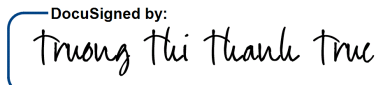
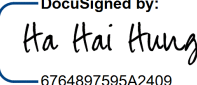
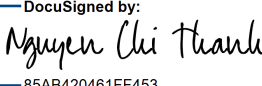




## DMS SYSTEM – NCR Improvement Request

Version: 02

### Approval Matrix

IT	Requestor
<p>Trương Thị Thanh Trúc</p> <p>DocuSigned by:    2D3807A6BA8B4E3...</p> <p>Title: Snr. System Analyst  Date: 13-Sep-18</p>	<p>Hà Hải Hưng</p> <p>DocuSigned by:    6764897595A2409...</p> <p>Title: CI Manager  Date: 14-Sep-18</p>
<p>Nguyễn Chí Thanh</p> <p>DocuSigned by:    85AB420461FF453...</p> <p>Title: IT Manager  Date: 13-Sep-18</p>	<p>Phạm Thống Nhất</p> <p>DocuSigned by:    F55657C14679449...</p> <p>Title: MRB Chairman  Date: 14-Sep-18</p>
	<p>Nguyễn Minh Mẫn</p> <p>DocuSigned by:    4E1F131B06AF4BC...</p> <p>Title: Director of Operation  Date: 14-Sep-18</p>



## DMS SYSTEM – NCR Improvement Request

Version: 01

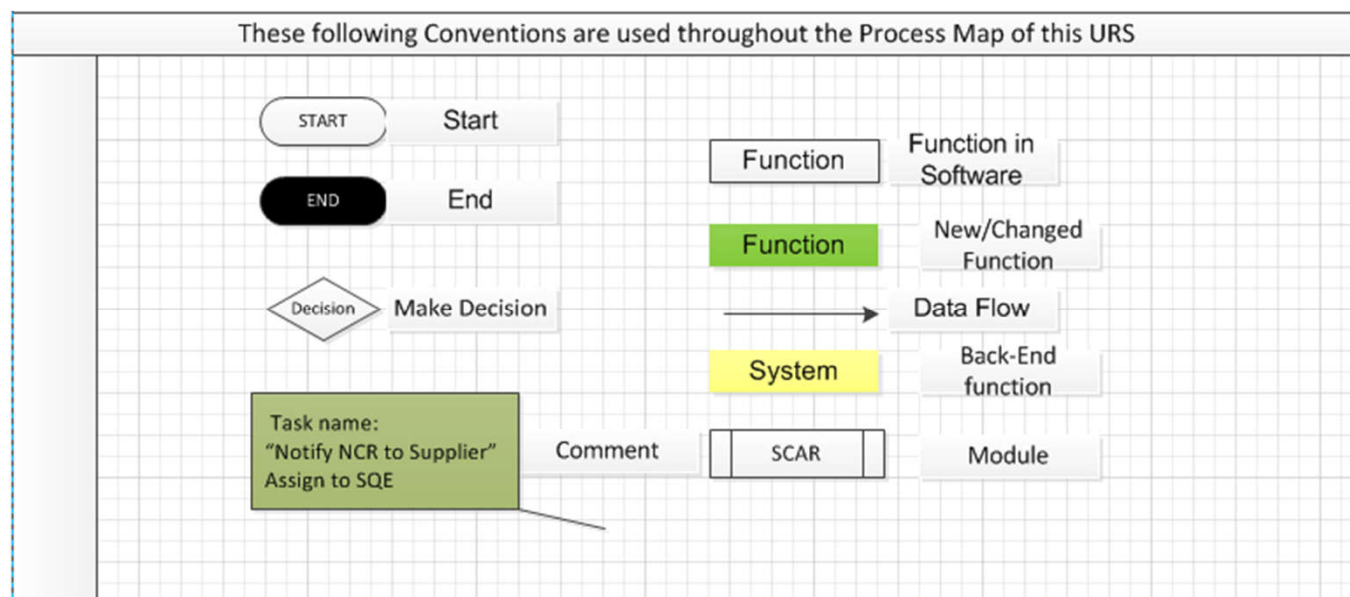
### Revision History

Date	Version	Description	Author
20 <sup>rd</sup> Aug 2018	01	NCR Improvement	Trương Thị Thanh Trúc
10 <sup>th</sup> Sep 2018	02	Refer to Preventive Action of 8D4717 When Submit NCR: <del>Must check that if there is the NCR (*) that has MI Part Number and Lot is as same as the submitting NCR and (*) has not been approved then NC of (*) must be added into the submitting NCR. (refer to Trb&amp;Imp_R08.xlsx #58)</del> Must check that if there is existing the NCR (*) that has MI Part Number and Lot is as same as the submitting NCR and (*) has not been approved then void (*) and copy content of (*) to the submitting NCR. <a href="#">(refer to Trb&amp;Imp_R08.xlsx #58)</a>	Ha Hai Hung

