



# MORBARK®



# SUPPLIER MANUAL



## Morbark Values

**Honesty:** We say what we mean and we mean what we say.

**Respect:** We hold our employees and customers in the highest regard and consider their needs first. We speak of our equipment with pride.

**Quality:** We build and support equipment that performs to the expectations of our customers, therefore contributing to our mutual success.

**Accountability:** We do what it takes to get the job done. We acknowledge our mistakes and react to correct them.

**Innovation:** We develop and build equipment for tomorrow's needs. We value employee and customer input, and remain open-minded to new ideas.

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Morbark Standards are intended for use by Morbark Inc. Suppliers who rely on them in furnishing products to or for the benefit of the Company must determine that they are in possession of the latest version.

# 1 Quality Policy

**By fully understanding the requirements of our jobs we will provide defect free products and services that conform to the requirements of our customers, suppliers, and co-workers on time...everytime.**

Morbark regards quality in a wider perspective - as we are convinced that high quality in everything we do is a fundamental parameter required by our customers for competition in our market place.

Morbark embraces the following core values:

- Quality is conformance to requirements
- The system for causing quality is prevention
- The performance standard is zero defects
- The measurement of quality is the price of non-conformance
- The goal is to create customer success

## 2 Purpose

This Supplier Manual establishes the minimum criteria for suppliers to implement and maintain a quality system that allows them to produce and deliver globally competitive products and services to Morbark, Inc. The purpose is to define the requirements for doing business with Morbark, Inc., and to outline the processes used to ensure that our supply base is continually improving to prevent quality and delivery disruptions, while providing and maintaining top level service. Implementation of the processes outlined in this manual will not only reduce the risk of supply chain disruptions, but will also help Morbark, Inc. and its suppliers to increase our competitive position and ensure our combined continued success. It is imperative that suppliers understand what is expected of them prior to producing products or contracting work with Morbark, Inc.

## 3 General Requirements

All products shall comply with Morbark's specifications and requirements. Morbark has an expectation of ZERO DEFECTS on all products delivered from the Supplier. In line with our Zero Defects goal, the Supplier (including its sub-tier suppliers) is required to:

- 3.1 Demonstrate compliance with:
- Design, performance, reliability, and applicable legal requirements,
  - Process controls and capability requirements
  - All provided specifications and requirements.

- 3.2** Explicitly review and understand all requirements provided to the Supplier related to the products. Ensure resources are available to participate in product quality planning, as requested.
- 3.3** Establish a change control system that reacts to changes in a timely and accurate fashion. In all cases, acquires written approval from Morbark prior to implementing any change that may impact form, fit, function, quality, reliability, safety, delivery, service, or its compliance with regulatory and statutory requirements. This shall include, but is not limited to, manufacturing processes, quality standards for acceptance, and testing requirements.
- 3.4** Have a documented quality management system in place.
- 3.5** Measure own performance on all given Key Performance Indicators (KPI) from Morbark.
- 3.6** Maintain process, product, and service capabilities to fulfill Morbark requirements.
- 3.7** Deploy Morbark's requirements, expectations, and controls throughout the Supplier's entire supply chain for the respective products.
- 3.8** Possess expertise and resources to perform effective root cause analysis, and to take corrective and preventive actions.
- 3.9** Notify Morbark of any potential or actual Non-conformance in products supplied to Morbark that may affect its form, fit, function, quality, reliability, safety, delivery, service or its compliance with regulatory and statutory requirements.
- 3.10** Be responsible and accountable for the impact of poor Supplier product quality on Morbark and Morbark customers.
- 3.11** Comply with all its obligations towards Morbark, including, but not limited to:
- Morbark Social Responsibility (ref 6.8)
  - Non-Disclosure obligations (NDA)
  - Morbark Customer Specific Requirements
  - Warranties
  - End of life product (EOL)
- 3.12** Supplier shall pro-actively, directly, and effectively involve the Morbark Purchasing Organization in every communication on all matters affecting Morbark supply chain processes.
- 3.13** Any exception or deviation to the requirements, terms and conditions of this Supplier Manual, including but not limited to exceptions or deviations to Morbark expectations, requires Morbark's prior written approval.

**3.14** Any Supplier action that carries cost liability to Morbark must be authorized by the Morbark Purchasing Organization.

**3.15** Morbark expects to drive continuous improvement in cost reductions. Our suppliers are accountable for offering effective low cost alternatives aimed at providing both supply chain flexibility and best value on a total cost basis.

## 4 Terms and Definitions

**4.1 Supplier Portal** - A web-site designed to assist Morbark, Inc. employees and suppliers to manage relationships while providing suppliers with the necessary information and tools to effectively conduct business with Morbark, Inc.

**4.2 Deviation** - Document required prior to shipment, to record and control the authorization and use of product when part specifications do not comply with engineering specifications.

**4.3 Intellectual Property** - Creative ideas and expressions of the human mind that have commercial value and receive the legal protection of a property right. It includes ideas, inventions, business methods and manufacturing processes.

**4.4 NDA (Non-Disclosure Agreement)** - A document that is used to protect confidential information that is shared in a prospective business relationship.

**4.5 SCAR (Supplier Corrective Action Report)** - Form used to track quality issues as well as to address any weaknesses identified in the supply chain.( eg. Delivery) Form is used to request root cause and corrective action.

**4.6 RFQ (Request for Quotation)** - Form used to quote any potential business with Morbark, Inc. (Sample can be found on Supplier Portal)

**4.7 EDI (Electronic Data Interchange)** - Data is exchanged between two companies digitally without having to manually send.

**4.8 Consignment** - Supplier has their own inventory section within Morbark, Inc. and items are paid for upon use. This requires a contract and supplier management.

**4.9 First Right of Refusal** - Key Morbark suppliers contractually have the right to either accept or reject new projects before any other supplier within their commodity.

**4.10 Acknowledgement** - Suppliers will either respond to purchase Orders by email or by the preferred method of utilizing the Morbark Supplier Portal. Supplier will verify due date by Morbark, Inc., and pricing.

**4.11 Due Date** - The date parts are due to arrive at Morbark, Inc. Referred to as the original promise date.

**4.12 EOL (End of Life Product)** - Part or assembly becomes obsolete and is no longer available for purchase.

**4.13 KPI (Key Performance Indicator)** - Performance measurements that assist in evaluating the success of an organization and are an intricate part of the Supply Chain Strategy of Morbark.

**4.14 Critical Characteristic** - A special characteristic is any feature of a material. Process, part, assembly, or test that has a significant influence on product fit, form, function or any other expected deliverable, as specified by Morbark.

## 5 Quality Management

**5.1 Sample Part Approval Process-** All suppliers shall provide the Morbark, Inc. *Part Submission Approval Form* with a new part(s) and/or part(s) that have undergone any changes. This includes but is not limited to; engineering changes, correction of a discrepancy, change to material, source change, or manufacturing change. This form can be found on the Supplier Portal and should be printed, and completed by the supplier. This form must accompany the shipment with said sample part. Suppliers shall not ship any new or changed product until full or interim approval is received from Morbark in writing. In a case where full approval is not granted, Morbark will advise the supplier of the areas of concern. The supplier shall make the necessary corrections accordingly and resubmit. Once final approval is received the supplier shall not make any changes to the product or process. Part Submission requirements are as follows:

- Submit required number of sample parts as specified in the order
- Complete the dimensional and performance test reports as required and include with submission approval form.
- Label shipment with SAMPLE PARTS and send to the attention of Morbark Quality Director.

**5.2 Deviations** - When purchase parts do not meet Morbark specifications, a deviation request must be submitted for approval by Morbark, Inc. Deviation request form can be found on the supplier portal.

**5.3 Engineering Change** - The supplier will have written authorization from Morbark Purchasing or Morbark Engineering in order to send product that has undergone any changes. If that is not received, the product will be rejected and returned at the

supplier's expense. Change communication must include all proposed temporary/permanent changes in parts, materials, and processes in production. If that is not received, the product will be rejected and returned at the supplier's expense. Any permanent changes must include Morbark, Inc. Part Submission Approval Form. Any temporary changes must include deviation form.

