

Document Title: Solon Mfg. Co. Terms and Conditions



1. All shipments, samples or first articles must be identified with purchase order no., quantity, and Solon item no. or item description on a packing list. Individual cartons must have the purchase order no., Solon item no., quantity and work order no. if applicable, written on the outside of the box.
2. Shipment quantities of +/- 10% will be accepted unless otherwise stated on the purchase order. Any overages greater than 10% must be approved by Solon prior to shipping.
3. All items should be packed to prevent damage during shipping. Do not use Styrofoam peanuts.
4. Each purchase order must have its own packing slip.
5. Any products deemed hazardous must have MSDS with the shipment when received on the dock.
6. Items shipped by UPS should be sent on Solon' account no. 479-290 unless specified otherwise on the purchase order.
7. Dock hours are Monday through Friday, 7:00 am to 3:00 pm for deliveries and 7:00 am to 3:30 pm for pick ups.
8. Solon is to be notified if any order is not expected to arrive on the dock by the purchase order required date.
9. Outplant process orders are allowed a maximum loss of 3%. Loss of 5% for deburring is allowable.
10. Outplant process orders shipped in Solon's pans and bins must be returned in Solon's pans and bins.
11. Pallet requirements include a 4" clearance and a space of 22" to 28" between the runners. Maximum weight for pallets is 2,500 lbs.
12. Coil steel shipments must have a maximum skid weight of 2,500 lbs. and a maximum skid height of 28". Do not stack more than one thickness per skid. A material coupon is required for each material thickness. Spacers are required between the coils. All steel shipment must be transported in closed van style trailers only.
13. Vendor inspection reports required by Solon must accompany every shipment. Partial shipments need a vendor inspection report with the inspection results recorded for each specific shipment.

ISO 9001:2008

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Page 2 of 2



REFERENCES: P-PUR Purchasing Procedure
Work instructions: Work Instruction –Purchase orders
Forms: ERP Purchase Order

CHANGE AND REVISION SUMMARY

Date	R	Pg	Par.	Summary comments

Approved By: G. Davet

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Originated By: K. Cromwell

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