

Spoštovani dobavitelj!

Obrazec OB\_OP05\_06\_Zahteve za dobavitelje je sestavni del naročila ali pogodbe. S tem obrazcem so definirane zahteve, ki se jih morate držati glede na vrsto izdelka ali storitev.

Najnovejša izdaja tega dokumenta se nahaja na internetni strani: [www.veplas.si/dobavitelji](http://www.veplas.si/dobavitelji).

Vedno pred potrditvijo naročila preverite ali imate zadnjo izdajo dokumenta in ali izpolnujete vse zahteve!

V kolikor niste prepričani ali imate zadnjo izdajo dokumenta in če imate kakršno koli vprašanje v zvezi s tem dokumentom, se obrnite na službo nabave ali službo zagotavljanja kakovosti.

Hvala!

Respected Supplier!

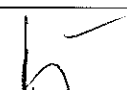
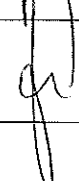
Form OB\_OP05\_06\_Requests for Suppliers is an integral part of an order or the contract. Within this form are defined requests You shall meet regarding the type of the product or service.

The latest edition of this document is located on the web site: [www.veplas.si/dobavitelji](http://www.veplas.si/dobavitelji).

Prior confirmation of order you shall always check, if you have the latest edition of this document and whether you meet all the requirements.

If you are unsure whether you have the latest edition of the document and if you have any question regarding this document, please contact our Purchase department or Quality department.

Thank you!

|                       | Ime / Name    | Položaj / Position              | Datum / Date: | Podpis / Signature                                                                    |
|-----------------------|---------------|---------------------------------|---------------|---------------------------------------------------------------------------------------|
| Pripravil/Prepared by | Jana Rihter   | vodja nabave/Purchase manager   | 30.06.2014    |  |
| Odobril/Approved by   | Tina Černelič | vodja kakovosti/Quality manager | 30.06.2014    |  |

|                                                       |                                               |
|-------------------------------------------------------|-----------------------------------------------|
| <b>Velja za dobavitelje / Valid for suppliers of:</b> | <b>Vsi dobavitelji / All suppliers</b>        |
| <b>Zahteve / Requests:</b>                            | <b>Splošne zahteve / General requirements</b> |

### Sistem kakovosti:

- Dobavitelj naj bi imel vzpostavljen in delujoč sistem kakovosti (ISO 9001).
- V kolikor sistem kakovosti ni certificiran, imamo pravico, da izvedemo presojo in preverimo delovanje sistema zagotavljanja kakovosti.
- Dobavitelj mora poslovati v skladu z veljavno zakonodajo (izpostavljamo varstvo pri delu in poklicno zdravje ter varovanje okolja)

### Splošno

Kupec redno spremlja dobaviteljevo učinkovitost. Dobavitelj najprej izpolni Obrazec za komercialno samooценitev, ki je potrebna za potrditev dobavitelja.

Če kupec oceni, da je dobavitelj kritičen, se pri njem izvede presoja dobavitelja

Ob menjavi materiala ali ob prvem naročilu pri novem dobavitelju ali ko se naroča nov material, se izvaja postopek PPAP – Proces odobritve izdelave proizvodov

### Skladnost z zahtevami:

Dobavitelj se z potrditvijo naročila / pogodbe zavezuje, da se zaveda vseh zahtev v zvezi z blagom in jih bo tudi izpolnil.

Dobavitelj mora zagotoviti, da predmet dobave:

- Ustreza opisu in vsem pripadajočim specifikacijam in certifikatom.
- Je brez napak v konstrukciji, materialih ali postopkih in ostane tak vsaj 12 mesecev po dobavi če ni določeno drugače.
- Je skladen z zakonskimi zahtevami glede proizvodnje, označevanja, pakiranja, skladiščenja, rokovanja in dobave materiala.
- Embalaža mora zagotavljati ohranitev materiala med transportom in notranjo logistiko. V primeru posebnih zahtev za skladiščenje, nam le-te mora dobavitelj posredovati pred dobavo.

### Quality system:

- The supplier shall perform established and functioning quality system (ISO 9001).
- If the quality system is not certified, we have the right to conduct an audit and verify the quality assurance system.
- The supplier shall operate in accordance with applicable law (we emphasize safety at work and occupational health and environmental protection).

### General

The customer shall regularly monitor supplier performance. Supplier should fill out a Commercial self-assessment, which is necessary for the approval of the supplier.

If the customer estimate that the supplier is critical, an Audit of the supplier should be performed

When changing materials or upon the first order from the new supplier, or when new material is ordered, a PPAP process ( Production Part Approval Process ) is required

### Compliance with requests:

With order/contract confirmation the supplier is obliged to be aware of all requirements regarding the Goods and shall fulfill them.

The Supplier shall ensure that the Goods shall:

- correspond with their description and any applicable specification and certificates;
- where applicable, be free from defects in design, materials and workmanship and remain so for 12 months after delivery.
- comply with all applicable statutory and regulatory requirements relating to the manufacture, labeling, packaging, storage, handling and delivery of the Goods.
- Packaging shall ensure maintenance of material during transport and internal logistics. In the case of special requirements for storage, the latter shall be provided by supplier prior to delivery.

Veplas (v nadaljevanju kupec) ima pravico za pregled in testiranje blaga kadarkoli pred dobavo, ob predhodni pravočasni najavi dobavitelju. Če se med pregledom ugotovi, da je blago neskladno ali je zelo verjetno, da ob dobavi ne bo ustrezalo kupčevim zahtevam, kupec obvesti dobavitelja, ki mora nemudoma sprejeti aktivnosti za zagotavljanje skladnosti.

Ne glede na preglede in testiranja s strani kupca, vso odgovornost za blago nosi dobavitelj in nadzor s strani kupca ne odvezuje dobavitelja od pogodbenih obveznosti. Kupec ima pravico, da izvede dodatne preglede in testiranja po izvedbi dobaviteljevih ukrepov.

Zamenjavo materialov lahko odobri samo kupec. Dobavitelj je dolžan sporočiti vsako zamenjavo materialov ali procesa na obrazcu OB\_DN05\_04\_03 Obvestilo dobavitelja o spremembi in počakati na potrditev spremembe s strani kupca.

#### **Zaupnost:**

Prejemnik Informacije (dobavitelj) mora držati v strogi zaupnosti ves tehnični ali komercialni know-how, specifikacije, iznajdbe, procese ali iniciative, ki so zaupne narave in so bile razkrite prejemniku oz. dobavitelju.

#### **Kupčeva pravna sredstva:**

Če dobavitelj ne dobavi blaga ali storitve do določenega datuma, ima kupec ne glede na ostale pravice eno ali več sledečih pravic:

- Prekinitev pogodbe s takojšnjo veljavo s pisnim dopisom dobavitelju.
- Zavrnitev naslednjih dobav ali nadaljevanja storitev, ki jih je dobavitelj še imel namen izvesti.
- Pri plačilu v naprej za blago ali storitve, ki jih dobavitelj ni izvedel, ima kupec pravico do povrnitve kupnine.

Veplas (hereafter the Customer) shall have the right to inspect and test the Goods at any time before delivery upon giving reasonable notice to the Supplier. If following such inspection or testing the Customer reasonably considers that the Goods do not conform or are unlikely to comply with the Supplier's undertakings at previous clause, the Customer shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.

Notwithstanding any such inspection or testing, the Supplier shall remain fully responsible for the Goods and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract, and the Customer shall have the right to conduct further inspections and tests after the Supplier has carried out its remedial actions.

Only the Customer may approve replacement of materials. The Supplier is obliged to inform any material or process' replacement on Form OB\_DN05\_04\_03 Supplier Change / Deviation and to wait for confirmation of changes by the Customer.

#### **Confidentiality**

A party (Receiving Party - Supplier) shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the Receiving Party.

