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Distribution List:
Site Document Control

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**4.0 Definitions/Terminology**

- 4.1 CofC: Certificate of Compliance
- 4.2 PO: Purchase Order
- 4.3 PL: Packing List
- 4.4 FAIR: First Article Inspection Report
- 4.5 Customer Directed Supplier: Vendors directed or mandated by the Customer shall not be required to utilize Jabil approval prior to Onboarding.
- 4.6 Jabil Selected Suppliers: Vendors chosen by Jabil 16<sup>th</sup> St. / Jabil Global (require Jabil approval).
- 4.7 PIA: Proprietary Information Agreement (NDA)
- 4.8 E-SAQ: Electronic Supplier Self-Assessment Questionnaire
- 4.9 E-OSA: Electronic On-Site Assessment
- 4.10 NOE: Notice of Escape
- 4.11 RMA: Return Material Authorization
- 4.12 SQE: Supplier Quality Engineer
- 4.13 SQET: Supplier Quality Engineering Technician
- 4.14 SQI: Supplier Quality Inspector
- 4.15 AVL: Approved Vendor List
- 4.16 AML: Approved Manufacturer List
- 4.17 RIR: Receiving Inspection Report
- 4.18 QN: Quality Notification
- 4.19 MRB: Material Review Board
- 4.20 MRO: Material that is considered consumables for the standard operation of the business, examples include labels, boxes, screws, batteries, Loctite etc.
- 4.21 SAP: Jabil ERP System
- 4.22 RTV: Return to Vendor
- 4.23 RTC: Return to Customer
- 4.24 RTS: Return to Stock
- 4.25 GRN: Goods Receipt Number issued at material receipt as labeled for traceability
- 4.26 SCAR: Supplier Corrective Action Request


**5 Responsibilities**

- 5.4 The Site Quality Manager has oversight of this procedure / process.
- 5.5 The Site Operations Manager has ultimate responsibility for the execution and effectiveness of this procedure / process.
- 5.6 The Site Materials Manager is responsible to communicate the specification to the Buyers and ensure it is flown down to Suppliers.
- 5.7 The Site I.C Manager is responsible to ensure this process is followed by the Inventory Control personnel.
  - 5.7.1 It is the responsibility of the Purchasing Team to ensure that all Suppliers comply with the requirements of this specification.
  - 5.7.2 It is the responsibility of Purchasing Team to ensure every production PO references this document.
- 5.8 The Site Supplier Quality Engineer (SQE) or SQM is responsible to measure, monitor and provide feedback to ensure Supplier requirements are communicated and followed.
- 5.8 The Site Supply Chain Development Manager (SCDM) is responsible to ensure Jabil requirement are presented to all Suppliers initially and confirm compliance to Jabil Supplier Requirements throughout Partner Lifecycle unless Customer exception is mutually agreed during contract review and documented.
  - 5.8.1 Customer directed Suppliers may be exempt from Jabil Supplier Requirements to allow procurement of materials from a source not already approved and established in Jabil Global or Site specific AVL.

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- 3) Service Providers - Any entity providing services, including any outsourced activities to Jabil and does not significantly impact the quality of the finished product as defined by Jabil (e.g., Landscaping or Security Service Providers).

7.1.2 New Jabil potential Suppliers may be requested to complete a Supplier Self-Assessment. QM, SQE or SCDM shall verify final score results are >90% at which time qualification is Approved and will classify Supplier by default as Transactional and are considered eligible for PO issuance. Any section scores 80% - 90% qualification is Probational with only minor issues identified under development and are considered eligible for PO issuance, however, may need development support to provide an action plan. Scores below 90% must be approved by site Quality Manager based on overall risk evaluation and scope of business. If on-site assessment is required E-OSA may be utilized following E-SAQ. SQE or SCDM shall retain documentation regarding evaluation, approval, and onboarding on file and in the event of not meeting approved ratings a potential onsite assessment / audit may be implemented as deemed necessary.

7.2 Purchase Order

7.2.1 SUPPLIER MUST CONFIRM WITH JABIL BUYER IF ANY REQUIREMENTS CAN BE WAIVED AND ATTAIN APPROVAL , OTHERWISE, ALL PO FLOW DOWN REQUIREMENTS APPLY TO EACH PO ISSUED.

