



How to Respond to a new MNC in AQMS

January 2024

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From the Nonconformance Reporting (MNC/PNC) home page, click My Assignments

Next Choose **Supplier Response**

From the Homepage, select **Waffle menu** to Access Applications




VALIDATION

Supplier Response # 2024-CK...




Welcome to ETQ Reliance!

All Applications




For faster access, add applications to the Favorites menu using the star icon.





Corrective Action (CAR/SCAR)



Nonconformance Reporting (MNC/PNC)



Production Part Approval Process



Select **Nonconformance Reporting (MNC/PNC)**

From the Nonconformance Reporting (MNC/PNC) home page, click My Assignments

Next Choose **Supplier Response**

The screenshot shows the etq Nonconformance Reporting (MNC/PNC) interface. The main content area is titled 'My Assignments' and contains a table of items. A green callout box points to the 'My Assignments' header, and another points to the 'Supplier Response' phase in the table. The table has columns for Type, Phase, Number, and Due Date.

Type	Phase	Number	Due Date
Supplier Response - Supplier Response	Supplier Response	2024-CKV-MNC-	Mar 31, 2024
Supplier Response - Supplier Response	Supplier Response	Please Save-SR-02	Mar 31, 2024
Supplier Response - Supplier Response	Supplier Response	Please Save-SR-03	Apr 1, 2024
Supplier Response - Supplier Response	Supplier Response	Please Save-SR-04	Apr 1, 2024

First Phase of workflow

Back

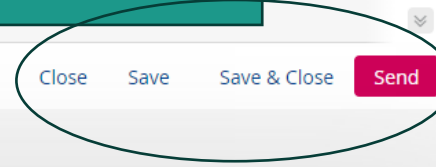
The **More** drop down will show additional options. Example: print, edit all fields, copy link, etc. May vary depending on role levels access within AQMS and which phase of the MNC.

- **Close** will close MNC. Will not save
- **Save** will generate an MNC number. Will not close MNC. Can keep working on it.
- **Save & Close** is clear 😊
- **Send** will send MNC to next phase.

ATTENTION! Whenever an MNC is Saved, MNC number is generated. This means MNC is created and will stay in system. There are two options: Complete MNC or Void it. MNC cannot be deleted. Before hitting **Save**, make sure the MNC is really needed.

Initiate is 1st Phase in Workflow

Supplier Response is the default in this menu that shows the full form needing to be filled out. If the user wants to see Access Controls, Click on Access Controls to view Phase Tracking and Additional Document Security.



etq¹ Nonconformance Reporting (MNC/PNC)

VALIDATION

Supplier Response # Please ...

Supplier Response

More

- Supplier Response
- Origination Information
- Supplier Response
- Attachments
- Access Control
- Show All

Shows work/process flow.

- Full big circle is current phase
- Full small circle is next phase
- Empty circle means the phase not active yet

Comments can be added throughout all phases. Examples: reason for rejecting, reason for submitting, etc.

Button to collapse or expand the workflow

Issue ID: Please Save

Priority Code: High

Do you accept this Nonconformance? *

Yes

No

Required field *



Origination Information – Select Yes to Accept or No to Decline

Back

Auto-generated when MNC is created. This link will allow access to MNC details

Issue ID auto-generated during creation of MNC

Auto-generated when MNC is saved – Date MNC was initiated/created

Location is the Atmus location where part/product was produced.

Name of MNC initiator

Origination Information

Link to Parent 1 link(s)
MNC # 2024-CKV-MNC-00047 (MRB Review, due Mar 18, 2024)

Issue ID: 2024-CKV-MNC-00047
MNC Initiated By: Jennifer Schroedel
MNC Initiated On: Mar 8, 2024
Location: CKV

Priority Code: High
Part Number: AF550145VJX
Part Description: FILTER, AIR DIRECT FLOW

Do you accept this Nonconformance? *
 Yes
 No

Part Number is the Atmus generated ID

Part Description general description

Required Field: Select Yes to accept or No to dispute the MNC

Priority Code is given based on severity of concern

Origination Information has been filled out by Atmus



Supplier Response

Back

Select **Yes** if part is to be returned to the Supplier. Select **No** if the part is not needed.

Supply **RMA Number** if part is to be returned to the Supplier.

Supplier Response

Return Part? Yes No

RMA Number *

Containment *

Brief Description of what was done for **Containment**.

Optional Attachments

Back

Attachments

Attachments 0 File(s)

No Files

[Add File\(s\)](#)

Click **Add File(s)** to add any optional files or pictures. Select File from local PC.

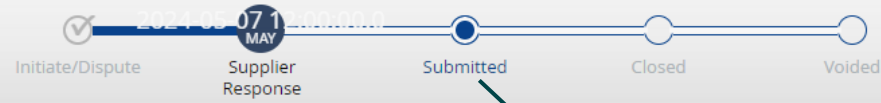
Submit MNC Acceptance

Back

Supplier Response # 2024-C...

Supplier Response # 2024-CKV-MNC-00047-SR-02

Close Save Save & Close **Send**



More ▾

☆ Comments Close Workflow ⌵

Supplier Response

Return Part?

- Yes
- No

RMA Number *

1000

Containment *

Place all product on hold

Click **Send** or **Submitted** to send back to Atmus after acceptance.

Attachments

Attachments

0 File(s)

No Files

Add File(s)

Submit MNC Acceptance - continued

Back

Send

Select Phase

Submitted

Due Date

Mar 10, 2024

Assign To

Jennifer Schroedel

Comment

Once **Send** is clicked, if anything was missed, an error message will come up showing what was missed (shown on next slide).

Once **Send** is clicked, a pop-up box will come up. Add optional **Comments**.

Click **Send** to submit MNC Acceptance.

Cancel Send



Decline MNC

Back

Supplier Response # 2024-CKV-MNC-00047-SR-02

Close Save Save & Close Send

2024-05-07 10:00:00
MAY

Initiate/Dispute Supplier Response Submitted Closed Voided

More

Supplier Response

- Origination Information
- Supplier Response
- Attachments
- Access Control
- Show All

Origination Information

Link to Parent: MNC # 2024-CKV-MNC-00047 (MRB Review, due Mar 18, 2024) 1 link(s)

Issue ID	MNC Initiated By	MNC Initiated On	Location
2024-CKV-MNC-00047	Jennifer Schroedel	Mar 8, 2024	CKV
Priority Code	Part Number	Part Description	
High	AF550145VJX	FILTER, AIR DIRECT FLOW	

Do you accept this Nonconformance? *

Yes

No

Send

Back

Select **No** to decline MNC.

Select **Down** arrow to reveal Back menu.

Select **Back** to send back to MNC initiator.

Decline MNC - continued

Back

Back

Select Phase

- Initiate/Dispute

Due Date

Mar 10, 2024

Assign To

Jennifer Schroedel

Comment *

Once **Send** is clicked, a pop-up box will come up. Add **Comment** with rational to decline MNC.

Select **Send** to finalize MNC decline.

Cancel

All the Mandatory/Required fields must be completed before trying to **Send** to the next phase.

Back

If you do not complete any of those fields, the system will show an error when you hit **Send**.

The system will also have the message, **"This field is required"** under the field that is missing.

The screenshot shows a web interface for a 'Supplier Response' with the ID '2024-CKV-MNC-00047-SR-02'. At the top, a red error banner states 'Errors occurred in one or more fields'. Below this is a progress bar with five stages: 'Initiate/Dispute', 'Supplier Response' (current), 'Submitted', 'Closed', and 'Voided'. The 'Supplier Response' stage is dated '2024-05-07 11:00:00.0'. On the right, there are buttons for 'Close', 'Save', 'Save & Close', and 'Send'. The main form area is titled 'Supplier Response' and contains two fields: 'Return Part?' with radio buttons for 'Yes' and 'No', and 'RMA Number *' which is empty and highlighted in yellow with a red border and the message 'This field is required'. Below it is the 'Containment *' field, also empty and highlighted in yellow with a red border and the message 'This field is required'. A green callout box labeled 'Required field *' points to the 'RMA Number *' field. Another green callout box labeled 'Data missing when Send was hit.' points to the 'Containment *' field. A 'Send' button is visible in the top right corner, with a long arrow pointing from the 'Data missing...' callout to it.

Phase Tracking

Section to track the document automatically throughout the workflow.

Phase Tracking ▲ Collapse All					
<input type="checkbox"/>	0 Selected	▲ Oldest to newest			
	Assigned To	Phase	Submitted Date	Due Date	Completed Date
<input type="checkbox"/>	Jennifer Schroedel	Initiate/Dispute	Mar 8, 2024	Mar 10, 2024	Mar 8, 2024
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px;"><p>timothy.reed@cummins.com</p><p>jennifer@aqmstest.com</p><p>ashish.salpe@cummins.com</p><p>Show More</p></div>	Supplier Response	Mar 8, 2024	May 7, 2024	

Additional Document Security

Additional Document Security			
Managers	Editors	Readers	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Created By	Created Date	Last Editor	Modified Date
Jennifer Schroedel	Mar 8, 2024, 3:22 PM	Jennifer Schroedel	Mar 8, 2024, 3:22 PM

This section is used to restrict access to the document for only certain group of people. There is no need to do anything in this section.



