

Supplier Guidelines

<On Starting Transactions>

Updated: November 2021

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Symbol Legend

The symbols below are used in this document.



Abbreviation legend

The abbreviations below are used in this document.

Abbreviation	Meaning
МТО	Made to Order
NLT	No Later Than





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Chapter

Outline of MISUMI Business Infrastructure

This chapter explains the outline of Misumi's Business Infrastructure.

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MISUM

1-1 Outline of MISUMI Business Infrastructure

Here is the flow from receiving order from a customer to delivering the item.



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Chapter 2

From Order to Delivery

This chapter explains the flow of operation from receiving an order to shipping the items.

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2-2 Examine Order List from MISUMI

Below explains the method for checking the order.

Examine Order from MISUMI

"G-MIND", a WEB ordering system, is used for receiving orders from MISUMI. With G-MIND, you can:

- Examine order details from MISUMI
- Print out documents and labels necessary for delivery
- Make delivery report
- Download arrival inspection data from MISUMI
- Invoicing (Add Supplier Invoice Number)
- Unfits
- Operation Requests (Delay/Cancel Notice)

POINT	 With G-MIND, you can download: Tack Label SO List/Purchase Order Packing list specified by MISUMI (for Stock) Proforma Packing List (for direct shipment) TXT File Data
POINT	 Please contact procurement for the details of G-MIND. Please refer to the G-MIND website for the G-MIND User Manual.



The name of the customer is shown.

00 nor 0A)

be sent to is shown.

The shipping address is shown.

Customer's order number is shown.

The shipping destination is shown. (when the delivery classification code is NOT

The name of the department and the name of the person the order item should

Please write the company name shown here in the waybill.

(11)

(12)

(13)

(14)

(15)

Customer

Ship-to

Attention

CustPoNo

Department and

Shipping address



2-3-1 Confirm if Items are Stock or MTO

Please check "VodDiv" to see if the items are Stock or MTO

VRD	07/26/2017	7 (US <i>I</i>	A Vod	Div	110	DeliDiv	00	SSD	07/21/	2017	(USA)	MisumiUpo	late	07/14	4/2017	(USA)
GlobalNo	UA-812631-	-00236	63			PoStatus	Unpro	cessed				Currency	JPY	Chan	gesNo	0
SpplrPdCd	Y-60M	-60M MSM1 MISUMI														
MisumiPdCd																
Qty	1	Per	1	Uni	itPri	ce		640.00	Amount	t		640	Wei	ght		100g
	CHICAGO-WH	CHICAGO-WH														
Ship-to		ExpTo 3							304							
	MISUMI USA, Inc(Warehouse) 2400 Lunt Avenue, Elk Grove Village Illinois 60007, U.S.A							•								
CustPoNo	6800-1/903-3060															
Carrier	UPS D9 COL W	00					PdSh	ipTo	2 USA-	WH(IL)	PackShip	Го	2 US	A-WH(IL	.)

■ VOD DIVISION

Entry Code	Description
110 MTO Item Order	Purchase order of MTO item
160 MTO Item Order	Purchase order of MTO item
170 MTO Item Order	Purchase order of MTO item
180 MTO Item Order	Purchase order of MTO item
210 Stock Item Order	Purchase order of Stock item
220 Stock Item Return Order	Return order of Stock item
230 PO Debit Entry	For debit entry
239 PO Credit Entry	For credit entry

REFER ENCE

Only VodDiv 110, 160, 170, 180, and 210 are shown on the Order List
 For 220, 230, 239, please refer to Actual Acceptance Data on G-MIND the day after the arrival inspection.

Terminology

Word	Description
Stock	Product that is always kept at MISUMI Warehouse
МТО	Custom made product manufactured according to an order from a customer
Direct Shipment	Product that is delivered directly to the customer, not going through MISUMI Warehouse

2-3-2 Examine SSD

Please examine the "SSD"

VRD	07/21/2017	VodDiv	110	DeliDiv	00	SSD	07/19/2017
GlobalNo	UA-U60056-000676			PoStatus	Unpro	ocessed	1
SpplrPdCd	ASH6						

Actual ship date or arrival date changes depending on Stock or MTO.

Terminology

Ship Date Type	Description
1. SSD	Supplier Ship Date The dates vary depending on if the items are sent to the Warehouse or directly sent to the customers.
2. VRD	Via Receive Date (Arrival Date at Misumi Warehouse) The dates vary depending on if the items are Stock or MTO
3. VSD	Via Ship Date (Shipping Date from Misumi Warehouse to our customer)

2-3-3 Examine Ship-to

Please examine the ship-to information.

- If delivery is made to Misumi Warehouse Misumi Warehouse's address will display
- If delivery is made directly to the customer Customer's address will display

Delivery to customer (Deli Div 40/50)

VRD	07/19/2017 VodDiv 110 De		DeliDi	V	40 SSD 07/19/2017		MisumiUpdate 07/1		07/19	/2017					
GlobalNo	UA-745335-013292 PoStat				s	Unpro	cessed	d			Currency	USD	Chang	jesNo	0
SpplrPdCd	AAB151M	AAB151M										MSM	1 MISU	JMI	
MisumiPdCd															
Qty	1 Per	1 Un	itPri	ce			45.12	Am	ount		45,12	Wei	ght		6,350g
	12345 Tom's World	12345 Tom's World Class Automation							12345 Tom's World Class Automation						
Ship-to	P0#654321							1					ExpTo)	
	465123 100 World	465123 100 World Class Ave Schaumburg, IL 465123 USA													
CustPoNo	654321														
Carrier	FedEx Ground					PdSh	ipTo	9 I	DIR		PackShipT	0	2 USA	-WH(IL)

Delivery to Misumi Warehouse (Deli Div 00)

VRD	07/31/2017 (USA) VodDiv 110 DeliDiv			/	00	SSD	07/27/2017 (USA) MisumiUp			date	07/19	/2017	(USA)	
GlobalNo	UA-435750-000689 PoStat				s	s Unprocessed Currency				JPY	Chang	esNo	0	
SpplrPdCd	Y-KR06-100-AC46					MSM1 MISUMI								
MisumiPdCd														
Qty	3 Per	1	UnitPri	ce	7	3,	260.00	Amount		9, 780	Wei	ght		3g
	CHICAGO-WH									-				
Ship-to													ExpTo	304
	MISUMI USA, Inc(Warehouse) 2400 Lunt Avenue, Elk Grove Village Illinois 60007, U.S.A													
CustPoNo	P0 # 8678440													
Carrier	UPS D9 COL WOS					PdSh	ipTo	2 USA-WH	(IL)	PackShipT	Го	2 USA	-WH(IL)

2





Delivery Code

Deli Code	Description	Product Type	Product Ship to	
00	Usual shipment to the Warehouse	Stock, MTO	Warehouse	
50	Direct shipment when necessary	МТО	Direct Shipment	
40	Always direct shipment (Heavy / big_item)	МТО	Direct Shipment	
то	T Stork (Shipped on the day)	МТО	Warehouse	
A0	A Stork (Shipped on the next day)	мто	Warehouse	
B0	B Stork (Shipped on the 3rd day)	МТО	Warehouse	
C0	C Stork (Shipped on the 5 th day)	МТО	Warehouse	

Ship-to and VRD changes depending on the Deli Code

- If Deli Code is 00, ship-to shows the address of the Warehouse, and VRD becomes delivery date to the Center.
- If Deli Code is 50 or 40, ship-to shows the address of the customer (or the destination customer desires), and VRD becomes the same as Supplier Ship Date.



