

II-01 REQUEST FOR QUOTE (RFQ)

Purpose

To provide supplier with all necessary requirements and information to submit a quotation with appropriate assumptions to ADVICS North America, Inc.

Supplier Responsibilities

General Requirements

1. Understand and communicate the RFQ requirements to the appropriate personnel within the supplier’s organization prior to submitting a quotation to ADVICS North America.
2. Address the RFQ requirements in the quotation response.
3. Submit the quotation to the appropriate ADVICS Buyer on the ADVICS Request for Quotation Form (II-01-F01) which includes the Supplier Feasibility Sign-Off.
4. Adhere to the terms and conditions as listed in General Terms and Conditions document QF-0007 (II-04) that is presented to the supplier (including revisions) at any point in the business relationship.

ADVICS North America, Inc. Responsibilities

1. Provide all the necessary drawings, specifications, volume information, and assumptions needed to submit a quotation to the supplier.

REVISION:	Original	SUPPLIER REQUIREMENTS MANUAL Uncontrolled if Printed	II-01
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