



Supplier Manual

Volume 1

PaR Nuclear, Inc.

Supplier Manual

Purpose of this Manual

This manual is designed to assist the supplier in understanding the general business practices and expectations between PaR Nuclear and its supply base. It is meant to help facilitate the business transactions between PaR Nuclear and its suppliers by clearly defining those areas of interaction not always specified on a purchase order. Any additional clarification required should be directed to the appropriate PaR Nuclear Buyer.

Section 1: Agency

Only PaR Nuclear Purchasing personnel have the authority to commit company funds to suppliers for work or services being performed on our behalf. The only exceptions to this policy are goods or services being ordered via a corporate purchasing card. If any work or service is performed on your part prior to receiving a purchase order number you run the risk of non-acceptance and non-payment.

Through the course of business with PaR Nuclear you will interact with many other departments of our company, from Sales personnel obtaining budgetary pricing, to Engineering working on drawing and technical issues, to Quality control. This is normal and expected business interaction. However, please keep in mind that only Purchasing can make commitments regarding final purchase order pricing and delivery schedules. If you have any questions regarding this policy please contact the PaR Nuclear Materials Manager.

Section 2: Purchase Orders

Key Points

Purchase Orders (PO's) are PaR Nuclear's formal communication mechanism for requesting products and/or services from suppliers. PO's are legally binding documents.

The use of corporate purchasing cards is another approved means of ordering goods and services from suppliers.

Purchase Order Review

Once a purchase order is received by a supplier there should be a review process performed by the supplier to understand all of the key elements of the purchase order and criteria for performance. These key elements generally include, but are not limited to:

- Pricing- both product/service pricing and any other additional agreed upon prices.
- Delivery dates- these dates are expected delivery dates to PaR Nuclear, not supplier ship dates.
- Quantity- receipt quantity must be exactly what's called out on the PO. All partial ships must be agreed upon by the Buyer.
- Unit of Measure (U/M)
- Ship Via- specified carrier and mode.
- Ship to and bill to addresses
- Payment terms
- Part number and part revision- these should be compared to what you currently have on file to ensure you are to the current revision.
- Part or line item description.
- FOB point
- Any special instructions listed in the PO text.
- Any quality and/or packaging requirements listed in the PO text.
- Terms and Conditions- also listed on the PaR Nuclear website for review.
- Buyer's name and phone number- for contact purposes.

Acknowledgements

All purchase orders and change orders must be acknowledged back to the Buyer in a timely manner. Any exceptions to the purchase order must be agreed to in writing from the Buyer. Note: email is an acceptable and binding form of communication.

Section 3: PO Performance

Delivery

All confirmed delivery dates are expected in house receipt dates to PaR Nuclear. We expect our suppliers to manage these dates and contact the Buyer in advance if any delivery date will be missed. It is not our expectation to have to contact the supplier on material that is past due. To allot for shipping time variance we allow receipt of product 5 days early to the delivery date. We do not allow for any days late to the scheduled receipt date. Your ship date should be managed to allow the receipt date to fall within this window.

Packing Slips

All packing slips MUST contain the following information to be properly received at PaR Nuclear:

- Supplier Name and Address
- Purchase Order Number
- Purchase Order Line Item
- Quantity Shipped/Back Order Qty
- Unit of Measure
- Part Number and Description
- Part Revision

Certifications and/or Inspection Reports

If required by the purchase order any certifications and/or inspection reports must accompany each shipment. These certifications/inspection reports must be legible and should be in a separate envelope and clearly labeled to the attention of the PaR Nuclear Inspection Dept. This envelope should be either in or attached to a box of the parts delivered or, in the case of larger items, attached directly to one of the parts and located in plain sight.

Packaging

All parts must be packaged to prevent handling and transportation damage. Supplier shall use its discretion, unless special packaging requirements are specified on the PO.

Section 4: Invoicing

Responsibility

It is the responsibility of the supplier to provide the correct information on each invoice they submit and to forward the invoice to the correct billing address as noted on the PaR Nuclear purchase orders.

As a subsidiary of Westinghouse Electric Company LLC, Par Nuclear invoices are processed for payment at the Westinghouse Shared Services Center located in Pittsburgh, PA.

The billing address is: P.O. Box 3700 Pittsburgh, PA 15230
The mailing address is: 1330 Buelah Road Pittsburgh, PA 15235
A/P Hotline number: 412-256-5264
E-mail address is: wecvendors@wetinghouse.com

Invoice Information

Each invoice submitted MUST contain the following information:

- 1) **An Invoice Number-** This number will then be referenced on the check when issued to help the supplier apply the cash to the correct item on their Accounts Receivable ledger.
- 2) **An Invoice Date-** This date is used by Westinghouse Accounts Payable. Payment terms are calculated based on the invoice date. Westinghouse Accounts Payable issues checks on Tuesday and Thursday of every week.
- 3) **Amount owed-** This should be broken down into product/service total, taxes (when applicable) and freight (when applicable). These amounts need to match the same units of measures and prices listed on the purchase order. Any discrepancies need to be communicated to the appropriate buyer before the invoice is issued or this could result in delay of payment. The invoice currency must agree with the purchase order currency.
- 4) **Detail-** Each invoice should be itemized to show the date on which the shipment was made or the date the service was performed. Invoice line item detail should include the quantity and the unit price agreed upon by PaR Nuclear as referenced in the applicable purchase order.
- 5) **Purchase Order Number-** The PaR Nuclear purchase order number must be referenced in its entirety on the face of the invoice otherwise payment may be delayed.
- 6) **Remittance Address-** The address where the payment should be sent if different from the corresponding address on the invoice.

Any questions regarding invoicing and payment should be directed to the Buyer listed on the purchase order.