

SUPPLIERS' MANUAL

Table of Contents

Table of Contents	2
INTRODUCTION	4
1. Code of Conduct	5
2. Basic requirements	6
2.1. Management system.....	6
2.2. Continuous improvement process and cost reduction	6
3. Selection and qualification process	6
3.1. Supplier verification.....	6
3.1.1 Declaration by the Counterparty.....	7
3.1.2 Supplier Information Form.....	7
3.1.3 Confidentiality Agreement	7
3.2. Initial supplier assessment	8
3.2.1 Preparation for the Audit.....	8
3.2.2 Audit Implementation.....	8
3.2.3 Post-Audit Feedback	8
3.2.4 Outcome and Integration with Supplier Management.....	8
3.3. RFI/ RFQ	9
3.3.1 RFI (Request for Information).....	9
3.3.2 RFQ (Request for Quotation)	9
3.4. Component quality approval.....	10
3.5. Additional requirements	10
3.5.1 Traceability for supplied products.....	10
3.5.2 Environmental compliance	12
3.5.3 Supervision of Software in Automotive Products and Products with Embedded Software	12
4. Serial production monitoring.....	13
4.1. Supplier changes	13
4.2. Supplier assessment.....	13
4.2.1 Assessment Components	13
4.2.2 Assessment Grading Scale.....	14
4.2.3 Improvement Plans	15
4.2.4 Frequency of Assessments.....	15
4.2.5 Escalation Process.....	15
4.2.6 Documentation and Communication	15
4.3. Product and process audit.....	16
4.4. Complaint management	17

5.	Purchase management	18
5.1.	Ordering rules	18
5.1.1	Purchase agreement	18
5.1.2	Component release	18
5.1.3	Forecast	18
5.1.4	Confirmation	18
5.1.5	Delivery Requirements.....	19
5.1.6	Language	19
5.1.7	Delivery not in accordance with the confirmation	19
5.1.8	Changes in procedure.....	19
5.2.	Packaging	20
5.2.1	Pallet Use:	20
5.2.2	Marking:	20
5.2.3	Documentation:	20
5.2.4	Non-compliance:	20
5.3.	Invoice	21
5.4.	Delivery Notification	22
5.4.1	Mandatory Information for Export Shipments to Non-EU Countries	22
5.5.	Deliveries to BMZ Poland.....	22
5.5.1	Delivery Notification and Scheduling.....	23
5.5.2	Mandatory Information for Delivery Notification	23
5.5.3	Delivery Documentation	23
5.5.4	Damage during transport	24
5.5.5	Marking of boxes	24
5.6	Service Parts Requirements.....	25
5.6.1.	Packaging	25
5.6.2.	Minimum Order Quantity (MOQ) and Lead Time (LT).....	25
5.6.3.	Inventory Management.....	25
5.6.4.	Price Maintenance and Changes.....	25
5.6.5.	Order Management	26
5.6.6.	Non-Compliance	26
6.	Glossary of BMZ abbreviations	27

INTRODUCTION

WE POWER THE FUTURE

BMZ POLAND is dedicated to powering the future by producing high-quality, intelligent, and innovative battery systems used globally across multiple industries and applications. Our battery systems undergo continuous optimization through rigorous research and development processes to maintain our leading position in the global market while ensuring exceptional product quality and reliability. The success of BMZ POLAND relies on the collaborative commitment of our skilled employees, valued customers, and trusted suppliers who form an integral part of our supply chain excellence.

This comprehensive manual provides clear guidelines and detailed requirements for effective cooperation with our suppliers, establishing transparent expectations and standardized processes aimed at minimizing errors, enhancing communication, and upholding the high product standards that our customers expect. By adhering to these guidelines, suppliers become valuable partners in our mission to deliver sustainable energy solutions that transform how people work, travel, and interact. Through mutual commitment and adherence to these principles, we aim to achieve excellence together. We believe that strong supplier relationships are fundamental to our continued growth and success in the global market.

1. Code of Conduct

BMZ considers sustained management to be an essential part of its corporate culture.

BMZ recognizes its social responsibility and standards for the following principles:

Human Rights and Observance of Laws

We respect human rights and the relevant laws, values, standards and social orders of all countries.

Non-discrimination

We do not tolerate any form of discrimination in employment, including hiring on the grounds of gender, age, race, nationality, handicap, social origin, disability, political opinion or sexual orientation. All employees and Business Partners shall be treated with respect and dignity. We advocate equality of opportunity.

Child Labor

We condemn child labor and observe the legal rules and regulations of the minimum age of employees.

Forced Labor and Punishment

We condemn forced labor and corporal punishment, intimidation and molestation of employees.

Corruption

We take a firm stance against all forms of corruption.

Freedom of Association

We recognize the right of our employees to collective bargaining. We cooperate with employee representatives on a basis of mutual risk.

Working Time

Hours of work shall comply with legally mandated work hours and standards.

Environmental Protection

We provide a safe and hygienic working environment, bearing in mind knowledge of the industry and of any specific hazards.

Occupational Health and Safety

We protect our employees from dangers at the workplace and support health-promoting measures.

2. Basic requirements

Contractual agreements between BMZ POLAND and the supplier take precedence over this manual. Similarly, BMZ POLAND's General Conditions for Purchase and Delivery supersede this manual in case of conflict. Supplier's standard contracts, especially general conditions of sale, are not accepted.

