SPARS VIR/VPAR Creation From Excel File - Suppliers

Purpose

To provide a clear and concise Supplier process for submitting VIR/VPAR utilizing the appropriate Excel file import formatting process.

Audience:
Electric Boat Suppliers

Duration: 15 Minutes

Prerequisite(s):

Introduction

An updated process has been introduced in SPARS where Suppliers may submit VIRs or VPARs utilizing file imports.

This enhanced functionality is designed to improve efficiency of VIR/VPAR entry times for VIRs and VPARS requiring many PO Line Items

The following slides will provide an introduction to the create from file process and describe the purpose and requirements of each step.

Course Objectives

- Introduction to the VIR2 Create from File Templates
- Understand the process to submit an VIR Using a create from File Template

Modules

- VIR2 Create From File Overview
- Generate Create From File Template – VIR2
- Create From File Template Layouts – Excel
- Importing a Saved Create From File Template – VIR2

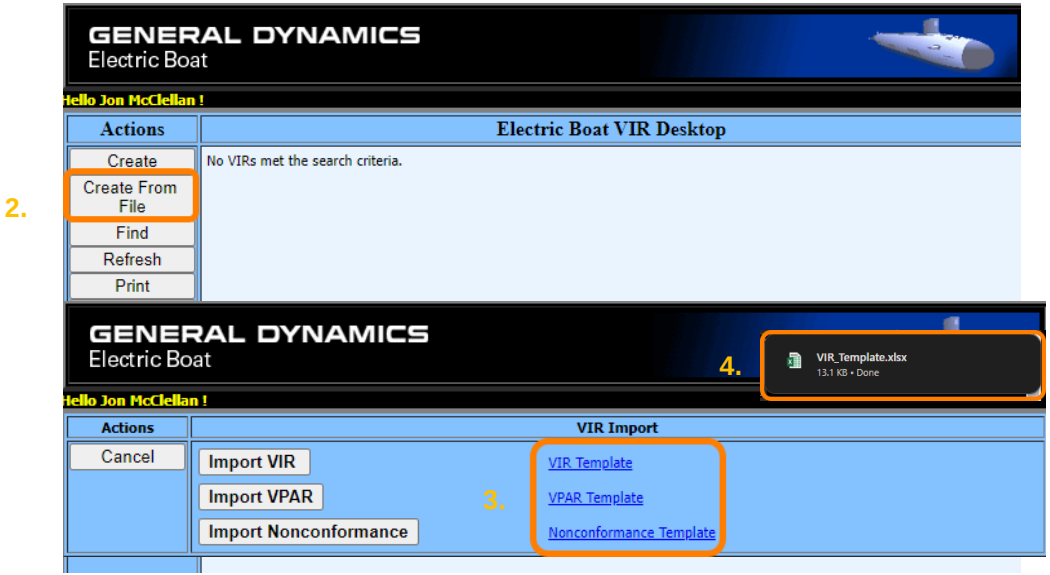
VIR2 Create From File Overview

- Create from File is a way to utilize Microsoft Excel's formatting to submit VIRs with a large amount of Purchase Order Data.

- Create from File Templates
  - Vendor Information Request (VIR Template)
  - Vendor Procedure Approval Request (VPAR Template)
  - Non Conformance (NCON Template)

