



A DERRY ENTERPRISES COMPANY

Field Fastener Supply Company Terms and Conditions

A. These terms and conditions of purchase shall form a part of the agreement between Field Fastener Supply Company (Field) and the company named on the Field purchase order (Supplier).

B. Quality

Prior to production, any deviations from drawing requirements must be approved in writing by Field Fastener prior to shipment. If a drawing is not provided from Field for a make-to-print item, supplier must submit a manufacturer print for Field to sign off on.

Supplier will not make changes to material or process without prior written approval from Field on made-to-print parts. This includes processes located at subcontractors.

The supplier shall maintain a system that shall assure traceability of material used in the manufacture of product supplied to Field. This traceability shall allow for the identification of all product manufactured from a given lot of material, as well as all lots of material used to produce a lot of product. Applies to made-per-print parts or if required by Field at the time of quote or order.

Field will provide samples if available at the time of order, if requested. Samples are not to be used for dimensional purposes, as the product must be manufactured to drawing requirements, unless otherwise noted.

C. Inspection Reports

When noted on the purchase order, an inspection report shall be supplied with the first shipment of product. The inspection report may be in the form of a First Article Inspection (FAI), Initial Sample Warrant (ISW), Initial Sample Inspection Report (ISIR), or Production Part Approval Process (PPAP). If required, Field will supply specific requirements for documentation.

D. Delivery Policy

1. Early shipments

If the product is available prior to the due date, contact the buyer to coordinate delivery.

2. Late shipments

In the event the supplier should determine that product will not arrive at Field by the due date on the Field purchase order, the supplier must notify Field purchasing at the earliest opportunity, so other arrangements can be made.

E. Packaging

Unless otherwise stated, product shall be supplied in packaging which will not exceed 50 lbs. in weight, 9x9x8 inches in size and is of sturdy, recyclable materials, capable of protecting the product throughout delivery and subsequent storage.

F. Labeling

Unless otherwise stated, a label shall be affixed to each package. The label shall identify the contents with, at a minimum, the following information:

- Description of product
- Manufacturer/supplier lot number
- Quantity
- Field's customer part number (if applicable)
- Country of Origin

G. Supplier Responsibility

If excess costs are incurred due to quality, late shipments, or other related issues, Field and the supplier will agree to who has responsibility for these costs before invoicing occurs.

H. Certifications

When noted on the purchase order, the following certifications shall be supplied with each shipment, or available for future requests, per record retention requirements.

1. Certificate of conformance, which identifies the item manufactured, lot number, Field purchase order number, quantity, and a statement of conformance to drawing and specification requirements, signed by a responsible officer of the supplier.
2. Material certification, which identifies the material used on the product supplied. The material certification shall include the material specification, test results, including chemicals and physicals, manufacturing lot number, Field purchase order number, date of test, and signature by a responsible officer of the supplier.
3. Processing certifications, which identify the process performed, as well as the controlling specification to which the process was performed, Field purchase order number, and signature of a responsible officer of the supplier.

- I. Shipping Terms
Shipping terms will be clearly stated on the purchase order based on negotiation between supplier and Field.

- J. Record Retention
Record Retention will be a minimum of 7 years or agreed to with supplier.

- K. Organizational Documentation
 1. Supplier will provide Field a completed W-9 form and will be responsible to send an updated form to Field if any organizational changes occur.

 2. Supplier will provide Field on an annual basis a Certificate of Liability naming Field as an additional insured.

Accept Field Fastener Supply Company's Terms and Conditions

_____ Signature	_____ Title	_____ Date
_____ Company Name		