

FOX VALLEY METAL TECH CERT DOCUMENTATION REQUIREMENTS

Material Certs

Certificates must meet the following criteria at a minimum:

1. Be clearly legible; **illegible documentation will be rejected upon receipt of material.**
2. Be dated and clearly signed, and the signee's name printed near the signature.
3. Clearly identify the country of origin, and/or where melted & manufactured, and/or DFAR compliance, whichever are specified on each PO line.

Examples: Country of Origin: Canada
 Melted & Manufactured in the USA
 DFAR Compliant

4. Clearly reference the exact specification noted on FVMT's purchase order; **no substitutions or deviations allowed without FVMT's approval.** Contact your FVMT point of contact if there is an issue or concern.
5. Provide chemical and mechanical properties as required by the specification invoked.
6. Be received before FVMT can receive any parts in. **Receipt of certifications is required to meet supplier on-time delivery.**
7. All certificates may be emailed ahead of shipment to certifications@fvmt.com.

Process Certs

Certificates must meet the following criteria at a minimum:

1. Be clearly legible; illegible documentation will be rejected upon receipt of parts.
2. Be dated and signed, and the signee's name printed near the signature.
3. Clearly reference the exact specification noted on FVMT's purchase order; **no substitutions or deviations allowed without FVMT's approval.** Contact your FVMT point of contact if there is an issue or concern.
4. Be received before FVMT can receive parts in. **Receipt of certifications is required to meet supplier on-time delivery.**
5. Each cert must list the FVMT P.O. number parts were processed on and list all part numbers.
6. All certificates may be emailed ahead of shipment to certifications@fvmt.com.

Prior to Shipping to FVMT

1. For secondary operations by suppliers, all parts (or groups of parts) must be identified with an FVMT part number. PSA labels provided by FVMT must be affixed to parts (or groups of parts) if provided.
2. All shipments must have a packing slip with all parts and quantities clearly identified with corresponding PO and PO line for each item.

DOCUMENT UPDATED AS OF 11.12.2020 updated J.C. and G.K.