



**LEAR CORPORATION
PACKAGING APPROVAL SYSTEM
SUPPLIER USER GUIDE**

Version 4.0

July 2024

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1 Introduction

The purpose of this document is to familiarize supplier users with the Lear Packaging Approval System (LPAS). The link to LPAS is, <https://lpas.lear.com/>.

Effective July 1st, 2020, all suppliers that support Lear North American production facilities are required to obtain packaging approval through the Lear Packaging Approval System (LPAS).

LPAS is an online, digital repository that provides visibility to shared packaging data. For each part supplied to Lear, suppliers will be tasked with submitting a part packaging data form within LPAS. Once the required packaging information has been submitted, the Lear team will review and either approve or reject each submission. Throughout this process, both suppliers and Lear will have complete visibility of the submission and approval status of each packaging form. All submitted and approved packaging data are stored in the system's master database and available in a single-page, downloadable format.

Lear Packaging Approval System Highlights:

- Supplier packaging data submissions must comply with the requirements described in the most recently published *Lear Corporation Packaging Requirements & Guidelines* document.
- All packaging proposals and quotes must come in the form of a Lear Packaging Data Form submission in the Lear Packaging Approval System (LPAS).
- All packaging must be considered a contractual obligation and be approved by the affected LEAR plant's Materials and Quality groups with assistance from Lear Corporate Packaging Engineering.
- Any packaging deviations must be approved in the Lear Packaging Approval System prior to implementation.
- The Lear Packaging Approval System (LPAS) can be found at <https://lpas.lear.com/>.
- If you have questions or experience any issues with the system, please contact your Lear packaging representative or the packaging team's email at GMBX-SFL505@lear.com.

2 User Account Creation

2.1 New User Accounts

Each supplier when set up on PO with Lear has a designated supplier administrator per corporate entity. The role of the administrator is to delegate internal user access to various Lear mandated systems, which is now inclusive of LPAS. The administrator will have to set up the users in LPAS. Contact your administrator to set you up as a user. If you are not sure who your administrator is, please contact GMBX-SFL505@lear.com. Below are instructions for the administrator to set up new users.

Lear Supplier Administrators will be responsible for a two-step process for granting access to supplier users for LPAS

1. Admins will first need to set up the users through the eSRM application.
<https://access2.lear.com>
2. Next the Supplier Administrators will have to login to LPAS and select the ship from location(s) the users need access to. (Users will automatically be assigned to all location under the headquarter location)

Step 1: When logging into eSRM, Supplier Administrator's will now see the menu options below. The yellow highlighted "LPS" menu option was recently added. Supplier Administrators can activate LPAS for themselves and other users by placing a check mark in the "LPS" box on the User Enrollment screen as shown below.



The following applications are maintained within the eSRM System (<https://access2.lear.com>):

- USR - User Enrollment (Supplier ADMIN maintains ALL Users)
- SQS – supplier quote sheet
- LPR – supplier PO from SAP RFx
- SQTs –supplier quality tracking system
- **LPAS – Lear Packaging Approval System**

Step 2: Administrators will then need to log in LPAS and grant the ship from location(s) the user needs access to for submitting, reviewing, or updating packaging for inbound components. If this step is skipped the user added will automatically be added to all location under the headquarters location.

Log into LPAS (lpas.lear.com) → settings → manage users

Lear Packaging Approval System (LPAS)
UAT (QUALITY ASSURANCE)
External / Internal Packaging
Part # / Description Plan Type Source
Destination Plant Program
Apply Filter Clear Filter
Not Submitted 0 Rejected 0 Pending Other Approvals 0 Approved 0

Select “edit” under user(s) you want to add locations to → Scroll to role details → select “Source Supplier” → select all locations the user should have access to → hit “save”

UAT (QUALITY ASSURANCE)

