

Vendor Information Requirements

NOTE - ALL DOCUMENTS MUST BE PROVIDED TO ST. CLAIR TECHNOLOGIES INC., IN ENGLISH

QUALITY REQUIREMENTS

As part of TS 16949 certification, our customer's requirements and the AIAG standards (PPAP & ISO/TS16949) we require the following information for the parts listed.

PPAP - Level 3 - Warrant, Parts, Drawings, Inspection Results, Laboratory and Function Results, Process Flow, Process Studies, Capability Studies, Process Control Plan, Gage Study, FMEA, DFMEA - - please ensure that these are submitted using the St. Clair Technologies Part Number on the Warrant

The AIAG PPAP manual requires that St. Clair Technologies Inc. **be immediately advised** of any design or process changes to the above mentioned part(s). Contact your planner or the Core Quality Team as shown below.

Material Certificate - Material certificates should reflect the actual test results performed on the parts. St. Clair Technologies require material composition and test results according to the specifications performed.

Laboratory accreditation and scope must accompany the Material Certification.

Laboratory Scope is quality record containing the following:

1. provide the specific test, evaluations and calibrations a supplier laboratory has the ability and competency to perform
2. list the equipment which it uses to perform the above
3. list the methods and standards to which it performs the above.

The part supplied to St. Clair Technologies must fully comply and pass all tests successfully.

The certificate is only valid for one year and must be renewed on a yearly basis. The validity date must show on the material certificate or it will be rejected. We require the re-issue of a valid certificate yearly.

Print - we require a print of specs on file for SQA receiving purposes

MSDS - Material Safety Data Sheets – provide if applicable to your product

IMDS - International Material Data System information - - **St. Clair Technologies IMDS # is 20724** - please ensure that all documents are submitted referencing our St. Clair Part Number.

STORAGE CRITERIA – Self life, specific temperature levels, and/or expiry information **MUST** be supplied prior to shipping to ensure proper storage of the material.

CUSTOMS COMPLIANCE REQUIREMENTS

NAFTA/Certificate of Origin - Blanket for each year is requested - Please forward the NAFTA/Certificate of Origin via fax to 520.746.8087 or by email to Rhopkins@stclairtech.com

CTPAT (Customs Trade Partnership Against Terrorism) Certification - Please forward the CTPAT Confirmation of Certification can be forwarded via the Status Verification Interface on the CBP web site, or provided via fax to 520.746.8087 or by email to CHunter@stclairtech.com

Certificate of Conformance/Compliance

Certificate of Conformance/Compliance - - to be faxed 519-627-5878 or emailed to lazevedo@stclairtech.com for each shipment ensuring that the following information is on the certificate of conformance/compliance - - purchase order number, SCT part number(s), supplier part number(s), quantities.

MARKING AND SHIPPING REQUIREMENTS

Supplier Label Specifications - - Please see website for requirements - - www.stclairtech.com – Supplier info / Supplier label specifications

SCT requires a packing slip to accompany each shipment including shipments of samples.

Packing slips must include at minimum the following data elements:

SCT Purchase Order Number

SCT Line number

SCT Release number (if PO is a blanket)

SCT Part number

Quantity Shipped

Certificate of Compliance Statement

Shipping Instructions – Reference **St. Clair Technologies Routing Guide** found on our Web site for Core Carrier listings, account numbers and additional shipping instructions

Quality Alert Instructions

Immediately email all pertinent details including images, lot numbers affected, manufacturing dates and your Quality Contact information to our **Core Quality Team**

- Cathy White - cwhite@stclairtech.com
- Lisa Azevedo - lazevedo@stclairtech.com
- Laura Ramos - lramos@stclairtech.com
- Sherry Slater - sslater@stclairtech.com
- Jorge Felix - jfelix@stclairtech.com
- Cristian Alvarado – calvarado@stclairtech.com

Time Line

Please provide a time line for completion/submission of each individual documentation requirement shown above. Time lines for completion can be submitted to your planner at St. Clair Technologies or to Corporate Supply Chain @ lazevedo@stclairtech.com

Special Status

Advise of any “Special Status” designation given to your company: Are you Veteran owned, Small business, Business in Depressed Location, Woman Owned, Minority Owned, etc? Please let us know when submitting your accounting information so we may fully utilize any programs which apply.