Multiple Ways to View MNCs – My Assignments

Back

Nonconformance Reporting (MNC/PNC)

+ New Document Reload

MY VIEWS

My Assignments

VIEW FILTERS

No saved filters

ALL VIEWS

My Assignments

Reset

Expand Rows

Type	Phase	Number	Due Date ↓
<input type="text"/>	<input type="text"/>	<input type="text"/>	yyyy-m
Supplier Response -	Supplier Response	2024-CKV-MNC-00047-SR-02	May 7, 2024
Supplier Response -	Supplier Response	2024-CKV-MNC-00047-SR-01	May 7, 2024
Supplier Response -	Supplier Response	2024-CKV-MNC-00042-SR-01	Apr 21, 2024
Supplier Response -	Supplier Response	Please Save-SR-19	Apr 18, 2024
Supplier Response -	Supplier Response	Please Save-SR-18	Apr 13, 2024
Supplier Response -	Supplier Response	Please Save-SR-17	Apr 13, 2024
Supplier Response -	Supplier Response	Please Save-SR-16	Apr 12, 2024
Supplier Response -	Supplier Response	Please Save-SR-15	Apr 9, 2024
Supplier Response -	Supplier Response	2024-CKV-MNC-00037-SR-01	Apr 8, 2024
Supplier Response -	Supplier Response	2024-NVF-MNC-00006-SR-01	Apr 8, 2024

Any MNCs assigned to you will show up under the **My Assignments** view. These MNCs are waiting on a Supplier Response.

Multiple Ways to View MNCs – Open MNCs / Multiple options

Nonconformance Reporting (MNC/PNC) Close Application AND RELATED DOCUMENTS

+ New Document Reload

MY VIEWS
My Assignments

VIEW FILTERS
No saved filters

ALL VIEWS

- 1. Open MNCs
 - All
 - by Assigned
 - by Customer
 - External Supplier
 - Internal
 - Internal Supplier
 - Supplier Disputed
- 2. Closed MNCs
- 3. Voided MNCs
- 4. All MNCs
- 5. All PNCs
- Administrator

1. Open MNCs\All

Reset Expand Rows Actions on (0) selected documents Export view to

<input type="checkbox"/>	Issue ID	Organization Na...	Initiated On	Issue Type	Assigned	Issue Responsibility	Global Supplier Na...	Current F
<input type="checkbox"/>	2024-CKV-MNC-00029	CKV	Feb 6, 2024	Customer Complaint	Kyle Thompson	External Supplier		MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00010	CKV	Feb 1, 2024	Customer Complaint	Cory Carder	External Supplier	Global Name Test	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00005	CKV	Jan 31, 2024	Customer Complaint	Kerry Perrin	Internal Supplier		Initiate
<input type="checkbox"/>	2024-CKV-MNC-00007	CKV	Jan 31, 2024	Receiving Inspection	Cory Carder	External Supplier	Global Name Test	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00006	CKV	Jan 31, 2024	Receiving Inspection	Cory Carder	External Supplier	Global Name Test	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00009	CKV	Feb 1, 2024	Receiving Inspection	Jennifer Schroedel	Internal Supplier	Global Supplier	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00021	CKV	Feb 5, 2024	Out-bound Inspection	Kyle Thompson	Internal Supplier		MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00022	CKV	Feb 5, 2024	Customer Complaint	Kyle Thompson	External Supplier	Global Name Test	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00023	CKV	Feb 5, 2024	Customer Complaint	Kyle Thompson	External Supplier	Global Name Test	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00024	CKV	Feb 5, 2024	Customer Complaint	Kyle Thompson	External Supplier		MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00026	CKV	Feb 5, 2024		Sean Vaughan			Initiate
<input type="checkbox"/>	2024-CKV-MNC-00027	CKV	Feb 5, 2024		Sean Vaughan			Initiate
<input type="checkbox"/>	2024-CKV-MNC-00028	CKV	Feb 5, 2024		EtQAdministrator			Initiate
<input type="checkbox"/>	2024-CKV-MNC-00025	CKV	Feb 5, 2024		Sean Vaughan			Initiate
<input type="checkbox"/>	2024-CKV-MNC-00030	CKV	Feb 6, 2024	Out-bound Inspection	Kyle Thompson	Internal Supplier	Global Supplier	MRB Re
<input type="checkbox"/>	2024-CKV-MNC-00031	CKV	Feb 6, 2024	Customer Complaint	Kyle Thompson	External Supplier	Global Name Test	MRB Re

1- 25 Document(s) are shown Page 1 Show All Pages

There are multiple ways to search for MNCs. One way would be to go to **Open MNCs** and look at **All MNCs**. Searching for **Open MNCs** by many different options in this view is very helpful and quick

