



December 2, 2014

**Global Purchasing Policy: Cold Weather Chemical and Material Shipments**

**Effective:** December 1, 2014

**Implementation:** December 1, 2014 and until Revised

GST/Seton is a global Supplier in the automotive industry. GST/Seton participates in terms and conditions and business practices of that industry, and accordingly, expects its Suppliers to follow and support the business practices of the industry. This Global Purchasing Policy sets forth the expected transportation and shipping requirements to ensure proper protection and control of chemicals and material supplied to GST/Seton facilities in Cold Weather for Suppliers currently engaged in business or anticipating to supply and/or serve GST/Seton.

Effective December 1, 2014 with an immediate implementation for shipments of materials and/or services performed under GST/Seton Purchase Orders on or after December 1, and through March 31 are subject to this Policy; and applies to all GST/Seton Suppliers providing chemicals and materials for GST/Seton facilities including R&D locations. This policy is established to clarify and put in place the requirements to ensure proper protection and controls to support GST/Seton requirements and orders. Please note, the needs and requirements of the R&D facility are not the same as the GST/Seton production locations and all chemical and material Suppliers are required to make arrangements as necessary to comply with this policy and specifically support the R&D facility.

Each Supplier is required to comply with the following:

- During Cold Weather months Suppliers are required to arrange transportation, shipping, equipment, and processes to protect chemicals and materials from weather/temperature damage.
- GST/Seton orders received by the Suppliers during cold weather months are the responsibility of the Suppliers to ensure transportation and shipping arrangements are arranged.  
Note: Regardless of normal weather months where GST/Seton arranges transportation and shipping, the Supplier is responsible as defined herein under this policy.
- Suppliers shall establish specific transportation and shipping controls, as a result of this policy, and advise GST/Seton of any changes, including lead time or other requirements.
- Suppliers are required to notify GST/Seton of Cold Weather transportation and shipping arrangements and protect and control chemicals and other materials no later than at the time of shipment; Suppliers accepts full responsibility to pay all costs of freight and transportation incurred by GST/Seton and to replace, by expedite if necessary, all materials damaged due to weather related impact.
- Suppliers are required to confirm, with each GST/Seton order, receiving dates, times and other related details from each GST/Seton facility; Suppliers is responsible to notify GST/Seton in the event of a late delivery due to weather and to make arrangements to protect chemicals and materials in the event late delivery prevents GST/Seton from receiving the material.
- Failure to comply with this Policy, failure to meet delivery commitment dates, failure to meet transportation and shipping protection and controls will result in immediate debit to Suppliers of all freight costs for the/each occurrence.

This Global Purchasing Policy, in conjunction with the Global Suppliers Terms & Conditions dated 10-01-2013 supersedes all current GST/Seton Purchase Orders and any/or all Supply Agreements. As new Purchase Orders are issued and/or Supply Agreements established GST/Seton will reflect this policy. As a Supplier to GST/Seton it is recognized your company may have questions about this policy. You are encouraged to contact the Corporate Purchasing Department in Southfield, MI.

Thank you for your continued cooperation and support of GST/Seton.