



Plews, Inc.

General information for every Purchase Order – Revised 23 July 2013

## About the Product

1. Maximum weight for each loaded shipping carton is 40 lbs. or 18.1 kgs
2. ISIR (Including functional aspects) sample approval is required prior to shipment if...
  - a. The product has never been shipped to Plews before
  - b. Anything about the product has been changed, either at Plews request or by you
  - c. Anything about the production process has changed
  - d. A subcontractor has been introduced into the process
  - e. A subcontractor has been changed
  - f. A subcontractor has been eliminated from the process
3. ISIR samples required: 2 to 3 SETS of samples may be required; Plews QC or Plews Sourcing will direct you.  
Each SET consists of...
  - a. A minimum of 6 individual “selling packs”, this is the smallest packing unit made
  - b. A minimum of 1 “standard pack”, this is the accumulation of individual “selling packs” into the next size box
  - c. Examples:
    - i. If standard pack is 1 unit then we need 6 units (each is a standard pack)
    - ii. If standard pack is 2 through 5 units then we need enough standard packs to provide a total of 6 units
    - iii. If standard pack is 6 units or more then we need 1 standard pack
4. Product to conform to drawings and specifications
  - a. Approval of an ISIR sample set does not supersede the requirement to meet drawings and specifications
  - b. If the ISIR sample does not conform to drawings and specifications but is approved by Plews QC during the ISIR process, Plews reserves the right to require that production parts conform to drawings and specifications
5. Product subject to 3<sup>rd</sup> party or Plews inspection
6. Barcode labels and printed barcodes must not be covered by tape or any other object, device or substance that may interfere with scanning or damage the label while in transit.
7. There must be two (2) labels on all standard pack and overpack boxes. These two (2) labels must be on “adjacent corners”.

## **About Our Business & Commercial Expectations**

1. Payment terms are net 60 days after bill of lading date unless otherwise agreed upon by Plews, Inc.
2. Title (Ownership) changes when received at Plews (ship to) destination
3. LCL or Air Frt. only if requested or approved by Plews.
4. By accepting the Plews purchase order you agree to be bound by the Plews terms and conditions as well as all other aspects of the Plews Supplier Requirement Letter.
5. Do not ship early unless requested to do so by a Plews buyer

## Organization and who you should communicate with?

1. **Always communicate first and directly with the correct assigned Buyer.** You may have more than one assigned Buyer, depending on the product. This will be the person who issues your purchase orders. All Buyers are available by telephone, e-mail and Zoom.
2. When you communicate with Plews Quality, Engineering, Product Development, Product Management or other personnel **it is your responsibility to include the Plews Buyer in the conversation.**
3. **Only the Plews Buyer**, through an official Plews Purchase Order, can commit to Purchase Orders or changes to Purchase Orders. If other Plews personnel ask for a product change it will be officially communicated through the **Plews Buyer**. If this is not done then the change should not be made.
4. Any product changes must be documented and follow the ISIR and Purchase Order process. This process will be managed by the **Plews Buyer and Plews QC**.