

# Supplier Logistics

MANUAL



*Technical perfection, automotive passion*

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# PRODUCTION CONTROL & LOGISTICS

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JU

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Title of the document	SUPPLIER LOGISTICS MANUAL
Reference	FAU-S-PSG-2025
Purpose	<ul style="list-style-type: none"><li>• Give an overview of Faurecia supply chain operations,</li><li>• Give the suppliers all the materials to ensure smooth flow of parts along the whole chain,</li><li>• Promote a good business relationship between suppliers and Faurecia based on mutual learning and evolution.</li></ul>
Scope	GROUP Applies to all Suppliers – internal, external and mandated.
Related documents	FAU-P-PSC-4600 Build Supply program FAU-P-PSC-6200 Receive Materials FAU-P-SPC-4400 Manage Sourcing process FAU-S-PSG-2026 Supply Logistics Agreement FAU-S-PSG-2027 Packaging data sheet FAU-S-PSG-2028 Transportation and information data sheet FAU-S-PSG-2029 Contact List Data Sheet
Issue n°	03
Description of changes	Version 02 - updated to reflect evolution of several processes including LISA and to insert a process flow of mandatory documents validation.
Cancel and replaces	FAU-S-PSG-2025 - Issue 02 - 2010 FAU-S-PSG-2025 - Issue 01 - 2006
Owner	Philippe ROUCHE, Group PC&L Director
Approved by	Eric TORDJEMAN, Senior Vice President Manufacturing 4.0 & Industrial Performance



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# 01. SUPPLIER LOGISTICS MANUAL

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## 1.1. Purpose

The purpose of this manual is to:

- Give an overview of Faurecia supply chain operations.
- Give the suppliers the list of Faurecia documents to ensure smooth flow of parts along the whole chain.
- Promote a good business relationship between suppliers and Faurecia based on mutual learning and evolution.

These specifications define standards for relations between Faurecia and its suppliers and reflect what Faurecia expects from them, starting from proposal to series production.

They are part of the purchase contract. As a consequence, they are considered as accepted by the supplier. It applies to all Faurecia Suppliers. It should be read by all Supplier Senior's Management members and all different key players of Faurecia logistics systems.

## 1.2. Document update

When this manual is revised, it will automatically be available via the supplier portal GPS (Global Supplier System). The supplier must then update its own files and dispose of the old version.

When Faurecia refers to the Supplier Logistics Manual (SLM), it will always be to the latest version.

## 1.3. Confidentiality

The materials contained in this Supplier Logistics Manual and, without limitation, the concepts and procedures herein, are proprietary trade secrets of Faurecia and therefore must be handled by the supplier with the strictest confidence. The supplier must return this manual as soon as its relationship with Faurecia ends.

## 1.4. Copyright

Faurecia all Rights reserved own the copyright of this Manual. No part of this manual may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written permission of Faurecia.





# 02. FAURECIA LOGISTICS PRINCIPLES

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## 2.1. Faurecia strategy

Faurecia is developing a pull-flow production strategy that closely involves the supplier. This strategy is based on simple concepts, including:

1. Small manufacturing batches,
2. Reusable containers,
3. Easy-to-handle small boxes,
4. Frequent deliveries,
5. Smoother production and supply.

Faurecia applies the following concepts in the context of supplier relations:

- A Supplier Logistics Agreement is signed between Faurecia and each Supplier at program launch to define Packaging, Transport & Information flows and Contact list – See Supplier Logistics Agreement and related documents chapter
- Small reusable boxes and Identification of components by standard labelling products in PPQA (Product-Process Quality Assurance) are targeted – See Packaging & Labelling chapter
- Utilization of Electronic Data Interchange systems is mandatory (EDI) – See EDI & Web EDI information exchange chapter
- Faurecia delivery calls are expressed by truck shipping lists called Manifests. The Supplier orders are levelled as much as possible. Faurecia collects parts at Suppliers' locations, at frequent deliveries and returns empty boxes – See Ordering & part preparation chapter

- Supplier delivery performance is measured – See Supplier logistics performance chapter
- Invoicing process must be secured to work properly - See Invoicing chapter
- Faurecia requests its Suppliers to process to an FMEA and cover risks – See Securization plan chapter
- Faurecia has a clear process in case of engineering change and phase out – See End Of Production.

## 2.2. Efficient logistics systems

The purpose of Faurecia Production Control & Logistics department (PC&L) is to set efficient logistics systems in order to provide, at best cost, a smooth quantity of good parts to the different production processes of our plants.

To do so, Faurecia Excellence System is centred on strong principles that we must respect.

- Suppliers must provide what is needed, only when needed, in the quantity needed
- Frequent and mixed deliveries
- Standardisation of Supplier logistics processes by usage of Faurecia documents



## 02. FAURECIA LOGISTICS PRINCIPLES

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### 2.2.1. Suppliers must provide what is needed, only when needed, in the quantity needed

It is important for suppliers to deliver the exact quantity requested, at the right time.

A clear instruction is given to suppliers with exact quantity and time of collection or delivery. Our targeted system is the use of LISA process (Levelling Information for Supplier Application).

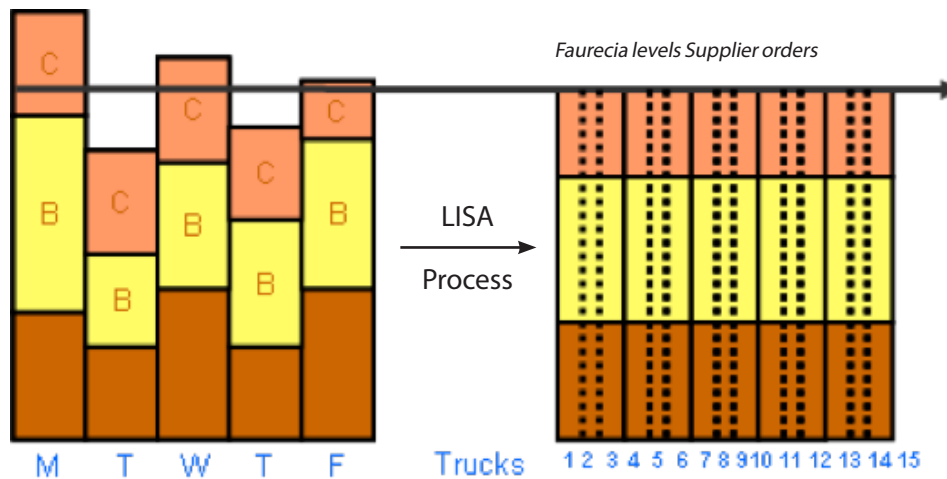
LISA process creates smoothed and levelled orders to suppliers. Levelling is a pre-requisite to J.I.T.

conditions and helps the Suppliers to supply exactly what is needed.

Suppliers can then focus on optimizing production and preparing parts in advance, respecting both quantity and time of collection.

In any case, Suppliers have to alert as soon as they know they cannot deliver.

As a counterpart, Suppliers performance is measured and corrective actions are requested when not satisfactory.



### 2.2.2. Frequent and mixed deliveries

Our objective is to receive parts at the same pace than we use them in our processes = Continuous flow of delivery.

To do so, we need to receive parts at a high frequency in the right mix and achieve just-in-time delivery conditions.

This means receptions at equal pitches (regular frequency) and a consistent small delivery lot of parts.

To minimize special logistics costs and inventory throughout the whole logistics chain, our expect-

tation is that Suppliers shipping areas are open according to the Faurecia shipping plan and collection times and frequencies are supported. This may require 24 hours opening of despatch areas.

This also means mixed pallets from Supplier, if relevant, with a direct reduction on costs and overburden, both at Supplier and Faurecia plant.

For Suppliers, this leads to a smaller inventory, an optimized surface, a better visual management and an increased productivity.

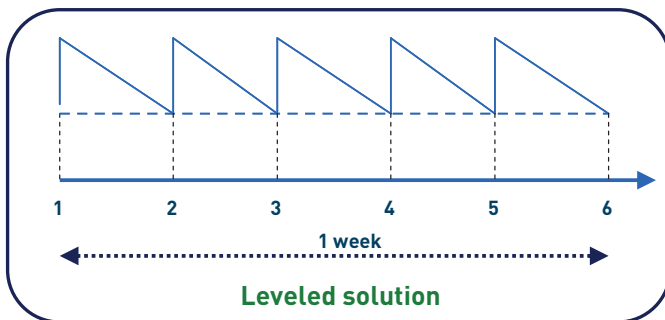
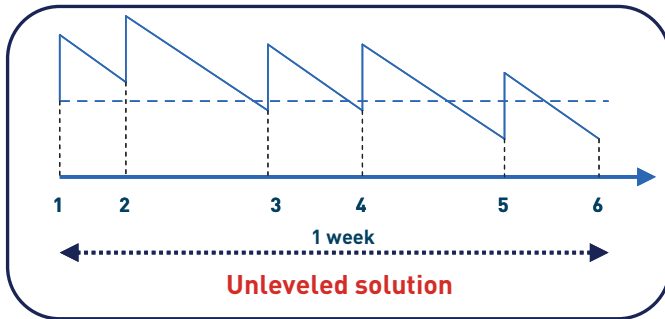




## 02. FAURECIA LOGISTICS PRINCIPLES

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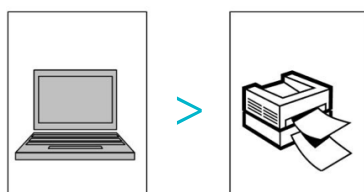
To ensure a good consistency between trucks' content and an optimized cubic efficiency of loads, Faurecia organizes and controls transportation. Incoterms conditions are considered as FCA-SUPPLIER SITE, as much as possible.

- ✓ smaller inventory
- ✓ optimized surface
- ✓ better visual management
- ✓ better productivity at Supplier's plant

### 2.2.3. Standardisation of Supplier logistics processes by usage of Faurecia documents / specifications

An optimized supply chain is only achieved through clear and standardized processes. Supplier resources are minimized when Faurecia standards are integrated in their shipping process.

Our objective is to facilitate your parts preparation process, the loading process and part checking process. Smooth and repetitive demand will help you, as well as an efficient use of information and documents.



PDF received by email

Supplier Manifest

+

Pallet Routing label  
(in case of Cross dock)

Data received by EDI

Master label  
(in case of homogeneous pallet)

+

Box label



# 03.SUPPLIER LOGISTICS AGREEMENT & RELATED DOCUMENTS

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## 3.1. Supplier Logistics Agreement

The Supplier Logistics Agreement (SLA) (FAU-S-PSG-2026) indicates the details of the signatories and when its related documents must be completed.

The related documents are:

- Packaging Data Sheet (PDS) – 1 per part family: dimensions, weight, stackability, labelling, lot size, etc.
- Transport & Information Data Sheet (TIDS) – 1 per Faurecia plant: incoterm, frequency, pick-up times, forecast and firm period format, horizon, timing, etc.

Faurecia Incoterms refer to Incoterms® 2010. By default, Faurecia consider Ex-works Incoterm as “cargo loaded by supplier”.

- Contact Data Sheet – 1 per Faurecia plant: contact details at Supplier and Faurecia concerning Plant management, Sales/Buyer, Quality, Logistics, EDI, Emergency, etc.
- Faurecia Supplier EDI Parameter Sheet – 1 per Faurecia plant: IT contact and data required for EDI setup.
- Supplier Logistics Agreement : Reference FAU-S-PSG-2026)





All yellow cells must be filled to validate document

## SUPPLIER LOGISTICS AGREEMENT

Between



FAURECIA		SUPPLIER	
Plant		Name	
Street		Supplier Code	
Postcode		Street	
Town		Postcode	
Country		Town	
		Country	

The signatories commit themselves to respect the due dates for the documents listed below.

- ✓ Packaging Data Sheet                      FAU-F-PSG-2027
- ✓ Transport & Information Data Sheet      FAU-F-PSG-2028
- ✓ Contact List Data Sheet                    FAU-F-PSG-2029
- ✓ Faurecia Supplier EDI Parameter Sheet    FAU-F-LSG-2027

	At Supplier RFQ	At Supplier Sourcing	At Program Hand-Over to Plant	During Serial Life
Due dates	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Packaging Data Sheet	Faurecia makes recommendations (Lot size, Packaging, etc.)	Progressive fulfilment and update	Finalized and validated by both parties	Updated and validated if evolution
Transport & Information Data Sheet	Faurecia makes recommendations (Incoterm, frequency, etc.)	Progressive fulfilment and update	Finalized and validated by both parties	Updated and validated if evolution
Contact List Data Sheet	-	-	Finalized by both parties	Updated if evolution
Faurecia Supplier EDI Parameter Sheet	-	Completed and sent by Supplier to Faurecia EDI team		-

The present Agreement cancels and replaces any preceding Supplier Logistics Agreement between the parties

	FAURECIA PLANT		SUPPLIER REPRESENTATIVE
Name			
Position	PC&L Manager	Buyer	
Date			
Signature			



### 3.2. Related documents

Packaging Data Sheet - Reference: FAU-F-PSG-2027

The form includes sections for product identification, technical specifications, and a photograph of the packaging. It is signed at the bottom by F. CACAN and F. HOUSSIER.

This form is mostly blank, with a signature and date at the bottom right.

