



SUPPLIER STANDARDS MANUAL

4/17/17 Revision

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SECTION I. GENERAL INFORMATION

1.1 SHAPE CORP INTRODUCTION

Shape Corp. provides innovative engineering solutions with the discipline of flawless execution. The company is a full service, tier-one supplier that designs, engineers, tests and manufactures metal and plastic products. Process and material advancements position Shape as a pioneer in custom roll forming and injection molding. Shape serves an array of industries including automotive, office furniture, medical and agriculture in more than 15 countries. Founded in 1974, Shape remains a privately owned, family company. Shape employs more than 3,000 associates globally.



1.2 SHAPE CORP'S VISION

<p>VISION</p> <p>Shape will lead the way in developing innovative solutions that make our customers' products lighter, safer and more functional.</p>	
<p>BRAND PROMISE</p> <p>Provide innovative solutions with the discipline of flawless execution and operational excellence. Differentiate ourselves through a high level of customer service by being global, but acting local.</p>	
<p>CORE VALUES</p> <ul style="list-style-type: none"> • Intense passion for Shape's success • Treat others with respect, fairness and honesty • Team and individual development • Personal & peer accountability - discipline 	
<p>PURPOSE</p> <p>To improve the quality of life for our customers, associates, stockholders and communities.</p>	



1.3 SHAPE'S GLOBAL FOOTPRINT

GLOBAL FOOTPRINT



1.4 DOCUMENT INTENTION

The intention of this manual is to facilitate the communication of Shape Corp's supplier requirements to its supply partners (any company providing pre-production, production or service parts to Shape Corp).

Shape Corp. requires that its suppliers:

- ❖ Acknowledge that achievement of ZERO PPM is a fundamental objective for quality and delivery performance. Manage facilities, processes, quality systems and personnel to consistently and cost effectively produce products that meets or exceeds the needs of Shape Corp. and its Customers.
- ❖ Develop and implement advanced product quality planning, practices and procedures in accordance with TS16949/IATF16949 specifications, utilizing the AIAG Advanced Product Quality Planning (APQP), Failure Mode Effects Analysis (FMEA) and Control Plan reference manuals, unless otherwise specified by Shape Corp and/or its Customer.
- ❖ Provide objective evidence that supplied products satisfy all part approval requirements including acceptable process capabilities for all part characteristics that have been determined to be of significance.
- ❖ Utilize appropriate statistical techniques for on-going process control and improvement (as established in the AIAG Statistical Process Control / MSA manual).
- ❖ Be committed to continuous improvement in all areas by emphasizing variation reduction, process efficiency, and waste elimination.
- ❖ Operate an environmental management system which will observe the standard regulations applied nationally and in the industry (e.g., ISO14001), minimize the consumption of natural resources and meet the requirements of Shape Corp (and its customers) for the recycling and disposal of the supplied products in a demonstrable manner.
- ❖ Meet the Shape's requirements in regards to the use, control and supply of returnable packaging.
- ❖ Develop processes to comply with Customer Specific Requirements (i.e., Shape Corp and OEM).
- ❖ Communicate any and all concerns or changes that may affect our business such as but not limited to materials, processes, part verifications, moving manufacturing locations, etc.
- ❖ Adhere to the latest statutory and regulatory requirements for country of receipt, country of shipment as well as the country of destination, if we are able to provide.

1.5 DOCUMENT SCOPE

The details stipulated within this manual are intended as the minimum mandatory requirements for Shape Corp's suppliers (any company providing pre-production, production or service parts to Shape Corp).

1.6 PURPOSE

The Shape Corp supplier requirements are based upon the latest edition of the ISO9001, ISO/TS16949/IATF16949 standards. Shape Corp also recognizes the ISO14001 Environmental Management Standard and other related customer-specific requirements as they apply to automotive production, assembly and relevant service part organizations. This manual is designed to work in conjunction with all other Shape Corp, customer specific requirements, and directed supplier agreements and does not supersede any of these agreements.

Shape Corp recognizes the importance of building strong partnerships with world-class suppliers. We are seeking partners who are interested in joining a high performance team committed to providing excellent customer satisfaction. The performance of our trading partners has a dramatic impact on our ability to exceed our customer's expectations. Our goal is to have a positive impact on the performance and development of our suppliers. The pursuit of this goal will ensure on time delivery of defect free products and services.

The purpose of this manual is to communicate the requirements and expectations of our suppliers. Through continuous improvement and a close working relationship, we will continue to be a world class supplier to all of our customers.

1.7 SHAPE CODE OF CONDUCT

We believe the mutual interest of us and our suppliers is best served by a common dedication to excellence and that such dedication is adequate to express mutual respect and appreciation. Our expression of being an industry leader and maintaining exemplary ethical business practices is a key core principal. If you have any questions on what practices are acceptable, please feel free to contact the Vice President of Human Relations or the Director of Purchasing.

1.8 DIVERSITY (REGIONAL SPECIFIC)

Policy Statement Minority/Veteran/Women Business Enterprises

Our policy regarding the inclusion of minority, veteran, and women- owned businesses (M/NVDBC/WBE) within the company's procurement system is as follows:

It is the policy of Shape Corp to ensure equal access to contracts and business opportunities within the company to all enterprises including M/WBE. We will attempt to establish relationships with those M/NVDBC/WBE who are capable of supplying goods and services that meet our needs.

In an effort to carry out this policy we have established a baseline goal for our overall spend be with recognized M/NVBDC/WBE's.

"Minority Business Enterprise" shall mean a business that is at least 51% owned, controlled and operated by a minority person. The business must be certified as a Minority with a recognized minority council or government organization to qualify.

