

Polymer Technologies



Supplier Purchasing Requirements

July 2006
Revision: C

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

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POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS

REVISION HISTORY

DATE	REVISION LEVEL	SECTION	DESCRIPTION
4/1/99	Release	All	Release Manual
7/01/01	A	All	CY2001 Revision
7/01/04	B	All	CY2004 Revision
07/01/06	C	VII	Performance Measure changes

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

INTRODUCTION

It is the goal of Polymer Technologies to form a partnership with its' suppliers, focusing on products and systems that will ensure the following three items:

- on-going price competitiveness,
- on-time deliveries and,
- quality products throughout the supply chain.

The Supplier Purchasing Requirements (SPR) manual is based upon, but not limited to, the internal operating systems of Polymer Technologies and the Quality System Requirements of TS16949. The SPR manual is intended to serve as a link between Polymer Technologies and its' suppliers for the purchase of products and/or services.

Polymer Technologies general supplier expectations are as follows:

- The supplier shall assume full responsibility for the delivery and quality of their products and/or services as defined by the Purchase Order.
- Each supplier is responsible to ensure all associated regulatory requirements are met as they apply for the products and/or services supplied to Polymer Technologies.

Requirements of this manual are intended to supplement and not replace or amend other terms and conditions covered by purchase documents, drawings and/or specifications. All questions relating to this manual can be directed to the Polymer Technologies' Purchasing Department.

I. REQUEST FOR QUOTE

Quotations are expected to be:

- delivered within five days unless otherwise noted
- complete to print and specification,
- cover all project inputs (ref: Supplier RFQ, Exhibit A).
- Exceptions can be noted in writing on the quotation (ref: RFQ process flow chart, Exhibit B). The other option is to supply quotation as a "no quote" to the original request.

II. SUPPLIER SELECTION AND APPROVAL

Suppliers selections are based on the following areas:

- manufacturing capabilities,
- meeting required inputs,
- offering technical support,
- providing value added recommendations and,
- offering competitive pricing.

When a new supplier is required, a minimum of two suppliers shall be evaluated through a supplier profile (Ref: Supplier Profile, Exhibit C).

Polymer Technologies and/or their customer may require at anytime an onsite facility visit and/or an audit of financial references.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

III. PURCHASE ORDERS

All Purchase Orders (P.O.) will require and include:

- P.O. number,
- item number with revision level,
- price and,
- freight terms.

The following notes will also be included on the P.O.:

- Packaging requirements per accepted supplier quote unless specified or approved by the Polymer Technologies Purchasing Department.
- See Terms and Conditions as stated on the backside of this P.O.
- Supplier is responsible for the requirements of the current revision to SPR manual.
- As required, any other noted contract requirements.

NOTE:

1. All P.O.'s shall be confirmed to the Polymer Technologies Purchasing Department within 72 business hours of receipt.
2. No exceptions can be made without written approval from the Polymer Technologies Purchasing Department.

P.O. Cancellations

Should a supplier receive a cancellation notice to a Purchase Order, they shall have two (2) weeks to notify the Polymer Technologies Purchasing Department in writing of any fabrication or raw material inventory for which they believe Polymer Technologies would be responsible. Failure to provide written response will result in the supplier forfeiting any future claim for fabrication and/or raw material inventory associated with any Polymer Technologies Purchase Order defined by the cancellation notice.

Five types of orders can be issued:

PPAP (PRODUCTION PART APPROVAL PROCESS) PURCHASE ORDER

A P.O. for PPAP specifies requirements for AIAG level III PPAP including material certifications and Scope of Accreditation from an Accredited Laboratory.

NOTE:

- PPAPs will be delivered FOB Polymer Technologies. Quoted production packaging quantities and containers are not required for PPAP submittal.
- Polymer Technologies will not accept and/or receive product without written PPAP approval to the supplier.
- If a supplier PPAP is rejected, PPAP parts will be returned to supplier or scrapped at Polymer Technologies and payment will not be authorized.
- Payment of PPAP parts will be authorized only upon approval.
- A copy of the Level III PPAP should be kept at the supplier's location for the life of the part plus one year.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

III. PURCHASE ORDERS (continued)

BLANKET PURCHASE ORDER

A Blanket P.O. specifies anticipated requirements for annual or quarterly purchases for the listed items and will include:

- Estimated Annual Units (EAU), based on a 50-week year or Estimated Quarterly Units, based on a 12-week time frame.
- Standard Delivery Frequency (e.g. weekly, monthly, etc.).
 - 1 month requirements including due date.
 - 6 month forecast.
- Safety Stock requirement in weeks (EAU divided by 50 (weeks) multiplied by requirement in weeks).
- Fabrication and Raw material allowance in weeks (see Safety Stock calculation).

