



## Administrative Requirements for Suppliers

<b>1. Scope</b>	This document contains TP-Products requirements applicable to all suppliers delivering goods or services to TP-Products.
<b>2. Order confirmation</b>	All Purchase Orders shall be acknowledged by supplier within 5 (five) days of receipt by a written Order Confirmation. The acknowledgement shall be sent to the responsible buyer who issued the Purchase Order.
<b>3. QA and HSE</b>	All critical supplier should have a quality system meeting the requirements of ISO9001 or equivalent, as well as an HSE system which meets applicable laws and regulations in the country where the supplier is located. TP-Products shall have the right to perform audit of the suppliers QA and HSE systems.  In the event of an accident at supplier related to work for TP Products, this shall be informed of to TPC without undue delay.
<b>4. Documentation requirements</b>	Documentation requirements shall be stated in the Purchase Order and applicable material specifications. However, all material certificates shall be minimum EN10204 type 3.1, unless otherwise clearly specified in the Purchase Order. Dimensional control reports from machining must be prepared and be available on request. ITP/MPS or procedures required as part of the Purchase Order documentation deliverables, must be reviewed and approved by buyer prior to work being performed, unless specifically agreed otherwise. ITP/MPS if requested, shall be issued within 7 working days from PO receipt. MPS shall always include raw material chemistry and mechanical test sampling sketch.
<b>5. Documentation submission</b>	Documentation shall be submitted to the responsible buyer who issued the Purchase Order. For material certificates, these shall be issued to: <a href="mailto:certificates@TP-Products.com">certificates@TP-Products.com</a>
<b>6. Traceability</b>	All components purchased by TPC shall be marked to ensure traceability to the material certificate and shall identify the cast code and heat treatment lot.
<b>7. Witnessing of activities</b>	TP-Products and it's clients shall at all times be granted access to any premises (including those of Suppliers sub-suppliers) and be allowed to inspect and test the Goods at any time prior to delivery. For witness and hold points in the ITP (if applicable), notification shall be issued to responsible buyer at a minimum of 10 working days prior to the activity taking place.
<b>8. Packing and preservation of goods</b>	Generally, packing shall be performed in such a manner that no goods will be damaged during transport. Particular care shall be taken for packing finished machined components. Sensitive surfaces shall be properly protected against damage, and materials susceptible for corrosion shall be preserved in such a manner to avoid corrosion to occur during transport and temporary storage. The type of preservation shall be informed of and accepted by TP-Products prior to application. Packing of raw material and forgings may be done using pallets suitable for forklifting, where the goods is securely fastened to the pallet. Finished goods shall be packed in wooden crates, debarked/defumigated and IPPC marked as suitable for export. <i>Special requirements for bolts and nuts:</i> Bolts and nuts shall be packed in such a way that no damage may occur on the threads, the use of nets around threads may be appropriate. Nuts shall be screwed onto the bolts, all the way in to the center of the bolts to check that nuts run freely over the full threaded lengths of the bolts. Each separate bolt with nuts shall be packed in nylon wrapping and securely stowed into the crates.

70-F-ADM-Administrative bestemmelser for Leverandører Rev 02 2021-03-22

TP-Products AS

C. O. Lundsgt.24  
3043 Drammen, Norway

Phone: +47 32 88 16 00  
Mail: [post@tp-products.com](mailto:post@tp-products.com)

Web: [www.tp-products.com](http://www.tp-products.com)  
Org.no: 919 207 965

<b>9. Shipping marks</b>	Marking of the crates shall contain reference to the PO number and the shipping address, and if packing is done in more than one crate, the crates shall be numbered XX of YY.
<b>10. Shipping documentation</b>	<p>Supplier shall inform the buyer when goods is ready for pickup. If agreement has been made that supplier shall be responsible for transport, no goods shall be shipped without the prior written consent of buyer.</p> <p>The supplier shall provide a shipment note/packing list which details the contents of each pallet/crate, as well as the weight and dimensions of the pallet/crate. The supplier shall indicate if the pallets/crates are stackable or not.</p> <p>The supplier shall provide a copy of the invoice for customs purposes which shall accompany the goods. The invoice shall contain the harmonized customs code for the materials.</p> <p>The material certificates shall be finalized and submitted together with the shipment documentation.</p>
<b>11. Invoicing and payment</b>	<p>Invoices shall contain the following information:</p> <ul style="list-style-type: none"> <li>- PO number</li> <li>- PO item number</li> <li>- Quantity</li> <li>- Suppliers bank account / VAT number and other relevant information to ensure correct payment</li> </ul> <p>Invoices shall be sent as a pdf file to:  <a href="mailto:invoice@TP-Products.com">invoice@TP-Products.com</a></p> <p>Final payment will not be executed before all required documentation is received by Supplier as required by the Purchase Order or referenced specifications.</p>
<b>12. Non-Conformities</b>	Any non-conformities to buyer’s requirements shall be reported without undue delay. For all critical NC’s, must a root-cause analysis be performed. The NC shall be sent to the responsible buyer for review and approval or rejection.
<b>13. Technical queries and concession requests</b>	<p>For technical queries or concession requests, these shall be issued to responsible buyer without undue delay.</p> <p>If the response to such a request should have commercial impact, or impact the delivery schedule, supplier shall issue a change order request which details the commercial and schedule impact.</p>
<b>14. Communications</b>	All communication related to a purchase order shall be with the responsible buyer. All email correspondence related to a particular Purchase Order shall be labelled in the subject field with the buyer’s Purchase Order number.