



PGF Technology Group, Inc.  
2993 Technology Drive Rochester Hills, MI 48309 U.S.A.  
www.pgftech.com Phone: 248-852-2800 Fax: 248-852-2992

Supplier Manual	PGF Supplier Reference Manual		
Issued by: Quality Assurance	Effective Date: 4/9/2020	Rev. I	Pg. 1 of 6
Approved: 4/9/2020 10:09 AM - Jim Parsons			



# PGF Supplier Reference Manual





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2993 Technology Drive, Rochester Hills, MI 48309

Phone: (248) 852-2800 Fax: (248) 852-2992

[www.pgftech.com](http://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 industrial 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 Preferred PGF Supplier?**

Qualify with ISO 9001, ISO 13485 or TS16949 certification

#### **Suppliers who are qualified will be offered more opportunities for current and future business by complying with the following:**

1. Provide 2% 20/N60 Terms.
2. Provide Insurance Requirements (if requested)
3. Provide completed Non-Disclosure Agreement (if requested)
4. Provide completed QP013 Quality Survey

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

#### **Definition of Quality Shipment:**

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



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Phone: (248) 852-2800 Fax: (248) 852-2992  
Toll Free: (800) 342-0422  
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**Ship & Bill to:**

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

Tax ID #: Upon Request  
D&B #: 05-567-9443  
SIC #: 3679

**Contacts at PGF Technology Group:**

<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>	<b><u>Email</u></b>
Buyer	(248) 844-2391	(248) 852-2992	<a href="mailto:kathy.ardner@pgftech.com">kathy.ardner@pgftech.com</a>
Accounting	(248) 852-2800	(248) 852-2992	<a href="mailto:accounting@pgftech.com">accounting@pgftech.com</a>
Quality Manager	(248) 852-2800	(248) 852-2992	<a href="mailto:ed.paquette@pgftech.com">ed.paquette@pgftech.com</a>

**Remit Invoices To:**

PGF Technology Group Inc.  
Attn: Accounts Payable  
2993 Technology Drive  
Rochester Hills, MI 48309  
Email: [accounting@pgftech.com](mailto:accounting@pgftech.com)

**Credit references available upon request**



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](mailto:accounting@pgftech.com)

Suppliers may be asked to carry insurance that meets the below minimum requirements depending on the volume or dollar amount. This will be noted on the PGF purchase order if required.

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

- 1 General Liability insurance with minimum limits of \$2,000,000 per Occurrence, \$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:

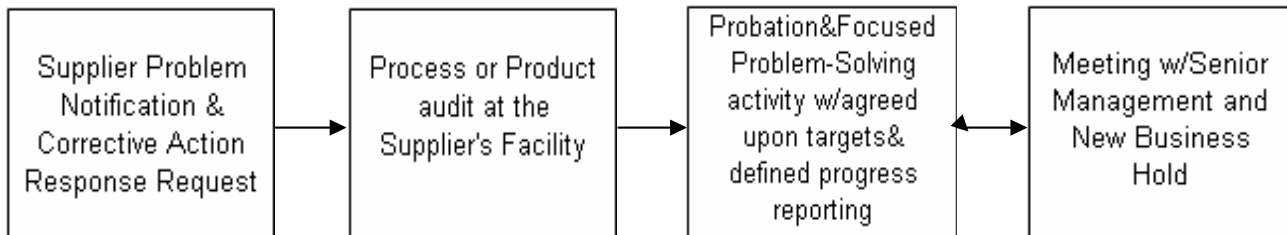
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## **PGF SUPPLIER PROBLEM SOLVING**

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.