

SUPPLIER INSTRUCTIONS

	<i>Abbreviation</i>	<i>Explanation</i>
1	Project nr.	Huisman project number mentioned on PO
2	PO Number	Huisman purchase order number
3	PO line no. (Item no.)	Mentioned as "Item" on Huisman PO's
4	Qty	Mentioned as "Qty" on Huisman PO's
5	Description	Mentioned as "Description" on Huisman PO's
6	Partcode	Mentioned as "Partcode" on Huisman PO's
7	Drawing no.	Mentioned as "Main Drawing" on Huisman PO's
8	Pos. no.	Mentioned as "Pos:" on Huisman PO's
9	Type of inspection	ITP to be followed. An option can be chosen from drop down list or typed as necessary
10	Available date for inspection	Date when goods are ready to perform the inspection.
		Date scheduled with other third parties: Class, clients, etc.
11	Estimated inspection time	Time estimated for the inspection
12	Inspection Location	Company name and location where goods will be inspected.

Please fill in the request form and send it to:

HuismanQC@huisman-nl.com

- The above email address will be exclusively used to send invitations for inspections, as per mentioned on purchase orders.
- Invitations as per ITP or as previously agreed with Huisman QC.
- Each line of the request must refer only to one item, one inspection type and one inspection date.
- **QC-C-108 “Template Supplier Inspection Request”** shall be properly filled in and submitted at least **7 working days** before the inspection takes place (exceptions will be considered only under exceptional situations).
- After receiving the invitation, Huisman QC will decide if attendance takes place by means of external inspection companies. Supplier will be informed accordingly. Unless previously agreed with Huisman QC, suppliers may not contact any inspection company or external inspector for this purpose.
- Modified templates will be rejected
- Lines can be added as necessary
- If any question please contact Huisman QC (Freek Gooshouwer - fgooshouwer@huisman-nl.com / Javier Añino - janino@huisman-nl.com)

Notwithstanding what is mentioned above, Huisman may carry out interim inspections at any time during execution of the order or may have them carried out (please see clause 5.2 of document **“General Terms and Conditions of Purchase Huisman Group”**).