Transport & Information Data Sheet  
 Reference: FAU-F-PSG-2028

The form contains several tables for recording transport information, including origin, destination, and carrier details. It is signed by FAURECIA Foudain and FAURECIA Indro.

+ Faurecia Incoterms

The chart displays the responsibility for different Incoterms across various transport modes. The modes are represented by icons: truck, ship, plane, and train. The terms listed are EXW, FCA, FAS, FOB, CFR/CIF, CPT/CPD, DAP, and DDP. A legend indicates 'Seller's charges' in yellow and 'Buyer's charges' in blue.

Incoterm	Truck	Ship	Plane	Train
EXW	Buyer	Buyer	Buyer	Buyer
FCA	Seller	Buyer	Buyer	Buyer
FAS	Buyer	Seller	Buyer	Buyer
FOB	Buyer	Seller	Buyer	Buyer
CFR/CIF	Buyer	Seller	Seller	Buyer
CPT/CPD	Buyer	Seller	Seller	Buyer
DAP	Buyer	Seller	Seller	Seller
DGP	Buyer	Seller	Seller	Seller
DDP	Seller	Seller	Seller	Seller





# 03 SUPPLIER LOGISTICS AGREEMENT & RELATED DOCUMENTS

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Contact List Data Sheet  
Reference: FAU-F-PSG-2029

faurecia Contact List Data Sheet			
<b>FAURECIA plant - FOUNTAIN INN</b>			
Business Group:	35	Division:	
Site:	Fountain Inn	SUN3 Code:	
Address:			
181 International Boulevard Fountain Inn			
Area code / ZIP code:	SC 29644	State:	
City:	Fountain Inn	Country:	USA
Phone number (240) - (T&T)		Fax number:	
<b>SUPPLIER plant - MERU</b>			
Group name:	Faurecia	FAURECIA Supplier Code:	
Division / Site name:	Méru	SUN3 Code:	
Address:			
12, rue du 11 mai 1907			
Area code / ZIP code:	68114	State:	
City:	Méru	Country:	France
Phone number (240) - (T&T)		Fax number:	
<b>CONTACTS</b>			
<b>MERU contacts</b>		<b>FOUNTAIN contacts</b>	
Plant manager	Plant manager	Plant manager	UNIC/PSG cont
Sales Account Manager	Sales Account Manager	Serial Buyer	
Customer Quality Manager	Customer Quality Manager	Supplier Quality Contact	
Logistics Manager	Logistics Manager	PC & Logistics Manager	
Logistics Customer Contact	Logistics Customer Contact	Material Planner	
		Engineering Change Coordinator	
SR Contact	SR Contact	SR Contact	
Emergency Contact (24/7)	Emergency Contact (24/7)	Emergency Contact (24/7)	
<b>SIGNATURES</b>			
Name	J.P. [Signature]	FAURECIA FOUNTAIN INN signature	
Position	[Signature]		
Effectivity Date			
Name	[Signature]	FAURECIA MERU signature	
Position	[Signature]		
Date			

Faurecia Supplier Parameter sheet  
Reference: FAU-F-LSG-2027

[http://edi.faurecia.com/files/edi/GUIDELINE/00-Global/faurecia\\_supplier\\_parameter\\_sheet.xls](http://edi.faurecia.com/files/edi/GUIDELINE/00-Global/faurecia_supplier_parameter_sheet.xls)

Faurecia EDI Supplier Form		Validate Form & Email to Faurecia EDI Team
Questions		<p>Click here when done, it will open a MS Outlook window and mail the form to: EDI@faurecia.com</p> <p>If you don't have MS Outlook, you have, just email to: EDI@faurecia.com</p> <p>Section 1 Section 2 Section 3 Section 4 Section 5</p>
<p><b>Instructions:</b></p> <p>Please fill in all needed fields for EDI setup. Cells in green to be filled are colored in light yellow. Optional cells in light green.</p> <p>Once completed, click the "Validate EDI Form &amp; Email" box at the bottom of the form to generate a populated and signed e-Global email window.</p>		
<b>1. General information</b>		
Supplier Identification:	Supplier Code	
Company Details:	Legal Entity Name Street ZIP/Postal Code Country	Section 1 - Full Instructions: Please provide your details. (Enter your company's details.)



# 04. PACKAGING AND LABELLING

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## 4.1. Packaging principles

Faurecia strategy is to use as much as possible small returnable packaging.

Using small returnable packaging generates benefits for both Supplier and Faurecia as:

- Improved ergonomics
- Elimination of waste
- Optimization of transport
- Manual line feeding, reducing needs of forklifts
- Reduction of space needs at the production lines
- Improved direct labour efficiency

## 4.2. Packaging development process

### 4.2.1. Packaging concept agreement

During the Request For Quotation process (RFQ) Faurecia will propose to the Supplier the packaging concept to be considered for the quotation through the Supplier Logistics Agreement “Packaging Data Sheet” including the estimated packaging fleet needed for series production.

Supplier is entitled to propose any improvement / alternative to the concept proposed based on its expertise as provider of the components to quote.

### 4.2.2. Packaging prototype

After concept agreement, the Supplier must order a packaging prototype as agreed during the RFQ phase and present it to Faurecia for validation.

All the parts and transports needed in order to get the packaging fully validated must be considered by the Supplier in the cost provided at the RFQ phase. No additional order will be placed by Faurecia for packaging validation purposes after Supplier nomination.

### 4.2.2.1. Weight restrictions

Without specific local regulation, the Faurecia standard maximum weight of small load full packaging is 12 kg (26 lbs). In case of deviations required based on ergonomics guidelines and standards, it will be specified by Faurecia on the Packaging Data Sheet.

### 4.2.3. Pre-series packaging

Once the packaging prototype is validated, the “Packaging Data Sheet” will be updated (if applicable) and released. Supplier will order a packaging pre-series in order to be used during Suppliers’ MPT and for parts’ shipments to Faurecia for the internal MPT.

For low complexity packaging and with Faurecia agreement this step could be eliminated.

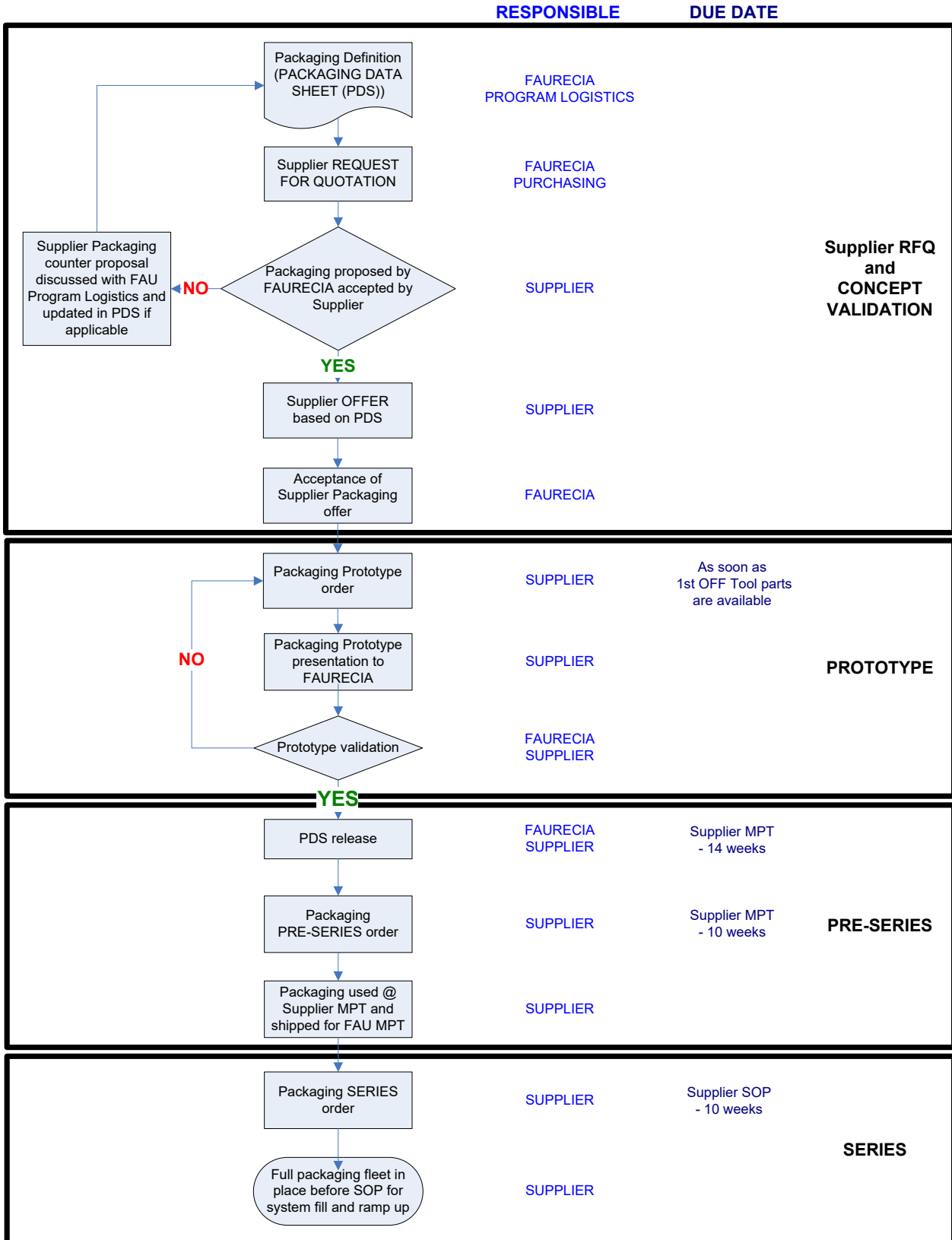
### 4.2.4. Series packaging

During MPT packaging will be used in series conditions. If no issue is reported, series packaging order will have to be placed by the Supplier in order to have the full packaging fleet in place early enough before SOP to support all shipments with the final agreed packaging.



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### 4.2.5. Investment rules

- As general rule, the Supplier is responsible to invest in the new packaging required. Packaging cost will be recovered by the Supplier amortized in the Piece Price of the part.
- In any case, the expected investment responsibility (Supplier / Faurecia) will be defined by Faurecia in the "Packaging Data Sheet" during the Supplier Request for Quotation and the amortization terms will be determined by the Supplier and Faurecia Purchasing.
- At any time Faurecia may decide to take ownership of the packaging by paying the unamortized value to the Supplier before the amortization quantity is reached.
- Proof of purchase and physical presence must be provided to Faurecia.

### 4.2.6. Back-up packaging

#### 4.2.6.1. Definition

The back-up packaging is a copy in expendable materials of the returnable packaging agreed and validated by Supplier and Faurecia for series production.

Back-up packaging must replicate the returnable packaging in dimensions, number of parts and stackability. Only boxes with top covers (no flap covers) are authorized in order to minimize handling and damages.

The non-compliance to this rule (back-up packaging bigger or with different number of parts than the agreed returnable packaging) would generate important inefficiencies in parts procurement (different ordering batches), transportation (lower number of parts / shipment) and line feeding (inability to feed production line with parts packed in back-up packaging).

#### 4.2.6.2. Usage

Back-up packaging will be used in the event of non-availability of returnable packaging (pre-series deliveries, stock pilings, emergencies).

The usage of back-up packaging must be communicated by the Supplier and authorized by Faurecia receiving plant Logistics before the goods are shipped. If necessary, problem solving methodologies will be applied in order to identify and eliminate the root cause driving to back-up packaging usage.

#### 4.2.6.3. Anticipation

It is the responsibility of the Supplier to alert Faurecia in case of returnable packaging shortage. The Supplier orders back-up packaging after validation of Faurecia.

### 4.3. Packaging management rules

Packaging management is both Faurecia and Supplier responsibility.

- Faurecia and Supplier are responsible to record all inbound and outbound returnable packaging shipments.

The return transport of the empty packaging to Supplier is under responsibility of Faurecia or Supplier depending on transportation responsibility.

Packaging inventory counts by both Faurecia and Supplier take place at least once a year or at the specific request of Faurecia.

- Returnable packaging must not be diverted from its intended use (e.g. must not be used for other products, safety stock builds above agreed levels, intermediate storage of semi-finished products, etc.).

- The Supplier must ensure packaging cleanliness before shipment to secure part's quality and identification.

The Supplier checks the packaging conditions when receiving empty containers and when using it for parts production.

Faurecia checks packaging status at Goods reception and before shipment of empty packaging to the Supplier.

Both the Supplier and Faurecia report any damaged packaging as soon as detected. The necessary actions are taken at the cost of the party generating the issue.





## 04. PACKAGING AND LABELLING

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### 4.4. Labelling

Faurecia label has been developed according to 2 automotive standards GALIA ETI-9 and AIAG B-10 to be used as Supplier shipment label where LISA process is used. Data content is sent via EDI.

Faurecia requires ETI9 as default standard label especially for Europe and Asia perimeter.

In North and South America the B-10 label format is allowed.

For all specifications about the LISA labels, please refer to our specific portal at the following internet

address where appropriate EDI contact per region is indicated and "Package and Handling Unit, label ETI9 and B-10" guide available:

<http://edi.Faurecia.com/>

Any potential non-compliance with Faurecia labelling requirements described in the Information & Transport Data Sheet must be communicated by the Supplier to Faurecia at the RFQ.

#### 4.4.1. ETI9 – Europe and Asia

##### 4.4.1.1. Box label

SHIP TO <b>FAURECIA EXHAUST SYSTEMS</b>		UNLOADING POINT <b>1059-R084</b>	SHIP FROM <b>SAMPLE SUPPLIER NAME</b>	
DOCUMENT NO <b>2014032801-00</b>		DESTINATION POINT <b>ST-LOC</b>		
PART NUMBER (P) <b>3130146700</b> 	<b>1467</b>		NET WEIGHT <b>83 KGM</b>	QUANTITY (Q) <b>150</b> 
			GROSS WEIGHT <b>102 KGM</b>	
			DATE <b>D140313</b>	
LABEL NO (S) <b>124615309</b> 	NO OF BOXES <b>1</b>	DESCRIPTION <b>TRUBKA - PQ35 VS</b>		
	LOGISTIC REFERENCE (308) <b>3130146700</b> 			
	BATCH NO	REV. NO	<b>ENG_CHANGE_NO</b>	
	VENDOR(V) <b>1093000000</b> 			
				<b>ETI9</b>

Actual dimensions are 210 X 74 mm.



## 04. PACKAGING AND LABELLING

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### 4.4.1.2. Master label for homogeneous Handling Unit

A homogeneous Handling Unit is composed of packagings all containing the same part number. Same dimensions as for the Box label.

SHIP TO <b>FAURECIA EXHAUST SYSTEMS</b>		UNLOADING POINT <b>1059-R084</b>	SHIP FROM <b>SAMPLE SUPPLIER NAME</b>	
DOCUMENT NO <b>2014032801-00</b>		DESTINATION POINT <b>ST-LOC</b>		
PART NUMBER (P) <b>3130146700</b> 		<b>1467</b> 	NET WEIGHT <b>83 KGM</b>	QUANTITY (Q) <b>150</b> 
<b>124615412</b> 			GROSS WEIGHT <b>102 KGM</b>	
		DATE <b>D140313</b>		
LABEL NO(M)		NO OF BOXES <b>12</b>	DESCRIPTION <b>TRUBKA - PQ35 VS</b>	
		LOGISTIC REFERENCE (309) <b>3130146700</b> 		
		BATCH NO	REV. NO. <b>ENG_CHANGE_NO</b>	
		VENDOR(V) <b>1093000000</b> 		<b>ET19</b>

### 4.4.1.2. Master label for heterogeneous Handling Unit

A heterogeneous Handling Unit is composed of packagings containing different part numbers. Master label is to be used only upon demand (refer to Supplier Logistics Agreement document "Packaging Data Sheet").

Same dimensions as for the Box label.

SHIP TO <b>FAURECIA EXHAUST SYSTEMS</b>		UNLOADING POINT <b>1059-R084</b>	SHIP FROM <b>SAMPLE SUPPLIER NAME</b>		
DOCUMENT NO <b>2014032801-00</b>		DESTINATION POINT <b>ST-LOC</b>			
PART NUMBER (P)		<b>83 KGM</b>	QUANTITY (Q)		
<b>124626541</b> 					GROSS WEIGHT <b>102 KGM</b>
					DATE <b>D140313</b>
LABEL NO(G)		NO OF BOXES <b>12</b>	DESCRIPTION		
		LOGISTIC REFERENCE (309)			
		BATCH NO	REV. NO.		
		VENDOR(V) <b>1093000000</b> 		<b>ET19</b>	



## 04. PACKAGING AND LABELLING

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### 4.4.2. B10 – North and South America

#### 4.4.2.1. Box label

<b>FROM</b> 1700 – Shipping Point LVE1 47201 Columbus  1700000000	<b>UNLOADING POINT</b> <b>1706 – R280</b>  <b>DESTINATION POINT</b>	<b>TO</b> FAURECIA E.C.T. CANADA, L 40 SUMMERLEA RD  L6T 4X3 BRAMPTON
<b>7439</b>	<b>MANIFEST</b> <b>2015010801 – 00</b>	
	<b>DESCRIPTION</b> PIPE – REAR INTERMEDIATE PIPE D57.15 T1.	
<b>QUANTITY (Q)</b> <b>100</b>  	<b>SERIAL NUMBER (S)</b>  <b>000007417</b>	
<b>PACK TYPE</b> <b>FKD484534</b>	<b>PART NUMBER (P)</b> <b>1537439X</b>  	
<b>SUPPLIER PART NUMBER</b> <b>1537439X</b>		

#### 4.4.2.2. Master label for homogeneous Handling Unit

<b>FROM</b> FAURECIA SYSTEMES D'ECHAP 25350MANDEURE  83431K	<b>UNLOADING POINT</b> <b>DEFAULT2</b>  <b>DESTINATION POINT</b> <b>126801</b>	<b>TO</b> PEUGEOT CITROEN AUTOMOBIL Poissy  C205800008
<b>TEST</b>	<b>MANIFEST</b> <b>1234567TEST</b>	
	<b>DESCRIPTION</b> Produit Fini Synchrone Te st JIT YAD	
<b>QUANTITY(Q)</b> <b>60</b>  	<b>SERIAL NUMBER(4S)</b>  <b>744985</b>	
<b>MASTER LOAD</b>		



## 04. PACKAGING AND LABELLING

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JULY 2016

**faurecia**

### 4.4.2.3. Master label for heterogeneous Handling Unit

FROM FAURECIA SYSTEMES D'ECHAP 25350MANDEURE  ACCT - JCA	UNLOADING POINT <b>UNLD9PT</b>  DESTINATION POINT	TO VW AUTOMOBILES SAabcd 93500 PANTIN  CS - TRIA - JC
SERIAL NUMBER(SS)  <b>744949</b>		
MIXED LOAD		

### 4.4.2.4. Pallet routing label

Pallet routing label is used in the case a pallet goes through a Cross dock before getting to a Faurecia plant.

Data on this label make Cross dock management possible.

Actual dimensions are 210 X 297 mm.

<b>faurecia</b>		
<b>EDA - ESTOFAGEM DE</b>		
SUPPLIER CODE <b>0000115772</b>		
SUPPLIER NAME <b>AUTOLIV KLE</b>		
ROUTE NUMBER <b>1362D8</b>	ORDER GROUP	
MANIFEST NUMBER <b>201403</b>	<b>0601</b>	<b>-01</b>
UNLOAD TIME <b>00:00</b>		
DOCK <b>R679</b>		
<b>PALLET # ____ OF ____</b>		
<b>MURN #0184780190</b>		





## 04. PACKAGING AND LABELLING

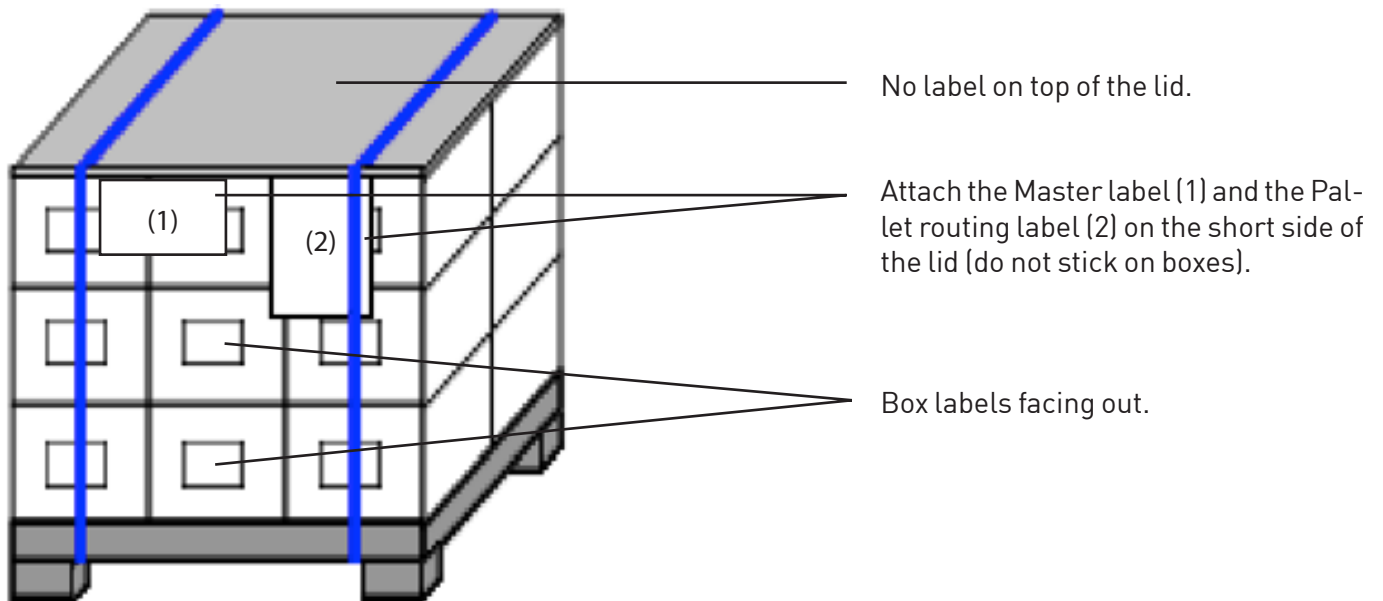
SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JULY 2016

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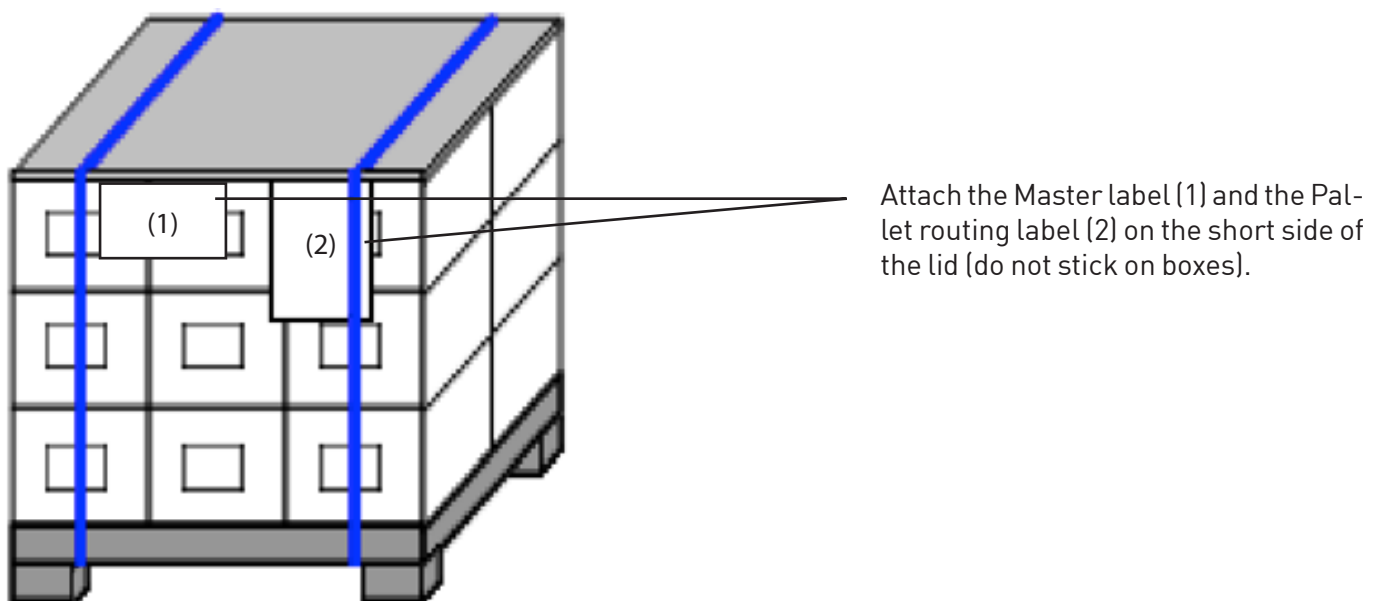
### 4.4.3. Pallet standard

Standard rules are indicated below. Any specific requirement would be described in the Supplier Logistics Agreement "Packaging Data Sheet".

#### 4.4.3.1. Homogeneous Handling Unit labelling



#### 4.4.3.2. Heterogeneous Handling Unit labelling





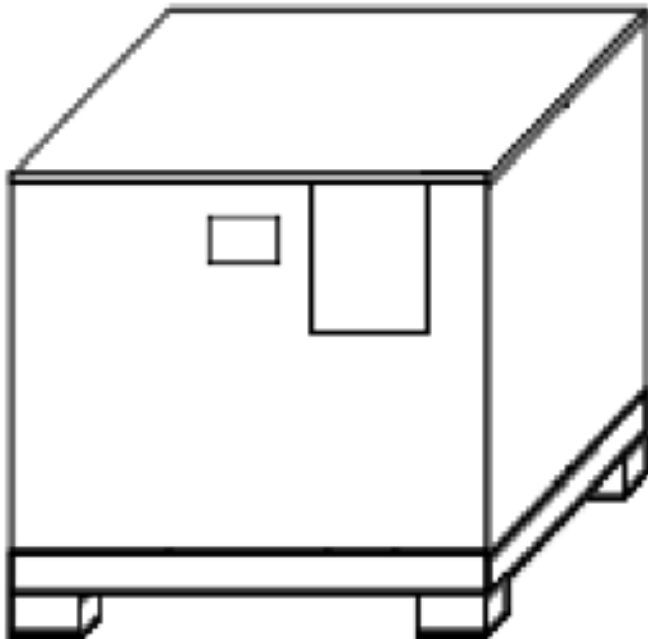
## 04. PACKAGING AND LABELLING

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JULY 2016

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### 4.4.3.3. Handling Unit (= 1 packaging) labelling

In the case of a packaging representing a pallet on its own, the Pallet routing label must be attached on the same side than the Box label.



