

DOGA	Manual de Instrucciones / Instructions Manual	
	TÍTULO TITLE	Supplier's manual / 供应商手册
FILIAL SUBSIDIARY	ALL	
DEPT / EDO DEPT / EDITED BY	采购部 Purchasing Department/ Albert Orgué	FECHA DATE Mar-2023
REVISADO CHECKED	采购经理 Purchasing Manager / Albert Orgué	CÓDIGO CODE 070060

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Preface 前言

This manual affects all the **suppliers** of each of the DOGA companies, hereinafter referred to as «**DOGA**».

本手册对 DOGA 所有分公司的供应商有效，以下简称为“DOGA”。

DOGA's goal is to guarantee the absolute satisfaction of each and every one of our clients. For this reason, guaranteeing the quality of all our products before their commercialization is absolutely essential. A major portion of this task is based on the proper relationship between **DOGA** and its **suppliers**. Therefore, this document is meant to act as a guide for all **suppliers**, both existing as well as future potential **suppliers**.

DOGA 的目标是保证让我们的每一位客户完全满意。因此，在所有产品商业化之前，保证产品质量至关重要。该任务主要是 DOGA 与其供应商之间良好关系。因此，本文件将作为所有供应商的指南，包括现有供应商和未来潜在供应商。

The conditions or agreements with the **supplier** are NOT overwritten by the section that affects this manual.

与供应商订立的条件或协议不会被本手册的相关章节覆盖。

Related documentation available at www.doga.es/purchasing-files/

相关文件可登陆 www.doga.es/purchasing-files/ 查询

Corporate Social Responsibility (CSR) 企业社会责任 (CSR)

Corporate Social Responsibility/Sustainability (CSR) is a process for companies to integrate social, governance, environmental and supply chain sustainability into operations and corporate strategy.

企业社会责任/可持续性(CSR)是企业将社会、治理、环境和供应链可持续性纳入运营和企业战略的过程。

Suppliers are encouraged to follow this policies and practices to contribute to the quality of life of both employees and communities that could be impacted by the company's operations.

我们鼓励**供应商**遵循这些政策和实践，以提高可能受到公司运营影响的员工和社区的生活质量。

1. Code of conduct & personal data protection 行为准则与个人信息保护

The **supplier** must be aware of the DOGA Code of Conduct and personal data protection and transmit them to its staff and its different collaborators. The Code is available at www.doga.es/purchasing-files/.

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供应商必须知晓 DOGA 行为准则与个人信息保护，并将它们向其员工和不同的合作商传达。登录 www.doga.es/purchasing-files/ 可查询准则。

2. Substances and materials 物质与材料

Is the **supplier** responsibility to comply with all applicable regulatory and legal requirements, including but not limited to:

供应商有责任始终符合所有适用的法规和法律要求，包括但不限于：

- Regulations of the European Union: REACH (Registration, Evaluation, Authorization and Restriction of Chemicals) y POP (Persistent organic pollutants), available in <https://echa.europa.eu>
- 欧盟法规《化学品的注册、评估、授权和限制》和 POP《持久性有机污染物》，见 <https://echa.europa.eu>
- Restriction of the use of certain hazardous substances in electrical and electronic equipment RoHS, available in [Restriction of Hazardous Substances](#).
- 限制在电子电气设备中使用某些特定有害成分 RoHS，见《关于限制在电子电气设备中使用某些有害成分的指令》的相关文本。
- **Suppliers** linked to 3TG conflict minerals should report their compliance on a yearly basis, available in responsiblemineralsinitiative.org.
- 与 3TG 冲突矿物有关的**供应商**应每年报告其合规情况，见 responsiblemineralsinitiative.org。
- California State Law (USA) Proposition 65, available in <https://oehha.ca.gov/proposition-65>.
- 《加州 65 提案》（美国），见 <https://oehha.ca.gov/proposition-65>。

The **supplier** will notify the breach of the applicable regulatory and legal requirements concerning the products/services supplied within a maximum period of 15 days from the time of verification. This must be done in writing (e-mail or letter) to the **DOGA** Purchasing Department.

供应商将在核实后最长 15 天内通知我司其违反与所提供产品/服务相关的适用监管和法律要求的情况。该等通知必须以书面形式（电子邮件或信函）提交给 **DOGA** 采购部。

Understand and accept that, failure to communicate on the part of the **supplier** will be interpreted by the **DOGA** Purchasing Department as a binding confirmation for all purposes of its compliance with all applicable legal requirements for products/services supplied by the **supplier**.

供应商理解并接受，如果供应商未能进行沟通，则 **DOGA** 采购部将视为供应商所供应的产品/服务不符合适用法律要求，该等确认具有约束力。

3. Environment 环境

The **supplier** commits to:

供应商承诺：

- Carry out activities that are respectful with the Environment and good environmental practices.

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- 开展尊重环境的活动和良好环境实践活动。
- Establish adequate policies, objectives, and procedures for this purpose.
- 就此制定适当的政策，目标和程序。
- Define actions to certify the company under ISO 14001 scope.
- 明确在 ISO 14001 范围内开展的公司认证行动。
- Be in possession of the Environmental License or Operations Permit.
- 持有环境许可证或操作许可证。

Quality 质量

4. General conditions of quality 质量条件常规

The **supplier** commits to:

供应商承诺:

- Certify its Quality Management System according to the following table and keep it in force.
- 根据下表对其质量管理体系进行认证并确保其处于有效状态。

Type of activity 活动类型	Minimum QMS 最低质量管理体系	QMS goal 质量管理体系目标
Calibrations 校准	ISO/IEC 17025	ISO/IEC 17025
Bar cutting 切条	ISO 9001	ISO 9001
Electronics 电子设备	ISO 9001	IATF 16949
Fastening elements 紧固件	ISO 9001	ISO 9001
Stamping 冲压	ISO 9001	ISO 9001
Aluminum injection / Zamak 注铝/锌合金	ISO 9001	MAQMSR
Plastic injection 注塑	ISO 9001	ISO 9001
Testing laboratories 测试实验室	ISO/IEC 17025	ISO/IEC 17025
Prototypes	-----	ISO 9001

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原型		
Services		
服务	-----	ISO 9001
Transportation		
运输	ISO 9001	ISO 9001

- Provide **DOGA** with the necessary technical documentation on demand that demonstrates the fulfillment of the various quality targets on demand.
- 在被要求时向 DOGA 提供必要的技术文件，阐述不同质量目标在要求时的实现情况。
- Guarantee the quality of the products supplied both throughout their production process and during the warranty period established by **DOGA** for its customers. Cost of quality of products under guarantee attributable to the **supplier** will be passed on to him. These costs could include those costs which the final customer may pass on to **DOGA**.
- 在整个生产过程中以及 DOGA 为其客户提供的保修期内，保证所提供产品的质量。保修期内归属于供应商的产品质量成本由其负责。这些成本可能包括 DOGA 对最终客户负责的成本。
- Take care of costs attributable to the poor quality of the products supplied in the event of an incidence under warranty due to an epidemic failure; also called Service Campaign or Recall; or in the event of an incident under warranty considered as a safety incident. Costs will be negotiated on a case-by-case basis.
- 负责在保修期内由于重大瑕疵而产生劣质产品的费用；服务活动或召回的费用；在保修期内发生的事故被视为安全事故的，费用根据具体情况进行协商。
- Make the products supplied, unless specified otherwise, with the materials, production means and series control. Any change (materials, means of production and control) will be communicated in writing to **DOGA** Quality with sufficient time for its management / acceptance.
- 除非另有规定，产品同材料、生产方式和系列控制一起提供。任何变更（材料、生产方式和控制）须以书面形式向 DOGA 质量部传达，且留有充足时间供其管理/验收。
- Have available, maintain and use a traceability System of supplied products.
- 配备所提供产品的可追溯系统，对其进行维护并确保其可用。

