



TERMS AND CONDITIONS OF PURCHASE

Please email acknowledgement of this order immediately to meliades@htg.cc and state definite shipping date.

PRICE:

- If Prices are higher than specified, do not ship. Notify the buyer by email
- If price is omitted on order, contact buyer for price. It is agreed that your price will be lowest prevailing market price, or most recent price if a repeat order.
- No allowance for boxing, packing or cartage unless listed on purchase order.

PAYMENT TERM:

- Payment terms is NET 45 unless otherwise indicated on Purchas Order

PRODUCT APPROVAL:

- Goods subject to our inspection on arrival not withstanding prior payment to obtain cash discount.
- Material rejected on account of inferior quality or workmanship will be returned for full credit plus transportation charges both ways.
- We reserve the right to cancel all or part of this order if not completed and shipped in accordance with delivery specifications.
- Product and/or services must meet stated requirements.
- Any shipment of Chemicals and/or Hazardous material must include the current MSDS

IF SO INDICATED ON THE PURCHASE ORDER:

- If Work is Subject to AS 9100 or NADCAP, HTG will indicate on purchase order.
- *Certificates of compliance/conformance etc. shall be present with material is delivered or service is provided.*

QUALITY SYSTEMS REQUIREMENTS:

- Supplier shall maintain a Quality Management System or Quality Inspection System which provides a high degree of confidence that all material and services provided conform to all purchase order requirements. Evidence of a third party registration can be used to satisfy these requirements. Examples include: Aerospace Standard *AS9100*, International Standard ISO9001 AC7004 NADCAP, ISO/IEC 17025 and/or NADCAP for special processes, inspection and non-destructive testing.
- Suppliers shall notify HTG of any changes in product or processes and/ or change in facility location.
- Suppliers must flow down all requirements to all suppliers and laboratory/test contractors.

PERSONNEL QUALIFICATIONS:

- Only qualified operators are used. Supplier's Quality Management System must meet, as applicable, *ISO9001* and, as applicable, *AS9100* requirements.

TECHNICAL REQUIREMENTS:

- Suppliers shall work and certify to the current revision status of specifications, process requirements, inspection/verification instructions and/or other relevant technical data called out on purchase orders sent in from HTG.
- Suppliers shall have in place an inspection/verification and/or investigation or auditing system for test specimens.

- If vendor is supplying material, Vendor must provide actual chemical and physical mill certification and/or test reports showing heat lot number with this shipment. This requirement will be stated on the PO if it is *required*.

PRODUCT CONFORMANCE:

- Suppliers shall have in place a method to evaluate testing, inspection, and verification (including process verification) for acceptance to HTG’s purchase orders.
- Each shipment shall be accompanied by a legible, reproducible copy of a certificate of conformance. The certificate of conformance must be dated and contain the signature of an authorized representative. This requirement ***will be stated on the PO if it is required***.
- Supplier must obtain HTG approval of all product and/or process changes including sub-supplier’s changes.

NONCONFORMING PRODUCT:

- Suppliers must notify HTG of all nonconforming products.
- Suppliers must obtain HTG’s approval for disposition of nonconforming product.

RECORD RETENTION:

- The supplier shall retain records for a minimum of 7 years from time of delivery.

RIGHT OF ACCESS:

- HTG, HTG Customers, and regulatory authorities have the right of access to supplier’s and sub-supplier’s facilities and all purchase order applicable records.

AWARENESS

- *Suppliers shall ensure that persons are aware of their contribution to product safety, product conformity, and the importance of ethical behavior.*

Invoices will not be entered for payment without accompanying certification.

Invoice Remittance:	Ship To Locations		
Hi TecMetal Group Inc. (HTG)	HiTech Aero (HTA)	Thermal Treatment Center (TTC)	Walker Heat Treat (WHT)
34800 Lakeland Blvd. Eastlake, OH 44095	34800 Lakeland Blvd. Eastlake, OH 44095	28910 Lakeland Blvd. Wickliffe, OH 44092	10601 Briggs Rd Cleveland, OH 44111
ap@htg.cc	ship.hta@htg.cc	ship.ttc@htg.cc	ship.wht@htg.cc
216.881.8100	216.426.6850	216.426.6801	216.941.0440

CURRENT Purchase Order Number must be on all invoices (Blanket PO good for one calendar year only).
Invoices are REQUIRED for all prepaid orders.

Revision History		
Date	Changes Approved By	Changes
06/20/2024	Manos Eliades	2024 reissue date