**5.4 Non-Conformances** - If Non-conforming products are identified after shipment from the Supplier, one or more of the following immediate containment actions shall be initiated, based on mutual agreement between Morbark and the Supplier, and subject to Morbark's and final decision. The supplier will be held accountable for any product that does not meet Morbark requirements. A Supplier Corrective Action Report (SCAR) will be issued and must be responded to within 24 hours for initial containment action.

- The Supplier shall inspect and sort products with unidentified status at any defined place (Morbark, Supplier, Morbark' customer, or others). All costs incurred will be at the Supplier's expense.
- The suspected batch/ lot/ shipment will be retained for one or more of the following actions:
- Supplier's immediate replacement of the product;
- Return of batch/ lot/ shipment to the Supplier, with the condition of complete replacement, sorting or rework of the products, and any other charges incurred, at the Supplier's expense;
- Third-party sorting or inspection organized at any site specified by Morbark, at the Supplier's expense;
- Supplier sorting at Morbark's site, at the Supplier's expense;
- Scrap, loss, and any other additional costs incurred by Morbark, as a result of Non-conforming products, are at the Supplier's expense.

**5.5 Non-conformances Identified Before Shipment** - If non-conforming products are identified at the Supplier's site, relevant actions, such as segregation, quarantine, and marking of the products shall be initiated. Non-conforming products shall not be shipped to Morbark, unless an authorized deviation is granted from Morbark.

**5.6 Quality Audit** - Morbark, Inc. reserves the right to conduct a quality system audit at the supplier's facility. Morbark shall share the findings of the audit at a later date and shall issue a report to the supplier summarizing the results of the audit.

## 6 Supplier Role and Responsibility

- 6.1 Preventing Defects** - Our standard practice is to trust suppliers to provide us with defect-free products. We do not ordinarily inspect the parts and materials that we source. It is Supplier's responsibility to deliver quality products to Morbark, which is in line with Morbark's goal of Zero Defects.
- 6.2 Built-in-Quality** - The best way to assure quality is to build quality into products systematically. That means designing products and processes to maximize quality.
- 6.3 Cost** - Offering high quality and excellent function at low prices increases product appeal. The conservation of material and energy that stem from cost-saving measures helps safeguard the environment. Suppliers need to strive to continuously reduce costs and to translate their reductions into lower prices. All price increases require a 60 day advance notice. Suppliers are expected to work with the Buyer assigned to their account at year end to forecast usage and any anticipated fluctuations in price.
- 6.4 Reliable Delivery** - At the very least, suppliers must deliver products on schedule and in the amounts required. On time is considered to be within 5 days early and 0 days past the original promised delivery date.
- 6.5 Flexibility in Production and Delivery** - Customer requirements change constantly. Suppliers need to be able to respond flexibly in production and delivery.
- 6.6 Value-Add and Sophistication** - A big consideration in evaluating suppliers is their technological capabilities. This is the ability to offer products that are a step ahead of the competition.
- 6.7 Lead Time Reduction** - Supplier must work to reduce lead times in order to minimize risk as well as support our customer demands.
- 6.8 Corporate Social Responsibility Requirements for Suppliers**  
Morbark is committed to ensuring the highest standards of social responsibility throughout the supply chain. The companies we do business with shall provide safe working conditions, treat employees with dignity and respect, and use environmentally responsible manufacturing processes wherever Morbark products are made.
- 6.9 Engineering Support** - The most valuable Suppliers understand the importance of growing together. They offer Engineering support and provide ideas on improving not only their processes, but their Customer's processes and designs as well.



**6.10 Risk Management** - The Supplier shall identify and prioritize risks affecting delivery of products or services to Morbark as agreed upon. The Supplier shall produce proper contingency plans for highest ranking risks to assure meeting Morbark product demands, with due consideration of risk exposure to Morbark and Morbark's customers.

It is important to note that the Supplier shall provide Morbark and Morbark's customers with their contingency plans upon request from Morbark.

## 7 Purchasing Requirements

**7.1 On-Site Visits** - Morbark reserves the right to visit the supplier and or sub-contractors manufacturing facility to verify the quality of the purchased parts as well as review quality systems at any time.

