SUPPLIER LOGISTICS MANUAL

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I PURPOSE AND SCOPE OF APPLICATION

This document sets out the logistics standards applicable to the relationships between **GRUPO COSMOS** (GC) companies and all their global suppliers of production materials.

It includes —or indicates the location of— all GC documentation regarding the supply chain and the standards to be met.

Compliance with the requirements outlined in this document applies to all direct material suppliers nominated by GC. This Supplier Logistics Manual is referenced and is part of the SUPPLIER MANUAL accepted by the Suppliers in order to be a GC supplier and obtain a valid supply contract.

For each business relationship between GC and the supplier, the following documents —which are set out in this Manual— are completed and agreed upon, unless otherwise agreed:

- **PACKAGING Data Sheet (PDS):** A PDS is required for each family of parts sharing identical logistics and packaging conditions. This document must be validated prior to the shipment of "First of Tool" parts.
- **Supplier Logistics Conditions (SLC):** A protocol is required for each business relationship between GC and the supplier that shares the same physical and information flow. This document must be validated prior to the shipment of "Off Process" parts.

II COMMUNICATION

II.1 Electronic Data Interchange (EDI)

GC requires all suppliers of production materials with open orders to possess the technological capability to receive supply schedules from GC companies via EDI or WebEDI. It is the supplier's responsibility to ensure the availability of the required EDI capability, either through their own systems or by subcontracting an EDI or WebEDI service from an external provider.

In certain situations, GC may provide suppliers who lack their own EDI capability with a connection to GC's WebEDI. Any costs associated with this service will be charged to the supplier.

The provider ensures that it includes this communication capability (EDI/WebEDI) in its offer. GC does not place additional orders to cover this need.

Likewise, all suppliers must have the capacity to send the ASN (Advanced Shipping Notice) by EDI or WebEDI each time they make a shipment, relating to the delivery of material to the receiving company of GC. The information in the ASN must correspond (in reference, quantity and serial number of the packaging) to the information contained on the labels of the material shipped. The supplier must ensure that the ASN they are sending is packed, i.e. that it contains all the packaging identifiers of the labels corresponding to the delivery.

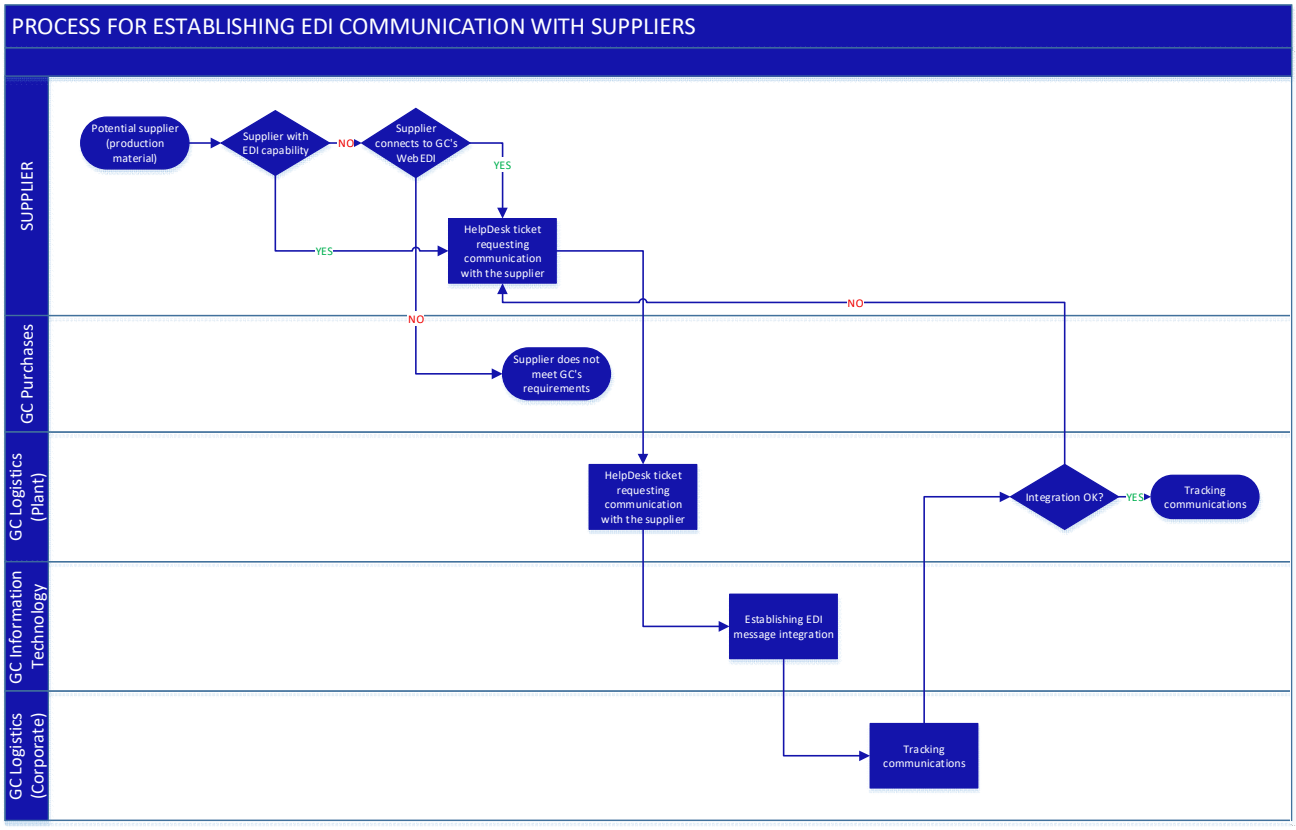
The ASN must be sent to the GC company within 30 minutes of the transport leaving the supplier's facilities.

II.2 Process for establishing an EDI connection

The process to follow for establishing EDI connection with suppliers is shown in the following diagram.

The necessary documentation (as per paragraph II.3) is attached to that initial message.

The method for establishing the connection depends on whether the supplier has its own EDI system. In that case, the supplier fills in the required information on the EDI form and emails it to the GC plant that requested the connection.