DOGA commits to:

DOGA 承诺:

- Surrender to the **supplier** all parts resulting from failure of its products under warranty or in its production lines for analysis. **DOGA** will assume the costs of providing these parts to the **supplier** as long as it is able to demonstrate that the failures of these parts do NOT come from any of their processes. Otherwise, the costs will be borne by the **supplier**.
- 向供应商移交在保修期内因其产品发生故障或其生产线发生故障的所有零件供其分析。只要能够证明这些零件的故障并非来自供应商的任何流程，DOGA 将承担向供应商提供这些零件的费用，否则，费用将由供应商承担。

DOGA reserves the right to:

DOGA 保留以下权利:

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- Freeze a **supplier's** deliveries (with the consequences that this entails) if it does not fulfill the commitments acquired in this procedure. This freeze could be applied both to current products and new projects.
- 如果供应商未能履行本流程获得的承诺，则（DOGA 可）冻结其交付（及其引发的后果）。此冻结既可以应用于当前产品，也可应用于新项目。
- Implement additional controls to ensure quality in the production of their products if the **supplier's** actions are not effective. These actions can be classified into:
- 如果供应商的措施无效，（DOGA 可）实施额外控制以确保其产品生产质量。这些措施可分为：
 - i. CSL-1 (Control Shipment Level 1). Additional control performed and supervised by the **supplier** at the facilities that **DOGA** may deem appropriate or by **DOGA** personnel, in which case the derived costs will be passed on to the **supplier**.
CSL-1（控制装运 1 级）。供应商在 DOGA 认为合适的工厂或由 DOGA 人员执行和监督额外控制，在这种情况下，衍生费用由供应商承担。
 - ii. CSL-2 (Control Shipment Level 2). Additional control supervised and performed by an external company at the facilities that **DOGA** may deem appropriate. The derived costs will be passed on to the **supplier**. The **supplier** will not be considered for any new project.
CSL-2 (控制装运 2 级)。外部公司在 DOGA 认为合适的工厂监督并执行额外控制。衍生费用由供应商承担。任何新项目不再考虑该供应商。

5. Product qualification 产品质量评定

5.1 Requirements 要求

Samples must be submitted in the following cases:

以下情况必须提交样品：

- New parts.
- 新零件。
- Product modifications.
- 产品修改。
- Process change (tools, place of manufacturing, repair, etc.) including sub-suppliers.
- 流程变更（工具，制造地，修理等），包括子供应商。
- Correction of anomalies raised in prior samples.
- 先前样品的异常情况纠正。

5.1.1 Documentation 文件

It is required to submit documentation in PPAP form according to AIAG. Example available at www.doga.es/purchasing-files/.

根据 AIAG 需要提供 PPAP 格式的文件。示例详见 www.doga.es/files.html。

Unless **DOGA** specifies a PPAP level, Level 2 shall be met and additionally submit Control Plan, Flow Diagram and IMDS.

除非 **DOGA** 明确规定，有关 PPAP 级别，应符合 2 级，并另外提交控制计划、流程图和 IMDS。。

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Element 文件	Level 1 1 级	Level 2 2 级	Level 3 3 级	Level 4 4 级	Level 5 5 级
1.Design records 1.设计记录	R	S	S	*	R
2.Engineering change authorization 2.工程变更授权	R	S	S	*	R
3. Engineering approval 3.工程批准	R	R	S	*	R
4.DFMEA	R	R	S	*	R
5.Process flow diagram 5.工序流程图	R	R	S	*	R
6.AMFE	R	R	S	*	R
7.Control plan 7.控制计划	R	R	S	*	R
8.Measurement System Analysis (MSA) 8.测量系统分析 (MSA)	R	R	S	*	R
9. Dimensional results 9.尺寸结果	R	S	S	*	R
10.Materials/tests records 10.材料/测试记录	R	S	S	*	R
11.Initial process studies 11.初始流程研究	R	R	S	*	R
12.Qualified laboratory documentation 12.合格实验室文件	R	S	S	*	R
13.Appearance approval report 13.外观批准报告	S	S	S	*	R
14.Sample part 14.样品件	R	S	S	*	R
15.Master part 15.主件	R	R	R	*	R
16.Verification aids 16.验证辅助	R	R	S	*	R
17.Specific client requirements 17.客户具体要求	R	S	S	*	R

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18.Part Submission Warrant (PSW)	S	S	S	*	R
18.零件提交保证书 (PSW)					

S= The company must issue this document to the client and keep a copy thereof.

S = 公司必须向客户开具本文件并保留一份该文件的副本。

R= The company must keep a copy of this document and surrender it to the client upon request.

R = 公司必须保留一份本文件的副本且应要求向客户提供。

***** = The company must keep a copy and submit to the client if required.

***** = 公司必须保留一份副本且在需要时将其提交给客户。

5.1.2 Product 产品

The following information must be submitted for all products:

所有产品必须提交以下信息:

- Dimensional report: A complete dimensional report and a numbered part drawing must be attached, indicating in it all the characteristics of the drawing. Parts used for the dimensional report must be shipped correctly identified.
- 尺寸报告: 必须附上一份完整的尺寸报告和一份带编号的零件图, 标明图纸的所有特征。用于尺寸报告的零件必须随附正确标识出运。
- Material report: The **supplier** must report compliance with section 2 on substances and materials.
- 材料报告: 供应商必须报告对第 2 节物质和材料的遵守情况。

5.2 Results of qualification 评定结果

The Quality Department will inform the Purchasing department and the **supplier** of the results.

质量部将结果告知采购部和供应商。

Possible results include the following:

可能发生的结果包括以下内容:

- H: Qualification approved. The part is released to production.
- H: 检定合格。零件投入生产。
- R: Qualification rejected. The part is not released for production. Unless otherwise indicated, the purchasing department must request new samples.
- R: 检定不合格。零件不被投入生产。除非另有说明, 采购部必须申请新样品。
- HC: Conditional qualification. The part presents deviations that must be corrected within a defined timeframe.
- HC: 有条件的资格。零件显示有偏差, 该偏差必须在规定的时间内进行矫正。

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- HCS: Short Term Conditional Qualification. The part is not released, and the **supplier** must deliver new samples, correcting the deviations indicated in the qualification report.
- HCS: 短期有条件的资格。零件未被采纳，且供应商必须交付新样品，矫正资格报告指出的偏差。
- HCL: Conditional Long-Term Qualification. The part is released during the period notified to the **supplier**.
- HCL: 长期有条件的资格。通知供应商在给定期限内可投入零件。

Logistics 物流

6. Delivery and reception 交付与接收

Deliveries and services must take place within the deadlines or dates stated in the order.

必须在订单规定的最后期限或日期内进行交付和服务。

The logistics conditions in terms of frequency, delivery date, quantity and packaging must always be agreed/approved with the SCH department, without representing any variation in the pricing conditions agreed with Purchasing.

频率、交付日期、数量和包装方面的物流条件必须始终与 SCH 部门意见一致/经 SCH 部门批准，但不代表与采购部约定的定价条件的任何变化。

Goods will be considered to have been received according to their date of receipt and delivery of the documentation in our reception warehouses. The latter will justify admission with an entry stamp (approved, save subject to examination) in the delivery note.

根据我方接收仓库货物的接收日期及交付文件，货物被视为已接收。后者则需在送货单上加盖入库印（已核准，经审查保存）证明其正常入库。

Delivery of the goods will be exempt from any type of charges other than those expressly stated in the order. The packaging will be that which was approved during the qualification process in each case.

订单中明确规定的除外，交付货物免除任何类型的费用。包装则是各种情况下资格认证过程中批准的包装。

All goods will be delivered in compliance with the packaging guidelines and requirements approved in the approval phase, as defined in the requirements included in this document. It is possible that **DOGA** may approve the use of an alternative packaging in order to guarantee the supply.

按照本文件要求所规定的审批阶段批准的包装指南和要求交付所有货物。**DOGA** 可能会同意使用替代包装以保证供应。

Any **supplier** of chemical products must immediately send us any updates that may come into effect in the safety data sheet of any product supplied to the **DOGA** group.

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如果任何更新可能在向 DOGA 集团提供的任何产品的安全数据表中生效，则任何化学产品供应商必须立即向我们发送此更新。

Any anomaly that is observed in the delivery, be it defects in the documentation, labeling, packaging, quantity or quality, or deterioration of the goods, will be the responsibility of the **supplier**, according to the following procedure:

根据下列程序，交货过程中发现的任何异常，无论是文件，标签，数量或质量方面的缺陷，还是货物的劣化，均由供应商负责：

- The delivery note signed before the transporter will indicate “Accepted save subject to examination” and the date of receipt.
- 当面签署的送货单上应注明“经审查已接收”以及收货日期。
- The goods must fulfill the required and approved quality and logistics requirements. Just as quality control is carried out by sampling or applicable controls, logistical control is systematically carried. Any defect or anomaly found will be applicable to all or part of the batch, and depending on the importance of the anomaly, pertinent charges will be applied to the recovery, or the goods will be returned, or the **supplier** will be notified so that he may perform the required re-work at our facilities. Any re-packaging or re-labeling due to discrepancies with the approved goods or goods received in poor condition will entail charges to the **Supplier**.
- 货物必须满足所需及获批质量和物流要求。正如通过抽样或适用控制进行质量控制一样，物流控制应有条不紊地进行。发现的任何缺陷或异常适用于所有或部分批次，并且根据异常的重要性，相关费用用于复原或退回货物，或通知供应商以便其可在我们的工厂里进行所需返工。由于与核准货物不符或收到的货物状态不佳而造成的任何重新包装或重新贴标产生的费用由供应商承担。
- Hidden defects. Damages of any kind caused by hidden defects of the goods that have not been detected in our controls at entry and quality issues that cause defects in the assembly, finished product or in the articles manufactured with it by third-party **buyers**, will be charged to the **supplier**.
- 隐患。入库时在我们的控制范围内未被检测到的货物隐患引起的任何类型的损害，以及导致装配、成品或由第三买方用其制造的产品中存在缺陷的质量问题，均向供应商收费。

Exceeded quantities than the order may have these actions and will be immediately notified to the **supplier**:

超出订单数量的部分将采取以下措施，且应立即通知供应商：

- Rejection of exceeded quantities.
- 拒收超出数量
- Admitted, but as “on account” corresponding to pending delivery schedules, if any.
- 如有已交付但作为待处理的交付计划的，记为“赊账”。
- Admitted in full without any other condition.
- 全部交付，但没有任何其他条件。

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Costs related from delayed, defective or out-of-time material, such as stoppages and/or overtime in production, quality, warehouse or urgent shipments will be charged to the **supplier**.

我们生产线的生产停工数量，生产线和/或用于生产/准备仓库的加班费以及由于材料缺陷或晚到而导致违背了延迟材料运输标准的任何紧急出运所产生的费用，均向供应商收取。

The delivery conditions agreed in the contractual offer (RFQ) must be met.

必须满足合同要约（RFQ）中约定的交货条件。

6.1 Packaging 包装

The **supplier** should send the packaging proposal to the person in charge of each DOGA organization, template included on the homologation documents, available at www.doga.es/purchasing-files/.

供应商应将包装方案发送给每个 DOGA 组织的负责人，批准文件中包含的模板可从 www.DOGA.es/purchasing files/获取。

If the agreed packaging is not used, **DOGA** reserves the right to charge to the **supplier** any possible packaging handling and replacement costs.

如果未使用约定的包装，DOGA 有权向供应商收取任何可能的包装处理和更换费用。

In certain justified cases, the modifications must be previously agreed with the Logistics Department of **DOGA**.

在某些合理的情况下，必须事先与 DOGA 的物流部商定修改。

6.1.1 Packaging characteristics 包装特征

When choosing the type of packaging, the following requirements must be considered:

选择包装类型时，必须考虑以下要求：

- Supply of parts, without suffering any deterioration, up to the place of consumption.
- 供应零件，直至消费地点不会发生任何劣化。
- Minimum variation in container types.
- 集装箱类型的最小变化。
- Optimal use of containers (fill degree: 90% minimum).
- 集装箱的最佳使用（填充度：最低 90%）。
- Possibility to stack packages.
- 叠堆包裹的可能性。
- Compliance with the expected standard dimensions.
- 符合预期标准尺寸。
- Easily and manageably removal of parts.
- 拆除零件，简易且易处理。
- Recyclable external and internal packaging.
- 可回收的外部 and 内部包装。

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- Avoid all kinds of filler chips.
- 避免各种填充片。

6.1.2 Packaging labeling 包装标签

Packaging is marked using Odette Transport Label v1.4 (barcode format COD 128) as per the example below. It is applied as an adhesive in non-returnable containers or as a label for repeated use containers.

使用 Odette 运输标签 v1.4（条形码格式 COD 128）标记包装，如下所示。该标签作为一次性集装箱的粘合剂或重复使用集装箱的标签。

All containers must be identified by ODETTE labels placed in a visible and safe place.

必须通过贴在可见且安全位置的 ODETTE 标签来识别所有集装箱。

RECEPTOR DOGA S.A. CTRA. N.2, KM 583 08630 ABRERA-ESPAÑA	MUELLE/PUERTA 01	
Nº DE NOTA DE AVISO (N) 00458	REFERENCIA DEL PROVEEDOR ITABSA, C/ LLEIDA, S/N CAN CASAS-CAN SUNYOL 08760 MARTORELL TEL: 93 7755258	
	PESO NETO (KG) 0	PESO BRUTO (KG) 0
REFERENCIA DE LA PIEZA (R) 14050280100	Nº DE CAJAS 20	
CANTIDAD (Q) 40	DESCRIPCIÓN GRUPO SOPORTE MOTOR	
	REFERENCIA DEL PROVEEDOR X X X	
CODIGO DEL PROVEEDOR (N) 09116		
	FECHA D980731	
Nº DE SERIE (S) 0	MOD. DE INGENIERIA A	
	Nº DE LOTE (H) X X X	
DOGA 08630 ABRERA BARCELONA - ESPAÑA	ODETTE Ver.1 Rev. 4	

In addition to the specified data, packaging labeling must comply with additional characteristics if they involve raw materials, products for certification or containers per unit of load (pallets).

除了指定数据以外，如果包装标签涉及到原材料，认证产品或每承载单元的集装箱（托盘），则必须符合附加特征。

6.1.3 Raw materials 原材料

All raw material packages must be identified by the **supplier's** own labels, which must not be adhesive and must be placed on pallets in a visible and safe place.

所有原材料包装必须通过供应商自己的标签来识别，标签不得带粘性且必须安置在托盘可见且安全的地方。

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6.1.4 Container labelling per load unit (Pallet)每个承载单元集装箱标签（托盘）

All the containers must be grouped by product and must be positioned so that the labels remain visible inside the load unit.

所有集装箱必须按产品分组且必须定位以便承载单元内的标签保持可见。

Products which, due to quantity or volume, are received in a single load unit, in addition to the individual labels per container, must carry a label stating the total content of said unit.

由于数量或体积，接收在单个承载单元中的产品，除了每个集装箱的单个标签之外，必须附带一张注明该单元总量的标签。

6.2 Delivery notes 运单

All products upon delivery must be accompanied by their corresponding Delivery Notes which must be duly completed. The following data should be indicated:

所有产品在交付时必须附有相应的运单，该运单必须妥善填写。应标注以下数据：

- Supplier information (number, name, address).
- 供应商信息（编号，姓名，地址）
- Delivery note number.
- 运单号
- Date.
- 日期
- Purchase order number.
- 采购订单编号
- Product.
- 产品
- Description.
- 描述
- Quantity.
- 数量
- Number of packages
- 包裹编号

In addition to reflecting these data, they must meet certain additional conditions if they involve raw materials or products to be approved.

除了反映这些数据外，如果运单涉及到原材料或待核准的产品，则必须符合某些附加条件。

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All the Raw Material Delivery Notes must be accompanied by their corresponding Quality Certificates.

所有原材料送货单必须附有相应的质量证书。

All homologation orders must be delivered according to the criteria specified in the chapter 5 of this document.

所有经确认的订单必须按照本文件第 5 章规定的标准交付。

NOTE: If the goods are delivered without a delivery note, **DOGA** reserves the right to not unload the material. If unloaded, the reception of the material will take place on the date when the missing physical delivery note is received.

备注: 如果货物在没有送货单的情况下交付, DOGA 保留不卸料的权利。如果已卸料, 材料的接收应在收到缺失的实物送货单的当日进行。

6.3 Containers 集装箱

All products must be delivered in standard containers that **suppliers** will have previously requested from the Logistics Department (Container Management). They can also be delivered in neutral or customized cardboard boxes from the **supplier**. To ensure the quality of the product during handling, the following requirements must be taken into account.

所有产品必须用标准化集装箱交付, 供应商需事先向物流部(集装箱管理)申请标准化集装箱。产品也可用供应商的中性或定制纸箱交付。处理期间为了确保产品质量, 必须考虑以下要求。

- Minimum variation of container type.
• 集装箱类型的最小变化。
- Optimal use of the container, 90% minimum fill level.
• 集装箱的最佳使用, 最低填充水平 90%。
- Must be stackable.
• 必须可叠堆。
- Materials packed in bags, plastic bags or recovered cardboard boxes (food products, cleaning, beverages, etc.) are not allowed.
• 不允许使用袋子、塑料袋或回收纸箱包装材料(食品, 清洁, 饮料等)。
- All Bac type containers or containers must be covered (to protect the product) with plastic, cardboard or unprinted paper (never newspapers, magazines, etc.).
• 所有 Bac 型集装箱必须用塑料, 纸板或未经印刷的纸张(绝不是报纸, 杂志等)覆盖(以保护产品)。
- If applicable, container cleaning and/or pickup at the **DOGA** facilities is a **supplier** responsibility.
• 如果适用, 供应商应负责集装箱清洁和/或在 DOGA 处提取集装箱。

6.3.1 Container weight, small size (boxes) 集装箱重量, 小号(箱子)

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The gross weight of cardboard boxes and BACS ODETTE containers will, in no case, exceed 15 Kg (for DOGA S.A. is highly recommended only 6Kg.)

在任何情况下，纸箱和 BACS ODETTE 集装箱的总重不得超过 6Kg。自本标准生效之日起，过渡期为 6 个月。

6.3.2 Container weight,large size(containers)集装箱重量，大号（集装箱）

The gross weight of metallic containers will be 800 Kg at a maximum.

金属集装箱的总重最大为 800Kg。

6.4 Load unit (pallets)承载单元（托盘）

Pallets and load supports must meet the dimensions indicated below, except in special cases as specified in the purchase order.

采购订单规定的特殊情况除外，托盘和支架必须符合以下所示尺寸。

6.4.1 Standard measures 标准测度

Wooden pallets: Measures (length x width): 1200x800mm. Maximum allowed height will be 1500 mm.

木质托盘：测度（长 x 宽）：1200x800mm。允许的最大高度是 1500mm。

Products, which, due to quantity or volume cannot form a single full load unit, are grouped in it in an orderly manner for their identification and control.

由于数量或体积不能构成单个满载单元的产品，以有序的方式分组以便识别和控制。

6.4.2 Cardboard measures 纸板测度

The dimensions of pallets or load carriers for the delivery of cardboard boxes should be that which is considered most appropriate, guaranteeing their quality for both transport and storage.

用于交付纸箱的托盘或运货汽车的尺寸应是最合适的尺寸，从而保证运输和储存过程中的质量。

6.4.3 Conditions of delivery of raw materials (straps and formats)原材料的交付条件（打包带和格式）

Raw material deliveries must be made according to the conditions indicated on our orders or delivery plans.

原材料的交付必须按照我们的订单或交付计划中规定的条件进行。

6.4.4 Pallet protection 托盘保护

All products delivered on pallets or load supports must be protected with shrink-wrapped plastic to guarantee their quality during transport and storage, except when the technical data sheet of the product indicates otherwise. 托盘或支架上交付的所有产品必须用收缩塑料薄膜加以保护以确保其在运输和储存期间的质量，产品技术数据表另行规定的除外。

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Purchasing 采购

7. General Purchasing Conditions 一般采购条件

These General Conditions of Purchase establish the necessary requirements to reach commercial agreements or purchase agreements with any **DOGA** company.

这些通用采购条款规定了与任何 DOGA 公司达成商业协议或采购协议的必要要求。

7.1 Orders 订单

If confirmation is not received within 48 hours of sending the order/schedule, the conditions set out therein will be understood as officially confirmed for all purposes.

如果在发送订单/计划表后 48 小时内未收到确认，则其中规定的条件将被视为正式确认且适用于所有目的。

Supplier programs report firm (binding) orders and forecasts (non-binding). Likewise, it allows to manufacture and supply raw material for the previous dates indicated in the corresponding fields of the order.

