

# New Supplier Portal | VFI SDRL Submissions



**Contacts:**  
John Bourgeois  
Mark Yount

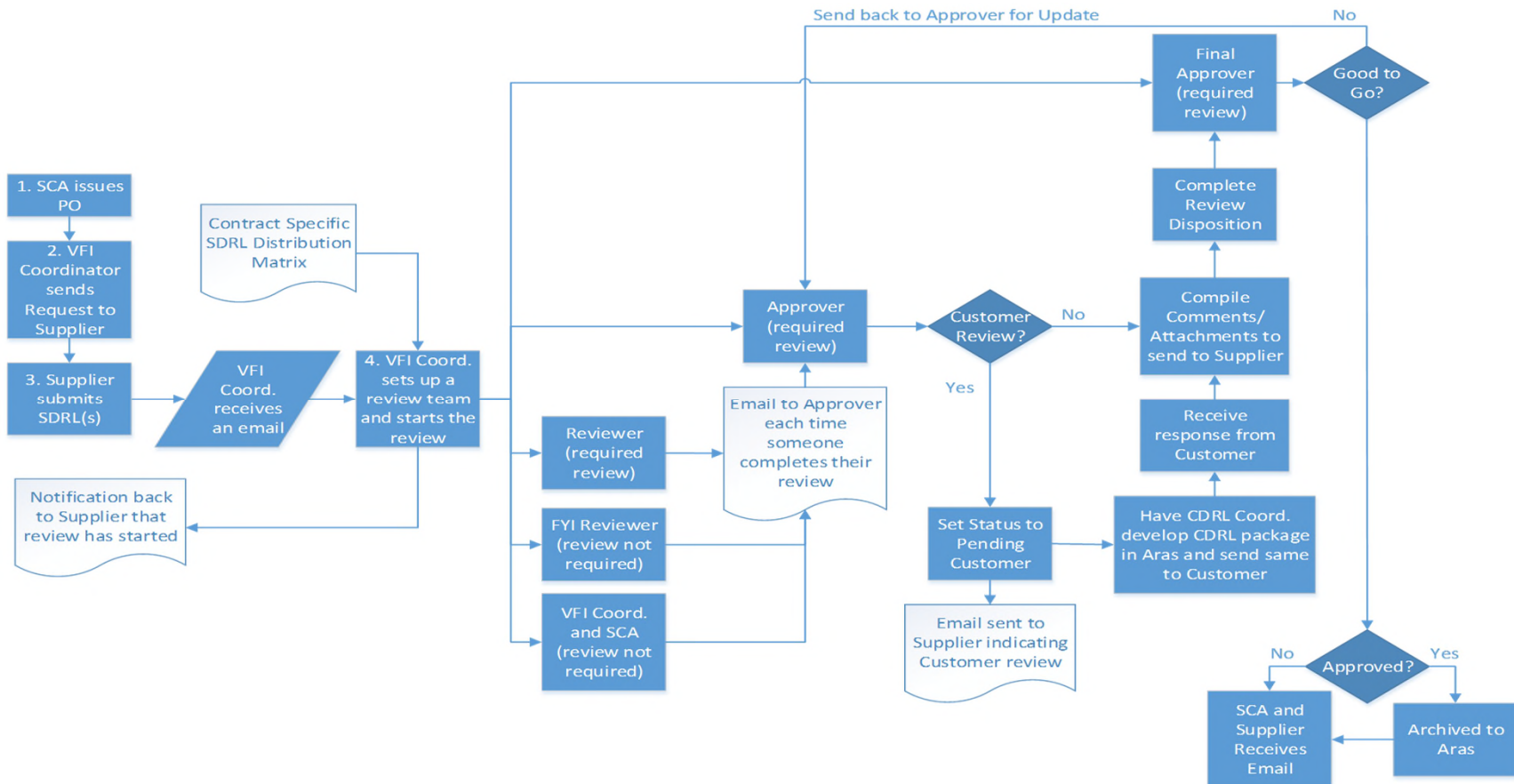
HII PROPRIETARY

# Table of Contents

- Vendor Furnished Information (VFI) Workflow
- Sign-In Page
- SDRL Requirement Notice
- SDRL Locations
- SDRL Requirements
- Submitting SDRLs
- SDRL Review
- Review Dispositions
- Customer Holds
- Submitting Unapproved SDRLs
- SDRL Review Disposition Definitions
- Points of Contact




