

Supplier Requirements D (All Service-Only Suppliers)

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

Quote Requirements:

- 1) Description of Service
- 2) Minimum order requirement (if applicable)
- 3) Price
- 4) Taxable items must be separated from non-taxable items
- 5) Quantity being quoted
- 6) Lead time
- 7) Terms of Service
- 8) Effective Dates

Invoice Requirements:

All invoices must be sent to Accounts Payable, AcctsPayable@seipusa.com

- 1) SEIP purchase order number
- 2) Description of Service
- 3) If parts were included in the service, quantity and any back orders (in service UOM)
- 4) Supplier phone number & email

Packing Slip Requirements

Packing slips must be left at SEIP when service is complete.

- 1) SEIP purchase order number
- 2) Description of service
- 3) Quantity + Any back orders (in service UOM)
- 4) Attention to as stated on purchase order
- 5) Date of service
- 6) Supplier reference number (if applicable)

Acceptance by Undersigned:

Print Name: _____

Signature: _____

Title: _____

Date: _____