As for the freight cost of direct shipment, please refer to <u>6-3 Billing for Direct Shipment Freight Cost</u>

Regarding the delivery method of direct shipment to the user, please refer to <u>2-5 Direct Shipment to User</u>







2-3-4 Examine Global No.

The "Global No." on the "Order List" is the unit of order from MISUMI.

Stock Item



GlobalNo	UA-292	2180-0	09857		PoStatus	Unprocessed	1		Currency	USD Cha	ngesNo	0
SpplrPdCd	GBN30	IR3-0	60							MSM1 M]	ISUMI	
MisumiPdCd												
Qty		10 Pe	er 1	UnitPric	ce	2.46	Amount		24.60	Weight		990g
	CHICA)-WH										
Ship-to											ExpTo	
	MISUM	USA,	Inc(Ware	ehouse) 2	400 Lunt	Avenue, Elk	Grove Vi	llage I	llinois 60	007, U.S	S. A	
CustPoNo	45011	875										
Carrier	UPS Gr	nd				PdShipTo	2 USA-WH	(IL)	PackShipT	"o 2U	SA-WH(IL))



POINT

Warehouse Code:
SO/PO SEQ:
MC Code:

QCT Central Warehouse is "U2"; and QCT West Warehouse is "U3" and QCT Ohio Warehouse is "U4". A code assigned to each record The area code of the user managed by MISUMI for location of the customer.



The number of cases of the Global No. is put as the "quantity" on "Ship Qty List" that is attached when delivering MTO item.

2-3-5 Examine Product and Quantity

Please verify the product and quantity to deliver with "SppIrPdCd / MISUMIPdCd" and "Qty".

VRD	08/01/2017	VodDiv	110	DeliDiv	00	SSD	07/31/20	17	MisumiUpo	date	07/25/	2017	
GlobalNo	UA-292180-009857			PoStatus	Unpro	cessed			Currency	USD	Change	esNo	0
SpplrPdCd	GBN300MR3-060									MSM	1 MISU	ΙN	
MisumiPdCd													
Qty	10 ^P er	1 Uni	tPri	ce		2.46	Amount		24.60	Wei	ght		990g
	CHICAGO-WH												
Ship-to												ExpTo	
	MISUMI USA, Inc(Warehou	se) 2	2400 Lunt	Avenu	e, Elk	Grove Vi	llage Il	linois 60.	007,	U. S. A		
CustPoNo	4501189875												
Carrier	UPS Ground				PdSh	ipTo	2 USA-WH	(IL)	PackShipT	Го	2 USA-	-WH(IL)	

Product Code

Product Code Type	Description				
SpplrPdCd	Product code managed by suppliers				
MisumiPdCd	Product code managed by Misumi				





2-4 Delivery to Warehouse

Here is the flow from packing items and delivering them to the Warehouse.



2-4-1 Prepare Documents

In addition to Tack Labels that has been downloaded, output Packing List or Ship Quantity List that are specified by MISUMI based on PO List, and ship the products

Document/Label Name	Stock	мто	Prepared in the Unit of	Remarks
Tack Label	0	0	Global No.	 If more than 1 package/carton for a single order, prepare the labels for each one of them Downloadable from G-MIND
Packing List	0	0	Global No.	Downloadable from G-MIND
Waybill	0	0		Obtain from carrier



Shipment report needs to be carried out using G-MIND for outputting other documents than Tack Label. As for the details, please refer to the G-MIND User Manual.

2

(1) Prepare Tack Label

Please examine the items on Tack Label



Tack Label Items

NO	Item Name	Description
1	Global Number	 Global Number/Misumi PO Please refer to 2-3-4 Examine Global Number for the description of Global Number/Misumi PO
2	Customer Reference Number	Reference number that was assigned to each order is shown
3	Brand Name	Name of the product brand is shown
4	Product Code	MISUMI's product code is shown
5	Supplier Product Code	If supplier's product code is different from ④, it will be shown here
6	Barcode	Barcode made of a global number is shown
\bigcirc	Country of Origin	The name of the country where the product is manufactured is shown
8	SO Number	SO number that was assigned to each order is shown
9	Delivery Quantity	Quantity for delivery is shown
10	Warehouse Code – Supplier Code	Warehouse Code and Supplier Code is shown
(1)	VRD	Via Receive Date
(12)	SSD	Please refer to 2-3-2 Examine SSD for more detail



G-Mind is set up to correspond with any 2"x 4" brand label (Ex: Avery #5163).



(2) Prepare MISUMI Specified Packing List

Please examine the downloaded Packing List. Packing List should contain the orders of the same SSD.



1

Items to be checked

NO	Item Name	Description
1	Warehouse Name	Name of the Warehouse
2	Issue Information	Date of Creation, Page No, and Packing List No.
3	VRD	For more information about VRD, please refer to 2-3-2 Examine SSD
4	Vod Div	For more information about Vod Div, please refer to <u>2-3-1 Confirm if Items</u> are Stock or MTO
5	Global Number	For more information about Global No., please refer to 2-3-4 Examine Global <u>Number</u>
6	SSD	For more information about SSD, please refer to 2-3-2 Examine SSD
\bigcirc	PO Qty.	Ordered quantity
8	Qty per Carton	Quantity per carton
9	Currency	The currency used with this order
10	Unit Price	Unit price
(1)	Amount	Total price
(12)	Product Code	Product code
(13)	Barcode	Barcode made of global number
(14)	Supplier Name	Supplier code and name
(15)	Spplr I/V Num	Invoice number from the supplier
(16)	Supplr I/V Date	Date invoice was issued
17	Seal	Please print the company seal in the box



2

2-4-2 Packing Items (Stock/MTO)

Put together items by the PO (Global Number), put them into PE ziplock bags or boxes, and attach tack labels.

Basic Pattern (Stock/MTO)

• Items of 1 PO to be packed together with a tack label.



Stock Item

• Do not use a stapler when using PE bag. Seal the bag with sealer or scotch tape.

MTO Item

- MTO is shipped to the customer with the original wrapping. Accordingly, please beware of fragile items.
- Do not use stapler When using PE bag. Seal the bag with sealer or scotch tape
- Never use newspaper.
- Put cushioning material in each bag or box for protecting fragile items.



