

SUPPLIER'S MANUAL

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1. INTRODUCTION

For Zakład Elektroniczny Omega the quality of our products and the satisfaction of our Customers are our top priorities. One of the key factors allowing us to reach these goals are our Suppliers. The highest quality of products and services that we receive is the effect of many years of cooperation with our valued Suppliers from global markets.

Building partnership relations between businesses is currently the main pillar of efficient chain supply management and explains why we believe in long-term cooperation and mutual commitment to projects. Searching for new sources, we mainly seek out business partners whose vision, mission and objectives match ours, and whose experience and drive for innovations will facilitate building strategic relations and strong market position for both parties.

We expect our Suppliers to offer top quality products, to maintain stocks, to provide flexible deliveries and short lead times, as well as to take initiative in mutual projects, in accordance with the principles of global responsibility and business ethics.

The objective of this Manual is to provide the minimal requirements on the quality of the supplied goods, the functioning integrated management system and other systems that support production and distribution, which should be satisfied in order to ensure professional relations between the Supplier and Zakład Elektroniczny Omega, hereinafter referred to as Z.E. Omega.

The requirements presented in the Manual guarantee the adequate course of all supply and manufacturing processes in Z.E. Omega, starting from the implementation of new projects, through to the handling of current serial production, management of complaints and maintenance of adequate relations with the Suppliers. This document also serves to foster ethical business practices and strict observance of environmental protection regulations.

The requirements covered in this Manual apply to all Suppliers of Z.E. Omega.

2. DEFINITIONS AND ABBREVIATIONS

LT (Lead Time) – the time needed to produce and deliver the goods (the delivery time from the Supplier to Z.E. Omega is included, if stipulated in the agreement) from the moment of placing the order by Z.E. Omega.

MOQ (Minimum Order Quantity) – the minimal quantity of a component that can be ordered.

Incoterms (International Commercial Terms) – Incoterms regulate issues related to the transport of the goods from the Supplier to Z.E. Omega. They cover: transport of the goods, settling import and export liabilities, covering freight costs, insurance, customs duties and other related costs. They also specify the liability for the condition of the goods across various stages of the transport process and the moment of transfer of ownership from the supplier to the buyer.

8D – methodology of solving problems in eight steps. These steps cover promptly performed activities, understanding the cause of the problem, taking corrective and preventive activities in order to avoid the recurrence of the problem.

Drawing component – a component made by the Supplier according to the specifications of Z.E. Omega.

Catalogue component – a component manufactured according to the design and specification of the manufacturer or general and industry standards. The manufacturer is liable for supervising the specification and all related requirements pertaining to the product. Catalogue parts may be considered to be available directly from the warehouse or as manufactured subject to an order.

Hidden defect – any defects of a product that existed on the day of conclusion of the agreement, but were invisible. The consumer's rights in relation to purchasing a product with a hidden defect are discussed by the regulations of the Civil Code (Journal of Laws, 1964, No. 16, Item 93 as amended - hereinafter the CC) and act on special conditions of consumer sale (Journal of Laws, 2002, No. 141, Item 1176 as amended - hereinafter the Act).

Art. 556 of the Civil Code (CC) provides that the seller is liable if it turns out:

- the sold product “has a defect reducing its value or usefulness with regards to the objective in the agreement that is identified or resulting from the circumstances or the intended use of the item”,
- the item has no properties of whose presence the seller assured,
- the item was issued to the buyer in an incomplete condition”.

An individual who purchased a product that is inconsistent with the agreement, has the right to:

- demand that it is made consistent with the agreement by free-of-charge repair,
- have it replaced with a new one,
- withdraw from the agreement, unless the seller immediately replaces the item with a new one without any defects or removes the defects, provided that the replacement or repair had already taken place,
- demand a price reduction.

QDR (Quality Deviation Report) – a report sent to the Supplier after discovering an inconsistency. The report is drawn up by a Quality Engineer and consists of a description of inconsistencies, the date of discovering them, data of the component and the supplier. The document also contains a form for drawing up an 8D report by the Supplier.

