

# **Eimo Technologies**

## ***SUPPLIER MANUAL***

**REV. 4/14/2016**

### **Locations:**

**P.O. Box E, 14320 Portage Rd.  
Vicksburg, Michigan 49097-0905  
(269)649-5000, Fax (269)649-3427**

**110 N. Leja Drive  
Vicksburg, Michigan 49097-0905  
(269)649-5000, Fax (269)649-3427**

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# **INTRODUCTION**

## **EIMO TECHNOLOGIES MISSION STATEMENT**

We at Eimo Technologies, Inc. will create customer loyalty by providing the best value through excellence in customer service, product design services, project management, model building, manufacture of molds and processing for injection molded components and assemblies. The company will show consistent growth in shareholder value, always exhibit flawless integrity and provide a challenging and safe workplace where employees can meet personal goals in a performance driven environment.

## **EIMO TECHNOLOGIES SUPPLY CHAIN VISION STATEMENT**

To create Supplier Partnerships that offer a cost competitive advantage and exhibit our same “Passion” in providing excellent quality, social sustainability and to provide Superior Service to our Customers

## **EIMO TECHNOLOGIES QUALITY POLICY**

Eimo Technologies, Inc. is committed to continually improving our processes to satisfy our customers through on time delivery, product quality, service personal relationships, and advances in technology.

# MATERIALS

## EIMO TECHNOLOGIES PURCHASE ORDERS

Your Planner/Buyer contact at Eimo Technologies, Inc. will issue, via fax, email or phone periodic purchase orders for production. The Purchase order contains the Eimo Technologies, Inc., part #, description, revision level (as appropriate) and release quantities. **Release Quantities May Fluctuate Due To Scrap Rates, Material Rejections, or Customer Schedule Changes.**

*Note: Any questions concerning the release quantities or dates should be discussed with your contact.*

The Subcontractor must examine the purchase order for any additional information or instructions. Purchase orders are issued numerically and will contain at a minimum the items listed below.

All shipments follow first in, first out (FIFO) stock rotation. Communication from the supplier to Eimo Technologies Inc., must be maintained so there is no interruption of the data flow, which may impact the supply of production materials.

1. Purchase Order Number
2. Part Number  
*This section shows our part number*
3. Customer Part Number  
*When applicable, the number issued on the customer drawing will be referenced.*
4. Description  
*Contains part name, color, hand (LH/RH)*
5. Delivery Date  
*The supplier is required to inform the plant contact whenever they are unable to complete the scheduled shipment within the allotted time frame.*
6. Requirements  
*These are your requirements to us based on MRP. The Buyer/Scheduler is responsible for coordinating activities related to on-time deliveries from the subcontractor.*
7. Notes  
*Other special instructions (if any) will be included here.*
8. Supplier Information  
*Supplier name & address*
9. Revision Level *(if applicable)*

# Purchase Order

## Eimo Technologies

**Vicksburg Plant**  
**P.O. Box E, 14320 Portage Road**  
**Vicksburg, Michigan 49097-0905**  
**(269) 649-0545 Fax (269) 649-3427**

**Supplier:**  
 PRIMARY CONTACT  
 SUPPLIER ADDRESS EXAMPLE  
 123456 NORTH SOUTH STREET  
 SUITE 101  
 EASTWESTINGTON, MI, ADDRESS LINE 4  
 49097

Purchase Order P090433  
 Page 1  
 Date 3/31/16  
 Buyer Test Purchaser Name

Ship Via Best Way  
 F.O.B. SP  
 Terms NET 30 DAYS

**Ship To:**  
 Eimo Technologies - Vicksburg  
 14320 Portage Road  
 (PO Box E)  
 Vicksburg, Michigan 49097

**This order is given subject to the terms and conditions on this side and as follows:**

1. Vendor must be able to provide certification upon request for RoHs, Reach, MDM and Conflict Minerals reporting to the latest specifications. Vendor must comply to the standards listed (TS 16949:2009 Quality System Standards or if applicable ISO 13485:2003(E) Medical Standards) as they appear on this purchase order and or referenced in the Eimo Quality Manual.
2. Eimo Technologies Supplier Manual download located at <http://www.eimotech.com/capabilities>
3. Certification and MSDS to accompany shipment and or must be available upon request of Vendor.
4. Our Purchase Order must appear on the Invoice, Packing Slip, Bill of Lading, bundles, cases, packages, and correspondence.
5. Product Labels must contain the following: Eimo Part#, Qty and any shelf life expirations (please reference the standard AIAG label.)
6. Delivery date is the due date in our plant or the place designated by the buyer.
7. A supplier can not change the product or rev. level in any form without written approval from Eimo Technologies. Acceptance of this purchase order implies acknowledgement and agreement to the aforementioned terms and conditions.
8. All limited life materials (i.e. shelf life) must have product certification accompany each shipment. Product certification must include: Date of manufacture, lot# produced, product life, and temp./humidity conditions for storage.
9. Purchase order is a binding contract of product quality, pricing, and delivery once confirmed by the Supplier. Any changes are a break in this contract and must be approved by Eimo Technologies.