2.1. Management system

Suppliers must have a management system that meets at least ISO 9001:2015 standards. Annual proof of certification validity is required. Depending on the project, compliance with UL, ISO 26262, UN R155/R156, ISO 21434, ISO 14001, ISO 45001, ISO 24089, and IATF 16949 may also be necessary.

2.2. Continuous improvement process and cost reduction

Suppliers must actively contribute to the ongoing improvement of products and processes. Preventing nonconformities is favored over detection. Cost reduction is essential for sustained competitiveness and innovation for both BMZ POLAND and its suppliers.

3. Selection and qualification process

If a supplier would like to establish a business relationship with BMZ POLAND, it must first pass the qualification process defined by BMZ POLAND.

All collected information is checked and evaluated by BMZ POLAND employees. Based on this information, the supplier receives an appropriate assessment.

After obtaining a positive assessment, the supplier is added to the **Qualified Suppliers List** with which BMZ POLAND can start cooperation. The result obtained is valid until the next assessment. The supplier is obliged to immediately inform BMZ POLAND of any changes that could affect the above assessment.

3.1. Supplier verification

The supplier is required to complete the following steps:

- Quick Assessment Questionnaire
- Supplier Information Form
- Non Disclosure Agreement
- Financial Rating Verification

Only after receiving and evaluating this information, the next steps in the supplier qualification and release process are initiated, or the cooperation is terminated.

As part of the initial verification, BMZ POLAND also assesses the financial stability of the supplier. A positive financial rating is required to continue the qualification process. This may include a **Creditinform** rating of at least 299 points or a **Dun & Bradstreet** rating of level 2 or better, or an equivalent credit rating. Suppliers not meeting this threshold will be disqualified from the qualification process.

The **Supplier Quick Assessment** must result in a minimum score of 60% to proceed to the next qualification stage. The assessment evaluates organizational, quality, and financial readiness, aligned with BMZ POLAND's internal benchmarks. Suppliers scoring below this threshold will be disqualified, and the application process will be closed.

3.1.1 Declaration by the Counterparty

Each supplier is required to complete the **Supplier Quick Assessment Questionnaire** and send it by e-mail.

3.1.2 Supplier Information Form

The Supplier Information Form contains organizational and economic data about the supplier, and specifies contact persons for specific areas. This information is necessary for registering the supplier in the ERP BMZ POLAND system.

3.1.3 Confidentiality Agreement

BMZ POLAND respects and strictly protects the confidentiality of information provided by suppliers and customers. Therefore, the same commitment is required to protect confidential information provided by BMZ POLAND.

In accordance with the Confidentiality Agreement, all suppliers are required to comply with these policies. This contract should be signed and returned in two copies by e-mail and post to the following address:

- BMZ POLAND Sp. z o.o. Einsteina 9, 44-109 Gliwice *bmzpolandreception@bmz-group.com*
- BMZ POLAND will send the supplier the signed Confidentiality Agreement by post.

After signing and completing the above-mentioned documents (Declaration by the Counterparty, Supplier Information Form and Confidentiality Agreement), the Purchasing Department of BMZ POLAND will verify the supplier in terms of them meeting the requirements contained in this Suppliers' Manual.

BMZ POLAND Sp. z o.o. keeps a **Qualified Suppliers List**, and only these suppliers can cooperate with BMZ POLAND.

3.2. Initial supplier assessment

BMZ POLAND conducts an initial supplier assessment as part of the qualification process to evaluate the supplier's potential and determine their eligibility for inclusion in the **Qualified Suppliers** List. This assessment includes a detailed audit based on the **VDA 6.3 Potential Analysis** or the internal **BMZ ISO Base Audit**, focusing on product quality, process reliability, and adherence to industry standards.

3.2.1 Preparation for the Audit

Prior to the audit, the supplier must:

- Prepare according to the agenda provided and agreed upon with BMZ POLAND.
- Ensure the availability of responsible personnel for the audit duration.
- Share all necessary documentation to facilitate a comprehensive evaluation.

3.2.2 Audit Implementation

The initial audit may be conducted on-site or remotely by representatives from BMZ POLAND's **Purchasing Department** and **Supplier Quality Development (SQD)** team. The audit assesses the supplier's ability to meet BMZ POLAND's quality and operational requirements.

3.2.3 Post-Audit Feedback

Following the audit, the supplier will receive a written report containing:

1. Comments on the findings.
2. A list of required corrective actions, if necessary.

3.2.4 Outcome and Integration with Supplier Management

Suppliers who meet the requirements outlined in the audit are added to the **Qualified Suppliers List**, as described in section **4.2 Supplier Assessment**. Suppliers who do not meet the criteria may:

1. Be requested to implement an **Improvement Plan** under the supervision of BMZ POLAND's SQD team in a form of Action List.
2. Undergo follow-up audits to verify the implementation of corrective actions.

The results of the initial assessment form the basis for the supplier's long-term relationship with BMZ POLAND and influence future evaluations, as outlined in section **4.2 Supplier Assessment**.

Additionally, suppliers must comply with Customer Specific Requirements (CSR) applicable to projects involving BMZ POLAND's end customers. These requirements may extend or reinforce existing quality and process standards such as IATF 16949. Failure to meet CSR obligations may

lead to suspension or removal from the Qualified Suppliers List. BMZ POLAND will communicate any applicable CSR at the start of each project or contract phase.

3.3. RFI/ RFQ

BMZ POLAND uses two types of price enquiries:

- **RFI** (Request for Information) for preliminary price inquiries
- **RFQ** (Request for Quotation) for formal price quotations

The Purchasing Department sends inquiries (RFQ/RFI) primarily to suppliers from the **Qualified Suppliers List**. If the answer is not satisfactory, the Purchasing Department will start looking for a new supplier.

