

Supplier Notifications

<u>Release</u>	<u>Letter</u>	<u>Note</u>
06/01/2015	A	initial
04/18/2016	B	Fixed form #
04/11/2018	C	Update for new branding

Goals

The Training Is Designed To:

- Increase awareness of the Plexus Supplier Notification Policy
- Identify supplier's responsibilities for the management of Supplier Notifications
- Define requirements for reporting changes
- Coach Suppliers and Manufacturers
- Provide information on the expectation for different change types

Plexus Policy

All changes shall be submitted to Plexus using the required Supplier Notification and Material/Process Change process. The process is described per the conditions of this document, the Plexus Purchase Order and the Plexus Supplier Quality Manual (DCS # 10503). These conditions state:

- A Supplier Notification is required for ALL changes on any type of material
- All Supplier Notifications shall be provided to Plexus as early as possible
- All PCNs shall be submitted with 90 days advance notice to the implementation (reference J-STD-046)
- PCNs for product discontinuance shall be submitted 180 days prior to last order dates and 365 days prior to last shipment release dates. Exceptions to this requirement may be based on pre-existing contractual requirements that are deemed to take precedence (reference JESD 48)

Note: The receipt of a Supplier Notification does not signify acceptance by Plexus of the proposed change.

Examples of Supplier Notifications

Any change related to a supplier, product or process requires a Supplier Notification.

Some examples include but are not limited to:

- Change to an existing manufacturing line or process
- Use of a new manufacturing line, machine or process
- Change of the manufacturing facility
- Change to an inspection process
- Change to production, quality or purchasing software
- Change to a quality system or an organization's key personnel
- Change in the supplier or the material
- Change in the manufacturer of a material
- Change made to a material or process from a sub tier supplier/manufacturer
- Change to product labeling, specifications or datasheet
- Proposed corrections to quality issues, yield or efficiency improvements

Documenting

The following is the minimum content of the Supplier Notification:

- Supplier Tracking number
- Product Identification (e.g., affected supplier part number(s), affected product lines including specific package types, product family).
- Customer part number(s)
- Detailed description of change(s).
- Method, if applicable, of identifying changed product
- Reason for change(s)
- Anticipated (positive and negative) impact on form, fit, function, quality or reliability.
- Proposed First Ship Date for change
- Supplier Qualification plan schedule and/or results, where applicable.
- Last date, if applicable, of manufacture of the unchanged product.
- Name, address, telephone, email, and fax number of supplier contact

It is encouraged that a supplier use Plexus Form 8991, available upon request by emailing pcns@plexus.com.

Plexus Form 8991 (1 of 3)

Complete Supplier Details

Supplier Details	
Supplier Tracking I.D.	Enter your unique Tracking / Reference I.D. for this change request
Supplier Name	Enter the Legal name of your company
Supplier Address	Enter the address of the location this change is being requested for
Supplier Number	Enter the Plexus Supplier number
Supplier Contact Name	Enter the person Plexus will contact regarding this change request
Supplier Contact Phone	Enter the telephone number of the contact person
Supplier Contact e-mail	Enter the e-mail address of the contact person

Plexus Form 8991 (2 of 3)

Complete Change Details

Change Details	
Change Title	Provide a brief title for the change (e.g. Change of Supplier for Material XY2)
Part Numbers / Rev	List or attach the Plexus part number(s) affected by this change and current revision
Customers Effected	Identify the Customers affected by this change (include applicable MPF(s))
Change Type	Identify the applicable Change Type (check all that apply)
	<input type="checkbox"/> End of Life Notification * <input type="checkbox"/> Management/Business/Name <input type="checkbox"/> Material Change
	<input type="checkbox"/> Errata / Clerical Correction * <input type="checkbox"/> Manufacturing Process Change <input type="checkbox"/> Response to Audit/CAPA
	<input type="checkbox"/> Alert <input type="checkbox"/> Measurement/ Test Method <input type="checkbox"/> Cost Saving
	<input type="checkbox"/> Design / Specification Change <input type="checkbox"/> Customer Initiated Change <input type="checkbox"/> Sterilization
	<input type="checkbox"/> Equipment/Facility Move <input type="checkbox"/> Quality Improvement <input type="checkbox"/> Sub-Tier Supplier Change
	<input type="checkbox"/> Labelling/Packaging/Storage <input type="checkbox"/> Other:
Change Description	Describe in detail WHAT is changing. Clearly outline the current and future state (FROM/TO). Outline what documentation would be impacted by the change (e.g. specifications, Control Plan, FMEA). Outline if the change is part of a large or multiple phase project plan. If needed, include additional detail in clearly identified attachments.
Reason for Change (Not required for * Change Types)	In non-expert terms, provide a background for the change and WHY it is necessary (e.g. Capacity, Raw Material Availability, Compliance, Quality Improvement, Cost Savings etc.). Include reference to any CAPA and the specific deficiencies the change would address. Also describe what would happen if the change wasn't made.

Plexus Form 8991 (3 of 3)

Complete Change Evaluation and Timing

Change Evaluation and Timing	
<p>Potential Risks (Not required for * Change Types)</p>	<p>Describe any currently known potential risks and plans to mitigate.</p>
<p>Evaluation of Change (Not required for * Change Types)</p>	<p>Provide a description of how the change will be evaluated. How will you determine the impact of the change on the performance of the part?</p>
<p>Supporting Documentation (Not required for * Change Types)</p>	<p>List and attach any relevant supportive information you currently have available that may assist with processing the change request (e.g. qualification/validation reports, data analysis, risk assessments etc.). If none write "none".</p>
<p>Proposed Implementation Date</p>	<p>Provide an estimate and justification for the proposed implementation date for the change.</p> <p>DD/MM/YYYY</p>

Submitting the Notification

- Submit all Supplier Notifications using Email to: pcns@plexus.com
- The Supplier Notification and supporting documentation (parts lists, qualification data, etc.) should be an electronically formatted document for programs such as PowerPoint, Word, Adobe(PDF) or Excel
- A separate parts list with the complete part number should be included anytime the Supplier Notification impacts more than 4 part numbers
- The Supplier Notification must be complete, legible, written in English and allow copying of all the text and information
- Verbal communication is unacceptable with the exception of immediate support to an urgent or critical email submittal
- When a notification is categorized as critical or high importance, the supplier should also communicate directly with the Plexus buyer in order to help prioritize processing of the notification.

Change Management Process

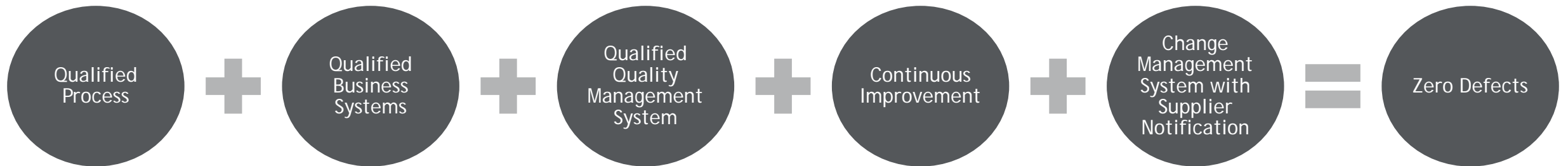
A Plexus supplier shall establish a change management process which will address all the Plexus requirements for supplier notifications.

- The process shall be documented within the quality system
- The process shall ensure that changes are processed according to all the Plexus requirements
- The process shall include the process used to flowdown and manage change notifications from your suppliers.
- The process shall ensure all proposed changes are adequately tested/qualified to meet the drawing or specifications
- The process shall support the timeframe for each notification type
- The process shall support control of the release for the proposed change

Compliance

As we all move toward zero defects and continuous improvement, awareness of change in the supply chain and proper execution of process qualification becomes increasingly important. Compliance to the Plexus policy for change control will assure improved yield quality and end customer satisfaction

A Supplier found to be deficient in their change control and change control notification process will be issued a formal corrective action.



Questions

- Questions regarding this process, and requests for Form 8991 may be submitted to: pcns@plexus.com