SPARS Vendor Information Requests (VIR)

Supplier Create and Submit a VIR in SPARS

REVISION: A
EFFECTIVE DATE: 01/31/2025

Purpose

The purpose of this job aid is to explain how Suppliers may Create and process Vendor Information Requests (VIRs) and Vendor Procedure Approval requests (VPARs).

Feedback

To send feedback on this job aid, ask questions, or report an issue email EBITsupplychainsupport@gdeb.com.

Audience

- This job aid applies to Electric Boat Suppliers who may submit VIRs.

Topic(s)

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

- Topic 1: What is EB VIR2
- Topic 2: Create and Submit a VIR or VPAR
  - Sub-Topic 2.1: Electric Boat VIR Desktop
  - Sub-Topic 2.2: VIR Creation
  - Sub-Topic 2.3: VPAR Specific Fields
- Topic 3: VIR Creation Best Practices

Topic 1: What is EB VIR2

SPARS VIR2 is an application which is utilized by Electric Boat (EB) and their suppliers to manage information requests such as clarifications and nonconformance as well as a process for approving testing procedures. VIRs are separated into 2 main categories **Vendor information requests (VIR)** and **Vendor Procedure Approval Request (VPAR)** are managed by EB as separate documents.

Vendor Information Request (VIR)

VIR Type	Description
Nonconformance	To request acceptance of a nonconforming condition with drawings, specifications, or PO-invoked requirements – after the fact (e.g. fabrication error, work to unapproved procedures).
Specification Change	To request a proposed change to a procurement requirement – before the fact (e.g., PO requirement, ship spec, mil spec, procurement spec, system drawing, standard clause (SC), part number descriptions).
Interpretation	To request clarification of drawings, specifications, or requirements on the purchase order
Weld Repair	To request authorization to weld repair castings, plate, forgings, etc.
Drawing Change	To request a proposed change to an EB drawing. (Supplier drawing changes are to be submitted via the vendor drawing engineering review (VDER) process.)
EB Supplied Materials	To communicate receipt of incorrect or insufficient material from EB and/or Huntington Ingalls Industries – Newport News Shipbuilding (HII-NNS), the need for additional material to replace rejected items, material received, or incorrect template or tooling provided by EB and/or HII-NNS.
Virtual Source Inspection (VSI)	Legacy VIR Type for submitting VSI submittal packages for source inspectors to review ahead of item shipment or source inspector visit. **NOTE:** VSI is now managed in Oracle iSupplier and is no longer selectable as an option.

Vendor Procedure Approval Request (VPAR)

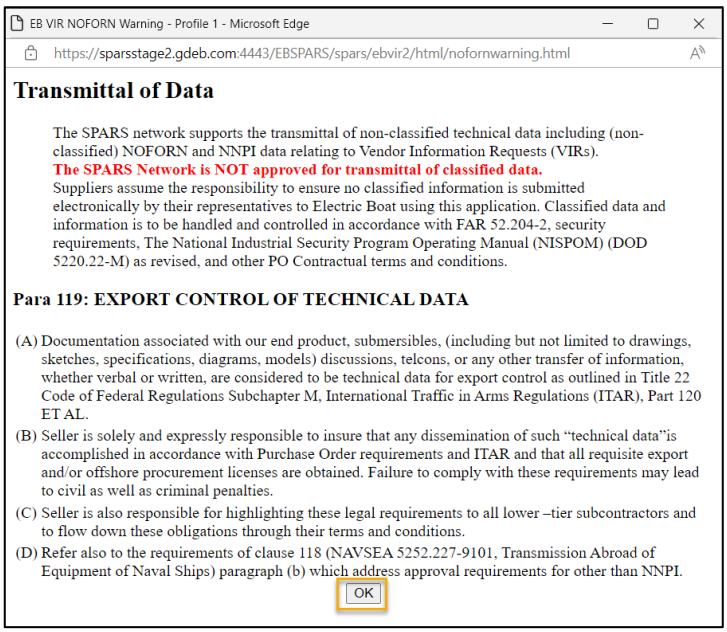
VPAR Type	Description
Weld Procedure	A submittal of weld repair procedures for EB engineering approval.
Brazing Procedure	A submittal for approval of Brazing procedures.
NDT Procedure	A submittal for approval of procedures for Nondestructive testing. (NDT)
Shooting Sketch	A submittal for approval of Shooting Sketch procedures.
Production RT Film	A request for an EB review of Radiographic Test (RT) production film review.
Other	A submittal for approval of procedures not contained above.