* *The GC purchasing team will be in charge of making the decision on how to proceed.*

II.3 Documentation submitted

The following information regarding EDI communication with suppliers will be provided by GC during the initial phase:

- EDI PARAMATERS FOR OFTP & VAN TRANSMISSIONS OF GRUPO COSMOS (see Paragraph XII)
- EDI IMPLEMENTATION GUIDELINES - Forecast delivery schedule - DELFOR D96A
  - This document describes GRUPO COSMOS application of the Odette subset of EDIFACT message DELINS/DELFOR.
- Grupo COSMOS - GLOBAL DELFOR (Message Implementation Guideline)
  - This user manual describes the specific characteristics of VDA Recommendation 4984 GRUPO COSMOS. In the following, the word GRUPO COSMOS refers to all participating companies in the Grupo COSMOS.
- Despatch Advice - DESDAV - EDIFACT DESDAV D.97A
  - This document provides the specific description of a subset of the EDIFACT DESADV D97.A message to be used between a Trading Partner and a Grupo COSMOS (**GC**) Operating Company.
- Odette Label Requirements (see paragraphs V.1 and V.2)

III SUPPLY PROGRAM SHIPMENTS

In this schedule, the supplier can view the requested quantities and delivery dates, covering both firm orders and forecasts. GC specifies the frequency of schedule transmissions (both firm and provisional) and the day of the week they are sent for each case.

This information is recorded and validated by both GC and the supplier. The supplier must contact GC if the supply schedule is not received on the agreed-upon day.

The supplier must ensure supply by aligning its schedule with that of the GC company or companies it supplies; this requirement is included in its offer. The supplier must achieve 100% compliance with supply schedules regarding both timing and quantity.

If the required quantity cannot be supplied within the requested timeframe, the supplier must immediately contact the receiving GC plant to report the issue and submit an action plan—including dates and assigned responsibilities—aimed at resolving the supply shortfall. Any costs associated with the supply failure will be charged to the party responsible.

Conversely, if the supplier ships a quantity of parts exceeding the order request, GC reserves the right to return the excess parts to the supplier and charge the associated costs, including administrative fees.

Such instances of non-compliance will be documented as a non-conformity and communicated by GC to the supplier for handling as a deviation.

If GC is responsible for transport and there is insufficient space on the truck for the ordered quantities, or if the truck fails to arrive at the supplier's facility for loading, the supplier must immediately notify GC of the incident.

The supplier guarantees at all times that the time elapsed between product manufacture and receipt at GC is minimized and ensures the use of FIFO supply management systems, while adhering to any agreements regarding minimum stock levels. In the absence of written agreements on minimum safety stock, the supplier must establish its safety stock based on its contingency plan, taking into account reaction times for potential issues that may arise. Supply schedule example:

- Item: Generated by the program itself
- Material: Include the material code (e.g., 365607)
- Description: Include the description of the goods
- Last delivery note: Code for the last delivery note (e.g., 1151697215)
- Cumulative received: Quantity of units received up to the last delivery note indicated
- Delivery address
- Forecast period: 6 months
- Firm period: 2 weeks

IV PACKAGING

As a general rule, GC proposes the packaging concept to be used to the supplier. The supplier is responsible for developing the concept and proposing a final specification to GC. The packaging must ensure part quality (preventing damage and/or deformation), maximize packaging capacity, facilitate transport and handling, and optimize costs.

As a general rule, for returnable packaging, GC is responsible for the investment, unless otherwise agreed during the project phase.

For specific packaging, the definition and validation workflow is shown at the end of this paragraph. The party responsible for the investment will be specified in the agreement reached between both parties.

The development process, packaging prototypes, and parts associated with packaging validation must be included in the initial quote. GC does not issue additional purchase orders for these items.

If no preliminary packaging concept exists, the supplier must define one for the quotation phase, taking into account the part's design and volume. To do so, the supplier follows these steps:

A. Choosing between returnable and disposable packaging:

GC’s objective for suppliers located on the same continent is to receive parts in returnable packaging.

If using returnable packaging is not economically viable, the supplier may propose using disposable packaging, subject to GC’s approval. The same procedure applies to parts received from suppliers located on other continents. All suppliers exporting to GC must comply with the "Regulation of Wood Packaging Material in International Trade ISPM No. 15 (2009)" / NIMF15 standard for wood packaging.

B. Selection of standard GC packaging versus specific packaging:

As a general rule, the packaging selected should be one of the standard GC packaging types, taking the following preferences into account:

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1. Whenever possible, the supplier should choose a containment unit or "Packaging Unit" (PU)—a box handled manually by the operator—rather than a "Handling Unit" (HU)—a container handled by forklift or pallet jack, or a pallet of boxes handled by forklift or pallet jack. The supplier must optimize the capacity of the box (PU) while adhering to the maximum permitted weight (15 kg per box).
2. If the box (PU) option is not feasible, the supplier must select a container/rack (HU), optimizing its capacity and taking into account the specific technical specifications for each type.
3. For parts exceeding the maximum weight specified in the previous point, the supplier must select a metal container/rack (HU).
4. Where the product type allows for delivery on a pallet without other forms of returnable packaging, this method is proposed.
5. For shipments outside the EU, the supplier must use fumigated packaging to avoid customs delays and surcharges.

In special cases where none of the packaging options on GC's standard packaging list are suitable for the parts, the supplier must propose specific packaging. The reasons justifying the development of specific packaging include the following:

- The part has a complex geometry, is large, or is delicate.
- The supplier possesses its own dedicated containers, as the parts are delicate and these containers are required for internal production.
- Its use results in a considerable increase in part density, justifying the investment in specialized packaging.

The supplier must be able to explicitly argue the advantages of using specific packaging, in the event that GC demands it.

The supplier must be able to explicitly argue the advantages of using a specific packaging, if GC demands it.

Likewise, GC reserves the right to modify offers before and during the project.

A. Alternative Packaging

All parts must have alternative packaging, approved by GC, for use exclusively in emergency situations. The alternative packaging configuration must accommodate the same quantity of parts. The supplier must document this in the PDS and ensure it is validated in parallel with the standard production packaging.

Defining and ensuring the availability of alternative packaging, should the need arise, is the supplier's responsibility.