Line/Rel	Quantity Ordered	Quantity Due	Item Description	Delivery Date	Unit Price/Extended Price
	<b>TR Vicksburg Raw Material</b>				
1	1.000	1.000	SAMPLE LINE *****	3/31/16	1.00000
	Each				per Each
					1.00
<b>Total Stockroom Value: (US Dollars)</b>					1.00
<b>Total This PO: (US Dollars)</b>					1.00

03/31/16

AURPOSS2 Buyer

Date

Manager

Date

# EIMO TECHNOLOGIES PACKAGING

The following are requirements for packaging:

## 1. Standard Packs:

All products must be shipped in standard quantity packs unless otherwise requested and/or approved by Eimo Technologies, Inc. All products will be packaged adequately to prevent material and/or components from damage during shipment and while in-process and/or storage at Eimo Technologies, Inc.

### A. Packing Slips:

A PACKING SLIP MUST ACCOMPANY each shipment. The packing slip must be securely fastened to the container or presented by the carrier (truck driver) at time of delivery to the plant. It must contain the following:

- 1) Supplier Name, Address, Phone Number
- 2) Eimo Technologies Inc. Part Number
- 3) Part Description
- 4) Part Quantity (broken down by Eimo Technologies, Inc. Part number and color where applicable.)
- 5) Number of packages shipped (boxes, skids, etc.)
- 6) Packing Slip Number
- 7) Purchase Order Number
- 8) Ship Date

### B. Identification:

All products will be properly identified with a product label. The label must be securely fastened to the container and contain the following:

- 1) Eimo Technologies part number
- 2) Part description
- 3) Part quantity
- 4) Lot number
- 5) Revision level or number
- 6) Purchase order number
- 7) Manufacture Date

# EIMO TECHNOLOGIES FREIGHT

Eimo Technologies, Inc. for all freight transportation will designate an approved carrier. Any deviation from the above ship routine must be approved by the buyer. In the event an expedited shipment must occur, the Buyer/Planner will authorize the carrier, unless it is at the subcontractors cost for expedite then the supplier can chose the carrier but must report the associated cost for the expedite to Eimo Technologies, Inc.

*Note: Shipments are not to be held if there is a disagreement between the Supplier and Eimo Technologies, Inc. regarding responsibility for freight charges.*

## **Premium Freight**

All premium freight, payable by Eimo Technologies, Inc. must be authorized. Any paperwork (air bills, packing slips, bill of lading, etc.) for premium freight that is the responsibility of the supplier must be marked "Prepaid", all cost must be reported to Eimo Technologies, Inc. Failure to do so will result in debiting the supplier back for the premium freight and possibly and administrative processing charge.

## **Regular Freight**

All freight, payable by Eimo Technologies, Inc., must be shipped in accordance with the Purchase Order and or Buyer/Planners direction.

## **Delivery**

It is Eimo Technologies, Inc., requirement that all suppliers shall provide 100% on time delivery performance. On time delivery will be measured as Zero days late or 3 days early, unless specified on purchase order.

# QUALITY

## **SUPPLIER QUALITY ASSURANCE REQUIREMENTS**

### **TS16949 and/or ISO 9000/TS13485/ and RoHs/Reach/Conflict Minerals Compliance**

Eimo Technologies, Inc. requires all automotive suppliers to progress to TS16949. Automotive suppliers who are achieving TS16949 must submit an action plan and send quarterly updates on their progress. All non automotive suppliers are encouraged to progress to an accredited quality system. Eimo Technologies expectation is that our suppliers all meet and are in compliance with RoHs I & II, Reach, and Conflict Minerals.

### **Source Inspection**

Eimo Technologies, Inc. and their customers shall be afforded the right to verify at the supplier's premises that the product being supplied conforms to the specified requirements. It will be the responsibility of Eimo Technologies, Inc. to set up the necessary arrangements with the supplier for verification to conformance. Both Eimo Technologies, Inc. and their customers have the authority to determine whether the supplier's product conforms to the specified requirements.

### **Supplier Surveys/Audits**

Supplier Surveys and /or Audits will be conducted on an as needed basis and scheduled by Eimo Technologies, Inc.

### **Non-Conforming Notification**

In the event the supplier to any Eimo Technologies, Inc. plant has shipped nonconforming product, immediate notification shall be made ( in provided sequence) by telephone, facsimile or email to the appropriate Buyer/Planner and or Quality Manager in their absence the Plant Manager shall be contacted.

### **Production Part Approval Process**

All sample submissions for components shall be submitted in accordance with the AIAG Production Part Approval Process (PPAP) and Eimo Technologies, Inc., supplier PPAP work instruction. A detailed sub-source declaration shall be documented with the submission document. Eimo Technologies, Inc. reserves the right to conduct sample submission on site at the supplying location.

