

Associated Industries
Wichita, Kansas
PURCHASE ORDER TERMS AND CONDITIONS (2017)

PACKING AND SHIPPING. Supplier shall prepare and package product for Associated Industries (Associated) to prevent damage and deterioration during shipping.

SHIPMENT/DELIVERY. Shipments or deliveries, as specified in a Associated Industries Purchase Order, shall be in accordance with specified quantities and due dates. It is requested that Supplier notify Associated of any anticipated or actual delay.

SUBCONTRACTING/APPROVED SUPPLIERS. Any Associated supplier may purchase products from another supplier if approved by Associated. Associated must be assured of the same rights and protection as contained in the Right of Access clause (See next paragraph). All applicable requirements in the Purchase Order must be flowed down to the sub-tier suppliers.

RIGHT OF ACCESS. Supplier shall allow Associated representatives, their customers, and regulatory agencies right of access into all facilities in the supply chain involved with the product being purchased to determine and verify product, records, personnel, material, procedures and systems, as applicable.

QUALITY. Supplier shall provide and maintain an inspection/verification system which will assure that all delivered products conform to Purchase Order requirements. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements.

NON-CONFORMING MATERIAL. For material supplied by Associated, supplier must notify Associated of any nonconforming product and make arrangements for approval if submitting any nonconforming product.

INSPECTION AND TEST EQUIPMENT. When applicable, supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to Associated, if required.

FOREIGN OBJECT DAMAGE. Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment.

RECORDS. The supplier shall maintain records for product received. Records shall include the certificate provided to Associated as well as all records that substantiate the certificate. These records shall be maintained in any format for a minimum of ten (10) years. Records must be available to Associated upon request.

SHELF-LIFE PRODUCTS. Supplier will provide Associated with product that is no less than 75% of its shelf-life remaining.

CERTIFICATIONS. Supplier must ensure that individual parameters within a given specification have been met. Certifications must reflect that all applicable specifications called for have been met. Test reports are to be provided when required on the Purchase Order from Associated.

CALIBRATION SERVICES ONLY. Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration must be provided.

COUNTERFEIT PRODUCTS. Supplier is required to assure that they will prevent the shipment of counterfeit/suspect unapproved products to Associated.

CHANGES. Any change(s) in product definition or to any part of an order from Associated is to be approved by Associated management prior to being put into place. This change must be in writing, fax or email.

PERSONNEL COMPETENCY. Associated may specify specific qualification for personnel performing work related to the details of the Purchase Order provided. The supplier should be ready to provide evidence to Associated if requested.

PERSONNEL COMMUNICATION. Supplier is required to communicate with their personnel regarding the following:

- Their contribution to product or service conformity to requirements
- Their contribution to product safety
- The importance of ethical behavior

If you have any questions, please contact:
Ginger Wise, Associated Industries Inc. 225 Wabash. Wichita, Kansas (316) 264-6311