



WORKING INSTRUCTION
PROCUREMENT SPECIFICATION – Version : 01

| Version | Date | Writer | Modification - Remarks |
|---------|------------|---------------|------------------------|
| 01 | 16/06/2022 | Fabrice Henig | Creation |

1) GENERAL PROVISION

a) Purpose

- i) Ensure that the right parts have been delivered to the right place at the right time with the correct quantity of MAPED
- ii) Ensure that the MOQ/MOV parameters are well understood and defined between MAPED and SUPPLIERS constraints

b) Scope

- i) Define business relationship in terms of procurement operation between MAPED and SUPPLIERS.
- ii) Define MOQ Management aligned to procurement operation between MAPED and SUPPLIERS

c) Responsibilities

- i) SUPPLIER commit to follow below instructions.
- ii) SUPPLIER shall define a MOQ/MOV per order / production run (see APPENDIX 1 TERMS)
- iii) MAPED need to align MOQ vs Annual Forecast (3/4 times per year) and must review with SUPPLIER if MOQ is still aligned with these 12 months rolling forecast /frequency

d) Definitions

- i) MOQ stands for Minimum Order Quantity and refers to the least amount of products or units that a SUPPLIER is willing to produce at one time. MOQs are set by SUPPLIERS to cover their cost of production and ensure that they make a profit off of each production run. This parameter is put in place by SUPPLIER to cover their own costs of doing business. In some special cases, MAPED can consolidate different orders to reach this MOQ (refer to 3)f) MOQ Consolidation).
- ii) MOQ Finished Good (Production) is the lowest number of units of an item that a SUPPLIER or factory is willing to produce in an order.
- iii) MOQ Components should be managed by SUPPLIER aligned to yearly Forecast Demand. It should be updated according to new information given by MAPED (12 months rolling forecast /frequency) if required (see 3) e) Stock Covering)
- iv) MOQ Shipment should be mentioned by SUPPLIER / MAPED if necessary (see APPENDIX 1 TERMS)
- v) MOV stands for Minimum Order Value and refers to the value for the purchase order as a whole, which is frequently encountered when the SUPPLIER does not charge for the delivery / Incoterms negotiated (see APPENDIX 1 TERMS)

e) References & Linked document

Purchasing contract

2) CONTACT INFORMATION

a) Contact information MAPED

| Contact Level | Function | Name | Email Adress | Direct Line |
|---------------|---|------|--------------|-------------|
| 1 | Group Supply Demand & Procurement Manager | | | |
| 2 | Purchase Manager | | | |
| 3 | Supply Chain Director | | | |
| | | | | |

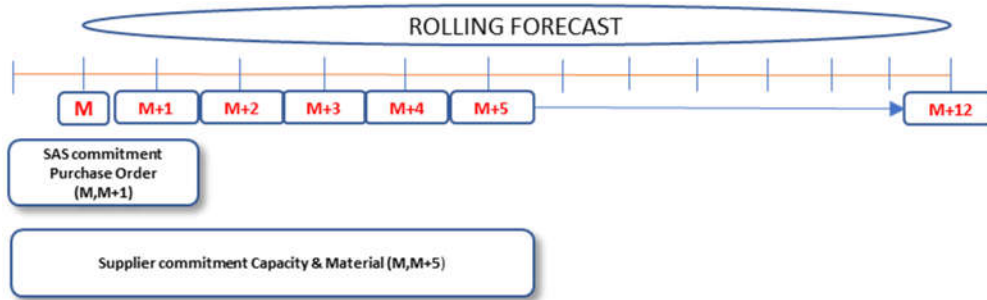
b) Contact information SUPPLIER

| Contact Level | Function | Name | Email Address | Direct Line |
|---------------|----------|------|---------------|-------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |



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3) MAPED GROUP FORECAST & REPORTING REQUIRED



a) Group purchased plan (forecast)

