



To Whom It May Concern:

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

This change will go into effect on June 27<sup>th</sup>, 2022.

PROCEDURES				
Request from customer to:		> cancel (full or partial quantity) > reschedule (push date out) > decrease quantity		
<b>FEBG</b>				
SCHEDULED TO SHIP:			APPROVAL REQUIRED:	ACTION:
	<u>Part Class</u>	<u>Line Details</u>		
<b>within 12 weeks</b>	C	<b>Cancellation, quantity decrease, and reschedule</b>	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. <b>Perform action based on response.</b>
<b>≥ 12 weeks</b>	C	<b>Cancellation, quantity decrease, and reschedule</b>	No	<b>OK to cancel.</b> 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. <b>Perform action based on response.</b>
<b>within 12 weeks</b>	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. <b>Perform action based on response.</b>
<b>≥ 12 weeks</b>	Z	Reschedule	No	<b>OK to reschedule.</b> No email required.

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