

PURCHASING POLICY

MFS Purchasing policy defines the basic principles to be followed by the Purchasing Department, for the acquisition of products and services necessary for the company in the best possible conditions of quality, service, and cost.

1. Align the Purchasing Strategy with the MFS Strategy and its Objectives:

Ensuring the continuous improvement of the Purchase Process and Procedures to have a base of approved suppliers of goods / services and ensure the concurrence and diversification of offers among the different suppliers.

2. Evaluation and selection of Suppliers: For the evaluation and selection of Suppliers, their ability to meet the conditions of our orders will be analyzed, considering their:

- Technical and industrial potential.
- Supply possibilities depending on the available capacity.
- Implanted quality management system.
- Corporate culture of the company.

3. Selection, evaluation, and reevaluation of suppliers: Suppliers requalification will be carried out every 3 years updating the certificates of their quality system, selecting them based on respect for legality, objectivity, transparency, value creation, confidentiality, and creativity. Any Supplier that does not make supplies for three years, will be considered as new, when carrying out this process.

4. Disqualification of suppliers: The repetition of incidents collected in the reception of products may result in their elimination as a supplier. You will be notified in writing of your new situation, should this circumstance occur.

5. Compliance with the regulations: Suppliers of products and materials must be strictly comply **REACH Regulation** (CE) n° 1907/2006 ([Manual Template \(europa.eu\)](#)).

6. Development of the Supplier Quality system: Its development will be promoted through a long-term business relationship based on growth, mutual benefit and respect, responsibility, honesty, quality, and transparency that contribute to the fulfillment of its objectives and strategies.

The performance of their processes will be promoted, communicating to them every six months the valuation of their deliveries or services and requesting corrective actions when the requirements established to follow them up are not reached.

7. Information for purchases: In the documents of REQUEST OF OFFER and ORDER the following information will be completed:

- Supplier Name
- Offer or order request number and date of issue.
- Order item, reference, and detail of its specifications: type, class, model, instructions, supply or manufacturing plans respectively and significant technical data
- When appropriate, it will also specify: Requirements for product approval, procedures, processes and equipment, requirements for qualification of personnel and quality management system requirements
- Quantity, price according to offer and delivery time.
- Payment and expiration.
- Identification specifications to maintain traceability (when required).
- Quality certificates to be delivered with the product (when required).
- Conditions of transport and delivery.

8. Verification by the organization at the supplier's premises: When the organization or its client intends to verify products purchased at the supplier's premises, the provisions for the verification and the method of product release shall be indicated in the purchase order.

9. Supplier follow-up: The incidents recorded both in the reception of the products and in their subsequent use and are attributable to the Supplier will be reason for analysis and inclusion at the discretion of the Responsible for Procurement in the SUPPLIER FOLLOW-UP SHEET.

10. Corporate Culture: We have published in our WEB our code of conduct and corporate culture. We must sensitize our staff and suppliers regarding the following:

- Corporate social responsibility (compliance with 10 Principles of ``Global Compact``).
- Environmental improvement.
- Compliance with health and safety regulations.

The staff that makes up the MFS Purchasing Area is committed to having a cordiality, transparency, and honesty, in each one of its actions.