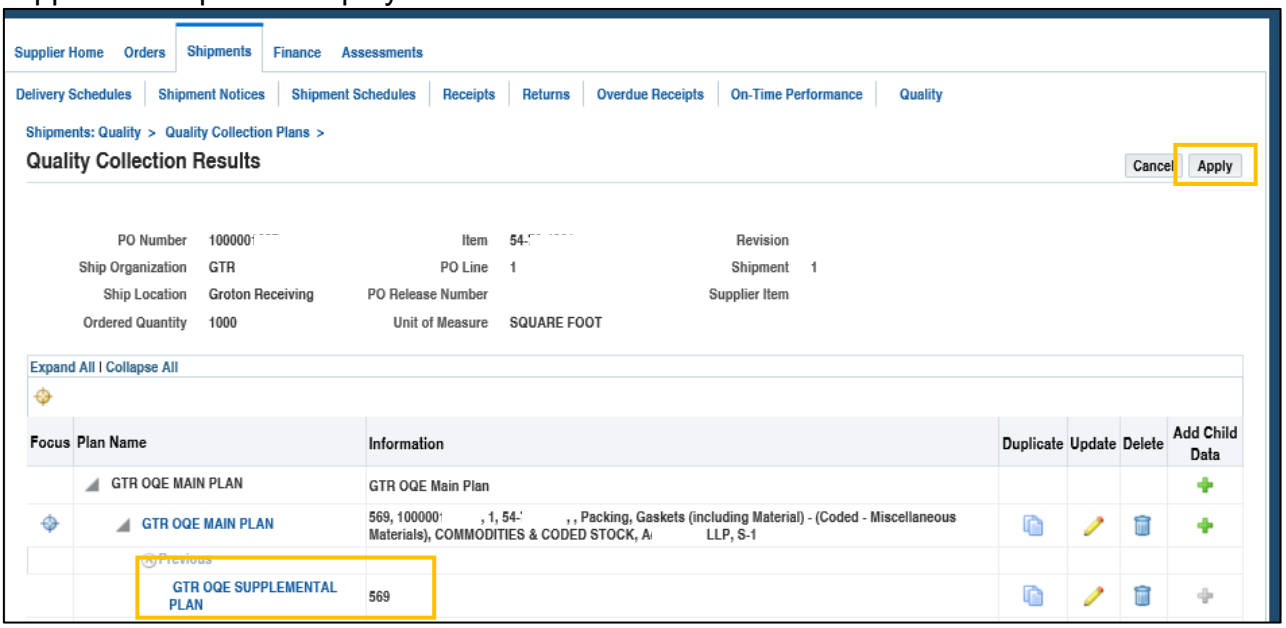
Type of Notification	Description	Example & Action(s)
Email	Provides awareness that OQE documentation provided is either inadequate or incorrect	**Email Notification Example:** OQE 19121 has been updated An OQE has been updated. Please login to iSupplier Portal to review the changes. OQE Number: 19121 Purchase Order# : 1000043778 PO Line# : 1 PO Line Shipment# : 1 Pending Request for Supplement : Y **Actions:** 1. Review email notification 2. Access iSupplier and Review attachments on OQE ID. Refer to Sub-Topic: Understanding OQE Status and Notes to Supplier 3. Go to steps below to submit Supplement plan with corrected documentation
Worklist	Provides awareness that OQE documentation provided is either inadequate or incorrect	**Worklist Notification Example:** Plan: QPT NCM MASTER PLAN, Created by: SSTITZGA, Reference Document: NCM-2524 To Albert, Karen Sent 22-Nov-2022 15:18:42 Closed 22-Nov-2022 15:20:43 ID 1713994 Responder Access this record Message: Certifications Collection Element / Value OTHER DETAILS Nonconformance Number NCM-2524 Nonconformance Source Source Inspection NCM Source Id 19121 NCM Source Id 2 Nonconformance Type Documentation NCM Description Certifications Detailed Description C of C was not dated Nonconform Severity MEDIUM PO Number 1000043778 Rel **Actions:** 1. Review Worklist notification 2. Access iSupplier and Review attachments on OQE ID. Refer to Sub-Topic: Understanding OQE Status and Notes to Supplier 3. Go to steps below to submit Supplement plan with corrected documentation

Note: If corrections are required, the supplier should submit the entire corrected package using the supplemental plan. If corrections are not received in a timely fashion the OQE submission may receive a rejection. Follow steps below to submit **OQE Supplemental Collection plan**

Steps	Action
1.	Select the **Plan Name** from the list of plan options from the **Quality Collection Plans**. 
2.	Select **'+'** for the first drop down under the corresponding **OQE ID** requiring supplement. 

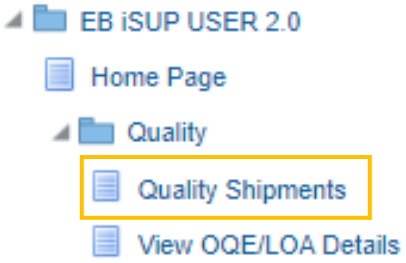
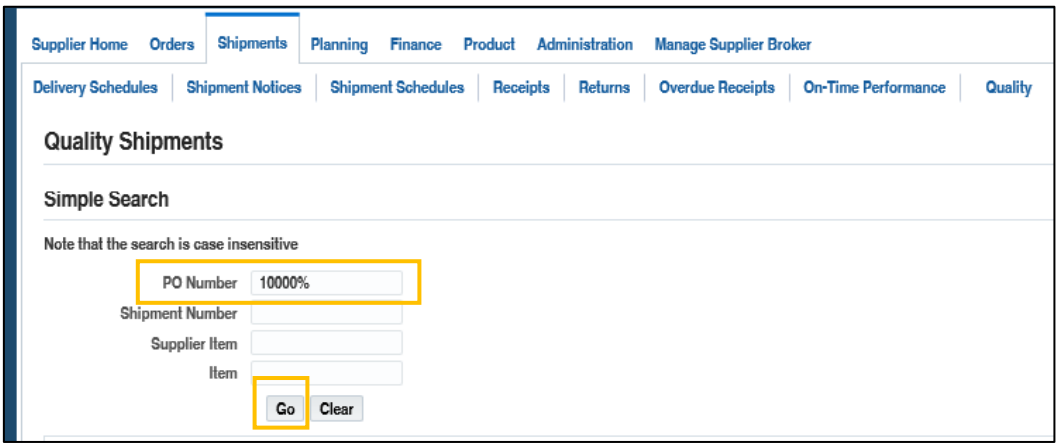
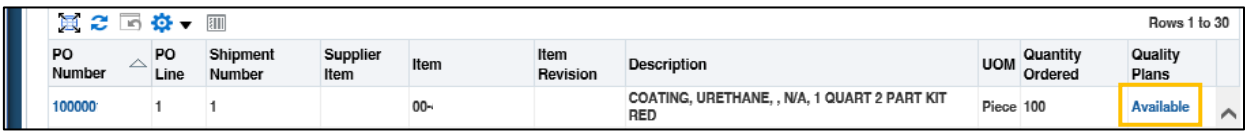
Steps	Action
3.	Select the **Pencil** on the **OQE Supplemental Plan** to make edits. 
4.	Enter the content and the attachments. Then select send e-mail as "**Yes**" and add the corrected information in the **attachment**. Be sure to click the **Details** arrow and fill in the mandatory **Notes** field as well. Once complete click **Apply**. 

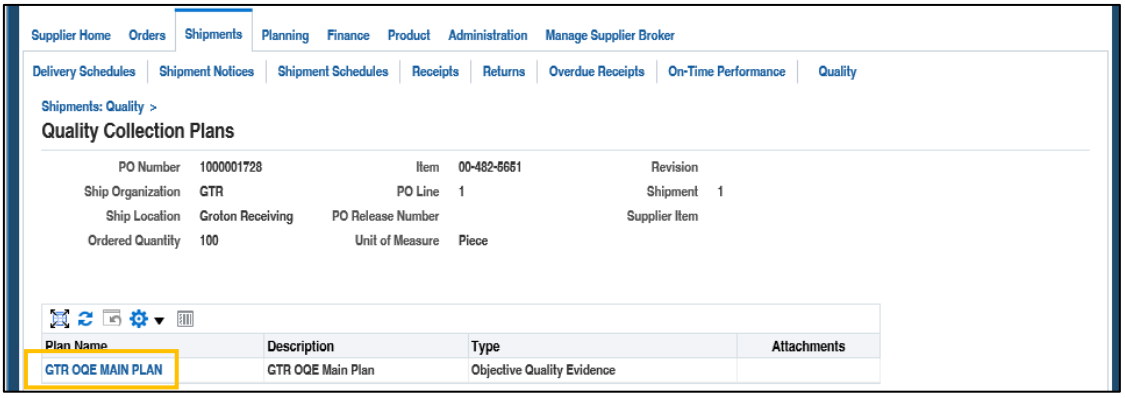
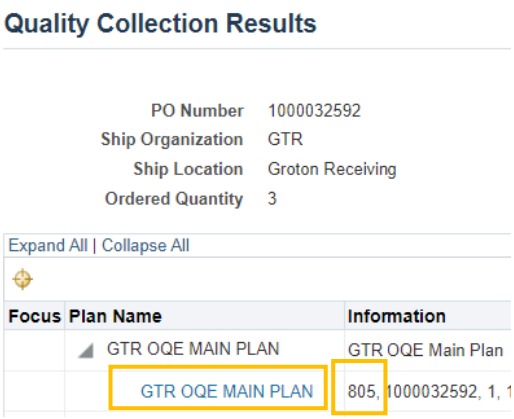
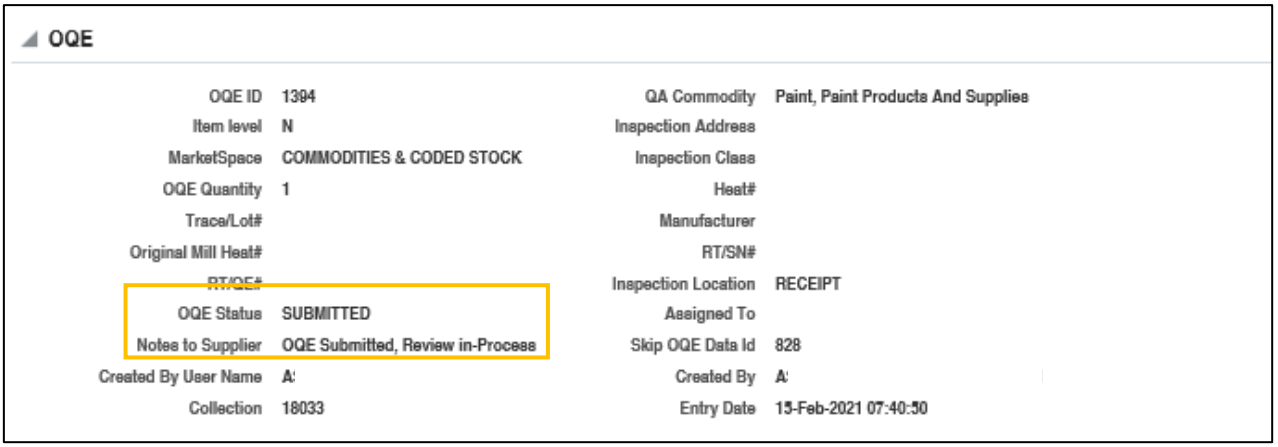
Steps	Action
5.	You are returned to the **Quality Collection Results** page. Click **Apply** again. Your supplemental plan is displayed.



