



Procedure for approval of new supplier

We have decided to create an approval procedure to add a new supplier:

Please note in the following bullet b) it will be explained that in textiles, for each factory/production location a supplier number will have to be listed with the accompanying documents as described below.

In case you would like to propose a new supplier, kindly make sure to provide the 4 documents as listed below. This information is also mentioned in the Zeeman Supplier Manual. Besides we would like to know the motivation to add this supplier.

When saving documents please create filenames according to underneath format using capitals.

In the example we used the following supplier details:

1. Social auditreport not older then 1 year
2. Signed Zeeman Code of Conduct
3. New Supplier Declaration Form
4. Othercertifications like Oeko-tex

Approval procedure:

a) Send the motivated request to the buyer involved and to the CSR team accompanied with the required docs

b) When there is a mutual approval they will ask the buying director for final approval and then the administrative team will proceed and create the new supplier in our system. Then orders can be entered in the Purchase Order Portal.