Manage Users							External Supplier Admin 0
User Name	Email	First Name	Last Name	Role	Status	Edit	
GNSUSER1	rhariharan@lear.com	GNSUSER1 FIRST	GNSUSER1 LAST	External Supplier	Inactive		
GNSUSERADMIN	rhariharan@lear.com	GNSUSERADMIN FIRST	GNSUSERADMIN LAST	External Supplier Admin	Active		

Role 1
User Role *
External Supplier
Source Supplier *
GNS AMERICA CO. - HOLLAND, US - 6LAA00 - 010
GNS AMERICA CO. - HOLLAND, US - 6LAA25 - 000
Save Cancel

Users who are allowed access can submit packaging for inbound components, view previous submissions and/or download submitted and fully approved packaging details by part.

2.2 Existing User Accounts – Add Location

If you already have a LPAS account and need access to another supplier location the supplier admin will have to go into LPAS and add that location under your profile.

Log into LPAS (lpas.lear.com) → settings → manage users

Lear Packaging Approval System (LPAS)

PRELIMINARY SOURCING EXTERNAL / INTERNAL PACKAGING CONTAINER CATALOG

External / Internal Packaging

Part # / Description Plan Type Source

Destination Plant Program

Apply Filter Clear Filter

Not Submitted 0 Rejected 0 Pending Other Approvals 0 Approved 0

Select “edit” under user(s) you want to add locations to → Scroll to role details → select “Source Supplier” → select any addition location(s) the user needs access to → hit “save”

User Name	Email	First Name	Last Name	Role	Status	Edit
GNSUSER1	rhariharan@lear.com	GNSUSER1 FIRST	GNSUSER1 LAST	External Supplier	Inactive	
GNSUSERADMIN	rhariharan@lear.com	GNSUSERADMIN FIRST	GNSUSERADMIN LAST	External Supplier Admin	Active	

Role 1

User Role *

External Supplier

Source Supplier *

GNS AMERICA CO. - HOLLAND, US - 6LAA00 - 010

GNS AMERICA CO. - HOLLAND, US - 6LAA25 - 000

GNS AMERICA CO. - HOLLAND, US - 6LAA00 - 010

GNS AMERICA CO. - HOLLAND, US - 6LAA25 - 000

Save Cancel

3 Supplier Dashboard Tabs

When a supplier user logs in, the supplier dashboard will be displayed. From here, suppliers can view all part plans linked to their account displayed in separate category tabs outlined below. Part plans can be filtered by specific supplier location, destination plant, plant type or program. You may also search by part name or part number.

Note: Lear seating parts in the format of L0XXXXXX are loaded into the system as base parts only, without revision levels or color codes (Ex: search L0123456 instead of L0123456AA01GKA). Part plans are displayed in the manner that they are created by the Lear packaging group. If any of the part plan identifiers do not align with your information (Part #, Part Name, Source Location, Destination, Program), please contact your Lear packaging representative.

3.1 Plan type

There are three types of plan types; supplier to plant, plant to plant and preliminary sourcing. All plan types will appear in the home dashboard of the supplier's home page.

Preliminary Sourcing: Suppliers may be asked to submit preliminary packaging proposals after suppliers have been awarded new business by Lear. These proposals require less detail than final packaging proposals requested. Final packaging proposals will be requested at a later date for Preliminary Sourcing proposals that have been submitted and accepted. The data submitted in Preliminary Sourcing will be carried over to the final request for packaging submission with additional fields to be filled out before submitting (pictures, handling instructions, etc.).

Supplier to plant: These plan types are from an external supplier to a Lear plant.

Plant to plant: These plan types are from an internal supplier to a Lear plant.

3.2 Dashboard status

Not submitted: This tab contains packaging forms awaiting submission from suppliers.

Rejected: This tab contains packaging forms rejected by a Lear approver user. To view the explanation provided by the Lear approver user, click Rejection Notes. A pop-up window will display the Rejection Notes.

