



SPARS: Shipbuilding Partners and Suppliers

Software Submittals – Submitting Electronic
Technical Documentation



Newport News Shipbuilding

Shipbuilding Partners and Suppliers (SPARS)

- SPARS is a secure web portal for **software submitting suppliers** to submit their software documents electronically.
- The tool gives approved suppliers the capability to submit technical documents such as Vendor Information Requests, or ask a question on a Request for Quote (via Vendor Quote) electronically with no cost to the supplier.
- Other submittal types include:
 - Purchase Order Refresh Actions (PORAs),
 - Vendor Drawing for Engineering Review (VDER),
 - Vendor Procedure Approval Review (VPAR),
 - As well as various drawings, procedures, and technical manuals.



Who can use SPARS and what are the advantages?

SPARS is available to suppliers meeting certain security requirements. Advantages include:

- No mail costs to submit documents for approval
- Eliminates the time required for postal delivery
- Timely confirmation of submittals
- Automatic email notifications and updates when the status or Estimated Completion Date (ECD) changes
- Real-time feedback, producing a tracking number for each submittal
- Comments can be returned electronically with submitted documents
- Serves as a permanent record for the Supplier
- Questions are answered by Purchase Order Line Item



How to access SPARS

Access the SPARS website at
<https://spars.huntingtoningalls.com/ngcspars/Auth>



Security - Protection of Data

- SPARS is **not** authorized for the transmittal of data pertaining to or including Nuclear Naval Propulsion Information (NNPI)
- **Transmission of NOFORN, NNPI, or Classified Information is prohibited from being sent via SPARS.**
- The below warning appears on the log in screen, and Suppliers are reminded via a pop-up box in creating a software submittal in SPARS.

Transmittal of Data

The SPARS network does NOT support the transmittal of Sensitive But Unclassified (SBU) NOFORN and NNPI data!!
The SPARS network does support the transmittal of non-classified technical data relating to Huntington Ingalls business processes.

The SPARS Network is NOT approved for transmittal of classified data.

Suppliers assume the responsibility to ensure no classified information is submitted electronically by their representatives to Huntington Ingalls using this application. Classified data and information is to be handled and controlled in accordance with FAR 52.204-2, security requirements, The National Industrial Security Program Operating Manual (NISPOM) (DOD 5220.22-M) as revised, and other PO Contractual terms and conditions.

In addition, all Controlled Unclassified Information accessed from the SPARS network is subject to the requirements of 32 CFR 2002, Controlled Unclassified Information, and DFARS 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting. Any drawings, procedures or other submittals by Supplier that are reviewed or marked as approved within the SPARS network by HII shall NOT constitute contractual acceptance of any work or relieve Supplier of complying fully with all of the requirements of any purchase order.



SPARS Landing / Home Page

- After logging in, the user for the Supplier will need to select “NNS Forms” to create, query, or search for the user’s submittals. This takes the user to the **Active Forms** Screen.
- “User Services” will take the user to a utility menu to administer their user account. We will go into these details further in the slide deck.



Active Forms Screen

- This screen is a summary of the submittals that the user has made and also allows them to create a submittal.
- Initially, this will be blank, but as usage proceeds the Active Forms screen will serve as a summary of current, past and pending submittals.

- The user has the ability to narrow the number of submittals shown on the screen.
- Select a particular type from the Active Forms screen and only those types of submittals will be displayed.
- The filter for the active forms screen can be set to All, In Progress/Edit, Submitted, or Completed.

The screenshot displays the "Newport News Shipbuilding - Forms Desktop" interface. On the left, there is a sidebar with buttons for "Create", "Refresh", "Search", "Excel", and "Close". The main content area features a "Form Filter" dropdown menu with a list of notification types: "Show All", "VIR", "VDER", "VPAR", and "Other Notification Types". To the right of the filter, there is a "Filter" dropdown menu with options: "In Progress/Edit", "All", "Submitted", and "Completed". Below these filters, a table is visible with columns for "Type", "VES Tracking Number", "NNS Tracking Number", "Create Date", "Purchase Order", "Line Item No.", "Status", and "ECD". The table is currently empty.

Active Forms: Definitions

Active Forms								
VIR Forms								
Type	<u>VES Tracking Number</u>	<u>NNS Tracking Number</u>	<u>Create Date</u>	<u>Purchase Order</u>	<u>Line Item</u>	<u>Material No.</u>	<u>Status</u>	<u>ECD</u>

- **Type**
 - Product being created/submitted to NNS
 - Examples: Vendor Information Request (VIR) or Vendor Question (VQ)
- **VES Tracking Number**
 - Virtual Enterprise System (VES)
 - Internal reference number to SPARS
 - Generated by SPARS when a submittal is started
- **NNS Tracking Number**
 - Reference number “fed-back” to SPARS from NNS’ internal system
 - Only populates when submittal is successfully received by NNS
- **Create Date**
 - Date submittal is created/started in SPARS
- **Purchase Order**
 - NNS PO or RFQ (for Vendor Quotes)
- **Line Item**
 - PO/RFQ item number
- **Material No.**
 - NNS part number on PO/RFQ
- **Status**
 - Reflects where submittal “stands”; examples: In Progress, Submitted or Completed
- **ECD**
 - Estimated Completion Date for Huntington Ingalls Industries (HII) review
 - Only populates when submittal is successfully received



How to Create a Submittal

When the user selects “Create” on the **Active Forms** screen, they are taken to a selection screen to then pick the Type of software submittal.

Newport News Shipbuilding
A Division of Huntington Ingalls Industries

Hello

Create **Newport News Shipbuilding - Forms Desktop** Form Filter:

Refresh
Search
Excel
Close

"Newport News Shipbuilding and Dry Dock Company" is a legal entity and a subsidiary of Huntington I referred to herein as "NNS" or "Newport News".

Active Forms
VIR Forms

Actions	Newport News - Create Form Helper
Return	Form Type Selection
	ALL CONTRACTS
	Create a Vendor Quote.
	Create a Purchase Order Refresh Action.
	Create a Vendor Information Request
	FOR DEVIATION/DEPARTURE FROM SPEC/PO, CLARIFICATIONS/QUESTIONS OF WELD/CAST REPAIR AND MARKINGS, OR 'AS DIRECTED BY APPLICABLE CODED NOTES' ONLY ; NO PROCEDURE/REPORT/DRAWING SUBMITTALS PLEASE.
	CARRIER AND NON VIRGINIA CLASS SUBMARINE SUBMITTALS ONLY
	Create a Non-VCS form.
	<ul style="list-style-type: none">• Qualification Test• Technical Data• Drawing• Non Destructive Test• Welding / Brazing Fabrication• Technical Manual• Report/Procedure• Other
	VIRGINIA CLASS SUBMARINES (VCS) SUBMITTALS ONLY
	Create a Vendor Drawing for Engineering Review (VDER) Form.
	<ul style="list-style-type: none">• Drawing• Technical Manual
	Create a Vendor Procedure Approval/Review (VPAR) Form.
	<ul style="list-style-type: none">• Qualification Test• Non Destructive Test• Welding / Brazing• Vibration• Other



HII PROPRIETARY

Software Submittals

- For all contracts to submit a deviation/departure from spec or clarifications and questions of weld/cast repairs and markings or as directed by applicable Coded Notes:
 - Vendor Quote (VQ) – Specific for questions or requests on request for quotes (RFQs)
 - Vendor Information Request (VIR) – Specific for questions or requests on purchase orders (POs)
 - Purchase Order Refresh Action (PORA)
- For carrier and non-Virginia Class Submarines (VCS) submittals, the user selects “Create a non-VCS form”.
- For Virginia Class Submarines (VCS) submittals only, the user selects either of two forms, depending on need:
 - Vendor Drawing for Engineering Review (VDER)
 - Vendor Procedure Approval/Review (VPAR)

Service and Non-Material Number Submittals

The SPARS system requires each submittal to have a document number, line item, material revision and material number (part number).

