

SUPPLIER CHECKLIST

As a member of the supplier community Narda-MITEQ, you are required to acknowledge receipt of the information and forms below (make copies and retain for future use). You may need to refer to or use the applicable form during the course of a purchase order as requested by the Buyer. Please contact the Buyer with any questions.

TO BE COMPLETED BY THE BUYER:		
Supplier Name:	Supplier Rep.	
Supplier Survey Form Rec.'d by Buyer_	Date	
Submitted to QA by Buyer	Date	
Survey Conducted by QA	Date	
Narda-MITEQ Terms & Conditions (All Suppliers)	Supplier Acceptance	(Print) (Sign)
Narda-MITEQ SPM 1009A (If Applicable/Mechanical Suppliers Only)	Supplier Acceptance	
Finish Standards (If Applicable/Mechanical Suppliers Only)	Supplier Acceptance	(Print) (Sign)
Deviation Request Form	Supplier Acceptance	(Print) (Sign)
Request for Source Form	Supplier Acceptance	(Print) (Sign)

You are requested to contact the Buyer as the primary focal point to discuss purchase order related concerns (i.e., engineering, technical, quality, accounting). The Buyer will contact the appropriate internal Narda-MITEQ personnel as required. On-Time delivery is critical to Narda-MITEQ's production schedule. If at any time you cannot comply with the delivery indicated on the purchase order, you are required to notify the Buyer. Narda-MITEQ evaluates and rates its suppliers by quality of their performance as well as on-time delivery performance.