

North American Lear Logistics Requirements

Supplier Training



MP&L Requirements

MP&L – Materials, Packaging, & Logistics

This document focuses on the **Logistics** requirements portion of MP&L. For Materials and Packaging requirements, follow the links below:

- Lear Packaging Standards (Includes Label Instructions): [Link](#)
 - Freight Labeling Technical Requirements: [Link](#)
- Materials Requirements: [Link](#)



Lear North American Network

Lear Logistics Service Providers

- Agillence: Logistics Engineering, Software Development, Network Optimization
- Penske: Operations Lead Logistics Provider, Carrier Sourcing/Management, Freight Claims Processing
- Lear North American Crossdocks:
 - Universal Logistics (Linc): Romulus, MI & Indianapolis, IN
 - Ceva Logistics: San Luis Potosi, MX & EL Paso, TX
 - Carter Logistics: Laredo, TX



Current Cross-dock Network

- Lear uses a network of cross-docks to optimize inbound freight for its Seating & E-Systems plants in North America.
- The network consists of five facilities:
 - 1) Romulus, MI
 - 2) Indianapolis, IN
 - 3) El Paso, TX
 - 4) Laredo, TX
 - 5) San Luis Potosi, Mexico:
- Routing orders are received weekly
- Managed pick-up windows and ship days
- Combined bill of lading per shipment



Logistics Requirements

1. Lear approved bar code labeling [Link](#)
2. Pallet stack-ability/standardized component packaging [Link](#)
3. Electronic Advanced Shipping Notice (ASN) - EDI
4. Packing Lists, Bills of Lading, Commercial Invoices and Customs Paperwork
5. Supplier Routing / Packaging



Electronic ASN – EDI

- ASNs must be sent out **within 20 minutes** of shipment departure
- ASNs must be electronically sent to Lear's final destination.
- Each Lear part and quantity shipped requires an ASN for each plant.



Electronic ASN – EDI

ASN required elements:

1. Part Number
2. Quantity
3. Trailer Number
4. Time & Date Shipped
5. Packing List Number
6. Lear Plant Destination
7. Shipment Gross Weight



ASN – Submission Guidelines

To find instructions for sending ASNs (EDI)

1. Visit www.lear.com
2. Click Supplier Information
3. Select Lear EDI Guidelines from the left menu
4. Select your region
5. Select your plant
6. Click the Dispatch Advice Guidelines file to access the detailed information



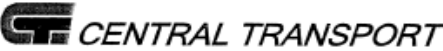
Required Shipping Documents

The following documents are required to be sent to each final Lear destination:

- **Packing list:**
(must match the ASN and must include the correct gross weight, must include Lear Plant, & must be attached to pallet in a packet)
 - **Commercial invoice:**
International Shipments Only
(e.g. Brazil, Honduras, Argentina and Cebu)
 - **Bill of lading:**
(must be one BOL for the entire shipment including all final locations)
- All documents must be printed (hand-written is not accepted)
 - Drivers must be provided each document to present at cross-dock
 - Commercial invoice / Packing list must be completed timely & accurately, and sent separately for each final Lear destination (a separate, exclusive document for each destination)



Single Plant BOL – Current Process



CT11 100 "series" rules tariff applies

Bill of Lading

BLC#: W-TXTX-20119527191744-C

Bill of Lading Number:		<p>NOTE: Liability & insurance for loss or damage on this shipment is applicable. See 49 U.S.C. 14809(c)(1)(A) and (B).</p> <p>See CT11 100 Series Rules, Item 775-790 for specific carrier liability limits.</p> <p>The agreed value on used articles does not exceed ten cents per pound, per piece.</p> <p>CARRIER LIABILITY LIMITATION ELECTION:</p> <p>Excess liability to \$5.00 per pound: Undiscounted freight rate plus 50%. Accepted: _____</p> <p>Excess liability to \$10.00 per pound: Undiscounted freight rate plus 100%. Accepted: _____</p> <p>Excess liability to \$15.00 per pound: Undiscounted freight rate plus 150%. Accepted: _____</p>
Consignee: LEAR 213 7179 INDUSTRIAL EL PASO, TX 79915, USA P-(586) 939-7000	Shipper: CENTRAL TRANSPORT 7179 INDUSTRIAL EL PASO, TX 79915, USA P-(586) 939-7000	
Third Party: <small>Item 400 of the CT11 100 Rules Tariff applies to all Third Party Billing</small>	C.O.D (\$) Remit C.O.D. To:	
Freight Collect except when otherwise indicated. Freight Charges: Collect		

# of Units	Unit Type	Haz Mat	Kind of packaging, description of articles, special markings, and exceptions (list hazardous materials first)	Class	Weight
		<input type="checkbox"/>	AUTOPARTS		
		<input type="checkbox"/>	TRL# 267		
		<input type="checkbox"/>	SEAL# 094638		
	41	<input type="checkbox"/>	BOOKING# MIASA		40 806
		<input type="checkbox"/>	PLANT NACO 213		
		<input type="checkbox"/>	7-9-12		
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Special Instructions
 THE KEARNEY COMPANIES
 4000 FRANCE ROAD PARKWAY
 NEW ORLEANS, LA 70117

Print Name: [Signature]
 Signature: _____
 Date: 07-09-12
 Carrier: ZIERMAN

Shipper: [Signature] Driver: _____ # of Pieces: _____



Commercial Invoice - Example

SHIP TO
 DUNS NO. HN02NC72
 LEAR CORP. EEDS & INTERIORS
 c/o Lear Auto EEDS Honduras
 Parque Indust. San Miguel
 KM 22 Carretera A Occidente
 Naco, Santa Barbara, HN
 HONDURAS



INVOICE NUMBER
EPI2879
 INVOICE DATE
 07/23/13

SOLD TO
 CUST. NO. HN02NC72
 LEAR CORP. EEDS & INTERIORS
 c/o Lear Auto EEDS Honduras
 Parque Indust. San Miguel
 KM 22 Carretera A Occidente
 Naco, Santa Barbara, HN
 HONDURAS

PLEASE DIRECT INQUIRIES TO:

REFERENCE OUR
 INVOICE NUMBER
 WITH PAYMENT

PAGE: 2

PLEASE REMIT TO NEAREST ADDRESS BELOW

Lear Corporation
 Box 7830, Detroit, Michigan 48276

BILL FT	SHIP FT	ST. FR.	ST. TO	TC	PACKING SLIP NUMBER	FREIGHT C/PROP C/COLLECT C/CHARGE	AIR BILL/CONTAINER	FOR
					EPI2879		216431	EL PASO, TX
							07/23/13	SEABOARD
LP. NUMBER	PART NUMBER	ITS CLASSIFICATION	SUPPLIER CODE	DESCRIPTION	QUANTITY SHIPMENT TOTAL	UNIT PRICE	AMOUNT	
81048082	-85194-0.50-61	8544.42.0080	80088121	85194 0.50 T3 S18	91732	.0933	782.86	
81048082	-85194-0.50-66	8544.42.0080	80088121	85 0.50 T3 S18	54136	.0933	533.82	
81048082	-85194-0.50-75	8544.42.0080	80088121	85194 0.50 T3 S18	54900	.0933	544.37	
81048082	-85194-0.50-83	8544.42.0080	80088121	85194 0.50 T3 S18	41849	.0933	415.28	
81048082	-85194-0.50-84	8544.42.0080	80088121	85194 0.50 T3 S18	49601	.0933	494.8	
81048082	-85194-0.75-18	8544.42.0080	80088121	85194 0.75 T3 S24	37850	.021086	782.58	
81048082	-85194-0.75-55	8544.42.0080	80088121	85 0.75 T3 S24	958993	.021086	11783.82	
81048082	-85194-0.75-71	8544.42.0080	80088121	85194 0.75 T3 S24	37318	.021086	786	
81048082	-85194-1.00-11	8544.42.0080	80088121	85 1.00 T3 S32	28108	.023178	648.25	
81048082	-85194-1.00-51	8544.42.0080	80088121	85194 1.00 T3 S32	19817	.023178	458.47	
81048082	-55828-0.50-85	8544.42.0080	80088121	WHIG 0.50 T3 PRC S18	56131	.114139	711.83	
81048082	-55828-0.75-41	8544.42.0080	80088121	YD PT 0.75 T3 PRC S24	38476	.118801	788.73	
81048082	-55828-0.75-86	8544.42.0080	80088121	85828 0.75 T3 PRC S24	28182	.118801	354.48	
81048082	-55828-0.75-73	8544.42.0080	80088121	YD 0.75 T3 PRC S24	38182	.118801	471.48	
81048082	-55828-0.75-75	8544.42.0080	80088121	YD 0.75 T3 PRC S24	35482	.118801	441.28	
81048082	-55828-0.75-76	8544.42.0080	80088121	YD 0.75 T3 PRC S24	113150	.118801	1364.42	
81048082	-55828-0.75-88	8544.42.0080	80088121	85828 0.75 T3 PRC S24	28224	.118801	354.48	
81048082	-55828-0.75-89	8544.42.0080	80088121	WHIG 0.75 T3 PRC S24	113170	.118801	1364.42	
81048082	-55828-0.75-89	8544.42.0080	80088121	WH 0.75 T3 PRC S24	38220	.118801	471.48	
81048082	-55828-4.00-47	8544.42.0080	80088121	YD 4.00 T3 PRC S36	3186	.057819	184.18	
81048082	-55828-4.00-53	8544.42.0080	80088121	85828 4.00 T3 PRC S36	11551	.057819	681.83	
				TOTALS	8254820		117020.28	
I DECLARE THAT ALL INFORMATION AND SYSTEMS ON THIS COMMERCIAL INVOICE ARE TRUE AND CORRECT					NO OF PALLETES	40	NO OF BOXES	0
					GROSS WEIGHT	38937	INVOICE TOTAL	117020.39



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Required Shipping Documents – BOL's

- The Bill of Lading must contain the following:
 - **Description of Goods per Package**
 - **Type of Package:** Box or Pallet
 - **Dimension of the Package:** L x W x H
 - **Unit of Measure:** Meters or Inches
 - **Net Weight and Gross Weight**
 - **Unit of Measure:** Kilograms or Pound
- BOL's must also contain the Final Destination (Lear Plant) as well as the cross-dock address in the consigned area

Examples:

Correct consignee :

Lear NACO – 213
c/o Ceva Logistics
950 Loma Verde Way
El Paso, TX 79936

Incorrect consignee:

Ceva Logistics
950 Loma Verde Way
El Paso, TX 79936
USA

Required Shipping Documents – Packing List

- Packing list(s) *must be consolidated* per load, per plant – and *must be provided to driver as well as attached to freight*
- The packing list must always refer to the related commercial invoice (if applicable) & must include:
 - **Lear Part Number**
 - **Description of Goods per Package**
 - **Type of Package:** Box or Pallet
 - **Dimension of the Package:** L x W x H
 - **Unit of Measure:** Meters or Inches
 - **Net Weight and Gross Weight**
 - **Unit of Measure:** Kilograms or Pound



Required Shipping Documents - VGM (Ocean Carriers)

SOLAS (Safety of Life at Sea)

- SOLAS requirements provide that every shipper must submit an accurate Verified Gross Mass (VGM) of each ocean container to the carrier in advance of the stow planning process
- Carriers must use the VGM in vessel load planning, and together with the terminal operator, to ensure that any container that does not have a VGM is not loaded on board a vessel
- Terminal operators will also perform random weight checks to confirm accuracy of the VGM weight declared by the shipper, and inaccurate weight submissions will subject the shipper to monetary penalties



