



## Piston Automotive Prototype Delivery Requirements

Effective August 15, 2021, prototype parts delivered shipped to Piston Automotive must adhere to the delivery requirements shown below. If you have any questions, please contact [prototype@pistongroup.com](mailto:prototype@pistongroup.com).

### General Requirements

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

### Shipping

- Suppliers must label all 4 sides of container using the prototype label located at <http://www.pistongroup.com/suppliers/>.
- Supplier is expected to ship material to arrive at Piston on the due date as noted on the release.
- Material cannot be ASN'd. You must provide a separate packing list/invoice for each shipment.
- Supplier is to provide all tracking information (Truck #/BOL#) for all shipments to [prototype@pistongroup.com](mailto:prototype@pistongroup.com).
- Prototype material will only be received M-F during day shift hours (**6am-2pm**).
- In keeping with current practice, Piston will debit Supplier's account for any unauthorized collect freight prototype shipments using the Piston DPN process.
- When preparing the prototype order for shipment, supplier must palletize, label, and shrink wrap prototype material separate from regular production.

### Piston Prototype Transportation Process

- All suppliers must contact Argus Logistics at [Piston@argussolutions.net](mailto:Piston@argussolutions.net) & [prototype@pistongroup.com](mailto:prototype@pistongroup.com) to arrange transportation. The only exceptions are for UPS or FedEx shipments. Suppliers are responsible for booking UPS or FedEx shipments.
- Suppliers must inform Argus Logistics that the shipment is "**Prototype**".
  - Provide ready time, pickup address, dock hours, qty of pallets, pallet weights & dimensions in email to Argus
- Argus Logistics will provide suppliers with specific shipping instructions and carrier name.
- For U.S., Canada, and Mexico suppliers, generally, small package shipments under 150 lbs. will typically ship via **UPS/FedEx** with Piston Prototype account #'s listed below. **If the part is on a pallet, you must use Argus.**
  - **UPS 878RW1**
  - **FedEx 628463816**
  - **No overnight shipping without approval from the Piston Prototype Program Manager.**
- For U.S., Canada, and Mexico suppliers, generally, shipments over 150 lbs. will ship via less-than-truckload (LTL).
  - **For Mexico, plan a 14-day transit time.**
  - **For Canada, plan a 7-day transit time.**
- The Piston Prototype Manager will authorize shipment routing deviations as necessary to ensure timely delivery.
- For overseas shipments, suppliers will ship via less-than-container load (LCL).
- All supplier prototype shipments must include a unique bill of lading and packing list that includes all documentation related to the Piston prototype material release and prototype purchase order.
- Any exceptions where an alternate transportation mode is necessary (e.g., direct truck or air), must be approved by the Piston Prototype Program Manager and the receiving Piston Plant.
- Any applicable Hazardous Material Shipping Laws must be followed.