

September 20, 2019

**Appendix D Vandalia Johnson Electric Solenoids (Saia-Burgess) Suppliers**

This appendix provides the site specific requirements for shipments to the Vandalia Johnson Electric Solenoids (Saia-Burgess) plant. These requirements are supplemental to those shown in the main body of this document. Following requirements will assist with timely receipts and processing of payments.

**Appendix D Table of Contents:**

- I. Contact Information
- II. How to read a Vandalia Johnson Electric Solenoids (Saia-Burgess) purchase order
- III. Receiving hours
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**I. Contact Information**

**Site Buyers:**

Wenjie McClellan – Desk: 937-918-2370; email: [Wenjie.McClellan@johnsonelectric.com](mailto:Wenjie.McClellan@johnsonelectric.com)

**Logistics:**

Mary Monnin – Desk: 937-918-2474; email: [Mary.Monnin@johnsonelectric.com](mailto:Mary.Monnin@johnsonelectric.com)

**Planners:**

Becky Young – Desk: 937-918-2348; email: [Becky.Young@johnsonelectric.com](mailto:Becky.Young@johnsonelectric.com)

**Supplier Quality:**

Doug Yates – Desk: 937-918-2493; email: [Doug.Yates@johnsonelectric.com](mailto:Doug.Yates@johnsonelectric.com)

**Accounting:**

Angela Schmidt – email: [Angela.Schmidt@johnsonelectric.com](mailto:Angela.Schmidt@johnsonelectric.com)

Lori Gorischek –email: [Lori.Gorischek@johnsonelectric.com](mailto:Lori.Gorischek@johnsonelectric.com)

[249.APIInvoices@johnsonelectric.com](mailto:249.APIInvoices@johnsonelectric.com)

**II. How to read a Vandalia Johnson Electric Solenoids (Saia-Burgess) Purchase Order:**

**PURCHASE ORDER \*\***

Johnson Electric North America, Inc. and its affiliated entities  
 801 Scholz Drive Vandalia Oh 45377  
 T 937-898-3621 | F 937-454-2357 | www.johnsonelectric.com

Fax to: (937)454-2357  
 Nelly Wang  
 Vandalia, Oh

**BILL TO**  
 Saia-Burgess LLC.  
 Attn: Accounts Payable  
 P.O. Box 427  
 Vandalia, Ohio 45377

**SHIP TO**  
 Saia-Burgess LLC.  
 801 Scholz Drive  
 Vandalia, Ohio 45377

<b>SUPPLIER</b>	<b>PO Number</b> 1181755		<b>PO Type</b> REG	<b>Date</b> 10/11/18	<b>Revision</b>	<b>Supplier</b> 505	<b>Supplier's Phone No.</b> 1-	<b>Supplier's Fax No.</b> 1-	<b>Page</b> 1(2)
	<b>Supplier Contact</b>					<b>Buyer</b> Nelly Wang Email: Nelly.Wang@johnsonelectric.com		<b>Requestor</b> WANGN	
<b>SHIP</b>	<b>Payment Terms</b> Net 60 Days		<b>Incoterms 2010</b> FCA - Origin FCA Origin			<b>Package Terms</b> STANDARD			
	<b>Delivery Method</b> REFERENCE FREIGHT LTR		<b>Tax Code</b> NONTAXABLE		<b>Currency</b> USD				
<b>Pos</b>	<b>Item Number / Name</b>	<b>Revision No.</b>	<b>Delivery Date</b>	<b>Our Dock</b>	<b>Quantity</b>	<b>Price Per unit</b>	<b>Line Amount</b>		
001	A-47373- WIRE-MAGNET		10/12/18		240 LB	3.7736	905.66		
							<b>f</b>		
002	MIN. TO NOM. DIA. TOLERANCE A-47373- WIRE-MAGNET		10/15/18		960 LB	3.7300	3580.80		

	ORDER VALUE.....			7725.20
				

Packing Slips, Invoices, and/or labels must display the purchase order number and release number(if applicable).

This purchase order incorporates by reference, and is governed by the Johnson Electric Group Suppliers Standard Terms and Conditions, Johnson Electric Americas Counterfeit Parts Prevention Policy, and Supplier Handbook-Quality Requirements(Americas). Preparation to perform in accordance with, or any performance under this purchase order is deemed an acceptance of the foregoing documents, each found at <http://www.johnsonelectric.com/en/company/supplier-information/supplier-terms-and-conditions>.

