



# Supplier Handbook "Lithography"

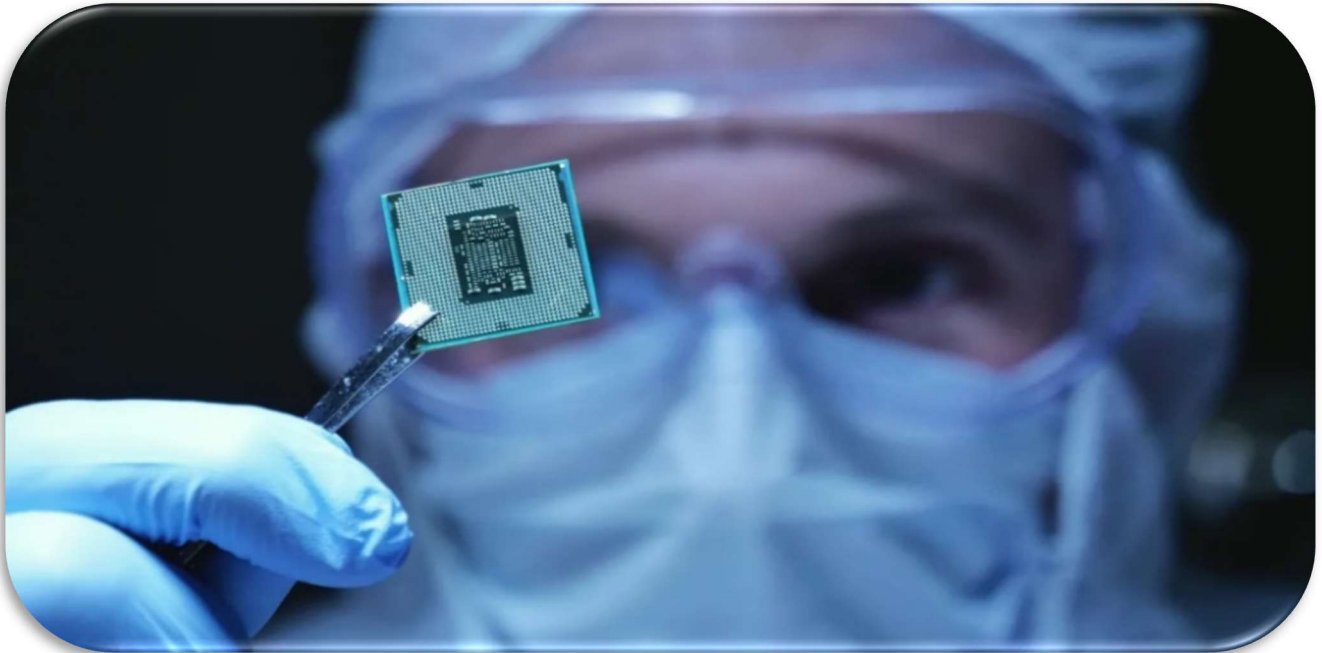
Doc-No.: DOC\_06\_0004

Issue: 1.0

Date: 01.05.2024

Page:

1 of 28



**TABLE OF CONTENTS**

<b>1</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>2</b>	<b>ABBREVIATIONS</b>	<b>5</b>
<b>3</b>	<b>COMMERCIAL CONDITIONS</b>	<b>6</b>
3.1	Communication	6
3.2	Requests and offers	6
3.3	Orders	7
3.4	Maverick buying (telephone / e-mail orders)	7
3.5	Order confirmations	7
3.6	Ensuring delivery and proactive order tracking	8
3.7	Invoices	8
3.7.1	Invoices Switzerland	8
3.7.2	Invoices Germany	9
3.8	Delay in delivery / reminders (order confirmations / deliveries)	9
3.9	Forecast	9
<b>4</b>	<b>INITIAL SAMPLING ("FIRST ARTICLE INSPECTION")</b>	<b>10</b>
4.1	Purpose and implementation of sampling	10
4.2	When must initial samples be sent?	10
4.3	Obligation to report changes and deviations	11
4.4	Archiving	11
4.5	Initial sample documentation	11
4.6	Initial sample release	11
4.6.1	Release levels	12
4.7	First sample packaging	12
4.8	Labeling of initial samples	12
<b>5</b>	<b>PROCUREMENT SPECIFICATIONS (APPLICABLE DOCUMENTS)</b>	<b>13</b>
<b>6</b>	<b>LOGISTICS</b>	<b>14</b>
6.1	Delivery notes	14
6.2	Terms of delivery - Incoterms	14
6.2.1	Deliveries - for Incoterms FCA	14
6.2.2	Customs and export control	14
6.2.3	Hazardous substances	15
6.3	Packaging	15
6.3.1	Packaging in general	15
6.3.2	Before packing	15
6.3.3	Electronic components	15
6.4	Delivery and receipt of goods	16
6.4.1	General information	16
6.4.2	Packaged goods	16
6.4.3	Palletized goods	16
6.4.4	Minimum requirements for delivery and packaging per product group	16
6.4.5	Labeling the delivery	17
6.4.6	Labeling the components (technical requirements)	17
6.4.7	Incoming goods and incoming goods inspection	18

