

San Adrián, 04/01/2025

Dear Suppliers,

We are contacting you to inform you of our Supplier Evaluation Methodology.

The criteria followed to select/approve of our suppliers are as follows:

1. **Initial evaluation:** The initial evaluation of suppliers is carried out using one or more of the following alternatives:

- **History.**

The company's regular suppliers up until the enterprise of this procedure are evaluated, and if applicable, approved using this method. Suppliers with a history of the quality of their deliveries or services, demonstrating the absence of negative incidents, are also evaluated and, if applicable, approved. These suppliers are included in the List of Approved Suppliers. As a result of the evaluation, the integrated systems manager completes the SUPPLIER EVALUATION REPORT record, providing evidence of approval or rejection and the criteria applied.

- **Certification.**

Suppliers who demonstrate that they hold an official product or company certificate issued by an Accredited Entity are evaluated using this method. These suppliers are initially required to provide a copy of the certificate, as well as each time they renew it. They are included in the Approved Supplier List, indicating the qualification method. A Supplier Evaluation Report will also be issued.

- **Special conditions.**

The Quality Manager has the authority to approve suppliers based on certain special conditions, such as:

- a) Existence of a single supplier for a specific product or service.
- b) Imposition of a customer.
- c) References. In these cases, the supplier will be included in the Approved Supplier List, and the Supplier Report will be completed, reflecting the approval criteria.

- **On probation period.**

A new type of supplier is included, considered trial, which includes new suppliers not included in the previous sections and considered of interest to the company.

- 2. Ongoing evaluation:** The QS manager, together with the heads of each department, keeps the Approved Supplier List up-to-date through ongoing evaluation, with at least a documented meeting per year in which nonconformities or incidents detected are analyzed, along with the compliance criteria collected through oral or written consultation with the company personnel or clients. The number of these nonconformities or incidents will be monitored, both for the purchase of products and services.

Among all suppliers, the criteria for evaluation are those suppliers with a minimum turnover level in the previous period. This minimum turnover value may vary depending on the purchases made during the year.

During the evaluation, in addition to suppliers that meet the selection criteria, those for which supplier incidents were recorded in the previous period will be taken into consideration.

Except in exceptional cases, orders may only be placed with selected suppliers included in the List. Unless otherwise specified, the suppliers listed therein will be authorized to supply all the products they market.

- 3. Supplier Incidents.** In cases where the product and/or service supplied by a supplier does not meet the company's requirements, the head of the department that made the purchase will open a supplier incident. They will complete the corresponding record in the system and send it to the Quality Manager for registration and follow-up.

After the 2024 evaluation has been completed, we inform you that we have not had any incidents with the orders placed to your company, so that you continue to be an approved supplier. Until you receive further communication from us in this regard, this means that you continue to be an evaluated and approved supplier.

Thank you very much.

Best regards,



Juan M. De Prado
QSE Resp. COMESA