



Johnson Matthey  
Catalysts

## Johnson Matthey Emission Control Technologies

### Site Specific Requirements

JMECTNA  
JM Wayne Pa and Smithfield Pa

Valid from: December 2015

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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# CHEMICAL SUPPLIERS



## 1 Packaging and Labelling Requirements (Chemical Suppliers)

All packaging configurations for chemicals must be pre-approved by the Purchasing Manager prior to commencement of production shipments. No changes to packaging configurations may be made without prior approval.

Pallets must meet regulatory requirements of US customs.

Only one lot number is permitted per pallet.

The maximum net weight of material contained on one pallet must not exceed 1000 kgs.

Pallets of bulk bags cannot be double stacked within the container.

The country of origin must be clearly marked on labels or individual containers.

Totes being delivered to Smithfield must have 2-1/2" NPT fittings.

### Hazcom Labels

Each individual container must contain Hazcom labels that meet the current requirements of OSHA 29 CFR 1910.1200 Hazard Communication or the GHS (Globally Harmonized System of Classification and Labeling of Chemicals). Only GHS compliant labelling will be accepted with deliveries beginning June 1, 2015.

### Pallet Labels

- Two pallet labels on the front and rear fork lift entry sides, must contain the lot number, pallet quantity, product name and the RM# (RM# can be found on the purchase order). The lot number and quantity must be linear barcoded with human readable text. It is preferred that the RM# also be barcoded and human readable. The chemical name is not required to be barcoded.
- If each individual container on the pallet contains the barcoded and human readable lot number, then the pallet labels may be affixed directly to the stretch wrap. If each individual container does not contain the barcoded lot number, then an additional pallet label must be included inside the stretch wrap.

### Individual Container Labels

#### *Pallet with individual bags, pails or drums*

- Only one lot number per pallet!
- Each bag or pail must be labeled with lot number, quantity and product name. It is preferred that the lot number and quantity be linear barcoded and human readable.
- Each bag, pail or drum must contain hazcom compliant labelling.
- The maximum weight for any individual bag or pail is 25 kg or 50 lbs.

#### *Pallet with bulk bag*

- If the bulk bag is stretch wrapped to the pallet, a pallet label is required to be affixed to the stretch wrap. (See requirements for pallet label above).
- A label shall also be affixed to the bulk bag itself. This label must contain the lot number, quantity and product name. It is preferred that the lot number and quantity be linear barcoded and human readable.
- The maximum weight of bulk bag is 1000kg net.



*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 labeled with lot number, quantity and product name.

*Totes*

- Two labels including lot number, quantity, product name and RM# (RM# can be found on the purchase order) on front and rear fork lift entry sides. Labels must be affixed to the tote itself.

## 2 Shipping Documents (Chemical Suppliers)

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### Packing List

- Each container needs an individual packing list that identifies the material in that specific container.
- Every packing list must include the PO# and the RM# along with the lot number and quantity of each lot. The RM# can be found on the Johnson Matthey purchase order.

## JMECTNA Overseas Shipping Instructions and ISF Form

### Notice to Suppliers

**\*\*US CUSTOMS requires that the country of origin be specified on each incoming pallet of material.**

**\*\*US CUSTOMS requires an Importer Security Filing (ISF) for each ocean shipment a minimum of 24 hours before the cargo is loaded onto a vessel destined for the US.\*\***

In order for the ISF's to be filed timely, Johnson Matthey Inc. requires suppliers to closely follow the ISF instructions below.

Supplier noncompliance with JM requirements may result in shipment delays, storage, Customs penalties or other costs. All such supplier noncompliance costs are the responsibility of the supplier.

All commercial paperwork must reference the ship to and bill to addresses as listed on Johnson Matthey's Purchase Order.

Commercial paperwork can include, but is not limited to, the Bill of Lading, Airway Bill, Commercial Invoice, TSCA form, etc.

### Procedure For Providing Required Information for Ocean Shipments

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.
- Complete the ISF Template using the instructions below.
- 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 [JMShipments@jmusa.com](mailto:JMShipments@jmusa.com) and [JMCatalysts@ohl.com](mailto:JMCatalysts@ohl.com) at least 5 days before the vessel is loaded.
- OHL will review the ISF template and commercial documents, then file the ISF in a timely manner.



- Do not allow the vessel to be loaded without an ISF identification number.
- 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 the U.S.
- NOTE: After the ISF template is filled out the first time, it will be easy for you to modify for all subsequent shipments.

### Procedure For Providing Required Information For Air Shipments

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

- Complete the ISF Template using the instructions below.
- 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.) and the completed ISF form to [JMShipments@jmusa.com](mailto:JMShipments@jmusa.com) and [JMCatalysts@ohl.com](mailto:JMCatalysts@ohl.com) as soon as possible, but no later than prior to shipping.

### Procedure For Providing Required Information For Small Parcel Shipments

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

- Complete the ISF template using the instructions below.
- 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.) and the completed ISF form to [JMShipments@jmusa.com](mailto:JMShipments@jmusa.com) and [JMCatalysts@ohl.com](mailto:JMCatalysts@ohl.com) at least 3 days prior to shipping.
- All commercial documents and the completed ISF form must be provided to the carrier at the time of pickup.
- Parcel service must be either provided by FedEx or UPS. Johnson Matthey's account number must be used and our PO used as a reference on the shipping paperwork.

FedEx Account Number:0191-4346-5

UPS Account Number: 168-611

### Detailed Instructions For Completion Of The ISF Template

Information Required	Description
Buyer (Bill To) Name	Name of the party to which the goods are sold or agreed to be sold.
Buyer (Bill To) Address	Address of the party to which the goods are sold or agreed to be sold.
Importer of Record Name	Should be the same as the Buyer.
Importer of Record Address	Should be the same as the Buyer.
Importer of Record Number	Buyer's Federal tax ID number.
Ship To Name	Name of the first party to receive the goods after the goods have been released from US Customs.



Ship To Address	Address of the first party to receive the goods after the goods have been released from US Customs. Found on the JM PO.
Manufacturer Name	Name of the party that last manufactures, assembles, produces, or grows the commodity.
Manufacturer Address	Address of the party that last manufactures, assembles, produces, or grows the commodity.
Seller Name	Name of the last known party by whom the goods are sold or agreed to be sold.
Seller Address	Address of the last known party by whom the goods are sold or agreed to be sold.
Country of Origin	Country of manufacture, production, or growth of the article.
Container Stuffing Location	Name and address of the physical location where the goods were loaded into the ocean container.
Consolidator (Stuffer) Name	Name of the party that loaded the container or arranged for the loading of the container.
Consolidator (Stuffer) Address	Address of the party that loaded the container or arranged for the loading of the container.
Lowest Level AMS B/L Number	Ocean Bill of Lading (BL) Number transmitted to AMS. VERY IMPORTANT: The lowest level BL and SCAC transmitted via Automated Manifest System (AMS) is required.
AMS B/L SCAC Code	Standard Carrier Alpha Code (SCAC) of the carrier transmitting the B/L to AMS.
Purchase Order Number	The Johnson Matthey PO number for shipment identification.
Export Port	Export Port of the Mother vessel.
Departure Date	Estimated date that the Mother vessel leaves the Port of Export.
Port of Discharge	The First Port of Arrival in the US.
Arrival Date	Estimated Date of Arrival at the First Port in the US.
Part Number	Johnson Matthey's identifier. Found on the PO, if applicable.
Item Description	Complete English description of the Johnson Matthey Item Number.
Country of Export HTS Code	Code used to identify material for export.
US HTS Code	The correct US Harmonized Tariff Schedule Code for each item. Contact Johnson Matthey for the proper code.



Below is an example of the ISF form.

To obtain a copy of the form, please request it from your JM purchasing contact.



## ISF Template

<b>Buyer (Bill To) Name</b>	Johnson Matthey Inc.			
<b>Buyer (Bill To) Address</b>	456 Devon Park Drive, Wayne, PA 19087			
<b>Importer of Record Name</b>	Johnson Matthey Inc.			
<b>Importer of Record Address</b>	456 Devon Park Drive, Wayne, PA 19087			
<b>Importer of Record Number</b>	23 0411710			
<b>Ship To Name</b>	Johnson Matthey Inc.			
<b>Ship To Address</b>				
<b>Manufacturer Name</b>				
<b>Manufacturer Address</b>				
<b>Seller Name</b>				
<b>Seller Address</b>				
<b>Purchase Order Number</b>				
<b>Departure Date</b>				
<b>Arrival Date</b>				
<b>Part Number</b>	<b>Description</b>	<b>Country of Origin</b>	<b>Country of Export HTS Code</b>	<b>USHTS Code</b>

