**Buyer’s Guide**

**Our Full Procurement Service:**

* We only use approved component suppliers.
* We check part availability, re-negotiate or re-source if necessary.
* We do not use grey market suppliers unless requested to do so by clients.
* We offer choice of alternative parts to clients where appropriate.
* We rigorously check that client part numbers and descriptions agree with supplier part numbers and descriptions, and report / resolve discrepancies.
* Our good inwards check every part received for correct markings, correct labelling, and correct quantity, against our BOM.
* We chase shortages.
* We maintain full traceability of parts supplied. (When required)
* We take responsibility for the fitment of correctly sourced parts. Re-work (if required) will be at our cost.
* We maintain components in an anti-static environment.
* Component costs are only charged when we invoice for completed assemblies, thus client’s cash flow is improved.

|  |  |
| --- | --- |
| Bill-icon | **Bill of Materials (BOM)** |

BOMs should have the normal default information such as reference designator, description, manufacturer and manufacturer part number, quantity per. In addition, it is recommended to include Farnell part numbers. It is very useful to have the BOM supplied in an Excel Format.

|  |  |
| --- | --- |
| Pick-icon | **Pick & place machineplacement data** |

It is preferable to send us the pick & place machine component placement data. This will save on programming costs. The data should include the component x/y coordinate data in .prn, .csv, or .xls file formats. Most CAD design software will output a standard pick & place machine component placement file which will be suitable for our needs. There should be columns for:

* Part number.
* Reference designator.
* X/Y coordinate of the centre of the part (centroid data).
* Rotation (0, 90, 180, 270 degrees), also called “theta”.
* Surface designator (top or bottom).

 . Supply PDF of Silk Screen