International Supplier Manual

Leggett & Platt Global Services
A div of Leggett & Platt, Incorporated
205 West Wacker Dr. Suite 1020
Chicago, IL 60606
Phone 312-529-xxxx
Table of Contents:

1.0 Revision List
2.0 Introduction/Scope
3.0 Communication
4.0 C-TPAT – Customs-Trade Partnership against Terrorism
   4.1. Lot Control & Accurate Documentation
5.0 Payment Terms & Methods
   5.1. Special Payment Terms
6.0 Incoterms® - International Commercial Terms (Freight Terms)
7.0 International Supplier Audit & Qualification
   7.1. Mutual Non-Disclosure Agreement
   7.2. Supplier Survey & On-site Audit
   7.3. Supplier Agreements
   7.4. Supplier Notification
   7.5. Supplier Categories
   7.6. Supplier Data Form Completion & Setup
   7.7. Supplier Due Diligence
8.0 RFQ – Request for Quotation
9.0 Sample Procedures
10.0 Purchase Order Confirmation
11.0 L&P Logistics
   11.1. Ocean Shipment Booking
   11.2. Air Shipment Booking
   11.3. Container Loading & Utilization
   11.4. Shipment Consolidation
12.0 Documentation Requirements
13.0 Security & Quality Audits
   13.1. Suppliers using the L&P ASN Supplier Portal
   13.2. Suppliers NOT using the L&P ASN Supplier Portal
   13.3. Waybill Requirements
   13.4. ISF – Importer Security Filing
14.0 CAR – Corrective Action Request
15.0 ECR – Engineering Change Request
16.0 Labels and Marking
17.0 Supplier Performance

Appendix
1. Example Purchase Order
2. LPGS Supplier Shipment Paperwork Checklist
3. Regulation for WPM (Wood Packing Materials)
4. CAR Form
5. ECR Form
6. CARB Statement and Guidelines
7. Standard Quote Form
### 1.0 Revision List

<table>
<thead>
<tr>
<th>Last Date Revised</th>
<th>Version</th>
<th>Section Revised</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>1.0 Revision List</td>
<td>Created</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>2.0 Introduction/Scope</td>
<td>Expanded/Updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>3.0 Communication</td>
<td>Moved from section 8 to section 3.0</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>4.0 C-TPAT</td>
<td>Moved from section 19 to section 4.0 and updated to include section 20 as section 4.1 Lot Control &amp; Accurate Documentation</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>5.0 Payment terms and Methods</td>
<td>Moved from section 4 to section 5.0 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>5.1 Special Payment Terms</td>
<td>Moved from section 6 to Section 5.1</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>6.0 INCOTERMS</td>
<td>Section Added</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>7.0 International Supplier Audit &amp; Qualification</td>
<td>Section 7.0 created combining section 2, 3, 4, &amp; 7 from previous version and expanded</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>8.0 RFQ</td>
<td>Moved from section 9 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>9.0 Sample Procedures</td>
<td>Moved from section 10 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>10.0 PO Confirmation</td>
<td>Moved from section 11 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>11.0 L&amp;P Logistics</td>
<td>Adapted from section 12 &amp; 13 Carriers/Forwarders for Shipments Container Loading and Utilization of previous version and added Consolidation content</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>13.0 Security &amp; Quality Audits</td>
<td>Moved from section 14 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>12.0 Documentation Requirements</td>
<td>Moved from Section 15 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>14.0 CAR – Corrective Action Request</td>
<td>Moved from Section 16 and updated. Note term changed from CARN to CAR</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>15.0 ECR – Engineering Change Request</td>
<td>Moved from Section 17 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>16.0 Labels &amp; Marking</td>
<td>Moved from Section 18 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>17.0 Supplier Performance</td>
<td>Moved from Section 21 and updated</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>Appendix 1 Example PO</td>
<td>Updated with new version</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>Appendix 3 Regulation for WPM</td>
<td>Updated term from SWMP to WMP</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>Appendix 4 CAR Form</td>
<td>Updated term for CARN to CAR</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>Appendix 6 CARB Statement &amp; Guidelines</td>
<td>Updated from previous version</td>
</tr>
<tr>
<td>08/01/2012</td>
<td>B1</td>
<td>Appendix 7 Standard Quote Form</td>
<td>Added Appendix 7</td>
</tr>
<tr>
<td>5/5/2016</td>
<td>D1</td>
<td>Cover Sheet</td>
<td>Changed address, phone number and logo</td>
</tr>
<tr>
<td>5/5/2016</td>
<td>D1</td>
<td>11.2</td>
<td>Removed PanAsia and added RIMH</td>
</tr>
<tr>
<td>5/5/2016</td>
<td>D1</td>
<td>11.5</td>
<td>Added weight mandate rule</td>
</tr>
<tr>
<td>5/5/2016</td>
<td>D1</td>
<td>12.1 &amp; 12.2</td>
<td>Changed fax number</td>
</tr>
<tr>
<td>5/5/2016</td>
<td>D1</td>
<td>12.3</td>
<td>Changed consignee and notify party address and phone number</td>
</tr>
<tr>
<td>5/5/2016</td>
<td>D1</td>
<td>14.0</td>
<td>Added post entry fee line</td>
</tr>
</tbody>
</table>
The user is responsible for ensuring that only the current version of this Manual is used. All earlier versions are obsolete. Changes and additions to the previous Manual are documented in the revision list.

2.0 Introduction/Scope
The Leggett & Platt Global Services (LPGS) international supplier* manual is an addendum to the Leggett & Platt supplier manual and it contains additional requirements that must be adhered to by L&P’s international supply base. LPGS is the international: sourcing, purchasing, customs compliance, accounts payable and quality component of Leggett & Platt, Inc. This manual is provided to serve as a guide for international suppliers that produce and ship product internationally to L&P’s branch facilities or direct to one of L&P’s customers. Following the procedures laid out in this manual will help ensure that both L&P and our international suppliers are compliant with governmental regulations as well as L&P standard policies and procedures.

*Definition: “International supplier” – Leggett & Platt is a U.S. based company and as such when reference is made to an “international supplier” it is referring to a supplier located outside the United States of America.

It is the responsibility of the supplier to understand and ensure compliance with this manual as well as any additional requirements that may be necessary for one of L&P’s specific business segments, units or branches. L&P understands that many of our businesses are different in nature and in many cases those locations have unique supplier quality requirements that are market specific. The processes and tools represented in this manual represent the core or minimum expectations and requirements for L&P’s international supply base. The differences that you will see across our organization are driven by customer and/or market specific requirements.

Work performed by a supplier’s sub-tier/sub-contract suppliers also should meet L&P’s requirements and it is the supplier’s responsibility to ensure these requirements are communicated, understood and adhered to by any of their sub-tier/sub-contract suppliers.

It is the supplier’s responsibility to check at regular intervals for updates to this manual at http://www.leggett.com.

Revisions to the manual will continue to be published online and changes will be tracked in the revision section of the manual.
3.0 Communication
LPGS should be involved in all correspondence, verbal and written, relating to L&P international purchases. It is not acceptable for a supplier to contact an L&P branch directly without including an authorized LPGS representative in the communication. This is true for all suppliers even if there is a preexisting relationship with the L&P branch prior to international purchasing being processed through LPGS.

4.0 C-TPAT - Customs-Trade Partnership against Terrorism
L&P is certified as a full participant in US Customs’ Trade Partnership against Terrorism (C-TPAT) program, a joint government-business initiative designed to protect the security of the global supply chain. L&P’s participation in this program requires close collaboration from our suppliers in order to ensure a secure supply chain. Throughout this manual you will find reference to C-TPAT requirements. L&P suppliers will continuously be evaluated for their compliance with C-TPAT guidelines and requirements. For details beyond those provided below, L&P has created a separate L&P supplier C-TPAT Compliance Guide.

Because of our membership in the C-TPAT program, our international suppliers need to:

- Maintain all of the local licenses and permits necessary to operate the business.
- Maintain proper security over their inventory. There should also be minimal potential for other items to be placed in or with products awaiting shipment.
- Comply with U.S. packing and marking regulations to clearly identify the contents and country of origin on all cartons or boxes being shipped to the U.S.
- Ensure that the only goods being shipped to L&P are those which have been ordered by L&P via a purchase order.
- All goods being shipped must be indicated on the shipment’s paperwork.
- Samples or extra products should never be shipped to L&P without a purchase order and should also be declared on the paperwork.
- Advise LPGS immediately of any containers being shipped to L&P that have been loaded at a location other than the supplier’s own.
- Have procedures in place to inspect, seal, and maintain the integrity of the export containers at the location(s) where shipments are being loaded. A seven-point inspection process is recommended and a high security seal should be affixed to all loaded containers bound for the U.S.
- Maintain proper security in relation to the supplier’s premises - both the building and its grounds should be secure.
- Maintain proper security over the supplier’s work force - L&P suppliers should know their employees’ backgrounds and be aware of any having a criminal background.
- Preserve the confidentiality, integrity and availability of data accessed through the supplier’s automated systems.
The loading and sealing of containers is a critical area of concern with C-TPAT, and the following procedures should always be followed.

- Outbound containers should be loaded within one shift, if possible.
- The loading of an export container should be properly supervised at all times.
- If it is possible within local laws, an export container should be sealed at a supplier’s location and the seal number should be indicated on the shipping documents. If a high security seal cannot be placed on the container at the supplier’s site for any reason, LPGS must be informed prior to the container being shipped.
- The truck driver picking up the export container should print and sign their name legibly on the receipt given to a supplier for the container being picked up.

4.1 Lot Control & Accurate Documentation
As a C-TPAT participant, LPGS requires accuracy in documentation, as well as secure lot control.

Sub-contracted locations must be disclosed to LPGS. They must also be monitored when loading goods onto a container for an L&P purchase order. The same C-TPAT security requirements that apply to the supplier’s own facilities are also required at the sub-contracted factory location.

The loading of containers must be audited and controlled to ensure a secure supply chain. There must be no opportunity for anything to be added to a container that is not declared on the documentation. The packing list should always show specifically what product is in each container. When multiple containers are on the same documentation, it must be declared what specific product is on each individual container. Quantity discrepancies should be reduced due to the audit prior to the loading of each container. Ideally, such discrepancies will cease to occur.

LPGS requires the packing list and commercial invoice to match the information on the purchase order and waybill in order to process payment. Failure to supply correct documentation will result in non-payment until the discrepancies are resolved and are subject to additional fees from the forwarder or carrier.

5.0 Payment Terms & Methods
Payment Term – L&P’s standard payment terms are Net 60 Days, payable weekly.
Methods – L&P’s standard payment methods are check (US and Canada based companies) and wire transfer (companies based outside US or Canada). In addition to L&P’s standard payment methods, we also offer the L&P Supplier Alliance Program (also known as supply chain financing) which is available to qualifying suppliers.

Note that payment is contingent upon receipt of complete & accurate shipping documentation from the supplier. See section 12.0 Documentation Requirements for details.
5.1 Special Payment Terms
If a supplier needs to request a non-standard payment term for any reason (example: tooling) it MUST be agreed upon between the supplier, LPGS & the appropriate L&P purchasing branch prior to a Purchase Order being placed. Additionally, the agreed upon term must be stated on the Purchase Order.

6.0 INCOTERMS – International Commercial Terms (Freight Terms)
Incoterms® rules are an internationally recognized standard used worldwide in international and domestic contracts for the sale of goods. First published in 1936, Incoterms® rules provide internationally accepted definitions and rules of interpretation for most common commercial terms.

The rules have been developed and maintained by experts and practitioners brought together by the ICC (International Chamber of Commerce) and have become the standard in international business rules setting. Launched in mid-September 2010, Incoterms® 2010 came into effect on 1 January 2011. They help traders avoid costly misunderstandings by clarifying the tasks, costs and risks involved in the delivery of goods from sellers to buyers.

The two main categories of Incoterms® 2010 are now organized by modes of transport.

Group 1 - Incoterms® that apply to any mode of transport are:
- EXW Ex Works
- FCA Free Carrier Alongside
- CPT Carriage Paid To
- CIP Carriage and Insurance Paid To
- DAT Delivered at Terminal
- DAP Delivered at Place
- DDP Delivered Duty Paid

Group 2 - Incoterms® that apply to sea and inland waterway transport only:
- FAS Free Alongside Ship
- FOB Free on Board
- CFR Cost and Freight
- CIF Cost, Insurance, and Freight

The appropriate term should be agreed to between L&P and the supplier and the agreed upon term must be clearly stated under the freight terms section of the PO. (See Appendix 1, Example purchase order, for where freight terms are found on an L&P PO.) This is a critical contractual element and lack of clarity in defining this term in the quote process may result in higher costs than anticipated and/or delays.

The agreed upon INCOTERM will define at which point delivery is to be made by the supplier (or their designated agent) to L&P (or our designated agent). Typically, the supplier’s or L&P’s agent in this case will be their respective carriers, forwarders or warehousemen.
INCOTERMS also lay out responsibility for legal liability as well as all the costs and charges (i.e. acting as legal importer of record) necessary to import an international shipment into a specific country.

Typically, L&P prefers to be the importer of record and use our own contracted carriers and forwarders for international shipments. As such, L&P’s most commonly used INCOTERMS are FOB and EXW.

**FOB: Free on Board (Vessel)**  
(Loaded on a vessel at a designated port on the supplier’s side)  
- Delivery: Seller delivers goods to Buyer on board the vessel chosen by Buyer at the named port of shipment, appropriately packaged.  
- Carriage: Seller handles pre-carriage; Buyer handles main carriage and on-carriage.  
- Risk: Passes from Seller to Buyer once goods placed on board the vessel on seller’s side.  
- Export Clearance: Handled by Seller.  
- Import Clearance: Buyer is responsible for the customs formalities and any duties, fees, other charges due upon importation.  
  ➢ NOTE: “ship’s rail” is no longer mentioned in this rule.

**EXW: Ex Works**  
(Where shipment originates)  
- Delivery: Seller delivers goods when he places them at buyer’s disposal at the named place (usually the seller’s premises) of delivery.  
  – Goods should be packaged  
  – NOT loaded on the collecting vehicle  
- Seller Risks: Minimum obligation for the seller; loss of control  
- Buyer Risks: Buyer bears all costs and risks involved in taking the goods from the named place (usually the seller’s premises).  
- Carriage: Buyer arranges for pre-carriage, main carriage, on-carriage.  
- Export/Import Clearance: Buyer handles export and import clearance and pays all associated duties and fees related to same.

Aside from FOB & EXW, the 9 other viable terms according to Incoterms® 2010 are listed above. If one of these terms is to be used for an international shipment, LPGS should be consulted to ensure all parties fully understand the implications of using the term prior to a PO being placed.

### 7.0 International Supplier Audit & Qualification

As an international supplier to L&P, you will be subject to audit and qualification requirements. The following outlines the standard process for new international suppliers to L&P. Existing international suppliers will also be held to the same standards. Where information is missing from L&P’s existing supply base, L&P will work to ensure all of the necessary agreements and audits are completed.

- The international supplier qualification process will be:  
  - Conducted by an LPGS purchasing professional, under the direction of an LPGS purchasing professional, or by an appropriately trained 3rd party designated by LPGS.
Conducted for all new L&P International Suppliers exporting to L&P branches located in the U.S.

Conducted for all existing international suppliers exporting to L&P branches located in the U.S. with direct annual spend that exceeds $25,000

For existing suppliers with spend that does not reach the threshold of $25,000 annual, refer to Section 7.8 Supplier Due Diligence.

### 7.1 Mutual Non-Disclosure Agreement

The first step to becoming an international supplier to L&P is the execution of a Mutual Non-Disclosure Agreement. This agreement is designed to protect both L&P and the international supplier by regulating the sharing of confidential and proprietary information over the course of the relationship. It is L&P’s policy to not share any information with an international supplier until an NDA has been executed. Once executed, the supplier is considered to be a “Potential” supplier. This gives the supplier the ability to bid on projects but the supplier may not be awarded any business until becoming qualified.

All completed NDA’s for international suppliers are maintained in the supplier’s master file in the LPGS Chicago office.

### 7.2 Supplier Survey & On-site Audit

Prior to moving forward, a supplier survey is sent to the supplier to be completed and sent back prior to the first visit. The survey is meant to help LPGS identify suppliers that have the capability to meet specific needs for L&P partners. Once the survey has been received and reviewed, an LPGS representative will contact the supplier to schedule an on-site evaluation.

An LPGS representative will visit the supplier’s relevant manufacturing location(s) to evaluate readiness and capability to perform as a supplier to L&P. As part of this evaluation, each manufacturing location will also be evaluated for compliance with C-TPAT (Section 4.0). As a requirement of L&P’s membership in C-TPAT, all locations where a supplier will be manufacturing and shipping goods to L&P must be visited and evaluated. The supplier evaluation is scored and the detailed audit report is provided to LPGS management for evaluation. Upon management evaluation, a determination will be made regarding whether the supplier is qualified, disqualified or if corrective actions must be taken to obtain qualified status.

- On-Site audit frequency of renewal is based on annual spend
  - >$5M USD – Onsite Audit every year
  - $500K - $5M USD – Onsite Audit every 2 years
  - $25K - $500K USD – Onsite Audit every 3 years
- Additional on-site audits may be conducted at any time at L&P’s discretion.
- If a supplier refuses to allow an on-site audit, the supplier will be disqualified.
- It is the supplier’s responsibility to disclose and provide access to all manufacturing locations where L&P products are to be produced.
All completed international supplier evaluations are provided to the relevant supplier and L&P Branch and the master copy is maintained in the supplier’s master file in the LPGS Chicago office.

7.3 Supplier Agreements

In addition to the on-site audit L&P has five standard international supplier agreements (listed below). The first, Mutual Non-Disclosure Agreement should have already been executed (Section 7.1). All four of the remaining agreements should be executed at this time. Each agreement should be signed by the appropriate supplier’s management with the authority to enter into agreements on behalf of the company and countersigned by the appropriate L&P management. An original copy of each agreement should be maintained by all three parties (supplier, LPGS, and L&P Branch). LPGS adds the agreements to the supplier’s master file in the LPGS Chicago office.

