

# GPSC Academy

Leaders Teach & Leaders Learn



## Supplier Change Request – Scope

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- This training applies to Change Requests submitted only to JLG China and JLG EMEA.
- All other submissions need to be submitted through Reliance Software only, and should not use the legacy Excel document.
- Reference the Reliance Training Center for walkthroughs and assistance.  
<https://osn.oshkoshcorp.com/training.htm>



# Supplier Change Request – Flow Diagram

Internal Forms Used to Gain Approval

Supplier Product & Process Change Request form with sections for Part Information, Supplier Requisition Information, and Change Description.



Software interface showing a list of change requests with columns for ID, Description, Status, and Date.

Analyze

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

Change notification form completed by supplier, then sent to GPSC

QC-066 (MRB) form with handwritten text 'QC-066 (MRB)' in green.

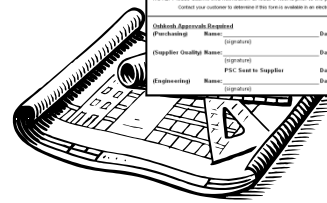
1694 (Govt. Dev. Req) form with handwritten text '1694 (Govt. Dev. Req)' in green.

JLG Deviation (Change Request) form with handwritten text 'JLG Deviation (Change Request)' in green.

F1000 (Change Request) form with handwritten text 'F1000 (Change Request)' in green.



Stack of approval forms including Material Review Board Record and Product/Process Change Notification. The word 'Approved' is written in large green letters across the forms.



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)  
<http://osn.oshkoshcorp.com/gsq-en.htm>
- Email completed F1000 to appropriate Change Request address
  - JLG China:
    - [changerequestchina@jlg.com](mailto:changerequestchina@jlg.com)
  - JLG EMEA (Europe, Middle East, Africa)
    - [changerequesteam@jlg.com](mailto:changerequesteam@jlg.com)
- Change Request will be reviewed by the appropriate Oshkosh team
- Feedback will be provided formally through the change request disposition tab of the F1000 document
- Material shipped on an authorization shall be properly identified on each shipping container.

**\*\*Change must not be implemented without formal OSK-F1000 authorization\*\***



**SUPPLIER CHANGE REQUEST**

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

Is **2** Emergency Request:  Yes  No

(If Yes, it will impact Oshkosh Production if not implemented in less than 30 days.)

Complete this form and e-mail it to your Oshkosh Corporation Segment Change Request Email Address listed in Supplier Change Request Procedure (OSK-P1000 Section 5.3)

NOTE: Always utilize the latest change request form & training material available at: <http://osp.oshkoshcorp.com/gsg-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)

**Part Information:**

Oshkosh Business Segment: \_\_\_\_\_  Production Part  Aftermarket Part

Part Number: \_\_\_\_\_ Engineering Revision Level: \_\_\_\_\_ Dated: \_\_\_\_\_ **3**  
 Supplier Part Number: \_\_\_\_\_ Engineering Revision Level: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Safety / Government Regulation: \_\_\_\_\_ CFAT Requirement Note On Drawing (defense only):  Yes  No

**Supplier Manufacturing Information**

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

**Description of Deviation / Change Requested:**

**6**

**Why is this Change Required:**

**7**

**What is the benefit to Oshkosh Corporation:**

**8**

**Supporting Documents Provided:**

Upload Drawing (\*\*Required for all requests)  8D Corrective Action Report (Required for Temporary Product Changes) **9**  
 Photos of proposed Change  Capacity Assessment  
 Supporting Test Reports  Other  
 Cost Justification (RFQ Template)

**Cost Impact:** Explain cost change per unit of measure (ex \$20/part)

Cost Increase? \_\_\_\_\_ / \_\_\_\_\_ **10**  
 Cost Decrease? \_\_\_\_\_ / \_\_\_\_\_  
 No Cost Impact