2-4-3 Packing of Items into Carton Boxes for Shipment (Stock/MTO) * MISUMI

Stock Item

- Put "items (with tack label)" and "Packing List (of MISUMI format)" into carton boxes
- Attach "Waybill" and write "Stock" on the smallest face of the box



MTO Item

•Put "items (with tack label)" and "Packing List" of Misumi format into the box •Attach "Waybill" to the box



Requirement

- 1. Attach Tack label (product label) with G# to each line of order.
 - Please attach the G# on each plastic bag, if it is packed in a plastic bag.
 - Please attach the G# on the carton box, if there are not plastic bags inside.
- 2. Attach the Packing List with G# to the carton box.
 - Packing list help to check which G# are included inside the carton box.

2-5 Direct Shipment to User

Below is the flow of direct shipment from packing to delivery to the customer.



2-5-1 Prepare Documents

Prepare the documents and labels required for the shipment based on the PO List. You can download tack labels and Proforma Packing Lists from G-MIND.

Document/Label	Unit	Remarks
Tack Label	by Global No.	When using more than 1 package/carton for a single order, prepare tack labels for all the packages/cartons
Proforma Packing List	by Ship-to	
Waybill	Carton	

(1) Prepare Tack Label

REFER

ENCE

Please examine the items on Tack Label. Reference 2-4-1



2



(2) Prepare Proforma Packing List





• A pro forma packing list is attached because this is a Stork service delivery (direct shipment from a factory) or direct shipment from a manufacturer. • The formal packing list will be sent from the distribution center on the same day as the direct shipment date

(or will be attached to the items shipped from the distribution center). • Any formal packing list is not issued because this is a delivery of replacement items.

Items to be Examined

NO	Items	Description
1	Ship Mode	Carrier the customer requests
2	Shipping Date	SSD=VSD will be shown
3	Customer Info	Company Name, Dept, Phone/Fax, Address
4	Customer Reference Number	Reference number that was assigned to each order
5	Product Code	MISUMI's product code
6	Brand Name	Name of the product brand
\bigcirc	PO Date	Date of the order
8	PO Number	SO number that was assigned to each order
9	PO Seq	Last 6 digits of Global Number
10	Fixed Message	Message from MISUMI to customer

(3) Prepare Carrier Label

Put MISUMI as the sender on the Carrier label of direct shipment.



Items

No.	Item	Description
1	Receiver	The address, (company) name, dept, and responsible person of the ship to.
2	Sender (Address)	Put MISUMI USA as the sender. Address: MISUMI USA 1717 Penny Lane, Suite 200, Schaumburg, IL 60173
3	(nnnn- ○○Prefecture)	Supplier code and the prefecture of the shipping place of the supplier. There is no problem if you use the product name.
4	TEL: 847-725-6966	The telephone No. of MISUMI QCT Center
5	Handled by OOO Warehouse	The name of the Warehouse put on the PO List as the "Packing List Receiver". Central or West USA Warehouse.



 \cdot Direct shipment freight cost is paid by MISUMI or the supplier dependent on the situation.

• As for the waybill and billing of/for freight cost of direct shipment, please refer to <u>6-3</u> <u>Billing for Shipment Freight Cost</u>.



2-5-2 Packing Items into Carton Boxes (Direct Shipment)

Put items into PE bag(s)/box(es) and pack them into container(s).



For more details on packing, please refer to 2-4 Delivery to Warehouse

Basic Pattern

- Put "items (with tack label)" and "Proforma Packing"
- Attach "Waybill"





If you use more than 1 carton, put the stamp (or handwritten description) of "Incl. Proforma Packing" on the 1st carton.

2-6 Notifying Shipment

Notifying Shipment

G-MIND is used when notifying shipment. With G-MIND, you may:

- Register completion of shipment;
- Register waybill number



Please contact our Procurement team for the details of G-MIND. Please refer to the G-MIND User Manual for directions. 🔊 MISUMI



Here are precautions in delivering goods. Please contact us if product characteristics make it difficult to follow this manual.

Precautions when Preparing Document

• Be careful about the document put together with items so as to avoid mistakes. Especially, please make sure of the quantity and the direct shipment address.

Precautions when Putting Items in Bag/Box

- Put together items of the same PO (Global Number)
- Use sealer or scotch tape for sealing PE bags. Please do not use stapler.

Precautions when Putting Items in Carton

- Please refrain from using too much cushioning materials or cartons with inappropriate size/strength.
- Keep the weight of a carton less than 45 lbs. In the case of heavy item, strap the carton with PP strap.
- Do not pack Stock and MTO items in the same carton.
- Never put the items with different ship dates into the same carton.

Packing Materials

• Please use MISUMI materials as available in the case of direct shipment to a customer.

Prohibited Packing Materials

Please refrain from using the materials below due to environmental protection, injury prevention in arrival operation, and export regulations (for export). We would appreciate your understanding and cooperation.

- Materials with staples
- · Cartons with inappropriate size/strength
- Foam polystyrene cushion materials
- · Newspaper and magazine (as cushion material)

RoHS & REACH

Please make sure all products and packaging meets the latest RoHS & REACH regulation requirements.

Freight Cost

Items should be shipped on MISUMI USA freight accounts.



Direct shipment freight cost is paid by MISUMI or the supplier dependent on the situation.
 As for the waybill and billing of/for freight cost of direct shipment, please refer to <u>6-3</u>
 <u>Billing for Shipment Freight Cost</u>.

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Chapter 3

Unfit

This chapter explains Unfit Operation.

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3-1-1 Types and Categories of Unfit

Туре	Explanation	Media
Big Order	This type of Unfit is generated when a customer's order quantity is large. Please examine the ship date, price, etc.	G-MIND
Each Time	This type of Unfit is generated when a customer orders any product for which MISUMI needs to check each time about the ship date and/or price.	G-MIND
Expedite	This type of Unfit is generated when a customer cannot be satisfied with the standard lead time. Please inform MISUMI of the Delivery Div, the earliest possible ship date, etc.	G-MIND
Spl_Unregistered	This type of Unfit is generated when a customer has made a request for quotation of any product code that is not registered in MISUMI's database.	G-MIND
Special Order	This type of Unfit is generated when a customer has made a request for quotation of any item in size/shape that is not shown in MISUMI's catalog. Please inform MISUMI of the price and the earliest possible ship date. (Note) MISUMI will inform you of this type of Unfit via email when a drawing is provided by a customer.	G-MIND
Categories of U	nfit	
Category	Explanation	

Category	Explanation
SO	Customer will place a firm order if you can meet the ship date specified by the customer.
QT	This is less likely to become a firm order. This is often just an inquiry about the price/lead time from a customer.

REFER ENCE

Please refer to the G-MIND Unfit Manual. You can download such Instruction Manual from "G-MIND Menu 5_Document Download".



3-2-1 Expedite Request

Please check G-Mind at designated check times for Expedite Requests and reply within the same business day as the day of the request.

