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## Supplier Qualification

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Qualification/Development of all Cascade Engineering Direct Material Suppliers

### Process Steps

- **Supplier Information Form** is filled out by potential supplier
- Quality, Diversity, Environmental, and any other Certifications are submitted by supplier to supply chain. (Potential Automotive suppliers must be certified to ISO 9001:2000 at a minimum with the goal of TS16949:2002 certification)
- A Dunn & Bradstreet Report may be generated
- A Master Supplier Agreement may be initiated
- On-site audits/visits are scheduled as necessary

### Evaluation

Commodity Manager makes qualification decision based on technical recommendation and Noble management approval

- If the supplier is qualified, the Supplier Information Form is forwarded to accounting for entry into QAD
- If the supplier is not qualified, the process is stopped

### Supplier Status

Suppliers currently in our system and newly qualified suppliers will be coded in the following way:

1. **Direct Materials**  
Approved (D-AP)
  - Qualified supplier meeting qualification objectives
2. **Disqualified (D-DQ)**
  - Failure to meet performance expectations
  - Failure to respond and work through Corrective Actions

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## Supplier Schedules

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Supplier requirements will be communicated through Supplier Schedule/Material Releases, Purchase Orders, inventory levels, or kan-ban. Requirements can be retrieved through EDI, email or fax. Noble Polymers SCM specialist will work with each supplier to communicate what method will be used. Electronic methods are always preferred.

Contained on the Purchase Order or Supplier Schedule/Material Release is the following information:

- Your Company Name, Address, and Cascade assigned supplier number
- Your Company contact information (if information is incorrect it is the suppliers' responsibility to call with corrections Noble Polymers right to inspect)
- Release ID (Cascade assigned, date of release update)
- Purchase Order number – must be on all shipping and invoicing documents
- Part number and description – must be on all boxes and documents
- Delivery dates (in house at Noble Polymers) and quantity information

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**If this document is not read from within the QMIS database it is considered an uncontrolled copy.**

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## Supplier Shipping Policy

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Please be advised that if you **fail to ship parts according to the releases**, it is your responsibility to immediately notify your Noble Polymers contact. By doing this, Noble Polymers may be able to work with you and address your inability to ship the correct quantity on time.

If you do not contact us before your shipping date and you do not ship the correct parts in the correct quantity with the correct paperwork, we reserve the right (in addition to other remedies that may be available) to immediately issue a non conformance or corrective action. If, as a result of a non-conformance, our plant (s) experiences downtime or our customer's are affected, we may immediately engage in cost recovery efforts.

Your compliance to this policy will help prevent jeopardizing our customers due to outages and/or incorrect product.

It is **your responsibility** to contact Noble Polymers if you are not seeing updated releases. If there is a system problem, we can address the situation and make the necessary corrections.

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## Discrepancy Notification

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A discrepancy notification must be completed and communicated to your Noble Polymers contact as soon as a discrepancy is identified. The following information is required documentation in the event a discrepancy should occur.

3. Supplier Name
4. Supplier contact name
5. Contact's telephone number
6. Material Release number affected
7. Ship-to location affected by the short ship
8. Part number(s) being affected
9. The quantity requested on material release
10. Quantity being shipped
11. The quantity short
12. Date the balance will be shipped
13. Supplier comments

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## Receiving Requirements

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Noble Polymers requires the following to ensure on time receiving:

1. Complete Bill of Lading including
  - a. Destination Address
  - b. Supplier name
  - c. Delivery date
  - d. Bill of Lading Number
  - e. Cascade Engineering's part number
  - f. Part Description
  - g. Actual Ship Quantity
  - h. Lot number (s) – if applicable
  - i. Noble Polymer Purchase Order Number
2. Bar Code Label on all cartons
3. Advanced Shipping Notification (ASN) as available

Lack of proper paperwork can have the following effects:

1. Payment can be delayed
2. Receiving is difficult and can be delayed
3. Production could be jeopardized
4. An NC may be issued
5. Performance Score may be affected

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## Labeling and Bar Code Requirements

All incoming product shall have bar code labels that are readable by Noble Polymers Standard 4 x 6 AIAG label format. Code 3 of 9 translation.