供应商计划报告公司（具有约束性）订单和预测（非约束性）。同样，允许制造并提供订单相应部分指定的先前日期的原材料。

Products requested by the **buyer** cannot be subcontracted unless a specific signed agreement is available. If this were the case, this should not be a reason for modifying the existing conditions.

除非有已签署的具体协议，否则不得转包**买方**要求的产品。如果是这种情况，这不应成为修改现有条件的理由。

Any variation in this respect must be approved by the SCH department.

这方面的任何变化必须经 SCH 部门批准。

Close Purchase Orders shows delivery date at **DOGA** no matter what incoterm is. Schedule agreements shows material availability date according to incoterm.

无论采用《国际贸易术语解释通则》中的哪些条款，关闭的采购订单都会显示在DOGA的交货日期。进度协议根据国际贸易术语显示了材料可用日期。

If **supplier** is in charge of the transport, then delivery date at **DOGA**, if **DOGA** is in charge of the transport then collection date at **supplier** site.

如果供应商负责运输，则交货日期以在DOGA交货为准，如果DOGA负责运输，则收货日期以在供应商处收货为准。

There are several Purchase Orders types:

有几种采购订单类型：

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Type 类型	Description 描述
ZCL	Customer goods order 客户货物订单
ZOI	Investment order 投资订单
ZPR	Repair order 维修订单
ZH	Homologation order (NO outsourcing) 认证订单 (无外包)
ZZE	Outsourcing homologation order 外包认证订单
ZDEV	Return order 退货单
ZTF	Third party order 第三方订单
ZOC	Closed order 已结订单
ZE	Delivery plan 交付计划
ZSE	Outsourcing order 外包订单
ZSP	Outsourcing order for external phase 外部阶段的外包订单
ZUP	Out of time order 超时订单
ZPRO	Prototype order 原型订单
ZOS	Service order 服务订单
ZOSF	Billing plan 账单计划

DOGA companies not integrated into SAP ERP System yet have their own purchasing orders codes and are informed accordingly.

没有纳入 SAP ERP 系统的 DOGA 公司仍然有自己的采购订单代码，并会获得相应的通知。

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7.2 Location of off-site machinery, molds, dies and tools 场外机械、模具、压铸模和工具的位置

Any means of production such as machines, molds, dies, tools or others in their possession that are the property of **DOGA** must be properly identified with the tool number assigned by the **buyer**. The **supplier** is responsible for maintenance and conservation for the time determined by the customer.

例如机器，模具，压铸模，工具或属于 **DOGA** 财产的其他任何生产工具必须利用**买方**指定的工具编号来正确识别。供应商负责在客户确定的时间内维护和保存。

Use of the latter is limited to its facilities and exclusively to the manufacturing of parts of the **buyer** for the **buyer** and/or authorized **buyer's suppliers**.

后者的使用限于其工厂设施，且专门用于为**买方**和/或经授权**买方的**供应商制造**买方的**零件。

The transfer of our molds dies and tools to other companies is totally prohibited unless authorized in writing by the **buyer**.

除非**买方**以书面形式授权，否则完全禁止将我们的模具，压铸模和工具转让给其他公司。

Proper maintenance costs of the latter will be borne by the **supplier** of the part and must be insured against damage. 后者的适当维护费由零件的**供应商**承担，且必须投保损害险。

7.3 Invoicing 发票

Prices and chargeable concepts other than those consigned in the order or, where appropriate, expressly modified and authorized afterward in writing will not be admitted.

除了订单中委托的或在适当的情况下除外，之后以书面形式明确修改和授权的价格和收费概念不予承认。

Different Purchase Order types in one single invoice are NOT allowed.

一张发票中不允许有不同的采购订单类型。

Invoices must be sent every two weeks (15 or 30 of each month) via email within a maximum period of 2 working days from the date of the invoice.

发票必须每两周发送一次（每月 15 号或 30 号），且必须最晚在发票日期后的 2 个工作日内通过电子邮件发送。

e-mail facturas.proveedores@dogas.es for:

电子邮箱: <mailto:facturas.proveedores@dogas.es>

- DOGA, SA
- DOGA Gestió, SLU
- FAINA TANGER SARL AU

e-mail facturasdpa.proveedores@dogaparts.es for:

电子邮箱: <mailto:facturasdpa.proveedores@dogaparts.es>

- DOGA PARTS SL

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Other **DOGA**'s companies not stated above list will inform accordingly.

其他未列入上述名单的 DOGA 公司将相应通知。

The following information must be stated: **DOGA** material reference number, delivery note number, **supplier** code and Order Type + number (e.g. OrderType[space]OrderNumber).

必须说明以下信息：DOGA 材料参考号、交货单编号、供应商代码和订单类型+编号（例如订单类型[空格]订单编号）。

Invoice payment of higher delivered quantities than those consigned in the order may be split according to the due date corresponding to the respective schedule.

交付数量高于订单规定数量的发票款项可根据各自时间表对应的到期日进行拆分。

The prices indicated in the order will be understood to be without VAT / taxes, which must be shown separately in the invoice.

订单所示的价格将被理解为无增值税，必须在发票中单独显示。

7.4 Payment terms 付款方式

Payment terms are informed in the Purchase Order.

采购订单中注明了付款条件。

For DOGA SA, DOGA GESTIÓ SLU and DOGA PARTS SL, regardless of mentioned condition, the payment days will be the 7th and 22nd of each month.

对于 DOGA SA、DOGA GESTIÓ SLU 和 DOGA PARTS SL，无论上述条件如何，付款日均为每月 7 日和 22 日。

DOGA reserves the right to withhold payment for non-compliant goods.

DOGA 保留拒绝支付不符合规定的货物的权利。

DOGA will compensate ZDEV orders (Return Order) not managed by the **supplier**.

DOGA 将对不由供应商管理的 ZDEV 订单（退货订单）予以补偿。

7.5 Rights and competencies 权利与能力

- Credits (materials / tooling...) supplied by **DOGA** cannot not be transferred to third parties unless expressly authorized by the **buyer**.
- 除非买方明确授权，否则 DOGA 提供的信贷（材料/工具.....）不得转让给第三方。
- If the **supplier** uses goods owned by the **buyer** to execute the orders, he will be liable for the damages that could be caused to goods or third parties that result from negligence or fault by the **supplier**, its **suppliers** and workers of both.

