

Supplier Quality, Logistics & Materials Manual

Table of Contents

1.0 OVERVIEW	4
1.1 MISSION, VISION AND VALUES	4
1.2 PURPOSE OF INTENT	4
1.3 QUALITY POLICY	4
1.4 ENVIRONMENTAL POLICY	4
1.5 SUPPLIER QUALITY SYSTEMS VALIDATION	5
1.5 NEW SUPPLIERS	5
2.0 QUALITY SYSTEMS REQUIRMENTS	6
2.1 QUALITY PLANNING	6
2.1.1 ADVANCED PRODUCT QUALITY PLANNING (APQP)	6
2.1.2 PRODUCTION PARTS APPROVAL PROCESS (PPAP)	6
2.1.3 PROTOTYPE PARTS	7
2.1.4 PROCESS FLOW, PFMEA and CONTROL PLAN	8
2.1.5 SAFE LAUNCH and EARLY PRODUCTION CONTAINMENT	8
2.2 INCOMING AND ONGOING QUALITY REQUIREMENTS	8
2.2.1 SPC AND PROCESS CAPABILITY	8
2.2.2 MEASUREMENT SYSTEMS AND GAGES	9
2.2.3 SUPPLIER NONCONFORMING MATERIAL	9
2.2.4 PROBLEM SOLVING AND CORRECTIVE ACTION	11
2.2.5 QPN (QUALITY PROBLEM NOTICE) & REQUEST FOR CORRECTIVE ACTION	11
2.2.6 PROCESS/PRODUCT/MATERIAL CHANGES	13
2.2.7 ONGOING SUPPLIER CERTIFICATION	13
2.3 SUPPLIER PERFORMANCE	13
2.3.1 COMMUNICATION /ASSESSMENT & FEEDBACK	13
2.3.2 SUPPLIER SCORECARDS	14
2.3.3 SUPPLIER PERFORMANCE REPORTING SYSTEM	14
2.3.4 SUPPLIER RATING LEVELS	15
3.0 LOGISTICS & MATERIALS MANAGEMENT	17
3.1 PACKAGING	17
3.2 MATERIAL HANDING	18
3.3 PALLETS	19
3.4 EXPENDABLE CONTAINERS	19

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 2 of 36
-----------------------	-------------------------------	------------------------------



Supplier Quality, Logistics and Materials Manual

Procedure Number:
P-PR200.12

Produce
Procedure Manual

Revision Level: D


3.5	FASTENERS	20
3.6	UNIT LOAD PATTERN.....	20
3.7	LABELING.....	21
3.8	COMMON LABEL ISSUES	21
3.9	SHIPPING LABEL SCAN.....	22
3.10	EDI- ELECTRONIC Data Interchange	22
3.11	EDI SPECIFICATIONS.....	22
3.12	EDI SERVICE BUREAU CONTACT INFORMATION	23
3.13	TERMS OF DELIVERY.....	23
3.14	COST OF DELIVERY NONCOMPLIANCE.....	23
3.15	DELIVERY	24
3.16	RECEIVING & SHIPPING HOURS	24
3.17	LOADING TRUCKS AND TRANSPORT	25
3.18	SHIPPING DCOUMENTS REQUIREMENTS.....	25
3.19	RAW/FAB AUTHORIZATION	26
3.20	TITLE AND CONTROL OF GOODS.....	26
3.21	OBSOLESCENCE	26
3.22	NAFTA (US, CANADA, AND MEXICO SUPPLIERS)	26
3.23	CONTROL OF RECORDS AND RETENTION	27
 APPENDIX A – ACRONYMS AND DEFINITIONS		28
 APPENDIX B - FORMS		29
	QUALITY PROBLEM NOTICE (QPN).....	29
	DELIVERY PROBLEM NOTICE (DPN).....	30
	SUPPLIER CONTACT INFORMATION.....	31
	CONTAINER SHIPPING LABEL EXAMPLE	32
	MASTER SHIPPING LABEL EXAMPLE	33
	SUPPLIER PACKAGING APPROVAL SHEET	34

Release Date: 9/14/16

Date Last Revised: 11/26/2018

Page Number:
Page 3 of 36

Any reprint of this document is UNCONTROLLED

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

1.0 OVERVIEW

1.1 MISSION, VISION AND VALUES

Piston Automotive is located in various regions of the United States. Our vision is to be a global supplier of choice for modular assemblies and manufactured components. Our core values that drives this mission are ICEDT (Integrity, Continuous Improvement, Empowerment, Diversity and Teamwork).

1.2 PURPOSE OF INTENT

Piston Automotive is totally committed to partnership of all interested parties including customers, shareholders/owner, suppliers, workforce, local agencies, etc. all of which are vital in achieving our vision. Currently, we buy most of our components from directed-suppliers, but we still have the obligation to manage the entire supply base in delivering quality products and services. We are determined to create a healthy mutual working relationship with our supply base, regardless of the supplier relationship with OEM customer.

The purpose of this manual is to inform suppliers of Piston Automotive requirements and expectations, as well as how we will monitor, measure and communicate their performance. These requirements extend from supplier qualification to new product development and past model service production.

1.3 QUALITY POLICY

Piston Automotive quality policy is “Satisfy our Customers, Empower our People”. This summarizes Piston Automotive position that Customer Satisfaction can only be achieved if they are placed first in priority and that employees are empowered to take positive action to achieve customer satisfaction.

1.4 ENVIRONMENTAL POLICY

Piston Automotive is also committed to the ISO 14001 Environmental Standard. Piston Automotive environmental policy is: “Committed to the Health and Safety of our employees by helping to protect the environment and its natural resources”. We comply with all customer and regulatory requirements. We are committed to continual improvement.

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 4 of 36
------------------------------	-------------------------------	------------------------------

Any reprint of this document is UNCONTROLLED

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
Produce Procedure Manual		Revision Level: D

1.5 SUPPLIER QUALITY SYSTEMS VALIDATION

Piston Automotive is a supplier to the automotive industry and as such we comply or adhere to the Automotive Quality and Environmental Management Systems, IATF 16949-2016, ISO 9001:2015, ISO 14001:2015. Piston Automotive requires all suppliers regardless of their status with the OEM customer, to be third party certified to the above standards.

For laboratory and calibration services, Piston Automotive recognizes the ISO 17025 or American Association for Lab Accreditation (A2LA) in lieu of the above standards.

1.6 NEW SUPPLIERS

New suppliers to Piston Automotive are those suppliers who have not shipped parts to us. New suppliers are classified as 'High impact' suppliers to Piston Automotive. Each supplier will be removed from 'High Impact' classification after Piston Automotive reviews their Quality Systems and subsequently determines they are low risk

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 5 of 36
------------------------------	-------------------------------	------------------------------

Any reprint of this document is UNCONTROLLED

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

2.0 QUALITY SYSTEMS REQUIREMENTS

2.1 QUALITY PLANNING

2.1.1 ADVANCED PRODUCT QUALITY PLANNING (APQP)

This is a structured methodology which defines the stages of product development to assure that the final product satisfies the customer. Suppliers are expected to use customer preferred APQP documents and become involved early in the product development process. If there is no preferred customer APQP documentation and reporting, the AIAG APQP documents shall be used. Program Management will lead and coordinate with suppliers on APQP timeline, goals and progress. Suppliers are expected to follow the five APQP phases or the one dictated by Piston Automotive and its customers. The five phases are:

- a) Plan and Define Program.
- b) Product Design and Development Verification.
- c) Process Design and Development Verification.
- d) Product and Process Validation and Production feedback.
- e) Launch, Assessment & Corrective Action.

Suppliers shall be familiar with the use of the core tools: PPAP, FMEA, APQP, MSA and SPC. will provide appropriate support for product development initiatives including MSA, DFMEA (when required), PFMEA, process flow, control plans, lessons learned, etc. at Piston Automotive and Customer facilities.

2.1.2 PRODUCTION PARTS APPROVAL PROCESS (PPAP)

Piston Automotive follows the AIAG PPAP for validation of all purchased materials required for production unless otherwise requested by its customers to use a different approval process. Supplier shall follow the PPAP manual and understand submission requirements and work with Piston Automotive Site Quality Department on list of specific PPAP requirements to submit and which level of submission.

2.1.2.1 SUBMISSION REQUIREMENTS

The default PPAP submission level shall be level-3 requirements of the AIAG PPAP manual. In addition to level-3 PPAP submission, suppliers shall also submit all applicable IMDS and all customer specific requirements. Suppliers shall submit the IMDS to Piston Automotive ID 55880.

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 6 of 36
------------------------------	-------------------------------	------------------------------

Any reprint of this document is UNCONTROLLED

2.1.2.2 HEAT TREAT REQUIREMENTS

Suppliers of heat treat material shall complete the AIAG CQ1-9 audit documentation by a second party and include the results in their PPAP submission. Any identified “not satisfactory” or “needs immediate action” items shall have a documented action plan. The AIAG CQ1-9 audit shall be completed annually for all heat treat parts.

2.1.2.3 DIRECTED SOURCED SUPPLIERS - MPA or without MPA

Directed-sourced suppliers by the OEM shall submit their PPAP to the OEM who sourced the part(s) and to Piston Automotive. Unless otherwise clarified in the statement of work or any formal signed document to the contrary, the OEM customer is responsible for approving the PPAP. Piston Automotive responsibility will still be managing the supplier for incoming quality of material. PPAP approval for directed-sourced suppliers with MPA or without MPA is the responsibility of the OEM customer. Piston Quality will coordinate with the OEM customer or supplier to obtain complete PPAP approval documentation.

2.1.2.4 BAILED MATERIAL SUPPLIERS

Bailed material is purchased and owned by the OEM customer and PPAP approval is done by the OEM customer. Piston Quality will coordinate with the OEM customer or supplier to obtain complete PPAP approval documentation.

2.1.2.5 NON-DIRECTED SUPPLIERS

These suppliers are sourced and managed by Piston. PPAP approval will follow all the requirements listed under 2.2.1 and 2.2.2 above.

2.1.3 PROTOTYPE PARTS

Sample material or prototype material may be required for initial builds or trials at Piston Automotive or customer plants. Program Management and Materials personnel will coordinate requirements and timing with suppliers.

2.1.4 PROCESS FLOW, PFMEA and CONTROL PLAN

Suppliers shall have a process flow, PFMEA and control plan for their manufacturing processes. Piston Automotive does not require a threshold hold number for Risk Priority Number (RPN) on which to make improvements, suppliers shall continue to review to find opportunities for improvements designing robust prevention and detection controls for their processes.

Control Plans shall identify the significant characteristics and define the control mechanisms and reaction plans in the event of any of the control mechanism.

2.1.5 SAFE LAUNCH and EARLY PRODUCTION CONTAINMENT

Suppliers are highly recommended to implement a safe launch plan or early production containment plan to ensure a smooth launch with Piston Automotive. This plan shall last for 90 days after start of production (SOP). A Pre-Launch Control Plan shall be developed showing any additional controls and inspection audits that are to be taken. Safe Launch or Early Production containment includes, but not limited:

- a. 100% inspection for all pre-production and pilot parts shipped.
- b. Off-line, separate and independent checks where applicable and or requested and per the safe launch check sheet.
- c. Sub-supplier support and audits
- d. Increased frequency of dock audits
- e. Increased label verification for accuracy.

If the data from Safe Launch or Early Production containment does not show any nonconformance and the risk of the shipment of nonconforming product is minimized, the supplier can request to exit from the plan.

2.2 INCOMING AND ONGOING QUALITY REQUIREMENTS

2.2.1 SPC AND PROCESS CAPABILITY

- a) Suppliers shall be familiar with the use of Statistical Process Control (SPC) to be able to verify part quality. All significant characteristics, critical characteristics, and other characteristics affecting safety shall be identified on the control plan and monitored for out-of-control conditions. Suppliers shall ensure that out-of-control material is verified as compliant to specification before such material is shipped to Piston Automotive sites. Special causes of variations shall be investigated, identified and eliminated.

- b) Suppliers shall maintain a minimum Cpk (Process Capability which represents a short-term variation in the process) of 1.33 and a Ppk (Process Performance over a long term) of 1.33.
- c) The AIAG SPC Manual may be used as guideline

2.2.2 MEASUREMENT SYSTEMS AND GAGES

All measuring instruments and gages used for verification of quality must be calibrated in accordance with IATF 16949 requirements. All gages used to measure significant characteristics or critical characteristics must have a Gage R&R <10% or must have a signed waiver from Piston Automotive or OEM customer if supplier is directed-source.

2.2.3 SUPPLIER NONCONFORMING MATERIAL

2.2.3.1 NOTIFICATION OF NONCONFORMING MATERIAL

Suppliers are obligated to immediately notify Piston Automotive of any nonconforming material or suspect material that may have been shipped to Piston Automotive or that is still be in transit. If the supplier suspects such material has already been shipped to the OEM customer, supplier shall have all necessary information available including when suspect or nonconforming material may have been built, quantity and a preliminary understanding of what happened and what immediate actions have been taken to remedy the situation.

