

In order to comply with ISO 9001:2015 standards, we have updated our Purchase Order requirements. Effective July 1, 2019, we will not be able to accept shipments that are missing any of this information.

1. A packing slip should be included with each shipment and shall contain the following:
 - Navitar purchase order number
 - Navitar part number
 - Part description
 - Quantity per line item
 - Revision level
2. In addition to the packing slip, a Certificate of Conformance must be included with each shipment.

The following is an acceptable format for Conformance Supporting Documentation:

- o Per ISO 9001:2015 requirements, a Certification of Conformance is required for each lot delivered.
- o A Certificate of Conformance must come from the Original Manufacturer, Contract Manufacturer, or Approved Navitar Supplier.
- o A Certificate of Conformance document *must* include the following:
 - Letterhead with **Name** or Logo of the Company making the declaration
 - Statement that the product, assembly, part, repair, or alteration conforms to drawings, agreed specifications, approved instructions, industry standards, or company standards.
 - Statement of conformance to RoHS Directive 2015/863/EU and EU REACH Regulation (1907/2006)
 - Part Number, Part Family, or Blanket (all parts manufactured/supplied)

Please Note:

- If you currently send the Certificate of Conformance separately or electronically, a printed copy also needs to be sent with the packing slip.
- PO Due Dates are dates that parts should be received on our dock

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