Expedite Request (Sample)

Answering Field Screen

Please check the Product Code, Qty, Requested Ship Date, and comments for Expedite

Supplier Unfit Reply	Unit Reply MMDDYY									
JF Type£xpedite Request										
Unfit History 🗹										
QT/SO		30	Unfit No	UA – K47814		Valid Until	07/27/2017 13:02	Request Date	07/27/2017 11:02	
Existing SO Expedite	Oniginal Global No	UA828320000044	Status	Supplier Checking		Request Times	4 Times	Complete Date		
Orig. Unfit No			Orig. Valid Until							
Req Detail										
Product Code	U-SFJ025-L325-A0.09-F	FC0.19					Brand Name	MSM1 MISUMI		
Requested VSD	08/28/2017	Supp Ship Date		Req QTY	2,500	Req Reason	User Request			
Comment	Custamer would like 625	pieces for 8/28/17								\sim
Origen 1 OT (20) Inte	Global No	UA828320000044								
Original G1750 Into	SO Date	07/22/2017	Spplr Ship Date	11/06/2017	MISUMI Rov Date	11/07/2017	Deli CD	00	Plant	U2
	Custamer	828820				NTA	Ship to	TUFTCO		
Shin to	Cust PO Number	CT-13491 / RML-07041001								
Silp to	CustDept						Gust Attn			
	Address						TEL.			
Stock/MTO	MTO						Pcs/Pack			0

Answering Field Screen

Reply Entry Field	1		_												
Supp Valid Until		. (.	4)	08072017	19:00		Reply Date				Supp	Attn			
Reply Product Co	ode	· · · · ·		U-SFJ0.25-L3.25-	A0.09-FC0.19						Brand	Name		MSM1 MISUMI	
Comment		(6	Customer would li	ke 625 pieces for 8/2	25/17			3	0	ні	story	5		
Division	Qty	Allocation	Deli CD		Spplr Ship Date	SSLT	MISUMI Rov Date	VSLT	Purchase Price	Charge		Result	t Noti	Remark(s)	Global No
Complete	2500	PO		~					4.94			Yes	~		
Partial1		PO		~									~		
Partial2		PO		~									~		
Partial3		PO		~									~		
Partial4		PO		~									~		
Partial5		PO		~									~		
Partial6		PO		~									~		
Partial7		PO		~									~		
Partial8		PO		~									~		
Partial9		PO		~									~		
Partial10		PO		~									~		
Supplemental Inf	io 🗹														
Print	Back	Clear	C	heck Hand	Complete										

Answering Field Details

NO	Item	Description
1	Deli. CD	Delivery Code. Warehouse: 00 / Direct Shipment: 50/40
2	ShipDate	Fill in SSD or VSD. Or, number of work days can also be used.
3	SIUP	Fill in SUIP. If a charge is incurred, please fill out the Ajdust field.
4	Valid Until Date	Fill in Quotation Expiration Date and Time.
5	Notice Required	Select yes, if you require MISUMI to notify the supplier of the quotation result.
6	Comment from BU / Supplier	If any comment, please fill out this field. MISUMI might also use this field to communicate with you.

Supplier

Response Required



3-2-2 Big Order Quotation Request

Please check G-MIND at designated check times for Big Order Quotation Requests and reply within the same business day as the day of the request.

♦ Bi	g	Urd	er	Quot	ation	I Ke	quest	(5	ample	?)					Su	pplier
Ansv	vei	ring	Fie	eld So	reen										Res	ponse auired
Please	hec	k the	Pro	oduct C	Code. C)tv. R	eaueste	d								
Ship Da	te a	and co	omn	nents f	or Exp	edite	- 1	-								
omp Da	.0, 0			nonto n		ouno										
pplier Unfit Reply	OT D.	au un at														MMDDYY
of it History	ruine	quest														
T/SO			(ат.	Unfi	it No	UB - 24988	3		Valid (Jntil	07/28/2017 18:40		Request Date	07/28/2017	1640
disting SO Expedite	Origi	inal Gilobal No			Stat	tus	Supplier Check	ne .		Reque	st Times	1 Times		Complete Date		
rig. Unfit No					Orie	s. Valid Until										
eq Detail																
roduct Code	U-SF	FAN1 25-L6-F	1.25-B1-	T0.63								Brand Name		MSM1 MISUMI		
equested VSD	09	/01/20	17 s	Supp Ship Date			Req QTY		20	0 Req R	eason					
iomment																0
	Giob	alNo														
rignal QT/SO Info	SO [)ate			Spp	Ir Ship Date		М	ISUMI Rov Date			Deli CD		00	Plant	U3
	Cust	tamer	V	M7239						NTA		Ship to				
	Cust	PONumber														
hip to	Cust	Dept										Cust Attn				
	Addr	Tess										TEL.				
tock/MTO	мто	I										Pcs/Pack				0
Anos		ina			roop											
	vei	mg	гіе	iu 30	reen											
iply Entry Field ipp Valid Until		a		08082017	19	100	Reply Date					Supp Attn				
eply Product Code		9		U-SFAN1.25-L6-F	F1.25-B1-T0.63							Brand Name		MSM1 MISUMI		
		6														
omment		E	ל ע	ล	0				0	、 、		History	ລ			
vision Qt	,	Allocation	Deli CD	J	Soolr Ship Date	SSLT	MISUMI Roy Date	VSLT	Purchase Price	,	Chance	Result No	ti Remark	(s)	Giol	al No
mplete	200	PO		~						0.00		Yes	-			
ertial1		PO		~									~			
artial2		PO		~									~			
artial3		PO		~									~			
ertial4		PO	-	×												
Cibu te		PO	-	~	1				1] [
artial6				~												
artial6		PO														
artial6		PO PO		~									~			
artial6 artial7 artial8 artial8 artial9 artial9 artial9		P0 P0 P0		~ ~)		✓✓✓			

Answering Field

NO	Item	Description					
1	Deli. CD	Delivery Code. Warehouse: 00 / Direct Shipment: 50/40					
2	ShipDate	Fill in SSD or VSD. Or, number of work days can also be used.					
3	SIUP	Fill in SUIP. If a charge is incurred, please fill out the Ajdust field.					
4	Valid Until Date	Fill in Quotation Expiration Date and Time.					
5	Notice Required	Select yes, if you require MISUMI to notify the supplier of the quotation result.					
6	Comment from BU / Supplier	If any comment, please fill out this field. MISUMI might also use this field to communicate with you.					



3-2-3 Order/Cancellation Notification Sheet

The results of an order using Unfit information will be sent from the procurement team regarding Expedite and Big Order Requests. This is sent when notification YES is selected.





Chapter

Operation Request

This chapter explains irregular handling which is required to modify an order or to specify a shipping preference, etc.

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	4-3 Operation Request – From Supplier	. 40

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4-1 **Outline of Operation Request**

An operation request is made when any irregular handling is expected. There are two types of Operation Requests. One is sent from MISUMI to its supplier. The other is sent from MISUMI's supplier to MISUMI.

