

## Instructions on How to Fill Out the OSCR

**Step 1:** You will receive an e-mail from CPSF Materials Admin with the subject line “OSCR [Supplier Name].[Site ID][Date]”.

There will be an Excel spreadsheet attached to the e-mail.

The following is the content on the e-mail.

**Dear Valued Supplier Partner:**

Attached is the Order Schedule Confirmation Report for Fridley, MN. In this report you will find the following actionable order statuses:

Training Document and Video can be provided by your planner, please contact them if you don't have them.

1. Past due - Orders that are past their due date. We require your revised delivery date.
2. Due within 2 weeks - Orders for which delivery is expected within the next two weeks. We require confirmation that these orders will be delivered on-time.
3. Open orders - All existing open orders that require acknowledgement.
4. Reschedule In - Orders that need to be moved in for an earlier delivery date. We require confirmation of the requested delivery dates.
5. Reschedule Out - Orders that need to be moved out to a later delivery date. We require confirmation of the requested delivery dates.
6. Cancel - Orders that need to be cancelled. We require acknowledgment of cancellation.
7. [EXCEEDS CAPACITY] - Please respond with [EXCEEDS CAPACITY] in the 'Vendor Comments' section if it exceeds your capacity. Please also include current capacity.

Please fill in confirmed delivery dates, tracking information and comments as appropriate. If orders have already shipped, please advise tracking information. If you have any specific questions, please contact your planner. Completed reports are to be returned within 2 business days, to the materials administrator at [CPSF.Materials.admin@cummins.com](mailto:CPSF.Materials.admin@cummins.com).

**Please respond by 3:00 PM Central Time on Wednesday. All other responses will not get updated.**

Thank you for your cooperation.

## Step 2: Open the Excel spreadsheet

# OSCR Detail

Order Number	Item	Q	Current Dock Dat	New Dock Date Needer	Order Status	Vendor Action	Confirm Dock Date FRD(mm/dd/yyyy)	Shipped/Shipping Date
		1	8/29/2022		Past due	Fill in revised ship date and comments		
		5	8/29/2022		Past due	Fill in revised ship date and comments		
		6	8/30/2022		Due within 2 weeks	Confirm on-time delivery		
		4	9/2/2022		Due within 2 weeks	Confirm on-time delivery		
		5	9/6/2022		Due within 2 weeks	Confirm on-time delivery		
		4	9/7/2022		Due within 2 weeks	Confirm on-time delivery		
		5	9/9/2022		Due within 2 weeks	Confirm on-time delivery		
		10	9/13/2022		Due within 2 weeks	Confirm on-time delivery		
		5	9/16/2022	10/17/2022	Reschedule Out	Adjust schedule per new dock date		
		8	9/21/2022	10/20/2022	Reschedule Out	Adjust schedule per new dock date		
		10	9/23/2022	10/26/2022	Reschedule Out	Adjust schedule per new dock date		
		7	9/28/2022	11/2/2022	Reschedule Out	Adjust schedule per new dock date		
		6	9/30/2022	11/4/2022	Reschedule Out	Adjust schedule per new dock date		
		4	10/3/2022	11/7/2022	Reschedule Out	Adjust schedule per new dock date		
		3	11/28/2022		Open order	Acknowledge order		
		1	12/1/2022		Open order	Acknowledge order		
		1	12/5/2022		Open order	Acknowledge order		
		4	12/8/2022		Open order	Acknowledge order		
		4	12/12/2022		Open order	Acknowledge order		
		2	12/21/2022	12/5/2022	Reschedule In	Adjust schedule per new dock date		
		2	1/5/2023	11/28/2022	Reschedule In	Adjust schedule per new dock date		
		5	1/12/2023	11/28/2022	Reschedule In	Adjust schedule per new dock date		
		1	1/18/2023	12/5/2022	Reschedule In	Adjust schedule per new dock date		
		6	1/30/2023	12/8/2022	Reschedule In	Adjust schedule per new dock date		
		8	2/15/2023	12/12/2022	Reschedule In	Adjust schedule per new dock date		
		20	2/27/2023	1/6/2023	Reschedule In	Adjust schedule per new dock date		
		18	3/6/2023	1/30/2023	Reschedule In	Adjust schedule per new dock date		
		19	3/13/2023	2/16/2023	Reschedule In	Adjust schedule per new dock date		
		2	3/20/2023	2/20/2023	Reschedule In	Adjust schedule per new dock date		
		7	4/10/2023	2/20/2023	Reschedule In	Adjust schedule per new dock date		
		9	4/17/2023	2/20/2023	Reschedule In	Adjust schedule per new dock date		
		6	5/1/2023	3/3/2023	Reschedule In	Adjust schedule per new dock date		
		5	5/17/2023	3/3/2023	Reschedule In	Adjust schedule per new dock date		
		5	5/8/2023	3/3/2023	Reschedule In	Adjust schedule per new dock date		
		6	5/15/2023	3/3/2023	Reschedule In	Adjust schedule per new dock date		
		5	5/22/2023	3/10/2023	Reschedule In	Adjust schedule per new dock date		
		5	7/10/2023	3/10/2023	Reschedule In	Adjust schedule per new dock date		

