

Policy number: SL-POL-008.000      Revision number: N/A  
 Original effective date: Sept 24, 2024      Pages: 20  
 Revised effective date: N/A      Reviewed date: Oct. 15, 2024

## SOLENIS POLICY Sourcing

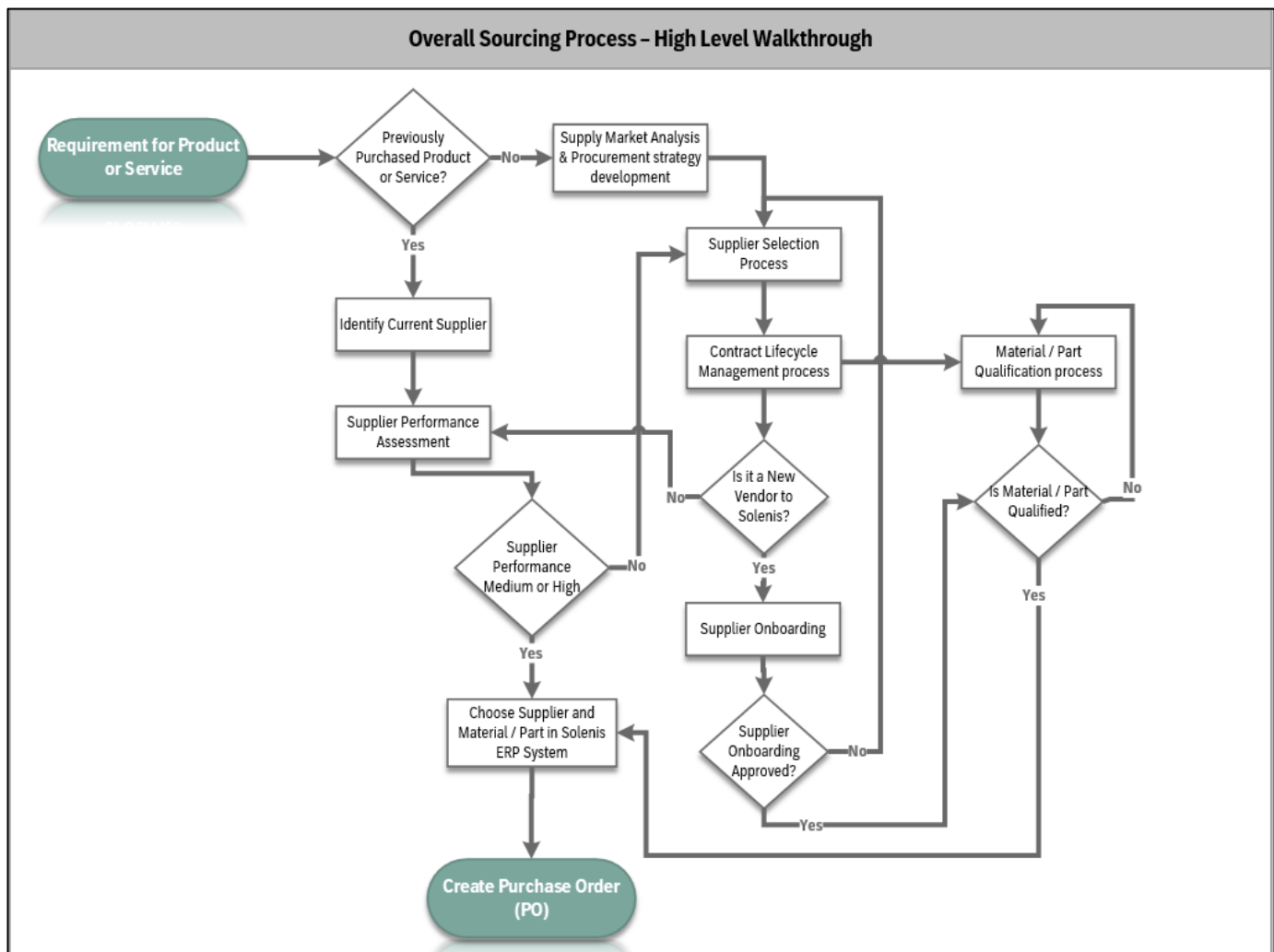
### 1. Policy Purpose

The purpose of the Sourcing Policy is to describe the process for evaluation, selection, onboarding and performance management of suppliers, subcontractors and consultants based on their ability to meet Solenis requirements.

### 2. Scope

This policy applies to all third-party vendors, globally, who supply products and services to Solenis on a recurrent basis for the previous 12 months and for new vendors who will start supplying products and services to Solenis on a recurrent basis.

### 3. Sourcing Process Overview



#### 4. Reference Documents

##### I. Internal References:

- [SL-POL-010.002 Responsible Chemistry Policy](#)
- [SL-POL-005.008 Deforestation & Biodiversity Policy](#)
- [New Product Introduction Policy - NPI](#)
- [SL-POL-008.007 Solenis Supplier Code of Conduct](#)
- [SL-POL-002.008 Financial Approval Authority](#)
- [SL-POL-009.001 Quality Policy](#)
- [SL-POL-008.012 Conflict Minerals Policy](#)
- [SL-PRT-001.003 Solenis Supplier Risk Assessment Protocol](#)
- [Solenis - Terms & Conditions](#)

##### II. External References:

- ISO 9001 – International standard for Quality Management Systems (QMS)
- ISO 14001 – Environmental management systems - Requirements with guidance for use
- RC 14001 - Responsible Care Management System (RCMS)
- ISO 45001 – For Health and safety at work developed by national and international standard committees
- ISO 13485 – Quality Management System for Medical Device Manufacturing
- Regulation (EU) 2023/1115 on deforestation-free products (EUDR)
- [Roundtable on Sustainable Palm Oil \(RSPO\)](#)

#### 4. Definitions

<b>Solenis</b>	<b>Represents all Solenis commercial units and majority-owned or controlled subsidiaries</b>
<b>Supplier/ Vendor</b>	Third Party entity selling products and/or services to Solenis. This includes Direct Supplier, Subcontractor, Consultant & Indirect Suppliers
<b>Direct Supplier</b>	Third party entity supplying materials that are used to produce Solenis final products.
<b>Chemicals Supplier</b>	Direct supplier that sells chemical material to Solenis
<b>Indirect Supplier</b>	Third party entity supplying goods or services not used in Solenis finished goods manufacturing process
<b>Consultants</b>	Third party entity that evaluates Solenis' processes and provide guidance
<b>Supplier Onboarding</b>	Process to add a new supplier to Solenis supplier database
<b>Request for Information (RFI)</b>	Process to gather specific information such product and services portfolio, capabilities, financial information... from a supplier
<b>Request for Quotation (RFQ)</b>	Process to gather a quotation from a supplier
<b>Spend under management</b>	Spend that is actively managed by Procurement team
<b>Procurement Category</b>	Grouping of similar material / goods & services with common supply and demand drivers but could have differing suppliers
<b>R&amp;D</b>	Research & Development Team
<b>Contract Lifecycle Management (CLM)</b>	Encompasses all steps from contract creation to execution
<b>Contract Risk Exposure (CRE)</b>	A step of Contract lifecycle Management process where we review and assess potential risk linked to a contract
<b>Diverse Supplier</b>	A business that is at least 51% owned and operated by an individual or group that is part of a traditionally underrepresented community

<b>Strategic Supplier</b>	Direct Supplier providing essential materials, or services upon which the organization heavily relies to ensure the seamless operation of the business and to maintain Solenis competitive advantage
<b>NPIR</b>	New Product Introduction Request
<b>RMR</b>	Raw Material Request
<b>RSPO</b>	Roundtable on Sustainable Palm Oil

## 5. Global Procurement Engagement:

### I. Sustainable Raw Material:

Sustainability is crucial to Solenis, not only in what we do at our plants and facilities, but in what we do to help our customers meet their own sustainability goals. We have developed a comprehensive sustainability strategy encompassing all the environmental, social and governance elements of sustainability. Solenis' sustainability strategy can be found at <https://www.solenis.com> under the [Sustainability - Strategic Vision](#) section. Solenis sustainable procurement engagements are listed in Solenis Supplier Code of Conduct.

At Solenis, we believe that sustainability is integral to our business operations. A key component of our sustainability strategy is the sourcing of sustainable raw materials. Solenis sources responsibly through building partnerships with suppliers who share our commitment to environmental and social responsibility. Solenis prioritizes sustainable raw materials selection and consider alternatives, when possible, linked to:

- Environment:
  - o **Renewable resources:** Prioritize materials that can be replenished naturally (e.g., timber from sustainably managed forests, renewable energy sources).
  - o **Reduced carbon footprint:** Minimize the greenhouse gas emissions associated with material extraction, processing, and transportation.
  - o **Water conservation:** Consider the water usage associated with raw material production and support suppliers with efficient water management practices.
  - o **Waste reduction:** Minimize waste generated during the extraction, processing, and transportation of raw materials.
- Social Responsibility:
  - o **Ethical labor practices:** Ensure that raw materials are sourced from suppliers that adhere to fair labor standards, avoid child labor, and provide safe working conditions.
  - o **Community impact:** Consider the impact of raw material extraction on local communities, supporting initiatives that promote sustainable livelihoods and social development.

### II. Supplier Diversity

Solenis' intent is to support and serve communities of underprivileged nature, foster economic development efforts within the minority sector, extend business opportunities and showcase the increasing importance of diverse suppliers. Through Solenis' Supplier Diversity Program, Procurement professional will identify and do business with, as appropriate, certified suppliers of diverse nature (as listed in the table below).

Our aim remains to continue growing the supplier diversity program and provide equal business opportunities to the underrepresented suppliers (starting with the US), the 17 diverse categories are listed below:

Minority-Owned (MBE)	Women-Owned (WBE)	Veteran-Owned (VET)	Small Disadvantaged Business (SDB)	Disadvantaged Business (DBE)	SBA 8(A)	Historically underutilized business zone (HUBZone)	Service-Disabled Veteran Owned (SDVET)
Small Business (SBE)	Lesbian, Gay, Bisexual & Transgender (LGBT)	Alaskan Native Corp or Tribally Owned (ANC)	Women-Owned Small Business (WOSB)	Economically Disadvantaged Women-Owned Small Business (EDWOSB)	Airport concessionaire Disadvantaged business (ACDBE)	Encouraging Diversity, Growth and Equity	Military Spouse Enterprise (MSE)

Supplier Diversity is part of Solenis **Supplier Selection** and **Supplier Onboarding** processes. Procurement team is working with non-Diverse suppliers to support them in developing their own supplier diversity program.

## 6. Procedure

### I. Supply Market Analysis & Procurement Strategy Development

For all spend under management, Procurement professional will research, using market intelligence databases, market trends to identify potential suppliers, products and alternatives that will meet Solenis requirements. Procurement will assess external factors such as geopolitical, economic and regulatory factors that could impact the relevant market. The team will also work with internal stakeholders to collect data on specifications, customer requirements and other Solenis needs and expectations.

Procurement will identify and assess market players and their capabilities. Understanding supply & demand trends as well as supplier base activity enables Procurement professional to develop a procurement strategy for a defined category.

### II. Supplier Selection

Procurement professional identifies project stakeholders and defines decision committee composition:

- For Direct suppliers, stakeholders can be Quality, R&D, Regulatory, Sustainability, Environmental, Health & Safety or Product Management team.
- For Indirect suppliers, stakeholders can be Information & Technology, Marketing, Sustainability, Human Resources or Environmental, Health & Safety.

Before engaging with a supplier or initiating RFQ, a formal NDA is signed and stored in Solenis contract database.

Procurement professional will always check if a Diverse vendor is available on the market to participate to requests for information or quotation. This supplier should be able to provide products that are meeting Solenis specifications & requirements.

