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REVISION RECORD

Detailed Description of Change(s)	Rev	Date	Originator
Initial release under new document number	1	01-06-2019	Tony Young

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1 PRL/PRM WEEKLY SUPPLIER DELIVERY SCHEDULE REPORT

The Weekly Delivery Schedule Report is an Excel based file that provides the supplier with information related to our delivery requirements. This information includes but is not limited to the following:

- Current open delivery schedule line requirements – Past Due, Current, and Future Requirements
- Changes in the delivery schedule line requirements from the prior week’s report, including those schedule lines that have been closed out due to goods receipts, or deleted in the prior week.
- Room for supplier feedback

This document will identify all the data fields on the report, and the expected actions the supplier is to take with regard to this information.

2 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. Therefore only those purchasing documents that have a part number listed in the material field would appear on this report.
- PRL/PRM will be performing a “Goods receipt” in our SAP system, regardless is the material ships to a PRL/PRM facility, another supplier, or any other location.
- A delivery schedule line item has an open delivery quantity greater than zero (0).

Please note that a delivery schedule line that has the current quantity smaller than the prior week’s quantity as a result of a goods receipt being posted in the prior week is not considered a quantity change if the overall quantity (goods received and open) did not change.

3 SUPPLIER EXPECTATIONS

Since the purpose of the report is to provide current information related to our open delivery requirements, the report is only of valuable for use to both the supplier and PRL/PRM if the information contained in the report is current and accurate. Therefore there are several expectations of the supplier upon receiving this weekly report.

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3.1 Lead time verification:

Review the lead time tied to each part number for each plant that it appears. If the lead time listed on the report does not match your current lead time, please notify the PRL/PRM planner listed on the report and provide them with correct information for the given part number and plant. Please note that the lead time listed is expressed in calendar days.

3.2 Delivery Schedule Line Acknowledgement:

The report now contains fields the following fields which center a round supplier input:

- Reschedule Date (the system suggested delivery date needed to satisfy in house demands)
- Action Code (indicates what type of action has been taken against that delivery schedule line)
- Vendor Reply (indicates if the supplier agrees it can meet the system suggested delivery date, if one is listed, or can meet the delivery date if no reschedule date is listed)
- Proposed Delivery Date (supplier suggested delivery date if the supplier indicates "No" in the Vendor Reply field)
- Proposed Delivery Quantity (Supplier suggested delivery quantity associated with the Proposed Delivery Date)

The above fields will be described in more detail below in the Report Layout Section of this document.


Supplier will review and provide the requested feedback in the appropriate fields on the report and then submit the report back to the designated e-mail address in a timely manner.

Please refer to the last section of this document titled "Updating the Delivery Schedule Report" for more detailed information related to the actual process of updating and submitting the report with supplier feedback/input.

4 RECEIVING AND OPENING THE REPORT (FILE)

This report will be generated and transmitted via e-mail to your company automatically by our SAP system on a weekly basis (Sunday evening). 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.

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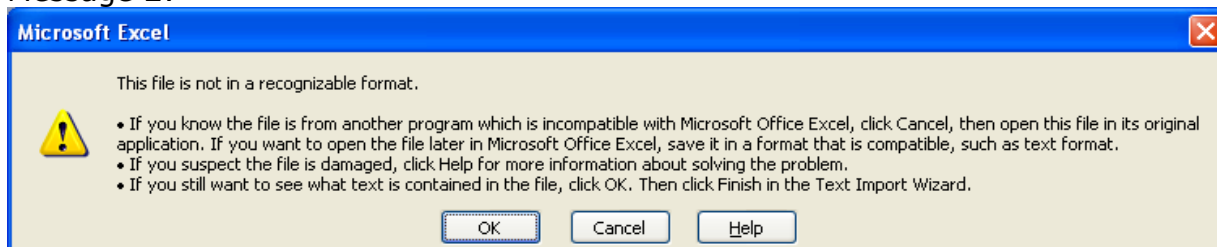
In many cases when attempting to open the file one of the two following messages will appear:

Message 1:



If you receive the above message, simply click on the "OK" button.

Message 2:



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.

