



Sound Solutions for the Automotive Industry®

Request For Development (RFD) User Guide

05/11/2011

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Overview:

All new parts and changing parts built at UGN need an approval process, called the Request for Development (RFD). Several departments are involved with this approval. In addition, team members work together to categorize and identify these parts. These consist of raw materials purchased from vendors, semi-finished good built at one UGN Facility and used at another UGN Facility, formulas for how parts are processed, and finished goods sold to customers.

This RFD module replaces, enhances, and combines the previous Request for Quote (RFQ) and Request for Change (RFC) modules. In addition, team members will be able to track when parts go into service, or become end of life. There is even an option for pure research, in which no BPCS information would be assigned.

Development Scope:

- **Timing Rules:**
 - For the Business Process Type of “Customer Driven Change (RFQ)”
 - Quality Engineering and Purchasing wait for the Customer to approve the change before proceeding (Business Awarded). This will happen only on new parts, whereas current parts will continue directly to the Quality Engineer once approved by the previous levels.
 - For the Business Process Type of “UGN Driven Change (RFC)” (days over lap)
 - The RFD must be completed overall in 12 working days.
 - The Packaging section must be completed in 7 working days.
 - The Process section must be completed in 7 working days.
 - The Product Development section must be completed in 3 working days
 - The Costing section must be completed in 5 working days.
 - The Quality Engineering section must be completed in 2 working days.
 - The Purchasing section must be completed in 2 working days.
 - Tooling and Capital Timing must be completed in 7 working days.
- **Required Changes:**
 - To provide more confidential security, team member signatures will not be used in the documents. Instead, a cursive font with the date and time approved will be shown.
 - Crystal Reports (exported as PDF documents) will be used instead of Microsoft Excel for print-previews.
 - Team members who need to following changes based on Make or all changes in general can be added to a subscription called “RFD CC.” Notifications will be sent to the team members as RFDs are created and completed, but not in between.
 - Approval Routing will be run with some parallel levels and some tiered levels.
 - There will be a status for each section as well as the RFD as a whole.
 - No email attachments will be allowed. Instead supporting documents can be uploaded to a common folder. These uploaded documents as well as the preview of the RFD can be referenced via hyperlinks that can be included in the email notifications. Other links win the email will be to DMS Drawings, Cost Sheets, and ECI numbers, if they exist.



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- **Routing Rules:**

- Product Development, Costing, and Quality Engineering will be required for Customer Driven Changes and UGN Driven Changes. All other departments will be optional, INITIALLY. The Business Awarded button is only needed for new parts, not changing parts.
- Continuous Line and Material Size changes do NOT require Capital, Process, or Tooling approval (Dampers, Melsheet, Fleece, and PSA)
- Costing will be part of Approval Routing Level 1 for UGN Driven Changes (RFC), Going into Service, End of Life, Engineering Research Only, and Other, but be part of Approval Routing Level 2 for Customer Driven Changes (RFQ).
- If an initiating team member sees the need for only a cost sheet, then it can be checked and only the Costing

Business Type	Part (Designation) Type	Approval Required								
		Packaging	Prod Dev	Finance / Plant Controller	Process	Capital	Tooling	Costing	QE	Purchasing
Customer Driven Change (RFQ)	Finished Good, Service, or Semi-Finished Good	optional	x	Special criteria	Special criteria	Special criteria	Special criteria	x	After Business Awarded for new parts. Required immediately after costing for current parts.	After Business Awarded for new parts. Required immediately after costing for current parts.
UGN Driven Change (RFC)	Any	optional	x	N/A	Special criteria	Special criteria	Special criteria	x	x	optional
Going Into Service	Any	optional	Optional	optional	optional	optional	optional	x	optional	optional
End of Life	Any	optional	Optional	optional	optional	optional	optional	x	optional	optional
Engineering Research Only	Any	optional	optional	optional	optional	optional	optional	optional	optional	optional
Other	Any	optional	optional	optional	optional	optional	optional	optional	optional	optional



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List and Search Page:

- Search based on the following criteria
 - RFD No, Description, Drawing No., Customer Part No., Design Level, BPCS Part No., Part Name, Overall Status, Initiator, Approver Status, Approver, Role, Account Manager, Business Process Type, Designation Type, Priority, Customer, UGN Facility, Program, Commodity, Product Technology, Sub-Family, Vendor, Purchased Good, Cost Sheet ID, ECI No., CapEx Project No., P.O. No., and Due Date
 - RFDs in this system as well as RFQ and RFC documents from the old system can be searched on this page. When selecting an RFD, the data entry page will be shown. When selecting an RFQ or RFC from the old system, a PDF print-preview will be shown.
 - A list of results will be shown
 - Overall RFD Status
 - Each Approval Status will be shown in a small table below the overall status
 - The Description will be shown on a small line below the RFD No.
 - RFD No.
 - Previous RFD (if exists)
 - Drawing No. (if exists) – Top Level Drawing Number or First Child Drawing Number
 - BPCS Part No. (if exists) – First F.G. Part Number or First Child Part Number
 - Customer Part No. (if exists) – There can be only one
 - Part Name (BPCS Part Name, Drawing Name, or Customer Part Name)
 - Preview button
 - History button
 - The background colors for the status are as follows
 - Fuchsia– Open
 - Yellow – In Process (one section can be in process for the overall status to be in process)
 - White – Approved or N/A (all sections must be complete for overall status to be complete)
 - Blue – On Hold
 - Aqua – Tasked to another team member
 - Gray – Void
 - Red – Rejected (if one section is rejected, the overall status is rejected)



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Request For Development - List and Search

Partial Searches can be completed by placing % before or after text.

Review existing data or press **Add** to enter a new RFD.

RFD No:	<input type="text"/>	Drawing No:	<input type="text"/>
Customer Part No:	<input type="text"/>	Design Level:	<input type="text"/>
BPCS Part No:	<input type="text"/>	Part Name:	<input type="text"/>
Overall Status:	<input type="text"/>	Initiator:	<input type="text"/>
Approver Status:	<input type="text"/>	Approver:	<input type="text"/>
Role:	<input type="text"/>	Account Manager:	<input type="text"/>
Business Process Type:	<input type="text"/>	RFD Desc:	<input type="text"/>

Advanced Search

☐ Include Archive Data (WARNING: CHECKING THIS WILL ADD CONSIDERABLE TIME TO WAIT FOR RESULTS.)