REACH (Registration, Evaluation and Authorisation of Chemicals) – a regulation of the European Parliament and the Council (EC) No. 1907/2006 regulating the issues of use of chemicals through their registration and evaluation and, in selected cases, issuing permits and introducing limitations to turnover of chemicals. The regulation aims to ensure a high level of health and environment protection, along with unobstructed trade of substances within the internal market, while simultaneously supporting competitiveness and innovations.

RoHS (Restriction of Hazardous Substances) – a directive limiting the use of substances hazardous for the environment, according to which new electronic devices introduced for trade within European Union since March 27, 2007 have limitations (in the form of maximal permissible concentration levels) in the content of harmful materials: lead, mercury, hexavalent chromium, polybrominated biphenyls (PBB), polybrominated diphenyl ethers (PBDE) and substances marked as: DEHP, BBP, DBP, DIBP. The objective

of the directive is to reduce the amount of hazardous substances permeating into the environment from electric and electronic waste.

Purchaser – an employee of the Purchasing Department in Z.E. Omega.

CoC (Certificate of Conformity) – a document confirming the compliance of the product with the specification. Contains the Supplier's and product data, and the series number.

CoA (Certificate of Analysis) – a document confirming the compliance of the product with the specification, on the basis of the conducted examination. Contains the Supplier's and product data, and the series number, along with measurement results required by Z.E. Omega.

3. SUPPLIER QUALIFICATION

Before commencing the qualification, each Supplier is required to read this Manual and confirm that they are able to satisfy the requirements specified there (to confirm, a filled in and signed Supplier Qualification Survey must be returned by e-mail or regular mail). The Supplier's Manual is available at <http://en.zeomega.pl/for-suppliers/>.

All Suppliers are required to observe the rules specified in the Supplier's Manual and the general guidelines specified in the General Purchase Conditions of Z.E. Omega.

Any questions or comments should be sent to the Purchasing Department of Z.E. Omega.

The supplier qualification process takes place, before cooperation with a given Supplier can start. During this process, information about the potential Supplier are collected, their production and distribution capacities, level of business advancement, any introduced quality management systems, customer service level and approach to sustained development and environmental aspects are checked.

It is recommended that a Supplier (this applies to manufacturers and subcontractors in particular) has implemented and maintains a quality management system based on ISO 9001 and ISO 14001.

The course of the Supplier qualification process:

1. Collection and analysis of data:
 - a. Supplier's Qualification Survey.
 - b. Confidentiality agreement (optionally).
2. Verification and approval of the Supplier:
 - a. Verification of the compliance of any required documents.
 - b. Analysis of the Supplier's potential.
 - c. Audit at the Supplier (optionally).
 - d. Approval of samples (optionally).
3. Entry into the List of Qualified Suppliers in the Z.E. Omega data base.