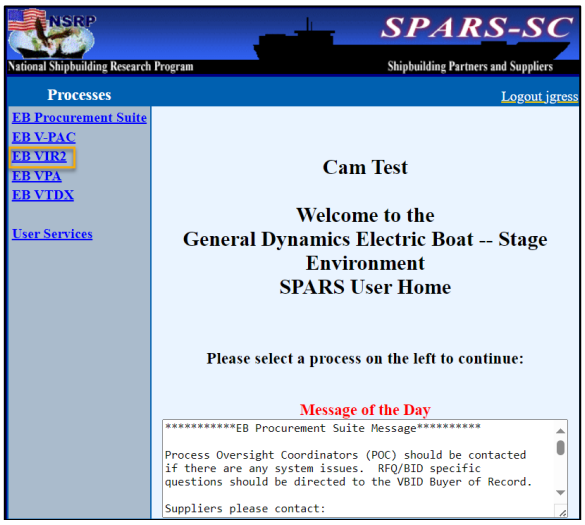
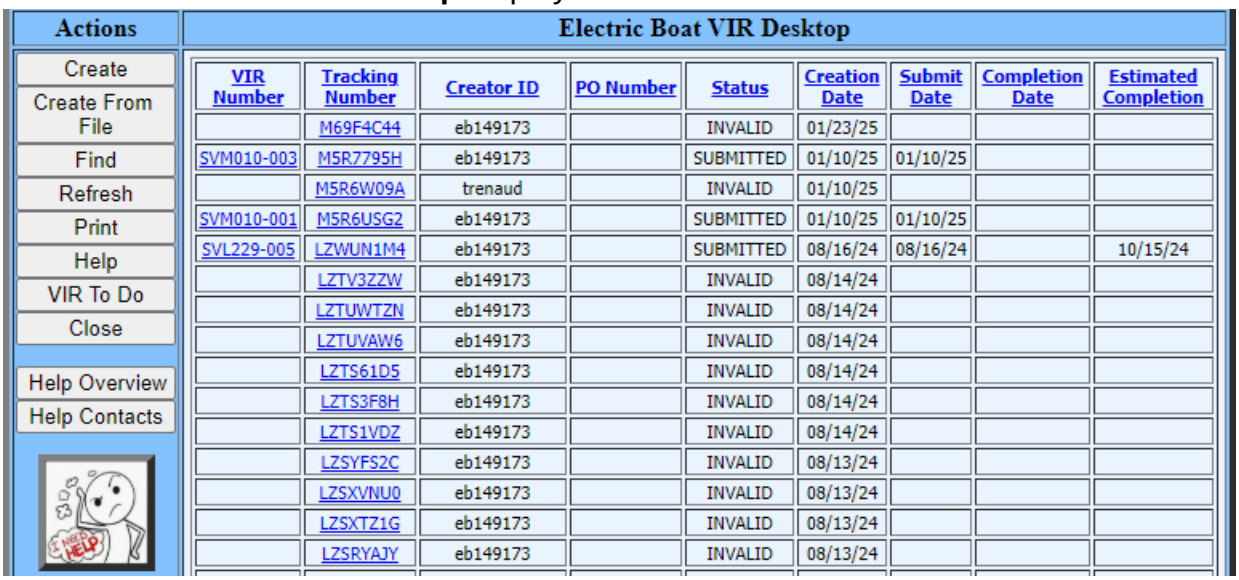
Topic 2: Create and Submit a VIR or VPAR

Below is the process for creating a VIR or VPAR in SPARS VIR2.

Sub-Topic 2.1: Electric Boat VIR Desktop

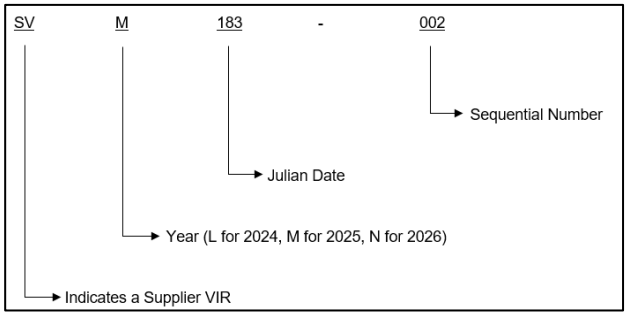
A brief overview of the VIR Desktop and navigation in the VIR2 application.

Steps	Action
1.	Log into the SPARS system. Read and acknowledge the Transmittal of Data and Export Control of Technical Data clauses by clicking **OK**. 

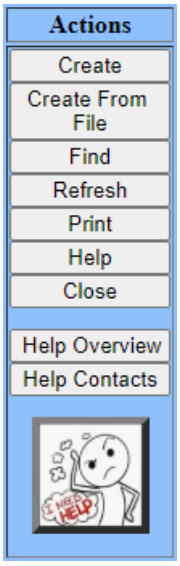
Steps	Action
2.	From the Homepage click **EB VIR2** under Processes. This will bring you into the VIR2 application. 
3.	The **Electric Boat VIR Desktop** displays the VIRs created and their current status. 

VIR Number	Tracking Number	Creator ID	PO Number	Status	Creation Date	Submit Date	Completion Date	Estimated Completion
	M69F4C44	eb149173		INVALID	01/23/25			
SVM010-003	M5R7795H	eb149173		SUBMITTED	01/10/25	01/10/25		
	M5R6W09A	trenaud		INVALID	01/10/25			
SVM010-001	M5R6USG2	eb149173		SUBMITTED	01/10/25	01/10/25		
SVL229-005	LZWUN1M4	eb149173		SUBMITTED	08/16/24	08/16/24		10/15/24
	LZTV3ZZW	eb149173		INVALID	08/14/24			
	LZTUWTZN	eb149173		INVALID	08/14/24			
	LZTUVAW6	eb149173		INVALID	08/14/24			
	LZTS61D5	eb149173		INVALID	08/14/24			
	LZTS3F8H	eb149173		INVALID	08/14/24			
	LZTS1VDZ	eb149173		INVALID	08/14/24			
	LZSYFS2C	eb149173		INVALID	08/13/24			
	LZSXVNU0	eb149173		INVALID	08/13/24			
	LZSXTZ1G	eb149173		INVALID	08/13/24			
	LZSRYAJY	eb149173		INVALID	08/13/24			