"Women Business Enterprise" shall mean a business that is at least 51% owned, controlled and operated by a woman. The business must be certified as a Woman with a certifying agency being Women Business Enterprise National Council-WBENC or government agency.

THE BASIC COMPONENTS OF OUR SUPPLIER DIVERSITY PROGRAM

Outreach	Participate in organizations that provide interaction with Minority owned enterprises (Any regional affiliate of the National Minority Supplier Development Council, Small Business Administration)
Certification	Verification of M/NVBDC/WBE status through certifications.
Qualification	Compare potential supplier capabilities with current and future procurement needs
Reporting	Providing our customers with feedback on our spend data

SECTION II. QUALITY EXPECTATIONS

2.1 GENERAL EXPECTATIONS

Shape Corp expect that all supplied products and services meet or exceed our quality expectations 100% of the time with no exceptions. One of our core values is to delight the customer and we realize that our suppliers play a vital role in helping us in this effort. We do business with domestic and international automotive companies as well as many non-automotive customers. Customer specific requirements will supersede our requirements and will be communicated through the affected business unit Quality Engineer. Suppliers must be compliant to Shape Corp and/or customer specific engineering and quality standards at all times. We expect regular communication from our suppliers to ensure that we are aware of problems and can work towards quick resolution with zero impact on our customers.

QUALITY STANDARDS AND CERTIFICATIONS:

We are committed to be certified to the highest required standards as specified by our customers. The requirement, for the automotive industry, is the ISO/TS16949 Quality Management System. We expect suppliers, involved in the production of automotive components, to be certified to the ISO9001 standard and conforming to the current revision of ISO/TS16949 requirements. Conformance to the ISO/TS16949 standard is defined by the current IAQB published requirements. Our non-automotive suppliers are highly suggested to obtain third-party quality systems certification by an RAB certified registrar.

NOTE: A written deviation, approval letter or equivalent from our customer may be used if you are not certified to a quality system.

2.2 PRODUCT LAUNCH REQUIREMENTS

We realize that quality begins in the product launch process. Our business units and support staff utilizes a launch structure to ensure all activities are completed to meet customer timelines. Ultimately, the Program Manager is accountable for the completion of the launch process. Contact the appropriate Program Manager or Buyer for details on this process.

ADVANCE PRODUCT QUALITY PLANNING (APQP)

Requirements for APQP are based on the current revision AIAG **Advanced Product Quality Planning and Control Plan (APQP)** manual. However, the requirements are customized to the program, depending upon who the end customer is. In other words, customer specific requirements are incorporated. To communicate these requirements to the supplier, a kick-off planning meeting should be coordinated between us and Supplier teams. The meeting is to include a review of the launch system and any specific customer requirements. It is the supplier's responsibility to ensure that they have a full understanding of all requirements and have signed documentation listing all requirements and agreements on unclear information and limitations that may exist.

PRODUCTION PART APPROVAL PROCESS (PPAP)

Generally we utilize the current revision AIAG **Production Part Approval Process (PPAP)** manual format for part submission packages. Customer specific requirements will ultimately dictate the content and format of part submissions. We are responsible for documenting the submission requirements, setting a timeline with due dates, and communicating them to the supplier. All questions and open items must be resolved prior to the submission due date with documented results included in the submission package as necessary.

ENGINEERING CHANGES

Suppliers are required to comply with (and maintain on file) the current issued Shape Corp controlled copy blueprint or specification. When engineering changes occur, a print/specification will be sent to the supplier.

Any suppliers wanting to initial engineering changes may access the Shape Corp. website www.shapecorp.com to access the Supplier Engineering Change Request form to complete and turn in the Shape Corp. buyer.

EARLY PRODUCTION PRODUCT CONTAINMENT

This requires that supplied product, during early production, will be 100% sorted and contained, per requirements set forth by Shape Corp. Quality Engineer or equivalent. Communication of the safe launch is required and approval to be removed from this activity will be completed by the Shape Quality Engineer. The minimum requirement for our suppliers are 90 days or 3,000 pieces with zero defects otherwise our customer may mandate otherwise. Results to be given to the Shape Corp. Quality Engineer or equivalent on a weekly basis.

ADDITIONAL REQUIREMENTS

Suppliers/subcontractors are required to track product by our lot number system (or develop and record a correlation to Shape Corp's lot control system) for the ability to segregate nonconforming material and minimize any impact that may incur. Lot traceability is the ability to separate material/product by batch, lot or run. Section 2.4 may also require the fields to be bar coded on the label as well for lot traceability.

Pass through characteristics and annual product validation may be required to be included on quality documentation (control plan). They are communicated and defined by the appropriate Shape Corp. Quality Engineer.

Statutory and Regulatory requirements must be followed where applicable on products for country of receipt, country of shipment as well as the country of destination, if we are able to provide.

2.3 NONCONFORMANCE AND CORRECTIVE ACTION

SUPPLIER NONCONFORMANCE PROCESS:

Nonconformance to our requirements (tooling, quality, documentation and delivery) can impact our ability to meet customer expectations. The nonconformance, as well as the action taken by the supplier, is reflected on the Supplier Scorecard.

A problem is issued when supplied product does not conform to the specifications. When a problem is issued, the supplier will be notified.

