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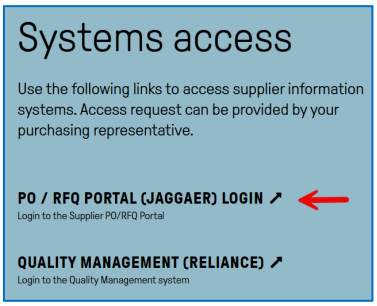
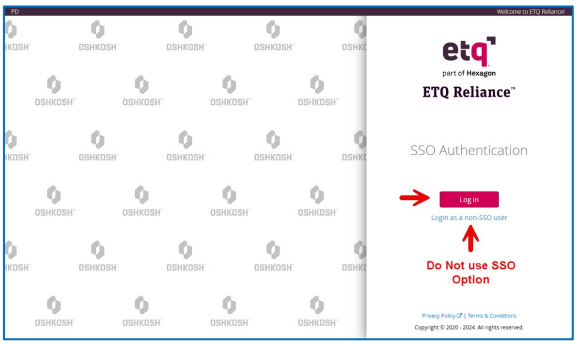
# Reliance Supplier Quality Audits

Supplier Quality Audits – Demonstrating to supplier how to use the application.

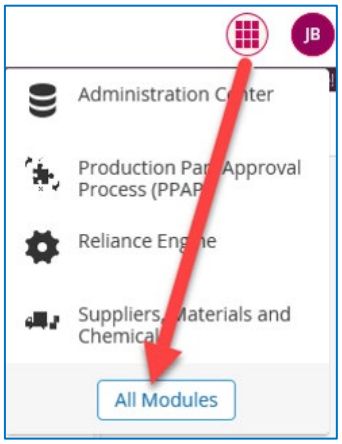
1. Select Reliance login link from Oshkosh Supplier Network Site
2. https://osn.oshkoshcorp.com/supplier-sign-in
3. Login to Application



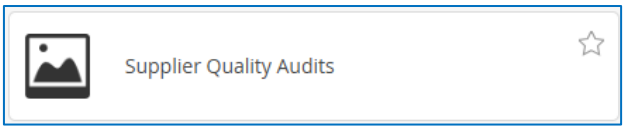

4. Oshkosh Reliance Login Page
5. Select Log in option and follow prompts
   a. NOTE: Do Not Use SSO option




6. Click on the pink "waffle" icon on top right.
7. Click "All Modules" in the drop-down menu.




8. Select "Document Control" tile.



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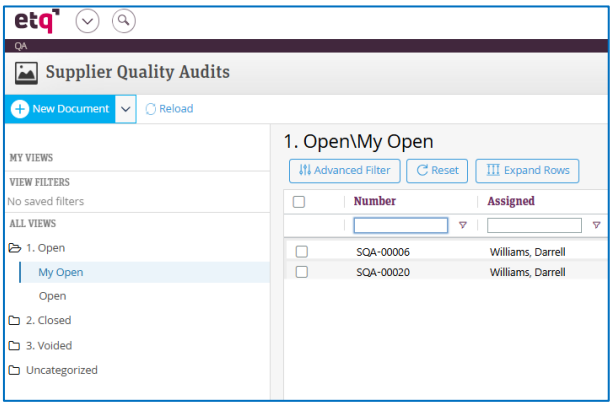
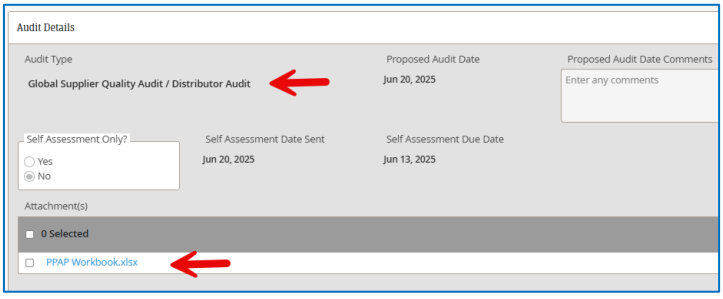
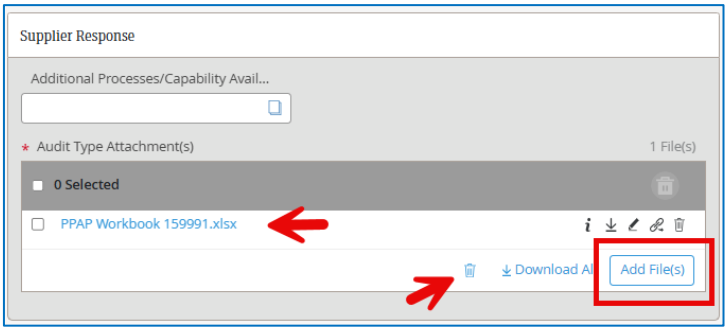
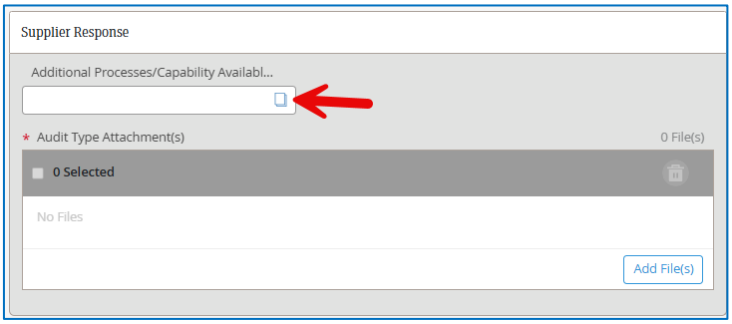
| 9. Located the record sent to you to complete and click on the line to open. |  |
| 10. Review all information in the record and located the Audit details section which will have the attachment.<br>a. Open attachment sand complete required fields |  |
| 11. After completing the Audit file attach under the Supplier Response section.<br>a. Use Add File(s) to attach the audit<br>b. File will show up once uploaded<br>c. Option exists to delete if uploaded incorrect file |  |
| 12. If you as a supplier has “Additional Processes/Capability Available” and would like to add for Oshkosh reference, you can do this under this option. |  |

