

## External Provider Requirements

**Product Quality:** All products must be new and un-used unless otherwise indicated in writing on the Ravin Electronics Purchase Order. The vendor will ensure that all products meet the manufacturer's specifications. Product integrity and condition will be assessed upon in-coming inspection at Ravin Electronics. Criteria includes: damage or deterioration; package style; product markings and labels; and general product condition. Product that does not meet Ravin Electronics inspection standards will be returned to the vendor.

**On-Time Delivery:** Ravin Electronics Purchase Orders state the date that product must ship from the vendor's facility. Early or late deliveries are subject to return to the vendor without authorization (RMA).

**Date Codes:** All Purchase Orders from Ravin Electronics will list either no D/C or the latest acceptable date code for the order or the individual line item. No products will be accepted which does not meet the stated date code. If the date code received is older than the date code specified, the parts will automatically be returned to the vendor without requesting an RMA.

**Wrong Part Numbers:** If the wrong part number is received, an RMA will be requested and the product returned to the vendor.

**Wrong Manufacturer:** Ravin Electronics Purchase Orders will specify the manufacturer or list the approved manufacturers if more than one is acceptable. If there is no restriction the order will state "Any Manufacturer". If a different manufacturer is received than what was ordered the shipment will be returned to the vendor without requesting RMA.

**ESD Compliance:** All products must be handled according to ANS/ESD S20.20 standards.

**Packaging:** If there are no instructions in the Purchase Order, partials reels and tubes are acceptable. The Purchase Order will include instructions if no partial reels and tubes are acceptable. All shipments to Ravin Electronics require products to be protected from damage. All integrated circuits must be in tubes, reels, or trays whether they are refurbished or new. Tubes are to be whole and secured with pins or stoppers. All packaging is to be properly and securely fastened to prevent opening during transit. Antistatic bags are to be used for sensitive components. Bulk packaging is not acceptable for any product other than transistors and diodes. Improperly packaged products will be processed as RMA and returned to the vendor.

**Packing Slips:** All orders shipped to Ravin Electronics must have a packing slip that includes: Purchase Order Number, Quantity, Part Number, and Country of Origin.

### Additional requirements imposed on external suppliers:

- a. the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);
- b. the approval of:
  - products and services;
  - methods, processes, and equipment;
  - the release of products and services;
- c. competence, including any required qualification of persons;
- d. the external providers' interactions with the organization;

## **External Provider Requirements continued**

- e. control and monitoring of the external providers' performance to be applied by the organization;
- f. verification or validation activities that the organization, or its customer, intends to perform at the external providers' premises;
- g. test, inspection, and verification;
- h. the use of statistical techniques for product acceptance and related instructions for acceptance by the organization;
- i. the need to:
  - implement a quality management system;
  - use customer-designated or approved external providers, including process sources (e.g., special processes);
  - notify the organization of nonconforming processes, products, or services and obtain approval for their disposition;
  - prevent the use of suspected unapproved, unapproved, and counterfeit parts;
  - notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture;
  - flow down to external providers applicable requirements including customer requirements;
  - provide a certificate of conformity, test reports, or authorized release certificate, as applicable;
  - retain documented information for 10 years or as defined by Ravin's end user on the purchase order
  - disposition requirements of unusable documents may include destruction or deletion.
- j. the right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;
- k. ensuring that persons are aware of:
  - their contribution to product or service conformity;
  - their contribution to product safety;
  - the importance of ethical behavior.

***Any deviations or changes from the Ravin Electronics Purchase Order are to be communicated in writing on the confirming Purchase Order and faxed to the Ravin Electronics Buyer / Purchasing Department.***

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