2.2.3.2 CONTAINMENT OF NONCONFORMING MATERIAL AT PISTON AUTOMOTIVE

When Piston Automotive discovers a nonconforming material at any Piston Automotive plant, or supplier believes they may have delivered nonconforming material to Piston, Piston Automotive may request immediate supplier on-site inspection of all material affected and if applicable at the end user’s facility. Either case, the supplier shall respond promptly to the request for containment, including engaging the services of a third-party containment provider. 100% 3rd party containment may be implemented at Piston Automotive, supplier location and end user location until a root cause is determined and a permanent corrective action in place. All cost incurred by Piston Automotive, 3rd party containment provider, end user’s additional actions to contain the problem shall be charged back to supplier through the QPN process. Daily report of fallout

from the 3rd party containment shall be provided to Piston Automotive Plant Quality Department. The nonconformance will count against the supplier performance tracking.

2.2.3.3 CONTAINMENT OF NONCONFORMING MATERIAL AT SUPPLIER FACILITY

Suppliers shall implement 100% off-line inspection of any nonconforming material or suspect material to prevent the escape of any material to Piston Automotive. Supplier shall trace the suspect or nonconforming material to suspect lots and certify all future shipments and mark all certified stock for a minimum of 30 days. Piston Automotive may request containment data from supplier especially if it involves significant characteristics or critical characteristics.

2.2.3.4 DISPOSITION OF NONCONFORMING MATERIAL

All nonconforming material found at Piston Automotive or at the customer location shall be processed by Piston Plant Quality and disposition based on the agreement with the suppliers. The parts may be returned to the supplier with an RMA (Return Material Authorization) number issued by the supplier to Piston, scrapped by Piston at the supplier request and or reworked by Piston/Supplier based on the nature and risk associated with the rework. Any rework involving the alter of the material intended form, fit and function must be approved by the OEM customer. In rare occasion, there may be the need to use nonconforming material after evaluating the risk and considering the impact on the production schedule and customer delivery. In such situation, the OEM customer shall make the determination and Piston shall obtain an approved Alert or Authorization from the OEM customer before such material can be used in production. If non-conforming material is unable to be reworked, Supplier must submit a RMA number within 48hrs of Notification. If a RMA number is not received, Piston reserves the right to issue a RMA number to have the suspect material returned to the Supplier. All costs associated with the return of nonconforming material and /or the disposition of the nonconforming material shall be processed by Piston Plant Quality through the QPN (Quality Problem Notice) process.

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

2.2.4 PROBLEM SOLVING AND CORRECTIVE ACTION

Suppliers are expected to implement a structured problem solving with cross-functional teams to investigate process and systems issues. Suppliers can adopt their own problem-solving format if they conform to the automotive standards. Some of problem solving tools suppliers can use includes but not limited to 5 whys, fish-bone diagram, design of experiments, etc.

Suppliers are expected to drill deep into their investigation of root causes by exploring and answering the following questions:

- a. Was the problem PREDICTED during the planning process (PFMEA, Control Plans).
- b. Why did the manufacturing process not PREVENT the issue from occurring, i.e. standardized work and error-proofing?
- c. Why did the quality process not PROTECT Piston Automotive of the issue?

Suppliers are required to complete and submit an 8-D root cause analysis to the Quality Representative for a QPN, if requested. Additionally, Suppliers may be required to present and review their documents with the Piston Automotive management team via web conference or on site at Piston Automotive or Customer location.

The number of QPN's issued to a Supplier per month, severity of the occurrence, and Supplier responsiveness will be the criteria used to determine if a Supplier must participate in the reviews and if they are categorized as a critical Supplier.

Reviews will be held as needed. The Piston Automotive Quality Department will notify the Supplier's Quality Department if the Supplier is required to attend this review.

Supplier representatives at these meetings must have the technical and operational knowledge required to answer and explain the details of the 8D. Supplier can use the AIAG CQ1-10 Effective Problem-Solving Guidelines as a reference for structured problem-solving method.

2.2.5 QPN (QUALITY PROBLEM NOTICE) & REQUEST FOR CORRECTIVE ACTION

When a supplier ships non-conforming material, the material will be rejected and a QPN will be issued to the Supplier. Piston Automotive will notify the supplier via e-mail. The supplier must submit an initial corrective action to the Piston Automotive Quality Representative within 24 hours of receipt. The supplier must then submit a full 8-D corrective action report to the Quality Representative within 10 business days. The Supplier must include the identification of all potential root causes, mistake proof

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 11 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

Supplier Quality, Logistics and Materials Manual

techniques and revisions to the PFMEA, control plan, process flow documents and work instructions as applicable. Piston plant Quality Representative or designee may follow up with a visit to the supplier manufacturing location to evaluate the effectiveness of corrective action(s) implemented.

2.2.5.1 QPN DISPUTE

Suppliers may dispute a QPN for one or more of the following reasons:

- a. The supplier does not agree to the problem described on the QPN as originating from their facility.
- b. The supplier does not agree to quantity of parts affected by the problem described in the QPN.
- c. The supplier does not agree to the charges stated in the QPN.
- d. Other reasons the supplier may have relating to the QPN.

QPN's can be disputed up to ten (10) calendar days after issuance. Supplier must notify the Piston Plant Quality representative who originated the QPN within the 10 calendars from the date the QPN was issued, of their intent to dispute and provide supporting documents that support the bases of the dispute. It is recommended that Suppliers should first contact the Piston Plant Quality to see if things can be resolved before formally disputing the QPN. Piston plant Quality will review the dispute and either amend the QPN, rescind the QPN or let the QPN stand and proceed with processing. In rare occasion, an escalated QPN will be used to capture hours of management team engaged in continuing dialogue with supplier to resolve quality issues.

2.2.5.2 CHARGEBACKS

All chargebacks to the supplier will be documented in the QPN. Chargebacks include but not limited to:

- a) Customer chargeback to Piston for supplier nonconformance.
- b) Containment/sort charges including facility charges at Piston Automotive.
- c) Containment/sort charges, including yard campaigns, stop ship, etc. at the customer plant.
- d) Rework and /or scrap resulting from a supplier issue.
- e) Downtime associated with loss of production due to supplier issue.

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

2.2.6 PROCESS/PRODUCT/MATERIAL CHANGES

Regardless of a supplier status with the OEM customer, suppliers must notify Piston Plant Quality of any product, material or process changes before such changes are implemented. All product, process, material changes shall be documented using the OEM customer change control documents (for all customer-directed suppliers with MPAs or without MPAs). Piston Automotive source suppliers must use Piston Automotive change control process. All process changes must be approved by Piston Automotive Quality Department prior to implementation. Purchasing and Quality will review the request, approving or rejecting at their discretion. Adequate notice must be provided prior to change of the process. Complete PPAP Level 3 documentation is required as the reevaluation document for all Piston Automotive designed production parts. The Supplier must submit a timeline to the Quality Department detailing the timing required to make the process change.

