



AEES SUPPLIER QUALITY MANUAL

Effective April 1, 2019 this release replaces all previous editions. Please destroy all the previous versions of this document.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 1 of 48
------------------------------	------------------------	--------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

Table of Contents

- 1.0 INTRODUCTION 4
- 2.0 AEES SUPPLIER QUALITY POLICY 5
- 3.0 SCOPE 5
- 4.0 SUPPLIER COMMUNICATION TO AEES 6
- 5.0 AEES CONTACT LIST 7
- 6.0 LAUNCH READINESS MEASURES: 8
 - 6.1 Supplier Risk Assessment 8
 - 6.2 Supplier Document / Reporting 8
 - 6.3 Launch Support 9
 - 6.4 Production Part Approval 9
- 7.0 PRODUCTION PART APPROVAL PROCESS (PPAP) 10
 - 7.1 PPAP Requeriments 10
 - 7.2 Annual Layout Submission 11
 - 7.3 Materials Reporting 12
 - 7.4 Conflict Minerals 12
- 8.0 Supplier Change Request (SCR) Process 13
 - 8.1 Production Location Changes / Tool Move 13
- 9.0 QUALITY DISCREPANCY REPORT (QDR) 14
 - 9.1 Initial Response 14
 - 9.2 Corrective Action Report 14
 - 9.3 Corrective Action Audit 15
- 10.0 SUPPLIER CONTROLLED SHIPPING 15
 - 10.1 Determination 15
 - 10.2 Controlled Shipping Containment Process 15
 - 10.3 Controlled Shipping Levels 16
 - 10.4 Level I Controlled Shipping Process 16
 - 10.5 Level II Controlled Shipping Process 16
 - 10.6 Roles and Responsibilities 17
- 11.0 COST RECOVERY 18
- 12.0 SUPPLIER PERFORMANCE METRICS 20
- 13.0 MATERIAL REQUERIMENTS 24
 - 13.1 Electronic Communication 24
 - 13.2 Packing Slip Requirements 25
 - 13.3 B-10 Barcode Label Requirements (Product Identification) 27
 - 13.4 C-TPAT Supplier Participation Requirements 31
- 14.0 Revision History 32



15.0 APPENDIX 33

Appendix A: AEES Supplier Quality and Development Contact List..... 34

Appendix B: Supplier Change Request Form (Sample)..... 36

Appendix C: Supplier Tool Move Form (Sample)..... 39

Appendix D: Supplier Profile Form (Sample)..... 41

Appendix E: Supplier Quality Discrepancy Report Form - QDR (Sample)..... 43

Appendix F: 8-D Form (Sample)..... 44

Appendix G: AEES Standard Purchase Order (Example)..... 45

Appendix H: AEES Release (Example)..... 46

Appendix J: Invoice Requirements 47

Appendix K: Supplier EDI Spec Document 48

1.0 INTRODUCTION

This manual has been developed to communicate the AEES Supplier Quality requirements to all external production suppliers and provide a common process that includes but not limited to all phases of APQP, Launch and Current Supplier Quality.

AEES Operations Commercial and Engineering



Rico Mutone
Chief Operating Officer

AEES Procurement



Christofer Morris
Director Purchasing - NA

AEES Manufacturing Engineering & Quality



Julian Ronquillo
Director Engineering & Quality - NA

Issue Date: October 31, 2017	Revised Date: 4-09-2019	Page 4 of 48
Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	

2.0 AEES SUPPLIER QUALITY POLICY

AEES believes that to maintain a beneficial relationship with a supplier, that we must provide prompt and specific feedback when purchased component items do not meet our specifications.

AEES is a worldwide leader for quality systems, products and services related to the automotive electrical/ electronics distribution systems; we are dedicated to understanding our customer's needs and striving to surpass those by continuously improving diverse products through innovation, creativity and operational expertise. AEES Quality Policy is to achieve and maintain levels of quality product, delivery and service that meet or exceed our customer's requirements and expectations.

We encourage your active participation in working with us to continuously improve the following activities:

- AEES expects our suppliers to target zero non conformances for all components that are provided to us in order to meet design intent.
- AEES expects our suppliers to maintain 100% on time delivery performance.

The above performances will be monitored and will be a significant part of AEES's supplier sourcing initiatives. Our objective is to develop a long term relationship with our suppliers who are committed to improving quality and delivery which will be a benefit to both of us.

3.0 SCOPE

This manual applies to all AEES approved production part & material suppliers globally. For purposes of this manual, "AEES" refers to AEES and its affiliates and subsidiaries, who may issue purchase orders to suppliers.

Compliance to the requirements within this manual as well as to the AEES Purchase Order Terms and Conditions are mandatory.

Subsequent Supplier Bulletins will continue to be published to communicate all updates and changes via FRMSupplierQuality@pkcgroup.com.

If for any reason, the above email cannot be accessed, it is your responsibility to contact your assigned AEES Buyer or Supplier Quality Engineer for a copy of the AEES Supplier Quality Manual and related forms.

This Supplier Quality Requirements Manual has been developed to describe and define the requirements and expectations of AEES. It is intended to drive consistency in AEES's sourcing and procurement activities on a regular basis. Our aim is to create a favorable business environment for both AEES and our suppliers that strive for customer satisfaction in an environment that supports continuously improving costs, quality, efficiencies, productivity and ultimately, profits.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 5 of 48
------------------------------	------------------------	--------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

4.0 SUPPLIER COMMUNICATION TO AEES

AEES expectations are that all suppliers meet or exceed the following requirements:

- Suppliers shall be third party registered to the latest revisions of ISO 9001:2015 or IATF 16949:2016, by an accredited third-party certification body or equivalent, unless an approved waiver has been provided by AEES. Suppliers must notify AEES immediately upon loss of certification.
- Supplier communication to AEES will be pro-active and will include notification of any and all sub-contractor issues that could affect AEES and its affiliates or its customers.
- All requests for authorization of any proposed material or process changes or moves of production locations by a supplier or its sub-suppliers are submitted in advance with regard to timing of all issues.
- Early notification of any potential supply/capacity issues are communicated to your AEES Buyer, including but not limited to potential labor stoppages.
- Contingency Planning Strategies are in place for all manufacturing facilities that ship to AEES and its affiliates.
- Upon completion of a program, the supplier will ensure tooling is properly stored to prevent damage and is readily available for service requirements.
- Suppliers must acknowledge that achievement of ZERO DEFECTS and 100% on time delivery performance are fundamental objectives for quality and must monitor their performance as reported in both the AEES Supply Quality Rating report (SQR) and QDR.

All suppliers are expected to be compliant with the environmental directives of AEES’s customers and applicable legal requirements including Product Material Content and Recyclability Reporting (PMCR-IMDS) and associated programs, including REACH Registration, Evaluation, Authorization (and Restriction) and will comply with the Automotive OEM directive for the reporting requirements for “Conflict Minerals”. AEES requires our supply base to comply with the “Conflict Minerals” directive, that stem from the Dodd-Frank Act, intended to curb violence and other human rights violations in the Democratic Republic of Congo (DRC). AEES suppliers must identify whether they use any of the minerals identified as “Conflict Minerals” and comply with the reporting guidelines and requests that stem from the OEM activities for compliance to the regulation.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 6 of 48
------------------------------	------------------------	--------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



5.0 AEES CONTACT LIST

AEES Supplier Quality and Development contacts are shown in Appendix A, and will be updated and re-distributed as required.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 7 of 48
------------------------------	------------------------	--------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

6.0 LAUNCH READINESS MEASURES:

All approved external production suppliers involved in pre-production and new product launches are required to formulate advanced quality plans to support the development of new products and/or services, in accordance with the guidelines in the *Advanced Product Quality Planning (APQP)* manual published by the Automotive Industry Action Group (AIAG).

The responsible AEES Supplier Quality Engineer monitors and manages selected suppliers from new product release through the start of production. New product/process launch, tool kickoff approval and readiness measures are implemented to ensure that suppliers are able to produce in accordance with all requirements of the Purchase Order, Supplier Agreement (if applicable) and customer requirements.

6.1 Supplier Risk Assessment:

Procurement, Quality and Program Management will conduct Supplier Risk Assessments to determine those suppliers whose products are identified as “High-Risk” suppliers and will be tracked by AEES. Criteria include, but are not limited to:

- Product / process complexity
- Product specifications or other applicable local statutory and regulatory requirements
- Past product / process concerns
- New product / complexity for AEES
- Product Environmental Impact
- Supplier launch history
- Mergers, Acquisitions or Affiliations associated with a Supplier Impact on final product
- New supplier production location
- Past warranty concerns
- New supplier
- New product / process for supplier

6.2 Supplier Document / Reporting

Proper documentation reporting is extremely important to the overall success of not only your quality efforts but also ours. Please refer to PPAP 4TH edition for a list of documentations required. Specific requirements will be conveyed on case by case basis. If for any reason we do not receive the required documentation from you within the guidelines set out below, AEES may reject shipments and return product at your expense.