Sub-Topic: Understanding OQE Status and Notes to Supplier

The **OQE Status** and **Notes to Supplier** fields provide source inspection status. A description of all possible source inspection outcomes are outlined below; see Step 9 for information.

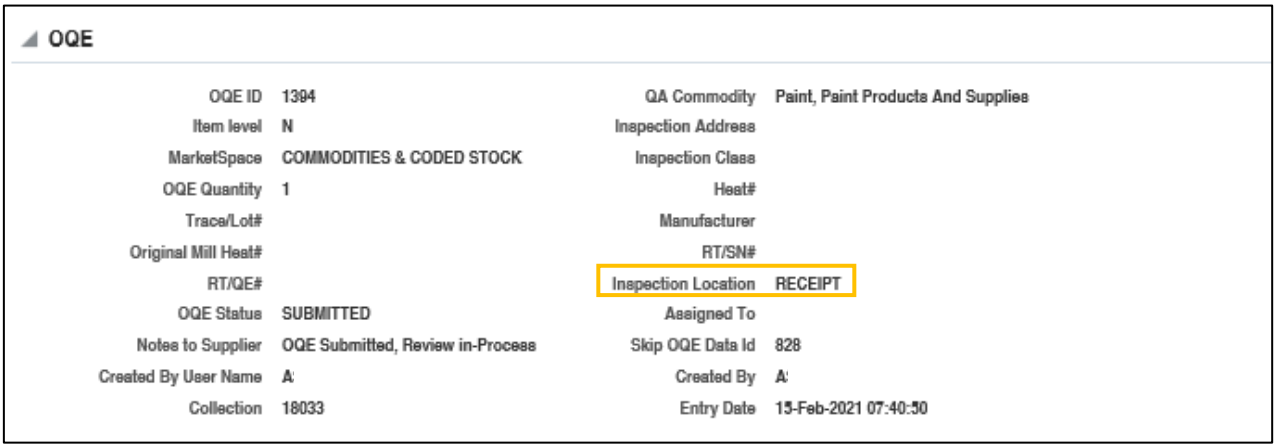
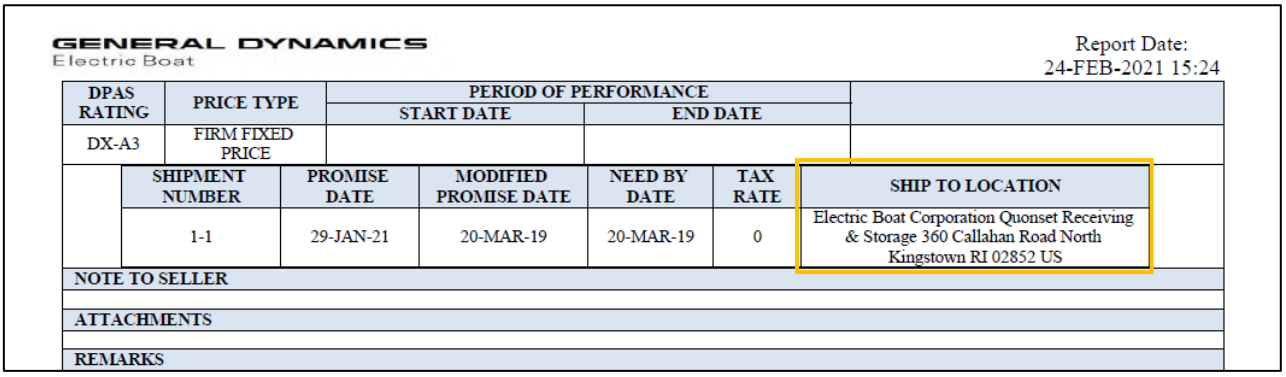
Steps	Action
1.	Login to **iSupplier Portal** as a supplier user.
2.	Navigate to the **Quality Shipments** tab. 
3.	Enter the Purchase Order that you need to view the status of OQE submitted against a line item. Click **Go.** 
4.	Find desired Purchase Order Line item record and click on **Available** under **Quality Plans**. 

Steps	Action
5.	Select the **OQE Main Plan** from the list of plan options from the **Quality Collection Plans**. 
6.	Click on the **OQE Child Plan** associated with that **OQE Main Plan** to review the **OQE Status** and **Notes to Supplier.** The OQE Child Plan has an **OQE ID** associated with it once it is submitted (e.g. In example below, the **OQE ID** is 805.) 
7.	View **OQE Status** and **Notes to Supplier.** This is where you may view the status of the **OQE ID** submitted 

<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>8.</td><td>Suppliers will receive an email notification of all changes. Refer to the table below for the different OQE statuses and a further description of what these statuses mean:
<table>
<tr><th>OQE Status</th><th>Notes to Supplier</th><th>Description</th></tr>
<tr><td>New</td><td>N/A</td><td>Identified in iSupplier prior to selecting the “Apply” button per topic one.</td></tr>
<tr><td>ACCEPTED</td><td>Approved for Shipment</td><td>When OQE is submitted directly through iSupplier, the system will automatically determine if inspection is required, and whether this is to be done at source or receiving. If the Inspection location displays NONE on the OQE record, and Notes to Supplier field states Approved for Shipment, the supplier is approved to ship material.</td></tr>
<tr><td>ACCEPTED</td><td>In-Process Hold Point is complete</td><td>Both OQE and hardware are complete for “In-process” type inspection, supplier can continue with manufacturing process.</td></tr>
<tr><td>AWAITING OLF</td><td>Approved for Shipment</td><td>OQE has been put on hold for Awaiting Open Liability Form (OLF); Supplier will be notified that shipment to NNS is authorized.</td></tr>
<tr><td>REJECTED</td><td>OQE Rejected. Contact EB Supplier Quality for clarification on rejection.</td><td>OQE and or material has not been accepted, and Non-conformance will be initiated.</td></tr>
<tr><td>HOLD FOR MATERIAL AVAILABILITY</td><td>N/A</td><td>OQE has been put on hold for Material Availability.</td></tr>
<tr><td>HOLD FOR OQE CORRECTIONS</td><td>OQE Review in Process. Need Additional Details.</td><td>Supplement plan has been requested, and supplier provides additional information.</td></tr>
<tr><td>HOLD FOR RESOLUTION</td><td>Approved for Shipment</td><td>OQE has been put on hold for resolution. Supplier will be notified that shipment is authorized.</td></tr>
<tr><td>CANCELLED</td><td>OQE Cancelled. Contact EB.</td><td>Status use for alternate or incorrect generated OQE submission by the supplier or buyer. I.e. Accidental duplicate submissions.</td></tr>
<tr><td>OQE REVIEW COMPLETE</td><td>OQE Reviewed, Approved for Shipment</td><td>OQE has been completed, and inspection location is receipt.</td></tr>
<tr><td>OQE REVIEW COMPLETE</td><td>OQE Reviewed, Pending Source Inspection</td><td>OQE has been completed, and inspection location is source. Source inspection will contact supplier for scheduling on-site inspection.</td></tr>
<tr><td>OQE REVIEW IN-PROCESS</td><td>OQE Submitted, Review in Process</td><td>OQE is under review by the inspection team.</td></tr>
</table></td></tr>
</table>

Sub-Topic: Inspection Location vs. Shipment Location

The Inspection location is the location at which hardware inspection will occur. This is identified by either **Source** or **Receipt**, **Both** or **None**. Source indicates that inspection will be performed at the Supplier's facility, whereas Receipt will occur at the shipment location. The Shipment location will be identified on the purchase order.

Steps	Action
1.	The **Inspection Location** can be viewed on the **Quality Collection Results** screen. 
2.	The **SHIP TO LOCATION** can be viewed on the purchase order under line information. 

OQE

OQE ID	1394	QA Commodity	Paint, Paint Products And Supplies
Item level	N	Inspection Address	
MarketSpace	COMMODITIES & CODED STOCK	Inspection Class	
OQE Quantity	1	Heat#	
Trace/Lot#		Manufacturer	
Original Mill Heat#		RT/SN#	
RT/QE#		Inspection Location	RECEIPT
OQE Status	SUBMITTED	Assigned To	
Notes to Supplier	OQE Submitted, Review in-Process	Skip OQE Data Id	828
Created By User Name	A	Created By	A
Collection	18033	Entry Date	15-Feb-2021 07:40:50

GENERAL DYNAMICS
Electric Boat

Report Date:
24-FEB-2021 15:24

DPAS RATING	PRICE TYPE	PERIOD OF PERFORMANCE START DATE	PERIOD OF PERFORMANCE END DATE	
DX-A3	FIRM FIXED PRICE			

SHIPMENT NUMBER	PROMISE DATE	MODIFIED PROMISE DATE	NEED BY DATE	TAX RATE	SHIP TO LOCATION
1-1	29-JAN-21	20-MAR-19	20-MAR-19	0	Electric Boat Corporation Quonset Receiving & Storage 360 Callahan Road North Kingstown RI 02852 US

