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1. SELECTION AND QUALIFICATION OF SUPPLIERS

1.1. Determining list of goods and services which fall within qualification

For goods that must be bought by Ligwan only from qualified Suppliers belong basic production components. If there is no possibility to buy from qualified Supplier, it is acceptable to purchase goods from other Suppliers, but only with permission given directly by supervisor. Suppliers connected with other goods and services (supplementary, office and transport materials) do not report to the qualification.

1.2. Qualifying of new supplier

New potential Supplier are initially marked by a worker from purchasing department on the basis of cooperation offered by Ligwan. Considered things are : price, lead times, technical documentation of product , samples of offered products and essential certificates. Significant condition for an entry of new Supplier to the system is filling DF-5 form. If requirements are fulfilled, Ligwan buys products. New Supplier is qualified after 1st delivery or supplying of samples. Positive qualification opens the door to further cooperation and results in adding Supplier to the list.

1.3. Expunction from the list of qualified suppliers

Supplier who has stopped to fulfill requirements created by Ligwan or who does not care about corrective and preventive actions – which means that is not willing to correct or improve its processes – may be expunged from the list.

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2. GENERAL REQUIREMENTS FOR SHIPMENT OF RAW MATERIALS

2.1. General requirements

- all products delivered to Ligwan company must correspond with requirements detailed in agreements, documentation and guidelines that were created on the phase of offer discussing,
- Supplier is responsible for the quality of packaging of the shipment which should be adequate to its content,
- Supplier is obliged to pack a shipment properly which means that it helps carrier to transport cargo correctly,
- size of the packaging should be relevant to the size of a cargo in order to minimize empty spaces,
- endurance of a package should be adjusted to size and weight of the good,
- packages used for packaging cannot be damaged,
- there is no permission to use invalid labels on packages or labels with information that is not connected with the shipment,
- components of the shipment should be clean. All dirt etc. must be removed,
- in packages must be used compartments and fillings. It is forbidden to use polystyrene and polyurethane foam as fillers,
- on packages should appear signs such as: attention glass, direction of storage, etc.,
- documents must be always complete and placed on the outer side of the package.

2.2. Delivery accordance

At the moment of giving the goods to the carrier Supplier should fulfill following requirements:

- quantity of packages is equal to quantity on documents,
- description on packages correspond with description on documents,
- in case of DDP formula forwarding trade, Supplier is obliged to give documents confirming custom clearance,
- packages are original and not damaged. There is no tracks of damaging or flooding,
- documents must be accessible without opening of the package,

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2.3. Certificates of conformity and inspection certificates according to PN-EN 10204:2006

Certificates, quality certificates and other documents which are required for shipments should be sent in their electronic version on e-mail:

certificate@ligwan.pl

In the title should be written that it is COC document, Ligwan's PO number and Ligwan's material PN e.g. COC_ZDD12345_00-000-0001

COC certificate should contain following information:

- information about accordance between purchasing and delivering material (or other Ligwan's requirements),
- Ligwan's PO number,
- manufacturer's MPN,
- Ligwan's part number,
- name of manufacturer,
- manufacturer's batch number,
- production date,
- material's expiry date,
- quantity of material,
- signature of a person responsible for creating of certificate.

Supplier is obliged (if Ligwan requests) to show data (research results, reports) which confirm fulfilment of Client's requirements.

2.4. Raw materials declarations and other documents

Ligwan company, dealing in agreement with current environmental policy and bearing in mind requirements of our customers, can demand from Suppliers to show 100% of certificates or other data that prove using chosen elements.

Ligwan can require also filling material declarations in the form imposed by oneself. Declaration should contain thorough description of measurement method and results of these measurements, which should be updated at least once a year.