<b>7 RAW MATERIALS AND EXTERNAL OPERATIONS .....</b>	<b>19</b>
7.1 Raw material .....	19
7.2 External operations (outsourced processes and services).....	19
<b>8 SUPPLIER MANAGEMENT.....</b>	<b>20</b>
8.1 Supplier qualification .....	20
8.2 Contracts.....	20
8.3 Audit.....	21
8.4 Supplier performance measurement.....	21
8.4.1 Operating performance .....	21
8.4.2 Strategic Performance .....	21
<b>9 SUPPLIER QUALITY.....</b>	<b>22</b>
9.1 Traceability.....	22
9.2 Serial number .....	22
9.3 Batch number .....	22
9.4 Change management (change requests) .....	22
9.5 Deviations - non-conforming components - special approvals .....	22
9.5.1 Deviations.....	22
9.5.2 Special releases .....	22
9.5.3 Non-compliant components (NC) and 8D report .....	23
9.6 Measurement and measurement log .....	24
9.7 Documentation .....	24
9.7.1 Documentation in digital form.....	24
9.7.2 Documentation in physical form.....	24
<b>10 VALUE MANAGEMENT AND COST ENGINEERING .....</b>	<b>25</b>
<b>11 ESG - ENVIRONEMENT-SOCIAL-GOVERNANCE.....</b>	<b>26</b>
11.1 Code of Conduct .....	26
11.2 Conflict materials.....	26
11.3 REACH and RoHS .....	26
11.3.1 PFAS (per- and polyfluorinated alkyl compounds) .....	26
11.4 Counterfeit and pirated goods .....	27
11.5 Child labor.....	27
11.6 Climate protection .....	27
<b>12 FINAL INFORMATION.....</b>	<b>28</b>
<b>13 CONTACT.....</b>	<b>28</b>

## 1 INTRODUCTION

Beyond Gravity's high-precision products have played a crucial role in the semiconductor industry's supply chain since 2001. Among other things, the company focuses on the production of special actuators and mechanical assemblies that are required for the nanometer-precise exposure of wafers (semiconductor silicon substrate). The optical systems are used worldwide in machines to produce microchips and form the basis for numerous high-tech applications such as smartphones and artificial intelligence.

Partnership-based, professional and effective cooperation along the entire supply chain forms the basis for the joint realization of technically high-quality and complex solutions.

This manual deals with key aspects (without claiming to be exhaustive) of the cooperation between Beyond Gravity and its Lithography Division (hereinafter referred to as "BG-LITHO"). The aim is to work together with its suppliers (hereinafter referred to as "partners") to meet the continuously increasing market requirements in terms of quality, flexibility and competitiveness and to support process optimization. The manual serves as an accompanying guide to Beyond Gravity's General Terms and Conditions of Procurement and supplementary contracts.

In the event of deviations between the supplier manual and agreements and contracts, the latter shall take precedence. Deviations from these standards are explicitly recorded in the orders or supplementary contracts.

The latest version of this manual and further information for our partners can be found at <https://www.beyondgravity.com/en/supplier>

For better readability, the generic masculine is used in this manual. The function designations mentioned in this manual refer to all genders.

## 2 ABBREVIATIONS

AD	Applicable Document
AT	Working day(s)
BG	Beyond Gravity
BG-LITHO	Beyond Gravity Lithography
ERP	Enterprise Resource Planning - e.g. SAP
ESG	Environment, Social, Governance (supervisory structures)
MSDS	Material Safety Data Sheet - Safety Data Sheet
NCR	Non-Conformance Report - Deviation report
RD	Reference Document
SDE	Supplier Development Engineer

### 3 COMMERCIAL CONDITIONS

#### 3.1 Communication

Communication on commercial matters such as offers, contracts, deliveries, return deliveries, changes, etc. must be made exclusively via BG-LITHO Purchasing. BG-LITHO Purchasing acts as the central point of contact for the above-mentioned topics.

Technical topics can be discussed directly with other responsible persons at BG-LITHO in prior, explicit consultation with the BG-LITHO Purchaser and/or Supplier Development Engineer. The respective BG-LITHO Purchaser and/or Supplier Development Engineer must be copied on all written correspondence and invited to relevant meetings by prior arrangement.

#### 3.2 Inquiries and offers

Requests for quotations are generally sent to the partner via BG-LITHO Purchasing. The request is generated from the respective ERP, sent to the partner in electronic form and with the necessary documents. A valid non-disclosure agreement (NDA) is mandatory.

Quotations must be submitted in writing (.pdf / e-mail) to the respective BG-LITHO purchaser. All listed, referenced and submitted documents (drawings, regulations, etc.) must be taken into account when preparing an offer.

Offer deadlines must be adhered to. If it is not possible to prepare a quotation, the partner shall inform the responsible purchaser immediately, giving a brief explanation.

In the case of inquiries with several items, the item sequence from the inquiry must be transferred to the quotation.

A request is considered by the partner to be understood, verified and able to produce / deliver the service when an offer is submitted.

For drawing parts, the "Feasibility Form", which can be found at the following link, must be completed and sent with the offer. <https://www.beyondgravity.com/en/supplier>

The respective BG-LITHO purchaser is available for any queries or uncertainties

The partner's offer should include the following points:

- Contact person at the partner
- Contact person at BG-Lithography
- BG-Lithography request no.
- BG-Lithography article no. if available
- BG-Lithography drawing no. (if available) incl. revision information
- Net price per piece
- Currency per position
- Quantity and unit of measure
- Delivery time in weeks/days
- Offer date
- Offer validity
- Incoterms (currently valid version)
- Terms of payment
- Country of origin
- Applicable or accepted purchase specifications in accordance with the inquiry must also be listed on the offer

### 3.3 Orders

Orders are generated exclusively in writing from the BG-ERP and sent as a .pdf via e-mail to the e-mail address specified by the partner.

BG-LITHO's valid drawing and all applicable documents including index are listed on the orders. The drawing is for reference only. 3D models are intended as supplementary information.

If information is missing from the order or if there are any uncertainties, the BG-LITHO purchasing department is available to answer any questions.

Whenever possible, BG orders should be sent to a general mailbox (e.g. info@..., sales@...) of the partner. Sending to personalized e-mail addresses should be avoided.

Over- and under-deliveries must be agreed in advance with BG-LITHO Purchasing.

#### 3.3.1.1 Document dispatch (MFT)

Marked documents (e.g. drawings) are only to be sent via MFT (Managed File Transfer). This applies to both BG-LITHO and its partners.

