

## **[Main Part]**

### **I. Purpose and Scope**

1.1 Objective: This article defines the writing rules of number and specification for the materials that should be inputted into ERP system, which improves working efficiency and strengthens our company's management of production system and helps for our information management.

1.2 Scope: This article applies to the ERP system input of material information of all product divisions of our company, including patch cord/optical cable/wiring division.

### **II. Responsibility**

#### **2.1 R&D Department:**

Be responsible for inputting item number information and BOM; Be responsible for auditing the item number information and BOM;

#### **2.2 Plan Control Department:**

Issue the Work Order according to BOM and check the information between BOM and order.

### **III. Terms and definitions:**

#### **3.1 Material Code:**

Material Code refers to the code in ERP System that uniquely identifies the materials. Material code must be unique.

#### **3.2 Material Name:**

International and domestic names or industry standard names shall be used as much as possible, popular names shall be avoided as much as possible; where popular names are necessary to be used,

The names shall be guaranteed to have wide recognition in this industry. A simple material parameter can be added to the name to limit it.

#### **3.3 Model:**

Refers to the main category of products in the industry. Mainly used in finished cable and semi-finished products, other materials are not used for the moment.

#### **3.4 Specifications:**

Refers to the descriptions of various parameter properties of the materials.

#### **3.5 Definition of Material Types:**

3.5.1 Raw Materials: Materials purchased directly from the supplier and used in the Products.

3.5.2 Finished Products: Products needed to be delivered to customers, at cost of labor and with consumption of labor hours.

3.5.3 Semi-finished Products: Intermediate products that have undergone certain production process and passed the inspection and are delivered for storage in the warehouse for semi-finished products, but are not completed and become finished products, and still need to be further processed.

### 3.6 Definition of Types of Spare Parts:

3.6.1 consumables: disposable consumables used in the course of daily repair, maintenance, upgrading and transformation of fixed assets;

3.6.2 Machinery: structural components of machines used in the daily repair, maintenance, upgrading and transformation of the fixed assets; and

3.6.3 Electrical category: electrical control components used in the course of routine repair, maintenance, upgrading and transformation of fixed assets; and

3.6.4 Tools: auxiliary tools used in the daily repair, maintenance, upgrading and transformation of the fixed assets; and

3.6.5 Measurement: measuring and testing instruments, equipment and apparatus used for testing the quality of products and raw materials in the production process.

3.6.6 tools: various parts used to assist to control the position, molding, etc.;

3.6.7 Fasteners: the fasteners of machine parts used in the course of routine repair, maintenance, upgrading and transformation of the fixed assets; and

3.6.8 Processing: parts and components used for daily repair, maintenance and upgrade of the fixed assets and manufactured according to the drawings and materials requirements.

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

## General rules:

XX

XXX

XXX

YYYYY

二级分类:  
成品  
半成品

Secondary category:  
finished product  
semi-finished product

流水码: Serial Number:

三级分类: Third Category:  
各大类详细类 Detailed categories of each category

一级分类  
11: 纤缆成品

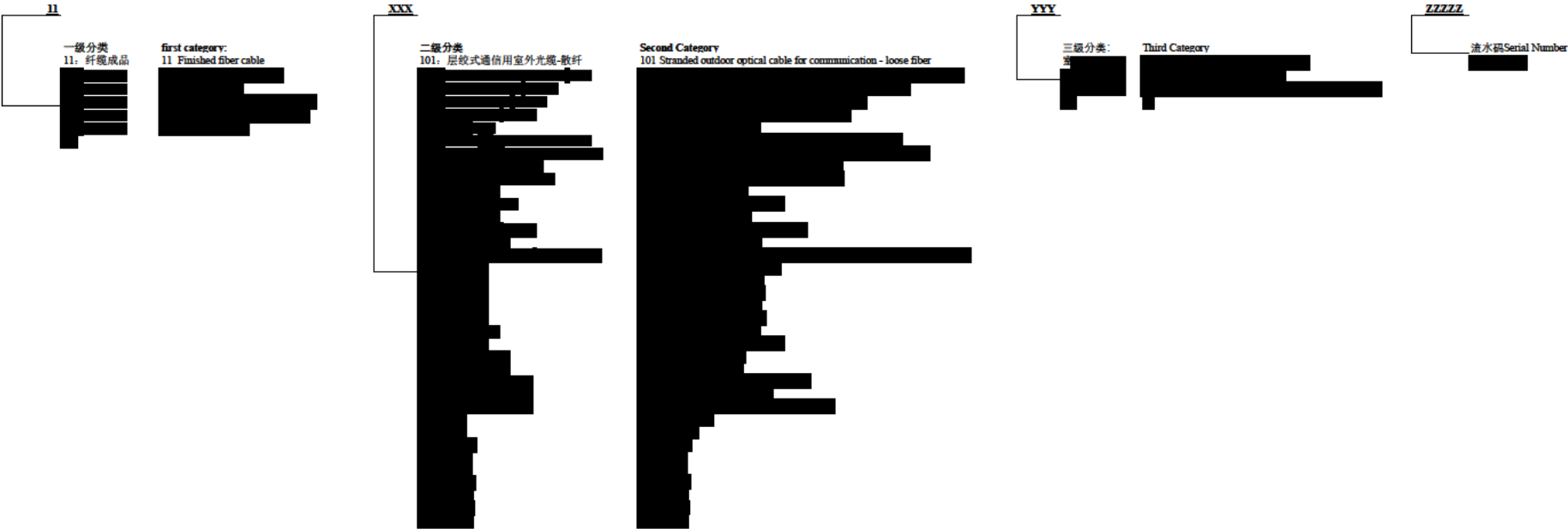
first category:  
11: Finished fiber and cable

[REDACTED]

[REDACTED]

4.3 Coding Rules

4.3.1 The first part (finished product)  
4.3.1.1 Finished fiber cable codes (11 XXXX YYYY ZZZZZ) 13Digits



4.3 Coding Rules

4.3.1 The second part (semi-finished product)  
4.3.1.1 semi-finished fiber cable codes (21 XXX YYY ZZZZ) 13Digits

