

Purchase Requirements

As supplier you are an important link in our quality system. It is therefore of the greatest importance that you agree to our demands below.

Our purchase order number	Shall be stated in all contacts with us concerning the purchase and shall be stated on all documents, for example confirmation, delivery note and invoice.
Our article number	Shall be stated in all documents, for ex quotation, order confirmation, delivery note, and invoice.
Order confirmation	We prefer to receive the confirmation by e-mail purchase@starsprings.com within 3 days from the date of order. If an amendment is made of confirmed orders, the supplier has the responsibility to inform Starsprings.
Delivery note	Shall follow every delivery, the note shall contain delivered amount and identity and also specifications according to our order – but not any prices. The delivery note shall also show if you consider the delivery to be partly or completely delivered if the total amount is not delivered.
Test certificate	If Starsprings demands a test certificate for delivered material, this should be sent with the material.
Packing	The goods must be packed sufficiently to prevent transport damages. If there are other demands we will use a packing instruction.
Marking of the goods	The following shall be marked on the goods: <ul style="list-style-type: none">• Our article number• Your article number• Our Order number• Designation and dimension• Amount/weight/m2• Batch number• Date of production
Waybill	It must be stated on the waybill where the unloading of the goods shall be done, due to several addresses for arriving goods. Our goods department must sign the waybill upon arrival of the goods.

Invoice	There shall be one invoice per delivery, no matter the number of delivered orders. The invoice shall contain specifications according to the delivery note with addition of prices. The invoice shall also refer to the number of the delivery note and the number of our purchase order.
Additional freight	Information concerning the use, cost and frequency of additional freight shall be indicated regularly to Starsprings.
Complaints/Deviation	Claim report will be sent to your at each deviation which require any action. We require an answer with proposed actions within 3 days. A fee of 1000 SEK will be charged for recurring deviations.
Product change	You are not allowed to do any changes or rework without our approval.
Process change	Any changes in the process should be indicated to Starsprings at least 3 months before implementation.
Contact person	The supplier has the responsibility to inform Starsprings on change of contact.
Suppliers of components for the automotive segment are also applied to the following requirements.	
PPAP	PPAP must be submitted. The level of PPAP submission is determined by Starsprings.
IMDS	Material Data should be reported by the supplier directly into the IMDS. (International Material Data System)
Quality performance	Process capability (CP/Cpk) report for each component must be prepared.
Traceability	Traceability on finished part, subcomponents and raw material must be maintained.