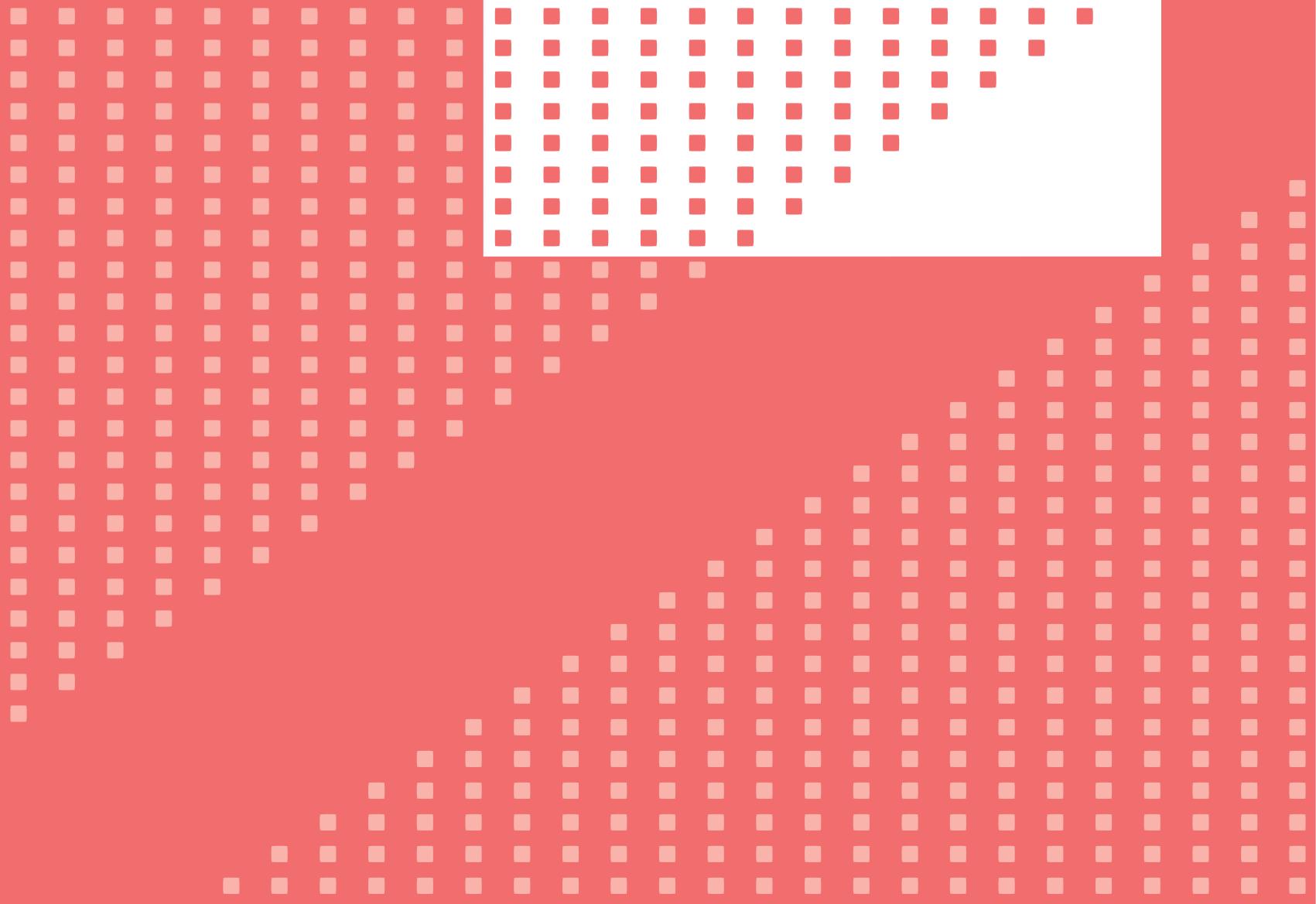




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GENERAL PURCHASING CONDITIONS



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For a healthy relationship between the parties and to formalize the purchase acts between the Navarra Group and its suppliers, the General Purchasing Conditions underlying any order placed by the Group were regulated.