2.4.1 Accordance with RoHS

According to RoHS directive (limitation for using of some hazardous substances in electrical devices together with changes in 2015/863/UE) Ligwan requires from Suppliers to send certificates of accordance with requirements of RoHS, reports with RoHS' tests results or materials data for the

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first delivery of components, as well as, for Ligwan's demand. Declarations should be sent to certificate@ligwan.pl In title of the message should be given PO number and Ligwan's PN. If it is possible, Supplier should mark the package (on each delivery) that the good corresponds with RoHS.

2.4.2 Accordance with REACH

Regarding requirements of European Parliament Regulation (WE) NR 1907/2006 concerning registration, remarking and giving permissions / prohibitions for chemicals (REACH), Ligwan as the downstream user requires:

- ❖ correspondence of delivered components with REACH (including SVHC list , attachments XIV and XVII). If delivered component includes substances from SVHC list (the list is available on <http://echa.europa.eu/web/guest/candidate-list-table>) and they are above 0.1% weight by weight in the product, Supplier should immediately inform Ligwan about this. Supplier should give name of a substance and its percentage content in the supplied component /material.
- ❖ correspondence with art.31 of REACH regulation concerning material safety data sheets deriving from all suppliers. Notations concern inter alia:
 - Supplier's duty of informing recipient when hazardous substance's MSDS is updated. Update must be done in accordance with current regulation's requirements. Considering this, in case of any change in MSDS of supplying good, Supplier is obliged to inform Ligwan about this fact immediately and send new MSDS.
 - MSDS should be written in language of the country where the substance is destined to be in usage. In this case in Polish.

2.4.3 Conflict minerals

Ligwan company informs that as supplier is aware of duties derived from law regulations, concerning usage of minerals from regions engulfed by conflicts, especially noted in art. 1502 of "Dodd-Frank Wall Street Reform and Consumer Protection" which obliges all companies recorded in the American stock market and their Suppliers to control origins of tin, tantalum, wolfram and gold (3TG Minerals).

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Due to our Customer's request we cooperate with our direct Suppliers and we determine origins of 3TG minerals. We check their accordance with current regulations. To this end Ligwan uses the OECD Guidance and the EICC-GeSI reporting template to document its compliance efforts.

Ligwan requires that Suppliers:

1. Introduce rules for safe way of sourcing minerals. Suppliers are responsible for passing the same requirements on to their supply chain;
2. Introduce procedures due diligence in order to realize mentioned rules;
3. Source materials from Suppliers who obey rules of social responsibility
4. Give for Ligwan's request complete declaration (in EICC-GeSI format) which confirms proper origins of used 3TG minerals, that are bought by Supplier, directly or not

2.4.4 Material's specification

For automotive products, it is also required from Supplier to show all specification in IMDS (Eng. International Material Data System), Ligwan ID: 145302. Any changes in products, which impact on material's composition, require sending IMDS specification again.

2.4.5 Specific Client's requirements

Apart from requirements mentioned in previous points Supplier is obliged at Ligwan's request to provide data (reports, findings) that confirm fulfillment of specific Client's requirements.

3. PARTICULAR REQUIREMENTS

3.1. Requirements for shipment and packaging goods on pallets

- using only unbroken pallets,
- tough fixing to pallet with usage of tapes or stretch fabric,
- any component cannot stick out beside the pallet,
- in case of non-typical shipment, components which stick out from the pallet should be secured properly, in a way which won't be dangerous for themselves and other shipment,
- smaller shipments should be placed above heavier components.

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Examples of correct pallet shipment protection.



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3.2. Additional guidelines concerning deliveries of cables:

- all H07RN-F cables and other cables that are over 100 meters should be wound on a reel or spool. It is not acceptable to deliver them only protected by stretch or tense by bands. Any deviation from this should be every time discussed with purchaser,
- single-core cables above 10mm² diameter should be wound on the reel or spool. Any deviation from this should be every time consulted with purchaser,
- in case if purchased material is delivered in a different form than a reel or spool, it should be properly secured from any damages (e. g. scratches) or dirt,
- in case of chemical substance shipment or hazardous substances, Supplier is obliged to send MSDS. During transportation or offloading of such materials Supplier should be fully aware of a way/methods of their packaging, transporting, storage and dealing with damaged cargo.

