

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 1 of 23	Status: Approved

Customer No., name of the part:	
Perfect Coat No., name of the part:	

This requirements catalogue for purchased parts involves the following parts:

1	General provisions	2
2	Technical specification of the part and general requirements	5
3	Product design requirements	7
4	Quality requirements	11
5	Logistic requirements	16
6	References/Confirmations	22
7	Record of developing the individual chapters	23
8	Final review	23

Index	Change identification	Date
01	First issue	

Contact persons responsible for individual project areas:

Position	Chapter	Supplier / Name	Phone	E-mail
Supplier	-----			
PC - Purchasing	1, 6	Joey Welters	+31 6 573 420 75	joey.welters@perfectcoat.nl
PC - Project	2, 3	Joey Welters	+31 6 573 420 75	joey.welters@perfectcoat.nl
PC - Quality	4	Karin Steeghs	+31 6 573 420 22	karin.steeghs@perfectcoat.nl
PC - Logistics	5	Wil Rongen	+31 6 146 400 37	wil.rongen@perfectcoat.nl

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 2 of 23	Status: Approved

1 General provisions

The supplier shall clarify all not fully understandable requirements with the person responsible for the particular requirement (see table on the cover sheet of this document).

Perfect Coat may be invoiced only after all requirements quoted in the order and in the nomination letter are satisfied.

This document states binding requirements for a purchased part/system. The supplier shall review all requirements and confirm their feasibility. The supplier shall also confirm the part manufacturability on the basis of given specifications.

1.1 Required documentation

The basic requirements are described in the document **Quality Guidelines for suppliers of Perfect Coat**. These requirements, in detail described in this manual Quality Guidelines for suppliers of Perfect Coat, represent basic requirements and it is needed to understand and respect these as supplemental to specific requirements, as communicated by Perfect Coat purchasing department. The latest version of this manual is placed on the Perfect Coat website (www.perfectcoat.nl) and/or in a specific supplier directory. Suppliers must regularly check this document on our website or on in the specific supplier directory on our web based SaveIT Drive to make sure they are working with the latest version of this document.

Supplier provides following documents forthwith after nomination:

- Tool timing plan (lead time), timing plan of tool sampling (i.e. optimization loops)
- Project timing plan, including industrialization, testing plan, initial sampling plan, construction plan for checking fixtures on the basis of milestones listed in the chapter 1.2
- Organization chart of the project at the supplier incl. contacts

1.2 Milestones

The milestones listed hereunder are binding. Deviations are acceptable only with written consent of Perfect Coat.

1.2.1 Milestones binding for production supplier

Milestones binding for production supplier	Planned deadline
Submitting of tool concept by the supplier (if required)	
1. "drop-out" pieces from the series tool	
Start of pre-series supplies	
Submitting of initial sampling, including required documentation and tests (assessment 3)	
Submitting of initial sampling, including required documentation and tests (assessment 1)	
Manufacturing of test series)*	
Start of series production	

)* Test series = e.g. 2-day production, Run@Rate

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 3 of 23	Status: Approved

1.2.2 Milestones binding for development supplier *(for development supplier only, see chapter 2.1.)*

Milestones binding for design supplier	Planned deadline
Delivery of binding CAD and 2D drawings, prototype phase	
1. Fall-out pieces from the prototype tool	
Delivery of binding CAD and 2D drawings for series production	
1. Fall-out pieces from the series tool	
Beginning of the pre-series supplies	
Submitting of initial sampling, including required documentation and tests (assessment 3)	
Submitting of initial sampling, including required documentation and tests (assessment 1)	
Manufacturing of the test series)*	
Start of series production	

)* Test series = e.g. 2-day production, Run@Rate

Test series will be manufactured in the supplier's plant.

Purpose of the "Test series" process is to prove, if the suppliers are able to deliver parts for series production with the quality, quantity and deadline agreed. It also serves recognising possible quality and capacity problem at suppliers of purchased parts in time enough before start of series production.

If the test series shows, to a mutually agreed date, "red" status (i.e. failure to meet requirements), all costs connected with carrying out of further test series shall be covered by the supplier (i.e. including costs of Perfect Coat). The supplier shall cover the costs connected with carrying out of further test series also if the event of a test series production is delayed from the agreed plan due to supplier.

1.3 Monitoring of the project process

The supplier informs Perfect Coat about the stage of project regularly, with the frequency of once a week. With the consent of Perfect Coat forms of transmitting the information may be as follows:

- Meetings in the supplier's plant;
- Meetings in Perfect Coat;
- Meetings at the end-customer;
- Teleconference/videoconference/web conference;
- Written messages.

The supplier shall prepare a presentation about the stage of project, risks and of fulfilment of timing plan, change management and project economics for each meeting.

