

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

Index

Preface	3
Corporate Social Responsibility (CSR)	3
1. Code of conduct & personal data protection	3
2. Substances and materials	3
3. Environment	4
Quality	4
4. General conditions of quality	4
5. Product qualification	5
5.1 Requirements	5
5.1.1 Documentation.....	6
5.1.2 Product	6
5.2 Results of qualification	7
Logistics.....	7
6. Delivery and reception.....	7
6.1 Packaging.....	9
6.1.1 Packaging characteristics	9
6.1.2 Packaging labeling.....	9
6.1.3 Raw materials	10
6.1.4 Container labelling per load unit (Pallet)	10
6.2 Transport documentation	10
6.2.1 Delivery notes	10
6.2.1 Packing list.....	11
6.3 Containers	11
6.3.1 Container weight, small size (boxes).....	11
6.3.2 Container weight, large size (containers)	11
6.4 Load unit (pallets).....	12
6.4.1 Standard measures	12

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

6.4.2	Cardboard measures	12
6.4.3	Conditions of delivery of raw materials (straps and formats)	12
6.4.4	Pallet protection	12
	Purchasing.....	12
7.	General Purchasing Conditions.....	12
7.1	Orders.....	12
7.2	Location of off-site machinery, molds, dies and tools	13
7.3	Invoicing	14
7.4	Payment terms	14
7.5	Rights and competencies	14
7.6	Confidentiality	15
8.	Supplier Management	16
8.1	New Suppliers	16
8.2	Current Suppliers	16
8.2.1	Qualification of product suppliers	16
8.2.2	Quality assessment	17
8.2.3	Logistics assessment.....	17
8.2.4	Purchasing assessment	17
8.2.5	Qualification of service suppliers	18
8.2.6	Global assessment	18
8.2.7	Notifying qualification status	18
8.3	Risk assessment	19
9.	Supplier development.....	19
9.1	Suppliers in Improvement (SIP)	19
9.1.1	Action plan	19
9.1.2	SIP supplier follow-up	20
9.1.3	Escalation process.....	20

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE
			June 2024
			070060

Preface

This manual applies to **suppliers** of all DOGA companies, hereinafter referred to as «**DOGA**». **DOGA's** goal is to guarantee the absolute satisfaction of every one of our customers. For this reason, guaranteeing the quality of all our products is essential. A major portion of this task is based on the proper relationship between **DOGA** and its **suppliers**. Therefore, this document is meant to act as a binding document for all **suppliers**, both existing as well as future potential **suppliers**.

The conditions or agreements with the **supplier** are NOT overwritten by the section that affects this manual.

Related documentation available at www.doga.es/purchasing-files/

Corporate Social Responsibility (CSR)

Corporate Social Responsibility/Sustainability (CSR) is a process for companies to integrate social, governance, environmental and supply chain sustainability into operations and corporate strategy.

Suppliers are encouraged to follow these policies and practices to contribute to the quality of life of both employees and communities that could be impacted by the company's operations.

1. Code of conduct & personal data protection

The **supplier** must be aware of the DOGA Code of Conduct and personal data protection and transmit it to its staff and its different collaborators. The Code is available at www.doga.es/purchasing-files/.

2. Substances and materials

The **supplier is responsible** to comply with all applicable regulatory and legal requirements, including but not limited to:

- Regulations of the European Union: REACH (Registration, Evaluation, Authorization and Restriction of Chemicals) y POP (Persistent organic pollutants), available in <https://echa.europa.eu>
- Restriction of the use of certain hazardous substances in electrical and electronic equipment RoHS, available in [Restriction of Hazardous Substances](#).
- **Suppliers** linked to 3TG conflict minerals should report their compliance on a yearly basis, available in responsiblemineralsinitiative.org.
- California State Law (USA) Proposition 65, available in <https://oehha.ca.gov/proposition-65>.
- [GADSL \(Global Automotive Declarable Substance List\)](#) available in www.gadsl.org

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

- TSCA (section 6) Restrictions
- EU Waste Framework (SCIP)
- Canada prohibition certain toxic substances (PCTS)
- Singapore national Environment Agency (amitrole, nonylphenol ethoxylates, iprodione, Dechlorane plus and UV328)
- Dechlorane PLUS (POPs) Japan prohibition after autumn 2024
- Restriction of use of certain synthetic chemical [Per- and polyfluoroalkyl substances \(PFAS\)](#)

The **supplier** will notify the breach of the applicable regulatory and legal requirements concerning the products/services supplied immediately. This must be done in writing (e-mail or letter) to the **DOGA** Purchasing Department.

In case of lack of communication from the supplier, **DOGA** Purchasing Department will assume that the supplier confirms its compliance with all applicable legal requirements for products/services supplied.