If mentioned requirements are not respected then delivered good will be considered as non-compliant and it will be sent back for Supplier's cost.

4. LABELLING REQUIREMENTS AND IDENTIFICATION OF LABELS

4.1. Localization of labels

- a label should be placed in visible place on the package which will be easily available for a reader,
- it is not acceptable to situate a label in places which will make reading difficult (opening, folds, etc.),

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- a label must be placed on each of packages which contain the material,
- the same good with different batch must be packed separately with proper labels,
- in case of uniform material in consolidated packaging, consolidated label is required,
- quantity on the label must be the same as quantity of the good in the packaging
- received component/material must contain also manufacturer's label – mandatory.



Red – incorrect zone for a label placing

Green – correct zone for a label placing

Using consolidated labels is required.

Example 1:

Order for 10000 pcs. One hundred packages were delivered, each package included 100 pcs. Firstly, label with quantity 100 pcs must be on each of packages. Secondly, on the outer package must be placed a label with consolidated quantity of 10000 pcs.

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Example 2:

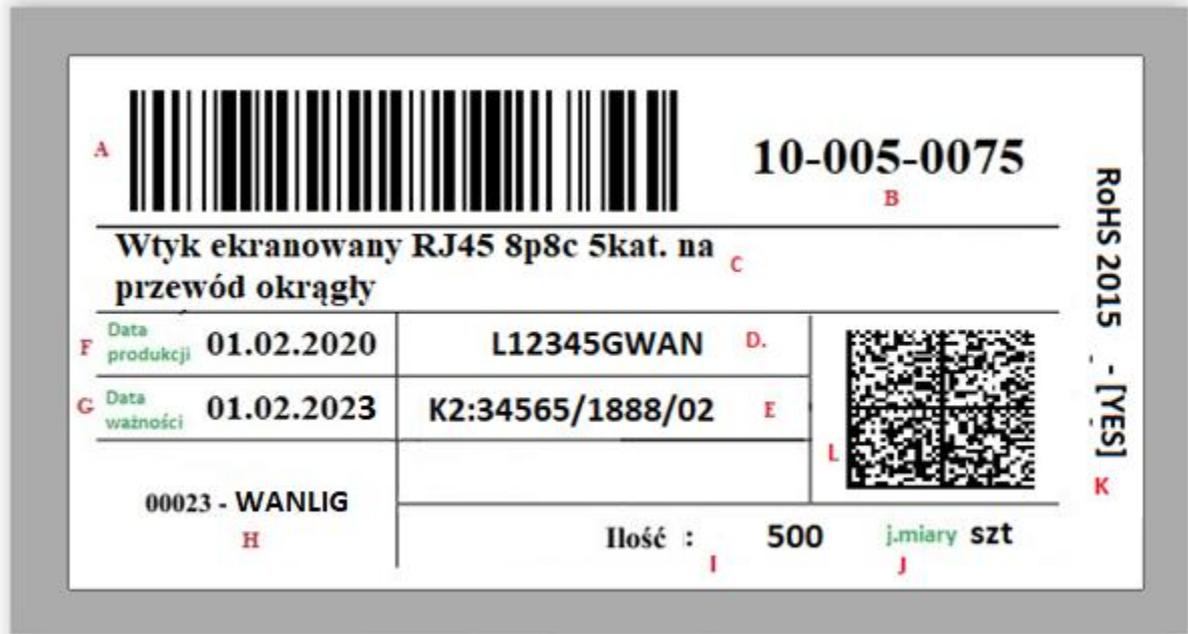
Regarding spools and reels, labels must be in a place where exists a small risk of damaging or tearing. Moreover, it should be easily available to read it with a reader.

On the photo you can see a place where a label shouldn't be situated (marked in red).



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Ligwan prefers 2D label according to example below:



4.2. Requirements for label's appearance.

A. Part numbers' bar code (generated by supplier on the basis of point B)

- code is generated from part number (from Ligwan's order)
- format: Code-128 dimensions 300x70px

example :



B. Part Number (Ligwan)

- number is visible on the purchasing document from Ligwan company
- format: [XX-XXX-XXXX] – only numbers [from 0 to 9] (size 20pts , print: Times New Roman)

example : „10-005-0075”

C. Name of the part

- part description is visible on the purchasing document from Ligwan company
- format: [2 lines, including maximum 55 signs, size 14 pts, print Times New Roman]

example : „Wtyk ekranowany RJ45 8p8c 5kat. na przewód okrągły”

D. MPN (Manufacturer's Part Number)

- parameter is placed on the label by Supplier

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- format: sequence of signs(alphanumeric, Unicode signs, recommended: only ASCII)

Maximum signs quantity:1-30, size 14pts, print: Times New Roman

example: „L12345GWAN”

E. Supplier’s batch number

- parameter is placed on the label by Supplier

- format: sequence of signs(alphanumeric, Unicode signs, recommended: only ASCII)

Maximum signs quantity:1-30, size 14pts, print: Times New Roman

example: „K2:34565/1888/02”

F. Production date (part’s production date)

- parameter is placed on the label by Supplier

- format: [dd.mm.yyyy]

example: „01.02.2020”

G. Expiration date (part’s validity)

- parameter given by Supplier

- format: [dd.mm.yyyy]

example: „01.02.2023”

H. Supplier’s number and description

- number and name are visible on the purchasing document from Ligwan company

- format: [XXXXX – {max12signs}] [first limb– 5 signs, only numbers from 0 to 9, space, dash, space – second limb – max 16 signs]- [size 14 pts, print Times New Roman]

example: „00023 - WANLIG”

I. Part’s quantity (quantity in the labelled package, spool, reel, box)

- parameter given by Supplier

- format: [maximum 9 signs – only signs from 0 to 9 additionally sign „ , ” maximum 2 numbers after comma, size 14 pts, print Times New Roman]

example : „500”

J. Measurement unit (unit qual with unit from the order)

- (measurement unit equal with unit from the order from Ligwan company)

- format: [maximum 3 signs, size 14 pts, print Times New Roman]

example: „szt”

K. ROHS 2015 (declaration of accordance with RoHS given by Supplier)

- parameter given by Supplier

- format: [permanent inscription „RoHS 2015” with addition of word YES in case of accordance with directive or „NO” in case when it is not fulfilled. The writing is placed on the right side of the label, vertically 90°, size 18 pts, print: Times New Roman BOLD]

L. BARCODE

- format: barcode type DATA MATRIX 150x150px] (Maximum 255 signs)

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Example:



Information in barcode:

a. Supplier's number

- format [xxxxx] – [numbers from 0 to 9]

example „00023”

b. Ligwan's PN

- format [XX-XXX-XXXX] [numbers from 0 to 9] (size 20 pts , print type : Times New Roman

example: „10-005-0075”

c. Ligwan's PO number

- format [xxx/xxxxx/mm/rrrr/ - parameter is visible on the order

example: „ZDD/00007/03/2020”

d. Delivery's document number

- format [maximum 20 alphanumeric signs, unicode signs. Recommended: only ASCII, forbidden sign „ { ” – Parameter given by Supplier

example: „WZ22331335”

e. Delivery's document date

- format [dd.mm.yyyy]

example: „20.02.2020”

f. Quantity (quantity is equal with quantity from the inside of a labelled packaging)

example: „500”

g. Measurement unit – equal with unit from the order

- format: [maximum 3 alphanumeric signs, Unicode signs, recommended only: ASCII]

example: „szt”

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h. Supplier's batch

- batch written by Supplier

- format: [maximum 20 alphanumeric signs, Unicode signs. Recommended: only ASCII, forbidden sign „ { ”]

example: „001005287425”

i. Expiration date of the part

- format [dd.mm.yyyy]

example: „01.02.2023”

j. Country of origin

- format [XXX] – in accordance with ISO 3166-1 Alfa 3

example: „POL”

k. ROHS 2015

Accordance with European Union directive ROHS 2015.

