

# Logistics Requirements Manual EFACEC

01.000EFACEC-05000039-030-000 -EN-00

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## 1. Introduction and Objectives

This document defines and describes a set of logistical rules and requirements that must be ensured by partners who establish commercial relationships with Efacec, with the objective of promoting operational efficiency between the parties.

- Provide an overview of EFACEC's supply chain operations,
- Ensure that Suppliers have all the necessary conditions for the proper supply of warehouses and other material delivery locations that are part of EFACEC's Business Units throughout the entire chain,
- Promote a strong commercial relationship between EFACEC and its Suppliers, based on mutual growth and learning.

## 2. Scope

The present logistics requirements manual applies to all EFACEC Suppliers – both internal and external. The commercial relationship between both parties is typically formalized through a purchase order, which covers the following points:

- Purchase Order Confirmation
- Delivery Scheduling
- Delivery (applicable to material deliveries)
  - Documentation
  - Material Identification
  - Packaging

In this document, "EFACEC" refers to the following legal entities: EFACEC ENERGIA – MÁQUINAS E EQUIPAMENTOS ELÉTRICOS, S.A., EFACEC ELECTRIC MOBILITY, S.A., and EFACEC SERVIÇOS CORPORATIVOS, S.A.

## 3. Logistics Supply Requirements

The Purchase Orders (PO) sent to the Suppliers have a unique number generated by EFACEC, which must be referenced in all the Supplier's delivery documents.

### 3.1 Purchase Order Confirmation

The Supplier must access the Supplier portal on Efasst to accept/modify the Purchase Order and its respective delivery date, within 48 hours of the Purchase Order issuance.

EFACEC reserves the right to delay the shipment and/or delivery of part or all the products to be supplied. In this case, the Supplier will ensure their storage and protection at their facilities, or others indicated by EFACEC, bearing the storage costs for a period of 6 (six) months from the initially planned delivery date, as well as the risk of loss or damage to the products in question.

### 3.2 Delivery / Pickup Scheduling

When transportation is the responsibility of the Supplier, they must ensure the scheduling of unloading/loading (in the case of returns) using the contacts provided by EFACEC's contact pivot with the Supplier. If the delivery is to an EFACEC warehouse, the scheduling should be done within a time slot during the typical material reception hours at EFACEC warehouses, Monday to Friday, from 8 AM to 4 PM. When the delivery is on-site, the scheduling slot will be subject to the operating hours at that location.

Materials should not be shipped without coordinating the reception time with EFACEC, and the Supplier will be responsible for complying with the agreed schedule and presenting the transport on the

scheduled day and time, whether using their own vehicles or subcontracting the transport service to EFACEC facilities.

Transport vehicles should arrive at the gate at least 15 minutes before the scheduled time.

The drivers of the transports must comply with internal safety rules and follow the instructions from the security team at the reception, and they must be properly identified. For safety reasons, any vehicle may be subject to inspection and security checks.

A non-conformity will be registered if materials are shipped without scheduling, and the delivery will be subject to the availability of the team for unloading. The delayed vehicle must wait for the necessary waiting time until reception is possible at the designated dock.

Additional costs arising from delays that do not respect the schedule cannot be charged to EFACEC.

When transportation is the responsibility of EFACEC, the Supplier must provide all necessary information for the timely collection of materials by EFACEC. Delays in material loading and any additional costs resulting from factors attributable to the Supplier must be borne by the Supplier. In this case, a non-conformity will be registered.

### **3.3 Material Delivery**

#### **3.3.1 Documentation**

All Purchase Orders (POs) sent to the Suppliers have a unique number generated by EFACEC, which must be referenced in all the Supplier's delivery documents. For each PO, a delivery note must be provided, identifying the following points:

- Supplier's name, address, taxpayer number, and internal code
- Delivery note number
- Purchase Order number issued by EFACEC
- Delivery date

For each item/material, the following details must be provided:

- Purchase Order position
- EFACEC article code
- EFACEC article description
- Quantity per packaging unit (e.g., box)
- Total quantity delivered
- Serial numbers, if applicable
- Lot number, if applicable

The order of items in the delivery note and invoice must match the order in the purchase order.

In the case of suppliers from the European Union (EU), they must submit the annual long-term supplier declaration stating the European origin of the products they supply.

The Supplier will provide EFACEC, if requested, along with the products to be supplied, a list with the description of all the items, including the delivery document number information.

#### **3.3.2 Packaging**

The materials and products to be supplied must be properly packaged and protected by the Supplier or intermediary, to ensure their complete integrity during transportation and storage, as well as during unloading and handling under safe conditions.

If there is a packaging specification that has been agreed upon, it must be followed by the Supplier.

### 3.3.3 Identification

All products/materials to be sent to EFACEC must be properly identified with the EFACEC supply label (Figure 1).

The label must be printed at the moment/phase of dispatch of the products by the Supplier, through the Supplier Portal, with the support of the Quick Guide – Supplier Portal, Logistics Requirements.

 0000471126 <b>CG1820056-30   2</b> Qtd.: 1		 <b>SC00100</b>	
G.R.: abc		Armazém -	
A.F.-Azevedos, Ferramentas, Lda.		Localização	
<b>Artigo: SC00100</b> Rev: -		Embalagem	
SERV. ESP. PINT.ELECTROSTATICA		<b>Check-In:</b> NO	
Ref. For.:		Data: 2021-07-02	
Fornecedor		Efacec	
Rub.: - - -		Rub.: - - -	

Figura 1 – Layout da etiqueta de fornecimento de material

It is mandatory to indicate the delivery note number to generate the supply labels. The code generated in the barcode is sequential.

The supply labels must be placed on each packaging unit of the product, whether it is an item/box/volume, as shown in the image below, to allow for easy scanning without the need to handle the load.

A Non-Conformity (NC) will be registered if the EFACEC label is not properly placed.

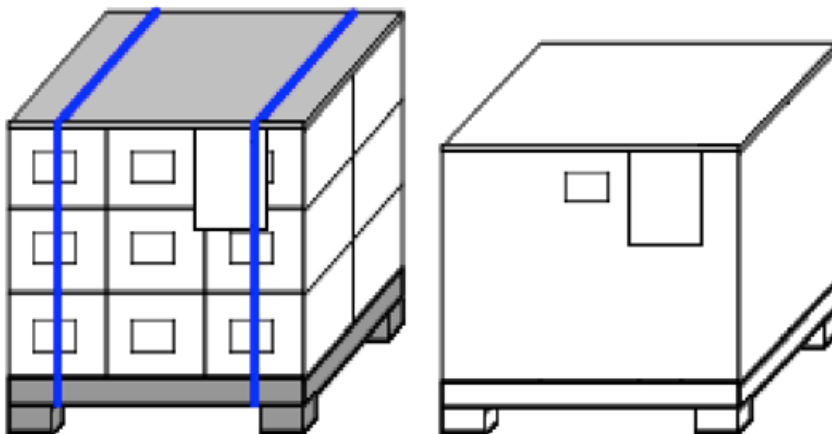


Figure 2 - Example of placing the supply labels. Each horizontal rectangle represents a label.

### 3.3.4 Serial Numbers

When applicable, serial numbers must be uploaded to the Supplier Portal. All serialized items must be properly identified with a Serial Number (SN) label (Figure 3) that includes a barcode. The uploading of serial numbers and the printing of the label must be done by the Supplier, through the Supplier Portal, with the support of the Quick Guide – Supplier Portal, Logistics Requirements.

A Non-Conformity (NC) will be registered if the serial numbers are not uploaded, and the associated costs will be invoiced to the Supplier.



Figure 3 – Serial Number Label Layout

## 4. Annexes

### 4.1 Related Documents

TYPE OF DOCUMENT	NAME OF DOCUMENT	LINK
Guide	Quick guide – Supplier Portal	<a href="#">01.000EFACEC-05000059-003-000-PT-00</a>

## 5. Revision History

VERSION	DATE	REVISION DESCRIPTION	ISSUED BY	APPROVED BY
00	2025-03-21	Issue	Verónica Abreu	Marina Silva