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*Enclosure no. 2*

<b>SUPPLIER GUIDELINES</b>
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This document contains general information about the requirements and expectations of FERRUM S.A. in terms of cooperation with suppliers.

<b>1. General</b>
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In order to allow the company FERRUM S.A. arrivals planning, receipts and inspection of delivered goods, all suppliers are requested to follow the instructions below.

The signed by both parties order and / or contract may constitute additional information supplementing this instructions.

<b>2. Contradictions in orders, instructions or contracts</b>
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In the case that any information provided in the order is inconsistent with this document, please contact your person ordering to determine the further course of proceedings.

<b>3. Order confirmation</b>
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Each order should be confirmed within 14 days from the date of the order by e-mail (or signature on the copy of the order - in the case of investment) with an indication in the title - order confirmation.

Orders with a request for urgent delivery must be confirmed by e-mail within one day from the date the order placed.

Order confirmations should be sent to the person placing the order.

<b>4. Information on the goods or collective packaging</b>
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The information provided on goods or packages should be permanent and adapted to the the delivered goods. It should contain:

- dimensions,
- type of material / grade,
- quantity,
- Supplier name,
- order number of FERRUM S.A. and order item number,
- and other information, if specified.


In the case of delivery consisting of more than one package, each package should be labeled.

<b>5. Delivery notification</b>
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Each delivery to FERRUM S.A. must be notified by email no later than 24 hours before shipment. Notification contact data was indicated in point 11.

The notification should contain:

- supplier's name,
- order number of FERRUM S.A. and the item number from the order,
- delivery address / place of unloading,
- delivery date,
- type of material, dimensions or other characteristic features,
- quantity in pieces, kilos or meters,
- the total number of packages, or pieces.

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## 6. Transport

The goods must be placed and secured in accordance with the general rules for individual categories of goods and must be transported in a way that prevents their damage or destruction.

The mode of transport must be adapted to the recipient's unloading capabilities.

## 7. Documentation - distribution

On the day of dispatch of the goods, the following documents must be sent:

- Letter of delivery (e-mail),
- Required certificate - PDF format,
- Invoice and delivery note - (see invoice address and VAT number in point 11).

The delivery is considered incomplete until all required documents have been submitted. Addresses and contact details - see pt. 11.

## 8. Complaints

In the event of non-compliance with the delivered goods, the supplier will be notified by FERRUM S.A. and is obliged to confirm the receipt of such message immediately.

The supplier should inform FERRUM S.A. of its action plan within two working days from the date of notification of the non-compliance, unless otherwise indicated.

## 9. Supplier evaluation

The company conducts the process of selecting and qualifying suppliers. Suppliers are subject to an initial and periodic assessment.

The preliminary assessment for suppliers of steel coils takes into account:

- assessment of the supplier's ability to meet quality and technical requirements,
- assessment of the ability to meet the purchasing requirements specified by the company,

For selected cases, the supplier's pre-audit or control of the delivered sample or an ad hoc audit may be carried out. Suppliers who have not met the quality requirements and have not been positively verified are not included in orders for the next year and / or are removed from the list of qualified suppliers.

## 10. Updating of instruction

The current version of this manual is available on the website of FERRUM S.A. [www.ferrum.com.pl](http://www.ferrum.com.pl)

## 11. Contact details

### FERRUM S.A.

40-246 Katowice, ul. Porcelanowa 11

tel.: +48 32 730 47 99, fax: +48 32 255 42 94

KRS: 0000063239

NIP: 634-01-28-794

Order confirmation

e-mail sent to the person placing the order

Notifications

e-mail sent to the person placing the order


Invoices

e-mail: faktury@ferrum.com.pl

Phones

According to the contact details of the person placing the order

*All invoices should include order number of FERRUM and tax identification number*

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## 12. Other additional information

Please be advised that on the premises of FERRUM S.A. specific safety and environmental protection rules apply, as specified in the "Regulations for the safe performance of deliveries at FERRUM S.A. under purchase and sale agreements "available on the website [www.ferrum.com.pl](http://www.ferrum.com.pl)

FERRUM S.A. reserves the right to check the technical condition of the vehicle in terms of safety for employees and the environment.

The necessary condition for moving around the premises of the plant is having personal protective equipment.

For purchases of energy services connected with , products and equipment that have or can have an impact on significant energy use, the purchase in question is partially assessed on the basis of obtained energy results.

Please follow the supplier's code of ethics adopted in the company available on [ferrum.com.pl](http://ferrum.com.pl)