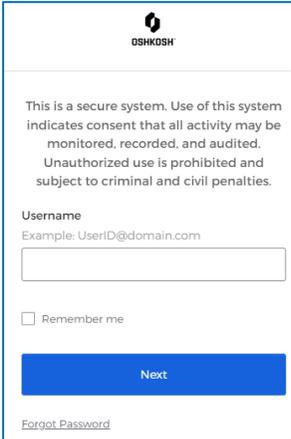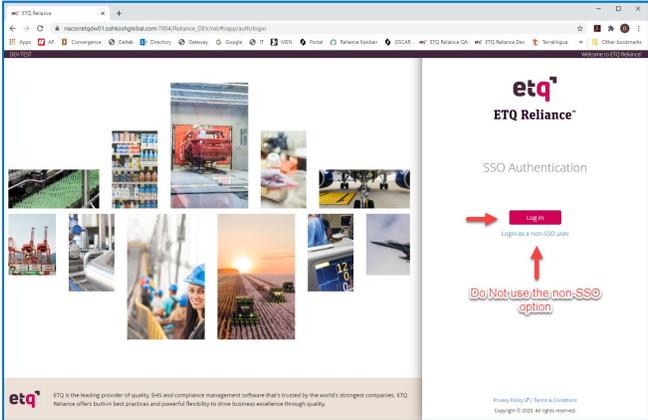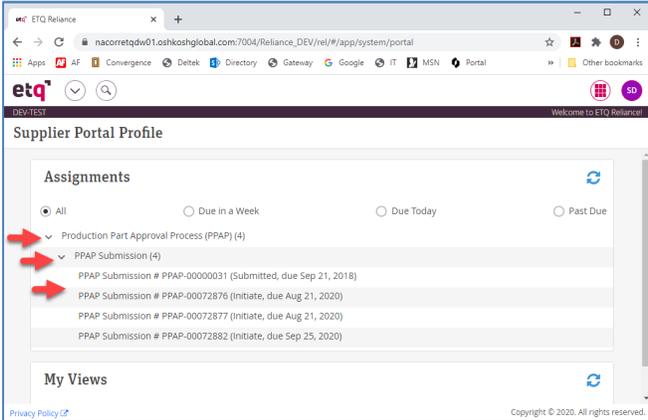**OSHKOSH™**

RCM – Reliance Change Management

PPAP Training	
1. Select Reliance login link from Oshkosh Supplier Network Site 2. www.oshkoshpartner.com 3. Login to Application	
4. Oshkosh Reliance Login Page 5. Select Log in option and follow prompts	
6. Login Page will show assignments when you click on the arrows to expand	

7. Setting favorites for modules access is granted 8. Select the 9 stacked boxes 9. Select All modules	

10. **NOTE: Several modules will be greyed out meaning we are either not using the module or you don't have access to the module**
 	
11. The modules that are bolded is what you have access to; select the star button beside each module to make it a favorite – Max is 6
 	
12. Active modules for suppliers are as follows:
    a. PPAP
    b. SCAR – 8D
    c. RCM – Change Management
    d. Section J Compliance
    e. Containment – CL1, CL2, FLC
 	
13. Supplier accounts will not be able to open anything else	

14. After setting favorites in previous steps simply click on 9 stacked boxes to open module 15. Open RCM, Reliance Change Management, Module by clicking on 9 boxes 16. Select Reliance Change Management 17. Or 18. Select "All Modules" then select Reliance Change Management	

RCM – Reliance Change Management

19. Multiple navigation options available
 	
   a.   Reload
 	
   b.   Reset
 	
   c.   Expand Rows
 	
   d.   Export to PDF or Excel
 	
20. Ability to sort on any column
 	
21. Select any row to open the record and review progress of RCM	

22. Initiate a new RCM, Reliance Change Management record 23. Select "New Document"	

24. Complete any required and or optional fields per your segment in Change Summary
 	
   a.   NOTE: anything with a **Red** * is required to be completed
 	
   b. Conditional fields exist depending what you choose as Reason for Submission	

25. Complete any required and or optional fields per your segment in Change Summary a. Enter detailed description of the change and rationale	

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RCM – Reliance Change Management

26. Complete any required and or optional fields per your segment in Change Summary a. Red-Line drawing is required for all submissions except SCRIP	*** What is the benefit to Oshkosh Corporation?** Enter the benefit to Oshkosh *** SCRIP Title** Enter SCRIP, Supplier Cost Reduction Idea Program Title Attach a red-line drawing, marked up image, or any other supporting information to assist in communication of the change request. Attachment(s) 1 File(s) QC-0825 Defense.docx i ↓ ✎ 🔗 🗑 ↓ Download All Add File(s) Change Made ⦿ Supplier Location ○ Oshkosh Location ○ Tier 2 Supplier Location