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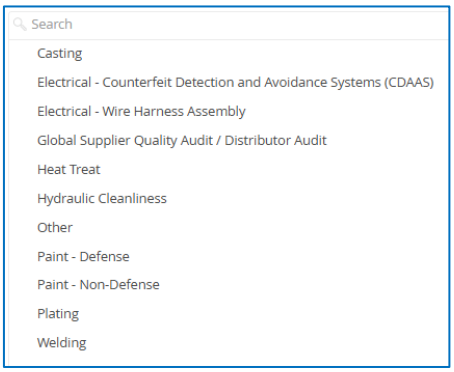
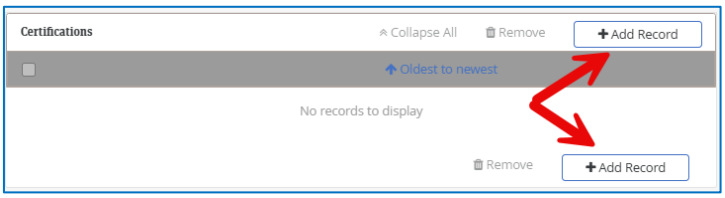
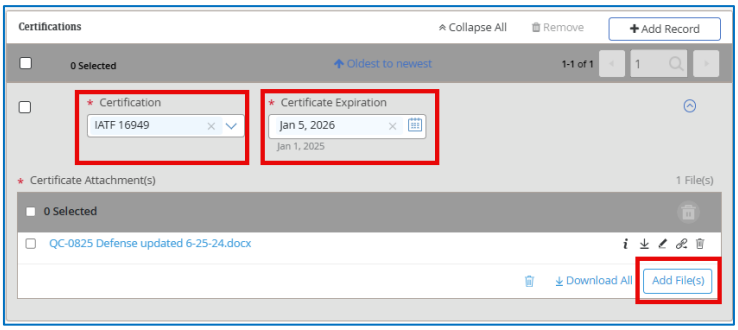
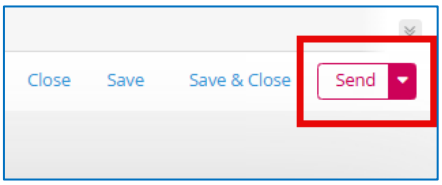
| 13. Here is a list of options under the drop down above. |  |
| 14. Suppliers have the option to upload additional certifications such as ISO, Paint, IATF, etc.<br>15. Select "Add Record" |  |
| 16. Complete required fields<br>a. Certification drop down<br>b. Certification Expiration<br>c. Add File(s) |  |
| 17. Select "Send" after audit(s) have been competed to route back to Oshkosh. |  |

