Supplier Manual
“Working with PerkinElmer”
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<td>A</td>
<td>March 2021</td>
<td>Dave Collier</td>
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1.0 Introduction to PerkinElmer

1.1 Document Overview

The goal of this document is to ensure that the proper elements and commitments are in place to maintain and support supply continuity between PerkinElmer and all Suppliers.

The objectives of this document are to:

- Provide clear reference to ownership, accountability, roles and/or responsibilities.
- Present a clear, concise, and measurable description of service provision to PerkinElmer.

Additional information may be obtained by contacting the Purchasing or Supplier Quality representative at the PerkinElmer facility you supply.

This manual applies to Suppliers who provide production materials, supplies, services, and consultants used in support of PerkinElmer’s product design, development, manufacturing, test, distribution, and service. This manual is intended to be a supplement to, and does not replace or alter, other terms and conditions covered by purchase contracts, specified warranty agreements, or other separate written agreements.

1.2 Our Core Values

![Core Values](image)

Create Better Solutions for the Customer

Our people are the fuel to our company’s success. We champion and celebrate both the success of our company and our people. We hire the best and create opportunities for employees to learn, grow, and have diverse careers in an engaging work environment that supports our employees’ well-being.

Passion for People

Mission and team before self. Our success is dependent upon the collective energy, authenticity, and contributions of all of us. We show up for each other every day, act with empathy, and celebrate our diversity. Our teams should be our toughest critics, biggest challengers and our loudest supporters.

Us Before Me

We Are a TEAM

Guide our actions around honesty, transparency, and a commitment to aligning the interests for our customers, our team and our company. We celebrate this approach just as much as our results.

Do the Right Thing

Always

Engage with urgency and agility for collective success. We are empowered to make decisions and learn from our actions to create the best outcomes. If we see an issue, we address it. We hold ourselves accountable to each other and our colleagues for our company outcomes, good or bad.

We Take Ownership

and Get It DONE

Committed to innovation which creates value and positive outcomes for our customers. We strive to find new and contemporary ways of working to deliver the best customer solutions. Our goals are not met unless our customers are raving about our people, our solutions, and their experience.
Our core purpose is to create value for customers to earn their lifetime loyalty. PerkinElmer is a customer driven organization whereby we are sensitive to the values and expectations of our customers.

We strive to satisfy our customers with quality products and services that are delivered on time and conform to a world class level of quality.

The total satisfaction of our customers is our primary goal. This goal is achieved by our commitment to quality through continuous improvement of products, processes, services, and people.

2.0 Becoming a Supplier to PerkinElmer

2.1 Introduction

There are numerous PerkinElmer Procurement Departments around the globe, where our people work to ensure that PerkinElmer sources products to meet the needs of the Business.

Sourcing products from over 40 countries and working with suppliers who share our values, we are delivering a wide range of safe, responsibly sourced, quality products that meet the Customer’s requirements.

There are technical teams based in each country with local knowledge, which means that we can respond quickly on those rare occasions when problems are discovered in the supply chain. We establish close relationships with our Suppliers, so we can work together to continuously improve product quality and working practices.

2.2 Partnership

PerkinElmer intends to establish and maintain long-term relationships with Suppliers, who are committed to continuous improvement in quality, cost, delivery and service. This commitment is an expectation of all Suppliers.

Those Suppliers who embrace this philosophy will have the opportunity to create long-term relationships with PerkinElmer.

PerkinElmer believes evidence of this commitment to a continuous improvement philosophy includes, but is not limited to:

- ISO-9001 accreditation or recognized equivalent.
- Proactive supply-chain management.
- 100% conformance to requirements.
- Delivery performance.
• Productivity improvements.
• Competitive pricing.

In turn, PerkinElmer will operate with honesty and integrity, strive to listen to Suppliers concerns and clearly communicate our requirements, to enable Suppliers to perform at world-class levels.

PerkinElmer recognises that a partnership approach benefits Suppliers by providing:

• Secure and growing market for their products.
• Commitment to sharing our understanding of customers and changing consumer behaviour.
• Recognition of market leader alliance

The Supplier Manual outlines the expectations and requirements necessary for a successful and productive relationship between PerkinElmer and its Suppliers.

Using the Supplier Quality Management Lifecycle, PerkinElmer intends to set clear expectations for each phase, to make sure that the quality of products and services meets PerkinElmer requirements. Specific tools and processes are associated with each phase.
Both Supplier Manual and Supplier Quality Management Lifecycle provide a guideline for co-operative efforts between PerkinElmer and its Suppliers to achieve the highest standards of Quality, Cost, Delivery, Development and Management of product and service.

2.3 Terms and Conditions of Purchase

The Terms and Conditions (T&Cs) are the standard terms which all Suppliers of PerkinElmer are required to acknowledge and accept. Any variation to these terms must be agreed in writing with your relevant Global Procurement contact within PerkinElmer.

2.4 Monitoring Supplier Performance

Compliance to PerkinElmer’s requirements will be monitored monthly via routine metrics for all suppliers. To support the supplier development strategy, performance reports will be provided to preferred suppliers on a monthly basis, or as required. PerkinElmer will support Supplier’s continuous improvement efforts through a process of positive interaction. The approach is to prevent problems before they become obstacles to success. If problems arise, PerkinElmer will strive to resolve them by working with Suppliers to find the appropriate solutions.

3.0 Service Provision Requirements

3.1.1 Lean Replenishment System (LRS)

LRS is a demand-pull material supply system, agreed between PerkinElmer and a key Supplier.

The Supplier’s obligations are:

- Adherence to a stocking policy at their location
- Delivery within 7 days from receipt of purchase order.
- Upon request, provide report detailing inventory of finished goods, work in progress and raw material for all LRS parts.

The material held at the Supplier’s facility to support the LRS agreement falls under the liability of PerkinElmer.

The part candidates should have a stable demand profile, typically with consumption/sales of >30 per year. The related product/instrument needs to be in the former and established stages of the life cycle.
New parts prone to Engineering Change activity and Field Service replacement parts with sporadic usage are not suitable for an LRS model.

The Supplier needs to be approved by PerkinElmer and financially stable. They also need to possess a proven track record of supply continuity to the related PerkinElmer manufacturing sites.

Further detail on the LRS model can be provided by your designated Buyer, at each of the PerkinElmer manufacturing sites.

### 3.1.2 Consignment Stock

A further enhancement to the demand-pull material supply system is the implementation of Consignment Stock. This is inventory that is in the possession of PerkinElmer, but still owned by the Supplier. This inventory can be held at the PerkinElmer manufacturing site or with a third-party storage provider in a secure, bonded location.

PerkinElmer purchases the inventory only after it has been moved from the consignment stock location into the PerkinElmer manufacturing process.

### 3.1.3 Purchase Order Confirmation/Acknowledgement

On receipt of a purchase order from PerkinElmer, the supplier is required to provide confirmation/acknowledgement of the purchase order within 48 hours, clearly outlining the delivery date.

Any slippage in the published delivery date must be communicated to the PerkinElmer Buyer immediately with a detailed explanation of the root cause, so that the necessary remedial action can be identified.

### 3.1.4 Delivery Schedules

It is the Supplier’s responsibility to ensure goods are received at the required location on the date/time required by PerkinElmer. PerkinElmer expects 100% on time delivery performance. Suppliers may be required to provide corrective action whenever this requirement is not being met. It is the Supplier’s responsibility to inform the PerkinElmer Purchasing department immediately of any potential difficulties in meeting delivery requirements.

### 3.1.5 Preferred Carrier/Freight Forwarder

Wherever possible, Suppliers are encouraged to use the PerkinElmer preferred carrier for inbound shipments. Account details can be provided by your designated Buyer, at each of the PerkinElmer manufacturing sites.
3.1.6 Change Management

Suppliers are obliged to advise PerkinElmer, typically with 3 months’ notice, of any changes within the extended supply chain that may affect the supply continuity to any of the PerkinElmer manufacturing sites.

These changes may include, but are not limited to:

- Transfer of manufacturing location.
- Change in tier 2 supplier.
- Alternative material.
- Material obsolescence / End of life (EOL) / Last time buy (LTB) notification.
- Price increase.

Suppliers will make no change to materials, process (including manufacturing process), manufacturing location or tooling without prior written authorization from PerkinElmer.

Timing plans with contingency measures for any potential loss of supply need to be made available 8 weeks before any change of manufacturing location.

To receive a temporary product specification change, the supplier:

- Must contact their PerkinElmer Supplier Quality representative and request a written deviation/concession to supply that facility prior to shipment. This will state the maximum quantity or period for which the deviation/concession shall apply.
- Must include a copy of the signed deviation with each shipment of nonconforming product.

