



Building Value  
Into Building Products®

# ODL SUPPLIER MANUAL

## ODL 供应商手册

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## **1.0 – Introduction** 简介

It is the policy of ODL to achieve a clear and competitive advantage through continuous improvement in quality, delivery, service, and cost both through internal activities as well as from our supporting supply chain partners. We support all measures that eliminate the creation of defects, detect and isolate defects if they arise, and create conditions that prevent the escape of these defects on to ODL.

ODL 的方针是通过自身内部改善和供应链合作伙伴的支持，通过在质量、交付、服务和成本方面的持续改进来获得明显的竞争优势。ODL 支持所有可以消除缺陷的措施，如果缺陷存在则需要检测出来，并采取措施来防止这些缺陷传递给 ODL。

It is the vision of ODL that our suppliers shall:

ODL 的愿景是我们的供应商：

- **Do things right the first time** by planning, preparing, and being trained to supply quality products and services.  
通过计划、准备和培训来提供高质量的产品和服务，在第一时间就把事情做好。
- **Do it right every time** by assuring consistent quality products and services through addressing all concerns and risks.  
通过解决所有的问题和风险，来确保产品和服务的一致性，做到每次都正确。
- **Continuously improve** by proactively improving the quality and value of products and services.  
通过积极提高产品和服务的质量和价值观来持续改进。
- **Develop a mutually beneficial relationship with ODL** by working together to mitigate risk, having common goals and expectations, focused on identifying and solving problems together, and maintaining open channels of communication.  
与 ODL 发展互惠互利的关系，共同降低风险，有相同的目标和期望，合力识别和解决问题，并保持开放的沟通渠道。

## **2.0 – Purpose** 目的

The purpose of this manual is to provide definition for our current and potential new suppliers around the expectations and requirements that are the foundation of a long-term mutually beneficial and profitable relationship. The intent is to mitigate risk within our interactions. Our hope is that this manual will provide the processes and tools that will identify opportunities for improvement, provide paths to resolution and encourage effective communication between both parties.



本手册的目的是围绕我们的期望和要求为当前和潜在的新供应商提供定义，这些期望和要求建立在长期互惠互利关系的基础上。其目的是降低我们在交互过程中的风险。我们希望本手册能提供识别改进机会的过程和工具，提供解决问题的途径，并鼓励双方进行有效的沟通。

Suppliers to ODL are expected to implement and maintain a robust Quality Management System which promotes defect free products through prevention, monitoring and continuous improvement. All expectations and requirements are intended to assure safe, reliable products from Suppliers, which meet our customers' expectations for quality, delivery, and price.

We are committed to working with our suppliers to assist in meeting this intent and to provide for continuous improvement, emphasizing defect prevention and waste reduction in the supply chain.

ODL 的供应商应实施并保持健全的质量管理体系，这样的质量管理体系通过预防、监控和持续改进来促进无缺陷产品的生产。所有的期望和要求都是为了确保来自供应商的产品是安全、可靠的，并满足客户对质量、交货和价格的期望。

我们致力于与我们的供应商合作，以帮助实现这一意图，并提供持续的改进，强调在供应链中预防缺陷和减少浪费。

ODL will assess each supplier's ability to comply with the requirements contained in this manual. We will also understand perceived risk which may include on-site or remote auditing.

ODL 将评估每个供应商是否有能力遵守本手册中的要求。我们还将了解感知风险，其中可能包括现场审计。

ODL expects all suppliers to acknowledge and comply with the requirements contained in this manual. Suppliers will respond to the Sign off Documentation located at the end of the Supplier Manual and submit it to Corporate Supplier Quality via e-mail to [SQA@odl.com](mailto:SQA@odl.com). Additionally, your assigned Purchasing Buyer will require this information.

ODL 期望所有供应商承认并遵守本手册中包含的要求。供应商应回复位于供应商手册末尾的签字文件，并通过电子邮件 [SQA@odl.com](mailto:SQA@odl.com) 将其提交给 ODL 供应商质量管理部门。此外，您指定的采购员将需要这些信息。

### **3.0 – Scope** 应用范围

This manual applies to all external direct material/service suppliers (Tier 1), including sub-suppliers (Tier 2).

本手册适用于所有外部直接材料/服务供应商(一级供应商)，和次级供应商(二级供应商)。



## **4.0 – Definitions and Abbreviations** 定义和缩写

- AAR - Part approval and appearance 外观批准报告
  - AIAG - Automotive Industrial Action Group 汽车工业行动
  - APQP - Advanced Product Quality Planning 产品质量先期策划
  - ASN - Advanced Shipping Notification 预发货通知
  - CC - Critical Characteristic 关键特征
  - CI - Continuous Improvement 持续改进
  - COO - Certificate of Origin 原产地证书
  - DFMEA – Design Failure Mode & Effects Analysis 设计失效模式及后果分析
  - FMEA - Failure Mode & Effects Analysis 失效模式及结果分析
  - GP12 - Safe Launch process 安全投产程序
  - IMDS - International Material Data System 国际材料数据系统
  - HTS - Harmonized Tariff Schedule 商品名称及编码协调制度
  - KC - Key Characteristic 关键特征
  - MSA - Measurement System Analysis 测量系统分析
  - ODL – ODL, Inc. and associated Operations 欧德乐及其相关业务
  - PO - Purchase Order 采购订单
  - PFMEA - Process Failure Mode & Effects Analysis 过程失效模式和后果分析
  - PPAP - Production Part Approval Process 生产零件批准程序
  - PSO - Process Sign-Off 生产制程批准
  - PTC - Pass Through Characteristic 传递特性
  - QMS – Quality Management System 质量管理体系
- RPN - Risk Priority Number (*as developed in the PFMEA and/or DFMEA*) PFMEA 和/或 DFMEA 中规定的风险系数
- RFQ - Request for Quotation 报价请求
  - SC - Significant Characteristic 显著特征
  - SCAR - Supplier Corrective Action Request 供应商纠正措施要求
  - SDS - Safety Data Sheet (*formerly referred to as MSDS*) 安全数据表
  - SPC - Statistical Process Control 统计过程控制
  - SQN - Supplier Quality Notice 供应商质量通知
  - Sub-Contractor/Supplier - Tier 2 to ODL, Inc. 分包商: ODL 公司的二级供应商
  - Supplier - Tier 1 to ODL Inc. ODL 公司的一级供应商
  - 8D - 8 Discipline problem resolution report 八步质量问题解决报告 (8D 报告)

## **5.0 - Business Philosophy** 经营理念

ODL's business philosophy and operational principles are based on a "win-win" ideology and team approach in all levels of our activities.

ODL 的经营理念 and 经营原则建立在双赢的理念和团队合作的基础上。

ODL is committed to operational excellence in every step of the value stream. We believe in following the "Principles of Lean Manufacturing", utilizing "5S – Visual Factory" and following a systematic approach to problem solving. Each manufacturing entity strives for excellence in adhering to fundamental process basics in areas of Safety, Quality, Delivery, Value, Human Development and being good stewards of the environment. ODL values and welcomes every supplier who is utilizing similar sound operational practices.

ODL 价值流的每一步都致力于卓越的运营。我们相信遵循“精益制造原则”，利用“5S – 目视化工厂”，并遵循系统化的方法来解决。每个生产实体都力求在安全、质量、交付、价值、人员发展和环境管理等方面坚持基本的过程基础。ODL 重视并欢迎每一个使用类似良好操作实践的供应商。

At ODL, we are committed to our ultimate goal of providing best-in-class products for the global market. To achieve this goal, we strive to reduce the number of incidents and defects to our customers. We recognize the significant role our suppliers play in meeting this goal. ODL selects and promotes suppliers who can continuously improve their capabilities in meeting our expectations to strive for excellence.

在 ODL，我们以为全球市场提供一流产品为最终目标。为了实现这一目标，我们努力减少客户端出现事故和缺陷的数量。我们认识到我们的供应商在实现这一目标中发挥的重要作用。ODL 选择和提升的供应商，他们能够不断提高自己的能力追求卓越，以满足我们的期望。

### **5.1 - Code of Conduct** 行为准则

Suppliers shall ensure operations are being performed in a manner that is appropriate, as it applies to their ethical, legal, environmental, and social responsibilities. Below is a listing of the basic requirements:

供应商应确保其经营活动以符合其伦理、法律、环境和社会责任的适当方式进行。以下列出了基本要求：

- **Compliance with Local Laws and Regulations** - Suppliers must adhere to the laws and regulations in the locality in which they reside. This includes all local, state, and federal laws/regulations in the country of origin.

**遵守当地法律法规**——供应商必须遵守其所在地区的法律法规。这包括原产国的所有地方、州和联邦法律/法规。





- **Compliance with Environmental, Health, and Safety Laws** - The Supplier must maintain and operate its manufacturing/production facilities and processes in accordance with local, state, and federal laws/regulations in the country of origin. At no time shall any employee of ODL, Inc. and its subsidiaries be exposed to hazardous materials or unsafe conditions regarding supplier shipments to an ODL location, or while visiting a supplier's location. For items with inherent hazards, safety notices must be clearly visible. As applicable, documented safety handling and protection information must be provided.  
**遵守环境、健康和安全法律**——供应商必须根据原产国在当地、州和联邦的法律/法规，对其制造/生产设施和流程进行维护 and 操作。在任何时候，涉及供应商发货到ODL指定地点或访问供应商所在地时，ODL公司及其子公司的任何员工都不能暴露于危险材料或不安全的条件下。对于有固有危险的物品，安全告示必须清晰可见。如适用，必须提供文件化的安全处理和保护信息。
- **Product Safety** - In all instances where a product is manufactured to a new design, for a new system, or for a new application, it is important that supplier and ODL allocate responsibility for assuring that all performance, endurance, maintenance, safety and warning requirements are met. It is preferred that this allocation of responsibility be documented in writing.  
**产品安全**——在所有按照新设计、新系统或新应用进行产品制造的情况下，供应商和ODL进行责任分配是很重要的，以此确保所有性能、耐久性、维护、安全和警告要求得到满足。这种责任分配最好以书面形式记录下来。
- **Non-Discrimination** - Suppliers shall not discriminate against race, color, sex, religion, age, physical disability, political affiliation, or other defining characteristics as prohibited by local, state, and federal laws/regulations in the country of origin.  
**非歧视性**——供应商不得歧视原产国当地、州和联邦法律/法规禁止的种族、肤色、性别、宗教、年龄、身体残疾、政治倾向或其他定义性特征。
- **Child Labor** – Supplier shall employ workers of minimum legal age in accordance with local, state, and federal laws/regulations in the country of origin. Child labor laws must be followed.  
**童工**——供应商应根据原产国的当地、州和联邦法律/法规，雇佣符合最低法定年龄的工人，必须遵守童工法。
- **Forced/Indentured Labor** – Suppliers shall not practice the use of forced or indentured labor.  
**强迫劳动/契约劳动**——供应商不得使用强迫劳动或契约劳动。
- **Work Hours/Days** – Suppliers shall not exceed the daily and weekly working hours as permitted by local, state, and federal laws/regulations in the country of origin.  
**工作时间/天数**——供应商不得超过原产地国家当地、州和联邦法律/法规允许的每日和每周工作时间。
- **Wages and Benefits** – Suppliers shall compensate workers in accordance with local, state, and federal laws/regulations in the country of origin. This includes minimum legal wage, overtime wages, and benefits (required by law)



**工资和福利**——供应商应根据原产国的当地、州和联邦法律/法规对工人进行补偿。这包括法定最低工资、加班工资和福利(法律要求)。

- **Ethics** - Evidence of corruption, bribes, improper advantage, or any other form of illegal practice by the supplier or associated operations shall be grounds for terminating all contractual agreements with ODL.

**道德**——供应商或关联公司的腐败、贿赂、不当利益或任何其他形式的非法行为的证据应作为与ODL终止所有合同协议的依据。

- **Code of Conduct and Policy Enforcement** - This policy applies to suppliers and their sub-tier sources. It is the responsibility of the supplier to verify and monitor compliance of this code at their operations and sub-tier source operations.

**行为准则和政策执行**——本政策适用于供应商及其下级供应商。供应商有责任验证和监视自身公司操作行为和其供应源的操作行为遵从本行为准则。

- **Confidentiality** - Supplier shall ensure the confidentiality and protection of ODL products and projects under development, and related product information, and intellectual property shared during the working relationship.

**机密性**——供应商应确保ODL产品和正在开发的项目的机密性和保护性，以及在工作关系期间共享的相关产品信息和知识产权。

## **6.0 – Quality Management System** 质量管理体系

### **6.1 - General Requirements** 总体要求

A robust Quality Management System (QMS) is an initial base requirement to become an ODL Supplier and needs to be maintained throughout our business relationship. It is our expectation the Supplier adopt continuous improvement practices in their organization. This should be in the form of annual continuous improvement plans documented and approved by upper management. These plans should provide details such as specific goals, action plans, implementation dates and identify the personnel responsible for each. The status of the plans should be reviewed with management at regular frequencies. As required, ODL may ask to review these plans and actions.

一个健全的质量管理体系是成为 ODL 供应商的基本要求，并且需要在我们的整个业务关系中进行维护。我们期望供应商在他们的组织中采取持续改进的做法。这应该以年度持续改进计划的形式形成文件，并由上层管理人员批准。这些计划应提供诸如具体目标、行动计划、实施日期等细节，并确定负责每项工作的人员。应定期与管理部门一起审查计划的状况。根据需要，ODL 可以要求审查这些计划和行动。

In keeping with a continuous improvement philosophy, ODL expects suppliers to adopt a visual Business Operating System (BOS), which involves all employees in driving continuous improvement activities throughout the organization. It is expected that this measurement based continuous improvement methodology be utilized to prioritize and focus company resources on

the most important aspects of the business such as safety, quality, delivery, cost, human development, and environmental stewardship.

为了保持持续改进的理念，ODL 期望供应商采用可视化的业务操作系统(BOS)，这需要所有员工在组织内推动持续改进活动。我们期望这种基于持续改进的方法能够被用来对公司的资源进行优先级排序，并将其集中在最重要的业务方面，如安全、质量、交付、成本、人力开发和环境管理。

ODL recognizes that adopting Lean Manufacturing Principles is an inherently more cost-effective method of managing a business. Suppliers are encouraged to adopt these principles throughout the entire company. Successful programs include overview training of these principles to all employees, shop floor focused, customer focused, measurable, success evaluated against predicted results, communicating results to all employees, and cascading the expectations to tier 2 suppliers. To be most effective, your teams must create a structure of coaching that supports problem solving and have a point person that manages this process.

ODL 认识到采用精益生产原则是管理业务的一种本质上更节约成本的方法。鼓励供应商在整个公司采用这些原则。成功的项目包括对所有员工进行这些原则的总体培训，以车间为中心、以客户为中心、可衡量地、根据预测结果对成功进行评估，向所有员工传达结果并将期望传递给二级供应商。为了达到最有效的效果，你的团队必须建立一个指导架构来支持问题的解决，并且安排专人来管理这个过程。

ODL prefers and encourages suppliers, at a minimum, to comply with ISO and/or IATF quality standards. Suppliers are expected to implement, maintain, and improve their compliance to these specifications with the objective of achieving zero defects, driving out waste, reducing variation and continually striving to improve product quality and delivery.

ODL 希望并鼓励供应商应至少遵守 ISO 和/或 IATF 质量标准。供应商应执行、维护并改进其对这些规范的遵从性，以实现零缺陷、杜绝浪费、减少误差并持续努力改进产品的质量和交付。

ODL will accept suppliers registered to ISO9001:2015 or IATF with the ability to meet AIAG latest edition manuals of Core Tools (APQP, PPAP, FMEA, MSA, and SPC).

ODL 将接受已注册 ISO9001:2015 或 IATF 的供应商，这些供应商有能力满足 AIAG 最新版核心工具手册（APQP、PPAP、FMEA、MSA 和 SPC）。

Certificates are to be provided to the individual plants placing orders with the individual suppliers and updated as required.

证书应提供给向其下单的工厂，并按要求进行更新。

Calibration and Testing Service Suppliers are encouraged by ODL to be certified to ISO/IEC 17025 by an accredited third-party certification body or approved in writing by the OEM.



ODL 鼓励校准和测试服务供应商通过可靠的第三方认证机构的 ISO/IEC 17025 认证，或得到 OEM 的书面批准。

In the event of changes to the quality management system certification status, the ODL Purchasing Department is to be notified within five business days.

如果质量管理体系认证状态发生变化，应在五个工作日内通知 ODL 采购部门。

## **7.0 – Supply Chain Management** 供应链管理

### **7.1 – Supplier Selection** 供应商的选择

To be awarded business from ODL, potential new and current suppliers are required to enter a competitive bidding process to provide the best value to ODL. When it becomes evident that there is a strong technical and commercial match with the potential new supplier, a more in-depth analysis will then be performed to determine the potential supplier's ability to meet ODL's requirements for quality, delivery, responsiveness, technology, and cost. An on-site or remote audit may be conducted to confirm the potential supplier's capability and capacity to meet the requirements.

为了从 ODL 获得业务，潜在的新供应商和现有供应商必须进入竞争性招标过程，为 ODL 提供最佳价值。当发现潜在新供应商在技术和商业上有很强的匹配时，ODL 将进行更深入的分析，以确定潜在供应商满足 ODL 在质量、交付、响应、技术和成本方面的需求的能力。可以进行现场或远程审核，以确认潜在供应商满足要求的能力和容量。

Supplier candidates will be requested to complete several ODL commercial supplier set-up forms as noted in section 7.3. Once completed, the forms are to be submitted, along with copies of quality system certification to the appropriate buyer and/or supplier quality engineer.

如第 7.3 节所述，候选供应商将被要求填写 ODL 商业供应商设置表格。一旦完成，应将表格连同质量体系认证的副本提交给适当的买方和/或供应商质量工程师。

### **7.2 - Supplier Qualification & Approval** 供应商资格和批准

Once selected to fulfill a specific supply need for ODL, prospective suppliers will go through a comprehensive qualification process that is part of the ODL Supplier Qualification & Development program (OSQD). This process will involve supplier interaction with and input from Purchasing, Engineering, Quality Assurance, Supply Chain / Planning and Corporate Supplier Quality. The ODL New Supplier Qualification Process (OSQD APPROVE) is comprised of six (6) successive phases that each serve to guide the team through a specific set of activities and tools: 一旦被选中满足 ODL 的特定供应需求，潜在供应商将进行一个全面的资格认证过程，这是 ODL 供应商资格认证和开发计划(OSQD)的一部分。该过程将包括供应商与采购、工程、质量保证、供应链/计划和公司供应商质量的互动和输入。ODL 新供应商资格确认过程



(OSQD approval) 由六(6)个连续的阶段组成，每个阶段都用于指导团队通过特定的活动和工具：

1. **SEARCH** – Pre-qualification activities to guide ODL in its efforts to identify valid sources that can potentially our supply needs for specific materials or components. This phase may involve establishing Non-Disclosure agreements with supply candidates.  
**搜索**- 资格预审活动，指导 ODL 识别可能为我们提供特定材料或组件的有效来源。此阶段可能涉及与候选供应商建立保密协议。
2. **INITIATE** – Official launch of the qualification for a prospective supply candidate. Informational forms are completed by the candidate(s) and ODL communicates our basic supplier expectations. High level financial status is sought via D&B.  
**启动**-正式推出合格的潜在供应候选人。信息表单由候选人填写，ODL 传达我们对供应商的基本期望。通过 D&B 寻求高水平的财务状况。
3. **GATHER** – More comprehensive and detailed information is shared both ways between multiple disciplines of ODL and supplier candidate(s). Initial pricing quotations are assembled. A full Quality Systems Self-Assessment is completed by the supplier, along with documented evidence provided to ODL.  
**收集**-在 ODL 的多个规程和候选供应商之间以两种方式共享更全面和详细的信息。当初步报价完成后，一个完整的质量体系自我评估由供应商完成，并提供给 ODL 相关文件。
4. **VERIFY** – ODL conducts a full Quality Systems Audit of the supplier. Detailed technical and process information is documented by the supplier through PPAP. Manufacturing trials may take place. Supply agreement established. New supplier AP & ERP setup.  
**认证**-供应商通过 PPAP 记录详细的技术和工艺信息。可能会进行制造试验。供应协议。新供应商 AP 和 ERP 的建立。
5. **ENACT** – Supplier produces and ODL receives and inspects initial shipments. Quality and delivery outcomes are evaluated. Supplier Development plan is initiated, as necessary. Long-term commercial agreement with supplier is finalized.  
**制定**-对质量和交付结果进行评估。必要时启动供应商开发计划。与供应商达成长期商业协议
6. **FINALIZE** – Evaluate any process control or other statistical data provided by the supplier. Internal look back on lessons learned. Qualification process adjustments proposed. Enter long-term Maintenance / Monitoring mode with supplier.  
**完成**-从内部回顾经验教训。提出的确认过程调整。与供应商进入长期维护/监督模式。



All ODL sourcing will be done from those suppliers / manufacturing locations listed on the Approved Supplier List that remain in good performance standing. An ongoing performance monitoring and evaluation process is conducted to ensure that all suppliers continue to meet ODL's expectations for cost, quality, delivery, responsiveness, their ability to stay current with technology.

所有的 ODL 采购将与已认可的供应商列表且有表现良好的供应商进行。一个持续的监督和评估过程将被执行，以确保所有供应商继续满足 ODL 的成本，质量，交付，响应，他们的能力与技术保持最新的期望。

The OSQD APPROVE process pertains primarily to Tier One (direct) suppliers to ODL. However, on a case-by-case basis, Tier Two (indirect) suppliers may be required to complete all or some of the qualification steps in the case of a significant contribution to the supply chain.

OSQD 审批过程主要适用于 ODL 的第一级(直接)供应商。然而，根据具体情况，二级(间接)供应商可能被要求在对供应链做出重大贡献的情况下完成全部或部分资格认证步骤。

The ODL buyer will notify the qualified supplier of a new business award by issuing a Purchase Order for the program. In special circumstances, a supply agreement may be issued and can only be issued by the ODL Corporate Purchasing Department. The supplier will submit a completed PPAP based on Purchase Order acceptance. Other discretionary requirements will be clearly identified as a condition of the Purchase Order.

ODL 买方将通过发布计划的采购订单通知合格的供应商新的业务奖励。在特殊情况下，可以出具供货协议，且只能由 ODL 公司采购部出具。供应商将根据采购订单的验收提交完整的 PPAP。其他可自由支配的要求将被明确地确定为采购订单的条件。

### 7.3 – Required Forms 要求表单

- Confidentiality and Mutual Non-Disclosure Agreement (FCOR-003)  
互相保密和相互保密协议 (FCOR-003)
- Advanced Sourcing Feasibility Assessment (FPUR-007)  
采购可行性评估 (FPUR-007)
- ODL Supplier Evaluation Questionnaire (FPUR-008) ODL  
供应商评估问卷 (FPUR-008)
- ODL Supplier Competency Appraisal (FPUR-005)  
ODL 供应商能力评估 (FPUR-005)
- ODL Purchase Order Terms and Conditions (FPUR-010)  
ODL 采购订单条款和条件 (FPUR-010)
- Supplier Manual Acknowledgement Form (16.0 Appendix of this document)  
供应商手册确认表格 (16.0 Appendix of this document)
- ODL, Inc. and Subsidiaries Material Pricing Agreement (U.S. only)  
ODL, Inc.及其子公司材料定价协议 (只适用于美国供应商)
- ODL Credit reference form



ODL 信用参考文件

- WR-VDO References  
WR-VDO 引用
- US Dollar ACH Supplier Enrollment Form (U.S. only)  
美元 ACH 供应商登记表格（只适用于美国供应商）
- W9 Form (U.S. Only)  
W9 表格（只适用于美国供应商）
- Canada Eng. – French Supplier Information Form (Canada only)  
加拿大/法国供应商信息表格（只适用于加拿大供应商）
- Canadian Dollar ACH Enrollment Form (Canada only)  
加币 ACH 登记表格（只适用于加拿大供应商）
- Canada W8 form (Canada only)  
加拿大 W8 表格（只适用于加拿大供应商）
- Inventory Responsibility and Inventory Addendum  
库存责任以及库存补充
- Business Reviews 商业评估
  - Supplier Quantitative Performance  
供应商供货数量绩效评估。
  - Supplier Potential Assessment  
供应商潜力评估。

#### **7.4 - Supplier Development Program 供应商开发计划**

ODL will prioritize supplier development based on the performance results, associated risks, and criticality of the products and components to the ODL business. Suppliers selected for development activities will be informed by Quality and/or Purchasing personnel. It is the objective of the Quality, Purchasing, Operations, and Supply Chain teams at ODL to foster a deeper partnership with our key suppliers, which leads to mutually beneficial outcomes.

ODL 将根据性能结果、相关风险和产品零件的紧急程度对供应商开发进行优先级排序。质量和/或采购人员将通知选定的供应商进行开发活动。ODL 的质量、采购、运营和供应链团队的目标是与我们的主要供应商建立更深入的合作伙伴关系，从而实现互利共赢。

Supplier Development plans may consist of a request for more comprehensive corrective action, periodic progress update meetings, on-site or remote audits by ODL Quality personnel as well as on-site and/or remote support of quality systems improvements. They may also involve Lean Manufacturing topics such as 5S, visual workplace, process error-proofing, six-sigma data analysis, and various forms of team-oriented problem solving.

供应商开发计划可能包括要求更全面的纠正措施，定期的进度更新会议，ODL 质量人员的现场或远程审核，以及现场和/或远程质量体系改进支持。他们也可能涉及精益制造的主



题，如 5S，视觉工作场所，过程错误预防，六西格玛数据分析，和各种形式的团队导向的问题解决。

ODL has high expectations of all suppliers and will seek to work closely with suppliers that demonstrate a strong commitment to quality performance improvement, lean implementation, cost savings and overall continuous improvement. We encourage a close business partnership that cooperatively supports a scientific, common-sense approach to problem solving.

ODL 对所有供应商都有很高的期望，并将寻求与那些致力于质量改进、持续改进和成本节约的供应商合作。我们鼓励建立一种相互合作的关系，支持以科学的方法解决问题

## 7.5 – Supplier Performance Evaluation 供应商绩效评估

Supplier performance is evaluated continuously and reported monthly based on the following criteria:

ODL 将依据以下标准对供应商绩效进行持续的评估以及月度的报告：

- PPM Defects (Quality) – [# of pieces defective / # of pieces received] \* 1,000,000.  
百万分率的缺陷率（质量）[缺陷品数量/ 收货数量] \* 1,000,000.
- % On-Time (Delivery) – % of shipments received no more than 2 working days late.  
准时率（交付）- 收获率的时间不晚于两个工作日的%
- % GOOD RECEIPT (Correct Quantity [ $\pm 8\%$  of P.O. Qty] & Received On-Time)  
%货物收据 (正确的货物数量 [ $\pm 8\%$  of P.O. Qty] & 准时收货)
- Cost Savings Activity 降本措施

ODL will communicate supplier performance concerns directly to suppliers, as needed.

ODL 将根据需要直接与供应商沟通供应商的性能问题。

## 8.0 – Product/Process Development Requirements 产品/过程开发的需求

### 8.1 – General

ODL requires all suppliers of production, service, and prototype parts to follow the guidelines provided in the AIAG Core Tools manuals or equivalent. (PPAP, APQP, MSA, PFMEA, SPC). We require design and print reviews to ensure expectations meet commitments.





ODL 要求所有生产、服务和模具部件的供应商遵循 AIAG 核心工具手册或同等标准的指导方针。(PPAP, APQP, MSA, PFMEA, SPC)。我们要求进行设计和印刷的审查,以确保预期满足承诺

At the launch of any new programs or the changeover of existing parts of the supplier's product and process, development practices are expected to follow the elements as defined in the AIAG APQP (Advanced Product Quality Planning) manual. On any changeover of existing parts, suppliers are required to do a detailed review of existing parts to fully understand the quality, appearance, and functionality of the part(s).

在任何新项目投产或供应商的现有产品零件和制程发生变更时,开发实践应遵循 AIAG APQP (产品质量先期策划)手册中定义的要素。在对现有部件进行任何变更时,供应商都需要对现有部件进行详细的评审,以充分了解部件的质量、外观和功能。

When customer directed suppliers are required to be used, the same level of control is practiced as would be expected of the regular supply base.

当需要使用客户指定的供应商时,其控制水平应与常规供应基地相同。

The supplier shall plan and develop quality systems and manufacturing processes required for product acceptance (PPAP) based on their quote and ODL's program timing. Each supplier shall develop a quality plan that promotes Continuous Improvement (CI) in all activities such as quality, delivery, cost, design, and development where appropriate. Documentation providing evidence of adherence to this plan shall be made available to the Buyer/SQA upon request.

供应商应根据其报价和 ODL 的时间计划,计划和开发产品验收(PPAP)所需的质量体系和制造过程。各供应商应制定质量计划,以促进所有活动的持续改进,如质量、交货、成本、设计和开发(如适用)。应根据要求向采购员/SQA 提供证明符合本计划的文件。

## 8.2 - Program Development 开发步骤

At the time of any new job award or the changeover of existing parts, a pre-award review will be held with the supplier's multi-disciplinary APQP team prior to the release of a Purchase Order for materials, products or services related to production. The intent of the meeting will be to ensure the supplier has a thorough understanding of the requirements and expectations of the job in addition to ODL understanding the supplier's capabilities, program risks and limitations.

在任何新工作的授予或现有部件的变更时,在释放与生产相关的材料、产品或服务的采购订单之前,应与供应商的多学科 APQP 团队进行一次预评审。会议的目的是确保供应商除了 ODL 了解的供应商的能力、程序风险和限制之外,还全面了解工作的要求和期望。

A robust APQP process or equivalent launch process with strong communication within the supplier's organization and with ODL personnel is necessary to ensure all timelines, specifications

and costs are met. Suppliers may be required to attend and support APQP meetings at ODL or at the end customer's facilities.

在 ODL 人员与供应商组织内人员进行强有力沟通下，一个好的 APQP 流程或等效的投产流程，是确保所有的时间线、规格和成本得到满足的必要条件。供应商可能被要求参加并支持在 ODL 或终端客户举行的 APQP 会议。

Documentation as evidence of adherence to the plan and progress of the program shall be made available to ODL personnel upon request. Suppliers are responsible for sub-supplier's program activities and to ensure the relevant documentation is available to support all APQP activities and the PPAP approval process.

供应商应根据要求向 ODL 人员提供文件，作为遵守计划和方案进展的证据。供应商应对分包商的行为进行负责，确保具备相关文件，以支持所有 APQP 活动和 PPAP 批准过程。

Suppliers are encouraged to have an effective continuous improvement process that improves overall quality and reduces the risk of creating and passing on defects.

ODL 鼓励供应商有一个有效的持续改进过程，以提高整体质量，降低产生和传递缺陷的风险

All production part sample submissions shall include all requirements listed in the PPAP request. Any deviations from these requirements shall only be authorized by ODL Supplier Quality Assurance. The need for an Appearance Approval Report and other discretionary requirements will be clearly identified as a condition within the PPAP.

所有生产部件样品提交应包括 PPAP 要求中列出的所有要求。任何偏离这些要求的偏差都必须得到 ODL 供应商质量工程师的授权。外观批准报告和其他自由裁量要求的需要将被明确地确定为 PPAP 中的一个条件。

All PPAP submissions are to be made using electronic media.

所有提交的 PPAP 都必须使用电子媒体。

**8.3 - Special Characteristics (as defined on ODL drawings)** 图纸上定义的特殊特性

**Ref. PESOP-015 | ODL Drawing Standards Manual (<https://www.odl.com/suppliers>)**

**M's and C's**

C's and M's C 特性和 M 特性

**Critical Characteristic "M"** is used to identify product or process characteristics and/or features that are significant to fit, function, safety, and/or appearance. Critical Characteristics must exhibit

the ability to meet requirements and/or tolerances and have sufficient ongoing control methods noted on control documents (including Control Plans, operator work instructions, process setup or monitoring instructions, data collection forms, etc.).

关键特性“M”用于识别对适配性、功能、安全性和/或外观具有重要意义的产品或工艺特性和/或特性。关键特性必须具备满足要求和/或公差的能力，并有足够的持续控制方法记录在控制文件中(包括控制计划、操作员作业指导书、过程设置或监控指令、数据收集表等)。

The following are examples of control methods for “M” characteristics, but are not limited to:

以下例子是 M 特性控制方法的例子，包括但不限于以下例子：

- In line process controls (process setup and monitoring)
- 在线过程控制（过程设置和监控）
- Certifications to material specifications
- 材料特性的认证
- Control of packaging methods
- 包装方法的控制
- Outgoing inspection/verification for Characteristic
- 特性的出厂检验/验证
- Features or dimensions defined by ODL.
- ODL 定义的特征或尺寸

**Control Dimensions “C”** is used to identify a product feature dimension that is critical to fit, function, safety, and/or appearance and requires reduced variation and increased confidence in the dimension and its tolerances. Control Dimensions must show an initial Cpk of 1.33 or higher (when variable gauging is available), have ongoing control methods and be identified on Control Plans.

控制尺寸“C”用于确定产品特征尺寸，该尺寸对配合、功能、安全性和/或外观至关重要，要求减少误差，增加对尺寸及其公差的信心。控制尺寸必须显示初始 Cpk 为 1.33 或更高(当有变量测量时)，有持续的控制方法，并在控制计划上进行标识。

The following are examples of control methods for “C” dimensions, but are not limited to:

以下例子是 C 尺寸控制方法的例子，包括但不限于以下例子：

- In line inspection @ 100%
- @ 100% 百分之百在线监测
- Offline inspection after process @ 100%



@ 100% 百分之百加工后离线监测

- Ongoing dimensional control through SPC data collection using approved variable gauging  
通过 SPC 数据收集，使用经批准的变量测量法进行尺寸控制
- Ongoing dimensional control using approved attribute gauging  
使用批准的属性测量法进行尺寸控制

#### **Non-Critical Characteristics or Control Dimensions** 非关键特性或控制尺寸

Dimensions that are defined on drawings, not followed by a specific symbol (i.e., C or M) or reference parenthesis (), would require a dimensional study at time of PPAP, defined by the Quality Engineer (QE).

在图纸上定义的尺寸，后面没有特定的符号(如 C 或 M)或参考括号(), 将需要在 PPAP 时进行尺寸研究，由质量工程师(QE)定义。

#### **8.4 - Error Proofing** 防错管理

During the APQP process, the supplier shall implement all necessary error proofing into the manufacturing process to eliminate or reduce the manufacture of defective product. The error proofing methods and devices shall be recorded in the PFMEA and Control Plans or equivalent alternative. Error proofing devices shall be verified to ensure the device(s) are continuing to function effectively.

在 APQP 过程中，供应商应在制造过程中实施所有必要的防错措施，以消除或减少不合格产品的制造。防错方法和装置应记录在 PFMEA 和控制计划或等效的替代方案中。应验证防错装置的执行情况，以确保装置继续有效地工作

#### **8.5 – Production Part Approval Process (PPAP)** 生产零件批准程序

All PPAP's are submitted in accordance with AIAG's PPAP (4<sup>th</sup> edition) manual or equivalent and the individual Customer Specific Requirements. (*Ref. ODL PPAP Process*).

所有 PPAP 文件均按照 AIAG 的 PPAP(第四版)手册或同等标准及个别客户的具体要求提交。  
(参考 ODL PPAP Process).

Supplier shall submit Level 3 PPAP documentation at a minimum unless otherwise agreed upon in writing from ODL Supplier Quality Assurance. All PPAPs are to be submitted electronically. Suppliers are expected to maintain a record of all PPAP documentation submitted, including approved PPAP parts.

除非 ODL 供应商质量部门另有书面约定，供应商应至少提交 3 级 PPAP 文件。所有 PPAP 文件均以电子方式提交。供应商应保留所有提交的 PPAP 文件的记录，包括已批准的 PPAP 部件。

## **8.6 - Supplier Process Sign Off (PSO) Audit** 供应商生产制程审核

The Supplier Process Sign Off (PSO) Audit is meant to assure the supplier's processes, resources, equipment, systems, etc... are prepared to successfully produce any component, materials, or assemblies for ODL, Inc. and is a condition of full complete PPAP approval. The PSO audit, when deemed necessary by ODL, is to be performed in partnership with the supplier prior to start of volume production. Suppliers will be notified of the audit, supplied with the requirements, and given sufficient time to prepare for the audit.

供应商生产制程(PSO)审核是为了确保供应商的过程、资源、设备、系统等能够成功地为 ODL 生产任何组件、材料或组件，这是完全完成 PPAP 批准的条件。当 ODL 认为必要时，PSO 审核应在批量生产开始前与供应商合作进行。供应商将被通知审核，并提供相应要求和足够的时间准备审核。(Ref. ODL PSO Process for process step details.)

(参考 ODL PSO Process 了解工艺步骤细节。)

## **8.7 - Containment Requirements (Safe Launch Product Inspection)** 围堵要求 (安全投产产品检查)

Safe Launch Product Inspection is a method of planning and performing additional inspections during the pre-launch and start of production builds. This is meant to assure product quality requirements are being met, additional to a standard inspection process. Safe Launch Inspections can take the form of the following methods, but not limited to:

安全投产产品检查是在产品投产前和生产构建开始期间计划和执行附加检查的方法。这是为了确保产品质量要求得到满足，除了标准检验过程，安全投产检查可采取包括但不限于以下方式：

- End of line inspection at 100%  
百分之百线尾检验
- Off-line inspection at 100%  
百分之百离线检查
- 3<sup>rd</sup> party online or off-line inspection at 100%  
百分之百第三方在线或离线检查
- Additional dock audit process  
附加的码头审核流程

The supplier must develop a Safe Launch plan. It must be approved by ODL Supplier Quality. ODL Supplier Quality may require the continuation and/or modification of Safe Launch if defects escape the supplier while Safe Launch is in operation.

供应商必须制定一个安全投产计划，并通过 ODL 供应商质量部门批准。如果在安全投产运行期间，供应商出现质量问题，ODL 供应商质量部门可能要求继续或修改安全投产方案。

ODL requires suppliers of production parts, as defined by ODL Quality, to utilize a containment program for pre-production, ramp-up, system fill or for any product manufactured after a shutdown of 5 or more consecutive days. Containment will be kept in place until ODL or the customer's exit criteria is met. This means that the Suppliers process is capable of sustained production meeting all contractual requirements. (*Ref. ODL Launch Containment Process*).

根据 ODL 质量的定义，ODL 要求生产部件的供应商在试生产、试产扩量、系统维护或连续关闭 5 天或更长的时间后，生产任何产品都必须使用围堵程序。在满足 ODL 或客户的退出标准之前，将保持围堵。这意味着供应商的生产过程能够持续满足所有的合同要求。(参考 ODL 启动围堵程序)

Acceptable containment processes are those that meet the same intent as "GP12" or "Safe Launch".

可接受的围堵过程是那些符合“GP12”或“安全导入”相同意图的过程。

Data collected from the containment process needs to be made available to ODL personnel as required.

从围堵过程中收集的数据根据需要提供给 ODL 人员。

ODL reserves the right to perform incoming inspection on supplied product, to assure product quality requirements are being met as defined and communicated to the supplier. Failure to meet incoming inspection quality requirements could result in product rejections and additional inspection costs. Product rejections or measures to perform additional inspection could be in the form of any of the following:

ODL 保留对所提供产品进行进货检验的权利，以确保产品质量符合规定要求，并传达给供应商。不满足进货检验质量要求可能导致产品不合格和额外的检验费用。产品拒收或进行附加检验的措施可以是以下任何一种形式：

- Complete rejection and replacement of all supplied product that does not meet ODL quality requirements.

所有不符合 ODL 质量要求的供应产品会被全部拒收和更换



- Request for supplier to provide resources at ODL's manufacturing facility to perform additional inspections.  
要求供应商在 ODL 的制造工厂提供资源以进行额外检验
- ODL provides resources internally or through 3<sup>rd</sup> party inspection at ODL facility, cost responsibility of supplier.  
ODL 提供内部资源进行检验或者由第三方在 ODL 工厂进行检验的费用由供应商承担
- ODL placement of 3<sup>rd</sup> party inspection resources at supplier's facility, cost responsibility of supplier.  
ODL 邀请第三方在供应商工厂进行检验的费用由供应商承担

## **9.0 – Post Launch Quality Assurance** 投产后的品质保证

### **9.1 - Process and/or Product Changes** 生产制程变更或产品变更

Having a robust Change Control process in place should be part of the bedrock foundation of any successful quality system. There are often unintended consequences that arise from changes made that are not first thoroughly analyzed, tested, and evaluated for potential impact to the final product(s). We need to rely upon you and the expertise of your team to fully evaluate your processes for any changes that may have been recently made or are being considered that involve components bound for ODL facilities. Please also consider the need to consult with your suppliers to consider any types of changes being made to their processes and/or materials that you in turn use to produce goods for ODL.

建立健全的变更控制流程应该是任何成功质量体系的基石。由于所做的变更没有首先进行彻底的分析、测试和评估对最终产品的潜在影响，通常会产生意想不到的后果。我们需要依靠供应商团队的专业知识来全面评估变更流程，以了解最近可能做出的或正在考虑的涉及 ODL 组件的任何变更。还请考虑是否需要与您的供应商协商，以考虑对其工艺或者材料进行的任何类型的更改，而您反过来又使用这些工艺和材料为 ODL 生产商品。

Unapproved changes are not acceptable, as they put at risk our processes and finished products, and those of our customers. Any requested changes shall be initiated with a formal change request (*Ref. FPUR-001 Supplier Process / Material / Sub-Supplier Change / Deviation Request Form*). This form can be obtained from the ODL website: <https://www.odl.com/suppliers>

未经批准的更改是不可接受的。他会让我们的流程，产品和客户的流程处于危险之中。任何变更要求都应该通过向 ODL 工程和 ODL 采购人员发出正式的变更请求来启动。(参考

FPUR-001 供应商流程/材料/下级供应商变更/偏差申请表格)。这个表格能从 ODL 网站获取：  
<https://www.odl.com/suppliers>

Any request for changes will be addressed to the respective ODL Engineering, Quality and Purchasing personnel. Written approvals to a request for change must be obtained before implementing the change. A deviation may be obtained from ODL Engineering in the form of a signed Design or Process Concession. They are to communicate any issues or concerns with the design, material, performance, appearance, durability, or any other key characteristic(s) based on their expertise, knowledge and lessons learned from similar products.

任何变更请求都将提交给相应的 ODL 工程、质量和采购人员。变更请求的书面批准必须在实施变更之前获得。可以从 ODL 工程部通过签署设计或工艺让步的形式获得偏差批准。他们将根据他们的专业知识和从类似产品中获得的经验教训，从设计、材料、性能、外观、耐久性或任何其他关键特性等方面沟通任何问题或关注点。

Written approvals and PPAP resubmissions are required for:  
下列情况需要书面批准和重新提交 PPAP:

- Changes to previously approved materials or sub-supplier's material changes.  
更改已经批准的材料或分包商的材料发生变更。
- Changes or modification of product specifications.  
产品规格发生变更或修改。
- Changes to process or method of manufacture.  
生产制程或方法发生变更。
- Changes to the inspection process, methods, or equipment.  
检验流程、方法或设备发生变更。
- Change of sub-suppliers (Tier 2).  
分包商（二级供应商）发生变更。
- Process and/or formula changes at your sub-suppliers.  
下级供应商的配方变更流程
- New start-up after a 12-month decommissioning period.  
停止使用 12 个月后重新启用。
- Transfer of manufacturing location.  
生产地址发生变更。
- Rework processes whether in process or offline.  
产生返工过程，无论是在线还是离线状况下。

Suppliers must attach a label when there is a new part number assigned or Engineering Change to the supplier part. (ref. ODL Shipping Labels FQA-017).

当分配给供应商新零件料号或发生工程更改时，供应商必须贴上标签。(参考 ODL 运输标签 FQA-017)。





This must be done for the first three (3) shipments delivered to ODL plants, verified, and approved before the supplier can be removed from this process. The supplier shall be held liable for any costs incurred by the changes made without obtaining a written supplemental Purchase Order or an approved Design or Process Concession.

必须对交付至 ODL 工厂的前 3 批货物进行验证和批准才能将供应商从该流程中删除。供应商应负责在未获得书面补充采购订单或批准的设计或工艺让步的情况下进行的变更所产生的任何费用。

The suppliers will not be paid for product, tooling, processing equipment, etc. until the change is approved.

The supplier must notify ODL Purchasing if there is a change in program timing and risk to meeting agreed upon tooling completion or PPAP date. Supplier will be required to add additional resources and/or work additional hours to ensure date is met.

产品、模具、加工设备等费用在更改被批准前不会支付给供应商。

The supplier must allow ODL to review product and process development and planning via on-site review and confirmation during development or at any time during part production, if requested.

如果项目时间发生变化或存在按期完成模具和 PPAP 的风险，供应商必须通知 ODL 采购部。供应商将被要求增加额外的资源和/或额外的工作时间，以确保按期完成。

For changes initiated by ODL or our customers, the ODL Purchasing department will be the point of contact for formal notification to suppliers of all drawing/design changes via a Purchase Order amendment.

对于由 ODL 或 ODL 客户发起的变更需求，ODL 采购部门将作为联络点，通过修改采购订单向供应商正式通知所有图纸/设计更改。

## **9.2 - Non-Conforming Product (Discrepant Material Return – DMR) 不良产品**

When non-conforming supplier product is detected at an ODL manufacturing facility, at a minimum, a communication not limited to a Supplier Quality Alert (SQA) will be requested or issued to the supplier.

当供应商不良产品在 ODL 的产线上被检测到时，至少需要与供应商沟通（不仅限于供应商质量部门 SQA）或发出质量警告。

ODL requires the supplier to notify us as soon as non-conforming product is identified and if potential similar conditions may exist with product in transit or already at the ODL manufacturing plant location.



ODL 要求 1) 当供应商识别出现不良品时 2) 潜在的类似不良品可能已经在运输过程中或已经出现在 ODL 工厂时, 需要及时通知我们。

When ODL determines supplied product to be non-conforming, the product will be physically and electronically tagged and segregated, and the supplier will be notified for immediate action which may include replacing product with certified material and/or providing appropriate labor and expertise to fulfill on site sorting requirements.

当 ODL 判定供应的产品出现不良时, 这些产品会被标识并隔离, 供应商将会被通知立刻采取措施, 这些措施可能包含将这些不良品替换为验证合格的产品, 同时/或提供适当的劳动力和专业知识, 以满足现场分拣要求。

If non-conforming material is received by ODL, the supplier is required to take immediate containment action (quarantine all suspected material and inventory, 100% inspection, proper labeling to ensure identified material) in less than 24 hours to isolate ODL from further delivery of defective or suspect material. The supplier must provide a detailed problem-solving analysis and 8D Form within 30 days. When required, the specific OEM format will be used to document the permanent corrective action. Proof of verification is required.

如果 ODL 收到不良或者疑似不良材料, 供应商需要在 24 小时内进行围堵工作来避免后续不良品的出货 (隔离所有潜在不良风险的材料及库存, 100%检查, 并贴上合理的标签来区别)。供应商需要在 30 天内提供详细的问题分析及 8D 报告。当有需要时, 特定的纠正预防措施报告格式将会被使用。纠正预防措施的验证证据是需要的。

ODL expects all suppliers to deliver material ready for use without the need for incoming inspection or sorting. Suppliers may be required, as applicable, to provide testing, dimensional, or appearance data to ensure product meets fit, form, and function.

ODL 希望所有供应商提供的产品都是可以直接使用而不需要进料检验或者分拣的。供应商可能需要适当提供产品的测试、尺寸或外观检测数据来保证产品能够符合规范并有效的被使用。

The supplier is required to account for and document the disposition of all non-conforming material. ODL, at its sole discretion, may request formal confirmation/photos of the disposal and/or scrapping of non-conforming or obsolete material.

供应商需要解释并文件说明所有不良材料的处置过程。ODL 基于自身的判断, 可能需要供应商提供不良材料或过期材料的处置、报废的照片或其他正式形式的证明材料。

Costs (fully burdened) incurred by ODL that is due to poor product quality, non-conforming product, and missed delivery may be charged in full back to suppliers.

