



Tenneco Supplier Manual

Important Note:

Each supplier wishing to do business with Tenneco is required to meet the guidelines indicated in this Regional Purchasing Management Manual, as well as the respective region for which business transpires.

Appendix A North American Region Specific Requirements

Last updated April 19, 2018

For general requirements, also consult:
"Global Supplier Manual"

Section	Title
Section A.1.0	Organization
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AA-MAM-06-24-2016

Section A.1.0	Organization	Revision Date	Revision Letter
A.1.1 North American Original Equipment Locations	North America Original Equipment Monroe, Michigan – Headquarters Angola, Indiana (RP) 260-667-2200 Cambridge, Ontario, Canada (CA,DC) 519-621-3360 Celaya, Guanajuato, Mexico (RP) 52-461-618-6500 Chachapa, Puebla, Mexico (CA) 52-222-229-8600 Cozad, Nebraska (RP) 308-784-3600 Elkhart, Indiana (CA) 574-296-9400 Grass Lake, Michigan (CA,T) 517-796-6500 Hartwell, Georgia (RP) 706-376-4743 Kansas City, Missouri (CA) 816-231-6384 Kettering, Ohio (RP) 937-781-4940 Ligonier, Indiana (CA) -894-9400 Lincoln, NE (RP) 402-476-2679 Litchfield, Michigan (CA) 517-542-5511 Marshall, Michigan (CA) 269-781-1350 Napoleon, Ohio (RP) 419-592-2055 Owen Sound, Ontario, Canada (RP) 519-376-9650 Reynosa, Tamaulipas, Mexico RP 52-899-925-0681 San Antonio, Texas (CA) 210-253-1441 Seward, Nebraska (CA) 402-643-4511 Smithville, Tennessee (CA)615-597-1616	05-31-10	D
A.1.2 North America Aftermarket Locations	North America Aftermarket Lake Forest, Illinois – Headquarters Paragould, Arkansas (RP,DC) 870-239-8531 Long Beach, California (RP) 310-630-0700 Jackson, Michigan (CA, T) 517-796-6500 Harrisonburg, Virginia (CA, DC) 540-434-2561 <i>Key:</i> <i>CA- Clean Air</i> <i>DC - Distribution Center</i> <i>RP - Ride Performance</i> <i>S - Sales Office</i> <i>T – Technical</i>	12-22-05	B



Section A.2.0	North American Free Trade Agreement (NAFTA) and Minority/Women Business Enterprise/Small Disadvantage Business Supplier Requirements	Revision Date	Revision Letter
A.2.1 NAFTA Trade Policy	On January 1, 1989, the North American Free Trade Agreement was implemented between the United States, Canada and Mexico. This agreement, for products that qualify, either reduces or eliminates previously applicable tariffs.	12-22-05	B
A.2.2 NAFTA Certificates	On an annual basis, Tenneco will provide each supplier Customs Form 434 (11/14), instructions on how to complete the form, the return mailing information, and due date (30 days after mailing date). New business that is awarded (after the annual mailing) should contain a NAFTA and AALA Certificate as part of the PPAP. These documents should be E-mailed to nafta_supplier@tenneco.com	06-24-16	C
A.2.3 Minority Supplier Requirements (United States Certified Minority Businesses only)	Tenneco is committed to identify, develop, and sustain our relationship with Minority Business Enterprises to complement our growth in harmony with the evolving North American business environment. All United States Certified Minority Business Enterprises (MBE) are required to submit their initial and renewal certifications to Tenneco within 10 days of receiving them from NMSDC. Women Business Enterprises (WBE) and MBEs are expected to upload the certificates to their respective TITAN C folder. To learn more on becoming a certified MBE and or WBE, please assess the following web-site: www.nmsdc.org and or www.wbenc.org respectfully. To support increasing spend in the area of Diversity/Disadvantage Tenneco is encouraging all our suppliers to become certified with the Federal Government SBA program, details are below in section A.2.4.	03-31-11	B
A.2.4 Disadvantage Supplier Requirements (United States Federal Government Certified SDB Businesses only)	Tenneco is committed to satisfying the United States Federal Government's expectations by utilizing Small Business Concerns, Small Disadvantaged-Owned Business Concerns, Women-Owned Business Concerns, Service Disabled-Owned Veteran Business Concerns, and HUBzone Certified Business Concerns as required by the U.S. Federal Laws. The Federal Government suppliers first register to CCR (Central Contracting Registration at www.sam.gov) and Small Business Administration's database at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm . Once registered, they upload applicable certificates from the dsbs web-site to their respective Tenneco TITAN C-folder, or certificates can be sent via email the appropriate Tenneco Commodity Buyer.	03-31-11	A



