Leggett & Platt®
AUTOMOTIVE

Global Supplier Quality & Logistic Manual

July 2025

Leggett & Platt®
AUTOMOTIVE

ABOUT OUR COMPANY

Leggett & Platt (NYSE: LEG) is a diversified manufacturer that designs and produces a wide variety of engineered components and products that can be found in many homes and automobiles. The 140-year-old Company is comprised of 15 business units, approximately 20,000 employees, and 135 manufacturing facilities located in 18 countries.

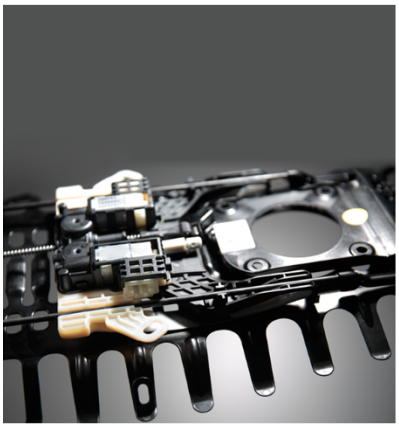
For further information visit us at: http://www.leggett.com

Leggett & Platt Automotive ("LPA"), a division of Leggett & Platt, Incorporated, is a world leader in automotive seating comfort and convenience systems. With over 7,500 employees across 12 countries and sales, engineering, and program-management centers in Asia, Europe, and North America, we meet the global needs of our OEM and Tier 1 customers.

For further information visit us at: https://leggett-automotive.com

This LPA "Supplier Quality and Logistics Manual" describes the requirements that must be followed by LPA's entire supply base. This Manual is provided to serve as a guide for all suppliers that produce and ship products to any LPA facility. Complying with the contents of this Manual will help ensure that both LPA and all LPA suppliers meet the requirements of governmental regulations and LPA standard policies and procedures.

The official language of business for LPA is English. Therefore, unless otherwise required by applicable law or mutually agreed to by the parties, all documents and correspondence shall only be conducted in English.



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Chapter 1

Global Supplier Quality Manual

01. Introduction

This Manual describes and defines the requirements and expectations of LPA. It is intended to provide LPA suppliers with LPA's requirements, policies, and procedures so they can learn how to collaborate with LPA to meet LPA's business goals. LPA desires to create a favorable business environment for both LPA and LPA suppliers that strive for customer satisfaction in an environment that supports continuously improving quality, costs, efficiencies, and productivity.

For New Programs, LPA Supplier Development (SD) is the main contact to manage new program kick-off meetings, open issues list (PDCA), APQP deliverables, PPAP, etc.

For current production programs, LPA Branch Quality is the main contact. Supplier Development will be involved with issues escalated by the LPA Branch.

Any questions or concerns about the contents of this document should be directed to LPA Supplier Development. If the correct LPA Supplier Development person is unknown, submit a contact request via https://leggett-automotive.com/contact.

02. Scope

This Manual applies to all LPA direct suppliers. Direct suppliers are fully responsible for the quality of their products and services provided to LPA. Direct suppliers are responsible for managing their suppliers.

03. Definitions

AIAG – Automotive Industry Action Group (www.aiag.org)

CAMDS – is an automotive material data management system primarily for vehicle manufacturers operating in China. The system functions similarly to IMDS. Access to the system is typically obtained through the customer requiring use of the CAMDS system.

CC – Critical Characteristic - A product feature, dimension or note that reasonably anticipated variation could directly affect compliance with government regulations or safe operation of the equipment.

Control Plan - A control plan is a document that outlines the supplier's method of assuring and controlling the quality of a part.

Controlled Shipping 1 (CS1) – Requires a supplier to contain suspect product and perform a redundant 100% inspection prior to shipment to LPA. The supplier is responsible for costs associated with the CS1.

Controlled Shipping 2 (CS2) – In addition to the CS1 containment, CS2 requires a second redundant 100% inspection to be conducted by a third-party inspection or sorting company prior to shipment to LPA. CS2 containment may take place at LPA on an exception basis. The supplier is responsible for costs associated with the CS2.

Federal Motor Vehicle Safety Standard (FMVSS) – These are mandatory minimum safety performance regulations for motor vehicles and regulated safety-related components and design features in the United States of America. The regulations are developed and enforced by the National Highway Traffic Safety Administration.

IAF MLA - International Accreditation Forum Multilateral Recognition Agreement (iaf.nu)

IATF – International Automotive Task Force (www.iatfglobaloversight.org)

IAOB – International Automotive Oversight Bureau (iaog.org)

IMDS (**I**nternational **M**aterial **D**ata **S**ystem) – is the automobile industry's material data system. All materials used for automobile manufacturing are collected, maintained, analysed and archived. Using the IMDS, it is possible to meet the obligations placed on automobile manufacturers, and thus on their suppliers, by national and international standards, laws and regulations. (www.mdsystem.com)

KCC (Key Control Characteristics) – are process characteristic(s) for which variation must be controlled to ensure that variation in a KPC is limited to ensure conformance of the KPC to the tolerance or specification.

KPC (Key Product Characteristics) – are those product requirements which if non-conforming to the tolerance or specification affect product performance or compliance. LPA categorizes KPCs into Critical, Special, Attribute and Regulatory

KPC List – A list of all safety, regulatory, critical, special or attribute characteristics for a given part number or family of part numbers. The purpose of the document is to clearly identify all safety, regulatory, critical, special or attribute characteristics, their respective tolerances and control strategy of the supplier including which data will be maintained as records and submitted to LPA.

LPA – Leggett & Platt Automotive (www.leggett-automotive.com)

MAQMSR – the Minimum Automotive Quality Management System Requirements available from www.iatfglobaloversight.org

MMOG/LE (**M**aterials **M**anagement **O**perations **G**uideline Logistics Evaluation) – is a tool used to assess the Supply Chain Management and/or Logistics expertise and capability of automotive manufacturing and logistics sites throughout the world. It is aligned with the goals of the global quality standard IATF 16949 and uses numbers and terminology consistent with that standard. The standard was jointly developed by AIAG (www.aiag.org) and Odette (www.odette.org)

Non-Disclosure Agreement (NDA) – a contract between at least two parties that outline confidential material, knowledge or information that the parties wish to share with one another but not with any other party.

Run@Rate – is a study used in manufacturing to test the efficiency and capacity of a production process.

Safe Launch (alternatively called **Early Production Containment)** – extra inspection measures taken within the organization to check all aspects of the product including packaging to avoid quality issues at the customer. Typically instituted at launch of a new program or implementation of an engineering change.

