



Vendor Requirements

Dear Supplier,

We are pleased to welcome you as a new supplier to Lomar Machine & Tool. To ensure a successful partnership, we request that you review and adhere to the following vendor requirements. These guidelines are designed to maintain high standards of quality, confidentiality, and compliance throughout our collaboration.

1. Parts/Materials Rejections

- **Quality Standards:** All parts and materials must meet the agreed-upon specifications. Any deviations may result in rejection.
- **Inspection:** Lomar will conduct a thorough inspection of all incoming materials. Non-conforming parts/materials will be rejected and must be replaced at the supplier's expense.
- **Corrective Actions:** In the event of repeated non-conformances, a corrective action plan must be submitted by the supplier within 15 days.

2. Confidentiality

- **Non-Disclosure Agreement (NDA):** All information shared between Lomar and [Supplier] must be treated as confidential. A signed NDA is required before any exchange of proprietary information.
- **Data Protection:** The supplier must ensure that all data related to Lomar is securely stored and only accessible to authorized personnel.

3. Packing List Requirements

- **Detailed Packing List:** Each shipment must include a detailed packing list that specifies the contents, quantities, and part numbers.
- **Labeling:** All packages must be clearly labeled with the purchase order number, part number, and quantity.
- **Dropped shipped:** items from the manufacturers must be MARKED with the Purchase Order number, and must also be indicated on the UPS label reference line when using Lomar's UPS account number.
- **Compliance:** Ensure that all packaging complies with Lomar's environmental and safety standards.
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4. Invoices

- **Invoice Submission:** Invoices must be submitted to Lomar within immediately to 7 days of shipment. Each invoice must reference the corresponding purchase order number.
 - All invoices must be sent to AP@lomar.com by the supplier or else they will not get processed.
 - **Advance invoices** must be sent to AP@lomar.com and the buyer to ensure timely processing.
- **Payment Terms:** Payment terms are 2% 10 or 2nd month 15 days from the receipt of a correct invoice. Early payment discounts, if applicable, must be clearly stated on the invoice.
- **Discrepancies:** Any discrepancies between the invoice and the purchase order must be resolved before payment.

5. Premium Transportation

- **Approval Required:** Premium transportation methods (e.g., air freight) must be pre-approved by Lomar in writing.
- **Cost Responsibility:** The supplier is responsible for any additional costs incurred due to late shipments that necessitate premium transportation.
- **Shipping Arrangements:** Please contact Lomar to coordinate shipping arrangements. Be sure to reference the Purchase Order (PO), Job Number, and Packing Slip Numbers. If shipping third-party, do not use Collect. Do not purchase transportation insurance unless explicitly instructed. Ensure the correct NMFC freight classification is used and that the declared weight is accurate. Failure to follow these instructions will result in any additional costs or chargebacks being deducted from the invoice. For further details, please visit www.lomar.com and navigate to the Lomar Vendor Documents section.

6. Conflict-Free Policy

- **Materials Sourcing:** Lomar is committed to sourcing materials from conflict-free regions. The supplier must provide documentation verifying that all materials supplied are conflict-free.
- **Compliance:** Suppliers must adhere to Lomar's conflict-free sourcing policy and provide annual updates.

7. Warranty

- **Warranty Period:** The supplier guarantees that all parts/materials provided will be free from defects in materials and workmanship for a period of 12 months from the date of delivery.
- **Returns:** Any defective items discovered within the warranty period must be replaced or credited at no cost to Lomar.
- **Liability:** The supplier is responsible for all costs associated with the return, replacement, or repair of defective items.

8. Supplied Materials Compliance

The supplier must ensure that both they and their suppliers comply with all relevant standards, laws, and regulations that apply to the materials provided under this order.

- **Regulatory Compliance:** The supplier must adhere to all applicable international and local regulations, including but not limited to IMDS, WEEE, RoHS, ELV, REACH, and others. This also includes specific regulations on safety, energy efficiency, recyclability, and packaging.
- **Chemical Composition:** Suppliers must identify and provide documentation on the chemical composition of their products, including any regulated substances. They must also notify and update the buyer if there are any changes or if pre-registration with regulatory agencies is required.
- **Prohibited Substances:** Suppliers must eliminate the use of certain regulated substances as required by the applicable regulations.
- **Documentation and Reporting:** Suppliers must provide evidence, such as test reports, proving compliance with these requirements. The supplier must provide all necessary compliance documentation, including certificates of conformity, upon request.
- **Alternate Solutions:** If any materials are non-compliant or cannot be delivered due to regulatory restrictions, suppliers must inform the buyer immediately and propose alternative solutions to ensure continuous supply.

9. Vendor Survey

- **We Value Your Input:** Your feedback is important to us. Please take a moment to share your thoughts by emailing purchasing@lomar.com.

Supplier Acknowledgment:

Please acknowledge your understanding and acceptance of the above requirements by signing and returning this document.

Company Name: _____

Authorized Representative Name: _____ Title: _____

Signature: _____ Date: _____

Thank you for your attention. We look forward to a successful and productive partnership.

Sincerely,
Purchasing