

# How to Respond to a JTEKT DMR

1. Open: JTEKT Supplier Portal
2. Click on JTEKT Supplier Network on the Portal home page



3. Click DMR in the top menu bar
4. You will see a list of DMRS that require your response. Click the Id No for the item you would like to respond to.

Awaiting a Response Total Records: 1

ID No.	Date of Creation	Part Type	Part Code	Defect Code	Status	8D Req.	Attachments
B100600027DX	06/23/2010	CONTAINER	1	01 - OD	3 - E-Mail sent after logging	Y	

5. At the top of the screen you will see basic information about this DMR. Scroll down to enter your response. Depending on the severity of the response, you are required to fill out 5-10 items.

## Supplier DMR Detail

DMR No: B100600027DX      Creation Date: 36/DD/2010      Author Email: webmaster@koyobearings.com  
PO No: 1      Line No: 1      Release No: 0  
Part Type: CONTAINER      Part Code: 1      Part Description: 41  
Lot #:      Defect Category: 61 - Dimensional Boundary      Defect Type: 01 - OD  
Further Description: 4  
Quantity Received: 5      Quantity Accepted: 4      Quantity Rejected: 1  
Status: 3 - E-Mail sent after logging      Reasons (if any):      [View More Detail](#)

## Your Response

Has Error/Mistake Proofing been considered?

Yes  No

Description:

D1: Establish the team... list of team members, identify team leader (maximum 1000 characters)

6. When you are satisfied with your responses, hit Submit. The JTEKT item author will receive an email letting them know you have responded.