PURCHASE ADMINISTRATIVE REQUIREMENTS - COORDINATION AND REPORTING

REV	RELEASE DATE	EFFECTIVE DATE	STATUS / CHANGES	SUBJECT EXPERT WRITTEN BY (name & visa)	QUALITY CHECKED BY (name & visa)	GLOBAL PROCESS OWNER APPROVED BY (name & visa)
0	SEP 2026	14 SEP 2026	IT REPLACES GSD-21-0023 REFER TO CHANGE LOG	R. VASCONCELOS	S. KARTHIKEYAN	K. HAUGEN
DOCUMENT REVISIONS						

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Change Log:

REPLACES GSD-21-0023

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1 Introduction

It is **Purchaser**'s intention that, in the implementation and administration of the **PO**, **Supplier** shall utilize its own methods and procedures. However, to achieve the proper level of quality and safety for the performance of **Supply**, **Purchaser** has specified certain mandatory requirements as detailed in these Administration Requirements.

If a specific requirement, stated in this document, by nature, is not relevant for the performance of **Supply** by **Supplier**, **Supplier** is exempt from adherence to such requirement without further acceptance from **Purchaser**.

2 Definitions

Refer to General Terms & Conditions for Goods & Ancillary Services, GTF-GPS-COR-15014-01, Rev. 3, for definitions used in this document.

3 Organization

Supplier shall keep organizational records/charts of personnel assigned to the performance of **Supply** and, upon request, provide a copy to **Purchaser**.

Supplier shall continuously keep **Purchaser** informed about any changes to their organization, systems and/or their **Subsuppliers**. As a minimum, **Supplier** shall keep the Supplier Questionnaire updated with the following information:

- List of Key Personnel.
- List of emergency contacts (24 hours availability).
- Bank account-related information.
- Organization (ownership, company name, management, addresses, etc.).
- Business Management System, incl. certifications/accreditations.
- List of qualified **Subsuppliers**.

Updated Supplier Questionnaires shall be sent by email to **Purchaser**'s Category Manager

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4 Commercial Correspondence

The contact details of **Purchaser**'s Commercial Point of Contact (the Buyer) and **Supplier**'s nominated contact person will be provided in the **Purchase Order** (**PO**). All communication of a commercial nature between the **Parties**, affecting the **PO**, shall include these persons.

Supplier shall utilize **Purchaser**'s electronic collaboration systems, unless otherwise agreed between the **Parties**.. **Supplier** shall have routines in place to support execution in these systems to ensure accurate and timely **PO** confirmation, schedule management, and reporting.

Except for transactions within the electronic collaborations systems, written correspondence between the **Parties** shall be done either by email or letter format. Email is considered as an appropriate method for correspondence for day-to-day activities, such as for status updates, reporting, memos, and meeting minutes.

Letter format is the preferred method for formal correspondence for contractual matters between the **Parties**. Such correspondence shall be signed as applicable by **Supplier** or **Purchaser**'s representative, or an authorized deputy for the **Agreement**. Each letter shall refer to one subject only. Letters can be attached to email.

All correspondence shall as a minimum include:

- Reference to **Agreement**/**PO**.
- Subject, date and sequence number were relevant.
- Conclusion and/or actions with due date.

Correspondence shall be archived in a secure location in accordance with **Supplier**'s filing system. **Supplier** shall create and maintain a communication log related to the **PO**.

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5 Planning and Tracking

Supplier shall perform schedule planning, including progress tracking, for all **Supply** in the **PO**, identifying activities, as applicable, for:

- **Supplier**'s documents and **Purchaser Provided Documents**.
- Engineering.
- **Purchaser Provided Items**.
- Raw material and critical components procured from **Subsuppliers**.
- Fabrication and manufacturing, including welding and machining as a minimum.
- Sub-assembly, assembly and tests.

The activities shall be based on a logic network which identifies the critical paths. The scheduled activities shall as a minimum:

- Include original plan dates and revised forecasted dates, both based on early dates.
- During execution, include actual progress compared with original plan.
- Indicate progress based on physical progression of the activities factored to achieve a percentage weighting for each activity. Once established, the weightings shall not be varied during the **PO**'s duration, unless accepted by **Purchaser**.
- Reflect requested **Variations** and agreed **Variations**.

