

SUPPLIER INFORMATION

Rev.1

Date: September 22nd

Dear Supplier,

One of the objectives of BRAFIM MECPLAST, S.A. is continuous improvement, including the capacity to provide to its clients a better service and attention. Because of that and to guarantee the quality of our products and services, we have a procedure that defines the criteria to evaluate our suppliers, affirming compliance with the requirements established by BRAFIM MECPLAST.

The evaluation will be carried out internally based on the non-compliances both in product quality and service quality. They may be in process of approval, approved or de-approved.

Suppliers of raw materials and materials have the following obligations:

If you cannot comply with the characteristics of the product, units, price, or delivery date, within a period not exceeding 24 hours, you should communicate it with an email reply informing about the changes. BRAFIM MECPLAST, S.A. may cancel the order sent if the changes do not meet our needs.

All materials/products received by BRAFIM MECPLAST, S.A. must be presented by the supplier correctly palletized with labels per pallet indicating description and units.

They shall be accompanied by the supplier's delivery note also indicating; product description, units and BRAFIM MECPLAST, S.A. order number.

Whenever BRAFIM MECPLAST, S.A. requests it:

- The supplier shall send the product specification and upon delivery the quality certificate.
- The batch number of the product, documented on the delivery note and on the label.

In the event that the raw materials received at BRAFIM MECPLAST, S.A. present incidents of quality, quantity or non-compliance with the agreed delivery date, the above-mentioned suppliers will assume all actions to establish a solution to the incident, and will inform it to BRAFIM MECPLAST, S.A.

In the case of subcontractors, they must comply with the conditions of the contract with BRAFIM MECPLAST, S.A.