

# c-m-p gmbh Purchasing Policy

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c-m-p pursues a philosophy of long-term, cooperative partnerships for the benefit of all parties.

We want to continue to excite our customers with new ideas and outstanding products in the future, too. That is why we choose efficient, reliable suppliers who constantly work with us to improve our products and processes. With new technologies, innovative ideas and a major focus on costs, we create the basis for shared success. These cooperative partnerships are essential for us as we continue to optimise the key performance parameters: product quality, cost, time and service in the value chain.

## OTD + OTIF (on time delivery + on time in full quantity)

c-m-p demands reliable delivery from its suppliers. Reliable delivery at c-m-p is defined as follows:  
Delivery date confirmed on order confirmation – 4 / + 2 days

Full quantity is defined as follows:

Quantity confirmed on order confirmation +/- 5%

A delivery is not considered complete until the full quantity has been delivered and all required documents (delivery note/CoC etc.) provided.

## Clear communication

At c-m-p, we expect our suppliers to provide clear, open communication and transparency in all documents. It is therefore important that the following information is clearly shown on the order confirmation and/or delivery note:

- Date of goods receipt at c-m-p or information on the shipping date and estimated transport time
- Quantity + delivery unit
- Price per unit and total price
- Permissible deviation that has been agreed and is listed on our purchase order
- For woven products, the fibres used must always be listed
- Framework agreements should state the quantity kept in stock after a confirmed purchase.
- Country of origin
- Goods tariff number (HS-CODE)
- Order confirmations must be emailed to c-m-p within two working days.

## Complaints procedure

Anyone can make mistakes. But when a justified complaint is made, we expect the fastest possible reaction and delivery of a replacement. There should also be open communication while the 8Ds are being processed. Deadlines and data defined by the supplier itself or coordinated with c-m-p should be reported without reminder. We expect an initial statement on the 8Ds within two working days.

## Traceability

We require our suppliers to be able to provide complete traceability for all raw materials used in the products sent to c-m-p.

## Certification

c-m-p expects its customers to work in line with a QM system that is certified to at least DIN EN ISO 9001:2008 ff. standard.

## REACH

We expect all REACH-relevant products to be registered by our suppliers or their suppliers. Where products cannot be REACH-registered, or where certain substances in a product are threatened with a ban, we expect our supplier to inform us immediately and present an alternative.

## Sustainability

Sustainability is very important to c-m-p. We are therefore trying to become an almost paperless company. To assist with this, suppliers are obligated to send all documents in advance via email.

- Invoices must be sent to the following address:  
[accounting@c-m-p-gmbh.de](mailto:accounting@c-m-p-gmbh.de)
- Please send delivery notes, factory certification, order confirmations etc. to the following address:  
[purchasing@c-m-p-gmbh.de](mailto:purchasing@c-m-p-gmbh.de)