



# Create ECR-PQM for PPCN Request

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## Overview

This document provides work instructions for the supplier to create and populate a Part or Process Change Notification (PPCN) request in Fusion as a Change Request (ECR-PQM) via Supplier Portal.

## Audience

Oracle External Manufacturers (EMs) and Suppliers.

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## Big Rules for Creating a PPCN/ECR-PQM

1. PPCN requests are always made through a Fusion ECR-PQM by Oracle External Manufacturers (EMs) and Suppliers.
2. Prior to the supply chain implementing a part or process change, a PPCN request must be submitted to Oracle through a Fusion ECR-PQM.
3. ECR-PQMs are only accepted from an Oracle EM, Core-Commodity Supplier (CCS) and Direct Supplier (DS).
4. An EM ONLY submits ECR-PQMs for parts or products they manage directly, as identified in the legal agreements.
5. A Core-Commodity Supplier ONLY submits ECR-PQMs for parts Oracle directly manages, as identified in the legal agreements.
6. A Direct Supplier ONLY submits ECR-PQMs for parts they ship directly to Oracle.
7. Any end of life (EOL) notification/component discontinuance must follow the 923-2465 procedure. See page 6 of this document for populating the EOL dates.
8. If an EM/CCS/DS contact does not have Fusion access to submit an ECR-PQM, they will need to contact their Self-Service Administrator within their company.
9. Duplicate ECR-PQMs should NOT be created. A duplicate ECR-PQM is when two or more ECR-PQMs listing the same part(s) affected and have a matching Reason for Change.

**NOTE 1:** When an EM, CCS, or DS creates a duplicate ECR-PQM, Oracle EC will return the ECR-PQM if found in the Submit status or canceled if in Preliminary Approval or Qual status. EC will also add a comment to the ECR-PQM communicating that the ECR-PQM is being returned or canceled because it's duplicate.

10. An ECR-PQM's Estimated Completion Date (ECD) is managed like an ECO's effectiveness date. The ECD is updated when Oracle Reviewers need additional time to complete their work. Engineering Coordinator sends email to Supplier to communicate the update.
11. If the new ECD creates an impact to the EM/CCS/DS business, the EM/CCS/DS needs respond to ECs email defining how their business will be impacted by the new date.
12. If the ECR-PQM (request for change) is **NOT AGREED** to, the Oracle Approver(s) will reject the ECR-PQM and add a Comment with the reason.
13. If the ECR-PQM (request for change) is **AGREED** to, the Oracle Approver(s) will approve the ECR-PQM, and when applicable will trigger an ECO or MCO to be created to authorize the change.
14. ECR-PQMs can be canceled if one of the following occurs:
  - ECR-PQM is a duplicate, the Engineering Coordinator will cancel the ECR-PQM and add a comment.
  - EM/CCS/DS withdraws their request for change, the EM/CCS/DS sends an email to the EC explaining why the PPCN needs to be withdrawn. The EC will cancel the ECR-PQM and add a comment.

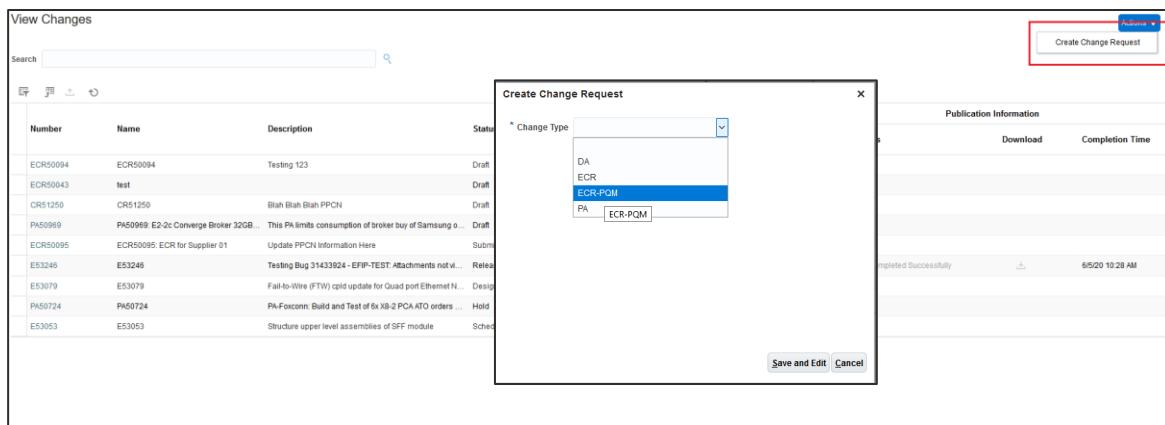
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**NOTE 2:** If an EM/CCS/DS contact has any questions or needs additional training information, please contact the appropriate Oracle Engineering Coordinator listed in the “ECR-PQM Populated – General Information” section, item 6.