All incoming product must be labeled with the following:





- |   |                    |
|---|--------------------|
| 1. Noble Polymers part number           | Barcode (P) prefix |
| 2. Part Description                     | Non-Barcode        |
| 3. Quantity                             | Barcode (Q) prefix |
| 4. Noble Polymers purchase order number | Barcode (K) prefix |
| 5. Inspection status                    |                    |
| 6. Lot number or serial number          | Barcode (S) prefix |

In the case of returnable containers, all previous stickers must be removed or blocked out. Labels need to be on adjacent corners. It is the supplier's responsibility to notify Noble Polymers of packaging that needs repair, re-work, or disposal.

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## Label Example

PART NO. (P) <b>5000-P759</b> 	INSPECTION STATUS <b>OK TO USE</b>
DESCRIPTION <b>WHITE PE MB WHITE PE MB</b>	MANUFACTURED <b>3/10/2010</b>
SERIAL NO. (S) <b>00000999</b> 	TARE WEIGHT <b>52 LBS</b>
QUANTITY (Q) <b>1700</b> 	PO NO. (K) <b>AGS10991</b> 
Supplier Name, 1234 Maint Street, Grand Rapids, MI 49512	

PART NO. (P) <b>5000-P759</b> 	INSPECTION STATUS <b>OK TO USE</b>
DESCRIPTION <b>WHITE PE MB WHITE PE MB</b>	MANUFACTURED <b>3/10/2010</b>
LOT NO. (IT) <b>12345</b> 	TARE WEIGHT <b>52 LBS</b>
QUANTITY (Q) <b>1700</b> 	PO NO. (K) <b>AGS10991</b> 
Supplier Name, 1234 Maint Street, Grand Rapids, MI 49512	

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## Invoicing Requirements

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All invoices must include the following information:

1. Noble Polymers part number
2. Noble Polymers purchase order number
3. Quantity shipped
4. Price
5. Bill of Lading number

**Note: Any non-conforming invoices will be returned unprocessed.**

Noble Polymers standard payment terms are net 60.

All invoices are to be sent to: Noble Polymer LLC,  
Attn: Accounts Payable  
P.O. Box 888405  
Grand Rapids, MI 49588-8405

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## NC/Corrective Action Information

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### **NC = Non Conformance**

A \$75 charge may be assessed for each NC/Corrective Action Issued An NC or corrective action is initiated to a supplier when it is determined that it is necessary to address a problem (not all problems will require a corrective action or NC).

- When a corrective action is issued, all suspect product must be quarantined and identified
- Rework and disposition will be coordinated by the Supplier Quality Coordinator
- Initial response must be given within 24 hours and must include
  - RMA number for product being returned
  - Problem confirmation and results of inventory review at supplier location
  - Brief description of containment plan and implementation timing
- Response updates must be given every 10 working days until the final response has been determined. The final response must include
  - Root cause of the problem and method used for discovery and verification
  - Corrective and preventative actions and implementation dates
  - Follow up verification after corrective/preventative actions are implemented

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## Cost Recovery Information

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### **Rework Costs**

Should a problem be detected with your product you will be given the option to come into Noble Polymers and sort the product yourself, send in an independent sort company, or have product returned and replaced at your expense. The freight expense is considered premium shipment costs. Noble Polymers will charge you \$75 per hour per person for rework until your choice of options has arrived to correct the problem.

### **Shut down Costs**

In the event that a Noble Polymers production process is shut down due to non-receipt of product or receipt of defective product, an hourly charge equal to the rate per hour of that the production process will be charged to the supplier until the production process is back up and running. **Hourly possessing rates range from \$150 per hour to \$750 per hour depending on production process size and labor required.**

### **Customer Rejects**

Noble Polymers will recover all customer charges as they relate to supplier quality defects/rejects along with any charges Noble Polymers incurs for overtime.

### **Premium Shipment Costs**

If you incur any premium shipment costs, a copy of the invoice must be sent to Noble Polymers, Attention SCM specialist. All premium freight costs must be tracked per Quality requirements. Please include an explanation of the expense.

### **Other Remedies**

The foregoing will not limit any of the other rights or remedies that may be available to Noble Polymers under the parties' contract or applicable law.