Multiple Ways to View MNCs – All MNCs / Multiple options

Nonconformance Reporting (MNC/PNC) Close Application AND RELATED DOCUMENTS

+ New Document Reload

MY VIEWS
My Assignments

VIEW FILTERS
No saved filters

ALL VIEWS

- 1. Open MNCs
- 2. Closed MNCs
- 3. Voided MNCs
- 4. All MNCs
 - All
 - by Customer
 - External Supplier
 - Internal
 - Internal Supplier
 - Master View**
- 5. All PNCs
- Administrator

4. All MNCs\Master View

Reset Expand Rows Actions on (0) selected documents Export view to

<input type="checkbox"/>	Issue ID	Initiated On	Initiated By	Issue Type	Issue Found In	Organization Name	Priority Code	Supplier Response ...	Department/
<input type="checkbox"/>	2024-GRU-MNC-00001	Jan 19, 2024	Sean Vaughan	Logistics Issue	BIS - After OEM Before Use	GRU	High	Mar 19, 2024	Assembly Sta
<input type="checkbox"/>	2024-CKV-MNC-00001	Jan 29, 2024	Kerry Perrin	Customer Complaint	Assembly	CKV	Medium	Mar 29, 2024	Handling
<input type="checkbox"/>	2024-SLP-MNC-00001	Jan 30, 2024	Kerry Perrin	Customer Complaint	Assembly	SLP	Medium	Mar 30, 2024	Assembly
<input type="checkbox"/>	2024-NVE-MNC-00001	Jan 30, 2024	Kerry Perrin	In-Process Issue	Assembly	NVE	Medium	Mar 30, 2024	Paint Line
<input type="checkbox"/>	2024-CKV-MNC-00002	Jan 31, 2024	Teresa Jackson	Customer Complaint	End User Customer Location	CKV	High	Mar 31, 2024	Receiving Ins
<input type="checkbox"/>	2024-CKV-MNC-00003	Jan 31, 2024	Chris Randolph	Customer Complaint	End User Customer Location	CKV	High	Mar 31, 2024	Receiving Ins
<input type="checkbox"/>	2024-EDC-MNC-00001	Jan 31, 2024	Chris Randolph	Logistics Issue	Receiving/Receiving	EDC	Medium	Mar 31, 2024	Inbound Unlc
<input type="checkbox"/>	2024-EDC-MNC-00002	Jan 31, 2024	Teresa Jackson	Logistics Issue	Warehouse - Outgoing	EDC	Medium	Mar 31, 2024	Outbound co
<input type="checkbox"/>	2024-CKV-MNC-00004	Jan 31, 2024	Jeffrey Sharp	Pass Through Characteristics	End User Customer Location	CKV	High	Mar 31, 2024	Test
<input type="checkbox"/>	2024-CKV-MNC-00005	Jan 31, 2024	Kerry Perrin	Customer Complaint	End User Customer Location	CKV	High	Mar 31, 2024	Customer
<input type="checkbox"/>	2024-NVE-MNC-00002	Jan 31, 2024	Jenna Sweet	In-Process Issue	Assembly	NVE	High	Mar 31, 2024	Paint Line
<input type="checkbox"/>	2024-CKV-MNC-00006	Jan 31, 2024	Cory Carder	Receiving Inspection	Assembly	CKV	Medium	Mar 31, 2024	Dynamic Test
<input type="checkbox"/>	2024-CKV-MNC-00007	Jan 31, 2024	Cory Carder	Receiving Inspection	BIS - After OEM Before Use	CKV	High	Mar 31, 2024	Handling
<input type="checkbox"/>	2024-CKV-MNC-00008	Feb 1, 2024	Sang Hoon Jang	Customer Complaint	End User Customer Location	CKV	High	Apr 1, 2024	Receiving Ins
<input type="checkbox"/>	2024-EDC-MNC-00003	Feb 1, 2024	Jeffrey Sharp	Logistics Issue	Warehouse - Outgoing	EDC	Medium	Apr 1, 2024	Outbound co
<input type="checkbox"/>	2024-CKV-MNC-00009	Feb 1, 2024	Jeffrey Sharp	Receiving Inspection	Receiving/Receiving	CKV	High	Apr 1, 2024	Receiving Ins
<input type="checkbox"/>	2024-CKV-MNC-00010	Feb 1, 2024	Jeffrey Sharp	Receiving Inspection	Receiving/Receiving	CKV	High	Apr 1, 2024	Receiving Ins

1- 25 Document(s) are shown Page 1 Show All Pages

There are multiple ways to search for MNCs. Another way would be to go to **All MNCs** and look at the **Master View**. Searching under the **Master View** allow all options to be searchable.



