Five Steps to Preparing Your Parts Kit

SUMMIT
INTERCONNECT ASSEMBLY

Introduction

Kitting is a very important part of the assembly process. Successful and fast assembly relies on a well-organized and complete kit. The following five steps have been developed to help you assemble accurate kits. Following these guidelines will help ensure your projects are assembled without delays or holds, saving you time and money.

1. PURCHASE YOUR PARTS

First and foremost, make sure to purchase parts from authorized distribution sources or directly from the manufactures to avoid counterfeit components.

Whenever possible, keep components in the manufacturer's original packaging.

ACCEPTED PART FORMATS

You should not have to buy entire reels for prototypes, NPIs or low-volume builds.We are happy to accept parts in any format (with a few limitations). Please purchase parts in one of the following formats:

- CONTINUOUS CUT TAPE
- REELS
  - Ensure there is at least 6" leader on all reels
- TUBES
- BULK OR LOOSE PARTS
  - We accept loose parts with the following criteria:
    - Components are not damaged
    - Tape, reels, trays or tubes are not available
    - 0402 or smaller: please send in tape format, includes diodes or other similar sized parts
    - 0603 or larger: acceptable up to 120 placements per board, limited to 35 boards or less

OVERAGES

While we don't experience much loss on parts, it is critical to have enough extra components to avoid delays when attrition does happen.

Each line item must have extra quantity of components per the guidelines below. (Please note: projects will not begin until the proper overage amounts are received.)

Component	Overage Amount
0402 or Smaller	An addtl. 20% + 50 Extra Pieces **Please note: parts must be in a continuous strip**
0603, 0805	An addtl. 10% + 20 Extra Pieces
1008 or Larger, Small IC's	An addtl. 10% + 10 Extra Pieces
Mid-Size IC's	An addtl. 10% + 5 Extra Pieces
BGA, QFP, Connectors, Large-Size ICs	2 Extra Pieces

2. SEPARATE YOUR COMPONENTS

Once parts arrive, separate each part number into the necessary quantities for each project and place in individual bags. Important: Each line item of a BOM must be in a separate bag.

Fold over bags and seal with ESD label or tape. All handling of components should be done according to ESD safe handling processes.

Parts mutually used on two or more jobs should be clearly marked to identify which parts are shared and which projects they are used on.

3. LABEL YOUR PARTS

Each bag must have an easy-to-read label consistent with the original BOM that shows the part number and total quantity in the bag. Advanced Assembly supplies custom part labels to make this process easier.

Kit labels are created directly from your BOM and include:

- Build Number
- Manufacturer Part Number
- Quantity
- Description Value Package
- Reference Designators
- Bar Code for Receiving

Please note: Quantities listed on the kit labels do not include overages. Please use the overage guidelines to determine the actual quantities needed for your build.

4. ASSEMBLE THE KIT

The next step is to put your kit together.

- Kits for multiple jobs must be in separate bags identified by the appropriate assembly order number or “B” number e.g. B-49970.
- Moisture sensitive devices must be properly identified.
- Including your BOM file or parts list is not required, but is extremely helpful.

5. SHIP THE KIT

Before shipping your kit, please use this checklist to verify your kit is complete:

- Parts are from authorized distribution sources or manufacturers.
- Parts are provided in acceptable formats.
- Appropriate overages are included in part quantities.
- Each part number is in a separate bag.
- Each bag is sealed with ESD label or tape.
- Each bag has a secure label with part number, quantity, B-number and reference designator.
- Moisture sensitive devices are identified.
- Kits for multiple jobs are separated and identified.
- Documentation is included.
- Order number or B-numbers is on the outside of the box.

Always ship your kit to the address shown on the label attached to your order confirmation.