Common project reviews will be arranged upon finishing the project stages according to the timing plan.

1.4 Supplier evaluation

Suppliers of Perfect Coat are regularly evaluated. The results out of this evaluation will be uploaded to a specific defined supplier directory which we will communicate to you after closing the sales contract.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 4 of 23	Status: Approved

The supplier is required to check the status of the valid ratings stored at least once a month. In the case of a reduced grade rating of “B” (6 months average), the Contractor is required to submit his corrective measures on request.

In the case of a reduced grade rating of “C” (6 months average), the Supplier is required to enter its corrective actions on the Perfect Coat specific supplier directory which we will communicate to you after closing the sales contract.

1.5 Claims

Claim costs incurred to Perfect Coat follow the “*RATES FOR EXTRA WORK INT HE FIELD OF PURCHASING CLAIMS*” (see table below). The costs arisen from a claim by the end customer are charged separately from other claims identified in Perfect Coat. Eventual costs will be charged to the claim originator. The costs for parts enclose next to the price of part also secondary costs like assembly and disassembly costs, manipulation costs, logistic costs, administrative costs, or disposal/scrap costs.

Customer requirements regarding field claims and warranty costs apply to the full extent to direct suppliers delegated by Perfect Coat with supplies for car producer.

The final customer systems for dealing with warranty cases are asserted according to individual final customers and apply also to suppliers. This system is described in:

RATES FOR EXTRA WORK INT HE FIELD OF PURCHASING CLAIMS		
NAME OF OPERATION	RATE	UNIT
Issuing of claim record Rate for issuing the Claim record covers following costs: - Examining of uphold of nonconformity (vis-à-vis drawing, reference sample, assembly to counterpart, measuring) - Finding out the number of non-conform parts through sampling inspection of several supplied packaging units up to the total time of one hour at the most - Processing the claim in ERP system, or blocking the parts in ERP system - Sending the claim to supplier (e-mail)	150,--	[EUR]
Activity of Perfect Coat employee connected with handling the claim (e.g. sorting, packaging, repair, handling)	45,--	[EUR/hour]

1.6 Penalties for failing to meet PPM objectives

Failure to meet PPM objectives is subject to penalties:

Penalties are applicable, if PPM values exceed the defined target value in three consecutive months and are valid till the supplier decreases the PPM level under the target value.

First month in which the PPM objectives may be applied is SOP)* + 3 months, on account of target values with SOP. The penalty level is 1% of the part price.

The volume of parts considered contains parts supplied in one month. The penalty is applied with one-month delay for settlement of possible disputes and is deducted of the payment for parts.

)* SOP = start of production

1.7 Escalation process

The escalation process takes place at three levels described in the Quality Guidelines for Suppliers of Perfect Coat and will be uploaded to a specific defined supplier directory which we will communicate to you after closing the sales contract.

In case of any presence of a Suppliers Developer Auditor or Buyer at an escalation process, the Supplier will bear the cost of 500 EUR / 1 day of the Perfect Coat worker plus the documented travel costs.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 5 of 23	Status: Approved

2 Technical specification of the part and general requirements

2.1 Part development responsibility

Responsibility for development/design:	<i>Perfect Coat Internal note only</i>
<input type="checkbox"/> Perfect Coat	<i>if the a complete drawing for RFQ or realization is available, then is sufficient to fill in only 2.4 Requirements for surfaces and consider material determination , see chapter 2.5.</i>
<input type="checkbox"/> supplier nominated by end customer (OEM)	<i>Supplier creates a drawing. Perfect Coat development department checks manufacturing and inspecting dimensions, whether these fit to our assembly and customer requirement for gaps , consider filling chapter 2.7</i>
<input type="checkbox"/> supplier nominated by Perfect Coat	<i>For development placing/nomination is necessary to fill the requirements and expectations in point 2. Technical specification and in chapter 3. Product design requirements</i>
<input type="checkbox"/> product design and development (Design supplier)	

2.2 Specification documentation (inputs)

For realization the customer provides following documentation:

Document/File title	Document/File specification
<input type="checkbox"/> 3D CAD released for inquiry	
<input type="checkbox"/> Drawing released for inquiry (*1)	
<input type="checkbox"/> Product surface 3D CAD data (*2)	
<input type="checkbox"/> Product drawing released for realization (*2)	

(*1) ... if is a *complete drawing for inquiry or realization available (including weight, control manufacturing dimensions with tolerances, material description, product requirements + tests)*, then it is necessary to fill only the capture **2.4. Requirements surfaces**.

