

July 15, 2021

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>

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- 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).

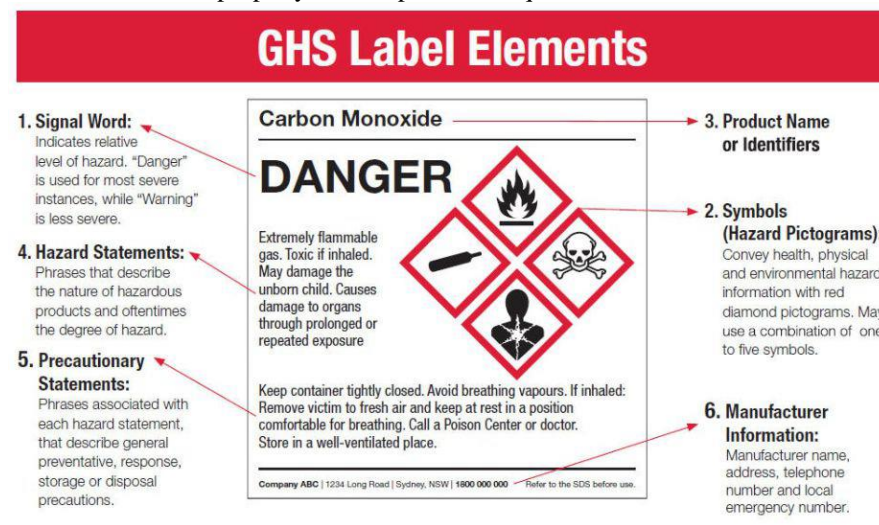
- Quantity matching exactly with actual goods sent and with the quantity on the Purchase Order / Purchase Release. If the quantity on the Purchase Order / Purchase Release is not an increment of the box quantity, please contact your Johnson Electric Buyer / Planner to request an adjustment before shipping.
- 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.**

Not meeting requirements can result in problematic invoices, which 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.












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

b) **Reference Documents**

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
- Supplier Change Request / Review Form
- Supplier Code of Conduct
- Annex A Specific Requirements for the Americas

- 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
- 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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