



March 4, 2014

**Global Purchasing Policy:** Chemical Shipments to Livonia, Michigan

**Effective:** March 4, 2014

**Implementation:** April 4, 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 lead-time, packaging, and delivery terms for suppliers currently engaged in business or anticipating to supply and/or serve GST/Seton.

Effective March 4, 2014 with an implementation date of April 4, 2014, this Policy applies to all GST/Seton suppliers providing chemicals for R&D and New Product Development to the Livonia, MI facility. This policy is established to clarify and put in place the requirements to support the GST/Seton R&D facility. The needs and requirements of the R&D facility are not the same as the GST/Seton production locations. All chemical suppliers are required to comply with this policy specifically to support the R&D facility.

Each supplier is required to comply with the following:

- Each Purchase Order for materials required by Livonia is a separate GST Purchase Order.
- Livonia Purchase Orders are not to be considered part of or in conjunction with GST Production Purchase Orders.
- All materials are to be supplied directly to the GST Livonia, MI facility by the supplier.
- Suppliers are no longer permitted to request GST production/operation facilities to supply Livonia.
- Suppliers are no longer allowed to issue a credit for the materials removed from production orders.
- Suppliers are to provide shipping and product labels and related information that correctly reflect the Livonia Purchase Order, part numbers, material description, specifications, and MSDS sheets.
- All labels and related materials are to be in English.
- Failure to comply with this Policy, failure to meet delivery commitment dates, failure to meet volume commitments for Livonia Purchase Orders will result in immediate debit to supplier of all freight costs for the/each occurrence.

Each supplier is required to provide the following for each approved chemical **prior to April 1, 2014:**

- Manufacturing location/point of origin,
- Lead time for supply in non-production volumes and quantities,
- Minimum quantity/volume,
- Specific packaging configuration (and options),
- Transport requirements to ensure chemicals arrive in proper condition – e.g., temperature, vibration, etc.
- Other factors as necessary.

GST will evaluate your response and confirm the final requirements for each chemical on all new Purchase Orders from the first fiscal week of April, 2014.



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GST/Seton recognizes this change in Supply Policy is substantially different from historical practices. To allow suppliers time to adjust, the implementation timing of this policy is 30 days after the Effective Date of March 4, 2014. Shipments of materials and/or services performed with invoices on or after the first fiscal week of April are subject to this change.

This Global Purchasing Policy, in conjunction with the Global Supplier 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.