

Sierra Pacific Supply Co., Inc.

1801 W. El Segundo Blvd., Compton, CA 90222-1096

P.O. Box 4848, Compton, CA 90224-4848

Phone: (310) 638-9318

Fax: (310) 638-8105

www.sierrapacificsupply.com

info@sierrapacificsupply.com

Purchase Order Terms and Conditions

This document outlines the standard terms and conditions that apply to all purchase orders issued by Sierra Pacific Supply, Co. Inc.

1. The subsequent purchase order terms and conditions, in conjunction with the issued purchase order document, constitutes an agreement by Sierra Pacific Supply, Co. Inc. The purchase order will be considered acceptable by the supplier upon acknowledgement and/or performance/shipment of product(s) or service(s) ordered. Sierra Pacific Supply Co. Inc. reserves the right to cancel or change all or part of the purchase order without penalty when a notice of three (3) days is provided. A change and/or modification by the supplier to the purchase order will not be accepted unless an agreement is obtained in writing from Sierra Pacific Supply, Co. Inc.
2. Suppliers (distributor, vendor, manufacturer, outside processor) must maintain a quality management system that is in compliance with the requirements of ISO 9001, AS9100, AS9120 international standards. For those distributors, vendors, manufacturers, outside processors that do not have a Quality Certification Sierra Pacific Supply, Co. Inc. reserves the right to evaluate them (surveys) to approve them and add them to our Sierra Pacific Supply's Approved Supplier List.
3. The term supplier is defined as any individual, company and/or corporation to which the purchase order is issued, including but not limited to a distributor, vendor, and manufacturer or outside processor.
4. Product(s) and/or service(s) as stated on the purchase order must conform to the applicable drawings, specifications, standards, inspection instructions, document revisions, process requirements and purchase order requirements unless otherwise stated on the actual purchase order.
5. A certificate of conformance (C of C) and lot traceability is required for the product(s) on the purchase order for each shipment, which states ordered product/service conforms to all applicable specifications. When requested by the purchase order and/or procurement specification, the supplier must provide all manufacturer documentation and traceability – including but not limited to raw material certifications, manufacturer certificate of conformance, special processing certifications and test reports. All received documents must be legible and when necessary reproducible.
6. The supplier is required to flow down the requirements, including key characteristics where required, of the purchase order to sub-tier suppliers and/or other outside processors. If any change is required by the supplier, sub-tier and/or outside processor, the supplier is obligated to notify Sierra Pacific Supply, Co. Inc. to obtain approval.

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7. The salesperson submitting the purchase order to our vendor is to initial all requirements from our customer's purchase order as they get flow down to our purchase order to our vendor.
8. Sierra Pacific Supply, Co. Inc. requires suppliers to provide a formal notification of any possible design, material, specification, process and/or procedure change.
9. Quality records, inspection records, test reports and any additional documents designating conformance to the purchase order must be retained by the supplier for a minimum of 10 years or as required per contract.
10. Product nonconformance discovered before shipment must be promptly communicated to Sierra Pacific Supply, Co. Inc. for product disposition and risk assessment. If a nonconformance is discovered after shipment the supplier must report the occurrence within 48 hours, so the appropriate action is taken.
11. Any tools, inspection and/or measuring equipment used for final acceptance must be controlled and calibrated as well as certified to the NIST (National Institute of Standards Technology) standard and/or traceable to the National Bureau of Standards. Testing and all inspections, as required per the purchase order, must be performed as well as completed prior to shipment. All calibration records must be maintained on file by the supplier for a minimum of 7 years or as required per contract.
12. Sierra Pacific Supply, Co. Inc., our direct customers and/or any regulatory authorities have right of access to all facilities involved in the purchase order for the purposes of verifying quality processes, inspection of applicable records and/or general operations at any level of the supply chain.
13. Supplier must ensure that (FOD) is detected as well as removed prior to shipment. Vendors shall establish and maintain a Foreign Object Debris/Damage Prevention Program to prevent the delivery of part identified as FOD to Sierra Pacific Supply Co., Inc.
14. Suppliers must ensure that counterfeit work is NOT delivered to Sierra Pacific Supply Co., Inc. Vendors shall establish and maintain a Counterfeit Prevention Program to prevent the delivery of part identified as counterfeit.
15. Sierra Pacific Supply, Co. Inc. requires safeguards that the supplied product does not contain any minerals mined in the conflict and high-risk areas (Dodd-Frank Wall Street and Consumer Act). Suppliers agree and will ensure the prevention of counterfeit parts/work.
16. Suppliers providing product(s) with a shelf-life must have corresponding data and/or documentation with the origination date, self-life, expiration date and any specific storage

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requirements. The shelf-life requirement will be explicitly stated on the issued purchase order document.

17. Sierra Pacific Supply Co. Inc. requires all suppliers take the necessary actions to ensure that provided product(s) are protected from any damage during production, inspection, processing and/or shipment that could affect product conformity. Any damaged product that was discovered at receipt is subject to rejection.

18. Sierra Pacific Supply Co. Inc. requires that all suppliers are ensuring that persons involved are aware of:

- A. Their contribution to product or service conformity
- B. Their contribution to product safety
- C. The importance of ethical behavior