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## **Supplier Performance Measurements**

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Suppliers delivering direct (production) materials regularly will be measured on the following criteria.

1. [Delivery](#)
2. [Quality](#)
3. [Value](#)
  - a. Communication
  - b. Commitment
  - c. Cost Reduction
  - d. Lead Time
  - e. Technical Assistance
4. [Management System](#)

### **Delivery**

Dates given on supplier schedules/purchase orders are “in house” dates. Suppliers may be allowed to ship up to 2 days early. This will be discussed on a per item basis. Late deliveries will be counted against the total score. (Exceptions will only be considered if arrangements are made prior to the due date and do not jeopardize our customer schedules.)

Requirement: 100% on time delivery - 30 points

### **Quantity**

- Received quantity must equal Noble Polymers order release quantity. Under shipments will be considered late and may result in a deduction of points. Late shipments will result in a deduction of points.
- Early shipments – Material more than 2 days early may result in a deduction
- Over shipments – Material overages may result in a deduction



- All shipments must contain a Bill of Lading/Packing Slip. Non-conforming paperwork may result in a point deduction. All Bill of Ladings/packing slips must include:
  - Destination Address
  - Supplier name
  - Noble Polymers Purchase Order Number
  - Delivery date
  - Bill of Lading Number
  - Noble Polymers part number
  - Part Description
  - Actual Ship Quantity
  - Lot number (s) – if applicable
  - Certification/SPC Data attached if applicable
- Premium Freight
 

Premium freight must be tracked and reported to Noble Polymers. Points may be deducted if premium freight is utilized. If premium freight is caused by Noble Polymers actions, premium freight will be tracked, but no point deduction will follow

### Quality

All incoming product must meet applicable specifications. “Applicable specifications” refers to the specifications that are approved during the latest PPAP. Any changes to product must be re-submitted and approved prior to production changes in accordance with the current AIAG PPAP Manual, **including but not limited to changes in suppliers, materials, processes, tooling, inspection criteria, or manufacturing facility**. Product that is received out-of-spec will be considered late. Production process accumulations will be charged back once per month or more often if needed.

#### Requirement: 100% conforming product and no disruption costs– 40 points

PPM results

$$PPM = \frac{\text{Total actual verified defective parts}}{\text{Total number of received parts}} \times 1,000,000$$

Total number of received parts

1 to 249 =	0
250 to 1,249 =	-5
1,250 to 2,499 =	-10
2,500 to 4,999 =	-15
5,000 + =	-30

30 Points Possible

Disruption results

All suppliers will be given 10 points to start the period. Deductions will be taken for disruptions such as NC issuance, CAR issuance, Late/No response to CAR’s, Deviation issuance, Customer Claims, and Field Claims. Supplier scores cannot go negative. (Only 10 points can be deducted in total)

10 Points Possible

### Value

Goal: Products and Service that create a world class Supply Chain – 24 points

- Categories
- Communication
- Commitment
- Cost Reduction
- Lead Time
- Technical Assistance

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**Communication – 5 possible points**

Suppliers are expected to respond to CE on or before requested due date. (Example: Corrective Action Responses, Information Requests, Quote Responses, Order Confirmations, and Timely Notification of delivery issues)

- 5 Supplier communication is excellent
- 4 Supplier communication is above average
- 3 Supplier communication is average
- 1 Supplier communication is below average
- 0 Supplier communication is poor

**Commitment – 5 possible points**

Suppliers are expected to show commitment to working with production process (Examples: Process innovation ideas, on site launch support, Revenue generation ideas/leads, Kaizen support, program improvement ideas)

- 5 Supplier's commitment is excellent
- 4 Supplier's commitment is above average
- 3 Supplier's commitment is average
- 1 Supplier's commitment is below average
- 0 Supplier's commitment is poor

**Cost Reduction - 5 possible points**

Suppliers are expected to assist Noble Polymers in reducing total cost. (Examples: Piece price reductions, Alternate material selections, Rebates, Vendor managed inventory, Payment terms, Other Value added/Value engineered initiatives)

- 5 Supplier exceeds cost reduction initiatives
- 4 Supplier has above average results in cost reduction initiatives
- 3 Supplier has average results in cost reduction initiatives
- 1 Supplier has below average results in cost reduction initiatives
- 0 Supplier has poor results in cost reduction initiatives

**Inventory Investment/Lead Times – 5 possible points**

Suppliers are expected to assist Noble Polymers in reducing total inventory investment. (Examples: Reduction in any of the following: Lead-times, Minimum Order Qty, Transit Time or The implementation of consignment inventory, VMI, or Kan Ban's where applicable.)