These document-reporting requirements are standard policy at zero cost to AEES unless otherwise amended in writing by AEES SQE or Buyer. Please send the appropriate PPAP documents electronically to the PPAP Engineers listed in the AEES contact list section of this manual.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 8 of 48
------------------------------	------------------------	--------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

6.3 Launch Support

During any program launch at an AEES production facility, selected suppliers may be required to provide on-site representation. The supplier's launch support representative(s) must be knowledgeable, capable and empowered to make decisions. Coverage must be provided for all shifts.

- Suppliers will be selected based on past quality performance and/or complexity of components or assemblies being supplied. Suppliers will be identified by the responsible AEES Supplier Quality Engineer or Commodity Buyer.
- Any component or assembly that is identified as a safety or critical item or contains any special record retention requirements must have additional inspection implemented prior to AEES receiving the component or assembly for launch.
- Suppliers may be required to attend key event builds prior to production launch. Suppliers will be identified by the responsible AEES Supplier Quality Engineer.

6.4 Production Part Approval

Suppliers are not authorized to begin production or ship material to AEES prior to obtaining full approval from the AEES receiving facility per the requirements of the 4th edition AIAG Production Part Approval Process (PPAP) Manual. Any deviation to this requirement must be approved in advance and agreed by AEES in writing.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 9 of 48
------------------------------	------------------------	--------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

7.0 PRODUCTION PART APPROVAL PROCESS (PPAP)

The Production Part Approval Process (PPAP) defines generic requirements for production part approval, including production of discrete parts and materials in bulk. The purpose of a PPAP is to determine if all AEES or OEM Engineering design record and specification requirements are properly understood and implemented by the supplier and that the process has the potential to produce product consistently meeting those requirements during an actual production run at the quoted production rate.

AEES requires that all suppliers submit a Level 3 PPAP for new components and/or any changes in product or process for current production parts.

AEES scheduling agreement (blanket PO) will include a line item that specifies if Production Part Approval Process (PPAP) requirements apply. If the PPAP requirements cannot be met for an interim period, a temporary deviation must be submitted and approved prior to scheduling agreement parts being shipped. A PPAP submission shall be completed for all new products (new part numbers, new suppliers, revision changes, etc.).

If PPAP Requirements cannot be met a waiver must be submitted and approved prior to scheduling agreement parts being shipped.

7.1 PPAP Requirements

AEES requires all suppliers to meet the specified component PPAP requirements prior to the first normal production shipment to any of our locations and after implementing any changes to part affecting the original PPAP approved.

All PPAP submissions need to be per AIAG PPAP 4th Edition Manual. Suppliers must be proactive on sending the PPAP documentation. All PPAP documents must be sent electronically for the following reasons:

- Initial Submission
- Engineering Changes
- Tooling: Transfer, Replacement, Refurbishment, or Additional
- Correction of Discrepancy
- Tooling Inactive > 1 year
- Change to Optional Construction or Material
- Change in Part Processing
- Parts Produced at Additional location.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 10 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

The submission levels are specified by AEES PPAP Engineer at the time the information is requested and they may be as follows:

Level 1: This level is required for bulk material (e.g. non-dimensional solid, liquid, gas) and it must contain at least the PSW with* IMDS # and Material Certification.
This level may also be required in extraordinary situations due to production needs or customer requirements.

* See page 4 (2.2.1.1 Note) on AIAG PPAP manual 4th edition.

Level 3: This level is required for all AEES design components, some specific components if it is required by our customer, when there is a component change to fit, form, function or type of material and when we start receiving parts from new supplier locations.

Supplier shall submit all defined documents to a level 3 per table 4.2 in AIAG PPAP Manual 4th edition.

Level 4: This level is a wild card and can be submitted with the agreed information, supplier shall submit at least the PSW with IMDS #, dimensional results, material certification, numbered drawing or specification. Supplier will be informed if additional documents are needed.

Once the PPAP documentation is received, reviewed and approved, the PPAP Engineer will return a copy of the PSW with his/her signature and date of approval back to the supplier. This indicates that the part meets all customer requirements, and the supplier can start shipping the part.

7.2 Annual Layout Submission

Per our customer's specific requirements suppliers and to verify continuing conformance on all parts and components supplier may be required to submit an Annual Certification (upon request) for your products including but not limited to the following: PSW with IMDS #, dimensional results and material certification, these documents must not be older than a year. This information must be provided as requested by PPAP Engineer or prior to the expiration of the previous documents.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 11 of 48
Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	

7.3 Materials Reporting

In addition to an Environmental System, suppliers shall conform to the requirements of the International Material Data System (IMDS) and submit information about their raw material usage. Suppliers must also monitor and control their processes to assure that there are no sources of contamination that would cause the product sold to AEES to exceed any of the ELV elements as indicated in the GADSL regulations, this includes all sub materials that pertain to the product such as inks, markers, additives, etc. for more information

<http://www.gadsl.org>.

Suppliers must register with IMDS (International Material Data System) on www.mdssystem.com. Refer to IMDS website for training material, contact your SQE in case your product do not meet this criteria.

The Supplier is responsible for obtaining an IMDS-module reference number for each part number supplied to AEES. The IMDS reference number must be included with the PPAP submission on the PPAP form and the Warrant.

Declarable substances in a Supplier's product must be reported in a declaration statement. Action plan to remove these prohibited substances must be submitted. Review the Analysis-Tab for "Declared / Prohibited" (DIP) substances. Please reference IMDS system for document instructions on DIP substances.

7.4 Conflict Minerals

AEES will comply with the Automotive OEM directive for the reporting requirements for "Conflict Minerals". AEES requires our supply base to comply with the "Conflict Minerals" directive, that stem from the Dodd-Frank Act, intended to curb violence and other human rights violations in the Democratic Republic of Congo (DRC). AEES suppliers must identify whether they use any of the minerals identified as "Conflict Minerals" and comply with the reporting guidelines and requests that stem from the OEM activities for compliance to the regulation.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 12 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

8.0 Supplier Change Request (SCR) Process

It is imperative that all suppliers and their sub-suppliers understand that no supplier-driven change (material, process or move of production location) is to be made to any product supplied to AEES without prior approval from AEES. Pursuant to AEES policy consistent with AIAG PPAP 4th Edition, all products supplied to any location of AEES are subject to obtaining the proper approval from the AEES Supplier Quality in advance, failing to comply may cause a quality discrepancy report and a charge back.

Supplier changes can include, but are not limited to the following:

- Changing design/specifications of materials
- Changing dimensions, tolerances or discontinuation of parts
- Changing sub-suppliers of raw materials or services
- Equipment/Process changes to improve yields, capacities, and cycle times of parts fabrication
- Production location changes/tool moves
- Value Stream changes

The initial Supplier Change Request is to be made using the AEES supplier change request form (see Appendix B) and submitted to the AEES SCR coordinator. Change requests must be submitted with sufficient time prior to implementation so AEES can review and approve the request. Suppliers will receive email notifications with approval status.

All Change requests must be submitted via
Email to: FRMSupplierQuality@pkcgroup.com

Please contact the appropriate AEES Supplier Quality contact in the event of any questions. Through proper communication and cooperation prior to the implementation of changes, we can help to ensure flawless vehicle launches with our customers.

8.1 Production Location Changes / Tool Move

Advance written approval from AEES Supplier Quality is required for all changes to a supplier's production location changes.

- Supplier must submit any production location changes/tool move request with sufficient time prior to implementation so AEES can review and approve the request. In addition the supplier must fill out the AEES tool move checklist (see Appendix C) and submit along with the change request form. This form is intended to be used for AEES owned tools or as instructed by AEES Supplier Quality.
- The Tool Move Plan must include the requirements of a production bank to ensure AEES's Production and Service requirements are not affected.
- Additionally, all shared tooling must be called out and identified in the Tool Move Plan.
- PPAP submission (Level 3 unless otherwise directed by the AEES Supplier Quality) and approval from the AEES Supplier Quality is required prior to the shipment of production material from the new location.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 13 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

9.0 QUALITY DISCREPANCY REPORT (QDR)

When a discrepancy is found in a component shipment and/ or at the production lines, A QDR (see Appendix E) is issued and sent to the supplier via email along with documented evidence of the defect and production traceability if available.

9.1 Initial Response

Supplier is required to provide an initial response to AEES within 24 hours. Initial response shall include containment activities, details for certification of good product, replacement sort and rework plans and Return Material Authorization (RMA) for the final defective quantity.

Containment report (3D) shall include quantity of suspect parts in inventory and in transit and picture of the certification tag/label.

Failure to provide provide containment actions does not absolve the supplier of the responsibility for containment cost.

9.1.1 Sort and Rework Requirements

If sort and rework activities are required, the supplier is responsible to designate a representative to be on site within 24 hours of notification for supervision and administration activities. It is recommended by AEES that the supplier coordinate all sort activities.

In the event AEES coordinates sort activities, suppliers will be responsible for any and all costs incurred.

AEES will hold final approval of all containment plans.

9.2 Corrective Action Report

The supplier shall submit a Corrective Action Report to PKC Group within 10 calendar days unless otherwise specified or agreed with the SQE team, including evidence of the actions taken to eliminate the root cause and how it will prevent from recur, if timing can not be meet is the responsibility of the supplier to request an extension.

