

MRB Quick-Reference Guide



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Section 1

An Introduction Into MRB

What is MRB?

The initials “MRB” are an acronym for *Material Review Board*, an industry term for a group of individuals with dispositional authority who would meet periodically to decide the fate of nonconforming material. Our company does not utilize a Material Review Board, choosing instead to disposition nonconforming material on a case-by-case basis, but the AVANTE computer program uses the term as part of its material rejection and disposition process. For all practical purposes, the MRB bin in AVANTE is the electronic equivalent of the physical nonconforming areas we use to quarantine discrepant material. The only major difference is that, while we have numerous nonconforming areas throughout the company, we use only one MRB location.

Who uses MRB?

Quality Control will be primarily responsible for placing nonconforming material into MRB, and dispositioning the material out of MRB. Other departments will also disposition material out of MRB. For example, Purchasing will disposition nonconforming raw materials that are to be returned to their supplier. Another example is that material to be reworked will be dispositioned from MRB by Production Control, creating a Rework Work Order (Traveler) in the process.

When should MRB be used?

MRB should be used whenever material is suspected of being, or found to be, nonconforming. In other words, any time a Discrepancy Report (Form 604) is used **and** the material is moved to a non-conforming area, MRB should also be used. Moving material into MRB is the electronic equivalent of physically moving it into a nonconforming area – it removes it from the electronic inventory until a disposition is made. The material is still listed in the inventory, but the fact that it is MRB indicates that it may not be useable. This is important because our Purchasing and Production Control departments rely heavily on the inventory screens to do their jobs. Once a disposition has been made, the material is electronically dispositioned. A general rule of thumb is that any time material is moved into or out of a nonconforming area, it should be reflected in MRB.

Why use MRB?

The primary reason to use MRB is to electronically quarantine material that is known or suspected to be nonconforming. Additionally, the AVANTE program contains many reports that will be used by various departments to evaluate such things as supplier performance, product performance, scrap costs, corrective action effectiveness and quality trends. For example, these reports will allow the Purchasing Department to be more effective at holding our suppliers accountable for the quality of their products. Until we make full use of MRB, however, the data contained in these reports will not be accurate.

Section 2

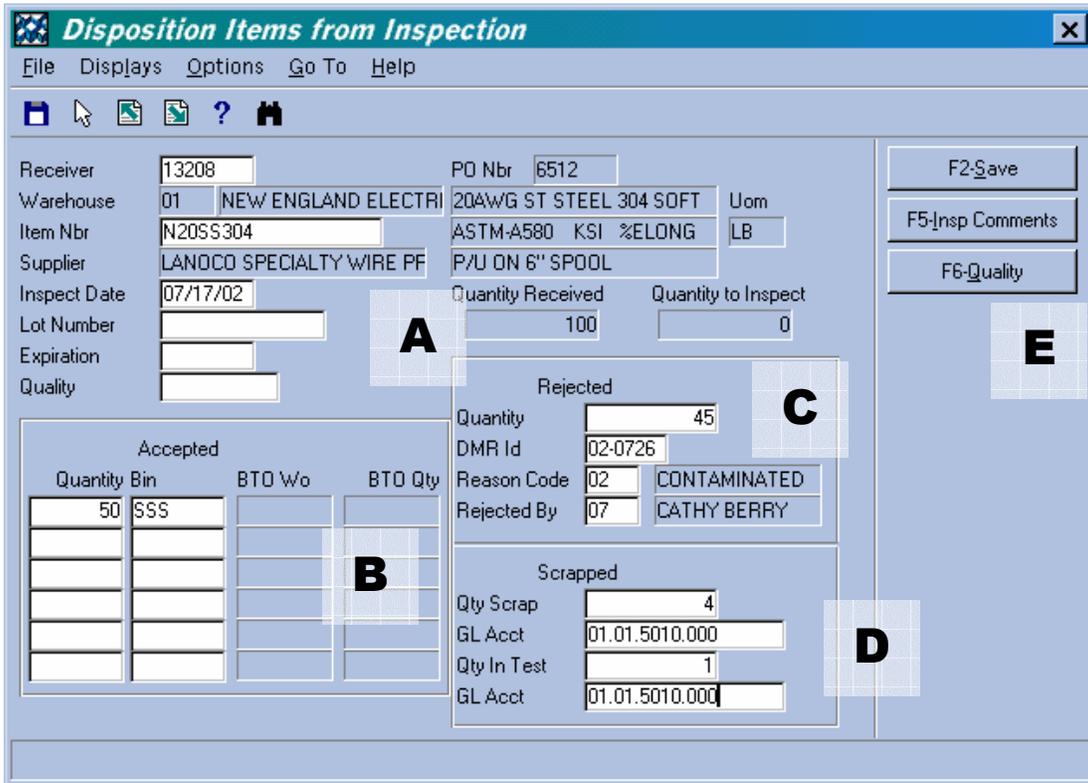
Moving Material To MRB

Material can be moved into MRB from multiple screens. The location from which the material is being moved determines which screen will be used. The following sections explain provide more detailed instructions on the various screens used.

