



Pointe Precision Supplier Manual

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Supplier Manual

1) Quoting Process

- i) Pointe Precision, Inc. will usually request quotes via e-mail, and would like the quotes back in 24 hrs. If more time is required, notify the Buyer. Please note on the quote any changes, exceptions or deviations to the original request for quote. Please e-mail the quote back to the Buyer who requested it. If e-mail is not available, please contact the Buyer via fax or phone.

2) Design and development control

- i) Note: Pointe Precision, Inc. does not have design control unless stated on the purchase order and supplier does not have any design or development control rights unless approved by Purchasing, Engineering and Quality.

3) Quality Expectations

- i) When applicable the supplier must submit documents such as Certificate of Compliance, Test & Inspection Reports.
- ii) Pointe Precision, Inc. requires our suppliers to maintain a Quality system as a means to ensure that all products shipped to Pointe Precision, Inc. conform to requested specified requirements.
- iii) Suppliers should work toward implementation of ISO 9001, AS9100 or equivalent as their primary Quality Accreditation.
- iv) Any special processes that are performed by a supplier, other than the original supplier to whom the purchase order was sent, needs to have prior approval from the Buyer.
- v) Counterfeit Items: Any items or Certifications from the supplier or its sources shall not be counterfeit or misrepresented. (Counterfeit Product Policy current revision and issue can be viewed on our Website – <http://pointprecision.com/company/>)
- vi) Test Specifications: When test samples are sent to a supplier, instructions for design approval, Inspection/verification, investigation, or auditing will be stated on the purchase order and/or process drawing.
- vii) For more information, reference Clause, # 6 of Pointe Precision, Inc Terms and Conditions.

4) Explanation of our P.O.(unique for process or product)

- i) Due date: DUE DATE IS THE DOCK DATE AT POINTE PRECISION NOT THE SUPPLIERS SHIP DATE. It is up to the supplier to plan accordingly to ship the product to meet our dock date. If the agreed upon date cannot be met please contact the Buyer for special arrangements.
- ii) Special Instructions: May apply to each individual line on the Purchase Order.
- iii) CONFIRMATION REQUIRED: Receipt of the P.O. should be acknowledged back to the Buyer within 24 Hrs.
- iv) Please confirm pricing on P.O. is correct and the delivery date can be met

5) Material Mill Certifications

- i) Mill Certifications are required for any materials the supplier purchases for the P.O. submitted. The Mill Certifications must state the "Country of Origin" of the material.

6) Outside Process Acronyms and Definitions

(1) P.O. Line Example: OP: 10 PD: 02 HC: 01 PR: Y TL: N IG: N SU: N

- (i) OP: (Operation number of the process drawing)
- (ii) PD: (Process Drawing Change Record-Revision)
- (iii) HC: (Handling Code from Work Instructions WI-4024)
- (iv) PR: Y/N (Process Drawing Provided Y=Yes / N=No)
- (v) TL: Y/N (Tooling Provided Y=Yes / N=No)
- (vi) IG: Y/N (For Internal Use Only)
- (vii)SU: Y/N (For Internal Use Only)

7) Acknowledgment Expectations: Price, Qty, Delivery Date and Rev (if on P.O.)

- a) Contact the Buyer if any changes occur to the Purchase Order after the original Acknowledgment has been sent out.
 - i) Due Date
 - ii) Price
 - iii) Qty
 - iv) Rev

8) Packaging List and Packing the Products

- i) Packing List: The following requirements shall be reflected on the Packing List, which shall be included with the shipment
 - ii) All documentation shall be legible/reproducible and include:
 - (a) Seller's name and address
 - (b) Purchased Part Number
 - (c) Manufacturer's part number (If different from the Purchased Part Number)
 - (d) Purchase Order Number
 - (e) Date
 - (f) Quantity
 - (g) Lot Numbers
 - (h) Serial numbers (When applicable)
 - (i) Manufacturer's name
- 9) All products and raw materials must be packaged in such a way as to prevent damage in transit.
- 10) Shipping arrangements (hours & special packaging)
- i) Dock hours 6:00a.m. – 4:00p.m.
 - ii) Special arrangements need prior approval
- 11) Invoicing
- i) Invoices will be paid at the Acknowledged price
 - ii) Forward Invoices to our Accounting Department at:
accountspayable@pointeprecision.com
- 12) Non-Conformance / Returns
- i) See Clause # 8 in Pointe Precision, Inc Terms and Conditions.
- 13) Cost Savings: Pointe Precision, Inc. will work with Suppliers to find cost savings that can benefit both companies.
- 14) Score Card: Pointe Precision, Inc. will be utilizing a Supplier Score Card to build quality Supplier relationships that will help our companies grow strong together.
- 15) Record retention
- i) See Clause # 7 in Pointe Precision, Inc. Terms and Conditions.
- 16) Visitors to Pointe Precision, Inc.:
- i) A Non –Disclosers / Non-Compete must be filled out and signed.
 - ii) Certificate of Insurance must be submitted before entering the Production floor.
- 17) Lead-time:

- i) The lead-time shall be included on all quotes.
- ii) If the due date on the P.O. cannot be met due to a lead-time change please contact the Buyer immediately.

18) Competence and Awareness

- i) Supplier shall have qualified personnel to perform set tasks. The supplier shall ensure those persons are aware of their contribution to product and service conformity, product safety, and the importance of ethical behavior.