



**SUPPLIER  
REQUIREMENTS  
MANUAL**

**3M DO BRASIL**

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# 1. Who We Are

3M is essentially a science based company. We manufacture thousands of imaginative products and are leaders in numbers of operation market of – from health care to traffic safety and office, abrasive and adhesive products. The success of the company begins with the ability to apply our technologies – often by means of combinations – in an endless variety of needs of our customers. Of course, all of that is possible because of 3M people and their unique commitment to making people's lives easier and better around the world.

Therefore, 3M expects that its entire supply chain, when intending to participate in this process, assumes the commitment and vital role of ensuring the quality of our products and services.

We want this manual to be more than a statement of what 3M expects from its suppliers. We expect it will contribute with suggestions so that our suppliers are able to raise their quality standard, improve their products and services, business relationships and, in the end of the day, raise their business potential with our organization.

## **3M Vision**

- 3M Technology advancing every company
- 3M Products enhancing every home
- 3M Innovations improving every life

## **Our values**

- Act with uncompromising honesty and integrity in everything we do.
- Satisfy our customers with innovative technology and superior quality, value and service.
- Provide our investors with an attractive return through sustainable, global growth.
- Respect our social and physical environment around the world
- Value and develop our employees' diverse talents, initiative and leadership.
- Earn the admiration of all those associated with 3M worldwide.

## 1.1 3M Quality Policy

### **3M Quality Policy**

*3M is committed to effectively delivering high quality products, services and solutions that meet or exceed statutory, regulatory, and customer requirements, as well as 3M's internal requirements, efficiently and sustainably enabling business growth, customer experience, operational excellence and business continuity. Our focus is on continuous improvement, committed to excellence and integrity, supporting 3M brand in everything we do. "*

## **Extending the quality policy to our partners**

3M employs processes and standards such as: 3M Global Concepts, ISO 9001, ISO14001, IATF 16949 and GMP (good manufacturing practices) seeking to ensure the outstanding quality of its products and services. The partner is an extension of our commitment, therefore, 3M has a supplier, development, monitoring and approval process, which is based on the risks that the supplier or suppliers pose to our application or customers.

## **Supplier Responsibilities**

Suppliers are responsible for meeting the requirements set forth in this manual. Failure to do so may cause loss of current and/or future business with 3M.

# **1.2 Business Conduct Policy**

## **Policy for Compliance with Laws and Standards**

3M enjoys a global reputation as an ethical and law-abiding company. While the company performs operations in more than 60 countries, it has only one guideline for business conduct policies that apply globally. These universal standards provide a framework for conducting business in a correct, ethical and legal way in all places where 3M operates. It is 3M's policy that employees and third parties who may act on behalf of 3M must comply with all laws and 3M's Business Conduct Policies.

Because 3M is a global company, it is simultaneously regulated by several local, state and federal laws in different places. And more, in order to meet 3M's Business Conduct Policies related to 3M business activities, you must obey.

## **Ethical Business Conduct Guidelines**

Ethical conduct in business sometimes requires more than strict compliance with the law. Besides, there are often no laws ruling many businesses. Even if these laws apply they sometimes set a behavior standard that is not acceptable to 3M.

- Show absolute honesty and integrity in all of your activities and relationships with 3M.
- Avoid any conflict of interest between your personal life and your work.
- Respect the dignity and values of all individuals.
- Stimulate individual initiatives and innovations in an atmosphere of flexibility, cooperation and trust.
- Promote culture, where keeping promises, justice, respect and personal responsibility are appraised, encouraged and recognized.
- Create a safe workplace.
- Protect the environment.

3M's suppliers must comply with our standards of business integrity and fair business practices, including compliance with the Foreign Corrupt Practices Act (FCPA), United Kingdom Bribery Act, and the Brazil Clean Company Act - (Lei 12.846/2013). Suppliers should conduct appropriate risk-based diligence prior to engaging contractors or other third parties to ensure that such third parties comply with this Code and the anti-corruption laws.

To report any concern or conduct behaviors

Phone: 0800 8911667

Web page: 3M-Ethics.com

## 1.3 Responsible Procurement

3M is a signatory to the UN Global Compact (UNG) and agrees to its 10 principles:

### **Human Rights**

1- Businesses should support and respect the protection of internationally recognized human rights; and

2- Business should make sure that they are not complicit in human rights abuses.

### **Labor**

3- Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

4- The elimination of all forms of forced and compulsory labor;

5- The effective abolition of child labor; and

6- Eliminate the discrimination in respect of employment.

### **Environment**

7 - Businesses should support a precautionary approach to environmental challenges;

8- Undertake initiatives to promote greater environmental responsibility; and

9- Encourage the development and diffusion of environmentally friendly technologies.

### **Anti-Corruption**

10- Businesses should work against corruption in all its forms, including extortion and bribery.

### **3M Supplier Responsibility Code**

Relying on the commitments taken with the United Nations and based on the values, principles and internal policies, 3M requires that its suppliers follow its supplier code of conduct available at:

[https://www.3m.com/3M/en\\_US/suppliers-direct/supplier-requirements/global-supplier-responsibility-code/](https://www.3m.com/3M/en_US/suppliers-direct/supplier-requirements/global-supplier-responsibility-code/)

### **Responsibility Code Audits**

One of the requirements to become a 3M supplier is to sign the Supplier Declaration based on 3M's Responsible Code, the supplier agrees with 3M's Code.

Other requirement to become a 3M supplier is not be part of the list released by Brazilian "Ministério do Trabalho e Emprego" popular called as "transparência", or "suja" list.

An audit can be conducted by 3M and that may be: self-evaluation, on-the-spot or both, whichever 3M deems necessary. Interviews can be run with either employees or Contingent workers.

Process:

1- Answer the self-evaluation questionnaire based on the responsibility code, and send copies of the requested documents to the e-mail: ehsfornecedores@mmm.com

2- 3M has the right to audit the facilities of the supplier, if deemed necessary; whether the audit is conducted by an employee of 3M or any other party it may designate.

- The audits are divided in 5 topics:

- Labor
- Health and Safety
- Environment
- Ethics
- Management System

3M may request further information, documentation copies for legality or a new audit, if deemed necessary.

After the audit, 3M will make available to the supplier the audit result and an action plan, if any.

Possíveis documentos que a 3M poderá solicitar cópias, se aplicáveis.

#### **Licenses and documents that 3M may request copies, if applicable**

- City hall license;
- Operating License;
- PPRA - ENVIRONMENTAL HAZARD PREVENTION PROGRAM;
- PCMSO – MEDICAL CONTROL AND OCCUPATIONAL HEALTH PROGRAM;
- Fire Department License (AVCB) or (CLCB) or similar;
- Internal policy against harassment and discrimination;
- Labor Ministry Book regarding the last inspection made by the authority;

#### **(if applicable):**

- ISO 14.001 Certificate (if any);
- OHSAS 18001 Certificate (if any);
- SA 8000 Certificate (if any);
- FSC (if any);
- Registration with IBAMA:
- Federal Police License;
- Army's License;
- Other environmental licenses (e.g., water intake license);
- CADRIS (of the supplier or third parties);
- MSDS (chemicals used in the process);
- Service Order (OSS);
- NR33 training (confined space);
- Others relating to the process and technology used by the supplier or any other requested by 3M ;

#### **Traceability**

Suppliers of raw materials of a plant, mineral or animal origin are expected to report the production chain to 3M when requested, attending all laws and/or standards requested in these chains.

#### **Conflict Mineral Policy**

For suppliers of 3TGs (tin, tantalum, tungsten and gold), 3M has a specific policy available at:

[https://www.3m.com/3M/en\\_US/suppliers-direct/supplier-requirements/conflict-minerals/](https://www.3m.com/3M/en_US/suppliers-direct/supplier-requirements/conflict-minerals/)

#### **Pulp and Paper Policy**

For suppliers of pulp and paper based products, 3M has a specific policy available at:  
3M do Brasil – v02 Mar/2018

Guide : <https://multimedia.3m.com/mws/media/11007730/3m-pulp-paper-srcg-policy-guidance-v1-march-2015-portuguese.pdf?fn=3M%20Pulp%20&%20Paper%20Sourcing%20Policy>

Policy: <https://multimedia.3m.com/mws/media/11007740/pulp-and-paper-sourcing-policy-march-2015-portuguese.pdf?fn=Pulp%20and%20Paper%20Sourcing%20Policy%20M>

Suppliers of this chain must inform 3M their supply chain, including the forest used, through the system provided by 3M.

### **InPacto**

3M is an InPacto signatory, and among its principles, recommends that suppliers use the practices of Responsible Sourcing, including, but not limited, the use of "dirty"/"transparency" list each contains companies involved in modern slavery. Released by the Brazilian Employment Labor Ministry.

