



10/8/07

Dear Pacific Scientific Supplier,

Pacific Scientific has recently made some system setting changes within Signum in order to better streamline our receipt and payment process and minimize delays and data inaccuracies.

Your immediate attention and action is **required** to assist us with these improvements beginning on 10/15/07:

1. With each new release in Signum, please take the time to confirm the release within two business days to avoid confusion over missing scans and system-generated messages. This will also help in the reduction of unnecessary phone calls for confirmation.
2. Please also confirm the shipment in Signum just before the item leaves your dock to let us know that the parts are en-route. This will eliminate unnecessary follow-up as well as system-generated notices for lateness. As a reminder, Pacific Scientific's policy is for a three-day early shipment window and zero days late.
3. Three items must be sent with every shipment you make to PacSci: Packing Slip, Certificate of Compliance, and the Curator Packing list which includes the barcode. A delay in any of these items may affect your supplier rating as well as our lead-time to process payment.
4. Beginning immediately, if PacSci receives a quantity on a release that is different than the quantity that was requested, you will be notified via email. Over-shipments that were not requested by PacSci and updated in Signum, will affect your supplier rating.

Please do not hesitate to contact your buyer with any questions you may have. Thank you in advance for your support. We look forward to working with you on the path of continuous improvement.

Regards,
Melissa Blashka
Supply Chain Manager
Pacific Scientific/ HTL Kin-Tech Division