### 3.4 Maverick buying (telephone / e-mail orders)

**The acceptance of telephone orders from BG-LITHO employees is not permitted.**

Partners are therefore requested to refuse telephone orders or e-mails and to refer to BG-LITHO Purchasing.

Invoices based on telephone orders or e-mails will be rejected.

### 3.5 Order confirmations

Orders must be confirmed within 3 (three) working days to the respective purchaser by e-mail (document in .pdf format) and are preferably sent to the general e-mail address of the operational purchasing department:

Switzerland: [Procurement.lithography@beyondgravity.com](mailto:Procurement.lithography@beyondgravity.com)

Germany: [procurement.lithography.germany@beyondgravity.com](mailto:procurement.lithography.germany@beyondgravity.com)

The following contents must be included:

- Partner name
- Partner contact person
- BG order number
- BG part number
- BG delivery address (as per order)
- Quantity and unit of measure
- Net unit price
- Incoterms
- Terms of payment
- Country of origin
- Applicable documents incl. revision / index
- Delivery date (exact arrival date at BG delivery address)
- BG orderer

⇒ *Unless otherwise agreed, the BG order confirmation form must be used*

### 3.6 Ensuring delivery and proactive order tracking

Based on forecasts, orders or order confirmations, it is the responsibility of the partner to ensure that its suppliers deliver the input material accordingly, that its production capacity is sufficient for the communicated demand forecast and that the deliveries arrive at BG-LITHO on time.

Order tracking is the responsibility of the partner. Irregularities and/or changes to replenishment times must be reported immediately to the BG-LITHO purchaser responsible. The partner must be able to always provide information on the status of its production progress, including its subcontractors.

### 3.7 Invoices

In addition to meeting all legal requirements, invoices should contain the following information:

- Partner name and adresse
- BG invoice and company address (as per order) plus name + address of recipient
- BG order number
- BG part number - and/or exact designation of the delivery
- BG name of the purchaser ordering
- Quantity and unit of measure
- Delivery date (if not identical to the invoice date)
- Delivery bill no. (if possible)
- Net unit price (payment) of the delivery
- VAT number + VAT amount applied (e.g. "+ 8.1% VAT")
  - o for CH since 1.1.14 the company identification number (UID) with the addition VAT
  - o for DE the USt-IdNr. / VAT Ident no.
- Incoterms (according to point 6.2 - unless otherwise agreed)
- Terms of payment (according to BG-ABB - unless otherwise agreed)
- Country of origin (if possible)
- Customer no. (if possible)

**Note: Invoices with incorrect company names, missing order and item numbers or names of purchasers may be delayed or rejected.**

#### 3.7.1 Invoices Switzerland

Invoices must be sent exclusively in PDF format to the Swisscom "Conextrade" scanning center. The partner must register on the platform for this purpose. Detailed information can be obtained from the respective BG-LITHO purchaser or the BG finance department.

The subject line of the e-mail should contain the invoice number and the name of the partner.

##### 3.7.1.1 Invoice address

Invoices are to be addressed as follows and sent in PDF format to the e-mail address listed:

Name des Rechtsträgers	MwSt./GST-Nummer	USt-IdNr. Land	Adresse für die Rechnungsstellung	Rechnungsstellung EMAIL-Adresse	Für alle anderen Korrespondenzen
Beyond Gravity Schweiz AG	CHE-105.98.759	CH	Beyond Gravity Schweiz AG Schaffhauserstrasse 580 Postfach 802 8901 Urdorf	<a href="mailto:BGSpace@scan.conextrade.com">BGSpace@scan.conextrade.com</a>	<a href="mailto:finance@beyondgravity.com">finance@beyondgravity.com</a>
Space Seetalstrasse 175 6032 Emmen					



### 3.7.2 Invoices Germany

Invoices are only to be sent in PDF format to the following e-mail address:

[Info.rsg@beyondgravity.com](mailto:Info.rsg@beyondgravity.com)

The subject line of the e-mail should contain the invoice number and the name of the partner.

#### 3.7.2.1 Invoice address

Beyond Gravity Germany GmbH  
An der Walze 7  
DE - 01640 Coswig

### 3.8 Delayed delivery / reminders (order confirmations / deliveries)

If a delay in delivery becomes apparent, this must be reported immediately to the BG-LITHO purchaser responsible, and the situation clarified (deadline / partial delivery).

If the deadline for order confirmation (after 3 AT) or delivery (after 1 AT) is not met, BG-ERP automatically generates a reminder. This is sent to the e-mail address specified by the partner. Upon receipt of a reminder, the partner is requested to contact the BG-LITHO purchaser immediately in order to clarify the situation.

⇒ *Note: Delays in delivery have a negative impact on your supplier rating.*

### 3.9 Forecast

Depending on requirements and product status, the partner can be provided with a non-binding and rolling forecast (up to 12 months).

The Partner shall check the forecast upon receipt and immediately report any capacity bottlenecks to BG-LITHO Purchasing to coordinate and initiate appropriate measures.

In return, the supplier can also be requested to specify available capacities for components to be delivered to be able to make an optimal capacity and demand comparison between BG-LITHO and the partner.

## 4 INITIAL SAMPLING ("FIRST ARTICLE INSPECTION")

Initial sampling means:

Testing of readiness for series production on the basis of initial samples with the pilot series, which are manufactured **exclusively** with the equipment and processes intended for series production under **the associated boundary conditions**, in order to prove with documentation (EMBP/ISIR/FAI report) that the required quality requirements for the **product and manufacturing process** (with approved design, production and quality documents) are met or ensured with corresponding tests. If the initial sample inspection is passed, the supplier series process is approved (by the customer).

### 4.1 Purpose and implementation of sampling

For direct materials to be produced in series, BG-Litho may request an initial sample test report. The scope will be agreed with the partner in advance and commissioned in writing with the order.

