

July 15, 2021

**Appendix B Saia Burgess Automotive Actuators LLC
(Johnson Electric North America)
Springfield Suppliers**

Appendix B provides the specific site requirements for Saia Burgess Automotive Actuators LLC (Johnson Electric NA) Springfield plant. These requirements are in addition to Supplier Onboarding for Johnson Electric Suppliers. Following requirements will assist with timely receipts and processing of payments.

Appendix A Table of Contents:

- I. Contact Information
- II. How to read a Saia Burgess Automotive Actuators LLC (Johnson Electric NA) Springfield Blanket Purchase Order and Release
- III. Barcode labeling
- IV. Receiving hours
- V. Shipping requirements

I. Contact Information:

Site Buyer:

Brenda Rodriguez email: brenda.rodriguez@johnsonelectric.com

Rosario Hernandez – Desk: +52 478 9854451; email: rosario.hernandez@johnsonelectric.com

Laura Esquivel – Desk: +52 478 985 4413; email: laura.esquivel@johnsonelectric.com

Logistics:

Terry Chowning – Desk: 615-382-3513; email: Terry.Chowning@johnsonelectric.com

Planners:

Jennifer Pitts email: Jennifer.Pitts@johnsonelectric.com

Jessica Null- Desk: 615-382-3445; email: Jessica.Null@johnsonelectric.com

Supplier Quality:

Steven Picklesimon – Desk: 615-382-3417 ; Steven.Picklesimon@johnsonelectric.com

Accounting:

Email all invoices to: 240.apinvoices@johnsonelectric.com

For assistance: Marissa Dunn – email: Marissa.Dunn@johnsonelectric.com

II. How to read a Saia Burgess Automotive Actuators LLC (Johnson Electric NA) Springfield Purchase Order and Release:

Johnson Electric North America, Inc., and/or its affiliated entities 755 Bill Jones Industrial Drive Springfield, Tennessee 37172 USA Phone +1 615 384 8555 Fax +1 615 384 9676		PURCHASE ORDER P013155 - 0			
a		b			
VENDOR 		SHIP TO SB Automotive Actuators LLC 755 Bill Jones Industrial Dr. Springfield TN 37172 United States			
		BILL TO SB Automotive Actuators LLC 755 Bill Jones Industrial Dr Springfield, TN 37172			
IN US DOLLAR					
P.O. DATE	VEN. NO.	SHIP VIA	INCOTERMS 2010	TERMS	DELIV. DATE
1/19/17	004002		ECA ORIGIN	NET 30	SEE BODY
ORDER PLACED WITH		FREIGHT	BUYER		77
		f	Erin Trumbauer		
			615-382-3424		
All parts supplied to S-B SPFD will be subject to service requirements for up to 15 years after end of production. 1 ITEM- 40- SCREW, TRIVALENT FREE ITEM #		QUANTITY	UN	UNIT PRICE	AMOUNT
		g	EA	.0	
*BLANKET LAST QTY RECD. 21000.000 ON 2/01/18 INCOTERMS 2010:					

<p>****REVISION--01--****</p> <p>ALL CARTONS MUST CONTAIN BARCODE LABELS PER SAIA-BURGESS SPRINGFIELD LABEL SPECIFICATIONS.</p> <p>All Packing Slips, Invoices, and Labels for shipments against this Purchase Order MUST DISPLAY the Purchase Order number and the Release Number. (IF APPLICABLE)</p> <hr/> <p>This is a BLANKET PURCHASE ORDER for which the planner will schedule firm releases against based on our requirements. Monthly forecasts are also provided for planning purposes. Estimated annual usage should be reviewed.</p> <p style="text-align: center;"><u>h</u></p>			

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>.

TOTAL	
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AUTHORIZED BY

**** CONTINUED ****

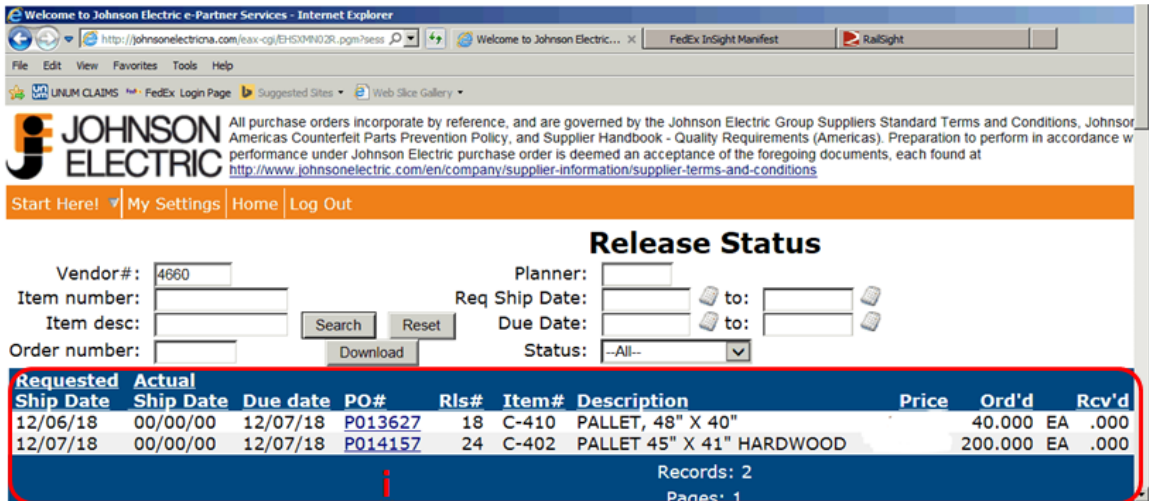
ADD the balance of PO which includes additional notes

