

Supplier Manual	PGF Supplier Reference Manual		
Issued by: Quality Assurance	Effective Date: 7/17/2026	Rev. O	Pg. 1 of 11
Approved: 7/17/2026 11:23 AM - Jim Parsons			



Supplier Reference Manual





PGF TECH
pgf technology group, inc.

2993 Technology Drive, Rochester Hills, MI 48309
Phone: (248) 852-2800 Fax: (248) 852-2992
Toll Free: (800) 342-0422
Return to: accounting@pgftech.com

<u>Item Number</u>	<u>Description</u>	<u>Links</u>	<u>Required</u>
1	Doing Business with PGF	Doing Business	☐ Yes ☐ No
2	Contacts	Contacts	☐ Yes ☐ No
3	Credit References	Credit References	☐ Yes ☐ No
4	Quality Assessment	Quality Assessment	☐ Yes ☐ No
5	Supplier Profile	Supplier Profile	☐ Yes ☐ No
6	ACH Deposit Form	ACH Deposit Form	☐ Yes ☐ No
7	Non-Disclosure Agreement	Non-Disclosure Agreement	☐ Yes ☐ No
8	Financial Risk Assessment	Financial	☐ Yes ☐ No
9	Blanket Order Terms	Blanket Order Terms	☐ Yes ☐ No
10	Problem Solving	Problem Solving	☐ Yes ☐ No
11	Certificate of Insurance Requirements	Certificate of Ins. Requirement	☐ Yes ☐ No
12	Terms & Conditions	 PGF PO Terms and Conditions	☐ Yes ☐ No
13	W9 Form	 W9	☐ Yes ☐ No
14	MI Sales & Use Tax Exempt Form	 MI Sales and Use Tax Exempt	☐ Yes ☐ No
15	Insurance Requirements	 Insurance Requirements	☐ Yes ☒ No



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www.pgftech.com

Doing Business with PGF Technology Group, Inc.

PGF Technology Group Inc. is a contract assembler of cable assemblies and printed circuit board assemblies, supplying customers in many fields from medical to CNC equipment.

PGF Suppliers are Valued Partners and are the foundation of our success. To be able to meet and exceed customer expectations we require Suppliers to meet certain criteria.

Important Criteria for our Suppliers:

- 1 Quality
- 2 On-time Delivery
- 3 Pricing
- 4 Communication
- 5 Technical Ability

How to become a PGF Supplier?

- 1 Comply with Net 60 Day terms
 - 2 Comply with Insurance Requirements
 - 3 Provide a NDA (Non-Disclosure Agreement) if requested
 - 4 Qualify with ISO Certification
 - a. Certified ISO 9001:2000 and beyond
 - b. Certified TS 16949
- If not Certified, Supplier must complete PGF Quality Assessment
The 27 questions are graded at 4 points each.
- *Manufacturers with 70 to 108 points: Qualified*
**Distributors with 55 to 108 points: Qualified*

All others if selected will be on Probation.

Suppliers who are Qualified will be offered more opportunities for current and future business.

All Suppliers Performance for On-Time Delivery and Quality Shipments will be reviewed quarterly.

Definition of On-Time Delivery:

-5 +0 days from Inhouse Due date on PO. (5 days early and No days Late)

Definition of Quality Shipment:

Parts Comply to specifications
Correct quantity to amount ordered, and/or packing slip
Correct Part/Number
No damage



Moving from Probation to Qualified Status:

- 1 If Supplier becomes Certified to one of the standards listed above, contact PGF w/copy of certificate.
- 2 Supplier has 80-100% on-time and less than 5 mis-shipments per quarter with at least 9 receipts evaluated per quarter.

Moving from Qualified to Probation Status:

- 1 Supplier loses their Certification.
- 2 Supplier has less than 80% on time and 5 or more mis-shipments a quarter with at least 9 receipts a quarter.

Maintaining Qualified Status:

- 1 Supplier has 80-100% on-time and less than 5 mis-shipments a quarter

Top 10 Suppliers:

- 1 The Top 10 Suppliers are ranked according to total dollar volume purchased and/or importance.
- 2 These Suppliers are extremely critical to our success and will be required to maintain high standards of on-time delivery, quality and service.
- 3 The Top 10 Suppliers will be identified and graded quarterly based on a combination of on-time delivery and number of mis-shipments.
- 4 The Top 10 Suppliers will be notified of their grade quarterly.
- 5 The Top 10 Suppliers should be in the 90-100% on-time delivery and have less than 5 mis-shipments in a quarter.
- 6 If a Top 10 Supplier has less than 90% on time and has a critical defect or 5 or more mis-shipments in a quarter, a Corrective Action will be issued. (see problem solving)
- 7 The Supplier and PGF will review the process and determine what changes will take affect for improvement.



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Ship & Bill to:

PGF Technology Group, Inc.
2993 Technology Drive
Rochester Hills, MI 48309

Tax ID #: 38-2043637 Industrial Processing
D&B #: 05-567-9443
SIC #: 3679

Contacts at PGF Technology Group:

<u>Title</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Buyer	(248) 852-2800	(248) 852-2992	purchasing@pgftech.com
Accounting	(248) 852-2800	(248) 852-2992	accounting@pgftech.com
Quality Manager	(248) 852-2800	(248) 852-2992	quality@pgftech.com



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Please review the following information. Our credit references are updated on a yearly basis. Should you have any questions or require additional information, please call (248) 852-2800.

PGF is a Michigan Corporation

Tax I.D. #: 38-2043637

Duns & Bradstreet #: 05-567-9443

Product purchased for Industrial Processing unless otherwise notified by PGF.

BANK INFORMATION:

Huntington National Bank

3005 University Ste 200

Auburn Hills, MI 48326

Phone: (248) 475-0766

Fax: (248) 475-1651

Attn: Daniel DeRyckere

Acct. #: 01388425610

Routing#: 072403473

REMIT INVOICES TO:

PGF Technology Group, Inc.

Attn: Accounts Payable

2993 Technology Drive

Rochester Hills, MI 48309

accounting@pgftech.com

REFERENCES:

K & F Electronics, Inc.

33041 Groesbeck Hwy

Fraser MI 48026

Phone: (586) 294-8720

office@circuitboards.com

Otto Engineering

2 East Main St.

Carpentersville, IL 60100

Phone: (847) 654-8285

Fax: (847) 654-8500

Account #: 5786

pam.walloch@ottoexcellence.com

New England Wire

P.O. Box 6281

Boston, MA 02212-6281

Phone: (603) 838-6624

christina.ianno@newenglandwire.com

Acct#: 16367

TTI Inc.

6480 Rockside Woods Blvd S. Ste #110

Independence, OH 44131

Phone: (216) 750-9566

Fax: (216) 750-9607

Dawn.Booth@ttiinc.com

Account# MIP006



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Financial Assessment

From Dunn & Bradstreet (D&B) Report

SER Score		Required: Less then 8
Composite Credit Appraisal		Required: Less then 3
Paydex		Required: Greater than 50
Financial Stress Score		Required: Greater then 1377

From Balance Sheet

CFBCL = Cash Flow / Current Liabilities		Required: Cash Flow Before Tax to Current Liabilities (CFBCL) must be greater than 0.25
TLTAI = TL / (Total Assets - Intangible Assets)		Required: Total Liabilities to Total Assets Less Intangible Assets (TLTAI) must be less than 0.66

From Income Statement

Record last 3 years of Sales Revenues		Preferred: Trend better than peer group
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Financial Metrics

What is your Debt / Equity Ratio? D/E	
Any change in D/E Ratio?	
If so, what was the change?	
What is your Operating Cash as a % of Sales?	
What is your Current Ratio? Current Assets / Current Liability	
What is your Efficiency Ratio? Current Sales / Total Assets	
What is your Leverage Ratio? Total Debt / Total Assets	

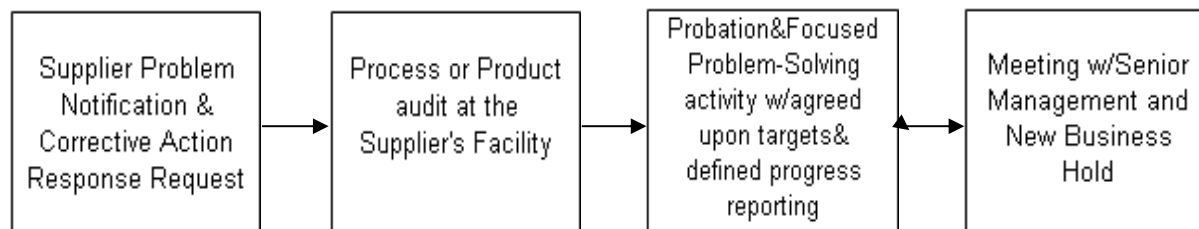


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PGF SUPPLIER PROBLEM SOLVING

The Supplier will have a defined process for problem solving leading to root cause identification. Correction Action Plans shall be submitted to PGF when requested. In the event that an on-going quality problem is occurring with the Supplier, PGF may escalate the steps.



