

DAIMLER TRUCK

North America

Doing Business with Daimler Truck North America LLC

A Supplier's Guide to a Successful Business Relationship with Daimler Truck North America LLC



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1.0 Preface

1.1 Welcome to Doing Business with Daimler Truck North America

To establish and maintain a successful business relationship with Daimler Truck North America LLC (DTNA), suppliers must meet specific requirements and adhere to certain defined processes DTNA expects to receive quality products and services in the right quantity, at the right price and at the right time. We are providing our suppliers with this guide to confirm the key steps they must follow for a long-lasting and successful business relationship with DTNA.

This guide sets forth commitments the supplier makes to DTNA and outlines DTNA's expectations of its suppliers by presenting a logical progression of departments, events and documents that will be encountered when doing business with DTNA. We trust suppliers find this guide helpful and look forward to a mutually rewarding business relationship.

Thank you for your interest in this guide and relationship with Daimler Truck North America.

CULTURE & BELONGING

As we engage with our dealer, customer, and supplier partners, we ask that you respect our inclusive culture and commitment to a safe and respectful working environment for all, one that is free of harassment or discriminatory behavior.

We at DTNA believe that our innovative designs, superior quality, and exceptional customer value are a direct result of our diverse teams who bring their best to work every day. Through a foundation of passion, respect, integrity and discipline, we remain committed to fostering a culture that values collaboration and mutual success.

"For all who keep the world moving, thank you." And we mean ALL!

2.0 Purchasing

DTNA strives for a long-term oriented relationship with its suppliers based on mutual trust and shared business success.

All sections in 2.0 refer to Production and Aftermarket purchasing, unless specifically noted.

2.1 Purchase of Materials

All suppliers should be registered users of the 'Daimler Truck Supplier Portal' in order to do business with DTNA.

2.1.1 Production Parts

Products currently used in production for the manufacturing and/or assembly of complete vehicles, sales cabs, or partial builds at any DTNA production facility.

2.1.2 Production Spare Parts

Products currently used in production or placed into production and sold by suppliers to DTNA for the repair or replacement market, will be offered under the same part number and priced to DTNA at the same price specified for the production parts, plus any incremental costs associated with packaging.

The sum of the price of all sub-components for any given assembly should not exceed the price of the assembly itself.

Production spare parts must be available upon commencement of production part purchasing.

2.1.3 Service Only Parts (Pure Spare Parts)

Parts phased out of production are to be offered on a continuing basis to the DTNA repair or replacement market under the same part number. Parts shall be priced for the repair or replacement market at the original production price level for a period of no less than three (3) years after the date of last use in production plus any incremental costs associated with packaging.

Any agreed upon prices will take effect with a minimum 90-day delay from the date of final agreement. Price reductions are permitted with no notification to adjust to changing market conditions.

Suppliers shall maintain availability of the goods at a reasonable price, for service parts requirements for a minimum of 20 years following cessation of production use of the product (25 years if the part is used for fire truck and apparatus or school bus chassis).

2.2 Requests for Quote from DTNA

As part of the ongoing development and improvement of our products, DTNA requires that suppliers quote new or modified parts via RFx app or proSource in the Daimler Truck Supplier Portal.

To participate in these business opportunities, it is DTNA's expectation that suppliers comply with the following RFQ requirements:

- Timely response to the request as stated by the due date (normally: two (2) weeks if no tooling is required, three (3) weeks if tooling is required, and up to six (6) weeks for major projects which may require complex tooling/development or on-site presentations).
- Aftermarket quotes - Timely response to the request as stated by the due date and time (normally 4 business hours for high criticality/truck-down situations, 48 hours for medium criticality, 5 business days for standard requests).
- RFQs must be responded to in the same format and within the same system it was received (RFx app or proSource).
- Suppliers shall be required to complete a self-assessment (Form 09ENG-R067 Functional Safety Supplier Self-Assessment) before being eligible to quote on a contract which is in scope of Functional Safety (ISO 26262:2018).
- Suppliers must consider DTNA's trade program strategy when developing proposals, and to the extent necessary/appropriate, provide alternative sourcing strategies for differing regional content proposals.
- Signed Warranty Agreement, Non-Disclosure Agreement and copies of the supplier's IATF 16949 and ISO 14001 certificates must be on file or returned to DTNA Buyer before the RFQ proposal is submitted for consideration.
- If the scope of the RFQ contains software, the supplier accepts, by quote submission, the current Free and Open-Source Software (FOSS) Terms and Conditions and must sign the FOSS Disclosure Agreement.
- If tooling is required, documentation of all tooling costs, lead times and options must be submitted with the RFQ proposal.
- DTNA reserves the right to request, as needed, test samples at no cost, freight pre-paid to DTNA. Multiple samples may be required to satisfy DTNA's testing requirements. It is at the discretion of DTNA whether samples are returned.
- Aftermarket parts should be quoted in the lowest salable unit. Preferred UoM is each or feet. Aftermarket parts may require a different UoM than a like part in Production. Please see the Packaging and Labeling section for specific details on UoM. All individual salable unit labels are required to reflect a quantity in the lowest salable unit-of-measure (also known as the Base Unit of Measure). This unit-of-measure can be different from the invoiced unit-of-measure.
 - Example 1– DTNA and supplier agree for supplier to sell DTNA 50-foot rolls of tubing in an agreed supplier unit-of-measure of ROLLS. Supplier is notified that the lowest salable unit-of-measure is FEET. Supplier would ship, label overpacks, print packing slips and invoice DTNA in unit of ROLLS. Supplier would label each roll as quantity of 50.
 - Example 2 – DTNA and supplier agree for supplier to sell DTNA small steel screws in bags of 20 in an agreed supplier unit-of-measure of EACH. Supplier is notified that the lowest salable unit of measure is EACH. Supplier would ship, label overpacks, print packing slips and invoice DTNA in unit of EACH. Supplier would label each bag as quantity of 20.
 - Example 3 – DTNA and supplier agree for supplier to sell DTNA 2-packs of small filters in bags in an agreed supplier unit-of-measure of EACH. Supplier is notified that the lowest

salable unit-of-measure is PAIR. Supplier would ship, label overpacks, print packing slips and invoice DTNA in unit of EACH. Supplier would label each bag as quantity of 1.

2.3 Purchase Contracts

The purchase contract is a general agreement, which stipulates part numbers and prices as well as DTNA's required terms and conditions of purchase (including, but not limited to, adherence to this guide). Purchase contracts are created for recurrent requirements such as parts needed for ongoing production. The purchase contract may expire at the end of the year or continue for multiple years. It is the supplier's responsibility to confirm contracts issued by DTNA.

Failure to confirm contracts could impact DTNA's ability to pay supplier for goods received or services rendered. DTNA may withhold any mutually agreed pricing updates until the supplier has confirmed its current contract in DTNA's contract system. By delivering goods or providing services under a purchase contract, the supplier acknowledges and accepts all terms and conditions of that contract, including without limitation, DTNA's required policies and this guide. Any failure to timely deliver goods or services at the agreed upon prices, for any reason, including without limitation, due to open price claims or ongoing negotiations or pending payments against the contract is considered a material breach of the purchase contract and suppliers will be liable for all damages incurred by DTNA and /or its affiliates in the event supplier fails to timely deliver parts or refuses to accept orders for parts. DTNA reserves the right to seek injunctive relief or other equitable remedies, in addition to monetary damages, as disruptions in supply cause irreparable harm that cannot be adequately remedied by monetary damages alone.

2.4 Other Contracts

Successful suppliers will be expected to enter into one or more of DTNA's standard contracts to manifest the intent and the terms of the business relationship. Common examples include, without limitation:

- Warranty Agreement (must be signed and submitted before, or with, supplier quote)
Detailed information can be found in Section 11 of this guide
- Non-Disclosure Agreement (must be executed prior to quoting)
Assures confidentiality between DTNA and supplier
- Development Agreement
Documents all aspects and agreements during the development phase of a project prior to production, including without limitation, ownership of any intellectual property or technology developed during the project
- Development Interface Agreement

The DIA is a supply agreement between the customer and the supplier of elements in scope of functional safety (Refer to Clause 6.2.1 for details).

- Long Term Agreement
Outlines pricing and annual cost reductions and/or efficiency improvements for the period of the agreement
Documents a relationship lasting more than one year with a commitment to competitive pricing, acceptable quality and delivery performance
- FOSS Disclosure and Terms and Conditions
Documents supplier's representations about the use of FOSS in any deliverable and sets forth the term and conditions application in the event FOSS is present.

For the Aftermarket, suppliers will be expected to enter into a long-term agreement (LTA) for End of Series (EOS) parts and service only parts that will outline the future pricing model, annual cost reductions and/or efficiency improvements and delivery performance for the parts covered by the agreement.

If a contract contains any development for custom data collection and/or delivery of data via hosted or directly to DTNA IT data centers, the purchasing contract provision must be extended to include provisions to clearly define ownership and rights to all the delivered intellectual property, trademarks and developed methodologies for exchanging data information between Supplier and DTNA servers. Terms for exclusivity of the technology and services must be clearly defined and meet DTNA standards. All transmission and hosting of data must meet DTNA Information Security and Data Protection standards. The contract must include a service level agreement (SLA) that defines the minimum acceptable delivery times and the downtimes of the IT host provided service. The contract must include provisions that should allow for an annual independent audit of the hosting data center and should grant DTNA the right to perform a SAS70 type audit of the hosting data center for the DTNA data. Prior to entering the contract, the effectiveness of information security management must be assessed and should include processes that support generally accepted practices within the IT industry.

2.5 proQ and eAccept

proQ is the Daimler Truck procurement system for production material and services. With several IT modules, proQ issues purchasing documents such as inquiries, orders, and contracts originating from DTNA to be exchanged over the internet, along with any required file attachments. After registering for proQ within the Daimler Truck Supplier Portal, suppliers can receive these documents and submit quotes. To use proQ, the "proQ Terms of Use" must be accepted when entering the system for the first time.

With the integrated feature eAccept (separate Terms of Use apply), suppliers can also confirm contracts, price agreements, and purchase orders in proQ.

Access to proQ is supplied via the Daimler Truck Supplier Portal: supplier.daimlertruck.com. An application is provided including a neutral log-in procedure with administrative functions for business partners.

Some of the advantages of using proQ and eAccept are:

- Paperless Contracting
- Confirmation of receipt and delivery based on online transmission
- Reduction of administrative workload
- Immediate notification of new parts on a contract
- Reduction of invoice discrepancies which can be caused by delayed reviews of pricing agreement

The use of proQ and eAccept is free of charge to our business partners.

For access to proQ and eAccept transmissions, please request the application "proQ" in the Daimler Truck Supplier Portal and decide whether you need the "User with eAccept" role or only the "User" role. Once your portal manager has confirmed your role request, you will automatically have access.

2.6 Financial Information

To avoid the interruption of product flow from our Suppliers, which could negatively impact manufacturing operations and delivery of product to our mutual customers, DTNA practices preventive financial supplier risk management (FSRM). To accomplish this, DTNA conducts ongoing analysis of its suppliers' financial statements. This effort is supported by Creditreform Rating AG. Our suppliers will be expected to provide information in the form of balance sheet and income statements on an ongoing, annual basis. The data provided by our suppliers will be evaluated exclusively for our benefit and will not be made available to any other suppliers, customers, or agencies. The original and detailed data will be deleted immediately after the evaluation by Creditreform Rating AG and only summary data will be transmitted to Daimler. A Supplier may also be asked to provide additional information in the form of a current corporate presentation, including product portfolio, legal structure, and customer structure.

2.7 Supplier Evaluation

The intent of the supplier evaluation is to review and evaluate the performance of potential and existing suppliers in terms of the four value drivers: quality, cost, technology, and supply. The supplier evaluation supports the Pre-Production and Series Production and Aftermarket Purchasing processes and provides an early indication of support needs for suppliers in the case of an award. Procurement Trucks and Buses methods of supplier evaluation include the On-site Assessment, Internal Cross-functional Assessment, and External Balanced Scorecard.

The On-Site Assessment (OSA) is used in specific cases to evaluate potential new suppliers and current suppliers with an expanded scope of supply or with new manufacturing plants within the scope of a new contract award for product projects, series production and aftermarket. The main element is the on-site evaluation of the supplier by a cross-functional team of representatives from Purchasing, Engineering, Quality, Manufacturing, Materials and Supplier Management. Results of an On-site Assessment are communicated to the supplier at the end of an assessment using a feedback form containing the "category" rating, noted highlights, and potentials for improvement.

The Internal Cross-Functional Assessment (ICA) is used to evaluate CURRENT suppliers within the scope of a new contract award for a product project before start of production. Previous and current experience with the supplier is evaluated by Purchasing, Engineering, Supplier Management, Quality, Production, Materials and Aftermarket by means of a questionnaire.

OSA and ICA results in one of the following supplier classifications:

- Category 1 – Suitable for cooperation with DTNA
- Category 2 – With support, suitable for cooperation with DTNA
- Category 3 – Unsuitable for cooperation with DTNA

(Note: receipt of a Category 1 or 2 rating does not indicate or guarantee an awarding of business or the continuation of business and does not waive any rights of DTNA under contracts or law.)

The External Balanced Scorecard (EBSC) is an instrument for continuous assessment of the performance of CURRENT suppliers. Target values are determined for each EBSC parameter in interdisciplinary cooperation with Operative Purchasing, Engineering, Quality, Supplier Management / Logistics, Series and Aftermarket Materials, and Aftermarket Packaging and are tracked in EBSC through target / actual comparisons. The results are communicated to the suppliers via the Daimler Truck Supplier Portal.

EBSC supports the following:

- Commodity Strategies
- Sourcing Decisions
- Supplier Development Activities
- Supplier Awards (Masters of Quality Award, see Section 4 for details)

If you have any questions regarding Daimler Truck North America's OSA, ICA or EBSC programs, contact the Supplier Evaluation group within DTNA Purchasing.

2.8 Material Price Notation

Suppliers are required to utilize the DTNA raw material price calculation, Material Price Notation (MPN), to update purchase contract prices for raw material surcharges. MPN utilizes agreed upon part weights and material indexes to make automatic contract updates at agreed upon intervals. MPN eliminates the administrative burden of manually updating contracts and reduces debit memos and other invoicing issues resulting from delays in purchase contract approvals.

The supplier agrees to review and accept all updated contracts within ten (10) days. Any contract which the supplier does not expressly reject shall be deemed accepted ten (10) days after it is available in eAccept or has been received via email.

2.9 Cost Transparency

Only a strong and stable network of partners is able to navigate the many challenges in an ever-changing business environment. This is why reliable and long-lasting teamwork with suppliers is a tradition at DTNA.

DTNA employs various methods to assure supplier pricing can withstand the global competitive pressures at play in today's marketplace. One of these methods is a collaborative use of cost transparency to aid in the establishment of an agreed-on starting point for future negotiations. In exchange, DTNA may share in-house reference calculation results to help optimize the total value chain.

2.10 Local Content (RVC) Requirements

To remain competitive, DTNA must ship its trucks duty-free within North America. To do this, our trucks must qualify for the United States-Mexico-Canada Agreement (USMCA). We therefore request USMCA Certificates for parts we purchase from our suppliers. Your cooperation with this requirement is outlined in section 7.2 (Free Trade Agreements and Tariff Preference) of DTNA's terms and conditions. Your parts should qualify under USMCA when possible, and if a sourcing change negatively affects that qualification, DTNA must be notified in advance. Any DTNA related USMCA and other Free Trade Agreement questions can be directed to **trade.solicitation@daimlertruck.com**.

3.0 Tooling

3.1 Tooling Introduction

Tooling Operations manages all DTNA owned tooling at Supplier locations. This includes new tooling to support Engineering changes, and existing tooling used for both production and aftermarket. Any general tooling questions can be directed to your DTNA Tooling Analyst OR **DTNATooling@DaimlerTruck.com**.

3.2 Tooling Ownership

Tooling Operations is responsible for purchasing and tracking all DTNA owned tooling housed at supplier locations. Typically, DTNA pays for 100% of the unique tooling cost incurred for the tools used to manufacture DTNA proprietary parts. Any tooling ordered by the Tooling Operations is the property of DTNA (including tooling design information), unless otherwise specified. There are cases when tooling is owned by the supplier (i.e. supplier proprietary design) however, DTNA is required to own tooling assets needed to make proprietary production parts (equipment would be owned by the supplier). If supplier owned tooling is required the supplier is responsible for handling all tooling needs and associated costs prior to accepting the purchasing contract/order for production parts.

3.3 Tooling Quote

DTNA tooling "requests" require a minimum of three quotes for the tooling, each from a different tool supplier. All three quotes must be provided along with the Tooling Breakdown Form (Figure 1) filled out for the recommended/preferred tool supplier. Additionally, a summary of the details for selecting a particular tool supplier should accompany the quotes: best cost, turnaround time, capacity, etc.

Note: For tooling built and permanently located outside the US, any VAT requirements shall be included with the RFQ and input on the tooling breakdown.

In order for DTNA to fully evaluate tooling quotes, the information on tooling must be as complete as possible including:

- All part numbers associated with each tool shall be provided on the tooling breakdown Tooling Work Order (WO) Type
- DTNA Asset number – if not known for New Tooling Request you may leave it blank
- Tool Type
- Tool Description (type, material, number of cavities)
- Separate Prototype Tooling Built (yes/no)
- # Quoted Tool Sources
- Country of Origin
- Intended Tool Source (company name)

- Physical address of where tool will be used
- First Tool Part sample Availability
- Additional Lead Time for Tooled Part Availability
- Additional Lead Time for Tooled Part Availability from final manufacturing location
- Additional Lead Time for PPAP Submission
- # of cavities/ Parts Output
- Quoted Annual Tool Capacity
- Maximum Annual Capacity at Full Run Rate
- Tool Life=Number of hits
- Currency
- Tool Cost

Please enable macro by clicking on "Enable Content" button. Macro will validate entered data upon saving spreadsheet.

Daimler Trucks North America LLC Supplier Tooling + Fixtures Breakdown														
Passed Validation	Supplier Contact Name:		Phone Number:		Email Address:									
Quoted High Level Part Numbers linked to the tool	Tooling WO Type	DTNA Tag or Asset Number	Tool Type (ie Die, Mold, Fixture)	Detailed Tool Description (ie. Draw Die, Plastic Injection Mold, Assembly Fixture)	Separate Prototype tooling built (Yes or No?)	# of Quoted Tool Sources	Country of Origin for Tooling	Intended Tool Source (company name)	Physical Tool Location during Production (company name)	Physical Tool Location during Production (street)	Physical Tool Location during Production (city)	Physical Tool Location during Production (state/province)	Physical Tool Location during Production (zip)	Physical Tool Location during Production (country)

Figure 1: Tooling Breakdown Form

3.4 Parts to Assets Assignment

Suppliers are required to update and/or confirm "parts to asset" association. Prior to shipping a new part made on existing DTNA owned tooling, Suppliers are required to assign the part number to the correct DTNA owned asset (if applicable). All tooled parts must be assigned to the appropriate asset in the tooling system web application. Reference DTNA Tooling System - Supplier User Guide. Failure to provide this information will negatively affect Supplier Scorecard ratings.

3.5 Tooling Procurement

Tooling is ordered via Purchase Order by a Tooling Analyst within Tooling Operations. Tooling should never be purchased by any other group within DTNA. All tooling purchase orders and tooling directions will come from Tooling Operations. Tooling progress payments may apply depending on the complexity and cost of the project. Terms are as negotiated and set forth on the purchase order, but as an example, standard terms for progress payments are as follows: 30% kickoff of production tooling, 40% due upon tool completion and 30% due upon PPAP approval and final documentation including pictures and tooling information.

Supplier is responsible for confirmation (within the tooling dashboard, not only via email/phone conversations) and initiation of tooling work within three (3) days of issuance of DTNA tooling purchase order. The supplier is in the lead for tooling design to ensure DTNA parts are made to specifications. The supplier is expected to initiate work on the tooling, regardless of consultation with DTNA Engineering (e.g. Mold Flow Analysis)

3.6 Tooling Changes through Tooling Post PO Dashboard

All tooling changes (engineering and supplier requested) are processed through Tooling Operations and Purchasing. It is important to track the latest revision (and part number) of the asset. It is mandatory that Tooling Operations be the point of contact for any and all tooling changes or tooling moves.

3.7 Communication

The official means for tooling status updates is the tooling Post PO dashboard. Status updates are required for tooling projects every two weeks for communication and tracking purposes to help facilitate on-time delivery of the tools. Updates must be provided through the Tooling System's Post PO Dashboard. The tooling status email reminder is distributed every other Monday. Updates are required by the following Friday. See the DTNA Tooling System - User Guide for instructions on how to complete. The Simplified Post PO Dashboard is available to quickly confirm dates by mobile or computer device. Please note that failure to complete the tooling status report as outlined above, will impact your supplier rating.

WO No	Asset No	PO No	Supplier Asset Description	Supplier Last Confirm Date	Project No	Confirm PO Receipt	Confirm Ready To Build	Detailed Tig Sched	Build In Proc	1st Sample Part Sched	1st Sample Part Due Actual	100% Insp Non-Textured Sched	100% Insp Non-Textured Actual	100% Insp. Sched	100% Insp. Due Actual	100% Insp Final Mfg Loc Sched	100% Insp Final Mfg Loc Actual	Pending Des Rel A/P	PPAP Status	PPAP Subm Due Date Orig	PPAP Subm Due Date
☐ 3213795	009-P20665	8543135	TEST	11/02/2017	09/27/2017					11/13/2017				01/02/2018	12/19/2017					03/19/2018	02/13/2018
☐ 3213796	009-P20666	8543135		09/27/2017	09/27/2017					11/14/2017				01/02/2018	12/19/2017					02/13/2018	02/13/2018

Figure 2: Tooling Status Report

Seven calendar days prior to a tool being completed the Supplier Account Manager will receive a reminder email. The email will remind the supplier to log in to the Tooling system and submit asset pictures and a copy of the invoice for the tooling. An electronic or hard copy of invoice is to be provided to DTNA Accounts Payable per the invoicing instructions noted in this document, Section 3.10

3.8 Updating the E-mail Notification List

If you require a change to your e-mail distribution list, please update using Supplier 360 or optionally send an email to your Tooling Analyst, listing the name and contact information for the person to be changed to. Please be sure to include your supplier code(s) either in the subject line or body of the email.

3.9 Tooling Completion

Tooling due dates, as outlined on the purchase order, are based upon quoted lead times. Tooling due dates must be accurate and adhered to at all times. If the due date listed (for tooling completion and PPAP submission) on the purchase order cannot be met, it must be communicated to Tooling Operations immediately. Tooling Operations will work with the supplier and the Changeover Coordinator to establish a new date or mitigation plan. The Launch and Change Management group

relies on the scheduled due dates to know when first shots can be ordered and to schedule pre-series builds and changeover dates. Pre-production parts are sometimes needed to analyze and confirm the production build, build a test truck, or for the plant to review and install the part before production volumes are run.

3.10 Invoicing

Suppliers are expected to invoice within 30 business days of completion based on the milestones stated in the PO.

Invoices for tooling must be submitted per payment schedule matching the purchase order. Invoices must have the purchase order number, PO line item number, description, date and invoice number. Invoice line items must be a 1 to 1 match with the PO line item. Submission of two invoice copies are required for payment. The first invoice copy must be uploaded to the Tooling System. This copy serves as the "receipt of goods" for the ordered tooling. The second invoice copy must be sent to DTNA's accounts payable for timely invoice payment processing. Failure to adhere to invoice submission requirements may delay payment or result in rejected invoices. If the invoice is not submitted within 30 days of the payment milestone, DTNA reserves the right to impose a \$500 charge for each month that an invoice is delayed up to a maximum of \$10,000. The parties agree that the \$500 charge for each month of delay is a reasonable estimate to cover DTNA's administrative costs and related damages, including without limitation, processing delays and administrative efforts, and is not intended as a penalty. Please reference the DTNA Tooling System – Supplier User Guide.

3.11 Asset Pictures

Pictures of the completed tooling are required for final payment and are to be uploaded within the Tooling System. Please reference the DTNA Tooling System - Supplier User Guide.

3.12 Tooling Information

All tooling information is required for final payment and must be provided in the Tooling System. During the life of the tool please use the "tool change request" page to provide current tool information. Please reference the DTNA Tooling System - Supplier User Guide before invoice of final payment.

3.13 Tooling/Die Designs

DTNA tooling designs are property of DTNA. When required, the tooling design is to be provided to Tooling Operations within the Tooling System.

3.14 Tooling/Die Process Sheets

The tooling process sheets may be required before final payment is made. Please provide these process sheets within the Tooling System when required.

3.15 Payment

The Tooling Dashboard must be updated with an invoice, asset pictures (including picture of asset tag), dimensions and weights/programming, tooling designs and process sheets (as instructed above) and QA approved PPAP documents before appropriate payment will be processed and the tool is considered complete.

3.16 Asset Tags

All assets must be marked with the unique DTNA asset number that is provided on the purchase order. Asset tags, such as the one shown in Figure 3, are provided upon request by Tooling Operations. All tools should remain tagged throughout the life of the program. If an asset cannot be labeled due to inadequate size/shape, please label the storage location with the asset number.

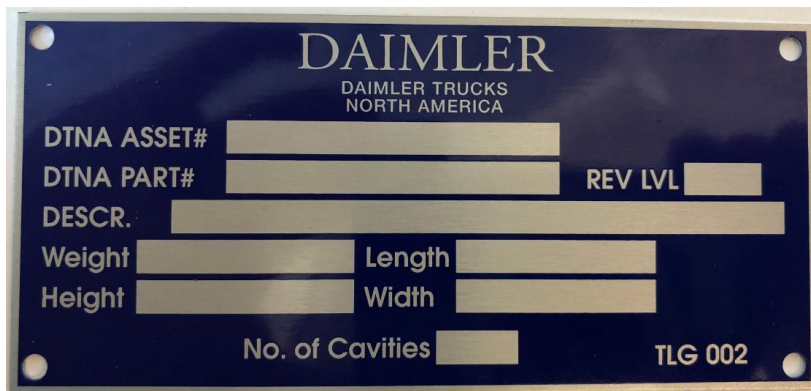


Figure 3: ID/Certification Tag

3.17 Tooling Maintenance

Tool maintenance is the suppliers' responsibility. Assets need to be maintained and preventative maintenance records kept ensuring the life of the tool meets expectations and commitments. All tooling shall be maintained to support the quoted tool life. Suppliers are responsible for notifying DTNA Tooling Operations if existing DTNA owned tooling is worn or inadequate.

3.18 Tooling Storage

- All tooling owned by DTNA and controlled by the supplier shall be stored in a manner which will prevent damage and/or deterioration when not in use.
- Outside storage of DTNA tools is not allowed.
- Tools will be marked with DTNA Asset Tags and clearly distinguished from supplier's own tools.
- DTNA tools will be stored separately from the supplier's tools with access by supplier's authorized personnel only.
- The tooling location within the supplier facility will be tracked by the supplier utilizing their best practices.

3.19 Refurbishment / Replacement Requests

Tooling condition is critical to ensure parts meet quality and delivery requirements. A semi-annual review/inspection is required for all DTNA-owned tooling, as well as tooling at tier two locations. If a refurbishment, replacement or repair is needed, please access the Tooling System within Supplier Online and complete a New Tool Request providing all required information within the "Tooling Breakdown Form". Direct the Email Notification to your respective Tooling Analyst, please reference the "Supplier to Analyst Directory" found on the Tooling Dashboard.

Note: three competitive quotes are required (from the tool shops) to justify all refurbishment/replacement/repair requests.

See Figure 1 for an example of the "Tooling Breakdown Form" and Figure 4 for the "Tooling Refurb Replace Repair Request Sheet".

The screenshot shows a web form titled "DAIMLER" with the subtitle "Daimler Tooling – Request for production tool Replacement/Refurbishment/Repair Form". The form contains several sections:

- What type of work are you requesting to be done?** A dropdown menu with options: Replacement, Refurbishment, and Repair.
- Is this request for work considered "Production Critical" for the Daimler production tooling in question?** A dropdown menu with a minus sign.
- What is the current state of the tool? Specifically, why is the proposed work needed?** A large text input field.
- What type issues are you experiencing to warrant the proposed work?** A list of radio buttons with corresponding text input fields:
 - Quality:
 - Scrap Rate:
 - Rework Rate/Cost:
- What is expected remaining life of tool?** A text input field.
- What are the asset numbers of the Daimler tools in question?** A text input field.

Figure 4: DTNA Tooling Refurbishment/Replacement/Questions/Procedures

3.20 Rework/Modification

If there is a design change that requires a rework/modification to the current tool(s), the new change must go through the quote process similar to a new tool. There are extra questions that require

[illegible]

3.21 QA Check Fixtures

3.22 Tooling Moves or Resourcing

Tooling moves between suppliers:

- 19

- Releasing supplier must allow DTNA on site to perform a tooling audit during regular business hours or during off hours with the agreement of DTNA.
- Bank build requirements and storage location are determined by DTNA Supplier Management-planning to allow for the move and set up at the new location of the tooling.
 - All bank build costs must be provided upfront to DTNA Supplier Management-planning, to be incorporated in the Spot PO covering such bank.
 - Supplier will be responsible for any bank build costs not accounted and communicated for upfront to DTNA.
 - Implementation timing will be determined by DTNA Supplier Management-planning.
- Any bank build parts remaining at the releasing supplier after the receiving supplier is supplying full capacity will be purchased either by DTNA or the receiving supplier. DTNA also reserves the right to scrap bank build parts if necessary.
- Upon receipt of the tool, the receiving supplier has two weeks to review and advise DTNA of any modifications or repairs needed if there are changes not noted on the Tooling Acceptance Certificate Form.
- PPAP approval is required, and tryout/pre-series may be required, as part of the startup operations for the receiving supplier.

Tooling moves between supplier manufacturing locations

- Supplier MUST contact DTNA prior to the move of any tooling, assembly, or production from one facility to another.
- Supplier will be responsible for all charges due to a tool being moved without DTNA's knowledge and approval, including any charges incurred by DTNA.
- New facilities or facilities that have not previously produced parts for DTNA must allow and facilitate an On-Site Assessment (OSA) with DTNA personnel.
- Bailment Agreements are required on tooling that moves across an international border. Contact your DTNA Purchasing Agent for information on where to find the Bailment Agreement.

Resourcing between suppliers, same supplier locations, with or without tooling moves

- Resourcing (including relocations, dual-tooling or any supplier-driven changes) are critical events to DTNA's Supply Chain and, therefore, suppliers must follow the direction of DTNA Supplier Management.
- Any supplier plant closures, relocations or consolidations must be communicated to DTNA Purchasing and Supplier Management at least 6 months before the planned date. Failure to do so may necessitate a postponement of such resource or interim remedies with costs borne by the supplier (i.e. 100% Quality inspection).
- Bank build requirements and storage location are determined by DTNA Supplier Management to allow for the set up at the new location.
 - All bank build costs must be provided upfront to DTNA Supplier Management, to be incorporated in the Spot PO covering such bank.
 - Supplier will be responsible for any bank build costs not accounted and communicated for upfront to DTNA.

- The implementation date will be determined by the DTNA Supplier Management-Planner.
- PPAP approval is required prior to the implementation date.

DAIMLER		DTNA Contact:		
		EWR #:		
		Representative Tooling Engineer:		

Special Moves Form
To facilitate the processing of your request to transport freight, please complete the following information:

Dimensions of Freight

Length:	
Width:	
Height:	
Weight:	
Asset #	

Process Sheets:	Available?	(Circle)	Yes	No
A57 Completed:		(Circle)	Yes	No

Equipment Required: Flatbed Other

Flatbed	
Van	
Chains	
Other	

Crating	Rigging Expenses:	
	Racks:	
	WIP:	
	Parts (Excess):	
	Materials (Excess):	

Tarp Required: (Circle) Yes No

Freight Ship Date:
Required Arrival Date:

Pickup Location

Company:	
Address:	
City	
State	
Zip	
Contact Name:	
Contact Phone Number:	
Shipping Hours:	

Blocking/bracing/chaining/securing the freight is the responsibility of the shipper.
The shipper will always be the importer of record on southbound loads to Mexico.

Destination

Company:	
Address:	
City, State, Zip:	
Contact Name:	
Contact Phone Number:	
Receiving Hours:	

Raw material & tooling require a separate commercial invoice.
Is shipper part of an IMMEX program?
What is the product?
Who owns the product?
Who will be the Customs Broker? DHL Other

Customs paperwork requires review by Trade Compliance dept. (Annette.Navarro@daimler.com) prior to carrier

Billing Information

Rate in USD or Rate in Pesos
Account # Required for Transportation:
Note: All Test Center moves require acct. # from Judith Esteep.

If the shipment requires a PO and the freight charges are paid for by Location 65 then I will provide all inclusive carrier rate quotes on Carrier's letterhead so Santiago can create the PO off the quote. We will not ship until the PO is created and approved. The Mexico customs paperwork has to be 100% complete before shipping. Customs Contact in Trade Compliance is Annette Navarro and Customs Contact at Santiago is Jose Manuel Espinosa. If Swift/TransMex is the carrier rate will be in pesos because Transmex invoices in pesos.

Note: Approved Flatbed carriers in Santiago's AP system is ATS, PGT, Melton and Swift.

Linehaul Charges:	
Permit Fees:	
Fuel Surcharge:	
Misc. Charges:	
Total Charges:	

If you have any DTNA Traffic questions, please contact Julie LaBossiere at 503-745-6398.

GL Account:	
Cost Center:	4164-0014

Figure 6.1a: Tool Move Form

DAIMLER														
Tooling Group - Supplier Tool Move Questions														
					Current Location Physical Tool Location During Production (company name, street, city, state, zip)	New Location Physical Tool Location During Production (company name, street, city, state, zip)	Original cost of tool, if known		Date of Planned Move (Confirm no interruption on requirements)					
Part #	Description	DTNA Asset #	Supplier Tool ID #	Tool Type				Pictures on File? (attach)	Reason for tool move	LENGTH	WIDTH	HEIGHT	WEIGHT	

Figure 6.1b: Tool Move Package

3.23 Tooling Audit

Non-compliance with the annual tooling count will negatively impact your Supplier Rating.

Tooling Operations audits all of DTNA owned tooling on an annual basis. Suppliers will be required to confirm all tool's current location, dimensions, and whether a refurbishment or replacement is needed. The supplier is required to complete all information on the tools within the Tooling Audit System. See figure 7 for the column descriptions. Once the audit has been successfully submitted, the Tooling Analyst will verify and work with the supplier to ensure the accuracy. Any discrepancies will be discussed and worked through during the verification process.

Local and federal tax regulations may require DTNA to request property evidence of DTNA owned tooling from suppliers for each reporting year. This confirmation is required annually and must be responded to by the Account Representative.

Column Title	Description of Column Content
Asset No	DTNA Tag or Asset number associated with tool
Supplier Asset No	Supplier Tag or Asset number associated with tool
Priority	Based on criticality of audit response
Tool Type (Mold, Die, Fixture, etc...)	Type of the Tool
Tool Sub Type	
Part No +	A list of part numbers that the tool will make, additional parts can be added by clicking '+'.
Part Description	Description of the parts
Physical Tool Location* (if Found Tool? response is Moved)	Vendor's name where the tooling is located
Physical Location Address* (if Found Tool? response is Moved)	Physical address where the tooling is located
Physical Location City* (if Found Tool? response is Moved)	Physical city where the tooling is located
Physical Location State* (if Found Tool? response is Moved)	State where the tooling is located
Physical Location Postal Code* (if Found Tool? response is Moved)	Postal code/Country code where the tooling is located

Physical Location Country* (if Found Tool? response is Moved)	Physical country where the tooling is located
Tool Dimension Length	Length of the tool
Tool Dimension Width	Width of the tool
Tool Dimension Height	Height of the tool
Tool Dimension Unit	Unit of measure
Tool Weight	Weight of the tool
Tool Weight Unit	Unit of measure
Cavities	How many cavities does the tool have? (if applicable)
Press Tonnage	What is the press tonnage? (if applicable)
Pres Tonnage Unit	Unit of measure
Refurb/Replace?*	Is the tool requiring a refurbishment or replacement within the next calendar year?
Tool Life (Required if refurb/replace Y)	Shots to date & Estimated Remaining Tool Life
Tool Scrapped/Missing/Need Help* (if Found Tool? response is Scrapped/Missing)	Explanation for Scrapped/Missing/additional comments related to the Tooling/ Help you need completing the specific line in the Audit.
Need Help	Alerts the DTNA auditor you need assistance completing line in Audit.

Figure 7: Audit Form Column Descriptions

*Denotes Required

3.24 Scrap Tooling

If there is tooling that a supplier wishes to scrap, authorization must be provided by Tooling Operations **prior** to scrapping of the tool. The supplier must provide Tooling Operations a copy of the scrap request form as shown in Figure 8. After the tooling has been scrapped, the supplier must provide Tooling Operations with a copy of the Scrap Ticket/Receipt for proof of disposal.

[illegible]

3.25 Tooling Delays

Tooling lead time should be accurately reflected on the breakdown. All delays must be reported through the Post PO dashboard. Any lost business costs, expedite fees or other costs related to tooling delays not directly attributed to DTNA shall be supplier's responsibility and may also negatively impact supplier score card ratings.

Note:

All Figures in Section 3.0 are for Reference Only. Consult your assigned Tooling Analyst for Updated copies of all Documents

4.0 Supplier Quality Guidelines

To outline the fundamental requirements and expectations for suppliers, full DTNA requirements are described in the Supplier Quality Manual which may be accessed via the Daimler Truck Supplier Portal at: **<https://supplier.daimlertruck.com/en/procurement/dtna>**

DTNA is committed to providing standard quality processes to facilitate a common understanding of DTNA's requirements. These guidelines provide a reference to measure the supplier's ability to deliver quality products that meet DTNA specifications through the entire life of the component.

The Supplier Quality Manual provides details of Quality Requirements and Expectations for suppliers, Production Part Approval Process (PPAP), Supplier Performance, Masters of Quality, and other pertinent information.

Suppliers must comply with all the requirements described in the Supplier Quality Manual.

4.1 Quality Representative(s)- Contact Details

Suppliers are responsible for providing and maintaining designated quality contacts information proactively. Any changes to designated contacts must be updated in the Supplier 360 portal within ten (10) days of the modification. As a best practice, DTNA recommends reviewing and verifying quality contact details at least twice a year to ensure accuracy.

Supplier 360 Portal : **<https://dtna.my.site.com/Supplier>**

DTNA requires suppliers to provide contacts for four notifications designations: Main Contact, PPAP Contact, Return Goods Authorization (RGA) Contact, and Reject Notification Contact. DTNA's system limits the Main, PPAP, and RGA designations to a single contact. Up to three contacts are available for the Reject Notification designation.

Up to date Quality contacts provides best in class communication flow. Improper contact information may lead to misdirected communications that often result in negatively affecting the supplier's performance record, which will negatively affect Masters of Quality eligibility.

Questions concerning the Quality contacts may be directed to the following email: **PPAP_QE_Support@daimlertruck.com**

This section exclusively applies for Quality representative contacts modifications. To update supplier name, address, or supplier code please contact your DTNA buyer directly.

4.2 Production Part Approval Process (PPAP)

DTNA requirements and expectations regarding PPAP may be found in the DTNA PPAP Manual and the Supplier Quality Manual Section 4.0.

The purpose of PPAP is to ensure that all DTNA requirements are thoroughly followed by suppliers and that the manufacturing processes in the production environment can produce parts that consistently meet DTNA-defined requirements. For production parts, product for PPAP shall be taken from a significant production run and shall be conducted at the production site, at the production rate, using the production tooling, production gaging, production process, production materials and production operators.

By submitting the required information for the PPAP, the supplier declares that all provided data is accurate, complete, in compliance with all industry standards, DTNA specifications, and legal requirements. This submission serves as a formal acknowledgment of the supplier's responsibility to meet all DTNA specification requirements, and the supplier accepts full accountability for the truthfulness and accuracy of the information representing current production conditions.

DTNA requires suppliers to perform the 18 PPAP elements for every part number delivered to DTNA plants in accordance with the published AIAG standard and retain records on file.

DTNA Supplier Quality issues PPAP Level 4 requests via the PPAP Management System to validate compliance of the requested elements. PPAP approval is required for any requested part(s) prior to supplying parts to DTNA truck manufacturing plants. Otherwise, parts must be shipped per the Exception Conditions.

Should submission not be required, this does not absolve the supplier from completing the 18 PPAP elements and retaining records. DTNA may audit supplier's PPAP records at any time and suppliers are expected to forward those PPAP documents within one (1) business day.

Suppliers must upload requested PPAP documents to DTNA's PPAP Management System. Access to the PPAP Management System is through the Supplier online portal.

<https://Supplier online-dtna.prd.freightliner.com/Supplier online/SOL/Main.aspx>.

Suppliers hold responsibility for obtaining and maintaining access to the PPAP Management System. For new accounts select 'new-user' at the Supplier online login window.

DTNA timelines established for PPAP:

- **Tooled part** – PPAP is expected to be complete when the tooling is due.
- **Pre-series** – PPAP is expected to be complete 4 weeks prior to preseries.
- **Non-tooled parts** – (without pre-series) PPAP is expected to be complete 4 weeks prior to SOP/Changeover Date.

Any change to the PPAP due date requires adjustments to one of the items listed above. Date changes are not permitted within four (4) weeks prior to Pre-Series, Changeover (C/O), or Start of Production (SOP).

4.3 Supplier Certification

All suppliers' manufacturing locations, warehouses, distribution centers and services, such as corporate offices, have a direct impact on the quality of our final products. Therefore, all supplier locations that interact with DTNA shall maintain a Quality Management System demonstrated by a valid ISO 9001 or IATF 16949 certification, and an Environmental Management System demonstrated by a valid ISO 14001 certification.

Evidence of a fully functioning Quality and Environmental Management System must be endorsed by a third-party certification company. Suppliers are required to upload valid certification(s) in Certus proactively. It is the supplier's responsibility to ensure that DTNA always has current and valid certificates on file.

Suppliers may contact **info-proq-dtna@daimlertruck.com** if instructions are needed to access the Certus System.

Certification requirements can be found in Section 2.2 of the Supplier Quality Manual.

4.4 Masters of Quality

The purpose of the Masters of Quality is to honor the outstanding performance of our suppliers and encourage them to pursue excellence not only to comply with DTNA standards but also to constantly look for continuous improvement prior, during and post-production.

The criteria of the Masters of Quality can be found within the Supplier Quality Manual, Section 4.3. Questions regarding Masters of Quality award may be directed to the following email: **moq_supplierquality@daimlertruck.com**

4.5 Supplier Management Resolution Process for Issues Needing Escalation

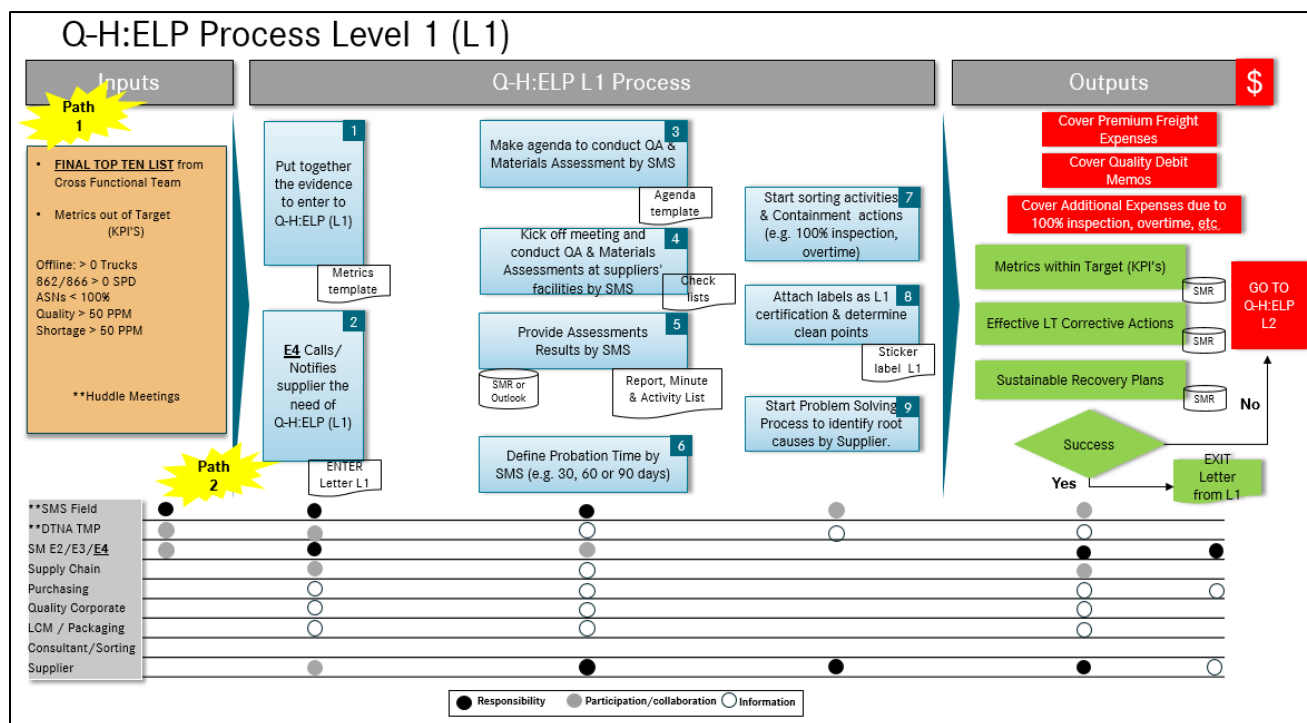
4.5.1. Q-H:ELP Process

The suppliers' performance is continuously measured by means of supplier performance metrics. If metrics show consistent poor performance, the Q-H:ELP model takes effect (Q-H:ELP "Quality-Challenges: dEtection, soLution and Prevention") as follows:

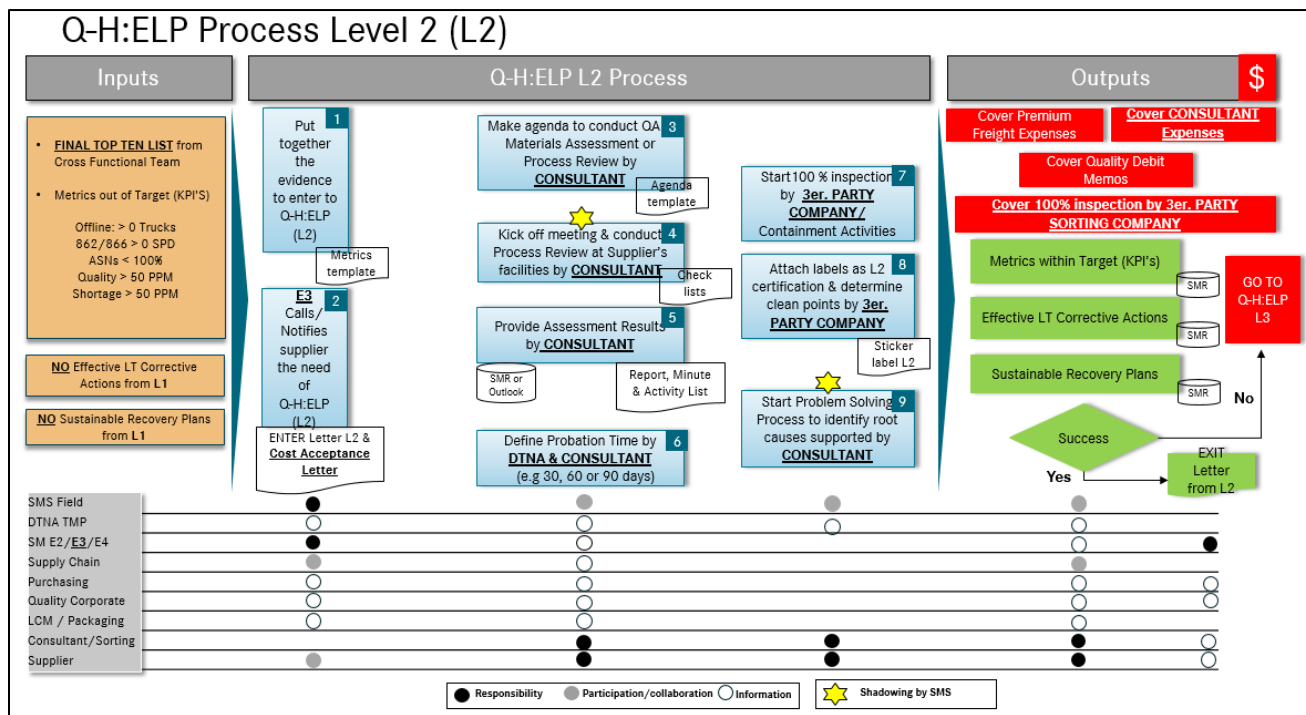
Escalated Performance Discussion. If DTNA: Corporate Quality, Material Planning Operations, Supply Chain, Supplier Management teams, or other team identifies a supplier systemic issue, that is not being addressed in a timely manner, then DTNA will require the supplier to perform additional inspection processes to ensure conformance to DTNA specifications. This controlled inspection is in addition to normal controls conducted by the supplier and it is intended to contain the identified issue at the supplier facilities, so all parts being shipped to a Truck Manufacturing Plant do not exhibit the identified issue. Escalated issues will be addressed using the Q-H:ELP process. This process may be applied to, but not limited to, the following cases identified by DTNA:

- Quality/Shortages Performances.
- Rejects/Spills/Warranties/Field Claims.
- Vendor Past Dues.
- Offline Reports.
- KPI's/Metrics out of Target.
- Corrective Actions that Were not Effective.
- No Effective Recovery Plans.

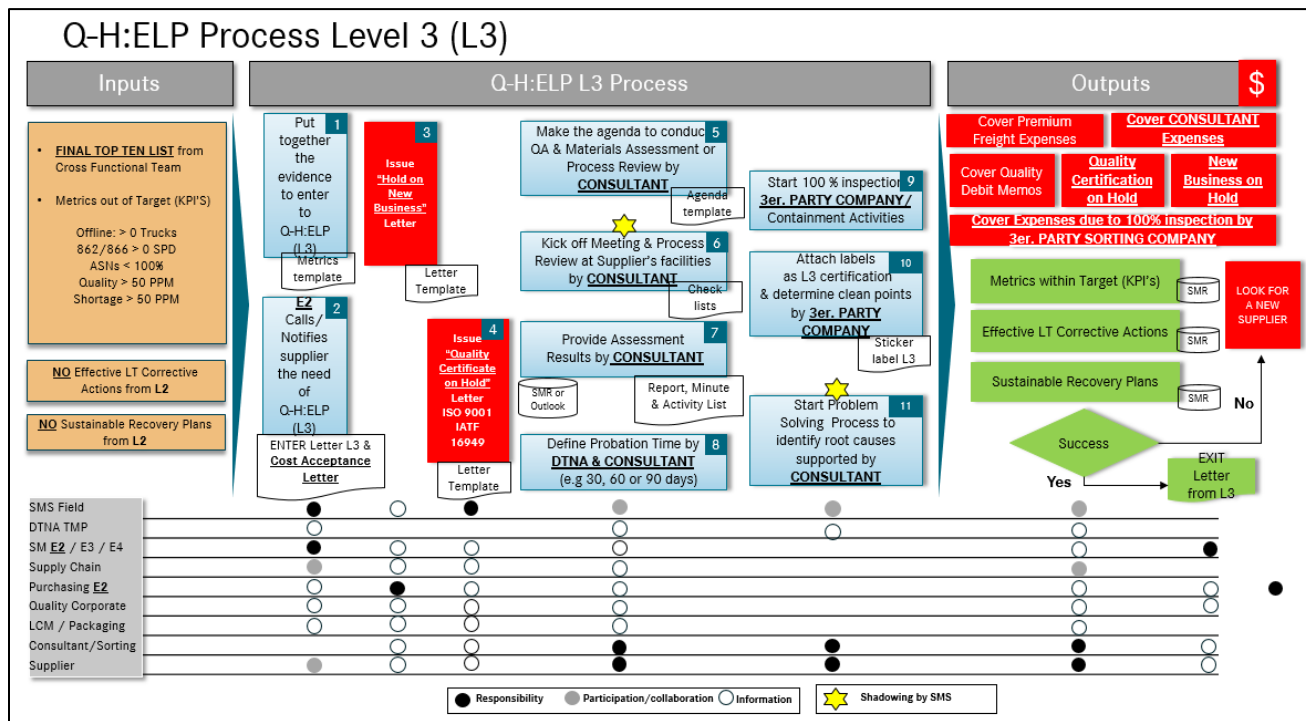
Q-H:ELP – Level 1 (L1): Supported by Supplier Management Teams & Manager's. Supplier receives a quality and materials assessment to identify all potential improvements. In addition, supplier is required to establish an additional inspection process (prior to shipment) in order to protect DTNA from receiving nonconforming material and/or to avoid shortages.



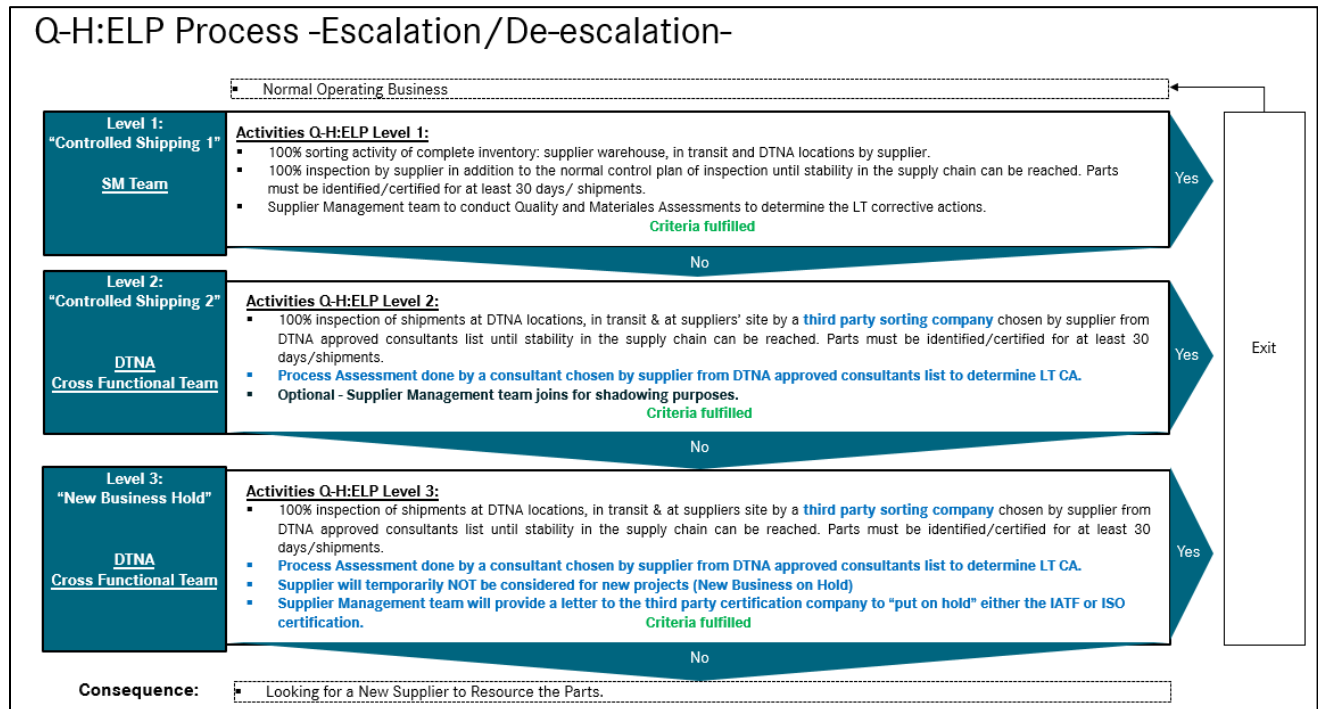
Q-H:ELP – Level 2 (L2): Supported by Consultants/Third-Party Sorting Companies and DTNA management. *Suppliers will have to cover all the associated costs/expenses for consultants and third-party sorting companies.* Supplier is required to contract consultants/third-party sorting companies to establish an additional inspection process at supplier's location, which represents DTNA's specific interests. DTNA will provide a list of consultants/third-party sorting companies, the supplier will select them, and the costs will be covered by the supplier and/or debited to suppliers by DTNA.



Q-H:ELP – Level 3 (L3): The same as Level 2. In addition, the supplier is placed on “New Business on Hold” & “ISO 9001 or IATF-16949 Certification on Hold”.



4.5.2. Q-H:ELP Process -Escalation/De-escalation



4.12 Tooling

Please see sections 2.2 and 3.0 of this publication for details regarding tooling.

4.13 Labeling

When specified, suppliers are required to comply with permanent labeling requirements per Engineering Standard 49-00051. All parts exempt from permanent identification will be temporarily labeled with DTNA part number, revision level, supplier code, and date code (month/day/ year), and cavity (where applicable) with the following exceptions:

- Most hardware; where cost and available space on part is prohibitive. Questions must be directed to DTNA for clarification.
- On parts that DTNA agrees to waive this requirement due to prohibitive cost; Otherwise these costs are assumed included in total piece price quote.
- Lower level part numbers; Only the assembly level that DTNA procures needs part identification. 49-00051 will override this exception if specified.
- Label can be permanent if no cosmetic/structural issues.

If temporary (stick on label, ink jet, wired tag, etc.), the label must be easily removed or in a place they can wear off and not cause any cosmetic issues. The label must survive the truck manufacturing process.

If beneficial to supplier, "DTNA" can be added to label, but supplier must not use any DTNA brands (e.g. Freightliner, Western Star etc.) on labels.

Complying with DTNA labeling is essential for traceability and assists DTNA truck manufacturing plants and warranty departments with proper part identification.

4.14 Shipping

Suppliers need to comply with DTNA production parts packaging, labeling, and shipping guidelines. Suppliers are responsible for notifying DTNA Corporate Packaging Group if returnable containers are damaged or inadequate. (See Section 7.0)

4.15 Deviations

Suppliers are required to receive written deviation from DTNA Corporate Engineering for any deviations from specification (material, dimensional, process, etc.) prior to PPAP submission and/or delivery to DTNA plants. Supplier Quality is not responsible for providing deviations.

4.16 Safety

Safety relevant features are those parts, joints, or systems that have the potential to, directly or indirectly, compromise vehicle safety and pose danger to the life and limb of road users through any of the ten safety-relevant criteria (Figure 9). In order to apply certain levels of control to ensure these features meet the intended design and performance specification during the intended life cycle, DTNA drawings identify safety relevant features with this symbol:



Safety-Relevant Criteria	Examples
1. IMPAIRED PROTECTION: Impairment of passenger protection in the event of an accident	Loose seatbelt fasteners; Airbag wiring not fully seated
2. IMPAIRED VISIBILITY: Significant impairment of direct/indirect visibility or perception	Mirrors not installed securely
3. IMPAIRED STEERING: Relevant impairment of steering function	Inadequate torque on I-shaft pinch bolt
4. IMPAIRED BRAKING: Loss or relevant impairment of braking function	Brake pedal inadequately secured to cab floor
5. IMPAIRED MOMENTUM: Relevant impairment of vehicle movement or loss of traction	Loss of wheel lug nut clamp load
6. UNCONTROLLED PROPULSION: Uncontrolled propulsion/acceleration without driver intent or vehicle controller design intent	Incorrect wiring for ACC ECU; Floor mat restricts accelerator pedal travel
7. LOSS OF PROPULSION: Significant failure of driving power or loss of propulsion not caused by the operator or engine/vehicle controls*	Incorrect routing and clipping causes pinched fuel line - no supply
8. FLUID LEAKAGE/FIRE HAZARD: Leakage of operating fluids with potential risk to others and/or fire hazard	Fuel fittings inadequately tightened; fuel lines routed on abrasive surface or across sharp edge
9. LOSS OF PARTS: Loss of vehicle parts/detached parts/trailers on a roadway with significant capability to cause harm	Large (>1 kg) component becomes detached and collides with following vehicle
10. LOSS OF INTEGRITY: Injury during reasonably foreseeable operation due to failure of a mechanical or electrical system/component	HV cables lose attachment to contactor while active, HV shock or arc flash; Unsecured grab handles
*Comment: A sudden miscommunication to the engine that results in acceleration or deceleration not intended by the driver nor by the engine itself.	

Figure 9: Safety-Relevant Criteria

Suppliers are required to ensure that all safety relevant features conform to specifications. This includes, but is not limited to:

- 100% verification to ensure all safety relevant features conform to specification.
- Incorporation of necessary steps into production control plans.
- Periodic process audit, verifying safety features and the process of ensuring compliance.

All records must be maintained by suppliers for the life of the product plus one year and made available to DTNA upon request.

Suppliers that have design responsibility shall work with DTNA Engineering to identify all safety relevant features. The safety relevant features shall be clearly identified on supplier's drawings. Supplier's PPAP shall show that safety relevant features have been included in the Design FMEA, Process FMEA, and the Process control plan.

Suppliers must provide documentation demonstrating that all safety-relevant features are subject to appropriate design and production process controls to ensure compliance with specifications.

4.17 Records

All records must be maintained by suppliers for the life of the product plus one year and made available to DTNA upon request.

5.0 Materials Management

5.1 Intro to Supplier Management, Launch and Change Management and Material Planning

DTNA expects suppliers to be proactive in managing inventories and supplying material in a timely and accurate manner. All suppliers are expected to proactively communicate with DTNA. It is the responsibility of the supplier to accurately manage and provide ordered materials.

5.2 Changeover

In order to ensure the quality and timeliness of changeover projects, the Launch and Change Management Team requires the cooperation of all suppliers in complying with the following:

- Quote process time for prototype parts:
 - When quoting parts which require tooling, quotes will be due three weeks from the day of receiving RFQ, prints and specifications. Shorter lead times may be requested and agreed to between Supplier and Launch Change Management.
 - When quoting parts which do not require tooling, quotes will be due two weeks from the day of receiving RFQ, prints and specifications. Shorter lead times may be requested and agreed to between Supplier and Launch Change Management.
 - Exceptions will be made for major projects which may require complex tooling or on-site presentations.
- Tooling lead time
 - Supplier will quote lead time of tooling at time of RFQ submission, and will be held accountable for achieving it.
- Tooling modification
 - Modification or rework of DTNA-owned tooling is to be done only under the direction of DTNA Tooling Operations.
- Launch support
 - Supplier is to provide factory support at time of pre-series and production start-up if required.
- Supplier-originated changes
 - Supplier of supplier designed parts and assemblies shall give DTNA a minimum of six months' notice (more for major projects) of design change, model introduction or modification, or any change requiring DTNA to accommodate with option or design changes.
 - Supplier will notify their Purchasing Agent who will communicate to Launch and Change Management. Requests will be reviewed and scheduled by the Changeover Review Board.
- DTNA Expectation for Pre-Series
 - Prior to most new product introductions and series changes, DTNA builds customer units in the production line, in takt time with production representative parts to ensure manufacturability and integrity of the entire supply chain. As such we expect our

suppliers to be prepared for these builds known as pre-series builds in the following ways:

- Accept and acknowledge pre-series requirements via EDI instead of spot POs or back door methods
- Build parts using supplier production processes, methods and quality checks
- ASN per standard requirements
- Ship in either DTNA-supplied prototype racks, standard production containers or existing racks unless otherwise authorized
- Ship materials for pre-series on existing carriers or per current shipping methods to DTNA plants unless otherwise authorized or directed
- It is expected that suppliers will provide Pre-series part orders that don't align with quoted pack quantities. Pack quantities provided on a quote apply to start of full production within DTNA. Pre-series volumes don't always align to pack quantities and put DTNA at risk for obsolescence if issues arise during Pre-series builds.

As a reminder pre-series trucks are customer trucks that will be in service just as any other production unit. All efforts are expected to be taken on behalf of our suppliers to manage tooling timelines, raw material availability, part quality, production costs, shipping costs and all other aspects related to the manufacture and supply of parts from their facilities to follow standard series production processes. Exceptions must be communicated to your Launch and Change Management (changeover) contact.

Implications of not meeting requirements:

Suppliers who fail to comply with any of the above mentioned requirements will be rated accordingly in their supplier evaluation and may be removed from future quote opportunities.

5.2.1 Notice(s) of Discontinuation

As part of DTNA's change management communication strategy, DTNA will provide Suppliers with advanced notice of a part(s) discontinuation. Notice of Discontinuation will be sent when the changeover date has been set.

DTNA's suppliers are expected to manage inventory levels (in-transit and in-plant raw material, in-process material, and finished goods) to achieve zero excess/obsolete inventory according to the published changeover date. Suppliers are required to notify DTNA of any circumstances which would prevent zero excess/obsolete inventory at the time of Notification. If these circumstances cannot be addressed, and excess/obsolete inventory exists after the changeover date, the Supplier is responsible for notifying DTNA of any obsolescence payment claims within 30 days after changeover. All obsolescence claims should be finalized and submitted to DTNA within 60 days after changeover.

*Note: Approved claims have unique invoicing requirements. Please reach out to the respective Changeover Coordinator for invoice instructions.

Obsolescence claims should include the following information:

- Vendor Code
- Part Number
- Part Description (finished good, in process material, raw material)
- Part Quantity
- Part Price
- Explanation for Excess Inventory
- Date of DTNA Notification:
- Date of Supplier Obsolescence Notification:

____Email Header: DTNA First Notice of Discontinuation (EWR / MIP / Supplier Code)____

--- **Notice of Discontinuation** --- Send to the supplier rep & manager / cc: buyer & production planner

Hello "Supplier Partner",

I am coordinating a project which will discontinue series production of the parts listed below. The changeover date (official date to discontinue installation in new truck production units) is still under evaluation. The changeover date represents when the parts will no longer be used on the production line, in our factories.

The discontinuation of these parts will be visible on the 862/830/866 EDI reports prior to the changeover date. It is incumbent upon you to manage your cost, inventory levels, sub-components and materials accordingly to minimize any risk of excess / obsolete inventory.

MM/DD/YY is the planned date (NOT finalized changeover date) for the discontinuation of series production use. I will communicate the official changeover date at least 4 weeks prior and will notify if there are any bank build requirements.

We need to know you have reviewed this information and expect you to confirm receipt of this notice and communicate any issues you might have within two weeks of receiving this letter.

Please consider the following:

- (1) Series production demand does not reflect Aftermarket demand. If you have any questions about your Aftermarket requirements, please contact your Aftermarket Planner.
- (2) The discontinuation of series production parts does not authorize suppliers to discard associated Tools / Assets. For any questions, contact your Tooling representative.

Please review the parts below and confirm you're in alignment with the above information by MM/DD/YY. *(2 weeks postdate sent)*

Discontinued:

xx-xxxxx-xxx

xx-xxxxx-xxx

Planned Date: Tentative changeover date – NOT finalized.

Thank you,
"Your Launch and Change Project Coordinator"

Email Header: DTNA Final Notice of Discontinuation (EWR / MIP / Supplier Code) _____

--- **Final Notice of Discontinuation** --- Send to the supplier rep & manager / cc: buyer & production planner

Hello "Supplier Partner",

This notice is to inform you we are finalizing the official changeover date affecting the parts listed below.

MM/DD/YY is the **changeover date** to discontinue series production of these parts. The changeover date represents when the parts will no longer be used on the production line, in our factories.

Any material outside of the 4 week committed range (862/830/866 EDI reports) is the responsibility of the supplier. Our expectation is there should be zero excess/obsolete inventory associated with this discontinuation. We expect you to manage your business accordingly.

Please consider the following:

- (1) Series production demand does not reflect Aftermarket demand. If you have any questions about your Aftermarket requirements, please contact your Aftermarket Planner.
- (2) The discontinuation of series production parts does not authorize suppliers to discard associated Tools / Assets. For any questions, contact your Tooling representative.

Please send a written response confirming you have received this communication and can support this changeover timing by MM/DD/YY. *(2 days postdate sent)*

Discontinued Parts:

XX-XXXXX-XXX

XX-XXXXX-XXX

Thank you,
"Your Launch and Change Project Coordinator"

5.3 Material Supply Planning for Manufacturing (Aftermarket, see Section 12)

It is the responsibility of all suppliers to manage their supply chains to prevent late Shipment of material to DTNA.

Communications: DTNA expects supplier contacts to answer phone calls, e-mails, and alert DTNA of issues and shortages within two hours of a problem arising. Planners have multiple options in solving many part shortages; however, they must be notified in a timely manner in order to utilize those alternatives which may include contacting another plant or sourcing from the aftermarket. E-mail is the preferred method of communication on most matters.

Pro-Active: DTNA expects suppliers to use their respective material releases (EDI 830 Planning Schedule with Release, EDI 862 Shipping Schedule or 866 Line Sequence Ship Schedule) daily checking for late, move-up or drop-in orders and to contact the planner. The planner should not have to call or e-mail to find out when something will ship on past due orders. It is the responsibility of the supplier to call and advise a planner when a shipment will be late. Planners expect such a phone call several days in advance of the due date or ship date, so they can work on an alternative and communicate the information to the plant. If an expedited air shipment is required and the parts are late from the supplier, DTNA will debit the airfreight charges to the supplier. If a call is made far enough in advance and a non-expedited mode of transportation is used, freight charges will not be debited to the supplier.

Those suppliers on the 862 Shipping Schedule are expected to advise planners on all late parts by 9:00 AM in the time zone of the shipping point. The planner should never have to call on any part that is being shipped late by the supplier.

ASNs: DTNA expects on-time and accurate ASNs (Advanced Shipment Notice). An ASN must be sent within 30 minutes after a shipment leaves a Supplier's dock. The ASN allows both the planner and the plant to see material in transit. ASNs update DTNA's MRP system and are reflected on the next EDI report the following day (862 or 866 Shipping Schedule) or week (830 Planning Schedule). When ASNs are not received or are received late, they pose many problems and can cause delayed payment to the supplier.

For the 862: If the supplier sends an on-time and accurate ASN, yet the requirements are still on the 862 the following day, one of three things may have taken place. First, this is a possible timing issue where the ASN is received in DTNA's system but does not update the 862 (ASN was received after MRP ran). Second, the ASN may have been rejected or did not come through at all. Finally, the ASN may have come through and updated the 862, however an adjustment could have been made and parts are still needed in the same quantity. Any of these situations would require the supplier to contact the planner to verify the issues.

DTNA may, at our option, complete the ASN for the supplier and issue a debit to charge the supplier for costs associated with loading the ASN and possible damages caused by the lack of visibility. DTNA will notify the supplier prior to such debit action.

5.3.1 EDI Communication Expectations

DTNA expects all suppliers to use EDI (Electronic Data Interchange) for the communication of all orders, advanced ship notices, invoicing, etc. The first step to get set up on EDI as a Trading Partner with DTNA is to contact the EDI Coordinator at Daimler for Manufacturing at **edi-coordinators@DaimlerTruck.com** once you have been assigned a supplier ID.

- DTNA's format is the Automotive Industry Action Group (AIAG) and Truck Advisory Group (TAG) approved American National Standards Institute (ANSI) X12 standard.
- Advanced Ship Notices (ASNs) are to be communicated within 30 minutes of shipping.
- Accurate shipment visibility is required for the DTNA manufacturing plants and for material planning.
- Accurate material releases to supplier are dependent on accurate and timely ASNs.
- Timely supplier payment is dependent on accurate ASNs and invoices. Invoices must be accurate upon receipt; invoices back dated by suppliers will not be honored.
- To be eligible for the Masters of Quality Supplier Award, suppliers are expected to fully communicate via EDI with DTNA and to be fully integrated with core business systems.
- Suppliers may trade EDI with DTNA using a direct connection such as AS2, OFTP, or SFTP or through a VAN
- Low volume suppliers not using the 866 transaction and those with no existing EDI capabilities may contact DTNA EDI Coordinators for assistance determining the right EDI tool or provider. Contact **edi-coordinators@DaimlerTruck.com**
- All suppliers are required to connect to DTNA through T-Systems, regardless of transmission source used.

Current EDI Transactions:

- 214 – Motor Shipment Status
- 810 – Supplier invoice
- 820 – Payment/Remittance advice
 - EFT - Electronic Funds Transfer
- 824 – Application Advice for 856 or 810
- 830 – Planning Schedule with Release (6 months)
- 850 – Purchase Order
- 856 – Advanced Shipment Notice (ASN)- must be sent within 30 minutes of truck departure
- 860 – Purchase Order Change Request
- 861 – Receiving Advice
- 862 – Shipping Schedule – line set (20 days)
- 866 – Line Sequence Schedule
- 940 – Warehouse Shipping Order (for Kanban Program)
- 997 – Functional Acknowledgement

5.4 Manufacturing EDI Business Rules and Usage

Planning Schedule with Release Capability (830)

The Planning Schedule transaction contains approximately 6 months of requirements. In most cases, the requirements for the first 4 weeks will be firm orders (although the dates and quantities inside these 4 weeks can change). The next 2 weeks will show the supplier committed orders and the rest of the data will be forecasted orders (roughly 4 ½ months).

The 830 is sorted by part number first, then location and date.

When DTNA transmits a Planning Schedule it is a complete refresh (for all locations). It replaces all existing requirements for the part number. Because a Planning Schedule can be sent any day of the week, suppliers must process transactions daily to ensure updates are not missed.

In order for the Advanced Ship Notice (ASN) information to reflect on the Planning Schedule transaction, DTNA needs to receive an ASN by 11:00 p.m. PST. Any ASN received after this time might not reflect on the next Planning Schedule the Supplier receives.

DTNA does send Accum information segments on the Planning Schedule, but the quantities are locked to zero. The Planning Schedule is not intended to support Accum driven systems and DTNA will not change its information to match the supplier.

Planning Schedules are usually sent between 12:01 a.m. and 6:00 a.m. PST. Generally, they are set up to be transmitted on Saturday night but can be set up to go out any day or multiple days of the week. Suppliers will receive a six-month Planning Schedules for all parts with a purchasing contract loaded into the DTNA ERP, even when the forecasted quantity is zero. If there are any changes to this frequency or a part number's release status during the week, the supplier could receive another Planning Schedule before receiving the next cycle of weekly releases.

Shipping Schedule (862)

If a Shipping Schedule is received, Planning Schedules should be used to build material and the Shipping Schedule should be used to ship against. The Planning Schedule and the Shipping Schedule are generated at different times so there will be occasions when the two differ. In these instances, the Shipping Schedule (862) overrides the Planning Schedule (830). The Shipping Schedule is generally sent out daily, Monday through Friday. It will contain data for 20 production days. There is no Accum information on the Shipping Schedule and there are no plans to include this information (or last receipt, etc.). In order for the ASN to reflect on the next Shipping Schedule the Supplier receives, DTNA needs to receive the ASN before 11:00 p.m. PST.

The 862 contains the same data as the 830, except it is sorted by DTNA plant location, then by date. The 862 shows the next 20 days horizon.

All quantities, parts, and dates on the 862 are in the "*firm commit range*," even though there may be changes within these 20 days. Shipping Schedules are transmitted once a day at approximately 1:15 a.m. PST (Monday through Friday). Suppliers are required to ship according to the most recent 862 schedule to ensure uninterrupted production and supply-chain continuity.

Line Sequence (866)

Similar to the 862, the 866 overrides 830 data for each part number that is set up as Line Sequence. The 866 usually shows 20 days of production requirements. This EDI data is transmitted daily, Sunday through Thursday nights, ahead of the next business day. On the 866, the Truck Number associated with the material is referenced in order for the Truck Number to be passed back on the ASN for the specific material. As long as the Truck Number is on the ASN, the requirements are reduced on the 866. If the Truck number is not on the ASN the data will continue to show the same requirements for the 866 until the Truck Number is on the Production Line. In order for the 866 to be updated and reflect the change in requirements, the ASN must be received by 5 PM, PST.

850 Purchase Order

The 850 is a discrete single purchase order. This transaction may be sent at any time as needed to place such orders. PO lines are transmitted with the requested delivery date.

860 Purchase Order Change

The 860 may be used by DTNA to change a previously submitted 850 purchase order, either by changing an order quantity or by adding or deleting a line item from the order.

Functional Acknowledgement (997)

DTNA transmits Functional Acknowledgements from the DTNA manufacturing system to suppliers upon receiving an ASN. This transaction is used to confirm the receipt of the Advanced Ship Notices sent by the supplier. DTNA returns a Functional Acknowledgement to confirm the number of ASNs received in the system. The supplier should verify these totals on every transmission to ensure the ASNs are being received. **The issuance of a 997 from DTNA to a supplier does not mean the ASN has been posted to the DTNA system, or that the ASN contains correct information.** It only signifies the ASN was received in the EDI mailbox.

DTNA transmits Functional Acknowledgement transactions every 30 minutes daily (Monday through Friday).

Receiving Advice (861)

DTNA will transmit a Receiving Advice to supplier if there is a discrepancy in the quantity between what DTNA physically receives and what the ASN indicates. Because it is a manual process to send the Receiving Advice, there will be times when there could be a discrepancy and a Receiving Advice

is not sent. If a Receiving Advice is received, the supplier should contact the associated DTNA Material Planner to determine what needs to be done. The planner might choose to have the supplier ship more material immediately or determine to hold off until the next shipment and increase the quantity.

Receiving Advice Notices go out each day between 3:00 and 4:00 a.m. PST (Monday through Friday).

Application Advice (824)

The Application Advice is sent to the supplier if there is a data error with the ASN (e.g., incorrect part number, item number, purchase order number, etc.). If the supplier is unable to determine the cause of a problem, they should contact the DTNA EDI Coordinator (or Material Planner). If for some reason the Application Advice is not addressed until the following day, the supplier should contact the Material Planner to determine if the ASN still needs to be resent. If the ASN has a format error (non-compliant EDI data) such as missing segments, CTT count missing, etc., an Application Advice will not be sent. This is because once the testing has been completed the format should not change; only the data inside the format should change.

It is the supplier's responsibility to monitor the EDI 824 Application Advice error reporting daily and to make corrections. The 824 serves as the most accurate and current indication of the status of an ASN.

If an 824 is received, the supplier should correct the problem and resend the ASN as soon as possible and then check back to see if another Application Advice was sent. If an Application Advice is not received, assume the ASN posted correctly to DTNA's system or contact the Material Planner.

Application Advice Notices are sent out every 30 minutes, at 15 and 45 minutes past each hour.

A detailed historical report of 824s sent informing the supplier of ASN rejections, referred to as hard errors, is available on the Supplier Online portal among the Supplier Quality and Delivery Reports. It is listed under the heading Supply Reports as ASN105 – ASN Hard Errors.

Advanced Ship Notice (856) (Manufacturing)

The Advanced Ship Notice (ASN) is sent by the supplier to DTNA to document a shipment of material. The ASN provides DTNA shipment details, as well as the parts and quantities in the related shipment. DTNA expects an ASN to be sent within 30 minutes of the shipment leaving the shipping dock. There should be only one ASN per shipment per day, per ship-to location. As DTNA cannot validate the carrier information, it is up to the supplier to provide accurate information. The carrier information is used for shipment tracking issues and if this information is incorrect, DTNA will go back to the supplier for the correct information (consider all fields mandatory on the ASN).

Please note for manufacturing purchase orders, DTNA requires suppliers to send a sum total for each part number. Duplicate part numbers will be rejected within the same ASN.

Advanced Shipment Notices (ASNs) are processed every 30 minutes by the DTNA system. If there is a data error, DTNA will return an Application Advice within 30 to 45 minutes of receiving the ASN. This

means within 90-120 minutes of an ASN being sent, suppliers should check to see if an Application Advice (824) was received.

Shipment Identification Number (SID)

The Shipment Identification number plays a vital role in DTNA's systems. To ensure proper processing by DTNA, the SID must be on the ASN, Invoice and Packing Slip. If the SID number is not an exact match on all related documents, is missing or is not clearly marked, it disrupts the information flow which ultimately delays supplier payment. The ASN and Invoice have specific fields where the SID is located. The supplier's Packing Slip must have a field in the upper right-hand corner labeled "SID Number:", so that DTNA's Receiving Department can identify the number to receive the material under. DTNA expects the SID Number to be machine printed. DTNA also requires a barcode of the SID number on the top right-hand corner of the Packing Slip with a "2S" prefix. Further, a second barcode with the Daimler issued supplier code should be placed below the SID barcode and should contain the prefix "V". Both barcodes should be clearly labelled and can be written in either Code 39 or Code 128 format. Code 128 is preferred. This is to ensure the Receiving Department can accurately and quickly receive the freight, and better allows for the freight to be tracked en-route to its final destination.

There should only be one SID number per shipment, per location, per day. Likewise, there should be only one SID per invoice and one invoice per SID.

ASN Data Integrity

To improve visibility from end to end of our supply chain, we are attempting to match ASN information from suppliers to the relevant transportation status updates from our freight carriers. The key requirements for this match to occur are listed in the bullet points below:

- **Trailer Number:** Use the actual number outside the trailer. This is crucial to the match process with the 214 on TL shipments, as both must correlate for Daimler to obtain visibility on the shipment in question. Data Element: TD303
- **Pro Number:** On LTL & Parcel shipments, the Pro Number is required as well. Data Element: REF01=CN
- **Ship Time:** The correct Ship Date must be included. If the ASN is sent a day before or a day after, there is a chance that this will nullify the match with the 214. Data Element: DTM02 and DTM03
- **SCAC:** The correct Daimler Standard Carrier Alpha Code must be used to allow Daimler visibility on the shipment.

DTNA has clearly set standards for EDI compliance and aims to reduce unnecessary rework resulting from non-compliance. Therefore, DTNA institutes a process to charge suppliers for clear and repetitive non-compliance with DTNA's EDI guidelines.

DTNA may issue Debit Memos for non-compliance to EDI guidelines in the following situations:

- A shipment is received at a DTNA plant without an Advanced Shipping Notice (ASN/856).
- The Material Planning Department identifies a shipment in-transit lacking a compliant ASN and must notify the supplier of the situation.

- An assembly line shortage is caused by the supplier due to EDI non-compliance.

Supplier Debits due to ASN Non-Compliance

If a debit is deemed appropriate, each situation will be handled on a per SID basis. For example, if twelve (12) part numbers were on a shipment and the ASN (856) was flawed or missing entirely, we would treat this as one discrete offense (not 12). We will only charge a discrete offense one time, at a rate of \$120 USD. In an effort to avoid the potential of a double penalty, DTNA will only issue a single Debit Memo in the event an EDI compliance failure corresponds with a Quality Assurance Reject.

Customer Service representatives will be notified of each Debit Memo by your DTNA Supply Chain Analyst, which will state the grounds for issuance. DTNA looks forward to collaborating with your company to resolve systematic flaws and eliminate EDI Compliance issues. Our mutual goal is not to issue any debits, but rather ensure we have consistent and timely flow of EDI transactions between our companies. Doing so will reduce the many hours our respective companies spend on reconciling shipments and flowing invoices and payments. If you have any questions, please contact your DTNA Supply Analyst for further information.

Supplier Invoice (810)

The supplier invoice is sent by the supplier to bill DTNA for goods or services delivered. Invoices must be accurate upon receipt; invoices back dated by suppliers will not be honored.

Invoices should be sent in a 1:1 ratio with ASN's and should additionally be 1:1 with physical shipments made. Subsequent invoices sent per any given ASN will be rejected.

A complete implementation guide is available upon request to edi coordinators@DaimlerTruck.com.

Please note the importance of the Shipment ID# (see Advanced Ship Notice section above). See also section 9.0 – Accounts Payable.

SAMPLE

SID (SHIPMENT IDENTIFICATION)
ADVANCED SHIPMENT NOTIFICATION (ASN)
EDI 856

ELECTRONIC DATA

FROM: ACME SUPPLY
 1122 SW First Ave.
 Springfield, OR 97210

SID NO: 123456
PKG LIST: 9876
INVOICE: 5555

BILL OF LADING: 111222
SHIP DATE: 02/14/2009

CARRIER ID: SACA
PRO NO: 333303

EQUIP NO: 12345T

GROSS WEIGHT: 550

CONSIGNED TO: DTNA C/O EXCEL LOGISTICS
 1717 MATZINGER ROAD
 TOLEDO, OH 43612

RESHIP TO: DTNA PORTLAND TMP
 6936 NORTH FATHOM
 PORTLAND, OR 97217

SOLD TO: DAIMLER TRUCKS NORTH AMERICA
 PO BOX 3519
 PORTLAND, OR 97208-3591

*******ITEM INFORMATION*******

ORDER NO	LINE NO	ITEM NO	SHIP QTY	SHIP DATE
A01111	001	01-123456-001	100	2/15/2009
A01111	002	02-654321-002	50	2/15/2009
A01111	003	03-987654-003	25	2/15/2009

SAMPLE

Code 39 or 128 format. Code 128 is preferred.
 Figure 10: SID (Shipment Identification)

Packaging List Details

- The SID number is clearly listed as "SID Number."
- The DTNA part numbers are to be listed in Alpha/Numeric order.
- Each unique part number should only be listed once, with total quantity.
- SCAC code is the carrier ID, from Routing letters, available in the Supplier Online portal.
- Pro No is the unique identifier assigned by the carrier or the same as the bill of lading.
- The SID Number should be barcoded towards the upper right-hand corner of the packing list with a "2S" prefix. The Supplier ID should be barcoded just below that with a "V" prefix. Both these barcodes should be in

Daimler Truck North America Locations Loc Code

Portland TMP	001
Cleveland TMP	004
Saltillo TMP	013
Spark PMP	014
Mt Holly TMP	017
Gastonia PMP	018
Carolina Logistics Center	021
Freightliner CCC	034
Saltillo Assembly 2	040
York	050
Toluca	058
Santiago TMP	065

Figure 11: DTNA Assembly and Manufacturing Locations

Daimler Truck Supplier Portal:

<https://supplier.daimlertruck.com>

Path: EDI and Communication Services; EDI Communication Services; Manufacturing EDI; Locations and Addresses

Note: For further details, please refer to the Logistics section of this guide.

5.5 EDI Trading Partner Registration and Set Up

The first step to get set up on EDI as a Trading Partner with DTNA is to contact the EDI Coordinator at Daimler for Manufacturing at **edi-coordinators@DaimlerTruck.com** once you have been assigned a supplier ID. There is no cost to connect to the Daimler EDI gateway, T-Systems, but your VAN or EDI provider may charge for the connection service.

5.5.1 T-Systems

DTNA is migrating all EDI traffic to the T-Systems network. Daimler uses an EDI switch, T-Systems, for all EDI data. Suppliers can connect to T-Systems through any VAN or as a direct connect using the following options: SFTP, AS2, or OFTP. Please allow a minimum of 10 (ten) business days for EDI set up.

It is the responsibility of the Supplier to coordinate the EDI testing and set up with Daimler. The supplier should include their VAN/IT in all correspondence regarding the EDI testing. Daimler cannot contact or set up a supplier with a specific VAN, this must be initiated by a Supplier to the VAN of their choice.

Manufacturing uses these transactions: 824, 830, 856, 861, 862, 866, 810, and 997. Your supplier code may not be set up for all transaction types.

OEM/Manufacturing EDI transaction versions:

- 824 v4010
- 830 v2000
- 850 v4010
- 856 v4010
- 860 v4010
- 861 v3050
- 862 v3020
- 866 v3010
- 997 v4010
- 810 v4010

Manufacturing ISA and GS send/receive IDs:

ZZ:FTL MFG (2 spaces in the middle, for a total of 8 characters in the ID, with ZZ qualifier). Additionally, ZZ:FTLTMFG may also be used. The ID to be used by the supplier will be determined during the EDI onboarding process.

The DTNA ISA and GS send/receive IDs for Accounting/Finance:

ZZ:FTL FIAC (1 space included, with ZZ qualifier)

Any test data sent for the OEM part of EDI testing will only validate transmission. The part numbers and other information will not be production information. The test data is a generic file to ensure transmission is working. It does not contain functional data.

The DTNA OEM ISA and GS ID for testing:

ZZ:DTNAMFGTST

Once the 856 is successfully tested and in production, the 810 can be tested with the Finance/Accounting Department at DTNA. Supplier should pro-actively advise DTNA's materials contact and EDI coordinator prior to any ERP or EDI VAN connection change.

5.6 Supplier Online

Routing Letters on Supplier.Online

Daimler Truck routing instructions are provided on the website, Supplier online.

You can access the "ROUTING LETTER" application directly at the following URL:

<https://Supplier online-dtna.prd.freightliner.com/Supplier online/SOL/Main.aspx>

This link will direct you to the Daimler Truck North America login page for Routing Letters. Please save this URL in your Internet Explorer "Favorites" or create a shortcut to the address on your desktop for future use.

Daimler Truck expects all Suppliers to check routing instructions at least monthly. The "last-updated-date" next to the location shows the last time a change was made for that facility.

Failure to follow routing instructions may result in a debit being issued for the difference in expense between the correct routing vs. the method chosen by your location.

For login assistance or for questions or concerns on accessing the Supplier online site, contact the Daimler HelpDesk at (855) 639-8680 or **softwaresupport@daimlertruck.com**.

The DTNA helpdesk will need the following information from the supplier when addressing questions or concerns:

- Company Name
- Company Supplier Code
- Company Address
- Company City, State, Zip
- Company Phone Number
- Contact Name
- Contact Phone Number
- Contact Email Address

5.6.1 Supplier Online Set Up

Supplier Online is an online resource for DTNA Materials suppliers.

Accessing the DTNA Supplier Online Portal

A number of useful supplier resources are available on Supplier Online, including routing information, monthly PPM scores, the ASN Maintenance page, the Plan for Every Part (PFEP) system, and more.

The portal is at this URL:

<https://Supplier online-dtna.prd.freightliner.com/Supplier online/SOL/Main.aspx>

This link will direct you to the login page for each of these resources. Please save this URL in your Internet Explorer "Favorites." Please note the portal officially supports IE v.11.

If you are a new supplier or have not accessed any DTNA applications in the last 60 days, you will need to contact the DTNA Software Support Center at (855) 639-8680, or softwaresupport@DaimlerTruck.com to get your account set up. Requests for password resets, new user IDs and the like are also handled by the help desk.

Please provide the following information to the DTNA Software Support Center:

Company Name
Company Supplier Code
Company Address
Company City, State, Zip
Company Phone Number
Contact Name
Contact Phone Number
Contact Email Address

Once you have a working Supplier Online account, we strongly suggest you log in to the Supplier Online address above at least monthly to keep your account active and to check for any changes to the routing instructions. The locations list will show you at a glance when a location was last updated.

If you need access to the ASN Maintenance page, please CC **Dale.R.Jones@DaimlerTruck.com** with your request for access.

For PFEP concerns, please contact **DTNA_packaging@DaimlerTruck.com**

5.7 Supplier 360

Supplier 360 is an online application intended to increase collaboration and transparency between DTNA and suppliers. As such, it is the expectation of Supplier Management that suppliers will regularly log into the Supplier 360 application to review and maintain specific information.

- Review of supplier performance metrics.
- Review and maintain contact information and roles assigned.
- Document country of origin for tier N suppliers.
- Document supply disruptions that will effect on-time delivery of parts to DTNA.
- Review of cases documented in the application and assistance in closing the cases in a timely fashion.

Accessing the application:

Access the application at **<https://dtna.my.site.com/Supplier>**

Since the application is built using Salesforce, it is highly recommended to use the Google Chrome browser for full compatibility.

Log in using your DTNAConnect ID. This is the same ID used to log into the Supplier Online Portal. If you do not have a Supplier Online ID and password, or need to have your account reset, you will need to contact the DTNA Software Support Center. See section 5.6.1 Supplier Online Set Up for details on the information to provide Software Support.

The first time you log into the application there will be a short delay. Subsequent logins will not experience this same delay.

5.8 IMDS Reporting Requirements

Increased attention to the sustainability of materials within our supply chain, specifically materials within the components used to produce DTNA's trucks, buses and chassis by state, federal and international governments, manifests itself in regulations banning or requiring reporting on certain materials. These regulations require us to partner by creating traceability and transparency to these materials. DTNA has implemented the International Material Data System (IMDS) as a tool for suppliers to upload their material data sheets to provide the transparency and traceability necessary to address and meet these regulatory requirements. IMDS | International Material Data System: www.mdsystem.com

Required actions by suppliers

- Designate a Material Data Specialist contact in Supplier 360. Information on Supplier 360, including obtaining an ID, can be found in Section 5.7. The MDS contact should be regularly reviewed and updated as necessary.
- Load data sheets for all parts shipped to DTNA, FCCC, or TBB, on or after January 1, 2024, into IMDS. This date is subject to change based on changes to reporting requirements. DTNA's IMDS code is 261589.
- Review your IMDS submission and make any necessary corrections until all submissions are marked as accepted.
- Regularly review the Supplier Scorecard in Supplier360. The percentage of parts loaded, and accepted, in IMDS can be found in the Compliance section of the scorecard. You can request a report showing the items and their acceptance status by clicking the icon to the right of Supplier Sustainability (IMDS).

For more information on DTNA's IMDS reporting requirements, see the IMDS – PFAS library in Supplier 360 located in the Supplier Documents library. For more details on prohibited materials refer to Section 16.0.

5.9 Force Majeure

"Force Majeure Event" means an event that (a) is an extraordinary and unforeseeable event beyond the control of the supplier, (b) could not have been prevented or avoided by the supplier through the exercise of due foresight, and (c) cannot be overcome despite the supplier's prompt and diligent efforts to mitigate, remedy, or avoid its effects. For the avoidance of doubt, changes in tariffs, duties, taxes, fees, or other governmental actions affecting the cost or movement of goods, as well as business downturns, market or economic conditions, labor shortages, commercial impracticability, or the supplier's financial difficulties shall not constitute Force Majeure Events. If the supplier claims a Force Majeure Event, it shall provide DTNA with written notice within ten (10) days of when the supplier knew or should have known of the event, describing the event in detail, its expected duration, its impact on performance, and the steps taken to mitigate its effects. The supplier shall

promptly provide any additional information requested by DTNA. The supplier shall use all necessary efforts, including without limitation, contingency plans, alternative sources, and expedited logistics to mitigate the effects of any Force Majeure Event and shall continue performance to the extent not prevented by the event.

6.0 Engineering

6.1 DTNA Engineering's Commitment to Suppliers

Daimler Truck North America (DTNA) Engineering is committed to the following:

- DTNA Engineering will treat supplier representatives with respect at all times, fostering open and constructive communication between DTNA Engineering and the supplier.
- DTNA Engineering will provide comprehensive design specifications, in writing, when possible and with back-up materials (charts, drawings, etc.) when feasible.
- DTNA Engineering will respond to questions in a timely manner and foster an environment where suppliers feel comfortable asking questions, thereby ensuring clarity of our needs, targets and expected outcomes.
- DTNA Engineering will provide opportunities for the supplier's representatives to meet with our engineers throughout development in order to ensure our needs and expectations have been understood thoroughly.
- Meetings initiated by DTNA Engineering will be coordinated in advance to ensure that supplier representatives can provide the level of support and time necessary to fulfill the meeting purpose and objectives. This includes the following:
 - DTNA will finalize the meeting date at least two weeks in advance, when possible.
 - DTNA will distribute an agreed upon agenda to attendees at least one week in advance, when possible.
- DTNA Engineering will be involved upfront with supplier selection efforts.

6.2 General Expectations of Suppliers

Supplier will sign and honor Non-Disclosure/Confidentiality Agreement. In exchange for DTNA commitments listed in section 6.1, DTNA Engineering holds the following expectations of our suppliers:

- Supplier representatives will treat DTNA Engineers and representatives with respect at all times.
- When the supplier is design-responsible, the supplier will take steps to ensure that their company understands DTNA's needs and requests regarding specification development. This will include mocking up specifications for DTNA Engineering to review, and initiating meetings/conference calls to clarify points, as needed. The supplier will develop and test all products to ensure that DTNA requirements such as design, performance, dimensional variation, quality, and cost targets are met.

- Visits initiated by suppliers will be coordinated in advance to ensure that DTNA Engineers and Management can provide the level of support and time necessary to fulfill the meeting purpose and objectives. This includes the following:
 - Suppliers will finalize the meeting date at least two weeks in advance, when possible.
 - Suppliers will distribute an agreed-upon agenda to attendees at least one week in advance, when possible.
- Request-for-Quote responses will be delivered on time and will utilize DTNA's standard forms and processes 100 percent of the time.
- Supplier will provide program and product launch support by qualified representatives.
- Supplier will provide engineering support for product feasibility, product design and tooling design/approval, as appropriate, for a particular program as well as Value Analysis & Value Engineering support.
- Supplier will manage 8D and response process effectively for potential Quality, Safety or Delivery issues.
- Supplier will take action quickly in order to resolve issues identified by DTNA.
- Supplier will establish a contact list for all functions, maintain the list on a regular basis, and ensure that the list is easily accessible to all applicable parties in DTNA Engineering.
- Supplier will provide quotes that are in complete conformance to engineering specifications. Exceptions must be clearly indicated at the time of the quote.

6.2.1 Safety-Relevance

Detail drawings of hardware elements for which DTNA is design-responsible may include special characteristics for features which are designated as Safety-Relevant (DS). These features require process controls which ensure that the design conforms to the specified requirement. Refer to 09ENG-PROC008 Safety-Relevance and Use of the DS Symbol.

6.2.2 Functional Safety

When the supplier's scope includes electrical, electronic and/or programmable electronic components (with associated software elements), the provisions of ISO 26262:2018 series of standards shall apply. Several different business models may be applicable.

In the case of Distributed Development according to ISO 26262-8:2018 Clause 5, the Component Implementation Specification (CIS) will be supplemented by a separate binding document referred to as a Development Interface Agreement (DIA). The DIA is an agreement between the customer and the supplier of elements in scope of functional safety. It addresses the responsibilities for functional safety in accordance with ISO 26262-2:2018, 7.4.2.1, and defines the safety activities of each party. The DIA defines the access to, and exchange of production monitoring records between the parties for the safety-related special characteristics and the results of failure analysis of returned parts from the customer. The DIA also defines the timely communication channels related to the exchange of safety-related events and required analysis. A functional safety assessment of the supplier's scope of work may be specified in the DIA.

In the case of generic elements such as Safety Element(s) out of Context (SEooC), or Component(s) Off The Shelf (COTS), the supplier shall provide DTNA with the set of assumptions which are made about the requirements and the design; including the safety requirements that are allocated to the element by higher design levels and on the design external to the element. (Refer to ISO 26262-10:2018 Clause 9).

In the case of software elements of a supplier's scope, DTNA may require an Automotive SPICE assessment according to ISO/IEC 15504.

Truck Equipment Manufacturers (TEMs) may request DTNA to provide a Safety Manual which describes the intended uses of the electrical and electronic interfaces for the connection of TEM equipment. (Refer to ISO 26262-7:2018 Clause 5.4.3.4).

6.3 Safety Defect Investigations

The supplier shall notify both DTNA Design Engineering and Compliance and Regulatory Affairs (**product-compliance@Daimlertruck.com**) departments immediately, when initiating any noncompliance or safety defect investigation on any component they supply to DTNA. Supplier must provide regular progress updates and reports to these departments.

The supplier shall cooperate fully with any related DTNA investigation and shall meet DTNA and government timelines in providing a field remedy to any noncompliance or safety defect detected by supplier representatives or DTNA representatives.

6.4 Analysis and Testing

Suppliers must provide analysis models of their parts/systems for virtual analysis in electronic form. DTNA Engineering uses Digital Prototypes to assess their performance in the full vehicle context. The analysis models are to be provided in the format/tools used by DTNA Engineering.

Prototype parts and initial production runs delivered to DTNA Engineering for test purposes must be certified. Certification should contain DTNA Engineering specifications including key characteristics (Refer to 09ENG-WI048) as specified by DTNA Engineering. Supplier must retain certification of compliance for each part and submit to DTNA upon request.

In the event that a supplied test part fails due to supplier-responsible design or part quality issue(s), the supplier is expected to pay for all replacement parts and resulting cost of replacing those parts.

Suppliers are expected to respond to prototype material requests within two business days. If the specific deliverable requested cannot be provided within that time period, the reason for delay and anticipated delivery date of materials must be communicated within the above time period.

The cost of development will be clearly defined upfront. DTNA will charge the supplier for DTNA resources used to develop product for the supplier in the event that the product, derivative of the product, or related technology can be sold to other customers by the supplier for a profit.

6.5 Design and Process Risk Assessments

A DFMEA (Design Failure Mode and Effects Analysis) shall be completed by the supplier for the component(s) and/or system(s), which the supplier is design-responsible. A preliminary Design FMEA shall be made available for DTNA review at time of supplier sourcing, which shall at a minimum address the general type of component/system provided by the supplier. A design-specific DFMEA shall be completed prior to final design release (Quality Gate 4). The DFMEA shall conform to the current version of SAE J1739, and/or AIAG (Automotive Industry Action Group) & VDA FMEA Handbook. The DFMEA (if supplier is design-responsible) shall be made available to DTNA for review upon request. The supplier must implement any methodical or technical modifications required by DTNA as a result of the DFMEA review in full compliance with the cited standards and based on the evidence presented during the review. The updated DFMEA shall be provided to DTNA prior to design release (Quality Gate 4). If these changes cannot be completed within the expected timeframe, the supplier is required to produce a gap assessment detailing the missed changes for DTNA's evaluation and disposition.

A Process FMEA shall be completed for all systems and/or components supplied to DTNA. A Process FMEA shall be completed prior to PPAP according to the AIAG Production Part Approval Process. A copy of the completed Process FMEA shall be submitted to DTNA as a part of PPAP documentation.

The Design FMEA and Process FMEA (if supplier is design-responsible) shall be revised by the supplier for any and all changes made to supplied parts. This requirement shall apply from the time the part goes into production until end-of-production. These risk assessments shall be made available to DTNA for review as a part of the change approval request documentation.

DTNA reserves the right to specify revision(s) to the supplier's risk assessment documentation to ensure conformance to the standards noted above.

6.6 CAD Information and Other Data Exchange

DTNA usually develops component parts, systems/modules and complete functions together with the supplier. Close communication and validation on the basis of a digital product description is required to structure the development process in an efficient, reliable and binding manner. To achieve this, it is necessary to undergo continuous, regulated communication via tools including but not limited to Computer Aided Design (CAD), Engineering Data Management (EDM) and electronic data interchange (EDI).

Supplier representatives will provide 3D CAD data for all parts and 2D drawings, as required, to DTNA during project preparation as well as part exchange, generation, testing and installation. CAD

data shall be exchanged in the agreed format and definition. DTNA may share supplier-provided CAD data with its customers solely for purposes related to the delivery of DTNA products and in accordance with agreed confidentiality and usage terms.

To improve CAD system performance, the following operations are recommended before sending CAD data to DTNA via SWAN:

- Remove Internal Geometry not relevant to DTNA
- Remove all thread definition
- Remove all 3D Text defined on Part
- Break down assemblies into individual piece parts
- Logically split the model into separate datasets

Every attempt should be made to communicate with DTNA engineering in order to understand the type of data required for release into the EDM.

DTNA reserves the right to remove unnecessary data not required for DTNA's use.

All Standards and Methodologies posted on the Daimler Truck Portal must be followed prior to submitting any data through the SWAN website.

To obtain a SWAN account, please use the Daimler Truck Portal or contact your DTNA Engineering representative.

All of the following are affected:

- New, process-relevant CAD data or Electrical/Electronic data which are to be created and as well as any modifications to them.
- Parts integrated from defined predecessor projects plus standard parts and parts similar to standard parts, but with reduced data structure and data quality requirements.
- All data for spare parts which have been defined in mutual coordination by the Aftermarket and development departments and the supplier.

In the event that supplied data does not meet its specified contractual obligations as agreed by DTNA Engineering and the supplier, one of the following will take place upon consultation:

- The Supplier, or a service provider commissioned by the supplier, will generate the missing content or rework CAD data at the expense of the supplier.
- The Supplier, or a service provider commissioned by DTNA, will generate the missing content or rework CAD data at the expense of the supplier.

If DTNA incurs damages due to the fact that the supplier failed to meet its specified contractual obligations, or failed to do so within good time, the supplier is liable to DTNA for these resulting damages.

6.7 Supplier Design Changes

Suppliers may not change the design of a component unless the change has been submitted and approved, in advance, by both the appropriate DTNA Engineering and Purchasing groups. Timing of changes must also be agreed upon by the appropriate DTNA Engineering representative.

Engineering deviations to supplied parts must be coordinated through Engineering Management and will be handled in accordance to ISO standard 09ENG-WI015 (Engineering Deviation). Changes to designs or project scope will be coordinated between suppliers and DTNA via PCF (Project Change Form) process. Suppliers are expected to provide drawings or specifications to support DTNA engineering along with the following:

- Impact of the proposed change on cost, schedule, or other relevant factors
- Proposed alternate change (if applicable)
- Number of parts currently in process or as finished parts in inventory which are not able to be changed
- Date on which supplier will submit sample parts to DTNA including initial sample inspection report (PPAP)
- Revised quote detailing any part or tooling changes (if applicable)
- Revised schedule (if applicable)

This information will be routed to the appropriate DTNA representatives for review and decision. Engineering change(s) are expected to be implemented as quickly as possible after approval by DTNA.

*Changes to the manufacturing process or manufacturing location should also be coordinated with DTNA. Quality: see section 4.4. Tooling: see section 3.5.

6.8 Consequences of Chronic Issues

A supplier with a pattern of chronic issues (especially with recent trend deterioration) may be invited to an Engineering Management Review Meeting. The intent of the meeting is to bring additional focus to the top issues facing the organization in order to bring about necessary improvements.

The appropriate representative from the supplier is expected to attend the review meeting and be prepared to explain the described deficiencies, the containment, the problem solving approach and the associated timelines for completion.

6.9 Supplier Innovation

DTNA encourages innovation from employees, contractors and suppliers. The following summarizes the expectations and processes for supplier innovation.

DTNA expects that innovation activities on the part of our suppliers are well-coordinated with DTNA representatives, and requests that changes impacting parts are discussed in a timely manner. DTNA

encourages ideas which generate results such as clear value for the supplier, DTNA and the end-customers, mutually beneficial cost savings, unique features meeting a customer need, and/or differentiating technology.

Innovations developed in the context of DTNA projects are the property of DTNA.

7.0 DTNA Returnable Containers, Production Parts Packaging, Labeling, and Shipping Guidelines

7.1 Production Parts Packaging, Labeling, and Shipping Guidelines

Adherence to the DTNA Production Parts Packaging, Labeling, and Shipping Guidelines is required for all production materials entering DTNA facilities. The supplier is responsible to develop expendable packaging in compliance with the guidelines, even if returnable packaging is to be used. All packaging material costs should be included in the quoted price of each part for inclusion in the Purchase Contract.

The DTNA Production Parts Packaging, Labeling, and Shipping Guidelines include information on the following requirements:

- Primary Container
- Internal Part Protection
- Pallet Construction and Performance
- Unitization and Palletization
- Returnable Container Programs
- Identification and Labeling
- Trailer Loading and Transportation
- Forms and Sample Labels

In general, the DTNA Production Parts Packaging, Labeling, and Shipping Guidelines provide specifications to ensure the design and functionality of the packaging will maintain part quality, uphold the needs of the DTNA manufacturing plant operators, optimize freight efficiency, and reduce impact to the environment.

The latest version of these guidelines can be found using the following URL:

<https://supplier.daimlertruck.com/en/procurement/dtna>

See section 12.4 for Aftermarket Packaging, Labeling, and Shipping Guidelines.

7.2 Returnable Containers

Adherence to the DTNA Production Parts Packaging, Labeling, and Shipping Guidelines is required for all suppliers that use DTNA-owned returnable containers. A returnable container is defined as any returnable packaging such as a container, rack, tray, or tote, which has a design and function allowing repeated use between suppliers and DTNA. DTNA will purchase and retain ownership of returnable containers unless otherwise specified and establish an inventory size based on specific DTNA Truck Manufacturing Plant (TMP) daily requirements and transit times. The specifics of the guidelines outline DTNA's expectations of Suppliers' use of DTNA-owned returnable containers.

The guidelines includes information regarding the following requirements:

- Returnable PFEP (Plan For Every Part) Assignment
- Tracking and Inventory Control
- Information Exchange
- Quality, Design and Maintenance Responsibilities
- Returnable Packaging Shortages and Loss

For any questions regarding Returnable Packaging, please send emails to:
dw_164-packaging_dtna-packaging@daimlertruck.com

The latest version of the DTNA Production Parts Packaging, Labeling, and Shipping Guidelines can be found at: **<https://supplier.daimlertruck.com/en/procurement/dtna>**

7.3 Expendable Packaging Reimbursement Process

All requests for expendable packaging reimbursement costs must be submitted as part of the returnable ASN transmitted to DTNA at the time of shipment. Expendable claims can only be submitted for DTNA-owned returnable shortages for parts assigned in the PFEP database prior to shipment. Parts without a PFEP assignment, parts with an incorrect PFEP assignment, parts with PFEP assigned to expendable, parts with PFEP assigned to vendor owned returnables, and costs associated with expendable dunnage are not eligible for reimbursement. ASN submissions with incorrect expendable packaging detail are not eligible for reimbursement.

Expendable reimbursement will be based on the total expendable cost submitted in ASN at the header and line level minus non-compliance penalties (listed below). DTNA will provide monthly expendable summaries to suppliers after validation of returnable cost submitted via ASN and assessment of all non-compliance penalties. Suppliers must submit non-PO invoices to DTNA prior to the third week of the following month. DTNA reserves the right to refuse reimbursement for invoices not submitted within this window. Invoices must reference a specific DTNA packaging contact and be submitted to **documentsubmission@daimlertruck.com** and **dtna_packaging@daimlertruck.com**.

Non-compliance Penalties:

- Missing returnable ASN submission will not be eligible for expendable reimbursement.
- \$120 charge per ASN line item where supplier shipped in the incorrect returnable and/or unassigned part per PFEP.
- Monthly on-time inventory submission:
 - Submitted on-time – Eligible for 100% reimbursement of expendable costs
 - Submitted late – Eligible for 50% reimbursement of expendable costs
 - Not submitted – Eligible for 0% reimbursement of expendable costs
 - \$120 charge for first failure to submit monthly inventory
 - \$360 charge for second failure to submit monthly inventory
 - \$500 charge for third and every subsequent failure to submit monthly inventory
 - Evaluated within a 12-month calendar year

- Unreported accumulation of damaged returnables resulting in expendable claims are not eligible for reimbursement.

DTNA will not accept requests for expendable reimbursement claims not submitted via returnable ASN.

The DTNA Production Parts Packaging, Labeling, and Shipping Guidelines provide the necessary procedures to be followed when using DTNA-owned returnable containers. The guidelines are intended to help prevent container shortages and damage to packaged parts through improved inventory control, tracking and maintenance programs.

For any questions regarding Returnable Packaging, please send emails to:
DTNAPackaging@Universallogistics.com

The latest version of the DTNA Production Parts Packaging, Labeling, and Shipping Guidelines can be found at: <https://supplier.daimlertruck.com/en/procurement/dtna>

8.0 DTNA Truck Manufacturing Production Logistics Guidelines

Adherence to the DTNA Logistics Guidelines is required for production materials entering DTNA Manufacturing Facilities.

The supplier shall ensure that the logistics guidelines are forwarded to the relevant departments for assessment and consideration, and that the guidelines are followed.

8.1 Terms of Delivery

Free Carrier (FCA) – Risk of loss passes to DTNA when material is loaded onto carrier trailer at supplier dock. DTNA contracts with carrier and pays freight charges. Loss and damage in transit responsibility of DTNA. Supplier may be responsible for freight shortage if pre-loaded trailer contents documented on packing list do match what is received at destination.

8.2 Supplier Shipping Capabilities, DTNA Created Shipment Schedule, and Transportation Plan

Minimum requirement for supplier shipping facility is that industry standard 53-foot-long highway trailers and/or rail containers can be safely and efficiently loaded.

DTNA determines ship day frequency, transportation mode, and carrier for each supplier origin to plant destination. Supplier must meet agreed to window times for carrier pick up of shipments at its facilities. DTNA & supplier will pre-determine whether carrier operations will be live loads or trailer drop and hook. In either case supplier will provide seal and ensure that seal correctly applied at loading facility prior to carrier departure. Supplier is responsible for trailer loading operations and internal trailer switching at its facilities.

The supplier is responsible for safely storing DTNA's carrier equipment in a closed, monitored, and secure area to prevent contamination, alteration, theft, or damage. The supplier is fully responsible for the cost of a trailer, whether loaded or empty, in the event of a theft of a complete dry van trailer assigned to DTNA's carrier. The supplier must have processes and resources in place to ensure and maintain continuous control of transportation equipment at all times.

Supplier is required to safely stack parts in compliance with DTNA Packaging Guidelines and provide efficient cube utilization. Suppliers must properly load with of correct weight distribution within trailers at loading, blocking and bracing of shipments (as deemed necessary) for over-the-road, and all rail intermodal shipments. Supplier will collaborate with DTNA on shipments released to full trailer load over-the-road and rail carriers to ensure full use of weight and/or cubic capacity in the trailer. Please collaborate with Ryder Logistics on their proposals for truckload capacity utilization. As part of the downtime and holiday process, Ryder will survey your location for alternative shipment schedules. Please cooperate with these inquiries and respond as quickly as possible.

For Intra-Mexico Shipments, the supplier must send the completed '**Complemento Carta Porte CCP**' Template to the carrier for the creation of the official CCP with the Mx Federal Government (SAT). If the CCP Template is not provided to the carrier, the carrier itself cannot move the shipment physically from the Supplier's facilities.

8.3 Carrier Routing Instructions and Supplier Online

DTNA routing instructions are provided on the website, Supplier online.

Suppliers can access the "ROUTING LETTER" application directly at the following URL:

<https://Supplieronline-dtna.prd.freightliner.com/Supplieronline/SOL/Main.aspx>

This link will direct suppliers to the DTNA login page for Routing Letters. Please save this URL in your Internet Explorer "Favorites" or create a shortcut to the address on your desktop for future use.

DTNA expects all Suppliers to check routing instructions at least monthly. The "last-updated-date" next to the location shows the last time a change was made for that facility.

Failure to follow routing instructions may result in a debit being issued for the difference in expense between the correct routing vs. the method chosen by your location.

For Ryder managed lanes please reference JIT minutes provided during lane implementation or updates. Prior to implementation on Ryder managed lane; supplier will be provided training to cover required interactions with the Operations Management Center. This training will include how and when to complete an ACA (Add, Cancel, or Adjust) form.

8.4 Shipment Identification numbers and Advanced Ship Notices (ASN/856)

Supplier will send ASN's to shipper within 30 minutes of trailer departure from supplier loading facility.

Supplier must include correct trailer number, SCAC code, carrier reference or pro number within the ASN in the proper fields.

- Trailer Number: Use the actual number outside the trailer. This is crucial to the match process with the 214 on TL shipments, as both must correlate for Daimler to obtain visibility on the shipment in question. Data Element: TD303
- Pro Number: On LTL & Parcel shipments, the Pro Number is required as well. Data Element: REF01=CN
- Ship Time: The correct Ship Date must be included. If the ASN is sent a day before or a day after, there is a chance that this will nullify the match with the 214. Data Element: DTM02 and DTM03
- SCAC: The correct Daimler SCAC code must be used to allow Daimler visibility on the shipment.
- See section 5.4 for full ASN requirements.

8.5 Ryder Logistics – Third-Party Logistics Provider Functions

DTNA Truck Manufacturing Operations has contracted with Ryder Logistics to perform several transportation and logistics functions that involve close communication and collaboration with suppliers. Functions include the creation of transportation ship day plans and tactical execution of the operations between suppliers and carriers for timely and efficient pick-ups, reconciliation of power detention, and vehicle ordered not used (VONU) claims.

DTNA expects suppliers to respond to Ryder Logistics' information requests and operational planning and reconciliation communications as if the request is coming directly from DTNA.

8.6 Regional Integrated Logistics Centers (Cross Docks)

DTNA utilizes regional cross docks for accumulating supplier shipments for origin/destination pairs that would normally move LTL. Cross dock supplier pick-ups are executed by local collection routes that usually consist of multiple supplier stops. Suppliers are required to collaborate with cross dock route planners to provide reasonable pick-up times, and consistently have material ready for those timed pick-ups. Suppliers are required to follow the volume confirmation process providing planned shipment volume on collection routes 24 hours in advance. Suppliers are responsible to contact Ryder Logistics for instruction when collection route capacity fails.

8.7 Premium Freight – DTNA Business Rules

Premium ground or air freight is sometimes necessary for supplier material to deliver at plant location in time for production. When normal transportation time exceeds the number of days available between shipment and plant need times, premium transportation will often be used. DTNA Policy is to require the supplier to obtain a premium freight authorization number from its material planner. Supplier is responsible to use the expedite service provider designated by DTNA. Supplier ships freight collect using DTNA account number, and DTNA pays freight. In the event the supplier is past due on shipping due to its own internal issues, DTNA will charge back to the supplier the incremental premium freight costs required to make the expedited shipment. It is the suppliers' responsibility to understand the FedEx air shipping administrative processes & document creation for making air express (within US) and/or international priority freight shipments (between US/Canada & Mexico). In order to support Daimler's proprietary "Expedite Order Portal" requirements suppliers must have contacts in Supplier 360 assigned to the shipping department/shipping role.

8.8 Supplier Cross Border Shipments between US and Mexico (Southbound and Northbound)

Special requirements exist on shipments that cross the US – Mexico border. The most critical is the creation of the commercial invoice that the supplier prepares for every shipment. The commercial invoice is used by DTNA and Daimler Vehiculos Comerciales customs brokers in the preparation of customs US entries and Mexico Pedimentos enabling efficient border crossing. The commercial

invoice must be prepared and available at the time of shipment. One copy is given to the carrier and a copy is transmitted to DTNA designated customs broker.

Special care must be given to the information provided on the commercial invoice to ensure it is correct and complete. The business name to be indicated for southbound shipments is as follows:
DAIMLER VEHICULOS COMERCIALES MEXICO, S DE RL DE CV

All Mexico based suppliers with requirements shipping into USMCA via Ryder managed lanes are required to be registered in Ryder's Logistics Document Suite (LDS). Suppliers will be required to upload all customs documentation into Ryder's LDS system within the same timeline as required to apply ASN to DTNA (within 30 mins of shipment departure from supplier location).

Suppliers are required to upload all documents required under applicable federal, state, and local laws in Mexico that is necessary for the expedient and successful export clearance of freight.

Examples of required documentation include without limitation:

- Packing List
- Commercial Invoice
- Compliant Carta Porte Documents
- All documentation required by your choice of Export Broker to complete border crossing within 24 hours of freight departure from Supplier
- Any other documents required by Law

*Suppliers will be responsible for making timely corrections to incomplete or inaccurate customs documents as applicable.

Failure to comply with cross border Mexico/US transportation requirements above may cause border crossing delays leading to late deliveries to DTNA plants. This can result in supplier charge backs due to extra supply chain costs. Debits will be issued at the rate of \$120 per day per shipment for any freight that cannot cross the border on time.

8.9 Maintaining Updated Less Than Truckload (LTL) Class Rating

Supplier to determine freight class rating for each part shipped to DTNA as published by utilizing NMFTA (National Motor Freight Traffic Association) or by contacting LTL carrier for exact class rating. Supplier to notify the DTNA Supplier Management Team if a freight class rating is affected by either a change in classification published by NMFTA or if the supplier has manufactured a new part/product.

The supplier to add the following on the Bill of Lading for each item shipped Less Than Truckload to DTNA:

- Commodity description
- NMFC number
- Class code
- Density Factor (total weight/cubic feet). Please contact your LTL carrier for density calculation.

9.0 Accounts Payable

Supplier invoices must exactly match the DTNA Purchase Contract to ensure timely processing and payment. DTNA prefers receiving invoices via EDI 810 (or EDI 210 for freight). Suppliers must monitor 997 Functional Acknowledgements and 824 Application Advice to identify and correct rejected or missing invoices. Refer to Section 5.5 for EDI details and Section 9.2 for Evaluated Receipt Settlement (ERS). Refer to Section 8 – Production Logistics for freight billing.

9.1 Invoice (Non-ERS) Requirements

A three-way match (PO, goods receipt, invoice) is required for payment. For non-production materials/services, suppliers must notify the requestor to ensure proper goods receipt (GR). Each GR must include a Shipment ID (SID), which must appear on the invoice.

Invoices must exactly match the PO line details. If unable to match, the supplier must contact the DTNA requestor at the time of PO receipt to modify the PO. Charges not listed on the PO must be pre-approved and included in the piece price.

Each invoice must reference only one SID, and each SID must appear on only one invoice. The SID must be communicated in advance via Advanced Shipping Notice (ASN). For contract labor or professional services, the SID should reflect the week-ended date (typically Saturday). Mismatched SID entries will delay or prevent payment.

Preferred Invoice Submission Methods

- EDI 810 – “Electronic Data Interchange”
 - For production and aftermarket vendors
 - Proven on time payment record
 - High auto-match rate because SID (shipment ID number) on the ASN (advanced shipping notice) will match the SID on the EDI invoice
- Evaluated Receipt Settlement (ERS)
 - System-generated invoice process in production and some aftermarket scenarios
 - Payments based on goods receipt and contract input. Eliminates issues with mismatching documents
 - ERS eligibility must be approved by DTNA
 - Highest rate of on-time payment
- Email PDF – Send to **documentsubmission@daimlertruck.com**
 - Required for non-PO invoices and must include the name of the requester
 - Please send a data PDF (vs an image PDF)
 - Not recommended due to handling time and delayed processing timeline

Invoice Content Requirements

Document must clearly state “invoice” as DTNA does not make payments based off supplier statements or proforma invoices.

Invoices must include the following. Missing critical fields (bolded) will result in rejection:

- **Supplier name, address, supplier code**, and contact information
- **Invoice date and number**. Number must be maximum 16 characters with no special characters, dashes, or leading zeros. Only one invoice number per SID.
- Bill-to name (e.g. Daimler Truck North America), address, and contact information
- **Final receiving destination (where goods receipt is keyed)**. Must match Delivery Address/Ship-To Address on the PO.
- **Shipment ID (SID)**. Only one SID number per invoice, and only one invoice per SID. SID number must match the ASN and the Packing slip. SID must be exactly the same with no variations including leading zeros, special characters, dashes or spaces.
- **DTNA Purchase Order (PO) number AND PO Line number**. Invoice must not reference multiple PO types.
- For non-PO invoices, **DTNA contact (requestor name)** of the material/service
- **DTNA Part / Material number** (must match number on PO)
- **Quantity shipped** (not to exceed PO Quantity)
- **Unit Price** and Currency (must match PO)
- Unit of Measure (must match PO)
- Extended price per line item
- **Total amount of invoice**
- Other charges, if applicable, must be stated separately on both the PO and invoice for payment

9.2 Evaluated Receipt Settlement (ERS)

ERS allows DTNA to pay suppliers based on goods receipt without requiring an invoice. Payment is calculated using received quantity and PO piece price.

Suppliers must not send invoices for ERS-eligible shipments. ERS payment documents are emailed to the supplier Account Receivable (AR) contact and include delivery note, part number, quantity, and payment amount for reconciliation purposes. For international shipments, customs invoices are still required.

ERS Document Includes:

- Invoice number (for remittance)
- Date of ERS payment document generation
- Supplier name and address

- DTNA contact for discrepancies
- Supplier number
- Plant address
- PO or scheduling agreement number
- Material number and description
- Item number
- Delivery note (SID)
- Delivery date
- Material document number (the DTNA generated goods receipt number)
- Quantity and unit of measure
- Unit price and net price
- Net value and total amount
- Additional costs (if any)

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ERS Document Page 1 of 1

VENDOR NAME ⑤
VENDOR ADDRESS
CITY, STATE, ZIP

① Invoice Number ② Date
4600000000 11/06/2010
Contact
PURCHASING DEPARTMENT ④
Vendor Number
12345678 ⑤

Plant Address
Redford
Manufacturing of engines ④
Detroit, MI 48239

Contract Number: ⑦ 5102781265 00010 2108 00010

Material / Description: 08929013 / SEAL CYL LINER CREVICE S60 ⑤
② ① ③ ④ ⑥ ⑧

Item	Delivery Note	Delivery Date	Material Doc	Quantity/Unit	Unit Price in USD	Net Price USD
00001	933250	04/01/2010	5000454677	1,500 EA	1.44	2,163.00

Contract Number: 5102781265 00010 2108 00010

Material / Description: 08929013 / SEAL CYL LINER CREVICE S60

Item	Delivery Note	Delivery Date	Material Doc	Quantity/Unit	Unit Price in USD	Net Price USD
00002	933251	04/01/2010	5000454678	1,500 EA	1.44	2,163.00

Net Value ① 4,326.00
Additional Costs ①
Total Amount ① 4,326.00

9.3 Credit Memos

Do not send credit memos for DTNA-issued debit notes as it can result in a duplicate adjustment. Supplier generated credit memos can be sent to **documentsubmission@daimlertruck.com** and include:

- Supplier details: supplier name, supplier code, address, and contact information
- Credit memo number
- Credit date
- Sold-to name and ship-to address
- Ship-from location
- SID (must match ASN and packing slip exactly)
- Original invoice number and PO number
- Reason for credit
- RMA number (if applicable)
- DTNA part/material number
- Quantity adjusted
- Unit of measure and price (must match PO)
- Total credit amount
- Other applicable charges (e.g. core, freight, taxes)

9.4 Payment Terms

Standard terms are Net 60 Days, unless otherwise specified on the PO.

9.5 Banking Instructions

DTNA pays via EFT. Remittance advice is automatically sent via e-mail to the contact on record. To enroll or update banking info:

- Contact **DTNA-APVendorCode@daimlertruck.com**
- Authorized personnel must complete a form
- Secondary contact confirmation is required
- Tax ID must match DTNA records
- Note that the account will be temporarily blocked during changes

9.6 Debit Memos

Debit memos can be issued for a variety of reasons, such as:

- Invoice price > PO price
- GR quantity < invoice quantity
- Routing violations
- Multiple SIDs on one invoice

- Packaging issues
- Warranty claims
- Returned goods

Accounts Payable cannot resolve debits initiated outside the department. To file a dispute, please follow the instructions on the debit memo.

Debits are auto deducted and emailed to the AR contact on file. Copies are also saved to the AP Web Portal (<https://p2pp.sourcehov.com/dtna/>). If not on the portal, email **AP@DTNAhelpdesk.com**.

9.7 Disputes

Suppliers must direct disputes to the appropriate department within 60 days of the transaction or event giving rise to the dispute, as follows:

- Pricing → Purchasing
- Quantity → Receiving location
- Warranty → Warranty Department

9.8 Statements

DTNA may request monthly statements for reconciliation. Suppliers must send Excel statements showing all open items – including without limitation, credits and unapplied cash, to **documentsubmission@daimlertruck.com**.

9.9 Audit Confirmation Requests

DTNA does not sign or mail audit confirmations. Email requests to **documentsubmission@daimlertruck.com**. DTNA can confirm up to 10 invoice numbers as long as the document number format matches what was captured in our accounting system. Internal supplier reference numbers cannot be reconciled.

9.10 Accounts Payable Contacts

9.10.1 Help Desk

The AP Web Portal (<https://p2pp.sourcehov.com/dtna/>) can provide the following information:

- Confirmation of invoice receipt
- Debit amount if applicable
- Debit memo saved on invoice line for 60 days
- Set to pay date
- Clearing document details

DTNA requires that suppliers have reconciled their statements prior to contacting the Help Desk as the Help Desk is primarily intended to assist with resolving payment issues.

If unresolved, email **AP@DTNAhelpdesk.com** with:

- Invoice copies
- Summary spreadsheet if >10 invoices
- Ticket number for tracking

System limitations prevent the Help Desk from researching aged items older than 12 months.