3.1.7 Management System

Suppliers should adopt a management system compliant with and registered to ISO 9001:2008 and ISO 14001 or an equivalent system that promotes continuous improvement and compliance with applicable laws, regulations and contract requirements.

In circumstances where the vendor is not ISO 9001 approved but supplies a product not readily available or unique, then the Supplier’s management system should be assessed and approved by a PerkinElmer representative, or authorised for use by the site quality leader.
3.1.8 Quality Data and Records

When required by PerkinElmer, the supplier must submit reports such as Certificate of Compliance, Certificate of Analysis, Test & Inspection Records and/or Statistical Process Control (SPC) data.

The supplier shall develop a system for ensuring the process parameters that impact on product quality are controlled and validated at a frequency determined by the supplier.

The supplier should have a process for validating product quality, this should include:

- First article inspection (FAI).
- In process inspection (at the optimum frequency developed by the supplier to ensure that product quality is achieved and maintained).
- Final inspection.

3.1.9 Non-Conforming Product

It is the Supplier’s responsibility to ensure continuity of supply to PKI. In the event of non-conforming product, where the supplier does not respond as required, PKI will take all measures necessary to support its customers.

Upon notification by PerkinElmer personnel of non-conforming product, the supplier will be required to respond within 24 hours identifying the containment activities necessary to ensure continuity of PerkinElmer production, replacement product and on-going supply.

The containment activities will be expected to include the following:

- Within 24 hours sorting at PerkinElmer and/or PerkinElmer customer’s premises, ensuring full support to build requirements.
- Within 24 hours Quality Assured parts supply, ensuring full support to PerkinElmer’s build requirements.
- Adequate corrective actions, both short term and long term, to ensure no reoccurrence of the non-conforming product and protect on-going supply.

Non-conforming product reporting will be completed using the CAPA process and supported with a problem-solving worksheet, when the complexity of the problem warrants, or when it is requested by PerkinElmer.

The Supplier will have 72 hours to complete the initial response to the CAPA identifying root cause, corrective, preventive and verification actions with
timings. The target for closure of the CAPA is 14 days. If specific actions extend beyond this time-period adequate containment action must be in place to protect PerkinElmer.

3.2.0 RoHS Compliance

Suppliers will need to demonstrate that all parts supplied to PerkinElmer are RoHS compliant.

The RoHS directives bans the placing on the EU market of new electrical and electronic equipment containing more than the agreed levels of lead, cadmium, mercury, hexavalent chromium, polybrominated biphenyl (PBB) and polybrominated diphenyl ether (PBDE) flame retardants.

3.2.1. Hazardous Material Control, Conflict Minerals and REACH

Suppliers will control the use of hazardous materials in relation to product supplied to PerkinElmer and shall ensure the compliance with all legal requirements in relation to the restricted use of hazardous materials. COSHH sheets must be supplied with materials, where necessary.

Suppliers will comply with the requirements of REACH and conflict minerals reporting.

3.2.2 Ethical Trading Policy

PerkinElmer has 2 over-riding priorities on ethical trade - the welfare of workers in our supply chain and ensuring a sustainable environmental impact. PerkinElmer uses the ETI Base Code as its standard for all preferred suppliers across all our businesses.

The code states:

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labor shall not be used.
- Living wages are paid.
- Working hours are not excessive.
- No discrimination is practiced.
• No harsh or inhumane treatment is allowed.

PerkinElmer assesses ethical risk using three criteria:

• The risk inherent in the country where the supplier is located, using a country risk matrix provided by an independent ethical consultancy.

• The risk inherent in the industry and employment types, e.g. use of seasonal workers, home workers and subcontractors.

• Our own knowledge of the risks posed by the site and supplier, e.g. the types of raw materials, the role of secondary sites, and any previous record.

3.2.3 General Engineering Expectations

Engineering support for product feasibility, product design and tooling design / approval may be required for a particular program. Suppliers will be expected to support design reviews and other collaborative efforts to support low cost solutions for tools and products.

3.2.4 Tooling Management and Preventative Maintenance

The Supplier will implement a system for tooling management and control that includes routine maintenance. The system must include tooling records that show ownership, tool location and storage, tool maintenance history and the number of parts (or shots) produced from the tool.

PerkinElmer owned tools and equipment must be permanently marked with the PerkinElmer part number and “Property of PerkinElmer”, unless otherwise specified.

