

WESTBROOK MFG. INC. SUPPLIER MATERIAL RELEASE MANUAL

Westbrook Mfg. Inc. faxes a "Supplier Releases and Material Authorization Form" to each of its suppliers every Tuesday unless otherwise noted. Supplier contacts should call Westbrook if they have not received a release by Wednesday morning. Each faxed release supersedes the previous release, and any changes should be addressed accordingly. Suppliers should view the past due and first week's requirement as immediate needs at Westbrook, and apply the balance of the weekly requirements as forecast and planned shipments.

Westbrook has established a pull system with some suppliers. These suppliers should use the "Supplier Release and Material Authorization Form" as a forecast only and ship to the actual signals sent by Westbrook at the determined intervals (daily, weekly). Please see attached "Sample #2" for an example of a Westbrook pull signal.

SHIPPING RELEASE

The following information details each column of the supplier release and should be reviewed while referencing the attached "Sample #1" release. If you ship to Westbrook by weekly release, please apply this release as shipping authorization. If you ship to Westbrook via a pull system, use the release information as a forecast only and use the Supplier Order Form "Sample #2" as shipping release authorization.

- 1.) Your supplier number and company name
- 2.) The release reference number. Use of this field has been discontinued. Please use the "Rel Date" to the right as the release reference.
- 3.) Westbrook's Scheduler authorizing the release.
- 4.) Westbrook's current supplier contact will be handwritten in this location. (Please alert us if this contact needs to be updated.)
- 5.) Part number being ordered.
- 6.) Blanket P.O. established for this part number.
- 7.) Descriptions for this part number.
- 8.) The "Last Date" column shows the last day that Westbrook keyed a receipt against this P.O. into our inventory system.
- 9.) The "Shipment Quantity" column shows how many pieces we received on that last shipment.
- 10.) The "Considered Rec YTD" column shows the total receipts for this part number in Westbrook's fiscal year to date. Westbrook's fiscal year starts on October 1st.
 - Use the combination of these three columns ("Last Date", "Shipment Qty", and "Considered Rec YTD") to determine your current due status.
 - Compare your cumulative shipments to our cumulative receipts, and verify that your last shipment matches our last receipt.
 - If you have made shipments since our last receipt, please back these shipments off our requirements, past due first, then the first release week.

- 11.) The “Past Due” column reflects the quantity of material past due. This quantity is shown in actual pieces needed not standard pack.
- If material is past due because the supplier failed to meet shipment requirements, the supplier will immediately contact Westbrook to determine delivery requirements and expedite this material to Westbrook at the supplier’s cost.
 - If the past due is the result of an increase from Westbrook and is not because the supplier did not meet requirements, the supplier is expected to contact Westbrook immediately to discuss shipping arrangements.
- 12.) This is the current week’s requirements for the part number. The date at the head of the column is a reference date for the weekly need. It is not a due date. Material received at Westbrook anytime during the work week of the reference date will be considered on time (Example: part number 12345 shows a requirement of 40,000 pieces, the shipment will be considered on time if received between 7/5 and 7/9).
- Westbrook must react immediately to the changing needs of our customers and expects the same from our suppliers. Suppliers are expected to review the past due status and weekly requirements each week upon receipt of our release and contact Westbrook immediately with any issues.
 - Suppliers that ship to pull signals should plan to ship this quantity through the week as they are signaled. Quantities pulled may not match the forecast total exactly each week due to fluctuations in priority of actual production, but should run close to the forecast over time.
 - Do not ship material without authorization, it will be returned at your expense.
 - Do not ship ahead of schedule. A shipment received the week before the due week is considered early, not on time, and will not be counted as an on-time delivery in the supplier performance evaluation.
 - Shipments should be made with a Westbrook authorized carrier, on already established days, scheduled to arrive at Westbrook during the week of its need.
 - Westbrook has established multiple shipment days for some suppliers. If you have been authorized to ship once a week, please ship on the determined day, unless you are past due.
- 13.) The supplier is to order appropriate stock to support Westbrook’s future needs and should apply these quantities as forecast.

KANBAN RELEASE

If you ship to Westbrook via a pull signal system, please review the following information referencing “Sample #2”.

- 1.) This is the fax number where response faxes should be sent showing actual shipments made.
- 2.) Your Supplier Name shows in this field.
- 3.) Westbrook’s supplier contact, along with the supplier fax number is listed here.