Designation Type:	<input type="text"/>	Priority:	<input type="text"/>
Customer:	<input type="text"/>		
UGN Facility:	<input type="text"/>		
Program:	<input type="text"/>		
Commodity:	<input type="text"/>		
Product Technology:	<input type="text"/>		
SubFamily:	<input type="text"/>		
Vendor:	<input type="text"/>		
Purchased Good:	<input type="text"/>		
Cost Sheet ID:	<input type="text"/>	ECI No:	<input type="text"/>
CapEx Project No.:	<input type="text"/>	PO No.:	<input type="text"/>
Due Date (Begin Range):	<input type="text"/>	Last Updated On (End Range):	<input type="text"/>

Search **Reset**

Status Colors

Open **In-Process** **On-Hold** **Rejected** **Tasked** **Approved or N/A** **Void**

Approval Roles Pack = Packaging PC = Plant Controller/Finance Proc = Process PD = Product Development Tlg = Tooling CAP = Capital CO = Costing QE = Quality Engineering Pur = Purchasing

Overall Status	RFD No	Prev. RFD	DrawingNo	BPCS PartNo	Cust. PartNo	Name	Preview	History
Approved	200066		0706-00003-1(00)		05065459AA1	DEADENER-CTR FLR PAN		
Pack: PC Proc PD Tlg CO QE Pur DESCRIPTION: new and improved								
Void	200065							
Pack: PC Proc PD Tlg CO QE Pur DESCRIPTION: new process								
Rejected	200064							
Pack: PC Proc PD Tlg CO QE Pur DESCRIPTION: change tool								
Approved	200063		0501-00002-1(07)		05065459AA1	DEADENER-CTR FLR PAN		
Pack: PC Proc PD Tlg CO QE Pur DESCRIPTION: change vendors								



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Details Page:

RFD Detail page

- Top Section
 - RFD No. (auto generated/view only)
 - Overall Status of RFD (updated as approvals are changed)
 - Completion Date if exists
 - Preview Button
 - Business Awarded Button (for RFQ Process only)
 - Copy Button
 - Radio Buttons indicate if the RFD should be duplicated "AS IT" or if the "new" part information should become "current" part information in the copied RFD.
 - Void Button
 - Help Links for various roles

Request For Development (RFD) Detail

RFD No: **200142**

Overall Status: In-Process

Preview Copy Void

☐ New Part/Rev Copy (New info here becomes current info in the copy) ☒ Duplicate Copy (Keep info the same)

Initiator Help

Packaging Help

Finance/Plant Controller Help

Process Help

Product Development Help

Capital and Tooling Help

Costing Help

Quality Engineer Help

Purchasing Help

- Many Tabs Exist (Description, Kit, Customer PartNo and Finished Good PartNo, Child PartNo, Customer Program, UGN Facility, Vendor, Packaging, Labor and Overhead, Process, Capital and Tooling, Supporting Documents, Approval Status, and Communication Board)
 - Description Tab
 - The initiators can be Account Managers, Plant Champions, or other Team Members with proper authority (such as Approvers)
 - The initiators can enter as many known details as possible. As the RFD is approved by various departments, more information will be updated.
 - The following fields are required by the initiator at a minimum:
 - Initiator Team Member (default to current user)
 - Business Process Type
 - Designation Type
 - Price Code
 - Due Date (if RFC, then 12 days from creation)
 - Description
 - Based upon the selections of Business Process Type and Designation Type, certain fields and sections will be visible or updatable.
 - Based on the "Designation Type"
 - For Finished Goods, a Customer PartNo is required.



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- For Raw Materials, a Current BPCS PartNo or New BPCS Part Name is required.
- At least one Customer/Program
- At least one UGN Facility
- Based upon the Business Process Type, certain approval routing sequences will occur. See the chart above.
- Depending upon the Customer chosen the Account Manager would be selected
- Depending upon the Make, a Purchasing Team Member will be chosen
- Depending upon the Commodity, the Product Development Team Member will be chosen

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Capital and Tooling	Supporting Docs	Approval Status	Communication Board

* Initiator:

* Business Process Type: ☐ Affects Cost Sheet Only

* Designation Type:

Account Manager:

* Make:

Purchasing Team Member assigned to Make: Changing this team member will NOT override a previously selected team member on the approval tab.

* Commodity:

Product Development Team Member assigned to Commodity: Changing this team member will NOT override a previously selected team member on the approval tab.

* Price Code (Production Status):

Priority:

* Due Date:

Description:

Impact On UGN:

Target Price:

Target Annual Volume:

Target Annual Sales:

Is Material Size Change: ☐

Packaging required: ☒

Process required: ☒

Costing required: ☒

Quality Engineering required: ☒

Research and Development required: ☒ (CC Notification Only - No approval needed)

Is Continuous Line: ☐
(Barrier, Damper, Fleece, Melsheet, Pas, PSA, etc...)

Finance (Corporate/Plant Controller) required: ☒

Tooling required: ☒

Capital required: ☒

Product Development required: ☒

Purchasing required: ☒

DVPR Document required: ☒



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



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- KIT Tab

- In order to group finished goods into a “kit” part, they can be organized on this tab.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Record Saved Successfully.

