

Querétaro, Qro. May 15<sup>th</sup> 2022

## General purchasing conditions vHPM Mexico

Addressed to: Suppliers of raw materials, services and consumables of vHPM Mexico.

### **Purchase Order issued by vHPM Mexico**

1. All created PO's will be sent by email in PDF and by EDI if applicable.
2. PO confirmation must be sent to the sender email address, you may use the supplier template, electronic message or signed PO with comments about this.
3. PO is consider accepted with all the established clauses and the additional descriptions that are placed in it.

### **General requirements for vHPM Mexico suppliers**

- 1) Deliver the product described within PO according to the requirements provided, such as quantities, delivery times, specifications, plans, designs, standards, work instructions, among others.
- 2) Following the respective design and development control, the product must be delivered without damage \*\* Appearance and operation \*\* including compliance with special requirements, critical items, or key characteristics defined in the Purchase Order.
- 3) The Supplier must keep vHPM informed about the status of the manufacturing and/or supply execution. Likewise, notify of any delay that may arise for the delivery of the good or service, and an action plan to minimize said delay.
- 4) In the event that the supplier requires any change in the specifications of the product/services, the organization must be notified and its approval in writing must be obtained. If required by vHPM, the supplier must provide test specimens for inspection/verification, investigation, or audit, as well as the information package that may include tests, reports, statistical analysis, among others.
- 5) The use of counterfeit parts or parts from unauthorized sources is prohibited. It is necessary for the supplier to have the necessary controls to ensure the correct traceability of materials, maintain a part obsolescence monitoring program, have counterfeit parts detection methods and report suspicious parts.

This is an electronically document to compliance our Quality Management system.

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- 6) The records must be kept indefinitely for products and raw materials of the aeronautical sector, for other sectors the conservation time is 5 years, likewise they must be easy to locate and legible to be scanned when the final client requires it.
- 7) The right of access is required by vHPM, our customers and regulatory authorities to the applicable areas of the facility and to the applicable documented information.
- 8) In the event of finding any non-conforming product/component during any stage of its use (reception in the warehouse, production, test, shipment, integration or use by the end customer), the supplier will physically replace the non-conforming product/component to the facilities in vHPM in Queretaro, Mexico. If nonconforming material is required to be returned to the supplier, the related costs (shipping, customs, taxes, customs broker) and the total must be reflected in a credit note. In the same way, in the case of having the need to carry out some rework and the supplier does not have the capacity by its means to carry it out, vHPM will select an entity to execute them and will apply the costs to the supplier through a credit note. \*\*This requirement must be transmitted to your suppliers\*\*
- 9) It is required for our suppliers to have implemented a quality system based at least on ISO 9001, which guarantees compliance with the applicable quality requirements in their processes, infrastructure and personnel competence.
- 10) The supplier must ensure:
  - The awareness and competence of your staff regarding:
    - Your contribution to the conformity of the product or service.
    - Your contribution to product safety.
    - The importance of their ethical behavior.
    - Prevention of the use of counterfeit or unauthorized parts.
  - The approval, verification and release of:
    - Products and services.
    - Methods, processes and equipment.
  - The supplier's interactions with the organization related to communication, as well as the means to carry it out in a timely manner.
- 11) The receipt of raw materials, services, consumables must be accompanied by the following documentation:
  - Invoice
  - Purchase order
  - Safety sheets and technical data
  - Quality certificate

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**Identification of finished product**

1. All raw materials and products received at vHPM Mexico must be identified as applicable:
  - a) Grade and type of material.
  - b) Heat number/batch.
  - c) Sizes, quantity, and weight.
  - d) Purchase Order number.
  - e) Expiration date.
  - f) Health, safety and environmental risks.

**Documents for importation**

1. All documents needed for import must be send by email to the following mails addresses:  
[minerva.martinez.ext@voestalpine.com](mailto:minerva.martinez.ext@voestalpine.com), [erika.garcia@voestalpine.com](mailto:erika.garcia@voestalpine.com)
  - a) Invoice and PO.
  - b) Packing list.
  - c) Quality Certificate.
  - d) Certificate of origin.
  - e) Bill of lading.
  - f) Packing photos.

If you have any questions or comments, do not hesitate to contact us.

Thanks in advance.



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Erika Garcia Monterrubio  
Steel Purchasing Manager



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Leonardo del Rosario Campos  
General Manager Operations