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## Production Control Supplier Manual

### POLICIES AND GUIDELINES

LEVEL/SECTION

**DELIVERY**

TITLE

**SPECIAL SHIPPING**

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#### PURPOSE

To define responsibilities for freight that is **FOB DMMI** and **FOB Supplier**.

#### I. FOB DMMI

##### DELAYED SHIPMENTS

The supplier is responsible for tracking the shipment. If the shipment will miss the set window time, the supplier must call the DMMI Supplier Focus specialist and make special arrangements. The supplier will be responsible for expedite arrangements and cost for the following:

- Components on backorder
- Mutually agreed on schedule changes
- Short shipments or misshipments
- Replacement for quality rejects

**NOTE:** *In case of production emergencies which will result in miss shipments to DMMI, you must contact your DMMI Supplier Focus specialist. If the emergency occurs after normal working hours, contact DMMI Security at 269-965-3322 and ask for Production Control Management.*

**NOTE:** If it becomes necessary to replace rejected parts, the DMMI Supplier Focus specialist will issue an order for the replacements.

##### INCOMPLETE SHIPMENTS

If parts are not ready for pickup or insufficient parts are available for shipping, contact the DMMI Supplier Focus specialist immediately to determine what and how to send. The supplier is responsible for arranging and tracking special transportation for all parts not shipped on the original manifest. Partial delivery of an order will create a backorder. Makeup shipments of the remaining parts must have a backorder manifest completed by the supplier and faxed to their Supplier Focus Specialist on the day of shipment See (ORD-007).

- Backordered parts must be shipped on a separate truck unless authorized by the DMMI Supplier Focus specialist to ship with the next regular shipment.
- All shipments containing backordered parts must be sent with 3 copies of the backorder manifest.

- Attach an 8 1/2" x 5 1/2" sheet of paper with the manifest number on the end of the skid facing out.

### **SUPPLEMENT OR EMERGENCY ORDERS**

In the case of an emergency order increase, the DMMI Supplier Focus specialist will authorize shipment and payment. The order will be generated and faxed to you on a "Supplement Manifest". For EDI suppliers it will also be available on the EDI 862 05.

### **OVERSHIPMENTS**

It is the supplier's responsibility to ship accurately to DMMI only the items ordered on the manifest. Any items received at DMMI that do not appear on the referenced DMMI manifest are considered to be an overshipment.

To minimize the handling and handling cost of overages to DMMI, we will ship these items back at the supplier's cost.

**NOTE:** Items too heavy or large to ship via UPS will be sent back LTL collect.

### **FREIGHT DAMAGE**

If the product is damaged in transit, replacements and the damage claim to the freight company are the responsibility of the supplier.

## **II. FOB SUPPLIER**

### **DELAYED SHIPMENTS**

DMMI is responsible for tracking the shipment. The supplier must notify DMMI if a shipment leaves late and will miss the designated window time at DMMI. The supplier must notify DMMI if the carrier arrives outside of the designated window time. The supplier is responsible for expedite arrangements and cost in the following situations:

- Backorder parts
- Mutually agreed on schedule changes (supplier requested)
- Short shipments or misshipments
- Replacement for quality rejects

**NOTE:** *In case of production emergencies which will result in miss shipments to DMMI, you must contact your DMMI Supplier Focus specialist. If the emergency occurs after normal working hours, contact DMMI Security at 269-965-3322 and ask for Production Control Management.*

**NOTE:** If it becomes necessary to replace rejected parts, the DMMI Supplier Focus specialist will issue an order for the replacements.

### **INCOMPLETE SHIPMENTS**

If parts are not ready for pickup or insufficient parts are available for shipping, contact the DMMI Supplier Focus specialist immediately to determine what and how to send. The supplier is responsible for arranging special transportation to complete the shipments or make arrangements with the DMMI specialist (supplier rating points will be deducted). Partial delivery of an order will create a backorder, makeup shipment of the remaining parts must reference include three (3) copies of a backorder manifest (ORD-007) with each shipment.

- Backordered parts must be shipped on separate truck unless authorized the DMMI Supplier Focus specialist to ship with the next scheduled load.

- All backordered parts must include three (3) copies of the backorder manifest completed by the supplier (ORD-007) and be placed in the packing list envelope.
- Attach an 8 1/2" x 5 1/2" sheet of paper with the manifest number on the end of the skid facing out.

#### **SUPPLEMENT AND EMERGENCY ORDERS**

In case of an emergency order increase, the DMMI Supplier Focus specialist will authorize shipment payment. A Supplement Manifest will be faxed to the supplier. For EDI suppliers, the supplement will also be available on the EDI 862 05.

#### **FREIGHT DAMAGE**

When product is damaged in transit, DMMI may issue a supplemental order for the replacements and also file a damage claim with the shipping company. DMMI reserves the right to require that the supplier assist in the investigation of in-transit damage, especially when concerns arise over loading practices or package integrity.

\* denotes change in procedure