

Supplier Requirements C (All International 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
- 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.

- 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
- 6) Supplier Phone number and email address

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:

- 1) 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.
- 2) Records supporting this certification shall be on file and shall be provided to Buyer upon request at no cost to SEIP.
- 3) All shipments should have a legible and reproducible Certificate of Conformance or Seller's statement of quality will accompany each shipment.
- 4) 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

- 2) SEIP purchase order number
- 3) Product identification
- 4) Supplier's lot number
- 5) 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.

Shipments imported to the U.S. where SEIP is the importer on record must contain, at a minimum, the following and all documents must indicate the United States as the final destination. The items listed below must be obtained or release of shipments could be delayed by Customs and possibly rejected.

Packing Slip:

Packing slips must accompany all deliveries to SEIP.

- 1) SEIP purchase order number
- 2) SEIP item number (if applicable)
- 3) Description
- 4) Quantity per line item (in SEIP's UOM)
- 5) What box number each line item is in
- 6) Total number of boxes in shipment
- 7) Dimensions of shipment
- 8) Final delivery address
- 9) Attention to as stated on purchase order
- 10) Supplier lot number (if applicable)
- 11) The packing slip shall be inside the crate and the crate marked on the outside stating "Packing Slip Enclosed."

Commercial Invoice:

- 1) SEIP purchase order number
 - 2) SEIP item number (if applicable)
 - 3) Description
 - 4) Quantity per line item (in SEIP's UOM)
 - 5) Unit price and extended price on each line
 - 6) Total value of shipment
 - 7) Country of origin
 - 8) HTSUS (to the 10th digit)
 - 9) Terms of Sale
- Note: If tooling or payments to tooling were provided by SEIP a statement must be included on the commercial invoice stating the tooling was provided for the purchased products.

Import Package:

This must be emailed to ImportPurchasing@seipusa.com prior to the arrival of the merchandise at the port of entry.

- 1) Packing List
- 2) Commercial Invoice
- 3) Airway Bill or Bill of Lading
- 4) Any certificates required for specific imports

Entry Package:

This must be mailed to AcctsPayable@seipusa.com by the importing Customs broker.

- 1) Import Package
- 2) CF 7501
- 3) CF 3461
- 4) Any other shipping or release documents.

Acceptance by Undersigned:

Print Name: _____

Signature: _____

Title: _____

Date: _____