

INTRODUCTION

Create Supplier Deviation Request by an external user

Purpose: Use this procedure to Create of Supplier Deviation Request by an external user

Transaction Code Name: Create Notification SDR/RFI

Transaction Code: Create Notification SDR/RFI

Path from SAP Easy Access Screen: XXXX

Related Process Flow: XXXX

Prerequisites: XXXX

Helpful Hints: XXXX

Notes:

This document uses the following abbreviations to identify required fields:

- R - required field
- O - optional field
- C - conditional field that could be required depending on the task you are performing



PROCEDURE

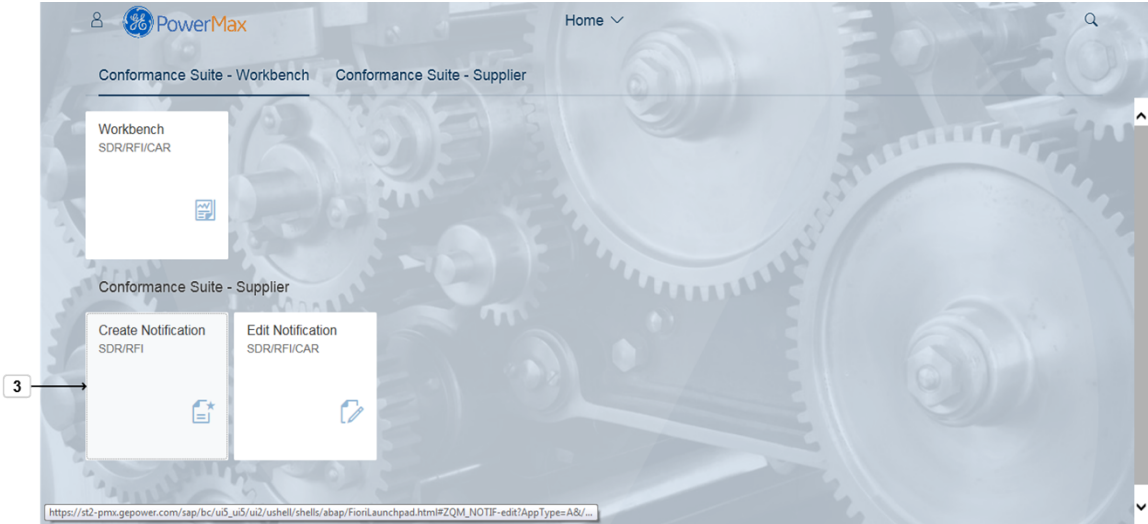
- 1. Start the procedure using the menu path or transaction code.

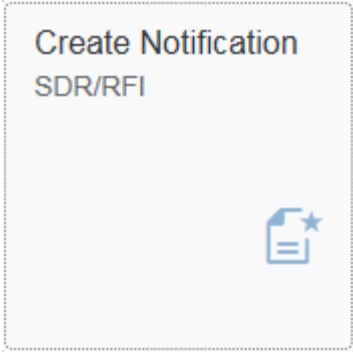
Home



In this demonstration you will see how to create a Supplier Deviation Request by an external user

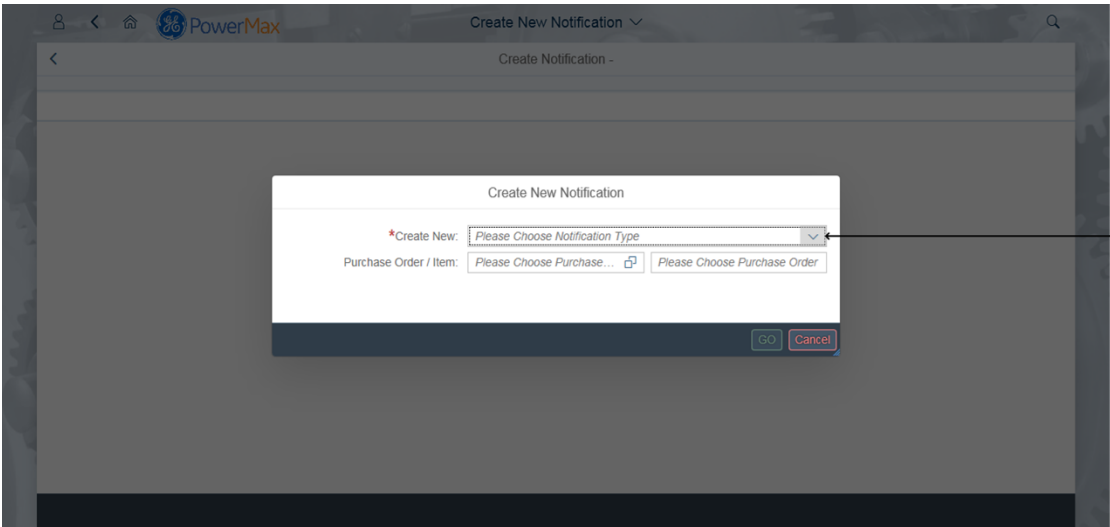
Home





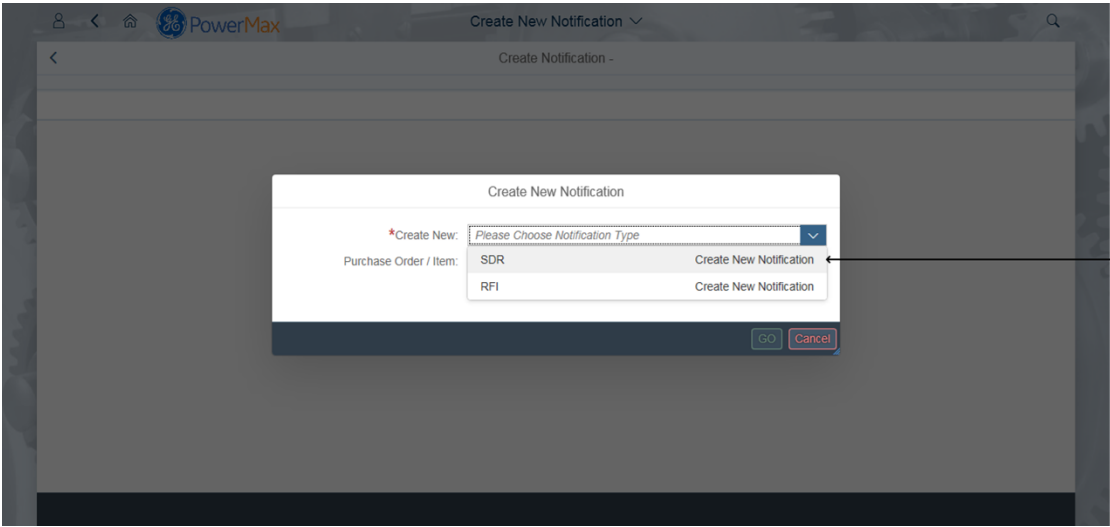
3. Click the tile **Create Notification SDR/RFI**.

