

	TYPE:	Corporate Standard Operating Procedure	Document No.:	400-CORP-205
	TITLE:	SigmaTron Purchase Order Requirements and Standard Quality Clauses	Revision:	A
			Release Date:	05/04/2022
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1.0 **PURPOSE:** To provide Instructions for SigmaTron Suppliers in Fulfilling Purchase Orders and Providing Proper Shipping Documentation.

2.0 **SCOPE:** DEPARTMENTS AFFECTED: All Suppliers to SigmaTron. SigmaTron Purchasing and Receiving Departments at all SII locations.

3.0 **RESPONSIBILITY:** It is the responsibility of the Purchasing department Buyers to give the suppliers the information that is required for Shipping paperwork, Request dates and any other special requirements called out in this procedure. This includes the SigmaTron Purchase order Terms and Conditions for all purchase orders.

4.0 **REFERENCE DOCUMENTS:** SigmaTron Purchase Order Terms and Conditions. This is available on the SigmaTron website at Sigmatronintl.com in the Supplier Center page. The Standard Quality Clauses are in Appendix 1.0 below.

5.0 DEFINITIONS:

SII – SigmaTron International Inc.

6.0 GENERAL PROCEDURE

6.1 Upon receipt of PO by supplier, an acknowledgement of order is to be emailed back to SigmaTron (SII) buyer.

6.2 Required Information on shipping paperwork:

6.2.1. Certificate of compliance is required for all shipments as per appendix 1.0.

6.2.2. Country of origin is required for all parts on the packing ticket.

6.2.3. Date code and/or lot code is required for all parts on the packing ticket

6.2.4. PO number(s) on the packing ticket

6.2.5. SII internal part number(s) on the packing ticket

6.2.6. Supplier’s part number with revision, if applicable, on the packing ticket.

6.3 Request Dates

6.3.1. For international shipments: request dates are the dates items must ship, unless alternate dates are authorized by the SII buyer.

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6.3.2. For domestic shipments: request dates are the dates parts are needed or required at SII, unless alternate dates are authorized by the SII buyer.

6.4 Requirements for fabricated assembly suppliers (e.g. harnesses, power supplies, PCBA, etc.

6.4.1. Certification of compliance required as per appendix 1.0.

6.4.2. 100% testing required.

6.4.3. First articles report required for all first time builds.

6.4.4. SII Policy is 0 over, 0 under for the quantities required.

6.4.5. SII buyer may provide additional requirements.

6.5 Requirements for tooled fabricated parts suppliers (e.g. molded plastics, metal stampings, etc.):

6.5.1. Certification of compliance required as per appendix 1.0.

6.5.2. First articles report required for all first time builds.

6.5.3. SII Policy 0 over, 0 under for the quantities required.

6.5.4. SII buyer may provide additional requirements

6.6 Requirements for PCB suppliers:

6.6.1. Solder sample and cross section required with each shipment, if required in the specific SII PO.

6.6.2. Certification of compliance required as per appendix 1.0.

6.6.3. Certification of 100% testing required.

6.6.4. First article report required for all first time builds.

6.6.5. PCBs to be packed per IPC-1601A spec.

6.6.6. No X - outs allowed unless authorized by SII buyer.

6.6.7. SII Policy 0 over, 0 under for the quantities required.

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6.7 Date code / Taping requirements:

6.7.1. Two (2) year date code recommended unless authorized by the SII buyer.

6.7.2. SMT parts must come in continuous one tape unless authorized by the SII buyer.

6.8 Pallet shipment specifications:

6.8.1. ALL SKIDS MUST BE ON HEAT TREATED OR FUMIGATED PALLETS AND PALLETS MUST BE MARKED AS SUCH. (IF MADE OF WOOD.)

6.8.2. SigmaTron needs each skid to be marked with the following information:

6.8.2.1. SigmaTron part numbers

6.8.2.2. SigmaTron PO numbers

6.8.2.3. Total Quantity of Skid

6.8.2.4. Weight of Skid

6.8.2.5. Box count per skid

7.0 RECORD RETENTION:

Records are to be retained for 10 years. The PO will specify if a longer time is required.

8.0 DOCUMENT REVISION HISTORY:

Rev. A	Release Date: 05/04/2022	ECO No.: 2205041
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Appendix 1.0 Supplier's Supplemental Purchase Order Standard Quality Clauses

RIGHT OF ENTRY: SigmaTron's representatives and customers, and regulatory authorities shall be granted the right to verify at the supplier's premises that furnished product, processes and records conform to specified requirements.

SUPPLIER QUALITY SYSTEM: At a minimum, the supplier quality and inspection systems shall comply with ISO 9001:2015. Other requirements are applicable per the contract or Purchase Order (P.O.)

CERTIFICATE OF COMPLIANCE: a) When required by contract, the supplier shall submit with each shipment a Certificate of Compliance stating compliance with P.O. requirements and all applicable drawings and specifications. b) The Certificate shall include P.O. number, part number with revision level, quantity, lot/batch number, serial number (where applicable), expiration date (where applicable), country of origin, and be signed by an authorized supplier representative. c) All certifications must be clearly legible. Shipments with unclear and/or missing documentation will be rejected at the supplier's expense. d) When the supplier is not the manufacturer, the manufacturer's Certificate of Compliance (C of C) is required, together with certification from any distributor, unless otherwise exempted by the contract.

MATERIAL SAFETY DATA SHEETS: Data sheets will be available for any delivery of hazardous material. Upon request the supplier shall provide the current edition of the Material Safety Data Sheet (MSDS) published by the manufacturer.

NONCONFORMING MATERIAL: Seller must notify Buyer of any non-conforming material that Seller desires to ship to Buyer prior to shipment. Seller must obtain approval from Buyer for nonconforming product before shipping to Buyer. Seller must notify Buyer in writing of any changes in product or process, changes of raw material supplier, changes of manufacturing facility location and, where required, obtain Buyer approval, and flow down to the supply chain the applicable requirements, including customer requirements.

LOT INTEGRITY: Each manufacturer's lot, contained in each shipment, must be segregated and identified when required.

PACKAGING: Suppliers shall ensure items are packaged to protect and to preclude damage in transit, comply with best commercial practices, and: a) Hazardous material shall be in approved containers b) Electronic equipment sensitive to electrostatic discharge (ESD) must be appropriately protected c) Product shall be protected against rust or corrosion d) Temperature and/or humidity sensitive material shall be clearly marked and appropriately packaged.

F.O.D.: The supplier shall ensure that all items delivered are free of any debris or foreign objects.

MARKING: Unless otherwise specified on the P.O., in agency regulation, part specification, or drawing, the part container marking of each delivery shall contain at a minimum the following fields: SigmaTron P.O. number, part number, revision level and quantity.

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USE OF SUB-TIER SUPPLIERS: Where SigmaTron authorizes use of sub-tier suppliers; the Purchase Order, drawings and specification requirements shall be flowed down by the supplier to the sub-tier suppliers.

REVISION LEVEL: Unless otherwise specified, parts shall be provided to the latest revision of the specification that is in effect at the date of a Purchase Order. A supplier must indicate the revision and certification levels on packages.

ALTERNATE PARTS/PART SUBSTITUTIONS: Alternate parts are not permitted unless agreed to by written Purchase Order amendment. Suppliers who violate this clause may be liable for costs associated with further processing.

ALTERED OR REWORKED ITEMS: Items, which have been altered or reworked, must have a sample submitted for preapproval by SigmaTron prior to shipment of the lot. Reworked and/or altered items must be identified with another lot number. In addition, any altered or reworked items must have a manufacturer's Certificate of Compliance ("C of C") that acknowledges the item was in compliance with the specification for which it was originally manufactured.

