



December 12, 2003

Dear Vendor:

The purpose of this letter is to remind all suppliers of the requirements of the purchase order.

1. Supply the specific parts as detailed on the purchase order. The parts must conform to the print as a requirement of the purchase order. Please note that effective December 22, 2003 suppliers that have been notified that they are on 100% over inspection by SUN will be back charged for the cost of a rejection. The cost will be based on the time to inspect the part, write the inspection report and perform/process the rejection. This process involves many more staff at SUN than just the inspector and is costly. The purchasing and quality control managers will develop the cost per occurrence. This action is being taken to protect our customers.
2. The quantity stated on the purchase order is the quantity required and the quantity that will be paid for. Over shipments will be rejected and returned to you, with your firm paying the shipping cost. The exception to this rule is products that have a stated tolerance (+/- 10%). It is the supplier's responsibility to call and inform the buyers of the exact count in the shipment prior to the shipment arriving at SUN. The buyer will edit the purchase order prior to the receipt of the product.
3. The delivery date required on the purchase order is the date that the product is required in our facility.
4. The per piece price stated on the purchase order is the price that will be paid.
5. All purchase orders including revisions must be confirmed back to SUN within 48 hours.

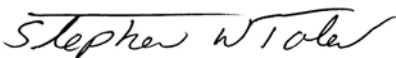
The need for this letter has surfaced due to the repeated over shipments, rejections, and late deliveries that have been occurring.

**Your contacts are as follows:**

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If you have any questions or concerns on this topic, please contact me at 410-472-2900 x 180 or via email at [stephen.toben@sunautomation.com](mailto:stephen.toben@sunautomation.com)

Sincerely,  
Stephen Toben

  
Purchasing Manager