Create New Notification



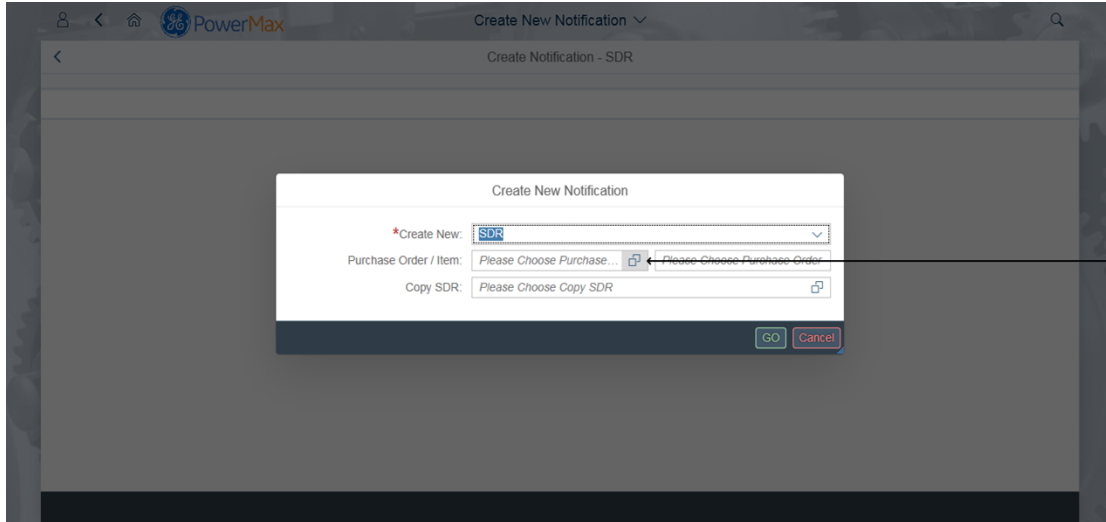
4. Click **Drop-down** to choose Notification Type.

Create New Notification



- Click **SDR** **Create New Notification** to create **Supplier Deviation Request**.

Create New Notification

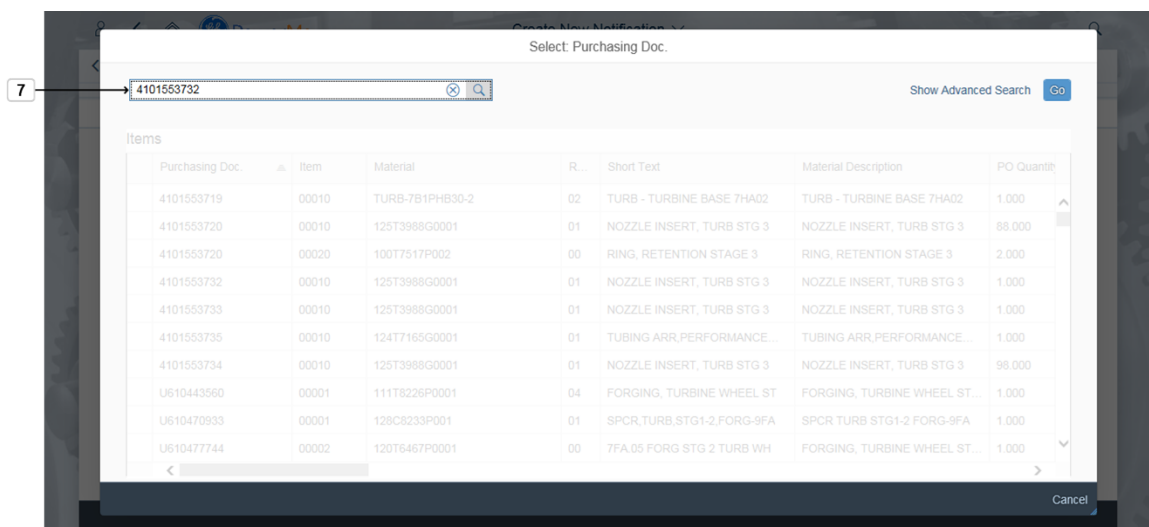


- Click **Drop-down** to choose **Purchase Order**. Note: it is optional to enter the Purchase Order. It can be added on the next page before submitting or at a later time.



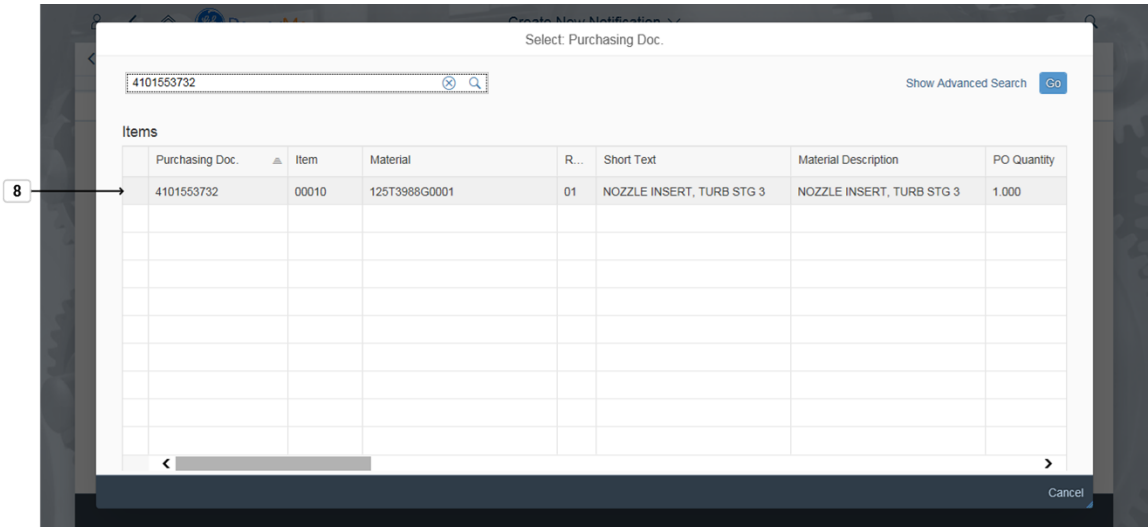
You can copy an existing SDR as a reference to create a new SDR by entering the existing SDR # in the field Copy SDR

Create New Notification

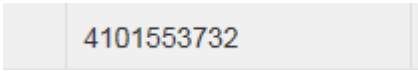


- Type in the Purchase Order number, for example "4101553732" in the **Search** field or choose a **Purchase Order** from the list specific to your Supplier ID.

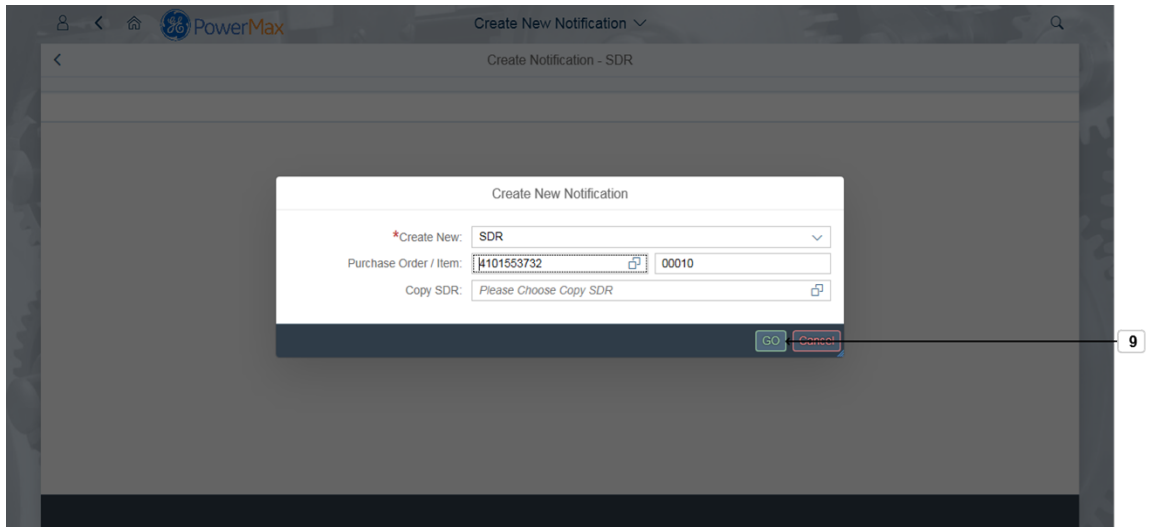
Create New Notification



- 8. Choose the desired Purchase Order.Example:4101553732

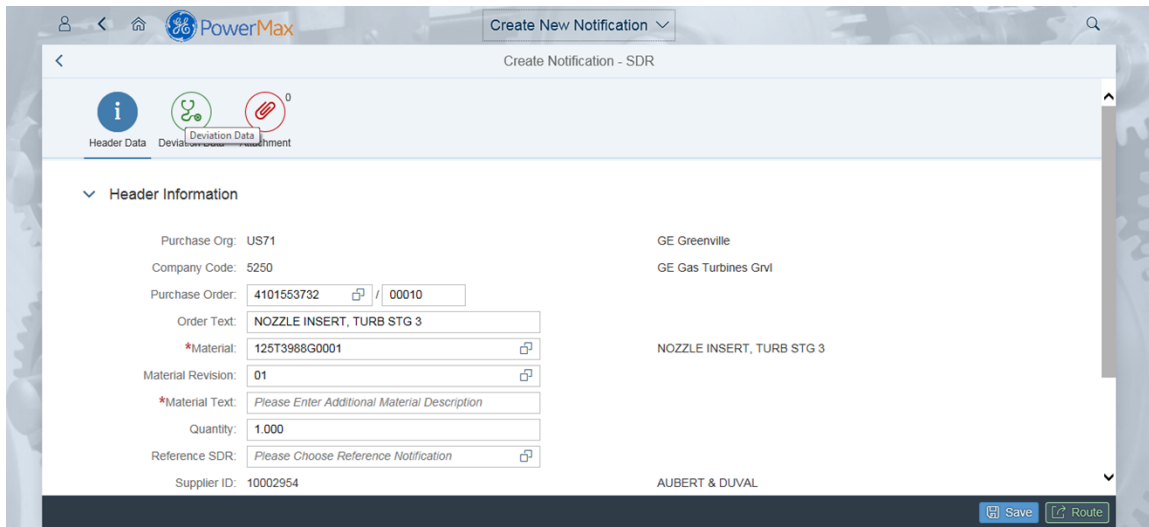


Create New Notification



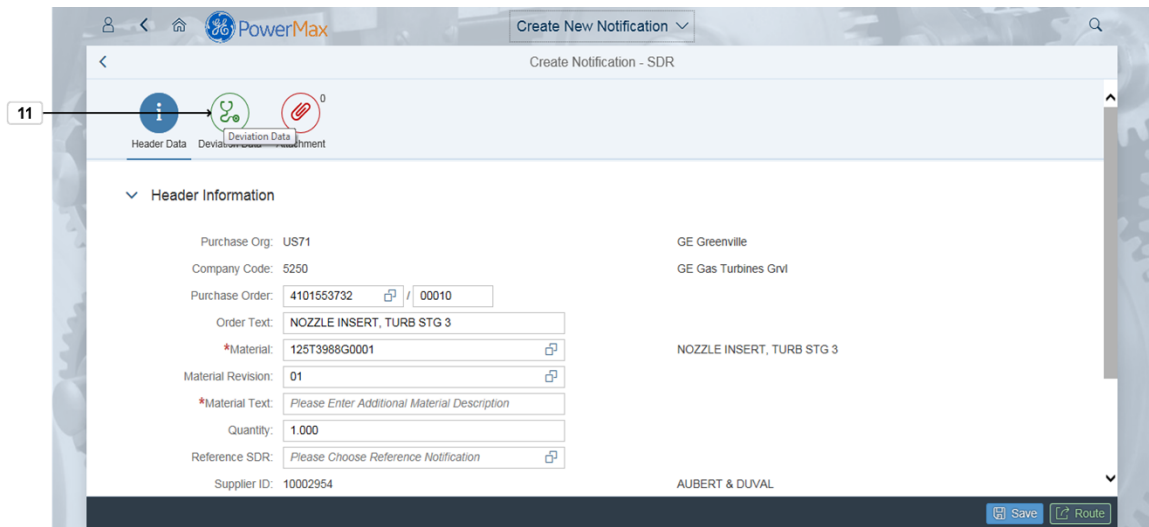
- 9. Click GO  button to continue.

Create New Notification



- 10. Complete any other relevant fields that allow input. Note: By referencing a Purchase Order or Existing SDR, some fields will be pre-populated for you. Supplier ID is populated based on the user who is creating the SDR.

