



SUPPLIER QUOTING & ORDER FULFILLMENT STANDARDS

These standards are a guideline when performing work for Genesis Systems, IPG Photonics Company. If you have any questions or need any clarification of these standards, please contact your Genesis Supply Chain representative.

No provision contained in this standard shall supersede or void the conditions set forth in Genesis Standard Terms and Conditions of Purchasing.

1) Request for Quote/Orders

- a) Genesis drawings are the controlling design document, except for catalog purchased items.
- b) Prices shall be quoted per drawings and Genesis standards.
- c) If there are design related questions regarding the supplied drawings, contact the designated Genesis design contact for resolution of the issue.
- d) Deviations shall be clearly noted. No deviations are allowed unless approved in writing from a Genesis applicable Design or Supply Chain representative.
- e) Only on-time quotation submissions will be considered for awarding of work.
- f) Price changes, lead times, etc., to the original quote package shall be submitted in writing to the Genesis Supply Chain representative.
- g) 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 a Genesis 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 Genesis purchase order number, job order 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.



SUPPLIER QUOTING & ORDER FULFILLMENT STANDARDS

- g) Do not accept any order without a purchase order number. Verbal purchase orders will not be paid. Work must be done per approved drawings.
- h) Deviations must be clearly identified and conveyed to Genesis. No deviations are allowed unless approved in writing through a Genesis Supply Chain representative.
- i) If the released drawings do not match what was quoted, contact the Genesis Supply Chain representative for resolution.

3) Quality

- a) The supplier is responsible for inspecting the quality and accuracy of fabricated and machined components per Genesis drawings and standards prior to delivery at Genesis. 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). The information on the tag to include supplier name, date, purchase order number, Genesis job order number, quantity, 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 Genesis 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 Genesis Systems Design or Supply Chain representative.

4) Delivery

- a) Genesis Shipping/Receiving hours are from 7:30 A.M. - 12:00 P.M. and 1:00 P.M. - 3:30 P.M. Monday through Friday.
- b) The shipper is required to supply a detailed packing slip including the purchase order number, job order number,



SUPPLIER QUOTING & ORDER FULFILLMENT STANDARDS

quantity and part number.

- c) A package label must be attached to each package. The package label to include the part number, purchase order number and job order number.
- d) Components shall be packaged to avoid damage during delivery or shipping to Genesis. If components are wrapped or bagged, the drawing and detail number should appear on the outside of each package for easy identification.

5) Invoicing

- a) When invoicing Genesis for completed work, include the purchase order number, job order number, quantity and part number.
- b) The line items on the invoice should reflect what is stated on the purchase order.
- c) Reference Genesis terms and conditions.