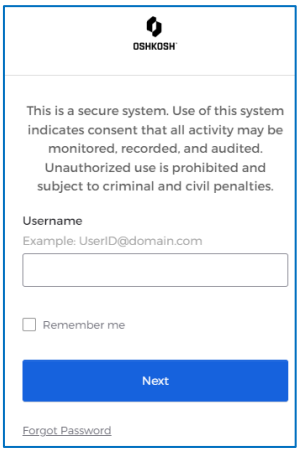
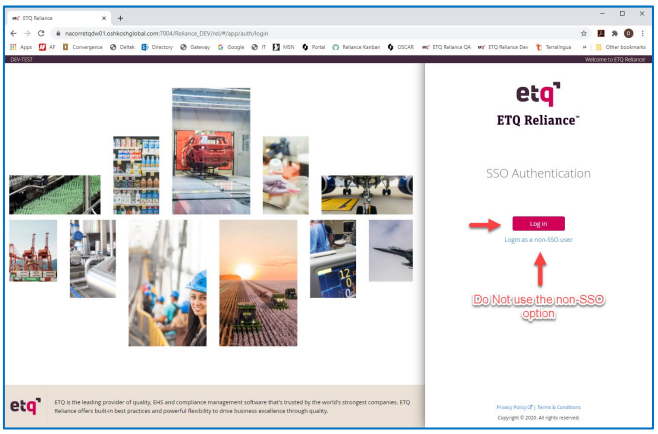
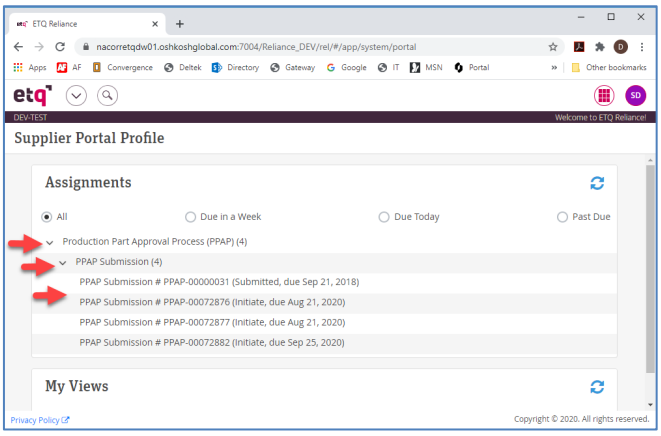
SCAR – Supplier Corrective Action Request

SCAR 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	

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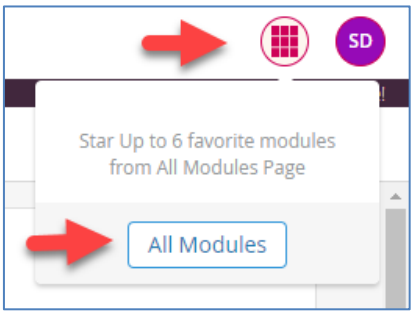
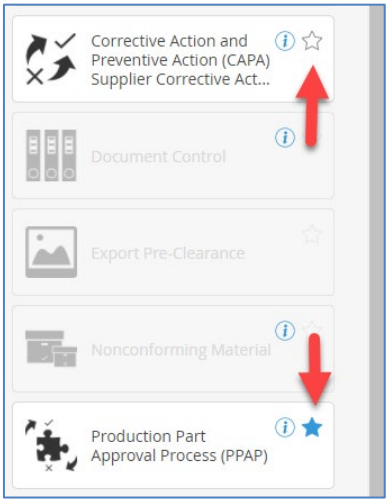
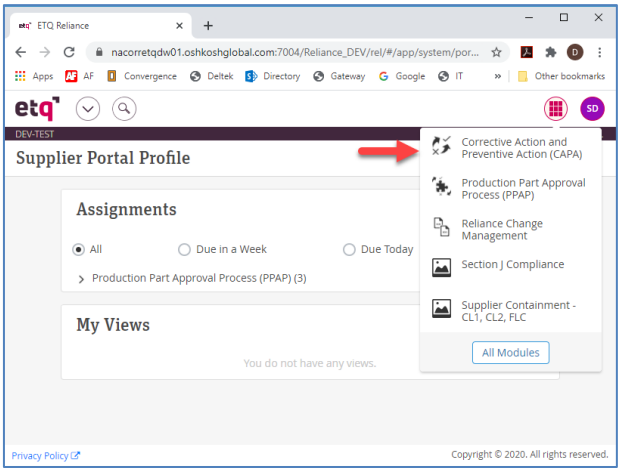
7. Setting favorites for modules access is granted 8. Select the 9 stacked boxes 9. Select All modules	
10. **NOTE: Several modules will be greyed out meaning we are either not using the module or you don't have access to the module** 11. The modules that are bolded is what you have access to; select 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 CAPA, Corrective Action Preventive Action Module by clicking on 9 boxes 16. Select Corrective Action Preventive Action 17. Or 18. Select "All Modules" then select Corrective Action Preventive Action Module	