If you have a PO or RFQ where there is NOT a material number associated with the line item, then unfortunately this **CANNOT** be submitted via SPARS.



Hardcopy Submittals

All Non-Material Number submittals will need to be emailed to your Buyer or mailed hard copy to the below address:

Newport News Shipbuilding
4101 Washington Ave.
Newport News, VA 23607
Attn: E45 Software Coordinator
Bldg. 902-2

This is completed via Form NN3409. A copy can be found on the external Supplier website at [Forms - Newport News Shipbuilding Supply Chain Procurement \(huntingtoningalls.com\)](https://www.huntingtoningalls.com/forms-newport-news-shipbuilding-supply-chain-procurement).



Vendor Quote (VQ) Submittal

- The fields in **red** are required fields; for a VQ:
 - PO number is the RFQ number
 - PO item is the line item on the RFQ
 - Material Number and Material Revision are as shown on the RFQ



RFQ : 6000597

Line Item Descriptions

RFQ Item Number	Material Number	Revision Level	RFQ Qty	Unit	Quotation Deadline
00001	218071444	R007	23.000	EA	11/06/2015

[Create a Vendor Quote.](#)

Actions [Open Help](#)

Save (Red Labels indicate Required fields)

Submit

Delete

Print View

Dupe Form

Close

Notification Type VQ

VES Number HSXKC1HA **Create Date** 03/18/2014

Name Example

Phone 123-456-7890 **Phone Extension**

Fax

PO Number The RFQ Number **PO Item** 1

Material Number THE PART NUMBER **Material Revision** PART NUMBER REVISI

Document Title

Document No. **Document Cage**

Document Rev **Document Rev Date**

Attachment Type

Comments: (Maximum of 2000 characters) **FullScreen (3)**

Electronic
Pending
Hardcopy
Approval Record
No Attachment



Vendor Information Request (VIR) Submittal

- The fields in **red** are required.
- If you have questions on how to submit or issues submitting, contact SPARS@hii-nns.com.
- SPARS will not allow submission without these fields being populated and matching the PO information.

[Create a Vendor Information Request \(VIR\) form.](#)

The screenshot shows a web-based form for creating a Vendor Information Request (VIR). The form is titled "Create a Vendor Information Request (VIR) form." and includes a sidebar with actions: Save, Submit, Delete, Print View, Dupe Form, and Close. The main form area contains the following fields and sections:

- Notification Type:** VIR (Red label)
- VES No:** HSXL5FU0
- Create Date:** 2014-03-18
- Responsibility:** (Dropdown menu)
- Supplier Contact:** Your Name (Red label), Phone: 123-456-7890, Ext: (Red label), Fax: (Red label)
- PO No:** (Red label), **Disp. Req'd. Date:** (Calendar icon)
- Reason:** (Dropdown menu)
- Ref. Doc. Cage:** (Red label), **refDocNum:** (Red label), **Ref. Doc. Rev.:** (Red label)
- Line Item Table:**

PO Item	Quantity	Material Number	Rev	Material Status	Disapprvd	Apprvd	Valuation - USD
- Heat No.:** (Red label), **Serial No.:** (Red label)
- Add Item:** (Button)
- Does the issue identified in the VIR apply to material previously delivered to either NNS or Electric Boat? If YES is selected, the Supplier is requested to provide all PO and Item numbers affected by this issue.** (Dropdown menu)
- Description:** (Text area, Red label), **FullScreen (0)** (Button)
- Attachment Counter:** Hard Copy: 0, Electronic File(s): 0, **Add Attachment** (Button)
- Cause(0)** (Text area)
- Recommended Disp.(0)** (Text area)
- Corrective Action(0)** (Text area)
- Tech Justification:** (Text area, Red label), **FullScreen (0)** (Button)



Purchase Order Refresh Action (PORA) Submittal

[Create a Purchase Order Refresh Action.](#)

Actions [Open Help](#)

Save (Red Labels indicate Required fields)

Submit

Delete

Print View

Dupe Form

Close

Notification Type	PORA	Create Date	03/19/2014
VES Number	HSYWTNTW		
Name	<input type="text" value="Your Name"/>		
Phone	<input type="text" value="123-456-7890"/>	Phone Extension	<input type="text"/>
Fax	<input type="text"/>		
PO Number	<input type="text"/>	PO Item	<input type="text"/>
Material Number	<input type="text"/>	Material Revision	<input type="text"/>
Document Title	<input type="text"/>		
Document No.	<input type="text"/>	Document Cage	<input type="text"/>
Document Rev	<input type="text"/>	Document Rev Date	<input type="text"/>
Attachment Type	<input type="text"/>		

Comments: (Maximum of 2000 characters.) (3)



Forms for Carriers and Non-VCS Submarines

- A non-VCS submittal form is for Carriers and Non-Virginia Class Submarines **ONLY** to request the below:
 - Drawings
 - Non-Destructive Testing procedures
 - Qualification Tests
 - Report/Procedure including but not limited to Shock and Vibration
 - Technical Data
 - Technical Manuals
 - Welding/Brazing procedures
 - Other

CARRIER AND NON VIRGINIA CLASS SUBMARINE SUBMITTALS ONLY

[Create a Non-VCS form.](#)

- Qualification Test
- Technical Data
- Drawing
- Non Destructive Test
- Welding / Brazing Fabrication
- Technical Manual
- Report/Procedure
- Other



Forms for Virginia Class Submarines (VCS)

- The following form submissions are for Virginia Class Submarine (VCS) **ONLY**:
 - Vendor Drawing and Engineering Review (VDER) to request:
 - Drawings
 - Technical Manuals
 - Vendor Procedure Approval Request (VPAR)
 - Qualification Tests
 - Non-Destructive Testing (NDT)
 - Welding/Brazing
 - Vibration

[VIRGINIA CLASS SUBMARINES \(VCS\) SUBMITTALS ONLY](#)

[Create a Vendor Drawing for Engineering Review \(VDER\) Form.](#)

- Drawing
- Technical Manual

[Create a Vendor Procedure Approval/Review \(VPAR\) Form.](#)

- Qualification Test
- Non Destructive Test
- Welding / Brazing
- Vibration
- Other



Requirement Driven Submittals

- Regardless of the hull, a submitted item is in support of a deliverable requirement of a PPN (Non-VCS) or Standard Clause (VCS).
- Drop down lists will require the user to select the appropriate requirement. If not listed, there is an “Other” at the end of the list.

Notification Type	VDER	Create Date
VES Number	IGUYJJ7P	
Name	<input type="text"/>	
Phone	<input type="text"/>	Phone Extension
Fax	<input type="text"/>	
PO Number	<input type="text"/>	PO
Material Number	<input type="text"/>	Ma
Document Type	<input type="text"/>	
Document Title	15-113 / Drawing Options 15-114 / Modified Drawing 15-115 / Level 3 Drawing 15-116 / LIS & Design Verification Drawing 15-118 / Drawing - Certification Data Sheet 15-34 / Tech Manual Previously Approved 15-92 / Drawing & CD Sheet 15-96 / Drawing TY II AND TY III 15-97 / Drawing TY II Less CD Sheet 16-1 / Tech Manual Commercial 16-22 / Tech Manual Req'mt 16-26 / Tech Manual Req'mt 16-27 / Tech Manual Req'mt 16-28 / Tech Manual Req'mt 16-32 / LIS TM Documentation 16-33 / LIS TM Documentation 16-34 / LIS TM Documentation 16-35 / LIS TM Documentation	
Document No.	<input type="text"/>	
Document Rev	<input type="text"/>	
Attachment Type	<input type="text"/>	
Comments: (Maximum	<input type="text"/>	

Notification Type	VPAR	Create Date
VES Number	IGUYLH07	
Name	<input type="text"/>	
Phone	<input type="text"/>	Phone Extension
Fax	<input type="text"/>	
PO Number	<input type="text"/>	
Material Number	<input type="text"/>	
Document Type	<input type="text"/>	
Document Title	10-85 / Vibration Test 15-107 / Equipment Noise Evaluation Plan 15-108 / ILS Data (New Component) 15-109 / Engineering Data Package for T/M 15-110 / Complete Technical Manual 15-111 / ILS Data (New Component Cost) 15-112 / ILS Data (Modified Component) 18-1 / Reliability Prediction Report 18-2 / Maintainability Prediction Report 60-67 / Liquid Penetrate Test Procedure 60-67 / Magnetic Particle Test Procedure 60-67 / Radiograph Shooting Sketch 60-67 / Radiograph Test Film 60-67 / Radiograph Test Weld Procedure 60-67 / Ultrasonic Test Procedure 60-67 / Visual SX Test 60-77 / Brazing Procedure 60-77 / Welding Procedure 76-120 / Noise Test 76-133 / Noise Test 76-136 / Noise Test Req'mt 76-141 / Noise Test For Qualification Unit 76-143 / Hysteresis Testing 76-150 / Preproduction & Qualification 76-20 / Preproduction & Qualification Test 76-29 / Individual Acceptance Testing 76-29M / Individual Acceptance Test Procedure & Report 76-87 / First Article Inspection 76-9AC / Noise Structureborne	
Document No.	<input type="text"/>	
Document Rev	<input type="text"/>	
Fabrication Document	<input type="text"/>	
Fabrication Doc Date	<input type="text"/>	
Material Spec / Rev	<input type="text"/>	
Attachment Type	<input type="text"/>	
Comments: (Maximum	<input type="text"/>	

Notification Type	Other	Create Date
VES Number	IGUYNYTA	11
Name	Kraig Cole	
Phone	757-380-3968	Phone Extension
Fax	<input type="text"/>	
PO Number	<input type="text"/>	
Material Number	<input type="text"/>	
Document Type	<input type="text"/>	
Document Title	<input type="text"/>	
Document No.	<input type="text"/>	
Document Rev	<input type="text"/>	
Fabrication Document	<input type="text"/>	
Fabrication Doc Date	<input type="text"/>	
Material Spec / Rev	<input type="text"/>	
Attachment Type	<input type="text"/>	
Comments: (Maximum	<input type="text"/>	



Help

- There is a “Help” button to assist with the contents of the entry fields.
- Activate “Help” by clicking on “Open Help” in the upper right corner of the submittal screen.
- When the user moves the cursor over the field name, helpful information for each field will appear in the window.

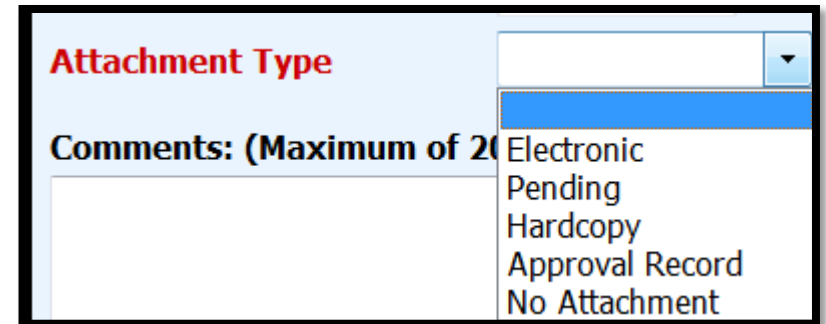
The screenshot shows a software interface with a table and several help windows. The table has the following headers: PO Item, Quantity, Material Number, Rev, Material Status, Disapprvd, Apprvd, and Valuation - USD. The Valuation - USD header is in red. There are three help windows open, each with a title bar that says 'Help' and a close button (X). The help windows contain the following text:

- Help window 1: INDICATE THE DELIVERY IMPACT IF ELECTRIC BOAT / NEWPORT NEWS DOES NOT GRANT ACCEPTANCE OF THE REQUEST.
- Help window 2: GIVE DATE RESPONSE TO THE VIR IS REQUIRED BY IN ORDER TO AVOID DELAY OF DELIVERY.
- Help window 3: INDICATE THE DOLLAR VALUE OF THE PART SUBMITTED FOR DISPOSITION. (Only whole numbers are permitted, no decimals.)

Arrows point from the 'Open Help' button in the top right corner to the help windows. Arrows also point from the 'Ref.Doc.Rev.', 'Div. Impact Date', and 'Valuation - USD' headers to their respective help windows.

Attachment Types

- Attachments can be uploaded or informative write-ups typed into the “Comments” field (up to 2,000 characters).
- For each submittal, select the format of the documents being submitted:
 - **Electronic** allows the user to link/upload the document using the “browse” button and selecting a file.
 - **Pending** is for when the submittal has already been submitted on a different RFQ or PO item. The document must be open and pending approval.
 - **Hardcopy** is for when the document requires mailing (paper copy, CD) where an electronic format is not available/attachable.
 - **Approval Record** will cause a new field to appear. Enter the applicable Serial Number and date of the approval letter or fax.
 - **No Attachment** is to be selected when there are no documents to be attached



The screenshot shows a web form with a dropdown menu for 'Attachment Type'. The dropdown is open, showing five options: Electronic, Pending, Hardcopy, Approval Record, and No Attachment. The 'Attachment Type' label is in red. Below it, the 'Comments: (Maximum of 2000 characters)' field is visible, with a text area for input.

Attachment Type
Electronic
Pending
Hardcopy
Approval Record
No Attachment

Additional Document Information (ADI)

When additional information or corrections are required, the submittal may be placed into EDIT status by NNS. An email notification will be sent to the submittal originator.

Other Notification Types								
Type	VES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
POSW	GB0P4814	001100039032	06/29/2010	4500091325	6	1601406	Edit	07/20/2010

When placed in EDIT status, the Disposition will reflect ADI along with any applicable text comments and/or attachments.

NGMN Disposition:

NNS Contact Phone

NNS Tracking No ECD Status Date

Disposition

Disposition Comments

* 06/29/2010 08:41:15 Test User ID (QMTEST31) * V2 ADI Task
Text

Attached File Num

Attachments
0 VES VIR 4790 CMEC VPOD 92 1 qm02 05052010 bdc.txt



Additional Document Information (ADI), continued...

For VIRs, when placed in EDIT select fields will be available for edit; locked fields will appear shaded. New/additional attachments can be added and resubmitted.

(Red Labels indicate Required fields)

Notification Type: VIR VES No: GB00CEM2 Create Date: 2010-06-29 Responsibility: NNS

Supplier Contact: QMTEST01 Phone: 757-688-137 Ext: 999 Fax: 757-688-123

PO No: 4500091325 Disp. Req'd. Date: 6/29/2010

Reason: Buy American Amendment

Ref. Doc. Cage: 11111 Ref. Doc. No.: DOC1 Ref. Doc. Rev.: A

PO Item	Quantity	Line Item	Material Number	Rev	Material Status	Disapprvd	Apprvd	Valuation - USD
6	1	1601406	R1	Not started	7/29/2010	7/12/2010		2

Heat No. Serial No.