Every request for information and quotation must contain the following elements. All supplier, Direct and Indirect should agree with Solenis Standard Terms & Conditions. Exceptions must be approved by Procurement professional on a Case-by-Case basis. Specific requirements should be added depending on supplier type as follow:

Specification / Requirement	For Direct Suppliers	For Chemical Suppliers
<b>Sustainability Requirements</b>	<ul style="list-style-type: none"> <li>• Acknowledge the Solenis' Supplier Code of Conduct               <ul style="list-style-type: none"> <li>◦ <u>Acceptable Exception</u>: Supplier's Business Code of Conduct aligned with Solenis expectations following Procurement Excellence or Legal teams' review</li> </ul> </li> <li>• Be certified by a recognized ESG ratings provider or agency.</li> <li>• If the supplier does not have any recognized sustainable certification, the supplier must demonstrate compliance to Solenis Sustainability Supplier survey (Appendix 2)</li> <li>• If the product/service quoted is linked to a specific regulation (e.g. Regulation (EU) 2023/1115 on deforestation-free products) suppliers must provide requested evidence</li> <li>• <u>As Optional</u>, we ask our suppliers to: Commit to SBTi reduction (Science Based Targets &amp; Initiatives)</li> </ul>	<ul style="list-style-type: none"> <li>• On top of stated requirement for Direct suppliers, Chemical suppliers must:</li> <li>• Acknowledge Solenis Biodiversity Policy</li> <li>• Have a Carbon Disclosure reporting certificate or equivalent</li> <li>• Be a member of RSPO &amp; offer RSPO certified alternatives if the quoted product contains 'Palm Oil'</li> <li>• <u>As Optional</u>, we ask our suppliers to:               <ul style="list-style-type: none"> <li>◦ Participate in American chemistry council's (ACC) Responsible Care Initiative</li> <li>◦ Have a Carbon disclosure certification</li> <li>◦ Have a Water reporting certification</li> </ul> </li> </ul>
<b>Regulatory Requirements</b>	<ul style="list-style-type: none"> <li>• Supplier to acknowledge "Substance of Concern Policy"</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Regulatory Request Form (VRR)</li> <li>• Safety Data Sheet (SDS)</li> <li>• For relevant countries: other compliance statements when applicable or requested</li> </ul>
<b>Commercial Requirement</b>	<ul style="list-style-type: none"> <li>• Lead Time must be formally agreed through a Statement of Work or a Contract</li> </ul>	
<b>Product Specifications</b>		<ul style="list-style-type: none"> <li>• Technical Data Sheet (TDS)</li> <li>• Certificate of Analysis (CoA)</li> </ul>

Procurement professional, will involve the relevant stakeholders to define assessment criteria and evaluate supplier answers and capability to comply with product specifications and or level of service required, Solenis policies and commitments.. Procurement professional will plan and conduct supplier negotiations, assess supplier risk. Decision committee will finalize supplier selection based on project team recommendations and supplier compliance with legal requirements, Solenis' policies and customer's requirements. Procurement professional has the responsibility to communicate business award to the supplier.

### III. Implement and Integrate- Contract Life Cycle Management (CLM)

Procurement professional in partnership with Solenis Legal team will initiate conversation with supplier to gather information to draft a new contract. Solenis standard contract templates should be used. In case of changes, Solenis Legal team will assist with 'redlining' and finalizing contract draft. (Appendix 0 - Figure 1 for Contract Lifecycle Master Workflow)

To identify potential risk linked to a contract, Contract Risk Exposure (CRE) Assessment/Checklist is completed. The CRE checklist covers Supply Security, Price and Sustainability and frequently used clauses (Please refer to Appendix 4: Contract Risk Exposure checklist template). It is led by Procurement professional to review the contract to identify risk.

Contracts will go through CRE based on meeting at least 1 of the following criteria:

- Estimated annual spend value equals or is higher than \$1M.
- Suppliers identified as Strategic Supplier to Solenis.

The contract is signed by Supplier representative and Procurement professional as per Financial Approval Authority process (FAA-SL-POL-002.008). Procurement professional is responsible for storing final signed contract and related documents in Solenis contract database (Appendix 0 – Figure 3 for Contract Approval Workflow).

Upon receiving automatic notification of upcoming contract expiration Procurement professional will investigate to renew or terminate the contract (Appendix 0 – Figure 2 for Renewal or Termination workflow). Before renewing a contract, Procurement professional should:

- Align with Global Procurement category strategy.
- Review supplier performance during the term of contract to ensure alignment with Solenis expectations (please refer to section 9- Supplier Performance Monitoring)
- Align with internal stakeholders to update Solenis' requirements.
- Engage negotiations with supplier to renew contract. Legal team will be involved if any changes are requested to the contract.

#### **IV. Implement and Integrate- Supplier Onboarding**

New suppliers are onboarded following process in (Appendix 1 - Figure 1- Supplier Onboarding Workflow). To create a new supplier, Requestor will complete Vendor Request form (Appendix 2). Only requests reviewed and approved by Procurement Operations team will be processed. Supplier onboarding requests are not approved if:

- **Document(s) are missing / incorrect** – Procurement professional contacts the supplier to ask for the missing documents and then routes it to Procurement operations team for evaluation and verification.
- **Misaligned Contact** – Procurement professional provides the correct supplier contact to Procurement operations.
- **No standard terms and conditions** – Procurement professional approval has to be requested for any Terms and Conditions deviation from Solenis standard.
- **For Direct Suppliers only - Risk Assessment Outcome Not Acceptable** – Procurement Excellence involves Procurement professional to define risk mitigation plan.

#### **7. Implement and Integrate- Material Qualification**

In parallel of Supplier Onboarding process, Procurement professional initiates material qualification process through NPIR process. Before creating RMR, Procurement professional should ensure that Specifications of the material, service and/or process listed in the CoA (Certificate of Analysis) are aligned with requested product specifications.

#### **8. Supplier Performance Monitoring**

We are monitoring our Suppliers performance to ensure suppliers' compliance to company policies including, but not limited to, quality, product safety, timely delivery, costs control, risks management and driving continuous improvement in the supply chain.

Procurement professional uses supplier performance assessment to improve supplier performance, ensure supplier compliance and strengthen our partnership. Scorecards are mandatory for Strategic Direct Suppliers. They are refreshed at the beginning of the fiscal year and are published before the end of first quarter of each Fiscal Year (Q1).