Corrective action report shall be submitted using an 8D format and could include problem solution tools including but not limited to:

- 5 Why's
- Ishikawa Diagram
- Is / Is Not
- Control Charts

If FMEA / Control Plan are updated due to the Corrective actions a copy must be submitted with the 8D, if process or product change follow the 6.3 SCR process.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 14 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

9.3 Corrective Action Audit

AEES may schedule an on site audit to review the effectiveness of the corrective actions, supplier will receive notification in advanced.

10.0 SUPPLIER CONTROLLED SHIPPING

If required, AEES may formally place a supplier on Controlled Shipping. The intent of Controlled Shipping is to implement a rigorous process that protects AEES and its customers from the receipt of nonconforming parts and/or material. Controlled Shipping is put in place as an additional inspection process for nonconforming material, while implementing root-cause analysis and corrective actions. The Controlled Shipping process is in addition to normal controls.

10.1 Determination

The following are considered in determining the need for Controlled Shipping:

- Repeat QDR's
- Duration and severity of the problem
- Incapable processes
- Customer quality issues
- Inadequate containment and/or resolution of non-conformances

Based on the above, AEES decides whether Level I Controlled Shipping or Level II Controlled Shipping would be appropriate.

10.2 Controlled Shipping Containment Process

It includes the following:

- A highly visible and equipped containment area.
- A well-defined efficient flow of material in and out of the area
- Provisions for repairs/rework separate from the containment area.
- Containment area separated from the supplier's normal production process.
- Proper work instructions, quality standards, boundary samples, tools, equipment, and qualified measurement devices to facilitate the containment operations.
- Proper operator training with adequate details of the process

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 15 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

10.3 Controlled Shipping Levels

10.3.1 Level I Controlled Shipping

Requires an additional inspection process enacted at the supplier's manufacturing facility. The inspection process ensures that AEES will be protected from receipt of nonconforming parts and/or material.

10.3.2 Level II Controlled Shipping

Level II controlled shipping Includes the same processes as Level I Controlled Shipping, with an additional inspection process that is completed by a third party. AEES and the supplier mutually agree upon the Third Party Company and location. The supplier owns the financial responsibility. The Level II inspection is required to be performed outside the supplier's facilities unless otherwise approved by AEES.

10.4 Level I Controlled Shipping Process

The Controlled Shipping process starts with notification by the Supplier Quality Engineer to an appropriate staff level member of the supplying location.

10.4.1 Supplier Responsibilities

- Immediately establish an additional inspection activity over and above the current process control plan, which includes a monitoring and reaction process.
- Commence the sort activities and display document the results on the information board (s).
- Establish breakpoints for conforming material and ensure traceability of nonconforming material.
- Establish appropriate identification to indicate controlled shipping status on outgoing material.
- Communicate results of sort activities to AEES in a format and with a frequency agreed to by the Supplier Quality Engineer.
- Implement permanent corrective actions and verify effectiveness.
- Meet the defined exit criteria.
- Submit a request to exit from controlled shipping including the appropriate data and documentation that the corrective actions are effective to the Supplier Quality Engineer.
- The Supplier Quality Engineer evaluates if the exit criteria have been met and provides a written response to the supplier.

10.5 Level II Controlled Shipping Process

- The Supplier Quality Engineer, with input from the receiving plant as appropriate, analyzes the nonconformance situation and determines if CSII is required.
- A Supplier Quality Engineer notifies the supplier of CSII in writing.
- The written communication includes the following:
 - The reason for CSII
 - The action being undertaken
 - The nonconformance(s)
 - The inspection checks required
 - Exit criteria required to be achieve
- The supplier will respond to the Controlled Shipping notification in writing.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 16 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

10.6 Roles and Responsibilities

The following list describes Controlled Shipping roles and responsibilities of key personnel:

Supplier Quality Engineer

- Provides the list of available third party containment suppliers.
- Reviews, verifies, and approves the containment action plan.
- Reviews, verifies, and approves the corrective action plan.
- Conduct a supplier Production Process Review, if necessary.
- Provide the exit criteria.
- Directs resolution of all issues.
- Evaluates if the exit criteria have been met allowing the supplier to exit.

Supplier Responsibilities

- Contact and issue a purchase order to the third party inspection source for Controlled Shipping Level II activities. The supplier is responsible for all costs of the third party inspection activities
- Continue to perform the inspection activity and records results for Controlled Shipping Level I in conjunction with Controlled Shipping Level II.
- Provide appropriate documents and equipment to the third party inspection source.
- Establish appropriate identification to indicate controlled shipping status on outgoing material.
- Determine root cause and implement irreversible corrective actions.
- Communicate the action plan and status to AEES in a format and frequency agreed to by the Supplier Quality Engineer.
- Communicate results of third party inspection activity to AEES in a format and with a frequency agreed to by the Supplier Quality Engineer.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 17 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

11.0 COST RECOVERY

AEES suppliers are selected based on their ability to manufacture and provide components to our specific drawing specifications without visual or functional discrepancies. Suppliers are required to meet delivery and quality targets (100% on time and 0 PPM). Conformance to this requirement is the supplier's responsibility. Suppliers awarded with AEES business will be held accountable and responsible for all costs incurred due to non-conforming product identified during AEES manufacturing or final customer use of our finished product. For each incident, a debit memo will be issued to the supplier. Debits are issued to the supplier through the Finance Department in cooperation with AEES Procurement.

Please refer to the guidelines below regarding applicable charge backs to suppliers. The following charges will be calculated on the actual time incurred for the associated action. These charges include but are not limited to the following:

Administrative Charge:

Each supplier cost recovery that gets processed by AEES will carry a \$200 administrative fee. This charge is to cover the collection of data and documentation in support of cost recovery.

Freight Charges:

- Premium freight costs above standard freight including Air Charter if required
- Any other expedited freight incurred

Scrap Charges:

Disposition of Scrap - All Shipping fees and material cost related to the return of suspect non conformity materials and scrapping of finished goods

Labor Charges:

- Rework/Repair/Containment - Man-hours used for sorting or reworking components / finished goods @ \$25.00 USD (US Rate/hr) & \$13.44 USD (Mexico Rate/hr) to meet production requirements
- Overtime to Avoid Production Interruption @ \$25.00 USD (US Rate/hr) & \$13.44 USD (Mexico Rate/hr)
- Sorting of Suspect Material In-House, at the Customer Location or Third Party
- Receiving Inspection, Material Handling associated with Scrap and Replacement Material

Downtime Charges:

- Production Downtime for AEES - Production downtime / Overtime at AEES facilities incurred due to supplier quality or non-delivery issues will be charged at the above rates
- End Customer Downtime – Charges for end customer could vary and will be passed on to the supplier

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 18 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



Other Charges:

- Rework or repair materials, tooling, gauges, testing equipment or third party testing. AEES will hold approval on finalization of all sorts and rework to insure that all requirements are met and satisfied
- Travel expenses for AEES associates - required for incident management & resolution
- Delays in Customer PPAP, customer launch or other approvals based upon submission of the necessary data to AEES SQE in a timely and accurate manner
- Customs Charges - Duties, taxes and other fees
- AEES customer exposure (if any) - Recovery costs due to a vehicle recall, warranty claims
- Customer Charge Backs

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 19 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

12.0 SUPPLIER PERFORMANCE METRICS

AEES monitors all supplier performance and publishes and shares only with selected suppliers a monthly Supplier Performance Scorecard. This evaluation is coordinated by the Supplier Development Manager, and involves scores submitted by several AEES cross-functional teams.

AEES scorecard encompasses four (4) important elements:

1. Quality: PPAP, Quality Index, Responsiveness, QS in place
2. Delivery: Order Compliance, Communication & Documentation, Flexibility & Service, Shipping
3. Cost: Partnership/Relationship/Engagement, Payment Terms, No Premium Freight/Downtime
4. Environmental, Health, and Safety: ISO14001 position, Conflict Mineral compliance.

Below, we have outlined the details on how we calculate Supplier Performance.

Quality

1. Quality System: A supplier’s compliance position in reference to appropriate certifications in accordance with their type of business/product (IATF16949, ISO:9000, ISO:9001). Current certification documentation is required to be on file at AEES NA. These documents can be submitted to SupplierCompliance@PKCGroup.com.
2. PPAP: Suppliers must provide a satisfactory PPAP for each component provided to AEES including PPAP Levels 1-5. See 7.0 Production Part Approval Process (PPAP).
3. Quality Index: Quality performance will be measured using the formula PPM's + Pieces Rejected + Quality Discrepancy Reports.
4. Responsiveness: Supplier will be evaluated in reference to Containment and Corrective Action response, follow-up and resolution within the required time. A slow response can result in plant downtime or missed shipments to customers. See 9.0 Quality Discrepancy Reports.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 20 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

Delivery

1. Order Compliance: Supplier must ensure that they consistently provide material in alignment with PKC order releases. No sooner, no later, and at the agreed-to lot sizes.
2. Communication and Documents: Supplier must electronically access PKC releases and inform PKC in advance of shipments, utilizing EDI and/or the free AEES Supplier Portal, as well as provide complete material and logistics documentation, as required, for each shipment. See Supplier Quality Manual and Supplier Code of Conduct at www.aeesinc.com for more details.
3. Flexibility and Service: PKC expects that the supplier extend reasonable cooperation when it is necessary for PKC to pull-ahead an order, support PKC to deliver against increased customer releases, and respond when customer mix changes (up or down) result in firm order changes.
4. Compliance with Shipping Routing Guide: Supplier must electronically and proactively notify PKC's transportation provider as required for material pickups. Automated shipping notifications is also required via EDI or the free AEES Supplier Portal.