NOTE: EAU may be reduced at anytime if Polymer Technologies:

- loses the item business,
- volume is reduced by Polymer Technologies customer and/or,
- suppliers' delivery, pricing, and/or quality rating is unacceptable.

NOTE: New Projects may have initial Ramp-Up quantities smaller than quoted production quantities. These Ramp-Up quantities shall be purchased at the same price as production quantities.

BLANKET PURCHASE ORDER RELEASE

A Blanket P.O. Release, in addition to those requirements in a Blanket P.O., specifies requirements for releases (deliveries) against the corresponding Blanket P.O. and will include:

- Quantity.
- Due date based on standard delivery frequency as stated in the Blanket P.O.

SPOT BUY PURCHASE ORDER

A Spot Buy P.O. specifies the requirements for infrequent orders of manufacturing inventory items and will include:

- Quantity.
- Due date based on supplier quoted lead-time.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

III. PURCHASE ORDERS (continued)

REORDER POINT P.O.

Suppliers who have shown excellent overall performance may be asked to participate in the Reorder Point P.O. program.

A Reorder Point PO is issued annually and specifies the anticipated annual requirements for the listed items and will include:

- Estimated Annual Units (EAU).

Orders will be placed electronically on either the Warehouse Release Reorder form or on a Shop Order to the supplier detailing:

- P.O. or Shop Order number.
- Item number.
- Item description.
- Container quantity.
- Release quantity.
- Due date.

Note: EAU may be reduced at anytime if Polymer Technologies:

- loses the item business,
- volume is reduced by Polymer Technologies customer and/or,
- suppliers' delivery, pricing, and/or quality rating is unacceptable.

PARTS & SERVICE REQUIREMENTS

Suppliers are required to support parts and service requirements. Pricing should be held for three years after parts and service status has been identified. After three years, the supplier has an opportunity to re-quote the business.

IV. PACKING SLIPS AND INVOICES

All packing slips and invoices shall include the following information:

- Polymer Technologies Purchase Order number.
- Polymer Technologies item number.
- Quantity.
- Supplier lot number.
- Ship date.
- Packing Slip number.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

V. QUALITY

Level III PPAP (Production Part Approval Process)

PPAPs should be in compliance with AIAG requirements and must include material certification, lab accreditations, and test results on company letterhead.

Annual Layouts

To ensure continuing conformance to specifications, including, but not limited to, material, heat treat, and plating analysis, and annual layout inspections shall be required for all Polymer Technologies item numbers. Annual layouts should be maintained at the supplier's location and be made available within 24 business hours as requested by Polymer Technologies.

Continual Improvement

It is recommended that the supplier implement a formal system to continually improve processes, products and systems. Improvements in these areas should lead to better delivery, quality and overall cost reductions within the supply chain. As a partner, all improvements shall be shared within the supply chain.

Drawing and Specification Control

The supplier shall be responsible to verify that the current revision for drawings and/or specifications are available to, and are fully understood by those in the supplier's organization directly responsible for assuring compliance with the stated requirements. If the current drawing and/or specification revision as specified by the Purchase Order are not in the supplier's possession, or when clarification and/or interpretation is required, it is the supplier's responsibility to obtain the necessary information through the Polymer Technologies' Purchasing Department.

Nonconforming Material

Identified Nonconforming Material from a supplier may require formal short and long term actions which will include, but not limited to:

Short Term

- Polymer Technologies' Purchasing Department notifies supplier with lot number and quantity of contained product.
- The supplier shall notify Polymer Technologies immediately if other suspect material or lot numbers have been identified.
- The supplier shall support Polymer Technologies product requirements through short-term initiatives.
- The supplier is required to develop a recovery plan within 24 hrs and obtain approval from the Polymer Technologies Purchasing Department to maintain production requirements.

Long Term

- If requested, the supplier is required to Complete and send an 8D corrective action form (ref: Communication of Non Conformance form, Exhibit D). The supplier should provide this recovery plan in writing using either Exhibit E, 8D Corrective Action form or a similar format e.g. 7D, 5Y, etc.
- A Root Cause analysis for corrective actions shall be returned within (5) five days to Polymer Technologies. The Root Cause analysis shall include the following information:
 - a. Description of nonconformance.
 - b. Cause of nonconformance as verified by "on/off" analysis.
 - c. Corrective action taken.
 - d. Verification of corrective action taken.
 - e. Verification of corrective action effectiveness for zero defects.
 - f. Verification that other similar processes and products affected are reviewed and corrected.
 - g. Preventive action including submission dates for revised item(s) FMEA and control plan.