Steps	Action

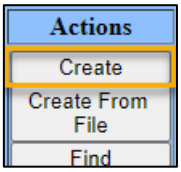
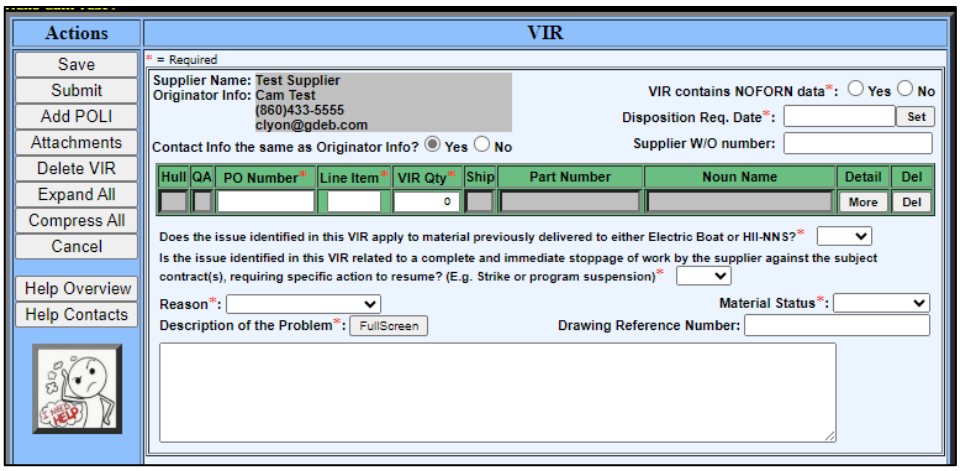
VIR Desktop Field	Description
VIR Number	System generated number following the format Below. Clicking on a VIR number will open that VIR. VIR numbers are created on VIR submission. 
Tracking Number	System generated number when the VIR form is created.
Creator ID	The User ID of the person who submitted the VIR.
PO Number	The purchase order number that is in the first line of the VIR.
Status	Displays VIR status defined below. **In Progress**: VIR is in creation and has not been submitted yet. **Invalid**: VIR Number has failed internal validation and needs to be resubmitted. **Submitted**: VIR has been submitted and is with EB for processing. **Complete**: VIR is through EB disposition and has been returned for review.
Creation Date	The date that the create button was clicked and the VIR form was generated.
Submit Date	The date the VIR was submitted to EB for Disposition.
Completion Date	The date the VIR was returned to the supplier from EB.
Estimated Completion	A date that is generated based on the number of approval steps EB has left to approve and an estimated turnaround time for each step.

Steps	Action
4.	Electric Boat VIR Desktop Actions are defined below.

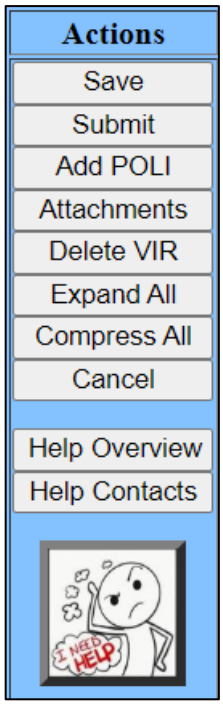


Action	Description
Create	Click to open a new VIR creation form
Create From File	Click to upload a VIR from an excel template. See Create from File job aid
Find	Provides a menu to search for specific VIRs.
Refresh	Updates the VIR list to display new data.
Print	Generates a pdf view of the current VIR list.
Help	Links to the GDEB website's Supplier page for useful links and VIR training material.
Close	Closes the Electric Boat VIR Desktop and brings you back to the SPARS Homepage
Help Overview	A quick overview page that highlights key VIR features
Help Contacts	A list of VIR administrative contacts for questions or issues.
Help Floats Icon	Click the icon and hover cursor over fields to provide field-specific help.

Sub-Topic 2.2: VIR Creation

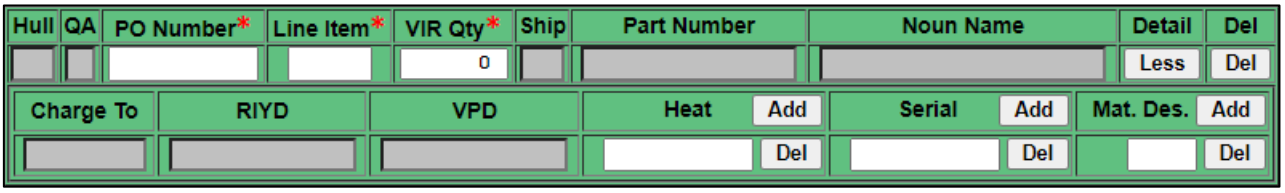
Steps	Action
1.	Click **Create** under **Actions** to generate a **VIR Creation Form**.   **NOTE:** VPAR submittals utilize the VIR form with **VPAR** selected as the **Reason**.

Steps	Action
2.	VIR Creation Actions are defined below.