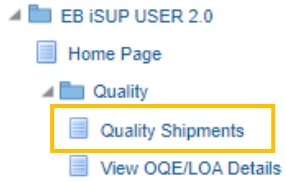
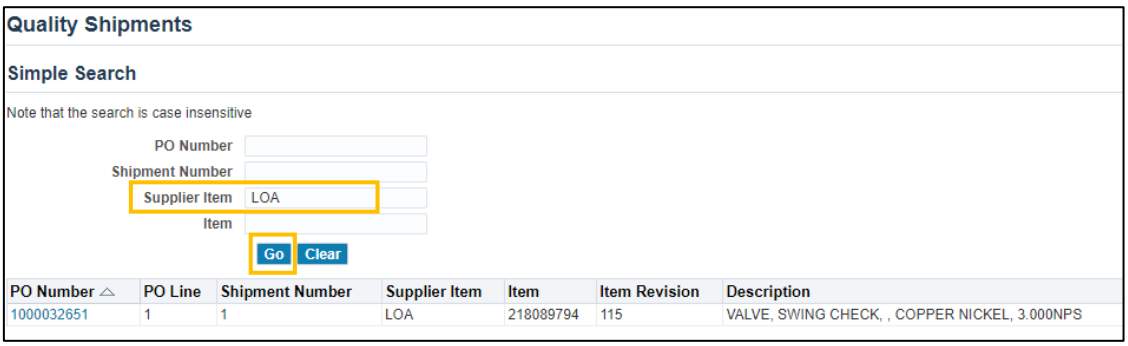
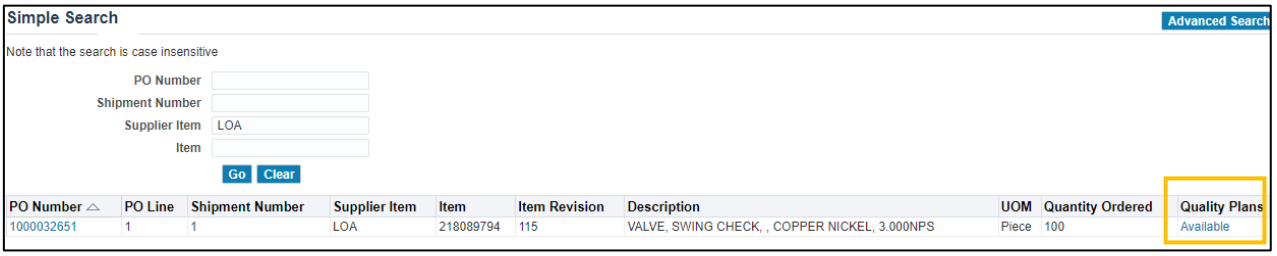
NOTE TO SELLER

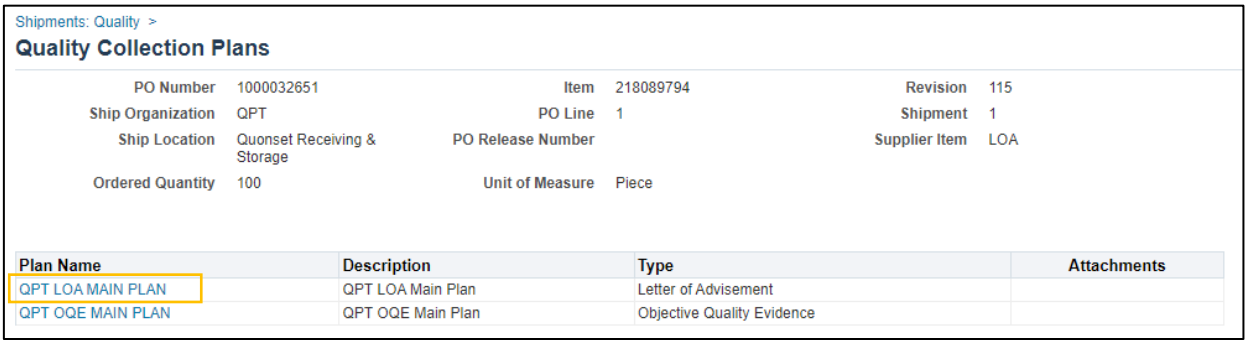
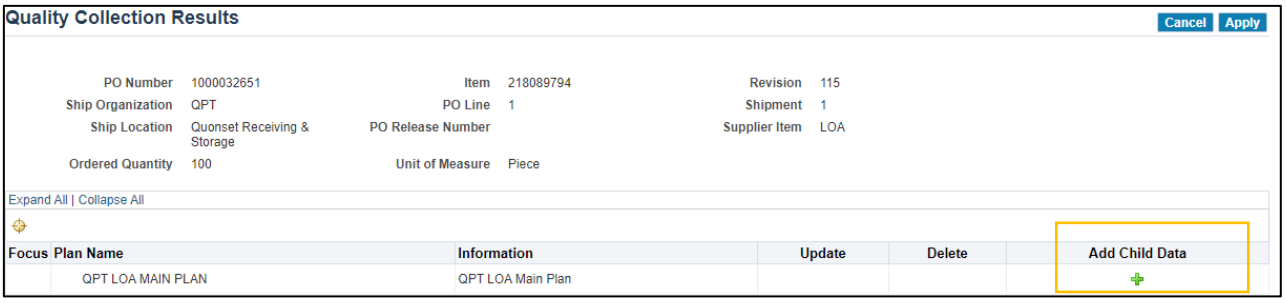
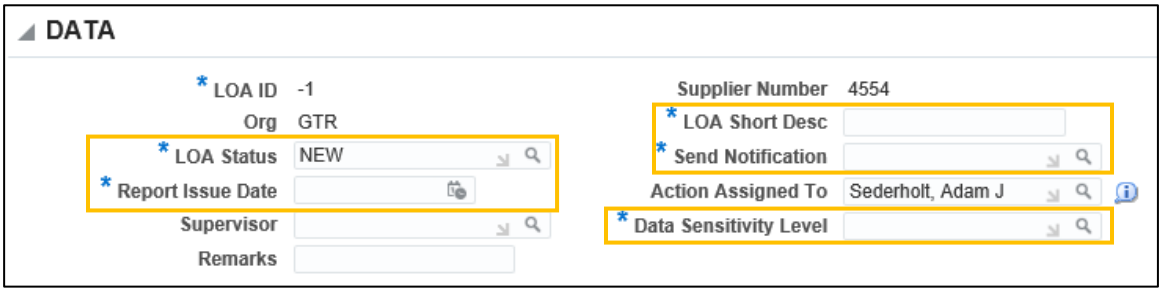
ATTACHMENTS

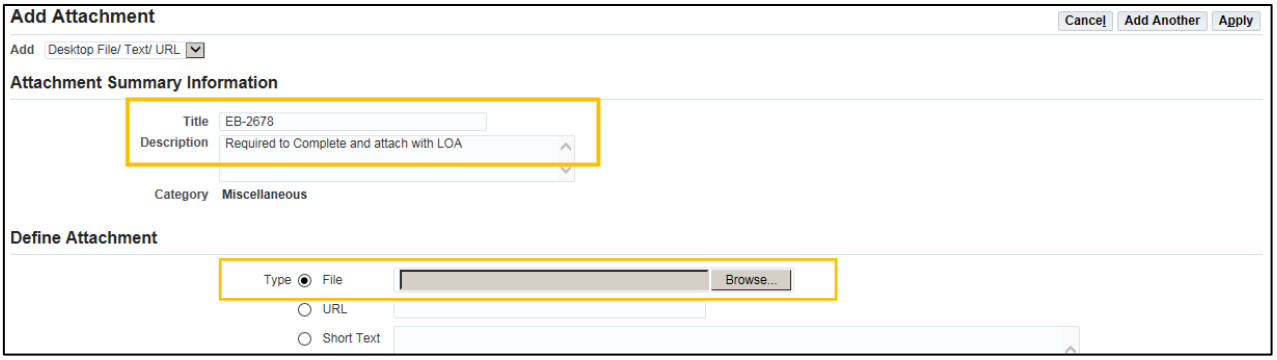
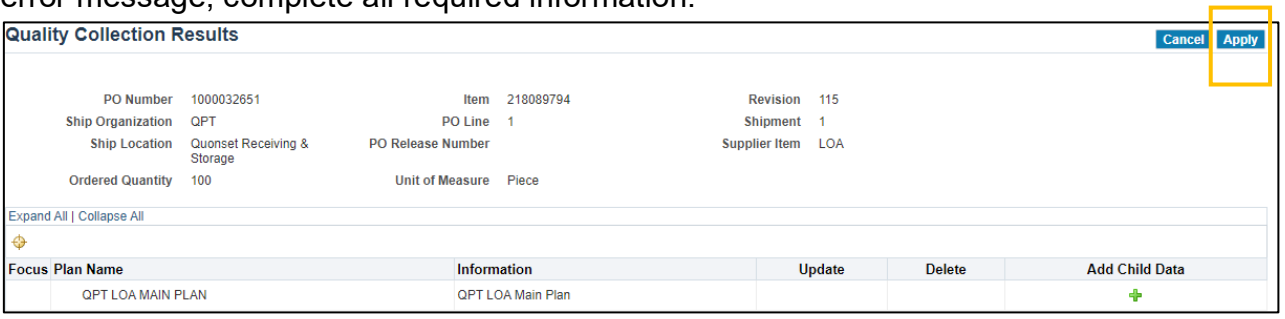
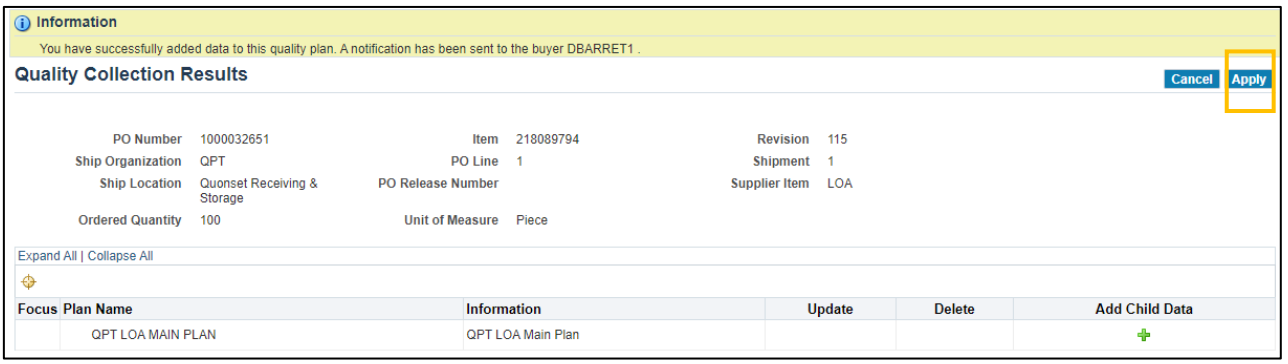
REMARKS

Topic 2: Submit a Letter of Advisement to EB from iSupplier

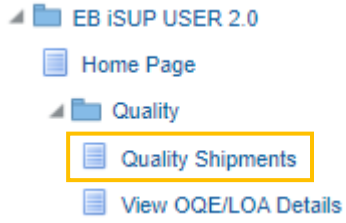
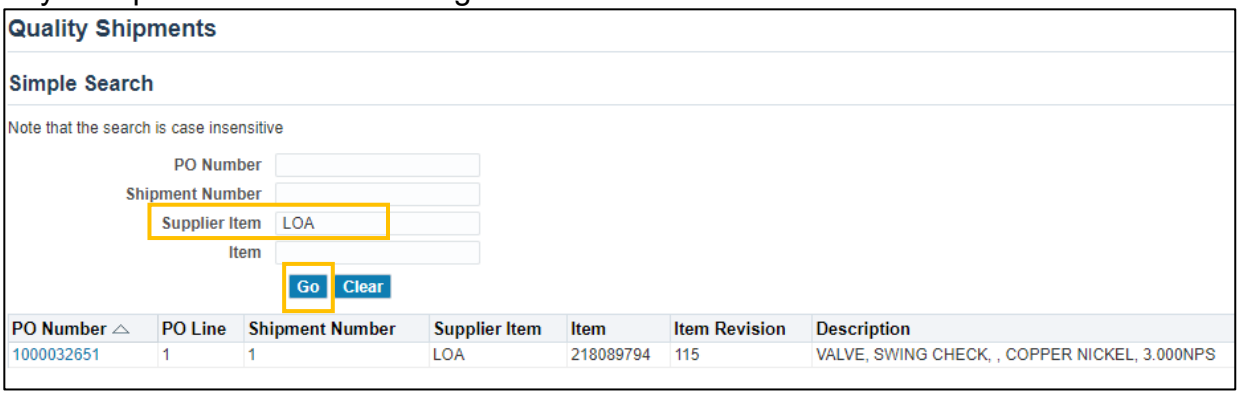
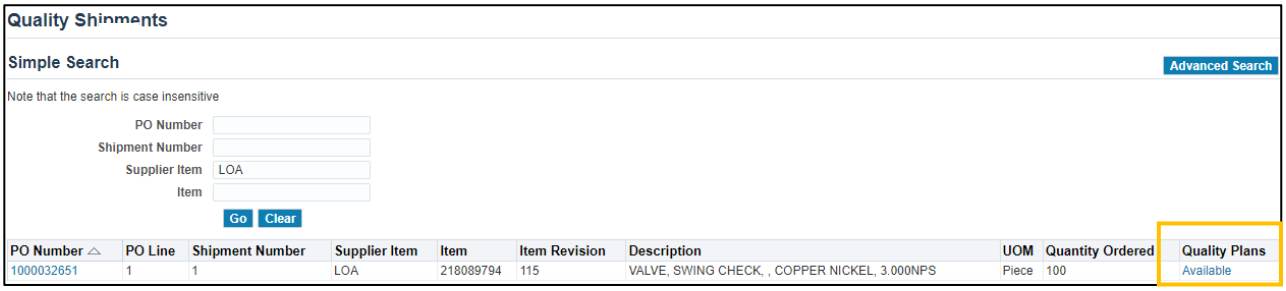
Suppliers should submit a Letter of Advisement using iSupplier when there is a need to share important information about material that has already been received by Electric Boat, such as non-conformances identified with previously delivered material as discussed in EB Spec 2678. Each Supplier will have their own PO specifically for submitting LOA against; this should be the only PO Suppliers submit LOA against.
Note: If a PO is not in 'Approved' status, it will not be available for LOA (or other actions).

Steps	Action
1.	Login to **iSupplier Portal** as a supplier user.
2.	Navigate to the **Quality Shipments** tab. 
3.	Under the **Supplier Item** field, enter "LOA" and click **Go.** Note: If a purchase order doesn't show up, contact EBSQLOA@gdeb.com and/or your EB Buyer. A purchase order will be generated. **The PO will be a generic PO for the submission of an LOA only and will not be the PO that the non-conformance exists on.** 
4.	A **PO Number** will show in the values, click on the **Available** hyperlink under **Quality Plans**. 

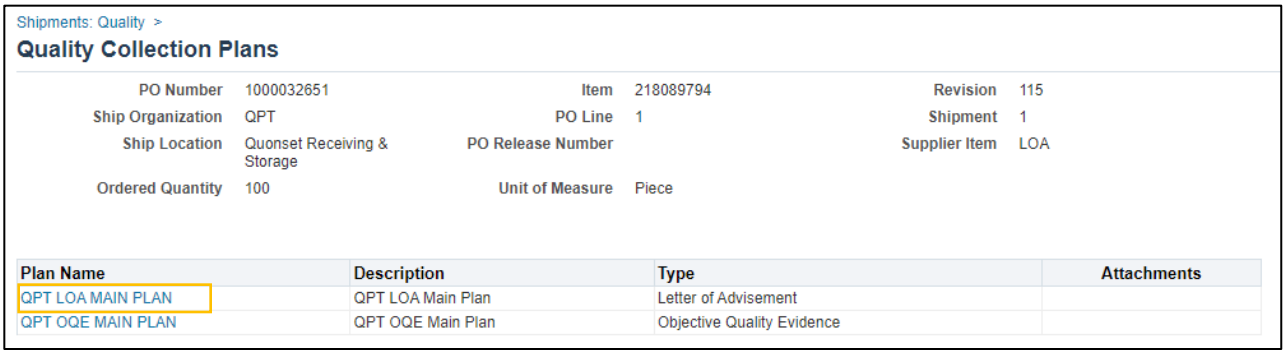
Steps	Action
5.	The plans will be displayed. Click the **LOA Main Plan**. 
6.	Click the **Child Plan (+)** sign. 
7.	The **Add Data: Enter Result** form will open. Enter the following required fields: ○ **LOA Status: defaults** to **NEW** when a record is being created ○ **Report Issue Date:** Define the date that issue has been discovered ○ **LOA Short Desc:** Enter a description for the Issue ○ **Send Notification:** Enter '%' in the field and then select the magnifying glass to view the value "Yes"; select this value. ○ **Data Sensitivity Level**: Enter '%' in the field and then select the magnifying glass to view a list of values for this field.  **Note: Action Assigned To** is not a mandatory field. Do not update the name in the field, system will clear the entry once record is submitted. Field is single direction from EB to Supplier.

Steps	Action
8.	Add Attachments as needed. Attach a Letter of Advisement in accordance with **EB SPEC-2678**. 
9.	Click **Apply**. This adds the attachment to the quality plan but does not yet save the LOA.
10.	Returns to the **Collection Plan list** and click **Apply** again to save the LOA. If there is an error message, complete all required information. 
11.	Click **Apply** one last time to submit the LOA. A message will be displayed that you have added data to the quality plan. 

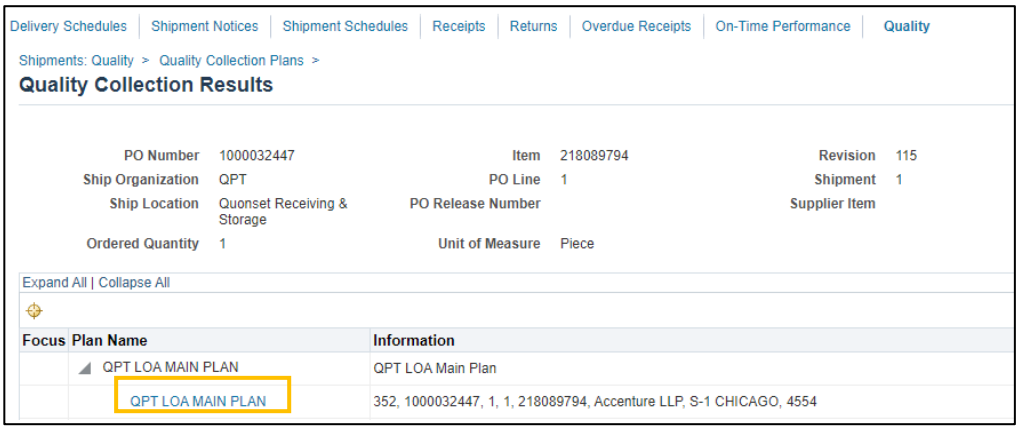
Sub-Topic: Understanding LOA Status

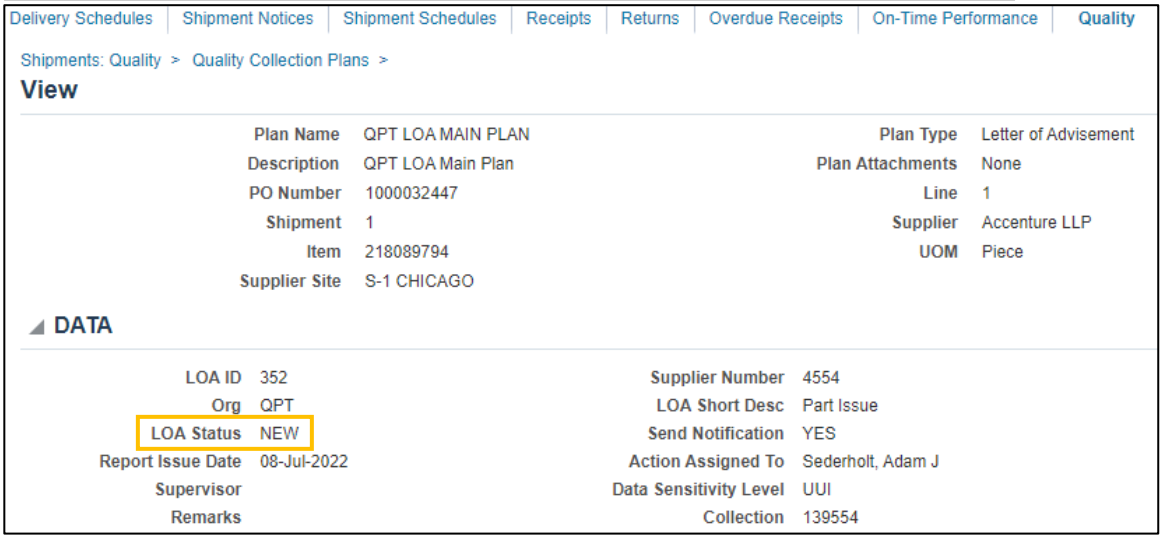
Steps	Action
1.	Login to **iSupplier Portal** as a supplier user.
2.	Navigate to the **Quality Shipments** tab. 
3.	Under the **Supplier Item** field, enter "LOA" and click **Go.** Note: If a purchase order doesn't show up, contact EBSQLOA@gdeb.com and/or your EB Buyer. A purchase order will be generated. 
4.	A **PO Number** will show in the values, and click on the **Available** hyperlink under **Quality Plans**. 

Steps	Action
5.	The **Quality Collection Plans** will be displayed. Click the **LOA Main Plan**.



