**Defining New Models:**

1) After determining the need for a new model, sales personnel obtain a new model number, for stock, standard and modified products, using the index in the Standard Model Book or the Specials Book, respectively.

2) Typically sales personnel will initiate a NMI request by entering the information required in Planview according to the current lifecycle steps as configured in Planview. Input, review, and approval by the cross functional disciplines will be managed by the current lifecycle steps defined in Planview.

If it is necessary to provide a preliminary specification and drawing to the customer for review and comment, Sales contacts the Lead (Team leader) Engineer (verbally or by E-mail) with the model and due date for the preliminary specification in addition to documenting the requirement in Planview. Engineering then generates a preliminary specification and/or drawing using the Web spec database or equivalent.

If value of quotation is for a newly modified product that exceeds $25,000 and is not a simple modification. (Simple modifications would include: Re-etch of a standard or stock product for OEM purposes, Assigning a different model number to a previously existing product with no changes, or DM approval) a preliminary specification is produced and sent to the customer for approval along with a copy of the SM028 (Statement of Modified products). A signed copy of the statement and preliminary specification is filed with the quote and the original is filed in the design review folder. Contract Review is not complete without the signed statement being returned.

The NMI defines the product for the first build. If minor changes to the product are made after the initial shipment and/or after the Final design folder is approved, the specifications and drawing packages controlled by Drafting define the actual product.

**Requirement changes during initial product manufacture:**

Should a customer change the requirements of a special model during the manufacture of the model, Sales places the order (CO) on hold (12/31/50 hold in the BSD) and production of the unit will stop. Engineering and production are consulted to the desired changes.

If adjustments are acceptable by PCB engineering and Production documented re-approval of specs and/or drawings are requested from the customer. When received, production and sales information is updated in the NMI database. The order will be removed from hold status. Delivery date adjustments, if required will be amended to accommodate lead-time.

If the adjustments are not possible at the manufacturing stage of the model, the disposition of the order is discussed between sales and the customer. Sales amends the order accordingly.

**Re-orders of Modified Products:**

Modifications made to special models cannot be made if the product is purchased by more than one customer unless all parties agree to the proposed modification(s). If one party does not agree to the changes, a new model is to be created to accommodate the desired product change.

**Sale of Products without PCB model or Logo:**

ANY Product sold without the PCB logo or Model number must have a capital “P” prefix in front of the serial number unless otherwise instructed by the customer.