



F-840-001-E

Purchase Order Requirements

The following requirements are to be included and are a part of all HB Aerospace Purchase Orders.

- This purchase order (PO) is subject to HB Aerospace General Purchase Order Provisions, F-840-008 and HB Quality Assurance Provision, F-840-002. These provisions can be found at <http://www.hbaerospace.com/quality/supplier-communications>.
- All orders must have certifications of conformity to manufactures, government and/or customer specifications. When specified by HB Aerospace (HB), seller shall submit with each lot, results of all tests required by the procurement specification and all applicable part drawings. When part size or configuration prohibits conventional testing the seller shall use test coupons of the same material and lot to generate test results. If coupon samples are not adequate, seller shall indicate on test report "Unable to test" for the applicable specification. Seller shall not mix lots. All cadmium plated parts shall meet the requirements of SAE AMS QQ-P-416A.
- Seller shall maintain as a minimum, an inspection system that is compliant to AS9120 or AS9100 unless approved otherwise by HB Aerospace. All goods delivered to HB are subject to inspection and test at all times. HB, their customers and regulatory authorities shall have right of access to inspect at the source, purchased products and applicable records. When required, HB shall notify supplier and shall specify a minimum of 2 days notification. When government source inspection is required at a supplier's facility, HB will include on the purchase order the need to have inspection performed by the Government Procurement/Inspection Agency who normally services the supplier's facility.
- Preference for domestic specialty metals per DFARS 252.225-7009 applies.
- The revision level of drawings and specification at the time of PO issuance is applicable and is noted on the PO. If no revision is indicated, supplier shall send the latest revision and specification at the time of PO issuance.
- All applicable requirements must be flowed-down to lower-tier purchase orders or subcontractors to assure sub-supplier compliance. If the drawing has an Approved Vendor List (AVL), it is the supplier's responsibility prior to PO acceptance to ensure the part manufacturer is listed on the AVL. If supplier cannot certify directly to the part ordered, it is the supplier's responsibility to reject the PO.
- Prices on the purchase order are fixed and cannot be increased except by written authorization of the HB purchasing representative pursuant to the terms of the order.
- Delivery to HB Aerospace is ten (8) days early, zero (0) days late unless coordinated and written approval is issued by HB prior to shipment. PO is subject to HB-Quality assurance Provisions F-840-002. HB on time delivery is based on PO "dock due date". Seller's promised delivery schedule represents seller's contractual obligation. Seller will use its best efforts to meet the HB required delivery schedule.
- PO number, part number, item number and quantity must show on each package and/or carton.
- A packing sheet or list must accompany each shipment. All supporting documentation (certifications, test reports, etc.) must be located with the packing slip and clearly legible.
- All articles delivered on a PO must be packed adequately to protect against moisture and prevent damage in shipment and storage. Use of newsprint and glassine bags is prohibited. All packages to be properly identified.



F-840-001-E

Purchase Order Requirements

- All cartons/containers must weigh less than 43 pounds and must have a collect label affixed to all cartons/containers. ANY CARTON/CONTAINERS WEIGHING OVER 43 LBS WILL BE REFUSED.
- All Goods purchased are for resale. No sales tax or use taxes shall be applied. All invoices should be in duplicate and furnished at time of shipment. Part number and Purchase Order number must appear on all invoices.
- Seller warrants that all goods furnished hereunder will conform to the requirements of the contract and such goods will be merchantable, fit for their intended purpose and free from all defects in materials.
- HB may terminate the contract for its convenience, in whole or part, should the need arise due to conditions such as failure of seller to meet contractual obligation and/or cancellation of requirements by HB customers.
- HB may at any time exclusively by a written order signed by its authorized representatives, make changes within the general scope of the contract which affects the designs of specifications, method of shipment, packaging, place of inspection, or delivery schedules. Any increase or decrease in the cost of, or the time required for performance of the contract due to changes, an equitable adjustment shall be made to the contract price, delivery schedule or both, and the contracts shall be modified in writing accordingly. Any claim by seller of adjustment under this article must be an authorized HB Aerospace purchasing representative.
- HB has the right to return materials that fail to meet inspection, surveillance and test requirements. Material failing the aforementioned requirements will be returned to the seller, at the seller's expense. HB shall contact seller for authorization.
- HB expressly limits acceptance to the terms stated herein and any additional or different terms proposed by seller shall not be binding on buyer, whether or not they would materially alter this order, and are rejected.