Enquiries about non-standard components may only be sent to suppliers with which BMZ POLAND has a Confidentiality Agreement.

3.3.1 RFI (Request for Information)

A Request for Information is used to obtain an approximate price of a product in a short time. At this stage, the documentation is not yet complete, or does not exist at all. **The Request for Information** is sent using the appropriate form, which may contain incomplete data at this stage. After determining the exact parameters, the Request for Information can be converted into a **Request for Quotation** if BMZ POLAND is interested in this product.

3.3.2 RFQ (Request for Quotation)

The Request for Quotation is sent by the Purchasing Department on standard BMZ POLAND forms together with drawings and other requirements.

Due to the nature of BMZ POLAND's business and its complexity, all prices must apply for a period of at least three months, but the most desirable period is 12 months.

An offer sent by a supplier should contain the following information:

- pricing
- delivery terms (in accordance with INCOTERMS)
- payment terms
- lead time for samples and serial production
- weekly production capabilities
- tool cost
- minimum order quantity, production volume, quantity in packaging
- multiple packaging options
- storage conditions
- packaging options

3.4. Component quality approval

Each supplier of non-catalogue components delivered to BMZ POLAND is obliged to follow the PPAP or relevant approval process (e.g. VDA 2). The PPAP level is specified each time a sample order is placed and should be taken into account. As a result, the supplier must confirm compliance with the relevant standards for functional safety in accordance with the indications contained in the ISO 26262 standard (a specific level of **ASIL**), cybersecurity in accordance with ISO/SAE 21434 or any other if applicable. BMZ Traceability Requirements are based on the **IATF 16949** standard described in section **3.5.1 Traceability for supplied products** of this Supplier Manual.

The conditions for accepting compliance with the guidelines will be:

- safety instructions
- performed **HARA** (safety) and/or **TARA** (cyber) analyses – where required
- appropriate declarations of conformity confirming compliance with the requirements
- obtained certificates – where required

3.5. Additional requirements

3.5.1 Traceability for supplied products

BMZ POLAND requires all suppliers to establish and maintain comprehensive traceability systems aligned with the IATF 16949 standard. The primary objective is to ensure the ability to trace all supplied components and materials throughout the entire supply chain, from origin to final delivery.

Mandatory Traceability Requirements

1. **Systematic Identification:**

All products must be marked with unique identifiers (e.g., serial numbers, batch/lot numbers) that allow full traceability back to the source materials and manufacturing processes. This identification must be present on the product and associated documentation.

2. **Data Retention and Accessibility:**

Suppliers must retain traceability records for a minimum period of 15 years or for the period specified in the Quality Agreement with the Supplier, whichever is applicable. These records should include, but are not limited to:

- Source of raw materials.
- Details of manufacturing processes, including process parameters and inspections.
- Quality assurance test results.
- Delivery documentation (e.g., CMR, delivery notes).

3. **Safety and Regulatory Compliance:**

Products classified as safety- or certification-relevant must adhere to specific documentation and verification protocols, including:

- Hazard Analysis and Risk Assessment (HARA) in accordance with ISO 26262.
- Threat Assessment and Remediation Analysis (TARA) under ISO/SAE 21434 (if applicable).
- Conformance declarations for functional safety and cybersecurity.

4. **Compliance with UL Standards:**

Where UL certification is required (e.g., for electrical components or products with specific safety designations), suppliers must ensure full compliance with UL standards as outlined on the UL website (www.ul.com). Products must be appropriately marked with UL labels, and supporting documentation must include:

- Evidence of UL compliance for all applicable components.
- Certificates of conformity issued by UL or an authorized third party.
- Records of testing and inspections confirming adherence to UL requirements.

5. **Real-Time Traceability Availability:**

Suppliers must implement systems enabling real-time traceability information retrieval upon BMZ POLAND's request, particularly for components critical to safety and regulatory compliance.

6. **Non-Conformance Management:**

In the event of a quality issue or recall, suppliers must ensure rapid identification and isolation of affected batches/lots to minimize risks and disruptions. Affected records must be provided to BMZ POLAND within 24 hours of request, in accordance with the complaint management procedures and 8D reporting requirements described in section **4.4 Complaint Management** of this Supplier Manual.

7. **Packaging and Labeling:**

Each delivery must include clear and consistent labeling, displaying all required traceability data, such as:

- Batch/lot numbers.
- BMZ POLAND part numbers.
- Quantity and manufacturing date.
- UL marking (where applicable) in accordance with global UL standards.

8. **Audit and Verification:**

BMZ POLAND reserves the right to audit supplier traceability systems regularly to ensure compliance with the above requirements. Suppliers must provide unrestricted access to relevant records and systems during such audits.

Failure to comply with these requirements may result in corrective action requests, additional audits, or disqualification from BMZ POLAND's **Qualified Suppliers List**.

3.5.2 Environmental compliance

BMZ POLAND manufactures battery packs in accordance with **RoHS** and **REACH** requirements. Suppliers are obliged to demonstrate that their products are free from substances prohibited under the latest EU directives and provide a valid Safety Data Sheet (SDS) for all hazardous materials. BMZ POLAND may also require a declaration of compliance with the RoHS Directive and additional environmental declarations.

BMZ POLAND is committed to aligning its operations with the highest environmental standards, as evidenced by its **ISO 14001** certification. Although **ISO 14001** certification is not mandatory for suppliers, they are expected to align their processes and products with its principles to support BMZ POLAND's sustainability goals and environmental management system.