- 5 Supplier exceeds initiatives
- 4 Supplier has above average results on initiatives
- 3 Supplier has average results on initiatives
- 1 Supplier has below average results on initiatives
- 0 Supplier has poor results on initiatives

**Technical Support- 4 possible points**

Suppliers are expected to provide technical support to Noble Polymers on new and existing products. (Examples: On-Site Launch Support, Timely Resolution of Issues & Opportunities, Product/Process Validation Testing)

- 4 Supplier technical support is excellent
- 3 Supplier technical support is above average
- 2 Supplier technical support is average
- 1 Supplier technical support is below average
- 0 Supplier technical support is poor

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## Management Systems

Goal: Quality suppliers actively choosing policies and procedures that measure environmental impact on the earth – 6 points  
 Suppliers of direct (production) materials are expected to have an effectively implemented quality system. All direct material suppliers for automotive production shall be third party registered by an accredited third-party certification body to ISO 9001 as a minimum with a goal of achieving TS16949. All suppliers for non-automotive production shall be third party registered by an accredited third-party certification body to ISO 9001 if required by Noble Polymers customer. Exceptions must be approved by Noble Polymers or Noble Polymers customer if certification is required by the customer. For distribution companies, their suppliers that provide product for Noble Polymers must also comply with these requirements. Noble Polymers expects all suppliers to have a system in place for management review of Key Process Indicators. Information regarding the performance of these indicators shall be made available to Noble Polymers upon request.

Noble Polymers is committed to continuous reduction of negative impacts on the environment by utilizing an Environmental Management System. The support of suppliers throughout the supply chain is needed to meet this commitment. The point system is listed below.

**Quality Management System**

Registered to TS16949	=	4
Registered to ISO 9001	=	3
Progressing toward ISO 9001 registration as planned	=	2
Non registered	=	0

**Environmental Management System**

Registered to ISO14001	=	2
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In the event of revocation of registration, Noble Polymers must be notified within 48 hours. Submittal of new registration upon expiration of current is the supplier’s responsibility.

Noble Polymers reserves the right to perform a 2<sup>nd</sup> party audit to verify compliance.

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# Noble Polymers SUPPLIER RATING

**90 to 100 Points - Preferred:** Organizations with this rating are preferred suppliers in their commodity.

**80 to 89 Points - Acceptable:** Organizations with this rating are performing average within their commodity. New business may not be awarded to suppliers with this designation for 3 or more months.

**60 to 79 Points - Substandard:** Organizations with this rating for three or more consecutive months are required to put together an action plan to achieve an Acceptable rating. A copy of this plan must be submitted to Noble Polymers SCM Specialist. An on-site visit and review of the plan may be scheduled.

**0 to 59 Points - Probationary:** Suppliers with this rating for three or more consecutive months are required to complete a formal Corrective Action/Development Plan to address issues causing deficient scores. This includes acknowledgement of areas requiring improvement, assignment of responsibility for achieving improvement, and establishment of a timetable for completion. A copy of this plan must be submitted to Noble Polymers SCM Specialist. An on-site visit and review of the plan may be scheduled. A re-source review may take place as a result of poor performance. New business may not be awarded to suppliers with this designation for 3 or more consecutive months without the written approval of the supply chain director.



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**Suppliers who fall below 60 points for six consecutive months may be de-sourced. The commodity manager will consider the following when making a determination to de-source or not.**

- Customer-directed supplier
- Remaining life of program
- Level of difficulty in changing the supplier
- Sole source of product
- Total cost to change suppliers

**If a supplier is disqualified, the supplier type field will be changed in QAD and a CAIP will be followed to change to a new supplier if applicable.**