

### Summary of the ArcelorMittal South Africa vendor application procedure

Our Vendor registration procedure is as follows:

- Potential vendors have to market their service or products at the various ArcelorMittal South Africa (AMSA) plants. An internal contact list can be provided on request.
- AMSA end users to complete an internal document titled “M36C Request for New Vendor”, and obtain approval from their Works Manager.
- Approved M36C to be forwarded to the relevant Vendor Specialist.
- Vendor Specialist will determine if an additional vendor for the requested source of supply is required.
- If an additional vendor is required a Vendor Application pack will be forwarded to the entity.
- Vendor has to submit completed Vendor Application pack to Vendor Management (Original documents or certified copies).
- Vendor Specialist evaluates the application pack with the following compulsory attachments:
  - Registration certificates- As prescribed per type of legal entity
  - BBBEE compliance certificate (**You have to be at least a Level 4**)
  - VAT registration certificate
  - SARS Tax Clearance Certificate/ Letter of Good Standing
  - Company letterhead
  - Original cancelled cheque or letter from the bank/ financial institution confirming details
  - Electronic payment transfer instruction
  - Letter of Good Standing from Compensation Commissioner
  - Proof of whether vendor’s SHEQ Systems are compliant to AMSA systems or ISO/OHSAS certified
  - Tax questionnaire by labour brokers, consultants and vendors executing work on our premises
  - A signed copy of AMSA Conditions of Purchase (Attached to Application Pack)
  - Signed occupational Health and Safety agreement (37.2- Attached to Application Pack)
  - Letter from vendors auditor to confirm his financial status
- Upon receipt of the duly completed application pack, the Vendor Specialist and relevant plant personnel will schedule and conduct an audit to confirm Quality, SHEQ and Environmental compliance with AMSA requirements.
- The entity will be informed of the outcome of the audit and advised on the next steps in the process.

- If you plan to perform work on site you still need to do general and plant specific safety inductions in the area you are going to perform the work on site once you are registered as a vendor on our database.
- A safety file also needs to be compiled that complies with AMSA 17/21 point safety requirements before a permit to work or order will be issued to the vendor.

Please contact us if you require any additional information

Regards

Vendor Management Team