

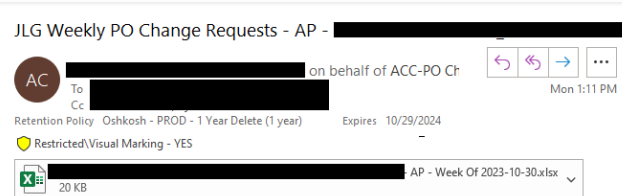


To Our Valued Supply Partners,

JLG has developed a new process for managing our Weekly PO Change Requests that we had been sending via Jaggaer on Monday mornings. We understand that the current process has been a pain point and have worked with some of our supply partners to develop a revised process that will bring more stability to orders in Jaggaer as well as time savings for you. The main benefits of this new process are:

- 1) All weekly requested changes are emailed via spreadsheet, saving you time from locating and researching each individual change in Jaggaer (this should also make it easier for you to submit to your team for internal review as well)
- 2) Purchase orders will not change in Jaggaer until you approve them via the spreadsheet
- 3) Changes that are not approved will not change the purchase order and you will not need to counter any change that you cannot support
- 4) EDI 860s will only come for changes that have been approved.

You will receive a workbook every Monday morning that lists the changes and the email will look like this. All we ask is that you open the work book, provide our responses in the appropriate columns, and save the workbook without renaming it. Then return it by each Thursday by 5 pm EST to [pochangerequests@jlg.com](mailto:pochangerequests@jlg.com) without changing the subject name and we will update the purchase orders via automatic process. Change responses received after this time will not be processed.



Good morning!

Please find attached this week's requested PO change requests, **with aftermarket and production changes on separate tabs**. Your response to these change requests will help us better align purchase orders to requirements.

**Required Actions by you :**

- Select "approve", "reject" or "counter" for each line in the Supplier Action column. If countering, please enter the proposed date in the "Countered Date (if Applicable)" column.
- Do not delete any columns and please unhide any hidden columns or rows before returning.
- When saving your responses, please do not change the name of the email attachment. When you save the document, simply save and attach to your email.
- When replying, simply hit "reply" to the email you received from [pochangerequests@jlg.com](mailto:pochangerequests@jlg.com). There is no need to change anything in the email subject line.
- Please reply by end of day Thursday of the current week to ensure changes can be completed in our ERP to [pochangerequests@jlg.com](mailto:pochangerequests@jlg.com). Changes received Friday will not be accepted.

Please be advised that changes made in your ERP before they are made in JLG's could result in early or late shipments. Updates will be reflected in the portal the morning after they have been received

Thanks,

JLG Weekly PO Change Team

We have been using this process with some suppliers already and the benefits have been instantly seen.

If you have any questions, please reach out to your supply chain solutions buyer.