



SICOREL

COMMUNICATION - Qualification of Suppliers - MATERIALS

Dear Supplier,

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

- Specifications / Requirements;
- Delivery time; Prices and conditions of payment;
- 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 (Poor)**

The supplier with classification in **class C** (risk of disqualification) should present an Improvement Action Plan to move to **Class B**.

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

- *Confirmation of the order and estimated delivery time as soon as possible (up to 48 hours), so that we can inform our customers;*
- *At least mention the following information in the delivery documents:
Purchase order; Materials designation; Supplier material references / Sicorel material references; Customs code (if applicable); Manufacturing No. / Lot no.; Shelf life (if applicable); Units / Prices; Total price; Packaging / Weights / No. of pallets provided;*
- *On pallets, identify each pallet / box of material with a label with Designation, Supplier Reference / SICOREL Reference, Manufacturing No. / Lot No., Quantity, Bar Code / EAN Code, Weight;*
- *For each SICOREL/Supplier reference and Manufacture nr. / Lot nr., before SICOREL receives the materials, send to jose.baptista@sicorel.pt and armazem@sicorel.pt, a digital copy of the bulletin / certificate of inspection or declaration of conformity with the applicable technical specification;*
- *Send digital copies (by e-mail to jose.baptista@sicorel.pt) of the following documents to update the database:
Copy of Quality Management System certification (ISO 9001 or other) - if you haven't yet obtained the certification, indicate if it is to be obtained and when; Technical Data Sheet for each reference provided; Safety Data Sheet for each reference provided (if applicable); REACH statement of supplied materials, accordingly to the latest update of the list of substances.*

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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(Manager)


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