

Curtis[®]

Purchasing Department



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CORE STATEMENT



PROFESSIONALISM



The Curtis Purchasing team performs all business transactions and conducts supplier relationships in an ethical and professional manner.

All suppliers are treated equally.

Purchases are competitively bid whenever possible.

Purchase orders are placed with suppliers who best satisfy Curtis' needs in the following areas:

- Price
- Leadtime
- Quality history
- Payment terms
- Freight terms

Gratuities, gifts, etc are not appropriate and should not be offered to any Wilbur Curtis Company team member.

SUPPLIER RESPONSIBILITIES

All suppliers are expected to conduct themselves in an ethical and professional manner.

Suppliers are expected to earn and maintain the Curtis business.

Suppliers are expected to meet all Curtis quality requirements.

Suppliers are expected to meet all specification / drawing requirements.

Both the supplier and the Curtis Purchasing team will treat all information transferred between them as confidential and not relay it to any other party.

Suppliers will work through the Purchasing team whenever possible. Engineering or Accounting issues must be discussed with the Purchasing representative first, before attempting to contact those groups.

Gratuities, gifts, etc are not appropriate and should not be offered to a Purchasing team member.

PURCHASING RESPONSIBILITIES

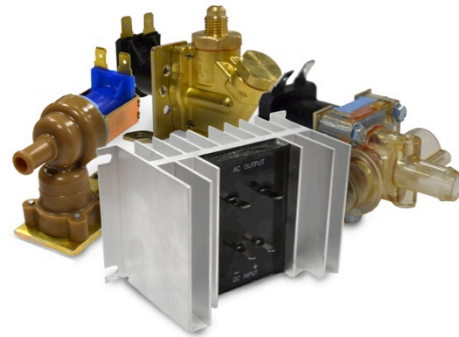


The Purchasing Team handles all purchase requirements for the following areas:

- Production materials
- Non-production materials
- Capital equipment
- Engineering prototypes
- First article samples
- Services
- Contracts / Agreements
- Returns
- Invoice discrepancies
- Vendor-managed inventory
- Supplier kanban systems

ITEMS PURCHASED BY PURCHASING TEAM

- Boards / Control Modules / Sensors
- Capacitors / Triacs / Resistors / Electrical Components
- Capital Equipment
- Circuit Breakers / Timers
- Connectors
- Customer-Supplied Parts
- Fabricated Metal Parts
- Filters (Water / Air / Coffee)
- Gases
- Gaskets / Grommets / O-Rings / Shock Guards
- Hardware (Metal / Plastic)
- Harnesses / Cables
- Heating Elements / Burners / Orifices
- Insulation
- Janitorial Supplies
- Kits
- Labels / Film / Wraps / Skins
- Lugs / Terminals / Strips
- Membranes
- Metals:
 - Stainless Steel
 - Cold Roll Steel
 - Galvanized Steel
- Misc Accessories / Finished Goods
- Motors
- MRO Items



ITEMS PURCHASED BY PURCHASING TEAM

(Continued)

- Outside Processing (Painting, etc)
- Packaging:
 - Corrugated Boxes
 - Corrugated Inserts
 - Instapack
 - Plastic Parts:
 - External
 - Internal
- Power Blocks / Power Cords / Plugs
- Printing / Literature / Brochures / Lists
- Production Supplies
- Promotional Items
- Pumps (Air / Fluid)
- Relays / Coils
- Shipping Supplies
- Small Tools
- Switches / Lights / Lamps / Contactors / Fuses
- Tape
- Thermostats
- Transformers / Fans
- Tube / Gauge Glass
- Tubing / Sleeving / Hoses
- Valves / Solenoids
- Wire
- Wire Baskets / Racks / Brew Cones



BECOMING A CURTIS SUPPLIER



Suppliers are identified, evaluated and selected utilizing a set of pre-established criteria.

Initially suppliers complete a Supplier Self-Assessment form and submit it to the Purchasing department for review. The following areas are covered by the Supplier Self-Assessment form:

- Quality System
- Capability
- New Product Development
- Purchasing
- Documentation
- Material Control
- Non-Conforming Material
- Material Storage and Handling
- Manufacturing Specifications
- Calibration and Preventative Maintenance
- Corrective Action
- Process Control
- Quality
- Electrostatic Discharge (ESD)
- Training
- Safety
- Environmental

BECOMING A CURTIS SUPPLIER

(Continued)



If the review reveals that the supplier possesses the systems and processes that Curtis requires in a supplier, then an on-site inspection of the supplier's facility may be undertaken for further insight.

Pricing and delivery information is obtained from the prospective supplier to determine the supplier's abilities in this area as well.

Once it has been determined that a supplier possesses the appropriate expertise, systems, processes and product pricing strategies, the Purchasing representative will then issue a purchase order to the supplier to submit first article samples to Curtis for evaluation.

Depending on the complexity and criticality of the component, a second purchase order may be issued to the supplier for a larger quantity to determine if product meets quality and manufacturing requirements.

BECOMING A CURTIS SUPPLIER

(Continued)



Upon approval by Curtis of the submitted components, a supplier will be assigned either a Primary or a Secondary Supplier status and future purchases will be procured from them as the need arises.

Suppliers will be continuously monitored after they have completed this qualification process and reports may be issued by Curtis in selected instances.

Suppliers that have quality or manufacturing issues may be removed as a qualified supplier if improvement is not made.

Suppliers that have lost their qualification status must repeat the qualification process in order to supply product to Curtis.

SUPPLIER PERFORMANCE REPORTS

Curtis suppliers are continuously monitored to insure that they remain compliant with company needs and guidelines.

Supplier Performance Reports are issued semi-annually to suppliers to track trends and to identify any potential issues.

Performance reports cover the following areas:

- Quality of products
- On-time delivery
- Product cost
- Services
- Forms and documentation



PURCHASE DOCUMENT GENERAL INFO

Curtis Wilbur Curtis Company, Inc.
4913 Acacia Street
Menlo Park, CA 94040

Note: Receiving Hours 7:30am - 2:30pm

Wilbur Curtis Company
www.wilburcurtis.com
Tel: 800-1519612

Purchase Order

PO Number	Original Order	Page
PO Date	Order Type	Change/Cancel

Phone:
Fax:
E-mail:

Wilbur Curtis Company, Inc.
4913 Acacia Street
Menlo Park, California 94040

S
H
I
P
F
R
O
M

Phone:
Fax:

Buyer	Terms	FOB	Carrier	WHS			
Order Number	Year Item Number	Rev	Date	Qty	U/M	Price/Unit	Extended Price
Description/Comments							

*** All items must conform to Wilbur Curtis Company:
- Blueprint requirements including revision level.
- Packaging requirements.
- Certificate of conformance when specified.
- Supplier must acknowledge in writing:
Price, Delivery Date, and Quantity
within 24 hours of receipt of this Purchase Order.

Total Extended Price:

The Curtis Purchasing team uses a variety of tools in conducting transactions with suppliers.

The following are utilized with suppliers, depending on the complexity of the purchase and the situation:

- Purchase orders
- Blanket purchase orders and releases
- Contracts / Agreements
- Credit card purchases
- Internet business-to-business portals

ACCOUNTS PAYABLE DEPARTMENT INFO

Curtis strives to pay all suppliers on-time.

Curtis expects suppliers to submit timely and accurate invoices for shipments made to the Wilbur Curtis Company.

Curtis requires suppliers to provide payment terms utilizing the following guidelines:

- Cash discounts for invoices paid early.
- Net payment terms of 45 days or greater (if no discounts are offered)

All invoices are to contain the Curtis Purchase Order number

The preferred method of invoicing is electronic transmission.

Invoices may be sent to Curtis via E-Mail, US Mail or by Fax as follows :

- E-Mail: accounts_payable@wilburcurtis.com
- US Mail: Wilbur Curtis Company
C/O Accounts Payable Montebello Address
- Fax: 323-837-2409 C/O Accounts Payable



RECEIVING DEPARTMENT INFO



The Curtis Receiving department hours are as follows for suppliers delivering items purchased by the Curtis Purchasing team:

- Monday through Friday 7:30 AM to 2:30 PM

Every shipment must contain a packing slip.

All cartons must be clearly labeled with the following:

- Curtis purchase order number
- Curtis part number (including revision level)
- Part description
- Carton number related to cartons shipped and the quantity per container
- Unit of measure must be clearly designated on each container

Suppliers shall package items in a manner that will withstand damage during transport.

PURCHASING TEAM CONTACT INFORMATION

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