

# Standard Motor Products

Independence, Kansas

## Procedure

|  |                                      |                            |
|--|--------------------------------------|----------------------------|
| Subject / Title:<br><p style="text-align: center;"><b>PURCHASING (4.6)</b></p> | Document No.: 400456<br>CN No: 36894 | Rev AF<br><br>Page 1 of 34 |
| Initiator: Cathy O'Mara  | Origination Date: 10/15/01           |                            |
| Department Manager: Wanda Torres   | Revision Date: 09/28/2018            |                            |
|  | Effective Date: Upon Release         |                            |
|  |                                      |                            |
|  |                                      |                            |

**1.0 SCOPE:**

*Applies to all purchases from suppliers for materials, equipment and services.*

**2.0 PURPOSE:**

*Assure availability of quality materials, equipment and services in the required time frame.*

**3.0 RELATED DOCUMENTS: “To the extent specified herein”**

|  |        |
|--|--------|
| Receiving Inspection Procedure .....         | 400708 |
| Production Part Approval Process Manual..... | 400485 |
| Supplier Profile .....                       | 412014 |
| Purchased Item/Supplier Evaluation.....      | 410104 |

**4.0 DEFINITIONS:**

|                                |  |
|--------------------------------|--|
| AIAG .....                     | Automotive Industry Action Group   |
| Approved Supplier List.....    | Quality Assurance Maintained Data Base                                   |
| Resale .....                   | Item which is purchased for resale                                       |
| CNF .....                      | Change Notice Form   |
| JDE .....                      | Standard Motor Products computer system software package                 |
| Corrective Action.....         | Actions taken to eliminate product or process nonconformity              |
| Customer Supplied Item .....   | Any item supplied by the customer  |
| Design Change.....             | Change that may affect fit, form, or function                            |
| DNCAR.....                     | Discrepancy Notice and Corrective Action Request                         |
| Initial Samples.....           | Samples of new item, design change, source change or process change item |
| Layout Inspection.....         | An initial inspection that includes essential specification requirements |
| M/B.....                       | Make/Buy   |
| Material Classification .....  | Purchased item material class see section 6.9                            |
| MRB .....                      | Material Review Board  |
| MRO.....                       | Maintenance, Repair and Operation  |
| On Site Survey .....           | Survey in Supplier System Survey Procedure                               |
| PPAP.....                      | Production Part Approval Process (see QS9000)                            |
| Purchase Order .....           | The vehicle that binds a commitment for materials, equipment or services |
| Purchasing Representative..... | Person responsible for Supplier Profile information maintenance.         |

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Qualification Testing..... Testing as may be done to determine "Fit, Form and Function"  
Requisitioner..... One who initiates a request for purchase  
Second Party Audit.....Supplier On-Site Audit by SMP-I  
SMP-I..... Standard Motor Products, Independence  
SQR..... Supplier Quality Requirements  
Supplier..... One who supplies a product, equipment or service to a user  
Supplier Score Card..... A monthly supplier report card sent to the supplier  
Supplier Profile..... A comprehensive survey that is completed by a supplier to SMP-I

### 5.0 SAFETY CONSIDERATIONS / PRECAUTIONS:

As required

### INDEX

6.0 ..... 400456 Purchasing Level II  
6.9 ..... Supplier Quality and Material Policy  
6.10 ..... Distribution of Change Notice Forms-Purchasing  
6.12 ..... PUR-1

### 6.0 PROCEDURE:

#### 6.1. General

**6.1.1** Suppliers are approved, by item number, upon completion of the Supplier Item/Supplier Evaluation as instructed in section 6.8 of this document.

Where the customer has an approved subcontractor list, parts are purchased from the customers approved subcontractor list. For identification, Material Class 100 is given to parts where the customer has an approved subcontractor list, as instructed in the Supplier Quality and Material Policy section 6.9 of this document. Additional subcontractors can be added only through the customer's Materials Engineering activity. The appropriate customer engineering function to be considered will be contacted before adding to the existing customer approved subcontractor list.

**6.1.2** Periodically existing suppliers will be sent a packet asking for a signed statement of compliance to current governmental environmental, health and safety constraints on restricted, toxic and hazardous materials as well as electrical and electromagnetic

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considerations applicable to the country of manufacture and sale. New suppliers will also be sent the same packet.

### 6.1.3 Receipt of material.

- Verification of conformance to engineering specifications through incoming inspection as instructed in the Receiving Inspection Procedure 400708 (SEE SECTION 3.0)
- Corrective action system.

## 6.2. Evaluation of Subcontractors

**6.2.1** Assessments of suppliers are carried out by Materials, Quality Engineering, Engineering and/or Manufacturing.

**6.2.2** To obtain supplier business and business practices information for supplier evaluation the Supplier Profile, suppliers are directed to company website (smppcorp.com) to obtain form 412014 and SMP Supplier Evaluation Form.

Supplier Profile is a supplier evaluation and supplier requested to complete and return for one of the following reasons:

- (1) Preliminary Evaluation of a Potential Supplier.
- (2) Re-evaluation of an existing supplier.
- (3) Pre-Survey leading to an On-Site survey.

Supplier Quality System development is performed using IATF 16949:2016 as the fundamental quality system requirement with ISO 9000:2015 as the first step. Data is reflected in the supplier performance summaries (*in development*), quality records, and supplier profiles.

**6.2.3** Supplier Performance Summary of suppliers is monitored.

- Quality records
- Cost related delivery
- PPM
- Customer Satisfaction
- Supplier Rating Scorecards

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Supplier(s) showing inadequate performance are asked to implement corrective action as appropriate. Top suppliers with 3 months of being problematic and with the highest dollar amount may warrant a site visit.

- 6.2.4** Suppliers are required to have on time delivery performance to the degree necessary to avoid “line down” occurrences. In the event that the supplier issue causes a quality/delivery disruption of the magnitude that SMP's customer is effected, SMP will notify their customers of the situation. The appropriate planning information and purchase commitments to enable suppliers to meet these expectations are provided.

### **6.3 Purchasing Data**

- 6.3.1** Purchasing documents may contain data describing the product ordered including where applicable:
- the type
  - material class, as instructed in the Supplier Quality/Material Policy section 6.9 of this document
  - grade
  - other precise identification.

Positive identification data and the applicable issue of specifications, drawings, process requirements, inspection instructions, approval and qualification requirements, and special instructions are also included in the data.

- 6.3.2.** Purchasing documents are reviewed and approved by the buyer for adequacy of specified requirements and where appropriate, procedures, processes, equipment, and quality management system requirements, prior to release. Permission to purchase inventory items is limited to personnel with authorized buyer permission. Management approval is required for issuance of all buyer permissions. OSHA requirement 29CFR1910.1200 assures that governmental and safety constraints on restricted, toxic, and hazardous substances are complied with relative to purchased products and the manufacturing process.
- 6.3.3** SMP-I assures compliance with the latest applicable statutory, regulatory and other requirements in the countries where they are manufactured and in the customer-identified countries of designation.

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### **6.4. Verification of Purchased Product.**

**6.4.1.** Using Risk Analysis as the basis, SMP-I may choose to perform a second-party (on-site) audit for one or more of the following:

- Customer Request
- Quality issue which results in RGA from customer
- A recurring quality issue found at SMP-I
- High dollar amount with three or more months of Supplier Scorecard less than 80.

**6.4.2.** Where specified in the contract, the customer or the customer representative is afforded the right to verify at the suppliers' premises and SMP-I premises that suppliers product conforms to specified requirements. Such verification is not to be used as evidence of effective control of quality by the supplier. Verification by the customer does not absolve SMP-I of the responsibility to provide acceptable product, nor does it preclude subsequent rejection by the customer.

### **6.5 Suppliers are defined as follows: (see 400708)**

#### **Certified:**

A supplier that has sufficient quality history at the purchased item level, will be defined as certified when they are placed on "Dock to Stock" status.

#### **Approved:**

Approved Level III or Level IV PPAP. A supplier that does not have sufficient quality history and/or has a status that requires some level of inspection at the receiving process.

### **6.6 RESPONSIBILITIES:**

**6.6.1** The Buyer has the overall responsibility and authority for the issuance of purchase orders and will:

- Monitor supplier performance.

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- Maintain records of supplier compliance to safety and hazardous material issues and regulations.
- Review and approve purchasing documents.
- Request and obtain corrective action from suppliers.

### **6.7 RECORDS, FORMS, AND TAGS:**

Supplier Profile – 412014

Smp Supplier Evaluation Form

### **6.8 PURCHASED ITEM/SUPPLIER EVALUATION**

#### **6.8.1 APPROVAL FOR NEW/REVISED ITEMS/SUPPLIERS:**

The approval process for a new or revised item and/or a new supplier/item is as follows. (Applies only to class 100 or 200 materials, finished goods and subcontracted material services. Does not apply to class 300 items or materials.)

1. Request a sample material or item quantity from the supplier for evaluation.
2. If the supplier will not provide a free sample quantity issue a Purchase Order for the samples. (Do not issue the Purchase Order for a production quantity order, unless an emergency order quantity is required for production prior to supplier item approval).
3. The buyer requests the supplier to provide a Level III PPAP for Material Class 100 items or Level IV PPAP for Material Class 200 items.
4. PPAP's will not be required for metal or packaging materials. Any Certificate of Analysis or Certificate of Conformance required will be called out on print.
5. The buyer request supplier drawings, Certificate of Analysis and test specifications as may assist SMP-I in evaluating the samples.
6. When samples are received, the buyer completes a Lab Request Form and takes it, along with print and the samples to Receiving Inspection.
7. Quality will proceed with the required inspection.
8. When samples pass Inspection, buyer takes PPAP paperwork, samples and Quality readings to Supplier Quality Engineer.
9. Approval of the PPAP by Quality will establish inspection status and provides approval information to the buyer.
10. Disapproved PPAP will bar additional purchase orders from being placed for the identified item until the quality issue has been resolved

#### **6.8.2 RECEIVING INSPECTION EVALUATION:**

1. Performs any inspection of measurements that can be done outside of the CMM.

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2. Takes Lab Request Form, print and samples to CMM for completion of measurements.
3. Notifies buyer when inspection is complete.

### **6.8.3 FAILURE TO ACCEPT:**

Initial production samples that do not pass inspection and do not work in the application will not get PPAP approval. A DNCAR will be written as a Quality record. If samples were pulled from a production size lot quantity the lot will be rejected following Receiving Inspection Procedures, and stays in "Inspection Status".

The DNCAR will be keyed into the database but will not be reported for corrective action follow-up. The DNCAR will be routed to the buyer and will be used as an information form, to aid the supplier in providing corrections that may improve fit, form or function. The buyer will be responsible for assuring the information is forwarded to the supplier for sample improvement.

### **6.8.4 CUSTOMER SUPPLIED ITEMS:**

Customer supplied items are evaluated the same as purchased items unless the agreement is to "use as is". They will remain in "Inspection Status" until a quality history is developed per receiving inspection procedures.

### **6.8.5 PPAP DISAPPROVAL:**

Disapproval occurs when an item fails to meet all specified requirements in accordance with this instruction and will:

Disapproval of the PPAP stops the subsequent purchase of production quantities of material from the supplier at the item number level.

Disapproval of the PPAP may be deferred by consensus of Purchasing, Quality and/or Engineering. The item will be re-evaluated on the next shipment against an open purchase order. They will remain in "Inspection Status" until a quality history is developed per receiving inspection procedures.

### **6.8.6 SUPPLIER/ITEM DISQUALIFICATION:**

If disqualification of a previously approved supplied item is prudent, a review of the item status will occur by Quality, Engineering and Purchasing. Additional reviews may be requested when appropriate. Concurrence of all who review will result in the PPAP being disqualified. No additional purchases from that supplier for that item may occur

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until a new PPAP is presented and approved samples have been received. A supplier/item may be disqualified for any number of reasons, including but not limited to the following:

1. Recurrent quality problems resulting in a history of rejections on a given item as indicated by rejections of any two consecutive incoming lots.
2. Recurrent delays in production due to poor delivery from supplier within the specifications of the Supplier Quality and Material Policy (See 7.0).
3. Customer complaints or product recall resulting from poor supplier quality.
4. Lack of supplier cooperation in meeting customer specified requirements (including SPC, PPAP, product certification, third party registration or equipment calibration programs) as specified in the Supplier Quality and Material Policy (See 6.9 of this document) and other Engineering and Quality Assurance specifications.

### **6.8.7 CONDITIONAL RE-SUBMISSION OF SAMPLES:**

After an item has been disapproved or disqualified, that supplier may not submit additional samples for evaluation except under one or more of the following conditions:

1. An SMP-I error in inspection or test results is discovered which prevented supplier from being approved.
2. Supplier has made a written commitment to correct all problems identified in the initial evaluation.
3. Supplier has passed an approved third party registration since submitting original samples and is recommended for reevaluation.
4. If members of Quality, Engineering and Purchasing agree to allow additional samples to be submitted.
5. One calendar year has passed since last evaluation for subject item.

### **6.8.8 APPROVED PPAP's:**

PPAP's are considered acceptable so long as there is no change in the source, the quality level remains acceptable and the process or the design has not changed. If no receipt has been received from the approved supplier in any twelve-month period, they are put back to "Inspection Status" so the next receipt is inspected.

### **6.8.9 QUALITY INPUT:**



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Quality may require input for the PPAP approval/disapproval process from any of the following:

1. Quality
2. Engineering
3. Customer
4. Sales
5. Purchasing
6. Manufacturing

Quality however retains the final decision.

### **6.8.10 SAMPLE RETENTION:**

Samples may be retained in some cases as follows:

1. Receiving Inspection: (one sample).
2. Packaging Engineering: (one sample)

### **6.8.11 RECORDS, FORMS, AND TAGS:**

Layout Inspection Report  
Lab Request Form

## **6.9 SUPPLIER QUALITY and MATERIAL POLICY**

### **6.9.1 PROCEDURE**

#### **6.9.1.1 MATERIAL CLASSIFICATION:**

All engineering driven purchased raw materials and/or products purchased for resale are designated to classes defined below. This class designation may be specified on SMP-I engineering documentation as drawings are revised or issued.

#### **6.9.1.2 ENVIRONMENTAL IMPACT:**

Materials, chemicals, or products that have been designated as having potential environmental impact are purchased from manufacturers and or distributors that must satisfy Federal and State environmental requirements for packaging, labeling and transportation. SMP-I in house drawings for these items will reflect SMP-I requirements.

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These drawings may be labeled with Material Class “100”, “200”, or “300” as determined by engineering.

### **6.9.1.3 Class “100” Materials or Products**      **Definition:**

Standard or special items supplied to SMP-I engineering drawings and specifications for which non-conformance may result in failure to comply with safety, government, or customer contracted requirements for fit, form function, quality, reliability, service or price. Level III PPAP’s are required (except for proprietary material) from the supplier for Class “100” materials and buy out products on a part number by part number basis. If PPAP is not received, additional inspection is required as described in 400708. SMP-I and/or SMP-I’s customer retains final approval for any change made to components, processes, or final products.

Items included in this class:

- Material/item with supplier controlled customer contracted requirements.
- Material/item with supplier controlled SMP-I designated requirements.
- Material/item with supplier controlled government requirements.
- Items affecting safety.

### **6.9.1.4 CLASS “200” Materials or Products**      **Definition:**

Industry standard item, catalog item or special item, where specifications are not specifically controlled by customer contract. Level IV PPAP’s are required. SMP-I engineering drawings and specifications may be provided or item may be designated by reference to industry standards or commercial catalog descriptions/part numbers.

Additional requirements, may be requested on an item by item basis. These additional requirements will originate in engineering documentation.

### **6.9.1.5 CLASS “300” Materials or Products**      **Definition:**

Commercial grade item supplied per SMP-I engineering drawings, accepted industry standards or from supplier catalogs (i.e., janitorial and office supplies). No buyout (re-saleable item) or component going into our product can be designated Class “300” or moved to a Class “300” unless approved by the Director of Engineering. Under normal circumstances, there will be no receiving inspection done on Class “300” materials or products, by the quality department.

### **6.9.2 OLD FIVE (5) CLASS MATERIAL SYSTEM versus NEW THREE (3) CLASS SYSTEM:**

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Because there are old drawings which will be required for a long time it is necessary that we cross-reference the old (5) class designation to the new (3) class system. Use the following for cross-referencing.

| <u>Old Material System Class</u> |                      | <u>New Material System Class</u> |
|----------------------------------|----------------------|----------------------------------|
| 1 & 2                            | will be contained in | “100”                            |
| 3 & 4                            | will be contained in | “200”                            |
| 5                                | will be contained in | “300”                            |

### 6.9.3 PURCHASE ORDERS:

Purchase orders will also show the drawing revision level for the item being procured.

### 6.9.4 ENGINEERING:

Engineering department is responsible for populating the commodity code field on the drawing with the appropriate material class.

### 6.9.5 RECEIVING INSPECTION:

Purchased products previously received with acceptable quality history will not have a PPAP on file. See Certified Item Status (400708).

Receiving inspection personnel will maintain an active file of supplier PPAP documents for those supplier items requiring PPAP's. (Ref. 400708)

### 6.9.6 RECORDS, FORMS & TAGS:

Purchase Order - JDE - Hard Copy

## 6.10 Distribution of Change Notice Forms – Purchasing

- Receive CNF notification via e-mail.
- Print all CNF's that contains purchased parts.
- Identify correct buyer, supplier and supplier contact information.
- Print current revision of print from FastLook.
- Send to supplier via email or fax. If faxed, notify buyer. If emailed, copy buyer.
- Log in spreadsheet located K:\\_Departments\Purchasing\Purchasing\Change Notices.

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- Buyer will be responsible for ensuring Routing is set to have purchased parts being changed to be inspected when print is changed.

### **6.10.1 RECORDS, FORMS, AND TAGS:**

Change Notice Log

## **6.11 Supplier Profile:**

### **6.11.1 SUPPLIER PROFILE:**

Decision has been made to direct supplier to website (SMPCORP.COM) for completion of Supplier Profile Packet.

### **6.11.2 RECORDS, FORMS, AND TAGS:**

Supplier Profile Packet 412014

## **6.12 BUYOUT OR INTERCOMPANY INVENTORY COMMODITY MOVEMENT: PUR-1**

### **6.12.1 REVIEW REQUIREMENTS:**

Requirements are reviewed by the buyer/planners at least weekly using JDE screens (Ref. JDE Purchasing Handbook)

### **6.12.2 PURCHASE ORDER PLACEMENT:**

New purchase orders are placed by buyer/planners with approved suppliers at least weekly.

### **6.12.3 SUBCONTRACTING PURCHASE ORDERS:**

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See Section 6.12.10

### **6.12.4 PRINT PURCHASE ORDERS:**

Purchase orders and all purchase order changes can be printed separately or in a batch each day.

### **6.12.5 SUPPLIER APPROVAL:**

Supplier approval is attained through the PPAP process (SEE SECTION 6.8).

### **6.12.6 PURCHASE ORDER APPROVAL:**

For inventory items. Buyer/Planner releases PO in JDE system.

PO's released in system follow authorization matrix:

- 1) Up to \$50K – Planner / Buyer
- 2) \$50,001 to \$100K – Planner / Buyer and Responsible Area Manager
- 3) \$100,001 and above – Planner / Buyer, Responsible Area Manager, Plant Manager (or designee)

### **6.12.7 INTER-COMPANY PURCHASE ORDERS:**

Purchase orders or requisition numbers resulting from inter-company are phoned, faxed, emailed, confirmed on supplier web-site, or hand-delivered to supplier by buyer/planners with the request for acknowledgement/confirmation.

### **6.12.8 PURCHASE ORDER RETENTION/FILING:**

- Purchase orders and amendments are to be retained for seven (7) years as per SMP Corporate Retention Policy.
- The buyer/planners or, their assignee, file the purchase orders no less than monthly

### **6.12.9 SUPPLIER CONFIRMATION:**

If supplier confirmation suggests agreed-to purchase order changes (ref 6.3.2 paragraph 2), the buyer/planners make the changes. As confirmations are received, and once any

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necessary changes are made, the confirmation is filed with the original purchase order by the buyer/planners or their assignee.

### 6.12.10 OUTSIDE PROCESS

**After MRP report is pulled and saved for buyers it should also include Make Messages. Buyer responsible for outside process will save Make Messages on computer hard drive for easy access and in weekly folders for proof of why parts were ordered. Copy of what file should look when saved on excel file is attached at bottom of instructions.**

**Once saved, open and look at only your buyer code parts. Save only your parts on another tab. Delete columns you do not need such as Stocking type, buyer code, and PRP4. Only columns needed are: part numbers, Message type, Qty, WO#, Requested date, and Start date. After all columns are saved that you will need your file should look like this:**

| ITEM        | MSG_TYPE | QTY  | WO#      | REQUESTED | START    |  |  |
|-------------|----------|------|----------|-----------|----------|--|--|
| 100VG169S   | O        | 55   | 0        | 20140930  | 20140923 |  |  |
| 100VG169S   | O        | 157  | 0        | 20141014  | 20141007 |  |  |
| 100VG169S   | O        | 157  | 0        | 20141028  | 20141021 |  |  |
| 100VG169S   | O        | 84   | 0        | 20141111  | 20141104 |  |  |
| 100VG169S   | O        | 187  | 0        | 20141125  | 20141118 |  |  |
| 100VG169S   | O        | 187  | 0        | 20141209  | 20141202 |  |  |
| 100VG169S   | O        | 104  | 0        | 20141223  | 20141216 |  |  |
| 100930079   | D        | 4    | 90000054 | 20140718  | 20140718 |  |  |
| 100930079   | T        | 4    | 90000054 | 20140718  | 20140718 |  |  |
| 805CA1013RX | E        | 3568 | 2584288  | 20140801  | 20140714 |  |  |
| 805CA1064X  | B        | 2500 | 0        | 20140725  | 20140721 |  |  |
| 805CA1066   | O        | 2767 | 0        | 20140825  | 20140811 |  |  |
| 805CA1138X  | O        | 2222 | 0        | 20141219  | 20141205 |  |  |
| 805CA1184X  | O        | 3333 | 0        | 20141226  | 20141114 |  |  |
| 805CA1185X  | B        | 4000 | 0        | 20140721  | 20140721 |  |  |
| 805CA381X   | B        | 2020 | 0        | 20140721  | 20140721 |  |  |
| 805CA381X   | O        | 4040 | 0        | 20141031  | 20141002 |  |  |
| 805CA474B   | O        | 3855 | 0        | 20141226  | 20141114 |  |  |
| 805CA485    | O        | 7778 | 0        | 20140926  | 20140905 |  |  |
| 805CA803    | O        | 4444 | 0        | 20141031  | 20141017 |  |  |

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**Filter on Start date for items less than out five weeks from current date. Then filter to look at MSG Type B & O's for all parts that need to be ordered. Now your file should look like this:**

| ITEM         | MSG_TYPE | QTY   | WO# | REQUESTED | START    |  |  |
|--------------|----------|-------|-----|-----------|----------|--|--|
| 805CA1064X   | B        | 2500  | 0   | 20140725  | 20140721 |  |  |
| 805CA1066    | O        | 2767  | 0   | 20140825  | 20140811 |  |  |
| 805CA1185X   | B        | 4000  | 0   | 20140721  | 20140721 |  |  |
| 805CA381X    | B        | 2020  | 0   | 20140721  | 20140721 |  |  |
| 805CA803X    | B        | 17776 | 0   | 20140721  | 20140721 |  |  |
| 805CPS556-D  | O        | 2500  | 0   | 20140829  | 20140815 |  |  |
| 805G-12490   | B        | 2     | 0   | 20140721  | 20140721 |  |  |
| 805G-12570   | O        | 2308  | 0   | 20140926  | 20140815 |  |  |
| 805G-14223   | O        | 100   | 0   | 20140908  | 20140728 |  |  |
| 805G-2345    | B        | 2216  | 0   | 20140801  | 20140721 |  |  |
| 805G-27420-C | O        | 475   | 0   | 20140926  | 20140805 |  |  |
| 805G-4065    | B        | 452   | 0   | 20140825  | 20140721 |  |  |
| 805G-4065    | B        | 400   | 0   | 20141024  | 20140721 |  |  |
| 805G-4623    | O        | 2679  | 0   | 20140829  | 20140815 |  |  |
| 805G-5800    | B        | 1248  | 0   | 20140721  | 20140721 |  |  |
| 805G-5807    | O        | 2500  | 0   | 20140829  | 20140815 |  |  |
| 805MAPHDW1   | O        | 379   | 0   | 20140826  | 20140806 |  |  |
| 805020575-1  | B        | 1548  | 0   | 20140814  | 20140721 |  |  |
| 805020575-1  | O        | 1781  | 0   | 20140910  | 20140812 |  |  |

**Open up Supply and Demand screen in JDE and put in first number on Make Messages list.**

| 4021                | Supply/Demand Inquiry |           |          | Branch/Plant . . . | 11201                     |
|---------------------|-----------------------|-----------|----------|--------------------|---------------------------|
|                     |                       |           |          | Unit of Measure    | EA                        |
|                     |                       |           |          | Thru Date. . .     |                           |
| Item Number . . . . | 805CA1064X            |           |          | BR. ARM 680.00     | (K)                       |
| Leadtime Level . .  | 30 Fixed              |           |          |                    |                           |
| Promise             |                       |           |          |                    |                           |
| 0 Demand            | Supply                | Available | Date     | Order No Ty        | Customer/Supplier Name    |
|                     |                       |           | 07/21/14 |                    |                           |
|                     | 2500                  | 2500      | 07/25/14 | WO                 | INFINITECH SURFACE FINISH |
|                     | 220                   | 2280      | 07/25/14 | OT                 | 11301                     |
|                     | 274                   | 2006      | 08/22/14 | OT                 | 11301                     |
|                     | 257                   | 1749      | 09/19/14 | OT                 | 11301                     |
|                     | 199                   | 1550      | 10/17/14 | OT                 | 11301                     |
|                     | 185                   | 1365      | 11/14/14 | OT                 | 11301                     |
|                     | 291                   | 1074      | 12/12/14 | OT                 | 11301                     |

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**Hit F9 to see if you have components to send out this part. If you have any items that have a negative number under available such as below:**

30205 .....Part Availability..... Branch/Plant . . . . .11201  
 Type Bill. . . . .M  
 Mode . . . . .1  
 As of. . . . .07/21/14

Parent Item. . . . .805CA1064X..... BR. ARM 680.00 (K)  
 Requested Quantity .....1 EA  
 Requested w/Shrink 1

| 0 Lvl | Component Item | Description | Required | On Hand | Available | UM |
|-------|----------------|-------------|----------|---------|-----------|----|
| 1     | 805CA1064X-1   | BR ARM (K)  | 1        |         | -1        | EA |

**If you have a negative number then you do not have components to send out for outside process. Enter on your file in column next to start date “shortage” and in next column the component you are short. EXAMPLE:**

| ITEM      | MSG_TYP | QTY  | WO # | REQUESTE D | START    |          |            |
|-----------|---------|------|------|------------|----------|----------|------------|
| 805CA1064 | E       |      |      |            |          |          | 805CA1064X |
| X         | B       | 2500 | 0    | 20140718   | 20140714 | shortage | -1         |

**Do this process for each part number on the message list to eliminate ordering any parts you do not have components to send out. Your file should now look something like this:**

| ITEM        | MSG_TYP | QTY   | WO # | REQUESTE D | START    |          |              |
|-------------|---------|-------|------|------------|----------|----------|--------------|
| 805CA1064X  | B       | 2500  | 0    | 20140725   | 20140721 | shortage | 805CA1064X-1 |
| 805CA1066   | O       | 2767  | 0    | 20140825   | 20140811 | shortage | 805CA1066-1  |
| 805CA1185X  | B       | 4000  | 0    | 20140721   | 20140721 | shortage | 805CA1185X-1 |
| 805CA381X   | B       | 2020  | 0    | 20140721   | 20140721 |          |              |
| 805CA803X   | B       | 17776 | 0    | 20140721   | 20140721 | shortage | 805CA803X-1  |
| 805CPS556-D | O       | 2500  | 0    | 20140829   | 20140815 |          |              |
| 805G-12490  | B       | 2     | 0    | 20140721   | 20140721 | shortage | 805G-12491   |



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|              |   |       |   |          |          |          |             |
|--------------|---|-------|---|----------|----------|----------|-------------|
| 805G-12570   | O | 2308  | 0 | 20140926 | 20140815 | shortage | 805G-12571  |
| 805G-14223   | O | 100   | 0 | 20140908 | 20140728 |          |             |
| 805G-2345    | B | 2216  | 0 | 20140801 | 20140721 | shortage | 805G-23451  |
| 805G-27420-C | O | 475   | 0 | 20140926 | 20140805 |          |             |
| 805G-4065    | B | 452   | 0 | 20140825 | 20140721 | shortage | 805G-3423   |
| 805G-4065    | B | 400   | 0 | 20141024 | 20140721 | shortage | 805G-3423   |
| 805G-4623    | O | 2679  | 0 | 20140829 | 20140815 | shortage | 805G-46231  |
| 805G-5800    | B | 1248  | 0 | 20140721 | 20140721 | shortage | 805G-58001  |
| 805G-5807    | O | 2500  | 0 | 20140829 | 20140815 | shortage | 805G-5807-1 |
| 805MAPHDW1   | O | 379   | 0 | 20140826 | 20140806 |          |             |
| 805020575-1  | B | 1548  | 0 | 20140814 | 20140721 | shortage | 805020575-2 |
| 805020575-1  | O | 1781  | 0 | 20140910 | 20140812 | shortage | 805020575-2 |
| 805020595-1  | O | 1296  | 0 | 20140825 | 20140725 | shortage | 8.05E+08    |
| 805023016    | O | 5612  | 0 | 20141002 | 20140731 |          |             |
| 805023421    | O | 5000  | 0 | 20141014 | 20140805 |          |             |
| 805036277T   | O | 5000  | 0 | 20141024 | 20140801 |          |             |
| 805036351G   | O | 5000  | 0 | 20141202 | 20140729 |          |             |
| 805046183L   | O | 10000 | 0 | 20141007 | 20140731 |          |             |

**Highlight all parts you listed that had a shortage you will come back to them later.**

**Filter only on the blanks where you were placing shortage so the file will only show parts you have components to order. Now your file should look like this:**

