

NPR #		Manufactured	Purchased	WF Whelan Facility	Active	Inactive
					Canton	

**ALL ITEM AREAS MUST BE COMPLETED**

Place the answer to each question in the yellow (or shaded) section of the form

**Customer / Supplier**

What is the OEM Part Number?		Are match mount stickers required?	
What is the Program Name / Number?		Are broadcast labels required?	
What is the vehicle name?		Are broadcast labels 1D or 2D labels?	
Who is the supplier?		What is the broadcast label code?	
What is the Ship From Supplier Code / Duns Number?		What is the Inbound Pallet Pack Quantity?	
What is the Customer (OEM) name?		What is the Inbound Packaging type?	
What is the Ship To Location (Plant Name & Cisco Code or Address)?		What is the Outbound Pallet Pack Quantity?	
What is the Part Description (same as the BOL)?		What is the Outbound Packaging type?	
What are the Product Dimensions?		What are the Packaging material that are required and what are the sizes (specifications) needed? (Example: foam, boxes, etc.)	
What is the Product weight?		What type of dunnage is to be used for shipping from W.F. Whelan?	
Is a FTZ (Free Trade Zone) required?		If returnable dunnage, what is the dunnage part numbers? (The should be a number for the base, the tray, and the cap.)	
What is the finish of the product?		If returnable dunnage, is there any color coding?	
If product is a wheel, does it have a MC Flange or a EURO Flange?		Customer / Supplier Signature:	
Is this product a Repack, Pick & Pack, or Crossdock product?		Date:	
Is an image (or print) of Product supplied?		Customer / Supplier Phone Number / Email Address:	
Does this product require assembly?		Customer / Supplier Company Name and Address:	
If product requires assembly, are assembly instructions supplied?			
Are all Components for assembly being supplied to WF Whelan?			
What are the Component Product / Part Numbers?			
Is special labeling required?			
If special labeling is required, has customer supplied labels?			

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	Raw Part No.:		Service Part No.:		Customer Part No.:		
	Shipping Profile:		Part Specification:		Part Master:	C.Core BOM:	
MP&L	Confirmed Returnable Type / Part Numbers / Pack Out Quantity Against Packaging Screen or Releases:						
	If wheel:	Number of Wheels per layer:	Number of layers per pallet:	Number of total wheels per pallet:			
	Returnable Dunnage Department Notified of Kitting of Returnables?:						
	Notified by:				Notified to:		
Signature of MP&L Rep. When Complete:				Date:			
Quality	Database Spreadsheet Updated?:				Date Database Spreadsheet Updated:		
	Product I.D. Template Created?:				Product I.D. Template Complete Date:		
	Signature of Quality Rep. When Complete				Date:		
Receiving	Product Warehouse Location:		Product Weight:		Stamp or Engineering Part Number:		
	Quality notified to take Pictures on the first day of arrival?				Date of Arrival:		
	Signature of Receiving Rep. When Complete				Date:		
Quality	*NPR Complete (Quality to Sign):				Date:		
All Parties	Comments Or Notes:						

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