# RCM – Reliance Change Management

## PPAP Training

1. Select Reliance login link from Oshkosh Supplier Network Site
2. [https://osn.oshkoshcorp.com/index.html](https://osn.oshkoshcorp.com/index.html)
3. Login to Application

4. Oshkosh Reliance Login Page
5. Select Log in option and follow prompts

6. Login Page will show assignments when you click on the arrows to expand
7. Setting favorites for modules access is granted
8. Select the 9 stacked boxes
9. Select All modules

10. NOTE: Several modules will be greyed out meaning we are either not using the module or you don’t have access to the module
11. The modules that are bolded is what you have access to; select the star button beside each module to make it a favorite – Max is 6
12. Active modules for suppliers are as follows:
   a. PPAP
   b. SCAR – 8D
   c. RCM – Change Management
   d. Section J Compliance
   e. Containment – CL1, CL2, FLC
13. Supplier accounts will not be able to open anything else

14. After setting favorites in previous steps simply click on 9 stacked boxes to open module
15. Open RCM, Reliance Change Management, Module by clicking on 9 boxes
16. Select Reliance Change Management
17. Or
18. Select “All Modules” then select Reliance Change Management
19. Multiple navigation options available
   a. Reload
   b. Reset
   c. Expand Rows
   d. Export to PDF or Excel

20. Ability to sort on any column

21. Select any row to open the record and review progress of RCM

22. Initiate a new RCM, Reliance Change Management record

23. Select “New Document”

24. Complete any required and/or optional fields per your segment in Change Summary
   a. NOTE: anything with a Red * is required to be completed
   b. Conditional fields exist depending on what you choose as Reason for Submission

25. Complete any required and/or optional fields per your segment in Change Summary
   a. Enter detailed description of the change and rationale
26. Complete any required and or optional fields per your segment in Change Summary
   a. Red-Line drawing is required for all submissions except SCRIP

27. Complete any required and or optional fields per your segment in Change Summary
   a. Supplier information will default except for ERP Supplier Number
   b. Enter Technical Contact we can reach out if needed for clarification

28. Complete any required and or optional fields per your segment in Change Summary
   a. Enter part information changes
   b. If multiple use the “Add Record” button to duplicate fields.

29. Complete any required and or optional fields per your segment in Change Summary
   a. Enter Cost Effect of the change and extended information
### RCM – Reliance Change Management

<table>
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<tr>
<th>Step</th>
<th>Description</th>
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| 30.  | If supplier decides this RCM is no longer needed:  
|      |   a. Select “Void”  
|      |   b. Enter comments |
| 31.  | Submit RCM:  
|      |   a. Select “Send”  
|      |   b. Enter comments, if applicable  
|      |   c. Supplier does not have access to “Notify” option |
| 32.  | Oshkosh team will either approve or reject the RCM once complete and you will be notified via email. |
| 33.  | RCM Training Complete  
|      |   a. Close all records using the X beside record  
|      |   b. Select initials on top right of page  
|      |   c. Select Log Out |