### **Other expectation or further information**

[https://www.3m.com/3M/en\\_US/suppliers-direct/supplier-requirements/supplier-responsibility-expectations/](https://www.3m.com/3M/en_US/suppliers-direct/supplier-requirements/supplier-responsibility-expectations/)

## **1.4 Compliance with Governmental Requirements**

All suppliers, without any exception, must comply with all governmental requirements applicable to the materials, products, components and services they provide. Governmental requirements mean aspects regarding health and safety of the workers, environment protection, toxic and/or hazardous and/or restricted use materials and free commerce. All suppliers must understand that the governmental requirements applicable to their business, processes, products and materials must be recognized and adopted by them, and they include not only requirements applicable to the countries where the product is manufactured, but also the countries where the product is sold.

For automotive suppliers, in view of the new practices associated with the Risk Management in the Automotive Industry Supply Chain, 3M requires that its suppliers formally appoint their "Responsible for the Product Safety", and each supplier must inform and keep this name up-to-date with 3M's Supplier Quality Department so that it is registered and updated as such in 3M system for any future need.

## 2. Supplier Quality Requirements

### 2.1 Supplier Selection

For selecting new suppliers 3M follows an evaluation process in order to check the capacity of the supplier to meet the requirements made.

The Supplier must pass the selection process that includes the following assessments:

- Financial soundness;
- Cost;
- Capacity to meet technical/performance requirements;
- Qualification of the Quality Management System and process risk based on the supplier risk rating (this may be through self-evaluation or audits, depending on the risk established);
- 3M' Specific Requirements and those of its customers, where applicable;
- Quality and delivery performance\*;
- Certifications \*

*\* Items that are formally required from automotive suppliers. In the case of certifications, the minimum requirement for automotive suppliers is ISO9001*

### 2.2 Monitoring Suppliers (IPFQ)

The quality performance index of the suppliers is measured by taking the following criteria into consideration for non-automotive suppliers:

- IPF (DPPM)
- Second Part Audit

The performance notice shall be given on a monthly basis for suppliers with poor performance.

For automotive suppliers, the following is checked in the IPFQ:

- Certifications
- IPF (DPPM)
- Number of Non-conformities (SCAR)
- Severity of the non-conformity (number of severe SCAR)
- Second Part Audit

For automotive suppliers, the performance notice shall be given on a monthly basis regardless of their performance.



### 2.2.1 IPF (PPM)

The IPF is an index, expressed in PPM, which expresses the cost ratio of non-conformities caused by the supplier processes impacting the quality, over the total amount purchased from each supplier.

Non-conformities generated by the supplier are entered in Lotus Notes ISM database through documents called SCAR.

The indexes are calculated every month for a period of 12 months, considering returned materials and complained materials.

### 2.2.2 Non-Conformities (SCAR)

In case of product non-conformities, a quality SCAR document is filled for the supplier. The purpose of this document is to request a root cause investigation, contingency action and action plan for correcting the non-conformity found in order to avoid recurrence of the quality problem.

This document contains information enough to enable proper understanding of the problem together with traceability data, quantity and lot, value of the occurrence, material disposition, as well as any other information that may be relevant to show all the impact that the non-conformity caused to 3M.

The supplier must pay attention to the term to return the document.

The root cause analysis described and the action plan proposed will be reviewed by the input specialist who will return it with his/her approval or disapproval.

If the plan is approved, the supplier must provide evidences of its implementation and authorize 3M to check it on site, if requested.

In case the plan is not approved, the input specialist will request its review through the system.

#### **Severe SCAR:**

The SCAR can be classified as severe in situations where it caused a line breakdown, customer recall, shortage, environmental impact, and risk to the health or safety of 3M's employees. This rating is included in the document.

A severe SCAR reduces by 5% the final score of the supplier.

### 2.2.3 Second Part Audit

3M reserves the right to decide at any time to conduct an audit of the production process of the supplier that manufactures goods and services purchased by 3M provided 3M informs the supplier in writing the date of the audit at least one week in advance.

It is very important that the supplier expresses its desire not to allow 3M to enter part or all of the production processes in the commercial negotiation stage, so that 3M can evaluate the interest in continuing with this partnership.

3M cares for business ethics, so all information exchanged must be protected by confidentiality agreements signed between 3M and the supplier and/or by the professional secrecy of 3M's representatives who are responsible for this process.

The Audit is based on its own questionnaire and will have the necessary duration as assessed by 3M analyst. Specific checklists can be used in case of assessing products that, besides 3M's requirements, have to meet requirements of regulatory or specific agencies, such as ANVISA, FDA,

VDA, etc. For example: sanitizers, health care products, products requiring BPF, automotive products, etc.

The second part audit is used for the following purposes:

- Supplier Qualification
- Monitoring Suppliers
- Supplier Risk Evaluation
- Development of QMS of the suppliers
- Checking the implementation of action plans

The frequency at which the audit is conducted depends on the risk and performance of the supplier.

The purpose of the QMS audit is to review the systems of our suppliers in order to assess their risks when manufacturing the inputs they supply.

For suppliers lacking a quality system, the focus of such audit conducted by a third party certification body is on assessing the management system and also the risk of the process of our suppliers.

For certified suppliers the assessment is focused on the risk of the process.

For automotive suppliers, in addition to the above-mentioned objectives, the second part audit is also used to address the development plan established for the supplier.

After the audit the supplier receives a report and a request for action plan, if applicable. The supplier must submit the action plan with dates and responsible people. 3M will follow up these actions by sending evidences or on-the-spot verification.

## 2.2.4. Certifications

3M encourages its suppliers to obtain the different types of certification applicable to their processes and/or products.

For suppliers in the automotive field, 3M requires them to obtain IATF 16949:2016 certification, while ISO9001:2015 certification is a minimum mandatory requirement.

According to IATF, 3M seeks enhancement of the management system of its suppliers of automotive products, materials and services. Thus, the Current Step and Intended Step (Ideal Step to be achieved) are indicated for each supplier. The definition of the intended/future step is based on the risk ascribed to the supplier.

The certification step is defined as shown below:

- Step 1 ISO 9001 v2015 - conformity - Part 2 Audit
- Step 2 ISO 9001 v2015 - certification - Part 3 Audit
- Step 3 ISO 9001 v2015 - certification - Part 3 Audit + MAQMSR - conformity - Part 2
- Step 4 ISO 9001 v2015 - certification - Part 3 Audit + IATF conformity Part 2 Audit
- Step 5 IATF 16949 v2015 - certification - Part 3 Audit

We address in this topic, the requirements applicable in specific situations according to the needs of 3M and its customers.

Please contact the Procurement Department or Input Quality Department to get answers to any questions about the enforcement of this requirement.

## 2.3 Supplier Re-evaluation

The systems employed for supplier re-evaluation consider the risk criteria and performance of the supplier.

The quality performance index of the suppliers is measured as follows for non-automotive suppliers:

$$IPFQ = IPF (70\%) + Audit (30\%)$$

*\*IPF = ppm of returned Materials + ppm of complained materials*

For automotive suppliers IPFQ is calculated following the weighting below:

Criteria	Weighting	Description																								
<b>Certifications</b> ISO9001 and IAF 16949	100 %	<p><b>Score</b>                      <b>Description</b></p> <p><b>Step 1 = 0</b>                      ISO 9001 v2015 (Part 2 Audit Conformity)</p> <p><b>Step 2 = 50</b>                      ISO 9001 v2015 (Certification)</p> <p><b>Step 3 = 60</b>                      ISO 9001 v2015 (Certification) + MAQMSR* (Part 2 Conformity)</p> <p><b>Step 4 = 80</b>                      ISO 9001 v2015 (Certification) + IATF (Part 2 Audit Conformity)</p> <p><b>Step 5 = 100</b>                      IAF 16949 (Certification)</p> <p><i>*MAQMSR = Minimum Automotive Quality Management System Requirements for Sub-Tier Suppliers</i></p>																								
<b>IPF</b> Supplier Performance Index (PPM of returned Materials + PPM of complained materials)	50%	<table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>100</td> </tr> <tr> <td>1</td> <td>1,000</td> <td>90</td> </tr> <tr> <td>1,001</td> <td>2,240</td> <td>80</td> </tr> <tr> <td>2,241</td> <td>30,000</td> <td>70</td> </tr> <tr> <td>30,001</td> <td>60,000</td> <td>60</td> </tr> <tr> <td>60,001</td> <td>100,000</td> <td>40</td> </tr> <tr> <td>100,001</td> <td></td> <td>0</td> </tr> </tbody> </table>	From	To	Note	-	-	100	1	1,000	90	1,001	2,240	80	2,241	30,000	70	30,001	60,000	60	60,001	100,000	40	100,001		0
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<b>Number of SCAR</b> Number accumulated in 12 months	10%	<table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>100</td> </tr> <tr> <td>1</td> <td>2</td> <td>80</td> </tr> <tr> <td>3</td> <td>5</td> <td>50</td> </tr> <tr> <td>6</td> <td></td> <td>0</td> </tr> </tbody> </table>	From	To	Note	0	0	100	1	2	80	3	5	50	6		0									
From	To	Note																								
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<b>Part 2 Audit</b>	30%	Scoring is the score obtained in the checklist (0 - 100%)																								
<b>*Severe SCAR</b>	-5%	A severe SCAR reduces by 5% the final score of the supplier. The number considered is the number accumulated in 12 months.																								

