

ProMinent Purchasing Guideline

Delivery of 3.1 Inspection certificates and
test certificates from suppliers and external service providers

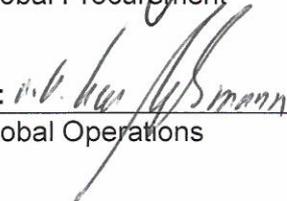
ProMinent Purchasing Guideline – Delivery of 3.1 Inspection Certificates

Change history

Date	Chapter	Change(s)	Revision	Author

Created:  **Fabian Wienert** 02.04.2024
Director Global Quality Date

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Director Global Procurement Date

Approved:  **Kai Mussmann** 23.04.2024
Head of Global Operations Date



ProMinent Purchasing Guideline – Delivery of 3.1 Inspection Certificates

Scope

This guideline applies to all suppliers or external service providers with deliveries to the ProMinent plant in Heidelberg (Im Schumachergewann 5-11, 69123 Heidelberg).

General Requirements

- Certificates/test certificates must be sent exclusively by e-mail to the e-mail address specified in the order: pruefbescheinigung3.1@prominent.de
- The certificates/test certificates must be available at the latest when the goods are delivered.
- The contractually agreed certificates/test certificates must generally be completed.
- The reference between the original certificate and the ProMinent order must be established.
- Interim certificates from acceptance companies are permitted in individual cases and must be submitted to ProMinent at the latest on delivery of the goods.
- In the case of partial deliveries, the relevant inspection certificate for each delivery of goods must be sent by e-mail to ProMinent.
- If several certificates/inspection certificates are sent by e-mail for each delivery of goods, it must be ensured that one certificate/inspection certificate is always issued per order, per item and per part number.
- If there is no specific supplier agreement, long-term certificates must be sent by e-mail to ProMinent with each delivery of goods.
- For each certificate/test certificate, the ProMinent form (see appendix) must be used as a cover sheet and filled out accordingly.

Certificates/Inspection Certificates per E-Mail

- Data format: PDF
- Each e-mail may only contain certificates/inspection certificates for one order number; multiple order items are permitted, but this must be clearly stated in the subject line. Each order item must also have a separate PDF file, unless it is only one part number, in which case only one PDF file is permitted.
- Subject of the e-mail: ProMinent order number / order item
- Each certificate/test certificate, even if it consists of several pages for one position, must be generated and sent as one single file.
- Certificates/test certificates that have not been sent to ProMinent upon receipt of goods, must be forwarded within 3 working days directly by e-mail to the e-mail address stated in the order.

Appendix

- Cover sheet for Inspection Certificate 3.1 according to DIN EN 10204