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

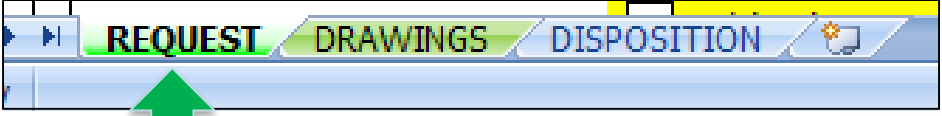
**Supplier Contact Information:**

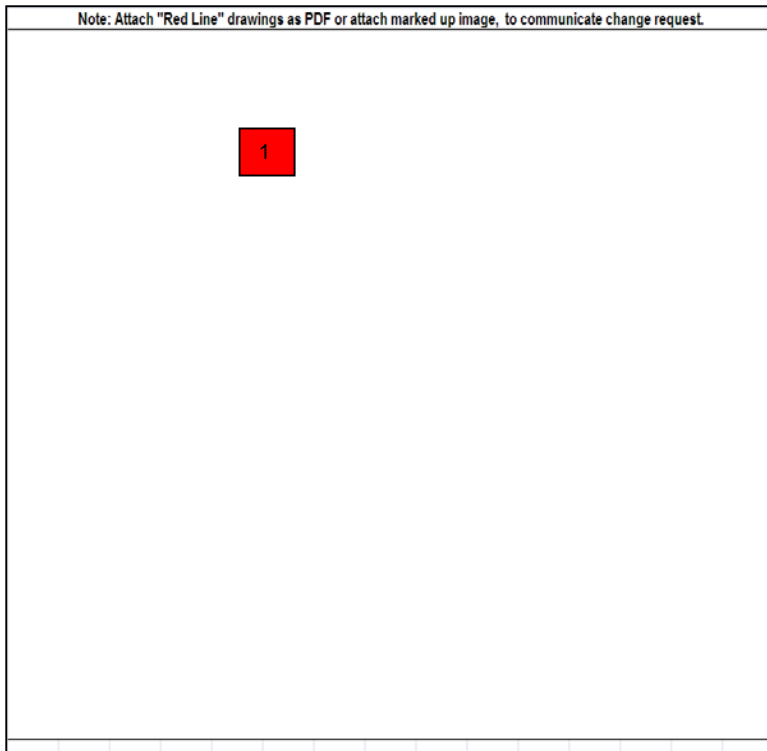
Name: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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 Product or Process Change, Temporary or Permanent, or SCRIP
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

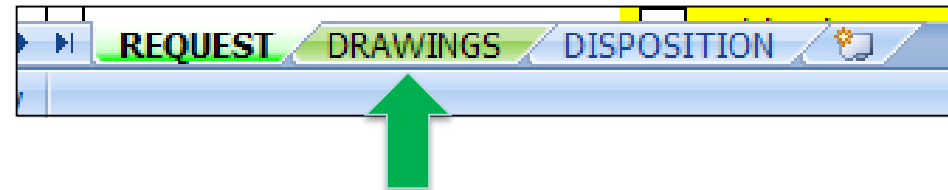





## Supplier to Complete All items in "Red":

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.



 **SUPPLIER CHANGE REQUEST - DISPOSITION** 1

Change Control #

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**GPSC Purchasing Disposition:**

Approved  Rejected

2

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**Engineering Disposition:**

Approved  Rejected

Engineering Change Steps?  CIR  CN  RFD

Do you need Customer Approval to proceed?  Yes  No (Low risk ex. drawing clean up)

3

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**Quality Disposition:**

Approved  Rejected

4

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**Mfg Operations Disposition:**

Approved  Rejected  Not Applicable

5

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**Overall Disposition:**

Approved  Rejected

6

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**Additional Supporting Documents Provided:**

Marked Up Drawing (red line drawing)

Approved MRB  Approved RFD  Approved CN

Initiated RFD  Initiated CN

PPAP Requested

Deviation Duration

MRB# \_\_\_\_\_ **Note**

RFD# \_\_\_\_\_

CN# \_\_\_\_\_

Level: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

7

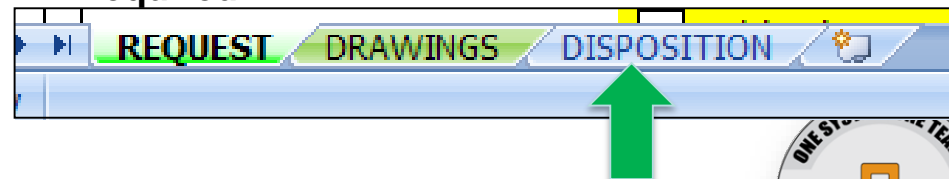
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Final Oshkosh Approvals Required		Approved	Rejected
Purchasing	Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Quality	Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(Mfg Operations)	Name: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

( ) = Optional

## Oshkosh to Complete All items in “Green”:

1. Assign a Change Control # from the Sharepoint date / time of upload.
2. GPSC Disposition: GPSC to provide direction to the supplier for disposition / path forward
3. Engineering Disposition: Engineering to provide direction to the supplier for disposition / path forward.
4. Quality Disposition: Quality to provide direction to the supplier for disposition / path forward.
5. Mfg Operations (Optional): Operations to provide direction to the supplier for disposition / path forward.
6. Overall Disposition: Change Request / Deviation team compiles feedback for final disposition
7. Supporting Documents: Document what additional information has been provided to support the change request / deviation.
8. Final Approval: Disposition Sign off is required by all affected Functional Departments (Functional groups not affected will be checked as “not required”) **Purchasing, Engineering, & Quality are always required.**



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THE END