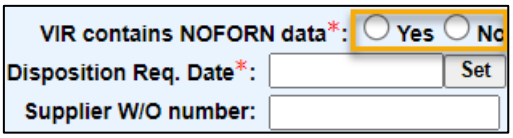
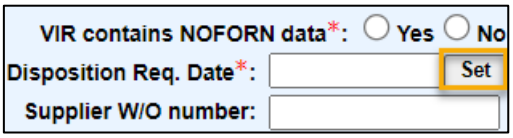
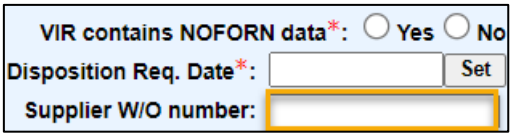


Create Actions	Description
Save	This will save the information entered and close out of the VREQ so it can be finished at a later date.
Submit	This will Submit the VIR to EB for routing and approval
Add POLI	Insert a new purchasing order line item block to allow for one VIR to apply to multiple line items
Attachments	Opens the Attachments tab where you can upload files
Delete VIR	This will delete the in creation VIR
Expand All / Compress All	Expands or Compresses the charging information for all added purchase order line items.
Cancel	Closes out of the VIR creation screen without saving entered data. The VIR will still be available in the desktop screen.
Help Overview	A quick overview page that highlights key VIR features
Help Contacts	A list of VIR administrative contacts you can reach out to for questions or issues.
Help Floats Icon	Click the icon and hover cursor over fields to provide field-specific help.

3. Enter your **Purchase Order Line Item Information (POLI).** The fields that you are able to enter are shown in white. The grey fields will update from EB's Purchase Order System after the VIR is submitted an asterisk "*" indicates required data. Clicking **Add** next to **Heat**, **Serial**, **Mat. Des.** Will create additional fields for entry.



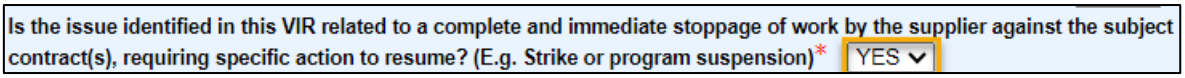
<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td></td><td>
<table>
<tr><th>Line Item Fields</th><th>Description</th></tr>
<tr><td>PO Number</td><td>A number identifier of the Electric Boat purchase order.</td></tr>
<tr><td>Line Item</td><td>The purchase order line item number.</td></tr>
<tr><td>VIR Qty</td><td>The line item quantity being reviewed on this VIR</td></tr>
<tr><td>Heat (if applicable)</td><td>The heat number to provide casting traceability</td></tr>
<tr><td>Serial (if applicable)</td><td>The Serial Number for supplier traceability</td></tr>
<tr><td>Mat Des. (if applicable)</td><td>Material Destination is the Ship to location of the line item associated part.</td></tr>
</table>

Click Add POLI from the actions menu to add additional line items.
</td></tr>
<tr><td>4.</td><td>Select Yes if the VIR contains NOFORN data. This includes data entered in the Description of the Problem and the attached files.
 
</td></tr>
<tr><td>5.</td><td>Click Set to enter a date that the Disposition needs to be received by. This helps EB assign priority for response time.
 
</td></tr>
<tr><td>6.</td><td>Optionally, enter a Supplier Work Order number. This field allows the supplier to reference an internal shop work order number. This number does not display to Electric Boat and is for the supplier's reference only.
 
</td></tr>
</table>

<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>7.</td><td>Answer question about Previously Delivered Material. Answer Yes if an issue or question for an open order also applies to Material from closed or delivered orders. This is used alongside a Letter of Advisement (LOA) which is submitted in iSupplier.

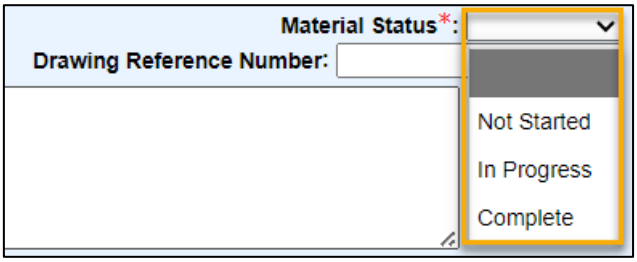
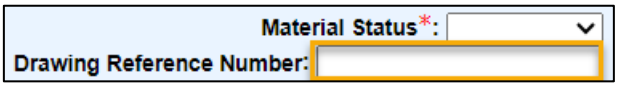
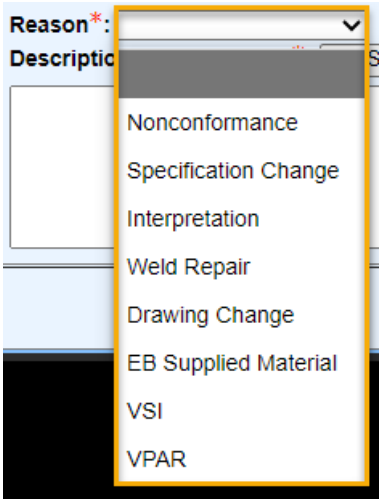
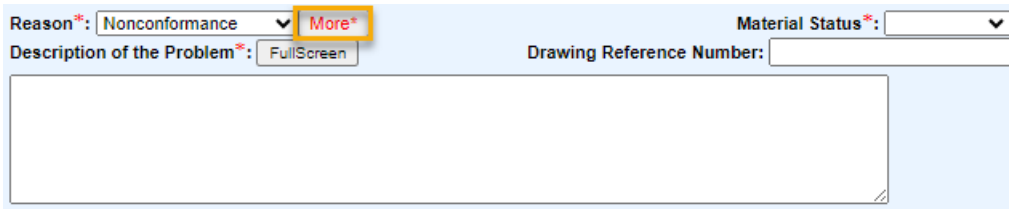
 A Letter of Advisement (LOA) is required if a nonconformance impacts previously delivered material and this was not captured through a VIR prior to delivery. Please refer to EB Specification 2678 for guidance on the LOA submittals.</td></tr>
<tr><td>8.</td><td>To initiate or remove a Stop Work on the line items in the VIR, use the steps below. Stop Work is not applicable to VPARs.