*\*Quality SCAR only*

The performance review for both automotive and non-automotive suppliers is:  
 IPFQ > 80%: High performance supplier.  
 IPFQ < 80%: Low performance supplier.

Therefore, it follows the criterion based on risk and performance:

<b><u>High Criticality Suppliers</u></b>	On-the-spot audit, with triennial frequency	On-the-spot audit, with annual frequency or supplier substitution
<b><u>Medium Criticality Suppliers</u></b>	No Action Defined	On-the-spot Audit, with annual frequency or supplier substitution
<b><u>Low Criticality Suppliers</u></b>	No Action Defined	On-the-spot Audit, formal action plan or supplier substitution
	<u>High Performance</u>	<u>Low Performance</u>

*\*International Suppliers may have the in loco audits changed for self-assessment*

If the supplier performance is lower than 60% and they fail to execute the action plan established or get a score lower than 60% in the second part audits without executing the action plan, the supplier fail the process.

Because of the continued improvement principle, we emphasize that suppliers that are already out of the target must try to keep the reduction trend.

We thank the commitment to excellence of the suppliers which have already achieved ZERO DEFECT performance.

The corporate purpose of 3M is to continuously reduce its indicators.

## 2.4. Documents

### 2.4.1. Specifications

Suppliers are fully responsible for the quality of the raw materials, components, services and products they supply to 3M, and they must also make sure that they meet the agreed specification. Therefore, all inputs, finished products, outsourcing or services must have specifications established by the supplier according to 3M's requirements.

It is the responsibility of the supplier to provide the specification when requested by 3M. Besides, it is also responsible for checking and providing acceptance of the specification sent by 3M through ISM and keeping an up-to-date version in their records.

The supplier must have ways to prove that the specifications are being followed (quality control analysis, analyses by external laboratories, process control, etc.) and make this information available whenever requested.

Suppliers must not base, depend and rely on the inspection performed by 3M Receipt Quality Control to determine the quality of their products, but instead use the results of their own controls and inspections of their products and processes. When requested by 3M, methods of test used must be shared in order to enable inter-laboratory checks.

Analysis certificates must, where agreed, be sent prior to the arrival of the cargo/goods to the e-mail: [quali-cert-br@mmm.com](mailto:quali-cert-br@mmm.com)

## 2.4.2 Change Management

Any and all changes relating to the product supplied to 3M must be previously informed for monitoring and/or approval.

Critical changes need qualification and approval by 3M and that can be obtained by means of a project. These are:

- Composition Change
- Change in component proportion;
- Supply Source (site, plant)
- Suppliers

These critical changes must be informed at least 6 months in advance, and the supplier must warrant the supply until the end of the entire qualification process.

Other changes need approval by 3M obtainable by means of a formal request. These are:

- Properties
- Tolerance Thresholds
- Equipment changes (reactor, machine, tools, etc.)

## 2.4.3 Customer Owned Equipment

The supplier is responsible for keeping the integrity and quality of any kind of material, product and/or tools and devices belonging to 3M while they are under their control and still being used. The supplier must identify, check, protect and keep safe any property of 3M provided for use with or incorporation into the product. In the event that such property is misled, damaged, changed or considered unfit, it must be immediately informed to 3M and records must be maintained.

## 2.4.4 Production Part Approval Process (PPAP)

In case of inputs for IATF 16949 certified areas, or when the input assured quality specialist requests so, the supplier will be additionally required to submit the PPAP, according to the methodology described in the PPAP Manual for the latest AIAG version. The PPAP is a structured process that shows that a new material/component/service and product meet all 3M's requirements and those of its customers.

This document is always required before first shipping the input to 3M in the following cases:

- New input;

- Correction of any problem in a previous PPAP;
- Input modified by a design change or change in 3M's specification.

In the cases below the supplier must notify 3M (Input Assured Quality area) to check the need for submitting the PPAP:

- Use of new raw materials for manufacturing the product supplied;
- Use of new or modified tools (dies, stamping knives);
- Layout modification;
- Change in the manufacturing method/manufacturing process;
- Transfer of equipment between plants;
- Use of tooling that was out of service for 12 months or more.

AIAG's PPAP Manual sets forth five different levels of submission of a PPAP (each level is defined by the type of documents that must accompany the PPAP depending on the type/qualification of the supplier of the material to be approved). 3M requires submission of PPAP level 4 for suppliers in general. Level 5 is required in some specific cases, and the check and approval of such documentation/PPAP must be made "in loco", i.e. at the supplier's premises. 3M will specify the PPAP level required.

In cases where submitting the PPAP is not necessary, 3M shall issue derogation, informing the person responsible for it and the date.

Regarding to IMDS (International Material Data System, which is a global data repository containing information on materials used by the automotive industry) 3M has a specific process to detail purchased materials composition named RMIF submission. This process is described in item 4.1 of this guide. Therefore, suppliers should not publish or submit IMDS of materials supplied to 3M.

## 2.4.5 Record Retention

All requirements relating to the maintenance of the quality system, product traceability, development records as well as records of any nature that may be used for investigations of any nature which may impact the quality of the product and/or even 3M's image must be retained for at least 10 years.

## 2.5 Sub-Tier Supplier Management - Requirement Deployment

3M understands that all its suppliers need deploy the requirements mentioned in this manual into their supply chain in order to ensure the quality of their products and services. It is important that the supplier is able to show that such deployment is formally made.

Additionally, suppliers must have functioning systems and resources for adequate inspection and testing to manage the receipt of materials from their suppliers (3M's sub-tier suppliers). For such purpose, 3M requires its suppliers to assure the quality and capacity of the inputs, materials received from their suppliers and sub-tier suppliers, which must be made by means of adequate selection and evaluation, a suitable process for receiving and inspecting the materials received and

their continuous monitoring through the analysis of inspection results and any problems that may occur with the materials/products delivered.

## 2.6 Customer Specific Requirements

3M customers may make specific requirements that must be met throughout the supply chain. Thus, 3M is responsible for formally informing, through the specification, on any registrations that are necessary and that will be formally delivered to our suppliers, preferably through the input specification.

The automotive suppliers are advised and expected to use and be familiar with the latest revision/version of the following documents:

- PPAP Manual (Production Part Approval Process)
- APQP Manual (Advanced Quality Product Planning)
- 8-Step Corrective Action Process
- MMOG Concepts
- BIQs Concepts
- VDA 6.3 Concepts

The above-listed manuals are available at IQA (São Paulo) as follows:  
Instituto de Qualidade Automotiva (Automotive Quality Institute)  
Al. dos Nhambiquaras, 1509 - Indianópolis  
São Paulo – S.P. - CEP: 04090-013

## 2.7 Sources defined by 3M (“Direct Buy”)

Where specified by 3M, the supplier must procure products, materials or services from sources defined by 3M.

## **3 Procurement Requirements**

### **3.1 Purchase Order Confirmation**

When receiving a purchase order (OC3M) the supplier must:

- Confirm the receipt of the OC3M;
- Confirm the Business Conditions (Price, Payment Condition and Financial Charge). Any information that is not correct must be informed to 3M by e-mail;
- Confirm the Delivery Conditions (Delivery Date). If delivering on the date required by 3M is not possible, this must be promptly informed to 3M by e-mail;
- Check the current Specification: if the version of the specification mentioned in the OC3M is not in accordance with the version received by the supplier, or if the specification has had any changes, the supplier must communicate it to 3M by e-mail; In case of changes they must be informed at least 6 months in advance.

### **3.2 Delivery Performance Index (IPFD)**

The delivery performance of automotive and non-automotive suppliers is measured on a monthly basis by the procurement area.

Automotive suppliers performing lower than 100% will get a SCAR requesting an action plan for adjustment of the delivery indicator. These SCARs are not accounted for in the quality index.

### **3.3 Disaster Plan**

For the purpose of guaranteeing the supply of raw material and inputs to 3M's plants, and avoiding any shortcomings in our production programs, the supplier must prepare, implement and apply a customer notification system, anticipating the possibility of eventual risks of production disruption, as well as to implement and apply a Disaster Plan for machines, devices, raw materials, components, energy and water supply, etc., to ensure continuity of production and supply such that it eliminates or minimizes the impact on the production process of the customer.

### **3.4 Accounts Payable**

If an advance on receivables is required, please contact the buyer or 3M Accounts Payable.



Accounts Payable hours are Monday through Friday from 9:00 am to 3:00 pm through the phones 19 3838-6339, 19 3838-7451.

*Billing address:*

*Rodovia Anhanguera, KM 110 - Jd. Manchester*

*Sumaré - SP / Cep: 13181-900*

*Att.: Accounts Payable: - CEPI 24053*

E-mail: [3mcontasapagar@mmm.com](mailto:3mcontasapagar@mmm.com)

All invoices must be sent before delivering the product. Send the invoice and XML to the e-mail: nfe-3m@fornecedor.neogrid.com.

