

Supplier Manual

WKT Westfälische Kunststofftechnik GmbH | Version 1.1 | Status: July 2025

1. Introduction

WKT Westfälische Kunststofftechnik GmbH sees itself as an innovative and reliable partner in the field of plastics processing. To meet our high quality standards and the expectations of our customers, we depend on capable and reliable suppliers.

This supplier manual serves as a guideline for successful and cooperative collaboration. It describes our requirements, expectations and processes in supplier and purchasing management.

2. Principles of Collaboration

- Partnership: Long-term, fair relationships on equal terms
- Reliability: On-time delivery and communication
- Transparency: Open communication in the event of problems or deviations
- Sustainability: Compliance with environmental and social standards

3. Requirements for Suppliers

3.1 General Requirements

- Compliance with all relevant legal requirements (e.g. REACH, RoHS, German Packaging Act)
- Implementation of an effective quality management system (preferably in accordance with DIN EN ISO 9001)
- Willingness to pursue continuous improvement
- Availability of a contact person

3.2 Technical Requirements

- Compliance with technical drawings, specifications and standards
- Traceability of materials and batches
- Provision of required test reports, certificates and declarations of conformity (the currently valid certificates, including recertifications, as well as any changes to the certification status, must be submitted by the supplier without being requested)

4. Sustainability and Compliance

Based on the Code of Conduct of WKT Westfälische Kunststofftechnik GmbH, the following applies:

- Suppliers undertake to comply with the company's ethical principles
- Human rights, fair working conditions and environmental standards must be observed

- Compliance with the German Supply Chain Due Diligence Act (LkSG) is required

5. Communication and Documentation

Good communication and proactive information sharing are essential for the relationship between the supplier and WKT Westfälische Kunststofftechnik GmbH:

- Communication should preferably be in writing (e-mail). This applies in particular to:
 - o Proof of all relevant certificates
 - o Changes to delivery conditions, factory standards, products, processes or locations
 - o Foreseeable non-compliance with delivery criteria such as date, quantity or quality, including intended special approvals
 - o If product requirements or test procedures are incomplete or incorrect, or if changes by the supplier could make implementation more economical
- Relevant documents must be retained for at least 10 years

6. Confidentiality and Non-Disclosure

The supplier undertakes to keep confidential information secret and not to disclose it to third parties.

This includes, in particular, the obligation to

- use the confidential information exclusively for the purpose of the collaboration and not for any other purposes, to maintain strict confidentiality regarding the confidential information and not to disclose it to unauthorized third parties,
- store the confidential information carefully and protect it against access by unauthorized third parties,
- not make any changes to information received

The supplier is only entitled to disclose confidential information to its employees, agents or other vicarious agents to the extent necessary to assess the economic usability of the product. The supplier shall make all necessary efforts to ensure that its employees observe the confidentiality obligation.

The supplier shall be liable for the actions of its employees as for its own actions.

The disclosure of confidential information by the supplier to third parties is only permitted with the prior written consent of WKT Westfälische Kunststofftechnik GmbH.

In the event that confidential information is disclosed, the supplier shall also impose the confidentiality obligation incumbent upon it under this agreement on the recipient of the confidential information in the form of a written agreement. With regard to the recipient's confidentiality obligation, this agreement must be structured as a genuine contract for the benefit of WKT Westfälische Kunststofftechnik GmbH. The supplier shall be jointly and severally liable with the recipient for compliance with the confidentiality obligation under this customer protection agreement. Upon request, the supplier is obliged to provide WKT Westfälische Kunststofftechnik GmbH with this written agreement concluded with third parties.

The supplier is prohibited from

- commercially exploiting confidential information or parts thereof in any form, directly or indirectly, without the prior written consent of WKT Westfälische Kunststofftechnik GmbH,
- filing an application for intellectual property rights whose subject matter is based in whole or in part on confidential information or is derived from it,
- manufacturing products based on confidential information and passing them on to third parties or selling them.

7. Logistics and Delivery

7.1 Packaging and Labelling

- Packaging must be suitable for safe transport and environmentally friendly
- Each delivery must include a delivery note, order number and batch identification

7.2 Delivery Schedule Adherence

- On-time delivery is regularly monitored and evaluated
- Delays must be communicated without undue delay

7.3 Obligation to Register Deliveries

Registration of each delivery is mandatory.

- Preferred registration is via the Cargoclix time slot management system (www.cargoclix.com/wkt).
- If use of Cargoclix is not possible, the delivery must be registered by e-mail no later than 72 hours before arrival at the following address: herbert.kueppersbusch@wkt-online.de

Important note: WKT Westfälische Kunststofftechnik GmbH reserves the right to reject unregistered deliveries. All costs, delays or return transports resulting from failure to register the delivery shall be borne by the supplier.

7.4 Truck Unloading

Please note that trucks can only be unloaded from the side.

8. Quality Assurance

8.1 Incoming Goods Inspection

WKT Westfälische Kunststofftechnik GmbH reserves the right to inspect incoming deliveries on a random sample basis. In the event of deviations, a complaint will be issued to the supplier.

8.2 Complaint Handling

- The supplier must provide feedback on the complaint within 48 hours
- Root cause analysis (e.g. 8D report) is mandatory in the case of serious defects
- Costs resulting from defective delivery shall be borne by the supplier if the supplier is responsible

9. Invoicing

- Invoices should preferably be sent by e-mail to fibu@wkt-online.de
- If sending by e-mail is not possible, the invoice must be sent by post to the company address (see purchase order documents)

10. Supplier Evaluation and Development

WKT Westfälische Kunststofftechnik GmbH regularly conducts supplier evaluations. The criteria are:

- Quality of the products delivered
- Delivery schedule adherence
- Communication and service
- Certifications in accordance with the specifications

Suppliers with poor evaluations must implement corrective actions.

11. Final Provisions

This manual forms part of our purchasing terms and conditions. Changes and updates will be announced in writing. If you have any questions, our purchasing department is available at any time.