### 4.4.4. Identification and traceability technologies

In order to further improve the efficiency of the whole supply chain, Faurecia is progressively deploying new technologies such as RFID, 2D barcode, etc. to incoming flows.

On request, Suppliers are expected to provide these technologies on each handling unit as per the specification detailed in the portal.

<http://edi.Faurecia.com/>



# 05. EDI & WEB EDI INFORMATION EXCHANGE

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JU **faurecia**

5.1. Standards for data and document transmission	21
5.2. Standard documentation and contacts	22

## 5.1. Standards for data and document transmission

Faurecia requires establishing automated EDI flows (Electronic Data Interchange transmission), as per automotive standards, with Suppliers.

Unless specific agreement, Faurecia supports the following standards and messages to and from Suppliers:

Faurecia process	General case - with Manifest: LISA process (a)			Exceptional case: LISA process not used
Standard	Forecasts	Firm orders	Manifest	Forecasts + firm orders
EDIFACT	DELFOR D96A (b)	DELJIT D96A (c)	PDF sent by email	DELFOR D96A "Mixed mode" (e)
EDIFACT	DELFOR D97A (d)	DELJIT D97A (d)		DELFOR D97A "Mixed mode" (e)
Standard	ASN (f)			
EDIFACT	DESADV D96A			DESADV D96A
	Invoice (when no self-billing)			
EDIFACT	INVOIC D96A			INVOIC D96A

### Notes:

(a) LISA process allows Faurecia Material planner to level weekly orders equally between the trucks leaving the Supplier during this same week. If LISA process is used by the Faurecia plant, EDI release (DELFOR + DELJIT) and Manifest(s) are sent by Faurecia to the Supplier.

(b) If LISA process is used, the DELFOR message only contains pure forecasts, and no reconciliation information: no cumulative figures, no stated backlog, no last received shipment number.

(c) 1 DELJIT EDI message is sent by Manifest. Information (date, part numbers and quantities) on DELJIT match Manifest data. Supplier must use Manifests for shipments and combine both EDI messages (DELFOR + DELJIT) to have a complete view of Faurecia orders, to be considered in their own procurement process. The release, transmitted weekly, replaces the information previously known within a validity period stated in the message.

(d) Faurecia supports EDIFACT D97A standard for the both EDI messages: DELFOR (pure forecast only) and DELJIT.

(e) If LISA process is not used, the DELFOR message contains firm orders, forecasts ("mixed mode") and reconciliation information. The release, transmitted weekly, cancels and replaces any previous release.

(f) Faurecia requests the Supplier to send an ASN (Advanced Shipment Notification) when the truck leaves. The Standard EDIFACT D96A is highly recommended.

Comment on Forecast: Forecasts are generally given with Delivery dates, except if mentioned differently in the Supplier Logistics Agreement.

- When Forecasts are given with Delivery dates, the date of the requirement is the date, at the latest, when the materials must be available at Faurecia's premises. It means that the Supplier must take into account the transport lead time and take all measures to prepare parts with the adequate anticipation. The "Transport and Information data sheet" of the Supplier Logistics Agreement gives details of the time of delivery or collection and who the responsible is for transportation.
- When Forecasts are given with Shipping dates, the date of the requirement is the date, at the latest, when the materials must be shipped from the Supplier, therefore despatched by the Supplier or collected by Faurecia, depending on the organization of transport agreed between both parties.



## 05. EDI & WEB EDI INFORMATION EXCHANGE

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JULY 2016

**faurecia**

### 5.2. Standard documentation and contacts

#### 5.2.1. EDI Standard documentation and contacts

For all specifications of EDI transmissions, please refer to our specific portal at the following internet address:

<http://edi.Faurecia.com/>

#### 5.2.2. Web EDI Standard documentation and contacts

Depending on the ability of the Supplier to handle standard EDI flows, Faurecia can recommend an alternative solution with Web EDI.

Please check Faurecia plant Contact List Data Sheet to know who the EDI Contact is and request additional information regarding Web EDI.





# 06. ORDERING & PART PREPARATION

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JU **faurecia**

6.1. Parts ordering	23
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6.3. Goods delivery control by Faurecia	30

## 6.1. Parts ordering

### 6.1.1. Releases management rules

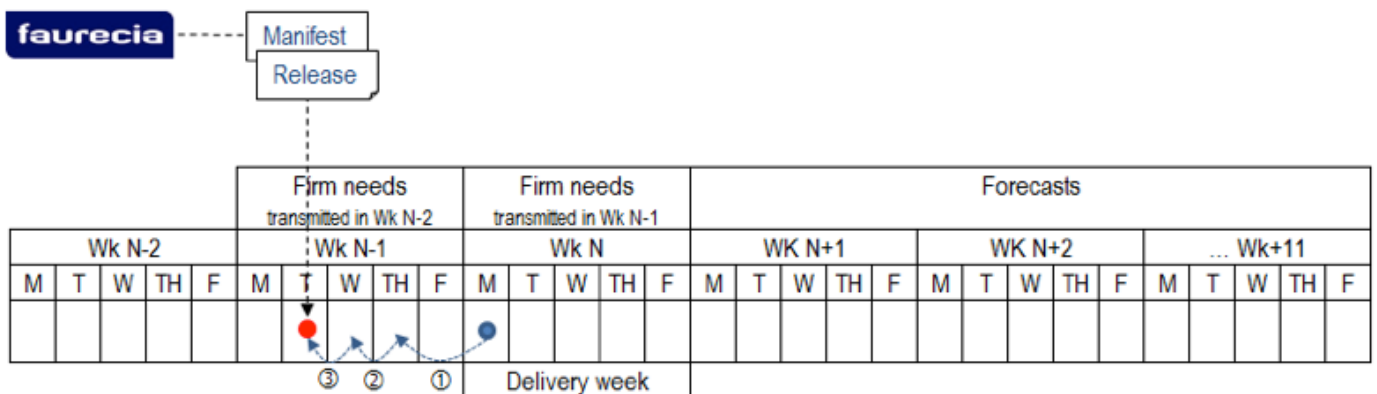
Once a week, Faurecia issues:

- 1 week of firm needs, expressed in daily quantities on EDI message (and in quantity per truck on Manifests if LISA process is used).
- 11 weeks of forecast needs that cannot be considered as a Faurecia commitment. In some cases,

we may provide longer forecast depending on customer information availability.

TOTAL: 12 weeks of information.

Taking into account the total lead-time between Faurecia plant and the Supplier, Faurecia defines its Releases transmission day. The information flow can then be described as follows:



> Example for 1 delivery / day. Following data are considered:

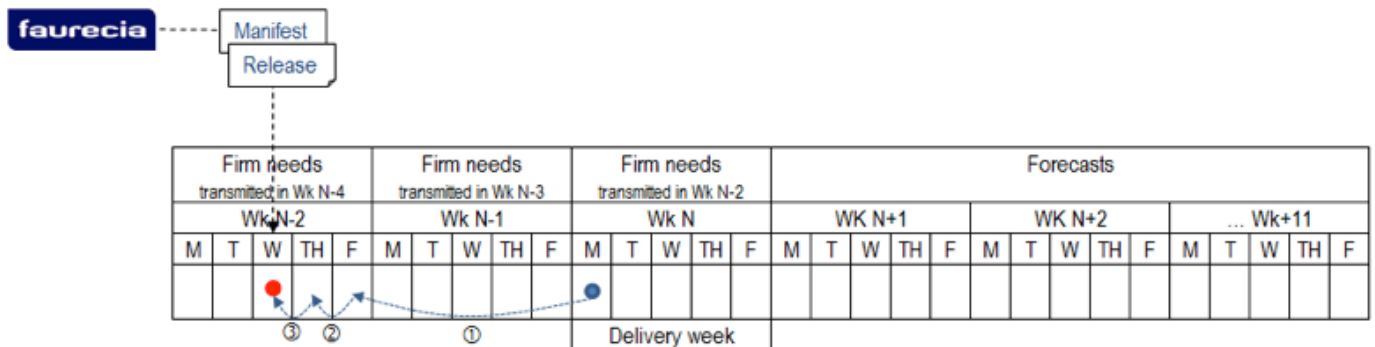
- First delivery at Faurecia of week N = Monday 12:00PM.
- Consequently Faurecia sends releases and email Manifests latest on Tuesday 12:00PM (week N-1) for the whole week N needs.
- ① Transportation time = 48h,
- ② Preparation time at the Supplier = 24h,
- ③ Email transmission time = 24h (to cover for night hours, delay in email reading, etc.).



## 06. ORDERING & PART PREPARATION

SUPPLIER LOGISTICS MANUAL • ISSUE 03 - JULY 2016

**faurecia**



> Example for 1 delivery / day. Following data are considered:

- First delivery at Faurecia of week N = Monday 12:00PM.
- ① Transportation time = 6days,
- ② Preparation time at the Supplier = 24h,
- ③ Email transmission time = 24h (to cover for night hours, delay in email reading, etc.).
- Consequently Faurecia sends releases and email Manifests latest on Wednesday 12:00PM (week N-2) for the whole week N needs.

For each Faurecia customer plant, Supplier will agree on release routine (transmission day, frequency, firm / forecast horizon, bucket, etc.) in the "Information and Transportation Data Sheet" of the Supplier Logistics Agreement.

The requested quantity of units is always equal or bigger than the MOQ (Minimum Order Quantity) and is a multiple of Order Lot Size. MOQ and Order Lot Size are agreed in the "Packaging Data Sheet" of the Supplier Logistics Agreement.

The Supplier Customer contact needs to verify that:

- He/she receives this data every week. If he/she does not receive it, he/she must contact his/her EDI contact.

- The quantities do not have any abnormal fluctuation.

He/she should also communicate with the Faurecia contact if he/she has any doubt.

### 6.1.2. Faurecia plant / supplier calendar mismatch

Suppliers are expected to support deliveries based on Faurecia working calendar detailed in agreed document "Transport & Information Data Sheet". In case of national holidays / traffic bans, Supplier must warn Faurecia in advance so to set a backup day/time for anticipated collection. For all other days, Supplier is requested to ensure the regular delivery service.

### 6.1.3. Manifests

A Manifest lists the orders for a truck and should be used as Truck preparation check list by Supplier. Manifest results from the levelling of the weekly orders equally between each delivery.

In the specific case when the truck load is spitted later on (crossdock), Supplier will receive several Manifests for the same truck.

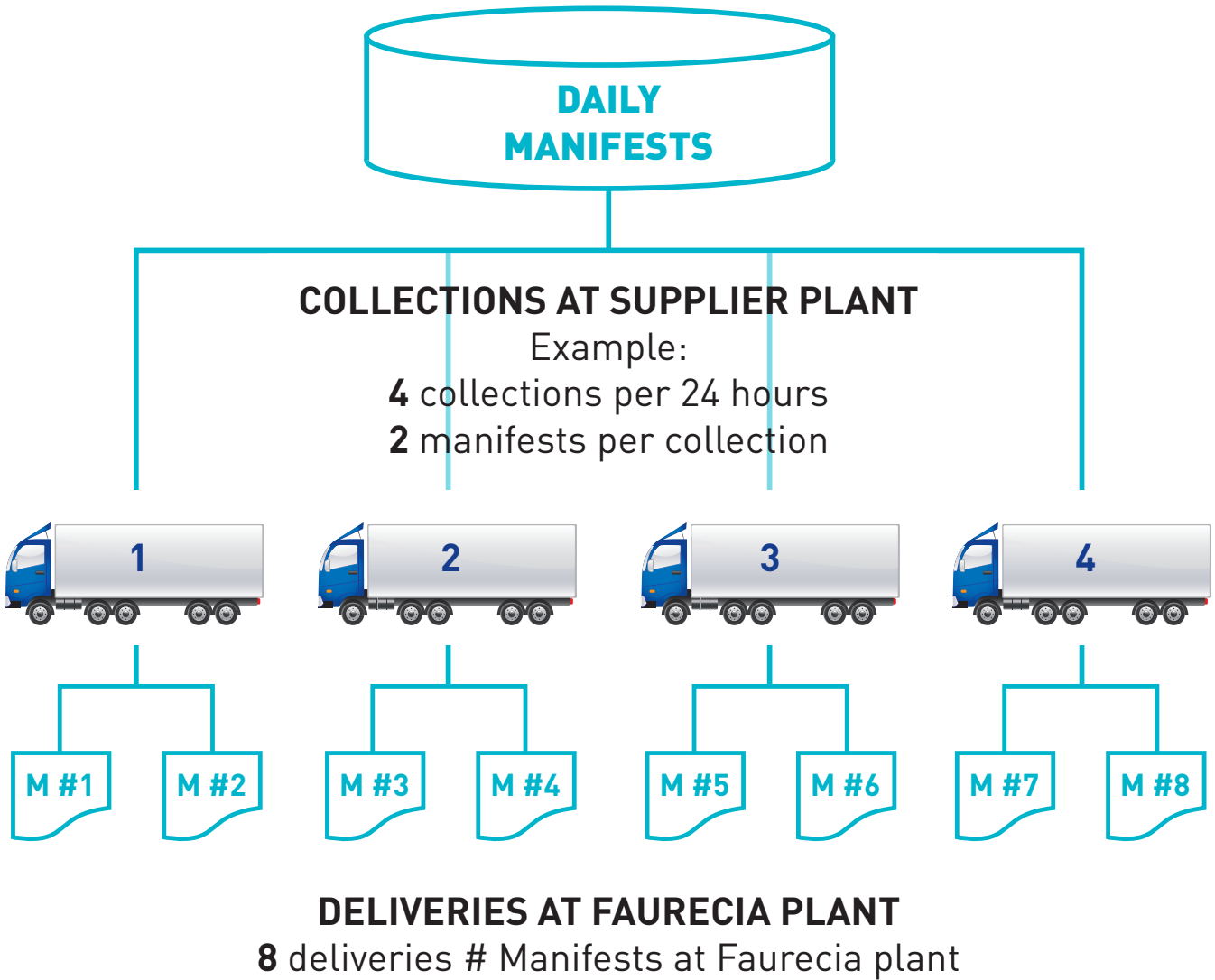


## 06. ORDERING & PART PREPARATION

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Here is an example of daily collections with 2 Manifests sent per collection:





# 06. ORDERING & PART PREPARATION

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Faureciacustomerplant name and address

MURN(ManifestUnique Receipt Number): Manifestidentification

Supplierplantname and address

Manifest number.  
Collection:  
Year: 2015  
Month: 03  
Day: 18.  
01-00:normalManifest.  
01-01SupplementaryM.  
UU-01:EmergencyM.  
RR-01: Shortage M.

