



Supplier Management Handbook



Corporate Headquarters

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1.0 Supply Chain Mission Statement

The mission of the Lytron Supply Chain Team is to effectively manage the supply chain as a resource to provide our facilities with quality products, on time delivery, exceptional service, while maintaining a competitive and lowest total cost.



2.0 Supply Chain Objective

To achieve a state of *Continuous Improvement* in the areas of:

- Quality
- Delivery
- Value
- Technology
- Supplier / Customer Relations



Lytron's goal is to make high quality thermal transfer products and keep them running reliably in the field. The achievement of this goal requires the commitment to excellence from our Supply Chain partners. Lytron has designed a supplier portal to provide a common platform for exchanging information that is required to maintain a robust supply chain. In the end it is the health and performance of the supply chain that ultimately determines whether customers are satisfied with our efforts, and as a result place future orders with Lytron.

Visit our supplier portal at <http://www.lytron.com/SupplierPortal> to access important information such as supplier requirements and quality documents. This portal will be updated periodically.

3.0 Ethics Policy

It is important that all Lytron suppliers feel they are treated fairly. All Lytron procurement personnel shall adhere to our ethics policy.

- Promptly report any illegal or unethical conduct to management or other appropriate authorities (i.e., Ethics, Law, EEO, DoD)
- Give first consideration to the objectives and policies of Lytron Inc
- Strive to obtain the maximum value for each dollar of expenditure
- Decline personal gifts or gratuities
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered thru the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive the consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversies to arbitration or a third party review, insofar as the established policies of Lytron permit.
- Cooperate with trade, industrial and professional associations, and governmental and private agencies for the purpose of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.



4.0 Social Responsibility

Lytron Inc recognizes that much of our environmental impact lies in our supply chain and as such we are committed to minimizing the environmental impacts of our products and manufacturing process.



How do we do this?

- Work with suppliers to develop returnable packaging.
- Ensure that MSDS are submitted and reviewed by Lytron EHS personnel before materials are approved for use
- Lytron participates in Toxic Use Reduction planning and expects our suppliers to do the same.

5.0 Global Supplier Code of Conduct

Lytron's Global Supplier Code of Conduct helps us select business partners who follow workplace standards and business practices that are consistent with our company's values. These requirements are applicable to all suppliers of Lytron Inc.

Lytron will only do business with Suppliers that comply with all applicable legal and regulatory requirements. Today's regulatory environment is becoming more challenging, subjecting Lytron and its Suppliers to a growing number of regulations and enforcement activities around the world. This environment requires that Lytron and its Suppliers continue to be knowledgeable about and compliant with all applicable regulations and committed to regulatory excellence. Suppliers that transact business with Lytron are also expected to comply with their contractual obligations under any purchase order or agreement with Lytron and to adhere to the standards of business conduct. A Supplier's commitment to full compliance with these standards and all applicable laws and regulations is the foundation of a mutually beneficial business relationship with Lytron.

Lytron expects its Suppliers and any Supplier's subcontractors, that support Lytron's work with government customers to be truthful and accurate when dealing with government officials and agencies, and adhere strictly to all compliance obligations relating to government contracts that are required to flow down to Lytron's suppliers.