Generate Create from File Template

1. Go to the VIR2 Desktop Page
2. Select Create From File
3. Select template to download
4. Open Excel File

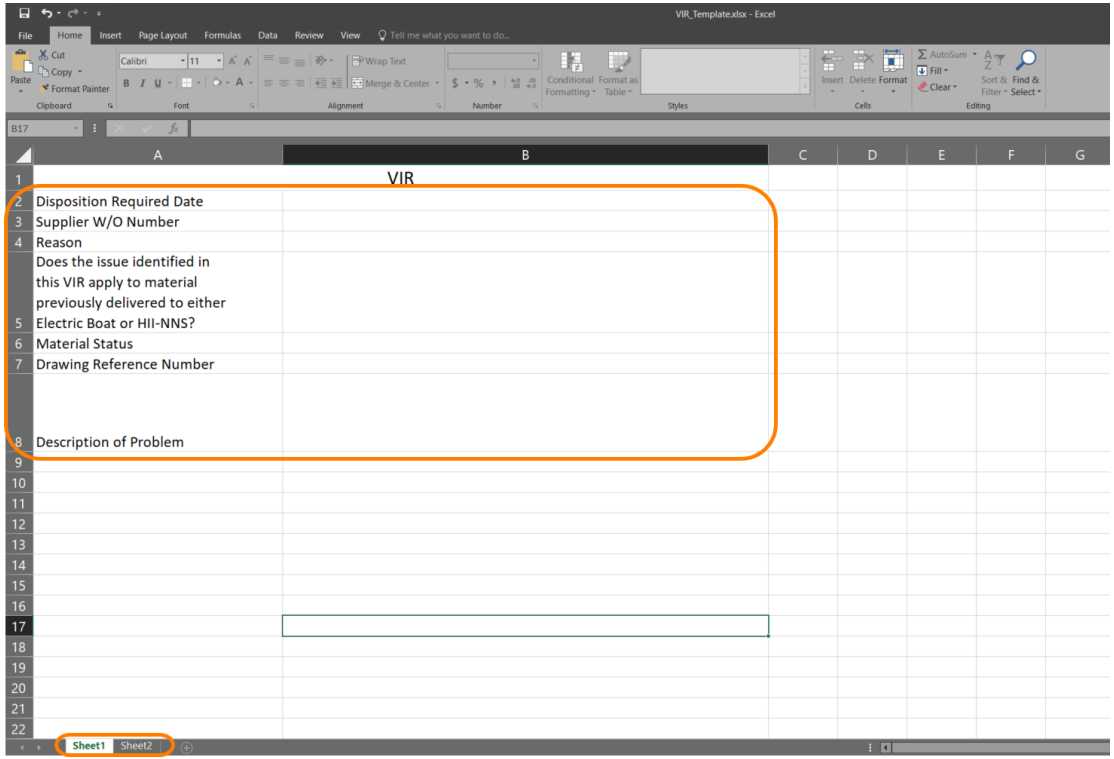


If the template does not open up, you may need to look for it in your downloads folder