**7.2 New Supplier** - Prior to the placement of new business the potential supplier will be required to complete a Supplier Self-Assessment as well as a Non-Disclosure Agreement (NDA) and submit the forms to Morbark Purchasing. A Sublicense agreement may also be required in certain circumstances.

**7.3 Monthly and Quarterly Performance Reports** - Selected suppliers will receive a Quarterly Performance Report that will consist of a compilation of supplier key performance indicators (KPI). This may include corrective action responses, timeliness of quotes, warranty returns, cost save initiatives, and communication. All suppliers will receive a monthly score card showing Quality and Delivery score. These reports will be sent through the Supplier Portal or via email if you are not on the Portal.

**7.4 Request for Quotation** - Morbark will request all quotations on the standard RFQ form. (See *example* on the supplier portal.) Supplier is expected to respond using this form. Supplier is also expected to complete all applicable areas on said form.

**7.5 Notification of End of Life Product** - Changes shall be submitted to Morbark a minimum of 90 days prior to implementation unless contractually agreed upon. A change involving an End of Life (EOL) part shall be submitted 180 days prior to last order date and 365 days prior to last shipment release date.

## 8 Supplier Standards and Requirements

## 8.1 Objectives of Supplier Rating System

- Develop mutually beneficial and profitable relationships with our suppliers that allow us to achieve our mission in the market place.
- Use quality improvement and cost management measure to understand and control total cost
- Measure performance to direct and encourage continuous improvement efforts and provide the criteria for recognizing suppliers for outstanding efforts.
- Strengthen communication between Morbark and our suppliers.
- Provide objective measures as the basis for strategic sourcing decisions.
- Give accurate and timely communication of performance data on the quality and delivery of purchased parts and services.
- Share ideas and resources to support continuous improvement efforts.
- Maximize our technological strength by utilizing our supplier's technical support, innovation and expertise.
- Integrate suppliers into all Morbark processes.

**8.2 Supplier Monitoring** - Morbark will monitor Supplier's performance based on, but not limited to, the following six KPI's:

- Quality Performance (SCAR,PPM)
- Delivery Performance (On Time Delivery)
- Service Performance (Corrective Action, Sample Submissions, Response time etc.)
- Claims Performance (Warranty)
- Savings Performance (Monetary)
- Added value- (Consignment, Vendor Managed, etc.)

## 8.3 Supplier Evaluation

Suppliers will be re-evaluated annually on their overall performance in quality and delivery. Additional re-evaluation may be conducted upon unusual trend in supplier performance or change in design or business necessities. Suppliers will be categorized as:

OTD: On Time Delivery, Goal > 95%

PPM: Parts Per Million, Goal < 1500

## 8.4 Supplier Performance Review Meeting

Suppliers who do not meet Morbark performance expectations may be required to attend an on-site Supplier Performance Review meeting to identify the systemic/management issues that need to be addressed in order to provide effective closure to an issue(s). The criteria upon which a supplier may be invited to a Supplier Performance Review meeting include, but are not limited to, unsatisfactory:

- Quality Performance
- Delivery Performance
- Poor Responsiveness
- Corrective Action analysis/response
- Recurring Issues

**8.5 Payables** - Morbark, Inc. expects to receive invoices in a timely fashion. The preferred method of delivery is via e-mail. All invoices should be sent to [AP.Morbark@alamo-group.com](mailto:AP.Morbark@alamo-group.com) Morbark's standard payment terms are 2% -10 net 30 days after receipt of goods or services. Morbark's preferred method of payment is ACH accompanied by an emailed remittance advice. To enroll for ACH payments, an "Authorization Agreement for Automatic Deposits" form must be completed and submitted to Morbark. Any non-standard payment terms should be discussed and negotiated with the appropriate Morbark buyer. All invoices must include:

- Purchase Order Number
- Part Number(s)
- Price that matches Purchase Order

**8.6 Sub-Licensing Agreements** - This is a license or contract granted to suppliers by Morbark, Inc. for specified rights or uses of our products, brand name, logo, etc. Suppliers must have signed agreement with Morbark, Inc. to utilize such items.

