Politica de achizitii reprezinta o parte integranta din obiectivul global pe care il are compania de a gestiona procesele de productie in conditii de eficienta si de calitate, pentru a satisface cerintele clientului final.
The procurement policy represents an integral part of the global objective that the company has to manage the production processes in conditions of efficiency and quality, in order to meet the requirements of the final customer.

Aprovizionarea reprezinta procurarea materiei prime, materialelor auxiliare, consumabilelor, pieselor de schimb, echipamentelor informatice, imobilizarilor corporale si necorporale, serviciilor etc. necesare in procesul de productie, circulate sau pentru consum.
Procurement is the acquisition of raw materials, auxiliary materials, consumables, spare parts, computer equipment, tangible and intangible fixed assets, services etc. needed in the production process, circulated or for consumption.

Lantul de aprovizionare este un sistem de organizatii, oameni, tehnologie, activitati, informatii si resurse implicate in deplasarea unui produs sau serviciu de la furnizor la client. Lantul de aprovizionare incorporeaza procesul de productie alaturi de cel al achizitionarii materialelor care intra in procesul de productie si cel al distributiei produselor finite la client.
Supply chain is a system of organizations, people, technology, activities, information and resources involved in moving a product or service from supplier to customer. The supply chain incorporates the production process along with the procurement of materials that go into the production process and the distribution of finished products to the customer.

Abordarea responsabilă de aprovizionare se concentrează pe aspectele legate de durabilitate de-a lungul lanțului de aprovizionare în beneficiul oamenilor și al planetei. Prin achizitia responsabila dezvoltăm și menținem relații etice și durabile cu furnizorii și partenerii noștri.
The responsible sourcing approach focuses on sustainability issues along the supply chain for the benefit of people and the planet. Through responsible procurement we develop and maintain ethical and sustainable relationships with our suppliers and partners

Conceptul de durabilitate este alcatuit din trei piloni: mediu, economic si social.
The concept of sustainability consists of three pillars: environmental, economic and social.

- **Protectia mediului** – societate este atenta la reducerea amprentelor de carbon, utilizarea apei, ambalarea nedescompozibila si procesele risipitoare ca parte a unui lant de aprovizionare.
Environmental protection - the company is looking at carbon footprint reduction, water use, non-disposable packaging and wasteful processes as part of a supply chain.

- **Dezvoltarea sociala** – societatea trateaza angajatii in mod echitabil si asigura un tratament responsabil, etic si durabil al angajatilor, partilor interesate si comunitatii in care isi desfasoara activitatea.
Social development - the company treats employees fairly and ensures responsible, ethical and sustainable treatment of employees, stakeholders and the community in which it operates.

- **Dezvoltarea economica –** societatea se asigara ca este profitabila si produce venituri suficiente pentru a fi continuata in viitor.
Economic development - the company ensures that it is profitable and produces sufficient income to continue into the future.

Cap. I - EVALUAREA SI SELECTAREA FURNIZORILOR / *EVALUATION AND SELECTION OF SUPPLIER*

Selectia furnizorilor trebuie facuta in concordanta cu criterii globale de competitivitate, pentru a atinge performante optime in ceea ce priveste pretul, calitatea, termenii de livrare, conditiile de plata si managementul riscului.
The selection of suppliers must be made in accordance with global competitive criteria in order to achieve optimal performance in terms of price, quality, delivery terms, payment terms and risk management.

Furnizorii trebuie sa puna la dispozitie toate informatiile relevante privind materiile prime utilizate in dispozitivele produse de catre compania noastra. Acest fapt ne va ajuta sa acordam prioritate in ceea ce priveste procedurile de diligenta si atenuarea riscurilor.
Suppliers must make available all relevant information on raw materials used in devices produced by our company. This will help us to prioritise due diligence procedures and risk mitigation.

Cerinte minime pentru furnizorii de materii prime/ *Minimum requirements for raw material suppliers:*

- Țara de origine, asigurandu-se ca materialele utilizate in productia dispozitivelor nu sunt produse in Rusia (atunci când este posibil, se solicita si regiunea de origine) / *Country of origin, ensuring that the materials used in manufacturing the devices are not produces in Russia. (where possible, region of origin)*
- Specificatiile materialelor / *Material specifications*
- Compozitia materialelor / *Composition of materials*
- Pentru unele materiale, de asemenea, solicităm ca materialul să fie obținut prin sisteme de certificare specifice pentru a atenua posibilele riscuri legate de durabilitate.
For some materials we also require that the material is sourced through specific certification schemes to mitigate possible sustainability risks.

Specialistul de achizitii trebuie sa trimita furnizorului, cu care s-a agreat inceperea unei colaborari, formularul „F-SP-01.00.04 - Informatii Generale ale Furnizorului" si formularul „F-SP-01.00.12- Chestionar CSR".
Formularul „F-SP-01.00.12- Chestionar CSR" se va transmite si catre furnizorii cu care compania are deja relatii contractuale.
In cazul proceselor speciale este necesar sa se solicite de la furnizor/subcontractor certificarile detinute si autorizatiile personalului, acolo unde este cazul.
The Procurement Specialist must send to the supplier, with whom a collaboration has been agreed, the form "F-SP-01.00.04 - General Supplier Information" and the form "F-SP-01.00.12 - CSR Questionnaire".
The form "F-SP-01.00.12- CSR Questionnaire" will also be sent to suppliers with whom the company already has a contractual relationship.
In the case of special processes it is necessary to request from the supplier/subcontractor the certifications held and the authorizations of the personnel, where applicable.