Any queries regarding the required scope of services must always be addressed to the BG-LITHO-SDE responsible in each case.

The partner is responsible for the implementation and accuracy of the test and measurement results and prepares the associated documentation. The basic requirements for the initial samples shall be taken from the separately agreed "Change Agreement" and shall be coordinated with the partner in advance. Specific initial sample conditions, quantity and contact person for the return will be communicated by BG-LITHO via the order.

BG-LITHO Engineering is responsible for defining these specific initial sample conditions in cooperation with the quality department.

- If the production conditions do not correspond to the series status, the responsible contact person at BG-LITHO must be consulted. Initial contact via BG-LITHO-SDE.
- The partner carries out all necessary activities for the sampling based on the specified criteria/characteristics and prepares the required documentation.
- The partner checks the completeness and fulfillment of the requirements.
- The partner is obliged to complete the **cover sheet** of the initial sample test report truthfully with the ordered documents, sign it and send it in electronic form (see chapter 9.7).
- The partner shall send the initial samples including the required documentation (in accordance with the currently valid specification) to BG-LITHO on time, stating the order number and contact person.
- If deviations regarding completeness and fulfillment of the specifications occur during the initial sampling, the partner must determine the causes and initiate appropriate corrective measures.
  - The remedial measures must be documented accordingly and communicated to the contact person at BG-LITHO-SDE.
- BG-LITHO evaluates the submitted documents and the sample parts. The cover sheet of the initial sample report is supplemented by the release status. The release status (or status release, release with condition or rejection) is sent to the partner with the cover sheet.

### 4.2 When must initial samples be sent?

Initial samples can be requested with an initial sample order under the following circumstances:

- New parts and new assemblies
- Product changes (e.g.: design, specification, material changes)
- Production process changes
- New partner

### 4.3 Obligation to report changes and deviations

The partner must always notify the responsible BG-LITHO-SDE of any changes/deviations to series parts before delivery/implementation - for example:

- Relocation of production
- Change in the production process
- Changes to suppliers of products or services
- Use of new, modified or replacement tools
- After conversion or extensive maintenance of tools
- Changes to purchased parts
- Correcting an error with parts that have already been released
- Modifications of any kind (geometric, material, chemical, physical, functional)

The written notification contains a precise description of the deviations and the assessment with regard to the possible impact on function, service life, appearance, etc. BG-LITHO assesses the facts and informs the partner in writing of the further procedure.

### 4.4 Archiving

All test and measurement data of sample parts must be archived by the partner in such a way that they can be presented to BG-LITHO if required.

### 4.5 Initial sample documentation

BG-LITHO provides the documents for the initial sample test report. The use of own templates must be agreed in advance with BG-LITHO-SDE.

### 4.6 Initial sample release

The release of initial samples by BG-LITHO does not release the partner from its responsibility to continue to ensure the quality of its products. It also does not constitute a delivery order.

Incompletely delivered sampling documents or non-fulfillment of additional requirements (specific customer-supplier agreements) can lead to a "release with conditions" at most.

#### 4.6.1 Release levels

##### **Release / Acceptance**

Approval means that the part or material fulfills all customer specifications and requirements. The supplier is entitled to deliver production quantities of the part to BG-LITHO in accordance with existing orders.

##### **Acceptance with conditions**

The lot is accepted with the proviso that it can be processed without any problems. This permits the supply of production material for a limited time or quantity.

Temporary release is only granted if the partner:

1. has clearly determined the root causes of the deviation that prevent the release  
and
2. has an action plan agreed with BG-LITHO.

Further deliveries are only permitted if BG-LITHO-SDE has granted a written extension of the temporary release.

##### **Rejected /Rejected**

Rejected means that the initial samples do not meet the client's requirements. The deviations cannot be accepted.

The contractor must immediately initiate corrective measures and present new initial samples.

The deadline specified by BG-LITHO for re-sampling must be adhered to.

In the event of a further unsuccessful attempt, BG-LITHO shall be entitled to refuse to accept further initial samples or to cancel related orders or obligations free of charge.

#### 4.7 First sample packaging

Initial sample deliveries may only contain initial samples of one part number and must be packed **separately**. be. The initial samples must be clearly recognizable as such.

#### 4.8 Labeling of initial samples

The delivery bill must also state that it is an initial sample.

The initial sample test report must be submitted in digital form in accordance with the currently valid specification (see chapter 9.7.1) must be sent.

## 5 PROCUREMENT SPECIFICATIONS (APPLICABLE DOCUMENTS)

Depending on the article and requirements, other applicable documents must be taken into account in addition to the drawing. The applicable documents are printed on the drawing (without index/revision) and order (with index/revision).

Possible applicable documents (not exhaustive - may vary per project and location):

- V774336 Labeling of materials in the project
- V774692 "Cleanliness specifications for suppliers"
- V774743 "Packaging specification for Actuator Units"
- V775570 "Functional surface specification"
- SOP-1301-01 "Inspection Planning"
- Further product-specific technical specifications

The documents are supplied once with the order or when business is initiated (contact, inquiry, etc.) and must be included in the partner's document control system.

The partner is always requested to check whether he is in possession of the referenced index/version when placing orders/requests.

If the partner is not in possession of the referenced document, he is requested to request this from the responsible BG-LITHO purchaser.

The partner is obliged to check the content and implementation of the documents. Without a counter-report, this shall be deemed accepted and the production of goods shall be implemented in accordance with this requirement.

In the event of deviations, the BG-LITHO "Feasibility Form" must be used and completed and sent in writing to the BG-LITHO purchaser:

<https://www.beyondgravity.com/en/supplier>

## 6 LOGISTICS

### 6.1 Delivery note

Delivery note must be enclosed with the goods (easily accessible) and contain at least the following information:

- Partner name and contact
- BG delivery address
- BG order number
- BG name of the purchaser ordering
- BG part, batch and serial number (if available)
- Applicable documents (certificates etc.)
- Quantity
- Incoterms
- Country of origin and if possible/requires confirmation of preferential origin
- ECCN classification

Acceptable languages are German and English.