Current Promised Dock Date

PO(Rls)(Ln)(Shp) And Item #

Dock Date Required

Areas to be completed by supplier:

- Confirmed Dock / Ship Date
- Tracking Info
- Notes & Comments

Example Data

**Order Number** – Includes our PO#, Release #, Line # and Shipment #

**Item** – Is our part #

**Qty** – Is the qty open on the rel/line #.

**Dock Date** – Is the Promise date due at our dock.

**New Dock Date** – Is the date that we are asking to reschedule.

**Order Status** – Status of the rel/line#

**Past Dues** – Fill out the Ship Date, Tracking information and Vendor Comment of why the order is past due. New confirmed delivery date.

**Due within 2 weeks** - Confirm the order by putting the ship date under the **Ship Date** column.

**Open order** – Confirm with a ship date under the Ship Date column.

**Cancel** – Input Yes or No in vendor comment column. If Yes, please state that you have cancelled the PO/REL in your system.

**Reschedule In** – Need to know if you are able to pull in the Need by Date/Promise Date to deliver to the new date that we are asking. Input Yes or No in vendor comment column. Also let us know the Ship Date under the Ship Date column.

**Reschedule out** – Need to know if you are able to move out the Need by Date/Promise Date to deliver to the new date that we are asking. Input Yes or No in vendor comment column. Also let us know the Ship Date under the Ship Date column.

**Confirm Dock Date FRD (mm/dd/yyyy)** – This is the date of arrival. Confirm when we will get the order - new info. Not just in-transit but all open orders. Provide the most current Cummins Dock Date.

**Shipped/Shipping Date (mm/dd/yyyy)** – Please provide the Shipped Date if shipped or or Planned Ship Date for each release.

**Tracking Information** – All in-transit. Please enter the tracking/trailer # under this column.

**Vendor Comments** – Enter any additional information that you have regarding the part on the PO/REL.

Order Number	Item	Qty	Dock Date	New Dock Date	Order Status	Vendor Action	Confirmed Delivery Date(mm/dd/yyyy)	Ship Date	Tracking Information	Vendor Comments
364156203(490)(5)(2)	0302-2002	1600	10/31/2017		Due within 2 weeks	Confirm on-time delivery				
364156203(491)(9)(2)	0309-0717	450	10/31/2017		Due within 2 weeks	Confirm on-time delivery				
364156203(489)(3)(1)	0309-0641-05	50	10/31/2017		Due within 2 weeks	Confirm on-time delivery				
364156203(490)(1)(1)	0302-2048	1000	11/2/2017		Due within 2 weeks	Confirm on-time delivery				
364156203(494)(9)(1)	0309-0717	450	11/21/2017		Open order	Acknowledge order				
364156203(491)(1)(1)	0302-2048	1100	11/30/2017		Open order	Acknowledge order				
364156203(492)(5)(1)	0302-2002	1300	12/1/2017		Open order	Acknowledge order				
364156203(493)(3)(1)	0309-0641-05	50	12/5/2017		Open order	Acknowledge order				

Once we receive the completed OSCR report, we upload this information and Promised date changes to our system. Please ensure that the format of the report is not changed, as the information inputted on this document will be automatically uploaded into our system.

**Note:** The material’s admin forwards agreed upon cancellations and any concerns under the Vendor Comments to your main planner contact.