

1.0 Purpose

1.1 This is used when there is a need to have a Supplier ship product that has not been completed per Engineering and Purchase Order requirements. The use of this form is limited to incomplete product and is not to be used for deviations or non-conformances to Engineering.

2.0 Instructions

- 2.1 Enter the Supplier number.
- 2.2 Enter the name and location of the Supplier.
- 2.3 Enter the name of the Supplier contact making the request.
- 2.4 Enter the part number
- 2.5 Enter the telephone number of the Supplier contact making the request.
- 2.6 Enter the purchase order number
- 2.7 Enter the quantity of parts involved.
- 2.8 Enter the serial number (if applicable). Record NA if parts do not have serial number.
- 2.9 Enter the required delivery date from the applicable purchase order.
- 2.10 Enter a detailed description of the work that cannot be completed at the supplier facility.
- 2.11 Enter a detailed reason the work cannot be completed prior to shipment.
- 2.12 Enter detailed and specific instructions for completing the work.
- 2.13 List any special tools that would be required to complete the work.
- 2.14 List any special materials that would be required to complete the work.
- 2.15 Enter the signature of the supplier contact making the request – include title and date.
- 2.16 Check the Yes or No box to indicate the approval or disapproval of the OSW request.
- 2.17 Enter the Production Order number if applicable.
- 2.18 Enter the signature of the Purchasing approver.
- 2.19 Enter the Purchasing approval date.
- 2.20 Enter the signature of the PE approver.
- 2.21 Enter the PE approval date.
- 2.22 Enter the signature of the Quality Assurance approver.
- 2.23 Enter the Quality Assurance approval date.
- 2.24 Enter the signature of additional approver if applicable.
- 2.25 Enter the additional approval date if applicable.

3.0 Notes

3.1 This form is a one (1) page, single-sided form

OSW – Request to Ship

General Information

ID Number: 2.1

Supplier and Location: 2.2

Part Number: 2.4

PO Number: 2.6

Item Serial Number
(if applicable): 2.8

Supplier Contact: 2.3

Contact Number: 2.5

Quantity: 2.7

Required Delivery Date: 2.9

Description of Open Standing Work (OSW) condition:
2.10

Reason work cannot be completed prior to shipment:
2.11

Specific instructions for completing work (attach additional documents if necessary):
2.12

Any special tools required to complete work:
2.13

Any special materials required to complete work:
2.14

Supplier Representative

Name: 2.15

Title: 2.15

Date: 2.15

Disposition

Can the supplier ship the indicated article with Open Standing Work? Yes No 2.16

Process Engineering Production Order Number: 2.17

Approvals

Purchasing: 2.18 Date: 2.19

Process Engineering: 2.20 Date: 2.21

Quality Assurance: 2.22 Date: 2.23

Engineering: 2.24 Date: 2.25
(if required)