



INTRODUCTION

SCOPE

The material contained in this manual applies to all suppliers to Harley-Davidson Motor Company including those who supply:

- General Merchandise (GM)
- Maintenance, Repair, Operating (MRO)
- Original Equipment (OE)
- Parts and Accessories (P&A)

OBJECTIVE OF MANUAL

The objective of the manual is to inform suppliers of the purchasing policies and guidelines to be followed when doing business with Harley-Davidson. This manual does not provide specific procedures for every subject matter discussed. Rather, it provides forms and procedures as required. We recognize that each supplier is somewhat unique and knows their business better than we do. Therefore, within each section we will lay out our purchasing policies and guidelines and then detail the expectations we have of our suppliers. Suppliers must use the policies and guidelines listed to generate their own internal procedures that will allow them to meet our expectations. It is imperative that suppliers review and familiarize themselves with this manual to assist them in understanding our requirements. Please note that failure to comply with any Harley-Davidson requirement can result in the issuance of a Corrective Action Request (CAR). More serious breaches may result in the cancellation of purchase orders we have with the supplier. This manual may be revised or replaced by Harley-Davidson from time to time. Suppliers are expected to control the distribution of this document to facilitate proper replacement of outdated material. Suppliers are always responsible for ensuring they are following the most current Harley-Davidson policies and guidelines. This manual is to be used by the supplier for conducting business with Harley-Davidson. No portion of the manual can be replicated by the supplier for use with customers other than Harley-Davidson without first obtaining written permission from Harley-Davidson.

It is important to note that this manual supplements and does not replace any written supply agreement between suppliers and Harley-Davidson. These agreements also include special requirements and conditions detailed on purchase orders. Such agreements will govern in the event of a conflict between this manual and the agreement.

SOURCE OF INFORMATION

Each section contains successful industry-tested methods that we believe can improve the overall performance of the supply chain. The information presented in this manual is from a variety of sources including ISO 9000, QS9000, AIAG Standards, good legal practice, and recognized business concepts and standards.



LAYOUT OF MANUAL

This manual details requirements that are consistent across all areas of purchasing within Harley-Davidson including OE, MRO, P&A, and GM. Any requirements that are specific to one or more areas of purchasing will be noted and included as a separate portion within each section of the manual. Also, all procedures or techniques outlined in this manual must be followed unless specifically noted as optional. Harley-Davidson welcomes suppliers to present alternate procedures and techniques that may more mutually meet both Harley-Davidson's and the supplier's business requirements. However, no procedure or technique that deviates from those required by Harley-Davidson may be used without prior authorization from the appropriate Harley-Davidson purchasing representative. Undoubtedly you will notice similarities between some of our procedures and those of the Automotive Industry Action Group (AIAG). The AIAG is an alliance of North American vehicle manufacturers and suppliers that are working to standardize the requirements of their suppliers. Harley-Davidson is a member of the AIAG and, as such, will be implementing AIAG practices where appropriate. Some sections of this manual will include forms to be completed as part of a requirement. We have provided instructions and/or examples for each of these forms to assist suppliers in completing them. If requested, most forms can be given to suppliers in file format. If you have any questions concerning the information provided within this manual contact your respective Harley-Davidson purchasing representative.