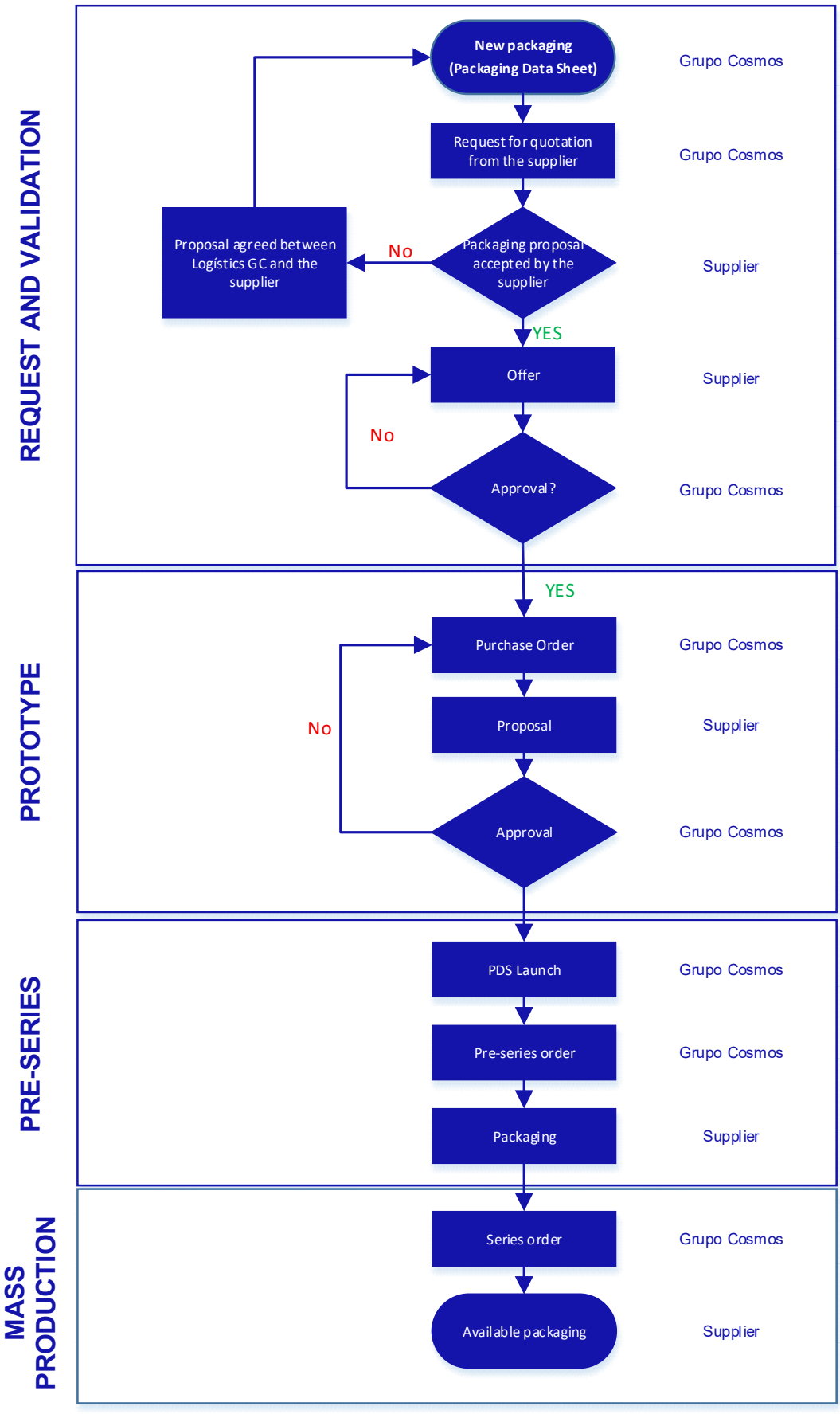
The supplier must notify GC of any shortage of returnable packaging well in advance to allow for delivery arrangements. The supplier must communicate any shipment using alternative packaging, and GC must authorize it prior to dispatch.

IV.1 Packaging inventories

GC reserves the right to request periodic packaging inventories and to manage a verifiable packaging account.

In the event that a loss of packaging is confirmed during these inventories and cannot be justified, the costs associated with such damage and loss will be charged to the supplier.

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REQUEST AND VALIDATION
New packaging (Packaging Data Sheet)
Grupo Cosmos
Request for quotation from the supplier
Grupo Cosmos
Packaging proposal accepted by the supplier
Supplier
No
Proposal agreed between Logistics GC and the supplier
YES
Offer
Supplier
No
Approval?
Grupo Cosmos
PROTOTYPE
YES
Purchase Order
Grupo Cosmos
Proposal
Supplier
No
Approval
Grupo Cosmos
PRE-SERIES
PDS Launch
Grupo Cosmos
Pre-series order
Grupo Cosmos
Packaging
Supplier
MASS PRODUCTION
Series order
Grupo Cosmos
Available packaging
Supplier

V SHIPMENT IDENTIFICATION

All materials delivered to GC must be accompanied by a physical delivery note and a label. Furthermore, each packaging unit and handling unit must be individually identified, adhering to the following printing and placement requirements:

- For European suppliers, this label must comply with GALIA (Groupement pour l'Amélioration des Liaisons dans l'Industrie Automobile) format requirements, unless the receiving plant requests otherwise.
- For North American suppliers, this label must comply with AIAG B3/B5 standards.
- Notwithstanding the foregoing, the GC adopts the VDA 4994 (Global Transport Label) standard as the technical reference standard for all its shipments.

V.1 Label European suppliers

The main goods label of the shipping unit must follow the DIN A5 format transversely. A smaller label can also be used, with the format of 210 x 74 mm. usually used for secondary packaging.

The main packaging is understood as: pallet, container...

White background label, size 210 x 148 mm.

- If there are two labels on the container, one in front and one on the side.
- The label content must be printed in "Arial" or a similar font.
- The print must be in black.

As for secondary packaging, reference would be made to: KLT, cardboard...

- White background labels, size 210 x 74 mm.
- It should be placed in the visible part of each package.
- The label content must be printed in "Arial" or a similar font
- The print must be in black.

