



Harley-Davidson Motor Company, 11800 W. Capitol Drive, Wauwatosa, WI 53222 414/465-6000

CONTACT NAME
ABC MANUFACTURING
123 PARK AVENUE
NEW YORK, NY

January 19, 2007

ATTN: SALES & ACCOUNTS RECEIVABLE

In an effort to implement a more efficient system for the processing of purchase orders, we have made changes to our current system that will affect the way you receive notification of new purchase orders. Under the new system, developmental purchase orders starting with LC, LK, LP, LT, LY, XC, XK, XP, XT, and XY will be delivered via electronic mail to one address.

In order for this change to go smoothly we need your company to supply us with a single e-mail account that will be used for the receipt of new orders and a single point of contact responsible for confirmation of receipt. Please provide the information in the spaces available below along with your signature acknowledging that you have received this letter and return via fax or mail to the address below no later than **January 31, 2007.**

Please also assure that your company has acquired the necessary NPC labels for your outgoing new parts shipments as defined in the enclosed memo. The letter and order form are also accessible on www.h-dsn.com.

Thank you for your help in the continuous improvement of our purchase order process. We hope that this new process will help to improve the efficiency of your organization as well.

Regards,

Development Purchasing Materials Organization
Harley-Davidson Motor Company

Point of Contact for New Purchase Orders: _____ **Title:** _____

Email Address: _____ **Phone #:** () _____

I have reviewed the new terms for electronic purchase order delivery for development purchasing at Harley-Davidson Motor Company.

Signature

Date

Mail to: Harley-Davidson Motor Company
11800 Capitol Drive
Wauwatosa, WI 53222
Attention: Lori Tapp

Fax to: 414-465-6061
Attention: Lori Tapp

Due: January 31, 2007



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MEMORANDUM

January 2007

Subject: Development Purchasing Process for New Part Shipment Labels

Attention Harley-Davidson Suppliers:

The process for delivery of Development Purchasing New Product Purchase Orders will be changing within the next month. Associated with that change is a requirement that all suppliers adhere to the ongoing policy of managing their own orders for NPC Labels.

NPC Labels are a valuable tool to assist in identifying, segregating, and visually managing critical New Product shipments to the Harley-Davidson Motor Company facilities.

The existing process requires that:

Two NPC Labels be attached to two opposing sides of each container/package for shipments to the New Parts Cages for:

- Capitol Drive - Label name: NPC – CAP
- York – Label name: NPC – York
- Kansas City – Label name: NPC – KC
- Pilgrim Road – Label name: NPC – PR

The existing process also requires that the Packing List be attached to the outside of each container/package.

An order form for these labels has been updated and is now available on the Harley-Davidson Supplier website. www.h-dsn.com Suppliers may obtain labels from other sources compliant with current specifications.

Please assure that your location has the necessary NPC labels available and is following the labeling procedure for applicable part shipments. **Please note that the Engineering and Development Purchasing staff at the PDC will no longer provide suppliers with these labels.**