- format [YES] or [NO]

example:

00023{10-005-

0075{ZDD/00007/03/2020{WZ22331335{10.02.2020{500{szt{001005287425{01.02.2023{PO

L{YES

If Supplier cannot give the good with 2D label, Ligwan also accepts labels which include following data:

- part number,
- manufacturer's part number (MPN),
- Ligwan's part number,
- Ligwan's PO number,
- name of manufacturer,
- manufacturer's batch,
- quantities in consolidated and in separate packaging,
- production date,
- expiration date,
- confirmation of accordance with RoHS/REACH.

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5. VERIFICATION OF PURCHASED MATERIAL AND COMPLAINT PROCESS

Supplier is fully responsible for quality and accordance with regulations from PO and manufacturer's technical documentation of purchased material. Additionally Ligwan's Quality Assurance Department checks quality of delivered materials on the basis of its own procedures and reserve for themselves a right to control quality of the goods and supplier's process by visiting Supplier in an audit form.

If defined requirements are not fulfilled (PO, technical documentation, standards, regulations and other requirements of Ligwan or Ligwan's Clients) Ligwan will send complaint according to following steps:

- a) Supplier receives written claim form (Supplier is obliged to confirm it within 24 hours). It is required to confirm immediate actions which secure continuity of Ligwan's production or process, eliminate problem and assure providing goods in following options:
 - exchange of rejected material for new one (cost covered by Supplier) in a way that assures continuity of production
 - IF Supplier is not able to deliver proper material on time and fails to assure the continuity, Ligwan is forced to take "sorting – fixing – changing" actions in order to secure further consequences and losses both for Ligwan and Supplier. This will result in covering of additional Ligwan's costs by Supplier.
- b) Supplier may be charged with the cost of whole product, in case, if delivered materials had hidden defects, which damaged other components or machines (or it is not possible to retrieve components during dismantling process),
- c) Supplier is obliged to send back filled 8D reports within 14 days since the date of registration (sometimes this time can be changed and Supplier will be previously informed about this).

6. Assessment of Suppliers

Ligwan wishes to concentrate on cooperation with Suppliers who declare to improve such areas as high product quality, on time deliveries and costs reduction. We are beholden to produce the best quality products and offer the highest level of services for our Clients. Regarding this, Suppliers' evaluating system has been created and its aim is monitoring and constant improvement of quality for purchasing products and services.

Suppliers which have already cooperated with Ligwan are assessed periodically according to parameters listed below:

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Quality performance (total: 40 pts)

a) PPM Level

$$PPM = \frac{Nw}{Nd} * 1\,000\,000, \text{ where}$$

Nw – total quantity of non-compliant materials/components in definite time

Nd – quantity of delivered materials/components in the same time

Scoring system:

<250 - 30pts

251 - 1000 – 15pts

1001 - 2000 – 10pts

over 2000 – 0pts

b) Number of 8Ds do not delivered on time

Scoring system:

- 0 8D reports after due date – 4pts

- 1 and more 8D reports after due date – 0 pts

c) Repeatability of a problem

Scoring system:

- discrepancy has repeated during rated time period – 0 pts

- discrepancy hasn't repeated during rated time period – 5 pts

d) Number of Health, Safety and Environmental incidents – incidents noted during receiving of goods or during production, which has dangerous influence for workplace health and safety.

Scoring system:

- occurred – 0 pts

- not occurred – 1 pts

Logistic parameters (total 60 pts)

a) On time delivery

On time delivery = (quantity of lines delivered on time in definite period / quantity of lines delivered in the same period) * 100%

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Scoring system:

98% - 100% - 20 pts

97% - 97,99% - 10 pts

96% - 96,99% - 5 pts

Below 96% - 0 pts

b) Average delivery time – parameter that defines how much time Supplier needs for delivery of the good to Ligwan’s warehouse. Delivery average time is based on average delivery time of each single line provided by Supplier in definite time.

