Supplier Debit Process

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1.0 INTRODUCTION

Briggs & Stratton, LLC uses the Supplier Debit Process to document and recover costs incurred due to a supplier's issue or failure to comply with required processes. Examples of this may include, but are not limited to:

- Product/Service defects or nonconformances including rework, sorting, and downtime.
- Incorrect/Missing labeling
- Incorrect/Missing Advanced Shipping Notices (ASNs)
- Routing Non-Compliance
- Expedited Freight due to late shipments

2.0 SUPPLIER DEBIT PROCESS

The following steps outline the process by which Briggs & Stratton will follow to perform a Supplier Debit Chargeback:

2.1 Once a supplier issue is identified, Briggs personnel will notify the Supplier of the concern and attempt to mitigate any impact for both parties.

2.2 Briggs personnel in connection with the supplier will investigate the issue. If the cause is found to be Briggs & Stratton's fault, no action will be taken. However, if the supplier is found to be at fault, Briggs will take actions to debit the supplier.

2.3 The Briggs team member will then fill out the Supplier Debit Form and send it to the supplier. The supplier has a minimum of 3 days to acknowledge the charge and discuss it before a debit is finalized.

2.4 After three days, the Briggs team member will submit the debit memo for posting by Briggs Accounting.

2.5 The debit will offset future payments to the supplier and be detailed on the remittance advice.