|  |  |
| --- | --- |
| **Use of Form:** This form shall accompany all software that is to be delivered by direct mail. All electronic submittals of software shall use current processes for NNS and Ingalls.  **Note:**  Fill out all fields, as applicable. Instructions for use of fields are provided on pages 2-3. | |
| **Software Direct Mail Submittal Form** | |
|  | |
| Supplier Name: | |
| Supplier Representative: | |
| Supplier Telephone Number: | |
|  | |
| **Software Deliverable for:** | |
| Purchase Order Number: | Line Item Number: |
| NNS/Ingalls Material Number: | |
|  | |
| **Software Deliverable Specifics:** | |
| Coded Note (NNS only): | SDRL Number (Ingalls only): |
| Document Number: | Revision Number: |
|  | Revision Date: |
|  | |
| **Welding/ NDT Procedure Specifics:** | |
| The fabrication document or material specification invoked by the drawing for technique requirements and acceptance criteria to accomplish the inspection. | |
| The procedure qualification record number(s), evidence of prior Navy approval (if available). | |
| Material Specification Number: | |
| Fabrication Document(s) [with Revision Number(s) and Date(s)]: | |
| Type of Application:  Welds  Castings  Casting Repairs  Forgings  Wrought Materials  Fasteners | |
| Additional Information: | |

**Instructions:**

**Software Direct Mail Submittal Form**

**Supplier Name** – Enter the name of the supplier submitting the software requirement.

**Supplier Representative** - Enter the point of contact from the supplier submitting the software requirement.

**Supplier Phone** - Enter the phone number (including area code) of the supplier submitting the software requirement.

**SOFTWARE DELIVERABLE FOR**

**Purchase Order Number** – Enter the purchase order number invoking the software submittal requirement.

**NOTE:** This form shall be completed only when the software will be delivered via mail. All electronic submittals of software shall use current processes for NNS and Ingalls.

**Line Item Number** – Enter the line item from the purchase order number associated with the software submittal requirement. Each line item shall have a separate form completed for it.

**NNS/Ingalls Material Number** – Enter the associated part number of the software requirement for the line item of the purchase order being submitted.

**SOFTWARE DELIVERABLE SPECIFICS**

**Coded Note** (for NNS submittals only) – Enter the associated Coded Note from the purchase order for the software submittal.

**SDRL** (for Ingalls submittals only) – Enter the associated Subcontractor Data Requirements List (SDRL) item from the purchase order for the software submittal.

**Document Number** – Enter the document number of the software submittal being delivered that complies with the requirement of the Coded Note (NNS) or SDRL (Ingalls) from the purchase order.

**Revision Number** – Enter the revision designation of document of the software submittal being delivered that complies with the requirement of the Coded Note (NNS) or SDRL (Ingalls) from the purchase order.

**Revision** **Date** – Enter the revision date of document of the software submittal being delivered that complies with the requirement of the Coded Note (NNS) or SDRL (Ingalls) from the purchase order.

**WELDING/NDT PROCEDURE SPECIFICS (FOR NNS SUBMITTALS ONLY)**

**Procedure Qualification Record (PQR) number(s), evidence of prior Navy approval (if available)** – Enter PQR number that was provided as a result of a prior submittal approval.

**Material Specification Number** – Enter the alpha-numeric designation of the material specification that the procedure/process is being used on.

**Fabrication Document(s)** – Enter the alpha-numeric designation that the procedure/process is based on, i.e. MIL-STD 278, Navships 0900-000-1000, Navships 0900-006-9010, Navships 0900-001-7000

**Revision Level** – Enter the revision level of Fabrication Document

**Date of Revision** – Enter the revision date of Fabrication Document

**Type of Application** – Check the application that the procedure/process is being used for.

**Additional Information** – Enter any pertinent information needed for review of the procedure/process.