



I-03 INTRODUCTION TO THE SUPPLIER REQUIREMENTS MANUAL

Purpose

The goals of the SRM are as follows:

1. Communicate to the supplier ADVICS North American Operations’ expectations, common goals, and minimum requirements to ensure the quality of supplied parts.
2. Encourage open and free communication of ideas, information, and notification of problems among suppliers and ADVICS North American Operations in the spirit of teamwork and cooperation.
3. Develop an overall plan to ensure a smooth production start-up, with effective planning and communication, at both the supplier and ADVICS North American Operations.
4. Define the quality assurance (QA) procedures and documents suppliers must use to ensure application of an effective quality system, including continuous improvement, built-in quality, and quality problem prevention.
5. Ensure satisfaction for ADVICS North American Operations and our customers.

Supplier Responsibilities

General

1. Only to use the supplier manual as published on the ADVICS North American official website. Printing of the manual is uncontrolled and at the risk of the supplier. Only the on-line manual is the official document of record.
2. Understand the appropriate application of this manual as a working tool to ensure quality from production trials through mass production.
3. Establish adequate training for all related departments in regards to ADVICS North American Operations SRM guidelines and requirements.
4. Unless otherwise notified, the manual (and any revision) becomes effective upon issuance to the supplier. All forms impacted by a revision must be used at new project start or when submitted for the first time.
5. If there are any questions concerning the administration of this manual, please contact:

ADVICS North America, Inc.

Purchasing
 1650 Kingsview Drive
 Lebanon Ohio
 Tel: (513) 696-5450
 Fax: (513) 696-5451

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6. In regards to SRM documentation and forms, the supplier must use the format provided in this manual. However, the supplier may substitute non-ADVICS North American Operations forms if they do the following:
 - Negotiate and receive agreement for substitution from their ADVICS North American Plant quality contact prior to submission. This is on a form-by-form basis, and repeated for any new ADVICS North American Plant contact. **The ADVICS North American Plant Quality Department reserves the right to refuse any request to substitute forms.**
 - At a minimum, the substituted format must meet all requirements and contain all the information found in the ADVICS North American Operations form.
7. The supplier must define record retention requirements, as appropriate for their supplied product, that meets all requirements communicated by the ADVICS North America Plant Quality Engineering department.

ADVICS Responsibilities

Document Administration

1. ADVICS North America, INC. – QUALITY DEPARTMENT
 - Manage SRM revision process.
 - Maintain the master control Revision Record.
2. ADVICS NORTH AMERICAN OPERATIONS – QUALITY DEPARTMENTS
 - Educate suppliers on application of SRM and its revisions.
 - Serve as primary supplier contact point for all quality issues.
 - Make clear any specific requirements that the site or commodity may require.

Quality Toolkit

A collection of Quality documents has been added to this manual (Section Z) for supplier use and reference. ADVICS may request suppliers use certain forms, or refer to them when collecting other required documentation. A list of the forms available in the Quality Toolkit can be found in the Table of Contents.

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