



## **Piston Automotive Prototype Delivery Requirements**

Effective March 18th, 2016, prototype parts delivered by Suppliers to Piston Automotive must adhere to the delivery requirements shown below. If you have any questions, please contact [prototype@pistongroup.com](mailto:prototype@pistongroup.com).

### **General Requirements**

- All Prototype material releases will be sent via e-mail, no EDI.
- There are no ASNs for prototype material.
- All prototype shipments will be managed by XPO Logistics, all issues related to prototype delivery must be communicated to the Piston Prototype Program Manager.
- Supplier is to acknowledge receipt of material release and respond with promise date to Prototype Program Manager within 48 hours.
- Any shipments that cannot meet the Due Date using normal prototype transit modes must be communicated to the Prototype Program Manager for resolution and approval.

### **Shipping**

- Suppliers must label all 4 sides of container using the prototype label located at <http://www.pistongroup.com/suppliers/>.
- Supplier is expected to ship material to arrive at Piston on the Due Date as noted on the release.
- Supplier is to provide the Prototype Program Manager all tracking information for the shipment at [prototype@pistongroup.com](mailto:prototype@pistongroup.com).
- Prototype material will only be received M-F during day shift hours (6am-3pm).
- In keeping with current practice, Piston will debit Supplier's account for any unauthorized collect freight prototype shipments using the Piston DPN process.
- When preparing the prototype order for shipment, supplier must palletize, label, and shrink wrap prototype material completely separate from regular production, if approved to ship with regular production.

### **Piston Prototype Transportation Process**

- All suppliers must contact XPO logistics at [SCPISTONOPS@XPO.com](mailto:SCPISTONOPS@XPO.com) or call 248-648-6250 to arrange transportation.
- XPO logistics will provide suppliers with specific shipping instructions.
- All supplier prototype shipments must include a unique bill of lading and packing list that includes all documentation related to the Piston prototype material release and prototype purchase order.
- All prototype material is planned to ship via less-than-truckload (LTL) for U.S., Canada, and Mexico suppliers.
- Prototype material for overseas suppliers will ship less-than-container load (LCL).
- Any exceptions, where an alternate transportation mode is necessary (e.g. direct truck or air), must be approved by the Piston Prototype Program Manager and the receiving Piston Plant.
- Any applicable Hazardous Material Shipping Laws must be followed.

### **Special instructions for completing prototype bill of lading**

- Piston Redford prototype shipments, bill of lading must state: "Ship to Dock 7".
- Piston Louisville prototype shipments, bill of lading must state: "Ship to Dock 1".
- Piston Toledo prototype shipments, bill of lading must state: "Ship to Dock 66".
- Piston North Kansas City prototype shipments, bill of lading must state: "Ship to Dock 19".