VIR Template

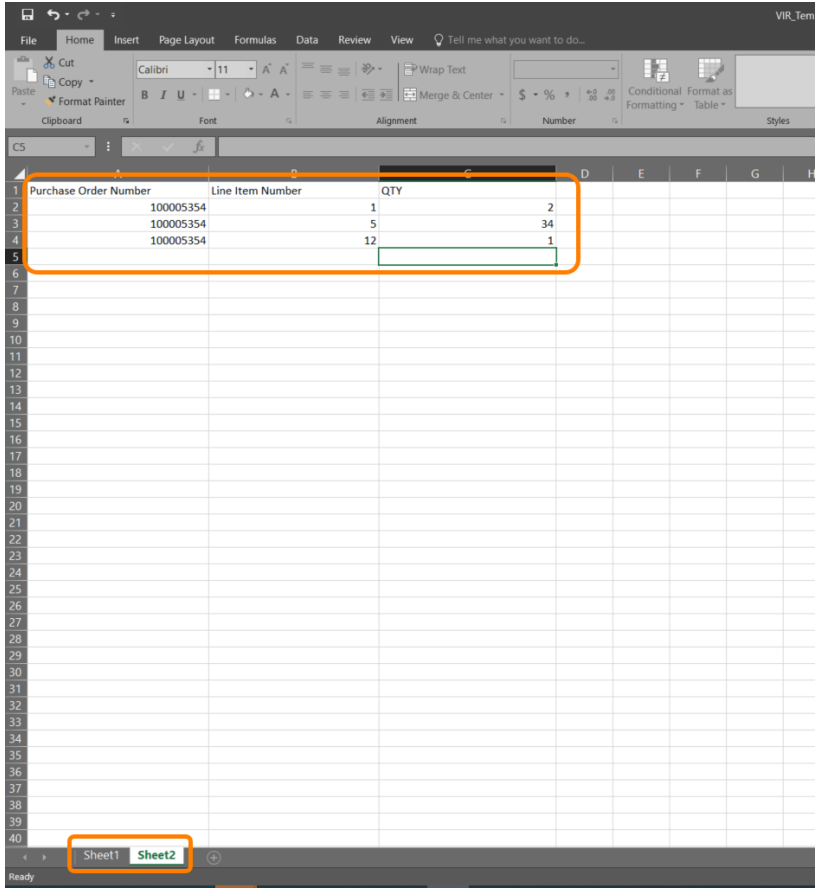
Go to Sheet 1

1. **Enter date in any Excel date format. Date will reformat to YYYY-MM-DD**
2. **Enter Supplier Work Order**
3. **Use drop down to select Reason Code**
4. **Use drop down to identify previously delivered material**
5. **Use drop down to select Material Status**
6. **Enter Drawing Reference number**
7. **Enter Description of Problem**



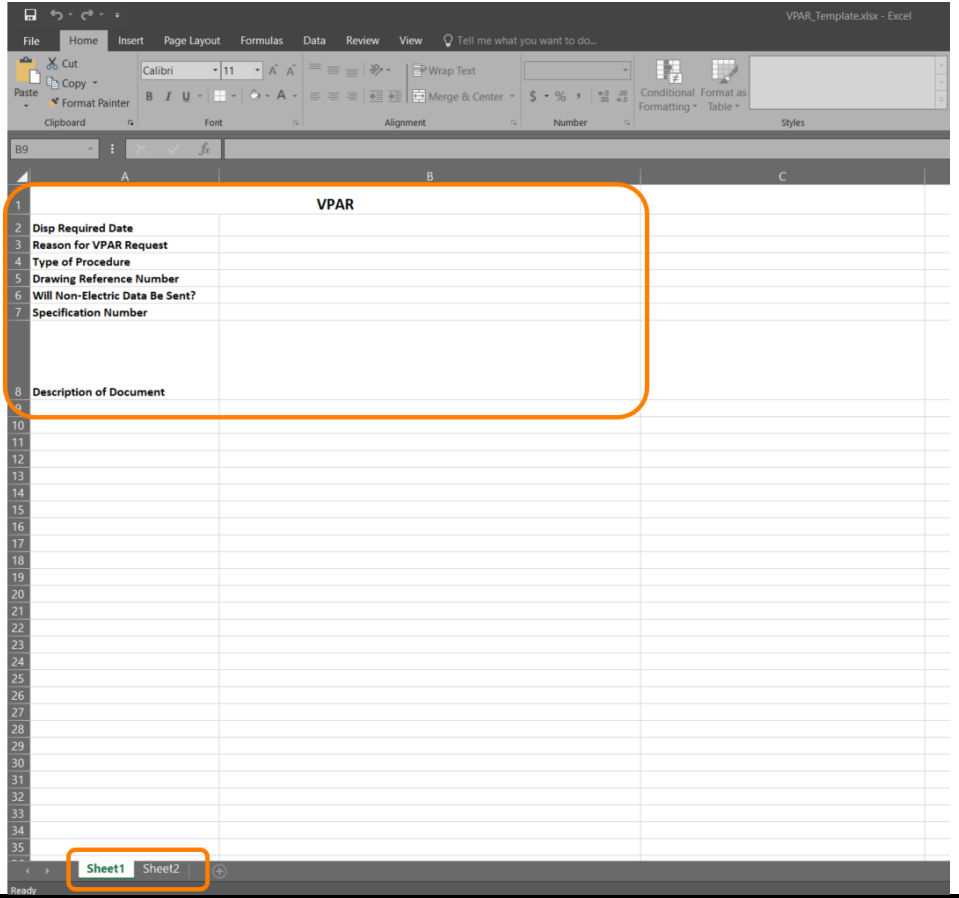
VIR Template

1. Go to Sheet 2
2. Enter Purchase Order Number in Column A
3. Enter Line Item Number in Column B
4. Enter Line Quantity in Column C
5. Add as many order lines as required for your VIR