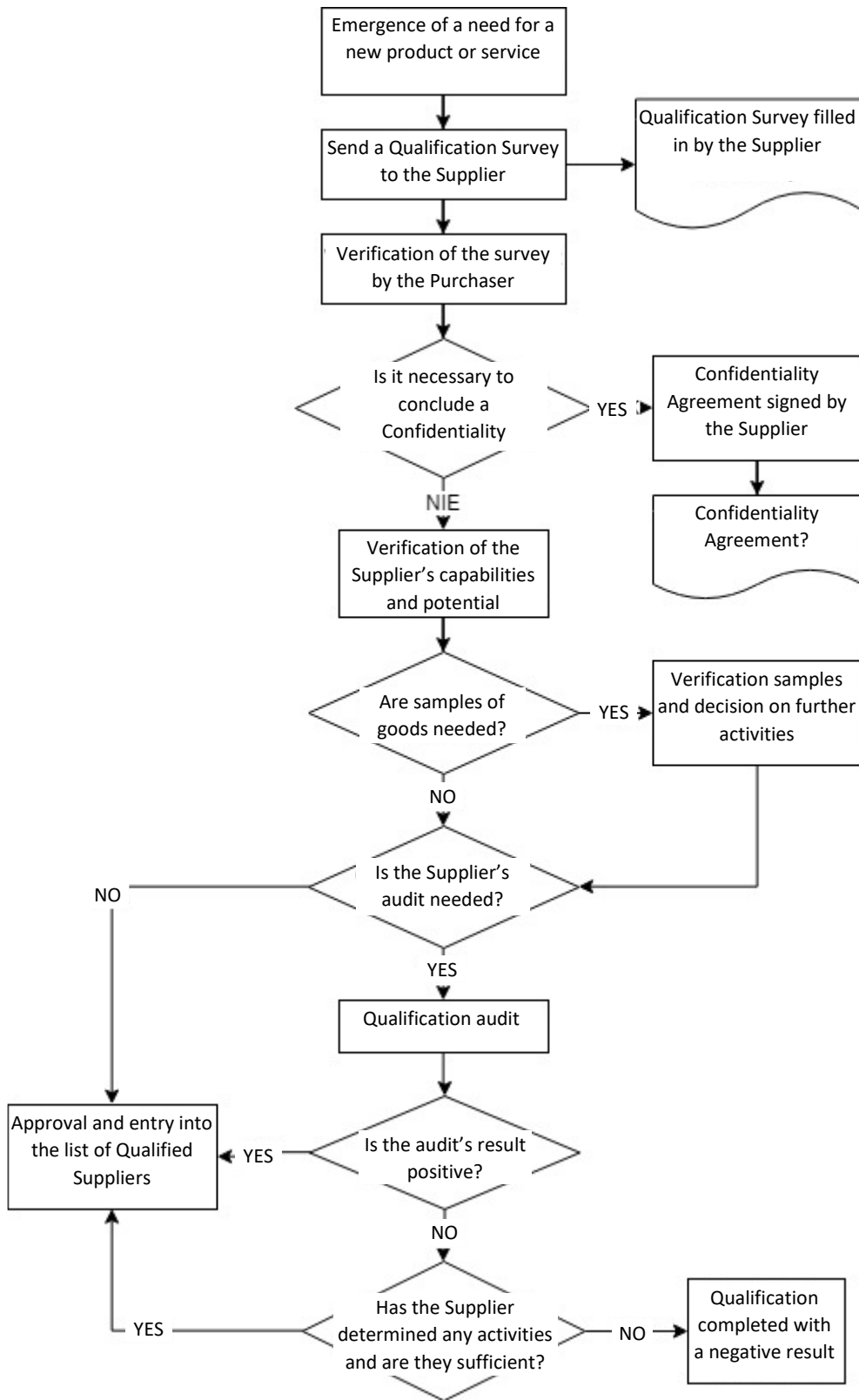


Diagram of the qualification process for Suppliers of Z.E. Omega.

3.1. Qualification of transport service suppliers

Transport service suppliers are qualified and selected on the basis of information collected about a given Supplier (price, availability, flexibility, lead time, offer submission time). A Logistics Specialist is responsible for the qualification and management of transport service suppliers.

3.2. Supplier's Qualification Survey

Each Supplier shall fill in a Qualification Survey available at <http://en.zeomega.pl/for-suppliers/> and email it to purchasing@zeomega.pl.

The Supplier's Qualification Survey consists of two parts:

- General Information – data required to register the Supplier in the ERP system (company data, contact employees in individual departments, etc.).
- Supplier's Self-evaluation Survey – contains questions about the quality of products, supplier management, packaging and storing goods.

3.3. Confidentiality agreement

Z.E. Omega respects and protects the confidentiality of information provided by our Customers and Suppliers and expect the same from each business partner. Disclosing quotations, contractual conditions, technical drawings and data made available by Z.E. Omega is strictly prohibited.

All information provided to the Supplier by Z.E. Omega, in particular technical, industrial, related to production, business and financial, is confidential. This applies regardless of the method of making the information available (orally, in writing or otherwise). Such information may be in the form of drawings, descriptions, specifications, electronic data carriers, related documentation, samples and prototypes. This also applies to information obtained in connection with the order by the Supplier's

representatives, suppliers, subcontractors, authorized individuals or full time and part time employees.