Also take into account if it is necessary to fill out a detailed commercial specification of the material in capture **2.5 Material** if on the drawing is mentioned the general type of material only

(* 2) ... only for suppliers as well as having developmental (design) responsibility

2.3 CAD system and data communication

The supplier shall dispose of following CAD elements for data creation and transfer:

Data format	CATIA V5-6 Release 2014 and lower verions or 3D STEP
Data transfer equipment	Internet - Protocol HTTPS
Communication partner for data transfer (name/e-mail/phone):	joey.welters@perfectcoat.nl / +31 6 573 420 22 karin.steeghs@perfectcoat.nl / +31 6 573 420 75

Perfect Coat does not warrant the completeness conversion into other formats.

Supplier shall have a management and archiving system for CAD data and drawings so that he assures that only latest data files are used and their loss is prohibited.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 6 of 23	Status: Approved

2.4 Surface requirements

A) <input type="checkbox"/> Non-visual product; there are no special visual requirements imposed on the product	
B) <input type="checkbox"/> Visual product without further surface modification	
C) <input type="checkbox"/> Surface fitted with profile/pattern:	Withdrawing angle:
D) <input type="checkbox"/> Surface fitted with surface profile created by additional production operations	

(For D) list requirements for surface including valid procedures: painting, chrome plating, flocking, anti-corrosion treatments of metal parts etc.

If B) or C) list specific requirements for design and appearance.)

Plastic parts that are intended for the paint process (2.4.D) shall comply with the following requirements:

1. The surface tension must be between the 38 mN/m - 48 mN/m.
2. The surface condition of the plastic product can differ per project and should be in accordance with the applicable standard.

As an example, some deviations that are not allowed: Blisters, bubble formation, polish marks, delamination, colour differences, scratches etc.

2.5 Material (*1)

<input type="checkbox"/> Detailed commercial material specification:	
<input type="checkbox"/> Part of the input documentation is the material type specification ; supplier makes the choice of business material specification with regards to product requirements and with all responsibility	
<input type="checkbox"/> Material choice is free and made by the design supplier with regards to product requirements and with all responsibility	

2.6 Weight (*1)

<input type="checkbox"/> There is a weight target of: g
<input type="checkbox"/> Weights of individual parts will be determined by the design supplier in the phase of product design

2.7 Dimensions and tolerances (*1)

<input type="checkbox"/> if there is no drawing, then a control dimension and production tolerances being considered as following (description, picture):
<input type="checkbox"/> No , control manufacturing dimensions and tolerances in the suppliers drawing, nominated by the final customer (OEM) , does not meet our requirements for internal assembly requirements, for final gaps defined by final customer. It is necessary to define tolerances Perfect Coat.
<input type="checkbox"/> Measures and manufacturing tolerances are determined by the design supplier

The design supplier develops and delivers tolerance analysis in which he documents connections of the determined measure tolerances and requirements, concerning e.g. gaps.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 7 of 23	Status: Approved

2.8 Use of product and its connection to the higher set (mounting and place of assembly)

(Shortly describe the way of using the product and its assembly within higher function units.)

2.9 Product description

(Shortly describe the product and its internal structure, split up into sub-sets and parts, or material type in connection with the possibility choice in chapter 2.7).

2.10 Product requirements (*1)

(Mention the product requirements: function and mechanical requirements, thermal, chemical and weather resistance, lifetime and reliability.)

2.11 Version/Design

(Furthermore, quote specific requirements concerning version, e.g. external and internal studs, placing of dividing surfaces and inflow gating, design of edges.)

2.12 Assembly and disassembly (*1)

(List specific assembly and disassembly requirements.)

2.13 Obligatory records of requirement (*1)

(Quote which parts are subject to obligatory record of requirement concerning flammability or other obligatory requirement records e.g. in context of airbag shot etc.)

2.14 Product feasibility and labelling (*1)

See the drawing.

Part marking according to the drawing. Part marking may not cause sinkmarks on visual surfaces.

Part marking shall be approved by Perfect Coat B.V.

If multiple tools are used, each cavity must have a specific number.

2.15 Tool design and performance

The tool concept has to be approved by Perfect Coat:

- The position of inflows (not to be in the visual areas, must not cause quality problems on appearance surfaces, must not restrict subsequent shape modification latches or potential bearing areas for latch)
- course of splitting line (the location of the splitting line must not interfere with the visual area), in the event that have to be in the visual areas, it must be approved by Perfect Coat.
- Ejectors positions have not restrict subsequent shaping modification of possible bearing surfaces for the latches)

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 8 of 23	Status: Approved

3 Product design and development requirements

(for development suppliers only)

3.1 Division of responsibilities

The design supplier bears the entire responsibility for meeting the requirements of technical product specifications. The control and coordinating role during designing the product is carried out by the product customer - the Engineering department of Perfect Coat.

The design supplier appoints a communication partner for the field of design and cooperates closely with the customer in form of simultaneous engineering. Meetings of simultaneous engineering take place in agreed regular intervals, usually at the customer.