### 6.2 Terms of delivery - Incoterms

Unless otherwise contractually agreed, deliveries must be made in accordance with the currently valid INCOTERMS® and BG-ABB (<https://www.beyondgravity.com/en/general-terms-and-conditions>).

Unless otherwise agreed, it generally applies:

- DAP according to delivery address - to be implemented for all partners (incl. services)
- FCA according to supplier warehouse - in exceptional cases

The valid and agreed Incoterms are printed on the BG-LITHO purchase order

#### 6.2.1 Deliveries - with Incoterms FCA

If the supplier cannot order the collection of the delivery directly from the listed forwarding agents in accordance with the "Shipping Instructions" listed in the appendix to the order, BG-Spedition will organize the collection of the goods.

The supplier is obliged to notify BG-Spedition in writing by e-mail as soon as the goods are ready for collection.

Address for Switzerland: [spedition@beyondgravity.com](mailto:spedition@beyondgravity.com)

Address for Germany: [BGD\\_Logistik@beyondgravity.com](mailto:BGD_Logistik@beyondgravity.com)

Special transports (e.g. refrigerated transports) must always be agreed in advance with the BG forwarding agent and sent to the e-mail address with the necessary documents.

#### 6.2.2 Customs and export control

The Partner shall in any case comply with the foreign trade regulations (in particular the export control and customs regulations) applicable in the country of delivery or at its registered office and the regulations of the United States of America, if applicable.

In all sales documents attached to the services (delivery bill, invoice, etc.), the Partner shall mark services subject to export licenses or subject to national and international (re-)export regulations with the corresponding classification (export list item, number of the European Dual-Use List or Export Control Classification Number), as well as the applicable statistical goods number (HS code) and the country of origin.

If the services owed involve technologies - in the sense of technical knowledge in the form of drawings, CAD models or comparable data - which are subject to the US export control regulations (EAR, ITAR), the European Dual Use Regulation or the export list, the Partner must inform the Client of this in writing before concluding the contract.

### **6.2.3 Dangerous substances**

The applicable regulations and laws as well as the availability of the necessary accompanying documents (required data sheet) must be ensured by the service provider when accepting, unloading and loading dangerous goods and water-polluting substances.

## **6.3 Packaging**

In general, referenced documents, specifications and agreements in accordance with the contract and/or order shall take precedence. Unless otherwise agreed, the following general guidelines shall apply.

### **6.3.1 Packaging in general**

The characteristics of the packaging must be selected in such a way that improper handling, damage or other quality impairments to the product during storage and transportation are excluded.

Only silicone-free packaging should be used.

Applicable national and international environmental protection regulations must be complied with.

### **6.3.2 Before packing**

The following points must be observed before packing:

- Check components for damage and contamination
- Physically check quantity and compare with delivery note and order
- Check for completeness and availability of documents/certificates/CoC etc. as per order
  - usually already sent electronically in advance as a data packet (see chapter 9.7)

#### **6.3.2.1 Cleanliness requirements**

Unless otherwise agreed, all parts must be delivered visually clean, dry and free of oil and grease. Care must be taken with all cleaning methods so that sensitive surfaces are not damaged.

### **6.3.3 Electronic components**

Electronic components must be delivered in ESD-protected individual packaging. The manufacturer's specifications must be observed.

## 6.4 Delivery and goods receipt

### 6.4.1 General information

BG plant delivery address	Contact incoming goods	Acceptance times	
Beyond Gravity Switzerland AG Lithography Schaffhauserstrasse 580 CH - 8052 Zurich	Phone: 079 / 426 61 42 <a href="mailto:Wareneingang_Lithography@Beyondgravity.com">Wareneingang_Lithography@Beyondgravity.com</a>	Monday - Friday	07:00 - 12:00 13:00 - 16:00
Beyond Gravity Germany GmbH Lithography An der Walze 7 DE - 01640 Coswig	Phone: +49 3523 77 486 47 / +49 3523 77 561 0 <a href="mailto:BGD_Logistik@beyondgravity.com">BGD_Logistik@beyondgravity.com</a>	Monday - Friday	07:00 - 12:00 13:00 - 15:00

⇒ Exceptions only in consultation with the incoming goods department

The following information and specifications must also be observed for deliveries. Rolls and yard goods are excluded.

### 6.4.2 Packaged goods

Parcels should preferably be delivered in environmentally friendly packaging. Please ensure that the maximum weight of the individual parcels does not exceed **20 kg**.

### 6.4.3 Palletized goods

Unless otherwise agreed, the following points must be considered for deliveries:

- Delivery exclusively on undamaged EUR pallets
- EUR pallets (and others) must not be stacked on top of each other.

### 6.4.4 Minimum requirements for delivery and packaging per product group

Unless otherwise agreed, the minimum requirements listed below shall apply:

#### Raw material (profiles, bars, plates, sheets)

- No deformation of the materials may occur
- No damage (nicks, dents, scratches, cracks...)
- No environmental damage (contamination, oxidation, discoloration...)
- All materials must be delivered in a clean condition, i.e. free of oil and grease, residues, particles etc.

#### Mechanically machined / forged / cast / printed parts, components, products

- The intended function must be ensured by appropriate protection during transportation.
- No deformation of the materials may occur (in particular, critical features and main features must be protected)
- No damage (nicks, dents, scratches, cracks...)
- No environmental damage (contamination, oxidation, discoloration...)
- All materials must be delivered in a clean condition, i.e. free of oil, grease, residues, particles, etc.
- Coated areas must be specially protected against damage



**Coated materials (sheets, rods, plates, parts, components)**

- No deformation of the materials may occur
- No damage (nicks, dents, scratches, cracks...)
- No environmental damage (contamination, oxidation, discoloration...)
- All materials must be delivered in a clean condition, i.e. free of oil, grease, residues, particles, etc.

