

Category 1 :

Category 2 :

Title: MES-NC OASIS Training (RCIs)

Work Instruction

MES-NC OASIS Training (RCIs)

MES-NC

Purpose

Use this procedure to submit an electronic Request for Change/Information (RCI) document.

Trigger

Perform this procedure when Supplier needs to request an Engineering change, clarification, additional technical information, or when requesting Process Plan Approvals.

Prerequisites

OASIS username and password with access to MES-NC

Menu Path

OASIS; Aerospace Systems, MES-NC.

Application

MES-NC

Helpful Hints

For questions on usage, please contact:

General RCI Process: Kade Schmitz – Redondo Beach, CA (310) 812-1972, email: Kade.Schmitz@ngc.com

East Coast Programs: Mike Coleman – Melbourne, FL (954) 415-6514, email: Michael.Coleman@ngc.com

Strike Programs: Jonathan Riley – Melbourne, FL (321) 726-7890, email: Jonathan.Riley@ngc.com

Autonomous Programs: Billy White – Rancho Bernardo, CA (858) 618-4209, email: BL.White@ngc.com

Space Programs: Kizzy Wilder – Redondo Beach, CA (310) 332-1721, email: Kizzy.Wilder@ngc.com

Or contact your Northrop Grumman Buyer

Procedure

OASIS Portal Login

The RCI tool requires access to the OASIS Portal with a Username and Password.

Please reference [OASIS Portal FAQ.pdf](#) for portal login and supplier onboarding instructions.

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1. After logging in, start the process by selecting “Request for Change or Information (RCI)”

You may also select “Manufacturing Execution System – NonConformance (MES-NC)”;
then the “RCI” link

Examples below:

OASIS Portal

Welcome to the Supplier Portal

My Tools
Get started managing various aspects of your connection to Northrop Grumman

- Annual Certification ⓘ
- Approved Special Processor Listing ⓘ
- AssetSmart ⓘ
- E-2/C-2 EIDE ⓘ
- FileDrop ⓘ
- Hazard Identification & Tracking System (HITS) ⓘ
- Industrial Supplies Web Site (USTG) ⓘ
- Integration Point/C-TPAT
- Managed File Transfer (MFT) ⓘ
- Manufacturing Execution System - NonConformance (MES-NC) ⓘ**
- Material Acquisition Pull System (MAPS) ⓘ
- My Purchase Orders (MyPO) ⓘ
- One IES Teamcenter ⓘ
- PLSC2 ⓘ
- PPDDS ⓘ
- Quality Notification: Corrective Action Request (eCAR) and Supplier Information Request (eSIR) ⓘ
- Quality Tool Inspection System (QTIS) ⓘ
- Request for Change or Information (RCI) ⓘ**
- Ryder ⓘ
- SEKO ⓘ
- SIR ⓘ
- SQUID UII Number Download ⓘ
- Standard Notes ⓘ
- Supplier Collaboration Foundation (SCF) ⓘ
- Supplier Delivery Management System (SDMS) ⓘ
- Supplier Information Form ⓘ
- Supplier Scorecard ⓘ
- Supplier Size Certification (SSC)
- Supplier Technical Product Data ⓘ
- Tax Resale Exemption Certificates ⓘ
- Technical Data Retrieval System (TDRS) ⓘ
- Tooling Material/Supplies Procurement Supplier Site (TMS-Web) ⓘ
- Tooling Request for Quotation (TRFQ) ⓘ
- Tooling Supplier Website (TSW) - PLACE ⓘ
- UID Drop Application Request ⓘ

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MES NC Home Page

1.1 Select the "RCI" button on the "MES-NC" screen (highlighted in red below):

Choose a site

Note - Suppliers must disclose to Northrop Grumman Corporation if an SMRR submittal was previously rejected by their internal customer.