Each Supplier to whom confidential information such as technical drawings, customer specifications, names of applications and projects is made available, is required to conclude a confidentiality agreement, available at <http://en.zeomega.pl/for-suppliers/>.

The document must be signed on each page by an authorized employee and emailed, as a scan, to purchasing@zeomega.pl, and its original must be sent to:

Zakład Elektroniczny Omega Sp. z o. o.

32-084 Morawica

Morawica 375

3.4. Verification and approval of the Supplier

After filling in the qualification survey and concluding the confidentiality agreement, the Purchaser of Z.E. Omega proceeds to verify the Supplier on the basis of the completed documents and the Supplier's abilities to satisfy the requirements specified in the Supplier's Manual and other requirements of Z.E. Omega.

If the criteria to be satisfied by the Supplier are out of the scope of this Supplier's Manual, they are provided to the Supplier in advance and discussed in details at the stage of request for proposal.

If the Supplier receives a positive score, they are entered into the List of Qualified Suppliers in Z.E. Omega's data base and, starting from this day, is considered in the company's supply process.

4. TRADE REQUIREMENTS

All logistics and trade requirements for the supplied goods are covered in a separate document: General Purchase Conditions of Z.E. Omega, available at <http://en.zeomega.pl/for-suppliers/>.

These GPC determine the principles of cooperation with regards to the delivery of goods and provision of services by the Supplier to Z.E. Omega. Consequently, they constitute an integral part of all RFQ, offers, orders and confirmations of such orders.

5. ENVIRONMENTAL PROTECTION

Z.E. Omega requires its Suppliers to understand and verify the chemical composition of the supplied goods in accordance with RoHS and Reach directives. Pursuant to its environmental policy and having in mind their customers' requirements, Z.E. Omega may require its Suppliers, who are not covered by the RoHS directive and REACH regulation, to provide Material Declarations specifying the use of selected chemical elements. Z.E. Omega may require the Supplier to submit material declaration in a specified form and time.

5.1. Compliance with the RoHS Directive

In relation to the RoHS Directive 2011/65/EU on the restriction of the use of certain hazardous substances in electrical and electronic equipment as amended in the Directive 2015/863/EU, Z.E. Omega may require the Suppliers to provide declarations of conformity with the requirements of the RoHS Directive, reports with results of the conducted RoHS tests or material data for the supplied components / materials. The declaration should cover materials from which the goods are made and the production process (including consumables). Moreover, if possible, the Supplier should specify on the packaging (for each delivery to Z.E. Omega) that the goods are compliant with RoHS.

5.2. Compliance with the Reach Regulation

Pursuant to the requirements of the Regulation (EC) No. 1907/2006 of the European Parliament and of the Council concerning the registration, evaluation, authorisation and restriction of chemicals (REACH), Z.E. Omega requires, as a downstream user:

- the compliance of the supplied components / materials with REACH (including the SVHC Candidate List, Attachment XIV and Attachment XVII). If the supplied component / material contains a substance in the SVHC Candidate List (available at <http://echa.europa.eu/web/guest/candidate-list-table>) whose weight content in the product exceeds 0.1%, Z.E. Omega should be immediately informed about this fact and provided with the name of the substance and its percentage content in the supplied component / material,
- the compliance with Art. 31 of the REACH Regulation on Material Safety Data Sheets received from all suppliers,
- to be immediately informed about any changes in Material Safety Data Sheets or the supplied goods and provided with a new / updated Material Safety Data Sheet in Polish language.

5.3. Conflict Minerals

We are aware of the duties imposed on us by legal regulations and otherwise on the use of minerals originating from conflict regions, in particular Section 1052 of the Dodd-Frank Wall Street Reform and Consumer Protection Act that requires all companies listed on the American stock exchange and their suppliers to ensure that the control of their use of the so-called 3TG minerals (tin, tantalum, tungsten and gold) is audited. Manufacturers must be required to reveal whether the products they manufacture or have manufactured externally contain any “conflict materials necessary for the operation of manufacture” of such products, which benefit, directly or indirectly, armed groups in the Democratic Republic of Congo or in neighbouring countries.

