



Supplier Handbook

T.EN Loading Systems S.A.S.

A note on navigating through the Handbook

The table of contents gives direct access into the document by clicking on the chapter titles.
Please read this document carefully.



This icon concerns the reading of the document the importance and attention that should be given to the different sections of the Supplier Handbook.

Sections marked with this icon should be read during induction (The reading of the complete document is mandatory before the induction).

Our purchase requirements are available on the dedicated [supplier webpage](#)

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01

T.EN Who are we?

Technip Energies at a glance

Listed on Euronext Paris Stock Exchange	Headquartered in Paris	65+ Years of operations
€6B Full year 2023 adjusted revenue	A leading Engineering & Technology company for the Energy Transition	€17B Backlog at end June 2024
~16,000 Employees in 34 countries	25+ Leading proprietary technologies	500+ projects Under execution

Experienced, diverse and dynamic workforce



108

Nationalities



13y

Average seniority
(time spent at the Company)



28%

Women



46%

Millennials and Generation Z



500+

Technical experts
with industry leadership



~450

Project managers

An organization supporting our strategy and ambition

A laser focus on developing and capturing new business

Gas & Low Carbon Energies



- LNG
- Blue H₂ & derivatives
- Offshore
- Early Engagement Gas

Sustainable Fuels, Chemicals & Circularity



- Ethylene
- Biofuels, fuels & petrochemicals
- Biochemicals & circularity

Decarbonization Solutions



- CO₂ management
- Green H₂ & Power-to-X

T.EN X Consulting & Products



- Genesis
- PMC - Project Management Consultancy
- ALE - Asset Lifecycle Excellence
- Loading Systems

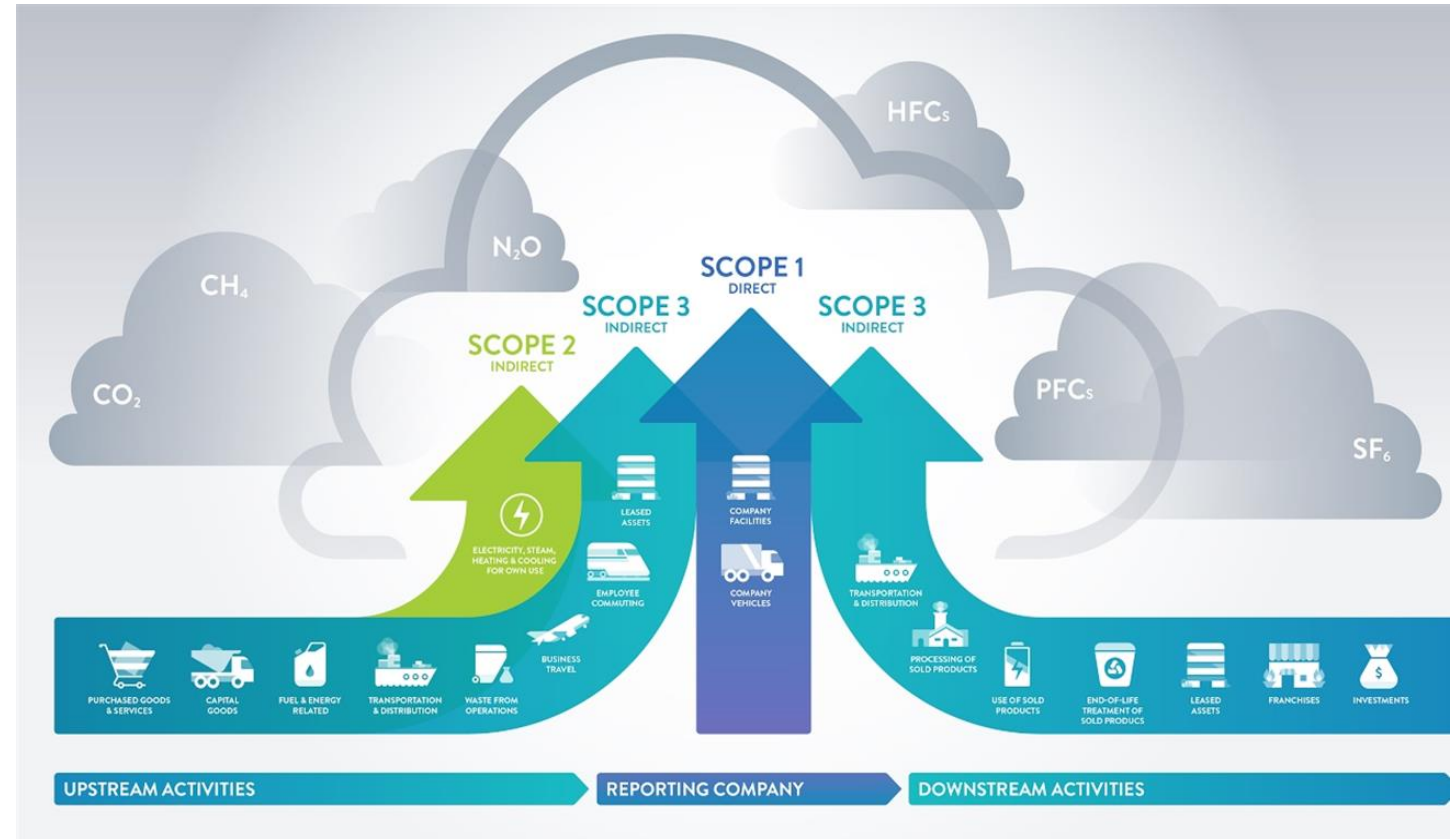
One T.EN Delivery global organization

About ESG

ESG refers to the **three central factors** in measuring the **sustainability** and societal impact of an investment in a company or business.

- **Scope 1** : covers **direct emissions** from owned or controlled sources
- **Scope 2** : covers **indirect emissions** from the generation of purchased electricity
- **Scope 3** : covers all **other indirect emissions** that occur in a company's value chain
- [Link : Greenhouse Gas Protocol | WorldResourcesInstitute\(wri.org\)](https://www.wri.org/greenhouse-gas-protocol)

Scope 1, 2, and 3 emissions



The scopes refers to the direct and indirect greenhouse gas emissions of a company



02

Integrity & Compliance

Our commitment to excellence



Technip Energies' aim to build a better tomorrow means that we care as much as what we do, as to how we do it.

We have a zero tolerance for corruption, we believe in fair competition, we reject any form of human slavery, we protect personal data and human rights, we encourage our employees to speak-up.

We abide by the laws but our concept of Compliance goes beyond the strict adherence to the laws and our policies and procedures, as our foundational beliefs guide our decisions as we go beyond the strict adherence to the law.

Code of Business Conduct

Our Code helps us recognize and address the ethical dimensions to our everyday decisions. [Download PDF](#)

Integrity and compliance program

Our world-class compliance program is designed on a risk-based approach and focuses on the priorities below:

- **Anti-Bribery and Corruption:** Our standards and processes provide a clear and comprehensive framework for our business in all of the countries in which we operate, in compliance with all applicable laws.
- **Trade Controls and Foreign Boycotts:** We implement policies and procedures pertaining to international trade laws and regulations imposed by applicable authorities.
- **Data Privacy:** We implement appropriate security and access measures to protect personal data stored in information systems.
- **Human Rights:** The protection of human rights principles is an essential business principle we promote for our employees in the workplace and across our supply chain.

Our commitment to excellence

Reporting compliance concerns

It is up to each one of us to uphold the principles in our Code of Business Conduct. We encourage our people and partners to raise questions and concerns to ensure that we are leading by example.

Suspected breaches of our code can be reported through various means, including through an independent third-party via the [dedicated reporting helpline](#).

Technip Energies has a zero-tolerance policy on retaliation against employees for reporting suspected violations of our policies or Code.

Human rights and worker welfare

At Technip Energies, we believe that everyone is entitled to honest, fair and courteous treatment. We do not tolerate any form of modern slavery. We express a strong commitment against the use of forced and child labor, and our support for respecting human rights.

Technip Energies is a proud member of [Building Responsibly](#) - an industry-led collaborative initiative enabling construction and engineering companies to collaborate around their shared values, advance their compliance programs and agree on common approaches regarding worker welfare and human rights.

We are specifically advancing compliance in recruitment, working conditions, and supply chain practices. We worked with our Building Responsibly member companies to develop a series of worker welfare [Guidance Notes](#) associated with each of our worker welfare principles, which also form the basis of our human rights strategy.

Supplier & Subcontractor Integrity Expectations

We aspire to develop business relationships with like-minded partners who are guided by a similar set of principles of business conduct, based on trust and integrity.

Our Suppliers and Subcontractors are required to follow the applicable laws of each country in which they operate and observe the principles of the Technip Energies Code of Business Conduct, as well as the [Technip Energies Supplier & Subcontractor Integrity Expectations](#).



03

T.EN Loading Systems S.A.S.

T.EN Loading Systems S.A.S. presentation



In the competitive energy industry, we stand out as more than just an equipment supplier. Our clients rely on us to be a trusted solutions provider. As an offshore and LNG leader, we differentiate our offer through quality products, innovation, unmatched engineering support structures and unrivalled aftersales services.

T.EN Loading Systems is an entity belonging to the Technip Energies group. We serve clients across the petrochemicals, gas and new energies industry, from offshore facilities, refineries to chemical users. Safety and quality drive everything we do, and we strive to remain pioneers in the market, with a strong focus on developing new technology.

One of our main activities since the 1950s has been providing marine loading arms for onshore and offshore use with different applications on the energy market. Our superior loading arms engineering has helped to distinguish us on the LNG market. We have been blazing trails in offshore and ship-to-ship transfers, while providing a full-fledged FLNG offer. We have field-proven technologies to meet energy transition challenges.

Loading Systems Organization and Footprint



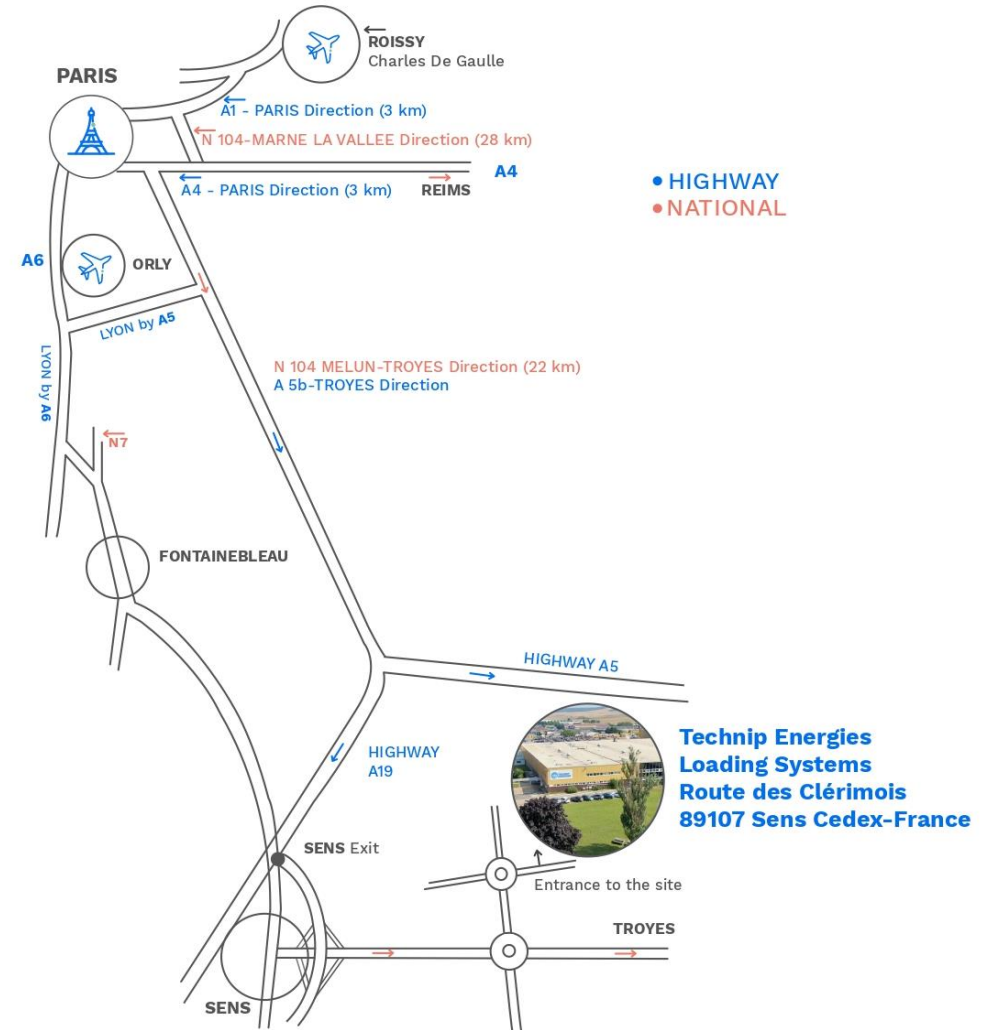
T.EN Loading Systems S.A.S. Sens site

From Paris:

- Take A6 highway towards Lyon, and in Evry, follow N104 / Marne-le_Vallée / Metz / Nancy.
- On N104 (Francilienne) follow A5 / Melun / Troyes.
- On A5, follow A19 / Sens / Lyon an on A19, take Exit 1 Sens / Provins / Pont-sur-Yonne.
- Follow Sens and at the 2nd roundabout, take the 2nd exit onto the D660 ramp to Auxerre / Troyes / Fontaine d'azon / Nogent-sur-seine. Then merge onto D660, and take the ramp to Troyes.
- Turn on the left onto Avenue de Lorrach / D660. At the roudabout, take the 3rd exit onto D225, then at the last roundabout take the 1st exit onto route des Clérimois (see on map).

