

**General:** ORT Tool & Die operates under a Quality Management System certified to AS9100:2016 Rev D. As a supplier to ORT Tool & Die, it is understood that by acceptance of an ORT Tool & Die Purchase Order (PO), your organization agrees to meet the requirements listed below. In this document, "supplier" refers to the company or entity ORT Tool & Die contracts with, via a PO, to provide raw materials, products, or services that impact ORT Tool & Die's ability to meet its customer's requirements.

1. By accepting a PO, a supplier commits to meet ORT Tool & Die's requirements contained therein, including:
  - The use of approved products, services, sub-suppliers, methods, processes, and equipment
  - Criteria for testing, inspection, and verification to occur prior to product release
  - Any special requirements, critical items, or key characteristics
  - The need to provide test specimens, data, certificates of conformity, material certificates, or other evidence that ORT Tool & Die's requirements have been met
  - Delivery of product on or before the stated required date
2. In some cases, requirements in addition to those stated on the PO will be communicated via drawings or CAD data.
3. In cases where changes to a process, product, service, sub-supplier, or location may impact the supplier's ability to meet ORT Tool & Die's requirements, the supplier must notify an appropriate representative of ORT Tool & Die in advance of making the change.
4. ORT Tool & Die expects 100% on time delivery. If the required by date on a PO cannot be met, the supplier must notify ORT Tool & Die's Purchasing Department in advance.
5. ORT Tool & Die monitors supplier performance on a monthly basis and determines a Supplier Performance Score.
6. Suppliers who do not maintain a Supplier Performance Score of >90% may be removed from ORT Tool & Die's Approved Supplier List without advance warning.
7. Suppliers must notify ORT Tool & Die of nonconforming products detected both before and after product acceptance. Disposal methods of nonconforming products must be approved by ORT Tool & Die.
8. ORT Tool & Die will notify suppliers in the event that nonconforming product is detected after product acceptance. Depending on the severity and scope of the nonconformity, ORT Tool & Die may issue a formal Corrective Action Request to the supplier of nonconforming product.
9. Suppliers are responsible for taking all necessary steps to prevent the introduction of counterfeit parts to the supply chain. Specific requests for product traceability or the requirement for material/conformity certificates will be specified via PO.
10. When ORT Tool & Die intends to perform verification/validation activities at the supplier's premises, this will be communicated to the supplier in advance.
11. Suppliers must flow down ORT Tool & Die requirements (including ORT Tool & Die's customer requirements) to their supply chain as applicable.
12. Suppliers are responsible for ensuring that its personnel are competent and aware of how they contribute to compliance with these terms, including, but not limited to:
  - Their contribution to product or service conformity;
  - Their contribution to product safety;
  - The importance of ethical behavior
13. Suppliers are expected to retain and maintain appropriate records of the activities listed above. The records must remain legible, readily identifiable and retrievable for a minimum of five (5) years after product acceptance. In cases where the duration of retention is increased (e.g. at the request of ORT Tool & Die's customer), specific instructions will be provided on the PO.
14. ORT Tool & Die, its customer, and regulatory authorities retain the right of access to all applicable facilities and records related to products or services provided by the supplier.