Total weight, volume, number of pallets

Collection date & time at Supplier.  
Delivery date & time at Faurecia.

Faureciapartnumbers.

Suppliersignatoryname and date of collection

 <b>FAURECIA WALBRZYCH</b> <small>1343 Inbound Roadwork          JACHIMOWICZA 3          58-306 WALBRZYCH          58-306 WALBRZYCH - Polen          TEL.</small>		<b>SUPPLIER MANIFEST</b>  <b>0185894860</b>		<b>FRIEDRICH RATH</b> <small>FRIEDRICH RATH          POSTFACH 1149 - PAPELWEG 6          32695 EXTERTAL - Deutschland          TEL. 052424319</small>																																																																										
<b>MANIFEST NUMBER</b> <b>2015 0318 01-00</b>		<b>SUPPLIER CODE</b> 0000116548	<b>INVOICE REF.</b> 0185894860	<b>SUPPLIER DOCUMENT</b>																																																																										
<b>TOTAL WEIGHT</b> 2805 KG	<b>VOLUME</b> 17 M3	<b>NB PALLETS OR CONT.*</b> 19	<b>ORDER GROUP</b> 01	<b>SUB-ROUTE</b> -	<b>MAIN ROUTE</b> WLB2-032																																																																									
<table border="1"> <thead> <tr> <th colspan="2">SUPPLIER</th> <th colspan="3">FAURECIA</th> </tr> <tr> <th>COLLECTION DATE</th> <th>COLL. TIME</th> <th>DELIVERY DATE</th> <th>DEL. TIME</th> <th>DOCK</th> </tr> </thead> <tbody> <tr> <td>16-Mar-15</td> <td>08:00</td> <td>18-Mar-15</td> <td>01:00</td> <td>R565</td> </tr> </tbody> </table>		SUPPLIER		FAURECIA			COLLECTION DATE	COLL. TIME	DELIVERY DATE	DEL. TIME	DOCK	16-Mar-15	08:00	18-Mar-15	01:00	R565	<table border="1"> <thead> <tr> <th colspan="2">1st Cross Dock</th> <th colspan="2">2nd Cross Dock</th> </tr> <tr> <th>Arrival Time</th> <th>Departure Time</th> <th>Arrival Time</th> <th>Departure Time</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		1st Cross Dock		2nd Cross Dock		Arrival Time	Departure Time	Arrival Time	Departure Time																																																				
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Line	Part N°	Ind	Sebango	Designation	Order lot	Pcs / box	Nb of box or cont.	Total quantity	SUPPLIER	LOGISTICS PARTNER	FAURECIA																																																																			
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2	007418705Y	0	187	Pokrywka	4400	110	440	48400																																																																						
3	007418805Y	0	188	Zabierak	4000	500	88	44000																																																																						
								588																																																																						
<p>Supplier preparation check (handwriting):</p> <ul style="list-style-type: none"> <li>- <input checked="" type="checkbox"/> when Quantity shipped = requested Quantity.</li> <li>- write the actual Quantity shipped when there is a discrepancy with requested Quantity.</li> </ul>																																																																														
<b>SUPPLIER</b> SIGNATURE: _____ NAME: _____ DATE: _____			<b>DRIVER</b> SIGNATURE: _____ NAME: _____ DATE: _____			<b>FAURECIA</b> SIGNATURE: _____ NAME: _____ DATE: _____			<b>DATA ENTRY</b> SIGNATURE: _____ NAME: _____ DATE: _____																																																																					
Release Date and Time 10-Mar-15 14:55			<b>DELIVERY PERFORMANCE</b> _____ MPM						e-Lisa manifest - version 3.1 1 / 1																																																																					

\* Estimated number



## 06. ORDERING & PART PREPARATION

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### Increased needs:

In case of increased consumption and with previous check with the Supplier, Faurecia may issue additional needs to the ones already released:

- A Supplementary Manifest will be sent when goods can be added to the regular transportation mean. EDI release will be sent.
- An Emergency Manifest will be sent when goods will be carried by premium freight at Faurecia's expense. EDI release will be sent.

### Over delivery:

The exact requested quantity (no more, no less) must be delivered at the exact time.

In case of over delivery, parts are rejected and sent back at Supplier cost.

Even with valuable reason, Faurecia contact should validate the over delivery and releases a Supplementary Manifest.

### Under delivery:

In case the Supplier cannot ship the requested quantity of units, the Supplier Customer contact must inform Faurecia contact as soon as possible, and confirm by email.

Faurecia will then be able to analyze the impact on production and potentially issue a new Manifest, called Shortage Manifest, for the missing units for a pick-up at a later date.

The Shortage Manifest is sent to the Supplier, with the corresponding pallet and box labels - DO NOT use the original labels from the 1<sup>st</sup> Manifest.

The goods will be carried by the regular transportation mean or by premium freight at the Supplier expense depending on the urgency of the situation and space available in the regular transports.

Short shipment recovery must be followed by Supplier until receipt at Faurecia plant.

Risk Management must be reviewed for short term containment.

Short shipments must be counter measured.

There are two cases where a short shipment can be Faurecia responsibility:

- Not enough space on Faurecia vehicle collection. Inform Faurecia contact as soon as the blow out is detected and respect his/her instructions. Without instruction, place as many pallets as possible on the trailer, respecting the Manifests sequence.
- No collection at all (truck has not shown within 30 minutes of scheduled pick up).

In both cases, the Supplier Customer contact must:

- Inform Faurecia contact immediately.
- Give detailed information: Manifest number, number of pallets, dimensions, weight. Faurecia will then organize a recovery plan.

### Drop of volume:

Exceptionally, in case of sudden high drop of volume, Faurecia may cancel some Manifests.





## 06. ORDERING & PART PREPARATION

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### 6.2. Parts preparation and shipment

Some tasks must be completed by the Supplier within the preparation time:

1. Manifest (received by email) or Loading list (from EDI in the case LISA process is not used) printing  
When LISA process is used: Suppliers must respect the Manifest sequence (Collection date & time are indicated on each Manifest). Remember that several Manifests can be collected at a time.

2. Labels printing (based on Faurecia information transmitted by EDI / Web EDI)

- Box labels: use the available "Supplier Data" field on Box labels to systemize label check and confirm parts are correct before Faurecia pick-up.
- Master labels in case of homogeneous pallets.

Supplier must pay particular attention to the quality of the barcode.

Box labels can be used as Kanban in the Supplier internal process and help control their production, avoiding overproduction and driving a better efficiency.

3. Pallet routing label printing (received by email / via eLISA) - in case of Cross dock

4. Boxes & pallets labelling, load preparation

Supplier must remove old labels from returnable packaging and ensure other documents do not hide any part of the labels.

Units belonging to different Manifests of the same truck must not be mixed on a pallet.

5. Load checking

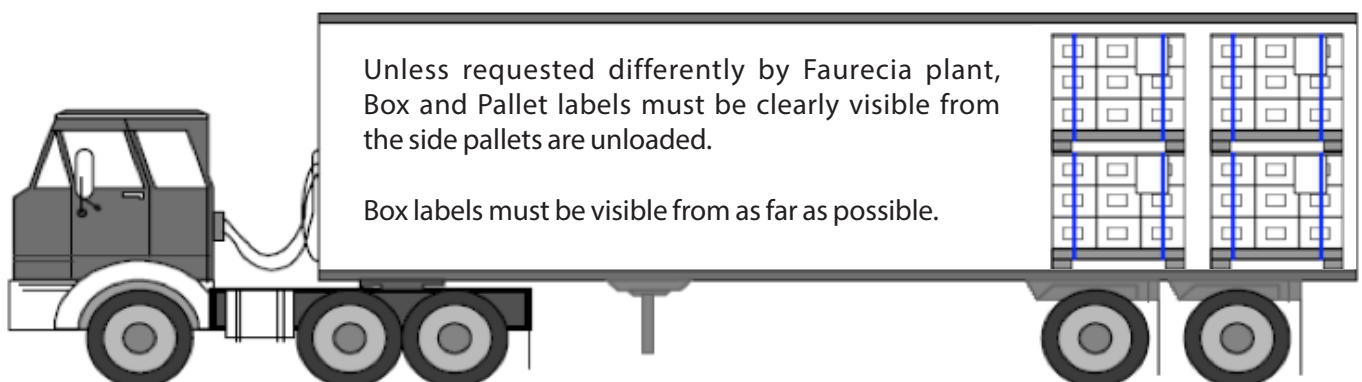
Once labelling and preparation are completed, the Supplier confirms or corrects quantities and signs the Manifest.

In case the Supplier CANNOT deliver the required quantity mentioned on Manifest, Faurecia logistics contact MUST be informed so a Shortage Manifest is issued to the Supplier (new Manifest & MURN number) for the remaining quantity. Never use the same Manifest number & MURN for 2 different shipments / invoices. Should it happen, payment delay will occur due to invoice reconciliation issues. Faurecia will not accept any claim for delayed payment.

6. Trailer preparation

Once trailer is loaded, the Supplier makes a copy of the completed Manifest and gives it to the truck driver.

Side loading example:





## 06. ORDERING & PART PREPARATION

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### 7. Delivery note and ASN sending

One Delivery note and one ASN are assigned per Manifest.

ASN is (are) sent by a Supplier when the truck is leaving its dock.

If LISA process is used, the ASN must include:

- the MURN (Manifest Unique Receipt Number),
- the Supplier label number(s),
- the packaging: inner and outer levels
- the parts shipped

For receiving & invoicing purposes, every Manifest document has a Unique Receipt Number (MURN). This MURN either bar-coded or displayed is different from the Manifest number, which is used for visual management. The MURN is linked to an order.

To include its own label number(s), the load preparation has to be done reading Box labels and / or Master labels (depending if homogeneous pallets are used). This allows the pre-reception checking and the reception by scanning at Faurecia plant.

When the truck load is complete, the Goods shipping is posted.

Delivery Note is printed and stapled together with the Manifest. The rule is to use one Delivery Note number per Manifest number.

It also triggers the sending of the ASN to the Faurecia plant.

For each Faurecia customer plant, Supplier will agree on all details regarding packaging, labelling, pallet preparation, truck loading and additional necessary documents (Certificate of Conformity, Forwarding order and customs papers) in the "Packaging Data Sheet" of the Supplier Logistics Agreement.