3. Environment

The **supplier** commits to:

- Carry out activities that are respectful to the Environment
- Establish adequate policies, objectives, and procedures for this purpose.
- Define actions to certify the company under ISO 14001 scope.
- Be in possession of the Environmental License or Operations Permit.

Quality

4. General conditions of quality

The **supplier** commits to:

- Certify its Quality Management System and maintain it according to the following:
 - Operations and services related to production: IATF16494 (with concession ISO9001)
 - Electronic products: ISO26262 desirable and ISO21434 upon request
 - Welding for train products: EN15085 mandatory
 - Special processes: CQIs upon request
 - Testing and calibration laboratories: ISO/IEC17025

DOGA		Manual de Instrucciones / Instructions Manual	
		TÍTULO TITLE	Supplier's Manual
FILIAL SUBSIDIARY	ALL		
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE
			June 2024
			070060

- Provide **DOGA** with the necessary technical documentation that demonstrates the fulfillment of the various quality targets on demand.
- Ensure the quality of the products supplied both throughout their production process and during the warranty period established by **DOGA** for its customers. The cost of poor quality of products under warranty attributable to the **supplier** will be passed on to him. These costs may include those costs invoiced to DOGA from the final customer.
- Special attention to costs attributable to the poor quality of the products supplied in the event of an incidence under warranty due to an epidemic failure; also called Service Campaign or Recall; or in the event of an incident under warranty considered as a safety incident. Costs will be negotiated on a case-by-case basis.
- Products supplied, unless otherwise specified in written by DOGA, must comply with the materials, production means and control agreed time of homologation. Any change (materials, means of production and control) will be communicated in writing to **DOGA** Quality with sufficient time for its management and acceptance.
- Have available, maintain and use a traceability System of supplied products.

DOGA commits to:

- Surrender to the **supplier** all parts resulting from failure of its products under warranty or in its production lines for analysis. **DOGA** will assume the costs of providing these parts to the **supplier** if it is able to demonstrate that the failures of these parts do NOT come from any of their processes. Otherwise, the costs will be borne by the **supplier**.

DOGA reserves the right to:

- Freeze **supplier's** deliveries if it does not fulfill the commitments acquired in this procedure. This freeze could be applied both to current products and new projects.
- Implement additional controls to ensure quality in the production of their products if the **supplier's** actions are not effective. These actions can be classified into:
 - CSL-1 (Control Shipment Level 1). Additional control performed and supervised by the **supplier** at the facilities that **DOGA** may deem appropriate or by **DOGA** personnel, in which case the derived costs will be passed on to the **supplier**.
 - CSL-2 (Control Shipment Level 2). Additional control supervised and performed by an external company at the facilities that **DOGA** may deem appropriate. The derived costs will be passed on to the **supplier**. The **supplier** will not be considered for any new project.

5. Product qualification

5.1 Requirements

Samples must be submitted in the following cases:

- New parts.
- Product modifications.

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE
			June 2024
			070060

- Process change (tools, location of manufacturing, repair, etc.) including sub-suppliers.
- Correction of anomalies raised in prior samples.

5.1.1 Documentation

It is required to submit documentation in PPAP form according to AIAG. Example available at www.doga.es/purchasing-files/.

Unless **DOGA** specifies a PPAP level, Level 2 shall be met and additionally submit Control Plan, Flow Diagram, packaging sheet and IMDS.

Element	Level 1	Level 2	Level 3
1.Design records	R	S	S
2.Engineering change authorization	R	S	S
3. Engineering approval	R	R	S
4.DFMEA	R	R	S
5.Process flow diagram	R	R	S
6.AMFE	R	R	S
7.Control plan	R	R	S
8.Measurement System Analysis (MSA)	R	R	S
9. Dimensional results	R	S	S
10.Materials/tests records	R	S	S
11.Initial process studies	R	R	S
12.Qualified laboratory documentation	R	S	S
13.Appearance approval report	S	S	S
14.Sample part	R	S	S
15.Master part	R	R	R
16.Verification aids	R	R	S
17.Specific DOGA requirements - Packaging sheet - Important characteristic list	R	S	S
18.Part Submission Warrant (PSW)	S	S	S

S= The supplier must issue and send this document to the customer and keep a copy thereof.

R= The supplier must keep a copy of this document and surrender it to the customer upon request.

* = The supplier must keep a copy and submit it to the customer if required.

5.1.2 Product

- The following information must be submitted for all products (Template available at www.doga.es/purchasing-files/.)