Note: Corrective Action activities that cannot be completed within (5) five days must include an appropriate action plan with timing.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

V. QUALITY (continued)

Record Retention Requirements

Unless otherwise specified, the supplier shall retain records of inspection and test results corresponding to control plan requirements for a minimum of three years from the date of shipment to Polymer Technologies.

Supplier Quality Contacts

A supplier representative is required to handle any concerns or issues 7 days a week, 24 hours a day and should be identified on the Supplier Profile record (ref: Exhibit C).

Supplier Responsibility

The supplier is responsible to deliver product on time and with zero defects. Drawings, specifications and workmanship are the primary requirements for compliance.

Suppliers shall be responsible for all incidental and consequential damages in the supply chain, from supplier to final use in the field, as a result of any quality or delivery spill, who's root cause can be traced to the supplier. Charges can include and are not limited to product replacement, sorting charges, administrative charges, and delivery charges including expedited charges.

Definitions:

Spill - A product and/or delivery deficiency that requires Polymer Technologies to:

- reject product not meeting specification and/or delivery requirements,
- stop shipment, production or scheduling of its products OR,
- requires the correction of products already consumed in the supply chain.

Workmanship - Product appearance shall resemble all drawing and specifications.

Debit Memo

Debit memos will be issued through the supplier's Quality Department whose root cause can be traced to the supplier (ref: Debit Memo process flow chart, Exhibit F and Debit Memo form, Exhibit G). The supplier has one week to notify Polymer in writing of disagreement with charges. Failure to provide a written response will result in forfeiting any claim against associated debit memo. Note: a debit memo can be issued even if a supplier does not agree.

Supporting Documents

Supporting automotive documents referenced in this manual can be obtained at the source listed below. It is recommended that all suppliers to Polymer Technologies, both current and potential, utilize these documents accordingly.

Automotive Industry Action Group (AIAG)
26200 Lahser Road, Suite 200
Southfield, Michigan 48034
Phone: (810) 358-3570
Fax: (810) 358-3253

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

V. QUALITY (continued)

Test Report Certifications

All test reports and certifications shall be performed and approved by an accredited laboratory and contain, at minimum, the following information:

- Test standard or specification being certified.
- Actual results of physical testing or measurements.
- Approval signature.
- Certifications need to be within the last 12 months.
- Test Data is to be on the company letterhead that performed the testing.

Tooling/Equipment Maintenance

The supplier of ongoing purchase order requirements shall maintain all tooling and/or equipment provided by Polymer Technologies and/or Polymer Technologies' customer. Tooling must be identified "Property of Polymer Technologies". Tooling print copies are required prior to authorization of payment.

Traceability

The supplier shall have a system that allows for the identification by lot number and subsequent traceability of all products and their components supplied to Polymer Technologies. Documentation by lot number as required by each item control plan must be available for review within 24 hrs of Polymer Technologies request.

VI. REQUEST FOR CHANGE

Design and Process Change Control

The supplier shall request in writing all proposed changes to a currently approved product in accordance with the Purchase Order and AIAG PPAP requirements prior to implementation which include, but not limited to:

- Supply of raw material.
- Method of control.
- Method of manufacturing.
- Packaging.
- Labeling.
- Delivery.

The supplier shall have written authorization from the Polymer Technologies through PPAP approval, prior to incorporating any changes into production that may affect the fit, form, and function of any product or component item supplied to Polymer Technologies.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

VII. PERFORMANCE MEASURES

Suppliers are expected to provide world-class performance in areas of cost, delivery, quality and service. Suppliers will be monitored by the following measures:

Service – On time Quotes, Purchase Order confirmation and general responsiveness to requests of data (test data, certifications, concerns, price changes, backup personnel available).

Delivery – Where available, direct year-to-year objective performance with a goal of 100% on-time deliveries of quantities ordered. Delivery performance is affected for domestic suppliers outside of a +/- 5-day window; delivery performance is affected for international suppliers outside of a +/-10 day window and all shipments that are not within +/- 5% of the quantity ordered. The supplier may reply with any objections to the delivery time and/or quantity received. Formal corrective action may be requested for continuous delivery concerns.