**8.7 Welding Requirements** - At a minimum the Supplier must comply with the appropriate industry accepted codes and standards, such as AWS, ASME or MIL-specs, or otherwise specified by the Business Segment Design Authority. Supplier must inform Morbark as to what code they are welding to. The Supplier MUST certify and maintain a record of any and all personnel that weld on Morbark, Inc components per the accepted codes and standards, along with maintaining that certification to satisfy Morbark requirements. The supplier must also provide Morbark with material specs and material grade information on anything requiring a welding process.

The following list includes, but is not limited to the relevant Industry Accepted publications that are referenced in Morbark, welding requirements.

- AWS A2.4 Standard Symbols for Welding, Brazing, & Nondestructive Examination.
- AWS A3.0 Standard Welding Terms & Definitions
- AWS C1.1M (R2006) Recommended Practices for Resistance Welding
- AWS D1.1 Structural Welding Code - - Steel.
- AWS D1.2 Structural Welding Code - - Aluminum.
- AWS D1.3 Structural Welding Code - - Sheet.
- AWS D9.1 Sheet Metal Welding Code.
- AWS D14.3 Specification for Welding Earth Moving & Construction Equipment.

**8.8 Weld Fixtures** - All Weld fixtures must be certified either by the fixture manufacturer or the Supplier. Certification requires that the weld fixture be validated by verifying the part dimensions to the Design Record requirements. For characteristics that may result in distortion or nonconformance concerns, the Supplier shall verify the weld process capability.

**8.9 Hydraulic and Pneumatic Component / System Cleanliness** - The Supplier shall ensure components, kits, and hydraulic assemblies are clean per Morbark, Inc. Engineering Specifications. Procedures that meet or exceed the Morbark Engineering Specifications shall be maintained by the Supplier for review by the buyer or a Morbark Quality, or Engineering Representative upon request.

**8.10 Fastener Quality Requirements** - The Supplier must develop a program to assure fasteners conform to the specifications to which they are represented to be manufactured, to provide for accreditation of laboratories engaged in fastener testing, to require inspection, testing and certification in accordance with standardized methods of fasteners.

All externally threaded fasteners in which drawings specify Grade 5 and metric 8.8 or greater, must have available chemical and physical certifications, from an accredited laboratory. Certifications must include lot traceability through the manufacturing system to the heat lot of raw material used. It is not necessary for the shipments to include certification documents; however, the Supplier must be able to provide these certifications to Morbark within 24 hours of request. Cartons must be marked with unique lot numbers, which allow the Supplier to trace material, back to the manufacturer. In addition, it is strongly recommended these requirements are communicated by the supplier to the manufacturer.

Morbark will not accept any cap screws or flange bolts which do not have a manufacturer's head marking on them. Cap screws must be produced per applicable international fastener Institute (IFI), SAE J429, SAE 1199 or DIN Standards. Reference: Fastener Quality Act Public Law No. 106-34 (1999).

**8.11 Cost Reduction Requirements** - Suppliers are expected to reduce costs annually. Morbark will work proactively with its supply base to support cost reduction implementation, but expects the suppliers to take the initiative in establishing projects that will generate cost savings. Suppliers will be expected to participate in formal cost reduction reviews as required by Morbark upper management. Areas for cost reductions may include, but are not limited to:

- Manufacturing costs
- Quality costs
- Delivery costs
- Purchasing costs
- Overhead costs

**Note:** Supplier cost reduction goals will be established through the Morbark Purchasing Department on an annual basis. All cost reduction activities put forth by the supplier are to be in writing and submitted through the purchasing department for internal review and approval. This will also ensure that the supplier receives accreditation for their cost reduction activities.

**8.12 Supplier Development** - Morbark will be afforded the right to assist the supplier in development of their systems and/or processes when:

- **The performance level of the supplier falls below an expected level**
- **The supplier requests assistance in the development of systems**
- Supplier requirements are not being met

Whenever Morbark deems it necessary to develop a supplier, an action plan is initiated by purchasing and/or quality and is communicated to the supplier. The supplier is responsible for providing the necessary resources for successful completion of the action plan.