### 3 Quality Documents (Chemical Suppliers)

#### Certificates of Analysis

- COA's for each production lot are required to be emailed to [jmcoa@jmusa.com](mailto:jmcoa@jmusa.com) at the time of material shipment. If pre-shipment samples are required, COA's shall be sent at the time of pre-shipment sample shipment. (See section 4 for pre-shipment sample requirements).
- COA's shall be sent in a text format (eg – csv, excel) and a pdf format. The text format allows direct upload of the COA to the Johnson Matthey LIMS system and the pdf file will be the document of record.
- The email title shall contain the Johnson Matthey RM#, Johnson Matthey Material Description.
- The file names included in the email shall be the lot number(s) of the material.
- Paper copies of the COA's are not required.





## 4 Commercial Documents (Chemical Suppliers)

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### Purchase Orders

Order acknowledgements are required within 48 hrs of receiving a PO.

No material shall be shipped to JM without a purchase order (e.g. - no charge samples require a purchase order from Johnson Matthey prior to shipment).

### Invoices

- Invoices are to be emailed to [devonap@jmusa.com](mailto:devonap@jmusa.com). Invoices must contain the PO#, RM#, lot number and quantity.

## 5 Pre-shipment Samples (Chemical Suppliers)

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### Pre-shipment Samples

- Pre-ship samples are required for each production lot of material unless other arrangements have been made with the Purchasing Manager.
- Pre-ship samples shall be packaged in a suitable, impervious container, preferably a vial with a sealed lid and contain approximately 100 gms of material.
- Pre-ship samples are required to be sent by Fed Ex or similar carrier, either prior to, or at the same time as the production shipment.
- Each pre-ship sample shall be labeled with product name, RM# and lot number.
- For production materials being sent to **Wayne or Pottstown Pa**, pre-ship samples shall be sent to:  
456 Devon Park Drive, Wayne Pa 19087 attn: Quality Control Lab.
- For production materials being sent to **Smithfield Pa**, pre-ship samples shall be sent to:  
605 Mountain View Drive, Smithfield Pa 15478 attn: Quality Control Lab.

## 6 Material Safety (Chemical Suppliers)

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### Safety Data Sheets

Safety data sheets are required prior to any shipment of material to Johnson Matthey including sample shipments. These safety data sheets will be stored on the Johnson Matthey intranet and will not need to accompany every shipment.

**However**, it is the suppliers responsibility to promptly forward updated Safety Data Sheets to the Purchasing contact.



## 7 Operational Notes (Chemical Suppliers)

### Contact Information

#### Wayne

Title	Name	Email	Office Ph	Mobile Ph
Purchasing Manager	Wendy Reinhardt	reinhwj@jmusa.com	610-341-3440	
Purchasing Agent	Brian Snayberger	snaybbt@jmusa.com	610-341-8214	
Supplier Quality	Scott Thomas	thomas@jmusa.com	610-341-8377	610-476-0217
Warehouse			610-341-8341	

#### Smithfield

Title	Name	Email	Office Ph	Mobile Ph
Warehouse			(724) 564-7229	
Mat'l Cont Suprtrndt	Diana Gallick	Diana.Gallick@jmusa.com	(724) 564-7214	
Materials Planner	Amy Gross	Amy.Gross@jmusa.com	(724) 564-7217	

### Hours of Operation

Pottstown Receiving Warehouse -	11pm Sunday – 11pm Friday
Wayne Receiving	11pm Sunday – 11pm Friday
Smithfield Receiving	11pm Sunday – 10pm Friday

### Receiving Addresses (specified on Purchase Order)

Pottstown –	1000 Armand Hammer Blvd, Pottstown Pa 19464
Wayne –	436 Devon Park Drive, Wayne Pa 19087 (Docks #3 and #4)
	456 Devon Park Drive, Wayne Pa 19087 (Docks #1 and #2)
Smithfield –	605 Mountain View Dr, Smithfield Pa 15478

### Holiday Closure (confirm with JM receiving for specific holiday hours)

New Years Day  
 Good Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving and Day After Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Years Eve