27. Complete any required and or optional fields per your segment in Change Summary
 	
    a. Supplier information will default except for ERP Supplier Number
 	
    b. Enter Technical Contact we can reach out if needed for clarification
	Supplier Information ⌃ Collapse All 🗑 Remove + Add Record
	□ ⬆ Oldest to newest 0 Selected 1-1 of 1 ◁ ▷
	
	□ Supplier Lookup Supplier Name OSN Supplier Number ERP Supplier Number ⊙
	Supplier Com... × ∨ Supplier Company 9999 12121212121... × ∨
	
	Supplier Manufacturing Address Supplier Contact(s) Telephone Number Email Address
	Enter Address Supplier, User × (dwilliams@oshkoshcorp.com) 26826 dwilliams@oshkoshcorp.com
	
	Submitter Technical (Engineering) Contact Information
	
	* Submitter Technical Contact *** Submitter Technical Contact Pho...** *** Submitter Technical Contact Email**
	Enter Technical Contact Enter Phone Enter email

28. Complete any required and or optional fields per your segment in Change Summary
 	
    a. Enter part information changes
 	
    b. If multiple use the "Add Record" button to duplicate fields.
	Product Information ⌃ Collapse All 🗑 Remove + Add Record
	□ ⬆ Oldest to newest 0 Selected 1-1 of 1 ◁ ▷
	
	□ Product Lookup *** Oshkosh Purchase Level Part #** *** Engineering Revisi...** *** Part Name** ⊙
	  12604666 A Enter Part Name
	
	Oshkosh Lower Level ... Lower Level Part Revi... Lower Level Part Name Supplier Part #
	
	* Production Part *** Aftermarket Part** *** Prototype Part** Design Responsibility Safety/Government Regulation
	⦿ Yes ⦿ Yes ○ Yes ○ Oshkosh ○ Yes
	○ No ○ No ⦿ No ○ Supplier ○ No
	    ○ Other ○ N/A
	
	Attachment 0 File(s)
	No Files
	  Add File(s)

29. Complete any required and or optional fields per your segment in Change Summary a. Enter Cost Effect of the change and extended information	Cost Information - Impact Per Part All fields are required if Cost Effect is 'Increase' or 'Decrease'. Explain cost change per unit of measure (i.e. $20 per part) *** Cost Effect** *** Annual Purchase Volume** *** Cost per Part** *** Total Cost Impact** ⦿ Increase 100 1.00 USD 100.00 USD ○ Decrease ○ No Impact *** Reason for Estimated Increase/Decrease** Enter Reason for Increase/Decrease Additional Cost Information Press Refresh to calculate total Materials Transportation Labor Equipment 10.00 USD 10.00 USD 10.00 USD 10.00 USD New Tooling Other Cost Other Cost Description 10.00 USD 10.00 USD Enter Other Description Total 60.00 USD

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RCM – Reliance Change Management

30. If supplier decides this RCM is no longer needed:
 	
    a. Select "Void"
 	
    b. Enter comments
	
	Void
	
	Select Phase
	● Void
	
	Notify
	Supplier, User (dwilliams@oshkoshcorp.com)
	
	★ Comment
	Enter comment
	
	Cancel Send
	
	[Void] [Send]

31. Submit RCM:
 	
    a. Select "Send"
 	
    b. Enter comments, if applicable
 	
    c. Supplier does not have access to "Notify" option
	Send
	
	Select Phase
	● Initial Approval
	
	Due Date
	Sep 25, 2020
	
	★ Assign To
	OSK CHANGE Defense Production Reviewers
	
	Notify
	
	Comment
	
	Cancel Send
	
	[Void] [Send]

32. Oshkosh team will either approve or reject the RCM once complete and you will be notified via email.	Reliance Change Management submission has been reviewed; for final disposition please navigate to Oshkosh Reliance Change Management module to obtain the status of each item. **Supplier Name:** Supplier Company **Part Name:** Enter Part Name **Part Number:** 12604666 Please click link to open the document: Change Request # RCM-012652

33. Print out a closed RCM
 	
    a. Select drop down arrow
 	
    b. Select Print
	Draft Initial Ap
	
	⊕ New Document ... ∨
	
	> Main
	> Internal Oshkosh Note
	> Disposition Informatio
	> Access Control
	Show All
	
	🔗 Copy Link
	🌐 Copy URL
	🔔 Send Notification
	🖨 Print
	✏ Edit All Fields

RCM – Reliance Change Management

34. RCM Training Complete
 	
    a.   Close all records using the X beside record
 	
    b.   Select initials on top right of page
 	
    c. Select Log Out	