



# BERTRAND PRODUCTS

## **Purchase Order Terms and Conditions**

The purchase order is considered accepted after three (3) working days with no reply.

## **CERTIFICATIONS**

Certification is required with all shipments, unless otherwise noted.

Certification shall include name and location of all supply chain intermediaries from original manufacture to the final source providing the product.

Certification must also include, where applicable, part number and revision level, drawing number and revision level (if different from part number), process specification and revision level, part classification or designation, serial number(s), and other information requested on the purchase order or engineering documents or required by the end user.

## **SUPPLIERS**

Supplier shall maintain a Quality Management System (QMS) relevant to the product or service provided and to the extent necessary to ensure the requirements of BPI Inc (further referenced as BPI), their customers, and the purchase order are met.

Supplier requirements and information related to specific processes, products and services provided shall be referenced under the specific item or service being purchased. Multiple line items with the same requirements may be noted as such. These requirements and information shall include, when applicable:

- Specifications
- Special process requirements
- Significant, Critical or Key Characteristics
- Part designation or classification
- Serial numbers
- Tests, inspection, and verification requirements

When BPI or its customer intends to perform verification at the supplier's premises, BPI will first state the intended verification arrangements and the method of product release. This information will be communicated on the BPI RFQ, purchase order, or via another acceptable purchasing arrangement.

Suppliers providing Specialty Metals (as defined in 10 U.S. Code 2533b) must comply with Defense Federal Acquisition Regulation Supplement (DFARS), clause 41 and shall insert the substance of this clause in all subcontracts for items containing Specialty Metals.

Suppliers providing a product or service on a product with a Controlled Item of Classified Part designation must be approved to the end customer's Quality System requirements.

Suppliers utilizing third party sources shall use sources approved or designated by the end customer or BPI, where applicable, and flow down the requirements of external providers as is relevant to the product or service provided. Authorization shall be obtained for each product or service from BPI prior to release to said third party.

Suppliers shall notify BPI, or their customer, of changes to processes, products, or services, and obtain approval as required including changes of external providers.

Suppliers must report any nonconforming processes, products or services including escapes on delivered product to the BPI Quality Manager upon discovery. Approval is required prior to reworking parts unless allowed by specification.



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Suppliers shall maintain a process for Prevention of Counterfeit Parts, as relevant to the product or service provided, to the degree necessary for compliance to AS9100.

Supplier is responsible to communicate to BPI information related to the inability of the supplier to meet the requirements of the purchase order.

Suppliers shall grant access to BPI representatives, their customer representatives, or duly authorized representatives of a government-regulated body to relevant areas of their facility to perform verification or validation activities, including review of relevant documentation, on an as needed basis. Supplier will be provided advanced notification of the activity to be performed and the date/time of said activity.

Supplier shall retain documented information relating to conformance of the product or service provided to the applicable customer requirements or specification referenced for a minimum of 10 years from date of purchase order completion/closure. Documentation may be in the form of paper or electronic media.

Supplier may utilize statistical techniques to the extent permitted by the specification or as deemed adequate to preclude acceptance of product or service with known nonconformities. These techniques may NOT be utilized when verifying or validating a Significant, Critical, or Key Characteristic without prior approval from BPI. This approval will be referenced on the purchase order.

Suppliers are responsible for ensuring their personnel are trained and competent to perform the process or service to the referenced specification or other customer requirement to the extent required by the customer or specification.

Suppliers are responsible for ensuring their personnel are aware of their contribution to the product or service conformity.

Suppliers are responsible for ensuring their personnel are aware of their contribution to the safety of BPI product and your ethical business practices.

## **DELIVERY/SHIPPING INSTRUCTIONS**

The dock date referenced on the purchase orders is to be considered the due date of the purchase order. BPI will accept deliveries 15 days prior to dock date (unless prior authorization is obtained).

It is the supplier's responsibility to notify BPI if they will be unable to deliver on the stated dock date and to provide an alternate date.

Product is to be packed and returned in the same manner as received, including inner or individual packaging.

If packaging has been damaged or rendered unusable contact BPI for instruction and/or alternate packaging.

Supplier is to utilize the same source and method of transportation as when received, unless otherwise authorized. Additional charges resulting from unauthorized transportation may be charged back to the supplier.

Any additional charges, including freight, handling, packaging, or sales tax must be approved and referenced on the purchase order.

*Precision Parts Since 1953*

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