<p>A.2.5 Conflict Minerals Wall Street Reform and Consumer Protection Act of 2010. (Dodd-Frank Act)</p>	<p>Tenneco is committed to satisfying the United States Federal Government’s expectations to comply with the Dodd-Frank Act regarding the use of conflict minerals. All Tenneco suppliers are expected to act in kind and support the intent of this bill.</p> <p>Conflict minerals have been defined as Tin, Tantalum, Tungsten and Gold.</p> <p>Suppliers determined to be “high risk” by Tenneco will be requested directly to participate in the due diligence process. This will require subscription to the conflict minerals dB developed by iPoint in conjunction with the AIAG and can be accessed via URL http://www.conflict-minerals.com or the completion and submission of an EICC-GeSI Conflict Minerals Reporting Template which can be accessed at www.conflictreesmelter.org/ConflictMineralsReportingTemplate submitted to conflictminerals@tenneco.com</p> <p>All suppliers to Tenneco, for all raw materials, component part and finished goods, are strongly encourage to establish a process and procedures to ensure the absence of conflict minerals in the products sold to Tenneco. Where conflict minerals are present, investigate their supply chain to ensure that any Conflict Minerals in their products have not contributed to armed conflict, <u>prior to those materials being used in products sold to Tenneco.</u></p> <p>The initial analysis and reporting is due from Tenneco to the SEC in May 2014 for all products delivered to Tenneco during calendar year 2013. Ongoing reporting to the SEC is required each May for the previous calendar year. To facilitate timely reporting by Tenneco, supplier data will be required prior to the reporting due date.</p> <p>Questions regarding conflict minerals are to be directed to conflictminerals@tenneco.com</p>	<p>04-30-13</p>	<p>A</p>
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Section A.3.0	Supplier Agreements	Revision Date	Revision Letter
<p>A.3.1 Purchase Orders</p>	<p>Purchase order contracts for production materials and services are issued exclusively by the Tenneco Purchasing staff. Production releases and schedules are issued by our manufacturing facilities on an "as-needed" basis and are consistent with the contract terms and conditions relative to quantity and lead-time.</p> <p>All supplies and services must be covered by a Purchase Order, Blanket Order, or Service Order. Suppliers that accept/fulfill "verbal" requests, that are not authorized under a properly assigned order or release number, risk non-payment and return of materials shipped in such situations at the supplier's expense. Unauthorized over-shipments will also be treated in the same manner.</p> <p>Any and all changes related to quantity, pricing, payment terms, or product specifications must be approved by the Tenneco Purchasing Department.</p> <p>For Purchase and Service Orders the following information must be included.</p> <ul style="list-style-type: none"> • Purchase Order or Service Order Number • Order line Item Number and Tenneco Part Number • Quantity Shipped (unit measure same as order unit measure) • Weight of Shipment • Skid/container/package count • Carrier • Packing List Number 	<p>12-22-05</p>	<p>B</p>
<p>A.3.2 Supply Agreements and Requirements Blanket Orders</p>	<p>For Blanket Orders the following information must be included.</p> <ul style="list-style-type: none"> • Releases to Blanket Order Number • Blanket Order Line Item Number and Tenneco Automotive Part Number • Quantity Shipped (unit measure same as order unit measure) • Weight of shipment • Skid/container/package count • Carrier • Packing List Number 	<p>12-22-05</p>	<p>B</p>
<p>A.3.3 Payment Policy</p>	<p>Invoices for all goods or services for Tenneco North American operations are paid in accordance with the terms and conditions of the Purchase Order unless a Long Term Agreement over rides the Purchase Orders terms and conditions.</p>	<p>09-11-08</p>	<p>C</p>
<p>A.3.4 Tenneco's Interactive Tender Alliance Network (TITAN)</p>	<p>TITAN is the central repository of PPAP records for Tenneco. If directed by the commodity buyer to use this system, contact the commodity buyer to arrange training and further directions.</p>	<p>05-31-10</p>	<p>A</p>



