

JMEX Packaging Manual

(Supplier Packaging Handbook)

Packaging Department
SCM Department

March 2, 2022

Table of contents

Supplier Packaging Handbook

1. - Responsible at JATCO	4
2. - Your Responsible as a Supplier	5
3.- Parts Packaging – Packaging Specification Process	7
3. 1 Packaging Durability Conditions	8
4. - Packaging specification sheet for JMEX suppliers (PSS)	9
4.1 Description of packaging specification sheet	10
5. - Packaging.....	11
5.1.- Packaging requirements.....	11
5.1.1 Packaging Material.....	12
5.2. - Packaging Quality Responsibility	12
5.3 Returnable Package.....	13
5.3.2 Loop Days	15
6. - Container cleanliness and deformation amount.....	16
6.1 Quality preservation of container material	16
6.2 Standard of bottom deformation amount of poly container	16
7.- Anti-rust oil.....	17
8.-Expendable Packaging (Only Overseas suppliers) Prior authorization by SCM JMEX.....	18
8.1 Package basic operating rules.....	18
8.2 Packaging Quality Responsibility	19
8.2 Plastic pallet (expendable) – Mandatory	19
8.3 Wooden Pallet (Prior authorization by SCM JMEX)	20
9. Packaging Components	21
10. SNP Definition	22
11. Shipment labeling and marking instructions	22
11.1 Label setting	23
11.1.1 Master label	23
11.1.2 Individual label	25
11.1.3 Mixed Label	26
12. RDR: Receiving Discrepancy Report	27
12.1 Meaning	27

12.2 Process flow of RDR.....	27
12.3 Supplier's responsibility about RDR.....	27
12.3.1 RDR FORMATS.....	28
13. Deliveries procedure and instruction	29
13.1 Delivery frequency	29
13.1 Delivery instruction medium	29

Supplier Packaging Handbook

General Information

The information contained in this supplier handbook provides guidelines for packaging specifications, palletized, shipping specifications according JMEX PORTAL. Should there be a situation where a specific packaging problem, supply question or shipping question have not been addressed in the manual, please see the next section for the phone numbers to call for information and requirements.

1. - Responsible at JATCO

Jatco is divided into many operating departments; each plays a role in the packaging parts process. **Including the Logistics area.**

It is the intent of this publication to clarify what each of the groups **are role and responsibilities** and what our expectations are for the products you supply

For Packaging Materials

Specification/suppliers

Call 449-91065 00 ext. **1824, 1834, 1837, 1838 or 1853**

For Logistic

Transportation

Call 449-91065 00 ext. 1837



For Purchasing

Cost, term, condition of sales

Call 449-91065 00 ext. **1372, 1380, 1382**

For Planning

Materials requirements, material inventory.

Call 449-91065 00 ext. **1835, 1846, 1851**

Packaging Engineer: The packaging group is responsible for providing packaging guideline to our suppliers to establish packaging standards and rules. The target of the JMEX Packaging Group is to successfully launch and maintain with the cost-effective packaging that satisfies JMEX in different areas such as:

- Safety and Ergonomics
- Quality
- Logistics (filling ratio)
- Material Handling
- Production
- Total delivered Cost (TdC)

Purchasing department: Terms and conditions of sales. Information on this area can be obtained by contacting your production parts buyer at the manufacturing plant.

Logistic department: Provide service parts transportation coordination, each supplier will be provided with information which identifies selected carriers by route and size of shipment and detailed shipping information.

Planning materials: They provide you the orders, delivery issues, etc.

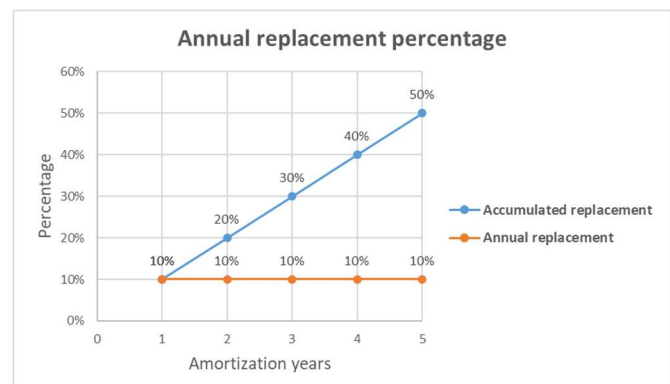
2. - Your Responsible as a Supplier

It is Jatco's expectations that when parts arrived at the plant, they will be ready to use. The parts are professional in appearance, quality, and safety. The approval by JMEX Production Control of submitted packaging proposals from Supplier to JMEX Packaging Department does not relieve the supplier of responsibility as a shipper for meeting carrier and legal regulations in addition to providing adequate protection to ensure the quality of the contents of the packaging.

The supplier is responsible for:

- To have available and enough package to cover JMEX requirements without shortage, considering approved loop (Consider point 5.3.2).
- The quality of the packaging must be guaranteed during all project period or latter if continue receiving order for shipping.
- Packaging design according to each country laws, procurement, maintenance, repair, replacement, and cleaning must be included in commercial agreement since the begging of the project.
- Packaging replacements needs to consider following chart depending on amortization period agreed with the commercial area.

Amortization years	Percentage for replacement	Percentage Accumulated
1	10%	10%
2	+ 10%	20%
3	+ 10%	30%
4	+ 10%	40%
5	+ 10%	50%



- a) Keep record of packaging invoices purchased, if are requested by JMEX Packaging Department for fleet size verification must be provided to JMEX.
- b) It must be included packaging cost in the piece price.
- c) Contact with the Packaging and Purchasing department at the end of each project or term of amortization packaging, to determine the final disposition of the fleet.
- d) Maintain contact with the Packaging and Purchasing department to determine the status of its disposition regarding damage or broken packaging. (Consider point 6.2)
- e) Must ensure that the final packaging design for their product is approved by JMEX Packaging Department. Any variation must be approved by JMEX Packaging Engineering prior to implementation.
- f) All packaging purchases to be new containers or materials. The supplier assumes all risk associated with purchasing used containers, including but not limited, such as: repair and replacement costs in excess of that approved on the PSS.
- g) Must keep communication for concerns of package directly to the JMEX Packaging Group.
- h) Maintain and keep the returnable racks and boxes clean and in the best operational condition (wash, remove dust, oil, labels, and all activities related to warranty that the equipment is clean), all containers must be checked before shipment to JMEX for cleanliness, the removal of foreign materials, old labels must be removed.

NOTES IN PSS:

①

It is Supplier's Responsibility to Deliver Good Quality Products, Free Contamination, Dent & Rust // Level Stack ___// It's supplier's responsibility to clean the equipment.

②

It is supplier responsibility to assure quality of the package and pieces. In case of problem, supplier will assume expenses for this issue such as material inspections, re packing, expedites, customer charge or compensation, legal issue, etc. In case JMEX, needs a change of package, supplier must execute to guarantee the quality and safety without increase unit cost or request compensation and the supplier will be in charge of expenses for this issue.