**Devices / tools / measuring equipment and devices**

- The intended function must be ensured by appropriate protection during transportation.
- No deformation of the materials may occur (in particular, critical features and main features must be protected)
- No damage (nicks, dents, scratches, cracks...)
- No environmental damage (contamination, oxidation, discoloration...)
- Coated areas must be specially protected against damage
- If available, the original packaging must be used

**Paints/lacquers/lubricants/lubricants/gases/chemicals**

Materials in this category must be supplied in accordance with the requirements of the safety data sheets and all applicable laws and regulations.

**Electrical / Electronic / Electromechanical / Motors / Alternators and drives**

The materials must be supplied in accordance with the specific material requirements.

**Composites / Organic Materials / Fibres**

Materials in this category must be supplied in accordance with the specific material requirements, considering the requirements of the safety data sheets and all applicable laws.

**Pyrotechnic material / equipment**

Materials in this category must be supplied in accordance with the specific material requirements, considering the requirements of the safety data sheets and all applicable laws and regulations.

**6.4.5 Labeling the delivery**

The delivery must be labeled in such a way that the goods can be assigned to the individual items of the order (BG order number, article number, description, item, quantity).

The product packaging must be labeled in such a way that the goods can be clearly identified, and any confusion is ruled out. The order number and article number must be listed on the packaging label.

If necessary, project-related packaging and its labeling are agreed separately with the partners for the prototype, pre-series and series parts of BG-LITHO.

**6.4.6 Labeling the components (technical requirements)**

The components must be labeled in accordance with the drawing and the associated referenced documents. If nothing is specified, this must be done in such a way that clear identification of the parts is guaranteed.

Note: *For parts that undergo a surface treatment, the labeling must be carried out before the surface treatment.*

If no labeling is required, a temporary/temporary labeling must be applied (e.g. attached label or removable labeling) that has been accepted by BG-LITHO.

#### **6.4.7 Incoming goods and incoming goods inspection**

Deliveries are checked by BG-LITHO in the first step for obvious deviations in the incoming goods department:

- Material identification incl. serial and drawing number
- Visual inspection for externally visible damage, in particular transport damage.

For direct material, an incoming goods inspection is always carried out promptly by the quality department in accordance with the inspection plan.

## **7 RAW MATERIAL AND EXTERNAL OPERATIONS**

### **7.1 Raw material**

If specified, the raw material may only be procured from companies qualified/approved by BG-LITHO.

The batches must be 100% identifiable and traceable at all times. Only the material specified on the drawings may be used.

If mentioned on the order, an acceptance test certificate 3.1 must be supplied with each batch.

### **7.2 External operations (outsourced processes and services)**

External operations such as surface coatings and heat treatments, if specified, may only be outsourced to companies approved by BG-LITHO or agreed with BG-LITHO. Subcontracting to other subcontractors is prohibited without the written approval of the responsible BG-LITHO Supplier Development Engineer.

If a surface coating is required, the 3.1 acceptance test certificate for each batch must be supplied to the Contractor with the goods, unless otherwise agreed.

If required, a corresponding "CoC" must always be sent by the subcontractor.

## 8 SUPPLIER MANAGEMENT

BG-LITHO operates an active supplier management system with the aim of continuous improvement and optimized integration of partners in order to minimize risks.

### 8.1 Supplier qualification

The supplier can usually apply to BG-LITHO Purchasing using the SIS (Supplier Information Sheet). With the completed SIS, an initial selection is carried out by BG-LITHO Strategic Purchasing and SDE. Depending on the assessment, the process of initiating business is continued or stops here.

The SIS can be found at the following link: <https://www.beyondgravity.com/en/supplier>

If the process is continued, it always starts with a mutually signed NDA (non-disclosure agreement) for data exchange. The next steps are then coordinated with the partner in accordance with the supplier qualification process, depending on the scope of the services potentially to be supplied.

### 8.2 Contracts

In addition to the points listed in the previous passages, the following contractual basis for order fulfillment applies to all partners and their deliveries.

- Non-disclosure agreement (NDA)
- Written and official BG-LITHO order incl. details of accompanying documents (specifications / drawings...)
- Currently valid GCP (<https://www.beyondgravity.com/en/supplier>)

Other possible special contracts (as required and not exhaustive):

- Drawing
- Feasibility form
- Quality assurance agreement
- Change Agreement
- Framework agreement
- Volume contract
- Contract for work
- Service contract
- Tool rental agreement

Supplementary agreements and documents can be found in the BG-LITHO Purchasing orders.

### 8.3 Audit

BG-LITHO reserves the right to conduct audits of its partners as required. This is done with a view to continuous improvement and risk minimization for both sides.

The following audit types can be used:

1. Initial qualification audit (system audit) - usually initial audit
2. Product and process audit
3. Cleanliness qualification
4. Process acceptances

Audits are usually announced and coordinated by BG-LITHO-SDE. The partner is informed of the audit plan and audit points in advance. Afterwards, the partner is informed transparently about the respective audit results in order to create a common understanding.

In the event of deviations, an action plan is requested from the partner. The introduction of the measures is checked by the responsible BG-LITHO-SDE in a follow-up audit.

### 8.4 Supplier performance measurement

At BG-LITHO, partners are classified based on various criteria. Based on the classification, the partner must meet various performance targets. The performance targets are divided into strategic and operational, measured and evaluated. Depending on the result and evaluation, the partner is assigned a strategy and, if necessary, an action plan is defined.