5 REPORT LAYOUT

5.1 Orientation & Sort Logic


This report is in an electronic Excel like spreadsheet format. Due to the number of columns in the file, for review purposes this training aid the layout will be broken up into four sections. 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 items may be 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

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5.2 Sample View & Data Definitions

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

Progress Rail Locomotive and Progress Rail Manufacturing Vendor Schedules							
Vendor:	373450						
Vendor Name:	Sample Supplier						
Report Date:	1/6/2019						
Material	Mat.Description	Type	Sub-Con	Pur. Document	Item	Sch.Line	Rev Level
181432	BOLT	PO		4503012334	10	1	A
181432	BOLT	PO		4503012334	10	2	A
8032682	PLATE-CAM	PO		6002357100	20	1	C
9573964	TUBE	SA		5500066742	10	58	
40045696	MODULE	PR		22934827	20	7	B

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 given 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: The PRL/PRM part number as entered on the purchase document line item.

Mat.Description: The material description as entered on the purchase document line item.

Type: The type of purchase document tied to this Line Item

SA - Scheduling Agreement

PO - Purchase Order

PR - Purchase Requisition (planned future purchase)

Sub-Con: Indicates if the purchase document item is a Sub-contracted item? "

X" if yes, Blank if no.


Pur.Document: The PRL/PRM purchase document number for this item.

Item: The PRL/PRM purchase document Line Item number for this item.

Sch.Line: The PRL/PRM schedule line number for this purchase document line item.

Rev Level: The material revision level tied to the material for this item.

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

Plant	L.Time in cal day	Status	Change Flag	Prev.Date	Curr.Date	Prev.Oper	Curr.Open	UOM	Cum. Receipts
1001	35	Firm	D	1/29/2019	1/21/2019	1,961.00	1,961.00	EA	0
1001	35	Firm	Q	2/4/2019	1/28/2019	980.00	1000.00	EA	0
1001	86	Past		12/20/2018	12/20/2018	2.00	2.00	EA	0
1001	56	Plan		4/1/2019	4/1/2019	400.00	350.00	EA	700
1301	96	Plan	A	00/00/0000	6/13/2019	0.00	50.00	EA	0

- The column names and column definitions for the second section of this report listed above are:
- Plant:** The PRL/PRM 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 based on the lead time, the report date, and the current delivery date.
- **Past** - The current delivery date is prior to the report date.
 - **Firm** - The current delivery date is between the report date and the report date plus the lead time.
 - **Plan** - The current delivery date is beyond the report date plus lead time.
- Change flag:** Indicates if there was a change in the delivery date and or Quantity from the previous report to the current report for this delivery schedule item:
- **D** - The delivery date has changed;
 - **Q** - The Open quantity changed;
 - **C** - Both the delivery date and open quantity changed;
 - **A** - The delivery schedule line was added (new item);
 - **R** - The delivery schedule line was removed (deleted);
 - **G** - 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:** The Unit of Measure that is relevant for the open quantity.
- Cum.Receipts:** The cumulative goods receipt quantity for the purchase document item, not the schedule line, as of the report date.

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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	00/00/0000	Progress Rail Locomotive	9301 W. 55th Street, Dock H	La Grange	IL	60525
0	00/00/0000	Progress Rail Locomotive	9301 W. 55th Street, Dock H	La Grange	IL	60525
0	00/00/0000	Progress Rail Locomotive	9301 W. 55th Street, Dock H	La Grange	IL	60525
50	12/6/2018	Progress Rail Locomotive	9301 W. 55th Street, Dock H	La Grange	IL	60525
0	00/00/0000	Progress Rail Manufacturing	3500 S. Cowan Road	Muncie	IN	47302

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

Email ID	Phone Number	Val.Per.Start	Val.Per.End
JDOE@PROGRESSRAIL.COM	708-387-5728	00/00/0000	00/00/0000
JDOE@PROGRESSRAIL.COM	708-387-5728	00/00/0000	00/00/0000
SSMITH@PROGRESSRAIL.COM	708-387-5728	00/00/0000	00/00/0000
JFRIDAY@PROGRESSRAIL.COM	708-387-5728	1/27/2018	12/31/2019
TWILLIAMS@PROGRESSRAIL.COM	765-741-7785	00/00/0000	

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 PRL/PRM contact person.

Contact - Phone Number: The Phone Number linked to the PRL/PRM contact person.

Validity Per. Start: If this item is tied to a scheduling agreement, this is the validity period start date of that scheduling agreement. This field will be 00/00/0000 if tied to a purchase order or a purchase requisition.

Validity Per. End: If this item is tied to a scheduling agreement, this is the validity period end date of that scheduling agreement. This field will be 00/00/0000 if tied to a purchase order or a purchase requisition.

