



# Global Supplier Procurement and Logistics Manual


## Policy

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## 1 **Preface**

Enerpac views its Suppliers as vital members of the team. It is essential to work together to provide customers with products that meet their expectations and standards. Our mutual success is dependent on satisfied customers.

The purpose of this Enerpac Global Supplier Procurement and Logistics Manual (The Manual) is to provide Enerpac's Suppliers:

- Standards for Procurement and shipping.
- Packaging Requirements.
- Communication processes.
- Expectations of working with Enerpac

Enerpac's Division internal procedures support this manual.

This Manual is available at:

<https://www.enerpac.com/en-us/support/e/supplier-documentation>


Suppliers should ensure they are working with the most current version of this manual. It is the responsibility of each Supplier to review, understand, and conform to all requirements in this Manual that are applicable to the product or service supplied to Enerpac.

## 2 **Purpose**

This Manual defines the technical and organizational framework which is required to achieve the desired cost and delivery targets. The objective is the avoidance of delivery problems and the safekeeping of clear processes between Enerpac and each Supplier.

Requirements from relevant standards remain unaffected by this procedure e.g.:

- DIN EN ISO 9000:2015

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### 3 **Scope**

This Manual shall apply to any existing and future purchase agreements. This Manual is in addition to Enerpac's Purchase Terms and conditions, requirements stated on drawings, purchase orders or specifications, and other regulatory requirements.

All deliveries made by the Supplier shall be subject to Enerpac's General Procurement Terms and Conditions ("T&C") and code of conduct which can be found at: <https://www.enerpac.com/en-us/support/e/supplier-documentation>

The Supplier shall ensure that its sub-suppliers take the necessary measures in order to meet the obligations that have been accepted by the first tier Supplier.

The Enerpac Global Supplier Procurement and Logistics Manual applies to all external Suppliers and subcontractors who supply products and services such as:

- Production material.
- Production parts.
- Purchased components.
- Outside processing such as heat treating, e-coating, plating, etc.

NOTE: Indirect material Supplier is not within the scope of this manual.

This Manual will assist the Supplier to meet the terms and conditions of Enerpac's Purchase Orders as well as the product drawings, specifications, Quality Management System, Policies, and procedures.

Safety-Quality-Delivery-Cost (SQDC): Enerpac requires their suppliers to comply with the minimum following standards related to SQDC, in Supplier's provision of products to Enerpac.


Safety: Suppliers are expected to maintain systems, processes, equipment, and programs necessary to provide their employees and visitors with a safe environment to conduct their work and business.

Quality: Suppliers are expected to deliver defect free products that conform to all Enerpac requirements and specifications provided to suppliers at all times.

Delivery: Suppliers are expected to provide products on time, within the times agreed to by the parties.

Cost: Suppliers are expected to provide products at the agreed upon prices, as well as maintain systems and continuous improvement programs that will help control and improve operating and material costs.

**NOTE: All Quality related requirements are contained within the Supplier Quality Manual.**

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## 4 **Definitions**

Acronyms	Definition
OTD	On Time Delivery
PPAP	Production Part Approval Process
PPM	Parts per million
R&D	Research and Development
RMA	Return Material Authorization
T&C	Terms and Conditions
FSIR	First Sample Inspection Report
Gage R&R	Gage repeatability and Reproducibility

## 5 **Customer Service**

Information flow between Enerpac's divisions and their Suppliers is vital to success. It is therefore imperative for all Suppliers to communicate to Enerpac staff in an accurate, professional, and timely manner and Suppliers need to ensure that they acknowledge, understand, and take proper actions. Follow through is vital. Enerpac uses English as the primary language of communication and expects Suppliers to comply with this mode of communication.

### 5.1 **Points of Contact**


Suppliers shall inform Enerpac personnel promptly of changes in their points of contact for Senior Management & Senior Logistics & Account Manager Personnel. A point of contact for off-shifts and weekends is mandatory. Cell phones are acceptable but please ensure that the cell phones are in coverage and turned on during these periods. Enerpac will also provide Suppliers with divisional and corporate points of contact for regular, after hours, and weekends.

This information is to be submitted at the Project Kick off stage and Contract Agreement.