Special Characteristics – Product and process characteristics designated by the customer, including governmental regulatory and safety, and/or selected by the organization through knowledge of the product and process. Subsets of special characteristics may be identified and classified using terms such as critical or key, as defined by the organization.

SC (Significant Characteristic) – Is a feature, dimension, or note that reasonably anticipated variation could affect principle/major fit, function, durability, customer satisfaction, or manufacturability.

04. Supplier Quality Registration Requirements

LPA requires all supplier manufacturing locations to be certified to IATF 16949:2016 (or later version) by an IAOB-recognized certification body.

Potential Exemptions:

1) LPA Suppliers that do not meet the applicability requirements of IATF 16949:2016 must be certified by an accredited 3rd party to ISO 9001-2015 (or later version). ISO 9001:2015 (or later version) Certification must bear the accreditation mark of a recognized IAF MLA member and comply with ISO/IEC 17021. Suppliers must also comply with the MAQMSR subject to 2nd party audit conducted by LPA.
2) ISO 9001:2015 (or later version) is acceptable as an interim step to achieve IATF 16949 certification within a three-year period. Suppliers in this category must communicate their plan towards IATF 16949 certification to LPA and provide timely updates. Failure to achieve IATF Certification can result in New Business Hold status or termination of business with LPA. While seeking IATF Certification, suppliers must also comply with the MAQMSR subject to 2nd party audit conducted by LPA.

Suppliers are also required to submit Quality Management System certificates via Supplier Collaboration Portal for each supplier manufacturing location. Resubmissions must be done before the expiration date input into the Supplier Collaboration Portal by the supplier. Information on all certificates must match the name and address of record of the

manufacturing location. Failure to submit certificates or a valid timeline to achieve certification will be reflected in the supplier's scorecard and associated consequences (refer to Section 22).

05. Supplier Technical Support to LPA

LPA requires its suppliers to make available the following resources/capabilities in addition to those resources needed for manufacturing operations:

- Product design resource to interface with LPA Engineering department.
- Process design resource to create and optimize production process(es) to manufacture the product as per design intent.
- Program Management resource to monitor the project from initialization to completion.
- Quality Engineering resource to interface with LPA Quality and ensure the supplier's Quality Management System is applied and conforms with LPA requirements.

The resources must be available as support for the initial design until the first PPAP approval has been obtained.

LPA's primary design software, for system and component development, is CATIA V5. Suppliers who do not have the ability to read/import native CATIA V5 file formats (.CATProduct, .CATPart, .CATDrawing) may request the data be converted to .stp for 3D models and .pdf for 2D drawings.

All internal and external (3rd party) technical analysis conducted by the supplier (i.e. material, performance, acoustics, material, etc.) must be accredited according to the industry standards (e.g. ISO/IEC 17025, IATF 16949) when it applies. All technical analysis reports conducted on LPA designs must be made available to LPA upon request. Costs and timing associated with the technical analyses must be agreed in writing by both parties prior to starting. If the supplier conducts technical analysis without LPA agreement on LPA designs, costs are the supplier's responsibility and reports must be made available to LPA upon request.

06. Advanced Product Quality Planning (APQP)

LPA requires suppliers to implement Advanced Product Quality Planning for awarded business. APQP should be implemented as described in the AIAG Advanced Product Quality Planning Reference Manual (latest revision).

An overall program timeline and individual planned completion dates for each element of APQP should be prepared. LPA prefers the use of LPA Document 4600-QA-FRM-0021 for tracking of the APQP deliverables. Other formats may be acceptable if agreed to by the Supplier Development person at LPA. Weekly updates are to be sent to the LPA Supplier Development.

The supplier must also prepare and share a tooling timeline for any tooling required for production. The timeline must be kept up to date based on progress by the supplier (or sub-supplier) and weekly updates submitted to LPA Supplier Development.

Action Plans for any open issues are also to be maintained and updates on progress are to be submitted to LPA Supplier Development. APQP or Tooling timing targets that are missed must be addressed on an open issues list until closed.

07. Supplier Visits to Leggett & Platt Facilities

LPA encourages close cooperation and mutual understanding of products and processes. As a result, suppliers are encouraged to visit LPA facilities from time to time. Non-Disclosure Agreements (NDA) must be in place between LPA and the Supplier prior to any visits. Pre-authorization is required for each visit and suppliers are encouraged to agree with their LPA host on an agenda prior to arriving onsite.

During visits to LPA plants, safety guidelines and security regulations shall apply to visitors. Suppliers must inform their LPA host when they leave the facility even if only temporarily.

It is prohibited to take photographs or videos on the premises unless permission is granted from the Branch Manager of the manufacturing facility. Supplier visits will be conducted per the terms of applicable Non-Disclosure Agreement(s). Contact your LPA Purchasing representative to inquire about establishing an NDA.

08. Prototype and Pre-Production Requirements

All Special Characteristics and engineering-specified dimensions must be confirmed by suppliers on all parts. Requirements are:

- Full dimensional layout will be required by LPA for every shipment not PPAP approved.
- Material certification of prototype product is mandatory.
- Dimensional and material certifications are to be sent by email prior to shipment.
- Traceability of all prototypes and engineering samples is required. At a minimum, the supplier must be able to trace from the ship date/lot number on the packaging label back to the raw material, process records and dimensional records
- Packages must be identified with the appropriate label 4600-QA-FRM-0025.

09. Pre-Launch Production Trial Run

All suppliers are required to perform a Run@Rate study before submitting initial PPAP. The Run@Rate study verifies that the supplier's actual production process can meet program volumes at an acceptable first-time pass-through quality level.

LPA's Supplier Development will coordinate the Run@Rate with the supplier. LPA's Run@Rate form (4600-QA-FRM-0026) is available at LPA Supplier Collaboration portal. LPA Supplier Development will notify the supplier if LPA's forms must be replaced with LPA customer's specific format. It is the responsibility of the supplier to complete and submit all required Run@Rate documents. LPA reserves the right to be onsite at the supplier's premises for the Run@Rate to witness and monitor the execution of the study. LPA reserves the right not to recognize Run@Rate results conducted without an LPA employee present.

Suppliers shall ensure that Run@Rate studies are conducted for all their sub-suppliers and provide supporting documentation to LPA upon request.

10. Production Part Approval Process (PPAP)

LPA complies to the requirements of the AIAG PPAP manual and requires the supplier do the same. AIAG PPAP Level 3, in addition to LPA PPAP Requirements listed below is the default level to be used for all submissions unless otherwise advised by LPA. Suppliers are notified of the PPAP requirement when kicked off by LPA. Specific additional or alternate (i.e. PSW) records required to comply with LPA's Customer Specific Requirements will also be communicated by LPA at kick off.

