



## Supplier Terms and Conditions

### Quality

- Work is to equal or surpass industry standards of workmanship and NGS quality standards;
- Count of incoming materials must be confirmed upon receipt of job, confirmed once completed and communicated back to NGS for instructions on return of leftover materials or disposition;
- Work is not to be started on any job without a Purchase Order with clear job specifications, delivery date and agreed pricing;
- Manufacturing samples are encouraged on multiple step operations to be sent to the NGS representative for approval before proceeding with final operations, unless otherwise specified;
- Sales Quality Samples need to be sent to NGS contact at the beginning of the production run;
- Time and date stamped quality pulls are to be made throughout the run for each operation, at regular intervals. These pulls must be held for 30 days after final delivery;
- NGS clients are not to be brought into supplier's manufacturing area without an NGS representative or management escort;
- A clean, well-lit area should be provided for client inspection of Sales Quality Samples;
- NGS will reserve the right to be present when clients' sample copies are being run;
- All client samples shall be shipped in suitable packaging to insure safe delivery, free of defects from the shipping process;
- Samples are not to ship to NGS clients unless specified by NGS representative;

### Delivery

- All shipments are time sensitive, and must be met as agreed upon by Supplier and NGS representative. NGS representative must approve any change to a schedule;
- When manufacturing is complete, NGS representative must be notified immediately in the event of a shortage;
- Label information on cartons should have Job number, Quantity and Job name on them;
- Signed Bills of lading from Freight carrier must be faxed(E-Mailed) to NGS Accounting the same day jobs are shipped, to the attention of:

Pete Bach  
[peterb@ngsolu.com](mailto:peterb@ngsolu.com)

Tammy Mehlberg  
[tammym@ngsolu.com](mailto:tammym@ngsolu.com)

- Bills of Lading are to state:

- o NGS job number;
- o NGS PO Number
- o Job Description/Title;
- o Number of pieces per carton;
- o Number of cartons per skid;
- o Number of pieces per skid;
- o Number of skids;
- o Weight per skid;
- o Total count per Bill of Lading;
- o Name of Freight Carrier.

- International bill of lading information is to be sent to the NGS Shipping Manager in a timely manner. NGS will fill out the appropriate documents for international shipments to ensure that the documentation is accurate.

## **Estimating and Pricing**

- Competitive and aggressive pricing is expected and required;
- It is essential that all estimate requests be returned in a timely manner;
- All quotes are requested to contain a “working day schedule” and spoilage requirements;
- All quotes are to contain one-way trucking;
- All estimate requests are confidential;
- Changes to the original quote must be documented and NGS Estimating must be informed via email of the change;

## **Responsiveness**

- Timely replies to quotes are expected;
- Notification of any and all additional costs must be timely and are to be approved by NGS representative prior to proceeding with the job;
- NGS must be immediately notified in the event of a problem including printing issues, shortages or product in excess of purchase order quantity; or if product has not been picked up in a timely manner;
- A failure to notify implies assumption of liability.

## **Packaging and Final Shipment**

- Customer packaging specifications must be followed when supplied;
- Cartons are preferred not to exceed 40 lbs and be manufactured to 200 Test/32 ECT as a minimum requirement;
- Individual cartons are to be packed tightly with additional stuffing (if required) so that product does not shift in transit causing potential for transit damages;
- Samples must be provided in suitable packaging to insure there is no transit damages;
- Skids must be stretch-wrapped and/or strapped with end boards/pallet toppers/corner boards where appropriate;
- Skids are preferred not to exceed 2000 lbs, nor exceed 40 x 48 inches with maximum height of 46 inches from floor including pallet;
- Product that will be stored in inventory must be packed in cartons or palletized and stretch-wrapped with pallet toppers to prevent damage;

## **Invoicing**

- Invoices must be sent to NGS Accounts Payable with supporting documents (i.e. Bills of lading/postal reconciliations/freight costs with respective backup) within five days of completion of work ---including any additional charges. Invoices are to be addressed to Accounts Payable, and are to include:
  - o NGS job number;
  - o NGS Purchase Order number;
  - o Job Description/Title;
  - o Count of product produced;
  - o Count of product shipped;
  - o If applicable, quantity remaining in inventory.
- Invoices for FEDEX/UPS must include NGS job number as a reference number
- Overs are not billable beyond quantity expectations stipulated on NGS Purchase order.

## **Confidentiality**

- All suppliers must respect the confidentiality of all information and materials of NGS and its clients. When necessary, a signed NGS Nondisclosure Agreement from your company's Chief Executive Officer is mandatory;
- All suppliers must respect the confidentiality of samples of NGS projects, and their clients, and these samples cannot be used without permission;
- When visiting NGS manufacturing plant a supplier representative is required to have an NGS escort at all times.

## **Audit**

- As a part of our accredited SFI Chain of Custody certification, we reserve the right to request that the SFI accredited certification body audit your company, "the outsourcing contractor or company" as it pertains to the compliance of National Graphic Solutions' Chain of Custody certification policies and procedures.

## **Notification**

- National Graphic Solutions requires that a supplier inform us if you have been notified by any SFI-governing body that the supplier is unauthorized to perform services for SFI certified jobs.

***It is National Graphic Solutions' expectation for all suppliers to have read the above requirements for NGS Suppliers and certify that they will be implemented for all NGS projects, and that all involved supplier's employees and supervisors will be notified of these terms and conditions.***