Travel Time: 1h30

Distance: 140 Km



Supply Chain



Purchasing Team

Missions:

To generate PO's suppliers, negotiates, ensure that the supplier meets the requirements of the expected product, the best purchasing conditions (quality, price, delivery...), according to specifications defined by management, the production department (industry) or the sales department (distribution). Ensures that orders are delivered on time that all the necessary documents are gathered, the references are correct as well as the quality of the products.

Major metric:

On time PO's/Savings (PPV and project specific articles/Supplier performance) Quality and on time delivery.



GSP-LS Team

Missions:

Identify and qualify suppliers with the supplier qualification process (non-disclosure agreement, Supplier questionnaire, QMS and HSE audits, financial analysis report, technical audits if necessary for special process...) Ensure their follow-up and evaluate their performance. Present them at the SRB and keep them qualified for Purchasing team needs.

Major metric:

Ensure good control of our suppliers. Reduce costs linked to supplier risk.



Project Sub-Contact Team

Missions:

To generate and manage projects subcontract PO's at the best prices, and to ensure goods are delivered on time the expected quality, to develop and manage and continually improve Technip Energies' operations at major subcontract vendors including capacity management, priorities, logistics, internal processes...

Major metric:

Sub-contracted projects performance (CQD). On time delivery of raw materials to sub-contractors. Supplier performance (Quality, on time delivery).



Traffic Team

Missions:

Manage outsourced packing activity. Management of freight activities for import and export. Supports the different transports declarations proceedings.

Major metric:

Actual freights cost compared to the budget. On time delivery of orders to customers. Saving on freights cost.



Warehouse Inventory Team

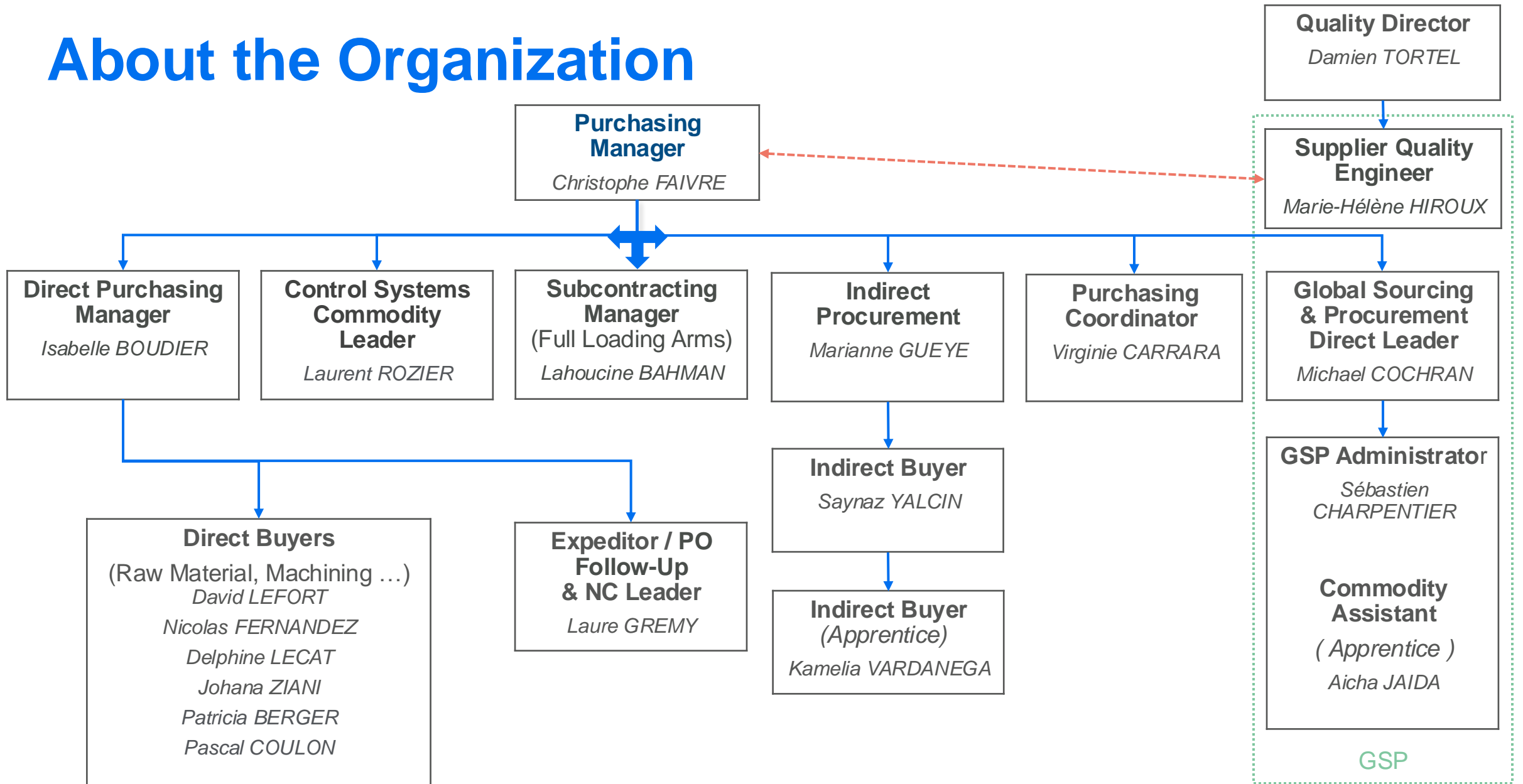
Missions:

To provide the tools and materials necessary for production. Is responsible for maintaining, ensuring the inventory as well as security inside the warehouse. A detailed inventory is carried out each year within the warehouse.

Major metric:

Cycle count report. Good receipt processing time as warehouse performance.

About the Organization



Product General Overview

A Marine Loading Arm is an articulated pipe system incorporating the world proven swivel joints equipped with patented replaceable "snap-in" ball races, an innovative concept allowing for freedom of movement in the arm while connected to the vessel to be loaded or unloaded.

Loading Systems offers a range of standard Marine Loading Arm models, available either in manual or fully powered versions. Each model has multiple configurations to best meet the specific needs of each installation.

Technip Energies leads the market with 10,000 marine loading arms supplied, including more than 500 arms for LNG. We have developed unique offshore LNG transfer systems for all floating LNG (FLNG) facilities operating to date. We offer equipment design and fabrication projects, as well as services over the life of our systems.

Our proven ability to innovate, coupled with our modern manufacturing and assembly techniques, serve as the foundation for the future development of fluid transfer systems capable of operating in the most hostile and challenging environments.

[Presentation](#)

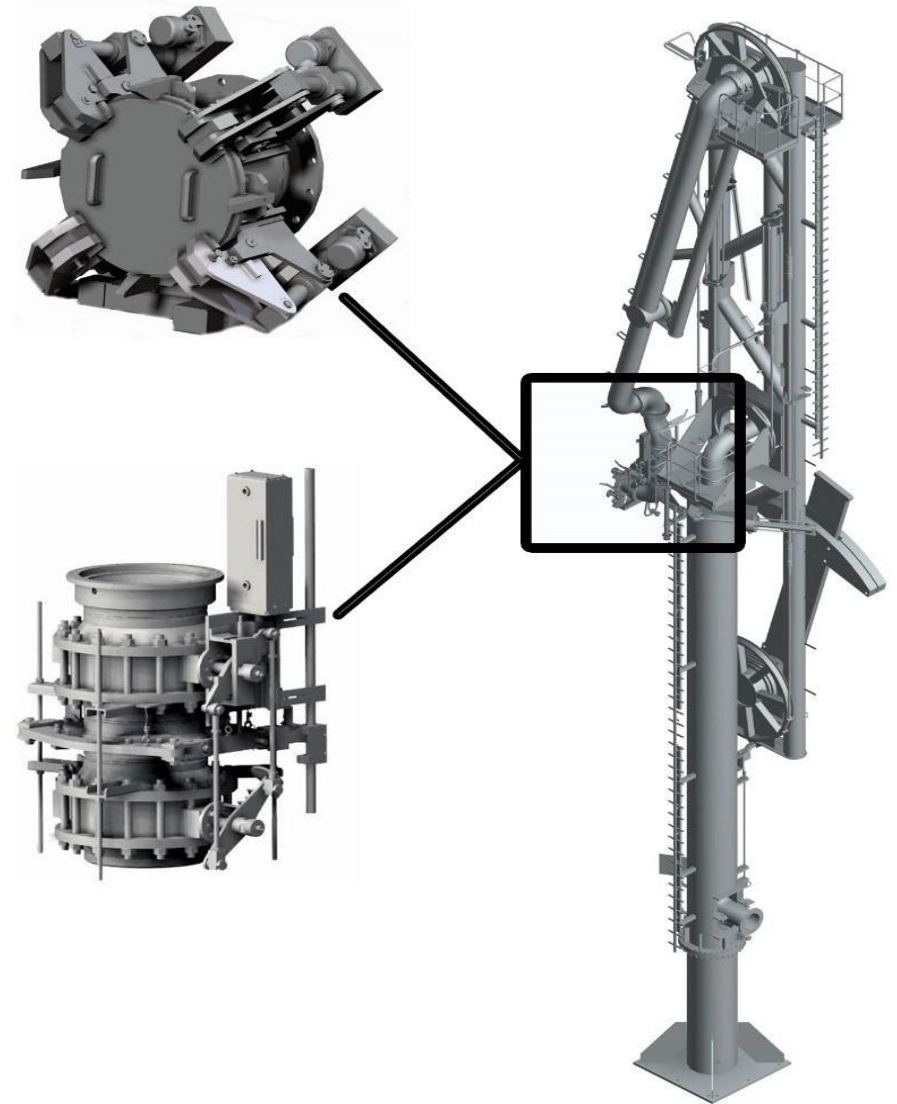


Hydraulic Couplers

A hydraulic coupler is a progressive coupling device between two coaxial rotating shafts. The Technip Energies couplers connect or disconnect the marine loading arms to the tanker manifold flange. This makes faster and more efficient operations and improve the security of the site and the operators.

ERS/PERC Assembly

Allows for almost instantaneous disconnect of the arms from the vessel in the case of an emergency. The ERS system may incorporate various types of single or double valve arrangements to prevent product spillage to meet OCIMF (Oil Companies International Marine Forum) specifications and/or EN 1474 regulations in European Union countries.



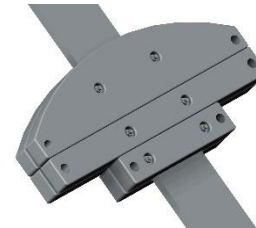
Swivel joints

Swivel joints allow the rotation between two items of a product line whilst ensuring no product leakage, when under pressure or vacuum.



Counterweights

The arm is balanced by counterweights and pulleys so that it is balanced empty in all conditions without the intervention of any external mechanical force.



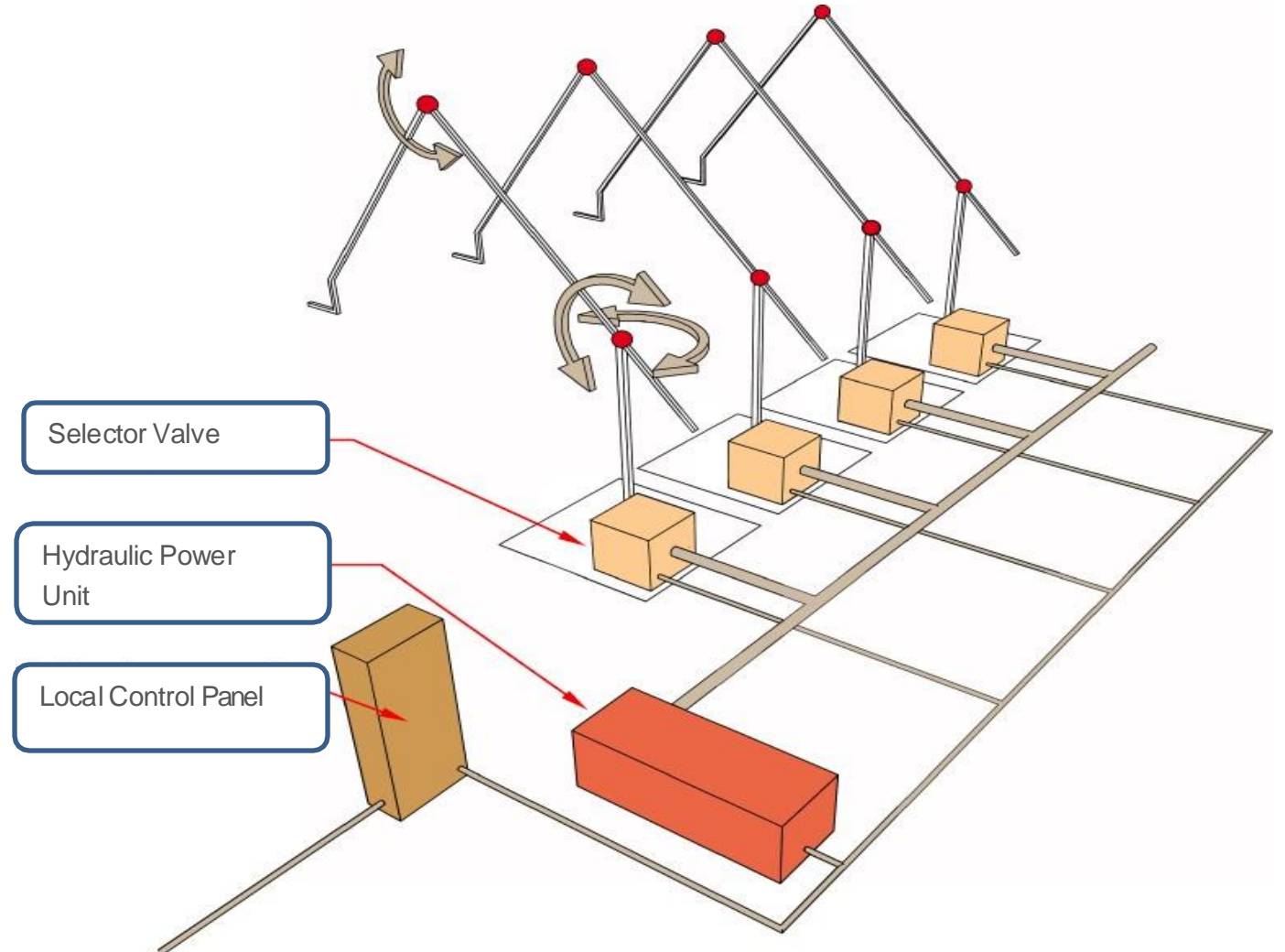
Hydraulic cylinders

Hydraulic cylinders allow the three movements of the arm (Slewing of the complete arm assembly, the inboard drive and the outboard drive).



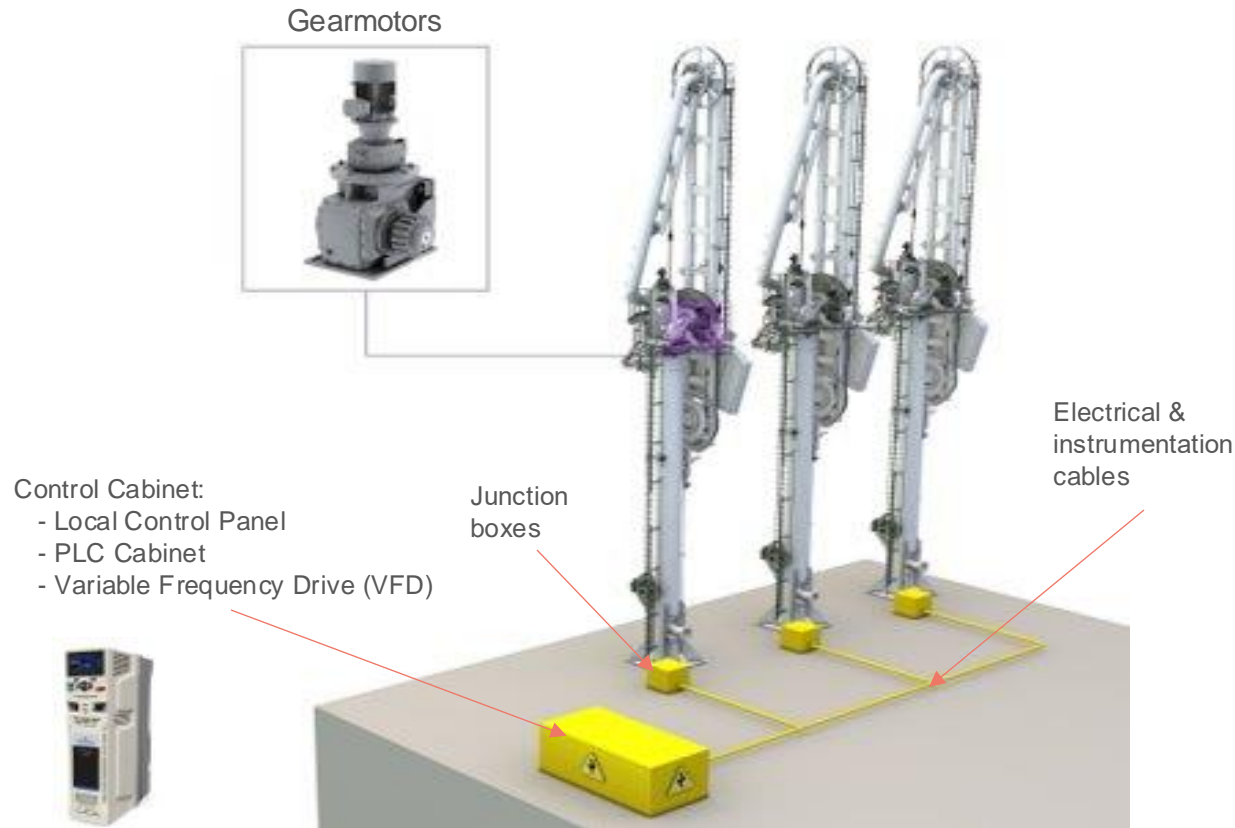
Hydraulic Loading Arm and functions of a Loading Arm

Load or unload for ships, barges, trucks or tank wagons, transporting petroleum, chemical, liquefied gas or refrigerated products.



Electric Marine Loading Arms (e-MLA)

e-MLA provides a highly reliable and available system that delivers market expectations by offering a green, oil leak-free transfer system.



The e-MLA offers:

- Proven technology and off-the-shelf electrical components
- Applicable to any type of onshore loading arm
- Increased loading arm reliability and availability
- Predictive maintenance and health monitoring
- 30% maintenance costs savings
- No risk of hydraulic oil pollution
- Easy Drive ready

All-electric drive system:

- Induction gearmotors to replace hydraulic cylinders
- Electrical cables to replace hydraulic piping
- Electrical tension/intensity to replace oil pressure/flow rate
- Variable Speed Drives instead of HPU and solenoid valves
- Field proven electric components
- Green, simple and OPEX-effective Marine Loading Arm
- Applicable to onshore and offshore solutions

Tank Truck Loading Arms

The T&RC Loading Arms use the very latest generation of components and accessories: composite spring balancing mechanism, mechanical or pneumatic breakaway couplers, shut off valves, vacuum breakers, level sensors, dry break couplers, deflectors and many more. In terms of safety, reliability, low maintenance and long-life expectancy they are unrivalled on today's market.

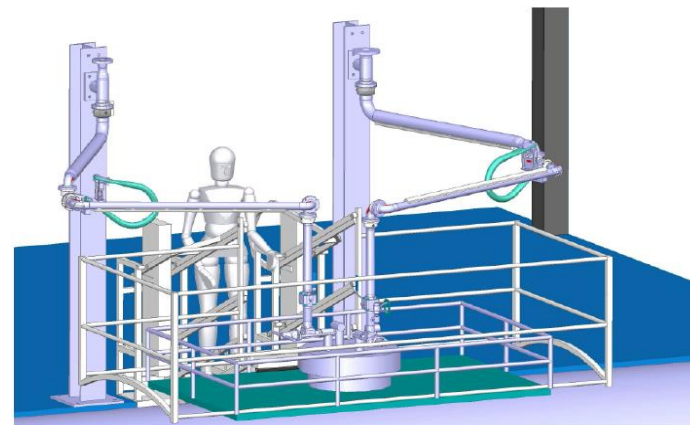
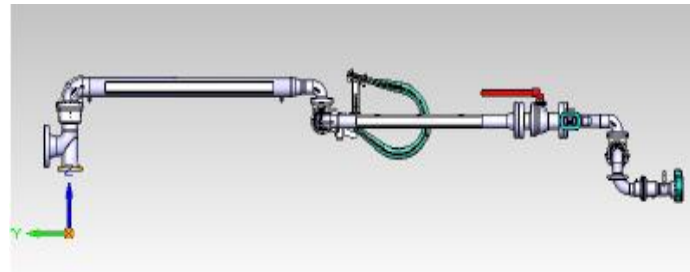
We manufacture 2 loading systems for trucks:

- Bottom loading arms
- Top loading arms



Railcar Loading Arms

These loading arms are intended to load or unload fluids from railcar



LNG Skids

- Design and supply integrated packages and turnkey installations including loading and unloading systems
- LNG products





04

Certifications / Quality / HSES

Qualification ISO / IMS



The environment

It is based on the principle of continuous improvement of environmental performance through control of the impacts linked to the company's activity.



The health and safety of its employees

It is an international reference, specifying the requirements required to enable a organization to control risks and improve its performance, in terms of health and security.



The quality of its products

It specifies the fundamental requirements of the Quality Management System, to which must answer a company or an organization.



Secure information standard

It provides a framework for establishing, implementing, maintaining, and continually improving an information security management system (ISMS).

Policies



Global Quality Policy

POL-COR-010-Quality-Rev.1 - Feb 2021

At Technip Energies, we want to accelerate the energy transition for a better tomorrow. We are the ones who can do it through our unique capability to deliver, and our limitless drive to turn our clients' vision into a sustainable reality.

We will achieve this goal by:

- Focusing on client satisfaction
- Defining and meeting internal and external clients' needs and requirements
- Insisting on operational excellence in all of our activities
- Striving to deliver state-of-the-art technology with innovative and sustainable solutions
- Supplying highly reliable systems, products, services, and
- Delivering best-in-class project execution, while
- Complying with all applicable laws, regulations and technical standards.

Our Quality and Business Management Systems are based on the following Principles:

- Awareness that our people, their skills and commitment are our main asset
- Quality leadership from top management, with ownership by everyone
- Active collaboration with internal/external suppliers and customers
- Lean and standardized processes to achieve Zero-defect-capability
- A risk and prevention-based mindset with focus on Doing-it-right-the-first-time
- Anticipation, early identification and prompt reporting of quality related issues
- Best practice and problem awareness systems in place for a rapid learning organization
- Performance measurement systems in place to drive continuous improvement
- Quality behaviours and competencies developed for our people.

Quality is everyone's responsibility. Every person is encouraged and expected to stop the task, if a quality risk exists.

To comply with this policy is mandatory and the responsibility of all employees and all of those engaged and working to execute our activities. Visible commitment of management is the enabler of this compliance.

Arnaud Pieton
Chief Executive Officer
February 2021



Global HSE and Security Policy

POL-COR-011-HSE-Rev.2 - Feb 2021

This policy defines Technip Energies absolute commitment to the Health, Safety, Environment and Security (HSES) of all those who can either directly or indirectly be affected by our business activities.

HSES is a key element of our foundational beliefs (combined under the Safety belief) and managed as an integral part of our business, therefore we must never compromise on health, safety, environment or security to achieve our objectives.

We are committed to fostering an incident-free environment worldwide, through:

- Our fundamental conviction that all incidents are preventable
- Setting health, safety, environmental and security objectives specific to Technip Energies for the scope of our activities and extending them in a life cycle perspective to achieve continual improvement of the HSES management system and to continually enhance our HSES performance
- Fostering a leadership culture driven by engagement and accountability to ensure physical and mental health, safety, environment and security and a culture where we look after each other
- Committing and allocating adequate resources and expertise to continually and proactively eliminate hazards, reduce risks and prevent injury, ill health and environmental impact related to our activities, through engineering, process improvements, technologies and on-site execution
- Operating in a manner that protects the environment by providing sustainable solutions to minimize our carbon and environmental footprint while improving our energy and resource efficiency
- Securing our people, assets, technology, sensitive information and reputation
- Fulfilling, and when we deem necessary, exceeding legal, compliance and other obligations to meet our foundational beliefs
- Implementing and encouraging consultation and participation of workers.

Our success and continual improvement will be measured through the reduction of incidents, risks, and environmental footprint with clear and meaningful performance indicators.

HSES is everyone's responsibility. Every person is encouraged and expected to stop any work if they consider conditions are unsafe, in any way.

To comply with this policy is mandatory and the responsibility of all employees and all of those engaged and working to execute our activities. Visible commitment of management is the enabler of this compliance.

Arnaud Pieton
Chief Executive Officer
February 2021



Information Security Policy

POL-COR-024-IDS- Rev.1 - March 2021

This policy defines Technip Energies' commitment to protect its information assets by adhering to established security measures. Information assets addressed by this policy include knowledge or data that has value to the organization.