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE
			June 2024
			070060

- Dimensional report: A complete dimensional report and a numbered part drawing must be attached, indicating in it all the characteristics of the drawing. Parts used for the dimensional report must be shipped correctly identified.
- Material report: The **supplier** must report compliance with section 2 on substances and materials.
- Important characteristic list (upon DOGA request): To assure quality during series the supplier must demonstrate process stability and/or appropriate monitoring of critical characteristics. All characteristics considered important by DOGA will be listed in a form which must be filled in by supplier and presented with homologation documents. In case sub-suppliers processes have an influence on the defined critical characteristic, the same requirement should be deployed and applied on the sub-suppliers.

-

5.2 Results of qualification

The Quality Department will inform the Purchasing department and the **supplier** of the results.

Possible results include the following:

- H: Qualification approved. The part is released to production.
- R: Qualification rejected. The part is not released for production. Unless otherwise indicated, the purchasing department must request new samples.
- HC: Conditional qualification. The part presents deviations that must be corrected within a defined timeframe and derogation document should be completed
 - HCS: Short Term Conditional Qualification. The part is not released, and the **supplier** must deliver new samples, correcting the deviations indicated in the qualification report.

The usage of the samples already provided must be agreed with DOGA.

- HCL: Conditional Long-Term Qualification. The part is released during the period notified to the **supplier**.

Logistics

6. Delivery and reception

Deliveries and services must take place within the deadlines or dates stated in the order.

The logistics conditions in terms of frequency, delivery date, quantity and packaging must always be agreed/approved with the SCH department, without representing any variation in the pricing conditions agreed with Purchasing.

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

Goods will be considered to have been received according to their date of receipt and delivery of the documentation in our reception warehouses. The latter will justify admission with an entry stamp (approved, save subject to examination) in the delivery note.

Delivery of the goods will be exempt from any type of charges other than those expressly stated in the order. The packaging will be that which was approved during the qualification process in each SKU

All goods will be delivered in compliance with the packaging guidelines and requirements approved in the approval phase, as defined in the requirements included in this document. It is possible that **DOGA** may approve the use of alternative packaging to guarantee the supply.

Any **supplier** of chemical products must immediately send us any updates that may come into effect in the safety data sheet for any product supplied to the **DOGA** group.

Any anomaly that is observed in the delivery, defects in the documentation, labeling, packaging, mismatching quantity or reference, quality, or deterioration of the goods, will be the responsibility of the **supplier**, according to the following procedure:

- The stamped carrier delivery note to will indicate "Accepted subject to examination" and the date of receipt.
- The goods must fulfill the required quantity and approved quality and logistics requirements. Just as quality control is carried out by sampling or applicable controls, logistics control is systematically carried out. Any defect or anomaly found will be applicable to all or part of the batch, and depending on the importance of the anomaly, charges will be applied for the recovery, or the goods will be returned, or the **supplier** will be notified so that it may perform the required re-work at our facilities. Any re-packaging or re-labeling due to discrepancies or damages or missing compliant labelling with the approved goods or goods received in poor condition will entail charges to the **Supplier**.
- Hidden defects. Damages of any kind caused by hidden defects of the goods that have not been detected in our controls at entry and quality issues that cause defects in the assembly, finished product or in the articles manufactured with it by third-party **buyers**, will be charged to the **supplier**.

Excess order quantities will be immediately notified to the **supplier** and may provoke:

- Rejection of exceeded quantities.
- Admission of exceeded quantities, as "on account" corresponding to pending delivery schedules, if any.
- Admission without any other condition.

Costs related to delayed, defective or out-of-time material, such as stoppages and/or overtime in production, quality reworks, warehouse incidences or urgent shipments will be charged to the **supplier**.

The delivery conditions agreed in the contractual offer (RFQ) must be accomplished.

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

6.1 Packaging

The **supplier** should send the packaging proposal to DOGA contact person, template documentation is included on the homologation documents, available at www.doga.es/purchasing-files/.

If the agreed packaging is not used, **DOGA** reserves the right to charge the **supplier** any possible packaging handling and replacement costs.

In certain justified cases, the modifications must be previously agreed with the Logistics and quality Department of **DOGA**.

6.1.1 Packaging characteristics

When choosing the type of packaging, the following requirements must be considered:

- Supply of parts, without suffering any damage , up to the place of consumption.
- Minimum variation in container types.
- Optimal use of containers (filled by: 90% minimum).
- packages must be stackable
- Compliance with the expected standard dimensions.
- Easy manipulation and removal of parts.
- Recyclable external and internal packaging.
- Avoid all kind of filler chips.
- Compliance of environmental regulations (NIMF-15, etc)
-

6.1.2 Packaging labeling

Any package must be labelled using Odette Transport Label v1.4 (barcode format COD 128) format as per the example below. It is applied as an adhesive in non-returnable packages or as a label for reusable containers.

All containers must be identified by ODETTE labels placed in a visible and safe place.