2.2.7 ONGOING SUPPLIER CERTIFICATION

Suppliers are expected to register to their Quality and Environmental management systems to the requirements of ISO 9001 or IATF 16949 and ISO 14001:2015 through recognized Third-Party audits and maintain current certificates if they are in production. Suppliers are expected to notify Piston Automotive if their certificate is revoked within 10 business days from the date the registration was revoked.

2.3 SUPPLIER PERFORMANCE

2.3.1 COMMUNICATION /ASSESSMENT & FEEDBACK

To strengthen the relation between Piston Automotive and its supply base, Piston will regularly communicate with suppliers on their performance to assist them in improving any quality and other related issues. Even though most of the suppliers are directed (sourced) by the OEM customer, Piston will track and monitor supplier performance. Piston may visit supplier manufacturing locations to conduct audits or send a supplier self- assessment to suppliers to complete and send back to Piston Corporate Supplier Quality.

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 13 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

Supplier Quality, Logistics and Materials Manual

2.3.2 SUPPLIER SCORECARDS

Piston Plant Quality generates monthly scorecards on supplier performance. Piston Corporate Supplier Quality sends out scorecards to a certain category of suppliers. However, scorecards are available to all suppliers upon request.

2.3.3 SUPPLIER PERFORMANCE REPORTING SYSTEM

2.3.3.1 Scoring Model (100 points total)

Metric Group	Metric	Results	Points
Delivery	DPNs issued	0	20
		1-2	10
		3-5	5
		>5	0
Quality	QPNs issued	0	30
		1-2	20
		3-5	10
		>5	0
	PPM	0	50
		1-99	25
		100-200	10
>200	0		

2.3.3.2 HOW SCORES ARE DERIVED

2.3.3.2.1 Total score for delivery is 20 points. DPNs (Delivery Problem Notice) is issued for delivery discrepancies including, but not limited to:

- a) Late shipments
- b) Wrong shipments
- c) Miss shipments
- d) Over shipments
- e) Under shipments
- f) Wrong or No shipping labels
- g) Damaged shipments

2.3.3.2.2 Quality is divided into 2 sections. One section deals with the number of QPNs (Quality Problem Notice) issued to suppliers. This section carries 30 points. The other quality section deals with the PPM (Parts Per Million) impact of a quality issue found at Piston or at the customer. This section carries 50%.

2.3.4 SUPPLIER RATING LEVELS

Suppliers are rated under the following levels:

- a) Preferred Supplier (Green) Rating = 100 – 95
- b) Acceptable Supplier (Yellow) Rating = 94 - 85
- c) Marginal Supplier (Red) Rating = <85

The following actions will be taken on Suppliers who are ‘Red’ for two consecutive quarters:

2.3.4.1 DIRECTED SUPPLIERS

- a) Corporate Supplier Quality representative will send a letter to those ‘Red’ Supplier(s) notifying them of their low performance. This will include the scorecard showing their scores.
- b) Corporate Supplier Quality representative may send the scorecard to the supplier OEM QE/STA and supplier component buyer in cases where their assistance is needed.
- c) Supplier(s) may be scheduled for a quality meeting at the Piston Automotive plant they ship to, to present actions taken and corrective actions implemented on issues found with their parts. Other visits may also be scheduled to visit supplier manufacturing locations to follow up on actions implemented.
- d) Suppliers are expected to develop performance improvement plans with target for closure and responsibility.

2.3.4.2 NON-DIRECTED SUPPLIERS:

- a) For non-directed suppliers, Piston Automotive shall place ‘Red’ suppliers on a probation status. These suppliers will be receiving monthly performance reports (scorecards).

Produce
Procedure Manual

- b) Piston Corporate Supplier Quality will coordinate supplier improvement plans to assist those suppliers to improve their performance.
- c) Suppliers are expected to develop performance improvement plans by setting up action lists with targets for closure and responsibility.
- d) If required, the Supplier is responsible for participating in Quality reviews with Piston Automotive management.

	Supplier Quality, Logistics and Materials Manual	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

3.0 LOGISTICS & MATERIALS MANAGEMENT

3.1 PACKAGING

Suppliers are responsible for shipping quality acceptable packaging and parts to the point of use within the Piston Automotive receiving facility.

All packaging shall be considered a contractual obligation and be approved by the affected Piston manufacturing plant, with assistance and coordinated through Piston Automotive Packaging Engineer/Program Management. Any deviations shall have written approval prior to implementation. Piston encourages supplier initiated packaging improvement ideas before or after launch. Piston Automotive Packaging Approval Sheet(s) or OEM equivalent shall be submitted and approved during the pre-production phase and the Production Part Approval Process (PPAP). Suppliers proposed packaging should involve selecting containers that maximize density, meet Piston Automotive general requirements and reduce non-value-added packaging materials and motions for the Piston Automotive production team members.

All Suppliers must have emergency expendable packaging backup planned prior to start of production.

3.1.1 SUPPLIER PACKAGING APPROVAL SHEET

The Piston Automotive Supplier Packaging Approval Sheet or OEM equivalent form is required to ensure efficient packaging and transportation at the start of delivery. It is used to collect packaging data for production parts. Suppliers shall complete and submit the Supplier Packaging Approval Sheet for approval during the Pre-Production Phase and the Production Part Approval Process (PPAP). The sheets are required for new production parts, new suppliers, changes to parts or changes to packaging. The Piston Automotive receiving plant may request changes to supplier proposed packaging prior to approval.

3.1.2 ENVIRONMENT

Packaging systems shall be designed and engineered for handling, transportation and storage conditions/environments. Temperatures ranging from -30F to +150F (-34.4C to +65.6C) and humidity conditions up to 95%. Duration is determined by Supplier and Piston Automotive receiving plant.

3.1.3 Dangerous Goods/Hazardous Materials

Packaging, marking, labeling and shipment of dangerous goods (hazardous materials) shall comply with applicable Federal and international regulations governing the transport of dangerous goods. Reference: 49CFR Part 173

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 17 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

3.2 MATERIAL HANDLING

Manually handled containers should not exceed 16 kilograms / 35 pounds. Mechanically handled loads should not exceed 1,000 kilograms / 2204 pounds. For deviations, consult with the receiving plant as variations may exist depending on material handling methods and assembly process

3.2.1 SUPPLIER TEST SHIPMENT

A test shipment may be requested for the following instances:

- a. Change of part, packaging or shipping method
- b. New parts (coordinated with pre-production builds)
- c. New Supplier
- d. As deemed necessary

Each test shipment shall be coordinated and approved with the Packaging Engineer and the receiving Piston Automotive Plant prior to being shipped.

Each test shipment shall be clearly labeled on all four sides as a Test Shipment and marked to the attention of a specific contact person (including phone number) at that facility. It is recommended that orange paper be used for these labels.