- 4.) The date that Westbrook sends the pull signal will be written here.
- 5.) The ship date is the date Westbrook expects the shipment to be made from the supplier.
- 6.) If the shipment is made on the proper day, it should arrive at Westbrook on this date based off the predetermined transit time.
- 7.) This column will list the part numbers that are established as "pull items" with the particular supplier.
- 8.) The "Item Description" column gives the appropriate description for the part number.
- 9.) The "P.O. No." column shows Westbrook's blanket P.O. number for the part.
- 10.) The standard pack is the quantity of material per container shipped by the supplier.
- 11.) The "Kanban Signals" column lists number of containers Westbrook expects the supplier to ship on the next shipment.
 - A kanban signal of "2" for part number 9876 would mean that Westbrook is expecting two containers of 3500 pieces each to be shipped.
 - The number of signals will vary based off Westbrooks actual usage.
- 12.) "Qty Signals Shipped" is to be filled in by the supplier as the shipment is made and immediately faxed back to Westbrook.
 - Westbrook can tell from this information how many of each part is in transit and if a particular part was shorted.
 - If a signal request is not filled in entirety, the supplier should call Westbrook immediately to discuss the make-up shipment.
- 13.) When make-up quantities are shipped, the customer should input this information on the form pertaining to shipment it actually went with.
 - If Westbrook authorizes a make-up shipment on a particular component to be made with a standard shipment on a later date, the supplier must note the number of make-up signals of that part number are being shipped on that shipment.
 - If seven containers of Part Number 5432 are being shipped, two of which are for the standard requirement and five for a make-up shipment, the return fax should list "2" in the "Qty Signals Shipped" and "5" in the "Make-up Signals Shipped" column.
 - The supplier is responsible for keeping track of their on-time status of shipment and fulfilling make-up requirements. Westbrook will only signal for the parts once and expect follow-up by the supplier to ship the order in full.
- 14.) This information is to be filled out by the supplier pertaining to each shipment and be reported along with the actual ship quantities.
- 15.) The Westbrook scheduling contact name and phone number is listed here.

PUR350
07/06/02

SAMPLE #1
WESTBROOK MAUFACTURING, INC.
SHIPPING RELEASE AND MATERIAL AUTHORIZATION FORM

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09:08:38

WESTBROOK MFG. INC.
600 N. IRWIN STREET
DAYTON, OHIO 45403
TEL. 937-254-2004
FAX# 937-254-9511

① VENDOR: 123 COMPANY X
③ AUTHORIZED BY:

REL #:

② REL DATE: 07/05/02
④ ATTN: PAT CONTACT

PART NO.	P.O. #	LAST DATE	SHIPMENT QTY	CONSIDERED REC YTD	PAST DUE	SHIP 7/05	FAB 7/12	FAB 7/19	PLAN 7/26	PLAN 8/02	PLAN 8/09	PLAN 8/16	PLAN 8/23	PLAN 8/30	PLAN 9/06	PLAN 9/13	PLAN 9/20
⑤ 12345	⑥ 1234	⑧ 62899	⑨ 20000	⑩ 1060000	⑪ 0	⑫ 40000	⑬ 20000	40000	40000	20000	40000	40000	20000	0	0	0	0
PART DESC.	⑦																
67890	5678	62999	15000	531000	0	3000	12000	15000	15000	15000	15000	15000	15000	0	0	0	0
PART DESC.																	
16273	9643	62899	3000	24000	640	3000	0	0	3000	0	0	3000	0	0	3000	0	0
PART DESC.																	
98463	4537	62999	3000	612000	0	18000	18000	18000	18000	18000	18000	18000	18000	0	0	0	0
PART DESC.																	

SAMPLE #2

WESTBROOK MFG. INC. KANBAN RELEASE

① FAX # (937) 254-4128

② **SUPPLIER:** Company Y
③ **CONTACT:** Pat Contact
FAX: (XXX) XXX-XXXX

Order Date: ④

Ship Date: ⑤

Delivery Date: ⑥

⑦ WESTBROOK PART #	⑧ ITEM DESCRIPTION	⑨ P.O. NO.	⑩ STD PACK	⑪ KANBAN SIGNALS	⑫ QTY SIGNALS SHIPPED	⑬ MAKE-UP SIGNALS SHIPPED
9876	Automotive Component A	87987	3500	2		
5432	Automotive Component B	78978	5000	2	2	5

ASN Information	
Bill of Lading # _____	Gross Weight _____
Carrier _____	Net Weight _____
Trailer Number or Air Bill Number _____	# of Packages Sent _____

⑮ Westbrook Contact: XXXXXXXXXXXXXXXXXXXXXXX

Please sign and date the following acknowledgment verifying that you have read and understand the "Westbrook Mfg. Inc. Supplier Material Release Manual". It will be your responsibility to apply it to your material requirements planning. Please fax this acknowledgment within two weeks to (937) 254-4128.

If you have any questions please contact Kathy England or Bob Rehmert at (937) 254-2004.

Company Name

Signature

Name (Print)

Title

Date