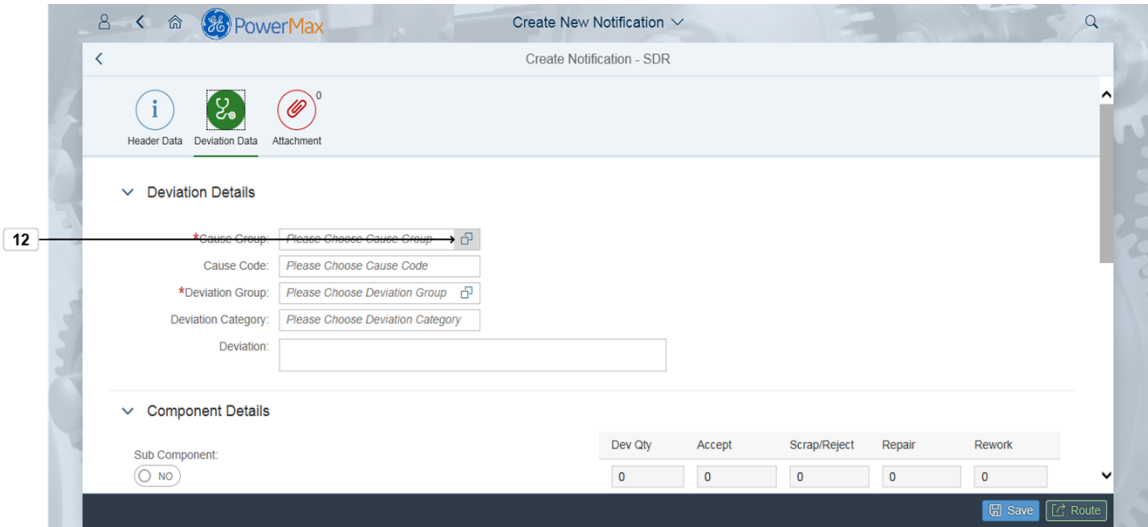
Create New Notification




- 11. Click the Deviation button 

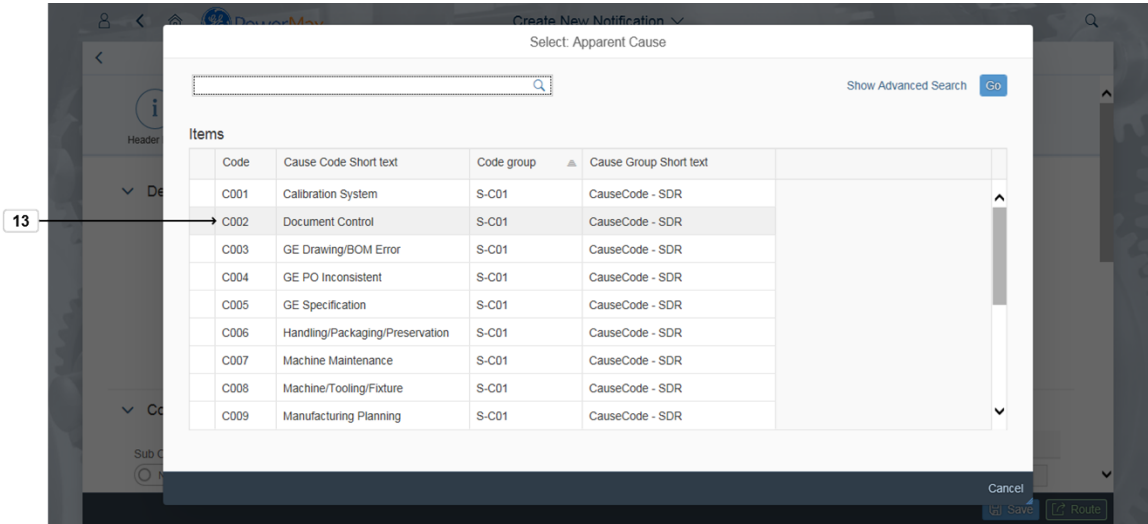


Create New Notification



12. Click Drop-down  to choose Cause Group.

Select: Apparent Cause

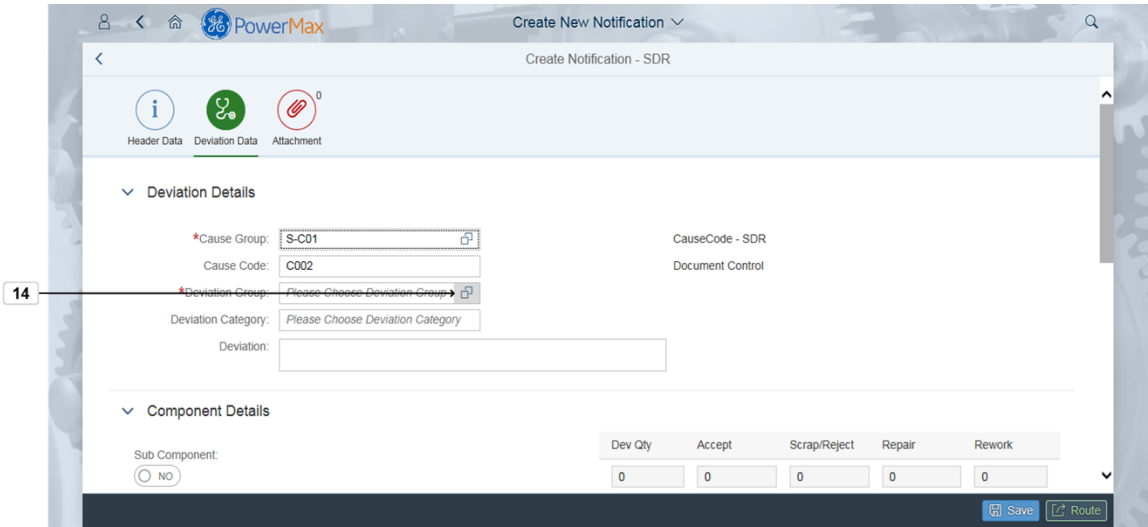


13. Select the appropriate code,example **C002** the Document Control to select proper Cause Code.



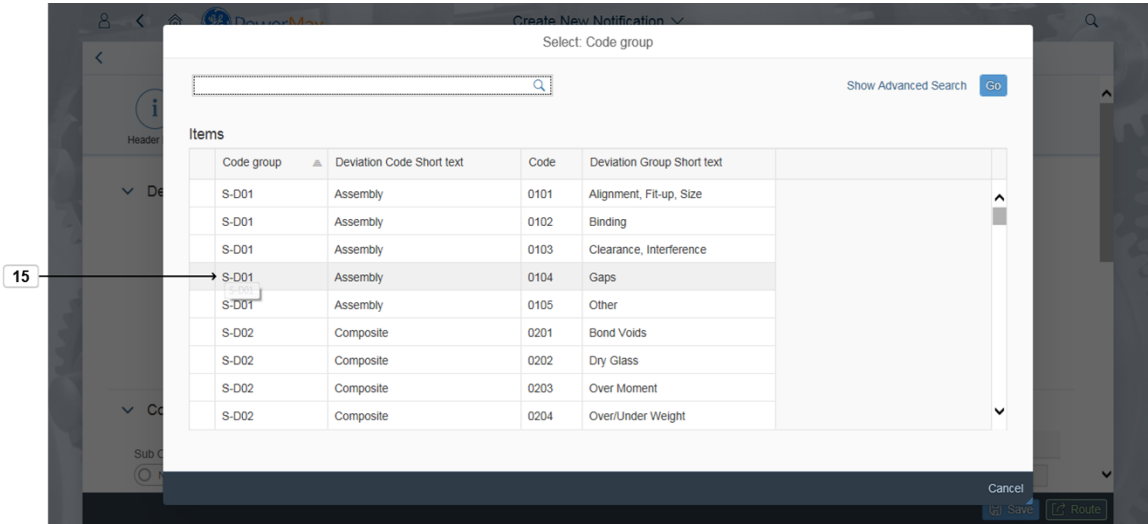
SDR/RFI/CAR Process - Create Supplier Deviation Request by external user