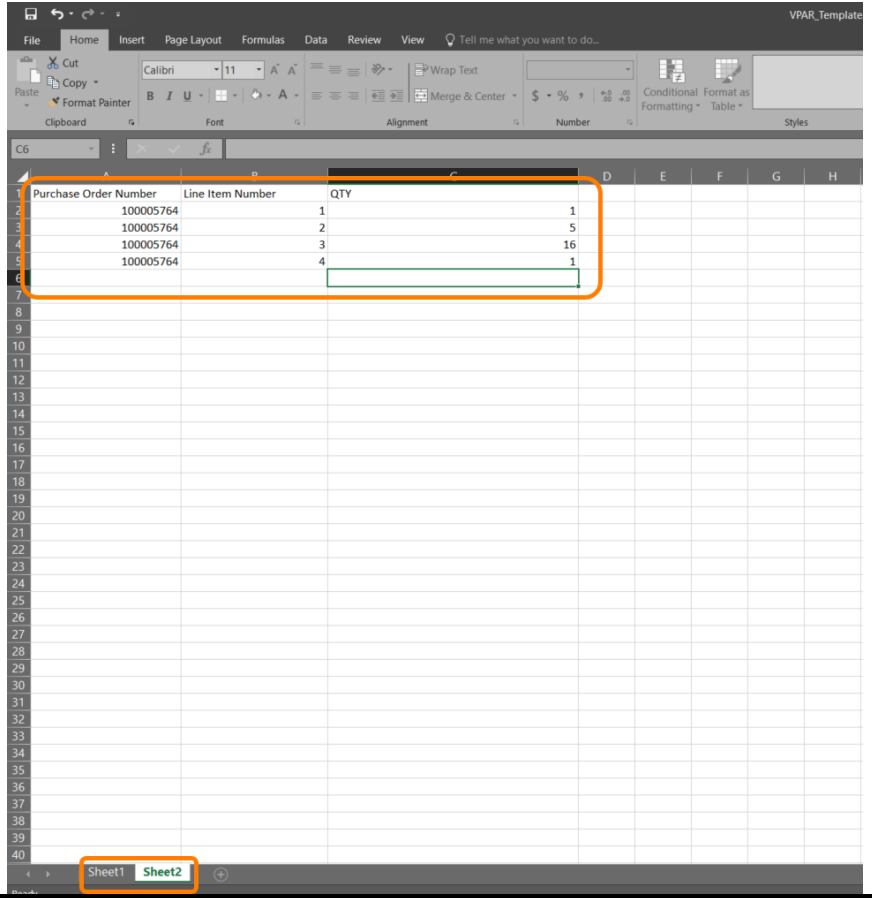
VPAR Template

1. Go to Sheet 1
2. Enter date in any excel date format. Date will reformat to YYYY-MM-DD format.
3. Use drop down to select VPAR Reason.
4. Use drop down to select Procedure Type.
5. Enter Drawing Reference number.
6. Use drop down to identify if there is anything being sent separately for this VPAR.
7. Enter Specification Number.
8. Enter Document Description.