All Supplier Agreements are to be reviewed and re-executed every 4 years for all suppliers with spend over $25K.

LPGS Supplier Agreements Checklist

☑ Mutual Non-Disclosure Agreement (see section 7.1)
☐ Initial Supplier Agreement
☐ International Supplier Certificate of Compliance
☐ Agreement on Inspection Fees for Defective Merchandise
☐ Sample Policy

To acquire copies of agreements, contact your LPGS representative.

All completed supplier agreements are maintained in the supplier’s master file in the LPGS Chicago office.

7.4 Supplier Notification

Upon completion of the on-site audit and agreements, the supplier will be contacted and notified of their status; Disqualified, Potential or Qualified. If follow up and/or corrective action needs to be taken, required actions will be documented in the L&P auditor section of the supplier survey form.

7.5 Supplier Categories

- Disqualified
  - Not authorized to sell product or services to L&P
- Potential
  - Agreed to the terms of a Mutual Non-Disclosure Agreement
  - Qualified to submit bids to L&P but NOT qualified to be awarded business
  - Completion of qualification process necessary prior to business being awarded
- Qualified
  - Qualified to submit bids to L&P and to be awarded business
7.6 Supplier Data Form Completion & Setup
A properly completed supplier data form is required to setup a new international supplier/manufacturer in the L&P purchasing system. The supplier data form requests all the necessary information LPGS needs to setup a new supplier/manufacturer in the system. Suppliers must disclose all manufacturing locations where products are to be produced for L&P and provide the proper address for each location in this form. If any information changes during the course of the relationship (i.e., name, address, banking info, etc.) the supplier must complete a new data form and submit it to LPGS to initiate the change. To acquire a copy of the supplier data form, contact your LPGS representative.

This information is maintained in the supplier’s master file in the LPGS Chicago office.

7.7 Supplier Due Diligence
For international suppliers that do not meet the $25,000 annual spend threshold the following is required.

- Supplier will complete and submit a supplier data form, Annually
- Supplier will complete and submit a C-TPAT Security Survey, Annually
- Supplier will sign (at a minimum) the following documents – re-executed every 4 years
  - Mutual Non-Disclosure Agreement
  - Initial Supplier Agreement
  - International Supplier Certificate of Compliance

8.0 RFQ – Request for Quotation
LPGS provides international sourcing services to all of L&P. Currently, L&P has 130 manufacturing facilities in 19 countries. In working to source on behalf of these branches, LPGS receives hundreds of opportunities for quotation each year. As such, being an approved international supplier will provide opportunities to quote RFQ projects that match up with your manufacturing capabilities. This gives suppliers an opportunity to continue to grow their business with L&P and further solidify a relationship as a long term partner.

LPGS has a disciplined RFQ process which is initiated at the L&P branch and is managed through LPGS’ network of offices located around the globe. Upon receiving an RFQ project, it is expected that the supplier will review the request and advise LPGS promptly if interested and able to quote. It is important that quotes be turned quickly and equally important that all the necessary information be provided along with the quote. To ensure the necessary details are provided, we ask suppliers to use our standard quote form, (Appendix 7). LPGS requests that suppliers provide a quote within 5 business days, unless otherwise agreed to by LPGS and the supplier. If no response is received within 5 days, it is assumed there is no interest in quoting.
LPGS works to ensure as much information as possible is provided at the time the RFQ is sent for quoting. Any questions should be directed to the LPGS representative that initiated the request. All RFQs are tracked and actively managed to ensure each project is appropriately brought to a resolution. LPGS does everything it can to provide feedback on each quote a supplier provides.

If an L&P branch directly sends an RFQ, it should be forwarded to your LPGS representative before quoting the project so it can be properly documented and tracked in the RFQ tracking database.

9.0 Sample Procedures
There are several types of sample requests: engineering samples, quality samples, and color samples. See the Sample Policy agreement for detail regarding sample types.

When requested, as per the agreement, the supplier will pay for the cost of the samples (most types), while L&P will pay for the cost of the freight. Please note that L&P will not pay the freight for samples that have not been requested.

When L&P is responsible for the freight, LPGS will advise the shipping method for the samples to be sent on the purchase order. If a purchase order is not placed for the samples contact the LPGS representative to determine the best method of shipping, or request to have a purchase order created. Samples are not to be sent freight collect. The supplier will be debited for any freight charges related to samples sent freight collect or any other non-approved shipping method.

- **For Suppliers not using the L&P Supplier Portal:**
  To comply with US Customs regulation, all samples sent must include a commercial invoice with the fair market value of the samples sent. The following statement should be included on the invoice, “The samples are provided free of charge. The value indicated on the commercial invoice is to provide valuation information for US Customs.”

  **Example:**
  \[
  \begin{array}{lcccc}
  \text{Item} & \text{Description} & \text{Qty} & \text{Price} & \text{Ext. Price} \\
  ABCDEFG & ABC Sample & 3 & \text{USD10.00} & \text{USD30.00} \\
  \end{array}
  \]

  TOTAL INVOICE AMOUNT: \text{USD30.00}

  Less Samples provided free of charge: \text{USD30.00}

  NET DUE: \text{USD 0.00}

  NOTE: ABCDEFG, ABC Samples, are provided free of charge. The value indicated on the commercial invoice is to provide valuation information for U.S. Customs.

- **For Suppliers using the L&P Supplier Portal:**
  When a PO has been created in the system for the samples, L&P’s system will assign the valuation of the goods for U.S. Customs. The above documentation is unnecessary. When using the Supplier Portal, samples shipped free of charge should show an invoice value of $0.
10.0 Purchase Order Confirmation

Purchase orders will be sent by email or fax, email is strongly preferred. The supplier must designate their preference in the previously mentioned supplier data form, (Section 7.7) being certain to provide the correct email address or fax number. An example of an L&P purchase order is attached in Appendix 1. The note inserts on the example purchase order explain some of the critical data fields. If there is any portion of the order that remains unclear, please contact LPGS for clarification. If a received copy of a purchase order is unclear or difficult to read, LPGS should be contacted to re-send the document immediately.

When a purchase order is received, the supplier should immediately acknowledge receipt via email and advise the scheduled ship date once the order has been included in scheduled production. LPGS tracks on-time shipping performance based on the confirmed ship date provided by the supplier. If the requested ship date on the order cannot be met, this should be addressed immediately so an acceptable ship date can be agreed upon and the purchase order updated. Additionally, the supplier should review the order completely and advise if there are mistakes, such as incorrect pricing. Prices must be 100% accurate for use of the L&P ASN Supplier Portal (defined in Section 12.1).

Should there be a need to change a confirmed ship date prior to the arrangement of transportation, the supplier should immediately advise LPGS. It is understood that occasionally things occur that are outside of a supplier’s control. We require notification of any such delays as soon as they are detected. It is better for L&P to know of potential delays in advance, rather than to be notified later when there is less time to prepare and respond. If transportation arrangements have already been made, please contact L&P Logistics at apaclogistics@leggett.com and copy your LPGS representative for instructions.

Purchase Order Document Date Definitions:

- **Due Date:** Date the L&P purchasing branch requires the order to be delivered to the ship to address on the purchase order. On the example in Appendix 1, it is the date under the words DUE DATE to the far right of the line item.
- **Ship Date:** Date that the goods are expected to be shipped on board the vessel or exported. The requested ship date for each item on the purchase order is printed just under the item/description and is noted with the words “Ship Date.”
  - The Ship Date is used to evaluate supplier on-time shipping performance and this date must be reviewed and confirmed for each purchase order received.

11.0 L&P Logistics:

L&P Logistics is the division of L&P responsible for the movement of goods from our international suppliers to our L&P locations or their relevant customers as designated by the purchase order. L&P Logistics and LPGS work closely together with our international suppliers to ensure international shipments are handled in the most efficient and cost effective manner possible.

The purchase order provides suppliers direction on how the branch would like the goods to be shipped. The data provided on the purchase order will also
determine how the supplier should make the booking. Through the OTM booking process (described later in this section), L&P Logistics reviews to ensure shipments are made in the most efficient and economical manner possible while still ensuring the shipment arrives at the final destination by the required delivery date.

**Purchase Order Data provided necessary for shipping** *(See Appendix 1 Example Purchase Order)*

- **Ship Via** - Typical ship via codes for international purchase orders are:
  - 10 – Vessel (Non-Containerized) LCL
  - 11 – Vessel (Containerized) FCL
  - 40 – Air
  - 41 – Air (Small Package UPS)

- **Freight Terms** – Designates the agreed upon Incoterm for the shipment (See Section 6.0 Incoterms® for details)
  - FOB – Free on Board – Vessel – Is L&P’s most common incoterm

- **Ship To** – Designates final destination of where goods are to be shipped

- **Ship Date** – The date the goods are requested to be shipped on board the vessel.

- **Due Date** – The date the goods are requested to be delivered to the “ship to” location.

- **Broker** – Designates the US Customs broker for clearance into the US (see Section 12.3 Waybill Requirements for a list of US Customs brokers)

- **Carrier** – Designates the freight forwarder to be used (primarily a concern for air shipments). L&P Logistics ensures the proper forwarder is used via the OTM booking process for all ocean shipments.

