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## **Ciber Equipamentos Rodoviaros Ltda. General Terms and Conditions**

The conditions / rules / obligations set out in this document aims to regulate the relationship between CIBER and its suppliers, which are governed, as appropriate, by Law 10,406 / 02 ("Civil Code").

### **1 SELLING ITEMS**

The items from the Purchase Orders:

- i) are directed to sale, it cannot be billed along with other items from Processing orders.
- ii) does not need to wait the delivery date and can be delivered in advance.

### **2 PRICE**

CIBER reserves the right, in case of divergence between the Invoice and Purchase Order, to send a debit note against the supplier disregarding any previous authorization. It will be returned materials that show any differences between the Invoice and Purchase Order and any non-compliance of the product, running the supplier´s responsibility of all costs that CIBER may have to return the material.

CIBER does not recognize and does not accept charges via Mercantile companies (Factoring) and Credit Law Funds (FIDC). Therefore, the charges received by these companies will be fully disregarded.

### **3 CONTRACT DOCUMENTATION**

The supplier shall use all technical documents required by CIBER (and by the law), such as norms, specifications, etc., in accordance revision indicated in the purchase order.

### **4 DELIVERY CONDITIONS**

The date for materials delivery must be strictly obeyed under penalty of generating CIBER immediate end of the business relationship with the supplier, in addition to severance payment. Anticipations or delays, failing to return the goods at the expense and risk of the supplier will not be accepted.

For freight FOB the goods should necessarily be delivered by the carrier indicated on the purchase order. Otherwise, the freight will revert to the supplier, at its own expense.

Our time of receipt at the gate is: Monday to Friday from 7: 30 am to 2: 30 pm.

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## 5 BILLING

The XML file generated in the issuance of electronic invoice shall be sent by e-mail.

The material delivered in CIBER shall be accompanied by a printed DANFE (sending XML file does not exempt this procedure), subject to the terms of tax legislation / tax applicable. And invoices for services the printed DANFE should be sent to Fiscal Receipt sector CIBER.

CIBER reserves the right to reverse the shipping of all material returned by inconsistency in the invoice.

Subject to any updates that may occur under the applicable law, follows below MANDATORY information to be included in the issuance of the invoice:

- A) CIBER Product code (next to the description of the item);
- B) Number of purchase order and position (next to the description of the item);
- C) Tax classification;
- D) Item Description without abbreviations;
- E) CFOP;
- F) Type of transaction;
- G) Taxes: where applicable should be highlighted and as free quote the law;
- H) Tax situation.

## 6 ACCEPTANCE

Any impossibility of delivery on the requested date or any other divergence in the purchase order must be reported within 3 (three) days after receipt thereof.

Find below some important contacts:

### PURCHASE

- Price
- Payment term
- Quotes
- Selection, dealings and closing new business
- Follow-up
- Missing Parts
- Demand forecasts
- Product Deviation

+55 51 3364-9200

[compras.ciber@ciber.com.br](mailto:compras.ciber@ciber.com.br)

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**FINANCIAL**

- Payments

+55 51 3364-9234

[financeiro@ciber.com.br](mailto:financeiro@ciber.com.br)

**FISCAL**

- Invoices

+55 51 3364-9257

[fiscal@ciber.com.br](mailto:fiscal@ciber.com.br)

**EQF**

- TECHNICAL SPECIFICATIONS
- AUDIT PROCESS
- PROCESS IMPROVEMENT
- PERFORMANCE INDICATORS
- Suppliers evaluation
- Treating RNCs

+55 51 3364-9248

[eqf@ciber.com.br](mailto:eqf@ciber.com.br)

**7 MATERIAL RETURN**

Each and every item supplied to CIBER, which perchance have some defect / addiction that leads to greater non-compliance or hidden defect, it will be returned to the supplier with their reversed freight costs.

This action is valid for any of the options chosen, as CIBER GENERAL SUPPLY GUIDE.

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