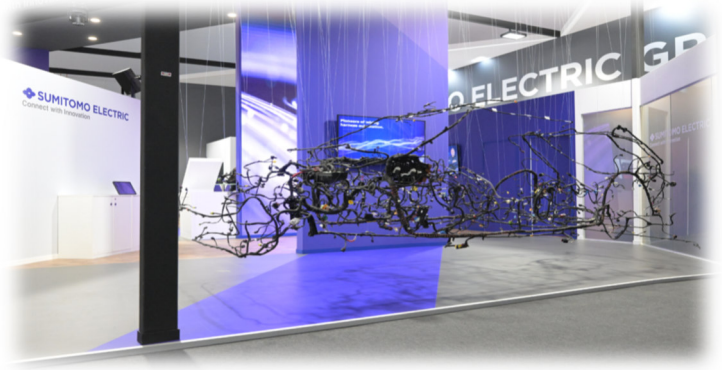




**SUMITOMO ELECTRIC
BORDNETZE**



VDA | QMC
Quality Management Center
im Verband der Automobilindustrie

2

Quality Management in the Automotive Industry

Securing the Quality of Supplies

Production process and product approval (PPA)

PPA procedure of purchased parts - Guideline for Suppliers

Wolfsburg, August 2026 – Version 1.1

SUMITOMO ELECTRIC GROUP

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

Purpose

This guideline defines the requirements for the PPA process for all suppliers delivering components and materials to Sumitomo Electric Bordnetze that have an impact on product quality.

Scope

This guideline applies to all suppliers of purchased parts and materials that are used to produce Sumitomo Electric Bordnetze finished products or are sold as Sumitomo Electric Bordnetze products.

If certain points of this guideline cannot be complied with or are not considered reasonable from the supplier's perspective, this must be communicated to SEBN in writing.

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

Protocol of amendment

Edition	Version	Typ of modification	Creator
June 2024	1.0	First Version / Approval	Supply Chain Management (SCM)
August 2026	1.1	Document update according to the requirements	Supply Chain Management (SCM)

The latest version of this document can be found at www.sebn.com under the “Supplier Portal” section.

List of abbreviations

CSR	Customer Specific Requirements
IMDS	International Material Data System
OEM	Original Equipment Manufacturer
PCN	Product Change Notification
PPA	Production process and product approval
Tier 1	Direct supplier of the customer
ZSB	Assemblies

Appendix

PPA deliverables

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

Table of contents

Purpose	1
Scope.....	1
Protocol of amendment	2
List of abbreviations	2
Appendix	2
Table of contents.....	3
1 Production process and product approval (PPA).....	4
1.1 Initiation of PPA procedure	4
1.2 PPA deliverables	4
1.3 Reference sample	5
1.4 PPA procedure of assemblies (ZSB).....	5
1.5 IMDS entries	6
1.6 PPA procedure from other organizations.....	6
1.7 Requalification.....	7
2 Retention periods	7
3 Applicable documents	7

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

1 Production process and product approval (PPA)

The PPA procedure is carried out in accordance with the current edition of VDA 2 and customer specific requirements.

To demonstrate compliance with the requirements to SEBN, the supplier is obligated to submit the documents agreed upon with SEBN for the PPA procedure, including free sample parts.

The PPA procedure described in the VDA 2 volume aims at the comprehensive approval (internal and by the customer) of a product, including the associated production process for series production.

Internal approval means that, independently of the PPA procedure towards SEBN, the supplier shall always perform an internal PPA procedure and document the results. Thereby, the corresponding evidence is provided in accordance with the requirements of Appendix 1 of VDA 2.

1.1 Initiation of PPA procedure

The PPA procedure is initiated for:

- a) **New parts**
- b) **Changes**

The initiation towards SEBN is carried out in accordance with Annex 8 - Trigger Matrix or SEBN-specific agreements.

In case of changes, the supplier is obliged to notify SEBN of the changes in writing. The notification must be sent to pcn@sebn.com. Please refer to the applicable version of the requirements published at <https://www.sebn.com/de/lieferantenbereich/>.

- c) **Re-use**

Use of lines, devices, machines, tools, cavities, and nests after 12 or more months of inactivity for the specific product.

- d) **Customer-specific agreements** (e.g. requalification)

1.2 PPA deliverables

The scope of the PPA documentation required by SEBN and to be submitted for the individual product groups is specified in Appendix 1.

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

As part of the agreement on the PPA procedure, the scope of the PPA documentation to be submitted to SEBN must be agreed upon between the respective SEBN plant and the supplier.

The Supplier is obliged to provide the PPA documentation, including sample parts, to SEBN free of charge.

