

DATE ISSUED  
**02/23/99**

## **Production Control Supplier Manual**

DATE REVISED  
**06/16/2003**  
**09:15:06 AM**

Control Number

### **POLICIES AND GUIDELINES**

**ORD-004**

LEVEL/SECTION

## **ORDERING**

TITLE

## **MANIFEST**

WRITTEN  
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APPROVED  
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### **PURPOSE**

To communicate delivery requirements by truckload.

### **RESPONSIBILITY**

DMMI Supplier Focus: provide via fax or EDI all manifests, with accurate information of dock code, time, part numbers and quantity for the firm period.

Supplier: notify the DMMI Supplier Focus specialist **immediately** if the manifest is not received by the timing listed below.

### **DELIVERY ORDER**

#### **Period:**

The Manifest shows delivery requirements for the firm order period of each supplier. The firm order period is a variable time period and is established by agreement between DMMI Purchasing, DMMI Supplier Focus and the supplier.

#### **Timing:**

The Manifest will be issued by EDI 862 00 or autofax according to one of the following options:

1. Weekly at Material Release issuance timing.
2. Daily within a predetermined lead time.
3. Weekly within a predetermined lead time.

EDI will be available for pickup by 7:00 a.m. on the issuance day. Faxes will be sent by 12:00p.m. (noon) of the issuance day.

DMMI MANIFEST							
DENSO MFG. MICHIGAN, INC. - BATTLE CREEK, MICHIGAN							
ROUTE-DEL.	SUPPLIER	SUP. NAME:	COMPANY ABC			ISSUE DATE	PAGE
R25-001	CODE	SUP. LOC.:	TRENTSVILLE			0/00/00	1
MANIFEST #	P/UP SCHEDULE	DEL. SCHEDULE	DOCK	+--SUPPLIERS SIGNATURE--+			
11223344	3/04/99 5:00	3/04/99 7:00	32				
LOC/	PART	QUANTITY	NO. OF	SHIPPING	MOD. QTY	DRIVER	PC CHECK
KANBAN	NUMBER	PER BOX	BOX	QUANTITY		CHECK	MOD. QTY.
R0104	AA111000-0000	100	1	100	100		
N0204	AA111000-0000	540	3	1,620	1,620		
W5242	AA111000-0000	24	10	240	240		
F5001	AA111000-0000	384	2	768	768		
M0212	AA111000-0000	40	12	480	480		
T0304	AA111000-0000	63	6	378	378		
SUPPLIER SIGN./DATE		DRIVERS SIGN./DATE		RECEIVING SIGN./DATE			

**Manifest Contents:**

The manifest consists of the following fields:

1. Dock Code - DMMI delivery dock.
2. Supplier Code - DMMI supplier code.
3. Arrival Schedule: Date (Time) - Scheduled delivery at DMMI.
4. Route No. - DMMI route code.
5. Del. No. - DMMI delivery code.
6. Manifest No. - Unique number assigned to each delivery.
7. Issue Date - Date of manifest issue.
8. Pick Up Schedule - Date and time of scheduled pick up at the supplier
9. Supplier Name - The name of the supplier.
10. Supplier's Signature - Place for the supplier to sign, verifying the accuracy of the load.
11. Kanban No. - Unused at this time.
12. Part Number - DMMI part number.
13. Quantity/Box - Lot size (pieces).
14. No. of Box - Number of lots due on this delivery.
15. Shipping Quantity - Total quantity due on this delivery (pieces).
16. Mod. Qty. - Supplier must write modified quantity if actual is different than the quantity due.
17. Driver Check - Driver must write actual quantity if different than the quantity due.
18. PC Check Mod. Qty. - DMMI Material Control specialist can note the actual quantity here if asked to verify the load.
19. Driver's Signature - Driver's acknowledgement of the load pick up.
20. Actual Pick Up Date/Time - Driver's note of the actual pick up time.
21. Receiving Signature - DMMI acknowledgement of the load arrival.

**\*Note:** Items 10, 16, 17, 19, 20 are optional

## EDI INFORMATION

Manifest sent via EDI 862 00 to the supplier includes:

1. DMMI Dun & Bradstreet number
2. Supplier Dun & Bradstreet number
3. Processing date
4. Shipping schedule start and end date
5. DMMI's name
6. Supplier's name
7. Ship to destination
8. Part number
9. Part description
10. Dock number
11. DMMI specialist's name and phone number
12. Delivery quantity
13. Delivery due date and time
14. Manifest number