<p>A.3.5 Invoicing</p>	<p>For invoicing Tenneco plants located in the US and Canada, original invoices must be mailed to the following locations:</p> <p>United States Postal Service (USPS)</p> <p><u>Tenneco Inc.</u> c/o Cognizant Technology Solutions, Inc. Attn: Tenneco Accounts Payable P.O. Box 30042 College Station, TX 77842-3042</p> <p>Courier (FEDEX, UPS):</p> <p><u>Tenneco Inc.</u> c/o Cognizant Technology Solutions, Inc. 211 Quality Circle College Station, TX 77845</p> <p>Email inquiries: Tenneco@Cognizant.com</p> <p>For invoicing Tenneco plants located in Mexico, original invoices must be mailed according to the Purchase Order instructions.</p> <p>Invoices for goods imported into the United States must comply with U.S. Customs requirements.</p> <p>For US/Canada Tenneco plants: Questions concerning payment of invoices are to be directed to Cognizant Technology Solutions Help desk at (979) 691-7732.</p> <p>DO NOT mail original invoices to the attention of the commodity buyer or party that requested the goods/services; this will delay processing/payment of your invoices.</p> <p>The original invoice is to be mailed per the above instructions and must include the following information:</p> <ol style="list-style-type: none"> 1. Supplier name 2. Supplier address (also provide supplier phone, fax, and email contact information if available) 3. Remit to address 4. Ship to location 5. FOB point 6. Bill to location 7. Unique invoice number 8. Invoice date 9. Bill of lading 10. Payment terms, 11. Quantity shipped/billed 12. Tenneco's part number 13. Unit price 14. PO number 15. Total amount to pay <p>If the original invoice is "lost" and payment is past due, the supplier should submit a copy of the original invoice via mail. The supplier must indicate on the invoice "This is a second invoice submitted for payment, original lost".</p> <p>An invoice is NOT required for POR (Pay on Receipt) suppliers. A goods receipt in Tenneco's payment system acts as an original invoice for these</p>	06-30-14	E
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suppliers and automatically generates the payment proposal process.

Tenneco Supplier Manual

Global Supply Chain Management Manual

Section A.4.0	Electronic Data Interchange (EDI) or Tenneco Supplier Network Collaboration (SNC)	Revision Date	Revision Letter
	<p>All Tenneco suppliers are required to be capable of exchanging electronic information with the appropriate Tenneco facility through the use of at least one of the two following options; Tenneco's SNC or Electronic Data Interchange (EDI).</p> <p>For suppliers who integrate material release (830) information, and create ASN's (856) within their own internal systems, EDI is available. If EDI is utilized as the primary communication tool by the Tenneco supplier, Tenneco requires the supplier to be effectively familiar with Tenneco's other communication offering, Tenneco SNC. SNC will be expected to be utilized as a secondary communication tool if the primary option becomes unavailable. Tenneco's SNC is a web-based application for suppliers to receive demand requirements and submit Advanced Shipment Notifications (ASN's) if EDI is not an available option. Each supplier should train at least a primary and back up operator for use of the SNC system. Training information is provided on the Tenneco supplier web site.</p> <p>For any addition information, please contact the Tenneco Help Desk or your respective commodity Buyer.</p> <p>Tenneco EDI specifications can be viewed by clicking on the following links.</p> <p>Adobe Acrobat Reader is needed to view EDI specifications</p> <p>TAISAGS EDI-X12 ISA/GS - Envelope segments</p> <p>TA830v9 EDI-X12 830 v4010 - Planning Schedule</p> <p>TA856v5 EDI-X12 856 v4010 - Advance Ship Notice</p> <p>TA997v2 EDI-X12 997 v4010 - Functional Acknowledgment</p> <p>EDIFACT – DELFOR Specifications</p> <p>EDIFACT – DELJIT Specifications</p> <p>EDIFACT - DESADV Specifications</p> <p>Appendix A</p>	6/24/16	E



	Plant Ship-to Codes Dun's Numbers		
A.4.1 ASN Requirements	<p>Tenneco requires that an electronic Advanced Shipment Notification (ASN) be submitted for shipments sent to a Tenneco facility.</p> <ul style="list-style-type: none"> • An ASN is required for EVERY shipment to Tenneco • ASN's MUST be submitted at the time of shipment • Only include items from one purchasing document per ASN (scheduling agreement and purchase order parts cannot be supplied on the same ASN) • PPAP sample parts must be submitted on their own ASN • Failure to submit a valid ASN will result in shipments being considered past due. • ASN numbers must be unique to your shipment and limited to 10 alpha-numeric characters. Tenneco recommends using the Invoice, Packing List or BOL number. <p>If you have any questions about Tenneco's ASN policy, please contact your Tenneco facility representative or your Tenneco buyer.</p>	03-31-12	A



Section A.5.0	Logistics	Revision Date	Revision Letter
A.5.1 Freight Routing	For freight routing instructions, please contact your Tenneco plant representative.	06-06-08	C
A.5.2 Canada Customs on Imports between North American Borders, USA, Canada, and Mexico	<p>All shipments into Canada must have the following documentation to ensure custom's requirements are met.</p> <p>Penalties received will be charged back to the supplier and could jeopardize future business.</p> <p>Import policies, AMPS – (Administrative Monetary Penalty System) and Mandatory HS – (Harmonized Tariff Number) effective May 1, 2002, require that invoices accompany each shipment crossing the border must have the proper information at the TIME OF RELEASE. Shipments will be held by Customs until all the required information is provided.</p> <p>Penalties will be issued by Canada Custom on incomplete shipments.</p> <p>Premium Freight routings -Suppliers must notify Tenneco in writing when product has been shipped outside of normal routing instructions or when incurring premium freight costs. Responsibility for the premium freight costs will be situation dependent.</p> <p>Suppliers must ensure documentation is completed properly and contains the required information including:</p> <p>Complete and proper (full) descriptions – includes part numbers, model numbers, written description of parts, serial numbers; generic descriptions are not acceptable. Individuals must be able to accurately classify the goods from the description for Customs.</p> <p>Country of origin – accurate indication of country of origin of goods as defined in customs regulations. (Markings on goods)</p> <p>Date of Direct shipment – date shipment leaves supplier's shipping dock and begins journey to destination.</p> <p>Quantity - number of containers as well as individual piece count along with unit pricing.</p> <p>Currency of settlement - currency must be indicated on document.</p> <p>NAFTA – Blanket certificates may be supplied to Tenneco at beginning of each calendar year, with additions as new parts are added. NAFTA Certificates are controlled by the Tenneco part number.</p> <p>Value – Unit and extended values must be indicated on documents. The values must match with the Purchase Order and commercial invoice values.</p>	12-22-05	B
A.5.3 Incoterms Definitions	<p>Delivered Duty Paid (DDP)</p> <p>Shipments from suppliers to Tenneco plants under Delivered Duty Paid (DDP) terms to a <i>named place</i> are the full responsibility of the supplier including but not limited to: Export Packing, Contamination (rust) Prevention, Export Customs Clearance, Export Forwarding Fees, Origin</p>	6/24/16	D



Inland Costs, Ocean Freight Costs, Cargo Insurance, Destination Import Duty, Destination Inland Costs, VAT Charges (if applicable), compliance with Destination Country Governmental Rules and Regulations, Destination Brokerage Costs, Destination Warehousing Costs which are paid by Tenneco, ISPM #15, and Required 30 Day Destination Inventory. Supplier must consult ICC Incoterms.

