
 ADVANEX	TITLE	Material Purchasing Specification (General)			Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ☎: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 ☎: 00 44 (0) 115 9295773 Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	1 of 7	

MATERIAL PURCHASING SPECIFICATION (General)


ADVANEX EUROPE

	TITLE	Material Purchasing Specification (General)			Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 📠: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 📠: 00 44 (0) 115 9295773 Video Conference IP: 80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	2 of 7	

DOCUMENT APPROVAL


Author's Signature:


Your signature indicates that this document has been prepared in accordance with existing standards and adequately reflects the tasks and deliverables necessary for supply of material.

Signature		Date	26 JAN 2017
Print Name	Daniel Goldsbrough		
Title	Quality Assurance & Systems Engineer		

Reviewer's Signature:


Your signature indicates that, you have reviewed this document and that it accurately and completely reflects the tasks and deliverables necessary for supply of material.

Signature		Date	30 JAN 2017
Print Name	Marian Mullings		
Title	Finance Manager		

Signature		Date	30 JAN 2017
Print Name	Daniel Cox		
Title	Buyer		

Quality Assurance/Compliance Approver's Signature:


Your signature indicates that this document and the information contained herein complies with applicable regulatory, corporate, divisional/departamental requirements, and current Good Manufacturing Practices.

Signature		Date	31 Jan 2017
Print Name	Gary Crawley		
Title	Quality Assurance & Systems Manager		

Supplier's Signature:


Your signature indicates that you agree to adhere with the requirements of this specification.

Supplier	Date
Signature		
Print Name		
Title		

	TITLE	Material Purchasing Specification (General)			Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ✉: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 ✉: 00 44 (0) 115 9295773 Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	3 of 7	


DOCUMENT CONTROL

Revision	Description	Date	Revised by
01	First issue	26 th Jan 2017	N/A

	TITLE	Material Purchasing Specification (General)			Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ☎: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 ☎: 00 44 (0) 115 9295773 Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	4 of 7	

1 Table of Contents

1.0	PURPOSE & SCOPE	5
2.0	APPROVED MATERIALS	5
3.0	TERMS & DEFINITIONS	5
4.0	PACKAGING AND LABELLING	5
5.0	DOCUMENTATION	5
6.0	MANAGEMENT SYSTEM	6
7.0	DEVIATIONS.....	7
8.0	RECORD RETENTION	7
9.0	ASSOCIATED DOCUMENTS.....	7
10.0	RIGHT OF ACCESS	7

	TITLE		Material Purchasing Specification (General)		Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ☎: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 ☎: 00 44 (0) 115 9295773 Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	5 of 7	

1.0 PURPOSE & SCOPE

- 1.1. This purchasing specification defines the minimum requirements for the supply of raw materials to Advanex Europe Ltd and applies to all product supplied against this specification reference. It is to be used in conjunction with the relevant product specific drawings and specifications where applicable and referenced on a purchase order.
- 1.2. By accepting this document, the supplier confirms the following:
 - 1.2.1. Compliance to all applicable UK and European legislation.

2.0 APPROVED MATERIALS

- 2.1. Defined in product specific drawings and specifications and/or identified on the purchase order.

3.0 TERMS & DEFINITIONS


- 3.1. Coil – material supplied loose wound and tied.
- 3.2. Reel – material supplied on a reel / bobbin.
- 3.3. Former – material supplied on a metal frame.

4.0 PACKAGING AND LABELLING

- 4.1. Where applicable the purchase order will specify the packaging method required (reel, coil, former etc.).
- 4.2. Each coil will be wrapped to prevent deterioration and to protect the material from airborne contamination.
- 4.3. Each individual batch of material supplied to Advanex Europe Ltd will be identified by means of a label. The label will include the following information. Where barcodes are required they should be in order of preference: - QR, code 128 or code 39.
 - 4.3.1. Supplier name – human readable
 - 4.3.2. Material description / grade – human readable.
 - 4.3.3. Mill Certificate Number – barcode & human readable.
 - 4.3.4. Material size – human readable.
 - 4.3.5. Weight in kilogrammes (kg) – human readable.
 - 4.3.6. Material source Number (Heat number or CH number or cast number) - barcode & human readable.
 - 4.3.7. Unique batch Number (Lot number or inspection number) - barcode & human readable.
 - 4.3.8. Tensile strength – human readable.
- 4.4. The outer packaging is to be at the discretion of the supplier and will be largely dependent upon the quantity being delivered. The supplier is responsible for ensuring that the packaging is sufficient to prevent damage or deterioration during transit.
- 4.5. As a minimum the outer packaging will be identified with the information listed below:-
 - 4.5.1. Supplier name – human readable.
 - 4.5.2. Delivery address - human readable.
 - 4.5.3. Purchase order number – barcode & human readable.
 - 4.5.4. Total weight – human readable.