Add Item: H-1 S-1

Previous Description: J380 UAT FullScreen (8)

Additional Description: FullScreen (0)

Attachment Counter: Hard Copy: 1 Electronic File(s): 0 Add Attachment

Type: Hard Copy

Previous Cause(0)

Additional Cause(0)

(Red Labels indicate Required fields)

Notification Type: VIR VES No: GB00CEM2 Create Date: 2010-06-29 Responsibility: NNS

Supplier Contact: QMTEST01 Phone: 757-688-137 Ext: 999 Fax: 757-688-123

PO No: 4500091325 Disp. Req'd. Date: 6/29/2010

Reason: Buy American Amendment

Ref. Doc. Cage: 11112 Ref. Doc. No.: DOC12 Ref. Doc. Rev.: A2

PO Item	Quantity	Line Item	Material Number	Rev	Material Status	Disapprvd	Apprvd	Valuation - USD
6	21	1601406	R1	In process	8/29/2010	8/12/2010		22

Heat No. Serial No.

Add Item: H-12 S-12

del: H-2 S-2

Previous Description: J380 UAT FullScreen (8)

Additional Description: ADI Reply FullScreen (9)

Attachment Counter: Hard Copy: 1 Electronic File(s): 1 Add Attachment

Type: Hard Copy

delete

Type: Electronic

File: Doc1.txt delete

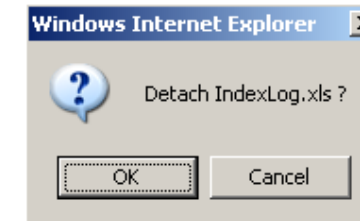
Previous Cause(0)



Additional Document Information (ADI), continued...

For other documents (including VPAR and VDER forms), when placed in EDIT status, select fields will be available for edit; locked fields will appear shaded. Attachments can be detached and replaced.

The screenshot shows a web-based document management interface. The top section contains various fields for document identification: PO Number (4500091325), PO Item (6), Material Number (1601406), and Material Revision (R1). The Document Type is '10-66 / Tech Data & Documentation' and the Document Title is 'UAT V2 Test2'. Below this, there are fields for Document No. (DOC12), Document Cage (2222A), Document Rev (A2), and Document Rev Date (3/1/2010). Further down, there are fields for Fabrication Document (FAB12), Fabrication Doc Rev (A2), Fabrication Doc Date (6/22/2010), and Material Spec / Rev (MA/A2). The Attachment Type is set to 'Electronic'. A 'Detach' button is visible next to the attachment name 'Doc1.txt'. Below the detach button, there are sections for 'Previous Comment' (containing 'V2 UAT') and 'Additional Comments' (containing 'ADI Reply'). At the bottom, there is a section for 'NGN Disposition' with fields for NNS Contact (David Mrvan), Phone (757-688-65), NNS Tracking No (0011000390), ECD (7/20/2010), Status (Outstanding), and Date (6/29/2010). The Disposition is 'ADI'. There is also a 'Disposition Comments' section with a timestamp and user ID: '* 06/29/2010 08:41:15 Test User ID (QMTEST31) * V2 ADI Task'. At the very bottom, there is an 'Attached File Num' field with the value '1' and a list of attachments including 'YES_VIR_4790_CMEC_VPOD_92_1_am02_05052010_bdc.txt'.



Additional Document Information (ADI), continued...

If it is found that the entire submittal needs to be replaced this can be done by clicking the Replace button; there will be a warning pop-up.

The screenshot shows a software interface with a 'Replace' button highlighted. A 'Windows Internet Explorer' dialog box is overlaid on the screen, containing the following text:

Windows Internet Explorer

ⓘ This action will automatically resubmit this notification for cancellation and create a replacement notification. Are you sure you want to proceed with this action?

OK Cancel

Below the dialog box, the 'Disposition' is set to 'ADI'. The 'Disposition Comments' field contains: '* 06/29/2010 11:26:04 Test User ID (QMTEST31) * 2nd ADI TASK TEXT'. The 'Attachments' section lists two files:

- 0 VES_VIR_4790_CMEC_VPOD_92_1.am02_05052010_bdc.txt
- 1 VES_VIR_4790_CMEC_VPOD_93_1.NN.2527 Form Rev 6-99.doc

This action will submit the original submittal back to Newport News flagged for cancellation and copy a new submittal available for full edit. The replacement submittal will reference the original.

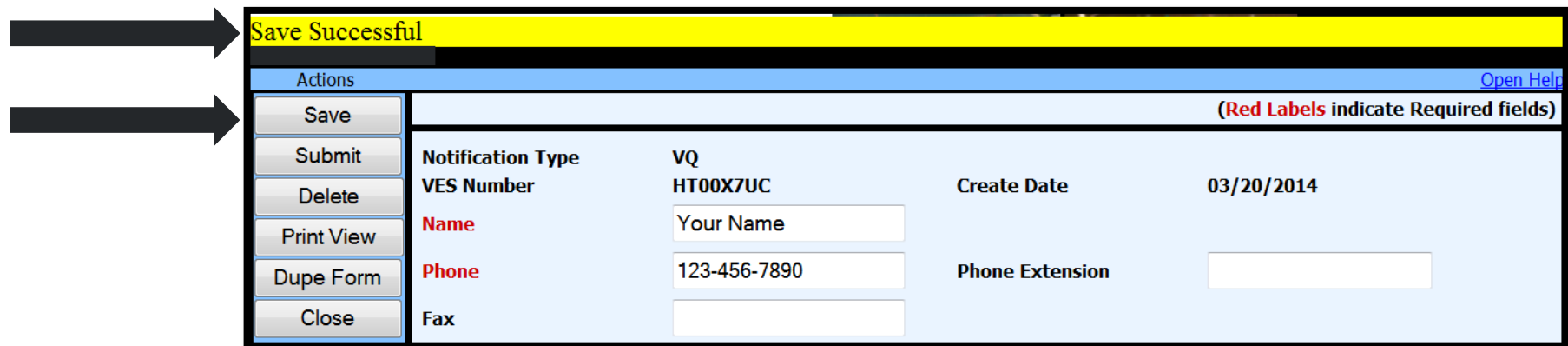


Other Notification Types								
Type	YES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
POSW	GBOP4814	001100039032	06/29/2010	450009325	6	601406	Replaced	07/20/2010
POSW	GBOW89WA	001100039033	06/29/2010	450009325	6	601406	Submitted	07/20/2010



How to Save Submittals

- At any given time, the user can save the submittal prior to submitting and sending to NNS.
- After clicking the “Save” button, there will be confirmation of the save.

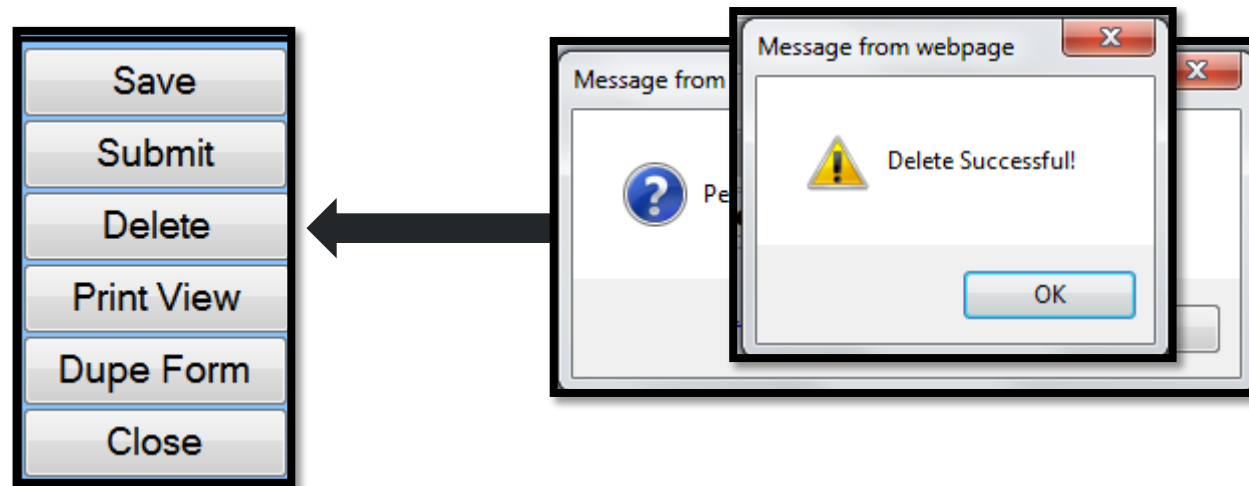


The screenshot shows a web interface with a yellow banner at the top that reads "Save Successful". Below this is a blue header bar with the word "Actions" on the left and a link "Open Help" on the right. A red label "(Red Labels indicate Required fields)" is positioned to the right of the "Actions" bar. On the left side, there is a vertical menu of buttons: "Save", "Submit", "Delete", "Print View", "Dupe Form", and "Close". The "Save" button is highlighted with a blue border and has a black arrow pointing to it from the left. The main content area contains a form with the following fields:

Notification Type	VQ	Create Date	03/20/2014
VES Number	HT00X7UC		
Name	<input type="text" value="Your Name"/>		
Phone	<input type="text" value="123-456-7890"/>	Phone Extension	<input type="text"/>
Fax	<input type="text"/>		

How to Delete Submittals

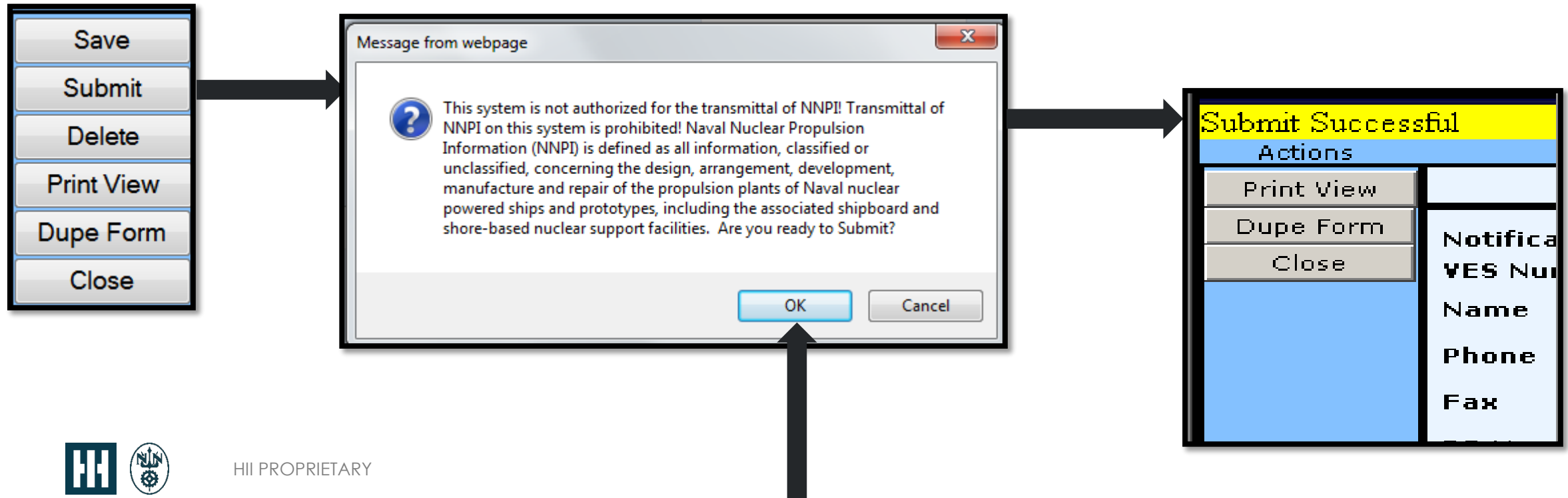
- Prior to submitting a submittal, it can be deleted completely from SPARS.
- Clicking the “Delete” button will bring a pop-up window to confirm the deletion.
- After clicking OK there will be a confirmation that the action was successful.



NOTE: This action is not reversible.

How to Submit Submittals

- When ready, press the “Submit” button. There will be a reminder that this process should not be used for NNPI.
- If there are no entry errors, a confirmation will be seen that the submittal was sent to NNS.



Failed Submittals

- If and when submittals fail, open the intended document by clicking on the VES Tracking Number from the Active Forms list.
- The reason for failure of the submittal process is displayed on the opened form.

Newport News Shipbuilding - Forms Desktop Form Filter: Status Filter: In Progress/Edit

"Newport News Shipbuilding and Dry Dock Company" is a legal entity and a subsidiary of Huntington Ingalls Industries, which may be referred to herein as "NNS" or "Newport News".

Active Forms

Type	VES Tracking Number	NNS Tracking Number	Create
VIR	HP5RD9O2		12/13
VIR	HSXL2HQC		03/18
VIR	HSXL5FU0		03/18

Actions [Open Help](#)

Save (Red Labels indicate Required fields)

Submit **Submission Exception - ERROR:E899 Material is not the same as the material in order**

Delete

Print View

Dupe Form

Notification Type: VIR VES No: HAF9QED7 Create Date: 2012-12-07 Responsibility: NNS

Supplier Contact: Andy Ling Phone: 757-688-2007 Ext: Fax:

PO No: 4500213117 Disp. Req'd. Date: 12/25/2012

NOTE: If the error message does not make sense, contact SPARS@hii-nns.com for help.



Status Before Submittal

- While working on a submittal, the status will show “In Progress” until it is submitted
- When there is an error on a submittal the user will get an email notification and the status will show up as “In Progress” in **RED**. At this time the submission can be edited/corrected.

Active Forms								
VIR Forms								
Type	YES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
VIR	EG6U8LN1	001000003700	11/18/2005	4500214963	1	1631934	Completed	02/17/2006
VIR	EYFZQFUP		02/21/2007				In Progress	
Other Notification Types								
Type	YES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
SHKQ	EJSM5M7T	001100005355	02/17/2006	4500215391	1	15397189	Submitted	03/09/2006
VQ	EQGJWDH5	001100008953	08/04/2006	6000180170	1	15378101	Submitted	08/24/2006
VMDT	ER7ZDD3W	001100009402	08/23/2006	4500212858	1	2651353	Completed	01/30/2007
VQ	EWP3P5IL		01/08/2007	6099999998	1	1234567	In Progress	



Status After Submittal

- When a submission is successful, an e-mail will be sent to the user and the status in SPARS will change to "Submitted".

Active Forms								
VIR Forms								
Type	YES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
VIR	EG6U8LN1	001000003700	11/18/2005	4500214963	1	1631934	Completed	
VIR	EYFZQFUP		02/21/2007				In Progress	
Other Notification Types								
Type	YES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
SHKQ	EJSM5M7T	001100005355	02/17/2006	4500215391	1	15397189	Submitted	
VQ	EQGJWDHS	001100008953	08/04/2006	6000180170	1	15378101	Submitted	08/24/2006

- The NNS Tracking Number and ECD fields will be populated
- Once NNS has completed its review of the submittal, the user will receive another e-mail notification and the status will change to "Completed".

Estimated Completion Dates (ECD)

- ECDs initially default to the date generated by the NNS internal system.
- Later updates will reflect NNS review and other work to the submittal.