Required Shipping Documents - VGM (Ocean Carriers)

SOLAS (Safety of Life at Sea)

- Lear will only accept VGMs calculated pursuant to **Method 2**, which requires the shipper to weigh each individual item, the packing materials, and add the ocean container tare weight to arrive at the VGM provided on the certification document.
- Details can be found on Lear's Supplier Portal, under Supplier Web Guides at www.lear.com. Suppliers not in compliance with this new IMO regulation will be responsible for any costs or expenses arising out of shipping delays, premium freight costs, and port charges resulting from non-compliant VGM shipments.



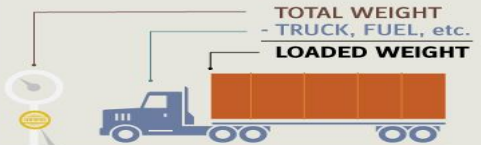
Required Shipping Documents - VGM (Ocean Carriers)

How to meet the container weight mandate

▶ As a shipper, what are your options?

METHOD 1
Take a loaded container over a **weighbridge**, subtract the weight of the truck, chassis, and fuel to get the weight of the packed container.

TOTAL WEIGHT
- TRUCK, FUEL, etc.
LOADED WEIGHT




Scales must be certified and calibrated in line with the national standards of the country where the weighing occurred and Method 2 is subject to national certification and approval.

CERTIFIED


METHOD 2
Weigh each item – including its packaging, palleting, dunnage and other packing and securing materials – going into the box.
Add that sum to the weight of the container to find the weight of the packed container.

GOODS
+ PACKING, etc.
+ CONTAINER
LOADED WEIGHT



▶ What are you required to do?

Provide a document, paper or electronic, signed by the shipper to the shipping line and terminal declaring that the **shipper verified** the weight and that it was weighed properly.




The SOLAS amendment will be enforced by the coast guard or other agency responsible for SOLAS regulations in a given country and punishments for violations will vary by country.

▶ What happens in the case of noncompliance?

There are all kind of possibilities for what could happen to the box that failed to provide the certified weight document but none are settled.

Terminals may choose to hold a container or send it back, but whatever happens, the ship will leave and the container will not.



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Global Supplier Compliance / Routing Info

Global Logistics' supplier routing instructions must be followed

- Instructions identify standard carrier, shipment day, shipment mode, detailed shipping requirements, etc.
- Upon receipt, instructions must be reviewed, signed, and returned
- If necessary, contact respective Lear plant for expedited shipping instructions (Premium Transportation Authorization # required)

Contact information:

1. Lear Transportation Operations
 - ❑ Luis Perez (lperez04@lear.com / 915-787-7679)
 - ❑ Tony Vega (Avega@lear.com / 915-787-7752)
2. Domestic Routing or International Freight Studies
 - ❑ freightcostestimate@agillence.net



NA Supplier Routing Instructions


- When routing changes or is implemented, supplier will follow Agillence provided Routing Instructions.
 - Suppliers shipping outside of Routing Instructions is not allowed (other than authorized PTA from Lear facility)
 - Note: Although Routing Instructions are final, it is requested that all Routing Instructions are signed and returned to Agillence
- Suppliers must ship with carriers as shown on their Routing Instructions
 - Any exceptions are required to be managed by Penske
- Additional costs generated by missed ship-days or window times will be suppliers' responsibility
- Additional costs generated by the use of incorrect transportation mode will be suppliers' responsibility




NA Supplier Routing Instructions - Example

Supplier Shipping Point

Mode of Transportation


Name: Chris Arnold **Phone:** 248-731-4917 **Fax:** **Email:** chris.arnold@agillence.net **Date:** 04/18/2018

