



EFFECT DATE: 1-8-2021
REVISION: G

SUPPLIER GUIDE

ECA
EDINBURGH, IN

GTR
EDINBURGH, IN

KEY
MADISON, IN

TENNPLASCO
LAFAYETTE, TN



MANAR is a full-service quality injection molded, assembly, and contract manufacturer. Some suppliers to MANAR are customer specified, but MANAR is still responsible for approving the supplier and monitoring their performance. Suppliers should be following ISO9001 or IATF, unless otherwise approved.

The supplier is responsible for reading and complying with the enclosed information.

Process of Selecting a New Supplier

- Supplier is selected, either by MANAR or by MANAR customer
- Supplier Survey Form #8.039 is sent to supplier by MANAR Purchasing/Customer Service
- Form is completed and returned to MANAR. Form will be reviewed by MANAR Purchasing/Customer Service, Quality, and General Manager for approval as an approved supplier
- Supplier will complete form and return to MANAR in a timely manner, (couple days)
- MANAR will approve the supplier from the survey or decide to perform an audit
- Suppliers who are ISO/TS/AS certified/accredited will notify MANAR of any change of status to their certification/accreditation. Suppliers will also provide MANAR updated copies of their certificates of certification/accreditation.
- Audit process is held based on supplier location, quality criteria, and volume

GTR & Tennplasco - Automotive

- All suppliers related to automotive must be 3rd party registered by an accredited source to ISO 9001. Current suppliers will be required to submit a copy of their certification.
- Suppliers must notify MANAR when they pay premium freight to ship parts.

Requirements for Suppliers

- Purchase order will document processes, products and services to be provided
- Drawings, Technical data, specifications, process requirements and work instructions are proprietary information and should be controlled and not shared
- Products, services, methods, process and equipment should be maintained to meet required requirements
- Manufacturing components and services will be approved before shipment by submitting a PPAP. The product and/or process will be verified and validated through the sampling process. Key dimensions will be determined at this time; if not on print; also may require SPC.
- Competence shall be shown in the review of supplier
- Delivery and Quality performance will be monitored for supplier performance
- Must use designated or approved suppliers of products or services
- Prevent use of counterfeit parts
- Must notify if any changes in product process, non-conformance, management, or organization
- Customer requirements will be flowed down on the work instructions or in this manual
- Supplier must maintain and send upon request documented information, including record retention and disposition requirements
- Right of access by organization, customer regulatory or statutory authorities
- Be aware of contribution to product and service conformity, contribution to safety, and importance of ethical behavior



New Products

- Automotive related products will require a five (5) piece First Article (FAI) of each cavity
- Per PPAP Level 3 submission
- Non-Automotive will require Five (5) piece FAI on each cavity
 - Flow Chart
 - Control Plan
 - 35 piece capability of critical dimensions (*critical dimensions will be determined by supplier & MANAR)

Quality

- Certificate of Compliance/Analysis may be required by Manar
- MANAR may periodically request dimensional or capability data
- Incoming Inspection will be performed at MANAR on incoming products
- Records and Documents will be maintained by the supplier at their facility. These records will be stored in a safe, organized manner, easily retrievable. Records will be kept for the life of the product, and then MANAR can either get records returned or direct the supplier to shred the documents.

Non-Conformance

- Incoming Audit Inspection (ICA) will be performed by MANAR. If defects are found, the supplier will be contacted to issue a return authorization number
- Line Defects – if defects are found on the line, MANAR will accumulate and contact the supplier to issue a return authorization number to return the product or scrap at Manar
- Sort Product – if defects are found and there is not time to return the product, the supplier will be contacted. The supplier can sort at MANAR or pay MANAR to sort the product. A fee of \$25 per hour will be charged by MANAR to sort product.
- A Corrective Action may be issued to suppliers for any non-conformances. The corrective action must be answered and returned to MANAR Quality before the due date.

Tools & Gages

- Repairs to tools, damage, etc. must be approved by MANAR prior to repairs, except for basic preventive maintenance
- Samples must be sent to MANAR after repair for approval

Deviations

- If a deviation is required for any reason, a deviation request must be submitted to Manar
- The deviation must be approved by MANAR before product can be shipped

Packaging

- Supplier will pack product to prevent damage through delivery process
- After receiving product, MANAR may contact the supplier to change the pack



Product Label

- Product should be labeled and identified with the following:
- MANAR Part Number
- Quantity
- Lot Number
- Part Revision Level
- Each container should have a product label

Delivery

- Product must be 100% on time
- Per due date required by Manar
- Window for early shipments not to exceed five (5) working days
- Window for late shipments is zero (0); unless otherwise approved

Packing Slip

- Suppliers need to document the information listed below on packing slip:
- Part Name
- MANAR Part Number
- Quantity
- Material Suppliers (Raw Resins) should send Material certifications/Analysis with shipments or email ahead of shipments
- Suppliers should send SDS sheets with shipments (as required)
- Percentage of over and under allowed is 10%, unless prior approval

Invoice

- Must contain:
- Quantity
- Purchase Order Number/Line Number
- MANAR Part Number
- Price

AS9100

- Configuration Management
- Risk Management
- Work Transfer