

IMDS Workflow Guide

Customer MDS Request

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1. Introduction

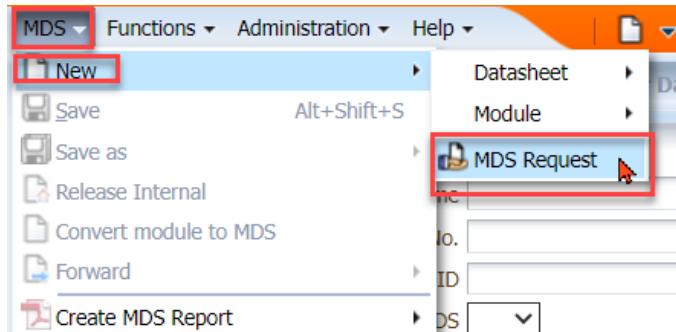
Welcome to the IMDS Customer Readiness Assessment

Here at Oetiker, we strive to continuously improve existing processes and procedures. This workflow guide provides a standardized process that is IMDS-compliant, efficient and qualitative.

For additional questions, please contact your Oetiker Sales Representative.

2. MDS Requests

After logging into [IMDS](#), go to **MDS – New – MDS Request** to submit a direct IMDS request to Oetiker.



Please complete your MDS request with the following information:

MDS Request

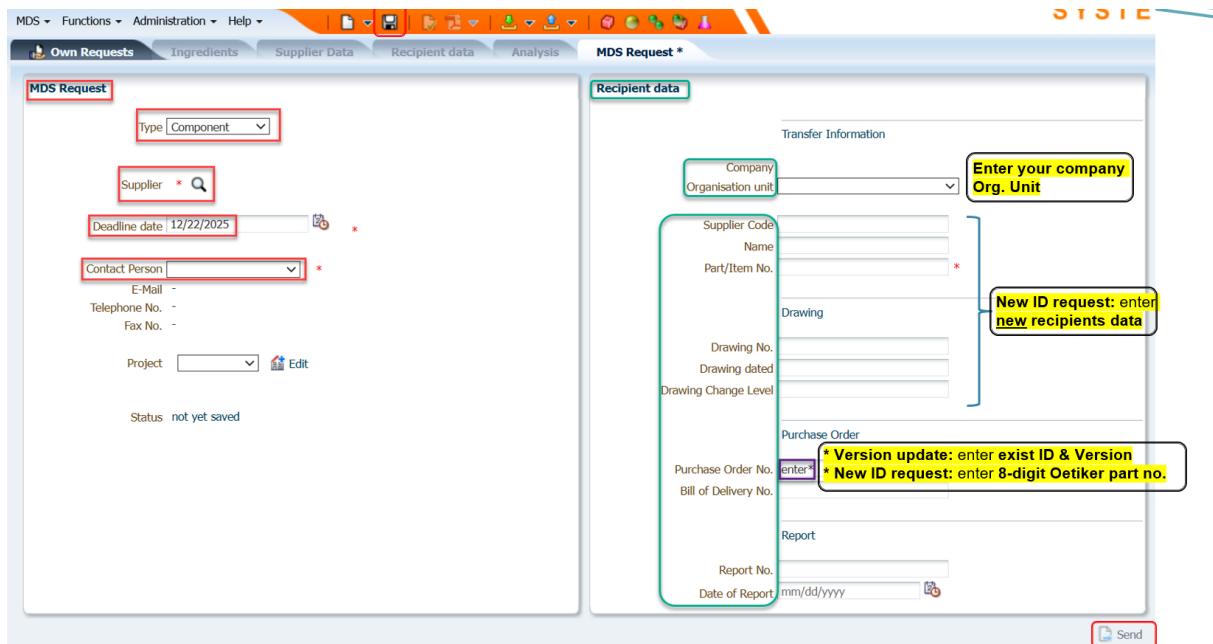
- **Type:** Use "Component"
- **Supplier:** Search company name (see [How to Find the Right Oetiker Supplier](#) for more details)
- **Deadline Date:** Enter the date you would like to receive the requested MDS
- **Contact Person:** Enter your name or the name of the person who should receive this request

Recipient Data

Enter your company name, organization unit, and all relevant recipient details, such as supplier code, part name, part/item number (mandatory field), drawing data, and report data into the form sheet.

In the free-text **Purchase Order No.** field:

- **For version updates:** enter the existing ID & Version
- **For new requests:** enter the 8-digit Oetiker part number



3. New Oetiker IMDS Structure

The following updates have been made to the Oetiker IMDS structure.

Key Changes:

- Deactivated old IDs: IDs 1056 and 33960 merged into Oetiker NY, Inc. (ID 249649)
- All data from ID 249650 merged into 249655, now renamed Oetiker Lietuva UAB
- Root “Hans Oetiker” renamed to “Oetiker Schweiz AG” (old name removed from IMDS)

MDS - MATERIAL DATA SYSTEM

Company

Company Name	Hans Oetiker	Can't find "Hans Oetiker" any more	Zip Code	
Company ID			City	
Org Unit			Country	
DUNS Number			<input type="checkbox"/> Only root companies	