Create New Notification



14. Click Drop-down  to choose Deviation Group.

Select: Code group

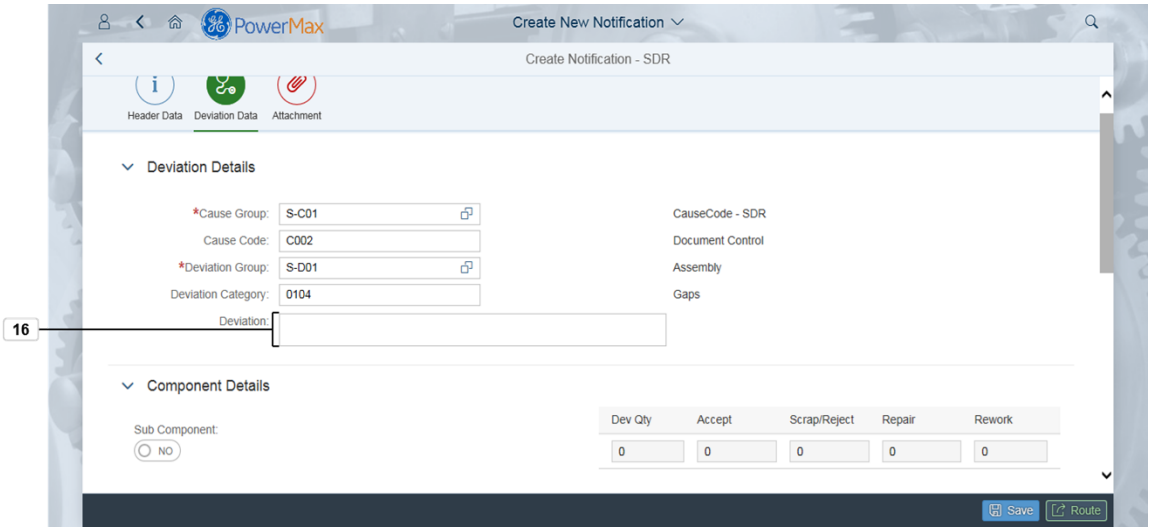


15. Chosse the appropriate code, example **S-D01** to select proper Code Group.



SDR/RFI/CAR Process - Create Supplier Deviation Request by external user

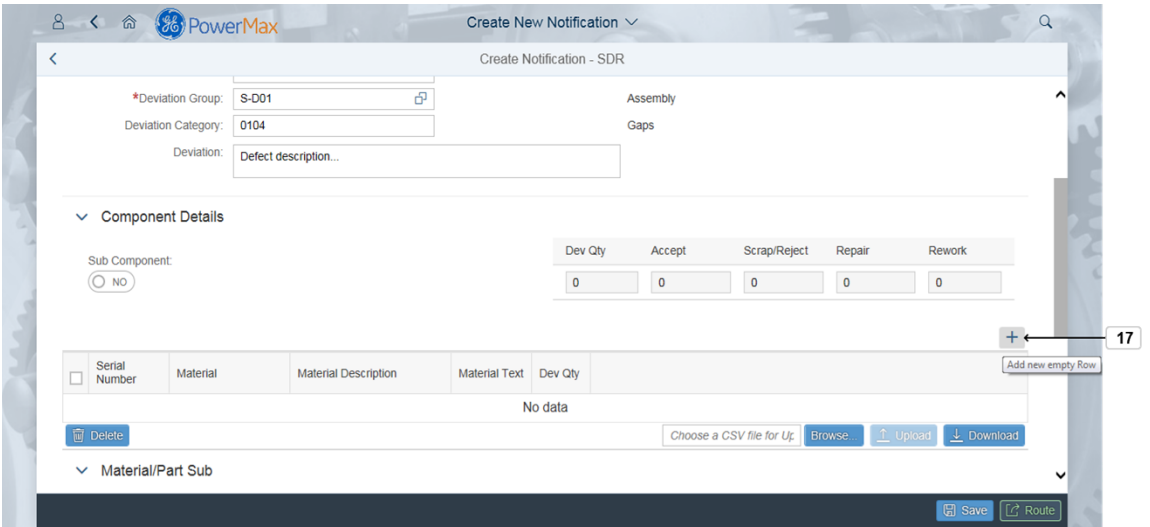
Create New Notification



16. As required, complete/review the following fields:

Field	R/O/C	Description
Deviation	O	Enter the full description of deviation request Example: Defect description...

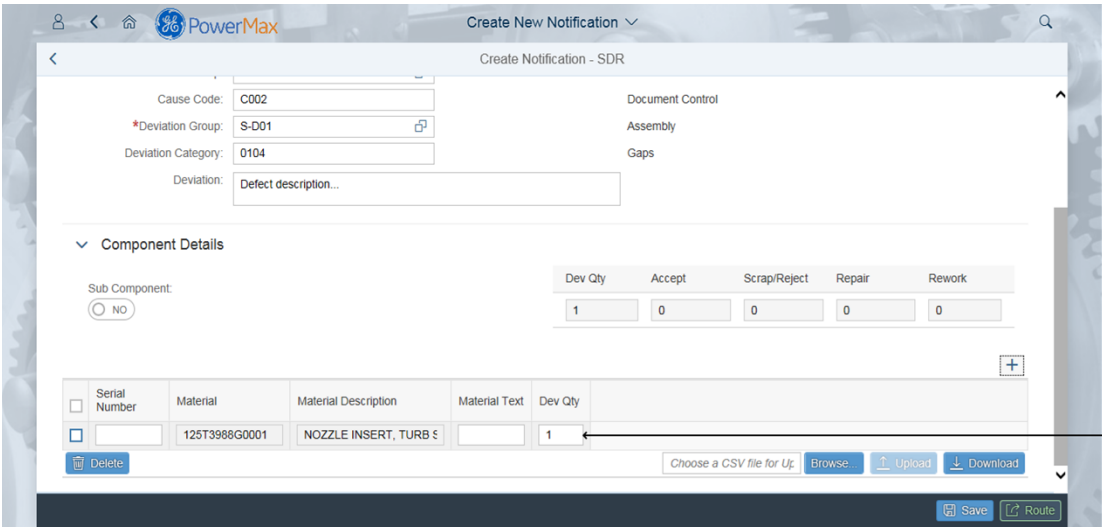
Create New Notification



17. Click Add new empty Row  to add new row for header material.

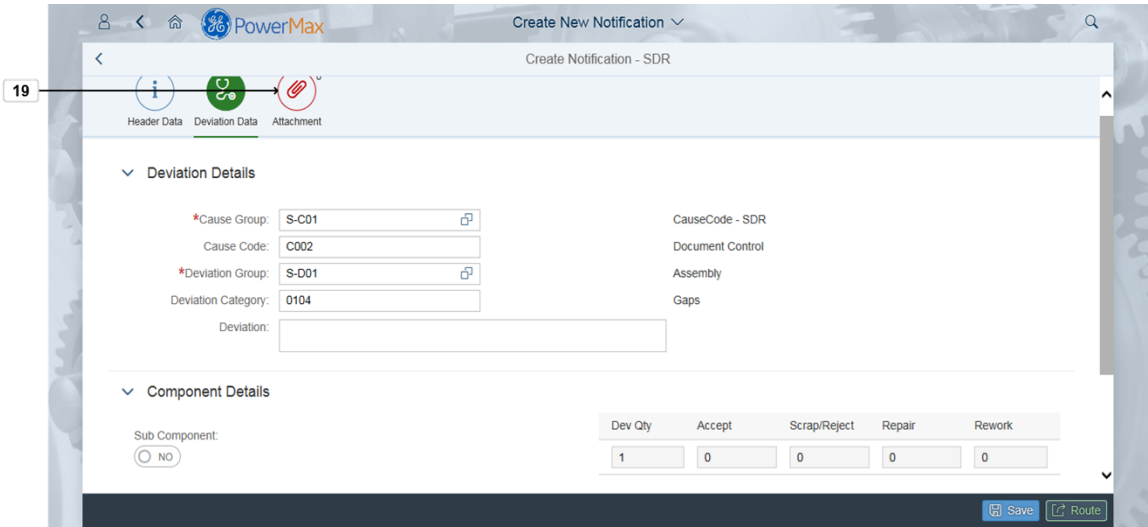


Create New Notification



- 18. Change Dev Qty if needed. Note: Enter Serial Number only if the part is serialized and then the quantity for the line should be only 1. You can add another line for an additional Serial Number.

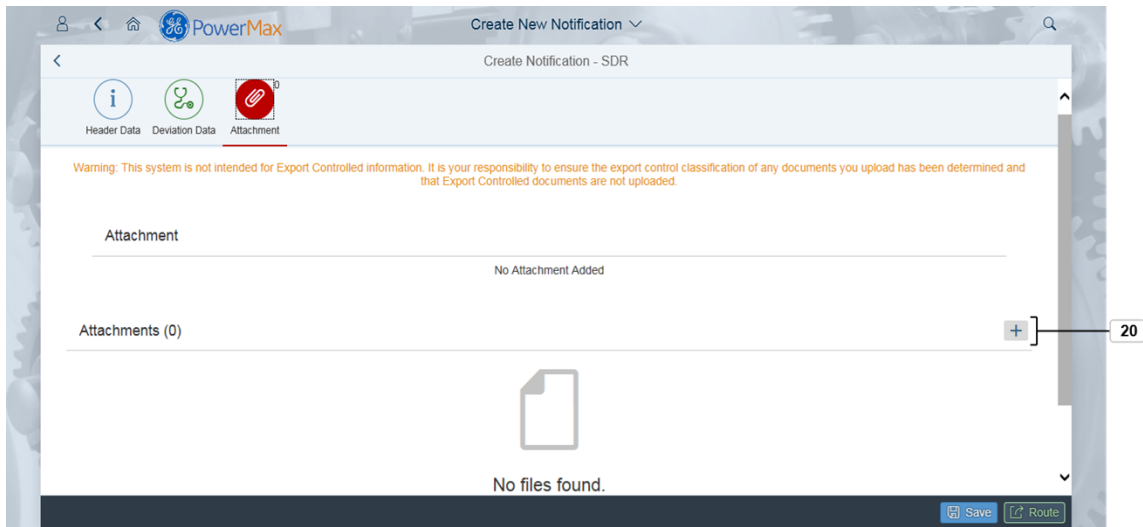
Create New Notification



- 19. Click an Attachment button  if you want to add an attachment.



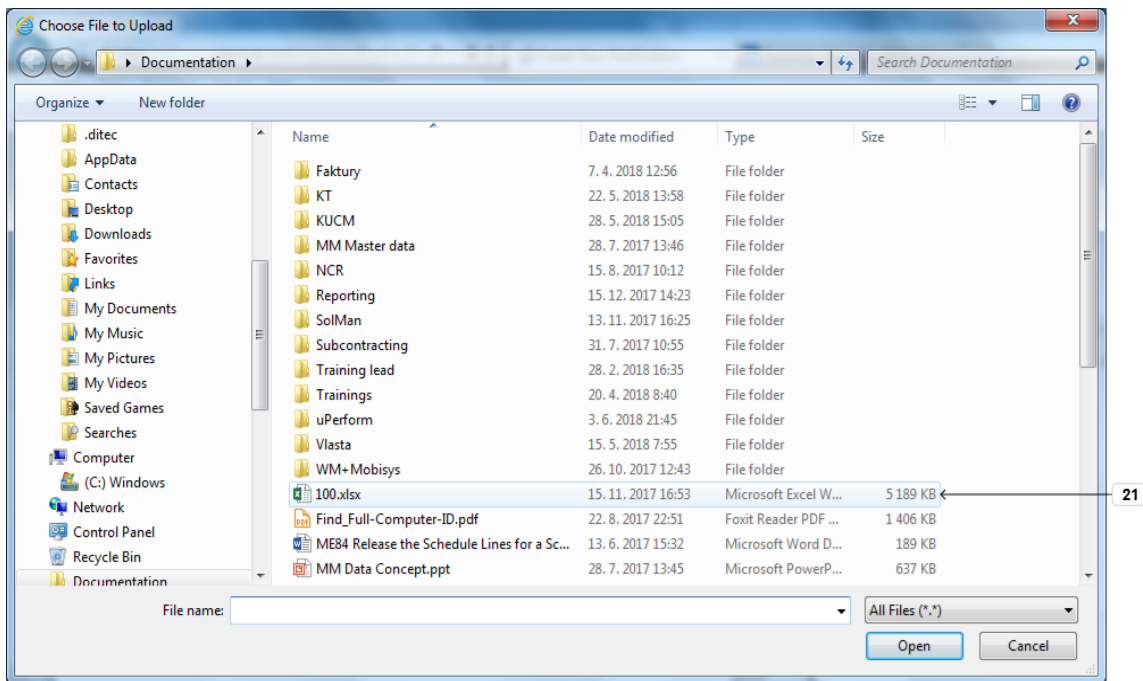
Create New Notification



20. As required, complete/review the following fields:

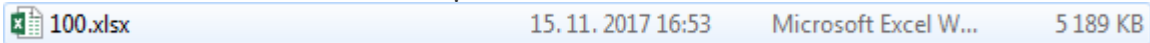
Field	R/O/C	Description
Click the "+" to select attachment(s) to add.	O	

