
December 23, 2020

Supplier Onboarding for Johnson Electric Suppliers

Dear New / Current supplier to Johnson Electric North America,

This package is a guide for reference to ensure smooth cooperation between Johnson Electric North America and its suppliers. Following these requirements will assist with timely receipts and processing of payments. If you have questions, please contact your Johnson Electric Buyer.

Please reference this link for the current version of important documents and forms:

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

Table of Contents

- I. Supplier Information**
 - a. Required Documents
 - b. CHANGES of any kind
 - c. Banking Information
- II. Shipping Requirements**
- III. Invoice Requirements**
- IV. Additional Information**
 - a. GHS (Globally Harmonized System) Requirements
 - b. Reference Documents (which includes Appendices specific to Johnson Electric Sites)
 - i. Appendix A Johnson Electric (Zacatecas Mexico)
 - ii. Appendix B Saia Burgess Automotive Actuators LLC (Springfield TN)
 - iii. Appendix C Parlex USA LLC (Vandalia OH)
 - iv. Appendix D Saia-Burgess LLC (Vandalia OH)

I. Supplier Information

a. Required Documents

All information needs to stay current and up to date. Please send updates to your buyer and copy this email address: Supplier.Communications@johnsonelectric.com

- Supplier Registration Form (SRF, new supplier registration and supplier name change)
- Tax Registration Form/Certificate/W9 (if applicable)
- Non-Disclosure Agreement (NDA)
- ISO/TS Certification (must stay current)
- Conflict Mineral Reporting Template (submit annually)
<http://www.responsiblemineralsinitiative.org/conflict-minerals-reporting-template/>
- Financial Report (D&B or other)
- Diversity Certificate, if applicable (must stay current)
- ISO TS Audit / VDA 6.3 audit Questionnaire / Supplier Assessment Questionnaire (SAQ)
- COO (Certificate of Origin) (must stay current)
- MSDS (Material Safety Data Sheet on all new material before receipt of product)
- Certificates of Compliance and Certificates of Analysis (C of Cs and C of As) must accompany shipment and emailed to COA@johnsonelectric.com. (When emailing, ***SUBJECT LINE TO include:***

SUPPLIER / PN / LOT# or Mfg Date / Johnson Electric Site material was shipped / Shipment date

Example:

ABC Corp / PN XXXX-XXXX / Mfg Date: 00/00/00 or Lot # 11111 / Zacatecas / Shipment date: 00/00/00)

b. Supplier Information Changes:

Changes should be sent to: Supplier.Communications@johnsonelectric.com

(Contact Information /Supplier Name Change/Address Change/Certs/NDA/Banking Information)

c. Banking Information

To update bank information please notify your buyer immediately and provide the **Supplier Registration Form** with updated information. **If additional bank charges occur due to wrong/non-updated bank information provided by supplier, Johnson Electric is authorized through this letter to deduct additional bank charge from supplier's payable account, after informing the supplier and providing receipt from bank to the supplier.** Supplier may be requested to confirm bank information; we appreciate your cooperation to do so.

II. Shipment Document (Packing Slip / Delivery Note) Requirements

The following information is necessary on all Packing Slips and/or Labels. To receive and process payments, the following information is mandated.

- Johnson Electric Purchase Order Number
- Release # (if applicable)
- Line # (if applicable)
- ORG as shown on the Purchase Order release (for example, M19, if applicable)
- Johnson Electric Part Number including Revision level (if applicable)
- Quantity shipped
- Unit of Measure. If the Unit of Measure on packing slip is different from Unit of Measure on Purchase Order, calculation used must be noted on Packing Slip and Invoice.
- Indicate # of packages, net weight, gross weight and package size in packing list for overseas shipments

III. Invoice Requirements

Invoice must be attached to shipment and also e-mailed or mailed to the address indicated on the Purchase Order. Invoice must match Purchase Order. Invoice found without the following information will be treated as problematic Invoice and will not be processed until they have been clarified, this may cause delay in receiving and /or payment process.

- Correct company name, Bill To address, and Ship To address, (which are specified on the Purchase Order). Review remarks or comment section on the Purchase Order for additional requirements.
- Official languages must be English or Bill To country's official language
- Your company Tax ID.
- Johnson Electric Buyer's name.
- Johnson Electric Purchase Order Number (entire number including release number when applicable)
- Release Number (if applicable per Purchase Agreement)
- Line number matching Purchase Order lines in the same order (if applicable)
- ORG as shown on the Purchase Order release (for example, M19, if applicable)
- Johnson Electric part numbers (as listed on Purchase Order if applicable) and your company's corresponding part numbers (if applicable).

