
Dear Valued Benchmark Supplier,

Thank you for your commitment to providing Benchmark Electronics, Inc. with quality goods and services. In today's marketplace, it is essential to have a reliable supply base. As part of our ongoing efforts to comply with the evolving market and safeguard our customers, Benchmark has implemented documentation and packaging expectations for each shipment, in order to comply with AS5553.

Please review the required elements below. All noted elements must be confirmed, with the buyer, prior to shipment; and sent to the buyer, via email, OR with the shipment.

- Chain of Custody (Traceability)
 - Must be on seller's letterhead
- Certificate of Compliance (C of C)
 - Original, manufacturer's C of C
 - By Date Code, batch lots
- Original packaging
 - Exceptions must be acknowledged by the Benchmark buyer, in writing
 - Prototype purchases for the Benchmark Design Engineering team are an acceptable exception and will be noted as Prototype Purchase on the purchase order
- Uncovered and legible manufacturer label

Signature below will acknowledge understanding of these requirements going forward.

Please return the signed copy and forward any questions or comments to:

claudia.rodillas@bench.com

Regards,
Shabnam Shaghafi
Vice President, Supply Chain
BENCHMARK ELECTRONICS, INC.

Supplier Name

Authorized Representative (Printed)

Authorized Representative Signature / Title

Frequently Asked Questions

Chain of Custody

Q: What is Benchmark's definition of traceability?

A: Benchmark's definition of adequate traceability, is the chain of custody. This is the path back to original manufacturer. This includes any companies who have possessed the material in between.

Q: What does the chain of custody documentation need to look like?

A: Documentation must be on seller's letterhead. It must include a list by lot / date code, with purchase order information, of every company that has taken custody of the product.

Q: When material is non-traceable, can we still provide a quote, stating, "NON TRACEABLE"?

A: If product is not traceable, please respond to the buyer that product cannot be quoted, as it is "NON TRACEABLE".

Q: What type of supporting documentation is required prior to shipping?

A: Chain of custody letter must be sent by email prior to shipping, OR be included with the shipment. Failure to provide will lead to rejection and return. All other standard elements must be included with shipment: Packing list, Manufacturer C of C, etc.

Certificate of Compliance

Q: Will seller's C of C be acceptable?

A: No. Only a manufacturer's C of C is acceptable

Original and Complete Packaging

Q: If seller opens packages for inspection, what is the protocol for repackaging?

A: Seller must repackage per IPC/JEDEC standards. Any variances or shortages must be approved by the buyer.

Uncovered and legible manufacturer label

Q: Is there a Benchmark controlled specification for this?

A: Requirement is for clean, legible, uncovered manufacturer label. No specification required.

General

Q: Will these (4) requirements be submitted, by the buyer, in the RFQ?

A: These are Benchmark standard requirements for every order. Requirements will be printed on each PO.

Q: How will compliance of these requirements be verified?

A: All orders will go through Benchmark Incoming Inspection, with trained inspectors. All requirements will be on the Benchmark PO, with inspector visibility.

Q: Are all elements required or can exceptions be approved?

A: All elements are required to be in compliance with Benchmark requirements

Exceptions

Q: Are there circumstances where the requirements may be exempted?

A: Any exemptions must be provided to the supplier in writing. Prototype procurements where quantity and packaging may be different than the defined expectations will be identified as a prototype purchase or as material samples.

Revision History

Date	Rev	Reason for Change:	ECO Number:
10/1/2019	A	Initial release.	CORP004214