

# MISSION DRIVEN



Supplier Change Request  
(Deviations)

Revision 1.2

# Flow Diagram: Supplier Change Requests

Internal Forms Used to Gain Approval

Supplier Product & Process Change Request form with fields for Part Information, Supplier Information, and Change Control #.

Change notification form completed by supplier, then sent to GPSC

Table showing a list of supplier change requests with columns for Part Number, Description, Status, and dates.

Process / Product changes reviewed by change mgmt team (Quality, Purchasing, Engineering)

Analyze

QC-066 (MRB) form for Material Review Board records.

1694 (Govt. Dev. Req) form for government deviation requests.

JLG Deviation (Change Request) form for JLG Industries, Inc.

F1000 (Change Request) form for product/process change requests.

Stack of PPAP forms including Request for Deviation, Material Review Board Record, and Product/Process Change Notification.

Approved

PPAP requirements & Appropriate change request forms sent to Supplier

★ Supplier Must Not Make Changes without Formal Approval.

## Supplier Change Request – Process Steps

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- Complete Form: Supplier Change Request (OSK-F1000)
  - Location: <http://osn.oshkoshcorp.com/gsq-en.htm>
- Send change request to Procurement Point of Contact.
- Defense Only: Upload Request to the FTP site if drawings/pictures are provided.
  - Email: [changerequest@defense.oshkoshcorp.com](mailto:changerequest@defense.oshkoshcorp.com)
- Change Request will be reviewed by Oshkosh team
- Feedback will be provided formally through the change request disposition form
- Change must not be implemented without formal authorization

**SUPPLIER CHANGE REQUEST**

**1**  Temporary Process Change  Permanent Product/Drawing Change  
 Temporary Product Change  Permanent Process Change Change Control # \_\_\_\_\_

**2** Is this an Emergency Request:  Yes  
(Emergency = Will impact Oshkosh Production if not implemented in less than 30 days.)

*Complete this form and e-mail it to your Oshkosh Purchasing contact.  
 NOTE: Always utilize the latest change request form & training material available at <http://osn.oshkoshcorp.com/gsq-en.htm>  
 NOTE: Please submit this notification at least 12 weeks prior to the planned change implementation!  
 Defense Only : Upload Request to the FTP site due to ITAR/EAR drawings/pictures.  
 Email notification of upload to: [changerequest@defense.oshkoshcorp.com](mailto:changerequest@defense.oshkoshcorp.com)*

**3** **Part Information:**  
 Oshkosh Business Segment: \_\_\_\_\_  
 Oshkosh Part Number: \_\_\_\_\_ Engineering Revision Level: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Supplier Part Number: \_\_\_\_\_ Engineering Revision Level: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Safety / Government Regulation: \_\_\_\_\_ CFAT Required (defense only):  Yes  No

**4** **Supplier Manufacturing Information**  
 Name: \_\_\_\_\_ Supplier ID: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Design Responsibility:  Oshkosh  Supplier **5**

**6** **Description of Deviation / Change that is needed:**  
 \_\_\_\_\_

**7** **Why is this needed:**  
 \_\_\_\_\_

**8** **What is the benefit to Oshkosh Corporation:**  
 \_\_\_\_\_

**9** **Supporting Documents Provided:**  
 Marked Up Drawing (\*\*Required for all requests)  8D Corrective Action Report (Required for Temporary Product Changes)  
 Pictures of proposed Change  Capacity Assessment  
 Supporting Test Reports  Other  
 Cost Justification (RFQ Template)

**10** **Cost Impact:** Explain cost change per unit of measure (ex \$20/part)  
 Cost Increase? \_\_\_\_\_ / \_\_\_\_\_  
 Cost Decrease? \_\_\_\_\_ / \_\_\_\_\_  
 No Cost Impact

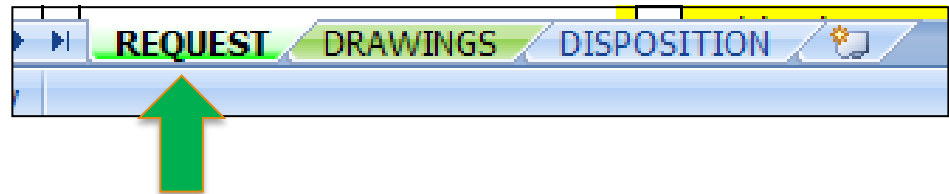
**11** **Planned Date of Implementation:** \_\_\_\_\_  
**Suggested Date feedback needed:** \_\_\_\_\_