Scoring system:

Within 3 days – 12 pts

4 - 5 days – 5 pts

Over 5 days – 0 pts

c) Logistic discrepancies

- NWP (Price discrepancy) –

Discrepancy is counted as follows $\frac{\text{Quantity of deliveries with NWP in definite time} *}{\text{Quantity of deliveries in definite time}} 100\%$

0% - 10pts

0,1 - 1% - 8pts

1,1 - 2% - 5pts

2,1 - 3% - 2pts

>3% - 0pts

- NNO (Incorrect or missing order number):

The discrepancy is counted as follows $\frac{\text{Quantity of deliveries with NNO in definite time} *}{\text{Quantity of deliveries in definite time}} 100\%$

0% - 5pts

0,1 - 1% - 4pts

1,1 - 2% - 3pts

2,1 - 3% - 2pts

>3% - 0pts

- NDD (Lack of reference on invoice to delivery document number):

The discrepancy is counted as follows $\frac{\text{Quantity of deliveries with NDD in definite time} *}{\text{Quantity of deliveries in definite time}} 100\%$

0% - 3pts

0,1 - 1% - 2pts

1,1 - 2% - 1pts

>2% - 0pts

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- NMP (Lack or incorrect PN (Ligwan) on delivery document / invoice):

The discrepancy is counted as follows $\frac{\text{Quantity of deliveries with NMP in definite time} *}{\text{Quantity of deliveries in definite time}} 100\%$

0% - 5pts

0,1 - 1% - 3pts

1,1 - 2% - 1pts

>2% - 0pts

- NQP (Quantity discrepancy in relation to the order):

The discrepancy is counted as follows $\frac{\text{Quantity of deliveries with NQP in definite time} *}{\text{Quantity of deliveries in definite time}} 100\%$

0% - 5pts

0,1 - 1% - 4pts

1,1 - 2% - 3pts

2,1 - 3% - 2pts

>3% - 0pts

FINAL SCORING:

0-40 % - STATUS: TEMPORARY ACCEPTED or TO BE ELIMINATED

Supplier doesn't fulfill Ligwan's requirements. Critical discrepancies appear, which should be immediately deleted. Supplier should in cooperation with Ligwan immediately define fixing actions and do these actions in discussed and acceptable time. In case where is lack of cooperation on Supplier's side, there are taken actions that aim to eliminate Supplier.

41-70 % - STATUS: ACCEPTED

Supplier fulfill Ligwan's requirements but there are some objections. Potential for improvement is visible. Ligwan reserves a right for demanding corrective and preventive actions in specified cases and Supplier will be informed about this.

71-100 % - STATUS: PREFERRED

Supplier fulfill Ligwan's requirements satisfactorily. Cooperation can be continued and developed. Additional, preventive actions can be done for further development of cooperation.

Assessment is sent to suppliers in determined by Ligwan time periods. Supplier is obliged to offer corrective actions together with the date of their realization. The information of these actions must be sent to Ligwan within 10 working days since the date of assessment's receiving. Showing corrective actions is necessary in case of deterioration, concerning previous assessment or in case of receiving score zero.

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Ligwan can demand to conduct the audit on Supplier's side. If Supplier doesn't take any corrective and preventive actions Ligwan may decide to remove Supplier from the List of Qualified Suppliers.

All information concerning:

- privacy policy
- quality and environmental policy
- ethical code

and many other matters can be found on the web site www.ligwan.pl.

7. SCHEDULE OF DOCUMENT'S CHANGES

| Date | Document's version No. | Description of introduced change with relations to previous version |
|------------|------------------------|--|
| 26.07.2022 | 0 | First edition |
| 14.02.2023 | 1 | Adding information about the ban on using polystyrene and polyurethane foam as fillers |
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