To ensure compliance with these requirements, Z.E. Omega must obtain this information from its Suppliers, who, in turn, must obtain it from their Suppliers, as part of continued operation within a supply chain.

Consequently, Z.E. Omega is required to impose new requirements within its global supply chains to make sure that no conflict materials penetrate its supply chain.

As part of cooperation with our Customers we exercise due care in contacts with our direct Suppliers with regards to determining the origin of 3TG materials and collecting information about their compliance with the current regulations.

Z.E. Omega requires its Suppliers to:

1. Guarantee that the raw materials used by them originate from non-conflict sources. The Suppliers are also required to impose these requirements on their supply chain.
2. Have a system or an agreed method in place that guarantees that the goods supplied to Z.E. Omega are non-conflict.
3. Upon request, provide to Z.E. Omega a complete declaration (the CMRT report is available at:
<http://www.responsiblemineralsinitiative.org/conflict-minerals-reporting-template/>) that guarantees the Supplier's non-conflict nature and documents the origin of the used 3TG materials purchased by the Supplier directly or indirectly.

The training materials, including videos and links, are available at www.responsiblemineralsinitiative.org/

6. ETHICAL CODE

6.1. Fundamental Principles of Z.E. Omega.

The principles of Omega are partnership, understood as respect, trust and transparency. We are learning to build partnership relations regardless of any differences between us. Within the Omega team we treat each other with respect, meaning that we adhere to the concluded agreements, acknowledge the opinions of others (which does not mean we have to take them over) and accept full responsibility for our actions, understanding that our co-workers can only complete their tasks, if we complete ours.

Practically speaking, trust means assuming that all other Omega team members act with the best intents and that we all come to work to complete our mutual goals. We perceive any emerging misunderstandings as an effect of imperfect communication, rather than the bad will of another person.

Transparency means that we share - with regards to our work at the company - information, knowledge, observations and opinions, we speak openly about what we see and ask about issues beyond our understanding (instead of assuming that others will guess what we need).

6.2. Expectations towards the Suppliers

People are the most important element of a well-functioning and developing business. Z.E. Omega cares for the rights and fair treatment of employees and expects the same of its Suppliers.

The Supplier is required to act ethically and follow these principles:

- **Labour law** – the Supplier ensures that its employees are employed pursuant to the current legal regulations and that no individuals younger than 16 y.o. are employed. This does not apply to students during internship and training courses.

- **Environment** – the Supplier puts emphasis on environmental protection and sustained development. The Supplier minimizes the negative impact of their business activity on the environment.
- **Discrimination** – the Supplier treats all employees equally, regardless of their age, sex, race, nationality, origin, disabilities, faith, marital status or physical features. This principle also applies to all employed personnel in their mutual relations and with regards to other business partners.
- **Competition and anti-trust activities** – the Supplier puts quality and price competitiveness in the first place, acts transparently and honestly, observes the principles of fair competition and anti-trust legal regulations.
- **Data protection** – the Supplier strictly observes confidentiality. The employees are required to maintain confidentiality in topics related to co-workers, customers and business partners data.

7. OSH

Z.E. Omega observes all occupational safety and health requirements in force in Poland and expects the same from all Suppliers. The Supplier is required to ensure adequate working conditions with regard to the employees' health and safety. Actions related to identifying and preventing any potential risks at the work place are taken. The Supplier continuously monitors the work environment and implements improvement activities to minimize the risk.

8. GOODS QUALITY ASSURANCE

The Supplier is fully responsible for supplying goods that conform to the specifications. All products supplied to Z.E. Omega must conform to the requirements specified in the documentation and the technical drawing.

If the requirements cannot be satisfied or non-conformities are identified in the finished goods, the Supplier is required to inform Z.E. Omega about such facts via email. In order

to ensure continued production, Z.E. Omega may conditionally accept the non-conforming goods.