1. Rejection of Material from Incoming Inspection

- a. In AVANTE, screen PUR4010, *Disposition Items from Inspection*, is the primary screen used at Incoming Inspection. This screen is used to release accepted material to stock, account for material “used up” (i.e. – scrapped) in testing and to move rejected material into MRB. Screen PUR4010 may be accessed either by shortcut (typing “/PUR4010”) or through the menu system. To access the screen from the menu, click on the picture of the house to return to the *Home* menu. Once there, left-click on the *Materials* menu and select *Purchasing*. This will bring up another set of menus. Left-click on the *Receiving* menu and select *Disposition Items from Inspection*. This will bring up screen PUR4010. Both the menu path and screen PUR4010 are shown below for your reference.

 **Materials → Purchasing → Receiving → Disposition Items from Inspection**



Accepted			
Quantity	Bin	SSS	BTO Qty
50		SSS	

Figure 1 – Disposition Items From Inspection (PUR4010)

Receiver Details. To use screen PUR4010, the first thing you need to do is enter the Receiver Number in the top left-hand field. If you don't know the Receiver Number, you may press 'F3' and select it from the list. Once AVANTE knows which Receiver you want to disposition, the details will be displayed in the top portion of the screen, marked "A" in Figure 1 above. Once you

have done this, enter the date the material was inspected. The fields labeled Lot Number, Expiration and Quality refer to lot specific information and are not used at this time. Once lot tracking through AVANTE becomes available, these fields will be used to assign lot numbers to allow the material to be tracked throughout the system.

Accepted Material. The next portion of screen PUR4010 (marked “B” in fig. 1) is used to document material that meets Incoming Inspection requirements and has been accepted into the system. The quantity of material and the bin it has been released to are entered here.

Quantity: Enter the quantity of material being accepted and released to inventory.

Bin: Enter the bin location the material is being released to.

Note: While it is possible to release different quantities of material to different bins (all must be within Warehouse 01) from this screen, Incoming Inspection will transfer material only to bin “SSS” at this time. Material Handlers will then move it to the appropriate bin and warehouse when it is physically moved to stock or released to Production.

Rejected Material. The next section (marked “C” in fig. 1) is used to document material that does not meet Incoming Inspection requirements and has been rejected. The material will be moved into MRB where it will await disposition. There are four fields to complete in this section:

Quantity: The quantity of material being rejected and placed in nonconforming.

DMR ID: A tracking number used to identify this material. Enter the DR Number from the associated Discrepancy Report (Form 604). Note: If you run out of room, press the “Ctrl” and “End” keys at the same time. You may then continue.

Reason Code: This code is used to classify the reason for rejection. If you are not certain what code to use, press “F3” and select from the list (as shown in fig. 2 below).

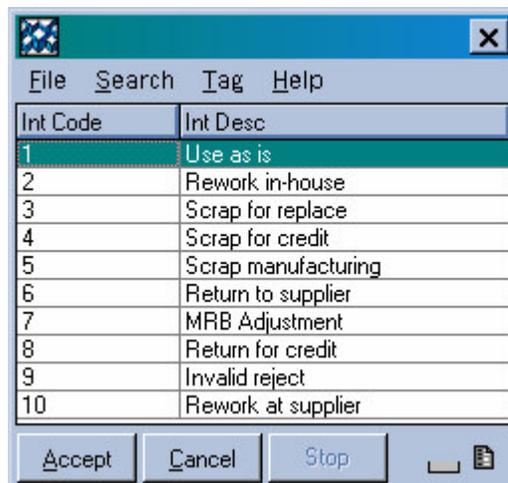


Figure 2 - Reason Codes

Rejected By: Enter the code (QC Stamp number) for the individual rejecting the material. If you are not certain what code to use, press “F3” and select from the list.

Scrapped Material. The final section (marked “D” in fig. 1) of screen PUR4010 is used to document material that was either scrapped or used up during inspection. Note: Use of this section requires a General Ledger (G.L.) Account number, to which the scrap costs will be charged.

Qty Scrap: Enter the quantity of material scrapped at Inspection. For example, if 4 lbs. of wire is pulled back and scrapped due to broken wires, it is recorded here.

GL Acct: Enter the appropriate General Ledger Account number. At this time, G.L. Account number 01.01.5010.000 is used for all scrap from Inspection and MRB.

Qty In Test: Enter the quantity of material used up in testing. For example, if 1 pound of wire is used up performing Incoming Inspection tests, it is recorded here.

GL Acct: Enter the appropriate General Ledger Account number. At this time, G.L. Account number 01.01.5010.000 is used for all scrap from Inspection and MRB.

Subscreens. There are two subscreens which may be accessed from PUR4010:

Inspection Comments: Clicking the mouse on the **F5-Insp Comments** button or pressing “F5” will bring up the Inspection Comments subscreen. This will display the Inspection Criteria for material, as seen in Figure 3 below:

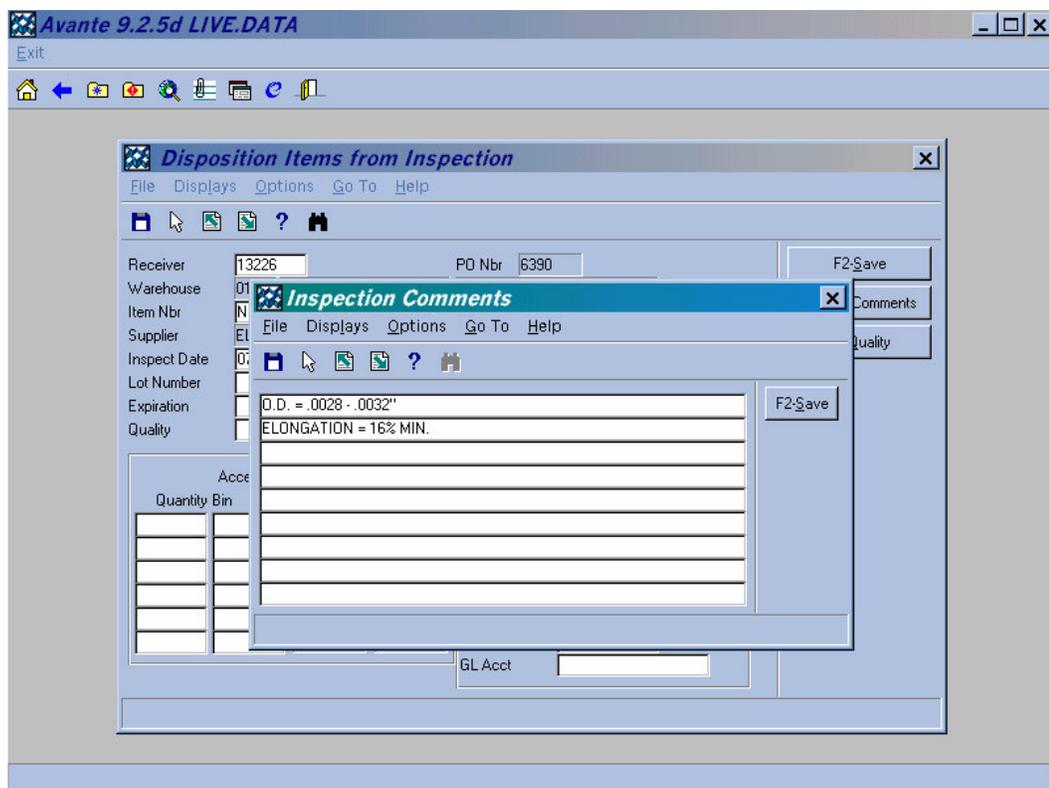


Figure 3 - Inspection Comments

Enter QC Inspection Data: Clicking the mouse on the **F6-Quality** button or pressing “F6” will bring a subscreen (see Figure 4) that allows the inspector to specify the amount of material rejected for each specification to which it was tested. *Note: This screen is not yet fully functional.*

Qc Spec Nbr	Specification Description	Sample Qty	Occurrences
TEST-010	OVERALL DIAMETER TEST (INCOMING)	0	0
TST233-B	Elongation Test - Instron 1000 (Incoming)	0	0
TEST-030	Packaging Test (Incoming Inspection)	0	0

Figure 4 - Enter QC Inspection Data

2. Customer-Returned Material (RMA)

- a. Not discussed in this document.

3. Rejection of Material from Inventory

- a. Rejected material from inventory is moved to MRB using screen INV4013, *Move Material to MRB*. As are most AVANTE screens, INV4013 may be accessed either by shortcut (typing "/INV4013") or through the menu system. To access the screen from the menu, click on the picture of the house to return to the *Home* menu. Once there, left-click on the *Materials* and select *Inventory Management*. This will bring up another set of menus. Left-click on *Actions* and select *Move Material to MRB*. This will display screen INV4013. Both the menu path and screen INV4013 are shown below for your reference.
 - i. Single-end wire
 1. Enter data in screen INV4013.
 - ii. Multi-end wire
 1. Sometimes is identified in inventory within Avante using a single-end part number even if the material contains multiple strands. This creates a problem. In order to get this material into MRB, the part number must first be adjusted to reflect the actual part (including the number of strands). This problem will eventually go away when Avante will store multi-end wire with its descriptive part number. This change is starting to take effect.
 - a. For example, an inspector may be called to DR 50 lbs. of N40BOF/14 in bunching.
 - i. First the inspector should check to see if the material is in inventory. This can be accomplished In Avante by using the shortcut /INV2002 (Materials > Inventory Management > Analysis > Warehouse Detail Display).

Enter 01 in the Warehouse field and the part number in the Item Nbr field.

1. If it is in inventory, you won't have a problem moving the material into MRB.
2. If it is not in inventory, likely it is being stored using a single-end part number.
 - a. It first has to be converted In Avante to the N40BOF/14 before going into MRB. This process involves getting the inventory people to take 50 lbs of N40BOF out of the bunching bin and put in 50 lbs of N40BOF/14. Now the inspector can place the material into MRB.
3. This means the individual writing the DR has to have some contact with the folks in inventory to make sure that the process flows.



Materials → Inventory Management → Actions → Move Material to MRB

Move Material to MRB			
File Displays Options Go To Help			
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Help"/> <input type="button" value="Home"/>			
DMR Id	2002-072		<input type="button" value="F2-Save"/>
Item Nbr	NA17	PVC 80A DURO FR NAT 105C P/U 50# BAG	<input type="button" value="F5-Serial Nbr"/>
		Uom LB POUND	
Source Code	<input type="checkbox"/> Inventory	Reason Code	08 DEFECTIVE PART
Work Order		Inspector	02 PAMELA MARDIN
Warehouse	03 RAW MATERIALS	Orig PO Nbr	6377
Bin Location	910802	Orig Receiver	13062
Lot Nbr		Company	01
Quantity	1500	Supplier	326
MRB Location	MRB.03	Comments	Contaminated
MRB Date	07/22/02		

Figure 5 - Move Material to MRB (INV4013) – From Inventory

DMR ID: A tracking number used to identify this material. Enter the DR Number from the associated Discrepancy Report (Form 604). This field will only allow you to enter seven characters (i.e. 2003-00). To add the next two characters to complete the DR number, press the “Ctrl” and “End” keys at the same time. You may then continue.

Item Nbr: Enter the Part Number for the material being rejected. Once this is done, the extended description and unit of measure for the item will be displayed.

Source Code: Enter “I” to indicate the material is being rejected from Inventory. This will cause AVANTE to skip down to *Warehouse*, as the *Work Order* field does not apply.

Work Order: N/A.

Warehouse: Enter the warehouse number from which the material is being rejected.

Bin Location: Enter the bin location from which the material is being rejected.

Lot Nbr: This field is not used at this time. Once lot tracking in AVANTE has been enabled, the lot number would be entered here.

Quantity: In the unit of measure displayed above, enter the quantity of rejected material.
(*Note: It is extremely important that the quantity entered matches the Uom (Unit of measurement)*)

MRB Location: This field is for display purposes only.

MRB Date: Enter the date the material was rejected.

Reason Code: This code is used to classify the reason for rejection. If you are not certain what code to use, press “F3” and select from the list.

Inspector: Enter the code (QC Stamp number) for the individual rejecting the material. If you are not certain what code to use, press “F3” and select from the list.

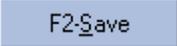
Orig PO Nbr: Enter the Purchase Order Number the material was purchased under. Once the PO is entered, the Orig Receiver, Company, and Supplier fields are automatically filled in. (Avante does not force the user to enter the PO number but it should be filled in) At times we may not know the PO. See Purchasing and they will get the PO for you.

Orig Receiver: Enter the Receiver number under which the material was received. Note: This number is also used as the Lot Number. Will be filled in automatically when the Orig PO Nbr field is filled in. (Avante does not force the user to enter the Receiver number but it should be filled in) If the Orig Receiver number is entered, the Orig PO Nbr and Supplier fields are auto filled.

Company: Enter the company number of the vendor (usually “01”). This field will be automatically filled in if the *Orig PO Nbr* and *Orig Receiver* fields have been filled in.

Supplier: Enter the identification number of the vendor who supplied the material. This field will be automatically filled in if the *Orig PO Nbr* and *Orig Receiver* fields have been filled in.

Comments: You may enter a brief comment here if you choose. Pressing the “CTRL” and “END” keys at the same time allows entry of comments of more than 10 characters.

Once you have finished entering the above data, press “F2” (or click on the  button) to save the data and complete the transaction. Although serial number tracking is not

currently used in AVANTE, once this feature has been enabled you will be able to press “F5” (or click the  button) and enter the individual serial numbers for the material being rejected.

4. Rejection of Material from Work-In-Process (W.I.P.)

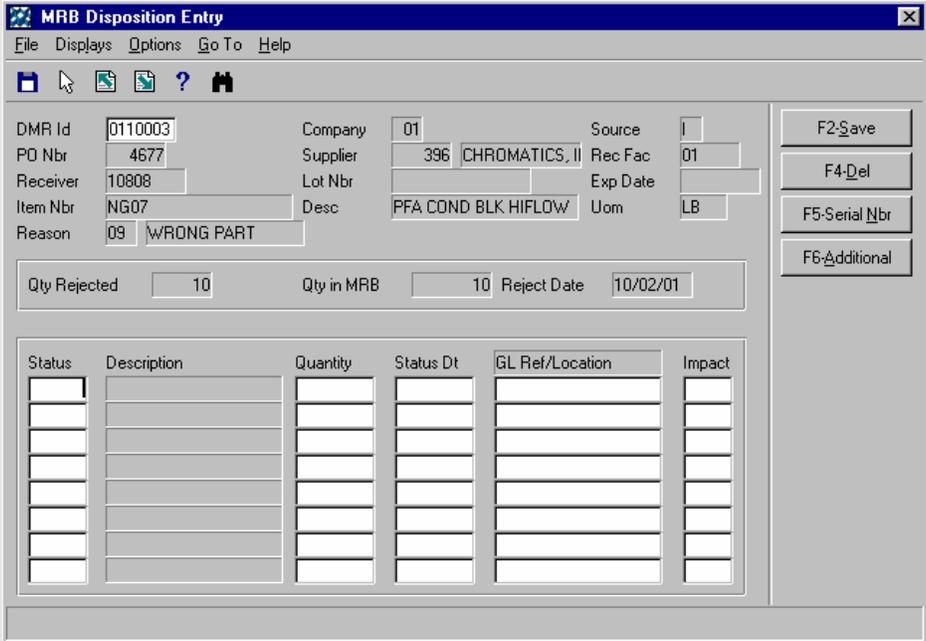
- a. Currently this section does not work properly, however there is a work around.
- b. Work around (Note: This only applies to finished goods.)
 - i. Have one of the planners close out the Work order
 1. They will use DCM4003 (W/O Receipts)
 - ii. Material will be moved into an electronic bin
 - iii. Follow the steps in section 2.

Section 3

MRB Disposition Entry

Once material has been moved into MRB it awaits a disposition. The following section provides more detailed instructions on the use of this screen. As are most AVANTE screens, PUR4011 may be accessed either by shortcut (typing “/PUR4011”) or through the menu system. To access the screen from the menu, click on the picture of the house to return to the *Home* menu. Once there, left-click on the *Materials* and select *Inventory Management*. This will bring up another set of menus. Left-click on *Actions* and select *MRB Disposition Entry*. This will display screen PUR4011. Both the menu path and screen PUR4011 are shown below for your reference.

HOME → Materials → Inventory Management → Actions → MRB Disposition Entry



Status	Description	Quantity	Status Dt	GL Ref/Location	Impact

Figure 6 - MRB Disposition Entry (PUR4011)

DMR Id – Enter the Discrepancy Report Number (example – 2001-0004)

Status – Enter the status code for the disposition or press “F3” to select from the list of codes.

Int Code	Int Desc
1	Use as is
2	Rework in-house
3	Scrap for replace
4	Scrap for credit
5	Scrap manufacturing
6	Return to supplier
7	MRB Adjustment
8	Return for credit
9	Invalid reject
10	Rework at supplier

Figure 7 - List of dispositions

The following will describe the type of disposition and indicate who has the responsibility to electronically disposition the material out of MRB.

1. Use as is

- a. The material meets design intent or there is nothing wrong with the product.
- b. Quality control will have the responsibility to disposition this out of MRB.
 - i. Using this disposition will require that the material is placed in another bin electronically (see the GL Ref/Location field)
 - ii. Once the material is taken out of MRB and entered into another electronic bin, it is the inspector's responsibility to make sure that the material is physically brought to that bin and inform the appropriate inventory personnel.

2. Rework in-house

- a. The material will be reworked by our facility.
- b. This disposition automatically creates a Rework Work Order and should only be entered by Production Control.
- c. Once the record has been saved, the user is presented with this message "Do you want to create a new work order or add a step to an existing work order?"
 - i. If you choose "Create New"
 1. A new work order number is automatically created
 - a. Another message pops up asking "Do you wish to maintain the work order routing?"
 - i. If you choose "Yes"
 1. The user is brought to "Maintain WIP Routings (SFC4000)" screen
 - ii. If you choose "No"
 1. User is brought back to a blank MRB disposition screen.
 - ii. If you choose "Existing"
 1. User is asked to enter the work order number
 - a. Another message pops up asking "Do you wish to maintain the work order routing?"
 - i. If you choose "Yes"
 1. The user is brought to "Maintain WIP Routings (SFC4000)" screen
 - ii. If you choose "No"

1. User is brought back to a blank MRB disposition screen

3. Scrap for replace

- a. The raw material will be scrapped locally and replaced by the supplier
- b. This disposition should only be entered by Purchasing, as it requires information from the original Purchase Order and Receiver Numbers.
 - i. Once the material is taken out of MRB, it is the Purchasing department's responsibility to make sure that the material is placed into an appropriate scrap bin.

4. Scrap for credit

- a. The material will be scrapped locally but will not be replaced.
- b. This disposition should only be entered by Purchasing, as it requires information from the original Purchase Order and Receiver Numbers.

5. Scrap Manufacturing

- a. The material will be scrapped as part of the manufacturing process.
- b. Quality Control will have the responsibility to disposition this out of MRB.
 - i. Note: A GL Account is required for this disposition; GL Account # 01.01.5010.000 has been established for this purpose.
 - ii. Once the material is taken out of MRB, it is the inspector's responsibility to make sure that the material is placed into an appropriate scrap bin.

6. Return to supplier

- a. The material will be returned to the supplier for replacement.
- b. This disposition should only be entered by Purchasing, as it requires information from the original Purchase Order and Receiver Numbers.

7. MRB Adjustment

- a. Additional material has been rejected and will be applied to the same rejection. (Note: This disposition uses negative quantities (example: -7) to increase the quantity in MRB. Material that has been rejected erroneously should be corrected using code 9, Invalid Reject.)
- b. Quality Control will make this adjustment, preferably the inspector who originally entered the information into MRB.

8. Return for credit

- a. The material will be returned to the supplier for credit.
- b. This disposition should only be entered by Purchasing, as it requires information from the original Purchase Order and Receiver Numbers.

9. Invalid reject

- a. The material is either not discrepant or was placed into MRB in error.
- b. Quality Control will make this adjustment, preferably the inspector who originally entered the information into MRB.

10. Rework at supplier

- a. The material will be returned to the supplier for rework.
- b. This disposition should only be entered by Purchasing, as it requires information from the original Purchase Order and Receiver Numbers.

Quantity – Enter the quantity of material to be dispositioned.

Status Dt – Enter the date (in MM-DD-YYYY format) of the disposition.

GL Ref/Location – Enter the GL Account or Bin Location as applicable.

Impact – Enter “Y” if the disposition should affect the supplier’s performance statistics.

***** Once all required fields have been entered, press F2 to save the transaction. *****

Section 4

MRB Assistance

Questions about MRB and the associated AVANTE screens can often be answered by using the built-in “Help” function. To access the Help system, press “F1” on your keyboard or use the Help menu at the top of the screen. There are several types of help available from the menu, ranging from field-specific help to help with the AVANTE computer program in general, allowing the user to quickly get answers to most questions. Questions that cannot be answered using the built-in Help screens may be directed to your supervisor or to the AVANTE support group