They should preferably be indicated in the following fields, with their corresponding barcode.

The mandatory fields that must be indicated at least are underlined:

- **Delivery note** → Preceded by a **"N"** (3)
- **Code. Supplier** → Preceded by a **"V" (12)**
- **Material** → Preceded by a **"P"** (8)
- **Quantity** → Preceded by a **"Q"** (9)
- **Label No.** → Preceded by **S/M/G (15)**

Packaging units without inner packaging (S)
Load unit with the same part number (M)
Mixed load/pallet unit (G)

Marking standards according to VDA 9402/ODETTE

- The main and secondary merchandise labels must be placed on the packaging units so that they are clearly visible from the outside.
- The merchandise labels of reusable packaging must be easy to remove without leaving any residue.
- The serial number is numerical and uniquely identifies the packaging unit for one year. It is assigned by the supplier for each packaging unit and should only be used once per year.

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- The figures must be at least 5 mm high. The maximum length of the serial number must be 9 numeric characters plus identification data (S, M or G):
  - (S) → Packaging units without inner packaging.
  - (M) → Load unit with the same part number.
  - (G) → Mixed Load/Pallet Unit.

Details on the following pages (example tag).

Small label



Secondary labels for secondary packaging (KLT, cardboard...) /The contents of the label are represented as an example

Large label



Main merchandise label for original packaging (pallet, mesh box...) /Label content is represented as an example

Definition of label fields.

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Field No.	Field Name	Required (R) / Optional (O)	Barcode
1	**Receiving name**	**R**	**No**
2	**Target plant**	**R**	**No**
3	**Delivery note (N)**	**R**	**Yes**
4	**Supplier Summary Address**	**R**	**No**
5	Net Weight	Or	No
6	**Gross Weight**	**R**	**No**
7	**No. of packaging**	**R**	**No**
8	**Customer Reference (P)**	**R**	**Yes**
9	**Quantity (Q)**	**R**	**Yes**
10	**Description**	**R**	**No**
11	**Supplier Reference**	**Or**	**No**
12	**Code. Supplier (V)**	**R**	**Yes**
13	**Date of submission**	**R**	**No**
14	**Engineering review**	**R**	**Yes**
15	**Serial Number Label (S)**	**R**	**Yes**
16	**Lot (H)**	**R**	**Yes**

It is also requested to include the number of the delivery plan or closed order.

V.2 Label North American suppliers.

The main shipping label for unit loads must follow the standard format of 102 x 152 mm., in transverse orientation. In situations where the packaging is small in size (such as secondary packaging or small containers), a 51 x 152 mm label is allowed. These dimensions ensure that the barcode (usually Code 128 or Data Matrix) is correctly read by industrial scanners.

The mandatory fields that must be indicated at least are underlined:

- **Delivery note** → Preceded by a **"N"** (3)
- **Code. Supplier** → Preceded by a **"V" (12)**
- **Material** → Preceded by a **"P"** (8)
- **Quantity** → Preceded by a **"Q"** (9)
- **Label No.** → Preceded by **S/M/G (15)**

Packaging units without inner packaging (S)
Load unit with the same part number (M)
Mixed load/pallet unit (G)

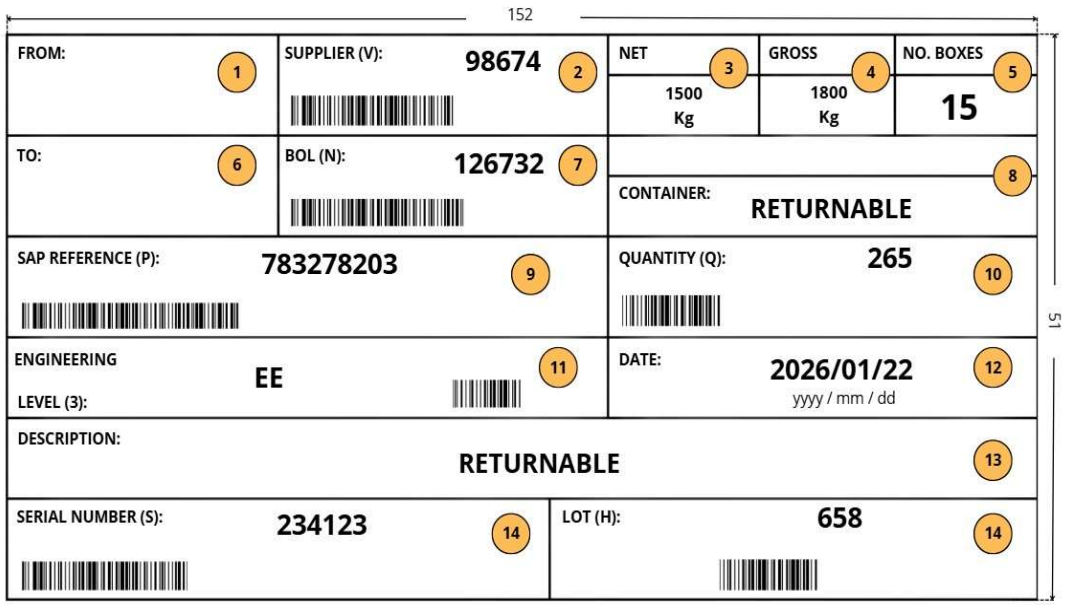
Marking standards according to AIAG B-10 / B-16

- The main and secondary merchandise labels should be placed on the packaging units so that they are clearly visible from the outside, preferably on two adjacent sides.
- The merchandise labels of reusable packaging must be easy to remove without leaving residues (use of removable adhesives).

- The serial number is alphanumeric and uniquely identifies the sending unit. It is assigned by the supplier and must not be repeated over a period of one year.
- Figures must be at least 0.2 inches (5 mm) tall. The maximum length of the serial number must be 9 characters (not counting the S, M, or G data identifier):
  - (S) → Single Container.
  - (M) → Multiple containers with the same reference.
  - (G) → Multiple references in the same unit.

Details on the following pages (example tag).

AIAG Container Label



AIAG Master Container Label

Definition of label fields.

