

WORK INSTRUCTIONS

(WORK INSTRUCTIONS FOR LAM PO's – NEW PARTS)

Organization Name:	GCM	W.I.	WI-1.0-003	Rev:	1
Responsible Person:	Customer Service Representative	Effective Date:	10/12/23		

1.0 PROCESS:

1.0 Purpose:

To ensure POs are filled out correctly per Lam requirements

2.0 Responsibility and Authority:

Customer Service Representatives

3.0 Step by Step Procedure:

1. Review the Supplier Dashboard for New PO's: Supplier PO Acknowledge > Click on the Number under Total

The screenshot shows the 'Supplier Dashboard' with various sections. The 'Supplier PO Acknowledge' section is highlighted, showing counts for N2 (4), N1 (2), and Total (6). A red box is drawn around the 'Total' value of 6, and a red arrow points to it from a label that says 'Click Here'.

Shortages				Open PO's			
HOT1	HOT2	EXP	Total	PD(>3D)	PD(<=3D)	Due	Total
0	0	0	1	4	3	1	106

Expedited Pulls			Supplier PO Acknowledge		
Hot	Responded	Total	N2	N1	Total
1	0	1	4	2	6

2. On the PO Details: Supplier Acknowledge Screen, review the PO's listed and see if they are on the PO Log or E2, if they are not, then they are considered new PO's.
(PO's will always be on this screen until they are acknowledged for Price and Date)

PO Details: Supplier PO Acknowledge

Search Criteria: Supplier = 1002553; Morning View = No

Back PO Details to Excel file PO Save PO Upload Excel Template file PO Excel Upload TMS Planning

PO: Find Next Part No: Find Next

Ship	T	Srv Lvl	Buyr Done	TMS	Plant	SLOC	PO Number	Line	Schd	Material	Qty due	UOM	Prom. Dt	Due Date	Need Date	Gap	Last Updt	Act	Sht	Com
	R	04			1000	0294	4700614234	20	1	NRE FEE	1	EA	9/27/2021	9/27/2021	9/24/2021	-3		N1		
		04			1000	0292	4700605062	10	1	715-101136-214 REV	3.000	EA	10/30/2021	10/30/2021	10/30/2021	0		N2		
		04			1000	0292	4700605062	20	1	NRE FEE	1	EA	10/30/2021	10/30/2021	10/30/2021	0		N2		
		04			1000	0292	4700605072	10	1	715-101136-215 REV	3.000	EA	10/30/2021	10/30/2021	10/30/2021	0		N2		
		04			1000	0292	4700605072	20	1	NRE FEE	1	EA	10/30/2021	10/30/2021	10/30/2021	0		N2		
		04			2000	0010	4502291949	10	1	715-304420-100	5	EA	1/3/2022	1/3/2022	1/3/2022	0		N1		

3. Select the line item for the New PO:

- Click on PDF Format button at the bottom of the screen to Open and Save PO
- Click on Part Drawing button at the bottom of the screen to Open and Save Print
- While the PO line is highlighted note the following areas:

CRI column determines the Criticality of the Part
 CE column determines if part is Copy Exact or not
 FA column determines if FAIR is required

Cri = Criticality
 CE = Copy Exact
 FA = FAIR

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Ship	T	Srv Lvl	Buyr Done	TMS	Plant	SLOC	PO Number	Line	Schd	Material	Qty due	UOM	Prom. Dt	Due Date	Need Date	Gap	Last Updt	Act	Sht	Com	Byr	Sup#	Cri	CE	FA
	R	04			1000	0294	4700614234	20	1	NRE FEE	1	EA	9/27/2021	9/27/2021	9/24/2021	-3		N1			720	1002553			
		04			1000	0292	4700605062	10	1	715-101136-214 REV	3.000	EA	10/30/2021	10/30/2021	10/30/2021	0		N2			720	1002553			
		04			1000	0292	4700605062	20	1	NRE FEE	1	EA	10/30/2021	10/30/2021	10/30/2021	0		N2			720	1002553			
		04			1000	0292	4700605072	10	1	715-101136-215 REV	3.000	EA	10/30/2021	10/30/2021	10/30/2021	0		N2			720	1002553			
		04			1000	0292	4700605072	20	1	NRE FEE	1	EA	10/30/2021	10/30/2021	10/30/2021	0		N2			720	1002553			
		04			2000	0010	4502291949	10	1	715-304420-100	5	EA	1/3/2022	1/3/2022	1/3/2022	0		N1			UT	1002553	NC		Y

Total Records: 5

PO: 4700614234 PO Qty: 1 Reqt No.: RPM0431172 PO Rev: Sup SO: MFG Part: Anna McAllister

Line: 20 Rc Qty: 0 Serial: Part Rev: SO Line: Manufac: PRECISION SWISS PRODUCTS INC

Sch Ln: 1 PO Price: 2,500.00 Core Sh: Mtl Stat: Sales Doc: Byr Name: Anna McAllister

Susp: Ext Pr.: 2,500.00 NCR #: SC: SO#: Sup Name: PRECISION SWISS PRODUCTS INC

Matl: NRE FEE Currency: USD FA: ABC: SO Line: 000000 Ctry of Org:

Desc: NRE FEE IR Price: 0.00 PDT: 0 FCID#: ECCN:

Plant: 1000 Age: 3 Status: PULL Terms: 2-10 Batch: Batch Class:

SLOC: 0294 Dist: -14 CO#: 0002 Create Date: 9/10/2021 RP Code: Method/Carrier:

Price Qty: 1 Mes. Age: 0 Gap Type: LL Must Have: SP Key: Way Bill:

Update PDF Format Part Drawing RAM ODN

4. Determine if Part is New or Repeat

New Part

- Save print Original Folder
- Save print Ballooned Folder
- Create Risk Form (No needed for RPM or ERF)
- Save image (Stamp image with Criticality and RPM or ERF when applicable)
- Save Solid Model and BOM: Go to MyLam > Supplier Doc Viewer

Supplier Dashboard > MyLam > Cons Activity > Fcst2 Arr/Cons > TMS > RPM Comp > Contact Info > RFQ

MyLam is designed to facilitate communication between Lam and its Suppliers. It is easy to use, and displays Lam's requirements and part documentation (forecasts, POs, draw status, quality data).
We expect suppliers to use MyLam to plan their factory capacity and delivery schedules to ship quality products on time, prevent zero / below min conditions for consigned part Engineering Change requests etc.

Contacts:
For new user MyLam access contact us via email GSCMSupplier@lamresearch.com
For procurement questions, MyLam training, and supplier scorecard information, contact your designated **Buyer** or **Supply Chain Business Manager**
PR and quality related information, contact your designated **Supplier Engineer**
[Click here for help and training on MyLam Ch01 Navigation.](#)

[Supplier Doc Viewer](#) [Multi Level BOM](#) [Create PR](#) [PR Status](#) [First Article](#) [Non Conformances](#)
[Lead Time Update](#) [Forecast3](#) [Event Tracker](#)
[MyLam AP](#) [QUOST](#) [POR Audit](#) [Supply Chain Compliance and Training](#)
[LSR Request](#) [LSR Status](#)

5. Search for PN under Material, click on the network icon under current to download the Solid Model, and click magnifying glass under BOM to download the BOM, a new screen will open displaying the BOM

Supplier Document Viewer As of 9/12/2021 6:11:51 AM

Part Source: All Doc Status: All Supplier: 1002553 Sales Order: Material: 715-083414-201

Comments: None ECN#: Sis Ord Changed: Total: 0 Search Download to Excel

Material Number is a mandatory field. Please enter a material number or a wild card (*) and hit search.
(If there are too many parts then this may not work. Try to narrow down your search and try again.)

KD DB	Sis Ord	Lin Nbr	Sis Ord Changed	Part Number	Description	Clean Req	Critical	CE	MBD Part	Curr. Rev	Futur Rev	Futur Date	ECN #	BOM	Current ECN	Current Eff Dt	Where Used	Forecast Id	Ins Frm	Src. Code	Stat	Comments
SL				715-083414-201	SCR,VNTD,FLH,8-32X.50 LG	Sup Cl2s				0					000001084313	9/29/2015				PC	P	Add Comment

Click on Download to Excel button

Selection Criteria

Doc Status: All Supplier: 1002553 Sales Order: Material: 715-083414-201 Comments: None

☐ Sort by Item/ID ☐ Changes Since: mm/dd/yyyy Search Download to Excel

Parent Part: 715-083414-201 (Rev D) (SCR,VNTD,FLH,8-32X.50 LG) (No. of Comp: 3)