## 6 **PURCHASE ORDERS.**

### 6.1 **Purchase Order Process.**

- Suppliers should not send any shipment to Enerpac without a formal documented and numbered Enerpac Purchase Order submitted by an authorized Enerpac representative. Supplier shall neither ship nor invoice any shipment to Enerpac unless all of the following requirements are verified by Enerpac to be correct:
  - The Supplier shall supply any product, part or component matching any revision level requested on the purchase order.
  - The quantity shipped by the Supplier shall match the Enerpac Purchase Order (No over / under shipments). Partial shipments are accepted only upon approval by Enerpac.


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- The price in the corresponding invoice shall match the price stated in the Enerpac issued Purchase Order unless otherwise agreed to by Enerpac, only the amount indicated in the Purchase Order be paid by Enerpac and Enerpac has no obligation to pay any amounts above the prices as stated in the Purchase Order; and any discrepancies or disputes to the above matching requirements shall be communicated by the Supplier to its Enerpac Representative within two (2) business days of receipt of the corresponding Purchase Order. No shipments to Enerpac shall be sent until any discrepancies are corrected on the Enerpac Purchase Order.
- In the event that Enerpac issues a Weekly Open Order Report, (the “Weekly Report”), to the supplier, then the Supplier is responsible for completing the Weekly Report (excel doc. in the format as approved by Enerpac) confirming delivery dates for all open Purchase Orders, and returning the Weekly Report back to the Enerpac Representative within the same week or within five (5) business days.
- Any Material, KanBan, or other inventory commitments in lieu of existing Purchase Orders must be authorized by the Enerpac Procurement Leader via the Enerpac representative.

## 6.2 Payment terms.

The terms listed below are guidelines only. For actual payment terms, refer to the Enerpac Terms and Conditions and Purchase Order.

- Some Enerpac facilities utilize an automated receipt system, which allows Enerpac to pay its production suppliers without requiring a Supplier invoice for production items. This is accomplished through the use of systems, which electronically creates the proper records for payment based on Enerpac Purchase Order terms and actual receipt date. Other Enerpac operations require invoices. Contact the Enerpac Procurement Leader for instructions on invoicing.
- Enerpac payment terms are as specified on the Enerpac Purchase Order or actual contract. All material, parts and/or tooling must be received through our Enerpac Receiving Department and must have a proper packing slip firmly attached to the outside of one of the containers as described in Materials “Packing Slips and Master Bill of Lading” section of this manual. The packing slip must reference the appropriate Enerpac Purchase Order number and Part/Tool number and have the appropriate signature(s) from our Enerpac Receiving Department to serve as proof of delivery to ensure payment.
- Paper invoices are required at all Enerpac Operations for all tooling, testing, development/process samples and all non-production items. All invoices supporting these items shall have the appropriate approval documentation attached to expedite approvals (i.e., FSIR, PPAP or Gage R&R documentation).
- Supplier invoice should maintain traceability such that, each invoice must reference Enerpac part/tool number and purchase order number exactly, or the invoices will be returned to the appropriate Supplier further delaying payment.
- The assigned Enerpac part number / item number / non-production material number must be shown on your invoice exactly as it appears on the purchase order. (Including

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all alphas and numeric).

- Tool Invoices: Only one (1) tooling purchase order number per invoice.
- Enerpac Payment Terms for new tooling net are specified on the Enerpac Terms and conditions & Purchase Order.
- Tooling invoices and non-production invoices must remain separate.
- All tooling and non-production invoices referencing a price other than that stated on the Enerpac Purchase Order will be returned to the appropriate Supplier further delaying payment.
- Partial payments against a purchase order line with a quantity of “1” cannot be processed.
- Enerpac payment terms for new capital equipment are specified on the Enerpac Purchase Order or actual contract.

### 6.3 Terms of Payment.

All payment terms will be in line with the agreed Enerpac terms and conditions and the Purchase Order.

NOTE: For Suppliers to the Antigo site: *Suppliers to provide W-9 (W-8 International) documents and ACH (electronic payment information) prior to invoice submission. All invoices to be sent to: Hydratight PO Box 421144 Indianapolis, IN 46242 Or via email [actuanthydratight@bscs.basware.com](mailto:actuanthydratight@bscs.basware.com) (invoices sent via email must be in PDF format with only one invoice per attachment)*

## 7 TRANSPORTATION.

Routing instructions will be provided by Enerpac Production Control & Logistics for all suppliers who ship under the Enerpac paid freight terms.


