

Responding to a Non-Conformance Notice

Vendors will receive a notice of a Non-conformance Notice from the DGS Project Manager through an Action Item in ProjectTeam any time the vendor is not in compliance with the contract. If you have notifications for Action Items turned on for yourself on that project, an email will be sent to you notifying you of the Non-conformance Notice when it is assigned.

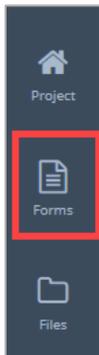
Vendors should update the Non-conformance Notice with their response and remedy information which is then signed off by the DGS Project Manager to complete and close the issue.

If necessary, use the sort/filter and print capabilities of the Log in ProjectTeam to manage Non-conformance Notices assigned to your firm.

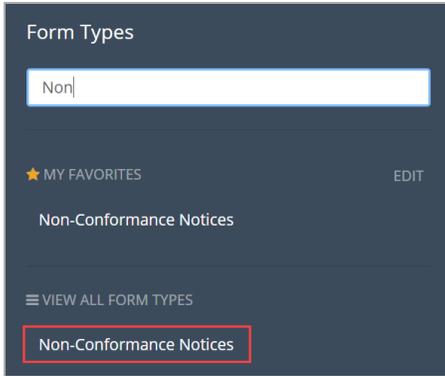
Copies of the Non-conformance Notice log should be included in the logs for each progress meeting with DGS.

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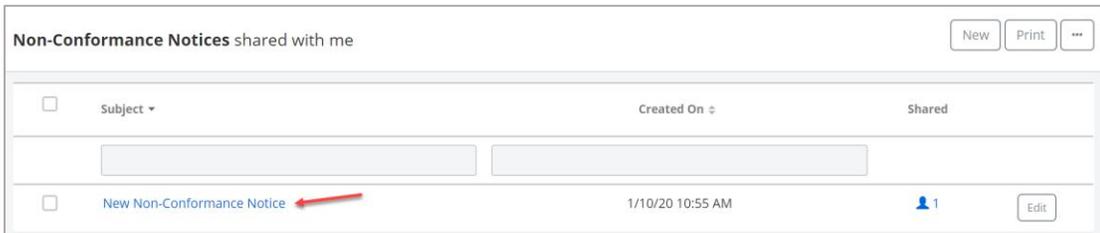
1. Within the project, click the **Forms** icon on the left navigation pane.



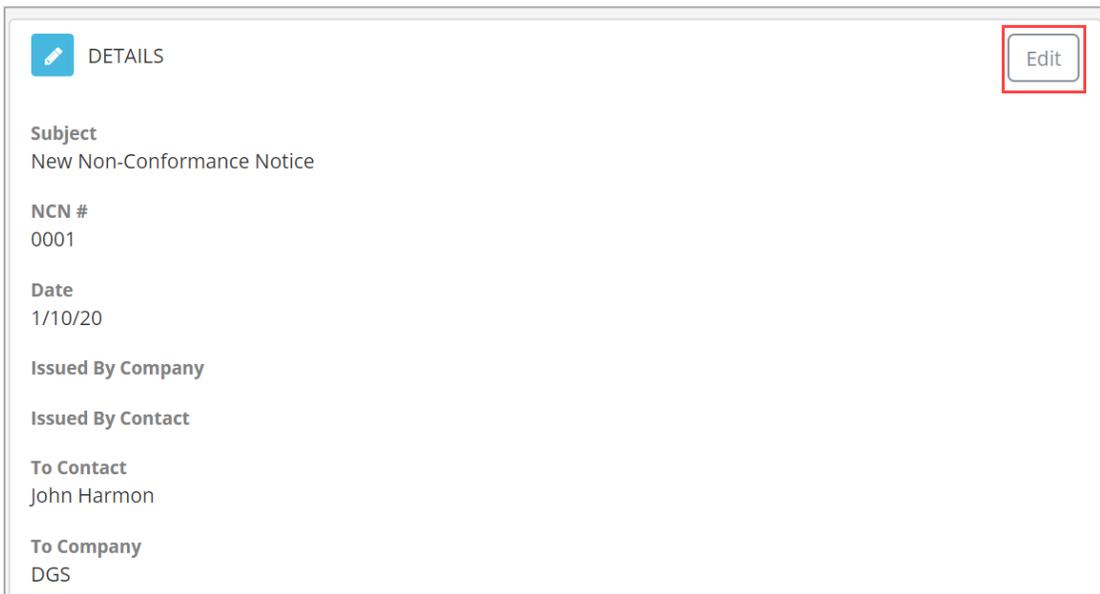
2. In the search field, begin typing **Non** and the form will appear in the forms list. Click the **form name** to open the log.



1. Open the Non-Conformance Notice register and click the **title of the record** you wish to edit from the Log.



2. Click the **Edit** button in the Details section of the document.



3. Click inside the **Response Date** field and select the date you are responding.



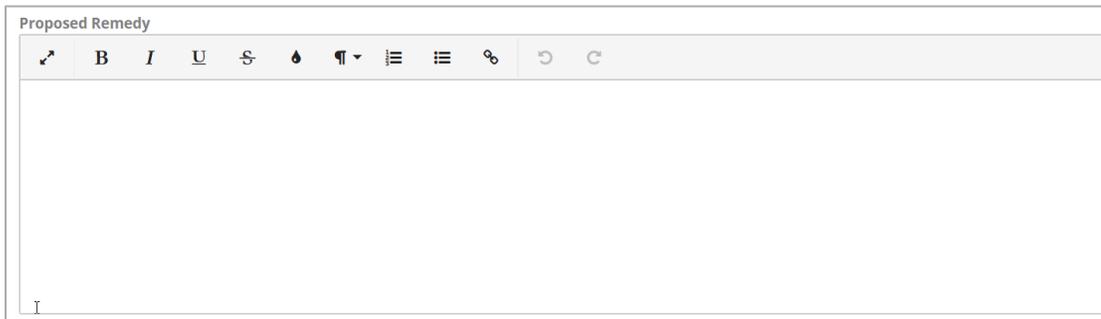
- 4. Click inside the **Response Contact** field and select your name from the list.



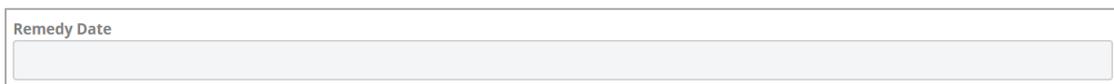
- 5. Click inside the **Response Company** field and select your company name from the list.



- 6. Add your **Proposed Remedy**. This is the description of how you will correct the issue and should include a timeframe or date for resolution as well.



- 7. Once the remedy for the issue has been completed, click inside the **Remedy Date** field and select the date.



- 8. Click the Save & Share button and click **Save**.