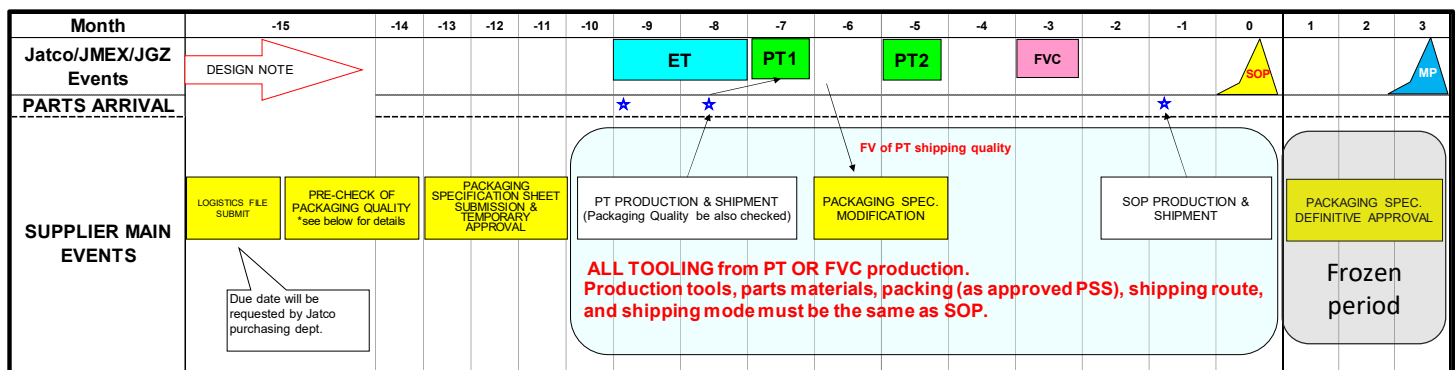
③

All returnable equipment must be id with supplier name, if not JMEX will not be able to return it and in case of lost JMEX will not be responsible

- i) Submit a maintenance and cleaning plan for equipment and perform it as needed.
- j) If a packaging change is proposed, a new PSS must be submitted by Supplier to JMEX for approval.
- k) Regardless of Jatco Group approval, any part defect caused by packaging quality must be cover by the supplier.
- l) If modification of the design and purchase of a new fleet is required due to problems related to packaging, the supplier must absorb it.
- m) Perform laboratory test and show result to JMEX when as requested (Consider point 3.1).

3.- Parts Packaging – Packaging Specification Process

- The process starts when the part number is established within JMEX, and parts arrangement share the D-note to the supplier.
- The Parts Packaging Group sends via e-mail the Packaging Specification Data Sheet (Consider point 4) to the selected supplier.
- The supplier completes the Packaging Specification Data Sheet based in this manual and returns it to the Packaging Group (Excel format). The supplier must internally confirm the quality of the packaging such as shipping trial and laboratory test before submitting the Packaging Specification Sheet to Jatco Group Production Control Dept.
- JMEX group review the PSS with project leader areas and confirm their necessities, if the package covers the necessity, then JMEX Packaging Group submit Packaging Specification Sheet as “Temporary Approval.”
- If not JMEX Packaging Group will give feedback to supplier and supplier must do the changes
- All suppliers must receive “Temporary Approval” before the parts delivery for JMEX PT.
- JMEX Group will inspect the proposal package quality during different events at parts receiving and if the quality is acceptable, the supplier receives “Definitive Approval” after SOP.
- If quality packaging no guaranty parts integrity must be modify it before mass production event.
- Review packaging related event schedule of a new project (Example):



Pre-check of packaging quality consists of one of following activities:

- Shipment of sample parts to JMEX with packaging spec listed on the logistics requirement.
- Jatco could audits at supplier's production site.
- Implementation of bench test (Consider point 3. 1)

<Important reminder>

- Parts must be arrived at least one month prior to each event for inspections.
 - The schedule above is an example. Due to the changes in circumstances of development, timing of the events won't be the same as example above.
 - The schedule above does NOT include the necessary events except for packaging matter.
- j) Business partners should conduct a transportation trial and set a packaging that can maintain the quality of parts. In addition, the trial fee is the responsibility of the business partner. (We recommend do this trial before PT1).

3. 1 Packaging Durability Conditions

Packaged Freight Drop test and Vibration test method according to international standard

a) Drop Impact Test

	ISO 2248 Packaged Freight Test Method - Drop Impact Test
Device (Falling floor)	① Device Weight shall be fifty times of the weight of the freight ② The Levelness of the falling floor shall be equal to or less than 2mm between two points ③ The transformation of the freight shall be equal to or less than 0.1mm at static load 10kgf/100mm
Fall posture	① Angle between falling object and falling floor ② At aspect and ridge ③ At corner Less than 2° Less than 5°
Fall height	① Show a method of six one angle of three ridges;
Point / Number of times	② Height is not designated.

b) Vibration Test Method

	ISO 2247 Vibration Test of fixed and low frequency ISO 8313 Vibration Test of variable frequency
	Method 1 : ISO2247 Impact Test
	① Frequency 3 ~ 4Hz
	② Acceleration 0.5G ~ 1.1G
	Method 2 : ISO8313 Durability Test
	① Frequency 3 ~ 1 0 0 H z
	② Sweeping 1/2 octave per minute
	③ Acceleration 0. 25G or 0. 5G
	Method 3 : ISO8313 Resonance Test
	① Frequency Number of vibrations at first , second and third resonance
	② Acceleration 0. 25G or 0. 5G

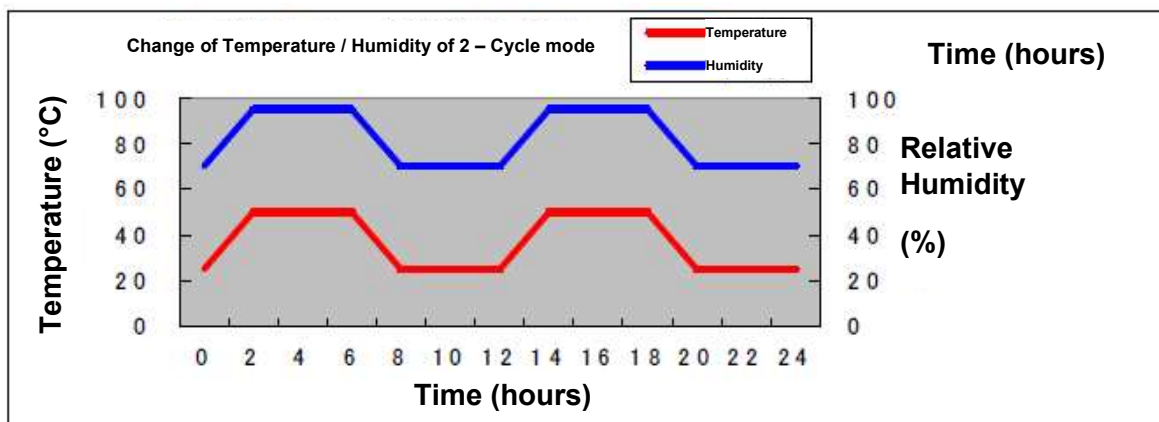
c) Jatco Standard of Temperature & Humidity Test

【Test Condition】

2 cycles per/day

25°C, 70%(RH) [4H] ⇒change to [2H] ⇒50°C、95%(RH) [4H] ⇒change to [2H]

5-day period test of 2-cycle mode



4. - Packaging specification sheet for JMEX suppliers (PSS)

The Packaging Specification Data Sheet is the device, which will determine what packaging will be used.

The current JMEX PSS, including an illustration of proposed packaging (must be included in the required MS Excel format for final approval). The current JMEX PSS and Packaging Manual are available with the JMEX Package Group.