Design supplier is obliged, on customer's request, to participate on the simultaneous engineering meetings and project reviews at the end customer/car producer).

3.2 Design team of the development supplier

The design supplier is obliged to use sufficient capacity for the design phase and to be prepared to strengthen it, if needed.

The design supplier shall present a name list of design team members.

The design team members shall:

- Be provably acquaint with the customer requirements
- Skills of defined design software
- Be trained in FMEA

The design team leader and his deputy shall have practical experience with design of similar products.

3.3 Scope of design

Following design loops are planned for the design:

Design loop	Date of finishing(outputs)	Remark

3.4 Book of duties

The design supplier shall review the product requirements in terms of their completeness, intelligibility, consistency, performability and eventually add his own know-how. He records these activities by developing his own book of duties, e.g. in the form of requirement compliance matrix. The methodology will be provided on request by the customer.

3.5 Manufacturability during design phases

In each design phase, the manufacturability of the product design draft shall be guaranteed. The design supplier involves expert employees into the design draft in time that will be guarantors of manufacturability and support it by appropriate involvement of process simulation calculations.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts	Type of Document: Procedure	
		Page 9 of 23	Status: Approved

Design CAD system and data communication

The supplier shall dispose of following CAD elements for data creation and transfer:

Design CAD system	
Data format	
Data transfer equipment	
SW for data check	
Communication partner for data transfer (name/e-mail/phone):	

Design supplier shall have a management and archiving system for CAD data and drawings so that he assures that only latest data files are used and their loss is prohibited.

3.6 CAE - simulation calculation, virtual prototyping

Design supplier shall make the following simulation calculations and present them to the customer:

Specification of calculation simulation

3.7 Drawings

Development supplier shall elaborate following drawings as outputs of the individual design phases and shall hand them over to the customer:

Design map	Drawing title

3.8 Requirements for CAD and drawing. RPS system

CAD requirements stated by:	<input type="checkbox"/> VW 01059 <input type="checkbox"/>
Drawing requirements stated by:	<input type="checkbox"/> VW 01014 and VW 01050-58 <input type="checkbox"/>
RPS system requirements stated by:	<input checked="" type="checkbox"/> VW 01055

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019	
	Document Title: Requirements Catalogue for purchased parts	Type of Document: Procedure		Page 10 of 23

3.9 Design requirements

Unless stated otherwise, relevant provisions of norm:

- VW 99000
 - others
- apply to design.

Especially following topics are concerned:

- Error management and risk management - sets of actions, action plans
- Changes during engineering phase and change responsibilities
- Preventive methods of risk and quality management - FMEA
- Copyrights
- Product history
- Part identification (labelling) and feasibility
- Environmental compatibility

3.10 Further requirements

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 11 of 23	Status: Approved

4 Quality requirements

4.1 General requirements

Supplier has established the quality management system which meets the requirements of IATF 16949 standard. The supplier shall be certified at least according to ISO 9001. Supplier applies the preventive quality engineering at own liability in the planning and engineering phase.

The supplier must fulfilled requirements/specifications of end customer:

- Formel Q, edition capability, Konkret, New parts
- VW 52000
- Other:

The parts must continuously meet all specified requirements defined by drawing and data (tests and requalification tests can be specified by Testing plan). The supplier is responsible for quality of products produced or delivered by him, including services of the subcontractors. If the supplier applies for deviation, he must, together with his request, send action plan for its elimination. Then Perfect Coat can release the deviation. Devious requirements on the drawing have priority to other specifications.

In the context of pre-serial deliveries, the supplier is obliged to ensure proper identification of parts and is also obliged to send the documents listed below to the appropriate QDC (Quality Department Contactperson) with each delivery in electronical version:

- Self-assessment in by Perfect Coat prescribed Excel format. Evaluation according to drawing or data - all dimensions, appearance, etc. unless agreed otherwise with the relevant SDE
- Part History with a detailed description of the changes between Generation statuses; including delivery note No. and date of delivery after change of Generation status.
- Each part must be labeled as required on drawing and by current generation status according to Part History. Marking generation status is mandatory also for serial deliveries until evaluated as fully OK (Note 1 - Approved, unless otherwise specified drawing) or otherwise agreed with parts where the marking is not possible.
- First delivery completed and IMDS.

Without this documentation and marking, the parts will not be released for production.

Perfect Coat is eligible to review processes in form of plant visit/audit within production of parts that are supplied to it.

In case the final customer is VW group the supplier is obliged to carry out Self-audit of all product categories process steps at least once a year. The Self-audit results are submitted by supplier to the Quality Department of Perfect Coat by uploading it to a specific defined supplier directory which we will communicate to you after closing the sales contract. Supplier's Self-audits methodology needs to follow current version of the Formel Q - Qualification and its forms.

