Digital Supplier Handbook
Moog’s Space and Defense Group is the premier motion and fluid control solutions provider for satellites, human-rated space vehicles, launch vehicles, missiles, military ground vehicles, naval vessels, and security and surveillance systems. In order to maintain our excellent reputation for technical “know how” and quality, we expect our suppliers to follow established policies and procedures. These policies and procedures are covered in the sections to follow. They are important in every detail and will help achieve the maximum amount of teamwork necessary for our mutual success.

http://www.moog.com/suppliers/

Disclaimer: This Handbook is a tool for suppliers to reference for guidance and convenience. The information in this handbook may be changed without any notice. Please note that this handbook is not a substitute to Moog Terms of Conditions, policies, and procedures. For any questions regarding the handbook or its material, contact Victor Burdukov (vburdukov@moog.com)
Prospective Suppliers

Moog is currently developing a limited, high performance supply base that will be able to produce high quality products on-time at a competitive price. Moog is interested in learning about your capabilities and how you will be able to meet our objectives.

Please review the information on www.moog.com to determine if your products or services might be applicable to Moog and if your company is capable of supporting our published requirements. If your company offers a new or distinct competitive advantage, please contact us by using the attached link.

Your information will be reviewed and where appropriate, forwarded to the responsible buyer. Due to the volume of inquiries received, we will only be able to reply to those that are seen to have potential benefit to Moog.

Your response should include:
- Company name and contacts
- Product or service offerings
- Company overview, dimensions, capabilities
- Quality system information / approvals
- Unique competitive advantage
- Link to your company website

Please email your information to SupplierInfo@Moog.com

To become a Moog supplier, the following steps must be taken:
1. A sales contact must be made, either by Moog or the supplier.
2. A competitive bid must be submitted.
3. The supplier must be approved and placed on the Moog Approved Suppliers List.
4. A purchase order must be issued by Moog.

All parts, materials, and services are purchased from a Moog-approved supplier.

Current Suppliers

REQUEST FOR QUOTE

Requests for Quotes (RFQ) are formal documents that request vendor responses with pricing and availability of products. RFQ’s are typically solicited from a number of suppliers. Suppliers do not have to be on the Moog Approved Supplier List to receive a RFQ or Request for Proposal (RFP) for materials and/or services; however, they cannot receive an order without being approved. Be sure to read the document carefully.
PURCHASE ORDER

A Purchase Order will be issued to the supplier awarded the contract for a given item. If you receive a Purchase Order, it is very important that you thoroughly review all of the requirements, quality clauses, and related documents such as engineering drawings and specifications. The requirements should be the same as those on which you based your quotation. A Moog buyer normally will not provide you with military drawings, specifications, or standards referenced on Moog drawings or specifications. These materials are available from a number of commercial sources and should be obtained by you. However, a Moog buyer will furnish Moog documents where applicable.

Please resolve any discrepancies with the Moog buyer before you sign and return the Purchase Order acknowledging acceptance of the Order.

The Purchase Order constitutes the final and entire agreement between the supplier and Moog. It may be either an offer to buy, an acceptance of an offer to sell, or a confirmation of a verbal agreement. Usually it is an instrument in an offer to buy. When the acknowledgement copy of a Purchase Order is signed by a supplier and returned to Moog, it is considered a formal acceptance and becomes a legal contract.

As such, it gives a supplier the authority to ship and to invoice the ordered goods. It is the company’s commitment for the amount and value of the goods and constitutes an offer to create a contractual relationship. The Purchase order will contain a precise and clear description of the elements of the order, the terms of the purchase, the time, manner, and place of delivery.

A Purchase Order will state the price and refer to a price quotation or agreement on which the prices are based. An authorized Moog buyer will sign all purchase orders.
TERMS AND CONDITIONS

Please note that Standard Terms and Conditions apply to ALL orders. Supplemental Terms and Conditions apply only to Government Rated Orders.

Standard

The general Terms and Conditions of purchase apply to all general purchases. They identify your responsibilities and obligations, as well as those of the buyer, during contract performance. The Purchase Order integrates, merges, and supersedes any prior offers, negotiations, and agreements concerning the subject matter hereof and constitutes the entire agreement between the Parties. Under certain contractual conditions, a separate terms and conditions document may be substituted. Unless expressly accepted in writing by Buyer, additional or differing terms or conditions proposed by Supplier or included in Supplier’s acknowledgement are objected to by Buyer and have no effect.

Standard Terms and Conditions of Purchase

Supplemental

Federal Acquisition Regulations (FAR), Department of Defense FAR Supplement (DFARS), and National Aeronautics and Space Administration (NASA) FAR Supplement. The following clauses set forth in the FAR and DFARS as in effect on the date of this purchase order are incorporated herein by reference. Supplier shall include the following clauses in its lower-tier purchase orders as required. If any of the following FAR or DFARS clauses do not apply to a particular purchase order, such clauses are considered to be self-deleting.

Supplemental Terms and Conditions of Purchase (Form 116-32)
FAR and DFARS clauses at [http://farsite.hill.af.mil](http://farsite.hill.af.mil); and
QUALITY REQUIREMENTS

Supplier Quality Requirements

All Moog purchase orders are subject to the following Quality Control, process, specification and certification requirements and to all requirements stated or referenced on the part drawing and applicable material, processing and inspection specifications. Suppliers shall insure that these requirements or applicable portions thereof are invoked on lower-tier Supplier procurements for supplies or services. Compliance with these provisions in no way relieves the supplier of the final responsibility to furnish acceptable supplies or services in accordance with contract requirements.

Supplemental Supplier Quality Requirements (SSQR)

The following supplemental Supplier Quality Requirements (SSQR's), Procurement Quality Clauses (PQC's), and Quality Assurance Provisions (QAP's) are applicable when specified on the face of the purchase order and Suppliers shall insure that these requirements or applicable portions thereof are invoked on lower-tier Supplier procurements for supplies and services. Compliance with the provisions of any of the following clauses in no way relieves the seller of the final responsibilities of furnishing acceptable supplies or services as specified in the purchase document.

Certificate of Compliance

As required per SQR-1 Section 4.16 and SSQR clause – S010, the Certificate of Compliance shall be shipped with the product to Moog. The Certificate of Compliance is a quality record that shall include the Moog part number and drawing revision, Military, Federal or Industry specification number, Purchase Order number, quantity, serial numbers (if applicable), date shipped, manufacturer’s name and authorized representative signature. In addition, the supplier shall be able to furnish information on their source(s) of supply that could include items such as serial numbers, lot numbers, heat numbers, batch, date code, cure dates, and Qualified Products List approval status as applicable.

First Article Inspection Report (FAIR)

A First Article Inspection shall be performed to satisfy the SSQR clause – S252 – AS9102 First Article Inspection. This can be found through the SSQR link above. It must comply with the requirements of SAE AS9102 Rev. B. For additional information, see the following link or contact your Moog Buyer or Supplier Quality Engineer.

Special Process Certification

As required per SSQR clause – S103, the Supplier shall furnish a Certificate of Compliance for each special process (i.e., anodize, heat treating, plating, soldering, x-ray, cleaning, welding, XRF/EDS Screening, Magnetic particle and Penetrant inspection) specified in the purchase order. Parts inspected for prohibited materials using XRF/EDS must list the percentage of the materials on the Certificate of Compliance. The certification
should include: Moog purchase order number, Moog part number and revision, name of processor, date, process specification number and revision, frozen process number (if applicable) and revision.

Raw Material Certification

As required per SSQR clause – S104, the Supplier shall furnish a Certificate of Compliance for raw material specified in the purchase order. The Certificate of Compliance shall list material identification and shall identify, as applicable, condition, chemical and physical properties data, heat number, and manufacturer or producer. When a Moog material specification (i.e., EM xxxx) is listed, the revision letter shall be specified.

Supplier Portal (Supplier Deviation Request)

Suppliers shall use the electronic TIPQA SR type nonconformance, accessible through the Supplier Portal, to request review of nonconforming material, change to drawings or specification, or clarification of requirements. Nonconforming material shall not be shipped to Moog without an approved TIP QA SR type nonconformance.

Partner Login (Supplier Portal Tip QA)
TIPQA Access Instructions

Supplier Corrective Action Request (SCAR)

A Supplier Corrective Action Request is used to request corrective action from suppliers who furnish items or services with repetitive discrepancies and for rejections when the discrepancy is critical or major and requires immediate corrective action. Suppliers shall use the electronic TIPQA SC or RC type nonconformance accessible through the Supplier Portal.

