



# GUIDE LINE

## TERMS & CONDITIONS OF PURCHASE ORDER

### General:

1. Any delivery of goods and services to IMAPL shall be subject to the Terms and Conditions set forth herein to the extent no other agreements have been explicitly made.
2. IMAPL, its customer and regulatory authority shall have the right to access all applicable areas of facilities and to applicable documented information, at any level of supply chain.
3. All the personnel working for this purchase order shall be aware of their contribution to product and service conformity, their contribution to product safety and importance of ethical behavior.
4. Records generated to support the product and service conformity under this PO shall be retained for 10 years, after completion of all deliveries of the PO. Approval from IMAPL shall be taken prior to disposal of these records after 10 years.
5. Any changes to processes, products or services, including changes of external providers or location of manufacture shall be notified to IMAPL and approval shall be taken.
6. Supplier shall notify IMAPL in writing within 3 working days of any changes in QMS resulting in loss of third party certification status.
7. The supplier working on this PO shall notify IMAPL when found non-compliant to contractual requirements, drawings, etc. Also when supplier is disapproved by a government or regulatory agency, IMAPL shall be notified.
8. If there are any escapes on product quality is detected or noticed by supplier after delivery of the shipment to IMAPL, Supplier shall notify IMAPL within 48Hrs.
9. Supplier shall notify IMAPL in writing within 90 days in advance of any sale, relocation or transfer of suppliers manufacturing operations.
10. When specified on the drawing or PO from IMAPL, Supplier shall use only sources approved by specific customers for performing special processes and procuring RM.
11. Supplier shall ensure that counterfeit work is not delivered to IMAPL.
12. Supplier shall develop, Implement and maintain Foreign Object detection and prevention program that assures delivery of products to IMAPL is free from foreign objects.
13. For items having shelf life as a requirement, upon shipment the shelf life remaining shall meet the minimum shelf life specified on the purchase order. If no shelf life is specified on the PO, 75 percent of the shelf life shall be remaining on the products when receipt at IMAPL.
14. Supplier shall establish a system to maintain product safety throughout the product realization process. The system shall assess hazards, manage risks associated, manage safety critical items, analyze and report events affecting safety, communication of these events and training of persons.
15. Payment will normally be made within 60 days after receipt of the goods in the plant or at such other place as may be specified by the company and subject to its acceptance.
16. Disputes, if any, relating to this Order shall be referred to our Management whose decision shall be final & binding on both the Parties.
17. This Order shall be governed by the Laws of Indian Union in Force. Only the Competent Courts in Bangalore shall have the Jurisdiction.

THIS IS A COMPUTER-GENERATED DOCUMENT THAT DOES NOT REQUIRE A SIGNATURE.

Acknowledged and accepted by:

Name and

Designation: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Originated Date	12 Oct 2019
Document No	IMA-GL-002

**PROPRIETARY NOTICE:** This document is Proprietary Data of the Igniting Minds Aerospace Private Ltd. The information contained herein shall not be reproduced, used or disclosed to others without the authorization of Igniting Minds Aerospace Pvt Ltd.

Page No	3 of 3
Rev No / Date	00 / --