



STANDARD OPERATING PROCEDURE

Customer Information Required by MPL for Quotation Preparation

Approval

Authorized Signature: _____ Date: _____

1 Purpose

- 1.1 This procedure defines the customer information required by MPL for preparing quotations.

2 Scope

- 2.1 This procedure applies to all customers requesting quotations from MPL, Inc.

3 Definitions

- 3.1 Turn Key - MPL provides full service to customer (MPL purchases all material.).
- 3.2 Consignment – Customer provides all material.
- 3.3 RFQ – Request For Quotation
- 3.4 BOM – Bill of Material

4 Procedure

- 4.1 **For consignment quotations** MPL will need the following information from our customer:
 - 4.1.1 Part number and quantity of assemblies to be quoted.
 - 4.1.2 Desired completion date
 - 4.1.3 Board level assembly drawings top and bottom. **Must have part number and be revision controlled.**
 - 4.1.4 Bare board dimension
 - 4.1.5 Bill of materials. **Must be revision controlled.**
 - 4.1.6 Special assembly instructions
 - 4.1.7 Test Specifications if applicable
- 4.2 **For turnkey quotations** MPL will need the following information from our customer:
 - 4.2.1 Part number and quantity of assemblies to be quoted.
 - 4.2.2 Desired completion date
 - 4.2.3 Board level assembly drawings top and bottom. **Must have part number and be revision controlled.**
 - 4.2.4 Bare board dimension
 - 4.2.5 Bill of materials with complete manufacturers part numbers. **Must be revision controlled.**
 - 4.2.6 Approved vendor list
 - 4.2.7 Printed circuit board fabrication files
 - 4.2.8 If printed circuit boards are going to be tooled by a predetermined board house, the necessary vendor information must be furnished to MPL.
 - 4.2.9 Special assembly instructions
 - 4.2.10 Test specifications if applicable

- 4.3 Preferred documentation format:
 - 4.3.1 Bill of materials – MS-Excel 9 is preferred, MS-Word is acceptable
 - 4.3.2 Drawings – Gerber Format, DXF, or PDF
 - 4.3.3 E-Mail, Hard Copy via mail.

5 References

- 5.1 Level II Quality Manual
- 5.2 SOP-4-3-001 Contract Review
- 5.3 SOP-4-3-002 Order Requirements

6 Revision History

- 6.1 12/8/98 – Initial release of this document
- 6.2 10/20/2000 – Removed flow chart and updated procedure
- 6.3 5/22/01 – Revised title, made minor edits to sections 4.2, 4.2.1 and 4.3.2, added section 4.1.7, 4.2.8, 4.2.10.