Lytron's Global Sourcing Code of Supplier Conduct

- *General Principle:* Suppliers' plants shall operate in full compliance with the laws of their respective countries and with all other applicable laws, rules and regulations.
- *Environment:* Suppliers' plants must comply with all applicable environmental laws and regulations.
- *Child Labor:* Suppliers shall employ only workers who meet the applicable minimum legal age requirement. Suppliers must also comply with all other applicable child labor laws.
- *Forced Labor:* Suppliers shall not use any indentured or forced labor, slavery or servitude.
- *Wages and Hours:* Suppliers' plants shall set working hours, wages and over-time pay in compliance with all applicable laws. Workers shall be paid at least the minimum legal wage or a wage that meets local industry standards, whichever is greater.
- *Discrimination:* Suppliers shall employ workers on the basis of their ability to do the job, not on the basis of their personal characteristics or beliefs (including race, color, gender, nationality, religion, age, and maternity or marital status).
- *Freedom of Association:* Suppliers' workers are free to join associations of their own choosing and have the freedom of collective bargaining where local law confers such rights.
- *Gift & Gratuity Policy:* The offering or acceptance of kickbacks, bribes and other illegal payments subverts the very essence of competition and erodes the moral fiber of those involved. Lytron prohibits the offer or acceptance of gifts or gratuities that the recipient likely would consider to be of substantial value.
- *Intellectual Property and Other Data Security:* Only use Lytron information and property (including tools, drawings, and specifications) for the purpose they were provided for, and take appropriate steps to safeguard and maintain the confidentiality. Maintain all personal and sensitive data, whether of Lytron employees or its customers in a secure and confidential manner taking into account all local requirements.
- *Trade Controls and Customs Matters:* The transfer of any Lytron technical information to any third party without the express, written permission of Lytron is prohibited. Suppliers must comply with all applicable trade controls laws and regulations in the import, export, or re-export of transfer of goods, services, software, technology, or technical data.

Compliance Monitoring

The Supplier will allow Lytron Inc. and/or any of its representatives or agents access to its facilities and relevant records associated with the products and services for Lytron. The supplier and Lytron will establish a mutually agreeable date and time for access.

Application to Sub-Contractors

This code applies to any sub-contractor(s) to the supplier, providing goods or services to the supplier. The supplier is fully responsible for ensuring compliance by any such sub-contractor(s) as if it were the supplier itself. Lytron reserves the right to audit the supplier's sub-contractors to Lytron's Supplier Code of Conduct and supplier will accommodate Lytron's audit as required.

The use of subcontractors or other third parties to evade legal requirements applicable to the Supplier and any of the standards set forth in Lytron's Global Sourcing Code of Supplier Conduct is strictly prohibited.

Event of a Violation

If the supplier does not comply with this Lytron Inc. Global Sourcing Code of Supplier Conduct, Lytron requires that the supplier implement a corrective action plan to cure the non-compliance within 30 days and submit to Lytron for review. If the supplier fails to meet the corrective action plan commitment, Lytron may terminate the business relationship, including suspending placement of future orders and potentially terminating current production.

COMPLIANCE
Checkup



6.0 Conflict Mineral Declaration

Lytron is committed to ethical business conduct and the responsible sourcing of materials through our global supply chain.

In 2012 the Securities and Exchange Commission (SEC) issued final rules implementing the Conflict Minerals disclosure provisions of the Dodd-Frank Wall Street Reform and Consumer Protection Act. Under these rules, publicly traded companies must report annually their use of conflict minerals (tantalum, tin, tungsten and gold) from the Democratic Republic of Congo or certain adjoining countries. Conflict minerals from this region may be mined and sold to finance civil violence. These minerals, which are commonly used in electronics and other products, can make their way into various supply chains.

Lytron, as a privately held company, shares the concerns regarding conflict minerals that finance or benefit armed groups in the DRC or adjoining countries. We are asking for the support of all of our suppliers to ensure compliance with the Conflict Minerals rules and requirements. When it is discovered that conflict minerals from the DRC region have entered into the supply chain, suppliers should notify Lytron and then make every effort to find alternate sources of supply.

7.0 Counterfeit Parts Prevention

Seller shall establish and maintain a Counterfeit Parts Prevention and Control Plan that meets the intent of SAE counterfeit material standards AS5553 and AS6174. All raw material, electrical, electronic and electro-mechanical parts delivered and/or used in the manufacture of products shall be from the Original Component Manufacturer (OCM)/ Original Equipment Manufacturer (OEM) or their franchised dealer or an authorized distributor. Raw material or parts shall not be acquired from independent distributors or brokers unless specifically authorized in writing by the buyer.

The Seller shall verify the procurement source and associated certifying paperwork. Appropriate inspection and/or test methods shall be used to detect potential counterfeit parts and materials. The Seller shall flow this requirement down to all sub-tier suppliers to prevent the inadvertent use of counterfeit parts and materials.

The Seller shall specify on their purchase order to the sub-tier suppliers that they shall only procure raw material, electrical, electronic and electro-mechanical parts from the original manufacturer of the part or the original manufacturer's authorized distributor or authorized franchised dealer only.

8.0 Information for External Providers

The Supplier requirements below apply to all Suppliers and sub-tier Suppliers providing raw materials, product, or processes to Lytron. Suppliers are not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by Lytron and must flow down these requirements to any sub-tier Suppliers. These requirements correspond with the requirements of Lytron's customers and with the requirements of AS9100D, Clause 8.4.3.

- a) the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions)**

Refer to Lytron's Purchase Order and / or the Acknowledgement provided by Supplier.

For Purchase Orders specified as DFAR or DFARS (Defense Regulations Acquisition Regulations System), the following clauses are incorporated in their entirety:

- DFARS 252.225-7008 and
- DFARS 252.225-7009 and
- DFARS 252.225-7010 and
- DFARS 252.225-7012

The latest version of these can be found at:

<http://www.acq.osd.mil/dpap/dars/dfars/html/current/252225.htm>

- b) the approval of: products and services; methods, processes, and equipment; the release of products and services;**

Where applicable, Lytron has the right to approve product qualification, work instructions, process sequence, equipment, qualification of personnel and criteria for release of product or services.

- c) competence, including any required qualification of persons;**

Supplier will ensure that employees and people working on its behalf are competent and trained to meet all requirements identified on Lytron purchase orders.

d) the Supplier's interactions with the Lytron;

The external providers' interactions with the organization will be verbal or in writing and may include, but not limited to, quoting, purchase orders, inquires, non-conforming issues, and corrective actions.

e) control and monitoring of Supplier's performance to be applied by Lytron;

Lytron will score Suppliers based on Quality, Delivery, and/or Service. Suppliers that fail to perform in these areas may receive requests for improvement and may be restricted from new opportunities or removal from Lytron's Approved Supplier List. (reference section 10.0).

f) verification or validation activities that Lytron, or its customer, intends to perform at Supplier's premises;

Lytron and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.

g) design and development control;

For supplier designed product, suppliers are required to identify the controls required to validate the design and development activity.

h) special requirements, critical items, or key characteristics;

- Suppliers are responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.

If indicated in the Purchase Order that a NADCAP approved Supplier is required, the Supplier must not perform any work or process any part if they are not NADCAP approved. Should a Supplier have a change to their NADCAP certification or accreditation, the Supplier MUST notify Lytron per the terms of the NADCAP requirements.

i) test, inspection, and verification (including production process verification);

For calibration Purchase Orders, all gauges and instruments must be calibrated using standards whose accuracies are traceable to the National Institute of Standards and Technology, and in accordance with ISO 10012-1 and/or ANSI/NCSL Z-540-1

Supplier will maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers.

j) the use of statistical techniques for product acceptance and related instructions for acceptance by Lytron;

The Supplier will use a C=0 sampling plan per ASQ/ANSI Z1.4 unless otherwise specified or agreed upon in writing by Lytron.

k) the need to:

- implement a quality management system

When specifically requested by Lytron in writing, Supplier will maintain a quality system compliant to a recognized Quality Management System (i.e. ISO 9001:2015, AS9100D, etc.) or approved by Lytron.

- use customer-designated or approved external providers, including process sources (e.g., special processes);

When required by Lytron or by Lytron's customers, Suppliers will use customer-specified sources.

- notify Lytron of nonconforming processes, products, or services and obtain approval for their disposition;

Lytron will not accept Supplier product that does not meet engineering drawing and/or Purchase Order requirements. Supplier product discovered after shipment by the Supplier to be nonconforming to any engineering drawing and/or Purchase Order requirement shall be immediately disclosed to Lytron upon discovery, including but not limited to quantity shipped, date shipped, and the extent of the nonconformance.

Suppliers that receive notification of Nonconforming product shall take appropriate action to contain the nonconforming condition and prevent it from occurring again. The Supplier will be notified if formal Corrective Action is required to be submitted to Lytron. Errors with paperwork shall be resolved within 24 hours.

- prevent the use of counterfeit parts;

Supplier shall have Counterfeit Parts Prevention Program in place. No counterfeit parts shall be accepted. (reference section 9.0).

Material and part substitutions are not allowed.

- notify Lytron of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain Lytron's approval;

Supplier will notify Lytron of any change in ownership, management, or location and are subject to re-survey and approval.

Supplier will notify Lytron of any product or process changes or changes in approval status that affect Lytron's product and are subject to re-survey and approval.

- flow down to external providers applicable requirements including customer requirements;

Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order either specifically or by reference.

- provide test specimens for design approval, inspection/verification, investigation, or auditing;

When requested by Lytron or its customers, Supplier will provide test specimens for inspection/verification, investigation and/or auditing purposes.

- retain documented information, including retention periods and disposition requirements;

All certifications, test reports, and inspection reports, as well as receiving inspection, in-process inspection, final inspection, and calibration records shall be retained for a minimum of ten years, unless otherwise specified by Lytron. These records will be made available to Lytron, Lytron's customers, or regulatory agency upon request.

- prevent Foreign Object Debris

Supplier is required to establish and maintain a Foreign Object Debris (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks.

- l)** the right of access by Lytron, Lytron's customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;

Lytron and Lytron's customers reserve the right to perform an on-site inspection of the Supplier's facility or visit the facility. Lytron will give reasonable notification to the Supplier prior to the on-site inspection. The on-site inspection may include surveillance of the Supplier's facilities, procedures, production methods, processes, and the Supplier's Quality System. The Supplier shall furnish, at no cost, the necessary data as required by applicable drawings, Purchase Order, specifications, and inspection instructions to facilitate the on-site inspection.

- m)** Suppliers are expected to comply with Lytron's Global Supplier Code of Conduct and be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, and act in good faith. (reference section 5.0).

Supplier will ensure that employees and people working on its behalf are aware of:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior

9.0 Supplier Expectations

- 95% on time delivery to the supplier committed date.
(4 days early, 0 days late).
- Complete shipments.
- 98% defect free products.
- Bar coded shipping labels
- Certifications required with shipments as required by Purchase Order.
- Lytron accepts deliveries from 7:00AM – 7:00PM on Monday thru Friday (not including 12:00 to 12:30).
- Rapid response to Defective Material Reports.
- Lytron key suppliers are expected to be active in productivity and efficiency improvements by promoting lean and green initiatives.
- Early payment discount offers.
- Subcontractors and special process suppliers are expected to use the latest revisions of Mil-Standards, ASTM, AWS, etc. unless otherwise identified in Lytron Purchase Order and identify revisions on supplied documentation.
- Subcontractors must use Lytron or Lytron customer specified sources for special processes as identified on Lytron Purchase Order.
- Suppliers must make available any evidence of requirements for design, test, inspection, verification, use of statistical techniques and related instructions for acceptance (including critical items and key characteristics) as necessary.
- Suppliers must make available actual specimens for test requirement as required for up to 3 years after test date.
- Suppliers must notify a Lytron Supplier Quality Engineer prior to shipping any nonconforming product. Shipment of non-conforming product must have an approved waiver in writing from a Lytron Supplier Quality Engineer or their authorized representative before it can be shipped.
- Suppliers must flow down any special requirements to their subcontractors such as ITAR, special process approvals, as identified on Lytron Purchase Orders or drawings.
- Suppliers must make their facility available for Lytron to access and review processes and records pertaining to Lytron orders within 48 hours of notification.
- Suppliers must retain records pertaining to releases, material disposition, testing, and process documentation for at least 10 years from the time of shipment.



10.0 Supplier Performance

Lytron's Supplier Approval and Evaluation Procedure (Procedure 8.4.2) is based upon Quality Assurance and Purchasing evaluating all of our existing suppliers taking into consideration the following:

- The end use of the material or service provided
- Specific contractual requirements
- Customer evaluation or approval of the supplier

The adequacy of existing suppliers is evaluated using one or more of the following evaluation methods:

- Review and approval of Lytron Form F8.4.2 Quality System / Capability Assessment Survey (or Form F8.4.6 Calibration Supplier Survey as required)
- Monthly review of Quality and On-Time Delivery Performance
- Independent testing on supplied product or Defective Material Return (DMR)
- Supplier scorecard (Key Suppliers only)
- Supplier Roundtable Meetings

All Key suppliers are rated using quantitative data and are categorized according to the information below:

Supplier Performance Levels ($\frac{1}{2}$ Total Quality + $\frac{1}{2}$ Total OTD)*0.9 + Soft Facts:

Approved - Excellent: >95% Overall Score

Approved - Under Performing: 80% - 95% Overall Score

Conditional: 50% - 79% Overall Score

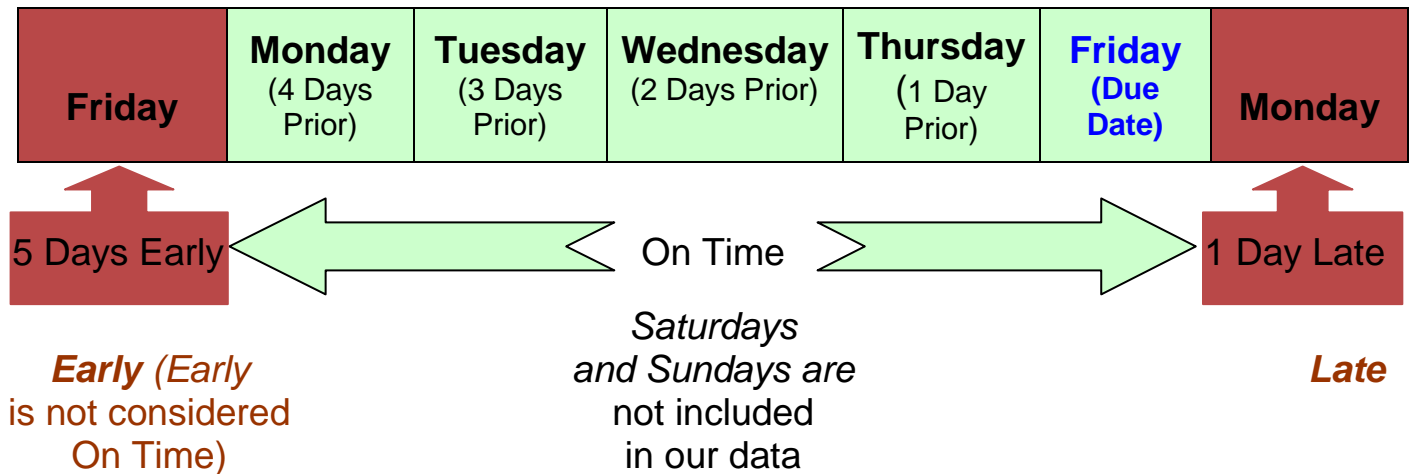
Disapproved: <50 % Overall Score



APPROVED

On Time Performance Measurement

- Lytron measures supplier delivery performance based upon an “On-Time Window”; early deliveries and late deliveries are both considered “Not-On-Time”.
- On time delivery window is between 4 days prior to due date and on the due date
- Total Receipts = the total number of purchase order lines received by Lytron Inc.
- On Time Receipts = the number of purchase order lines received by Lytron Inc. within the “on time” days



11.0 New Supplier Evaluation and Approval

Successful supply chain management is one of the most important strategic aspects of any business. Lytron has a proven evaluation process to help determine what characteristics a supplier needs to have, demonstrate or maintain to meet the requirements described in section 8.0.

The evaluation of potential suppliers may include but are not be limited to the following criteria:

- Receipt of an RFQ for a part or process that meets Lytron specifications
- The end use of the material / services to be procured
- Supplier Business Profile
- Supplier Quality Survey
- Specific contractual requirements
- Lytron's Customer evaluation / approval of the supplier
- Evidence of a robust quality management system (ISO 9000, AS9100, NADCAP)
- Design Control
- Process Control
- Knowledge and experience with lean manufacturing
- Customer Service
- Supplier Management
- Financial Stability
- Response time to failure analysis
- Lead times
- Employee training program

Once the data is gathered it will be reviewed by Supply Chain cross-functional group to ensure the supplier approval process has considered all aspects for approval.

12.0 Visual (Kanban) Ordering System (VOS)

It is Lytron's goal to place long term blanket orders with multiple releases as often as possible for production requirements. The best candidates have design maturity and are applied to standard or custom units with appropriate backlog. Forecasts will be provided to suppliers and must cover the longest lead time in their supply chain.

The bin size of a kanban agreement is a function of the following:

- Weekly demand
- Transport costs versus space and inventory
- Packaging (per carton quantity)

The manufacturing lot size is a function of the following:

- The manufacturing run size will most often cover between 2 to 6 months of demand.
- Lytron will not be responsible for excess inventory that is produced at the supplier's risk.
- Lytron sourcing leaders and appropriate supplier representatives must negotiate an agreed upon trigger for a manufacturing run size prior to order placement. This is designed to protect both Lytron and the supplier against potential design change and product obsolescence.

How much completed/finished goods does a supplier need in finished goods?

- This is a function of the agreed upon time between a signal being sent/received and when it is due on our dock (goal is 5 working days), as well as the suppliers manufacturing lead time.
- For example, if the agreed upon time between receipt of signal and receipt of a bin size is 5 days and the suppliers manufacturing lead time is 10 days then the supplier needs 10 days of inventory in stock and start replenishment activities once receipt of signal from Lytron.

How much flexibility should be designed into the system?

- Lytron starts with 2 bins and triggers when 1 is consumed
- Suppliers should expect a release signal at least once in a 2 week period and no more than 3 in a 2 week period. If Lytron signals vary from this condition more than twice in a quarter then the bin size quantity needs analysis; please contact your Lytron Sourcing Leader for further discussion.

How will the forecast be provided?

- Lytron will provide forecasts for end items. Suppliers will be provided a matrix for which components are used on each end item.
- Lytron sourcing leaders will provide forecasts. Buyer/Planners will signal releases.

When will the forecast be provided?

- Lytron Sourcing Leaders will provide forecasts on a monthly basis.

13.0 First Article Inspection

The purpose of First Article Inspection (FAI) is to provide evidence that all product specifications are understood and that a fully conforming item has been produced. This procedure applies to items such as raw materials, mechanical components, assemblies, electrical components and software designed by Lytron engineering and controlled by a Lytron specification or drawing. When a first article is required it will be specified on the purchase order. Lytron Suppliers shall complete a FAI when delivering items under the following conditions:

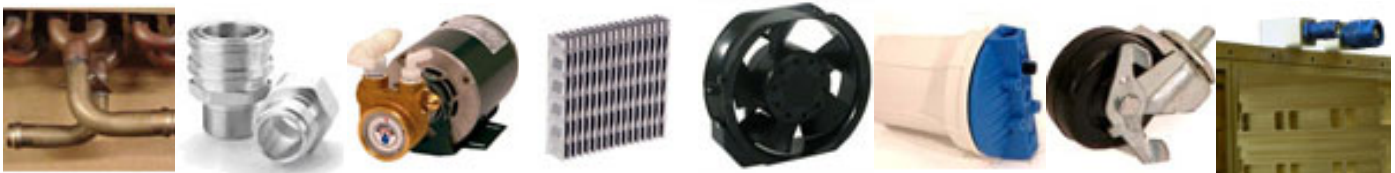
- For the first time;
- To a new revision of the specification;
- After being out of production for greater than two years;
- Or when directed by Lytron's Quality Manager.

Suppliers must notify Lytron in writing about changes to which we have limited visibility and have potential to affect product quality such as:

- A change to the manufacturing location even if ownership does not change;
- A major repair to existing tooling such as molds, dies, or assembly fixtures;
- Change of process (i.e. grinding vs. milling, resistance welding vs. TIG welding);
- An introduction of new equipment used in the manufacturing process;
- Change of subcontractor.

These types of changes require FAI activity to verify those characteristics that have been affected by the change. The scope of the FAI activity shall be communicated in writing by Lytron Supplier Quality Engineering upon receipt of the change notification from the supplier.

The FAI documentation must be electronically submitted to and approved by Lytron Quality prior to the shipment of the physical parts to Lytron.



