

July 19, 2021

### **Appendix A Johnson Electric Zacatecas Suppliers**

Appendix A provides specific site requirements for Johnson Electric Zacatecas plants. 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 Johnson Electric purchase order
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#### **I. Contact Information**

##### **Site Buyers:**

Rosario Hernandez – Desk: +52 478 9854451; email: [Rosario.Hernandez@johnsonelectric.com](mailto:Rosario.Hernandez@johnsonelectric.com)  
Laura Esquivel – Desk: +52 478 985 4413; email: [Laura.Esquivel@johnsonelectric.com](mailto:Laura.Esquivel@johnsonelectric.com)  
Brenda Rodriguez email: Desk: +52 478 985 4414; email: [Brenda.Rodriguez@johnsonelectric.com](mailto:Brenda.Rodriguez@johnsonelectric.com)  
Itzeel Rodriguez email: Desk: +52 478 985 4403; email: [Itzeel.Rodriguez@johnsonelectric.com](mailto:Itzeel.Rodriguez@johnsonelectric.com)

##### **Logistics:**

Karen Ponce De Leon – email: [Karen.PoncedelLeon@johnsonelectric.com](mailto:Karen.PoncedelLeon@johnsonelectric.com)  
Mireya Rodriguez – email: [Mireya.Rodriguez@johnsonelectric.com](mailto:Mireya.Rodriguez@johnsonelectric.com)  
[J.electricsupplier@transcontinentalinc.com](mailto:J.electricsupplier@transcontinentalinc.com), [shipmentsmexico@johnsonelectric.com](mailto:shipmentsmexico@johnsonelectric.com)

##### **Planners:**

###### **Plant 1 Planners:**

Noe Vazquez (Supervisor) – email: [Noe.Vazquez@johnsonelectric.com](mailto:Noe.Vazquez@johnsonelectric.com)  
Noemi Martinez (planner) – email: [noemi.martinez@johnsonelectric.com](mailto:noemi.martinez@johnsonelectric.com)  
Tel +52 478 985 4418

###### **Plant 2 Planners:**

Francisco Diaz (Supervisor) – email: [Francisco.Diaz@johnsonelectric.com](mailto:Francisco.Diaz@johnsonelectric.com)  
Guillermo Martinez (planner) – email: [Guillermo.Martinez@johnsonelectric.com](mailto:Guillermo.Martinez@johnsonelectric.com)  
Alondra Rodriguez (planner) – email: [alondra.rodriguez@johnsonelectric.com](mailto:alondra.rodriguez@johnsonelectric.com)  
Tel +52 478 985 4443

##### **New Programs Planner:**

Adrianna Miramontes email [Adrianna.miramontes@johnsonelectric.com](mailto:Adrianna.miramontes@johnsonelectric.com)

##### **Supplier Quality:**

###### **SQE Plant 1:**

Diego Alonso – email: [Diego.Alonso@johnsonelectric.com](mailto:Diego.Alonso@johnsonelectric.com)

**SQE Plant 2:**

Felix Hernandez – email: [Felix.Hernandez@johnsonelectric.com](mailto:Felix.Hernandez@johnsonelectric.com)

**Supplier Quality Manager:**

Chris Mansell – [chris.mansell@johnsonelectric.com](mailto:chris.mansell@johnsonelectric.com)

**Accounting:**

Mandatory email: [ap.invoicemx@johnsonelectric.com](mailto:ap.invoicemx@johnsonelectric.com)

Roberto Lopez – email: [Roberto.Lopez@johnsonelectric.com](mailto:Roberto.Lopez@johnsonelectric.com)

Daniel Manrique – email: [Daniel.Manrique@johnsonelectric.com](mailto:Daniel.Manrique@johnsonelectric.com), [ap.invoicemx@johnsonelectric.com](mailto:ap.invoicemx@johnsonelectric.com)

**II. How to read a Johnson Electric Zacatecas Purchase Order:**

		Blanket Release	Bill-to Party: Johnson Electric North America								
Johnson Electric North America, Inc., and/or its affiliated entities		47660 HALYARD DRIVE PLYMOUTH MI 48170-2429 United States Tel: (734) 392-5300									
TO	SHIP TO: Attention: Martinez, Mr. Guillermo Transcontinental Distribution Services, Inc (Mexico) 14213 Transportation Ave Laredo, TX, 78045, US Laredo, 78045, UNITED STATES		Date: JUN 25, 2018 Page: 1 of 3								
ATTN: TEL: Email:	SEND INVOICE TO: Boulevard Morelos 1109 Mega Parque Industrial Aeropuerto de Calera, Calera 98519, MEXICO Email Service invoice to buyer, other invoice to <a href="mailto:ap.invoicemx@johnsonelectric.com">ap.invoicemx@johnsonelectric.com</a> .		P. O. Number: 50900003894-7 P. O. Rev: 1 Rel. Rev: 5								
Payment Term: 60 Days	Shipment Mode: SEA		PO Status: Approved Planner: Martinez, Mr. Guillermo								
INCOTERMS 2010: CPT	Currency: EUR										
Line No.	ORG	Supplier's Part No.	JE Part No.	Description	Quantity	UOM	Arrival Date (MM/DD/YY)	Unit Price	Disc. (%)	Amount	Sub-inv
1.1	M46	3302-EGP0004 (A)	0		4938	48,000.00 EACH	12/10/18	0.01537	0	737.76	RIP-MAS
2.2	M46	3302-EGP0006 (C)	4 750			48,000.00 EACH	11/26/18	0.01546	0	742.27	RIP-MAS
Remarks: DELIVER IN PLANT 2											
All Packing Slips, Invoices, and/or Labels must display the purchase order number and release number (if applicable)											

Above is an example of our Johnson Electric Zacatecas Purchase Order; identifying the following key elements:

a) **Ship to:**

Your package should be sent to this address. If shipping to a Johnson Electric facility that has more than one plant, it will be noted in this section. Please make sure you ship to the correct location.

**Air Shipments**

Johnson Electric Group Mexico S de RL de CV  
Attention: xxx  
Boulevard Morelos No 1109  
Mega Parque Industrial Aeropuerto de Calera  
Calera, Zac 98519, Mexico  
Via Guadalajara Airport

**Land Shipments**

**Deliver or Consigned to**  
Transcontinental Distributions Services Inc

Attention: xxx  
14213 Transportation Avenue  
Laredo Texas 78045  
Tel (956) 725-1604

**Ship to**

Johnson Electric Group Mexico S de RL de CV  
Boulevard Morelos No 1109  
Mega Parque Industrial Aeropuerto de Calera  
Calera Zac 98519, Mexico

**Sea Shipments**

Johnson Electric Group Mexico S de RL de CV  
Boulevard Morelos No 1109  
Mega Parque Industrial Aeropuerto de Calera  
Calera, Zac 98519, Mexico

b) **Send Invoice to:**

**Invoice needs to accompany all shipments (with packing list).**

**IF emailed:** invoice to: [ap.invoicemx@johnsonelectric.com](mailto:ap.invoicemx@johnsonelectric.com)

**If shipping to Laredo, email invoice to:**

[ap.invoicemx@johnsonelectric.com](mailto:ap.invoicemx@johnsonelectric.com)

[J.electricsupplier@transcontinentalinc.com](mailto:J.electricsupplier@transcontinentalinc.com),

and [shipmentsmexico@johnsonelectric.com](mailto:shipmentsmexico@johnsonelectric.com)

**IF mailed, preferred email not to delay payment**

Invoices sent through Postal Service **MUST** also be included with shipment

For Purchase Orders starting on 5090, mail invoice to:

Johnson Electric North America Inc.  
47660 Halyard Dr  
Plymouth, MI 48170  
Tel: (734)392-5300  
USA TAX ID 06-0951778

For Purchase Orders starting on 5080, mail invoice to:

Johnson Electric Group México, S. de R.L. de C.V.  
Boulevard Morelos No. 1109, Mega Parque Industrial Aeropuerto de Calera,  
Calera, Zacatecas C.P. 98519 México. RFC JEG120120DD4

**Failure to send invoice with shipment and 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 address and included with shipment.

- 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. All shipments need to ship in accordance with instructions detailed Form 5157 Revision Date 7/18/2007 (Domestic) or Form 5157I Revision Date 7/18/07 (Foreign). Purchasing and/or planning must approve all premium freight shipments.
- 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 Zacatecas 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. We have two plants in Zacatecas. This section will indicate if your shipment should be delivered to Plant 1 or Plant 2.