- i) MAPED shall provide to the SUPPLIER, on regular basis, a 12-months rolling forecast by SKU and by month, this can be used by the SUPPLIER as a procurement base (M->M+6)
- ii) The forecast will be provided by writing on regular basis and the SUPPLIER shall acknowledge receipt of such forecast within three (3) business days. Should the forecast not be provided, the most recent forecasts plan shall apply
- iii) Format could be detailed by item and flow as follows:

| Version | V12 | SHIPMENT MONTH FROM SUPPLIER | | | | | | | | | | | | | | | |
|-----------|--------------------------|------------------------------|-----------|---------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| SKU's Qty | | | | | | | | | | | | | | | | | |
| Item | Item Desc. | HP1 | Grp March | Nb Unit | Plant | 201801 | 201802 | 201803 | 201804 | 201805 | 201806 | 201807 | 201808 | 201809 | 201810 | 201811 | 201812 |
| AAAAAA | ENGLISH NAME OF THE ITEM | SCIS | G0690 | 1 | CUSTOMER / FLOW 1 | | | 37 200 | | 58 800 | | 28 800 | 26 400 | 27 600 | 34 800 | | 21 600 |
| AAAAAA | ENGLISH NAME OF THE ITEM | SCIS | G0690 | 1 | CUSTOMER / FLOW 2 | 5 000 | 3 000 | 10 000 | 20 000 | 30 000 | 15 000 | 20 000 | 40 000 | 30 000 | | 10 000 | |

iv) Or only by item:

| Version | V12 | SHIPMENT MONTH FROM SUPPLIER | | | | | | | | | | | | | | | |
|-----------|--------------------------|------------------------------|-----------|---------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| SKU's Qty | | | | | | | | | | | | | | | | | |
| Item | Item Desc. | HP1 | Grp March | Nb Unit | Plant | 201801 | 201802 | 201803 | 201804 | 201805 | 201806 | 201807 | 201808 | 201809 | 201810 | 201811 | 201812 |
| AAAAAA | ENGLISH NAME OF THE ITEM | SCIS | G0690 | 1 | | | | 37 200 | | 58 800 | | 28 800 | 26 400 | 27 600 | 34 800 | | 21 600 |
| BBBBBB | ENGLISH NAME OF THE ITEM | PS | G0430 | 1 | | 5 000 | 3 000 | 2 000 | 2 000 | 20 000 | 15 000 | | 40 000 | 30 000 | | 10 000 | |

b) MAPED commitment for Group Purchase Order (forecast)

- i) MAPED is committed to the purchase order for 2 months (M->M+1), in order to allow supplier to produce and purchase raw material, components and pack
- ii) MAPED is committed to months M+2, M+3, and M+4 with a certain level of flexibility as follows:
 - M+2: +/- 25%
 - M+3: +/- 50%
 - M+4: +/- 100%. For information only

c) Supplier commitment against forecast

- i) As MAPED provides group purchase plan (forecast), supplier commits to provide on time all raw material, component, and pack necessary for 2 months (M->M+1) production
- ii) Supplier commit Capacity vs forecasts including flexibility for months M+2, M+3, and M+4 as follows:
 - M+2: +/- 25%
 - M+3: +/- 50%
 - M+4: +/- 100%. For information only
- iii) Supplier identify and commit necessary investments vs forecasts for the rest of the plan (until M+12)

d) Purchase conditions of MAPED to suppliers

- i) Supplier has to inform MAPED if some purchase MOQ (minimum order quantity) or MOV (minimum order volume/value) are mandatory



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e) Stock Covering and Supplier procurement to own materials, components, raw materials

- i) Supplier should manage to get in stock all necessary for production according to MAPED 4-months rolling forecast.
- ii) MOQ component are managed by supplier and MAPED will not be responsible if stock covering is over than 4 months forecast (M->M+4)

f) If MOQ purchase is over 4 months MAPED forecast, supplier have to check with MAPED group coordinator if purchase is ok or not, and if not MAPED could agree to pay some supplementary cost to avoid obsolete stock (see j) Engineering Change Management / End of Life Products)

g) Sales & Operation Planning – S&OP:

- i) Supplier has to provide S&OP on a monthly basis or at least each time Maped Group purchase plan is updated.
- ii) Example for S&OP: document must report by month & by product, at least:

- (1) 1st part: production information such:
 - (a) Maximum capacity
 - (b) Dedicated capacity
 - (c) Shift number
 - (d) Daily worked hour
- (2) 2nd part: details per month:
 - (a) Forecast – according to last version received
 - (b) Sales – according to real purchases done by MAPED GROUP
 - (c) Production Target – monthly production quantity
 - (d) Real Production – monthly real production done
 - (e) Projected stock
 - (f) Achieved stock
 - (g) Coverage
 - (h) Format could be detailed as follows:

| S&OP Dated on 02 Mar'18 (With SAP forecast 20180227) | | Available Days Year Month | 2018 | | | | | | | | | | | | Total 2018 | |
|--|--|---------------------------------|------------------|-----------------|------------------|---------------|---------------|-------------|--------------|--------------|----------------|-------------------|-----------------|------------------|------------|------------------|
| | | | 2017 December | 2018 January | 2018 February | 2018 March | 2018 April | 2018 May | 2018 June | 2018 July | 2018 August | 2018 September | 2018 October | 2018 November | | 2018 December |
| 1 | forecast | 210 | 1 005 323 | 735 987 | 881 263 | 1 327 749 | 1 113 820 | 1 236 142 | 1 000 336 | 798 220 | 965 136 | 1 111 876 | 936 736 | 1 116 923 | 558 641 | 8% |
| 2 | sales | 210 | 10 757 946 | 294 264 | 847 932 | 1 616 099 | 800 322 | 8 280 | - | - | - | - | - | - | - | 11 596 126 |
| 3 | prod | 210 | 10 796 970 | 1 261 136 | 503 578 | - | - | - | - | - | - | - | - | - | - | 11 773 814 |
| 4 | PROD TARGET | 210 | 710 000 | 500 000 | 1 050 000 | 1 150 000 | 1 150 000 | 1 200 000 | 1 000 000 | 1 260 000 | 900 000 | 1 000 000 | 800 000 | 500 000 | - | 9% |
| 5 | Workers | 210 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 6 | Hourly output = | 210 | 455 724 | 1 350 124 | 1 006 394 | - | - | - | - | - | - | - | - | - | - | - |
| 7 | Shift 12 Hours Output = | 210 | 52 250 | 11 744 | 10 120 | 10 120 | - | - | - | - | - | - | - | - | - | - |
| 8 | Efficiency = | 210 | 80% | 1 361 868 | 1 016 514 | 10 120 | - | - | - | - | - | - | - | - | - | - |
| 9 | Shift 12 Hours Output = | 210 | 41 800 | 561 613 | 463 092 | - | - | - | - | - | - | - | - | - | - | - |
| 10 | Monthly Output (21.75 days- 1 shifts) | 210 | 909 150 | 1 338 828 | 980 605 | 450 415 | 486 595 | 400 453 | 600 117 | 801 897 | 1 096 761 | 884 884 | 948 148 | 631 225 | 572 584 | 572 584 |
| 11 | Monthly Output (21.75 days- 2 shifts) Not Available- HOWEVER #210#211 can not exceed 3000pairs/d | 210 | 500 000 | 1.3 | 0.7 | 0.4 | 0.4 | 0.4 | 0.8 | 0.8 | 1.0 | 0.9 | 0.8 | 2.1 | 1.8 | 24% |
| 12 | Inventory target | 210 | 500 000 | 236 220 | - | - | - | 1.0 | 600 000 | - | - | - | - | 1.0 | 500 000 | 236 220 |
| 13 | % Stock | 210 | 5% | 12% | 8% | 4% | 4% | 3% | 5% | 7% | 9% | 8% | 8% | 5% | 5% | - |

h) Sales Report:

- i) Supplier has to provide on a monthly basis a Sales Report which will permit to follow Lead-Time and On Time Delivery (see k) Key Performance Indicator KPI: Lead-time LT)
- ii) Example of Sales Report:
 - (a) PO MAPED Number / PO Supplier Number
 - (b) Reference / Description / Unit
 - (c) Family Type / Unit
 - (d) Maped Destination
 - (e) ETD Required by customer / Actual ETD
 - (f) Requested Lead Time / Promised LT / Actual LT
 - (g) GAP ETD & LT / Delay Code
- iii) Format could be detailed as follows:

| PO# | PO Rec date | Request ETD | cfm order | Supplier cfm ETD Port: fix after order cfm | Month | Inv no | Actual ETD Port: will be changed per update situation | Country | Item | Type | M. Code | Tqty |
|------------|-------------|-------------|-----------|--|-------|--------|---|---------|--------|-------|------------|--------|
| 4500061124 | 21-Jul-17 | 13-Dec-17 | 9-Feb-18 | 14-Mar-18 | 3 | | 14-Mar-18 | France | 017710 | SHARP | 0177 | 150 |
| 4500063758 | 4-Oct-17 | 2-Dec-17 | 9-Feb-18 | 26-Mar-18 | 3 | | 26-Mar-18 | France | 017710 | SHARP | 0177 | 12 000 |
| 4500063758 | 4-Oct-17 | 2-Dec-17 | 9-Feb-18 | 16-Apr-18 | 4 | | 16-Apr-18 | France | 017711 | SHARP | 0177 | 6 912 |
| 4500063758 | 4-Oct-17 | 2-Dec-17 | 19-Jan-18 | 31-Mar-18 | 3 | | 31-Mar-18 | France | 049211 | SHARP | 0492 | 7 680 |
| 4500063758 | 4-Oct-17 | 2-Dec-17 | 19-Jan-18 | 24-Mar-18 | 3 | | 24-Mar-18 | France | 049221 | SHARP | 0492 | 12 800 |
| 4500063758 | 4-Oct-17 | 2-Dec-17 | 19-Jan-18 | 31-Mar-18 | 3 | | 31-Mar-18 | France | 049210 | SHARP | 0492 | 10 800 |
| 4500063758 | 4-Oct-17 | 2-Dec-17 | 19-Jan-18 | 24-Mar-18 | 3 | | 24-Mar-18 | France | 049220 | SHARP | 0492 | 28 800 |



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i) Ramp up

- i) Ramp up is a document that permit to follow specific cases of difficult production start on new range
- ii) This document can be requested by MAPED for new product introduction – NPI - to follow capacity against group purchase plan in order to take quick action (increase production, customer’s information, allocation...) ensuring deliveries
- iii) Example for RAMP UP format
 - (1) Green Lines are to be updated according to forecast and production target
 - (2) White lines are to be updated according to real sales and real production

| MATERIAL | | janv-18 | févr-18 | mars-18 | avr-18 | mai-18 | juin-18 | juil-18 | août-18 | sept-18 | oct-18 | nov-18 | déc-18 | TOTAL YEAR |
|---------------------------|-------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------|--------|--------|------------|
| GXXX - NAME RANGE PRODUCT | Forecast | 15 000 | 20 000 | 35 000 | 25 000 | 20 000 | 15 000 | 10 000 | 15 000 | 20 000 | 25 000 | 5 000 | 10 000 | 215 000 |
| Montly capa : 20 000 | Real sales | 9 000 | 25 000 | 40 000 | | | | | | | | | | |
| | Production target | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | 20 000 | |
| | Real production | 10 000 | 20 000 | 20 000 | | | | | | | | | | |
| | Projected stock | 5 000 | 5 000 | -10 000 | -15 000 | -15 000 | -10 000 | 0 | 5 000 | 5 000 | 0 | 15 000 | 25 000 | 12% |
| | Achieved stock | 1 000 | -4 000 | -24 000 | | | | | | | | | | |

j) Engineering Change Management / End of Life Products

- i) This process allows to MAPED to inform supplier about modification or stopped range. Main scope is to confirm about remaining stock and permit to MAPED to take correct decision about this stock covering
- ii) Once Supplier is informed about modification or stopped product, he shall provide stock covering to MAPED Group Coordinator, in order to establish a dead-line he can continue to provide current product, before modification or stop, in term of shipment date from supplier (ETD) according to forecast.
- iii) According to this deadline, MOQ Supplier could be considered as follows:
 - (1) MOQ is not covering more than dead-line communicated by Maped group coordinator and so he can supply
 - (2) MOQ is covering more than communicated dead-line and so, supplier cannot supply and has to send to MAPED group coordinator following information:
 - (a) According to forecast, until when this MOQ is covering future shipment
 - (b) According to dead-line given, which component and stock remaining need to be evaluated for scrap cost per item
 - (c) What will be the supplementary cost to provide for only missing component quantity to meet dead-line requested.

k) Key Performance Indicator (KPI)- Lead-time (LT) / TARGET

- i) Lead time is the total time required to manufacture an item from Purchase Order’s acknowledgement to the FOB shipment. This corresponds to “ETD indicated in BL – 10 days (to get completion date) – received date order”
- ii) LT target is to be defined according to both parts constraints. It can be :
 - (1) Full year with same target
 - (2) Split in 2 period: a low season and peak season (both defined by supplier but approved by MAPED)
- iii) LT Following on a monthly basis
 - (1) Analysis can be done directly with Sales Report (see point g) **Sales Report**) with a data basis defined like following:

| LT | Destination | Normal (5-11) | | Peak Season (12-2) | |
|----|-------------|---------------|----------|--------------------|----------|
| | | Week | Cal Days | Week | Cal Days |
| | | 7 | 49 | 42 | 30 |