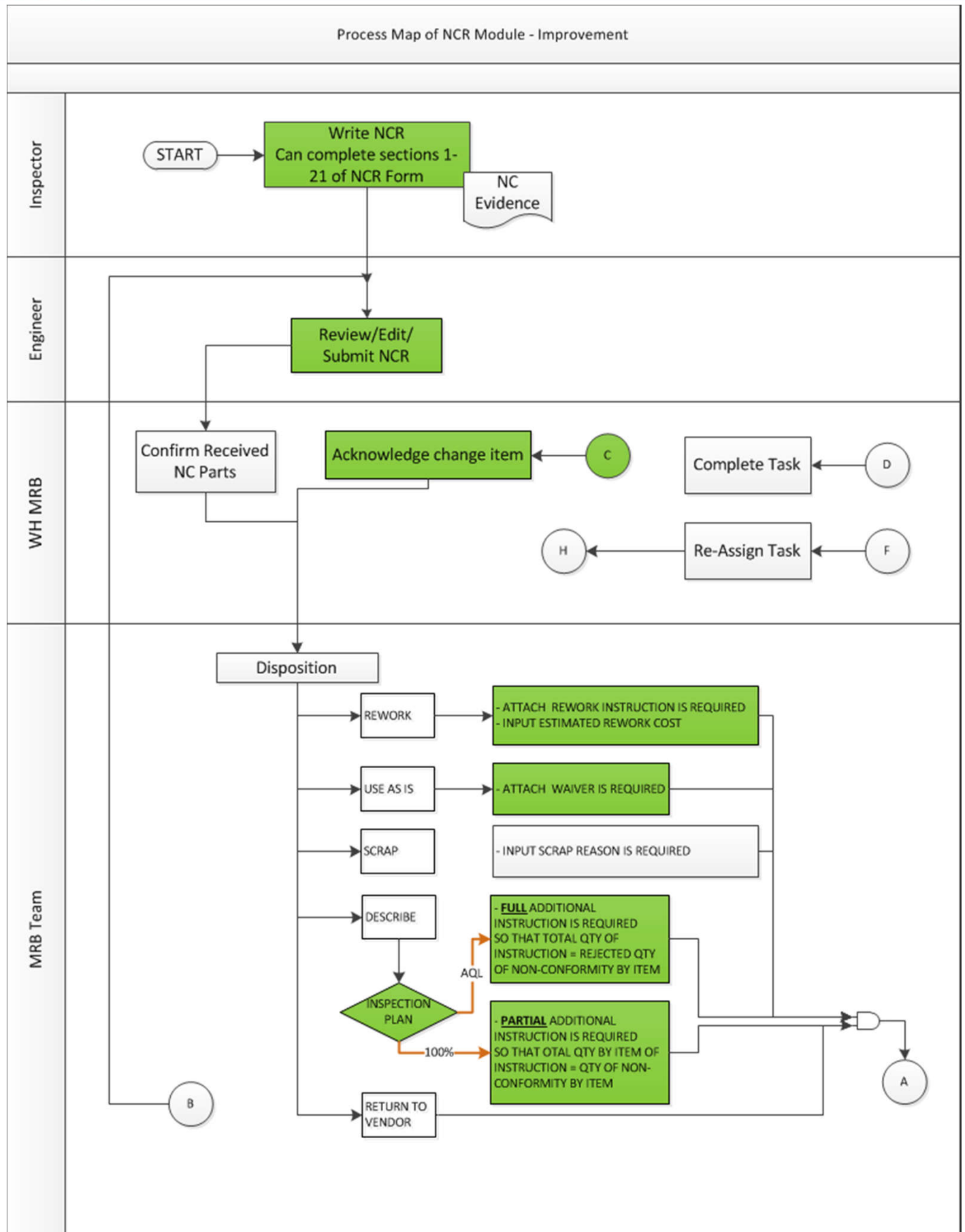
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    - 3.2.14. Auto-Remind NCR
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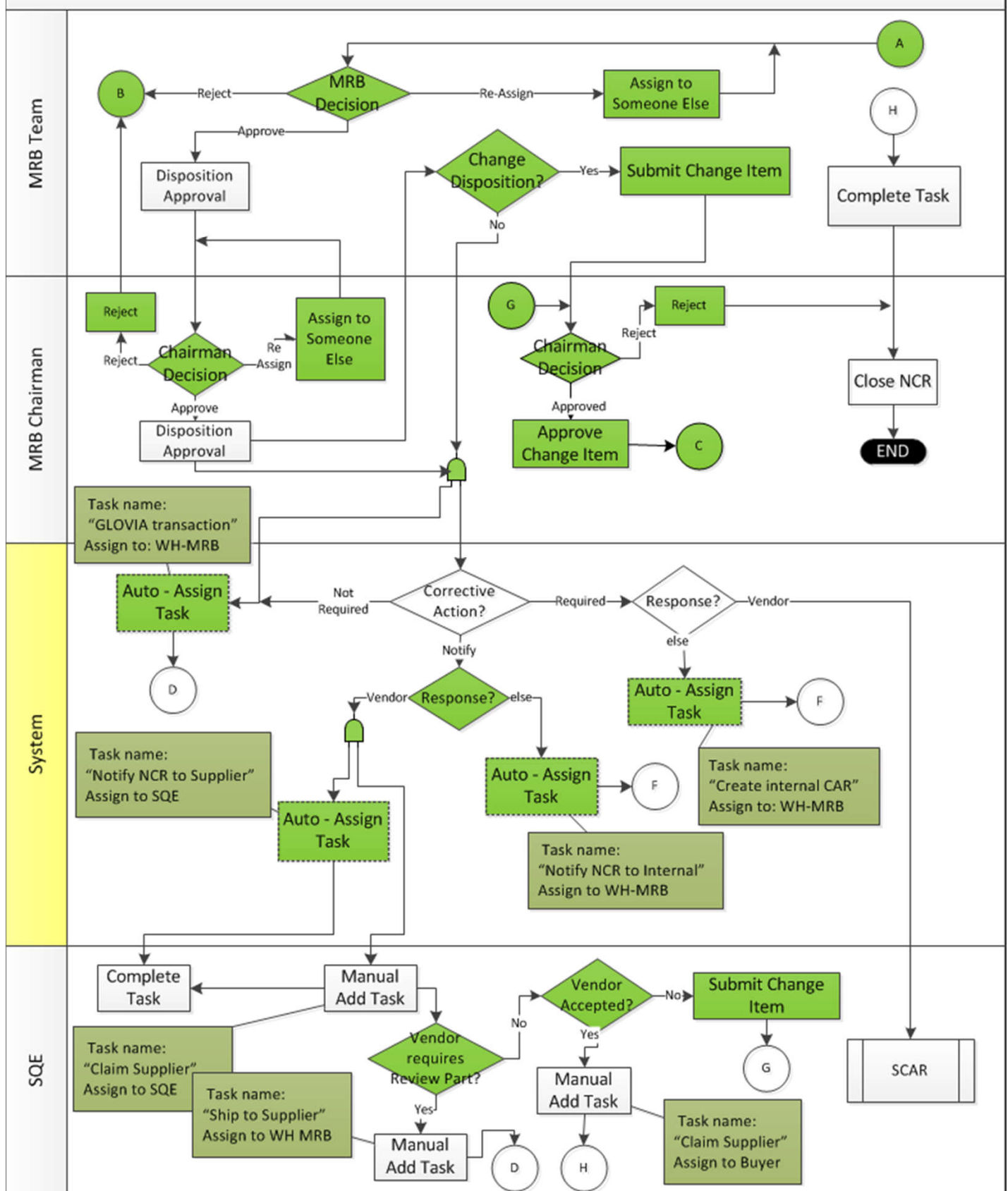
## 2. Conventions:



### 3.1. Process map



Process Map of NCR Module - Improvement



### 3.2.1. Create NCR

The improvement applies to the following items:

- Lot: is required if write NCR “In Process”.
- Rev: is required if write NCR “In Process” for Buy Part. In this case the value will be got from PO (refer to Trb&Imp\_R08.xlsx #6)
- Inspection Plan: if write NCR “In Process” (refer to Trb&Imp\_R08.xlsx #4)
  - Display a Tip line “*Trong trường hợp kiểm 100% thì rec qty là lượng đã kiểm*”
  - Case 100%: input:
    - rec qty. : key-in;
    - Ins qty. is auto-populated so that the value is equal rec qty.;
    - Defective qty: key-in;
    - Reject qty is auto-populated so that the value is equal Defective qty.
  - Case AQL:
    - rec qty. : key-in;
    - Ins qty. is auto-populated so that the value is got from Sampling size table;
    - Defective qty: key-in;
    - Reject qty is auto-populated so that the value is equal rec qty.

Lot size	Sample size (0.65 AQL; C=0)	Accept / Reject
2-8	All	0 / 1
9-15	All	0 / 1
16-25	20	0 / 1
26-50	20	0 / 1
51-90	20	0 / 1
91-150	20	0 / 1
151-280	29	0 / 1
281-500	47	0 / 1
501-1200	47	0 / 1
1201-3200	53	0 / 1
3201-10000	68	0 / 1
10001-35000	77	0 / 1
35001-150000	96	0 / 1
150001-500000	119	0 / 1
500001 and over	143	0 / 1

- Attach Evidence: (refer to Trb&Imp\_R08.xlsx #2)
  - Attach “VN Material Traceability” is Required. Add web link so that it can link to eCQ “VN Material Traceability” and allow administrator of the page can maintain the link when changing
  - Other evidence: is optional; can add/remove one or more picture/pdf file
  - Allow preview file when choosing
- Non-Conformity: (refer to Trb&Imp\_R08.xlsx #5)
  - Can quick search by NC code or NC description



### 3.2. Improvement Detail

### 3.2.2. Print MRB Tag (refer to Trb&Imp\_R08.xlsx #1)

*The improvement is add new function “Print MRB Tag” with the following requirements*

- Can print MRB Tag anytime after “Created”
- The function will be located in View NCR page
- MRB Tag format:

Size: height = 4cm, width = 7cm

**MRB TAG**

Ref: 10000011

Model # / Part #: 522-1080-003

Material #: heatsink Lot #: 7012164-0620

Process code: 10 Insp. Date: 13 July 18

Emp #: 11 Q'ty: 10

Desc:

Numbered callouts (1-12) point to various fields and data points on the form.

- (1) NCR Number so that display the value and add new line format **barcode**
- (2) "Part #"
- (3) **MI PART NO.**
- (4) "Desc"
- (5) **DESCRIPTION OF MATERIAL**
- (6) **TRAVELER NO./ ARM NO. /LOT#.**
- (7) The date when write NCR with format dd-Mmm-YY
- (8) **REJECTED QTY.**
- (9) Non-Conformity Description, it can be truncated if it is too long
- (10) "IQC" if NCR Number begins "I"; "Process" if NCR Number begins "P"
- (11) Inspector
- (12) "Defect"





## 3.2. Improvement Detail

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### 3.2.3. Edit (refer to Trb&Imp\_R08.xlsx #9)

The improvement applies to the following items:

- Attach files: can re-attach files
- Edit: NCR in Process can edit from 18 to 26; NCR for IQC can edit from Remark, 21 to 26

CITY		STATE	ZIP CODE	(16)	(17)		
ITEM	QTY	DESCRIPTION			DEFECT	RESPON	DISP'N
(18)	(19)	(20)			(21)	(22)	(23)

<b>DEFECT CODES</b> 1. DIMENSIONAL 2. PLATING 3. PAPERWORK 4. BURRS 5. MARKING 6. DIRTY 7. THREADS 8. SURFACE FINISH 9. SCRATCHES 10. DAMAGED 11. FLATNESS 12. WRONG PART 13. DRAWING ERROR 14. DESCRIBE	<b>RESPONSIBILITY</b> 1. VENDOR 2. PURCHASING 3. PRODUCTION 4. TEST 5. ENGINEERING 6. MARKETING 7. SHIPPING 8. DESCRIBE	<b>DISPOSITION</b> A. RETURN TO VENDOR (VEN. EXP) B. RETURN TO VENDOR (MI EXP) C. REWORK D. SCRAP E. USE AS IS F. SALVAGE G. DESCRIBE
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

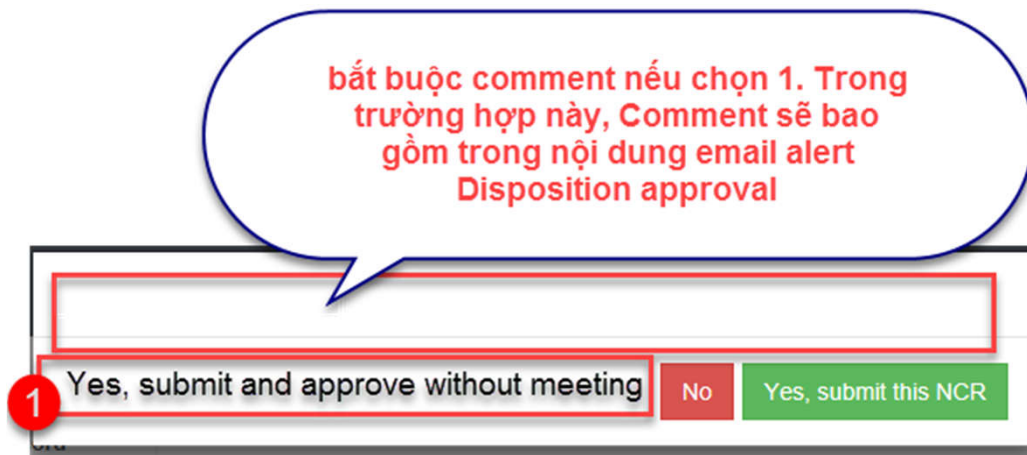
  

ITEM	QTY	ADDITIONAL INSTRUCTIONS	INSP.	DATE
(24)	(25)	(26)	(29)	(30)

### 3.2.4. Submit (refer to Trb&Imp\_R08.xlsx #10)

The improvement applies to the following items:

- Must Select the person who will do Disposition at Engineer Position
- Add a button “Yes, submit and approve without meeting”. If this option will be chosen, a screen will pop-up and requires key-in Comment. This comment will be included in the content of an auto-email sending to related person when NCR status are "Waiting for Disposition" or "Waiting for Disposition Approval". (refer to Trb&Imp\_R08.xlsx #10)
- The picture is the mockup



- NCR amount is less than or equal 10\$, show message with Yes, No option **“NC value less than 10\$, allow SCRAP at production cost. Do you want to SCRAP it at Production line?”**. If Yes, save the comment option **“NC value less than 10\$, allow SCRAP at production cost.”** and the amount so that we can make a report of this and save NCR with status “Closed”; Else, apply normal NCR flow.  
(refer to Trb&Imp\_R08.xlsx #16)
- ~~Must check that if there is the NCR (\*) that has MI Part Number and Lot is as same as the submitting NCR and (\*) has not been approved then NC of (\*) must be added into the submitting NCR. (refer to Trb&Imp\_R08.xlsx #58)~~
- Must check that if there is existing the NCR (\*) that has MI Part Number and Lot is as same as the submitting NCR and (\*) has not been approved then void (\*) and copy content of (\*) to the submitting NCR. [\(refer to Trb&Imp\\_R08.xlsx #58\)](#)

### 3.2.5 Print

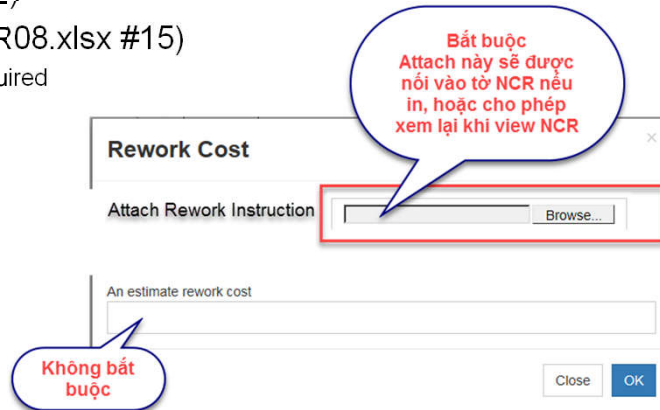
The improvement applies to the following items:

- List attached files and allow choose which files will combine into NCR form to print pdf format (refer to Trb&Imp\_R08.xlsx #2)
- If print multi NCR, do not print “VN Material Traceability” file

## 3.2.6. Disposition

The improvement applies to the following items:

- Must Select one of options of Corrective Action: Required, Not Required, Notification Only (refer to Trb&Imp\_R08.xlsx #42)
- If “Rework”: (refer to Trb&Imp\_R08.xlsx #15)
  - Attach “Rework Instruction” is required
  - Estimated Cost is optional
  - The picture is Mockup
- If “USE AS IS” (refer to Trb&Imp\_R08.xlsx #17)
  - Attach Waiver is required
- If “DESCRIBE” (refer to Trb&Imp\_R08.xlsx #37)
  - Change option “USE AS IS” into “Accepted” (refer to Trb&Imp\_R08.xlsx #41)
  - If Inspection Plan is 100%
    - Total of (23) = (19) group by 18
    - Allow do Disposition Partial
  - If Inspection Plan is AQL
    - Total of (23) = (15b)
    - Must do Full Disposition (Only allow Disposition one time)



**Rework Cost**

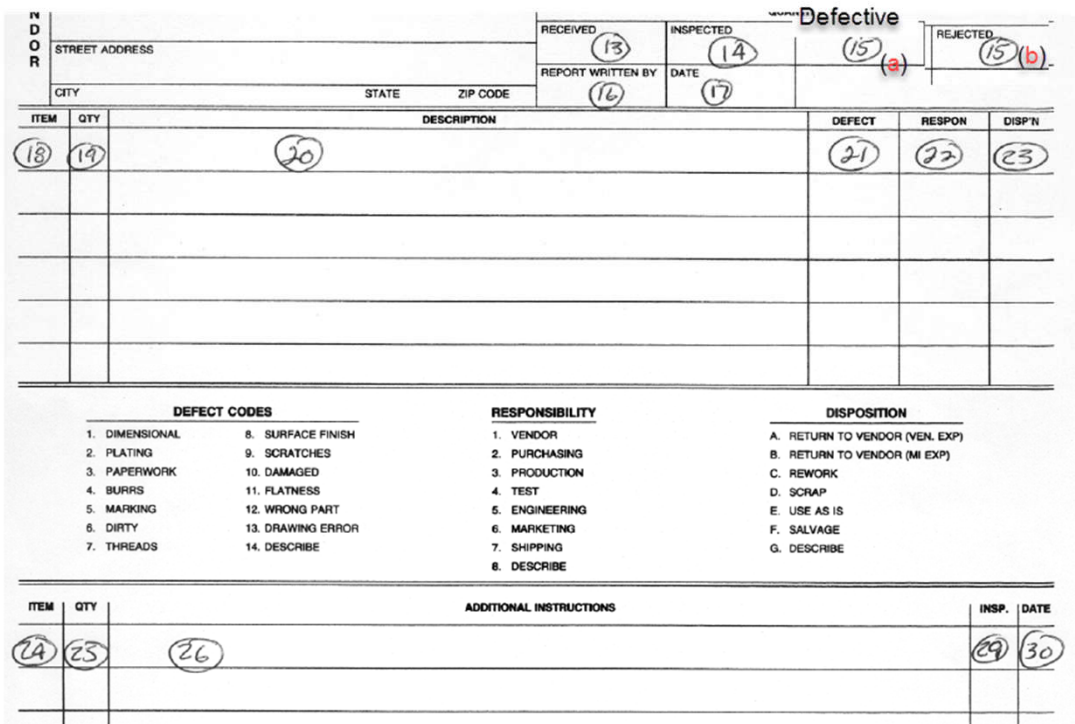
Attach Rework Instruction  Browse...

An estimate rework cost

Close OK

**Bắt buộc**  
Attach này sẽ được nối vào tờ NCR nếu in, hoặc cho phép xem lại khi view NCR

**Không bắt buộc**



**Defective**

VENDOR: STREET ADDRESS, CITY, STATE, ZIP CODE

RECEIVED (13), INSPECTED (14), REJECTED (15) (a), (15) (b)

REPORT WRITTEN BY (16), DATE (17)

ITEM	QTY	DESCRIPTION	DEFECT	RESPON	DISPN
(18)	(19)	(20)	(21)	(22)	(23)

DEFECT CODES		RESPONSIBILITY	DISPOSITION
1. DIMENSIONAL	8. SURFACE FINISH	1. VENDOR	A. RETURN TO VENDOR (VEN. EXP)
2. PLATING	9. SCRATCHES	2. PURCHASING	B. RETURN TO VENDOR (MI EXP)
3. PAPERWORK	10. DAMAGED	3. PRODUCTION	C. REWORK
4. BURRS	11. FLATNESS	4. TEST	D. SCRAP
5. MARKING	12. WRONG PART	5. ENGINEERING	E. USE AS IS
6. DIRTY	13. DRAWING ERROR	6. MARKETING	F. SALVAGE
7. THREADS	14. DESCRIBE	7. SHIPPING	G. DESCRIBE
		8. DESCRIBE	

ITEM	QTY	ADDITIONAL INSTRUCTIONS	INSP.	DATE
(24)	(25)	(26)	(29)	(30)

## 3.2.6. Disposition (Cont.)

- When "OK" to save the Disposition, should message **"Do you want to Approve the NCR?"**  
If Yes, update Engineer position is approved then redirect to NCR Management page; else, redirect to NCR Management page.  
(refer to Trb&Imp\_R08.xlsx #31)
- MRB Authorization Matrix: (refer to Trb&Imp\_R08.xlsx #32, #34)

Disposition	Make/Buy	A	B	C	D	E
Rework	Make	(2), (3), (4)			(3), (4)	
	Buy	(2), (3), (4)	(9)	(8)	(1), (3), (4)	(10)
SCRAP	Make	(2), (3), (4)			(3), (4)	(10)
	Buy	(2), (3), (4)	(9)	(8)	(1), (3), (4)	(10)
Return to Vendor	Buy	(2), (3), (4)	(9)	(8)	(1), (4)	(10)
Use As Is	Make	(2), (3), (4)			(3), (4)	
	Buy	(2), (3), (4)			(3), (4)	