由于产品质量问题、不良产品以及物流缺失导致的 ODL 费用损失 (完全负担的) 可能会要求供应商赔偿



### 9.3 – Supplier Corrective Action Request (SCAR) 供应商纠正措施 (SCAR)

When corrective actions are required, they will be addressed in the following manner:

当需要进行纠正措施时，它们将以以下形式进行

- The Quality Engineer responsible for acting on the quality event will issue a corrective action request to the supplier by using ODL's Supplier Corrective Action (SCAR) 8D Problem Solving form (*Ref. FQA-044*). Unless the QE indicates otherwise, the response expectations of suppliers are as follows:

负责处理质量事件的质量工程师将使用 ODL 的（供应商纠正措施(SCAR) 8D 问题解决表）(参考 FQA-044)向供应商发出纠正措施请求。除非 QE 另有说明, 供应商回应如下:

- Interim Containment Actions (ICA) must be submitted to ODL within 48 hours (2 business days) of receiving a SCAR. All potentially impacted goods must be identified and contained to isolate the quality issue, including:

临时遏制措施(ICA)必须在收到 SCAR 后 48 小时(2 个工作日)内向 ODL 提交。

所有可能受影响的货物必须被识别和包含以隔离质量问题，包括:

- Supplier Inventory  
供应商库存
- Supplier Work in Process (WIP)  
供应商在产产品
- At External Processing  
对外加工产品
- In Transit  
在途货物
- At ODL Facility  
在 ODL 工厂的货物

- Root Cause(s) – (Why Made? / Why Escaped?) must be determined and communicated to ODL within 7 business days.

根本原因-(为什么制造?/为什么纠正?)必须在 7 个工作日内确定并告知 ODL。

- Details of proposed Corrective Action(s) chosen to address each root cause and escape point must be communicated to ODL within 10 business days.

为解决每个根本原因和逃逸点而选择的建议纠正措施的细节必须在 10 个工作日内告知 ODL。

- ODL personnel will review and provide feedback or approval to proposed supplier corrective action(s) and target date(s)

ODL 人员将审查并提供反馈或批准拟议的供应商纠正措施和目标日期



- Implementation of chosen (and approved) Corrective Actions will vary according to the complexity of the scope and priority of the issue and should be carefully negotiated with the ODL QE.  
所选择(并批准)的纠正措施的实施将根据问题的范围和优先级的复杂性而有所不同, 应与 ODL 的 QE 团队仔细协商。
- If wider Preventive Measures are proposed to address the quality issue in question, these must be communicated to ODL within 1 month (30 days) of the issue date of the SCAR.  
如果提出更广泛的预防措施来解决有关的质量问题, 这些措施必须在 SCAR 发布日期后的 1 个月(30 天)内向 ODL 通报。
- The Containment Actions defined in the initial step must remain in effect until CAPA Corrective and Preventive Actions are fully implemented and verified.  
在 CAPA 纠正和预防措施被完全实施和验证之前, 初始步骤中定义的遏制措施必须保持有效。
- PFMEA's and Control Plans or equivalent must be updated to reflect the corrective and preventive actions taken.  
必须更新 PFMEA 和控制计划或等效计划, 以反映所采取的纠正和预防措施。
- ODL Corporate or plant Quality personnel may follow up with a visit to verify corrective action implementation. Full access to documentation, operators and plant floor are required.  
ODL 公司或工厂的质量人员可能会跟踪检查纠正措施的实施情况。全面访问文件, 操作人员和工厂地板是必需的。
- All corrective action submissions are to be done via electronic media.  
所有纠正措施提交应通过电子媒体完成。

#### 9.4 – Deviation Request 偏差要求

If a supplier wishes to submit a request for deviation, the following conditions must be met:  
当供应商希望提交产品偏差的要求时, 需要满足以下条件:

1. Request shall be submitted in writing (*Ref.* FPUR-001) to the Plant SQE in writing with a copy to ODL Corporate SQA to the following email: [SQA@odl.com](mailto:SQA@odl.com).  
需求需要按照 FPUR-001 格式提交到工厂的 SQE 并将副本提交到 ODL 公司的 SQA 部门, 邮箱为 [SQA@odl.com](mailto:SQA@odl.com).



2. Request is to be submitted with supporting documentation such as statistical, process capability data, testing results and/or drawings.  
需求提交需要附上相关支持文件，如统计、过程能力数据，测试结果以及图纸等。
3. Suppliers may not ship product without deviation approval.  
在偏差需求没有批准前，对应产品不能出货。
4. In most cases, costs associated with the deviation are the responsibility of the supplier.  
在大部分情况中，偏差带来的成本需要供应商承担。
5. Upon approval, the form will be returned signed and dated by the appropriate ODL representative.  
经批准后，将由适当的 ODL 代表签名并返回资料。

### 9.5 - Controlled Shipping 运输管制

In the event of continued unacceptable quality or delivery performance, the supplier will be notified of the necessity to provide levels of certified inspection and controls to ensure that future defects are not passed on to ODL. There are two levels of controlled shipping:

如果出现持续的质量问题或运输问题，供应商需要提供不同等级检查及控制的验证证明来确保未来缺陷产品不会到 ODL 中。下面是两个等级的运输管制。

**Level 1 (CS1)** - The supplier is expected to: 等级 1 – 我们期望供应商：

1. Identify the person responsible for the inspection activity.  
确定检查的负责人
2. Have an area separate and distinct from the manufacturing operations and conduct additional inspection and certification of all product identified by ODL.  
有一个独立于生产操作的区域，并对 ODL 标识的所有产品进行额外的检查和认证。
3. Specify the identity of the certification to be used on the product and containers.  
(Additional recommended identifier with different color, part number, issue description, inspector, date, and time stamp).  
在产品 and 包装箱上使用详细的认证标识。(额外推荐使用不同颜色、零件编号、问题描述、检验员、日期和时间盖章的标识符)
4. Report the type and quantity of defects found in the CS1 activity using I-charts, etc. as required.  
需要使用合适的格式报告缺陷的种类和数量。

**Level 2 (CS2)** – When ODL experiences a reoccurrence of supply problems and prior actions taken by the supplier have been ineffective at preventing the flow of poor-quality products, the supplier will receive a written notification describing the details of the containment. A confirmation reply

form will accompany the letter and a meeting will be arranged with representatives from the supplier, ODL Plant Operations and Quality, Corporate SQA, ODL Purchasing Director and/or ODL Director of Corporate Quality to launch the activity.

等级 2-当供应商重复出现供应问题，并到目前为止采取的措施都不足以有效的阻止低质量产品的流入时，供应商会收到 ODL 关于围堵措施详细描述的书面的通知。通知中将附有确认回复表，并安排与供应商代表会面，同时供应商与 ODL 工厂、SQA 部门，ODL 采购总监以及/或者 ODL 质量总监会通过召开会议来发起这个行动。

1. Identify the person responsible for the activity.  
确定检查的负责人。
2. Retain an independent third party to monitor, measure, inspect, and identify all product identified by ODL.  
保留一个独立的第三方来监视、测量、检查和识别 ODL 的所有产品。
3. Identify an area separate and distinct from the manufacturing operations in which to conduct the agreed upon containment activity.  
提供一个独立于生产操作的区域，并对 ODL 标识的所有产品进行彼此认同的围堵措施。
4. Specify the identification method for certification intended to be applied to the product. Containers are to be labeled with a green tag that reads "Containment Process Complete". Each tag must be initialed and dated by the person identified on the confirmation reply.  
详细指定要应用于产品的认证的识别方法。包装箱要用绿色标签标记，上面写着“围堵处理完成”。每个标签必须由确认回复上的人签名并注明日期。
5. Report the type and quantity of defects found in the CS2 activity.  
需要使用合适的格式报告缺陷的种类和数量。
6. Maintain CS1 activities in addition to CS2 as applicable.  
在适用的情况下，继续 CS2 之外的 CS1 活动。
7. Exit criteria will be specified in the written notification.  
放行准则将在书面通知中详细写出。

Failure to comply with CS2 activities can result in ODL, at our discretion, setting up CS2 at our facility and charging it back to the supplier.

当未遵照 CS2 行动进行时会使得 ODL 在自己工厂内建立 CS2 行动，并将产生的费用转嫁到供应商。

Supplier will be removed from controlled shipping when inspection data shows no defects found for a minimum of 30 days and/or three shipments following the CAPA implementation date for



the specified defect or concern. ODL SQA personnel will review the data, issues, verify corrective action and potentially perform a site visit or remote audit, if warranted.

当检查数据表明指定的缺陷或隐患在 CAPA 实施时间后的三十天或 3 次运输后没有出现时，供应商将会被移除运输管制名单。ODL 的 SQA 员工将会审查这些数据，问题，并验证纠正措施，如被允许也可能会进行供应商工厂参观/审计。

## **10.0 – Tooling, Equipment and Gauges** 工具, 设备和测量仪器

### **10.1 - Tooling (Molds, Equipment, Gauges and/ or Other Items)**

工具（模具，设备，检测仪器，其他）

Suppliers contracted to design and manufacture tooling, equipment and gauges that are funded by ODL are required to provide a detailed drawing of proposed tooling, equipment, and gauge designs to ODL for approval and sign-off prior to commencing work.

供应商进行 ODL 出资的模具、设备、检测仪器设计、生产活动时，需要在开始前提供详细的模具、设备和检测仪器设计的图纸到 ODL 进行签字批准。

Tooling and equipment designs shall adhere to the ODL applicable riders that are supplied with the purchase order. Final tooling, equipment, and gauge detailed drawings must be supplied to ODL in an electronic format (i.e. AutoCAD, SolidWorks etc.) or other agreed upon format.

模具和设备的设计需要符合与采购订单一起提供的 ODL 适用要求。最终的模具、设备和测试仪器详细图纸必须以电子格式(如 AutoCAD、SolidWorks 等)或其他商定的格式提供给 ODL

ODL Supplier Quality may, at its discretion, require gauge correlation studies, boundary samples, and detailed measurement process instructions to assure comparable measurement results.

ODL 供应商质量团队可能基于自身判断，要求供应商提供测量设备的校正方式，边界样品以及详细的测量过程指南来保证符合要求的测试结果。

Gauges must be capable of meeting the Measurement System Analysis (MSA) guideline in accordance with AIAG standards and be certified by an accredited body.

测量仪器必须能够满足测量系统分析(MSA)指南，符合 AIAG 标准，并通过认证机构的认证。

### **10.2 - Identification of ODL Owned Tooling** ODL 的模具识别

Gauges and check fixtures that are the property of ODL and used to verify product quality and monitor processes at the supplier are to be used and maintained in the following manner:

用于验证产品质量和在供应商处监视过程的属于 ODL 的测量仪器和检查夹具应以下列方式使用和维护：



- Protected against damage from production related equipment, material handling equipment, dirt and debris from manufacturing processing, tools used in manufacturing, etc.

防止生产相关设备、物料搬运设备、制造过程中产生的污垢和碎片、制造过程中使用的工具等带来的损害。

- Work Instructions must be maintained with the gauge, whether provided by ODL or written by the supplier.

无论是由 ODL 提供还是供应商书面提供的工作指导书必须与测量仪器保存在一起

- Only trained personnel are to use the gauges.

只有被培训过的人员才可以使用测量仪器。

- Gauges that are damaged or lost are to be reported to ODL Quality Engineering immediately.

测量仪器损坏或丢失时必须立刻通知到 ODL 的质量部门。

- Supplier will be financial responsibility to replace lost gauges or repair damaged/broken gauges.

供应商将会负责替换丢失的测量仪器或维修损坏的测量仪器，包括费用。

### **10.3 – Gauge and Check Fixture Recertification** 测量仪器及检查夹具的重新认证

- Customer (ODL) supplied gauges will come with original certifications provided by ODL and the gauge supplier.

ODL 提供的测量仪器将会附带 ODL 及仪器供应商提供的初始认证资料。

- Gauges will need scheduled recertification, as applicable, defined by the ODL Quality Engineer.

测量仪器需要安排重新认证的计划，时间及内容由 ODL 质量部门定义

- Gauges need to be calibrated, matching original certification requirements, including traceability back to NIST Standards.

测量仪器需要进行校准，满足初始认证的要求，包括基于 NIST 标准的可追溯性。

- All gauges provided by ODL that are used to verify product quality and monitor manufacturing processes will need to be logged into a calibration tracking system at the supplier. This system is to maintain pertinent information about the gauge, including the frequency at which the gauge is to be recertified (calibrated).

供应商需要将所有 ODL 提供的用于验证产品质量和监控生产过程的测量仪器录入到校准追踪系统中。这个系统是用来维护测量仪器的相关信息，包括测量仪器的校准频率。

- Calibration completion and cost of calibration will be the supplier's responsibility.



校准的工作及费用将由供应商负责。

## **11.0 – Materials Management** 材料管理

### **11.1 – Managing PO Releases** PO 订单的管理

ODL provides Suppliers with a new Purchase Order Agreement (PO) annually. This PO Agreement is used to ship against during the year. The PO does not have any information related to dates due and quantity. The ODL scheduling team will provide releases as needed during the year. This release will be provided within the supplier defined lead time unless otherwise communicated. Depending on the component, some suppliers will receive a release once a week to ship against, others will receive them less frequently.

ODL 每年向供应商提供一个采购订单协议 (PO)。本 PO 协议用于在一年内装运。订单中没有任何关于到期日期和数量的信息。ODL 调度团队将在一年内根据需要提供发布版本。除非另有通知，否则该版本将在供应商规定的交货期内提供。根据组件的不同，一些供应商每周会收到一个版本来进行发货，而另一些供应商收到版本的频率会较低。

It is the supplier's responsibility to confirm back to the ODL scheduler that the dates and quantities are achievable or if there will be issues hitting the requirement. If not, ODL needs to be provided what dates and quantities can be shipped. If the supplier positively confirms the dates and quantities, but later experiences delays, the supplier needs to notify the scheduler of those delays **within 24 hours**.

供应商有责任向 ODL 确认日期和数量是可达到的，或者是否会出现满足要求的问题。如果没有，需要提供 ODL 可以装运的日期和数量。如果供应商积极确认了日期和数量，但后来出现延误，供应商需要在 24 小时内将这些延误通知日程安排人员。

Suppliers must ship parts in pack quantities equal to the material releases and may only ship on their assigned shipping date. Any deviations from this must be pre-approved.

供应商必须以等同于材料发行的包装数量装运零件，并且只能在指定的装运日期装运。任何偏差都必须预先批准。

The Purchase Order release will contain the following key information:

采购订单将包含以下关键信息:

- ORDER DATE → The date the release was sent.  
订单日：订单下达日期。
- P.O. NUMBER → The Purchase Order number + The release number



P.O.号码: 订单号码+版本号码

- Example: 4933313-21 – 4933313 is the PO and 21 is the release number.

例子: 4933313-21 – 4933313 是 PO 号码, 21 是订单的版本号码

- This is the number to be placed on the Packing Slip and package label(s).  
这是要贴在装箱单和包装标签上的号码。

- **Supplier** → Unique supplier ID # assigned in ODL's ERP system (Oracle).  
供应商: ERP 系统(Oracle)中指定的唯一供应商 ID。
- **Payment** → Specific payment terms that have been negotiated with the supplier.  
付款:与供应商协商的具体付款方式。
- **Ship Via** → The carrier you should be using if ODL pays the freight.  
运输方式: 如果 ODL 支付运费, 您应该使用的承运人。
- **Buyer** → The scheduler at the ODL location  
买方: ODL 的计划员
- **PAGE** → Indicates the number of pages in the release (some releases will contain one part number/line, others many – See examples below)  
页数: 表述版本中的页数 (有些版本会包含一个零件号/行, 其他版本会包含很多-见下面的例子)
- **FREIGHT TERM** → Defines who is paying for and responsible for the freight.  
空运条款: 将在条款中定义空运的付款方式以及责任划分。
- **FOB** → Either the freight origin or destination depending on who is responsible for the freight.  
FOB: 运费的来源或目的地取决于谁负责运费。
- **Vendor** → Name and Address of shipment origin  
供应商:装运来源的名称和地址
- **Ship to** → Address of shipping freight destination.  
发货:至货运目的地地址。
- **Bill-to** → Name and Address of company to be invoiced.  
发票:至付款的公司名称和地址。
- **Part/Date/Qty Information**
  - 部分/日期/数量信息。

**LINE** → Line number of the PO release

**LINE**: PO 发布的行号

- **PART NO.** → ODL Part number and Supplier part number when available  
零件号: ODL 零件号和供应商零件号
- **DESCRIPTION** → Summary description of the part as formatted in ODL's Oracle system.