PACKAGING SPECIFICATION SHEET										Registro de calidad Jatco Formato 1																																																																																												
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Jatco column only Adoption Judgment Reason Remarks It is Supplier's Responsibility to Deliver Good Quality Products, Free Contamination, Dent & Rust // Level Stack 3// It's supplier's responsibility to clean the equipment.										<div style="border: 1px solid black; padding: 2px;"> <div style="text-align: center; font-size: x-small;">Pls describe contents of returning rack (Box type & materials) (PHOTO & DETAILS)</div> </div>																																																																																												
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4.1 Description of packaging specification sheet

① Location information 出荷情報 DELIVER TO P.CONTROL DOC LOCATION BUYER LINE FEED	④ Specification of PART PART No PART NAME PART DIMENTION PART Wt ADOPTION DATE
② Sheet information Type Location Version Status	⑤ Packaging Materials Description Size (LxWxH) Grade Material Q'ty Material Wt	
③ Supplier information Reviced date Issued date Supplier code Supplier name Depot code Tel E-mail Manager Person in charge	⑥ Corrosion prevention oil (if applied) name / supplier / spec	
	⑦ Classification (Please describe both "Internal" and "External" .) Packaging CODE Container color Parts Q'ty PKG. DIMENTION(mm) TARE Wt NET Wt GROSS Wt	

⑧ Sketch of the "Internal packaging style" and out side dimensions

Please make a sketch to explain the detail(picture or photo. And comments)

⑨ Sketch of the "External packaging style" and out side dimensions

Please make a sketch to explain the detail(picture or photo. And comments)

IMPORTANT: ALL EQUIPMENT MUST BE STACKABLE. SPECIFY LEVEL OF STACKS

⑩ Sketch of the "Specification empty equipment return packaging style" and out side dimensions

Please make a sketch to explain the detail(picture or photo. And comments)

⑪ Quality check list

Please make a check in the appropriate box if this packaging style don't have a quality problem.

Rust prevention	prevention required? Coating or painting applied to part?
Part Deform	By its own part weight? By pressure of upper levels in box? By pressure during packing by workers?
Part Alignment	Enough space between parts in box? Enough space between parts & packing material in box? If no, is it safe from dent & contamination?
Packing Material condition	Packing material is free from moist?
lid	Do all boxes have lids?
Contamination	Does it satisfy our Contamination Requirement? Use plastic bag to prevent contamination?
Package Contents	Contain any hazardous materials to human body?

⑫ Reason for change

Please select the changing reason and put a circle.

If it is according to design change, please write the change notice no.

5. - Packaging

5.1.- Packaging requirements

Please consider the next packaging requirement to easy JMEX validation:

ITEM	CONTENT
Container	Use the JATCO Table of Standard Containers When the applicable part has a special shape: set a "dunnage or tray". (plastic-made or steel returnable container)
Weight	Manual weight: 15 kg or less (Ergonomic) Weight to handle with forklift and AGV: 700 kg or less
Filler ratio	80% or more
Accumulation height	Within 1,100 mm including flat pallet Consider maximum height of the container (transport) 2,300 mm
SNP*	SNEP: <u>For one shift or more and one month of required part quantity</u> SNIP: according to the fill ratio of the package and consider the JMEX weekly requirement
Wrapping material	Put strapping to assure deliveries Place wrapping on the pallet according to JMEX standard (3 turns on the top, 2 turns in the middle and 3 turns down)
Packaging condition	Deliver with no stains and dried condition after washed by the supplier

- Parts should be packaged in handheld returnable containers with a maximum gross weight limit of 15 Kg.
- Handheld containers must be palletized on returnable pallets with top caps to permit mechanical handling.
- All mechanically handled loads must be four-way entry.
- Must be durable package.
- Set a label holder on both sides of the container.
- The top surface of the package must be flat.
- Returnable Package shall be steel, or plastic made.
- All packaging must be strong enough to be stackable (at least 2.1 Tons).
- Twisty or soft parts should be package aligned into the rack/box.
- Packing in containers should be packed aligned with a resin molded tray, except for parts that do not affect quality even if they are inserted as below.
- A lid must be used for each individual box to protect the parts from contamination.



5.1.1 Packaging Material

- a) Suppliers must be self-procuring containers and packaging materials necessary for shipping parts and hold a quantity corresponding to the number of productions.
- b) Materials such as cushioning materials in containers can be returned to business partners depending on logistics indication by JMEX (consider point **6.1**)
- c) Packing materials are recyclable as much as possible and use flame-retardant materials.
- d) We also prohibit the use of corrugated cardboard, paper, and other paper materials to prevent contamination in containers.
- e) For maintaining quality, parts must be wrapped in plastic or VCI bags in containers (Consider point 7)
- f) Easily to scratch / break parts their proposal package should be assure deliveries without damage.
- g) If the piece needs a protective cap should be fitted with a protective cap self-procured by the business partner.
- h) The steel rack shall be easily accessible to the parts inside.
- i) Filling ration of container must be 80% or more pieces and 20% package or less
- j) For the packing tape, use a tape that is easy to unpack and has high anti-contamination performance. (Consider point 7)

5.2. - Packaging Quality Responsibility

Suppliers should have packaging specifications to protect parts from damage such as dents, rusts, humidity, contamination, etc. in logistics until arrival at Jatco. Consider packaging specifications that can be protected from buckling, breakage, and other possible damage from packing.

- a) The problem caused by packing quality will be the responsibility of the supplier regardless of JATCO Group's approval.
- b) Economically, should be good packaging but without affecting quality product.
- c) Parts must be delivered with no stains and dried condition after washed by the supplier.
- d) The supplier must guarantee the part quality at any shipping mode such as Trailer, Truck, Rail, Vessel, and Air.
- e) For domestic (Mexico) parts, the supplier must guarantee the parts without any possible damages, contamination and free from rust for **two weeks** after delivery to JMEX
- f) For US, Canada and South America part, the supplier must guarantee the parts without any possible damages, contamination and free from rust for **90 days** after delivery to JMEX
- g) For marine or air transportation parts from Europe, Asia or any other overseas, the supplier must guarantee the parts without any possible damages, contamination and free from rust for **180 days** from ETD.
- h) In case of expedite by air the supplier must be develop and assure packaging deliveries.
- i) In case of changing package or changing transportation method, obtain approval of Jatco Group before shipping the business partner.

5.3 Returnable Package

- Returnable Packaging must be used for all inland transportation parts.
- The returnable packaging must be prepared by the supplier.
- The supplier's name or logo, available stacking level and returning address need to be printed on each container, pallet, lid, or pieces required to return.
- The Stacked pallet height must be less than 4.5 m the strength in stacked condition that can withstand period of 180 days from ETD and support a minimum of 2.1 tons because this material is stored in a consolidation center and can be stow with other packaging.
- For JMEX is mandatory foldable containers

ALL RETURNABLE CONTAINERS MUST BE COLLAPSIBLE

Maximum Height 1.1 mts	Container (Code)	Material	Weight	Dimensions (Assy)			Folding	ONE PACK (Including TOP & PALLET)				Stack level	
			Kg	L	W	H	H	L	W	H	Quantity of boxes	Static	Dynamic
	RC1 RC6	Plastic	3	386	560	334	77	1187	1147	1096	6pcs x3Level = 18 pcs	3	2
	RC2 RC7	Plastic	2	386	280	334	88	1187	1147	1096	12pcs x3Level = 36 pcs	3	2
	RC3 RC8	Plastic	2.1	386	560	171	62	1187	1147	1096	6pcs x6Level = 36 pcs	3	2
	RC4 RC9	Plastic	1.25	386	280	171	62	1187	1147	1096	12pcs x6Level = 72 pcs	3	2

RC6
Vol: 59 ℓ Ext. Dim: 560x386x334 (78mm)



RC9
Vol: 13.7 ℓ Ext. Dim: 386x280x171 (62mm)



RC8
Vol: 29 ℓ Ext. Dim: 560x386x171 (62mm)



RC7
Vol: 27 ℓ Ext. Dim: 386x280x334 (88mm)



ONE PACK (TOP & PALLET)



Maximum Height 1.1 mts	Rack (code)	Material	Weight	Dimensions (Assy)			Folding	ONE PACK (Including TOP & PALLET)				Stack level	
			Kg	L	W	H	H	L	W	H	Quantity of boxes	Static	Dynamic
	RV7	Steel	79	1180	1040	1090	252					3	1
	RV8	Steel	54	1180	1040	560	240					8	4

RV7



Ext.Dim: 1180x1040x1090 mm

RV8

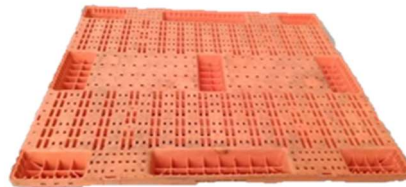
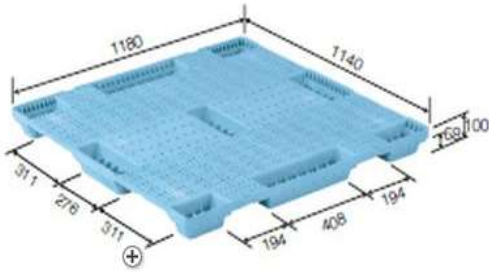


Ext.Dim: 1180x1040x560 mm

f) The table below shows the recommended pallet sizes and top.

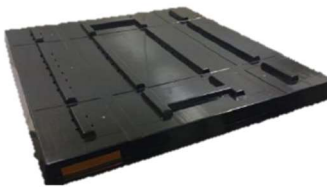
Rack (code)	Material	Weight	Dimensions (Assy) mm		
		Kg	L	W	H
D4	Plastic	21.5	1130	1130	162
RPX	Plastic	21.7	1180	1140	100

Pallet must be strong enough against handling work by forklift and crane, and shipping modes such as truck, freight train, vessel, and airplane



Rack (code)	Material	Weight	Dimensions (Assy)		
		Kg	L	W	H
IRD1	Plastic	5	1194	1156	78

Please include a top to avoid contamination and pallets can be stack at 3 levels



g) Due to there is a risk of mixed packaging and ship to Overseas region in empty equipment, this requirement is necessary

PACKAGING COLOR OF TOTES & PALLET PER SUPPLIER:

COLOR OF THE PACKAGE

Origin of supplier	Packaging color
JAPAN	GREEN
US/ CANADA	PURPLE
MEXICO	ORANGE
Overseas	PLASTIC GRAY OR EXPENDABLE

5.3.2 Loop Days

System Size

Overseas suppliers should have the following packaging inventory levels:

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	7	**
	Plant	FULL	7	
	Transit from Supplier to JMEX	FULL	30	
JMEX	Plant	FULL	7	
	Plant	EMPTY	7	
	Transit from JMEX to Supplier	EMPTY	30	
TOTAL			88	

INTERMODAL US Suppliers should have the following packaging inventory levels:

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	7	**
	Plant	FULL	10	
	Transit from Supplier to JMEX	FULL	10	
JMEX	Plant	FULL	10	
	Plant	EMPTY	7	
	Transit from JMEX to Supplier	EMPTY	5	
TOTAL			49	

North America Suppliers should have the following packaging inventory levels:

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	7	**
	Plant	FULL	10	
	Transit from Supplier to JMEX	FULL	5	
JMEX	Plant	FULL	10	
	Plant	EMPTY	7	
	Transit from JMEX to Supplier	EMPTY	5	
TOTAL			44	

North America Suppliers should have the following packaging inventory levels: **(CONSOLIDATE)**

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	7	**
	Plant	FULL	10	
	Transit from Supplier to JMEX	FULL	15	
JMEX	Plant	FULL	10	
	Plant	EMPTY	7	
	Transit from JMEX to Supplier	EMPTY	15	
TOTAL			64	

Mexican Supplier should have the following packaging inventory levels:

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	7	**
	Plant	FULL	7	
	Transit from Supplier to JMEX	FULL	2	
JMEX	Plant	FULL	7	
	Plant	EMPTY	7	
	Transit from JMEX to Supplier	EMPTY	2	
TOTAL			32	

Mexican Aguascalientes Supplier should have the following packaging inventory levels:

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	3	**
	Plant	FULL	3	
	Transit from Supplier to JMEX	FULL	0.5	
JMEX	Plant	FULL	2	
	Plant	EMPTY	3	
	Transit from JMEX to Supplier	EMPTY	0.5	
TOTAL			12	

MILK RUN Mexican Supplier (Daily recolection) should have the following packaging inventory levels:

	Location	Empty/ Full	Inventory days	
Supplier	Plant	EMPTY	1	**
	Plant	FULL	7	
	Transit from Supplier to JMEX	FULL	1	
JMEX	Plant	FULL	7	
	Plant	EMPTY	1	
	Transit from JMEX to Supplier	EMPTY	1	
TOTAL			18	

**** It is supplier decision to have more inventory at their facilities than suggested in these graphics.**

NOTE: Supplier must consider the increase in volume and fluctuation of demand to avoid shortage of returnable equipment. System Size (Loop) shown above is an example, to stablish the proper System Size is necessary to contact a JMEX Package Engineer.

These loop days does not consider any anticipated inventory at the facilities of the supplier.

The supplier always must check the latest forecast information and prepare enough returnable containers to warranty deliveries and inventory of package. In case of a shortage of container, please inform Jatco Group Production Control Dept. If the demand has fluctuations package have to cover without cost increase.

- When the supplier examines a roundtrip lead time of returnable containers, Packaging engineering provides our “inventory volume in day” information upon the supplier’s request.
- Packaging engineering can audit the supplier's company to confirm the fleet and its billing history.

6. - Container cleanliness and deformation amount

6.1 Quality preservation of container material

a) To control the degree of cleanliness in the container at the supplier, make it the level of the "clean" or "dirty" judgment criteria in sentence b) below, not to use "heavy soil". If contain humidity, water, or dust of the environment from supplier or Jatco, **Supplier must eliminate it.**

- Cushioning materials used for quality preservation must be set to the minimum necessary.
- Also, the materials to be used must be recyclable materials, so that contamination is not generated
- The returnable material to be use consider cleanliness schedule.

b) Container cleanliness:

For the cleanliness of the poly container, rub the container with tissue.

- OK level (Clean) ... the color of the tissue does not change.
- OK level (Dirty) · · · Tissue is dirty.
- NG level (Very dirty) · · · dirt is attached so that the eyes of the tissues become clogged.

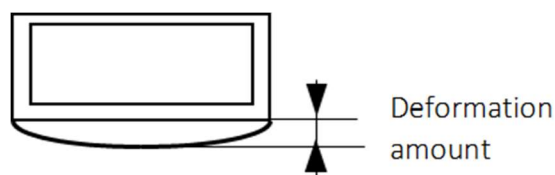


- c) For the cleanliness of all kinds of containers, it is supplier responsibility to have a schedule to delivery material in good quality conditions.
- d) Packaging engineering can audit the supplier's company to confirm the cleanliness and maintenance of the packaging.

