



An ESCO Technologies Company

ISO 9001  
& AS 9100  
Certified

VACCO INDUSTRIES  
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WEB [www.vacco.com](http://www.vacco.com)

Topic: Kiteworks Product Documentation Submittal

Date: 2/17/20

Supplier,

VACCO has a new policy requesting that suppliers send Product Documentation to VACCO via Kiteworks.

We are requesting that you read the following guidelines:

All documentation for lots that will be sent to VACCO shall be sent in the following manner:

- Physical Lot delivered with a packing slip to VACCO.
- Certifications uploaded to Kiteworks to the e-mail [Receiving@vacco.com](mailto:Receiving@vacco.com) with the following naming convention
  - Subject Title – Supplier Name, PO XXXXXX, L/I XX
    - Example: ACME Machining, PO 123456, Line 01
  - Label attachments as follows:
    - Packing slip (ps)
      - PO XXXXXX L/I XX\_ps
        - Example: PO 122222 LI 01\_ps
    - Certifications (certs) (all documents required for this PO, L/I)
      - PO XXXXXX, L/I XX\_certs
        - Example: PO 122222 LI 01\_certs

All documentation shall be scanned with the following guidelines:

1. Verify that all documents are legible after scanning
2. Verify that all documents are oriented in the same direction

Suppliers that are working with the Supplier Quality Team on a precertification review process shall send their certifications via Kiteworks to the e-mails listed below.

**Please contact one of the names below to set up your company with this process. You will need to send the e-mails that require access to the names below and wait to receive the log in password to start the process.**

Birgitta Stocking – Supplier Quality Manager

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626-258-6835

Jovani Tafoya – Supplier Quality Engineer

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