

January 26, 2021

Appendix D Saia-Burgess LLC (Johnson Electric) Suppliers

This appendix provides the site specific requirements for shipments to Saia-Burgess LLC a Johnson Electric Company (Vandalia-Solenoids) plant. 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 D Table of Contents:

- I. Contact Information
- II. How to read a Saia-Burgess LLC purchase order
- III. Receiving hours
- IV. Shipping requirements
- V. Bar Codes

I. Contact Information

Site Buyers:

Wenjie McClellan – Desk: 937-918-2370; email: Wenjie.McClellan@johnsonelectric.com

Logistics:

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

Planners:

Becky Young – Desk: 937-918-2348; email: Becky.Young@johnsonelectric.com

Supplier Quality:

Chris Mansell – Desk: 937-918-2432; email: Chris.Mansell@johnsonelectric.com

Accounting:

Angela Schmidt – email: Angela.Schmidt@johnsonelectric.com

Lori Gorischek –email: Lori.Gorischek@johnsonelectric.com

249.APIInvoices@johnsonelectric.com

II. How to read a Saia-Burgess LLC Purchase Order:



innovating motion

PURCHASE ORDER **

Johnson Electric North America, Inc. and its affiliated entities
 801 Scholz Drive Vandalia Oh 45377
 T 937-898-3621 | F 937-454-2357 | www.johnsonelectric.com

Fax to: (937)454-2357
 Nelly Wang
 Vandalia, Oh

B I L L T O
 Saia-Burgess LLC.
 Attn: Accounts Payable
 P.O. Box 427
 Vandalia, Ohio 45377

S H I P T O
 Saia-Burgess LLC.
 801 Scholz Drive
 Vandalia, Ohio 45377

S U P P L I E R	PO Number 1181755		PO Type REG	Date 10/11/18	Revision	Supplier 505	Supplier's Phone No. 1-	Supplier's Fax No. 1-	Page 1(2)
	Supplier Contact					Buyer Nelly Wang Email: Nelly.Wang@johnsonelectric.com		Requestor WANGN	
S H I P T O	Payment Terms Net 60 Days		Incoterms 2010 FCA - Origin FCA Origin			Package Terms STANDARD			
	Delivery Method REFERENCE FREIGHT LTR		Tax Code NONTAXABLE		Currency USD				
c	d	e							
Pos	Item Number / Name Vendor Item No/Description	Revision No.	Delivery Date Our Dock	Quantity	Price Per unit	Line Amount			
001	A-47373- WIRE-MAGNET		10/12/18	240 LB	3.7736	905.66			
	MIN. TO NOM. DIA. TOLERANCE								
002	A-47373- WIRE-MAGNET		10/15/18	960 LB	3.7300	3580.80			

ORDER VALUE.....				7725.20
g				

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>.

Sent By:

Wang Wang



Above is an example of our Vandalia Johnson Electric Solenoids (Saia-Burgess) 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: 249.APIInvoices@johnsonelectric.com

If mailed

Invoices sent through Postal Service **MUST:**

Johnson Electric Solenoids (Saia-Burgess)

Attn: Accounts Payable

P.O. Box 427

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 (Delivery method):** Provided by JE Logistics. Purchasing and/or planning must approve all premium freight shipments.

f) This section provides the order information:

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

JE Part No: The Johnson Electric Solenoids (Saia-Burgess) Internal Part number and must be listed on your Packslip and Invoice.

Delivery Date: The date the goods **must arrive** at the Vandalia Johnson Electric Solenoids (Saia-Burgess) plant. Supplier must consider transit time.

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).

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. Receiving Hours:

Monday ~ Friday

7 am ~ 5 pm

Note: Off-hour receiving by prior approval only

Receiving: 937-918-2474

IV. Shipping Requirements:

a. Domestic Shipping Documents:

For goods shipped or delivered directly to Vandalia Johnson Electric Solenoids (Saia-Burgess) 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 # /Solenoids (Saia-Burgess)**
- 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

V. Bar Codes

Please see Buyer/Commodity Lead for current requirements.

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

Best regards,

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E-mail: cathy.perreault@johnsonelectric.com