### Create an ECR-PQM

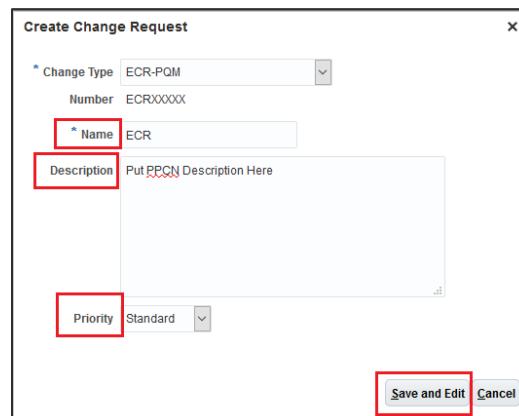
#### Supplier Portal Link

1. From Supplier Portal page, click **Manage Item Change Requests**, under Products.
2. From the Actions drop down, select **Create Change Request**.
3. Select **ECR-PQM** as the Change Type.
4. Click **Save and Edit**.



The screenshot shows the 'View Changes' page on the left and the 'Create Change Request' dialog box on the right. The dialog box has a dropdown menu for 'Change Type' with 'ECR-PQM' selected. At the bottom of the dialog box is a 'Save and Edit' button, which is highlighted with a red box.

5. Complete Change Request.



The screenshot shows the 'Create Change Request' dialog box. Several fields are highlighted with red boxes: 'Name' (containing 'ECR'), 'Description' (containing 'Put PPCN Description Here'), and 'Priority' (set to 'Standard'). At the bottom of the dialog box is a 'Save and Edit' button, which is highlighted with a red box.

- **Name:** Enter temporary name (you will update to match the Number in the next screen).
- **Description:** Enter a summary of the request.
- **Priority:** Enter Standard or Emergency
  - i. If PPCN is a Standard Priority, the ECD needs to be a minimum of 90 businessdays from date ECR is submitted to EC.
  - ii. If PPCN is an Emergency Priority, the ECD can be less than 90 business days, but more than 7 business days.

## Create ECR-PQM for PPCN Request

6. Click **Save and Edit**.

## ECR-PQM Populated – General Information

Complete the ECR-PQM General Information.

The screenshot shows the 'Edit ECR-PQM: ECR (ECR50100)' page. At the top right, there are buttons for 'Save' (highlighted with a red box), 'Save and Close', and 'Cancel'. A circled number '11' is at the top right corner of the page. The main area contains several input fields and dropdown menus:

- General Information:**
  - Number: ECR50100 (circled 1)
  - Name: ECR50100 (circled 1)
  - Description: Put PPCN Description Here
  - Reason Code: ECR - EOL Change (circled 2)
  - Approval Date
  - Created By: oal.supplier01@foxconn.com (circled 3)
  - Creation Date: 7/7/20 3:09 PM
- ECR Submitting Entity:** FOXCONN
- Affected Component Manufacturer:** FOXCONN
- Mfg Site:** This should be the Mfg site for the affected component change (circled 5)
- Engineering Coordinator:** ashlee.rice@oracle.com (circled 6)
- Engineering Project Team:** v7-2 (circled 7)
- Estimated Completion Date:** 10/7/20 (circled 8)
- Product Lines:** Cross-platform Hardware (circled 9)
- Reason For Change:** Provide reason for PPCN (circled 10)

- Name:** Update to match the ECR-PQM Number.
- Reason Code:** Select the appropriate Type of Change.

Type of Change	Change Description
ECR-Component part changes	Any sub-tier related change that relates to alternate source or affecting form, fit, or function to an Oracle part or product.
ECR-Design changes	Any change to an Oracle Product or an Oracle Engineering controlled part affecting form, fit, or function. This includes any planned physical or performance changes, such as, die shrinks, performance enhancements, design flaw fixes, and so on.
ECR-EOL changes	Parts which are going 'end of life' and are no longer manufactured
ECR-Manufacturing location- related changes	Manufacturing location changes of Oracle's first tier supplier, including movement of product line from current location or expansion to another location
ECR-Part or BOM changes	Any changes made that affect the information of a part or BOM e.g. sub-tier supplier's part number change. <u>No</u> change to the device's form, fit, or function, and/or to the processes used to build the device, and/or to the location where the device is built.
ECR-RoHS changes	Changes related to hazardous substances qualifications.

- Created By:** System populates login name.
- Priority:** Standard if completion is > 90 days, Emergency if completion is < 90 days.
- Mfg Site:** This should be the Manufacturing Site for the affected component change.

