

Information for cooperation between supplier - SELVE

Our joint objective is enduring cooperation marked by partnership!

SELVE is synonymous with Continuity – Honesty – Openness – Trust – Fairness.

SELVE expects Quality – Competitive Prices – Reliability – Customer Service

1. Requirements

1.1 Supplier self-disclosure

At the outset of cooperation, all suppliers shall fill in a self-disclosure form.

Additionally, certification according to DIN EN ISO 9001:2015 shall be rendered and the quality assurance agreement shall be signed in principle at the outset of cooperation. If these pieces of evidence are missing, SELVE reserves the right to carry out an audit.

- 1.1.1** SELVE also reserves the right to carry out supplier audits during the cooperation at irregular intervals.
- 1.1.2** If sub-suppliers are deployed, the supplier shall ensure that they also operate a functioning QM system.
- 1.1.3** SELVE reserves the right to carry out audits even at sub-suppliers

1.2 Official regulations/conditions

The supplier shall ensure and be responsible for adherence to the respective valid regulations such as RoHS, REACH, Packaging Ordinance, Battery Ordinance and further regulations valid for its products. A written statement on each product must be provided before delivery commences.

1.3 Product liability / product liability insurance

SELVE products are construction products according to § 438(1) no. 2 German Civil Code and are thus subject to a mandatory 5-year warranty. For this reason, the warranty for the product delivered by the supplier or the order it has executed if it is a construction product is 63 months after delivery to or approval by SELVE if statute does not envisage other limitation deadlines. Statutory limitation rules apply except for construction products.

To guard against damage cases, the supplier shall maintain extended product liability insurance with a coverage sum of at least € 2,000,000.00 for the duration of the business relationship and demonstrate such, which reimburses personal injuries, property damage and financial losses arising from such (e.g. missing assured properties, e.g. costs for de-installing and installing faulty products, etc.). Please also refer to § 8 of the General Procurement Conditions for Purchase and Work Contracts of SELVE GmbH & Co. KG.

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2. Processing

2.1 Enquiries / orders / order confirmations / delivery notes / invoices

- 2.1.1 **Enquiries** shall be reviewed carefully to see if they can be realised. All technical and quality characteristics shall be sufficiently taken into account here
- 2.1.2 **Offers or rejections** shall be transmitted within the statutory deadline.
- 2.1.3 **Orders** – The basis for orders is the General Procurement Conditions for Purchase and Work Contracts of SELVE GmbH & Co. in the respective most recent version.
- 2.1.4 **Order confirmations** shall be sent to SELVE no later than 1 week of having received the order – electronically, if possible.
- 2.1.5 Each consignment shall include a **delivery note** with all necessary information (see below).
- 2.1.6 **Invoices** shall be sent electronically to the following address:
eingangsrechnung@selve.de

All paperwork shall contain the following **information**: SELVE assignment no. and any framework contract no., SELVE article no., SELVE article name, for drawing parts: the SELVE drawing no. with index, consignment papers and delivery notes in keeping with the logistics manual.

2.2 Quantity adherence

- 2.2.1 Partial supplies that are not agreed are not desired and not accepted.
- 2.2.2 Over-deliveries or under-deliveries require coordination; SELVE reserves the right to reject over-deliveries and refuse receipt.

2.3 Delivery Date

- 2.3.1 SELVE expects the supplier to be prepared to participate in 'Just In Time Proceedings' if required and feasible.
- 2.3.2 The date in orders contains the exact date and required delivery date to SELVE.
- 2.3.3 Deviations of – 3 and + 3 days are generally tolerated unless a fixed date is agreed.
- 2.3.4 Deviations outside of this window or exceeding a fixed date shall be coordinated with SELVE as soon as they are detected.
- 2.3.5 Deliveries outside of this window have a negative effect on the supplier evaluation.

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3. Initial samples

- 3.1 Reasons for initial samples include new parts, re-sampling following rejections, altered parts (geometry/material), altered production proceedings, or a new production site.
- 3.2 Initial samples shall be produced in principle from series tools and under series conditions; SELVE shall be provided with an initial sample report with all necessary target/actual data and, if applicable, associated works testing certificates, etc.
- 3.3 There are the following minimum requirements for an initial sampling test report: Cover sheet, measurement report (cavity-specific on multiple tools), stamped drawings, measured samples, if applicable: works testing certificate for the used material.
- 3.4 The SELVE-QS, Design EE and/or responsible product manager approves such, documents it on the cover sheet and transmits it to the supplier.

Principles on alterations to the part specification

The general principle is that all alterations shall be documented with EMPB and approved in writing by SELVE.

Following an alteration, the first 2 deliveries after approval shall be labelled with the notice 'Product alteration, new version XXX'. (see also above)

4. Product labelling

- 4.1 The general principle is that the production date shall be stated; for certain groups, the delivery date is also sufficient (e.g. pipes, coils, etc.) in plain text.
- 4.2 Encryption is required for goods/packaging forwarded by SELVE without SELVE newly packaging such. This is recognisable from the request 'neutral packaging' or 'with SELVE labels' in the order text.
- 4.3 The date is stated in MM YY DD, with the year mirrored, e.g. for 16/07/2010 – 070116

5. Contractually effective documents

- 5.1 General Procurement Conditions for Purchase and Work Contracts of SELVE GmbH & Co. KG in their respective most recent version
- 5.2 Quality assurance agreement (QAA)
- 5.3 Logistics manual