Choose File to Upload

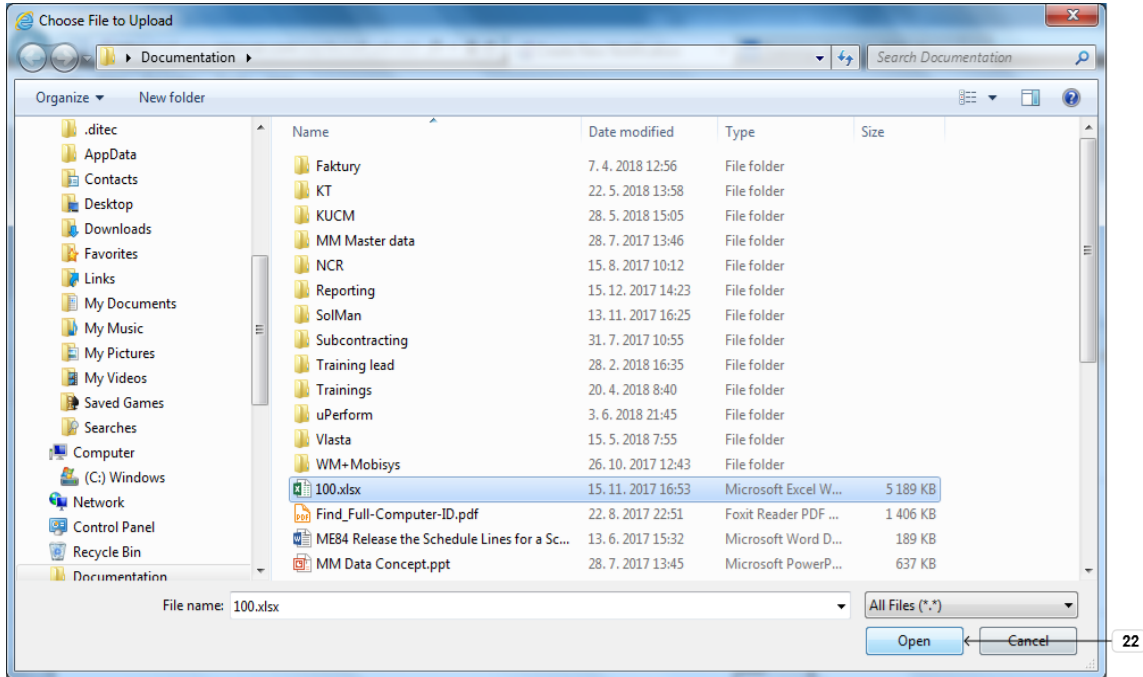


SDR/RFI/CAR Process - Create Supplier Deviation Request by external user

21. Choose the file(s) to attach. Example: 100.xlsx

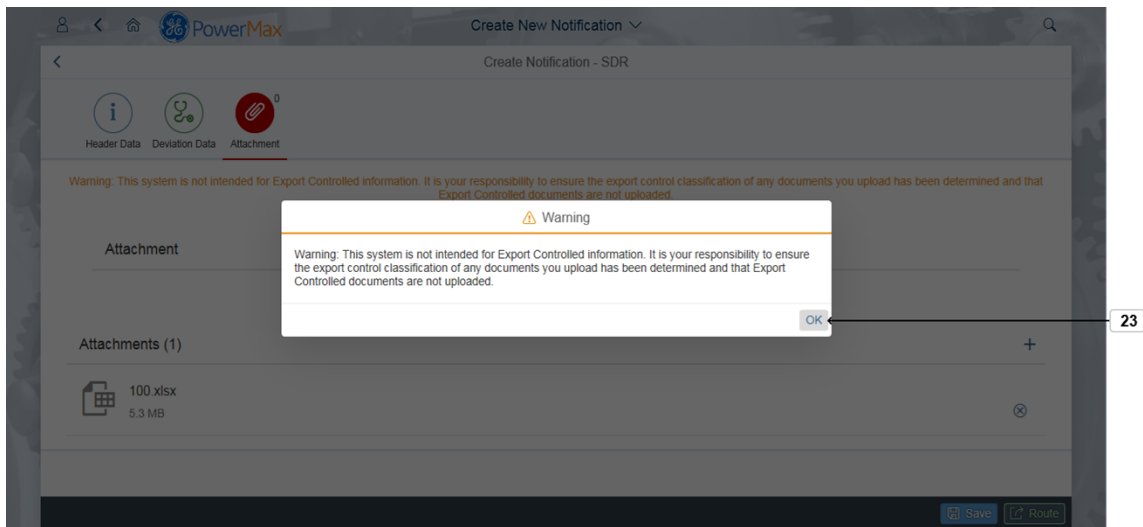


Choose File to Upload



22. Click Open 

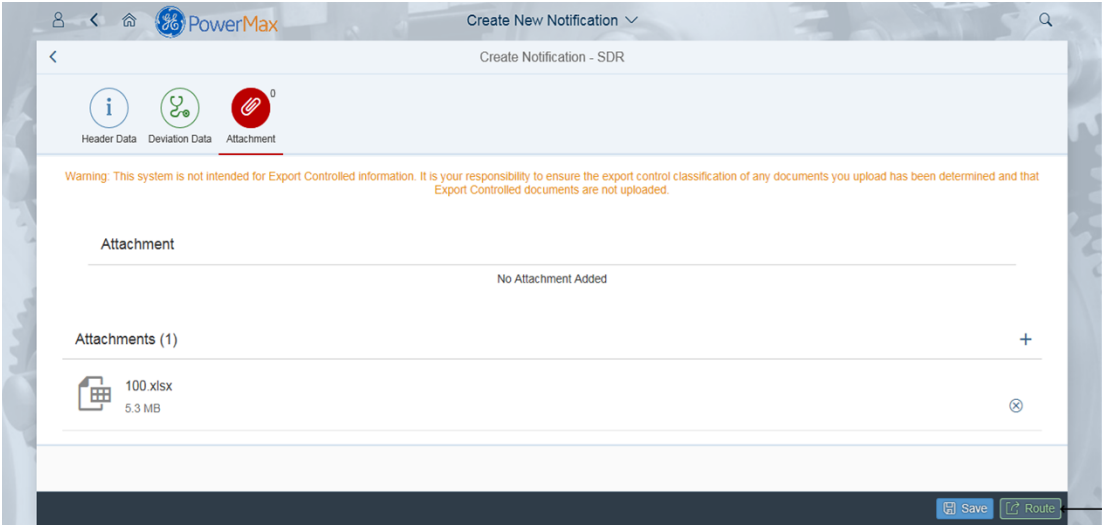
Warning



23. Click OK button . Please note the message which appears.

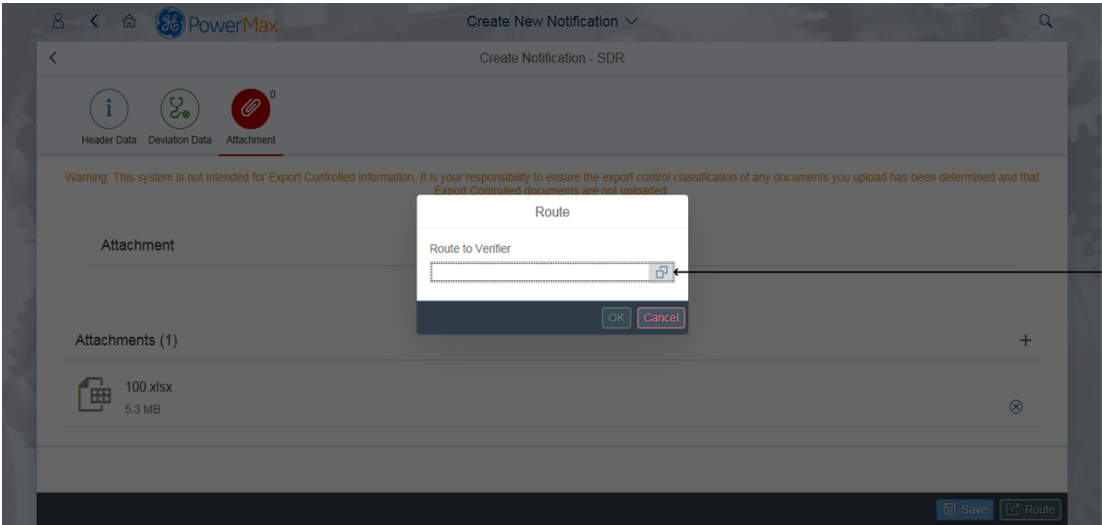


Create New Notification



- 24. Click **Route** to route the notification to the Verifier.