Performance Scoring brackets is as following:

- **Score of 0:** Does not meet expectations
- **Score Between 5 - 7:** Gaps identified in performance – Corrective actions needed
- **Score of 10:** Meet or Exceed expectations

○ **Supplier Performance Scorecard**

Performance Domain	Weighted Average	Measurement (KPI)	Scoring Mechanism	Source of Report	Owner
<b>Quality Compliance &amp; Performance (QC)</b>	<b>20%</b>	No of Quality Complaints	Quality Complaints is 0 = 10	Global Supplier Complaint Report	Quality
			Quality Complaints is 1 = 7		
			Quality Complaints is 2 = 5		
			Quality Complaints is 3 or more = 0		
<b>Delivery Performance</b>	<b>20%</b>	On Time in Full (OTIF)	On Time Delivery - 95% & Above = 10	OTIF Dashboard	Global Procurement
			On Time Delivery - 85% & Above = 7		
			On Time Delivery - 50%-84% = 5		
			On Time Delivery - <50% = 0		
<b>Sustainability Performance</b>	<b>40%</b>	Global ESG Rating Assessed OR Solenis Sustainable Survey Completed	Global ESG Rating Certified:	Solenis Risk Assessment Program	Procurement Excellence
			1. Top 1%-Top 5% Industry Ranking = 10		
			2. Top 25%-Top50% Industry Ranking or Solenis Survey Compliant = 7		
			3. Sustainability Policies / Protocols in place = 5		
		4. No Sustainable Engagement ESG Certificate or Sustainable Procurement Survey not compliant/ not submitted = 0			
		Solenis Supplier Code of Conduct (CoC)	Agreed to Or Complying with Solenis Supplier CoC = 10	Solenis Risk Assessment Program	Procurement Excellence
			Pass-Exception Granted for Solenis Supplier CoC = 7		
Not Agreed to Or Non-Compliant with Solenis Supplier CoC = 0					
<b>Commercial Performance</b>	<b>20%</b>	Cost Reduction Weighted Average Payment terms	Yearly (last 12 months) versus savings in Solenis database (last 12 months) - Divide to get %	Solenis Savings Reporting Database	Procurement Excellence
			<1% = 0		
			1%-1.99% = 5		
			>2% = 10		

Repetitive below average performance of Suppliers on any scoring domain(s) or overall can result in New Business Hold for the Supplier. Solenis procurement team will work with suppliers with performance scoring, not meeting or exceeding expectations to improve their score. If no improvement is noticed, Supplier can be put on new business hold.

- **If Quality Compliance Score  $\leq 7$ :**
  - Quality team with the support of Procurement professional will work with supplier to identify quality issue root cause and define together a corrective action plan. In case of repetitive quality issues an onsite audit can be requested.
  - In case of 'Recall from Market being identified as a root cause from the Supplier' or major EHSS incident (Chemical explosion, Fraud / Scandal, Slavery etc.) the quality compliance score for the supplier will automatically be 0.
  
- **If Delivery Performance score is  $\leq 7$ :**
  - Procurement professional in partnership with Supply Chain teams will work with supplier to identify issue root cause and define together a corrective action plan for an improved delivery performance.
  
- **If Sustainability Performance score is  $< 7$ :**
  - Procurement Excellence will work with Procurement professional and supplier to define together a corrective action plan on improving sustainability performance.
  
- **If Commercial Performance score is  $\leq 7$ :**
  - Procurement professional will partner with Supplier to identify cost reduction opportunities through supplier lead innovations, value added value engineered projects or negotiations.

## 9. Voice of Supplier Survey

Solenis' Voice of Supplier survey gives opportunity to our partners to provide feedback on various components including supplier relationship & communication, Solenis' process efficiency, payment & terms, innovation & future opportunities and sustainability initiatives. Suppliers can provide feedback to Solenis with no impact for future Business opportunities. It allows Solenis to identify areas of improvement and strengthen our relationship with our suppliers. The survey is launched annually. Procurement team is reaching out to suppliers who identified areas of improvement to identify improvement areas. (Refer to Appendix 5, for Voice of Supplier Survey questions)

## 10. Use and maintenance of this policy.

This policy will be reviewed at least once per year by Procurement Excellence team.

## 11. Training

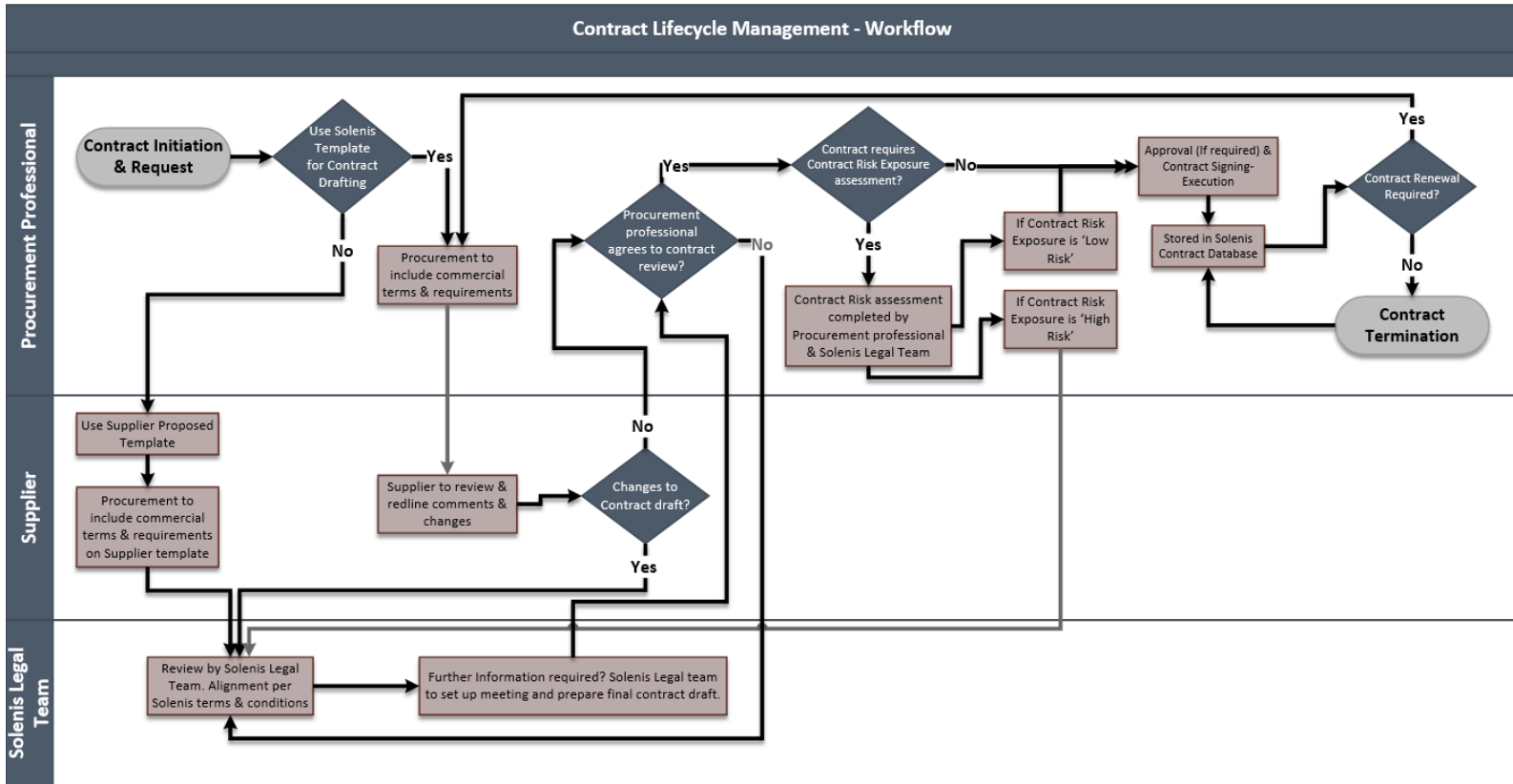
On a yearly basis all members of Global Procurement organization will acknowledge this policy review through Solenis Learning Management System.

## 12. Owner

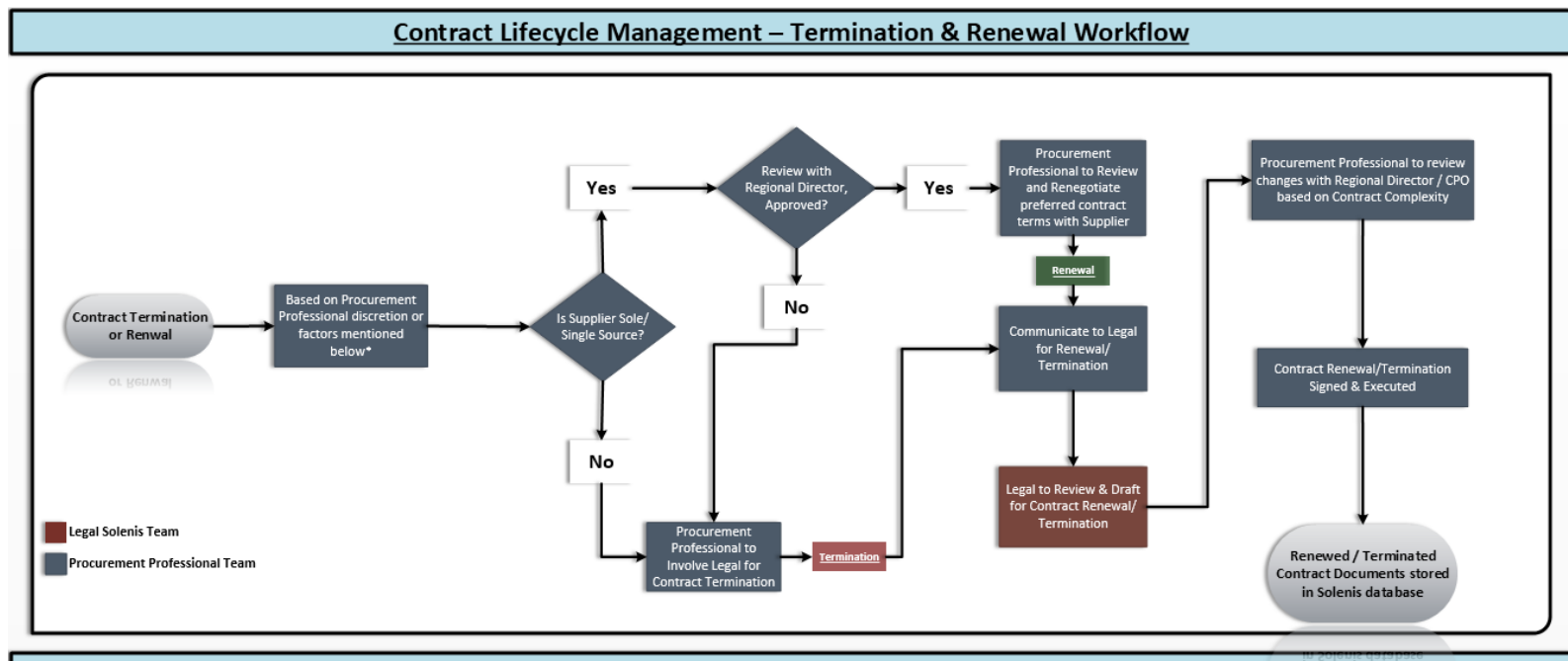
Procurement Excellence Director - Global Procurement