PPM – Direct year-to-year objective performance with a goal of zero PPM.

$$\text{PPM} = \frac{\text{Rejected items}}{\text{Total items received}} \times 1 \text{ million}$$

A supplier performance scorecard, which is based on these measures, will be sent annually to each supplier for review (ref. Exhibit I Annual Performance). It is the expectation of Polymer Technologies that each supplier will review and implement corrective, preventive actions and continual improvement initiatives to improve these measures on an ongoing basis. The scorecard will be graded once per year, based on the past four quarter results.

A result of noncompliance to the supplier purchasing requirements manual and the above referenced performance measures can lead to loss of business opportunities with Polymer Technologies, existing and/or new.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

VI. PERFORMANCE MEASURES (continued)

<u>Continual Improvement Reviewed Annually</u>	<u>Measurement</u>
1) Service (Described above)	100 Points
2) Delivery	100 Points
3) PPM	<u>100 Points</u> 300 Points (Possible)
1) Service = 100 Points	
a. 25 points for on-time quotes	
b. 25 points for timely PO confirmations	
c. 50 points for general responsiveness to requests for data	
2) Delivery = 100 Points	
a. Equals the percentage of actual on-time delivery for the current period measured.	
3) PPM = 100 Points	
a. 100 points – 0 Defective Parts per Million	
b. 80 points - 1-99 Defective Parts per Million	
c. 60 points - 100-199 Defective Parts per Million	
d. 40 points - 200-499 Defective Parts per Million	
e. 20 points – 500-999 Defective Parts per Million	
f. 0 points - Greater than 1,000 Defective Parts per Million	

Result of Total Annual Supplier Performance Scorecard

- I) 300 Points = Outstanding
- II) 250 Points to 299 Points = Superior
- III) 200 Points to 249 Points = Above Average
- IV) 150 Points to 199 Points = Average
- V) 149 Points or Below = Below Average, Request Corrective Action

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

VIII. PACKAGING REQUIREMENTS

All suppliers shall adhere to the following packaging and labeling requirements for the shipment of any production items:

Packaging:

- Carton Size as specified in quote.
- Weight restriction of no more than 35 pounds per carton or 2205 pounds for bulk packaging in gaylords or drums.
- No partial containers.
- All containers must include total weight and tare weight where applicable.
- Containers should be within +/- 2 % of stated quantity and weight.

Labels:

- Each carton should have a bar code label containing the Polymer Technologies: item #, carton quantity, lot #, PO # and mfg./ship date. Supplier name and part description are optional.
- Labels should be in code 39 format, preferably a 3" x 6" label.
- Lot numbers must contain six digits.
- First digits of lot number should indicate year. For example, lot # 600001 is the first lot number received in 2006.
- The lot numbers must increase/change with each receipt. We require lot numbers that are in ascending order, as we utilize a "first in first out" inventory system, ascending lot numbers provide clarity for product age.
- Lot numbers cannot repeat within one year nor descend in number.
- Lot numbers cannot be mixed on the same pallet.
- Labels need to be on the front of the carton, not on the top of the carton.
- A barcode pallet label should also be included on opposite sides where forklift enters pallet and should indicate item #, how many cartons are on the pallet, quantity per carton, lot #, P.O. # and mfg./ship date. Supplier name and part description are optional.
- The supplier is required to communicate/clarify to Polymer how their lot number is traced back into the suppliers system. For example, the lot numbers may be based on specific shop order numbers.
- The supplier is also required to communicate/clarify to Polymer, if dates on the label indicate manufactured or ship date.
- Note barcodes must have + (addition signs) in the key areas as indicated on the barcode sample below.
- The following is a sample of a carton label for your reference.



POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

VIII. PACKAGING REQUIREMENTS (continued)

Pallets:

- Size 32" X 30" for U.S. suppliers and 39" x 40" for overseas suppliers. Four-way entry.
- Maximum height of fully loaded pallet must not exceed 45 inches.
- No mixed item numbers on pallet.
- Weight restriction for a gross pallet weight is 2500 pounds.
- Pallet must be stretch wrapped or banded with plastic bands if necessary. As we support ISO 14000 Environmental Standards, we request that metal bands and wood crating not be utilized in packaging.
- For barcode pallet label requirements reference label section.

Note:

- It is the responsibility of the Supplier to ensure that packaging protects the integrity of the product.
- If packaging requirements are not met, a Supplier's PPM rating may be affected.

POLYMER TECHNOLOGIES
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Polymer Technologies 420 N. Universal Blvd. Whitewater, WI
53190 Exhibit A Request for
Quotation



Supplier RFQ

IV. Polymer Input

Date _____	Due Date for Quote _____
Attention _____	Company _____
Tel. _____	Address _____
Fax _____	_____
P/N (Print Attached) _____	Revision Level _____
Description _____	Application _____
Attached: Print/Drawing _____ Pgs.	Specifications _____ Pgs.
Estimated Purchase Item Order Policy as Detailed in Supplier Purchasing Requirements Manual:	
Blanket Order _____	Spot Buy P.O. _____
Est. Annual Usage _____	Est. Project Start _____
Est. Release Quantity _____	Est. Release Frequency _____
Level III PPAP Required: Yes No	Annual Layout Required: Yes No
Est. Prototype Quantity _____	Est. Prototype Due Date _____
Additional Notes /Special Instructions: _____	

Reference Technical Contact Information: _____
Please complete "Supplier Quotation" Section of the form and return to _____,
Purchasing at **Fax #262-473-6177** for the above Part Number Info. per the following
requirements:

1. Print/Specifications – Attached;
2. Supplier Purchasing Requirements Manual (SPR)

Supplier Quotation

Production: Yes No
Only
Date _____ Quotation For: FOB Whitewater or CIF Chicago
Production Piece Price _____ per

Lead Time, PPAP/PV Qtys _____ Lead Time, Production Qtys

(Include Transit Time) (Include Transit Time)
Quantity/Carton _____ Carton Size

Cartons/Pallet _____ Pallet Size

Are you a Certified Minority Supplier? Yes or No

Quotation Exceptions: Yes or No

If yes, all exceptions to this quote must be submitted in writing either noted below and/or
attached to this form.

**POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS**

Prototype: Yes No

Prototype Piece price _____ per _____ FOB Whitewater

Prototype Tooling Cost _____ Lead Time, Prototype

Qtys _____

(Include Transit Time)

Production Tooling: Yes No

Production Tooling Cost _____ Lead Time, Production Tooling Only

Tooling Description _____ Estimate Tool Life

(Pieces) _____

Number of Cavities _____ Pieces Per 8 Hour Shift

Supplier Suggestions/Recommendations _____

Authorized Signature _____

Polymer Technologies 420 N. Universal Blvd. Whitewater, WI
53190



Supplier RFQ

Polymer Input

Date _____ 1 _____

Attention _____ 3 _____

Tel. _____ 5 _____

Fax _____ 7 _____

P/N (Print Attached) _____ 8 _____

Description _____ 10 _____

Attached: Print/Drawing _____ 12 _____ Pgs.

Estimated Purchase Item Order Policy as Detailed in Supplier Purchasing Requirements Manual:

Blanket Order _____ 14 _____

Est. Annual Usage _____ 16 _____

Est. Release Quantity _____ 18 _____

Level III PPAP Required: 20 Yes No

Est. Prototype Quantity _____ 22 _____

Additional Notes/Special Instructions: _____

Due Date for Quote _____ 2 _____

Company _____ 4 _____

Address _____ 6 _____

Revision Level _____ 9 _____

Application _____ 11 _____

Specifications _____ 13 _____ Pgs.

Spot Buy P.O. _____ 15 _____

Est. Project Start _____ 17 _____

Est. Release Frequency _____ 19 _____

Annual Layout Required: 21 Yes No

Est. Prototype Due Date _____ 23 _____

_____ 24 _____

Reference Technical Contact Information: _____ 25 _____

Please complete "Supplier Quotation" Section of the form and return to _____ 26 _____,

Purchasing at Fax #262-473-6177 for the above Part Number Info. per the following

requirements:

2. Print/Specifications – Attached;
2. Supplier Purchasing Requirements Manual (SPR)

**POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS**

Supplier Quotation

 Production: Yes No 27 Quotation For: FOB Whitewater or CIF Chicago
Only 28
Date 29 Production Piece Price 30 per
 31
Lead Time, PPAP/PV Qtys 32 Lead Time, Production Qtys
 33
(Include Transit Time) (Include Transit Time)
Quantity/Carton 34 Carton Size
 35
Cartons/Pallet 36 Pallet Size
 37
Are you a Certified Minority Supplier? Yes or No 38
Quotation Exceptions: Yes or No 39
If yes, all exceptions to this quote must be submitted in writing either noted below and/or
attached to this form.
 40

 Prototype: Yes No 41
Prototype Piece price 42 per 43 FOB Whitewater
Prototype Tooling Cost 44 Lead Time, Prototype
Qtys 45
(Include Transit Time)
 Production Tooling: Yes No 46
Production Tooling Cost 47 Lead Time, Production Tooling Only
 48
Tooling Description 49 Estimate Tool Life (Pieces)
 50
Number of Cavities 51 Pieces Per 8 Hour Shift
 52
Supplier Suggestions/Recommendations
 53
Authorized Signature 54

Supplier RFQ

Polymer Input - To be completed by Polymer Technologies Purchasing and submitted to Potential Suppliers.