9. COMPLAINTS

Should the supplied goods or services fail to satisfy the requirements of the technical documentation, the standards, the agreed quality level, the Supplier will be promptly informed about this by means of a written complaint. The filed complaint withholds the payment to the Supplier, equivalent to the value of the delivery subject to the complaint, until the complaint is resolved.

The Supplier is required to immediately make a replacement delivery of goods that are free of defects, in time agreed by both Parties.

Z.E. Omega reserves the right to charge the Supplier of the defective goods or services with the costs related to the use of the defective goods for production. The Supplier may be charged with the cost of the entire product (production under way) if the supplied goods have hidden defects or if the use of the defective component resulted in damage to other components incorporated in a final product.

The Supplier is required to provide a decision on activities stopping the effect of the identified non-conformity within 1 business day (24 hrs) and to pick up the non-conforming components from the business seat of Z.E. Omega. The pick-up of the defective goods and the delivery of conforming components are the responsibility of the Supplier.

Within 10 business days from Z.E. Omega's notification of readiness of the non-conforming components for the pick-up from the company's business seat, the Supplier is required to provide a report from the analysis of the reported non-conformity, corrective actions and actions preventing the recurrence of the notified defect. If the analysis of the reported non-conformity requires more time than the agreed 10 business days, the Supplier is required to inform Z.E. Omega about this, before the expiry of the determined period and to agree with Z.E. Omega on a final date for providing this information. The preferred form of the report is the 8D form.

If a complaint is submitted, Z.E. Omega reserves the right to issue a Charge Note for covering the complaint handling fee – **EUR 25**. The Debit Note becomes payable on the day of its issuance.

If smoothness of the production process is put at risk, Z.E. Omega reserves the right to take necessary steps to eliminate the risk (through sorting or repair). Before taking such steps, Z.E. is required to inform the Supplier about it by email. The Supplier is required to cover the costs resulting from the activities taken by Z.E. Omega. The cost of one working hour is EUR 20.

The Supplier is charged according to the costs resulting from the total costs of the actions taken by Z.E. Omega.

If the raw materials are subject to replacement, the Supplier is required to supply a delivery that is free from defects and properly marked. The marking must contain the Z.E. Omega's complaint reference number, the code and the quantity of the raw materials.

10. AUDIT AT THE SUPPLIER

Z.E. Omega reserves the right to audit the Supplier with regard to all processes related to the parties' cooperation. The date of the planned audit should be mutually agreed with the Supplier.

The Supplier will be informed in advance about the planned audit. The Supplier is expected to be adequately ready for the audit. The audit covers the compliance with the customer's requirements, relevant standards and procedures, and information provided in the Qualification Survey. The audit results in a report with observations, comments and any identified non-conformance or improvement areas.

Following each audit, the Supplier is required to introduce corrective measures. Within 10 business days from receiving the report, the Supplier is required to present corrective measures applying to the non-conformances identified during the audit. The plan of activities should specify the dates of implementation of individual activities by the Supplier. The Quality Department Manager or an employee appointed by them may

require evidence supporting the performance of the carried out operations and perform a verifying audit.

The Supplier's failure to undertake post-audit activities means unwillingness to improve the Supplier's processes, in which case Z.E. Omega may take actions aiming at removing the Supplier from the List of Qualified Suppliers.

11. SUPPLIER'S EVALUATION

The Supplier's evaluation is performed once a year for the components and transport Suppliers. Key and strategic Suppliers may be evaluated more frequently (semi-annually, quarterly). The Suppliers are evaluated on the basis of accepted indicators. Each indicator has a specific weight. Each evaluated Supplier receives the result of evaluation by email. Monitored Suppliers are required to present corrective actions within 10 business days from receiving evaluation results.

If there is no improvement or the Supplier fails to present any corrective measures, Z.E. Omega may be forced to stop the cooperation with the Supplier and to remove it from the List of Qualified Suppliers.