PEDIGREE OF PARTS: Supplier shall ensure that parts are manufactured by and traceable to, the approved manufacturer.

RECORDS RETENTION: The supplier shall retain certification/inspection records for a minimum of seven years, unless otherwise agreed upon by a contract in writing.

SUPPLIER DEVIATIONS/WAIVERS: a) Requests for Deviations/Waivers must be submitted for approval to the assigned SigmaTron Purchasing Agent. Deviations/Waivers must be approved prior to shipment of the product. b) After a Deviation/Waiver has been formally approved by SigmaTron, the supplier shall enclose a copy of the approved Deviation/Waiver with each shipment. Each affected product shall be identified and segregated from the conforming parts. c) The supplier shall provide a detailed cause- and-corrective-action statement, prior to SigmaTron's acceptance of the lot.

SURPLUS PARTS: Surplus parts are only allowed if they are in new, unused condition and traceable to a manufacturer's overrun. Also, surplus parts must be in the original manufacturer's packaging, with documentation traced to a manufacturer's lot. A new Purchase Order must be issued for all surplus parts.

AGE CONTROLLED MATERIALS: Unless otherwise specified, any age controlled materials shall be suitable for use when shipped to SigmaTron.

TEST REPORTS: Per P.O. requirements, chemical, mechanical and physical test reports are required with each delivery. If test reports are available online, the supplier must notify SigmaTron of where a specific (online) link is located.

ASBESTOS-FREE: Unless specifically agreed and stated on the P.O., no asbestos (as defined in FED-STD- 313) is permitted in any part(s) supplied to SigmaTron.

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ROHS-BANNED SUBSTANCES: As specifically stated on the P.O., parts may not contain substances banned under European Union directives (for RoHS).

REGISTRATION, EVALUATION, AUTHORIZATION AND RESTRICTION OF CHEMICALS (REACH):

- a) Suppliers are to meet current European Union REACH regulations unless waived in writing by a P.O.
- b) Suppliers are required to notify SigmaTron if an updated REACH directive cannot be met. The specific substance(s) not meeting requirements are to be listed along with the PPM amount.
- c) Suppliers are to reply to REACH directives with a "C of C" if requested by a SigmaTron representative.

CONFLICT MINERALS a) Suppliers are to comply with Section 1502 of the U.S. Dodd-Frank Consumer Protection Act. b) Suppliers are to give SigmaTron proof of complying with the law by completing the RMI, Responsible Minerals Initiative Reporting Template (CMRT), or equivalent documentation. c) Any supplier who stops complying with the law for any reason, even after being compliant, must notify SigmaTron in writing with explanatory details, and SigmaTron may suspend deliveries until the supplier is in compliance.

9.0 COUNTERFEIT PARTS: Suppliers must take steps to identify and mitigate the transfer of counterfeit parts. Referenced on this website.

10.0 PRODUCT SAFETY: Suppliers must take appropriate measures to assure their products are safe for use through the product life cycle.

11.0 ETHICS: SigmaTron expects its suppliers to address current business ethics issues as referenced on the "social responsibilities page."

12.0 The Uyghur Forced Labor Prevention Act (UFLPA), Suppliers are to maintain records that they comply with this Act.

The Act establishes a rebuttable presumption that the importation of any goods, wares, articles, and merchandise mined, produced, or manufactured wholly or in part in the Xinjiang Uyghur Autonomous Region of the People's Republic of China, or produced by an entity on a list required by clause (i), (ii), (iv) or (v) of section 2(d)(2)(B) of the Act, is prohibited by Section 307 of the Tariff Act of 1930 and that such goods, wares, articles, and merchandise are not entitled to entry to the United States. The rebuttable presumption goes into effect on June 21, 2022.

All importers are expected to review their supply chains thoroughly and institute reliable measures to ensure imported goods are not produced wholly or in part with convict labor, forced labor, and/or indentured labor (including forced or indentured child labor).