



Supplier Manual AAE BV

LET'S BE FRIENDS WITH THE
FUTURE

Supplier Manual V5.0

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Introduction

This Supplier Manual sets out the requirements and working principles for doing business with AAE. It is intended for all current and prospective suppliers and provides a clear, shared reference for expectations across the full purchasing and supply process. The purpose of this document is to create mutual understanding, enable consistent and compliant execution, and support a reliable, long-term collaboration that delivers the required levels of quality, delivery performance, transparency, and continuous improvement.

Company Profile

AAE is a leading high-tech machine manufacturer with a strong international reputation. The company integrates a wide range of expertises—from mechatronics to ultra-precise machining—under one roof.

Driven by customer needs, expectations, and ambitions, AAE sees every challenge as an opportunity to deliver seamless, tailor-made solutions. These solutions are realized through a combination of dedication, deep technical knowledge, and years of experience.

AAE's Vision:

AAE's vision is to move the world happily forward by providing groundbreaking technology solutions for a diverse range of markets including but not limited to semicon, medical, automotive, food & beverage, toy, office, photovoltaic, analytical & life science sectors.

AAE's Mission:

In this way we contribute to products or solutions that make our society smarter, more innovative, more beautiful, more sustainable, safer or simply more enjoyable. We do this by building on our AAE culture, understanding our customer's needs and DNA and taking our responsibility for people and planet.

Purchase Mission

AAE aims to maintain a strong, long-term relationship with its suppliers, built on a structurally sound foundation. The supplier base is selected based on Supplier's ability to deliver high standards in Quality and Logistics, optimized Total Cost of Ownership (TCO), and a demonstrated willingness to collaborate on Logistics and Sustainability. Achieving this objective requires mutual understanding of each other's processes and the establishment of shared goals.

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List of Acronyms

8D	Problem solving methodology designed to find the root cause of a problem
AAE	AAE b.v.
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials, technical standards of materials and services
CAPA	Corrective action and preventive action
CC1	Critical part
DAP	Delivery at Place
DDP	Delivery Duty Paid
DIN	Deutsches Institut für Normung, German Institute for Standardization
EOL	End-of-Life
EOZ	End-of-Zone
FAI	First Article Inspection
FFF	Form-Fit-Function
IEC	International Electrotechnical Commission
Incoterms	International Commercial Terms
ISO	International Organization for Standardization
LTB	Last-Time-Buy
NPI	New Product Introduction
PCL	Product Characteristic List
PO	Purchase Order
QLTC	Quality, Logistics, Technology, Costs
QLTCS	Quality, Logistics, Technology, Costs, Sustainability
RBA	Responsible Business Alliance
REACH	Registration, Evaluation, Authorization and Restriction of Chemicals
RFQ	Request for Quotation
RoHS	Restriction on Hazardous Substances
TPD	Technical Product Documentation
TCO	Total Cost of Ownership

1 Sourcing

1.1 Fairness, good faith and integrity

AAE conducts its business based on fairness, good faith and integrity, and expects the same standards from its suppliers. Therefore, AAE requires all suppliers to adhere to the [RBA code of conduct](#).

1.2 QLTCS

AAE selects its suppliers and evaluates the performance of its suppliers on the following five business areas:

Quality:	The wish for outstanding quality, focusing on: zero defects, actual product quality, existing quality control processes and continuous improvement.
Logistics:	Ensuring the availability of products on the agreed delivery date at the right location, choosing the agreed way of transportation.
Technology:	The presence of production techniques and timely introduction of new technologies.
Costs:	Control of total costs (TCO) and transparency in the build-up of costs.
Sustainability:	Focus on sustainable operations, sustainable material, sustainable products, a sustainable value chain and sustainable culture.

1.3 Supplier Categorization

Suppliers are categorized as Strategic, A-, B- or C- suppliers. This categorization is based on criteria such as purchase volume, supply risk, performance and the supplier's willingness to engage in a long-term relationship.

1.4 ISO 9001:2015 certification

AAE expects its Strategic and A-suppliers to be certified according to ISO 9001:2015, or to operate in accordance with an equivalent Quality Management System.

1.5 Contingency and Business Continuity

Suppliers are required to establish and maintain contingency plans to ensure continuity of supply to AAE in the event of disasters or unforeseen disruptions. These plans must address the following objectives:

- Ensure maximum protection of employees and company assets;
- Enable a rapid and effective response to critical incidents or business interruptions;
- Minimize the impact and risks to the supplier's ability to fulfill its obligations to AAE;
- Facilitate the immediate recovery of critical business processes and a swift return to normal operations;
- Reduce the likelihood of critical incidents through preventive measures and regular training.

2 Quotation Process

AAE expects suppliers to submit quotations in accordance with the requirements outlined in the Request for Quotation (RFQ) and the Technical Product Documentation (TPD). Suppliers must comply with all instructions provided in the TPD, as well as with AAE's end customer requirements and applicable international standards (e.g., ASTM, DIN, ASME).

If the TPD is incomplete or contains conflicting information, suppliers are expected to notify AAE immediately. All specifications must be reviewed by the supplier through feasibility checks, focusing on manufacturability and quality control (e.g., measurability).

Quotations should be submitted within five working days, unless the complexity of the requested product or service justifies a longer lead time.

All requested quotations are considered non-binding, meaning no costs may be charged. However, the quoted prices, discounts, lead times, and delivery dates must remain valid for at least twelve months and are considered binding in the subsequent procurement process—unless explicitly marked as budgetary estimates.

If a quotation cannot be provided, the supplier must contact AAE's purchasing department.

For New Product Introduction (NPI) projects, quotations must be based on the information provided in the RFQ information sheet, which may vary depending on the business line and specific (co-)engineering processes.

3 Purchase Order Process

3.1 Purchase Order

All PO's are subject to mutual agreements, such as price lists and logistics agreements, based on AAE's General Purchase Conditions or a Master Purchasing Agreement. A POs are issued electronically and each PO contains a unique reference number, which must be used in all related communications.

Each Purchase Order (PO) issued by AAE consists of three main components: supplier information, order lines and applicable purchase conditions.. The order lines include the following details:

- Part numbers (AAE part number and / or supplier part number and / or manufacturer part number)
- Item description
- Quantity
- Unit of measure
- Currency
- Unit price
- Discount
- Total price
- Requested delivery date
- Incoterms
- Payment terms

AAE strives to provide complete and accurate information in each PO. If any data is missing or deviates from prior agreements, suppliers are expected to contact the purchasing department for clarification, correction, or supplementation.

PO's are sent via email to the designated supplier contact address. All relevant information required to execute the PO is included in the PO document and/or the accompanying Technical Product Documentation (TPD). If the provided information is insufficient or incomplete, the supplier is obliged to notify AAE's purchasing department without delay.

3.2 PO Confirmation

All Purchase Orders (PO's) must be confirmed within three (3) working days. The confirmation should be sent to inkoop@aae-eu.tech and must include both the confirmed delivery date and the confirmed price. The Supplier should ensure that the AAE PO number is clearly referenced in the response. If the supplier is, the supplier is required to contact AAE's purchase department without delay. Delivery of a Product or service without prior confirmation is not permitted.

3.3 PO Deviations

Once a Purchase Order (PO) has been confirmed, any deviations from the agreed terms—regardless of form—are not permitted. If deviations are unavoidable, the supplier must inform AAE's purchasing department in advance and obtain formal approval before proceeding with shipment. AAE reserves the right to reschedule, suspend, or cancel the manufacturing of products for up to 24 months from the initially agreed delivery date. If AAE decides to cancel the order after this 24-month period, it will only be liable for reimbursing the supplier for actual costs incurred in the execution of the order. The supplier must submit a final compensation proposal within sixty (60) days of receiving the cancellation notice. This proposal should reflect minimized costs, achieved by repurposing parts and materials where possible and/or cancelling related orders with sub-suppliers. Any compensation will exclude profit margins or anticipated earnings that would have been realized had the order not been cancelled.

4 Product Development

4.1 Drawings and/or Procedures (Engineering)

Drawings and/or procedures are typically provided by AAE and serve as the foundation for the execution of individual work steps. In cases where such documentation cannot be supplied by AAE, the executing party is responsible for preparing appropriate drawings and/or procedures in alignment with AAE Engineering. These documents must be submitted for written approval by AAE prior to the start of prototype or series production.

Any related engineering or documentation services will be considered additional and must be agreed upon with AAE in advance. The supplier is expected to minimize costs where possible and ensure transparency regarding any additional charges.

4.2 Change Management

If the supplier intends to make changes to a product, such as materials, components, sub-suppliers, manufacturing processes, production location or equipment, a full First Article Inspection (FAI) must be performed. Any changes to parts require formal written approval from AAE prior to implementation. This requirement is in accordance with AAE's internal standards and those of its end customers.

4.3 End of Life/ End of Zone

If the supplier intends to phase out a product, or foresees such a development, AAE must be formally notified at least twelve (12) months in advance. The supplier is required to provide an official End-of-Life (EOL) statement from the manufacturer or an End-of-Zone (EOZ) statement from the manufacturer that materials cannot be sourced anymore due to other restrictions, along with a comprehensive EOL/EOZ plan. This plan must include, at a minimum:

- A Last-Time-Buy (LTB) opportunity within a reasonable timeframe, preferably 12 months;
- A proposal for a fully compatible alternative that meets Form-Fit-Function (FFF) requirements, alongside with qualification support.

The supplier is expected to proactively minimize the impact on AAE's operations and ensure continuity of supply for at least 5 years wherever possible.

5 Quality

5.1 Production & Quality Control

AAE expects its suppliers to maintain an effective in-process and outgoing quality control system. This must include a visual outgoing inspection to prevent easily detectable defects such as scratches, contamination, packaging issues, and incorrect labeling.

Suppliers are required to document the results of all inspections to demonstrate full conformity of the part, process, service, and/or software. If specified on the Purchase Order (PO), reports such as measurement reports, material certificates, and certificates of conformity must be submitted digitally to the email address indicated on the PO.

If the part includes a unique serial number or batch number, this identifier must be clearly referenced in the required documentation.

5.2 Inspection Report

The supplier is responsible for ensuring full compliance with all applicable specifications. Quality inspection results, based on the requirements outlined in the Technical Product Documentation (TPD) and the Test Instruction Sheet (e.g., PCL), must be submitted digitally to the email address specified on the Purchase Order (PO) prior to each delivery. If the product includes a unique serial number or batch number, this identifier must be clearly stated in the inspection documentation.

5.3 Retention of Data

The supplier is required to retain original measurement and process data for a minimum period of fifteen (15) years. Upon request by AAE or its end customers, a copy of this data must be made available within twenty-four (24) hours.

5.4 Deviation Note

The supplier must comply with all requirements specified in the Technical Product Documentation (TPD). In the event of any deviation from the TPD, the supplier is required to inform AAE prior to shipment.

If AAE approves the deviation, the supplier must use an official AAE Deviation Note. This document must be signed by AAE for acceptance and returned to the supplier before shipment. The signed Deviation Note must be sent digitally to the contact person's email address as stated on the PO and included with the physical shipment.

5.5 Return to Vendor

All products delivered by the supplier may be subject to incoming quality inspection and/or in-process quality checks by AAE. If a product is rejected, this will be documented via a defect report generated from AAE's complaint management system. The report includes a description of the defect, the article number, the rejection date, and the rejected quantity. In the event of a rejection, the supplier is required to inspect all related items from the same production batch, including parts in stock and those already delivered, to prevent further non-conformities.

5.6 Quality Assurance

In the event of a product rejection, the supplier is responsible for conducting a thorough root cause analysis. Upon receipt of the rejected item, the supplier must investigate the issue and determine the underlying cause.

The analysis may take the form of an internal action plan, a Corrective and Preventive Action (CAPA), or an 8D report. This documentation must be shared with AAE upon request.

5.7 Audits

AAE reserves the right to conduct audits at the supplier's location and/or at the premises of its sub-suppliers. Alternatively, AAE may appoint an independent, qualified third party to perform the audit on its behalf.

