

AXALTA COATING SYSTEMS

SUPPLIER REQUIREMENTS

Release Date: June 21, 2021

Note: Changes to this release are highlighted in red

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DOCUMENTATION

ALL OF THE FOLLOWING ARE REQUIRED WITH EVERY DELIVERY:

- 1. A Packing List, Bill of Lading, and Certificate of Analysis MUST be attached to one of the incoming raw material containers.
- 2. A Packing List, Bill of Lading, and Certificate of Analysis MUST be in the driver's possession.
- 3. A copy of the COA MUST be emailed at least 24 hours prior to the scheduled shipment. The email subject line should contain the Axalta product code and lot number for each of the materials. COA Dropbox requirements vary by site Each are defined in the Plant Specific requirements sections below.
- 4. Security Seal When a security seal is used for direct shipments, bulk tankers and ISO tankers, the seal number must appear on shipping paperwork

COA

ALL RM COA REQUIREMENTS (BULK, NON-BULK Materials):

- Supplier Identification and Location (Production Site)
- Axalta Purchase Order Number
- Supplier's confirmation number
- Axalta Test Properties / Specifications
- Date of Certificate of Analysis
- Axalta Material Code Number
- Producer Trade Name
- Name and Phone Number of Contact Person
- Material Retest Date/Shelf Life
- Date of Manufacture
- Country of Origin
- Axalta Global Code Designation
- Supplier Lot or Batch Number
- Supplier Name for Material
- Test Results by Lot Number
- Type of container
- Container number (for Bulk)

PACKAGING MATERIALS COA REQUIREMENTS:

- Supplier Identification and Location (Production Site)
- Axalta Purchase Order Number
- Axalta Test Properties / Specifications
- Date of Certificate of Analysis
- Axalta Material Code Number
- Producer Trade Name
- Name and Phone Number of Contact Person
- Material Retest Date/Shelf Life
- Date of Manufacture
- Country of Origin

PACKING LIST

ALL RM PACKING LIST REQUIREMENTS (BULK, NON-BULK Materials):

- Axalta Purchase Order
- Supplier's confirmation number
- Axalta Material Code
- Axalta Global Code Designation
- Container Type
- Container ID/Number
- Number of Containers
- Gross, Tare and Net Weights (individual container and total shipment), in pounds except as noted
- Chemical Name
- Supplier Lot Number
- H.M.I.S. Code
- Carrier Name
- Delivery Date

PACKAGING MATERIALS PACKING LIST REQUIREMENTS:

- Axalta Purchase Order and Release Number
- Axalta Material Code

- Axalta Global Code Designation
- Container Type
- Number of Containers

BILL OF LADING REQUIREMENTS

ALL RM PACKING LIST REQUIREMENTS (BULK, NON-BULK Materials):

- Axalta Purchase Order
- Container ID / Number
- Axalta Material Code
- Axalta Global Code Designation
- Gross, Tare and Net Weights (individual container and total shipment), in pounds except as noted

CONTAINER MARKING & REQUIREMENTS

CONTAINER MARKING REQUIREMENTS:

- Drums 2" letters two times on sides and once on top
- Bags 1" letters one time on end of bag
- Small kits, kegs-- 1" letters one time on each side
- Cans, Pails—1" letters- one time on each side, on bottom edge of pallet

NON-BULK CONTAINER REQUIREMENTS:

- Gross, Tare and Net Weights, in pounds except as noted
- Supplier Lot Number
- Carrier Name
- H.M.I.S. Code
- Chemical Name & CAS Number
- Axalta Material Code
- Supplier's Product Code, Product Name & Trade Name
- Date of manufacture
- Material Retest Date/Shelf Life
- If product is sensitive to freezing include labels / stencils stating "Do Not Freeze" or appropriate symbols to that effect

PACKAGING CONTAINER REQUIREMENTS:

- Gross, Tare and Net Weights, in pounds except as noted
- Supplier Lot Number
- Carrier Name

BAR CODE REQUIREMENTS (NON-BULK, PACKAGING MATERIALS):

The following are requirements for the MCL, Front Royal and Ajax sites and are preferred for all other Axalta sites.