From MISUMI

Туре	Explanation	Media
MTO Undelivered Notice	MISUMI will inform this when MISUMI did not receive the MTO item at the designated warehouse by 12:00 on the scheduled VRD.	G-MIND
STK Undelivered Notice	MISUMI will make this operation request when MISUMI did not receive the stock item by the day before VRD.	G-MIND
STK Early Delivery Request	MISUMI will make this operation request when the stock item needs to be shipped before the schedule (Request for shortening the delivery date)	G-MIND
Ship hold (Cancellation request)	MISUMI will make this operation request when the order has been cancelled.	Email

From supplier

Туре	Explanation	Media
MTO Delivery Delay	Please make this operation request when you foresee that you cannot ship/deliver the MTO item on time.	G-MIND
MTO Direct Ship Notice	Please make this operation request when you need to change the shipping destination of MTO from MISUMI's warehouse to a customer to adhere to scheduled delivery date.	G-MIND
Cancel Notice/Ord reject	Please make this operation request when you cannot accept the order because of any of the following reasons. -Out of specifications -Wrong product code -Discontinued item	G-MIND
STK Delivery Delay	Please make this operation request when you foresee that you cannot deliver the stock item on time.	G-MIND
STK Early Delivery Notice	Please make this operation request when you need to deliver the stock item before the scheduled delivery date.	G-MIND

4-2 Operation Request -From MISUMI-



4-2-1 MTO Undelivered Notice

MISUMI will send this notice when MISUMI did not receive the MTO item at the designated warehouse by the end of VRD. Please inform MISUMI of the shipping status, waybill number, the number of boxes, and the delivery status by return.

Major items to be checked

Item	Explanation
The number of product that have not been delivered yet	See the number of product that have not been delivered to MISUMI's warehouse yet.
Order information	See the affected global numbers, product names, and the quantities.

Please reply to this request as soon as you can because this type of request needs an urgent attention.

If you have not shipped out the product yet and can ship directly to the customer, please issue an "MTO Direct Ship Notice". If you foresees that you need to change the delivery date, please issue an "MTO Delivery Delay".

If you have already shipped out the product, but you foresees that you need to change the delivery date for carrier's reason, please still issue an "MTO Delivery Delay".

4-2-2 STK Undelivered Notice

MISUMI will send this notice when MISUMI did not receive the stock item by the day before VRD

Major items to be checked

Item	Explanation
The number of product that have not been delivered yet	See the number of product that have not been delivered to MISUMI's warehouse yet.
Order information	See the affected global numbers, product names, and the quantities.

MISUM

4-2-3 Early Delivery Request Notice (Stock)

MISUMI will send this operation request when the stock item needs to be shipped before the scheduled ship date (Request for shortening the delivery date). Please inform me of the earliest possible ship date

メーカー結合 Supplier CD 0143 Person in charge Req Type STK Early Deliv Notice Request Times Times Download SO Info MISUMI Person in charge 業務連絡PCC 2016/08/29 16:18:39 MISUMI Division in charge POC Requested Tiem (MSM) OR No G000002934 Previous Contact POC起票2 . MISUMI Comment (2) (5) (1) 4 Global No Product CD Brand C Brand N SO Date QTY Revised Deli C Origi VRD Revised VR Origi SSD Revised SS Direct sh Reason CD Attacher Partial/Replay Det 53160722009014 CBDL5-8 MSM1 ミスミ 20160722 2 20160802 20160801 20160730 20160729 308:Req. Ear Partial/Replac Attached 6 Supplier Comment Memo Save Printing Handling Reg/Ans Closed

Early Delivery Request Notice (Sample)

Items to Examine

No.	ltem	Description
1	Global No.	Global No. assigned to an order
2	Product Code	Examine the Product Code
3	Original VRD	Original VRD when the order was placed
4	Revised VRD	Requested VRD that should be made
5	Quantity	Examine the quantity
6	Comment	After confirming the comment from the responsible person enter your reply here.



4-2-4 Cancellation Request

• MISUMI will send this operation request when the order has been cancelled but the cancellation cannot be processed through the system (e.g. on supplier's ship date)

• Please indicate whether you can accept the cancellation in the request form and return it to MISUMI via email.

• Please stop your manufacturing process and shipping operation if you can accept the cancellation.



Items to Examine

NO	Item	Description
1	Global No.	The global number associated with the product
2	Product Code	Examine the product code.
3	Qty	Examine the quantity
5	VSD	Examine the VSD at the beginning of SO

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4-2 Operation Request -From MISUMI-

4-2-5 Modification / Cancel List

Notification of modification or cancellation of an order.

E-mail is automatically sent when an order itself is cancelled or when an order is modified.

- Confirm if the order is modified or cancelled.
- In the case of modification, prepare and deliver the item according to the change.
- In the case of cancel, stop production and/or shipment operation.



This e-nail was sent to you by an automated e-mail system. Please don't reply to it

Items to Examine

No.	Item	Description
٩	Change List	 This is a list created when an order is modified. Examine: (A) Global No. (B) Delivery Classification; (C) Supplier Ship Date (SSD) (D) Quantity. Prepare and deliver the item according to the change.
2	Cancel List	This is a list created when an order is cancelled. Stop shipment operation when an order is cancelled.



Change/cancel data is sent to G-MIND.
 Please process cancellation charge before the end of the month and bill at the beginning of the next month if necessary





*

- MISUMI requests the supplier to absorb the freight charge when the shipping destination needs to be changed to the customer for the supplier's reason(s).
- For delivery div 00 and 0A, please make sure to make the relevant Operation Request <u>no</u> later than two days before VRD (by 17:00).
- For direct shipments, please inform Procurement as soon as possible.

(1)MTO Delivery Delay

Please issue this notice when you foresee that you cannot deliver the MTO Items by the scheduled delivery date.

Major items to be filled in

Item	Explanation
Global No	Please enter the affected global number.
Revised VRD/SSD	Please enter the new SSD.
Direct ship	Please tick the checkbox named direct ship for "Yes" when you ship the items directly to the customer.
Reason CD	Please enter the reason of delay.
Upload Comment	Please leave a comment if you have something to inform MISUMI.



(1)MTO Delivery Delay (continued)

Please handle MTO Delivery Delay Notice in the following manner.

- · Issue Notice of Delay in Delivery in G-Mind and input necessary information.
- Change the ship date (w/o changing the quantity).
- Add reason code and comment.

