



This manual is intended for use by Rehiko Engines Division suppliers as a supplement to the Rehiko. Global Supplier Quality Manual. To verify the latest version of this document, go to <https://www.rehiko.com/conducting-business>

Appendix A

Revised 7/18/2025

Electronic Submission of Data

Rehiko prefers electronic submission of documents. Please refer to the table below for file naming conventions, and information on who should receive (by role/title) electronic documents.

Document Type	Naming Convention * Use file name as email subject line	Email to	Copy to
PPAP Submission	Part#_Part Name_Revision Letter_Tool/Cavity Name (when applicable)_Document Name <i>Example: 12 345 67_Crankcase_C_A14_Level 2 PPAP</i>	Buyer & Supplier Quality Rep	
DMR/SCAR Response	Document#_Part#_Part Name_Failure <i>Example: DMR 98765_12 345 67 Crankcase_O/S hole</i>	Quality Rep listed on the DMR/SCAR as Coordinator	DMR/SCAR Admin
Deviation Request	Deviation Request_Part#_Part Name_Revision Letter_Description <i>Example: Deviation Request_12 345 67_C_O/S hole</i>	Quality Rep	Buyer
Change Request Form K-SRC001	Part#_Part Name_Revision Letter_Change Description <i>Example: 12 345 67_Crankcase_C_Change Tolerance</i>	Supplier Quality Rep & Buyer	
Return Authorizations	RMA#_DMR/SCAR#_Part# <i>Example: RMA 876_DMR 98765_12 345 67</i>	Buyer & Quality Rep listed on the DMR/SCAR as Coordinator	
Risk Management Plan Data	RMP_PartNo_Rev_SupplierName <i>Example: RMP_12 345 67_A_ABCCompany</i>	Supplier Quality Rep	Quality Tech (RMP Admin)

Revision History			
Rev. Level	Date	Change Description	Changed By
A	7/18/2025	Updates and transition from Kohler to Rehiko	J.Maes

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