The Supplier shall implement an effective planned total preventative maintenance system for identified key process equipment and tooling.

3.2.5 Invoice Requirements

Invoice must include: invoice number, invoice date, invoice amount, Purchase order number or contact person, payment terms, vendor details, PKI entity name and address, item and description, invoice total and currency, due date, tax info, delivery date/ transport / shipping cost. This will help to process invoices and answer inquiries promptly and effectively. Invoices without this information cannot be processed. Additionally, invoice must be issue for correct entity name. Invoices should be sent as soon as possible to avoid overdue payments.
3.2.6 Evaluated Receipt Settlement (ERS)

ERS is a global automated system for matching Supplier delivery to PerkinElmer payment. The ERS functionality is run daily and an advice note is emailed to the designated Supplier contact. The PerkinElmer payment is then made by automated BACS transfer, in line with the agreed payment terms.

3.2.7 Bar Coding

As part of the ongoing continuous improvement program, bar code technology is being utilised within the manufacturing processes at each of the PerkinElmer sites.

In order to support this development, Suppliers are required to implement bar code labels on the material supplied, in line with the PerkinElmer site requirement.

The detailed labelling specification can be obtained via your designated Buyer at each of the PerkinElmer sites.

Delivery notes require the following fields bar coded:

- Perkin Elmer part number.
- Quantity.
- Delivery note number.
- Perkin Elmer purchase order number.
- Serial number.

Principal labels need to be applied to primary packaging / pallets and secondary labels are required on internal cardboard boxes. In the event that you are unable to implement the label due to the physical constraints of the material packaging, it is essential that the bar code fields indicated above are added to the delivery note.
3.2.8 International Trade Compliance (ITC)

Suppliers play a key role in ensuring compliance for imported shipments and the security of our supply chain. PerkinElmer is committed to meeting all applicable government regulations for importation and security. Proper compliance with import requirements is an essential part of supply chain security and is a condition of doing business with PerkinElmer. The following summarizes the key aspects of the PerkinElmer's Import Compliance program and we request that you meet all of the requirements below:

Commercial/Shipping invoice requirements include:

- Purchase order number.
- Must be in English.
- Shipper name, address, phone number and contact name.
- Consignee name, address, phone number and contact name.
- A description of the goods using language which completely and clearly identifies the content of the shipment.
- Accurately stated quantities.
- Weight & Measures.
- Harmonized Tariff Schedule classification.
- Country of origin for each line item being shipped.
- Export control classification number.

Requirements for the value of goods stated on invoice:

- Purchase price of each item in the currency of the purchase, including all "manufacturing assist" information.
- Unit value and extended value must be annotated.
- Must be the final amount, with no adjustments after shipment.
- Must equal the true "demand for payment" amount, including shipping costs.
- Currency type must be indicated.

4.0 Future State

4.1 The Model Supplier

PerkinElmer will collaborate with preferred Suppliers to establish development plans to ensure compliance and continuous improvement with respect to the requirements established in this manual. The methods for executing the supplier development activities are established by each business and region as appropriate and managed globally by the Corporate Supplier Development and Commodity Team.
The expectations of this collaborative journey are for Suppliers to achieve and maintain the following key elements:

- ISO-9001 accreditation or recognized equivalent.
- 90-day payment terms.
- Demand pull program participant (LRS and/or Consignment).
- ERS participant.
- Quality performance <3000 DPPM.
- Delivery performance >95% On Time Delivery (OTD).

Suppliers are required to constantly review and improve the IT communication links in partnership with PerkinElmer, as and when the technology advances and where funding will enable this development.
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<tr>
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<td>BGA</td>
<td>Ball Grid Array</td>
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<td>CI</td>
<td>Continuous Improvement</td>
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<td>DFM</td>
<td>Design for Manufacturing</td>
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<td>DFMEA</td>
<td>Design Failure Mode and Effects Analysis</td>
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<td>DPPM</td>
<td>Defect Parts Per Million</td>
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<td>European Union</td>
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<td>First Article</td>
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<td>FPC</td>
<td>Flexible Printed Circuit</td>
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<td>Field-programmable gate array</td>
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<td>First Pass Yield</td>
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<td>Geometric Dimensioning &amp; Tolerancing</td>
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<td>Lean Replenishment System</td>
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<td>Rolling Throughput Yield</td>
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