Kit BPCS Part No	Rev		Finished Good BPCS Part No	Rev		
04716903		CHRYSLER NS MINI-VAN	04716765	01	CHRYSLER NS MINI-VAN	 
04716903	01	CHRYSLER NS MINI-VAN	04716902	01	CHRYSLER NS MINI-VAN	 
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		 



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


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- Customer Part Number and Finished Good Part Number Tab
 - This tab is shown when the Designation Type is "Finished Good" (F.G.)
 - This tab will be invisible when only child parts (NON-Finished Goods) are the designation type.
 - When the designation type is finished good, then child parts are allowed to be added in the "Child Part Number" tab, which will be discussed later.
 - Based on the DMS Drawing No of the "Current Customer Part Number", the measurements of the lower section will be automatically populated.
 - Multiple F.G. BPCS Part Numbers can be assigned to a single Customer Part Number. This will be done by the Quality Engineer.
 - Details from the Current Drawing can be copied to details for a new drawing.
 - The Product Development Team member can choose to generate a new drawing or assign an existing drawing.
 - The Customer Part Number, Design Level, Customer Drawing Number, Customer Part Name, DMS Drawing Number, Commodity, and Product Technology (for all current and new items) can be assigned by the Initiator or any approver as it is known.
 - Certain values may be general enough to apply to all Finished Goods and can thus be assigned simply to the Customer Part Number. Other instances may require separate Cost Sheets, ECI Numbers, Cap Ex Project Numbers, and PO Numbers per finished good. It is up to the team members to decide.
 - The Cost Sheet ID would be entered by the Costing Team member. The creators of the Cost Sheets will have an option in the Costing Module to pull information from the RFD.
 - The ECI Number would be entered by the Quality Engineer. This can be done by manually typing the ECINo or using a search popup. On the search popup, there will also be the ability to create a new ECI based on the RFD information.
 - The CapEx Project Number would be entered by the Tooling Team Member, if exists.
 - The PO Number would be entered by the Purchasing Team Member, if exists.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

[View Rules to convert Customer PartNo to Finished Good BPCS PartNo](#)
[View DocuShare QA166 SOP](#)

CURRENT Customer Part	NEW Customer Part
Customer Part No: 05065459AA  	New Customer Part No: 05065459AA (quite often received from the customer)
Design Level: 1	New Design Level: 2
Customer Drawing No:	Customer Drawing No:
Customer Part Name: DEADENER-CTR FLR PA	Customer Part Name: DEADENER-CTR FLR PA
DMS Drawing No: 0501-00002-1(07)  View 	DMS Drawing No: 0501-00002-1(08)  View 
	Cost Sheet ID: 12345
	ECI No.: 200000
	CapEx Project No.:
	PO. No.:
Commodity: Dampers / Stiffeners	Commodity: Dampers / Stiffeners
Product Technology:	Product Technology: Carpet
Save Customer Part Info	



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Edit Finished Good Details / Measurements

CURRENT Customer Part	NEW Customer Part
<input type="button" value="Copy all fields below to the new part >>"/>	
Current Initial Dimension and Density: 00	* New Initial Dimension and Density: 00 **Inserted into the Drawing No.
Current Process Step No.: 1	* New Process Step No.: 1 **Inserted into the Drawing No.
Current AMD Value: 2.0000 +/- 2 mm >>	New AMD Value: 2.0000 +/- 2 mm
Current WMD Value: 15.0000 +/- 1 m >>	New WMD Value: 1.0000 +/- 1 m
Current Density Value: 3.0000 +/- 3 gm >>	New Density Value: 3.0000 +/- 3 gm
Current Construction: test >>	New Construction: test
Current Drawing Notes: this is a test >>	New Drawing Notes: this is a test
Current Family: SF Adhesives (5)	New Family: SF Adhesives (5)
Current SubFamily: SF Adhesives - Liquid Based (501) >>	New SubFamily: SF Adhesives - Liquid Based (501)
	<input type="button" value="Save New Measurements"/>

Below is the list of Current BPCS Finished Good Part No(s) based on CURRENT Customer Part No above.



Current F.G. BPCS PartNo	Name	Copy Customer Information if exists
05065459AB	DEADENER-CTR FLR PAN	

AT LEAST ONE Finished Good BPCS Part No(s) MUST BE ASSIGNED in order for the RFD to be closed. However, team members still may submit this for approval without prior knowledge of what the new part numbers should be.

Add / Edit Finished Good Part No(s) (usually by Quality Engineers)

New Finished Good BPCS PartNo:	<input type="text"/>		
New Finished Good BPCS Part Revision:	<input type="text"/>		
New Finished Good BPCS Part Name:	<input type="text"/>		
DMS Drawing No.:	<input type="text"/>	(same as above if blank)	
Cost Sheet:	<input type="text"/>	(same as above if blank)	
ECI No.:	<input type="text"/>	(same as above if blank)	
CapEx Project No.:	<input type="text"/>	(same as above if blank)	
P.O. No.:	<input type="text"/>	(same as above if blank)	
<input type="button" value="Add F.G. BPCS PartNo"/>			

Below is the list of New BPCS Finished Good Part No(s) based on NEW Customer Part No above (See also Docushare SOP Document: QA 166)

New F.G. BPCS PartNo	New Rev.	Name	Drawing No.	Cost Sheet	ECI No.	CapEx Project No.	P.O. No.	Edit / Delete F.G. BPCS Part Info
04716902	0	CHRYSLER NS MINI-VAN						 



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- ECI Search and Create Popup for Quality Engineers only, can be used for the Customer Part or for the Child Parts.

UGN, Inc. RFD to ECI - Windows Internet Explorer provided by UGN, Inc.

Search for an ECI or Create a New ECI

Partial Searches can be completed by placing % before or after text.

☒ Create External ☐ Create Internal

Review existing data or press to create a new ECI.

ECI No.: Description:

	ECI No.	Description
	200123	Customer design change - trim...
	200122	Customer design change - trim...
	200121	Customer design change - trim...
	200120	Customer design change - trim...
	200119	Customer design change - trim...



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Child Part Number Tab

- When the Designation Type for the whole RFD is NOT a finished good, the part must be a "child" part of some kind (Raw Material, Formula, Semi-Finished Good, etc.),
- The part using this child part may or may not be referenced in the RFD
- Also, when the Designation Type for the whole RFD is a Finished Good, there may be a need to change or add child parts.
- For each child part, there could be unique Cost Sheets, External RFQ Numbers, ECI Numbers, DMS Drawings, and P.O. Numbers.
- Again, the list of child parts can be built by any team member.
- If needed a unique Cost Sheet, ECI Number, and PO Number can be added by the specific approver.
- The detailed measurements can be added by any team member. Changes will be highlighted in yellow when comparing to a current DMS drawing.
- Team members can view the existing BOM of a child part or what parent parts are affected.
- The Product Development team member can choose to create a new drawing or use an existing one.

Desc. KIT Customer Part No and F.G. Part No Child Part No Customer Program UGN Facility Vendor

Packaging Labor and Overhead Process Tooling Supporting Docs Approval Status Communication Board

Please only list child parts that are new or are being changed. The complete bill of materials for any part will be handled in the Costing and the DMS modules. Child Part information was saved.

Current Child BPCS Part No.: 1053 Rev. 01

* New Child BPCS Part Name: MIX-ASPHALT B25

New Child BPCS Part No.: 1056 Rev.

New DMS Drawing No.: 11007-13002-1(03) View

New Cost Sheet ID:

New External RFQ No:

New ECI No:

New P.O. No:

Update Child

Edit Child Part Details / Measurements

CURRENT	NEW
BPCS Part No: 1053 BOM Revision: 01 Parent Parts Affected By Change Name: NISSAN, JIC, KTH, SUBARU FOAM DMS Drawing No.: 11007-13002-1(02) View	BPCS Part No: 1056 Revision: Name: MIX-ASPHALT B25 DMS Drawing No.: 11007-13002-1(03) View
Current Initial Dimension and Density: 13 >> Current Process Step No.: 1 >> AMD: 1359.0000 Tol: -0/+25 mm >> WMD: Tol: See Note mm >> Density: 130.0000 Tol: +/-10% g/m2 >> Construction: Hydro Repellent (RR) and Flame >> Drawing Notes: Roll Length to be determined by >> Designation Type: R - Raw Material >> Family: SF Nonwovens (10) >> Sub-Family: SF Nonwovens - Spunbond (Spunlaid) (1007) >> Purchased Good: Scrim >>	* New Initial Dimension and Density: 13 **Inserted into the Drawing No. * New Process Step No.: 1 **Inserted into the Drawing No. AMD: 1359.0000 Tol: -0/+45 mm >> WMD: Tol: mm >> Density: Tol: >> Construction: >> Drawing Notes: >> Designation Type: A - Consumables >> Family: >> Sub-Family: >> Purchased Good: >>

Child Part Information was saved.

Update Child Close

For the RFC Business process type, AT LEAST ONE Child BPCS Part No(s) MUST BE ASSIGNED in order for the RFD to be closed after all approvals have been completed. However, team members still may submit this for approval without prior knowledge of what the new part numbers should be. The approvers can determine what the new numbers should be.
List of BPCS Child Part No(s) based on DocuShare SOP Document: QA 167

Current BPCS Part No.	Rev.	New BPCS Part No.	Rev.	Name	New Drawing No.	Cost Sheet ID	External RFQ No	ECI No.	P.O. No.	Edit / Delete (Identifiers Shown Above) (Details Shown Below)
1053	01	1056		MIX-ASPHALT B25	11007-13002-1 (03)					
F748-19 1.5-2.9	01			BENTELER & TOYOTA FOAM						



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Customer Program Tab

- The SOP and EOP dates can be pulled from the Planning & Forecasting Module if the Program, CABBV, SoldTo, and Finished Good BPCS Part Number have an EXACT match.
- Multiple Customers and Program combinations are allowed.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Make:

Program:

Year:

SOP Date:

EOP Date:

☐ Show All Customers and Future Customers

Customer (based on AccountManager):

Customer Approval Required ☐

Customer Approval Date:

Customer Approval No.:

Make	Program	Year	SOPDate	EOPDate	Customer	Cust. Appr. Req.	Appr. Date	Appr. No.	
GM	322 GMX CADILLAC CTS	2016				<input type="checkbox"/>			
SUBARU	25T LEGACY	2009			0000 (f) Tower Automotive	<input type="checkbox"/>			
MAZDA	J94A MAZDA 6	2007			1073 AAI AUTO ALLIANCE (MAZDA) - NIPPON	<input type="checkbox"/>			
TOYOTA	299W COROLLA	2019			1510 TMMK TOYOTA MTR ENG & MFG NO. AMER.	<input type="checkbox"/>			

UGN Facility Tab

- Multiple UGN Facilities and / or department combinations are allowed.
- Departments are optional

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

UGN Facility	Department	
Chicago Heights	HTS Melsheet 1	

Vendor Tab

- Multiple Vendors are allowed.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Record Saved Successfully.

PPAP Required: ☒ (See CARS Application)

Vendor Requirement:

Vendor	
(f) Johnan	
19169 HUHTAMAKI FORCHHEIM	
<input type="text"/>	



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- Packaging Tab
 - Some piece of information is required for each part.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Cust PartNo	Name	Nbr Containers	Height	Unit	Width	Unit	Depth	Unit	Annual Vol.	System Day Count	Comments	
	DEADENER-CTR FLR PAN										use a box	

BPCS PartNo	Name	Nbr Containers	Height	Unit	Width	Unit	Depth	Unit	Annual Vol.	System Day Count	Comments	
	MIX-BARITE		2.00	ft								

- Labor and Overhead
 - There must be at least some kind of labor for Customer Parts
 - Updated only by Finance Team Members

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Record Saved Successfully.

Labor	Rate	Crew Size	Offline	
JX-Cell#4 (35)	1.0000	2.0000	<input type="checkbox"/>	
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Overhead	FixedRate	VariableRate	Crew Size	NumberOfCarriers	Offline	
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

- Process
 - A text box is available to enter instructions or notes
 - Updated only by Process Engineers

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Process Notes:

Save



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- Capital and Tooling
 - A text box is available to enter instructions or notes for capital.
 - A text box is available to enter instructions or notes for tooling.
 - Updated only by Tooling Engineers

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Capital and Tooling	Supporting Docs	Approval Status	Communication Board

Capital Notes:

Tooling Notes:

Preview

- Supporting Documents Tab
 - Multiple types of files UNDER 3 MB can be uploaded: PDF,DOC,XLS,JPEG,TIF, and PPT.
 - References to Shared Network files can be saved. These files will NOT be uploaded to the system, but can be found on the network folders somewhere. An example of this would be a customer drawing.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Capital and Tooling	Supporting Docs	Approval Status	Communication Board

File Reference Saved Successfully
Supporting files

Upload a supporting (PDF,DOC,XLS,JPEG,TIF,PPT) file under 3 MB:

Supporting Document Name	
UGN_invoice 10000647_Q177799V1.pdf	
8 22 Labor Entry Maintenance.doc	

File Reference Saved Successfully

Network File References (for example customer drawings)

Note: This will only save the location of the file and NOT the file itself.
Warning: If the file is moved or deleted, the reference will be broken.