| FCM | PO Rec | Request | ETD | cto order | Supplier cto | ETD Parts | Month | Inv no | Country | Item | Type | MA Code | Qty | Request | Target | REAL LT | Gap | LT RESEP | CONC | ETD | ETD YES | ETD NO | ETD YES | ETD NO | SUPPLIER TO JUSTIFY | Reason if SUPPLIER TO JUSTIFY = YES | Detailed Floor | ET NPI - PILOT |
|-----------|-----------|-----------|----------|-----------|--------------|-----------|-----------------|-----------------|------------|-------|---------|---------|-----|---------|--------|---------|-----|----------|------|-----|---------|--------|---------|--------|--|-------------------------------------|----------------|----------------|
| 450004831 | 31-Oct-17 | 15-Dec-17 | 3-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 20600 | SHARP | 0851 | 8 880 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 20600 | SHARP | 0850 | 36 800 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 20220 | SHARP | 0022 | 300 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 203111 | SHARP | 0011 | 576 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 204311 | SHARP | 0431 | 2 440 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 208717 | COM | 0880 | 800 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 200520 | COM | 0500 | 400 | 35 | 35 | 41 | 6 | NO | 60 | 1 | YES | YES | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 450004831 | 5-Nov-17 | 15-Dec-17 | 9-Jan-18 | 1 | 23631 | 10-Jan-18 | Maped Helix USA | 09475174 | SHARP | 7011 | 2 380 | 35 | 35 | 38 | 34 | 0 | YES | 53 | 1 | YES | NO | | | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US E1 | | |
| 8955 | 6-Nov-17 | 5-Jan-18 | 8-Jan-18 | 1 | 23628 | 7-Jan-18 | Anus | 08305MTU00 | SHARP | 7050 | 300 000 | 50 | 54 | 51 | -4 | YES | 50 | 1 | YES | NO | | | YES | Export | E1 | | | |
| 8955 | 6-Nov-17 | 1-Feb-18 | 8-Mar-17 | 1-Apr-18 | 4 | 23628 | 1-Apr-18 | Anus | 08305MTU00 | SHARP | 7050 | 300 000 | 77 | 77 | 106 | 59 | NO | 136 | 0 | YES | NO | | | YES | C. MAPED requirement: Orders placed over lead-time | Export | E1 | |
| 450004884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23628R | 3-Jan-18 | France | 204800 | SHARP | 0880 | 28 200 | 43 | 43 | 47 | -2 | YES | 43 | 4 | YES | NO | | | YES | Export | France | E1 | |
| 450004884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23628R | 3-Jan-18 | France | 202210 | SHARP | 0022 | 24 000 | 43 | 43 | 47 | -2 | YES | 43 | 4 | YES | NO | | | YES | Export | France | E1 | |
| 450004884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23628R | 3-Jan-18 | France | 203210 | SHARP | 0032 | 18 200 | 43 | 43 | 47 | -2 | YES | 43 | 4 | YES | NO | | | YES | Export | France | E1 | |
| 450004884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23628R | 3-Jan-18 | France | 204311 | SHARP | 0431 | 27 648 | 43 | 43 | 47 | -2 | YES | 43 | 4 | YES | NO | | | YES | Export | France | E1 | |

- (2) Supplier updates data on a monthly basis and send back to MAPED group procurement coordinator the result
 - (a) A process document will be sent to concerned person who will follow in supplier when collaboration will start to help to do the report
 - (b) A list of labels to use to explain why LT is not respected, and it is provided by MAPED:



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| REASONS LABELS | responsibility |
|--|----------------|
| A. Production issue (Supplier) : inspection rework/production delay | SUPPLIER |
| B. Supplier (Supplier) : packaging delay / Others delay | SUPPLIER |
| C. MAPED requirement: Orders placed over lead-time | Maped |
| D. Maped's customer issue : payment delay, label, container consolidation, Import Licence | Maped |
| E. Product development issue | SUPPLIER |
| F. Shipping company issue, shipping instruction late | Maped |
| G. Quality issue | SUPPLIER |
| H. Customer Product development issue : artwork delays, pilot approval delay... | Maped |
| I. MAPED requirement for ALLOCATION, Order postponed | Maped |
| J. Public Holidays | Maped |

SUPPLIER LT TARGET : X weeks

I) Key Performance Indicator (KPI) - On Time Delivery (OTD) / TARGET

- i) On time delivery is the ratio of shipments delivered by SUPPLIER on time to MAPED as a percentage of total units delivered or shipped, it can be lower, equal or higher than LT target
- ii) OTD Following on a monthly basis
 - (1) Analysis can be done directly with Sales Report (see point g) **Sales Report**) with a data basis defined like following:

| Destination | | Normal (7-1) | | Peak Season (2-6) | | Normal | | Peak Season | | Valérie Gatard: | | | | | | | | | | | | | | |
|-------------|-------------|--------------|--------------|---------------------|--------------|--------------|---|-----------------|--------------------|--------------------------------|---------------------------------------|---------|------------|-----------|---------|-----|---------------|------------------|---------------------------|----------------------|---------------------|--|-------------------|----------------|
| LT | Week | Cal Days | Week | Cal Days | Working days | Working days | 42 | 60 | ET = Existing Item | NET = New Product/Introduction | PILOT = order for Pilot or/and Sample | | | | | | | | | | | | | |
| PCN | PO Rec date | Request ETD | Supplier rth | ETD Porc: fix after | Month | Inv no | Actual ETD (Part: sell by changed per update) | Country | Item | Type | M. Code | Qty | Request LT | Target LT | REAL LT | Gap | LT RESPE CTED | CONC LT SUPPLIER | OTD SUPPLIER COMP DATE VS | OTD YES or NO IF 1-5 | SUPPLIER to Justify | Reason if SUPPLIER TO JUSTIFY - YES | Detailed Flow | EI NPI - PILOT |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 506900 | SHARP | 0691 | 4 800 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 506900 | SHARP | 0660 | 36 800 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 502210 | SHARP | 0322 | 900 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 501111 | SHARP | 0511 | 576 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 041212 | SHARP | 0431 | 1 440 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 538717 | COM | 0880 | 800 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 31-Oct-17 | 15-Dec-17 | 2-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 290310 | COM | 0903 | 400 | 35 | 36 | 61 | 5 | NO | 60 | 1 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Maped Helix US EI | |
| 4500064831 | 9-Nov-17 | 15-Dec-17 | 5-Nov-17 | 9-Jan-18 | 1 | 23831 | 10-Jan-18 | Maped Helix USA | 0347517A | SHARP | 0511 | 2 880 | 30 | 36 | 58 | 0 | YES | 55 | 1 | YES | NO | | Maped Helix US EI | |
| 99951 | 8-Nov-17 | 8-Jan-18 | 8-Nov-17 | 5-Jan-18 | 1 | 23629 | 7-Jan-18 | Ausis | 06505MTU00 | SHARP | 0630 | 300 000 | 50 | 36 | 53 | -4 | YES | 30 | 3 | YES | NO | | Export | EI |
| 99952 | 8-Nov-17 | 1-Feb-18 | 8-Nov-17 | 1-Apr-18 | 4 | | 1-Apr-18 | Ausis | 06505MTU00 | SHARP | 0630 | 300 000 | 77 | 77 | 106 | 59 | NO | 136 | 0 | YES | YES | C. MAPED requirement: Orders placed over lead-time | Export | EI |
| 4500064884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23629R | 5-Jan-18 | France | 006800 | SHARP | 0682 | 19 200 | 43 | 40 | 47 | -2 | YES | 43 | 4 | YES | NO | | France | EI |
| 4500064884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23629R | 5-Jan-18 | France | 032210 | SHARP | 0322 | 24 000 | 43 | 40 | 47 | -2 | YES | 43 | 4 | YES | NO | | France | EI |
| 4500064884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23629R | 5-Jan-18 | France | 032210 | SHARP | 0322 | 19 200 | 43 | 40 | 47 | -2 | YES | 43 | 4 | YES | NO | | France | EI |
| 4500064884 | 7-Nov-17 | 30-Dec-17 | 9-Nov-17 | 30-Dec-17 | 1 | 23629R | 5-Jan-18 | France | 043111 | SHARP | 0431 | 27 648 | 43 | 40 | 47 | -2 | YES | 43 | 4 | YES | NO | | France | EI |

- (2) Supplier updates data on a monthly basis and send back to MAPED group procurement coordinator the result
 - (a) A process document will be sent to concerned person who will follow in supplier when collaboration will start to help to do the report
 - (b) A list of labels to use to explain why OTD is not respected, and it is provided by MAPED (same than LT)

| REASONS LABELS | responsibility |
|--|----------------|
| A. Production issue (Supplier) : inspection rework/production delay | SUPPLIER |
| B. Supplier (Supplier) : packaging delay / Others delay | SUPPLIER |
| C. MAPED requirement: Orders placed over lead-time | Maped |
| D. Maped's customer issue : payment delay, label, container consolidation, Import Licence | Maped |
| E. Product development issue | SUPPLIER |
| F. Shipping company issue, shipping instruction late | Maped |
| G. Quality issue | SUPPLIER |
| H. Customer Product development issue : artwork delays, pilot approval delay... | Maped |
| I. MAPED requirement for ALLOCATION, Order postponed | Maped |
| J. Public Holidays | Maped |

SUPPLIER OTD TARGET 2019 : XX%



WORKING INSTRUCTION

PROCUREMENT SPECIFICATION – Version : 01

4) **OPERATIONAL ORDER FOLLOWING – MANDATORY FOR MAPED FRANCE – can be adapted according to each country's needs & regulations**

a) MAPED ORDER FORMAT

i) 1st part: Customer and supplier information

Purchase Order Number

Customer information:
Name
Address
Tel

ORDER Num. : 45000 XXXXX

ORDER DATE :
PRINT DATE : DD.MM.YYYY

Page : 1 / 2

SUPPLIER INFORMATION:
Name
Address

Tel :
Fax :
Contact :
Supplier code :

CURRENCY :
INCOTERM :
PAYMENT CONDITIONS :
PAYMENT TERMS :
PERSON IN CHARGE :

Depend on Purchase Conditions Negotiated

Depend on Subsidiary Team in charge for Purchase Orders Management

ii) 2nd part : order content

| LINE | REFERENCE | REV | ITEM DESCRIPTION | DUE DATE | QUANTITY | UM | UNIT PRICE | AMOUNT |
|------|-----------|-----|------------------|----------|----------|----|------------|--------|
| | | | PO to ship on | | | | | |

Item code 6 to 10 digits

Revision to apply 2 digits XX

Shipment date from Supplier DD.MM.YYYY

ETA (Arrival date with customer) DD.MM.YYYY

Quantity, unit, unit price and total price per line

iii) 3rd part: end of the order

ORDER TO BE CONFIRMED WITHIN 48 HOURS.

| | |
|--------------------|---|
| TOTAL VOLUME CBM : | 3 |
| TOTAL KGS : | 5 |
| TOTAL nb. PCB : | 5 |

Signature : _____

TOTAL exc. VAT _____

Volume, weight and master cartons number's information

Amount to be paid by customer



b) Supplier acknowledgement

- i) Supplier must acknowledge order with items, revision, quantities, prices and shipment date within 48 hours (2 days), max 72 hours (3 days)
- ii) Official proforma invoice must be sent showing all the above details. This document is taken in consideration as a supplier commitment in terms of loading date
- iii) Special focus on the revision to apply in case of product modifications

c) General information about shipments

- i) All order must be respected in terms of quantity and due date
- ii) If any delay could impact shipment, supplier must inform MAPED as soon as possible, and not the foreseen week of the shipment.
- iii) In case of non-respect of the quantity the supplier must inform MAPED as early as possible and ask our approval before shipment. Partial shipment in term of quantity must be approved by customer before shipment and it is not possible to ship partial master quantity.
- iv) In case of delay due to Supplier or lack of information from Supplier to MAPED, MAPED can ask for a special shipment (AIR, UPS) with cost at supplier's charge.
- v) When shipments are submitted to quality control (internal or with external laboratory), it must not affect the promised cargo ready date. Quality inspections must be monitored by Supplier with enough anticipation VS the promised cargo ready date in order to ensure on time delivery

d) Before shipment

- i) To ensure on time departure, an anticipation of 3 to 4 weeks is compulsory to book the space on vessels with the appointed forwarder
- ii) 10 days before shipment, Supplier must send a shipping list of goods ready for shipment with due date from warehouse. Example:

| Purchase order number | Purchase order item | Material Avail.Date | Material | Batch | Order Quantity | SO volume (m3) | Gross Weight |
|-----------------------|---------------------|---------------------|----------|-------|----------------|----------------|--------------|
| 4500067651 | 70 | 26/03/2018 | 851718 | REV01 | 4 320 | 0,452 | 132,64 |
| 4500067651 | 90 | 26/03/2018 | 832224 | REV01 | 792 | 0,37 | 143,132 |
| 4500067344 | 140 | 26/03/2018 | 851718 | REV01 | 10 368 | 1,084 | 318,331 |
| 4500068145 | 100 | 26/03/2018 | 851718 | REV01 | 6 912 | 0,722 | 212,224 |
| 4500067218 | 300 | 26/03/2018 | 656510 | REV04 | 280 | 1,251 | 424,865 |
| 4500068665 | 20 | 26/03/2018 | 027900CA | REV04 | 5 200 | 1,223 | 241,228 |
| 4500068665 | 80 | 26/03/2018 | 897111 | REV03 | 576 | 0,379 | 69,066 |
| 4500067326 | 10 | 26/03/2018 | 004847 | REV03 | 14 560 | 5,657 | 1235,598 |
| | | | | Total | 43 008 | 11,138 | 2 777 |

- iii) If necessary, Supplier shall execute any necessary action to meet Quality requirements in the first shipments and/or period established with MAPED (refer to QSR Appendix)

e) Official shipment documents to provide to MAPED:

- i) When goods are loaded, the supplier must send a copy of the official shipping documents including (invoice/packing list/bl copy) and confirm the final shipping schedule (ETD/ETA/Vessel name/container number). Shipping documents provided by supplier must be correct in terms of item / quantity/price / revision / PO number / incoterm.
- ii) Invoice: if several containers are shipped on the same vessel, the supplier has to edit 1 invoice per container
 - (1) Order number per line of item and quantity
 - (2) Item
 - (3) Revision
 - (4) Quantity
 - (5) Unit price
 - (6) Total price per line
 - (7) Total amount to pay

Prices invoiced must be in line with the pricelist negotiated with MAPED Purchase Manager. When price gaps are detected, they will be submitted to check and/or approval of Maped Purchase Manager



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iii) Shipping list: 1 shipping list per invoice. Example of shipping list

| Customer information : name, adress | | | DATE: <i>of the invoice</i> | | | |
|-------------------------------------|----------------|----------------------|--|------------------|--------------------|-------------|
| | | | INVOICE No: supplier invoice n° | | | |
| | | | Container no: Container n° information | | | |
| | | | SHIPMENT DATE: <i>Port date</i> | | | |
| | | | NAME OF VESSEL: vessel name | | | |
| | | | CUSTOMER NAME: customer delivered | | | |
| FROM SHANGHAI | | | TO MARSEILLES (FOS) FRANCE | | | |
| ITEM | QUANTITY (pcs) | QTY PER CARTON (pcs) | CARTONS (number ctns) | NET WEIGHT (kgs) | GROSS WEIGHT (kgs) | VOLUME (m3) |
| 229416 | 1 152 | 288 | 8 | 59,90 | 73,37 | 0,46 |
| 058700 | 35 100 | 300 | 117 | 1 000,35 | 1 230,49 | 6,74 |

- iv) Bill of Lading or Express Sea Waybill are compulsory (no original BL).
- v) Certificate of origin (Form A) if requested: see customs paragraph e)

f) MAPED claims about delivery:

- i) Deliveries are checked in terms of quantity and quality.
- ii) If quality does not corresponds to MAPED requirement, Quality department will inform supplier
- iii) If quantity / items does not correspond to MAPED Orders, Procurement department will inform supplier
- iv) For any non-conformity of the delivery a solution will have to be found with the supplier: either the return of the products to the supplier or the repacking of the goods in France (the expenses will be invoiced to the supplier). A credit note will have to be done by the supplier who takes in charge the price of goods and extra costs.

g) Customs information – Preferential origin

- i) According to the European regulation, some areas could be submitted to preferential origin. This can be possible with others continents.
- ii) Non-preferential origin is equivalent to the country of origin of the goods (not the supplier).
- iii) Supplier must be able to guarantee the product origin
- iv) In case of supplier’s country is submit to preferential origin, Supplier commits to provide certificate of origin (Form A document)

h) Custom information – Custom code to use

- i) MAPED could ask to supplier which custom code is used for its product for his exportation and if this code is different than this use by French custom, so supplier won’t mentioned custom code on shipment document.

5) PACKING / CONTAINER Optimisation:

- a)** Instruction for product pack are given by MAPED and supplier commits to follow them.
- b)** Container optimisation is necessary. Shipments under the optimized volume will be submitted to prior approval of Maped group destinations.
 20’ : 26CBM
 40’ : 57CBM
 40HC : 63CBM