

Supplier to complete this form and submit to their OTTO Buyer

Information

Supplier/MFG Part # _____ Date _____
 OTTO Part # _____ Current Source _____
 OTTO PCBA Part # _____ Potential Source _____
 OTTO Buyer _____ Form completed by _____

PRIORITY: Urgent, need alternate part now 1-3 months 6-12 months > 12 months

Considerations

<p>#1. History and Past Experiences <i>Does the contract manufacturer have favorable past experiences with this particular broker? Check one.</i></p>	<p><input type="checkbox"/> No history, using them for the first time <input type="checkbox"/> Some favorable history, used occasionally <input type="checkbox"/> Strong favorable history, used numerously <input type="checkbox"/> Other (specify):</p>
<p>#2. Counterfeit Prevention Process (Documentation) <i>Has documentation been provided and reviewed for sufficient details and correct specifications? Check all that applies.</i></p>	<p><input type="checkbox"/> Certificate of Conformance reviewed <input type="checkbox"/> Manufacturer's Material Certificate <input type="checkbox"/> Test Report from 3rd party lab <input type="checkbox"/> Other (specify):</p>
<p>#3. Counterfeit Prevention Process (Inspection/Test) <i>What quality inspection/test procedures are in place at the Broker to verify the authenticity of the parts? Check one.</i> <i>For examples:</i></p> <ul style="list-style-type: none"> - Sizing discrepancies / Marking authenticity - X-Ray inspection - Electrical Testing - Decapsulation 	<p><input type="checkbox"/> No process for verification of authenticity <input type="checkbox"/> Some process for verification of authenticity, please specify:</p>
<p>#4. Counterfeit Prevention Process <i>What counterfeit prevention procedures/plans are in place at the Broker? Check all that applies.</i></p>	<p><input type="checkbox"/> Broker has no documented plan <input type="checkbox"/> Broker reviewed the Counterfeit Parts Policy in the OTTO Supplier Quality Manual (2QA000018) <input type="checkbox"/> Broker follows the latest revision of SAE AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition) <input type="checkbox"/> Other prevention methods (specify):</p>
<p>#5. Packaging <i>Is the product in factory sealed packaging? If not, is there traceability to the original reel/tray?</i></p>	<p><input type="checkbox"/> Original packaging, factory sealed <input type="checkbox"/> Original packaging, not sealed or re-sealed <input type="checkbox"/> Not original packaging, traceability to original <input type="checkbox"/> Not original packaging, no traceability to original <input type="checkbox"/> Other (specify):</p>

Considerations	
#6. Traceability <i>What are the date codes and lot codes?</i>	Date / Lots Code(s): _____
#7. Traceability (Pictures) <i>Can the broker provide pictures of the components and factory packaging that clearly show the manufacturer part number, date code and lot code information?</i>	<input type="checkbox"/> Pictures attached <input type="checkbox"/> No pictures available (please explain): _____ <input type="checkbox"/> Other (specify): _____
#8 Commercial Information	Quantity OTTO authorizing to purchase (pieces or pounds): _____ Original Cost of item: \$ _____ New cost of item: \$ _____ Total extra cost paid/approved: \$ _____

OTTO USE ONLY	
<p>1. Approval from OTTO Sourcing, Engineering and Quality are required before supplier is authorized to make the purchase.</p> <p>2. Sourcing to return completed form to supplier.</p>	
Sourcing Approval to Purchase (Sign & Date): <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED, REASON: _____	Engineering Approval to Purchase (Sign & Date): <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED, REASON: _____
Quality Approval to Purchase (Sign & Date): <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED, REASON: _____	

NOTE: If approval to purchase is granted, supplier must submit a copy of this approved form with the Supplier Deviation Request before shipping product to OTTO.