Suppliers are expected to meet Enerpac shipping requirements. Supplier must have shipping capability to match the Enerpac logistics routing. Suppliers are expected to secure loads on Enerpac conveyances as required (blocking and bracing, air bags). Suppliers are expected to pay any administrative fees for pickups by designated Enerpac carriers (e.g., FedEx).

All shipments shall be made by normal mode, at the prescribed ship window time, and on an Enerpac authorized carrier, unless otherwise specified by Enerpac.

The Supplier will pay Supplier caused premium transportation based on agreed problem analysis.

Enerpac Production Control & Logistics will schedule a transportation carrier for any premium freight to be paid by Enerpac.

Material ownership terms for all material received by Enerpac are title transfer at the Enerpac plant receiving dock. Incoterms will be in line with the agreed Enerpac Terms and conditions

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or Purchase Order.

2020 INCOTERM definitions shall be used, unless otherwise agreed to by the Enerpac Global Supply Management Department, Production Control & Logistics Department and the Supplier and documented in the purchase agreement.

If required, offshore suppliers will be responsible for the transfer of parts to small lot containers prior to delivery to the Enerpac receiving plant. Enerpac will not carry any inventory cost associated with this process.

International shipments must meet Enerpac's specifications and the importing country's requirements. The Supplier shall generate advanced forwarder information and customs documentation on time and to specifications.

### 7.1 Shipment Security.

Prior to any shipment into the U.S., the Supplier is to ensure the shipment does not contain unauthorized material or persons per the U.S. C-TPAT minimum security requirements.

Suppliers not shipping into the U.S. should maintain any equivalent supply chain security programs administered by the affected regions.

For more information on becoming C-TPAT certified, go to <http://www.cbp.gov/border-security/ports-entry/cargo-security/c-tpat-customs-trade-partnership-against-terrorism>

### 7.2 Customs Documents.

**Invoices** – All international shipments to Enerpac require a Supplier provided invoice. The Supplier invoice shall contain the Enerpac part number(s), a detailed English description of the goods, the applicable harmonize system tariff code, and the country of origin for each part number noted. Upon request, the Supplier is also responsible to provide any information that would assist Enerpac in determining the correct tariff classification for these goods. Supplier's failure to provide Enerpac part number(s) and a detailed English description on the invoice could lead to import delays and potential Customs violations.


**Country of Origin** – All products shipped internationally must be marked with the country of origin (unless a regulatory exception applies) and the commercial invoice must state the country of origin of each unique item in the shipment. Typically, Country of origin is the country where the last substantial transformation of components, subcomponents, and raw materials occurs.

**Certificate of Origin** - It is the responsibility of suppliers to provide the most current, valid, and appropriate certificates of origin, other certifications, such as Manufacturer's Affidavits, and Free Trade Agreement certifications (e.g., U.S. Mexico Canada Free Trade Agreement ("USMCA")) by part number and country of origin to Enerpac.

Prior to release of any product per related purchase order/spot buy, Supplier shall provide appropriate Certificates and other Free Trade Agreement documentation valid for the remainder of the year.

During the 4th quarter of that year and each year thereafter, Supplier shall provide appropriate Certificates and other Free Trade Agreement documentation valid for the following year January 1 through December 31 upon request from Enerpac.



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Supporting Documentation, Forms or Reference:

- Customs and Border Forms Website: <http://www.cbp.gov/xp/cgov/toolbox/forms/>

## 8 **Pricing**

Suppliers are expected to be globally competitive and benchmarked by Enerpac Procurement.

Where appropriate to the RFQ content suppliers will complete the Piece Price and Tooling Breakdown Sections within the RFQ process. All quotations where requested shall include a separate itemized price for:

- 1.) Expendable packaging.
- 2.) Returnable packaging.

Suppliers are expected to provide best cost pricing to Enerpac. Suppliers are also expected to have a continual cost reduction improvement process in order to reduce their costs and improve the value of the product to Enerpac. The expected target reduction is 2% per Annum. It is critical that suppliers continually improve their cost competitiveness as suppliers who do improve will be “preferred” to those who do not. All cost reduction improvements are to be submitted using the Supplier Change Request form located on the Enerpac Supplier website.

When appropriate, Enerpac can provide assistance in cost reductions, through various workshops.

Suppliers who provide prototype/pre-production part requirements are expected to provide them at production pricing unless otherwise agreed to Enerpac.