THE FOLLOWING ARE SOME EXAMPLES OF WHY A PROBLEM RECORD MAY BE ISSUED:

- Nonconforming product found at our customer as a result of a Supplier's product
- Nonconforming product found anywhere in our process - do not conform to the agreed upon specifications or standards (acceptance criteria is based on zero defects)
- The stated product quantity is not in the shipping container

CONTAINMENT OF NONCONFORMING MATERIAL

There are increasing levels of containment activity based on the severity of the issue, reoccurrence, and confidence in the corrective action presented. We expect that all suspect material is contained, and an interim corrective action is submitted to the business unit QE within 24 hours. We will evaluate the non-conformance and determine the appropriate level of containment required. The two levels of containment activity and related guidelines are listed as follows:

LEVEL I CONTAINMENT is defined as the implementation of additional controls by the supplier to ensure all suspect products and/or documentation is verified to meet Shape Corp's requirements. This action must include all product and/or documentation that may be in our facilities, in transit, in process, in a supplier storage location, or in any hold area. The goal of this containment is to purge the entire system of all non-conforming material.

Supplier Level I Containment guidelines include the following:

- Containment area must have a well-defined material flow for incoming and outgoing product
- No rework must be done in the containment area
- Product acceptance, standards, measurements, and testing process to be agreed upon by Shape Corp QE or designate
- Results of containment activities must be documented in a report and submitted to the Shape Corp QE or equivalent who initiated the sort
- Containment personnel must be properly trained and have work instructions, quality standards, boundary samples, etc.

LEVEL II CONTAINMENT is defined as the implementation of additional controls by an impartial third party approved by Shape Corp, at the expense of the supplier; to ensure all suspect inventories are purged and/or verified. Level II containment is enacted when level I containment fails to protect us from receiving non-conforming material. Level II containment will result from any non-conforming product found at Shape Corp during the specified containment period at early product launch (i.e. GM GP-12 or equivalent). All Level I requirements apply to Level II with the additional requirements as listed below.

Supplier Level II Containment guidelines include the following:

- We will initiate Level II activities by sending a formal request to the supplier's Plant and/or Quality Managers.
- All documents pertaining to the containment action must be certified by the third party involved (example: container labels, packing lists, sort reports)
- We may require that the supplier involve third party engineering services, at the suppliers cost, if adequate progress is not being made on containing and correcting the incident.
- The supplier is required to submit all sort records and/or engineering findings to us to verify that appropriate containment and corrective action activity is taking place.

In the event we experiences down time, scrap, or labor expenses to sort due to supplied non- conforming material, we will calculate all additional costs incurred, due to the issue, and debit the supplier responsible.

REMOVAL FROM CONTAINMENT will be determined once supplier has completed the corrective actions and verified by Shape Corp. that they are implemented along with concrete data showing significant improvement.

Potential sources of additional costs may include:

- Line shut down will be calculated based on the specific cost for respective line
- Hourly charges for sorting or rework both at our plants and our customer
- The total cost of a non-conforming assembly resulting from a supplier issue
- Travel costs incurred by Shape Corp to contain the issue at our customer

PROBLEM SOLVING

The preferred corrective action form is the Basic Problem Report (3D) and the Corrective Action (8-D) that we supply; however, program teams may request a specific corrective action format (i.e. 5-P, Global 8-D, Drill Deep, 7 Step, etc.) to meet customer specific requirements.

The supplier is responsible to:

- Respond to us with a documented containment action (how to contain the issue) and interim corrective action (actions that protect us until the corrective action is in place) within 1 day of the notification.
- Return the completed corrective action within 14 days of the notification, or communicate timeline expected to the appropriate personnel.
- The Supplier Rating will be negatively affected if the corrective action response is untimely or unsatisfactory. Untimely and unsatisfactory responses can ultimately have a negative impact on potential future business with Shape Corp.
- Use problem solving tools such as 5 whys to determine the root causes and proper corrective, preventative actions and verification steps to eliminate problems from reoccurrence.

2.4 LABELING & DOCUMENTATION

CONTAINER LABELS – ALL SUPPLIERS

An integral part of our Material Control System is the ability to receive material and control inventory through the use of bar coding technology.

Shape may grant concessions allowing the supplier to use a different label format other than what is specified in this document if needed or required by our customers. If a subcontract supplier ships directly to our end customer, the end customer's labeling requirements apply.





All container labels must be formally approved by Shape. See the **"EDI and Labeling Guidelines"** for approval process details. The guidelines are available on our website at www.shapecorp.com/suppliers.

Additional details on this are listed on the following pages. These labeling requirements correspond to Shape Corp's unique requirements and are thus more restrictive than the AIAG standard.






Labeling Requirements

- Shape Corp asks its suppliers to use standard 4 x 6 AIAG container labels. All labels must meet the standard as provided in AIAG B-10 Trading Partner Label definition dated 5/95. Additionally, all labels must meet the requirements listed in this document.
- A **unique lot number on each container** of product received into Shape Corp will be used for lot traceability and inventory tracking.
 - Each lot serial number may be used no more than once. Serial numbers must be alphanumeric (no spaces).
- In most cases, Shape requires container labels for each container unit. Different label formats may be discussed and agreed upon in advance with Shape Corp logistics. Master and mixed labels may be used if needed. These labels must also meet our defined requirements.
- Suppliers are expected to acquire a three character serial number prefix from Shape. Inclusion of this prefix shall be required in the serial number wherever the serial number is used. The maximum number of characters in a serial number is 13, including any start/stop characters and data identifiers.
 - Suppliers who do not know their serial number prefix should contact their Shape Buyer or Shape Supplier Quality Engineer.





