

1.0 Purpose

This standard communicates Adient’s minimum set of requirements to suppliers. It is the expectation of Adient that all suppliers - Direct and Indirect, Supply Chain and Tooling, Machinery & Equipment - comply with all of the requirements and expectations documented in the Global Supplier Standards Manual.

2.0 Scope

This procedure applies to the following Adient locations:

	Plant	Tech Center
Adient owned operations	Yes	Yes
Adient majority-owned subsidiaries	Yes	Yes
Consolidated joint ventures and affiliates	Yes*	Yes*
Unconsolidated joint ventures and affiliates	*	*

* Required in accordance with JV business agreement

3.0 Responsibility

The Buyer is responsible for providing the expectations from Adient to the supplier via the Global Supplier Standards Manual.

4.0 Process

4.1 Supply Chain Management Expectations Introduction

4.1.1 Introduction: The supply chain organization at Adient contributes to manufacturing excellence in quality, cost and delivery to the customer. In particular, the supply chain function assures the on-time delivery of component material and shipment of finished goods at the lowest cost.

Continuous improvement in our global supply chain systems is, and will continue to be, a competitive advantage for Adient. This advantage is created through the engineering and design of Lean Replenishment and Logistic Business processes, which are enabled through effective application of Lean Technologies. To fully leverage the potential of these innovative systems and processes, the knowledge and capabilities of our extended enterprise must be flexible and capable of meeting our replenishment requirements.

Total Supply Chain Management is achieved through the execution of comprehensive, common business processes and systems such as:

- **IATF16949** standards
- AIAG Materials Management Operating Guidelines
- Adient (Adient) Business Operating System (BOS)

The following are critical supply chain elements that must be in place to execute flawlessly:

- Communicate electronically between suppliers and customers
- Implement/Utilize Lean Manufacturing practices
- Analyze demand (830, 862, 866, etc.) –
 - Understand and react to schedule variation week to week
 - Reconcile Cums weekly
 - Compare demand to capacity

- Proactive communication through the supply chain when there are potential issues in meeting demand requirements
- Ship according to the transportation routing instructions
- Respond to the Customer specified replenishment method(s) and establish Replenishment processes to assure on-time delivery from the extended supply chain
- Respond to “issue communication” tools (DMR, MQR, etc.)
- Development of team members which focuses on: Process knowledge, technical capability, problem solving skills, and leadership ability
- Implement repeatable processes that minimize human intervention, and audit them to assure conformance using the MMOG (External supplier) or MMSA (Internal Adient Supplier)
- Identify and measure key metrics on a monthly basis, with an emphasis on corrective action planning to address metrics that don’t meet goals

4.1.2 Scorecard Performance: There are the following areas that Adient measures to review supplier performance within Supply Chain Management.

Metric	Points	Chapter	Description
DMRd Score	8	DMRs	Measures on time delivery
DMRi Score	5	DMRs	Measures accuracy of shipment information
ASN Compliance	5	Electronic Commerce	Indicates whether a supplier provides ASNs with every shipment
Trade Agreement	2	Free Trade Agreements	Measures compliance to annual NAFTA submission requirements or other global Trade agreements

The chapters contained in the Adient Supplier Standards manual will instruct you on our expectations for your performance in order that together we may create a supply chain that executes flawlessly each and every time.

4.2 Electronic Commerce

4.2.1 Introduction

Electronic Commerce Requirements - Adient and our automotive customers require EDI (Electronic Data Interchange) to be utilized by all suppliers throughout the Supply Chain. This includes the ability to receive releases (830 - weekly, 862 – daily), and send ASNs (856).

All of our initiatives, policies, and transaction sets comply with the guidelines set forth by the Automotive Industry Action Group (AIAG) / VDA. Our suppliers must have the capability to interface with us in one or more of the following options:

- Traditional EDI package
- Visibility tool (i.e. i-Supply) (Not applicable South America)
- 3rd party provider (i.e. Covisint) (Not applicable South America)

Any updates, new releases, system changes, etc. will be communicated to our partner suppliers by the Adient Supply Chain Management and Purchasing organizations.

All suppliers must develop a contingency plan for their primary EDI system. This allows us to keep both product and information flowing if the primary system fails for any reason. To inquire about the specific details of using EDI with Adient, please contact your Materials Analyst via e-mail to asg.edi@adient.com.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 3 of 60

4.2.2 Advanced Shipping Notice (ASN): An ASN is the electronic transfer of shipment data from a supplier to a customer. The customer plant utilizes the information contained within the ASN in three ways:

- Determine and confirm goods in transit.
- Verification against the shipment as product is received.
- If the supplier is ERS (evaluated receipt settlement) approved, the ASN serves as an electronic invoice that will generate payment to the supplier. (Not applicable South America)

Accuracy is imperative in order to maintain the integrity of information related to inventory records, MRP/supplier schedules, and invoice payments. ASN timeliness is critical to information accuracy and functionality. Failure to send ASN's will result in non-compliance on your Supplier Scorecard, the issuance of a DMR (discrepant material report), and the potential for a charge-back.

The ASN must be created upon finalization of the shipment and be received by Adient within one hour from the time the shipment leaves the supplier's shipping location, or prior to its arrival at the Adient plant, whichever is earliest.

All shifts in a facility must be capable of sending the ASN to meet these requirements. Confirmation of ASN receipt is available to suppliers (contact the Adient plant for availability). In order for the ASN to be successfully transmitted to the Adient plant, the ASN must contain all of the SPECIFIED INFORMATION listed below. ASN's received without a BOL number will fail our rules and not be received, and a DMR will be issued for failure to send an ASN.

1. BOL Number (Bill of Lading)
2. Shipment date/time
3. Gross weight of shipment
4. Net weight of shipment
5. Total Bill of Lading quantity (e.g. # of cartons)
6. Standard Carrier Alpha Code (SCAC)
7. Mode code (e.g. "E" for expedite, "A" for air, etc.)
8. Pool point location (if applicable)
9. Trailer number (or air bill if it's an air shipment)
10. Packing slip number(s)
11. Ship from location (our supplier code or supplier DUNS Code)
12. Ship to location(s) (our plant code(s) including dock code(s)) or DUNS Code
13. Part number
14. Engineering change level (Part)
15. Quantity shipped
16. Unit of measure
17. Purchase order number
18. Number of cartons shipped of each part
19. Quantity per carton EDI SPECIFICATIONS

Note: Additional requirements may be communicated to the supply base, dependent on the OEM customer's specific requirements.

4.3 International Shipping



4.3.1 International Shipping Introduction: The purpose of this section is to provide suppliers of Adient with a better understanding of their responsibilities as exporters and suppliers. Our goal is to ensure that suppliers are aligned with the procedures of Adient as we strive to adhere to Customs Regulations.

This section contains information regarding:

- Shipment requirements for exports to Adient
- Warehouse & inventory requirements for international shipments
- Documentation requirements

Each supplier to Adient, is responsible for complying with all customs laws and regulations as it relates to their activity with Adient. This includes, but is not limited to, the items outlined in this manual.

4.3.2 Incoterms: Adient uses INCOTERMS 2010 for its standard. The incoterm for each supply chain is negotiated at the time of the contract and will be stated on the Purchase Order when issued to the supplier.

4.3.3 Warehouse and Inventory Requirements: In order to minimize the risk of an inventory stock-out and to support lean manufacturing, our strategy is to utilize a regional warehouse/domestic pick-up point to manage and retain buffer stock inventory for certain international supply chains.

A supplier may manufacture in another country, but they are expected to import to their own domestic warehouse or distribution center. Adient will then pick up the freight at the named domestic facility. If a supplier does not have a domestic presence, Adient will be the importer and will recommend the 3rd party warehouse provider with whom the supplier should contract to manage the buffer stock. Adient will determine on a case-by-case basis when this requirement is necessary and will notify the supplier to implement these requirements.

4.3.4 Customs Brokers: Adient has designated Customs Brokers to clear shipments on our behalf. Suppliers must use the designated broker as per the routing instructions set forth by Adient's corporate offices.

4.3.5 International Shipment Documentation: Suppliers are responsible for providing complete and accurate documentation for all international shipments. Documents must be sent with each cross border shipment. Documents include, but are not limited to, the Bill of Lading, Packing List, Commercial or Invoice, and a Certificate of Origin (NAFTA or other as requested) where applicable. Incomplete or inaccurate documents may delay the timely delivery of product to an Adient's facility; therefore, failure to supply complete and accurate documentation will result in a supplier DMR and a debit for the cost incurred in a delayed shipment.

4.3.6 Valuation of Merchandise: Suppliers are responsible for stating the proper value of the product being shipped per the terms and conditions of your contract with Adient. Failure to do so may result in a DMR and subsequent DMR debit charge.

4.3.7 Commercial Invoice: A commercial invoice shall accompany each export to an Adient facility. Data required on the Commercial Invoice is as follows:

1. Port of entry to which the merchandise is destined.
2. Consignee (Ship to) complete name and the plant ID #
3. Bill to name, address and tax ID#
4. Shipper address, Tax ID#, contact name, email and phone number
5. Ship date
6. A complete detailed description of the merchandise, including the Adient part number. It is critical that the Adient part number is listed so that Adient, as the importer, can apply proper HS Classification and FTA eligibility. Do not modify the Adient part number (e.g. add a suffix

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 5 of 60

or prefix). If shipment involves equipment, the invoice must also include the serial #, make # & model # and manufacture date.

7. Quantities, weights (net and gross) and unit of measures of the merchandise shipped. (e.g. liters, gallons, kilograms, lbs...)
8. Purchase price in the currency of purchase. Value of each item in the currency in which the transactions are usually made.
9. Currency (USD, EURO, PES, etc.)
10. All charges upon the merchandise itemized by name/category and amount. (Rebates, drawbacks, bounties, separately itemized, allowed upon the exportation of the merchandise)
11. Country of origin for each part listed
12. Assists, dies, molds, tools, engineering work and cost associated.
13. Tariff classification number (HTS)
14. Incoterms and stated place
15. Invoice #
16. Signature/Endorsement of shipper
17. Other specific country or regional requirements will be communicated by the region Adient Trade compliance team.

The commercial Invoice and all attachments must be in the language appropriate for the country of importation. When the above contents are excluded from the invoice, the customs clearance of the shipment may be delayed. Often times a shipment is flagged for examination by customs due to the absence of values, description, and country of origin.

Special Notes:

- Equipment must be invoiced separately from Raw Material.
- Equipment must be separated on different skids from Raw Material
- Invoices must be sent at the time of dispatch of the shipment from origin with an ETA report (Estimated Time of Arrival), specifying the following:
 - Trailer Number
 - Quantity of bundles or skid
 - Time of estimated arrival

4.3.8 Country of Origin Marking: Every article of foreign origin (or its container) shall be marked in accordance with the regulations of the importing country.

4.3.9 International Shipment Checklist

1. Completed Bill of Lading with the name and address of the shipper, the consignee, and the broker. This must be the same BOL # as on the ASN.
2. Completed Packing List
3. Completed Commercial Invoice per guidelines listed above.
4. Completed Certificate of Origin or FTA certificate as needed.

4.4 Shipping and Replenishment Performance

4.4.1 Introduction: The standard for Adient suppliers is 100% on time arrival of all parts required by the Adient manufacturing site. This means shipping the correct quantity of the correct product to the correct location according to the designated replenishment method. It is mandatory that the supplier contact the Adient plant immediately upon recognition of an issue if the release schedule cannot be met. The supplier shall have a process in place to ensure that any potential problems that could impact the Adient operations are communicated as soon as they are identified. Differences shall be resolved with appropriate customer contact prior to shipment time.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 6 of 60

It is our expectation that the supplier procures/produces to the high point of the forecast for authorized raw/fab, respectively. Notify your Adient materials manager if you receive 2 or more subsequent releases which show a decreasing authorization.

Suppliers are expected to receive forecasts and releases electronically, and to process them without manual entry. Reference the Adient Electronic Commerce document for further details on electronic transmissions.

In the event a supplier does not receive a weekly release from Adient, they must verify with the plant materials scheduler or manager that no release was sent, escalating the call if necessary for verification. If after multiple attempts (must include BOTH e:mail AND phone call) the supplier is not able to contact Adient to verify release status, the supplier is authorized to use the most recent release to ship to Adient, following established guidelines for shipping to cum required by given dates.

- 4.4.2 Forecast Expectations: The forecast will grant fab & raw authorizations per the commercial terms between Adient Purchasing and the supplier. Adient will grant the supplier a raw and fab authorization in accordance to the authorization being provided by our customer. For example, Adient may grant 4 weeks raw and 2 weeks fab, for a total of 4 weeks (i.e. you're authorized to convert 2 weeks of the raw, not carry an additional 4 weeks raw). This will be provided to the suppliers via EDI in their releases. Certain commodities may be granted different standards per their release. When EDI is not available alternate forms of communication will be utilized as determined by the Adient plant. Deviations from the standard must be authorized by Adient and will be communicated in the purchase order as well as the release.

Adient has a central forecast department for electronic contract manufacturers. Contract manufacturers will receive periodic forecasts via e-mail which show the forecasted quantities over a predetermined horizon. The expectation is contract manufacturers will use this forecast to drive component planning/purchasing in order to meet the delivery signal sent by our manufacturing plants. The actual delivery/ship signal will be sent according to the process described below in section 5.3. This central forecast will override any EDI 830 forecast data sent by a Adient manufacturing plant. (Not applicable South America)

Each Adient plant may or may not require the supplier to ship according to the forecast release, and will contact the supplier to set this protocol up if it's the desired method of delivery. In other words, the forecast release may also serve as the delivery signal. (Not applicable South America)

The authorization on a release is Adient's financial commitment for released material.

Authorization for a cum amount and the lead-time required for a shipment are not synonymous. Lead-time is defined as the amount of time between recognition of an order and receipt of the order (can include manufacturing time as well as transportation time). This doesn't translate directly into the amount of weeks Adient will provide financial commitment in a cum authorization.

- 4.4.3 Shipping & Delivery: Authorization to ship specific product will be communicated to the supplier through Adient plant designated replenishment method (MRP, KanBan, min/max, sequence). Within 90 days from SOP Adient will notify the supplier of the designated replenishment method. During launch or pre-production we will use MRP or spot-buys. Note: Replenishment method may vary from plant to plant. Please reference chapter 12, Replenishment Methodology, for further details on Adient's standard replenishment tools.

A "Delivery signal" will show either a ship date or a delivery date. A delivery date defines when the goods are to be ultimately received by Adient. A ship date indicates the date which the supplier should ship the goods. In this context the delivery date does NOT mean delivery to carrier.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 7 of 60

The supplier is expected to understand transit time and have product ready for shipment in order to meet the delivery date on the schedule, inclusive of transit time. Contact the Adient plant if you have any questions as to which date is being transmitted.

The supplier is required to:

1. Take ownership for all parts manufactured for Adient.
2. Control its processes to assure that the physical shipments correspond with the Adient demand.
3. **Ensure movement of containers is managed within Adient's Container Management System**
4. Have the ability to meet either a 15% week to week net schedule increase or a 15% cum increase over the period authorized under the raw and fab authorization. This does not apply once the supplier has been notified of a balance out. For an example of how Adient calculates this value, refer to the "Diamond" file attached at the end of this document.
5. Contact Adient plant Materials Representative(s) if supplier is unable to meet the replenishment schedule, and supply the following information:
 - a. Date the parts will be available.
 - b. Suppliers plan to get back on schedule. Assign the necessary resources to resolve any delivery issues.
 - c. If an established window time is missed or release schedule cannot be met, contact your Adient plant representative for agreement on necessity of expedites.
 - d. Obtain approval from Adient for the mode & carrier chosen. Every effort must be expended to reach agreement on the expedited freight responsibility at the time of shipment. If the supplier is responsible, the freight must be shipped "PREPAID" and the supplier may choose their logistics company; however in North America it is strongly recommended that Active PTM (888-786-4321) is contacted. The supplier is also responsible for tracking the in-bound freight to Adient and advising the Adient plant Material Representatives as to shipment status.

A supplier will be held responsible for downtime and other associated costs (i.e. Premium freight or charter costs) due to their inability to meet delivery requirements, in accordance with the purchasing terms and conditions. If a supplier is behind in their ability to meet the required cum, the plant expects the supplier to have the cum caught up by the Monday following the lead time authorized. For example, if the authorization is for 6 weeks then the supplier should have the cum required produced and delivered no later than the following Monday by 8am EST.

4.5 Labeling Requirements

- 4.5.1 Labeling Introduction: The adherence to these labeling requirements, as well as the packaging requirements also stated within the Adient Supplier Standards manual, is mandatory and will be continuously monitored. Non-compliance to these instructions will be brought to your attention through the issuance of a DMR (Discrepant Material Report) by our receiving plant.

Suppliers must ensure that all materials shipped to Adient are correctly labeled and that the labels are properly attached. When labeling, verify that there are two labels per container on adjacent corners. The label must be placed in the upper left-hand corner of the main side. Whenever possible the label printing should be a bold black type with at least 25mm high letters. No more than one part number is to be packaged in a container or shipped on a pallet (unless noted as a mixed pallet). Supplier owned packaging with "Return to" labels must be located in a clearly visible area that does not interfere with the production identification labels.

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged wherever practical. Care must be taken to assure that labels

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 8 of 60

meet reflectivity and contrast requirements and can be scanned with contact & non-contact devices.

