

August 9th, 2023

Dear Valued Supplier,

Here at Honeybee Robotics, we are committed to providing our customers with high-quality robotics for civil, commercial, and defense applications. Our 40 years in business and 30 years of space flight heritage result from combining the best minds, materials, and technologies. To strengthen our recipe for success, we are seeking to enhance our partnerships with our supply base. As such, I have recently joined Honeybee Robotics as the Director of Procurement and will be leading this effort.

Our expectation and measurement of our supply base is on Total Value. We are looking for suppliers that can provide a Total Value Solution to Honeybee in areas of quality, delivery, lead-time, cost, alignment on terms & conditions, technical support, and communication. There are several areas we are requesting immediate focus on:

- Quality
 - Our Quality Requirements are reasonable and aligned with the industry standard.
 - Corrective Actions will be issued for repeat non-conformances.
 - NADCAP Certification will be flowed down for all special processes on Flight Hardware on New Purchase Orders issued September 1st, 2023. For previously issued Purchases Orders, please reference the specific quality requirements if Q40 is listed NADCAP applies. For a list of approved NADCAP vendors reference <https://p-r-i.org/nadcap/>. If requested, Honeybee will provide a list of processors for guidance.
 - Quality requirements are listed on our website <https://www.honeybeerobotics.com/working-with-us/for-suppliers/> Sections 1.1 to 1.6 and Clauses 1-15 & 24 apply to all Purchases. Additional clauses maybe flowed down on the individual purchase order.
- Delivery
 - Time is of the essence to meet our customer schedules. We are winning work based on our ability, and our supply base's ability, to meet our committed due dates. We will be distributing more regular communication on open order status, which will require your response to ensure we are tracking those dates and provide transparency on order status. Further, all new orders and order changes must be acknowledged in writing within three (3) business days after completion of your organization's contract review.
- Lead Time
 - Speed and accuracy are critical for us to capture future market growth. We are continuously looking for transparency regarding lead time risks and proposed solutions.



- Communication
 - All communication with Honeybee should include your procurement agent or supplier quality engineer. If in doubt, please contact your procurement representative.

We recognize that this is a mutual partnership and will strive to make the following commitments to our Suppliers:

- We will be fair and transparent in our supplier relationships from sharing performance and in our negotiations.
- We are committed to paying on time for products that meet the contractual requirements.
- We are committed to enhancing our collaboration and partnerships and developing long-term relationships.
- We are committed to continuous improvement and enhanced communication.

If you have any questions, please feel free to reach out to me, your supplier quality engineer, or your procurement agent.

Sincerely,

Jennifer Smith
Director of Procurement
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