## 9 Receiving Policy

The following section defines the conforming and non-conforming product classification. Please review these guidelines for examples of product that Morbark considers “unfit” for receipt. ***Specific to your Agreement, Morbark reserves the right to refuse any non-conforming product.***

## 9.1 Packaging and Labeling- BARCODE PROCESS

PART NO 24721 - 016 	
P.O. NO. 449048 	
STOCKING LOCATION KANBAN ID 789775	
QUANTITY 40 	MORBARK, INC. 8507 S. WINN ROAD P.O. BOX 1000 WINN, MI 48896

- The Morbark, Inc. purchase order (P.O.) number must be on the packing slip with a barcode
- There must be a label on each part with the following;
- Part number (Text and Barcode)
- Purchase order number
- Stocking location (this is provided on the P.O. per each line)
- The Morbark logo (If applicable)
- A code format of 39 must be used

## 9.2 Shipment Preparation - The following two items are required to accompany each shipment:

- Packing Slip Info. – If shipment has multiple purchase orders and/or multiple packing slips please include a consolidated master packing slip.
- Bill of Lading.

## 9.3 Packing Slip Requirements

- A separate packing slip is required for each purchase order.
- If the shipment requires more than one trailer (e.g. multiple trailers, one PO), a separate packing slip outlining the particulars of each trailer is mandatory
- Required information for each packing slip:
- Purchase order number
- Morbark, Inc. part number
- Date of Shipment
- FOB Information

- Trailer number (if known)
- Packing slip/shipper reference number
- Backorder status
- Carrier name
- Pieces and weight

**9.4 Material Safety Data Sheet (MSDS)** - The MSDS is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product. MSDS's contain useful information such as flash point, toxicity, procedures for spills and leaks, and storage guidelines.

MSDS documents must be submitted to our safety department via email to the following email address [Michaela.North@morbark.com](mailto:Michaela.North@morbark.com) Morbark will conduct audits to verify that the necessary paperwork is on file. If we find that an MSDS is missing and has not been submitted, a SCAR will be issued to the supplier.

All documents must:

- Be submitted in English
- Reference Morbark part number in email
- Contain the name of the chemical (same as on label)
- List chemical and common names of the substance
- List the ingredients
- Contain a statement of the ingredients that are known carcinogens or that present other known hazards
- Note any specific hazards

## 9.5 Bill of Lading (BOL) Requirements

- All Morbark PO's in the format, xxxxxxxx, must be referenced on the BOL.
- BOL must be filled out to show the actual carton/piece count first, the number of pallets second, total shipment weight third. Drivers must have the ability to verify the carton/piece count at time of loading and sign for carton/piece count (Shipper Load and Count is not allowed without prior consent of the Morbark Warehouse Manager)
- Subject to the vendor agreement, the terms of the individual purchase order, if Morbark is responsible for freight charges, mark freight charges as "FREIGHT COLLECT".
- Note "DO NOT BREAK DOWN OR TOP LOAD" on pallets or BOL
- Drivers must Date, Sign and Print their name legibly on the BOL.
- All full truckloads must be SEALED with SEAL NUMBER noted in general comments area.
- All PO's shipped in one day to Morbark Warehouse location MUST be consolidated onto one BOL/one carrier PRO.

- All vendors using 3rd Party Logistics to distribute their product must ensure that the Vendors name appears in the shipper info, NOT just the name of the company physically tendering the freight to the carrier. Vendor name must be listed first, followed by that of the 3PL company.
- If Morbark is responsible for the freight charges, please ensure the following bill to address is referenced on BOL:

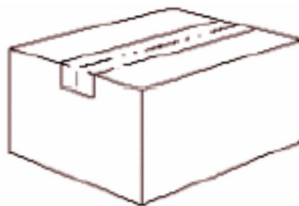
**Morbark, Inc.**  
8507 South Winn Rd., Winn, MI 48896

