



# SUPPLIER MANUAL

Document Number:	Release Date:	Revision Date:	Responsible Dept:	Reviewed Date:
<b>COR-PO-1007</b>	1/2003	3/19/2019	QA   PURCHASING	<b>7/7/2022</b>

## 1. - Purpose:

Communicate the processes and requirements implemented by IDEAL Clamp Products Inc. for the evaluation, selection, performance tracking, and development of its suppliers of product, processes, and services.

## 2. - Scope:

This supplier manual applies to all suppliers of products, processes, and services that are integrated into IDEAL's final products. Requirements listed in this manual may apply to suppliers of indirect materials, parts, or services such as consumable tools, and supplies (MRO's materials), and non-production services, their applicability will be documented on the purchase order. The guidelines described in this manual apply to all Global IDEAL suppliers of prototype, production and service components, as well as suppliers furnishing materials, equipment and services.

## I. - PRE-SELECTION PHASE:

### 3. - Code of Conduct:

IDEAL encourages and expects that its employees and suppliers conduct business in an environment of courtesy, mutual respect, and impartiality with an open and honest communication. Suppliers are expected to understand and act consistent with IDEAL's approach to integrity, responsible sourcing, and supply chain management. IDEAL expects that its suppliers will cascade similar expectations through their own supply chains. IDEAL chooses its suppliers carefully, and expects that they will satisfy contractual requirements, comply with laws, regulations, and act in a way consistent with the principles and values of our Code of Conduct.

**Forced Labor** Suppliers will not use slave, prisoner or any other form of forced or involuntary labor. Suppliers must take reasonable measures to ensure that all of their employees understand the terms of their employment.

**Child Labor** Suppliers will not use child labor. IDEAL has a zero tolerance policy regarding the employment of children where the age of employment is not in accordance with applicable laws.

**Human Trafficking** Suppliers will not engage, directly or indirectly, in human trafficking. IDEAL prohibits human trafficking abuses.

**Wages & Benefits** Suppliers will comply with applicable laws regulating work hours, wages and benefits. Employees must be paid in a timely fashion that meets or exceeds legal minimum standards.

**Labor Brokers** If necessary for a supplier to use a labor broker, the supplier will ensure the broker employs ethical recruitment practices, complies with applicable laws, and does not withhold identity documents.

**Harassment & Discrimination** Suppliers will not discriminate on the basis of gender, color, race, national origin, religion, sexual orientation, age, veteran status, disability or gender identity. Harassment or discrimination of any kind will not be tolerated.

**Freedom of Association and Collective Bargaining** Suppliers will comply with applicable laws that recognize and respect the rights of employees to freedom of association and collective bargaining.



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**Anti-Corruption/Anti-Bribery** Suppliers will not tolerate corruption, bribery, embezzlement or fraud in any form. This includes giving or receiving anything of value, including money, gifts or unlawful incentives to improperly influence negotiations or any other dealings with governments and government officials, customers, or any other third parties. As part of IDEAL's anti-bribery policy, IDEAL policies prohibit that its employees accept any gift or service of a value that could influence their business decision.

**Ethical Behavior** Suppliers will avoid conflicts of interest and operate honestly and ethically throughout the supply chain and in accordance with applicable law, including those laws pertaining to: anti-competitive business practices, respect for and protection of intellectual property, company and personal data, export controls and economic sanctions.

**Reporting and Non-Retaliation** Suppliers will provide an adequate mechanism for their employees to report integrity concern, safety issues and misconduct without fear of retaliation. Suppliers will also appropriately investigate reports and take corrective action, if needed. Suppliers will prohibit retaliation.

IDEAL expects the supplier to comply with all applicable customers, statutory and regulatory requirements in the country of receipt, the country of shipment, and the country of destination. It is a must that prohibited substances should not be contained in parts, materials or services supplied to IDEAL Clamp Products, Inc.