MTO Deliv Delay Notice (Sample)

Req Type	MFO Deliv Delay											
Requested Division	POC		Supplier CD									
MISUMI Person in charge			Supplier/PIC N	lame								
Request Info												
Revised VRD			Bulk update		Supplie	r Cada						
Revised SSD			Bulk update									er Coue er Name
Reason CD		V	Bulk update								 Supplie 	r Staff
Upload Comment									A Buk	update	Name •Respor Team	nsible BU
Request Info												
Global No			Add		Detail Upload							
No Global No Cust. Name	Product CD Brar	nd I Brand Name S	iO Date QTY	Rev Qty Deli (Origi VRD	Rev VRD Origi S	SSD Rev SSD	Direc Reason CD	Attached P	artial/Replace	Detail Comment		
Request Info												
Revised VRD						Bulk upda	te					
Revised SSD						Bulk upda						
Reason CD					~	Bulk upda						
Upload Comment												
Request Info												
Global No		U2170	080865084	4		Add			Detail	Upload		
No Global No	Produ	ict CD	Brand (Bi	rand Name SO	Date QTY	Rev Qty I	Deli I Origi VRD	Rev VRD	Origi SSD	Rev S	SD Direc	Reason CD
1 U21708086508	44 HTBN848	8S8M-250	MSM1	MISUMI 073	12017 10		08092017	7	08082017			
Global Number	Pro- Co	oduct ode			PO Qua	antity			Original SSD	Rev SSD	ised)	Τ
401: Delay in Shipr 404: Delay in Natur 410: Exclusion from 451: Run out of Bla 452: Processing Fa 453: SO Growth 454: Machine Troul 455: Due to Outsou	nent ral Disaster n Supplier F ank Material ailure ble urcing	Responsi	ibility						Select a from the the left	nd inpu Reaso	it the rea n Code	ason List on



(2)MTO Direct Ship Notice

Please handle MTO Direct Ship Notice in the following manner.

- Issue Notice of MTO Direct Shipment in G-Mind and input necessary information.
- Change the ship date (w/o changing the quantity).
- Add reason code and comment.

MTO Direct Ship Notice (Sample)

leq Type	MTO Direct ship					
Requested Division	POC	Supplier CD				
MISUMI Person in charge		Supplier/PIC Name				
Request Info						
Reason CD	V	Bulk update				•Supplier Code
Upload Comment		Supplier Name Supplier Staff Name Responsible BU Team				
Request Info						
Global No		Add	ail Upload			
No Global No Cust. Name	Product CD Brand I Brand Name SO	Date QTY Rev Qty Deli I Origi VRD Rev VRD	Origi SSD Rev SSD D	irec Reason CD Attached	Partial/Replace De	stail Comment
Request Info						
Revised VRD			Bulk update)		
Revised SSD			Bulk update)		
Reason CD		1	Bulk update)		
Upload Comment						
Request Info						
Global No	U2170	608650844	Add)	Detail U	bload
No Global No	Product CD	Brand I Brand Name SO Date	QTY Rev Qty De	li i Origi VRD Rev VI	RD Origi SSD	Rev SSD Direc Reason CD
1 U2 170808 6508	HTBN848S8M-250	MSM1 MISUMI 07312017	10	08092017	08082017	
Global Numbel	Product Code		PO Quantity		Original SSD	Revised SSD
401: Delay in Ship 404: Delay in Natu 410: Exclusion fror 451: Run out of Bla 452: Processing Fa 453: SO Growth 454: Machine Trou 455: Due to Outso	ment ral Disaster n Supplier Responsil ank Material ailure ble urcing	bility			Select an from the F the left	d input the reason Reason Code List on
. Who	n changing direc	at a binmont to the	upor the dire	at abinmont	fraight agets	will be paid by the



- When changing direct shipment to the user, the direct shipment freight cost will be paid by the supplier.
- As for Delivery Classification "00" and "0A", please give us the notice by 5:00 PM of the day before the Ship Date.
- As for Delivery Classification "T0", "A0", "B0", "C0", "40", and "50", please give us the notice as soon as possible.



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4-3 Operation Request -From Supplier-

(3)Cancel Notice/Order Reject

Please make this operation request when you cannot accept the order because of any of the following reasons.

- -Out of specifications
- -Wrong product code
- -Discontinued item
- Issue CXL Notice/Ord Rejected in G-Mind and input necessary information.
- Change the ship date (w/o changing the quantity).
- Replacement product if option available.
- Add reason code and comment.

Req Type	CXL Notice/Ord re	ejecte												
Requested Division	POC		Supplier CD		L									
MISUMI Person in charge			Supplier/PIC	Name	[
Request Info														
Reason CD		V	Bulk update)									• Sup	plier Code
Upload Comment											A Bulk updat	3	•Sup •Sup Nam •Res Tea	plier Name plier Staff ne ponsible BL m
Request Info														
Global No			Add)	De	tail Uplcad								
No Global No Cust. Name	Product CD	Brand I Brand Name SO	Date QTY	Rev Qty Deli I Orig	i VRD Rev VRD	Origi SSD	Rev SSD	Direc Rei	ason CD Attac	ched Partia	l/Replace De	tail Comment		
Request Info														
Revised VRD							Bulk upd	ate						
Revised SSD							Bulk upd	ate						
Reason CD						~	Bulk upd	ate						
Upload Comment														
Request Info														
Global No		U217	0808650	344			Add				Detail U	lp load		
No Global No	Pr	oduct CD	Brand (Brand Name	SO Date	QTY	Rev Qty	Deli I C	Drigi VRD	Rev VRD	Origi SSD	Rev S	SSD [Direc Reason CD
1 U2 170808 650	844 HTBN	848S8M-250	MSM1	MISUMI	0731201	7 10		C	8092017		08082017			
Global Numbe	r (Product Code				PO Quar	ntity				Original SSD	Rev SSI	vised D	
605: Part Numbe	r Error C>	٢L									Select an from the the left	id inpu Reaso	ut the on Co	reason de List on





Please refer to Operation Request G-Mind Manual, Section 4-4-4



4-3 Operation Request -From Supplier-

(2) Stock Early Delivery Notice

Please issue this notice when you wish to deliver the items any earlier than the scheduled delivery date.

- Issue Early Stock Delivery Notice in G-Mind and input necessary information.
- Change the ship date (w/o changing the quantity).
- Add reason code and comment.

STK Early Deliv Notice (Sample)

