

# Purchase Order Terms and Conditions



Revision:11/19/2018

## Supplier Terms and Conditions

1. If not otherwise covered by this document the APEX Design Technology Company Purchase Orders will communicate any processes, products, or services to be provided from a vendor.
2. The requirements for the approval of products shall be outlined per the instructions contained on the Purchase Order.
3. Suppliers to APEX Design Technology Company shall provide a signed manufacturer's certification of conformance (CofC) with each shipment. The Certificate of Conformance shall include the following:
  - a. Purchase Order number
  - b. Part number
  - c. Quantity
  - d. Manufacturer's Name
  - e. Lot / batch number (if applicable)
    - i. For shipments containing multiple lot numbers, each lot should be segregated to maintain traceability within the shipment.
  - f. Serial Number (if applicable)
  - g. A statement that the parts conform to the applicable specification requirements
4. If parts ordered are export controlled either ITAR or EAR then ITAR category or ECCN should be supplied on CofC or packing slip.
5. APEX Design Technology Company monitors delivery performance and maintains a quality history of each vendor.
6. APEX Design Technology Company expects our suppliers to:
  - a. Implement a Quality Management System (QMS);
  - b. Use designated or approved external providers including process sources to ensure that externally provided processes, products, and services do not adversely affect the organization's ability to consistently deliver conforming products and services.
  - c. Notify APEX Design Technology Company of nonconforming processes, products or services and obtain approval for their disposition;
  - d. Prevent the use of suspected unapproved, unapproved, and counterfeit parts;
  - e. Notify APEX Design Technology Company of changes to processes, products, or services, including changes in external providers (affecting the product) or location of manufacture;
  - f. Flow down to external providers applicable requirements including customer requirements;
  - g. Provide a CofC, test reports or authorized release certificate. as applicable;
  - h. Retain documented information, including retention periods and disposition requirements.
7. APEX Design Technology, its customers, and regulatory agencies shall have the right of entry, upon reasonable scheduling, to any level of the supply chain necessary to determine and verify the quality of contracted work, records and material. The supplier shall provide facilities, equipment and personnel as necessary for the task.
8. All suppliers to APEX Design Technology Company should make their employees aware of:

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- a. Their contribution to product or service conformity;
- b. Their contribution to product safety;
- c. The importance of ethical behavior.