ELECTRO-MOTIVE.		**BUSINESS PROCESS REVIEW**	
	Title	EMD Weekly Supplier Delivery Schedule Report	
	Organization/Area	Procure to Pay	
	EUP Category:	N/A	
File Name:	BPR-Weekly Open Delivery Schedule Report	Revision Date	June 04, 2010
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New EMD Weekly Supplier Delivery Schedule Report

Electro-Motive has developed a new supplier delivery schedule report that we believe is easier to understand, and provides better information. This new report is presented in a format that will allow the end user to customize and or modify. This new report only has one section. This section includes all of the delivery schedule line details, and will also hi-lite changes made from the previous report for all delivery schedules against any purchasing document and line item.

This document will identify all the data fields on the new report, and provide details about the information that is provided.

Report Scope

This report is an open delivery schedule report. The scope of the report is to detail those delivery schedule items that meet the following criteria:

- The open schedule pertains to a material, not a service, so there will be a material number listed in the material field.
- EMD will be performing a "Goods receipt" in our SAP system to acknowledge "receipt" of the material.
- A delivery schedule line item has an open delivery quantity greater than zero (0).

The report was also developed so that it would also provide detail information about those delivery schedule items that meet the following criteria:
- The delivery schedule line item was removed or deleted either manually or via the system.
- The delivery schedule line item quantity and or delivery date has changed since the last report was generated.
- The delivery schedule open quantity has been filled due to goods receipt since the last report was generated.

Please note that a delivery schedule line item that has had the open delivery quantity change, and as such is partially filled, will not be considered as a change, and therefore will not be noted as a change in the "Change flag" column.

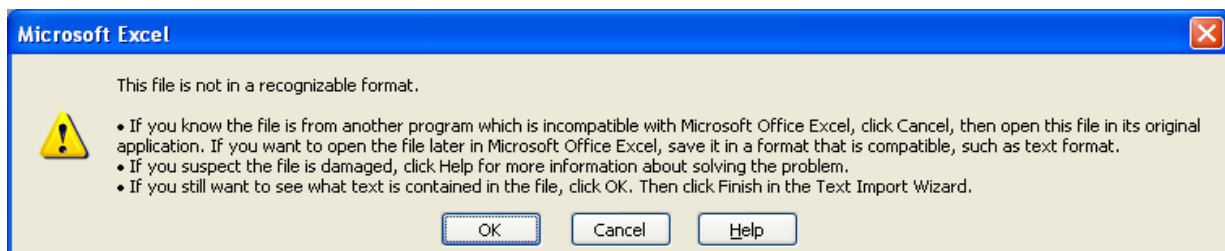| ELECTRO MOTIVE.		**BUSINESS PROCESS REVIEW**	
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Getting Started

Receiving and Opening the Report (file)

This new report will be sent via e-mail to your company automatically by our SAP system on a weekly basis. The report is scheduled to be generated every Sunday and to be sent out via e-mail that same day. The report will come as an attachment on the e-mail. To open the file (report) simply double click on the attachment. Do not attempt to save or download the file before you have opened the file.

In many instances people will have no problem opening the file in a spreadsheet like format. However, some times the following message will appear when you attempt to open the file.
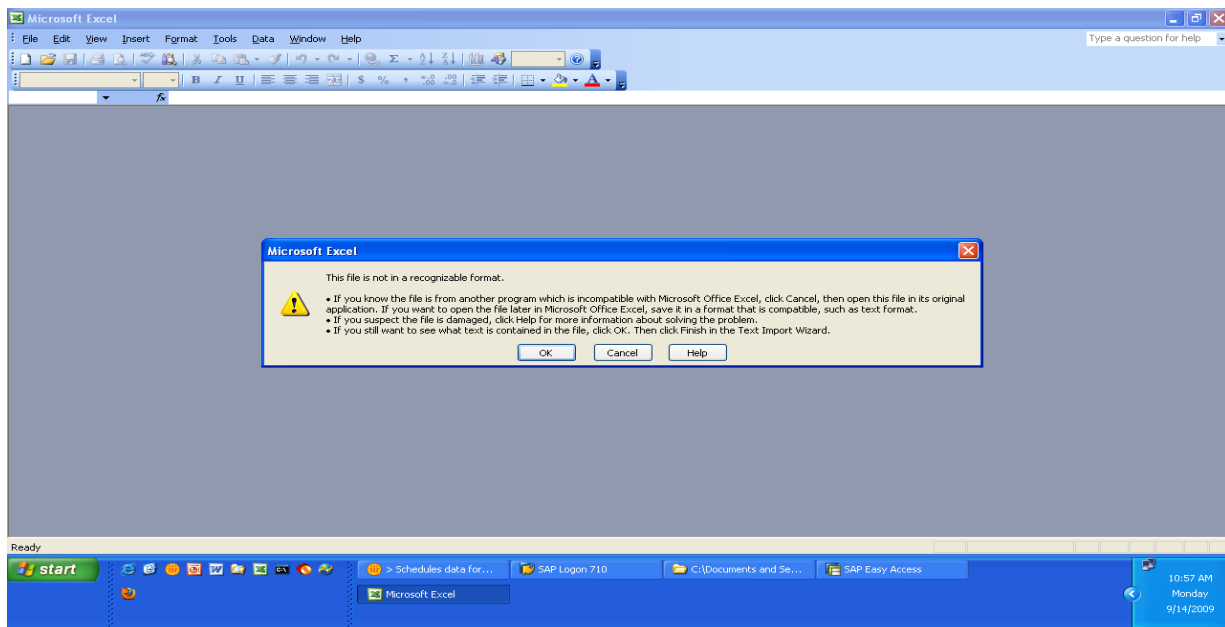
Here is an enlarged view of the "informational" message:

If you receive this message, simply click on the "OK" button. Then click Finish in the Text Import Wizard. The file will open up in a spread sheet format. You will then be able to save the file in a spread sheet (i.e. Excel) format.

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Report Layout

Orientation & Sort Logic

This report is in an electronic spreadsheet format (Excel for example). For this training aid, the layout will be broken up into four sections so that we can review all the columns of data more easily. The sections lie next to each other in a left to right orientation.

Every row in the report represents one delivery schedule line item. A material may have many delivery schedule lines items, some tied to the same purchase document line item, and some tied to different purchase document line items.

The default sort logic for this report is:
- by Material
- by Current Delivery Date
- by Purchasing Document
- by Purchasing Document Line Item

Sample View & Data Definitions

The first section (the left most positioned section) will be explained in detail below:

EMD Vendor Schedules							
Vendor:	373450						
Name:	Super Supplier						
Report Date:	6/2/2010						
Material	Mat.Description	Type	Sub-Con	Pur. Document	Item	Sch.Line	Rev Level
181432	BOLT	PO		4500209371	10	1	B
181432	BOLT	PO		4500209371	20	1	B
8032682	TUBE	PO		6000000327	10	1	
8094180	BOLT-3/4-16	SA		4500209556	10	1	B
9573964	MODULE	SA	X	5500000763	240	6	A

The first row of the report will provide the report title.
The second row of the report will provide the Vendor code we have for the supplier.
The third row of the report will provide the Vendor Name associated with the Vendor Code.
The fourth row of the report will indicate the date the report was generated.

The column names and column definitions for the first section of this report listed above are:
Material: Electro-Motive's part number - if one has been listed - on the purchase document.

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Mat.Description: Material Description as entered on the purchase document line item.

Type: The Type of Purchase Document this Line Item represents: SA - Scheduling Agreement; PO – Purchase Order; PR - Purchase requisition

Sub-Con: Indicates if the Purchase document item is a Sub-contracted item? "X" if yes, blank if no.

Pur.Document: The Electro-Motive Purchase Document number for this item.

Item: The Electro-Motive Purchase Document Line Item number for this item.

Sch.Line: The Electro-Motive schedule line number for this Purchase Document Line Item.

Rev Level: The Material Revision Level tied to the material for which this purchasing document line item was created.

<u>The second section (just right of first section) will be explained in detail below:</u>

Plant	L.Time in cal day	Status	Change Flag	Prev.Date	Curr.Date	Prev.Open	Curr.Open	UOM	Cum. Receipts
1001	42	Firm	D	6/21/2010	6/28/2010	1,961.00	1,961.00	EA	0
1001	42	Firm	Q	7/6/2010	8/6/2010	980	1000	EA	0
1001	84	Past		4/1/2010	4/1/2010	1	1	EA	0
1001	84	Past		5/28/2010	5/28/2010	500	350	EA	700
1002	70	Plan	A	00/00/0000	11/19/2010	0	35	EA	225

The column names and column definitions for the second section of this report listed above are:

Plant: The Electro-Motive plant designation for which this Purchase document and line item are assigned.

L.Time in cal Day: The lead time in calendar days for this material for this specific plant as per our SAP system.

Status: Indicates the Status of the current delivery date for this line item: "Past" means the current delivery date is prior to the date the report was generated; "Firm" means the current delivery date is between the report date and the report date plus the lead time; "Plan" means the current delivery date is beyond the report date plus lead time.

Change flag: Indicates if there was a change in the Delivery date or Quantity from the previous report to the current report for this delivery schedule item: "D" means that the delivery date has changed; "Q" means the Open quantity changed; "C" means that both the delivery date and open quantity changed; "A" means that the delivery schedule item was added (new); and "R" means that the delivery schedule item was removed (deleted); "G" means that the schedule line has been fulfilled due to goods receipts.

Prev.Date: Indicates the delivery date that was on the previous report.

Curr.Date: Indicates the current delivery date as of the date of the current report.

Prev.Open: Indicates the Open quantity that was on the previous report.

Curr.Open: Indicates the Open quantity as of the date of the current report.

UOM: Unit of measure that is relevant for the open quantity.

Cum.Receipts: The Cumulative Receipts as of the report date for the purchase document line item linked to this item.

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The third section (just right of second section) will be explained in detail below:

Last GR quantity	Last GR Date	Name	Street	City	State	Zip
0	00/00/000	Electro-Motive	9301 W. 55th St.	La Grange	IL	60525
0	00/00/000	Electro-Motive	9301 W. 55th St.	La Grange	IL	60525
0	00/00/000	Electro-Motive	9301 W. 55th St.	La Grange	IL	60525
150	5/27/2010	Electro-Motive	9301 W. 55th St.	La Grange	IL	60525
40	5/3/2010	Electro-Motive	6600 River Road	Hodgkins	IL	60525

The column names and definitions for the third section of this report listed above are:

Last GR quantity: The quantity of the last goods receipt for this purchase document line item as per our SAP system.

Last GR Date: The date of the last goods receipt for this purchase document line item as per our SAP system.

Name: Name of the company to which the material is to be shipped.

Street: Street address of the location to which the material is to be shipped for this line item.

City: City linked to the street address to which the material is to be shipped.

State: State linked to the street address to which the material is to be shipped.

Zip: Postal code linked to the street address to which the material is to be shipped.

The fourth section (right most positioned section) will be explained in detail below:

Email ID	Phone Number	Val.Per.Start	Val.Per.End
	708-387-5000	00/00/0000	00/00/0000
	708-387-5000	00/00/0000	00/00/0000
	708-387-5000	00/00/0000	00/00/0000
purchasing.admin@emdiesels.com	708-387-6000	00/00/0000	00/00/0000
purchasing.admin@emdiesels.com	708-387-6000	2/8/2009	12/31/2010

The column names and definitions for the fourth section of this report listed above are:

Contact - Email ID: The E-mail address linked to the name of the Electro-Motive contact person.

Contact - Phone Number: The Phone Number linked to the Name of the Electro-Motive contact person.

Validity Per. Start: The validity period start date of the scheduling agreement this item is linked to, IF this item is linked to a scheduling agreement. This field will be blank if this line item is tied to a Purchase Order, or a Purchase Requisition.

Validity Per. End: The validity period end date of the scheduling agreement this item is linked to, IF this item is linked to a scheduling agreement. This field will be blank if this line item is tied to a Purchase Order, or a Purchase Requisition.

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Application Notes

Report Layout and Sort logic

As this report is now in a format which allows for the end user to modify the layout and sort logic, the end user is free to make those changes that allow for them to utilize the information contained on the report more effectively. The end user should note that any changes that they make upon receipt of the report should not change the basic information contained in the report.

Example: The end user prefers to change the sort logic of the report by Material, by Plant, by Purchase Document, by Current Date.   This is an example where the basic report data is not changed.

Example: The end user decides to always hide the "Delivery Address" columns, preferring to ship material based on the Plant" designation. The end user is held responsible if the material is shipped to the wrong address because the "correct" delivery address information that was detailed on the report was "hidden' by the end user. This is an example where the basic report data was ignored by the end user's change to the report.

Type – Purchase Document Type

This information is provided so you know what type of purchase document the delivery schedule line is tied to. There may be cases where we will "assign" purchase requisitions to your vendor code. Delivery schedule lines tied to a purchase requisitions are not firm requirements to you. You should not ship any material against delivery schedule tied to a purchase requisition, even if the delivery date is in the past. A supplier is not held liable from an "on-time" delivery standpoint for any delivery schedule tied to a purchase requisition. The purpose of showing purchase requisitions on this report is to facilitate the communication of all "forecasted" demand assigned to a supplier. If a supplier sees delivery schedules that have delivery dates within the supplier's lead time that are tied to purchase requisitions, they should contact the person listed as the EMD Contact to inquire as to IF/WHEN the delivery will be converted to a purchase order or a scheduling agreement.

Schedule Line

This number is normally an internal number. The supplier **is NOT required** to reference this number on their packing lists or invoices.

This column is provided to assist in understanding why certain changes are noted on the new report. In certain situations the SAP system will cancel (remove) a schedule line and add a schedule line with the same detail information except for the Schedule line number itself. In this situation, there may be NO overall change in open delivery quantities, or delivery dates. It will be beneficial for the end user to review Removals (R) and Adds (A) together to see which ones cancel each other out.

Example: Here is an example of how this report details a "change" as a result of our SAP system that removes a schedule line, than adds a schedule line that had the same order quantity and delivery date. There is in effect no real change to the supplier. However, in

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the SAP   system there was a removal and an addition. Both of these "changes"
are detailed on this   new report.

