



Bridgestone Americas, Inc. Procurement Supplier Guide

Dear valued suppliers and potential vendors,

At Bridgestone Americas (Bridgestone), our mission is "serving society with superior quality." We aspire to offer the best for our consumers, customers, employees, and to society, not only in terms of our products, services and technology, but in all our corporate activities. Our commitment to quality stems not solely from want of profit, but from a passion for improving the safety and lives of people everywhere. We strive to create value to society through sustainable procurement practices. Through our mission, we strive to be a company trusted by the world.

Bridgestone wants our suppliers to be part of our mission. We want to create relationships of trust and understanding. We look to our suppliers to work with us to enhance operational excellence. Additionally, Bridgestone is committed to supporting small and diverse business entities through teaming on opportunities when possible. Through this commitment, we seek to provide minority business enterprises with the opportunities and information they need to do business with us.

We have prepared the following document to provide you with a foundation of what is required to do business with Bridgestone. The attached information will help you understand the expectations Bridgestone has of its suppliers, our procurement process, accounts payable processes and contact information.

Thank you,

Bridgestone Americas

WHO WE ARE

The Bridgestone Americas family of enterprises includes more than 50 production facilities and 55,000 employees throughout the Americas. The Bridgestone Americas international footprint includes manufacturing and sales subsidiaries located in Canada, Argentina, Brazil, Chile, Colombia, Costa Rica, Europe, China and Mexico, with additional offices throughout Latin America and the Caribbean.

Business Units

- [Bridgestone Americas Tire Operations](#)
- [Bridgestone Retail Operations](#)
- [Firestone Fibers & Textiles](#)
- [Firestone Industrial Products](#)
- [Firestone Building Products](#)
- [Firestone Natural Rubber Co.](#)
- [Bridgestone Americas Tire Operations Latin America](#)

Note that this Supplier Guide applies only to Bridgestone Americas Tire Operations (BATO) and Corporate Offices.

HOW TO BECOME A SUPPLIER

Ultimately, our suppliers are evaluated on meeting delivery, quality, cost, technical capabilities, ongoing support, commitment to ethics and compliance, and ease of doing business.

Potential suppliers should complete an [online profile](#), which will be available to the appropriate corporate buyer for evaluation. Suppliers also will need to complete a non-disclosure agreement and read and acknowledge the supplier expectations outlined below, agree to the minimum standards identified in the Bridgestone Code of Conduct for Suppliers and Service Providers and acknowledge and agree to Bridgestone's Terms and Conditions in order to be considered.

PROCUREMENT PROCESS

OVERVIEW

Goods or services should not be fulfilled without a purchase commitment; valid written contract (Agreement) signed by Bridgestone, purchase order (PO), or payment (i.e. purchasing card (P-card) or check) prior to execution of a transaction. Failure to obtain a purchase commitment may result in delayed or non-payment. All orders are subject to [Bridgestone's Terms and Conditions](#) unless a separate amendment, addendum or other Agreement executed by Bridgestone exists.

Bridgestone has partnered with Ariba, an SAP Company, for electronic delivery of POs and invoices. Bridgestone's preferred method of transacting is via Ariba. In general, all suppliers are expected to be able to transact electronically (Ariba/EDI/cXML) to do business with Bridgestone. Ariba allows for a streamlined solution from purchase order to payment.

PAYMENT TERMS

Bridgestone's standard payment terms are 90 days for all suppliers. As part of the Ariba Network, we offer discounted terms. We also offer optional dynamic discounting, one-off invoice discounts requested via vendor or Bridgestone, all through the Ariba Network to allow for a mutual benefit of managing cash flow.

PURCHASE ORDER REQUIREMENT

Suppliers should not deliver goods or services unless they have a valid Agreement or PO.

Upon receipt of a PO the following apply:

- Supplier should confirm any exceptions or upon request, directly with the buyer (purchasing agent) via email prior to goods shipment. Typically, within 48-72 hrs. of receipt of order.
- If not confirmed prior to shipment, then acceptance of PO terms and conditions are assumed.
- Supplier should invoice at time of shipment or delivery of services, based on incoterms.
- If changes or exceptions are needed, supplier should confirm with buyer as an amended PO is required.
- Any invoice that varies from the applicable PO will be rejected.