EXAMPLE LABEL 1 – COMPONENTS

PART NO (P) 202359-20 			
QUANTITY (Q) 100 		Description SHAPE PART DESCRIPTION	
		MFG DATE 9/26/2013	REV 05
		SUPPLIER PART FAL-8493-RAL24	
SUPPLIER (V) SUPPCODE 		[Space Reserved For Supplier Use]	
SERIAL (S) ABC2813653 			




EXAMPLE LABEL 2 – RAW MATERIAL

PART NO (P) 202359-20 			
QUANTITY (Q) 100 		Description SHAPE PART DESCRIPTION	
		MFG DATE 9/26/2013	REV 05
		SUPPLIER PART FAL-8493-RAL24	
SUPPLIER (V) SUPPCODE 		HEAT NUMBER (1T) 717F9225J 	
SERIAL (S) ABC2813653 		[Space Reserved For Supplier Use]	

EXAMPLE LABEL 3 – MASTER UNITS

MASTER LABEL			
PART NO (P) 202359-20		Nb. of Containers : 10	
			
QUANTITY (Q) 100	Description SHAPE PART DESCRIPTION		
	MFG DATE 9/26/2013	Rev 05	SUPPLIER PART FAL-8493-RAL24
SUPPLIER (V) SUPPCODE	[Space Reserved For Supplier Use]		
			
SERIAL (S) ABC2813653	[Space Reserved For Supplier Use]		
			

EXAMPLE LABEL 4 – MIXED UNITS

MIXED LABEL			
PART NO (P)		Nb. of Containers : 10	
QUANTITY (Q) 100	Description		
	MFG DATE 9/26/2013	Rev	SUPPLIER PART
SUPPLIER (V) SUPPCODE	[Space Reserved For Supplier Use]		
			
SERIAL (S) ABC2813653	[Space Reserved For Supplier Use]		
			

LABELING FIELD DESCRIPTIONS

The tables below list out the fields to control on the AIAG Container Label.

For supplier EDI testing, write “OK” or “NOK” in the corresponding cell. In case of “NOK”, explain the precise reason in the “Remarks” column.

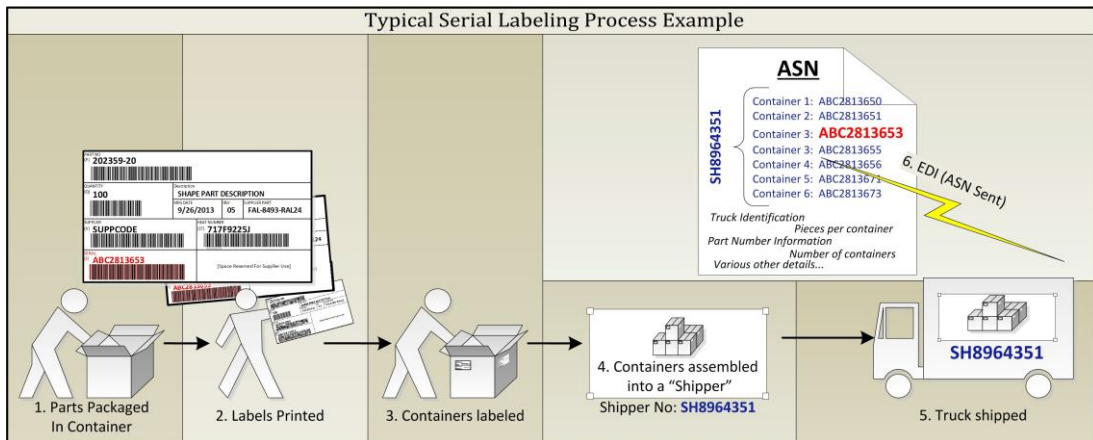
The column “**Mandatory Y/N**” indicates the mandatory data. In some cases, suppliers may be required to submit non-mandatory data in the ASN. Shape Corp reserves the right to require non-mandatory elements on a case by case basis.

For **component** shipments and shipments that do not contain raw materials, the labels shall contain the following information:

Container Shipping Labels								
Field Description		Bar Code Mandatory	Bar Code Prefix	Bar Code Format	Text Mandatory	Conform OK/NOK		Remarks
		Y / N			Y / N	Supp	Shape	
Supplier Name		No			Optional	Ok		
Supplier Address		No			Optional			
Supplier Code		Optional	V	3 of 9	Optional			
Part Number	856 LIN-03	Yes	P	3 of 9	Yes			Do not include the Rev in the part number field.
Part Revision	830 LIN-05 856 LIN-07	No			Yes			Also knows as Rev, EC and ECL.
Part Description <i>Item description from Purchase Order</i>	830 PID-05	No			Yes			
Quantity	856 CLD-02	Yes	Q	3 of 9	Yes			
Serial Number	856 REF-02	Yes	S	3 of 9	Yes			Include three letter supplier prefix
Shipper Number	856 BSN-02	Optional			Optional			Shipper No should begin with 3 letter supplier prefix.
Date <i>Manufacturing Date or Shipping Date</i>	856 DTM*011 <i>When ship date is used</i>	No			Yes			
Destination Location <i>Ship-to Address</i>	830 N1*ST-01, N3, N4	No			Optional			

For raw material shipments such as steel coils and resin, the labels shall contain the following information:

Raw Material Shipping Labels								
Field Description		Bar Code Mandatory	Bar Code Prefix	Bar Code Format	Text Mandatory	Conform OK/NOK		Remarks
		Y / N			Y / N	Supp	Shape	
Supplier Name		No			Optional			
Supplier Address		No			Optional			
Supplier Code		Optional	V	3 of 9	Optional			
Part Number	856 LIN-03	Yes	P	3 of 9	Yes			Do not include the rev in the part number field
Part Revision	856/830 LIN-05	No			Yes			Also known as "Rev" or "ECL"
Part Description <i>Item description from Purchase Order</i>	830 PID-05	No			Yes			
Actual Weight	856 CLD-02	Yes	2Q	3 of 9	Yes			
Serial Number	856 REF-02	Yes	S	3 of 9	Yes			Include 3 letter supplier prefix
Lot/Heat Number	856 REF*HC-02	Yes	1T	3 of 9	Yes			
Shipper Number	856 BSN-02	Optional			Optional			Shipper No should begin with 3 letter supplier prefix.
Date <i>Manufacturing Date or Shipping Date</i>	856 DTM*011 <i>When ship date is used</i>	No			Yes			
Destination Location <i>Ship-to Address</i>	830 N1*ST-01, N3, N4	No			Optional			



For shipments containing master units, the master labels shall contain the following information:

Master Shipping Labels								
Field Description		Bar Code Mandatory	Bar Code Prefix	Bar Code Format	Text Mandatory	Conform OK/NOK		Remarks
		Y / N			Y / N	Supp	Shape	
"Master Label" Heading		No			Yes			
Supplier Name		No			Optional			
Supplier Address		No			Optional			
Supplier Code		Optional	V	3 of 9	Optional			
Part Number	856 LIN-03	Yes	P	3 of 9	Yes			Do not include the rev in the part number field Also known as "Rev" or "ECL"
Part Revision	830 LIN-05 856 LIN-07	No			Yes			Also known as "Rev" or "ECL"
Part Description <i>Item description from Purchase Order</i>	830 PID-05	No			Yes			
Quantity	856 CLD-02	Yes	Q	3 of 9	Yes			Total of all container quantities on the master unit
Number of Containers		No			Yes			Number of serialized containers on the master unit
Lot/Serial Number	856 REF-02	Yes	S	3 of 9	Yes			Include 3 letter supplier prefix
Shipper Number	856 BSN-02	Optional			Optional			Shipper No should begin with 3 letter supplier prefix.
Date <i>Must be Manufacturing Date or Shipping Date</i>	856 DTM*011 <i>When ship date is used</i>	No			Yes			
Destination Location <i>Ship-to Address</i>	830 N1*ST-01, N3, N4	No			Optional			

For shipments containing mixed units, the mixed labels shall contain the following information:

Mixed Shipping Labels								
Field Description		Bar Code Mandatory	Bar Code Prefix	Bar Code Format	Text Mandatory	Conform OK/NOK		Remarks
		Y / N			Y / N	Supp	Shape	
"Mixed Label" Heading		No			Yes			
Supplier Name		No			Optional			
Supplier Address		No			Optional			
Supplier Code		Optional	V	3 of 9	Optional			
Part Number	856 LIN-03	Yes	P	3 of 9	Yes			Do not include the rev in the part number field Also known as "Rev" or "ECL"
Part Revision	830 LIN-05 856 LIN-07	No			Yes			Also known as "Rev" or "ECL"
Part Description <i>Item description from Purchase Order</i>	830 PID-05	No			Yes			
Quantity	856 CLD-02	Yes	Q	3 of 9	Yes			Total of all container quantities on the master unit
Number of Containers		No			Yes			Number of serialized containers on the master unit
Lot/Serial Number	856 REF-02	Yes	S	3 of 9	Yes			Include 3 letter supplier prefix
Shipper Number	856 BSN-02	Optional			Optional			Shipper No should begin with 3 letter supplier prefix.
Date <i>Must be Manufacturing Date or Shipping Date</i>	856 DTM*011 <i>When ship date is used</i>	No			Yes			
Destination Location <i>Ship-to Address</i>	830 N1*ST-01, N3, N4	No			Optional			

PACKING SLIPS

Incoming packing slips must contain the following:

- Ship date
- Packing slips must be legible
- Shape purchase order number – one purchase order per invoice
- Remit to Address, including telephone and fax number
- Shape Corp item number (where applicable)
- Description of product
- Quantity, unit of measure and number of containers
- Supplier packing slip number, which must also be referenced on the invoice
- Ship via and FOB

Any packing slip, which does not comply with the above requirements, will affect the Service section of the supplier's quarterly report. Consequently, this may also delay payment due to incorrect or incomplete information in our system.

NOTE: Any sample material that is delivered to Shape Corp must be clearly identified as such.

MATERIAL CERTIFICATIONS

Material certifications may be required on components and raw material shipped to our facilities. The Purchase Order (P.O.) will list the appropriate specifications and any requirements for material certifications.

If material certifications are required for each shipment as listed on the P.O.:

- The material certifications must accompany or be received in advance of the raw material
- Raw material received without certification will not be placed into inventory until certification is received. The supplier is at risk of being charged a late delivery and liable for a line shut down until certifications are received and material placed into inventory.
- Steel - HSLA (High Strength Low Alloy) grade of steel or higher must accompany mechanical test results as well as chemical test results on the certification.
- Steel – Below HSLA grade will only require chemical data unless otherwise specified on the P.O.

INTERNATIONAL MATERIALS DATABASE SYSTEM (IMDS)

The purpose of this directive is to identify all hazardous materials and to determine recyclability of the vehicle at the end of its useful life. The IMDS is a database system where the material composition of parts, and how much of the part can be recycled, are entered and tracked. AIAG has developed an industry standard method of collecting this data. It can be accessed, free of charge, at www.mdssystem.com Suppliers are expected to submit this data to the Shape Corp. Quality Engineer. We can answer questions on this requirement.