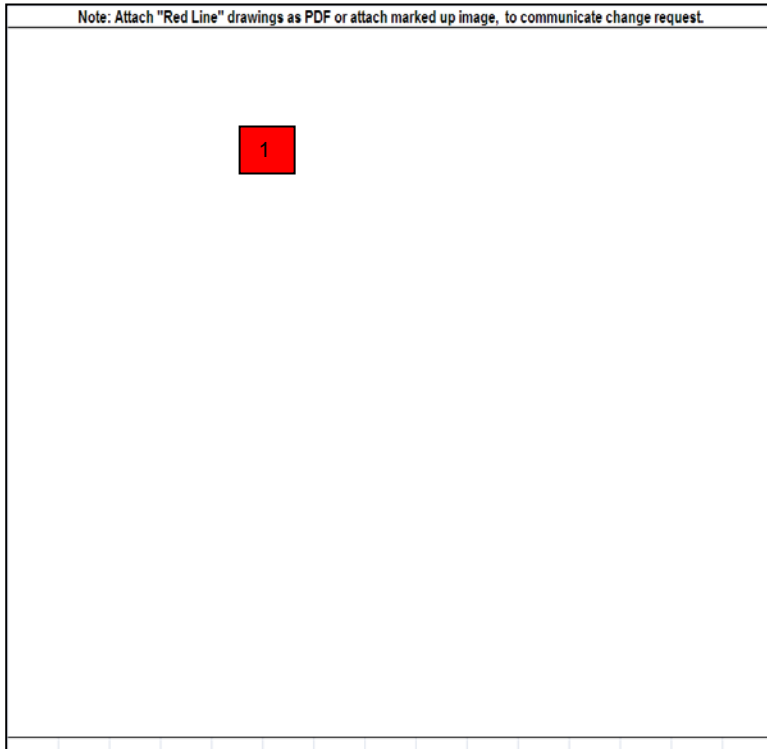
**12** **Supplier Contact Information:**  
 NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 BUSINESS PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

I understand that implementation of changes can not occur until Final approval is acquired. Oshkosh Corp. will provide an approved/rejected copy of this form along with a plan on the next steps when applicable.

## Supplier to Complete All items in “Red”:

- 1.) Check either Product or Process Change, Temporary or Permanent.
- 2.) Check if this is an Emergency Request.
- 3.) Complete Part information section
- 4.) Supplier Information
- 5.) Who is design responsible
- 6.) Detailed Description of the change requested.
- 7.) Detail Description of “why” the change is required.
- 8.) Detailed Description of the benefit of the change to Oshkosh Corporation.
- 9.) Document what other supporting information has been provided to support the change request.
- 10.) Document if there is a cost impact to the change request.
- 11.) Proposed plan of implementation
- 12.) Supplier Contact information



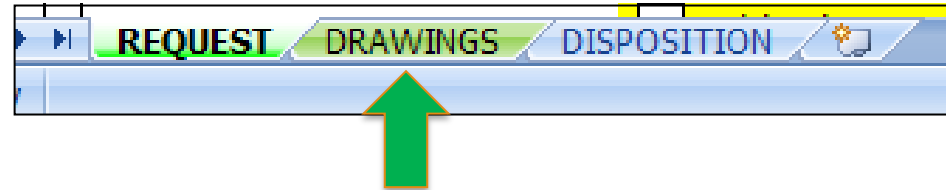


## Supplier to Complete

### All items in "Red":

1.) Upload a drawing / pictures etc.. To the drawings tab to accurately communicate what the issue is to assist in timely review

Note: If the request is not clear it will be sent back to the supplier for more information.



FOR INTERNAL USE TO OSHKOSH CORPORATION

**SUPPLIER CHANGE REQUEST - DISPOSITION**

Change Control # 1

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**GPSC Disposition:**  
 Approved  Rejected  Not Applicable

**Quality Disposition:**  
 Approved  Rejected  Not Applicable

**Engineering Disposition:**  
 Approved  Rejected  Not Applicable  
 Engineering Change Steps?  CIR  CN  RFD  
 Do you need Customer Approval to proceed?  Yes  No (Low risk: ex. drawing clean up)

**Mfg Operations Disposition:**  
 Approved  Rejected  Not Applicable

**Overall Disposition:**  
 Approved  Rejected

**Additional Supporting Documents Provided:**

<input type="checkbox"/> Marked Up Drawing (red line drawing)		
<input type="checkbox"/> Approved MRB	MRB# _____	If referenced drawings will be embedded in the "drawings" tab of this workbook.
<input type="checkbox"/> Initiated RFD	Approved RFD RFD# _____	
<input type="checkbox"/> Initiated CN	Approved CN CN# _____	
<input type="checkbox"/> PPAP Requested	Level _____	
<input type="checkbox"/> Deviation Duration	Expiration Date / Qty: _____	

**Final Oshkosh Approvals Required**

	Approved	Rejected	Not Req.
(Purchasing) Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Quality) Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Engineering) Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Operations) Name: _____ Date: _____ (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Oshkosh to Complete

### All items in "Green":

1.) Assign a Change Control # from the sharepoint date / time of upload.

#### Feedback / Disposition:

2.) GPSC to direction to the supplier for disposition / path forward

3.) Quality to provide direction to the supplier for disposition / path forward.

4.) Engineering to provide direction to the supplier for disposition / path forward.

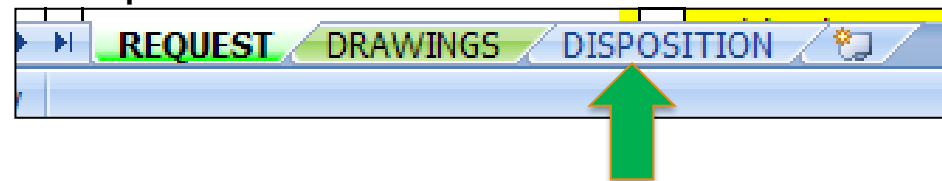
5.) Mfg to provide direction to the supplier for disposition / path forward. (not always required)

6.) Change Request / Deviation team to compile feedback for final disposition

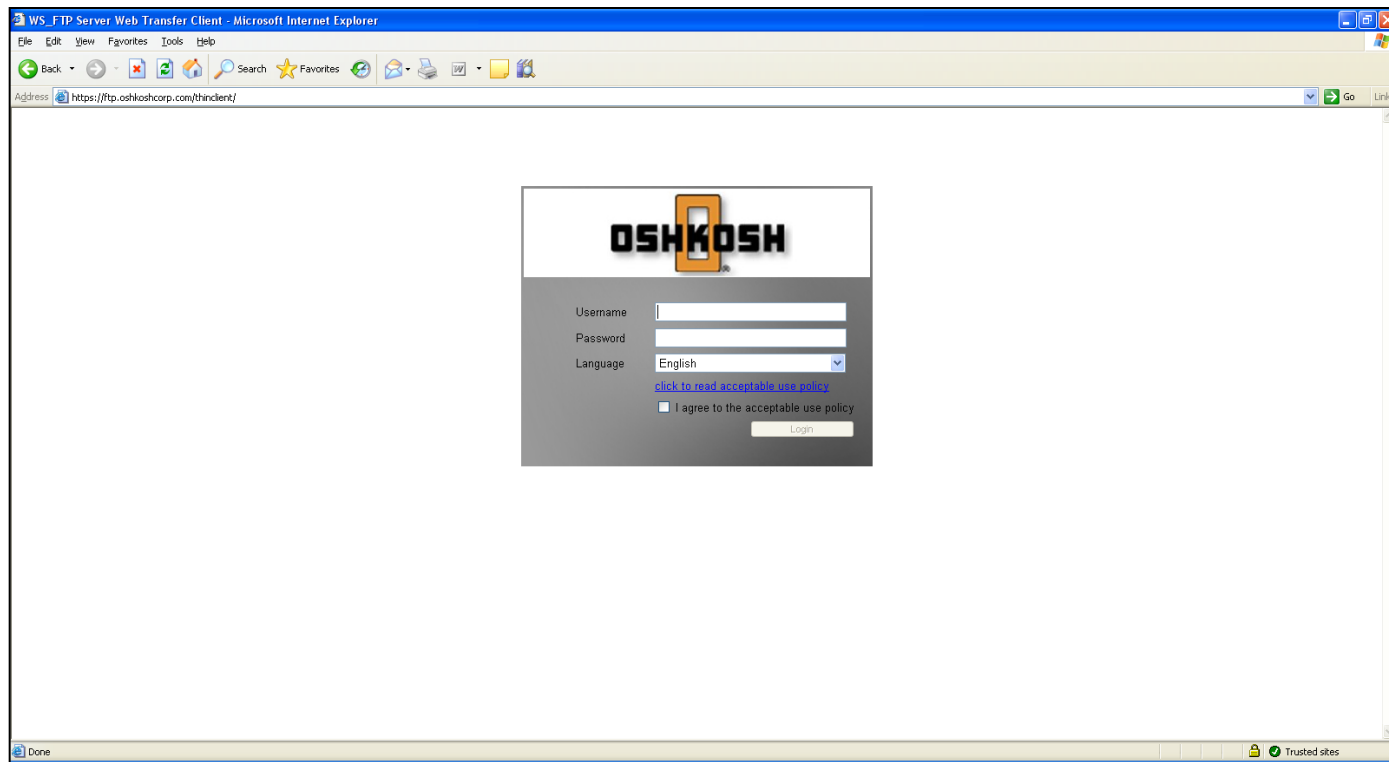
7.) Document what additional information has been provided to support the change request / deviation.