# Vendor Furnished Information (VFI) Workflow





# New VFI Supplier Portal | Sign-In Page



## Sign In

E-mail Please enter email address/username

Password

☒ Stay signed in

**SIGN IN**

[Forgot your password?](#)

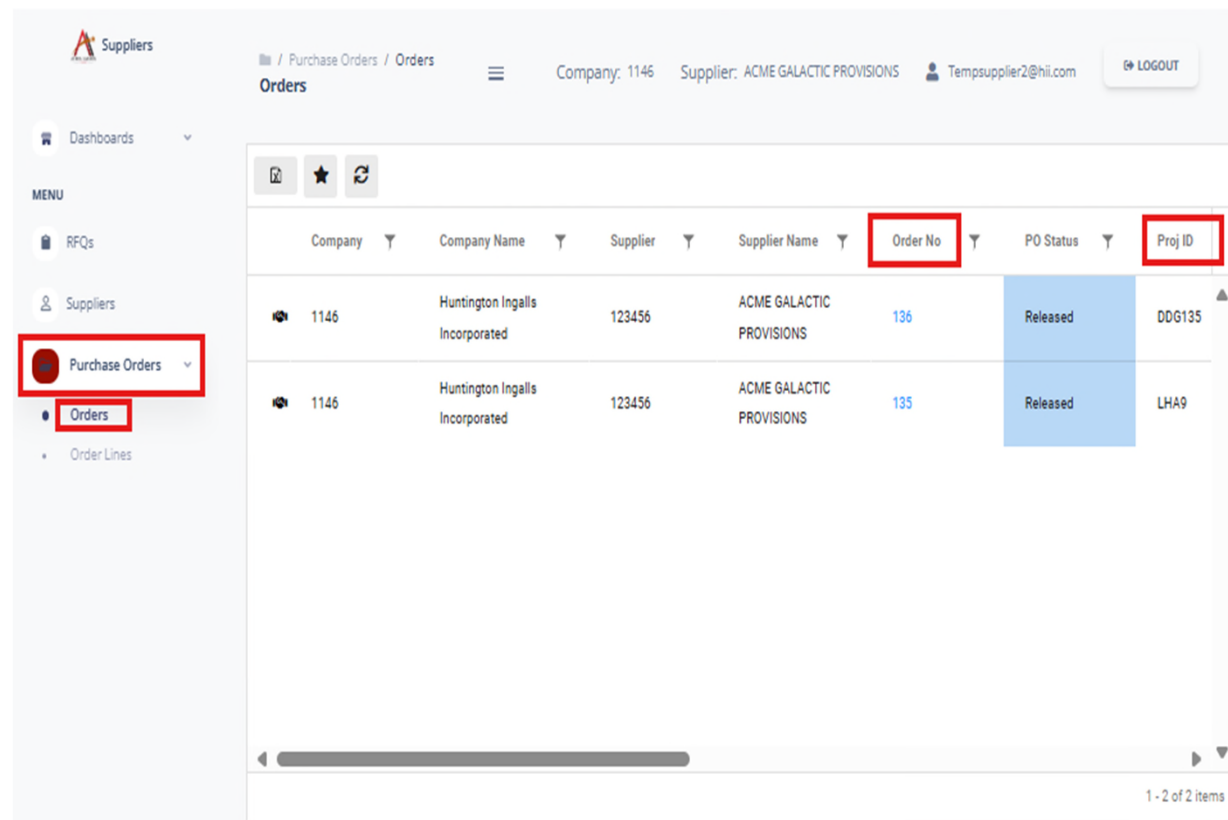
[Register as a new user](#)



# New VFI Supplier Portal | SDRL Requirement Notice

Portal Landing Page > Purchase Orders (PO) > Orders

- POs issued to your company will be listed
- Will no longer have segregation by Ship Class/Hulls



Suppliers

/ Purchase Orders / Orders

Company: 1146 Supplier: ACME GALACTIC PROVISIONS TempSupplier2@hii.com LOGOUT

Orders

Dashboards

MENU

RFQs

Suppliers

Purchase Orders

Orders

Order Lines

Company	Company Name	Supplier	Supplier Name	Order No	PO Status	Proj ID
1146	Huntington Ingalls Incorporated	123456	ACME GALACTIC PROVISIONS	136	Released	DDG135
1146	Huntington Ingalls Incorporated	123456	ACME GALACTIC PROVISIONS	135	Released	LHA9