Costs

1. Partnership Relation: Level of supplier engagement to deliver raw material cost improvements through such vehicles as: VAVE, inventory reduction, favorable Incoterms, no fees, etc. are considered for rating this element. Example: Offering proximity warehousing, standard pack/MOQ size alignment with demand, expediting, lower PPV costs, engineering solutions, tech support, etc.
2. Payment Terms: The number of days between when AEES receives the material in the plant, to when the invoices are due to be paid. Terms of 75-90 days is favorable.
3. Premium Freight: Non-standard, expedited, transportation charges that are required due to poor supplier delivery performance in order to meet requirement dates will result in a low score.
4. Down Time/Over Time: Suppliers that cause AEES extra manufacturing or cross docking, and/or processing costs that were a direct cause of poor supplier performance in the area of order fulfillment and/or delivery that is not in line with AEES raw material releases, will be penalized on the scorecard.
5. Contract: BPO Agreement.
6. Annual CR%: Annual Cost Reduction agreement.
7. Lead Time: The number of weeks that the supplier agrees to deliver material. Terms of one or Two weeks is favorable.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 21 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

Environmental, Health, and Safety (EHS)

1. EHS: Supplier will be evaluated according to their compliance position to ISO14001:2004 Certification, their respective results from the AEES Environmental System Survey, and the existence and management of an Effective Environmental Policy. For more details, see the Supplier Code of Conduct manual at www.aeesinc.com.
2. Conflict Minerals: Suppliers are evaluated according to their compliance or non-compliance with the AEES Conflict Minerals Policy and respective reporting requirements. See the AEES Conflict Minerals Policy as www.aeesinc.com.

AEES Actions Related to Scores:

Scorecard of 100%, is considered “Excellent Supplier Performance”

Scorecard of 90-99%, is considered “Average Supplier Performance” – No Action

Scorecard of 80-89%, is considered “Acceptable” – No Action

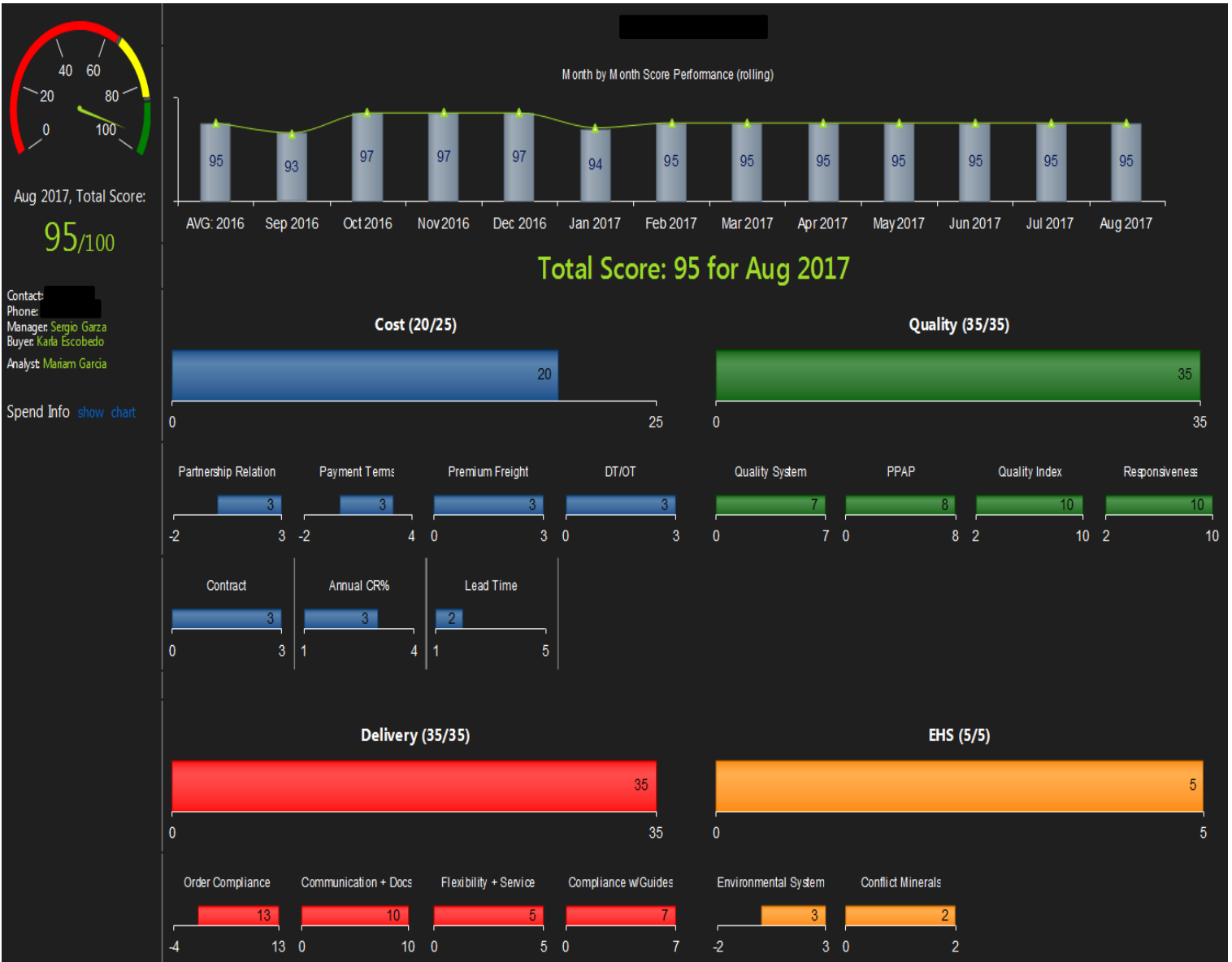
Scorecard of 70-79%, is considered “Unacceptable” - Oversight Probation

Scorecard of <70%, is considered “Unacceptable” - Oversight Probation and Requires a Documented Supplier Improvement Plan.

Below is an example of the scorecard. For details you can contact your Procurement, Supplier Quality, or Development representative or you can email SupplierCompliance@PKCGroup.com.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 22 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--





13.0 MATERIAL REQUERIMENTS

13.1 Electronic Communication

Fast, reliable, and integrated exchange of data significantly improves accuracy, flow, and visibility of information and reduces lead times, administration, and overall costs. The real-time, automatic exchange of information allows the organization and its suppliers, sub-contractors, and service providers to respond more quickly by having greater visibility and thus ensuring customer delivery and optimizing inventory. Therefore, procedures for data exchange shall be implemented with AEES Suppliers and Logistics providers.

The AEES organization sends and receives electronic communication in accordance with customer requirements and relevant industry standards. AEES's suppliers, sub-contractors, and logistics providers are expected to be engaged in exchanging traditional EDI or Web-based EDI electronic communication with AEES. E-mail and Fax are not acceptable means of electronic communication.

For setup information to enable electronic exchange with AEES, contact your Commodity Buyer for instructions.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 24 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

13.2 Packing Slip Requirements

Packing slips for materials included in each shipment (on a single bill of lading) must be enclosed in an envelope marked "Packing Slip". The packing slips and bill of lading are to be presented to the carrier prior to shipment departure.

The supplier must provide two (2) copies of the bill of lading and three (3) copies of the packing slips. One (1) copy of the bill of lading must be given to the carrier. An envelope containing one (1) copy of the bill and lading and two (2) copies of the packing slips must be given to the carrier. The third copy of the Packing Slip must be affixed to the material.

Your organization is required to deliver the following on every packing slip:

Packing Slip Content:

- AEES Receiving Plant from our release information (Examples: AC2, AC3, PN)
- AEES Purchase Order Number from our release information (Example TRN100019)
- AEES Part Number for each item on the pallet (Example: 1699642)
- AEES Release Number from our release information (Example: 111)
- Number of total packages on the pallet (Example: 3 boxes, 2 rolls)
- Unit of Measurement as negotiated on Purchase Order (Example: each, reels, feet)
- Quantity of items at Unit of Measurement above – do not include decimal places (Example: 100)
- Country of Origin (Example: USA)

Packing Slip Location and Pallet Presentation:

- An individual packing slip should be present on each pallet
- The packing slip should be secured to the outer upper left hand corner of the pallet
- Packages on the pallet should all have individual labels facing outward
- All labels and the packing slip should be clearly visible from the outside of the pallet

Each pallet must contain material for only one plant (do not mix various plants onto the same pallet). In situations where there is not enough freight to fill one pallet per plant, a mixed pallet may be used and material must be grouped by city. For example, if freight for AC2, AC3, AC4. TRN1 may be mixed onto one skid and AC2 and AC4 should be grouped on a separate skid. All wood pallets must be fumigated and stamped.