- Label size 6 inches wide by 8 inches high. Minimum 4 inch wide by 6 inches in length. Label should have a "glossy" surface to improve the ability to scan.
- 2. Bar code size/type Item scan bar 1" minimum, code 128 or "3 of 9"
- 3. Text– human readable text must be black on white background and appear beneath the bar code. Text should be a minimum of 1/4" high.
- 4. Item description- part number description should be placed below bar code on each item.
- 5. Global Code number text- should be placed above the bar code
- 6. Lot numbers
 - a. Must be no greater than 10 characters.
 - b. Use the last 10 characters of the original lot number. If lot is less than 10 characters, use all of it.
- 7. Date- should be in the format of Month Day Year.
- 8. Quantity- The quantity must be a whole number, in pounds except as noted, and should equal the net weight of the container labeled, not the whole load. **Do not** include the unit of measure.

PACKAGING FOR RAW MATERIALS

All new materials and packaging changes require receiving plant approval before shipping into a plant.

- 1. LOT SEGREGATION- Shipments should consist of only one lot number per pallet. If more than one (1) lot number of a boxed/ pailed product is shipped on the same pallet, the product must be segregated by lot numbers by either shrink wrapping each lot or by separating each lot with cardboard or some other type of material. At all times, the product code and lot number must be visible on every exterior container. See *Appendix A* for approved stacking variations.
- 2. PRODUCT CODES If more than one product code per pallet, the requirements for mixed pallets include separating products by cardboard, shrink wrap each product, label as mixed pallet.
- 3. CARGO TANKERS vent caps/sample ports on top of Cargo Tankers must be affixed to wagon in order to avoid the lid becoming a projectile if the tank is under pressure.
- 4. All containers must be clean and free from contamination. Bags and FIBCs are not permitted to have fugitive product powder on the exterior surfaces.
- 5. DRUMS- Drums must be of new steel construction and self-relieving unless otherwise approved. No reconditioned drums are approved. Cardboard fiber drums / kegs are also acceptable for specified dry materials.
- 6. BOXES & BAGS Individual containers not to exceed maximum weight of 55 pounds. Palletized bags and boxes are not allowed to over-hang the pallet and must be securely stacked to prevent shifting or leaning
- 7. SUPER SACKS (FIBCs) Must comply with ANTI-STATIC & area safety guidelines, based on case by case review. If palletized FIBCs are stacked upon each other, the upper pallets must remain level through transporting allowing easy insertion of truck forks. Additional requirements listed in plant specific sections for Houston & Hilliard.
- 8. PORTABLE BULK CONTAINERS (IBCs) Any materials shipped in IBCs need to be reviewed and preapproved by the site.
- 9. ANTI-STATIC- Suppliers must meet the following requirements:
 - a. "Anti-static" plastic must be used in any container where the raw material is in direct contact with the plastic. "Anti-static" is defined as having a surface resistivity of less than 1 x 10 to the eleventh ohms/square at 23 degrees C and 20% relative humidity or having a charge decay rate from 5000 volts to 500 volts of less than 0.5 second when tested at 23 degrees C and 20% relative humidity. In all cases material data shall have been determined according to a recognized performance standard. (e.g. A.S.T.M. D-257, I.E.C.-60093 or Method 4046 of Federal Test Method Standard 101C)
 - b. Flexible intermediate bulk containers (FIBCs or super sacks) must either be:
 - i. "Type C" conductive, groundable bags having a resistance to the grounding tab of less than 1x10 to the eighth ohms when measured with a suitable surface electrode from any point on its surface. OR
 - i. "Type D" static-dissipative bags, e.g. Chromiq Blue. Approval of a "Type D" bag other than the Chromiq Blue requires a special qualification test be conducted by a third party with test vapors having a MIE less than those that will be encountered at the users facility.
 - c. FIBCs with plastic liners must meet the specifications stated in both a) and b) listed above.
 - d. Anti-static packaging is to be marked "ANTI-STATIC" by the vender.
 - e. The packaging shall be labeled with documentation certifying that it meets the specification of one of the above referenced standards or such documentation shall be forwarded to the site for review.
- 10. WOODEN PALLETS- Suppliers must meet the following requirements:
 - a. Pallets shall be made of hardwood. No plastic pallets are permitted unless otherwise approved.
 - b. For requirements on exporting wood pallets (if destination is outside country of manufacture) refer to ISPM-15.
 - c. Parts must be free of decay or any defects that would materially weaken the piece or hinder proper fastening.
 - d. Nails shall be pointless or have blunt points flush with the pallet to eliminate risk of damage to materials on pallet.
 - e. Pallets of bagged material will not be higher than 5' including the pallet.
 - f. Pallet size requirements vary by site Each are defined in the Plant Specific requirements sections below.