Sent By:

Wang Wang



Above is an example of our Vandalia Johnson Electric Solenoids (Saia-Burgess) Purchase Order; identifying the following key elements:

a) **Ship to:**

Your package should be sent to this address. Please make sure you ship to the correct location.

b) **Send Invoice to:**

**If emailed:** invoice to: [249.APIInvoices@johnsonelectric.com](mailto:249.APIInvoices@johnsonelectric.com)

**If mailed**

Invoices sent through Postal Service **MUST:**

Johnson Electric Solenoids (Saia-Burgess)

Attn: Accounts Payable

P.O. Box 427

Vandalia, Ohio 45377

Suppliers are responsible for any delay of the payment as a result of invoice not submitted to correct email address.

c) **PO Number and Rel. Rev:** Purchase Order # and Release # (*if applicable*) must be on Invoice.

d) **Payment Term:** Review that the payment terms match your negotiated terms.

e) **Shipment Mode (Delivery method):** This is our desired method of shipping. Purchasing and/or planning must approve all premium freight shipments.

Less than 150 lbs. per shipment  
Please SHIP VIA FedEx Ground (Acct #0454-0184-7)

Over 150 lbs. per shipment  
Please ship via: C.H.Robinson JE/Saia account number is C3914787.  
Contact Lauren McMahon to make LTL freight arrangements  
Lauren McMahon, Direct line (313) 566-9607, johnsonelectricopsteam@chrobinson.com  
Freight should be marked Collect, with the carrier instructions to send freight bills for payment to:

3rd Party bill to:  
CHRLTL  
14800 Charlson Road  
Suite 2100  
Eden Prairie, MN 55347

When shipments are made on skids the bill of lading must indicate gross weight, weight of containers, and net weight.

- f) This section provides the order information:
- Line No (Pos):** Must be listed on your Packer slip and Invoice.
  - JE Part No:** The Johnson Electric Solenoids (Saia-Burgess) Internal Part number and must be listed on your Packer slip and Invoice.
  - Delivery Date:** The date the goods **must arrive** at the Vandalia Johnson Electric Solenoids (Saia-Burgess) plant. Supplier must consider transit time.
  - Quantity:** The quantity ordered and must be listed on your Packer slip and invoice.
  - UOM:** The Unit of Measure that product is ordered (if a different Unit of Measure is used, include the calculation on your Packer slip and Invoice).
  - Unit Price:** The Purchase Price, based on Unit of Measure, and must be listed on the Packer slip and Invoice (if you use a different Unit of Measure include the calculation used).
- g) **Remarks:** Special instructions will be provided in this section if applicable.

**If any of the information on the PO is incorrect, please notify your buyer immediately.**

**III. Receiving Hours:**

Monday ~ Friday

7 am ~ 5 pm

**Note:** Off-hour receiving by prior approval only

Receiving: 937-918-2474

**IV. Shipping Requirements:**

**a. Domestic Shipping Documents:**

For goods shipped or delivered directly to Vandalia Johnson Electric Solenoids (Saia-Burgess) please follow these instructions:

- Create a correct Invoice according to instructions as explained in the “Supplier Onboarding Common” document.
- Adhere to the receiving hours defined in section IV.

**Important:** If your Purchase Order indicates pick up at your location, please share with your buyer/planner the following info: weight, dimensions, working hours, and name of the responsible contact person in your shipping area.

**b. Additional Documents or Requirements:**

- All product supplied must meet prevailing government safety and environmental requirements
- Ocean bill of lading or tracking number document that matches with the information provided on the Invoice.
- Correct box and pallet labeling including part number, quantity, etc. visible outside the packing.
- Declaration of non-wooden packing (if packing is of non-wooden material), or declaration of IPPC markings on wooden packing (if packing, including any chocking, is of wooden material).
- **Certificate of Origin or Affidavit** emailed to [Supplier.Communications@johnsonelectric.com](mailto:Supplier.Communications@johnsonelectric.com)
- **Certificate of Conformance** must accompany shipment and emailed to [COA@johnsonelectric.com](mailto:COA@johnsonelectric.com)
- When **Certificate of Analysis** is required a copy must accompany shipment and emailed to [COA@johnsonelectric.com](mailto:COA@johnsonelectric.com)
- Subject of email should contain **Supplier Name / PN / Lot # or Mfg Date / Invoice # /Solenoids (Saia-Burgess)**
- For machinery, it is necessary to provide the format named “import machinery request template”, you can request from your buyer.
- **Material Safety Data Sheets** (MSDS) are required with initial shipment (upon revision in accordance with OSHA 1910.1200) or by emailing to [SUPPLIERSUBMISSION@johnsonelectric.com](mailto:SUPPLIERSUBMISSION@johnsonelectric.com)

**V. Bar Codes**

Please see Buyer/Commodity Lead for current requirements.

If you have any questions or concerns, please contact us at [Supplier.Communications@johnsonelectric.com](mailto:Supplier.Communications@johnsonelectric.com)

Best regards,

Cathy Perreault  
Manager, Site Purchasing and Administration  
Office Phone: +1 (937) 918-2488  
E-mail: [cathy.perreault@johnsonelectric.com](mailto:cathy.perreault@johnsonelectric.com)