



Terms and Conditions of Purchase Orders

1. Suppliers who manufacture a direct material as well as suppliers of calibrated products and/or services are required to maintain, at all times, a current registration status to an applicable internationally recognized standard (i.e. ISO 9001: 2015, ISO/IEC 17025: 2017) or compliance to an applicable recognized standard.
2. If supplier(s) are working towards registration to an international standard, a letter noting timing of registration and name of registrar must be submitted to Electro-Spec.
3. Suppliers shall comply with all federal, state, and local regulatory requirements for environmental health and safety standards regarding the manufacturer and processing of products delivered to Electro-Spec including any Electro-Spec customer requirements.
4. Suppliers grant right of access by Electro-Spec, our customer(s), and authorities to all facilities involved in the order and to all applicable records.
5. Supplier agrees to notify Electro-Spec of any changes to supplied material and/or process, changes of suppliers, and **changes of manufacturing facility location**, 30 days prior to the change for Electro-Spec approval.
6. Notify Electro-Spec of nonconforming product or material and obtain approval from Electro-Spec for nonconforming product disposition.
7. Suppliers of chemical products agree to provide a Certificate of Analysis or Certificate of Compliance, for each lot of chemicals.
8. Calibrations performed are to be traceable to a nationally recognized standard (i.e. N.I.S.T.) and supply supporting documentation showing calibration of instruments, gages, and equipment used to perform calibration are traceable to a nationally recognized standard. This information shall be submitted to Electro-Spec.
9. If products or services are outsourced to a sub-supplier, all requirements outlined on the PO must flow-down to your suppliers.
10. Records resulting from actions to meet the requirements of the PO must be maintained for a minimum of 7 years.
11. Supplier understands their contribution in both the product/service conformity, and to the safety of the product provided to Electro-Spec.
12. Supplier has, and can provide upon request, a process or policy for Ethical Behavior
13. Supplier will be monitored for On Time Delivery and Quality. Supplier must meet a minimum requirement or be subject to a Corrective Action.
14. Supplied Product must be RoHS/REACH compliant unless otherwise noted by the responsible buyer.
15. Suppliers are encouraged to advance performance on gender equality.
16. Suppliers shall submit ESG assessment documentation if available.
17. Suppliers are encouraged to have CO2 emission reduction targets.
18. All future PO's accepted agree to these Terms and Conditions.



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Revision History:

11/30/09 Item 10 added 3 years record retention for PO's.

9/22/2015 Changed from 3 years records retention of PO's to 7

6/22/2017 Added 30 day notification of any change for customer approval.

4/23/2018 Added requirement from 2016 AS9100 revision, section 8.4.3, letter M
See line items 12 and 13.

5/29/2019 Rearranged lines 11-13 for better flow and added, Removed the need for a signature as these terms will be acknowledged upon acceptance of the purchase order by the supplier

6/12/2019 Added line 13, Supplier will be monitored for On Time Delivery and Quality. Supplier must meet a minimum requirement or be subject to a Corrective Action

3/2/23 – Added item 14, Supplied Product Must Be RoHS Compliant Unless Otherwise Noted by The Responsible Buyer.

4/14/2023 – Added lines 15, 16, & 17.