5.0 DOCUMENTATION

- 5.1. A current material safety data sheet will be supplied for all material types supplied. This is not required for each delivery but will be required if the MSDS is updated or a new material type is supplied.
- 5.2. All orders must be acknowledged by the supplier via email.

	TITLE		Material Purchasing Specification (General)		Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ☎: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 ☎: 00 44 (0) 115 9295773 Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	6 of 7	

5.3. Delivery notes are required to accompany all shipments and must include the following information in human readable format:

- 5.3.1. Date.
- 5.3.2. Purchase order & line item numbers.
- 5.3.3. Material type and size.
- 5.3.4. Individual item weights.
- 5.3.5. Delivery reference or invoice number.
- 5.3.6. Supplier's name and address.
- 5.3.7. Advanex name and address.

5.4. For any material shipped into the United Kingdom from outside of the United Kingdom, a copy of the invoice must be sent to Advanex Europe Ltd before despatch.

5.5. Certification / inspection results must be supplied with all material. Details to be included are:-

- 5.5.1. Suppliers name and address.
- 5.5.2. Material type & specification
- 5.5.3. Material size.
- 5.5.4. Weight in kilogrammes (kg).
- 5.5.5. Traceability back to source
 - 5.5.5.1. Material source number (Heat number or CH number or cast number)
 - 5.5.5.2. Mill Certificate Number. To ensure full traceability by the supplier to source.
 - 5.5.5.3. Inspection Certificate Number (if different to Mill Certificate Number).
 - 5.5.5.4. Unique identification (Coil number, lot number, inspection number or batch number).
- 5.5.6. Date of issue.
- 5.5.7. A statement that the material meets the purchasing requirements of Advanex Europe Ltd.
- 5.5.8. Individual coil weights.
- 5.5.9. Dimensional test results.
- 5.5.10. Tensile strength results. Two tests to be performed and results supplied per item.
- 5.5.11. Chemical composition.
- 5.5.12. Details of raw material country of origin.
- 5.5.13. Authorised approval / release signature / stamp.

6.0 MANAGEMENT SYSTEM


6.1. General

6.1.1. Material will be manufactured / controlled under a Quality Management System which is approved by an accredited certification body to one of the following:

- 6.1.1.1. ISO9001
- 6.1.1.2. ISO/TS16949
- 6.1.1.3. AS9100
- 6.1.1.4. ISO13485

6.1.2. Material will be manufactured / controlled under an Environmental Management System which ideally is approved by an accredited certification body to one of the following:

- 6.1.2.1. ISO14001
- 6.1.2.2. EMAS

	TITLE		Material Purchasing Specification (General)		Advanex Europe Ltd Head Office: Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ☎: 00 44 (0) 1636 817725 Bilborough Site ☎: 00 44 (0) 115 9293931 ☎: 00 44 (0) 115 9295773 Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00600	01	26 th Jan 2017	7 of 7	

6.1.3. All product supplied to Advanex Europe Ltd will be fully compliant to the requirements of ROHS, REACH & Conflict Mineral regulations.

6.2. Samples

- 6.2.1. Any sample material supplied must be clearly identified "SAMPLE MATERIAL" and addressed for the attention of Quality Assurance.
- 6.2.2. Unless otherwise agreed in writing with the Quality Assurance or Engineering Department, all samples will be produced using normal production methods and machinery.

6.3. Testing

- 6.3.1. Material dimensions
- 6.3.2. Chemical composition
- 6.3.3. Tensile strength
- 6.3.4. Additional testing requirement defined in individual product specifications relating to this document.

6.4. Pass/Fail Criteria or Critical Defects

- 6.4.1. Unless written authorisation has been received from the Quality Assurance of Advanex Europe Ltd all supplied product must conform, in all respects, to this document and individual product specifications relating to this document.

7.0 DEVIATIONS

- 7.1. Advanex Europe Ltd must be informed and a concession requested if and when the supplier is unable to meet any of the requirements detailed in this specification.
- 7.2. Advanex Europe Ltd must be informed of any significant changes to the manufacturing process or product supplied. Authorisation is required, in writing, from the Quality Assurance department of Advanex Europe Ltd before implementation.

8.0 RECORD RETENTION

- 8.1. All production records must be retained for a minimum period of 40 years. These can be stored either digitally or hard copy.

9.0 ASSOCIATED DOCUMENTS

- 9.1. Product specific specifications identified on the purchase order.

10.0 RIGHT OF ACCESS

- 10.1. With prior arrangement Advanex Europe Ltd, its' customers and regulatory authorities will be permitted access to any applicable areas of all facilities, at any level of the supply chain involved in the order, and all applicable records.