



ATTENTION: SALES AND ACCOUNTING

STANDARD PROCEDURES FOR VENDORS

- 1. Vendors must INPSECT parts for 100% quality prior to being received.
2. Vendors must stamp or etch the part number and vendor identification number on all parts. Please call Mindy Ext. 172 or Jenn Ext. 158 for your vendor number.
3. Price and delivery changes MUST be confirmed via fax with the buyer within two days of placement of order. NO price changes will be accepted after the receipt of the materials. The invoice must match the confirmed Purchase in order to be paid. Invoices that do not match the purchase order will be returned to the vendor unpaid.
4. Packing slips must note Purchase Order and Part Number and must be enclosed in plastic on the outside of the package with another copy inside the box; invoices MUST include purchase order number and the packing slip number. All invoices must be mailed to the Accounts Payable Department.
5. A credit with return freight added will automatically be generated upon the rejection of a part unless you supply your acct. #. You MUST reship with a new packing slip and rebill with a new invoice number using the same purchase order number when the parts are returned.
6. When UPS is used for shipment of parts, you are required to bill to our account #0A1V20. If you are unable to use UPS, call KDL our freight fowarder. Failure to use Sun-approved freight forwarders will result in the non-payment of freight charges.
7. Incomplete or incorrect invoices will be returned unprocessed to the vendor.
8. Checks are printed twice per month, 30 to 45 days after the receipt of the invoice. Terms Net 35 unless otherwise negotiated.
9. Questions please call: 1-410-472-2900 or fax 1-410-472-2907

Ordering/quotes/pricing Mindy Morgan Ext. 172 443-615-7223 fax
Jenn Mrozinski Ext. 158 443-615-7225 fax

Expediting/delivery dates SAME AS ABOVE

Drawings Mindy & Jenn via email or fax

Material Release Debbie Little Ext. 133
Alternate Vickie Wood Ext. 115

Accounts Payable Linda Kujawa Ext. 317

- 10. Deliveries M-F, 7AM-3:30 PM: 1506 Quarry Drive Edgewood, MD 21040
Invoices should be mailed to: 66 Loveton Circle Sparks, MD 21152

Stephen W. Toben
Stephen W. Toben
Purchasing Manager

Std procedure revised revised 6/11/13