Manifests facilitate these tasks as they contain all data and serve as:

- Faurecia Delivery Call
- Supplier Delivery Note: the supplier prepares the load based on the Manifest
- Faurecia receiving document
- Faurecia payment authorization



## 06. ORDERING & PART PREPARATION

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### 6.3. Goods delivery control by Faurecia

#### 6.3.1. Pre-reception by Faurecia logistics contact

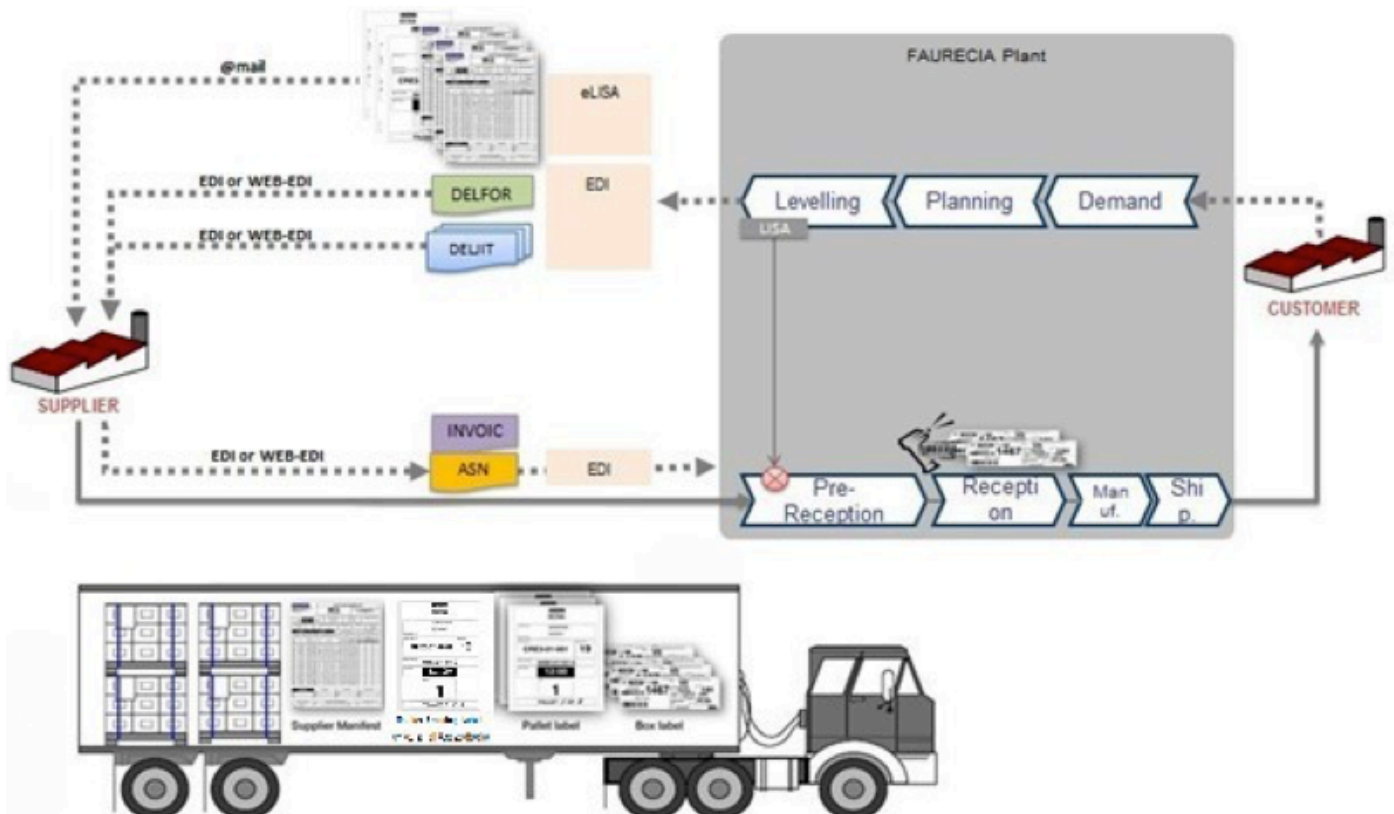
When LISA process is used, Pre-reception is possible and consists of taking advantage of the information provided in the Supplier ASN:

- Detection & analysis of deviation in regards to ASN timing,
- Detection & analysis of deviation in regards to Material and Quantity shipped – it does not eliminate the necessity of warning from the Supplier to Faurecia logistics contact in case of discrepancy,
- Decision making in case of inventory impacts (Shortage Manifest or Return to Supplier process).

#### 6.3.2. Delivery check at Faurecia plant

Once truck arrives at Faurecia plant, Faurecia receiving clerk:

- checks delivery timing compliance,
- scans Master labels if available; individual Box labels otherwise (when LISA process is used),
- checks Materials & Quantities expected against received and listed on Delivery Note,
- checks packaging & loading compliance,
- returns Goods to Supplier if decided to,
- records the Goods receipt in the ERP system using the MURN,
- rates the Supplier delivery performance using MPM indicator (Misdeliveries Per Million),
- claims, according to chapter 7 “Supplier logistics performance”, when a delivery is not compliant.





# 07. SUPPLIER LOGISTICS PREPARATION

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This part exposes the measurement of suppliers' logistics performances with respect to Faurecia principles, with a view to constant improvement through metrics, guidance, action and day-to-day adjustment.

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7.3. Overview of supplier logistics failure modes and their measurement	36
7.4. Supplier logistics performance indicators	36
7.5. MMOG/LE: Materials Management Operations Guidelines / Logistics Evaluation	37

## 7.1. Misdeleries Per Million (MPM)

### Definition:

Customer satisfaction must be our plants' top objective. Achieving this depends on delivering the customer the exact quantity of goods they want at the time they want.

MPM (Misdeleries Per Million) reflect the non-respect of the quantity or timing of the expected delivery.

### Calculation:

$$\text{MPM} = \frac{\text{Nb of Defective order lines} * 1,000,000}{\text{Nb of Total order lines}}$$

\* Defective order line: Goods delivered in the wrong quantity or at the wrong time, due to the supplier fault: LISA Manifest (or EDI releases) line over delivered, under delivered, delivered late or early.

This indicator is recorded daily, reported monthly and tracked at different levels:

- Plant
- Division
- Business Group (BG), etc.

### Countermeasures:

At the end of each month, Suppliers are ranked according to their MPM rate. Five classes have been defined with adequate countermeasures. MPM results are part of Faurecia Purchasing Dashboard. Example of ranking and associated countermeasures (actual rules are defined per Faurecia plant):

Level 1	MPM < 49	Preventive Measures
Level 2	50 < MPM < 499	Standard warning via telephone or fax
Level 3	500 < MPM < 4,999	Corrective action plan required
Level 4	5,000 < MPM < 49,999	Faurecia written notice, request for improvement, official audit carried out
Level 5	50,000 < MPM	Strategic intervention

The supplier targets are reviewed regularly and are based on expected performance level.



# 07. SUPPLIER LOGISTICS PREPARATION

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**faurecia**

### Example of Manifest:

MPM are measured by comparison of the physical delivery with the Manifest (or EDI releases) and reported by Faurecia plant immediately after truck unloading, using an intranet tool (MPM.net).

**Trabitz**  
 FAT Faurecia Abgastechnik GmbH  
 Post-Logistik-Paket 1  
 02724 Trabitz  
 02724 Trabitz - Germany  
 TEL.

### SUPPLIER MANIFEST

0185429362

**BOA BALG- UND KOMPENSATOREN-**  
 BOA BALG- UND KOMPENSATOREN-  
 LOEWENSTRASSE · POSTFACH 1182 2/4  
 70571 STUTTGART - Germany  
 TEL.

MANIFEST NUMBER		SUPPLIER CODE	INVOICE REF.	SUPPLIER DOCUMENT		
<b>2014 1024 01-00</b>		0000101011	0185429362			
TOTAL WEIGHT	VOLUME	NB PALLETS OR CONT.*	ORDER GROUP	SUB-ROUTE	MAIN ROUTE	
803 KG	2 M3	2	01	-	<b>1093A1</b>	
SUPPLIER		FAURECIA				
COLLECTION DATE	COLL. TIME	DELIVERY DATE	DEL. TIME	DOCK		
23-Oct-14	10:30	24-Oct-14	10:00	R868		
			1st Cross Dock		2nd Cross Dock	
			Arrival Time	Departure Time	Arrival Time	Departure Time

Line	Part N°	Int	Sebango	Designation	Order lot	Pcs / box	Nb of box or cont.	Total quantity	SUPPLIER	LOGISTICS PARTNER	FAURECIA
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	3130484400	0	4844	ZSH ENTKOPPLUNGSELEMENT 49639	864	18	48	864	856	856	856
2	1128507X	0	C607	SCHLAUCHGEBLENK 56432	480	10	48	480	✓	✓	✓
								96			

One defective order line: Part number 3130484400. Supplier delivered only 856 units out of 864. The quantity was manually corrected by the Supplier and validated upon receipt by Faurecia.

SUPPLIER	DRIVER	FAURECIA	DATA ENTRY
SIGNATURE:	SIGNATURE:	SIGNATURE:	SIGNATURE:
NAME: McSweeney	NAME: JOE DEIVE	NAME: Sebastian FOLZ	NAME: BILL
DATE: 01-Dec-14	DATE: 01-Dec-14	DATE: 03/12/2014	DATE: 3-Dec-14

Release Date and Time	DELIVERY PERFORMANCE	e-Logi manifest - version 3.1
09-Dec-14 08:55	$\frac{1}{2} = 500.000$ MPM	1 / 1

\* Estimated number

One defective order line out of 2 total order lines:  $\frac{1}{2} \times 1,000,000 = 500.000$  MPM





## 07. SUPPLIER LOGISTICS PREPARATION

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### 7.2. Logistics non-conformance delivery (QP)

**Definition:**

QP (Quality Problem) reflects the delivery compliance (packaging, loading, information on delivery note / label, incorrect information communicated, etc.).

Each Faurecia plant uses an intranet based application (QSS: Quality Steering System) to notify supplier logistics non-conformances: The Goods Incoming Inspector / SQA or Material Planner will inform within 24 hours of such noncompliance being detected by releasing a QP complaint in QSS.

**Logistics non-conformances table:**

Generic cause	Code	Description
L31. Packaging	31.1	Packaging (or pallet) not compliant with specifications
	31.2	Packaging damaged (handling or safety problem)
	31.3	Quantity per packaging not compliant with specifications
L32. Labelling	32.1	Non compliant or missing label
	32.2	Label-item mismatch (wrong parts)
L33. Delivery document	33.1	Manifest or Delivery note illegible or unusable
	33.2	Manifest or Delivery note missing
	33.3	Incomplete ASN or DN. Multiple ASN or DN per Manifest
L34. Quantity discrepancy	34.1	Discrepancy between announced quantity and physical quantities
	34.2	Shortage due to wrong parts delivered
	34.3	No supplier alert before shortage
L35. Transport	35.1	Load not compliant with loading plan
	35.2	Non compliance with the safety instructions
L36. Non-respect of picking time-slot	36.1	Advance or delay with respect to picking time order



# 07. SUPPLIER LOGISTICS PREPARATION

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## Countermeasures:

Whenever a QP is reported, a notification with the required actions is sent to the supplier within the 24 hours as shown in the following picture:

faurecia		LOGISTICS DEVIATION REPORT	
Faurecia Steering Unit : FAE-MNE-PR-Belvidere		QP Date : Mar 16, 2016	
QP Number : BEL1-SE000041		Prog/Prod/Warranty : Production	
QP Category : Complaint			
PF : PF1		Repetitive Incident : NO	
<b>SUPPLIER</b>			
Supplier Name : SAP01_0000136750 - A RAYMOND TINNEMAN		Supplier Contact : JOHNSON Nancy	
Supplier Address : 686 PARKDALE AVE NORTH		Landline :	
Zip Code : L8H 5Z4 City : HAMILTON		Mobile Phone :	
Country : CANADA			
<b>REFERENCE</b>			
Code : 06105241AA Fastener Unut M6 W LOCK FEATURE			
Designation : Fastener Unut M6 W LOCK FEATURE		Vehicle :	
Reference Release :		CVE (Commercial vehicle) : No Mandated Part : No	
Traceability Information :			
<b>QUANTITY</b>			
Received :			
Refused : 100			
Incorrect after sort : 100			
<b>QUALITY PROBLEM DESCRIPTION</b>			
Defect Family : 33.M L33-DELIVERY DOCUMENT		Defect Type : MS-33.3	Defect
		Incomplete ASN or DN	Location : 2A
		Multiple ASN or DN per Manif	2. Incoming
Defect Description : 2 delivery notes received for the same manifest, creating invoicing issue. The rule is 1 delivery note per manifest			
<b>IMMEDIATE REQUESTED ACTIONS</b>			
Supplier stock sort : YES		Faurecia stock sort : NO	
Customer stock sort : NO		Specific identification : NO	
Specific identification description :			
Containment 1 (CSL-1) : NO		Containment 2 (CSL-2) : NO	
D3 Deadline : Mar 17, 2016			
D6 Deadline : Mar 30, 2016			
D8 Deadline : Jun 14, 2016			





## 07. SUPPLIER LOGISTICS PREPARATION

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### 7.3. Overview of supplier logistics failure modes and their measurement

Failure mode	QP and/or MPM	No MPM, no QP
Over / Under delivery on Initial Manifest	<ul style="list-style-type: none"> <li>- (Initial) Manifest non respected without prevention from Supplier and/or without recovery plan accepted by Faurecia PC&amp;L (L34.3 QP+MPM)</li> <li>- Non respect could also create a shortage on production line (L34.2 QP+MPM)</li> </ul>	<ul style="list-style-type: none"> <li>- Mis-delivery communicated to Faurecia PC&amp;L and recovery plan agreed</li> <li>- Manifest does not match with Standard pack quantity or Standard packaging does not exist</li> <li>- No space left in trailer</li> <li>- Releases and Manifests are not aligned</li> <li>- Manifest vs forecast variability is above the agreed level</li> <li>- Releases and Manifests standard lead times were not respected</li> </ul>
Over / Under delivery on Recovery plan	<ul style="list-style-type: none"> <li>- Agreed delivery plan not respected (L31.1 QP+MPM)</li> <li>- Non respect could also create a shortage on production line (L34.2 QP+MPM)</li> </ul>	<ul style="list-style-type: none"> <li>- Agreed Recovery plan email or Shortage Manifest was not sent from Faurecia PC&amp;L</li> </ul>
Late delivery / Early delivery	<ul style="list-style-type: none"> <li>- In the case Faurecia is in charge of transportation and Supplier detained the truck with no notification to Faurecia (L36 QP+MPM)</li> <li>- In the case Supplier is in charge of transportation (L36 QP+MPM)</li> </ul>	<ul style="list-style-type: none"> <li>- Delivery window missed due to a problem not related to the Supplier</li> </ul>
Packaging non compliant	<ul style="list-style-type: none"> <li>- Packaging (or pallet) non compliant with specifications (L31. QP+MPM if mis-delivery)</li> <li>- Packaging damaged (handling or safety problem) (L31.2 QP)</li> <li>- Quantity per packaging non compliant with specification (L31.3 QP+MPM if mis-delivery)</li> </ul>	<ul style="list-style-type: none"> <li>- In the case of back-up packaging shipped: if written notification sent to Faurecia PC&amp;L and back-up packaging usage agreed</li> </ul>
Mis-delivery because of lack of packaging	<ul style="list-style-type: none"> <li>- In the case of no communication from Supplier and/or without recovery plan accepted by Faurecia PC&amp;L (L34.3 QP+MPM)</li> </ul>	<ul style="list-style-type: none"> <li>- In the case of written notification sent to Faurecia PC&amp;L</li> </ul>
Late delivery because of lack of packaging	<ul style="list-style-type: none"> <li>- In the case of no communication from Supplier and/or agreement of the delay by Faurecia PC&amp;L (L36 QP+MPM)</li> </ul>	<ul style="list-style-type: none"> <li>- In the case of written notification sent to Faurecia PC&amp;L and delay due to repacking activity agreed</li> </ul>
Labelling non compliant	<ul style="list-style-type: none"> <li>- Non compliant or missing label (L32.1 QP)</li> <li>- Label-item mismatch (wrong parts) (L32.2 QP+MPM)</li> <li>- Could also stop production line (L34.2 QP+MPM)</li> </ul>	
Delivery document non compliant	<ul style="list-style-type: none"> <li>- Manifest or Delivery note illegible or unusable (L33.1 QP)</li> <li>- Manifest or Delivery note missing (L33.2 QP)</li> <li>- Manifest or Delivery note documentation incomplete or erroneous (L33.3 QP)</li> </ul>	
Load non compliant	<ul style="list-style-type: none"> <li>- Load non compliant with loading plan (L35.1 QP)</li> <li>- Non compliance with safety instructions (L35.2 QP)</li> </ul>	

Both QP and MPM can be recorded regarding the same delivery:

- Reason code L31 QP + under or over delivery MPM
- Reason code L32 QP + under or over delivery MPM
- Reason code L34 QP + under or over delivery MPM
- Reason code L36 QP + late or early delivery MPM

### 7.4. Supplier logistics performance indicators

The evaluation of supplier logistics performance is done according to the following indicators:

- MPM and the number of defective order lines.
- The number of perturbations of flow, recorded through a QP.



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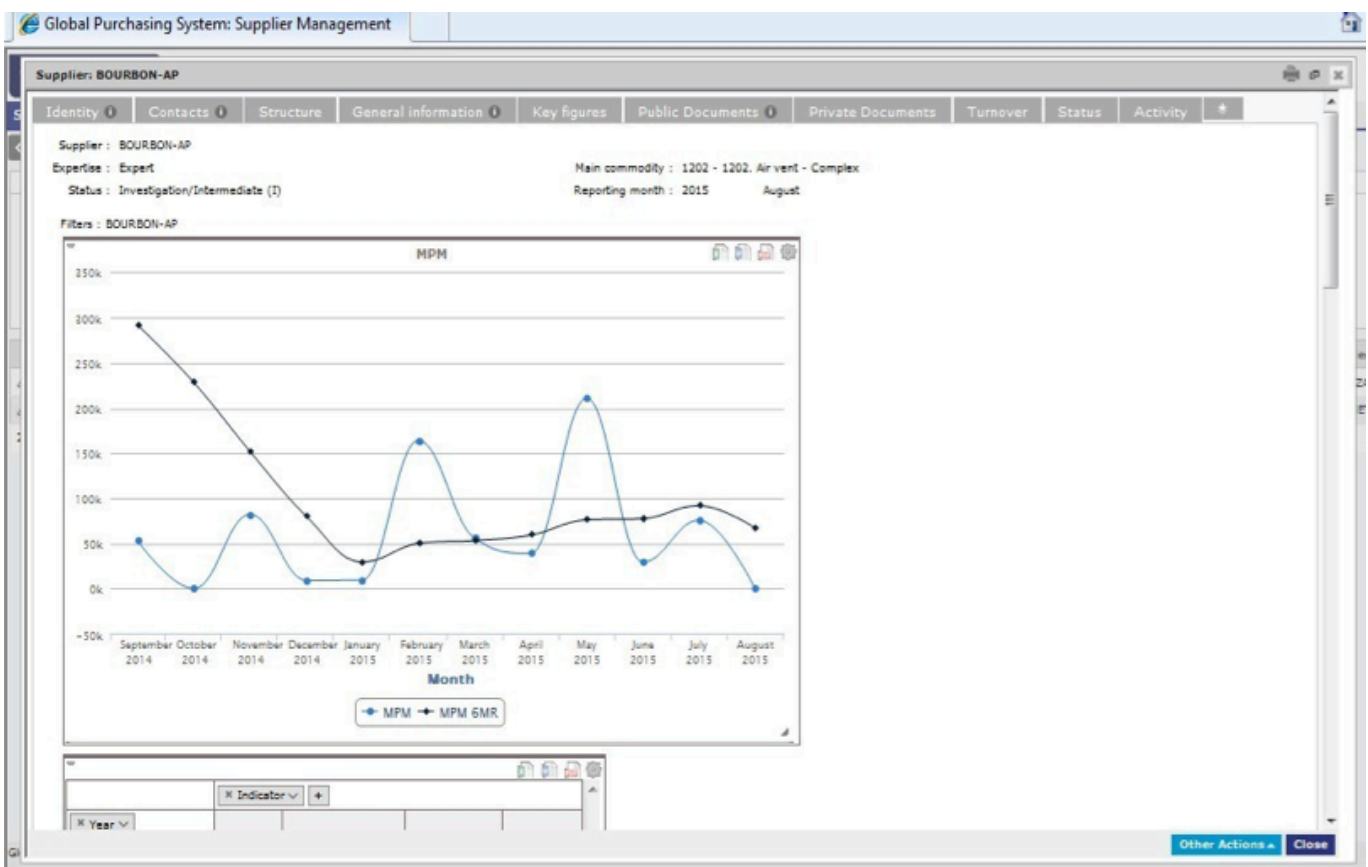
faurecia

2 levels of “perturbation of flow” are stated according to the disturbance generated by the failure.

### Definition of the “perturbation of flow”:

Code	Definition
PF1	Disturbance of Faurecia’s supply flow. Logistics failures defined in the Logistics non-conformances table.
PF4	Any disturbance of the customer’s production leading to a claim from the customer (whatever the level of disturbance at the customer’s, such as rejection, sort-out, stoppage production line, for which the supplier is held responsible).

Each month, at Day +11, suppliers can access GPS (Global Purchasing System), to review their performance.



### 7.5. MMOG/LE: Materials Management Operations Guidelines / Logistics Evaluation

Suppliers are requested to yearly self-evaluate their logistics processes through MMOG/LE Basic assessment (latest version to be used) and communicate the results to Faurecia Purchasing department. Action plan can also be requested by Faurecia.

In 2002, Automotive Industry Action Group (AIAG), North American automotive standards association and its European counterpart Odette, created MMOG/LE.

#### Links:

<http://www.aiag.org/supply-chain-management/inbound-materials-management/global-materials-management-operations-guidelines>  
<https://www.odette.org/services/mmog>





# 08. INVOICING

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## 8.1. The MURN is the unique receipt number in the invoicing process

As described in the previous chapters, the Goods receipt is indeed controlled at Faurecia against the Manifest when LISA process is used. It is recorded in Faurecia ERP system with the MURN number appearing on the Manifest (Manifest Unique Receipt Number), and no longer with the Delivery Note number issued by the Supplier.

The invoicing document, whether self-billing, EDI invoicing or ERS (US), must consequently refer to the MURN to enable the matching of the invoice versus the Goods receipt.

To facilitate the use of that MURN issued by Faurecia, a DELJIT D96A message (norm EDIFACT) has to be implemented between Faurecia and the Supplier, as described in Chapter 5 “EDI & Web EDI information exchange”.

This EDI message is a mirror image of the Manifest data and will enable a mapping in the Supplier system between the MURN issued by Faurecia and the Delivery Note number issued by the Supplier at shipping.

Consistency needs to be ensured between the documentation issued at shipping and the information contained in the Supplier invoices.

If LISA process is used, Supplier invoice should refer to MURN. One Manifest is linked to one and only one Faurecia Goods receipt, MURN, Delivery Note or ASN (Advanced Shipping Notification).

If LISA process is not used, Supplier invoice must refer to Delivery Note.

MURN used as Manifest identification and invoice reference

faurecia		SUPPLIER MANIFEST								
Faurecia plant Address 1 Address 2 Address 3 Country tel				SUPPLIER Address 1 Address 2 Address 3 Country						
MANIFEST NUMBER		SUPPLIER CODE	INVOICE REFERENCE	SUPPLIER DOCUMENT						
2008120301-0		00064111	M003VA96							
TOTAL WEIGHT	VOLUME	NB PALLETS or CONT.	ORDER GROUP	SUB-ROUTE	MAN ROUTE					
4318 Kg	19 m <sup>3</sup>	17	04	HOR2-01-004	VS09					
SUPPLIER		FAURECIA		1st Cross Dock		2nd Cross Dock				
COLLECTION DATE	COLL TIME	DELIVERY DATE	DELIVERY TIME	DOCK	Arrival Time	Departure Time	Arrival Time	Departure Time		
01-Dec-08	12:40	03-Dec-08	18:00	1	01-Dec 18:00	03-Dec 17:00				
Line	Part N°	Ind	Designation	Order Lot	Pos / box	Nb of box of cont.	Total quantity	SUPPLIER	LOGISTICS PARTNER	FAURECIA
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	441151209	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	1	5			
2	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	1	5			
3	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	3	15			
4	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	1	5			
5	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	1	5			
6	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	7	35			
7	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	1	5			
8	441151210	0	MTLS IS DOS BANQ SPL REPS GRIS	5	5	2	10			
9										
10										
11										
12										
13										
14										
15										
						17				
SUPPLIER		DRIVER		FAURECIA		DATA ENTRY				
SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :	SIGNATURE :
NAME :	NAME :	NAME :	NAME :	NAME :	NAME :	NAME :	NAME :	NAME :	NAME :	NAME :
DATE :	DATE :	DATE :	DATE :	DATE :	DATE :	DATE :	DATE :	DATE :	DATE :	DATE :
Release Date and Time		DELIVERY PERFORMANCE				Manifest version 3.0				
01-Dec-08 05:20		MPM				1/1				
Estimated number										



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### 8.2. Self-billing

#### 8.2.1. Description

Self-billing is an agreement between a Supplier and Faurecia for a scope of transactions, in which Faurecia prepares the Supplier invoice and forwards it to the Supplier with or ahead of the payment.

The Supplier:

- should not issue invoices for any transaction within the scope agreed with Faurecia, for the period of its self-billing agreement,
- must agree to accept the invoices Faurecia issues on its behalf for that scope of transactions, for the duration of the agreement,
- must agree to notify Faurecia if its VAT/GST registration status changes, as a new agreement will have to be drawn up.

With self-billing, invoices issued by Faurecia on behalf of the Supplier are the only relevant document for tax and accounting purposes.

#### 8.2.2. Self-billing and Manifest

The self-billing is calculated by Faurecia on the basis of the Goods receipts done versus the Manifest. It will refer to the MURN on the Manifest (Manifest Unique Receipt Number). The quantity received should equal the quantity ordered by Manifest, unless pre-agreed with Faurecia.

If the quantity received is nevertheless lower than ordered, the actual quantity received will be entered in the system. If the received quantity is higher, the excess goods may be returned or a Supplementary Manifest issued if Faurecia agrees to the excess goods.

A manually changed Manifest can only result in self-billing errors

#### 8.2.3. Claim forms

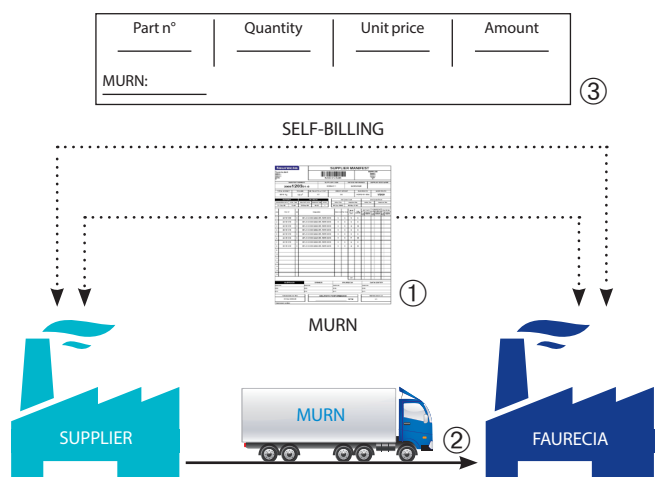
As the Supplier controls the self-billing or ERS issued by Faurecia, some items may be found missing or erroneous.