## 3.5 Shipping Instruction

The Brazilian Law (# 6.759/2009), in articles 57 to 562 and respective items and paragraphs) sets the requirements to be met by importers. All shipments must be in accordance with the applicable Brazilian law.

# 4 Toxicological Requirements

## 4.1 Product Information Form

3M globally markets products containing raw materials supplied by several companies. Therefore, an internal corporate policy has been implemented to obtain, verify and store information about these raw materials, and to ensure compliance with national and international regulations related to toxicology. In order to comply with this policy, all our suppliers of raw materials and outsourcing/finished products must complete the forms below:

- Raw Materials - Raw Material Information Form (RMIF)
- Outsourcing/Finished Products - Purchased Finished Good Information Form (PGIF)\*

*\*PGIF is available in two versions: PFGIF for chemicals and PFGIF for non-chemicals (articles)*

Completion of this form is mandatory and must include 100% of the composition of the raw material supplied to 3M

Preferably, the form and annexes must be completed in English.

The information about the composition of the raw materials, outsourcing and finished products from our suppliers is stored in a 3M corporate database and only authorized personnel of the environment, health and safety areas will have access to such information.

The first page of the printed form must be signed and dated by the responsible chemist or legal representative, and the other pages must be initialed. The printed and signed form must be sent to the following address:

*3M do Brasil Ltda.  
Att.: "Purchase Requestor" P.O. Box 123  
Campinas - SP - Cep 13012-970*

An electronic copy of the form must be sent to the e-mail of the "Purchase Requestor". Please bear in mind that e-mailing the electronic file does not exempt the supplier from need to submit the signed form.

For further explanation on how to complete the form, please ask your contact at 3M.

## 4.2 Raw Material MSDS – Chemicals

All chemical suppliers must submit the MSDS in Portuguese and in accordance with the standard in force ABNT NBR 14725-4.

## 4.3 Requirements on Restricted Substances

Send every two years an analysis report of the substances listed in the RoHS Directive - 2011/65/EC - (Restriction on the use of hazardous substances) – attached table

**Only reports from laboratories that have worldwide representation and requested by 3M do Brasil customers will be accepted.**

Check 3M do Brasil list of restricted substances at RMIF document – Brazil Appendix.

Show through audits performed by 3M or self-audits, control systems and projects for eliminating restricted substances

Note: For those suppliers that do not use bromine-based flame retardants, 3M accepts an analysis report for heavy metals together with a signed declaration regarding non-use of these substances

<u>RoHS Substance</u>	<u>Symbol</u>	<u>Limit – ppm (*)</u>	<u>Application</u>
Cadmium	Cd	100	Thermal stabilizer, Pigments
Lead	Pb	1000	Welds, Pigments
Hexavalent Chromium Cr VI		1000	Anticorrosive Coats
Mercury	Hg	1000	Fluorescent lamps, sensors
Polybrominated Biphenyls	PBB	1000	Flame Retardants
Polybrominated Biphenyl Ethers	PBDE	1000	Flame Retardants
Phthalates (215/863)	DEHP BBP DBP DIBP	1000	Plastic Additives (increased malleability)

# 5 Delivery requirements

## 5.1 Product Delivery

3M do Brasil has some requirements regarding the way products should be delivered that address packaging details, identification and documentation. In case of any questions regarding these requirements, please contact 3M do Brasil Material Management through the phones:

Sumaré-SP (19) 3838-6842 ou (19) 3838-7242  
Itapetininga-SP (15) 3275-8020 ou (15) 3275-8073  
Ribeirão Preto-SP (16) 3602-6433 ou (16) 3602-6394

Any discrepancy between the material and 3M specification found before shipment must be accepted upon previous agreement. If any non-conformity is found at the receipt, the supplier must wait for a resolution by 3M requestor/purchaser.

### 5.1.1 Safety Standards:

The employees of the supplier/carrier or their contractors designated to deliver and/or unload the PRODUCTS will get a leaflet on the safety standards to be followed when performing such service for the first time at 3M's facilities. The employees of the supplier/carrier must follow and comply with the requirements described in the leaflet every time they are at 3M's facilities.

The employees of the supplier/carrier must provide an authenticated copy of the RE (Employee Record) or badge and ASO (Occupational Health Certificate). In cases where the carrier subcontracts the transportation, the risks associated with the transportation is the responsibility of the supplier.

The employees of the supplier/carrier in charge of moving the materials at 3M units must use appropriate safety equipment: steel toe shoes and safety glasses.