My Pending Approval 0
Not Submitted 2793
Rejected 4
Pending Other Approvals 33
Approved 6043

Part #	Part Description	Rev	Plan Type	Source	Destination	Program	PDF	Notes
L0562774	A/R ASM-C&S DENALI CENTER 60% CREW BLACK	0	Plant to Plant	LEAR LMO TRIM GROUP - FUENTES - CD. JUAREZ CHIHUAHUA - MX - 594271 - 010	Advanced Assembly Columbia City	GM T1XX		
L0562773	A/R Asm - Vinyl (Hi-Country)	0	Plant to Plant	LEAR LMO TRIM GROUP - FUENTES - CD. JUAREZ CHIHUAHUA - MX - 594271 - 010	Advanced Assembly Columbia City	GM T1XX		

Pending Other Approvals: This tab contains packaging forms awaiting approval from one or more Lear users. To view the status of a submitted packaging form, click on the blue approval status icon in the Status column and a pop up window will appear with the pending approvals.

My Pending Approval 0 Not Submitted 2793 Rejected 4 Pending Other Approvals 1 Approved 6043

Download Excel

Part #	Part Description	Rev	Plan Type	Source	Destination	Program	Due Date	Status	PDF	Action
L0665993	CENTER 20%-CLOTH-MAN-AE7-HVAC-GKY-HDR (CENTER 20%-CLOTH-MAN-AE7-HVAC-GKY-HDR)	0	Plant to Plant	LEAR CORPORATION FLINT - FLINT - US - 594406 - 010	Advanced Assembly Columbia City	GM T1XX	06/08/2020	Approval Status		

15 items per page 1 - 1 of 1 items

Changes to submitted packaging: If you need to make a change to a submitted packaging form, click the recall submission button. This will recall the form back to the Not Submitted (Supplier) tab so that you may make any necessary changes and resubmit.

My Pending Approval 0 Not Submitted 2793 Rejected 4 Pending Other Approvals 1 Approved 6043

Download Excel

Part #	Part Description	Rev	Plan Type	Source	Destination	Program	Due Date	Status	PDF	Action
L0665993	CENTER 20%-CLOTH-MAN-AE7-HVAC-GKY-HDR (CENTER 20%-CLOTH-MAN-AE7-HVAC-GKY-HDR)	0	Plant to Plant	LEAR CORPORATION FLINT - FLINT - US - 594406 - 010	Advanced Assembly Columbia City	GM T1XX	06/08/2020			Recall Submission

15 items per page 1 - 1 of 1 items

Approved: This tab contains packaging forms fully approved by Lear. Suppliers can only see approved packaging data forms once final approval has been given by Lear.

Changes to approved packaging: If any changes need to be made to an approved packaging form, whether at Lear's request or the supplier's suggestion, a new packaging form revision level can be created by clicking the Request Revision under the "action" column.

Not Submitted 61 Rejected 0 Pending Other Approvals 0 Approved 4

Download Excel

Part #	Part Description	Rev	Plan Type	Source	Destination	Program	Approval Date	PDF	Action
E00023329	221052-100	0	Supplier to Plant	A RAYMOND FASTENERS MEXICO - SAN LUIS POTOSI - MX - 500613 - 010	Lear Torreon 1	Ford P558 Upper Body Wiring	06/03/2020		Request Revision
329925SHV	NT BRKT	0	Supplier to Plant	A RAYMOND FASTENERS MEXICO - SAN LUIS POTOSI - MX - 500613 - 010	Lear Torreon 1	Ford P558 Upper Body Wiring	06/03/2020		

To view an approved packaging data form, click the small form icon () on the right side of the page.

Not Submitted 61 Rejected 0 Pending Other Approvals 0 Approved 4

Download Excel

Part #	Part Description	Rev	Plan Type	Source	Destination	Program	Approval Date	PDF	Action
E00023329	221052-100	0	Supplier to Plant	A RAYMOND FASTENERS MEXICO - SAN LUIS POTOSI - MX - 500613 - 010	Lear Torreon 1	Ford P558 Upper Body Wiring	06/03/2020		View PDF
329925SHV	NT BRKT	0	Supplier to Plant	A RAYMOND FASTENERS MEXICO - SAN LUIS POTOSI - MX - 500613 - 010	Lear Torreon 1	Ford P558 Upper Body Wiring	06/03/2020		

Suppliers may view any Part Plan Notes or view and/or download the Attachment associated with the form.

Part Plan Notes [Download PDF](#)

LEAR PACKAGING DATA FORM

Lear Part Number :	E00023329	Part Description :	221052-100	Revision Date :	06-03-2020
Lear Supplier Part # :		Revision Level :	0		
Program :	Ford P558 Upper Body Wiring		Supplier Contact :	Rajesh_Ext_Hariharan	Model Year : 0
Supplier Code-Name :	A RAYMOND FASTENERS MEXICO - SAN LUIS POTOSI - MX - 500613 - 010		Phone :		OEM Customer : Ford
Component Annual Volume (CPV) :	240,000	Email :		OEM Part Number :	
Component Daily Volume :	1,000	Lear Destination Plant :	Lear Torreon 1	Vehicle :	F350

3.3 Container Catalog

In this tab you can see all off Lear’s standard container sizes with pictures and handling instructions.

Active

[Download Excel](#)

Container	Container Type	Container Packaging Classification	Entered UOM	Length	Width	Height	Prim
CNT SMT	Metal Bin	Returnable	Imperial	90.560 in	78.560 in	90.780 in	67.8
Corrugated Carton	Corrugated Carton	Expendable	Imperial	24.000 in	12.000 in	7.000 in	2.00
SWT242326	Other	Returnable	Imperial	0.000 in	0.000 in	0.000 in	0.00
SWT242214	Plastic Tote	Returnable	Imperial	24.000 in	22.500 in	14.500 in	8.32
SWT242211	Plastic Tote	Returnable	Imperial	24.000 in	22.500 in	10.900 in	7.17
SWT242209	Plastic Tote	Returnable	Imperial	24.000 in	22.000 in	8.700 in	5.30
SWT242207	Plastic Tote	Returnable	Imperial	24.000 in	22.500 in	7.500 in	5.68
SWT241514	Plastic Tote	Returnable	Imperial	24.000 in	15.000 in	14.500 in	6.99

4 Completing and Submitting Packaging Forms

To complete and submit a packaging form, click the part number for the corresponding part plan in the Not Submitted tab. Within the Packaging Setup page, suppliers must fill out all required fields before a packaging form can be submitted for approval. Suppliers are encouraged to provide as much information as possible. Once a form has been submitted, it will be sent to the Lear users assigned to review the submission.

Note: Most fields have a corresponding Tool Tip (?) that provides more details.

The screenshot shows the LPAS interface with the following elements:

- Header: Lear Packaging Approval System (LPAS) with sub-headers: PRELIMINARY SOURCING, EXTERNAL / INTERNAL PACKAGING, CONTAINER CATALOG, and user icons.
- Section: External / Internal Packaging with a dropdown for External Supplier.
- Form fields: Part # / Description, Plan Type, Source, Destination Plant, and Program.
- Buttons: Apply Filter, Clear Filter.
- Summary: Not Submitted (1), Rejected (0), Pending Other Approvals (0), Approved (0).
- Table:

Part #	Part Description	Rev	Source	Destination	Program	Due Date	PDF	Notes
L0123456	Test	0	GNS AMERICA CO. - HOLLAND - US - 6LAA25 - 000	Lear Duncan	BMW G07	06/05/2020		
- Actions: Download Excel, Import Packaging.

Supplier packaging data submissions must comply with the requirements described in the most recently published [Lear Corporation Packaging Requirements & Guidelines](#) document, which is available on Lear.com > Suppliers > Web Guides or within the Packaging Setup page in LPAS.

4.1 Part information

Part specifications and any special protection requirements

Required information: Weight and component annual volume (CPV)

The Part Information form includes the following fields and options:

- Part Dimensions:**
 - Length (in): 0
 - 0 mm
 - Width (in): 0
 - 0 mm
 - Height (in): 0
 - 0 mm
 - Weight (lbs) * : 0
 - 0 kg
- Supplier Part Number:** [Empty field]
- Row:** [Empty field]
- Part Characteristics:**
 - Class A
 - Painted
 - Electrostatic Discharge
 - Corrosion Inhibitor
 - Grained Surface
 - Cleanliness
 - Wrinkle-Prone
 - Set-Prone

4.2 Primary Container

The Primary Container is the smallest packaging unit that will be used to package the part. This section allows suppliers to choose from a list of Lear-approved containers, or input custom dimensions for corrugated packaging and non-standard returnable packaging. Selecting a Lear-approved container from the drop-down menu will auto populate the required fields on this tab.

Larger, pallet-sized containers should be treated as one packaging unit, and the complete outer dimensions should be entered in the Primary Container tab including the pallet. Examples of such containers are: LC34/knockdowns, sleeve packs/Foldable Large Containers (FLC), metal racks. Larger, pallet-sized containers that are considered one packaging unit must NOT have a Pallet or Lid selected. Choose NONE for both the Pallet # and Lid # in the Pallet & Lid tab.

Required information: Returnable / Expendable / Bulk Trim (no packaging), Container, Description, Container Type, Parts/Container (pack quantity), Outer Dimensions, Tare Weight

Note:

The Units field is available for commodities that are measured in nonstandard units, such as length, weight or rolls.

Bulk (no packaging) is for any parts that are loaded on a truck with no packaging. Less detail is needed to submit packaging.

The screenshot shows a form titled "Primary Container" with a close button in the top right corner. The form contains the following fields and options:

- Container Packaging Classification ***: Three radio buttons for "Returnable", "Expendable", and "Bulk Trim (No Packaging)".
- Container ***: A dropdown menu.
- Description ***: A large text area with a resize handle in the bottom right corner.
- Container Type ***: A dropdown menu.
- Parts / Container ***: A text input field containing the value "0".
- Units ***: A dropdown menu containing the value "Pcs".
- Outer Dimensions**: Three text input fields for "Length (in) *", "Width (in) *", and "Height (in) *", each containing the value "0". Below each input field is a label "0 mm".

4.3 Secondary Container

Secondary container is not required but if a secondary container is selected the requirements will be the same as a primary container with an additional field of primary container(s) / secondary container. Some components may have a secondary container if the primary container needs to be packed into another container.

Required information (if selected): Returnable / Expendable, Container, Description, Container Type, Primary containers / secondary Container, Outer Dimensions, Tare Weight

Secondary Container ▼

Container Packaging Classification

Returnable Expendable

Container

_____ ▼

Description

Container Type

Other ▼

Primary Containers per Secondary Container

0

Parts / Container

0

Units

Pcs ▼

Outer Dimensions

Length (mm)

4.4 Interior Packaging (Dunnage)

If any internal packaging components are used to protect the parts (dividers, layer pads, bags, foam, etc.), they should be entered here. This section is only required for packaging that includes internal packaging or dunnage. If parts are bulk-packed, this section does not apply.

Required information (if selected): Interior packaging, description, container packaging classification, qty/container

Interior Packaging ✕

Interior Package * ?
Cell-packed ▼

Description * ?
Plastic or cardboard vertical dividers arranged in rectangular cells

Container Packaging Classification * ?
 Returnable Expendable

Qty / Container * ?

Interior Packaging Notes

Status
Active

Save Cancel

Multiple dunnage types can be added for each submitted packaging form. To add an Interior Packaging line item, select “add interior packaging” then you will select the type of dunnage in the Interior Packaging drop-down menu. If the type of dunnage used is not listed, you may select Other and provide your own Description of the dunnage. Enter the quantity used per container in the Qty/Container field.

Interior Packaging ▼

Active ▼ Add Interior Packaging

Interior Package ▼	Description ▼	Returnable / Expendable ▼	Qty / Container ▼	Action
No items to display				

4.5 Pallet & Lids

If applicable, individual pallet and lid specifications should be entered in this tab. The pallet Height and Pallet Tare Weight provided in this tab will be added to the total unit load height. If no lid is used to cover the top of the unit load, select NONE for the Lid #.

Larger, pallet-sized containers that are considered one packaging unit must NOT have a Pallet or Lid selected. Choose NONE for both the Pallet and Lid name.

Required information: Pallet Name, Description, Pallet Tare Weight, Pallet Dimensions, Lid Name, Description (if applicable), Lid Tare Weight (if applicable), Lid Dimensions (if applicable)

Pallets and Lids

Pallet *

Other

Description *

Pallet Tare Weight (kg) *

lbs

Pallet Dimensions

Length (mm) *

in

Width (mm) *

in

Height (mm) *

in

4.6 Unit Load

Specifications of one complete shipping unit load (palletized cartons or a large, pallet-sized container).

To maximize transportation efficiency:

1. Unit loads with a gross weight less than 1000 lb (453.6 kg) must be able to stack in transit and in storage. (Static & Dynamic Unit Load Stack Quantity).
 - a. Unit Load Height cannot exceed 52 in/132 cm
2. The Utilization value should be 85% or greater based on the expected transportation mode. Pallet Actual Utilization should be as close to 100% as possible to minimize space between primary containers and the edge of the pallet.
 - a. Pallet overhang is prohibited. Submissions with Pallet Actual Utilization of greater than 100% will be rejected.

Static Unit Stack Quantity * ?

4

Dynamic Unit Stack Quantity * ?

2

Utilization

<div style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px;">87.410 %</div> <p>40' Utilization</p> <p>48.56,87.41,0.00,9.71</p>	<div style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px;">89.787 %</div> <p>53' Utilization</p> <p>89.79,83.37,83.37,6.41</p>	<div style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px;">97.778 %</div> <p>Pallet Utilization</p>
--	---	--

Required information: Containers/Layer, Layers/Unit Load, Load Securement, Expected Transport Mode, Mixed Load, Unit Load Stack Quantity (Static = warehouse, Dynamic = in transit), Collapsed Container Height

4.7 Images

Three (3) pictures of the part and associated packaging are required for each submission:

<u>Image</u>	<u>Description</u>
Picture of the part	A single part
Picture of the parts inside the container	Part arrangement within primary container
Picture of a full unit load (palletized cartons)	Front or ¾ view of carton arrangement on pallet
Picture of a full unit load (palletized cartons)	Front or ¾ view of pallet-sized container


Note: For color-proliferated parts, separate pictures are NOT required for each color.

To upload an unedited picture, click on the plus icon (+) to browse for a local image file. After selecting the correct local image file, the image should appear in the images section. This process cannot be done for more than one image simultaneously. You must upload images one at a time.

To replace an image click on the plus icon (+) to browse for a new image. Be sure to save or save and submit the part plan details.

Images▼

Picture of the part *



Remove

+

Picture of the parts inside the container * ?

+

Picture of a full unit load * ?

+

Note: PDF files (.pdf) cannot be uploaded in the Images tab.

4.8 System Days

FOR RETURNABLE PACKAGING ONLY – unless otherwise specified, Lear assumes three (3) days of packaging stock for each supplier. Inventory days exceeding three (3) require explanation and agreement from the Lear packaging group.

System Days▼

Supplier Inventory Days *

In Transit to Plant Days

Contingency / Other Days

Total Unit Loads in System

NaN

Explain Contingency / Other Days

Required information: Supplier Inventory Days (only if part will ship in a returnable container)

4.9 Container Ownership

Identification of packaging owner and acknowledgment of backup packaging requirements (only if part will ship in a returnable container). Container Ownership should be Supplier for all expendable packaging.

Required information: Container Ownership, Backup Packaging Agreement

Container Ownership ▼

Container Ownership and Maintenance

Container Ownership ?

Lear ▼

Backup Packaging

In the case of loss or damage to returnable containers, suppliers are required to keep at least two shipments worth of backup packaging in house at all times to avoid disruption to production at any Lear receiving location. Expendable backup packaging must maintain equal container quantities and must be equal to, or similar in size but no larger than approved returnable packaging

I concur to these statements

If you do not agree with the above statements, an alternative approach must be supplied below for consideration.

Notes

4.10 Document

This tab allows for the attachment of a related file to the submission.

Required information: None

Document ▼

Choose File

Upload

Documents

4.11 Copy from existing part packaging setup

If a supplier has already submitted the same or similar packaging form common to multiple parts, the **Copy from Existing Part Packaging Setup** feature may be used to quickly copy data that has already been submitted.

Revision Number 0
 Revision Date 06-05-2020
 Status NOT SUBMITTED

Supplier Packaging Requirements

Part Plan Notes Copy from Existing Part Packaging Setup Expand All

A new window will appear with all the current parts that have been submitted by the supplier. Once the part is found that the user should click “Copy” under the action column and the packaging data will copy over to the new part plan. Save and submit will still need to be clicked to submit the part.

Part Number	Part Description	Revision	Plan type	Source	Destination	Program	Action	View PDF
L0500219	Center Seat Asm - 20% - Cloth - Manual - AE7 - HVAC	0	Plant to Plant	LEAR CORPORATION FLINT-FLINT-US-594406-010	Advanced Assembly Columbia City	GM T1XX	Copy	

Note: This feature only works for packaging forms that have been submitted from the same supplier locations under the same headquarter.

4.12 Supplier Upload File

Supplier users can upload all packaging details, excluding pictures with the import packaging file. The file will upload the packaging details but will not submit the parts. After the file is uploaded the supplier user will need to go into each part plan to add pictures and submit the part. This file is just to support the process of importing mass data.

To do this, start by selecting the “import packaging” button on the left side of the screen.

Packaging Submission Data Viewer Internal Supplier Packaging Engineer Super User

Part # / Description Plan Type Regional Bus Unit Source

Destination Plant Program Apply Filter Clear Filter

Not Submitted 6 Rejected Pending Other Approvals Approved / Accepted

Download Excel **Import Packaging**

Part #	Part Description	Revision No	Plan Type	Regional Business Unit	Source	Destination	Program	Due Date	PDF	Notes
L002422149	20%ASM 230V PPV GKY	0	Plant to Plant	NA Seating	LEAR MEXICAN SEATING CORP--SILAO	Lear Grand Prairie	GM T1XX	12/01/2021		

Filter on the criteria the user wishes to upload, then select “download templated for selected data.” Fill out all the details in the file that is available for each part and upload the file.

5 Frequently Asked Questions

Q: How do I register as a new LPAS user if I do not already have an account?

A: Please contact your supplier admin for Lear to follow the steps in section 2. If you are unsure who your supplier admin is, please email GMBX-SFL505@lear.com

Q: I have a LPAS account with Lear. Why can I not see part # L0XXXXXX/EXXXXXXXX?

A: There are a few different reasons why this could be the case:

1. The part(s) have not yet been created in the system.
2. The part(s) has/have been incorrectly assigned a Source Location.
3. Your account has been incorrectly assigned to a Source Location.

Contact your Lear packaging representative for assistance.

Q: My facility only ships one carton of material once per month to Lear. How should I submit a packaging form?