#### 8.4.1 Operating performance

Operating performance consists of two parts and is structured as follows:

1. OTD - On Time Delivery   è     Punctuality of delivery, delivery window -5 / +0
2. NC - Non-Conformities   è     Quality messages due to non-conforming components

#### 8.4.2 Strategic Performance

In addition to the operational performance indicators, the following points are taken into account, weighted and evaluated for strategic performance (not exhaustive and subject to change):

- Generally
  - o General partner behaviour / Incoterms / Currency / Terms of payment
- Performance
  - o Delivery performance / number of Q-notifications / delivery time development / price development
- Cleanliness level
- Quality & risk
  - o Contract ratio / Audit results / Quality certificates / Geopolitical situation / D&B rating

## 9 SUPPLIER QUALITY

BG-LITHO assumes that its partners have introduced a documented quality management system that meets the requirements of ISO 9001 (as amended).

### 9.1 Traceability

Traceability is of central importance for BG-LITHO orders. The partner is obliged to ensure and document this throughout the entire procurement and production chain.

Traceability must also be ensured for standard and catalog parts if a CoC / acceptance test certificate or higher is explicitly requested in the order.

### 9.2 Serial number

A serial number requirement may be necessary and must be agreed between the partner and BG-LITHO. The serial number must be indicated on the product, the product label and the delivery bill in accordance with the requirements of the currently valid labeling specification.

### 9.3 Batch number

A batch obligation and its traceability are required and must be ensured by the partner. The batch number must be indicated on the chain of custody, the product label and the delivery bill.

### 9.4 Change management (change requests)

The partner must have implemented an active change management system. In the case of direct materials, a separate "Change Agreement" is concluded with the partner, in which the process is also defined.

The Partner shall in any case be obliged to inform BG-LITHO in writing in good time of any planned changes and to submit a change request to BG-LITHO in writing.

The completed change request must be sent to the responsible BG-LITHO-SDE. If BG-LITHO does not approve the change request in writing, the supplier is not authorized to make changes (copy exactly).

The results of the amendment procedure are only binding for the parties if they have been drawn up in writing and signed by the respective authorized parties for both parties. In the first instance, it is irrelevant whether the amendment is a correction of an error, a modification or an extension.

All change requests must be sent to the following e-mail address:

Switzerland: [sd-lithography@beyondgravity.com](mailto:sd-lithography@beyondgravity.com)

Germany: [sd-lithography-de@beyondgravity.com](mailto:sd-lithography-de@beyondgravity.com)

### 9.5 Deviations - non-conforming components - special approvals

#### 9.5.1 Deviations

Deviations from production documents are not permitted. Any deviations detected by BG-LITHO will be reported. In the event of deviations determined in advance by the partner, in exceptional cases a Special approval must be granted. (See chapter 9.5.2 )

#### 9.5.2 Special releases

If the partner detects deviations from the specifications on the product or in the ongoing process, it must inform BG-LITHO immediately of the deviation by means of a written special release request and obtain the further written decision (release, rework, scrap) from BG-LITHO after mutual agreement.

Special release applications should be sent to the following e-mail address:

Switzerland: [sd-lithography@beyondgravity.com](mailto:sd-lithography@beyondgravity.com)

Germany: [sd-lithography-de@beyondgravity.com](mailto:sd-lithography-de@beyondgravity.com)

Any deviations must be documented for possible approval of the components and submitted in writing or on request together with the components for assessment. Depending on the extent of the Deviations are decided via toleration, rework or scrap.

Further actions/operations are only permitted after a written BG-LITHO decision.

The cause of the deviation as well as corrective and preventive measures must be stated in the application. documented and presented.

The following guidelines must be observed in the event of deviations from the order or drawing:

- The partner informs the responsible BG-LITHO-SDE and purchaser as quickly as possible with exact documentation (location and size of the defect, how it happened, etc.).
- Any deviations detected during production must be reported in writing to the respective BG-LITHO-SDE and purchaser. Further processing may only take place if this has been approved in writing by BG-LITHO.
- The deviation(s) and release(s) must be documented and enclosed with the delivery.

Any deviations detected during the final inspection must be reported immediately and before shipment of the goods in writing via e-mail to the respective BG-LITHO purchaser and SDE. Shipment of the goods is only permitted after written approval by BG-LITHO.

- In exceptional cases, BG-LITHO-SDE may release a delivery of goods for clarification without this implying release (acceptance) of the goods.

There is no precedent. Deviations/procedures accepted once do not necessarily lead to acceptance for subsequent deliveries/cases.

All deliveries must be clearly labeled. A copy of the special release application signed by BG-LITHO must be attached to the parts or the digital data package (see chapter 9.7.1) upon delivery.

### **9.5.3 Non-compliant components (NC) and 8D report**

If BG-LITHO detects deviations from the product specification, the partner is informed of the complaint in the form of a non-conformance report (NC) and a statement or an 8D report is requested.

The goods are immediately blocked at BG-LITHO and cannot be processed further. In order to be able to react quickly and avoid production downtimes, the partner is required to follow the following timeline in the processing of measures in the 8D report:

- D1-D3 within 2 AT
- D4-D8 within 20 AT (unless otherwise agreed)

If the deadline cannot be met, this must be agreed accordingly with the responsible BG-LITHO-SDE.

## 9.6 Measurement and measurement protocol

Unless otherwise agreed, a measurement report must always be supplied.

The measuring equipment used must be qualified and traceably calibrated for the measurement of quality-relevant characteristics (e.g. final inspection).

If a measurement log is required, the measuring equipment used must be listed for each measurement. Recording means that a written target/actual comparison must be drawn up. If required, BG-LITHO must be provided with a proof of measuring equipment capability.

### 9.6.1.1 Exhibitions Switzerland

**CF features (Critical Feature) and SF features (Special Feature)** marked in drawings must always be recorded. The measurement report should contain the required measured values. The measurement report must be supplied in digital form.

### 9.6.1.2 Trade fairs Germany

**Balloon masses** marked in drawings must always be recorded. The measurement report should contain the required measured values. The measurement report must be supplied in digital form.

