



Terms of Purchase

1. **Acceptance:** The vendor shall acknowledge receipt and other delivery terms of order within 48 hours.
2. **Amendments:** Amendments to price, part number, quantity and documentation shall be specified in writing on the PO.
3. **Revision Levels:** Product supplied shall be to the latest revision level.
4. **Shelf-life:** Age sensitive product must have no less than 75% remaining shelf life, unless otherwise noted.
5. **Substitutes:** Substitute part numbers or vendors (where indicated) will not be accepted without prior written approval.
6. **PMA** marked parts are not acceptable, unless otherwise authorized.
7. **Delivery:** Ship on or before "Ship Date" unless otherwise indicated. Ship complete lines unless otherwise agreed. Vendors are requested to ship single lots where possible.
8. **Packaging:** The vendor shall package product to good commercial standards/or per purchase order instructions (where noted) to ensure protection from damage and/or loss. All shipments must be marked with Sterling's purchase order number.
9. **Foreign Object Debris:** The vendor shall have in place a system to detect and remove FOD.
10. **Non-conforming Product:** The vendor shall promptly notify Sterling upon becoming aware that non-conforming product has been shipped and shall detail any action to be taken.
11. **Product Deviations:** The vendor shall notify Sterling of changes in product definition relating to this order.
12. The Vendor shall flow-down applicable requirements of the PO through the supply chain.
13. **Right of Access:** Sterling and/or it's designated customers' reserve the right of access to the vendors' facilities, with suitable notification, to review processes, procedures and records applicable to this order.
14. **Record Retention and Disposal:** Records pertaining to this order shall be retained for a minimum of 10 years unless otherwise noted within the PO. Records shall be made available upon request by Sterling.
15. **Conflict Minerals:** The vendor shall perform due diligence to ensure that product supplied to Sterling does not contain conflict minerals (gold, tin, tantalum, and tungsten) as defined in Bill C346 (Frank Dodd Act). All conflict minerals must be reported.
16. **Counterfeit Parts:** The vendor is required to have in place a system to detect and ensure counterfeit parts are not supplied to Sterling. Sterling shall be notified, by the vendor, in event that suspected counterfeit parts have been supplied.
17. **Foreign Shippers:** Attach a copy of commercial invoices, specifying the Country of Origin, to the outside of the carton, for customs clearance. Enclose all quality documents on the inside of the carton (packing slip, certifications, etc.)
18. **Insurance:** Do not insure unless otherwise indicated.
19. **Freight:** Please contact Sterling for routing instructions for shipments over 100 lbs.
20. Suppliers shall ensure that their employees are aware of
 - a. Their contribution to product or service conformity
 - b. Their contribution to product safety, and
 - c. The importance of ethical behavior.