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| ITEM         | MSG_TYPE | QTY   | WO# | REQUESTED | START    |  |  |
|--------------|----------|-------|-----|-----------|----------|--|--|
| 805CA381X    | B        | 2020  | 0   | 20140721  | 20140721 |  |  |
| 805CPS556-D  | O        | 2500  | 0   | 20140829  | 20140815 |  |  |
| 805G-14223   | O        | 100   | 0   | 20140908  | 20140728 |  |  |
| 805G-27420-C | O        | 475   | 0   | 20140926  | 20140805 |  |  |
| 805MAPHDW1   | O        | 379   | 0   | 20140826  | 20140806 |  |  |
| 805023016    | O        | 5612  | 0   | 20141002  | 20140731 |  |  |
| 805023421    | O        | 5000  | 0   | 20141014  | 20140805 |  |  |
| 805036277T   | O        | 5000  | 0   | 20141024  | 20140801 |  |  |
| 805036351G   | O        | 5000  | 0   | 20141202  | 20140729 |  |  |
| 805046183L   | O        | 10000 | 0   | 20141007  | 20140731 |  |  |
| 80524-395B   | O        | 2256  | 0   | 20141003  | 20140801 |  |  |
| 805603032AS  | O        | 11    | 0   | 20140911  | 20140721 |  |  |
| 805708017    | O        | 255   | 0   | 20141008  | 20140806 |  |  |
| 805709204    | O        | 354   | 0   | 20141010  | 20140808 |  |  |
| 805709209    | O        | 405   | 0   | 20140926  | 20140725 |  |  |
| 805709210CLR | O        | 7678  | 0   | 20140926  | 20140725 |  |  |
| 805709211    | B        | 15987 | 0   | 20140919  | 20140721 |  |  |
| 805709212    | O        | 977   | 0   | 20141003  | 20140801 |  |  |
| 805709212CLR | O        | 700   | 0   | 20141010  | 20140808 |  |  |
| 805709230CLR | O        | 195   | 0   | 20140926  | 20140725 |  |  |
| 805709242CLR | O        | 671   | 0   | 20141017  | 20140815 |  |  |
| 805709243    | O        | 3809  | 0   | 20141003  | 20140801 |  |  |
| 805709608CLR | O        | 300   | 0   | 20141003  | 20140801 |  |  |
| 805709612    | O        | 282   | 0   | 20141010  | 20140808 |  |  |
| 805709613CLR | O        | 1127  | 0   | 20141003  | 20140801 |  |  |
| 805709618CLR | O        | 3827  | 0   | 20141003  | 20140801 |  |  |
| 805709623    | O        | 1294  | 0   | 20140926  | 20140725 |  |  |
| 805709632    | O        | 34    | 0   | 20141017  | 20140815 |  |  |
| 805709637CLR | O        | 20937 | 0   | 20140926  | 20140815 |  |  |
| 805709695    | O        | 191   | 0   | 20141003  | 20140801 |  |  |
| 805913039    | O        | 850   | 0   | 20140912  | 20140801 |  |  |
| 805924163    | O        | 1907  | 0   | 20141003  | 20140812 |  |  |
| 805937051    | O        | 10000 | 0   | 20140829  | 20140815 |  |  |
| 805954890    | O        | 27305 | 0   | 20140915  | 20140804 |  |  |

Now you are ready to place work orders for outside process.

1. In supply and Demand you enter the first part number.
2. Hit F9 to see what components you need to send out for this part to be made.

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3. Take the part with the lowest qty to cover your ordering needs and copy it. If there is only 1 component copy it.

30205 **Part Availability** Branch/Plant . . . . . 11201  
Process Type . . . . . M  
Mode . . . . . 1  
As of . . . . . 07/21/14

Process . . . . . 805603032AS HOUSING & TUBE ASSY (BRAZ  
Requested Quantity . . . . . 1 EA  
Requested w/Shrink . . . . . 1

| 0 | Lvl | Ingredient | Description     | Required | On Hand | Available | UM |
|---|-----|------------|-----------------|----------|---------|-----------|----|
|   | 1   | 80514539   | TUBE K          | 1        | 38424   | 37934     | EA |
|   | 1   | 80515671   | FITTING K       | 1        | 643     | 153       | EA |
|   | 1   | 805603029  | UPPER HOUSING K | 1        | 6054    | 5564      | EA |

4. Open another screen in JDE to show the where used on that part.

30201 **Single Level Where Used (BMUS)** Component Branch . . . . . 11201  
Mode . . . . . 1  
As of . . . . . 07/21/14  
Bill type . . . . . \*  
Grade . . . . . -  
Potency . . . . . -

Component Number . . . . . 805CA381X-1 STAT. ARM (K)  
Parent Quantity . . . . . 1 \*

| 0 | Level | Item      | Description          | Quantity Per | UM | T | Line |
|---|-------|-----------|----------------------|--------------|----|---|------|
|   | 1     | 805CA381X | STAT ARM (50.00) (K) | 1.0000       | EA | M | 1.0  |

5. Make sure that you do not supply that same component to another facility before sending out for outside process. To check that you would place the other branch plant number in the component branch. If nothing comes up then you are good to proceed.

30201 **Single Level Where Used (BMUS)** Component Branch . . . . . 11301  
Mode . . . . . 1  
As of . . . . . 07/21/14  
Bill type . . . . . \*  
Grade . . . . . -  
Potency . . . . . -

Component Number . . . . . 805CA381X-1 STAT. ARM (K)  
Parent Quantity . . . . . 1 \*

| 0 | Level | Item | Description | Quantity Per | UM | T | Line |
|---|-------|------|-------------|--------------|----|---|------|
|---|-------|------|-------------|--------------|----|---|------|

If something does come up then you have to determine how many parts are needed for your outside process orders and how many are needed for other facility.

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| 30201                      |             | Single Level Where Used (BMUS) |              | Component Branch . . . . . | 11301    |      |
|----------------------------|-------------|--------------------------------|--------------|----------------------------|----------|------|
|                            |             |                                |              | Mode . . . . .             | 1        |      |
|                            |             |                                |              | As of . . . . .            | 07/21/14 |      |
|                            |             |                                |              | Bill type . . . . .        | *..      |      |
|                            |             |                                |              | Grade . . . . .            | -        |      |
|                            |             |                                |              | Potency . . . . .          | -        |      |
| Component Number . . . . . |             | 805CPS556                      |              | SHELL (K)                  |          |      |
| Parent Quantity . . . . .  |             | 1                              |              | *..                        |          |      |
| Level                      | Item        | Description                    | Quantity Per | UM                         | T        | Line |
| 1                          | 100DR70GYS  | CONDENSER                      | 1.0000       | EA                         | M        | 8.0  |
| 1                          | 100DR70RDS  | CONDENSER                      | 1.0000       | EA                         | M        | 7.0  |
| 1                          | 100DR70S    | CONDENSER ASSEM                | 1.0000       | EA                         | M        | 8.0  |
| 1                          | 100DR90S    | CONDENSER                      | 1.0000       | EA                         | M        | 8.1  |
| 1                          | 100G-9092   | DIST. PART - MI                | 1.0000       | EA                         | M        | 1.0  |
| 1                          | 100GG-14841 | POINT & CONDENS                | 1.0000       | EA                         | M        | 1.0  |
| 1                          | 100GG-22071 | POINT & CONDENS                | 1.0000       | EA                         | M        | 1.0  |
| 1                          | 100GG-8176  | CONTACT W / CON                | 1.0000       | EA                         | M        | 1.0  |
| 1                          | 100GG-9115  | CONDENSER ASSY                 | 1.0000       | EA                         | M        | 1.0  |
| 1                          | 100JC34XS   | CONDENSER ASSEM                | 1.0000       | EA                         | M        | 9.1  |

In example above component is used in our Mexico facility also. By inputting each bulk number for EMX in supply and demand it can be determined that they will need a total of 14,596 of this component to make it through to end of year and IND needs 20,000 for outside process. EMX has on hand 12,814 which means they need an additional 1,782 pc to finish the year. There are available 25,000 components. This confirms that 20,000 components are available for outside process leaving 5,000 to send to EMX.

- If the part is only used in the one number then you have available the total qty to use for this order.

| 30201                      |             | Single Level Where Used (BMUS) |              | Component Branch . . . . . | 11201    |      |
|----------------------------|-------------|--------------------------------|--------------|----------------------------|----------|------|
|                            |             |                                |              | Mode . . . . .             | 1        |      |
|                            |             |                                |              | As of . . . . .            | 07/21/14 |      |
|                            |             |                                |              | Bill type . . . . .        | *..      |      |
|                            |             |                                |              | Grade . . . . .            | -        |      |
|                            |             |                                |              | Potency . . . . .          | -        |      |
| Component Number . . . . . |             | 80515671                       |              | FITTING K                  |          |      |
| Parent Quantity . . . . .  |             | 1                              |              | *..                        |          |      |
| Level                      | Item        | Description                    | Quantity Per | UM                         | T        | Line |
| 1                          | 805603032AS | HOUSING & TUBE ASSY (BRAZ      | 1.0000       | EA                         | M        | 4.0  |

If the part is used in more than one number you must look and see if that other number is needed and you have to save some of the available qty for the other number(s). You do not want to use all components for one part when they are needed for another number.

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|                  |  |                                |  |                  |          |
|------------------|--|--------------------------------|--|------------------|----------|
| 30201            |  | Single Level Where Used (BMUS) |  | Component Branch | 11201    |
|                  |  |                                |  | Mode             | 1        |
|                  |  |                                |  | As of            | 07/21/14 |
|                  |  |                                |  | Bill type        | *        |
|                  |  |                                |  | Grade            | -        |
|                  |  |                                |  | Potency          | -        |
| Component Number |  | 80515-373                      |  | 12295 (65-424)   |          |
| Parent Quantity  |  | 1                              |  | *                |          |

| Level | Item         | Description               | Quantity Per | UM | T | Line |
|-------|--------------|---------------------------|--------------|----|---|------|
| 1     | 805709209    | COVER/TUBE ASSY PLATED    | 1.0000       | EA | M | 2.0  |
| 1     | 805709209BLK | COV/TUBE ASSY-ZINC/BLD PL | 1.0000       | EA | M | 2.0  |
| 1     | 805709209CLR | COV/TUBE ASSY-ZINC/CLEAR  | 1.0000       | EA | M | 2.0  |

- Open another screen in JDE to see the actual qty available to make sure there are not any sitting in QCH or are already at VEND. Go to the summary availability screen in JDE to see this actual qty.

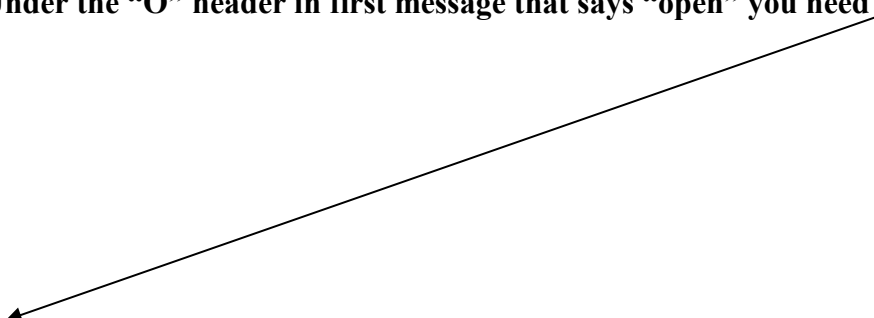
|             |  |                             |  |              |       |
|-------------|--|-----------------------------|--|--------------|-------|
| 41202       |  | Summary Availability (IAMS) |  | Branch/Plant | 11201 |
|             |  |                             |  | S/D          | D     |
| Item Number |  | 80515-373                   |  | U/M          | EA    |
|             |  | 12295 (65-424)              |  |              |       |

| P              | S | Location | On Hand      | Committed   | Available   | On Receipt |
|----------------|---|----------|--------------|-------------|-------------|------------|
| P              |   |          | 8891         |             | 8891        |            |
| S              |   | INSP     |              |             |             |            |
| S              |   | QCH      |              |             |             |            |
| S              |   | VEND     | 3000         | 3000        |             |            |
| S              |   | VSTAGE   |              |             |             |            |
| <b>Totals:</b> |   |          | <b>11891</b> | <b>3000</b> | <b>8891</b> |            |

For this example there is 3k in Vend for other work orders and 8891 available.

- Once you have determined date you need and that you do have enough components to cover your order or you have a qty that you can order without risking the components of another part number, you then can place your order.
- On the supply and demand screen in JDE you would hit F2
- Under the "O" header in first message that says "open" you need to put a "2"



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3411      ····MRP·Planning·Messages····

Cleared (Y) . . . . Y  
Demand Branch. . . . 11201  
Supply/Demand. . . . D  
Unit of Measure. . . . EA

Action Code. . . . I  
Item Number. . . . 805709230CLR ······ COVER/FITTING/ASSY PLATED  
Leadtime Level . . . . 45 Fixed

| O | T | Message | Order | Ty | Quantity | Required | Planner Remarks |
|---|---|---------|-------|----|----------|----------|-----------------|
| 2 | 0 | Order   | ····· | WO | 641      | 03/27/15 | ·····           |
| · | · | ·       | ·     | ·  | ·        | ·        | ·               |
| · | · | ·       | ·     | ·  | ·        | ·        | ·               |

**11. Tab over to “Quantity” column and put in the amount you want to order.**

3411      ····MRP·Planning·Messages····

Cleared (Y) . . . . Y  
Demand Branch. . . . 11201  
Supply/Demand. . . . D  
Unit of Measure. . . . EA

Action Code. . . . I  
Item Number. . . . 805709230CLR ······ COVER/FITTING/ASSY PLATED  
Leadtime Level . . . . 45 Fixed

| O | T | Message | Order | Ty | Quantity | Required | Planner Remarks |
|---|---|---------|-------|----|----------|----------|-----------------|
| 2 | 0 | Order   | ····· | WO | 800      | 03/27/15 | ·····           |
| · | · | ·       | ·     | ·  | ·        | ·        | ·               |
| · | · | ·       | ·     | ·  | ·        | ·        | ·               |

**12. Tab over to the “Required” column and put in the date you need the parts in house.**

3411      ····MRP·Planning·Messages····

Cleared (Y) . . . . Y  
Demand Branch. . . . 11201  
Supply/Demand. . . . D  
Unit of Measure. . . . EA

Action Code. . . . I  
Item Number. . . . 805709230CLR ······ COVER/FITTING/ASSY PLATED  
Leadtime Level . . . . 45 Fixed

| O | T | Message | Order | Ty | Quantity | Required | Planner Remarks |
|---|---|---------|-------|----|----------|----------|-----------------|
| 2 | 0 | Order   | ····· | WO | 800      | 09/12/14 | ·····           |
| · | · | ·       | ·     | ·  | ·        | ·        | ·               |
| · | · | ·       | ·     | ·  | ·        | ·        | ·               |

**13. Hit “enter” This will give you an order number.**

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|                          |   |                           |                                    |
|--------------------------|---|---------------------------|------------------------------------|
| 3411                     | <b>MRP Planning Messages</b>              | Cleared (Y) . . . . .     | <input type="checkbox"/> Y         |
|                          |   | Demand Branch. . . . .    | <input type="text" value="11201"/> |
|                          |   | Supply/Demand. . . . .    | <input type="checkbox"/> D         |
|                          |   | Unit of Measure. . . . .  | <input type="checkbox"/> EA        |
| Action Code. . . . .     | <input type="text" value="I"/>            |                           |                                    |
| Item Number. . . . .     | <input type="text" value="805709637CLR"/> | COV/FIT ASSY-ZINC/CLEAR P |                                    |
| Leadtime Level . . . . . | 30 Fixed                                  |                           |                                    |

| O                        | T                        | Message    | Order                | Ty | Quantity | Required | Planner Remarks |
|--------------------------|--------------------------|------------|----------------------|----|----------|----------|-----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Order      | <input type="text"/> | WO | 17189    | 02/16/15 |                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Order      | <input type="text"/> | WO | 15120    | 05/01/15 |                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Firm Order | 2595001              | WO | 17404    | 09/12/14 |                 |

14. Copy the order number and add to the file next to Start date and highlight that row so you can see that this part is completed so if you get interrupted you will know where you are on the list.

| ITEM        | MSG_TYPE | QTY  | WO# | REQUESTED | START    |         |
|-------------|----------|------|-----|-----------|----------|---------|
| 805CA381X   | B        | 2020 | 0   | 20140721  | 20140721 | 2594854 |
| 805CPS556-D | O        | 2500 | 0   | 20140829  | 20140815 | 2594873 |
| 805G-14223  | O        | 100  | 0   | 20140908  | 20140728 | 2594880 |
| 805MAPHDW1  | O        | 379  | 0   | 20140826  | 20140806 | 2594923 |