A: The minimum specification required in LPAS is one (1) level layer of palletized material. Consult your Lear packaging representative with any questions.

Q: My Company is a directed supplier to the OEM for this program. Do I have to submit a packaging form to Lear?

A: Yes, all suppliers must submit a new packaging form for every part awarded to a new program. Supplier packaging data is critical for transportation and plant material flow planning purposes.

Q: My Company already supplies this part number to another Lear plant. Do I have to submit a packaging form again for this part?

A: Yes, separate packaging forms are required for part numbers shipping to multiple Lear locations. Unique part plans are created for each part number according to the Lear location that they ship to. You can copy packaging data from other parts with the same supplier headquarter location.

Q: Packaging specifications are not confirmed and/or I do not have pictures to upload with my submissions. Should I still submit a packaging form?

A: If waiting on packaging confirmation threatens the due date yes, forms may be submitted with assumed data and pictures of drawings, models, or similar parts. Lear users can push forms back for resubmission or request a revision once more information is available. Suppliers also have the ability to recall submissions if corrections are required.

Q: What do I do if I notice a part assigned to an incorrect ship from location?

A: Please contact your Lear packaging representative or email GMBX-SFL505@lear.com to clearly identify the potential error and if known, please list the correct ship from location to assign.

6 Glossary of Terms

Banding - Process of applying a strap to a pallet or unit load to secure and stabilize the load in transit.

Bulk (no packaging) – some parts (like trim or steel rolls) may be shipped with no packaging and stacked high in a trailer. This is considered “bulk”

Collapsible - Describes the ability of some returnable containers to fold sidewalls in on themselves to increase the number of empty containers that can be shipped back to the supplier.

Corrugated Carton - Container constructed with fluted corrugated sheets designed for one-time use and one-way shipment. Multiple corrugated cartons are arranged on a pallet.

Corrugated Pallet Box - Expendable pallet-sized container consisting of a pallet, a corrugated outer sleeve, and sometimes a corrugated lid.

Dunnage - Any internal packaging components that are used for part protection such as dividers, layer pads, plastic bags, VCI bags, foam, trays, etc.

Dynamic Unit Load Stack Quantity - Maximum stacking ability of a pallet load in transit. For unit loads with a gross weight less than 1000 lb/453.6 kg, this value must be greater than 1.

Expendable - Any disposable/recyclable packaging intended for one-time use and one-way shipment.

Interior Packaging - See **Dunnage**

Metal Bin - Metal container designed to ship heavy metal parts in bulk.

Metal Rack - Custom metal container for parts requiring special protection or arrangement in transit.

LTL - Less than truckload shipment.

Pallet - Portable platform for handling, storing or moving materials and packages. Refers ONLY to the pallet, and not the full unit load which includes cartons and a pallet.

Part Plan - Term for the combined part #, part name, source location, destination, and program that generates a new packaging data request.

Packaging Data Form - Can be used interchangeably to refer to the one-page packaging data document displayed in the system or the **Packaging Setup** web page.

Packaging Setup - Web page within LPAS where packaging data is entered and submitted.

Plastic Bulk Container - Injection-molded returnable containers that are collapsible.

Plastic Tote - Handheld returnable container.

Returnable - Method of packaging intended for more than one shipment. Containers are returned to the supplier for reuse.

Seat Belt - Feature available on returnable pallets that secures the pallet to the lid or top cap.

Sleeve Pack - Large returnable container consisting of a pallet, outer foldable sleeve, and sometimes a lid.

Source/Source Location - Location where a part ships from, not where it is manufactured (if different).

Static Unit Load Stack Quantity - Maximum stacking ability of pallet load in warehouse. For unit loads with a gross weight less than 1000 lb/453.6 kg, this value must be greater than 1.

Stretch Wrap - Plastic film of various gauges that is stretched and wrapped around a unit load, including the pallet, to secure it for shipment.

Unit Load - Complete shipping unit consisting of cartons arranged on a pallet.