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**SOP, General Requirement to Supplier****1. PURPOSE**

- 1.1. To define and ensure suppliers adhere to Supply Chain general requirement in the supply of Material, Spares, Equipment and Services to SSMC.

**2. SCOPE**

- 2.1. This general specification covers SSMC general Supply Chain requirement (General Environmental, Health and Safety rules; Storage, Delivery, Return and Packaging requirement), Complaint Handling, Information system and Non-disclosure agreement, Import and Export control to supplier.
- 2.2. The requirements documented in this specification are generic and should be used together with SSMC Quality Requirement for specific commodity/service as deemed appropriate.

**3. RESPONSIBILITY**

- 3.1. It is the responsibility of the Supply Chain to maintain/update this general specification.
- 3.2. It is the responsibility of all Suppliers to adhere to this general specification.

**4. APPLICABLE DOCUMENTS**

12142-0001      Supplier Code of Conduct  
(<https://www.ssmc.com/img/ssmc/sustainability/SSMCSupplierCodeofConductV2.pdf>)

Responsible Business Alliance (“RBA”) Code of Conduct  
(<https://www.responsiblebusiness.org/code-of-conduct/>)

**5. EXHIBITS**

NIL

**6. APPLICABLE FORMS**

312-0007      Form, SSMC Green Procurement Survey

**7. TERMS AND DEFINITIONS**

Items listed are defined as follows to have clear specification definition and mutual understanding between SSMC and the supplier.

- 7.1. Source - The manufacturer of the raw material to the maker's process.
- 7.2. Maker - The party handling the manufacturing process from raw material to final product, with the manufacturing site identified.

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- 7.3. Supplier - A company that supplies products, materials, equipment, or services to SSMC
- 7.4. Expiry Date - The date the product is due and should not be used in the SSMC production line.
- 7.5. Remaining Life Time - The minimum shelf life remaining (to the expiry date) prior to delivering the products to SSMC.
- 7.6. Shelf Life - The product lifetime from manufacturing date during which the product quality is guaranteed by the maker to meet specifications.
- 7.7. PO – Purchase Order
- 7.8. DO – Delivery Order
- 7.9. RFQ – Request for Quotation
- 7.10. R&M – Repair & Maintenance
- 7.11. NPR – Non Product Related (i.e. General Purchase)

**8. GENERAL REQUIREMENT**

- 8.1. Supply Chain
  - 8.1.1. Negotiation should be done with Supply Chain Personnel on any purchasing contracts/purchase.
  - 8.1.2. Supply Chain will be the official contact window to Supplier.
  - 8.1.3. All samples must be submitted through Supply Chain Department, and delivered against valid PO.
- 8.2. General Environment, Health and Safety Rules
  - 8.2.1. Hazardous Substance Free Requirements
    - 8.2.1.1. Suppliers are encouraged to have an environment and health management system (ISO14001, QC080000 HSPM, ISO45001)
    - 8.2.1.2. Suppliers shall ensure that purchased products conform to Supply Chain and regulatory requirements
    - 8.2.1.3. Only trained and authorized personnel are allowed to handle hazardous materials or work on electrical installation.

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- 8.2.1.4. As part of SSMC's environmental management system program, suppliers may be requested to complete SSMC Green Procurement Survey on periodic basis.

8.3. Storage, Delivery, Return and Packaging Requirement

8.3.1. Storage

- 8.3.1.1. Specific storage and delivery stipulated in Specific material or service specification is to be adhered to. Supplier shall provide proper environment control during all stages of storage, process and delivery.
- 8.3.1.2. Unless otherwise stipulated in Specific material specification, all goods purchased and delivered to SSMC are deemed to be fit for storage under SSMC warehouse environment (at<65% Humidity, 24+/-3 Degree Celsius) with no shelf life limitation.
- 8.3.1.3. SSMC reserved the right to reject goods for full refund if a storage condition and/or shelf life stipulated onto goods that have not been previously agreed by SSMC.

8.3.2. Delivery

- 8.3.2.1. The Supplier must have a PO number with other relevant shipping information for any material shipped to SSMC. No goods will be accepted without a reference PO number.
- 8.3.2.2. Delivery order or packing list must clearly indicate following information and the information must match with the purchase order issued except the quantity must match with physical goods during delivery
- 8.3.2.2.1 Supplier Name
- 8.3.2.2.2 SSMC PO Number
- 8.3.2.2.3 SSMC Part Number (if applicable)
- 8.3.2.2.4 Material Description
- 8.3.2.2.5 Quantity
- 8.3.2.3. At the minimum, packing shall have label identifying
- 8.3.2.3.1. Supplier name,
- 8.3.2.3.2. SSMC part number (if applicable),
- 8.3.2.3.3. Vendor part number,
- 8.3.2.3.4. Material description,
- 8.3.2.3.5. Quantity,
- 8.3.2.3.6. Date,
- 8.3.2.3.7. Lot number, and
- 8.3.2.3.8. Manufacturing date and expiry date (for item with shelf life)