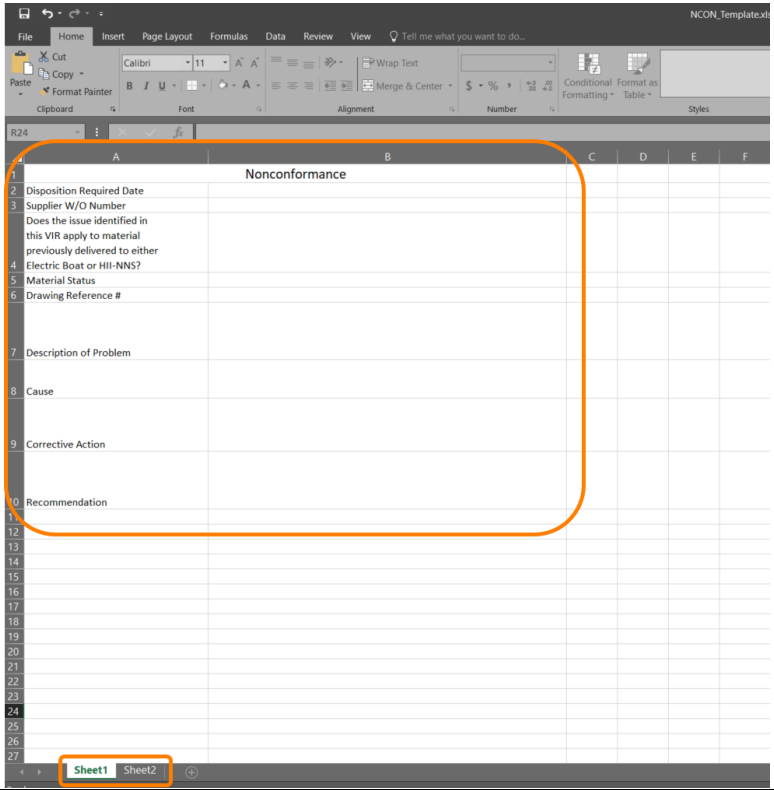
VPAR Template

1. **Go to Sheet 2**
2. **Enter Purchase Order Number in Column A**
3. **Enter Line Item Number in Column B**
4. **Enter Line Quantity in Column C**
5. **Add as many order lines as required for your VPAR**



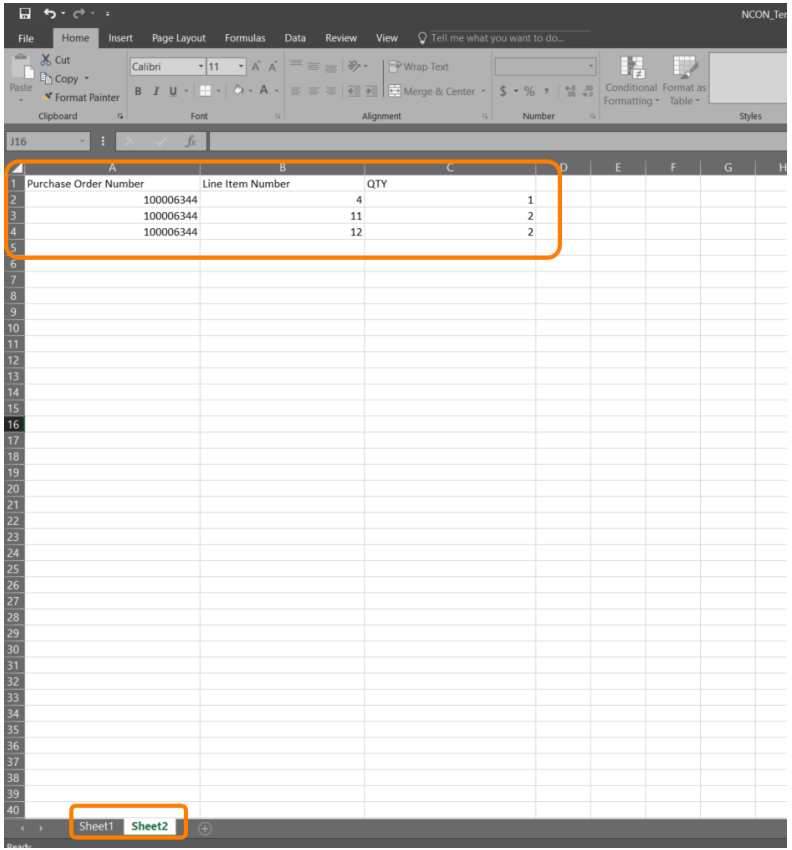
Nonconformance Template

1. Go to Sheet 1
2. Enter date in any excel date format. Date will reformat to YYYY-MM-DD format.
3. Enter Supplier Work Order.
4. Use drop down to identify previously delivered material.
5. Use drop down to select Material Status.
6. Enter Drawing Reference number.
7. Enter Problem Description.
8. Enter Nonconformance Cause
9. Enter Nonconformance Corrective Action
10. Enter Nonconformance Recommendation