FAI Documentation Format

The SAE AS9102 FAI templates meet all of the documentation requirements. These templates can be accessed online at <https://www.sae.org/iaqg/forms/index.htm>. If the SAE AS9102 templates are not used, supplier FAI's may be submitted using supplier forms providing they contain at a minimum:

A) Product Accountability Page

- Lytron P/N and Rev
- Lytron PO#
- Supplier Name and Location
- Detail or Assembly FAI
- Full or Partial FAI
- FAI Complete / FAI Not Complete
- Reviewed by and/or Approved by (supplier)
- Customer Approval (Lytron)

B) Product Accountability Page - Materials, Special Processes And Functional Testing

- Lytron P/N
- Material or Process Name
- Specification Number
- Supplier
- Certificate of Conformance Number
- Functional Test / Acceptance Test

C) Characteristic Accountability Page

- The characteristic number
- The characteristic and tolerance
- The actual value measured
- Measuring equipment used
- Explanation of non-conforming characteristics.

D) Ballooned drawing corresponding to Characteristic Accountability Page

14.0 Supplier Change Notification

Configuration Management

Definition: Focusing on establishing and maintaining the consistency of a system or product's performance and its functional / physical attributes with regard to its requirements, design and operational information throughout its life.

Lytron and our customers' need to be part of the approval loop for any changes to process, facility, materials, tooling and subcontractors that a supplier may wish to initiate, for any reason. Lytron assemblies and components are used in high technology applications where any type of change could have a negative impact on the operation of customer equipment.

Initiating a Request

To initiate a Supplier Change Request the supplier should first contact the appropriate Lytron Buyer or Sourcing Lead. It will then be the buyer's responsibility to notify the appropriate Lytron engineer to review the request. If necessary, the buyer should put the purchase order on hold and notify the appropriate planning personnel. Once the Lytron Engineer has evaluated the change request, it is the Lytron's Engineer responsibility to notify the Lytron customer and obtain approval if required.

Request Approval / Disapproval

If the change request is disapproved by Lytron or its customer, the supplier will continue to supply the deliverable in the previously approved condition. If the change request is approved then it is the responsibility of the appropriate engineer to initiate a Lytron ECN to cut in the change based on usage and availability of the new configuration. Purchasing will revise the Purchase Order and request a delta FAI if applicable.

15.0 Bar Code Specifications

Bar code labeling of material received from suppliers is necessary to achieve high levels of throughput and accuracy in our receiving and accounts payable transactions. The importance of quality bar code labels cannot be overstated; therefore, it is the responsibility of the supplier to provide bar coded labels that meet the following specification.

MASTER LABEL			
PO Number 250259	PO LN # 1	Total Boxes 2 UM EA	Ship Qty 2
Part Desc: CONDENSING UNIT			
Part Number 410-0190		Packing List 999999	
Rev: A			
LYTRON, INC. 55 Dragon Court, Woburn, MA 01801 781-933-7300			

CONTAINER LABEL			
PO Number 250259	PO LN # 1	Box 1 of 2 UM EA	Ship Qty 1
Part Desc: CONDENSING UNIT			
Part Number 410-0190		Packing List 999999	
Rev: A			
LYTRON, INC. 55 Dragon Court, Woburn, MA 01801 781-933-7300			

- Bar code labels must contain NO data errors
- Bar code shall be full ASCII Code 39 – These four characters (\$, /, +, %) of the Code 39 symbology should not be used on the shipping parts ID label
- Each bar code shall be accompanied by the human readable interpretation
- **Check** digits should not be added to the bar codes or human interpretation
- The data areas on the label shall be separated by thin horizontal lines and shall contain their respective titles in the upper left hand corner of the data block
- All shipments must contain a Packing List with the following human readable info:
 - Packing List number (unique number traceable to an individual shipment)
 - Ship date
 - Purchase Order number
 - Quantity shipped
 - Lytron's part number and part revision level (as appropriate)
 - Description

All labels must be permanently attached to every shipping container/box/bin. The label must be readable and free from smudges and scratches. The standard label size should be 4 inches by 6 inches to contain all the above information requested. (Refer to sample labels above) For a more detailed list of bar code specifications please visit our website at <http://www.lytron.com/SupplierPortal/Supplier-Requirements>.

Thank You

Lytron would like to thank our entire supply chain for their commitment to excellence and improvement. We realize that in the end it is the health and performance of our supply chain that will ultimately lead to our customer's satisfaction. Your organization's efforts have helped allow Lytron to meet its goals and continue to succeed in our day to day operations. Thank you.