

SQP-SO-74-0004 - Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements

Rev No: G

Issue Date:17-Feb-20

Page 1 of 8

1 TABLE OF CONTENT

1	Table of Content
2	Name and Address
2.1	For all inbound shipments to Strata the consignee name and address should read:
2.2	For original documents delivery, use the below address:
3	Documents required with all shipments
3.1.1	BILL OF LADING (B/L) / AIRWAY BILL (AWB)
3.1.2	COMMERCIAL INVOICE
3.1.3	Packing List
3.1.4	CERTIFICATE OF ORIGIN (COO)
3.1.5	MATERIAL SAFETY DATA SHEET (MSDS)
3.1.6	TECHNICAL DATA SHEET (TDC)
3.1.7	Dangerous Goods Declaration
3.1.8	DANGEROUS GOODS NOTE (SEA/OCEAN & LAND FREIGHT)
3.1.9	REACH COMPLIANCE REQUIREMENT
3.1.10	IATA Shipper's Declaration
3.1,11	CONFORMITY CERTIFICATES
3.1.12	OTHER CERTIFICATES

St. Rugar		w n wit drawn	ist of Changes
Rev.	Issue Date	Pages	Report
Α	25-Feb-10	All	First Issue
В	07-Apr-11	4	Conformity Certificate
С	19-Apr-12	2&3	Sec. 2, 3.1.2, to 3.1.5 revised
D	10-Nov-15	1 & 4	Sec 2, 3.1.10 revised
Е	02-May-18	1 to 4	Sec 2 & 3.1.4 revised & Sec 3.1.9 added
F	02-Feb-20	1 & 2	Change of Delivery Address from STRATA to KIZAD Warehouse
G	17-Feb-20	1 & 2	Change of Delivery Address from KIZAD Warehouse to STRATA

2 NAME AND ADDRESS

2.1 FOR ALL INBOUND SHIPMENTS TO STRATA THE CONSIGNEE NAME AND ADDRESS SHOULD READ:

Attn.: Logistics Department Strata Manufacturing PJSC Plot 944, Road 900 Near Al Ain Airport

Al Ain

United Arab Emirates Tel: +971 3 7071300

Fax: +971 3 7071492

Department: Supplier Quality

Date: 17 Feb.

Department: Supply Chain

Date: 17 Feb.

Department: Quality

Department: Quality

Department: Quality

Department: Quality

Department: Quality

Date: 77 Feb.

Department: Quality

Date: 77 Feb.



N.B.: Because Strata has special arrangements for duty exemption clearance through Abu Dhabi entry points, it is necessary ALL shipments to be discharged at the Abu Dhabi Port or Abu Dhabi International Airport.

2.2 FOR ORIGINAL DOCUMENTS DELIVERY, USE THE BELOW ADDRESS:

Attn.: Logistics Department Strata Manufacturing PJSC Plot 944, Road 900 Near Al Ain Airport Al Ain

United Arab Emirates Tel: +971 3 7071300 Fax: +971 3 7071492

Also for each shipment, copies of documents to be e-mailed to the Strata Logistics Department LogisticsInboundTeam@strata.ae and the responsible Strata Buyer for compliance approval, before sending the original documents.

Documents Delivery & e-mail shall contain reference of Shipment Reference Number.

3 DOCUMENTS REQUIRED WITH ALL SHIPMENTS

3.1.1 BILL OF LADING (B/L) / AIRWAY BILL (AWB)

The B/L and/or AWB should show:

- B/L, AWB number
- The exporter's name (consignor)
- Port of loading (POL)
- On-Board date
- The consignee's name (Importer)
- Port of discharge (POD)
- Total: gross weight, volume, number of packages
- Vessel name (sea/ocean freight)
- Voyage number (sea/ocean freight) / flight number (air freight)
- Container number (sea/ocean freight)
- Freight type (collect or prepaid)
- Special handling instructions (if any). Ex: shipping temperature

3.1.2 COMMERCIAL INVOICE

Shipper must provide original commercial invoice (should be in English) along with the shipment and it must clearly show:

- Invoice number & Date
- Harmonized Tariff Schedule Code (HTS Code) next to each product
- Reference & Description of each product
- Quantity & Pricing Unit (Pc, Doz., Pack, Case, Kilogram, Liter, Kit, Set, Pair, Bottle, Gallon, Etc.)
- Unit price (One Lot / Lump sum Price is not acceptable by customs)
- Total price for each line item
- Total invoice value in numbers and letters



SQP-SO-74-0004 – Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements

Rev No: G

Issue Date:17-Feb-20

Page 3 of 8

- Invoicing Currency
- Shipping terms (incoterm: (EXWORKS / CIF / CFR / DAP / DDP etc.)
- Country of Origin beside each SKU
- Contract reference (if applicable)
- Purchase order no.
- Names & addresses of the Consignee (importer) and the Consignor (shipper / exporter)
- Total number of packages, total net and gross weights
- L/C no. if available
- Shippers STAMP & SIGNATURE IN BLUE INK

Note: On the invoice, the following phrases shall not be used.

- a) Value for customs purposes only
- b) Free of charge

3.1.3 PACKING LIST

Shipper must provide original packing list along with the shipment and it must clearly show:

- Invoice number & date
- Item no., description, quantity, and unit (Pc, Doz., Pack, Case, Kilogram, Liter, Kit, Set, Pair, Bottle, Gallon, Etc...)
- Beside each product: package number(s), package dimensions (volume), and package net & gross weights.
- Total number of packages, total net & gross weights, and total volume (in CBM).
- Names & addresses of the **Consignee** (importer) and the **Consignor** (shipper / exporter).

3.1.4 CERTIFICATE OF ORIGIN (COO)

Shipper must provide original certificate of origin along with the shipment and must show:

- The country of origin of the shipped products issued by respective CHAMBER OF COMMMERCE
- The invoice number / P/O number
- L/C no. if available
- Gross weight of the shipped cargo and total no. of packages
- Names & addresses of the Consignee (importer) and the Consignor (shipper / exporter)

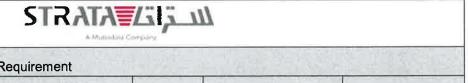
The COO must be issued or at least stamped from the Chamber of Commerce or any other concerned authority.

The certificate of origin is required with all;

- o Marine (ocean / sea) freight shipments
- Airfreight shipments arriving at any airports apart from Abu Dhabi (e.g. Dubai, Sharjah etc.) in UAE.

3.1.5 MATERIAL SAFETY DATA SHEET (MSDS)

- The MSDS shall show the detailed material composition of the product with workplace safety instructions
- Material Safety Data Sheet to accompany with all the DG & Non Hazardous Chemicals shipments



SQP-SO-74-0004 – Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements

Rev No: G

Issue Date:17-Feb-20

Page 4 of 8

Other documents that are required with special type of products such as hazardous material:

3.1.6 TECHNICAL DATA SHEET (TDC)

- The TDC is a document summarizing the performance and confirming the technical characteristics of a product.
- Usually required with chemical and chemical compounds shipments.

3.1.7 DANGEROUS GOODS DECLARATION

- The shipper's written declaration in specialized forms is **MANDATORY** in the shipment of dangerous goods (hazardous materials) under the international regulations. The forwarder could provide the forms (Sample Forms) issued by the supplier or their representative.
- The shipper must certify that the contents of the consignment are fully and accurately described by proper shipping name and are classified, packed, marked and labeled, and are in all respects in the proper condition for transport according to the applicable international regulations. The description of the goods must be in technical (generic) names, not in brand (trade) names.

3.1.8 DANGEROUS GOODS NOTE (SEA/OCEAN & LAND FREIGHT)

The Dangerous Goods Note is a dangerous goods declaration, shipping note, and container/vehicle packing certificate. It is required in sea/Ocean & land freight.

It must clearly show:

- Names & addresses of the Consignee (importer) and the Consignor (shipper / exporter)
- Vessel Name
- Port of Loading (POL)
- Port of Discharge (POD)
- Total number and Kind of Packages
- Product reference and description
- IMCO Class (IMDG classification code)
- UN Number
- Flashpoint in degrees Celsius
- Total net & gross weights, and total volume (in CBM)
- Container/vehicle number, type, size and seal number
- Additional handling information

3.1.9 REACH COMPLIANCE REQUIREMENT

For all materials categorized as dangerous goods (within the meaning of EC Regulation 1907/2006, Article 3) the supplier shall notify Strata immediately in written form if any changes occur to the item using a material safety data sheet according to applicable EC Regulations (EC Regulation 1907/2006) and a technical data sheet. In addition, for goods which have been declared as products (within the meaning of EC Regulation 1907/2006, Article 3), the supplier shall notify Strata immediately in writing if any contained substances are listed on the REACH Candidate List.

(https://echa.europa.eu/candidate-list-table).