The Navarra Group suppliers undertake to comply with these General Purchase Conditions from the moment they accept the order.

These General Conditions of Purchase prevail over any General Conditions of Sale of the Suppliers, unless others are accepted in writing by Grupo Navarra.

Only purchase orders authenticated by Grupo Navarra's Purchasing Department will be considered valid.

In case of litigation, the competent court is that of the District of Braga.



GENERAL PURCHASING CONDITIONS

DELIVERIES/DOCUMENTS

1. The supplier undertakes to inform Navarra whenever the delivery time indicated in the order is not met. If the supplier fails to do so, Navarra reserves the right not to accept the delivery of the material;
2. All supplies shall be carried out in accordance with the terms indicated in the order, and no amendments may be made without our prior agreement;
3. Reception of goods at our facilities: Monday to Friday from 8:30am to 12pm and from 2pm to 5pm. Deliveries at other times must be agreed in advance;
4. All deliveries must be accompanied by a delivery note, delivery slip or service sheet, indicating our order number;
5. All risks of transport and conservation of the goods are the responsibility of the supplier until the time of delivery;
6. Whenever materials cannot be checked upon receipt, Navarra has the right to make a good faith claim concerning the quantities and/or quality of the goods received;
7. All supplies are subject to approval and will be rejected if they do not correspond in whole or in part to the specifications contained in the order;
 - 7.1 Navarra is entitled to charge a cost for opening non-compliance proceedings in the amount of EUR 120.00;
8. If the deliveries concern equipment, these must be supplied with an instruction manual in Portuguese, CE marking and EU Declaration of Conformity.

GENERAL PURCHASING CONDITIONS

INVOICING

1. Invoices must be sent no later than 5 days after the date of the delivery note;
2. Suppliers with monthly invoicing, must send us the invoices considering that they must be received by us until the fifth day of the following month;
3. Invoices received late in relation to the deadlines referred to in points 6 and 7 will be considered, for payment purposes, as having been received in the following month(s);
4. All Intra-Community suppliers must indicate on their invoices the weight and code of the product supplied.

QUALITY/ENVIRONMENT AND WORKPLACE SAFETY POLICY

1. Materials for which we require a Quality Certificate, Test Certificate or Certificate of Con formity, will only be accepted if these documents are presented at the moment of delivery;
2. If the deliveries concern products/articles that are being supplied for the first time, the supplier shall provide a REACH statement of compliance and, when applicable, the respective Safety Data Sheet according to Annex II of REACH;
 - 2.1 In the case of previously supplied products, the Safety Data Sheet shall be provided by the Supplier every time it has been modified;
 - 2.2 All products must be labelled according to CLP;
3. All Suppliers travelling to Navarra's premises should be aware of the existence of residential areas in the surroundings and, therefore, should take the utmost precautions to comply with road safety rules.

GENERAL PURCHASING CONDITIONS

4. All service providers working on Navarra's premises are responsible for the management of the waste they produce;
5. All suppliers of Chemical products must comply with all legal requirements regarding labelling and packaging;
6. Companies providing services at Navarra's premises must bring all the safety equipment necessary to carry out the work.

EVALUATION/RATING

The performance of suppliers is assessed annually, based on various criteria, the main evaluation/ rating criteria being:

RATING CRITERIA-1- 50%

QUALITY	CAPACITY	PRICE/COST	PRE-SALES CUSTOMER SERVICE	AFTER-SALES SUPPORT	FLEXIBILITY	SOCIAL CIVIL RESPONSIBILITY
VERY IMPORTANT	VERY IMPORTANT	VERY IMPORTANT	IMPORTANT	VERY IMPORTANT	IMPORTANT	IMPORTANT

RATING CRITERIA-2- 50%

SERVICE CHARGE	EVAL. ENVIRONMENTAL QUESTIONNAIRE	BNCF'S OPEN	RETURNS
VERY IMPORTANT	IMPORTANT	VERY IMPORTANT	VERY IMPORTANT

 **navarra**[®]
the aluminium brand

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