

**Title: ATTACHMENT G.C.S.: SUPPLY SPECIFICATIONS**

## 1. PURPOSE AND SCOPE

The purpose of this document is to define the general principles regulating the relationships between SMI S.p.A. (hereinafter “SMI”) and his Suppliers concerning the quality and reliability required for the products of external supply.

This document is an integral part of the order Documentation and can be integrated with specific restrictions or conditions in the single Contracts.

## 2. DOCUMENTS REQUIRED FOR THE DELIVERY

SMI requires his Suppliers to provide a clear, correct and complete Goods delivery documentation, in accordance with the provisions of this paragraph.

All the Goods delivered to SMI shall be accompanied by the appropriate “Transport Document”, that shall necessarily report:

- SMI item number
- Supplier item number
- Total amount
- Reference order

On every single number on the drawing of mechanical components, the Supplier shall affix an identification label of the Good containing the following information:

- SMI item number and DESCRIPTION
- Total amount
- Reference order

Articolo		Rev.Ord.
<b>MA267378</b>		<b>E</b>
UdM	Quantità	Rev. Art.
N	1	E
Descrizione		
PROTEZIONE		
Al 2500x1,5x162,5 L462,5		
Rif. Ordine fornitore		
Eser.	Dep.	Numero
2018	A1	5032

The label shall not be glued to the material, but leaned or taped with paper tape.

In case the identification label is partially or not filled in, where required, SMI reserves the right to refuse the delivered Goods or charge to the Supplier the costs incurred by SMI resulting from the incomplete or the non-delivery of the documentation. These costs will be calculated including, but not being limited to the human hours spent identifying the delivered Goods and/or obtaining the correct and complete delivery documentation laid down in this paragraph.

### 3. PACKAGING AND PROTECTION

The packaging system shall ensure the integrity and the product compliance until the point of use, taking into account the transport and the handling and the maintenance conditions, according to specific indications from SMI, where provided.

Furthermore, packaging systems shall ensure the safety of SMI staff responsible for unloading and handling the parcels.

#### Packaging requirements

<p>The delivered material shall be placed on a pallet with standard dimensions (EUR type) = 1200x800x145 or any other type of container making the handling with forklifts and trucks easier.</p>	
<p>The single pieces placed on the pallet shall be protected by suitable packaging, such as shafts with plastic vanes, little pieces in plastic boxes to be returned, rubber rollers with bubble-wrap sheets. Material in bulk or in plastic bags shall be avoided since it makes the sorting and counting operations in the warehouse hard-working.</p>	

Items in large amounts shall be grouped into multiple quantities (10, 20, 50, ...) and divided by using a minimal amount of packaging (paper tape) in order to be quickly identified/counted;



In order to avoid the rolling of the material on the pallet, where possible, lateral protection not compromising the quality of the material (no nails, screws, ...) or, if not possible, taped with a minimal amount of shrink-wrapped film and/or strap, shall be provided.

At the time of opening the package, the material shall not fall or roll on the pallet, in order to avoid staff injuries and material breakage.

The Goods shall alternatively be delivered in plastic or metal boxes to be returned.



Recyclable materials (paper, cardboard, film...) shall be used, while the polluting/non-reusable materials (polystyrene, ...) shall be avoided.

In case of use of non-recyclable materials, the related costs for the disposal shall be charged to the Supplier.

Suitable systems

Cardboard and film to provide dust protection, reusable bubble wrap, cardboard case.



Unsuitable systems

Polystyrene swabs, foam pillows, polystyrene container.



## **5. CHANGES**

The Supplier shall not accept and/or carry out modifications if not authorized by SMI Purchasing Department with regular written documentation.

## **6. QUALITY OF THE SUPPLY**

The tests performed by the Supplier before the shipment in order to verify the compliance with SMI specifications shall be planned and carried out with suitable control tools and calibration checks.

In case of specific product tests, SMI shall provide appropriate plans providing the necessary instructions.

All the required product tests shall be registered and the control certificate (dimensional and test) shall be sent by email to SMI Quality Control.

## **7. NON-COMPLIANCE**

In case of supply non-compliance that can be registered during SMI working phases or during use of the final product by the Customers, SMI Quality Control will send to the Supplier a warning per email or by phone.

The Supplier shall respond to the warning within the working day following the date of receipt of the latter and put in place all the provisions needed to remove the causes of the problem, by notifying in writing SMI the reasons, the corrective actions adopted and the respective implementation date.

The Quality Control may ask to evaluate the progress of the corrective actions through audits aiming to verify the solution of the issue raised.

The Supplier is responsible for the damages caused by SMI and/or his customers due to the non-compliance of the supplied product.

SMI reserves the right to charge to the Supplier all the costs related to the management of the non-compliance.