



## Spirit Aerosystems, Inc. Processing Purchase Order Checklist

Per AS9100 and NADCAP requirements items marked with **BOLD TYPE\*** are required information. Spirit Aerosystems, Inc. cannot process your parts without this important information. All additional items are strongly recommended as it helps you provide the most accurate PO to Spirit Aerosystems, Inc. and allows Spirit Aerosystems, Inc. to best serve your company's needs without costly delays.

Combining up to 4 line items on a single PO is preferred. All parts must be of the same material and receive the same processing.

Reference D1-4426 for Boeing approved processes.

CUSTOMER INFORMATION	
<b>Company Name &amp; Address*</b>	<b>Company Main Phone Number*</b>
Company Fax Number	<b>Contact Name*</b>
<b>Contact Direct Phone Number &amp; Extension*</b>	<b>Contact e-mail Address*</b>
ORDER INFORMATION	
<b>Purchase Order Number*</b>	<b>Customer Job Number, Shipper or Work Order Number*</b>
<b>Purchase Order Quantity*</b>	PO Line Number
Spirit Aerosystems, Inc. Quote Number (If applicable)	<b>Customer Pick Up? Or, Preferred Shipping Method (Provide acct. number)*</b>
Order Request Date, Custome Need By Date (Dock Date)	Are parts, Drawings, or Program ITAR controlled? Are there any DOD 'flow down' requirements?
Is this a rework/reject? Specify reason & responsible party.	Prime Contractor, is approval required?
PART INFORMATION	
<b>Part Numbers*</b>	<b>Part Revision*</b>
<b>Part Description*</b>	Quantity of all Line Items
Base Material of Parts (7075 Alum, 4130 Steel, etc)	Heat Treat/Temper (T6,H1075,etc.)
Hardness (KSI, RC, etc)	Parts List Revision (As required)
Aircraft Program, Model & Type (Required for Boeing work)	Flight Safety/Fracture Critical/Mission Critical/Primary Part?
Processing Information	
<b>List all Processes, Specifications &amp; Application Specifications*</b>	<b>Specification revision levels, including EO's, ECN's, PSD's, etc*</b>
Process Classifications: Type, Class, Grade, Method, Level, Color, etc.	Special Testing Required (if applicable)
Non-Destruct Test Acceptance Criteria Level	If applicable, supply gauges with order
Masking (if required) areas should be defined and blue print provided	If test panels are included, state material type, size & quantity
Part Marking instructions clearly defined with content & location	Coating thickness requirement if not specification or blue print defined
Stress and/or Embrittlement Bakes - State Time & Temperature	Are there any critical dimensions, surface finishes or tight tolerances?