TANK WAGON REQUIREMENTS & BULK CONNECTIONS

- 1. Cargo tankers must have an opportunity for grounding.
- 2. Tank wagon Trailer must not exceed 3 compartments (Center Unloadable Wagon, Rear Unloadable Wagon, ISO tankers
- 3. Liquid Fittings / Connections Required:
 - a. 3" Diameter MALE fittings.
 - b. Compatible with Kamlock quick connect for solvents and resins.
 - c. Compatible with Kamlock DRY Disconnect for Monomers.
 - i. Dry-disconnects must be screwed onto pipe work prior to loads arrival on site.
 - ii. One dry disconnect is required for each product code.
 - d. A hydraulic valve for samples must be on the same side, near the sample port.
 - e. Tank wagon must have a vent cap for unloading, compatible with vapor recovery.
 - f. Solvent/monomer wagons require a valve assembly that exits the tank at a 90 degree angle, to allow for safe and complete emptying. See *Appendix B* for acceptable valve configurations.
- 4. Vapor Recovery Fittings/ Connections Required:
 - a. 3" Diameter MALE fitting.

Adhesives

- b. Compatible with Kamlock Quick Connect.
- c. No bolted down man ways or hatches for venting.
- 5. Dedicated tank wagons for products are preferred.
- 6. For non-dedicated tanks, ensure correct cleaning methods are used, including bottom valve and closure of the tank. Correct cleaning methods include:
 - a. Caustic clean (no detergent), thorough rinsing and drying needed. Water insoluble compounds normally require chemical cleaning
 - b. External bottom valve and dome lid disassembled and cleaned / exchanged if possible
 - c. No reconditioned solvents for cleaning procedure
 - d. Trucks have to be dry, clean and free of any odor (end control)
- 7. For non-dedicated tanks, a cleaning certificate must be included for all tank wagons. The cleaning certificate must indicate the previous cargo.
- 8. Never use tank wagons for our deliveries that have been loaded before with:

•	Cleaning products	•	Amines	•	Liquid Chalk	•	Plasticizers incl. Phthalates
•	Dispersants	•	Antistatic agents	•	Liquid Detergents, Fabric Softener	•	Pump, Hydraulic Oils, Brake Fluids
•	Emulsions Acrylic	•	Bitumen	•	Mercaptans	•	Silicone compounds
•	Epoxy based resins	•	Biocides	•	Molasses	•	Substances with intensive Odors
•	Slurries	•	Colored Products	•	Mould release agents / flow agents / mould drawing oils	•	Surfactants
•	Powder & dispersions	•	Fluorinated lubricants materials	•	Paraffin, waxes with high melting point	•	Tars
•	Strong Acids & Bases	•	Grease, Lube Oils, Engine Oils	•	Peroxides	•	Used cooking oils and biodiesel
•	Waxes	•	Latex, Dispersions and Emulsions	•	Phosphate, Phosphate ester	•	Waste

9. Additional Bulk connection conditions are defined in the Plant Specific requirements sections below.

DISTRIBUTOR REQUIREMENTS

For distributors, all supplier requirements contained within this document must be adhered to in addition to the following:

- 1. Two COA documents are required with each delivery 1) from the manufacturer and 2) from the distributor
- 2. All materials must be purchased through Axalta approved manufacturers only.
- 3. Where the vendor named on the Purchase order is not the original producer of the material it is required that the name of the original producer is appended to the Certificate of Analysis supplied with the delivery or that a copy of the original manufacturers COA for the material is provided with the delivery. Failure to do so will result in rejection of the delivery.
- 3. Only new containers will be accepted. No reconditioned drums are approved.
- 4. Distributors who purchase raw materials and re-containerize them into smaller containers, (i.e. portable tanks, drums, pails, are required to run some or all of the following tests depending on the safety handling requirements of the material (Axalta safety coded as S-0 to S-2):

Property/Test	Purpose:
Gas Chromatography	Solvent Qualitative Analysis
Refractive Index	Positive Identification
Filter Screen Test	Cleanliness
Water Content	On products going into water-sensitive formulations

CHANGES, SILICONE, & NON-CONFORMANCES

- 1. All suppliers are required to give Axalta prior written notice of any and all changes to components, materials, processes, test methods, etc. as stated in Purchase Order Terms and Conditions
- 2. All suppliers are required to comply with the Silicone clause as stated in the Purchase Order Terms and Conditions 3. All non-conformances will be documented by Axalta and a notification sent to the supplier requiring response to Axalta in 24 hours. Details regarding documentation required and response time are included in the notification.
- 4. Axalta will issue a Supplier Corrective Action Request (SCAR) if any of the requirements contained in this and any other contractual agreement with Axalta are not met. A preliminary acknowledgment of the SCAR is mandatory and due back immediately. The completed SCAR is due back within 30 days of the date issued and must include results from a formal investigation of the reported defect and corrective actions in place to prevent reoccurrence.

Risk Management Requirements

General – It is recommended that all suppliers conduct Risk Assessments on an annual basis using such tools as MMOG / LE Basic Available on the AIAG web Site https://www.aiag.org/supply-chain-management/materials-management/global-materials-management-operations-guidelines The MMOG tool is a simple and effective assessment and improvement tool which can be used to help mitigate supply chain risk.

Information Technology - All suppliers are expected to take reasonable measures to protect their IT infrastructure and data systems. It is recommended that the supplier has a contingency plan in place in the event of a cyberattack or other disruption to their IT systems. While this is only a recommendation, contingency planning (including but not limited to cybersecurity) may be evaluated during future supplier audits.

PLANT SPECIFIC REQUIREMENTS

FRONT ROYAL

RECEIVING HOURS

7 days, 24 Hours a day Office Hours 7:30 a.m. – 4:00 p.m.

COA DROPBOX

FR-Supplier-COAs@axaltacs.com

BULK CONNECTIONS

- 1. Cargo Tankers exceeding a height of 12'4" must obtain special approval prior to delivery
- 2. All ISO containers <u>must</u> have a space between the fender and tandem to allow for unloading line hookup. See <u>Appendix E</u> for acceptable configurations.
- 3. See <u>Appendix F</u> for acceptable vapor return or vent access pictures for ISO Containers.

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- Raw Materials- 44 X 48 pallets
- Finished Product- 42 x 42 stringer style pallet or a 48 x 44 stringer style pallet
- Automated depalletizing of Empty Cans- 44 x 56 block style pallets.
- Automated depalletizing of Empty Kits- 44 x 36 block style pallets or 46 x 36 stringer style pallets.
- · Cartons- 42 X 42 pallets

SHIPPING ADDRESS

7961 Winchester Road Front

Royal, VA 22630

Attn: Packaging Warehouse

AJAX

RECEIVING HOURS

- 1. Non-Bulk receiving hours are 6am 6pm. In special cases, materials can be received until 8pm.
- 2. Bulk Receiving Hours are 6am-12noon.