#### **Customer remedies**

If the Supplier fails to deliver the Goods and/or perform the Services by the applicable date, the Customer shall, without limiting its other rights or remedies, have one or more of the following rights:

- to terminate the Contract with immediate effect by giving written notice to the Supplier;
- to refuse to accept any subsequent performance of the Services and/or delivery of the Goods which the Supplier attempts to make;
- where the Customer has paid in advance for Services that have not been provided by the Supplier and/or Goods which have not been delivered by the Supplier, to have such sums refunded by the Supplier;

- Zahtevati od dobavitelja povračilo stroškov morebitnega zastoja proizvodnje zaradi nedobave.

Če je dobavitelj dobavil blago ali storitev, ki ni skladna z zahtevami, ima kupec ne gleda na ostale pravice eno ali več sledečih pravic:

- Zavrnitev blaga (delno ali v celoti) in ga na stroške dobavitelja vrniti.
- Prekinitev pogodbe s takojšnjo veljavo s pisnim dopisom dobavitelju.
- Zahtevati od dobavitelja popravilo ali zamenjavo blaga ali povrnitev kupnine (če je že plačana).
- Zavrnitev naslednjih dobav ali nadaljevanja storitev, ki jih je dobavitelj še imel namen izvesti
- Zahtevati od dobavitelja povračilo stroškov morebitnega zastoja proizvodnje zaradi nedobave.

- to require the Supplier's reimbursement of any interruption in production due non-delivery.

If the Supplier has delivered Goods that do not comply with the requests, then, without limiting its other rights or remedies, the Customer shall have one or more of the following rights, whether or not it has accepted the Goods:

- to reject the Goods (in whole or in part) whether or not title has passed and to return them to the Supplier at the Supplier's own risk and expense provided always that the Supplier may only reject the Goods within one month of their delivery;
- to terminate the Contract with immediate effect by giving written notice to the Supplier;
- to require the Supplier to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid);
- to refuse to accept any subsequent delivery of the Goods which the Supplier attempts to make;
- to require the Supplier's reimbursement of any interruption in production due non-delivery.

|                                                       |                                               |
|-------------------------------------------------------|-----------------------------------------------|
| <b>Velja za dobavitelje / Valid for suppliers of:</b> | <b>Dobavitelji blaga / Suppliers of goods</b> |
| <b>Zahteve / Requirements:</b>                        | <b>Splošne zahteve / General requirements</b> |

### Dobava blaga:

Blago mora biti ustrezno zapakirano in zaščiteno do te mere, da nepoškodovano prispe do kupca.

Vsako dobavo mora spremljati dobavnica, ki prikazuje:

- Datum naročila
- Številko naročila (če obstaja)
- Vrsto in količino blaga (vključno z artiklom, če obstaja)
- Kupčevo šifro artikla
- Številko revizije vgradnega dela in št. načrta (če obstaja)
- Posebna navodila za skladiščenje
- Pri delni dobavi, količino še neizdobavljenega blaga.

Če dobavo ne spremlja dobavnica, jo kupec lahko zavrne.

Če je življenjska doba materiala omejena, mora biti datum proizvodnje in rok uporabe jasno označen. Dobavljen material ne sme imeti manj kot 75% življenjske dobe od trenutka dobave.

Če je zahteva dobavitelja do kupca glede vrnitve embalaže, mora biti to navedeno na dobavnici. Embalaža bo vrnjena na stroške dobavitelja.

Dobavitelj mora dostaviti blago do datuma, ki je določen z naročilom. Če datum ni posebej naveden, je rok 20 dni.

Če ni dogovorjeno drugače, je dostava materiala na delovne dneve do 15:00 ure na lokacijo v Velenju ali Šoštanju ali drugo lokacijo definirano kot 'naslov za dostavo'.