Delivered at Place (DAP)

Shipments from suppliers to Tenneco plants under Delivered At Place (DAP) terms to a *named place* are the full responsibility of the supplier including but not limited to: Export Packing, Contamination (rust) Prevention, Export Customs Clearance, Export Forwarding Fees, Origin Inland Costs, Ocean Freight Costs, Cargo Insurance, Destination Inland Costs, Compliance with Destination Country Governmental Rules and Regulations, Destination Warehousing Costs are paid by Tenneco, ISPM #15, and Required 30 Day Destination Inventory. Supplier must consult ICC Incoterms.

FCA

Shipments from suppliers to Tenneco plants under FCA terms to a *named place* are the responsibility of the *supplier* including but not limited to: Export Packing, Contamination (rust) Prevention, ISPM #15 Compliance with Destination Country Governmental Rules and Regulations, loading on carriers transport vehicle, Export Customs Clearance and notification of readiness per commodity buyer's instructions. Supplier must consult ICC Incoterms. Title transfer must be negotiated between commodity buyer and supplier.

The Tenneco commodity buyer in conjunction with the Tenneco Logistics group is responsible for, Export Forwarding Fees, Origin Inland Costs, Ocean Freight Costs, Cargo Insurance, Destination Import Duty, Destination Inland Costs, VAT Charges (if applicable), Compliance with Destination Country Governmental Rules and Regulations, Destination Brokerage Costs, and Destination Warehousing Costs Tenneco paid.

Carriage Paid To (CPT)

Shipments from suppliers to Tenneco plants under Carriage Paid To (CPT) terms include but are not limited to, permit the *Seller* to Select the Carrier, Pay the Ocean Freight, Purchase Insurance so the commodity buyer can claim directly with insurance company, Export Packing, ISPM#15 Compliance, Export Customs Clearance, Compliance with Destination Country Governmental Rules and Regulations, Export Forwarding Fees, Origin Inland costs, and deliver the goods on board at a named port or within the agreed period. Title transfers to the Tenneco receiving plant at the time the container "crosses the ships rail" at a named destination port. The supplier must consult ICC Incoterms.

The Tenneco receiving plant assumes the risk of loss or damage once the goods pass the ships rail at origin port, is responsible for all Duties, Taxes, Customs clearance and other charges as well as customs formalities, delays and costs upon import of the good.



	<p>NOTE: If delays at destination are caused by supplier’s failure to comply with destination country rules and regulations, additional charges must be paid by supplier, and relief negotiated between the commodity buyer and supplier.</p>		
<p>A.5.4 Importer Security Filing (10+2) Requirements</p>	<p>In 2006, the United States Congress and the President of the United States signed into law via the Safe Port Act enhanced security measures which require additional data elements to be sent electronically to United States Customs and Border Protection (CBP) prior to shipment of ocean cargo destined to the United States prior to loading of the cargo on vessels at the origin/foreign ports. This law is known as the Importer Security Filing (10+2) legislation, or ISF (10+2).</p> <p>Suppliers providing products originating outside the United States which are being shipped via ocean freight are required to assure compliance to the ISF (10+2) legislation. Failure to do so will result in full charge back of any fines incurred by Tenneco for infractions determined to be caused by your company for late filings or failure to file, plus the costs associated with releasing the freight for use. Fines incurred due to noncompliance can be as high as \$5000.00 USD per occurrence.</p> <p>UPS SCS is the ISF International Security Filer and Customs Broker for Tenneco ocean and air shipments. . It is the Vendor’s responsibility to provide ISF filing information to Tenneco’s broker – it is not the responsibility of the freight forwarder. We ask that the ISF Submittal Form, or document equivalent, be emailed to the UPS SCS team 72 hours prior to export from origin along with a draft ocean bill of lading.</p> <p><u>The following instructions are to be incorporated into your administrative processes immediately.</u></p> <p>Shipment Requirements / Guidelines: Exporter Name, address and contact details Importer Name, address and contact details</p> <p><u>Shipments Under 65 kgs</u> Ship via UPS Worldwide Express COLLECT and bill to consignee</p> <p>Use UPS shipper number shown in consignee address above (Shipper Name).</p> <p><u>Shipments Over 65 kgs</u></p> <p>For freight routing instructions, please contact Tenneco International Logistics. <u>Any and all ocean shipments</u> Ocean shipments (LCL or FCL) must have ISF (10+2) filing occur prior to shipment departing your facility.</p> <p>Note that an “Express Bill of Lading” is required for all ocean shipments.</p> <p>FCL will be sent collect from port to door. LCL will be sent collect to the closest CFS/Container Freight Station to the ultimate consignee.</p> <p>Air will be sent to the closest Airport to the ultimate consignee. Examples are (Hartwell, GA = Atlanta, Smithville, TN = Atlanta, Seward, NE</p>	<p>6/24/16</p>	<p>B</p>

= Chicago, Ligonier, IN = Chicago).

NOTIFY PARTY AND ISF FILER FOR ALL TENNECO SHIPMENTS

UPS –SCS

Attn: Strategic Accounts

2150 Peace Portal Dr

Blaine, WA 98230

(360) 332-0869

e-mail: upsblainestrategicaccts@ups.com

Note: On all ocean shipments addressed to Carter Express all documents including, BOL, Packing List, Commercial Invoice etc, must be scanned and attached to an email and sent at the time of shipment to: warehouse@carter-logistics.com

Documents

Tenneco requires that all suppliers email an express bill of lading, packing list and commercial invoice to the following email address:

upsblainestrategicaccts@ups.com

If you are unable to send electronic documents, please contact:

International Trade Compliance

Tenneco Inc.

500 N. Field Dr.

Lake Forest, IL 60045

Tel: 847-482-5121

Fax: 847-482-5132

exportna@tenneco.com

SHIPPER INVOICE

The invoice for goods must be in English, on supplier letterhead, must include the terms of payment, the terms of delivery, and the port of loading. Line item detail must include the Purchase Order number, part number, manufacturer's name and address, complete description of part, Harmonized System commodity code (prefer 10 digits, minimum 6 digits), unit of measure (ea or doz, etc.), country of origin, quantity shipped, unit price and total price, both in U.S. dollars.

SHIPPER PACKING INSTRUCTIONS

All cartons must be loaded on pallets. Wood pallets must meet USA import requirements. Floor-loaded containers will result in excess unloading labor charges that will be charged back to the shipper. If your shipment consists of more than one container, each container must have



	<p>its own packing list. Do NOT consolidate into one packing list. Each item and its box must be clearly and conspicuously marked "Made in INSERT COUNTRY OF ORIGIN" and the master cartons should also be marked.</p>		
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Place a copy of the packing list inside one of the master cartons, and indicate on the outside of the carton "Packing List included in this Carton".



Section A.6.0	Packaging	Revision Date	Revision Letter
A.6.1 Supplier Responsibilities	To ensure damage-free shipments, it is the suppliers' and Tenneco's receiving plants' responsibility to design and develop packaging and internal dunnage to withstand the given transportation mode. Tenneco may assist with the design however accepts no responsibility for nonperformance. Once the packaging method has been accepted, the supplier may not change the method without prior written approval from Tenneco.	12-22-05	B
A.6.2 Ergonomics	To ensure worker safety and loss prevention, package design shall consider all human interactions. For parts containers which will/may require manual handling by Tenneco employees, 35 lbs. (15.9 kg) is the maximum limit. For parts packaged in larger containers which require material handling equipment, drop doors may be required. Drop door height shall be around approximately 50% of wall height.	12-22-05	B
A.6.3 Expendable Packaging Considerations	Though returnable packaging is preferred, some instances may require expendable packaging. In these cases all expendable packaging must be readily recyclable or economically and legally disposed of in accordance with local legislation. Tenneco also encourages the use of post-consumer, recycled content in its packing materials. All corrugated containers must have box maker's certificate printed on a visible surface when container is closed.	12-22-05	B
A.6.3.1 Elastomer Expendable Packaging Requirements	The following information is to be used to reference the required box sizes and styles to ship parts to any of the Tenneco Elastomer facilities: <ul style="list-style-type: none"> • If parts are phosphated, the part must be placed in plastic bags and sealed. Each container must include 1 - 2 desiccant bags. • All phosphated parts must be handled with clean white gloves. Skid Size: 28X35 (4-way entry). Please contact the appropriate GSCM buyer if you have any questions.	12-22-05	B
A.6.4 Packaging, Requirements		12-22-05	B
A.6.4.1 Pack Size Selection	It is imperative that our suppliers standardize on pack size in agreement with the receiving Tenneco plant. Note: Dimensions in English, use metric equivalent where applicable.	05-31-10	C
A.6.4.2 Pack Quantity	Pallet footprints shall be 48"x 45", with four-way entry. The first choice in container selection for exhaust plants is P3 (15"x 12"x 7.5"). As an alternative P1 (12"x 7"x 5"), P7 (24"x 15"x 7.5") or bulk bins (30" x 32" x 25" or 48"x 45"x 25" or 34") should be chosen. For ride control plants the first choice is P73 (400mm x 300mm x 175mm) or P74 (400 mm x 300 mm x 220 mm) or bulk bins (30" x 32" x 25" or 48" x 40" x 25" or 34"). For Elastomer plants the first choice is the MF-3 octagon box.	12-22-05	B



