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Member of the RASCHIG group

Hoek van Holland, August 2016

Dear Supplier,

Due to the implementation of automotive standard ISO/TS16949 we have had to implement stricter controls on incoming goods and grade our suppliers on their performance. These stricter controls on incoming goods mean we are categorising suppliers into three groups:

- **A-Supplier (Preferred Supplier):** all deliveries comply, our terms and conditions have been met in full;
- **B-Supplier:** terms and conditions regarding deliveries have not been met in full, the supplier needs to improve future deliveries or meet the requirements of our terms and conditions to avoid downgrading to C-grade;
- **C-Supplier:** the supplier has been unable to improve deliveries that do not comply and/or does not comply with our terms and conditions at all, we must now take steps to replace the effected supplier.

Downgrading

All suppliers of base material will be automatically granted Preferred Supplier status.

When we establish that t&c's for deliveries are not met, we will warn the supplier about a possible downgrade. If future deliveries are not improved upon within a reasonable time (next two deliveries), then the supplier will be downgraded to B-Supplier and will be informed of this.

The supplier will need to implement improvement right away to prevent further downgrading. To regain an upgrade to A-Supplier, the supplier will need to show improvement and comply for 100% on deliveries for the next six months.

All communication regarding grading will be done by electronic mail for future reference.

Complying

All Suppliers will be obliged to provide us with the filled in and signed forms 'Supplier Declaration' and 'Material Specification'. These forms are an integral part of the ISO/TS16949 standard and failure to provide us with these forms will mean an automatic downgrade to B-supplier.

All delivered base material must also comply with our purchasing terms and conditions (see also <http://www.almoco.nl/terms&conditions.htm>).

Regarding orders and deliveries for base material, this means:

- *we must receive an order confirmation within 48-hours;*
- *material must be delivered on the requested day or week unless the supplier has stated that this is impossible due to availability or other excusable reasons;*
- *goods are suitably packed and packaged;*
- *packaging is clearly marked with product name, net weight, use by and/or production date, batch or lot number and storage conditions;*
- *certificate of analysis (coa) is required for all delivered goods;*
- *the coa must show base material typical values conform to the agreed specifications;*
- *the coa must show the batch or lot number(s) of the shipment;*
- *the coa can be sent with the goods, by electronic mail or post and must be received by Synres- Almoco within 24-hours after delivery of the goods;*
- *any changes in the specifications of the base material must be communicated before implementation by sending the datasheet by electronic mail or post;*
- *forms Supplier Declaration and Material Specification have been signed by the supplier.*

For more information on this subject please contact: m.moers@almoco.nl