Stabilirea furnizorului se face in functie de: / *The selection of supplier is based on:*

- Calitatea produselor si istoricul RNC-urilor; / *Product quality and history of RNCs;*
- Performanta in livrare; / *Delivery performance;*
- Pret si termen de livrare / *Price and delivery time*
- Scor pozitiv in urma completarii chestionarului „F-SP-01.00.12- Chestionar CSR" / *Positive score after completing the questionnaire "F-SP-01.00.12- CSR Questionnaire".*

Pentru aprovizionari de valori materiale / prestari servicii cu caracter permanent se incheie un contract cadru ce cuprinde atat clauze legale cat si conditii si termene.
For supplies of material values / provision of services of a permanent nature, a framework contract is concluded containing both legal clauses and conditions and deadlines.

Pentru aprovizionari de valori materiale / prestari servicii ocazionale, pentru perioada scurta de timp, cantitati mici, sau un singur serviciu prestat, se emite o comanda furnizorului.
For supplies of material values / occasional services rendered, for a short period of time, small quantities, or a single service rendered, a purchase order is issued to the supplier.

Cap. II - CERERE/ANALIZA OFERTA / *QUOTATION REQUEST / ANALYSIS*

Aprovizionarea de bunuri, servicii, imobilizari corporale si imobilizari necorporale se face in urma solicitarii de oferte de la furnizori.
Orice activitate de cerere de oferta trebuie initiata de catre o necesitate a firmei.
Initiatorul identifica potentialii furnizori si intocmeste lista furnizorilor pentru valorile materiale ce le comanda.
Indiferent de tipul de achizitii, in momentul selectiei furnizorilor la care se trimite cererea de oferta, se urmareste promovarea diversitatii, echitatii si incluziunii in forta de munca.
Specialistul achizitii va analiza ofertele primite si va colabora cu solicitantul, Directorul Logistica sau CEO, dupa caz, pentru selectarea ofertei castigatoare.
The procurement of goods, services, tangible fixed assets and intangible fixed assets is done following a request for tenders from suppliers.
Any tendering activity must be initiated by a business need.
The initiator identifies potential suppliers and draws up a list of suppliers for the material values he orders.
Regardless of the type of procurement, when selecting the suppliers to which the request for proposal is sent, the aim is to promote diversity, equity and inclusion in the workforce.
The Procurement Specialist will review the bids received and work with the requisitioner, Logistics Director or CEO, as appropriate, to select the winning bid.

Cap. III - RELATII CONTRACTUALE / *CONTRACTUAL RELATIONS*

Contractele pe termen lung / listele de conditii si termene incheiate pentru aprovizionari de valori materiale cu efect direct in calitatea produselor, cuprind obligatoriu si clauza prin care Ramira are dreptul de a audita/supraveghea activitatea operationala a acestor furnizori. Fiecare furnizor care intra in aceasta categorie poate fi auditat/supravegheat la sediu sau poate sa i se transmita un formular standard inainte de prima colaborare.

Long-term contracts / lists of conditions and deadlines concluded for the supply of material values with a direct effect on the quality of the products must include a clause whereby Ramira has the right to audit / supervise the operational activity of these suppliers. Each supplier falling into this category can be audited/supervised at the head office or can be sent a standard form before the first collaboration.

Cap. IV - INTOCMIREA COMENZILOR / *ORDER PROCESSING*

Comanda de achizitie pentru aprovizionarea de valori materiale / prestari servicii este intocmita de catre specialistul de achizitii.
Comenzile de achizitii sunt completate in formatul de “Comanda achizitie” aprobat prin sistemul SAP.
Comenzile de achizitie cu valoare mai mare de 10.000euro trebuie aprobate de catre Director Lant Aprovizionare.
The purchase order for the supply of material values / services is drawn up by the procurement specialist.
Purchase orders are completed in the "Purchase Order" format approved by the SAP system.
Purchase orders with a value greater than 10.000 euro must be approved by the Supply Chain Manager.

Cap. V - PLATA FACTURILOR / *PAYMENT*

Facturile se platesc doar pe baza exemplarului original, certificate de catre initiatorul de PO, si care corespund si respecta atat reglementarile legale in vigoare, reglementarile si directivele international.

Avansurile pentru servicii trebuie sa fie minimalizate in cazul in care nu pot fi evitate. Plata avansurilor se face pe baza unei facturi pentru avans sau a unei proforme.

Indiferent de forma de prezentare, factura sau proforma trebuie sa contina clar informatii cu privire la bunul comandat si referinta comenzii sau contractului. Toate facturile inregistrate in contabilitate si pregatite pentru plata trebuie sa aiba o comanda de achizitie si o receptie.

Invoices are paid only on the basis of the original copy, certified by the originator of the PO, and which comply with and respect both the legal regulations in force and international regulations and directives.
Advances for services should be minimised if they cannot be avoided. Advances are paid on the basis of an invoice for the advance or a proforma.
Regardless of the form of presentation, the invoice or proforma must clearly contain information on the goods ordered and the order or contract reference. All invoices recorded in the accounts and ready for payment must have a purchase order and a receipt.

Intocmit / *Issued by*:	Aprobat de / *Approved by*:
Director Lant Aprovizionare / *Supply Chain Director*	Administrator CEO
Cosmin Cordos	Adrian Petrule