Approved Suppliers

Approved Raw Materials Suppliers (ARMS)
Approved Special Process Suppliers (ASPS)

 SHIPPING INSTRUCTIONS

Inbound Freight Guide

This guide provides direction on the handling of freight shipments wherein Moog is responsible for the charges. If there are specific shipping instructions incorporated in the terms and conditions of the purchase order, they will take precedence over this guide. Suppliers must request freight carrier account numbers from the responsible buyer.

Inbound Freight Guide

Bar Code

Moog is requesting suppliers provide a bar coded label for each lot shipped. This activity will facilitate ease of processing product upon receipt at Moog and preference to complying suppliers.

Bar-Code Labeling
INVOICING INSTRUCTIONS

Concurrent with each shipment under this PO, Supplier will mail one original invoice to Buyer’s Accounts Payable Department, at the address shown on the face of the PO. It is recommended to email your invoice for the best results. Delays in receiving invoices, errors or omissions on invoices, or lack of supporting documentation will be cause for Buyer withholding payment without losing discount privileges. Payment for the items delivered under the PO will be made in accordance with Order terms, following receipt of a valid invoice, or acceptance of such delivered items, whichever is later.

SUPPLIER RATINGS

All Suppliers have a blended performance rating that is a combination of delivery (40%) and quality (60%). Moog considers any supplier rating under 90% as unacceptable. If a Supplier’s 12 month blended rating and has a 3 month declining trend, the supplier may receive a request for a corrective action plan.

Report Cards

Suppliers can find their performance rating on their Supplier Report Cards. Moog Space and Defense is proactively monitoring our supplier base and issuing report cards to suppliers, generally to those who have an unacceptable performance rating. Using these report cards, a supplier may see their corrective action, nonconformance and late delivery history, and determine any areas for improvement. For any questions regarding the issuance of Report Cards, contact your Moog Buyer.

FORMS

Representation and Certification for Government Orders (Form 119-48)

Procurement of material, services, and supplies for a United States Government contract requires that prime contractors, subcontractors, and suppliers comply with socioeconomic programs enacted into public law, implemented by Executive Order, and promulgated by Federal Regulations. Representations and Certifications are required prior to award of any order(s) to your company and must be updated annually or upon a change to your company’s Representations and Certifications, whichever comes first.

Form 119-48

Supplier Request for Information / Disposition (SRID)

Request for Information / Disposition

Contract Review Form

The Contract Review is a tool created for the convenience of our suppliers to review a RFQ/PO and confirm with their Moog Buyer that they understand the requirements flowed down to them. If you choose to use this, fill out this form as you understand the RFQ/PO requirements and send it to your Moog Buyer for them to confirm that you have understood all of the requirements correctly.

Contract Review (CR)
Glossary

ARMS: Approved Raw Materials Suppliers
ASPS: Approved Special Process Suppliers
CoC: Certificate of Compliance
DFARS: Department of Defense FAR Supplement
DPAS: Defense Priorities and Allocations System Program
FAIR: First Article Inspection Report
FAR: Federal Acquisition Regulations
F.O.B.: Free on Board; Contractual terms between a buyer and seller, which define where title transfer takes place.
NC: Nonconformance
PO: Purchase Order; The purchaser's authorization used to formalize a purchase transaction with a supplier. The physical form or electronic transaction a buyer uses when placing order for merchandise.
PQC: Procurement Quality Clauses
QAP: Quality Assurance Provision
Rev: Revision
RFP: Request for Proposal; A document, which provides information concerning needs and requirements for a manufacturer. This document is created in order to solicit proposals from potential suppliers.
RFQ: Request for Quote; A formal document requesting vendor responses with pricing and availability of products. RFQs are typically solicited from a broad group of suppliers from which a narrower group will be selected and asked to provide a more detailed RFP.
SCAR: Supplier Corrective Action Request
SQR-1: Supplier Quality Requirements
SRID: Supplier Request for Information / Disposition
SSQR: Supplier Supplemental Quality Requirements
TIPQA: Quality Management Tool by TIP Technologies, Inc.

Revision Log