

NOTE Windsor Purchasing Conditions

THIS DOCUMENT OVERRIDES ALL OTHER DOCUMENTATION WITH THE EXCEPTION OF ANY OTHER COMMENTS THAT MAY BE PRINTED ON OUR PURCHASE ORDER

- The maximum weight per individual package delivered to NOTE Windsor must not exceed 25kg per package.
- All packages must be labelled with Quantity, Part Number & Order number.
- All components must be in the correct packaging with the relevant ESD & MSL Labelling.
- All date coded components or components with a shelf life delivered to NOTE Windsor must be less than 5 (FIVE) years old or less if specified. Please seek prior written consent before shipping any product that is older than 5 (FIVE) years old.
- We expect all components to be Leadfree (PB Free)/RoHS compliant. Our part numbers starting with LFxxxxxx (LEADFREE) note this request. When a component is required to be supplied Leaded our part numbers will begin LGxxxxx. All paperwork and delivery notes must specify that the part conforms to our requirements.
- All NOTE Windsor purchase orders have the initials of the buyer preceding the PO numbers – this can be used to trace the originator of the Purchase Order. Please direct all communication and acknowledgements to the relevant buyer. All buyers note their email address on the Purchase Orders to assist with this communication.
- Please acknowledge directly to the buyer receipt of the Purchase Order ensuring that you confirm price, pack size, MOQ, and lead-time of the device that has been ordered. For ease of reference, please ensure that our purchase order is noted on all communications.
- Please note that orders that are received in the last 3 days of the month that have not been specifically requested will not be booked in until the following month. Invoices are paid on the basis of the date of booking in, therefore invoices dated in the last 3 days will be processed in the following month.

The following Terms & conditions will also be noted on our Purchase Orders.

1. Deliveries received later than 3 working days prior to month end will be processed in the following month. Should the buyer require delivery in the last 3 working days of a month, please ensure that you liaise with them to ensure it will be receipted and to ensure any invoice dated for that month's delivery will be accepted.
2. We expect our suppliers to check the manufacturer part number given does match the description on the purchase order. If you note an error or discrepancy, please bring this to the buyer's attention immediately before shipping any product.
3. Please ensure that the date code of manufacture does not precede the date of this order by more than 5 (FIVE) years on all parts supplied, unless with written consent from the buyer or by a specific signed agreement.


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Managing Director

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