It is the supplier's responsibility to remove labels on returnable containers & affix a new label prior to shipment, unless prior arrangements have been made with the Adient receiving plant.

4.5.2 Part Shipping Labeling: All labels affixed to a container must contain the following information:

1. Adient Part Number
2. Quantity
3. Adient Supplier ID Number
4. Label Serial Number
5. Part Description
6. MFG Date (manufacturing date)
7. Part Revision Level
8. Lot Number/Batch Number/Heat Code/Etc.
9. International Build Statement (i.e. Made in Mexico) (Mandatory for Parts Crossing Borders)
10. Manufacturing Address (Actual address of suppliers final assembly plant - name should Mirror Adient scorecard plant location description to the fullest extent possible)

All containers must have the final Adient destination information affixed either as a master label on the skid or within their standard label format affixed to each container. Data required includes Adient site name, Adient site number (when known), Address, city, state and postal code. An example of an acceptable label is at the end of this section.

Other General Label Specifications

Label Size: 4.0 inches (102mm) high by 6.0 inches (152mm) wide.

Label Color: White label with black printing (there may be some plant specific color requirements).

Adhesives: Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free. Note: If labels are applied to returnable packaging, the adhesive must not leave a residue after the label is removed, and the label must be easily removed without tearing. Paper is not preferred on returnable packaging.

Data Identifiers: All barcodes must have a data identifier. For example, the part number should have a leading "P" or "Q" for quantity.

The above definition is the minimum requirements. There may be other regional or plant requirements that can be requested. Some examples include:

- 2D Barcode (See Section 5.9)
- Colored label stock
- Delivery Note/Packing Slip Number
- Storage location in the plant
- Ship-to Address of the Adient plant the material is shipping to
- Etc.

4.5.3 Master Pallet/Mixed Pallet Labeling: When multiple containers of the same part number are placed on a single pallet, each container is required to be labeled as well as a master label for the pallet. The master label should contain the words "Master Label" and be placed on the outside of the shrink wrap. The individual container labels should be scanned to create the Master Label. The quantity on the master label should reflect the sum of the quantities of all of the individual container labels. See the sample below in section 5.6.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 9 of 60

When release quantities require cartons of mixed material on one pallet, a special "Mixed Load" label and a "Master Label" for each part number and affixed on the outside of the shrink wrap must be used in addition to being labeled per Adient Labeling Specifications. See the sample below in section 5.6.

All containers must be loaded to cubic capacity in order to maintain load density, package integrity, and obtain optimum transport utilization. The following criteria must be observed when shipping mixed loads to an Adient plant:

1. Cartons must be uniform in size to maintain load stability.
2. Each pallet must have material / product for only one Adient plant.
3. Avoid shipping less than a full layer whenever possible.

Adient Supplier Scheduling should be contacted to establish load quantities into their releases.

For unit load packaging that is shrink wrapped, the master label and mix load labels must be applied to the outside. When individual containers are palletized and made into a unit load for mechanical handling, the master label shall be attached to two adjacent sides of the unit load.

- 4.5.4 International Shipment Labeling: Shipments to or from countries (e.g., Mexico, US, Canada, EU) may require special labeling, other than the Odette standard. Adient Trade Compliance team should be contacted to assist in obtaining the proper labels required if needed.
- 4.5.5 Sample Shipment Labeling: When shipping sample parts for Adient part submission or new revision level, the "Sample Part" label must be utilized and must contain the name of the site Packaging Engineer and / or the person expecting to receive the container.

Packaging Test shipments must have a "Sample Parts" identification label placed in a highly visible area and must contain the name of the site Packaging Engineer and / or the person expecting to receive the container.

Adient's requirements for shipping labels are based on the Odette / AIAG bar-coded format. Reference the AIAG Parts Identification and Tracking Application (B-4) document and the AIAG Trading Partner Labels manual (B-10) for labeling specifications.

- 4.5.6 Label Example: The attached is a specification that can be used as a guideline in building the label format.

Finished Good Tote/Box Label Example



Global Supplier Standards Manual - Supply Chain Management

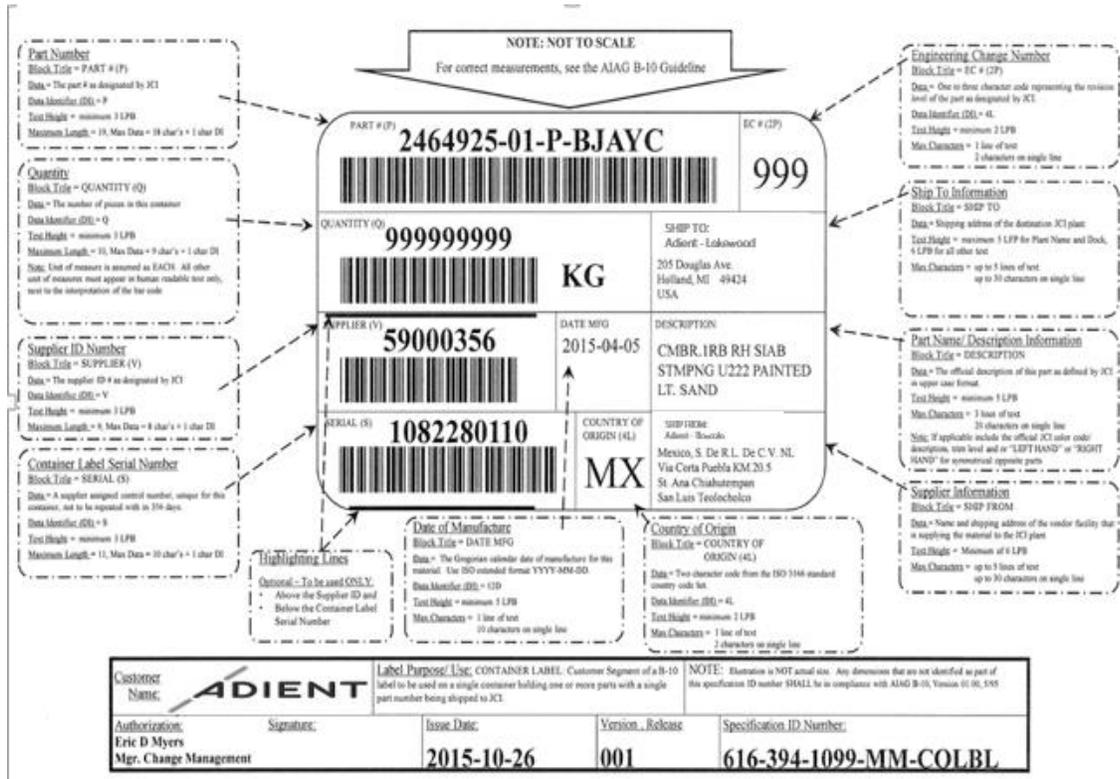
Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 10 of 60





Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 11 of 60

Finished Good Tote/Box Label Example With Lot/Batch Information

NOTE: NOT TO SCALE
For correct measurements, see the AIAG B-10 Guideline

<p>Part Number Block Title = PART # (P) Data = The part # as designated by JCI Data Identifier (DI) = P Text Height = minimum 3 LPB Maximum Length = 19, Max Data = 18 char's + 1 char DI</p> <p>Quantity Block Title = QUANTITY (Q) Data = The number of pieces in this container Data Identifier (DI) = Q Text Height = minimum 3 LPB Maximum Length = 10, Max Data = 9 char's + 1 char DI Note: Unit of measure is assumed as EACH. All other unit of measures must appear in human readable text only, next to the interpretation of the bar code.</p> <p>Supplier ID Number Block Title = SUPPLIER (V) Data = The supplier ID as designated by JCI Data Identifier (DI) = V Text Height = minimum 3 LPB Maximum Length = 9, Max Data = 8 char's + 1 char DI</p> <p>Container Label Serial Number Block Title = SERIAL (S) Data = A supplier assigned control number, unique for this container, not to be repeated with 300 days Data Identifier (DI) = S Text Height = minimum 3 LPB Maximum Length = 11, Max Data = 10 char's + 1 char DI</p>	<p>PART # (P) 2464925-01-P-BJAYC</p> <p>IC # (CP) 999</p> <p>QUANTITY (Q) 999999999</p> <p>SHIP TO: Address - Lakewood 205 Douglas Ave. Holland, MI 49424 USA</p> <p>SUPPLIER (V) 59000356</p> <p>BATCH # SPLR (IT) DI: 2015-04-01 DI: 13 51 36 OP: LBL - 1788 MC: FAGOR 3 DI: 7688121987403</p> <p>DESCRIPTION CMBR.1RB RH SIAB STMPNG U222 PAINTED LT. SAND</p> <p>SERIAL (S) 1082280110</p> <p>COUNTRY OF ORIGIN (4L) MX</p> <p>Address - Mexico Mexico, S. De R.L. De C.V. NL Via Corta Puebla KM 20.5 St. Ana Chihautempan San Luis Tlaxiotehco</p>	<p>Engineering Change Number Block Title = EC # (CP) Data = One to three character code representing the revision level of the part as designated by JCI Data Identifier (DI) = C Text Height = minimum 2 LPB Max Characters = 1 line of text 2 characters on single line</p> <p>Ship To Information Block Title = SHIP TO Data = Shipping address of the destination JCI plant Text Height = minimum 3 LPB for Plant Name and Dock, 4 LPB for all other text Max Characters = up to 3 lines of text up to 30 characters on single line</p> <p>Part Name/Description Information Block Title = DESCRIPTION Data = The official description of this part as defined by JCI in upper case format Text Height = minimum 3 LPB Max Characters = 1 line of text 37 characters on single line Note: If applicable include the official JCI color code/ description, two level and or "LEFT HAND" or "RIGHT HAND" for symmetrical opposite parts</p> <p>Supplier Information Block Title = SHIP FROM Data = Name and shipping address of the vendor facility that is supplying the material to the JCI plant Text Height = Minimum of 4 LPB Max Characters = up to 3 lines of text up to 30 characters on single line</p>
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NOTE: Illustration is NOT actual size. Any dimensions that are not identified as part of this specification ID number SHALL be in compliance with AIAG B-10, Version 01/01, 3/05

Customer Name: ADIANT	Label Purpose/Use: ALTERNATE CONTAINER LABEL. Customer Segment of a B-10 label to be used on a single part number being shipped to JCI when LOT, HEAT or BATCH is required.	Issue Date: 2015-10-26	Version/Release: 001
Authorization: Eric D Myers Mgr. Change Management	Signature:	Specification ID Number: 616-394-1099-MM-COLBL	

Master Label Example

NOTE: NOT TO SCALE
For correct measurements, see the AIAG B-10 Guideline

<p>Part Number Block Title = PART # (P) Data = The part # as designated by JCI Data Identifier (DI) = P Text Height = minimum 3 LPB Maximum Length = 19, Max Data = 18 char's + 1 char DI</p> <p>Quantity Block Title = QUANTITY (Q) Data = The combined number of pieces from all the containers included in this master label Data Identifier (DI) = Q Text Height = minimum 3 LPB Maximum Length = 10, Max Data = 9 char's + 1 char DI Note: Unit of measure is assumed as EACH. All other unit of measures must appear in human readable text only, next to the interpretation of the bar code.</p> <p>Supplier ID Number Block Title = SUPPLIER (V) Data = The supplier ID as designated by JCI Data Identifier (DI) = V Text Height = minimum 3 LPB Maximum Length = 9, Max Data = 8 char's + 1 char DI</p> <p>Master Label Serial Number Block Title = SERIAL (S) Data = A supplier assigned control number, unique for this master label, not to be repeated with 300 days Data Identifier (DI) = S Text Height = minimum 3 LPB Maximum Length = 11, Max Data = 10 char's + 1 char DI</p>	<p>PART # (P) 2464925-01-P-BJAYC</p> <p>IC # (CP) 999</p> <p>QUANTITY (Q) 999999999</p> <p>SHIP TO: Address - Lakewood 205 Douglas Ave. Holland, MI 49424 USA</p> <p>SUPPLIER (V) 59000356</p> <p>MASTER LABEL</p> <p>SERIAL (S) 1082280110</p> <p>COUNTRY OF ORIGIN (4L) MX</p> <p>Address - Mexico Mexico, S. De R.L. De C.V. NL Via Corta Puebla KM 20.5 St. Ana Chihautempan San Luis Tlaxiotehco</p>	<p>Engineering Change Number Block Title = EC # (CP) Data = One to three character code representing the revision level of the part as designated by JCI Data Identifier (DI) = C Text Height = minimum 2 LPB Max Characters = 1 line of text 2 characters on single line</p> <p>Ship To Information Block Title = SHIP TO Data = Shipping address of the destination JCI plant Text Height = minimum 3 LPB for Plant Name and Dock, 4 LPB for all other text Max Characters = up to 3 lines of text up to 30 characters on single line</p> <p>Master Label Identification Block Title = NONE Data = The words "MASTER LABEL" in upper case format Text Height = minimum 3 LPB Max Characters = 1 line of text 17 characters on single line</p> <p>Supplier Information Block Title = SHIP FROM Data = Name and shipping address of the vendor facility that is supplying the material to the JCI plant Text Height = Minimum of 4 LPB Max Characters = up to 3 lines of text up to 30 characters on single line</p>
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NOTE: Illustration is NOT actual size. Any dimensions that are not identified as part of this specification ID number SHALL be in compliance with AIAG B-10, Version 01/01, 3/05

Customer Name: ADIANT	Label Purpose/Use: MASTER LABEL. Customer Segment of a B-10 label to be used for multiple containers of a single part number being shipped to JCI.	Issue Date: 2015-10-26	Version/Release: 001
Authorization: Eric D Myers Mgr. Change Management	Signature:	Specification ID Number: 616-394-1099-MM-MALBL	

Mixed Load Label Example



Customer Name: ADIANT	Label Purpose/ Use: MIXED LOAD. Customer Segment of a B-10 label to be used for multiple containers of different part numbers being shipped to JCI.	NOTE: Illustration is NOT actual size. Any dimensions that are not identified as part of this specification ID number SHALL be in compliance with AIAG B-10, Version 01.00, 5/95
Authorization: Eric D Myers Mgr. Change Management	Signature:	Issue Date: 2015-10-26
	Version Release: 001	Specification ID Number: 616-394-1099-MM-MILBL

4.5.7 Odette, Euro-Supplier Labeling Option: Adient recognizes the European automotive industry approved Odette transport label for the identification of packaging and container contents for suppliers located in Europe. The label is 'A5' size, and has standard printing with the addition of bar coding. It may be self-adhesive for expendable packaging or can be printed on paper and placed in a pouch or affixed to the container.

4.5.8 Adient SAP Implementation GTL Label Requirement: Adient began rolling out SAP to its plants in 2011. With that implementation, a new requirement for using the Global Transport Label began. This replaces any of the label requirements above. If you supply any of the plants live on Saturn SAP, this requirement applies to you. The label specification can be found in the forms section of the supplier portal.