8.) Disposition Sign off is required by all affected Functional Departments, functional groups not affected will be checked as "not required."

**Purchasing, Quality, & Engineering are always required.**

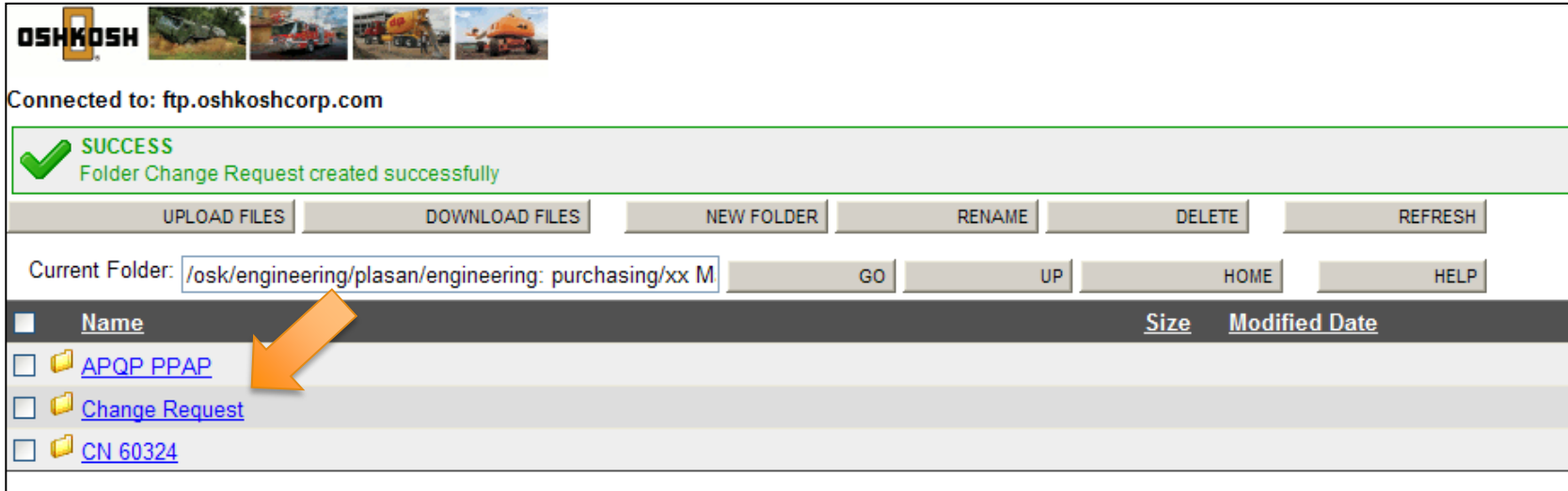


# Defense: FTP Site



- Oshkosh Purchasing FTP Site Homepage:  
<https://ftp.oshkoshcorp.com/thinclient/>
- If you do not have FTP site access contact:  
[defgatekeeper@defense.oshkoshcorp.com](mailto:defgatekeeper@defense.oshkoshcorp.com)

# Defense: FTP Site – Change Request folder by Part#






OSHKOSH

Connected to: ftp.oshkoshcorp.com

**SUCCESS**  
Folder Change Request created successfully

Current Folder: /osk/engineering/plasan/engineering: purchasing/xx M

<input type="checkbox"/>	Name	Size	Modified Date
<input type="checkbox"/>	 <a href="#">APQP PPAP</a>		
<input type="checkbox"/>	 <a href="#">Change Request</a>		
<input type="checkbox"/>	 <a href="#">CN 60324</a>		

- Supplier must create a “Change Request” folder on their FTP site.
- Supplier then will save the change request with the other applicable drawings / pictures attached into the change request per the naming convention on the next slide.
  - Note: All documents must be embedded into the excel change request form

# FTP Site File Naming Convention

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- Suppliers are required to load their change requests to the Purchasing FTP site using the following naming convention:  
**F1000\_PN\_SUPPLIER NAME\_MMDDYY\_REV**

# MISSION DRIVEN



THE END