



The **LEADER** in
Intelligent Positioning Equipment.

8080 Centennial Expressway • Rock Island, IL 61201 • P:309.787.6200 • www.almmh.com

**ALM Positioners, Inc., Terms and Conditions of Purchasing
May 2024**

These standards are a guideline when performing work for ALM Positioners, Inc. If you have any questions or need any clarification of these standards, please contact your ALM Positioners, Inc. Supply Chain representative. No provision contained in this standard shall supersede or void the conditions set forth in ALM Positioners, Inc. Standard Terms and Conditions of Purchasing.

1. Request for Quote/Orders:

- a) ALM Positioners, Inc. drawings are the controlling design document, except for catalog purchased items.
- b) Prices shall be quoted per drawings, and ALM Positioners, Inc. standards.
- c) If there are design related questions regarding the supplied drawings, contact the designated ALM Positioners, Inc. design contact for resolution of the issue.
- d) Deviations shall be clearly noted. No deviations are allowed unless approved in writing by an ALM Positioners, Inc. applicable Design or Supply Chain representative.
- e) Price changes, lead times, etc., to the original quote package shall be submitted in writing to the ALM Positioners, Inc. Supply Chain representative.
- f) SDS Documentation shall be shipped with any applicable product.

2. Business Award and Order Requirements:

- a) Business shall be awarded on quality, delivery and price.
- b) No fabricated and machined components may be made from drawings marked as preliminary unless approved in writing by an ALM Positioners, Inc. Design representative.
- c) Orders shall have pricing agreed upon prior to the start of work, unless identified as a time and material project.
- d) Delivery shall be agreed upon prior to the acceptance of order.
- e) Include ALM Positioners, Inc. purchase order number, and ALM item number on all documents relating to the order (acknowledgement, packing list, invoice, etc.).
- f) An inspection tag is required on each component on the purchase order (or group of components if packaged together). See 'Quality' section 3. a) of this document for requirements. Contact the Supply Chain Department with any questions regarding this standard at (309) 787-6200.
- g) Work must be done per approved drawings.
- h) Deviations must be clearly identified and conveyed to ALM Positioners, Inc. No deviations are allowed unless approved in writing by an ALM Positioners, Inc. Supply Chain representative.
- i) If the released drawings do not match what was quoted, contact the ALM Positioners, Inc. Supply Chain representative for resolution.

3. Quality

- a) The supplier is responsible for inspecting the quality and accuracy of fabricated and machined components per ALM Positioners, Inc. drawings and standards prior to delivery at ALM Positioners, Inc. Inspection verification needs to be provided at the time of delivery in the form of a tag (green or with a green identifier sticker or stamp). (See example below) The information on the tag must include supplier name, date, purchase order number, quantity, ALM part (or drawing) number, and inspector's initials.
- b) Supplied components (including supplier managed and distribution) to be inspected at supplier and records maintained at their site.
- c) Any non-conforming product is subject to return to supplier, freight collect. Supplier quality issues requiring rework by ALM Positioners, Inc. are subject to charge back to supplier.
- d) Tooling components must have corresponding drawing numbers stamped on a non-critical surface.
- e) Nonconforming components require verification for disposition in writing by an authorized ALM Positioners, Inc. Design or Supply Chain representative.

4. Delivery:

- a) ALM Positioners, Inc. Shipping/Receiving hours are from 7:30 A.M. - 12:00 P.M. and 1:00 P.M. - 2:30 P.M. Monday through Friday.
- b) The shipper is required to supply a detailed packing slip including the ALM purchase order number and ALM part number when applicable. Contact the Supply Chain Department with any questions regarding these terms and conditions at (309) 787-6200.