MARLOW MRB AUTHORIZATION			
QUALITY ASSURANCE <b>B</b>	DATE	ENGINEERING <b>A</b>	DATE
MFG./ASSY. <b>D</b>	DATE	PURCHASING <b>C</b>	DATE
Production Control <b>E</b>	DATE	MRB Chairman <b>F</b>	DATE

## DISPOSITION APPROVAL MATRIX

	Disposition Approval Signatures	Internal Use-As-Is Non-Conforming Material identified in manufacturing. (manufacturing will determine disposition)	External Use-As-Is Non-Conforming Material sent to Customer for evaluation or received from supplier	Scrap Front End	Rework Front End	Scrap Final Assembly	Rework Final Assembly	Rework or Scrap Buy Part or Return to Supplier (Purchase Parts)
1	Project Engineer							** X
2	Process Engineer				X		X	* X
3	Manufacturing Supervisor/Line Lead	X (As Applicable)	X (As Applicable)			X	X	* X
4	Front End Supervisor/Line lead	X (As Applicable)	X (As Applicable)	X	X			* X
5	Quality Assurance							
6	Front End Operator							
7	Final Inspector							
8	Purchasing signature and RMA number		As Applicable					X
9	Supplier Quality							X
10	Production Control			X		X		X

**3.2.6. Disposition (Cont.)**

- MRB Authorization Matrix: (Cont.)  
MRB Authorization Matrix will be change. So the matrix on NCR form should be re-design so that the selection is dynamic as bellows design

Planner

Nguyen Van A

Select tittle

Select Full name

Add Approver

### 3.2.7. Disposition Approval

*The improvement applies to both Partial and Full Disposition*

- Allow MRB Chairman approve (see 3.2.5 MRB Approval Matrix)  
(refer to Trb&Imp\_R08.xlsx #13)
- Add 2 more functions: “Reject” and “Assign to someone else”  
(refer to Trb&Imp\_R08.xlsx #13)
  - “Reject”:
    - Requires “Reason for Reject”
    - The person at B, C, D, E or Chairman can reject an NCR having status “waiting for Disposition”.
    - NCR status will be changed into “Created” after Reject
    - Record the person who reject the NCR
    - Auto-email to the person Submitted, WH MRB, the people in the chosen MRB Authorization. The reason/person reject will include in content of email

Using template 2 of **3.2.13. Auto-email template**
  - “Assign to Someone else”:
    - The person at B, C, D, E and F can “Assign to someone else” an NCR having status “waiting for Disposition”.
    - Auto-email to the new person. Using template 2 of **3.2.13. Auto-email template**
- When the NCR is approved:
  - Auto-email to the person Submitted, WH MRB, the people in the chosen MRB  
Refer to **3.2.13. Auto-email template**
  - Auto-Assign Tasks: Refer to **3.2.12. Auto-Assign Task and email templates**
    - 1) Task Name: “GLOVIA transaction”; Assign to: MRB WH
    - 2) Task Name: “Create internal CAR”; Assign to: MRB WH if Corrective Action is “Required” and Response is not Vendor
    - 3) Task Name: “Create SCAR”; Assign to: SQE if Corrective Action is Required and Response is Vendor
    - 4) Task Name: “Notify NCR to internal”; Assign to: MRB WH if Corrective Action is “Notification Only” and Response is not Vendor
    - 5) Task Name: “Notify NCR to Supplier”; Assign to SQE if Corrective Action is “Notification Only” and Response is Vendor
  - The person at B, C, D, E and F can “Assign to someone else”





## 3.2. Improvement Detail

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### 3.2.7. Disposition Approval (Cont.)

- Mockup:

CORRECTIVE ACTION: ☐ NOT REQUIRED ☐ REQUIRED ☒ NOTIFICATION

FOLLOW UP NOTES:

ISSUED CA REQUEST NO: DATE:

ACCTG, USE ONLY

REMOVED FROM :

BOOK INV :

MARLOW MRB AUTHORIZATION			
<b>QUALITY</b> <div>Le Quang Dai</div>	<b>DATE</b> 23/07/2018	<b>ENGINEERINGS</b> <div>Phan Thanh Trong</div>	<b>DATE</b> 14/08/2018
<div> <div>1 Approve</div> <div>2 Reject</div> <div>3 Re-assign</div> </div>		<input checked="" type="checkbox"/>	
<b>MFG/ASSYE</b>	<b>DATE</b>	<b>PURCHASING</b>	<b>DATE</b>

- If choose Reject

Please provide reason for reject

- If choose “Re-Assign”

3

×

### Assign to Someone Else

New Signer's Name \*

Please provide a reason for changing signing responsibility

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

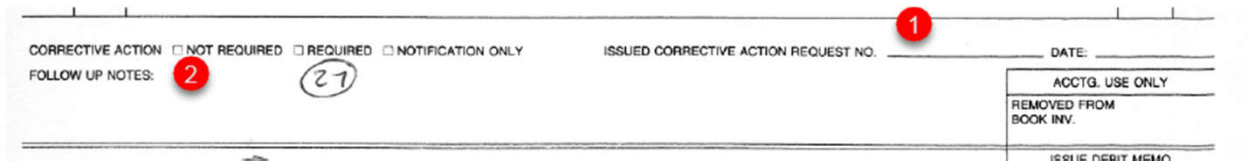
ASSIGN TO SOMEONE ELSE

CANCEL



### 3.2.8. View NCR (refer to Trb&Imp\_R08.xlsx #45)

*The improvement applies to the following items:*



- 1) ISSUED CORRECTIVE ACTION REQUEST NO: is list of SCAR number with web link so that can view the details of SCAR if click on the link
- 2) FOLLOW UP NOTES: is the list of Tasks with web link so that can view the details of Task if click on the link
- 3) List attachments of USE AS IS or REWORK if any
- 4) Add button "Print MRB TAG" to print MRB Tag (refer to 3.2.2)
- 5) Add button "Add Task" to add new task in manual. This button will be available if NCR status is "Disposition Approval" (this button is available in case NCR partial Disposition)

### 3.2.9. Submit Change Item (refer to Trb&Imp\_R08.xlsx #38)

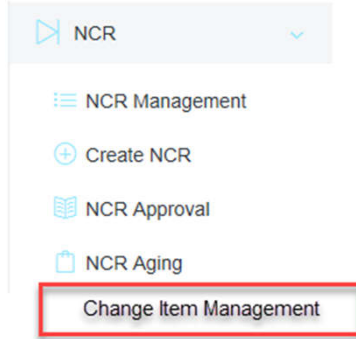
*The improvement is add new function "Submit Change Item" with the following requirements*

- This function will be located in View NCR form and the function is active when NCR status is "Disposition Approval" and Allow the person at A, B, C, D, E Submit a Request change when NCR Status is "Disposition Approval". An auto-email will be sent to Chairman.
- If the change is approved by Chairman, an auto-email will be sent to MRB WH. Then MRB WH action "Acknowledge change item" and NCR status will be changed into "Waiting for Disposition". Then an auto-email will be sent to the person at A, B, C, D, E position
- If the change is rejected by Chairman, an auto-email will be sent to the person submitting Change item with rejected reason included in the email content.
- Change item content:
  - Change number: <auto-number begins with CR...>
  - NCR number
  - Submitter Name
  - Brief Description of the change
  - Date Submitted
  - Date Required
  - Priority: Low, Medium, High, Mandatory
  - Reason for Change
  - Other Artifacts Impacted: <list the session need changing>
  - Comments
  - Attachments
  - MRB Chairman approved/rejected date
  - MRB Chairman comment
  - MRB WH acknowledged date

### 3.2.10. Approve/Reject Change Item (refer to Trb&Imp\_R08.xlsx #38)

The improvement is add new function “Approve/Reject Change Item” with the following requirements

These function will be located inside new page “Change item management” as bellows:



“Change item management” page contents:

- Change item information:
  - Change number (CR No)
  - NCR number
  - Submitter Name
  - Brief Description of the change
  - Date Submitted
  - Date Required
  - Priority: Low, Medium, High, Mandatory
  - Reason for Change
  - Other Artifacts Impacted: <list the session need changing>
  - Comments
  - Attachments
  - CR status: Submitted/Approved/Rejected/MRB WH acknowledge
  - MRB Chairman approved/rejected date
  - MRB Chairman comment
  - MRB WH acknowledged date
- Allow find by CR Status
- Double click on one of CR No then view CR will display and can “Approve”/ “Reject”/ “Acknowledge Change Item” here (apply the same way of NCR)

### 3.2.11. Acknowledge Change Item (refer to Trb&Imp\_R08.xlsx #38)

The improvement is add new function “Acknowledge Change Item” with the following requirements

- All data of the old revision will be history so that can search when necessary
- NCR will be version up with status is “Waiting for Disposition”
- An auto-email will be sent to the person at A, B, C, D, E position (refer to **3.2.12. Auto-email and Auto-Assign Task list**)
- Update CR information the date when MRB WH acknowledge



## 3.2. Improvement Detail

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### 3.2.12. Auto-email and Auto-Assign Task list

Change all current auto-email of NCR and Auto-Assign Task as the following rule:

Function	Action	OPE	MRB WH	A	B	C	D	E	F
Create NCR	Auto-Email	Apply template 1							
Submit and approve without meeting	Auto-Email			Apply template 2					
Disposition	Auto-Email				Apply template 2	Apply template 2	Apply template 2	Apply template 2	Apply template 2
Disposition Approval	Auto-Email	Apply template 3	Apply template 3	Apply template 3	Apply template 4 if Corrective Action is Required and Response is Vendor	Apply template 3	Apply template 3	Apply template 3	
	Auto-Assign Task		1) "GLOVIA transaction"; 2) "Create internal CAR" if Corrective Action is "Required" and Response is not Vendor 3) "Notify NCR to Internal" if Corrective Action is "Notification Only" and Response is not Vendor		1) "Create SCAR" if Corrective Action is Required and Response is Vendor 2) "Notify NCR to Supplier" if Corrective Action is "Notification Only" and Response is Vendor				
Disposition Rejected	Auto-Email	Apply template 6		Apply template 5	Apply template 6	Apply template 6	Apply template 6	Apply template 6	
Assign to someone else	Auto-Email			Apply template 2 if this position requests change	Apply template 2 if this position requests change	Apply template 2 if this position requests change	Apply template 2 if this position requests change	Apply template 2 if this position requests change	Apply template 2 if this position requests change
Submit Change Item	Auto-Email								Apply template 7
Approve Change item	Auto-Email		Apply template 8						
Reject Change item	Auto-Email			Apply template 10 if this person requests change	Apply template 10 if this person requests change	Apply template 10 if this person requests change	Apply template 10 if this person requests change	Apply template 10 if this person requests change	
Acknowledge Change Item	Auto-Email			Apply template 9 if this person requests change	Apply template 9 if this person requests change	Apply template 9 if this person requests change	Apply template 9 if this person requests change	Apply template 9 if this person requests change	

