



24 Chenell Dr
Concord, NH03301
Ph: 603-410-6650
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Purchase Order Requirements

Contact Review and Print Verification

Vendors are expected to review prints, contracts, tech data sheets, PO requirements, etc. submitted by Agile Magnetics and communicate any discrepancies, recommendations or features that cannot be maintained (tolerances, surface finishes, etc.). Vendors will be expected to meet all requirements of the print if no deviations are requested in writing.

Order Identification

Documentation submitted by the vendor with shipments must include, at a minimum:

- 1) Agile Magnetics PO number
- 2) Agile Magnetics Part Number
- 3) Agile Magnetics Drawing number and rev as applicable

Certificates of Conformance

In instances where Certificates of Conformance are requested by Agile Magnetics, vendors shall supply an individual certificate separate from other documentation (packing slip, invoice, etc.). Certificates shall be signed by the appropriate vendor authority.

Inspection Data and Control of Records

Test and quality records shall be maintained by the vendor per any requirements outlined on the Agile Magnetics print, data sheet or PO. Such records shall be submitted in the requested format (electronic or paper). The vendor shall retain those records indefinitely unless a retention time and disposition method is explicitly communicated in writing to Agile Magnetics. Failure to maintain records that are legible, accurate and easily retrievable upon request by Agile Magnetics may result in the evaluation of the suitability of the vendor for future orders.

3rd Party Requirements

Agile Magnetics shall notify suppliers of any 3rd party requirements such as UL Standards, Copy Exact, RoHS, Reach, testing or manufacturing standards, etc. Notification of the requirement to meet any such standards will be presented on Purchase Orders, prints or data sheets. It is expected that the supplier will review the standards and notify Agile Magnetics if there will be any difficulty in achieving compliance.

Copy Exact

Various customers require that Agile Magnetics meet Copy Exact (CE) standards which ensure that there is no change to form, fit or function without prior notification and approval. This requirement does not affect all parts and Agile Magnetics will identify applicable components through drawings, data sheets or PO's. Parts can be assumed not to require CE notification unless it is explicitly requested. When CE notification is required, the vendor shall notify Agile Magnetics of changes in writing 270 days prior the desired implementation date. Agile Magnetics will submit the appropriate documentation to the end customer for approval and notify the vendor when the changes have been accepted and the material may ship.

Product and/or Process Change

Vendors shall notify Agile Magnetics of changes in product and/or process, changes in suppliers, changes of manufacturing facility location and obtain approval when such approval is requested by Agile Magnetics.

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Distribution (flow down) of Product Requirements

As necessary, vendors shall communicate requirements as identified in this document and other technical documents supplied by Agile Magnetics (prints, data sheets, etc) to their supply chain. The vendor is responsible for ensuring that their suppliers meet and can provide evidence of meeting these requirements.

Non-Conforming Product

Products that do not meet Agile Magnetics requirements as outlined in specs, prints, PO's or drawings shall meet the following standards:

- 1) All vendors shall notify Agile Magnetics of known non-conformances prior to shipping the affected product
- 2) Non-conforming products or materials that are approved by Agile Magnetics to ship must be clearly identified (tags, stickers, etc.) by the vendor to ensure that the material can be distinguished from conforming material

Right of Access

Agile Magnetics, its customers and regulatory authorities reserves the right of access to applicable areas of all supplier facilities as well as all applicable records.

Workmanship Standards

All parts must meet any explicit workmanship standards as defined by Agile Magnetics.

At a minimum all parts must be free of:

- 1) Voids
- 2) Pits
- 3) Discolorations
- 4) Scratches
- 5) Contamination (rust, oxidation, etc.)
- 6) Cracks
- 7) Dents
- 8) Cold solder joints/welds
- 9) Chemical residue (grease, glue, etc.)

The above requirements may or may not be explicitly referenced on Agile Magnetics prints. Any deviations must be documented by the customer and approved by Agile Magnetics prior to delivery.