

# NNS Supplier Frequently Asked Questions & Answers (FAQ)

## Q: What is a NNS Coded Note?

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**A: Coded Note is the term given to technical requirements, instructions or information linked to our part numbers. The alphanumeric title for a note (e.g; D1180, LI061) is derived from internal codes NNS uses to link specific requirements to part numbers. Notes are posted on our supplier website and are maintained with a revision and a date issued to help you identify which version applies to your purchase order.**

## Q: Where are Coded Notes located?

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**A: Coded Notes are located on the Supplier Website:  
[http://supplier.huntingtoningalls.com/sourcing/po\\_notes.html](http://supplier.huntingtoningalls.com/sourcing/po_notes.html)**

## Q: What is the Electric Boat equivalent to the Coded Note?

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**A: General Dynamics' Electric Boat division conveys part technical requirements through Standard Clauses. Similar in use to our NNS Coded Note, these notes provide detailed instruction and information. Standard Clauses are listed on the EB supplier website.**

## Q: Where are Electric Boat Standard Clauses located?

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**A: Standard Clauses are located on Electric Boat's website:  
[http://www.gdeb.com/suppliers/sect\\_4A/](http://www.gdeb.com/suppliers/sect_4A/)**

## Q: Where are Appendices located?

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**A: DoD Appendices are located on the Supplier Website ([http://supplier.huntingtoningalls.com/sourcing/po\\_appendices.html](http://supplier.huntingtoningalls.com/sourcing/po_appendices.html)) while the CVN78 Appendices are located in our current eCommerce tool, Exostar. Users must request access to the CVN 78 appendices, as not all suppliers need access. Contact [Exostar@hii-nns.com](mailto:Exostar@hii-nns.com).**

**Q: Are Suppliers notified when Appendices are revised?**

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**A: No, because the only applicable Appendices to the Purchase Order (PO) are based on the date the original PO was issued. Revised Appendices would not apply.**

**Q: Is there a “summary of changes” for the A-DOD Contracts and Supplements?**

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**A: No, there is not.**

**Q: What is Exostar?**

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**A: Exostar is a leading provider of secure collaboration solutions and business process integration. In 2011, Exostar won the Newport News Shipbuilding (NNS) proposal to replace the Northrop Grumman OASIS functionality in their supply chain applications due to the separation of NNS from Northrop Grumman. Exostar is the electronic procurement tool for NNS.**

**Q: What is Exostar used for?**

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**A: Exostar provides a secure means to electronically access and respond to Purchase Orders (POs), Requests for Quotes (RFQs), Purchase Order Refresh Actions (PORAs), Scorecards, CVN78 Appendices, and File Drop. To gain access to Exostar, send an email request to [Exostar@hii-nns.com](mailto:Exostar@hii-nns.com).**

**Q: How do Suppliers quote or respond to a Purchase Order through Exostar?**

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**A: The Exostar system is the portal for quoting and responding to purchasing documents electronically. A training module for the Exostar Supply Chain Platform is available on the NNS Supplier Portal under the Exostar resource as well as an available module in our on-line Supplier Training.**

**Q: How are PO acceptances, rejections, and exceptions submitted through Exostar?**

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**A: These are the response options for all POs in Exostar. These buttons are located at the bottom of the PO List or PO Details page in the Supply Chain Platform of Exostar.**

**Q: What is the order of priority for specifications?**

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**A: See Appendix A: Order of Precedence on the Supplier Website:**  
*[http://supplier.huntingtoningalls.com/sourcing/po\\_appendices.html](http://supplier.huntingtoningalls.com/sourcing/po_appendices.html)*

**Q: Does the current revision of the fabrication specification appear on the contract?**

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**A: Purchase orders requiring welding or brazing to complete the final product will include a coded note requiring approved or submittal of welding procedures. The coded note title includes the fabrication document. See below:**

*Coded Note Number: LI061*

*Revision: C004*

*Date: February 4, 2013*

*Title: WELD PROCEDURE IAW NAVSEA S9074-AR-GIB-010/278 FOR APPROVAL*

**Q: Can the Supplier Part Number be included in the Contract Line Item Number (CLIN) with the NNS Part Number?**

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**A: If and when a supplier part number is consistent with and adds clarity to the other technical ordering requirements, NNS may elect to include it in the description of the Newport News Part Number (NNPN).**

**Q: Are the Nondestructive Evaluation (NDE) requirements called out on the contract line item?**

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**A: NDE/NDT requirements are governed by coded notes and Appendix K. Appendix K, Section V and the PO coded notes provide detail regarding what is required and when. Contact your Buyer for access to Appendix K. Document submittal checklists are available on our website to aid in providing the correct information:**

*[http://supplier.huntingtoningalls.com/sourcing/document\\_submittal\\_checklists.html](http://supplier.huntingtoningalls.com/sourcing/document_submittal_checklists.html)*

**Q: Are 3 digits allowed on the PO on the cost per unit. I.E. \$0.255/SI?**

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**A: No. HII will only accept 2 decimal places.**

Q: Is a quantity variance of +/-10% allowed on raw material products?

A: Quantity variances are dependent on the commodity. Check with your buyer.

Q: Where is information located about the effective date of a specification in the PO?

A: Unless an ordering document (e.g.; Mil-spec, Government specification, Federal specification) indicates the use of a specific date revision, the effective date of any specification is found in Section II of Appendix B listed in the purchase order. This date is the latest, standard revision date approved for use. Instructions are provided for requesting use of earlier or later revision dates.

Q: Which Coded Note revision applies to a particular Purchase Order?

A: Coded Notes are posted on our supplier website with the revision date listed just to the right of the note title. Each note when viewed contains a revision code and revision date in the title. Your NNS purchase order provides language instructing you to find the coded note with a revision date closest to but not exceeding the date of purchase order issue. Follow on purchase order changes may indicate use of a note in effect at the time of the change. Follow PO instructions closely.

Q: Does NNS update the part number to see software previously approved for coded notes within an order?

A: Your “software” deliverables (e.g.; drawings, procedures, etc.) previously approved for certain parts will be reflected in the part technical ordering data including the document and revision. See example below. NNS part numbers, where approved documents are not listed, may be revised based on review and extension.

CODED NOTES TO HARDWARE CROSS REFERENCE					
NOTE: Pre-manufacture items listed below may not be required if listed on the applicable item(s) as "APPROVED". See Line Item Description pages for the specific line item(s).					
CODED NOTES	Revision	Description	Target Submittal Date	Type	Deliver To
C2350	C002	LEVEL I FASTENERS AND RAW MATERIAL TEST		Ship with Matl	
Applicable Items: 2		<b>Software Deliverables with Shipment</b>			

**Q: What if specifications, coded notes, delivery dates, requirements etc. cited in the PO are different from the RFQ?**

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**A: Contact your buyer and submit a VIR when appropriate.**

**Q: Whom should Suppliers contact when the buyer listed on the PO is not available?**

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**A: Refer to the buyer's communication message, through either email or voicemail or contact their Manager.**

**Q: Does NNS send an email when a PORA is generated?**

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**A: Yes, Exostar users will receive an email notification via Exostar and non-Exostar users will receive the notification via fax.**

**Q: How are PO changes highlighted?**

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**A: PO change notifications are dependent on the buyer. The changes should be listed in the header text along with the date they were created.**

**Q: Do Exostar notices show specific RFQ numbers and PO numbers when something new is issued?**

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**A: Yes. An enhancement was put in place in 2013 to allow this functionality in email notifications.**

**Q: What does the term "Software" mean at NNS?**

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**A: "Software" is a term associated with the technical documents (e.g.; drawings, production/fabrication procedures, technical manuals, etc.) required prior to, during and after the manufacture of your product. Purchase orders contain detailed instructions (coded notes) on what is required and when it is required. These documents allow us to understand more completely how your product operates and/or how it interfaces with other components within the ship system.**

## Q: What is SPARS?

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**A:** SPARS is an acronym for Shipbuilding Partners and Suppliers, a secure web site where “software” for non-nuclear product is submitted in an electronic format. Submitting software electronically can greatly reduce the cycle time of the process, give immediate feedback and can serve as a permanent record for the supplier. The processes for understanding and using SPARS are described on the Supplier Training web page. To gain access to SPARS, send an email request to [SPARS@hii-nns.com](mailto:SPARS@hii-nns.com).

## Q: Who should have access to SPARS?

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**A:** Various suppliers set their processes up in different ways. Usually it is best for multiple people to have access, using different accounts. NNS does not want suppliers creating a “centralized” account, so each user will need their own. The best set up would be to have multiple users set up in each location. Let the NNS SPARS POC know if there are any further questions by contacting them at [SPARS@hii-nns.com](mailto:SPARS@hii-nns.com).

## Q: In SPARS, which form should be used when submitting a drawing for approval: D1170 & D1190?

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**A:** Submittals in SPARS should correlate to the coded notes for which the document is being offered. A purchase order that includes coded note D1190 would require the selection of the same in SPARS when making a submittal. Users should select the “Other” category.

## Q: What other forms are used with NNS?

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**A:** The forms used to supply product to NNS are listed on the NNS Supplier website. The processes for using these forms are described in the on-line Supplier Training website. The link for the NNS forms is [http://supplier.huntingtoningalls.com/sourcing/po\\_forms.html](http://supplier.huntingtoningalls.com/sourcing/po_forms.html)

## Q: Does NNS require 7 copies of a shock test and a softcopy?

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**A:** The coded notes for shock test reports give an option of an electronic copy or hard copy. If the hard copy is to be provided, the note requests the number of copies to provide. Our preference is electronic (or ‘soft’) copy.

## Q: Who should be contacted about Welding/Brazing and Allied process (NDT)?

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**A:** Contact should be directed to the buyer listed on the purchase order first. If the buyer is not available, then contact our Supplier Engineering Advocates listed on our web page: [http://supplier.huntingtoningalls.com/sourcing/document\\_submittal\\_checklists.html](http://supplier.huntingtoningalls.com/sourcing/document_submittal_checklists.html). Select the Supplier Engineering Advocate (SEA) contact in your commodity group from the sheet.

## Q: What could delay a welding procedure from being approved?

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**A:** Weld procedure approvals are typically delayed due to failure to provide required details. Some weld procedures require review and approval by our Navy customer, which adds to the response time. The Supplier webpage provides a link to the NavWeld database, which is recommended for use when submitting weld procedures: [http://supplier.huntingtoningalls.com/sourcing/document\\_submittal\\_checklists.html](http://supplier.huntingtoningalls.com/sourcing/document_submittal_checklists.html).

## Q: What is Supplier Delegated Inspection (SDI) and how do Suppliers become involved with that process?

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**A:** The Supplier Delegated Inspection (SDI) program is managed by the NNS Supplier Inspection Department. NNS selects and approves suppliers to inspect on behalf of NNS. SDI acts in the place of a NNS inspector. It recognizes suppliers who have achieved superior process controls and a history of defect-free non-nuclear standard parts. Contact your NNS Sourcing Representative to see if your organization qualifies or go to the Supplier Training web site to review the SDI training module.

## Q: What are the Annual Supplier Data Sheets (SDC and W-9)?

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**A:** The Supplier Data Certification and the W-9 provide data required in order to conduct business with Huntington Ingalls Incorporated (HII), through either its Ingalls Shipbuilding division or its Newport News Shipbuilding division. As required by the Department of Defense (DoD), Huntington Ingalls Incorporated must ensure that all subcontractors are conducting business according to the current specified regulations and under the appropriate certifications. This document provides that information to Huntington Ingalls Incorporated.

## Q: What is the Supplier Information Questionnaire (SIQ) and how does NNS use it?

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**A:** The Supplier Information Questionnaire (SIQ) is a product that NNS uses to get an initial read of a supplier's quality program. Besides the standard name, location, quality program and contact information, the product goes on to look at the quality system and commodity that the supplier will fall under. Moreover, the form looks for traceability, calibration, Purchase Order flow down requirements, testing capabilities, Non-Destructive Testing (NDT) & Weld information along with previously approved procedure information. As stated, it is an initial read. Therefore, the given Supplier Quality Engineer may use the form to initiate contact concerning the supplier's quality program (i.e. a request for ISO certification if the supplier says they are ISO certified or a request for the supplier's quality manual, welder's workmanship training program etc).

## Q: What is the NNS Supplier Website?

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**A:** The NNS Supplier Website is a valuable tool for suppliers. It hosts many different types of helpful information to assist suppliers in conducting business with NNS. The link location is: <http://supplier.huntingtoningalls.com/sourcing/index.html>.

## Q: How is NNS Supplier Training accessed?

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**A:** NNS Supplier Training can be accessed via the Supplier Website. Under Current Suppliers, there is a link for Supplier Training. The link location is: [http://supplier.huntingtoningalls.com/sourcing/sup\\_training.html](http://supplier.huntingtoningalls.com/sourcing/sup_training.html). To register for the training, fill out the NNS Online Training Registration and return the form to: [Suppliertraining@hii-nns.com](mailto:Suppliertraining@hii-nns.com). If you are already registered, go to the following link to gain access to all of the training modules: <https://nnonlinesuppliertraining.articulate-online.com/Login.aspx>