If necessary, suppliers may be required to provide additional environmental data, such as a carbon footprint or **Life Cycle Assessment (LCA)** analysis for delivered products. Suppliers must declare that raw materials and elements used in production are not sourced from war or conflict zones.

Suppliers of chemicals must provide SDS documents no older than three years and update them as needed. Additionally, suppliers are required to upload and maintain accurate and up-to-date information in the International **Material Data System (IMDS)**. BMZ POLAND's **DUNS** number is 422294731, and its **IMDS ID** number is 216486.

3.5.3 Supervision of Software in Automotive Products and Products with Embedded Software

BMZ POLAND requires its suppliers to implement and maintain appropriate software quality assurance processes for products supplied, in accordance with the requirements of section 8.4.2.3.1 of the **IATF 16949** standard. Regardless of their position within the supply chain, all suppliers are required to store and provide documented information on self-assessments of their software development capabilities. This documentation should include detailed data on risk analyses and the effectiveness of quality assurance methods applied, particularly with regard to the level of risk and potential impacts on the end customer.

BMZ POLAND reserves the right to conduct regular assessments of suppliers' software development processes to confirm compliance with established quality requirements. Depending on the risk level assessment, BMZ POLAND applies appropriate prioritization and may require additional audits or tests to monitor the alignment of processes with established standards.

4. Serial production monitoring

4.1. Supplier changes

In the event of any significant changes or events concerning the supplier, such as a change in the legal form of the supplier's business, a change in the supplier's partner or shareholding structure, a change in the list of persons or institutions authorized to manage and represent the supplier, a change in the address of the supplier's headquarters, the liquidation or declaration of bankruptcy of the supplier, etc., the supplier is obliged to immediately notify BMZ POLAND in writing, no later than within five working days of the change in circumstances or event that occurred. An e-mail is also considered to be "written form" if it was sent by the supplier to the following BMZ POLAND e-mail address: *biuro@bmz-group.com*.

To ensure compliance with BMZ POLAND standards, suppliers must follow a formal change control process for any modifications impacting product design or production processes. Each change must be approved by BMZ POLAND through the **PPAP** (Production Part Approval Process) prior to implementation. Suppliers should document and communicate changes proactively, providing a detailed description and risk analysis to prevent disruptions in product quality or supply chain.

4.2. Supplier assessment

The Supplier Assessment process ensures the continuous monitoring and development of suppliers to meet BMZ POLAND's quality, delivery, and operational standards. This process includes regular evaluations based on Key Performance Indicators (**KPI's**), supplier audits, and project-specific performance. Supplier assessments are not averaged, and scores are assigned separately for each category, as detailed in the Score Card.

The Supplier Assessment process is overseen and conducted by the Supplier Quality Development (**SQD**) team within the Purchasing Department of BMZ POLAND, ensuring that all evaluations align with organizational standards and goals.

4.2.1 Assessment Components

Supplier performance is assessed across three primary areas, with scores recorded in the **Score Card** for each category:

Commercial Performance (assessed every 12 months; for suppliers rated "C or D," frequency increases to minimum of every 6 months):

- **Payment Terms:** Evaluation of agreed payment conditions and adherence to them.
- **Financial Stability:** Review of financial reports from a recognized credit assessment agency to ensure supplier viability.
- **Certifications:** Verification of compliance with ISO 9001, IATF 16949, or other required industry standards.

Project Performance (assessed quarterly):

- **Sample OTIF** (On-Time, In-Full Delivery of Samples): Compliance with agreed timelines for sample deliveries.
- **PPAP Documentation**: Completeness and accuracy of Production Part Approval Process submissions.
- **Technical Competency**: Supplier's ability to meet project-specific technical requirements and respond to changes effectively.
- **Communication**: Evaluation of the supplier's communication, including speed, completeness, and clarity of responses during project collaboration.

Operational Performance (assessed quarterly – PPM, Number of Claims, OTIF, based on quarterly data, number of complaints to the supplier resulting from customer claims to BMZ Poland. Audit Scores – score from last audit performed by BMZ POLAND):

- **Supplier Quality Score**: evaluation of the supplier's product quality performance and responsiveness to complaints in serial production. It is assessed quarterly and consists of three sub-indicators: PPM rate, number of quality claims, and 8D analysis (acc. to on-time 5D report submission).
- **OTIF** (On-Time, In-Full Delivery): Percentage of orders delivered on time and in full.
- **OCOT (Order Confirmation On Time)**: Share of purchase orders confirmed in full, by the supplier within 5 working days from the date of order receipt by BMZ POLAND. Confirmation must be made via agreed communication channels and reflect the correct quantities and delivery terms.
- **Audit Scores**: Results from BMZ POLAND's supplier audits, conducted as needed or per schedule.

4.2.2 Assessment Grading Scale

Suppliers are assigned grades based on their performance in each category independently. The grades are not averaged but reflect the supplier's standing in each assessed area:

Grade	Description
A	Nominated Preferred Supplier: Automatically eligible for new projects.
B	Nominated Active Supplier: Eligible for new projects with justification.
C	Restricted Supplier: Excluded from new projects; improvement plan required.
D	Exit Supplier: Immediate action required; potential removal from the Qualified Suppliers List after 4 consecutive "D" ratings (operational/project) or 2 consecutive "D" ratings (commercial).

