



Create ECR-PQM for PPCN Request

Document Number and Revision: 7337335 Rev 07

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 effectivity 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 EC's 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.

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 in the Supplier Portal. A modal window titled 'Create Change Request' is open in the center. The modal has a dropdown menu for 'Change Type' with 'ECR-PQM' selected. Below the dropdown are 'Save and Edit' and 'Cancel' buttons. In the background, the 'View Changes' table is visible, showing a list of change requests with columns for Number, Name, Description, and Status. A 'Create Change Request' button is also visible in the top right corner of the page.

5. Complete Change Request.

The screenshot shows the 'Create Change Request' modal form. The 'Change Type' dropdown is set to 'ECR-PQM'. The 'Number' field is pre-filled with 'ECR/XXXX'. The 'Name' field is labeled 'Name' and contains the text 'ECR'. The 'Description' field is labeled 'Description' and contains the text 'Put PPCN Description Here'. The 'Priority' dropdown is set to 'Standard'. At the bottom right, there are 'Save and Edit' and 'Cancel' buttons.

- **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.

6. Click **Save and Edit**.

ECR-PQM Populated – General Information

Complete the ECR-PQM General Information.

Edit ECR-PQM: ECR (ECR50100)

Draft Actions Change Status Save Save and Close Cancel

General Information

Number ECR50100

1 * Name ECR50100

Description Put PPCN Description Here

2 Reason Code ECR - EOL Change

Approval Date

3 Created By oal.supplier01@foxconn.com

Creation Date 7/7/20 3:09 PM

Type ECR-PQM

Status Draft

4 Priority Standard

Need-by Date m/d/yyyy h:mm a

Requested By oal.supplier01@foxconn.com

Assigned To ashlee.rice@oracle.com

ECR Submitting Entity FOXCONN

Affected Component Manufacturer FOXCONN

5 Mfg Site This should be the Mfg site for the affected component change

6 Engineering Coordinator ashlee.rice@oracle.com

7 Engineering Project Team x7-2

8 Estimated Completion Date 10/7/20

9 Product Lines Cross-platform Hardware

10 Reason For Change Provide reason for **PPCN**

1. **Name:** Update to match the ECR-PQM Number.
2. **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.

3. **Created By:** System populates login name.
4. **Priority:** Standard if completion is > 90 days, Emergency if completion is < 90 days.
5. **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 (EC for Core-Commodity Suppliers, Direct Suppliers)
 - b. ashlee.rice@oracle.com (EC for External Manufacturer Hyve)
 - c. christina.hunter@oracle.com (EC for External Manufacturer Foxconn)
 - d. 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:

The screenshot shows the 'Edit ECR-PQM: ecr (ECR52248)' interface. The 'Affected Objects' section is active, displaying a search bar with '8201148' and a dropdown menu showing the selected item: '8201148(MST): PHANTOM,SAS2 HD, CHG FROM 600GB TO 1.2TB DESTROKED DRV, ED X7-2 - EXABM'. The interface includes buttons for 'Save', 'Save and Close', and 'Cancel'.

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

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

The screenshot shows the 'Edit ECR-PQM: ecr (ECR52248)' interface. The 'Affected Objects' table is displayed with the following columns: Class, Name, Description, Revisis, Lifecycle Phase, Affected Component Manufacturer, Manufacturer Part Number, and Commodity. The 'Affected Component Manufacturer' column is highlighted with a red box. The 'Manufacturer Part Number' and 'Commodity' columns are also highlighted with red boxes. The table contains one row with the following data: Class: Phantom, Name: 8201148, Description: PHANTOM,SAS2 HD, CHG ... 03, Lifecycle Phase: HW Mfg Production, Affected Component Manufacturer: [dropdown], Manufacturer Part Number: [dropdown], and Commodity: [dropdown].

- **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:

Class	Name	Description	Revision	Life Ph	Field Stocking Locations	Spec Required	Waived	Waiver Reason	Substitute Components	Notes	MPN Last Ship Date	MPN Last Time Buy	MPN EOL Date	MPN NRND Date	PQM Req'd
Phantom	8201148	PHANTOM.SAS2 HD, CHG FROM 60...	03	HW							m/d/yyyy	m/d/yyyy	m/d/yyyy	m/d/yyyy	

- 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.

Title	Description	Category	Checked Out By
No data to display.			

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

Submit

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

mm/dd/yyyy a

Approval Date

Requested By

oal.supplier01@foxconn.com

Created By

oal.supplier01@foxconn.com

Assigned To

ashlee.nice@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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