### **Annual PPAP's**

Eimo reserves the right to request Full level 3, Annual PPAP in accordance with TS 2<sup>nd</sup> Edition March 1, 2002 to be submitted at the supplier's cost, unless the receipt of a written waiver is obtained from Eimo Technologies, Inc.



## Changes to Materials or Processes

In the event a material change or process change is needed, Eimo Technologies must be notified immediately and approve any and all changes that may affect the end product to our Customer. Failure to notify and get approval of these types of changes could result in lawsuits, and any and all fees that are incurred to qualify the change from both Eimo and our end customer will be your responsibility.

Please sign that you acknowledge our Quality requirements and return to Eimo Purchasing Department.

\_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

# Material Certification

## EIMO TECHNOLOGIES, INC., REQUIRES RESIN SUPPLIERS TO RETAIN MATERIAL CERTIFICATIONS

In the event the Eimo Technologies, Inc. requires a copy of the material certification of SPC data, the supplier must supply this information within 24 hrs of the request.

If a supplier currently places their lot control number on the material certification, Eimo Technologies, Inc. requests the lot control number is also displayed on the container of parts near the Eimo Technologies, Inc. Part Number Label.

Eimo Technologies, Inc. will keep the material certifications supplied, in the purchasing department.

**Your cooperation in this process is greatly appreciated.**

## Non-Conforming/ Rejected Material

### ALL MATERIAL NOT WITHIN QUALITY SPECIFICATIONS AND/OR DELIVERY REQUIREMENTS WILL BE REJECTED FOR PRODUCTION USE.

At Eimo Technologies, Inc. request the material will be returned, reworked, sorted, or scrapped at the supplier's expense. Any additional cost associated with part shortages due to supplier quality problems including and related to sorting, freight, labor, line stoppages, etc. will be the responsibility of the supplier.

#### **The Supplier will Designate a contact that will be responsible for issuing Return Material Authorization Numbers (RMA) to Eimo Technologies, Inc.**

For all rejects disposition "Return to Supplier" purchasing will obtain a Return Material Authorization Number. Defective material will be shipped "Freight Collect" to the supplier. The respective Eimo Technologies, Inc. plant reserves the right to charge back on any or all custom brokerage, transportation costs, handling, administrative charge, scrap costs or value of other affected components produced or purchased by Eimo Technologies, Inc.

A corrective action report is required from the supplier within 20 working days of first contact. The Eimo Technologies Supplier Corrective Action Report shall be completed in full. If the quality contact person requests the supplier's presence at the using plant, an immediate response time is required.

# Supplier Performance Rating Program

Eimo Technologies will measure supplier performance in an ongoing basis and will supply a yearly approved supplier performance report card. Suppliers will be evaluated on basic criteria, 100% Quality, 100% On Time Delivery, and Support. An overall rating will be generated in each category. If a supplier does not meet the requirements, appropriate corrective action may be required to bring the supplier's performance up to acceptable levels.

## Engineering Changes

Changes of any nature which would have an effect on part design, function, quality, durability, etc. must be approved in writing by the Eimo Technologies Engineering and or Quality Manager before changes can be formally made. A deviation form for certain time or quantity must be supplied to appropriate Eimo Technologies, Inc. Engineering and or Quality Department prior to shipment of suspect components.

## IQ Meeting

In efforts to help our suppliers correct any outstanding quality issues, Eimo Technologies, Inc. plants may hold formal quarterly Quality Meetings.

Any supplier with unacceptable ratings maybe invited to attend an IQ Meeting. The supplier's Plant Manager, Quality Manager and any other pertinent personnel will be invited to attend the IQ Meeting with IQ team which will be held at the appropriate Eimo Technologies, Inc. plant location. A complete corrective action plan with supporting documentation will be requested.

# Accounting

## SUPPLIER CHARGEBACKS

The following clarifies the charges, which may be incurred by a supplier for the defined reasons. All charges are in U.S. Funds. (USD)

### REASON OF CHARGE

Eimo Technologies personnel sort of materials

### CHARGE

\$25.00/ per/hr per person

**ANY CHARGES THAT EIMO TECHNOLOGIES INCURRS DUE TO NON-CONFORMING PRODUCT AT A AUTOMOTIVE, TIER I, TIER II OR EQUIVILANT OEM THAT IS DUE TO A SUPPLIER OR SUPPLIED NON-CONFORMING PRODUCT WILL BE PASSED ON TO THE APPROPRIATE SUPPLIER.**

In an effort to provide better communication of supplier charges, the Eimo Technologies Debit Memo will be completed and sent to the supplier by fax or email when the charges occur. The supplier's Quality Manager (or designate) signature is requested within 24 hours to acknowledge receipt of this information, however, if response is not received this will be considered automatic acknowledgment.