

# Lear Corporation – Supplier Registration Questionnaire

Supplier Name:

Submission Date:

Supplier Address:

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## Introduction

This Qualification Questionnaire is the next stage of registration to become a Lear Corporation supplier.

\*Fields marked with an asterisk are mandatory and all of the first section (On-Boarding Items) is mandatory.

Note: some attachments are mandatory.

1. You should have already created all the necessary MFG/SHIP From, HQ, and REMIT locations for your company in the Lear Supplier Portal: Company > Company Data section.

2. The HQ location is the address previously submitted in the original Self-Registration form already completed. You can edit the HQ address if necessary in the Lear Supplier Portal: Company > Company Data section.

3. You should have already uploaded the required Certificates for all of the MFG/SHIP From, and HQ locations.

Required certificates for each location: Quality = IATF 16949/ISO 9001, Environmental = ISO 14001.

If any location does not have these certificates you must provide comments to explain why. Your Company Environmental Policy document must be provided if any location is not ISO 14001 approved.

4. Contact the Lear buyer to complete the required Non-Disclosure Agreement.

5. Contact the Lear buyer to provide the necessary financial information to third party financial risk analysis team (Zeta rating). This analysis rates your company's financial stability. There are three required items: 1) Zeta Confidentiality Agreement, 2) Zeta worksheet, and 3) Entity Structure worksheet.

6. Upload to the Lear Supplier Portal the electronic payment information for Lear Corporation to route payments for purchased material. North America: W-9 or W-8, EFT authorization, and bank verification {voided check or bank letter}. Europe: Bank Name, Code, Account Number, International Bank Account Number, SWIFT/BIC code, and a letter from the bank confirming account and Supplier Name.

7. Go to [www.lear.com](http://www.lear.com) > Suppliers > Conflict Minerals > General Communication to Suppliers. Follow the link to open the Conflict Mineral Reporting Template (CMRT), complete the form, and follow instructions for Submission.

8. If your company is a Diverse supplier (North America only) you should upload the Diversity Certificates for the HQ location in the "Company > Certificates" section of the Lear SLM Portal.

9. After completing the above steps you may proceed with completing the rest of this Qualification Questionnaire.

10. Explain any of the answers in more details in the 'Comments' field included in each section.

11. Note: Some of the questions require mandatory attachments.

12. Send the completed Questionnaire by clicking the 'Submit' button in the final section.

\* Fields marked with an asterisk are mandatory

# Lear Corporation – Supplier Registration Questionnaire

## 1 On-Boarding Mandatory Qualification Items

\*1.1 Lear expects all suppliers to provide Zero Defect material delivered on-time, and to strive for continuous improvement in quality, innovation, delivery, service and competitiveness. Do you agree to implement 'Zero Defects' philosophy for material supplied to Lear?

- Agree  
 Don't Agree

Comment:

\*1.2 Have you reviewed the Lear Requirements Manual for Suppliers located at [www.lear.com](http://www.lear.com) > Suppliers > Web Guides > Supplier Development?

- Yes  
 No

Comment:

\*1.3 Is the signed Non-Disclosure agreement uploaded to the SLM Portal (Attachments tab)?

- Yes  
 No

Comment:

\*1.4 Has the Industry standard Conflict Minerals Reporting Template been completed for your company's products? Template located at [www.lear.com](http://www.lear.com) > Suppliers > Conflict Minerals?

- Yes  
 No

File Name File Description  
To add attachments, click the icon "Add Attachment"

Comment:

\*1.5 Have the required banking documents been uploaded to the Supplier Portal > Company > Attachments? North America: W-9 or W-8, EFT authorization, and bank verification (voided check or bank letter). Europe: Bank Name, Code, Account Number, International Bank Account Number, SWIFT/BIC code, and a letter from the bank confirming account and Supplier Name.

Forms are available from your Lear Production Buyer.

- Yes  
 No

File Name File Description  
To add attachments, click the icon "Add Attachment"

Comment:

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\*1.6 Have Quality and Environmental Certificates been uploaded for each location (HQ, Mfg., and Shipping) in the 'Company > Certificates' section of the Lear Supplier Portal? Input of the Certificate expiration dates is mandatory; expiration reminders will be sent prior to the expiration date.

Note: It is the supplier's responsibility to ensure that valid (not expired) Quality and Environmental certificates are always up to date on the SLM Portal.

- Yes
- No

Comment:

\*1.7 If you do not have any of the above registrations (Certificates), explain why and provide a timing plan for those locations to get registered. The timing plan to certification should be uploaded in SLM portal (Attachment Folder).

- Yes
- No

 File Name  File Description

To add attachments, click the icon "Add Attachment"

Comment:

\*1.8 Any other certificates; ISO 17025 (TEST Lab Certification), regional business accreditation, etc.

- Yes
- No

 File Name  File Description

To add attachments, click the icon "Add Attachment"

Comment:

\*1.9 Has the ZETA financial services worksheet been completed and Uploaded in the Lear SLM Portal (Attachment Folder)? OR emailed to your Lear Production Buyer?

- Yes
- No

Comment:

\*1.10 Has the ZETA Confidentiality Agreement been completed and Uploaded in the Lear SLM Portal (Attachment Folder)? OR emailed to your Lear Production Buyer?

- Yes
- No

Comment:

\*1.11 Has the Entity Structure worksheet been completed and Uploaded in the Lear SLM Portal (Attachment Folder)? OR emailed to your Lear Production Buyer?

- Yes
- No

Comment:

## Lear Corporation – Supplier Registration Questionnaire

\*1.12 What percentage of your company's product is supplied to the Automotive industry?

- 0 %
- <10 %
- 10-25 %
- 25-50 %
- 50-75 %
- >75 %
- 100 %

Comment:

\*1.13 Year of Annual Sales provided?

- 2015
- 2016
- 2017
- 2018

Comment:

\*1.14 Total Annual Sales (in United States Dollars)

- <\$10 Million USD
- \$10 - 50 Million USD
- > \$50 Million USD

Comment:

\*1.15 Ethnicity Type - choose from the following

- NOT APPLICABLE
- ASIAN INDIAN AMERICAN
- AFRICAN AMERICAN
- ABORIGINAL
- HISPANIC AMERICAN
- NATIVE AMERICAN
- ASIAN PACIFIC AMERICAN
- WOMEN OWNED BUSINESS
- VETERAN OWNED BUSINESS
- SERVICE DISABLED VETERAN OWNED BUSINESS

Comment:

\*1.16 Council Types - choose from the following

- Not Applicable
- National Women's Business Enterprise Certification (WBENC)
- Canadian Aboriginal and Minority Supplier Council (CAMSC)
- National Veteran Business Development Council (NVBDC)

Comment:

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\*1.17 Does your company follow all PPAP requirements?

- Yes
- No
- Not Sure

Comment:

\*1.18 Does your company follow all AIAG Advance Product/Process Quality Planning (APQP) requirements?

- Yes
- No
- Not Sure

Comment:

\*1.19 Does your company follow the Automotive change notification and approval requirements as defined in PPAP, Section 3?

- Yes
- No
- Not Sure

Comment:

\*1.20 Do your manufacturing plants use EDI (Electronic Data Interchange) for schedule communication?

- Yes
- No
- Not Sure

Comment:

\*1.21 Do your shipping locations provide ASN (Advance Shipping Notices) within 40 minutes of departure for all shipments to automotive customers?

- Yes
- No
- Not Sure

Comment:

## 2. Company Ownership

2.1 Parent Company Name

- Yes
- No
- Not Applicable

Comment:

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2.2 Privately Held?

2.3 Stock Symbol if Public:

2.4 Majority Ownership Name if Private:

2.5 Majority Ownership % if Private

- 0 %
- <10 %
- 10-25 %
- 25-50 %
- 50-75 %
- >75 %
- 100 %
- Not Applicable

Comment:

2.6 Partner/JV Ownership Name (attach details)

 File Name

File Description

To add attachments, click the icon "Add Attachment"

## 3. Supplier Quality

3.1 Has this facility successfully completed a Lear On-Site Quality Audit ?

- Yes
- No
- Not Applicable

3.2 What date was the Lear on-site audit completed ?


 File Name

File Description

To add attachments, click the icon "Add Attachment"

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3.3 What was the resulting score of the Lear on-site audit ?

 File Name                      File Description  
To add attachments, click the icon "Add Attachment"

3.4 Have you uploaded a copy of the audit results to the Lear SLM Portal (Attachments Folder)?

- Yes
- No
- Not Applicable

Comment:

3.5 Does your company have an internal problem investigation and documentation system ?

- Yes
- No
- Not Applicable

Comment:

3.6 Does your company complete IMDS for every automotive product produced ?

- Yes
- No
- Not Applicable

Comment:

3.7 What other industry standards are followed by your company (e.g., SAE, AEQ, VDA, etc.) ?

- Yes
- No
- Not Applicable

Comment:

## Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms.

Access to this network or system is limited to authorized users only. I understand that by proceeding with this access attempt I am confirming that I am an authorized user and I agree that use of this system or its resources is governed by the policies set forth in the Information Security Practices Manual. I understand that the corporation reserves the right to monitor all computer related activities.