

<b>DOCUMENT NAME:</b>	<b>Documentation Requirements for Quoting</b>		
<b>DOCUMENT #:</b>	<b>SOP-042</b>	<b>DOCUMENT REVISION:</b>	<b>D</b>
<b>RESPONSIBILITY:</b>	<b>Document Control</b>	<b>ISSUE DATE:</b>	<b>02/21/2020</b>
<b>DEPT. AFFECTED:</b>	<b>Document Control, Purchasing</b>	<b>REVIEW DATE:</b>	<b>02/21/2022</b>
<b>UPDATED BY:</b>	<b>QUALITY ASSURANCE</b>	<b>PAGE 1 OF 2</b>	

# Standard Operating Procedure Documentation Requirements for Quoting

REV	DATE	DESCRIPTION	APPR	ENG	QA	PRO	OPS	MGT
Orig.	12/08/1998	Initial Release	<input checked="" type="checkbox"/>	--	--	--	--	--
A	10/20/2000	Removed flow chart, updated procedure	<input checked="" type="checkbox"/>	--	--	--	--	--
B	05/22/2001	Revised title, made minor edits to sections 4.2, 4.2.1, and 4.3.2. Additions of 4.1.7, 4.2.8, and 4.2.10	<input checked="" type="checkbox"/>	--	--	--	--	--
C	05/07/09	Changed to new format, updated requirements	<input checked="" type="checkbox"/>	CS	BL	PO	--	SF
D	04/09/2013	Added flow chart, spelling and grammar corrections	<input checked="" type="checkbox"/>	CS	BL	PO	MB	SF
D	10/27/2015	Periodic Review and Re-Approval	<input checked="" type="checkbox"/>	CS	SS	PO	MB	--
D	01/15/2018	Periodic Review and Re-Approval	<input checked="" type="checkbox"/>	CS	--	PO	MB	SF
D	2/21/2020	Periodic Review and Re-Approval	<input checked="" type="checkbox"/>	--	DR	--	MB	SF

## 1.0 PURPOSE / SCOPE:

- 1.1 This procedure defines the customer information required by MPL for preparing a quotation.
- 1.2 This process applies to all customers requesting quotations from MPL, Inc.

## 2.0 DEFINITIONS:

- 2.1 **TURNKEY** – MPL provides full service to the customer; MPL purchases all material.
- 2.2 **CONSIGNMENT** – Customer provides all material.
- 2.3 **RFQ** – Request For Quotation.
- 2.4 **BOM** – Bill of Materials

## 3.0 PROCEDURE:

- 3.1 Consignment Quotations – MPL will need the following information from the customer:
  - 3.1.1 Part number and quantity of assemblies to be quoted.
  - 3.1.2 Desired completion date.

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- 3.1.3 Board level assembly drawings (top and bottom). **These drawings must contain the part number and be revision controlled.**
- 3.1.4 Gerber files with a fabrication drawing and solder paste files. Panel drawings must be included if the bare board is panelized.
- 3.1.5 Bill of Materials which includes manufacturer and part number information. **This must be revision controlled.**
- 3.1.6 Special assembly instructions.
- 3.1.7 Test specifications and schematics, if applicable.
- 3.1.8 Confirmation of processes to be quoted; lead process or lead-free process.
- 3.1.9 Component programming requirements, if applicable.
- 3.2 Turnkey Quotations – MPL will need the following information from the customer:
  - 3.2.1 All information listed under “Consignment Quotations.”
  - 3.2.2 Approved vendor list.
  - 3.2.3 If printed circuit boards are going to be tooled by a pre-determined fabrication house, the necessary vendor information must be furnished to MPL, Inc.
- 3.3 Preferred Documentation Format:
  - 3.3.1 BOM – Excel, ASCII text files.
  - 3.3.2 Drawings/Fab Files – Gerber, DXF, PDF.
  - 3.3.3 MPL prefers to receive files via email. Disc by mail is acceptable if the files are too large.