6 Reporting

Unless otherwise specified in the **Agreement**/**PO**, **Supplier** shall report as required in this section. Reporting frequency is specified in the **Agreement**/**PO**. **Purchaser** is entitled to change content requirements and frequency if considered necessary.

Regardless of reporting frequency, any significant HSE incidents and/or quality issues shall be reported without undue delay. In the event of fatalities, lost time incidents, or high potential incidents, this shall be reported within 2 hours after the occurrence. **Agreement**/**PO** may specify additional HSE reporting requirements.

Reporting format shall be as agreed with **Purchaser**, and shall, as a minimum, identify **PO** number, **PO** line, part number, and if applicable, **Purchaser**'s project number.

Standard reporting shall, as a minimum, include:

- Monthly summary of HSE incidents and/or quality issues.
- Potential risks with status of preventive actions.
- Progress summary, including challenges with status of mitigating actions.
- Updated schedule with specified cut-off date, reflecting the activities and requirements as specified in Section 5, and, when applicable, include available float per activity.
- Forecast of activities scheduled to be completed within 4 weeks of the report date, including activities with hold and witness intervention requirements.

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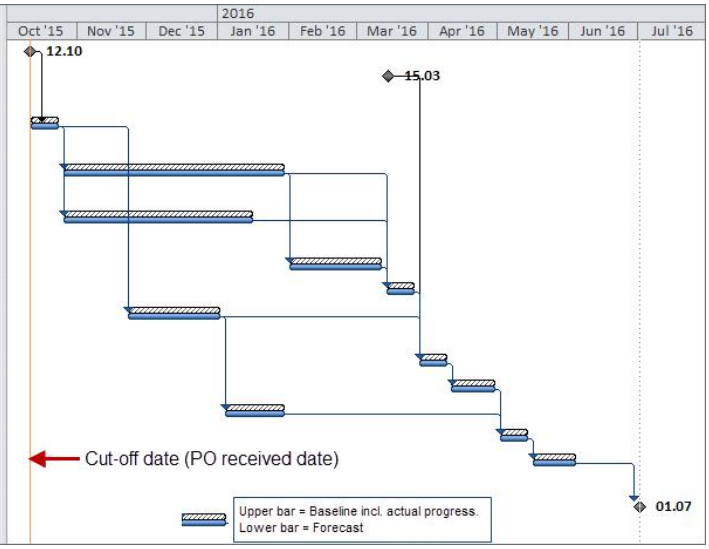
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When specified in **PO/Agreement**, these requirements apply in addition to the above standard:

- Original schedule must be accepted by **Purchaser** and shall become **Supplier**'s baseline for the progress and forecast reporting.
- Reporting shall include a timescale chart displaying the original schedule, revised forecasted schedule, and actual progress reflecting the requirements as specified in Section 5.
  - Chart shall identify critical and sub-critical paths. A sub-critical path is a series of activities where completion is within one week of the critical path completion.
  - See examples of timescale charts below.
- Reporting shall reflect cost progression, including requested **Variations** and agreed **Variations**.
- Monthly HSE reporting shall be provided as specified in Purchase Administrative Requirements – HSE Management, GTF-GPS-COR-21024-01, Rev. 0

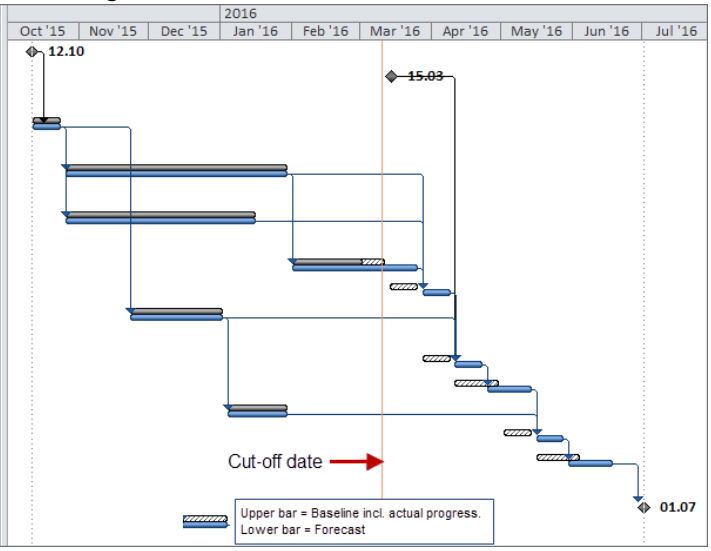
Example 1 Schedule at **PO** start date

	Task Name	Duration	Forecast start	Forecast finish
1	PO received from FMCTI	0 days	12.10.15	12.10.15
2	Receive FMCTI provided items	0 days	15.03.16	15.03.16
3	Engineering for procurement	10 days	12.10.15	23.10.15
4	Procument of raw materials	70 days	26.10.15	29.01.16
5	Procurement of Long lead item no 1	60 days	26.10.15	15.01.16
6	Machining	30 days	01.02.16	11.03.16
7	Welding	10 days	14.03.16	25.03.16
8	Documents for Assembly	30 days	23.11.15	01.01.16
9	Sub assembly	10 days	28.03.16	08.04.16
10	Assembly	15 days	11.04.16	29.04.16
11	Documents for Test	20 days	04.01.16	29.01.16
12	Test	10 days	02.05.16	13.05.16
13	Prepare final documentation	15 days	16.05.16	03.06.16
14	PO delivery date	0 days	01.07.16	01.07.16



Example 2 Schedule with progression during execution

	Task Name	Duration	Forecast start	Forecast finish
1	PO received from FMCTI	0 days	12.10.15	12.10.15
2	Receive FMCTI provided items	0 days	15.03.16	15.03.16
3	Engineering for procurement	10 days	12.10.15	23.10.15
4	Procument of raw materials	70 days	26.10.15	29.01.16
5	Procurement of Long lead item no 1	60 days	26.10.15	15.01.16
6	Machining	40 days	01.02.16	25.03.16
7	Welding	10 days	28.03.16	08.04.16
8	Documents for Assembly	30 days	23.11.15	01.01.16
9	Sub assembly	10 days	11.04.16	22.04.16
10	Assembly	15 days	25.04.16	13.05.16
11	Documents for Test	20 days	04.01.16	29.01.16
12	Test	10 days	16.05.16	27.05.16
13	Prepare final documentation	15 days	30.05.16	17.06.16
14	PO delivery date	0 days	01.07.16	01.07.16



Note: *The examples above are intended for illustration only, and contains a date format (DD.MM.YY) that is not supported by Section 7.*

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7 Date Format

For clarity on dates in reporting and communication, **Supplier** shall use a geography neutral format by making the month and year obvious.

Within data files and reports, **Purchaser** recommends a format with an abbreviated month (Mmm) and four-digit year (YYYY), DD-Mmm-YYYY (e.g. 23-Nov-2012). Keep in mind that English is the business language, as abbreviations can be slightly confusing in different languages (e.g. Jun and Jul in French are both Jui).

For file names with dates to sort chronologically (version control), **Purchaser** recommends the numerical format per ISO 8601, YYYY-MM-DD (e.g. 2012-11-23).

8 Meetings

For ongoing **PO**s, both **Parties** may require status meetings. Details, such as frequency, format and content shall be agreed between the **Parties**. When deemed necessary by **Purchaser**, **Subsuppliers** shall be represented in such meetings.

The **Party** that initiates the meeting shall submit a proposed agenda to the other **Party** at a minimum of three (3) Business **Days** in advance. Changes to the agenda shall be advised at latest one (1) Business **Day** prior to the meeting.

Unless otherwise agreed, the initiating **Party** shall chair the meeting and prepare meeting minutes. The meeting minutes shall be signed by both **Parties**.

When requested, **Supplier** shall provide **Purchaser** the option to attend meetings with **Subsupplier** and/or provide copy of meeting minutes.

9 Variation Management

Supplier shall establish and maintain a register of agreed **Variations** and pending request for **Variations**. Requested **Variations** shall be submitted electronically, and if relevant, in a format instructed by **Purchaser**.

10 Facilities

When required by **Purchaser**, **Supplier** shall provide facilities for **Purchaser** and/or **Company**. Office facilities shall at a minimum include furniture, internet access, printer, access to restroom, cleaning, and heating/air conditioning. All facilities shall comply with any statutory or mandatory rules and regulations.

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