Field No.	Field Name	Required (R) / Optional (O)	Barcode



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1	**Recipient name**	**R**	**No**
2	**Code. Supplier (V)**	**R**	**Yes**
3	Net Weight	O	No
4	**Gross Weight**	**R**	**No**
5	**Number of boxes**	**R**	**No**
6	**Receiving name**	**R**	**No**
7	**Delivery note (N)**	**R**	**Yes**
8	**Container**	**R**	**No**
9	**Customer Reference (P)**	**R**	**Yes**
10	**Quantity (Q)**	**R**	**Yes**
11	**Engineering review**	**R**	**Yes**
12	**Date of submission**	**R**	**No**
13	**Description**	**R**	**No**
14	**Serial Number Label (S)**	**R**	**Yes**
15	**Lot Number (H)**	**R**	**Yes**

It is also requested to include the reference number of the delivery plan or closed order.

V.3 Information about the serial number of the label.

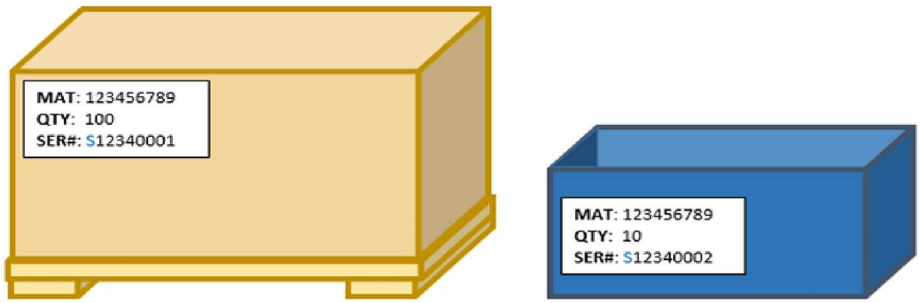
The "Handling Unit" (HU) is a physical unit consisting of a packaging material (load carriers/packaging material) and a material contained therein.

It is always a combination of product and packaging material.

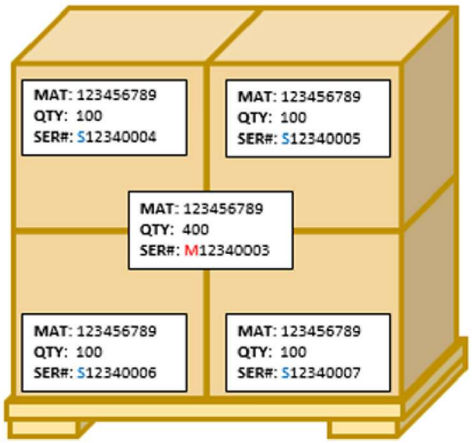
Different types of "Handling Units" can be found:

- **Simplified Handling Unit (S - Label):** consists of a packaging that directly contains the material. A simplified HU contains a single material/item.

Examples: pallet containing a single material, KLT, cardboard boxes, etc.

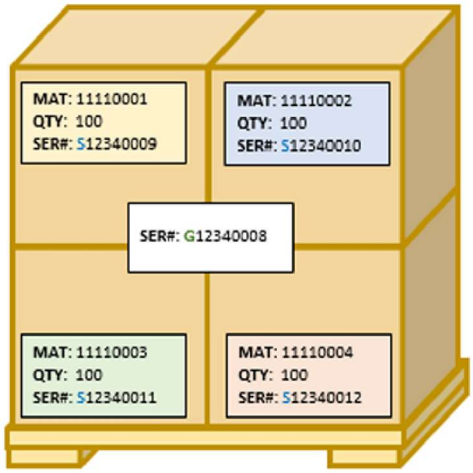


- **Non-Simplified Handling Unit:** consists of one or more packages contained in a top packaging unit.
  - **Homogeneous Handling Unit (M - Label):** all the packaging that makes up the HU contains the same reference.

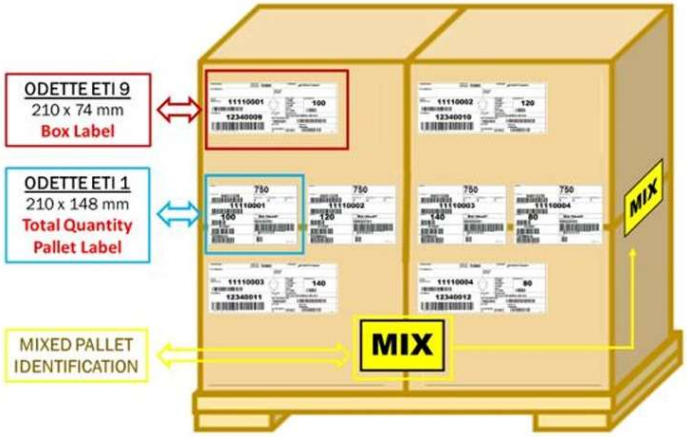


o **Mixed Handling Unit:** the packaging that makes up the HU (pallet) is of different references. In this case, there are 2 valid options:

Option 1 (G - Label): a single pallet label must be placed containing only the barcode of the serial number preceded by the G code.



Option 2: As many master labels (pallet labels) must be placed as references contain the pallet. Each master label must include the reference and the total number of pieces of that reference on that pallet.



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The *MIX* label can be used with both the ODETTE and AIAG labels,

V.4 Rules for labelling and transmission of information.

- The supplier must assign a serial number to each of the labels of a maximum of 17 digits (preferably between 8 and 10).
- The serial number of each tag must be unique.
- Only 1 or 2-level packaging is supported, i.e. simplified "Handling Units" (packaging without sub-packaging) or non-simplified "Handling Units" (packaging containing simplified HU).

All "Handling Units" (simplified or non-simplified) must have a serial number to identify them unequivocally, in addition to their corresponding transport label.

- No serial number is assigned to the packaging material. This type of packaging does not require a transport label.

However, the ancillary packaging must be reported in the ASN message segment, without the serial number.

Empty packaging used to complete a layer or to ensure the stacking of the packaging must have the same treatment as auxiliary packaging (without serial number or transport labels).

- The ASN packaging indicator (serial number) and the serial number on the physical label must be identical.
- Regarding the packing level of the ASN, the supplier might be required to ship it with a maximum packing level of 2 levels (packing level 1 = PU + HU). Each plant of the GC decides the required level of ASN integration.