1. Date Supplier Quotation is to be submitted to Polymer Technologies Purchasing.
2. Due Date for Quote is the day the quotation needs to be provided to Polymer Technologies.
3. Name of person to whose attention the RFQ is sent.

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

4. Company Name of Supplier being asked to quote.
5. Telephone number of Potential Supplier.
6. Address of Potential Supplier.
7. Fax number of Potential Supplier.
8. Part Number to be quoted.
9. Revision level of Part Number.
10. Description of the part.
11. Application of the part to be quoted (Automotive, Industrial, etc.).
12. Quantity (pages) of prints, which are attached to the Supplier RFQ.
13. Quantity (pages) of specifications, which are attached to the Supplier RFQ.
14. This space will indicate Yes or No if part is expected to be purchased on a Blanket Order.
15. This space will indicate Yes or No if part is expected to be purchased on a Spot Buy P.O.
16. Estimated Annual Usage of the part.
17. Estimated Project Start Date for the part.
18. Estimated Quantity to be delivered on Blanket Order Releases or on Spot Buy P.O.s.
19. Estimated Release Frequency (weekly, monthly, quarterly, etc.).
20. Yes or No will be circled to indicate if a Level III PPAP is required from Supplier prior to receipt of production quantities.
21. Yes or No will be circled to indicate if an Annual Layout to the print is required from the Supplier.
22. Estimated Prototype Quantities of this part.
23. Estimated Prototype Due Date for the part.
24. Any additional notes and/or special instructions that the Supplier may find helpful/useful.
25. Indicate Technical Contact Information.
26. Indicate Purchasing Contact Information.

Supplier Quotation - To be completed by Potential Supplier.

27. Indicate Yes or No if production pricing is required.
28. Indicate if pricing will be FOB Whitewater for US suppliers of CIF Chicago for overseas suppliers.
29. Date quotation is submitted by Supplier.
30. Price quoted.
31. Per unit of measure (e.g. 100, 1000, etc.).
32. Lead time quoted for PPAP/Production Validation quantities to include transit time.
33. Lead-time quoted for production quantities to include transit time.
34. Quantity of parts to be packaged per carton.
35. Carton size in which parts are to be packaged.
36. Quantity of cartons per pallet.
37. Pallet size on which parts will be shipped.
38. Supplier to circle yes or no to indicate whether or not they are a Certified Minority Supplier.
39. Supplier to circle yes or no to indicate whether or not they have exceptions to the quotation.
40. If yes, all exceptions must be submitted in writing either noted on the line below and/or attached to the supplier RFQ form.

**POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS**

- 41. Indicate Yes or No if prototype pricing is required.
- 42. Prototype Price quoted.
- 43. Per unit of measure (e.g. 100, 1000, etc.).
- 44. Prototype tooling cost quoted.
- 45. Lead-time quoted for prototype quantities to include transit time.
- 46. Indicate Yes or No if production tooling pricing is required.
- 47. Production tooling cost quoted.
- 48. Lead-time quoted for production tooling only.
- 49. Description of production tooling.
- 50. Estimated life of the production tooling in pieces.
- 51. Number of production tooling cavities (if applicable).
- 52. Pieces Per 8 Hour Shift.
- 53. Suggestions or recommendations by Supplier, which may lower, price or improve manufacturability.
- 54. Authorized designee of Supplier must sign Polymer Technologies Supplier RFQ form.

Polymer Technologies

 A MACLEAN-FOGG COMPANY

New Supplier Profile

Exhibit C, SPR MANUAL

Rating System:

- 1 Information Not Provided
- 0 Information Received
- +1 Information Received – Very Positive Feedback

Total Score _____

-
- 1. Company Name
 - 2. Address
 - 3. Phone Number
 - 4. Fax Number
 - 5. 24 hour,7day Customer Service Contact
 - 6. Sales Rep
 - 7. Technical Contact
 - 8. Responsiveness of Customer Service _____
 - 9. Supplier Business Definition _____
 - 10. Does Supplier Have Capabilities for Current Part? _____
 - 11. Supplier's Complete Capabilities - Possibility of eliminating a current supplier who is limited in Performance or Capabilities _____

**POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS**

- 12. Supplier's R & D Capabilities _____
- 13. Automotive Sales _____
- 14. Annual Sales _____
- 15. TS16949 or QS9000 or ISO9000 (1994 or 2000 standard) _____
- 16. Number of Employees _____
- 17. Building Size _____
- 18. Plant Manager _____
- 19. Sales \$/Employee _____
- 20. Freight Company Used _____
- 21. Standard Transit Time to Whitewater _____
- 22. Bar Coding Capabilities _____
- 23. Are you a Certified Minority Supplier? _____

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

Company Polymer Technologies
Address 420 N. Universal Boulevard
Town Whitewater, WI
Phone (262) 473-2333

Exhibit D Notification of NonConforming Material

Supplier 1	Phone # 2	Date Opened 3	Last Updated 4
Contact 5	Fax # 6	RMA # 7	Concern# 8
Symptom (s) (as reported) 9		P/N 10	Description 11
Quantity: Finish 12	Sub Asy 13	Raw 14	Intransit 15
Supplier Lot # 16			
Debit Memo Yes No 17			
Current Status at Polymer Technologies: 18			
Immediate Request from our Supplier: 19			

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

Reference Polymer SPR Manual, Section V. Quality, Nonconforming Material. The supplier is required to develop a recovery plan within 24 hrs and obtain approval from the Polymer Technologies Purchasing Department to maintain production requirements. A root cause analysis for corrective actions shall be returned within (5) days to Polymer Technologies. The supplier should provide short-term and long-term plans in writing using a recognized AIAG corrective action format e.g. 8D, 7D, 5Y, etc. (reference SPR Manual, Exhibits)

Notification of NonConforming Material - Instructions

1. Enter the supplier name.
2. Enter the supplier telephone number.
3. Enter the date the 8D was opened.
4. Enter the last date the 8D was updated.
5. Enter the supplier contact name.
6. Enter the supplier fax number.
7. Enter the returned material authorization number or N/A if not applicable.
8. Enter the NCMR number or N/A if not applicable.
9. Enter the description or the symptom of the concern as reported.
10. Enter the supplier part number.
11. Enter the description of the part number.
12. Enter the quantity in finished goods or N/A if not applicable.
13. Enter the quantity in sub assembly or N/A if not applicable.
14. Enter the quantity in raw or N/A if not applicable.
15. Enter the intransit quantity or N/A if not applicable.
16. Enter the supplier lot number information.
17. Enter if a debit memo will be required. Circle yes or no or state N/A if not applicable.
18. Enter current Status at Polymer Technologies.
19. Enter the immediate Request from our Supplier:
12. Enter the quantity in finished goods or N/A if not applicable.
13. Enter the quantity in sub assembly or N/A if not applicable.
14. Enter the quantity in raw or N/A if not applicable.
15. Enter the intransit quantity or N/A if not applicable.
16. Enter the supplier lot number information.
17. Enter if a debit memo will be required. Circle yes or no or state N/A if not applicable.
18. Enter current Status at Polymer Technologies.
19. Enter the immediate Request from our Supplier:

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

MVS Polymer Technologies Global 8D Template

Concern Number

Concern Type	Customer	Production	Supplier	Audit Finding	Date Opened	Last Updated
	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Title:	<input style="width: 95%; height: 20px;" type="text"/>					
Owner:	<input style="width: 80%; height: 20px;" type="text"/>					
Team Members:	<input style="width: 95%; height: 20px;" type="text"/>					

Define the Problem:

Initial Response Taken (Containment):

Date

Root Cause - (Utilize as applicable 5 Whys, Fishbone diagram - Method, Man, Material, Machine, Measurement)

1	
2	
3	

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS

Corrective Action Plan:

Date

1	
2	
3	

Implemented Corrective Action with Verification/Validation

Verified By **Date**

1			
2			
3			

Preventative Actions

Item To Review/Update	Required Y/N	Item(s) Affected	Owner	Date Completed	Date Verified
DFMEA					
PFMEA					
Control Plan					
EPS Book					
Visual Aid					
Layered Audit Checklist					
TS Procedure/JI/Form					
Other					