Receiving Piston Automotive locations shall be notified of a test shipment when tendered so they can be on the lookout for the shipment before it arrives. Test shipment quantities may or may not be included in the regular Piston Automotive scheduled delivery.

3.2.3 ERGONOMICS

In addition to the 16 kg / 35 lb. weight limit for any manually handled containers, these containers should have the following dimensions:

- a. Length - Should be no longer than 76 cm / 30" long
- b. Width - Should be no longer than 51 cm / 20" wide
- c. Height - Recommended maximum from bottom of container to handholds is 46 cm / 18".

However, if oversized containers (manually handled) are needed, the following ergonomic criteria shall be followed:

Oversized for only length or width dimension, Maximum weight limit of 13.6 kg / 30 lbs. (lower maximum weight due to less optimal arm position to grasp container handles).

3.3 PALLETS

Packaging failure is often attributed to poorly constructed or poorly sized pallets. Pallet selection should be according to the following guidelines:

- a) All pallets should be new or reconditioned, and can be either corrugated or wood, depending on the load and transportation mode(s).
- b) The shipment of wood pallets shall comply with the regulations for the country of destination.
- c) All recycled pallets must be inspected for damage prior to use and repaired as required.
- d) Pallet size should be selected to maximize cubic efficiency for the intended mode(s) of transportation. Consult with the Piston Packaging Engineer and/or receiving plant to determine transportation mode(s) and preferred pallet size.
- e) All wooden pallets, boxes and containers must be in compliance with ISPM15 guidelines.

PREFERRED PALLET DIMENSIONS

LENGTH	WIDTH
1000 mm	1200 mm
1140 mm	1140 mm
800 mm	1200 mm
45"	45"
48"	45"
48"	40"
32"	30" (fasteners footprint)
1140 mm	960 mm

3.4 EXPENDABLE CONTAINERS

- 3.4.1 Expendable containers shall be filled with parts to minimize transportation costs and to prevent collapsing due to excessive voids.
- 3.4.2 Container sizes should be designed to be modular to the standard size pallet to be used for shipping. The use of half slotted containers (HSC) with covers, or common covers is

recommended when practical for the product, volume and distribution environment.

Hand-holds should be considered for manually handled containers.

- 3.4.3 For containers designed to ship dangerous goods / hazardous materials, the UN Specification Packaging markings must be stamped or printed on the container.
Reference: 49CFR Part 173
- 3.4.4 For transportation within North America, corrugated containers should be stamped with a box manufacturer's certificate as defined in Rule 41 of the *Uniform Freight Classification* or item 222-1 of the *National Motor Freight Classification*
- 3.4.5 Expendable containers shall have sufficient vertical strength to support unit load stacking and maintain pack integrity throughout the distribution system. Unit loads shall withstand stacking to 2684 mm / 106" in transit.
- 3.4.6 For overseas shipments, containers should be constructed with water-resistant adhesive to withstand extreme humidity/moisture conditions.

3.5 FASTENERS

- 3.5.1 Standard container styles for fasteners include Regular Slotted Containers (RSC), with inner liner when necessary or Full-Telescope Half-Slotted Boxes (FTHS). Maximum pallet load height should not exceed 838 mm / 33 inches.
- 3.5.2 Fastener carton sizes should be modular to the preferred fastener pallet size: 813 mm / 32" x 762 mm / 30".

3.6 UNIT LOAD PATTERN

- 3.6.1 Containers shall be palletized in full layers only. When container quantities are insufficient to complete one full palletized layer, the additional containers may be consolidated onto a mixed load pallet with approval from the receiving location. Pyramiding shall not be acceptable for multiple pallets in the same shipment.
- Containers shall be columnar or vertically stacked one box directly on top of another.
 - Interlocking or brick stacking shall not be acceptable due to a loss of 40% to 60% of compression strength of the corrugated containers. Brick stacking is only allowed for bags on pallets.
 - Box overhang shall not be acceptable due to a loss of 20% to 40% of compression strength and the potential for damage in transit.

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

3.6.2 Banding or Stretch wrap should be used to secure the load to the pallet. Using just one or the other helps to reduce disposal and recycling costs. Both may be used when necessary to secure the load and prevent shifting during transit.

3.6.3 Non-metallic strapping (polyester or polypropylene) shall be used due the safety hazards associated with metallic strapping. The exception is for castings, sheet metal, or as approved by the receiving Piston plant. Edge protectors or angle boards shall be used when sheer/sharp edges are exposed on the metallic straps. A minimum of two bands in the length and width dimensions shall be used for multiple containers on a pallet. Fusing straps or crimp seals should be used to secure the banding. Buckles shall not be used. Banding shall be located clear of notched fork openings.

3.7 LABELING

3.7.1 All boxes, containers and pallets must be labeled to ensure proper identification and verification of the product and the quantity shipped. Bar-code labels are required and must be visible from opposite side. The location of the Piston Automotive facility will define the type of bar coding to be on the label (Odette, VDA, ANSI, AIAG, etc.). The Supplier is responsible for obtaining approval for the label prior to shipments to a Piston Automotive facility. Suppliers are required to properly identify shipments/containers that contain new model parts, prototype parts, trial parts and engineering changes. New model parts must have a “new model” label. All other special parts must use the standard Piston Automotive “Stop Sign” label. These labels must be present on at least, but not limited to, 3 sides of each individual container.

3.8 COMMON LABEL ISSUES

3.8.1 Container label:

- Missing lot information

Piston Automotive label specifications require a lot number on the shipping container label.

The lot number on the label is up to the supplier to determine.

3.8.2 Incorrect part number

The barcode for the part number must mirror the part as it is sent in the 830/862 release.

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 21 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

- If the part number in the release contains hyphens, then so must the barcode.
- 3.8.3 Incorrect or missing vendor code
- Vendor code on the label must match the vendor code sent on the 830/862 release.
- 3.8.4 Master label:
- Master label usage
 - A master label should be used for material shipped in multiple containers on one pallet.
 - Master labels are not required for single containers

3.9 SHIPPING LABEL SCAN

Mandatory fields for scanning shipping labels:

- a. Part number
- b. Quantity
- c. Supplier Code assigned by Piston Automotive
- d. Lot number
- e. Serial number

3.10 EDI- ELECTRONIC Data Interchange

Piston Automotive utilizes EDI in all its facilities for scheduling releasing requirements and forecast. Suppliers are required to use EDI and must verify the EDI connection between their facility and the Piston Automotive supplied plant prior to PPAP. Unless specifically approved by Piston Automotive Management.

3.11 EDI SPECIFICATIONS

It is expected all suppliers will exchange EDI documents with Piston Automotive.

