



Prototype Operations:

*****PROTOTYPE (PLT 14) INCOMING MATERIAL CERTIFICATION (IMC) REQUIREMENTS*****

ITEMS SUPPLIED PER THIS PURCHASE ORDER SHALL BE COMPLIANT TO THE GUIDELINES OF PROTOTYPE OPERATIONS "INCOMING MATERIAL CERTIFICATION (IMC) (FORM P-178)". ANY NON-COMPLIANCE TO THE IMC REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A PROBLEM CASE AND/OR A DEBIT. QUESTIONS MAY BE ADDRESSED TO PROTOTYPE OPERATIONS SUPPLIER DEVELOPMENT AT 989-757-0686.

COMPLETED INCOMING MATERIAL CERTIFICATION (IMC) DOCUMENTATION MUST BE INCLUDED WITHIN THE SHIPPING CONTAINER.

*****PROTOTYPE (PLT 14) SHIPPING AND ROUTING INSTRUCTIONS *****

REFER TO PROTOTYPE OPERATIONS "INTERNATIONAL / DOMESTIC SHIPPING AND PACKAGING GUIDELINES FOR SUPPLIERS (FORM P-213)" FOR SPECIFIC SHIPPING / ROUTING / ACCOUNT NUMBER DETAILS. THIS DOCUMENT MAY BE OBTAINED BY CONTACTING THE PROTOTYPE EXPEDITER/PURCHASE ORDER ORIGINATOR OR PROTOTYPE OPERATIONS SUPPLIER DEVELOPMENT AT 989-757-0686. INDIVIDUAL PACKAGES WITHIN SHIPMENTS CANNOT WEIGH MORE THAN 40 POUNDS. PLANT NUMBER MUST BE ON LABEL, IF PRACTICAL.

DELIVERY DATE IS DEFINED AS THE RECEIPT OF MATERIAL DATE AT PROTOTYPE OPERATIONS. DELIVERY DATE CHANGES, WHETHER INITIATED BY SELLER OR BUYER, CANNOT BE MADE WITHOUT PRIOR APPROVAL OF BUYER VIA ISSUANCE OF A PURCHASE ORDER ALTERATION.

FAILURE TO ADHERE TO THE ABOVE REQUIREMENTS MAY RESULT IN THE SELLER PAYING FOR THE SHIPPING.

*****PROTOTYPE (PLT 14) PAYMENT PROCESS*****

PROTOTYPE OPERATIONS WILL GENERATE PAYMENTS TO YOUR COMPANY BASED UPON RECEIPT OF MATERIAL AT PROTOTYPE OPERATIONS. A PACKING SLIP/INVOICE MUST ACCOMPANY THE SHIPMENT AT THE TIME OF DELIVERY. VENDOR WILL RECEIVE PAYMENT ACCORDING TO THE PURCHASE ORDER PAYMENT TERMS, ADDRESS & DUNS NUMBER, AND PRICE.

TO ENSURE PROMPT PAYMENT, PLEASE ADHERE TO THE FOLLOWING GUIDELINES:



1. ADVISE THE PO ORIGINATOR OF ANY DISCREPANCIES ON THE PURCHASE ORDER PRIOR TO SHIPMENT. COMMUNICATE THIS INFORMATION TO THE PO ORIGINATOR VIA BOTH PHONE CALL AND EMAIL/FAX. REFERENCE BOTH THE PURCHASE ORDER NUMBER AND THE LINE ITEM NUMBER WHEN COMMUNICATING TO THE PO ORIGINATOR.
2. ALL PACKING SLIPS/INVOICES SENT IN WITH SHIPMENTS MUST INCLUDE PART NUMBER & DESCRIPTION, PURCHASE ORDER NUMBER & LINE ITEM NUMBER, AND QUANTITY SHIPPED. WHEN THE PURCHASE ORDER LISTS ITEMS THAT ARE NOT SHIPABLE (i.e., SETUPS, TOOLING, INSPECTION, DESIGN TIME, ETC.), ITEMS MUST BE LISTED ON PACKING SLIPS WITH THE FIRST SHIPMENT OF MATERIAL IN ORDER TO RECEIVE PAYMENT. IF SHIPPING TO A LOCATION OTHER THAN PROTOTYPE OPERATIONS 2975 NODULAR DRIVE, PACKING SLIPS MUST BE FAXED TO (989) 757-4842, ATTENTION: ACCOUNTS PAYABLE.
3. PAYMENTS WILL BE MADE APPROXIMATELY 47 DAYS AFTER RECEIPT OF MATERIAL AT PROTOTYPE OPERATIONS, ON A ONCE PER WEEK BASIS ON THURSDAY. PROTOTYPE OPERATIONS RESERVES THE RIGHT TO EXTEND THE PAYMENT TERM LENGTH IF THE SUPPLIER MISSES THE PROMISED DELIVERY DATE.
4. IF PAYMENT HAS NOT OCCURRED BY THE FOLLOWING THURSDAY AFTER APPROXIMATELY 47 DAYS AND THERE WERE NO LATE DELIVERIES, OR IN THE CASE OF SERVICES TYPE ORDERS:
 - a. CONTACT THE PO ORIGINATOR (DO NOT CONTACT THE BUYER) TO ENSURE THE MATERIAL HAS BEEN RECEIVED AT PROTOTYPE OPERATIONS AND HAS BEEN ENTERED.
 - b. EMAIL ACCOUNT PAYABLES AT: nexteer.payables.saginaw@nexteer.com WITH SPECIFIC PAYMENT ISSUE(S). INCLUDE YOUR COMPANY'S (9) DIGIT DUNS NUMBER AND PURCHASE ORDER NUMBER IN EMAIL CORRESPONDENCE.
 - c. IF THE ABOVE TWO ITEMS DON'T RESOLVE THE NON-PAYMENT ISSUE: FAX INVOICE TO (989) 757-4842 OR EMAIL A COPY OF THE INVOICE TO julie.ebert@nexteer.com OR MAIL THE INVOICE TO: PROTOTYPE OPERATIONS, PLANT 14, 3900 HOLLAND DRIVE, SAGINAW MI 48601