	011		_									
Requested Division	PO)	Supplier CD	9419		v						
MISUMI Person in ch	harge Pro	urement	Supplier/PIC Name	94190	2							
lequest Info												
Revised VRD			Bulk update	Revise	ed SSD				Bulk update		•Sup	plier Cod
Direct ship		V	Bulk update	Reaso	n CD				Bulk update		•Sup	plier Nam
Upload Comment	We t	rould like to request this order to ship	o earty. It's available for shipment.						Bulk update		Nar •Res Tea	ne ponsible m
Request Info												
Global No			Add	Detail	Uplcad							
No Glob	ybal No Product CD	Brand I Brand Name SO Date QT	Y Rev Qty Deli (Origi VRD Rev VR	D Origi SSD	Rev SSD	Direc Reason C	D Attached	Partial/Replace	Detail Comment			
Request Info)											
Revised VR	RD					Bulk update						
Revised SS	SD				í I	Bulk update	1					
Reason CD)			N	1	Bulk undate	í					
Upload Corr	mment						J					
Upload Con	mment t Info		0000550144								_	
Upload Con Request Global No	mment t Info	U217	0808650844			Add]		Detail	Jp load		
Upload Con Request Global No No	mment t Info Global No	U217 Product CD	C60865C844 Brand I Brand Name	SO Date	ц (QTY	Add Rev Qty De) 21i · Origi VI	RD Rev VRD	Detail U	Jp load Rev S	SSD	Direc Reason
Upload Con Request Global No No 1	mment t Info Global No U2 170808 650844	U217 Product CD HTBN84858M-250	C600865CB44 Brand I Brand Name MSM1 MISUMI	SO Date 07312017	QTY 10	Add Rev Qty De) Origi VI 080920	RD Rev VRD	Detail I Origi SSD 08082017	Jp load Rev S	SSD	Direc Reason
Upload Con Request Global No No 1 1	mment t Info Global No U2170808650844 Global Number	U217 Product CD HTBN84858M-250 Product Code	C8O865C844 Brand I Brand Name MSM1 MISUMI	SO Date 07312017	2 (ϱτγ 10 20 Quan	Add Rev Qty De tity) 	RD Rev VRD	Detail 1 Origi SSD 08082017 Original SSD	Jpload Rev S Rev SSI	ssp /ised D	Direc Reason

For more details on how to fill in the form, please refer to the G-MIND Operation Request Manual

Chapter 5

Claim Handling

This chapter describes the operation for handling claims. Examples include Poor Accuracy or Size Processing Error.

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	5-3 Examine Product Claim Card	50
	5-4 Ship Product Again	53

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5-1 Types of Claim

Below explains the types of claims

Arrival Claim

This is a claim caused by insufficiency of product delivered to MISUMI Warehouse and mistake in the condition of delivery. "Arrival Claim" will be sent. Please quickly send your reply to Misumi procurement team and take action to deliver the product again or issue credit.



Refer to G-Mind Operation Request Manual for instruction

Product Claim

This is a claim after delivery to the user caused the poor accuracy, wrong size, and other issues. "Product Claim" will be sent by e-mail. Please quickly give us your reply via e-mail and handle the claim according to the operation explained in this chapter.



5-2 Claim Handling Flow

(1) Flow of Handling Arrival Claim

When a problem is found in products delivered to the MISUMI Warehouse or delivery conditions, "Arrival Claim" will be sent. When you receive the "Arrival Claim", please respond as soon as possible and take the necessary actions.



Examples of Delivery Problems (Arrival Claim)

- Product quality
- · Difference in quantity delivered
- · Wrong item and size
- · Damages to products during transportation caused by insufficient packaging
- Wrong destination of delivery
- Mistakes in delivery document or tack label



All the cost for delivering the replacement should be paid by the supplier. However, discount might be offered when it is not required to deliver the item again.



- When having a lot of claims and repeating the similar claims, you might be asked to submit "Improvement Proposal Document" or "Countermeasure"
- \cdot You might be asked to come to the Warehouse for examining the quality of your product dependent on the circumstances of a claim.

The supplier might be asked to pay the cost incurred in arrival claim in some cases.

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All the cost for delivering the replacement should be paid by the supplier. However, discount might be offered when it is not required to deliver the item again. 🕎 MISUMI



(1) Arrival Claim Card (Sample)



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Req Type	Arrival Claim		Plant CD	53: East 💌 53-	-1609-00110 M	то 💌				1440.00111
Supp.	0143 (有	わアイオー精密	3)	Supplier H	Holiday	POC G1((OR)	FK11	POC G2(UF)	FK11
SO Info OR No Subsidiary	G0000003912 MJP	Handling	Supp. Checking	Req. Medi Handling (ia WEB	Registe	ered by d by	logiテスト11111111 pocテスト1(POBIZ1	11END(I Req Date	201 6/09/09 1 8:03 te 1 201 6/09/09 1 8:06
PO Info					•••••			•••••	•••••	Ŭ
Glob 01 1392 8	al No 38701003	Product EBM2	CD 6	Brand CD MSM1	QTY 2	Deli CD 50	BU 21	BU Code 03Y0	VRD 20160909	PO Date 20160909
-					5					
Claim Conte	nt									
Claim Status	0101 Discrep	pancy between Del	iv Qty List and ac	tual quantity						Attach
Claim Content	間面が未着て	「す。こ (唯品2く/こさい)。			4					
Detail									•••••	
Supp. Comment					6				4	
MISUMI Comment	POC→X-70	90							× Hi	story
								Γc	laim exclusion	
Memo									St	ave
Closed						E	Printing	Handling	MISUMI	Reg/Ans

Items to Examine

No.	Item	Description
1	Request Date	The date the Arrival Claim Card was issued.
2	Arrival Claim/OR No.	A number assigned to each claim.
3	Supplier Code/Name	Your company code and name managed in the MISUMI's system is shown
4	Claim Content	Please examine the details of the claim.
5	PO Info	Examine the details of the PO. The global number of the order, product, and quantity are available.

Items to Input

No.	Item	Description
6	Supplier Comment	Describe the cause, countermeasure, and the way of how to handle it.

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■ Items to Examine



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ard

No.	Item	Description
1	Claim No. (MC Serial No.)	This is the number assigned to this claim.
2	Global Number	Global Number/PO assigned to each order.
3	Management No.	Serial No. assigned by the responsible BU Team.
4	Customer / Direct Ship to / Attention	Customer name of the claim.
5	Entry Code	Please check the Entry Code.
6	Sales Date	Original VRD.
\bigcirc	Product Code	Please check the Product Code.
8	Reason/Details	The reason and details of the claim.
10	Requested VRD	The item should be shipped again on this date.
1	Address of Re- Delivery	The ship-to of the replacement. Please send the replacement to this address. Please be aware that this address might be different from the original ship-to.
12	Quantity of Re- Delivery	The quantity of the claimed items. Please deliver again with this quantity.

Items to Input

No.	Item	Description
(15)	Carrier	The carrier for delivering the replacement.
16	Waybill No.	The waybill No. of the replacement.
1)	Determined Ship Date	The date when the replacement will be actually shipped. Please satisfy the requested ship date as much as possible.
18	Return of Goods	Please advise if return of bad parts is required.
(19)	Responsible Staff Stamp	Stamped/signed by the responsible person.



5

5-4 Ship Product Again

5-4 Ship Product Again

Ship replacement to the customer/Misumi Warehouse together with appropriate documents.



In the Case of Poor Accuracy

If the claim reason is poor accuracy, measure the portion of the claim and input "Warranty Letter" together with the item in the carton at the time of delivery.

Measure the Portion of Claim

Measure all the pieces when the quantity is up to 4 pieces, and measure 4 pieces when more than 4 pieces. Attach a tag (that can be commercially available one) with the number of the "Warranty Letter" to the measured item.



Chapter 6

Billing Operation

This chapter describes the monthly billing operation.

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	6-2 Billing for Products	56
	6-3 Billing of Shipment Freight Cost	60



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6-1 Billing Operation Types & Responsible Depts

Here are the billing operation types. Different departments are responsible for different operations.

Billing Operation Type	Responsible Dept (Bill to)
Payment for Products (Monthly)	Finance & Accounting Department 1475 E. Woodfield Rd, Suite 1300, Schaumburg, IL 60173 TEL: 847-843-9105 EMAIL: ap@misumiusa.com
Billing for Products (Daily as shipped)	Procurement/Supplier Services 1475 E. Woodfield Rd, Suite 1300, Schaumburg, IL 60173 TEL: 847-843-9105 EMAIL: procurement@misumiusa.com

6-2 Billing for Products

6-2-1 Flow from Product Delivery to Payment



6



6-2-2 Examine the Amount of Delivery

■ Examine the Arrival Confirmed results (Day after Delivery)

When arrival of product is completed, the transaction data can be downloaded from GMIND for confirmation.

◆ Inspection Results (Sample)

S USA 110 A0 UAU60847000006 9436 05082017 05092017 051	
	J201/ BUTTON
S USA 110 TO UA550163006415 9436 05092017 05092017 051	02017 PUNCH
S USA 110 00 UA801431001807 9436 05082017 05102017 051	12017 PUNCH
S USA 110 00 UA619434001680 9436 05082017 05102017 051	L2017 PUNCH

POINT	 Arrival inspection is carried out at the Warehouse after the arrival is confirmed on the MISUMI Ship Date in the case of delivery to MISUMI Distribution Center. Arrival inspection is carried out on the Supplier Ship Date (MISUMI Ship Date) in the case of direct shipment to the user.
EFER ENCE	Data is provided in text format. Please copy and paste to a spread sheet if necessary.

Examine the total account payable amount (at the beginning of next month)

Purchase List of the records of the previous month is available on GMIND at the beginning of every month. Please examine the amount to confirm that systems match.



Purchase List (Sample)								
1	TOTAL COUNT	32						
1	TOTAL AMOUNT	2879.2	USD					
E	ENTRY CODE	PLANT	DELIVERY CODE	GLOBAL NO	PRODUCT CODE	QTY		
	110	U22	0	UA229513001798	ASH1N	12		
	110	U22	0	UA374028000916	ASH1N	6		
	110	U22	0	UA374028000961	ASH5	4		



If you have any questions, please contact our Procurement team.



6-2-3 Issue Invoice

Please issue and send an Invoice in PDF format via e-mail to Procurement after items have shipped.

List of Account Receivables Balance of Payments (Sample) SUPPLIER NAME ABC 123 Avenue B 2 Page 1 Chicago, IL 12345 E-mail: w SHIPPER # ORDER DATE CUSTOMER P.O. NVOICE DATE SHIP VIA UPS X57437 (1)(4) 06/01/17 17060106 06/05/17 MULTI 17060532 MISUMI s S H I P MISUMI USA INC. 1717 PENNY LANE, SUITE 200 SCHAUMBURG, IL 60173 MISUMI USA INC (WAREHOUSE) 2400 LUNT AVENUE ELK GROVE VILLAGE, IL 60007 Ľ 5 5 FMI ATT: A/P SHIPPED BACK PART NUMBER UNIT PRICE AMOUNT DESCRIPTION ORDERED 00' 52 525 1.0MM SHIM 0.20000 105.00 $(\mathbf{7})$ XXXXXXX U2-170602-000157 (8) 002 63(630 .25MM SHIM 0.20000 126.00 XXXXXXX U2-170602-000158 003 770 770 50MM SHIM 0.20000 154.00 xxxxxxx U2-170602-000159 004 87 875 xxxxxx 50MM SHIM 6 0.20000 175.00 U2-170602-000160 EDEIGH MISCELLANEOUS 560.003 INVOICE TOTAL 0.00 560.00 NET 0.00 30

No.	Item	Description
1	Date	Billing Date
2	Company Name	Input name of your company
3	Amount Billed	Input the amount being billed
4	Invoice No.	Input your invoice number
5	Global No./PO	Input Misumi Global No./PO
6	Product Code	Input Misumi Product Code/Part No.
7	Quantity	Input Misumi Product Code Qty (Quantity shipped must match QTY ordered, NO PARTIAL SHIPMENTS)
8	Unit Price	Input Agreed Upon SU Price (Supplier Unit Price)



Please send invoice by the deadline (First of the Month) via e-mail to
Supplier_Invoicing@misumiusa.com

•When billed after the 1st of the month the payment might not be made in a timely manner.

REFER ENCE

As for the bill to address, please refer to **<u>6-1 Billing Operation Types &</u> <u>Responsible Depts</u>.**





6-2-4 Add Invoice No. into G-Mind

After Invoice has been issued, please log into G-Mind and add invoice no. under shipping report.

Please refer to G-Mind Invoice Information manual Pages 1-2 and/or Pages 3-9

6-2-5 Sending Monthly Invoice Statements

Please send a copy of your monthly Invoice Billing Statement by the First of the Month via e-mail to Supplier_Invoicing@misumiusa.com

Monthly Invoice Billing Statement (Sample)

As-of Date: 05/01/17				Customer equal to MISUMI						Time: 10:25:56 am		
Invoice Period Due			Check Discount			Days						
Number	Date	Age	Number	Date	Number	Date	Amount	Amount	0 - 30	31 - 60	61 - 90	90 +
Misum	i USA, I	Inc.			/	NISUMI		Avg Days 1	To Pay: 27			
47041	04/13/17	18	201704	05/13/17		04/13/17	\$.00	\$1,463.00	\$1,463.00			
47042	04/13/17	18	201704	05/13/17		04/13/17	\$.00	\$100.00	\$100.00			
47084	04/20/17	11	201704	05/20/17		04/20/17	\$.00	\$261.60	\$261.60			
47107	04/27/17	4	201704	05/27/17		04/27/17	\$.00	\$100.00	\$100.00			
			ACC	OUNTS F	PAYABLE	Totals:	\$.00	\$1,924.60	\$1,924.60			
					Grand	totals:	\$.00	\$1,924.60	\$1,924.60			

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6-3 Billing of Shipment Freight Cost

Who pays for shipment freight cost?

MISUMI pays the cost in some cases and the supplier pays in other cases.

MISUMI Pays

•When the Entry Code is "T0", "00" "A0", "B0", "C0" on PO List.

- •As for the case where the Entry Code is "50", and "40".
 - When direct shipment was made on the request to shorten delivery time from MISUMI
 - ② When direct shipment was made because of out of stock (of stock item) at MISUMI.

•Misumi provides the ship method and account number to use.

The Supplier Pays

- •When a replacement is delivered for product claim
- •When direct shipment was made due to delivery delay caused by the supplier.

Payment method of direct shipment freight cost

Here are two methods of paying the freight cost.

Direct Payment	MISUMI pays to the carrier in a direct manner.
Reimbursement Payment	The supplier pays first and bills MISUMI for reimbursement on invoice of shipment.

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