

October 22, 2019

Appendix C Parlex USA LLC Suppliers
a Johnson Electric Company

This appendix provides the site specific requirements for shipments to Parlex USA LLC, a Johnson Electric Company. 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 C Table of Contents:

- I. Contact Information
- II. How to read a Parlex USA LLC purchase order
- III. Barcode labeling
- IV. Receiving hours
- V. Shipping requirements

I. Contact Information

SCS:

Carolyn Gretzinger – Desk: 937-918-2453; email: Carolyn.Gretzinger@johnsonelectric.com

Logistics:

Mary Monnin – Desk: 937-918-2474; email: Mary.Monnin@johnsonelectric.com

Planners:

Penny Calvert – Desk: 937-918-2413; email: Penny.Calvert@johnsonelectric.com

Christina Smith – Desk: 937-918-2474; email: Christina.Smith@johnsonelectric.com

Supplier Quality:

Doug Yates – Desk: 937-918-2493; email: Doug.Yates@johnsonelectric.com

Accounting:


Rachel Ye Sun – email: Ye.Sun@johnsonelectric.com

Hope Schmeling – email: Hope.Schmeling@johnsonelectric.com

Sharon Peoples – email: Sharon.Peoples@johnsonelectric.com

ParlexUSA.AP@johnsonelectric.com

II. How to read a Parlex USA LLC Purchase Order:

		Blanket Release	Bill-to Party: PARLEX USA LLC																					
Johnson Electric North America, Inc., and/or its affiliated entities		Bill-to Address: 801 SCHOLZ DRIVE VANDALIA OH 45377 United States Tel: 734-392-5300																						
TO ATTN: _____ Tel: _____ Email: _____		SHIP TO: Attention: 801 Scholz Drive Vandalia, OH, 45377, UNITED ST.		<table border="1"> <tr><td>Date</td><td>Page</td></tr> <tr><td>AUG 15, 2018</td><td>2 of 3</td></tr> <tr><td colspan="2">P. O. Number</td></tr> <tr><td colspan="2">5180000717-2</td></tr> <tr><td>P.O. Rev</td><td>Rel. Rev</td></tr> <tr><td>2</td><td>1</td></tr> <tr><td colspan="2">PO Status</td></tr> <tr><td colspan="2">Approved, Closed</td></tr> <tr><td colspan="2">Buyer</td></tr> <tr><td colspan="2">Calvert, Ms. Penny L</td></tr> </table>	Date	Page	AUG 15, 2018	2 of 3	P. O. Number		5180000717-2		P.O. Rev	Rel. Rev	2	1	PO Status		Approved, Closed		Buyer		Calvert, Ms. Penny L	
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Approved, Closed																								
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Calvert, Ms. Penny L																								
Payment Term 60 Days		SEND INVOICE TO: 801 Scholz Drive, Vandalia, Ohio 45377 U STATES Email invoice to: ParlexUSA.AP@johnsonelectric.com UNITED STATES																						
Shipment Term FCA USA, MN,		Shipment Mode FedEx Ground Acct# 117965449		Currency USD																				
Line No.	ORG	Supplier's Part No.	JE Part No.	Description	Quantity	UOM	Arrival Date (MM/DD/YY)	Unit Price	Disc. (%)	Amount	Tax	Sub-inv												
3.5	JPM		1538-BYY0 (A)		92,000.00	FEET	10/22/18	0.07300	0	6,716.00	0.00													
Remarks: All Packing Slips, Invoices, and/or Labels must display the purchase order number and release number (if applicable)																								

Above is an example of our Parlex USA LLC 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: ParlexUSA.AP@johnsonelectric.com
If mailed
Invoices sent through Postal Service **MUST:**
Parlex USA LLC a Johnson Electric Company
801 Scholz Drive
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:** This is our desired method of shipping. Purchasing and/or planning must approve all premium freight shipments.

ALL shipments under 150 pounds ship Fed X Account # 117965449

Over 150 pounds please contact buyer for instructions

- f) This section provides the order information:

Line No: Must be listed on your Packslip and Invoice.

ORG: Must be listed on your Packslip and Invoice.

JE Part No: The Johnson Electric Internal Part number and must be listed on your Packslip and Invoice.

Quantity: The quantity ordered and must be listed on your Packslip and invoice.

UOM: The Unit of Measure that product is ordered (if a different Unit of Measure is used, include the calculation on your Packslip and Invoice).

Arrival Date: The date the goods **must arrive** at the Vandalia Johnson Electric Laminated Cable (Parlex) plant. Supplier must consider transit time.

Unit Price: The Purchase Price, based on Unit of Measure, and must be listed on the Packslip 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.

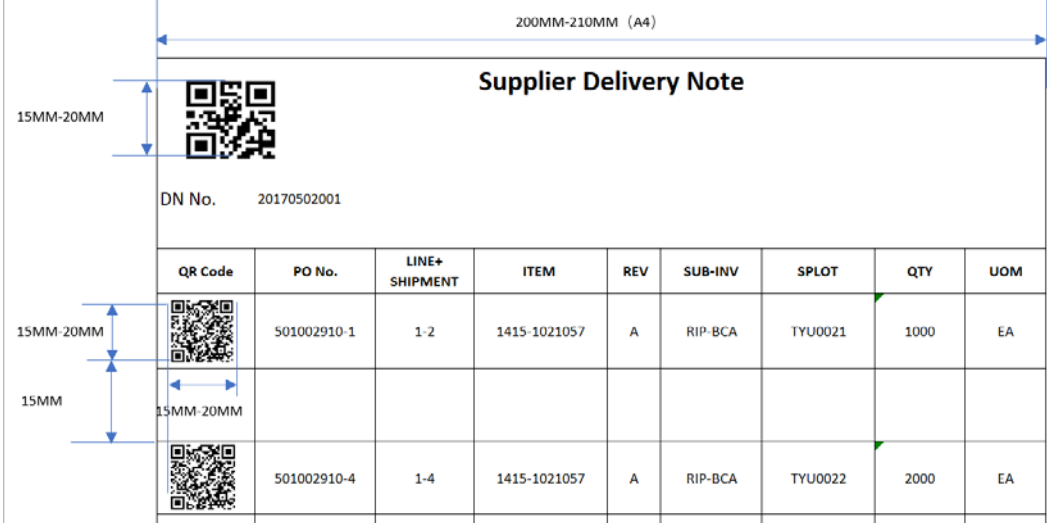
If any of the information on the PO is incorrect, please notify your buyer immediately.

III. Bar Code Labeling

Johnson Electric requires barcodes for all direct production materials. For complete scope, please reference the requirements document found at this link:

<https://www.johnsonelectric.com/en/company/supplier-information/supplier-terms-and-conditions>

Delivery Note sample format:





200MM-210MM (A4)

15MM-20MM

Supplier Delivery Note

DN No. 20170502001

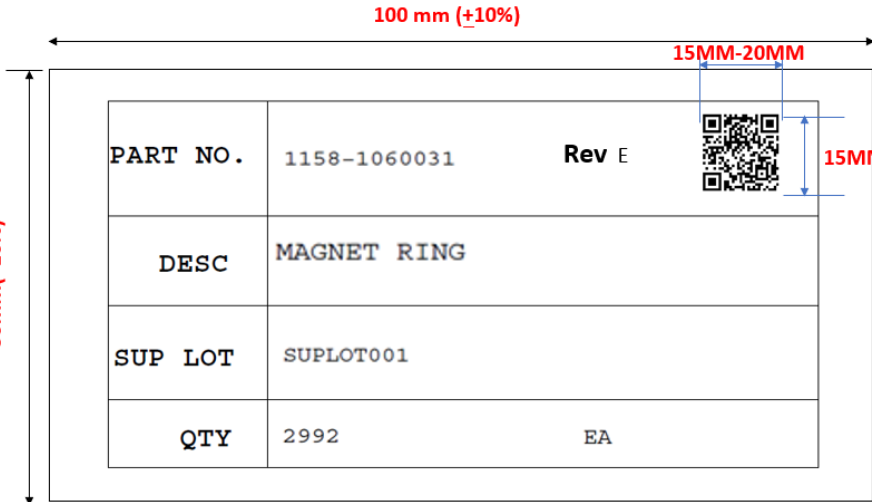
QR Code	PO No.	LINE+ SHIPMENT	ITEM	REV	SUB-INV	SPLIT	QTY	UOM
	501002910-1	1-2	1415-1021057	A	RIP-BCA	TYU0021	1000	EA
	501002910-4	1-4	1415-1021057	A	RIP-BCA	TYU0022	2000	EA

15MM-20MM

15MM

15MM-20MM

Minimum Package Label sample format




100 mm (+10%)

15MM-20MM

15MM-20MM

50MM(+10%)

PART NO.	1158-1060031	Rev E	
DESC	MAGNET RING		
SUP LOT	SUPLOT001		
QTY	2992	EA	

IV. Receiving Hours:

Monday ~ Friday

7 am ~ 5 pm

Note: Off-hour receiving by prior approval only

Receiving: 937-918-2474

V. Shipping Requirements:

a. Domestic Shipping Documents:

For goods shipped or delivered directly to Vandalia Johnson Electric Laminated Cable (Parlex) 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
- **Certificate of Conformance** must accompany shipment and emailed to COA@johnsonelectric.com
- When **Certificate of Analysis** is required a copy must accompany shipment and emailed to COA@johnsonelectric.com
- Subject of email should contain **Supplier Name / PN / Lot # or Mfg Date / Invoice # / Laminated Cable (Parlex)**
- 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

If you have any questions or concerns, please contact us at 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