



Johnson Matthey
Catalysts

Johnson Matthey Emission Control Technologies

Site Specific Requirements

Johnson Matthey (Shanghai) Chemicals Ltd.

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The latest version of all documents associated with the Global Supplier Manual can be found on the Johnson Matthey internet site at the following address:

<http://www.jmect.com/suppliers>



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1 SUBSTRATE

1.1 Drawing Spec

- Refer to drawing specification.
- Only one packaging for single product.

1.2 Delivery Condition

- Ensure that goods are well packed and delivered in good condition free from damage.
- Only one partial for each Lot Number.
- All the packaging materials including pallet, carton box, inner pad, plastic dish etc., have to be reusable and recyclable.

1.3 Pallets

- Wooden Fumigated pallets for Emitec; Wooden Fumigated pallets or plywood pallets for Corning, NGK.
- Mainly 1220 mm x 1140 mm /1200mm x 1000mm/1200mm x 800mm.
- width \geq minimum 800mm; length \leq 1220mm, height \leq 1100mm.
- Total height of the pallet with loading should be no more than 1100mm.

1.4 Boxes

- Corrugated boxes.
- Box height must be no less than 100mm.

1.5 Box Labels/Marks

- 2 printed Box Marks on each breadth side.
- Partial box – label to state partial pallet.
- Empty trays – to be labelled as such.
- Two labels including info such as lot number, quantity and product name on front and rear fork lift entry sides. Labels must be affixed to the tote itself.
- Partial pallet – label to state partial pallet.

1.6 Pallet Label Information

- Supplier Part number.
- Lot number.
- Qty.
- Two labels including info such as lot number, quantity and product name on front and rear fork lift entry sides. Labels must be affixed to the tote itself.
- Partial pallet – label to state partial pallet.

1.7 Wrapping

- Corning/NGK pallet - shrink wrapped.
- Emitec – no outer plastic wrap.
- Domestic supplier – no outer plastic wrap.



1.8 Strapping

- Local – No strapping required.
- Import – Strapping with corner pieces required.

1.9 Shipping Documents

1.9.1 Certificates of Analysis

- COA's for each production lot are required to be delivered together with the material shipment.

1.9.2 Packing List

- The packing list must include the PO#.

1.9.3 Invoicing

- Invoices are to be sent to the related address in the PO#.



2 CHEMICALS

2.1 Pallet with individual bags

- Only one lot number per pallet.
- Each bag must be labelled with lot number, quantity and product name.
- Two pallet labels, front and rear fork lift entry sides must contain lot number, quantity and product name.

2.2 Pallet with bulk bag

- Two labels including lot number, quantity and product name on front and rear fork lift entry sides. Labels must be affixed to bulk bag itself. Label must be able to be scanned and cannot be obstructed by stretch wrap.

2.3 Pallet with multiple bulk bags(must be pre-approved to have multiple bags on pallet)

- Only one lot number per pallet.
- Each bulk bag must be labelled with lot number, quantity and product name.
- Two pallet labels on front and rear fork lift entry sides containing pallet quantity, lot number and product name.

2.4 Pallet of Pails

- Only one lot number per pallet.
- Each pail must be labelled with lot number, quantity and product name.
- Two pallet labels on front and rear fork lift entry sides containing pallet quantity, lot number and product name.

2.5 Pallet of Drums

- Only one lot number per pallet.
- Each drum must be labelled with lot number, quantity and product name.
- Two pallet labels on front and rear fork lift entry sides containing pallet quantity, lot number and product name.

2.6 Printed Information on Bags

- Product name
- Size
- Lot number
- Hazardous symbol
- For rare earth mixed oxide materials imported from outside of China, " Powder for Catalyst" and country of origin must to be showed on invoice, B/L, pallet label.

2.7 Pallet

- Wooden Fumigated/Plastic



- width \geq minimum 800mm; length \leq 1220mm, height \leq 1100mm
- Total height of the pallet with loading should be no more 1100mm
- Any kind of packaging (bag/pail/drum) has to be fixed together with pallet, either use strap or plastic wrapping, to avoid the bulk moving sideways, which may cause imbalance when unloading or moving the pallet.

2.8 Shipping Documents

2.8.1 Material Safety Data Sheets

- Any updates to MSDS sheets shall be promptly forwarded to the Purchasing contact.

2.8.2 Packing List

- The packing list must include the PO#.

2.8.3 Invoicing

- Invoices are to be sent to the related address in the PO#.



3 JMECT CHINA SHIPPING INSTRUCTIONS

3.1 Procedure for Sea Transportations

This procedure and form is to be used when Johnson Matthey is responsible for Customs clearance of imported material transported via ocean vessel.

- Ensure that the shipment has been designated as Express Release Bill of Lading to allow electronic transfer of documents.
- Rename the template as "Supplier Name, PO#, Booking Date". (Example: ABC Company, PO# xxxxx, 2-20-12.xls).
- Send the completed template and all commercial documents (B/L, Commercial Invoice, etc) to JM buyers at least 5 days before the vessel is loaded.
- Any modifications to documentation should also be sent to the above email addresses as soon as received, but no later than one week prior to arrival in China.

3.2 Procedure for Air Transportations

This procedure and form is to be used when Johnson Matthey is responsible for Customs clearance of imported material transported via parcel service.

- Rename the template as "Supplier Name, PO#, Booking Date". (Example: ABC Company, PO# xxxxx, 2-20-12.xls).
- Send all commercial documents (AirWay Bill, Commercial Invoice, etc.) to JM buyers as soon as possible, but no later than prior to shipping.

3.3 Procedure for Small Parcel Deliveries

This procedure and form is to be used when Johnson Matthey is responsible for Customs clearance of imported material transported via parcel service.

- Rename the template as "Supplier Name, PO#, Booking Date". (Example: ABC Company, PO# xxxxx, 2-20-12.xls).
- Send all commercial documents (Bill of Lading, AirWay Bill, Commercial Invoice, etc.) to JM buyers at least 3 days prior to shipping.
- All commercial documents must be provided to the carrier at the time of pickup.



4 OPERATIONAL REQUIREMENTS

4.1 Purchase Orders

- Order acknowledgements are required within 48 hrs of receiving a PO.
- No material shall be shipped to JM without a purchase order.

4.2 Contact Information

Shanghai

Title	Name	Email	Office Ph
Warehouse 1	Xin Huang	Xin.Huang@mattheyasia.com	86-21-23099888 x 8232
	Xiaochun Shen	XiaoChun.Shen@mattheyasia.com	86-21-23099888 x 8101
	Tuo Xu	Tuo.Xu@Mattheyasia.com	86-21-23099888 x 8363
Warehouse 2	Tao Zhu	Tao.Zhu@mattheyasia.com	86-21-23099888 x 5834

4.3 Hours of Operation

- JMECT Shanghai Plants operate from 8:30am to 17:00pm, Monday to Friday.
- If any cargo arrival out of above timespan, please contact the relevant person ahead of time.

4.4 Delivery Addresses (specified on Purchase Order)

- JMECT Shanghai site 1:
#588, Dongxing Rd, Songjing Industrial Zone,
Shanghai, 201613, PR of China
- JMECT Shanghai site 2:
#500, Jixi Rd, Songjing Industrial Zone,
Shanghai, 201613, PR of China