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- Quantity matching exactly with actual goods sent and with the quantity on the Purchase Order / Purchase Release. If the quantity on the Purchase Order / Purchase Release is not an increment of the box quantity, please contact your Johnson Electric Buyer / Planner to request an adjustment before shipping.
 - Unit of Measure. If Unit of Measure on packing slip is different from Unit of Measure on Purchase Order / Purchase Release, calculation used must be noted on packing slip and invoice.
 - Price on Invoice must match price on Purchase Order / Purchase Release.
 - Currency on invoice is to reflect same on the Purchase Order / Purchase Release.
 - Payment Terms as listed on the Purchase Order / Purchase Release.
 - Detailed commercial description, per item, identification data such as brand, model, and serial number (if applicable). (Mexican customs considers as not valid a commercial description when it is declared only as numbers or codes without the complete name).
 - Ocean bill of lading number or tracking number that matches with the document.
 - Shipment documents Delivery note or Packing Slip number and date
 - Harmonized Tariff Standard (HTS) code (for international shipments only)
 - Serial Numbers of machines
 - Country of Origin
 - Provide a separate commercial invoice for custom declaration if the item shipped is “free of charge”. The real value of the free of charge item must be indicated on the commercial invoice.
 - **Site specific requirements can be found in the Appendices.**

If these requirements are not met, problematic Invoices will require extra resources to resolve and payment may be delayed.

IV. Additional Requirements:

a) GHS (Globally Harmonized System) Requirements

Chemicals must be properly labeled per GHS requirements.

GHS Label Elements

1. Signal Word:
Indicates relative level of hazard. "Danger" is used for most severe instances, while "Warning" is less severe.


4. Hazard Statements:
Phrases that describe the nature of hazardous products and oftentimes the degree of hazard.

5. Precautionary Statements:
Phrases associated with each hazard statement, that describe general preventative, response, storage or disposal precautions.

Carbon Monoxide

DANGER

Extremely flammable gas. Toxic if inhaled. May damage the unborn child. Causes damage to organs through prolonged or repeated exposure



Keep container tightly closed. Avoid breathing vapours. If inhaled: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a Poison Center or doctor. Store in a well-ventilated place.

Company ABC | 1234 Long Road | Sydney, NSW | 1800 000 000 Refer to the SDS before use.

3. Product Name or Identifiers

2. Symbols (Hazard Pictograms):
Convey health, physical and environmental hazard information with red diamond pictograms. May use a combination of one to five symbols.

6. Manufacturer Information:
Manufacturer name, address, telephone number and local emergency number.










Safety data sheets: should contain **new pictograms** and 16 sections:

GHS: Safety Data Sheet (SDS)

▶ **The format of the 16–section SDS should include the following sections:**

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-Aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal considerations
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

GHS PICTOGRAMS

Health Hazard Carcinogens, respiratory sensitisers, reproductive toxicity, target organ toxicity, germ cell mutagens 	Flame Flammable gases, liquids, & solids; self-reactives; pyrophorics; 	Exclamation Mark Irritant, dermal sensitiser, acute toxicity (harmful) 
Gas Cylinder Compressed gases; liquefied gases; dissolved gases 	Corrosion Skin corrosion; serious eye damage 	Exploding Bomb Explosives, self-reactives, organic peroxides 
Flame Over Circle Oxidisers gases, liquids and solids 	Environment Aquatic toxicity 	Skull & Crossbones Acute toxicity (severe) 

b) Reference Documents

These reference documents can be found at

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

- Terms and Conditions
- Conflict Minerals Policy
- Supplier Handbook - Quality Requirements
- Counterfeit Prevention Policy
- Non-Disclosure Agreement (NDA)
- Supplier Registration Form (SRF) (includes Ethic Policy)
- Package and labeling requirements
- Barcode Labeling V8.2
- Tooling Contract Template
- Supplier Change Request Form (SCRR form WSQE-020901)
- Appendix (site specific requirements)
 - Appendix A Johnson Electric (Zacatecas Mexico)
 - Appendix B Saia Burgess Automotive Actuators LLC (Springfield TN)
 - Appendix C Parlex USA LLC (Vandalia OH)
 - Appendix D Saia-Burgess LLC (Vandalia OH)

If you have any questions or concerns, please contact us Supplier.Communications@johnsonelectric.com

Best regards,

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