

## Purchase Order Terms and Conditions

**1. General.** As a supplier to City Plating and Metal Finishing LLC, it is understood that your organization agrees to meet the following requirements, which also include current AS9100 requirements. City Plating and Metal Finishing LLC will describe the product to be purchased on Purchase Orders.

Supplier shall inspect products prior to shipment to City Plating and Metal Finishing LLC. Supplier is responsible for all tests and inspections of the product during receiving, manufacture, and supplier's final inspection.

City Plating and Metal Finishing LLC may use supplier performance reporting, corrective action requests, and or quality audits as the primary methods of monitoring suppliers. The need for quality audits is dependent upon the type of product, the impact of the supplied product on the quality of final product, and where applicable, on the quality reports or quality records previously used to demonstrate the capability and performance of the supplier.

**2. Acceptance.** This Purchase Terms and Conditions agreement is part of the purchase order established with the supplier. Supplier's acknowledgement, acceptance of payment, or commencement of performance shall constitute Supplier's unqualified acceptance of City Plating and Metal Finishing LLC, Terms and Conditions. The acceptance of the purchase order indicates acknowledgement and automatically places supplier in agreement.

**3. Supplier Requirement to Notify Buyer.** The supplier will notify City Plating and Metal Finishing LLC of changes in product and/or process definition and, where required, obtain organization approval.

**4. Quality System.** The Supplier and any applicable sub-tier suppliers should maintain a documented Quality System manual and make it available upon request by City Plating and Metal Finishing LLC. This documented Quality System must include provisions for the supplier to manage the competence, awareness, and training of all personnel where required.

- Where appropriate the supplier will use customer-designated providers.
- Supplier will prevent use of counterfeit parts.
- Supplier will ensure persons are aware of their contribution to product or service, their contribution to product safety and the importance of ethical behavior.
- Record retention is indefinite. No record disposition required.
- Supplier will flow down the requirements to its sub tiers.

**5. Right of Entry.** Acceptance of this purchase order reserves the Right of Entry into premises by City Plating and Metal Finishing LLC Quality Representatives and the customer's Quality Representatives for the purpose of conducting audits and inspections to confirm quality acceptance.

### **6. Quality and Delivery.**

(a) Material and/or process certificates may be required with shipments. The supplier will be notified on the purchase order of these requirements. By providing the shipment the supplier confirms that the products comply with the purchase order requirements.

(b) Supplier shall strictly adhere to the shipment, delivery or completion schedules specified in the purchase order. In the event of any anticipated or actual delay supplier shall promptly notify City Plating and Metal Finishing LLC, stating the reasons for the delay and the actions being taken to overcome and minimize the delay, and provide City Plating and Metal Finishing LLC with a recovery schedule.

**7. Non-Conforming Material.** Non-conforming material will not be shipped to City Plating and Metal Finishing LLC without prior written consent. City Plating and Metal Finishing LLC must be immediately notified should the supplier determine that product shipped to City Plating and Metal Finishing LLC is non-conforming.

If requested by City Plating and Metal Finishing LLC, the supplier shall provide corrective action on failures or non-conformances of supplier's product.

**8. Shelf Life Requirements.** All life limited items must have 60% of the life remaining upon receipt by City Plating and Metal Finishing LLC. Life limited items will be identified with the manufacturer's name, cure date, batch or lot number and shelf life or expiration date.

**9. Supplier Evaluation.** City Plating and Metal Finishing LLC maintains an Approved Supplier List. The evaluation and selection of suppliers shall be dependent upon their ability to supply the required parts, materials, and adhere to the quality requirements and services. Selection preferences shall be given to suppliers with accredited third party certified quality management systems.