Above is an example of our Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield plant **Purchase Order**, identifying the following key elements:

- a) **Johnson Electric North America, Inc.**
- b) **PO Number and Rel. Rev:** Purchase Order # and Release # (*if applicable*) must be on Invoice.
- c) **Ship to:**
 Your package should be sent to this address. Please make sure you ship to the correct location.
- d) **Bill to Send Invoice to:**
If emailed: invoice to: 240.apinvoices@johnsonelectric.com
If mailed
 Invoices sent through Postal Service:
 Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield plant 755 Bill
 Jones Industrial Drive
 Springfield, Tennessee
 37172

Failure to send invoice via email or Postal Service will delay receipt and payment. Suppliers are responsible for any delay of the payment as a result of invoice not submitted to correct email.

- e) **Payment Term:** Review that the payment terms match your negotiated terms.
- f) **Shipment Mode:** This is our desired method of shipping. All shipments need to ship in accordance with instructions. **Purchasing and/or planning must approve all premium freight shipments.**
- g) This section provides the order information:
 - Line No:** Must be listed on your Packslip and Invoice.
 - Item No:** The Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield Internal Part number must be listed on your Packslip and Invoice.
 - Quantity:** The quantity ordered 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).
 - 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).
- h) **Remarks:** Special instructions will be provided in this section if applicable.



Johnson Electric e-Partner Services - Internet Explorer

http://johnsonelectricna.com/eax-cgi/EHSDMNO2R.pgs/next

JOHNSON ELECTRIC

All purchase orders incorporate by reference, and are governed by the Johnson Electric Group Suppliers Standard Terms and Conditions, Johnson Americas Counterfeit Parts Prevention Policy, and Supplier Handbook - Quality Requirements (Americas). Preparation to perform in accordance with performance under Johnson Electric 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>

Start Here! My Settings Home Log Out

Release Status

Vendor#: 4660
 Item number:
 Item desc:
 Order number:

Planner:
 Req Ship Date: to:
 Due Date: to:
 Status: --All--

Search Reset Download

Requested Ship Date	Actual Ship Date	Due date	PO#	Rls#	Item#	Description	Price	Ord'd	Rcv'd
12/06/18	00/00/00	12/07/18	P013627	18	C-410	PALLET, 48" X 40"		40.000	EA .000
12/07/18	00/00/00	12/07/18	P014157	24	C-402	PALLET 45" X 41" HARDWOOD		200.000	EA .000

Records: 2
Pages: 1

Above is an example of our Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield **Release**, identifying the following key elements from the web portal:

- i) This section provides the order information:
 - Requested Ship Date:** The date the goods must ship from Supplier. **Supplier is monitored by requested ship date.**
 - Due Date:** Date material to arrive at Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield
 - PO Number and Rel. Rev:** Purchase Order # and Release # (*if applicable*) must be on Invoice.
 - Item #:** The Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield Internal Part number must be listed on your Packslip and Invoice.
 - Price:** The Purchase Price, based on Unit of Measure, must be listed on the Packslip and Invoice (if you use a different Unit of Measure include the calculation used).
 - Ord'd:** The quantity ordered 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).

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

III. Bar Code Labeling:

Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield requires barcodes for all direct production materials. For complete scope, please reference the requirements below:

Package Label sample format

PART NO (P) 50598 	
QUANTITY (Q) 475 	DESCRIPTION COUPLING PO NO. (A) P057591 
SUPPLIER (V) 001437 	BLKT REL (B) 0015 
SERIAL (S) 123456789 	LOT # (L) 32 
GRN (G) PL12345 	DATE SHIPPED 01/20/2004 ENG CHANGE LEVEL (E) A 

P = Part number (Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield, listed on Purchase Order received from buyer)

Q = Quantity shipped

V = Vendor Number (listed on Purchase Order received from buyer)

S = Unique serial number – Shipping/Parts Identification Label

G = GRN

A or K = Purchase Order Number (listed on Purchase Order received from buyer)

B = Blanket Release

L = Lot Number

E = Engineering Change Level

IV. Receiving Hours:

Monday ~ Friday

7 am ~ 3:30 pm

Note: Off-hour receiving by prior approval only

Receiving: 615-384-8555 ext 3232

After Hours: Terry Huff 615-717-7760

V. Shipping Requirements:

a. Domestic Shipping Documents:

For goods shipped or delivered directly to Saia Burgess Automotive Actuators_LLC (Johnson Electric NA) Springfield 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 CH Robinson

b. Advance Shipping Notification:

An advance shipping notification (ASN) must be generated in the Web Portal for SaiaBurgess Automotive Actuators LLC, (Johnson Electric NA) Springfield before the shipment leaves your facility. **REMINDER:** Quantity must be correct along with Bill of Lading.

c. 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.
- 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 / Springfield**
- **Material Safety Data Sheets/Safety Data Sheets (MSDS)** are required before 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