描述: 在 ODL 的 ORACLE 系统中格式化的部件概要描述。

- REV → Current revision level of the part as referenced in the part drawing.  
REV: 零件图中所引用的零件的当前修订水平。
- SHIP TO → Typically references Ship to address at top of P.O., unless otherwise indicated that it must be shipped to an alternate location.  
运送至: 通常情况下, 在 po 的顶部注明“船”的地址, 除非另有说明, 它必须被运送到另一个地点。
- DUE DATE → The date the material is requested to be in house at ODL.  
交货日期: 货物需要到达 ODL 工厂的时间。
- QUANTITY → The number of parts that are requested by the due date.  
数量: 需要在规定日期到达 ODL 工厂的货物数量。
- UOM → The Unit of Measure of the specific Part (e.g., Each, Foot, Ounce, Fluid Ounce, Pound, Square Foot)  
计量单位: 具体的计量单位(如:每英尺、盎司、液盎司、磅、平方英尺)
- UNIT PRICE → The piece price negotiated between ODL and the supplier.  
单价: ODL 与供应商协商的商品单价。
- EXTENDED PRICE → The QUANTITY x UNIT PRICE  
总价: 数量\*单价
- TAXABLE → Y or N whether tax will be applied to the sale.  
应纳税: 是否对销售征税



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In the example below, there are some releases that will contain notes pertaining to how to or how not to ship the material.

在下面的例子中，有一些版本将包含关于如何运送材料的说明。

ZEELAND, MI: 616-772-9111 FAX 616-748-7276 ATLANTA, GA: 770-441-0818 FAX 770-441-1948 SAN DIEGO, CA: 760-471-2003 FAX 760-744-7157 DALLAS, TX: 972-484-2350 FAX 972-484-2067 ALLENTOWN, PA: 610-395-0237 FAX 610-395-1209 RENO, NV: 775-351-1024 FAX 775-351-1026 Retail Manuf: 616-748-5371 FAX 616-748-7276 <a href="http://www.odl.com">www.odl.com</a> For Zeeland Directions Call 616-748-3810		PURCHASE ORDER	
ORDER DATE	22-OCT-20	Planner	
REVISED DATE		Buyer	del Angel, J
P.O. NUMBER		REVISION NO	0
Supplier		PAGE	1 of 1
Payment	215 NET 30	FREIGHT TERM	Collect
Ship Via	AVRT	FOB	Destination
Customer		Deliver To	
Fax No	( )	CONFIRMED TO	
		Phone	( )
Vendor:	Ship to: 2380 North Indiana Avenue Brownsville, TX 78521 US	Bill to: ODL Incorporated 215 East Roosevelt Zeeland, MI 49464 US	

LINE	PART NO.	DESCRIPTION	REV	DUE DATE	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	TAXABLE
Attn: Please ship all future Western Reflection's shipments to the following via Averitt or FedEx Freight, "Attn: VDO". DO NOT USE SOUTHEASTERN, YELLOW, or XPO. Freight premiums will be requested back from Royal. Western Reflections Attn: VDO 261 Commerce Way Gallatin, TN 37066 Thanks, Adam Blanket Agreement Release									
3	30843001 Your # 0221607001	1" EXTRUSION RAISED PROFILE WHIT	A						
	SHIP TO: Address at top of page			27-NOV-20	5075	Foot			N

ODL part number must appear on all cartons, packing slips, and invoices.  
Material certification required with each shipment where applicable.  
ODL Terms & Conditions apply to this order.

Authorized Signature

ZEELAND, MI: 616-772-9111 FAX 616-748-7276 ATLANTA, GA: 770-441-0818 FAX 770-441-1948 SAN DIEGO, CA: 760-471-2003 FAX 760-744-7157 DALLAS, TX: 972-484-2350 FAX 972-484-2067 ALLENTOWN, PA: 610-395-0237 FAX 610-395-1209 RENO, NV: 775-351-1024 FAX 775-351-1026 Retail Manuf: 616-748-5371 FAX 616-748-7276 <a href="http://www.odl.com">www.odl.com</a> For Zeeland Directions Call 616-748-3810		PURCHASE ORDER	
ORDER DATE	20-OCT-20	Planner	
REVISED DATE		Buyer	Wu, S
P.O. NUMBER		REVISION NO	0
Supplier		PAGE	1 of 21
Payment	WIRE	FREIGHT TERM	Collect
Ship Via		FOB	Origin
Customer		Deliver To	
Fax No	(0520) 2382222	CONFIRMED TO	
		Phone	(0520) 2385688
Vendor:	Ship to: 500 North Centennial Zeeland, MI 49464 US	Bill to: ODL Incorporated 215 East Roosevelt Zeeland, MI 49464 US	

LINE	PART NO.	DESCRIPTION	REV	DUE DATE	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	TAXABLE
Blanket Agreement Release									
48	23201001	422 AV-BC 8.000X48.000 1L 1C IGS ASSY	A						
	SHIP TO: Address at top of page			21-DEC-20	4	Each			N
50	23204001	607 AV-BC 22.000X48.000 1L 1C IGS ASSY	A						
	SHIP TO: Address at top of page			21-DEC-20	6	Each			N
51	23205001	612 AV-BC 22.000X80.000 1L 1C IGPB ASSY	0						
	SHIP TO: Address at top of page			21-DEC-20	6	Each			N
53	23207001	686 AV-BC 22.000X64.000 1L 1C IGPB RECT D/L	B						
	SHIP TO: Address at top of page			21-DEC-20	12	Each			N
55	23209001	692 AV-BC 8.000X36.000 1L 1C IGS RECT D/L	A						
	SHIP TO: Address at top of page			21-DEC-20	6	Each			N
60	23243002	684 BT-SNK 22.000X36.000 1L 1C IGS RECT D/L	A						
	SHIP TO: Address at top of page			21-DEC-20	16	Each			N
61	23244002	686 BT-SNK 22.000X64.000 1L 1C IGPB RECT D/L	B						
	SHIP TO: Address at top of page			21-DEC-20	12	Each			N
63	23246002	692 BT-SNK 8.000X36.000 1L 1C IGS RECT D/L	A						
	SHIP TO: Address at top of page			21-DEC-20	6	Each			N
64	23247002	694 BT-SNK 7.000X64.000 1L 1C IGPB RECT D/L	B						
	SHIP TO: Address at top of page			21-DEC-20	8	Each			N



## 11.2 – Forecasts 预测

Forecasts are sent multiple times a year by the ODL Purchasing team. This is to be used by the suppliers for long term planning only.

ODL 采购团队每年发送多次预测。这仅供供应商用于长期计划。

## 11.3 - Packaging Requirements 包装要求

Packaging will be designed to ensure that the integrity of the product is maintained throughout the supply chain.

包装的设计需要保证其在整个供应环节运输中保持完整

Detailed packaging guidelines and expectations are provided within the following document, which is available online at the ODL website: <https://www.odl.com/suppliers>

以下文档提供了详细的包装指南和期望，可以在 ODL 网站上找到: <https://www.odl.com/suppliers>

- **Global Supplier Packaging Standards & Requirements [POSCM-001]**  
全球供应商包装标准及要求[POSCM-001]

## 11.4 - Notification of Shipments 出货通知

An Advance Shipping Notification (ASN) must be sent to the ODL materials representative within same day of shipment leaving the supplier's facility. See section 13.2 for details on ASNs.

在发货离开供应商设施当天，必须向 ODL 材料代表发送预先发货通知(ASN)。更多细节请参考 13.2 ASN。

In the event of a known shortage or late shipment, the supplier shall immediately contact the ODL materials representative to notify them of the situation. The supplier shall also indicate the anticipated time of delivery of expedited material.

如果出现已知的短缺或延迟发货，供应商应立即联系 ODL 材料代表，将情况通知他们。供应商还应说明加急材料的预计交付时间。

Suppliers shall immediately notify ODL of any circumstances that it anticipates may cause a delivery delay, quality concern or otherwise impact the supplier performance of its contractual obligations. The notification should include a full description of the estimated period of delay, the reasons for the delay and what is being done to rectify the situation. If requested by ODL the supplier shall, at supplier's risk and expense use additional effort, including premium freight such as airfreight or other expedited routing to avoid or minimize delay to the maximum extent possible.



供应商应立即通知 ODL 关于其预期可能会导致交货延迟、质量问题或影响供应商履行其合同义务的任何情况。通知中应详细说明估计的延误时间、延误的原因以及正在采取什么措施来纠正这种情况。如 ODL 要求，供应商应在承担风险和费用的情况下，使用额外的努力，包括空运或其他加急路线等额外运费，以避免或最大限度地减少延误。

## 11.5 - Product Labeling 货物标签

### 11.5.1 - Labeling Summary: 标签描述

Suppliers are responsible to ship all parts to ODL with correctly formatted labels attached to the Box (or Crate) and the Pallet (or Rack). When labeling, verify that there are two labels per container on opposite sides or on adjacent corners. The label must be placed in the upper left-hand corner of the main (longest) side of a box or crate. Whenever possible the label printing should be in bold black type with at least 25mm high letters. Each Pallet or Rack is required to have a Master Label that summarizes the part number and total quantities contained on the Pallet or Rack. No more than one (1) part number is to be packaged in a container or shipped on a pallet or rack (unless noted as a mixed pallet/ rack).

供应商有责任将在包装箱（板条箱）和托盘（架子）上贴有正确格式标签的产品出货给 ODL 公司。贴标时，确认每个包装箱有两个标签贴在两侧或者相邻的角上。标签必须放置在纸箱或板条箱主界面（长边）的左上角。在可能的情况下，标签印刷应该是黑体字和至少 25 毫米高的字母。每个托盘或架子应该有一个总结该托盘或架子上包含的零件号和总数量的主标签。每个包装单元中包装或发货的托盘或架子中应该超过一个料号（除非注明为混合托盘/架子）。

**\*Note – The format of the part number on your purchase order is the part number that needs to be on the label. If there is not a hyphen “-” anywhere in the part on the PO, it should not be on the label.**

**\*注意-采购订单上的零件号格式是需要附在标签上的零件编号。如果 PO 上的零件中没有连字符“-”，则不应在标签上。**

### 11.5.2 – Label Type Definitions: 标签种类定义

#### 11.5.2.1 - Data Identifiers: 数据定义

All barcodes must have the following data identifiers (*included in the barcode ONLY*):

所有条形码必须具有以下数据标识符：

☐ Part Number – ‘P’ → Example: P27101001

零件号-“P” → Ex: P27101001

☐ Quantity – ‘Q’ → Example: Q4000

数量-“Q” → Ex: Q4000



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- ☐ Supplier Number - 'V' → Example: V8374      供应商编号-“V” → Ex: V8374
- ☐ Serial Number - 'S' → Example: S00929416      序列号-“S” → Ex: S00929416
- ☐ Manufacturing Date '12D' (Barcode is Optional)      生产日期“12D”（可选条形码）
- ☐ Batch or Lot '1T' (Barcode is Optional)      批次“1T”（可选条形码）

**Figure 1: Box Label** – This goes on each box or container identifying the contents inside  
(图1：外箱标签 – 该标签为注明每个纸箱或包装单元中的产品信息)

<b>2D Barcode 二维码</b> (P) Part No   (P) 料号 (Q) Quantity   (Q) 数量 (V) Supplier   (V) 供应商 (S) Serial   (S) 序列		
<b>ODL Part No.</b> (ODL 料号)	(P) PART # <b>27101001</b> 	<b>ODL Part Description</b> (ODL 料号描述)
<b>Quantity</b> (数量)	(Q) QUANTITY <b>4000</b> 	
<b>DESCRIPTION</b> <b>PULL CORD GUIDE BLINK</b>		
<b>ODL Supplier No.</b> (ODL 供应商代码)	(V) SUPPLIER <b>8374</b> 	<b>Manufacturing Date</b> (生产日期)
<b>Label Serial No.</b> (标签序列号)	(S) SERIAL <b>00929416</b> 	<b>Ship To Address</b> (目的地地址)
<b>Country of Origin</b> (原产国)	MFG. DATE <b>2023-03-16</b> COUNTRY OF ORIGIN <b>USA</b>	<b>Ship From Address</b> (发货地址)
<b>Eng. Level / ODL Drawing Rev.</b> (ENG 版本/ ODL 图纸版本)	BATCH / LOT <b>045477-001</b> ENG LEVEL <b>D</b>	SHIP TO ODL, INC. 100 INNOVATION DRIVE ZEELAND, MI 49464 SHIP FROM GENERAL PLASTICS INC 454 NORTH PLAINS AVE LAWRENCE, MI 49064
<b>Supplier Batch / Lot #</b> (批次 / 批号)	001 14.7 Hrs ODL 	





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**Figure 2: Pallet Label (Master Label)** – This identifies the summary of all the boxes on a pallet or rack containing only one part number (e.g., 12 boxes of 4000 of part 27101001, the master label for 27101001 qty will be 48000). Must be placed on the outside of the shrink wrap.

托盘标签（主标签）：标识在一个只含有一个料号的托盘或架子上所有箱子的汇总，（例：2701001 零件 12 箱每箱 4000，2701001 主标签显示的数量将是 48000）。必须贴在缠绕膜包装的外面。

(P) PART # <b>27101001</b> 			
(Q) QUANTITY <b>48000</b> 	DESCRIPTION <b>MASTER LABEL</b>		
(V) SUPPLIER <b>8374</b> 	MFG. DATE <b>2023-03-16</b>	SHIP TO ODL, INC. 100 INNOVATION DRIVE ZEELAND, MI 49464	
	COUNTRY OF ORIGIN <b>USA</b>	SHIP FROM GENERAL PLASTICS INC 454 NORTH PLAINS AVE LAWRENCE, MI 49064	
(S) SERIAL <b>00929416</b> 	BATCH / LOT <b>045477-001</b>	001 11.7 Hrs 	
	ENG LEVEL <b>D</b>	ODL <b>045477-001</b>	

**Figure 3: Mixed Pallet Label** – Used if there are two or more parts on a single pallet or rack. Must be placed on the outside of the shrink wrap.

混合托盘标签：如果一个托盘或架子上有两个或两个以上的零件，则使用。必须放置在缠绕膜包装的外面。

<b>MIXED LOAD</b>	
(V) Supplier <b>59000438</b> 	Ship to: ODL – Zeeland 215 E ROOSEVELT AVE ZEELAND, MI 49464
(S) Serial <b>41366286310</b> 	Ship From: Supplier X 12345 STATE ST ANN ARBOR, MI 48109



### **11.5.3 - Labeling Requirements:** 标签需求

All labels affixed to a container must contain the following information: 所有贴在集装箱上的标签必须包含以下信息:

1. ODL Part Number (With barcode) ; ODL零件号
2. Quantity (With barcode) ; 数量 (带条形码)
3. ODL Supplier Number (With barcode) (ODL Buyer can provide if you are not aware) ; ODL 供应商编号 (带条形码) (ODL采购能提供该编号如果你不知道)
4. Label Serial Number (With barcode) ; 标签序列号 (带条形码)
5. Part Description; 零件描述
  - a. Part Descriptions that contain color codes should be in the label description field. If an abbreviation is needed for saving space, please use the codes in the table below:  
包含颜色代码的零件描述应该显示在标签描述区域。若需要使用缩写来节省字符, 请使用下表中列出的缩写:

Color Name 颜色名称	ABV 缩写
White 白色	Wht
Espresso 咖啡色	Espr
Sand 沙色	Sand
Tan 土黄色	Tan
Silver Moon 月光银	Silv
Slate Grey 瓦灰	Slate

See the example 范例如下



The image shows a sample shipping label with the following fields and values:

- PART NO:** 31115201
- DESC:** 23/32 BLINK R/L COVER CAP SAND
- Supplier:** 8809
- QUANTITY:** 24
- CUSTOM PROFILE:** 2535 Waldorf Ct, Grand Rapids, MI, 49544
- CPI P/N:** 034311
- MFG DATE:** 6/23/2021
- INSPECTED BY:** 1:08:55PM
- Serial:** 010648092
- CONTAINER#:** 002

6. MFG Date (manufacturing date) [YYYY-MM-DD] ; 生产日期 (年-月-日)
7. Lot Number/Batch Number/Heat Code/Etc. (Where Required) ; 批号/批次/热编号



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8. Country of Origin (i.e., Made in Mexico) ; 原产国

9. Manufacturing Address (Actual address of supplier's final assembly location) ; 产地 (供应商最后组装地点的实际地址)

**Optional Fields: 可选字段**

- Engineering level – If the ENG Level is known, please provide it on the label. This field can be used for supplier internal use alternatively.

工程级-如果该工程级别是通用的, 请在标签上标注, 该领域可用于供应商内部使用。

- Ship-to address information – This field can be left blank if the supplier ships the same part to several customers.

发货到地址信息-如果供应商将同一部件发送给多个客户, 该字段可以为空白。

The box label serial must be unique for each box as well as the pallet label.

箱子标签系列必须是唯一的每个箱子以及托盘标签

See Label Samples above 参见上面的标签示例

All containers must have the final ODL destination information affixed either as a master label on the skid or within their standard label format affixed to each container. Data required includes ODL site name, ODL site number (when known), Address, city, state, and postal code. An example of an acceptable label is at the end of this section.

所有集装箱必须将最终的 ODL 目的地信息作为主标签粘贴在防滑上, 或以其标准标签格式粘贴在每个集装箱上。所需的数据包括 ODL 站点名称、ODL 站点号(已知时)、地址、城市、州和邮政编码。一个可接受标签的例子在本节的最后。

**11.5.3.1 - Other General Label Specifications: 其他通用标签规格**

- Label Size: 4.0 inches (102mm) high by 6.0 inches (152mm) wide.

标签尺寸:4.0 英寸(102mm)高; 6.0 英寸(152mm)宽。

- Label Color: White label with black printing

标签颜色:白色, 黑色印刷

**11.5.3.2 - Application: 申请/应用**

If applying the label to returnable packaging, the label should be removeable, but also should be properly applied so it does not easily fall off. Applying to expendable boxes does not require removal but should be adequately applied to the box.



如果将标签应用到可回收包装上，标签应该是可拆卸的，但也应该恰当地应用，使其不容易脱落。适用于一次性包装盒不需要移除，但应充分适用于包装盒。

#### **11.5.4 – Pallet Configuration:** 托盘配置

All containers must be loaded to cubic capacity to maintain load density, package integrity, and obtain optimum transport utilization. The following criteria must be observed when shipping mixed loads to an ODL plant:

所有的集装箱必须装载到立方容量，以保持装载密度，包装的完整性，并获得最佳的运输利用率。当将混合货物运送到 ODL 工厂时，必须遵守以下标准：

1. Cartons must be the same size to maintain load stability.  
纸箱尺寸必须相同，以保持负载稳定。
2. Mixed Part Pallets should be the exception.  
混合零件托盘是例外。
3. Avoid shipping less than a full layer whenever possible.  
尽可能避免运输少于一个集装箱。

For unit load packaging that is shrink wrapped, the master label and mix load labels must be applied to the outside. When individual containers are palletized and made into a unit load for mechanical handling, the master label shall be attached to two adjacent sides of the unit load.

当单个集装箱被托盘化并制成用于机械装卸的单位货物时，主标签应贴在单位货物相邻的两侧。

#### **11.5.5 - International Shipment Labeling:** 国际运输标签

Shipments to or from countries (e.g., Mexico, US, Canada, EU) may require special labeling (i.e., Made in Mexico), the ODL Trade Compliance team should be contacted to assist in obtaining the proper labels required if needed.

运抵或运出国家(如墨西哥、美国、加拿大、欧盟)可能需要特殊标签(即墨西哥制造)，如有需要，应联系 ODL 贸易合规团队以协助获得所需的适当标签。

#### **11.5.6 - Sample Shipment Labeling:** 样品出货标签

When shipping sample parts for ODL part submission or new revision level, the "Sample Part" label must be utilized and must contain the name of the site contact and / or the person expecting to receive the container.



当运输用于 ODL 部件提交或新的修订级别的样品部件时，必须使用“样品部件”标签，并必须包含现场联系人的姓名和/或预计接收集装箱的人的姓名。

Packaging Test shipments must have a "Sample Parts" identification label placed in a highly visible area and must contain the name of the site contact and / or the person expecting to receive the container.

包装测试发货必须有一个“样品部件”标识标签放置在高度可见的区域，并必须包含现场联系人和/或预计接收集装箱的人的名称。

#### **11.5.7 - 2D Barcode Requirements:** 2D 条码要求

ODL requires a 2D barcode to be utilized on the label. Below are some of the requirements for the 2D barcode:

ODL 要求在标签上使用 2D 条形码。以下是 2D 条码的一些要求：

- A. PDF417 is the 2D barcode format preferred by ODL. However, if your company systems cannot accommodate this format, please communicate to your Buyer or Quality rep what type of 2D barcode your system is capable of producing. PDF417 是 ODL 倾向使用的 2D 条形码。但是如果您公司系统不支持这种格式，请与 ODL 采购或者质量联系确认您公司支持哪种 2D 条形码。

**Figure 4: PDF417 2D Barcode**



- B. Minimum 2D barcode data content requirement:

最小 2D 条形码要求：

- i. Label Identifiers 标签识别符

- ☐ 01 – Part Label/Box Label 零件标签/盒标签

- ☐ 05 – Mixed Pallet Label 混料托盘标签

- ☐ 06 – Pallet Label (Single Part Number on Pallet) 托盘标签（托盘上只有单个零件编号）

- ii. Part Number (P) 零件号码

- iii. Quantity (Q) 数量

- iv. Serial Number (S) 系列号



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v. Supplier Number (V) 供应商编码

C. Optional or as required 2D barcode data content: 可选或根据需要2D条码数据内容:

- i. Manufacturing Date (12D) 生产日期
- ii. Batch or Lot (1T) 批次

Below is an example of what the 2D string should look like:

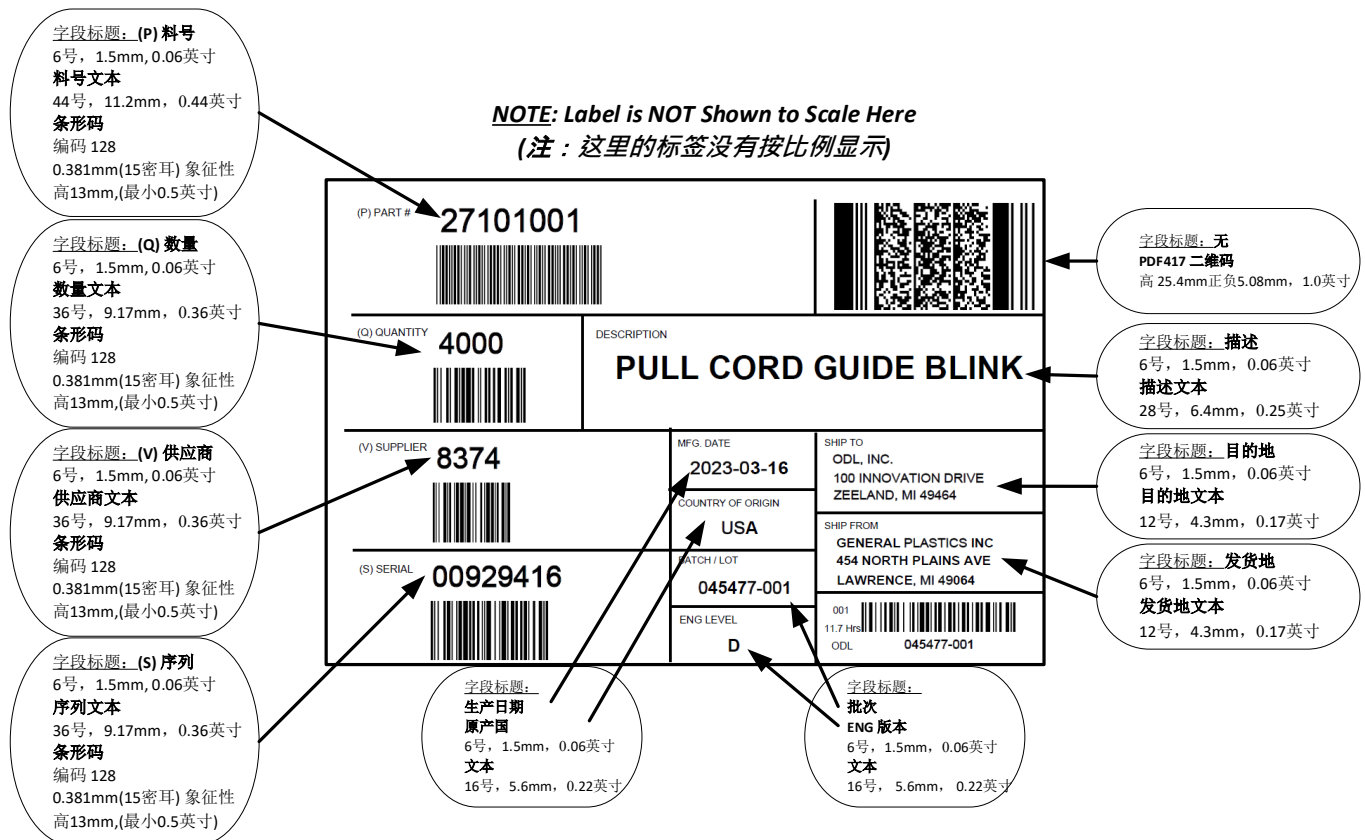
下面是2D字符串的一个例子:

[>]06[P27101001]Q4000[S00929416]V8374]]

Below is a specification that can be used as a guideline in building the label format.

下面是一个规范，可以作为构建标签格式的指导原则。

**Figure 5: Label Font and Size Specification** (标签字体和尺寸规格)  
(Box and Container (MASTER) Labels) (纸箱和包装单元 (主) 标签)





It is a requirement that all inbound shipments be labeled in accordance with ODL specifications.  
按照 ODL 规范要求，所有入站货物都要贴上标签。

All containers shall have a Production / Service Bar Code Label, affixed to the upper right-hand corner of at least two adjacent sides. If the container is returnable, supplier shall ensure that old labels are removed and replaced with new ones.

所有集装箱应有一个生产/服务条码标签，贴在至少两个相邻边的右上角。如果集装箱是可退货的，供应商应确保旧标签被移除并替换为新的标签。

Note: Label must be legible and unobstructed from banding or other packaging materials. Bar coding language to meet code 39, Code 128 and I2OF5.

注意:标签必须清晰易读，不易被捆扎或其他包装材料遮挡。条码编码语言满足代码 39，代码 128 和 I2OF5。

The field identifier ((S) Serial for example) needs to be legible to the user to be able to read.  
字段标识符（例如，（S）Serial）需要对用户清晰可见以便于读取。

All products received by ODL must contain a serial number that is clearly identified on each label and every container. Suppliers can add date codes etc. within their allotted space.

ODL 收到的所有产品都必须包含一个序列号，并在每个标签和每个容器上明确标识。供应商可以在其分配的空间内添加日期代码等。

“Mixed Load” labels shall be on all mixed pallet loads and clearly identified. In the event of a mixed pallet, every effort should be made to ensure that the smaller quantity part is loaded as the top layer of the pallet.

“混合装载”标签应在所有混合托盘上，并明确标识。在混合托盘的情况下，应尽一切努力确保数量较少的部分作为托盘的顶层装载。

All suppliers shipping materials to ODL that are categorized as “controlled” under such regulations such as Workplace Hazardous Material Information Systems (W.H.M.I.S.), must be familiar with and comply with all such regulations for packaging and shipping.

所有运输材料到 ODL 的供应商都必须熟悉并遵守所有这些包装和运输的规定，这些材料在诸如工作场所有害材料信息系统(w. h. m. i. s)等规定下被归类为“受控”

In addition, supplier must follow all appropriate guidelines and rules relating to the country of receipt.

此外，供应商必须遵守与收货国有关的所有适当的指导方针和规则。

Safety Data Sheets (SDS) must accompany all initial shipments as stated on direct material Purchase Orders.





安全数据表 (SDS) 必须随直接材料采购订单所述的所有初始发货一起发货。

Labels pertaining to product returns, PPAP samples, Engineering samples, or any special shipments outside normal production shipments must follow the label instructions and requirements defined in the ODL Eng. Shipping Labels (*Ref. FQA-017*).

与产品退货、PPAP 样品、工程样品或任何正常生产发货以外的特殊发货有关的标签必须遵循 ODL 工程中定义的标签说明和要求。(参考航运标签 FQA-017)。

## **12.0 – Logistics** 物流

### **12.1 – Logistics Overview** 物流概述

There are two scenarios for supplier transportation to ODL. Your P.O. will define who owns the freight costs based on the Inco Terms defined. The first scenario involves the supplier being responsible for the freight. In this case, the supplier can and will manage carrier selection, shipping windows (in conjunction with the ODL Planner to align on delivery dates) and costs. The second scenario involves ODL ownership of the freight. In this case, ODL Logistics will determine carrier selection and routing instructions to effectively manage inbound freight through the careful consideration of these factors:

供应商运输到 ODL 有两种情况。你的订单将根据国际贸易术语定义定义谁拥有运费。第一种情况涉及供应商负责货运。在这种情况下，供应商可以并且将管理运营商选择、运输窗口(与 ODL Planner 一起调整交付日期)和成本。第二种情况涉及货运的 ODL 所有权。在这种情况下，ODL Logistics 将通过仔细考虑以下因素来确定承运人选择和路径指示，从而有效地管理入境货物：

- Supplier location  
供应商地址
- Product volume  
货物数量
- Packaging  
包装
- Transportation costs  
物流费用
- Lead time  
提前期

ODL expects our suppliers to share in the ownership of the shipping process to ensure products are received in a timely and cost-effective manner - essentially, at the right time, in the right

packaging, on the correct pallet type, to the right location. Below you will find supplier responsibilities necessary to fulfill our transportation requirements.

ODL 希望我们的供应商分享运输过程的所有权，以确保产品以及时和具有成本效益的方式接收——基本上，在正确的时间，以正确的包装，在正确的托盘类型，到正确的位置。以下是满足我们运输要求所必需的供应商

All shipments must be accompanied by appropriate documentation. Documentation may include, but not limited to, packing slip, bill of lading, commercial invoices, CMR (EU and Asia. Carrier information (SCAC) must be included in the Advance Ship Notice (ASN) transmission (See EDI Section). When electronic generation of the ASN does not exist, the supplier is required to provide a faxed copy of the shipping documents in advance.

所有装运必须附有适当的文件。单据可以包括但不限于装箱单、提单、商业发票、CMR(欧盟和亚洲)。承运人信息(SCAC)必须包含在船舶提前通知(ASN)传输中(见 EDI 部分)。如果不存在电子生成 ASN，则要求供应商提前提供一份装运单据的传真副本。

ODL Planners will coordinate and communicate the need by date to the Supplier. This is mostly communicated through the release that is sent weekly or sometimes more or less frequently. The ODL plants will send release to supplier. Dates in the material releases are understood to be ready for collection from 08:00 am in the morning of the pick-up date to ensure lead times. Any failure to meet the agreed upon shipping windows that result in carrier detention charges may be passed onto the supplier. Information to be provided should include, but may not be limited to, product availability, expected delivery time, special instructions, container dimensions, and weights. If shipping less-than-truckload quantities to one ship-to location, each skid must include a label indicating the plant name and address.

ODL 计划人员将按日期协调并与供应商沟通需求。这主要是通过每周发布的版本进行沟通，有时会或多或少地进行交流。ODL 工厂将向供应商发送放行。材料放行的日期被理解为从取件日早上的 08:00 开始准备好取件，以确保交货期。任何未能达到约定的运输窗口，导致承运人滞留费用可能转嫁给供应商。提供的信息应包括但不限于：产品的可用性、预计交货时间、特殊说明、集装箱尺寸和重量。如果运输少于卡车的数量到一个船到地点，每个必须包括一个标签表明工厂名称和地址。

## 12.2 – Routing Instructions 路线指示

Where ODL is responsible for paying freight charges, a routing instruction will be provided to the supplier. The routing instruction will include at least one primary carrier and is issued by each ODL receiving location. This will be included in the footer of the Purchase Order that is updated on an annual basis. It is the supplier's responsibility to ensure compliance and availability. Contact your appropriate plant materials personnel if you do not have a Supplier Specific Routing



Instruction listed on your PO. If a supplier fails to use the specified carrier, the supplier may be responsible for the cost of the freight. Plant approval must be obtained from the receiving plant materials personnel for any routing instruction deviation.

当 ODL 负责对空运进行付款时，会对供应商提供路线指示。这将包括在每年更新的采购订单。供应商有责任确保合规性和可用性。如果您的采购订单上没有供应商特定路线指示，请联系适当的工厂物料人员。如果供应商没有使用指定的承运人，则该供应商可能要承担运费。对于任何路线指示的偏差，工厂必须获得接收工厂材料人员的批准

### 12.3 - Premium Freight / Expedites 加急运输

Any premium freight which results from a supplier event will be managed and paid for by the supplier. For international shipments this also includes export/import broker costs. ODL will not take responsibility for the set-up, management, tracking or payment of a supplier-caused premium freight event. The supplier will communicate to the plant all expedite information and provide milestone updates to keep the plant informed on the arrival of the expedited components.