6.2 Standard of bottom deformation amount of poly container

a) Deformation amount shall be 10 mm or less.

Even if it's 10 mm or less, the container which cannot be stacked or difficult to supply are **unusable**



b) Do not use containers whose hooks of the box are deformed, and locks cannot be normally formed
Defective photo:



7.- Anti-rust oil

a) Bags

- For quality assurance, all parts must be kept in plastic bags and be sealed inside the box during shipment and delivery.
- Also, you must be put external bag and cover all the parts and make it easy to remove.

b) Rust Prevention

- Identify parts requiring rust protection and select the proper method for your packaging
- Use a rust preventative Volatile Corrosive Inhibitor (VCI) paper or polyethylene bag.
- For rust preventive oil, use the recommended rust preventive oil shown below:

- Yushiro Chemical Industry Co., Ltd. Non-raster P 313

Non raster P 377

- JX Nippon Oil & Energy Co., Ltd. Anti-Last Terrami LS

Anti-Last P2815

Anti-Last P2000

Anti-Last P 1400

Anti-Last FP 326

- Idemitsu Kosan Co., Ltd. Daphne TW

- Sugimura Chemical Industry Co., Ltd. Preton R-317

Pretton R-337 W

Preton R-302G

c) Sealing Tape

Clear tape should be used to seal the small bags depending on the weight of the parts, in all cases easy removal tape is needed.

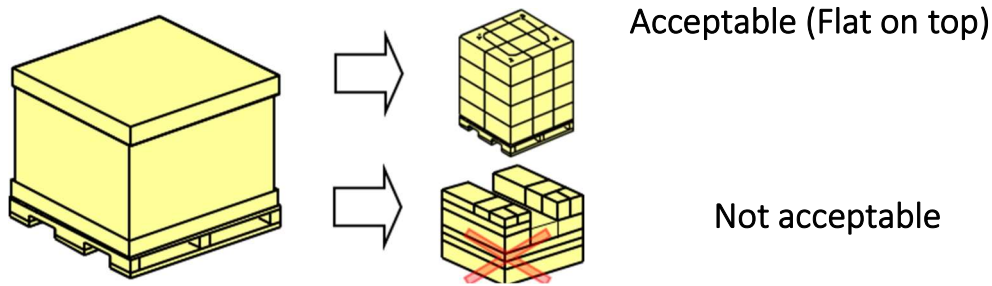
Global recommended tapes:

SITE	Product details
JMEX	Product name "Curing Tape No. 650" manufactured by NITTO DENKO Corporation
	Product name "Curing Tape No. 395N" manufactured by NITTO DENKO Corporation

8.-Expendable Packaging (Only Overseas suppliers) Prior authorization by SCM JMEX

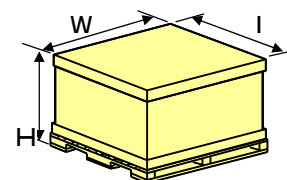
8.1 Package basic operating rules

- Expendable (one-way) packaging shall be used only for ocean transportation parts. On each package, the supplier's name or logo and available stacking level should be indicated.
- The packaging should allow operators to work safely.
- Good workability is required.
- The package should be provided by Expendable basically, but if Supplier would like to propose for Returnable, JMEX PKG Team will consider and accept only for ocean transportation parts (depend on specification and Quality validation) and according to each country laws.
- Must be packed with less waste materials.
- It must be in a package that matches Jatco Gr's use process.
- Filling ration of container must be 80% or more pieces and 20% package or less
- Internal packing material shall be recyclable and flame proof.
- No mixed material is acceptable
- Cardboard pallet must be flat



- Handle weight of package (container, parts, cushioning material) shall be 15 kg or less.
- Pallet type packing weight should be 700 kg or less including plastic pallet.
- Please choose the most suitable carton size among listed inner carton box.

	Package code	Package type	Materials	Outside dimensions (mm)			Weight (kg)
				L	W	H	
Standard carton	DC 1	Carton	K6 ABF	550	380	330	1.2
	DC 2	Carton	K6 ABF	380	275	330	0.6
	DC 3	Carton	K6 ABF	550	380	170	0.7
	DC 4	Carton	K6 ABF	380	275	170	0.45
Unique Carton	DD9	Carton	Unique size				



n) Outside package: Please choose a thing of the most suitable carton size.

	Package code	Materials	Materials	Outside dimensions (mm)			Weight
				L	W	H	
Standard carton	DD7	Carton	Double or Tri-wall cardboard	1180	1140	1100	-
	DD8			1180	1140	550	-

8.2 Packaging Quality Responsibility

- The supplier must guarantee the part quality at any shipping mode such as Trailer, Truck, Rail, Vessel, and Air.
- Laboratory test must be submitted before any approval by SCM JMEX and cover by the supplier.
- Business partners should conduct a transportation trial, bench test, and set a packaging that can maintain the quality of parts. In addition, the trial fee is the responsibility of the business partner.
- The supplier must design the packaging which protects the parts from dents, rust, humidity, contaminations, and any other possible damages.
- All the pallets must be four-way entry.
- Wood pallet can be accepted only in special cases, plastic pallet is preferable and mandatory, for more details contact a JMEX Package Engineer.
- All parts must be aligned in plastic tray inside internal box except for below items.
Seal Ring, Bolt, Nut, Steel Ball, Plastic Cap, Plastic Tube, Pin, Liquid Gasket, ATF, Washer, and Spring.
- For marine or air transportation parts from Europe, Asia or any other overseas, the supplier must guarantee the parts without any possible damages, contamination and free from rust for 180 days from ETD.
- In case of expedite by air the supplier must be develop and assure packaging deliveries.

8.2 Plastic pallet (expendable) – Mandatory

- Plastic pallet must be enough strong to stow the material at the warehouse.
- The pallet must be having the size that big box.



- c) Two side of the box must be including the mark of the stow

Stipulations for displaying freight handling information:

-Be sure to use caution marks (symbol drawings).

(e.g.)



-Do not add letters either Japanese or English.

-If the dimensions of side H are insufficient, so the freight handling information cannot be displayed, arrange it to the left of the mark unit (for details, see Figure 1).

- d) The Stacked pallet height must be less than 4.5 m the strength in stacked condition that can withstand period of 180 days from ETD and support a minimum of 2.1 tons because this material is stored in a consolidation center and can be stow with other packaging.
- e) Cover 100% of cardboard box
- f) The standard dimension in the expendable pallet is maximum 1310 x 1140 mm and minimum 1200 x 1100 mm (L X W)
- g) Accumulation height: Within 1,100 mm including flat pallet
- h) Transport condition must be supporting the land transport distance of: MAX 3,500 km

8.3 Wooden Pallet (Prior authorization by SCM JMEX)

Basically, pallet is considered plastic made but depending on special condition supplier could request special authorization to JMEX packaging department.

Special condition: If supplier wants to propose it need to contact JMEX package department for approval and conduct to physical validation. If JMEX reject supplier must follow indication of plastic pallet “consider point 8.2”.

All wooden flat pallets must have ISPM15 heat treatment and obtain the stamp of IPPC



- a) Package shall be designed to be durable enough against handling work by forklift and crane, and shipping modes such as truck, freight train, vessel, and airplane
- b) During RFQ, the supplier must reflect the package specification, which guarantees the parts free from rust, dent, contamination, and any other possible damages under the test conditions
- c) It is the supplier’s responsibility to ensure that all pallets provide the protection necessary to deliver the product at the shipment destination in a damage- free condition.

