	Procedure/Form Number	Page	Revision Date	Site	Document Owner	Revision
	PF-039	1 of 2	2022-05-16	CPT	Procurement Department	B
Document Title	VTC STANDARD PURCHASE ORDER FLOWDOWN NOTES					
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Down Notes.* PLEASE REFER TO THE SUPPLIER TAB AT WWW.VTCUSA.COM FOR QUALITY NOTE DEFINITIONS, AND TERMS AND CONDITIONS *****
ONLY PREAPPROVED FREIGHT/HANDLING CHARGES WILL BE PAID.

Upon receipt of this purchase order, please respond via e-mail with a formal order confirmation. Order Confirmation must include VTC part number, Manufacturer Part Number, Description, Quantity, Pricing, Committed Delivery Date and Payment Terms. All supplier related documentation released to this order must include VTC's purchase order number as referenced above. Any change or modification to the committed delivery date **MUST** be communicated and agreed upon by the VTC Designated Buyer of Record.

Please forward tracking numbers with each shipment release. Please ship in accordance with order or as prepaid & add to invoice with authorization from the designated VTC Buyer. A shipment notification via e-mail is requested with each release to include PO number, item, quantity and tracking numbers.

***** CONFORMING DELIVERY CRITERIA *****

Veterans Trading Company will no longer accept deliveries prior to 10 days before the confirmed dock date, unless otherwise approved by the designated VTC Buyer. Any deliveries that arrive earlier than 10 days before the agreed upon dock date will be classified as nonconforming, rejected, and returned, at the supplier's expense. Any deliveries arriving later than 5 days of the confirmed dock date will be classified as nonconforming delivery. Any nonconforming deliveries will negatively impact the supplier's delivery performance.

***** SUPPLIERS TRACEABILITY AND MATERIAL AUTHENTICITY DOCUMENTATION REQUIREMENTS *****

- * Suppliers **MUST** obtain all supply chain of custody traceability and material authenticity documentation back to the Original Equipment Manufacturer (OEM).
- * The traceability documentation **MUST** clearly identify all supply chain intermediaries by name, location, and cage code.
- * Traceability documentation critical information **MUST** directly align and coincide with the actual components/materials shipped to VTC. This information will encompass product branding, date codes, and where solderability testing is required lot code information.
- * Suppliers **MUST** retain as a record all supply chain of custody traceability and material authenticity documentation for minimum of 7 years.
- * Suppliers **MUST** be able to provide all supply chain of custody traceability and material authenticity documentation to VTC within 3 business days of requested date.

***** SUPPLIER REQUIREMENTS FOR MATERIAL LABELING, PACKAGING AND SHIPMENT *****

- * Suppliers **MUST** provide with each delivery a signed Certificate of Conformance (C of C).
- * Suppliers **MUST** provide with each delivery an industry standard packing slip. This document **MUST** clearly identify all supply chain intermediaries by name, location, and cage code, as well as directly coinciding with the delivered lot numbers and date codes of the actual components/materials shipped to VTC.
- * Suppliers **CAN** provide a consolidated signed Certificate of Conformance and Packing List, but the document **MUST** contain all information stated above.
- * Failure to provide the required traceability documentation will result in the rejection and return of the delivered component/material, at the supplier's expense.
- * Only 1 Date Code & Lot Code per Reel/Matrix Tray/Package unless otherwise noted in the purchase order.
- * Material Labels to include: VTC Part Number; Manufacturer Part Number; Quantity; CAGE Code; Date Code; when applicable Lot Code.
- * Barcodes requested on Packing Slip and Material Labels (Code Format 3 of 9, 39 or 128 STD) to include: VTC Part Number; Manufacturer Part Number; Quantity; CAGE Code; Date Code; Packing Slip Number & when applicable Lot Code.
- * Supplier **MUST** package components/material in accordance with industry standard IPC/JEDEC J-STD-033. Styrofoam packing peanuts are not allowed for any packaging delivered to VTC or directly to VTC's customer, as it conflicts with the organizations FOD Prevention Program.
- * This Purchase Order supersedes all previously released Purchase Orders referencing the same Purchase Order Number.
- * Balance Quantity Release Schedule is tentative and must be confirmed prior to shipment.
- * Vendor/Supplier acknowledges and accepts all terms & conditions set forth in this Purchase Order and attachments


***** COUNTERFEIT PART PREVENTION *****

For Sellers of Electronic, Electrical, Electromechanical (EEE) parts, Materials, Mechanical Parts, Commodity Parts, and non-sub assembly products, the Seller shall be one of the following: Original Source Manufacturers, franchised distributors, or authorized aftermarket manufacturers as defined in AS5553/AS6081. Seller shall notify the VTC Buyer for quality written authorization and customer approvals of any exceptions to the foregoing requirement prior to delivery.