由供应商的原因导致的加急费用将不由 ODL 承担。对于国际运输，包括出口/进口经纪人费用。ODL 将不负责设置，管理，跟踪或支付由供应商引起的溢价货运事件。供应商将与工厂沟通所有加急信息，并提供更新信息，使工厂在加急组件到达时得到通知。

When expediting freight at ODL expense, authorization must be obtained from the appropriate ODL receiving plant materials personnel. Unauthorized expedited freight may result in debit to the supplier to compensate for excess freight charges and/or administrative fees.

当 ODL 方需要加急运输时，该运输必须获得 ODL 相关人员的允许与授权。未经授权的加急费用可能会导致供应商需要补偿多余的运货/行政费用。

Upon authorization of an expedite shipment, the supplier should be prepared with the following information to share with the arranging party:

在获得加快装运的授权后，供应商应准备以下信息，以便与安排方共享：

1. Protect time (the time by which the shipment must arrive)

保护时间（货物到达的时间）

2. Ready time (the time by which the shipment will be ready for pickup)

货物完成生产并随时可以发货的时间

3. Shipment terms (collect if at ODL's expense)

运输条款（如果 ODL 承担费用，则收取费用）

4. Origin 起源

- a. Address 地址

- b. Contact 联系人



- c. operating hours of shipping facility 船舶设施的工作时间
- 5. Shipment details 运输细节
  - a. Weight 重量
  - b. Dimensions 大小
  - c. Stack ability 装箱能力
- 6. Destination details 目的地细节
  - a. Address 地址
  - b. Contact 联系人

## **12.4 – Carrier Damage / Freight Claims 承运人损坏/运费索赔**

If ODL Pays for and sets up the freight, then we are responsible for managing the freight claims with the carrier. The material will be received and paid as normal.

如果 ODL 支付并设置运费，那么 ODL 将负责管理与承运人的运费索赔。材料将正常接收和支付。

If the supplier pays and sets up the freight, then ODL will supply details (pictures, waybills, driver signature acknowledging damage) to the supplier. The material will be received into our system and a DMR will be issued to the supplier (it is the supplier's responsibility to file the freight claim to cover the freight costs as well as the material loss from the DMR). It is also the supplier's responsibility to coordinate freight to pick-up the damaged materials (we could ship using your account number if desired).

如果供应商付款并设置运费，那么 ODL 将向供应商提供详细信息(图片、运单、确认损坏的司机签名)。材料将被接收到我们的系统中，并向供应商发出一份 DMR(供应商有责任提出货运索赔，以支付运费以及 DMR 造成的材料损失)。供应商也有责任协调运费来提货损坏的材料(如果需要，我们可以使用你的账号发货)。

## **12.5 - Special Handling / Hazardous Materials 特殊处理/有害物质**

ODL must be notified prior to shipping any material that requires special handling or bracing, or that is classified as a hazardous material.

在运输任何需要特殊处理或包装的材料或被归类为危险材料之前，必须通知 ODL。

## **12.6 – Shipping Requirements 运输需求**

The expectation for ODL suppliers is 100% on time arrival of all parts required by the ODL manufacturing site. This means shipping the correct quantity of the correct product to the correct location. It is mandatory that the supplier contact the ODL plant immediately upon recognition



of an issue if the release schedule cannot be met. The supplier shall have a process in place to ensure that any potential problems that could impact the ODL operations are communicated as soon as they are identified. Differences shall be resolved with the appropriate ODL contact prior to shipment time.

ODL 对供应商的期望是 100%准时到达 ODL 生产现场要求的所有零件。这意味着将正确数量的正确产品运送到正确的位置。如果不能满足我们的交货需求，供应商必须在发现问题后立即联系 ODL 工厂。供应商应制定适当的程序，以确保一旦发现任何可能影响 ODL 操作的潜在问题就予以沟通。差异应在发货前与适当的 ODL 联系解决。

In the event a supplier does not receive a weekly release from ODL, they must verify with the plant materials scheduler or manager that they did not receive a release, escalating the call if necessary, for verification.

如果供应商没有从 ODL 收到每周的订单，他们必须与工厂材料调度人员或经理核实他们没有收到订单的事实，必要时进行电话核实。

The supplier is expected to understand transit time and have product ready for shipment to meet the delivery date on the schedule, inclusive of transit time. Contact the ODL plant if you have any questions as to which date is being transmitted.

供应商应了解运输时间，并准备好产品以满足计划上的交货日期，包括运输时间。如果供应商对交付的日期有任何疑问，请与 ODL 工厂联系。

The supplier is required to: 供应商须:

- Take ownership for all parts manufactured for ODL.  
为 ODL 生产的所有部件提供所有权。
- Control its processes to assure that the physical shipments correspond with the ODL demand.  
控制其流程，以确保实际发货符合 ODL 需求。
- Contact ODL plant Materials Representative(s) if supplier is unable to meet the replenishment schedule and supply the following information:  
如果供应商不能满足补货计划，请联系 ODL 工厂物料代表，并提供以下信息：
  - Date the parts will be available. 提供零件的日期
  - Quantity available 可供数量
  - Recovery plan if this will impact more than one shipment. 应急计划，如果这将影响整个运输
- Suppliers plan to get back on schedule. Assign the necessary resources to resolve any delivery issues.  
供应商按照计划，分配必要的资源来解决任何的交付问题。



- Where ODL owns and sets up the carrier and an established time window is missed or release schedule cannot be met, contact your ODL plant representative for agreement on necessity of expedites.

如果 ODL 拥有并建立了运营商，并且错过了一个既定的时间窗口或无法满足规定的交货日期，请联系您的 ODL 工厂代表，以达成提速必要性的协议。

It is critical to ODL's operation that shipments leave the supplier's facility and arrive at ODL on time. Failure to deliver shipments as scheduled may result in charges for ODL production downtime. Suppliers must notify ODL immediately if the selected carrier does not pick-up goods as scheduled.

对 ODL 的运作来说，货物准时离开供应商的设施并到达 ODL 是至关重要的。未能如期交付货物可能会导致 ODL 生产停机时间的费用。如果所选承运人没有如期提货，供应商必须立即通知 ODL。

If past due or defective material is deemed to be the fault of the supplier, the supplier shall bear the cost of all excess freight charges required to meet ODL's requirements.

如果逾期或有缺陷的材料被认为是供应商的过错，供应商应承担所有超出 ODL 要求的运费费用。

It is the supplier's responsibility to automatically expedite should the supplier foresee or incur a past due situation. The supplier shall also be liable for all costs associated with downtime of ODL and/or downtime costs billed to ODL by its customer.

供应商有责任在预见或发生逾期情况时自动加急。供应商还应承担与 ODL 停工相关的所有费用和/或由客户向 ODL 开出的停工费用。

#### 12.6.1 – Packing Slip Requirements 装箱单的要求

The packing slip must be attached (glued or taped) to the packaging (pallet shipment) in a pouch or sleeve to protect it in transit. ODL requires Suppliers to use a Packing Slip that contains the key information below.

装箱单必须贴在包装上(托盘运输)的或用胶水或胶带贴住以保护它在运输中不脱落。ODL 要求供应商使用包含以下关键信息的装箱单。

- Supplier Name 供应商名字
- Address & Phone #(s) of the Shipping Origin (Supplier Production Plant or Whse.)  
原发货地址 & 电话（供应商工厂）
- Packing Slip (PS) # - can be the same as the invoice number  
装箱单（PS）号码：可以和发票号码一致
- Bill of Lading (BOL) # - Unique number on the BOL accompanying the shipment
- 提单号-货物随附提单上的唯一号码





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- Ship Date – Date that freight will leave supplier facility  
装运日期-货物离开供应商设施的日期
- Order Date – Date on P.O. release  
订单日期 – 将订单给到供应商的日期
- Order Number – Generated by supplier  
订单号 - 由供应商整合
- Purchase Order – ODL P.O. # - Release #  
采购订单 – ODL P.O.号码 - 订单释放号码
- Ship To: Company name, Address and Phone (Ship To and Bill To information may be the same)  
送货至：公司名称、地址和电话(发货地址和账单地址可能相同)
- Bill To: Company name, Address and Phone (Bill To and Ship To information may be the same)  
收货人:公司名称，地址和电话(收货人和发货人的信息可能相同)
- ODL part # and Description  
ODL 零部件号码和描述
- Quantity shipped  
发货数量
- PO #/Line #  
PO 号码/对应的行数号码

**Figure 6: Packing Slip Example** 装箱单示例

<b>Your Company Name</b> <i>Your Company Slogan</i>		<b>Packing Slip</b> PS #: 12345      June 5, 2017 BOL #: 12345		
<b>Address:</b> Address City, State ZIP Code Phone: 555-555-0100 Fax: 555-555-0111		<b>Ship To:</b> Name Company Address City, State ZIP Code Phone		
<b>Order Date:</b> January 24, 2004 <b>Order Number:</b> 892345 <b>Purchase Order:</b> PO3421-90837-01		<b>Bill To:</b> Name Company Address City, State ZIP Code Phone		
<b>Customer Contact:</b> Research Dept. <b>Customer Account:</b> 3421				
Product	Description	Unit Type	Order Quantity	Ship Quantity
<b>Total:</b>			<b>0</b>	<b>0</b>
<b>Comments:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>				

Please contact the Customer Service department at 800-555-0100 with any questions or concerns.

**Thank you for your business!**

## 12.6.2 – Bill of Lading Requirements 提单要求

A separate bill of lading (BOL) must be created for each ship-to location, even when shipping on the same carrier. Each BOL must contain a unique BOL # as well as some of the key information below

必须为每艘船到目的地创建单独的提单 (BOL)，即使是由同一家承运人装运。每个提单必须包含一个唯一的提单号以及下面的一些关键信息

- Shipper Information 发货人信息



- Vendor Name, Supplier ID, Street address, City, State, and Zip  
供应商名称, 供应商编号, 街道地址, 城市, 州, 邮政编码
- Consignee Information 收货人信息
  - ODL Plant Name, Street address, City, State, and Zip  
ODL 工厂地址, 街道地址, 城市, 州, 邮政编码
- Number of Packages and/or Handling Units 包装数量和单位
  - If packages are consolidated on a skid, provide both package count and skid count on the bill of lading.  
如果包裹进行了合并, 在提单上提供包裹数和装运数量。
- Description of shipment 运输描述
  - The type of package (carton, tote, barrel, etc.) and the quantity per package.  
包装类型(纸箱、手提袋、桶等)及每包数量。
  - Each line item must include the correct National Motor Freight Classification (NMFC) Item # and Class.  
每一行必须包括正确的国家货运分类(NMFC)项目#和类别。
- Weight - Enter the total gross weight, in pounds, for each line item.  
重量 - 为每个项目输入总重量, 以磅为单位。
  - Include the weights of pallets, skids, or any secondary container.  
包括托盘或任何二级集装箱的重量。
- Freight Terms – (for domestic shipments only) Indicate ‘FOB Origin, Freight Collect’ terms.  
运费条款-(仅适用于国内发货)注明“FOB 产地, 运费到付”条款。
- Shipper Signature – The Shipper must sign the BOL certifying the information on the BOL as well as who loaded and who counted.  
托运人签字-托运人必须在提单上签字, 证明提单上的信息, 以及装载人, 清点人。
- Carrier Signature – The carrier must sign the BOL or provide their own BOL with a signature.  
承运人签字-承运人必须签署提单或提供自己的提单签名。

### Figure 6: Bill of Lading Example 提单示例

[illegible]

### 12.6.3 – International Shipping Requirements 国际航运要求

Documentation requirements (CMR, Commercial Invoice, etc.) 文件要求 (CMR, 商业发票等)

Each supplier is responsible for complying with all customs laws and regulations as it relates to their shipments to ODL.

每个供应商都有责任遵守所有海关法律和法规，因为这些涉及到他们的发货到 ODL。

- Incoterms 国际贸易术语解释通则
  - The incoterm for each supply chain is negotiated at the time of the contract and will be stated on the Purchase Order when issued to the supplier.  
每条供应链的国际贸易术语解释通则在签订合同时进行协商，并在发给供应商的采购订单中予以说明。



- Warehousing of Inventory 仓库的库存
  - A supplier may manufacture in another country, but they are expected to import to their own domestic warehouse or distribution center. ODL will then pick up the freight at the named domestic facility. If a supplier does not have a domestic presence, ODL will be the importer.  
供应商可能在另一个国家生产，但他们希望进口到自己国内的仓库或配送中心。ODL 将在指定的国内设施提取货物。如果供应商在国内没有业务，ODL 将成为进口商。
- Customs Brokers 报关员
  - ODL has designated Customs Brokers to clear shipments on our behalf. Suppliers must use the designated broker as per the routing instructions. ODL 已指定报关行为我们清关。供应商必须根据路线指令使用指定的代理。
- Valuation of Merchandise 估值的商品
  - Suppliers are responsible for stating the proper value of the product being shipped per the terms and conditions of your contract with ODL.  
供应商有责任根据贵公司与 ODL 签订的合同条款说明所运产品的适当价值。
- International Shipment Documentation 国际运输文件
  - Suppliers are responsible for providing complete and accurate documentation for all international shipments. Documents must be sent with every shipment crossing a boarder. Any delays in Customs and/or penalties for incomplete or inaccurate information will be the responsibility of the supplier.  
供应商有责任为所有国际运输提供完整和准确的文件。单据必须随每批货物一起托运。任何因信息不完整或不准确而导致的海关延误和/或处罚将由供应商负责。
  - All charges resulting from the export and return of defective product shall be the responsibility of the supplier. All suppliers are obligated to annually provide ODL with all the appropriate Certificates of Origin (COO), also known as Manufacturer's Affidavit, to satisfy USMCA and origin requirements.  
因不良产品的出口和退货而产生的所有费用由供应商负责。所有供应商有义务每年向 ODL 提供所有适当的原产地证书(COO)，也称为制造商宣誓书，以满足 USMCA 和原产地要求
  - Commercial Invoice 商业发票
    - A commercial invoice shall accompany each export to an ODL facility. Data required on the Commercial Invoice is as follows:



商业发票应伴随每一个出口 ODL 设施。商业发票上需要的数据如下:

- Port of entry to which the merchandise is destined.  
货物运往的入口港。
- Consignee (Ship to) complete name and the plant ID #收货人(到船)的完整名称和工厂编号
  - Sold to and ship-to may be the same in some scenarios 在某些情况下, “售至” 和 “运送至” 可能是相同的。
- Bill to name, address, and tax ID# 账单名称, 地址和税号
- Shipper address, Tax ID# (if applicable in shipping country), contact name and information. 发货人地址, 税号(如果在发货国适用), 联系方式和信息
- Ship date 发货日期
- A complete detailed description of the merchandise, including the ODL part number to apply proper HS Classification and FTA eligibility.  
商品的完整详细描述, 包括适用适当的 HS 分类和 FTA 资格的 ODL 零件编号。
- Quantities, weights (net and gross) and unit of measures of the material shipped (e.g., liters, gallons, kilograms, lbs...) 装运材料的数量、重量(净重和毛重)和计量单位(如升、加仑、公斤、磅...)
- Purchase price in the currency of purchase. Value of each item in the currency in which the transactions are usually made.  
以货币购买商品的价格。交易通常所使用的货币中每一项的价值。
- Currency (USD, EURO, PES, etc.) 货币 (美金, 欧元等)
- All charges upon the merchandise itemized by name/category and amount.  
按商品名称/种类和金额开列的所有费用。
- Country of origin for each part listed.  
列出的每一部分的原产国。
- Tariff classification number (HTS) – If available  
关税分类号(HTS) -如有的话





- Incoterms and stated place  
国际贸易术语解释通则和规定地点
- Invoice #  
发票号码
- Signature/Endorsement of shipper  
签名/托运人
- Special Notes: 特殊备注
  - The commercial Invoice and all attachments must be in the language of the importer country.  
商业发票和所有附件必须是进口国的语言。
  - Equipment must be invoiced separately from Raw Material.  
设备必须与原材料分开开具发票
  - Equipment must be separated on different skids from Raw Material.  
设备必须在不同的托盘上与原料分离。