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- 8.3.2.4. For wafer shipment, each delivery order should not exceed 2,000 wafers.
- 8.3.2.5. Supplier must ensure that the corresponding line item number as reflected in SSMC PO be reflected on all DO and invoices.
- 8.3.2.6. Unless delivery destination is otherwise specified in the PO, chemicals and gases shall only be delivered to the chemical receiving dock, all other goods delivered to SSMC shall be centralized at Receiving Store except for delivery of parts after office hours, during weekend and public holiday, security will act as receiving. Security will acknowledge the DO with a security Off Hour Delivery stamp with a) Received By & Date b) Issued to with Date and Employee No.
- 8.3.2.7. Receiving store operate from 8:00 a.m. till 12 noon. And from 1:30 p.m. till 4:30 p.m. Monday till Friday
- 8.3.2.8. Supplier delivering material or performing services in SSMC shall observe the following safety regulation.
  - 8.3.2.8.1. Smoking is not allowed anywhere within the premises.
  - 8.3.2.8.2. Do not enter any restricted area without authorization. Respect all warning signs displayed.
- 8.3.3. Return of materials/parts
  - 8.3.3.1. All materials/parts to be returned to supplier have to be shipped through warehouse.
  - 8.3.3.2. Warehouse, Supply Chain, End-user is allowed to initiate the return of materials/parts.
  - 8.3.3.3. Supplier is to assist and ensure parts returned are properly packed or crated before handing of goods to supplier/forwarder.
- 8.3.4. Packaging
  - 8.3.4.1. Supplier shall provide adequate documentation with regard to the product shipments such as storage instructions, forwarding documents, Certificates of Origin at request, and all data in writing relating to relevant governmental regulations, amongst the safe handling, storage, use and disposal of the products pertaining to Singapore.
  - 8.3.4.2. All containers must be labeled with full description, in particularly before bringing into SSMC clean room environment.
  - 8.3.4.3. When performing delivery at the Warehouse or at the Chemical and Gas loading dock, the delivery driver must switch off the engine of their Vehicle.

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- 8.3.4.4. Suppliers shall follow GHS (Global Harmonized System of Classification and Labeling of Chemicals) requirements and standards established by Singapore government and adhere to Singapore Standard SS 586:2008.
- 8.3.4.5. Suppliers supplying process chemicals in drums (including totes) must provide
  - 8.3.4.5.1. Key code connector together with pre-inserted dip-tube
  - 8.3.4.5.2. Bar code label
  - 8.3.4.5.3. Individual drum number indication on label
- 8.4. Sustainability
  - 8.4.1. Suppliers are required to comply with SSMC's Supplier Code of Conduct (refer to <https://www.ssmc.com/img/ssmc/sustainability/SSMCSupplierCodeofConductV2.pdf>)
- 8.5. Supplier Update/Declaration
  - 8.5.1. Suppliers are required to update SSMC pro-actively with regards to product and/or service provided, these updates include but not limited to the followings:
    - 8.5.1.1. End of life, or obsolescence
    - 8.5.1.2. Quality deviation from specification
    - 8.5.1.3. Any potential supply chain disruption
    - 8.5.1.4. Company key financial or organizational changes
    - 8.5.1.5. Any other changes that may directly or indirectly affect product and/or service provided to SSMC
- 8.6. RBA Code of Conduct
  - 8.6.1. The Supplier acknowledges and warrants compliance with the prevailing Responsible Business Alliance ("**RBA**") Code of Conduct. The RBA Code of Conduct which is presently in force may be accessed from RBA's website at [Code of Conduct \(https://www.responsiblebusiness.org/code-of-conduct/\)](https://www.responsiblebusiness.org/code-of-conduct/).

**9. COMPLAINT HANDLING**

- 9.1. Supplier will be issued a copy of Complaint Notice if irregularity (e.g. Damaged, Quantity Discrepancy, Part Number Discrepancy) is found in any delivery.
- 9.2. Supplier must acknowledge and give an official response with containment action within 24 hours.

**10. INFORMATION SYSTEM AND NON-DISCLOSURE AGREEMENT**

- 10.1. Supplier shall not disclose SSMC confidential information in any form to its other customers. A documented confidentiality agreement must be signed and on filed for all suppliers who have access to SSMC's confidential information (for eg Suppliers who

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received a RFQ from SSMC containing confidential information). Examples of confidential information include but not limited to:

- 10.1.1. Order Rate (Not Applicable for R&M and NPR Section)
- 10.1.2. New process development information
- 10.1.3. SSMC Technology exchange
- 10.1.4. Production data & capacity
- 10.1.5. Process data
- 10.1.6. Quality and reliability concerns
- 10.1.7. SSMC specification and drawings
- 10.2. List of information assets accessible to Supplier must be identified and maintained by SSMC Sponsor.
- 10.3. Supplier must return all SSMC information and others assets at the end of contract.
- 10.4. SSMC reserves the right to monitor and audit Supplier activities on SSMC information processing systems.
- 10.5. Supplier is liable to any damage to the information processing facilities caused by their services.

**11. IMPORT AND EXPORT CONTROL**

- 11.1. The supplier shall comply with all existing applicable laws and regulations.