User: Price, Jim Supplier Code: 90055483
Northrop Grumman Systems Corporation, Mission

Systems - ISD

El Segundo Palmdale New Town, ND	 F/A-18 HORNET	 B-2 SPIRIT	 F-35 JOINT STRIKE FIGHTER	 F-5B/T-38 TIGER/TALON	 STS-12
Rancho Bernardo	 RQ-4B GLOBAL HAWK	 BQM-74/34 TARGETS	 X-47B J-UCAS	 CHUKAR TARGETS	
Moss Point	 MQ-8 FIRESOULT				
Space Park					
St. Augustine Bethpage Melbourne	 E-2C HAWKEYE	 E-2D ADVANCED HAWKEYE	 EA-6B PROWLER	 EA-18G GROWLER	
	 E-8C - JSTARS	 LEMV	 AN/AES1 - ALMDS		

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RCI Home Page

2. Select "Create RCI" to initiate an RCI.

	
<i>RCI</i>	Create RCI View RCI
Supplier Code: <input type="text" value="19999999"/> <input type="button" value="v"/>	
Testing Purposes Only	

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3. Create RCI. Fill in all applicable fields.

NORTHROP GRUMMAN

RCI

PLEASE CLICK HERE FOR FORM INSTRUCTIONS For questions contact Jim Price Phone: 321-951-6737 Email: james.price@ngc.com Project ID Conversion Chart

Cancel Submit

PART INFO				INTERNAL USE		PROJECT INFO	
1. DRAWING / BTP / DOC. NO.	2. DASH	2. DASH	2. DASH	11. CATEGORY	12. CAGE CODE	14. RCI Number B R 449394	
3. DRAWING / BTP / DOC. TITLE / REV.		4. NEXT HIGHER ASSEMBLY		13. CST CTR / SWBS / SEC / DEP / UNSPSC		15. BUSINESS AREA TRACKING NO.	
SUPPLIER INFO			PROJECT INFO				
5. SUPPLIER (COMPANY NAME) Testing Purposes Only			6. SUPPLIER CODE 19999999	16. PROGRAM	17. NETWORK NO. / PROJECT ID	18. CRT CODE	19. NEED DATE
7. SUPPLIER POINT OF CONTACT		8. POINT OF CONTACT EMAIL		20. PURCHASE ORDER NO.		21. P.O. ITEM NO.	22. QUANTITY
9. POINT OF CONTACT PHONE		10. POINT OF CONTACT FAX		23. NORTHROP GRUMMAN BUYER		24. BUYER PHONE	
25. NATURE OF REQUEST AND REASON COMPLETELY DEFINE THE ISSUE INCLUDING SKETCH IF NECESSARY. SUGGEST A SOLUTION. GIVE A PRECISE REASON FOR REQUEST							
<div style="background-color: #90EE90; height: 100px;"></div>						Maximum of 10 lines If you have more information than can be viewed in this box, include as attachment	

ATTACHMENTS

File: Choose File No file chosen Attach File

Maximum file size per attachment is 10 MB
Maximum total of all attachments is 25 MB

4. Use "Choose File" and "Attach File" buttons to add attachments when needed.

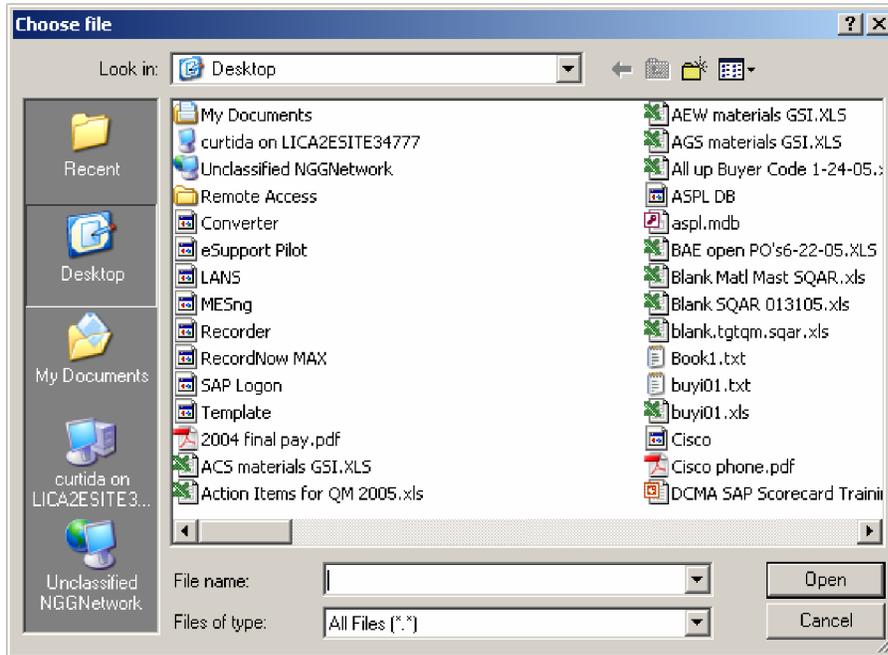
File: Choose File No file chosen Attach File

Maximum file size per attachment is 10 MB
Maximum total of all attachments is 25 MB

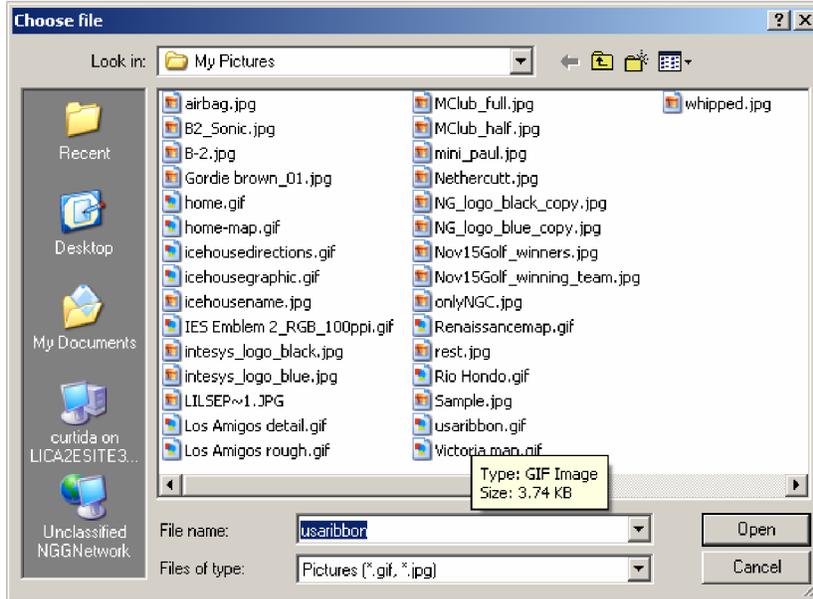
4.1 Click on

Choose File

Choose file from your computer or server



Choose file



Click on a file to attach,  usaribbon.gif

Note: The only valid file types are: BMP, GIF, JPG, PNG, PDF

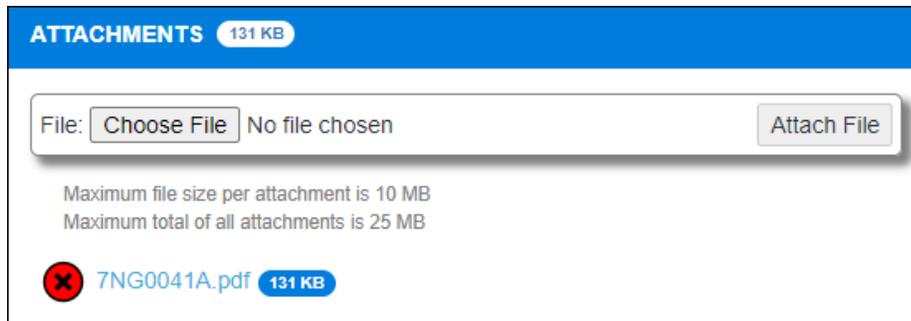
4.2. Click 

4.3. Click 

Repeat process if more than one attachment is needed.

List of attachments is displayed in the “Attachments” section of the screen.