#### 12.6.4 – Other Shipping Requirements (Sea Waybill from China) 其他运输要求(中国海运单)。

The example below is of a Sea Container Waybill. The key fields are as follows: 下面的例子是海运集装箱运单。关键字段如下:

- Shipper 发运人
  - Name and address of the shipper 姓名, 地址和发运人
- Receiver/Notify Party 收件人/被通知方
  - Address of the Customer and or intermediate consignee  
客户和或中间收货人的地址
- Booking Number 订舱编号
- Seaway Bill # 海运单号
- Export Reference 出口参考
- Forwarding Agent 货运代理
  - This is the exporter company 这是一家出口公司
- Country of Origin 原产国
  - Where the components were produced and shipped from 这些部件是在哪里生产和运输的
- Initial Carriage/Place or receipt 初始运输/地点或收据
  - First transit from supplier to exporter and location of exporter  
第一次从供应商转到出口商和出口商所在地



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- Export Carrier/Place of loading 出口承运人/装货地点
  - Vessel the container is on and location of loading onto vessel  
集装箱在船上以及装船的地点
- Port of Discharge 卸货港
  - The port of entry in destination country 目的国的入境口岸
- Place of Delivery 交货地点
  - Final delivery location of the container prior to traveling to end address.  
集装箱运输到终点前的最终交货地点。

**Figure 7: Sea Waybill Example** 海运单的例子

Sea waybill for combined transport or port to port shipment

Shipper		B/L No.	
Consignee		Reference	
Notify Party		 <p>Albert Plesmanweg 59 3088 GS Rotterdam Tel.: +31 (0)10 - 491 33 90 Fax: +31 (0)10 - 491 33 97</p> <p>P.O. Box 59230 3008 PE Rotterdam E-mail: office@nt.wecines.com www.wecines.com</p>	
Pre-Carriage by	Place of Receipt*		
Ocean Vessel	Port of Loading		
Port of Discharge	Place of Delivery*		
Freight Payable at		Number of original B/Ls	
Marks and Numbers Containers nos. & seals nos.	Description of Packages and Goods (Continued on attached Bill of Lading Rider page(s), if applicable)		Gross weight in kilos Measurement in cbm
PARTICULARS FURNISHED BY THE SHIPPER – NOT CHECKED BY CARRIER – CARRIER NOT RESPONSIBLE (see cl. 15)			
FREIGHT AND CHARGES		Mode of transport:  RECEIVED by the Carrier from the Shipper in apparent good order and condition unless otherwise stated herein the total number or quantity of containers or other packages or units indicated in the box entitled "Carrier's Receipt" for carriage subject to all the terms hereof from the Place of Receipt or the Port of Loading, to the Port of Discharge or Place of Delivery, whichever is applicable. IN ACCEPTING THIS SEA WAYBILL, THE SHIPPER EXPRESSLY ACCEPTS AND AGREES TO, ON HIS OWN BEHALF AND ON BEHALF OF THE CONSIGNEE, THE OWNER OF THE GOODS AND THE MERCHANT, AND HEREAFTER HE HAS AUTHORITY TO DO SO, ALL THE TERMS AND CONDITIONS WHETHER PRINTED, STAMPED OR OTHERWISE INCORPORATED ON THIS AND ON THE REVERSE SIDE AND THE TERMS AND THE CONDITIONS OF THE CARRIER'S APPLICABLE TARIFF AS IF THEY WERE ALL SIGNED BY THE SHIPPER. Unless instructed otherwise in writing by the Shipper delivery of the Goods will be made only to the Consignee or his authorized representative. This Sea Waybill is not a document of title to the Goods and delivery will be made, after payment of any outstanding Freight and charges, only on provision of proper proof of identity and of authorization at the Port of Discharge or Place of Delivery, as appropriate, without the need to produce or surrender a copy of this Sea Waybill. IN WITNESS WHEREOF the Carrier, Master or their Agent has signed this Sea Waybill.	
Total no. of Packages	DEMURRAGE Upon expiration of free utilisation period of container(s) demurrage is to be paid by the merchant prior to release of cargo. Free utilisation period and demurrage rate according to carriers tariff is available upon request.		
Declared value (cl. 8.3)	Place and date of issue: Signed on behalf of the Carrier: By: _____ (as agents only)		



## **13.0 – Electronic Communications 电子通信**

### **13.1 - Electronic Commerce 电子商务**

Electronic Commerce Requirements: ODL requires EDI (Electronic Data Interchange) to be utilized by all suppliers throughout the Supply Chain. This includes the ability to receive Purchase Orders or Agreements (EDI type 850) and send ASNs (EDI type 856). Our suppliers must have the capability to interface with ODL using one of these options:

1. Supplier EDI system in 2024 (Intended for Suppliers that are EDI capable)
2. ODL Portal Available in 2024 (Intended for Suppliers that are NOT EDI capable or prefer to use the Portal)
  - a. Download ODL PO's/PO Changes
  - b. Enter/Upload Advance Shipping Notices (ASN's)
  - c. Enter/Review Invoice Information
  - d. Enter/Upload Acknowledgement Information

电子商务要求：ODL 要求整个供应链中的所有供应商使用 EDI（电子数据交换）。这包括接收采购订单或协议（EDI 类型 850）和发送 ASN（EDI 类型 856）的能力。我们的供应商必须有能力和使用以下选项之一与 ODL 对接：

1. 2024 年的供应商 EDI 系统（适用于具有 EDI 功能的供应商）
2. ODL 门户网站将于 2024 年推出（适用于不具备 EDI 功能或更喜欢使用该门户网站的供应商）
  - a. 下载 ODL 采购订单/采购订单变更
  - b. 确认/上传提前发货通知（ASN）
  - c. 确认/查看发票信息
  - d. 确认/上传承诺信息

For suppliers that do not have an EDI system, we will make the ODL supplier portal available for you to communicate with ODL electronically. Once available, website link, login information, and training details will be communicated.

对于没有 EDI 系统的供应商，我们将为您提供 ODL 供应商门户网站，以便您与 ODL 进行电子通信。一旦可用，ODL 将分享网站链接、登录信息和培训详细信息。

### **13.2 - Advanced Shipping Notice (ASN) 提前交货通知**

An ASN is the electronic transfer of shipment data from a supplier to a customer. The customer location utilizes the information contained within the ASN in two ways:

1. Determine and confirm goods in transit.
2. Verification against the shipment as product is received.

ASN 是将交货数据通过电子通信方式从供应商发送到客户。客户所在地通过两种方式利用 ASN 中包含的信息：

- 1.判断和确认在途货物。
- 2.在收到产品时对装运进行验证。

ASN's must be timely, accurate and contain all of the specified information (see list below.) The ASN must be created upon finalization of the shipment and be received by ODL within one hour from the time the shipment leaves the supplier's shipping location, or prior to its arrival at the ODL plant, whichever is earliest. ASN's not meeting the requirements may not be received, and a corrective action request will be issued.

ASN 必须及时、准确，并包含所有指定的信息（见下面的列表。）ASN 必须在货物离开供应商的装运地点后一小时内或在货物到达 ODL 工厂之前（以最早的为准）由 ODL 收到。ODL 可能不会收到不符合要求的 ASN，并将发出纠正措施请求。

EDI Specification to be Communicated later in 2023. EDI 规范将于 2023 年晚些时候公布。

Portal Upload template for ASN's include the following inputs:

1. Shipment number / Packing slip
2. Ship Date
3. Arrival Date
4. Bill of Lading
5. Supplier Name
6. ODL Supplier #
7. Standard Carrier Alpha Code™ (SCAC®)
8. ODL Item #
9. ODL PO #
10. ODL PO Line
11. Qty
12. Unit of Measure (UoM)

ASN 的门户上传模板包括以下输入信息：

- 1.装运编号/装箱单
- 2.发货日期
- 3.到货日期
- 4.提单
- 5.供应商名称
- 6.ODL 供应商编码
- 7.标准载波阿尔法码™（SCAC®）
- 8.ODL 产品编码
- 9.ODL 订单编码



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10.ODL 采购订单行数

11.数量

12.计量单位

### 13.3 Supplier Portal 供应商门户网站

ODL is in the process of creating a supplier portal that will be made available to suppliers in 2024. The portal is intended for several purposes. First, we want to provide a self service way for suppliers to retrieve and provide information. There will be more information to come as well as training and information on how to register your company and users. Below is a list of the intended functionality included.

1. Contact information
2. Retrieving PO's
3. Providing acknowledgements
4. Sending an ASN (Advanced Shipping Notice)
5. Reviewing invoice status

ODL 正在创建一个供应商门户网站，该门户网站将于 2024 年向供应商开放。该门户网站有多种用途。首先，我们希望为供应商提供一种自助服务的方式来检索和提供信息。ODL 后续将会分享更多的信息，以及关于如何注册您的公司和用户的培训和信息。以下是所包含的预期功能列表。

1. 联系方式
2. 检索采购订单
3. 提供确认
4. 发送 ASN（提前发货通知）
5. 查看发票状态

## 14.0 – Additional Requirements 附加要求

### 14.1 – Access 权限

The supplier shall allow ODL and their customers' representatives all reasonable access to their premises to:

供应商应该允许 ODL 和他们的客户代表合理地进入其办公场所：

- Conduct audits (on-site or remote) as may be necessary to confirm that the quality management system is performing as described in their manual.  
进行必要的审核，以确认质量管理体系是否按照其手册中的描述执行。



- Confirm that product and subcontracted product or services conforms to specified requirements.  
确认产品和分包的产品或服务符合规定的要求。
- Confirm the ability to sustain the declared production capacity.  
确认供应商能够达到申明的生产能力。
- Verify the actions taken following a corrective action.  
验证纠正措施后所采取的措施。

When circumstance allows, the ODL Supplier Quality Engineer will notify the supplier in advance of planned visits.

当情况允许时，ODL 供应商质量工程师将提前通知供应商访问计划。

## **14.2 – Confidentiality**

The supplier is required to maintain confidentiality of all drawings, specifications, documents, or information provided by ODL in any form or means. All ODL provided documentation shall be maintained in a secure environment.

供应商必须对 ODL 以任何形式或方式提供的所有图纸、规范、文件或信息保密。所有 ODL 提供的文档都应该在一个安全的环境中进行维护。

## **14.3 - Customer Directed Parts**

All requirements stated in this manual apply equally to suppliers of customer directed parts.

本手册中规定的所有要求均适用于客户导向的零部件供应商。

## **14.4 – Traceability**

Supplier must ensure identification and traceability of products supplied. The identification may include labeling of packaged products, manufacturing location, manufacturing dates/shift, part identification, and sub-contractor traceability. Lot or batch information is to be traceable back to sub-contractor.

供应商必须确保所供应产品的标识的可追溯性。标识可能包括包装产品的标签、制造场所、制造日期/班次、部件标识和分包商的追溯性。批次信息应可追溯至分包商。

## **14.5 – Training**

Supplier employees must be competent and qualified for their job function. The supplier must ensure this through appropriate internal and external training courses. A training record must be available for all employees producing a product or service for ODL.



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供应商员工必须能胜任其工作职能。供应商必须通过适当的内部和外部培训课程来确保这一点。所有为 ODL 生产产品或服务的员工必须有培训记录

## **14.6 - Contingency Plan 应急计划**

The supplier is encouraged to submit a recovery/contingency plan for any quality, delivery, loss, or spill that could affect production flow of material into any ODL assembly facility or any service for ODL (excessive downtime, loss of power, building loss etc.).

对于任何可能影响到 ODL 组装设施或 ODL 服务的材料生产流的质量、交付、损失或泄漏，鼓励供应商提交一份应急计划(过度停机时间、电力损失、建筑损失等)。

## **15.0 – Conclusions 总结**

This manual has been assembled with the support of a global, cross-functional team from ODL Quality, Purchasing, Supply Chain, Planning, Operations and Facilities Management. The objective of this manual is to clearly state our expectations that will support our operations and provide the level of acceptable quality and cost parameters that our customers require of us on an ongoing basis. With committed suppliers, we can meet and exceed these targets. We welcome feedback from our supply base for ideas that will create continuous improvement. If there are areas where you see we could be doing better, please be honest and transparent with your communications. Only by working together in a spirit of partnership and continuous improvement can we achieve more.

本手册是在 ODL 质量、采购、运营和设施的全球跨职能团队的支持下汇编的。本手册的目的是明确说明我们的期望，以支持我们的运作，并提供基于客户要求导向的可接受的产品质量水平和成本参数。有了信守承诺的供应商，我们就能达到并超过这些目标。我们欢迎来自我们的供应方的意见反馈，以创造持续的改进。如果您认为我们在某些方面可以做得更好，请坦诚地与我们交流。只有大家同心协力，我们才能取得更大的成就。

ODL is known as an innovator and leader within the markets that we serve. This has provided continued growth and prosperity for us and our supply base for over 75 years. We are committed to continue this tradition while working with dedicated and committed suppliers.

ODL 是我们所服务的市场中的创新者和领导者。这为我们和我们的供应基地提供了持续的增长和繁荣。我们致力于延续这一传统，同时与敬业和忠诚的供应商合作。

Thank you in advance for your efforts spent towards fully understanding and embracing this important ODL Supplier Manual.

感谢您为充分理解这个非常重要的 ODL 供应商手册所做的努力。





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## 16.0 – APPENDIX 附录

### Supplier Manual Acknowledgement Form 供应商手册确认表格

The supplier acknowledges that he/she has read and understands ODL's expectations as written in this revision of the ODL Supplier Manual. The supplier understands that it is ODL's expectation that their suppliers take seriously and abide by the requirements outlined within. The supplier's Operations and Quality Management personnel is asked to sign off below and forward a copy via email to: [SQA@odl.com](mailto:SQA@odl.com).

供应商承认他/她已阅读并理解 ODL 在此版本供应商手册中所写的期望。供应商理解 ODL 期望并且供应商认真对待并遵守其中概述的要求。供应商的运营和质量管理负责人将被要求在下面签字，并将一份副本通过电子邮件转发给 ODL 如下邮箱 [SQA@odl.com](mailto:SQA@odl.com)。

**Supplier Name:** 供应商名称: \_\_\_\_\_

**Manufacturing Facility Address:** 工厂地址: \_\_\_\_\_

**Operations Management** (Please specify title): 运营负责人 (请注明标题) \_\_\_\_\_

Printed Name 名称	Signature 签名	Date Signed 签署日期
_____	_____	____/____/____

E-Mail Address 邮箱	Phone Number(s) 联系电话
_____	(____) _____ (____) _____

**Quality Management** (Please specify title): 质量负责人 (请注明标题) \_\_\_\_\_

Printed Name 名称	Signature 签名	Date Signed 签署日期
_____	_____	____/____/____

E-Mail Address 邮箱	Phone Number(s) 联系电话
_____	(____) _____ (____) _____

Control Number: POCOR-001

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Date: 05-11-2023



## 17.0 – Document Revision History 文件修订历史

Rev. Level	Rev Date	Author	Dir. / Mgr. Approval	Reason for update	Doc. Control Approval
IR	02-05-2018	Sean Murray	Todd Schauder	New Document	S. Murray
A	04-15-2019	Todd Schauder	Todd Schauder	Purchasing rev.	T. Schauder
B	07-31-2019	Todd Schauder	Todd Schauder	Global rev.	T. Schauder
C	01-03-2020	Ken St. John	Todd Schauder Kris Busman	Minor Edits / Formatting	T. Schauder
D	01-27-2021	Ken St. John	Todd Schauder Kris Busman Jon Karel	Major Content Additions from Supply Chain, Planning, Packaging & Quality	T. Schauder
E**	07-07-2021	Jon Karel	Jon Karel	Section 11.5 added definition for label description	T. Schauder
F**	05-11-2023	Ken St. John Jon Karel	Todd Schauder Kris Busman Jon Karel Jaime Zhang James Zhang Tiger Qiao Lee Ash Samuel Valenzuela	Extensive Wording, Grammatical, and formatting edits throughout. Several major revisions to Sub-Sections 9.1, 9.4, and 11.5 – Product Labeling. Addition of Section 13 – Electronic Communications.	T. Schauder

**\*\*ODL INTERNAL NOTE:** This document is posted on the ODL supplier web page at <https://www.odl.com/suppliers> and any future revisions must be uploaded there as soon as possible after being issued.

**\*\*ODL 内部注意事项:** 本文件发布在 ODL 供应商网页上，网址为 <https://www.odl.com/suppliers> 未来的任何修订都必须在发布后尽快上传到那里。