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**COLUMBUS  
STAINLESS**  
— [Pty] Ltd —

# Supplier Information Booklet


[www.columbusstainless.co.za](http://www.columbusstainless.co.za)

	<b>JOB TITLE</b>	<b>CO.NO</b>	<b>DATE</b>	<b>SIGNATURE</b>
<b>PREPARED BY</b>	<b>PURCHASING MANAGER</b>	<b>8228</b>		
<b>ACCEPTED BY</b>	<b>SENIOR MANAGER: PROCUREMENT AND STORES</b>	<b>159</b>		

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## **INTRODUCTION**

Columbus Stainless believes that any Supplier, or potential Supplier, interested in entering into a supply relationship with the company, should be afforded the opportunity to make an informed choice in this regard. In order to facilitate this decision, this Supplier Booklet is offered to you.

### **1. COLUMBUS STAINLESS (PTY) LTD**

Columbus Stainless is situated in the Mpumalanga Province of South Africa. The history of Columbus Stainless dates back to 1966 when Southern Cross Steel, the predecessor of Middelburg Steel & Alloys (MS&A), became the first producer of stainless steel in Africa. Not only did Southern Cross Steel succeed in producing quality stainless steel, it also developed 3CR12, a corrosion resistant stainless steel which is particularly well suited to wet abrasion applications.

In 1991 the Columbus Joint Venture, consisting of Samancor Limited, the Industrial Development Corporation and Highveld Steel & Vanadium Corporation Limited, bought the stainless steel producing plant from Middelburg Steel & Alloys.

In January 2002, Spanish stainless steel producer, Acerinox SA, acquired a 64% share in Columbus Stainless. Acerinox SA is acknowledged as one of the most competitive groups in stainless steel manufacturing in the world. Acerinox SA has now acquired a further 12% shareholding of Highveld Steel & Vanadium Corp Ltd and therefore the shareholding of Acerinox SA in Columbus Stainless has now risen to 76%.

Columbus Stainless is one of the world's largest single site stainless steel producers with a production capacity of more than 600 000 tons per year. Columbus Stainless produces a wide range of stainless steel products (austenitic and ferritic) to all the major international specifications in hot rolled and cold rolled finishes.


Our Suppliers have an important role to play in this regard, especially in that our competitiveness and our long-term success and growth depend, to a large extent, on the competitiveness of our supply partners.

### **2. OCCUPATIONAL HEALTH AND SAFETY**

Occupational Health and Safety are top priorities at Columbus Stainless. Visitors and company representatives entering Columbus Stainless must view the induction video at the main gate once a year. Anyone who is going to perform any work on the Columbus Stainless site must complete the general site induction at the Induction Centre. The induction lasts approximately two hours and appointments can be arranged by calling +27 (13) 247- 3449. No visitor will be allowed through reception without an appointment and the necessary proof of identification i.e, ID document, Passport or Drivers Licence.

### **3. ENVIRONMENTAL**

Columbus Stainless Environmental Policy is committed to producing its products in an environmentally friendly manner and therefore complies with the highest of international environmental requirements, applicable legislation and other requirements. The company has been certified as an ISO 14001 company. Suppliers are expected to adhere to environmentally sound practices to ensure that any of the products or services supplied to Columbus Stainless will not harm the environment in any way and all materials will comply with the Government Environmental Regulatory requirements. Suppliers are required to complete a written agreement in terms of the Occupational Health and Safety Act of 1993

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and the Environmental Conservation Act of 1989. A copy of this agreement is obtainable from the Supplier Management personnel in the Purchasing Department.

#### **4. QUALITY POLICY**

Our policy is to produce stainless steel that meets our customer's requirements. This is achieved through the maintenance of a Quality Management System designed to minimise variation of the products, using adequate process and quality control.

Our philosophy regarding quality is best described by our slogan, which is:

**"Prime, On Time, Every Time"**

All our goals and objectives will be aligned towards achieving this policy.

#### **5. OUR EXPECTATIONS FROM A SUPPLIER PARTNERSHIP**

Columbus Stainless is a global player in the stainless steel industry, with the vision of becoming the leading Supplier. The importance of your role as a Supplier in providing high quality materials and services cannot be overstated. We expect and welcome your innovative ideas to allow us to achieve lower total cost, in a way that will enhance a mutually beneficial relationship.

#### **6. SUPPLIER QUALITY ASSURANCE**

##### **6.1 SUPPLIER AUDITS AND DEVELOPMENT**

The Supplier Audit is a comprehensive review conducted at the Supplier's manufacturing site to evaluate the Supplier's ability to produce and supply products conforming to Columbus Stainless's specifications and expectations.

##### **6.2 ISO 9001 CERTIFICATION**

Columbus Stainless received its ISO 9002 listing in 1992. We are an ISO 9001 listed company, implementing the techniques of quality planning and process control into our quality management system to achieve consistent product quality and on time delivery. We are committed to continuous improvement, which has become a way of life at Columbus Stainless and we encourage our Suppliers to implement these quality techniques in their own operations, where appropriate.


##### **6.3 SUPPLIER QUALITY IMPROVEMENT NOTES**

The purpose of a Supplier Quality Improvement Note (SQIN) is to highlight unsatisfactory/satisfactory service and quality and/or poor/good delivery performance from Suppliers. The Supplier's deliveries, services and functional performance of its products are consistently monitored to identify areas for improvement.

#### **7. PURCHASING DEPARTMENT**

##### **7.1 PURCHASING AUTHORISATION**

Only the Purchasing Department personnel or an appointed representative duly authorised by the General Manager: Finance, are authorised to issue Purchase Orders to Suppliers. **Invoices received from Suppliers for goods received or**

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**services rendered must refer to an authorised Purchase Order Number without which payment will not be effected.**

Purchases of an emergency nature may be authorised by a management-designated Columbus Stainless employee. In this case, a Purchase Request number is issued to authorise the emergency purchase. This purchase will be confirmed by a standard Purchase Order issued by the Purchasing Department. A Purchase Request number shall not be accepted when submitted on an invoice for payment, as invoices must indicate the Purchase Order number.

## **7.2 BUYING RESPONSIBILITY**

Each Purchasing representative within the Purchasing Department is responsible for the procurement of specified commodities. The Purchasing Department may be contacted for information on the Buyers and their allocated commodities. The allocation of commodities to buyers might however change from time to time.

## **8. COMMUNICATION**

Open communication is essential for establishing a favourable business environment and is therefore welcomed and encouraged. To streamline communication between Columbus Stainless and our supply partners we make use of electronic communication systems such as e-mail and the Internet. We therefore promote the utilisation of such systems and urge you to ensure that you will be able to correspond with Columbus Stainless accordingly. It will become even more important in the future when we will allow our supply partners to update their contact information and submit quotations by connecting to the Columbus Stainless Extranet.

We request that all pre-order or contract business such as solicitations for products or services, contract negotiations, pricing, quality requirements, lead times, etc. be directed to the appropriate Purchasing representative.


## **9. TERMS & CONDITIONS**

All Columbus Stainless Purchase Orders are subject to the General Conditions of Purchase (Ref. PUR-CON-005) or General Conditions for Buying (Ref. PUR-CON-BUYING) or General Terms and Conditions for Purchasing Ferrous Raw Materials (Ref. PUR-CON-RAW001) as specified on the Order document, except where specifically identified differently as done with Project Orders from time to time. A copy of the general Conditions of Purchase is available from the Purchasing Department upon request.

## **10. DELIVERY REQUIREMENTS**

**Suppliers are accountable for meeting committed delivery dates as indicated on the Purchase Order and are required to conform to a 100% on time delivery performance.** If a delivery date cannot be met, it is imperative that the Supplier immediately notifies the Purchasing Department, who shall assess the urgency of the situation and negotiate a new delivery date.

All goods are to be delivered to the Receiving Bay at the Main Stores off Nelson Mandela Drive, Middelburg, Mpumalanga, and goods will not be accepted if the delivery documentation is not endorsed with a valid Columbus Stainless Purchase Order Number.

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### **10.1 STORES DELIVERY HOURS**

The Columbus Stainless Main Stores is located off Nelson Mandela Drive and is open at the following times to receive deliveries from Suppliers:

**Mondays, Tuesdays, Thursdays and Fridays from 07:00 to 15:45**

**Wednesdays from 07:00 to 12:00 and 13:30 to 15:45**

All goods must be delivered to the Main Stores to have the details of the delivery logged on the Receiving System. Should it be necessary for the delivery to be made inside the plant, the vehicle shall first report to Columbus Stainless Stores who will issue the vehicle with an In-plant Delivery Permit, which will allow access via the Security Gate at Stores. The Supplier must ensure that the Receiver of the goods in the plant signs and clearly prints his / her name, company number and date of delivery on the Delivery Note. The Supplier must report back to the Stores and hand the signed delivery documentation (both copies) back to the Receiving personnel before leaving the premises via the Security Gate at Stores. Failure to comply with this procedure could lead to delays in payment.

### **10.2 AFTER HOURS DELIVERIES & COLLECTIONS**

After hour deliveries and collections will only be allowed if the responsible Columbus Stainless employee has agreed and made arrangement for the delivery of CRITICAL items. Such deliveries will be made through the Security Gate to the Stores Issuing Bay. Before delivery takes place the Columbus Stainless employee must give the Supplier a Purchase Request or Order number. It is the responsibility of the Columbus Stainless employee to notify Security that a Supplier will be delivering after hours.


### **10.3 COLLECTION OF GOODS BY COLUMBUS STAINLESS PERSONNEL**

In the case of an emergency Columbus Stainless personnel may collect goods from the Supplier's premises. This is the exception and not the rule and only affects certain Suppliers. The name of the Columbus Stainless employee collecting the goods must be communicated to the Supplier prior to collection. The delivery note must be signed by the Columbus Stainless employee with his name printed, his company number, date and time of acceptance of the goods. The recipient of the goods will hand the goods collected and the delivery note to the Columbus Stainless's Stores personnel for processing and delivery to the Plant. It is advisable for the Supplier to fax a copy of the signed delivery note to (013) 247 2960 for the attention of the Receiving Supervisor. Failure to comply with the above procedure may result in late payment.

### **10.4 RECEIVING INSPECTION**

Where applicable, certificates of analysis and/or conformance must be forwarded to Columbus Stainless prior to/upon delivery. Where applicable or required, in-house analysis and inspection will be conducted on incoming goods. The results and certification will be compared to Columbus Stainless' and the Supplier's specification and either accepted or rejected.

The receiving inspection procedure at Columbus Stainless does not relieve the Supplier of its responsibility for quality. Columbus Stainless believes the responsibility for quality is at the source of supply, therefore Suppliers must ensure that all materials or components conform to Columbus Stainless requirements prior to despatch.

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The Receiving Department will inform the Supplier of rejected goods. It is the responsibility of the Supplier to collect or arrange for the collection of rejected goods from the Receiving Department.

### **10.5 ON-SITE WORK**

All documentation for on-site work must be signed by the applicable Columbus Stainless person responsible for that work or service rendered in the specific area. An official Order Number must be given by the Purchasing Department before commencement of any work/service. Proof of delivery of site work completed must be handed to the Team Manager at Receiving (Stores).

## **11. PAYMENT TERMS & INVOICING**

- 11.1 Payment shall be made, without prejudice to the rights of Columbus, under any of the terms and conditions of the Order provided that:
  - 11.1.1 A tax invoice, debit note or credit note is received by Columbus Stainless (Pty) Ltd, Attention: Creditors Control, Private Bag 251844, Middelburg, 1050 on or before the 7<sup>th</sup> day of the month following the month of deliveries and/or services rendered against payment terms as per clause 11.2.  
All invoices, debit notes or credit notes must be as required by the Value-Added Tax Act 89 of 1991 as amended. Tax invoices, statements and all correspondence are to reflect the Columbus Order number.
  - 11.1.2 Columbus receives a statement of account covering the deliveries and/or services rendered mentioned above.
- 11.2 Columbus's standard payment term is "Payment at the end of the second month following the month of delivery/service, net".
- 11.3 Only in specific cases will the General Manager: Finance approve different payment terms & conditions, for example projects.
- 11.4 All goods delivered and/or services rendered up to the 20th day of the month shall be the delivery/service month.
- 11.5 All goods delivered and/or services rendered after the 20th day of the month shall be considered as part of the following delivery/service month.
- 11.6 In the event that a tax invoice is received after the date specified in par 11.1 the payment might be deferred until the accounts for the next payment period falls due.
- 11.7 It is required by the VAT Act that the VAT number of Columbus Stainless appears on all their invoices. Payment will not be effected if Columbus Stainless' VAT number is not displayed on the invoice. The Columbus Stainless VAT number is: **4640196368**.
- 11.8 The option exists for Columbus Stainless (Pty) Ltd to receive tax invoices in an electronic encrypted format at [finance.creditors@columbus.co.za](mailto:finance.creditors@columbus.co.za) as per the South African Revenue Services guidelines (available from [www.sars.gov.za](http://www.sars.gov.za)). This option replaces the need for Suppliers to submit

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tax invoices by post but requires the Supplier and Columbus to adhere to the guidelines mentioned above.

- 11.9 All Tax invoices received by Columbus Stainless (Proprietary) Limited in an electronic format must adhere to the following:
- The original document generated by the accounting system must be a valid tax invoice as defined in section 20 of the Value Added Tax Act, 89 of 1991.
  - Tax invoices send in an electronic form must be send in an encrypted format over a secure line containing an electronic signature (Digital signature)
  - Both parties must confirm in writing that he or she will accept electronic invoices for the purpose of claiming input tax. This must be kept on record for five years.
  - No other tax invoice may be issued and all copies extracted by the recipient must bear the words “copy tax invoice”.
  - Both seller and buyer must keep the documents in a readable and encrypted form for five years from the date of supply.

## **12. CHANGING OF BANKING DETAILS OR SUPPLIER NAME**

### **12.1 BANKING DETAILS**

In the event that a Supplier changes their banking details it is imperative that Columbus Stainless is timeously notified to avoid delays in payment, and that all required documentation to verify the new details, is submitted to Supplier Management.


Columbus Stainless' Treasury Department will set up or change a Supplier's banking details only if it is in possession of the following:

- An instruction from the Supplier to change banking details on an original official letterhead. The letterhead should be signed by the Chief Executive Officer or the Chief Financial Officer giving his/her full name and designation.
- An original bank certificate/letter from your bankers (on their official letter head with an original signature and original bank stamp), confirming the bank account details. The bank letter may not be older than three months. The account name on the letterhead must correspond exactly with the Registered Name of your business.

Original documentation can be couriered for attention Supplier Management to Columbus Stainless (Pty) Ltd, Off Hendrina Road, Middelburg, Mpumalanga. The contact number for Supplier Management is (013) 247 2969.

Upon receipt of the abovementioned documentation, the Treasury Department will within 7 days re-confirm the Suppliers banking details before loading the new, or changing the previous banking details on the system. Payment will therefore be made only after a period of seven days from receipt of all documentation required for changing banking details.



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## 12.2 SUPPLIER NAME

Supplier Management must be notified timeously when a Supplier undergoes a name change as it will delay payments when order details and Invoices do not correspond.

All Suppliers must contact Supplier Management who will provide them with a new application form for completion. The application form must be accompanied by a Certificate of Name Change and / or a Company Registration Certificate.

These applications will follow the normal Supplier application approval route.

## 13. GIFTS

The Supplier shall not offer, give or agree to give any person in the service of Columbus Stainless or any member of their family or any person claiming to act or acting on behalf of any such person, any gift or consideration of any kind as an inducement or reward for doing, or forbearing to do, or for having done or forborne to do acts in relation to the obtaining or execution of an order.

## 14. B-BBEE

Columbus Stainless supports the Strategy on Board-Based BEE and therefore has adopted the Codes of Good Practice (CoGP) as well as amended codes for the purpose of supplier evaluation in our procurement processes.

All suppliers are expected to submit their valid B-BBEE certificates issued by a SANAS or IRBA accredited body or affidavits as prescribed by the CoGP on an annual basis as it expires to ensure the availability of updated information.


Any inaccuracy in terms of the B-BBEE certificate is seen as a misrepresentation, which could result in disqualification from the contracting process or in the termination of a contract.

Essential information (where applicable) to be contained in the B-BBEE certificate, includes the details of the verification agency (including their SANAS or IRBA registration Nr), date of issue of certificate, B-BBEE compliance level, Black Ownership level, Black Women Ownership level, Empowering Supplier status and sign off on the accuracy of the B-BBEE certificate by an authorised signatory, accepting full responsibility for the status presented.

Costs involved in accreditation will be for the supplier's own account.

## 15. BUSINESS ETHICS POLICY

Columbus Stainless employees may not solicit (tout or ask for) any kind of gift whether personal, team sponsorship or invitation to an event from a supplier, unless this has come voluntarily from the supplier. Permission to attend such an event must be obtained from that employee's General Manager or Chief Executive Officer prior to any invitation being accepted. Should a Columbus Stainless employee approach a supplier, either in a friendly manner or by coercion, for any of the foregoing reasons, the supplier is urged to contact Supplier Management at Columbus Stainless on telephone (013) 247 2969. Contravention of this policy could lead to termination of the business relationship between the supplier and Columbus Stainless.

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**16. CONFIDENTIALITY**

In order to protect the exchange of certain confidential information relating to research, development, business plans, and other technology including materials, our Suppliers may be requested to review and sign a Columbus Stainless Confidentiality Agreement. This agreement is legally binding and may be a pre-requisite prior to the issue of a Purchase Order or a visit and tour of the Columbus Stainless facility.

**17. COLUMBUS STAINLESS (PTY) LTD ADDRESS**

<b>POSTAL</b> P O Box 133 Middelburg MPUMALANGA 1050	<b>PHYSICAL</b> Hendrina Road Middelburg MPUMALANGA 1050
<b>STORES</b> Off Nelson Mandela Drive Middelburg MPUMALANGA	<b>COURIER</b> Columbus Stainless (Pty) Ltd Off Hendrina Road Middelburg MPUMALANGA

Switchboard telephone number	(013) 247-9111
Purchasing Department fax number	(013) 247-2210
Supplier Management telephone number	(013) 247-2969


**18. INVITATIONS TO TENDER / RFQ's**

**Tenderers are expected to acknowledge receipt of the invitation to tender within 24 (twenty four) hours from receipt thereof. Tenders received after the closing date and time, may be rejected.**

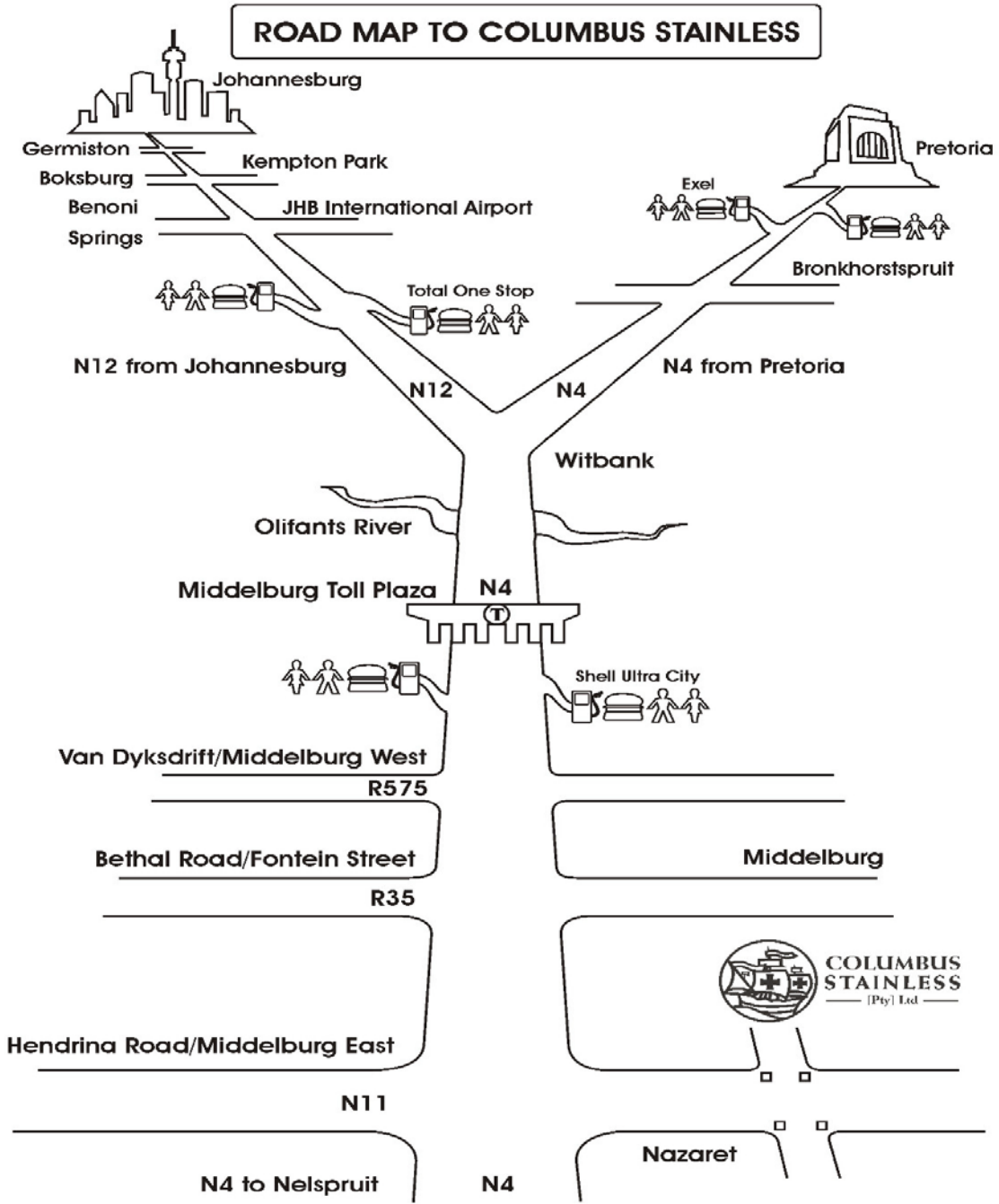
In the event where a Tenderer is unable to submit a tender quotation, for whatsoever reason, it is expected that such Tenderer shall notify the Buyer by means of a regret letter (clearly marked with the Enquiry number and closing date) stating their reason for not submitting a tender, as soon as possible after receipt of the invitation to tender.

**19. USE OF COLUMBUS STAINLESS' NAME**

The Supplier shall not use or disclose the name of Columbus Stainless in any advertising, media-related or publicity material, nor make any form of representation or statement in relation to the Order which would constitute an expressed or implied endorsement by Columbus Stainless of any commercial product or service, or authorise others to do so without having obtained prior written authorisation from Columbus Stainless.

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**ROAD MAP TO COLUMBUS STAINLESS**



Take the N11 Hendrina/Middelburg East off-ramp, turn left and proceed towards Middelburg. At the first traffic light, turn left. Report to Security Reception at the main gate.