1 - PURPOSE

This Manual aims to establish the guidelines that guide the relationship between Goiasa Goiatuba Álcool Ltda and its suppliers. Faced with an increasingly demanding market, it is necessary that our partners have clear procedures and policies, aiming at a transparent commercial relationship, with the objective of building actions and measurable results together.

This document presents the description of the supplier qualification process (SQP) and the minimum requirements necessary for the supply of items.

Goiasa Goiatuba Álcool Ltda reserves the right to evaluate, select, monitor the performance, and re-evaluate its item suppliers within clear and standardized procedures, aiming at:

- Selecting and maintaining the best companies in the market on the supplier list;
- Meeting the requirements of the environmental management system by evaluating the associated environmental aspects and impacts;
- Assessing and controlling occupational health and safety risks;
- Meeting the expectations of the food safety management system (FSMS), requirements and specifications;
- Meeting the requirements of our customers;
- Collaborating with the development and continuous improvement of suppliers.

2 - MISSION, VISION AND BUSINESS PHILOSOPHY

- **Mission:** to produce and supply renewable energy at the lowest cost with excellent service in harmony with the community and the environment.
- **Vision:** to be a reference in the sector as a company with high shareholder return combined with social responsibility.
- **Business Philosophy:** participatory management, competitiveness, integration with the community and respect for the environment.

3 - DEFINITIONS

3.1 SQP: Supplier Qualification Process – Systematic with the objective of evaluating, selecting, monitoring the performance, and re-evaluating item suppliers, ensuring to Goiasa Goiatuba Álcool Ltda that the processes, products and services do not have their delivery capacity adversely affected for our customers.

3.2 Supplier: Any individual or legal entity engaged in the production, assembly, creation, construction, transformation, import, export, distribution or sale of products or provision of services for direct sales to the customer.

3.3 External Providers: these are municipal, state and federal bodies that do not have a commercial relationship to supply items directly to Goiasa, but there are financial relationships of legal payment needs, for example: city halls, class councils, secretariats, legal inspection bodies, notaries, energy/water/telephone company, public universities, among others.

3.4 Suppliers of Normal Items: these are companies that have contractual relationships in the commercial sphere, through a purchase order, being responsible for the supply of materials and services considered to be less critical to the production process and that submit standard documentation for qualification;

3.5 Suppliers of Critical Items: these are companies that provide materials and services that have an impact on product quality, health, safety and environment. Requires submission of standard documentation and supply-specific documents (technical specification) for qualification, defined in **ANNEX - Critical Supplier Qualification List available at: V:\Interno\Qualificação Fornecedores;** which presents the list of technical specifications (ETMA, ETEQ, ETSE, ETSPC and ETEPI) that are mandatory for the qualification process to supply critical materials, services, and equipment.

3.6 Main SAP Code: Code that references material / service in the computerized system.

3.7 Critical Control Point (CCP): Step in the process where the control measure(s) is(are) applied to avoid or reduce a significant food safety hazard to an acceptable level and define critical limits and measurement that allow corrections to be applied.

3.8 Operational Prerequisites Program (OPRP): control measure or combination of control measures applied to prevent or reduce a significant food safety hazard to an acceptable level and where action and measurement or observation criteria allow effective control of the process and/or product.

3.9 Technical Specifications: detailed document with the minimum and mandatory guidelines for supply according to the priority relationship mentioned in plan-0051 (HACCP Plan - Conventional and Organic Crystal Sugar), plan-0025 (HACCP Plan - Organic Hydrated Alcohol and Neutral Organic Hydrated Alcohol), which includes legislation and technical characteristics, standards for health and safety of processes and employees, ensuring acquisition in accordance with the specifications:

- **ETMA (acronym in Portuguese)**: Technical specification of material that has defined criticality and specific destination for manufacturing the product, such as raw material, materials in direct contact with sugar (all used in production), indirect contact materials (secondary packaging, lines, coding inks, water treatment products, cleaning products used in equipment, chemicals, lubricants) and other materials that need specific control.
- **ETSE (acronym in Portuguese)**: Technical specification of service that has defined criticality and specific destination, for example, cleaning services, production control, laboratory analysis, exams, transport of raw material, transport of finished products, transport of employees, waste management, calibration, maintenance, food for employees, ventilation service, preventive maintenance described in the HACCP and Occupational Medicine and other services that require specific control.

- **ETEQ (acronym in Portuguese)**: Technical specification of equipment; All used in monitoring and verification of CCP's (Critical Control Points) and OPRP's (Operational Prerequisites Program) and those that come into contact with food.
- **ETSPC (acronym in Portuguese)**: Technical specification of collective protection system;
- **ETEPI (acronym in Portuguese)**: Technical specification of personal protective equipment.

3.10 - Supply Assessment

The way in which the organization determines and applies criteria for the evaluation, selection, performance monitoring and re-evaluation of external providers, based on their ability to provide processes or products and services in accordance with requirements.

3.11 - Combined Action Plan

The Action Plan is the tool that monitors all necessary and possible actions for measures to correct or prevent problems; in turn, it must contain the deadlines for verifying its effectiveness.

4 - SUPPLIER QUALIFICATION PROCESS:

The supplier qualification process is structured in 3 steps as follows:

1st. Selection: The technical or supplies area selects the supplier through market questions, indication, purchase history, etc., where the supply capacity is verified. After this step, a call will be opened in the help desk with the documentation provided in accordance with the framework of items 5.1 / 5.2 / or 5.3 of this manual.

2nd Qualification: To supply a critical item, the Self-Assessment Questionnaire will apply, which seeks to assess labor, financial, tax, social security, social and environmental aspects. After this process, the registration will be available in our database. If necessary, we will contact the company to request documents (reports and records), quality tests when applicable, approval / qualification and release for purchase. For suppliers of items that are not critical, qualification is only made through documents.

The deadline for completing service to the qualification process at the help desk is:

- Up to three (3) business days for the company supplying Normal Items, with no need for technical specification;
- Up to ten (10) business days for companies supplying Critical Items, requiring technical specification;

After receiving the documentation, the supplier qualification area will evaluate the information received and, having a positive result of the process, will carry out its registration and qualification in the system, being able to participate in the quotations. If not, a formal return will be made to the supplier for regularization and if the supplier still does not respond to the request within the above deadlines, help will be requested from the applicant for contact and

support in sending the missing documents to the process. If such negotiations do not evolve, it will not be possible to complete the call and it will be cancelled.

3rd Monitoring: The supply starts and at each receipt/measurement it will be monitored, evaluated and, if necessary, an action plan prepared to address non-conformities. The supplier may be disqualified in this process.

It is the supplier's obligation to monitor the validity period of documents provided to Goiasa during the SQP, and the documents must be sent whenever there is an update.

A list of documents to be expired is generated on a weekly basis, where the supplier is notified by email. After receipt, the document must be forwarded to the qualification sector as soon as possible. Goiasa system automatically changes the SQP status of a Qualified supplier to Expired Qualification as soon as any provided document expires.

The Supplier Qualification sector may annually visit suppliers of items considered “critical” for the integrated Management System. Validating the production processes at the supplier facilities according to the demands of the areas, processes involved, and information initially provided in **FORMU-0131 Questionnaire for Qualification of Supplier/External Provider.**

The process of controlling and qualifying sugarcane suppliers is carried out through **INSTR-1008 Control and Qualification of Sugarcane Suppliers** under the responsibility of the agricultural sector.

The approval process for new brands is made through **INSTR-0880 Brand Homologation and FORMU-0639 Request for Brand Homologation**

5 - DOCUMENTS:

5.1 - For external providers and/or manufacturers that need to be registered in the SAP/Prime system, but there is no direct supply, the mandatory documents for qualification are:

- **FORMU-0336 Quality Manual for Suppliers/External Providers**
- CNPJ Card – National Registry of Legal Entity
- Other supply-specific documents, if applicable.

5.2 - For suppliers of Normal Items, the mandatory documents for qualification are:

- **FORMU-0336 Quality Manual for Suppliers/External Providers**
- Articles of Incorporation or By-Laws in force duly registered - last amendment;
- CNPJ Card – National Registry of Legal Entity
- Clearance Certificate from the Labor Court (in case of service provided on Goiasa's premises);

5.3 - For suppliers of Critical Items, the mandatory documents for qualification are:

- **FORMU-0336 Quality Manual for Suppliers/External Providers**
- Articles of Incorporation or By-Laws in force duly registered - last amendment;
- CNPJ Card – National Registry of Legal Entity
- Operating permit or operating license; *(According to Law 13874/2019)*
- Clearance Certificate from the Labor Court (in case of service provided on Goiasa's premises);
- Federal Revenue Clearance Certificate;
- State Revenue Clearance Certificate;
- Documents described in the Technical Specifications defined as critical in **ANNEX - Critical Supplier Qualification List available at: V:\Interno\Qualificação Fornecedores;**
- **FORMU-0131 Questionnaire for Qualification of Supplier/External Provider must be completed by the suppliers that are linked to the direct contact with the manufacturing and handling of the product.**

All documents will be sent digitally in .pdf format to email quali_fornecedores@goiasa.com.br. This email has a limited capacity of receiving up to 10Mb.
For service providers on Goiasa's premises, they must comply with and provide documents as described in **NMSMA-0001 Health, Safety and Environment Instructions for Contractors.** This control is carried out by the legal department of Goiasa Goiatuba Álcool Ltda.

5.4 - EMERGENCY PURCHASE OF CRITICAL ITEM:

When there is a need for an emergency purchase due to strategic reasons, market scarcity, lack of transport or multiple bankruptcy of institutions, it must be informed by email with a copy to the person in charge of the sectors: Qualification of suppliers, Workplace Safety, Environment and Food Safety calling for an alignment meeting where the necessary documents will be analyzed to supply the Critical item according to item 5.3 of this Manual and upon approval of the process that will follow to supplies and subsequent warehouse, which will proceed with the acquisition and receipt.

6 - CRITICAL ITEM SUPPLIER ASSESSMENT

To ensure conformity of the supply of items with respect to on-time delivery, quality, safety, environment, labor obligations, contractual obligations and transport, an evaluation of suppliers of critical items defined in accordance with the technical specifications is carried out.
In order to form and maintain a history to support future negotiations, the following premises have been defined:

- The overall evaluation grade will be considered the subject with the lowest result.
- Evaluation grade lower than six (6) generates the need for a comment by the evaluator with the reason, where the supplier will be called to formulate an action plan that contains the following information: immediate action, action to avoid recurrence, deadline to complete the action and person in charge, which must be sent to the Qualification of suppliers within a maximum of five (5) business days for negotiations and monitoring of detailed deviations.

The Scoring System is based on meeting the requirements presented in:
Table 1 - SERVICES: At each measurement.
Table 2 - MATERIALS: At each receipt;

Table 1 - SERVICES			
REQUIREMENTS	**SCORING ITEMS**	**SCORE**	**ASSESSMENT AREA**
COMPLIANCE WITH TERMS AND CONTRACTUAL OBLIGATIONS	Compliance with terms and contractual obligations	10	Contracting / requesting area
	Delay of 5% of the contract	8	
	Delay of 10% of the contract	6	
	Delay of 15% of the contract	4	
	Delay of 20% of the contract	2	
	Delay over 20% of the contract	0	
QUALITY OF SERVICES PERFORMED	Excellent	10	Contracting / requesting area
	Good	8	
	Regular	6	
	Poor	4	
	Very Poor	0	
OCCURRENCE OF ACCIDENT AND INCIDENT	No accidents and incidents	10	Workplace safety
	Occurrence of one incident	8	
	Occurrence of two incidents	6	
	Occurrence of three incidents	4	
	Occurrence of four incidents	2	
	Occurrence of one accident or five or more incidents	0	
ENVIRONMENTAL OCCURRENCES - COMPLIANCE WITH ENVIRONMENTAL REQUIREMENTS AND MEASURES	Compliant with all requirements	10	Environment
	Occurrence of 1 non-compliance	8	
	Occurrence of 2 non-compliances	6	
	Occurrence of 3 non-compliances	4	
	Occurrence of 4 non-compliances	2	
	More than 5 non-conformities registered	0	
NOTIFICATIONS, FINES, WARNINGS, ETC	There are no notifications	10	Legal
	Registration of one occurrence	8	
	Registration of two occurrences	6	

	Registration of three occurrences	4	
	Registration of five occurrences	2	
	Registration of more than five occurrences	0	
CONTRACTUAL OBLIGATIONS	Compliant with all requirements	10	Legal
	Occurrence of 1 non-compliance	8	
	Occurrence of 2 non-compliances	6	
	Occurrence of 3 non-compliances	4	
	Occurrence of 4 non-compliances	2	
	1 major non-compliance or above 5 NC registered	0	

TABLE 2 - MATERIALS

REQUIREMENTS	SCORING ITEMS	SCORE	ASSESSMENT AREA
TECHNICAL SPECIFICATIONS	Specifications Acc. to Purchase Order	10	Stockroom
	Differences that do not compromise the Process / Item / material	8	
	Specifications partially met, but which compromise the process.	4	
	Material outside the technical specifications	0	
DELIVERY TERM	Materials delivered on time	10	Stockroom
	1 to 3 days of delay	8	
	3 to 7 days of delay	4	
	More than 7 days of delay	0	
QUANTITY	Materials delivered with correct quantity	10	Stockroom
	Minimum difference in quantity	8	
	Materials with difference in quantity	4	
	Materials with quantity totally incorrect	0	
INVOICES	Invoices acc. to the purchase order	10	Stockroom
	Invoices with errors easily corrected	8	
	Invoices with errors difficult to correct	4	
	Invoices in disagreement with the purchase order	0	
DOCUMENTS	Delivered documentation along with delivery of material	10	Stockroom
	Dellivered partial documentation along with delivery of material	8	
	Delivered documentation after delivery of material	4	
	Did no deliver documentation along with delivery of material	0	
TRANSPORT	Clean body, covered cargo, properly dressed driver	10	Stockroom
	Clean body, covered cargo, not properly dressed driver	8	
	Clean body, uncovered cargo, not properly dressed driver	4	
	Dirty body or bad smell from residues of other products, uncovered cover, not properly dressed driver	0	
COMPLIANCE UPON RECEIPT	There was no non-compliance opon receipt	10	Stockroom
	Easy-to-fix mild non-conformities	8	

	Needed to classify the material received	4	
	There was partial or total return of material outside the material specification	0	

6.1 - Disclosure of critical item supplier evaluation results

The disclosure of results will be carried out quarterly and sent to suppliers and internal customers. Below is a table with criteria according to the methodology for the average result of evaluations.
Classification:

PERFORMANCE RANGE		ACTION
	≥ 80 - Exceeds Standards	It is not necessary to implement actions.
	≥ 60 and < 79.99- Meets Standards	
	≥ and 20 < 59.99 - Needs Monitoring.	Implement Action Plan – Develop other Suppliers for replacement. Change status to “in qualification”
	< 20 - Out of Standards	Implement action plan and engage committee. Change status to “disqualified”

For performances with a result equal to or less than a score of six (6) and more than two (2) recurrences evidenced, suppliers will lose their QUALIFIED status and will be suspended from negotiations, until the Action Plans allow a new Qualification process.

6.2 Qualification Committee

It will be composed of a requesting area manager/coordinator, purchasing manager/coordinator and supplier qualification area. It must provide analysis and definition of non-conformity reports for action plans that were not effective or were not responded to with proposed actions. Minutes will be made for registration and annex to the SQP.

6.3 Requalification Process

For companies that have been disqualified and need to be requalified, the flow of item 4 of this manual will be followed with the addition of verification of the evaluation history, reason for disqualification for further joint evaluation of the qualification area, purchases area and requesting area for risk assessment.

7 - CONTINUOUS IMPROVEMENTS

The External Supplier/provider shall establish Continuous Improvements that may result in better performance in relation to Goiatuba Álcool Ltda's requirements, such as: delivery time, treatment of non-conformities, quality of products/services, prices, and others.

Information on corrective and preventive actions and continuous improvements must be shared with Goiasa Goiatuba Álcool Ltda whenever requested, or in audits at the supplier/external provider's facilities.

8 - MAIN SUPPORT CONTACTS

Supplier qualification

64 3608-8735 – e-mail: quali_fornecedores@goiasa.com.br

Third party management / mobilization:

64 3608-8859

Receipt of invoices

64 3608-8888 – e-mail: notasapagar@goiasa.com.br

Ethical channel:

0800 512 7708 - www.contatoseguro.com.br/goiasa

RECORDS CONTROL					
IDENTIFICATION	**STORAGE**	**PROTECTION**	**RECOVERY**	**RETENTION TIME**	**DISPOSAL**
Supplier/External Provider Documentation	Applications Menu/Supplies/Prime Service.	Backup	Miscellaneous Filters	Indeterminate	Not applicable
FORMU-0131 - Questionnaire for Qualification of Supplier/External Provider					
ANNEX - Critical Supplier Qualification List	V:\Interno\Qualificação Fornecedores;	Backup	Miscellaneous Filters	Indeterminate	Not applicable
FORMU-0336 Quality Manual for Suppliers/External Providers					