

Coded Note Number: **V1010**
Revision: **C007**
Date: **February 4, 2014**
Title: **VENDOR INFORMATION REQUESTS**

This revision history is provided for convenience and does not alleviate the supplier's responsibility with understanding and complying with the full coded note. Bolded font indicates changed/added content [Text deleted] inserted in the document indicates the removal of content

It is imperative that the purchaser be advised of and approve all departures and all proposed departures from the requirements specified herein. All such requests are to comply with the section in our Appendix "A" titled "Vendor Information Requests". Examples of departures are: changing specifications; offering an alternate vendor model/type/style/ or part number; using later or earlier issues of specifications (both primary and sub-tier); non-compliance with drawing requirements; requests for repair welding; weights exceeding those given in quotation; etc. **The vendor shall ensure that technical justification is provided for each requested departure and/or proposed departure from the requirements of this purchase order. The vendor shall not ship material known to be nonconforming without obtaining prior approval from the purchaser.**

Vendor Information Requests (VIR) Form 3409 shall be submitted as follows:
SPARS (Shipbuilding Partners and Suppliers) enabled suppliers are required to submit through [SPARS](#)

**All other suppliers shall submit via:
e-mail to pmo@hii-nns.com**

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

A copy of each resolved and approved VIR applicable to a material item must be included with each shipment of material.