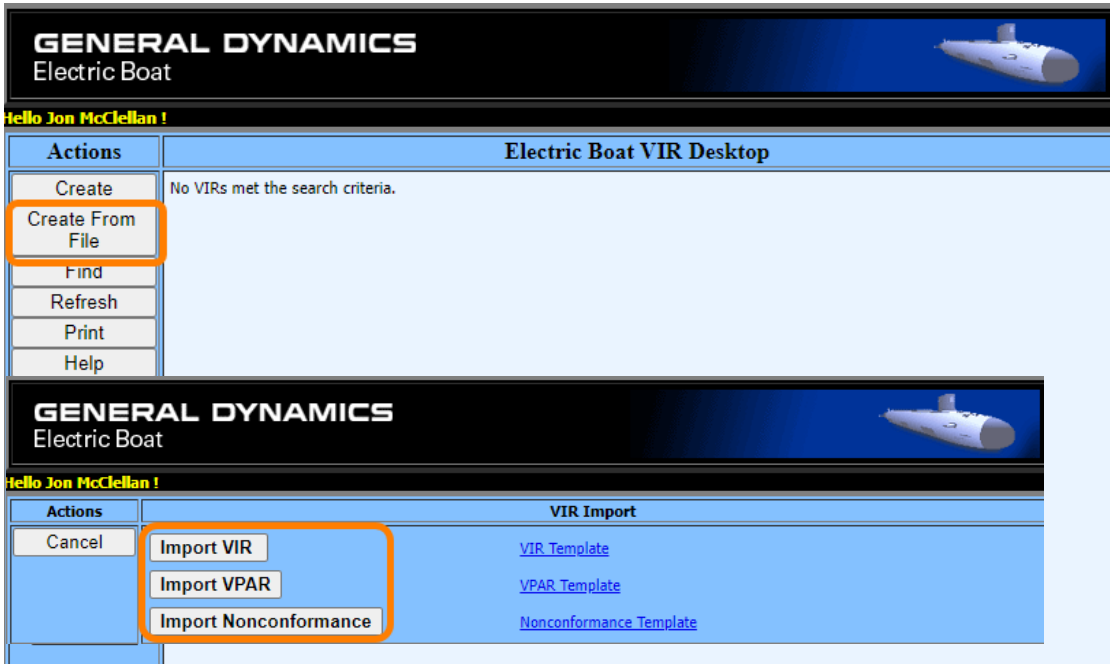
Nonconformance Template

1. **Go to Sheet 2**
2. **Enter Purchase Order Number in Column A**
3. **Enter Line Item Number in Column B**
4. **Enter Line Quantity in Column C**
5. **Add as many order lines as required for your VIR**