In case the final customer is VW group, the supplier is obliged to register on VW server KBP (B2B) and thus will have access to the most current versions of documentation Group. Further the supplier is obliged to upload information about product safety representative appointment to a specific defined supplier directory which we will communicate to you after closing the sales contract.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 12 of 23	Status: Approved

4.2 Quality Supply Agreement

It is necessary to conclude the Quality Supply Agreement

4.3 Specific ppm targets

	SOP)* + 3 months	SOP + 6 months	Year:	Year:	Consequently to EOP)*
ppm value					

)* SOP = Start Of Production

)* EOP = End Of Production

Supplier commits himself to strive for “zero error” strategy and to apply continuous improvement in order to minimize the error percentage. The improvement is to be directed at meeting the ppm limits for the following years.

4.4 Documentation of process capability, special characteristics of process and parts

The checking fixture / measuring instrument is the responsibility of the supplier

The special characteristics are usually mentioned on drawing or in Quality Supply Agreement. For all special characteristics (parameters) related to product safety and or influencing the environment is used marking as "D". Functional characteristics affecting the use of the product are marked as "F".

Unless the special characteristics are defined by the customer, the special characteristics shall be specified by the supplier. Special characteristics must be clearly defined and controllable.

In case of the final customer is VW group, the supplier delivers together with initial sampling protocol D/TLD self-audit on a valid form according to the current edition of Formel Q capability, or self-evaluation about identical characteristics to similar products with the date of proceed and the next audit, if the parts has “D” characteristics.

The above must be completed before the "0" - series and hand over to the Customer with initial sampling.

Short-term process capability (P_p/P_{pk}) shall be documented with defined characteristics, not later than with submitting of initial samples.

Long-term process capability (C_p/C_{pk}) shall be performed on all defined special characteristics and up on request (in case of “D” characteristics 1x year) submitted to Perfect Coat.

Specific/particular characteristics must comply with defined values of P_p/P_{pk} and C_p/C_{pk} in order to achieve $C_p/C_{pk} \geq 1,67$ – if not stated otherwise.

P_p/P_{pk}	C_p/C_{pk}
$\geq 1,67$	$\geq 1,33$

Unless specific/particular characteristics are not suitable for determination of P_p/P_{pk} and C_p/C_{pk} values, then the determination of process capability is not required.

Supplier documents part and process special characteristics. He regularly performs audits of determining and recording of special characteristics of processes and parts supplied to Perfect Coat according to the method of:

Formel Q-konkret and Formel Q-Capability, Formel Q-New parts

Final customer specifications

Audit results are submitted to Perfect Coat, once a year (see chapter 1.4)

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 13 of 23	Status: Approved

4.5 Visual parts requirements

Judging of visual parts is made according to:

- Specification PCPP (Perfect Coat Painted Parts)
- specification PCCP (Perfect Coat Chrome-plated Parts)
- mutually agreed limit samples (Interior & Exterior Parts)
- VDA 16
- others:

4.6 Testing and checking fixtures

The supplier is required to set the process including test and checking fixtures for quality assurance. The development and construction of these facilities is the responsibility of the supplier and is subject to the approval of Perfect Coat.

4.7 Part and process approval

Following activities regarding quality planning shall be considered in the timing plan. The chosen documents are submitted to Perfect Coat for approval or information.

4.7.1 Proving of compliance with requirements

Compliance with all legislative requirements, with requirements of technical documentation (drawings, specifications, technical supply conditions, etc.), requirements of referred documents, as well as with all requirements of this document shall be documented and provided in a written and electronic form to Perfect Coat including testing reports, requalification plan and other documentation required. Number of pieces for supplying of samples shall be involved in the supplier's timing plan (approved by Perfect Coat). The samples shall be submitted free of charge to Perfect Coat.

Relevant department of Perfect Coat shall be informed about all changes of product, tool or production process (e.g. production transfer, new production facilities). In such cases, new sampling shall be carried out (mostly as a reduced initial sampling) in range of content changes and a new testing serie manufactured. Planned process changes at sub-supplier shall be reported to Perfect Coat and Perfect Coat is eligible to review processes in form of plant visit/audit within production of parts that are supplied to it.

4.7.2 Acceptance of initial samples

The supplier shall negotiate the scope and content of the Initial sampling report for purchased parts with the relevant department of Perfect Coat prior to the start of initial sampling process.

When submitting the initial samples, always at least 5 parts of each part version with identified generation status of the part shall be presented. The supplier shall agree the exact number of parts with Perfect Coat just before start of the sampling process. The initial samples shall be produced at series tools under the series conditions of series production.