ALTERNATE PURCHASING PRACTICES

P-card

For certain purchases, Bridgestone may choose not to issue a PO when requesting a good or service and pay via a P-card. Should Bridgestone choose this method, it will be indicated via the buyer at time of purchase. No invoice should be submitted to Accounts Payable (AP) if being paid via P-card.

Exceptions

Typical exceptions to the PO process include facility rents and leases, utilities, insurance, customs, charitable contributions, seminars, memberships, legal fees, certain government agencies, title registration and fees, and bill pay aggregators.

These exceptions should be directed to the Bridgestone requestor of the good or service.

INVOICING/ACCOUNTS PAYABLE PROCESS

INVOICE SUBMISSION

Purchase Order: Bridgestone prefers Ariba to be utilized for invoicing of PO spend by its suppliers. Our suppliers must have the capability to invoice electronically. Electronic invoicing is the most effective way to ensure timely processing and payment.

Invoices must be accurate and submitted electronically in a timely manner. Bridgestone does not allow backdating or predating of invoices. The date of invoice submission in Ariba is the invoice date from which the payment cycle starts.

For details on how to join the Ariba Network, contact your primary contact at Bridgestone. To learn more about Ariba, visit www.ariba.com.

Non-Ariba Purchase Orders: Invoices must be submitted directly to accountspayableplant@bfusa.com. If an invoice is sent to a Bridgestone contact and not sent directly to AP, payment may be delayed. Non-Ariba invoices need to meet the additional following requirements:

- PDF attachment no larger than 10MB
- One invoice per attachment
- One PO per invoice preferred
- Typed/Printed - No handwritten invoices accepted
- Cannot be a link to download the invoice
- Minimum 10pt font size

P-card: Do not submit an invoice for goods or services that have been settled via P-card to AP. If a purchase is not made online, vendors are required to send a receipt to the person who is paying with a P-card.

Exceptions: At this time, non-PO invoices should be submitted directly to the Bridgestone requestor for electronic payment request submission. Exceptions would include: seminars, memberships, utilities, insurance, legal, real estate, donations, sponsorships, freight.

PURCHASE ORDER INVOICE DETAIL REQUIREMENT (Must match Purchase Order)

1. Valid PO Number
2. Line Item Number
 - i. Short description
 - ii. Quantity (not to exceed 3 decimal places)
 - iii. Unit of Measure
 - iv. Unit Price
 - v. Total Price
 - vi. Currency Code
3. Invoice Date (MM/DD/YYYY or DD-MON-YYYY)
4. Invoice Number (cannot be blank and not exceed 16 characters in length)
5. Bill To (must match that of the legal entity)
 - i. Example:
 1. Bridgestone Americas Tire Operations, LLC
 2. Bridgestone Canada Inc.
6. Pay To
7. Ship To/Deliver To
8. Taxes if applicable

9. Shipping Cost if applicable
10. Total Net Amount
11. Packing Slip ID# (Optional)
12. Blanket order POs beginning with 50 require supporting document detailing of goods or services rendered, not to exceed 10 pages, must be attached.

*All purchases are subject to the terms and conditions of the Agreement or PO, as applicable. Any and all terms or conditions included in an invoice, that vary from the Agreement or PO terms, will be rejected by Bridgestone and shall be void and of no effect.

NON-PO INVOICE DETAIL REQUIREMENT

1. Bridgestone Requestor Name
2. Location of Good or Services Delivery
3. Detailed Description of Good or Service
4. Price
5. Currency Code
6. Invoice Date
7. Invoice Number
8. Bill To
9. Pay To
10. Taxes if applicable
11. Shipping Cost if applicable

*All purchases are subject to the terms and conditions of the Bridgestone Agreement or Bridgestone's standard terms and conditions, as applicable. Any and all terms or conditions included in an invoice that vary from the Agreement or Bridgestone's standard Terms and Conditions are expressly rejected by Bridgestone and shall be void and of no effect.

