



**Federal-Mogul Izmit Piston ve Pim  
Üretim Tesisleri A.Ş.**

**Federal Mogul Powertrain  
Otomotiv A.Ş**

Mec lisi Mebusan cad. Dereli İş Merkezi No:53  
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### **Purchasing Procedure no: (3/2/1 06306P002)**

1. Purchase orders (PO) are written and sent via e-mail, fax, mail or directly handed over to suppliers following the standard approval procedures.
2. Supplier confirms the PO by faxing back the stamped and signed PO.
3. Supplier confirms to fulfill the requirements written on the PO. The supplier shall provide **5 ppm and %100 delivery performance**.
4. In case it may arise some points in PO to be clarified or needs revision; the written agreement on modifications shall be done within 24 hours.
5. Federal Mogul shall despatch to the supplier, the necessary documents such as drawing, technical specifications, commercial agreements, receipt / quality criteria, sample if required. These documents are confirmed by supplier as attachment to the PO.  
Change management, according to 202205P02 number of Procedur.
6. The supplier shall conform **IATF 16949 and/or ISO 9001 standards** for all deliveries. If the supplier has no quality system certification by a third party, certification shall be obtained within 18 months. Meanwhile our company's evaluation is the basis and the costs due to the rejected materials are charged to the supplier. The approval given to a supplier by one of the group companies is valid for the other group companies.
7. In case it may require changes on the process conditions, the changes can be applied after approval from FEDERAL MOGUL İZMIT, ARSLANBEYand/or SAPANCA locations
8. The performance delivery is measured by quantity and time.
9. According to our quality control procedures; each delivery performance is evaluated and graded. The suppliers who get points between 80 – 89 are informed and asked for a corrective action plan. Federal Mogul has the right not to buy from suppliers below 80 points.
10. Supplier shall keep delivery records in order to provide traceability for the purchased items.
11. Suppliers shall deliver with the goods or at the first delivery some obligatory documents i.e. Material Specification Sheet, Physical/Chemical Analysis, Environment Report, Analysis and Test Results etc.
12. Federal Mogul and/or its customers may audit quality system or product of the supplier and/or sub-suppliers, any time, prior to delivery or after delivery. If the evaluation result is negative, the delivery and PO may be cancelled.
13. Federal Mogul may ask supplier to proceed self-audits.
14. Supplier shall deliver the materials with the specified packaging, transport and delivery conditions written on the PO. The materials must be defined clearly and include production date, expiry date and other necessary information.  
The material must be conform to national/international environmental, health and safety legislations, including its transport.
15. The suppliers concerned with hazardous /dangerous materials are obliged to send **“Material Safety Data Sheet”**. The packaging of this kind of material should be defined with international symbols i.e. flammable, burnable, harmful for environment etc.
16. Suppliers accept the payment conditions written on the PO.
17. Payments are made to the bank account numbers informed by the suppliers. Federal Mogul has no responsibility for delays that may occur due to unexpected events, national holidays or due to bank failures.
18. All documents like delivery receipt, invoice related to the purchase order must refer to the corresponding PO. Documents which are not under this rule will not be recorded.
19. Materials which are rejected during quality controls and informed to the suppliers officially must be taken back in 7 days. Federal Mogul has no responsibility for the loss/damage that may arise after 7 days. Supplier shall reply, within 24 hours, with a corrective action plan to our 'Quality Problem Countermeasure Request'.
20. Supplier must fulfill all items written in this contract.
21. The materials never consist any radioactive materials .
22. In case of conflicts/disagreements Kocaeli courts are authorised.

**\*PO: Purchase Order  
Supplier Name:**

Stamp / Signature:  
Date: