

Dear Supplier,

In order to have a flawless and fruitful business relation, we hereby want to inform You about **Scanfil's Supplier Basic Requirements**.

As quality is essential to Scanfil and our customers, we encourage our suppliers to apply a zero-defect mindset.

### **1. Order handling**

- 1.1. Acknowledgment of Scanfil's Purchase Order shall be done within 2 working days after the date of reception.
- 1.2. Any changes to the confirmed Purchase Order must be communicated 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.

### **2. Shipping and documentation**

- 2.1. The delivery note must state
  - Scanfil's part number and part revision, according to our order.
  - Scanfil's drawing number and drawing revision where applicable.
  - Scanfil's purchase order number and our reference (name of purchaser).
  - Quantity and unit of measure for each Scanfil's part number.
  - In which package the material can be found where applicable.
- 2.2. Requested certificates must be included in the delivery. Certificates must be signed and be traceable to a specific part. Certificate shall contain Scanfil part number, part revision and order number. Always inform Scanfil contact person if any doubts about what information to include on a specific certificate.
- 2.3. Shipment of claimed material, if returned, shall be clearly labeled with references to SCAR no. Scanfil PO no. and any attached verification documents.
- 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 the appropriate ESD requirement.  
Packaging should be easy to remove.
- 2.6. Deliveries where applicable to EU pallets and, if necessary, pallet frames. In the case of delivering on pallets, pallets need to be fumigated.
- 2.7. Supplier must secure that the packaging of products is done in such a way that any contamination of boxes and pallets is avoided. Any Biocidal used in production or as treatment of products or emballage 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. Or, Supplier may pack in accordance with the packaging regulations, if any, of the country where goods are delivered.
- 2.9. In the case of shipping goods based on delivery terms EXW (Ex Works)/FCA (Free Carrier), each shipment needs to follow the general rules agreed with Scanfil's Buyer. The supplier is not authorized to use Scanfil's account at carrier companies without former approval by Scanfil's Buyer.

### **3. Invoicing**

- 3.1. Invoices must have proper and relevant information: Scanfil's Purchase Order number, Scanfil's Part number, and its quantity.
- 3.2. The price stated on the invoice must be correct according to Scanfil's Purchase Order. In case of any discrepancy, the Supplier must contact Scanfil's Sourcing before confirming the Purchase Order.
- 3.3. If the invoice is, delayed or incorrect, the 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.
- 3.4. Scanfil prohibits the transfer of receivables; assignment will only be possible if written consent is obtained from Scanfil beforehand.

### 4. Quality, Environmental & Ethics

- 4.1. The supplier should implement and apply a Quality/ Management system aligned with requirements stated in ISO9001.
- 4.2. The product is free from defects in materials and workmanship. The product shall comply with the given specifications.
- 4.3. The Supplier shall when requested prepare and deliver Initial samples to Scanfil. The 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 rights to claim products not meeting valid specification up to 24 months after the reception date
- 4.5. Scanfil's Suppliers shall initiate corrective and preventive actions on any reported deviations regarding their performance. Scanfil standard forms "SCAR-8D report" 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 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
- 4.7 In case of repetitive claims/ rejects, Scanfil expect supplier to implement effective containment activities at the supplier's expense.
- 4.8 Scanfil reserves the right to initiate and perform Audits/ Reviews of the Supplier's Quality System, Processes & products at the Supplier's premises. The supplier shall be informed in writing within a reasonable time before such a review.
- 4.9 The supplier needs to be aware of and work in accordance with the Scanfil Supplier Code of Conduct.

### 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 written prior to any shipment. New Initial samples or PPAP may be requested.
- 5.2. Supplier must, in writing, notify Scanfil of Last Time Buy no later than twelve months before discontinuity of the sale or production of the product that Scanfil purchases regularly or is providing the forecasts.

### 6. General communication

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

Failure to meet these 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 Scanfil Supplier Basic Requirements, please inform your contact person at Scanfil Sourcing Team.

Date : \_\_\_\_\_

Signature: \_\_\_\_\_