**Appendix 0 | Figure 1- Contract Life Cycle Management (CLM) Workflow**



**Appendix 0 | Figure 2 – Contract Lifecycle Management - Termination & Renewal Workflow**

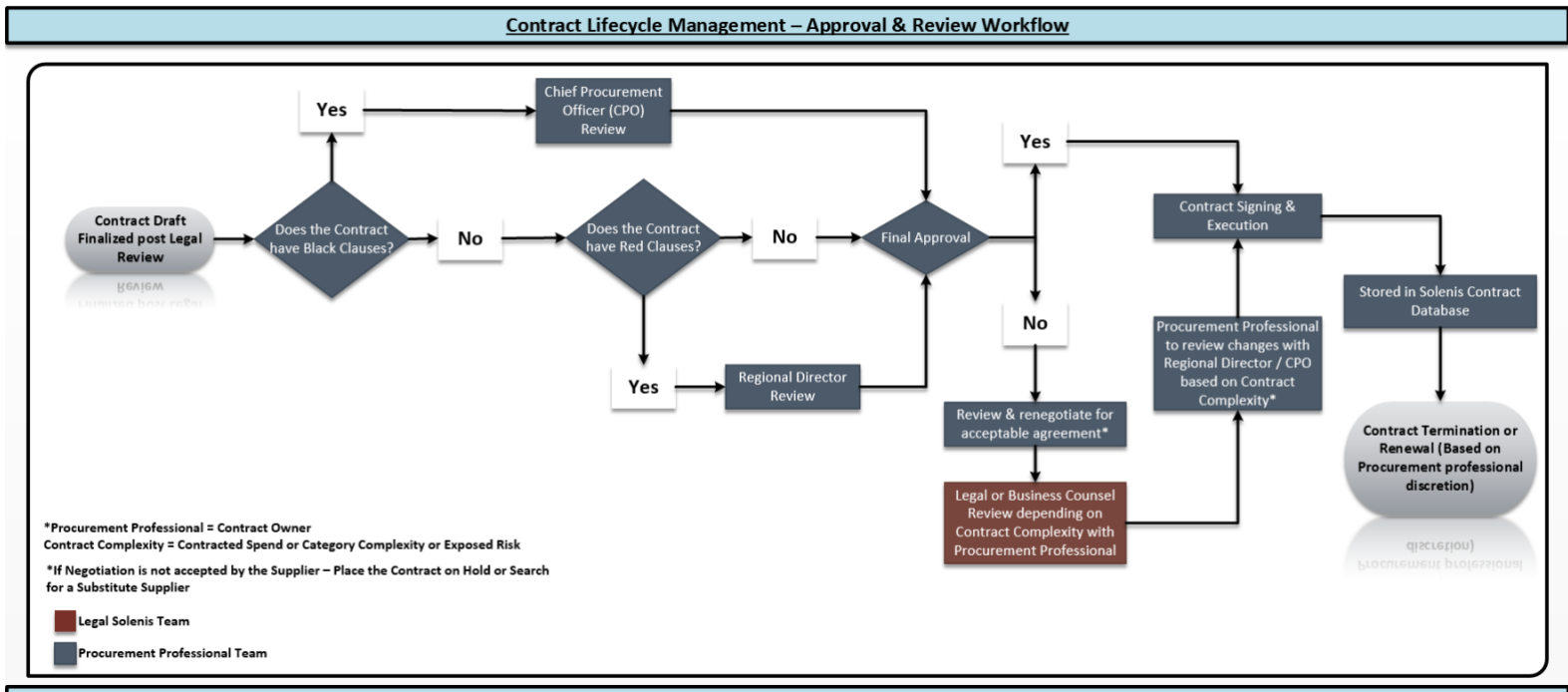


**\*Highlighted Factors that could affect Termination or Renewal of a Contract:**

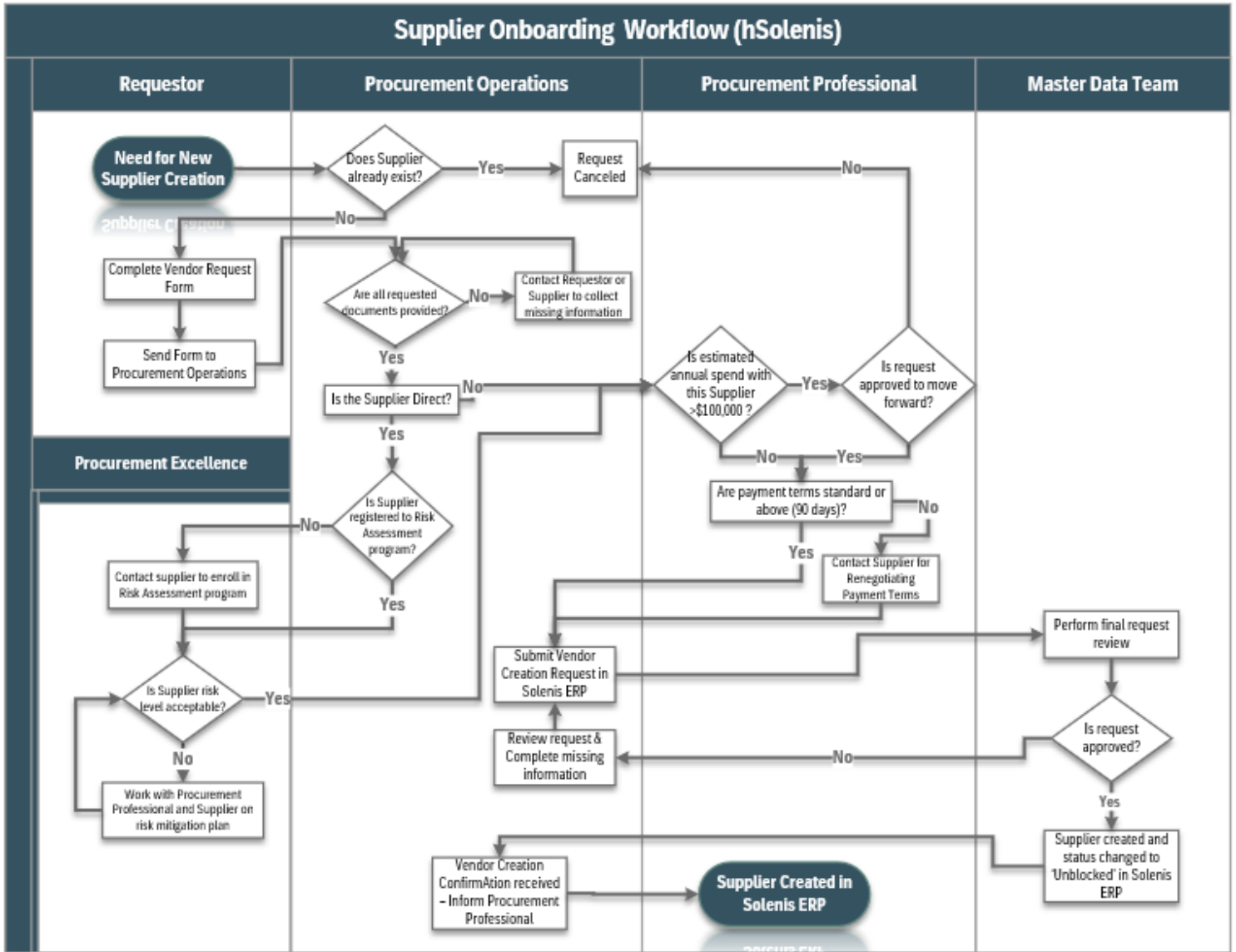
- **Supply Performance** – If the supplier performed as expected or above through the contract period and delivered material / services on time in full meeting required quality

- **Price Discrepancy** – If there was a price mismatch or request to change prices besides what was agreed in the contract or if Price offered did not meet Solenis requirement
- **Volume Requirements / Over Supply** – If volume requirements are not fixed or changes compared to initially drafting and finalizing contract terms
- **Core Expectations** – If supplier has disagreed to any mandatory Solenis requirements (Code of Conduct / Red Clauses)
- **Contract Terms** – Disagreement in Payment terms / Availability of Supplier / Liability Clause / Pricing methodology / Unable to meet Volume commitments
- **Other Factors** – As Determined by Procurement professional per Contract agreement or Supplier Relationship

