Supplier Change Request – Scope

• 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

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

Supplier to provide the reason why this deviation is being reviewed

Supplier Change Request (Deviations) Revision 1.3

Supplier Must Not Make Changes without Formal Approval.
Supplier Change Request – Process Steps

- Complete Form: Supplier Change Request (OSK-F1000)

- Email completed F1000 to appropriate Change Request address
  - JLG China: changerequestchina@jlg.com
  - JLG EMEA (Europe, Middle East, Africa) changerequesteame@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 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.
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.**