7.2.2 Purchase Ordered Part Number and Revision is the expectation for all material to be identified to be received at Jabil. Confirmed PO's may need to be updated / changed to include additional flow down requirements and / or to apply an approved released Deviation that material is to be manufactured to. Purchase Orders shall be verified with physical parts as labeled per shipment PL of material received and is the criteria in which SQI Team will be inspecting material to. Materials received that are deviated from the PO or Part Drawing will be rejected and RIR issued. In the event material is NC and formal Supplier Corrective Action may be required.

7.3 Electronic Component Counterfeit Prevention

Any components supplied to Jabil and found to be counterfeit will be considered forfeit by supplier. Jabil will destroy components after analysis has been completed. Any payments due supplier on this material will be cancelled. Jabil will expect refund of any payments already received.

7.3.1 The seller shall maintain a Counterfeit Item risk mitigation process internally.


7.3.2 The seller and its sub-tier suppliers shall report suspect or confirmed counterfeit items associated with this purchase order and shall ensure suspect counterfeit items are not delivered to Jabil. Seller shall immediately notify Jabil in the event it has become aware of suspect or counterfeit items that may have or were delivered to Jabil in the performance of this purchase order with an official NOE.

7.3.3 The seller shall provide evidence of the seller counterfeit risk mitigation process to Jabil upon request.

7.4 Traceability and General Requirement s


7.4.1 A Certificate of Compliance is required for every shipment and shall have minimum of Part Number, PO#, Total Qty with Date Code / Lot Code for each Qty identified

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7.4.2 Traceability for Assembly components back to EOM / OCM must 00n5(C)-1.5(M)1.6( )o Q EMC 7.ePagination

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7.7 Supplier Quality Inspection

7.7.1 FOD (Foreign Object Debris)

The Supplier shall assure that the devices, components, and materials delivered under this contract are free of Foreign Object Debris (FOD). The supplier shall employ general prevention practices to keep FOD, large or small, from the product and packaging. Presence of FOD or contamination shall result in the rejection of material.

7.7.1 HOLD

All material that arrives without required documentation per PO or unidentified correctly shall be placed on HOLD. See section 8.2. The Receiving Team shall notify the Buyer to contact the Supplier to request required documentation to be able to receive the material. For material in the HOLD area for more than 5 business days or continued repeat occurrences, a Corrective Action may be issued to the Supplier.

7.7.2 RIR: Receiving Inspection Report


If there are quality defects or deviation to drawing specifications found during inspection a RIR may be created by SQI Team. RIR should have subject description noted with main defect verbiage e.g., Damage, Mislabeled, Deviated to Dwg, Dimensional Defect, ect. Long text details should include all data necessary to help drive disposition. Additional notification tasks may be issued to other departmental staff within the SAP system to support resolution of the rejected material. IC shall be tasked the final action to move the material on the RIR to designated location e.g., RTS, RTV, RTC, Scrap ect. Pictures of defects are to be save in created corresponding RIR folder for reference. Product Lot is considered either Conforming or Non-Conforming and a rejection shall require entire lot to be rejected in the system. Lot Acceptance Rate (Lq,a)-1.3( )0.5(f)1.7(at)-2( )0.6(tb6.1(ep)0.5(i)1.5(n)03 Tw 0.2)3.6(o ))TJ -.5(on

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- Manufacturing Date Code - This is the date the Batch / Lot in the package was produced
- Lot Code / Batch Code / Serial Number (if applicable)
- All Required Indicators: RoHS, Electrostatic Discharge (ESD) if applicable.
- Moisture Sensitivity Level identification for Moisture-Sensitive Devices (MSD) if applicable.
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\*Minimum Data Required on Packing Slip:

- Jabil's Purchase Order Number
- Manufacturer Name
- Jabil Part Number
- Quantity - Total Quantity Shipped
- All Required Indicators: RoHS, Electrostatic Discharge (ESD), if applicable.
- Moisture Sensitivity Level identification for Moisture-Sensitive Devices (MSD) if applicable.
- Certificate of Compliance
- Country of Origin

Failure to provide this data can result in the inability to receive the material into our system requiring material to be placed on HOLD, affect Supplier OTD and pay the invoice, ect. To correct this problem, the respective Jabil Buyer will need to contact the Supplier to gather the required information. If this issue persists, Supplier may be issued a Supplier Corrective Action Request (SCAR)

## 10.0 Measuring Effectiveness and Compliance

### 10.1 Supplier Performance

Jabil measures the performance of our suppliers in various areas, which may include but no limited to:

- Delivery
- Quality
- Service

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