**Appendix 0 | Figure 3 – Contract Lifecycle Management - Approval & Review Workflow**



**Appendix 1 | Figure 1 - Supplier Onboarding Workflow**



Sections	Sustainable Procurement Policy & Survey Questions
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• Are you assessed by a Global ESG Ratings provider and rated above average?</li> <li>• Does your company have a Sustainability Policy?</li> <li>• Does your company have a Sustainability Report?</li> <li>• Does your company have a goal and programs to Reduce Energy Use?</li> <li>• Does your company have a goal and programs to Reduce Packaging Material?</li> <li>• Does your company have a goal and programs to Reduce Waste Generation?</li> <li>• Does your company have a goal and programs to Reduce Water Use?</li> <li>• Does your company have a goal and programs to reduce Greenhouse Gas (GHG) Emissions?</li> <li>• Does your company have initiatives to use renewable energy [i.e., biomass, solar, wind, or purchase renewable energy certificates (RECs)]?</li> <li>• Does your company respond to any Carbon Disclosure reporting standard(s)?</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Do you subscribe to CTPAT or equivalent?</li> </ul>
<b>Certifications (ISO / RC)</b>	<ul style="list-style-type: none"> <li>• Are there effective measures to ensure security of all materials?</li> <li>• For the sites supplying Solenis with materials, has your company obtained RC 14001 certification?</li> <li>• For the sites supplying Solenis with materials, has your company obtained ISO 14001 certification?</li> <li>• For the sites supplying Solenis with materials, has your company obtained OHSAS 18001 / ISO 45001 certification?</li> <li>• For the sites supplying Solenis with materials, has your company obtained ISO 9001 certification?</li> <li>• For the sites supplying Solenis with materials, has your company obtained Other ISO or Internationally recognized certifications?</li> <li>• Is your company a member of a chemical trade association that participates in the International Council of Chemical Associations (ICCA)?</li> <li>• Does your organization have a Sedex (Supplier Ethical Data Exchange) registration?</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Does your company have an Environmental Policy?</li> <li>• Does your company assess the environmental impact of its operations?</li> <li>• Does your company measure and publicly report Environmental Information (i.e., through an annual environmental, sustainability, or corporate socially responsible/CSR report)?</li> <li>• Does your company plan and carry out internal environmental audits?</li> <li>• Does your company monitor emissions to land, water, and air from the manufacturing process?</li> </ul>
<b>Product Stewardship</b>	<ul style="list-style-type: none"> <li>• Does your company use a Product Stewardship/Lifecycle approach to reduce the environmental impact of its products and operations?</li> <li>• Does your company make energy and natural resources key considerations when it designs, develops, and improves its products and processes?</li> <li>• Does your company provide all health safety information (i.e., research, studies, toxicology, and epidemiology information, etc.) related to its products?</li> <li>• Does your company have a formal incident investigation program in place for product incidents?</li> <li>• Does your company have programs, standards, or procedures to identify and reduce potential health safety hazards related to its products?</li> <li>• Does your company provide on-site consultation for customers in safe handling, use, and storage of its products?</li> <li>• Does your company respond to requests for emergency support, from any point in the supply chain, for its products on a 24-hour basis?</li> </ul>

<b>Safety</b>	<ul style="list-style-type: none"> <li>• Is your site PSM / Seveso regulated?</li> <li>• Has National authorities inspected the site more than once a year during last 4 years?</li> <li>• Please indicate Number of Emergency shutdowns during last 4 years</li> <li>• Please indicate the number of forced shutdowns from the National authorities due to legal violations during last 6 years</li> <li>• Please indicate the number of notices of violation from the National authorities during last 6 years</li> <li>• Please indicate LTI Lost Time Injury Incidence Rate of last 4 years</li> <li>• Please indicate the number of fatalities during last 5 years</li> </ul>
<b>Evaluation of Supplier own supply chain</b>	<ul style="list-style-type: none"> <li>• Does your company ask its value chain partners (warehouses, distributors, and carriers) to immediately report incidents (e.g., spills) associated with the handling or use of its products?</li> <li>• Does your company periodically review the performance of its suppliers?</li> <li>• Does your company periodically review the performance of its distributors, customers and other direct product receivers to foster proper use, handling, recycling, disposal and transmittal of appropriate information to downstream users?</li> <li>• Does your company plan and carry out supplier audits?</li> <li>• Are you willing to let a representative from Solenis visit you to take part in your sustainability work?</li> </ul>
<b>Health, Safety and Environmental</b>	<ul style="list-style-type: none"> <li>• Does your company have a Health and Safety Policy</li> <li>• Does your Company have goals and programs to prevent and reduce work related employee injuries and illness</li> <li>• Does your company have an emergency preparedness response plan for a catastrophic incident affecting workplace safety?</li> <li>• Does your company have ethical and legal employment practices assuring compliance with all applicable employment laws impacting employees and suppliers?</li> <li>• Does your company plan and carry out internal health and safety audits?</li> <li>• Does your company have a program or procedure to ensure confidentiality and protection of workers that report suspected violations of ethical misconduct?</li> <li>• Does your company have written policies and programs to establish and maintain a diverse workplace environment?</li> <li>• Are the minimum hiring age and minimum wages for your employees in accordance with local/national laws?</li> <li>• Has your company been adjudged to have violated, or been the subject of any suit, claim, inquiry or investigation alleging its violation, of applicable laws, rules and regulations pertaining to forced, bonded or compulsory labor or human trafficking and slavery?</li> </ul>

### Appendix 3 | Global Vendor Request Form

<b>Vendor Request Form for Supplier Onboarding</b>
--

<b>Solenis Purchaser, please fill all "mandatory" fields in blue.</b>	
<b>* Date:</b>	
<b>* Solenis Purchaser name:</b>	
<b>* Vendor Type</b>	Please select from dropdown
<b>* Region</b>	Please select from dropdown
<b>* Request type:</b>	Please select from dropdown
<b>* Vendor Account Group:</b>	Please select from dropdown
<b>SOLENIS' STANDARD PAYMENT TERMS ARE NET 90 DAYS. Terms &lt;Net 90 days need to be approved by Regional Sourcing Leaders.</b>	
<b>* Payment Term</b>	P031 – 30 DAYS 2%, 60 Net
Terms <Net 90 days approval from Regional Sourcing Lead by email	Type name of Regional Sourcing lead
<b>* Solenis facility order currency:</b>	Please select from dropdown
<b>Other currency</b>	
<b>* Expected annual spend with vendor:</b>	USD 100.000-250.000
<b>* Minority vendor status (only US)</b>	Please select from dropdown
<b>* Z005 required Standard Carrier Alpha Code (SCAC)</b>	
<b>* Type of goods/services supplied by vendor</b>	Please select from dropdown
<b>* Other goods/services</b>	
<b>* Has vendor provided bank details in letter on letterhead (and signed)?</b>	
<b>* Has vendor been sent Solenis' Invoice and Billing requirements for the Solenis region / country?</b>	
<b>* Incoterms</b>	Please select from dropdown

