	Supplier Policy Manual CBQ Technologies SA de CV		
	Title: Supplier Policy		
	Responsible Department: Purchasing Department	Reference NORMA AS 9100 REV D	
	CODE: AG1634	REVISION: 10 03/01/2024	

The supplier policy aims to enhance CBQ Technologies' competitive position by delivering the best products and services to our customers at the most competitive costs. These values are closely associated with our suppliers, who are an integral part of our value chain, ensuring the delivery of the highest benefits, quality, and services to our customers.

The following policies apply to MRO (Maintenance, Repair, and Operation) and RAW MATERIAL suppliers:

1. Improve relationships and interactions with CBQ suppliers to mutually benefit the business.
2. Facilitate communication between suppliers and CBQ, ensuring compliance with both legal and technical regulations.
3. Foster greater trust between suppliers and the company, creating long-term relationships and mutual development.
4. Provide a behavioral guide for suppliers, aligning them with the company's philosophy regarding the delivery of the best products and services to our customers.
5. By adhering to these supplier policies, CBQ Technologies aims to create a collaborative and productive partnership with its suppliers, ultimately resulting in improved products and services for our valued customers.

By adhering to these supplier policies, CBQ Technologies aims to create a collaborative and productive partnership with its suppliers, ultimately resulting in improved products and services for our valued customers.

GENERAL POLICIES


1. **Insurance Verification:** All suppliers must provide CBQ Technologies' accounting department with the current validity of the social security registration for their employees who will be conducting any services on CBQ premises for 1 or more days.
2. **Safety Equipment:** Suppliers must equip their personnel with the necessary safety gear (goggles, closed-toe shoes, vest) required to enter CBQ Technologies' facilities.
3. **Identification and Access:** Suppliers must present their IFE credential (or official identification of the company) at the reception area of CBQ Technologies. This identification will be retained during their stay on the premises, and they must visibly wear the provided identification badge that identifies them as a supplier.
4. **Visits by Appointment:** If a supplier needs to visit CBQ Technologies' facilities, it is essential to schedule an appointment with the relevant department beforehand.

These general policies ensure a safe and organized environment for both CBQ Technologies' employees and suppliers. By complying with these guidelines, suppliers contribute to the smooth operation of business activities within the company's premises.

RECEIPT OF GOODS BY SUPPLIERS

The reception and delivery of goods purchased by CBQ Technologies' Purchasing Department are handled through the Receipts Department during the following hours: Monday to Friday from 8:00 AM to 1:30 PM and from 2:30 PM to 4:30 PM. Please adhere to the following guidelines to ensure that goods are received and processed correctly:

-The purchase order number must be mentioned on the invoice; otherwise, the material will not be accepted by the Receipts Department.

	Supplier Policy Manual CBQ Technologies SA de CV		
	Title: Supplier Policy		
	Responsible Department: Purchasing Department	Reference NORMA AS 9100 REV D	
	CODE: AG1634	REVISION: 10 03/01/2024	

- For foreign suppliers, it is necessary to send both a printed and an email copy of the invoice to the designated email addresses.
- RAW MATERIAL suppliers must provide a Certificate of Quality indicating the corresponding PO number. The certificate should be issued by the supplier upon delivering the raw material or sent via email to the Receipts Department. If any document cannot be physically delivered due to reasons attributable to the supplier, it must be sent to calidad@cbqtechnologies.com after prior notice.
- In case the supplier cannot deliver all the material as requested in the purchase order within the specified dates, it is essential to inform the Purchasing Department to obtain authorization for partial deliveries.
- Sufficient time should be allotted for quality inspection by the Quality Assurance Department to ensure that the received material meets the specifications stated in the purchase order concerning description, material type, and measurements.
- If the supplier is unable to meet the established delivery schedule by the Receipts Department, an email should be sent to the buyer, requesting authorization for delivery outside of regular hours. The email must indicate the exact time of delivery, and such exceptions should be communicated to the Receipts Department through the buyer.
- All out-of-town suppliers must notify the buyer about the shipment, providing shipping details in the email, including the courier company name, tracking number, estimated delivery date, whether it is for pick-up or delivery, and shipping cost if CBQ Technologies is to be billed for it. The buyer will then inform the Receipts Department accordingly.
- All out-of-town suppliers must include the original invoice and a copy of the purchase order in the shipment package.
- If the delivered material does not meet the specified requirements or CBQ Technologies' quality standards, it will not be accepted by the Receipts Department. This will trigger the issuance of a non-conformity notification and report, in which the supplier participates to implement improvements. These reports are reflected in the supplier evaluation process.
- Suppliers must comply with the parking and traffic rules and follow the provided instructions.


By adhering to these guidelines, suppliers contribute to the efficiency and effectiveness of the receipt process and enhance the overall relationship with CBQ Technologies.

PAYMENT TERMS

Payments to suppliers are made through bank transfers; therefore, any changes to their banking or tax information should be promptly provided to the accounting and/or purchasing department of CBQ Technologies SA de CV.

Payment days are scheduled on Fridays, following the agreed credit terms.

We appreciate your cooperation in adhering to these policies, which will benefit both parties and foster mutual growth to deliver excellent products and services.

	Supplier Policy Manual CBQ Technologies SA de CV		
	Title: Supplier Policy		
	Responsible Department: Purchasing Department	Reference NORMA AS 9100 REV D CODE: AG1634	REVISION: 10 03/01/2024

I acknowledge and understand the Policies.


Company: _____

Name: _____ Signature: _____

Position: _____

Date: _____

By signing this document, the supplier agrees to the payment terms and acknowledges their responsibility to inform CBQ Technologies of any relevant changes to their banking or tax information. This helps ensure smooth payment processes and maintains a productive business relationship between the parties involved.

	Supplier Policy Manual CBQ Technologies SA de CV		
	Title: Supplier Policy		
	Responsible Department: Purchasing Department	Reference NORMA AS 9100 REV D CODE: AG1634	REVISION: 10 03/01/2024
			Page 1 of 4

I. CHANGE CONTROL

REVISION LEVEL	DATE	CHANGE
2	30/09/2019	Initial document for the implementation of the Quality Management System based on AS 9100 REV. D.
3	17/02/2021	All suppliers must send the validity of the social security registration for their employees who will be providing services at the facilities for 1 or more days, and email update.
4	25/06/2021	Email update and mention of the importance of providing the Purchase Order (PO) and referencing it on the invoice for receipt in the ERP system NEXT.
5	08/08/2022	In the goods recovery by suppliers, change the heading 2 to: "RAW MATERIAL suppliers are required to provide a quality certificate issued by the supplier upon delivering the raw material or sent via email. Replace the word "buyer" in bullets 5 and 6 with "comprador" (Spanish for buyer).
6	30/08/2022	In the receipt of goods by suppliers, the second point now includes the requirement that the certificate provided by RAW MATERIAL suppliers indicates the corresponding PO number.
7	25/10/2022	Added policy in the section for the receipt of goods by suppliers.
8	03/11/2022	Added email address for the Receipts Department.
9	24/11/2022	Modified the section for the receipt of goods by suppliers.
10	01/03/2024	mail change

II. ANNUAL CHANGE HISTORY OF CONDITIONS

REVISION LEVEL	DATE	CHANGE IN CONDITIONS
1	15/02/2021	Change in revision level.
2	2022	Change in revision level.
3	2023	Change in revision level.

The above table provides a summary of the changes made to the document over time, indicating the revision level, date of change, and the nature of the modifications. It helps in maintaining transparency and keeping track of the updates made to the document's content and policies.