Subject: novel coronavirus 2019-nCoV

Dear Valued Supplier,

As the novel coronavirus 2019-nCoV continues to have ripple effects across supply chains, the health and safety of our employees and our supply chain partners remains our highest priority. We strongly encourage you to assess the health of your operations and supply chain, and ensure capability to maintain flow of materials to Entegris. We appreciate your transparency on any supply chain disruptions and difficulties you are having.

While we work through this challenging time together, it is important to reinforce expectations to ensure continuity of high quality/yield at Entegris and our customers. Please review the critical Supplier Expectations below, and ensure your Operations as well as your own suppliers are following this requirement. Together we can avoid surprises surfacing in the coming months, to both of our advantage.

Should you have any questions or concerns, please contact your Entegris Commodity Manager for more information.

Thank you for your cooperation and support.

Regards,

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Document/ Process	Expectation / Explanation

Control of Non-Conforming Product, Material or Methods.	All Suppliers to Entegris are expected to perform the following:
	• **To maintain a robust process – both electronically and by physical methods - for identifying and containing non-conforming material and for assuring non-conforming material is <u>not shipped to Entegris without documented advanced approval</u>.**
	• To maintain a management system for the performance of robust root cause investigation in the event of a non-conformance and for the performance of appropriate corrective actions to prevent reoccurrence.
	• To act with speed and diligence to minimize impact to Entegris and to ensure follow-up using the *8D Problem Solving Methodology*, in the event of Entegris receiving non-conforming material from that Supplier.
	• To ensure that discrepant, questionable, abnormal or non-standard product is NOT provided to Entegris without Entegris approval.
	  ○ This includes utilizing abnormal or non-standard start-up procedures from extended down time, new personnel that are not trained and certified, materials or methods that are abnormal or non-standard.
	• Some examples listed below to support alignment and understanding.
	• Discrepant Material: Material where one or more of the following may apply:
	  ○ The material does not conform to measured product specifications (out-of-spec.).
	  ○ Reliability attributes do not meet the requirements set by the product spec, product control plan or customer purchase agreement.
	  ○ Key or control parameters defined as ship to control parameters are OOC.
	• Questionable, Abnormal or Non-Standard Material Examples: Material where one or more of the following may apply:
	  ○ Any material that was exposed to an abnormal condition.
	  ▪ A subjective measure of the product manufacturing process and/or relevant environmental factors or facility

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	conditions that are made by human observation to be unusual. ▪ An abnormal condition observation does not require specific knowledge of the process, environment or the product to be raised as a concern. ▪ This includes but is not limited to observations of product, processes, process equipment, facilities equipment, production queue times, process times, materials at incoming, in-process, final inspection, shipping & handling and storage. o Out of control (OOC) point for any process or product parameter. o Data not within usual historic distribution o Routine specified disposition methods are challenged or cannot be used. o Non-standard (not covered by an existing Standard Operating Procedure or RFC) processing, rework, or handling originating from a supplier, or a sub-supplier. o Material made under a deviation order that is intended to be sold to Entegris.
Change Management	**Management of Change Process** – All Suppliers to Entegris are expected to maintain a robust Change Management protocol that aligns with Entegris' Change Management Expectations. These change management expectations extend through the entire supply chain including a **12-month advance notification** of any changes that may affect form, fit, function, safety, quality, reliability and performance of the final product to Entegris. • Entegris understands that there may be situations where some changes may be necessary in a short timeframe to recover production and provide products to Entegris (forced changes). • Entegris suppliers must communicate and obtain approval of any of these short-term or forced changes before shipping product to Entegris that is impacted by them. The recommended tool for the evaluation of the potential risk(s) of proposed change is FMEA (Failure Mode & Effects Analysis). Other risk assessment tools may also be permissible upon approval by Entegris.

Document/ Process	Expectation / Explanation
Supply Continuity / Availability	Supplier will proactively inform Entegris of potential supply chain problems. These would include changes/issues at the supplier and down the supply chain that may affect lead time, capacity, logistics/delivery, forecast.