SQP-SO-74-0004 – Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements

Rev No: G

Issue Date:17-Feb-20

Page 5 of 8

3.1.10 IATA SHIPPER'S DECLARATION

The IATA (International Air Transport Association) Shipper's Declaration is a dangerous goods declaration required in airfreight shipments. It must clearly show:

- Names & addresses of the <u>Consignee</u> (importer) and the <u>Consignor</u> (shipper / exporter)
- Vessel Name
- Port of Loading (POL)
- Port of Discharge (POD)
- Total number and Kind of Packages
- Product reference and description
- IMDG classification code
- UN Number
- Flashpoint in degrees Celsius
- Total net & gross weights, and total volume (in CBM)
- Container/vehicle number, type, size and seal number
- Additional handling information

3.1.11 CONFORMITY CERTIFICATES

The supplier shall provide a Certificate of Conformity (CoC) with each delivery of product/material unless otherwise specified on the purchase order.

In case a test report is required per the applicable purchase order, the supplier shall provide a Test Report in accordance with the applicable specification along with CoC with each delivery of product/material unless otherwise specified in the applicable purchase order or specification. For suppliers, who are acting, as a distributor for the ordered product/materials, both the manufacturer's CoC and the distributor's CoC are mandatory.

Any CoC shall have as a Minimum Content:

- Document unique serial number.
- Supplier's name, address and telephone number.
- Delivery address
- STRATA purchase order number.
- Description of goods supplied, identified by same part number / material buying standard as referenced on the STRATA purchase order.
- Serial / batch / lot / heat / cast numbers as applicable to provide traceability.
- Quantity and date of dispatch.
- Shelf life details if applicable to product/material delivered
- Statement confirming compliance with Strata purchase order requirements. Typical wording is:
 - "Certified that the supplies detailed have been manufactured / inspected / tested and unless otherwise stated, conform in all respects to the relevant specifications, drawings and purchase order requirements".
- Signature of person authorized to release products to customer.

3.1.12 OTHER CERTIFICATES

Any other additional certificates (if required) maybe requested from suppliers by Strata based on the product type.



Sample Forms

1 Shipper/Consignar/Se	nder	2 Transport Document N	umber	
		3 Page of pages	4 Shipper's Referer	nce
6 Consignee		5 Freight Forwarder's Re	terence	
		7 Carrier (so be declared	by the Carper)	
SHIPPER'S DECLAR I hereby declare that the packaged, marked and le national governmental re	contents of this consignment shelled/placarded and are in	t are fully and accurately described all respects in proper conditions.	on fel transport accoulding t	Shipping Name, and are classifie to the applicable international an
10 Vessel/Flight & Date		Additional Hans no Infe	permation	
12 Port/Place of Dischar	pe 13 Destination	0	Sales Control	
14 Shipping Marke	"Number & Kind of Package	en, Description of Goode		GW [kg] C∪BE (m³)
14 Shipping Marke	*Number & Kind of Packag	17 CTU Size & Type	16 Tare Mess (kg)	GW [kg] CUBE (m²)
15 CTU ID No CONTAINER/VENICLE I hereby declare that th nave been psczed/pade indentisaci batwe in scoo	Pl	17 CTU Size & Type 21 Receiving Organization	Receipt ner of packages/container ad heraon:	
15 CTU ID No CONTAINER/VENICLE I hereby declare that th Rave been pezzad/Ragel Reynolated above in according to the control of the control o	18 Seel No. PACKING CERTIFICATE to goods described above di into the container/whiche diumos with he applicable	17 CTU Size & Type 21 Receiving Organization Received the above numb and condition, unless stat	Receipt net of packages/container ad hereon: NON REMARKS:	19 Total Gross Mass (kg)
15 CTU ID No CONTAINER/VENICLE I hereby declare that th have been pezzed/hosel logitished above in scool provisions of MADS code MUST SE COMPLETED ONTAINER/SHICLE LOAD FOR PACKING/LOADING	PACKING CERTIFICATE be goode described acover d into the container/vehicle during with the applicable AND MIGNED FOR ALL AND MIGNED FOR ALL BEST PERSON PERFONRIBLE	17 CTU Size & Type 21 Receiving Organization Received the above number and condition, unless stat RECEIVING ORGANIZAT	Receipt set of packages/container ed hereon: ICON REMARKS: 22 Name o	19 Total Gross Mass (kg) entrailers in apparent good ord
15 CTU ID No CONTAINER/VEHICLE I hereby declare that th have been paczed/hace- lowitiand above in acco- provisions of IMDs code in DONTAINER/VEHICLE LOAD FOR PACKINGA, CALDING 20 PACKINGA, CALDING 20 Name of Company	PACKING CERTIFICATE be goode described acover d into the container/vehicle during with the applicable AND MIGNED FOR ALL AND MIGNED FOR ALL BEST PERSON PERFONRIBLE	17 CTU Size & Type 21 Receiving Organization Received the above number and condition, unless estat RECEIVING ORGANIZAT Heuler's Name	Receipt set of packages/container ed hereon: ICON REMARKS: 22 Name o	19 Total Gross Mass (kg) straders in apparent good ord of Company Preparing Note us of Declarant



SQP-SO-74-0004 - Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements

Rev No: G

Issue Date:17-Feb-20

Page 7 of 8

Page of Pages Shipper's Reference Number (options)		
(doppine)		
,		
WARNING	all respects with the	analicable
 Dangerous Goods B 	egulations may be in	breach of
the applicable law, su	bject to legal penalties	5.
-0 0		
Shipment type (delete non-app	oli ca bia)	
NON-RADIOAGEIVE RADIO	DACTIVE	
		r
Other Coats One	niibi and	Authorization
or Division Ing type		AND INCHES
Risk)		
		L
28 hr. Smargancy Contact Tal. No.		
	Name/Title of Signamor	
consignment are fully and reshipping name, and are		
consignment are fully and	Place and Date	
	Dangerous Goods R the applicable law su Shipment type (delete non-applicable law) NON-RADIOACTIVE RADIO Class Pack- Ing type labeled applicable law su Shipment type (delete non-applicable) RADIO RADIOACTIVE RADIO Class Pack- Ing type labeled applicable law su Shipment type (delete non-applicable)	Failure to comply in all respects with the Dangerous Goods Regulations may be in the applicable law subject to legal penalties Shoment type (delete non-applicable) Non-RADIOACTIVE RADIOACTIVE Class Pack Radioactive Class Pack Ing type of packing Inst.



SQP-SO-74-0004 - Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements Rev No: G Issue Date:17-Feb-20

Page 8 of 8

1. Shipper / Consignor / Sender		2. Trunsport docum	भारत राज्य		
		3	15.040	4. Stappers refs	erance
		Page of	Pages	5 FIS ON FORM	nisoris relovance
			T.		
6 Consignes		7. Carrier no be so:	ngirted by the carr	er)	
		SHIPPER'S DECL			
9. This supment a with a life invision	's presenced for (Delete non-explicatio)	below by the proper placerded and are in	nd net knal gaverum	are claimflied, prockey or condition for transp	god, mureod and labelled ort according to the appl
PASSENGER AND CARGO AFRORAFT	CARGO AIRCRAFT ONLY				Δ.
10 Yesself Hight no lang date	53 Port / place of loading		4	T. 1	-
12. Port / prace of discharge	13. Desilration			X	137
14. Shipping marks	Number and ond of packages, descrip	pilon of goods	Gross mass it	g) Ne	Cube (m/z)
					A
15. Container inc	16 Sec. (r/s)	17. Consumer/vehic	io sazo & lyppe	18. Two (vg)	19. Total gross mass (prouding tare) (e
CONTAINERVEHIO — ACKING C CONTAINERVEHIO — ACKING C Consty status that he goods described as salication for the perfection in	ERT FE 25 ABCETVING To buy parked Received the accombines with the United States for the Parket States for the	17. Compressively. ORGANIZATION RECI	OPT RECEIPT	in appailints good or	(including taxe) (r
CONTAINERVEHIU. WUKING C Containervehiu. WUKING C Charaty abstracted to goods described a spikintic promiserationor is applicated promiseration.	ERT FE 25 ABCETVING To buy parked Received the accombines with the United States for the Parket States for the	OFIGANIZATION RECO	HET RECEIPT SECONSTRUCTION REMA	in apparent good or PKS	(noticing tare) (a
CONTAINERVEHIL — AUKING C Containervehil to good deviced a based for the container advance is applicable personne. Bust be completed AND Stu- CONTAINERVEHICLE LODG BY PERSO RESPONSIBLE FOR PACKING CADMIO	ERT TE 25. RECEIVING Received that at university with the universe stated that the text of	ORGANIZATION REC are further of package reco; RECEIVING CRC	EIPT RECEIPT GEOMEOISTE TIMES ANGATION REMA 22. Notes	in apparent good or PKS	(inducing tare) (e
CONTAINERVEHIU. AUXING C Containervehiu. Auxing C Cheoly automatal to good deviced a based for the ordanization is againing processors must be computerte also so. CONTAINERVEHICLE LOADS BY PARSI RESPONSIBLE FOR PACKING CADING 20. Name of company	ERT TE 25 ARCEIVING The parks according with the or unless states to unles	Organization recipional discounting of package record record of package record record record of package of package record	EIPT RECEIPT GEOMEOISTE TIMES ANGATION REMA 22. Notes	in appailant good or unks of company (or miles) fatus of occionant	(noticing tare) (a