Barcodes/labels must be placed in a clearly visible location on the sides. Mixed pallets should be labeled on all four sides and identified as containing mixed freight on four sides as well. Each Pallet must have a copy of the appropriate packing slip visible that identifies the appropriate AEES plant code. You must provide a second copy of the packing slips with the bill of lading to the driver at the time of pickup.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 25 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

Plants according to city:
 Acuña: AC2, AC3, AC4, AC5, AEF
 Piedras Negras: PN1
 Torreón: TRN1, TRN2
 Juarez: EJZ

- No loose boxes are to be shipped in LTL or truckload shipments.

Parcel Shipments

All PKC/AEES paid small parcel shipments must be scheduled as ground service with UPS parcel. The weight must be 0-149lbs and parcel services may only be utilized when there is no LTL or truckload shipment scheduled for that day (with the exception of expedites requested by PKC/AEES, see section below). You will schedule your parcel pick up request with UPS parcel directly going forward. The transit time from the supplier’s pick-up to its final plant destination is based on due-on dock dates. All supplier shipments must be backed-up based on business days from the due-on dock date reflected in the PKC/AEES releases.

The contact for UPS parcel to schedule pickups is 1-800-742-5877 or <http://www.ups.com>

Premium Freight/Expedites

All premium shipments will continue to be routed directly through the AEES/PKC Logistics Team. Failure by the supplier to comply with the above routing instructions may result in freight charge backs and/or demerit points on Supplier Assessments, if not authorized by AEES/PKC or XPO. All supplier-arranged shipments will be at the supplier’s expense and their responsibility to meet the established ETA of shipments.

For all shipments Supplier is responsible to follow the PKC routing instructions.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 26 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

13.3 B-10 Barcode Label Requirements (Product Identification)

AEES believes that a Product Identification bar code label requirements help enable greater efficiencies in shipping and receiving processes, better data integrity, easier product identification, and integration with other electronic commerce systems. These labels were created using the guidelines and standards issued by the Automotive Industry Action Group (AIAG). Most suppliers are familiar with these guidelines and standards as they are the most generally recognized manufacturing-based guidelines.

AEES highly recommends that suppliers use bar code scanners to collect the information required for the supplier's shipment documentation, including the Advanced Ship Notice (ASN). Although use of bar code scanners is not a specific requirement, AEES does require that all shipment documentation be sent to them promptly and accurately. Bar code scanners facilitate the efficient collection and transmission of accurate information. For additional assistance, please contact the AEES site's purchasing representative.

Label Certification

All suppliers are required to submit the B-10 Product Identification bar code label for certification. The certification process ensures that the labels meet the published standard. PDF label samples can be emailed to: nahelp@pkcgroup.com.

or original label samples can be mailed to:

AEES SAN ANTONIO
Attention: Logistic Team
211 N.Loop 1604, Suite 290
San Antonio, TX 78232

See following pages for Supplier Label requirement details

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 27 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

B-10 (Production Identification) Label

AEES B-10 product identification label was created using the AIAG B-10 guidelines. The data on the label ties the contents of the shipment to the electronic Advanced Shipment Notice (ASN), thus enabling an efficient receiving process. For additional information about the ASN, please contact your assigned Commodity Buyer.

Supplier must ensure that containers (i.e., boxes, pallets, etc.) in the shipment be labeled appropriately and documented in the ASN. Label specifications are in this document.

Proper positioning of the product identification labels is also important for effective identification of the container of parts sent to AEES. An illustration of acceptable locations for container labels is included in this section. If stretch wrap is used to hold containers together on a pallet, Container labels must be clearly visible under the stretch wrap.

Suppliers who are unclear as to where to attach the container label must contact their appropriate AEES purchasing representative for clarification. Any parts placed within a container within packaged bags of more than one unit (i.e. fasteners, labels, small electrical connectors) must include a human readable label on the bag identifying the AEES part number, a description, the quantity within the bag, and the name of the supplier providing the part.

Label Requirements

- Label size must be 4 x 6 inches (standard sized label)
- Code 128 bar code symbology must be used (Use Code 128, Subset Auto for numeric, alpha characters and ASCII symbols)
- X dimension must be in the range of 0.013 inches (0.33 MM) to 0.017 inches (0.43 MM)
- Bar code height must be a minimum of 0.5 inches (13MM)
- Quiet zone (blank space at each end of the bar code) must be a minimum of 0.25 inches (6.3 MM).
- Bar code must meet a minimum ANSI print quality of "C"
- Human readable data must be 0.25 inches or 20 points or 3 LPB
- Row/block height must be 1.0 inch tall.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 28 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



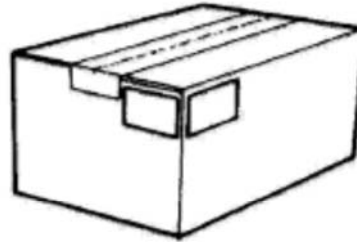
Fig. 1 Final Result Supplier & receiving inspection label.

<p>1 FROM: ABCDE SUPPLIER 211 N. LOOP 1604, SUITE 290 SAN ANTONIO, TX 78232</p>	<p>2 TO: XYZ WAREHOUSE 211 N. LOOP 1604, SUITE 290 SAN ANTONIO, TX 78232</p>	<p>3 PO (K) TR2000008 </p>
<p>4 PART NO (P) 475343 </p>	<p>5 SUPPLIER ITEM Vandar 2500 – MD3059</p>	<p>6 RELEASE NO (5K) 1 </p>
<p>7 QUANTITY (Q) 968 </p>	<p>8 MANUFACTURED BY May 05/08/14</p>	<p>9 PACKING LIST# 2302509409 </p>
<p>10 SERIAL# TR2157219 SPACE RESERVED FOR 1X4 INSPECTION LABEL</p>		<p>11 SHIPMENT # 2302509409 </p>

- 1 From**
Block Title=FROM
Data=Supplier's ship from address
Maximum Length=4 lines of text
- 2 To**
Block Title=TO
Data=AEES receiving location
Maximum Length=4 lines of text
- 3 PO#**
Block Title=PO#
Data=AEES purchase order
Symbology=Code 128
Data Field Identifier= K, Max data charts 1
Max Length=10: Max data charts 10
- 4 Part No.**
Block Title=PART. NO.
Data=AEES part number
Symbology=Code 128
Data Field Identifier= P, Max data charts 1
Maximum Length=7: Max data charts 7
- 5 Supplier Item**
Block Title=SUPPLIER ITEM
Data=Supplier's part number
Maximum Length=2 line of text
- 6 Release No.**
Block Title=RELEASE No.#
Data=AEES release number
Symbology=Code 128
Data Field Identifier= 5K, Max data charts 2
Max Length=11: Max data charts 11
- 7 Quantity**
Block Title= QUANTITY
Data=The amount of parts being shipped
Symbology=Code 128
Data Field Identifier=Q, Max data charts 1
Maximum Length=6: Max data charts 6
- 8 Manufactured By**
Block Title= MANUFACTURED BY
Data= MONTH, DATE "MM/DD/YEAR"
Maximum Length=2 lines of text
- 9 Pack List#**
Block Title=PACK LIST#
Data=Supplier's packing list number
Symbology=Code 128
Max Length=10: Max data charts 10
- 10 Serial #**
Block Title=Serial
Data=Supplier Serial No.
Symbology= Code 128
Maximum Length=9: Max data charts 9
- 11 Shipment #**
Block Title=Shipment#
Data=AEES shipment line number
Symbology= Code 128
Data Field Identifier=SL, Max data charts 2
Max Length=10: Max data charts 10

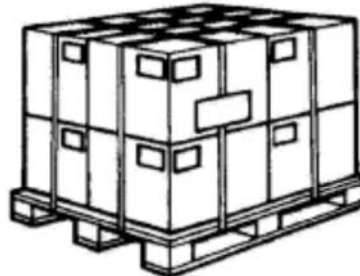
Box or Carton

Identical labels should be located on two adjacent sides (wrap around label acceptable). The upper edges of the labels should be as high as possible up to 20 inches from the bottom of the carton.



Cartons on Pallet

Each carton should be individually labeled as described above.



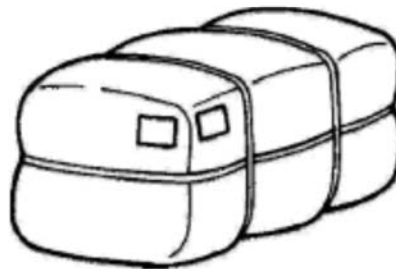
Drums, Barrels, or Cylindrical Containers

Identical labels should be located on the top and near the center of the side.



Bales

Identical labels should be located at the upper corner of an end and the adjacent side (wrap around label acceptable).