**3.2.13. Auto-email template**

- Template 1:
  - Subject: NCR Number: <SỐ NCR> - Pending your Submit
  - Content:

Dear Mr/Mrs,

The NCR Number <SỐ NCR> is waiting for your Submit

Click here to open NCR --> *This is NCR link, check the authorization when open the NCR*

*<Display comment in case “approve without meeting”>*

Thank You !
- Template 2:
  - Subject: NCR Number: <SỐ NCR> - Pending your approval
  - Content:

Dear Mr/Mrs,

The NCR Number <SỐ NCR> is waiting for your approval

Click here to open NCR --> This is NCR link, check the authorization when open the NCR

*<Display comment in case “approve without meeting”>*

Thank You !
- Template 3:
  - Subject: NCR Number: <SỐ NCR> - Approved
  - Content:

Dear Mr/Mrs,

The NCR Number <SỐ NCR> was approved. Please check your task list to complete the task (if any)

Click here to open NCR --> This is NCR link, check the authorization when open the NCR

Thank You !
- Template 4:
  - Subject: NCR Number: <SỐ NCR> - required SCAR
  - Content:

Dear Mr/Mrs,

The NCR Number <SỐ NCR> was approved. Please create SCAR and check your task list to complete the task (if any)

Click here to open NCR --> This is NCR link, check the authorization when open the NCR

Thank You !

**3.2.13. Auto-email template (Cont.)**

- Template 5:
  - Subject: NCR Number: <Số NCR> - Rejected
  - Content:

Dear Mr/Mrs,

The NCR Number <Số NCR> was rejected. Please do Disposition again.

Click here to open NCR

*<Display reason for reason">*

Thank You !
- Template 6:
  - Subject: NCR Number: <Số NCR> - Rejected
  - Content:

Dear Mr/Mrs,

Sorry be informed the NCR Number <Số NCR> was rejected.

<link NCR> --> cần check quyền

*<Display reason for reject">*

Thank You !
- Template 7:
  - Subject: NCR Number: <Số NCR> - Submit Change Item – Pending your approval
  - Content:

Dear Mr/Mrs,

The NCR Number <Số NCR> was submitted change item and is waiting for your approval.

Click here to open NCR

Thank You !
- Template 8:
  - Subject: NCR Number: <Số NCR> - Submit Change Item – Pending your acknowledge
  - Content:

Dear Mr/Mrs,

The NCR Number <Số NCR> was submitted change item and is waiting for your acknowledge.

Click here to open NCR

Thank You !

**3.2.13. Auto-email template (Cont.)**

- Template 9:
  - Subject: NCR Number: <SỐ NCR> - Change Item approved
  - Content:

Dear Mr/Mrs,

The NCR Number <SỐ NCR> - change item was approved.

[Click here to open NCR](#)

Thank You !
- Template 10:
  - Subject: NCR Number: <SỐ NCR> - Change Item rejected
  - Content:

Dear Mr/Mrs,

The NCR Number <SỐ NCR> - change item was rejected.

[Click here to open NCR](#)

*<Display reason for reject>*

Thank You !

**3.2.14. Auto-remind**

Daily auto-email remind at 8:00 AM to the member of MRB Authorization the NCR is waiting for her/his approval (refer to Trb&Imp\_R08.xlsx #29)

**3.2.15. NCR Management:**

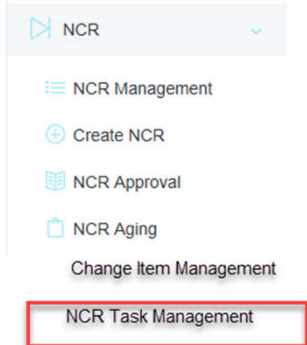
*The improvement applies to the following items:*

- “Find by”: Can find by “Vendor name”; NCR status is “Open” (refer to Trb&Imp\_R08.xlsx #46, #49)
- Add button “Back to Previous” so that can back to the previous list (refer to Trb&Imp\_R08.xlsx #47)

### 3.2.16. NCR Task Management (refer to Trb&Imp\_R08.xlsx #38)

The improvement is add new function “NCR Task Management” with the following requirements

Location:



“NCR Task Management” page contents:

- NCR number
- Task name
- Task Description
- Owner
- Assignee
- Approve
- Start Date
- Due Date
- Status: New,
- Actual Start Date
- Actual end date
- Priority
- Allow Find by”: Status, Owner, Assignee, NCR number, Task name (refer to Trb&Imp\_R08.xlsx #44, #53)
- Allow filter by the person login (refer to Trb&Imp\_R08.xlsx #53)
- Double click on one of Task name then view detail of Task. Can do task’s actions here (apply the same way of NCR)
- “New Task” button is designed inside view NCR page so that can add new task of the NCR with status is “Disposition Approval” (both Partial and Full Disposition Approval) (refer to Trb&Imp\_R08.xlsx #54)
- Auto-send email to Assignee when the task is created

### 3.2.17. SCAR (refer to Trb&Imp\_R08.xlsx #39, #57)

- Change 1:
  - The current 1 NCR can link to n SCAR in case 1 NCR has more than 1 NC. But can not create 1 SCAR if n NCR have the same NC. Request to improve SCAR in this case so that can create 1 SCAR for n NCR of 1 Supplier
- Change 2:
  - The current SCAR on NC group.
  - Change: SCAR on NC