

VENDOR PROCEDURE APPROVAL REQUEST

CUI MARKING PLACEHOLDER

NOTICE TO SUPPLIER: THE DISPOSITION OUTLINED ABOVE IS APPLICABLE TO THE MATERIAL ON THIS VPAR ONLY. SHIPPING DOCUMENTS FOR THIS MATERIAL MUST REFERENCE THIS VPAR.

***Any impact to price or delivery necessitated by the disposition of this VPAR must be negotiated with the appropriate NNS/EB Sourcing Representative. Such changes may then be authorized only through an official NNS Purchase Order modification.**

INSTRUCTIONS TO VENDOR

A PROPERLY APPROVED VENDOR PROCEDURE APPROVAL REQUEST (VPAR) OR A SUPPLEMENT TO A PURCHASE ORDER ARE THE ONLY DOCUMENTS WHICH ARE AUTHORIZED TO CLEAR CODED NOTE LIABILITIES INVOLVING NEWPORT NEWS SHIPBUILDING COMPANY PURCHASE ORDERS.

TO FACILITATE THE PREPARATION OF THE FORM, A BRIEF DESCRIPTION APPEARS BELOW INDICATING THE INFORMATION REQUIRED TO BE ENTERED IN THE APPROPRIATE BLOCK.

IF MULTIPLE PAGES ARE REQUIRED, LINK ADDITIONAL PAGES BY NUMBER TO THE FIRST PAGE. FOR VENDOR PROCEDURE APPROVAL REQUESTS THAT INCLUDE MULTIPLE PO LINE ITEMS, USE THE CONTINUATION SHEET (LINK AS MANY CONTINUATION SHEETS AS NECESSARY).

BLOCK # ENTRY

1. REFER TO THIS NUMBER ON ANY INQUIRY, RECORD THIS NUMBER ON THE PACKING LIST PRIOR TO SHIPPING.
2. ENTER YOUR FULL MAILING ADDRESS, INCLUDING SUPPLIER ID, NAME AND FAX NUMBER OF ANYONE TO WHOM THE RETURNED VPAR SHOULD BE SENT.
3. A GENERAL DESCRIPTION OF THE COMMODITY OR PART NAME THAT APPEARS ON THE PURCHASE ORDER.
4. NUMBER ASSIGNED BY NEWPORT NEWS UPON INITIAL RECEIPT OF VPAR. WHEN RESUBMITTING, VENDOR IS REQUIRED TO REFERENCE THIS NUMBER.
5. SHOW THE NUMBER OF THE FIRST PAGE AND ALSO THE TOTAL NUMBER OF PAGES INVOLVED.
6. THE DATE THE ENTRIES ARE BEING MADE.
7. SELECT THE MATERIAL CONTROL LEVEL (MCL) OF THE ITEM AS IDENTIFIED IN THE PO/ITEM NO.
8. PROVIDE THE HULL/CONTRACT NUMBER IDENTIFIED FOR THE PO/ITEM NO.
9. GIVE DATE RESPONSE TO THE VPAR IS REQUIRED BY IN ORDER TO AVOID DELAY OF DELIVERY.
10. ENTER THE PURCHASE ORDER NUMBER, VERSION NUMBER AND THE ITEM NUMBER THAT IS AFFECTED BY THIS REQUEST.
11. QUANTITY OF PIECES AFFECTED BY VPAR (NOT QUANTITY ORDERED).
12. NEWPORT NEWS SHIPBUILDING PART NUMBER AS INDICATED IN THE PURCHASE ORDER.
13. VENDOR OR NEWPORT NEWS SHIPBUILDING (NNS).
14. INDICATE WHERE MATERIAL IS PHYSICALLY LOCATED (I.E., YOUR PLANT, SUBCONTRACTOR'S PLANT SHIPPED, ETC.).
15. INDICATE THE DRAWING NUMBER(S) INVOKED BY THE PURCHASE ORDER OR SUPPLEMENT PERTINENT TO THE ITEM(S) REFERRED TO IN THE VPAR.
16. REVISION OF THE DRAWING NUMBER MADE APPLICABLE BY THE PURCHASE ORDER OR LATEST PURCHASE ORDER SUPPLEMENT.
17. THE PIECE MARK OR PART NUMBER GIVEN ON THE DRAWING TO THE ITEM REFERRED TO IN THE VPAR.
18. INDICATE THE VALUE OF THE PART SUBMITTED FOR DISPOSITION.
19. CHECK APPROPRIATE DEFECT CODE.
20. CHECK APPROPRIATE BLOCK WITH DRAWINGS, SPECIFICATIONS OR PURCHASE ORDER INVOKED REQUIREMENTS.
21. CHECK APPLICABLE VENDOR PROCEDURE FROM DROPDOWN LIST.
22. DESCRIBE THE SPECIFIC ITEM BEING SUBMITTED IN DETAIL.
23. INDICATE THE RECOMMENDED DISPOSITION.
24. INDICATE THE DELIVERY IMPACT IF NEWPORT NEWS DOES / DOES NOT GRANT ACCEPTANCE OF THE REQUEST.
25. GIVE NAME OF PERSON TO CONTACT IN CASE OF ANY QUESTIONS REGARDING VPAR.

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INSTRUCTIONS ON ROUTING TO NNS

REFER TO THE PURCHASE ORDER CODED NOTE V1010 (Non-Nuclear Carrier and Nuclear). TO BE COMPLETED BY PERSONNEL PROCESSING, REVIEWING OR APROVING THIS VPAR.

BLOCK # ENTRY

- 4. ENTER NOTIFICATION NUMBER.
- 26.-28. ENTER REQUIRED INFORMATION.
- 29. THE APPROPRIATE DISPOSITION BLOCK AND ENTER FINAL DISPOSITION TEXT. MARK VPAR AND VENDOR MATERIAL.
- 30.-34. MARK AS APPLICABLE.
- 35. INDICATE DATE COMPLETED AND VPAR SENT TO SUPPLIER.

VPAR Continuation Sheet

Requirements for Utilizing this Continuation Sheet:

- The problem/issue must be the same for all Line Items included in the VPAR.
- Only applicable if all Line items/ have a Material Control Level of "STD" or "NA".
- Ensure that all Line Items involved are for the same NNS End Use (i.e. same Contract/Hull).
- Contact your Purchasing Agent for approval prior to submission.
- NNS Planning & Scheduling Personnel Complete Block 4 of this Continuation Sheet.
- Refer to the "Instructions to Vendor" for completing Blocks 10 - 22.

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10. PURCHASE ORDER NO.	VERSION	ITEM	11. AFFECTED QTY	12. MATERIAL NUMBER		13. RESPONSIBILITY		14. MATERIAL LOCATION			
15. DRAWING NUMBER	16. DWG REV	17. DWG PART / PC NO.		18. VALUE OF PART		19. PATTERN NO.		20. HEAT NO.	21. SERIAL NO.		

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