Please for any doubt on label placement and orientation reference the latest AIAG Trading Partner Labels Implementation Guideline.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 30 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



13.4 C-TPAT Supplier Participation Requirements

AEES Inc. supports the initiative to safeguard the world's vibrant trade industry from terrorists through active participation in the U.S. Customs and Border Protection's Customs-Trade Partnership Against Terrorism (C-TPAT) program. C-TPAT is a voluntary Department of Homeland Security supply chain security initiative administered by US Customs & Border Protection (CBP). Be aware that in order to maintain our C-TPAT certification, AEES reserves the right to periodically conduct site assessments to ensure that the minimum security requirements are being met by its business partners (suppliers). It may also require business partners to submit written statements confirming their compliance. For more information regarding the C-TPAT program, including the supplier standards that AEES is expecting, you are encouraged to refer to the following link: <http://www.cbp.gov/border-security/ports-entry/cargo-security/c-tpat-customs-trade-partnership-against-terrorism>

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 31 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

14.0 Revision History

REVISION	DATE	SECTIONS AFFECTED	DETAIL
00	10-31-2017	All	IATF compliant

15.0 APPENDIX

Suppliers must contact their AEES SQ contact person or the AEES Buyer for a copy of these forms.

- Appendix A: Supplier Quality and Development Contact List
- Appendix B: Supplier Change Request Form (Sample)
- Appendix C: Supplier Tool Move Form (Sample)
- Appendix D: Supplier Profile Form (Sample)
- Appendix E: Supplier Quality Discrepancy Report Form – QDR (Sample)
- Appendix F: 8-D Form (Sample)
- Appendix G: Standard Purchase Order (Example)
- Appendix H: Release (Example)
- Appendix J: Invoice Requirements
- Appendix K: Supplier EDI Spec Documents (Attached)

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 33 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--

Appendix A: AEES Supplier Quality and Development Contact List

Supplier Quality Manager

Alejandro Quintero
 Office: 01152 877 77 30440 ext. 7217
 Mobile: (830) 313-2323
Alejandro.Quintero@pkcgroup.com
 Carretera Presa La Amistad Km 4.5
 Parque Ind. Amistad
 Cd. Acuña Coah. Mexico
 CP. 26200

Supplier Development Manager

Myriam Coronel
 Tel. 01152-52 871 222 6853
 Mobile. 011521 871 181 2272
Myriam.Coronel@pkcgroup.com
 Carr. a Matamoros entronque
 con Mieleras S/N
 Parque Industrial Las Americas
 Torreon, Coah., MX 27277

PPAP Engineer (Acuna Support Plant, México)

Leonor Hernandez
 Tel: 01152-877 77 30440 Ext 7213
Leonor.Hernandez@pkcgroup.com
 Carretera Presa La Amistad Km 4.5
 Parque Ind. Amistad
 Cd. Acuña Coah. Mexico
 CP. 26200

Supplier Quality Engineer (Acuna Support Plant, Mexico)

Juan Garcilazo
 Tel: 01152-877-77-7632 office
 Mobile: 011521 877 101 0398
Juan.Garcilazo@pkcgroup.com
 Carretera Presa La Amistad Km 4.5
 Parque Ind. Amistad
 Cd. Acuña Coah. Mexico
 CP. 26200

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 34 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



Supplier Quality Engineer (Torreon Technical Center, Mexico)

Jose Manuel Macias
Tel: 01152 871-729-6448
Mobile: 011-52-1-(871) 202-15-92
Jose.Macias@pkcgroup.com
CABLEADOS DEL NORTE II.
Carretera a Matamoros ent. con Mieleras
Par. Industrial Las Américas s/
Torreón Coah. México
CP. 27277

PPAP Engineer (Acuna Support Plant, Mexico)

Adrian Reyes
Tel: 01152-877 77 30440 Ext 7213
Adrian.Reyes@pkcgroup.com
Carretera Presa La Amistad Km 4.5
Parque Ind. Amistad
Cd. Acuña Coah. Mexico
CP. 26200

Supplier Quality Engineer (Juarez, Mexico)

Ruben Candelas
Tel: 52(656) 625-1466
Ruben.Candelas@pkcgroup.com
Parque Ind, A.J.Bermúdez
Cd, Juárez Chih. Mx.
CP.32470

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 35 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



Appendix B: Supplier Change Request Form (Sample)

Section 1: AEES Supplier Change Request (SCR)			
Supplier Name:			Date Submitted:
Supplier Address:			
City:	State:	Country:	Zip Code:
Supplier Corp. Vendor #.		Supplier Mfg. Location	
Supplier Contact Name:			
Supplier Contact Email Address:			
Supplier Contact Phone Number:			
Request Type: <input type="checkbox"/> Drawing Change <input type="checkbox"/> Process Change <input type="checkbox"/> Tooling Move			
Part Number:			Revision:
		Part Status: <input type="checkbox"/> New <input type="checkbox"/> Carry-Over	
Part Description:			Tool Asset #(s) / Cavity(s) #
Supplier Attachments <input type="checkbox"/> Drawing <input type="checkbox"/> Data <input type="checkbox"/> Samples			
Description of Change:			
Identify Impact of the Proposed Change:			
Product Impact:		<input type="checkbox"/> Form / Fit / Function	<input type="checkbox"/> Quality Improvement
		<input type="checkbox"/> Packaging	<input type="checkbox"/> NONE
Process Impact:		<input type="checkbox"/> Capacity	<input type="checkbox"/> Additional Tooling
		<input type="checkbox"/> Other _____	
Current Specification:			
Proposed Specification:			
Reason for Change:			
Proposed Change Timing: <i>(NOTE: Change approval may take an extended period of time when AEES customer approval is required. Changes shall not be implemented prior to the receipt of written approval from AEES):</i>			
Qualification Plan with Target Date:			
Is the Interchangeability of the Part Affected?			
At the assembly level?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment
At the component level?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment
List all AEES personnel that you have been working with on this proposed change, please include their contact information.			
Is this a Cost Improvement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please detail whether investment is needed from AEES and if the piece cost is affected. Will the shipping location of the product change?			
Forward completed SCR via email to: FRMSupplierQuality@pkcgroup.com			



Section 2 - To be completed by AEES	SCR Tracking #:
*If Approved indicate data required from Supplier	

Signature	Date	Approved	Rejected	Comments
Supplier Quality:		<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> None			
<input type="checkbox"/> PPAP Required	Level: _____	Submit Due Date :	
<input type="checkbox"/> Drawing / Design Record			
<input type="checkbox"/> Engineering Change Document, if any			
<input type="checkbox"/> Customer Engineering Approval, if			
<input type="checkbox"/> Design FMEA			
<input type="checkbox"/> Process Flow Diagrams			
<input type="checkbox"/> Process FMEA			
<input type="checkbox"/> Control Plan			
<input type="checkbox"/> Measurement System Analysis Studies			
<input type="checkbox"/> Dimensional Results			
<input type="checkbox"/> Material Test Results			
<input type="checkbox"/> Performance Test Results			
<input type="checkbox"/> Initial Process Studies / Capability			
<input type="checkbox"/> Qualified Laboratory Documentation			
<input type="checkbox"/> Appearance Approval Report (AAR), if applicable			
<input type="checkbox"/> Sample Product			
<input type="checkbox"/> Master Sample			
<input type="checkbox"/> Checking Aids			
<input type="checkbox"/> Records of Compliance with Customer Specific Requirements			
<input type="checkbox"/> Part Submission Warrant (PSW)			
<input type="checkbox"/> Tool Move Checklist			
<input type="checkbox"/> Material Certifications			
<input type="checkbox"/> Safe Launch Plan	Date Requested:		
<input type="checkbox"/> Run At Rate / Capacity Verification			
<input type="checkbox"/> Additional Requirements			
<input type="checkbox"/> Other			

***Note: All Data required must have a copy of the completed SCR Form.**



INSTRUCTIONS

This form is only to request change approval. Section 1 to be filled out by the supplier

Section 1 Request for Change

1. **Supplier name:** Enter supplier name
2. **Supplier Address:** Enter Supplier Address
3. **Supplier Corp. Vendor#:** Enter supplier vendor # assigned by AEES on the purchase order
4. **Supplier Mfg. Location:** Enter location where component is manufactured
5. **Supplier Contact Name:** Enter supplier single point of contact's name for change coordination
6. **Supplier Email Address:** Enter supplier single point of contact's email for change coordination
7. **Supplier Phone Number:** Enter supplier single point of contact's phone number for change coordination
8. **Request Type:** Enter request type, if it is a drawing change, process change or a tooling move
9. **Part Number:** Enter AEES Part number affected and its revision. Check and if it is a new or carry-over part
10. **Part Description:** Enter a brief description of the part. List all the AEES tool asset #(s) and cavity(s)# affected by this change
11. **Supplier Attachment:** Check the type of attachments. E.g. marked up drawings or sketches, measurements and/or capability studies, qualification plan/data, or samples submitted for testing
12. **Description of Change:** Provide a brief general description of the requested change
13. **Identify Impact of the Proposed Change:** Identify the product and process impact that the change might cause. Check all applicable boxes on form. All Inventory bank quantities must be approved and coordinated by AEES. Supplier shall not calculate bank quantities solely based on AEES releases
14. **Current Specification:** Describe the current specification/process before the change. In the event this request is for a tool move, please enter the current location of the tool.
15. **Proposed Specification:** Describe what the new specification/process will be. In the event this request is for a tool move, please enter the new location of the tool.
16. **Reason for Change:** Identify the reason for the change. Why should this change be made? E.g. customer directed, cost saving, quality improvement
17. **Proposed Change Timing:** Clearly identify the proposed timing for the change. When will the change be completed?
18. **Qualification Plan with Target Date:** For process changes, enter the supplier's proposed Qualification Plan and PPAP target date. The proposed Qualification Plan may be submitted as an attachment to the SRC
19. **Is the Interchangeability of the Part Affected?** Identify forward and backward compatibility of the part
20. **List all AEES Personnel that you have been working with on this proposed change. Please include their contact information:**
21. **Is This a Cost Improvement?** If the change affects the part cost (reduction), document the estimated cost benefit to AEES.
22. **Please detail whether investment is needed from AEES and if the piece cost is affected? Will the shipping location for the product change?**

Note: Once change request approval is granted, a copy of the authorized SCR (this form) shall be included in the PPAP submission. If you have any questions regarding the use of this form, please contact AEES Supplier Quality.

