



**862-KC Contingency Plan
H-D Purchasing
Representative Prints and
Communicates Ship
Schedules**

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Requirements

- The Harley-Davidson purchasing representative responsible for performing this task must have knowledge to run the Open Order Status Report from Business Objects to obtain current ship schedule information.
- Each purchasing representative is responsible for obtaining and communicating the ship schedules information to the suppliers that they manage.
- This plan is **not** dependent upon H-DSN, Order Management, EDI Gateway, or the Sterling Commerce Network being functional.
- This plan is to be implemented when one or more of the following locations have not received / processed the ship schedules:
 - H-D EDI Gateway
 - H-D VAN, Sterling Commerce
 - H-DSN
 - Order Management

Instructions

1. Identify the suppliers who require communication of their ship schedules.
2. Run the Business Object Open Order Status Report to obtain the most current ship schedule information.
3. Save the data to an Excel file and format by supplier.
4. Print the information. Note: The term “Print” can be a hard copy, electronic copy, cut and paste data, or a picture of a screen with data.
5. Communicate the information to the suppliers. Note: The term “Communicate” can be via an email, telephone call, fax, or etc.

Additional Assistance

For additional assistance please
contact your Purchasing Lead.