2.5 TOOLING AND GAGE DESIGN/BUILD STANDARDS AND CALIBRATION

The Supplier Is Responsible To:

- Notify Shape Corp prior to any repair, replacing of parts, or modification to tooling/gages.
- Shape Corp owned tooling/gages must be identified with customer and or Shape asset tag, to be coordinated with our Shape Corp. Program Manager / Quality Engineer
- Calibration to be completed as stated on the gages.
- Preventative maintenance established and in place for all tooling.
- Inventory spare parts for wearable items

SECTION III. DELIVERY EXPECTATION

3.1 GENERAL EXPECTATIONS

Missing a shipment to a customer is never an option. Our customers demand 100% on-time delivery of product and 100% accuracy of the information that accompanies the product. Meeting these expectations requires both a continual focus on the integration of data and systems throughout the supply chain and a continuous improvement approach to materials management. Integration of data and systems empowers the supply chain by providing the visibility necessary to operate a flexible but lean manufacturing process. We strives to improve supply chain performance through:

- Understanding and complying to industry standards such as the Materials Management Operations Guidelines (MMOG), published by AIAG.
- Utilizing continuous improvement teams focused on the development and implementation of best practices throughout Shape Corp.
- Frequent interaction with our customers to allow mutual feedback on ways to drive waste out of the replenishment process

3.2 SHIPPING AND FORECASTING SCHEDULES

Planning Data Sources

The firm and forecast releases are derived from a combination of actual customer orders and forecasted demand. Forecast demand is either provided by our customers or estimated by our planners based on average sales of customer products.

Suppliers will receive weekly and monthly planning data whenever planning data is available.

The due date listed on the releases indicates when parts are due. All shipments must arrive at the time they are due. Late deliveries will result reductions to the supplier scorecard rating.

Supplier Release Schedules

Starting in 2014 Shape began a supply chain initiative to greatly expand the implementation of EDI. By using EDI, both trading partners can see numerous benefits, including greater accuracy and reliability of the forecast schedules. Shape recognizes that suppliers who utilize fully integrated EDI systems are most likely to have additional poka-yokes built into their ordering, labeling and shipping processes.

Shape may require suppliers to implement EDI. In cases where suppliers have not yet implemented EDI, other methods of communication may be employed. Below is a list of all available methods.

	<i>EDI Approved Suppliers</i>	<i>Pre-EDI Suppliers</i>	<i>Pre 2014 (legacy method)</i>
<i>Forecast Schedule</i>	Material Release – 830 v4010	Supplier Portal: Online Releases	<i>Supplier Planning Schedule</i>
<i>Firm Schedule</i>	Material Release – 830 v4010	Supplier Portal: Online Releases	<i>Releases Due (MRP)</i>

The release ordering system will automatically organize releases into daily and weekly buckets. Currently this only applies to EDI release schedules.

	<i>Material Release – 830 v4010</i>	<i>Supplier Portal: Online Releases</i>	<i>Legacy Schedules</i>
<i>Number of weeks detailed</i>	3 weeks of daily releases	Not standardized	Not standardized
<i>Number of weeks summarized</i>	23 weeks of weekly releases	Not standardized	Not standardized
<i>Total weeks included</i>	26 weeks included	Not standardized	Not standardized

Update Frequency

The release method will determine how frequently release schedules will be updated. Updated EDI release schedules are transmitted Monday through Saturday between 12:00-1:00 PM in the time zone of the ordering entity.

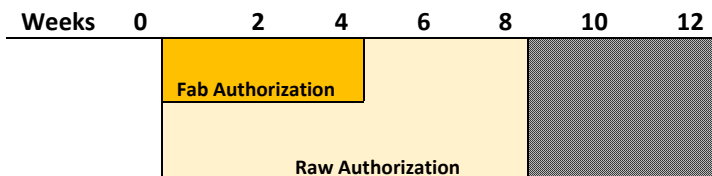
The Online Releases are updated in real time. If the online releases method has been employed, suppliers must check the online releases daily between 12:00PM and 1:00PM.

The legacy schedules are not regularly transmitted. Instead, they are transmitted manually by the Shape planner. Consequently, the legacy schedule updates may be irregular. This is due to the nature of the legacy schedules’ manual transmission method.

	<i>Fixed Updates (Monday-Saturday)</i>	<i>Variable Updates (Controlled by Shape Planner)</i>
Material Release – 830 v4010	X	
Supplier Portal: Online Releases	X	
Supplier Planning Schedule		X
Releases Due (MRP)		X

RAW/FAB AUTHORIZATION

The authorization on forecast release is Shape Corp’s financial commitment to follow forecast authorization schedule for released material. See diagram below for illustrative definition:



The above illustrates 4 weeks of authorization for fabricated parts, and an additional 4 weeks of authorization for raw components. Shape would purchase up to 8 weeks of product, 4 of which could be fabricated/value-add state.

3.3 EDI TRANSMISSION

To exchange EDI with Shape, the Shape Corp EDI requirements must be followed. We have designed a clear process for implementing EDI. The EDI implementation process details can be found in the “**EDI and Labeling Guidelines**” document. Completion of this process is a prerequisite for trading EDI with Shape. The guidelines are available on our website at www.shapecorp.com/suppliers.

