



MTS Systems Corporation
14000 Technology Drive
Eden Prairie, MN 55344-2290
Telephone 952-937-4000
Fax 952-937-4515

Dear MTS Supplier,

Subject: MTS Purchase Orders

We need your support meeting our customer due dates. The delivery date on MTS Purchase Orders is important. MTS requires our suppliers to meet the date they acknowledged on every PO.

We have identified the following actions to correct these issues. Please implement these actions immediately.

ON-TIME DELIVERY DEFINITION:

- Five (5) days early and zero (0) days late to confirmed date.
- Buyer must be contacted if PO will be delivered outside of these parameters.
- The on-time delivery score will be measured against the date stated on your initial confirmation date, unless the date change is due to an MTS request.

PURCHASE ORDER ACKNOWLEDGEMENT:

- Acknowledge orders within 48 hours of receipt with your promised delivery date (delivery date is the date product will arrive at MTS).
 - Including but not limited to reviewing the following: Revision, Date and Price.

DELIVERY REQUIREMENTS:

- Deliver orders during these hours:
 - MTS Eden Prairie – 6:30 AM – 3:00 PM Monday – Friday.
 - Nippon Mendota Heights – 7:00 AM – 4:00 PM Monday – Friday.
 - Local deliveries using Quicksilver must be scheduled prior to 11:00 AM.
- Ensure the Packing Slip contains:
 - MTS PO#
 - MTS part number
 - Quantity shipped per MTS part number ordered
 - Ship to address: Nippon or MTS
- MTS required packaging:
 - Please review MTS packaging requirements:
 - [Supplier Packaging and Labeling Standards](#)
 - [Workmanship Standards Protective Packaging](#)
 - Do not pack different part number in the same box.
 - Include label with MTS part number on parts/package
 - Include quantity in each package



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- Freight – Shipping to MTS:
 - Follow [MTS In-bound Routing Guide](#) for instructions.
 - All freight charges should be sent to MTS Eden Prairie (Nippon is not authorized to accept collect shipments for MTS).
- Provide Certification Documentation when required:
 - Material Certificates must be included/attached to each MTS part/parts
 - E-mail documentation to supplier.certificates@mts.com (and buyer if requested).
 - RTV PO – Certificate of Conformance must be included/attached to each return PO
 - [Certificate of Conformance](#) template
 - E-mail documentation to SupplierQC.docs@mts.com (and buyer if requested).
 - Supplier Concession – Parts not made to print require a Supplier Concession form to be submitted for MTS approval prior to shipment.
 - Email concession requests to supplier.concession@mts.com (and buyer if requested).

ADDITIONAL SUPPLIER REQUIREMENTS AND RESOURCES including **Workmanship Standards** are available on our website:

- [Reference web sites](#)

If you have any questions/concerns relative to these requirements, please contact the buyer you are working with and they will assist you in attaining these specifications. MTS appreciates your assistance and we know that this will provide a benefit for all involved.

Sincerely,

MTS Systems Global Sourcing