6 Logistics

6.1 Delivery Address

The supplier is required to deliver the products to the address(es) specified on the purchase order (PO). Each shipment must be accompanied by a detailed packing slip to ensure proper receipt and verification.

6.2 Terms of Delivery

The default delivery term is DDP for shipments within the EU and DAP for shipments from outside the EU. Any deviations from these terms must be reviewed and approved in advance by the Purchasing Department.

6.3 Packaging & Shipping

The supplier is responsible for packing and labeling the products in a manner that ensures safe transport and suitable storage, in accordance with the specifications outlined in the purchase order. All packaging costs, including any prescribed packaging requirements, are borne by the supplier.

Responsibility for the products during transport remains with the supplier, depending on the agreed Incoterms stated in the order.

Required documentation per shipment:

Each shipment must include the following documents:

- Packing slip, containing:
 - Supplier name and address
 - Contact person (name, telephone number and email address)
 - AAE purchase order (PO) number
- Delivery note, containing:
 - AAE purchase orders (PO) number
 - PO line number(s)
 - AAE part number(s)
 - Quantity per AAE part number
 - Serial number(s) or batch numbers(s) if applicable

Packaging per Order Line

Each order line must be packed separately and clearly labeled with the following information: following information:

- AAE purchase order (PO) number
- PO line number
- AAE part number
- Quantity per part number
- Remaining quantity (in case of partial deliveries)
- Serial number(s) or batch number(s), visibly marked on all packaging layers

7 Payment

7.1 Invoicing

Invoices submitted by the supplier must fully align with the corresponding purchase order (PO). Invoicing is only permitted after final delivery of the goods.

Each invoice must include the following details:

- AAE PO number and PO line number
- Quantity of delivered products per PO line
- Applied discount rate

Additional charges—such as packaging materials, minimum order fees, or transportation costs—may only be invoiced with prior written approval from the Purchasing Department.

Invoices that do not meet these requirements will not be processed for payment.

All invoices must be submitted digitally to: AP-team@aae-eu.tech

7.2 Payment Terms

Unless otherwise agreed in writing, the standard payment term is 60 days, end of week. Payment will be processed only after receipt of the invoice, provided the invoice aligns with the corresponding purchase order. AAE executes payments on a fixed day each week.

8 Sustainability

8.1 Environment

AAE expects its suppliers to have an environmental policy in place—or at least a clear intention to establish one in the near future—that promotes continuous improvement in environmental awareness and responsible practice.

8.2 Compliance

AAE expects its suppliers to comply with regulations REACH, RoHS, Conflict Minerals and any other required regulations. Upon request, suppliers must provide the necessary documentation to demonstrate compliance.

9 Supplier Evaluation

The purpose of a supplier evaluation is to assess and monitor the performance, reliability and compliance of suppliers in relation to agreed standards, contractual obligations and strategic objectives. It helps ensure that suppliers consistently deliver quality products or services, mitigate risks and contribute to the overall value and efficiency of the supply chain.

Periodically, a supplier evaluation form will be shared with selected suppliers. These suppliers will be assessed based on Quality, Logistics, Technology, Cost and Sustainability (QLTCS) criteria. If minimum performance targets are not met, AAE expects the supplier to implement a continuous improvement plan. This plan must be aligned with AAE's expectations and will be closely monitored.

10 Information Security

The Supplier is expected to operate in alignment with the principles of ISO/IEC 27001, demonstrating a commitment to information security and risk management throughout the engagement.

11 Export Control

The Supplier is responsible for ensuring compliance with all applicable export control, anti-terrorism, and trade compliance laws when handling, using, transferring, or distributing confidential, technical, or commercial information received from AAE.

The Supplier is expected to proactively assess whether any shared information, technology, software, or documentation is subject to all export control legislations and to obtain the necessary authorizations or licenses before any transfer takes place.

The Supplier is requested to inform AAE without delay if export control classifications, licensing requirements, or other regulatory restrictions may influence the exchange of information, delivery schedules, or contractual commitments. Upon request, the Supplier should provide accurate export control classifications and relevant supporting documentation to demonstrate compliance with applicable regulations.