### 11.1 Ocean Shipment Booking

All ocean shipment bookings to be shipped via L&P’s forwarder or carriers should be made via L&P’s Oracle Transportation Management (OTM) system. OTM is an online system which receives purchase order data directly from L&P’s purchasing systems. Occasionally, an L&P customer may request to use their own forwarder. In these cases, the OTM booking process would not be used and special booking and documentation instructions will be provided.

**OTM Booking Process:** When suppliers log into OTM they are able to create shipment releases based on the open orders available to be shipped against. When a release is created and submitted, the information provided is then reviewed by the L&P Logistics team and the planning process takes place. If there are any questions regarding the data provided, or if L&P Logistics sees an opportunity to consolidate the shipment, the supplier will be contacted accordingly. If there are no questions, the planning of the shipment is completed by the Logistics team and the planned shipment data is sent to L&P’s preferred freight forwarder for booking with the appropriate contracted carrier based on the origin and destination. The forwarder then issues the shipping order to the supplier.

The supplier is expected to complete the origin process according to the incoterms of the shipment. When shipping FOB, this includes empty container pick-up, loading, drop off at the designated port, origin export clearance and providing copies of the ASN to the forwarder. If any exceptions occur during
the origin process, L&P Logistics should be notified as early as possible for assistance with resolution. In addition to the documentation requirements provided in Section 12.0, copies of the ASN (Commercial Invoice and Packing List) must be provided to the forwarder at least 2 Days prior to ETD. The supplier must coordinate with the forwarder regarding the CY cutoff timing to ensure in gate of the container before the cutoff. Once the cargo is confirmed on-board, the forwarder will make copies of the Sea Waybill available.

L&P Logistics is responsible for training international suppliers on how to make bookings in OTM and user instructions are available. To receive access, setup training or for any additional questions regarding OTM, please email apaclogistics@leggett.com with your LPGS representative in copy.

It is critical that all ocean shipment releases be made **at least** 14 days prior to the cargo being ready for pickup from the supplier’s location. In general, the longer the lead time between booking completion and the cargo being ready for pick up, the better.

**Sea Waybill of Lading:** Per Section 12.3 Waybill Requirements, L&P prefers the issuance of sea waybills for ocean shipments. As such, all L&P forwarders have a standing instruction to request sea waybills with all carriers for all ocean shipments. If a supplier requires an original bill of lading for any reason a request should be sent to apaclogistics@leggett.com with the appropriate LPGS representative in copy.

**11.2 Air Shipment Booking**
Contact L&P Logistics at apaclogistics@leggett.com for instructions on how to book air shipments. Suppliers will be debited via the CAR process (Section 14.0) for any unauthorized shipments made on L&P air accounts.

UPS is our carrier for small package air shipments from outside North America under 100 pounds, and Expeditors International and RIMH are forwarders for air shipments over 100 pounds.

**11.3 Container Loading & Utilization**
When a purchase order requires the shipment of a full container load (FCL) we rely on our suppliers to ensure that the shipping volume for each FCL is maximized and that each container is properly inspected prior to loading. If a purchase order quantity requires updating to accommodate an FCL, this should be communicated to your LPGS representative. At a minimum, each container a supplier receives should be inspected to ensure it is fit for shipping. It must be free of holes, swept clean, free of pests, residues, odors, oils, chemicals, etc. For detailed instructions on inspecting and loading full containers, please contact LPGS. Suppliers may receive corrective actions (Section 14.0 CAR) for FCL shipments that do not utilize an acceptable volume or for product/packaging that is damaged in transit due to lack of inspection of the container prior to loading.

Suppliers must maintain proper loading procedures, especially in regard to even weight distribution across the container. Improper loading can cause weight-shifting, which may result in containers tilting. This can lead to very
unsafe situations for the carriers and those unloading the containers. Goods must be blocked and braced if there is any potential of shifting. Suppliers may receive corrective actions (Section 14.0 CAR) for improper container loading.

The following table provides general maximum and minimum guidelines for weight (lbs/kgs) and volume (cft/cbm) of FCLs. Suppliers loading containers exceeding the maximum limits risk being charged for resulting expenses due to overweight container charges in the US. If a supplier loaded container does not meet the minimum requirements and the container is being shipped from Shanghai, Yantian or Taiwan, L&P’s Logistics team should be contacted at apaclogistics@leggett.com. For those locations, L&P Logistics will review the shipment information to determine if consolidation is possible with additional L&P cargo at a local CFS station, or if an LCL shipment would be more cost effective. The L&P Logistics team will provide instruction to the supplier based on their review. Please note, L&P Logistics will review all shipment information and will be working with suppliers that consistently ship underutilized containers. The goal is to reduce/eliminate the shipment of underutilized containers to ensure orders are shipped in the most efficient, cost effective manner.

<table>
<thead>
<tr>
<th>Container Size</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>20’</td>
<td>17,236 kgs/38,000 lbs</td>
<td>22 cbm/777 cft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14,515 kgs/32,000 lbs</td>
</tr>
<tr>
<td>40’</td>
<td>19,958 kgs/44,000 lbs</td>
<td>45 cbm/1589 cft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14,515 kgs/32,000 lbs</td>
</tr>
<tr>
<td>40HC</td>
<td>19,958 kgs/44,000 lbs</td>
<td>52 cbm/1836 cft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14,515 kgs/32,000 lbs</td>
</tr>
</tbody>
</table>

If a 20’ Container has less than 22 cbm and/or less than 14,500kgs, the cargo should most likely be shipped via LCL.

11.4 Shipment Consolidation
L&P Logistics operates a consolidation program for shipments departing from Shanghai, Yantian and Taiwan. The program consists of combining multiple LCL shipments or underutilized FCL shipments from various suppliers in the same geographic area destined to various delivery locations in the US. The LCL shipments or underutilized FCL shipments are sent to a Container Freight Station (CFS) where the shipments are combined into efficiently utilized full container loads (FCLs). The FCLs are then shipped on L&P’s ocean contracts. The FCL could be delivered directly to a branch location or it may ship to an appropriate location for deconsolidation, such as L&P’s West Coast Distribution Center located in San Bernardino, CA, prior to the individual shipments being delivered to their respective final “Ship To” destinations. The consolidation of these LCL shipments via FCL saves money on the transportation costs. The goal of the shipment consolidation program is to reduce transportation costs, lower inventory by enabling smaller order quantities and help eliminate underutilized container shipments.

Weekly CFS Consolidation for LCL Shipments from Shanghai
As part of the program detailed above, L&P Logistics offers weekly sailing for consolidated LCL shipments from Shanghai China to the West Coast Distribution Center in the US, located in San Bernardino, CA (Destination port of Los Angeles/Long Beach).
Supplier Consolidation Program

Single Supplier
OTM provides L&P Logistics with the information necessary to identify multiple LCL shipments to different L&P locations from the same supplier. When logical and time permits, the L&P Logistics team will take this data and work with the appropriate L&P Branches and the supplier to establish a plan for a supplier consolidated FCL shipment. Typically, with this scenario, the supplier will be responsible for consolidating the multiple LCL shipments into an FCL and the goods are shipped to one L&P location to be deconsolidated and delivered accordingly.

Multiple Suppliers
This scenario occurs when L&P Logistics identifies LCL or underutilized FCL shipments from two or more suppliers located in the same area or region geographically, and those shipments are also destined to the same L&P Branch or to two L&P Branches located close to each other. L&P Logistics will then evaluate the possibility of consolidating the shipments at one of the suppliers’ locations.

Suppliers needing information regarding consolidation should contact the L&P Logistics team at apaclogistics@leggett.com.

11.5 Container Weight Mandate Rule
International Maritime Organization (IMO) has adopted mandatory amendments to the International Convention for the Safety of Life at Sea (SOLAS), which will become effective from July 1, 2016. This amendment places a requirement on the shipper, to verify and provide the container’s gross verified weight to the ocean carrier and port terminal prior to it being loaded onto a ship. Non-compliance to this rule by not providing the verified gross weight of the containers, will result in Leggett containers not being loaded on the vessels. A verified container weight is a condition for loading a packed container aboard a vessel. Compliance to this weight verification rule will be required for ALL the containers shipped globally. Various countries and ports are ramping up their infrastructure to be in compliance with the new SOLAS mandate. The key change with the new rule is the mandatory requirement to provide “verified” weight, while the current process mostly captures “estimated” weight. The shipper is responsible for ensuring that the verified gross mass (VGM) is communicated in the shipping documents sufficiently in advance to be used by the ship’s master and the terminal to prepare the vessel stowage plan. The VGM is a strict condition for loading a packed container on board a vessel, and the vessel operator and the terminal operator are required to use VGMs in preparing vessel stowage plans.

Options available for suppliers to provide “verified” weight:

Leggett suppliers are required to provide verified weight (within the allowable tolerance levels) at the time of shipment booking. Any changes to the weight determined after the fact, need to be communicated with L&P Logistics team as
soon as possible. Two methods are gaining acceptance as the preferred approach in providing the verified weight of the containers.