View

Company Name	Org Unit	ID	Zip Code	City	Country
Hans Oetiker New name: Oetiker Schweiz AG	Hans Oetiker	441	8812	Horgen	Switzerland
Hans Oetiker	Kurt Allert GmbH+CoKG	249651	78727	Oberndorf a.N	Germany
Hans Oetiker	OETIKER POLSKA SP.Z.O.O.	249654	59-241	LEGNICKIE POLE	Poland
Hans Oetiker New name: Oetiker Lietuva UAB	OETIKER SWEDEN AB (LITHUANIA)	249655	LT-664 96	VIECIUNU MSTL	Lithuania
Hans Oetiker	Oetiker Deutschland GmbH	256160	79346	Endingen am Kaiserstuhl	Germany
Hans Oetiker	Oetiker Espana S.A.	256162	11500	El Puerto de Santa María (Cádiz)	Spain
Hans Oetiker	Oetiker Inc.	256534	48453-0217	Marlette, Michigan	United States
Hans Oetiker	Oetiker India Private Ltd.	256166	400072	Mumbai	India
Hans Oetiker	Oetiker Industries (Tianjin) Ltd.	256163	300405	Tianjin	China
Hans Oetiker	Oetiker Limited, Canada	256165	L9R 1E9	Alliston	Canada
Hans Oetiker	Oetiker NY, Inc	249649	14086	Lancaster, NY	United States
Hans Oetiker	Oetiker SWE Polymer	253918	417 56	Gothenburg	Sweden
Hans Oetiker	Oetiker Sweden AB	249650	S-334 22	Anderstorp	Sweden
Hans Oetiker AG Deactivated 1056	Hans Oetiker AG	1056	8812	Horgen	Switzerland
Hans Oetiker AG (1056) Deactivated 33960	Hans Oetiker AG (1056)	33960	8812	Horgen	Switzerland

Total records found 15

4. How to Find the Right Oetiker Supplier

- Click on the magnifier icon next to the supplier field to search for a company.
- Enter the company name **“Oetiker Schweiz”**. Uncheck the “only root companies” option to find all Oetiker Organization Units/Suppliers.
- Select the correct **manufacturing Organization Unit** that produces this part and click “Apply”.
- NOTE:** Do not send your request to the main root company ID 441 if it is not the correct manufacturing organization unit.

MDS - MATERIAL DATA SYSTEM

Company

Company Name	Search new with:	
Company Name	*Oetiker Schweiz*	
Company ID		Zip Code
Org Unit		City
DUNS Number		Country

Only root companies

View

Company Name	Org Unit	ID	Zip Code	City	Country
Oetiker Schweiz AG	Kurt Allert GmbH+CoKG	249651	78727	Oberndorf a.N	Germany
Oetiker Schweiz AG	OETIKER POLSKA SP.Z.O.O.	249654	59-241	LEGNICKIE POLE	Poland
Oetiker Schweiz AG	Oetiker Deutschland GmbH	256160	79346	Endingen am Kaiserstuhl	Germany
Oetiker Schweiz AG	Oetiker Espana S.A.	256162	11500	El Puerto de Santa María (Cádiz)	Spain
Oetiker Schweiz AG	Oetiker Inc.	256534	48453-0217	Marlette, Michigan	United States
Oetiker Schweiz AG	Oetiker India Private Ltd.	256166	400072	Mumbai	India
Oetiker Schweiz AG	Oetiker Industries (Tianjin) Ltd.	256163	300405	Tianjin	China
Oetiker Schweiz AG	Oetiker Lietuva UAB	249655	LT-664 96	VIECIUNU MSTL	Lithuania
Oetiker Schweiz AG	Oetiker Limited, Canada	256165	L9R 1E9	Alliston	Canada
Oetiker Schweiz AG	Oetiker NY, Inc	249649	14086	Lancaster, NY	United States
Oetiker Schweiz AG	Oetiker SWE Polymer	253918	417 56	Gothenburg	Sweden
Oetiker Schweiz AG Root company ID 441	Oetiker Schweiz AG	441	8810	Horgen	Switzerland

Total records found 12

If you don't know how to find the right Oetiker **manufacturing Organization Unit** that produces the part, one possible solution is to contact Sales and **verify the quotation** that was sent to your company. The quotation should includes:

- The **Supplier Code**
- Our **8-digit Oetiker Part Number with the material description**
- Your **Customer Part Number**
- **Country of origin** (manufacturing organizational unit)
 - ⇒ If you see that the **Country of Origin** is, for example, Germany (DE), please select the correct **manufacturing Organization Unit**. In this case, please select Oetiker Deutschland GmbH with the ID 256160 and apply this in IMDS.

Below is an example of our quotation:

Quotation

RFQ

Customer address

Your order date
Acct. at cust.
Your customer no.
Your VAT no.
Your resp. person
Sales Admin.
Sales Admin phone
Sales Admin e-mail
Employee Resp.
Empl Resp. Phone

Supplier Code

Ship to Address

Barcode

Pos.		Quantity	Amount
10	8-digit Oetiker Part No. Material Description Customer Material No.	Customer Part No.	

Country of Origin E.g. Germany (DE)

5. Saving Your Request



Once all the required data has been entered, click the **save button** in the toolbar.

The system will then run a check on the MDS request. Correct any errors that may appear. If the request is successfully saved, you can send it to our organization unit.

Our Quality Department will review your data, add any necessary information, create a new ID, or update an existing ID to a new version before sending it back to you. If any data is missing or unclear, they will reject the request and provide a reason.

Please Note

- Using the **blue arrow “MDS Request”**, then pressing **search**, will allow you to view the MDS requests that you have sent.
- Please provide our 8-digit Oetiker part number that corresponds to your part number. This will help us efficiently match the records for these two linked part numbers in our system. If you are unsure of the correct number for your part, please contact your purchasing department for assistance.
- Ensure that Oetiker part numbers are entered without spaces or special characters such as dashes, dots, etc.