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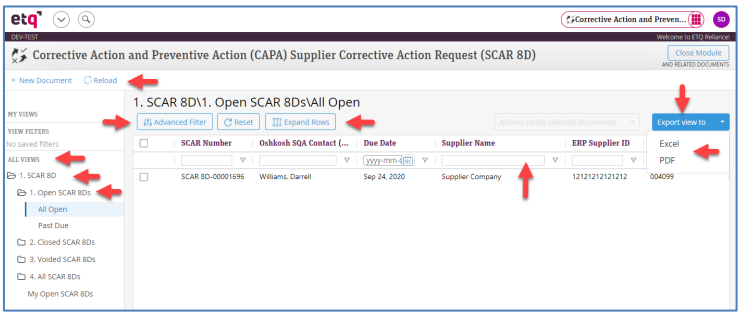
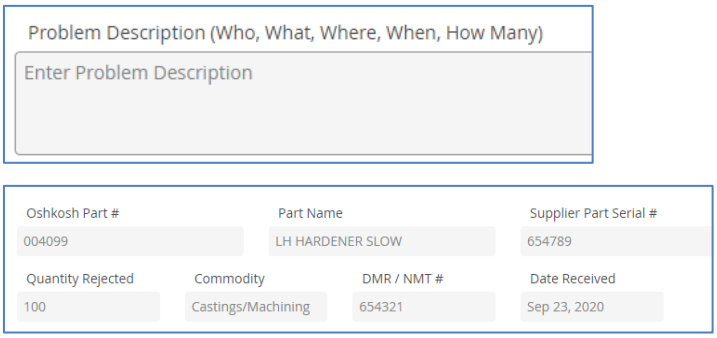
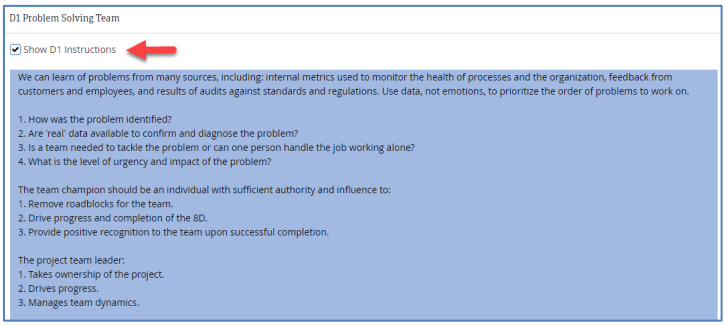
19. Multiple navigation options available
    a. Reload
    b. Reset
    c. Expand Rows
    d. Export to PDF or Excel
    e. Ability to sort on any column
20. Select "All Views' to expand selections
21. Select SCAR by clicking anywhere on row



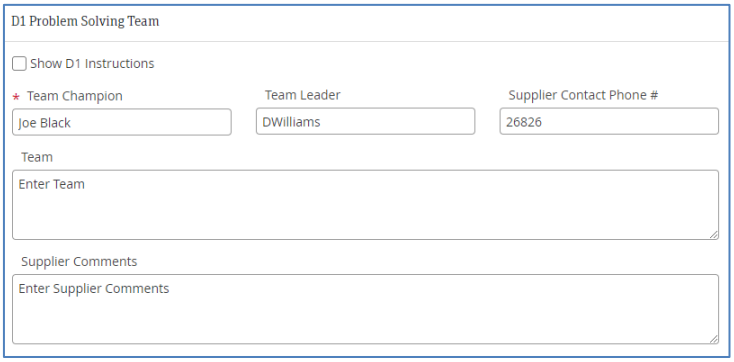
22. Review Problem and Product Information