Route

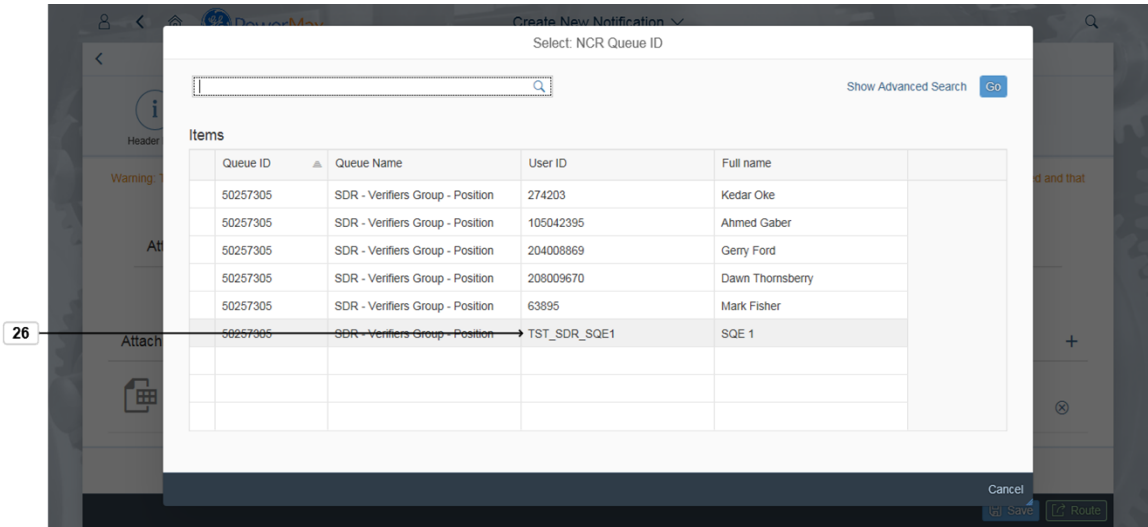


- 25. Click **Drop-down** to choose a Verifier.



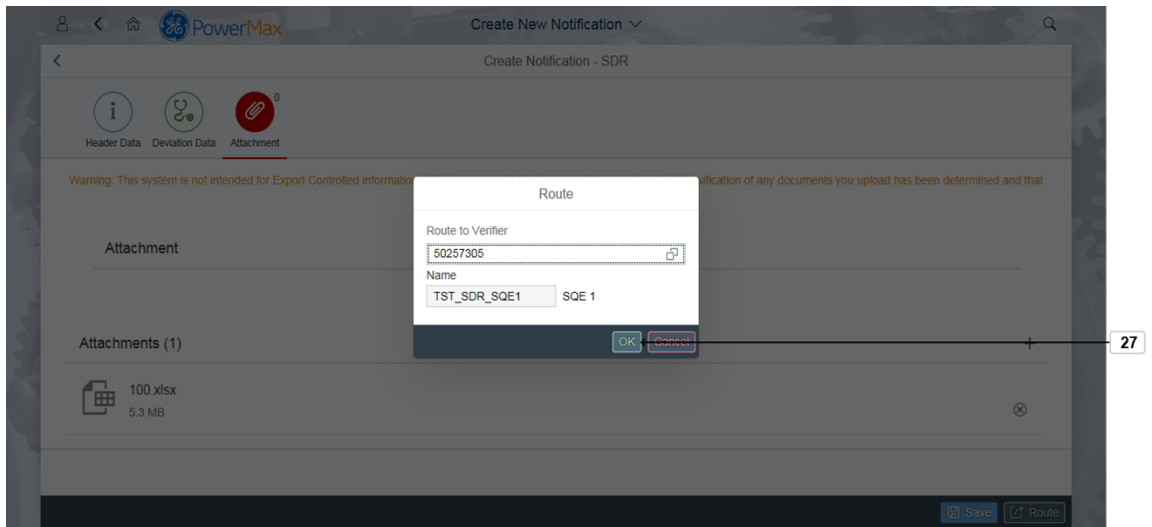
SDR/RFI/CAR Process - Create Supplier Deviation Request by external user

Route



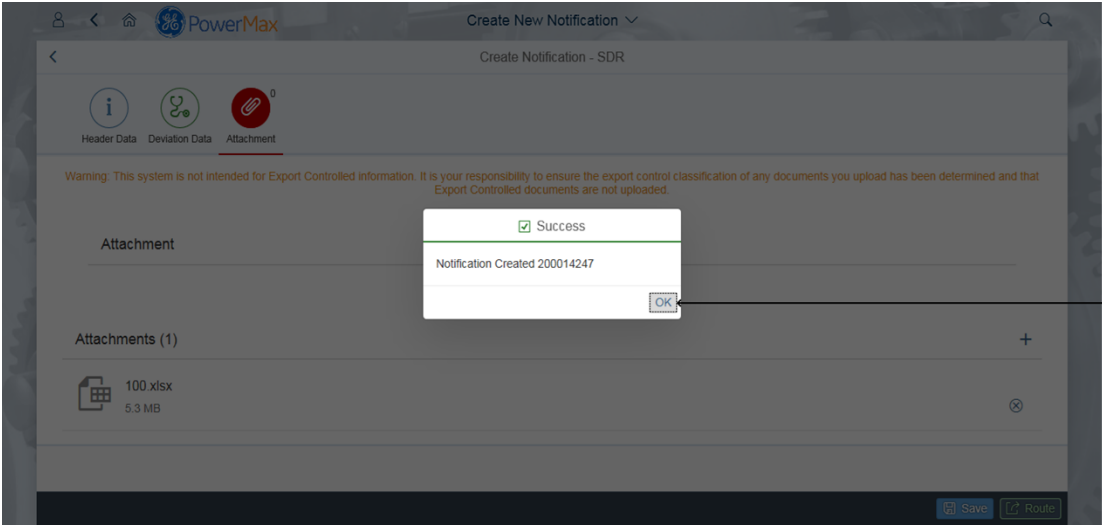
26. Choose the Verifier from the list or use the Search field **TST_SDR_SQE1** to find your Verifier.


Route



27. Click OK button **OK** to continue.

Success



- 28. The new notification number is displayed, note that if desired. Click the OK button  to finish the process.



END OF PROCEDURE