4.2.3 Improvement Plans

Suppliers rated "**C**" or "**D**" must submit and implement an improvement plan under the supervision of BMZ POLAND's SQD team. Progress is tracked quarterly using BMZ POLAND's **Action Tracker** system. Failure to improve may result in disqualification from future cooperation.

Criteria for Supplier Selection in Assessment

- Suppliers contributing to 90% of BMZ POLAND's annual purchase volume are automatically included in the assessment.
- Key suppliers not part of the 90% may also be assessed if critical to BMZ POLAND's operations.
- Once included, a supplier remains in the program for at least 12 months regardless of purchase volume changes.

4.2.4 Frequency of Assessments

- Project and Operational performance are assessed quarterly. Additional reviews are possible if needed, depending on business needs or customer requirements
- Commercial performance (assessed by the Purchasing Department) is evaluated at least every 12 months. For suppliers receiving a 'C or D' rating, the frequency of assessment for commercial performance changes to a minimum of every 6 months for the specific supplier.

4.2.5 Escalation Process

For suppliers rated "**D**," BMZ POLAND initiates immediate corrective actions:

- The **SQD** team identifies root causes and agrees on an improvement plan with the supplier.
- Escalated issues are reviewed quarterly by the Supplier Assessment Committee (**KORD**).
- Failure to address issues within agreed timelines results in disqualification.

4.2.6 Documentation and Communication

BMZ POLAND ensures that all supplier assessment data is systematically documented in its Supplier Management System to provide transparency and facilitate decision-making. The assessment process evaluates three primary areas: Commercial Performance, Project Performance, and Operational Performance, as outlined in section **4.2.1** of this Supplier Manual.

Documentation of Results

1. The results of each assessment are recorded and stored securely by **SQD** team, ensuring traceability and consistency.
2. Assessment grades and specific feedback are shared with suppliers no later than the second week following the end of the assessment period.

3. In cases where suppliers receive a grade of **C** or **D**, they are required to implement an **Improvement Plan**, as detailed in section 4.2.3. This plan must address the identified deficiencies within the specified timeline.

Communication and Follow-Up

1. BMZ POLAND encourages open communication with suppliers to address areas of improvement and ensure alignment with expectations.
2. Suppliers are expected to maintain their own records of assessment results and related corrective actions for future audits or evaluations.
3. For suppliers undergoing the **escalation process** (4.2.5), additional meetings or audits may be scheduled to verify progress and compliance with the agreed **Improvement Plan**.

Transparency and Collaboration

Suppliers are invited to collaborate closely with BMZ POLAND's Supplier Quality Development (SQD) team to continuously improve performance and ensure long-term cooperation. Proactive engagement and timely responses to feedback are key to maintaining a successful partnership.

4.3. Product and process audit

Suppliers and their sub-suppliers may be audited in the following cases:

- initial audit of a new supplier, assessment of the Supplier's Potential – in accordance with VDA 6.3 or BMZ ISO based audit
- introduction of a new process or product in the supply chain - in accordance with VDA 6.3 or BMZ ISO based audit
- introduction of a new product in the supply chain - in accordance with VDA 6.5 or BMZ ISO based audit
- production relocation - in accordance with VDA 6.3 or BMZ ISO based audit
- if there are recurring quality problems - in accordance with VDA 6.3 or BMZ ISO based audit
- in order to verify corrective actions - in accordance with VDA 6.3 or BMZ ISO based audit

The audit may be carried out by a BMZ POLAND employee with the participation of an external consultant or a representative of the client. In special cases, the audit may be commissioned to a selected external company.

After the audit, BMZ POLAND will create an official report, which may include a **Action List**.

4.4. Complaint management

BMZ POLAND does not apply a 100% verification policy for accepted components. However, for new components and products following a claim, mandatory verification and control of the first deliveries are introduced. BMZ POLAND may also conduct random or statistical input quality controls to ensure ongoing compliance.

Suppliers are responsible for the costs associated with sorting, processing, and replacing non-compliant products or materials. All necessary inspections and sorting will be carried out by external companies, with prior mutual agreement on costs and conditions between BMZ POLAND and the supplier.

In the event of non-compliance detected during product receipt or subsequent use, suppliers must develop and implement corrective actions documented in an **8D report**. Complaints are submitted using the BMZ POLAND 8D report template; however, suppliers may use their own 8D report format provided it adheres to widely accepted industry standards.

Suppliers are required to:

1. Conduct structured **root cause analysis (RCA)** for all identified issues.
2. Develop corrective and preventive actions to avoid recurrence.
3. Ensure full transparency and compliance with the following **8D timeline**:
 - **D1–D3**: Within 24 hours.
 - **D4–D5**: Up to 14 days.
 - **D6–D8**: Up to 30 days.

For end-customer complaints, **D4–D5** must be completed without significant delays (no more than 10 working days), unless otherwise specified on a case-by-case basis, in accordance with BMZ POLAND's Customer Specific Requirements (CSR).

Repeated non-conformities or delays in implementing corrective actions may initially result in the supplier receiving a negative assessment as per the Supplier Assessment process described in section 4.2. Underperforming suppliers may then be required to:

- Facilitate an audit conducted by BMZ POLAND to identify areas for improvement.
- Alternatively, or concurrently, participate in regular meetings to address problems and implement solutions based on an **Action List**, developed in alignment with the PDCA (Plan-Do-Check-Act) methodology.

Failure to demonstrate measurable improvement following these steps may result in the supplier's removal from the **Qualified Suppliers List**.

Suppliers are also responsible for maintaining documentation of inspections and tests conducted during production, final testing, and for representative samples. These documents must relate to both production and input components and be made available upon request.

BMZ POLAND reserves the right to charge an administrative fee of EUR 75 for accepted complaints. Additional costs, including those for inspections or sorting, will be agreed upon and charged to the supplier as appropriate.

5. Purchase management

5.1. Ordering rules

Orders are sent to the supplier via e-mail. Standard orders are placed according to the current demand and lead time for specific products. Other order types may include samples, tooling, certificates, PPAP submissions, modifications, and tool repairs.

5.1.1 Purchase agreement

The Purchase Agreement (**PA**) is a long-term contract between BMZ POLAND and the supplier regarding a specific product, covering the planned quantities to be purchased within an agreed period. Based on this agreement, the Material Planning Department (**PLM**) issues orders with fixed deadlines.

5.1.2 Component release

Component release (to secure mass production) – the supplier may receive this document for critical components.

Note: In accordance with specific purchase agreements or separate arrangements, the supplier may be obliged to maintain and review inventory for critical components and to inform BMZ POLAND in advance if there is any risk that could cause potential delays or prolonged lead times for finished products. This obligation is separate from the non-binding nature of forecasts mentioned in section 5.1.4.

5.1.3 Forecast

The forecast is valid for the period agreed between the supplier and BMZ POLAND and remains the forecast until BMZ POLAND submits binding orders in its place in accordance with the agreed delivery time.

The forecast is not binding and can be sent to the supplier at its request.

5.1.4 Confirmation

Order confirmation is required for all orders placed by BMZ POLAND and must be sent within a maximum of three days of receipt of the order.

After this time, the order will be confirmed in accordance with the expected date, and any delays will be treated as a right to claims. Confirmation should be sent to *bmzpolandmagazyn@bmz-group.com*, *CW2.przyjecie@bmz-group.com*

In exceptional cases, if the supplier is unable to deliver the goods in accordance with the delivery time, this deadline may be extended after prior agreement with BMZ POLAND and the obtainment of appropriate consent.

5.1.5 Delivery Requirements

Suppliers are required to meet the conditions for delivery notification and documentation described in point 5.4

5.1.6 Language

The supplier's contact person must be able to communicate in **Polish** or **English** in both written and verbal form.

5.1.7 Delivery not in accordance with the confirmation

The supplier must ensure full compliance with confirmed orders in terms of quantity, delivery time, and documentation. Partial deliveries, over or under shipments, or deliveries made before or after the confirmed delivery date are strictly prohibited unless agreed upon in writing by BMZ POLAND.

Deliveries not meeting the confirmed requirements may result in:

- Refusal of delivery at the supplier's cost,
- Administrative fines for incomplete or incorrect documentation, with penalties of EUR 50 per missing document or piece of information,
- Reassignment of responsibility for costs associated with delays or production line stoppages caused by non-compliance.

In addition, the supplier is required to notify BMZ POLAND of any anticipated delays or changes in delivery terms no later than three calendar days from becoming aware of the issue. Failure to provide timely notification will lead to BMZ POLAND seeking compensation for resulting losses or disruptions.

5.1.8 Changes in procedure

The Supplier is obliged to inform BMZ POLAND in advance of any delayed delivery.

BMZ POLAND has the right to charge the supplier in the event of a line stoppage due to delayed deliveries/shortages or non-compliant delivery.

BMZ POLAND may formally ask the supplier for deliveries to be made earlier in the event of increased demand.

The supplier is obliged to deliver on time, but may not deliver before the date specified in the order, unless this has been previously agreed in writing with BMZ POLAND.

Earlier deliveries may be sent back to the supplier at the supplier's expense.

5.2. Packaging

Suppliers are required to deliver goods on undamaged **Euro Pallets** or industrial pallets of identical construction. The following specifications must be strictly adhered to:

- Dimensions: 800 mm (width) x 1200 mm (length) x maximum 1200 mm (height),
- Maximum gross weight per pallet: 600 kg, including the pallet.

5.2.1 Pallet Use:

Products must not extend beyond the pallet's edges.

Goods on pallets must be securely protected against contamination, damage, or loss during transport.

BMZ POLAND requires the principle of one component per pallet, ensuring that cartons containing different part numbers are not mixed on the same pallet. Each pallet must contain cartons with only one specific part number.

Damaged pallets or packaging will result in penalties or rejection of the delivery.

5.2.2 Marking:

Each box or container must be marked with:

- BMZ POLAND part number (barcode preferred, using Code 39),
- Quantity per unit of packaging,
- Batch or lot numbers for traceability.
- Labels must be affixed visibly on the front of each package and box, ensuring easy identification during handling.

5.2.3 Documentation:

Delivery documents must include the following:

- BMZ POLAND order number,
- BMZ POLAND part number,
- Quantity delivered,
- Batch or lot number,
- External shipment document reference (e.g., CMR, delivery note).

5.2.4 Non-compliance:

BMZ POLAND reserves the right to reject or return improperly packaged or labeled goods at the supplier's expense.

The supplier must agree to the packaging method during the **RFQ** stage. Any deviation from the agreed method must be pre-approved by BMZ POLAND in writing. In the case of reusable

packaging, the supplier must coordinate with BMZ POLAND regarding rotation rules and sign an agreement governing their use.

5.3. Invoice

BMZ POLAND prefers that **invoices** be sent electronically via email to the following address: *invoice.poland@bmz-group.com* (no other email addresses are allowed). This address is designated for the electronic submission of invoices, encompassing both scanned paper documents and legally binding electronic invoices – in the case of the latter, subject to formal consent previously obtained from BMZ POLAND for their issuance.

