

**Supplier Requirements B (All USA Suppliers Except Service-Only)**

Sumitomo Electric Interconnect Products requires that all suppliers provide the following information on the corresponding forms unless other arrangements have been approved in writing.

**Quote Requirements:**

- 1) Item Number
- 2) Description
- 3) Price in SEIP unit of measure
- 4) Minimum order quantity
- 5) Maximum order quantity
- 6) Packaging quantities
- 7) Lead time (Clearly state whether this is time to ship or delivery to SEIP)
- 8) Country of Origin
- 9) If the product is being imported to the United States, whom is the importer on record?
- 10) Shipping Terms
- 11) Effective Dates

**Invoice Requirements:**

All invoices must be sent to Accounts Payable, [AcctsPayable@seipusa.com](mailto:AcctsPayable@seipusa.com).

- 1) SEIP purchase order number
- 2) SEIP item number (if applicable)
- 3) Item description
- 4) Quantity and any back orders (in SEIP's UOM)
- 5) Supplier part number (if applicable)
- 6) Supplier Phone number and email address

**Packing Slip Requirements:**

Packing slips must accompany all deliveries to SEIP.

- 1) SEIP purchase order number
- 2) SEIP item number (if applicable)
- 3) Description
- 4) Quantity + Any back orders (in SEIP's UOM)
- 5) Attention to as stated on purchase order
- 6) Supplier lot number (if applicable)
- 7) Supplier part number (if applicable)

**Packaging Requirements:**

- 1) All goods supplied shall be suitably packaged to protect, marked, and shipped in accordance with buyer instructions. In the absence of instruction, Supplier shall contact the Buyer. All supplied goods will be returned to the Supplier for inspection if parts are received damaged.

**Box Label Requirements:**

- 1) SEIP purchase order number (bar-coded, code 39)
- 2) Sumitomo's item number (if applicable)
- 3) Description
- 4) Quantity (in SEIP's UOM) (bar-coded, code 39)
- 5) Supplier lot number (if applicable, bar-coded code 39)

**Certificate of Conformance (CoC) Requirements:**

- 2) Supplier Certification of Conformance is required for all orders. This will certify that the material / services provided by the seller meet all drawing and / or specifications requirements.
- 3) Records supporting this certification shall be on file and shall be provided to Buyer upon request at no cost to SEIP.
- 4) All shipments should have a legible and reproducible Certificate of Conformance or Seller's statement of quality will accompany each shipment.
- 5) Certifications must include the following information:
  - a. SEIP purchase order number
  - b. SEIP item number
  - c. Description
  - d. Quantity (in SEIP's UOM)
  - e. Supplier lot number (if applicable)
  - f. Supplier part number (if applicable)
  - g. Specification
  - h. Legible printed name and signature
  - i. Title of responsible person releasing the certification.

**Test Report Requirements**

- 1) SEIP purchase order number
- 2) Product identification
- 3) Supplier's lot number (if applicable)
- 4) Proof of compliance to agreed specifications (mandatory)



**Note: CoC and Test Report can be the same document if all the information from both sections are present.**

Acceptance by Undersigned:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_