COA DROPBOX

Ajax.COA-s@axalta.com

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- Raw Materials- 48 X 48 pallets
- Finished Product- 42 x 42 stringer style pallet or a 48 x 44 stringer style pallet
- · Cartons- 42 X 42 pallets

WEIGHT REQUIREMENTS

All weights should be in kilograms, not pounds

BULK CONNECTIONS

- 1. Tank wagon Trailer can contain up to (but must not exceed) 4 compartments
- 2. 2" or 3" Diameter MALE fittings are acceptable for Vapor Recovery Fittings/ Connections.
- 3. Temperature requirements

Resin	Unloading Temp range – pump #3	Unloading Temp range – pump #5
G1270	125-140 ⁰F	125-140 ⁰F
RC7145	60-80 °F	60-80 °F
RC7193	127-140 °F	>127 °F
RCP10048	125-140 °F	
RC-7137	125-140 °F	

Temperature below the low limit may cause damage to our pumps, so the tankers will be turned away to be steamed. Temperatures above the high limit may disturb rust from the piping, so tankers will not be off loaded until the temperature reaches the upper limit.

4. ISO tanker specific requirements- see appendix C for specific ISO tanker configuration requirements

SHIPPING ADDRESS

408 Fairall Street Ajax, Ontario, Canada L1S 1R6

MOUNT CLEMENS

RECEIVING HOURS

- 1. NON-BULK- Receiving hours are **BY APPOINTMENT ONLY** (586-468-9360) -Monday through Friday 6:00 a.m. to 4:00 p.m. (unless special notification is made through Material Planner/Releasers).
- 2. BULK- Receiving hours are from 6:00 a.m. to 2:00 p.m. Monday through Fridays, unless other special arrangements have been made beforehand. After hours dropped tank wagons must abide by the following:
 - a. be placed at the bottom of the hill
 - b. be left with wheels UNCHOCKED
 - c. release the pressure in the air bags
 - d. Paperwork must be left in folder outsider the office door.

COA DROPBOX

mt-clemens-supplier-coa@axaltacs.com

BULK CONNECTIONS

- 1. All fittings, valves, and gauges must be in proper working order
- 2. Driver must have all proper Personal Protective Equipment for the material they transport
- 3. After signing in driver MUST comply with all site safety requirements during their visit
- 4. ISO Tankers must have the threaded discharge outlet installed prior to arrival and must have vent installed on top of wagon. See *Appendix D* for ISO Container vent picture.
- 5. All resin tank wagon shipments must maintain a minimum temperature of 125 °F (52 °C) upon arrival to the site. Temperatures below this requirement may cause damage to our pumps.
- 6. All ISO containers <u>must</u> be delivered with a chassis that contains a 'v-cut", so that a sample can be pulled. See <u>Appendix</u> <u>C</u> for acceptable configurations.

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- Raw Materials- 48 X 48 pallets
- Finished Product- 48 X 48 pallets

SHIPPING ADDRESS

400 Groesbeck North Groesbeck HWY

Mt Clemens, MI 48043

Plant Phone Number: 586-468-9000

FORT MADISON

RECEIVING HOURS

- 1. NON BULK 8:30 a.m. to 4:00 p.m. Monday through Friday,
- 2. BULK By Appointment.

COA DROPBOX

ft-madison-supplier-coa@axaltacs.com

BULK CONNECTIONS

- 1. See Appendix C for acceptable ISO container configurations.
- 2. See <u>Appendix D</u> for acceptable ISO Container vent picture.

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- Raw Materials- 48 X 44 pallets
- Supersacks 38 X 40 or 42 X 42
- Finished Product- 42 x 42 stringer style pallet or a 48 x 44 stringer style pallet

PRODUCT CODES

Fort Madison will not accept mixed product codes per pallet.

SHIPPING ADDRESS

803 35th Street

Fort Madison, IA 52627

HIGH POINT (Wood)

RECEIVING HOURS

6 AM to 2 PM Monday – Thursday 5 AM to 11 AM Friday

COA DROPBOX

Fax 336-802-4783

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- Raw Materials- 48 X 48 pallets single runner with 2-way access and of hardwood construction
- Finished Product- 48 X 48 pallets single runner with 2-way access and of hardwood construction

SHIPPING ADDRESS (manufacturing)

1717 English Road

Gate 7

High Point, NC 27262

CORNWALL (Wood)

RECEIVING HOURS

7 AM to 4:30 PM Monday – Friday

COA DROPBOX

angela.robertson@contractors.axaltacs.com

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- Raw Materials- 48 X 48 pallets single runner with 2-way access and of hardwood construction
- Finished Product- 48 X 48 pallets single runner with 2-way access and of hardwood construction

SHIPPING ADDRESS

1915 Second St W Cornwall, ON K6H 5R6 Canada

SACRAMENTO (Wood)

RECEIVING HOURS

6:30 AM to 2 PM Monday - Friday

COA DROPBOX

kamal.singh@axaltacs.com

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

- · Raw Materials- 48 X 48 pallets single runner with 2-way access and of hardwood construction
- · Finished Product- 48 X 48 pallets single runner with 2-way access and of hardwood construction

SHIPPING ADDRESS (manufacturing)

8201 Power Ride Road Sacramento, CA 95826

HOUSTON

RECEIVING HOURS 7 AM – 5 PM Mon-Fri

COA DROPBOX

certs.powder@axaltacs.com

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

Raw Materials- 44 X 48 pallets

SUPER SACKS: Minimum TYPE B required.

SHIPPING ADDRESS 9800

Genard Road Houston, TX 77041

Contact number: 713-429-7817

HILLIARD

RECEIVING HOURS

7 AM - 2:30 PM Mon-Fri

COA DROPBOX

certs.powder@axaltacs.com

WOODEN PALLET size requirements:

The following pallet sizes are required unless otherwise approved:

· Raw Materials- 44 X 48 pallets

SUPER SACKS: Minimum TYPE B required.

SHIPPING ADDRESS 4130

Lyman Dr

Hilliard, OH 43026

Contact number - 614-777-7223

ALL INVOICES SEND TO:

UNITED STATES: Axalta Coating Systems, LLC CANADA: Axalta Coating Systems Canada Company

Fax: **302-861-3922** Fax: **416-981-3364**

(preferred method of receipt) (preferred method of receipt)