Root Cause Analysis and Concern Closure Approvals

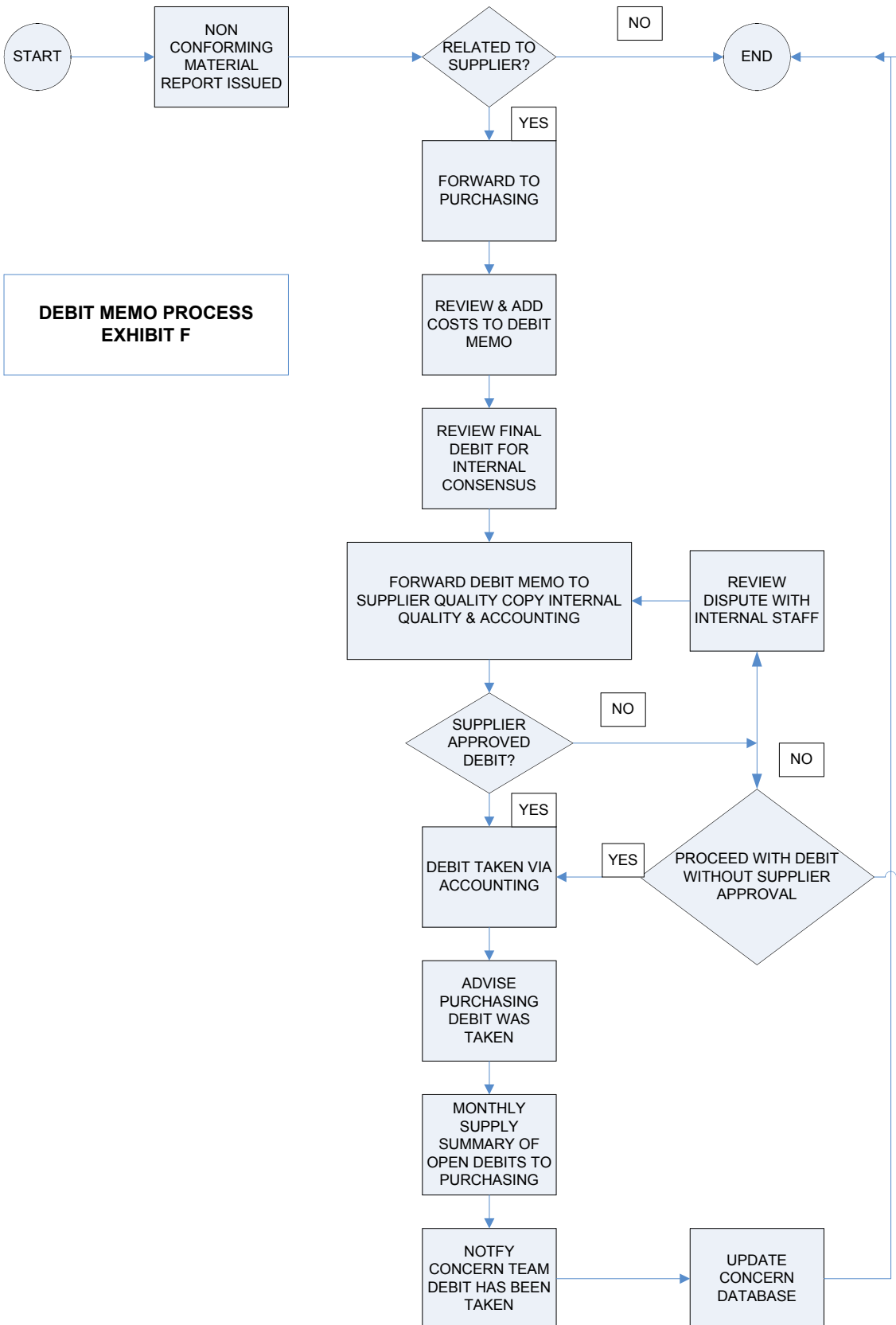
Approval

Date

Approval

Date

POLYMER TECHNOLOGIES SUPPLIER PURCHASING REQUIREMENTS



POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS

EXHIBIT G, SPR MANUAL

CONCERN DEBIT WORKSHEET

Part Number
Debit Memo Issued 7/6/2006

Concern Number
Lot Number

Quantity
Supplier

CCR Number

<i>Internal/ External</i>	<i>Date</i>	<i>Hours/ Pieces</i>	<i>Reference</i>	<i>CHARGE INFORMATION</i>		<i>Rate/Hour - Cost/Piece</i>	<i>Charge</i>
				<i>Name</i>	<i>Service</i>		

Reject Information

TOTAL CHARGES OF

Approved by: _____ *Date* _____

Credit To

Comments

POLYMER TECHNOLOGIES
SUPPLIER PURCHASING REQUIREMENTS

EXHIBIT H, SPR MANUAL

Polymer Technologies



Supplier Scorecard

Vendor Name _____

Date of Scorecard _____

Total Rept	On Time	Qty	Purchased \$	Actual Delivery	Delivery Points	Actual PPM	PPM Points	Service Score

Comments