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


Action	Curr Res. Dt	Prev Res. Dt	Vend reply	Vend.Pro. 1 Qty	Vend.Pro. 1 Dt	Vend.Pro. 2 Qty	Vend.Pro. 2 Dt
AK	00/00/0000	1/21/2019	Yes	0	00/00/0000	0	00/00/0000
BD	11/12/2018	00/00/0000	No	1000	1/28/2019	0	00/00/0000
PV	2/27/2019	2/27/2019	No	1	1/10/2019	1	12/27/2019
MS	00/00/0000	00/00/0000		0	00/00/0000	0	00/00/0000
	00/00/0000	00/00/0000		0	00/00/0000	0	00/00/0000

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

- Action:** This is the action assigned to the schedule line. The Action code is used to indicate what action may or may not be taken on the schedule line, and whether or not the supplier has acknowledged the requirements.
- Curr Res. Dt:** This the current reschedule date. This is the date the SAP system is suggesting should be the delivery date in order to meet the demands. Although "suggested", the PRL/PRM planner may not want to change the delivery date, and therefore not change the delivery date to reflect the reschedule date.
- Prev Res. Dt:** This is what was listed as the "Curr Res. Dt" on the last week's report.
- Vendor reply:** This is field that reflects the supplier's response (Yes/No) on whether or not they can meet:
- The current system suggested reschedule date and open quantity, if a reschedule date is suggested; or
 - The current delivery schedule date and open quantity, if a system suggested reschedule date is not shown.
- Vend.Pro. 1 Qty:** This is the supplier suggested delivery quantity for the corresponding suggested delivery date listed in the next field. These are only populated when the supplier has replied with a No in the Vend reply field.
- Vend.Pro. 1 Dt:** This is the supplier suggested delivery date for the corresponding suggested delivery quantity listed in the prior field. These are only populated when the supplier has replied with a No in the Vend reply field.
- Vend.Pro. 2 Qty:** This is the supplier suggested delivery quantity for the corresponding suggested delivery date listed in the next field. These are only populated when the supplier has replied with a No in the Vend reply field. This field and the next one are only used when the supplier suggested delivery needs to be split in order to cover the delivery schedule line requirements.
- Vend.Pro. 2 Dt:** This is the supplier suggested delivery date for the corresponding suggested delivery quantity listed in the prior field. These are only populated when the supplier has replied with a No in the Vend reply field.

Please review the Application Notes and Supplier Expectations sections for more detailed information about the 8 fields listed above.

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6 APPLICATION NOTES

6.1 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 purchase requisitions are not firm requirements to you. You should not ship any material against a delivery schedule line 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” purchases 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 PRL/PRM Contact to inquire as to IF/WHEN the delivery will be converted to a purchase order or a scheduling agreement schedule line.

The purchase document types that may be listed on this report:

- SA - Scheduling Agreement
- PO – Purchase Order
- PR – Purchase Requisition

6.2 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 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 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

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6.3 (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. If the supplier feels that the material revision level is not properly indicated, they should contact the person listed as the PRL/PRM Contact.

6.4 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 PRL/PRM Contact and provide updated lead time information.

6.5 Sub-Con – Subcontract Indicator

This column was provided so that the supplier can quickly identify those delivery schedule items that are tied to purchase documents that are subcontracted (PRL/PRM to provide material to meet the delivery schedule requirement). For those items that are marked as subcontract, this report will not indicate if required components have yet been provided by PRL/PRM.


6.6 Change flag

The change flag indicators that can appear on the report are:

- **D** - The delivery date has changed;
- **Q** - The Open quantity changed;
- **C** - Both the delivery date and open quantity changed;
- **A** - The delivery schedule line was added (new item);
- **R** - The delivery schedule line was removed (deleted);
- **G** - The schedule line has been fulfilled due to goods receipts.

1. 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.
2. 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.
3. Any delivery schedule line that has a blank in the "Change flag" column will:
 - a. Have the same date in the "Prev.Date", and "Curr.Date" columns.
 - b. 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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6.7 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 "G" is noted to let you know that the schedule line has been fulfilled. There is nothing that needs to be done for this particular schedule line.

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


6.8 Unit of Measure

The Unit of Measure listed here is the unit of measure for which the open quantity is expressed. **The supplier's packing list and invoice needs to be reference this same unit of measure.**

6.9 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 PRL/PRM 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.

