

Section 1

Introduction

Astemo Americas Inc. has many requirements for our suppliers from several internal departments. Therefore, we have accumulated and summarized these within this handbook as reference for effective compliance. The index categorizes each department's requests and under each topic are both instructions and required forms/documents.

Overall Supplier Management within Astemo is the responsibility of Purchasing. However, we encourage direct communication to ASTEMO individuals according to function such as indicated below:

AREA	RESPONSIBILITY
Quality	Supplier Quality Assurance (SQA)
Delivery	Production Control (PC)
Price/Cost	Purchasing
Other	Purchasing

As of this publication, this handbook is both current and accurate. However, we can expect revisions and additions because of the dynamics of our business activity. Therefore, we have made this handbook versatile enough to accept these revisions. We expect to forward additions/revisions periodically, so we ask that you assign a group email when possible to ensure delivery of these notifications

We hope that you will appreciate the value of this handbook as a helpful reference guide and refer to it often.

This page intentionally left blank.