KD DB	Sis Ord	Lin Nbr	Item	Component Part	Description	Src. Code	Stat	Clean Req	Critical	CE	Current Rev	Futur Rev	Futur Date	ECN #	BOM	QTY	UOM	Item Cat	Valid From	Valid To	Item Text	Parent Part	Comments	Spr	Mfr Part	Mfr Name	BOM ECN#	SWFQX	Serialization Description
			7000	000000001	202-074915-003 SPEC.MTRL,C22	E	INF	Sup Cl2s	Y	C					1	EA	Z	12/18/2014	12/31/9999		715-083414-201	Add Comment	8			0000000979373		Not Serialized	
			7002	000000003	202-093955-001 SPEC,CLN W/W PSTNR	E	P	Sup Cl2s	Y	C					1	DOC	Z	12/18/2014	12/31/9999		715-083414-201	Add Comment	8			0000000979373		Not Serialized	
			7001	000000002	603-090436-001 SPECIFICATION,PACKAGING	E	INF	Sup Cl2s	Y	J					1	EA	Z	12/18/2014	12/31/9999		715-083414-201	Add Comment	8			0000000979373		Not Serialized	

6. Open the Excel file, resize the columns so the content is visible, hide all empty columns, select only the columns and rows that have data.

7. Set the print area.

8. Go into page set up and set the orientation to Landscape and the scaling Fit to 1 page wide by 1 page tall.

9. Save file as excel workbook in the Ballooned folder and name it PN, Rev BOM. Then Print the same file into PDF and save it on the same folder with the same name.

10. Attach the BOM PDF file as the last page of the Ballooned and Source Print
Note all the Specifications on the Print, review the Specs on the Lam Portal and make sure we have the latest revision for each Specs saved in the O: drive and in Doc Control (When you search for the BOM and click on the magnifying glass that takes to the Page where all the Specs listed on the print and displayed). If we don't have a spec, click on the magnifying glass to open the Spec, save it, and do doc control.

Selection Criteria

Doc Status: Supplier: 1002553 Sales Order: Material: 715-083414-201 Comments:

☐ Sort by Item/ID ☐ Changes Since: mm/dd/yyyy

Parent Part: 715-083414-201 (Rev D) (SCR,VNTD,FLH,8-32X,50 LG) (No. of Comps: 3)

Component Part List For Parent Part	KD	DB	Sl	Ord	Lin	Nbr	Ins	Item	ID	Component Part	Description	Src Code	Stat	Clean	Rep	Crit	Current	Future	Future	ECN	BOM	Qty	UOM	Item	Valid	Valid	Item	Parent Part	Comments	Spr	Mfr	Mfr	BOM	ECN#	SWFQX	Serialization
7000	00000001	202-074915	003	SPEC,MTRL,C22	E	NF	Sup	C22	Y	C											1	EA	Z	12/18/2014	12/31/9999	715-083414-201	Add Comment	8				0000000979373		Not Serialized		
7002	00000003	202-095955	001	SPEC,CLN H/W FSTNR	E	P	Sup	C22	Y	C											1	DOC	Z	12/18/2014	12/31/9999	715-083414-201	Add Comment	8				0000000979373		Not Serialized		
7001	00000002	603-090436	001	SPECIFICATION,PACKAGING	E	NF	Sup	C22	Y	C											1	EA	Z	12/18/2014	12/31/9999	715-083414-201	Add Comment	8				0000000979373		Not Serialized		

11. Doc Control all Specs listed on the Print to the PN

12. Doc control Print, Image and Risk Form (No Risk Form needed for RPM or ERF)

13. Update estimate with correct Rev and Rev date. Make sure all documents are linked.

14. Enter job in E2 as Unprocessed. Please note the Ship to address on the PO and update E2.

15. Add PO to the PO Risk Log.

16. Provide all documents to PE to complete risk management (Doesn't apply to RPMs or ERFs) When PE sends out Engineering release and scheduling has provided a delivery date, process job in E2. For RPM or ERF we don't need to wait for scheduling because delivery date was given when QUOST was submitted. We also don't need DOCUMENTS REQUIREMENTS for RPM or ERF, only if a FAIR is required. If FAIR required, prepare FAIR docs and link to job.