23. Instructions on how to fill out D1 to D8 are available by clicking on checkbox



24. Complete D1
    a. Enter Team Champion
    b. Enter additional team members, if applicable



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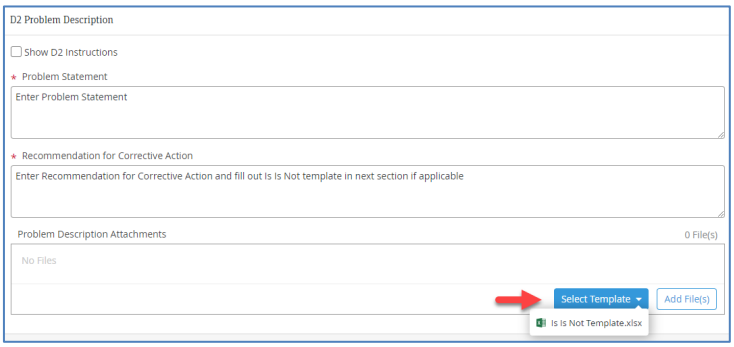
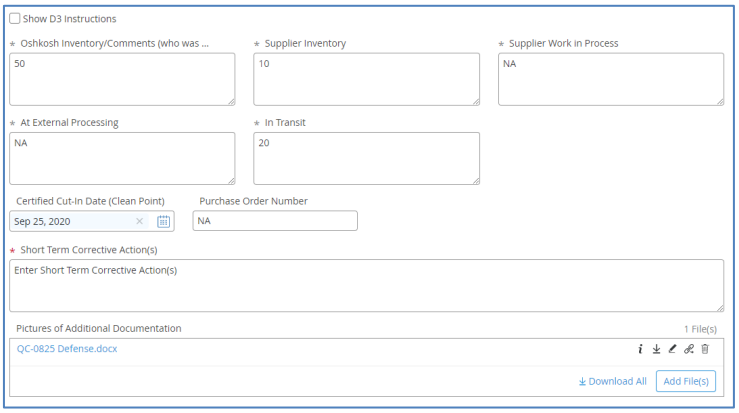
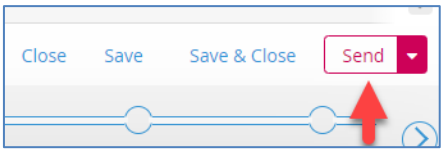
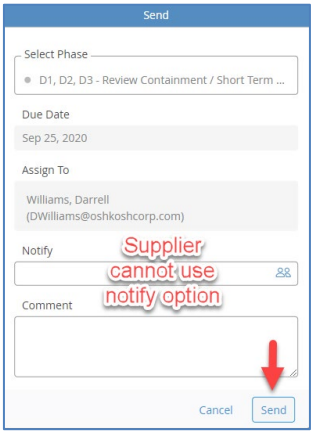
25. Complete D2 a. Enter Problem Statement b. Enter Recommendation for Corrective Action c. Is-Is Not Template available d. Add files, if applicable	
26. Complete D3 a. Enter Inventory if applicable b. Enter Short Term Corrective Action(s) c. Add files, if applicable	
27. Optional – supplier is able complete D4, D5, D6 & D7 if applicable. 28. If this does not apply send back to Oshkosh for approval of D1, D2, & D3 29. Select Send	
30. Select Send a. Supplier cannot use notify option b. Supplier can enter comments c. Email will send automatically	

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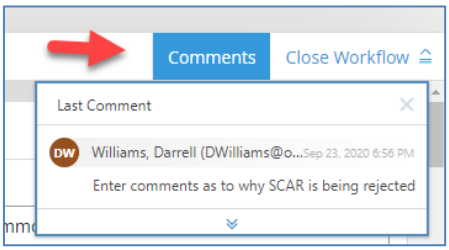
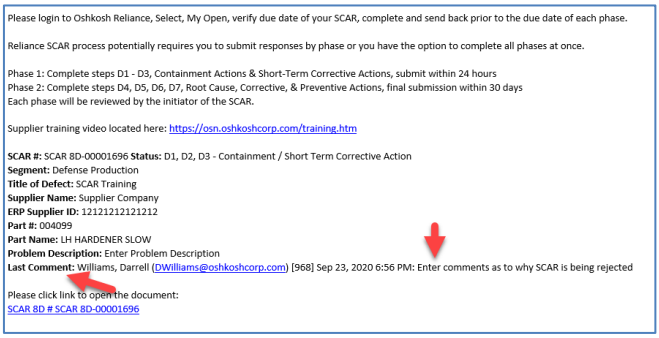
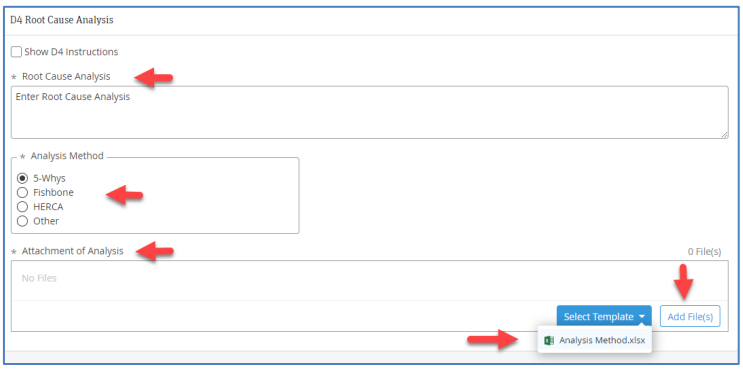
31. If Oshkosh accepts D1, D2, & D3 – continue working D4, D5, D6 & D7
32. If Oshkosh rejects D1, D2 & D3 – email will explain why along with comments section of SCAR (email will be same as initial email) only with comments

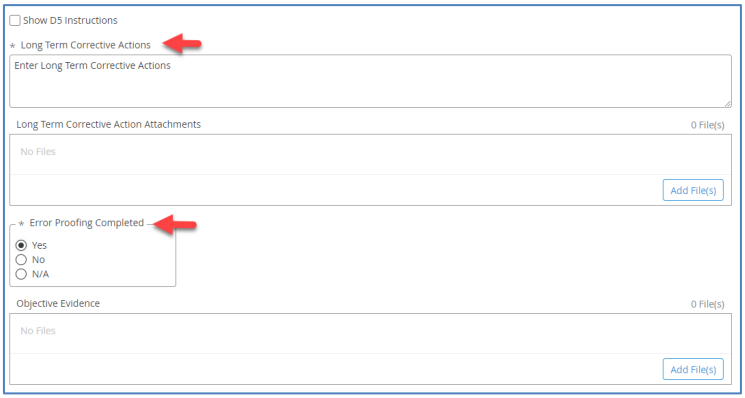




33. Complete D4
    a. Enter Root Cause Analysis
    b. Enter Analysis Method
    c. Analysis Method Worksheet available
    d. Add files, if applicable



34. Complete D5
    a. Enter Long Term Corrective Actions
    b. Add files, if applicable
    c. Verify Error Proofing
    d. Add file, if applicable



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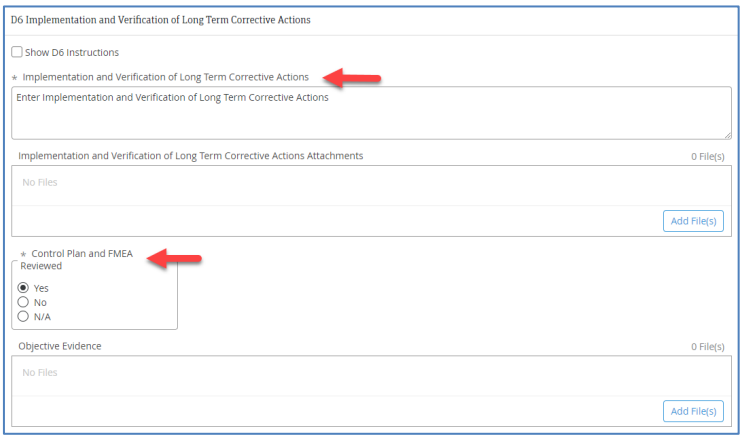
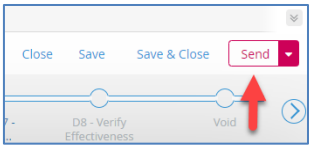
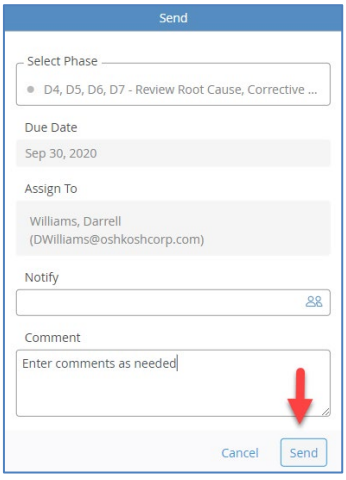
35. Complete D6 a. Enter Implementation and Verification of Long-Term Corrective Actions b. Add file, if applicable c. Verify Control Plan and FMEA Reviewed d. Add file, if applicable	
36. Complete D7 a. Enter Preventive Actions b. Add file, if applicable	
37. Select Send	
38. Select Send a. Supplier cannot use notify option b. Supplier can enter comments c. Email will send automatically	

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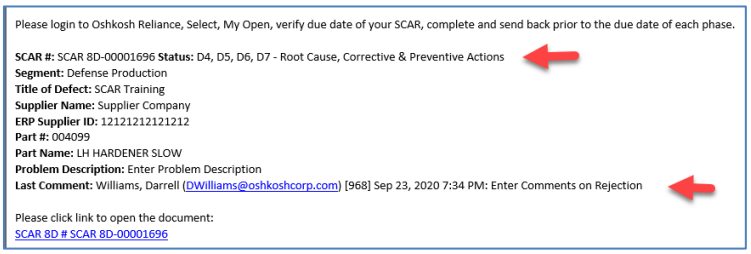
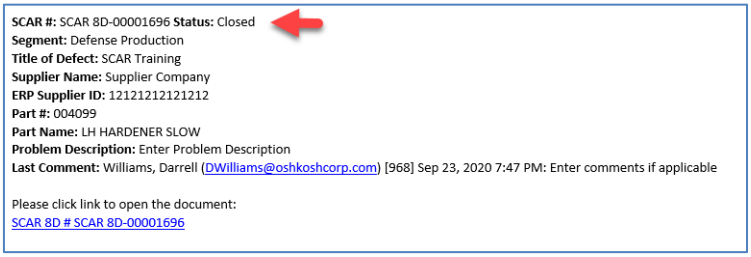
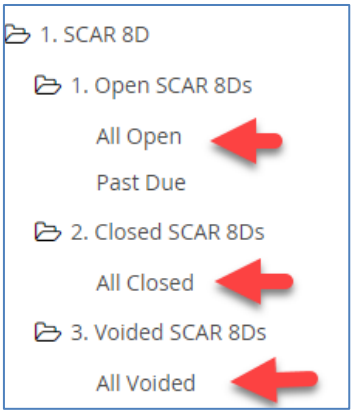
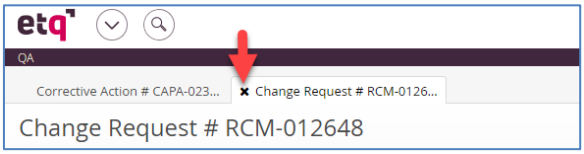
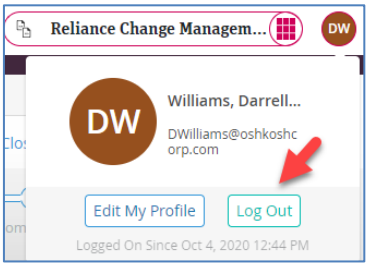
39. Oshkosh will review D4, D5, D6 & D7 a. Rejection – email notification b. Make correction and resubmit	
40. Oshkosh will review D4, D5, D6 & D7 a. Approve – email notification	
41. Open SCAR a. All Open 42. Closed SCAR a. All Closed 43. Voided SCAR a. All Voided	
44. SCAR Training Complete a. Close all records using the X beside record b. Select initials on top right of page c. Select Log Out