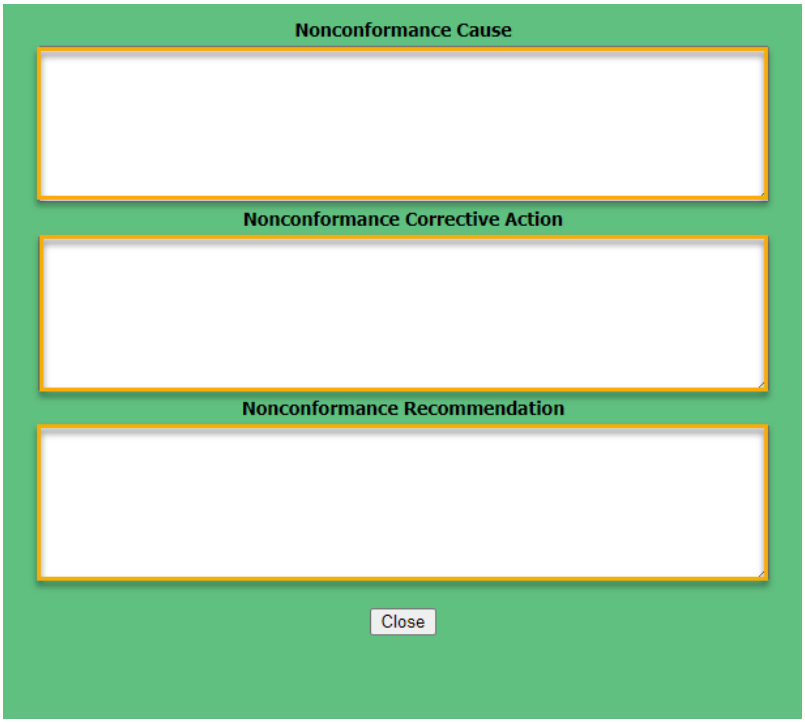
Select Yes to Request a Stop Work be applied to the VIR. To initiate or remove a formal Stop Work on the line items in the VIR use the steps below. A Stop Work provides awareness and contractual documentation that there is a stoppage in the procurement of the applicable POLIs. Stop Work is not applicable to VPARs.

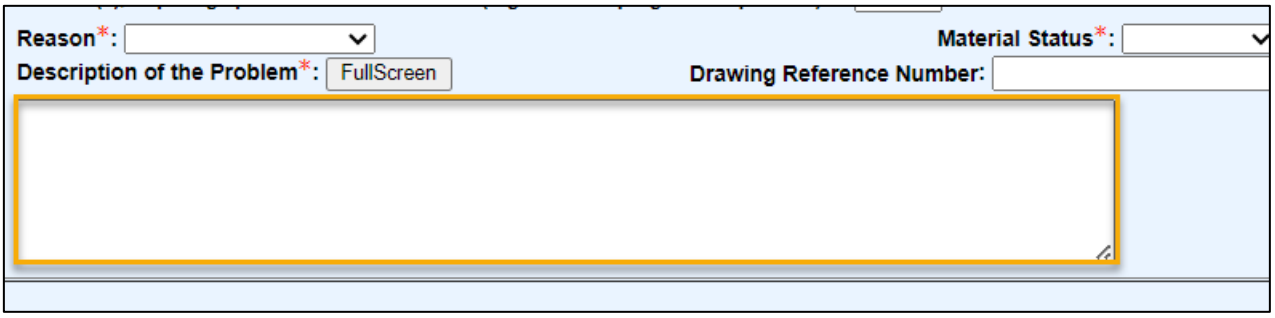
 

Select the Stop Work Type.

<table>
<tr><th>Stop Work Type</th><th>Description</th></tr>
<tr><td>Initiation</td><td>Request recognition of a temporary stop work.</td></tr>
<tr><td>Removal</td><td>Request the removal of a stop work assigned by a previously entered Initiation VIR</td></tr>
<tr><td>Permanent – Partial (De-Scope)</td><td>Request a permanent stop work where the described issue(s) result in a truncation of the scope of [supplier] work, i.e. the removal of material or software deliverables.</td></tr>
<tr><td>Permanent – Full (Contract Termination)</td><td>Request a permanent and complete stop work where the lines in question, or the Purchase Order at large may be cancelled.</td></tr>
</table>
</td></tr>
</table>

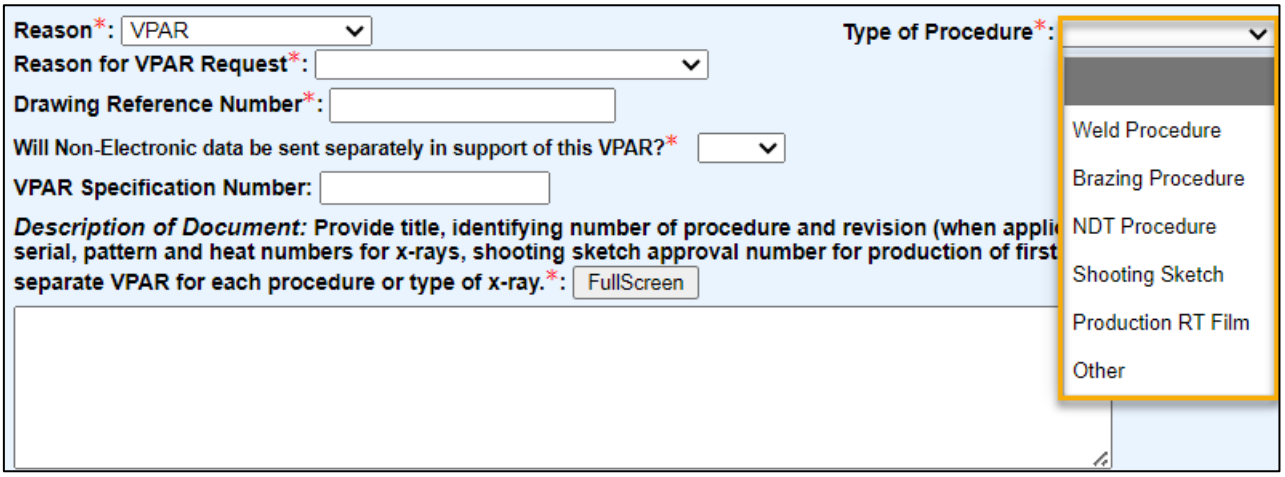
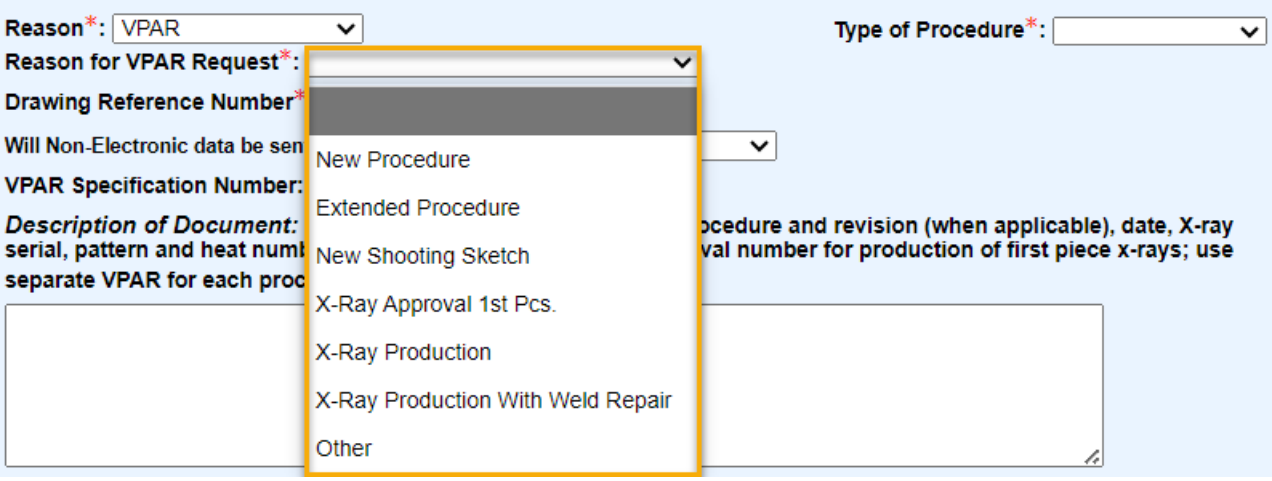
Steps	Action
9.	Select **Material Status.** 
10.	Optionally enter a **Drawing Reference Number** 
11.	Select VIR **Reason**. See Topic 1 for an explanation of VIR types. 
12.	If **Nonconformance** Click **More**. 

