

August 25, 2023

Supplier on Boarding for Johnson Medtech LLC (Vandalia) Suppliers

Dear New / Current Supplier to Johnson Medtech,

This package is a guide for reference to ensure smooth cooperation between Johnson Medtech and its suppliers. Following these requirements will assist with timely receipts and processing of payments. If you have questions, please contact your Johnson Medtech Buyer.

Please reference this link for the current version of important documents and forms:

[Supplier Terms and Conditions | Johnson Medtech](#)

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- I. Supplier Information**
 - a. Required Documents**

All information needs to stay current and up to date. Please send updates to your buyer and copy this email address: Supplier.Communications@johnsonelectric.com

- Supplier Registration Form (SRF, new supplier registration and supplier name change)
- Tax Registration Form/Certificate/W9 (if applicable)

- Non-Disclosure Agreement (NDA)
- ISO/TS Certification (must stay current)
- Conflict Mineral Reporting Template (submit annually)
<http://www.responsiblemineralsinitiative.org/conflict-minerals-reporting-template/>
- Financial Report (D&B or other)
- Diversity Certificate, if applicable (must stay current)
- ISO TS Audit / VDA 6.3 audit Questionnaire / Supplier Assessment Questionnaire (SAQ)
- COO (Certificate of Origin) (must stay current)
- MSDS (Material Safety Data Sheet on all new material before receipt of product)
- Certificates of Compliance and Certificates of Analysis (C of Cs and C of As) must accompany shipment and emailed to COA@johnsonelectric.com. (When emailing, ***SUBJECT LINE TO include:***
SUPPLIER / PN / LOT# or Mfg Date / Johnson Medtech / Shipment date)

b. **Supplier Information Changes:**

Changes should be sent to: Supplier.Communications@johnsonelectric.com

(Contact Information / Supplier Name Change / Address Change / Certs / NDA / Banking Information)

c. **Banking Information**

To update bank information please notify your buyer immediately and provide the **Supplier Registration Form** with updated information. **If additional bank charges occur due to wrong/non-updated bank information provided by supplier, Johnson Medtech is authorized through this letter to deduct additional bank charge from supplier's payable account, after informing the supplier and providing receipt from bank to the supplier.** Supplier may be requested to confirm bank information; we appreciate your cooperation to do so.

II. **Shipment Document (Packing Slip / Delivery Note) Requirements**

The following information is necessary on all Packing Slips and/or Labels. To receive and process payments, the following information is mandated.

- Johnson Medtech Purchase Order Number
- Release # (if applicable)
- Line # (if applicable)
- ORG as shown on the Purchase Order release (for example, M19, if applicable)
- Johnson Medtech Part Number including Revision level (if applicable)
- Quantity shipped
- Unit of Measure. If the Unit of Measure on packing slip is different from Unit of Measure on Purchase Order, calculation used must be noted on Packing Slip and Invoice.
- Indicate # of packages, net weight, gross weight and package size in packing list for overseas shipments

III. **Invoice Requirements**

Invoice must be attached to shipment and also e-mailed or mailed to the address indicated on the Purchase Order. Invoice must match Purchase Order. Invoice found without the following information will be treated as problematic Invoice and will not be processed until they have been clarified, this may cause delay in receiving and /or payment process.

- Correct company name, Bill To address, and Ship To address, (which are specified on the Purchase Order). Review remarks or comment section on the Purchase Order for additional requirements.

-
- Official languages must be English or Bill To country's official language
 - Your company Tax ID.
 - Johnson Medtech Buyer's name.
 - Johnson Medtech Purchase Order Number (entire number including release number when applicable)
 - Release Number (if applicable per Purchase Agreement)
 - Line number matching Purchase Order lines in the same order (if applicable)
 - ORG as shown on the Purchase Order release (for example, M19, if applicable)
 - Johnson Medtech part numbers (as listed on Purchase Order if applicable) and your company's corresponding part numbers (if applicable).
 - Quantity matching exactly with actual goods sent and with the quantity on the Purchase Order / Purchase Release. If the quantity on the Purchase Order / Purchase Release is not an increment of the box quantity, please contact your Johnson Medtech Buyer / Planner to request an adjustment before shipping.
 - Unit of Measure. If Unit of Measure on packing slip is different from Unit of Measure on Purchase Order / Purchase Release, calculation used must be noted on packing slip and invoice.
 - Price on Invoice must match price on Purchase Order / Purchase Release.
 - Currency on invoice is to reflect same on the Purchase Order / Purchase Release.
 - Payment Terms as listed on the Purchase Order / Purchase Release.
 - Detailed commercial description, per item, identification data such as brand, model, and serial number (if applicable).
 - Ocean bill of lading number or tracking number that matches with the document.
 - Shipment documents Delivery note or Packing Slip number and date
 - Harmonized Tariff Standard (HTS) code (for international shipments only)
 - Serial Numbers of machines
 - Country of Origin
 - Provide a separate commercial invoice for custom declaration if the item shipped is "free of charge". The real value of the free of charge item must be indicated on the commercial invoice.

Not following these requirements can result in problematic invoices which may delay payment.

IV. Additional Requirements:

a) GHS (Globally Harmonized System) Requirements

Chemicals must be properly labeled per GHS requirements.

GHS Label Elements

1. Signal Word:
Indicates relative level of hazard. "Danger" is used for most severe instances, while "Warning" is less severe.

4. Hazard Statements:
Phrases that describe the nature of hazardous products and oftentimes the degree of hazard.

5. Precautionary Statements:
Phrases associated with each hazard statement, that describe general preventative, response, storage or disposal precautions.

3. Product Name or Identifiers

2. Symbols (Hazard Pictograms):
Convey health, physical and environmental hazard information with red diamond pictograms. May use a combination of one to five symbols.

6. Manufacturer Information:
Manufacturer name, address, telephone number and local emergency number.










Safety data sheets: should contain **new pictograms** and 16

GHS: Safety Data Sheet (SDS)

- ▶ The format of the 16-section SDS should include the following sections:
 - ▶ Section 1. Identification
 - ▶ Section 2. Hazard(s) identification
 - ▶ Section 3. Composition/information on ingredients
 - ▶ Section 4. First-Aid measures
 - ▶ Section 5. Fire-fighting measures
 - ▶ Section 6. Accidental release measures
 - ▶ Section 7. Handling and storage
 - ▶ Section 8. Exposure controls/personal protection
 - ▶ Section 9. Physical and chemical properties
 - ▶ Section 10. Stability and reactivity
 - ▶ Section 11. Toxicological information
 - ▶ Section 12. Ecological information
 - ▶ Section 13. Disposal considerations
 - ▶ Section 14. Transport information
 - ▶ Section 15. Regulatory information
 - ▶ Section 16. Other information, including date of preparation or last revision

sections: _____

GHS PICTOGRAMS

Health Hazard Carcinogens, respiratory sensitisers, reproductive toxicity, target organ toxicity, germ cell mutagens 	Flame Flammable gases, liquids, & solids; self-reactives; pyrophorics; 	Exclamation Mark Irritant, dermal sensitiser, acute toxicity (harmful) 
Gas Cylinder Compressed gases; liquefied gases; dissolved gases 	Corrosion Skin corrosion; serious eye damage 	Exploding Bomb Explosives, self-reactives, organic peroxides 
Flame Over Circle Oxidisers gases, liquids and solids 	Environment Aquatic toxicity 	Skull & Crossbones Acute toxicity (severe) 

b) Reference Documents

These reference documents can be found at

[Supplier Terms and Conditions | Johnson Medtech](#)

- Terms and Conditions
- Conflict Minerals Policy
- Supplier Handbook - Quality Requirements
- Counterfeit Prevention Policy
- Non-Disclosure Agreement (NDA)
- Supplier Registration Form (SRF) (includes Ethic Policy)
- Package and labeling requirements
- Barcode Labeling V8.2
- Tooling Contract Template
- Supplier Change Request Form (SCRR form WSQE-020901)
- Supplier Code of Conduct

V. Contact Information

SCS:

Laura Esquivel – Desk: +52 478 985 4413; email: Laura.Esquivel@johnsonelectric.com

Itzeel Rodriguez – Desk: +52 478 985 4403; email: Itzeel.Rodriguez@johnsonelectric.com

Alexis Jara – Desk: +52 478 985 4414; email: Alexis.Jara@johnsonelectric.com

Andres Jaramillo – Desk: +52 478 985 1147; email: Andres.Jaramillo@johnsonelectric.com

Logistics:

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

Planners:

Penny Calvert – Desk: 937-918-2413; email: Penny.Calvert@johnsonelectric.com

Quality:

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

Accounting:

General email: Medtech.AP@johnsonelectric.com

General Phone: 978 946 2600

VI. How to read a Vandalia Johnson Medtech Purchase

JOHNSON MEDTECH LLC										JOHNSON MEDTECH		
801 SCHOLZ DRIVE VANDALIA OH 45377 United States Phone: 734-392-5300 Fax: 734-392-1014										PO RELEASE		
TO:										Date: AUG 29, 2018 Page: 1 of 2		
ATTN:										P. O. Number: 51600001653-1		
FAX:										P.O. Rev: 4 Rel. Re: 1		
SHIP TO: Attention: 801 Scholz Drive Vandalia OH, 45377, UNITED STATES										PO Status: Approved, Closed		
BILL TO: 801 Scholz Drive, Vandalia, Ohio 45377 UN Medtech AP@johnsonelectric .com UNITED STATES										Buyer: Calvert, Ms. Penny L		
Payment Term: 60 Days		Shipment Term: FCA USA, NC, GREENSBORO		Shipment Mode: FedEx Ground		Currency: USD						
Line No.	ORG	Supplier's Part No.	JMD Part No.	Description	Quantity	UOM	Arrival Date (MM/DD/YY)	Unit Price	Disc. (%)	Amount	Tax	Sub-inv
1.1	JVM		0087-L0700 (A)		204,116.40	GRAM	09-04-18	0.03598		7,344.00	0.00	
Remarks: NOTES: INCLUDE C OF A WITH JOHNSON MEDTECH PN / LOT # / DATE OF MFG / EXPIRATION (SHOULD BE AT LEAST 1 YEAR FROM PURCHASE DATE OR JOHNSON MEDTECH APPROVAL) FLOW DOWN REQUIREMENT: RECORD RETENTION IS FOR LIFE OF PRODUCT												

Order:

Above is an example of our Vandalia Johnson Medtech Purchase Order, identifying the following key elements:

a) Ship to:

Location material must ship to.

b) Send Invoice to:

If emailed: invoice to: Medtech.AP@johnsonelectric.com

If mailed

Invoices sent through Postal Service:

Johnson Medtech LLC
PO Box 430
Vandalia, OH 45377

Suppliers are responsible for any delay of the payment as a result of invoice not submitted to correct email address.

- c) **PO Number and Rel. Rev:** Purchase Order # and Release # (*if applicable*) must be on Invoice.
- d) **Payment Term:** Review that the payment terms match your negotiated terms.
- e) **Shipment Mode:** This is our desired method of shipping. Purchasing and/or planning must approve all premium freight shipments and will advise on any shipments over 150 pounds.
Fed X Account # available through your Johnson Medtech Contact

- f) This section provides the order information:

Line No: Must be listed on your Pack slip and Invoice.

ORG: Must be listed on your Pack slip and Invoice.

JMD Part No: The Johnson Medtech Internal Part number and must be listed on your Pack slip and Invoice.

Quantity: The quantity ordered and must be listed on your Pack slip and invoice.

UOM: The Unit of Measure that product is ordered (if a different Unit of Measure is used, include the calculation on your Packslip and Invoice).

Arrival Date: The date the goods **must arrive** at the Vandalia Johnson Medtech plant. Supplier must consider transit time.

Unit Price: The Purchase Price, based on Unit of Measure, and must be listed on the Pack slip and Invoice (if you use a different Unit of Measure include the calculation used).

- g) **Remarks:** Special instructions will be provided in this section if applicable.