This provision shall not be interpreted as automatically conferring upon the supplier the right to issue electronic invoices in the legal sense. Such formal consent, permitting the issuance and transmission of invoices to BMZ POLAND solely in electronic format, must be procured independently.

In order to make a payment, BMZ POLAND requires at least the following information on the invoice:

- Full name and address of your company
- Full address and name of the ordering customer
- Your bank account number
- Invoice number
- Date of invoice
- Your VAT number
- Payment terms – at least 60 days, unless otherwise specified
- Delivery terms based on the latest version of **INCOTERMS**
- Net unit price, including tax
- Currency
- Total net amount
- Quantity delivered with unit of measure
- BMZ POLAND component number and a brief description
- BMZ POLAND order number
- Packing list number/number of document issued
- Country of origin

If you have any questions, please contact our **Purchasing Department** at *BMZPolandPurchasing@bmz-group.com*

Additional documents for deliveries outside the EU:

- Shipping documents:
 - For sea transport – **BoL** (*Bill of Lading*)
 - For rail transport – **CIM** (*Convention Internationale concernant le transport des marchandises par chemins de fer*) or **WB** (*Waybill*)
 - For air transport – **AWB** (*Air Waybill*)

- For road transport – **CMR** (*Convention relative au contrat de transport international de marchandises par route*)
- CE declaration of conformity for electronics
- Country of origin to be specified on the invoice
- Packing List

5.4. Delivery Notification

Suppliers are required to provide advance delivery notification for all shipments to BMZ POLAND. For detailed requirements regarding the notification process, scheduling via the **Yard Management System (GoRamp)**, applicable deadlines, and mandatory information to be included in the notification, please refer to Section **5.5.1 'Delivery Notification and Scheduling'**

5.4.1 Mandatory Information for Export Shipments to Non-EU Countries

For all transport modes, the following information is mandatory:

- Vehicle registration number at loading point,
- Country of vehicle registration,
- Transport cost up to the Polish border,
- Customs office of exit.

Additional data by transport type:

- **Maritime:** IMO ship number or vessel name, country of registration, movement reference number (optional).
- **Road:** Vehicle registration at the border, country of registration at the border, movement reference number (optional).
- **Air:** IATA flight number or aircraft registration, country of registration, movement reference number (optional).

Note: This requirement applies exclusively to shipments under F Group Incoterms.

5.5. Deliveries to BMZ Poland

Deliveries must be scheduled via the **Yard Management System (GoRamp)**. In case of system unavailability, notifications must be sent by email no later than 12:00 PM the business day before delivery. BMZ POLAND reserves the right to refuse acceptance for non-compliance.

5.5.1 Delivery Notification and Scheduling

Suppliers are required to provide advance delivery notification. While BMZ POLAND requests a preliminary notification be sent at least two days before the planned shipment date, the formal scheduling of deliveries, primarily via the **Yard Management System (GoRamp)**, must be completed no later than 12:00 PM on the business day preceding the delivery. In case the **GoRamp** is unavailable, suppliers may alternatively send their delivery notifications via email to the following addresses:

- *BMZPolandPurchasing@bmz-group.com*
- *bmzpolandmagazyn@bmz-group.com*
- *CW2.przyjecie@bmz-group.com*

Failure to complete the required notification/scheduling in the **GoRamp** system by the 12:00 PM deadline will prevent the delivery from being accepted, as the system will not permit registration and document upload

5.5.2 Mandatory Information for Delivery Notification

Delivery notifications, whether submitted via **GoRamp** or email, must include the following:

1. Planned delivery date and time,
2. Name of the carrier,
3. Vehicle registration number,
4. Number of pallets,
5. All required delivery documentation,
6. Supplier's name,
7. BMZ POLAND part numbers (collective packaging),
8. Batch numbers of delivered components,
9. BMZ POLAND part numbers listed in the shipment document (e.g., CMR, delivery note),
10. BMZ POLAND order number.

BMZ POLAND reserves the right to refuse acceptance of deliveries that are not properly notified or fail to meet these requirements.

5.5.3 Delivery Documentation

Every delivery must be accompanied by accurate and complete documentation, including:

1. BMZ POLAND order number,
2. BMZ POLAND part number,
3. Quantity of delivered goods,
4. Batch or lot number,
5. Reference to external shipment documents (e.g., **CMR**, delivery note).

Missing or incomplete documentation may result in penalties of EUR 50 per missing or incorrect entry. BMZ POLAND also reserves the right to refuse or delay unloading of improperly documented deliveries.

Additional Notes

- Deliveries must be made during the warehouse's opening hours: Monday to Friday, 6:00 AM to 9:30 PM, with a break from 1:30 PM to 2:30 PM.
- Suppliers must use approved carriers; the list of approved carriers is available from the BMZ POLAND Logistics Department. Using unapproved carriers requires prior written consent.
- BMZ POLAND reserves the right to refuse goods delivered without notification or those delivered outside the agreed time window.

5.5.4 Damage during transport

BMZ POLAND reserves the right to refuse admission of undamaged/non-defective goods that are part of the same delivery. If hidden or invisible defects are discovered at the time of accepting the delivery, BMZ POLAND reserves the right to return the goods at the supplier's expense.