Information is one of our most valuable assets and it is essential that we have adequate safeguards to ensure that it is not lost, compromised or subject to unauthorized disclosure. We will strive to protect our organization's and customer's information assets from all threats, whether internal, external, deliberate or accidental.

We are committed to protecting our information assets by:

- Protecting against unauthorized access
- Assuring the confidentiality of the information
- Maintaining the integrity of information
- Ensuring availability of information as required by the business
- Meeting all legal and contractual requirements
- Providing cybersecurity awareness and training.

Information Security is everyone's responsibility, and every employee is responsible to ensure the confidentiality and integrity of information is protected. Information and Cybersecurity Principles and Standards have been published to provide additional guidance.

Compliance with this policy is the responsibility of all Management, employees and contracted personnel and enabled through visible commitment of management.

Arnaud Pieton
Chief Executive Officer
March 2021

[Privacy policy and CCPA webpage](#)



[Link to Global Quality and HSES Policies](#)

About risks

Technip Energies' suppliers should be aware of the multiple risks when processing the conveyed fluid:



Process Fluid Temperature

Typically, oil and gas will be processed at temperature ranging from -165°C (LNG), -46°C (LPG) to $+230^{\circ}\text{C}$ (liquid sulfur), this is extremely challenging for materials.



Outside Temperature

The ambient temperature where loading systems are installed will provide the low temperature limit which should be considered when creating our products. In the Caspian region, this is particularly challenging ($50^{\circ}\text{F}/-46^{\circ}\text{C}$).



Fluid chemical composition

The corrosion can damage. This will determine the design limits for corrosion resistance for our products. Typical challenges for loading arms are ammonia and oil derived fluids. These factors drive us to use special materials for tubes and seals.



Fluid pressure

Design pressures are typically high ANSI 150 (20 bar) and ANSI 300 (50 bar) pressure for hydraulic parts = 210 bar.

T.EN working area is submitted to ATEX regulation which manages risks attached to explosion and atmospheric pollution.

Multiple consequences



Physical injuries

Work in bad conditions could be dangerous and lead injuries or worse.



Environmental disorder

An explosion or a fluid leak can have terrible consequences on the environment.



Financial impact

A failure or shutdown of the operation of a site can generate enormous financial losses. Each day of shutdown represents the loss of tens of thousands €.

In conclusion, failure is not an option.

Our equipment will be in place in the harshest environments for more than 30 years. Finding a problem at the factory may seem expensive, but costs nothing compared to letting it get to the field. The quality of our product is expected, not optional.

Quality Documentation



Create ASN in [Supplier portal](#) (if Supplier has received the notification of the creation of his access)

Or



Only 1 PDF file by PO / Item Number sent by email to: Esml.quality.documentation@ten.com + copy the buyer (if no access to Supplier portal)

Documentation subject must content:

- Supplier name,
- T.EN PO N°,
- Item N°,
- Part Number,
- NC N° &/or CR N°
- « FAI » mention if indicated by the buyer

PDF must content:

- [Cover sheet form](#) with « FAI » mention if applicable
- All documentation required by the buyer (certificates, testing report, etc.),
- Copy of the NC Notification (if any),
- Approved [Concession Request](#) (if any).

"Technip Energies supplier/vendor is responsible to forward the PDF file at time of shipment". All documents covering different purchase orders/items will be rejected at time of Incoming Quality control reception.

If no doc is received at time of goods reception, it shall have the following consequences: Goods blocked at Technip Energies , quality notification issued and potentially late payment of supplier invoices.

Certificate of compliance types (EN-10204) for info

	Type 2.1	Type 2.2	Type 3.1	Type 3.2
Document	Attestation of conformity with order	Test certificate	Acceptance certificate	Acceptance certificate and acceptance report
Inspection type	Compliance report	Compliance report with indication of results of inspection	Chemical composition, mechanical characteristics	Chemical composition, mechanical characteristics
Delivery by	Manufacturer	Manufacturer	Manufacturer's authorized inspection representative	Third party inspector designated by the official regulations

How to submit T.EN Concession Request?

Concession request (n.) - Permission to use or release a product that does not conform to specified requirements (FE, DBI, MP, PO, etc.)

Supplier shall send Concession Request to Technip Energies (esml.supplier.concessions@ten.com + buyer in copy) when a deviation to the requirement is identified at time of contract review or/and when a nonconformance to specified requirements is identified within the process.

"Further actions are dependent on the case and type of defect so that why Technip Energies 's approval is necessary prior to any continuation".



The screenshot shows the 'SUPPLIER CONCESSION REQUEST' form, also known as 'DEMANDE DE DEROGATION FOURNISSEUR'. It is a structured document with multiple sections for data entry and approval.

- Header:** Includes the T.EN logo, the title 'SUPPLIER CONCESSION REQUEST', and the page number 'Page 1 / 2'.
- Request no. / Demande no. 1:** A field for the request number, with a note: 'This number shall be engraved on every affected part(s) as close as possible to marking/traceability area.' (Ce numéro doit être gravé sur toutes les pièces concernées aussi près que possible de la zone de marquage / traçabilité).
- SECTION 1: TO BE COMPLETED BY INITIATOR A COMPLETER PAR LE DEMANDEUR:** This section contains fields for:
 - Supplier name / Nom du fournisseur
 - Description / Désignation
 - T.EN Part Number / Rev / Num. Article T.EN / Rev.
 - Ordered quantity / Quantité commandée
 - Work Order / Ordre de fabrication
 - Cause of non-conformance / Cause de la non-conformité
 - Request description / Description de la demande
 - Initiator Name / Nom du demandeur
 - Signature and date / Signature et date
- SECTION 2: TO BE COMPLETED BY TECHNIP ENERGIES A COMPLETER PAR TECHNIP ENERGIES:** This section includes:
 - Final concession request status / Décision finale de la demande de dérogation, with options: ACCEPT (ACCEPTÉE), REWORK REPARATION, and REJECT (REJETÉE).
 - T.EN Project no. / Numéro de Projet T.EN
 - Approved by / Approuvé par, with a field for Signature and date.
 - Instructions to Supplier / Instructions au Fournisseur.
- Footnote:** 'Request number will be assigned by Technip Energies / Le numéro de la demande sera renseigné par Technip Energies.'

Non-Conformity management

Defects may be detected:

- in Technip Energies' Receiving Inspection
- at Supplier location (Source Inspection)
- in Technip Energies' manufacturing, assembly or test processes
- in the End-user installation place

The Technip Energies Quality incoming inspection raises a Non-Conformity (NC) in the ERP in collaboration with the buyer.

If the defect is caused by supplier, Technip Energies Quality incoming inspection shall inform the supplier about the defect.

Further actions are dependent on the case and type of defect (like internal rework operation, subcontract the rework operation, scrap the part, return the part to the supplier for replacement, etc.).

A credit note request will be submitted in all cases where the supplier is deemed responsible in order to cover Technip Energies' financial impact.

Technip Energies expects the supplier to investigate the Root Cause of the defect, and to define and implement suitable and efficient Corrective Actions to prevent recurrence.

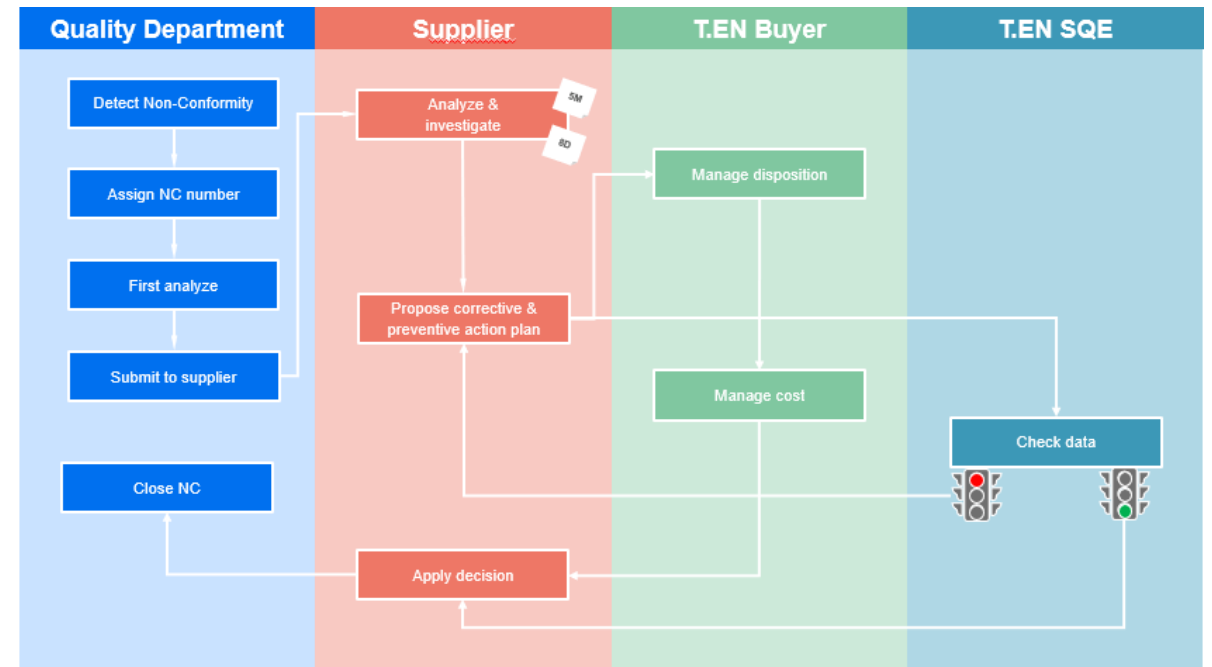
Corrective action (n.) - Action to eliminate the cause of a "detected" non-conformance or other undesirable situation for the long term to avoid a similar issue.

Applications

Technip Energies expects that suppliers are committed to continual improvement of their Quality System, Technical processes, Product quality and Delivery performance.


Technip Energies initiate Supplier Corrective action request further to:

- Supplier Key performance review.
- Audit performs at supplier facility.
- Review of NC (when similar issues are identified)





Test requirements

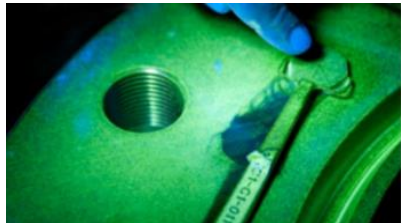
NDE (Non-Destructive Examination) – Material examination. Following NDE operation must be carried out by « Qualified Operators »



NDE as per ISO 9712 or equiv
Magnetic Particle Examination (MT)
Liquid Penetrant Inspection (PT)
Ultrasonic Examination Report (UT)
Radiographic Examination (RT)
Positive Material Identification (PMI)



Standard Examination
“Proper training should be performed and recorded for all the others”.
Visual Examination (VT)
Dimensional Examination
Painting report



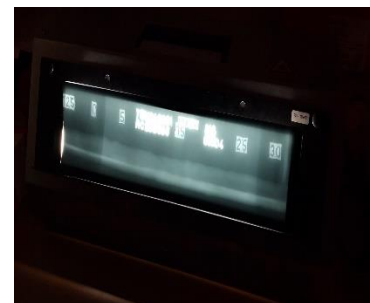
Magnetic Particle Examination (MT)



Liquid Penetrant Inspection (PT)



Ultrasonic Examination Report (UT)



Radiographic Examination (RT)



Positive Material Identification (PMI)

T.EN propose standardized "**Templates**" with minimum requirements to be mentioned on examination reports. "**Templates**" shall be used by suppliers (personalized by their own logos). They are available on demand.

"In all cases, suppliers must follow product specifications".

Material Identification & traceability



According to DBI / drawing / specification / working instructions / Inspection Test Plan



For information, example of traceability:

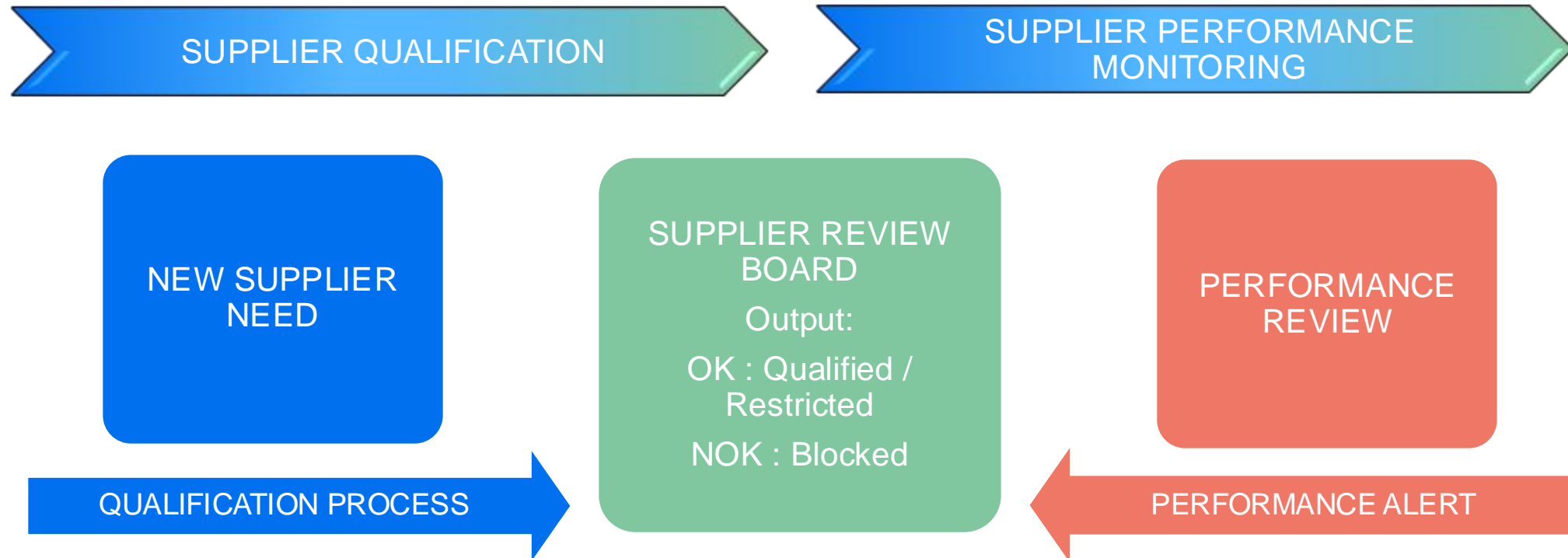
- Most material/components must be traceable to the supplied certification.
- The identification must therefore be stamped on the material/components if possible
- The DBI refers to all specifications and requirements for the identification and traceability of material/components.



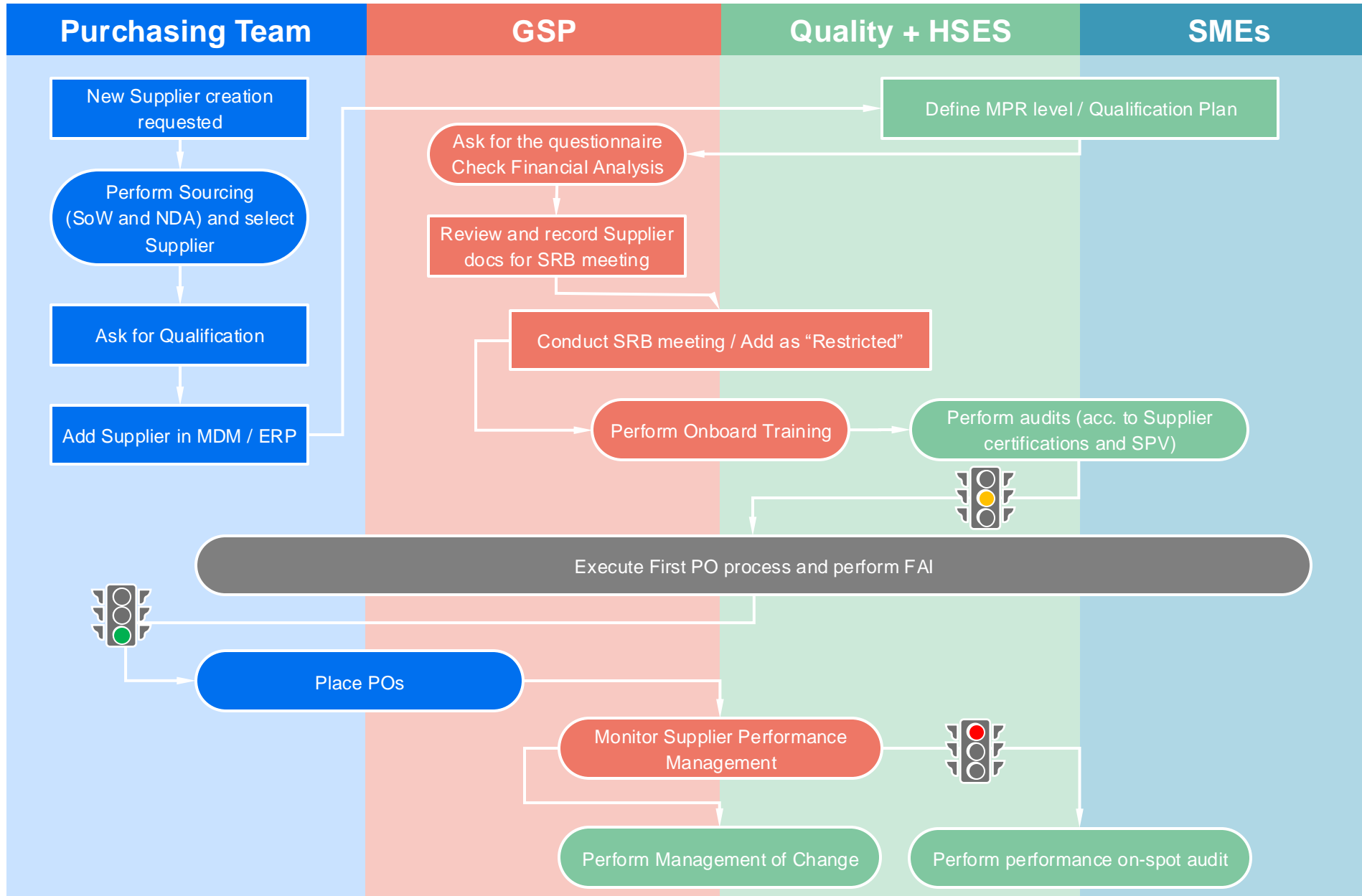
05

Supplier Qualification

Supplier Qualification Process





Supplier qualification process in T.EN Loading Systems



LEGEND

- ERP** Entrepriase Resource Planning
- FAI** First Article Inspection
- GSP** Global Sourcing & Procurement
- MDM** Master Data Management
- MPR** Manufacturing Process Risk
- NDA** Non-Disclosure Agreement
- PO** Purchase Order
- SME** Subject Matter Expert
- SoW** Scope of Work
- SPV** Supplier Process Verification
- SRB** Supplier Review Board

-  T.EN LS
-  T.EN LS + Supplier

-  Poor Supplier Performance
-  Approved Supplier (first POs only)
-  Qualified Supplier

Qualification Requirements

The qualification process starts with a request from the initiator indicating the need to qualify a new Supplier, renew / re-qualify an existing supplier. The qualification and approval steps shall be executed in sequence and are inputs to the qualification workflow.

The following elements are required to introduce the supplier to the Supplier Review Board (SRB) meeting:

- Supplier Questionnaire (and supplementary documents)
- Financial “health” assessment
- A signed Non-Disclosure Agreement (NDA) as applicable

If the supplier is accepted following the SRB Meeting, the following elements will be required to complete the qualification of this one :

- Onboarding “Close Out Meeting Letter”
- QMS/HSE onsite or Desktop Audit or record of certification
- Technical Audit Report (if needed)
- First PO Inspection Report
- FAI report (if needed)
- Agreement on General Terms & Conditions
- [T.EN LS Purchasing requirements web page](#)

If the supplier has not signed the N.D.A., he cannot be presented to the S.R.B.

Qualification Status

Every month, new suppliers are presented to the SRB to be qualified after submitting the required documentation and passing any necessary audits (HSES, Technical and QMS).

The different status of suppliers :

- **Qualified:** The Supplier has been as qualified per the process T.EN. Supplier authorized to supply Direct materials per approved scope of work.
- **Restricted:** Supplier presented to SRB and added to GQSL (Global Qualified Supplier List) as restricted for limited period of time (waiting full qualification). During limited period of time, we can place PO's with this supplier
- **Blocked:** Blocked by quality or expired ESML.

Global Qualified Suppliers List

- For Loading Systems S.A.S, the GSP is responsible for the supplier qualification in coordination with Quality, HSE and Engineering.
- All suppliers are required to be qualified on the GQSL
- New direct material and services supplier account must be presented to the Supplier Review Board and added to the GQSL
- The GQSL status is stored in the ERP System, and fully integrated with the purchasing process.
- There is no way to place a PO to an unqualified supplier (ERP Block).

Special Processes

Special processes are the output of an operation cannot be verified by monitoring or measurement activities or the activity is considered sensitive or critical in nature.

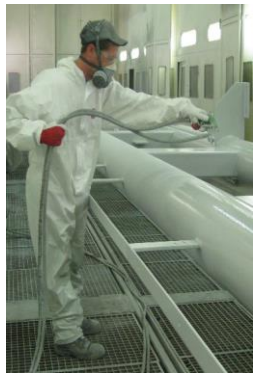
What are Technip Energies requirements for "Special Processes"?



Special processes usually require special technical knowledge, equipment, process controls, procedure and in some cases, special personnel qualifications as a consequence :

- All first-tier suppliers performing special processes must be qualified by Technip Energies, prior performing these activities.
- Technip Energies may require suppliers to use Technip Energies Qualified sub-suppliers, specifications and process procedures approved.
- Technip Energies may instruct the supplier to select another Technip Energies qualified special process supplier. The first-tier supplier is always responsible for communication of all Technip Energies requirements to its sub-tier suppliers.

What is considered as « Special process »?



- **Welding**
- **NDE**
- **Heat treatments**
- **Elastomer Molding**
- **Forgings**
- **Wear Coatings/Surfacing**
- **Painting Application**
- **Etc.**

All Suppliers and Subcontractors performing Special Processes shall be formally qualified by Technip Energies Subject Matter Experts (SME), prior to performing such processes.

Prior to placing an order to a Subcontractor, which includes a Special Process, Supplier shall always verify that any Subcontractor is qualified:

- In case the intended Subcontractor for a Special Process is not on GSPSL, Supplier must contact Technip Energies Commercial Point of Contact (the Buyer) or Supplier Quality Engineer (SQE) for further action before work is started.
- In some cases, Technip Energies may instruct Supplier to select another Technip Energies qualified Special Process Subcontractor.
- If warranted, Technip Energies may choose to qualify another or the suggested Special Process provider.

In any case, Supplier is responsible for :

- Making the Part Report and pertaining Technip Energies requirements available for all their Subcontractors.
- Managing and performing oversight of their Subcontractors.
- Updating Technip Energies on any change of Special Process Subcontractor, or major change in Subcontractor's process, equipment, management and/or ownership.
- Informing Technip Energies about major or recurring technical, quality or delivery problems that have not been satisfactorily resolved with the Special Process Subcontractors.

Supplier Process Verification (SPV)

The SPV is a kind of audit. It's a verification process. The SPV only applies to Suppliers that are "Qualified" or "Restricted" per the Loading Systems Global Qualified Suppliers List (GQSL). This procedure has two applications for SPV :

1. Strategic Supplier Process Verification Plan : Technip Energies Loading Systems Strategic SPV is applicable to Suppliers identified as "Strategic" in the GQSL. Strategic Suppliers are subject to change based on business needs. If Suppliers are no longer designated as Strategic, they are not required to follow the Strategic SPV Plan.

2. Performance Supplier Process Verification Plan : SPVs are triggered by GQSL output. The type of SPV Checklist to be completed will be determined through Non-Conformance analysis.

This procedure is applicable to (re)verify processes of Technip Energies Loading Systems Suppliers to assure they meet defined requirements.

This is accomplished by completing a Supplier Process Verification checklist at Supplier's facility.

If non-conformities are identified during the SPV, the SQE shall create a Corrective Action Request (CAR).

Performance Assessment

KPI (Key Performance Indicator)

Data from Technip Energies Data Bases or ERP system is used to measure frequently the quality (NC + CR + FNCR + QUALITY DOC) and delivery performance of its suppliers. Technip Energies measures each supplier with some KPI:

- Quality and technical AUDITS, performed at supplier's facilities
- SPI (Supplier Performance Indicator): This performance measurement, communicated to the suppliers on a yearly basis, is the average value of the "% On-Time Delivery" performance & the "% Quality Performance".

Total Score	Performance Level	Performance Rating
$90 \leq X \leq 100$	1	Gold
$80 \leq X < 90$	2	Green
$60 \leq X < 80$	3	Yellow
$X < 60$	4	Red



06

Purchase Orders

Purchase Orders

A purchase order (PO) is a legal contract between two business units placed in order to obtain any materials or services under terms and conditions stated (typically within a quantity, a delay and quality specified).