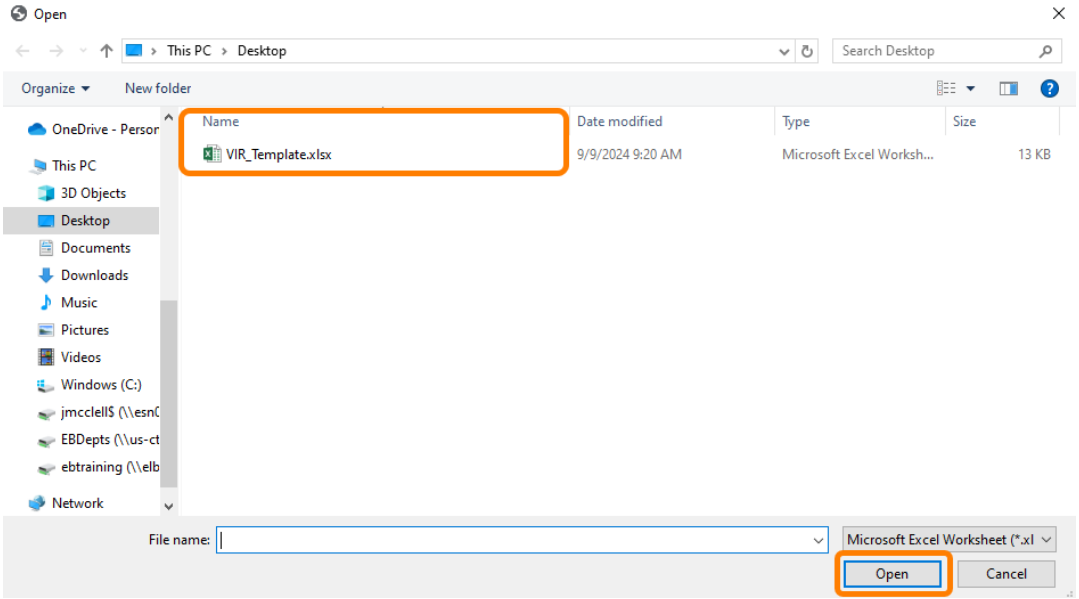
Import Excel File

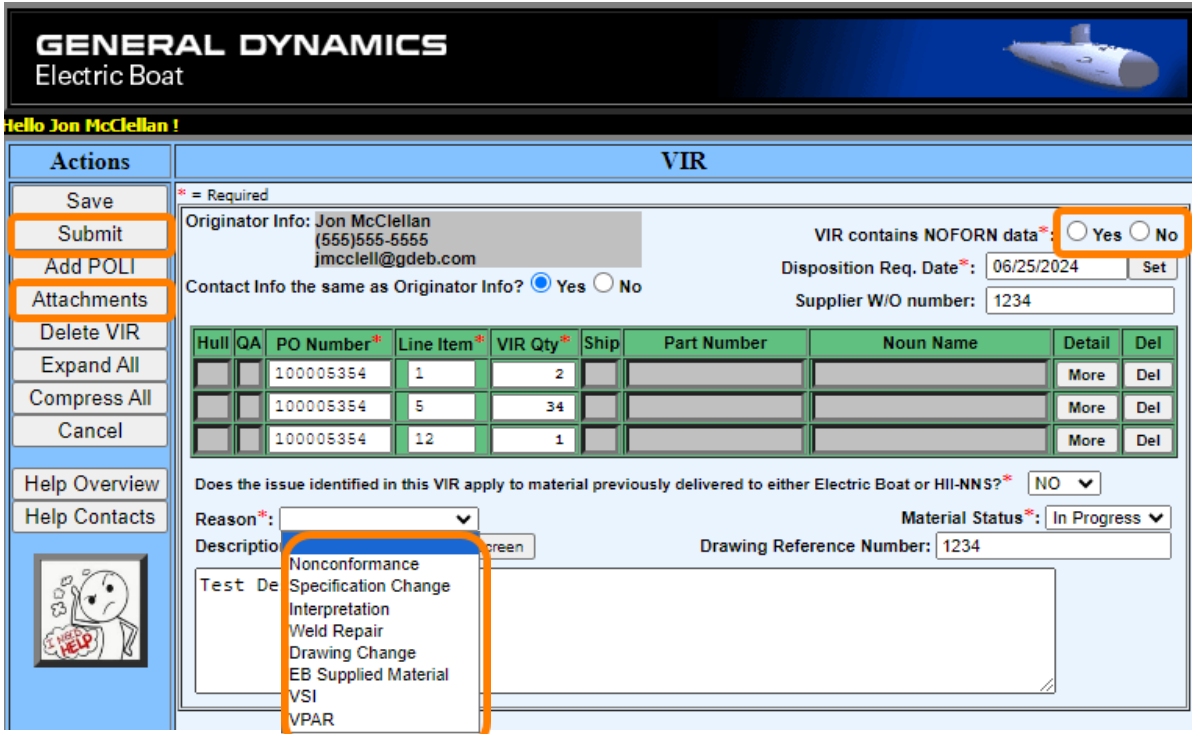
1. **Go to the VIR2 Desktop**
2. **Select Create From File**
3. **Select the Import Button for the filled out template**



Import Excel File

1. **Select saved template that you want to import**
2. **Select Open**



Import Excel File

1. **Select if the VIR Contains NOFORN Data**
2. **Add Attachments as needed**
3. **Select/update Reason from dropdown field unless previously selected in Excel template**
4. **Submit VIR/VPAR**