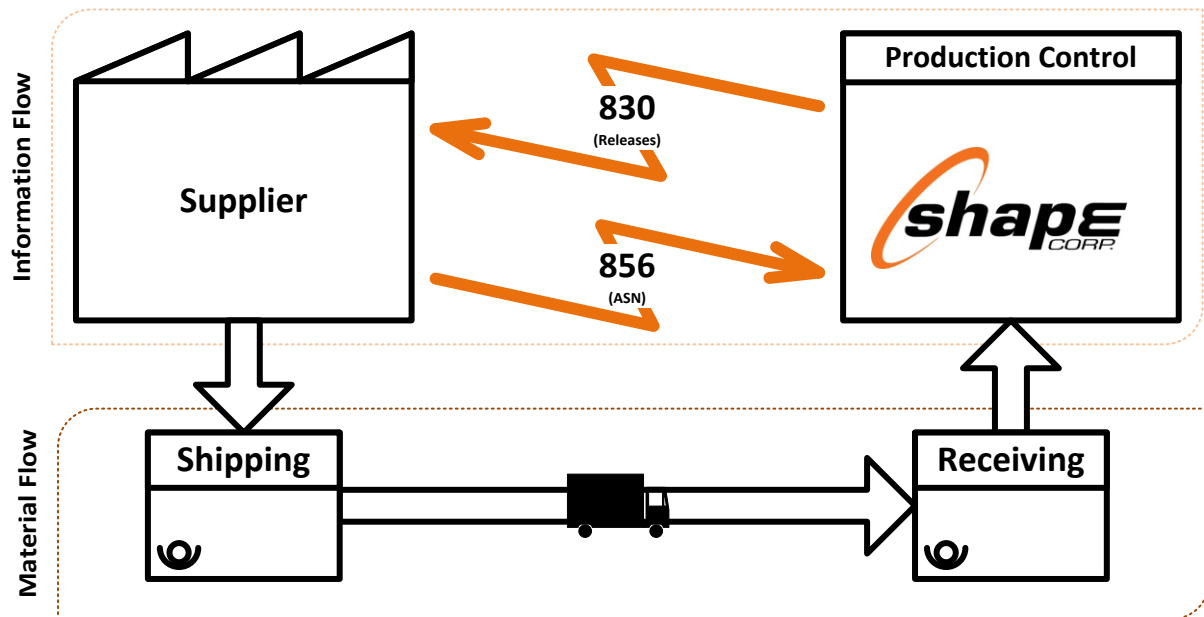
The following EDI documents are used for trading EDI:

- Material Release (830)
- ASN (856)

At the time of shipment, suppliers are required to transmit an ASN.

- Late ASNs will result in the loss of points on the supplier scorecard
- If the ASN arrives after the truck has reached its ship-to destination, the ASN is considered late
- If the ASN arrives a day after the shipment was expected to have been shipped, the ASN is considered late

EDI INFORMATION PROCESS FLOW



ECOM INTEGRATION OPTION FOR PRE-EDI SUPPLIERS

In some regions, i.e., the Asia Pacific region, Shape has partnered with eCOM to offer an EDI alternative for suppliers who have not yet implemented EDI. The eCOM portal allows suppliers to receive release schedules from Shape via EDI. The eCOM portal also provides suppliers with a tool for transmitting ASNs to Shape.

Suppliers may be held responsible for additional costs that result from their use of the eCOM service. Suppliers may avoid this additional cost by choosing instead to implement traditional EDI with Shape.

In summary, by using eCOM:

- Pre EDI suppliers are able to receive and view EDI releases via an online web interface
- Transmit ASNs to Shape

EDI SPECIFICATIONS

EDI specifications and EDI Guidelines are available at www.shapecorp.com/suppleirs.

3.4 PACKAGING EXPECTATIONS

- The supplier is responsible to submit a sample package for approval by our Packaging Engineer. Contact the Shape Corp Packaging Engineer for a list of requirements for a specific product. NOTE: A container that is for hand held purposes must not exceed 35 lbs. for safety concerns.
- The supplier along with our Packaging Engineer will develop packaging for each part shipped into our facilities or directly to our customer.
- The supplier is responsible to have adequate alternative packaging as a contingency for unavailable primary packaging.
Any concerns with packaging development or supply should be addressed with our Packaging Engineer as soon as possible.

3.5 LOGISTICS EXPECTATIONS

- Suppliers will follow the Shape Corp's routing instructions for all shipments. Routing instructions may be obtained from the Shape Corp Logistics Manager.
- The supplier must obtain an expedite authorization number from the appropriate Shape Corp Material Planner to deviate from the routing instruction.
- All premium freight shipments must have an authorization number [from Shape Corp](#). Any unauthorized premium freight or routing deviations will result in a debit back to the supplier.
- In the event that we require a supplier to drop ship product (ship directly to a location other than Shape), proof of delivery must be provided to our receiving department within 24 hours of delivery.
- [All current statutory and regulatory requirements are followed for country of receipt and country of shipment as well as the country of destination, if provided.](#)

3.6 STEEL/ALUMINUM COIL DELIVERY

All inbound trucks must be set up as rear unload. Any trucks side unloaded will be rejected at the dock. Edge falls/protectors are recommended for chains/straps to reduce/eliminate coil damage. Covered/tarped trucks are required and any moisture due to weather will be documented/rejected upon receipt.

LAYDOWN/SKIDDED COILS

- Coil widths of less than 12" are to be laid down on a skid or equivalent.
- VCI paper, cardboard or equivalent is required between the coil and skid to prevent skid rust (steel).
- 1" spacers between each coil if multiple coils are stacked on a skid.

STAND UP COILS

- Coil widths of 12" or more are to be stood up with the "eye" facing the rear of the truck.
- Maximum of 2 coils banded together (where applicable) due to weight restrictions of cranes/hoists/lift trucks.
- 16933 144th Ave Spring Lake Shape Stampings plant specific requirement for coils that are 12" to 17" need to have a minimum of 3 inches between banded coils to safely unload the truck.

NOTE: FAILURE TO FOLLOW THE ABOVE COULD RESULT IN A REJECTION OF SHIPMENT.