Communication with Technip Energies

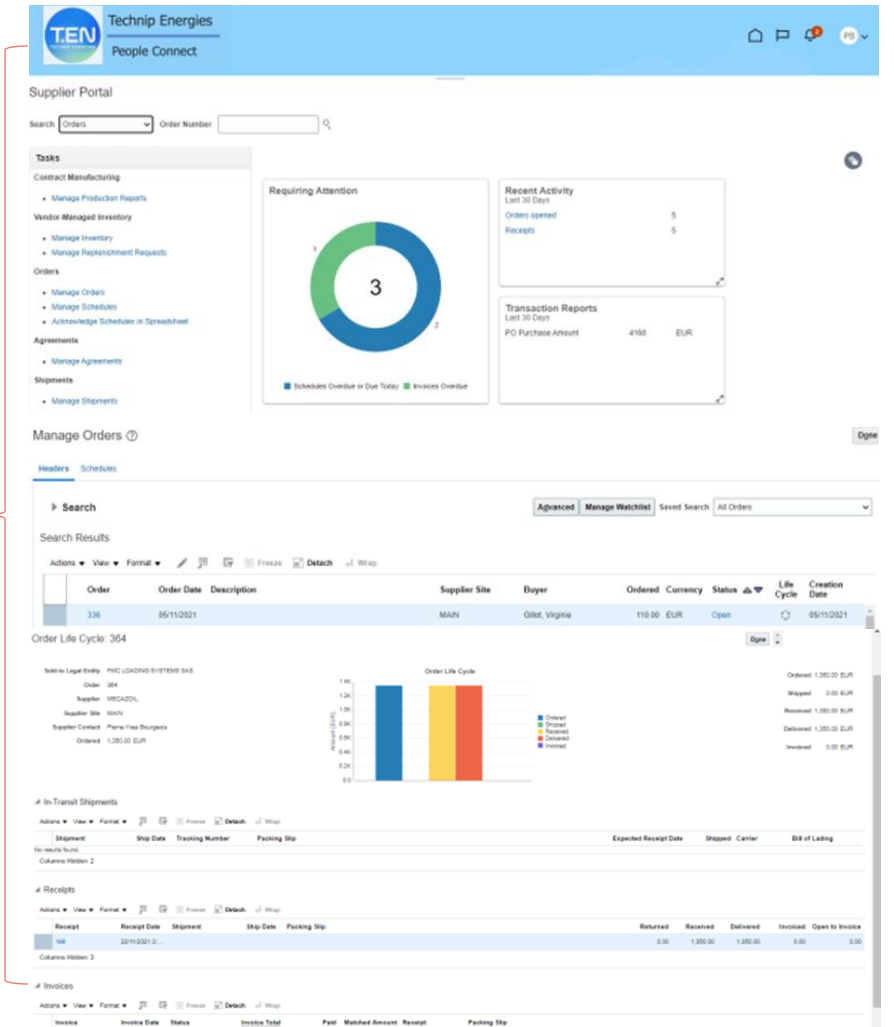
- Introduction

Contact review

- Focus on Purchase Order

Purchase Order Process

- Our ERP and Supplier portal
- Explanatory documents attached



Supplier Portal

Search: Orders [Order Number] [Search]

Tasks

- Contract Manufacturing
 - Manage Production Reports
- Vendor Managed Inventory
 - Manage Inventory
 - Manage Replacement Requests
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments

Requiring Attention: 3

Recent Activity (Last 30 Days): Orders opened: 5, Receipts: 5

Transaction Reports (Last 30 Days): PO Purchase Amount: 4160 EUR

Manage Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered Currency	Status	Life Cycle	Creation Date
336	05/11/2021		MAIN	Gilat, Virginia	110.00 EUR	Open		05/11/2021

Order Life Cycle 364

Order Life Cycle Bar Chart: Ordered (1,350.00 EUR), Shipped (0.00 EUR), Received (1,350.00 EUR), Delivered (1,350.00 EUR), Invoiced (0.00 EUR)

In-Transit Shipments

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Receipts

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
168	20/11/2021				0.00	1,350.00	1,350.00	0.00	0.00

Invoices

Invoice	Invoice Date	Status	Invoice Total	Full Matched Amount	Receipt	Packing Slip
---------	--------------	--------	---------------	---------------------	---------	--------------

Supplier Communication requested to follow RFQ and P.O.



Buyer responsibilities

Identify and transform production needs into PO and ensure the references and quantities correspond to the requisitions. Negotiate prices to ensure savings, and delivery date to ensure the on-time delivery requested by business.

Establish and negotiate price lists with the suppliers. Maintain relationship with them. Coordinate interaction between suppliers and other Technip Energies departments.

Establish and maintain world-class long-term relationship with suppliers.

Supplier expectations

Sign and hand over required information for introduction in Technip Energies ' system (Non-Disclosure Agreement, General Purchasing Conditions, Bank information, ...).

Be open and responsive to Technip Energies 'requests. Especially concerning competitiveness, part and process qualification, specific demands with Technip Energies

- Share any difficulty in due time
- Share any opportunity for improvement
- Propose improvement to Technip Energies
- Reply in due time to the RFQ
- Acknowledge in due time the PO
- Complete required forms (in case of concession request)
- Deliver goods or services according to the PO date commitment

Buyers/Suppliers responsibilities



Day to day relationship

Buyer responsibilities



Centralizing

All communication related to the BID and PO, including:

- Deliveries
- Prices
- DBIs
- Drawing
- Product documentation requirements
- Follow up on



Coordinating

Issues internally with relevant department for clarifications when needed



Following up

Answers and acknowledgement. Answers are to be given on acceptable/ short/ basis.

Supplier responsibilities



Clarify

Any unclear points need to be addressed.



Confirm

Contract terms (quality, delivery, prices) within 48h



Keep

Delivery commitments

"Technip Energies suppliers cannot make assumptions or have doubts. You are responsible to get clear answers from the buyer!"

Purchase Order Overview



Part 1



Purchase Order

Purchase Document No	PO-7255	Amdt.No.	1	Date	27-JUL-2023
BUYER			SUPPLIER		
T EN Loading Systems SAS Route des Clerimois CS 10705 89107 SENS CEDEX FRANCE			Humble, TEXAS 77396		
VAT Number: FR10879022309 Issued by: Rosa Lebon Tel: +33 3 8695 8862 Email: rosa.lebon@technipenergies.com			Supplier Number: 133992 Attention: Tel: Email:		
PROJECT					
Purchase Order and its amendment covers:					
PURCHASE ORDER Documents					
This PURCHASE ORDER will be carried out in accordance with the following documents (listed in the below order of precedence) and form part of it					
PURCHASE ORDER PO-7255 its content and attachments					
Particular Terms and Conditions					
		243115425000 D 20230214 180126			
		243125900000 E 20230302 163701			
		243125900000 E 20230302 163701			
		243115425000 D 20230214 180126			
Price(Excl. VAT)					
Curr	PO Amount up to Amendment PO-7255 0	Amendment amount PO-7255	New Total PO Amount PO-7255 1		
EUR	15,428.60	1	15,428.60		
Total value of PURCHASE ORDER, in words: 15,428.60 ONLY					
Price - Not subject to adjustment Payment Terms & Conditions: 45 DAYS Incoterms: Invoice To: T EN Loading Systems SAS Accounting Department Route des Clerimois CS 10705 89107 SENS CEDEX FRANCE					
Delivery Terms					
Delivery Date(s) See schedule by item:			-MAIL DATED 23/06/23		
Delivery place/Execution place:			ESML /LSFR T EN Loading Systems SAS Route des Clerimois CS 10705 89107 SENS CEDEX FRANCE		

Technip Energies P.O. Reference

- P.O. number
- Technip Energies' entity

Invoice price

Technip Energies delivery address

Address for material reception

Supplier Reference

- Your company name's
- Your address
- Technip Energies vendor code
- Your internal contact

P.O. Incoterm & Payment terms

Supplier Invoicing acceptance

T EN Procurement Owner		T EN Budget Owner	
Name: Boudier, Isabelle		Name:	
Name:		Signature and Stamp	
Title:			
Signature:			
Date:			
Supplier's Reference:		Supplier's Comment:	



Purchase Order Overview

Part 2

Line No	Item	Item Rev	Attachment	Qty	Price	UOM	Ordered Amount
1	245644000150 - HOSE 3/8" L:5M SS		Yes	1	xxxx	EA	
		Promised Date	Requested Date				
			18-JUL-2022	1		EA	xxxx
						Line Total	xxxx
2	245644012125 - HOSE 5/8" L:2M5 SS-IE		Yes	1	xxxx	EA	
		Promised Date	Requested Date				
			18-JUL-2022	1		EA	xxxx
						Line Total	xxxx
						Total	xxxx

Item

Part Number and short description of the part

Price per unit

Total price of the item

Total price of the invoice

Quantity

Requested date

“One purchase Order per Invoice! Please make sure that each invoice refers to only on Purchase Order. If not, our Accounting Department will not be able to process it.”

Purchasing Special Conditions

(only for T.EN LS_FR)

PURCHASING SPECIAL CONDITIONS

TECHNIP ENERGIES / T.EN Loading Systems S.A.S. /

1. MATERIAL

The goods (material, product, etc.) will be in accordance with DBI and all technical specifications mentioned.

2. WARRANTY

Unless otherwise stipulated in the order (PO), the duration of the contractual warranty granted by the Supplier to T.EN Loading System S.A.S could not be less than 18 months from the date of delivery of the T.EN Loading System S.A.S equipment to his customer (where the piece is integrated/used), or 24 months from the date of delivery of this supply to T.EN Loading System S.A.S, the later of these two dates to be taken into consideration.

3. SHIPPING DETAILS

Minimum packaging requirements according to SEILA standards (www.seila.fr)

- No metallic banding allowed (only nylon / synthetic banding).
- Packing list must appear clearly on the crate and must mention Technip Energies Purchase Order number, Technip Energies Part Number and destination entity (ESML).
- Each part must indicate on its individual package a label stating the origin of the goods: "Made-in", in case the origin is indicated on the part, the label must indicate exactly the same country. For each part originating from out of EEC, a certificate indicating the origin must be sent to the attention of the Buyer.
- Cradle: must be in accordance with SEILA.
- Pallet: standard Euro Pallet only will be accepted. No compressed wood or other particles pallets.
- Wooden crates: must be in accordance with SEILA. NIMP15 treatment will be required.

Opening time of the goods receipt (Monday to Thursday incl.): 07:30am to 12:00pm – 12:45pm to 4:15pm

Opening time of the goods receipt (on Friday): 07:30am to 12:00pm – 12:45pm to 3:00pm

Invoice and packing list will be delivered alongside with the goods.

4. QUALITY INSTRUCTIONS AND DOCUMENTATION

4.1. GENERAL

Instructions to VENDORS/SUPPLIERS (handbook) and forms (LS_FRM) shall be downloaded from www.technipenergies.com/Suppliers.

4.2. DOCUMENTATION PACKAGE REQUIREMENTS

Documentation Package means the whole manufacturing/quality documents (records, certificates, etc.) required according to PO/DBI/Specifications, preceded by the Technip Energies Supplier Documentation Cover Sheet duly completed (LS_FRM062).

4.3. CONCESSION REQUEST (IF ANY)

All concession requests raised by SUPPLIER during quotation and/or execution phase shall be sent to ESML.SUPPLIER.Concessions@technipenergies.com for approval using the Supplier Concession Request Form (LS_FRM008).

4.4. TRANSMITTAL OF DOCUMENTATION PACKAGE

Unless otherwise specified, SUPPLIER shall attach the Documentation Package in the Supplier Portal using the ASN functionality before shipment.

As an alternative, Documentation Package can be sent to ESML_Quality.Documentation@ten.com if any.

Any email sent to this shared email box shall have "PO no. (...) / ITEM no. / Part number" in the email subject along with NC no. &/or CR no. &/or FAI (First Article Inspection) if any.

Delivering goods without providing the required Documentation Package is a non-conformance and will affect the SUPPLIER performance.

4.5 NOTIFICATION FOR INSPECTION (NRI)

Notification of Readiness for Inspection (NRI) shall be submitted using the standard NRI form (LS_FRM065) completed and sent to the Technip Energies' Buyer.

4.6 NON-CONFORMANCE (NC)

Depending on the defect detected, the recurrence and the criticality of the product, SUPPLIER may be asked to provide a Root Cause Analysis (RCA) of the failure for approval to let Technip Energies to close the non-conformance. For those who do not have tool in place, a simplified RCA 5M-Fish Bone-5Whys- form (LS_FRM051) or 8D problem solving (LS_FRM215) can be downloaded if any. Alternates such QRQC, A3, 4M, 6M, 5QZD, 5WH analysis etc. are also accepted.

Technip Energies may conduct performance and surveillance audit to check the effectiveness of the corrective actions.

Goods that are returned to Technip Energies after rework shall be identified with the NC no. to segregate them from others.

4.7 MANAGEMENT OF CHANGE (MOC)

A risk analysis shall be provided by the SUPPLIER for any strategic change initiate by the SUPPLIER that could impact the supply of the goods to Technip Energies. For SUPPLIER who do not have tool in place, a MOC form (LS_FRM278) can be download if any.

5. ENVIRONMENTAL DOCUMENTATION

For hazardous product, the full documentation of Material Safety Data Sheet (including the transport and freight limitation) should be sent at time of shipment at hse.msds@ten.com.

6. INVOICE (dematerialization of invoices since 1st of May 2023)

The invoice will be issued to the name of: T.EN Loading Systems S.A.S.

