

August 16, 2019

# Received Data Search

Version: IMDS Release 10.0

INTERNATIONAL  
MATERIAL DATA  
SYSTEM

# Received Filters

**Normal search filters** – if having issues with part number, try \*part number in case extra space

**Open MDSs will return** MDSs with status nsen, seen and prec or you can pick specific status - or filter out MDSs that have been deleted by sender (status cbs)

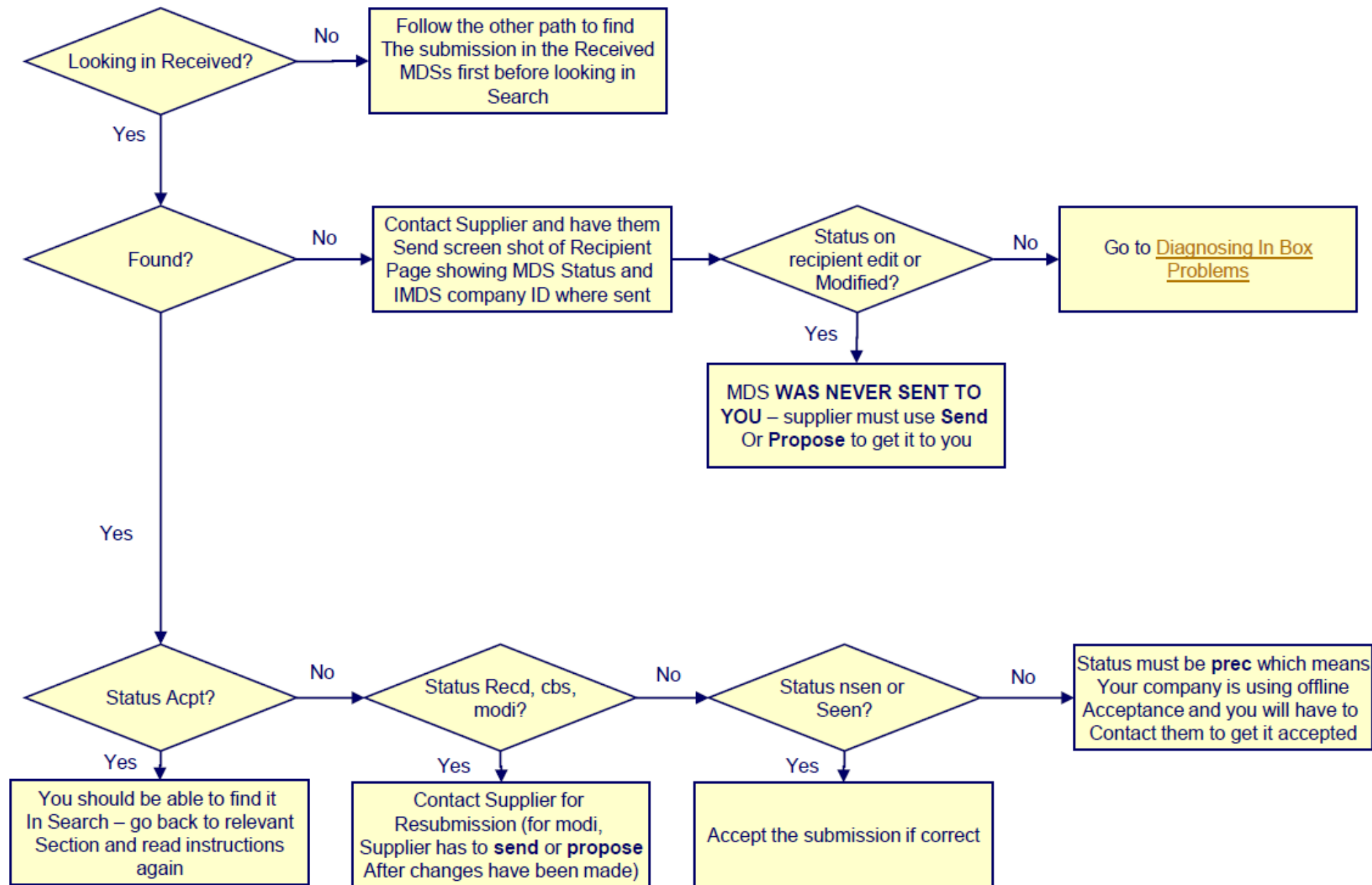
**Search on submissions** from a group of specific suppliers – or search on all submissions.

**Search on MDSs received** by specific Org. Unit – if you do not have any Org. Units assigned to you, you will only see “roof” company

**Returned results are** limited to 500 for display as well as for export.

**Date specific filters** – Date Transmitted or Date of last status change (e.g. accept, reject, or any others)

# Where Are You Looking?



# Diagnosing Inbox Problems

Start with the screen shot of Recipient Data page your supplier sends you – tells right there the status and the Company / Org.-Unit where it was sent.

In the recipient field, if there is a name entered in the line Organization Unit it was sent to an Org.-Unit, in this case Product line 1.

Make sure you have users assigned to the Org.-Unit where it was sent.

Received MDSs | Ingredients | Supplier Data | Recipient data | Analysis | MDS Request

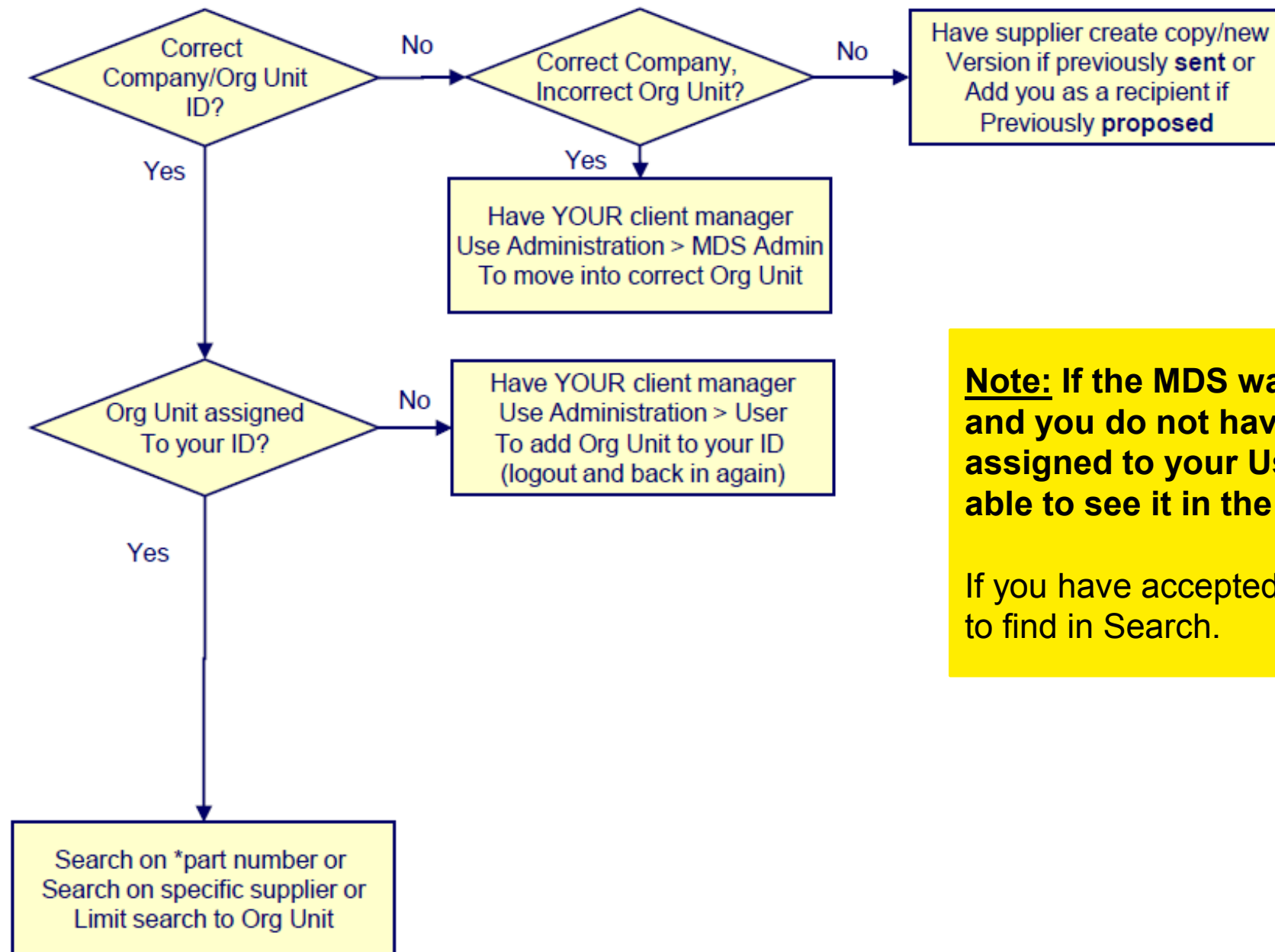
Name Test update ih | ID version 902034984 / 0.01 | Node ID 902034984 | Status Handshake

[IH Automotive \(Product line 1\) \[900723\]](#) browsed (04/20/2016)

**Details**

- Transfer Information**
  - Company IH Automotive [900344]
  - Organisation unit Product line 1 [900723]
  - Recip. Status browsed
  - Supplier Code 12-123-1234 ?
  - Name Test update ih
  - Part/Item No. 99887766 ?
  - Transmission/Check Date 4/20/2016
  - Forwarding allowed Yes
- Drawing**
  - Drawing No. -
  - Drawing dated - ?
  - Drawing Change Level - ?
- Purchase Order**
  - Purchase Order No. -
  - Bill of Delivery No. -
- Report**
  - Report No. -
  - Date of Report -

# Inbox Issues (assuming sent/proposed)



**Note:** If the MDS was sent to an Org.-Unit and you do not have that Org.-Unit assigned to your User ID, you will not be able to see it in the Inbox.

If you have accepted it, you should be able to find in Search.



# Using Filters

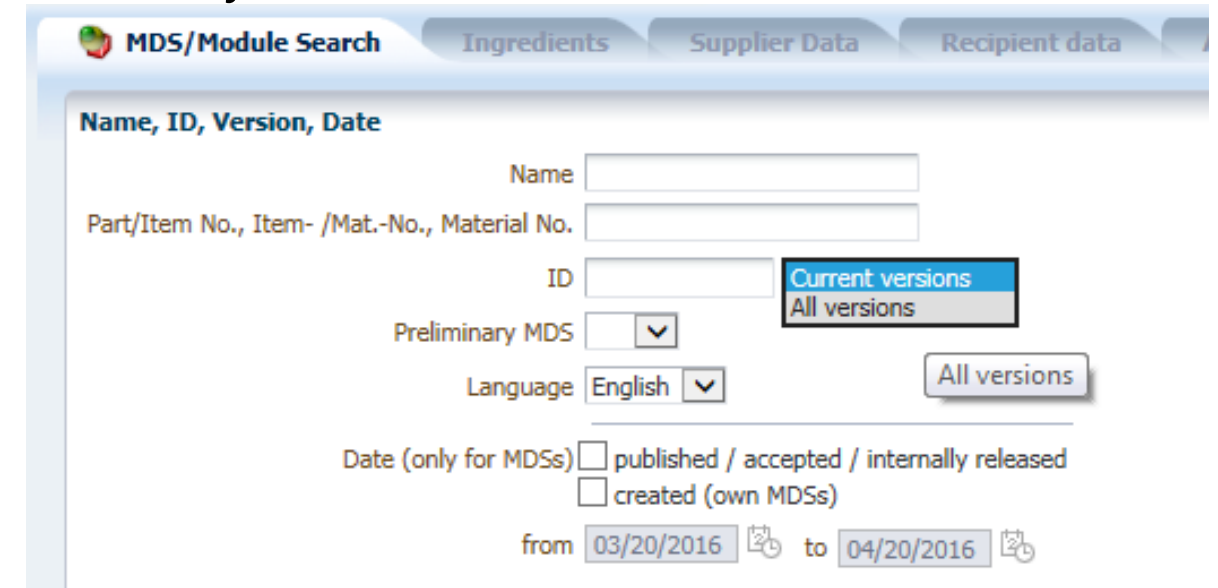
# Filters – Ingredients Page Filters I

**Article Name** – the description given on the Ingredients page if your company created it or you are searching in Published data. The description from the Recipient Data page if it was sent/proposed to your company. *Note: if you cannot find the MDS, you may want to do a wild card search as there must be an EXACT match to display and leading spaces may be an issue.*

**Part/Item No.** – the Part/Item number from the Ingredients page if your company created it or you are searching in Published data. The information from the Recipient Data page if it was sent/proposed to your company. *Note: if you cannot find the MDS, you may want to do a wild card search as there must be an EXACT match to display and leading spaces may be an issue.*

**ID-No.** – the IMDS ID number

**Language** – only appropriate if searching for a material



The screenshot shows the 'MDS/Module Search' interface with the 'Ingredients' tab selected. The search criteria are as follows:

- Name: [Text Input]
- Part/Item No., Item- /Mat.-No., Material No.: [Text Input]
- ID: [Text Input] with a dropdown menu showing 'Current versions' (selected) and 'All versions'.
- Preliminary MDS: [Dropdown Menu]
- Language: [Dropdown Menu] set to 'English', with an 'All versions' button next to it.
- Date (only for MDSs): [Checkbox] published / accepted / internally released, [Checkbox] created (own MDSs)
- from: [Date Picker] 03/20/2016 to [Date Picker] 04/20/2016

# Filters – Ingredients Page Filters II

## Version

Current – the highest version number or all the versions in edit mode if your company created it. The highest version number that you have visibility to if another company created it –**warning – if your supplier uses the practice of creating a copy/new version every time they send to another company, you may not have visibility to the latest version of the MDS and will need to use All Versions.**

All Versions – All versions of the ID.

**Preliminary MDS** – If checked, will only return MDSs where the Preliminary MDS box has been checked on the Ingredients page

**Note: The BEST way to find anything in IMDS is by IMDS ID. You must also be looking in the right place:**

Was it created by your company or another?

If you cannot find with current versions, try All versions.

Use Wild card searches – e.g. if looking for published SAE 1010 steel, use \*1010 in the Name field.

The screenshot shows the 'MDS/Module Search' interface with the 'Ingredients' tab selected. The search criteria are as follows:

- Name: [Text Input]
- Part/Item No., Item- /Mat.-No., Material No.: [Text Input]
- ID: [Text Input] with a dropdown menu showing 'Current versions' (selected) and 'All versions'.
- Preliminary MDS: [Dropdown Menu]
- Language: [Dropdown Menu] set to 'English'.
- Date (only for MDSs): [Checkboxes] for 'published / accepted / internally released' and 'created (own MDSs)'. The 'published' checkbox is checked.
- from: [Date Picker] set to 03/20/2016.
- to: [Date Picker] set to 04/20/2016.

An 'All versions' button is highlighted in the bottom right corner of the search area.



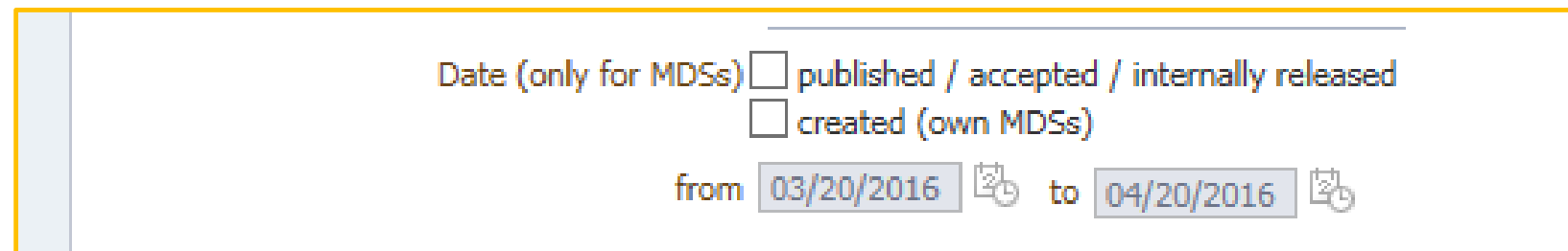
# Filters – Creation Dates

**Published / accepted / internally released** – this option will return only RELEASED MDSs (whole number version) and whether they are created by your own company or a supplier or both will depend on how you set other flags.