Active Forms								
VIR Forms								
Type	VES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
VIR	HP5RD9O2	00110005	12/13/2013	1234567890	1	9876543	In Progress	05/16/2014
VIR	HSXL2HQ C	02150005	03/18/2014	123456789	2	123456789	In Progress	06/07/2014
VIR	HSXL5FU0	10110012	03/18/2014				In Progress	04/15/2014

Active Forms								
VIR Forms								
Type	VES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	ECD
VIR	HP5RD9O2	00110005	12/13/2013	1234567890	1	9876543	In Progress	05/16/2014
VIR	HSXL2HQ C	02150005	03/18/2014	123456789	2	123456789	In Progress	06/07/2014
VIR	HSXL5FU0	10110012	03/18/2014				In Progress	07/21/2014

Completed Submittals

The completion date, submittal disposition and comments can be found on the detail screen.

Actions Open Help

Print View (Red Labels indicate Required fields)

Dupe Form

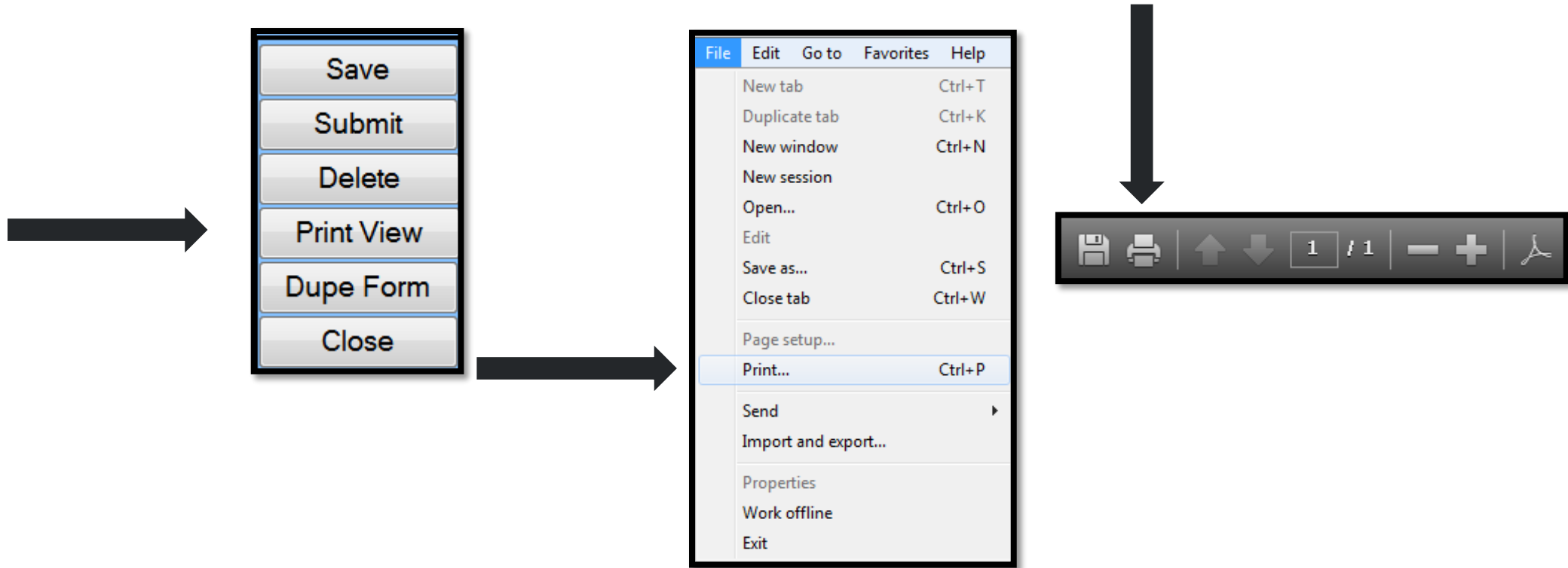
Close

Notification Type	VMDT	Create Date	08/23/2006
YES No	ER7ZDD3W		
Name	Kraig Cole		
Phone	757-380-3968	Phone Extension	3968
Fax	757-688-7236		
PO Number	4500212858	PO Item	1
Material Number	2651353	Material Revision	R001
Document Type	M1350 / Vendor Tech Manual Data		
Document Title	Demonstration Title		
Document No.	TM-DEMO-001	Document Cage	ACME1
Document Rev	A	Document Rev Date	1/1/1911
Fabrication Document		Fabrication Doc Rev	
Fabrication Doc Date			
Material Spec / Rev			
Attachment Type	Electronic		
Attachment	AQB-A402.zip		
Comments: (Maximum of 2000 characters.)	FullScreen	(48)	
Demonstration example for ANSEC LLC meeting 8-25.			
NGNN Disposition:			
NNS Contact	Andrew White	Phone	757-380-4611
NNS Tracking No	001100009402	ECD	1/30/2007
Status	Completed	Date	2/20/2007
Disposition	Approved		
Disposition Comments	FullScreen		
* 02/20/2007 11:29:23 Kraig Cole (KLC09) Phone (757) 380-3968 * Approval comments			
Attached File Num	0		
Attachments			



How to Print a Submittal

At any time, the user can print a record of the submittal being viewed by clicking on the “Print View” and then the “Print” icon.



Printing Submittals

The status of each submittal will appear as a watermark over the print. The prints are for the originators' use.

PRINTED ON: 2/20/07 12:40 PM STATUS: In Progress

Vendor Quote (VQ)		VES NO.: EWSPSRL	
SUPPLIER COMPANY Newport News Shipbuilding	CREATE DATE: 1/10/07	NNS TRACKING NO.:	
SUPPLIER CONTACT NAME: Example PHONE: 757-300-3963 ext.1234 FAX: 757-300-3965	PURCHASE ORDER NO.: 8006999999 PURCHASE ORDER ITEM: 1	MATL NUMBER: 1234567	
COMMENT: Training Example only.			
DOCUMENT TYPE: VQ	DOCUMENT TITLE: Supplier quotation		
DOC NO	DOC CAGE	DOC REV	REV DATE
12345	12345	A	1/10/07
ATTACHMENT TYPE: Hardcopy			
NNS CONTACT NAME: PHONE:	ECC: 2006-08-28 00:00:00 STATUS: Outgoing DATE: 8/15/06		
ATTACHED FILE NUM: 0			
DISPOSITION: Evaluation Required			
DISPOSITION COMMENTS:			

PRINTED ON: 2/20/07 12:40 PM PAGE 1

PRINTED ON: 2/20/07 12:42 PM STATUS: Submitted

Vendor Quote (VQ)		VES NO.: EGGJNDHS	
SUPPLIER COMPANY Newport News Shipbuilding	CREATE DATE: 1/10/07	NNS TRACKING NO.:	
SUPPLIER CONTACT NAME: Training Document PHONE: 757-300-3965	PURCHASE ORDER NO.: 8001000853 PURCHASE ORDER ITEM: 1	MATL NUMBER: 1537810	
COMMENT: Training Example only.			
DOCUMENT TYPE: VQ	DOCUMENT TITLE: Training Example		
DOC NO	DOC CAGE	DOC REV	REV DATE
12345	12345	A	1/10/07
ATTACHMENT TYPE: Hardcopy			
NNS CONTACT NAME: Dave Decker PHONE: 757-300-3922	ECC: 2006-08-28 00:00:00 STATUS: Outgoing DATE: 8/15/06		
ATTACHED FILE NUM: 0			
DISPOSITION: Evaluation Required			
DISPOSITION COMMENTS:			

