



# OBSOLETE VERSION - DO NOT USE

	<b>Global Supplier Standards Manual – Tooling, Machinery &amp; Equipment Standards</b>		
	For External Distribution	AE-PSOS-ST-14-E	Rev 4.0

Revision	Release Date	Description of Changes
3.0	01-April-2021	<ul style="list-style-type: none"> <li>Major Revision to include business requirements</li> <li>Removed die design requirements</li> </ul>
4.0	01-October-2021	<ul style="list-style-type: none"> <li>Scope updated (2.0)</li> <li>Responsibility – wording updated (3.0)</li> <li>Document reference updated (4.6)</li> <li>Tooling Identification, Warranties and Ownership updated (4.7)</li> <li>Final payment approval updated (4.8)</li> </ul>

Prepared		Approved	
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Approval records maintained by BOS Team

## 1.0 Purpose

This standard communicates Adient's minimum set of business requirements related to the procurement of tooling, machinery, and equipment from external suppliers.

## 2.0 Scope

This standard applies to all Adient tooling, machinery, and equipment suppliers.

## 3.0 Responsibility

All suppliers are expected to comply with all requirements and expectations documented in the Global Supplier Standards Manual (GSSM).

Suppliers are responsible for reviewing new and revised Adient requirements including Customer Specific Requirements and determining the impact on their Quality **Management** System and promoting awareness of the GSSM at their locations.


## 4.0 Process

The following supplier requirements and resources are outlined in this document:

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Master files are stored electronically and are available to all team members.  
Printed copies of the master files are for reference only.

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#### 4.1. Request for Quotes for Tooling, Machinery and Equipment (TME)

Approved suppliers will receive a Request for Quote (RFQ) package, which may include (but not limited to) the following:

- Supply Chain requirements (if necessary)
- Global Terms & Conditions
- Specifications (including energy efficiency concept for machinery, as applicable)
- Health & Safety / Environmental requirements (conformance to applicable regulatory requirements)
- Drawings
- SSOW
- Cost Breakdown Form.

#### 4.2. Supplier Quote Submission

After receipt of an RFQ, suppliers will be expected to submit their quote to Adient within a reasonable period (less than two weeks). Suppliers who fail to meet quote submission timing or send in the proper documentation may be excluded from the bid process.

Supplier quote must include the following information:

- Requestor name
- Program name
- Commodity / TME Description
- Production location
- Specific payment terms for capital and tooling
- Incoterms
- Completion/ Delivery / PPAP timing (when applicable)

When requested, suppliers must also include cost breakdown, tool/ equipment capacity, and tool life based on planned program volumes.

#### 4.3. Quote Review and Supplier New Business Award

Suppliers will be notified of new business awards once Adient has reviewed all quote, completed negotiations, and finalized the supplier selection. The purchase order typically represents the official award of new business for tooling, machinery, and equipment.

#### 4.4 Kick-off and Design Reviews

##### **Kick-off:**


Tool, machinery and equipment suppliers must receive a Purchase Order from Adient before starting any work on the tool, machinery, or equipment. Adient will not be commercially responsible for tools, machinery or equipment started before receipt of a PO.

##### **Design Review:**

All tooling, equipment, and machinery designs are to be approved by Adient prior to construction. The supplier must provide enough time to perform a proper design review and give adequate notice before designs need to be approved. It is the responsibility of the supplier to manage the design reviews in order to maintain program timing.

Note: The specific criteria for this design reviews may vary from region to region, so suppliers must request clarification from their local Adient contact (typically Advanced Manufacturing Engineer (AME) or Tooling Engineer).

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## Progress Reports and Timelines:

Supplier must submit progress reports or timelines with a summary page for tooling or equipment completion (template may vary by region). Adient reserves the right to request a progress report at any time.

### 4.5. Run-off / Buy-off Requirements and Approval

Tooling and equipment buy-off standards/ requirements will be communicated to the supplier in writing.

Tooling and equipment must be run-off with material supplied by Adient unless the supplier is directed to do so with alternate materials/ parts by the Adient AME, Tooling Engineer, and/or plant designee.

Each item required for buy-off must be “accepted” by the appropriate Adient AME, Tooling Engineering, and/or plant designee. If the standard/requirement is not met, acceptance must be signed off by the Adient AME, Tooling Engineer, or plant designee.

### 4.6. Invoicing

Once the appropriate Adient personnel signs off and the final buy-off and/or PPAP requirements are met, the supplier will receive a signed off approval and may begin invoicing per the agreed-upon payment terms that are on the PO.

Note: The format and criteria for invoice approval may vary by region. See your local Adient contact for specific requirements.

For North American suppliers, invoices must be submitted through SSSP Taulia as described in the **Required Invoice Information (RII) Instruction**.

For EMEA suppliers, submit invoices per the local requirements as shown on the PO.

For APAC suppliers, submit invoices per the local requirements by country.

Failure to follow these instructions may result in delayed payments.

### 4.7 Tooling Identification, Warranties, and Ownership

Suppliers must adhere to proper tool identification as called out in the SSOW (as applicable). At a minimum, Adient owned tooling, must meet minimum requirements for identification.

The following information must be stamped, CNC'd, or tagged with an affixed tag on the tool (stickers or paint identification is not acceptable):


- Property of [OEM Name / ADIENT] (as appropriate)
- OEM part number / Adient part number
- Vendor's company name including address and phone number
- Vendors job number to aid in ordering replacement sections
- Adient / Supplier Tool Asset Number (must obtain from Adient or supplier who will receive tool).

In addition, any OEM customer specific requirements must be adhered to for tooling identification.

For gage labeling see Adient Technical Specification for Gage Standard.

All tools and equipment must be warrantied for craftsmanship and production capability for the **maximum** volume requirements as required in the SSOW or technical specification. The warranty starts after PPAP or equipment run-off is approved (as applicable).

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Additional requirements for Adient owned tooling and equipment are specified in the Adient Terms and Conditions of Purchase (see link below).

Note: Adient reserves the right to audit Adient or customer owned tooling in accordance with these terms.

<https://www.adient.com/terms>

#### **4.8 Final Payment**

Final payments are made per the agreed upon payment terms once proper invoicing and supporting documentation is received and approved by **Adient** (per regional requirements).

#### **5.0 Records/Logs**

Not applicable.

#### **6.0 References**

Adient Supplier Portal: <https://www.adient.com/suppliers>