# SUBSTRATE SUPPLIERS



## 2 Packaging and Labelling Requirements (Substrate Suppliers)

### General Packaging Requirements

- All packaging configurations, including pallet dimensions, must be pre-approved by the Material Control Manager prior to commencement of PPAP and/or production shipments. No changes to packaging configurations may be made without prior approval.
- There can only be one packaging configuration for a given product code.
- A packaging trial(s) may be required prior to packaging spec approval. Please consult with the Material Control Manager.
- Pallets must meet regulatory requirements of US customs.
- Only one lot number is permitted per pallet.
- The Lot number needs to be unique. In other words, the same lot number cannot be used for different part numbers.
- The maximum net weight of material contained on one pallet must not exceed 500 kgs.
- Full pallets cannot be placed on top of partial pallets.
- Partial pallets must be identified by a “Partial Pallet” label located on all four sides of the pallet. It is strongly preferred that each lot contain only one partial pallet.
- Individual box weights cannot exceed 40 lbs.

### Labelling Requirements

#### ***PPAP labelling***

- Each pallet of a PPAP lot must be identified with a “PPAP” label on all four sides.

#### ***Process Changes (not requiring PPAP)***

- The 1<sup>st</sup> lot of a process change (See appendix D of supplier manual for definition of process change) must have all pallets identified with a label on all four sides.

#### **Pallet Labels**

- Pallet labels must be pre-approved by the Material Control Manager.
- Four pallet labels one on each side, must contain the lot number, pallet quantity, part number (to be agreed with JM) and a unique pallet number. All items must have linear barcodes with human readable text.
- For sample shipments, part size, cell density and wall thickness should also be noted. Barcodes are not required for sample shipments.



- Pallet label must be affixed to outside of stretch wrap for scanning purposes and be a minimum of 4" x 6".
- Partial pallet labels are required to be placed on all four sides of the pallet, on the outside of the stretch wrap and be a minimum of 4" x 6".

### **Box Labels**

- Must be AIAG compliant and approved by the Johnson Matthey Material Control Manager.
- Box labels must contain the part number (same as pallet part number), quantity and lot number.

## **2 Shipping Documents (Substrate Suppliers)**

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### **Packing List**

- Each shipping container must have a hard copy packing list affixed to the last pallet loaded on the container. This packing list identifies the material in that specific container.
- Every packing list must include the PO# and the Part # along with the lot number and quantity of each lot.
- At the time of shipment, the supplier must send an ASN or an Excel spreadsheet that includes P/N, PO #, qty, lot number and pallet number. If a lot in the shipment is a PPAP lot, this must be clearly noted on the ASN or excel spreadsheet.

## **JMECTNA Overseas Shipping Instructions and ISF Form**

### **Notice to Suppliers**

**\*\*US CUSTOMS requires that the country of origin be specified on each incoming pallet of material.**

**\*\*US CUSTOMS requires an Importer Security Filing (ISF) for each ocean shipment a minimum of 24 hours before the cargo is loaded onto a vessel destined for the US.\*\***

In order for the ISF's to be filed timely, Johnson Matthey Inc. requires suppliers to closely follow the ISF instructions below.

Supplier noncompliance with JM requirements may result in shipment delays, storage, Customs penalties or other costs. All such supplier noncompliance costs are the responsibility of the supplier.

All commercial paperwork must reference the ship to and bill to addresses as listed on Johnson Matthey's Purchase Order.

Commercial paperwork can include, but is not limited to, the Bill of Lading, Airway Bill, Commercial Invoice, TSCA form, etc.

### **Procedure For Providing Required Information for Ocean Shipments**

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.
- Complete the ISF Template using the instructions below.
- 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 [JMShipments@jmus.com](mailto:JMShipments@jmus.com) and [JMCatalysts@ohl.com](mailto:JMCatalysts@ohl.com) at least 5 days before the vessel is loaded.
- OHL will review the ISF template and commercial documents, then file the ISF in a timely manner.
- Do not allow the vessel to be loaded without an ISF identification number.
- 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 the U.S.
- NOTE: After the ISF template is filled out the first time, it will be easy for you to modify for all subsequent shipments.

**Procedure For Providing Required Information For Air Shipments**

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

- Complete the ISF Template using the instructions below.
- 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.) and the completed ISF form to [JMShipments@jmus.com](mailto:JMShipments@jmus.com) and [JMCatalysts@ohl.com](mailto:JMCatalysts@ohl.com) as soon as possible, but no later than prior to shipping.