4.5.9 2D Barcode Requirements

Adient requires a 2D barcode to be utilized on the label. Below are some of the requirements for the 2D barcode”

1. PDF 417 is the preferred code.



2. The minimum requirement of the data to be in the 2D barcode is
 - a. Part Number
 - b. Quantity
 - c. Serial number



**Global Supplier Standards Manual - Supply Chain Management
Standard**

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 13 of 60

Table 1. Suggested LPB Character Parameters

Lines Per Block	Maximum Characters Per Line	Approximate Point Height	Approximate Height in Inches	Approximate Height in Millimeters
1 LPB	8	64	0.90	22.0
2 LPB	18	32	0.40	11.0
3 LPB	28	20	0.25	7.0
4 LPB	34	16	0.20	5.0
5 LPB	42	12	0.15	4.0
6 LPB	48	10	0.12	3.0
7 LPB	59	8	0.10	2.0
8 LPB	68	6	0.08	1.5

PDF417 2D BARCODE SYNTAX & TECHNICAL SPECIFICATIONS

Data Syntax Structure Example:



Data Syntax:

`[]> RS 06 GS P12345678 GS Q160 GS 5000012345678 RS EOT`



Syntax String References:

<code>[]></code>	Compliance Indicator
<code>R_S</code>	Record Separator
<code>06</code>	Data Format
<code>G_S</code>	Group Separator
<code>P</code>	Part
<code>Q</code>	Quantity
<code>S</code>	Serial
<code>EOT</code>	End Of Transmission

Printable Characters:

ASCII / ISO646 Character	Decimal	Hex	Description
<code>[</code>	91	3B	Part of Message Header
<code>)</code>	41	29	Part of Message Header
<code>></code>	62	3E	Part of Message Header

Non-Printable Characters:

ASCII / ISO646 Character	Decimal	Hex	Description
<code>R_S</code>	30	1E	Record Separator
<code>F_S</code>	28	1D	File Separator
<code>G_S</code>	29	1C	Group Separator
<code>EOT</code>	04	04	End of Transmission



**Global Supplier Standards Manual - Supply Chain Management
Standard**

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 15 of 60

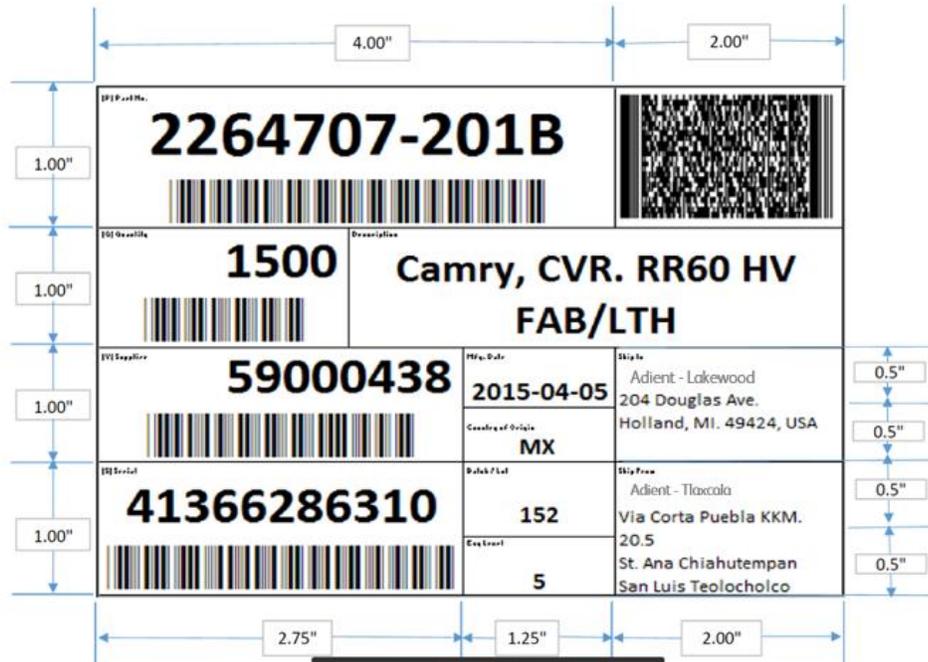
Label Examples with the 2D Barcode

P] Part No. 2264707-201B 			
Q] Quantity 1500 	Description Camry, CVR. RR60 HV FAB/LTH		
V] Supplier 59000438 	Mfg. Date 2015-04-05	Ship to Adient - Lakewood 204 Douglas Ave. Holland, MI. 49424, USA	
S] Serial 41366286310 	Country of Origin MX	Ship From Adient - Tlaxcala Via Corta Puebla KKM. 20.5 St. Ana Chiahutempan San Luis Teolochoico	
	Batch / Lot 152	Eng Level 5	

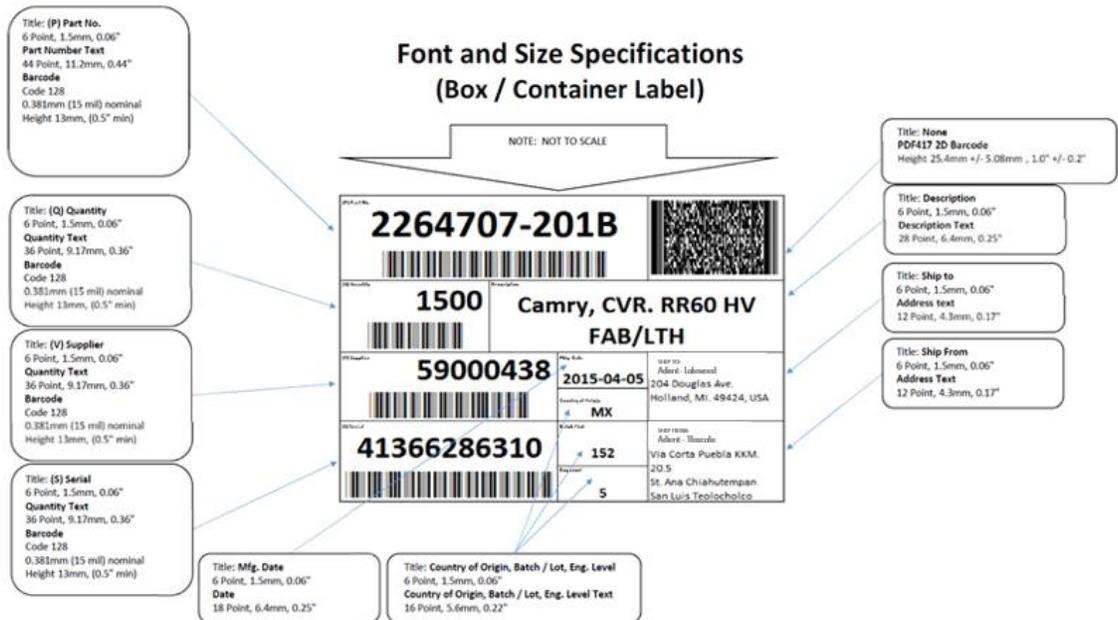
Master Label Examples with the 2D Barcode

P] Part No. 2264707-201B 			
Q] Quantity 6000 	Description MASTER LABEL		
V] Supplier 59000438 	Mfg. Date 2015-04-05	Ship to Adient - Lakewood 204 Douglas Ave. Holland, MI. 49424, USA	
S] Serial 41366286310 	Country of Origin MX	Ship From Adient - Tlaxcala Via Corta Puebla KKM. 20.5 St. Ana Chiahutempan San Luis Teolochoico	
	Batch / Lot 152	Eng Level 5	

Label Field and Dimension and Layout



Font and Size Specification



4.5.10 Labeling Non-Conformance Process: For suppliers that do not meet the minimum standards, the Discrepant Material Report (DMR) process will be followed. Repeat issues will be issued an MQR.

4.6 Discrepant Material Reports

4.6.1 DMR Introduction: This procedure defines the process which Adient uses to communicate issues and monitor supplier performance with regards to accuracy of part shipments and accompanying documentation.

4.6.2 DMR Requirements: A DMR is issued when a shipment is received with one or more issues in the following categories; issues could occur at the header level, line item level or both. There are 2 DMR metrics which Adient measures:

1. DMRd : Delivery performance, based on reasons shown in **bold below**
2. DMRi: Information accuracy performance, based on remaining non-bold reasons shown below.

Level	Category	Definition
Header	Incomplete/Inaccurate Commercial Invoice	International shipment where the commercial invoice is missing info.
Header	Late Shipment against Defined Delivery Window	Entire shipment arrives after scheduled window time and was not the fault of carrier delay
Header	Missing Commercial Invoice	International shipment that was missing a commercial invoice
Header	No ASN	Supplier doesn't send an ASN for the entire shipment, or it arrives later than the shipment. Should be used for suppliers that are ASN capable or been told to be capable and have not complied.
Header	Purchase Order Discrepancy	Wrong PO# shown on the packing slip or ASN.
Header	Wrong Ship-to Address	Shipment that was sent to another Adient facility first or paperwork lists incorrect address. DMR is issued by Adient facility which ultimately receives it (NOT by the facility who received it by mistake).
Header	Incorrect Freight / Routing Instruction	Shipment was delivered by the wrong carrier or through incorrect consolidation point
Line	ASN Qty Different than Packing Slip	Quantity on the ASN doesn't equal the printed quantity on the packing slip. <i>Not used for over or under shipments where a new item is shipped that didn't have an ASN.</i>
Line	Box Qty Different than Label	Quantity in the box doesn't equal the printed quantity on the label. <i>Not used for over or under shipments where a new item is shipped that didn't have an ASN.</i>
Line	Incomplete/Inaccurate Packing Slip	Parts were shipped but not listed on the packing slip/ASN, or there was missing/inaccurate data on the Pkg slip/ASN



Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 18 of 60

Level	Category	Definition
Line	Incorrect Part Number on Label	Part number on the label doesn't match part number in the box
Line	Label Non-Conformance	Label is not printed to Adient standards, e.g. missing barcode, missing part #, Qty info, or CoO (Country of Origin).
Line	Late Shipment/Loading Against Defined Delivery/Pick-up Window	Item arrives after scheduled window time and was not the fault of carrier delay (could be applicable to one part that was thrown on the second day's truck. Plant should not issue an under shipment DMR when the first truck arrived w/o this part).
Line	Non-conformance to Packaging Specification	Parts arrived in expendable when should have been in returnable' s. Parts arrived in wrong sized containers, etc...
Line	Over shipment	Supplier shipped more pieces than required in the release; min/max; kan-ban. Assumes the ASN showed this increased Qty and matches the shipment.
Line	Packing Slip Qty Different than Label	Packing slip shows 40 pieces, box / label show different quantity.
Line	Purchase Order Discrepancy	Wrong PO# shown on the packing slip or ASN; wrong freight terms used for shipment
Line	Under shipment	Supplier shipped less pieces than required in the release; min/max; kan-ban. Assumes the ASN showed this decreased Qty and matches the shipment.
Line	Returnable Container Non conformance	Adient container assets not returned within 45 days of Adient shipping to supplier. Failure to perform container bookings in Adient's Container Management System
Line	FIFO First in First Out	Suppliers not shipping to FIFO

4.6.3 DMR Communication

DMR Communication to the Supplier

1. Receiving or Material Analysts' identify information quality / shipment errors as close to the time of the receipt as possible and create a DMR issue within Adient internal IRIS system
2. The Material Analyst reviews the shipment documentation and evidence of the error and determines whether the DMR is valid. When the Supplier Scheduler approves the issue, an e-mail notification is automatically sent to the affected supplier and any additional people the Supplier Scheduler has entered into the issue.

DMR Supplier Response Expectations

1. Upon receipt of a DMR, the supplier is required to complete a 4D within 24hrs, and if required an 8D (See below for 8D instructions).
2. If the supplier believes that the DMR is inaccurate or unsubstantiated, the supplier may dispute the issue, which then prompts the Supplier Scheduler to either agree with the dispute, reject the dispute and return the DMR to the supplier, or override the dispute in order to allow the 4D to progress through the system.



Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 19 of 60

3. The supplier is expected to assign an internal champion to address all DMR related issues and to provide timely and accurate responses to the issues that have been identified via the DMR.
4. The supplier's DMR champion must track the suppliers DMR performance, drive corrective action for all DMR's and communicate improvement plans to the appropriate supplier personnel (e.g., Account Manager, Customer Service Manager, Materials Manager, etc.).

DMR 8D Supplier Response Expectations

1. Provide the requesting Material Analyst an initial 8-D complete through the first 4 steps within one business day. This should include identification of all potential causes of the problem, how the problem was communicated to the scheduler, and immediate containment actions.
2. Provide the completed 8-D to Adient within 5 business days of the DMR. Repetitive errors or chronic problems with information accuracy may result in a MQR meeting, and if not resolved could escalate to a hold on new business for the supplier.

DMR 8D Material Analyst Responsibility

1. If the Material Analyst approves the dispute, the DMR is removed from the supplier's record and considered closed. The related DMR quantity does not count in the DMR score calculation.
2. If supplier's response (either dispute or 4D) is not obtained within one business day of issuance, Adient will consider the DMR acknowledged and close the DMR as accepted. The quantity will count against the supplier's rating for that month, and it will be noted that the supplier did not respond or dispute.
3. If there is disagreement regarding a DMR between the Material Analyst and Supplier the Material Analyst will elevate it to their Business Unit Supply Chain Engineer for mediation

Corrective Action

1. Unless a dispute is accepted, the Material Analyst expects the supplier to perform corrective action. The Material Analyst reviews and tracks the corrective action submitted by the supplier for each DMR issued. The Material Analyst determines if the corrective action is effective and will close the DMR. Once a DMR is closed, it cannot be disputed, cancelled or reversed.
2. If corrective action is not effective, the Material Analyst issues an MQR in accordance with the Management Quality Review procedure.

4.6.4 DMR Ratings and Scorecard Review: Effective 2007, Adient has split the DMR Supplier Scorecard metric into 2 metrics:

1. DMRd – measures the delivery performance of your shipments. This score is worth 5 pts maximum in the supplier scorecard, and will sum the quantity discrepant for any items with the following reject reasons (shown in bold text above):
 - a. Late Shipment Against Defined Delivery Window (header or line level)
 - b. Over shipment
 - c. Under shipment

DMRd score = [total pieces discrepant] / [total pieces shipped] * 1,000,000.

2. DMRi – measures the information accuracy performance of your shipments. This score is worth 5 pts maximum in the supplier scorecard, and will sum the quantity discrepant for any items issued for the remaining reject reasons

DMRi score = [total pieces discrepant] / [total pieces shipped] * 1,000,000.

Once a DMR is approved, the metric is automatically moved from Adient internal IRIS system to the Supplier Scorecard Application. Receipt information is added each month regardless of DMR activity, so if a supplier has no DMR's in a given month, the DMR Score would be zero for that month.

The total pieces discrepant could exceed the total pieces shipped on any given shipment if there are multiple issues per shipment and/or short shipments (where pieces shipped would be zero, and pieces discrepant would be the ordered quantity).

Suppliers will be debited \$250 US dollars or 250 Euros or local currency for every closed DMR issued. A DMR Debit Memo is issued to process the charges. The original is sent to Accounts Receivable and copies are forwarded to the site Controller and Buyer. The Debit Memo will be processed within five days of its receipt.

The current supplier goal is to have a score less than 3750 for each of the DMR metrics, DMRd and DMRi, to receive points in your scorecard. Below is a grid showing the minimum and maximum scores per point level.

Points	Minimum Score	Maximum Score
5	0	0
4	1	1250
3	1251	2500
2	2501	3750
1	37501	5000
0	5000	No max

4.6.5 Supplier Chargeback Communication and Expectations: Similar to the DMR notification, SCB notices may be automatically generated from Adient Electronic System(s) or provided as an E-mail attachment or hard copy form where electronic systems are unavailable.

Suppliers are expected to respond to a SCB within three working days. Failure to accept (or reject a SCB) within 30 working days will result in automatic debiting of all charges.

In cases where a supplier disagrees with the Supplier Chargeback, a written response to the originator of the SCB is still required by the specified due date. Disputed Chargebacks shall be escalated to the responsible Purchasing representative for assistance with final disposition. All Chargebacks should be targeted for closure within 30 days.

4.7 Logistics Requirements

4.7.1 Logistics Requirements Introduction: Logistics Requirements Adient- Purchasing, Logistics, or the Transport Desk (depending on the region) will determine carrier selection and routing instructions in order to effectively manage inbound freight through the careful consideration of these factors:

- Supplier location
- Product volume
- Packaging
- Transportation costs
- Lead time

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 21 of 60

Adient expects our suppliers to share in the ownership of the shipping process to ensure products are received in a timely and cost effective manner - essentially, at the right time, in the right container, at the right shipping price, to the right location. Below you will find supplier responsibilities necessary in order to fulfill our transportation requirements.

- 4.7.2 Logistics Requirements Communication: All shipments must be accompanied by appropriate documentation. Documentation may include, but not limited to, packing slip, bill of lading, FTA certificates, commercial invoices, CMR (EU and Asia) and hazardous materials information.

Carrier information must be included in the Advance Ship Notice (ASN) transmission to allow for trace ability and to ensure supplier compliance to Adient routing instructions. When electronic generation of the ASN does not exist the supplier is required to provide a faxed copy of the shipping documents.

(Excluding EU) The supplier is responsible for contacting the appropriate carrier, freight forwarder and Adient materials personnel to ensure timely pick-up and delivery. It is the supplier's responsibility to set shipping window times in conjunction with Adient plant materials personnel and the carrier to ensure delivery at the Adient facility by the delivery date shown on the release.

(EU) The Adient plants will send release to supplier. Dates in the material releases are understood to be ready for collection from 08:00 am in the morning of the pick-up date in order to ensure lead times.

Any failure to meet the agreed upon shipping windows that result in carrier detention charges may result in a debit to the supplier to compensate for excess carrier detention charges.

(Excluding EU) Information to be provided should include, but may not be limited to, product availability, expected delivery time, special instructions, container dimensions, and weights. If shipping less-than-truckload quantities to one ship-to location, each skid must include a label indicating the plant name and address.

(EU) Adient Transport Desk knows in advance what to collect and all related information.

- 4.7.3 Packing Slip Requirement: Adient requires all suppliers to prepare their packing slip(s) in a standard format. The standard format can be found below, as well as within the forms section of the Standards Manual website.

Mandatory: Packing slip must be attached (glue or tape) to the packaging (pallet shipment). The packing slip must be in a pouch/sleeve that protects it but also allows it to be removed by receiving plant.

Failure to comply with this requirement will result in a DMR for the shipment per the DMR procedure. Items required in a specific location include:

- Packing Slip #
- Sold To info
- Supplier Production Plant
- Ship to
- BOL #
- Customer part #
- Description
- Supplier part #
- Quantity shipped
- PO #
- Footer which includes page number and repeats the pkg slip # Packing Slip Bill of Lading Information Requirements

4.7.4 Bill of Lading Requirements: The following information instructs a Adient Supplier on how to properly complete a bill of lading (BOL) form for shipments that are sent collect into Adient. Non-compliance to these requirements that result in excess freight charges to Adient will be debited back to the Supplier.

A separate bill of lading must be created for each ship-to location, even when shipping on the same carrier. Each BOL must contain a unique BOL #.

Shipper/Vendor Information

Must include: Vendor Name, Supplier ID, Street address, city, state, and zip.

Example 1

Akko Fasteners
 Supplier ID 302412
 6855 Cornell Rd
 Cincinnati, OH 45242

Example 2

Akko Fasteners - 302412
 6855 Cornell Rd
 Cincinnati, OH 45242

Consignee and Destination

The Ultimate Consignee should be shown as: Adient, Plant name, and Plant #.

The Destination must include: Street address, city, state, and zip, and c/o where applicable.

Direct Shipment	Consolidation	Shipping through a Broker to Mexico
Adient Maplewood #18602 East 48th Street Holland, MI 49423	Adient – Rockwood # 18620 c/o CMAC 19661 Brownstown Center Dr. Suite 600 Brownstown, MI 48183	Adient Ramos Metals #2403 c/o Dicex 12110 Sara Road Laredo, TX 78042

The three examples above are not intended to replace current shipping instructions.

In addition to the above information, your BOL must include:

1. Number of Packages and/or Handling Units - If packages are consolidated on a skid, provide both package count and skid count on the bill of lading.
2. Description of shipment - Enter the description of each line item. Please note the type of package (carton, tote, barrel, etc.) and the quantity per package. Each line item must include the correct National Motor Freight Classification (NMFC) Item # and Class. This information is critical to ensure correct rating so as to avoid excessive charges.
3. Weight - Enter the total gross weight, in pounds, for each line item. Include the weights of pallets, skids or any secondary container.
4. Freight Terms – (for domestic shipments only) Indicate 'FOB Origin, Freight Collect' terms if Adient is responsible to pay for the shipment. All freight shipped to Adient facilities should be shipped per the incoterm on the Purchase Order unless the shipment is a Supplier paid expedite or routing deviation.

4.7.5 Routing Instructions: Where Adient is responsible for paying freight charges, a routing instruction will be provided to the supplier. The routing instruction will include at least one primary carrier and an expedited carrier, and is issued by each Adient receiving location.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 23 of 60

It is the supplier's responsibility to ensure compliance and availability. Contact your appropriate plant materials personnel if you have not received a Supplier Specific Routing Instruction. A copy of the routing instruction must be signed and returned to the Adient plant materials contact.

(EU Exception) In EU, the Adient Transport desk manages a portion of the transportation, and in these instances, no routing instruction will be issued.

Plant approval must be obtained from the receiving plant materials personnel for any routing instruction deviation. Any deviation from these routing instructions without plant approval may result in a supplier debit to compensate for excess freight charges and/or administrative fees.

- 4.7.6 Premium Freight/Expedites: Any premium freight which results from a supplier event will be managed and paid for by the supplier. For international shipment this also include export/import broker costs. Adient will not take responsibility for the set-up, management, tracking or payment of a supplier-caused premium freight event. The supplier will communicate to the plant all expedite information and provide milestone updates to keep the plant informed on the arrival of the expedited components. Adient reserves the right to take-over the management of the premium freight event if the supplier fails to communicate and effectively manage the event themselves. In these cases, the supplier may be charged for Adient's time.

When expediting freight at Adient expense, authorization must be obtained from the appropriate Adient receiving plant materials personnel. Unauthorized expedited freight may result in debit to the supplier to compensate for excess freight charges and/or administrative fees.

(NA) Adient utilizes Active PTM (888-786-4321) to manage all premium freight shipments into our facilities.

(EU) Adient utilizes Flash, Intime, or any other selected & nominated premium freight carrier.

Upon authorization of an expedite shipment, the supplier should be prepared with the following information to share with the arranging party:

1. Protect time (the time by which the shipment must arrive)
2. Ready time (the time by which the shipment will be ready for pickup)
3. Shipment terms (collect if at Adient's expense)
4. Origin
 - a. address
 - b. contact
 - c. operating hours of shipping facility
5. Shipment details
 - a. weight
 - b. dimensions
 - c. stack ability
6. Destination details
 - a. address
 - b. contact
 - c. plant number

4.8 Cumulative Maintenance

- 4.8.1 Cumulative Maintenance Introduction: The generation, verification, tracking and reconciliation of cums is the standard requirement for Automotive Tier 1 suppliers, including Adient. Cums are a way to identify the amount of product that is required to ship to your customer. Adient expects the supplier to reconcile cums upon receipt of each EDI release. Identifying and initiating the resolution process of cum discrepancies is the responsibility of the supplier. The definition and procedure is defined below.



4.8.2 Cumulative Maintenance Communication: Adient will provide the supplier with the following:

1. A starting cum of 0 upon issuance of a new purchase order
2. Last cum received quantity will be noted on each EDI release. Each shipment received will be accumulated to provide the last receipt cum received. This will include the last quantity received, date received into Adient inventory, and the supplier packing slip number received by the Adient manufacturing facility. The last receipt cum received could potentially change under the following conditions :
 - a. Subsequent receipt of shipment into Adient's inventory
 - b. Issuance of Supplier Material Return (SMR) or a Discrepant Material Return (DMR). Issuance of an SMR or DMR may result in either an increase or decrease of Adient cum received.
 - c. Cum reset (may be done annually). Supplier will be notified prior to this occurring.
3. An electronic or manual release indicating net quantity due and total cum required per due date.
4. Prior cum required quantity - this field will represent the previous quantity due.
5. Physical copy of SMR or DMR to support cum resolution.

Adient expects the supplier to:

1. Track and accumulate all production part shipments. This will become the supplier's cum shipped quantity.
2. Update suppliers cum shipped quantity when the supplier is issued a SMR or DMR.
3. Identify past due quantities - using the most current release the formula is the Adient last cum received quantity minus the prior cum required quantity.
4. Identify Adient cum required - using the most current release formula is the Adient last cum received plus the net quantity due (If an alternate replenishment method is designated by Adient, the cum required will serve as forecast data rather than replenishment requirements).
5. Net quantity required is calculated using the most current release's cum required minus the suppliers cum shipped quantity.
6. Resolve any cum discrepancies with the appropriate Adient materials personnel immediately.

Please direct any questions regarding cumulative maintenance to your Adient plant materials contact.

4.9 Balance Out and Claims Process

4.9.1 Balance Out and Claims Process Introduction: Balance Out and Claims Process - Adient believes that obsolete material claims can be avoided by minimizing lead times, strictly adhering to production schedules, and properly managing inventory received by our suppliers. Most obsolete material claims occur at the balance out of a product. Balance out is defined as end of model year as well as current model engineering changes. Our goal at balance out is to have zero obsolescence.

4.9.2 Balance Out and Claims Process Communication: One of the tasks in our balance out process requires the Adient materials plant representative to notify, in writing, the source supplying the components to be balanced out. Adient notification of balance out as well as defined balance out filing parameters will take place outside of the established authorization window. Claims received after the established deadline may not be honored.

After receiving balance out notification, any supplier planning to produce a contractual minimum run order which exceeds raw/fab authorization must first receive written approval from the Adient supplier scheduler or balance out coordinator.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 25 of 60

In the event that obsolescence occurs due to the discontinuation of a part, the following procedure must be followed to file a claim:

1. Determine the highest RAW and (FAB) fabricated material authorizations issued by Adient. To determine the highest RAW/FAB authorizations, a cumulative release history must be reviewed. The 15% rule is no longer a requirement once a B/O notification has been issued. In addition, suppliers should refer to the "High Release" and/or their Purchase Order for RAW/FAB authorizations.
2. Fill out the "Obsolescence Claim Form" and attach the supplier management or schedule/release documents, purchase order, and any minimum run authorizations to support the claim.
3. All obsolete material must be segregated and stored, pending audit and final disposition by Adient and/or the OEM.
4. External supplier claims totaling less than \$500.00 aggregate will not be submitted to the OEM, nor paid to the supplier.
5. Supplier must obtain Adient plant authorization in order to sell claimable material at a price lower than unit cost. The following forms can all be found in the Forms section of the Adient Supplier Standards Manual.

4.10 Replenishment Methodology Requirements

4.10.1 Replenishment Methodology Requirements Introduction: In order to standardize supply chains, optimize inventory levels and minimize freight expense, Adient has defined four replenishment methods to order material from our supply chain partners.

Our goal is three-fold:

1. Optimize turns, truck utilization, and prevent premium freight by using one of 4 standard methods per discrete supply chain; minimize use of other methods
2. Maximize internal & external visibility of component parts
3. Appropriate use of technology & electronic commerce to communicate replenishment signals

This means that a supplier could receive different replenishment signals from different Adient receiving plants, and a single Adient plant could use different signals with different suppliers. A supplier should not have multiple signals from the same Adient plant, unless they are going through different stages in the product life cycle.

Why not just ONE method?

The determination of which method is used is based on many components, but to simplify this explanation it depends on the following:

1. Lean manufacturing strategy – or where the Adient plant is at in their journey to lean manufacturing.
2. Stability of customer demand
3. Supply Chain footprint – or how close the shipping point is to the end destination.

To determine the optimal replenishment method to use for each component, Adient plants will follow a standardized process annually or when operational or supply chain conditions shift (i.e. when a supplier moves production to another location that is geographically different than the existing supplier location). Adient will communicate these changes to the supplier as soon as possible.

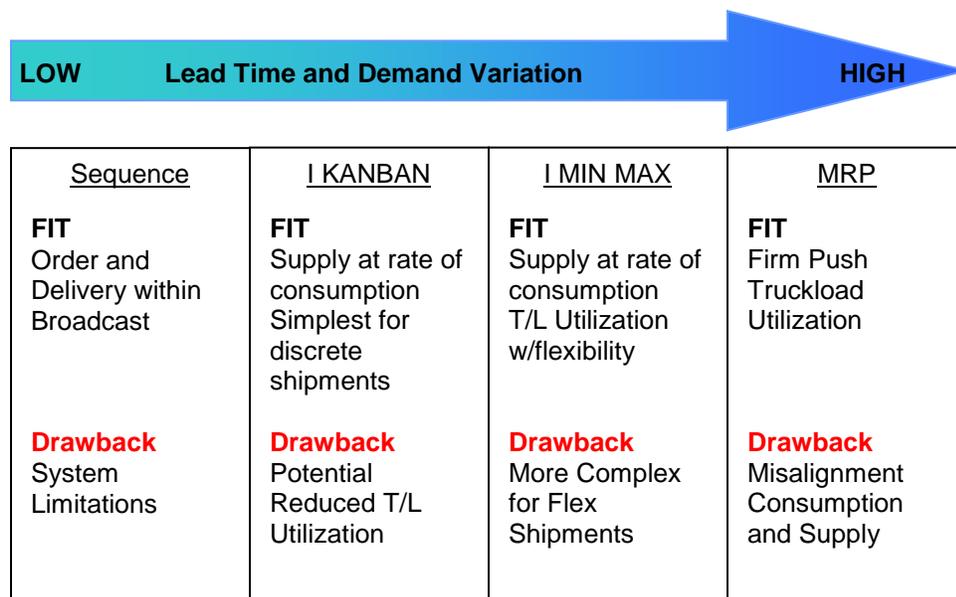
(NA Only) Suppliers who ship either in truckload quantities or as part of a milk run may be requested to utilize future forecasted demand (within raw and fab authorizations) to fill allotted space on the designated carrier. The supplier should utilize future demand from material according to priority level, e.g. a part with additional demand 2 days out should be

used before demand showing due 2 weeks out. When there is a choice, the supplier should always ship the higher runner first. Suppliers not filling their allocated space may be liable for freight costs associated with lost utilization opportunities. Pulling ahead in order to fill a truck will not result in an over-shipment DMR in these instances.

The four methods are:

1. **MRP** - Use of standard EDI signal (i.e. 830 and 862) to communicate required shipment quantities. –
2. **KanBan** - KanBan may be communicated either via e-mail, internet, or through a visibility tool (i.e. Trade beam) –KanBan provides discrete quantities the supplier must monitor and use to calculate required shipment quantities.
3. **Min/Max** - Through the visibility tool, Min/Max provides a range of acceptable inventory levels the supplier must monitor and use to calculate their required shipment quantities.
4. **Sequence** - Replenishment data that is sent to suppliers to optimize truckload utilization and/or prioritize shipments. This method is commonly used when suppliers make multiple deliveries in the same day to a given Adient site.

The following visual shows how the different methods fit together given an increase in lead-time and/or demand variation.



4.10.2 Visibility Replenishment Tool used for Min/Max and I-KanBan

(NA Only)Two of the above methods (min/max and electronic KanBan) utilize the Adient defined tool for visibility and lean replenishment. If the Adient customer plant determines that min/max or I-KanBan is the appropriate methodology, they will contact each supplier to advise them of the decision that they will be using min/max or I-KanBan.

Each supplier must then gain access to, attend training for, and work with the customer plant to define and implement the operating procedure and parameters for using the visibility/lean replenishment tool. This requirement must be met in order to be considered for an annual award. On a periodic basis the plant will revisit the matrix to ensure their replenishment method is still optimal. If the plant determines that one of the other 3 methodologies is optimal, they will contact the supplier and work with them to implement the change.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 27 of 60

Exceptional Conditions Only

The Manual Replenishment Release form would be acceptable in conditions where it is not possible to use one of the four designated Adient replenishment methods.

- System failure, power outage, MMS failure, etc.
- Sequenced Loads: Situations where demand is communicated to the plant in the form of lots or sequenced and the plant utilizes this information to sequence material directly to the production line.
- Trailer mapping: A material map is provided to prioritize the location of material on a trailer due to limited plant floor space (warehouse on wheels), thus enabling accessibility to material that would be used first.
- Multiple Loads per day: Multiple daily shipments, i.e. 16 foam loads per day, may require Adient to prioritize the flow of material.
- Critical Requirements Adient recognizes that there may be times where demand may have to be prioritized for a supplier in critical inventory situations.

In such cases, it is acceptable to define critical inventory requirements to a supplier through a spreadsheet that simply defines and prioritizes from the existing replenishment signal requirements.

4.11 Materials Management Operations Guideline

- 4.11.1 Materials Management Operations Guideline Introduction: The Materials Management Operations Guideline (MMOG/LE) is a global document jointly created by the Automotive Industry Action Group (AIAG), Odette representatives, OEM representatives, and automotive suppliers.

It is a document with recommended business practices for the supply chain management processes of automotive industry suppliers, and is intended to establish a common definition of materials practices to facilitate effective communication between supply chain partners.

The purpose of the MMOG/LE, as well as the reasoning behind the deployment of this by Adient Inc, is to produce one common material planning and logistics evaluation that can be used by the supplier and customer throughout the product life cycle, including the early development phases.

The MMOG/LE is being deployed with our suppliers as a self-assessment tool; although Adient reserves the right to audit MMOG/LE scores by conducting an onsite review of supplier facilities. The MMOG/LE was re-written by AIAG in 2009, and the new version is the only accepted version. It is also known under the product code "M-7" on the AIAG website.

Suppliers can purchase a download of the MMOG/LE publication or attend training on how to use the assessment by contacting AIAG on the internet at www.aiag.org, or calling (248) 358-3003.

- 4.11.2 Scorecard Performance: A MMOG/LE should be completed for each supplier shipping location (child location on the scorecard) to Adient in order to serve as a guideline in developing their materials management business processes. It only has to be submitted once per location, but on an annual basis Adient expects the supplier to review their status and notify the scorecard manager if the score has changed.

(US)Adient Supply Chain Scorecard Manager: cathy.m.robertson@adient.com

(EU)Adient Supply Chain Scorecard Manager: oscar.roque@adient.com

4.12 Security

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 28 of 60

- 4.12.1 Security Introduction: Adient is committed to ensuring the security of its supply chain. Security measures are set in place with the primary goal of preserving the safety of our employees, protecting the physical property from loss or damage, safeguarding the integrity of our intellectual property and preventing interruptions in the manufacturing process.

We expect the same approach to be taken by the supplier with whom we conduct business: to make a commitment toward the common goal of creating a more secure and efficient supply chain.

- 4.12.2 Security Procedure Requirements: Suppliers should develop and implement a comprehensive security plan throughout their operations and supply chain, following the recommendations outlined by the specific country's security program where the supplier is located. For example if a supplier is located in Canada, they should follow the security guidelines for PIP (Partners in Protection). Other country security programs are as follows: EU (AEO), US (C-TPAT), MX (NEEC).

All suppliers that ship across an international border to an Adient plant located in North America will receive an annual Security Assessment sent from our 3rd Party provider Pinkerton. This assessment must be completed in order for Adient to complete a security risk assessment for our supply base and maintain compliance with its C-TPAT certification for locations in US, Mexico and Canada.

Failure to complete the assessment may result in a site visit by Pinkerton at the supplier's cost.

If an assessment shows a security risk to Adient, a site visit may be conducted by Pinkerton at Adient's cost.

If you have any questions regarding the survey you may contact

- Richard Paulin, Pinkerton : richard.paulin@ci-pinkerton.com (415.808.1705)
- Tamara Stilwell, Adient : Tamara.a.stilwell@adient.com (616.394.8378)

Country specific security programs covers multiple business points, including but not limited to:

- Business Partner Requirements
- Security Procedures
- Participation/Certification in Foreign Customs Administrations Supply Chain Security Programs
- Container Security & Inspection
- Container Seals
- Container Storage
- Physical Access
- Visitors Controls
- Pre-Employment Verification and Personnel Termination Procedures
- Shipping & Receiving Security Procedures
- Cargo Discrepancies
- Security Training and Threat Awareness
- Physical Security
- Information Technology Security

4.13 Free Trade Agreements

- 4.13.1 Certification Requirements: As put forth in our global terms and conditions, Adient suppliers are responsible for providing timely and accurate responses to solicitations relative to Free Trade Agreements. This is true whether or not a supplier ships product across an international border.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 29 of 60

Trade agreement certifications may be solicited by Adient or by a designated service provider. It is expected that suppliers will respond to the solicitations by the deadline provided.

Suppliers should note that signing the various documents carries the legal obligation to advise Adient of any changes that would affect the accuracy or validity of the information. This notification must be in the form of an amended document.

Suppliers that fail to comply, risk losing their eligibility for a supplier award via a supplier scorecard rating deduction and/or the ability to quote on new business.

4.13.2 Scorecard Performance

All suppliers are credited with **2 points** for compliance on their scorecard to begin the year. Points are deducted if a location is solicited for a free trade agreement and fails to respond by the due date stated on the solicitation. There are 2 scorecard values:

As required = **2 points**

Late = 0 points

4.13.3 Training: Training is strongly recommended for all suppliers for the specific Trade programs pertaining to your region.

4.14 General Adient Global Packaging Guidelines

- Suppliers have the responsibility ensuring part-quality and maintain packaging for life of contract.
- Adient's packaging engineers, plant personnel, and suppliers have collectively established multiple best practice standards for packaging. In doing so, great care was given in conducting trials, evaluating costs, quality, maximizing freight, and tracking sustainability, etc. When considering the type of packaging to utilize for a part, suppliers should first attempt to utilize one of Adient's best practice standards for packaging for each region.
- When best practice packaging are not feasible, consider the following options for new package development, in the sequence shown below.
 - (Sequence does NOT apply to trim covers & large foam)
 - Option 1: Utilize the smallest standard tote/carton without dunnage
 - Option 2: Utilize the smallest standard tote/carton with dunnage
 - Option 3: Utilize a standard bulk bin without dunnage
 - Option 4: Utilize a standard bulk bin with dunnage
 - Option 5: Utilize a pallet to secure parts
 - Option 6: Utilize a custom tote/carton without dunnage
 - Option 7: Utilize a custom tote/carton with dunnage
 - Option 8: Utilize a custom rack or bin

Line-side space for material presentation at Adient facilities is minimal.

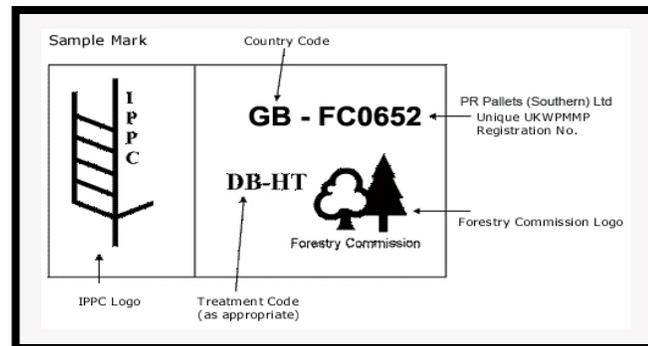
If parts fit in totes/cartons, parts must ship in small totes/cartons.

- Prior to each shipment, suppliers should ensure that returnable containers are clear of debris, in good-working order, and old barcode labels are removed.
- Packaging Labeling Requirements: Refer to Supply Manual Section 5.0 Labeling requirements for component label detail and locations

- Solid Wood Packaging Materials Compliant to ISPM15

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 30 of 60

- All wooden pallets and wood packaging must conform to International Shipping Standards, government and local transportation rules and regulations.
- Adient's standard is non-solid wood material to be used for international shipments
 - Preference Materials: Plywood, fiber board, or plastic instead of solid wood
- Wood must be treated and marked using the International Plant Protection Convention's (IPPC).



“Guidelines for Regulating Wood Packaging Material in International Trade” (International Standards for Phytosanitary Measures ISPM 15).

- Failure to comply with Government Regulations may have adverse liabilities. Any associated costs and/or fines incurred as a result will be the supplier's responsibility.
- Export Expendable Packaging standards for Overseas Shipments
 - International transportation modes utilize sea-container methods of transport.
 - Adient's most commonly used mode of export shipping utilizes a 40' standard ocean container.
 - Packaging design specifications have been developed to standardize container dimensions and optimize cube efficiency in transportation.
 - Adient's standard is non-solid wood material to be used for international shipments
 - Preference Materials: Plywood, fiber board, or plastic instead of solid wood
- Standard Export Cartons
 - Design and usage type of corrugated packaging material needs to be evaluated based on the method of transportation and handling through to the point of use.
 - All expendable containers must be filled to maximize container density of 95% to maintain cubic fill and packaging integrity during handling, as well as optimized cubic freight.
 - Approved Export Carton/bulk containers sizes (see appendix)
- Export Pallets
 - Footprint sizes are developed to maximum sea-container cubic utilization.
 - 36 x 30 (in) = 915 x 762 (mm) 2-way
 - 47 x 45 (in) = 1193 x 1143 (mm) 4-way
 - 44.5 x 29.0 (in) = 1130 x 738 (mm) 4-way (Adient A-Module)
 - 44.5 x 46.5 (in) = 1130 x 1181 (mm) 4-way (Adient Z-module)
 - All wooden pallets shipped must have flush stringer design and be assembled using cross ties. Full perimeter pallets are acceptable. Single and double wing pallets, are not allowed.
 - All wooden pallets must be able to support a minimum of 2000 lb; (907 kg) internal load capacity.
 - Adient's standard is non-solid wood material to be used for international shipments
 - Preference Materials: Plywood, fiber board, or plastic instead of solid wood
- All wooden pallets and wood packaging must conform to International Shipping Standards, government and local transportation rules and regulations.

4.15 Appendix (North America Specific Packaging Guidelines - Adient & Adient Joint Ventures)

Expendable Packaging International/export: 40ft sea container		Style	Notes/Container ID
0909-5	Export Box, 9"x9"x5"	RSC	Perforated tear off lid
1115-7	Export Box, 11.75"x15"x7"	RSC	Perforated tear off lid
2315-7	Export Box, 23.5"x15"x7"	RSC	1 lid per layer
2315-10	Export Box, 23.5"x15"x9.8"	RSC	1 lid per layer
2315-13	Export Box, 23.5"x15"x13"	RSC	1 lid per layer
2322-7	Export Box, 23.5"x22"x7.0"	RSC	1 lid per layer
2322-10	Export Box, 23.5"x22"x9.8"	RSC	1 lid per layer
2322-13	Export Box, 23.5"x22"x13"	RSC	1 lid per layer
3630-22	Export Gaylord, 36"x30"x22" Triple Wall, wood reinf	HSC	-
4745-22	Export Gaylord, 47"x45"x22", Triple Wall, wood reinf	HSC	-
4745-29	Export Gaylord, 47"x45"x29", Triple Wall, wood Reinf	HSC	-
4745-44	Export Gaylord, 47"x45"x44", Triple wall, wood, Reinf	HSC	-
4429-29: A Module	A Module Gaylord, 44.5"x29"x29" Triple wall/plywood: Adient STD	HSC	3790079
4644-33: Z Module	Z module Gaylord, 46.5"x4.5"x33", Triple wall/plywood: Adient STD	HSC	3790084
3630 HT Pallet	Expendable EXPORT Pallet, 36"x30" (plywood)	STD	-
4745 HT Pallet	Expendable EXPORT Pallet, 47"x45" (plywood)	STD	-

4.15.1 General: Questions related to the below section Packaging Standards can be emailed to the following address: AE-NA-SCM-Packaging@adient.com

- Adient directed suppliers should quote expendable and returnable packaging options per the SSOW (Adient Launch PLUS: Design and Development Phase)
 - i) Provide a detailed breakdown of packaging cost
 - ii) Provide packaging engineering assumptions on a Packaging Data Form during quote (excel version) and submit with the Adient quote package.
 - iii) Review examples of the R.A.S.I.C. for packaging engineering responsibility before final SSOW is approved with Purchasing Representative
- Post Launch requests for packaging piece price increases should be submitted to both the Adient Purchasing representative and Packaging Engineer. Include original submitted Packaging Data Form detail with proposed packaging changes on an updated Packaging Data Form with reason/information/data for the packaging change.
- All efforts to meet packaging deadlines, including those for proposal submission, trial packs, packaging procurement, etc., must be made. If a deadline cannot be met, it is the supplier's responsibility to notify the appropriate Adient packaging engineer at least one week prior to the deadline date.
- Packaging must be consistent with AIAG specifications.
- Returnable containers are preferred at ALL N.A. Adient Facilities. Expendable containers will be accepted ONLY under the following circumstances or directed in the SSOW.
 - Fastener Shipments
 - Overseas Shipments (See Section 14.0 Export Packaging Section)
 - Low volume component scenarios
 - Total landed cost business evaluations
 - Supply Chain Disruptions (must have written approval from receiving plant and mirror returnable packaging: size/density)
- In the case of loss or damage to returnable containers, suppliers are required to keep at least 2 shipments worth of expendable back-up packaging in house at all times so as not to disrupt production at the receiving plant. Expendable back-up packaging must be similar in-size to approved returnable packaging and contain the exact quantity per container.
- Supplier must receive prior written approval from receiving plant. Receiving Plant will issue a Purchase Order for back up expendable to supplier if warranted with detail/backup information. Supplier without prior written approval will received DMR



and/or Chargeback for Adient expenses for managing the backup expendable packaging.

- When new program launches or (program refreshes), all efforts to re-use existing returnable containers should be made before any new containers are procured.
- Returnable packaging should be designed to withstand normal handling throughout the life of the program.
- When required, internal dunnage should consist of the most inexpensive materials to adequately protect the part.
- Containers should be filled to capacity without exceeding maximum weight limits or compromising part quality.
- All containers must be secured to pallets with either plastic banding, seat belts or stretch wrap.
 - The overall pallet height **MUST NOT EXCEED 52"**.
 - All pallets must have 4-way entry.
- All unit loads (expendable & returnable) must have the capability to safely stack in a standard truck, up to 106".

4.15.2 Packaging Approval Process: Prior to the launch of any new program or program refresh (Adient PLUS Launch Phase: Design Verification stage typical 10-12 months prior to SOP)

- Notification will be sent to the suppliers from the Adient Packaging Data Form System
- Suppliers will be required to request access to the Adient Packaging Data Form System
- Suppliers will submit packaging proposal through the Adient Packaging Data Form System
- Rejected or Approved Packaging proposals will be available in Adient Packaging Data Form System
- Any pre-production build events should be shipped in production intent packaging representing the packaging proposal during the packaging approval process.
- The Adient representative will review the packaging proposal to ensure that its contents are within Adient's best practice standards for packaging.
- An Adient representative or Adient Packaging Data Form System will notify the supplier whether the proposal is accepted, rejected, or if a packaging trial is being requested. If a trial is requested, the Adient representative will further notify the supplier of the requirements, including quantity, dates, labeling info, etc.
- The approved packaging proposal will be located in the Adient Packaging Data Form System when final approval is granted. (Normally 3-4 months prior to launch).

4.15.3 Standard Returnable Containers

- Returnable containers sizes that are preferred: See appendix for list of approved/recommend container sizes
- The gross weight limit for any hand-held package (ex: tote, carton, trim bundle, foam bag, etc.)
 - U.S and Canada: 30 lbs max.
 - Mexico: 22 lbs max
- If an Adient Health and Safety/Ergonomics representative deems hand-held packages unsafe based on factors such as height and reach, suppliers may be asked to reduce the gross weight to less than the above standards
- All container must be used in compliance to the container manufactures published container weight capacity and dynamic stacking limits.
- Adient will provide the returnable container fleet or funds to purchase the approved container fleet unless otherwise specified by Adient Purchasing Representative.
- Each returnable container will have 2 part label locations, a minimum of 2 identification labels, and 2 Adient RFID tags. If unique containers/dunnage the containers will be identified with supplier return-to labels.



Non-Standard Returnable Containers: Shipping Bins/Racks

- Racks should only be used when all other packaging forms – totes, bulk bins, coffin boxes, etc. – have been exhausted, i.e. not feasible for the application.
- Rack fleets should only be purchased from reputable suppliers with **IATF** certifications
- Bins/racks should be designed to not only best suit the part, but to also best utilize the inside dimensions of a standard N.A. trailer (636"x96"x110").
- Bins/racks should be powder-coated the vendor's standard color (blue, black, grey, or beige), unless otherwise specified by the receiving Adient Facility.
- Potential pinch point areas should be painted red.
- Racks must be stenciled in accordance with the Adient container marking standard.

4.15.4 Packaging Labeling Requirements: Refer to Supply Manual Section 5.0 Labeling requirements for component label detail and locations

Label Placards/Holders should be placed as follows:

- Corrugated (cardboard) boxes – Two (2) AIAG labels 4" x 6" per container.
- Totes – Two (2) part label areas for use with standard 4" x 6" AIAG bar code labels. One placard on each short end of the tote.
- Pallet Boxes (large collapsible containers) – Two (2) part label areas placed on container walls for use with standard 4" x 6" AIAG bar code labels on the short sides of the bulk container.
- Racks – Two (2) placard locations for labels on adjacent corners to hold standard 4" x 6" AIAG bar code labels.

Container Marking: Permanent Ownership Markings

All returnable container markings are to be permanent. Container markings should read "Property of Adient".

- All returnable containers also must have a CoO (country of origin) marking on them.
- Two (2) Adient serialized RFID tags per container assets
- If unique container asset will contain two (2) return-to labels:
 - "Return to Supplier XXX"
- Totes – Two (2) permanent ID's, Hot stamped or molded
- Pallet Boxes – Two (2) permanent ID, Hot stamped or molded
- Pallets/Lids – Two (2) permanent ID tags securely affixed, hot stamped or molded
- Racks, trays or large bins – Should be stenciled, painted or marked in such manner as to clearly convey ownership of container.

See Appendix for examples of the standards

4.15.5 Container Maintenance & Repair for Returnable Container Assets

- It is expected that Adient owned container assets and dunnage will be maintained and cleaned by the supplier to ensure part quality expectations
- It is the supplier's responsibility to account for cleaning/maintenance costs in the packaging piece price. Exceptions should be noted in the Supplier Statement of Work (SSOW).
- Adient owned container assets that require repair or replacement, supplier will contact Adient Plant Representative for disposition/direction.
- Suppliers must ensure that packaging materials in need of repair are set aside in a clearly marked area of their facility and repaired/disposition in two weeks or less.

4.15.6 Suppliers Use of Back-up Expendable Packaging

- Suppliers must request authorization prior to use of back up expendable packaging by their Adient receiving plant to receive reimbursement for back-up expendable packaging IF all of the following can be proven:
- Supplier will notify the Adient Customer Materials contact of a returnable shortage 2 business days prior to expendable packaging being shipped (email)
- Adient Customer Facility did not return containers as agreed upon (if applicable)
- Containers were lost/damaged not by any fault of the supplier (if applicable)

4.15.7 Supplier Expectations using Adient provided returnable container assets:

- Per the Adient Memo Dated March 9th, 2015 (See appendix)
- Suppliers will return Adient owned container assets within the expected number of days
- Suppliers will utilize Adient owned returnable container assets for the intended production use only
- Adient will execute a supplier DMR to initiate a chargeback for not returning Adient container assets utilizing the Adient RFID Returnable container tracking system

4.15.8 Internal Dunnage:

- Dunnage (or interior separators of various designs) should be used for additional part protection when required.
- Dunnage should be designed from recycled and/or recyclable materials.
- Dunnage should be as simple & inexpensive as possible, and allow for easy access to the parts.
- Dunnage in totes/racks should be returnable & semi-permanently attached to the container with Velcro.
- Returnable dunnage in bulk-bins/coffin boxes is preferred, however must be made to knock-down to maximize freight usage. Expendable dunnage costs vs. freight costs should be analyzed if returnable dunnage is not feasible.
- Returnable dunnage will be RFID tag to Adient standards and serialized

4.15.9 General Pallet Guidelines – Returnable & Expendable

- All pallets must to footprint standards list in Appendix and according to A.I.A.G. specifications.
- Pallet stack height may not exceed 52", unit loads must be able to stack up to 106" in a domestic trailer.
- All pallets must have 4-way entry.
- Returnable totes should ship on returnable pallets; expendable totes should ship on expendable pallets.
- Returnable Pallets must be able to support a minimum of 4,000 lbs.
- When a returnable pallet is used, a returnable top cap must be used to ensure part integrity & stacking stability.
- Expendable pallets should be made of durable materials so as not to cause a safety hazard while being handled.
- Expendable pallets must be heat-treated to International Standards for Phytosanitary Measures Number 15 (ISPM 15). See Section 14.0 Export Guidelines for further clarification.
- All unitized pallet loads must be made to double, triple, or quadruple stack in a truck, up to 106". It is not permissible, under any circumstance, for suppliers to ship unitized loads that do not stack.
- Each pallet should contain only one part number worth of parts; do not mix skids unless otherwise directed/approved to do so by the receiving Adient Facility.
- Containers must not hang over the edges of the pallet.

- Containers must be secured to the pallets when shipped – NO EXCEPTIONS. Adient’s preference is for suppliers to use stretch wrap to secure loads. Seat belts and plastic banding are also acceptable. Metal banding is strictly prohibited.

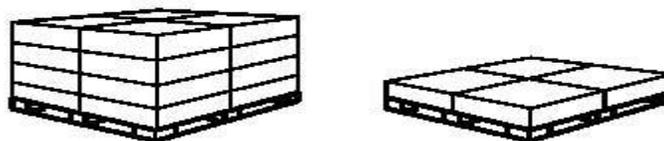
4.15.10 Domestic Expendable Packaging

- Expendable container sizes must closely resemble the approved returnable container sizes.
- The gross weight limit for any hand-held package (ex: tote, carton, trim bundle, foam bag, etc.)
 - U.S and Canada: 30 lbs max.
 - Mexico: 22 lbs max
- If an Adient Health and Safety/Ergonomics representative deems hand-held packages unsafe based on factors such as height and reach, suppliers may be asked to reduce the gross weight to less than the above standards
- Primary carton direction is half slotted cartons (HSC) with 1 lid per layer and Regular-slotted cartons (RSC) with a perforated tear off lid
- Boxes may be single, double, or triple wall, depending on size & weight requirements.
- Boxes must be adhered with tape. Metal staples are not acceptable.
- Boxes should be secured to expendable pallets using either stretch wrapping or plastic banding and fiber board corner post to secure cartons on the pallet.

4.15.11 Unit Load Stacking and Corner Supports

- Unit load stack heights must be designed of sufficient strength to withstand a minimum stacking height at 106 (in) (2260 mm) under full load in transit or storage.
- Unit load top layer must be configured with support in all four corners to allow for stacking in loading and storage. Void fillers or empty cartons are an acceptable practice (NA ONLY); load transfer needs consideration when using such methods.
- Standard unit load height of 25”, 34” and 50”(in) are to be maintained to assure maximum cubic transportation efficiency.
- Pyramid stacking is not an acceptable practice.

Properly Palletized Unit Load (Leveled Layers)



Unacceptable Palletized Unit Load (Pyramid)



- When corner supports are required for stacking strength, the preferred option is corrugated; Formed fiberboard angle boards, and roll ups. Wooden corner supports are an allowable alternative when heavy loads are applied. All wooden dunnage must follow the U.S Government Certification, USDA-APHIS (ISPM-15) specification.



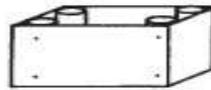
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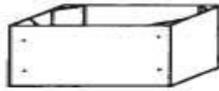
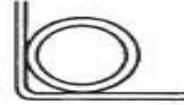
AE-PSOS-ST-13-E

Rev 1.0

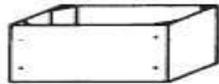
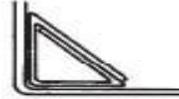
Page 36 of 60



Paper Tube



Corrugated
Column



Pre-Formed
Paper Column



- It is the supplier's responsibility to secure all unit loads with adequate banding.
- Polyester plastic strapping is the preferred method for securing a unit load of manually handled tote cartons to a pallet. Supplier is recommended to use four (4) way strapping practices on manually handled carton unit loads. Shrink-wrap film, (non-PVC) is acceptable and recommended to ensure load integrity. Metal banding is restricted and allowed on an acceptance basis only.

Questions related to the below Packaging Standards can be emailed to the below address:

AE-NA-SCM-Packaging@adient.com

4.15.12 Adient Container ID Standards

Adient Container ID Standards



Standard Returnable Container Assets:

Background color: Yellow

Lettering: Black

2 per container

Property of Adient

Container #



Standard Returnable Container Assets:

Pallets/lids



Unique Returnable Container Assets

Background color: Green

Lettering: White

2 per container

Property of Adient

Program Info/Product

Return to location:

Container #



RFID Tags:

2 Per container serialized

Standards at Adient RFID tag vendor



**Global Supplier Standards Manual - Supply Chain Management
Standard**

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 38 of 60

4.15.13 Adient Baseline RASIC SSOW

Inbound Packaging Responsibility: North America Only:										
	Component Supplier	Adient Purchasing	Adient-Packaging Engineering Team	Adient Plant Team	Adient Quality Plant Team	Adient Manufacturing Engineering	Adient Launch AFM Team	Adient Launch Program Manager		
Activates / Resources (Baseline Assumptions-Subject for review during SSOW/Quote phase)										
Option 1: Supplier Packaging Engineering Responsibility and Adient Returnable Procurement Responsibility										
SSOW Quote Package: Packaging Expectations		I	C	I			I	R		
Quote Packaging: Expendable/Returnable	R	S	C							
Packaging Proposal: Packaging Data Form Submission	R	I	A	A	A	A				
Packaging: Expendable & Returnable Design/Development/Prototype	R	I	C							
Expendable Packaging Procurement (Supplier piece price)	R	A	S							
Returnable Packaging Funding: (CAR Funding)			C	I			R	S		
Returnable Packaging Procurement (PO to packaging vendors)	I	A	C	R			I			
Initial Returnable Packaging Delivery/Confirmation	C	I	R	I						
Cleaning/Maintaining Responsibility: returnable container fleet	R	I	C	A						
Repair/Replacement Responsibility: returnable container fleet	C	I	S	R						
Option 2: Adient Engineering responsibility and manages packaging vendors-Returnable only										
SSOW Quote Package: Packaging Expectations		I	C	I			I	R		
Quote Packaging: Expendable/Returnable	R	I	S				I			
Packaging Proposal: Packaging Data Form Submission	R	I	A	A	A	A				
Expendable Packaging: Design/Development/Prototype	R	I	C							
Returnable Packaging: Design/Development/Prototype	C	I	R	A				I		
Expendable Packaging Procurement (Supplier piece price)	R	A	S							
Returnable Funding: (CAR Funding)			C	I			R	S		
Returnable Packaging Procurement (PO to packaging vendors)		A	C	R			I			
Initial Returnable Packaging Delivery/Confirmation	C	I	R	I						
Cleaning/Maintaining Responsibility: returnable container fleet	R	I	C	A						
Repair/Replacement Responsibility: returnable container fleet	C	I	S	R						



Global Supplier Standards Manual - Supply Chain Management Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 39 of 60

4.15.14 Adient Returnable Container Asset Memo-Original March 2015

Johnson Controls
47700 Halyard Street,
Plymouth, MI, USA



March 9th, 2015

Attention Johnson Controls, Inc. AE North America Seating Suppliers,

Johnson Controls, Inc. North America Central Supply Chain team is pleased to announce the launch of the next generation returnable container tracking system utilizing Radio Frequency Tracking Systems (RFID). During the next 6 months Johnson Controls will be installing RFID equipment in our North America AE Seating facilities. Johnson Controls has applied serialized RFID tags to Johnson Controls owned returnable container fleets and we have implemented a system to manage where containers were shipped to and how long they are sitting idle at that destination.

As a Johnson Controls supplier, what you need to know:

- Johnson Controls will charge suppliers for returnable containers not returned in 60 days
- RFID system does not impact suppliers using production expendable packaging
- Johnson Controls container assets will have unique serialized number
- RFID tag is human readable, barcode readable, QR (2D Barcode) readable and RFID readable
- RFID equipment captures the unique serialize number and records time & date
- Johnson Controls has visibility of serialized container assets that are loaded/unloaded on a trailer
- Johnson Controls has visibility of the N.A. supply chain on Johnson Controls container assets last known location



Asset ID	Asset Type	Location	Status	Last Seen
1000000001	Container	Plant A	Active	2015-03-08 10:00
1000000002	Container	Plant B	Active	2015-03-08 11:30
1000000003	Container	Plant C	Active	2015-03-08 09:15
1000000004	Container	Plant A	Active	2015-03-08 12:45
1000000005	Container	Plant B	Active	2015-03-08 10:30
1000000006	Container	Plant C	Active	2015-03-08 11:00
1000000007	Container	Plant A	Active	2015-03-08 10:45
1000000008	Container	Plant B	Active	2015-03-08 11:15
1000000009	Container	Plant C	Active	2015-03-08 10:00
1000000010	Container	Plant A	Active	2015-03-08 11:45

As a Johnson Controls Supplier, what we are requiring from you:

- Johnson Controls container assets must be used for Johnson Controls product
- Johnson Controls containers assets returned in the allotted time frame (plan for 60 days)
- Advise if your facility has extra/miss routed/obsolete Johnson Controls owned container assets:
Email: AE-NA-SCM-Packaging@jci.com Due: **April 6th, 2015**
- Provide email/contact info for key materials/shipping clerks to gain access to the system:
Email: AE-NA-SCM-Packaging@jci.com Due: **April 6th, 2015**

Further email communications and online training will be provided in the Second Quarter 2015 as the roll out across North America progresses.

If you have questions please send an email to AE-NA-SCM-Packaging@jci.com

Mike Land
Johnson Controls, Inc.
Executive Director Purchasing

Mark Klenczar
Johnson Controls, Inc.
Central Supply Chain



Global Supplier Standards Manual - Supply Chain Management Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 40 of 60

4.15.15 Adient Returnable Container Asset Memo-Updated November 2016:

Adient Ltd. & Co. KG, a Johnson Controls company
47700 Halyard Street,
Plymouth, MI, USA



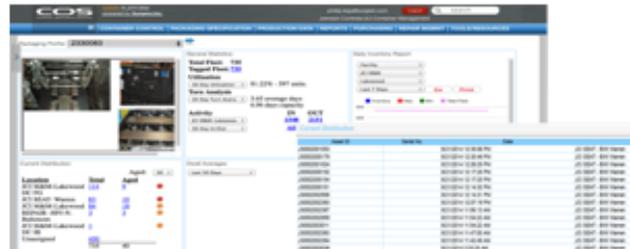
Nov. 2016

Attention Adient Suppliers,

In March of 2015, the Adient North America Central Supply Chain team launched the next generation returnable container tracking system utilizing Radio Frequency Tracking Systems (RFID). During the next 6 months Adient will be installing RFID equipment in our North America AE Seating facilities. Adient has applied serialized RFID tags to Adient owned returnable container fleets and we have implemented a system to manage where containers were shipped to and how long they are sitting idle at that destination.

As an Adient supplier, what you need to know:

- Adient will charge suppliers for returnable containers not returned in 60 days
- RFID system does not impact suppliers using production expendable packaging
- Adient container assets will have unique serialized number
- RFID tag is human readable, barcode readable, QR (2D Barcode) readable and RFID readable
- RFID equipment captures the unique serialize number and records time & date
- Adient has visibility of serialized container assets that are loaded/unloaded on a trailer
- Adient has visibility of the N.A. supply chain on Adient container assets last known location



As an Adient Supplier, what we are requiring from you:

- Adient container assets must be used for Adient product
- Adient containers assets returned in the allotted time frame (plan for 60 days)
- Advise if your facility has extra/miss routed/obsolete Adient owned container assets:
Email: AE-NA-SCM-Packaging@adient.com Due: April 6th, 2015
- Provide email/contact info for key materials/shipping clerks to gain access to the system:
Email: AE-NA-SCM-Packaging@adient.com Due: April 6th, 2015

Further email communications and online training will be provided in the Second Quarter 2015 as the roll out across North America progresses.

If you have questions please send an email to AE-NA-SCM-Packaging@adient.com

Mike Land
Adient
Executive Director Purchasing

Mark Klenczar
Adient
Central Supply Chain



Global Supplier Standards Manual - Supply Chain Management Standard

Proprietary and Public

AE-PSOS-ST-13-E

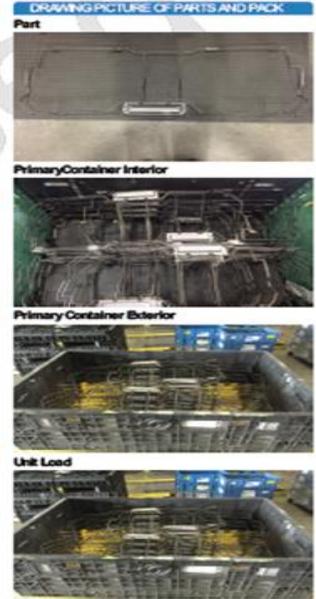
Rev 1.0

Page 41 of 60

4.15.16 Adient Packaging Data Form Web Bases System

<http://uspec.surgere.com/>

Adient PACKAGING DATA FORM					
Adient Part #: XXXXXX JCI Legacy Part #:	Part Name: Revision Level:	Wire Frame Assy, Rear Seat Cushion (Com) 1	Proposal Interior: Date Revision:	Production 12/1/2016 2:26:19 PM	
Program: XXX Program		Supplier Code-Name: 123456	Supplier Contact: Jane Doe	Vehicle: Camry Hybrid	
Supplier Ship From Location: Adient, MI	Supplier Phone: XXX-XXX-XXXX	Supplier Mobile: 419-399-4500	Supplier Email: jane.doe@adient.com	Model Year: 2018	
Component Annual Volume(OPV): 331,000	Supplier JCI Part Code-Location: AED004,Georgetown,KY	Supplier DUNS#: 123456		OEM Customer: Toyota	
Component Daily Volume: 1,379.20				OEM Part Number:	
PART CHARACTERISTICS					
Length (in)	Width (in)	Height (in)	Part Weight (Lb)	Ship in multiple colors?? No	Row :
47.50	21.50	6.00	2.60	Tool #:	
			<input type="checkbox"/> Class A <input type="checkbox"/> Grained Surface <input type="checkbox"/> Painted <input type="checkbox"/> Vitrinle-Prone <input type="checkbox"/> Corrosion Inhibitor <input type="checkbox"/> Set-Prone		
PRIMARY CONTAINER / BACKUP CONTAINER					
Container #:	2108932 / 2108932				
Description:	6448-34 Returnable Bulk Bin, 64"x48"x34" / 6448-34 Returnable Bulk Bin, 64"x48"x34"				
Expendible / Returnable:	Returnable / Returnable	O.D.	Length (in)	Width (in)	Height (in)
Container Type:	Returnable Bulk Bin / Returnable Bulk Bin	Tare Weight:	64 / 64	48 / 48	34 / 34
Container Color:	/	Gross Weight:	206.00 / 208 Lb		
Container Manufacturer:	JCI Supplier /	Load/Unload:	/		
Parts / Container:	40 / 40				
INTERIOR PACKAGING (Dunnage) / BACKUP INTERIOR PACKAGING (Dunnage)					
Qty Description Manufacturer Returnable? Notes					
PALETTE AND LID / BACKUP PALLET AND LID					
Pallet #:	Other /	Lid #:	Other /		
Description:					
Pallet Dimensions:	Length (in)	Width (in)	Height (in)	Lid Dimensions:	Length (in)
Pallet Tare Weight:	0	0	0	Lid Tare Weight:	0
Unit Load		Length (in)		Width (in)	Height (in)
Unit Load Dimensions:	64	48	34	Unit Loads/Trailer Layer:	14
Unit Load Gross Weight:	320.00	Lb		Unit Loads High/Trailer:	3
Pcs/Unit Load:	40			Unit Loads/Trailer:	42
Inventory Days/Unit Load:	0.0290	Containers/Layer:	1	Empty Unit Loads/Return:	42
Load Securement:	None	Layers/Unit Load:	1	Inventory Days/Trailer:	0
		Containers/Unit Load:	1	Collapsed:	True
				Collapsed Container Height:	10.00
				Collapsed Container Ratio:	3
RETURNABLE SYSTEM DAYS ASSUMPTIONS					
Supplier Inventory Days:	3.00	Freight Ownership:	Customer		
In Transit to Plant Days:	1.00	Expected Transport Mode:	LTL		
Internal Plant Days:	2.00	Expected Ship Frequency:	2.00 Xper Week		
In Transit to Supplier Days:	2.00	Container Return Frequency:	2 Xper Week		
Border Crossing / Consolidation:	0.00	System Days Explain:	N/A		
Contingency / Other:	0.00	CONTAINER OWNERSHIP/BACKUP			
Total System Days:	8.00	Ownership:	Adient		
Total Containers In System:	276.00	Backup Statement Agreed to:			
Total Unit Loads In System:	276.00	Parts Notes:			
MAINTENANCE/REPAIR					
Repair Maintenance Agreement Acknowledged:					
PACKAGING APPROVAL					
Packaging Rep: Supplier Approval	Adient Packaging Engineer :	Adient Materials :	Adient Packaging Engineer :		
Adient Manufacturing :	Adient Quality :				
Date/Time:					





Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 42 of 60

4.15.17 Adient N.A Standard Returnable Container Sizes:

Cont Name/Size	Container Description/Manufactures (Orbis, Monoflow, TripleDiamond)	Standard or Non- Standard	Adient Container Part #
Returnable Totes: Straight wall reinforced bottoms			
1215-5	Plastic Tote, 12"x15"x5.0"	STD	2104006
1215-7	Plastic Tote, 12"x15"x7.5"	STD	2104007
1215-9	Plastic Tote, 12"x15"x9.5"	STD	2107360
2415-5	Plastic Tote, 24"x15"x5"	STD	2107364
2415-7	Plastic Tote, 24"x15"x7.5"	STD	2103994
2415-9	Plastic Tote, 24"x15"x9.5"	STD	2107365
2415-11	Plastic Tote, 24"x15"x11"	STD	2107366
2415-14	Plastic Tote, 24"x15"x14.5"	STD	2107369
2422-7	Plastic Tote, 24"x22"x7.5"	STD	2107371
2422-9	Plastic Tote, 24"x22"x9.5"	STD	2107372
2422-11	Plastic Tote, 24"x22"x11"	STD	2103995
2422-14	Plastic Tote, 24"x22"x14.5"	STD	2107373
3215-7	Plastic Tote, 32"x15"x7.5"	STD	2107374
4845R SFoam	Pallet/lid:48x45 structural foam/vac form	STD	2289928/2289933
Returnable Bulk Bins: Heavy Capacity-2 drop doors			
3230-25	Returnable Bulk Bin, 32"x30"x25"	STD	2107389
3230-34	Returnable Bulk Bin, 32"x30"x34"	STD	2107390
4845-21	Returnable Bulk Bin, 48"x45"x21" Fixed wall	STD	2211783
4845-25	Returnable Bulk Bin, 48"x45"x25"	STD	2108925
4845-34	Returnable Bulk Bin, 48"x45"x34"	STD	2083853
4845-42	Returnable Bulk Bin, 48"x45"x42"	STD	2150880
4845-50	Returnable Bulk Bin, 48"x45"x50"	STD	2108928
6448-34	Returnable Bulk Bin, 64"x48"x34"	STD	2108932
6448-50	Returnable Bulk Bin, 64"x48"x50"	STD	2108934
Adient Unique N.A. Standard Returnable Containers			
Coffin	Returnable Coffin Box, 65"x29"x28"	Adient STD	2107898/2107893/2107895
Trim Flexbag	Flex bag:45x45x60 Trim w/pallet	Adient STD	2289936
Foam-n-bag	none	Adient STD	
Collapsible foam bin	Collapsible Foam rack:62"x48"x50"	Adient STD	3339688
Collapsible foam rack	Collapsible Foam Rack:96"x62"x35"	Adient STD	2442013
Collapsible foam rack	Collapsible Foam Rack: 96"x62"x50"	Adient STD	3339686
Metals Sleeve Pack	Metal Sleeve Pack, 48"x45"x34"	Adient STD	2447061/2447067/2447070



Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 43 of 60

4.15.18 Adient N.A Expendable/Export Container Sizes:

Expendable Packaging Domestic-Hand Held Cartons		Style	Notes/Container ID
0907-5	Expendable Box, 9.5"x7.25"x5.25"	RSC	Perforated tear off lid
0909-6	Expendable Box, 9"x9"x6"	RSC	Perforated tear off lid
0909-9	Expendable Box, 9"x9"x9"	RSC	Perforated tear off lid
1010-10	Expendable Box, 10"x10"x10"	RSC	Perforated tear off lid
1215-7	Expendable box, 15"x12"x7"- Single wall	RSC	Perforated tear off lid
1215-7	Expendable box, 15"x12"x7"- double wall	RSC	Perforated tear off lid
1215-9	Expendable box, 15"x12"x9"-single wall	RSC	Perforated tear off lid
2415-5	Expendable box 24"x15"x5"-single wall	HSC	1 lid per layer
2415-5	Expendable box 24"x15"x5"-double wall	HSC	1 lid per layer
2415-7	Expendable box 24"x15"x7"-single wall	HSC	1 lid per layer
2415-7	Expendable box 24"x15"x7"-double wall	HSC	1 lid per layer
2415-9	Expendable box 24"x15"x9"-single wall	HSC	1 lid per layer
2415-11.5	Expendable box 24"x15"x11"-single wall	HSC	1 lid per layer
2415-14	Expendable box 24"x15"x14"-single wall	HSC	1 lid per layer
2422-7	Expendable box 24"x22"x7"-single wall	HSC	1 lid per layer
2422-9	Expendable box 24"x22"x9"-single wall	HSC	1 lid per layer
2422-11	Expendable box 24"x22"x11"-single wall	HSC	1 lid per layer
2422-14	Expendable box 24"x22"x14"-single wall	HSC	1 lid per layer
3215-7	Expendable 32"x15"x7" single wall	RSC	Perforated tear off lid
3230 HT Pallet	HT Expendable Pallet, 32"x30"	-	-
4845 HT Pallet	HT Expendable Pallet, 48"x45"	-	-
Expendable Packaging Domestic-Pallet Boxes		Style	Notes/Container ID
3230-25	Exp gaylord 32x30x25" Triple wall wood reinf	HSC	-
3230-34	Exp gaylord 32x30x34" triple wall, wood reinf	HSC	-
4845-25	Exp gaylord 48x45x25" triple wall, wood reinf	HSC	-
4845-34	Exp gaylord 48x45x34" Triple wall, wood reinf	HSC	-
4845-50	Exp gaylord 48x45x50" Triple wall, wood reinf	HSC	-
6448-34	Exp gaylord 64x48x34" Triple wall, wood reinf	HSC	-
Expendable Packaging International/export: 40ft sea container		Style	Notes/Container ID
0909-5	Export Box, 9"x9"x5"	RSC	Perforated tear off lid
1115-7	Export Box, 11.75"x15"x7"	RSC	Perforated tear off lid
2315-7	Export Box, 23.5"x15"x7"	RSC	1 lid per layer
2315-10	Export Box, 23.5"x15"x9.8"	RSC	1 lid per layer
2315-13	Export Box, 23.5"x15"x13"	RSC	1 lid per layer
2322-7	Export Box, 23.5"x22"x7.0"	RSC	1 lid per layer
2322-10	Export Box, 23.5"x22"x9.8"	RSC	1 lid per layer
2322-13	Export Box, 23.5"x22"x13"	RSC	1 lid per layer
3630-22	Export Gaylord, 36"x30"x22" Triple Wall, wood reinf	HSC	-
4745-22	Export Gaylord, 47"x45"x22", Triple Wall, wood reinf	HSC	-
4745-29	Export Gaylord, 47"x45"x29", Triple Wall, wood Reinf	HSC	-
4745-44	Export Gaylord, 47"x45"x44", Triple wall, wood, Reinf	HSC	-
4429-29: A Module	A Module Gaylord, 44.5"x29"x29" Triple wall/plywood: Adient STD	HSC	3790079
4644-33: Z Module	Z module Gaylord, 46.5"x4.5"x33", Triple wall/plywood: Adient STD	HSC	3790084
3630 HT Pallet	Expendable EXPORT Pallet, 36"x30" (plywood)	STD	-
4745 HT Pallet	Expendable EXPORT Pallet, 47"x45" (plywood)	STD	-



Global Supplier Standards Manual - Supply Chain Management Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 45 of 60

4.15.19 Adient N.A Standard commodity with best-in-class packaging recommendations:

Cont Name/Size	Standard Components with MBBP Packaging Recommendations																				
	Fasteners	Wire Harness	Small Metal stampings	Medium Metal Stampings	Large Metal Stampings	Metal Frame Assemblies	Seat Tracks	Small Injection Parts	Medium Injection Parts	Large Injection Parts	Large Side Shields	Pull Straps	Side Airbags	Seatbelt Assemblies	Backpanels	Heater Mats	Lumbar/Flexmats	Cables	Shipping Bags	Wrapped Components (Armrest/Bolsters)	
Expendable Packaging Domestic-Hand Held Cartons																					
0907-5																					
0909-6	x																				
0909-9	x												x								
1010-10	x												x								
1215-7 SW								x													
1215-7 DW			x																		
1215-9 SW								x				x									
2415-5 SW																					
2415-5 DW			x	x																	
2415-7 SW								x													
2415-7 DW		x	x	x										x	x						
2415-9 SW								x	x					x	x						
2415-11.5 SW									x												
2415-14 SW		x								x											
2422-7 SW									x												
2422-9 SW									x												
2422-11 SW										x											
2422-14 SW										x							x	x			
3215-7 SW																				x	
3230 HT Pallet	x												x								
4845 HT Pallet		x	x	x				x	x	x		x	x	x		x	x	x	x		
Expendable Packaging Domestic-Pallet Boxes																					
3230-25 TW-W					x																
3230-34 TW-W					x													x			
4845-25 TW-W					x						x				x	x	x				x
4845-34 TW-W					x	x					x				x						x
4845-50 TW-W																					
6448-34 TW-W						x															
Expendable Packaging International/export: 40ft sea container																					
0909-5	x																				
1115-7	x		x										x								
2315-7			x	x									x	x	x						
2315-10		x						x						x	x						
2315-13		x							x												
2322-7									x												
2322-10										x											
2322-13										x						x	x				
3630-22					x												x	x			
4745-22					x											x	x				x
4745-29					x																x
4745-44																					x
4429-29: A Module				x	x	x	x				x				x						
4644-33: Z Module				x	x	x	x				x				x						
3630 HT Pallet	x		x					x				x									
4745 HT Pallet		x	x					x	x	x		x	x	x		x	x	x	x		



Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 47 of 60

Standard Components with MBBP Packaging Recommendations															
Cont Name/Size	Springs	Motors	Recliners	Metal Tubes	Formed Metal Tubes	Trim-Leather	Trim-Cloth	Small Foam-Armrest	Small Foam-Headrest	Seat Foam (Cushion,backs,rear row)	Seat Foam (100% Wire Encapsulated cushion/back)	Headrest Tubes	Foam Formed Wires	Foam Wires Assemblies	Trim Retainers
Expendable Packaging Domestic-Hand Held Cartons															
0907-5															
0909-6															
0909-9	x														
1010-10	x														
1215-7 SW															x
1215-7 DW															
1215-9 SW	x														
2415-5 SW		x													
2415-5 DW				x	x							x	x		x
2415-7 SW		x													
2415-7 DW			x	x	x							x	x		
2415-9 SW			x												x
2415-11.5 SW															
2415-14 SW															
2422-7 SW															
2422-9 SW															
2422-11 SW															
2422-14 SW													x		
3215-7 SW															
3230 HT Pallet	x	x													
4845 HT Pallet	x	x	x	x	x							x	x		x
Expendable Packaging Domestic-Pallet Boxes															
3230-25 TW-W			x												
3230-34 TW-W			x												
4845-25 TW-W															
4845-34 TW-W															x
4845-50 TW-W															
6448-34 TW-W															x
Expendable Packaging International/export: 40ft sea container															
0909-5	x														
1115-7	x		x												
2315-7		x	x	x	x							x	x		x
2315-10				x	x							x	x		x
2315-13															
2322-7															
2322-10															
2322-13															
3630-22															
4745-22															
4745-29															
4745-44															
4429-29: A Module						x	x	x	x						x
4644-33: Z Module						x	x	x	x						x
3630 HT Pallet	x	x	x	x										x	
4745 HT Pallet	x	x	x	x								x	x		

Questions related to the below Packaging Standards can be emailed to the below address:

AE-NA-SCM-Packaging@adient.com

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 48 of 60

4.16 Appendix (Europe Specific Packaging Guidelines - Adient & Adient Joint Ventures)

4.16.1 General: Questions related to the below section Packaging Standards can be emailed to the following address: marko.wolf@adient.com

- Adient directed suppliers should quote expendable and returnable packaging options per the SSOW (Adient Launch PLUS: Design and Development Phase)
 - i) Provide a detailed breakdown of packaging cost
 - ii) Provide packaging engineering assumptions on a Packaging Data Form during quote (excel version) and submit with the Adient quote package.
 - iii) Review examples of the R.A.S.I.C. for packaging engineering responsibility before final SSOW is approved with Purchasing Representative
- Post Launch requests for packaging piece price increases should be submitted to both the Adient Purchasing representative and Packaging Engineer. Include original submitted Packaging Data Form detail with proposed packaging changes on an updated Packaging Data Form with reason/information/data for the packaging change.
- All efforts to meet packaging deadlines, including those for proposal submission, trial packs, packaging procurement, etc., must be made. If a deadline cannot be met, it is the supplier's responsibility to notify the appropriate Adient packaging engineer at least one week prior to the deadline date.
- Packaging must be consistent with European specifications.
- Returnable containers are preferred at ALL European Adient Facilities. Expendable containers will be accepted ONLY under the following circumstances or directed in the SSOW.
 - Fastener Shipments
 - Overseas Shipments (See Section 14.0 Export Packaging Section)
 - Low volume component scenarios
 - Total landed cost business evaluations
 - Supply Chain Disruptions (must have written approval from receiving plant and mirror returnable packaging: size/density)
- In the case of loss or damage to returnable containers, suppliers are required to keep at least 2 shipments worth of expendable back-up packaging in house at all times so as not to disrupt production at the receiving plant. Expendable back-up packaging must be similar in-size to approved returnable packaging and contain the exact quantity per container.
- Supplier must receive prior written approval from receiving plant. Receiving Plant will issue a Purchase Order for back up expendable to supplier if warranted with detail/backup information. Supplier without prior written approval will receive DMR and/or Chargeback for Adient expenses for managing the backup expendable packaging.
- When new program launches or (program refreshes), all efforts to re-use existing returnable containers should be made before any new containers are procured.
- Returnable packaging should be designed to withstand normal handling throughout the life of the program.
- When required, internal dunnage should consist of the most inexpensive materials to adequately protect the part.
- Containers should be filled to capacity without exceeding maximum weight limits or compromising part quality.
- Certain containers must be secured to pallets with either plastic banding, seat belts or stretch wrap.
 - The overall pallet height MUST NOT EXCEED 2m".
 - All pallets must have 4-way entry.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 49 of 60

- All unit loads (expendable & returnable) must have the capability to safely stack in a standard truck, up to 3m”.

4.16.2 Packaging Approval Process

- Prior to the launch of any new program or program refresh (Adient PLUS Launch Phase: Design Verification stage typical 10-12 months prior to SOP)
 - Notification will be sent to the suppliers from the Adient Packaging Data Form System
 - Suppliers will be required to request access to the Adient Packaging Data Form System
 - Suppliers will submit packaging proposal through the Adient Packaging Data Form System
 - Rejected or Approved Packaging proposals will be available in Adient Packaging Data Form System
 - Any pre-production build events should be shipped in production intent packaging representing the packaging proposal during the packaging approval process.
 - The Adient representative will review the packaging proposal to ensure that its contents are within Adient’s best practice standards for packaging.
 - An Adient representative or Adient Packaging Data Form System will notify the supplier whether the proposal is accepted, rejected, or if a packaging trial is being requested. If a trial is requested, the Adient representative will further notify the supplier of the requirements, including quantity, dates, labeling info, etc.
 - The approved packaging proposal will be located in the Adient Packaging Data Form System when final approval is granted. (Normally 1-4 months prior to launch).

4.16.3 Standard Returnable Containers

- Returnable containers sizes that are preferred: See appendix for list of approved/recommend container sizes.
- The gross weight limit for any hand-held package (ex: KLT, carton, trim bundle, foam bag, etc.)
 - Europe: 12 – 15kg
- If an Adient Health and Safety/Ergonomics representative deems hand-held packages unsafe based on factors such as height and reach, suppliers may be asked to reduce the gross weight to less than the above standards or change the container type
- All container must be used in compliance to the container manufactures published container weight capacity and dynamic stacking limits.
- Adient will provide the returnable container fleet or funds to purchase the approved container fleet unless otherwise specified by Adient Purchasing Representative where Adient are responsible for container purchase
- Each returnable container will have 2 part label locations, a minimum of 2 identification labels. If unique containers/dunnage the containers will be identified with supplier return-to labels.

4.16.4 Packaging Labeling Requirements:

- Refer to Supply Manual Section 5.0 Labeling requirements for component label detail and locations

Label Placards/Holders should be placed as follows:

- Corrugated (cardboard) boxes – Two (2) AIAG labels 4” x 6” per container.
- KLTs – One (1) part label areas for use with standard 4” x 6” AIAG bar code labels. One placard on each short end of the KLT.

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 50 of 60

- Pallet Boxes (large collapsible containers) – Two (2) part label areas placed on container walls for use with standard 4” x 6” AIAG bar code labels on the short sides of the bulk container.

See Appendix for examples of the standards

4.16.5 Container Maintenance & Repair for Returnable Container Assets

- It is expected that Adient owned container assets and dunnage will be maintained and cleaned by the supplier to ensure part quality expectations
- It is the supplier’s responsibility to account for cleaning/maintenance costs in the packaging piece price. Exceptions should be noted in the Supplier Statement of Work (SSOW).
- Adient owned container assets that require repair or replacement, supplier will contact Adient Plant Representative for disposition/direction and update the container management system once approved.
- Suppliers must ensure that packaging materials in need of repair are set aside in a clearly marked area of their facility and repaired/disposition in two weeks or less.

4.16.6 Suppliers use of Back-up Expendable Packaging

- Suppliers must request authorization prior to use of back up expendable packaging by their Adient receiving plant to receive reimbursement for back-up expendable packaging IF all of the following can be proven:
- Supplier will notify the Adient Customer Materials contact of a returnable shortage 2 business days prior to expendable packaging being shipped (email)
- Adient Customer Facility did not return containers as agreed upon (if applicable)
- Containers were lost/damaged not by any fault of the supplier (if applicable)

4.16.7 Supplier Expectations using Adient provided returnable container assets:

- Suppliers will return Adient owned container assets in line with delivery and usage expectations
- Suppliers will utilize Adient owned returnable container assets for the intended production use only this does not include supplier batch building unless approved by Adient representative
- Adient will execute a supplier DMR to initiate a chargeback for not returning Adient container assets utilizing the Adient container management tracking system “Binman”

4.16.8 Internal Dunnage

- Dunnage (or interior separators of various designs) should be used for additional part protection when required.
- Dunnage should be designed from recycled and/or recyclable materials.
- Dunnage should be as simple & inexpensive as possible, and allow for easy access to the parts.
- Returnable dunnage in bulk-bins is preferred, however must be made to knock-down to maximize freight usage. Expendable dunnage costs vs. freight costs should be analyzed if returnable dunnage is not feasible.

4.16.9 General Pallet Guidelines – Returnable & Expendable

- All pallets must to footprint standards list in Appendix and according to European Specifications.
- Pallet stack height may not exceed 2m, unit loads must be able to stack up to 3m in a domestic trailer.
- All pallets must have 4-way entry.
- Returnable KLTs should ship on returnable pallets; expendable cardboard box should ship on expendable pallets.
- Returnable Pallets must be able to support a minimum of 1.5 ton.
- When a returnable pallet is used, a returnable top cap must be used to ensure part integrity & stacking stability.
- Expendable pallets should be made of durable materials so as not to cause a safety hazard while being handled.
- Expendable pallets must be heat-treated to International Standards for Phytosanitary Measures Number 15 (ISPM 15). See Section 14.0 Export Guidelines for further clarification. – For shipments into NA only
- All unitized pallet loads should be made to double, triple, or quadruple stack in a truck, up to 3m. It is not permissible, under any circumstance, for suppliers to ship unitized loads that do not stack.
- Each pallet should contain only one part number worth of parts; do not mix skids unless otherwise directed/approved to do so by the receiving Adient Facility.
- Containers must not hang over the edges of the pallet.
- Containers must be secured to the pallets when shipped – NO EXCEPTIONS.

4.16.10 Domestic Expendable Packaging

- Expendable container sizes must closely resemble the approved returnable container sizes.
- The gross weight limit for any hand-held package (ex: KLT, carton, trim bundle, foam bag, etc.)
 - 12 – 15kg
- If an Adient Health and Safety/Ergonomics representative deems hand-held packages unsafe based on factors such as height and reach, suppliers may be asked to reduce the gross weight to less than the above standards or change the container type to maximize truck utilization
- Boxes may be single, double, or triple wall, depending on size & weight requirements.
- Boxes must be adhered with tape. Metal staples are not acceptable.
- Boxes should be secured to expendable pallets using either stretch wrapping or plastic banding and fiber board corner post to secure cartons on the pallet where applicable.

4.16.11 Unit Load Stacking and Corner Supports

- Unit load stack heights must be designed of sufficient strength to withstand a minimum stacking height at 3m under full load in transit or storage.
- Unit load top layer must be configured with support in all four corners to allow for stacking in loading and storage. Void fillers or empty cartons are NOT an acceptable practice in Europe.
- Max unit load height of 1 pallet is 1m to ensure maximum cubic transportation efficiency.
- Pyramid stacking is not an acceptable practice.



Global Supplier Standards Manual - Supply Chain Management Standard

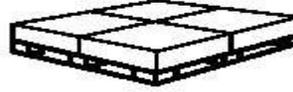
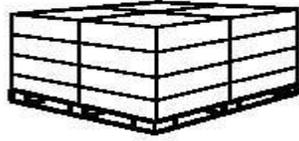
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AE-PSOS-ST-13-E

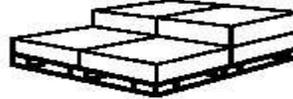
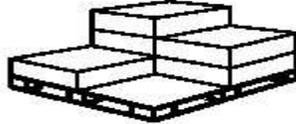
Rev 1.0

Page 52 of 60

Properly Palletized Unit Load (Leveled Layers)



Unacceptable Palletized Unit Load (Pyramid)



- It is the supplier's responsibility to secure all unit loads with adequate banding.
- Polyester plastic strapping is the preferred method for securing a unit load of manually handled KLT cartons to a pallet. Supplier is recommended to use four (2) way strapping practices on manually handled carton unit loads. Shrink-wrap film, (non-PVC) is acceptable and recommended to ensure load integrity. Metal banding is restricted and allowed on an acceptance basis only.

Questions related to the below EU Packaging Standards can be emailed to the below address:

Marko.wolf@adient.com



Global Supplier Standards Manual - Supply Chain Management

Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 53 of 60

4.16.12 Adient External Supplier Excel Quote Form

ADIANT		Packaging Data Form				
*** This is the Output Form - No data is to be entered on this page. Enter all data on Input Form						
Proposal:	1A	(Choose 1: Concept/quote, Prototype, or Production)		Rev Level:	1D	
Program:	1E	Supplier Name:			Date Revised:	1G
Model Year:	1H	Supplier Plant Location:	1I			
Start of Production Date:	1J	Supplier Contact:	1K			
Component Annual Volume:	1L	Phone:	1M			
Component Daily Volume:	1N	Fax:	1O			
Adient Plant Location:	1P	Email:	1Q			
PART INFORMATION		Adient Part No.'s		Adient Supplier / Part Name or Description		
		2A		2B		
				2C		
				2D		
PRIMARY CONTAINER		Container Model:		3A		
		Container Type:		3B		
		Color:		3C		
		Container Supplier:		3D		
		Parts/Container:		3E		
		Adient Container Part #:		3F		
		Length:		TBD		
		Width:		TBD		
		Height:		TBD		
		O.D.:		TBD		
		I.D.:		TBD		
		Tare Weight:		TBD		
		Gross Weight:		TBD (Parts + packaging)		
		Adient Container Part #:		3N		
PRIMARY INTERNAL DUNNAGE		Dunnage Expendable or Returnable:		EA		
		Dunnage Description:		EB		
		Dunnage Supplier:		EC		
		Include qty/container				
		Returnable System Days Assumptions		4A		
		Supplier inventory days:		4B		
		Adient inventory days:		4C		
		In-transit to customer days:		4D		
		In-transit from customer days:		4E		
		Border Crossing/Consolidation:		4F		
		Contingency/Other:		4G		
		Total System Days:		0.00		
		Shipping Frequency:		4H		
		Total Containers in System:		TBD		
		Total Pallet Sets in System:		TBD		
		Return Ratio:		4I to 1		
PALLET INFORMATION		Pallet expendable or returnable:		6A		
		Containers/layer:		6B		
		Layers of containers/pallet:		6C		
		Total containers/pallet load:		TBD		
		Adient Pallet Part #:		6D		
		Length:		TBD		
		Width:		TBD		
		Height:		TBD		
		Pallet Model #:		6J		
		Pallet Type and Description:		6K		
		Lid Model #:		6L		
		Lid Type and Description:		6M		
		Unit load banding method:		6N		
		Pallet Load/Trailer Layer:		6C		
		Pallet Loads High/Trailer:		6E		
		Pallet Load/Trailer:		TBD		
		Expendable Supplier:		7D		
		Expendable PO/Quote #:		7E		
		Additional Information:		6Q or 7F		
CONTAINER/PALLET IDENTIFICATION (specify: hot stamp, stenciling, ID tag)		Totes/Bulk Container ID Info:		8A		
		Verbiage:		8B		
		Location:		8C		
		Additional Label Info:		8D		
		Color:		8E		
		Sequence #:		8F		
		Barcode Label Holder:		8G		
		Plastic holder or Kennedy Placard				
CONTAINER LOADING INSTRUCTIONS		Provide Detail on Loading/Unloading:		8A		
		Ownership Resp.:		11A		
		Amount Assumption:		11B		
		Frequency:		11C		
		Repair/Replacement Rate:		11D		
		Cleaning Instructions and comments:				
		Comments/Instructions:		11E		
DRAWING / PICTURE OF PARTS AND PACK						
PACKAGING APPROVAL						
Supplier Packaging Engineer:		Supplier Quality Contact:		Supplier Materials Contact:		
sign, date, print		sign, plant, print		sign, plant, print		
Adient Packaging Engineer:		Adient Quality Contact:		Adient Materials Contact:		
sign, date, print		sign, plant, print		sign, plant, print		
Adient Manufacturing Contact:		Other approval contacts:				
sign, date, print		sign, plant, print				
<small>Packaging requirements are detailed in Adient Global Supplier Standards Manual (Supply Chain management Expectations/Packaging Requirements). Please see www.adient.com/suppliers/supplier-expectations All suppliers are required to have an expendable packaging back up plan per Global Supplier Standards Manual.</small>						



Global Supplier Standards Manual - Supply Chain Management Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 55 of 60

Epic	Eng Net Weight	Searchable Description	Length-Outer-mm	Width-Outer-mm	Height-Outer-mm	Return Ratio	small parts	Foam	HR	AR	Side bolster	Airbag	Trim	Metal Frames	small metal parts	Plastic
1224097	2.3	EF 6220	600	400	220	1	x								x	x
1224098	3	EF 6320	600	400	320	1	x		x							x
1224099	4.7	EF 8320	800	600	320	1	x		x	x	x		x			x
1224058	8	FK 8450	798	598	450	3	x		x	x	x		x			x
1907768	4.5	FK 6320	600	400	320	4	x		x							x
3300092	3.4	FK 6430	600	400	300	6	x		x							x
1300700	2.3	RAKO 6422	600	400	220	1	x								x	x
1300705	3	RAKO 6432	600	400	325	1	x		x							x
1300713	5.6	RAKO 8632	800	600	320	1	x		x	x	x		x			x
1300726	4.4	RAKO 8622	800	600	220	1	x		x	x	x		x			x
1309048	3.2	RAKO 8612	800	600	120	1	x									x
1356369	2.1	RAKO 6417	600	400	170	1	x								x	x
1378483	7.23	RAKO 8642	800	600	426	1	x		x	x	x		x			x
1395226	0.5	RAKO 6412	600	400	120	1	x								x	x
1395240	2.5	RAKO 6428	600	400	280	1	x		x							x
1954714	1.8	RAKO 6414	600	400	145	1	x								x	x
1974158	1.2	RAKO 6407	600	400	75	1	x								x	x
2014104	0.9	RAKO 4312	400	300	120	1	x								x	x
2046402	1	RAKO 4317	400	300	170	1	x								x	x
2051521	3.4	RAKO 6442	600	400	420	1	x		x							x
2053943	2	RAKO 6120-EL	600	400	120	1						x			x	
2055550	1.5	RAKO 4327	400	300	270	1	x									x
2167171	3.4	RAKO 6442	600	400	422	1	x		x							x
2648450	3.2	RAKO 8630	800	600	300	1	x		x	x	x		x			x
1388846	0.8	EURO-Container-4317	400	300	175	1	x								x	x
1388850	1.9	EURO-Container-6424	600	400	235	1	x									x
1389960	1.3	EURO-Container-6412	600	400	120	1	x								x	x
1389963	1.6	EURO-Container-6417	600	400	175	1	x								x	x
1390471	1	EURO-Container-4315	400	300	145	1	x								x	x
1390474	1.5	EURO-Container-6415	600	400	145	1	x								x	x
1392179	4.5	EURO-Container-8630	800	600	300	1	x		x	x	x		x			x
1392221	1.6	EURO-Container-4332	400	300	320	1	x									x
1392773	4.1	EURO-Container-8620	800	600	200	1	x				x		x			x
1803858	1.1	EURO-Container-4323	400	300	235	1	x									x
1803861	0.5	EURO-Container-3212	300	200	120	1	x								x	x
2004598	1.1	EURO-Container-6410	600	400	100	1	x								x	x
2059161	1.1	EURO-Container-6407	600	400	75	1	x								x	x
2253102	2.88	EURO-Container-6432	600	400	319	1	x		x							x



Global Supplier Standards Manual - Supply Chain Management Standard

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 56 of 60

Epic	Eng Net Weight	Searchable Description	Length-Outer-mm	Width-Outer-mm	Height-Outer-mm	Return Ratio	small parts	Foam	HR	AR	Side bolster	Airbag	Trim	Metal Frames	mall metal parts	Plastic
2354050	8.1	EURO-Container-8415	800	600	415	1	x		x	x	x		x			x
3014130	2.1	ELB-6220	600	400	220	1	x								x	x
1224063	10	LID 1210	1200	1000	60	1										
1224079	5.98	LID 1208	1200	800	60	1										
1224056	49.6	E 1512 LX	1500	1200	1450	7		x								
1224066	42.1	E 1512 L	1500	1200	990	6		x								
1224067	38.1	E 1512 LS	1500	1200	750	4.25		x								
1224068	25	E 1210 LS	1200	1000	750	4.5		x	x	x	x		x			x
1224071	31	E 1210 L	1200	1000	990	5.6		x	x	x	x		x			x
1224072	42.4	E 1612 LS	1600	1200	750	4.5		x								
1224075	50	E 1612 L	1600	1200	990	6		x								
1224077	23	E 1208 LS	1200	800	750	4.5		x	x	x	x		x			x
1224078	25.5	E 1208 L	1200	800	995	4.33		x	x	x	x		x			x
1224114	55.8	E 1812 L	1800	1200	990	6		x								
1224115	51.6	E 1812 LS	1800	1200	750	4.1		x								
1224116	13.4	E 1006 LS	1000	600	750	4.5			x	x	x		x			x
1224117	11.5	E 1006 LSS	1000	600	500	4			x	x	x		x			x
1224119	54.4	E 1612LX	1600	1200	1450	7		x								
1356506	25.5	E 1208 L-Regenerat	1200	800	995	4.33		x	x	x	x		x			x
1357695	39	E 1612 LSS	1600	1200	550	4.1										
1377941	31	E 1210 L-Regenerat	1200	1000	990	5.6		x	x	x	x		x			x
1379765	49.6	E 1512 LX-Regenerat	1500	1200	1450	7		x								
1379766	42.1	E 1512 L-Regenerat	1500	1200	990	6		x								
1379767	39	E 1512 LS-Regenerat	1500	1200	750	4.25		x								
1379768	27	E 1210 LS-Regenerat	1200	1000	750	4.5		x	x	x	x		x			x
1379769	42.4	E 1612 LS-Regenerat	1600	1200	750	4.5		x								
1379770	46.4	E 1612 L-Regenerat	1600	1200	990	6		x								
1379773	23	E 1208 LS-Regenerat	1200	800	750	4.5		x	x	x	x		x			x
1501468	18.3	E 1208 Lss Regenerat	1200	800	375	2.63			x	x	x		x			x
2301618	19.8	E 1208 Lsm Regenerat	1200	800	600	3.6			x	x	x		x			x
2389926	23.6	E 1208 Lssl	1200	800	650	2.5			x	x	x		x			x
2399314	11	E 1006LLs	1000	600	600	4			x	x	x		x			x
2611031	19	E 1210 Lss-Regenerat	1200	1000	475	2.5			x	x	x		x			x
3082079	58	E 1512 L CC hanger	1500	1200	900	4		x					x			
3169181	21.3	E 1208 L AUC2000076	1200	800	990	4.33		x	x	x	x		x			x
3234998	9.5	E 0806 Lm	800	600	850	3			x	x	x		x			
3560263	54.4	E 1612 LX AUC	1600	1200	1450	7		x								
3885459	18.1	E 1208 Lsm AUC	1200	800	600	3.6			x	x	x		x			x

	Global Supplier Standards Manual - Supply Chain Management		
	Standard		
Proprietary and Public	AE-PSOS-ST-13-E	Rev 1.0	Page 58 of 60

4.16.14 Supplier Communication Letter, Container Management System



Dear Supplier

Adient will be launching a new container management system called Binman that is designed to track and trace the movement of containers between suppliers and JCI JIT plants on a web based system. We will launch this in all of our JIT and Metal facilities over the next 12 months starting in Jan 2016 with a number of pilot plants.

Binman is a mandatory system that Adient expect all of our suppliers to participate in the usage of to help Adient and yourselves track all returnable containers between our 2 plants, and to make the launch of this system a success. Without your help and commitment to the use of this system we will not see the full benefits of what this system can offer both JCI and yourselves and could result in liability at the supplier for lost containers.

During the implementation of the system in the JIT plants, you will be contacted in advance to be informed of the introduction date, and you will also receive FREE Webex training with the designers of the system (Logsol) and a representative from the JIT plant you supply. The training will be provided in order to enable you to use the system, and as it can be accessed via the web there will be no cost involved for yourself to use this system.

Binman has the capability to be linked to your systems ASN's to make all transactions on the system automatic, but also has the ability to process transactions manually if you do not have ASN capability. Adient will require that you confirm receiving of empty containers inside the Bin Man system upon receipt back in your plant and raise any discrepancies immediately. This is to ensure that container stock levels can be seen live at all time and also maintain accurate stocks between the parties.

Adient look forward to using this new system with yourselves, and we hope you can see the benefits of using a system designed to track container movement between our plants.

If you have any questions / issues surrounding this process roll out please contact :

James Male (Adient Program Manager for Container Management Project)

james.male-ext@adient.com

Regards

Adient



**Global Supplier Standards Manual - Supply Chain Management
Standard**

Proprietary and Public

AE-PSOS-ST-13-E

Rev 1.0

Page 60 of 60

<i>Option 2: Adient Engineering responsibility and manages packaging vendors- Returnable only</i>							
SSOW Quote Package: Packaging Expectations		I	C	I			R
Quote Packaging: Expendable / Returnable	R	I	S				
Packaging Proposal: Packaging Data Form Submission	R	I	A	A	A	A	
Expendable Packaging: Design / Development / Prototype	R	I	C	C			
Returnable Packaging: Design / Development / Prototype	C	I	R	A			I
Expendable Packaging Procurement (Supplier piece price)	R	A	S				
Returnable Packaging Funding (CAR Funding)			C	R			S
Returnable Packaging Procurement (PO to packaging vendors)		A	C	R			
Initial Returnable Packaging Delivery / Confirmation	C	I	R	I			
Cleaning / Maintaining Responsibility: returnable container fleet	R	I	C	A			
Repair / Replacement Responsibility: returnable container fleet	C	I	S	R			

5.0 Records/Logs

Not applicable.

6.0 References

- Balance Out and Claims procedure (AE-PSOS-PR-13)
- Global Supplier Standards Manual - Main (AE-PSOS-ST-11)
- Global Supplier Standards Manual - Quality (AE-PSOS-ST-12)
- Global Supplier Standards Manual - Tooling (AE-PSOS-ST-14)
- Purchase Order (Direct) work instruction (AE-PSOS-WI-10)
- Supplier Approval and Master Data Management procedure (AE-PSOS-PR-07)
- Supplier Contract Management procedure (AE-PSOS-PR-11)