Network File Name:

File Name
S:\Corporate\Product Development\2- Product Design\DRAWINGS\Honda\74141\TX6\#74141TX6AA001_____INSULATOR,HOOD_____TX6AF0869_AAC03232.tif

Preview



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- Approval Status Tab
 - Approvers will be shown based on what is checked on the description tab.
 - Approvals and notifications will be simultaneous for Routing Level 1 instead of sequential. Then each routing level will be sequential.
 - Once all required sections are complete, the RFD will be complete.
 - If one section is rejected, the entire RFD is rejected.
 - Approvers will update their status on this page: Approve, Reject, On Hold, etc..
 - Approvers can change who they should be directed to instead or approve for others of the same role as backups.
 - Rejections require a comment.
 - The Initiator will be notified of any rejection and resubmit the RFD.
 - Approval Roles
 - Finance/Plant Controller (Based on Per Facility)
 - Packaging, Process, Tooling, Capital, Costing, Quality Engineering
 - Product Development (Default Based on Commodity)
 - `"../Workflow/Team_Member_Commodity_Accounts.aspx"`
 - Purchasing (Default based on Family and / or Make)
 - `"../Workflow/Team_Member_Family.aspx"`
 - `"../Workflow/Team_Member_Make.aspx"`
 - Columns
 - Approval (Routing) Level
 - Role
 - Team Member
 - Comments
 - Status
 - Status Date
 - Edit / Update Buttons to change approvers list

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

Team Member: Cade, Dan

Role: Costing ▼

Comment:

Approval Status: In-Process ▼

Below is the status of approval information.

Costing does not approve until all of the routing level 1 team members have approved.
 The Quality Engineer does not approve until Costing has approved.
 Purchasing does not approve until all other team members have approved.

IN ADDITION, for the Business Process Type of RFQ, the Quality Engineer and Purchasing team member would not approve until business was awarded.

Approval Level	Role	Team Member	Comments	Status	Status Date	Notification Date	
1	Packaging	Pranav, Pranav		Approved	11/30/2010	11/30/2010	
1	Process	Rushing, Duane		Approved	11/30/2010	11/30/2010	
1	Product Development	Reymond, Emmanuel		Approved	11/30/2010	11/30/2010	
2	Costing	Cade, Dan		In-Process	12/08/2010	12/08/2010	
3	Quality Engineer	Hall, Bryan		Open	11/30/2010		
4	Purchasing	Pranav, Pranav		Open	11/30/2010		



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- Communication Board
 - Team Member can ask or respond to questions from other team members about this RFD.

Desc.	KIT	Customer PartNo and F.G. PartNo	Child PartNo	Customer Program	UGN Facility	Vendor
Packaging	Labor and Overhead	Process	Tooling	Supporting Docs	Approval Status	Communication Board

* New Question:

Select a 'Question / Comment' from discussion thread below to respond.

Question to Answer:

* Reply / Comment:

Search Popups:

- Customer Part Number Search

UGN, Inc. Customer Part No Look Up - Windows Internet Explorer provided by UGN, Inc.

Lookup the Customer Part No

Partial Searches can be completed by placing % before or after text.

Customer Part No.: BPCS Part No.:

Customer: Customer Part Name:

Bar Code Part No.:

	Customer Part No.	Bar Code Part No.	F.G. BPCS Part No.	Customer Part Name	CABBV
	04880142AA	04880142AA	04880142AA		CHRY
	05020200AC-RSS	05020200AC-RSS	05020200AC-RSS	RIET/CHRYSL/MINIVAN	RIETER
	05020201AF-RSS	05020201AF-RSS	05020201AF-RSS	RIET/CHRYSL/MINIVAN	RIETER
	05065459AA	05065459AA	05065459AA	DEADENER-CTR FLR PAN	CHRY
	05065459AB	05065459AB	05065459AB	DEADENER-CTR FLR PAN	CHRY
	05065460AB	05065460AB	05065460AB	DEADENER-CTR FLR PAN	CHRY
	05065460AC	05065460AC	05065460AC	DEADENER-CTR FLR PAN	CHRY
	05065460AD	05065460AD	05065460AD	DEADENER-CTR FLR PAN	CHRY
	05065461AB	05065461AB	05065461AB	DEADENER-RR FLOOR PAN	CHRY
	05065462AC	05065462AC	05065462AC	DEADENER	CHRY
	05065463AC	05065463AC	05065463AC	DEADENER	CHRY
	05065540AB	05065540AB	05065540AB	DEADENER-RR FLOOR PAN	CHRY
	05065540AC	05065540AC	05065540AC	DEADENER-CTR FLR PAN	CHRY

Done

Local intranet 100%



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■ DMS Drawing Number Search

UGN, Inc. Drawing Look Up - Windows Internet Explorer provided by UGN, Inc.

Lookup Drawing Numbers

Drawing No: Customer Part No:
BPCS Part No: Part Name:
Commodity: Designation Type:
Make: Various Text Fields:
Program: Year:
Drawing Release Type: Drawing Status:
☐ Advanced Search

	Drawing No.	Release Type	Old Drawing Name	BPCS Part No.
	0501-00002-1(00)	Production	powdered steam	1057
	0501-00002-1(02)	Alternative	powdered steam	test
	0501-00002-1(03)	Alternative	powdered steam	
	0501-00002-1(04)	Alternative	powdered steam	3838
	0501-00002-1(05)	Alternative	powdered steam	test
	0501-00002-1(06)	Alternative	powdered steam	
	0501-00002-1(07)	Production	powdered steam	
	0501-00002-1(08)	Candidate	MIX-CARBON PELLETS	
	0501-00002-1(09)	Production	MIX-CARBON PELLETS	

Done Local intranet 100%

■ BPCS Part Number Search

UGN, Inc. BPCS Part No Look Up - Windows Internet Explorer provided by UGN, Inc.

Lookup BPCS Parts

Search BPCS Part No.: Search BPCS Part Name:
Drawing Number: Active Type:
Designation Type:

BPCS Part No	Revision	BPCS Part Name	Designation Type	Active Type	BPCS Obsolete
	04716588	01 CHRYSLER NS MINI-VAN	H-Service	IM-Active	99-Obsolete
	04716589	01 CHRYSLER NS MINI-VAN	H-Service	IM-Active	99-Obsolete
	04716764	01 CHRYSLER NS MINI-VAN	H-Service	IM-Active	99-Obsolete
	04716765	01 CHRYSLER NS MINI-VAN	H-Service	IM-Active	99-Obsolete
	04716902	01 CHRYSLER NS MINI-VAN	H-Service	IM-Active	99-Obsolete
	04716903	01 CHRYSLER NS MINI-VAN	H-Service	IM-Active	99-Obsolete
	04780516AB	01 RIE/CHRYSLER LH/FRT FLR PAN FR	H-Service	IM-Active	99-Obsolete
	04780516AD	01 RIE/CHRYSLER LH/FRT FLR PAN FR	H-Service	IM-Active	99-Obsolete
	04780516AE-RSS	01 RIE/CHRYSLER LH/FRT FLR PAN FR	H-Service	IM-Active	99-Obsolete
	04780517AC	01 RIE/CHRYSLER LH/FRT FLR PAN FR	H-Service	IM-Active	99-Obsolete
	04783908	01 CHRYSLER NEON	H-Service	IM-Active	99-Obsolete
	04783976	01 CHRYSLER NEON	H-Service	IM-Active	99-Obsolete
	04860274	01 CHRYSLER MINI-VAN	H-Service	IM-Active	99-Obsolete
	04878940AA	01 RIE / CHRYSLER JA BODY / N/A	H-Service	IM-Active	99-Obsolete

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Workflow Pages:

- Team Member Family Accounts – find the Raw Material Family for each Team Member in the Purchasing Department

Team Member Family Accounts

Team Member: Family:

Use the parameters above to filter the list below.

Team Member	Family Name	Last Update	
Chavez, Vincent	RM Aluminium (1)	rcarlson - 12/14/2009	
Chavez, Vincent	SF Adhesives (5)	rcarlson - 12/14/2009	
Chavez, Vincent	SF Nonwovens (10)	rcarlson - 12/14/2009	
Chavez, Vincent	RM PU Polyols (11)	rcarlson - 12/14/2009	
Chavez, Vincent	RM PU Isocyanates (12)	rcarlson - 12/14/2009	
Chavez, Vincent	RM Glass Materials (15)	rcarlson - 12/14/2009	
Chavez, Vincent	SF Foams (22)	rcarlson - 12/14/2009	
Chavez, Vincent	SF Technical films (23)	rcarlson - 12/14/2009	
Chavez, Vincent	RM Additives (27)	rcarlson - 12/14/2009	
Chavez, Vincent	Parts Fasteners (30)	rcarlson - 12/14/2009	
Chavez, Vincent	Parts Metal (35)	rcarlson - 12/14/2009	
Chavez, Vincent	RM Steel (38)	lrey - 09/29/2010	
Marcon, Daniel	RM Resins Binders (2)	rcarlson - 12/14/2009	

- Team Member Make Accounts – find the Make for each Team Member in any Department

Team Member Make Accounts

Team Member:

Use the parameters above to filter the list below.

Team Member	MAKE	Last Update	
Barta, Brett	TOYOTA	rcarlson - 11/10/2010	
Chavez, Vincent	MITSUBISHI	rcarlson - 12/14/2009	
Chavez, Vincent	NISSAN	rcarlson - 12/14/2009	
Coyne, Julianne	HONDA	rcarlson - 11/08/2010	
Jackson, Kimberly	BMW	rcarlson - 11/08/2010	
Jackson, Kimberly	RIETER	rcarlson - 11/08/2010	
Jackson, Kimberly	APPLIANCE	rcarlson - 11/08/2010	
Jackson, Kimberly	GM	rcarlson - 11/08/2010	
Jackson, Kimberly	FORD	rcarlson - 11/08/2010	
Jackson, Kimberly	CHRYSLER	rcarlson - 11/08/2010	
Jackson, Kimberly	TOYOTA	rcarlson - 11/08/2010	
Marcon, Daniel	MAZDA	rcarlson - 12/14/2009	
Marcon, Daniel	TOYOTA	rcarlson - 12/14/2009	
Meseck, Grant	HONDA	rcarlson - 11/10/2010	
Meseck, Grant	SUBARU	rcarlson - 11/10/2010	

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Preview Pages:

- Preview RFDs
- Old RFQs RFCs can also be previewed and will have original look and feel.

http://localhost:1732/Test_UGNDB/(S(fyitnu55uprkjzmpa0brx55))/RFD/crRFD_Preview.aspx?RFDNo=200 - Windows Internet Explorer

CONFIDENTIAL: FOR UGN USE ONLY

Request For Development

RFD No.: 200142

UGN Driven Change (RFC) With SOP Timing

Change Part Finished Goods

Printed Date: 05/11/2011

Due Date: 05/22/2011

Status: In-Process

Created: 05/10/2011

Completion Date:

UGN Sound Solutions for the Automotive Industry®

Description: test

Initiator: Davis, Ron

☒ Is Continuous Line ☒ Is Material Size Change ☒ Research & Development Notified ☒ DVPR Required

Make ACURA Year 2019 Program 2TA ACURA

Customer 1075 | FORD | FORD MOTOR COMPANY

UGN Facility Chicago Heights Department

Finished Good Identifiers DEADENER-CTR FLR PAN

<u>Customer Part No.</u>	<u>Design Level</u>	<u>Name</u>
<u>Current:</u> 05065459AA	1	DEADENER-CTR FLR PAN
<u>New:</u> 05065459AA	2	DEADENER-CTR FLR PAN

<u>Customer Drawing No.</u>	<u>DMS Drawing No.</u>
<u>Current:</u>	0501-00002-1(07)
<u>New:</u>	0501-00002-1(08)

Finished Good Categories and Measurements

AMD: 2.00 mm +/- 2 Product Technology: Carpet

WMD: 1.00 m +/- 1 Sub-Family: SF Adhesives - Liquid Based

Density: 3.00 gm +/- 3 Commodity: Dampers / Stiffeners

Construction: test

Notes: this is a test

Finished Good Packaging Info

Number of Containers: 0 Container Height:

Packaging Annual Volume: 0 Container Width:

System Day Count: 0 Container Depth:

Packaging Comments:

Cost Sheet 12345

ECI No. 200000

CapEx Project No.

P.O. No.



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<u>Kit BPCS Part No.</u>	<u>Rev.</u>	<u>Name</u>	<u>F.G. BPCS Part No.</u>	<u>Rev.</u>	<u>Name</u>
04716903		CHRYSLER NS MINI-VAN	04716765	01	CHRYSLER NS MINI-VAN
04716903	01	CHRYSLER NS MINI-VAN	04716902	01	CHRYSLER NS MINI-VAN

<u>Child Part Identifiers</u>					<u>MIX-ASPHALT B25</u>				
	<u>BPCS Part No.</u>	<u>Rev.</u>	<u>Name</u>	<u>Drawing No.</u>					
<u>Current</u>	1053	01	NISSAN, JIC, KTH, SUBARU FOAM	11007-13002-1(02)	<table border="1"> <tr><td><u>Cost Sheet</u></td></tr> <tr><td><u>External RFQ No</u></td></tr> <tr><td><u>ECI No</u></td></tr> <tr><td><u>P.O. No.</u></td></tr> </table>	<u>Cost Sheet</u>	<u>External RFQ No</u>	<u>ECI No</u>	<u>P.O. No.</u>
<u>Cost Sheet</u>									
<u>External RFQ No</u>									
<u>ECI No</u>									
<u>P.O. No.</u>									
<u>New</u>	1056		MIX-ASPHALT B25	11007-13002-1(03)					

<u>Approvers</u>		
Open	<u>Costing</u>	<u>Comments:</u>
	Cade, Dan	
	<u>Process</u>	<u>Comments:</u>
In-Process	Rushing, Duane	
	<u>Product Development</u>	<u>Comments:</u>
In-Process	Reymond, Emmanuel	
	<u>Purchasing</u>	<u>Comments:</u>
Open	Pranav, Pranav	
	<u>Quality Engineer</u>	<u>Comments:</u>
Open	Hall, Bryan	
	<u>Plant Controller</u>	<u>Comments:</u>
In-Process	Mercado, John	
	<u>Packaging</u>	<u>Comments:</u>
In-Process	Pranav, Pranav	
	<u>Tooling</u>	<u>Comments:</u>
In-Process	Koch, Joseph	



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Home Page:

- Links in the list of the UGN Database Home page show which RFD's have pending tasks for current user.
- Users no longer need to depend solely upon email notifications and searches to understand pending tasks or recent tasks. Instead, they will know them as soon as they open the home page.

Welcome to the UGN Database

For the New UGN Database Applications, please make your selection to the left.

[Click here to Sign On to the Classic UGN Database Applications.](#)

PENDING ACTIVITIES:							
<input checked="" type="checkbox"/> Keep open							
Below is a List Your Pending Activities.							
				Page: 1 of 1 1			
Rec ID #	Module	Description	Date Notified	Status	Preview Primary	Preview Secondary	History
9	Cost Reduction	Group Projects		Pending Submission			
200054	RFD	Customer Driven Change (RFQ)	11/16/2010	In-Process			
200046	RFD	Customer Driven Change (RFQ)	11/08/2010	In-Process			
200045	RFD	Customer Driven Change (RFQ)	11/08/2010	In-Process			
200040	RFD	Customer Driven Change (RFQ)	11/08/2010	In-Process			
200039	RFD	Customer Driven Change (RFQ)	11/08/2010	In-Process			
200037	RFD	UGN Driven Change (RFC) With SOP Timing	10/28/2010	Rejected			
200028	RFD	UGN Driven Change (RFC) With SOP Timing	10/14/2010	In-Process			
200023	RFD	UGN Driven Change (RFC) With SOP Timing	09/23/2010	Open			
200008	RFD	Customer Driven Change (RFQ)	09/01/2010	Open			
200007	RFD	UGN Driven Change (RFC) With SOP Timing	10/28/2010	Open			

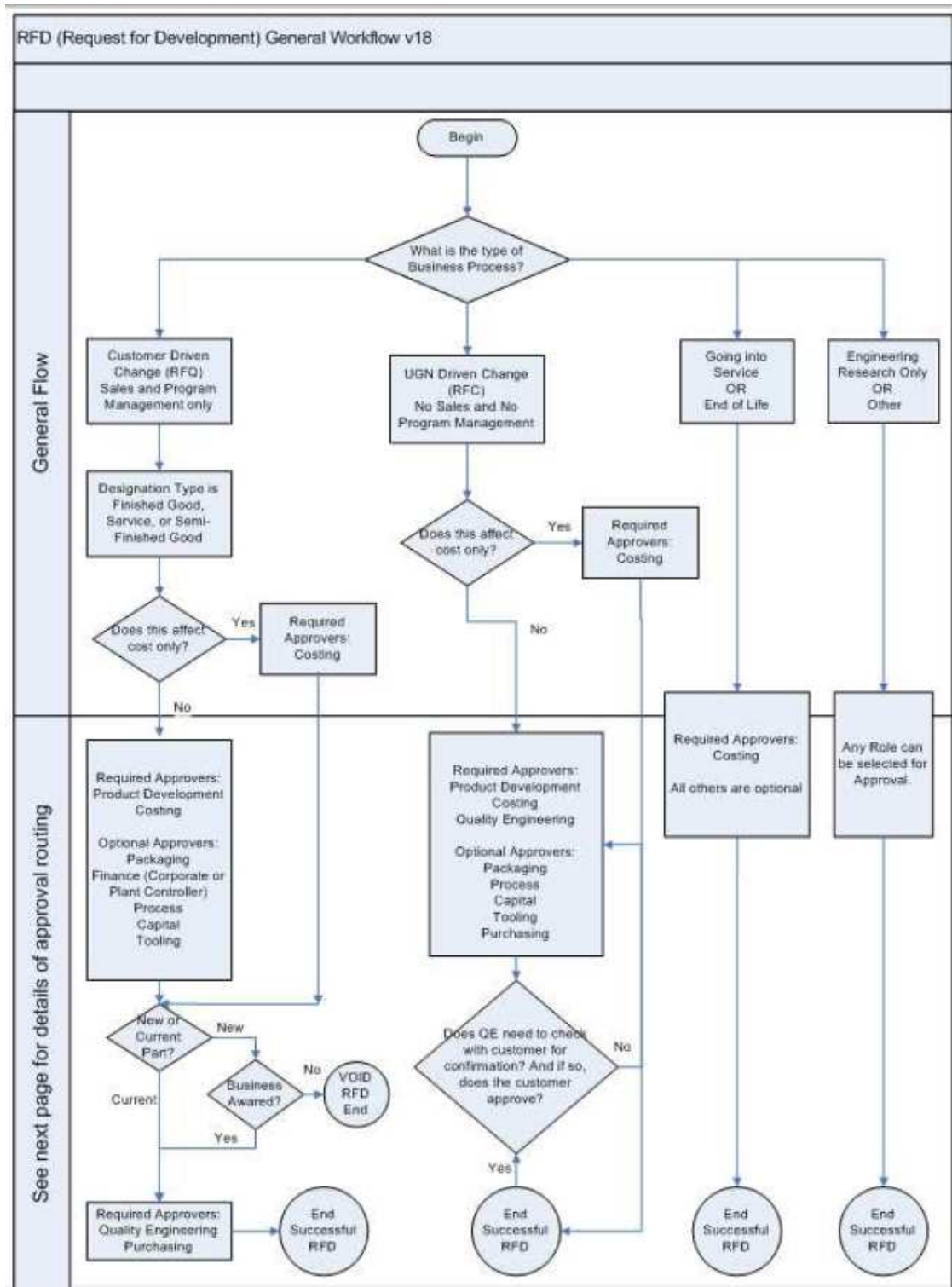


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Business Workflow Diagram:

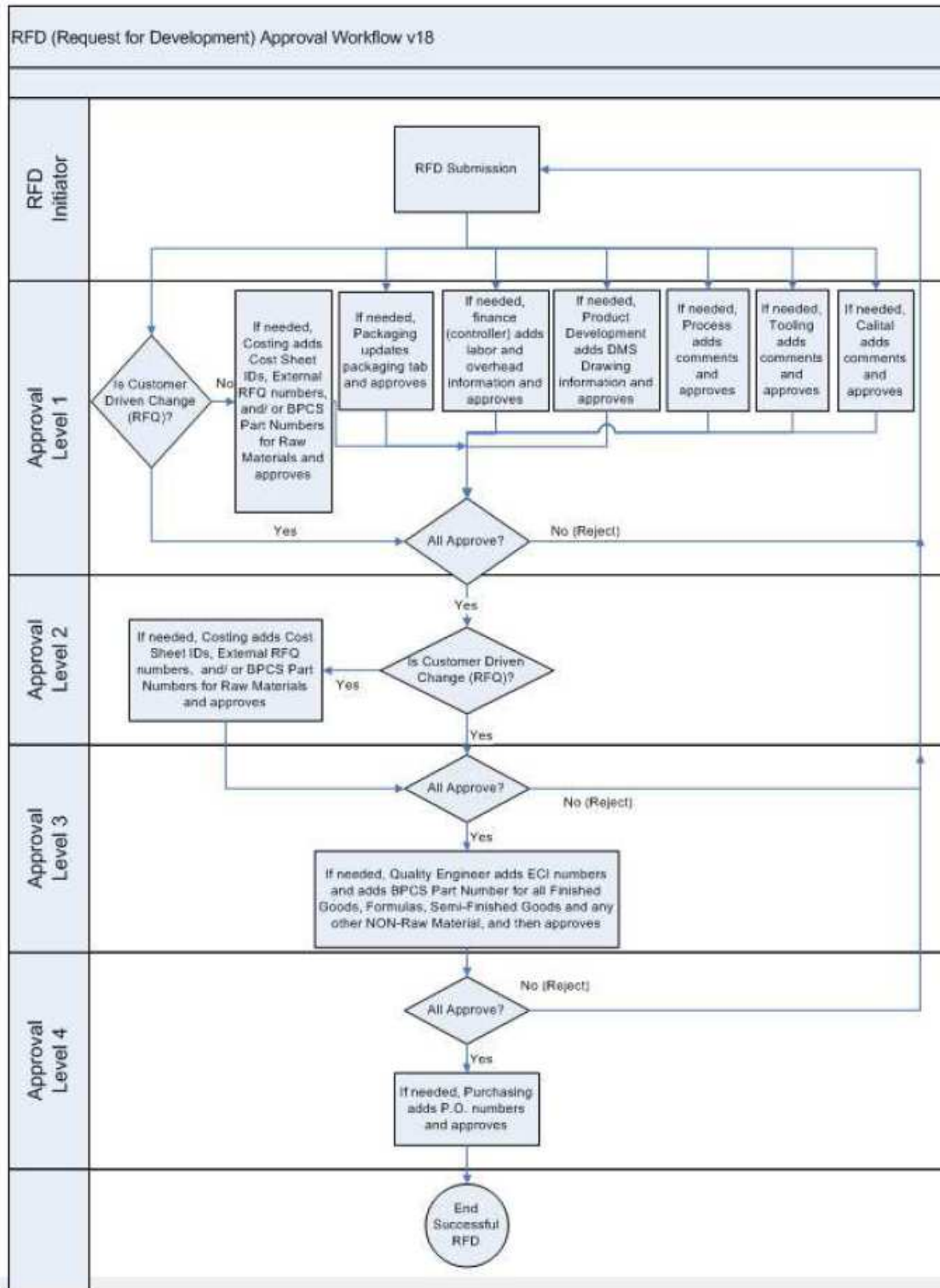




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Prepared by: Roderick Carlson