



**SUPPLIER GENERAL PERFORMANCE REQUIREMENTS**

**Category J – General Suppliers not categorized  
including on site TMD specific requirements**

**A. COMMERCIAL**

1. Terms & Conditions, reference website.
2. Invoicing to specified location at time of shipment per purchase order.
3. Payment to be issued Net 60 days from date of invoice.
4. Prices are firm for life of contract.
5. LTA and contracts as negotiated by both parties.
6. Confidentiality agreements are required between TMD and all suppliers.
7. Excess work costs debited to supplier as required.
8. Final payment to be contingent upon TMD fit and function approval.
9. English Language is to be used in the interpretation of All Business communications.

**B. PERFORMANCE CRITERIA**

1. 100% on time.
2. Immediate notice to TMD if supplier cannot meet stated delivery requirements.

**C. MATERIALS & SCHEDULING**

1. Delivery at location during specified receiving hours.
2. ASN's if required per requisitioner.
3. Shipment Documentation (Each Delivery) must include:
  - (a) Packing slip.
  - (b) Bill of lading.
  - (c) Weigh ticket with bulk shipments from TMD approved scale.
  - (d) Material certification including but not limited to if applicable and required:
    1. Material certification formats to be signed off by TMD.
    2. A blanket statement stating that this lot meets the appropriate specification.
    3. Each test requirement called out on the specification.
    4. The results of each test.
    5. The certification must be sent with the shipment or faxed to the appropriate plant before the shipment arrives.
4. Return policy - No restock charges for defective materials.
5. Lot traceability program –documentation to be provided as requested.

**D. LOGISTICS & ROUTING**

1. Follow plant specific instructions for routing.
2. Excess transportation/expediting should be pre-approved in writing by receiving plant.

**E. QUALITY**

1. Meet Customer/OEM specification and/or TMD specifications, if applicable. Engineering specification per application.
2. Track continuous improvements of significant characteristics.
3. During notice of quality rejection, TMD requires:
  - (a) Containment of any suspect material as soon as possible after receipt of notice of quality rejection.
  - (b) Notification of the quantity of certified stock which is able to ship, when it can ship and



how it is labeled within one working day.

(c) Initial 8-D, if requested, including containment within one working day.

4. Defective material will be returned for full credit or destroyed at no cost to TMD. Reworked parts to be approved by TMD in writing before return of said parts to TMD.
5. Supplier can close 8-D, after completion of section 7. However, TMD reserves the right to reopen.
6. Supplier may be charged for defective material and/or TMD downtime and/or customer downtime.
  - (a) TMD may charge back supplier for administrative charges on defective goods or services.
7. TMD reserves the right, with proper notice, to verify that the purchased product conforms to specified requirements at the suppliers' premises. TMD's customers shall be afforded a similar right with prior notice.

**F. TESTING AND ENGINEERING AND CERTIFICATION REQUIREMENTS**

Supplier to meet the following TMD customer specific requirements:

1. Tool and Die items to meet TMD die standard moldings as published.
2. Steel certification and heat lot data to be provided with each shipment. Documentation must reference TMD purchase order and work order number.
3. Annual material certifications and batch specific certifications to be provided as requested.

**G. 3<sup>RD</sup> PARTY SORTING, AUDITS & QUALIFICATIONS**

1. Supplier must use approved sources.
2. Supplier must publish results daily to TMD.

**H. SYSTEM CERTIFICATIONS**

1. ISO 9001 based system (Typically **IATF 16949/ISO9001**). Must have current valid certificate. If supplier is not ISO certified, TMD may elect to do surveillance audit. **Also, if shipping to China, CCC Certificate, Implementation Rule numbers both CNCA-C11-09:2014 and CCAP-C11-09:2014, if applicable.**

**I. INDUSTRY STANDARDS**

Supplier is expected to meet or exceed the following industry standards as applicable:  
(Note: Suppliers are to obtain their own copies as required.)

1. AIAG - Automotive Industry Action Group.
2. FSP6 - Ford Supply Practice 6.
3. PPAP - Production Part Approval Process.
4. APQP - Advanced Product Quality Planning.
5. SPC - Statistical Process Control.
6. PSO - Part Sign-Off.
7. MMOG – AIAG Materials Management Operations Guidelines (self-Assessment)
8. A2LA - American Association for Laboratory Accreditation.
9. Specific industry standards will apply to purchasing even if not specifically called out here.
10. **VDA 6.3 German Automotive Standard**
11. **CCC-CNCA-C11-09-2014 and CCAP-C11-09:2014 requirements**

**J. PROOF OF INSURANCE & WORKMAN COMP**

1. See minimum standard in TMD's Terms & Conditions located on website at [www.tmdinc.com](http://www.tmdinc.com).

**K. ENVIRONMENTAL, SAFETY & OTHER REGULATORY RULES**

1. Follow TMD safety and workplace rules per facility.



2. MSDS to be supplied to TMD at source award.
3. Supply TMD with updated MSDS upon changes.
4. Compliance with environmental standards/regulations.
5. Exchange of environmental expertise as appropriate.
6. Competency certificates available upon request to TMD to demonstrate supplier's employee competency in work areas.

L. ON-SITE REQUIREMENTS

1. All visitors and contractors working on TMD premises are responsible for performing their duties safely and following all applicable health, safety, and environmental requirements such as OSHA, EPA regulations and TMD company policies.

It is the responsibility of the contractors and visitors to use all safety equipment required for their job, to report all injuries and unsafe conditions and to solicit the TMD employee contact for advice and explanation of applicable TMD policies.

The TMD employee contact is responsible for making the judgment concerning applicable policies and the extent and formality of the discussion.

(a) Check in with an appropriate TMD employee when entering & exiting premises. All visitors not recognized by appropriate TMD employee must present photo ID upon request.

(b) Must adhere to location safety and security procedures and applicable regulations. Examples, as appropriate – Emergency and evacuation procedures, energy source lockout, safety glasses & other personal protective equipment, hot work & fire watch, have an assigned safety person, reduce use of chemicals with HMIS of 3 or 4 for health & flammability. Additionally includes adherence to security areas restrictions and behaviors as well as information security, use of TMD networks, other hardware and software as well as electronic communications.

(c) TMD has goals to minimize hazardous waste, reduce VOC's, improve efficiency of water and Electric usage and reduce Waste to landfills. Must adhere to location Environmental procedures and applicable regulations. Examples, as appropriate – Leave property in appropriate condition, do not dump waste on land or in water systems, do not leave hazardous materials for TMD disposal, reduce the use of VOC generation and energy use, follow local recycle or other processes. Any Contractor, subcontractor or temporary personnel whose work could cause a spill are required to be aware and follow the local spill containment procedure.

(d) Adhere to generally accepted courtesy and housekeeping standards as well as communication in appropriate language and methods to facilitate site understanding of all activities. Follow Location rules for sites such as smoking, alcohol, drugs, etc.

(e) PROOF OF INSURANCE & WORKMAN COMP See minimum standard in TMD's Terms & Conditions located on website at [www.tmdinc.com](http://www.tmdinc.com).

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