For Sellers of Sub-Assemblies and System level products, the Seller shall purchase parts directly from one of the following: Original Source Manufacturers, franchised distributors, or authorized aftermarket manufacturers as defined in AS5553/AS6081. Seller shall notify the VTC Buyer for quality written authorization and customer approvals of any exceptions to the foregoing requirement prior to incorporating into sub-assemblies intended for delivery to VTC.

Seller shall not deliver to Veterans Trading Company any work, components, or material purchased either directly or indirectly through Brokers, Independent Distributors or 3rd Party Distributors as defined in AS5553/AS6081, without prior written approval from the VTC Quality Department working in conjunction with the VTC Buyer. This approval to use Brokers, et al, will require the submittal of a comprehensive risk mitigation test plan to screen procured parts for counterfeit sources.

Seller shall implement systems that assure complete traceability (i.e., Supply Chain Traceability as defined in AS5553/AS6081) to the Original Source of Manufacture. This requirement applies to all work delivered to Veterans Trading Company either directly or indirectly as components or included in assemblies.

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Traceability methods shall clearly identify the name and location of all of the supply chain intermediaries from the original manufacturer, including build identification such as date codes, lot codes, melt and heat treatment lot, serialization, or other batch identification.

Seller shall not deliver work that contains counterfeit items including, but not limited to, software, material, and electrical/mechanical parts /assemblies.

Seller and its sub-tiers shall comply with the requirements of AS5553/AS6081. The Seller shall ensure that only new and authentic materials are incorporated into work delivered under this Purchase Order Contract. (For repair contracts, this “new material only” clause applies to the new material required for the repair. No counterfeit material is allowed to be introduced as part of the repair).

This entire note shall be flowed down to all sub-tier suppliers under this Purchase Order Contract and seller shall provide evidence of compliance to this note upon request.

***** FOREIGN OBJECT DAMAGE (FOD) PREVENTION *****

Sellers MUST have implemented and maintain a FOD Prevention Program that is in accordance with industry standard AS9146, Foreign Object Damage (FOD) Prevention Program Requirements for Aviation, Space, and Defense Organizations.

***** PRODUCT SUBSTITUTIONS *****

Product substitutions of any kind are not permitted unless written authorization is obtained from both the VTC quality department and end customer. Any product shipped without prior written authorization will be considered nonconforming product.

***** EXCEPTIONS, WAIVERS, DEVIATIONS *****

Drawings: Please review attached customer drawing as referenced in the VTC purchase order. Supplier must confirm compliance to the current revision as noted on the attached customer drawing and in the body of the purchase order. If there are any questions, please contact the VTC Buyer of record as referenced on the VTC purchase order. At no time will a deviation, waiver or revision modification be granted to a customer drawing without written approvals from both VTC and VTC’s customer. Any deviations or waivers must be submitted in writing to the VTC Buyer of record prior to accepting the purchase order. The VTC Buyer of record will escalate the request to the proper quality or engineering personnel for review.

***** SUPPLIER AWARENESS *****

Suppliers **MUST** flowdown to all supply chain intermediaries that employees are aware of:

- a. Their contribution and relevance to the product and service conformity in which they are providing.
- b. Their contribution and relevance to mitigate supply chain risk to product safety.
- c. The importance of statutory and regulatory ethical behavior when conducting business.

Quality Note Flow down Requirements: Please access <http://vtcusa.com/suppliers> for quality note definitions. If there are any questions, please contact the VTC designated Buyer of record as referenced on the VTC purchase order. Any deviations or waivers must be submitted in writing to the VTC designated Buyer of record prior to accepting the purchase order. The VTC designated Buyer of record will escalate the request to the proper quality or engineering personnel for review.

ANY QUESTIONS PLEASE CONTACT THE DESIGNATED VTC BUYER OF RECORD
