

DATE ISSUED
02/23/99

Production Control Supplier Manual

DATE REVISED
06/16/2003 Control Number
09:15:20 AM

POLICIES AND GUIDELINES

ORD-005

LEVEL/SECTION

ORDERING

TITLE

SUPPLEMENT MANIFEST

WRITTEN
ROBIN ENGLISH

APPROVED
BRYAN ROBINSON

PURPOSE

To communicate changes to a delivery order for which the manifest has already been issued. The supplement order is an addendum or addition/subtraction to the original **Manifest**.

RESPONSIBILITY

DMMI Supplier Focus will provide via fax all supplement manifests.
The supplier is responsible for adhering to the changes.

PERIOD

The Supplement Manifest shows delivery order changes for the firm order period for which the original Manifest has already been issued.

TIMING

Supplement Manifest will be issued by fax to follow up the phone call by the DMMI Supplier Focus specialist.

For suppliers on EDI the Supplement Manifest will also be available on EDI 862 05.

Urgently	Immediately, accompanied by a telephone call instructing the supplier when the data will be available for pick up.
Standard	EDI will be available for pick up by 7:00a.m the day after input.

For suppliers not on EDI, the supplement manifest will be sent via fax within 24 hours of the supplement's creation.

DMMI SUPPLEMENT MANIFEST							
DENSO MFG. MICHIGAN, INC. - BATTLE CREEK, MICHIGAN							
ROUTE-DEL.	SUPPLIER	SUP. NAME: COMPANY ABC			ISSUE DATE	PAGE	
R04-001	CODE	SUP. LOC.: TRENTSVILLE			4/01/99	1	
(4)	(5)	(2)	MI			(7)	(9)
SUPPLEMENT #		P/UP SCHEDULE	(3)	DEL. SCHEDULE	DOCK	MANIFEST #	
11223344SB		4/05/99 14:30	(6)	4/05/99 16:30	CODE	11223344	
(6)					(1)	32	
(8)							
LOC/	PART	QUANTITY	NO. OF	PRV. SHIP	NEW. SHIP	RSN	PREVIOUS
KANBAN	NUMBER	/BOX	BOX	QUANTITY	QUANTITY	CD.	SUPPL. NO
+	+	+	+	+	+	+	+
P0418	AA111111-0000	100	(14) 17	(15) 0	(16) 1700	0	(17) (18)
*** END OF REPORT ***							
+---COMMENT(REASON FOR USE)---							
:							
SUPPLIER SIGN/DATE		DRIVERS SIGN/DATE		RECEIVING SIGN./DATE			
:		:		:			
(10)		(19) (20)		(21)			
:		:		:			

SUPPLEMENT MANIFEST CONTENTS

The Supplement Manifest consists of the following fields

1. Dock Code - DMMI delivery code
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. Supplement Manifest No. - Original manifest number with a suffix attached
7. Issue Date - Date of manifest issue
8. Original Manifest Number - Manifest which is being modified
9. Supplier Name - 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. Prv. Ship Quantity - Original delivery order quantity (pieces)
16. New Ship Quantity - Modified delivery order quantity (pieces)
17. Rsn CD - Reason code for the changes
18. Previous Suppl No. - Number of previous supplements, if any
19. Driver's Signature - Driver's acknowledgment of the load pick up
20. Actual Pick Up Date/Time - Driver's note of the actual pick up time
21. Receiving Signature - DMMI acknowledgment of the load arrival

Supplement Manifest sent via EDI 862 05 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 Material Control specialist's name and phone number
12. Delivery quantity
13. Delivery due date and time
14. Manifest number