Pur. Document	Item	Sch. Line	Rev Level	Plant	L.Time in cal day	Status	Change Flag	Prev.Date	Curr.Date	Prev. Open	Curr. Open	UOM	Cum. Receipts	Last GR quantity	Last GR Date
5500000763	240	6	A	1002	70	Plan	A	00/00/0000	11/19/2010	0	35	EA	225	0	12/5/2007
5500000840	10	9	B	1002	30	Plan	R	8/30/2010	00/00/0000	12	0	EA	33	0	00/00/0000

(Material) Rev Level

This column is provided to advise the supplier as to the material revision level that is called out for this item based on what the purchase document is currently calling for. If the supplier feels that the material revision level is not properly indicated, they should contact the person listed as the EMD Contact to inquire if the material revision level is in fact correct.

Lead Time in Calendar Days

This column is provided to advise the supplier as to the lead time that is called out in our SAP system for this material & plant combination. If the supplier feels that the lead time is not correct, they should contact the person listed as the EMD Contact to inquire if the lead time should be changed.

Sub-Con – Subcontract Indicator

This column was provided so that the supplier can quickly identify those delivery schedule items that are tied purchase document that are subcontracted (EMD to provide material to meet the delivery schedule requirement). This report does not indicate if required components have been provided by EMD if the item is marked as subcontract.

Change flag

An "A" in this column indicates that the delivery schedule line was added since the last report. Those items that have an "A" in this column will also have a 00/00/0000 in the "Prev.Date" column, and a "0 (zero)" in the "Prev.Open" column.

An "R" in the "Change flag" column indicates that the delivery schedule line was "removed", or deleted since the last report. Those items that have an "R" in this column will also have 00/00/0000 in the "Curr.Date" column, and a "0 (zero)" in the "Curr.Open" column.

Any delivery schedule line that has a blank in the "Change flag" column will:
1. Have the same date in the "Prev.Date", and "Curr.Date" columns.
2. Have the same quantity in the "Prev.Open" and "Curr.Open" columns, as long as there is a "0" (zero) in the "Last GR quantity" column.

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Change flag – How Goods Receipts impact the Change flag indicator

Completely filled schedule line:
Please note that a delivery schedule line item that has material received against it, and as such is completely filled, meaning the "Curr.Open" quantity is "0" (zero) will have a "G" in the "Change flag" column. The "Change flag" indicator of "G" means that the schedule line has been filled such that the "Curr.Open" quantity is now equal to zero, and this fulfilled.

Example: Here is example of how a "completely filled" Goods Receipts would appear in the new
             report. The "Change flag" column has a "G" in it; the "Curr.Open" quantity is zero; there
is   a value greater than zero in the "Last GR quantity" column; and the date listed in the
"Last   GR Date" column is date on or after the date of the last report.

Purchasing Document	Item	Sch.Line	Rev Level	Plant	L.Time in Cal day	Status	Change Flag	Previous Date	Current Date	Previous Open	Current Open	UOM	Cum. Receipts	Last GR quantity	Last GR Date
4500289756	10	1	B	1001	42	Firm	G	6/2/2010	00/00/0000	150.00	0.00	EA	150	150	5/28/2010

Partially filled schedule line:
A delivery schedule line item that has material received against it, and as such is partially filled, meaning that the "Curr.Open" quantity is not equal to zero, AND there was no change to the delivery date, is not considered as a change, and therefore will not be noted as a change in the "Change flag" column.

Example: Here is an example of how a "partially filled" Goods Receipt would appear in the new
             report. The "Change flag" column is blank; the "Curr.Open" quantity is less than the
             "Prev.Open" quantity; there is a value greater than zero in the "Last GR quantity" column;
                 and the date listed in the "Last GR Date" column is date on or after the date of
the last   report.

Purchasing Document	Item	Sch.Line	Rev Level	Plant	L.Time in Cal day	Status	Change Flag	Previous Date	Current Date	Previous Open	Current Open	UOM	Cum. Receipts	Last GR quantity	Last GR Date
4500289756	10	1	B	1001	42	Firm		6/2/2010	6/2/2010	150.00	90.00	EA	60	60	5/28/2010

Unit of Measure

The Unit of Measure listed here is the unit of measure in which the supplier should be shipping against. The supplier's packing list should be referencing this same unit of measure.

Validity Period Start & Validity Period End

If there is a delivery schedule line item that has a "Delivery – Current Date" which lies outside the validity period dates indicated for the line item, the supplier should contact the person listed as the EMD Contact to inquire if the validity period needs to be changed, or the delivery schedule needs to be changed. The supplier can still ship against a delivery schedule line item that has a delivery date that falls outside the validity period.

Any other questions regarding this report can be addressed to your

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Electro-Motive buyer/planner.