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- 如果**供应商**使用**买方**持有的货物来执行订单，由于**供应商**，其**供应商**和工人的疏忽或过失造成对货物或第三方的损害将由该**供应商**负责。
- The **supplier** is obliged to hold the **buyer** free of liability and compensate and indemnify it before any liability arising from the aforementioned damages.
- **供应商**有义务保护**买方**免于承担赔偿责任，且在因上述损害引起的任何债务之前对其进行赔偿。
- The **supplier** will take out an insurance policy against civil liability risks associated with business products with an insurance carrier to cover any responsibility that may arise in the use of the product. The minimum amount of the insurance will have to be defined based on the criticality of the component and the **supplier's** invoicing amounts before **DOGA**.
- 供应商在保险公司购买了一份与业务产品相关的民事责任风险保单，以承担产品使用过程中可能产生的任何责任。保险的最低金额必须根据部件的关键性以及**供应商**在 **DOGA** 之前的开票金额进行确定。
- The **buyer** reserves the right to exercise the actions it deems appropriate in accordance with the right to terminate all or part of the orders, and even to demand compensation for damages caused by non-compliance with the delivery deadlines and dates indicated, defects of materials, associated documentation, packaging and any other that could be demanded from us due to anomalies or defects originating from the **supplier** or any services rendered to us.
- 根据终止全部或部分订单的权利，**买方**保留行使其认为合适的措施的权利，甚至可要求赔偿由于未遵守交货最后期限和规定日期，材料、相关文件、包装方面的缺陷所造成的损害，包括由于**供应商**或向我们提供的任何服务存在异常或缺陷，我们有权要求任何其他赔偿。
- For any litigation or controversy that may arise directly or indirectly in connection with the order, it is understood that the **supplier** expressly renounces the jurisdiction that may correspond to him and submits to the jurisdiction and competence of:
- 对于直接或间接产生与订单有关的任何诉讼或争议，可以理解为**供应商**明确放弃与其对应的管辖权并将其提交至以下司法管辖地：
 - The Courts of Asti (Italy) for DOGA Italia S.r.l.
 - 若是 DOGA Italia S.r.l., 则是阿斯蒂法院（意大利）
 - The local Courts of Nantong (China) for DOGA NANTONG Auto Parts Co, Ltd.
 - 若是道佳（南通）汽车零配件有限公司，则是南通地方法院（中国）
 - The Courts of Chicago (USA) for DOGA USA CORPORATION
 - 若是 DOGA USA CORPORATION, 则是芝加哥法院（美国）
 - The Courts of Curitiba (Brasil) for DOGA DO BRASIL, LTDA
 - 若是 DOGA DO BRASIL, LTDA, 则是库里蒂巴法院（巴西）
 - The Courts of Bengaluru (India) for DOGA INDIA PRIVATE LIMITED

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- 若是 DOGA INDIA PRIVATE LIMITED, 则是孟加拉法院（印度）
- The courts of Querétaro (México) para DOGA MEXICO COMPONENTES S.A. de C.V.
- 若是 DOGA MEXICO COMPONENTES S.A. de C.V., 则是克雷塔罗（墨西哥）法院
- The Courts of Barcelona (Spain) for the rest.
- 其它公司均选择巴塞罗那法院（西班牙）。
- For **suppliers** of DOGA, S.A.; DOGA GESTIO, S.L.U.; FAINA TANGER SARL AU; DOGA PARTS, S.L. and DOGA MEXICO COMPONENTES S.A. de C.V., this manual is available in Spanish and English, Spanish being the language of reference in case of discrepancy.
- 对于 DOGA, S.A.; DOGA GESTIO, S.L.U.; FAINA TANGER SARL AU, DOGA PARTS, S.L. 和 DOGA MEXICO COMPONENTES S.A. de C.V.的供应商，本手册有西班牙语和英语版本。如有不符之处，请参考西班牙语版。
- For **suppliers** of DOGA NANTONG Auto Parts Co, Ltd., this manual is available in Chinese and English, English being the language of reference in case of discrepancy.
- 对于道佳（南通）汽车零配件有限公司的供应商，本手册有中英文版本，如有不符之处，请参考英文版。
- For **suppliers** of DOGA USA CORPORATION, DOGA DO BRASIL, LTDA and DOGA Italia S.r.l., this manual is available in English, English being the language of reference in case of discrepancy.
- 对于 DOGA USA CORPORATION, DOGA DO BRASIL, LTDA 和 DOGA Italia S.r.l. 的供应商，本手册有英文版本，如有不符之处，请参考英文版。

7.6 Confidentiality 保密

- The **supplier** undertakes to maintain confidentiality of all documentation and information received from the **buyer**.
- 供应商承诺对从买方那儿收到的所有文件和信息进行保密。
- The commitment implies that they cannot be revealed to third parties without the expressly authorization of the **buyer**.
- 承诺意味着未经买方明确授权，（供应商）不得向第三方披露。
- Confidentiality will remain in effect, even after the end of the business relationship.
- 即使在业务关系结束后，保密仍然有效。

8. Supplier evaluation 供应商评估

All DOGA suppliers are evaluated on a quarterly basis.

所有DOGA供应商每季度接受一次评估。

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8.1 Qualification of product suppliers 产品供应商资格

The valuation criteria of external **suppliers** are subject to scores given by the Quality, Logistics and Purchasing departments. The maximum score is 100 points and depending on the final value, the related actions are established. The objectives and actions for each category are agreed annually by the three departments and communicates by each DOGA's facility.

外部供应商的评估标准取决于质量部、物流部和采购部给出的分数。最高分为 100 分，根据最终值确定相关行动。每个类别的目标和行动每年由三个部门商定。

Each department has the following relative weight in the global evaluation:

各部门在整体评估中的相对权重如下所示：

- Quality: 45%.
- 质量: 45%
- Logistics: 45%.
- 物流: 45%
- Purchasing: 10%.

采购: 10%

Service **suppliers** will be evaluated with a single weighting of 100%.

使用100%的单一权重对服务供应商进行评估。

Supplier evaluation will be carried out as established in the " **Supplier** Evaluation QM Manual", which reflects the functionality of the SAP system.

供应商评估按照“供应商评估 QM 手册”中的规定进行，该手册反映了 SAP 系统的功能。

8.1.1 Quality assessment 质量评估

The Quality Department carries out its evaluation according to the following categories and relative weights:

质量部根据以下类别和相对权重进行评估：

Automatic criteria:

自动处罚标准：

- Rejections: 60%
- 拒绝: 60%
- Alerts: 20%
- 警告: 20%

Manual criteria:

人工处罚标准：

- Quality service: 10%
- 处罚: 10%
- Audit: 10%
- 审核: 10%

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The **rejection** and **alert** score will be automatically established according to the SAP system. The criteria keep the max score if they are not rated.

拒绝和警告得分将根据SAP系统自动生成。如果未评级，则该标准将保留最高分数。

The manual **penalty** and **audit** categories will be manually filled in based on the following criteria: Claim response/closing time, customer interruptions, market returns or customer notifications of special situations.

人工处罚和审核类别将根据下列标准手动填写，索赔响应/关闭时间、客户中断、市场退货或客户特殊情况通知。

In the audit category, the result of the process audit (according to VDA 6.3 or similar) will be taken into account for those **suppliers** that have been audited during the evaluation period.

在审核类中，对于评估期间内已审核的供应商，考虑审核流程的结果（根据VDA 6.3或类似标准）

8.1.2 Logistics assessment 物流评估

The Logistics Department conducts its assessment according to the following categories and relative weights:

物流部根据以下类别和相对权重进行评估：

Automatic criteria:

自动处罚标准：

- Delivery date: 65%
- 交付日期：65%
- Delivered quantity: 25%
- 交付数量：25%

Manual criteria:

人工处罚标准：

- Quality service: 10%
- 罚款：10%

The **delivery date and quantity delivered** score will be automatically set according to the SAP system to assess the level of fulfillment of the delivery plan, as reflected in the " Supplier Assessment QM Manual".

交付日期和交付数量得分将根据SAP系统进行自动设置，以评估交货计划的履行级别，如“供应商评估QM手册”所示。

A **logistics penalty** is a manual criterion whereby a score of 1 will be detracted from all those **suppliers** that have generated at least one special transport/shipment, one client interruption, one retention or one stoppage of supplies.