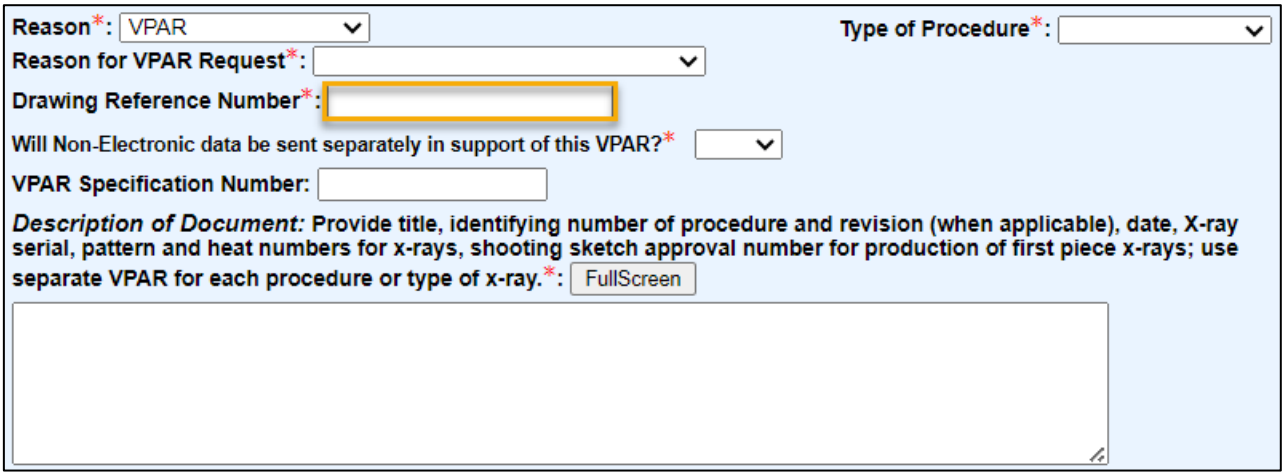
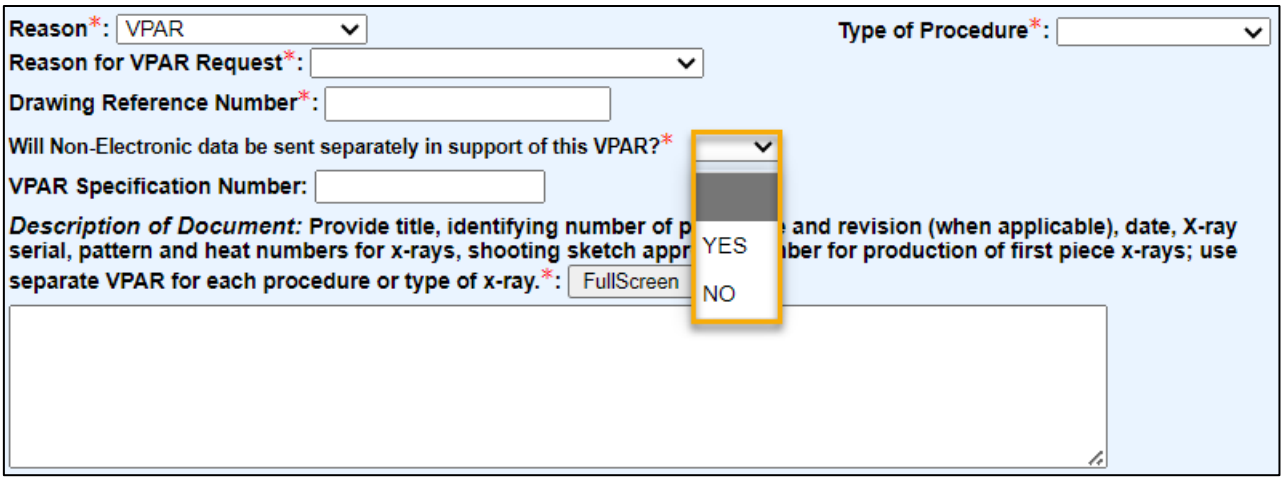
Steps	Action
	Enter the Nonconformance **Cause**, **Nonconformance Corrective Action** and **Nonconformance Recommendation**.  To provide a complete submittal, Nonconformance VIRs shall include a complete description of the nonconformance, quantity affected, proposed repair (as applicable), technical justification for acceptance, and the over-riding benefit to the Purchaser for acceptance of the nonconformance. The cause and corrective action shall also be addressed, including action taken to prevent recurrence.

