



Advance Rejection Tag (ART)

Date	Supplier Name	Supplier Code (Optional)	Purchase Order No. & Line	<u>ZGUS Reject Tag Number</u>
Part Number & Revision	Part Name	Serial Number (If applicable)	Discrepant Quantity	
Description of Discrepancy		<u>Special Instructions</u>		
Initiator Name (Print)		Initiator Signature	Date	
Details of the cause of deviation		Corrective Action		
Responsible person for Correction (Print)		CA Responsible Signature	Date	
<u>ZGUS Material Review Board (MRB)</u>		<u>Disposition Quantities</u>		
Engineering	Date	Permission to ship		
Quality	Date	<input type="checkbox"/> ART Rejected: Reason:		
Additional	Date	Other		

ART Instructions: The ART is used to inform ZGUS of discrepant material prior to shipping, and gain approval to ship. The supplier must fill out the fields and submit the ART to ZGUS buyer for processing through MRB. **Underlined fields** will be filled by ZGUS. Once disposition is made and signatures obtained, the completed tag will be sent back to the supplier. Approved and signed copy of the ART should accompany the shipped product. Rejection tag will be initiated upon product receipt.