Ob dobavi manj kot 5% naročila lahko kupec zavrne pošiljko. Prav tako lahko v primeru dobave večje količine za več kot 5% od naročenega, kupec zavrne višek poslanega blaga. Vrnitev blaga je na stroške dobavitelja. Račun za manjšo ali večjo količino od

### Delivery of goods

The Goods are properly packed and secured in such a manner that enables them to reach their destination in good condition;

Each delivery of the Goods is accompanied by a delivery note which shows the date of the Order, the Order number (if any), the type and quantity of the Goods (including the code number of the Goods (where applicable), customer's item number, part revision number and drawing number (if applicable), special storage instructions (if any) and, if the Goods are being delivered by installments, the outstanding balance of Goods remaining to be delivered;

The Customer is within rights to refuse a delivery without accompanied delivery note.

If the lifetime of the material is limited, the production date and the shelf life of material shall be clearly marked. Delivered material shall not have less than 75% of lifetime from the time of delivery.

If the Supplier requires the Customer to return any packaging material for the Goods to the Supplier, that fact is clearly stated on the delivery note. Any such packaging material shall only be returned to the Supplier at the expense of the Supplier.

The Supplier shall deliver the Goods on the date specified in the Order or, if no such date is specified, then within 20 days of the date of the Order.

Unless otherwise agreed, the Supplier shall deliver the Goods during the Customer's normal hours of business on a Business Day (until 15:00 hrs), to the location in Velenje or Šoštanj or other location as instructed by the Customer before delivery (Delivery Location);

If the Supplier delivers less than 5 per cent of the quantity of Goods ordered, the Customer may reject the Goods; or delivers more than 5 per cent of the quantity of Goods ordered, the Customer may at its sole discretion reject the

naročene , mora biti prilagojen dobavljeni količini.

Goods or the excess Goods, and any rejected Goods shall be returnable at the Supplier's risk and expense. If the Supplier delivers more or less than the quantity of Goods ordered, and the Customer accepts the delivery, a pro rata adjustment shall be made to the invoice for the Goods.

Dobavitelj ne sme delno dobaviti blaga, če tako ni ob naročilu / podpisu pogodbe določeno. Kjer so dogovorjene delne dobave, so tudi delna plačila. Če dobavitelj ne uspe dobaviti delnih dobav kot dogovorjeno ali če je napaka v dobavi, je kupec upravičen do odškodnine

The Supplier shall not deliver the Goods in installments without the Customer's prior written consent. Where it is agreed that the Goods are delivered by installments, they may be invoiced and paid for separately. However, failure by the Supplier to deliver any one installment on time or at all or any defect in an installment shall entitle the Customer to the remedies set out in clause

|                                                       |                                               |
|-------------------------------------------------------|-----------------------------------------------|
| <b>Velja za dobavitelje / Valid for suppliers of:</b> | <b>Izvajalci servisa / Service Providers</b>  |
| <b>Zahteve / Requests:</b>                            | <b>Splošne zahteve / General requirements</b> |

### Dobava storitve:

Dobavitelj mora izvesti storitev do kupca v skladu z naročilom / pogodbo.

Dobavitelj mora upoštevati vse termine, ki so določeni v naročilu / pogodbi ali so bili sporočeni dobavitelju in jih je sprejel.

Pri izvajanju storitve mora dobavitelj:

- Sodelovati s kupcem v vseh zadevah povezanih s storitvijo in upoštevati vsa navodila kupca.
- Izvesti storitev po najboljših močeh, veščinah in skrbnosti v skladu z najboljšimi praksami v njegovi panogi.
- Uporabiti osebje, ki je primerno usposobljeno in izkušeno za izvedbo nalog in je dovolj številčno za izpolnitev vseh obveznosti iz naročila/pogodbe.
- Zagotoviti vso opremo, orodje in vozila, potrebna za izvedbo storitve.
- Uporabiti kakovostno blago, materiale, standarde in tehnike za izvajanje storitve, da bo storitev brez napak pri planiranju, vodenju in delu.
- Vseskozi vzdrževati vse potrebne licence in standarde in delovati skladno s primerno zakonodajo in regulativami.
- Upoštevati vsa pravila varstva pri delu in zagotavljanja poklicnega zdravja in vseh ostalih varnostnih zahtev, ki so vezana na izvedbo storitve.
- Varno hraniti na svoje stroške in tveganje vse materiale, opremo, orodje, načrte, specifikacije in podatke dostavljene s strani kupca do vrnitve kupcu in ne uporabljati kupčeve materiale drugače kot v skladu s kupčevimi navodili in pooblastili.