17. Update Dashboard with RPM or ERF tag. IF not RPM or ERF use the NEW tag.

18. Save PO Acknowledgement in O drive and Acknowledge job on the portal: Select the PO on the PO details page, click on the Qty to go to update mode. Enter Supplier Price, Supp Qty and Supp Date, click Save & Done, this will close the Update PO Details screen and bring you back to main PO Details Page.

Welcome Supplier Dashboard MyLam Cons Activity Fcst2 Arr/Cons TMS RPM Comp Contact Info RFQ

Supplier > Supplier Dashboard > Supplier Dashboard

Update PO Details

PO#, CO: 4502291949 - 0002 Line, Sch: 10.1 RMA: Ser#: NCR#: Core Ship:

Create Date: 9/10/2021 Change Date: 9/8/2021 PO Rev: Part Rev: Supp Rev: Supp SO:

Material: 715-304420-100 Desc: PL,WATER PUMP,AUX,VTMI Price: 764.85 Supplier Price: 0.00 Buyer Price: 0.00 Action Code: N1

Std Cost: PO Qty: PO Due: Need: PO Prom: 1/3/2022

Shortage Type: AKA Name: Supp Code: 1002553 Supp Name: PRECISION SWISS PRODUCTS INC Supp Qty: 0 Supp Due: 1/3/2022 Byr Due: Byr Prom:

PO Terms: 2-10 Currency: USD Buyer Name: Phung Ly Mfr Part: Mfr Name: FCID: PN LT: 42 DLT: 2 Fair: Y Short: 0 Cons?: PO Price Unit Qty: 1 Escalation No: 0 Escalation Priority: Escalation Level: Prev Required Qty: 0 Prev Required Date: Required Qty: 0 Required By Date: Prev Required By Date:

Lam Research Corp (obo Lam Research Int'l Sdn Bhd) 1201 Voyager Street LIVERMORE,CA,94551

Act Ship Date: Method/Carrier: Way Bill#: Ship By: TMS Master Tracking:

Save & Next Next Previous Save & Done Done MD04 Escalation Details

19. Here you must select **PO SAVE** to save all changes made. **Until you click PO SAVE your changes are not saved.**

PO Details: Supplier PO Acknowledge

Search Criteria: Supplier = 1002553; Morning View = No

PO: Part No:

	Ship	T	Srv Lvl	Buyr Done	TMS	Plant	SLOC	PO Number	Line	Schd	Material	Qty due	UOM	Prom. Dt
☐		R	04		☐	1000	0294	4700614234	20	1	NRE FEE	<u>1</u>	EA	9/27/2021
☐			04		☐	1000	0292	4700605062	10	1	715-101136-214 REV	<u>3,000</u>	EA	10/30/2021

20. Update and close the line on the PO Log.

LAM SPECIFIC CSR PO CHECKLIST

- ✓ Save PO
- ✓ Verify Part Criticality, CE, FAIR Requirement, RPM /ERF
- ✓ Save Print Original Folder
- ✓ Save Print Ballooned Folder
- ✓ Save Image
- ✓ Save Solid Model
- ✓ Save BOM (link BOM to print)
- ✓ Save Specs
- ✓ Complete Doc Control (Print, image, Risk Form, Specs)
- ✓ Review Estimate (Rev, Rev Date, Notes, Docs...)
- ✓ Enter Job E2 UNPROCESSED (not needed for RPM or ERF)
- ✓ Add PO to PO Log
- ✓ Provide KO Forms to PE (not needed for RPM, ERF or Repeat)
- ✓ Process job in E2 when PE releases job and Scheduling provides a date (For RPM or ERF we don't need to wait for scheduling because delivery date was given when QUOST was submitted. We also don't need DOCUMENTS REQUIREMENTS for RPM or ERF, only if a FAIR is required. Gazy will process RPM's)

- ✓ Prepare FAIR docs if applicable
- ✓ Update DB with RPM/ ERF or NEW tag
- ✓ Acknowledge job on portal (save acknowledgment O Drive)
- ✓ Update and Close PO on PO Log

2.0 REVISION HISTORY:

DOCUMENT NUMBER	Rev.	Description of Change	Approval By	Date:
WI-1.0-003	1	Initial Release. Change from old QMS Doc# WI-8.1-006. No change to content, no retraining necessary by current employees	Daniela Kozar	10/12/2023