SECTION 2 – to be completed by AEES

The responsible AEES Supplier Quality will review this SCR to provide disposition. Suppliers will receive email notifications with approval status. All rejections must provide comments.

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 38 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--



Appendix C: Supplier Tool Move Form (Sample)



Tool Move Checklist – To be completed by the supplier

Supplier Name:

Supplier Address:

AEES Part Number Affected:

Tool #:

Current Tool Location:

New Tool Location:

Supplier Tool Move Coordinator Contact Info:

	ITEM	STATUS (Y/N)	STATUS DATE	Comments
1	Has a SCR been submitted to AEES and approval been received?			
2	Has a tool move plan been developed and submitted to AEES that addresses the following?			
	Has project timeline been established?			
	Has customer plant location been identified?			
	Has current annual volume & program been identified?			
	Has the quality of the tool been verified and any issues been addressed?			
	Have Inventory Build Requirements been established? Is a bank build required? If so, for how long?			
3	Have Manufacturing & Operations Issues been addressed?			



Tool Move Checklist – To be completed by the supplier

	Has the material specification provided to the new production locations and are the specifications for processing the raw material available?			
	Have current packaging requirements been sent?			
	Have all operator instructions been forwarded to the new production location?			
	Are there special shipping requirements?			
	Is the customer requesting plant trials? If yes, how many?			
	Has a copy of the current PPAP package been forwarded to the new production location for review of the critical documents?			
	Has raw material procurement been authorized?			
	Does the receiving plant have EDI capability to receive schedules and transmit ASN (Advanced Shipped Notification)?			
	Has a new PPAP package from the new location been sent to AEES?			
	Have sample parts from old production location been forwarded to the new production location?			
	Have the material requirements been considered? e.g. handling, Storage, environment, etc.			
4	Are all quality records available in new location? (Internal/ External Quality issues, 8Ds, lessons learned, etc.)			



Appendix D: Supplier Profile Form (Sample)

		<h2>AEES SUPPLIER PROFILE</h2>	
Effective Date: 09/25/2009		Approved by: Matt Anthony	Document Number: NMSQF74-04.01
<p>Please provide AEES with information about your company. This information is only used internally by AEES.</p> <p>Please check if your company is a: <input type="checkbox"/> New Supplier <input type="checkbox"/> Existing Supplier</p>			
GENERAL COMPANY INFORMATION			
<p>Please Fill Out All the Highlighted Yellow Area and Email the Completed Form to: FRMSupplierQuality@pkcgroup.com</p>			
1. COMPANY NAME		2. DATE SUBMITTED	
3. LOCATION			
4. LOCATION DUNS			
COMMODITY TYPE AT THIS DUNS SITE			
5. ADDRESS:			
6. CITY	7. STATE/PROVINCE	8. ZIP/POSTAL CODE	9. COUNTRY
10. COMPLETED BY	11. TITLE	12. PHONE	13. E-MAIL ADDRESS
		FAX	
COMPANY DETAILS			
14. OWNERSHIP	15. YEAR ESTABLISHED	16. UNION AFFILIATION	17. EXPIRATION OF CURRENT UNION CONTRACT
18. TOTAL NUMBER OF EMPLOYEES	19. NUMBER OF SALARY EMPLOYEES	20. NUMBER OF HOURLY EMPLOYEES	
21. SALES REVENUE / ANNUAL SALES	22. <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE	23. IN BUSINESS SINCE	
24. KEY CUSTOMER AND PRINCIPLE PRODUCTS			
25. C-TPAT CERTIFICATION REQUIRED			
	<input type="checkbox"/> YES		
	<input type="checkbox"/> NO		

COMPANY CONTACT INFORMATION			
26. SENIOR MANAGEMENT CONTACT	27. TITLE	28. E-MAIL ADDRESS	29. PHONE
30. SALES CONTACT	31. TITLE	32. E-MAIL ADDRESS	33. PHONE
34. QUALITY CONTACT	35. TITLE	36. E-MAIL ADDRESS	37. PHONE
38. PLANT MANAGER	39. TITLE	40. E-MAIL ADDRESS	41. PHONE
42. ENGINEERING CONTACT	43. TITLE	44. E-MAIL ADDRESS	45. PHONE
46. CUSTOMER SERVICE CONTACT	47. TITLE	48. E-MAIL ADDRESS	49. PHONE
50. EMERGENCY CONTACT (24/7)	51. TITLE	52. E-MAIL ADDRESS	53. PHONE
54. ISO 9000 <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FUTURE PLAN <input type="checkbox"/> NO PLAN		56. CERTIFICATION DATE EXPIRATION DATE	57. FUTURE PLAN DATE
58. ISO 14001 <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FUTURE PLAN <input type="checkbox"/> NO PLAN		59. CERTIFICATION DATE EXPIRATION DATE	60. FUTURE PLAN DATE
61. ISO/TS 16949 <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FUTURE PLAN <input type="checkbox"/> NO PLAN		62. CERTIFICATION DATE EXPIRATION DATE	63. FUTURE PLAN DATE
<i>NOTE: PLEASE PROVIDE COPY OF MOST RECENT ISO-TS CERTIFICATION</i>			
64. DIVERSITY CERTIFICATION STATUS			
PAYMENT METHOD			
65. ARE YOU EDI CAPABLE		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Network/ Software:			
FOR AEES USE ONLY			
Date Received:	Processed By:	Date Approved:	Supplier #:

Appendix E: Supplier Quality Discrepancy Report Form - QDR (Sample)

QUALITY DISCREPANCY REPORT (QDR) / CORRECTIVE ACTION REQUEST			
To be completed by the QDR Originator if the name is not in the dropdown box:			
LOCATION:			
ORIGINATOR:	E-MAIL:	PHONE:	
QUALITY DISCREPANCY REPORT (QDR) / CORRECTIVE ACTION REQUEST			
Section I: To be completed by the AEES:			
Supplier Name:		Qty Suspect:	Date Issued:
Part Name:	Plax #:	Qty. Rejected:	QDR #:
P/N:	Vendor #	Qty Accepted:	Status:
Repeated Issue?:		Customer Affected?:	
Supplier Contact Information:			
Contact:		Phone #	
E-mail:		Mobile #	
Problem Description			
When samples are requested for supplier analysis, a UPS / FedEx Acct. is required by AEES			Sketch Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSE STATUS:			
Initial Response:	Due Date: (24 hours)	Final Response:	Due Date: (10 Calendar days)
Supplier be aware that if no actions are taken to solve the problem above described AEES will pursue a Cost Recovery for all the Incurred costs			
<input type="checkbox"/> Open Cost Recovery Claim		Date Initiated:	
Section II: To be completed by the supplier:			
Immediate Corrective Action: (Containment): Due within 24 hours of acknowledgement.			
Date AEES will receive certified shipment: _____			
Authorization for AEES to return defective/suspect material (RMA#): _____			
Final / Irreversible Corrective Action: Due within 10 calendar days, response time extension requests should be submitted to AEES SQE. PLEASE USE AN 8D FORMAT AND ATTACH TO THE QDR			
Supporting Documents submitted to Validate Irreversible Corrective Actions (Please attach documents to the QDR)			
<input type="checkbox"/> Capability Study		<input type="checkbox"/> Other (PPAP, Error proofing, etc.)	
<input type="checkbox"/> Control Plan / PFMEA			
SUPPLIER REP. SIGNATURE & TITLE			



Appendix F: 8-D Form (Sample)



8 DISCIPLINE REPORT

Report Status: _____

1.-Year / Car Line:	Component:	ISSUE #:
Initiator:	Assignee:	Team Location:
Location:	Date Opened:	Team Leader:
Build Phase:	Last Revision:	QR:
	Date Closed:	

2.- Problem Description:

<u>3.- Interim/Containment Actions:</u>	Target Date	Effective Date	<u>6a. Verification Interim Actions:</u> <u>Shows indicators before and after.</u>
--	-------------	----------------	--

4.- Root Cause(s):

Specific:

Systemic:

Escape:

<u>5.- Permanent Actions:</u>	Target Date	Effective Date	<u>6b. Verification Permanent Actions:</u> <u>Shows indicators before and after.</u>
--------------------------------------	-------------	----------------	--

