



May 2, 2008

Suppliers of Non- Productive/ Indirect/ Prototype Materials Shipping to Mexico,

Shipments going to Mexico must have very specific information in order to prepare the documentation required by the Mexican Government. The proper documentation must be completed by representatives of Delphi prior to the material actually crossing the border into Mexico. This information is required to be on the packing list provided with the shipment.

The flow of non-productive/indirect/prototype materials to the Delphi facilities in Mexico have been negatively impacted causing delays and emergency situations due to insufficient data required to prepared adequate custom documents. These delays have subsequently impacted the ability of Delphi to make payments on materials either delayed or held for dispostion; in some cases as much as 60 days.

Delphi Global Supply Management wants to reinterate the absolute data required from the supplier for materials with final destinations in Delphi Mexican Plants:

Supplier Packing List Must Include:

- u **Supplier Name/Address/Telephone/ and DUNS Number**
- u **Purchase Order Number**
- u **Requestor Name / Telephone Number**
- u **Destination of Material**
- u **Part Number for each line item**
- u **Material Description for each line item (Fit / Form / Function)**
- u **Unit of Measure (metric) for each line item**
- u **Quantity for each line item**
- u **Gross Weight**
- u **Net Weight**
- u **Unit cost / value**
- u **Country of Origin/ Certificate of Origin**
- u **MSDS Sheet (for hazardous materials)**
- u **Software Licenses (if applicable)**

A more detailed description of these items will follow, virtually all information is attainable from the Delphi issued Purchase Order.

Supplier Name/Address/and Telephone number:

- This information must match that which is on the Purchase Order
- If shipping from a distributor's warehouse, do not use their name and information but the name and information as stated on the Purchase Order.

Purchase Order Number:

-The PO number must match that from the Delphi issued PO for the items being requested and shipped.

Requestor Name/ Telephone number:

-This must match that which is on the Delphi issued PO. This will help in the communication and delivery process.

Destination of Material:

-The destination must match that from the Delphi issued PO. Final destination for the material is required. The actual ship to address will be the border point indicated on the PO. At this point the required documents will be prepared but the final destination is required for correct delivery to the requestor. An example for material going to the Mexico Technical Center in Juarez would be:

- Mexico Technical Center
- C/O ETDC
- 48 Walter Jones
- El Paso, TX 79906

Part Number for each line item:

-This is the unique identifier of the item requested and must match those on the Delphi issued PO. Do not use part numbers not referenced on the PO.

Material Description for each line item:

-The description must match that from the Delphi issued PO. This description is vital for classification of materials for the proper documentation.

- Must be in English.

Unit of Measure for each line item:

- This is the scientific unit of measure consistent with type of material requested; this must be piece count or metric units as specified by the Delphi issued PO.

- Metric units (kilos, liters, etc) must be used in Mexico.

Quantity for each line item:

- Must match that on the Delphi issued PO and is based on the unit of measure.

- Ship quantity requested, NO over shipments.

Gross weight/ Net weight:

- Gross and net weights must be in metric terms.

Unit cost or value:

- All material must have a value by line item, even if the material is 'free'. The value is extremely important for the documentation requirements.

- The material cost or value must be consistent with the unit of measure.

Country of Origin/ Certificate of Origin:

- This is provided by the supplier and sent with the material.

- This is a requirement of NAFTA countries and trade agreements with Mexico.

- Certificate of Origin available at:

http://www.customs.ustreas.gov/nafta/nafta_new.htm

MSDS Sheets (for hazardous materials):

- Must be provided by the supplier for any chemical type material or material deemed to be hazardous.
- The sheets must be in English and provide the technical description of the material.
- Items which typically require MSDS sheets are; plastic pellets, un-worked steel-bituminous substances, organic and inorganic compounds, powders, liquids, oils, gasoline, mineral fuels, solvents, etching materials, and radioactive elements.
- Items which typically do not require MSDS sheets are; machined components, circuit boards, stamped metal parts, computers, machinery, tools, gages, and general office supplies.

Software Licenses:

- If the software is inside a machine controller then no license is required.
- If in a packaged form (CD) then a hard copy of the license is required.

Special Considerations and things to know:

- Wood pallets must be heat treated and Stamped according to ISPM#15 regulations; www.ippc.int
- Each carton of material should be identified with a part number and quantity on the label. Delphi Packaging and Labeling Standards are also on the Supplier Portal under Suppliers Standards. www.delphi.com
- Shipping instructions 1-800-805-9433 (248-813-3117)
- Shipping instructions for Packard EE/A 915-612-4908
- A copy of the PO with the packing slip will help processing.

Please contact your Delphi Purchasing agent if you have questions, or the contact the Delphi North American Logistics team at the numbers listed above.