Documentation for the initial sampling submits the supplier according to the following requirements in paper and electronic form PCP (Perfect Coat Projects web based SaveIT Drive):

- VDA 2 submission level:
- PPAP submission level:
- Others:

Required language for submission of initial sampling:

- English
- Dutch
- German

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 14 of 23	Status: Approved

Acceptance of initial samples shall be carried out by Perfect Coat.

Failing to submit of complete initial sampling to Perfect Coat is only possible in case of supplier nominated by the end customer (initial sampling is submitted to the end customer), with written agreement of the end customer. In such case, the supplier provides to Perfect Coat a copy of cover sheet of the initial sampling report approved by the end customer and cover sheet issued on Perfect Coat. Further in such case submits the supplier copies of performed verification tests, valid drawing, measurement report and at least 2 reference samples agreed by the end customer, unless otherwise agreed.

4.7.3 Re-qualification tests of parts during series production

The supplier plans and records the executing of periodic re-qualification tests. The supplier shall hand over the information about tests carried-out to the supplier on request, on required timing plan and in a clear form.

To insure required quality of deliveries the supplier is obliged to carry out regular re-qualification of his deliveries according to IATF 16949, as well as VDA "Robust production processes", chapter (5.3.4.). Unless the end-customer specifies otherwise, the records of evidence of such a re-qualification tests must be provided by the supplier automatically during a 2 years period from the last sampling otherwise the suppliers might be subject to penalization according to the chapter 4.7.4. of this document. It is supplier's own responsibility to create and record a plan of re-qualification tests. The supplier defines re-qualification tests including frequency of records into a control plan. The supplier provides together with initial sampling also plan of re-qualification tests with terms. The supplier records the status of performed re-qualifications and sends reports to relevant plant of Perfect Coat on request.

4.7.4 Sanctions

The supplier is obliged to cover all costs arising from his incorrectly elaborated sampling documentation. The supplier shall cover all extra costs for re-sampling of changes incurred at supplier's request.

If the part has been assembled in Perfect Coat for more than 6 months and keeps having only conditional release (evaluation of sampling Note 3 - Conditionally approved), the supplier runs sanctions of: 450 EUR for every month entered on.

Sanction cause	RATE
PCP (Perfect Coat Projects) not completed in required deadlines. Repeated mistakes on documents on PCP - web based SaveIT Drive	750 EUR
Required deadline for submitting of sampling unfulfilled	
Evaluation of sampling Note 6 - Rejected	
Not recorded and documented performance of re-qualification tests during a five-year period a chapter 4.7.3 from the initial sampling, a product subject to full re-qualification	
Repeated evaluation of sampling Note 3 – Conditionally approved for the same reason	
Not recorded and documented performance of flammability test according to TL 1010 within the specified time, 1per year.	
Delivering of incomplete documentation for sampling	190 EUR
Failure to upload the IMDS record in required deadline or wrong IMDS record	
Delivering of unlabelled samples	
Not submitted plan of re-qualification tests into Perfect Coat, a product subject to re-qualification	

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019	
	Document Title: Requirements Catalogue for purchased parts	Type of Document: Procedure		Page 15 of 23

In case of non-submitting of the complete re-qualification tests, these will be performed by Perfect Coat. and consequently charged to the supplier together with 10% regulation fee from total cost created on Perfect Coat side.

4.8 PCP

PCP (Perfect Coat Projects) is a specific defined supplier directory which we will communicate to you after closing the sales contract. PCP is a web based project drive of the Perfect Coat company, intended for project control, monitoring and reporting. Responsible Perfect Coat PM (Project Manager) will contact supplier with the request for account access and inform supplier about the way of training (when necessary).

4.9 Other requirements

For parts intended for painting are prohibited in all processes of any substance affecting adhesion.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 16 of 23	Status: Approved

5 Logistic requirements

5.1 General data for logistic

Expected consumption		
pcs/year	±	%

Assumed number of working days during the calendar year is . The requested flexibility is in direct link with the final customer's production, unless agreed otherwise.

The supplier must guarantee capacity of production in conformity with the inquiry.
 The supplier must present emergency plans for deliveries not later than 4 weeks before SOP.

The assumed time period of the project: years.

5.2 Incoterms ® 2010

Delivery Terms	Kies een item.	
----------------	----------------	--

5.3 Serial deliveries

5.3.1 System of deliveries

<input type="checkbox"/> FTL / FCL
<input type="checkbox"/> LTL / LCL (includes network collection)
<input type="checkbox"/> Parcel service, postal items

5.3.2 System of material calls/orders during serial production

Perfect Coat sends weekly, standard delivery schedules as per VDA 4905 (Just-in-time deliveries according VDA 4915). All schedules are sent at the beginning of a month and only the changed ones are sent after that. Our purchase orders are sent either via the internet portal, via email or as E-procurement (requirement-oriented daily, weekly and monthly requirements).

Type of material calls	Kies een item.
Presumable interval of ordering	Kies een item.
Number of fixed days in the disposition material call	

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 17 of 23	Status: Approved

5.3.2.1 Material call offs by email

The plant material planning department sends forecast of material call offs for 3 months in advance, updating is done every month. The plant material planning department sends select item hours in advance fixed material call offs by e-mail. Without a confirmation of the material call offs by the supplier within 24 hours the material call off is considered confirmed. The supplier dispatches the goods on the basis of this fixed material call off. The term contained in the material call offs shall be understood the term of delivery to the Perfect Coat facility.

5.3.2.2 Disposition (short-term) material call offs

The plant material planning department sends forecasts of material call offs for 3 months in advance. The call offs can be changed, based on the latest information from the final customer. Without confirmation of the material call offs by the supplier within 24 hours the material call off is considered confirmed. The supplier dispatches goods based on these prognoses. The term contained in the material call offs shall be understood the term of delivery to the Perfect Coat facility.

5.3.3 Material flow

In the whole material flow sector the "First in - First out" principle must be applied.
 In case of the emergency stock the principle of max. 1 month for the oldest parts must be applied.

Min. warehouse stock in the supplier	Kies een item.
Min. warehouse stock in Perfect Coat warehouse	Kies een item.
<input type="checkbox"/> Consignment supplier's stock	Kies een item.
Place of loading ^(S) :	
Receiving plant:	Kies een item.
Place of unloading ^(S) :	
Frequency of deliveries:	Kies een item.

^(S) Data fixed for the serial phase. In the quoting phase are not needed

The supplier shall present the general storage terms and conditions, if requested to do so.

The costs for the external warehouse incl. the costs for storing the supplier's consignment stock in this warehouse shall be borne by Perfect Coat, unless agreed otherwise.

FCA/EXW deliveries of parts shall be ensured by Perfect Coat at its own costs through the external provider. A precise periodicity of collections has been determined, the material calls are taken in the fixed days. The supplier is obliged to prepare the goods in accordance with the sent and confirmed order so that it may be available at the agreed day for loading within one hour after truck's arrival; The supplier is also obliged to advice the volumes ready for forwarding to the Perfect Coat forwarder, otherwise the supplier must deliver the goods at its own costs to the relevant place of destination within the defined term.

The supplier is responsible for correct quantities and kind of products in the package, based on the approved packing instructions; if these data are not followed and met, any corrective action shall be settled by the supplier at its own costs. The complaint will be issued afterwards.

In case of serial deliveries the supplier is responsible to record and approve the package account with the Perfect Coat company. This is done, based on the confirmed packing lists and approval of the monthly stocktaking lists on the last day of the month, otherwise the supplier can be burdened by the logistic complaint.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts		Type of Document: Procedure
		Page 19 of 23	Status: Approved

Perfect Coat

The supplier is obliged to deliver samples of parts for development of the relevant package in due time and in the requested quantity, otherwise the affected Perfect Coat plant is entitled to re-invoice the arisen extra costs to the supplier. Supplier cooperates on the packaging design with the relevant Perfect Coat plant. In case of need the supplier has to react within one week after the Perfect Coat request.

Completion of package development: weeks before production of the null series

- If requested to do so, Perfect Coat shall submit the assumed type of the basic package, its dimensions, weight, number of pieces inside the package, palletization and stacking height of the palletization unit to the supplier. The same data shall be submitted by Perfect Coat even for the assumed substitute package.
- In case of serial production Perfect Coat releases quantity of packages for circulation which is enough for working days. The packages released by Perfect Coat may not be used for unapproved logistic circulation without Perfect Coat approval, i.e. for instance for subcontractors, external providers of supplier's services, for internal needs of the supplier exceeding the scope of the agreed reserve stock. Such quantity of packages are put into circulation which guarantee coverage of the approved material flow between the Perfect Coat plant, external warehouse and the supplier, as well as their emergency stock.

Suitability of the designed package is verified by the transportation test organized by Perfect Coat. The package (incl. the substitute package) is released for serial deliveries by signing the packing regulations in the format pre-set by Perfect Coat by both parties.

Serial deliveries in the substitute package are realized only upon agreement with the contact person of the disposition procurement dept.

5.3.7 Marking/Labelling

The supplier must ensure the following marking/labelling of the deliveries of the serial parts

1. Label in conformity with Perfect Coat B.V. standard must be placed on each basic pack and on the complete loading units.
2. The label must be fixed to the package according to the instructions contained in the packing list.
3. Clear determination of the generation status of the part in case of each first delivery with a new generation status on the Perfect Coat B.V. label.

The parts have to be labelled according this instruction latest one month prio the null serie.