<b>Supplier, please fill all "mandatory" fields and send requested document(s) in green</b>	
<b>* Does your company accept credit cards for purchases valued at less than USD 5,000?</b>	
<b>* Does your Company accept to send Solenis Digital invoices in PDF to the appropriate email address?</b>	
<a href="#">* Solenis billing invoice requirements received and accepted?</a>	
<a href="#">* Solenis Terms and Conditions and Code of Conduct read and accepted?</a>	

<b>* As a supplier have you provided bank details on letterhead?</b>	
<b>* Digital Signature of Supplier Contact</b> Click on box and type name to accept and confirm	<div style="border: 1px solid #ccc; width: 150px; height: 30px; margin: 0 auto;"></div>
<b>Information HQ of Supplier</b>	
Name of the Vendor:	
Street/House number	
City	
Region	
Postal Code	
* Country:	Please select from dropdown
Contact person:	
Tel. Number (Mandatory):	
Mobile Number:	
Fax Number:	
* Email Address (Mandatory):	
* VAT/TAX Registration number (Mandatory):	
<b>Supplier Bank Information</b>	
Bank Name	
Bank Address	
Bank Account Number	
Account Holder Name (if Different from Name of the Vendor)	
* Swift Code (Mandatory):	
<b>a) If the Ordering address (OA) is different, please fill in the information below:</b>	
Name of the Vendor:	
Address:	
Country:	
Contact person:	
Tel. Number:	
Mobile Number:	
Fax Number:	
* Email Address (Mandatory):	
VAT Registration number:	
<b>b) If the contract address (CA) is different, please fill in the information below:</b>	
Name of the Vendor:	
Address:	
Country:	
Contact person:	

Tel. Number:	
Mobile Number:	
Fax Number:	
* Email Address (Mandatory):	
VAT Registration number:	
<b>c) If the shipping address (GS) is different, please fill in the information below:</b>	
Name of the Vendor:	
Address:	
Country:	
Contact person:	
Tel. Number:	
Mobile Number:	
Fax Number:	
* Email Address (Mandatory):	
VAT Registration number:	
GST Number (for India only)	
Pan number (for India only)	
<b>d) If the payment address (PI) is different, please fill in the information below:</b>	
Name of the Vendor:	
Address:	
Country:	
Contact person:	
Tel. Number:	
Mobile Number:	
Fax Number:	
* Email Address (Mandatory):	
VAT Registration number:	



Number	Clause / Risk Segment	Contract Clauses	Select from Dropdown	Reviewed?	Please Describe if 'Other' selected on the Corresponding Question
1	<b>Supply Security</b>	Supply Security			
2		Sole Source Risk			
3		Volume Requirements			
4		Take or Pay			
5	<b>Price</b>	Payment Term			
6		Price Adjustment Methodology			
7		Rebate			
8		Currency Provisions			
9		Meet or Release Clause			
10		Most Favored Nation			
11		Audit Clause			
12	<b>Sustainability</b>	Supplier Code of Conduct			
13		Productivity Clause			
14		Safety Evaluation Required			
15		Warranties			
16		Remedies			
17		IP Rights			
18		Change of Control Clause			
19		Assignment Rights			
20	Governing Law				
21	<b>Frequently Used Clauses in Contract Agreements</b>	Term			
22		Termination for Convenience			
23		Transition Assistance (Supplier)			
24		Goods and Services - Scope of Services			
25		Quality Assurance			
26		Order Issuance			
27		Non-Exclusive Agreement; No Minimum Obligation			
28		Change Orders			
29		Delivery - Packing and Marking/Delivery Dates			
30		Shipping Responsibility			
31		Title and Risk of Loss			
32		Receipt Inspections			
33		Invoices			
34		No Infringement of Third-Party Rights			
35		Infringement Indemnity			
36		Ownership of Work Product			
37		Solenis Materials			
38		Documentation			
39		Publicity			
40		Confidentiality			

41	Compliance			
42	Disputes; Arbitration			
43	Indemnity			
44	Insurance			
45	Limitation of Liability			
46	Site Conditions			
47	Solenis Furnished Equipment or Tools			
48	Subcontracting			
49	Safety, Health and Hazards			

**Appendix 5 | Solenis Voice of Supplier Survey - Questionnaire**

<b>Supplier Relationship &amp; Communication</b>	How would you rate the overall communication with our company?
	How frequently do you receive updates or feedback from our team?
	Are the points of contact in our company clear and accessible?
	How would you rate the overall partnership with Solenis?
	What could Solenis do to improve our communication?
<b>Process Efficiency</b>	How would you rate the efficiency of our procurement process such as ordering, forecasting...?
	Does Solenis clearly communicate our expectations regarding product/service quality?
	How can we help you meet our quality standards more effectively?
	How satisfied are you with the clarity of our purchasing requirements (product specifications, volume...)?
	How often does Solenis provide constructive feedback on your performance?
	Are there any specific bottlenecks or inefficiencies you've experienced while working with Solenis?
	How can we improve our processes to make your interactions with Solenis smoother?
<b>Payment &amp; Terms</b>	Timeliness of Solenis Payments
	Invoice Management & Visibility
	Contact with Solenis Accounts Payable Team
<b>Innovation &amp; Future Opportunities</b>	Do you feel that Solenis provides opportunities for innovation or collaboration on new projects?
	How can we work together to be more competitive in the market?
	How would you rate Solenis processes based on integrity and fostering positive relationships?
<b>Sustainability Initiatives</b>	Rate your awareness on "Canadian Transparency Act / Norwegian Transparency Act / EUDR Regulations"?
	Which Solenis Sustainability initiatives are you aware of?
	Is there any sustainability related initiative you'd like to propose to Solenis for partnership (e.g. VAVE workshop, charity events, etc)
	Will you be willing to share best practices linked to sustainability with Solenis?