**Reporting Integrity** Subject to any restriction posed by law, suppliers will promptly inform IDEAL of any concern related to issues governed by this Supplier Code of Conduct. IDEAL prohibits retaliation against any person reporting such a concern. To report a concern, suppliers can speak directly to their Purchasing Representative.

#### **4. - Responsibility:**

IDEAL procurement department is responsible to keep this manual updated and to communicate it to IDEAL suppliers. Suppliers are responsible to communicate supplier manual requirement to their teams and any other statutory, regulatory, or AOE customer specific requirement that may apply.

## **II. - SELECTION PHASE**

#### **5. - Supplier selection process:**

**New Suppliers:** New suppliers are selected and approved based on their certification level, self-assessment, on-site assessment (if applicable), and financial stability. For supplier without ISO-9001:2015 or IATF-16949 certification the minimum assessment score to be considered as a potential vendor is 350 points. Also an annual on-site Business Management audit will be required.

**Current Approved Suppliers:** Current approved suppliers are potential candidates for the new business, if applicable, based on their supplier performance in environmental management, quality, delivery and financial stability. Current approved suppliers need to keep a supplier assessment score equal or above 350 points, they will be placed on probation if supplier assessment score falls below 350 points and a recovery plan will be requested.

NOTE: In some cases IDEAL may wish to revisit existing suppliers or may ask existing suppliers being considered for new business to update some of the information in these assessments.

Not all suppliers will require an onsite assessment, depending on the nature of the product that they supply and their certification level.



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## 5.1 Technical capability review:

A cross-functional team (engineering and applicable technical function) reviews all the information gathered on the potential supplier such as special characteristic pass-through characteristic, control plan, core tools, applicable CQIs, financial stability, plan capacity, PPMs, O.T.D, ISO compliance, accreditations. Purchasing and quality functions opinion will be taken in consideration on final sourcing decision.

## 5.2 Award Business:

Quality performance, including warranty experience with existing supplier, and technical performance are the main drivers for assigning a business to a supplier.

## III. - APQP / PPAP PHASE

### 6.0 APQP / PPAP:

Samples of new products, processes, and services must be managed through a documented and well controlled APQP/PPAP process, using the most current version of AIAG APQP and PPAP documents. The default PPAP level for all initial PPAP submissions shall be Level 3 unless otherwise directed by IDEAL for new product, processes, or services that will be integrated into finished IDEAL product. Documentation to level 3 must keep on file at the supplier plant and be available upon request.

### 6.1 Process capability requirements:

Suppliers must have the ability to provide the required information and data that meets or exceeds;

- 1.67 Ppk at initial sample submission (Short-term capability studies - 100 parts/data points minimum).
- 1.33 Cpk during ongoing production (Long-term capability studies).

### 6.2 PPAP Inspection data must:

- Address all dimensional and notes shown on the PO, purchasing specifications and prints.
- Be reported on the PPAP Dimensional Results sheet in the same units (e.g. inch, metric, hardness scale, etc.) as shown on the purchasing specification and prints.
- Identify on the purchasing specification and prints the measurement/note/etc. with a letter/number and coordinate dimensional result with the same number/letter.

Suppliers are responsible for applying the PPAP requirements to subcontracted parts/material, processes, and services where applicable.

Laboratory data from commercial/independent labs used in submissions must be from an A2LA (American Association for Laboratory Accreditation) or an accredited lab and less than one year old.

All sample part containers or material skids/bundles shall be clearly labeled as "Sample Material/PPAP Parts" with the IDEAL part number. PPAP submissions are to be received at the same time or prior to receipt of parts/material. Parts/material received without appropriate documentation may be returned to the supplier at the suppliers cost. Six sample parts/strips of material are required to be submitted with the PPAP for approval including parts from multiple cavities.



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The supplier must receive written PPAP authorization from IDEAL prior to shipping production parts/materials. Once approved, it is the supplier's responsibility to ensure that all products meet the specified requirements.

The PPAP submission package can be mailed to:  
 IDEAL Clamp Product, Inc.  
 Attn: Supplier Quality Engineering  
 8100 Tridon Dr.  
 Smyrna, TN 37167

### 6.2 (a) Re-Certification:

Suppliers are expected to maintain the same process and quality levels approved during the original PPAP submission throughout the life cycle of the product. Suppliers must be able to provide evidence (if requested) demonstrating their product and process meets the standards established at PPAP.

Examples of the level of evidence IDEAL might request:

- **Level 1** - Warrant Only
- **Level 3** - Full submission
- **Level 4** - Warrant and other documents as defined by IDEAL

### 6.3 Annual Revalidation:

Annual revalidation of supplier's parts may be requested. Requirements for annual submission will be based on supplier performance. All laboratory data for parts/material, performance, and durability test results must be less than one year old, and performed by an accredited laboratory in accordance with the ISO 9001:2008, AIAG requirements and per customer specification. Suppliers that send parts/material certification performed by an accredited lab do not need to revalidate product.

### 6.4 Workplace Safety:

Suppliers will provide clean, healthy and safe environments for their employees that meet or exceed legal standards. Suppliers will have safety procedures for their employees and tracking tools that drive to a goal of zero workplace safety incidents. Supplier employees will have the right to refuse work and report any condition (s) that are deemed unsafe.

### 6.5 Environment:

Suppliers will look to conserve resources and protect the communities and environment that surround them. IDEAL encourages its suppliers to:

- Minimize waste generation and prevent pollution
- Conserve natural resources, including energy, water and raw materials
- Procure materials from sustainable sources when practical
- Assess the Lifecycle of products and materials
- Protect the environment
- Abide by all local, state, provinces, federal, and, international environmental laws

### 6.6 Government Safety Requirements:

All materials used in manufacturing/processing shall satisfy current governmental and safety constraints on restricted, radioactive, toxic, hazardous materials, environmental, electrical and electromagnetic considerations.



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All IDEAL Clamp Suppliers must comply with the following:

- GADSL, Global Automotive Declarable Substance List reporting thru MDSysstem.com, **IMDS** submission or **Full Material Disclosure**.
- Conflict Minerals Reporting required by the Dodd-Frank Wall Street Reform and Consumer Protection Act
- Radioactive Material detection requirements
- Updates to the following regulations as they are updated unless Full Material Disclosure is received:
- RoHS, latest version of the Directive 2011/863/EU
- California Proposition 65 Labeling & Reporting Requirements
- REACH (EC) No 1907/2006 for chemicals on Annex XIV, SVHC, Substances of Very High Concern reporting (six month updates as this Candidate is updated)
- REACH (EC) No 1907/2006 for chemicals on Annex XVII for restricted substance requirements
- POP, Persistent Organic Pollutants, EC 850/2004 and Amending Directive 79/117/EEC
- Biocidal Products Regulation (EU) No 528/2012 (BPR)

IDEAL is committed to sourcing responsibly and may require suppliers to sign an agreement that they are in compliance with the above acts or standards or to inform IDEAL if compliance cannot be accomplished.

A properly descriptive Safety Data Sheet and compliance documents noted above shall accompany initial shipments or included with PPAP. Declarations shall be as follows:

- a) Be on Company Letterhead
- b) Include the proper Regulation legislative reference
- c) Include unique reference to parts or products being covered by the declaration**
- d) Declares compliance status (Does or does not contain substances on the specified list i.e. SVHC, RoHS, Conflict Mineral, etc.)
- e) Declares substances present if applicable
- f) Signed by appropriate individual (Name, title, date. Position title should indicate a degree of familiarity with materials or product adequate to stating compliance status)
- g) Date of reference.
- h) **Note:** If the product contains a “restricted substance”, indicate the restrictions or conditions for use.
- i) Ensure that product packaging is included in the product declaration.

Updates or revisions shall be sent via mail, e-mail, or portal no later than the delivery of the respective parts/material to:  
IDEAL Clamp Products, Inc.  
Attn: Quality SQE  
8100 Tridon Dr.  
Smyrna, TN 37167

## 6.7 Run-at-Rate.

The supplier shall provide the Run @ Rate results with the initial PPAP submission when requested by IDEAL. IDEAL reserves the right to conduct on-site verification of the Run at Rate anytime during the life cycle of the product.

Any quality concerns identified during the Run @ Rate trials must be properly analyzed and corrective action implemented. The failure modes must be included in the PFMEA and the controls must be verified and recorded in the control plan.



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## 6.8 - Quality Management System Requirements:

IDEAL expectation is zero defects from its suppliers. Suppliers are responsible for the quality of the products, processes, and services they provide to IDEAL, therefore they must have in place a quality management system that is capable to provide consistently zero defects to IDEAL. Suppliers are expected to develop, document, implement, and maintain a quality management system in compliance with ISO-9001:2015 with the ultimate goal of achieving IATF-16949:2016 certification. Unless otherwise specified by IDEAL customer, the following sequence should be applied to achieve this requirement:

- a) Certification to ISO-9001:2015 through a third-party audit.
- b) Certification to ISO-9001 with compliance to MAQASR (Minimum Automotive Quality Management System Requirements for Sub-Tier suppliers) through a second party audit.
- c) Certification to ISO-9001 with compliance to IATF-16949:2016 through second-party audit.
- d) Certification to IATF-16949 through a third party-audit.

At each certification or re-certification, IDEAL requests suppliers to provide a copy of the active certification to be sent to IDEAL via fax or e-mail to the e-mail address provided by your Purchasing Contact.

### 6.8.1 Contact List

The supplier shall furnish a contact list to IDEAL Supplier Development which identifies both a Liaison enabled to respond to immediate product or service concerns, a member of management with overall responsibility for quality assurance and the person who is responsible for responding to customer complaints. It is the supplier's responsibility to update this list as changes occur. The list is to include fax numbers and e-mail addresses.

The contact list, with phone, fax, and e-mail information, furnished by the supplier is to be used solely for quality and performance issues and will remain otherwise confidential.

The supplier will maintain an appropriate representative for immediate response to IDEAL concerns.

### 6.8.2 Material Certifications:

#### Steel and other materials, rubber, plastic, etc...

Suppliers shall verify each heat of incoming raw material for correct material, quality and cleanliness of the material and verification of chemical and physical properties. All records of compliance must be maintained in a file. Material certification including all chemical and physical properties identified on the IDEAL material specification or purchasing documents shall be supplied to IDEAL prior to shipment. Units of measure on material certifications shall be the same as used on the IDEAL purchasing specification.

#### Chemicals/Coatings:

Suppliers must provide written evidence that all chemicals/coatings and the processes used to apply them fully meet the requirements and specifications called out on the drawing or material specification. Suppliers are responsible to provide test data and results, (salt spray testing, plating thickness etc...) for any/all applicable standards or specifications as required. It is the supplier's responsibility to ensure any/all chemicals and coatings applied to finished components are properly reported in IMDS/REACH and fully comply with these regulations.

#### Heat Treat/Plating/Welding/Soldering:

Process suppliers and their sub suppliers shall use the AIAG Guideline manuals, to perform and document process audits and evaluations.



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- CQI-9- Heat Treating (2nd Edition)
- CQI-11- Plating
- CQI-12- Coatings
- CQI-15- Welding Process Assessment
- CQI-17- Soldering Process Assessment

The process evaluations shall include the self-assessment, actions taken and audit records the audits shall be conducted on an annual basis, with the CQI checklist.

### 6.8.3 Deviation:

If parts/material does not meet specification, a deviation must be requested before the parts/material is sent. Parts/material tags and certifications must have IDEAL issued deviation number shown. If you are requesting or requested to send "Out of IDEAL Specification" parts/material to IDEAL, the person giving IDEAL's permission must give you an IDEAL Deviation Number. Detail records of deviated material must be kept and made available upon IDEAL request. A recovering plan should be submitted to IDEAL within 24 Hrs. of deviation request.

### 6.8.4 Lot Traceability:

Supplier must have traceability to their raw materials on all product, processes, and services that provide to IDEAL Clamp Products Inc., if applicable. Supplier must have a unique number printed on their tags and certifications that allow them to trace the product back through their process. IDEAL expects suppliers to be able to respond with full traceability information including ship dates, quantities, quality and test status, and where used within 24 hours of request.

When processing IDEAL parts, lot integrity is expected unless stated in writing from IDEAL's Quality Manager. When processing IDEAL parts/material, IDEAL's traceability number must be referenced on all of the sub-contractors paperwork.

Suppliers of parts/material must have traceability that allows them to trace the product back through their process to raw material used and a unique number must be placed on tags/labels and certifications. Suppliers are expected to use First-In First-Out (FIFO) materials handling approach.

### 6.8.5 Packaging and Labeling:

Raw parts/material must be packaged per Purchasing Specification packaging spec. Processing suppliers must return product in IDEAL returnable containers. All suppliers should use the standard AIAG bar code label including;

- Supplier name
- Date of shipment
- Packing slip number or Process ticket number
- Purchase order number
- IDEAL Part number and Revision Level
- Quantity
- Carrier information



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## 6.8.6 Receiving of Goods:

An advanced shipping notice is to be sent to IDEAL with the certification prior to shipment of parts/material if required. The certification should be e-mailed or faxed to IDEAL Receiving Department and the advanced shipping notification should be faxed or e-mailed to IDEAL Purchasing for raw material and purchased parts. For processing Suppliers, the IDEAL travel card is where certification is recorded and is sent with processed parts/material. Phone numbers and e-mail addresses are available through Purchasing. The parts/materials consigned to IDEAL cannot be released by the outside warehouse to IDEAL without IDEAL approving the Material Certifications from the supplier. If IDEAL does not receive certification prior to receiving purchased parts/material there may be a charge occurred for processing.

## 6.8.7 Delivery Requirements:

As in all business systems, on time delivery is critical. Suppliers to IDEAL must strive for 100% on time delivery and corrective action may be required when product is not delivered on time. Delivery windows are established for suppliers by the Receiving Department.

Purchasing will either specify a carrier for the supplier to use or supply a list of approved carriers and any shipment by an unauthorized carrier is subject to refusal. If you have any question about carriers contact the IDEAL Purchasing Department.

Suppliers are responsible for communicating any/all changes or updates relating to timely delivery of materials. Suppliers shall immediately notify the IDEAL plant of any unexpected changes, risks or modifications to shipping/delivery schedules.

Examples of some of the items suppliers must communicate to IDEAL are:

- Changes in delivery schedule/time
- Changes in delivery method/loading
- Potential damage/ potential loss of product due to shipping
- Any concerns with the carrier or the carrier equipment
- Any changes in the route that could possible add risk to the shipment

## 6.8.8 Rejected Parts/material:

When parts/material is rejected by IDEAL, the supplier will receive a copy of the Rejection and Identification Report (RID) at which time the supplier may come to IDEAL to view the parts/material or may disposition the parts/material without viewing the parts/material. The supplier has 5 working days to issue a RMA with a disposition for the parts/material from the date of receipt of the RID. At the end of 5 working days, the material may be returned to the supplier at the supplier's expense. The supplier may choose one of the following:

Return: Supplier will arrange freight for Parts/material that will be returned to supplier at suppliers cost.

Scrap: Parts/material will be scrapped at IDEAL and the supplier debited with scrap amount.

In some cases where shut down situations are caused by the supplier sending unacceptable parts/material, the supplier will be asked to sort onsite at the IDEAL facility. At this time the supplier may be given their choice of the following:





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Sort: To come into the plant to sort parts/material, pay for a 3<sup>rd</sup> party sort company to sort the parts / material, or to have certified replacement parts/material sent in the next day and the parts/material sent back to be sorted. Downtime charges will be handled on a case-by-case basis depending on the equipment affected.

Defective Material: Repair cost and down time caused by supplier material will be charged back to supplier @ \$250.00 USD per machine per hour, labor cost @ \$50.00 per hour plus cost of tooling

Tooling Rework: Supplied parts/ material requiring IDEAL tool room time for rework will be charged back @ USD \$50.00 per hour. Downtime charges @ \$250.00 USD will be handled on a case-by-case basis depending on the equipment affected.

An administrative charge of \$500.00 USD per occurrence may be issued for each shipment of unacceptable product, late delivery, or incomplete product or shipping information. Reimbursement of all charges from an IDEAL customer will be forwarded on to supplier along with any expedited freight cost incurred.

## **Controlled Shipping Level 1 and Level 2 (CS-1/CS-2)**

Occasionally, supplier response may not be adequate to prevent recurrence or to effectively contain suspect product and safeguard Ideal and our customer from potential field issues or production stoppage. Should this occur Ideal will have suppliers implement special measures such as a Controlled Shipping process to help reduce the risk. Ideal will inform the supplier in writing defining the controls we have chosen and where those controls should be implemented.

- **Controlled Level Shipping 1 (CS-1)** CS-1 typically includes a problem solving process as well as redundant inspection process. The CS-1 is implemented at the manufacturing location and utilizes in-house staff for the process. The primary goal is to ensure that NO defects can leave the production facility and that all corrective actions and controls implemented are effective. CS-1 is often referred to as the “Manager’s Containment” because in most cases, it requires a sign-off and formal control by someone on the management staff.
- **Controlled Level Shipping 2 (CS2)** CS-2 includes the same processes as CS-1 with additional inspection and auditing performed by a third party representing the customer’s interests specific to the containment activity. Normally the third party is selected by the customer, approved by the customer, but paid for by the party under controlled shipping. CS-2 can be implemented at several locations in the supply chain depending on where the action will be most effective. (Manufacturing plant, Customer Plant, off site, etc...)

Data must be collected for either level of containment to ensure the effectiveness of the containment, lot control and traceability of all suspect or “controlled” product and to demonstrate the permanent corrective actions are effective. In some cases the controlled shipping may verify “interim actions”.

## **IV. - PERFORMANCE MONITORING, DEVELOPMENT, AND/ OR ESCALATION PHASE**

### **7.0 Changes:**

No product or production process change is allowed after PPAP approval without prior written authorization by IDEAL quality department.

### **7.1 Supplier performance e monitoring:**

IDEAL monitors its supplier’s performance through the use of the following key metrics and acceptance criteria:



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1) Quality (40 points)		2) Service Responsiveness (40 points)		3) Quality Certification, Environmental Certification and Service Value (20 points)		4) Score	
<b>PPMs (20 Points)</b>		<b>On-Time-to-Request Delivery within the Supplier Stated Lead Times (30 Points)</b>		Certified to either IATF-16949:2016 or ISO-9001:2015		Performance is not acceptable and requires supplier development, escalation, and/or desourcing. Troubled and in danger of being removed as an IDEAL Supplier	
20	0 to 100	30	100% On time	5 Points		< 75	
15	101 to 500	20	1 Weeks	Certified to ISO-14001:2015	5 Points	Approved 75-85	
10	501 to 800	10	2 Weeks				
5	801 to 1000	5	3 Weeks				
0	>1000	0	>3 Weeks				
<b># Reject Incidents (20 Points)</b>		<b>Premium Freight Incidents (10 Possible Points)</b>		Quality/Environmental Survey Current survey on file		Preferred	
20	0	10 points	0 Incidents	5 Points		90-95 with the Quality Certification	
10	1 to 2	5 points	1 Incident	Supplier submitted value enhancement suggestions during the month	5 Points	100 with the Quality and Environmental Certification and Surveys	
0	>2	0 points	2 or more incidents				
<b>Repeat Issues</b>		<b>Line Stoppage (Downtime)</b>					
Deduct 30 points		Deduct 30 points					
<b>Spills /Recalls/Warranty</b>		<b>Preferred Carrier</b>					
Deduct 40 points		10 Points deducted if not using a preferred carrier					

Supplier performance score cards are sent to suppliers in a periodic basis. Recovery plan and documented corrective action will be requested to those poor performance suppliers. Repeated poor performance or any lack of a timely response to corrective action request will result in IDEAL Purchasing involvement, which may include withholding payment, supplier being charged for down time, die crashes, etc., and being removed from the Approved Supplier List.

### 7.2 Supplier Development:

IDEAL Supplier Development will work with their suppliers to give feedback that is helpful to achieve IDEAL and IDEAL's customer's expectations. Where possible IDEAL will supply resources and guidance to help the supplier to improve performance issues and to support continuous improvement activity.

### 7.3 Supplier Risk Assessment /Classification:

IDEAL suppliers are classified in two categories based on their risk to impact IDEAL ability to consistently deliver conforming products and services to its customers and to meet statutory and regulatory requirements. Below are the suppliers' classifications and descriptions.

A	Raw Material, Components, and External Provided Processes, incorporated into finished product.
B	Tooling, Services, and MRO Suppliers

### 7.4 Second party Audits:

Second party audits are scheduled based on supplier's performance and on their Business Management System certification level. IDEAL Clamp Products Inc. and its customers reserve the right to audit suppliers. Below is the default frequency for second party audits.

Supplier Classification	Default Second Party Audit Frequency *
A	IATF-16949:2016 Certified ---- Copy of current certification, upon request. ISO-9001:2015 -----Based on performance
B	Special (case by case basis)

Second party audits frequency will be increased or decreased based on suppliers performance and on changes of their Business Management System certification level.

Quality: SQE

Materials: Director of Purchasing



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### 7.5 Country or Region Specific Requirements:

IDEAL is a global company and is required to comply with country and region specific laws and regulations. IDEAL suppliers shall also comply with these laws and regulations. Examples of country or region specific laws are:

#### 7.5.1 NAFTA (For suppliers to North America only):

All suppliers must be in compliance with US, Canada and Mexico Customs regulations and requirements including completion of annual NAFTA Certificate of Origin for all parts supplied to North America. Issuing a Certificate of Origin carries legal consequences; so suppliers that are not certain about how this applies to product they supply should either contact the U.S. Customs NAFTA FACTS or the Mexico Customs.

Suppliers can also obtain information at the following website: [www.cbd.gov](http://www.cbd.gov)

#### 7.5.2 Certificates of Origin:

Canada, Mexico and the United States established a uniform Certificate of Origin to certify that goods imported into their territories qualify for the preferential tariff treatment accorded by the NAFTA. The Certificate of Origin must be completed and signed by the exporter of the goods. Where the exporter is not the producer, the exporter may complete the Certificate on the basis of:

- knowledge that the good originates;
- reasonable reliance on the producer's written representation that the good originates; or a completed and signed Certificate of Origin for the good voluntarily provided to

#### 7.5.3 Chinese Compulsory Certification (CCC):

The **China Compulsory Certificate mark**, commonly known as **CCC Mark**, is a compulsory safety mark for many products sold on the Chinese market. It became effective on May 1, 2002. It is the result of the integration of China's two old compulsory inspection systems, namely "CCIB" (Safety Mark, introduced in 1989 and required for products in 47 product categories) and "CCEE" (also known as "Great Wall" Mark, for electrical commodities in 7 product categories), into a single procedure.

IDEAL suppliers that produce product for usage in China may be required to comply with this regulation. Suppliers can obtain information relating to this requirement at the following internet site: <http://www.cqc.com.cn>

**Acceptance of purchase orders confirms acceptance of the conditions IDEAL has set forth in this manual.**

# Please discard older revisions

Reply with questions to your purchasing contact