



better analysis counts

January 2017

Re: Changes in Supplier Quality Manual reflecting supplier development activities.

Dear Supplier,

Please find XOS' Supplier Quality Manual, January 2017 here:

https://www.xos.com/cms-portals/xos_com/cms/documents/supplier-information/XOSSupplier-Quality-Manual-Jan-2017.pdf

We have updated it in January 2017 to reflect changes and priorities in the XOS scoring to place 50% of scores on quality, 30% on delivery, and 20% on cost.

If suppliers have Quality scores less than 2, final report card will be "Unacceptable" regardless of numerical score, and Delivery or Cost scores below 2 will be "Needs Improvement" regardless of score. Both situations will require an action plan with XOS to improve, as described in the attached supplier quality manual under section #5.2, Supplier Development.

This manual contains XOS' requirements for our supplier's quality system and provides a foundation for assuring the quality of parts, materials and services purchased by XOS. This Quality Manual and associated supporting documents, including deviation form, problem solving form, and request for design change, are available at the XOS supplier quality website: <https://www.xos.com/Supplier-Quality-Supplier-Information>.

We ask that the appropriate managers within your organization review the manual. On page 3, we have included places for heads of your departments to sign off that they have read and understand our policies. Please return a copy of this page to sgm@xos.com to confirm that your team has seen this quality manual. Our intent for your leadership team's signing off and returning this document to XOS is to for us to understand that our expectations and process has been shared across your organization. If you have any questions, please contact XOS Materials contact, or email us at sgm@xos.com.

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