**Created (own MDS)** – this option will return only MDSs and modules created by your company, regardless of whether they have been released or not.

**Date** - this option will limit your results to MDSs released during the time frame (if first box checked) or created during the time frame (if 2<sup>nd</sup> box checked).

**Note: The dates must be given in the specified format. Only MDSs have the date tracked.**



Date (only for MDSs)  published / accepted / internally released  
 created (own MDSs)  
from 03/20/2016 to 04/20/2016

# Filters – Supplier Created I

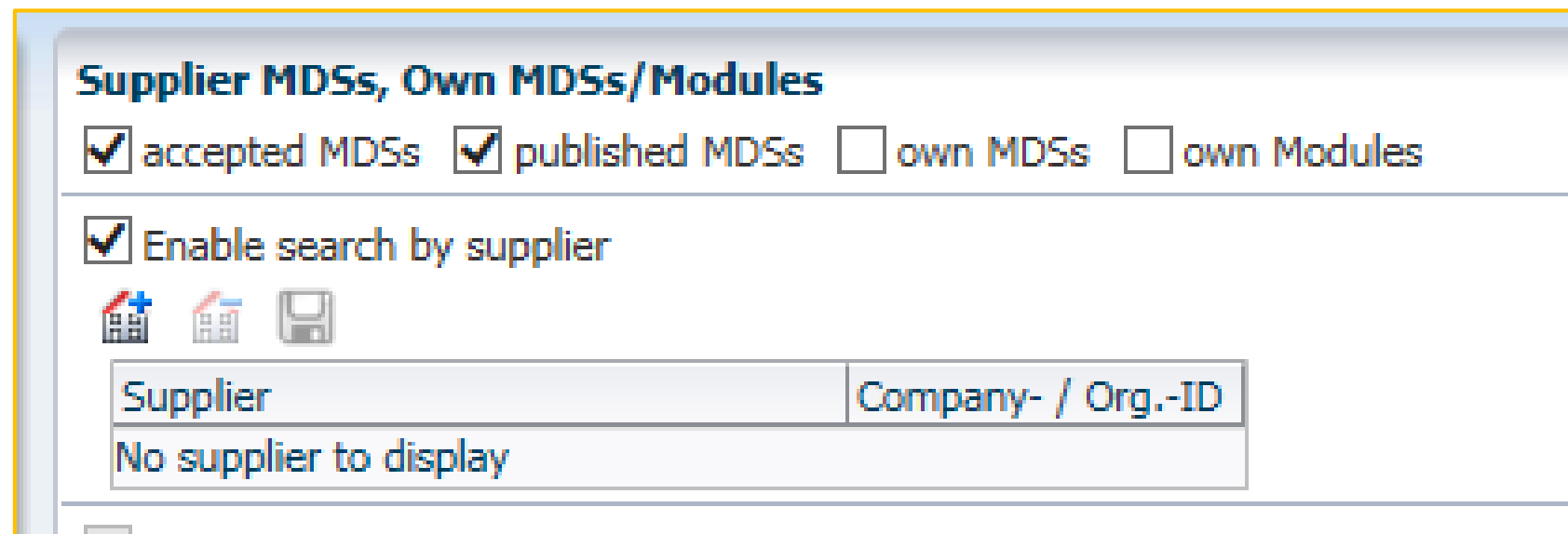
**Accepted MDSs** – return only data that has been accepted by my company

**Published MDSs** – return only data that has been published

**Own MDSs / own Modules** – return only data from my own company

**You can limit your search to supplier data to data from a select list.**

**If the box “Enable search by supplier” is not ticked, this will search all suppliers**



The screenshot shows a software interface with the following elements:

- Supplier MDSs, Own MDSs/Modules** (Section Header)
- Four checkboxes:  accepted MDSs,  published MDSs,  own MDSs, and  own Modules.
- A checkbox labeled **Enable search by supplier** which is checked.
- Three small icons: a calendar, a document, and a floppy disk.
- A table with two columns: **Supplier** and **Company- / Org.-ID**.
- The table contains one row with the text **No supplier to display**.

# Filters – Supplier Created II

**Supplier List** – restrict search returns to the suppliers listed. Material searches will automatically have the 3 IMDS-Committee companies listed (see next page for how to add/remove suppliers and a more complete discussion of how this works).

**Disc icon** – saves the supplier list for future sessions – this list is saved to the login ID.

*If you want other than the 3 Committee Companies on the list, you will have to customize your list by using the search screen and adding other companies/removing the Committee companies.*

*Additional note – the Disc icon from the search screen is also attached to the Inbox screen allowing a company to have users focused on certain suppliers. There is also a Disc icon available in the Outbox.*

**IF YOU DO NOT ACTIVELY REMOVE COMPANIES FROM THE SUPPLIER LIST, ONLY DATASHEETS CREATED BY THE COMPANIES LISTED WILL BE RETURNED!!!!**

# Filters – Supplier List – Add



To add a supplier to the customized list, click on the little House with the +

The company search screen will appear, where you can either search on a Company or an Org.-Unit.

After a search, you select your supplier and hit apply – in this case, I have added HPE (IMDS Boarding) to my list (note – the company numbers displayed are not from the production system).

Multiple suppliers may be selected to apply at one time if click individually on the desired companies or Org. Units and then click on *Apply all*.

**Supplier MDSs, Own MDSs/Modules**

accepted MDSs  published MDSs  own MDSs  own Modules

Enable search by supplier  Preferred MDSs ?

Supplier	Company- / Org.-ID
IMDS-Committee	423
IMDS-Committee / ILI Metals	18986
Stahl und Eisen Liste	313

**MDS - MATERIAL DATA SYSTEM**

**Company**

Company Name: hpe (\*boarding)  
Company ID:   
Org Unit:   
DUNS Number:

View ▾ Menu Export

Company Name	Org Unit
HPE (IMDS Boarding)	HPE (IMDS Boarding)

**Supplier MDSs, Own MDSs/Modules**

accepted MDSs  published MDSs  own MDSs  own Modules

Enable search by supplier  Preferred MDSs ?

Supplier	Company- / Org.-ID
IMDS-Committee	423
IMDS-Committee / ILI Metals	18986
Stahl und Eisen Liste	313
HPE (IMDS Boarding)	7340

last edited by me

Assigned Org Unit:

# Filters – Supplier List – Remove




To remove a supplier from the customized list, first highlight the supplier to remove (HPE (IMDS Boarding) above) and then click on the little house with the -



**Supplier MDSs, Own MDSs/Modules**

accepted MDSs  published MDSs  own MDSs  own Modules

Enable search by supplier  Preferred MDSs ?

Supplier	Company- / Org.-ID
IMDS-Committee	423
IMDS-Committee / ILI Metals	18986
Stahl und Eisen Liste	313
HPE (IMDS Boarding)	7340

last edited by me




Assigned Org Unit



**Supplier MDSs, Own MDSs/Modules**

accepted MDSs  published MDSs  own MDSs  own Modules

Enable search by supplier  Preferred MDSs ?

Supplier	Company- / Org.-ID
IMDS-Committee	423
IMDS-Committee / ILI Metals	18986
Stahl und Eisen Liste	313

# Filters – Organizational Info

**Own MDSs** – the search results will only return MDSs and not modules.

**Own Modules** – the search results will only return modules and not MDSs.

**Assigned Org.-Unit** – the search result will be limited to MDSs assigned to a particular Organizational Unit.

**Assigned Contact** – the search result will be limited to MDSs with the contact person as selected.




**Last edited by me** – the search result will be limited to those MDSs or Modules last edited by the user ID currently logged in.

**Note: The Contacts are from a pull-down list modified by the Company Administrator under Administration > Contact Person.**

**Supplier MDSs, Own MDSs/Modules**

accepted MDSs  published MDSs  own MDSs  own Modules

Enable search by supplier

Supplier	Company- / Org.-ID
No supplier to display	

last edited by me

Assigned Org Unit

Assigned Contact