

# CDX – First Steps Guide

## ACCEPT OR REJECT MDS REQUESTS IN CDX

After receiving a Material Data Sheet Request from your customer, please login to CDX and select the Inbox => MDS Request from the toolbar or use the menu Functions => Inbox => MDS Request:



When you click on “Search” in the middle right of the screen, the Inbox shows all MDS requests in the result table below that are sent to your company. Mark a received MDS request and open it with a double click.



When you are viewing the request, in the lower right of the screen you will see three options:



### Rejecting a Request

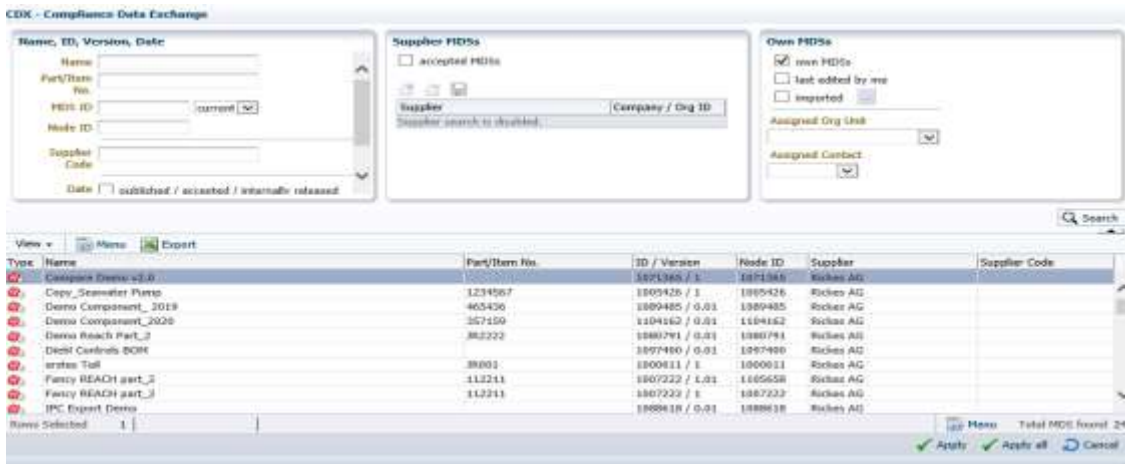
When a received request cannot be handled by the MDS supplier, it may be rejected. If you decide to **Reject** the MDS request, you will need to supply a reason for the rejection. This should be self explanatory or else your customer will feel free to call you with questions. It will get the status rejected for the MDS supplier and the MDS recipient. After you enter your reason for denial, click on **Apply** to change the status to “rejected”.

### Responding to a Request

Two options are available to respond to a request:

**a) Assign existing MDS to the request**

You will only be able to attach an existing MDS that was created by your CDX company. When you click on “Assign MDS” the MDS search window is opened, where you can search for and select the desired MDS.



When you click on “Apply”, the Ingredients tab of the MDS is opened, the requester is added as recipient in the Recipient Data tab, and in the Request tab you see the MDS is assigned to the request. You can now propose / send the MDS to the recipient.

**b) Create MDS**  Create MDS

To create an MDS, you will get a message that the new MDS has been assigned to this request.



The requested MDS recipient data is inserted automatically. You need to create the MDS. Once the MDS is completed, go to the Recipient Data Screen and supply any other information and Send / Propose to the Recipient in the normal fashion.

➔ Detailed instructions can be found in the CDX User Manual > MDS Request, “Responding to a Request”.

## USEFUL INFORMATION

CDX Website and Additional Services and Tools

[www.cdssystem.com](http://www.cdssystem.com)

Contact:

CDX Service Desk

e-mail: [cdx-servicedesk@dxc.com](mailto:cdx-servicedesk@dxc.com)