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY ALL		TÍTULO TITLE Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

RECEPCION DOGA S.A. CTRA. N.2. KM 583 08630 ABRERA-ESPAÑA		MUELLE/PUERTA 01	
Nº DE NOTA DE AVISO (N) 00458		DESCRIPCIÓN DEL PRODUCTO C/. S/N 08760	
		MARTORELL TELEF.: PESO NETO (KG) 0 PESO BRUTO (KG) 0 Nº DE CAJAS 20	
REFERENCIA DE LA PIEZA (R) 14050280100			
CANTIDAD (Q) 40		DESCRIPCIÓN GRUPO SOPORTE MOTOR	
		REFERENCIA DEL PROVEEDOR XXX	
CÓDIGO DEL PROVEEDOR (N) 09116		FECHA D980731	
		MOO. DE INGENIERIA A	
Nº DE SERIE (S) 0		Nº DE LOTE (L) XXX	
			
DOGA 08630 ABRERA BARCELONA - ESPAÑA		ODETTÉ Ver.1 Rev. 4	

In addition to the specified data, packaging labeling must comply with additional characteristics if they involve raw materials, products for certification or containers per unit of load (pallets).

6.1.3 Raw materials

All raw material packages must be also identified by the **supplier's** own labels, which must not be adhesive and must be placed on pallets in a visible and safe place.

6.1.4 Container labelling per load unit (Pallet)

All the containers must be grouped by product and must be positioned so that the primary packaging labels remain visible inside the load unit.

Products which, due to quantity or volume, are received in a single load unit, in addition to the individual labels per container, must carry a label stating the total content load unit.

6.2 Transport documentation

6.2.1 Delivery notes

All products upon delivery must be accompanied by their corresponding Delivery Notes which must be duly completed. The following data should be indicated:

- Supplier information (number, name, address).
- Delivery note number.
- Date.
- Purchase order number. And line
- Product.
- Description.
- Quantity.
- Batch number (if applicable)

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

- Expiry date (if applicable)
- Number of packages

In addition to reflecting this data, they must meet certain additional conditions if they involve raw materials or products to be approved.

All the Raw Material Delivery Notes must be accompanied by their corresponding Quality Certificates.

All homologation orders must be delivered according to the criteria specified in chapter 5 of this document.

NOTE: If the goods are delivered without a delivery note, **DOGA** reserves the right to do not unload the material. If unloaded, the reception of the material will take place on the date when the missing physical delivery note is received.

6.2.1 Packing list

It must contain the data of delivery including any of international commerce (tariff item for customs, origin country, etc) specific compulsory information

6.3 Containers

All products must be delivered in standard containers that **suppliers** will have previously requested from the Logistics Department (Container Management). They can also be delivered in neutral or customized cardboard boxes from the **supplier**. To ensure the quality of the product during handling, the following requirements must be considered.

- Reduction of disposable and/or non-reusable containers
- Minimum variation of container type.
- Optimal use of the container, 90% minimum fill level.
- Must be stackable.
- Materials packed in bags, plastic bags or recovered cardboard boxes (food products, cleaning, beverages, etc.) are not allowed.
- All Bac type containers or containers must be covered (to protect the product) with plastic, cardboard or unprinted paper (never newspapers, magazines, etc.).
- If applicable, container cleaning and/or pickup at the **DOGA** facilities is under **supplier** responsibility.

6.3.1 Container weight, small size (boxes)

The gross weight of cardboard boxes and BACS ODETTE containers will, in no case, exceed 15 Kg (for DOGA S.A. is highly recommended only 6 Kg.)

6.3.2 Container weight, large size (containers)

The maximum allowed gross weight for metallic containers will be 800 Kg .

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

6.4 Load unit (pallets)

Pallets and load supports must meet the dimensions indicated below, except in special cases as specified in the purchase order.

6.4.1 Standard measures

Wooden pallets: Measures (length x width): 1200x800mm. Maximum allowed height will be 950 mm (900 mm for DNN).

Products, which, due to quantity or volume cannot form a single full load unit, are grouped in it in an orderly manner for their identification and control

6.4.2 Cardboard measures

The dimensions of pallets or load carriers for the delivery of cardboard boxes should be which is considered most appropriate, guaranteeing goods quality for both transport and storage.

6.4.3 Conditions of delivery of raw materials (straps and formats)

Raw material deliveries must be made according to the conditions indicated on our purchase orders or scheduling agreements.

6.4.4 Pallet protection

All products delivered on pallets or load supports must be protected with shrink-wrapped plastic to guarantee their quality during transport and storage, except when the technical data sheet of the product indicates otherwise.

Purchasing

7. General Purchasing Conditions

These General Conditions of Purchase establish the necessary requirements to reach commercial agreements or purchase agreements with any **DOGA** company.