SECTION IV. COMMERCIAL EXPECTATIONS

4.1 GENERAL EXPECTATIONS

The pressure to continuously reduce costs throughout the supply chain is a constant reality in today's global market. We believe in taking a collaborative approach with our supplier partners in meeting the demands of a global market.

4.2 SHAPE CORP CONTINUOUS IMPROVEMENT

The objective is to generate continuous improvement ideas that enhance product quality, reduce cost, and improve product value. It is a condition of continuing business that each supplier participates in. The cost down percentage is based as a percentage of supplier sales dollars from the previous year.

We have two fundamental and mutually exclusive areas where continuous improvements can occur:

- P.O. price reduction
- Value Analysis Submissions/Continuous Improvement Activities

A Value Analysis idea is considered a change to the product resulting in the elimination of waste and cost savings. The change must either improve quality or be quality neutral.

Suppliers are encouraged to submit ideas to the respective Shape Corp Buyer. Performance in continuous improvement is a critical element of the supplier rating system and considered in all sourcing decisions. See section 5 for details on the supplier rating system.

In general, commodity generated cost reductions would not be given credit unless the supplier can demonstrate sustainability. The Shape Corp Buyer ultimately has the responsibility to determine credit for ideas submitted within the continuous improvement program.

4.3 P.O. TERMS AND CONDITIONS

The Shape Corp purchase order terms and conditions are included on all purchase orders. General Terms and Conditions have been made available on our website at shapecorp.com/suppliers/supplier-resources/

Suppliers can submit invoice for tooling upon completion of the following:

- Program team approval to build and approval of the design
- Purchasing approved die run-off at supplier facility
- Approval of PPAP by our Quality Engineer
- Payment terms are located on the Shape purchase order

4.4 AUTO VOUCHER

We strongly encourage the utilization of auto vouchering to increase the efficiency of the payment process. Questions regarding auto voucher may be directed to the Accounts Payable group through our buyer.

4.5 SUPPLIER PRICE CHANGE

Purpose

This section explains the actions that must be followed by the suppliers when to request a price increase.

Instructions

To initiate price increase that result from:

Documented increases in the costs of raw materials, components, subcontracted services, or packaging.

All requests for price increases must be submitted in writing to the designated Shape Corp Buyer. The request must include the Shape Corp part number(s) and description(s), annual volumes, current price and requested increase, annual impact, and justification for the request. This justification must include:

- Market documentation for the reasons for the increase.
- Efforts the supplier has made or is willing to commit to offset the increase.
- Any applicable indices which substantiate the change and/or industry publications (i.e. AMM) which track such changes.

For component parts, the price increase request must be submitted to the respective buyer electronically.

If the price increase request is rejected, the explanation for the rejection will be provided in writing to the supplier. If the price increase request is approved, the Buyer will notify the supplier that the request has been approved and determine an implementation date for the increase. This implementation date will be a minimum of 30 days from acceptance of the price increase request. No price increases will be implemented less than 30 days from request approval without the written approval from the Shape Corp President.

SECTION V. SUPPLIER RATING SYSTEM

5.1 OBJECTIVES

The objectives of Shape Corp's Supplier Rating System are:

- Provide our suppliers with formal feedback on their overall performance to our expectations.
- Identify and prioritize supplier development needs.
- Serve as a key element of our strategic sourcing process.

5.2 GENERAL INFORMATION

- The Supplier Rating System will be updated on a quarterly basis. Ratings will not be adjusted between rating periods.
- The Supplier Rating System is based on a 100-point scale.
- Purchasing will encourage and solicit feedback from the greater team when tabulating Supplier Ratings. These team members may include Program Managers, Quality Engineers, Buyers, and Material Planners.

Whenever possible, Purchasing will facilitate a quarterly ratings review at Shape Corp to allow discussion concerning the Supplier Rating.

5.3 QUALITY SECTION OVERVIEW

- The prior three months PPM performance will be considered for each rating. The maximum amount of points that can be earned is 25 for this section. A supplier's PPM performance will be calculated as follows:
- $PPM = \# \text{ of nonconforming pieces or pounds shipped} / \# \text{ of total pieces or pounds shipped} \times 1,000,000$

5.4 DELIVERY SECTION OVERVIEW

- The prior three months PPM performance will be considered for each rating. The maximum amount of points that can be earned is 25 for this section. A supplier's PPM performance will be calculated as follows:
- $PPM = \# \text{ of late pieces or pounds shipped} / \# \text{ of total pieces or pounds shipped} \times 1,000,000$
- Cost reduction and cost competitiveness calculations will be based on calendar year-to-date achievement. Each January 1, supplier's cost reduction percentage will be reset
- Approved engineering savings on pre-production programs will be credited in the calendar year in which they were approved.
- The maximum amount of points for this section is 25.

5.5 SERVICE SECTION OVERVIEW

- Input from the team over the past three months will be solicited to develop the scoring for this section.
- The maximum amount of points for this section is 25.

5.6 PERFORMANCE LEVEL DEFINITION

The total points scored through the Supplier Rating System will determine the Performance Level of the Supplier.

There are four performance levels:

- Level One: Suppliers performing at this level will be given every opportunity to quote business opportunities that fall within their capabilities. 80 - 100
- Level Two: Suppliers performing at this level are in good standing with Shape Corp and should expect to see growth opportunities. 65 – 75
- Level Three: Suppliers performing at this level need to demonstrate sustained improvement. Growth opportunities will be limited. 45 – 60
- Level Four: Suppliers performing at this level for two consecutive ratings will be subject to a management review of all current business. < 40