VI TRANSPORT AND FREQUENCY

This chapter outlines the requirements related to the transportation of goods from the supplier to GC facilities. In general, the material and information flow between the supplier and GC are managed in accordance with the Incoterm agreed upon in the corresponding purchase contract(s).

The mode of transport, transportation route, and carrier shall be determined in accordance with the agreed delivery terms. The supplier is responsible for delivering the requested materials in the correct quantity, of the required quality, and at the agreed date and time, in compliance with the applicable Incoterm. This responsibility includes ensuring that all required documentation is complete and that packaging complies with the agreed specifications and instructions.

Any deviation from the planned or agreed transportation or collection schedule must be communicated to GC immediately to enable the appropriate corrective actions to be taken.

Any other emergency measure must be reported to GC. Any costs incurred for failure to comply with these instructions shall be borne by the supplier immediately.

VI.1 Special transport

"Special transport" is understood to be any transport that deviates from the agreed transport process (between GC and the supplier), for example:

- Express transport.
- Prototypes.

GC expects all deliveries to be made 100% on time, in accordance with the supplier's demand for delivery of the exact quantity and quality. It is expected that there will be no urgent transportation. Any additional costs arising from delays or quantity or quality reasons caused by the supplier will be borne by the supplier.

GC will not organise urgent transport, unless otherwise agreed with the supplier. In addition, it reserves the right to arrange express transport at its own expense and to pass on all related costs to the supplier.

VI.2 Documentation

Suppliers must provide the driver with the following documents:

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- Transport document (CMR / consignment note / bill of landing / delivery note / collection sheet). The e-CMR must be provided if applicable (international traffic within the European Union).
- Delivery note/ packing list.
- Closed order identifier and reference of GC.
- Customs documents if required (e.g. T1, EX1/ABD for goods not cleared from customs within the EU and invoice).
- In the case of LTL shipments, all transport documents (packing slip, etc.) must be attached to the handling unit.
- Quality certificate according to EN 10204-3.1 (only required for metal raw materials and subcontracted processes).
- Dimensional report for specific components in case GC requires it.
- Certificate of quantity of recycled materials contained for plastic materials in case GC requires it.

Loose transport documents will not be processed and may result in a claim or penalty against the supplier.

The supplier and driver must note any deviations on the CMR or delivery note, e.g. waiting hours, quantities, packaging, etc., and both must sign for it. In the case of the e-CMR, the process must be carried out in digital format following the guidelines established by the responsible entity.

If other documents exist or become required by law, the supplier must also ensure that they are provided.

VI.3 Goods Security

The securing of the cargo must comply with all national and/or international regulations of the countries of origin, destination and transit.

The driver is responsible for correctly securing the goods in all means of transport. The driver must close and, if necessary, seal the trailer once the loading is finished and note on the delivery note/invoice any incident that he detects.

It should be noted that some countries (e.g. Germany) require by law that cargo securing be carried out in part and, at a minimum, supervised by the supplier. If the load needs to be resecured, this will be done by the driver.

For certain flows, a specific cargo securing certificate or instruction may be applicable. If there are additional load requirements, e.g. non-slip mats, a higher-than-average number of slings, etc., this information will be provided by the LSP.

VI.4 ASN

The ASN must be sent to GC within 30 minutes of departure.

VI.5 FiFo System Application

All suppliers, subcontractors and logistics service providers must ensure that the principle of "First In - First Out" is respected in all processes and shipments. This means that goods in a new batch can only be delivered once all items from the previous batch have been supplied.

VII GENERAL CUSTOMS REQUIREMENTS, SUPPLIER DECLARATION, PREFERENTIAL MOVEMENT CERTIFICATES

VII.1 Reception at GC locations

For deliveries to GC's plants worldwide, the following provisions must be complied with.

GC's goal is to work in the future with business partners (suppliers, carriers and third-party logistics providers) who have the necessary certification to ensure the security of global supply chains.

To do this, our business partners must have the status of AEO (Authorized Economic Operator), accredited by a valid certificate. Before obtaining the AEO certificate, our business partners will also have to meet the AEO requirements for the management of customs affairs and annually submit a letter of guarantee to GC.

VII.2 Origin of goods

Determining the origin of products is a critical factor in ensuring the legal flow of goods and compliance with tax obligations in international operations. Depending on the declared origin of the goods and the country of final destination of the goods, the supplier is obliged to provide specific technical and legal documentation that varies according to local regulatory frameworks.

It is the responsibility of the supplier to ensure that all information provided is truthful and properly supported.

A. Guidelines for the origin of goods for plants in the European Union.

For all supplies to GC plants located in the European Union, the supplier assumes the obligation to complete the Supplier's Long-Term Declaration in an exhaustive manner. This document must strictly comply with the provisions of Articles 61 to 66 of Commission Implementing Regulation (EU) 2015/2447 laying down detailed rules for the application of certain provisions of Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code (UCC).

The supplier must certify in writing both the country of origin and the preferential status of the goods delivered within a maximum period of 20 calendar days from their request. Under no circumstances will the supplier's own forms or isolated mentions on commercial invoices be accepted to prove the origin of the goods.

In the case of products manufactured in Asia, or other areas classified as "Non-Preferential", the supplier must attach a Non-preferential Certificate of Origin and ensure compliance with the safety regulations of the European Union. Likewise, the supplier is responsible for verifying the existence of trade defence rights, such as Anti-Dumping or Countervailing duties regulated under Regulation (EU) 2016/1036, assuming any costs derived from their omission.

Finally, for those materials affected by Regulation (EU) 2023/956 on the Carbon Border Adjustment Mechanism (CBAM), the supplier is obliged to provide the corresponding carbon emission reports if requested. The provider will be responsible for any sanctions, additional fees or administrative expenses derived from the lack of veracity or timeliness in the delivery of said information.

VII.2.1 Goods Origin Guidelines for Plants in North America.

For all supplies destined for GC plants located in North America, the supplier must ensure compliance with Customs and Border Protection (CBP) regulations pursuant to Title 19 of the Code of Federal Regulations (CFR). In the case of requesting preferential treatment for goods from the region, the Supplier must issue valid certifications of origin that comply with the requirements of Chapter 5 of the United States-Mexico-Canada Agreement (USMCA/CUSMA/T-MEC).