- Option 1, once the container is loaded, it is recommended to take the loaded container to a weigh station, and identify the weight of the loaded container.
- Option 2, by accurately knowing the weight of the items loaded in the container including the packaging and dunnage material, the total weight of the loaded container can be determined by adding the weight of the individual items loaded, along with the tare weight of the container.

It is important to understand that a failure to comply with the new regulations could result in delayed shipments and penalties. Leggett will not be responsible for additional costs incurred due to our suppliers’ non-compliance with these regulations.

12.0 Documentation Requirements
Providing necessary documentation on-time with complete and accurate information is essential when shipping internationally for compliance purposes and to ensure timely payment processing. LPGS evaluates international suppliers’ performance in this area with two separate measures see Section 17.0 Supplier Performance for details.

- On-time presentation of documents
- Documents presented error free

When documentation requirements and processes are not followed correctly, L&P could receive unnecessary fines and/or penalties and payments to suppliers could be delayed. In cases where fines and penalties are incurred, all unnecessary charges will be charged back to the supplier via the CAR process.

Suppliers should review this section carefully and contact the appropriate LPGS representative regarding any questions or concerns.

L&P has two different documentation requirement processes, contingent upon usage of the L&P ASN Supplier Portal for creation of the commercial invoice and packing list. Both processes are documented below. Regardless of whether or not the ASN Supplier Portal is used, the waybill requirements remain the same (Section 12.3 outlines waybill requirements).

Additional Documentation Requirement Notes:
**L&P owned international suppliers:** Please book the intercompany sale to LPGS, branch 0338 instead of the “ship to” branch.

**Foreign to foreign shipments:** LPGS processes purchase orders and payments for “foreign to foreign” shipments. LPGS defines “foreign to foreign” as shipments made from one country outside the US to another country outside the US. In these cases, the standard documentation procedures described below will apply. If a sea waybill is not available, LPGS requires that a copy of the packing list with the recipients chop and signature be sent to lpgsdocs@leggett.com for payment to be processed.

**12.1 Suppliers using the L&P ASN Supplier Portal:**
ASN stands for Advance Ship Notice and it consists of the commercial invoice and packing list. The L&P ASN Supplier Portal is a web-based portal designed to simplify the ASN creation and documentation submission process. Information on how to gain access to this system is provided later in this section.

The ASN should be created in the portal and submitted to LPGS for approval at the time of shipment from the supplier’s facility. In other words, the ASN should be submitted to LPGS as soon as the seal is placed on the container (for FCL shipments) or as soon as the goods are picked up from the factory for all other shipment types. When the **draft** Waybill is received from the carrier, it should be sent to LPGS immediately via email (scanned docs) to lpgsdocs@leggett.com or via fax to LPGS Accounting (312)-422-0958. The ASN and draft waybill must be sent to LPGS via email or fax at least 4 days prior to the goods being loaded on board the vessel. (See Section 12.3 for details regarding waybill requirements.)

**Gaining access to the L&P ASN Supplier Portal:**
- LPGS will provide user documentation and training as necessary to suppliers designated to use the ASN Supplier Portal.
- Not all suppliers will qualify to use the ASN Supplier Portal. For instance, it may not be worthwhile for infrequent shippers (suppliers that ship once every couple months).
- If you are interested in using the L&P ASN Supplier Portal, contact your LPGS representative to start the process.
Benefits of the L&P ASN Supplier Portal:
- Auto-generation of commercial invoice & packing list for the shipment in a pdf/printable format.
- Ability to submit the commercial invoice and packing list information electronically to LPGS for approval and payment processing.
- Eliminates the supplier’s need to use the documentation requirements checklist because the system ensures all required data and necessary statements.
- Reduces documentation errors which can be costly and reflect poorly on a supplier’s performance.
- Original documents sent via courier are NOT required for suppliers creating ASNs via the supplier portal.

Summary for Suppliers using the L&P ASN Supplier Portal:
- Submit ASN to LPGS electronically for approval at the time of shipment (when the goods leave the supplier’s facility).
- Submit draft copy of the waybill immediately upon receipt from carrier as follows:
  - Scan and email to lpgsdocs@leggett.com
  - Or fax to 312-422-0958 (Scan and email strongly preferred)
  - The ASN and the draft waybill should be submitted 4 days prior to goods being loaded on board the vessel. This requirement is to ensure compliance with US Customs’ Importer Security Filing (ISF) regulation.
- When emailing documentation to lpgsdocs@leggett.com, the subject line should contain the following:
  - Supplier Name, Branch #, Shipment (ASN) #, Waybill #

  Many thanks,
  L&P Jiaxing

  L & P JIAXING
  (ATS66121800000)

- Late presentation of documents can cause delays and storage fees when associated shipments are held by the carrier or US Customs.
Storage fees are substantial; therefore, timely presentation of all necessary documentation is essential.

12.2 Suppliers NOT using the L&P ASN Supplier Portal:
Suppliers not using the L&P ASN Supplier Portal must create their own commercial invoice and packing list, as detailed below, and submit to LPGS as soon as the draft waybill is received from the carrier. The complete package of documents should be sent to LPGS together via email (scanned docs) to lpgsdocs@leggett.com or via fax to LPGS Accounting 312-422-0958 at least days prior to the goods being loaded on board the vessel.

- A commercial invoice (billed to LPGS) and a packing list must, at a minimum, contain each of the details listed in the LPGS Shipment Paperwork Checklist provided in Appendix 2.
- Additionally, the following Statements are required from the supplier for shipping internationally and must be indicated on the documents:
  - **Statement of Product Marking**
    - This statement should appear on the invoice.
    - The following should be used to satisfy this requirement:
      
      "Shipper declares the goods have been properly marked/labeled with the country of origin: “Made in ______”
    
  - **Wood Packing Material (WPM) Statement**
    - Contingent upon the shipment containing WPM, one of the following statements should appear on the invoice:
      
      "Shipper declares that this shipment does NOT contain any wood packing materials.” or
      "Shipper declares wood packing materials are contained in this shipment. Shipper declares the wood packing materials have been treated and marked according to ISPM 15 standards.”
    
    - See Appendix 3 for details.
  
  - **Country of Origin Declaration**
    - This statement should be separate from the Statement of Product Marking.
    - The statement should appear on the invoice.
    - The following should be used to satisfy this requirement:
      
      "The Shipper declares that the country of origin is ______.”
    
    - If the shipment contains items from multiple countries, the applicable country for each item must be indicated.
  
  - **Inspection Certificate**
    - This certificate should be on the supplier’s company letterhead (or letterhead of the agent or outside testing agency) and is separate from the invoice. The supplier should sign the certificate.
    - The following statement should appear on the certificate
      
      "We hereby certify that the product in this shipment has been inspected and found to be of acceptable quality as per Leggett & Platt purchase order requirements. The defective product has been repaired or eliminated from
Summary for Suppliers not using the L&P ASN Supplier Portal:

- Suppliers should submit all necessary documents (commercial invoice, packing list, and draft copy of the waybill) by email at least 4 days prior to the goods being loaded on board the vessel. This requirement is to ensure compliance with US Customs, Importer Security Filing (ISF) regulation. All requested documents should be submitted together
  - Scan and email to lpgsdocs@leggett.com
  - Or fax to 312-422-0958 (Scan and email strongly preferred)

- When emailing documentation to lpgsdocs@leggett.com, the subject line should contain the following:
  - Supplier Name, Branch#, and Waybill #

- Late presentation of documents can cause delays and storage fees when associated shipments are held by the carrier or US Customs. Storage fees are substantial; therefore, timely presentation of all necessary documentation is essential.

12.3 Waybill Requirements

An **Air Waybill or Sea Waybill** that has been consigned to Leggett & Platt Global Services is required for all shipments (Air and Ocean, FCL or LCL).

For ocean shipments (FCL or LCL), supplier should always request a sea waybill when booking the shipment. It is in both the supplier and L&P’s best interest to always request sea waybills.

- The ‘Consignee’ should always be shown as:
The Ultimate Consignee should be listed in the body of the Sea Waybill. It is indicated on the purchase order in the ‘Ship to’ field and should include:

- Company Name
- Street Address
- City, State, Zip Code & Country

The ‘Notify Party’ should always be shown as:

L&P Global Supply Chain Solutions
205 West Wacker Drive Suite 922
Chicago, IL 60606
intllogistics@leggett.com
Fax: 312-422-0956
James A. Dalicandro DID# 312-529-2006

The ‘Also Notify Party’ should be shown as LPGS’ selected Customs broker as indicated on the purchase order. The broker information will be one of the following (unless other specific instructions are provided). If you are unsure which broker to use for a particular shipment, contact your LPGS representative.

**US Customs Brokers**

<table>
<thead>
<tr>
<th>UPS - Customs Brokerage*</th>
<th>Expeditors International</th>
<th>A. N. Derringer</th>
</tr>
</thead>
<tbody>
<tr>
<td>490 Supreme Drive</td>
<td>849 Thomas Drive</td>
<td>6930 Metroplex Drive</td>
</tr>
<tr>
<td>Bensenville, IL 60106</td>
<td>Bensenville, IL 60106</td>
<td>Romulus, MI 48174</td>
</tr>
<tr>
<td>Attn: Ann Rubin</td>
<td>Attn: Claudia Hernandez</td>
<td>Attn: Lori Robbins</td>
</tr>
<tr>
<td>Phone #: (630) 787-3149</td>
<td>Fax #: (630) 616-2565</td>
<td>Phone #: (734) 641-6855</td>
</tr>
<tr>
<td>Fax #: (630) 595-2537</td>
<td></td>
<td>Fax #: (734) 641-6880</td>
</tr>
</tbody>
</table>

*Note: UPS - Customs Brokerage contact to be used for air and ocean shipment brokerage NOT Small Package.

