

To Whom It May Concern:

KEMET Electronics is moving all relays not coded as Z class (NCNR – non-cancellable, non-returnable) to Z class.

This change will go into effect on June 27th, 2022.

PROCEDURES				
Request from customer to:				
		> cancel (full or partial quantity) > reschedule (push date out) > decrease quantity		
FEBG				
SCHEDULED TO SHIP:			APPROVAL REQUIRED:	ACTION:
	<u>Part Class</u>	<u>Line Details</u>		
within 12 weeks	C	Cancellation, quantity decrease, and reschedule	Yes	Approval email to both the appropriate Sales Personnel and the Quoter (Quoter is responsible for advising Product Management). Response must be received PRIOR to cancellation / reschedule / quantity decrease. Perform action based on response.
≥ 12 weeks	C	Cancellation, quantity decrease, and reschedule	No	OK to cancel. No email required.
ANY DATE	Z	Cancellations and quantity decrease	Yes	Approval email to both the appropriate Sales Personnel and the Quoter (Quoter is responsible for advising Product Management). Response must be received PRIOR to cancellation / reschedule / quantity decrease. Perform action based on response.
within 12 weeks	Z	Reschedule	Yes	Approval email to both the appropriate Sales Personnel and the Quoter (Quoter is responsible for advising Product Management). Response must be received PRIOR to cancellation / reschedule / quantity decrease. Perform action based on response.
≥ 12 weeks	Z	Reschedule	No	OK to reschedule. No email required.

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