

Date: 6/3/2024

Topic: Kiteworks Product Documentation Submittal Update

Supplier,

VACCO requires that suppliers send Product Documentation to VACCO via Kiteworks.

We are requesting that you read the following guidelines:

All documentation for lots that will be sent to VACCO shall be sent in the following manner:

- Physical Lot delivered with a packing slip to VACCO.
- Certifications uploaded to Kiteworks to the e-mail Receiving@vacco.com with the following naming convention
 - Subject Title – Supplier Name, PO XXXXXX, L/I XX
 - Example: ACME Machining, PO 123456, Line 01
 - Label attachments as follows:
 - Packing slip (ps)
 - PO XXXXXX L/I XX_ps
 - Example: PO 122222 LI 01_ps
 - Certifications (certs) (all documents required for this PO, L/I)
 - PO XXXXXX, L/I XX_certs
 - Example: PO 122222 LI 01_certs

All documentation shall be scanned with the following guidelines:

1. Verify that all documents are legible after scanning
2. Verify that all documents are oriented in the same direction

Suppliers that are working with the Supplier Quality Team on a precertification review process shall send their certifications via Kiteworks to the e-mails listed below.

Please contact the buyer or Supplier Quality names below to set up your company with this process. You will need to send the e-mails that require access to the names below and wait to receive the log in password to start the process.

Tony Tan – Sr. Supplier Quality Engineer

atanurdjaja@vacco.com

626-258-6839

Javier Marquez – Sr. Supplier Quality Specialist

jmarquez@vacco.com

626-652-6745