7.- Prevention:



Appendix G: AEES Standard Purchase Order (Example)

		AEES, Inc. 36555 Corporate Drive Suite 300 Farmington Hills, MI 48331		BLANKET PURCHASE ORDER AC4000202 5/10/14	
Supplier: ABCDE Company Inc 6262 Star Blvd Purchase, YX 11032 Phone: 123-456-7890 Fax: 123-654-0987		PO No: AC4000202 PO Date: 5/10/14 Purchase Order Revision: Revision Date:		Plant # PO Number	
Ship To: AEES c/o Menlo Worldwide 2200 Cienegas Rd. Del Rio, TX 78840		Blanket Order: 6/1/14 - Via: Ground Pymt Terms: Net 60 Delivery Terms: FCA Origin Note:			
Bill To: AEES, Inc. PO Box 12090 San Antonio, TX 78212					
Items					
Item:Rel	Part	Supplier Part No	Description	Unit Price (USD)	
1:	0123987	X57-0722	PLATE LOWER DP BOX / X56-0725	\$0.01/pcs	
2:	0239876	X58-0725	PLATE LOWER DP BOX / X57-0722	\$0.01/pcs	
3:			PLATE LOWER DP BOX / X58-0723	\$0.01/pcs	
4:	0398755	X59-0724	PLATE LOWER DP BOX / X59-0724	\$0.01/pcs	
5:	0487654	X60-0726	PLATE LOWER DP BOX / X60-0725	\$0.01/pcs	
Notes					
<p>Without limiting other Import/Export Compliance requirements found in AEES' Terms and Conditions for Purchase of Products, AEES requires suppliers to provide NAFTA Country of Origin documentation and Manufacturing Affidavits on all components annually. AEES suppliers must submit these documents in an electronic format, to the Import / Export department, via e-mail to aeesnafta@pkcgroup.com upon receipt of the authorized AEES purchase order.</p> <p>For further assistance with completing the country of origin documentation, please submit your inquiries to aeesnafta@pkcgroup.com.</p> <p>PPAP Level 3 is required for New Components. See attached link to AEES</p> <p>Supplier Quality Manual http://www.aeesinc.com/docs/TandC/AEESSupplierQualityManual.pdf</p> <p>This document is an offer to purchase by AEES, and incorporates by this reference AEES' Terms and Conditions. AEES' offer to purchase is conditioned on the seller's acceptance of AEES' Terms and Conditions without modification or addition. An electronic copy of AEES' Terms and Conditions can be viewed at http://www.aeesinc.com/docs/TandC/AEESSupplierTermsandConditionsRevisionSeptember302011.pdf</p>					

Appendix H: AEES Release (Example)

Online Releases																				
Supplier: <input type="text"/>		Part No: <input type="text"/>		PO No: AC4000202																
Issued By: <input type="text"/>		Supplier Part No: <input type="text"/>		Release Status: <input type="text"/>																
Release No: <input type="text"/>		Due Date Begin: <input type="text"/>		Due Date End: <input type="text"/>																
Building: <input type="text"/>		Planner: <input type="text"/>		Active Only: <input checked="" type="checkbox"/>																
Release Acknowledged: <input type="text"/>		Due Date Mismatches Only: <input type="checkbox"/>		<input type="button" value="Search"/>																
Code or Division	Supplier Part No	Planner	Description	Unit Price	Doc	Last Receipt Date	Last Receipt Quantity	Total Received	Release No	Release Date	Release Note	Release Status	Quantity	Received Quantity	In Transit	Balance	Ship Date	Release Acknowledge	Due Date	Supplier Proposed Due Date
	7116-4027		0902 1 2.3MM TERM / XW4T 14474 FA / 7116 4027	\$ 0.03 / pcs		7/29/14	3,000 pcs	6,000 pcs	12	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	8/10/14	<input type="checkbox"/>	8/11/14	<input type="text"/>
									13	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	8/17/14	<input type="checkbox"/>	8/18/14	<input type="text"/>
									23	7/22/14	MRP 19-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	8/17/14	<input type="checkbox"/>	8/18/14	<input type="text"/>
									14	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	8/24/14	<input type="checkbox"/>	8/25/14	<input type="text"/>
									15	7/14/14	MRP 12-JUL-14	Firmed	6,000 pcs	0 pcs	0 (0) pcs	6,000 pcs	8/31/14	<input type="checkbox"/>	9/1/14	<input type="text"/>
									16	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	9/7/14	<input type="checkbox"/>	9/8/14	<input type="text"/>
									17	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	9/14/14	<input type="checkbox"/>	9/15/14	<input type="text"/>
									24	7/22/14	MRP 19-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	9/14/14	<input type="checkbox"/>	9/15/14	<input type="text"/>
									25	7/22/14	MRP 19-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	9/21/14	<input type="checkbox"/>	9/22/14	<input type="text"/>
									18	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	9/21/14	<input type="checkbox"/>	9/22/14	<input type="text"/>
									19	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	9/28/14	<input type="checkbox"/>	9/29/14	<input type="text"/>
									20	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	10/5/14	<input type="checkbox"/>	10/6/14	<input type="text"/>
									26	7/22/14	MRP 19-JUL-14	Firmed	6,000 pcs	0 pcs	0 (0) pcs	6,000 pcs	10/5/14	<input type="checkbox"/>	10/6/14	<input type="text"/>
									27	7/22/14	MRP 19-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	10/12/14	<input type="checkbox"/>	10/13/14	<input type="text"/>
									21	7/14/14	MRP 12-JUL-14	Firmed	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	10/12/14	<input type="checkbox"/>	10/13/14	<input type="text"/>
									22	7/14/14	Automatically created by MRP	Forecast	3,000 pcs	0 pcs	0 (0) pcs	3,000 pcs	10/19/14	<input type="checkbox"/>	10/20/14	<input type="text"/>
	7157-3846		SEAL 0.50 1 XW4T 148D3 CA / 7157 3846	\$ 0.10 / pcs		7/29/14	2,000 pcs	12,000 pcs	19	7/2/14	55422-393-1	Firmed	1,000 pcs	0 pcs	0 (0) pcs	1,000 pcs	7/20/14	<input type="checkbox"/>	7/21/14	<input type="text"/>
									9	7/1/14	55422-373-1	Firmed	2,000 pcs	0 pcs	0 (0) pcs	2,000 pcs	7/27/14	<input type="checkbox"/>	7/28/14	<input type="text"/>
									10	7/1/14	55422-373-2	Firmed	2,000 pcs	0 pcs	0 (0) pcs	2,000 pcs	8/3/14	<input type="checkbox"/>	8/4/14	<input type="text"/>
									11	7/1/14	55422-379-1	Firmed	1,000 pcs	0 pcs	0 (0) pcs	1,000 pcs	8/3/14	<input type="checkbox"/>	8/4/14	<input type="text"/>



Appendix J: Invoice Requirements

To improve the efficiency of our invoice processing, please attend to the below definitions and requirements, please note that when information on the hardcopy invoice is missing, illegible or inaccurate the payment process can be significantly lengthened.

FIELD	DESCRIPTION
Invoice Number	Invoice number must be unique for each invoice.
Invoice Date	Specifies the date invoice was created.
Bill to	This information is provided on the Purchase Order, it reflects in most cases current AEES Accounts Payables address. Third party billings may specify a different bill to address.
Ship to	This information code is provided on the Purchase Order and/or Shipping Schedule Report.
PO Number	This can be AEES Standard Purchase Order Number or Blanket Purchase Order. All our vendor invoices, without exception, MUST reference a Purchase Order issued by AEES Procurement Department. Our Suppliers MUST request a Purchase Order at the time they accept to provide a service or supply a product.
Release Number	This information is provided on the Shipping schedule report, and must be included after the Purchase Order Number.
Packing Slip Number	Delivery / Bill of Lading / Packing Slip Number that was enclosed in the shipment or merchandise must be included in the invoice header as reference, this number will allow appropriate match to each invoice.
POD	Proof of Delivery / tracking number should be provided on the invoice or s an attachment.
Item Number	This information is provided on the PO and/or on Shipping Schedule report.
Quantity	Material quantity shipped must be expressed on the Invoice and not be greater than what requested in to the PO/Shipping Schedule.
Unit Price & UOM	Unit price and UOM (Unit of Measure) per item(s) billed must match to AEES PO/Shipping Schedule.
Amount	This field reflects extended amount (quantity multiplied by the price) for a particular line item
Subtotal	If the value of the material received (based on PO) does not match the amount in this field, payment processing will be delayed until the corrected invoice is submitted.
Total Due	This field contains the gross amount to be paid by AEES.



Appendix K: Supplier EDI Spec Document (Please contact your Purchasing or Quality representative for details.)

Issue Date: October 31, 2017	Revised Date:4-01-2019	Page 48 of 48
------------------------------	------------------------	---------------

Originator: Alejandro Quintero Supplier Quality Manager	Approved by: Christopher Morris, Director Purchasing - NA Julian Ronquillo, Director, NA Wire Operations, CI and Central Quality - NA	
--	---	--