CREDIT MEMO

A credit memo should mimic the Purchase Order requirements at the line item level with a negative quantity/positive price relationship. It must tie back to the original Purchase Order and reference the original invoice it is to credit. It must also be separate from standard invoices and not be applied as a credit line on an invoice. Credits are not to be used to reduce future invoices.

PAYMENT METHODS

Preferred Method

Automated Clearing House (ACH) Direct Deposit – Funds are transferred directly into supplier's bank account. ACH payments are currently issued daily (operating business days) and will contain remittance advice detailing what invoices are paid with each payment. To enroll in ACH, request an ACH form and then return the completed form to: vendorrequest@bfusa.com

Alternate Methods

- Wire Payments – Only available if ACH is not an option; for international payment only. Remittance advice not provided with wire payments.
- P-card – Bridgestone may request to settle invoices via a P-card if supplier accepts American Express.
- Paper Check – While not preferred, Bridgestone will issue a paper check if ACH is not an option. Paper checks are issued once a week, so payment may be received several days later than expected. The payment term period shall be extended by the additional time needed to issue a paper check and Bridgestone shall not be liable for any such delay.

PAYMENT STATUS

Bridgestone invoice and payment status can be viewed via the Ariba Network for those vendors utilizing this preferred solution.

For invoices submitted via an alternate method versus Ariba, such as email or postal mail, or are late, and for other AP inquiries, email corpaccountspayable@bfusa.com

Inquiries will require the following:

1. Invoice number
2. Invoice date
3. Amount
4. PO number (if applicable)
5. Company name

Please allow 48 hours for a response.

Do not regenerate and submit invoices unless otherwise directed by Bridgestone.

Do not send statements to the accounts payable email address.

Where do I send refund/unauthorized checks?

Please send all refunds, duplicate or unauthorized payments to:

Bridgestone Americas
ATTN: Refund/ Accounts Payable
1201 Bridgestone Parkway
LaVergne, TN 37086

CONTACT INFORMATION

Send vendor updates and/or ACH information to: vendorrequest@bfusa.com

- Updates include supplier name, withholding status, address change, banking information

Send AP questions to : corpaccountspayable.com

To join or request a relationship with Bridgestone via Ariba Network or other electronic formats send to:
BridgestoneAribaEnablement@bfusa.com

Ariba Customer support: 1-866-218-2155

CORPORATE SOCIAL RESPONSIBILITY

At Bridgestone, we aspire to offer the best for our consumers, customers, employees, and to society, not only in terms of our products, services and technology, but in all of our corporate activities. Our commitment to integrity and social responsibility extends beyond our employees to our supply chain partners worldwide.

“Our Way to Serve,” Bridgestone’s refined global commitment to corporate social responsibility (CSR), solidifies a renewed focus on CSR through the lens of three Priority Areas and six Management Fundamentals. The Priority Areas are:

- **Mobility:** Delivering easier, smoother and seamless mobility through innovative technology.
- **People:** Addressing health, safety and education issues in our communities.
- **Environment:** Continually working toward a sustainable society.

Along with these Priority Areas, we are committed to continuing to strengthen the basic governance, compliance and behavioral characteristics expected of any responsible company – those elements we call Management Fundamentals:

- Compliance, Fair Competition
- Business Continuity (BCP), Risk Management
- Human Rights, Labor Practices
- Safety, Industrial Hygiene
- Procurement
- Quality and Customer Value

We want all of our supply chain partners to understand Bridgestone's [corporate philosophy](#), "[Mission](#)," "[Foundation](#)" and the Code of Conduct by which we operate – conducting business in an ethical and honest manner, in full compliance with all applicable laws and regulations.

We ask our suppliers to implement and follow their own Code of Conduct when doing business with Bridgestone Americas, provided their Code of Conduct meets or exceeds the minimum standards identified in the [Bridgestone Americas Code of Conduct for Suppliers and Service Providers](#).

Once a supplier is selected by Bridgestone, each supplier is requested to complete a questionnaire confirming its compliance with both the [Bridgestone Americas Code of Conduct](#) for Suppliers and Service Providers and the supplier's own Code of Conduct.