PRINTED ON: 2/20/07 12:42 PM PAGE 1

PRINTED ON: 2/20/07 1:08 PM STATUS: Completed

DRAWING/PROCEDURE/TEST APPROVAL FORM (4790)				VES NO.: EUGSND7	
SUPPLIER COMPANY Newport News Shipbuilding		CREATE DATE: 1/12/06	NNS TRACKING NO.:		
SUPPLIER CONTACT NAME: Test Case PHONE: 757-300-3965		PURCHASE ORDER NO.: 400227542 PURCHASE ORDER ITEM: 2	MATERIAL NUMBER: 1341882		
COMMENT: This is a test case. This is not a submittal for approval.					
Fabrication: List the applicable fabrication document and material information in the applicable Revs. The material to be welded or brazed must be listed in the applicable fabrication document (e.g. MIL-STD-2072, NAVSPEC 0902-000-1000, NAVSPEC 0902-000-9070, NAVSPEC 0902-001-7000) or files on the applicable navy approved drawing.					
DOC TYPE	CAGE	LINE	TITLE	DOC NO	DOC REV
W4200/Brazing Procedure	12345	0001	test	123	A
FAB DOC	REV	FAB DOC	MATERIAL SPEC/REV	DATE	DOC DATE
REV A	REV A	REV A	REV A	1/10/07	1/10/07
ATTACHMENT TYPE: Approval Record		APPROVAL LETTER NO.: TEST CASE1 DATE: 1/10/07			
DOC TYPE	CAGE	LINE	TITLE	DOC NO	DOC REV
W4200/Brazing Procedure	12345	0002	test	123	A
FAB DOC	REV	FAB DOC	MATERIAL SPEC/REV	DATE	DOC DATE
REV A	REV A	REV A	REV A	1/10/07	1/10/07
ATTACHMENT TYPE: Approval Record		APPROVAL LETTER NO.: TEST CASE2 DATE: 1/10/07			
DOC TYPE	CAGE	LINE	TITLE	DOC NO	DOC REV
W4200/Brazing Procedure	12345	0003	test	123	A
FAB DOC	REV	FAB DOC	MATERIAL SPEC/REV	DATE	DOC DATE
REV A	REV A	REV A	REV A	1/10/07	1/10/07
ATTACHMENT TYPE: Approval Record		APPROVAL LETTER NO.: TEST CASE3 DATE: 1/10/07			
DOC TYPE	CAGE	LINE	TITLE	DOC NO	DOC REV
W4200/Brazing Procedure	12345	0004	test	123	A
FAB DOC	REV	FAB DOC	MATERIAL SPEC/REV	DATE	DOC DATE
REV A	REV A	REV A	REV A	1/10/07	1/10/07
ATTACHMENT TYPE: Approval Record		APPROVAL LETTER NO.: TEST CASE4 DATE: 1/10/07			
NNS Qualification: Testing: N/A; See drawing (Government Name: 0000) for the document performing the NOT and their NOT document number and document revision and specify the material for which NOT is being performed.					
DOC TYPE: 03/10 Not Applicable					
DOC TYPE: 03/10 Not Applicable					
Qualification: 03/10 Not Applicable					
Drawing: 03/10 Not Applicable					
DOC TYPE	CAGE	LINE	TITLE	DOC NO	DOC REV
W4200/Brazing Procedure	12345	0001	TEST DWG	12345	A
FAB DOC	REV	FAB DOC	MATERIAL SPEC/REV	DATE	DOC DATE
REV A	REV A	REV A	REV A	1/10/07	1/10/07
ATTACHMENT TYPE: Approval Record		APPROVAL LETTER NO.: TEST DWG 1 DATE: 1/10/07			
NNS CONTACT NAME: Mike Cross PHONE: 757-300-3924	ECC: 2006-10-13 00:00:00 STATUS: Complete DATE: 11/21/06				
ATTACHED FILE NUM: 0					
DISPOSITION: Not Required					
DISPOSITION COMMENTS:					

PRINTED ON: 2/20/07 1:08 PM PAGE 1

Submittal of these prints to NNS will NOT expedite the job, it will cause confusion and may cause delays!



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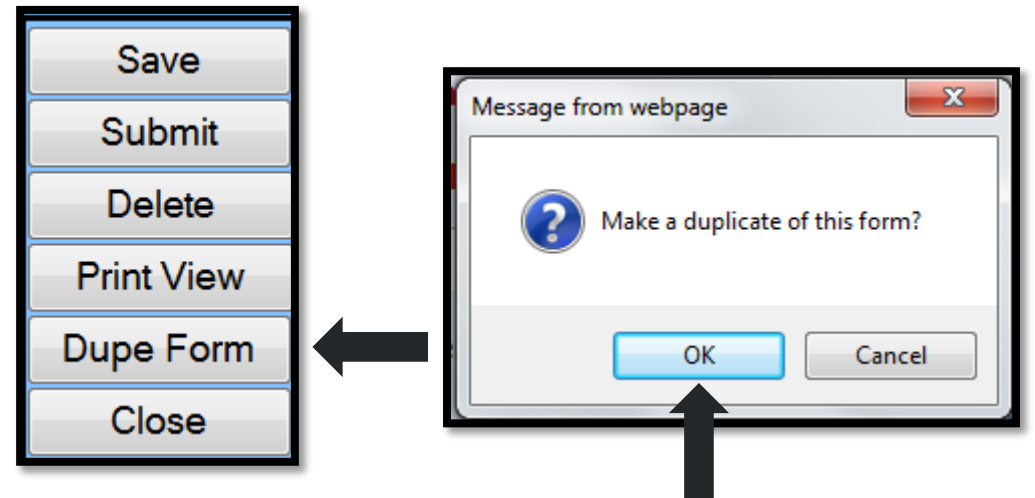
Duplicating a Submittal

If an existing submittal can be used as a template for another submittal, it can be copied and edited to meet the requirements of the new submittal, such as:

- Same PO but a different line item
- Same Part number from a different PO
- Similar qualification documents

This is accomplished by:

1. Opening the form from the Active Forms screen.
2. Click the “Dupe Form” button, then “OK” on the pop-up window.



Duplicating a Submittal, continued...

The duplicated submittal will have all of the data that was on the original submittal.

Changes can then be made to any user input field including attachments, type, approval letter, etc.

1. Press "Save" to save the form.
2. Press "Submit" to submit.

Submittals may be copied or duplicated as many times as needed.

Actions [Open Help](#)

(Red Labels indicate Required fields)

Notification Type	4790	Create Date	02/20/2007
YES Number	EYE025GP		
Name	<input type="text"/>		
Phone	<input type="text"/>	Phone Extension	<input type="text"/>
Fax	<input type="text"/>		
PO Number	4500216137	PO Item	1
Material Number	15027427	Material Revision	R002

Comments: (Maximum of 2000 characters.) [FullScreen](#) (42)

test submittal. no actual data for review

- **Fabrication:** List the applicable fabrication document and material information in the applicable fields. The material to be welded or brazed must be listed in the applicable fabrication document (e.g. Mil-Std-278, Navships 0900-000-1000, Navships 0900-006-9010, Navships 0900-001-7000) or listed on the applicable navy approved drawing.

Document Type: W4020 / Not Applicable

- **Non Destructive Testing:** List the cage (Government name code) of the company performing the NDT and their NDT document number and document revision and specify the material for which NDT is being performed.

Document Type: N3170 Not Applicable

- **Qualification:**

Document Type: Q3010 / Not Applicable

- **Drawing:** [add another line](#)

Document Type	D1180 / Drawing - Navy		
Attachment Type	Hardcopy		
Document Title	test document		
Document No.	SPARS-TEST	Document Cage	12345
Document Rev	3-2-06	Document Rev Date	3/2/2006

[Remove Entry](#) [Duplicate Entry](#)

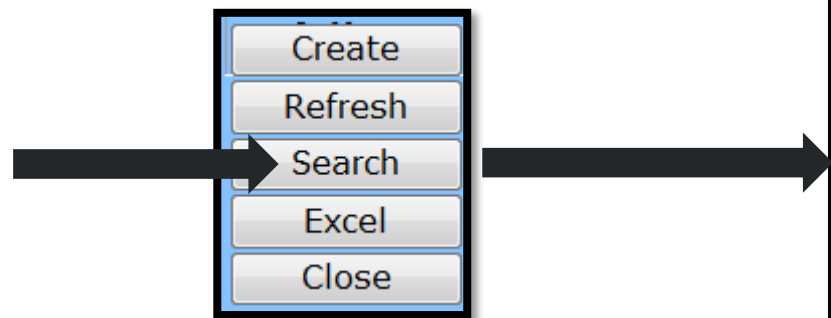
How to Refresh Active Forms

- The Active Forms screen view can be updated by clicking the “Refresh” button.
- This will update all fields with any new data since the last refresh or when the screen was opened.



How to Search for Submittals

- It is possible to search all submittals made on the supplier's behalf, but only after they have been submitted.
- The user can access this function by clicking the "Search" button on the Active Forms screen.
- After selecting "Search", this screen is displayed.
- There are many ways to search for submittals.
- The results will be shown on the "Active Forms" screen.

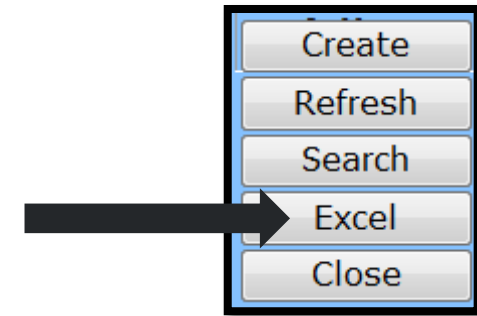


The screenshot shows a web interface titled "Newport News - Forms Search Helper". On the left, there is a blue sidebar with an "Actions" section containing "Search" and "Return" buttons. The main area contains various search criteria with input fields and dropdown menus:

- PO Number:
- PO Item:
- Document Number / VIR Ref Document Number:
- Document Cage / VIR Ref Document Cage:
- Document Revision / VIR Ref Document Revision:
- Material Number:
- NGNN Number:
- VES Number:
- Notification Type:
- Document Type:
- VIR Reason:
- VIR Heat Number:
- VIR Serial Number:
- VIR Material Status:
- VIR Disposition Required Date:
- Notification Disposition:
- Notification Disposition Status:
- 4790 Line Disposition:
- 4790 Line Disposition Status:
- 4790 Associated Notification:
- VES Status:

How to Export Submittals to Excel

- It is possible to export the data on the Active Forms list to Excel.
- The user can access this function by clicking the “Excel” button on the “Active Forms” screen.
- The data that is present on the Active Forms list at that time will be exported to Excel.
- Some additional data is also exported including Status date, Disposition and the name of the Buyer.
- Normal Excel functions can be utilized at this time to manipulate the data for meeting user’s needs.



How to Export Submittals to Excel, continued...

Newport News Shipbuilding - Forms Desktop for											
Active Forms											
VIR Forms											
Type	VES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	Status Date	Disposition	ECD	NNS Contact
VIR	HP5RD9O2		12/13/2013	1234567890	1	9876543	In Progress				
VIR	HSXL2HQC		3/18/2014	123456789	2	123456789	In Progress				
VIR	HSXL5FU0		3/18/2014				In Progress				
Other Notification Types											
Type	VES Tracking Number	NNS Tracking Number	Create Date	Purchase Order	Line Item	Material No.	Status	Status Date	Disposition	ECD	NNS Contact
VQ	HOZRO7IZ		12/9/2013				In Progress				
VQ	HP9YCB11		12/16/2013				In Progress				
Other	HRXSLM7V		2/21/2014				In Progress				
VQ	HSXKC1HA		3/18/2014				In Progress				
Other	HSXLJTPE		3/18/2014				In Progress				
PORA	HSYWTNTW		3/19/2014				In Progress				
VQ	HSZ0HDYI		3/19/2014				In Progress				
VQ	HT00X7UC		3/20/2014	6012345678	2	123456	In Progress				
VQ	HT01UA4D		3/20/2014				In Progress				

How to Close Active Forms

The Active Forms screen can be closed by clicking the “Close” button.



This will bring the user back to the SPARS landing/home page.

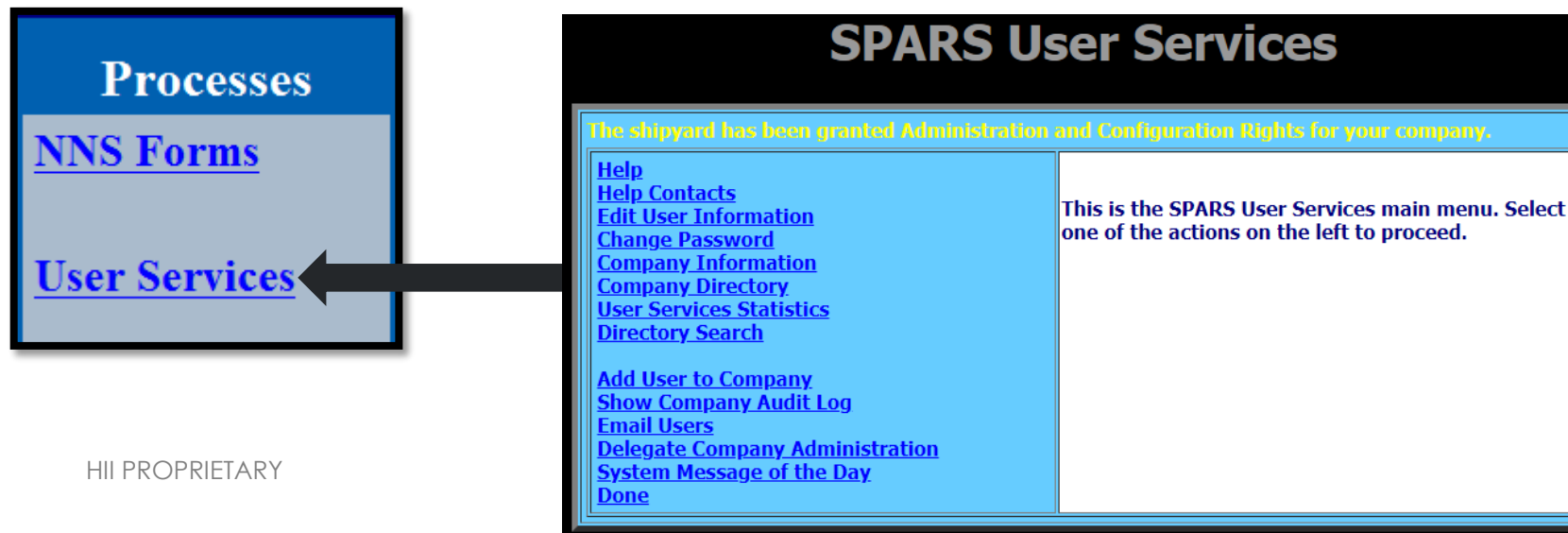


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User Services

- Selecting “User Services” will take the user to an utility menu to administer the account.
- If you are a SPARS administrator for your Company, selecting “Add User to Company” will allow you to add and/or remove users from SPARS.
- Clicking on “Help” will bring the user to a detailed document to assist with the different functions of this menu.



Important to Remember...

- If the user's software submittal contains NNPI then physical mail methods must be used.
- Software submittal is the term for submitting a submittal to NNS.
- Service or non-material number submittals cannot go through SPARS.
- If there are any questions, contact your Newport News Shipbuilding (NNS) Buyer or your NNS SPARS team at spars@hii-nns.com.

THANK YOU!



Questions...



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