

Specific Terms and Conditions of Purchase – Chaska, MN Jabil Additive Materials

These Specific Terms and Conditions of Purchase are complimentary to Jabil Inc.'s Purchase Order Terms and Conditions and Jabil Inc.'s General Terms and Conditions for Indirect Procurement, whichever is applicable (collectively, the "General Terms"). The additional terms and conditions set forth herein are not to be construed to conflict with the General Terms, provided that in the event of any conflict, the relevant term in the General Terms shall apply.

1) Processes / Products / Services

- a) The processes, products, services, and relevant technical data (E.G., specifications, drawings, process requirements, work instructions) will be included in the technical data package and / or Purchase Order (P.O.)
- b) Special Requirements / Critical Items / Key Characteristics: Any special requirements, critical items, or key characteristics will be flowed down from Jabil on the P.O., and Supplier shall comply with any such special requirements, critical items, or key characteristics flowed down by Jabil.
- c) Verification / Validation: Supplier agrees to not make any changes to the materials or process after the item is qualified. See RO-RG60-00006 Supplier Requirements Manual for items that may be reviewed during a process sign off.
- d) Design and Development Control: If applicable, the supplier shall ensure design and development control of items.
- e) Shelf Life: For product with shelf life requirements, Supplier shall ensure that product has a remaining minimum shelf life of twelve (12) months (or 80% of product shelf life remaining). Where a product or unit size is in short supply, and the available product has less than the minimum remaining shelf life set forth above, then Supplier shall only ship such Product upon Jabil's written agreement (email is acceptable).
- f) Product Change and Discontinuance Notices: Supplier shall notify Jabil of proposed product changes, product discontinuations, end of life, etc. See RO-RG60-00006 Supplier Requirements Manual for more details.
- g) Product / Service Quality Concern Resolution: Suppliers shall be fully responsible for the quality of the material, component, or product that they supply to Jabil, and shall hold Jabil and its affiliates and customer harmless therefrom. See RO-RG60-00006 Supplier Requirements Manual for more details.

2) Quality / Inspection

- a) Quality System: Supplier shall have a system to manage quality or have an implementation plan unless otherwise specified on the P.O.
- b) Training / Competence / Qualification of Personnel: Supplier shall maintain a training system capable of ensure personnel are trained and competent. Proof of qualification shall be maintained.
- c) Approval: The approval of products and services, methods, processes, equipment, and release of products and services will be specified in the technical data package and / or P.O provided by Jabil.
 - i) Shipment of Suspected Non-Conforming Product: Supplier shall notify Jabil if a suspect non-conforming item has been shipped. See RO-RG60-00006 Supplier Requirements Manual for more details.
 - ii) Test / Inspection / Verification: Test, inspection, and verification will be specified in the technical documentation and / or the P.O. Test or inspection specimens for approval activities shall be provided as specified on the P.O.



**Specific Terms and Conditions of Purchase – Chaska, MN
Jabil Additive Materials**

- iii) First Article Inspection (FAI): Supplier shall perform First Article Inspections (FAIs) as specified on the purchase order. See RO-RG60-00006 Supplier Requirements Manual for more details.
- d) Statistical Techniques: The use of statistical techniques for product acceptance and related instructions for acceptance by the Supplier will be specified on the P.O. if applicable, with which the Supplier shall comply.
- e) Deviations from Specifications and / or Requirements: Supplier does not have authority to accept, or repair rejected, or non-conforming product associated with the performance of the P.O. Supplier shall notify Jabil of non-conforming product and shall not ship any non-conforming product to Jabil without Jabil’s prior written approval.
- f) Traceability: Supplier shall maintain lot traceability of all materials used in the product. See RO-RG60-00006 Supplier Requirements Manual for more details.
- g) Control of Records: The Supplier shall maintain, and control, records required within its product realization process. The Supplier’s Control of Records Procedures shall meet the requirements in Table 1.

Table 1: Jabil Additive Supply Chain Records Retention

RECORD TYPE NAME	RETENTION
<p>QUALITY RECORDS:</p> <p>Working papers, checklists used to verify product and monitor production processes used in the manufacturing of Jabil product. Corrective Action Requests (Written records of a problem identified throughout the process based on audits to find any errors); Customer Vendor Files (Records pertaining to internal and external suppliers and customers including supplier evaluation selection and action resulting).</p> <p>Inspection Records & Reports (Receiving inspection documents, logs, service, purchase orders, confirm certifications, traceability related records and quality history reports and records); Internal and Lab Test Data; ISO Information; Machine Downtime Records (including daily downtime reporting); Monthly & Quarterly Quality Reports (including QA snapshots, scorecards, metrics, manager reports); Preventative Action Records (including activities to prevent occurrence of a problem); Production History Metrics; Procedure Change Requests (including descriptions of procedure change requests); Product Quality Assurance Records (Product assurance specification files, process validation records, Process FMEA, Control Plans, PPAPA, Inspection Plans, etc.);</p> <p>Product Recall & Safety Records (including maintenance and inspection records); Quality Control Records (including equipment and instrument calibration records, specification sheets and test reports); Quality Reports (Quality and Supplier Rating Reports, Supplier Quality Data Records, records of customer property lost, damaged or otherwise unsuitable for use); and Quality System Records (including quality manuals, training records, quality procedures).</p>	15 Years
<p>ENGINEERING CHANGE ORDER</p> <p>Engineering change request from Customer related to product.</p>	15 Years

3) Supply Chain Management

- a) Communication / Interaction: The supplier shall maintain good communication / interaction relating to products and services; handling enquiries, contracts, or orders, including changes; obtaining customer

Specific Terms and Conditions of Purchase – Chaska, MN Jabil Additive Materials

feedback relating to products and services, including customer complaints; handling or controlling customer property; establishing specific requirements for contingency actions, when relevant.

- b) **Supplier Performance:** Jabil employs a supplier performance system, and Supplier shall comply with all requirements promulgated by Jabil in such a supplier performance system. See RO-RG60-00006 Supplier Requirements Manual for more details.
 - c) **Jabil Designated Suppliers:** Supplier shall use designated external providers as defined in the P.O.
 - d) **Jabil Requirements Flow Down:** Supplier shall ensure all Jabil requirements are flowed down to all sub-tier suppliers as applicable.
- 4) **Labeling / Packaging / Packing / Shipping**
- a) **Labeling:** Supplier shall ensure product shipped to Jabil is labelled properly. See RO-RG60-00006 Supplier Requirements Manual for more details.
 - b) **Packaging:** Supplier shall ensure packaging used is effective to protect the item being shipped. See RO-RG60-00006 Supplier Requirements Manual for more details.
 - c) **Packing:** Packing is materials that is used to protect the packaged product. Unless otherwise specified by Jabil, Supplier must pack the goods in accordance with good commercial practices adequate to assure safe arrival at the destination, and the packaging must not contain ozone-depleting chemicals.
 - i) See RO-RG60-00006 Supplier Requirements Manual section 6.3.3 for wood packing requirements.
 - d) **Shipping Documentation:** The Supplier shipping documentation, at a minimum, shall contain a Packaging Slip and Certificate of Conformance (COC). Part number and revision shall be as listed on the P.O.
 - i) **Packing Slip:** The packing slip shall contain the following information:
 - (1) Supplier's name, address, and phone number
 - (2) Jabil P.O. number
 - (3) Date of shipment
 - (4) Total quantity of shipped and the quantity in each container
 - (5) Part number, revision, nomenclature, and unit of measure (As listed on the P.O.)
 - (6) Bill of lading (required for direct shipments)
 - (7) Packing slip number.
 - ii) **COC:** The COC certifies that ALL purchase order requirements have been met. The COC must be include the:
 - (1) Jabil Additive part number
 - (2) Nomenclature



**Specific Terms and Conditions of Purchase – Chaska, MN
Jabil Additive Materials**

(3) Revision

(4) Lot / Date code from the manufacturing batch or serial numbers as applicable.

5) Miscellaneous

- a) Counterfeit Parts: Supplier shall assure acquisition of authentic and conforming product to Jabil provided specifications and Supplier shall not provide components, materials or products that are counterfeit.
- b) Foreign Object Debris (FOD): Supplier shall assure that the devices, components, and materials delivered under this contract are free of contamination (also known as Foreign Object Debris (FOD)). Presence of FOD contamination shall result in the rejection of product.
- c) Rights of Access: Jabil reserves the right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain. Supplier shall provide access to Jabil and its customer for any audit of the facilities manufacturing the products being provided to Jabil as well as any records related thereto.
- d) Social and Environmental Responsibility: As socially responsible organization, Jabil endeavors to conduct its business in an ethical, social, and environmentally responsible manner. Supplier shall comply with the provisions set forth in RO-RG60-00006 Supplier Requirements Manual.
- e) Business Continuity, Disaster Recovery and Pandemic Preparedness Plans: Suppliers shall have in place a Business Continuity Plan, including Pandemic Preparedness. See RO-RG60-00006 Supplier Requirements Manual for more details.

Revision	Date	Author	Change Details
A	20DEC2021	Chuck Nostedt	Initial release.