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PKG-007

Production Control Supplier Manual

POLICIES AND GUIDELINES

LEVEL/SECTION

PACKAGING

TITLE

**PROCEDURE FOR RETURNABLE
PACKAGING DEVIATIONS**

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PURPOSE

To define the procedure for Returnable Packaging Deviation Request and accurately complete the Deviation Request Form.

RESPONSIBILITIES

I. In the event of a returnable packaging shortage, the supplier may be able to use expendable back up packaging.

- **A packaging deviation should only be requested when no empty returnable containers are available for shipping.**
- **If totes arrive prior to shipment, repack is necessary.**
- **A deviation will not be approved if inventory levels at DMMI and/or the supplier are not acceptable**

Before using the expendable packaging, the supplier must have prior approval from DMMI PCE.

A. Requesting a deviation

- Complete the returnable packaging deviation form.
- Submit the form (either by fax or by e-mail) to the DMMI PCE Department (required 24 hrs. before shipping).
- DMMI PCE will review and issue an approval or rejection to the supplier.
- Attach a copy of the approved deviation to each pallet shipped in expendable packaging.

B. DMMI PCE Approval or Rejection

- DMMI will approve or reject the supplier request based on inventory investigation results.
- DMMI PCE is approving the shipment in expendable packaging, not the cost.
- Deviations received with less than 24 hours notice or not filled out completely will be rejected.

C. Payment for Expendable Packaging

- Invoices must be submitted on a monthly basis to DMMI Purchasing.
- Invoices must be submitted within the first half of the month, following the month of use. (Example: Expendable packaging used in Jan. would be invoiced by Feb. 15 to DMMI.)
- Invoices must include copies of the approved packaging deviations, as well as purchase order or invoice for expendable boxes.

II. Completing the Deviation Request (see Attachment # 1)

Supplier completes the following:

Supplier: Supplier (company) name.

*Supplier Contact Name: Name of person requesting deviation

*Supplier Fax Number: Number that the deviation is to be faxed to when completed

Request Date: Date when request is faxed to DENSO. This must be 24 hours prior to shipping.

Ship Date: Date product will be shipped from supplier.

Part Number: DENSO part number.

Component or A-part:: Fill in 'C' for component or 'A' for a-part. A component is a part used at DMMI, and a-part is a passthrough part from supplier to DMMI to customer.

Supplier completes the following:

Pkg Code: Alpha-numeric code given by DENSO to all DENSO-owned returnable packaging. (Example: SPC-GT4I)

Qty (pcs) in Expendable: Number of pieces requested to ship in expendable packaging.

Reason Code: Reason for deviation request.

1 = Container shortage

2 = Increased DMMI order

3 = Advanced build

Supplier Inventory: The supplier must provide a complete packaging inventory for any tote style for which a deviation is requested. Do not inventory totes that do not require deviations.

Supplier Comments: Include any pertinent items if necessary.

DENSO completes the following:

DMMI DOH Target: Inventory goal by part number, per DWOS.

DMMI DOH Actual: Actual inventory at DENSO.

Approve or Reject: If deviation is acceptable, DENSO will approve. If deviation is unacceptable, DENSO will reject.

*DMMI Response: DMMI PCE will indicate in the appropriate box if the product needs to be repacked when received by DMMI.

Comments: Include any pertinent items if necessary.

DMMI PCE Signature: Engineer responsible for the requested deviation.

* denotes change in procedure

Attachment # 1

DENSO Returnable Packaging Deviation Request
Attn: DMMI PCE Department

Supplier:		
Supplier Contact Name:	Request Date:	Ship Date:
Supplier Fax Number:	(Must be 24 hrs prior to shipping)	

Section I: Requested Deviation By Part Number

Supplier Completes					DMMI Completes			
Part Number	Component or A-Part	Pkg Code	Qty (pcs) in Exp.	Reason Code	DMMI DOH Target	DMMI DOH Actual	PCE	
							Approve	or Reject
Supplier Focus								

Reason Code: 1: container shortage 2: increased DMMI orde 3: advanced build

Section II: Supplier Inventory (Supplier must complete inventory quantity for only tote type requiring deviation)

Tote Type	Total Totes at Supplier (full & empty)	Tote Type	Total Totes at Supplier (full & empty)	Tote Type	Total Totes at Supplier (full & empty)	Tote Type	Total Totes at Supplier (full & empty)	Tote Type Specific	Total Totes at Supplier (full & empty)
4D		6F		3I		8L			
5D		2H		4I		4M			
6D		3H		4K		CA			
7D		4H		6L		C1			
5F		7H		7L		C3			

Section III: Supplier Comments Section IV: DMMI Response

	<p align="right">Comments:</p> <p>(DMMI to check which applies)</p> <p align="center">DMMI Repack Required?</p> <p align="center"> YES NO <input type="checkbox"/> <input type="checkbox"/> </p>
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ROUTING:

PCE > SUPPLIER FOCUS > PCE > SUPPLIER

DMMI Signature: _____

Revision 3, 5/03 G:\PRD_CTRL\PC EFO RMSPKGD EVM\TEXTS

AN APPROVED COPY OF THIS FORM MUST BE ATTACHED TO EACH PALLET SHIPPED