

NEW SUPPLIERS



AWARENESS – NEW SUPPLIER

Dear [Supplier],

Our 2025 strategy is to be the preferred world leader in chemicals, and essential to this is our commitment to the highest standards of ethical, social and environmental responsibility. We apply those standards across all areas of our business, including our valued supply partners.

Our Supplier Registration process was updated in September 2016 and now includes a preliminary due diligence step which:

- Confirms that our suppliers are committed to the principles as articulated in the SABIC Supplier Code of Conduct
- Confirms our suppliers operate to the highest ethical, safety, security, environmental and labour standards and adhere to anti-corruption principles
- Checks the compliance status of every supplier consistently

SABIC has worked with Achilles to develop a Supplier Due Diligence step that meets the needs of our global business. This will deliver the supplier intelligence we need to advance responsible sourcing practices across our business, ensure a compliant supply chain and make sure we continue to invest in the right suppliers to support our growth globally.

To become a supplier to SABIC



Step 1: Due Diligence

How: Using online questionnaires, plus an on-site audit where applicable

What: Due diligence and compliance assessment on capabilities, insurances, policies, financial information, EHSS etc. **Conducted**

by: Achilles



Step 2: Technical Qualification

How: A technical capability assessment, plus an on-site visit if applicable

What: Assesses suppliers technical capability against a qualification matrix, which determines the type of qualification required

Conducted by: SABIC



Step 3: Supplier Onboarding

What: We update the new profile details, commodity and classification in the SABIC Supplier system. Supplier confirms and maintains company information in the online vendor portal. Unique Vendor Code issued.

Conducted by: SABIC

What do we need you to do?

As a supply partner to SABIC, your successful completion of this process is essential to our ongoing partnership. Therefore, we request that you start the due diligence process **within 1 week of receipt of this email.**

What happens next?

1. You will receive an email invitation from systemadmin@achilles.com containing your unique registration code and instructions to due diligence.
2. The Achilles team will contact you directly by phone to discuss any questions and to offer support with due diligence.
3. You proceed with the due diligence process, including booking, and if required, making payment and/or organizing an on-site audit.

Important information

Please be aware of the following important information:

- You will only receive your SABIC Vendor ID once you have completed all 3 steps
- Updating the Supplier Registration Process does not guarantee business with SABIC
- Visit our website for more information about the due diligence step in the Supplier Registration Process

We look forward to working with you, and sharing our values across our shared working practices.