**Procedure For Providing Required Information For Small Parcel Shipments**

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

- Complete the ISF template using the instructions below.
- 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.) and the completed ISF form to [JMShipments@jmus.com](mailto:JMShipments@jmus.com) and [JMCatalysts@ohl.com](mailto:JMCatalysts@ohl.com) at least 3 days prior to shipping.
- All commercial documents and the completed ISF form must be provided to the carrier at the time of pickup.
- Parcel service must be either provided by FedEx or UPS. Johnson Matthey’s account number must be used and our PO used as a reference on the shipping paperwork.  
 FedEx Account Number:0191-4346-5  
 UPS Account Number: 168-611

**Detailed Instructions For Completion Of The ISF Template**

Information Required	Description
Buyer (Bill To) Name	Name of the party to which the goods are sold or agreed to be sold.
Buyer (Bill To) Address	Address of the party to which the goods are sold or agreed to be sold.
Importer of Record Name	Should be the same as the Buyer.
Importer of Record Address	Should be the same as the Buyer.
Importer of Record Number	Buyer's Federal tax ID number.



Ship To Name	Name of the first party to receive the goods after the goods have been released from US Customs.
Ship To Address	Address of the first party to receive the goods after the goods have been released from US Customs. Found on the JM PO.
Manufacturer Name	Name of the party that last manufactures, assembles, produces, or grows the commodity.
Manufacturer Address	Address of the party that last manufactures, assembles, produces, or grows the commodity.
Seller Name	Name of the last known party by whom the goods are sold or agreed to be sold.
Seller Address	Address of the last known party by whom the goods are sold or agreed to be sold.
Country of Origin	Country of manufacture, production, or growth of the article.
Container Stuffing Location	Name and address of the physical location where the goods were loaded into the ocean container.
Consolidator (Stuffer) Name	Name of the party that loaded the container or arranged for the loading of the container.
Consolidator (Stuffer) Address	Address of the party that loaded the container or arranged for the loading of the container.
Lowest Level AMS B/L Number	Ocean Bill of Lading (BL) Number transmitted to AMS. VERY IMPORTANT: The lowest level BL and SCAC transmitted via Automated Manifest System (AMS) is required.
AMS B/L SCAC Code	Standard Carrier Alpha Code (SCAC) of the carrier transmitting the B/L to AMS.
Purchase Order Number	The Johnson Matthey PO number for shipment identification.
Export Port	Export Port of the Mother vessel.
Departure Date	Estimated date that the Mother vessel leaves the Port of Export.
Port of Discharge	The First Port of Arrival in the US.
Arrival Date	Estimated Date of Arrival at the First Port in the US.
Part Number	Johnson Matthey's identifier. Found on the PO, if applicable.
Item Description	Complete English description of the Johnson Matthey Item Number.
Country of Export HTS Code	Code used to identify material for export.
US HTS Code	The correct US Harmonized Tariff Schedule Code for each item. Contact Johnson Matthey for the proper code.

### To Open ISF Template

- Right Click on ISF Template Below
- Worksheet Object Open
- Save as Excel file





# ISF Template

<b>Buyer (Bill To) Name</b>	Johnson Matthey Inc.			
<b>Buyer (Bill To) Name</b>	456 Devon Park Drive, Wayne, PA 19087			
<b>Importer of Record Name</b>	Johnson Matthey Inc.			
<b>Importer of Record Address</b>	456 Devon Park Drive, Wayne, PA 19087			
<b>Importer of Record Number</b>	23 0411710			
<b>Ship To Name</b>	Johnson Matthey Inc.			
<b>Ship To Address</b>				
<b>Manufacturer Name</b>				
<b>Manufacturer Address</b>				
<b>Seller Name</b>				
<b>Seller Address</b>				
<b>Purchase Order Number</b>				
<b>Departure Date</b>				
<b>Arrival Date</b>				
<b>Part Number</b>	<b>Description</b>	<b>Country of Origin</b>	<b>Country of Export HTS Code</b>	<b>USHTS Code</b>

## 3 Quality Documents (Substrate Suppliers)

### Certificates of Analysis

- COA's for each production lot are required to be emailed to [jmectqa@jmus.com](mailto:jmectqa@jmus.com) at the time of material shipment.
- COA's shall be sent in a text format (eg – csv, excel) and a pdf format. The text format allows direct upload of the COA to the Johnson Matthey LIMS system and the pdf file will be the document of record.
- The email title shall contain the (OE or Supplier) part number.
- The file names included in the email shall be the lot number(s) of the material.
- Paper copies of the COA's are not required except in the case of sample shipments.

### PPAP

- OE signed PSW's are required to be submitted prior to shipment of PPAP product to JMECTNA.
- If a signed PSW is not available from the OE, an email or letter from the OE is required approving the shipment without a signed PSW.
- Advance notice of a PPAP shipment is required. This shall be communicated to the Johnson Matthey material control and quality departments via email no later than three business days prior to shipment.
- The supplier shall have a mechanism to review upcoming process changes and PPAP's with JM quality and engineering departments at a minimum frequency of once per quarter.

### Ford PPAP

Johnson Matthey will review the substrate PSW for key information as described on the checklist below. Additionally, Johnson Matthey will only accept PPAP material with Phase 2 or Phase 3 approval into our manufacturing facilities. If approval to ship Phase 1 or Interim material to Johnson Matthey has been granted by Ford Motor Company, with Johnson Matthey written agreement, a copy of the approval from





Ford and Johnson Matthey must accompany the PSW; otherwise the shipment will be rejected and returned.

1. Is the warrant Phase 2 or Phase 3? If not, Ford approval required to proceed.
2. Is the correct uncoated part number listed?
3. Does the drawing number and revision match what is on file at JM?
4. Is Ford Motor Company listed as the customer?
5. Review reason for submission and confirm if SREA is attached as needed.
6. Does the warrant contain the Ford PD signature and date?
7. Does the warrant contain the Ford or equivalent STA signature and date?

## 4 Commercial Documents (Substrate Suppliers)

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### Purchase Orders

Order acknowledgements are required within 48 hrs of receiving a PO.

No material shall be shipped to JM without a purchase order (e.g. - no charge substrates require a purchase order from Johnson Matthey prior to shipment).

Trial parts to be returned require a \$0 Purchase Order to be sent to the appropriate JM contact.

### Invoices

- Invoices are to be emailed to [devonap@imusa.com](mailto:devonap@imusa.com). In addition to standard invoice items, all invoices must include the Johnson Matthey PO#, supplier part number, lot number, quantity and unit cost.

## 5 Material Safety (Substrate Suppliers)

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### Safety Data Sheets

Safety data sheets are required prior to any shipment of material to Johnson Matthey including sample shipments. These safety data sheets will be stored on the Johnson Matthey intranet and will not need to accompany every shipment.

**However**, it is the suppliers responsibility to promptly forward updated Safety Data Sheets to the Purchasing contact.

## 6 Operational Notes (Substrate Suppliers)

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### Contact Information

#### Wayne

Title	Name	Email	Office Ph	Mobile Ph
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Material Manager	Pete Sanelli	Pete.Sanelli@jmusa.com	610-341-3440	
	Tony Lee	leete@jmusa.com	610-341-8350	
Supplier Quality	Scott Thomas	thomas@jmusa.com	610-341-8377	610-476-0217
QA Superintendant	Gregg Bonstein	Gregg.bonstein@jmusa.com	610-341-3444	
Warehouse	Lou D'Ginto 2 <sup>nd</sup> shift 3 <sup>rd</sup> shift		610-254-5368 610-254-5356 610-254-5320	610-209-1596

**Emergency contact :610-341-8381**

### Smithfield

Title	Name	Email	Office Ph	Mobile Ph
Warehouse			(724) 564-7229	
Mat'l Cont Suprntndt	Diana Gallick	Diana.Gallick@jmusa.com	(724) 564-7214	
Materials Planner	Amy Gross	Amy.Gross@jmusa.com	(724) 564-7217	

### Hours of Operation

Pottstown Receiving Warehouse - 11pm Sunday – 11pm Friday  
 Wayne Receiving 11pm Sunday – 11pm Friday  
 Smithfield Receiving 11pm Sunday – 10pm Friday

### Receiving Addresses (specified on Purchase Order)

Pottstown – 1000 Armand Hammer Blvd, Pottstown Pa 19464  
 Wayne – 436 Devon Park Drive, Wayne Pa 19087 (Docks #3 and #4)  
 456 Devon Park Drive, Wayne Pa 19087 (Docks #1 and #2)  
 Smithfield – 605 Mountain View Dr, Smithfield Pa 15478

### Holiday Closure (confirm with JM receiving for specific holiday hours)

New Years Day	Independence Day	Christmas Eve
Good Friday	Labor Day	Christmas Day
Memorial Day	Thanksgiving and day after	New Years Eve