Enerpac will not accept quotations, issue contracts or purchase orders with guaranteed volumes.

### 8.1 **Currency.**

Supplier is to quote in US Dollars, which is the currency that Enerpac uses globally for all purchased. Exceptions to this requirement will result in a risk factor being added to the quoted price from the supplier, thus impacting the competitiveness of the supplier’s quote.

## 9 **SUPPLIER PERFORMANCE & DEVELOPMENT.**


### 9.1 **On Time Delivery Performance.**

On Time Delivery (OTD) target is 95% or higher. Enerpac will use measured delivery performance as a basis for supplier score in terms of performance. Local sites should be able to demonstrate by means of measurement that delivery performance is accurate and reflective of performance. A tolerance may be applicable to allow for delivery to recording system compared to delivery of item to site.

### 9.2 **Supplier Performance**

ETG may use scorecards to monitor its supplier base, performance may be conducted on a global, regional or by business unit/plant. ETG will issue score cards to its strategic suppliers,

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strategic suppliers may include, high spend, high risk products, high SNCR rate. Where this scorecard is not in place, individual locations will provide method for assessing suppliers.

Please refer to Enerpac Global Supplier Quality Manual 11.1 for detailed Supplier Score Card measures.

## **10 COST RECOVERY & DEBIT PROCESS.**

### **10.1 Non-Conforming Material**

Non-Conforming material is any material known or suspected to be nonconforming to specifications. Violations will be reflected on the Supplier Score Card and any costs will be reflected on the Cost Recovery Form provided by the applicable Enerpac business unit/plant. A recovery plan is required within the applicable response time of 24-48 hours.

Suppliers shall proactively notify Enerpac if they suspect that the applicable Enerpac business unit/plant may receive (or has received) Non-conforming material. The applicable Enerpac business unit/plant Supplier quality personnel will work with the Supplier to identify sorting or other activities needed to protect Enerpac and the customer. In doing so, the Supplier's scoring will not be negatively impacted at this point.


### **10.2 Cost Recovery & Debit Process**

Supplier shall bear all costs associated with the discrepant material costs. Examples are, but not limited to the following:

- Rework and/or Repair.
- Overtime to meet Enerpac customer's schedules.
- Production down time at Enerpac.
- Down Time at Enerpac customer.
- On-line containment.
- Handling or storage of suspect or nonconforming material.
- Customer returns and charge backs.
- Premium freight.
- Travel costs incurred by Enerpac personnel.
- Disposition of scrap.
- Sorting of suspect parts at the Enerpac Division or by a third party.
- Lab testing and/or verification.
- Administrative Costs.
- Warranty.
- Testing Equipment Repairs.
- And any other pertinent costs.

Enerpac takes liberty to maintain standard charges for some commonly incurred costs, the Supplier may request these standard costs from each applicable Enerpac business unit/plant. Enerpac reserves the right to change these charges at any time.

The Cost Recovery Form is the formal document to recover costs incurred as noted above. The Cost Recovery Form will detail the cost breakdown including administrative charges for each occurrence reported through a Supplier Corrective Action.

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**NOTE:** Charges incurred from Enerpac's customer as a result of a supplied product or service can be charged to the supplier. Should Enerpac be issued a Customer Complaint from its customer related to a component or component interface being provided by the Enerpac Supplier, Enerpac reserves the right to debit the Supplier for the associated costs.

## **11 PRODUCTION, SCHEDULING & SHIPPING.**

Suppliers shall electronically receive ship authorizations schedules and forecasts and send ASN's (Where required) at the time of shipment.

Enerpac expects ASN's where stipulated will be sent within one working day after the shipment leaves the suppliers dock.

With respect to material obsolescence claims, the standard Enerpac Terms and Conditions are to authorize suppliers to manufacture 2 weeks of material and procure/manufacture an additional 2 weeks of raw material/work-in-process (material authorization will total 4 weeks). All information beyond 4 weeks is for planning purposes only. Exceptions to these terms shall be agreed upon during the quoting process and documented in the purchase agreement.

Enerpac region/country responsible for Production Control & Logistics will establish the shipping frequency for each production part. The Supplier shall be able to ship daily at a minimum. Supplier shall ship to the exact quantities, dates, and times specified on the release: No over, under, early or late shipments, including holidays and no freedom of the week delivery unless by prior agreement with procuring department. Suppliers may be required to ship on weekends, holidays and vacation periods to meet critical business needs. All Enerpac schedules shall be where agreed in standard pack quantities in the smallest approved standard pack container. Suppliers shall have shipping capability that matches Enerpac receiving plants normal production schedule.


At the time of pick up, the Supplier shall allow the authorized carrier's driver to check the shipping quantities against the scheduled quantities.

Enerpac reserves the right to return over-shipments at the expense of the supplier.

If for any reason the Supplier is unable to meet the schedules communicated, it is the responsibility of the Supplier to notify Enerpac Procurement, Production Control or Logistics personnel, as appropriate, immediately and receive authorization for the under-shipment. Suppliers will make up all under-shipments via Supplier paid premium transportation on Enerpac authorized carriers to meet the originally scheduled destination window.

If the product or component is deemed to be not of "type" approval ("type" = variant of similar part where competence has been previously demonstrated), not fully approved (PPAP) suppliers must receive written authorization or an approved interim Part Submission Warrant (PSW) from the appropriate Supplier Quality Engineer, prior to shipment. If the Supplier has not received such authorization, they shall elevate immediately, to the procuring plant's Materials Management organization, in order to ensure support of system fill and launch. Under no circumstances should unapproved material be shipped without proper, signed authorization.

**Scheduling Lead Time** – Enerpac expects suppliers to meet schedule requirements based

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on forecast information provided. Suppliers are expected to maintain appropriate finished goods inventory buffers to protect delivery requirements. Significant short-term fluctuations will be reviewed as required.

All suppliers shipping under a Enerpac Legal Entity Purchase Order to other Enerpac suppliers must provide copies of the packing slips to the Enerpac Material Coordinator. Once these packing slips are received & verified by the consignment location, they will be entered into Enerpac's system. This will generate payment to the initial supplier.

Suppliers receiving drop shipments from other Enerpac suppliers must verify part number & quantities physically received. They must then sign & date the packing slip, acknowledging receipt of material. If there are any discrepancies, they must be noted and sent with the signed packing slip to the Enerpac Material Coordinator. Any inventory variances, that are the result of discrepancies not noted on the signed packing slip, will be charged to the receiving location.

Suppliers who receive Enerpac material on a consignment basis are required to provide monthly scrap & inventory certifications as well as physical count certifications at the time that Enerpac conducts its Annual Physical Inventory.

## **12 TOOLING.**

Any Enerpac owned assets (i.e. tooling and/or equipment) (the "Enerpac Assets") located at the supplier's premises will be cataloged and inventoried on a yearly basis at the supplier's location. Tooling records held within PPAP submission.

All Enerpac Assets will be appropriately and permanently marked by the Supplier as property of Enerpac.

The Supplier will submit an Enerpac Tooling Log no later than the beginning of each Enerpac fiscal year (September 1 to August 31) of each year. Supplier will utilize Enerpac Asset log. Note: Any tooling/equipment repair-maintenance requires advance written authorization from an Enerpac SQE. Maintenance and refurbishment of Enerpac owned tooling is the responsibility of the supplier.


If the Supplier is tool design responsible, then reproducible tooling prints shall be completed by Supplier within 6 weeks after PPAP approval (or at start of regular production, whichever comes first) on all new program tools, tools undergoing an engineering change, and current tools that are revised. Supplier shall provide electronic reproducible tooling prints for existing tools to Enerpac.

## **13 ENGINEERING CHANGE REQUEST.**

### **Enerpac proposed product changes.**

When Enerpac creates a new revision level to a Product (referred to as an "Engineering Change Request or "ECR"), the Supplier is required to communicate and confirm inventory liability, timing of new parts and pricing changes as a result of the ECR.

The Supplier expected response to Enerpac Procurement team is three (3) business days

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after receipt of such proposed ECR with the following information, as applicable:

- Lead time required to implement the ECOR and new product approval.
- Impact of the ECR on product, including, but not limited to, any parts, tooling, and testing.
- Impact of the ECR on scrap material and work in process.
- Piece part price change to manufacture future production parts to a new revision level.
- If existing parts can be reworked by the supplier, the Supplier will quote the costs and lead times to rework the obligated inventory.

Impact of the ECR on the lead time of the product and inventory (quantity of existing parts) at the Supplier along with the amount or quantity for all open purchase orders and material agreements. Enerpac shall not at any time be liable for excess inventory beyond any amounts expressly agreed to in writing by Enerpac.

The Supplier will provide supporting documentation when reasonably requested by Enerpac. Existing inventory at the Supplier premises or location requires formal disposition before the Existing Item Purchasing Planning task can be closed at Enerpac. One of the following must be the end result of the Existing Item Purchasing Planning task with the noted documentation required.


- Scrap existing inventory at the supplier's location or premises (Enerpac Buyer will issue Purchase Order ("P.O.") to proceed with the scrap). Any scrapping of inventory done by the Supplier shall be in compliance with all applicable laws (including but not limited to environmental laws).
- Deviation to ship existing Supplier inventory (Enerpac SQE may approve a deviation to the Supplier to allow the Supplier to ship current inventory on order). Phase out plans need approval of Enerpac Procurement team.

If the Supplier does not respond to Enerpac SQE within three (3) business days, or any other time frame as agreed to by Enerpac, then this Purchase Planning Task will be closed and considered to be accepted "as is" by the supplier, assuming there is no inventory or any price impact.

## **14 SUPPLIER CHANGE REQUEST.**

Changes proposed by a supplier, including material, process, or software changes, which may affect form, fit, function, reliability, serviceability, performance, functional interchangeability, safety of a Product must be submitted to Enerpac SQE as a Supplier proposed change. This may include, but is not limited to, changes in sources of material and parts, product discontinuation, changes in manufacturing processes, test procedures, manufacturing locations, relocation or replacement of equipment and any similar changes that are anticipated by sub-suppliers. Products affected by any such changes will not be delivered to Enerpac until Supplier has received written authorization to ship parts as required in the PPAP requirements. This process should utilize the Supplier change request form within the Supplier forms pack.

If any such change is accepted by Enerpac then this should follow the ECO process for new revision and drawing.

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## **15 SHIPPING/ PACKAGING.**

All Packaging and shipments should follow the packaging guideline shown on. <https://www.enerpac.com/en-us/support/e/supplier-documentation>

## **16 DISPUTE RESOLUTION**

Suppliers are encouraged to work out any disputes directly with the applicable Enerpac business unit/plant with which they have their concern. Disputes that cannot be reconciled with the Divisions should be raised to Global Quality and Procurement Departments, with a copy of all correspondence to the applicable Enerpac business unit/plant. Enerpac Global Procurement and/or Global Quality will investigate the dispute and work to resolve the issue in a collaborative and timely manner in line with the terms and conditions agreed previously.

## **17 MATERIAL COMPLIANCE**

Enerpac (or its Service Provider) will require, upon request, compliance statements from the Supplier for the following items (but not limited to):

- EU-REACH regulation (EC) N°1907/2006
- CLP regulation (EC) N°1272/2008
- BPR regulation (EU) 528/2012
- EU-RoHS Directive EU 2015-863 (RoHS 3)
- Any other regulations that will be added by the Regulatory Agencies in the future.
- Conflict Minerals.
- Any other regulatory requirement as pertains to delivery of goods or services.

## **18 BUSINESS COMPLIANCE**

A Supplier code of Conduct and Ethics Requirement is available on the following weblink . <https://www.enerpac.com/en-us/support/e/supplier-documentation>


## **19 PRODUCT COMPLIANCE**

Product supplied into an European Economic Area shall be assessed and marked in accordance with applicable directives and/or laws (e.g. Products supplied into the European Economic Area will are required to be assessed and marked in accordance to the EU Machine directives).

In all instances where a product is manufactured to a new design, for a new system, or for a new application, there must be a process to demonstrate that all performance, endurance, maintenance, safety and warning requirements are met.

## **20 Associated Documents**

<https://www.enerpac.com/en-us/support/e/supplier-documentation>

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## Acknowledgement and Acceptance

If the Terms and conditions have already been signed, this is no longer required, these documents are referred to in the terms and conditions already.

## Enerpac Procurement Manual

The Enerpac Procurement Manual compliance is a requirement for all production material suppliers to Enerpac Group

Please confirm your receipt and acknowledgement of the requirements laid out in this document and intent to comply by forwarding this document to your main Procurement Contact Person within Enerpac, once you have completed the Company details section below.

## Company details

Company name:	
Address:	
Supplier code (to be completed by Enerpac)	
Name:	
Function, Department:	
Email address:	
Phone:	
Location, Date:	
Signature:	
Company Stamp where held:	