In the case of damage/fault of the delivered commodities, the following fees for re-packing will be charged:

- Stabilization of pallets: EUR 30 per pallet
- Stabilization and re-packing of pallets: EUR 50 per pallet
- Re-labelling of boxes/pallets: EUR 50 per unit + EUR 5.00 per label

5.5.5 Marking of boxes

A box with products must be marked in a manner that allows for easy and unambiguous identification of the commodities in the collective packaging.

Components delivered in rolls, such as heat shrink tubing or tubing label should be marked individually. In the case there is no space on a standard label, please specify basic information on the tube, including the following data:

- BMZ POLAND article number
- Quantity in the roll

If the goods are delivered loosely in internal packaging such as boxes, plastic bags or other containers, labels should also be affixed to this packaging.

In the case of non-standard deliveries, such as samples, sorted goods, first delivery after an implemented change, or claim-related deliveries, the supplier shall use the **BMZ Special Marking Card** for easy identification of the delivery in question.

5.6 Service Parts Requirements

BMZ POLAND defines specific requirements for service parts to ensure compliance with quality standards, operational efficiency, and customer satisfaction. These requirements include guidelines for packaging, inventory management, pricing, and order handling.

The following requirements are general in nature and may not apply to all components or projects. The necessity for service parts is determined individually for each project. Where required, detailed conditions are specified in agreements concluded with suppliers for specific projects.

5.6.1. Packaging

Suppliers are required to ensure appropriate packaging of service parts:

- Components must be packed in disposable packaging.
- Packaging must be unbranded and labeled with:
 - BMZ POLAND article number (preferably a barcode or QR code).
 - Quantity and batch/lot number for traceability purposes.
- All packaging must protect components from damage, contamination, and loss during transportation.

5.6.2. Minimum Order Quantity (MOQ) and Lead Time (LT)

- The minimum order quantity for service parts is set at 1 piece.
- The supplier must define and maintain the agreed lead time (LT) for each component.

5.6.3. Inventory Management

Suppliers must maintain inventory of service parts for the following periods:

- 15 years for EVS projects.
- 5 years for E-Bike projects.

The inventory must include components remaining after the conclusion of series production. The supplier is responsible for proper storage and availability.

5.6.4. Price Maintenance and Changes

- Component prices must remain fixed for at least 12 months from the date they are established.
- Price changes are permitted only once per calendar year, with a minimum of 3 months' prior notice to BMZ POLAND.
- New prices take effect at the beginning of the following calendar year.

5.6.5. Order Management

The supplier must provide flexibility in fulfilling service part orders. BMZ POLAND reserves the right to:

- Cancel orders if demand changes.
- Specify non-standard requirements in case of urgent service needs.
- All orders must be fulfilled in accordance with the agreed deadlines and conditions.

5.6.6. Non-Compliance

BMZ POLAND reserves the right to reject deliveries that do not meet the specified requirements for service parts. In case of non-conformities, the supplier is responsible for all associated costs.

6. Glossary of BMZ abbreviations

Acronym Definition

Action List - structured document outlining specific tasks, responsibilities, and deadlines aimed at resolving identified issues

BoL (Bill of Lading) - A legal document issued by a carrier to acknowledge receipt of goods for shipment, detailing the terms of transportation and serving as a title of ownership

CIA Confidentiality, Integrity, and Availability - model that forms basis for the development of security systems

CMR (*Convention relative au contrat de transport international de marchandises par route*) - A standard legal document used for the international transportation of goods by road, ensuring compliance with the CMR Convention

Creditinform – a recognized European credit rating agency providing risk assessment of business entities. A minimum score of 299 is required by BMZ POLAND for supplier qualification.

DIA - reportable document which defines relationship between manufacturer and supplier

Dun & Bradstreet – an international commercial data and analytics company used for supplier credit risk assessment. BMZ POLAND requires a minimum rating of level 2 for supplier qualification.

GoRamp - digital platform used by BMZ POLAND to manage delivery scheduling

HARA - Hazard Analysis and Risk Assessment - according to ISO 26262

Improvement Plan - a structured document outlining specific corrective and preventive actions, responsibilities, and timelines, required from suppliers to address identified deficiencies

INCOTERMS - Incoterms, widely used terms of sale

KORD – Supplier Assessment Committee

KPI – Key Performance Indicators

LCA - Life Cycle Assessment

NDA - Non-Disclosure Agreement

OTIF - On Time in Full

PA - Purchase Agreement

PLM - Material Planning Department of BMZ Poland

PPAP - Production Part Approval Process

PPM - Parts Per Million

Purchasing - Purchasing Department of BMZ Poland

PL – Purchasing Lider

QE – Quality Engineer

REACH - Registration, Evaluation, Authorization, Restriction of Chemicals

RFI - Request for Information

RFQ - Request for Quotation

RoHS - Restriction of Hazardous Substances

Score Card - a performance evaluation tool used to measure and assess the performance of Supplier

SDS (Safety Data Sheet) - A document providing detailed information on the properties, hazards, handling, and storage of hazardous substances, ensuring compliance with safety regulations

SQA - Supplier Quality Assurance

SQD - Supplier Quality Development

T1 - A customs transit document used within the EU to transport non-EU goods under customs control until they reach their destination or customs clearance point.

TARA - Threat Assessment and Remediation Analysis - according to ISO 21434

TPL – Technical Project Leader

UL - Underwriters Laboratories

Qualified Suppliers List - A verified roster of suppliers who meet BMZ POLAND's standards for quality, compliance, and performance, and are approved for ongoing cooperation and procurement

(YMS) - Yard Management System

WZ - (external release) warehouse document

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