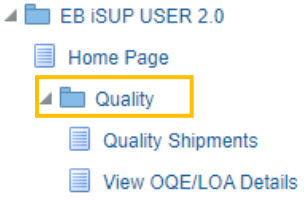
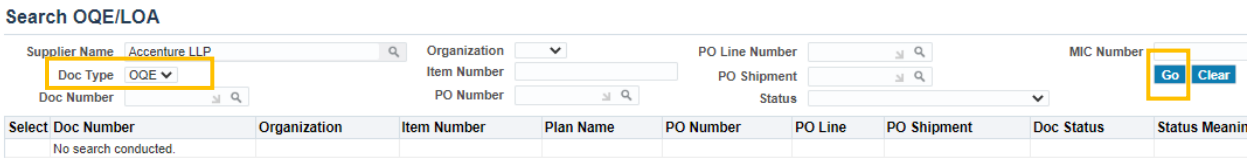
6.	View **LOA Status** by selecting your submitted **LOA Child Plan** from the **LOA Main Plan** for the PO:



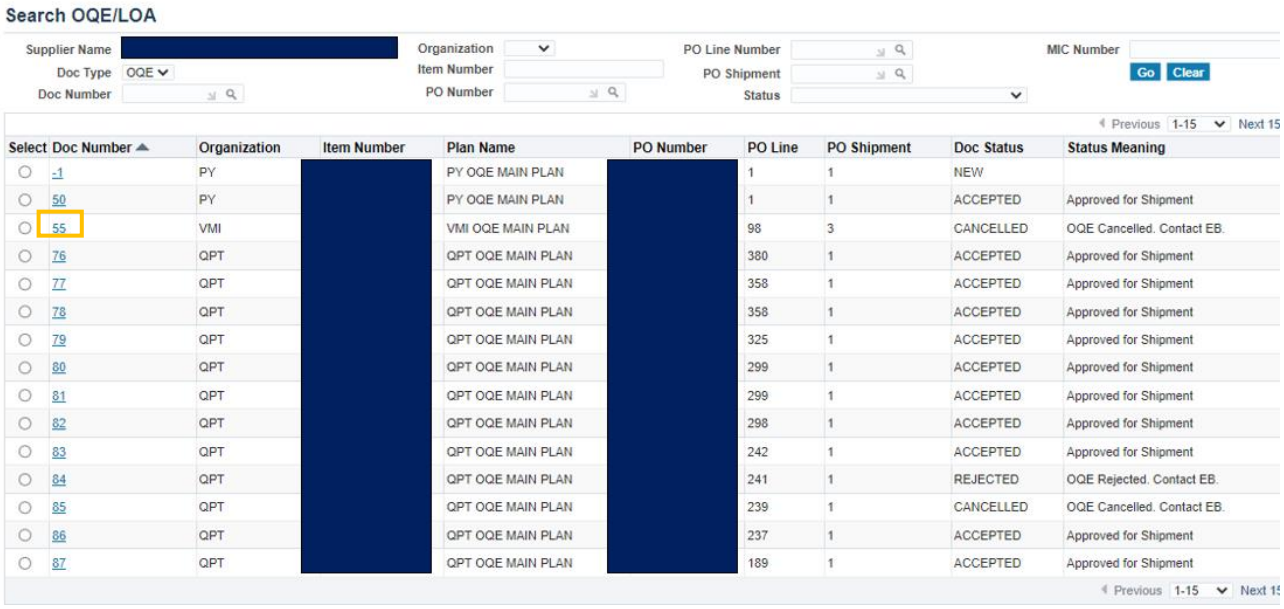


Topic 3: View OQE/LOA Details Report

This topic will explain how to view the status of an OQE submitted against a shipment line or LOA submitted. You are able to view all, or multiple OQE numbers to review their status and take action when necessary.

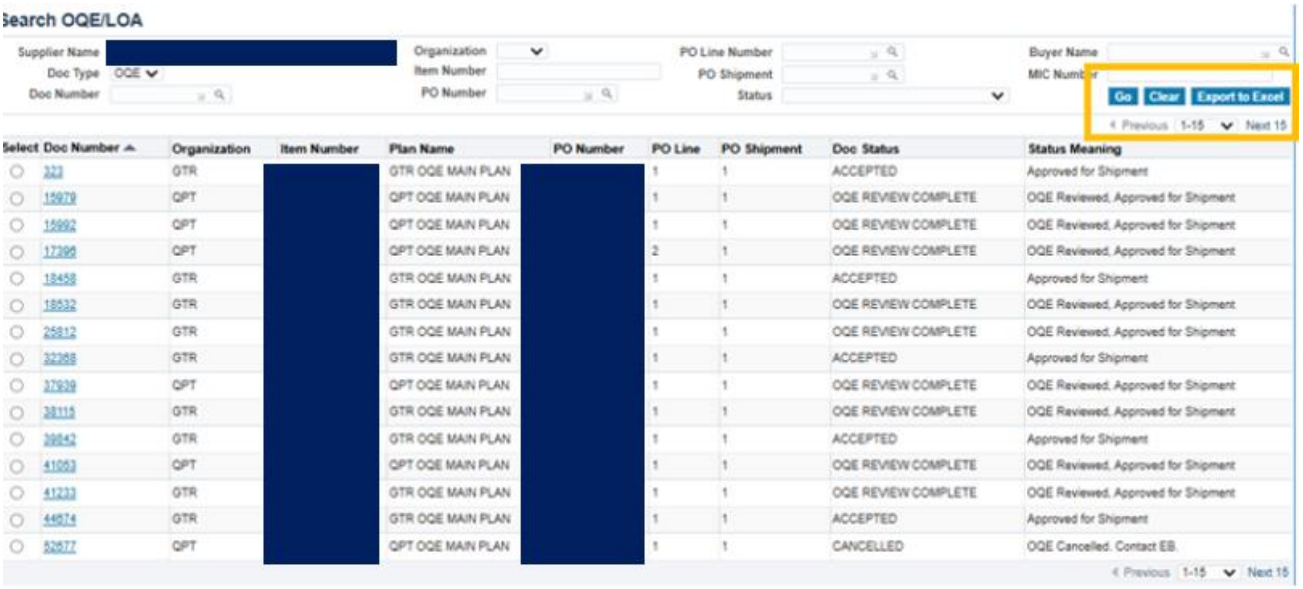
Steps	Action
1.	Login to **iSupplier Portal** as a supplier user.
2.	Navigate to the **Quality** tab from **EB iSUP USER 2.0** responsibility 
3.	Click on **View OQE/LOA Details** report
4.	Enter **Search OQE/LOA** Criteria for **View OQE/LOA Details** report. Select either OQE or LOA for **Doc Type** and then click **Go**  Utilize the following search requirements to reduce number of results when you run this report: • **Doc Number**: allows searching by specific OQE or LOA • **Receiving Organization**: enter the location that material is shipping to • **Item Number**: allows searching by specific material to find OQE or LOA for this material • **PO Number**: allows searching by specific Purchase Order number to find OQE for the line items on this PO. • **PO Line Number**: allows searching by specific Purchase Order Line-item number to find OQE for that specific line item on this PO Line item. • **PO Shipment**: allows searching by specific Purchase Order Shipment to find OQE for that specific shipment for a line item on the PO.

Steps	Action
5.	The report will display the search results. The report will show the following: Document Number, Organization, Item Number, Plan Name, PO Number, PO Line, PO Shipment, Doc Status and Status Meaning. Click on a specific Document number to view further details.



Select	Doc Number	Organization	Item Number	Plan Name	PO Number	PO Line	PO Shipment	Doc Status	Status Meaning
	-1	PY	[redacted]	PY OQE MAIN PLAN	[redacted]	1	1	NEW	
	50	PY		PY OQE MAIN PLAN		1	1	ACCEPTED	Approved for Shipment
	55	VMI		VMI OQE MAIN PLAN		98	3	CANCELLED	OQE Cancelled. Contact EB.
	76	QPT		QPT OQE MAIN PLAN		380	1	ACCEPTED	Approved for Shipment
	77	QPT		QPT OQE MAIN PLAN		358	1	ACCEPTED	Approved for Shipment
	78	QPT		QPT OQE MAIN PLAN		358	1	ACCEPTED	Approved for Shipment
	79	QPT		QPT OQE MAIN PLAN		325	1	ACCEPTED	Approved for Shipment
	80	QPT		QPT OQE MAIN PLAN		299	1	ACCEPTED	Approved for Shipment
	81	QPT		QPT OQE MAIN PLAN		299	1	ACCEPTED	Approved for Shipment
	82	QPT		QPT OQE MAIN PLAN		298	1	ACCEPTED	Approved for Shipment
	83	QPT		QPT OQE MAIN PLAN		242	1	ACCEPTED	Approved for Shipment
	84	QPT		QPT OQE MAIN PLAN		241	1	REJECTED	OQE Rejected. Contact EB.
	85	QPT		QPT OQE MAIN PLAN		239	1	CANCELLED	OQE Cancelled. Contact EB.
	86	QPT		QPT OQE MAIN PLAN		237	1	ACCEPTED	Approved for Shipment
	87	QPT		QPT OQE MAIN PLAN		189	1	ACCEPTED	Approved for Shipment

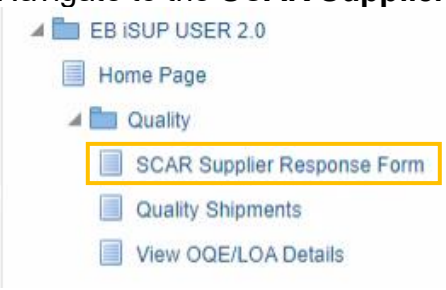
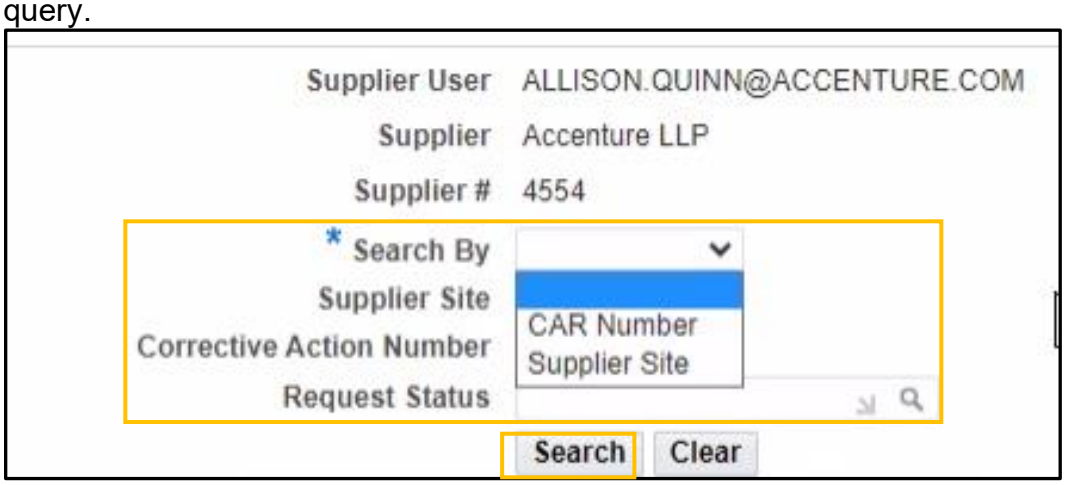
6.	To export the query results, click the **Export to Excel** button. This allows all OQE and/or LOA submittals to be downloaded to excel for review and analysis of data.