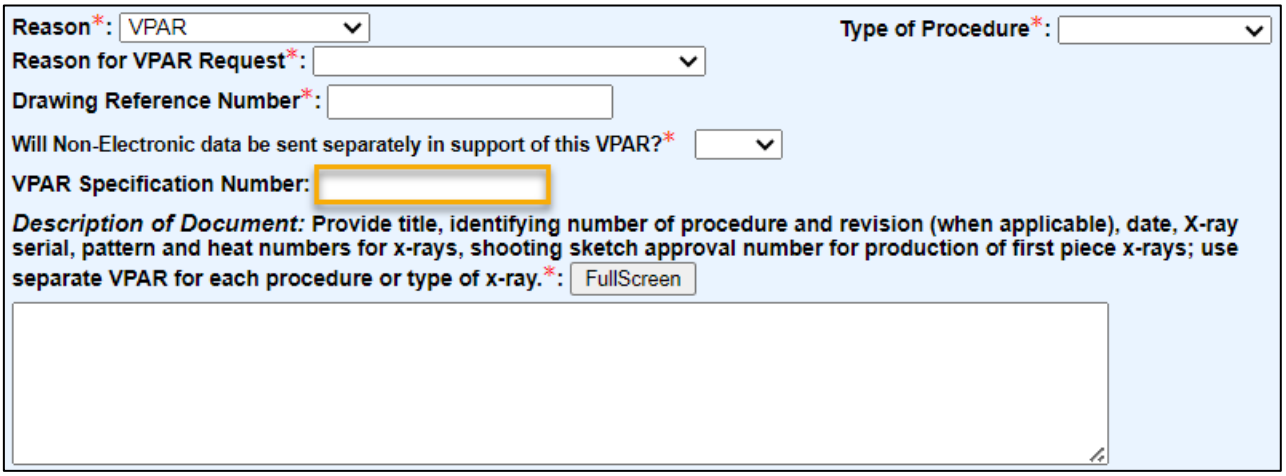
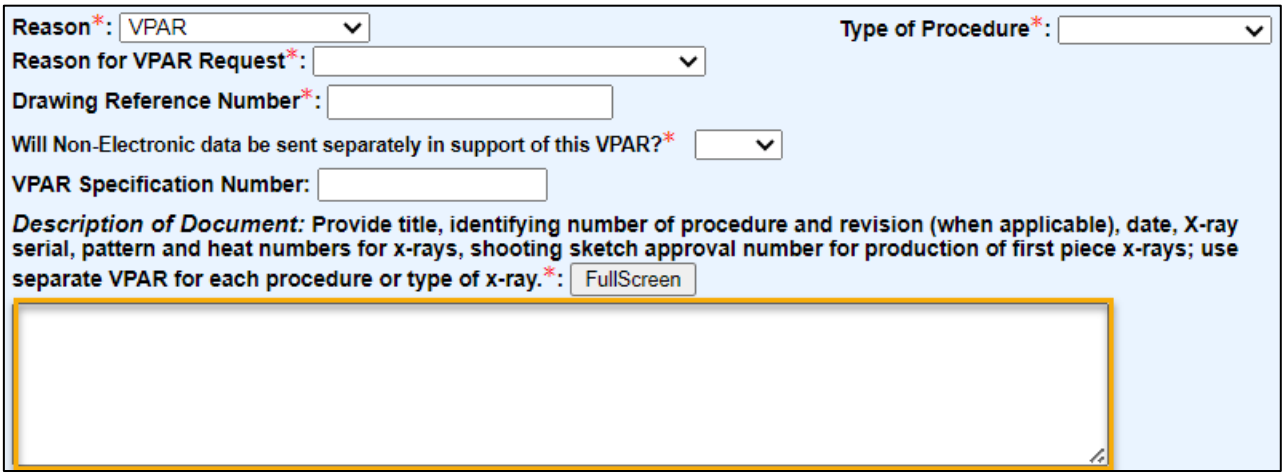
Steps	Action
13.	Enter the **Description of Problem**. There is no size limit to this field however, for a timely resolution to a problem, a clear concise description of the problem or request must be made.  Below is information, if applicable, that should be included in the problem description to help EB engineering with reviewing and approving of VIRs and VPARS: • Dimensions for gouges, false cuts, and pictures if permitted, etc. • Identify which piece parts/parts of an assembly are applicable to the Specification Change request. • If there is a dimensional deviation identify part and sheet/zone of the drawing, or provide a markup of the drawing stating actual dimensions. • If requesting EB supplied material on a part that is not typically EB supplied, provide required size/quantity. • If discussions were held with EB personnel about an issue, identify the EB employee the issue was discussed with in the VIR. **NOTE:** Click the **Full Screen** button for an expanded view of the description field.

Sub-Topic 2.3: VPAR Specific Fields

When it is opened new fields to be entered.

Steps	Action
1.	Select the VPAR **Type of Procedure**. See Topic 1 for definitions. 
2.	Select the **Reason for VPAR Request.**  **NOTE:** For Production RT Film submissions, please see the RT Film Supplier Submission job aid.

Steps	Action
3.	Enter the Electric Boat **Drawing Reference Number**.  **NOTE:** The **Drawing Reference Number** field is mandatory for VPARs.
4.	Select **YES** when **Non-Electronic Data** (e.g. mailed document packages) are being sent to Electric Boat separately from the VPAR submittal. Select **NO** if VPAR contains all attachments. 

Steps	Action
5.	If known, enter the **VPAR Specification Number**. The specification number will be listed on the purchase order line item. 
6.	Enter a detailed description of the procedure being submitted within the **Description of Document**. As with the problem description, the Description of Document has no size limit to this field.  **NOTE:** Click **Full Screen** for an expanded view of the **Description of Document** field.

Topic 3: VIR Creation Best Practices

Below are some best practices provided to prevent common issues.

- A VIRs **Description of the Problem** must correlate and only apply to the listed Purchase Orders and Line Items listed on the VIR. It is not acceptable to include additional POLIs in the description of the problem.

- The VIR **Reason** field is often utilized incorrectly which leads to a VIR being disapproved and being resubmitted. This causes rework and time lost on getting proper approval. Please review Topic 1 to ensure a proper reason is selected.

- If a problem exists on multiple Line Items of the same Purchase Order, it should be submitted as one VIR in lieu of separate VIRs.

- Each VIR is a stand-alone document and all info and data must be on each individual VIR. If past precedent exists, the supplier should identify previous VIR and attach previous documentation.

- If a VIR submittal is Invalid check the Purchase Order Number and line item. If both are correct then send an email to EBITsupplychainsupport@gdeb.com as internal supplier information may need to be updated for validation.

- If identifying a non-conformance to invoked requirements, and the same material was completed similarly and delivered to Electric Boat, then **Previously Delivered Material** must be marked **Yes**. A Letter of Advisement (LOA) will need to be submitted in iSupplier for nonconforming material that has been delivered but not previously adjudicated through a VIR. Refer to EB Specification 2678 for LOA submittal instructions.

- For any VIR or VPAR issues or questions please send an email to EBITsupplychainsupport@gdeb.com.

Document Revisions

Revisions (Letter)	Revision Date	Revision Change (Description)
A	1/31/25	Initial issue