9. Packaging Components


a) Bags

- For quality assurance, all parts must be kept in plastic bags and be sealed inside the box during shipment and delivery.
- Also, you must be put external bag and cover all the parts and make it easy to remove.
- Use a rust preventative Volatile Corrosive Inhibitor (VCI) paper or polyethylene bag.
- In case that is use a desiccant, you can us a polyethylene bag and for heavy parts use a polyethylene bag at least 4 millimeters.

b) Rust Prevention

Depends on each process and parts, paper bags, polyethylene bags, wax, grease.

PACKAGING



Rust Preventives

- Following film and oil must be chosen as rust preventives. These preventives below are compatible with the oil used for Jatco products and are free from harmful effects to a human body.

<Anti Rust Film>

"ZERUST"
AICELLO CHEMICAL CO., LTD <http://www.aicello.com> "BOSELON"

<Anti Rust Oil>

YUSHIRO CHEMICAL INDUSTRY CO., LTD. "NON-RUSTER P313"
"NON-RUSTER P377"

IDEMITSU KOSAN CO., LTD <http://www.idemitsu.com> "DAPHNE SUPERCOAT TW"
"DAPHNE SUPERCOAT NR"

JX Nippon Oil & Energy CO., LTD <http://www.noie.jx-group.co.jp/english/> "ANTI-RUST P2800"

- In case of using a different rust preventive from above list, the supplier is requested to submit MSDS (Material Safety Data Sheet) and to obtain an approval from Jatco/JMEX/JGZ.

For information on MSDS, please follow the link below.
<http://siri.org/msds/ansi.html>

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20

c) Sealing Tape

APE 1" or 0.5" clear tape should be used to seal the small cardboard boxes depending of the weight of the parts, in all cases easy removal tape is needed:

SITE	Product details
JMEX	Product name "Curing Tape No. 650" manufactured by NITTO DENKO Corporation
	Product name "Curing Tape No. 395N" manufactured by NITTO DENKO Corporation

10. SNP Definition

There are the following two types of SNP

- SNIP (Standard Number of Internal Package): Quantity of parts per small box (PCS/BOX)
- SNEP (Standard Number of External Package): Part quantity of pallet (outer box) unit (PCS/PL)
- a. Basic setting concept of SNIP and SNEP should be as follows
 - $SNIP \leq \text{usage quantity per day}$ However, set in consideration of weight and volumetric efficiency.
 - $SNEP \leq (\text{Two weeks quantity})$

11. Shipment labeling and marking instructions

JATCO send the suppliers orders for parts now we will use **the supplier Portal (JDC Web EDI)** or EDI for transmissions releases. (Consider point 13)

- A mandatory **AIAG Load label** for each shipping unit

Jatco will accept either a **MIXED** or **MASTER** load shipping label. See below for details

- **Visual markings** must be present on all over pack, these visual markings are used to identify the contents must include JATCO part number and the quantity of parts within. This information is used by JATCO receiving personnel to locate and identify part numbers and quantities within a shipment.

Note: The part identification label or content labels must be on the individual box and the over pack box. The labeling requirements detailed in this section are only pertaining to AIAG label requirements.

JDC or EDI Markings: This Marking is an **AIAG Mixed Load label** that references the contents of a shipment which includes the part numbers and quantities contained within the shipping unit. A unit is defined as the smallest element individually shipped. This unit can be a pallet.

Examples of the Master and Mixed load label are attached for your reference.

Position Label	Description	Barcode	Position Label	Description	Barcode
1	Part number	Y	8	Date manufacturing	N
2	Quantity (SNP)	Y	9	Supplier name & addr.	N
3	Supplier code	Y	10	Deliver to	N
4	Serial number	Y	11	Dock location	N
5	RAN	Y	12	Line feed	N
6	Part name	N	13	Secondly rack	N
7	Vital part mark	N			

The identification label or content label must be on the individual box, and needs the following details:

11.1 Label setting

Regardless of the type of containers, attach the packing label instructed each item below to all boxes.

The types of packing label are as follows.

a) Small box label

It is a label that displays the number of contents (SNIP) of small boxes and should be attached to all small boxes. The label image is uploaded to the JDC at the same time as the fixed delivery instruction in PDF form.

b) Outer box label

It is a label displaying the number of contents of the outer box (SNEP), please create a label that satisfies the requirements

- c) When multiple different part numbers are mixed in the pallet (outer box), attach the outer box label for each part number

11.1.1 Master label

- a) For iron pallets, attach the label holder on the front and back side of the fork work and put the outer box label in it.
- b) In the case of cardboard, firmly stick the outer label on both sides of the box on the fork insertion side.
- c) If a proper label is not affixed to the package, we cannot record our acceptance record.

APPENDIX-5 SPIL		As of September 2007	
		JMEEX P. Control	
1. Shipping / Part Identification Label (Standard AIAG B-3) L 4.0" x W 6.5"			
Part Number (P)	1234567890		
[PART DESCRIPTION (30 CHARACTERS)]			
Qty. (SNP) (Q)	12345	7W12345	
SUPPLIER CODE (V)	1234567	DELIVER TO	LINE FEED
SERIAL NUMBER	1234567	A012	BC34
[SUPPLIER NAME, ADDRESS]		SECONDARY RACK	DOCK LOC.
		DEF567	GHIJ89
		DATE MFG.	VITAL PART MARK
		DD/MM/YYYY	VP

CODE BARS

Type of code = 3 of 9

SIZES

Height 1.0 cms all bars

LENGTH

Num. Part = between 7.7 and 8.7 cms

Ran = between 7.1 and 8.1 cms

Amount = 4.7 cms (approx 8 mm by character)

Supplier = between 5.3 and 6 cms

Serial = between 6 and 6.7 cms

ALFA NUM OF THE CODE OF BAR

Num Part = ARIAL BLACK 50 (1.2 CM APROX OF HEIGHT)

Amount = ARIAL 30

2.Maser Label (Standard AIAG B-3) L 6.5" x W 6.5"

MASTER LABEL		
Part Number (P) 1 1234567890		
Qty. (SNP) (Q) 2 12345		
RAN NUMBER 5 7W12345		[PART DESCRIPTION (30CHARACTERS)] 6
SUPPLIER CODE (V) 3 1234567	DELIVER TO 10 A012	LINE FEED 12 BC34
SERIAL NUMBER 4 1234567	SECONDARY RACK 13 DEF567	DOCK LOC. 11 GHIJ89
[SUPPLIER NAME, ADDRESS] 9	DATE MFG. 8 DDMMYYYY	VITAL PART MARK 7 VP

TITLES AND COMMENTARIES

Fonts = ARIAL

SIZES:

Legend = ARIAL 10

PART NUM., RAN, QUANTITIES, SUPPLIER, SERIAL, DESCRIPTION, TIME

Legend = ARIAL 18

DELIVERY DATE,

Legend = ARIAL 32

Item 10, 11, 12 and 13

Legend = ARIAL 5

Supplier name.

d) SIZES: MASTER LABEL

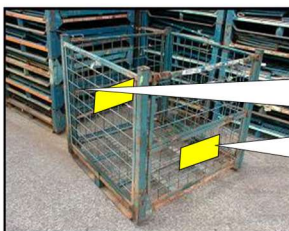
EXAMPLE:

NUM. PARTE (P) 2101088R00		MASTER LABEL	
{DESCRIPCION DE LA PARTE (35 CARACTERES)}			
CANTIDAD (Q) 10	RAN (15K) NA12345		
{FECHA DE ENTREGA (DD MMM AA)}			
PROVEEDOR (V) 004321	(LOCALIZACION 1) AAAAA	(LOCALIZACION 2) BBBBB	
SERIAL (4S) 000001	(LOCALIZACION 3) CCCCC	(LOCALIZACION 4) DDDDD	
(RAZON SOCIAL DEL PROVEEDOR)	{HORA DE ENTREGA}	(PIA O PIB)	
8.5 cms	4.0 cms	4.0 cms	
16.5 cms	10.2 cms		

Two Master label per-pallet

EXTERNAL PACKING

Steel Pallet



Attach two labels holder for each side (front and back of the pallet)

EXTERNAL PACKING

MASTER PALLET



Attach two labels holder for each side (front and back of the pallet)

EXTERNAL PACKING

Carton Box



Directly attach an External Box Label to the side surface. Attach two labels holder for each side (front and back of the pallet)

11.1.2 Individual label

Small bags

- a) Small parts that are packaged in small bags must include an internal label for better inventory lot control



Include part number and quantity per bag

Individual label in the material

Small box (SNIP)

- b) In the case of a polyethylene container, place a label holder on the short side of the container and place a small label on both sides of the label holder.
- c) It is a label that displays the number of contents (SNIP) of small boxes and should be attached to all small boxes. The label image is uploaded to the Supplier portal at the same time as the fixed delivery instruction in PDF form.
- d) Regardless JMEX label format in internal boxes, for US and LOCAL suppliers, RAN number will be optional and traceability number mandatory. Prior Quality review.
- e) Please review the next example with part number, Quantity, Ran number, Supplier code, Serial number, and shipping date:

3.2 cms	NUM. PARTE (P)		2101088R00		1.3 cms
3.0 cms	CANTIDAD (Q)		10		1.0 cms
0.8 cms			RAN (15K)		1.1 cms
2 cms	{FECHA DE ENTREGA (DD MMM AA)}		NA12345		1.5 cms
2 cms	PROVEEDOR (V)	004321	{LOCALIZACION 1}	{LOCALIZACION 2}	1.5 cms
			AAAAA	BBBBB	
2 cms	SERIAL (S)	000001	{LOCALIZACION 3}	{LOCALIZACION 4}	1.5 cms
			CCCCC	DDDDD	
	{RAZON SOCIAL DEL PROVEEDOR}		{HORA DE ENTREGA}	(PIA O PIB)	1 cms
	8.5 cms		4.0 cms	4.0 cms	
	16.5 cms				
	10.2 cms				



Two individual labels per box



11.1.3 Mixed Label

When mixing multiple part numbers on the pallet (outer pallet), affix all part number labels to the front and back of the outer box

For mixed we have a different specification

<h1>MIXED LOAD</h1>		CODE BARS Type of code = 3 of 9 SIZES Height 1.1 cms all bars LENGTH Num. Part = between 5.3 and 6 cms Supplier = between 5.3 and 6 cms Serial = between 6 and 6.7 cms
SUPPLIER CODE (V)	9 1234567	
		
SERIAL NUMBER (S)	1234567 4	
		
(SUPPLIER NAME, ADDRESS)		9

TITLES AND COMMENTARIES

Fonts = ARIAL

Legend = ARIAL 10

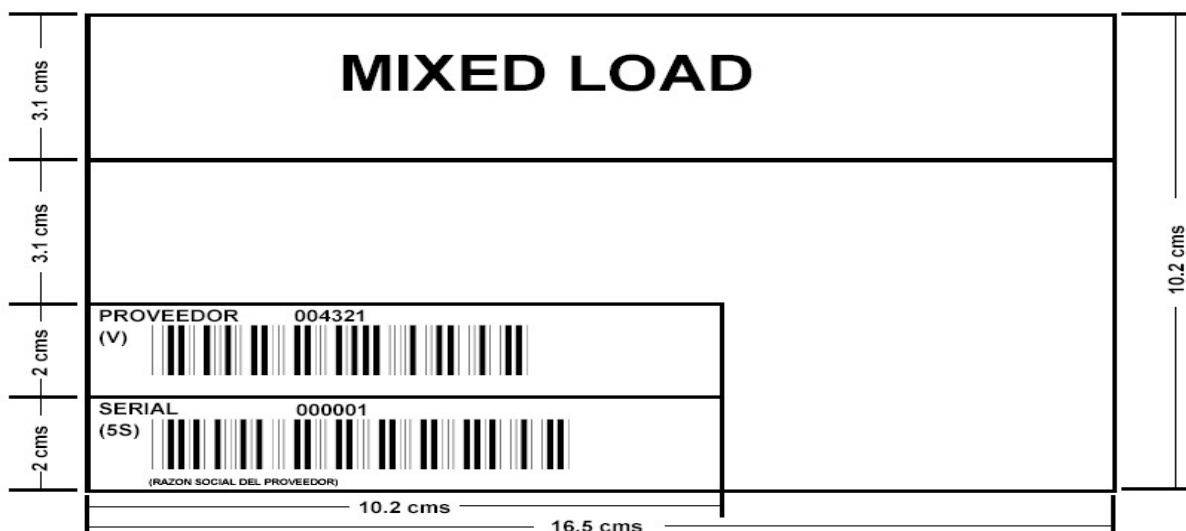
SUPPLIER, SERIAL,

Legend = ARIAL 26 Supplier

Additional specifications:

1 Codesbars of supplier and serial must be aligned to 1 cm of the left edge and to 0.5 cm of the inferior edges of each section of the label

SIZES: MIXED LABEL



12. RDR: Receiving Discrepancy Report

12.1 Meaning

RDR is a report on the direct effects on the packaging, whether due to receipts with damages and discrepancies, lack of identification of the material, material drops, dirty package, etc. where the supplier must be share with us the necessary countermeasures in the time established by JMEX.

12.2 Process flow of RDR

Below you can find the procedure to follow up on the reports received by JMEX packaging engineering for the closing of the same.

- a) Once detected any anomaly in the reception of the material (damaged packaging, lack of identification, non-compliance with the packaging, non-compliance with the quality of the parts, etc.) the packaging engineering team will inform to the supplier through the Supplier Delivery Parts Anomaly Advice (format 1)
- b) The supplier will confirm receipt, complete the countermeasures (Form 2) during the first 3 days as immediate countermeasures and absorb it economically.
- c) The packaging engineering will review the Countermeasures and give feedback to the supplier.
- d) If the countermeasure is accepted by the Jatco team, you can continue with the next step and you will receive the signature of the immediate countermeasure, otherwise the supplier must generate some other countermeasure.
- e) The supplier will follow up until the adoption of the changes and closing of this no later than 15 days as a definitive countermeasure established in the same format.
- f) In case of a repetitive report, packaging engineering will coordinate meetings to follow up and include Managers in charge to close the report as soon as possible.
- g) Packaging engineering can audit the supplier's company to confirm the execution of the countermeasures

12.3 Supplier's responsibility about RDR

- a) Suppliers receive the report of **Supplier Delivery Parts Anomaly Advice** (Format 1) by the staff in charge of packaging engineering.
- b) Fill out **Countermeasures** (Format 2), in the specified period and ensure the delivery of materials.
- c) If the report directly affects the part, the supplier must replace it and execute countermeasures without considering an additional cost to JMEX (Consider point 5.2).
- d) Supplier must share evidence of each countermeasure

12.3.1 RDR FORMATS

a) Supplier Delivery Parts Anomaly Advice Format 1

Registro de calidad

Aviso de anomalía sobre la entrega de partes de proveedor
Supplier delivery part anomaly advise

Formato 1

CONTROL NUMBER: **W X D 1 7 8 1 2 8 3**

OGIA DE CONTROL DE PRODUCCION
(PRODUCTION CONTROL MANAGEMENT)

JEFE (HEAD MANAGER) SUPERVISOR (SUPERVISOR) JEFE TECNICO (TECH. MANAGER)

ADRIANA OLIVERA MIGUEL PONCE EDGAR ORTIZ

(SE RESPONDE EN HOJA ANEXA)
(FILL IN ANEXED PAGE)

JEFE (HEAD MANAGER) SUP. GIAL (GIAL SUP.) ENCARGADO (PERSON IN CHARGE)

FECHA Y HORA DE OCURRENCIA (DATE) HORA (TIME) 3:28 DIA (DAY) 28 MES (MONTH) ENERO AÑO (YEAR) 2022

NOMBRE DE LINEA (LINE NAME) **KD** LUGAR DE DESCARGA (UNLOAD PLACE) **RECIBO** PROVEEDOR (SUPPLIER) **Supplier Name**

DE PARTE (PART #) **N/A** DESCRIPCION DE PARTE (DESCRIPTION OF PART) **ASO FIXED PRIMARY PULLEY** CANT. (QTY) **N/A**

DESCRIPCION DE ANOMALIA (ANOMALY DESCRIPTION) **Without label** FACTURA (INVOICE) **INSP16953-1INSP16956**

CODIGO DE CONTENIDO DE ANOMALIA (ANOMALY CONTENT CODE) **7** RAN **N/A**

AREA DE DETECCION (AREA DETECTED) **RECIBO**

AFECCION A LA LINEA (LINE AFFECTATION) **NO AFECTO**

ACCION TOMADA (ACTION TAKEN) **SE ELABORO REPORTE Y SE ENTREGO A CONTROL DE PRODUCCION**

SECCION DEL CONTENIDO DE ANOMALIA (ANOMALY CONTENT CODE)

1	PARTE EQUIVOCADA (WRONG PART)	2	DISCREPANCIA DE CANTIDAD (QUANTITY DISCREPANCY)	3	SIN MATERIAL SOLO REMISION (REMISSION WITHOUT MATERIAL)
1-A	DISCREPANCIA ENTRE REMISION Y TARJETA (CARD/REMISSION DISCREPANCY)	2-A	CANTIDAD DE CAA DIFERENTE (DIFFERENT BOX QUANTITY)	4	SOLO MATERIAL SIN REMISION (MATERIAL WITHOUT REMISION)
1-B	DISCREPANCIA ENTRE TARJETA Y PARTE FISICA (CARD-PART DISCREPANCY)	2-B	SI M P EQUIVOCADO (WRONG SUP)	5	LUGAR DE ENTREGA Y DESCARGA EQUIVOCADO (DELIVERY AND UNLOAD PLACE)
6	ANOTACION INCOMPLETA DE TARJETA DE EMPAQUE (INCOMPLETE INFO IN PACKING CARD)	7	OTRO (OTHER)		

C10-TS-7-004-P

Control Number

Issue Date

Description of the issue

Type of issue

b) Countermeasures (Format 2)

Registro de calidad

Countermeasures application report for material receiving discrepancies

Formato 2

Attn: **Supplier name** Date: **22-Mar-22**

Production Control
JATCO S.A. de C.V.

Thanks in advanced for your cooperation.
We have found some receiving discrepancies in your products. Therefore we require the causes and countermeasures in order to avoid any future discrepancy.

Issue Number: **14-Mar-22**

Supplier Name: **Supplier name**

Responsible Name: **Supplier name**

Particulars of Delivery Discrepancy

Date of Incidence: **22-Mar-22**

Place of Delivery: **WAREHOUSE RECEIPT**

Description: **without Number part in the labels**

Analysis FTA

Main phenomenon:	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	Cause of generation	Analysis 5 WH				
						WH 1	WH 2	WH 3	WH 4	WH 5

Root causes

Countermeasure to close the RDR (Immediately)

Countermeasure to avoid problems in the future (Definitive)

EVIDENCE OF EXECUTION

Pictures

PLEASE GIVE THIS FORMAT TO THE AREA OF PRODUCTION CONTROL OF JATCO BEFORE OF THE MARCH 30, 2022

PLEASE FIND ATTACHED DETAIL EXPLANATION ACCORDING TO THE NECESSITY ON THE FORMAT 1 QUESTIONS PLEASE, CALL TO: +1 52 (449)-9106000 Ext.1853

C10-TS-7-004-P

JMEX Information

Supplier Analysis (Root causes)

Immediately Countermeasure

Definitive Countermeasure

Execution date

Photos evidence of execution

13. Deliveries procedure and instruction

13.1 Delivery frequency

Frequency will be according to the schedule by logistics, depends on route, place, and kind of package. If you have any lack of returnable package problem, please inform us with a week of anticipation if not Jatco Mexico will not be responsible for this trouble.

13.1 Delivery instruction medium

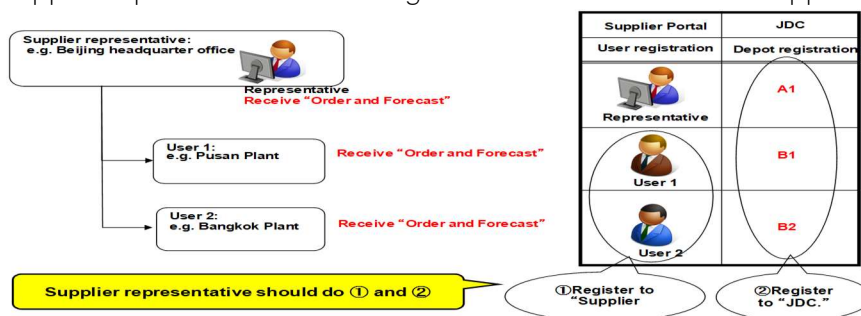
Please check JDC (Jatco Data Communications) on JATCO portal site for confirmed order and forecast information.

The confirmed order and the forecast information are only distributed as text files, and the Jatco Group does not provide lists and displays and data conversion tools therefor.

User/Depot Registration for JDC (Jatco Data Communications) use

To use JDC, supplier should follow the below procedure because the "JDC" is included in "Supplier Portal".

1. Supplier should register the representative by the "Supplier Portal--Client Representative ID" application.
2. Supplier representative should register additional "User ID" to Supplier Portal if needed.



If you need more details, please contact Packaging Engineer department:

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Production Control

Warehouse, In-Plant & Packing, IMMEX

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For logistics information, please contact:

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Production Control

SCM General Supervisor

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Pedro.LunaAvila@jatco.com.mx

March 31st 2022, Aguascalientes, Ags.

Subject: UPDATE **NOTICE FOR JMEX LOGISTICS PROTOCOL**

Dear supplier:

Jatco Mexico appreciates informing you of the improvement made in the logistics requirement process by applying the continued improvements and strategy according to the internal operation, additional achieve the best values and provide a better service to the Quality of the part.

From this month the change will apply, which will apply to new projects, replacements, and fleet increases, please inform your commercial area of said change.

We hope to count on your valuable support, confirm receipt

Supplier Signatures