Use red “X” next to file name to delete an attachment, if necessary.



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The following fields are required before RCI can be submitted:

(If the RCI is submitted before all required fields are completed, an error message will appear and the required fields that are incomplete will be highlighted in red)

No.	Field Name	No.	Field Name
1	Drawing / BTP / Doc. No.	20	Purchase Order No.
3	Drawing / BTP / Doc. Title / Rev.	21	P.O. Item No.
7	Supplier Point of Contact	22	Quantity
8	Point of Contact E-Mail	23	Northrop Grumman Buyer
9	Point of Contact Phone	24	Buyer Phone
16	Program (use pull-down)	25	Nature of Request and Reason
17	Network No. / Project ID (use pull-down)	29	Technical Field Rep
18	Crit Code (use pull-down)	30	Phone (Field Rep)
19	Need Date		

Use **“PLEASE CLICK HERE FOR FORM INSTRUCTIONS”** link for help filling out the RCI form.

Use **“Submit”** button to send RCI (and any attachments) to the RCI Help Desk.

Use **“Cancel”** button to save data (RCI Number and entries will be saved for later activation).



RCI Home Page

5. Select **“View RCI”** to see Draft, Cancelled or Submitted RCIs.

Select an item from the list to view.

Sort the list by **“Status”** by using the pull-down next to **“Select All”**

Enter a specific RCI Number and use **“View”** button to find an RCI not visible on list.

RCI Number	Requester	Drawing	Status Date	Status	Receipt Status
418510	Price, Jim			Draft	
417526	Price, Jim	Test		Submitted	
416823	Price, Jim			Draft	
415390	Price, Jim			Draft	
415005	Price, Jim	test		Submitted	
415004	Price, Jim	test		Submitted	
415003	Price, Jim	test		Submitted	
415002	Price, Jim	test		Submitted	
415001	Price, Jim	test		Submitted	
414178	Price, Jim	test	12/08/2016	Submitted	

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6. Activate a Cancelled RCI

PART INFO										REQUESTER SECTION				INTERNAL USE		14. RCI Number	
1. DRAWING / BTP / DOC. NO.	2. DASH	2. DASH	2. DASH	2. DASH	11. CATEGORY	12. GRADE CODE	13. CBY / CTR / SWS / SEC / DEP / UN/SP/PC				14. RCI Number		B R 418510				
5. SUPPLIER (COMPANY NAME)					6. SUPPLIER CODE					16. PROGRAM		17. NETWORK NO. / PROJECT ID		18. DRIT CODE		19. NEED DATE	
7. SUPPLIER POINT OF CONTACT					8. POINT OF CONTACT EMAIL					CONTRACT INFO							
9. POINT OF CONTACT PHONE					10. POINT OF CONTACT FAX					20. PURCHASE ORDER NO.		21. NORTHROP GRUMMAN BUYER		22. P.O. ITEM NO.		23. QUANTITY	
24. NATURE OF REQUEST AND REASON										25. NORTHROP GRUMMAN BUYER						26. BUYER PHONE	
COMPLETELY DEFINE THE ISSUE INCLUDING SKETCH IF NECESSARY. SUGGEST A SOLUTION, GIVE A PRECISE REASON FOR REQUEST																	
26. REQUESTER			27. PHONE			28. DATE			29. TECHNICAL FIELD REP			30. PHONE			31. DATE		
Price, Jim			null			10/31/2017						10/31/2017					

Use “**Activate**” button to reactivate the data entry fields of a Cancelled RCI.

PLEASE CLICK HERE FOR FORM INSTRUCTIONS
Activate

NOTES:

The instructions displayed in this document describe the preferred method for submitting an RCI request to the Northrop Grumman RCI Help Desk.

Note that this is only used for submitting RCIs to Northrop Grumman. Answered RCIs are not returned to the requestor via this process.

Answered RCIs will be returned to the Supplier Point of Contact via “File Drop”, “MFT”, or other secure means of transmittal (depending on process used by the applicable program).