15. Do this process for each part number on the list.

16. Once you have all orders in place you then go in JDE to “W/O shop floor Docs (10-40)”

|                   |  |                    |
|-------------------|--|--------------------|
| V55MENU . . . . . | Standard Motor Products, Inc. . . . .  | SMPLEW01 . . . . . |
| INDSFC . . . . .  | Independence Shop Floor Menu . . . . . |                    |

|  |   |
|--|---|
| <p>... ORDER CREATION - MRP</p> <p>2. All Messages</p> <p>3. Messages By Part Number</p> <p>4. Supply &amp; Demand</p> <p>5. Cardex</p> <p>... WORK ORDER PROCESSING</p> <p>7. Manual W/O Create/Review</p> <p>8. W/O Shortages Report (10-30)</p> <p>9. W/O Shop Floor Docs (30-40)</p> <p>10. W/O Shop Floor Docs (10-40)</p> <p>11. REPRINT WO's to Shipping</p> <p>12. REPRINT Selected Work Order</p> | <p>... W/O COMPLETION REPORTING</p> <p>14. Super Backflush Partial Comp.</p> <p>15. Super Backflush Full Comp.</p> <p>... W/O COMPONENT SCRAP REPORTING</p> <p>17. W/O Inventory Issues Inquiry</p> <p>18. Work Order Component Scrap</p> <p>19. INDSFCRB - RATE BASE ENTRY</p> <p>20. VIR Unpack Repack Order Entry</p> <p>... W/O REPORTS</p> <p>22. W/O Shortage Rpt(10-30)by WO#</p> <p>23. W/O Shop Floor (30-40)by WO#</p> <p>24. W/O Earned Hours Report</p> |
|--|---|

17. Hit “enter”

18. Put in your user name as you would use when you log into JDE

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Values for : **User ID.** . . . . .

|                          |           |           |
|--------------------------|-----------|-----------|
| <b>KARMINT</b> . . . . . |           |           |
| . . . . .                | . . . . . | . . . . . |
| . . . . .                | . . . . . | . . . . . |
| . . . . .                | . . . . . | . . . . . |

19. Hit “enter”
20. Work order will print out
21. Once you have all of your work orders you then go to “Print PO’s Selective orders” and put each PO number that is listed on each work order and print them just like you do a purchasing message PO.
22. After all PO’s are printed paperclip each work orders to the corresponding PO.
23. Send PO’s and Work Orders to suppliers for confirmation of price and due date and let them know that components will ship out shortly.
24. For each order fill out a Vend Sub-Contract Form that will be emailed to shipping dept.
25. How to fill out: Date = current date, Ship to = Supplier name and address components will be shipped to, Sender = buyer, Vendor # = Supplier number at the top left corner of each PO, Purchase Order # = PO number, Under Part number to be Returned as you put the full part number with \*OP20 and WO#, in Qty column put in the qty of components being shipped to supplier, Under part number to vendor you list all components being shipped.
26. Give PO, Work order to your shipping dept. and once they have entered on White board and shipped components they will return PO, Work order, and copy of sub contract form for you to file.
27. The highlighted parts that you listed on your file as having a shortage, you now need to put those numbers that are short into “Item Branch/Plant Information” to determine who the buyer is for the component you are short on.

| ITEM       | MSG_TYPE | QTY  | WO# | REQUESTED | START    |          |              |          |           |
|------------|----------|------|-----|-----------|----------|----------|--------------|----------|-----------|
| 805CA1064X | B        | 2500 | 0   | 20140725  | 20140721 | shortage | 805CA1064X-1 | in house | 805CA803. |
| 805CA1066  | O        | 2767 | 0   | 20140825  | 20140811 | shortage | 805CA1066-1  | in house |           |
| 805CA1185X | B        | 4000 | 0   | 20140721  | 20140721 | shortage | 805CA1185X-1 | in house | 805CA118. |



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|           |   |       |   |          |          |          |             |          |          |
|-----------|---|-------|---|----------|----------|----------|-------------|----------|----------|
| 805CA803X | B | 17776 | 0 | 20140721 | 20140721 | shortage | 805CA803X-1 | in house | 805CA803 |
|-----------|---|-------|---|----------|----------|----------|-------------|----------|----------|

On example above all of these are made in house but two of them are waiting on a component that is purchased, the other two are waiting on the component to be made in house. Once you have all of those listed on your file, send the list to the buyers so they are made aware of what components they need to expedite in for you to send out for outside process.

### 6.12.11 OUTSIDE PROCESS RETURN FOR REWORK PROCESS

## Outside process Return for rework (DNCAR) Instructions

You receive a DNCAR and have notified the supplier for permission to screen or ship back.

If the supplier gives you an RMA number to return the parts to be reworked this is the process that must be followed.

Generate OM to return the parts back to the supplier. (Remember this is only for parts that will be reworked and returned.) Go to Return Material Authorization from Purchasing Menu #21

```
V55MENU...          .....Standard Motor Products, Inc.....          SMPLEW01..
INDPO.....          .....IND-Purchase Order Processing.....

... IND-Purchase Order Processing          ... Order Updates
2. Stock Order Entry & MRO Stock          14. Status Code Update
3. Non Stock order entry                  15. Purchasing Date Revisions
4. Reorder Point PO Processing           ... IND-Purchasing Order Receiving
... Purchase Order Print                  17. Enter Receipts by PO
7. Print Purchase Orders-Batch           18. MRO Receipts-By PO NON STOCK
8. Print PO(s) Selective Orders          19. Print Purchase Receiver
9. Reprint PO(s)(Originals Only)         ... Other Processing
10. Print Revised PO(s)-Changed          21. *Return Material Authorization
11. E-mail Purchase Orders               22. *Blanket Order Processing
12. Reprint WO-Outside Process           23. *Drop Ship Order Processing
                                          24. *Quote Management

Selection or command
===> 21.....
```

Then choose option #3 Enter Negative Non-Stock PO

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```
V55MENU...          .....Standard·Motor·Products,·Inc. .... SMPLEW01..
INDRMA...          .....Return·Material·Authorization.....

... RMA PROCESSING
  2. Enter Negative Stock PO
  3. Enter Negative Non-Stock PO
  4. Print RMA Return Order
  5. Print Return Traveler
  6. Confirm RMA RTN to Supplier
  7. Inventory Receiver Reg. Stock
  8. Inventory Receiver NON Stock

10. REVISIONS to RMA ORDERS
11. REPRINT RMA ORIGINAL ORDER
12. Print Revised RMA-Changed

Selection or command
===> 3.....
```

Put in the supplier # and hit enter

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|                            |                                |                               |                         |                        |
|----------------------------|--------------------------------|-------------------------------|-------------------------|------------------------|
| 4310                       | ·Enter·Negative·Non-Stock·PO·· |                               | Branch/Plant . . . . .  | 11201                  |
| Mode (F) . . . . .         | D                              | Base Co USD Currency Code USD | Order Date . . . . .    | 08/10/18               |
|                            |                                | Exchange Rate . . . . .       | Date - Cancel . . . . . |                        |
| Action Code. . . . .       | C                              |                               | Order Number . . . . .  | 1116030 OM             |
| Vendor Number. . . . .     | 81201817                       | SCOTT ABBOTT MFG., CO.        |                         |                        |
| Address Number - . . . . . | 2000018                        | SMP-INDEPENDENCE              |                         |                        |
| Buyer. . . . .             |                                |                               |                         |                        |
| Carrier. . . . .           |                                |                               |                         |                        |
| Requested. . . . .         | 08/10/18                       | Hold Code. . . . .            | ..                      | Pricing Group. . . . . |
| Promised Deliver           | 08/10/18                       | F.O.B. . . . .                | ..                      | Print Message. . . . . |
| Order Taken By . . . . .   |                                | Payment Terms. . . . .        | N..                     | INDEMPALL              |
| Order Placed By. . . . .   | KARMINT                        | Cost Rule. . . . .            | ..                      | Change Order . . . . . |
|                            |                                |                               |                         | 000                    |
| Tax Expl Code. . . . .     | ..                             | Eval. Receipt. . . . .        | N                       |                        |
| Tax Rate/Area. . . . .     |                                | Send Method. . . . .          | .                       |                        |
| Certificate. . . . .       |                                |                               |                         |                        |
| Supplier S0. . . . .       |                                |                               |                         |                        |
| Reference. . . . .         |                                |                               |                         |                        |
| Delivery Instr . . . . .   |                                |                               |                         |                        |

Hit enter again and put in the account number for rework (113201.6400.050 for EMX), part number minus the 805 prefix, the qty with a negative in front of it, and the cost you paid for the outside process. Then put a 3 under the 0 hit enter



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```
43114      .....Purchase Order Detail.....
Mode (F) . . . D Base Co USD Currency Code USD Branch/Plant . . . . .11201
Exchange Rate. . . . . Date - Cancel. . . . .
G/L Date . . . 08/10/18
Order Number . . 1116030 OM
Action Code. . . A
Vendor Number. 81201817 SCOTT ABBOTT MFG., CO.
Address Number .2000018 SMP-INDEPENDENCE
Requested. . . 08/10/18 Account Number . . . . .
Promised. . . 08/10/18 Subledger. . . . .
Cost Rule. . . . . Change Order . . . . . Skip To Line # . . . . .

Account Number      Item Number      Quantity      Unit Cost      0
112285.6400.050. . . . . B1102. . . . . -860. . . . . .0560. . . . . 3.
```

type in the DNCAR #, RMA#, Debit Memo# and returning to rework so it will print on OM. Hit enter then F3. Hit enter, Y to record order and enter again.

```
. . . 08/10/18 Subledger. . . . .
V401.....Associated Text Window.....
Order- 1116030 Type- OM Line- 1.00 Print Before N 0
DNCAR·XXXXX·
RMA#·XXXXXX·
Debit·Memo#·XXXX·
Returning·of·805XXXXX·for·rework·
F3=Exit·F6=Copy·Text·F24=More·Keys·Opt:·1=Insert·9=Delete
```

Copy OM # and go back to Return Material Authorization screen and select #4 hit enter

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V55MENU...

.....Standard Motor Products, Inc.....

SMPLEW01..

INDRMA...

.....Return Material Authorization.....

### ... RMA PROCESSING

2. Enter Negative Stock PO
3. Enter Negative Non-Stock PO
- ➔ 4. Print RMA Return Order
5. Print Return Traveler
6. Confirm RMA RTN to Supplier
7. Inventory Receiver Reg. Stock
8. Inventory Receiver NON Stock
  
10. REVISIONS to RMA ORDERS
11. REPRINT RMA ORIGINAL ORDER
12. Print Revised RMA-Changed

Selection or command

===> 4.....

Make sure the Business Unit is your plant.... Hit enter

98302

.....Data Selection.....

Form ID. . . . +P43500

Version. . . . IND0010

### Print RMA RETURN Orders

| I     | Explanation            | Rel. | Value           |
|-------|------------------------|------|-----------------|
| N     |                        |      |                 |
| Y     | Business Unit.....     | EQ   | .....11201..... |
| And Y | Order Type.....        | EQ   | OM.....         |
| And Y | .....                  | EQ   | *VALUE.....     |
| And Y | Vendor Number.....     | EQ   | *ALL.....       |
| And Y | Status Code--Next..... | EQ   | 280.....        |

Put in your OM #....Hit enter This will automatically print your OM.

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Values for : Order Number . . . . .

|                   |           |           |
|-------------------|-----------|-----------|
| 1116030 . . . . . | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |
| . . . . .         | . . . . . | . . . . . |

Go back to Return Authorization screen and pick option #5 to print the traveler. Again you will hit enter make sure the business unit is your plant, hit enter. Put in your OM number and hit enter. This will automatically print your traveler as well.

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V55MENU...

INDRMA...

.....Standard·Motor·Products,·Inc.....

.....Return·Material·Authorization.....

SMPLEW01..

### ... RMA PROCESSING

2. Enter Negative Stock PO
3. Enter Negative Non-Stock PO
4. Print RMA Return Order
- ➔ 5. Print Return Traveler
6. Confirm RMA RTN to Supplier
7. Inventory Receiver Reg. Stock
8. Inventory Receiver NON Stock
  
10. REVISIONS to RMA ORDERS
11. REPRINT RMA ORIGINAL ORDER
12. Print Revised RMA-Changed

Selection or command

==> 5.....

Next you will fill out the Debit Memo with supplier and all information you put on OM don't forget to include the OM # on the Debit Memo for easy matching to correct OM and Debit Memo.

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81200047

**STANDARD MOTOR PRODUCTS, INC.**  
 1300 West Oak, P.O. Box 788, Independence, KS 67301-0788  
 Phone: (620) 331-1000, Fax: (620) 331-1422

**Debit Memo**

No. 4670

Ship To

*Infinitech Surface Finish*  
*4420 W. 29th Circle South*  
*Wichita, KS 67215*

Date 3-27-18

Date Shipped

Via

*K. Thompson*  
 Authorized by Your

| Quantity | Part No. | Description                                   | Unit Price | Amount |
|----------|----------|---|------------|--------|
| -860     | 805B1102 | DNCR # 353252<br>RMA # 295334<br>OM # 1069244 | .0560      | 48.16  |

White - Accounting

Green - Shipping

Pink - Pkg Slip

P/N 809500851

Contact Accounting Supervisor in IND if there is not a rework location in JDE for parts to manually get moved to as once this OM and Debit Memo are keyed it will not move the parts because you are doing it on a non-stock negative OM. So parts have to manually be moved to Vendor rework location. Look on the Summary Availability screen of the plant where parts are shipping from to see this VNDRWRK location. Again if one is not there please contact Accounting Supervisor in IND to have this added so parts can be moved there.



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|                  |                               |                        |           |
|------------------|-------------------------------|------------------------|-----------|
| 41202            | ·Summary·Availability·(IAMS)· | Branch/Plant . . . . . | 11301     |
| Item Number. . . | 805B1102 . . . . .            | S/D. . . . .           | D         |
|                  | CLIP PLT.& HT.TR.2630 (       | U/M. . . . .           | EA        |
| P                |                               |                        |           |
| 0 S              | Location                      | On Hand                | Committed |
| · P              |                               | 860                    | 860       |
| · S              | INSP                          |                        |           |
| · S              | MCALLEN                       |                        |           |
| · S              | POINTS                        | 5013                   | 5013      |
| · S              | QCH                           |                        |           |
| · S              | QCHGP12                       |                        |           |
| · S              | SHIPNG                        |                        |           |
| · S              | VNDRWRK ←                     |                        |           |
| · S              | WIP96                         |                        |           |
| Totals:          |                               | 5873                   | 5873      |

Let the supplier know by sending them the negative OM and Debit Memo to match up with their Credit. They must provide a credit to match this OM and Debit.

Once the supplier has completed the rework they are to contact you for a new order to ship the parts back against. They cannot use the OM!!!

You will go in and do a NON-Stock PO using the same account number you used to send the parts to the supplier....the rework account number. Ask the supplier for the count to make sure they did not have any bad parts they scrapped as this Non-stock will pay them again for the re-worked parts. Send the supplier the new non-stock PO to return the parts against. Once parts are received in house you will then have to have the parts manually moved from Vendor rework location to stock.

If parts are to be screened or were screened before the bad ones were sent back then you Fill out a Debit Memo for that as well and do a non-stock negative the same way as above but using the screening account # 112225.6400.050 for IND and 113201.6253 for EMX. On a screening OM put the negative before the \$ amount not the qty. The qty on a screening OM should be 1.

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### **6.12.12 RECORDS, FORMS, AND TAGS:**

- Purchase Orders, Supplier Confirmations
- Purchase Order Report
- Purchase Order Changes
- Open Order Report