



**850-HD Contingency Plan
H-D Purchasing
Representative Prints and
Communicates Purchase
Orders**

November 2006

Requirements

- The Harley-Davidson purchasing representative responsible for performing this task must have Manugistics and/or Business Objects knowledge to obtain purchase order information.
- Each purchasing representative is responsible for obtaining and communicating the forecasted information to the suppliers that they manage.
- This plan is **not** dependent upon H-DSN, Order Management, EDI Gateway, or Value Added Network being functional.
- This plan is to be implemented when one or more of the following locations have not received / processed the purchase orders:
 - H-D EDI Gateway
 - H-D VAN, Sterling Commerce
 - H-DSN
 - Order Management

Instructions

1. Determines the best source to obtain the recent purchase orders.
 - Run an open PO listing through Business Objects
 - Export an open PO list from Manugistics
2. 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.
3. 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.