## 10 Packaging Guidelines and Product Protection

- The physical appearance and structural integrity of the shippable carton is as important to our customers as the commodity itself. Product will be refused and disposition costs will escalate if product is not sufficiently packaged for transit. Bulk Steel loads must be tarped and protected.
- Morbark maintains that proper packaging is required to protect product as it moves through the supply chain. Individual packages can weigh no more than 50lbs each. They must be constructed and packed so they will not collapse when two pallets of similar materials are stacked on top of the pallet.
- The Supplier is responsible to ensure product packaging meets industry standards. If Morbark experiences a high rate of damage with your product(s), we reserve the right to have your packaging tested by industry-recognized professionals. The supplier may bear responsibility for any expense involved.
- Morbark has established guidelines for conforming and non-conforming product as it relates to damage in transit. This standard can be found in the “Receiving Policy” section of this standard.

### 10.1 Labeling Guidelines and Shipping Label Placement

#### LOOSE BOXES (COURIER SHIPMENTS);



Shipping Labels should be located on top of the box, away from any packing tape. A packing slip must accompany any shipment. Each package must be individually labeled.

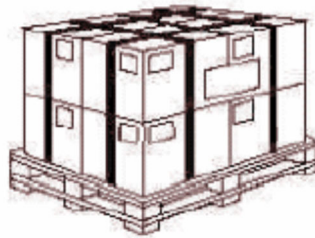
Labels must include the following information;



- Material Number (from PO)
- Material Description (from PO)
- Unit of Measure (U/M)
- Quantity in Package
- PO Number
- Serial Number Information (if applicable)

All of these requirements must be easily located, and all labels need to be visible on the perimeter of the package.

### **PALLETIZED SHIPMENTS;**



Each package on the pallet must be individually labeled to specifications above.

Shipping labels should be located on top of the pallet, away from any packing tape. A packing slip must accompany any shipment.

## **11 Electronic Data Interchange (EDI)**

EDI is the computer to computer exchange of business documents encoded using mutually accepted standards with little or no human intervention. Morbark uses EDI to electronically communicate releases and receive advanced shipping notices (ASN's). For suppliers who currently interchange information with Morbark using EDI, those suppliers are required to submit according to Morbark EdI guidelines. However, not all suppliers utilize EDI with Morbark. Suppliers who are interested in using EDI with Morbark may inquire with their respective Procurement contact. If selected as a potential EDI supplier, the supplier will undergo testing of their EDI capabilities. This testing insures that the supplier can comply with Morbark's published EDI guidelines, which will determine if the supplier is accepted as an EDI supplier.

## **12 Warranty**

A warranty is an obligation or guarantee that a product or service sold is as factually stated or legally implied by the seller. As a Morbark Supplier you must warrant that all articles, materials, and work supplied conform to the requirements, specifications, drawings, samples or other descriptions furnished or adopted by Morbark. That they are free from all defects in manufacture or design and are of merchantable quality and fit for the intended purpose.

# 13 Morbark Contacts

## Purchasing Manger

[Brian.Blackmer@morbark.com](mailto:Brian.Blackmer@morbark.com)

## Buyers

[Alex.Klein@morbark.com](mailto:Alex.Klein@morbark.com)

[Barbra.Funsch@morbark.com](mailto:Barbra.Funsch@morbark.com)

[Derek.Okrie@morbark.com](mailto:Derek.Okrie@morbark.com)

[Julie.Gifford@morbark.com](mailto:Julie.Gifford@morbark.com)

[Matthew.Howell@morbark.com](mailto:Matthew.Howell@morbark.com)

[Philip.Ouda@morbark.com](mailto:Philip.Ouda@morbark.com)

[Sarah.Nelson@morbark.com](mailto:Sarah.Nelson@morbark.com)

[Sue.Lowe@morbark.com](mailto:Sue.Lowe@morbark.com)



## Quality Manager

[John.Pawson@morbark.com](mailto:John.Pawson@morbark.com)

## Supplier Quality Engineer:

[Richard.Gaffner@morbark.com](mailto:Richard.Gaffner@morbark.com)

Office Phone: 800 233-6065



## 14 Revisions

Date	Revision Made	Revision level	Made By:
3/1/23	Released	001	Rich Gaffner