



# **Purchase Order Terms and Conditions**

*The following terms and conditions apply to all purchase orders*

## **Certificate of Conformance:**

A Certificate of Conformance stating that the product shipped conforms with applicable specifications and purchase order requirements is required for all items delivered.

## **Quality Management System:**

The supplier quality management system shall be in compliance with ISO9001, AS9100, or equivalent.

## **Right of Access:**

SAE Products, its customers and regulatory authorities reserve the right of access to the supplier's facility for the purpose of an audit and inspection. The seller shall allow access to its facilities during normal business hours upon a minimum of 48 hours prior notice.

## **Nonconforming Product Notification:**

Any nonconformance discovered prior to or after delivery shall be reported to the buyer for written approval of product disposition.

## **Inspection and Testing:**

Suitable inspection and testing must be performed to ensure compliance to the applicable drawings and specifications.

## **Revision Status:**

Unless otherwise specified, specifications, drawings, and process requirements used in production shall be the most current revision at the time of production.

## **Records Retention:**

Certifications, inspection / test reports, and other relevant documents indicating product performance shall be retained by the supplier for a minimum of 7 years.

## **Flow Down Requirements:**

The supplier is required to flow down the quality requirements of SAE Products purchase orders to any sub-tier sources or processors used in the production of the order.

## **Packaging:**

The supplier shall ensure proper handling, packing, and damage protection for all articles shipped against the purchase order.

## **Notification Of Change:**

The supplier shall notify SAE Products within 10 days in the event of any of the following: Loss or denial of Quality System certification, Put on suspension by a registrar, Change in location of supplier facility, Change in supplier business ownership, Change in supplier senior management, Change in supplier quality management.

## **Counterfeit and Unapproved Parts:**

Suppliers specifically warrant that they will supply only Approved NO-Counterfeit Products. Any parts appearing to be unapproved or suspicious, and therefore possibly counterfeit, will be rejected and returned to the supplier.

## **Foreign Object Detection (F.O.D):**

The supplier shall establish, document, and maintain a program to control and eliminate foreign object damage and/or contamination during the suppliers manufacturing, assembly, test and inspection and shipping process. Goods shall be shipped free of any foreign object, debris, or contamination.