All goods shall be legibly and permanently marked with their country of origin in accordance with the requirements set forth in 19 U.S.C. § 1304. The supplier shall provide Manufacturer's Affidavits supporting the traceability of components when required for internal or external audit processes.

Regarding imports from Asia, the Supplier guarantees that the merchandise has not been produced through forced labor, in strict compliance with the Uyghur Forced Labor Prevention Law (UFLPA - Public Law No: 117-78). The supplier undertakes to provide evidence of full supply chain traceability and raw material origin maps if the customs authority detains the shipment under a withhold release order.

The supplier shall be solely responsible for the correct tariff classification under the Harmonized Tariff. In the case of the United States, HTSUS. This includes the declaration and payment of additional tariffs arising from Section 301 of the Trade Act of 1974 applicable to products of Chinese origin. The supplier agrees to indemnify our company for any fines, tariff surcharges or confiscation of goods resulting from incomplete or erroneous documentation.

VII.3 Documents required from the supplier

The supplier must attach all necessary documents to the shipments.

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To ensure proper customs clearance in the process of importing goods from third countries, invoices and packing lists should contain the following information:

- Invoice number and date.
- Name and address of the provider.
- Name and address of the recipient.
- Delivery address (in case it differs from the recipient's address).
- Order number, delivery plan number, or other reference numbers.
- Contractually agreed delivery time
- SAP part numbers (PN) of GC.
- Country of origin and HTS code for each NP according to the Harmonized System of Tariff Nomenclature (must match the information in the preferential agreement).
- Quantity of goods.
- Type of packaging, quantity and its dimensions (example: 5 cardboard boxes, 3 pallets or 2 tubes, etc.). In addition to the document issued by the consignee where the information related to the plastic content of the packaging (specifying KG) is reflected.
- Value of the commodity, including the unit price and the total price.
- Contractually agreed currency.
- Gross weight.
- Net weight.

The invoice accompanying the goods must be identical to the commercial invoice. For commercial transactions within EU countries, the invoice must include both the tax identification number of the supplier and that of the corresponding GC branch.

If the delivery is free of charge, this must be indicated on the invoice ('value for customs purposes only'). The value indicated for customs purposes must also correspond to the actual market value of the goods.

VII.4 Traceability

The supplier is responsible for the traceability of all products supplied to GC's plants.

The minimum requirements that the supplier must meet are the following:

- Delivery with one standardized label per packaging unit in accordance with GC's transport label specifications. Each packaging unit must be clearly labelled.
- The following data is mandatory and must be provided by the supplier through delivery notes, prior shipment notifications, EDI, etc.;
  - traceability reference number, such as batch number, batch number, unique handling unit (HU) number or delivery note number, as defined by the project requirements;
  - part number;
  - description of the piece;
  - delivery note number;
  - delivery date;
  - quantity per packing unit with the number of packing units per delivery;
  - total amount per shipment;
  - Gross/Net Weight

Additional requirements are specified in separate documents (e.g. part drawings).

Suppliers must be able to provide GC, upon request, with traceability information within 48 hours.

VII.5 Contingency Plan for Suppliers

Suppliers must have a contingency plan for emergencies that is feasible and that guarantees the continuous and sustainable supply of products to GC. This plan must contemplate cases of force majeure, natural disasters, power cuts, work stoppages, failures in electronic data processing systems, etc. The plan must also specifically

address the facilities and equipment used to manufacture the products required by GC. Details should be included on how the supply chain would continue to GC in such an emergency situation.

When defining contingency plans, the severity and probability of the analyzed risk must be evaluated.

Prior to start of production (SOP), the supplier must provide this emergency plan to GC.

VIII LOGISTICS QUALITY

GC demands the highest quality in terms of logistics, so suppliers must meet the following minimum requirements:

- Commitment to the principle of "zero defects".
- Compliance with Royal Decree 1055/2022 on packaging and packaging waste. VALUE.
- Clear environmental standards (e.g. ISO 14001).
- Traceability throughout the entire supply chain.
- Cost and/or technology leaders in the respective sectors.
- Full compliance with our Terms and Conditions.
- Commitment to the philosophy and code of conduct of GC (regulatory compliance).

VIII.1 General Supplier Communication and Support

The supplier will act as an extension of GC's business and will provide support to GC's plants through open and accurate communication.

Likewise, in addition to the usual contact, the supplier must specify an emergency contact in case of holidays and exceptional situations.

VIII.2 Logistics claims

If the logistical quality of the supplier does not meet the requirements, GC will issue a claim for the corresponding expenses and penalties. These are allocated as appropriate and will be billed to the supplier.

The minimum charge per incident will be one hour of work, at the rate established for the specific country in which the incident occurred. The provider will have the right to prove that it has not caused any damage or that the damage is less than the fixed charges. The provider will remain liable for any damages in excess of the fixed charges.

Additional costs (e.g. transport, sorting, etc.) will be charged according to the justified costs per incident. However, if there are regional tariff agreements, these will take precedence.

IX LOGISTICS PERFORMANCE

GC verifies that the supplier supplies 100% of the needs notified in the supply program in accordance with the stipulated logistical conditions and monitors logistics performance. In the event of non-compliance, GC notifies and escalates the Supplier when necessary and notifies the Supplier of the consequences of non-compliance with the logistical requirements.

The Supplier's Logistics Performance is measured through a point system based on the following scales:

METRICS	SCORE	POINTS
Delivery Schedule Performance *(last 3 months)*	100%	15
	95% - 100%	10
	90% - 95%	5
	< 90%	0
Complaints *(4-month average)*	0 - 2	15
	3 - 5	10
	6 - 7	5

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	> 7	0
Disruptions at the receiving plant, including yard holds and stop ships *(last 3 months)*	No	10
	Cosmos	5
	Client	0
	0	5
	> 0	0
Premium freight	0	5
	> 0	0

IX.1 Service non-conformity (claim)

In the event of a deviation (see table in paragraph ***IX.2, Charges associated with non-conformity***) in the service provided the Logistics Department of the affected plant will notify the supplier of the non-conformity by means of a formal claim.