5.4 Deliveries of pre-serial parts and samples

5.4.1 Documentation

The supplier must accompany each delivery of the pre-serial parts as follows:

1. Delivery note conforming to the VDA 4939 standard
2. History of the part
3. Confirmation of quality for the pre-serial stage
4. Storing conditions

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts	Type of Document: Procedure	
		Page 20 of 23	Status: Approved

5.4.2 Packing

Supplier is responsible for packing of the pre-serial deliveries. Packaging may not cause damage of the parts. For packing of the pre-serial parts the carton package with the dimensions of the standard package must be used preferentially by the supplier.

5.4.3 Marking/Labeling

The supplier must ensure the following marking / labelling of the deliveries of the pre-serial parts

1. Label in the A5 format with the following information
 - a. Full name and address of the supplier
 - b. Perfect Coat part number or drawing number (if Perfect Coat part number is unavailable)
 - c. Quantity of parts in one delivery
 - d. Name and tel. of the consignor
 - e. Name and tel. of the consignee
 - f. Generation status
2. Moreover, in special cases special requirements can be determined and raised.

5.5 Logistic complaints

The following nonconformities shall be understood the logistic complaint:

1. breach of the packaging regulations
2. late, earlier, uncomplete or exceeding dispatch of the consignment (delivery)
3. mistakes in the delivery notes (quantity designation, order number)
4. mistakes in ASN messages
5. mistakes in marking of the packaging unit
6. uncomplete shipment documentation
7. exceeding of 60 minutes of loading/unloading of the truck

In case of erroneous delivery the following procedure shall be applied:

1. The supplier receives the nonconformity advice from the Perfect Coat disposition procurement department in writing. On the basis of the logistic nonconformity the "Complaint Report" is issued and indemnity for possible extra costs calculated in conformity with the valid Perfect Coat price list, see. sec. 1.5 of this document.
2. Costs for the logistic complaint shall be transferred to the supplier (offset or direct invoicing)
3. Logistic complaints are then considered in regular assessment of the supplier.

Project and name of the part:	
-------------------------------	--

	Process: Purchasing	Document Number: PR.1.2.11	Date of Release: 01/06/2019
	Document Title: Requirements Catalogue for purchased parts	Type of Document: Procedure	
		Page 21 of 23	Status: Approved

5.6 Invoicing

Type of invoicing	Kies een item.
-------------------	----------------

5.6.1 Standard invoicing

The supplier issues the invoice, based on the agreed terms of delivery and payment terms.

5.6.2 Self-invoicing (self-billing)

In the self-invoicing system the invoices are not issued by the supplier, but by the relevant Perfect Coat plant instead (based on material release for production), unless agreed otherwise. On the basis of this self-invoice the supplier is paid the relevant sum.

The supplier shall notify interval of the numerical series of the invoices (within which the invoices shall be issued) to the financial accounting department of the relevant Perfect Coat plant. The numerical series contains 8 digits.

Maturity of the invoices is determined in the Annex to the General Contract.

5.7 Further requirements

For purpose of INTRASTAT reporting or customs purposes the supplier shall notify (not later than with the first serial delivery) the delivered material code to Perfect Coat logistic department and send the official confirmation of the country of origin to the Perfect Coat procurement department. This certificate must be updated once a year, always in January.

5.8 List of logistic abbreviations

FTL	full truck load
FCL	full container load
LTL	less truck load
LCL	less container load

Project and name of the part:	
-------------------------------	--



Process:
Purchasing

Document Number:
PR.1.2.11

Date of Release:
01/06/2019

Document Title: Requirements Catalogue for purchased parts

Type of Document: Procedure

Page 22 of 23

Status: Approved

6 References/Confirmations

6.1 List of product references

The submitted Requirements Catalogue for Purchased Parts is valid for all parts listed below:

Name/identification	Part number	Drawing number

6.2 Confirmation on the part of the supplier

Please send this signed document per email address to the relevant buyer, contact see chapter 1.

We acknowledge the provisions of the current specifications of the Requirements catalogue for purchased parts, issue, as of to the full extent.

Date:

Signature and stamp of supplier:

Project and name of the part:	
-------------------------------	--

7 Record of developing the individual chapters

By marking the author confirms the responsibility for completion of relevant area

Chapter	Issued by (name)	Date of issue
1, 6 <input type="checkbox"/>		
2, 3 <input type="checkbox"/>		
4 <input type="checkbox"/>		
5 <input type="checkbox"/>		

8 Final review

8.1 Definition of the final review

The Requirements Catalogue for Purchased Parts is subject to final review before handing over to the supplier. The subject of the final review is the formal correctness and entirety. Specialist of the Supplier development department or buyer carries out the final review and at the same time issues a record of the review.

8.2 Record of the final review

Kies een item.

Reviewed by (name and email)	Signature	Date

Project and
name of the part: