

DESK TOP INSTRUCTION			
<b>Instruction title</b> <p style="text-align: center;"><i>Excess Transportation Documentation</i></p>			<b>Instruction #</b> <p style="text-align: center;"><i>22A-DI07</i></p>
<b>Department</b> <p style="text-align: center;"><i>Materials</i></p>	<b>Revision Date</b> <p style="text-align: center;">9/19/05</p>	<b>Rev. Level</b> <p style="text-align: center;">A</p>	<b>Process Owner:</b> <p style="text-align: center;"><b>Materials</b></p>

**1.0 PURPOSE**

To establish a work instruction to document excess freight charges.

**2.0 SCOPE**

- All non-standard freight charges

**3.0 METHOD**

**INBOUND SHIPMENTS**

1. Receiving Department will use receiving documents received with each shipment to verify that supplier has, unless pre-paid, used the correct carrier(s) (approved by the Logistics), shipped on the correct day, and shipped per the release.
2. For those shipments not meeting the above requirements, the Receiving Department will attach a copy of the Document of Excess Transportation (DETC) to copies of the receiving documents.
3. The DETC form is provided to the Traffic Department.
4. Traffic Department or Material Rep will include any appropriate information onto the D.E.T.C. including freight charges, which must be verified by phone call to the carrier and/or supplier.
5. Cost, responsibility and reason for excess transportation will be investigated and filled out by the Traffic Department.
6. The Materials Rep and Traffic Department will be responsible for a final decision regarding cost responsibility and will sign the D.E.T.C. Cost responsibility may only be altered by the Materials Manager and/or Traffic Department.
7. Traffic will enter the DETC information into the freight log (premium freight).
8. If the supplier will be debited for freight charges, a copy of the D.E.T.C. will be forwarded to the Finance Department and supplier (white copy).
9. The Excess transportation will be reported monthly during the Management Review meetings as part of the Key Operating Indicators.

**OUTBOUND SHIPMENTS**

10. Shipping Department will ensure that, unless collect, we are using the correct carrier(s) (approved by the customer), shipped on the correct day, and shipped per the customer requirements.
11. For those shipments not meeting the above requirements, the Shipping Department will attach a copy of the Document of Excess Transportation (DETC) to copies of the shipping documents.
12. The DETC form is provided to the Traffic Department.
13. Traffic Department or Operations Manager will include any appropriate information onto the D.E.T.C. including freight charges, which must be verified by phone call to the carrier and/or Material Department (to confirm expedite).
14. Cost, responsibility and reason for excess transportation will be investigated and filled out by the Traffic Department.
15. The Operations Manager and Traffic Department will be responsible for a final decision regarding outbound cost responsibility (Dakkota, Intier or supplier charge back) and will sign the D.E.T.C. Cost responsibility may only be altered by the Materials Manager, Operation Manager and/or Traffic Department.
16. Traffic will enter the DETC information into the freight log (premium freight) as an outbound shipment.

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17. If the debit is to be issued internally (Dakkota or Intier), a copy of the DETC will be forwarded to the applicable Finance Department.

18. If the supplier will be debited for freight charges, a copy of the D.E.T.C. will be forwarded to the Finance Department and supplier.

**4.0 AFFILIATIONS**

- Premium Freight Log (maintained by Traffic Department)
- Key Operating Management Procedure
- Management Operating Procedure
- Customer Delivery Performance Procedure

**5.0 EXHIBITS (Forms & Tags)**

- A Document of Excess Transportation form

**6.0 REVISION HISTORY**

12/14/01 Draft release –SV

4/23/02 Updated per DETC being formalized, and incorporated Outbound shipment as separate responsibility function.

9/19/05 – RENUMBERED FROM MAT-17