X12 EDI specifications can be found at: <http://www.pistongroup.com/main/suppliers.aspx>

3.11.1 Piston sends the following EDI documents in the X12 4010 format:

- 824, 830, 862 and 997

3.11.2 Piston receives the following EDI documents in the X12 4010 format:

- 856 and 997

3.11.3 For the suppliers who cannot exchange EDI in the X12 format Piston offers EDIFACT 97A

If the supplier does not have EDI capability an EDI service bureau can be used

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 22 of 36
------------------------------	-------------------------------	-------------------------------

3.11.4 Piston Automotive approved service bureaus:

- Advance Technologies Service Bureau
- J-COM

3.12 EDI SERVICE BUREAU CONTACT INFORMATION

Advanced Technologies Service Bureau contact info:

Julie Simon
 EDI Supervisor
 734-416-9052 -phone
 734-416-4277 fax
julie@atsbmail.com

J-Com contact info:
 520-352-3200 - phone
 520-352-3206 fax
www.j-com.com

3.13 TERMS OF DELIVERY

Refer to the Purchase Order

3.14 DELIVERY PROBLEM NOTICE (DPN) AND COST RECOVERY

The Supplier is responsible for all costs associated with a failure to meet delivery requirements. This will be managed through a DPN (Delivery Problem Notice) process. Piston Automotive will notify the Supplier via e-mail of any DPN(s) that are issued. If required, the Supplier must submit an initial corrective action to the Piston Automotive Materials Representative within 24 hours of receipt. At Piston’s discretion, the supplier must then submit a full 8-D corrective action report to the Materials Representative within 10 business days. The Supplier must include the identification of all potential root causes, mistake proof techniques and revisions to the PFMEA, control plan, process flow documents and work instructions as applicable. Piston plant Materials Representative or designee may follow up with a visit to the supplier manufacturing location to evaluate the effectiveness of corrective action(s) implemented. Any Supplier that has had any DPN activity during the month will receive a scorecard. All Suppliers’ will receive one at the end of the year. The scorecard represents the Supplier’s performance in quality, delivery and PPMs.

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 23 of 36
------------------------------	-------------------------------	-------------------------------

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

The Supplier’s performance status could be used to identify areas to Refer to section 2.3.3 and section 2.3.3.2.1 for detail explanation of delivery scoring.

Examples of DPNs include, but are not limited to the following material issues:

- a. Supplier past due
- b. Supplier caused late shipment or missed window time
- c. Missing or incorrect ASN
- d. Missing or incorrect packing list or bill of lading
- e. Missing or incorrect labels
- f. Non-conforming labels
- g. Short shipment
- h. Over shipment
- i. Incorrect packaging
- j. Supplier ships in nonstandard/non-approved mode
- k. Supplier caused premium freight
- l. Production line stoppage, either at Piston or customer location due to supplier delivery issue

3.15 DELIVERY

Suppliers shall ensure 100% on-time shipment of all products and services. Schedule changes can occur from our Customers; therefore, changes in schedules to our Suppliers are not uncommon and must be accommodated to ensure flow of materials. Piston Automotive will provide Suppliers with forecast and planning information with as much notice as possible of any/all changes to schedules or delivery requirements. It is the Suppliers responsibility to contact the appropriate Piston Automotive Plant Materials contact by phone and email if an updated daily /weekly production release has not been received or cannot be met in full. The Supplier is responsible for all costs associated with failure to do so. This will be managed through our DPN procedure (Delivery Problem Notice).

3.16 RECEIVING & SHIPPING HOURS

All Piston Automotive facilities have normal hours dedicated for shipping and receiving product. Suppliers should contact Echo Global Logistics or Piston Automotive personnel at the receiving

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 24 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

	<h1>Supplier Quality, Logistics and Materials Manual</h1>	Procedure Number: P-PR200.12
		Revision Level: D
<p>Produce Procedure Manual</p>		

Piston Automotive facility to confirm shipping and receiving hours. Suppliers are required to obtain approval from Piston Automotive prior to any schedule changes.

3.17 LOADING TRUCKS AND TRANSPORT

Suppliers are responsible for loading trucks and for ensuring the containers and product are properly secured prior to delivery. Securing loads includes the use of any necessary locking devices, shipping straps, blocks, etc. required to ensure the containers or product do not shift and become damaged during transport. Suppliers shall verify the truck does not have any damage that could allow product to get damaged or allow contamination. Unless otherwise directed, suppliers are required to use Piston Automotive directed carriers. Suppliers are required to contact Piston’s Third-Party Logistics provider, Echo Global Logistics, at piston@echo.com or call **312-334-2724 (24/7)** to arrange shipments based on the current release. For truckload shipments, suppliers must fully load and maximize the entire trailer by weight or cube measure (depending on product weight) provided the Piston release quantity allows. The supplier must notify the Third-Party Logistics provider and Piston prior to shipment of any off-standard loading methods that are used due to the capability of the trailer or truck or damage to the trailer or truck that prevents normal loading. Failure to follow these stated guidelines could result in a DPN or debit memo for excess or damaged freight.

3.18 SHIPPING DOCUMENTS REQUIREMENTS

The following fields are minimum requirements for supplier shipping documents:

- a. Piston Assigned Vendor Code / Supplier Name
- b. Carrier Name
- c. Packing Slip Number
- d. Part Number
- e. Purchase Order Number
- f. Part Quantity Shipped
- g. Unit of Measure
- h. Containers Shipped
- i. Shipment Date
- j. YTD Accumulative
- k. Description Dimensions of Container
- l. Shipment Class (if LTL)
- m. Pieces per Container

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 25 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

	Supplier Quality, Logistics and Materials Manual	Procedure Number: P-PR200.12
		Revision Level: D
Produce Procedure Manual		

3.19 RAW/FAB AUTHORIZATION

For truckload shipments, Suppliers must make a best effort to completely fill the truck however; the Supplier is not to exceed the FAB cum authorization on their latest release without written authorization from the Piston Automotive Materials team. Any receipts(s) more than the FAB authorization is considered an over shipment and the Supplier can be issued a DPN (Deliver Problem Notice) with a minimum charge of \$200.00. An RMA may also be requested to return the material at the supplier's cost. It is the Supplier's responsibility to notify and reconcile with Piston Automotive of a cum disagreement as soon as it is noticed. If you should have any questions, please contact your Piston Automotive Materials Analyst.

