

**Purpose:** The purpose of this document is to provide an overview of FTE USA's Supplier Release and ASN process/ requirements.

**Scope:** These requirements apply to all suppliers of FTE automotive USA Inc. and FTE Mexicana S.A. de C.V.

### Supplier Releases

Supplier releases are generated weekly to communicate component's requirements, due dates, raw material and fabrication authorizations. Releases are typically available on Tuesday mornings. Suppliers that provide components to FTE Mexicana will receive a separate release from the FTE USA release. Both releases are generated by FTE USA and distributed at the same time each week. If a supplier does not receive a release it is their responsibility to contact their FTE Material Control contact for updated information.

Releases are distributed through iConnect, a third party web based EDI provider. If you are not currently setup on iConnect, you can contact customer support (877) 275-7417. **For suppliers interested in implementing EDI Releases, a copy of our X12004010 830 specifications can be found in Appendix 9.26.** Below is an example of a supplier release as shown on iConnects website ([www.iexchangeweb.com](http://www.iexchangeweb.com)):



From: (PROD) ← **A**  
To: **A000** ← **B**  
Dated: 07/24/2006  
Sub: Weekly Material Forecast/830

Release Number: **20060724-001**  
Start Date: **07/24/2006**  
Forecast Type: **Delivery Based**  
Quantity Type: **Actual Discreet Quantities**  
Ship To: **FTE Automotive USA Inc. (PROD)**  
Contact: **Jim Moore - 248-377-6999**  
Notes:

Notes:

<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>				
Part Number	ECL	Description	PO#	Req Cum	Last Rec. Date / Qty		
<b>DBXXXXXXXX</b>			<b>01A00000</b>	<b>2265</b>	<b>07/19/2006/ 2265</b>		
Date:	09/11/06	09/25/06	10/09/06	10/23/06	11/06/06	11/20/06	12/04/06
Qty:	1014	1658	2008	1308	1308	1308	958
Cum Req:	3279	4937	6945	8253	9561	10869	11827
Past due quantity:	0						

**H**

**I**

**J**

High Authorisation

Prior Cumulative

FAB MATL

QTY DATE

2265 3279

2265 07/23/2006

- A. Ship to location is where the material is required to ship. Site PROD ships to FTE USA and site MEX ships to FTE Mexicana
- B. Supplier code is the supplier's identification that is assigned by FTE
- C. FTE Part Number is the part number that is assigned by FTE and must be on the bar code label and packing slip.

- D. Purchase Order Number is issued by FTE
- E. Beginning Cum is the total cum received at FTE as of the last receipt date. If the beginning cum received by FTE does not match the supplier's cum, it is up to the supplier to contact FTE to resolve the issue.
- F. Last receipt is the last shipment received by FTE. This may not match up with the supplier's last shipment on record due to transit time.
- G. Release requirements are weekly requirements. The date is the day the material is required to be at FTE, the quantity is the amount required to be shipped, and the cum req. is the beginning cum plus the qty due.
- H. Past due quantity is the quantity that was previously due to FTE. This quantity is due in to FTE immediately. The supplier is responsible for expedited freight for past due items.
- I. Raw Material and Fabrication authorization is how much material the supplier is authorized by FTE to hold. The typical authorization is four week of fabricated authorization and 8 week of raw material authorization. Raw and Fabrication authorizations are called out on the purchase order.
- J. Prior cumulative is the cumulative required from the previous release. If the the prior cum and the beginning cum do not match a past due quantity will be shown

In the event that releases are not available through iConnect, releases will be faxed to the suppliers. Below is an example of a faxed supplier release.

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**SUPPLIER SCHEDULE / MATERIAL RELEASE**

**A** { Supplier: A000  
ABC Supplier  
123 Street  
City State, Zip  
USA

**B** { Ship-To: MEX  
FTE Mexicana S.A. de C.V.  
Km. 14.5 Autopista  
Puebla-Orizaba  
Municipio de Amozoc  
Puebla C.P. 72990

**C** { Attention: John Doe  
Telephone: 555-555-1212  
Fax/Telex: 555-555-1212

**D** { Item Number: DBXXXXXXX  
Release ID: 20060717-001  
PC Number: 01A00000

**E** { MEXICO  
Release Date: 07/17/06  
Last Receipt Date: 07/07/06  
Last Receipt Qty: 8,550  
Cum Received: 81,616

**F** { Fab Auth Cum Qty: 82,416  
Raw Auth Cum Qty: 90,416

**G** { Thru: 08/13/06  
Thru: 09/10/06

**H** { Shp/Dlvy Pattern: 12

	Past	08/07	08/21	09/04	09/18	09/25	10/02	10/16
	DUE	2006	2006	2006	2006	2006	2006	2006
NET	0	800	4000	4000	4000	400	4000	4400
CUM	81616	82416	86416	90416	94416	94816	98816	103216

- A. Supplier code assigned by FTE and supplier's ship from address
- B. Ship to location is where the material is required to ship. Site PROD ships to FTE USA and site MEX ships to FTE Mexicana
- C. Supplier contact information, including contact name, telephone number, and fax number
- D. FTE Part Number, the part number that is assigned by FTE and must be on the bar code label and packing slip
- E. Purchase order number that is assigned by FTE
- F. Raw Material and Fabrication authorization is how much material the supplier is authorized by FTE to hold. The typical authorization is four week of fabricated authorization and 8 week of raw material authorization. Raw and Fabrication authorizations are called out on the purchase order.
- G. Last receipt is the last shipment received by FTE. This may not match up with the supplier's last shipment on record due to transit time. Beginning Cum is the total cum received at FTE as of the last receipt date. If the beginning cum received by FTE does not match the supplier's cum, it is up to the supplier to contact FTE to resolve the issue.
- H. Release requirements are weekly requirements. The date is the day the material is required to be at FTE, the quantity is the amount required to be shipped, and the cum req. is the beginning cum plus the qty due. Past due is the quantity that was previously due to FTE. This quantity is due in to FTE immediately. The supplier is responsible for expedited freight for past due items.

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**ASN's**

Advanced ship notices (ASN's) are required to be sent to FTE with every shipment. The ASN is used as a notification to Material Control that components are in-transit and will be available for production. If a component requirement cannot be met, the supplier is required to communicate recovery quantities and timing along with the ASN. To assist in this process, iConnect has developed an ASN web template that simulates the release and provides a quick and easy approach to generating an ASN. While this format is not mandated, it is a requirement that the supplier send an ASN. Below is an example of a ASN as shown on iConnects website:



**FTE Automotive USA Inc.**  
4000 Pinnacle Court  
Auburn Hills, Michigan 48326-1754  
02/12/2007

Supplier: POLLAK ENGINEERED PRODUCTS GRP(001031665)  
Vendor ID:  
Document ID: 569979

ADVANCE SHIPMENT NOTIFICATION. Ship Date : 02/12/2007  
FTE USA REP: Kevin Knoche, direct Dial (248)377-6999/ext. 2456, Cellular (248)505-1503  
THIS SUPPLIER ASN SHOULD BE REPLIED TO FTE WITHIN 24 HOURS OF RECEIVING FTE RELEASE

<u>Item Number</u>	<u>Past Due Qty</u>	<u>Qty Due</u>	<u>Qty Shipping</u>	<u>Bal. Due</u>	<u>Avail Date</u>
DB1WK9610A			250		

\*\* Signifies an overshipment

In the event that ASN's are not available through iConnect, ASN's will be faxed to the suppliers. Below is an example of a faxed Advanced ship notice.

Ship- To: MEX  
FTE Mexicana S.A. de C.V.  
Km. 14.5 Autopista  
Puebla- Orizaba  
Municipio de Amozoc  
Puebla C.P. 72990  
MEXICO

Ship- From: A000  
ABC Supplier  
Attention: John Doe  
Telephone: 555- 555- 1212  
Fax Number: 555- 555- 1212

ADVANCE SHIPMENT NOTIFICATION  
FAX ASN REPLIES TO (248) 377- 4938  
FTE USA REP: Nancy Funk, Direct Dial (248) 340- 1219

THIS SUPPLIER ASN SHOULD BE FAXED TO AP WITHIN 24 HOURS OF RECEIVING AP RELEASE.

Item Number	A = Past Due Qty.	B = Qty Due 02/19/07	C = Qty Shipping	A + B - C Bal. Due	Bal Due Avail Date
DB0000000AB	1,500				
DB0000000AC	207				
DB0000000AD	1,400				
DB0000000AE	2,378				
DB0000000AF	22,316	5,768			
DB0000000AG	505				
DB0000000AH	2,120	3,300			

Due to the importance of ASN timeliness and accuracy, these elements will factor into the supplier delivery ratings beginning in 2007. It is our expectation that suppliers communicate their ability to meet release requirements within one hour of the shipment departing the suppliers dock.

**For suppliers interested in implementing EDI ASN's, a copy of our X12004010 856 specifications can be found in Appendix 9.27.**