



## **Statement of Vendor Compliance**

SOR Controls Group requires our business partners to follow these guidelines and assist us by working with the highest quality factories to produce our products. SOR appreciates receiving your written confirmation that you and all your factories, business partners and suppliers comply with the following specifications:

### **QUOTATIONS**

- Quotes must include part#, description, MOQ, cost, production lead time, and shipping terms (FOB point, carton quantity, & carton weight if international).
- All drawings, concepts included, are the property of SOR which are strictly confidential. It is strictly prohibited to share, sell, or patent these drawings and/or concepts as well as the finished goods produced from these drawing and/or concepts. Only sales allowed will be to SOR unless approved and authorized by SOR Controls Group.

### **TOOLING (MOLDS)**

- SOR Controls Group is the sole owner of all tooling created for SOR custom parts/products. All tooling, created for and funded by SOR, is only permitted for use for SOR parts or product by authorization of SOR Controls Group. All SOR molds and/or tooling are subject to relocation at any time by request of SOR.
- If tooling is modified or new factory is used (notification to SOR required), pre-production samples are required for approval before new production can begin.

### **PURCHASE ORDERS (PO)**

- Delivery date on PO is specified by SOR and confirmed by vendor.
- Failure to meet delivery date(s) resulting in delayed shipment(s) may cause product to be subject to expedited freight at vendor's cost or possible cancellation. SOR must approve any delivery date or expediting change from initial PO.
- If price increase occurs on an item, please notify SOR at time of PO. SOR will review and determine to continue with or cancel the item. If price increase notification does not occur at time of PO receipt, the initial PO price will be honored by vendor.

### **INVOICES**

- Each invoice must have a unique invoice number, list payment terms agreed upon, and reference our SOR PO#.
- Commercial invoices and packing lists that accompany imported, international shipments will be approved by SOR.

### **PRE-PRODUCTION SAMPLES**

- Pre-Production samples will be required for approval on any new items ordered; production cannot begin until pre-production samples are approved by SOR.

- Upon arrival of full production, this stock must match approved pre-production sample(s). If it does not match, SOR reserves the right to refuse product and/or receive full credit.

## SHIPPING

- Product must be booked with freight carrier that SOR specifies for all shipments, unless paid for by the vendor.
- Shipping import documents will include each item's HTS code for customs clearance.
- All shipping documentation will include SOR PO# in reference fields.
- All imported shipping cartons will contain SOR carton markings including SOR part number, description, PO#, and quantity on front of carton as well as gross weight/net weight, carton measurements, number of cartons in shipment, and COO on sides of carton. Template provided upon request.
- Commercial invoices and packing lists that accompany imported, international shipments will be approved by SOR.

## QUALITY CONTROL

- If product arrives in wrong packaging or with incorrect carton markings, SOR reserves the right to negotiate credit amount or negotiate cost of re-work at vendor's expense.
- If received product does not match approved production sample(s), is defective, or is not to specification of drawing supplied to vendor, SOR reserves the right to refuse product and receive full credit and/or no charge replacements shipped at vendor's expense. The decision between credit or replacement will be designated by SOR.
- If certification/documentation is absent upon delivery, it will be negatively noted as well as potentially cause vendor to go on probation. If repetitive instances occur, it could result in termination.

## NON-DISCLOSURE

- Vendor agrees to never disclose, sell, or advertise any SOR parts, products, design information, drawings, artwork, pictures of products/parts, or proprietary manufacturing techniques. Vendor also agrees not to disclose the business partnership with SOR keeping the business partnership confidential.

Please note that all elements of this statement must be met prior to shipment of an item. No vendor should ever ship to a forwarder, and no forwarder should ever accept goods, without SOR Controls Group's expressed consent. Unless modified or terminated by SOR or vendor in writing, this agreement shall remain perpetual.

Failure to comply with any outlined specifications will result in cancellation of orders. Thank you in advance for your cooperation. We value your business partnership, and we look forward to continued growth in the future. If you have any questions or concerns, please do not hesitate to contact us to discuss in more detail.

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Company Name

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Printed Name

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Date

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Signature