The email address to send invoices is: apinvoice-ls-fr@ten.com

Only one invoice is required per PDF (attachments concerning this invoice must be in this same PDF)

There can be several PDFs in a single email

The PDF must include the invoice reference (invoice number) and the name of the supplier

The email must only include invoices or credit notes (originals) and no other documents

The email address is to be only be used for invoices/credit notes (and not for other communications)

No paper invoices are to be sent after 1 May 2023

An invoice shall be also delivered alongside with the goods.

Warning: two Purchase Orders on a single invoice is prohibited (one PO = one invoice).

The invoice will reflect all information mentioned on the Purchase Order Number, Part Number, Quantity, etc.

7. ACKNOWLEDGMENT

Acceptance of this order is hereby limited to the terms stated herein and attached here to and any additional inconsistent or conflicting terms proposed by the Supplier are rejected unless assented to in writing by Buyer.

Technip Energies Product Requirements



DBI

- Introduction
- DBI Overview

ECN Management

Measuring Devices

Quality Requirements

- Quality Documentation
- Test Requirement

Additional data

- Material Identification
- Special Processes
- Handling/Packaging/Shipping

Technip Energies Requirements



DBI (Data Base Information) or Part Report – The DBI is a unique Technip Energies document which contains all relevant technical information necessary for you to supply / manufacture the product according to requirements.

DBI Overview

	T.EN LOADING SYSTEMS	07/28/2023 10:07:44
	Part Report (EN)	

Part Nb:	241103102845	Name:	HYDR.CYLINDER 140X65 LG:1000
Revision:	D	Status:	Released

GLOBAL INFORMATION ABOUT PART			
Drawing Nb:	241103190580	Material:	FE056_000
Unit Of Measure:	EA	Weight (kg):	0.000
Last Modifier:	GILLES SEGUIER	Validation Date (M/D/Y):	03/06/2012 09:58:26
ECN:	0244849	General Requirements:	GenR

B.O.M FIRST LEVEL						
Seq. Nb	Part Nb	Name	Drawing Nb	Material	Qty	Weight (kg)
13	247481302322	HYD.CYL.ROD DIA 65 LG:1445	247481390020	FE056_000	1	39.000
14	247590504250	HYD.CYL.PIPE DIA 140 LG:1170	247590590040	FE056_000	1	43.300
15	70W813614150608	THREADED ROD M 36 LG:1415		MP608_000	4	11.300
10000	241103190580	HYD.CYL.140X65 COMM.PIECES	241103190580		1	94.000

SPECIFICATIONS
NOTES

Part Description

Shows a quick reading of the part

Part Number

Includes the revision level

Drawing Number

ECN Number

Weight

Estimated in KG

General requirements

General instructions

Bill Of Material

Materials Specifications

Notes and Specifications

Represents additional information regarding supply/manufacture of parts

Always remember to read "Notes and Specifications"

SPECIFICATIONS

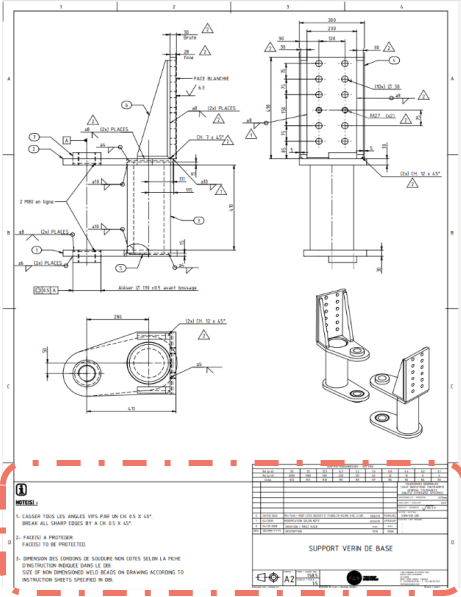
NOTES

Notes et specs :

A) DESIGNATION FLEXIBLE HYDRAULIQUE (NON ISOLE)	000
B) DIMENSIONS DIAMETRE INTERIEUR 5/8" LONGUEUR TOTALE 48200	000
C) COMPOSANTS EQUIPE DE RACCORD BSP CONE 60 DEG + ADAPTEUR MALE CONE 60 DEG / MALE 1/2" BRIGGS DE CHAQUE COTE	000
D) MATIERE : ACIER 2 B NORHES SAE 100 R2	000



Drawings Overview



Applicable Specifications and / or specific requirements

For dimensions, angles and roughness, unless otherwise stated

NOTE(S) :

- 1- CASSER TOUS LES ANGLES VIFS PAR UN CH. 0.5 X 45°.
BREAK ALL SHARP EDGES BY A CH. 0.5 X 45°.
- 2- FACE(S) A PROTEGER.
FACE(S) TO BE PROTECTED.
- 3- DIMENSION DES CORDONS DE SOUDURE NON COTES SELON LA FICHE D'INSTRUCTION INDIQUEE DANS LE DBI.
SIZE OF NON DIMENSIONED WELD BEADS ON DRAWING ACCORDING TO INSTRUCTION SHEETS SPECIFIED IN DBI.

ISO Standard View

First angle projection

Technip Energies drawing revision levels

REV.	DD/MM/YYYY	DESCRIPTION	ECN	SIGN.
1	04/2009	MODIFICATION SELON NOTE	0224115	APRAGASSAM
0	04/10/2008	CREATION / FIRST ISSUE	***	***

Description of modifications

Part Description

SUPPORT VERIN DE BASE

A2 158.5 15
 A PRAGASSAM
 2472707121210R
 1/1

Technip Energies drawing Number

“Technip Energies supplier cannot make assumptions or have doubts”. You are responsible to get accurate answers from Technip Energies in collaboration with the buyer and they must be kept in the loop.



What is an « ECN »?

ECN (Engineering Change Notice) is an internal Technip Energies document used to capture the Engineering changes on « parts, drawings, specifications and DBIs ». There are different levels of ECN depending on the modifications.

ECN Class 1



“STOP PRODUCTION” drives changes to Technip Energies products immediately upon its release. Upon receipt of a Class 1 ECN suppliers shall stop to work and comply with the Class 1 ECN requirements. Suppliers need to initiate a CR “Concession Request” if they cannot comply with the Class 1 ECN requirements, i.e., if the part is already finished.

The buyer will inform you if any action is necessary on your side.

ECN Class 2



“IMPLEMENT ON NEXT ORDER”

How ECN are communicated to suppliers?

WITH



Supplier Portal

The buyer communicates with the supplier. A modified PO or a new PO is placed in the supplier portal

WITHOUT



Supplier Portal

The buyer sends to the supplier all documents updated.

How it could be identified that an ECN has been done and where the information is accessible?

PN Revision level is changed from “C” to “D”

Part Number: 241103102845

Revision: D

GLOBAL INFORMATION ABOUT PART

Drawing Number: [241103190580](#)

Unit Of Measure: EA

ECN: [0244849](#)

"It's important to check the part number, drawing and specifications revision levels each time and to write this Revision level on all the relevant documentation!"

Supplier Portal

Functionalities

Active Supplier

1. Acknowledgment

- **Description:** Suppliers can acknowledge receipt of orders directly on the portal.
- **Explanation:** Once an order is received, the supplier can confirm its receipt with just a few clicks, ensuring clear and efficient communication with the buyer.

2. Request for Quotation

- **Description:** Suppliers can submit requests for quotations for products or services.
- **Explanation:** This feature allows suppliers and buyers to propose their prices for specific products, facilitating negotiations and cost transparency.

3. Uploading ASN (Advanced Shipping Notice) Documents

- **Description:** Suppliers can upload ASN documents to inform about the shipment of goods.
- **Explanation:** By uploading ASNs, suppliers provide details about upcoming shipments, aiding in logistical planning and inventory management.

4. Invoices

- **Description:** active suppliers can view invoices.

Not Active Supplier

1. View Orders

- **Description:** Inactive suppliers can only view orders.
- **Explanation:** They have access to the details of past orders, allowing them to stay informed about requests without being able to interact directly.

2. Invoices

- **Description:** Inactive suppliers can view invoices.
- **Explanation:** They can review issued invoices, enabling them to track payments and financial transactions.

3. Upload ASN (Advanced Shipping Notice) Documents

- **Description:** Inactive suppliers can upload ASN documents.
- **Explanation:** Although they cannot acknowledge receipt or submit requests for quotations, they can still inform about the shipment of goods by uploading ASNs.

Handling / Packaging / Shipping

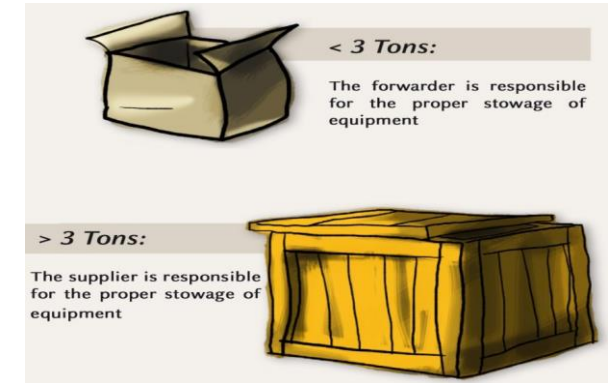
Part 1

Requirements and responsibility

It is essential that material / components delivered to Technip Energies are suitably protected to prevent damage during transportation and handling operations!

You are in charge to supply the correct "**Handling & Packaging**", that is able to withstand the rigors of loading, stowage and international transportation by road, ocean or air.

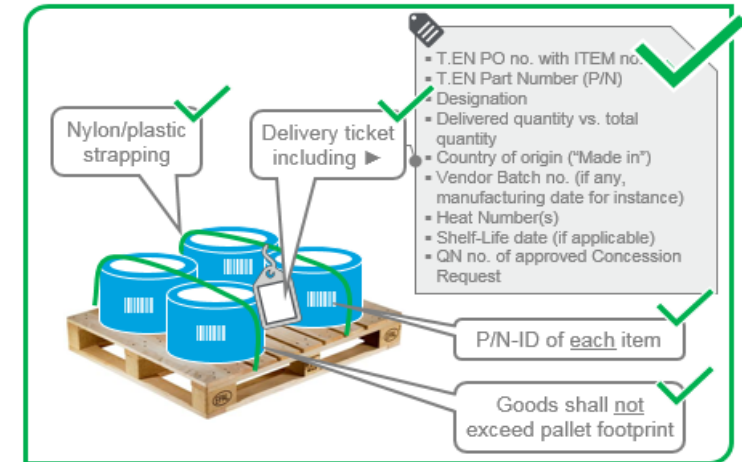
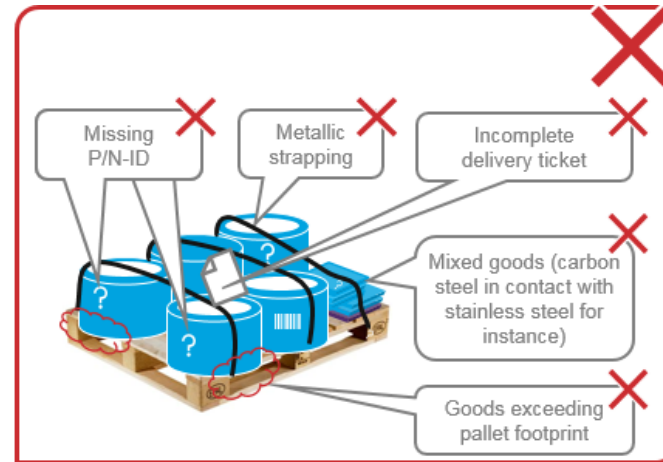
Packaging must allow stacking unless otherwise justified in your recommendations.



Packaging containing hazardous products must be duly labeled.

Minimum packaging requirements:

- Refer to S.E.I.L.A packaging standards (www.seila.fr) for each P.O. with "special conditions".
- T.EN Specifications like DBI, drawing and another technical accompanying document.
- Buyer's comment on P.O.
- Supplier recommendations relating to material typology and / or sensibility.
- Supplier recommendations relating to packaging, handling / lifting (appropriate lifting devices must be shown on packaging when necessary).



Risks & consequences due to incorrect packaging



The non-respect of the Technip Energies requirements can have multiple consequences:



Human accident



Material deterioration



Financial impact

Handling / Packaging / Shipping

Part 2

Each delivered parcel must have the following accompanying documents

- In a waterproof envelop
- T.EN P.O. number
- T.EN part number and revision label of each item
- Quantity of each item
- Batch number
- Concession request and/or NC number
- Country/City of origin

Inside the parcel (with the products)

- A delivery bill mentioning at a minimum :
 - Recipient: Loading Systems S.A.S - ESML
 - Loading Systems S.A.S P.O. number
 - Loading Systems S.A.S item number and revision label
 - Quantity delivered
 - Concession request and/or NC number
 - If partial shipment (only when agreed by tactical buyer), please indicate quantity still to be delivered
- Copy of certificates relating to the products
- Any document required for storage or use of the equipment

We can supply labels at your request.

Identification			
T.EN PO no. <i>No. Cmde T.EN</i>		T.EN PO Line no. <i>No. Ligne de Cmde T.EN</i>	
T.EN Item no. <i>Réf. Article T.EN</i>			
	Description <i>Désignation</i>		
Supplied Qty / total ordered Qty <i>Qté livrée / Qté totale commandée</i>	/	Ctry of Origin <i>Pays d'Origine</i>	
If any / Si applicable			
Supplier batch no. <i>No. de Lot fournisseur</i>		Heat no. <i>N° de Coulée</i>	
Expiry date <i>Date de péremption</i>		Concession no. <i>No. Dérogation</i>	

LS FRM212 rev4

The country of origin is mandatory due to custom regulation

Handling / Packaging / Shipping

Part 3

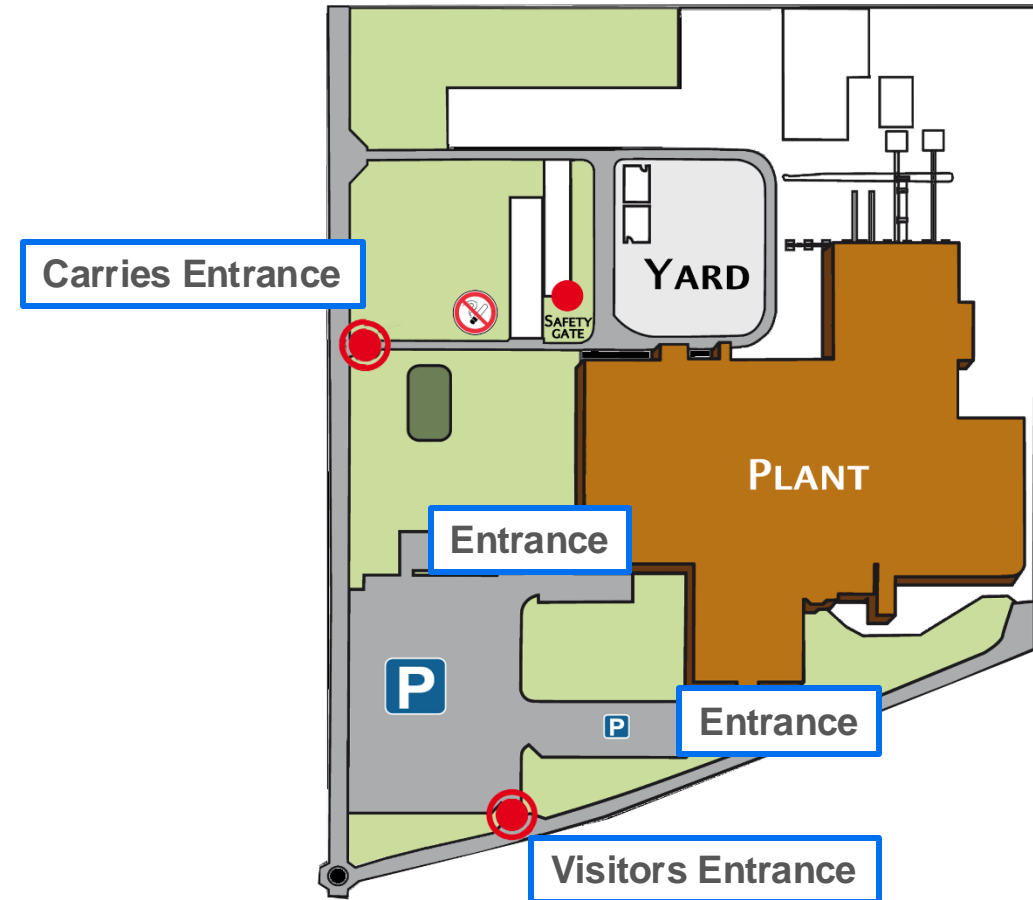
When delivering with your own transportation :

Tel : +33 (0) 3 86 95 89 11

Schedule of the storage area :






Monday to Thursday : 7h30 – 11h45
13h00 – 16h30
Friday : 7h30 – 11h45
13h00 – 15h00

No full metal trailer, only tarpaulin covered trailers!



Shipping requirements standard modes of transportation

(only for T.EN LS_FR)

Shipments below 50Kg (See your local DHL agency for max weight allowed)		Shipments over 50 Kg			
	Europe & International		Europe		International
<p>Please contact your local DHL agency on behalf Technip Energies :</p> <ul style="list-style-type: none"> • Invoice the shipment on T.EN Loading Systems S.A.S. account number « 951923281 » • Do not cross « YES » on the freight insurance line (Technip Energies is covered with a global freight insurance contract) • E-mail the tracking n° to the tactical buyer 		<p>Seller is requested to send by e-mail the standard form : « REQUEST FOR COLLECTION » for uplift, to: collectionrequest.fmcti@heppner.fr And always copy to the tactical buyer.</p>		<p>« Fumigation or heat treatment is required! »</p> <p>Please contact your local Kuehne & Nagel agency and always copy the tactical buyer.</p> <p>The mode of transportation will be defined by the buyer directly with the forwarder :</p> <div style="text-align: center;">  OR  </div>	



07

Account Payable Requirements

Commercial Invoice

➔ Mandatory Invoice Format

For T.EN LS_FR (T.EN Loading Systems S.A.S.) :

- The invoice will be issued to the name of: T.EN Loading Systems S.A.S., must be dematerialized (.pdf) and contains **the invoice** reference and **the supplier's name**
- It must obligatorily contain our **VAT number** FR 10 879 022 309 and EORI FR87902230900014
- One invoice will cover **one order only**, to be processed.
- There can be **several PDFs** in a **single email**
- Invoice will include **all the information mentioned on the T.EN Purchase Order**: Purchase order number, item number/part number, item line number, quantity, price and currency
- The email must **only include invoices or credit notes (originals)** and no other documents



Invoice communication

- For **T.EN LS_FR** (T.EN Loading Systems S.A.S.): The email address **to send invoices** is : apinvoice-ls-fr@ten.com
- For **T.EN LS_US** (Technip Energies USA Inc.), all requirements are mentioned in the PO (apinvoice-ls-us@ten.com)

This email address is to be only used for invoices/credit notes and not for other communications

For **questions related to invoices** , please contact the Account Payable department : SensAP@ten.com



The D.E.B (Declaration of trade in goods)

Applicable mandatory for all E.U. member supplier

Within the European Union, the company conducts most of its trade freely, without formality and without border controls : it does not issue a customs declaration. However, it must send a monthly declaration of trade in goods (D.E.B.) to customs listing all of its intra-Community trade.

The DEB is therefore a document which summarizes, for a company, all the introductions and shipments made with other EU member states (ie intra-community trade). This declaration must be sent to customs monthly for two reasons:

- Allow the customs administration to follow the flow of goods that generate the payment of VAT;
- Make it possible to establish the statistics of the foreign trade of France and to establish in particular the trade balance.

There are different types of DEB depending on the level of exchange reached by the companies: detailed declaration (thresholds: € 230,000 € for introductions, 460,000 € for shipments) simplified declaration (from 150,000 € for introductions and shipments).

This declaration can be made either in digital format (electronic DEB) or in paper format.

The declaration contains in particular the following elements :

Product nomenclature according to the NC83 nomenclature, Weight of goods, Tax value, Purchase or Sale, Country of Origin or Destination, Intra-community VAT number of the purchaser. The declaration can be established either in paper format, or on the Customs website, or via dedicated software.

This mandatory information must be sent to T.EN Loading Systems S.A.S. using the invoice.

French customs website link for more information (Website in French):

<https://www.douane.gouv.fr/service-en-ligne/declaration-dechanges-de-biens-deb>

The D.E.B. is only used in Europe!



Definitions



The following terms and definitions are based on ISO 9001:2015 Quality Management Systems – Fundamentals and vocabulary with some adaptations and special interpretations, and are the terms and definitions used.

Audit : Systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which regulatory, legislative, contractual and QMS criteria are fulfilled.

Client : Expression used for indicating T.EN Loading Systems S.A.S Customers. A customer is the firm having a contractual agreement with, or the recipient of a product or service from the company.

Company : T.EN Loading Systems S.A.S

Examination plan : Plan for examination activities, based upon supplier quality plan (as applicable), the agreed contract/procurement schedule, production schedule and identified risk elements. Inspection and Test Plan (ITP), Equipment Hardware Quality Plan (HQP), etc .

Hold Point : A critical step in manufacturing and testing where it is essential that the company and / or customer representative inspects the material / equipment in order to ascertain that the product for delivery complies with the requirements. The process may not proceed without a written statement given for participation or waiver. Waiving of a hold point shall be documented and the reason for waiving stated. A hold point cannot be waived unless this has specifically been confirmed in writing.

Inspection: conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging.

Monitor Point : Monitor points are activities that will proceed as scheduled, without advance notification, but are subject to customer witness as and when the customer requires. Monitor activities are intended for Process verification, not Product inspection.

Primary Supplier : Supplier with whom T.EN Loading Systems S.A.S. has placed a purchase order.

Product Liability : The Company's main policy in this field is through an effective Quality System to prevent the possibility of a product liability claim threatening its existence or hindering its development.

Product Quality : The customers' total evaluation of the performance of the product, throughout its defined life cycle, shall be satisfactory as specified by the customer or in accordance with high standards for the industry.

Product / Service : The result of a process that is the combination of some of the four generic product categories; hardware/software/services/processed materials.

Quality Notification : SAP terminology for all “findings” related to NCR's, Technical Queries, Punch Lists and Site Queries to Customer or other “events” which may impact quality of design, material or process that requires a paper trail of documentation for tracking.

Reviews : activity undertaken to determine the suitability, adequacy and effectiveness (extent to which planned activities are realized and planned results achieved) of the subject matter to achieve established objectives.

Sub-tier Supplier : Supplier with whom an T.EN Loading Systems S.A.S. Primary Supplier has placed a purchase order

Supplier : Expression used for Supplier/Vendor/Subcontractor. A supplier is the party to whom an order/contract has been placed by the company for the purchase of supplies, or the execution of a specific part of a particular order.

Test : Determination of one or more characteristics according to a procedure.

Validation : Confirmation through provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled. Conditions for validation can be real or simulated.

Vendor : Sub-contractor, supplier, manufacturer or service provider.

Verification : Confirmation through provision of objective evidence, that specified requirements have been fulfilled. Confirmation can comprise activities like alternative calculations, comparisons with similar/previous design specifications, tests, and review of documentation.

Witness Point : A critical step in manufacturing and testing where it is desirable that the Company /Customer representative inspects the material/equipment in order to ascertain that the product for delivery complies with the specified requirements. The process may proceed with or without the presence of a Company / Customer representative.

A	API	American Petroleum Institute
	ANSI	American National Standards Institute
	ASME	American Society of Mechanical Engineers
	ASNT	American Society for Nondestructive Testing
B	ASTM	American Society for Testing and Materials
	BOM	Bill of Material
C	CA	Corrective Action
	CCUS	Carbone Capture Utilization and Storage
	CR	Concession Request
	CS	Control System
D	DBI	Database Information (Part Report)
	DR	Design Review
E	EPC	Engineering Procurement and Construction
	ERP	Enterprise Ressource Planning
	ESG	Environmental, Social and Governance
F	ESML	Entity Sens Marine Loading
	FAI	First Article Inspection
	FAT	Factory Acceptance Test
	FLNG	Floating Natural Gas
G	FMEA	Failure Mode Effect Analysis
	GQSL	Global Qualified Supplier List

G	GSP	Global Sourcing and Procurement
H	HSES	Health, Safety Environment and Security
I	ISO	International Standards Organization
	ITP	Inspection Test Plan
K	KPI	Key Performance Indicator
L	LNG	Liquified Natural Gas
	LPG	Liquified Petroleum Gas
M	L.S	Loading Systems
	MP/QP	Manufacturing Process / Quality Plan
N	NACE	National Association of Corrosion Engineers
	NCR	Non Conformance Report
	NDA	Non-Disclosure Agreement
	NDE	Non-Destructive Examination
O	O.A	Order Acknowledgement
	OEM	Original Equipment Manufacturer
P	OTD	On-Time-Delivery
	PA	Preventive Action
P	PEP	Project Execution Plan
	PL	Punch List
	PMI	Positive Material Identification
PO	PO	Purchase Order

P	PPE	Personal Protective Equipment
	PQR	Procedure Qualification Record (for welder)
Q	QA	Quality Assurance
	QAP	Quality Assurance Plan
	QC	Quality Control
	QIP	Quality Improvement Plan
	QMS	Quality Management System
	QN	Quality Notification
	QP	Quality Plan
R	QSL	Qualified Supplier List
	RCA	Root Cause Analysis
	RFQ	Request For Quotation
S	RFI	Request For Information
	SPI	Supplier Performance Indicator
	SQE	Supplier Quality Engineer
T	SRB	Supplier Review Board
	SRM	Supplier Relations Module
W	T.EN	Technip Energies
	WI	Working Instruction (IT)
	WPS	Welding Procedure Specifications



Thank you