

eMachineShop General Supplier Policies

Revised 12/7/16, 6/6/19, 6/11/19

This guide helps ensure a long-term relationship with eMachineShop. Please provide to your staff.

Contact

Request for Quote: reply to each request via hyperlink.

Orders: confirm acceptance of each order by replying to email.

Questions about an order: orderserv@emachineshop.com - include order number in Subject line.

Non-conforming parts - orderserv@emachineshop.com - include order number in Subject line; advise of any non-conformances and ask whether to ship. However if we advise to ship, we reserve the right to reject based on final inspection.

Shipment confirmation: orderserv@emachineshop.com - include order number in Subject line; email tracking number after shipment.

General questions: fab@emachineshop.com

*****Please reply to emails within 24 hours*****

Files & Attachments

- Follow all instructions on:
 - Purchase Order email(s)
 - Attachment file(s)
 - Text on drawing(s)

Tapping

- Check email attachments and drawing notations for any thread specifications.
- Do not use hand-held tapping tools - they make threads that are not perpendicular to the surface.
- Thread depth specification is the depth of fully-formed threads. Threads formed by the tapered part of the tap are not fully formed. To make fully-formed threads the tap must go deeper than the specified thread depth by an amount greater than the length of the tap's taper. Verify thread depth by inserting a screw/bolt to the same depth as the thread specification.
- Use class 2B taps for inch and 6H for metric (unless otherwise specified).
- Countersink holes before tapping to avoid burrs.
- For drill diameter and limiting dimensions, use ANSI/ASME B1.3M-1986.

Deburring

- Break all edges 0.1 mm - 0.3 mm.
- Remove all burrs, chips and loose particles - none should be visible under a 10X magnifier.

Finishing

- When no finish is specified on a purchase order, no finish is required.
- Parts must have a uniform professional appearance without significant variation in color or texture.
- Parts that are excessively sanded or polished to cover up poor machining will be rejected - properly machined parts need little or no sanding/buffing.
- Surface and edge roughness specs must be met on all surfaces and holes.
- Dents or scratches from clamping, bending, holding or otherwise must not exceed the surface roughness spec.

Cleaning

- Remove oil, dirt, coolant, chips, slag, discoloration, markings, smell and other substances from part surfaces and holes.
- Dry parts fully (to avoid stains).
- Do NOT apply oil or rust-prevention to parts.

Inspection

- Do full proper dimensional and visual inspection prior to shipping to avoid order rejection.
- Inspection must be done by someone other than the machinist making the parts.
- The inspector must have the CAD file and the technical information from the purchase order email.
- Check all measurements, including measurements not written.
- If a non-conformance is found, do not ship - email eMachineShop for instructions.

Tolerance

- ANSI Y14.5 shall apply.
- Follow all specified tolerances: feature sizes, locations, flatness, etc.

Do Not

- Do not weld parts to fix errors.
 - Do not ship parts without approval if they do not pass inspection.
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Injection Molding Suppliers

- Tooling: Gates and ejector pins must be in the least visible location and must be approved by the customer before mold creation (for example, inside a 5-side box).
- Drawing is after shrinkage - adjust tooling accordingly.
- No pitting, flow marks, non-uniform color, flashing over 0.2 mm or air bubbles over 0.1 mm.
- Holes, edge breaks and filets must be built into the tooling.
- Store tool for future use and mark "emachineshop # ____".

Packing & Shipping Instructions - next page

****Please print this page and provide to your Shipping department.****

Packing

Be sure to pack with proper padding and protection. Use extra protection for heavy or expensive parts. Supplier is responsible for parts arriving in good condition. If parts are damaged you may be required to remake the parts and pay for the extra shipment.

- **Wrap or bulk:** Follow the Purchase Order whether to wrap parts individually or in bulk. Do not wrap individually if PO says to wrap in bulk.
- **Mark bundles:** if multiple orders in one box, put order number and quantity on each bundle of parts.
- **Use strong corrugated** - Parts push thru and fall out of weak corrugated material.
- **Padding:** Add sufficient padding to protect parts - use foam polyethylene for heavy parts (paper will not suffice) and add padding between heavy parts. Heavy parts need lots of padding.
- **Fill spaces** to avoid movement and strengthen box with clean lightweight material (foam polyethylene, crumpled paper, etc.)
- **Invoice inside:** include invoice showing order number, quantity, date and Tariff code indicated in Purchase Orders.
- **Outside box:** Show order numbers and additional copies of invoice per regulations.
- **Tape:** all 12 box edges.
- **Boxes:**
 - Keep weight under 25 kilograms per box unless required.
 - For DHL: Keep each dimension under 1.2 meters unless required.
 - For UPS: Keep Length+Width+Depth under 1.7 meters unless required.
- **DO NOT:**
 - Do not mark or put tape directly on parts
 - Do not use stretch film
 - Do not tape part bags to each other
 - Do not use staples, excessive tape or old wrapping materials
 - Do not use styrofoam

Consolidation

IMPORTANT: Because of the new tariff:

- When possible keep shipments per day above \$200 by delaying by 1 or 2 days jobs completed early.
- If shipment for a day is under \$800 or all metal parts use DHL, otherwise use UPS.
- When using UPS use “Two Day Saver” - DO NOT use “Express” or “Expediate”.

Shipping

- Ship on time to maximize your orders.
- eMachineShop pays shipping costs.
- Freight company will handle clearance if applicable - have material ready for inspection.
- If freight company needs more info or authorization, tell to call us in USA at 201-962-7511 x114.
- If purchase order shows to ship by DHL, charge freight to DHL account # 964991129.
- If purchase order shows to ship by UPS, charge freight to UPS account # 086-892.
- If purchase order shows to ship by OCEAN, DO NOT SHIP DHL or UPS. Follow details on Purchase Order.