

CUSTOMER MATERIAL

The Customer Material is material supplied by the customer to mount **Printed Circuit Boards** (PCB), i.e. usually **Electronic Components**, or the PCB itself. The company SAFIRAL s.r.o. receives this material from a forwarding service or personally directly from the customer.

To be able to carry out machine assembly with maximum efficiency (without unnecessary downtime), certain requirements must be met:

1. Send **information about shipping** by e-mail to ems@safiral.cz with the possible **Tracking Number** of the shipment
2. The supplied components must be properly packed in **the original ESD packaging**
3. The components must include a **reserve for machine fitment**, SEE TABLE
4. The package must contain the **Delivery Note** (DN) with the following information:
 - a) The **Company Name** - who is sending the components
 - b) Which order the material belongs to: the **Order Number**
 - c) The number of individual parts (bags, reels,...)
 - d) The identification of the component type (**P/N, the Part Number, or MPN**) matching the **BOM**
 - e) The reference designation of individual components (e.g. C1, C2, CON1, etc.)
 - f) The individual parts must have the same designation in the DN as in the BOM
 - g) If the supply of material is intended for several types of PCB, it is necessary to indicate which specific order the given component is assigned to
 - h) If the customer uses his marking system for individual components, it is necessary to have this marking both in the BOM and in the DN
 - i) If the delivered material conflicts with the BOM, it is necessary to state in the DN that it is a replacement

A confirmation email will be sent to the customer upon receipt of the delivered material.

If the above conditions **are not met**, we incur downtime and additional costs, which we are forced to charge according to the following tariff:

Situation	Charge
Passive components sprinkled in a bag	5 € / 1 bag
Active components sprinkled in a bag (risk of damage)	10 € / 1 bag
Passive components supplied without boot tape	5 € / 1 type
Passive components delivered without sufficient margin	5 € / 1 type
Material not classified according to orders (all together)	2,5-10 € / 1 item*
Non-original packaging incorrectly marked	5 € / 1 type
Handwritten packaging	2,5 € / 1 type
Differently marked items on the packaging, in the DN and in the BOM	10 € / 1 item
The delivery note is missing	20 €

* according to the complexity of the order

We reserve the right to extend the production date if the delivered material does not meet some key requirements, as well as to reject the order if several conditions are violated at the same time.

In conclusion

Customer material is received via the SCIENSCOPE AXC-800III X-ray device, which is connected to the HELIOS Nephrite information system. If the delivered material meets all the above requirements, the reception is fast, intuitive and with minimal risk of error. The fulfilment of all these conditions will lead to mutual satisfaction when we avoid time delays in communication and subsequent downtime in production already at the entrance before the assembly itself.

Thank you for your understanding.

THE DELIVERY NOTE (Template):

1. the **Order Number:** Motor_driver_board_ver01; 10 pcs

Code	MPN	Package	Reference	PCS	Substitute
10004611	2n2/50V X7R C 0603	C 0603	C1	10	
10004641	1k0 R 0603 (1%)	R 0603	R47, R48	20	
10006060	TMS320F28035PAGQ	TQFP	IO1, IO2	20	TMS310F280

2. the **Order Number:** LED_board_ver01; 10 pcs

Code	MPN	Package	Reference	PCS	Substitute
10005427	KP-1808SGC	LED 0603	LED1	10	
10005431	KP-1808SYC	LED 0603	LED2	10	
10006060	TMS320F28035PAGQ	TQFP	IO1, IO2	20	TMS310F280

3. The Shared Parts for contracts: Motor_driver_board_ver01, Control_board_ver01

Code	MPN	Package	Reference	PCS	Substitute
10004579	3n3/50V X7R C 0603	C 0603	C1, C41	10	
10006473	620R R 0603 (1%)	R 0603	R23, R41	20	

The **Table of Reserves** and overflows for machine installation:

Package	Reserve for Prototype	Reserve for Series	Pieces required for introduction into the machine
0201, 0402	20 %	10 %	+ 10 pcs
0603	10 %	5 %	+ 10 pcs
0805	10 %	5 %	+ 10 pcs
1206 and bigger	5 %	3 %	+ 10 pcs
SOT23	5 %	3 %	+ 10 pcs
S08, TanD and bigger	can be per piece	in orders of pieces	
TH components	can be per piece	can be per piece	
Active components	1 pc	2 pcs	

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