IMDS Function: MDS Request

Version: IMDS Release 10.0
About this Document

This document describes the function in IMDS – MDS Request. The information assumes that you already have a working knowledge of IMDS and how to send/propose and create datasheets.
Why Using MDS Request

No confusion as to which Company/Org.-Unit to send the MDS to
No confusion as to what part number should be supplied
No confusion as to due date on MDS
No question as to where the request is in process
Visibility as to project/program progress in getting required data from suppliers
Reduces having to track e-mails
Creating Projects
Company Administrator Function

To make the most out of this function, the Company Administrator can define projects:

Choose an existing project (1 and 2) or click Edit (3) to create a new project.
Creating Projects

To start with, you will need to create a project. Click on **new** and fill in the information – you can change it later with a **Search**, then right-click and choose **Edit**.
Find Projects

To find existing projects within your company do not put any search criteria in the name field and click on the **Search** button.

To select the project for a new Request, please click **Apply**.
Initiating a Request
What You Need

Project name
Type of MDS
Company ID / Org.-Unit ID of MDS supplier
Org.-Unit ID of MDS recipient
Deadline date
All Recipient-specific fields (Part/Item No., Description, Drawing number etc.)
Menu Item MDS Request

We have an IMDS function under the menu item MDS > New called MDS Request. From here you can create new MDS Requests.

In the Inbox > MDS Request, you search on incoming requests, an in the Outbox > MDS Request you can search on requests you’ve made.
Create a Request

To start the process, you need to create a request. Click on the New > MDS Request.
Fill in Request Information – Step 1

To assign this request to a project, you first need to

1. Press the **Edit** key next to Project space.
2. If desired, enter search criteria in the box.
3. Click on the **Search** button.
4. Highlight the project name and click **Apply**.

**Note:** All fields marked with * are required, others are optional.
Once the Project Name is assigned, you need to find your supplier –

1. Click on the **Search icon** next to Supplier.

2. Enter search criteria for your supplier. It is best to ask them for their IMDS company ID. You can only search on DUNS number if their Company Administrator has entered it in the profile.

3. Highlight supplier and click on **Apply**.
Fill in Request Information – Step 3

Once your supplier is added, then you need to tell them where to send it – in this case I am selecting Org.-Unit Product line 1. If you do not select an Org.-Unit, the “roof” company is selected by default.

Note: If you use an Org.-Unit, make sure someone has that Org.-Unit assigned to their User ID or you will never know it was sent to you.
Fill in Request Information – Step 4

You need indicate what type of MDS you expect.

Best to give a due date so supplier knows how to prioritize.

Your Part/Item No. is a required field.

That’s all you need – though if you expect your supplier to fill in the other fields on the company data page, you need to communicate with them or enter yourself.

When done click the Save icon.

Note: Any information you enter on the recipient specific data cannot be changed by your supplier.
Send the Request – Step 5

You’re not done with the request yet, you must send it.

After you’ve saved the request, the Status changes to new, the Send button is no longer grayed out and you can send.
Send the Request – Step 6

Once the Request was saved, you can find it in the Outbox (Own Requests). Before sending, you may want to View the request to double check it is correct before sending. You can also Edit and Delete the request from the right-click menu. Once the request was sent, you cannot Edit any more.

After sending, status will be sent.
Checking your Requests
Viewing Incoming Requests – Step 1

You can subscribe for e-mail notification under Settings in case you receive a request.

Otherwise, you can look for received requests in the Inbox. If you have a lot of Requests, you may want to use one of the other filters such as **Deadline date** or **Request Status**. You may also export all results to a .csv file or look at your request statistics.

Click on **Search**.
Viewing Incoming Requests – Step 2

You first need to **View** the request. Now, you could right-click and choose **View** – but if you want to do something with it after that, you will have to **Edit** anyway. I would just go to **Edit** to begin with.
Viewing Incoming Requests – Step 3

At this point you can do several things:

Create a new MDS in response (Create).

Assign an existing MDS to Request (Assign MDS).

Reject the Request (Reject).

Ignore the request until a later time (go back to the tab Received Requests).
Responding to a Request
Create New MDS in Response – Step 1

Assuming you hit the Create button, you would get a screen similar to the one below - Note IMDS ID number

Data copied from request in the Recipient data screen

At this point, I would probably Edit the MDS because there is nothing on the tree. If you revisit, you may want to select one of the other options.
Create New MDS in Response – Step 2

If you go back to the MDS Request tab, **Unassign MDS** will break the link between the Request and the MDS.
Create New MDS in Response – Step 3

Create the MDS as you would normally for Ingredients and Supplier Data.

In the Recipient data you can even add additional recipients if you have additional customers for the MDS.

You no longer have the capability of entering the Part/Item no.

You are not able to change any fields supplied by your customer.

When you have filled in all the information your customer requires click Save.

Propose or Send as you would normally.
Create New MDS in Response – Step 4

Should you go back to MDS Request, you will see a status change on the request working.
Assigning Existing MDS to Request – Step 1

Should you already have entered the MDS and just want to assign it to the Request, click on the **Assign MDS** button. Since this is supposed to be a Component, your search is limited to components.

Find your component and click on **Apply**.

The notification screen tells you that the MDS has been assigned to the Request.
Assigning Existing MDS to Request – Step 2

Now you can **Edit** the MDS. Enter the information in the Ingredients tab, the Supplier Data tab and the Recipient data tab accordingly.
Assigning Existing MDS to Request – Step 3

At this point, we need to note the difference between your Internal part number and description and your customer’s view.

When the information has been filled in, click Save.

**Note:**

My Internal Description and no Part Number under Ingredients.

This is what your customer will see on the ingredients page for Part number and description. Fill in the remaining fields per your customer’s requirements—you cannot overwrite information your customer has supplied in the request.

**Note:** My Internal Description and no Part Number under Ingredients.
Assigning Existing MDS to Request – Step 4

And you send from here normally, either using **Send** or **Propose**.

Then click on the Received Requests tab to go back to the MDS Request search screen.
Assigning Existing MDS to Request – Step 5

Note the status change from working to awaiting acceptance after the MDS was sent.
Rejecting a Request – Step 1

You may want to reject a request (it may be an obsolete part or not your part or there may be some other reason). In this case, I’ve had to unassign the MDS first. Now I can click on the Reject button.

And you will be presented with a screen that you can enter the reason and then click **Apply**.
Rejecting a Request – Step 2

After rejecting, note that the request shows as rejected in the request list.
MDS Request Statistics
MDS Statistics – High Level Information

The general Statistics button provides high level information on the number you’ve sent and the number you’ve received and all of their states.

Clicking on OK will take you back to the main menu.
MDS Statistics – Search Filters

There are many types of searches you can do on MDS Requests. There is a limit as to how many can be displayed on the screen. If there are many requests, you probably want to Export the results to a .csv file. This screen shows the screen Received Requests (Inbox) - it is slightly different for own Requests (Outbox).
I have now processed the different MDSs sent in response to my requests – one I accepted and the other I rejected. Once the assigned MDS to my request was accepted by my company, the requests shows as completed.
Wrap Up

To make the MDS Request a valuable tool in the IMDS tool box, you must set Settings to notify you on received requests.

As with receiving and sending MDSs, to view a request sent to an Org.-Unit, you must have the Org.-Unit attached to your ID.