

1. Purpose

This document establishes the quality clauses that must be complied with by all suppliers of **TEF Montajes y Servicios**, as well as the conditions for receipt, acceptance, and discrepancy management.

2. Scope

These clauses apply to all products, materials, equipment, components, and services supplied to **TEF Montajes y Servicios**.

3. Acknowledgement of Receipt and Supplier Approval

- The supplier shall be responsible for reviewing all technical documentation, specifications, purchase orders, or quality requirements sent by TEF Montajes y Servicios.
- The absence of any response, comments, clarifications, or communications from the supplier within the deadline established in the purchase order, or failing that, within a maximum of 3 business days from its submission, shall be understood as express acceptance, and such documentation shall be deemed reviewed and approved by the supplier.

4. Notification of Discrepancies

- Any discrepancy detected by the supplier with respect to requirements, specifications, or conditions must be clearly, thoroughly, and formally notified in writing to TEF Montajes y Servicios.
- The notification shall include:
 - Description of the discrepancy.
 - Potential impact on quality, delivery times, or costs.

5. Supplier Compliance

- The supplier shall be responsible for strict compliance with the agreed specifications.
- Any unauthorized deviation may result in rejection of the supply and the application of the corresponding contractual measures.

6. Supply Quality Requirements

- **Document traceability:** All invoices submitted to TEF Montajes y Servicios must be traceable by including the corresponding purchase order or quotation number.
- **Material identification:** All material supplied must clearly indicate the purchase order to which it belongs.
- **Document retention:** The supplier shall retain for a minimum period of 10 years all test documentation, inspection records, and control data associated with the supply.
- **Certificate of Conformity:**

(applicable to PCB and screen-printing suppliers)

For each supply, the supplier shall provide a Certificate of Conformity certifying and guaranteeing compliance of the material with technical specifications, quality requirements, and applicable regulations.

The absence of this certificate may be grounds for rejection of the supply.

7. Supplier Personnel Requirements

- The supplier shall ensure that its personnel are fully aware of their contribution to the conformity of the product or service supplied to TEF Montajes y Servicios.
- When required by TEF Montajes y Servicios, the supplier shall guarantee confidentiality by signing a Non-Disclosure Agreement (NDA) to protect information and documentation from third parties in relation to products or services.
- The supplier shall ensure that its personnel understand their responsibility regarding product safety.
- The supplier shall ensure compliance with good environmental practices as a commitment to environmental protection.
- The supplier shall promote and require ethical behavior from its personnel, including integrity, compliance with applicable regulations, and prevention of dishonest practices.

8. Payment Terms and Delivery Time

- Payment terms shall be in accordance with the current contractual agreements.
- The supplier shall strictly comply with the established delivery deadlines. Any deviation or delay must be communicated to TEF Montajes y Servicios.
- Unjustified delays may result in rejection of the supply.
- Shipment shall be at the supplier's expense and must be delivered to the address indicated in the purchase order.

9. Material Shelf-Life Conditions

- The supplier shall guarantee that the supplied materials have at least 80% of their shelf life remaining from the date of shipment.
- Materials with remaining shelf life below the established limit may be rejected by TEF Montajes y Servicios.

10. Review and Update

TEF Montajes y Servicios reserves the right to review and update these clauses.