物流处罚是一项手动标准，凭借此项标准，已产生至少一次特殊运输/装运，一次客户中断，一次供应品滞留或一次供应品中断的所有供应商均扣除1分。

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8.1.3 Purchasing assessment 采购评估

The Purchasing Department evaluates the **supplier** if it considers that any of the concepts detailed below should improve:

如果采购部认为下述概念应改进，则会对供应商进行评估：

- Collaboration and price levels: 30%
- 合作和定价级别（最高为-30%）
- Cooperation in product development: 30%
- 产品开发合作（最高为-30%）
- Agility and proposal accuracy: 20%
- 敏捷性和提案准确性（最高为-20%）
- Assumption of responsibilities and cost overruns generated:
- 10%承担责任和产生的成本超支（最高为-10%）
- Quality service: 10%
- 收到文件或措施后的灵活快速反应（最高为-10%）

8.2 Qualification of service suppliers 服务供应商资格

Service **suppliers** will be evaluated by means of a manual weighting, to be established by the department that is involved the most with the **supplier** to be evaluated. All the criteria mentioned in the quality assessment, logistics and purchases will be considered, whenever they apply.

服务提供商以手动加权的方式进行评估，该方式由涉及供应商最多的部门制定。只要适用，质量评估、物流和采购提到的所有标准都被考虑在内。

8.3 Global assessment 整体评估

The global assessment for **suppliers** of product is obtained according to the following formula.

产品供应商的整体评估是根据以下公式得出的。

$$\text{Global weighting} = 0.45 * \text{Quality} + 0.45 * \text{Logistics} + 0.10 * \text{Purchasing}$$

$$\text{整体权重} = 0.45 * \text{质量} + 0.45 * \text{物流} + 0.10 * \text{采购}$$

The overall assessment for service **suppliers** will be that which is obtained directly according to their weight. 服务提供商的整体评估则是根据其权重直接得到的评估。

Depending on the result and the objectives set, actions will be required from the **supplier**.

根据结果和设定的目标，需要对供应商采取行动。

8.4 Notifying qualification status 通知资格状况

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All the **suppliers** defined as main by consensus by Quality, Logistics and Purchasing will receive a notification from the Purchasing Department informing them of their qualifications. In case of a global or partial score below the objective, a response will be requested with the corresponding corrective actions within a maximum period of 15 days.

所有经质量部、物流部和采购部协商一致确定为主要供应商的供应商将收到采购部发出的通知，告知其资格。如果供应商全球或部分得分低于目标分数，则需要最多在15天内做出回应并采取相应的纠正措施。

The **supplier's** answer will be evaluated by the Department responsible of the negative score.

供应商的反馈将由负分的负责部门进行评估。

8.5 Risk assessment 风险评估

All those **suppliers** with a repeated global score below the objective will be considered when planning the audit calendar.

在计划审计日程表时，将考虑对整体被重复评估低于目标分数的所有供应商进行审计。

External audits will be scheduled annually and can be re-scheduled when required.

每年安排一次外部审核，并在需要时可重新安排。

9. Supplier development 供应商开发

9.1 Suppliers in Improvement (SIP)改进中的供应商 (SIP)

DOGA chooses the list of **suppliers** to develop (SIP, Suppliers in Improvement Process) on an annual basis, in agreement between the Purchasing, Logistics and Quality areas.

DOGA 每年选择供应商名单 (SIP, 改进过程中的供应商)，且经采购、物流和质量部一致同意。

The **suppliers** included in the SIP list may include:

SIP 名单所含供应商可包括：

- Low performance **suppliers**, according to the result of the **supplier** evaluation of the previous years, if the supplier have a significant turnover.
- 低绩效供应商，根据前几年的供应商评估结果，如果该供应商有出色的营业额。
- Critical part **suppliers**.
- 关键零件供应商。
- **Suppliers** whose performance has worsened or stagnated in a PPM index or delivery index.
- PPM 指标或交付指标表现为恶化或停滞的供应商。
- Other **suppliers** which require carrying out special developmental or follow-up actions as deemed by Purchasing, Quality or Logistics.
- 要求开展采购、质量或物流部视为特殊发展或跟进措施的其他供应商。

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Throughout the year, **suppliers** can be included in the SIP list, which, for exceptional reasons require special actions.

在这一年里，供应商均被列入 SIP 名单中，其中包括由于特殊原因需要特别措施。

9.1.1 Action plan 行动计划

All pertinent actions will be carried out for the development of each **supplier** selected, which may include, among others:

为开发选中的每个供应商，将开展所有相关措施，其中可能包括：

- Audit to detect areas of improvement and define an Action Plan in case non-conformities are found.
- 审核以检测改进方面，且在发现不合格情况之时制定行动计划。
- Assessment follow-up
- 评估跟进
- PDCA action plan
- PDCA 行动方案

9.1.2 SIP supplier follow-up SIP 供应商跟进

The **supplier** will respond to the NCs with an action plan within 30 calendar days after the audit.

供应商在审核后 30 个日历日内向 NC 回复其行动计划。

Purchasing will monitor the actions of the **supplier** within 60 calendar days after the audit.

采购部在审核后 60 个日历日内监督供应商的行动。

Purchasing and Logistics/Quality will close the **supplier's** plan of actions the 180 days after the audit.

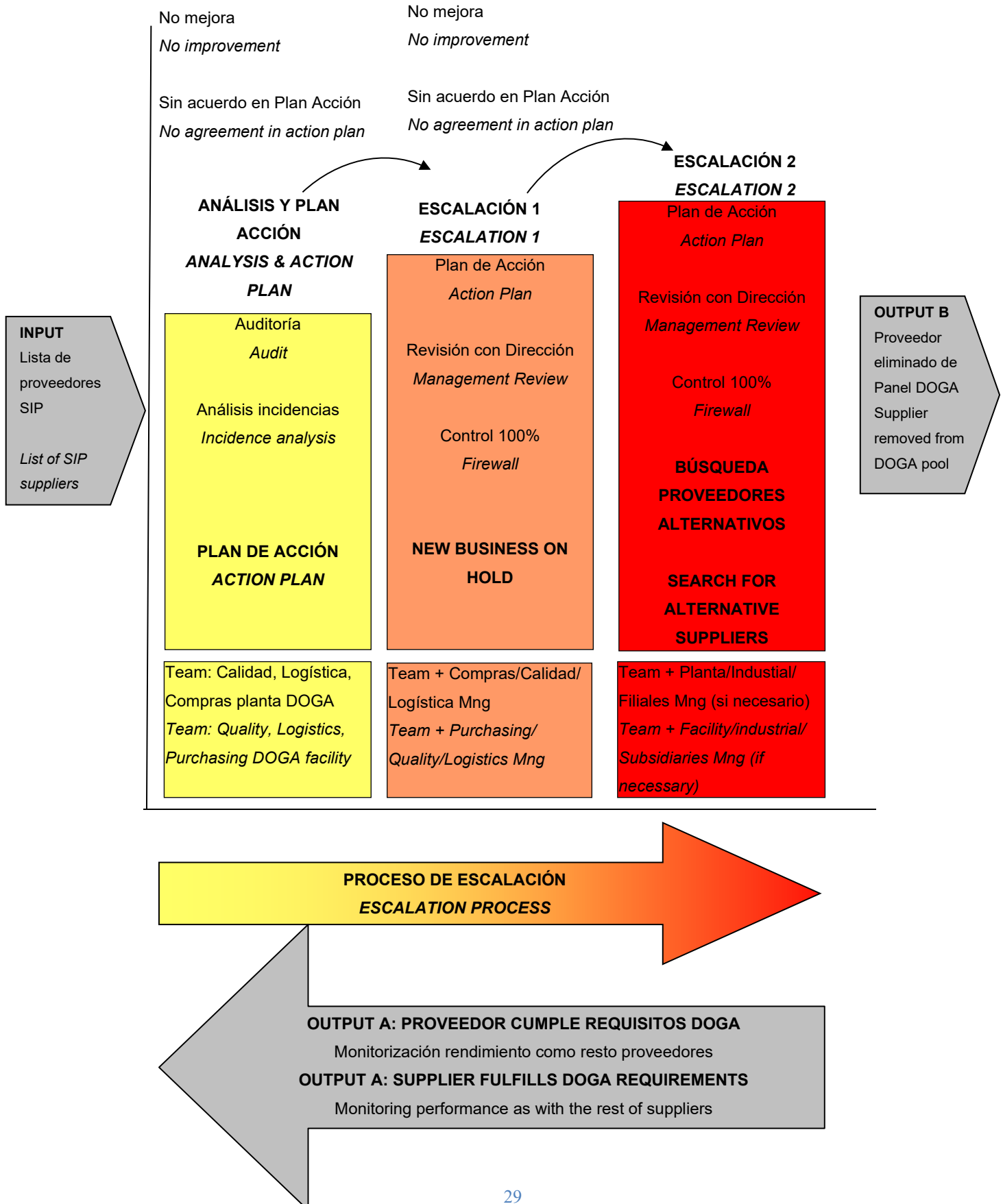
采购部和物流/质量部在审核后 180 天内结束供应商的行动计划。

9.1.3 Escalation process 升级流程

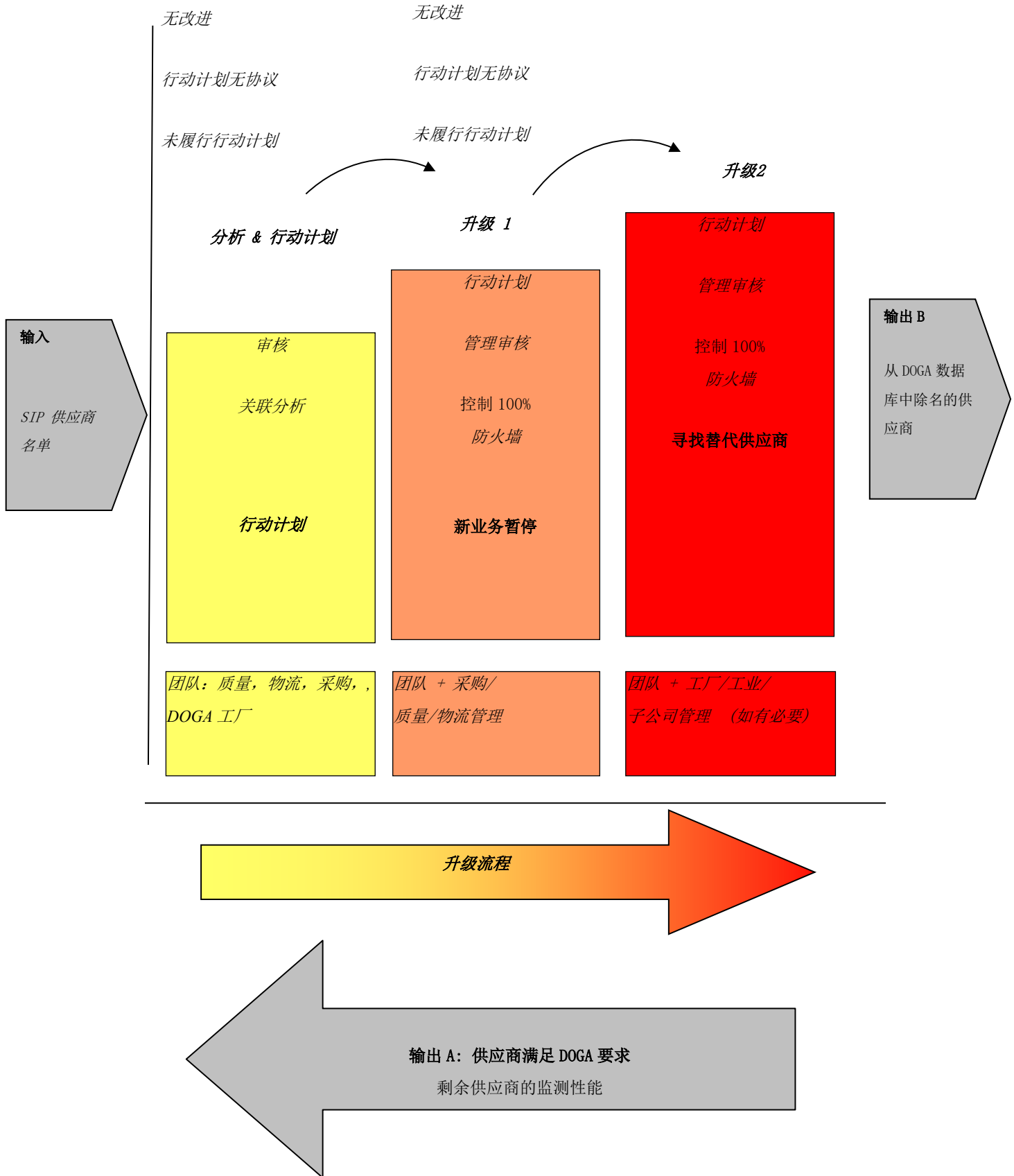
SIP **suppliers** refusing to conduct an Action Plan or failing to fulfill it will follow the below escalation process:

拒绝开展行动计划或未能履行行动计划的 SIP 供应商将遵循以下升级流程：

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00	12/Dec/2018 2018年12月12日	Initial release 首次发布	AO
01	21/May/2019 2019年5月21日	DOGA INDIA PRIVATE LIMITED added into the scope 增加道佳印度公司	AO
02	Jan/2021 2021年1月	DOGA USA CORPORATION & DOGA DO BRASIL LTDA added into the scope 列入了 DOGA USA CORPORATION 和 DOGA DO BRASIL LTDA Several Typo fixed 修正了几个错别字 Financial concepts clarified 澄清了财务概念 CSR paragraph added 添加了 CSR 条款	AO
03	Feb/2021 2021年2月	Italian version cancelled 意大利语版本已取消	AO
04	Oct/2022 2022年10月	DOGA MEXICO COMPONENTES S.A de C.V. added into the scope 增加 DOGA MEXICO COMPONENTES S.A de C.V. POP regulation added into chapter 2 第 2 章增加了 POP 法规 Several concepts clarified 澄清几个概念	AO
05	Mar/2023 2023 年 3 月	Deleted DOGA NAVARRA SLU from the scope of this manual. 本手册已删除 DOGA NAVARRA SLU。	AO