1 - 2 of 2 items



HII PROPRIETARY

# New VFI Supplier Portal | SDRL Locations

## PO Landing Page > PO Header SDRLs

- Under the specific equipment POLI (specific to each DA0#)
- Under the actual SDRL POLI (one SDRL per PO; not specific to Equipment POLI)

**Suppliers**

Company: 1146 Supplier: ACME GALACTIC PROVISIONS TempSupplier2@hii.com LOGOUT

Order No: 135 Supplier: 123456 - ACME GALACTIC PROVISIONS PO Status: Released

ADDITIONAL DETAILS

ORDER AMOUNTS

TERMS AND CONDITIONS

**PO Header SDRLs**

SDRL SDRL Instructions Vendor Response Date

10 items per page No items to display

VFI CHANGE LOG

**ORDER LINES** ORDER CHARGES ORDER DOCUMENTS COMMUNICATION TPRSOW INFORMATION

Line No	Release No	Part No	Description	Notes	Buy qty Due	Unit Mes	Price	Price with ...	Qty Invoiced	Net Amo...
1	1	0001-DA0-112233	TESTER MAJOR	PROJECT COMPONENT TEST PART IAW TPRSOW YY-11-22	10.00	EA	1234.57	1234.57		12345.7
2	1		SDRL / DID CEI - CERTIFICATE OF IDENTICALITY; GENERAL ENGINEERING (MAY IMPACT: EAA, EBF, EBW, ECO, EDH, EDJ, ERM, EVI, PCD, TAB, TAG, VAO)		891.01	SE	1.00	1.00		891.0



HII PROPRIETARY

# New VFI Supplier Portal | SDRL Requirements

Expand POLI View > Order Line SDRLs

- SDRL/DID Instructions
- CEI > SDRL Submission Page

Order No  
135

Supplier  
123456 - ACME GALACTIC PROVISIONS

PO Status  
Released

ADDITIONAL DETAILS

ORDER AMOUNTS

TERMS AND CONDITIONS

**PO Header SDRLs**

SDRL

SDRL Instructions

Vendor Response Date

10 items per page

No items to display

VFI CHANGE LOG

**ORDER LINES** ORDER CHARGES ORDER DOCUMENTS COMMUNICATION TPRSOW INFORMATION

Line No	Release No	Part No	Description	Notes	Buy qty Due	Unit Mes	Price	Price with ...	Qty Invoiced	Net Amo...
1	1	0001-DA0-112233	TESTER MAJOR	PROJECT COMPONENT TEST PART 1AW TPRSOW YY-11-22	10.00	EA	1234.57	1234.57		12345.7

ORDER LINE TAX ORDER LINE DOCUMENTS **ORDER LINE SDRLS**

SDRL

SDRL Instructions

Vendor Response Date

07/05/2025

10 items per page

1 - 1 of 1 items



HII PROPRIETARY

# New VFI Supplier Portal | Submitting SDRLs

**Select File** or drag/drop in place  
Will appear under **Unsubmitted Documents**

**Submit** > To send to shipyard  
Will appear under **Submissions**

The screenshot displays the 'SDRL Details' page in the VFI Supplier Portal. The page header includes the 'Suppliers' logo, navigation links for 'Dashboards', 'RFQs', 'Suppliers', and 'Purchase Orders', and user information for 'Company: 1146', 'Supplier: ACME GALACTIC PROVISIONS', and 'Tempsupplier2@hil.com'. The 'SDRL Details' section shows 'Poid: 135', 'LineNo: 1', 'SDRL Item: CEI', and 'SDRL Link: SDRL Instructions'. A 'SUBMIT' button is highlighted in the top right. The 'Document Upload' section features a 'SELECT FILES...' button and a 'Drop files here to upload' area. Below this are two sections: 'Unsubmitted Documents' and 'Submissions', both currently showing 'No items to display'.

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time
No items to display				

Status	VIDM	State	Documents Count	Submission Date	Submitted By
No items to display					



HII PROPRIETARY



# New VFI Supplier Portal | Submitting SDRLs

## Files selected for upload...

- Will be scanned for viruses
- Will upload to secure server
- May take up to 10 minutes to appear

Upload Document

SELECT FILES... Drop files here to upload

Upload Document

SELECT FILES... Uploading...

ACG Test Document.docx  
18.96 KB

SELECT FILES... Done

Test Document.docx  
File(s) uploaded successfully.

Due to background virus scanning, it may take upto 10 minutes for the uploaded file to appear in the listing

Unsubmitted Documents

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time	
Test Document.docx	Test Document.docx	16RLHAA76A11	Tempsupplier2@hii.com	06/11/2025 06:42:00	UPLOAD REVISION COPY TO ADDITIONAL SDRL DELETE

1 - 1 of 1 items

**Note:** Files are not ready to submit until they appear under **Unsubmitted Documents**



HII PROPRIETARY

# New VFI Supplier Portal | Submitting SDRLs

## Unsubmitted Documents > Submit

SDRL Details

Pold	LineNo	SDRL Item	SDRL Link
135	1	CEI	<a href="#">SDRL Instructions</a>

Project Id: LHA9

Instructions: DUE 30 DAYS AFTER THE PO AWARD DATE.

**Document Upload**  
Please upload documents to satisfy the SDRL Requirements.

**SDRL Managers have been Notified that your submission is Ready for Review**

**SUBMIT**

**Note:** A pop-up box will appear confirming the shipyard has been notified of the new SDRL



# New VFI Supplier Portal | Submitting SDRs

## Submissions (expanded view):

- VIDM tracking number
- State of the submission
- Submitted document
- Option to upload revised copies of document

Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
▼	38	Submitted	1	06/11/2025	Tempsupplier2@hii.com

SUBMITTED DOCUMENTS

RECOMMENDED DISPOSITION

REVISION HISTORY

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time	
▶ Test Document.docx	Test Document.docx	16RLHAA76A11	Tempsupplier2@hii.com	2025-06-11T11:42:00Z	<div>UPLOAD REVISION</div> <div>COPY TO ADDITIONAL SDRL</div>

1

1 - 1 of 1 items

1

1 - 1 of 1 items



# New VFI Supplier Portal | SDRL Review

## Send to Shipyard > Shipyard Reviews > Email Confirmation

**Note:** The email you receive will include a link to the specific review on the SDRL Details page

**From:** Ingalls Supplier Portal <noreply@hii.com>

**Sent:** Wednesday, June 11, 2025 12:00 PM

**To:** [Tempsupplier2@hii.com](mailto:Tempsupplier2@hii.com)

**Subject:** (Spec/Catalog#:) YY-11-22/0001-DA0-112233: The review of your submission has been completed by Huntington Ingalls Industries Ingalls Shipbuilding

**Dear** [Tempsupplier2@hii.com](mailto:Tempsupplier2@hii.com)

SDRL: CEI

Submission (VIDM Number): 38

Submission Date: 6/11/2025 12:00:07 PM

PO Number: 135

PO Line Item: 1

PO Line Description: TESTER MAJOR

Huntington Ingalls Industries Ingalls Shipbuilding has completed the review of your submission VIDM 38 with a Disposition of Approved.

[View the disposition details here](#)



HII PROPRIETARY

# New VFI Supplier Portal | Review Dispositions

## Submissions (expanded view):

- Recommended Disposition > SDRL Being Reviewed > Disposition Status
- *Optional*: Office of Prime Responsibility (OPR) comments, notes, files

Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
▼	38	Complete	1	05/11/2025	Tempsupplier2@hii.com

SUBMITTED DOCUMENTS

RECOMMENDED DISPOSITION

REVISION HISTORY

Recommended Disposition Details

Disposition Approved

Resubmission Date

General Comments Testing

Document

Test Document.docx

1 - 1 of 1 items



# New VFI Supplier Portal | Customer Hold

## If shipyard place SDRL on hold for Customer Review...

- Email notification will be sent to you
- SDRL Review State will update to **Customer Hold** until response from customer

**Note:** Many supplier SDRLs support CDRL deliverable requirements to the customer for review

**From:** Ingalls Supplier Portal <noreply@hii.com>

**Sent:** Wednesday, June 11, 2025 12:18 PM

**To:** [Tempsupplier2@hii.com](mailto:Tempsupplier2@hii.com)

**Subject:** VIDM Submission 15 has entered Pending Customer

Submission: 38

PO Number: 135

PO Line Item: 1

PO Line Description: TESTER MAJOR

SDRL: CEI – Certificate of Identity General Engineering

The submission review has been put on hold while the Shipyard gets a position from the Customer. The Shipyard expects to hear back from the Customer by 2025-09-11.

[View the review details here](#)



HII PROPRIETARY



# New VFI Supplier Portal | Customer Hold

SDRL Details > On Hold for Customer Review >  
Customer Disposition Received > Resume SDRL Review Process

3% / SDRLs / SDRL Details

SDRL Details

Company: 1146   Supplier: ACME GALACTIC PROVISIONS   TempSupplier2@hii.com   LOGOUT

## SDRL Details

On Hold for Customer Review

Customer Review Start: 06/11/2025

Expected Customer Return: 09/11/2025

PoId  
135

LineNo  
1

SDRL Item  
CEI

SDRL Link  
SDRL Instructions

Project Id  
LHA9

Instructions  
DUE 30 DAYS AFTER THE PO AWARD DATE.

SUBMIT

## Document Upload

Please upload documents to satisfy the SDRL Requirements.

SELECT FILES...

Drop files here to upload

Unsubmitted Documents

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time
No items to display				

Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
▶	38	HoldForCustomerReview	1	06/11/2025	TempSupplier2@hii.com



# New VFI Supplier Portal | Submitting Unapproved SDRLs

If the SDRL is not approved by the shipyard, it must be resubmitted –  
which varies slightly from the standard review process

**From:** Ingalls Supplier Portal <noreply@hii.com>

**Sent:** Wednesday, June 11, 2025 2:00 PM

**To:** [Tempsupplier2@hii.com](mailto:Tempsupplier2@hii.com)

**Subject:** (Spec/Catalog#:) YY-11-22/0001-DA0-112233: The review of your submission has been completed by Huntington Ingalls Industries Ingalls Shipbuilding

**Dear** [Tempsupplier2@hii.com](mailto:Tempsupplier2@hii.com)

SDRL: VAC-GM

Submission (VIDM Number): 39

Submission Date: 6/11/2025 2:00:07 PM

PO Number: 136

PO Line Item: 1|

PO Line Description: TESTER MAJOR

Huntington Ingalls Industries Ingalls Shipbuilding has completed the review of your submission VIDM 39 with a **Disposition of Disapproved.**

[View the disposition details here](#)



HII PROPRIETARY

# New VFI Supplier Portal | Submitting Unapproved SDRLs

Link in Email > SDRL Details > Submission > Down Arrow

## SDRL Details

Pold

136

Project Id

DDG135

LineNo

3

Instructions

DUE 30 DAYS AFTER THE PO AWARD  
DATE.

SDRL Item

VAC-GM

SDRL Link

[SDRL Instructions](#)

SUBMIT

## Document Upload

Please upload documents to satisfy the SDRL Requirements.

SELECT FILES...

Drop files here to upload

### Unsubmitted Documents

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time
No items to display				

### Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
Resubmission Required	39	ResubmissionRequired	1	06/11/2025	Tempsupplier2@hii.com



HII PROPRIETARY

# New VFI Supplier Portal | Submitting Unapproved SDRs

## Recommended Disposition > OPR Disposition

**Note:** OPR reviewers may add additional comments, notes or files

Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
▼ Resubmission Required	39	ResubmissionRequired	1	06/11/2025	Tempsupplier2@hii.com

SUBMITTED DOCUMENTS

RECOMMENDED DISPOSITION

REVISION HISTORY

Recommended Disposition Details

Disposition Disapproved

General Comments Testing resubmission process.

Resubmission Date 06/18/2025

Document

Test Document.docx

1

1 - 1 of 1 items



# New VFI Supplier Portal | Submitting Unapproved SDRLs

Submitted Documents > Additional Documents for Resubmission >  
Select Files > Upload Revision

Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
▼ Resubmission Required	39	ResubmissionRequired	1	06/11/2025	Tempsupplier2@hii.com

SUBMITTED DOCUMENTS

RECOMMENDED DISPOSITION

REVISION HISTORY

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time	
▶ Test Document.docx	Test Document.docx	32RDDG1C0F1B	Tempsupplier2@hii.com	2025-06-11T13:58:00Z	<div>UPLOAD REVISION</div> <div>COPY TO ADDITIONAL SDRL</div>

1 - 1 of 1 items

Additional documents for resubmission

SELECT FILES...

Drop files here to upload

Upload Additional Documents or Revise Existing Documents to Resubmit

File Name	Uploaded By	Uploaded Date & Time
-----------	-------------	----------------------

0

No items to display

1 - 1 of 1 items



# New VFI Supplier Portal | Submitting Unapproved SDRs

## Upload Additional Documents or Revise Existing Documents to Resubmit

Once the document is viewable, the **Resubmit** button will appear to release files to the shipyard

Submissions

Status	VIDM	State	Documents Count	Submission Date	Submitted By
▼ <b>Resubmission Required</b>	39	ResubmissionRequired	1	06/11/2025	Tempsupplier2@hii.com

SUBMITTED DOCUMENTS

RECOMMENDED DISPOSITION

REVISION HISTORY

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time
Additional documents for resubmission				
<div>SELECT FILES...</div>				
Upload Additional Documents or Revise Existing Documents to Resubmit				
<div>RESUBMIT</div>				
File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time
Test Document-2.docx			Tempsupplier2@hii.com	2025-06-11T14:51:00Z
Test Document-3.docx			Tempsupplier2@hii.com	2025-06-11T14:51:00Z
Test Document-1.docx			Tempsupplier2@hii.com	2025-06-11T14:50:00Z

Selected Files...

- Will be scanned for viruses
- Will upload to secure server
- May take up to 10 minutes to appear





# New VFI Supplier Portal | Submitting Unapproved SDRs

Confirm successful submission > VIDM tracking number will be updated

Example: VIDM #39 > VIDM# 39.1, 39.2, etc.

**SDRL Details**

Pold  
136

LineNo  
3

Project Id  
DDG135

SDRL Item  
VAC-GM

SDRL Link  
[SDRL Instructions](#)

Instructions  
DUE 30 DAYS AFTER THE PO AWARD DATE.

SUBMIT

Submission successfully resubmitted.

**Document Upload**

Please upload documents to satisfy the SDRL Requirements.

SELECT FILES...

Drop files here to upload

**Unsubmitted Documents**

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time
No items to display				

**Submissions**

Status	VIDM	State	Documents Count	Submission Date	Submitted By
	39.1	ReviewInProgress	3	06/11/2025	Tempsupplier2@hii.com



HII PROPRIETARY

# New VFI Supplier Portal | Submitting Unapproved SDRLs

New documents should now be viewable > Expand the revised document details to see both versions

Submissions

Status

VIDM

State

Documents Count

Submission Date

Submitted By

39.1

ReviewInProgress

3

06/11/2025

Tempsupplier2@hii.com

SUBMITTED DOCUMENTS

RECOMMENDED DISPOSITION

REVISION HISTORY

File Name	Document	Alpha Tracking Number	Uploaded By	Uploaded Date & Time	
▶ Test Document-2.docx	<a href="#">Test Document-2.docx</a>	32RDDG5917B3	Tempsupplier2@hii.com	2025-06-11T14:51:00Z	UPLOAD REVISION COPY TO ADDITIONAL SDRL
▶ Test Document-3.docx	<a href="#">Test Document-3.docx</a>	32RDDG88F882	Tempsupplier2@hii.com	2025-06-11T14:51:00Z	UPLOAD REVISION COPY TO ADDITIONAL SDRL
▼ Test Document-1.docx	<a href="#">Test Document-1.docx</a>	32RDDG1C0F1BA	Tempsupplier2@hii.com	2025-06-11T14:50:00Z	UPLOAD REVISION COPY TO ADDITIONAL SDRL

Previous Document Versions

File Name	Alpha Tracking Number	Uploaded By	Uploaded Date & Time	Document
Test Document-1.docx	32RDDG1C0F1BA	Tempsupplier2@hii.com	06/11/2025 09:50:00	<a href="#">Test Document-1.docx</a>
Test Document.docx	32RDDG1C0F1B	Tempsupplier2@hii.com	06/11/2025 08:58:00	<a href="#">Test Document.docx</a>

1

1 - 2 of 2 items

1

1 - 3 of 3 items



# SDRL Review Disposition Definitions

**Acknowledge Receipt:** Submission received; No shipyard review/resubmittal required

**Approved:** Documents are 100% approved; No further action required by suppliers

**Conditionally Accepted:** Corrections or additional data is needed; Requires comments and/or attachments for supplier to correct and re-submit; Due date will be updated

**Disapproved:** Requires comments and/or attachments for supplier to correct and re-submit; Due date will be updated

**Disapproved (No-Resubmit Required):** Used if submission cannot be used and supplier needs to submit data under a different SDRL; Requires comments and/or attachments detailing what's required of the supplier; No resubmission required

**Returned Invalid Submission:** Used if supplier's attachments submitted with SDRL are incorrect and need to be replaced; Requires comments and/or attachments to explain the issue and detail how to correct it; Requires resubmittal; Due date will be updated



# New VFI Supplier Portal | Points of Contact

**John Bourgeois**

228-935-7061

[John.J.Bourgeois@hii.com](mailto:John.J.Bourgeois@hii.com)

**Mark Yount**

228-935-7659

[Mark.A.Yount@hii.com](mailto:Mark.A.Yount@hii.com)