If any of the information on the PO is incorrect, please notify your buyer immediately.

VII. Bar Code Labeling


Johnson Medtech requires barcodes for all direct production materials. For complete scope, please reference the requirements document found at this link:

[Supplier Terms and Conditions | Johnson Medtech](#)

Delivery Note sample format:

200MM-210MM (A4)																																				
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 15%;">15MM-20MM</div> <div style="width: 10%; text-align: center;">  </div> <div style="width: 75%; text-align: center;"> Supplier Delivery Note </div> </div>																																				
DN No. 20170502001																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">QR Code</th> <th style="width: 10%;">PO No.</th> <th style="width: 10%;">LINE+ SHIPMENT</th> <th style="width: 15%;">ITEM</th> <th style="width: 5%;">REV</th> <th style="width: 10%;">SUB-INV</th> <th style="width: 10%;">SPLOT</th> <th style="width: 10%;">QTY</th> <th style="width: 10%;">UOM</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">  </td> <td>501002910-1</td> <td>1-2</td> <td>1415-1021057</td> <td>A</td> <td>RIP-BCA</td> <td>TYU0021</td> <td>1000</td> <td>EA</td> </tr> <tr> <td style="text-align: center;">  </td> <td>501002910-4</td> <td>1-4</td> <td>1415-1021057</td> <td>A</td> <td>RIP-BCA</td> <td>TYU0022</td> <td>2000</td> <td>EA</td> </tr> </tbody> </table>										QR Code	PO No.	LINE+ SHIPMENT	ITEM	REV	SUB-INV	SPLOT	QTY	UOM		501002910-1	1-2	1415-1021057	A	RIP-BCA	TYU0021	1000	EA		501002910-4	1-4	1415-1021057	A	RIP-BCA	TYU0022	2000	EA
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	501002910-4	1-4	1415-1021057	A	RIP-BCA	TYU0022	2000	EA																												

Minimum Package Label sample

100 mm (+10%)		15MM-20MM
50MM(+10%)	PART NO.	1158-1060031
	DESC	MAGNET RING
	SUP LOT	SUPLOT001
	QTY	2992
	Rev E	
		15MM-20MM

format

VIII. Receiving Hours:

Monday ~ Friday

7 am ~ 5 pm

Note: Off-hour receiving by prior approval only

Receiving: 937-918-2474

IX. Shipping Requirements:

a. Domestic Shipping Documents:

For goods shipped or delivered directly to Vandalia Johnson Medtech please follow these instructions:

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- Create a correct Invoice according to instructions as explained in the “Supplier Onboarding Common” document.
 - Adhere to the receiving hours defined in section IV.

Important: If your Purchase Order indicates pick up at your location, please share with your buyer/planner the following info: weight, dimensions, working hours, and name of the responsible contact person in your shipping area.

b. Additional Documents or Requirements:

- All product supplied must meet prevailing government safety and environmental requirements
- Ocean bill of lading or tracking number document that matches with the information provided on the Invoice.
- Correct box and pallet labeling including part number, quantity, etc. visible outside the packing.
- Declaration of non-wooden packing (if packing is of non-wooden material), or declaration of IPPC markings on wooden packing (if packing, including any chocking, is of wooden material).
- **Certificate of Origin or Affidavit** emailed to Supplier.Communications@johnsonelectric.com
- **Certificate of Conformance** must accompany shipment and emailed to COA@johnsonelectric.com
- When **Certificate of Analysis** is required a copy must accompany shipment and emailed to COA@johnsonelectric.com
- Subject of email should contain **Supplier Name / PN / Lot # or Manufacturing Date / Medtech**
- For machinery, it is necessary to provide the format named “import machinery request template”, you can request from your buyer.
- **Material Safety Data Sheets** (MSDS) are required with initial shipment (upon revision in accordance with OSHA 1910.1200) or by emailing to SUPPLIERSUBMISSION@johnsonelectric.com

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

Best regards,

Cathy Perreault

Manager, Site Purchasing and Administration

Cell Phone: +1 (978) 701-5960

E-mail: cathy.perreault@johnsonelectric.com

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