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6.10 Action codes

The PRL/PRM planner or the SAP system can apply an action code to an individual schedule line. The Action code is used to represent certain information tied to that schedule line. The current list of Action that can appear on the report are:

- **AK** – Acknowledged by Vendor (The vendor agrees with the current delivery schedule line requirements. This can be assigned by the PRL/PRM planner or by the system. The system will only apply this code when the supplier acknowledged “Yes” in the Vendor reply column of the report.)
- **BD** – Best Date Possible (The vendor can meet the delivery schedule late but not the system suggested reschedule date. Only the PRL/PRM planner can apply this code.)
- **FO** – Forecasting (The PRL/PRM planner has marked this schedule line is for the forecasting of replenishments. The delivery date shown will not be changed automatically by the system even if the supplier acknowledges they can meet the system suggested reschedule date, if one is present. Only the PRL/PRM planner can apply this code.)
- **LL** – Level Loading (The PRL/PRM planner has marked this schedule line is for level loading of replenishments. The delivery date shown will not be changed automatically by the system even if the supplier acknowledges they can meet the system suggested reschedule date, if one is present. Only the PRL/PRM planner can apply this code.)
- **MS** – Manually Scheduled (The PRL/PRM planner has manually set this delivery schedule line. The reason for the application of this code for the particular schedule line would need to be reviewed with the appropriate PRL/PRM planner. The delivery date shown will not be changed automatically by the system even if the supplier acknowledges they can meet the system suggested reschedule date, if one is present. Only the PRL/PRM planner can apply this code.)
- **NC** – No Cores (There is no cores available that PRL/PRM can supply to the vendor to allow them to meet the delivery date. The delivery date shown will not be changed automatically by the system even if the supplier acknowledges they can meet the system suggested reschedule date, if one is present. If the supplier does in fact have a core that can be used to supply the delivery schedule line requirement, the supplier will need to contact the appropriate PRL/PRM planner to have the Action code removed. Only the PRL/PRM planner can apply this code.)
- **PV** – Pending Vendor Acknowledgement (The supplier has advised that they are reviewing the delivery schedule line requirements and system suggested reschedule date and will advise of their delivery proposal. This can be assigned by the PRL/PRM planner or by the system. The system will only apply this code when the supplier acknowledged “No” in the Vendor reply column of the report.)
- **PC** – Pending Vendor Acknowledgement Change (This is a code that system assigns when the delivery requirements, delivery date or reschedule date, change

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for a delivery schedule line that has the Action code PV assigned to it. Only the system can apply this code.)

- **SH** – Shipment in Route (This code indicates that the material has already been shipped from the supplier. The delivery date shown will not be changed automatically by the system. Only the PRL/PRM planner can apply this code.)
- **UC** – Un-cancellable (This code indicates that the schedule line cannot, or is not to be cancelled even though the system indicates that the delivery schedule line is not required. This code is only applied by the PRL/PRM planner. The code may be applied based on supplier feedback, or other business related decisions.
- **WR** – Warranty (This code indicates that the delivery schedule line is tied to a Warranty related program/requirement. The delivery date shown will not be changed automatically by the system even if the supplier acknowledges they can meet the system suggested reschedule date, if one is present. This code is only applied by the PRL/PRM planner.)

7 UPDATING THE DELIVERY SCHEDULE REPORT


This section will review two areas: Review/Reply priority, and the steps to populate and submit the feedback.

7.1 Review/Reply Priority:

The ultimate goal is to have current supplier feedback for every delivery schedule line with an open quantity. Currently this only pertains to those delivery schedule lines for plant 1001, 1051, 1952, and 1301. However, where that situation cannot due to the sheer volume of schedule lines, the review of open delivery schedule lines should be conducted using the following priorities:

1. **Currently this review is limited to those delivery schedule lines where the plant listed is 1001, 1051, 1052, or 1301.**
2. Those schedule lines with a status of Past (Past Due) and the Vendor reply field is blank.
3. Those schedule lines with a status of Firm (current delivery date lays within the report date plus lead time) and the Vendor Reply field is blank
4. Those schedule lines with a status of Plan (current delivery date lays outside the report date plus lead time), AND has a current reschedule date that would lay inside the report date plus lead time, and the Vendor Reply field is blank.
5. Those schedule lines with a status of Past (Past Due) and the Vendor reply field is not blank.

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6. Those schedule lines with a status of Firm (current delivery date lays within the report date plus lead time) and the Vendor Reply field is not blank.
7. Those schedule lines with a status of Plan (current delivery date lays outside the report date plus lead time), AND has a current reschedule date that would lay inside the report date plus lead time, and the Vendor Reply field is not blank.
8. Those schedule lines with a status of Plan and did not qualify for number 3 or 6 above.

