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Enclosure no.2

<b>SUPPLIER GUIDELINES</b>
<b>1. GENERAL</b>

This document contains information about the requirements and expectations of FERRUM S.A. in terms of cooperation with suppliers, taking into account sustainability.

To enable FERRUM S.A. planning arrivals, receiving and checking incoming goods, and ensuring compliance with requirements, all suppliers are asked to follow the instructions below. The order and/or the contract signed by both parties may constitute additional information supplementing the instructions.

<b>2. 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. If any information provided in the order is inconsistent with these instructions, please contact the person placing the order from FERRUM S.A. to determine the further course of the proceedings.

<b>3. 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>4. 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 10. 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 characteristics features,
- Quantity in pieces, kilos or metres,
- The total number of packages, or pieces.

<b>5. Transport</b>
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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.

<b>6. Documentation – distribution</b>
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On the day of dispatch of the goods, the following documents must be sent:

- Letter of delivery (e-mail),
- Required certificate and/or /declaration of conformity –PDF format,
- Invoice and delivery note - (see invoice address and VAT number in point 10)

The delivery is considered incomplete until all required documents have been submitted. Addresses and contact details – see point 10.

<b>7. Complaints</b>
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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.

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## 8. Supplier evaluation

The company carries out the process of selecting and qualifying suppliers taking into account applicable ESG criteria. Suppliers are subject to initial and periodic assessment according to the criteria and methods applicable at FERRUM S.A. e.g. assessment of the quality system in relation to FERRUM requirements, verification of compliance with purchase requirements, or if necessary, inspection of the supplied sample or ad hoc audit.

Suppliers who have not met the quality requirements and have not obtained positive verification are not taken into account in future orders.

The supplier evaluation process also takes into account aspects indicated in the Supplier Code of Conduct in the FERRUM Group. FERRUM S.A. reserves the right to carry out verification/audit in relation to the issues indicated in the above Code.

In the case of steel coil suppliers, the initial assessment takes into account:

a) verifying the implementation of the supplier's quality management system and compliance with the quality system requirements specified for suppliers by FERRUM,

b) verification of the type and extent of controls applied by the supplier, internally and throughout its supply chain, to meet FERRUM requirements for critical products, components or activities,

c) assessment of a supplier's ability to meet specific FERRUM requirements using one or more of the following methods based on identified risks in relation to supplier capabilities:

1) Conducting an on-site assessment to verify that the relevant product implementation processes are implemented in accordance with process controls and effectively achieve compliance with requirements,

2) conducting a remote assessment to check whether the relevant product manufacturing processes are in compliance with process controls and effectively achieve compliance with requirements,

3) inspecting, testing or verifying the appropriate properties/characteristics of the received product.

## 9. 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)

## 10. Contact details

FERRUM S.A.  
40-246 Katowice, ul. Porcelanowa 11  
tel.: +48 32 730 47 99  
KRS: 0000063239  
NIP: 634-01-28-794  
VAT UE: PL6340128794

Order confirmation	e-mail sent to the person placing the order
Monitory note	e-mail sent to the person placing the order
Invoices	e-mail: <a href="mailto:faktury@ferrum.com.pl">faktury@ferrum.com.pl</a>
Phones	According to the contact details of the person placing the order
All invoices should include order number of FERRUM and tax identification number	

## 11. 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)

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

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

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.

Additionally, please follow the "Code of Conduct of Suppliers in the FERRUM Group" adopted by the company, available at [ferrum.com.pl](http://ferrum.com.pl)