

Dear Supplier,

In order to have a flawless and fruitful business relation between your company and Scanfil Poland Spółka z o.o. in Myslowice, we would like to inform You about **Scanfil's Myslowice Supplier Basic Requirements**. The product quality is essential to Scanfil and our customers.

1. Order handling

- 1.1. Acknowledgement of Scanfil's Purchase Order shall be done within 2 working days after date of reception, always in written form. Lack of the confirmation will be understood as lack of commitment for the delivery.
- 1.2. Any changes to the confirmed Purchase Order must be communicated in a written form immediately.
- 1.3. By confirming the Purchase Order, the Supplier commits to deliver each component in the quantity and timing listed on the Purchase Order. Scanfil Myslowice Supplier Basic Requirements are superior to any other terms.
- 1.4. Purchase Order is treated as delivered on time only when delivery takes place not later than 0 days after, and not earlier than 3 days before the delivery date as specified and desired by Scanfil.

2. Shipping and documentation

- 2.1. The delivery note must state
 - o Scanfil's part number and part revision, according to our order.
 - o Scanfil's drawing number and drawing revision where applicable.
 - o Scanfil's purchase order number and our reference (name of purchaser).
 - o Quantity and unit of measure for each Scanfil's part number.
 - o In which package the material can be found where applicable.
- 2.2. Certificates requested on the order must be included on delivery. Certificates must be signed. Scanfil's part number and part revision, according to Scanfil order, must be stated on the certificate. In case of any doubts as to what information to include on a specific certificate, contact the Scanfil contact person.
- 2.3. Shipment of claimed material, if returned, shall be clearly labeled with reference to SCAR no. and Scanfil PO no.
- 2.4. Each packaging unit must be identifiable by our part number and part revision and the manufacturer designation.
- 2.5. Protective packaging is to be used as necessary to protect the parts from any damage. ESD (Electrostatic Discharge) sensitive material must be packed according to appropriate ESD requirement. Packaging should be easy to remove.
- 2.6. Deliveries shall be made on EU pallets where applicable and, if necessary, on pallet frames. In case of delivering on pallets, pallets need to be fumigated.
- 2.7. Supplier must ensure that packaging of products is done in such way that any contamination of boxes and pallets is avoided. Any Biocide used in production or as treatment of products or packaging, shall comply with EU Biocides Regulation 528/2012 (EU BPR).
- 2.8. Only use packaging material in compliance with EU Regulation 94/62/EC – Packaging directive.
- 2.9. In case of shipping goods based on delivery terms EXW (Ex Works)/FCA (Free Carrier) each shipment needs to follow the general rules as agreed to by Scanfil's Buyer. Supplier is not authorized to use Scanfil's account at carrier companies without former approval by Scanfil's Buyer.
- 2.10. If supplier is located outside the European Union, each item and each package shipped to Scanfil Myslowice needs to be labeled with CE mark, each shipment to Scanfil Myslowice shall be provided with the set of documents as specified in the Scanfil Myslowice Shipping Requirements (Attachment 1).

3. Invoicing

- 3.1. Invoices must have proper and relevant information: Scanfil's Purchase Order number, Scanfil's Part number and quantity.
- 3.2. The price stated on the invoice must be correct as according to Scanfil's Purchase Order. In case of any discrepancy Supplier needs to inform Scanfil's Buyer before confirming the Purchase Order.
- 3.3. Scanfil Myslowice requires EDI or electronic invoicing. Scanfil Myslowice service provider for e-invoices is Pagero. Pagero operator's intermediary address is 003723609900 or PAGERO. If Supplier is not able to provide EDI or electronic invoices, invoices in PDF format need to be sent to the e-mail address: finanse.myslowice@scanfil.com.
- 3.4. If the invoice is delayed or incorrect, due date will be modified accordingly based on the reception date of the valid invoice to the address as above, plus 7 working days for processing.
- 3.5. Scanfil prohibits the transfer of receivables, assignment will only be possible if written consent is obtained from Scanfil beforehand.

4. Quality & Environmental

- 4.1. All products and deliveries shall have proper workmanship and comply with the given specifications.
- 4.2. The Supplier provides a guarantee for the delivered goods for 24 months, unless stated otherwise.
- 4.3. The Supplier shall prepare and send Initial samples to Scanfil Myslowice when requested. Corresponding measuring protocol shall be attached to the samples with clear markings and references to the protocol. All requirements shall be verified.
- 4.4. Scanfil reserves the right to track Supplier Performance Evaluation (OTD, PPM, NCR rate) and share the results with the Supplier.

- 4.5. Scanfil's Suppliers shall initiate corrective and preventive actions on any reported deviations regarding their performance. Scanfil standard forms or equivalent documents shall be used.
- 4.6. The Supplier is obliged to ensure that all products sold to Scanfil, as well as the manufacturing processes for these products, comply with laws & directives set by authorities valid in both country of origin as well as the receiving country. These can be, but are not limited to directives such as:
EU Directive 2011/65/EU with its amendment EU/2015/863 (RoHS)
EU Regulation EC/1907/2006 (REACH)
EU Biocides Regulation 528/2012 (EU BPR)
Regulation (EU) 1021/2019 (POPs) Persistent organic pollutants
Regulation (EU) 2017/821 Supply chain due diligence obligations for Union importers of tin, tantalum and tungsten, their ores, and gold originating from conflict-affected and high-risk areas (Conflict Minerals).
- 4.6 Scanfil's Mysłowice Suppliers shall initiate corrective and preventive actions on any reported deviations regarding their performance. Scanfil standard forms "8D reports" or equivalent documents shall be used and need to be introduced to Scanfil.
- 4.7 Scanfil's Mysłowice Supplier need to follow the below time line for the claim handling specified within 8D report (where days are understood as calendar days calculated from day 0, which is the day when non-compliance is reported) :
- | | |
|--|---|
| - D3 (Short term actions): | up to 24h; |
| - D4 (Define root cause of the problem): | 3 days; |
| - Pick up and Repair parts: | as soon as possible, but no longer than within 14 days; |
| - D5 (Corrective actions): | 5 days; |
| - D6 (Verification of corrective actions): | 25 days; |
| - D7 (Preventive actions): | 54 days; |
| - D8 (Lesson learned/Close 8D): | 60 days |
- 4.8. In case of delivering the components that are not acceptable to Scanfil due to their quality or malfunction, Supplier needs to provide correct components within the shortest time agreed with Scanfil Purchasing or Quality Representative.
- 4.9. In case of quality issues Scanfil can require Certificate of Conformity for all batches until problem is solved by the Supplier.
- 4.10. In case of no answer from the Supplier within the above time period, Scanfil will charge the Supplier for the cost of parts with non-conformity, their scrapping or return to the Supplier and administrative costs of 100 EUR related to the claim handling.
- 4.11. Component returns after repair or components shipped as exchange for claim shall be marked with:
- Scanfil Claim number,
 - Scanfil Part number,
 - Quantity returned/ exchanged,
 - Completed 8D report (section D3),
 - Measurement report for machined parts (if applicable).
- 4.12. Scanfil reserves the right to perform Audits/ Reviews of the Supplier's Quality System, Processes & products at the Supplier's premises. Supplier shall be informed in writing within a reasonable time before such review.

5. Change Management

- 5.1. Any change to the supplied product regarding manufacturer and manufacturer part number, form, material, fit & function, manufacturing process, manufacturing facility must be approved by Scanfil in writing prior to any shipment. New Initial samples may be requested.
- 5.2. Supplier must, in writing, notify Scanfil Mysłowice of Last Time Buy no later than twelve months before discontinuing sales or production of product that Scanfil purchases regularly or is providing the forecasts for.

6. General communication

- 6.1. Information regarding all the major changes concerning Supplier's company shall be provided to Scanfil in writing.
- 6.2. To ensure smooth daily work Suppliers are asked to quickly and promptly reply to Scanfil's questions, as well as to provide early warning on any possible problems that may affect deliveries and quality.

7. Applicable law

- 7.1. Supplier Basic Requirements and all legal Agreement shall be governed by the provisions of Polish law. The competent court is the court having jurisdiction over the area where the Scanfil Poland Sp z o.o. is.

Failure to meet up to the below requirements, will affect Scanfil's evaluation of you as a Supplier. For that reason, it's important that Scanfil's Supplier Basic Requirements are well known and communicated in your organization.

If you have any questions regarding this letter, please contact your contact person at Scanfil Mysłowice Tactical Buyers Team.

Yours Sincerely,
Scanfil Mysłowice Supply Chain