In addition to the standard AIAG PPAP requirements, LPA requires the following documents to be submitted with all level 3 submissions.

- IMDS Full Report (regulatory requirement)
- Completed Run@Rate Form
- LPA Approved Supplier Packaging Data Sheet
- Sub-component Dimensional report
- KPC Critical Dimension List (Form number 4600-QA-FRM-0027)
- Production Process Layout (showing the location of the process within the facility)

Material testing facilities shall be certified to ISO/IEC-17025 or equivalent lab accreditation standard. Lab accreditation certificates and laboratory scopes are to be provided with supplier PPAPs. Material certificates shall be traceable to a part number and the specified material, as identified on applicable product drawing. Declaration letters referring to historical testing results may not be acceptable depending on LPA's customer requirements. Declaration letters are only acceptable for FMVSS 302 flammability requirements. Flammability requirements to customer specifications must have valid testing results in the customer-proscribed format.

The supplier shall submit a minimum of 6 "PPAP" sample parts per tool and tool cavity, as applicable. PPAP samples shall be identified and traceable to PPAP dimensional reports. Suppliers need to retain PPAP Samples in house for the life of the program plus service plus one calendar year.

All dimensional data, laboratory data and material certificates shall be less than one year old. PPAP submissions shall be supplied at no charge to LPA.

Production deliveries shall not commence until written permission has been received from LPA confirming PPAP approval.

Annual validation

Annual (yearly on the date from initial PPAP approval) validation is required on each component delivered to LPA at suppliers' cost.

The content includes:

- Dimensional report
- The statistical data and analysis of Key Product Characteristics.
- Material and performance test results (i.e. flammability, material reports).
- Part Submission Warrant

Special Characteristics

A process capability study is required for each critical and significant characteristic as identified on the drawing and/or related specifications. Minimum requirements are shown in table 10.1.

	Safety Characteristics	Critical Characteristics	Special Characteristics
Short Term	CpK 1.67	Cpk 1.67	CpK 1.33
Long Term	PpK 1.67	Ppk 1.33	PpK 1.33

Table 10.1 Minimum Capability Requirements

All dimensions on the design record identified as CC and SC shall have additional data collected during PPAP preparation. A minimum of 25 sub-groups with 5 samples per sub-group per cavity is required. The data must be collected at intervals intended to capture all variables (shifts, setup, batches, raw material, etc.)

All data collected for long-term capability studies specified on the supplier's control plan must match the KPC List and must be submitted to LPA quarterly. The data should be sent to the Branch Quality Engineer.

For safety-related critical characteristics, the supplier shall ensure zero defects of parts shipped to LPA.

11. Process Flow Diagram, Process Failure Mode and Effects Analysis, Control Plan

PFMEA and Control plans shall be prepared and maintained in accordance with the AIAG manuals (latest edition). LPA will accept but does not currently require the use of VDA-AIAG FMEA methodology.

Control Plans shall identify LPA's requirement for annual validation as well as what will be submitted as part of the annual validation.

LPA requires the following detection levels for high severity failure modes. Severity and Detection levels below refer to AIAG FMEA 4th Edition

Severity	Minimum Detection Level (AIAG FMEA 4th ed)	Minimum Detection Level (AIAG VDA FMEA 1st ed)	Description
9 or 10	2	2	Very high likelihood of detection. Error or cause detection will automatically prevent discrepant parts from being made.
7 or 8	3	3	High likelihood of detection. Error or cause detection will detect discrepant parts and

			automatically prevent them from further processing.

Table 11.1 Minimum Detection Levels for High Severity Characteristics

12. Product Related Software or Products with Embedded Software

Suppliers of Automotive product-related software or products with embedded software must maintain a Software Quality Assurance Process in compliance with ASPICE, CMMI, or other LPA-recognized process framework. Suppliers must confirm with LPA at the start of a project if their Software Quality Assurance Process is recognized.

13. Statistical Process Control (SPC)

Statistical process control shall be carried out on critical and significant characteristics for products supplied to LPA. For more information on SPC, please follow and/or use the AIAG Statistical Process Control (SPC) manual (latest revision).

For safety related characteristics or federally regulated items, the supplier shall ensure zero defective products are shipped to LPA.

LPA requires suppliers to use three one of three methods to control critical and significant characteristics:

- SPC complying with short- and long-term capability requirements
- Mistake-proof/Poka-Yoke
- 100% inspection by device (not human inspection)

14. MSA Studies

Suppliers shall perform MSA studies for each measurement system listed on the control plan according to the latest AIAG Measurement Systems Analysis manual. This requirement includes MSA studies for attribute or Go/No-go checks.

15. Safe Launch

Safe Launch is required for all new purchased components from suppliers. It also applies to purchased components from new tools, change in supplier manufacturing location, new supplier manufacturing locations, and engineering changes. Note: LPA recognizes that not all engineering changes warrant safe launch activities. It is the suppliers' responsibility to request LPA to waive safe launch.

Suppliers must not start safe launch activities without LPA Supplier Development approval. LPA's requirements for Safe Launch are:

- Minimum number of pieces inspected under Safe Launch activities is 4000 consecutive pieces without any non-conformities found at the supplier or at LPA. Note: LPA Supplier Development can require a different Safe Launch period or number of pieces to comply with LPA Customer Requirements.

- All dimensions on the design record identified as CC and SC shall have additional data collected throughout the Safe Launch Period. A minimum of 25 subgroups with 5 samples per sub-group per cavity is required. The data must be collected at intervals intended to capture all variables (shifts, setup, batches, raw material, etc.)
- All inspection and or measurement activities undertaken by the supplier as part of Safe Launch campaign must be included in the Pre-Launch Control Plan.
- Safe Launch activities must be carried out in an area away from the manufacturing location.
- Adequate equipment, work instructions and training are to be provided to employees conducting the safe launch activities. Records of training are to be documented and made available to LPA upon request.
- The results (number of parts inspected, number of non-conformities, nature of non-conformities, etc.) of the safe launch activities are to be documented and shared with LPA on regular interval during the safe launch campaign (typically weekly, seek agreement with the responsible LPA SD).
- It is the supplier's responsibility to investigate the non-conformity, assign corrective and preventive actions, revise controls and include the documentation of these actions with the request for Safe Launch exit.
- All product shipped to LPA that has been subject to Safe Launch must be identified with at a minimum
    - At least one witness mark showing that the piece has been subject to safe launch inspection. The size, colour and location of the witness mark(s) must be agreed to by LPA prior to shipment. This is to ensure that the witness mark does not interfere with LPA process controls (i.e. vision systems). Parts received by LPA with unapproved witness marks may result in a PRR.
    - Each container of Safe Launch inspected Parts must be identified with a green tag. Tag proposals are to be agreed upon during APQP and approved by LPA. Each tagged box or container is to be approved by the supplier's Plant Manager or by a qualified individual authorized by the Plant Manager before shipment. The safe launch tag is to be green and located below the AIAG shipping barcode. The shipping label must still be legible.

Figure 15.1 - Example Safe Launch Tag

Suppliers must request in writing (including inspection and Special Characteristic(s) measurement data) and receive approval from LPA Supplier Development to exit the safe launch campaign.

During any program launch at an LPA production facility, the selected supplier may need to provide temporary on-site representation. The supplier's launch support representative(s) must be knowledgeable, capable, and empowered to make decisions. Coverage must be provided for all requested shifts.

Supplier representation will be required, based on past quality performance and/or complexity of components or assemblies being supplied.

Suppliers shall attend key event builds before the production launch as required.

16. Change Management

If the supplier has a change to the PPAP approved process, they are to complete a submit a Supplier Temporary or Permanent Deviation PRR to LPA via the Supplier Portal prior to implementation (see section 23). LPA requires at least 8 weeks of advance notice, but suppliers are encouraged to communicate change proposals as soon as possible. LPA may require additional information before providing a formal approval or rejection of the proposed change.

Should LPA agree to the proposed change the Supplier Deviation PRR will be approved. This authorizes the supplier to begin implementation of the change. However, shipments cannot begin until the change is formally PPAP approved.

PPAP approval is mandatory in the following instances:

- Engineering change (changes to the product)
- Sub-supplier change
- Process changes
- Additional or change of manufacturing location
- Tooling (replacement, major repairs or inactivity for more than one year)
- To Correct discrepancies in previous PPAP submissions
- Raw Material changes
- Test methods/equipment/inspection method changes
- Relocation of production equipment at the same site

Suppliers are to affix label (4600-QA-FRM-0025 – Sample Parts Do Not Use for Production) printed on ORANGE paper on each container/packaging of changed new part number, new ECN, and/or new suffix for the first three shipments after PPAP. This label must be located directly below the product identification label (with both labels being visible). This provides visual control for suppliers and LPA. Suppliers also shall affix labels for pass-through parts and customer-specified labels as required.

17. Corrective Action & Preventative Action (CAPA)

Suppliers to LPA are required to have a documented procedure for:

1. Failure Analysis,
2. Corrective action, and
3. Preventive action.

In the event of a non-conforming part found at LPA, a Problem Reporting and Resolution ("PRR") will be issued to the supplier. The supplier will be required to access the PRR in LPA's collaboration portal (https://supplierportal.leggett.com:22443)

There are ten types of PRR as described below.

Supplier Quality – Not in Production – will be issued when it has been verified that the supplier caused a non-conformance for the part that is not in production yet, and it puts at risk LPA production or LPA customer (issues found by the customer caused by the supplier).

Supplier Quality – Production - will be issued when it is verified that the supplier caused a non-conformance for the part that is in production and puts at risk LPA production or LPA customer (issues found by the customer caused by the supplier).

Supplier Delivery – will be issued when the supplier causes a delivery non-conformance. It includes but is not limited to discrepancies or problems with Late Delivery, Over or Under shipment, Wrong Paperwork, or Wrong parts delivered.

Supplier CS1 – Controlled Shipping Level 1 - will be issued when the supplier is placed into CS1 shipping condition (see section 20 below).

Supplier CS2 – Controlled Shipping Level 2 - will be issued when the supplier is put into CS2 shipping condition (see section 20 below).

Supplier LPA Dissatisfaction - will be issued when it has been verified that non-conformity resulted from a supplier's action or inaction, such as Lack of responsiveness, timeliness, or deadline issues. It is a PRR that is not related to products or delivery.

Supplier Safe Launch - will be issued to identify safe launch issues related to a newly launched program. It is a different type of PRR to distinguish it from "Quality PRR."

Supplier Warranty - will be issued when the supplier-caused warranty issues occur with LPA Customers.

Supplier Temporary Deviation – should be issued **by the supplier** from the Collaboration Portal for temporary deviation requests. LPA processes the deviation requests in PRRQuest for approval or rejection.

Supplier Permanent Deviation – should be issued **by the supplier** from the Collaboration Portal for permanent deviation requests. LPA processes the deviation requests in PRRQuest for approval or rejection.

Production Components

In the event of a non-conforming part found at LPA, a PRR will be issued by LPA Branch Quality or LPA Logistics against the supplier in the Collaboration Portal.

Prototype and pre-production Components

In the event of a non-conforming part found at LPA, a PRR will be issued by LPA Branch Quality or LPA Supplier Development against the supplier in the Collaboration Portal.

LPA Branch Quality or Supplier Development are responsible for following up, tracking, and closing issued PRRs with suppliers.

If a PRR is issued to a supplier, the following are the response time requirements:

Within 24 hours of the complaint, LPA requires the following information in 8D format (D1-D3):

1. Acknowledgement that the complaint has been received – Click the "Acknowledge Problem" button located on the top right corner of the issued PRR in the Collaboration Portal.
2. Quantity of parts in-house and in transit to the complaint issuing LPA facility
3. Provide the RMA number and the disposition of the material.
4. If the disposition of the material is to ship to the supplier, provide a shipping address.
5. Immediate containment actions in place (including identification and procedure)
6. Provide test certificates and reports as requested by LPA.

Within 72 hours (3 days) of the complaint, LPA requires:

1. Updated 8D describing steps taken so far.
2. Potential root cause(s) - every possible root cause must be identified.
3. Cause verification actions must be defined.

By the end of the 5th day of the complaint, LPA requires:

1. Identified root cause.
2. Corrective action for the root cause
3. Verification plan for the corrective action assigned.

If the above information is provided on the 5th day and is deemed acceptable, the response time will be evaluated as “on time”.

If information is late, incomplete, or not acceptable, the response time will be evaluated as “late”. In case of not finding the root cause in time, it is the supplier’s responsibility to contact the LPA plant and ask for new timing.

After the 5th day, LPA requires:

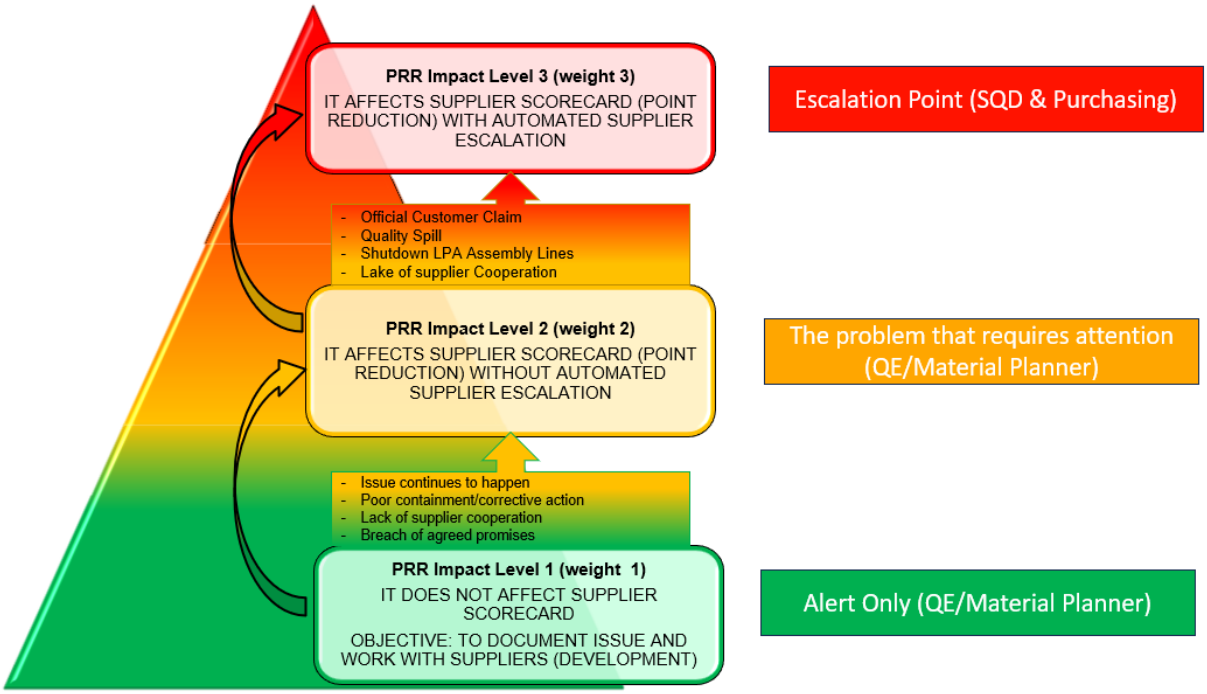
1. Any open PRR updates are to be made in the portal every week until it is accepted and closed in a target period of 24 days maximum.
2. If the supplier cannot meet the 24-day maximum, there must be a written request for approval to extend the closing date.
3. The supplier must make the request via the Collaboration Portal under the “Reviews and Feedback” tab in each PRR.

All Corrective Action & Preventive Action must be reported and documented through the Collaboration Portal.

https://supplierportal.leggett.com:23443

PRR Escalation Process

In addition to the PRR Types, LPA will assign a risk level to the PRR. The assigned risk level can be from 1 (lowest risk) to 3 (highest risk) as described in the below chart.



18. Record Retention and Submission

Suppliers shall maintain records per the latest revision of the LPA Supplier Quality Record Retention requirements. The document reference is 4600-QA-INSTR-0020. These records should be made available upon request to LPA within the timeframe defined by the requestor.

LPA reserves the right to request supplier to provide certification for every shipment.

19. Traceability, Flow of goods, FIFO

Complete traceability is required for all products, individual components, and raw materials and must be made available upon request. LPA traceability requirements are specified in document 4600-QA-SPEC-0003 – LPA Supplier Traceability Requirements. This document is available through the Supplier Collaboration Portal.

https://supplierportal.leggett.com:23443

If a delivery contains products from different production lots, the delivery papers must identify the different lots.

The supplier also shall ensure a working FIFO (first in first out) system for parts received, parts in production, and work in progress, as well as finished goods, including safety stock coverage.

20. Controlled Shipping Level 1 (CS1) & Controlled Shipping Level 2 (CS2)

In the event of a repeated PRR occurrence, the supplier can be placed on CS1. A CS1 PRR will be issued. The Supplier must immediately implement the following actions:

1. Containment and certify material at the following locations
    a. LPA
    b. in transit
    c. the supplier site(s)
2. Provide a daily report to LPA including sorted quantity, defect quantity and failure mode

The Supplier shall remain on CS1 until corrective action has been verified by LPA personnel and written exit approval has been granted.

Ineffective CS1 will result in LPA issuing a CS2 PRR.

CS2 PRR can also be issued directly (bypassing CS1) in the case of:

- Repeat PRR (inadequate resolution from initial PRR)
- A quality problem in the field
- Inadequate containment
- Duration and severity of the problem

Supplier shall remain on CS2 until corrective action has been verified by LPA personnel and written exit approval has been granted.

21. Cost Recovery Policy

Pursuant to the Leggett & Platt, Incorporated Purchase Order Terms and Conditions, suppliers may be liable for certain costs, expenses and liabilities associated with their supply of parts to LPA.

LPA will charge its suppliers for labor not greater than the local equivalent of $75.00 (USD) per hour.

Note that LPA reserves the right to setoff (debit) amounts owing by suppliers to LPA pursuant to the Leggett & Platt, Incorporated Purchase Order Terms and Conditions. Potential chargebacks to external suppliers include but are not limited to:

- Rework/Repair
- Premium Freight Costs including Air Charter
- Overtime to Avoid Production Interruption
- Production Downtime for LPA and End Customer
- Disposition of Scrap
- Sorting of Suspect Material In-House, at Customer
- On-Line Containment Location or Third-Party Warehouse
- Tear-Down (Minor, Major or Complete)
- Contractor Costs
- Outside Lab Testing
- Customer Returns and charges
- Warranty Related costs
- Delays in Complete PPAP Submission (incl. rejected PPAPs)
- Receiving Inspection, Material Handling, Freight
- Salaried Employee Expenses
- Delays in IMDS Submission
- Travel

General administration fee associated with the claim per PRR will be equivalent to $150.00 USD.

22. Supplier Performance Rating (Scorecards)

Suppliers will be evaluated monthly on Quality, Delivery, Quality Management System, and Corporate Sustainability and Responsibility parameters. Refer to table 22.1 below which states how points are awarded.

Supplier Scorecard Key Performance Index		Points
Quality *Max Point: 45*	PPM	25
	8D On Time	10
	Number of PRR	10
Delivery *Max Point: 25*	On-Time Delivery	25
Quality Management System *Max Point: 15*	Certification	15
Corporate Sustainability and Responsibility *Max Point: 15*	IntegrityNext Result	15

Table 22.1 Supplier Scorecard Key Performance Index and their respective awarded points.

Supplier Scorecard Key Performance Index – Quality (45 Points)

1. PPM (Parts Per Million) – 25 Points

   Definition:

   $$\text{PPM} = \frac{\text{The number of defects}}{\text{The number of parts received from the supplier}} \times 1{,}000{,}000$$

   Evaluation Matrix

Actual PPM	Point
0	25
0.01-13.99	24
14.00-25.99	20
26.00-37.99	17
38.00-50.99	15
51.00-75.99	11
76.00-99.99	9
100.00-1,000,000	0

2. 8D On Time – 10 Points

   Definition:

   Submit on or before the due date with acceptance in the month, if no 8D is required, get 10 points (max).

   Evaluation Matrix:

8D Status	Point
8D on time or no 8D	10
Delay	0

3. *Number of PRR* – 10 Points
   Definition:
   The number of PRR that is issued in the month.

   Evaluation Matrix:

Number of PRR	Point
0	10
1	8
2	6
3	2
>=4	0

Supplier Scorecard Key Performance Index – Delivery (25 Points)

1. On Time Delivery
   Definition:
   On-time Delivery (OTD) delivers the right quantities with the correct part number to the right location at the right time as required.

   $$\text{OTD}=\left(1-\frac{\text{The number of defects}}{\text{The number of parts received from the supplier}}\right)\times 100\%$$

   Evaluation Matrix:

On time %	Point
100%	25
98.01<99.99%	20
95.01%<98.00%	15
90.01%<95.00%	5
<90.00%	0

Supplier Scorecard Key Performance Index – Quality Management System (15 Points)

1. Quality Management System Certification
   Definition:
   IATF 16949/ISO 9001-2015 Certification
   Evaluation Matrix:

Certification Type	Point
IATF 16949 certified	15
Or: ISO 9001-2015 certified	5
No certification	0

Supplier Scorecard Key Performance Index – Corporate Sustainability and Responsibility (15 Points)

1. IntegrityNext Survey
   Definition: IntegrityNext is a 3rd party used by LPA to help assess sustainability and corporate responsibility across our supply chain.
   IntegrityNext Survey Result
   Evaluation Matrix:

IntegrityNext Survey	Point
Green – Low Risk	15
Yellow – Medium Risk	8
Red/Grey – High Risk	3
Grey- not registered or not completed.	0

Supplier Scorecard's final score will also be impacted by the PRR impact level. Refer to Table 22.2 below.

Impact Level	Weight	What points are affected	How points are affected
Supplier Initiated PRR – No Scorecard Impact	●○○ 1	Not Affected	Not Affected
Supplier Type 1 Delivery PRR – No Scorecard Impact	●○○ 1	Not Affected	Not Affected
Supplier Type 1 PRR – No Scorecard Impact	●○○ 1	Not Affected	Not Affected
Supplier Type 2 Delivery PRR – Scorecard Impact no Supplier Escalation	●●○ 2	Delivery Points	Total Delivery Points divided by 2
Supplier Type 2 PRR – Scorecard Impact no Supplier Escalation	●●○ 2	Quality Points	Total Quality Points divided by 2
Supplier Type 3 Delivery PRR – Scorecard Impact WITH Supplier Escalation	●●● 3	Delivery Points	Total Delivery Points divided by 3
Supplier Type 3 PRR – Scorecard Impact WITH Supplier Escalation	●●● 3	Quality Points	Total Quality Points divided by 3

Table 22.2 Supplier Scorecard Impact level and their respective Impact on the scorecard.

LPA Red List – Top 10 Worst Suppliers

Supplier Performance on the metrics defined above will be summarized by region or globally. The aggregate scores of the suppliers will be used to identify suppliers that are not meeting LPA's expectations. LPA response to a supplier's failure to meet expectations can range from requiring written corrective action (via PRR see Section 17), 2nd Party QMS audit of the supplier's quality management system, Containment Status Level 2 (see section 20), or new business hold and reporting of the issues to the suppliers IATF or ISO9001 registrar.

23. Deviations

A deviation constitutes permission to supply materials or components that do not fully comply with the drawing, specifications, or master sample. Materials or components can not be shipped by the supplier if they do not meet print requirements unless a deviation is approved by LPA.

To obtain deviation approval, a PRR needs to be created in the Collaboration Portal. The Supplier must follow the "LPA Deviation Request Process" that is in the Help Center located in the Collaboration Portal.

24. Product Safety and Regulations

Under NHTSA, suppliers have a legal obligation to retain any records associated with possible defects for a period of five years from the date of creation or acquisition of such record. By way of example (and without limitation), those records include:

- a record of a claim, complaint, or report
- documents or materials related to work performed under warranties
- documents or materials concerning malfunctions related to motor vehicle safety
- documents or materials concerning any failure or malfunction beyond normal deterioration in use
- documents or materials concerning any flaw or unintended deviation from design specifications that could be a factor in an accident or an injury

Under NHTSA, suppliers generally should be retaining engineering and development records for five years. These records will generally be relevant in the event of a possible defect.

25. Environment, Health, and Safety

Refer to LPA Terms and Conditions available at https://Leggett-automotive.com

26. Laws and Regulations

Suppliers must be familiar with, understand, and comply with all international and national laws, regulations and decrees from the countries they deliver to.

Suppliers must be familiar and comply with all laws and regulations relevant for the business relation with respect to environmental, social, health and safety legislation. It shall be the responsibility of each supplier to independently obtain information about applicable regulations and take measures for compliance, without the express request by LPA.

Global Automotive Declarable Substance List (GADSL), Minamata Convention on Mercury, the POPs Convention on Persistent Organic Pollutants, Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, EU ECHA revised Waste Framework Directive 851/2018 (including SCIP), EU REACH & SVHC, EU RoHS, EU ELV, EU Biocidal Product Regulation 528/2012.

27. Sustainability and Protection of the Environment

LPA has a strong interest in contributing to environmental and social sustainability through short-term and long-term measures. Suppliers must inform their employees about these objectives and train them accordingly to ensure active participation by all parties. All products and processes must be developed with the goal of avoiding environmental and health hazards and conserving resources. Suppliers must proactively look for solutions to ecological challenges.

The avoidance of waste and the adaptation of methods to valid environmental and safety regulations must be rooted in the general corporate goals of suppliers:

- All products must be optimized regarding the ability to be disassembled and recycled.
- All plastic components must be designed and labeled in accordance with ISO 11469.
- The packing concepts and suggestions of suppliers must seek to avoid, or at least reduce, the quantity of non-recyclable packaging and the quantity of dispensable packaging materials.

28. Social Justice and Ethics

To support sustainability in business, LPA requires Suppliers to be committed to several generally recognized social standards. We expect that they recognize and demand social rights such as:

- The freedom of association
- No discrimination
- Free choice of occupation
- No child labor
- Remuneration
- Working hours
- Occupational health and safety
- Anti-corruption legislation
- Fair competition and anti-trust
- Conflict of interest
- Whistleblowing and protection against retaliation

All LPA employees pledge not to accept any valuable gifts or inappropriate entertainment from suppliers.

29. Conflict Minerals Policy

The Leggett & Platt Incorporated Conflict Mineral Policy can be viewed through following link:

https://leggett.com/supplier-documents

Suppliers must report and confirm the amount and origin of conflict relevant materials. The actual version of the reporting form must be used.

30. Supplier Code of Conduct

To view our supplier code of conduct please follow link below:

https://leggett.com/supplier-documents

31. Supplier Diversity Policy

To view our supplier diversity policy please follow link below:

https://leggett.com/supplier-documents

Please reach out your LPA contact if you are having problems with any website link above mentioned.

Chapter 2

Global Supplier Logistic Manual

32. Labeling

LPA requires the use of AIAG automotive part identification and tracking. Compliance with labeling requirements will be continuously monitored by the receiving branch. Suppliers are responsible for ensuring that product and shipment is identified, and labels are properly attached to each container, box and skid used to ship products.

Two labels are required on each applicable container or box of product in adjacent corners. Only one part number can be packaged per container. It is the supplier's responsibility to remove old labels and debris from LPA returnable prior to reuse of container and applying new product identification label. Non-compliance will be communicated through C&PA procedures.

If there are multiple containers per skid a master label is required to identify total skid quantity.

Standard 4 x 6 labels shall have the following minimum information:

- Leggett & Platt Part Number
- Part description
- Container quantity
- Supplier Identification Name and Number
- Purchase Order Number
- Part ECN Level
- Manufacturing Date and Heat/Lot Number
- Dock Code

Refer to section 8.0 for label requirements for pre-production and ECN changes.

Delivery notes and packaging labels must list the supplier's production lot number to guarantee traceability of the raw material lot(s).

33. Handling, Storage, Packaging, Preservation,

Suppliers have full responsibility for ensuring that appropriate measures are introduced and maintained to preserve product quality during process handling, packaging, preservation and subsequent delivery. Products must be delivered free from debris, rust and all other sort of contaminants. Returnable packaging shall be used as required, and suppliers shall maintain them, so they are clean, debris free, moisture free and rust free.

Packaging and the composition of packaging units shall be defined in a product- specific manner between the customer, supplier, and LPA, and shall be established no later than the PPAP.

Suppliers are responsible for the supply process to guarantee uninterrupted part flow. Packaging shall take into consideration transportation method and shelf–life criteria.

If reusable/returnable packing is made available by LPA and/or LPA's customer, the supplier shall provide handling and storage at the supplier's site.

Packaging instruction is to be approved by receiving branch plant.

Wood Packaging Import Restriction

Suppliers are required to ensure compliance with current US Regulations that are available at

www.aphis.usda.gov/import_export/index.shtml

International Plant Protection Convention (IPPC) Standards are available at

www.ippc.int

34. Logistics & Delivery

L PA requires 100% on time delivery to the correct location at the correct date and time as specified by the delivery date as shown on the Purchase Order or Material Release Schedule provided by the LPA branch specific. It is the supplier's responsibility to notify the LPA receiving plant Purchasing/Materials Manager if the Release Schedule cannot be met prior to the scheduled delivery date.

All North American Suppliers

It is the supplier's responsibility to schedule shipments from their facility using the approved LPA logistics carriers for the specified routes.

To request LPA Logistics assistance with your international shipments: Please reach out to your local LPA Logistics representative and they will guide you to the appropriate booking agent / or will execute your request for your organization.

LTL - The following website www.leggett.com/routingguide/ has been developed for LPA suppliers to use when routing LPA paid freight by LTL.

TL – For all TL scheduling or other questions please contact the Corp logistics team at email domestic.lpgscs@leggett.com or phone number 800-471-6737 for more info.

35. Delivery documents

Delivery documents must include the following:

- The complete LPA order number (PO number, master contract number and call-off/release number)
- The complete LPA product number (consisting of part code plus revision index)
- The complete LPA product description
- Supplier Manufacturing Plant/contact information
- The quantity delivered per LPA product number
- Lot numbers

- Quantity of packaging units delivered by type (pallets, cartons)
- LPA Receiving Branch
- Shipment date
- Freight Carrier
- Pro Number or Trailer Number
- Total number of Pallets/Skids
- Total number of Cartons
- Net Weight
- Gross Weight

Please ensure that a copy of the delivery note containing all the above information is attached to one of the pallets to be delivered or the consignment note.

Only one part number must be shipped per packaging unit. For pallet units, only one part number per pallet shall be shipped.

Multiple containers

In the case of multiple pallets or containers, there must be a clear reference on the individual containers to a delivery note.

Multiple orders

If multiple orders are combined into one delivery, the delivery documents must still include a clear reference for each individual order.

Packaging units with different items on one pallet must be marked by a special

label indicating “Mixed Shipment.”

Special cases

For the special cases listed below, combined deliveries are strictly prohibited, particularly in conjunction with a production delivery.

- Submission of PPAP parts
- Deliveries under special release
- Initial deliveries of new releases status
- Sample orders
- Submission of packaging proposals

In the event of deviations, LPA reserves the right to return the deliveries at the expense of the supplier and to issue a complaint about the incident.

Ocean shipments are subject to weight validation as per the SOLAS (Safety of Life at Sea) requirement. Suppliers must complete verified gross mass (VGM) information for containerized shipments and provide this verification to the freight forwarder for every ocean shipment.

36. Excess capacities

To satisfy unexpected customer release order fluctuation, suppliers must have the capacities to produce 20% more than the quoted annual volume using PPAP approved production tools, equipment and the actual manufacturing site and process.

37. Availability and emergency plans

Suppliers must always be able to deliver the contractually agreed volumes of goods and services. Emergency plans must be available for possible emergencies (absence of personnel, downtime of machinery, equipment and tools, accidents, catastrophes etc.) and presented upon request. The Supplier shall ensure inventory is availability even during Supplier plant shutdowns.

Emergency contacts (telephone numbers, designated persons) must be provided to LPA. These emergency contacts must always in fact be available, including holidays or during the supplier's plant shutdown and will make regular required shipments. If emergencies occur, the Supplier contact shall be authorized to make all necessary decisions to maintain or re-establish delivery.

All contact data shall be treated confidentially by LPA and shall only be used by authorized employees for the intended purpose.

38. Supplier Communication to LPA

Listed below are LPA expectations that all suppliers shall meet or exceed the following requirements:

- Upon completion of a program, the supplier shall ensure tooling is properly stored to prevent damage and is readily available for service requirements for at least 15 years after EOP.
- Suppliers must acknowledge that achievement of ZERO DEFECTS is a fundamental objective for quality as well as a 100% on time delivery performance.
- Tools and gauges shall be identified as the property of LPA or the LPA customer, as per the LPA tool tagging procedure.

39. Materials Management Operations Guideline (MMOG)

The MMOG/LE Guideline is the recommended business practice for continued evaluation of the supply chain. This guideline is intended as a continuous improvement tool and consistency of materials definitions for our supply chain partners. Annual Supplier Self-Assessments are required to be submitted to LPA receiving branch by December 31st each year to meet scorecard expectations until an "A" or "B" rating is achieved.

Supplier can obtain current information and training information from AIAG.

Supplier Packing Slips & Invoices

The supplier ASN is required to be clearly identified to the physical receipt/ASN/invoice match. The ASN must be transmitted within 10 minutes of the truck leaving the supplier's facility.

Packing slip/ASN number is required in the upper right-hand corner of printed shipping documents. It is the Supplier's responsibility to ensure this number is fully traceable to the Invoice sent to the Leggett & Platt, Inc. Receiving Branch Accounting Group.

The Supplier ASN & invoice must match the cost on the LPA purchase order. Each line item on the invoice is required to contain the following information:

- Leggett & Platt Part Number
- Description
- Supplier Part Number
- PO Number
- Quantity shipped

Supplier Raw/Fab Authorization & Balance Out

It is the supplier's responsibility to be aware of default raw/fab authorizations and/or to obtain part specific raw/fab authorization variances from the respective LPA Receiving Plant materials manager prior to SOP.

Once a part has begun to balance out for EOP, the supplier is required to minimize lead time and minimum run quantities and produce only to the quantities authorized in the LPA General Terms and Conditions of Purchase of Production Parts, in writing in the Purchase Order, or in writing by the LPA Receiving Plant materials manager. It is the supplier's responsibility to obtain written approval from the LPA Receiving Plant prior to producing minimum run quantities or standard pack containers/skids.

In addition to the above requirements all unionized suppliers are required to build a three-month bank prior to their union contract renewal date. The supplier shall notify their respective LPA receiving plant of the contract expiry date three months prior to the end of the contract and confirm that a bank is in place to protect future releases in case the contract renewal is halted for any reason.

40. Electronic Data Interchange Requirements (EDI)

All external suppliers supplying production parts, assemblies, components and production materials to LPA are required to have EDI capabilities. Suppliers need to be able to analyze product demand for weekly (830) and daily (862) shipping schedules to tool capacity. Accumulated shipment quantities are required to be reconciled weekly.

41. Customs-Trade Partnership Against Terrorism (CTPAT)

As a participant of C-TPAT, Leggett & Platt, Inc. is committed towards maintaining a secure global supply chain, which will ensure timely delivery of shipments to LPA facilities through U.S. border crossings and ports of entry. LPA Global Services is the party responsible for administering LPA's C-TPAT participation in this corporate-wide program.

The current contact information is:

Leggett & Platt Global Services
Attn: John Wainwright 5950 West 51st Street Chicago, Illinois 60638
Phone 708.458.1800 • Fax 708.458.9373
john.wainwright@leggett.com

LPA expects that all of it suppliers outside of the USA are sufficiently educated and evaluated on the requirements for importing into the United States, Canada, and Mexico.

The LPA corporate customs compliance group drafts various guides and presentations to help our branches as well as our suppliers understand these requirements. They should be contacted for questions on C-TPAT as well as general importing requirements into the U.S, Canada and Mexico.

Import Documentation Requirements

- Basic Invoice Requirements:
- Date of Shipment
- Name and address of Shipper
- Name and address of Consignee
- Consignee IRS# - this is mandatory for shipments arriving in the U.S.

Name and address of the 'sold to' party (i.e., the entity billed for the goods)

Detailed description of the product in English including:

- LPA part numbers with description
- Enough description of each item (just "automotive parts" is not acceptable)
- Quantity
- Unit Price
- Total price per line
- Total cost and/or value of the shipment*
- Type of Currency
- LPA Purchase Order Number
- Country of Origin
- Terms of Delivery for the Shipment expressed in INCOTERMS (Ex-Works, FCA, CIF, etc.)

- Name of the customs broker responsible to LPA for the cargo

Important Note:

LPA shall not be the importer of record for any chemicals.

Please note that all items require proper valuation for customs purposes. Even if the shipment contains no-charge items, samples, returnable containers, or returned goods, etc. we MUST still declare a fair market value for customs. In this case the amount declared (or line value) should also be marked with the phrase “Value for Customs Purposes Only”.

NAFTA Guidelines

Before goods are claimed to qualify for NAFTA, their origin must be correctly determined as that of U.S., Canadian or Mexican origin. Goods for which NAFTA is being declared must be accompanied by a NAFTA Certificate of Origin or have a blanket NAFTA Certificate of Origin on file with the broker.

NAFTA Certificates should only be completed by someone with proper training including knowledge of tariff classification, tariff shifts, and bills of material analysis, regional value calculations and automotive tracing requirements.

Leggett & Platt, LPA Global Services can provide training as well as answer questions on NAFTA determining the NAFTA status of goods.

Country of Origin Marking

Section 304 of the Tariff Act of 1930, as amended (19 U.S.C. 1304) provides that, unless exempted, every article of foreign origin imported into the U.S. & Canada shall be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article (or container) will permit, in such a manner as to indicate to the ultimate purchaser in the U.S. or Canada the English name of the country of origin of the article.

Training on marking or questions on the sufficiency of marking can be forwarded to Leggett & Platt Global Services.

42. Terms & Conditions

LPA General Terms & Conditions of Purchase of Production Parts apply to all purchases of production parts by LPA and may be reviewed by supplier using the following link:

https://leggett-automotive.com

Supplier Acknowledgement

This LPA Global Supplier Quality & Logistic manual is intended to communicate the Leggett and Platt Automotive (LPA) Supplier Quality & Logistics requirements to all suppliers.

Effective September 1, 2025, this release replaces all previous editions.

Authorized and enacted under the authority of

Joseph Qi	**Denis McAuliffe**
Vice President Quality, LPA	Vice President Purchasing, LPA

Supplier Name: _____

Supplier Address: _____

_____

Supplier Phone Number: _____

This agreement shall be effective as of the date noted below by the authorized Supplier Signature.

Management Quality Rep or designee (signature): _____

Management Quality Rep or designee (printed): _____

Management Quality Rep or designee email address: _____

Date of Agreement to comply: _____