SUPPLIER DIVERSITY

Bridgestone Americas is committed to purchase from a supply base representative of our employees, consumers, customers and communities. Through this commitment, we seek opportunities to provide Minority Business Enterprises with opportunities and the information they need to do business with us.

Minority Business Enterprises interested in pursuing business opportunities with Bridgestone Americas must be certified as one or more of the followings:

- Minority-owned Business Enterprise (MBE)
- Non-Minority Women-Owned Business Enterprise (WBE)
- Registered with the Small Business Administration (SBA) as a Small Business Certified, Small Disadvantaged Business, Hub-Zone Small Business
- Veteran-Owned Small Business (VOSB), Service Disabled Veteran Owned Small Business (SDVOSB)

Certification is only accepted from the following organizations and their regional affiliates:

- National Minority Supplier Development Council (NMSDC) www.nmsdc.org
- Women's Business Enterprise National Council (WBENC) www.wbenc.org
- Small Business Administration (SBA) www.sba.org

If you meet the above requirements and are interested in establishing a business relationship with Bridgestone Americas, take a few moments to visit our [Supplier Registration Portal](#) ([supplier registration tool](#)) and establish your Bridgestone Supplier Profile. This will allow us to better understand your firm's capability and experience. Since Bridgestone buyers throughout our group locations will have the ability to review and evaluate your company for potential business opportunities, it is important to include all of your company's capabilities and certifications. An incomplete profile may hinder capability searches. Once you have registered, you can access the portal any time to update your profile. Note: A company will be contacted only if its capability profile matches a current procurement need.

EXPECTATIONS OF SUPPLIERS

Suppliers will be measured and graded in four categories: Quality, Delivery, Price and Ease of Doing Business.

Quality – % defects, Corrective actions open and corrective actions completed

Delivery – % on time, Lead time

Price – Terms, competitiveness, continuous improvement

Ease of Doing Business – Responsiveness, Support (technical and customer service),
Electronic data exchange via Ariba Network or EDI/cXML if Bridgestone approves.

CONTINUOUS IMPROVEMENT

Suppliers are expected to deliver continuous improvement in products, processes and services provided to Bridgestone. Elimination and/or identification of non-value-added activities that lead to cost reductions encouraged and expected.

QUALITY

Provide 100% defect-free goods/services. Should a quality issue occur, the supplier is required to provide a corrective action to prevent future occurrence. Bridgestone reserves the right to recoup justified expenses for performance-related quality issues.

Technically Approved Raw Materials

Suppliers of raw materials must adhere to the Supplier Specification Policy. This standard covers suppliers of raw material to Bridgestone Americas facilities in North, Central and South America. This standard will be provided when applicable and must be agreed to prior to conducting any business.

Suppliers are responsible for ensuring that shipments comply with this standard by returning a completed specification signoff sheet to the Americas Technical Center (ATC), Material Science Group (MSG).

OTHER RAW MATERIAL SUPPLIER REQUIREMENTS BEYOND SPECIFICATION POLICY

- Supply of product cannot commence until BATO-Quality Assurance (BATO-QA) receives notification of the supplier's certification of the manufacturing location to the current version of ISO9001 or TS16949. COQA (Bridgestone Americas Quality Assurance as specified in Section III.C.) must be contacted if the supplier's certification status changes at any time. It is the responsibility of the supplier to provide BATO-QA with current versions of their certifications and to communicate any changes or updates in their status. Supplier must include ISOCERTS@BFUSA.COM in all communications regarding ISO/TS Certification questions or issues.
- Quality Problem Report (QPR) System

This system covers the process for documentation, reporting, request for corrective action, and the follow-up of those corrective actions for each nonconforming condition that has originated from the supplier, relating to direct and indirect raw materials. Characteristics to

be considered include, but are not limited to, packaging, labeling, delivery, certificate of analysis, product testing and processing difficulties.

In the event of problems with a supplier's material(s), the Bridgestone receiving plant will issue a Quality Problem Report (QPR) requiring documentation of root cause, corrective and preventive actions from the supplier within the timeframe specified by the plant.

The section "Details of Supplier and Preventive Actions" must be completed and returned to the issuing plant within 30 days of receipt of a QPR or as specified by the issuing plant. In the case of a serious quality concern, the supplier may be required to perform immediate lot tracing and containment activities as requested by either the issuing plant or BSA COQA to provide immediate corrective actions.

DELIVERY/SHIPMENT

Provide 100% on time delivery of goods/services. Delivery is measured on goods/services being completed by the delivery date on the purchase order.

Vendor is expected to follow the incoterms on the purchase order when shipping goods.

All products shall be appropriately packaged to protect from damage. Packaging shall meet all applicable shipping laws, codes and regulations. Bridgestone locations are wood-free facilities, do not ship on wood pallets.

Supplier is to ship only with approved Bridgestone carrier named. Use of a carrier other than approved Bridgestone carrier/rate may result in chargeback of excess premium freight.

Vendor must show Bridgestone PO number on all shipping papers and include a packing slip and/or Bill of Lading with all shipments.

DOMESTIC SHIPPING INSTRUCTIONS

For shipments with a total aggregate weight of 1 to 250 pounds use Bridgestone UPS account (listed on PO). All packages within the shipments must meet the UPS weight and size limits. Vendor must use an approved UPS compatible shipping system. Vendor must enter the PO number in reference #1 or #2 in the UPS compatible shipping system.

Vendor is NOT to bill for these shipments, nor add any shipping or handling charges to their invoice.

Vendor is NOT to insure this shipment. No additional insurance premium is to be extended on this freight.

For less than truck load (LTL) shipments with aggregate weight of 251 pounds to 14,000 pounds use the primary or secondary LTL carriers identified for the lane and should be listed on the PO. Please note if the primary or secondary freight carriers do not service your area directly, please call the Plant Traffic Manager or the buyer listed on the PO. For Shipments greater than 14,000 pounds, please contact the Plant Traffic Manager.

RAW MATERIAL EXPORT SHIPPING INSTRUCTIONS

Incoterms® 2010 = FCA Supplier's dock, 3rd party bill - export declaration excluded (unless otherwise specified in purchase order contract).

All packaging must be qualified to International Safe Transit Association (ISTA) test standards as appropriate. **NO WOOD PACKAGING ALLOWED.** Supplier will be charged any expense or penalty incurred by reason of his failure to observe these instructions including replacement of product if lost due to non-compliance. Utilize **DOUBLE SHRINK-WRAPPED** cardboard or one-way **PLASTIC** pallets for shipment.

ADVANCE SHIPMENT NOTICE IS REQUIRED: (via the following process)

E-mail: ExportTraffic@bfusa.com and BATOIntlShipping@bfusa.com with the following information:

- 1) Material availability date & hours dock is open for material pick up
- 2) Number of packed units (i.e. skids, boxes, rolls, etc.)
- 3) Container size needed (if applicable)
- 4) Gross/Net weights

- 5) Dimensions of packed unit(s)
- 6) Pick-up location of shipment (Full Address)
- 7) Country of Origin
- 8) Point of Contact (Name, Phone number)
- 9) Pickup Number if applicable

If shipping FULL CONTAINER loads, e-mail with above information must be sent at least 5-7 days prior to material availability so that container can be ordered and delivered for stuffing. Delivery to address will be provided after advance notice is received. Bridgestone Logistics will send you your shipping instructions via e-mail. If LESS THAN CONTAINER load, the above information must be sent at least 2-3 days prior to material availability. Email the information to ExportTraffic@bfusa.com and BATOIntlShipping@bfusa.com.

The complete BATO PO # "must" show on all paperwork including Bill of Lading and freight bills. An "external" packing list and Certificate of Analysis (C of A) if applicable is required and included with shipment. If applicable, include Dangerous Goods Declaration with shipment. Copies of all requested documents must be sent to International Operations Support Services (IOSS) via e-mail at ExportTraffic@bfusa.com and BATOIntlShipping@bfusa.com.

