



VENDOR TERMS & CONDITIONS

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A

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General: Meta Tech Industries operates under a Quality Management System to AS9100:2016 Rev D. As a vendor to Meta Tech Industries, it is understood that by acceptance of a Meta Tech Industries Purchase Order (PO), your organization agrees to meet the requirements listed below. In this document, "vendor" refers to the company or entity Meta Tech Industries contracts with, via a PO, to provide raw materials, products, or services that impact Meta Tech Industries' ability to meet its customer's requirements.

1. By accepting a PO, a vendor commits to meet Meta Tech Industries' requirements contained therein, including:
 - The use of approved products, services, sub-vendors, methods, processes, and equipment
 - Criteria for testing, inspection, and verification to occur prior to product release
 - Any special requirements, critical items, or key characteristics
 - The need to provide test specimens, data, certificates of conformity, material certificates, or other evidence that Meta Tech Industries' requirements have been met
 - Delivery of product on or before the stated required date
2. In some cases, requirements in addition to those stated on the PO will be communicated via drawings or CAD data.
3. In cases where changes to a process, product, service, sub-vendor, or location may impact the vendor's ability to meet Meta Tech Industries' requirements, the vendor must notify an appropriate representative of Meta Tech Industries in advance of making the change.
4. Meta Tech Industries expects 100% on time delivery. If the required by date on a PO cannot be met, the vendor must notify Meta Tech Industries' Office Manager in advance.
5. Meta Tech Industries monitors vendor performance monthly and determines a Vendor Performance Score.
6. Vendors who do not maintain a Vendor Quality Performance Score of >95% and an On-Time Delivery Performance Score of >90% may be removed from Meta Tech Industries' Approved Vendor List without advance warning.
7. Vendors must notify Meta Tech Industries of nonconforming products detected both before and after product acceptance. Disposal methods of nonconforming products must be approved by Meta Tech Industries.
8. Meta Tech Industries will notify vendors in the event that nonconforming product is detected after product acceptance. Depending on the severity and scope of the nonconformity, Meta Tech Industries may issue a formal Corrective Action Request to the vendor of nonconforming product.
9. Vendors are responsible for taking all necessary steps to prevent the introduction of counterfeit parts to the supply chain. Specific requests for product traceability, or the requirement for material/conformity certificates will be specified via PO.
10. When Meta Tech Industries intends to perform verification/validation activities at the vendor's premises, this will be communicated to the vendor in advance.
11. Vendors must flow down Meta Tech Industries requirements (including Meta Tech Industries' customer requirements) to their supply chain as applicable.
12. Vendors are responsible for ensuring that its personnel are competent and aware of how they contribute to compliance with these terms, including, but not limited to:
 - Their contribution to product or service conformity;
 - Their contribution to product safety;
 - The importance of ethical behavior
13. Vendors are expected to retain and maintain appropriate records of the activities listed above. The records must remain legible, readily identifiable and retrievable for a minimum of five (5) years after product acceptance. In cases where the duration of retention is increased (e.g. at the request of Meta Tech Industries' customer), specific instructions will be provided on the PO.
14. Meta Tech Industries, its customer, and regulatory authorities retain the right of access to all applicable facilities and records related to products or services provided by the vendor.

ACKNOWLEDGEMENT

By signing this document you are acknowledging that you have read and understood MTI Vendor Terms and Conditions.

Vendor Representative: _____

Date: _____