



Spartan Motors USA, Inc. Supplier Chargeback Matrix

Proprietary & Confidential

If material is found to have any of the conditions listed below, the following matrix applies and the Supplier will be charged <u>up to</u> the Chargeback Amount listed:			
Violation caused by Supplier	Chargeback Amount	Chargeback Originator	Supplier Contact
Wrong carrier	\$300 + difference in freight costs	Materials Planning	Material Planner
Shipped to wrong location	\$250	Materials Planning	Material Planner
In-transit damage	See note below	Materials Planning	Material Planner
Overage/Shortage per packing slip and/or freight bill	\$300	Materials Planning	Material Planner
Late delivery (one day or more)	\$250	Materials Planning	Material Planner
Early delivery (+3 days or more)	\$250	Materials Planning	Material Planner
Rework / Sorting charge (per hour)	\$110-\$150/ hour	Supplier Quality	Quality Engineer
Production Disruption (per hour)	\$10,000/ hour	Materials Planning	Material Planner
Downtime (per hour)	\$10,000/ hour	Materials Planning	Material Planner
Corrective Actions (Past Due > 15 days)	\$200	Supplier Quality	Material Planner
Mismatch information on Packing list or Packing list not included	\$350	Materials Receiving	Material Planner

Note:
In-transit damage: any material that is damaged in-transit due to Supplier poor packaging, or no packaging at all, Spartan will charge the purchase order piece price to the Supplier for each of the parts that receive the damage.
 Questions can be directed to the appropriate Originator at Spartan or your Purchasing representative.



Spartan Motors USA, Inc. SUPPLIER CHARGEBACK FORM

Supplier Chargeback Number:

Requested Date:

SCAR Number:

Supplier Name:

Address:

(Street, City, State, Zip)

Contact Name:

Phone Number:

TYPE OF CHARGEBACK:

[Check the box(s) that apply]

Wrong Carrier

Late Delivery

Downtime

Shipped to Wrong Location

Early Delivery

SCAR Response Past Due over 10 days

Overage/Shortage per Pack Slip and/or BOL

Production Disruption

Mismatch Information on or Missing Packing Slip

SMUSA Plant:

Company Name

Campus/Plant

Street Address

City, State, Zip

Description of Charges

Description of Charges	Quantity	Cost	Total Value
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total Claim Amount			\$0.00

Submit Payment To:

Spartan Motors USA, Inc. - Attn: Accounting Department; Charlotte, MI 48813

Spartan Contact information for Questions Regarding Chargeback

Contact Name

Phone Number

Physical Address

Email Address

The Yellow highlighted areas are to be completed

Supplier Signature:

Title:

Date: