



## SYSTEM PROCEDURE

# Purchasing Information

REVISION: 02

PROCEDURE NO.: 13

DATE EFFECTIVE: 01/29/18

### 1. PURPOSE

- 1.1. To establish a procedure that provides for clearly describing and specifying product and/or process quality requirements in purchasing documents and to ensure that purchased product conforms to specified requirements.

### 2. SCOPE

- 2.1. This procedure applies to all Tempco Electric Heater Corporation Suppliers who provide deliverable product and/or service, including raw materials, hardware, sub-assembly and/or components, calibrations, outsourced manufacturing operations (i.e. electro polishing, powder coating, annealing, electrolysis nickel, pressure tests and X-Ray inspections) and quality system auditing.

### 3. PROCEDURAL REQUIREMENTS and RESPONSIBILITIES

- 3.1. The Purchasing Manager and/or respective buyer have the primary responsibility for ensuring that the controls established by this procedure are implemented
- 3.2. All deliverable end-item products and services, including quality records (e.g., Material Certifications, Calibration Certifications, and External Audit Reports) shall be purchased from suppliers listed on the Approved Supplier List per system procedure – Purchasing Process 12. This requirement excludes equipment purchase, maintenance, service and / or related matters, small hand tools, production support related items and packaging.
- 3.3. Those procurement activities for raw material, hardware, components, or outsourced manufacturing operations or support services shall be handled through the use of a Purchase Order. The Purchase Order must clearly describe the product or service ordered and will be reviewed for adequacy by the Purchasing Manager and/or respective buyer prior to issuing the order to the supplier.
- 3.4. The Purchasing Manager and/or respective buyer shall communicate the order to the supplier by phone, FAX, electronically, or hard copy, specifying the following order information:
  - Purchase Order Number
  - Part Number, Item and/or Product Description
  - Quantity
  - Required Delivery Date
  - Special Instructions, if applicable
  - Supplier Part Number, if applicable
- 3.5. The Purchasing Manager and/or respective buyer enter the PO information into the MAPICS computer system and completes the following process steps:
  - 3.5.1. Review the PO for accuracy. Check all items listed above.
  - 3.5.2. If errors are found, revise, print and re-verify the PO.
  - 3.5.3. Sign or electronically indicate approval on the PO to be sent or verbally communicated to the supplier.
  - 3.5.4. Fax, "E" Mail or verbally communicate the Supplier PO and maintain the PO in the purchase order history file.



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**3.6. Amending/Revising Purchase Orders**

- 3.6.1. The authorized Buyer shall communicate all changes to Open POs by telephone, Fax or electronically to the supplier (as applicable or required by supplier).
- 3.6.2. Generate a new (Amended) PO or mark-up the existing PO and process the copies as indicated above.

**3.7. Verification of Purchased Product**

- 3.7.1. Verification of Purchased Product to ensure that purchased product meets specified purchase requirements is performed in accordance with Monitoring and Measurement of Product SP 19.
- 3.7.2. When Tempco Electric Heater Corporation proposes to verify product or service at the supplier's premises, then the purchasing documentation must specify the verification arrangements and the method of product release. As stated in the Tempco Electric Heater Corporation Supplier Quality Expectations, the supplier shall also afford the right to allow Tempco Electric Heater Corporation and/or a designated customer representative to audit or verify product at the supplier's applicable location as properly prearranged with the supplier's management.

**4. RECORDS**

- 4.1. Purchase Orders, Amended Purchase Orders

**5. REVISION HISTORY**

REVISION LEVEL	DATE OF REVISION	SECTIONS	DESCRIPTION OF CHANGE
00	5/30/08	All	Initial release
01	05/29/12	2.1	Revised scope to include outsourced manufacturing operations.
01	05/29/12	3.2	Clarified definition of "approved supplier" with exclusions thereto.
01	05/29/12	3.3	Removed redundant definition of outsourced manufacturing operations now included within 2.1.
01	05/29/12	3.5.4	Removed conjunction "or" between Fax and "E"Mail.
01	05/29/12	3.6.1	Clarified necessity to communicate changes to open purchase orders.
02	01/29/18	3.2 & 3.7.1 3.4	Was Procedure 7.4.2. Updated procedure numbers in sections 3.2 & 3.7.1 Updated Supplier Part Number-if applicable, Delivery date-required information in 3.4



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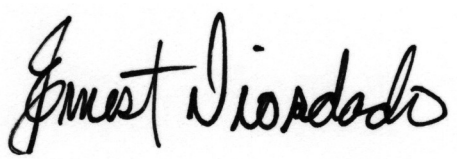

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**6. AUTHORIZATION**

POSITION	HELD BY	AUTHORIZATION SIGNATURE OR INITIALS
Prepared By: Senior Buyer	Ernest Diosdado	
Senior Management Representative: Purchasing	Fermin Adames	
Management Representative:	Abe Joseph	