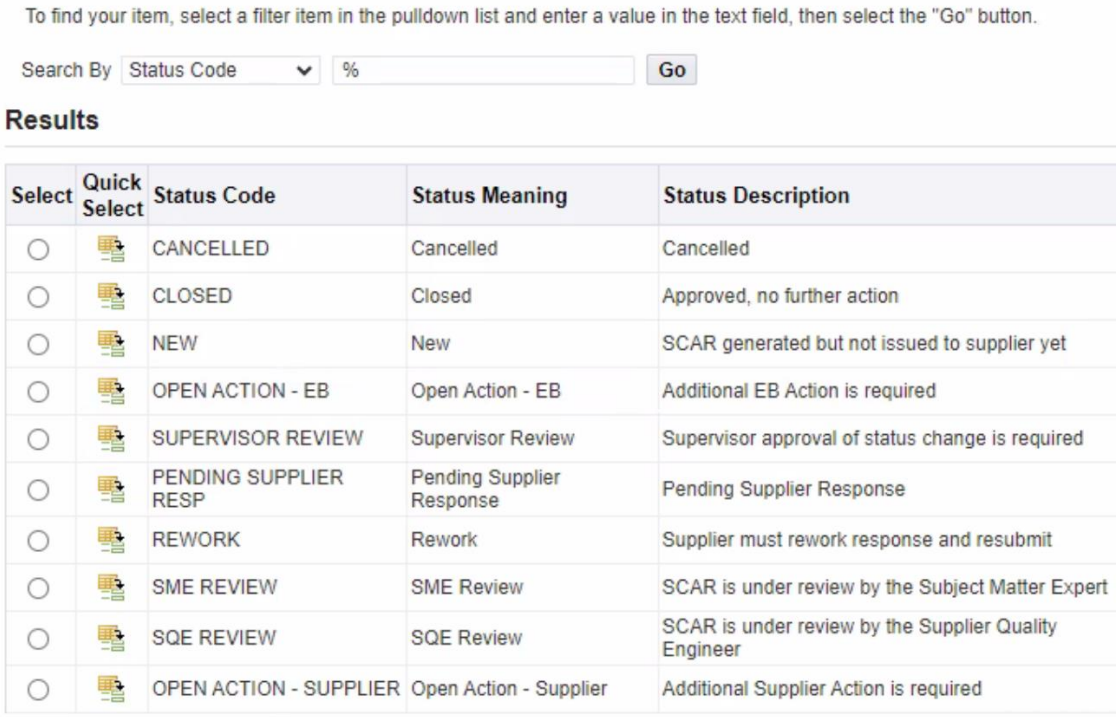
Select	Doc Number	Organization	Item Number	Plan Name	PO Number	PO Line	PO Shipment	Doc Status	Status Meaning
	323	GTR	[redacted]	GTR OQE MAIN PLAN	[redacted]	1	1	ACCEPTED	Approved for Shipment
	15979	QPT		QPT OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	15992	QPT		QPT OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	17399	QPT		QPT OQE MAIN PLAN		2	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	18458	GTR		GTR OQE MAIN PLAN		1	1	ACCEPTED	Approved for Shipment
	18532	GTR		GTR OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	25812	GTR		GTR OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	32368	GTR		GTR OQE MAIN PLAN		1	1	ACCEPTED	Approved for Shipment
	37939	QPT		QPT OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	38115	GTR		GTR OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	39842	GTR		GTR OQE MAIN PLAN		1	1	ACCEPTED	Approved for Shipment
	41053	QPT		QPT OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	41233	GTR		GTR OQE MAIN PLAN		1	1	OQE REVIEW COMPLETE	OQE Reviewed. Approved for Shipment
	44874	GTR		GTR OQE MAIN PLAN		1	1	ACCEPTED	Approved for Shipment
	52677	QPT		QPT OQE MAIN PLAN		1	1	CANCELLED	OQE Cancelled. Contact EB.

Topic 4: Respond to Corrective Action Request (CAR)

This topic will explain how to submit a CAR in iSupplier. Information up to and including unclassified Naval Nuclear Propulsion Information (NNPI) may be submitted via Oracle iSupplier. Classified data may not be submitted via Oracle. A Worklist notification will alert you that a CAR is required. You will be able to navigate to the SCAR response form, search for your CARs, respond to CARs that are pending supplier response or have open action, fill out response attributes, and upload OQE and submit response.

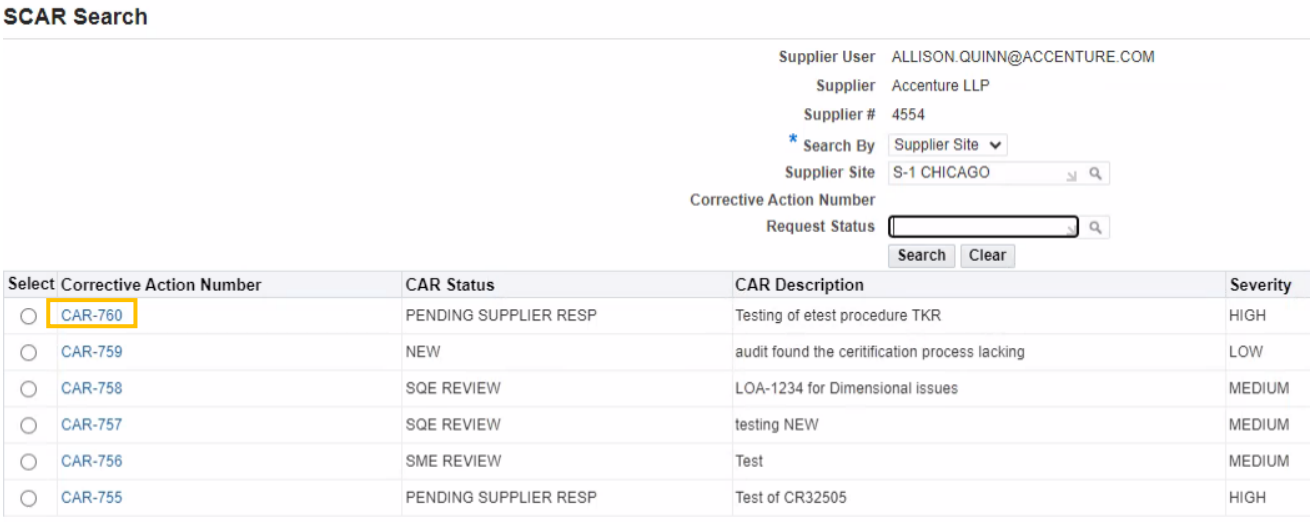
Steps	Action
1.	Login to **iSupplier Portal** as a supplier user.
2.	Navigate to the **SCAR Supplier Response Form** from **EB iSUP USER 2.0** responsibility 
3.	The **SCAR Search** screen displays. Select **Search by** method: CAR **Number** or **Supplier Site**. Running the list by **Supplier Site** will display list of SCARs. You can also include **Request Status** to display specific records in your search results. Click **Search** to run the query.  Request **Status Code** Options Available are listed below:

Steps	Action



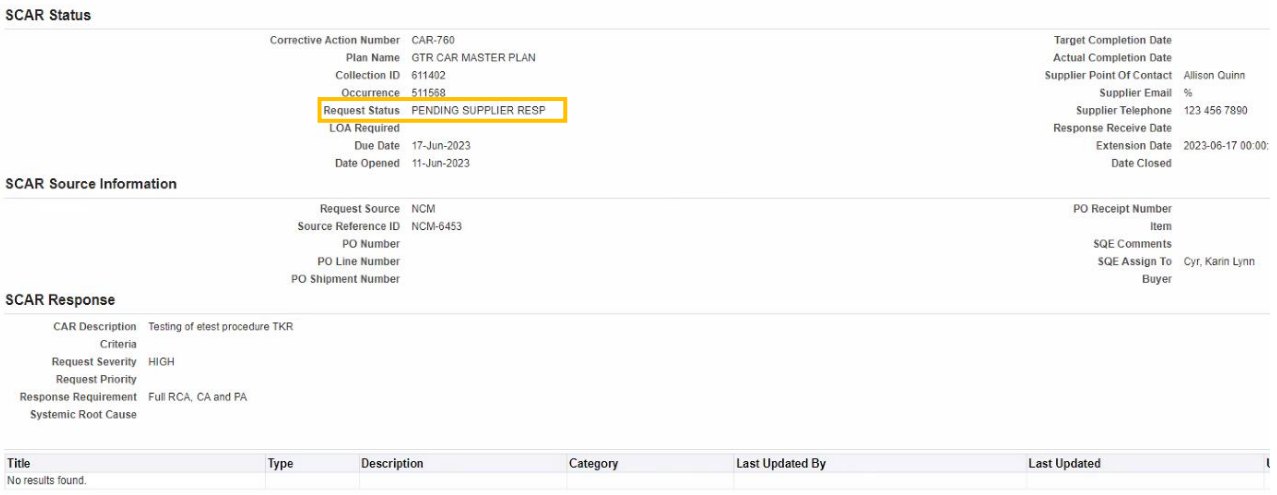
Select	Quick Select	Status Code	Status Meaning	Status Description
○		CANCELLED	Cancelled	Cancelled
○		CLOSED	Closed	Approved, no further action
○		NEW	New	SCAR generated but not issued to supplier yet
○		OPEN ACTION - EB	Open Action - EB	Additional EB Action is required
○		SUPERVISOR REVIEW	Supervisor Review	Supervisor approval of status change is required
○		PENDING SUPPLIER RESP	Pending Supplier Response	Pending Supplier Response
○		REWORK	Rework	Supplier must rework response and resubmit
○		SME REVIEW	SME Review	SCAR is under review by the Subject Matter Expert
○		SQE REVIEW	SQE Review	SCAR is under review by the Supplier Quality Engineer
○		OPEN ACTION - SUPPLIER	Open Action - Supplier	Additional Supplier Action is required

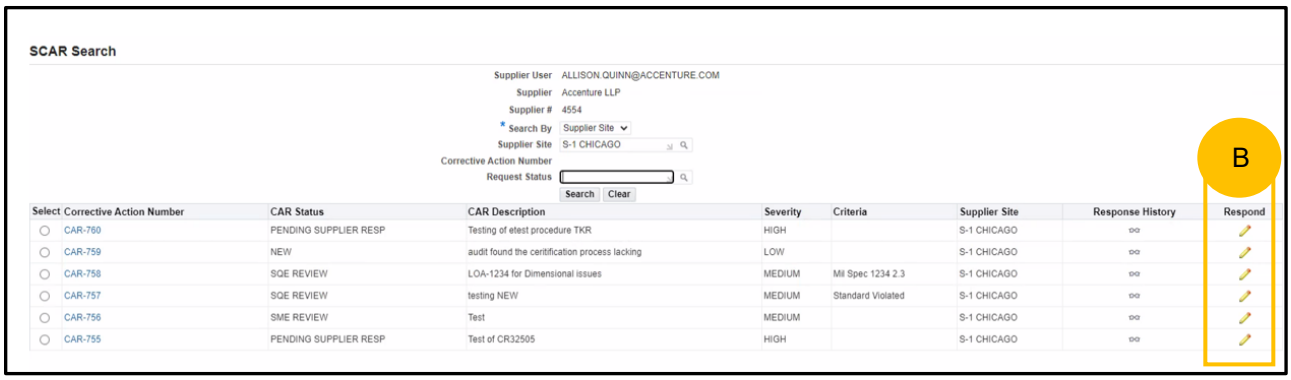
4. The results will be displayed. You can click on a specific **Corrective Action Number** to review further details.



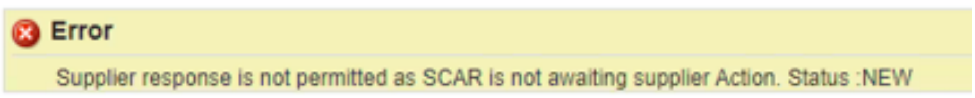
Select	Corrective Action Number	CAR Status	CAR Description	Severity
○	CAR-760	PENDING SUPPLIER RESP	Testing of etest procedure TKR	HIGH
○	CAR-759	NEW	audit found the ceritification process lacking	LOW
○	CAR-758	SQE REVIEW	LOA-1234 for Dimensional issues	MEDIUM
○	CAR-757	SQE REVIEW	testing NEW	MEDIUM
○	CAR-756	SME REVIEW	Test	MEDIUM
○	CAR-755	PENDING SUPPLIER RESP	Test of CR32505	HIGH

Steps	Action
5.	Review the SCAR record. You are only allowed to respond to ones that are **PENDING SUPPLIER RESP** or **OPEN ACTION – Supplier**.
6.	Once you are ready to respond click on **Respond (A)** or **Pencil icon (B)** in the former screen. Both methods will allow you to enter information and respond to the CAR.

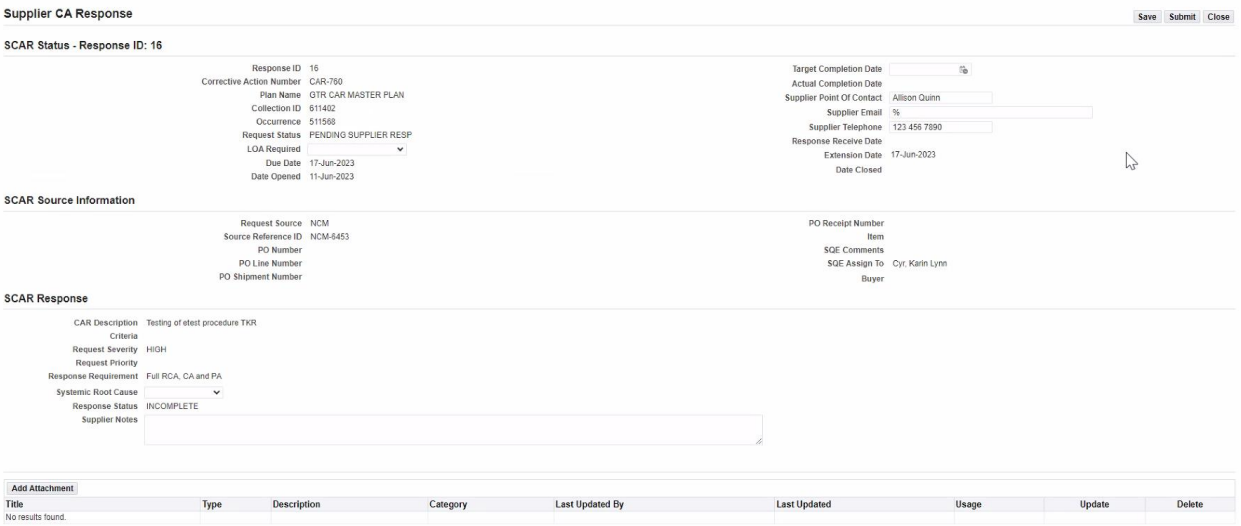


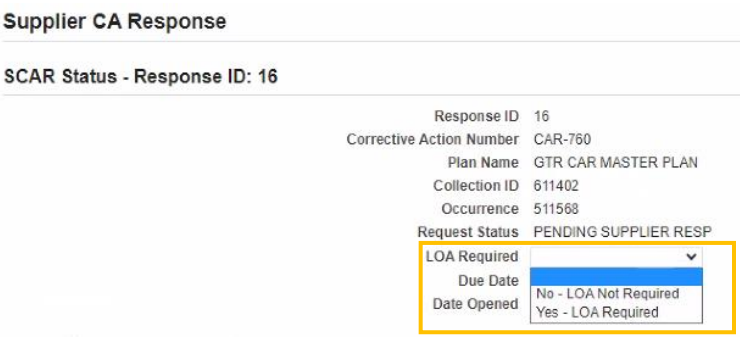


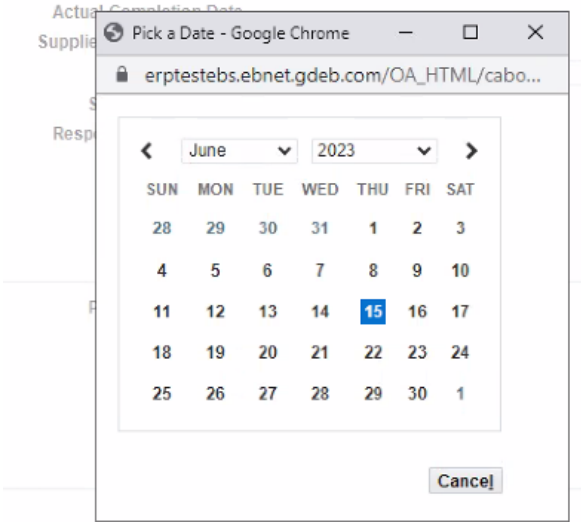
Note: If you receive the following error message, you attempted to respond to a **CAR Status** that is not allowed. As a reminder, you are only allowed to respond to ones that are **PENDING SUPPLIER RESP** or **OPEN ACTION – Supplier**.

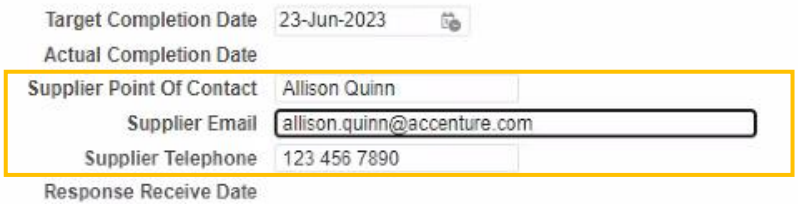
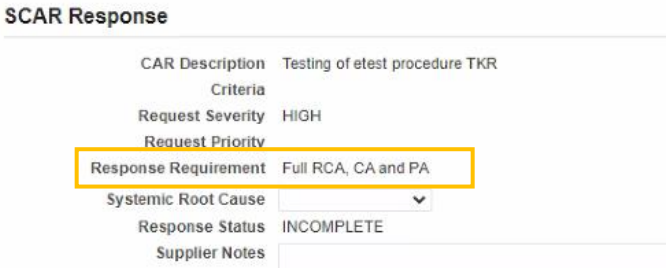
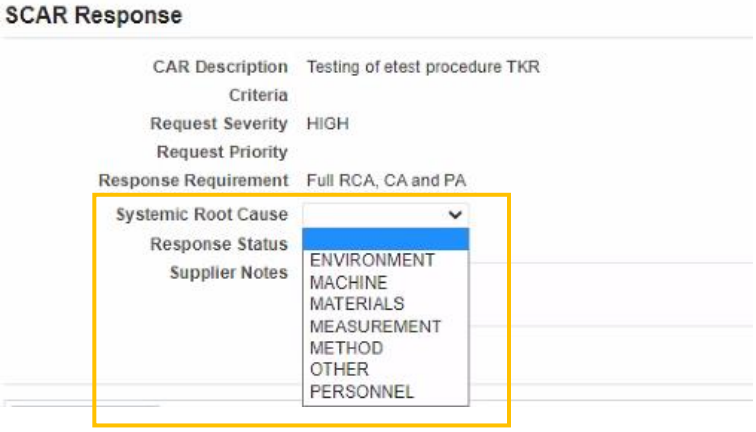
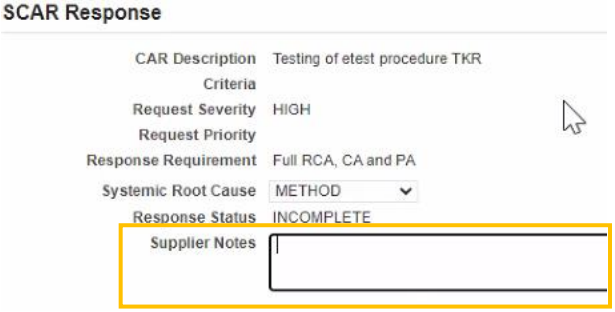


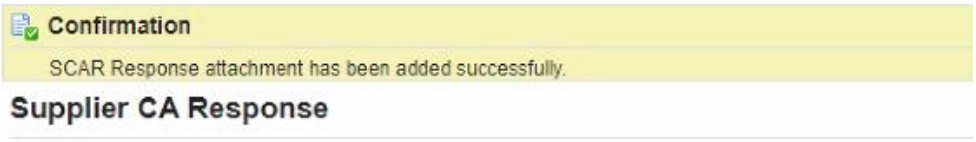
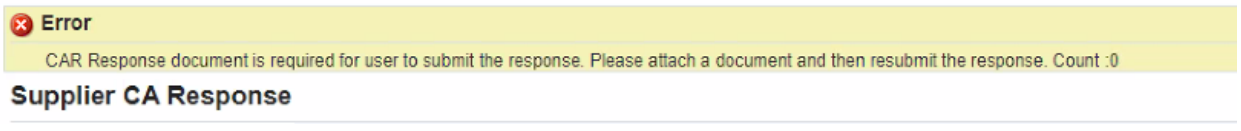
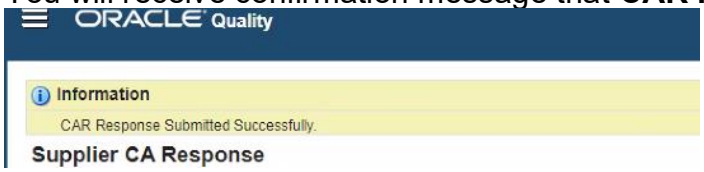
Steps	Action
7.	The **Supplier CA Response form** displays.
8.	Determine if **LOA** is required and select the appropriate value for **LOA Required**.
9.	Enter **Target Completion Date**





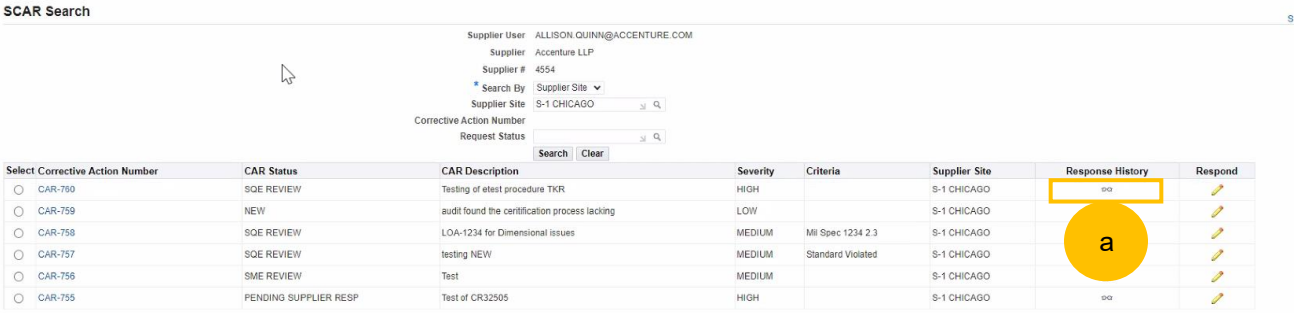


Steps	Action
10.	Review **Supplier Point of Contact** information and update as necessary. 
11.	Navigate to SCAR Response and review **Response Requirement** for this SCAR 
12.	Select **Systemic Root Cause** 
13.	Use **Supplier Notes** to document any additional required information for the SQ Engineer 

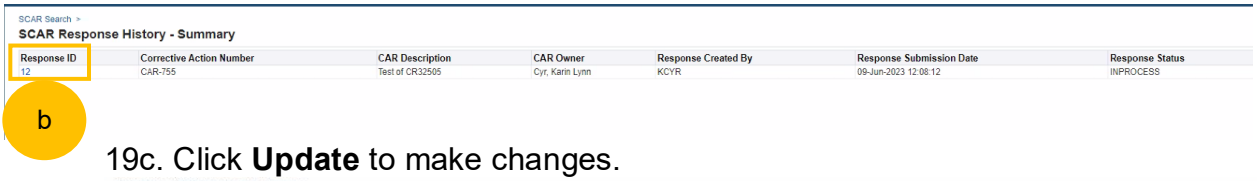
Steps	Action
14.	Add **SCAR Response Template** attachment. The **SCAR Response Template** Form is located on our website in the "Forms" section, under "Other Forms": https://www.gdeb.com/suppliers/1_forms/
15.	Click **Apply** once attachment added. The response will not save without the attachment. You will receive confirmation message: 
16.	Click **Submit** to respond to the SQ engineer. You can **Save** as a draft if further work is required before submitting the response.
17.	If you receive the following error message, the attachment has not been added. Complete steps 14-16 again to attach the SCAR Response and Submit again. 
18.	You will receive confirmation message that **CAR Response** submitted successfully. 

Steps	Action
19.	If you save a response in draft, you will need to perform the following steps to edit and submit your response

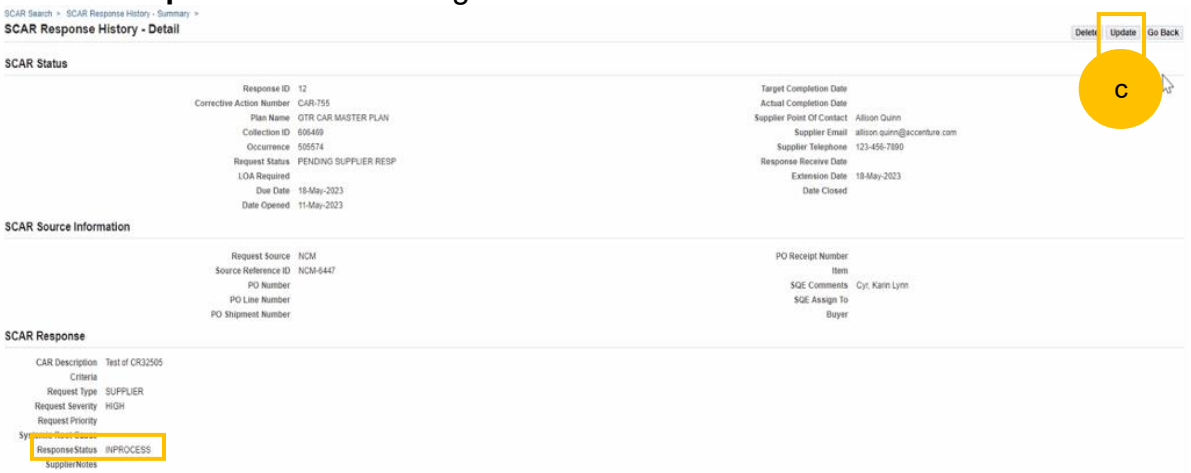
19a. Click on **Response History** for the **CAR Number**.



19b. Click on the **Response ID** to complete it. The **Response Status** will show **INPROCESS** until it has been submitted.



19c. Click **Update** to make changes.



19d. Click **Submit** to respond to the SQ engineer. You will receive confirmation message that **CAR Response** submitted successfully.

Document Revisions

Revisions	Revision Date	Revision Change
A	3/3/21	Document Finalized and Published
B	5/4/21	Updated Key Features to remove the OQE ID digit limit. Sub-topic: Inspection Location vs Shipment Location – added to Source or Receipt**, Both or None**.
C	5/20/21	Added Topic: How to Submit an LOA from iSupplier
D	12/20/21	Added: General statements of submitting Heat/Lot information within a single POLI.
E	3/1/22	Added in wording for OQE attachments.
F	3/4/22	Updated with new screenshots on Data form for OQE and LOA submissions
G	3/17/22	Updated Topic 1, step 8 with list of field definitions, step 10 added best practice for naming Attachment Title and Description. Updated Topic 2, step 8. Added descriptions to the fields and notes about process for **Action Assigned to** field.
H	5/2/22	Updated overall language in guide and clarified business process wording throughout.
I	6/13/22	Updated Topic 1 to include correct screenshot and language for filling Inspection Class field.
J	08/30/22	Updated Sub-Topic **Understanding OQE Status**. Added note about approved POs being available to submit against. Included steps for Supplier to be able to view the Status of OQE. Updated Notes screenshot in Subtopic **Receiving a Supplement Plan Requesting Corrections**. Updated LOA screenshots to show Supplier Item LOA PO and, included steps for Supplier to view LOA status in **Sub-Topic Understanding LOA Status.**
K	12/19/22	Updated **Step 8** Data Sensitivity Level (DSL) Data Field description under **Topic 1: Submit OQE in iSupplier**. Supplier should not review PO for DSL. Supplier must determine applicable DSL based upon what is being submitted for the OQE attachment. Also, denoted that DSL list of values is now a drop-down list. Updated **Topic 1:** Sub**-Topic: Receiving a Supplement Plan Requesting Corrections**; added in table to showcase the notifications that a Supplier will receive and actions to take to resolve Hold status on OQE documentation received by EB.
L	03/14/23	Updated **Sub-Topic: Understanding OQE Status and Notes to Supplier, step 9** with new OQE Status codes that provide more specific OQE Hold statuses. Also, **Topic 1,**

		Submit OQE in iSupplier added the following note to DSL Data field description for OQE submission**:** The following informational guide is provided to support DSL selection: **Data Sensitivity Level (DSL) Indetification Resource**
M	06/28/23	Added **Topic 3: View OQE/LOA Details Report**, this will allow a Supplier to search for all OQE/LOA submitted and review the status to determine if any outstanding actions need to be taken. Also, updated navigation path for Topics 1 and 2. Able to navigate from the Home page directly to Quality plans under EB iSUP USER 2.0 responsibility. Added **Topic 4: Respond to Corrective Action Request** which will guide Suppliers in how to review and respond to a CAR.
N	04/17/24	Updated **Topic 1: Submit OQE in iSupplier.** Provided guidance on how to determine if inspection is required and information about when OQE submitted and system determines no inspection required. Also, updated **Sub-Topic: Understanding OQE Status and Notes to Supplier** table for OQE statuses. Added information for OQE Status Accepted with Supplier Note Approved for Shipment.
O	10/08/24	Updated Key Features description for Submitting against multiple Heat/Lot to the following: For OQE Submissions where multiple Heat/Lots are utilized for Level 1 material to meet the Purchase Order quantity, please submit a new OQE submission for each heat or lot.
P	02/13/25	Updated Topic 1 to define Inspection Class options and when to select Final vs. In Process – In-Process Inspection.
Q	05/22/25	Added new sub-topic, Bulk OQE Upload, to Topic 1: Submit OQE in iSupplier. This functionality will allow a Supplier to create multiple OQE records with a single entry vs. one at a time.
R	05/07/26	Updated name from OQE Bulk Upload to OQE Upload and pertinent screen images that resulted from this name change in topic Submit OQE in iSupplier, sub-topic Bulk OQE Upload. Added step to topic View OQE/LOA Details report for exporting data to excel.
S	06/09/26	Updated Topic 1 title to Submit OQE in iSupplier (see Topic 2 for LOA Submissions). LOAs should never be submitted as an OQE. Added the following information to Submit an LOA to provide clarification on process for entry of LOA: The PO will be a generic PO for the submission of an LOA only and will not be the PO that the non-conformance exists on. Also, deleted “During the inspection process, the inspector will assign their name, and Supplier will be able to see who is working on the package” from the Note: Action Assigned To.