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Supplier Guidelines

Version: 1.3
Date: 29.05.2019

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Introduction

This document describes how Newtec prefers to receive the goods and related shipping documents & invoices, to optimize the goods & document flow at Newtec.

Suppliers may deviate from this after approval of Newtec.

Official Company Address

Newtec Cy N.V.
Laarstraat 5
B-9100 St-Niklaas
Belgium

VAT: BE 0426 702 802
General Phone number : +3237806500

Shipping Address

Our standard Shipping Address is:

Newtec Cy N.V.
J. Cardijnstraat 10
9420 Erpe Mere
Belgium

+32 53 60 50 20



Newtec proprietary

Confidentiality : Company confidential

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In some cases, this delivery address can be changed to our office in Sint Niklaas or a different warehouse. The required Shipping Address is always mentioned on our purchase orders.

Please check the required Shipping Address on every purchase order.

Order Follow up

Confirmations of order, changes in delivery date and other issues related to a specific purchase order should be sent by email to: purchasing@newtec.eu

Order confirmations should be sent within 2 working days after receipt of our purchase order.

The Requested delivery date on the purchase order is the date when the goods should be delivered at the shipping address.

Invoices

To ensure a smooth payment, the original invoice should always be mailed as PDF attachment to InvoicesNTC@newtec.eu .

Please do not copy other_Newtec email addresses, nor mail a paper invoice by post. This email address **should only be used for invoices**.

Use accounting@newtec.eu for information requests related to invoices.

Your invoice should be attached in PDF-format to the mail. Other formats (png, jpg, xls, ...) will be refused.

For sending of invoices in PDF-format following rules are applied:

1. One email can contain one or more PDF (no Excel, no Word or other MS Office formats). Mail without PDF will not be processed.
2. One PDF can only contain the data of only 1 invoice, consequently each invoice is a separate PDF.
3. The PDF should be created by your software. Scanned invoices are not permitted.
4. Annex to invoice/credit note must be incorporated in the same PDF as invoice/credit note itself.

We can only accept invoices that contain all required information.

Payment Conditions and Incoterms

Our standard payment terms are 60 days net and standard incoterms are DAP Erpe Mere.

Packaging

The product packaging shall conform with the following requirements

- The front panel assemblies shall be shipped in bulk to Newtec in accordance to ISTA regulations.
- Packaging can easily be handled by hand or by forklift
- Maximum weight of a single package handled by hand is 12kg
- Different materials can be put together in an overbox, but this should be clearly marked on the outside "MIXED". These different materials should still be clearly separated inside this overbox.
- Different batches should be placed in a different packaging.
- For palletising, if possible euro-format pallets should be used (1200 x 800 mm). In this case, only throwaway pallets or euro-pallets are allowed. A euro-pallet is obligatory for weights above 400 kg.
- All wooden packaging (pallets, crates,), should be compliant with ISPM15, inclusively
 - Free from Bark
 - ISPM15 marks on at least 2 opposite sites
- Except for the pallets, the use of wooden packaging materials should be avoided.

Packaging for PCB Suppliers:

- Max. 25 pcs per pack in vacuum sealed shielded Moisture Barrier bag
- Only one datecode per bag.
- Marking outside the bag, including: Qty, manufacturing datecode, SAP ID (eg 26748)
- Between each PCB, anti-tarnish paper
- Humidity indicator and desiccant are required
- Sealing joint should be away from the PCB's, to enable us to reseal the bag several times.
- We do not accept delivery of PCB's with a datecode older than 6 months.


Labeling

- Each packaging unit should be identified with a label
- It should contain the following information
 - Newtec material Number (eg. 24365)
 - Manufacturing partnumber (or NTC number)
 - Quantity and Unit of Measure (eg 3 PC)
 - Batchnumber (Max 10 characters)
 - Barcode of Batchnumber

This batchnumber will be traced throughout our production, and will be communicated to you in case of issues. This number should uniquely define the manufacturers internal production batch.

A datecode is preferred (eg. YYWW with YY the yearcode and WW the weekcode) as batchnr.

Example:

Material:	27435
Partnr :	NTC 14034 CA 1.0
Qty:	25 PC
Batch:	1004
	

Delivery Note

Every shipment should be accompanied with a delivery note.

The following information should be present on the delivery note :

- Purchase Order number from Newtec
- Material number of Newtec
- Manufacturing partnumber
- The Manufacturing Batch number
- Qty per batch and Unit of measure

This will help us to correctly and efficiently receive your products.

Components with a **date code older than 2 years** will not be accepted, unless approved prior shipment.

Products that are **passed half of their shelf life time** are not accepted, unless approved prior shipment.



Quality Issues

In case a quality issue will be detected on the supplied products, Newtec will issue a Supplier Quality Record.

We expect to receive an initial 8D report with first containment actions within 2 working days.

Faulty goods will be returned with courier and the account of the supplier's choice, in case the returned goods are within the warranty period.

Supplier Name	Contact person	Signature
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Date: