



COMMUNICATION - Qualification of Suppliers MACHINES AND EQUIPMENT

Dear Supplier,

We would like to inform you that SICOREL's quality management system is certified according to ISO 9001 and for this reason we periodically evaluate all our suppliers and are given a score based on the average of the following parameters:

- Specifications / Requirements;
- Delivery time;
- Prices and payment terms;
- Technical documentation;
- Number of complaints during the period.

The supplier is classified as:

- 90% > SCORE ≤ 100% = Class A (Good)
- 70% > SCORE ≤ 90% = Class B (Medium)
- 0% > SCORE ≤ 70% = Class C (Weak)

The supplier classified in **class C** (disqualification risk) must present an improvement action plan to transition to **class B**.

It is very important for SICOREL that the supplier consider the following requirements:

- > Order confirmation and estimated delivery time as soon as possible (up to 1 week), so that we can inform our customers;
- > Mention at least the following information on the delivery documents:
Sicorel order Nr.; Designation of machinery / equipment; Model; Year of manufacture; Serial nr.; Customs code (if applicable); Units / Prices; Total price; Weights / No. of pallets provided;
- > On pallets, identify each pallet with a label with:
Designation of machinery / equipment; Model; Year of manufacture; Serial nr.; Quantity; Barcode and Weight;
- > For each model / serial number, prior to SICOREL receiving the machines / equipment, send to engineering@sicorel.pt:
Digital copies in Portuguese of maintenance manual, operation manual, installation manual, EC declaration;
Copies of electrical, hydraulic, pneumatic diagrams (if applicable);
- > Email digital copies to jose.baptista@sicorel.pt of the following database update documents:
Copy of Quality Management System certification (ISO 9001 or other) - if you have not yet obtained certification, indicate if you wish to obtain it and when.

Thank you in advance for your cooperation on all these matters. If you have any questions or comments on any of the subjects, please do not hesitate to contact us.

Best Regards

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