9.10.2 Contact Emails

- PDF invoice submission & statements: **documentsubmission@daimlertruck.com**
- Inquiries after checking AP Web Portal (<https://p2pp.sourcehov.com/dtna/>):
AP@DTNAhelpdesk.com
- AR supplier contact and banking updates: **DTNA-APVendorCode@daimlertruck.com**
- EDI invoice issues: **APEDI-Admin@daimlertruck.com**

DTNA PLANT CONTACT LIST				
Legacy Plant	Globus Plant	cbFC Plant	LOCATION	EMAIL
1	6700	4670	PORTLAND TMP	dw_164_tmp-receiving@daimlertruck.com
4	6710	4671	CLEVELAND	dw_164_Cleveland-QTY-DISCRP@daimlertruck.com
13	6760	4651	SALTILLO	salttillo_receivinganalysts@daimlertruck.com
17	6720	4672	MT. HOLLY	dtina-mth-acctpay@daimlertruck.com
18	6730	4673	GASTONIA	dw_164_gas-qty-discrp@daimlertruck.com
21	1649	4652	CLC KONTANE	dw_164_CLC-Receiving@daimlertruck.com
34	6740	4677	FCCC-GAFFNEY	dw_164-fccc_debits@daimlertruck.com
50	1643	4653	YORK	dw_164_yor-mis-discrp@daimlertruck.com
58	1645	4654	TOLUCA MEXICO	dw_160_058debitdisputes@daimlertruck.com
65	1646	4650	SANTIAGO	dw_164_shipping-065@daimlertruck.com
14	N/A	4683	SPARKS PARTS MFG	dw_160-SPark_Salttillo@daimlertruck.com

PDC CONTACT LIST					
Legacy Plant	Globus Plant	cbFC Plant	PDC Location	Email Address	Phone
2	6751	4655	FL02 Memphis PDC	dw_164_MEM-Finalist@Daimlertruck.com	901-367-8402
19	N/A	4589	FL19 Canton PDC	dw_164_CAN-Finalist@daimlertruck.com	330-430-4387
19	N/A	4589	Canton Kitt-IT North Dock	DTNA-Receipts-CAN@daimlertruck.com	330-430-4387
20	6753	4658	FL20 Atlanta PDC	dw_164_ATL-Finalist@daimlertruck.com	678-745-2901
24	6754	4659	FL24 Bridgeport PDC	dw_164_BRG-Finalist@daimlertruck.com	856-647-6000
25	N/A	4662	FL25 Indianapolis	ind-finalist@daimlertruck.com	317-769-8542
26	N/A	4661	FL26 Dallas PDC	dw_164_dal-finalist@daimlertruck.com	214- 971-7002
28	N/A	4663	FL28 Des Moines PDC	dw_164_DES-Finalist@daimlertruck.com	515-348-6900
29	N/A	4664	FL29 Phoenix PDC	dw_164_phx-finalist@daimlertruck.com	623-259-3010
43	6756	4660	FL43 Reno PDC	dw_164_REN-Finalist@daimlertruck.com	775-971-5000
52	6757	4622	FL52 Calgary PDC	dw_164_REN-Finalist@daimlertruck.com	403-295-5520
54	N/A	4665	FL54 Indianapolis	ind-finalist@daimlertruck.com	317-769-8538
Please CC: DTNA-PDC-Receive@DaimlerTruck.com when contacting PDC					

DDC PLANT CONTACT LIST				
Legacy Plant	cbFC Plant	Location	CONTACT	Phone Number
10	4590	Redford - Dock 1 (North)	dd-ddcreceipts@DaimlerTruck.com	313-592-5557
		Escalation Contact: Mark Werner	mark.werner@DaimlerTruck.com	
10	4591	Redford - Dock 6 (West - Prod.)	dd-ddcreceipts@DaimlerTruck.com	313-592-5474
		Escalation Contact: Alexandre Mazotti	patrick.seuynck@daimlertruck.com	
10	4591	Redford Transmission Dock	dd-ddcreceipts@daimlertruck.com	313-592-5474
		Escalation Contact: Mark Werner	mark.werner@daimlertruck.com	
12	4592	Canton - Dock 9	ddc-receipts-can@DaimlerTruck.com	313-657-0049
		Escalation Contact: Gabriel Houghton	heather.charton@daimlertruck.com	
25	4593	Redford – Consolidation Center Plant 25 - East	jennifer.l.johnson@daimlertruck.com karen.curry@daimlertruck.com eric.sayre@daimlertruck.com	313-492-0102
		DLC – Detroit Logistics Center	dw_590-dlc_all-salaried@daimlertruck.com	313-952-8589
		Escalation Contact	Clay.Mitchem@daimlertruck.com	
		DDC Freight Issues	kyle.barry@daimlertruck.com	
		Escalation Contact	vy.diaz@daimlertruck.com patrick.mccloskey@daimlertruck.com	313-492-0102
	4596	DDC Kontane Logistics	Hammer@kontanelogistics.com Jeff@kontanelogistics.com kim@kontanelogistics.com	313-592-7125
	4595	DDC Saltillo	dw_164_saltillo-aac@daimlertruck.com	844-986-0950
		Escalation Contact	Jose.de_la_torre@daimlertruck.com	844-427-4762

TBB PLANT CONTACT LIST					
Legacy Plant #	Globus Plant #	cbFC Plant #	LOCATION	EMAIL	PHONE
1	6051	4600	1408 Courtesy Rd -Body and Minitor	tbb-supply-chain@daimlertruck.com	336-889-4871
2	6053	4602	713 West Fairfield- C2	tbb-supply-chain@daimlertruck.com	336-889-4871
4	6052	4601	1030 Courtesy Rd - Fab	tbb-supply-chain@daimlertruck.com	336-889-4871
5	6054	4603	1116 Tryon St - Chassis	tbb-supply-chain@daimlertruck.com	336-889-4871
9	6055	4604	816 West Fairfield- Fairfield Plant	tbb-supply-chain@daimlertruck.com	336-889-4871

10.0 International Trade Compliance (U.S., Mexico and Canada)

The following is the Supplier's Guide to complying with DTNA's requirements for conducting trade in compliance with the customs regulations of the U.S., Mexico and Canada. Details on this topic may be found at: <https://supplier.daimlertruck.com/en/procurement/dtna>

At the bottom of the page you will find the **Downloads & Documents** link, select the one named: Customs Compliance & Supply Chain Security Guidelines.

11.0 Warranty

11.1 Introduction

The DTNA warranty process is designed to improve overall brand quality. Active supplier participation in the process ensures the timely resolution of quality issues and increases both customer and dealer satisfaction.

11.2 Warranty Agreement

Suppliers are required to have a signed warranty agreement with DTNA. Please contact your Purchasing rep for a copy of the latest version.

11.3. Warranty Process

11.3.1 Dealer Claim Submittal

The warranty process begins when a customer takes their vehicle to a DTNA dealer for repair. An authorized DTNA dealer checks to see if the vehicle or component has warranty coverage, performs a repair, and submits the warranty claim using a web-based warranty system called Online Warranty Link (OWL).

The OWL system has up-front filters that will only allow a claim to be submitted if the vehicle or component has warranty coverage for the repair performed. Coverage depends on the make and model of the vehicle, component, and goes into effect on the vehicle's in-service date. The date and mileage at the time of the failure must fall within the time and mileage parameters of the coverage for the claim to be accepted unless the claim is for an over-the-counter replacement part claim on a part that was purchased through a DTNA PDC. Replacement Part claims receive a 1-year unlimited mileage coverage from the invoice date.

11.3.2 Claim Processing

Warranty claims are processed manually by the warranty processing group or automatically by the OWL system. Warranty claims containing parts and labor that meet the criteria for auto processing are accepted into the warranty system and submitted to the supplier. Warranty claims that do not meet the OWL auto-processing requirements are processed manually. The manually processed claims are reviewed by a claim processor to validate that the parts and labor included in the claim are correct. A claim can be paid, denied, or adjusted during the manual process.

Dealers are paid for the claim once it has been approved for payment by processing.

11.3.3 Supplier Response

OWL creates warranty claim reports on a weekly basis, and sends them to suppliers through e-mail. The email includes a "Supplier Claim Billing" file and an "Open Recovery" file. The "Supplier Claim Billing" file contains all of the new claims that were approved by processing the previous week. This

report includes a detailed breakout of each individual claim. The "Open Recovery" file contains all of the claims that are open to the supplier. The supplier claim billing and open recovery data is also stored and accessible directly in OWL. Some of the details included in this report are the claim numbers, age of the claims, the material dispositions, shipping information, and the expected recovery amounts. Claims are left open to the supplier until a supplier recovery analyst closes the claims based on the response from the supplier. The DTNA warranty recovery department requires timely responses within the time frames outlined by the warranty agreement which are 30 days from claims submit date with no part return and 45 days from the final ship date if parts are being returned for analysis. Claims not responded to within these timelines are subject to debit.

11.3.4 Warranty Recovery

Suppliers respond to warranty claims directly in the OWL system, or by uploading response data using the OWL import document. The warranty recovery analyst reviews the response from the supplier and adjudicates the claims accordingly. Claims that are paid in full by the supplier are closed using a supplier credit memo number or an OWL generated debit number. Claims that are denied, or short paid by the supplier, will be reviewed by the warranty recovery analyst. The warranty recovery analyst will work with the supplier to come to an agreed upon resolution for supplier rejected claims.

11.4 Failed Parts Return

The default part disposition is set for "Scrap." Suppliers are encouraged to work with DTNA on behalf of the end-customers to reduce failed part returns as much as possible. Reduction in part returns is achieved by responding to warranty claims based on the claim's failure description, whenever possible, or setting up a sampling, or requesting a percentage of the parts to be returned. Suppliers requesting parts to be returned are responsible for all freight cost associated with returning the part, regardless of the warrantability of the part.

11.4.1 Scrap Claims

Warranty claims that do not require the dealer to return the failed part are called scrap claims. Scrap claims require a valid response from the supplier within 30 days of the "submit to supplier" date. The warrantability of the claim is determined by the dealer's explanation of the failure in the warranty claim story.

11.4.2 Return Claims

Warranty claims that require the dealer to return the failed part are called return claims. Return claims require a valid response from the supplier within 45 days of the ship to final destination date.

Dealers have the option to request the return of failed parts that have been determined to be non-warrantable. Dealers make this request by selecting the return failed part to dealer option in OWL. If the dealer does not request that the part be returned, the part can be scrapped by the Supplier. If the part is requested to be returned by the dealer and not shipped within 30 days of the supplier claim denial, the claim will be debited back to the supplier.

12.0 Aftermarket

12.1 Purchasing

Please find detailed information on Aftermarket purchasing in section 2.0 of this guide. Parts sold to the Aftermarket that are same as/similar to production should be packaged as required by the Aftermarket.

All supplier requests for supersedures must:

- Be communicated to DTNA a minimum of 90 days prior to the changeover date;
- Include new parts' master data (see Docmaster site for supersedure request template);
- Include drawings of old and new parts;
- Include 3D CAD associated with parts if available;
- Provide reason code for requested change.; and
- DTNA reserves the right to require additional engineering approval and/or reject supersedure requests to meet compliance standards.

12.2 Delivery and Availability

DTNA and its suppliers must always put the customer first. We respect the mutual relationship shared with our dealers, fleets and vehicle owners; therefore, it is imperative that suppliers fulfill our orders as placed.

It is the responsibility of the suppliers to accurately manage and provide ordered materials. DTNA expects on-time shipment with flexibility to meet the fluctuating demand of our customers and expects suppliers to be proactive in managing inventories and supplying material in a timely and accurate manner.

Aftermarket Supply Chain requires the cooperation of all suppliers in complying with the following:

- Supplier contact information:
 - The Aftermarket Supplier Development Team will send a biannual (2x per year) supplier contact form requesting up-to-date contact information (name, title, email address, phone number) for the following key roles:
 - Customer Service Representative
 - Escalation
 - Transportation/Logistics
 - Communications (EDI & API)
 - Account Representative
 - Suppliers are expected to manage their own contacts within the Penske Collaboration Tool. It is DTNA Aftermarket's expectation that any change or personnel action be reflected in the "Supplier Contacts" under the "Supplier Account Info" Tab of the Penske Collaboration Tool at the time the result of the personnel action is known. This change

must be completed by the designated "Contact Manager". If assistance is required in navigation of the tool, please reach out to your designated Aftermarket Supplier Development Representative.

- Contact Managers – for each supplier account, a "Contact Manager" must be designated at the time of onboarding or as a result of personnel action at our suppliers. This specific role has the authority to request access to the Penske Collaboration Tool in the event of a change in supplier contacts for DTNA supplier accounts. Training will be provided at the time of onboarding personally by DTNA Aftermarket Supplier Development or in an assignment time slot determine by Penske Logistics. Some access requests may be forwarded to a DTNA Aftermarket Material Planner for subsequent verification or approval.
- Lead Time: lead time is measured in calendar days and from order receipt to the ship date from the supplier ship-from location(s):
 - DTNA expects lead times to not exceed 30 days without DTNA approved justification.
 - Part Details: The following information needs to be readily available at DTNA's request:
 - Vehicle Maintenance Reporting Standards (VMRS)
 - Pack size quantity
 - Minimum order quantity (MOQ)
 - Part description
 - Supplier reference number
 - Ordering Unit of Measure (UOM)
 - Weight and package dimensions of individual parts
 - Material Safety Data sheets for all hazardous materials
 - Country of origin
 - Status of part - part is obsolete with no replacement or if it has been replaced
- Minimum Order Quantity (MOQ) / Standard Pack: MOQs must be in line with Aftermarket demand and established during the quoting process. MOQs will be reviewed cross-functionally between DTNA's Aftermarket purchasing, packaging and supply chain teams.
- Stock Orders: Stock orders are used to replenish inventory at DTNA's Parts Distribution Centers (PDCs). Orders are generated from our forecast and planning system and DTNA stocks any part that has over 5 customer orders per year. Customer orders for non-stocking parts will go into backorder status and Supply Chain Planning will work with suppliers to expedite this material. On-time shipment is a primary metric used to track supplier shipping performance. The target for OTS is 95%, with shipments considered "on time" if shipped 3 calendar days before or 3 calendar days after the requested ship date indicated on the purchase order.
 - Expediting inside of lead time may be required to meet market demand and maintain consistent parts availability. DTNA Material Planning will contact suppliers with expedite requests in these situations. Suppliers are expected to respond promptly and accommodate these requests to the best of their ability.
 - Initial stocking for new product launch: The suppliers are expected to support new product offerings by DTNA by fulfilling initial stocking orders on time and expediting material to prepare the network for launch.

- Critical Dropship Purchase Orders ("Vehicle off Road"): These orders are currently transmitted via Email as a PDF document to eliminate delays associated with EDI batching processes. All suppliers shall dropship directly to DTNA dealer locations within the US and Canada, this process is considered part of doing business with DTNA and should not result in any additional costs for processing. MOQs may need to be broken to support our customers in these situations.
 - An Estimated Ship Date (ESD) is required within 4 hrs. of order receipt. All contacts flagged for "Dropship Communication" in the "Supplier Contacts" tab housed within the Penske Collaboration Tool with our suppliers will receive a daily critical order report listing open critical orders missing ESD and/or tracking information. ESDs must be provided in the "Critical Dropship PO Collaboration" tab where all open Critical Dropship Orders may be found at any time.
 - Critical Orders should ship within 48 hrs. from the supplier's facility and tracking information provided to DTNA within 30 minutes of shipment. Tracking must be provided in the "Critical Dropship PO Collaboration" tab of the Penske Collaboration Tool or within an ASN, specifically the Pro Number field of the ASN. This information is directly routed to our dealer partners so they may make the best business decision to coordinate repairs.
- Dropship Cancellation Policy - All suppliers are expected to respond to urgent PO cancellation requests made by our material planners either through Penske Collaboration Portal or by email within 24 hours. Failure to respond to an urgent PO cancellation on an open Drop-ship PO where DTNA has no estimated ship timing may result in DTNA cancelling the PO and rejecting a supplier invoice if part is shipped after cancellation.
- Return Policy and Restocking Fees: if not negotiated in a long term contract, these must be in line with standard industry practices.
- Suppliers are required to provide an Advanced Ship Notice (ASN) on each Aftermarket PDC shipment. For further information, please refer to Section 13.9.

12.3 Purchase Order Collaboration & Supplier Communication

It is understood that there may be lingering questions on behalf of our supply partners following purchase order receipt. Additionally, subsequent changes to orders may need to be administered by a DTNA Aftermarket Material Planner post order receipt to ensure DTNA and its supply partners are in alignment prior to fulfillment. Some, not all, examples of these circumstances are listed below:

- Requested Ship Date Change Requests
- Quantity Change Requests
- Unrecognized DTNA Part Numbers
- Ship To Verification
- Pricing Misalignment Notifications

For the purposes of purchase order collaboration, whether the underlying purchase order is bound for a DTNA Parts Distribution Center(PDC) or bound for a DTNA dealer location on a Critical Dropship order, it is DTNA's expectation that the suppliers actively communicate order collaboration questions through the Penske Collaboration Tool (<https://collabportal.penskelogistics.net/Home>).

Note: Please see Section 12.2 – Critical Dropship Purchase Orders for the required communications and timing regarding DTNA Aftermarket Critical Dropship Purchase Orders.

Training on the usage of the Penske Collaboration and Transportation Tools may be provided by Penske Logistics. Please navigate to the training sign up for new contacts or if supplier contacts require refresher training at the following link:

<https://www.signupgenius.com/go/10c0f44aeab2ca5fac16-primary#/>

Supplier Communication – DTNA expects communication on behalf of our supply partners where needed. We also strive to do the same in return to aid in operational planning and order fulfillment.

Housed within the Penske Collaboration Tool are the below report's:

- Open Purchase Order's (PDC and Critical Dropship)
- 12-month rolling forecast for planned orders based on sales demand and safety stock calculations
- Summary detail outlining the calculation of a suppliers previous monthly On-Time Shipment performance

Additionally, "News & Alerts" may be published within the tool including pertinent information that should be known by DTNA supply partners regarding usage of the tool or en masse communications about the operation of DTNA Aftermarket Supply Chain as a whole. Contacts designated in the "Supplier Account Info" Tab may also receive email notifications of these communications simultaneously bringing awareness to the postings for review. Suppliers must cascade information with "News & Alerts" within their organization as necessary.

12.4 Aftermarket Parts Packaging, Labeling and Shipping Guidelines

Suppliers are responsible for unit packaging and labeling Aftermarket parts so that they arrive at Daimler Truck North America's Parts Distribution Centers and/or the point-of-use, in damage free conditions, with appropriate documentation. In addition, packaging must be economical with minimum impact on the environment and labeling must be in accordance with industry standards. Parts should not include any of the following: supplier branding, supplier name, supplier contact info or any other distinguishing identification unique to the supplier.

The "Packaging Guidelines for Aftermarket Parts" is found through:

<https://supplier.daimlertruck.com/en/procurement/dtna>

12.5 Marketing Programs

Supplier is to provide promotional merchandising and marketing programs to strengthen Customer Support distribution and address end user needs including but not limited to financial participation in price discounts, incentives, training and cooperative funding of marketing programs.

Supplier is to support Parts Marketing with market pricing intelligence to assist in profit and price competitiveness for DTNA and dealers.

DTNA expects that supplier provides a dedicated account representative with authority to address Customer Support requirements throughout North America.

Supplier must give advance notification of all new product development and/or changes in the marketplace.

12.6 Sales Support

DTNA requests supplier support via a field organization that is dedicated to the Aftermarket distribution (OE dealers).

Supplier is required to provide continuous product/sales support to DTNA dealers to assure competitive position in the marketplace.

Onsite dealer training and end-user seminars will further improve the knowledge and customer service capabilities.

12.7 Technical Support

DTNA expects suppliers to bring new technology, both product and process, to DTNA in order to ensure DTNA's continued competitive position in the market place.

DTNA Parts Technical Information & Support department requires that suppliers provide detailed service part breakdowns including adequate documentation such as pictorially accurate exploded views (preferred) or line art, matched with service part numbers.

A technical service hot line as well as dedicated technical contact(s) is needed to resolve customer inquiries and/or problems.

12.8 Excelsior

With agreement to sell parts through a DTNA purchase contract, Supplier is authorizing DTNA the use of all Supplier-owned images of such parts within DTNA's Excelsior ecommerce tool for the purpose of marketing or advertising the parts for the term of the applicable agreement between the parties.

13.0 DTNA Aftermarket Logistics Guidelines

13.1 General Guidelines

Suppliers must adhere to the guidelines presented in this section to ensure stability within DTNA's Aftermarket supply chain. This includes shipments directed to Dealers, Parts Distribution Centers (PDC) and Integrated Logistics Centers (ILC). DTNA Aftermarket has contracted with Penske Logistics for 3PL services.

13.2 Penske Logistics – Third-Party Logistics Provider Functions

DTNA Aftermarket has contracted with Penske Logistics as our 3PL to perform several transportation and logistics functions that require close communication and collaboration with suppliers. Functions include, but not limited to, the creation of transportation ship day plans, maintaining a packaging database for each supplier and coordinated operations between suppliers and carriers.

Suppliers shall respond to Penske Logistics requests and communications regarding operational plans as if it is coming directly from DTNA. Timely and accurate responses to Penske's requests is critical to an efficient transportation plan to limit delays or issues with shipments.

13.3 Terms of Delivery

Free Carrier (FCA) – Risk of loss passes to DTNA when material is loaded onto a carrier trailer at supplier dock. DTNA contracts with carrier and pays freight charges. Loss and damage in transit is the responsibility of DTNA, unless supplier negligence is determined. Supplier may be responsible for freight shortage if pre-loaded trailer contents documented on packing list do not match what is received at destination.

13.4 Supplier Shipping Capabilities, Transportation Plan and Routing Instructions

DTNA requires all supplier shipping facilities to, at a minimum, accommodate 53-foot standard dry van trailers. High volume suppliers may be asked to keep a rotating trailer pool on site. In those cases, suppliers must be able to accommodate the space required for the trailer pool as well as have the capability to move the trailers in their yard.

DTNA and Penske will determine ship day frequency, transportation mode, and carrier for each supplier origin to destination pair. DTNA and Penske will collaborate with the Supplier if carrier operations will be live loads or trailer drop & hook.

The Supplier is responsible:

- To meet window times for carrier pick up of shipments
- Provide a seal and ensure it is correctly applied to loaded trailer prior to carrier departure
- Trailer loading operations and internal trailer switching at their facility

Suppliers are required to provide part pallet weight and dimensions to DTNA and Penske for efficient cube utilization in trailers. Supplier must safely stack parts, must be capable of correct weight distribution within trailers at loading, as well as block and brace shipments (if needed), per the "Packaging Guidelines for Aftermarket Parts" document, on all over-the-road and rail intermodal shipments.

DTNA carrier routing instructions are posted for Suppliers within the Penske Portal. Suppliers are required to adhere to the correct transportation mode and carrier for all shipments. Changes in routing may occur periodically and suppliers are required to check their routing instructions regularly for changes. Suppliers that do not follow proper routing instructions may be subjected to a debit for freight charges above DTNA's contracted rates.

13.5 Regional Integrated Logistics Centers (ILC)

DTNA utilizes regional ILC's to accumulate supplier shipments for origin/destination pairs to increase trailer density on long line-haul shipments and reduce LTL direct shipments which results in a reduced overall transportation network cost.

The ILC's function as a cross dock and manage supplier pick-ups that are executed by local collection routes consisting of multiple supplier stops. The supplier is required to communicate quantities to be shipped, and quantity increases or decreases to shipments one day prior to collection window and consistently have material ready for pick up.

Documentation needed on each shipment:

- Advanced Ship Notice (ASN)
- Bill of Lading (BOL)
- Packing slips (4 copies)
- Commercial Invoice, if needed (4 copies)
- Customs Documents and digital copies of BOL, packing list & commercial invoice, if needed, within 2hrs of shipping

The ILC transportation route engineer will work with the Supplier to optimize route design, route improvements, provide schedules/ETAs and notify Suppliers of route changes due to Holidays or time off.

13.6 Premium Freight

DTNA policy requires the supplier to obtain authorization from their material planner or inbound logistics analyst prior to the order shipping, if it is determined that DTNA will pay for the freight. A DTNA material planner or inbound logistics analyst will provide direction to the supplier on which transportation method and carrier to use. The supplier is required to ship freight using third-party billing, use DTNA directed carrier, and provide carrier SCAC and tracking number(s) once parts have been shipped, as well as reference the tracking number, on all shipping/invoice documentation.

In the event the supplier is past due on scheduled shipments, DTNA reserves the right to charge back to the supplier the incremental premium freight costs required to make the expedited shipment.

13.7 Supplier Cross-Border Shipments Between US, Canada and Mexico

Shipments in or out of the US border require submission of bill of lading, packing list, commercial invoices and customs documents in a timely manner.

The most critical document is the creation of the commercial invoice for every shipment. The commercial invoice is used by DTNA, Penske, the ILC's and DTNA's customs broker. The commercial invoice must be prepared and available at the time of shipment with one copy given to the carrier and a digital copy transmitted to the DTNA designated customs broker, Expeditors International.

Suppliers are responsible for making corrections to incomplete or inaccurate customs documents. A timely response to our customs broker's request to correct these documents is required and should be treated as if it is coming directly from DTNA.

Failure to comply with cross-border requirements may cause border crossing delays, late deliveries and potential operational costs. Extra supply chain costs may result in a charge back to the Supplier.

13.8 Mexico's Complemento Carta Porte (CCP)

The Mexican government has mandated the "Complemento Carta Porte" or bill of lading to document the merchandise's general information, origins, midpoints, destinations, the owner, lessees, and operators involved in those products' transport, to accompany the existing Comprobantes Fiscales Digitales por Internet (CFDI) for Merchandise Logistics Services (VAT).

The Carta Porte (CCP) must accompany the existing Comprobantes Fiscales Digitales por Internet (CFDI) and is required for ALL Modes of transportation (road, maritime, air and intermodal which includes drayage) 'In & Out' of Mexico. Every shipment requires a CCP, is required to be provided prior to shipping and a copy must be in the vehicle to show lawful compliance.

13.9 Data Requirements and Advanced Ship Notices (ASNs)

What is an ASN?

Advanced Shipping Notice: Alerts DTNA about shipment details (contents, delivery date, shipping method) in advance of your shipment.

What does it do?

Provides shipment visibility and coordination across supply chain partners for efficient operations.

Why is it needed?

Automated / barcode receiving, reduces errors, and aligns inventory systems with shipment data.

For further information, contact **AM-API@daimlertruck.com**

EDI transactions:

- 810 – Supplier Invoice: The supplier invoice is sent by the supplier to bill DTNA for goods or services delivered. Invoices must be accurate upon receipt; invoices back dated by suppliers will not be honored.
- 850 – Purchase Order: DTNA currently transmits Purchase Orders via EDI. DTNA can also transmit PDC Emergency Orders via EDI for PDC Stock and Direct order types, upon verification by the supplier. PO lines are transmitted with the requested ship date, based on the calculated (lead-time + ship time) date.
- 855 – Purchase Order Acknowledgements: Suppliers may use PO Acknowledgements to acknowledge the planned ship date of a DTNA Aftermarket purchase order.
- 856 - Advanced Ship Notice (ASN): ASNs submitted via EDI are compliant **only for dealer direct orders (critical dropship orders beginning with 459 and direct ship orders beginning with 458)**. All stock and emergency orders direct to PDC are to be submitted via API (Penske Portal/Integrated). See below for more information on API ASNs.
- 997 - Functional Acknowledgements: DTNA transmits Functional Acknowledgements from DTNA's EDI Translator to suppliers, upon receiving an inbound EDI transaction. The receipt of a 997 from DTNA to a supplier does not mean the inbound transaction has been posted to the DTNA system, or that it contains correct information. It only signifies that the inbound was received in the EDI mailbox. DTNA transmits Functional Acknowledgement transactions every 30 minutes daily (Monday through Friday).

API transactions:

- Purchase Order Acknowledgements: Suppliers may use API for PO Acknowledgements to acknowledge the planned ship date of a DTNA Aftermarket purchase order.
- ASN - Advanced Ship Notice: The ASN provides DTNA shipment details as well as the parts and quantities in the related shipment.
 - SID Number details
 - The Shipment Identification (SID) number is required to be on the ASN and must be identical across all documents (Label, Bill of Lading, Invoice and Packing Slip).
 - Documents must specify SID or "shipment ID"; no delivery number, order number, packing list number, serial number, etc.
 - There should only be one shipment/SID, per PDC location per day.
 - Please refer to DTNA Aftermarket Packaging and Labeling guidelines for further detail

Non-Compliant Shipment Debit

DTNA reserves the right to issue a debit (minimum \$75) for each non-compliant shipment that results in additional time and cost to DTNA. Non-compliance is determined by DTNA at its sole discretion.

Examples of non-compliance includes without limitation:

ASN related non-compliance:

- ASN submitted late (greater than 30 minutes after leaving dock)
 - Including correcting ASN errors and resubmitting.
- ASN not successfully submitted via API (Penske Portal/Integrated).
- ASNs submitted via EDI
- Inaccurate ASN data such as quantity incorrect, missing part number, SID not matching paperwork, etc.

Routing related non-compliance:

- Routing instructions not correctly followed
- Incorrect carrier used
- Incorrect mode/destination selection
- Under-utilized trailers
- Re-routing misdirected shipments
- Late cancellations resulting in cost from truck order not used (TONUs)
- Delayed shipments due to paperwork issues and/or supplier delaying carriers resulting in carrier detention charges

SID related non-compliance:

- SID number not identical across all documents below*:
 - Packing list
 - Labels
 - Invoice
 - BOL
 - ASN
- SID number not clearly identifiable on packing list

Please refer to Section 16.5.4 of the Aftermarket Packaging and Labeling Guidelines for SID Compliance.

Label related non-compliance:

- inaccurate label placement
 - label placed underneath shrink wrap
 - labels covered by other labels
- lack of shipment label that contains:
 - vendor code
 - shipment ID (SID)

- package ID (PID)
- destination
- barcodes not scannable/too small/faded
- lack of aftermarket approved shipping label

Please refer to Section 16.5 and Exhibit R of the Aftermarket Packaging and Labeling Guidelines for Label Requirements.

Daimler Truck Packaging & Labeling Requirements for Aftermarket Parts can be accessed at:
<https://supplier.daimlertruck.com/en/procurement/dtna>

Expand Procurement Trucks and Buses section and then select Daimler Truck North America (DTNA). Click on document icon for ALD06000019 Packaging Guidelines for Aftermarket Parts

14.0 Social Responsibility, Environmental Protection and Product Compliance Standards for Suppliers

The "Social Responsibility, Environmental Protection and Product Compliance Standards for Suppliers" (the "Standards") can be accessed at

<https://supplier.daimlertruck.com/en/procurement/dtna> and are incorporated herein by this reference. These Standards represent requirements with which all DTNA suppliers must comply regarding human rights, labor standards, environmental protection and safety. They have worldwide application and are directed at both product suppliers and service providers. The contents of this document are incorporated into the terms of the contracts with our suppliers around the world.

The Standards define the standards and requirements on social responsibility, environmental protection and product compliance that all suppliers for Daimler Truck North America LLC and its subsidiaries (collectively, "Daimler Truck North America") must meet. The Standards are based on the Daimler Truck "Business Partner Standards" <https://supplier.daimlertruck.com/en/sustainability> and our company-wide "Declaration of Principles for Social Responsibility and Human Rights"

<https://supplier.daimlertruck.com/en/sustainability> both incorporated herein by this reference. They are also drawn from on various relevant national laws and regulations, including but not limited to the German Supply Chain Due Diligence Act of 16 July 2021 (LkSG), as well as international standards such as the International Bill of Human Rights, the 10 principles of the United Nations Global Compact (<http://www.unglobalcompact.org>), the United Nations Guiding Principles on Business and Human Rights (hereinafter referred to as "UN Guiding Principles", (OHCHR | Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework), the OECD Guidelines for Organization for Economic Co-operation and Development (OECD.org) and the core labor standards of the International Labor Organization (ILO, <http://www.ILO.org>).

15.0 Strategic Procurement

15.1 DTNA Strategic Procurement's Mission

We at DTNA are committed to strengthening our business relationships with suppliers owned or operated by people of various backgrounds. We aim to promote a strategic supply chain by using our sourcing process to provide access and growth opportunities to small businesses.

DTNA's strategic procurement program is focused on incorporating small business suppliers into all procurement activities. We strive to broaden and enhance our supplier base by supporting small business suppliers in developing successful partnerships with DTNA while providing equitable opportunities for all DTNA suppliers to drive mutual success.

15.2 DTNA Strategic Procurement Implementation

All DTNA employees share the responsibility of supporting our company's goals. Within this framework, the Procurement community plays a critical role in understanding the breadth of our supply base and driving initiatives to increase variety. This commitment includes:

- Ensuring that all supplier business opportunities with DTNA are accessible to small business suppliers and that they are actively included in the sourcing process;
- Providing small business suppliers with the necessary support they need to foster successful business relationships with DTNA.

15.3 Definition of a Small Business Supplier

DTNA recognizes the following business class definitions in its Strategic Procurement Program:

Small Business Enterprise (SBE)

A U.S. based business concern which meets the Small Business Administration (SBA) size requirement of operating with fewer than 500 employees (manufacturing) or has annual receipts of under \$7.5 million (non-manufacturing).

Minority Business Enterprise (MBE)

A U.S. based business concern (a) which is at least 51 percent minority-owned, or in the case of any publicly-owned business, at least 51 percent of that business' stock is owned by one or more minorities; and (b) whose management and daily business operations are controlled by one or more of the minority individuals who own it. Minority persons include African Americans, Hispanics, Asian-Pacific Americans, Asian-Indian Americans, and Native Americans. This category represents both small and large business.

Woman Business Enterprise (WBE)

A U.S. based business concern (a) which is at least 51 percent women-owned, or in the case of any publicly-owned business, at least 51 percent of that business' stock is owned by one or more

women; and (b) whose management and daily business operations are controlled by one or more of the women who own it. This category represents both small and large business.

Veteran-Owned Business (VBE)

"Veteran-Owned Business (VBE)" is a business not less than 51 percent of which is owned by one or more veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (b) the management and daily business operations of which are controlled by one or more veterans. The term "veteran" has the meaning defined in 38 U.S.C. 101. This category represents both small and large business.

Disabled Veteran-Owned Business (DVBE)

"Disabled Veteran Business (DVBE)" is a business not less than 51 percent of which is owned by one or more disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more disabled veterans; and (b) the management and daily business operations of which are controlled by one or more disabled veterans. The term "veteran" has the meaning defined in 38 U.S.C. 101. This category represents small business only and must be certified by the authorized local agency in your State.

HUBZone Small Business Concern (HUBZone)

This program is based on the geographical area where your business is located and where 35 percent of your employees reside. The company must be small, located in a HUBZone (Historically Underutilized Business Zone), owned and controlled by one or more U.S. citizens, and at least 35 percent of its employees reside in a HUBZone. This category represents small business only and must be certified by the authorized local agency in your State.

Disadvantaged Business Enterprise (DBE)

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least 51% interest and also control management and daily business operations. This category must be certified by SBA.

Lesbian, Gay, Bisexual, & Transgender Business Enterprise (LGBT)

An LGBT-owned business is defined as: Majority (at least 51%) owned, operated, managed, and controlled by an LGBT person or persons who are either U.S. citizens or lawful permanent residents. Exercises independence from any non-LGBT business enterprise. Has its principal place of business (headquarters) in the United States. Has been formed as a legal entity in the United States. This category may self-certify.

15.4 Qualifications and Eligibility Requirements

We also recognize and accept certifications from the following organizations.

- National Minority Supplier Development Council (NMSDC)
- Regional Minority Supplier Development Council (i.e., Florida Regional Minority Business Council, Michigan Minority Supplier Development Council, etc.)

- State, City, County, Local Agency or Authorities
- Women Business Enterprise National Council (WBENC)

DTNA's goal is that the suppliers should be certified with a national, local or state agency to be recognized within DTNA's Strategic Procurement Program.

Contact Us:

For more information on DTNA's Strategic Procurement Program, please contact:

dtna-strategicprocurement@daimlertruck.com

16.0 Prohibited and Restricted Substances Requirements

All DTNA suppliers must inform themselves of, and comply with, any and all substance restrictions, prohibitions, limit values, and declaration obligations that are applicable in the markets where DTNA products will be offered, without any restrictions. Specifications incorporated into the present document, including 49-00394 and GADSL (defined below), provide examples of currently known prohibitions on substances and applications, along with certain substances that are pending regulation and/or expected to be prohibited at a specified future date. The following is not and should not be interpreted as legal advice, and suppliers should seek their own legal advice on topics including, but not limited to, hazardous materials handling and disposal. Further, the list provided below is for supplier's benefit, is not exhaustive, and therefore suppliers are required to review their substances to ensure none are restricted or prohibited by law. In circumstances where there are conflicts between substances that are restricted or prohibited, and those required to meet other regulatory requirements in the manufacture of vehicles, supplier shall discuss suitability with DTNA.

Material specification 49-00394 provides minimum material requirements with which all suppliers must comply. Additionally, the Global Automotive Declarable Substance List (GADSL) provides a globally harmonized declarable substance list, covering substances expected to be present in a material or part that remains in a vehicle at point of sale, with which the supplier must comply or declare. Substances have reporting thresholds and are categorized as declarable and/or prohibited with reference to legal requirements. For more information, please visit: <https://www.GADSL.org>

16.1 Global Automotive Declarable Substance List (GADSL)

GADSL is a globally harmonized declarable substance list, which covers substances expected to be present in a material or part that remains in a vehicle at point of sale. Substances have reporting thresholds and are categorized as declarable and/or prohibited with reference to legal requirements. For more information, please visit: <https://www.GADSL.org>

16.2 Toxic Substances Control Act (TSCA) Section 6(h): Persistent, Bioaccumulative, and Toxic (PBT) Chemicals

Under TSCA Section 6, certain chemicals are prohibited or may have reporting requirements. The list in this regulation sets forth all substances that are regulated for use in manufacture, processing or distribution in commercial use.

For more information please visit eCFR:

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-R/part-751#part-751>

(Regulation of Certain Chemical Substances and Mixtures Under Section 6 of the Toxic Substances Control Act)

16.3 California Proposition 65

California regulation Proposition 65 requires warning labels on consumer service products intended for sale in California that pose anticipated exposures to substances listed under Proposition 65 above designated threshold levels. Suppliers are responsible for declaration of substances on the Proposition 65 list.

For more information, please visit: <https://www.p65warnings.ca.gov/>

16.4 Conflict Minerals

Suppliers must disclose the use of tin, tungsten, tantalum and gold (3TGs), and any other minerals or its derivatives in their products and exercise due diligence on ethical sourcing of these minerals and their chain of custody.

For more information, please visit: <https://www.oecd.org/corporate/mne/mining.html>

16.5 PFAS

Suppliers whose products contain intentionally added PFAS are required to notify DTNA Product Compliance of the intentionally added presence (by %) of PFAS in those products. DTNA is using IMDS as the tool to collect PFAS information

For more information, please visit: <https://www.epa.gov/pfas> Further various states are introducing PFAS reporting requirements, and therefore DTNA will comply using IMDS as a tool to obtain data for reporting requirements

17.0 DTNA Cybersecurity Requirements

17.1 Supplier Requirements for Cybersecurity Related Topics

All DTNA suppliers must agree to the secure handling and exchange of information, the implementation or such as the existence of an adequate information security concept, security measures, incident management, personnel qualifications, audit rights, information ownership, information classification, and risk management.

17.2 Supplier Access to systems

- Suppliers who require access to DTNA information agree to follow DTNA's information security requirements.
- Supplier access shall be restricted to the information sources that they need to meet their contractual obligations with DTNA.
- Supplier shall not get access to information resources until they have signed a legal agreement that they will follow the information security requirements.
- Access to DTNA information is given only to those supplier employees who need it to meet their contractual obligations.
- The user logins for the supplier are stopped after the services are done.

17.3 Information Security

Suppliers must meet specific standards set forth in this section to protect DTNA and supplier information.

17.3.1 Secure handling of information and protection of systems

Supplier should protect all shared information from unauthorized access, modification, destruction or loss, transmission, and misuse.

Suppliers must take reasonable precautions to prevent its systems from creating security threats that would affect DTNA's infrastructure, including without limitation, ensuring that the supplier's systems and devices are free from malware.

17.3.2 Management of incidents

Incident notification

The supplier must notify DTNA immediately of all incidents affecting it that could jeopardize DTNA's information security, including without limitation, data loss, misuse, malware infections, and unauthorized access and/or of circumstances that indicate such incidents. Any such incident must be promptly reported to Daimler Truck AG Cyber Security Operations Center ("CSOC") via call: 1-833-967-0992 (toll free, 24x7).

Contact Persons

The supplier should appoint contact person(s) for information security responsible for reporting security incidents and violations to DTNA and monitoring the response and remedial measures.

Incident remedial action

The supplier should ensure that security breaches and incidents are resolved without undue delay. The supplier shall take all necessary measures to mitigate any impact to DTNA and to support DTNA in restoring information. At DTNA's request, the supplier must submit a detailed incident report which must include the results of security tests, identified information security risks and information security incidents, and actions taken or to be taken accordingly.

Staff awareness

The supplier must instruct its employees and contractors on security requirements and procedures, including without limitation, incident management and acceptable use of DTNA information.

Information security certification

The supplier shall provide evidence of an appropriate level of information security at the supplier's premises by submitting the TISAX® label with Assessment Level 3 for production material suppliers. DTNA may request the same label from all other suppliers within the respective purchase contract and/or applicable agreement. The parties may agree to a reasonable period for the initial testing of a site in accordance with the respective certificate and or any changed requirements relating to the appropriate level of information security.

Right to Inspect

If DTNA becomes aware of a breach of the agreed implementation and maintenance of information security requirements, the existence of an information security incident, or if there are reasonable grounds to suspect such a breach, DTNA has the right to verify compliance with the information security requirements ("Audits"). The supplier will cooperate and provide necessary information to the extent required for the Audit. DTNA may, after timely notification and during normal business hours, and to the extent reasonable, also inspect the supplier's premises, including without limitation, the relevant IT systems to verify compliance with the agreed technical and organizational measures without disrupting the supplier's operational processes. DTNA is entitled to engage an external company that is bound to confidentiality vis-à-vis third parties to carry out such Audits, provided that this company is not a competitor of the supplier.

17.3.3. Contact Information for Questions

Any questions about the information security provisions set forth in this Section 17.3 can be sent to **SupSec-DTNA@daimlertruck.com**. This e-mail ID should not be used for incident notification, which must be reported pursuant to Section 17.3.2.