6. **Engineering Coordinator:** Enter Oracle Hardware's appropriate Engineering Coordinator (EC):

- a. [ashlee.rice@oracle.com](mailto:ashlee.rice@oracle.com) (EC for Core-Commodity Suppliers, Direct Suppliers)
- b. [ashlee.rice@oracle.com](mailto:ashlee.rice@oracle.com) (EC for External Manufacturer Hyve)
- c. [christina.hunter@oracle.com](mailto:christina.hunter@oracle.com) (EC for External Manufacturer Foxconn)
- d. [kristina.kolstad@oracle.com](mailto:kristina.kolstad@oracle.com) (EC for External Manufacturer Mitac)

7. **Project Team:** Enter the appropriate product team.

**NOTE 4:** If the product team is not known, the supplier contacts the Oracle Product Engineer (PE) they have been working with to get the product team's name.

8. **Estimated Completion Date (ECD):** Enter date to align to the following criteria:

- If PPCN is a Standard Priority the ECD needs to be a minimum of 90 businessdays from date ECR is submitted to EC.
- If PPCN is an Emergency Priority the ECD can be less than 90 business days, but more than 7 business days.

9. **Product Line(s):** Enter the appropriate product line. If unknown enter Cross-platform Hardware.

10. **Reason for Change:**

- Provide reason for PPCN.

11. **EOL Dates:**

- If the ECR-PQM is EOL, be sure to enter dates.

MPN Last Ship Date	7/22/25
MPN Last Time Buy	7/22/25
MPN EOL Date	7/22/25
MPN NRND Date	7/22/25

12. Click **SAVE**.

## ECR-PQM Populated – Affected Objects

**NOTE 5:** If you have problems loading the Affected Objects, please contact the Engineering Coordinator for assistance.

To add items:

1. Click **Select and Add**.
2. Enter **part number** and search.

Scroll to right of each part number entered, and add additional required information:

- **Affected Component Manufacturer:** Use drop-down list and select.
- **Manufacturer Part Number:** Use drop-down list and select.
- **Commodity:**
  - Choose the Associated Commodity Type from the drop-down list:

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- EM's will choose Non-Core unless they also support Core Mechanical parts for Oracle in which case they will select from Non-Core or Mechanical.
- Core Suppliers will choose the applicable Core Commodity Type.

Other additional information that may need to be populated based on the change notification:

The screenshot shows the 'Edit ECR-PQM' interface for a specific request (ECR50100). The 'Affected Objects' tab is selected. In the 'Additional Information' section, two fields are highlighted with red boxes: 'Substitute Components' and 'Notes'. Other fields visible include 'Field Stocking Locations', 'Spec Required', 'Waived', 'Waiver Reason', and dates for 'MPN Last Ship Date', 'MPN Last Time Buy', 'MPN EOL Date', 'MPN NRND Date', and 'PQM Reqd'.

- Populate **Substitute Components** if applicable to the change request.
- Populate **Notes** if applicable to the change request.

4. Click **SAVE**.

## ECR-PQM Populated – Attachments

All appropriate documents, including the PPCN need to be added to the ECR-PQM's Attachments tab, to support the PPCN request.

**NOTE 6:** If you have problems loading the attachment(s), please contact the Engineering Coordinator for assistance.

The screenshot shows the 'Edit ECR-PQM' interface with the 'Attachments' tab selected. The 'Attachments' table is empty, showing 'No data to display'. To the right, there is a 'Add Attachments' panel with a 'Browse...' button highlighted with a red box. Other controls in the panel include 'Type' (set to 'File'), 'Category' (set to 'Miscellaneous'), and a checkbox for 'Unzip all zip files after upload'.

1. Click the **plus** icon.
2. Browse for the **attachment** and upload.
3. Click **SAVE**.

## ECR-PQM Populated – Change Status to Submit

Once the ECR-PQM has been populated with all required content and is ready for Oracle to review and approve, the Supplier changes the status to SUBMIT.

1. Select **Change Status > Submit**. Once in Submit status no additional changes can be made.

## Create ECR-PQM for PPCN Request

Edit ECR-PQM: ECR50100 (ECR50100)

Draft Actions ▾ Change Status ▾ Save Save and Close Cancel

General Information

Number	ECR50100	Type	ECR-PQM
* Name	ECR50100	Status	Draft
Description	Put PPCN Description Here	Priority	Standard
Reason Code	ECR - EOL Change	Need-by Date	midday h:mm a
Approval Date		Requested By	oal.supplier01@foxconn.com
Created By	oal.supplier01@foxconn.com	Assigned To	ashlee.rice@oracle.com
Creation Date	7/7/20 3:09 PM		

## History

REV	DESCRIPTION	DATE
01	Initial Release (Agile)	07/21/2016
02	Remove name information from Reference Section (Agile)	8/27/2018
03	Update PA and ECR Documents for Fusion	4/28/2020
04	Update document 7337335 to align with new ECR-PQM function.	7/08/2020
05	Update some screenshots and add Hyve	12/15/2022
06	Convert to Redwood Template. No content changes.	01/11/2024
07	Update Engineering Coordinator Section 6. Add EOL dates step #11.	04/15/2025

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