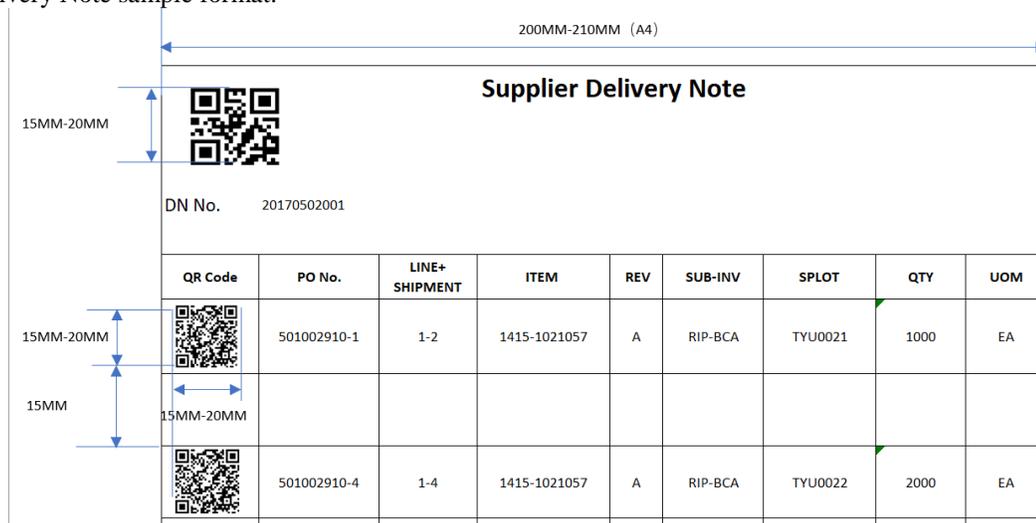
**If any of the information on the PO is incorrect, please notify your buyer immediately.**

### 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:



QR Code	PO No.	LINE+SHIPMENT	ITEM	REV	SUB-INV	SPLOT	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

Minimum Package Label sample format



**IV. Break Point Label**

- Must be affixed to each box on the **FIRST** Shipment of the changed material / part.
- Form **MUST** be printed on **BLUE** paper.

 <b>BREAK POINT</b>	
Product code	CRRN (change request number)
Description	
Page 1	
Break point date	Break point lot number

**V. Receiving hours**

Monday ~ Friday

9am ~ 12pm and 2pm ~ 5pm

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

Receiving: 478-985-4400  
Plant 1: Ext 4452  
Plant 2: Ext 4440

**VI. Shipping Requirements:**

**a. Domestic Shipping Documents (within Mexico):**

For goods shipped within Mexico or delivered directly to Johnson Electric Zacatecas 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) Shipping Documents for imports into Mexico**

In order to comply with Mexican law to import materials into Mexico, it is necessary to send the paperwork according to the following requirements for customs purposes.

- Create a correct Invoice - Reference “Supplier Onboarding Common” document.
- Packing List - Reference “Supplier Onboarding Common” document.
  - o It must include the “Bill to” and “Ship to” fields according to the Purchase Order and the Invoice.
  - o Name, e-mail and phone number of the person who issued the paperwork.
  - o Box dimensions, gross weights and net weights.
  - o Declare the specific content of each box, pallet or container.

**c) Advance Shipping Notification**

An advance shipping notification (ASN) must be sent to Johnson Electric before the shipment leaves your facility. The ASN should be emailed to the Planner and [Mireya.Rodriguez@johnsonelectric.com](mailto:Mireya.Rodriguez@johnsonelectric.com), [Karen.PoncedeLeon@johnsonelectric.com](mailto:Karen.PoncedeLeon@johnsonelectric.com). For shipments to Laredo, also cc: [je.tds@transcontinentalinc.com](mailto:je.tds@transcontinentalinc.com).

Email subject line should read: Supplier name, Purchase Order number, carrier and tracking number.

**d) 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 [Mireya.Rodriguez@johnsonelectric.com](mailto:Mireya.Rodriguez@johnsonelectric.com), [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 / Zacatecas**
- 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)
- The receiving area in our second building is operational. Review the remarks in your Purchase Order that will define if you will deliver to plant 1 or plant 2. You should reflect the plant # on your invoice notes and notify our security personnel at the moment of your registry.
- Please consider that the lack of any of the listed requirements or when the shipped materials has discrepancies versus the declared information on the Invoice, will cause the Mexican authorities to hold the materials at customs until we receive from you the amended paperwork or information.

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

Best regards,  
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