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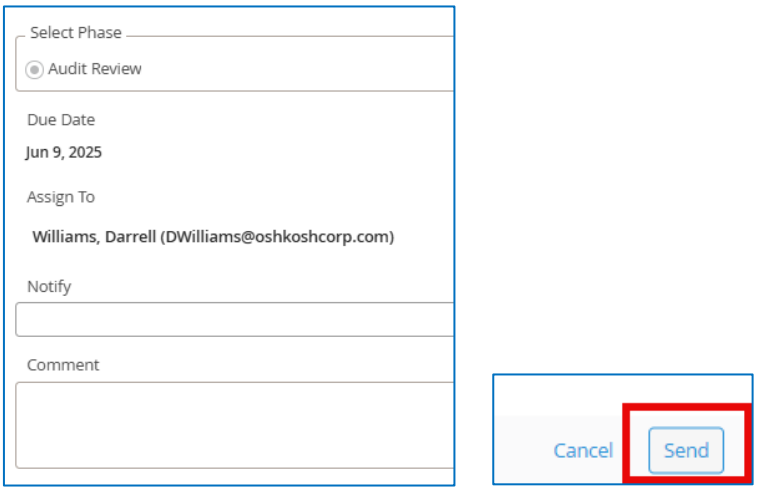
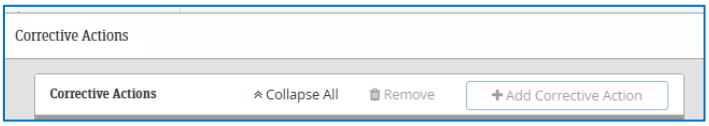
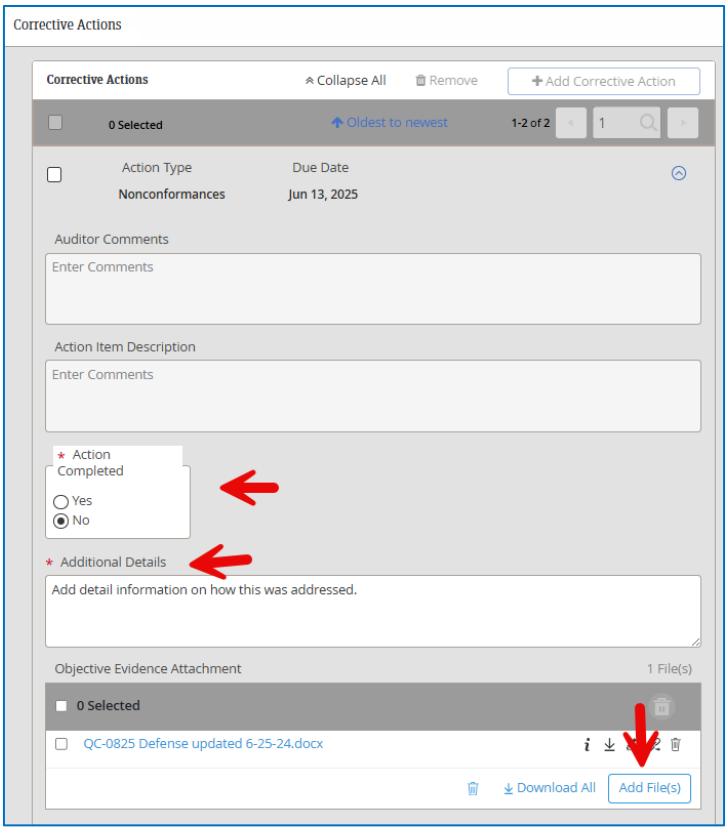
| 18. Pop up box will show the following:<br>a. Next phase<br>b. Due date<br>c. Assigned To – in this case the SQE<br>19. Select "Send" |  |
| 20. Oshkosh will review the documentation provided and if applicable issue comments, Nonconformances, or Opportunity for Improvement which can be found under the Corrective Actions section. |  |
| 21. Nonconformance's will need to be addressed by reviewing the comments for the SQE Auditor.<br>a. Complete the Action Completed<br>b. Complete the Additional details<br>c. Attach Objective Evidence using Add File(s) |  |

