IMDS Checklist

25 October 2018

Content

A. Check List – Process IMDS Request
   1. Inputs from Customer/Requestor
   2. Inputs from Supplier

B. IMDS Analyst Deliverables
   1. Process Customer PPAP
   2. Process Supplier PPAP

A. CHECK LIST - Process IMDS request?

1. Inputs from Customer/Requestor

S.N	Mandatory Requirements	Responsibility	Remarks
			Microsoft Excel Worksheet
a.	IMDS request form	Requestor	➢ IMDS request form is available at IMDS **page**. ➢ All the mandatory details to be filled by the requestor and sent via email to IMDS Analyst: **imds@meritor.com** ➢ The request should be implemented 28 days before PPAP submission.
b.	BOM- Bill of Material	Requestor with support from Engineering team	➢ The requestor should provide BOM for the parts which require IMDS registration. ➢ BOM should be in exploded view and in Excel format, consisting of the Levels, Part Number, Part Description, Purchase/ In-house details, Weight details and Quantity details.

A. CHECK LIST - Process any IMDS request?

S.N	Mandatory Requirements	Responsibility	Remarks
c.	BOM for Intercompany parts	Requestor with support from Engineering team	➤ The requestor should provide BOM for Intercompany parts in case included in the project to the IMDS analyst as explained above in point (C.1.b.Remarks).
d.	Material Test Certificate	Requestor with support from Quality team	➤ The requestor should provide the material certificates and weight details on case to case basis.
e.	Supplier contact details	Requestor with support from Buyers	➤ Requestor should provide supplier contact details (email id and phone number) for purchased parts which are included in the project.

A. CHECK LIST - Process IMDS request?

2. Inputs from Supplier

S.N	Mandatory Requirements	Responsibilities	Remarks
a.	Supplier IMDS submission	Supplier	➢ All the global suppliers should submit the IMDS to Meritor corporate **ID 2199** for all the parts supplied to Meritor.
b.	Correction of rejected IMDS (if any)	Supplier	➢ Supplier should resolve the rejected IMDS and resubmit the same to Meritor **ID 2199**.

B. IMDS Analyst Deliverables

1. Process Customer PPAP

S.N	Action Item	IMDS analyst Responsibility
a.	Review IMDS request form	➢ The IMDS analyst will review the IMDS request form to ensure all the inputs in the form are 100% available. ➢ Each request will be assigned with a unique task number by the IMDS analyst.
b.	BOM review for End assembly/ assemblies	➢ IMDS analyst will review the BOM to filter in-house/ purchase parts, review the weight & Quantity details, note the reported and unreported IMDS supplier parts & generate the status report. ➢ IMDS analyst will consolidate the status report after BOM review and share it to the requestor
c.	BOM review for Intercompany parts (if any)	Same as above D.1.b

B. IMDS Analyst Deliverables

S.N	Action Item	IMDS Analyst Responsibility
d.	Status report	The Status report consists of information as below: ➢ Supplier IMDS unreported parts ➢ Supplier rejected parts ➢ Highlights on missing supplier and supplier contact details ➢ Any other missing information ➢ Estimated target date for completion of this request
e.	Create IMDS for Intercompany parts	➢ IMDS Analyst will create IMDS tree structure for the intercompany parts as per the provided BOM in Meritor IMDS account and release it internally
f.	Creation of IMDS for End assembly/ assemblies	➢ Once all the IMDS ID / Version for supplier parts involved in the project respectively are 100% correct and reported to Meritor ID, the IMDS Analyst will create tree structure of the End assembly/ assemblies in Meritor IMDS account.
g.	Validation of created IMDS tree structure	➢ IMDS Analyst will cross verifying if there is any weight deviation in the end assembly tree structure on case to case basis and notify the requestor to support in clarifying this issue

RUN WITH THE BULL | MERITOR

B. IMDS analyst Deliverables

S.N	Action Item	IMDS Analyst Responsibility
h.	Recipient Data	➢ IMDS analyst will input information in recipient tab in correspondence to the details provided in IMDS request form
i.	IMDS Submission to Customer	➢ IMDS Analyst will submit IMDS to the Customer, Upon customer approval of the IMDS the report in Pdf format is extracted from IMDS portal against the IMDS ID / Version submitted and send to the requestor for reference and the task is completed
j.	If IMDS rejected by Customer	➢ IMDS analyst will rework on the rejected parts: resolve the reasons for the rejections and resubmit the IMDS to Customer.
k.	Guide/ Assist Requestor	➢ IMDS Analyst will provide training to the requestor through presentations, conference call etc. on case to case basis.

B. IMDS analyst Deliverables

2. Process Supplier PPAP

S.N	Action Item	IMDS analyst Responsibility
a.	Request supplier for IMDS submission	➢ IMDS Analyst will request the supplier to report the IMDS for their respective parts to Meritor corporate ID 2199.
b.	Evaluation of the supplier IMDS	➢ IMDS Analyst will validate if the supplier receipt part to avoid any errors or warning. ➢ Accordingly Accept/Reject the Supplier IMDS and notify the supplier.
c.	If Supplier IMDS is Rejected	➢ IMDS Analyst will notify the supplier with valid rejection reasons & ensure that IMDS is resubmitted with necessary corrections to the Meritor ID 2199

B. IMDS analyst Deliverables

S.N	Action Item	IMDS analyst Responsibility
d.	Supplier follow up	➢ IMDS Analyst will follow up with the supplier for submission /resubmission of IMDS via mail. And send consecutive reminders in case of no response as below: ➢ Reminder 1: send after 2 days from request date- via mail ➢ Reminder 2: send after 5 days from request date- get supplier on phone call and resolve the issue. ➢ Reminder 3: send after 7 days from request date. ➢ In case there is no response from the supplier the issue will be escalated to the requestor for support.
e.	Guide/ Assist supplier	➢ IMDS Analyst will provide training to the suppliers through presentations, conference call etc. on case to case basis.

RUN WITH THE BULL | MERITOR

RUN
WITH
THE
BULL.

MERITOR®