LEAR CORPORATION
Supplier Sign-Off


ADVANCE RELENTLESSLY

To: 568800-040-GST AUTOLEATHER DE MEXICO
LIBRAMIENTO LOPEZ PORTILLO B-9
ARTEAGA CU 25350

Attn: Juana Martin Del Campo
Phone: 52*8607*117
Fax:
Email: juana.martindelcampo@gstautoleather.com

SCAC	GZCA
Carrier Name	TRANSPORTES AYA GONZALEZ
Route	SS504
Route Type	MR

Destination	X-SLP-3LC - SAN LUIS POTOSI (CEVA Logistics)
	Herreros 195 Parque Industrial Impulso ZP
	SAN LUIS POTOSI SL 78395
Managed By	OMC Mexico

Shipping Requirements

Destination Point

Your facility will begin to ship to the Plant noted in Final Destination as below.

Please review the following instructions:

- Pack Slip / Bill of Lading:** Two copies of the pack slip / bill of lading should be available for the carrier at the time of departure.
- ASN Transmission:** Please continue to follow current ASN process. Contact the plant for any questions regarding ASNs.
- Correct Loading of Freight:** It is supplier's responsibility to correctly load and unload the carrier's equipment to ensure safe transportation and delivery of freight. This may include moving after suppliers returnable containers. If you receive a weekly ship requirement, split shipments equally across all planned ship days.

Window Time: Adherence to specified window times is critical.
For carrier related inquiries please contact Penske Operations Management Center.
Lear Carrier Management: USA:866-321-6691, MEX:800-821-2222; Lear.carriermgmt@penske.com

Route	Ver	Eff Date	Scac1	Freq	Pick Up Days*	Arrival Time	Depart Time	Live Load	UnLoad XDock	Delivery Days	Arrival Time	Final Destination	Responsible Plant	Live Unload
SS504	2	05/14/2018	GZCA	Weekly	R	08:00	08:30	Yes	X-SLP	R	18:30	LEAR JUAREZ (LA CUESTA) (DD-80)	LEAR JUAREZ (LA CUESTA) (DD-80)	No

*T = Tuesday, R=Thursday All times represented above are in Eastern time
LEAR CORPORATION requires a signed copy of this agreement in our files.
Please sign below, scan and email back to 3LSNA.Signoff@agillence.net or fax to:
If you have any questions, please contact: Chris Arnold Phone: 248-731-4917

Must be signed & returned

Supplier specific Ship day

Signature of Supplier Representative
Date
Phone
Email

Supplier Sign-Off
Page 1 of 1
ALMS - Developed by Agillence, Inc.



Additional Recommendations

- Prior to first shipment it is imperative to contact Lear to verify the following:
 - ✓ **Lear Designated Transportation Carrier & Customs Broker (if applicable)**
 - Confirm supplier routing instructions
 - ✓ **Documentation / EDI**
 - Confirm bill of Lading requirements
 - Confirm commercial invoice details
 - Confirm ASN and delivery window requirements
 - Confirm overall EDI requirements / connections
 - ✓ **Packaging**
 - Confirm approved packaging design(s) & density(ies)
 - Confirm minimum order quantity(ies) – stackable level pallet layers



Frequently asked questions

- If a supplier receives a notification that an ASN went through, why is Lear/Linc not receiving it?
 - Even if an ASN notification is received by the supplier, important Lear facilities may not have received the ASN.
 - Before shipping parts Lear plants should ALWAYS be contacted to ensure a proper EDI connection is open and functioning.
- What should suppliers do in the event of a cube out?
 - Contact your Penske LLP Manager immediately to determine next steps.



A blurred, high-speed photograph of a multi-lane highway with cars, viewed from an elevated perspective. The image is heavily motion-blurred, creating a sense of rapid movement. A bright sunburst effect emanates from the top center, casting rays of light across the scene. A vertical red bar is positioned to the left of the main text.

For additional information visit
Lear.com

