

Würth Service Supply Inc.

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Pete Glynn
Vice President of
Supply Chain Management

Dear Valued Supplier,

As a large national distributor, on-time delivery performance by our suppliers is critical to the success and growth of our company, and the associated partnerships that we strive for with our chosen supply base. As part of our commitment to our customers, we have developed key metrics to audit both early and late vendor shipments, providing the ability to monitor and analyze our supply base performance. In doing so, our purchasing personnel require confirmations of all Purchase Orders placed, and any deviations to the “Required” delivery dates, that may affect the expected delivery of product.

Late shipments typically result in premium freight costs, or in a worst case scenario, *GAP BUYS* being placed with alternate suppliers, driving higher costs to service our customers. If it is deemed that the delay in delivery is due to our supplier’s inability to perform per the established, and confirmed, requirement dates on the purchase order, any extraordinary costs due to the shipment delay will be the responsibility of the non-performing supplier.

Early shipments have an equally adverse affect as these typically result in inventory management issues, and possible storage issues. Any early shipment deliveries deemed unreasonable, and not obtaining prior agreement from WSSI purchasing personnel, can result in refused shipment receipts, and/or storage costs that will be charged back to the shipping supplier. Any shipments refused or delayed in receipt as a result will be subject to delayed payment processing as well.

Your attention to Würth Service Supply’s delivery requirements will be greatly appreciated, and will enable the continued positive growth between our companies.

Thank you for your continued support.

Peter W. Glynn
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