3.20 TITLE AND CONTROL OF GOODS

Refer to the Purchase Order

3.21 OBSOLESCENCE

Suppliers are expected to build and deliver product adhering to the material release and scheduling requirements provided by Piston Automotive, unless otherwise agreed upon. Any obsolescence resulting from a Supplier failing to adhere to the release and schedule requirements will be the responsibility of the Supplier including any associated cost. For obsolescence that occurs due to measure beyond the control of Supplier; claims, supporting documentation and information must be presented to the Piston Automotive Materials Department for review. For directed Suppliers, claims may be required to be filed direct to the Customer/OEM. Refer to OEM requirements and/or contract. Claims are subject to audits and must be held in safe storage until the claim is settled. Supplier claims with quantities greater than Piston's fab and raw allowances will be rejected. Claims must be submitted within 30 days of the final release date.

3.22 NAFTA (US, CANADA, AND MEXICO SUPPLIERS)

Canada, Mexico and the United States established a uniform Certificate of Origin to certify goods imported into their territories qualify for the preferential treatment accorded by NAFTA. The Certificate of Origin must be completed and signed by the exporter of the goods. Where the exporter is not the producer, the exporter may complete the Certificate based on knowledge that all good originate within North America.

Release Date: 9/14/16	Date Last Revised: 11/26/2018	Page Number: Page 26 of 36
------------------------------	-------------------------------	-------------------------------

Any reprint of this document is UNCONTROLLED

Suppliers must be in compliance with the US, Canada and Mexico Customs regulations and requirements including completion of annual NAFTA Certificate of Origin for all parts supplied to North America. Issuing a Certificate of Origin (COO) carries legal consequences. Suppliers that are not certain about how this applies to product they supply should contact the US Customs NAFTA facts line at (972) 574-1582 or the Mexico Customs at (011-52-211-3545). Suppliers can also obtain information at the following website: www.customs.gov. Piston Automotive utilizes the service FOCUS BUSINESS SOLUTIONS for documents required for NAFTA. Suppliers are required to respond to Focus requests in a timely manner.

3.23 CONTROL OF RECORDS AND RETENTION

Suppliers shall define the method for controlling records. Production part approvals, tooling records, purchase orders and amendments shall be maintained for the length of time of that part (or family of parts) is active for production and service requirements plus one calendar year.

APPENDIX A – ACRONYMS AND DEFINITIONS

- NON-DIRECTED SUPPLIERS:** Piston Automotive Sourced Suppliers
- DIRECTED SUPPLIERS:** OEM Sourced Suppliers. Piston Automotive issues a PO to receive components from them.
- BAILED SUPPLIER:** OEM customer owns and manages the supplier and all quality and delivery related issues. PPAPs for bailed material are approved by the OEM customer.
- MPA:** MPA stands for 'Multi Party Agreements'
Suppliers with MPA, means there is a 3-way agreement between Piston Automotive, Supplier and OEM Customer on roles and responsibilities. An MPA document is generally signed by all parties.
- SUPPLIER WITH MPA:** The OEM customer is responsible for the PPAP approvals of the supplier parts that are shipped to Piston Automotive.
This document includes a RASI showing who is responsible for what, who approves, who supports and who is just informed. It is intended to minimize an impact to Quality of quality and delivery.
- RASI:** R=Responsibility, A=Approves, Support, I=Inform.

APPENDIX B - FORMS

QUALITY PROBLEM NOTICE (QPN)



Quality Problem Notice (QPN)			
QPN NUMBER:			
Date:	Revised	Part Description:	Part Number:
Customer:		Supplier:	Quantity Rejected:
Piston Contact			
Originator:			
Email Address:			
Phone Number:			
Fax Number:			
Concern Description			
Supplier Required Actions			
<input type="checkbox"/> Containment <input type="checkbox"/> Certify Incoming Material <input type="checkbox"/> Sort at Customer Site <input type="checkbox"/> Rework at Customer Site <input type="checkbox"/> 48 Hrs Informal Corrective Action Report <input type="checkbox"/> Formal Corrective Action (8-D) Required		<input type="checkbox"/> New PPAP Required <input type="checkbox"/> New PFMEA/Control P. Required <input type="checkbox"/> New Cp, Study Required <input type="checkbox"/> Interim Action Due Date <input type="checkbox"/> Review Tooling/Gage	
(Note: Please reference the QPN Number on your 8-D Report)			
Supplier Contact			
Supplier Response Champion			
Email Address			
Telephone Number			
Fax Number			
Is this concern supplier responsible (Yes/No)? If no, please provide appropriate documentation. If undetermined, contact concern originator for further clarification			

PAGE 1 OF 2

Recommended Disposition	
<input type="checkbox"/> Sort <input type="checkbox"/> Rework <input type="checkbox"/> Scrap <input type="checkbox"/> Return to Supplier <input type="checkbox"/> Deviation	
QPN Charges	
Administrative Cost	\$200.00
Sort Charges: Sort Hrs _____ X \$60.00	
Line downtime Cost:	
# of operators _____ X Hrs down _____ X \$60.00	
Scrap Cost:	
Sort at Piston (Facility Charges) _____ X days _____ X \$500/shift	
Customer charge back to Piston - QR #	
Total QPN Charges	
Note: The total QPN charges will be debited to supplier by the 15 th day from the date a QPN is issued. Suppliers may dispute any QPN and associated charges within 15 days from the date the QPN was issued if they can substantiate it with documentation to support the dispute. If dispute is accepted, the QPN and any associated charges will be cancelled or modified. If the dispute is not accepted, the QPN and associated charges will proceed as planned. Quality will work closely with suppliers to avoid any disagreements and quick resolution when disagreements do arise.	
Supplier Responsiveness Rating	
Containment Actions (Adequate/Not Adequate, Timely/Not timely)	
8D received date	
8D (Acceptable/Not Acceptable)	
Concern History (Repeat/New)	
Piston Accounts Payable Section	
Supplier Requested Date	
Date Debit Accounts Payable	
Date Debit Account was processed	
QPN Status	
<input type="checkbox"/> Open <input type="checkbox"/> Void <input type="checkbox"/> Closed	

PAGE 2 OF 2



Supplier Quality, Logistics and Materials Manual

Procedure Number:
P-PR200.12

Produce
Procedure Manual

Revision Level: D

DELIVERY PROBLEM NOTICE (DPN)

		MAT-057		Issue Date	
		Delivery Problem Notice			
DPN Reference No.			Supplier Code:		
Program			Supplier BOL/Shipper(s)		
Part Number		Description		Quantity	
Comments					
The total DPN charges will be debited to suppliers by the 10th day from the date a DPN is issued. Suppliers may dispute any DPN and associated charges within those 10 days with substantial supporting documentation.					
Material Concern		QTY	Debit Amount		
Supplier past due on requirements			\$		
Supplier caused late shipment and/or missed pick up window time			\$		
Missing or incorrect ASN			\$		
Missing or incorrect BOL/packing list			\$		
Missing or incorrect master or container labels			\$		
Non conforming master or container labels			\$		
Short/Over shipment			\$		
Incorrect or unapproved packaging			\$		
Supplier ships in non standard or unapproved mode (Cost delta vs approved carrier/mode)			\$		
Supplier caused premium freight			\$		
Production line stoppage at Piston and/or Piston Customer			\$		
Material Analyst/Technician (\$60/hour after 1st hour)			\$		
Management (\$90/hour after 1st hour)			\$		
Administration Fee			\$		
For Accounting Use Only					
Account	Cost Center	Amount			
			DPN Debit Grand Total		\$0.00

Release Date: 9/14/16

Date Last Revised: 11/26/2018

Page Number:
Page 30 of 36

Any reprint of this document is UNCONTROLLED



Supplier Quality, Logistics and Materials Manual

Procedure Number:
P-PR200.12

Produce
Procedure Manual

Revision Level: D

SUPPLIER CONTACT INFORMATION

Piston Supplier Contact Sheet			
DATE:		Tax I.D. #	
Project Name:		Cust. Site Code:	(Piston use only)
Vendor Name:		Terms:	
Minority/Woman Owned Co. :	If Yes - Please Provide Certificate		
Sales Office Address:		<input type="checkbox"/>	Please check which address should be shown on the Purchase Order header. Thank you!
Production Address:		<input type="checkbox"/>	
Remit to:		<input type="checkbox"/>	
F.O.B. Point:		<input type="checkbox"/>	

Page 1






Contact List:						
Department:	Name:	Phone:	Mobile:	Fax:	Email:	
Sales						
Plant Manager						
Program Manager						
Engineering Contact						
Materials Manager						
Quality Contact						
Material Analyst Contact						
Operations Contact						
IT/EDI Contact						
NAFTA Contact						
24 Hour Contact						
Shipping & Receiving Contact						
1st Shift Contact						
2nd Shift Contact						
Accounting Contact						
Send Prototype Blanket PO's to:						
Send Prototype releases to:						
Send Production PO's to:						
Send Production releases to:						
Part Name:	Part Number:					

Any reprint of this document is UNCONTROLLED

CONTAINER SHIPPING LABEL EXAMPLE

8.0 SHIPPING LABEL

Not to scale - for illustrative purposes only.

FROM: SUPPLIER NAME SUPPLIER ADDRESS 1 CITY, STATE ZIP		TO: CUSTOMER NAME CUSTOMER ADDRESS 1 CUSTOMER CITY, STATE ZIP		SHIP DATE: 09/28/12
PART # CUST (P) DG1T-14290-LH 				
PART DESCRIPTION WIRE HARNESS				
QUANTITY (Q) 100 		LOT# SPLR (1T) 123456 		
SUPPLIER (V) 1SUMIT 		SERIAL # (S) 123456789 		

MASTER SHIPPING LABEL EXAMPLE

12.0 MASTER LABEL

Not to scale - for illustrative purposes only.

FROM: SUPPLIER NAME SUPPLIER ADDRESS 1 CITY, STATE ZIP	TO: CUSTOMER NAME CUSTOMER ADDRESS 1 CUSTOMER CITY, STATE ZIP
MASTER LABEL	
PART # CUST (P) DG1T-14290-LH 	
QUANTITY (Q) 100 	LOT# SPLR (1T) 123456 
SPLR ID CUST ASGN (M) 1SUMIT 	PKG ID - MASTER (4S) 123456789 

SUPPLIER PACKAGING APPROVAL SHEET



Packaging Approval Form

Part Number		Rev	Part Description		Program	Supplier Name		Date
Supplier Address		Contact Name:			Contact Phone:		Contact E-Mail:	
Primary Packaging				<input type="checkbox"/> Expendable <input type="checkbox"/> Returnable				
Container Style / Description	Outer			Attach Digital Photograph of Carton or Primary Container		Attach Digital Photograph Showing Parts in Carton or Primary Container		
	Inner							
Container Outside Dimensions	L	W	H					
Unit of Measure:								
Container Material								
Dunnage Material / Description								
Parts per Container								
Containers per Layer (on Pallet)								
Layers per Pallet								
Containers per Pallet	0							
Parts per Pallet	0							
WEIGHTS	Unit of Measure:	Lbs		Attach Digital Photograph of Pallet		Attach Digital Photograph of Pallet Configuration (Containers on Pallet)		
Part								
Container Tare								
Pallet Tare								
Total Weights	Unit of Measure:	Lbs						
Full Container	0							
Full Pallet	0							
Container Inventory								
Daily Usage								
Days Supply of Container								
Color(s)								
Container Inventory								
Pallet Inventory								
Containers per Trailer FULL			Is Container Collapsible?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Containers per Trailer EMPTY								
Material Handling Methods:								
DUNNAGE TYPE		PALLET DIMENSIONS		PALLET TYPE		OVERALL PALLET DIMENSIONS (Fully Loaded)		ADDITIONAL DESCRIPTION
EXPENDABLE	<input type="checkbox"/>	LENGTH	0	WOOD, Treated	<input type="checkbox"/>	LENGTH	0	
RETURNABLE	<input type="checkbox"/>	WIDTH	0	WOOD, Untreated	<input type="checkbox"/>	WIDTH	0	
NONE	<input type="checkbox"/>	HEIGHT	0	CORRUGATE / FIBERBOARD	<input type="checkbox"/>	HEIGHT	0	
Approval - Supplier:								
Print Name			Signature			Date		
Approval - Piston Packaging Engineer:								
Print Name			Signature			Date		



Produce
Procedure Manual

Supplier Quality, Logistics and Materials Manual

Procedure Number:
P-PR200.12

Revision Level: D

REVISION DATE	REVISION LEVEL	DESCRIPTION OF REVISION
9/14/2016	New Release	Initial Release into Plex and the new PBMS.
10/9//2017	A	Whole document revised in form and structure.
3/7/2018	B	Made spelling and grammar corrections throughout document. Modified Section 3.14 to reflect the current DPN process. Changed 3 rd Party Logistics contact information in section 3.17.
10/31/2018	C	Added language to reflect the actual supplier QPN expectations in Sections 2.2.4 and 2.2.3.4.
11/26/2018	D	Minor statement additions to section 1.6, 2.3.1,3.14, 3.16, 3.21, 3.22 and Appendix A. Spelling and grammatical corrections throughout the document.

Release Date: 9/14/16

Date Last Revised: 11/26/2018

Page Number:
Page 35 of 36

Any reprint of this document is UNCONTROLLED



Supplier Quality, Logistics and Materials Manual

Procedure Number:
P-PR200.12

Revision Level: D

Release Date: 9/14/16

Date Last Revised: 11/26/2018

Page Number:
Page 36 of 36

Any reprint of this document is UNCONTROLLED