## 9.7 Documentation

A complete delivery must include the documents in accordance with the order/drawing.

The scope of documentation is indicated in writing on the order/drawing.

All listed specifications can be requested from the responsible BG-LITHO purchaser and made available to the partner, if not already done so. The partners will be informed of any changes by BG-LITHO Purchasing.

### 9.7.1 Documentation in digital form

All documents must be sent in digital form (standard file format .pdf) to the following e-mail address, stating the BG order number and item number in the subject line, before the delivery arrives at BG-LITHO, in accordance with the currently valid specification:

Switzerland: [incoming\\_au\\_pa@beyondgravity.com](mailto:incoming_au_pa@beyondgravity.com)

Germany: [procurement.lithography.germany@beyondgravity.com](mailto:procurement.lithography.germany@beyondgravity.com)

*Note: If measurement reports for our internal processing should be in a format other than  
For example, if PDF files need to be sent, this is agreed with the partner in advance*

### 9.7.2 Documentation in physical form

If the documents are sent digitally in advance, only the delivery bill needs to be enclosed with the delivery in physical form.

The supplier must ensure that the documentation is not lost during transportation. Incomplete deliveries due to missing documentation will be assessed negatively as a deviation and may also be rejected under certain circumstances.



## 10 VALUE MANAGEMENT AND COST ENGINEERING

BG-LITHO strives for continuous improvement with the aim of optimizing the flow of values, information and goods from the partner to the customer and reducing risks in the supply chain.

The primary aim is to ensure capacity at the partners and their upstream suppliers and to harmonize costs and benefits for all parties.

BG-LITHO uses a wide range of tools and templates to determine this. Optimization measures are developed with the partners, taking into account company secrets and confidentiality. The surveys are used to derive strategies in terms of volume, capacity and costs together with the partners and internal departments.

For this task, contact is established with the partner and the BG-Lithography "Value Manager & Cost Engineer" via Strategic Purchasing, depending on the requirements and definition of the partnership.

Possible topics could be (not exhaustive):

- Design to Cost
- Design to Manufacturing
- Design to Supply Chain
- Capacity Planning
- Learncurve Analytics
- Value Stream Mapping

## 11 ESG - ENVIRONMENT-SOCIAL-GOVERNANCE

BG operates an active ESG program. This has an influence on the selection and cooperation of our partners. In addition to economic and ecological factors, social factors also play a role in meeting customer expectations in terms of sustainability and responsibility.

It is therefore important that our partners also comply with environmental and social standards.

<https://www.beyondgravity.com/en/our-sustainability-strategy>

### 11.1 Code of Conduct

The BG Code of Conduct regulates the general behavior and specifications in the partnership cooperation. It must be signed by each partner and is sent by BG-LITHO Purchasing as part of the necessary documents for cooperation and can also be found at the following link: <https://www.beyondgravity.com/en/supplier>

### 11.2 Conflict materials

The partner must ensure that the materials comply with the Dodd-Franc Act and are free from any sourcing from conflict zones. Should this be the case, the partner must inform Beyond Gravity immediately in writing and do everything possible to protect Beyond Gravity from this.

### 11.3 REACH and RoHS

The supplier shall ensure that the deliveries comply with the current REACH and RoHS list and shall ensure that it always takes the updated list into account.

Corresponding proof of compliance with the specifications must be printed on the delivery documents and/or sent separately.

#### 11.3.1 PFAS (per- and polyfluorinated alkyl compounds)

The European Chemicals Agency (ECHA) is planning to ban the entire group of perfluorinated and polyfluorinated alkyl substances (PFAS) in the European Union by the end of 2025. From this date, a general transition period of 18 months is to begin until the production and trade, as well as import and export, of all substances containing PFAS are banned in the EU.

A questionnaire must be completed for the PFAS issue. The partner must identify and specify PFAS chemicals in the supplied products, production processes or supply chains. Changes to the products that are planned due to the possible PFAS ban must also be indicated. An agreement between the partner and BG-LITHO on how to proceed is required.

#### **11.4 Counterfeit and pirated goods**

The Partner is responsible for ensuring that appropriate measures are in place to protect BG-LITHO from counterfeit and pirated goods.

#### **11.5 Child Labor**

The Partner shall ensure that the necessary precautions are taken to prevent any kind of child labor in its supply chain. In the event of suspicion, this must be reported to BG-LITHO accordingly and measures must be initiated immediately.

If products and/or services are provided in countries (country of origin) that are rated with an "Enhanced" or "Heightened" risk according to the "UNICEF Workplace Index" for child labor, the partner must submit a written statement to BG-LITHO.

#### **11.6 Climate protection**

By reducing greenhouse gases, BG is pursuing the goal of a "NetZero" decarbonization strategy. Indirect emissions within the supply chain (Scope 3) play an important role here. Information on the partner's own CO<sub>2</sub>-eq footprint and a decarbonization strategy (if available) must be provided by the partner. This is not a prerequisite for cooperation but is a positive factor in the supplier assessment.

## 12 FINAL INFORMATION

- An important principle is: "If something is not 100% clear, contact BG-LITHO Purchasing"
- The subcontracting of complete orders to third parties is only permitted if this has been approved in advance in writing by the BG-LITHO Strategic Purchaser.
- Order confirmations are preferably to be confirmed using the BG order confirmation form.
- The Partner must ensure that production components are manufactured in accordance with the drawing revision and other applicable documents listed in the purchase order.
- Additional costs caused by non-compliant deliveries must be borne by the partner.
- If "costs at cost" have been agreed, these must be communicated to the responsible purchaser at the latest before delivery of the goods - a guide price (+/-10%) must be submitted in advance.

## 13 CONTACT US

Any further queries should be addressed to the relevant contact person in the purchasing department at the BG-LITHO site concerned.