### Supply of services

- The Supplier shall provide the Services to the Customer in accordance with the terms of the Contract.
- The Supplier shall meet any performance dates for the Services specified in the Order or notified to the Supplier by the Customer.

In providing the Services, the Supplier shall:

- co-operate with the Customer in all matters relating to the Services, and comply with all instructions of the Customer;
- perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;
- use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;
- provide all equipment, tools and vehicles and such other items required to provide the Services;
- use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to the Customer, will be free from defects in workmanship, installation and design;
- obtain and at all times maintain all necessary licenses and consents, and comply with all applicable laws and regulations;
- observe all health and safety rules and regulations and any other security requirements that apply at any of the Customer's premises;
- hold all materials, equipment and tools, drawings, specifications and data supplied by the Customer to the Supplier (Customer Materials) in safe custody at its own risk, maintain the Customer Materials in good condition until returned to the Customer, and not dispose or use the Customer Materials other than in accordance with the Customer's written instructions or authorization.

|                                                       |                                                                                |
|-------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Velja za dobavitelje / Valid for suppliers of:</b> | <b>Zahteve za aerospace dobavitelje /<br/>Requests for aerospace Suppliers</b> |
| <b>Zahteve / Requests:</b>                            | <b>Zahteve, ki izhajajo iz EN9100 /<br/>Requests according to EN9100</b>       |

### Definicija aerospace dobavitelja:

Če je v povpraševanju navedeno, da gre za dobavo za izdelke iz aerospace panoge ali če je zahtevan standard EN9100, potem govorimo o aerospace dobavitelju in za takega veljajo tudi dodatne zahteve za aerospace dobavitelje.

Dobavitelj standardnih izdelkov (kovice, vijaki, ...) ali pomožnih sredstev (rokavice, čistilo za orodja, ...) ali storitev, ki niso del kritičnih ali specialnih procesov mora biti odobren dobavitelj s strani Veplasa ali končnega kupca. Dobavitelj ostalega blaga ali storitev mora biti odobren s strani končnega kupca, kar se dokazuje s seznamom odobrenih dobaviteljev (dokument obvladuje končni kupec).

### Zahteve, ki izhajajo iz EN9100:

Dobavitelj podsklopov mora imeti veljavni certifikat EN9100.

Za specialne procese mora dobavitelj ali njegov poddobavitelj imeti s strani končnega kupca odobrenega izvajalca specialnih procesov.

Za podsklope je potrebno izvesti FAI (first article inspection), kar je pogoj za pričetek dobave. Ob naročilu je navedeno za katere podsklope se izvede FAI.

Dobavitelj mora biti sposoben dokazati, da je delo opravljalo usposobljeno osebje. Za izvajanje specialnih procesov mora usposabljanje potrditi končni kupec.

Na dobavljenem blagu morajo biti ustrezne oznake, da je zagotovljena identifikacija in povezava do navezujočih se specifikacij, načrtov, procesnih zahtev, kontrolne dokumentacije in ostalih pomembnih tehničnih podatkov.

Konstruktivske zahteve, zahteve po testiranjih in kontroli poda kupec preko navedbe, katere dokumente mora upoštevati dobavitelj.

### Definition for aerospace Supplier:

If the demand states that the subject of supply is for aerospace products and if the EN9100 is required, then we are talking about aerospace Supplier, which is obliged by additional requirements for aerospace Suppliers.

The Supplier of standard products (rivets, screws,..) or auxiliary parts (gloves, tool cleanser,..) or Services that are not a part of critical or special processes shall be confirmed as approved Supplier either by Veplas or end Customer. The Supplier of other Goods or Services shall be approved by end Customer as it can be traceable with a list of approved Suppliers (managed by end Customer).

### Requirements of EN9100:

The Supplier of subassemblies shall have valid certificate EN9100.

For special processes the Supplier or his subcontractor shall use contractor of special processes, approved by end Customer.

For subassemblies, FAI (first article inspection) shall be implemented as it is prerequisite for the supplies. An Order will specify for which subassemblies FAI shall be implemented.

The Supplier shall be able to prove that the work was performed by qualified personnel. For special processes' implementation, training shall be confirmed by end Customer.

The supplied Goods shall be properly marked to ensure identification and connection to linked specifications, drawings, process requirements, inspection instructions and other relevant technical data.

Requirements regarding design, tests and inspection are given by Customer while specifying which documents shall be taken into account by the Supplier.



Dobavo neskladnih izdelkov lahko odobri samo kupec.

Only the Customer may approve a supply of nonconforming products.

Zamenjavo materialov lahko odobri samo kupec. Dobavitelj je dolžan sporočiti vsako zamenjavo materialov ali procesa in počakati na potrditev spremembe s strani kupca.

Only the Customer may approve replacement of materials.

The Supplier is obliged to inform any material or process' replacement and to wait for confirmation of changes by the Customer.

Kupec, končni kupec in certifikacijski organi imajo pravico dostopa do vseh objektov in zapisov, ki so vključeni v proces dobave blaga ali storitve. Ta zahteva se mora posredovati tudi vpletenim poddobaviteljem.

The Customer, end Customer and certification bodies are within rights to access all facilities and records that are included in the process of supplying Goods and Service. Such request shall be imparted to contract Suppliers.

Dobavitelj mora preko svojih dokumentov nabave svojim dobaviteljem posredovati zahteve iz naročila, ki se jih tičejo.

The Supplier shall inform his Suppliers about all requirements of Order that affect them through his documents of purchase department.

|                                                                                                                                        |                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>1. Dobavitelj/supplier<br/>Izvorni dokument spremembe – odstopanja/Change – Deviation Document Origin</b>                           |                                                            |
| Naziv dobavitelja/Supplier's Name:                                                                                                     |                                                            |
| Številka izdelka, materiala/Product, Material Number:                                                                                  | Sprememba/Revision:                                        |
| Opis izdelka, materiala/Product, Material description:                                                                                 |                                                            |
| Vzrok za zahtevo/Reason for the Request:                                                                                               |                                                            |
| <input type="checkbox"/>                                                                                                               | Sprememba načrta/Drawing modification:                     |
| <input type="checkbox"/>                                                                                                               | Sprememba materiala/Change of material:                    |
| <input type="checkbox"/>                                                                                                               | Sprememba značilnosti/Specification change:                |
| <input type="checkbox"/>                                                                                                               | Ostalo, navedeno/Other, specify:                           |
| Opis zahteve/Description of the request:                                                                                               |                                                            |
| Vključeni izdelki, material/Affected product, material:    Količina/Quantity: <input type="checkbox"/> EM/UK: <input type="checkbox"/> |                                                            |
| Podpis/Authorized signature:                                                                                                           | Datum/Date:                                                |
| <b>2. Veplas<br/>Odobritev zahteve/Approval Request</b>                                                                                |                                                            |
| Vpliv na izdelek/Impact on product:                                                                                                    |                                                            |
| <input type="checkbox"/> Zahteva sprejeta/Request Accepted                                                                             | <input type="checkbox"/> Zahteva zavrnjena/Request Refused |
| Odgovorni tehnolog/<br>Engineering Person in<br>Charge:                                                                                | Datum/<br>Date:                                            |
| <input type="checkbox"/> Zahteva sprejeta/Request Accepted                                                                             | <input type="checkbox"/> Zahteva zavrnjena/Request Refused |
| Odgovorni kontrolor<br>kakovosti/<br>QA Person in Charge:                                                                              | Datum/<br>Date:                                            |