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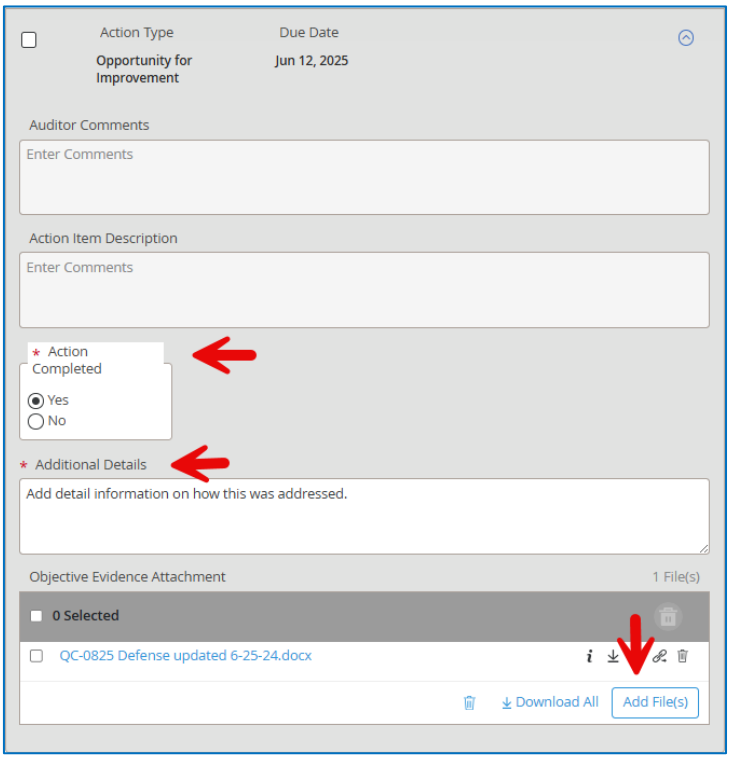
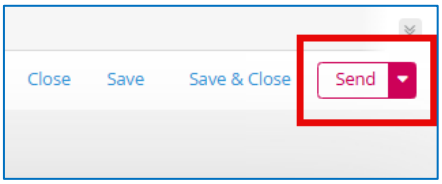
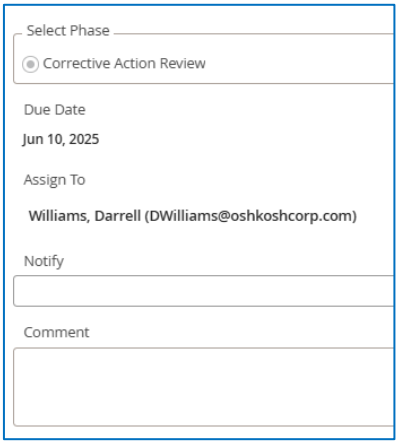
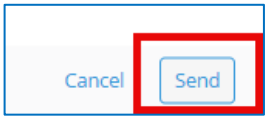
| 22. Opportunity for Improvement's will need to be addressed by reviewing the comments for the SQE Auditor.<br>a. Complete the Action Completed<br>b. Complete the Additional details<br>c. Attach Objective Evidence using Add File(s) |  |
| 23. Select "Send" after audit(s) have been competed to route back to Oshkosh. |  |
| 24. Pop up box will show the following:<br>a. Next phase<br>b. Due date<br>c. Assigned To – in this case the SQE<br>25. Select "Send" |   |

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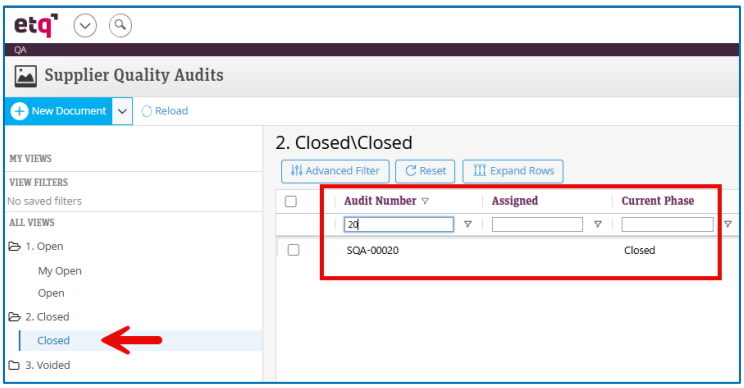
| 26. Oshkosh will review nonconformances and Opportunities for Improvement and determine if they are accepting the objective evidence or asking any additional questions.<br>27. Email will be sent with notice audit has been closed<br>28. Go under “Closed” option in left hand navigation to find the record. |  |
| 29. End Job Aid | |