Bridgestone STANDARD PRACTICE BR027 specifies all requirements for supplier completion of certificate of analysis as issued by Bridgestone Technical. Due to customs regulations to ensure that product inside container is actually the same as declared on documents presented, all individual containers (rolls, drums, bags, etc.) "MUST" be marked as per shipping instructions and include:

- 1) Consignee's name - country of destination
- 2) Commercial name of product as appears on MSDS
- 3) Bridgestone material code number as it appears on purchase order
- 4) Complete Bridgestone PO #
- 5) Lot Number
- 6) Any required hazardous markings & emergency phone number contact
- 7) Number of packages (1 of 2, 2 of X, etc.)

HAZARDOUS MATERIALS: Supplier shall comply with all regulatory requirements including those regarding emergency response communication standards: 49 C.F.R. parts 171-173, 175, & 176; 54 FED Reg. 27183 (6/27/89) and 55 Fed Reg, 870 (01/20/90) including:

- 1) 24-hour emergency telephone number (this number also required at time of contact to BATO for shipping instructions)
- 2) Emergency response information
- 3) Description as to the exact hazardous materials being shipped (including technical name)

- 4) Identify proper United Nations (UN) number and classification
- 5) Ship in proper UN containers; Mark and label per current U.S. DOT regulations
- 6) Advise all carriers in advance of exact class and quantity of hazardous material being shipped
- 7) Prepare bill of lading accordingly, meeting current DOT regulations, also indicating UN Container being utilized

Within 24 hours of the shipment departing the facility, supplier "MUST" e-mail the signed inland bill of lading including each ocean container number and seal number respectively, packing list, Certificate of Analysis, NAFTA or CAFTA as required, VGM Information (for Full Container Loads) and any required hazardous declaration to ExportTraffic@bfusa.com and BATOIntlShipping@bfusa.com. Supplier is responsible for DIGITALLY PHOTOGRAPHING each shipment after loading in the container and/or trailer for protection against any potential/future improper packing insurance claim. All repackaging, inland freight and/or miscellaneous charges arising from the incorrect vendor classification of a given order will be for the account of the seller.

Definitions:

Boss - At Bridgestone Americas, the Boss is the end-user of our products. This includes the passenger car driver, the light truck driver, the miner, the farmer and others.

Purchase Order (PO) - A commercial document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services.

Invoice - An itemized bill for goods sold or services provided, with a statement of the sum due for these; also known as a sales invoice or bill.

Vendor/Supplier - A person or agency that sells/provides a good or service.

Non-disclosure Agreement (NDA) - A contract by which one or more parties agree not to disclose confidential information that they have shared with each other as a necessary part of doing business together.

Terms and Conditions (T&Cs) - Rules that one must agree to abide by with regards to an order or service.

Payment Terms - Period in which money is due for goods or services (i.e. NET90, payment is due 90 days from the time invoice is received).

ERP System - Enterprise resource planning tool.

Buyer - A representative of Bridgestone who can authorize a purchase.

P-card - Credit card used for purchases of goods or services.

Exceptions/Non-PO - An order placed without a purchase order number and not settled via a P-card. Examples: seminars, memberships, utilities, insurance, legal, real estate, donations, sponsorships, freight.

Ariba - A tool and method for buyers and sellers to transact and share PO, invoice and other B2B documents.

Credit Memo - Issued by a seller in order to reduce the amount that a customer owes from a previously issued sales invoice.

ACH - Automated Clearing House. A nationwide electronic funds transfer network which enables participating financial institutions to distribute electronic credit and debit entries to bank accounts and to settle such entries.

Bill of Lading (BOL) - Detailed list of a shipment of goods in the form of a receipt given by the carrier to the person consigning the goods.

Packing List - Document that includes details about the contents of a package.

BATO - Bridgestone Americas Tire Operations includes Bridgestone Corporate (Nashville, TN), Americas Technical Center (Akron, OH), Bloomington Plant (IL), Des Moines Plant (IA), LaVergne Plant (TN), Warren Plant (TN), Wilson Plant (NC), Aiken PSR Plant (SC), Aiken ORR Plant (SC), Joliet Plant (CAN), Monterrey Plant (MX) and U.S. Tire Distribution Centers.