Interpretation of evaluation results:

- **Very good** – the Supplier satisfies Omega's requirements in a satisfactory manner and is a preferred Supplier.
- **Good** – the Supplier satisfies Omega's requirements in a sufficient manner, but is not a preferred Supplier for further inquiries and new projects.
- **Monitored** – the Supplier is subject to reservations or fails to satisfy Omega's requirements. The Supplier is required to present a plan of corrective actions within 30 days. The Supplier may be eliminated from the cooperation with Z.E. Omega, if it is unwilling to introduce corrective measures or as a result of recurring low annual supplier's evaluation score.

11.1. Supplier's evaluation criteria and scoring

Total score	
A - Very good	>40
B - Good	26-40
C - Monitored	<26
1. Punctuality	Weight 5
Zero deliveries delayed by more than 1 day	10
Up to 20% delayed deliveries	5
Over 20% delayed deliveries	0
2. Cooperation	Weight 3
Very good cooperation, quick confirmation of orders (up to 2 days), easy contact	6
Service at average level, untimely confirmation of orders, difficult contact	3
Unreliable service, no confirmations, difficult contact	0
3. Price	Weight 3
Price at least 20% more attractive than the market price	6
Price similar or equal to the market price	3
Price over 20% higher than the market price	0
4. Delivery conditions	Weight 3
Delivery at the seller's cost - DDP	6
Free delivery over a specific amount - DDU	3
Delivery always at Omega's cost - EXW	0
5. Quality	Weight 2
Certified quality system and certified materials	4
Only system or materials certified	2
No certificate	0
6. Location	Weight 1
Poland	2
European Union	1
Outside the EU	0
7. Payment conditions	Weight 3
Bank transfer over 31 days	6
Bank transfer from 7 to 30 days	3
Pre-payment	0
8. Complaints	Weight 5
No complaints	10
From one to two complaints	5
More than two complaints	0

11.2. Transport supplier's evaluation criteria and scoring

Total score	
A - Very good	>40
B - Good	28-39
C - Monitored	<27
1. Punctuality	
	Scoring:
Zero deliveries delayed by more than 1 day	10
Up to 10% delayed deliveries	5
Over 10% delayed deliveries	0
2. Cooperation	
	Scoring:
Very good cooperation, quick confirmation of orders, easy contact	6
Service at average level, extended waiting time for confirmation of orders, difficult contact	3
Unreliable service, no offers, difficult contact	0
3. Price	
	Scoring:
Price at least 20% more attractive than the market price	6
Price similar or equal to the market price	3
Price over 20% higher than the market price	0
4. Legal status, authorizations and licenses:	
	Scoring:
Registration documents, licences and approvals (validity and scope), permits	5
No licenses and approvals	0
5. OCP/ OCS insurance:	
	Scoring:
OCP/ OCS insurance	5
No OCP/ OCS insurance	0
6. Monitoring - Delivery tracking	
	Scoring:
E-tracking of deliveries	2
Information about delivery status provided by email, phone or a communicator	1
No delivery tracking	0
7. Payment conditions	
	Scoring:
Bank transfer over 21 days	4
Bank transfer from 7 to 21 days	2
Bank transfer up to 7 days	0
8. Complaints	
	Scoring:
No complaints	10
From one to two complaints	5
More than two complaints	0

The result of the Supplier's evaluation affects the number of transport orders placed with the Suppliers by Logistics Specialists. Contractors are selected on the basis of the following criteria:

1. **Punctuality** – i.e. reliability of the delivery completion and observance of the agreed delivery date (day, time).
2. **Cooperation** – communication with the Supplier is an important criterion, i.e. quick preparation of offers and confirmation of orders, reacting to changes, easy contact. Quickness in handling any potential, quickly emerging orders. Before commencing cooperation, a Logistics Specialist may also check opinions and references of the Supplier, available at the transport exchange hub.
3. **Prices** – the price should be at least close to or equivalent to the market price for the offered services.
4. **Legal status, the Supplier's approvals and licenses** – the Supplier should present or make available the following registration documents (e.g. VAT ID, Regon, National Court Register [KRS] / Central Registration and Information on Business [CEiDG]), licenses and approvals (validity and period), permits for special types of transport, if required, in a manner agreed with the Logistics Specialist.
5. **OCP/ OCS insurance** – a Logistics Specialist verifies the scope of insurance cover, validity of the policy and the warranty sum of the Supplier's policies.
6. **Delivery tracking** – transport services with tracking options, e.g. e-tracking, are preferred. Information about the status of deliveries provided by email, phone or a transport exchange communicator to every inquiry by a Logistics Specialist are preferred.
7. **Payment conditions** – the offered payment term for the services.
8. **Complaints** – the number of filed complaints under forwarding or shipping agreements for domestic and international deliveries.

12. REQUIREMENTS FOR THE SUPPLIERS

Each Supplier is required to:

1. Confirm the received order within 48 hours – its price, quantity and lead time. By email to purchasing@zeomega.pl.
2. Inform about situations like the following ones, adequately in advance:
 - stoppages,
 - machinery defects,
 - delivery delays,
 - suspected non-conforming deliveries made to Z.E. Omega,
 - any other difficulties that may negatively impact the completion of the order.
3. Attach to the delivery any relevant documents allowing unanimous identification of the supplied goods:
 - An invoice,
 - A shipping list / packing list.
4. Ensure adequate technical and quality support.
5. Provide the required declarations:
 - a. Reach & RoHS (attachment).
 - b. origin of the goods, as per Z.E. Omega's requirements.
 - c. CMRT (<http://www.responsiblemineralsinitiative.org/conflict-minerals-reporting-template/>).
 - d. Other required declarations (CoC, CoA).
6. Pro-active approach to solving problems mutually and to seek innovations with regards to the conducted business and cooperation.

12.1. Requirements for Suppliers of chemical substances

The Suppliers of chemical substances are required to guarantee that substances they produce, market or use in rationally predictable conditions have no negative impact on human health or the natural environment.

To this end, the Supplier is required to collect or generate data about the substance and specify how the risk such substances impose on human health and natural environment can be controlled through the application of relevant risk management measures. The Supplier is aware of REACH and satisfies its requirements. If the Supplier is a distributor or otherwise a downstream user, it is required to pass this requirement on to another supply chain user.

Similarly, as in the existing chemical legal regulations, Material Safety Data Sheets are the basic tool used in REACH in order to ensure the flow of information within supply chains, thanks to which any necessary measures ensuring safety, human health and the protection of environment can be taken. Material Safety Data Sheets should contain information about any hazards imposed by the substance, preparation or mixture, along with information about the recommended risk management measures necessary to control the risk to health and natural environment. The Supplier of the substance or preparation is required to provide a Material Safety Data Sheet in the language of the country in which the substance or mixture is marketed, which in our case is Polish.

The list of security-related data is provided free of charge, in printed form or computer files, no later than on the day of the first delivery of the substance or mixture.

The Suppliers are required to update the Material Safety Data Sheets when new information that affect the risk control measurements or new information about hazards emerge, or if a permit is issued for a specific direction of use of the substance, if a limitation applies to its turnover or use.

12.2. Requirements for carriers and forwarding companies

Transport is one the key elements of the supply chain. Z.E. Omega's objective is to ensure efficient flow of materials for production and of finished goods, as well as to reduce the time between individual production stages and the final user. Consequently, a supplier of logistics services should satisfy specific requirements with regards to transport:

- A high quality of service with regards to communication and flexibility, ensuring the unobstructed and efficient flow of information. Guarantee of accuracy and reliability of provided services.
- Punctuality of deliveries - completion in time and according to the agreed dates.
- Price competitiveness - offering services at prices lower in comparison to the prices of competitors operating in the market.
- Delivery tracking - ensuring the possibility of real-time monitoring of the status of the delivery, most often through access to a web server. The delivery must be assigned a shipping number.
- Delivery insurance - availability of insurance cover for the delivery from the moment of consignment, i.e. taking over the shipment from the sender, until receiving the shipment by the recipient.