Invoice submittal

Invoice submittal

address: Attention: Accounts Payable

Axalta Coating Systems, LLC

P.O. Box 69

Glen Mills, PA 19342-0069

address: Attention: Accounts Payable

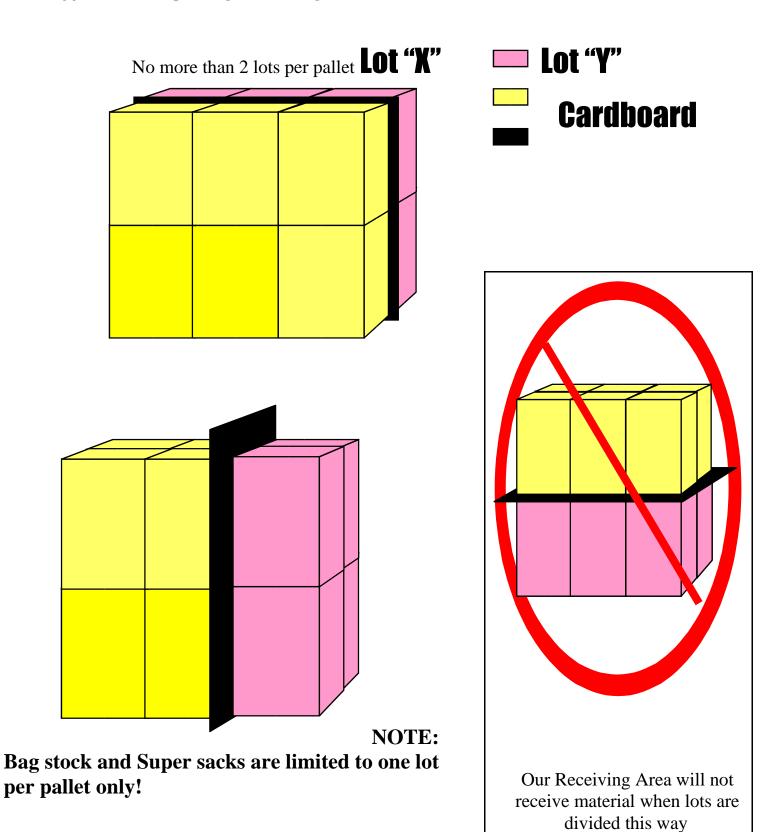
Axalta Coating Systems, LLC

408 Fairall Street Ajax, Ontario L1S 1R6

Customer Service Inquiries Only: Axalta-CA-AP@axaltacs.com

Customer Service Inquiries Only: AP18@axaltacs.com

To send invoices via email: email-axalta@axaltacs.com



Appendix B – Tank Wagon Valve Configurations



45 degree valve handle configurations are unacceptable



Inverted valve handle configurations are unacceptable



90 Degree valve configurations are acceptable

Appendix C – ISO Tank Bulk Containers –

MOUNT CLEMENS & FORT MADISON SPECIFIC REQUIREMENT

All ISO containers must be delivered with a chassis that contains a 'v-cut", so that a sample can be pulled. The 3" male Kamlock assembly <u>must be in place upon arrival</u>. Failure to meet either requirement may result in immediate rejection of the container.



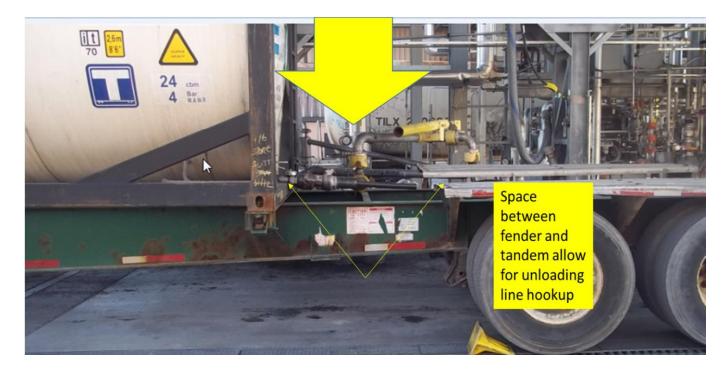
Appendix D – ISO Container Vent – MOUNT CLEMENS & FORT MADISON SPECIFIC REQUIREMENT



Container vent

Top View of Wagon vent. Vent needs to be installed before delivery.

Appendix E – ISO Container Unloading – FRONT ROYAL SPECIFIC REQUIREMENT



This setup allows for unloading assembly hookup without having to use flexible hoses.



Appendix F – ISO Container Vent – FRONT ROYAL SPECIFIC REQUIREMENT



Acceptable vapor return or vent access



Confirmation of Receipt

By signing below, the supplier is confirming receipt and understanding of Axalta's *Supplier Requirements* document. Additionally, this information has been shared with all relevant members of the supplier's organization.

Your Company Name	
Supplier Contact Name (Printed)	
Supplier Contact Title	
Supplier Contact Signature	
Date	

Upon completion, please provide a completed and signed copy of this form to your Axalta Procurement contact.