### 5.1.2 Receiving Hours

3M's rules for receiving goods are as follows:

- Materials not intended for production, the receipt is from Monday to Friday since 7:00h to 11:00h (except fixed assets) and services;
- Materials not intended for production will not be received from day 24 on of each month;
- Materials intended for production (raw material, packaging) the receipt is from Monday to Friday since 6:00h to 20:00h
- Tank truck the receipt is from 6:00h until 17:00h
- No deliveries can be made at 3M in the last two (2) business days of the month, thus, any delivery that arrives at 3M premises on these days cannot be received or unloaded.
- Non-conformities found during receipt will be handled from Monday to Friday, from 8 am to 5 pm, and the employee or contractor of the SUPPLIER must await or get the delivery receipt later on a date to be informed by 3M.
- For the following 3M sites, deliveries must be scheduled; entry is not allowed without scheduling. Phones and e-mail for scheduling:

*3M Sumaré - [agendamento3m@mmm.com](mailto:agendamento3m@mmm.com) - (19) 3838-6842*

*3M Manaus - [agendamentomanaus@mmm.com](mailto:agendamentomanaus@mmm.com) - (92) 3212-3759*

### 5.1.3 Unloading

Loading and unloading, as required, will be made by the supplier through their employees or contractors, except if provided otherwise in contract. If 3M finds out that a third party is not an employee or contractor of the supplier, 3M may refuse to receive the PRODUCTS. If a forklift needs to be used, 3M will provide the equipment to be driven by an employee/contractor of 3M.

### 5.1.4 Packaging

PACKAGING of products or supplies purchased by 3M must meet the respective TECHNICAL SPECIFICATIONS (material, print, format, size, etc.) and the packaging must ensure the integrity of the products and supplies during transportation, handling and storage. They must be duly identified with their stock number, packaging code, manufacturing date, lot and other information necessary for full identification and control of the item.

PACKAGING, when products delivered in pallets, must meet 3M storage conditions (as described in the technical specification or agreed between the parties) and be compliant with the ABRAS Brazilian Standard Pallet (1000 x 1200 mm). If this is not possible due to technical reasons, incompatibility or other reasons, the supplier should contact the Packaging Engineering to report and get an authorization to change the size/model of the pallet. The ABRAS standard pallet is returnable and may be exchanged by the SUPPLIER upon delivery or billed and withdrawn in batches according to its feasibility.

Deliveries may be refused in case of packaging problems (violation, unsafe pallet, lack of identification, damage, outdated revision, etc.).

The information that must be included in the packaging is:

- Manufacturer business name
- Net weight, gross weight and tare for products that 3M controls per kilogram
- Product Name
- 3M item code
- 3M Product Description
- Quantity and Unit – All volumes must have the same quantity
- Manufacturing lot
- Manufacturing date
- Shelf life
- Storage and handling care

### 5.1.5 Information that must be included in the Invoice

- 3M Purchase Order Number
- 3M item code
- Product manufacturing lot
- Product Description
- Quantity
- Measurement Unit
- Unit Value
- Taxes
- Payment Terms negotiated with 3M
- Issuance date
- Analysis Certificate

### 5.1.6 Insurance

The SUPPLIER must retain an insurance covering the PRODUCTS while in its possession and/or during their transportation to 3M's premises, if not contracted by the parties. The SUPPLIER must also retain a civil liability and personal accidents insurance for the employees and contractors used for delivering and unloading the products.

## 5.2 Requirements for Transportation of Hazardous Products

3M has among its values the obligation to respect the physical and social environment throughout the world, while its Quality Policy sets the need to take a proactive approach in preserving natural resources, preventing and correcting pollution at source; furthermore, the company is committed to ensuring that its plants and operations meet all municipal, state and federal laws and comply with other applicable obligations.

Therefore, it is in line with the values of the company to obtain the same commitment from its business partners, sharing with them responsibilities, such as for transportation of hazardous products.





Deviations from these rules and unfulfilled requirements may result in FINES by the time of the inspection, in addition to bringing CRIMINAL consequences, in view of the Law of Environmental Crimes (Law 9605 of 1998). It is important to pay attention to details, whether they are mandatory documents, nameplate and emergency card standards, special packaging requirements, or even vehicle and driver conditions. It is recommended that you fill in a checklist for each shipment of hazardous substances or their samples. It is the shipper's responsibility to comply with the standards, but there is also the understanding of the inspection bodies that such responsibility is SHARED among all those involved in the chain (manufacturer, freight forwarder, carrier, and consignee).

If you have any questions when shipping a hazardous cargo, please contact class associations - ABIQUIM, for example - carriers, forwarding agents, approved packaging suppliers, suppliers of emergency services with chemicals or 3M.