	No other returnable packaging may be purchased or shipped to the customer location without authorization of Tenneco.		
A.6.4.3 Returnable Packaging Supplier	In most regions, Tenneco has a preferred supplier for returnable packaging. Special purchase prices may have been negotiated which will minimize the implementation cost.	12-22-05	B
A.6.4.4 Tote Quantity	A mutually agreed upon quantity of returnable totes, pallets, covers and bulk bins will be supplied to the system. The quantity required shall be based on anticipated daily requirements and will allow for full and empty containers at the Tenneco location, in transit and at the supplier location, without excessive buffer stock. Container inventory within Tenneco locations as well as at the supplier must be used efficiently to support this objective.	12-22-05	B
A.6.4.5 Palletization of Totes	Totes may be palletized to a total load height of 50" (127 cm) and to a maximum weight of 2000 lbs. (1542 kg). Pallet loads may be of mixed part numbers and of mixed tote sizes only if agreed to with the Tenneco receiving plant. Tenneco preference is pallet loads of a specific part number. Totes may only be stacked on like-sized totes and may never be stacked on a different sized tote. Full pallet tiers are preferred to maintain load stability in transit. Empty totes should be used to fill layers. Top cap must be secured in place utilizing plastic banding (2 Places) or shrink wrap of the pallet including top cap.	12-22-05	B
A.6.4.6 Handling	Edge racking of bulk containers and pallets is not generally recommended. For loads exceeding 2,000 lbs. (907 kg) rack decking is required.	12-22-05	B
A.6.4.7 Cleaning	Returnable packaging will be periodically cycled through washing on an as required basis to ensure availability of clean containers. Suppliers are responsible for removing labels from totes.	05-31-10	C
A.6.4.8 Container Shortages	If faced with a container shortage, expendable packaging may be substituted. The substitute expendable packaging must be of similar size as the returnable tote, and contain a similar quantity which it temporarily replaces. However, as mentioned earlier, Tenneco will only support efficient use of its returnable packaging.	12-22-05	B
A.6.5 Additional Protection Within Totes	Though not required for all parts, interior dunnage or bagging may be required to prevent part damage resulting from contact or contamination.	12-22-05	B
A.6.5.1 Parts Susceptible to Damage / Contamination	Tenneco will identify parts that require additional protection not provided with the standard packs. It is the suppliers' responsibility to design necessary disposable dunnage. Dunnage design must allow easy access to the parts. For this reason Tenneco plant personnel may wish to pre-approve dunnage prior to shipment of product. Tenneco will communicate this requirement through the PPAP request.	12-22-05	B
A.6.5.2 Parts Excessively Dirty or Oily	For parts that may leave excessive oil or other residue within the container, the container must be lined with a plastic bag.	12-22-05	B



<p>A.6.5.3 Labeling and Identification</p>	<p>All incoming materials shall be identified with a non-handwritten bar coded label in AIAG format. Provision shall be made on the packaging for the container identification and its contents. Regional requirements for hazardous material shipments must be followed.</p> <p>Specific identification requirements and label locations shall be in conformance with Tenneco’s specifications and agreed upon with the receiving location. Unless otherwise stated, Tenneco follows the AIAG B10 (Trading Partner Labels Implementation Guideline) standard.</p> <p>Tenneco NA Barcode Label Specifications</p>	<p>03-31-11</p>	<p>D</p>
<p>A.6.5.4 Returnable Container Packaging Specification</p>	<p>Tenneco Allowed Returnable Packaging Descriptions</p> <p>Tenneco Allowed Returnable Packaging Description Detail with Photos</p>	<p>05-31-10</p>	<p>D</p>
<p>A.6.5.5 Substrate Handling</p>	<p>Pallets must be shrink wrapped and secured liberally with tamper proof tape. Skids of product must be in compliance with Tenneco’s global substrate policy. Specifics are available by contacting your Tenneco commodity buyer or your Tenneco receiving plant Materials group.</p> <p>Tenneco Shrink Wrap and Banding Procedure.</p>	<p>03-31-11</p>	<p>B</p>



Section A.7.0	Environmental Health and Safety (EH&S)	Revision Date	Revision Letter
A.7.1 Material Safety Data Sheets	<p>In order to comply with international hazardous materials control and communications regulations, Tenneco requires all suppliers to furnish Material Safety Data Sheets (MSDS) or regional equivalent for all hazardous materials they provide to the facility where they are shipped.</p> <p>It is the supplier's responsibility to ensure that MSDS is current and accurate at all times. In addition, any revisions must be sent to all facilities where the product is in use and addressed to the attention of the location's Health & Safety Department. Updates must be furnished immediately upon product revisions.</p>	12-22-05	B
A.7.2 Material Safety Data Sheets and IMDS NA Contacts	<p>IMDS submission is now a PPAP required element. All suppliers must submit their IMDS data before submission of their PPAP.</p> <p>If you have questions concerning your IMDS responsibilities please contact:</p> <p>Ride Control: Mark Jager 734-243-8226 mjager@tenneco.com</p> <p>Elastomers: Kristi Moore 419-499-6226 kmoore@tenneco.com</p> <p>Emission Control: Linda Park 517-522-5525 x 6878 lpark@tenneco.com</p> <p>Note: Suppliers may be required to provide IMDS information for items with previously approved PPAPs. This is in support of OEM's IMDS requirements for existing programs. Link to IMDS web site.</p>	03-31-11	D



Section A.8.0	Supplier Quality System	Revision Date	Revision Letter
<p>A.8.1 Supplier Requirements</p>	<p>Supplier Quality System Exemption</p> <p>It is possible in unavoidable circumstances that a supplier can be approved to supply parts or material to Tenneco North American plants without a certification to an ISO Quality Management Standard. In order for this special circumstance to be approved, a Tenneco supplier assessment must be completed and submitted to the Tenneco Commodity Director for approval. The supplier should take the initiative to get a valid QM system according ISO installed.</p> <p>Concerning Costs</p> <p>Tenneco charges defined costs related to the nonconformance (sorting, rework, administration etc.) to the supplier. See Section 4.12 of the Global Manual.</p> <p>Gauges and test equipment</p> <p>If Tenneco provides the supplier with gauges or test equipment it is the responsibility of the supplier to maintain this equipment. It is recommended to include this equipment into the supplier monitoring system for test and measurement equipment</p> <p>Material certificates</p> <p>The supplier needs to be able to provide material certificates as requested by Tenneco within a reasonable time.</p> <p>Prototype parts</p> <p>Prototypes should be clearly identified and supplied in accordance to the Tenneco expectation.</p> <p>Prototype parts should be manufactured wherever possible using the final production process and stated as such on relevant paper work.</p> <p>Concessions and Deviations</p> <p>In certain instances nonconforming supplies maybe accepted under concession or deviation. This will depend on the nature of the nonconformance. Acceptance will be authorized in writing to the supplier by the relevant Tenneco North America plant representative.</p> <p>Under no circumstances is the supplier allowed to ship nonconforming material without written approval of the relevant Tenneco North America plant representative. All shipments must refer to the concession/deviation agreement.</p>	<p>04-19-18</p>	<p>C</p>