Claims over old self-billing documents will require extra resource or time for action. For efficiency purposes, the Supplier should inform Faurecia of any detected anomaly no later than 2 weeks after the receipt of the self-billing information.

Also immediately advise Faurecia of any change in:

- address
- banking details
- VAT / GST registration number

Self-billing scheme:



#### 8.2.4. ERS (Evaluated Receipt Settlement – US, Canada)

In the United States and Canada, Faurecia will use the Evaluated Receipt Settlement (ERS). ERS is an agreement between Faurecia and the Supplier to have the receipt records entered into the system be substitutes for the invoices. Faurecia system will create vouchers for the receipts as they are entered into the system and the Suppliers will receive with the payment a remittance advice which will list which Manifests are paid.

In a transition period, Faurecia will continue to receive products in the system via ASNs sent by the Suppliers. However, as the MURN (Manifest Unique Receipt Number) is meant to be the unique reference, the bill of lading numbers in the ASN will carry the MURN number. Suppliers should use the MURN reference as their bill of lading.



## 08. INVOICING

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From the Supplier side, invoices will no longer be sent. In case of disagreement, the Supplier will use the claim form. After investigation, Faurecia and the Supplier will agree to issue corrective debit and credit memos as needed.

### 8.3. Invoicing from suppliers:

#### EDI invoicing

An alternative solution to self-billing, particularly to smooth up the transition, is an EDI invoice received from the Supplier. The EDI invoice should however not refer to the Supplier Delivery Note number, but to the MURN as described above. Any invoice received without MURN will prevent the matching versus Faurecia Goods receipts as the Goods receipt is a validation of the Manifest and is consequently bound to be rejected.

Faurecia expects to receive EDI invoices based on EDIFACT INVOIC D96A standard and strictly following the description available on Faurecia EDI portal: <http://edi.faurecia.com/>

#### 8.4. Paper invoice

Faurecia accepts paper invoices only on temporary basis. When it is the case, Faurecia accounting payables representatives contact Supplier in order to move to self-billing or EDI representatives contact Supplier in order to move to self-billing or EDI or

PDF invoices when complaint with local regulations. For PDF invoices, Faurecia accounting payables representatives provide specific email address to concerned Supplier.

Paper or PDF invoices must include Faurecia PO number, the Supplier Delivery Note, consistent with the ASN delivery number and must comply with local regulations. Except when forbidden by local rules, Faurecia policy is to return to Supplier the invoices which do not comply with local regulations or do not mention PO number.

### 8.5. Appendix – Error claim form for self-billing / ERS

Parts and components SELF BILLING / ERS error form Month _____								
Supplier code _____ Supplier name _____						Page _____ of _____ Date _____ Contact _____ Phone _____		
Error code	Goods receipt date	Faurecia MURN	Faurecia manifest n°	Faurecia part n°	Quantity received	Unit price	Total value	Difference
Faurecia								
Supplier								
<i>Error codes:</i> A: unit quantity difference B: unit price difference C: unit price and quantity difference D: missing in self billing E: unrecognized delivery by supplier								



# 09. SECURIZATION PLAN

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The supplier is entitled to build a Securization plan to secure production, raw materials and transportation in case of:

- Work strike,
- Transport strikes,
- Bad weather: storm, flood,
- Outbreak of fire,
- Etc.

The Securization plan shall explain how deliveries to Faurecia can be secured even if disruptions to the areas named should occur.

The Securization plan should at least include the following points.

## 9.1. Emergency contact (weekend, availability of “hot parts”)

The emergency contact must be stated in the “Contact List Data Sheet”, marked in the appropriate column and must be available 24 hours a day.

## 9.2. Emergency plan

For each risk, the supplier has to define a back-up, with appropriate reaction rules, correct triggers and identified responsables. Each back-up, to be efficient, must be tested regularly.

Examples: mold interchangeability in presses, multiple sourcing, manual mode, spare equipment, etc.

The Securization plan must be submitted to Faurecia’s logistics department in writing “FAURECIA SUPPLIER BACK-UP PLAN” and must be uploaded in GPS (General Purchasing System).

## 9.3. Communication

In case of emergency, supplier is obliged to contact Faurecia PC&L Manager at the moment of occurrence to ensure information flow, as described, will be applied.



# 10. END OF PRODUCTION

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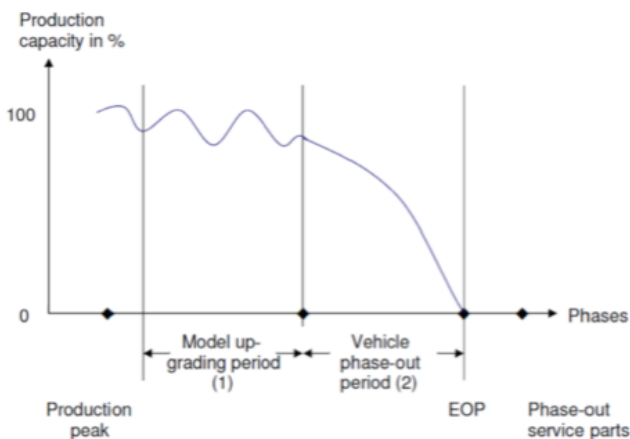
## 10.1. Definition

The End Of Production (EOP) of a part describes all activities that have to take place during model upgrading period (1) & phase-out period (2).

## 10.2. Targets

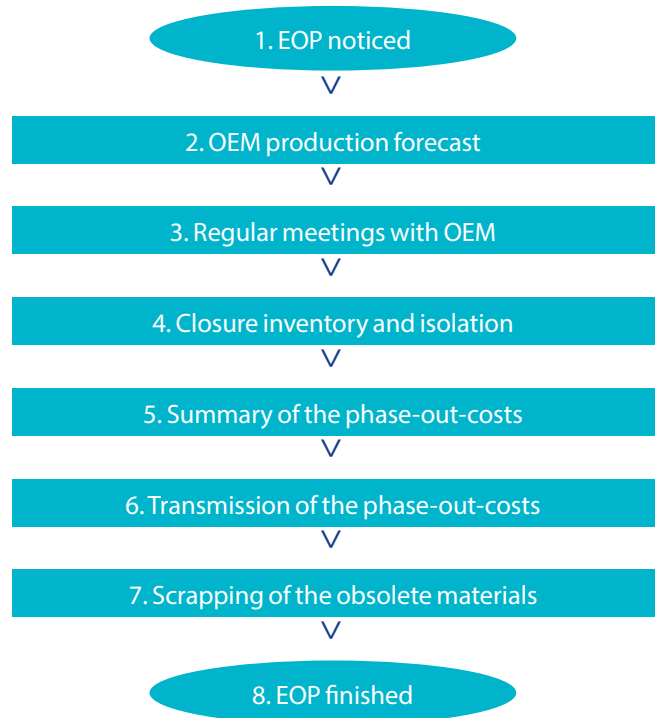
- Minimum obsolete materials (or no obsolete materials unpaid by final customer)
- Zero missing parts
- 100 % delivery ability

## 10.3. End Of Production process (EOP)



There are two types of planned phase-out:

- Vehicle-oriented phase-out: EOP is defined due to the last buildable status of a part.
- Phase-out to a defined date: OEM decides EOP due to a date.



### 10.3.1. EOP noticed

Depending of OEM, Faurecia will inform EOP target DATE & QUANTITY to Supplier.

### 10.3.2. OEM production forecast

Production forecast of all concerned OEM plants of the part family or vehicle-basis will be consolidated and transmitted to every Supplier involved in EOP.

Regular meetings with OEM in case of mandated part/supplier





## 10. END OF PRODUCTION

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In the beginning, these regular meetings are to be held once a month and should be converted to weekly meetings 8 weeks before phase-out.

### 10.3.3. Regular meeting with OEM

Content of the meetings:

1. Coordination of changes in demand with clarification of phase-out costs, highlighting necessary additional capacities.
2. Collection of OEM approvals for necessary additional capacities in order to satisfy changes in demand.
3. Immediate clarification with OEM of already generated obsolete quantities.
4. Clarification of necessary spare part requirements with OEM. Obsolete quantities could possibly cover spare part requirements.

### 10.3.4. Closure inventory and isolation

Faurecia and the supplier appoint a date for the final inventory of the obsolete material. These obsolete materials at Faurecia and at the suppliers' must be isolated.

### 10.3.5. Summary of the phase-out costs

The costs for obsolete materials must be summarized in a file. The file must highlight, at Faurecia part number level, a comparison between agreed delivery-end cumulative quantity of Supplier and Faurecia and the effective delivery-end cumulative quantity.

The result should highlight, which obsolete value has been generated and which value must be committed to be purchased by Faurecia and/or by the OEM.

### 10.3.6. Transmission of the phase-out costs

Detailed evidences must be communicated to the plant and to Purchasing within 15 calendar days otherwise, no compensation can be granted. Costs for amortization, not completely amortized Supplier investment will be added with the corresponding, traceable data. Compensation will also be submitted to the approval of the OEM.

### 10.3.7. Scrapping of the obsolete materials

After approval from the OEM, the obsolete materials can be scrapped or destroyed. This has to be followed up by the PC&L Manager and the Supplier. In some circumstances, Customer audit can be run and proof of destruction communicated.

## 10.4. Spare part production

During serial life, OEM Customer orders spare parts to Faurecia (this includes single parts or kits). Supplier orders for components included in these spare parts follow the standard process, explained in previous chapters.

After EOP, a complete review of the Supplier Logistics Agreement of the components must be done. This is explained by the modification of packaging, minimum order lot (potentially reduced to 1), delivery frequency, potentially Faurecia plant, etc., linked to the volume decrease – only spare parts volume remains.

The obligation to deliver spare parts exists for a period that can go up to 15 years after EOP. In such cases ordering of spare parts is done via normal process.

All materials and tools needed to produce spare parts have to be stored at Supplier's location or at one of the Supplier's service partners.

In all cases, packaging and processes must be secured to ensure good quality parts.

## 10.5. Faurecia inventory liability

Rules for phase-out applied to Faurecia by OEM are reconducted to Suppliers.

Faurecia liability is usually defined in Supplier Logistics Agreement (special appendix). If it is not the case Supplier will have to justify supply chain lead time & stock.



# 11. GLOSSARY

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## 11.1. Abbreviations

ASCII American Standard Code for Information Interchange

ASN Advanced Shipping Notice

BG Business Group

BOP Bought-out Part

CFR Cost and Freight

CIF Cost, Insurance, Freight

CMJ Consommation Moyenne Journalière (Daily Average Consumption)

DDP Delivery Duty Paid

DDU Delivery Duty Unpaid

DELFOR Delivery Forecast

DELJIT Delivery Just-in-Time Message

DELJIT 96A Delivery Just-in-Time Message

DP Data Processing

EBCDIC Extended Binary Coded Decimals Interchange Code

ECO Engineering Change Order

EDI Electronic Data Interchange

EDIFACT Electronic Data Interchange for Administration, Commerce and Transport

EOP End Of Production

ERP Enterprise Resource Planning

ERS Evaluated Receipt Settlement

ETA Estimated Time of Arrival

ETD Expected Time of Departure

FCA Free Carrier

FMEA Failure Mode and Effect Analysis

FOB Free on Board

GALIA French Organisation of Automotive Industry

GPS Global Purchasing System

HT Heat Treatment

HU Handling Unit

ISDN Integrated Services Digital Network

ISO International Organisation for Standardisation

ISPM International Standard for Phytosanitary Measures

IT Information Technology

JIT Just In Time

LISA Levelling Information for Supplier Application

MB Methyl Bromide

MMOG/LE Materials Management Operations Guidelines/Logistics Evaluation

MOQ Minimum Order Quantity

MPM Misdemeanors Per Million

MPT Mass Production Trial

MURN Manifest Unique Receipt Number

No. Number

O. D. Outside Dimension

Odette European Organisation of Automotive Industry

OEM Original Equipment Manufacturer

PC&L Production Control and Logistics

Pcs Pieces

PDCA Plan, Do, Check, Act

PDS Packaging Data Sheet

PF Perturbation of Flow



## 11. GLOSSARY

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**faurecia**

PLTL Plant Launch Team Leader  
PO Purchase Order  
PPM Parts per Million  
PSE Production System Efficiency  
PU Packaging Unit  
QP Quality Problem  
QSS Quality Steering System  
Qty Quantity  
Ref Reference  
RFQ Request For Quotation  
SFID Service Flow Identifier  
SLA Supplier Logistics Agreement  
SLM Supplier Logistics Manual  
SOP Start Of Production  
SQA Supplier Quality Assurance  
SSID Service Set Identifier  
TIDS Transport & Information Data Sheet  
TPA Truck Preparation Area  
UAP Unité Autonome de Production  
(Autonomous Production Unit)  
VDA Verband der Automobilindustrie  
(German Automobile Industry Association)  
Web EDI EDI via Internet

### 11.2. Terms and Definitions

Conpearl Manufacturer of hollow containers

Correx Manufacturer of hollow containers

Incoterms In this manual the “Incoterms 2010”  
are used

Manifest Shipping list

Run@Rates Production Trial