



Gummiwerk KRAIBURG GmbH & Co. KG

KRAIBURG Austria GmbH & Co. KG

Requirements for our suppliers of raw/auxiliary materials

The aim of the “Requirements for our suppliers of raw / auxiliary materials” is to clearly specify the requirements of KRAIBURG and the necessity of successful cooperation for both sides.

We want to create a framework for optimising the processes between our external partners on the supplier side and KRAIBURG in order to create a win-win situation for both sides.

In doing so, we are willing at all times to engage in a constructive discussion and modification of our requirements as necessary.

At least once a year we give a feedback to our key suppliers in the form of a supplier evaluation and we jointly examine which measures are necessary, if there are any.

Our observations are based both on our culture and our vision.

Excerpt from our Corporate Culture:

As an innovative company, we are dedicated to reliability and environmental awareness.

Respect and friendliness in our interactions with others strengthen trustful relationships with internal as well as external partners based on equality.

Excerpt from our new Vision:

We maintain mutually beneficial partnerships with our customers, owners, employees, suppliers and the wider community, as both partners meet their obligations.

This ensures the long-term prosperity of the family owned company.

Concerning our suppliers, this means:

We shall pay our supplier for the reliable supply of products and services of the agreed quality.

Building on this foundation we show our suppliers the confidence that is essential for a cooperative business relationship.

The requirements and expectations formulated below are for us an integral part of our agreements with each of our suppliers, unless otherwise expressly agreed with the partners.

1. Legal and management systems
2. Communication
3. Technical requirements
4. Logistical requirements

1. Legal and management systems

Legal conformity is a high priority at KRAIBURG. We therefore also expect our suppliers and their sub-suppliers to comply with the applicable laws, in particular:

- the applicable environmental regulations for extraction, production and transport
- the UN Convention on the Rights of the Child
- the requirements defined in REACH

As a guideline for employee conduct, the supplier should have compliance directives.

All information exchanged between KRAIBURG and its suppliers is to be treated confidentially, if no agreement to the contrary has been made. This applies in particular to technical details, customer or application information, prices, quantities, etc. This information will not be passed on to third parties by either party.

1. Legal and management systems

In order to produce and deliver products of sustainable quality, we deem it necessary to scrutinise all internal processes. We therefore expect our suppliers to actively maintain a quality management system with certification according to ISO 9001:2008 or higher. Further development of the management system to ISO/TS 16949 would be desirable, if possible.

Sustainability has always been an important factor at KRAIBURG. We therefore request our suppliers to use processes with low impact on all resources, including energy. In our view this can be supported effectively by an environmental (e.g. ISO 14001) and energy management system (e.g. ISO 50001).

Current certificates must be submitted to KRAIBURG without being requested!

2. Communication

We request to be informed of our suppliers' contact partners, including prompt notification of any changes.

In particular, we need to know the contact partners for:

- Sales
- Technology
- Order processing
- Invoicing
- Safety data sheets

Written communication should take place only by e-mail.

2. Communication

In order to provide our customers with fast and reliable information, we need the following from our suppliers:

- Order confirmations within 24 hours
- Exact confirmation of dates for raw and auxiliary materials
- Coordination with our Material Requirements Planning (MRP) in case of deviations from our requested date or the already confirmed date.

For smooth-running processes within our organisation it is essential that:

- Our order no./item no. is indicated on all documents (order confirmation, delivery note, invoice).
- Invoices are issued in accordance with the legal regulations.
- Discount and bonus agreements are stated on the invoices.

In case of a claim, we need your 1st response including immediate actions within two working days. Additionally we expect a systematic problem solution for the claim (e.g. 8D-Report).

3. Technical requirements

Unless otherwise agreed, the specifications of the product data sheet submitted to us apply. The date of issue of the product data sheet is stated in the order (only for Gummiwerk KRAIBURG GmbH & Co. KG). If the supplier has made changes to these specifications at the time of the order, we must be notified of this with the order confirmation.

For products purchased by KRAIBURG, the supplier must inform us independently and with sufficient lead time of the following:

- Changes in specifications
- Changes in production facilities that affect the product
- Changes in the supply plant
- Changes in the preliminary products that affect the product
- Changes in the packaging

3. Technical requirements

In the case of changes in the safety data sheets, the supplier must independently make them available to KRAIBURG promptly, prior to the delivery of the next order at the latest.

In general, an inspection certificate must be submitted for each delivery of a raw material. This inspection certificate must contain not only the technical data, but also the production date and the use by date/shelf life of the product.

We prefer an inspection certificate 3.1 in accordance with DIN EN 10204 (2004). This standard states that the inspection certificates are issued by an independent inspection department at the manufacturer's facilities (not subordinate to the production department) AND that the inspection is conducted on the delivery units (i.e. EVERY delivery is inspected)!

4. Logistical requirements

The delivered goods must be marked exactly. The article name, lot number and single weight must be visible on each container.

The legal regulations for marking of hazardous goods and substances must be complied with.

A delivery note must be submitted to our goods receipt personnel at the time of delivery. The delivery note must contain the following mandatory information:

- Article name
- Lot no.
- KRAIBURG order no./item no.
- Delivery quantity, gross/net

When delivering raw materials in tank or silo vehicles the products must be clearly allocated to the chambers of the vehicles.

4. Logistical requirements

Our goods receiving times are indicated in each order. Deliveries outside of these times can be accepted only after coordination with our MRP.

The deliveries must be made on the exact date stated in the order confirmation. Late deliveries have a negative effect on the supplier evaluation!

The delivery of a raw material for one order should consist of one lot number. If it is necessary for production reasons that a delivery consist of more than one lot number, each lot must be delivered on a separate pallet or in a separate packing unit.

If you have any questions or comments about these requirements, feel free to contact the contact partners in our raw / auxiliary materials purchasing department!

We are looking forward to continue our positive and cooperative business relationship!

Thank you