It should also be noted that the escalation path can also go straight to problem notification to Senior Management depending on the problem severity and urgency of the issue. As a problem escalates, Supplier Management is to be prepared to commit the resources required to resolve the problem.



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BLANKET PURCHASE ORDER TERMS AND CONDITIONS

A Blanket order is an order that will contain multiple delivery dates over a period of time for a fixed quantity at an fixed price.

A Period of Time will be defined on the Order usually at least One Year and may be extended one to six months beyond the blanket period.

Two Types of Delivery Schedules:

☐ TYPE A

Type A

The order will have fixed quantity and fixed due dates. PGF reserves the right to reschedule release quantities and/or due dates throughout the blanket order period.

Supplier will maintain stock or stock-to-build to meet the scheduled release dates.

☐ TYPE B

Type B

The order will be released-as-required throughout the Blanket period.

PGF will provide a forecast to the supplier of anticipated usage.

Supplier will maintain stock based on the anticipated releases, to insure availability of parts.

Changes to Blanket Orders

PGF will notify supplier in a timely manner of changes of quantity, releases or due dates.
The Supplier to advise PGF any constraints in a timely manner.

Cancellation of Blanket Orders

Due to our customers changing requirements, there are times when orders will need to be cancelled. Common distribution stock items will be expected to be cancelled without charge. For made-to-order parts, PGF will be responsible for no more than 3 months of finished goods, WIP, raw material or combination thereof.



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As a requirement of this business relationship, you are requested to provide a current certificate of insurance.

Please forward a certificate of insurance conforming to these minimum requirements:

- 1 General Liability insurance with minimum limits of \$2,000,000 per Occurance, \$2,000,000 Prod/CO Aggregate, \$2,000,000 General Aggregate. If your policy limits are less than these requirements, your certificate should include any excess or umbrella policies that extend the general liability limits.
- 2 General Liability must cover Premises and Operations, Products and Completed Operations, Underground, Explosion and Collapse, Contractual Liability, Independent Contractors, Broad Form Property Damage, and Personal / Advertising Injury.
- 3 The Certificate holder MUST be named as an additional insured on the General Liability coverage.
- 4 General Liability must include a waiver of subrogation and indicate as such on the certificate.
- 5 All certificates must include an authorized signature and provide for at least 30 days notice of cancellation.
- 6 All coverages must be written by a carrier with minimum A.M. Best rating of A- or better AND a financial size classification of VII or higher.
- 7 Claims-made coverages are not acceptable.
- 8 Any deductibles or self-insured retentions should be noted on the certificate.

If any primary policy's fall short of the requirements, be sure to include on the certificate any excess policies that would extend these limits. Please be sure to name PGF Technology Group, Inc. as the certificate holder and additional insured and direct this certificate of insurance to:

PGF Technology Group, Inc.
2993 Technology Drive
Rochester Hills, MI 48309



Michigan Department of Treasury
3372 (Rev. 01-21)

Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE Check one of the following:

- ☐ A. One-Time Purchase
Order or Invoice Number: _____
- ☐ C. Blanket Certificate
Expiration Date (maximum of four years): _____
- ☒ B. Blanket Certificate, Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. ☐ All items purchased.
2. ☐ Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

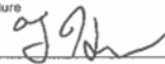
1. ☐ For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____
2. ☐ For Resale at Retail. Enter Sales Tax License Number: _____
3. ☐ Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

The following exemptions DO NOT require the purchaser to provide a number:

4. ☐ Agricultural Production. Enter percentage: _____ %
5. ☐ Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. ☐ Contractor (provide Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)).
7. ☐ For Resale at Wholesale.
8. ☒ Industrial Processing. Enter percentage: 100 %
9. ☐ Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. ☐ Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. ☐ Rolling Stock purchased by an Interstate Motor Carrier.
12. ☐ Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name PGF Technology Group, Inc.		Type of Business (see codes on page 2) 04
Business Address 2993 Technology Dr.		City, State, ZIP Code Rochester Hills MI. 48309
Business Telephone Number (include area code) 248-852-2800		Name (Print or Type) Timothy Hoover
Signature 	Title CFO	Date Signed 4/1/2026