This claim will be managed in accordance with the Supplier Manual (Paragraph ***XV.1 Complaints management***)

IX.2 Fees associated with non-conformity

The following table summarizes the concepts of "non-conformity" of service, including a brief description and the associated charge (€/$).

NUM	NON-CONFORMITY	DESCRIPTION	CHARGE (€/$)
01	Early delivery or excess material	The supplier delivers more goods than requested or in advance, without informing or agreeing with the manager of GC.	*150*
02	Late delivery or lack of material	The supplier delivers less material than requested or with delay, without informing or agreeing with the GC manager.	*200*
03	Disruption of warehouse operations	Disruption of warehouse activities due to several possible reasons: early/delayed delivery, material not loaded correctly, among others.	*100*
04	Interruption in production line scheduling	Shortage in the production of GC since the material is not delivered according to the program.	*To be evaluated*
05	Disruption in OEM	Inability of GC to comply with the OEM program due to lack of material from the supplier.	*Position Direct*
06	Incorrect or missing documents	Incorrect delivery note -lack of weights, mismatched quantities, incorrect part number-, lack of CMR, HS code -Harmonized System-, among others.	*200*
07	Missing or incorrect label	Material without any label that allows its identification or if the label does not conform to the standard of GC.	*150*
08	Mislabelled material	Material labelled with incorrect information, especially, but not limited to the reference number.	*250*
09	Provider not connected via EDI or WebEDI	The lack of EDI connection will be penalized not only for the lack of ASNs, but more severely when said provider is requested at least 4 times in a period of 2 months A monthly charge will be made if the non-conformity is maintained	*500*
10	ASN missing	Delivery received without ASN.	*125*
11	Incorrect ASN	The ASN could not be integrated into the GC system due to an incorrect code/reference or content/quantity structure. It must be reviewed and corrected by the supplier.	*50*
12	Delay in transport loading	Delay in the window for loading the transport of GC, which caused a disturbance in subsequent loads or deliveries.	*70 (/hour)*
13	Unfulfilled arrears	The supplier has been informed at least once about the arrears that had to be met. However, there has been no action or information on their part.	*100*

14	Non-conforming, damaged or lost packaging	The use of non-standard packaging, its loss or its return in unusable condition (without prior agreement) impacts on transport efficiency and the management of the GC warehouse. These incidents force operations to be carried out such as quality inspections or repackaging and will incur costs for the handling, damaged material and management of returnable assets, excluding costs associated with possible rejections of goods.	*To be evaluated*
15	Annual inventory of returnable containers is not provided	Lack of response when requesting the annual packing inventory.	*300*
16	Extraordinary operations or costs	All operations arising from non-conformities, such as: - Repacking material into damaged packaging - Mislabeling Material Sorting - Inspection of damaged material - Material relabelling	*To be evaluated*

X LOGISTICS AUDITS

GC reserves the right to request the performance of any Logistics Audit of the Supplier, including the Logistics Audit based on the ODETTE Global standard, MMOG/LE or VDA6.8 in its latest published versions. Suppliers who wish to do so may have a copy of the form of these audits.

XI EDI PARAMATERS FOR OFTP2 & VAN

Communication Parameters	G. COSMOS Services	Communication Partner
Company	**GRUPO COSMOS**	
Address		
Supplier Number	NA	
Contact Partner Communication **Phone** **Fax** **email**		
Contact IT-EDI Message	Jose Manuel Arias jmarias@gcosmos.com	
Contact IT-Communication-File Transfer	EDI Indra Support gestion.clientesadm@indra.es soportenivel1@indra.es	

Be used, if you are VAN-Customer

Communication Parameters	GRUPO COSMOS	Communication Partner
VAN/service Provider	INDRA/GXS	
VAN-ID	0941A200210770	

OFTP2 connection details (TO SEND DELFOR)

Host	gateway.b2bconecta.com	
Port	6619	
IP address	194.224.215.185	
SSID	OB2BCONECTA	
SSID PASSWORD	B2BCON11	
SFID	0941A200210770	

TO RECEIVE ASN

Host	gateway.b2bconecta.com	
Port	6619	
IP address	194.224.215.185	
SSID	OB2BCONECTA	
SSID PASSWORD	B2BCON11	
SFID	0941A288214520	

Choose Message to receive / send

DELFOR D96		**DESADV D97**	
DELFOR D04A (VDA 4984)		**DESADV D07A (VDA 4987)**	

We consider that security provided by OFTP2 through the secure port is enough, that's why by default encryption and signature are not enabled. Anyway, we can change those default values upon agreement

XII GLOSSARY, TERMS AND ABBREVIATIONS

Abbreviation/term	Explanation, definition
AEO	Authorized Economic Operator
ASN	Advanced Shipping Notice
CBP	U.S. Customs and Border Protection
CFR	Code of Federal Regulations
CMR	Convention des Marchandises par Route (Convention on the Contract for the International Carriage of Goods by Road)
CUSMA	Canada-United States-Mexico Agreement (in Canadá)
EDI	Electronic Data Interchange
EU	European Union
Fifo	First In-First Out (Lo primero que entra, lo primero que sale)
GALIA	Groupement pour l'Amélioration des Liaisons dans l'Industrie Automobile (Group for the Improvement of Links in the Automotive Industry)
GC	Grupo Cosmos
HU	Handling Unit
ISMP No. 15	International Standard for Phytosanitary Measures No. 15
ISO	International Organization for Standardization
LSP	Logistics Service Provider
LTL	Less Than Truckload o carga parcial
OFTP	Odette File Transfer Protocol
PDS	Packaging Data Sheet
PU	Packaging Unit
SLC	Supplier Logistics Conditions
SOP	Start Of Production
T-MEC	Tratado entre México, Estados Unidos y Canadá (in México)
UCC	Union Customs Code
UFLPA	(Uyghur Forced Labor Prevention Act
USMCA	United States-Mexico-Canada Agreement (in Estados Unidos)
VAN	Value-Added Network
VDA	Verband der Automobilindustrie e.V. (German Association of the Automotive Industry)