7.2 Steps to populate and submit feedback:


1. Check the Vendor reply field.
 - A. If the Vendor reply field is blank:
 - I. Review to see if a Current Reschedule Date is present.
 - a) If present, can you meet the reschedule delivery date and open quantity:
 - i. If you can, enter Yes in the Vendor reply field. You can move to the next delivery schedule line.
 - ii. If you cannot, enter No in the Vendor reply field. Also, in the Vend.Pro. 1 Dt and Vend.Pro. 1 Dt fields enter the delivery date and quantity you can commit to meeting. An additional set of vendor proposed delivery date and quantity fields exist and can be populated if required to fill the initially requested open delivery quantity. You can move to the next delivery schedule line.
 - b) If not present, can you meet the current delivery schedule date and open quantity:
 - i. If you can, enter Yes in the Vendor reply field. You can move to the next delivery schedule line.
 - ii. If you cannot, enter No in the Vendor reply field. Also, in the Vend.Pro. 1 Dt and Vend.Pro. 1 Dt fields enter the delivery date and quantity you can commit to meeting. An additional set of vendor proposed delivery date and quantity fields exist and can be populated if required to fill the initially requested open delivery quantity. You can move to the next delivery schedule line.
 - B. If the Vendor reply field has a No in it check to see if the information is still accurate:
 - I. Review to see if a Current Reschedule Date is present.
 - a) If present, can you meet the reschedule delivery date and open quantity:

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- i. If you can, enter Yes in the Vendor reply field and remove any data in the Vendor proposed delivery date and quantity fields. You can move to the next delivery schedule line.
 - ii. If you cannot, check to see if the information already noted is still accurate.
 - a. If it is you can move to the next delivery schedule line.
 - b. If it is not, update the Vendor proposed delivery date and quantity fields as necessary. You can move to the next delivery schedule line.
 - b) If not present, can you meet the current delivery schedule date and open quantity:
 - i. If you can, enter Yes in the Vendor reply field. You can move to the next delivery schedule line.
 - ii. If you cannot, check to see if the information already noted is still accurate.
 - a. If it is you can move to the next delivery schedule line.
 - b. If it is not, update the Vendor proposed delivery date and quantity fields as necessary. You can move to the next delivery schedule line
- C. If the Vendor reply field has a Yes in it check to see if you the information is still accurate:
 - I. Review to see if a Current Reschedule Date is present.
 - a) If present, can you meet the reschedule delivery date and open quantity:
 - i. If you can, you can move to the next delivery schedule line.
 - ii. If you cannot, enter No in the Vendor reply field. Also, in the Vend.Pro. 1 Dt and Vend.Pro. 1 Dt fields enter the delivery date and quantity you can commit to meeting. An additional set of vendor proposed delivery date and quantity fields exist and can be populated if required to fill the initially requested open delivery quantity. You can move to the next delivery schedule line.
 - b) If not present, can you meet the current delivery schedule date and open quantity:
 - i. If you can, you can move to the next delivery schedule line.
 - ii. If you cannot, enter No in the Vendor reply field. Also, in the Vend.Pro. 1 Dt and Vend.Pro. 1 Dt fields enter the delivery date and quantity you can commit to meeting. An additional set of vendor proposed delivery date and quantity fields exist and can be populated if required to fill the initially requested open delivery quantity. You can move to the next delivery schedule line.

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2. Save the file.
 - A. Ensure that the file you are saving is for the current week's report.
 - B. Do not change the layout of the file. In order for our system to process your responses, it must stay in the layout that was it presented to you.
 - C. You should save a working copy of the file in an Excel format. That will allow you to update the file as necessary during the course of the week.
 - D. However, the file you submit to PRL/PRM must be saved in a tab delimited text file (.txt) format.
 - E. Save the file using the following naming convention:
 3xxxxx-MMDDYYYY
 (3xxxxx being the PRL/PRM vendor code for the supplier)
3. Submit the file to SupplyChain.Admin.PRL@progressrail.com
 The file can be submitted as many times during the course of the week as necessary to provide update as they become available. Simply update the Excel file with the additional information, and resave as a tab delimited text file. Do not wait until the very end of the week to submit the file.
4. For any delivery schedule line where the material has already shipped, and the Change flag indicator is not G, you will need to contact the PRL/PRM planner directly to advise them of any shipping/tracking information.

7.3 Unprocessed Feedback

- During the course of the week our delivery requirements may change. As such, any feedback received from you that no longer matches the current requirements may be ignored as they are technically no longer valid. Therefore, when the next weekly open delivery schedule report is received, you may not see the feedback information you submitted
- Based on the Action code applied by the PRL/PRM planner for the given delivery schedule line, delivery date information may not be changed in our system to reflect any feedback that was submitted.

Any questions regarding information contained in this document or on the weekly report can be addressed to your PRL/PRM planner.

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