**12.4 Importer Security Filing - ISF**

Importer Security Filing (ISF) also known as “10+2,” is a US Customs and Border Protection (CBP) regulation that went into effect 1/26/2010. This regulation requires importers and vessel operating carriers to provide additional advance trade data for non-bulk cargo shipments arriving into the United States by vessel.

U.S. bound cargo requires an electronic ISF comprised of 10 data elements provided by the importer as well as 2 additional data elements provided by the carrier. US Customs requires that the ISF data be filed 24 hours prior to vessel loading. It is ultimately the importer’s responsibility to ensure US Customs receives the ISF 24 hours prior to vessel departure. This being the case, when LPGS is acting as the importer of record, we
require suppliers to have their complete documentation (commercial invoice, packing list & draft waybill) submitted per the previous stated requirements 4 days prior to vessel departure.

US Customs and Border Protection monitors all ISF submissions for timeliness, accuracy and completeness. In the event of violations, US Customs reserves the right to fine the importer up to $5,000 per shipment. If LPGS were fined and the supplier was at fault for not providing timely, accurate or complete information, the supplier will be charged back for all related costs.

13.0 Security & Quality Audits

In addition to the initial factory audit/evaluation for supplier qualification, LPGS also conducts random container loading security audits of full container shipments and may conduct quality audits as necessary.

The random container loading security audits aid LPGS in complying with international security procedures in accordance with our C-TPAT membership and certification (Section 4.0).

The quality audits are done on an as needed basis and are tailored to the specific needs of the situation. It is LPGS’ practice to identify and develop relationships with suppliers that have their own documented quality systems and processes in place.

L&P expects all International suppliers to audit all shipments to ensure the following (minimally):

- The quality and condition of the product is acceptable. (Note that this does not relieve the supplier of responsibility if defects are discovered later.)
- All cartons/product on the invoice and packing list are in fact loaded into the container.
- Quantities on the invoice and packing list represent actual quantities loaded into the container.
- No other carton/product has been loaded into the container other than what is listed on the invoice and packing list.
- The loading of the container was secure and the sealing in compliance with LPGS’ C-TPAT guidelines.
- The goods are properly marked with country of origin.

Failure of the supplier to sufficiently conduct these audits may require an audit of each shipment, which may be conducted by an LPGS representative or an independent agent as conditions warrant. Chargebacks related to the costs for this procedure may apply.

LPGS needs to be informed if a high security seal cannot be applied on full container shipments at supplier’s location for any reason.

14.0 CAR – Corrective Action Request

On occasion the need arises to correct errors due to discrepancies. For example, differences between information on documentation and what actually is
shipped/received, or a need to establish appropriate corrective action due to product quality/conformity issues. The Corrective Action Request (CAR) process, managed by LPGS, is used to track corrective actions through to a resolution. The Agreement on Inspection Fees for Defective Merchandise, one of the five standard international supplier agreements (Section 7.3), documents this in more detail. A copy of the LPGS CAR form is provided in Appendix 4. Please note, a CAR is used for a multitude of reasons and it is expected that the supplier will review each individually and provide a documented corrective action plan.

Suppliers are liable for all costs incurred by Leggett & Platt when the cause is the supplier’s responsibility as listed below (list is not all inclusive).

Examples of costs incurred and will be charged back to the supplier:
- Rework and repair where the supplier was at fault
- Sorting of suspect material located:
  - In house
  - Customer location
  - Third party warehouse
- Packaging materials
- Disposition of scrap (supplier responsibility)
- Overtime to avoid production shutdown or potential shutdown as a result of defective material or delivery issue
- Customer returns including hourly sorting and transportation costs
- Freight including air charter that is required due to defective material or a delivery issue
- Charges due to incomplete or inaccurate documentation
- Post Entry amendment fees to US customs as a result of value discrepancies.

Shipment shortages or overages will be processed upon discovery. Suppliers should only be shipping based on purchase order quantities requested.

Standard procedure is to deduct charges from the supplier’s next invoice. When this is not possible, other arrangements must be made.

15.0 ECR – Engineering Change Request
The engineering change request form (Appendix 5) and process has been designed to establish a documented process for branches and suppliers that need to propose, discuss, prioritize and assign changes to engineered processes, services, or products. When a new product, functionality, problem, or capability is recognized for a current product/service/process, the ECR should be the form used. The appropriate L&P Branch must initiate this form; however, we encourage suppliers to bring any potential changes or improvement ideas to our attention so that L&P may review them. If necessary, the branch will then initiate the ECR form to process the change through the appropriate channels for approval/implementation.

Note: A Supplier should NEVER make an unapproved change to a product.
16.0 Labels and Marking

Many of the products L&P purchases internationally require labels. Labels often require special customer part numbers, UPCs, or other specialized information. If a product requires special label requirements, it will be advised in advance.

The Initial Supplier Agreement (Section 7.3) states the following regarding marking of goods. *All Merchandise shipped on behalf of an order placed by L&P shall be marked conspicuously, legibly, and permanently in English with the country of origin of the goods. All expenses and penalties incurred due to improper marking will be charged back to the Seller...*

As a general rule, for product carton markings, LPGS prefers the following data. The location of the marking is not critical; however, it must be visible, legible, appropriately sized, and easily located.

| Item #: | ______________________ |
| Description: | _______________ |
| PO Number: | _______________ |
| Quantity: | _______________ |
| Cubic Feet: | _______________ |
| Gross Weight: | _______________ |
| Net Weight: | _______________ |
| Made in: | _______________ |

Please pay special attention to CARB language on the label for any particleboard or medium density fiberboard (MDF). See Appendix 6 for more details of the suppliers’ responsibilities, which are especially relevant for suppliers to the Store Fixtures Group.

In cases where 16 CFR 1303 standards apply (lead paint measurements in furniture and other products that may come into contact with children), it is imperative that the testing information and applicable standards are on the label for each carton. If the paint composition is changed for any reason, new testing must be undertaken and the cartons updated with correct information. It is the responsibility of the supplier to notify the Quality Director at LPGS of these changes.
17.0 Supplier Performance
LPGS and L&P Logistics monitor international supplier performance. Below is a listing of the current areas of performance being monitored.

- **On-time Shipping Performance.** This is measured by comparing the confirmed ship date provided by the supplier at the time the order is placed to the on board bill of lading date listed on the waybill for the shipment. Please note the ship date listed on the purchase order is the date that L&P is requesting to have the goods loaded on board the vessel. The window for a shipment to be considered on time is 14 days (7 days prior to the confirmed ship date or 7 days after the confirmed ship date). Please note, early shipments can be seen as negatively as late shipments. Please contact LPGS before shipping early. Late shipments will always have a negative impact on a supplier’s performance rating.

- **On-time Presentation of Documents.** The percentage of shipments with documents presented on time is measured by comparing the date an ASN is created in the supplier portal system to the date the goods are shipped on board the vessel. As stated in Section 12.0 Documentation Requirements, a complete set of documents should be submitted (commercial invoice, packing list and draft bill of lading) 4 days prior to goods being loaded on board the vessel. Note, L&P Logistics also tracks On-time Presentation of Documents but their metric is focused on the docs being presented to the forwarder in a timely manner.

- **Accuracy of Documents.** The percentage of complete sets of documents received without errors is measured by taking the number of shipments a supplier makes and comparing to the number of shipments the supplier makes with documentation errors. Please review Section 12.0 Documentation Requirements as well as the Supplier Paperwork Checklist for the minimum requirements for a commercial invoice and packing list.

- **On-time and Error Free ISF.** LPGS tracks ISF filings to ensure they are presented on-time and error free. When issues occur, LPGS will work with suppliers to find the root cause and establish corrective actions for future shipments.

- **Quality Issues.** Issues with product quality are tracked through the CAR process (Section 14.0)

Additionally, L&P Logistics monitors international supplier performance for bookings with the following metrics.

- **On-time Booking Performance.** As stated in Section 11.1, it is critical that all ocean shipment releases be made at least 14 days prior to the requested/confirmed ship date. The OTM on-time booking performance report provides L&P with a list of suppliers who have not made their shipment booking 14 days prior to the requested/confirmed ship date. Late bookings provide shortened lead times for L&P Logistics and the forwarders to complete the process of securing the necessary resources for the shipment and may ultimately lead to late shipments. L&P Logistics and LPGS will work together with suppliers to ensure bookings are being made on-time.

- **On-time Presentation of Documents.** In addition to ensuring documents are presented to LPGS 4 days prior to goods being loaded on board the
vessel, L&P Logistics requires international suppliers to provide their ASN (commercial invoice, and packing list) to the appropriate freight forwarder at least 2 days prior to ETD. A copy of the same ASN should be provided to both LPGS and the freight forwarder. Note you do not need to provide a draft copy of the waybill when sending docs to the forwarder but that is a requirement for sending to LPGS. L&P Logistics and LPGS will work together with suppliers to ensure documents are being presented to forwarders on-time.

- **Off System Bookings.** Shipment bookings requested manually, via email or phone to a forwarder, are tracked. Instead of booking in OTM, some suppliers reach out to the freight forwarders directly to request containers. This is outside the standard process; it typically causes delays and or late shipment. All L&P freight forwarders have been instructed to direct suppliers making bookings in this manner to L&P Logistics and the OTM system. L&P Logistics and LPGS will work together with suppliers to ensure suppliers make bookings appropriately in OTM.

- **Changes Made at the Time of Loading.** Sometimes it is necessary to make last minute changes to orders at the time of loading. When this occurs, it is essential that L&P Logistics and LPGS are both informed of the changes made. As stated in Section 4.1, L&P requires that the packing list and commercial invoice match the information on the purchase order and waybill in order to process payment. Failure to supply correct documentation will result in non-payment until the discrepancies are resolved. L&P Logistics and LPGS will work together with suppliers to ensure notifications of changes are provided as necessary.

---

**Appendix 1 – Example Purchase Order Document**
### Appendix 2 – LPGS Supplier Shipment Paperwork Checklist

#### LPGS101-D1

29 of 36 Revised 5/2016

**Example Purchase Order**

**Educational Use Only**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Supplier Item ID</th>
<th>Quantity</th>
<th>UOM</th>
<th>PO Price</th>
<th>Extended Amount</th>
<th>Due Date</th>
<th>Taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Ring Base Assy 24&quot; BLK PLY CH</td>
<td>1825110001</td>
<td>1,000.00</td>
<td>EA</td>
<td>4,201.00</td>
<td>4,201.00</td>
<td>08/24/12</td>
<td>N</td>
</tr>
<tr>
<td>3-1</td>
<td>Flat Stack 6825702 CHINA</td>
<td>1220660001</td>
<td>268.00</td>
<td>EA</td>
<td>32.0300</td>
<td>8,576.80</td>
<td>08/24/12</td>
<td>N</td>
</tr>
<tr>
<td>4-1</td>
<td>Tour Stabilizer (-10) 975X24S</td>
<td>4000310001</td>
<td>700.00</td>
<td>EA</td>
<td>0.35300</td>
<td>247.20</td>
<td>08/24/12</td>
<td>N</td>
</tr>
<tr>
<td>5-1</td>
<td>Springs Extension 4.600 INCH W/F</td>
<td>7200010001</td>
<td>4,000.00</td>
<td>EA</td>
<td>0.11000</td>
<td>440.00</td>
<td>08/24/12</td>
<td>N</td>
</tr>
</tbody>
</table>

**Ship Date** - Date the goods are requested to ship on board the vessel. This date needs to be confirmed and will be used to evaluate on-time shipping performance.

**PO Item Price** - should be reviewed and confirmed at the time the order is received. The Due Date is date the goods are requested to be delivered to the “Ship To” destination.

**MATERIAL MUST COMPLY WITH OSHA 1910.1200 (H) AND RCRA:**

1. The purchase order must be properly APPROVED, confirming both shipment date and prices.
2. Subject to the purchase order terms and conditions for supplier purchased at this time, Leggett & Platt, Inc., and any term or condition stated by Seller are specifically revoked and shall not be binding on Leggett & Platt unless agreed to in writing. All purchase order terms and conditions are in reference to an officer of Leggett & Platt is writing.
3. In addition to the warranties contained in the Purchase Order Terms and Conditions, Seller represents and warrants and agrees that all goods supplied by Seller to Purchaser will be accurately labeled in compliance with the requirements of 40 C.F.R., Part 260, Subpart E.

**Unspecified**

**Example Purchase Order**

**Educational Use Only**

---

**Typical Ship Via Codes:**

- **10** – Vessel Non-Containerized (LCL)
- **11** – Vessel Containerized (FCL)
- **40** – Air (via forwarder)
- **41** – Air (small parcel via UPS)

**Poisson De La Pas**

**Address:**

0263-3150

**City:**

Chinese

**Company:**

Leggett & Platt, Incorporated

West Coast Furniture Division

16040 Stephens St

City of Industry CA 91745

United States

**Phone:**

0000053538

**Vendor:**

LEGGITT AND PLATT JIAUXING 0529
NO 123 XIN JUE ROAD
WANG JIAN JING INDUSTRIAL
XIU ZHOU DISTRICT
JIAUXING 33 314024

China

**Invoice Address:**

**Ship To:** Leggett & Platt, Incorporated

West Coast Furniture Division

16040 Stephens St

City of Industry CA 91745

United States

**Carrier:** PACL

Pan-Asean Logistics

**Currency:** USD
The Packing List should contain, at a minimum, the following:

- LPGS Purchase Order (PO) number
- LPGS Item/Part Number(s) for all items packed
- An adequate and complete description of the Merchandise shipped
- Quantity per line Item
- The box/carton/packing unit number(s) for each line item described
- Total number of boxes/cartons/packing units in shipment
- Dimensions of shipment
  - Net Weight
  - Gross Weight
  - Volume Expressed in CBM (cubic meters)
- Ultimate Place of Delivery (Name and Address) listed exactly as indicated in the ‘Ship To’ section of the Purchase Order
- Container Number and Seal Number, with container contents clearly identified. We must be able determine each items’ container information.

**Example Packing List detail:**

<table>
<thead>
<tr>
<th>No. of Packages</th>
<th>Description</th>
<th>Quantity</th>
<th>Net Weight</th>
<th>Gross Weight</th>
<th>Volume in CBM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Container No. XXXXXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seal no. xxxxxxxxxxxxxxxx</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO No. XXXXXXXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Item No. xxxxxxxxxxxxx</td>
<td>10</td>
<td>20</td>
<td>25</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>Shelf 24”x36” black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Item No. xxxxxxxxxxxxx</td>
<td>10</td>
<td>30</td>
<td>50</td>
<td>3.25</td>
</tr>
<tr>
<td></td>
<td>Grill 18”x36” chrome</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above information must be correctly stated on the shipping documents. Otherwise, the release of shipments to LPGS could be delayed or rejected by U.S. Customs, thereby delaying receipt of goods as well as payment to the supplier.
The Commercial Invoice shall contain, at a minimum, the following:

☐ Terms of Sale expressed in the English language and in transaction currency
☐ LPGS Purchase Order (PO) number
☐ Ultimate place of delivery (Name and Address) listed exactly as indicated in the ‘Ship To’ section of the Purchase Order
☐ LPGS Item/Part number(s) (as listed on PO) for all items listed
☐ A complete description of the Merchandise shipped
   (No charge items must be listed on the PO)
☐ Quantity per line item listed
☐ Unit price and extended unit price on each line item
   (If the item is shipped at no charge, list the unit fair market value and extended value of the item. The value should be the correct value for the item. See Section 9.0 for an example.)
☐ Total Value of the shipment
☐ Country of Origin(s) of the Merchandise shipped
☐ Statement of Product Marking
☐ Wood Packing Material Statement
☐ Manufacturer’s Company Name and Address (when different from the Shipping Company Name & Address)

Example Commercial Invoice layout:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item No.</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Container No. XXXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seal no. xxxxxxxxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO No. XXXXXXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>xxxxxxxx</td>
<td>Shelf 24”x36” black</td>
<td>20.00</td>
<td>200.00</td>
</tr>
<tr>
<td>10</td>
<td>xxxxxxxx</td>
<td>Grill 18”x36” chrome</td>
<td>30.00</td>
<td>300.00</td>
</tr>
</tbody>
</table>

The above information must be correctly stated on the shipping documents. Otherwise, the release of shipments to LPGS could be delayed or rejected by U.S. Customs, thereby delaying receipt of goods as well as payment to the supplier.
Appendix 3 – Regulation regarding Wood Packing Materials (WPM)

Background:
APHIS revised the import regulations for WPM to be consistent with the International Plant Protection Convention standard ISPM #15. The regulation restricts the importation of many types of wooden packaging materials such as pallets, crates, boxes, and dunnage. The revised WPM regulation is effective September 16, 2005. The regulation requires WPM in use in international trade to be treated. The approved treatments are 1) heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or 2) fumigation with methyl bromide. The term “solid wood packing material” used in previous USDA import regulations has been changed to “wood packaging material” to be consistent with ISPM #15.

WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Paper certification (treatment certificates) will not be required. Example of the WPM mark:

![Example of the WPM mark](image)

XX represents the ISO country code.
000 represents unique number assigned by the national plant protection org.
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

Exemptions:
WPM made entirely of manufactured wood material (e.g. particle board, plywood, oriented strand board) and wine and whiskey barrels, or WPM made entirely of thin pieces of wood, (6mm thickness or less) is exempted from the treatment and marking requirements. WPM made of Canadian origin wood is also exempted from the treatment/marking requirements (7CFR 319.40-3). Since determining wood origin will be very difficult and Canada is implementing ISPM #15 requirements, WPM arriving from Canada will be allowed to enter the U.S. without the IPPC mark. WPM from Canada will be inspected for pests.

Full Implementation–Importations after September 15, 2005
All WPM must be treated and marked in accordance with the regulation 7CFR 319.40-3(b), excluding WPM exempted by the regulation. WPM imported after September 15, 2005 without the IPPC mark must be reexported. Treatment or destruction will not be permitted. Unmarked WPM may be separated from the commodity being imported, if the inspector determines separation can be done without pest escape. A user fee will be assessed for supervising the separation of the WPM from the cargo. Treatment will be allowed if hitchhiking (non-wood) pests are intercepted with IPPC marked WPM.
### Appendix 4 – CAR (Corrective Action Request) Form

**CORRECTIVE ACTION REQUEST**

(for use with non-conformance, internal or external)

<table>
<thead>
<tr>
<th>Branch Internal Reference #</th>
<th>CAR#</th>
<th>Date Due to LPGS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LPGS Account Coordinator:</th>
<th>LPGS Sourcing Specialist:</th>
</tr>
</thead>
</table>

**THIS SECTION TO BE COMPLETED BY QUALITY CONTROL OR ISSUING BRANCH**

- **DATE:**
- **BRANCH NAME:**
- **BRANCH#:**
- **SUPPLIER/DEPT. RESPONSIBLE:**

- **PART#:**
- **PART NAME:**
- **JULIAN DATE:**
- **DRAWING #:**

- **P.O.#:**
- **CONTAINER # / AIRWAY BILL #:**
- **QTY RECEIVED:**
- **QTY INSPECTED:**
- **QTY FAILED:**

**DESCRIPTION OF NON-CONFORMANCE** (Describe Below):

**DISPOSITION OF MATERIAL:**

- **USE AS IS**
- **100% INSPECTION**
- **REWORK**
- **SCRAP**
- **RETURN**
- **OTHER-N/A**

<table>
<thead>
<tr>
<th>Itemized Chargeback Amount Detailed</th>
<th>Chargeback Amt: 0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Freight*: 0.00</td>
</tr>
<tr>
<td></td>
<td>Duty*: 0.00</td>
</tr>
</tbody>
</table>

**TOTAL Chargeback: ** $0.00

**THIS SECTION MUST BE COMPLETED BY SUPPLIER**

- **DETERMINE AND PROVIDE ROOT CAUSE OF NON-CONFORMANCE** (Supplier provide details below):

- **EXPLAIN CORRECTIVE ACTION TO PREVENT RECURRENCE** (Supplier provide explanation below):

- **EXPLAIN REMEDIAL ACTION FOR PRODUCT ON HAND AT FACTORY** (Supplier provide details below):

- **PROVIDE EFFECTIVE DATE:**

**PRODUCT DISPOSITION**

If the LPGS branch has requested the product(s) be scrapped or returned to vendor, your company must provide authorization to do so by checking off the choice below. If the product(s) are being returned to vendor, please provide a ship to address, phone number, and contact name.

- **SCRAP PRODUCTS AT BRANCH LOCATION**
- **RETURN PRODUCTS TO VENDOR (SEE BELOW)**

(MUST Provide ship to address, contact phone number, and contact name here):

**APPROVAL OF CORRECTIVE ACTION AND PRODUCT DISPOSITION**

<table>
<thead>
<tr>
<th>SUPPLIER’S SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

LPGS101-D1 33 of 36 Revised 5/2016
Appendix 5 – ECR Form – Engineering Change Request

ENGINEERING CHANGE REQUEST

ECR Form

Customer:

LPIS Control #

ECR INITIATED BY: 

Customer: 

Branch:  

Supplier:  

Other:  

Open

DATE:  

STATUS:  

ATTACHMENTS:  

Customer:  

Branch:  

Other:  

CURRENT INVENTORY:  

DISPOSITION OF INVENTORY: * EXPLAIN

MANAGEMENT REVIEW

Distribution:  

Approval:  

Required S ignatures:  

Date:  

EFFECTIVE DATE ECR WILL BE IMPLEMENTED INTO PRODUCTION:  

5/22/2009

REJECTION EXPLANATION:

Signature: 

DATE: 

Appendix 6 – CARB Statement and Guidelines from Store Fixtures Group

Brief Summary Regarding CARB

Issue: The California Air Resources Board (CARB) Airborne Toxic Control Measure (ATCM) in Title 17 section 93120 of the California Code of Regulations to reduce formaldehyde emissions in board products goes into effect January 1, 2009.

The CARB ATCM:

- Purpose: Reduce formaldehyde emissions in products that are sold, offered for sale, supplied, used, or manufactured for sale in the State of California made with composite panels and/or hardwood plywood.
  - Composite panels include particleboard, MDF, and thin MDF.
  - Hardwood plywood is affected regardless of core.
- Formaldehyde emission standards are reduced in Phase 1 and reduced further in Phase 2.
- Mills who make composite panels or hardwood plywood with NAF (No Added Formaldehyde) or ULEF (Ultra-Low-Emitting Formaldehyde) resins must be approved by CARB to be CARB compliant.
- Points of Fact differ depending on type of business:
  - Manufacturer
  - Distributor
  - Importer
Fabricator
Retailer
Third Party Certifier

The New Formaldehyde Emissions Standards and the Effective Dates:

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Table 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phases 1 and Phase 2 Formaldehyde Emission Standards for Hardwood Plywood (HWPW), Particleboard (PB), and Medium Density Fiberboard (MDF)¹</td>
</tr>
<tr>
<td></td>
<td>HWPW-VC</td>
</tr>
<tr>
<td>1-1-2009</td>
<td>P1: 0.08</td>
</tr>
<tr>
<td>7-1-2009</td>
<td>--------</td>
</tr>
<tr>
<td>1-1-2010</td>
<td>P2: 0.05</td>
</tr>
<tr>
<td>1-1-2011</td>
<td>--------</td>
</tr>
<tr>
<td>1-1-2012</td>
<td>--------</td>
</tr>
<tr>
<td>7-1-2012</td>
<td>--------</td>
</tr>
</tbody>
</table>

¹ Based on the primary test method [ASTM E 1333-98(2002)] in parts per million (ppm). 
HWPW-VC = veneer core; HWPW-CC = composite core.

<table>
<thead>
<tr>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultra-Low-Emitting Formaldehyde (ULEF) Resin Emission Target and Cap Values (in ppm) for Particleboard (PB) and Medium Density Fiberboard (MDF)¹</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ULEF-target</td>
</tr>
<tr>
<td>ULEF-cap</td>
</tr>
</tbody>
</table>

¹ Concentrations must be based on correlations with the primary or secondary test method in parts per million (ppm).

Exclusions:
- Certain windows, exterior doors, and garage doors meeting special criteria
- Composite wood panels in new vehicles meeting Section 430 of the California Vehicle Code including cars, rail cars, boats, aerospace craft, or aircraft (RV’s are not excluded)
- Curved plywood
- Finger-jointed lumber
- Hardboard meeting ANSI A135.4, ANSI A135.5, or ANSI 135.6
- Materials for manufactured homes subject to HUD regulations
- OSB (Oriented Strand Board)
- Plywood specified by the Military
- Prefabricated Wood I-Joints meeting ASTM D5055
- Structural “Glue-Lam” lumber meeting ANSI A190
- Structural composite lumber meeting ASTM D5456
- Structural panels meeting PS-1
- Structural panels meeting PS-2

The Buying Branch Must:
- Place CARB language on PO to relevant suppliers.
- Verify CARB labeling on board products shipped for manufacture or resale in California.
- Obtain written CARB documentation from each board product supplier.
- Maintain records for two years.

**Appendix 7 – LPGS Standard Quote Form**

```
Supplier Quotation Form

Quote Date: __________________________
RFQ #: __________________________
Supplier Name: ______________________
Address 1: __________________________
Address 2: __________________________
City/Country: ________________________
Phone #: ___________________________
Fax #: ______________________________
Email: ______________________________
Contact party: _______________________
Manufacturer/Name: __________________

FOD O/p: ___________________________

Carton/Packaging Info

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Item FOB Price</th>
<th>Item Cube</th>
<th>Item Weight</th>
<th>UOM</th>
<th>Container Size</th>
<th>Max. Container Quantity</th>
<th>Carton Weight</th>
<th>Carton UOM</th>
<th>Carton Dimensions</th>
<th>UOM</th>
<th>Pallet Quantity</th>
<th>Pallet Weight</th>
<th>UOM</th>
<th>Pallet Dimensions</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Costs: _______________________

Minimum Order Qty: __________________

Payment Terms: ______________________

Validity: ___________________________

Comments: __________________________

If Tooling is required the below section must be completed

Tooling Details

<table>
<thead>
<tr>
<th>TOTAL TOOLING COST (USD)</th>
<th>TOOLING TIME</th>
<th>LEAD</th>
<th>CAVITY MATERIAL</th>
<th>TONNAGE</th>
<th>TOOL LIFE (SHOTS)</th>
<th>TOOL WEIGHT (KG)</th>
<th>TOOL SIZE (MM)</th>
<th>SLIDE</th>
<th>CAVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Quote is being provided by a new Supplier or Manufacturer to LPGS, a completed Factory Profile Form is necessary as well.
```