1.3 Reference sample

The supplier shall retain a reference (master) sample which fully complies with all specifications required by SEBN. This reference sample shall be identifiable and made available to SEBN for inspection at any time upon request.

The Supplier shall retain the reference sample for the same period as the PPA documentation. Any deviation from this procedure must be agreed with SEBN.

1.4 PPA procedure of assemblies (ZSB)

In addition to the PPA documentation, the supplier shall submit the PPA status of the supply chain (in accordance with OEM requirements) as a material list showing the approval status of each individual component.

As a result of changes to individual components of assemblies (e.g. supplier change, technical modification, new tooling, tooling transfer, relocation of the production site), the supplier shall submit a new PPA procedure for the assembly to SEBN.

Several product families of assemblies may be approved within a single PPA procedure:

- a) the approval of product families shall only be applied if the products are manufactured using identical production processes and production equipment and exhibit identical product characteristics
- b) compliance with the requirements for product family characteristics may be demonstrated using a single product. This verification shall apply across the entire product family.
- c) the details of the PPA procedure for the approval of product families shall be agreed with SEBN as part of the PPA procedure agreement

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

1.5 IMDS entries

As part of the PPA procedure, the supplier undertakes to provide SEBN with the IMDS ID of the submitted purchased parts and to release the parts in the IMDS system for the SEBN account. Please refer to the current version of the applicable requirements , which are published at <https://www.sebn.com/de/lieferantenbereich/>.

1.6 PPA procedure from other organizations

The SEBN Group shall recognize PPA procedures from other organizations, provided they have been performed in accordance with VDA 2 (current edition).

This includes:

- a) all approvals of SEBN plants
- b) all approvals of the customer (OEM)
- c) all approvals of other harness manufacturers (Tier 1)

In case of approvals from other organizations, the cover sheet approval, including the technical approval by OEM engineering (if required), shall be submitted to SEBN.

The approvals shall comply with the current and approved OEM drawing. For parts without an individual customer part number, the approvals shall comply with the current, approved drawing agreed between SEBN and the supplier.

In addition, the IMDS data shall be submitted to IMDS no. 4244 (Sumitomo Electric Bordnetze SE).

The results of PPA procedure conducted by other organizations (e.g. AIAG PPAP) may only be recognized if the additional PPA documentation (required in accordance with VDA 2 but not required under AIAG) is submitted to SEBN:

- a) Self-assessment for product, production process, and if appl. software (VDA-Nr. 0.2)
- b) Evidence of compliance with legal requirements (VDA-Nr. 5.1)
- c) PPA status of supply chain (if appl., VDA-Nr. 5.2)
- d) Part history (VDA Nr. 5.5)
- e) Deliverables for software (if appl., VDA-Nr. 6.1, 6.2, 6.3, 6.6, 6.7)

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

1.7 Requalification

All products (both purchased parts and manufactured products) shall be subject to requalification. The requalification of all products is a requirement of:

- a) IATF 16949
- b) VDA Product manufacture and product delivery „Robust production process“
- c) OEM

The requalification starts with the completion of the PPA process. The supplier shall perform requalification in accordance with the OEM-defined frequency and submit the results to SEBN. For requalification, the SEBN Group requires the VDA 2 cover sheet.

The supplier shall internally document the conformity records for requalification, retain them securely, submit them to SEBN upon request, and ensure that they are not older than the defined requalification cycle interval.

For this purpose, data from ongoing series production inspections and product audits, as well as additional documents in accordance with OEM requirements, may be used.

As part of requalification, the supplier shall also verify the validity of the IMDS data (e.g. changes in legal requirements) and submit them to SEBN.

2 Retention periods

For information on retention periods for documents and reference samples, please refer to VDA Volume 1 as well as IATF 16949, unless otherwise agreed.

The supplier shall maintain documented information in such a manner that compliance with all specified requirements can be fully demonstrated at any time, ensuring complete traceability and that all relevant inspection results are properly recorded and verifiable.

The documentation retention obligation shall cover the retention periods specified in the VDA volumes. Documents shall be retained in an appropriate form, and due diligence shall be demonstrable where applicable.

The documents shall be provided to SEBN without undue delay upon request (within 24 hours).

3 Applicable documents

The requirements of the standards and guidelines listed below, in their current version, shall be complied with, even if they are not described in detail in this guideline:

- a) Product Change Notification (PCN) - SEBN Requirements

PPA procedure of purchased parts - Guideline for Suppliers		
Supply Chain Management – Supplier Development	Version 1.1	Date: 05.08.2026.

- b) Product Change Notification_List
- c) Guidelines for SEBN SE Suppliers on Submitting Data to IMDS
- d) VDA Series of publications „Quality Management in the Automobile Industry"

In addition, the further requirements of the OEMs to whose products are supplied shall apply.