



## Supplier Guidelines for MERX SVENSKA AB

Merx's vision is to become an attractive employer and the preferred choice for customers in Sweden and globally, offering advanced machining and serving as a system supplier.

Merx's business concept is to be a leading player in turning and milling, characterized by high quality, competence, and innovation. As a technical subcontractor, Merx aims to be a significant partner to the global production industry. We strive to establish long-term business partnerships with the best and most suitable suppliers in terms of price, quality, delivery security, and sustainability.

### Basic requirements

Quality and customer satisfaction are of utmost importance at MERX, and we are committed to meeting the demands of our internal and external customers. In an environment of continuous improvement, our goal is to provide error-free products and services with on-time delivery. The basic requirements for our suppliers include documented quality and environmental management systems. We encourage our suppliers to adhere to the requirements of ISO 14001:2015.

### Sustainability

Merx actively seeks to collaborate with suppliers who prioritize sustainability and environmental consciousness. Environmental efforts should encompass the entire handling of materials/products throughout the supply chain. Suppliers with well-established environmental practices and a focus on sustainability are valued and rewarded by Merx Svenska AB. We are committed to setting ambitious environmental goals to reduce our climate impact, promote sustainable practices, manage resources efficiently, and work towards becoming climate neutral by 2030. Measuring our actual climate footprint and producing a sustainability report are crucial steps in this endeavor. We align our efforts with the UN's global goals for sustainable development ([globalamalen.se](http://globalamalen.se)).

### Code of Conduct

Merx prioritizes a safe working environment where everyone's health and well-being is of utmost importance. This is both internal and external. Further information can be found in the document Code of Conduct on [www.merx.se](http://www.merx.se)

### Origin requirements

All articles and products delivered to Merx Svenska AB must not contain substances that violate IEC 62474, RoHS, Reach, or conflict minerals (tin, tantalum, tungsten, and/or gold) and cobalt. Suppliers must provide documentation demonstrating that the minerals used are conflict-free.



## Goal

We strive to work collaboratively with our suppliers to achieve the desired level of quality. The performance of strategic suppliers is regularly monitored, measured, and evaluated through follow-up meetings.

Merx Svenska AB manages and directs its business operations through a well-developed business system that complies with the requirements of ISO 9001:2015 and ISO 14001:2015. We continuously evolve our quality system to meet and, in many cases, exceed the expectations of our customers.

## Governing documents

Outlined below are the different governing documents and their respective significance.

### 1. Agreement

An agreement between Merx and the supplier that describes the purpose of the agreement and the commitments made by both parties.

### 2. Supplier Guidelines

The current document presents work routines, quality assurance procedures, and other relevant guidelines that apply unless otherwise agreed upon in an agreement.

### 3. Orders

When a clear order is placed, an order is created in our business system, providing detailed information such as article number, description, quantity, price, and desired delivery date. The order also specifies any specific requirements agreed upon with the customer. The terms and conditions are in accordance with the agreement or prior approval of the supplier's quote.

### 4. Order Confirmation

We expect suppliers to confirm orders within 48 hours of receiving them. Any deviations from the order must be clearly stated in the order confirmation. Failure to confirm an order within 48 hours entitles MERX to cancel the order without charge. By acknowledging an order, the supplier agrees to work in accordance with the current procedures and guidelines.

### 5. Packing Instructions

To prevent transport damage, suppliers must be aware of how the items should be packed. Assumptions should be made that the goods will be handled carelessly, and suppliers must highlight any details with surface requirements or finished surfaces.

### 6. Changes to Delivery

Changes to delivery dates and/or quantities may occur. Suppliers must promptly notify and confirm any requested changes in writing.



## 7. Delivery

All delivered goods must be accompanied by a delivery note, which includes our order number, delivered quantity, and the quantity ordered. If the delivered volume deviates from the agreed quantity, it should be clearly stated whether the order is considered delivered in full. Payment will only be made for the ordered/agreed quantity of goods.

## 8. Technical Data

When placing an order with drawings, Merx provides drawings and instructions. In the event of conflicting information between the drawings and instructions, the supplier should immediately contact Merx. Generally, drawings serve as the governing documents.

## 9. Complaints/Deviations

Materials and parts that do not meet the requirements may be rejected during incoming, in-progress, or final arrival inspections. If the deviation is deemed to be the supplier's responsibility, a complaint report will be prepared, and a complaint invoice will be issued by Merx. The report will specify whether the goods should be returned for correction. The supplier is responsible for the shipping charges for returns and any replacement deliveries. The supplier must provide a written response detailing the cause of the defect and the corrective actions taken.

Discarded materials may be returned, sorted, or repaired by Merx at the supplier's expense. The supplier is responsible for the costs of further inspection, repackaging, storage, or return transport for non-conforming goods and materials.

## 10. Invoicing

Merx Svenska AB utilizes invoice scanning, which requires specific information for processing. The invoice should include:

- Invoice reference, including a purchase order number and reference name/department.
- Supplier's name, address, and organization number/VAT registration number.
- Supplier's bank transfer or bank account number.
- Invoice number or OCR number.
- Invoice date and due date, with a minimum of 30 days payment terms.
- Total invoice amount.
- Information about the F tax slip.
- Information about the product/service being invoiced, including the delivery/performance date.



**Company and billing address**

The invoice must be issued to:

Merx Svenska AB  
Slussportvägen 6  
614 92 Söderköping  
reception@merx.se