7.1 Orders

If confirmation is not received within 48 hours of sending the order/schedule, the conditions set out therein will be understood as officially confirmed for all purposes.

Supplier programs report firm (binding) orders and forecasts (non-binding). Likewise, it allows to manufacture and supply raw material for the previous dates indicated in the corresponding fields of the order.

Products requested by the **buyer** cannot be subcontracted unless a specific signed agreement is available. If this were the case, this should not be a reason for modifying the existing conditions. Any variation in this respect must be approved by the SCH department.

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

Close Purchase Orders show delivery date at **DOGA**. Schedule agreements show material availability dates according to incoterm.

If **the supplier** is responsible of the transport, then delivery date at **DOGA**, if **DOGA** is responsible of the transport then collection date at **supplier** site.

There are several Purchase Order types:

Type	Description
ZCL	Customer goods order
ZOI	Investment order
ZPR	Repair order
ZH	Homologation order (NO outsourcing)
ZZE	Outsourcing homologation order
ZDEV	Return order
ZTF	Third party order
ZOC	Closed order
ZE	Delivery plan
ZSE	Outsourcing order
ZSP	Outsourcing order for external phase
ZUP	Out of time order
ZPRO	Prototype order
ZOS	Service order
ZOSF	Billing plan

DOGA companies not integrated into SAP ERP System yet have their own purchasing orders codes and are informed accordingly.

7.2 Location of off-site machinery, molds, dies and tools

Any means of production such as machines, molds, dies, tools or others in their possession that are the property of **DOGA** must be properly identified with the tool number assigned by the **buyer**. The **supplier** is responsible for maintenance and conservation for the time determined by the customer.

Use of the latter is limited to its facilities and exclusively to the manufacturing of parts of **DOGA** for **DOGA** and/or authorized **DOGA's suppliers**.

The transfer of our molds dies and tools to other companies is totally prohibited unless authorized in writing by **DOGA**.

Proper maintenance costs of the latter will be borne by the **supplier** of the part and must be insured against damage.

DOGA		Manual de Instrucciones / Instructions Manual	
		TÍTULO TITLE Supplier's Manual	
FILIAL SUBSIDIARY	ALL		
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE
			June 2024
			070060

In case that the tooling is owned by DOGA's customer, everything described previously applies considering customer's tooling ID.

7.3 Invoicing

Prices and chargeable concepts other than those consigned in the order or, where appropriate, expressly modified and authorized afterwards in writing will not be admitted.

Different Purchase Order types in one single invoice are NOT allowed.

Invoices must be sent every two weeks (15 or 30 of each month) via email within a maximum period of 2 working days from the date of the invoice.

e-mail for DOGA SA: facturas.proveedores@dogas.es

e-mail for DOGA PARTS SL: facturasdpa.proveedores@dogaparts.es for:

- DOGA PARTS SL

DOGA's other companies not stated above list will inform accordingly.

The following information must be stated: **DOGA** material reference number, delivery note number, **supplier** code and Order Type + number (e.g. OrderType[space]OrderNumber).

In order to comply with law 7/2022 and RD1055/2022, the weight of disposable plastic packaging must also be indicated, differentiating between the weight of recycled plastic and non-recycled plastic.

Invoice payment of higher delivered quantities than those consigned in the order may be split according to the due date corresponding to the respective schedule.

The prices indicated in the order will be understood to be without VAT / taxes, which must be shown separately in the invoice, [even in materials subject but exempt from VAT \(according to art. 25 of the VAT law 37/1992\) for export purposes and also for imported materials exempt from VAT \(art. 21 of the LIVA 37/1992\).](#)

7.4 Payment terms

Payment terms are informed in the Purchase Order.

For DOGA SA, and DOGA PARTS SL, regardless of the conditions mentioned, the payment days will be the 7th and 22nd of each month.

DOGA reserves the right to withhold payment for non-compliant goods.

DOGA will compensate ZDEV orders (Return Order) not managed by the **supplier**.

7.5 Rights and competencies

- Credits (materials / tooling...) supplied by **DOGA** cannot not be transferred to third parties unless expressly authorized by the **buyer**.
- If the **supplier** uses goods owned by the **buyer** to carry out the orders, he will be liable for the damages that could be caused to goods or third parties that result from negligence or fault by the **supplier**, its **suppliers** and workers of both.

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

- The **supplier** is obliged to hold the **buyer** free of liability and compensate and indemnify it before any liability arising from the aforementioned damages.
- The **supplier** will take out an insurance policy against civil liability risks associated with business products with an insurance carrier to cover any responsibility that may arise in the use of the product. The minimum amount of the insurance will have to be defined based on the criticality of the component and the **supplier's** invoicing amounts before **DOGA**.
- The **buyer** reserves the right to exercise the actions it deems appropriate in accordance with the right to terminate all or part of the orders, and even to demand compensation for damages caused by non-compliance with the delivery deadlines and dates indicated, defects of materials, associated documentation, packaging and any other that could be demanded from us due to anomalies or defects originating from the **supplier** or any services rendered to us.
- For any litigation or controversy that may arise directly or indirectly in connection with the order, it is understood that the **supplier** expressly renounces the jurisdiction that may correspond to him and submits to the jurisdiction and competence of:
 - The Courts of Asti (Italy) for DOGA Italia S.r.l.
 - The local Courts of Nantong (China) for DOGA NANTONG Auto Parts Co, Ltd.
 - The Courts of Chicago (USA) for DOGA USA CORPORATION
 - The Courts of Curitiba (Brasil) for DOGA DO BRASIL, LTDA
 - The Courts of Bengaluru (India) for DOGA INDIA PRIVATE LIMITED
 - The courts of Querétaro (México) for DOGA MEXICO COMPONENTES S.A. de C.V.
 - The Courts of Barcelona (Spain) for the rest.
- For **suppliers** of DOGA, S.A.; DOGA GESTIO, S.L.U.; FAINA TANGER SARL AU; DOGA PARTS, S.L. and DOGA MEXICO COMPONENTES S.A. de C.V., this manual is available in Spanish and English, Spanish being the language of reference in case of discrepancy.
- For **suppliers** of DOGA NANTONG Auto Parts Co, Ltd., this manual is available in Chinese and English, English being the language of reference in case of discrepancy.
- For **suppliers** of DOGA USA CORPORATION, DOGA DO BRASIL, LTDA and DOGA Italia S.r.l., this manual is available in English, English being the language of reference in case of discrepancy.

7.6 Confidentiality

- The **supplier** undertakes to maintain confidentiality of all documentation and information received from **DOGA**.

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

- The commitment implies that they cannot be revealed to third parties without the expressly authorization of **DOGA**.
- Confidentiality will remain in effect, even after the end of the business relationship.

8. Supplier Management

8.1 New Suppliers

DOGA is interested in enlarging the supplier portfolio with new potential suppliers used to work in complex scenarios, with a high technical expertise (automotive sector preferred but not exclusive) and used to work with medium and small production series.

Any interested supplier has to submit to the buyer responsible the following info:

- Quality Certifications (ISO 9001, -minimum required-), IATF 16494, ISO 14001, etc.
- Global **MMOG/LE** or equivalent assessment (basic MMOG/LE assessment desired)
- ESG Policy in force,

After reviewing the information in a maximum of 30d, DOGA will communicate the acceptance or decline of the supplier candidature. All accepted supplier candidatures has to fulfil the documentation requirements to introduce the supplier into SAP.

8.2 Current Suppliers

All **DOGA suppliers** should submit a MMOG/LE or equivalent assessment in a reasonable period, as well as their ESG policy.

8.2.1 Qualification of product suppliers

The evaluation criteria of external **suppliers** are subject to scores given by the Quality, Logistics and Purchasing departments. The maximum score is 100 points and depending on the final value, the related actions are established. The objectives and actions for each category are agreed annually by the three departments and communicates by each DOGA's facility.

Each department has the following relative weight in the global evaluation:

- Quality: 45%.
- Logistics: 45%.
- Purchasing: 10%.

Service **suppliers** will be evaluated with a single weighting of 100%.

Supplier evaluation will be carried out as established in the "**Supplier** Evaluation QM Manual", which reflects the functionality of the SAP system.

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

8.2.2 Quality assessment

The Quality Department carries out its evaluation according to the following categories and relative weights:

Automatic criteria:

- Rejections (qty claimed): 70%
- Incidents (number of incident reports): 30%

The **rejection** and **incidents** score will be automatically established according to the SAP system. The criteria keep the max score if they are not rated.

8.2.3 Logistics assessment

The Logistics Department conducts its assessment according to the following categories and relative weights:

Automatic criteria:

- Delivery date: 65%
- Delivered quantity: 25%

Manual criteria:

- Customer (DOGA) stop: 10%

The **delivery date and quantity delivered** score will be automatically set according to the SAP system to assess the level of fulfillment of the delivery plan, as reflected in the " Supplier Assessment QM Manual".

A logistics penalty is a manual criterion whereby a score of 1 will be detracted from all those **suppliers** that have generated at least one (1) special transport/shipment, or one (1) DOGA stoppage.

8.2.4 Purchasing assessment

The Purchasing Department evaluates the **supplier** considering the concepts detailed below

- Collaboration and price levels: 30%
 - If supplier is above the range of 80% of the family prices: 0
 - If supplier is below the range of 20% of the family prices: 100
 - Rest: 50

Cooperation in product development: 30%

- Refuses to Cooperate: 0
- Willing to Cooperate 100
- Agility and proposal accuracy: 20%
 - Answer on Time 100
 - Answer after 3rd requirement or above 0

DOGA		Manual de Instrucciones / Instructions Manual		
		TÍTULO TITLE	Supplier's Manual	
FILIAL SUBSIDIARY	ALL			
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola		FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola		CÓDIGO CODE	070060

- Assumption of responsibilities and cost overruns generated: 10%
 - Supplier causes any Special Transportation 0
 - Rest 100
- Quality service: 10% (*) Only for the K suppliers. For the rest, average punctuation 50.
 - According to Sustainability Form

8.2.5 Qualification of service suppliers

Service **suppliers** will be evaluated by means of a manual weighting, to be established by the department that is involved the most with the **supplier** to be evaluated. All the criteria mentioned in the quality assessment, logistics and purchases will be considered, whenever they apply.

8.2.6 Global assessment

Qualification calculations are done quarterly.

The global assessment for **suppliers** of product is obtained according to the following formula.

Global weighting = 0.45 * Quality + 0.45 * Logistics + 0.10 * Purchasing

The overall assessment for service **suppliers** will be that which is obtained directly according to their weight.

A level -> >90% (preferred)

B level -> 81-90% (eligible)

C level -> <81% (on hold for new business)

Global score will be considered for new projects awarding

The target for all suppliers is B level or above.

8.2.7 Notifying qualification status

All the **suppliers** (especially those defined as main by consensus by Quality, Logistics and Purchasing) will receive a notification from the Purchasing Department informing them of their qualifications. In case of a global weighting score below the target, DOGA is entitled to requests the corresponding corrective actions within a maximum period of 15 days.

DOGA notifies the following month of the Supplier Manual Update the qualification to all suppliers. Only in case of changes (above or below the primary qualification mentioned) when calculated quarterly, DOGA will communicate the new qualification (A, B or C)

The **supplier's** answer will be evaluated by the Department responsible of the negative score. Whether supplier evaluation process (Chapter 8) into the Supplier Manual remains the same, the notified evaluation remains in force, despite the Supplier Manual may be updated related to other subjects.

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

8.3 Risk assessment

All those **suppliers** with a repeated global score below the target may be audited
External audits will be scheduled annually and can be re-scheduled when required.

Both, new and current suppliers should revert to DOGA the following info to ensure that regular DOGA production is not affected by any matter from supplier side:

- All instructions to be provided to suppliers by DOGA are updated, to enable the suppliers to act in the event of problems/delays in delivery or disruptions.
- Supplier must confirm that they meet expectations in matter of ESG, like business ethics, environment, working conditions, H&S, etc. for that purpose, supplier should send to DOGA the concerned documentation in force, (e.g. risk assessment, sustainability assessment, etc.)
- Suppliers should agree with DOGA the complete operational conditions of the relationship (e.g. supplier mapping, risk assessment, contingency planning, EDI, capacity, production flexibility obsolescence, packaging, labeling, etc.)
- Suppliers should have a process in place to assess the capability of supply chain partners utilizing a formal evaluation tool (e.g. mmog/le or equivalent).

In any case, all suppliers should have available the above documentation, (at the latest level in force and send it to DOGA at first request.

9. Supplier development

9.1 Suppliers in Improvement (SIP)

DOGA chooses the list of potential **suppliers** to be developed (SIP, **Suppliers** in Improvement Process) on an annual basis, in agreement between the Purchasing, Logistics and Quality areas. The **suppliers** included in the SIP list may include:

- Low performance **suppliers**, according to the result of the **supplier** evaluation of the previous years, if the supplier have a significant turnover.
- Critical part **suppliers**.
- **Suppliers** whose performance has worsened compared to previous year
- Other **suppliers** which require carrying out special developmental or follow-up actions as deemed by Purchasing, Quality or Logistics.

Throughout the year, **suppliers** can be included in the SIP list, which, for exceptional reasons require special actions.

9.1.1 Action plan

All pertinent actions will be carried out for the development of each **supplier** selected, which may include, among others:

DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY		TÍTULO TITLE	
ALL		Supplier's Manual	
DEPT./EDO DEPT./EDITED BY	Purchasing Department/ Daniel Figuerola	FECHA DATE	June 2024
REVISADO CHECKED	Purchasing Manager / Daniel Figuerola	CÓDIGO CODE	070060

- Audit to detect areas of improvement and define an Action Plan in case non-conformities are found.
- PDCA

9.1.2 SIP supplier follow-up

In case an audit is performed, the **supplier** will respond to the NCs with an action plan within 30 calendar days after the audit.

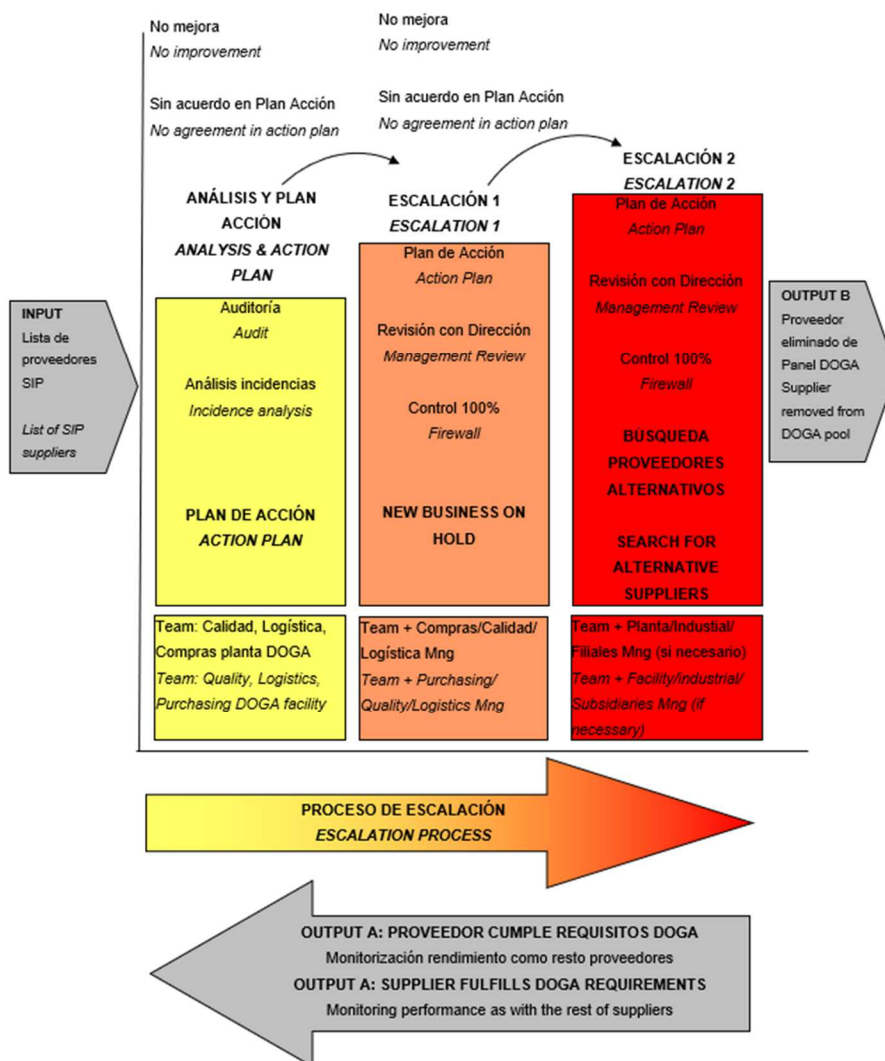
Purchasing will monitor the actions of the **supplier** within 60 calendar days after the audit.

Purchasing and Logistics/Quality close the **supplier's** plan of actions the 180 days after the audit.

Doga will keep regular contact to follow up development plan with supplier according to actions defined.

9.1.3 Escalation process

SIP **suppliers** refusing to conduct an Action Plan or failing to fulfill it will follow the below escalation process:



DOGA		Manual de Instrucciones / Instructions Manual	
FILIAL SUBSIDIARY ALL		TÍTULO TITLE Supplier's Manual	
DEPT./EDO DEPT./EDITED BY Purchasing Department/ Daniel Figuerola		FECHA DATE June 2024	
REVISADO CHECKED Purchasing Manager / Daniel Figuerola		CÓDIGO CODE 070060	

Revisión <i>Revision</i>	Fecha <i>Date</i>	Descripción del Cambio <i>Changes description</i>	Iniciales <i>Initials</i>
00	12/Dec/2018	Initial release	AO
01	21/May/2019	DOGA INDIA PRIVATE LIMITED added into the scope	AO
02	Jan/2021	DOGA USA CORPORATION & DOGA DO BRASIL LTDA added into the scope Several Typo fixed Financial concepts clarified CSR paragraph added	AO
03	Feb/2021	Italian version cancelled	AO
04	Oct/2022	DOGA MEXICO COMPONENTES S.A de C.V. added into the scope POP regulation added into chapter 2 Several concepts clarified	AO
05	Mar/2023	Deleted DOGA NAVARRA SLU from the scope of this manual.	AO
06	Mar/2024	Complete revision and update of this manual	DF