

Leesys - Leipzig Electronic Systems GmbH

**Component Requirements for
Distributors and Manufacturers of standard parts**

accepted with Vendor Addendum

accepted without Vendor Addendum

SUPPLIER Stamp:	SUPPLIER Signature:
	Print-Name:
	Date:

Duplication or dissemination of this document, as well as the use or communication of its contents without express permission is forbidden. Violators are liable to payment of damages. All rights reserved in the event of a grant of patent or a GM entry.

Contents

1	Scope	3
2	Materials	3
3	Definitions and Standards	3
4	Deviations and Supplements to standards	3
4.1	PRODUCT related Changes (PCN, product change notification)	3
4.2	Component Delivery	3
4.3	Logistical requirements	3
5	History of Changes	4
6	Annex I: Vendor Addendum (form)	5

1 Scope

This document describes in detail the general requirements for distributors of components.

2 Materials

This document applies to components.

3 Definitions and Standards

The following standards and named references, if not stated, in their respectively last and valid version are part of this standard.

IEC 61340-5-1	Protection of electronic devices from electrostatic phenomena – General requirements
IEC 60286-1,-2,-3,-4	Packaging of components for automatic handling
IPC/JEDEC J-STD-020	Moisture/Reflow Sensitivity Classification for Non-hermetic Solid State Surface Mount Devices
IPC/JEDEC J-STD-033	Handling, Packing, Shipping and Use of Moisture/Reflow Sensitive Surface Mount Devices

4 Deviations and Supplements to standards

4.1 PRODUCT related Changes (PCN, product change notification)

The supplier must immediately notify Leesys about any changes to the products to be delivered. The supplier shall send the notifications directly to Leesys (E-Mail: pcn@leesys.com).

A new data sheet or data book or a generally distributed publication is not be classified as a notification.

4.2 Component Delivery

The date code of the delivered components must not be older than 12 month at the goods receipt at Leesys.

Shelf life of the component must be higher than 12 months after delivery at Leesys Warehouse under storage conditions max. 35°C and 70% RH maximum according to J-STD-033.

4.3 Logistical requirements

Leesys stores large-volume materials using exchangeable Euro-pallets, stillage or own steel pallets. For deliveries on one of these types of pallets, a maximum pallet dimension of EURO 120 x 80 x 95 cm is permitted (L / W / H pallet included). For deliveries using other types of pallets, measures for an effortless unloading must be guaranteed by the Supplier. The total pack size, without pallet, may not exceed 120 x 80 x 80 cm (L/W/H).

- (1) A maximum pallet size of EURO 120x80x95 is permitted for deliveries.
- (2) The following box dimensions are used at Leesys:
E1: inner dimensions 56 x 36 x 8.5 cm
E4: inner dimensions 56 x 36 x 38.5 cm (only for material order picking)

If possible, Supplier packaging should be in line with these box dimensions. For this purpose, a consultation with the warehouse manager is requested.

- (3) Deliveries must contain the quantity and product type according to the order placed by Leesys, with each item to be individually packaged.
- (4) Leesys requires the use of labelling of the material in accordance to VDA 4992 - MAT Label (VDA-Recommendations 30. September 2015)
<https://www.vda.de/de/services/Publikationen/Publikation.~1321~.html>

5 History of Changes

Issue Date	Document	Editor	Notice: Short Description of Change(s):
2012-12-19	Released	M. Schwabe Leesys QS	
2017-08-01	Draft	Th. Voigt Leesys QM	- Minor corrections - Para. 4.3 Changed to logistical requirements
2017-08-30	Draft	Th. Voigt Leesys QM	- Cover page revised - Para 4.1 revised, E-Mail address added
2017-08-31	Released	Th. Voigt Leesys QM	

6 Annex I: Vendor Addendum (form)

Confidential!

Name of SUPPLIER	Major Deviations in Vendor Addendum to Leesys requirements		Page 1 of 1
Type of changes: C = completed and agreed R = replaced E = exceptions D = deleted			
Date of Vendor Addendum:			
Leesys Component Requirements for Distributors			Edition 2017-08
Item / Subject	Text	Type of change	
SUPPLIER Stamp:	SUPPLIER Signature:		Leesys Responsible
	Print-Name: Date:		Print-Name: Department:
	Print-Name: Date:		Date: