**Guide for Suppliers of Production Materials**

# I. Bidding Instruction to Suppliers

### How to access the tendering information?

* 1. Log in LONGi official website <https://www.longigroup.com/> and roll down to the page bottom. Check the quick links, and click the Tendering Announcement to access all related information;
	2. Log in LONGi supplier management platform http://srm.longi-silicon.com:6060/ to access the information.

### What qualifications do bidders need?

* 1. Qualification certificates required to produce or operate the subject matter, including but not limited to a copy of the business license (company chop applied), a copy of the tax registration certificate (company chop applied). Refer to Annex 2 for the qualification requirements.
	2. In principle, a supplier should be established at least a year ago, with registered capital of main equipment exceeding 10 million Yuan or that of general equipment exceeding 1 million Yuan. Refer to Annex 1 for classification of supplier.
	3. A supplier should have sound performance in the industry, a complete quality control system, advantages in costs and technologies, good supply capability, and long-term cooperation availability;
	4. In principle, any supplier who meets the tender’s qualification requirements may take part in the bidding. But a supplier shall not bid or its bid will be invalid in the following situations.
		1. Suppliers who appear as ‘out of business’ or ‘loss of credibility’ in the country's enterprise credit publication system;
		2. Suppliers who have been listed in LONGi blacklist;
		3. In principle, different corporate bodies who have related-party transactions shall not take part in the same bidding, nor shall different business entities whose partial actual shareholders or beneficiaries are the same or are relatives. In case of special situations, they may provide clarification. Any hiding of facts, once verified, will be deemed as ‘conspired bidding’, when the related parties will lose the bidding qualification and the bid-winners will lose the bids.

## How to deliver the bidding document?

Prepare the bidding document in both original and duplicated versions, apply the company chop or financial chop to seal the document, and deliver it at designated location or post it to appointed contact, before the deadline stated in the ‘tendering notice’.

## What documents are needed to take part in the bidding?

* 1. Agencies must provide information about its principal manufacturers.
	2. Bidders need to bring the *Power of Attorney* with the company chop or financial chop stamped;
	3. Copies of bidders’ valid identity certificates;
	4. *Anti-commercial Bribery Commitment & Receipt of Auditing* with the company chop stamped;
	5. *Supplier Instructions & Letter of Commitment* with the company chop stamped;
	6. Blank quotation forms with the company chop or financial chop stamped, which are to update prices during the bidding;
	7. Other documents that prove the company’s history performance or capability: customers, capacity, production line equipment, R&D capability, etc.

## Bidding Attentions and Principles

* 1. LONGi firmly stands against bid-riggings. If any suppliers deliberately form price alliance with other manufacturers, once found out, all bid-riggers will lose the bidding qualification, or lose the bid even they’ve won.
	2. Quotations that the suppliers submitted on the bidding site or on LONGi SRM system should be true and valid. Suppliers who submit ill-intentioned prices that they fail to execute after winning the bid will lose the bid and the cooperation qualification. In severe situations, the suppliers could be put in LONGi blacklist and blocked forever.

# II. Delivery Instructions to Suppliers

### How to confirm orders?

* 1. We will create orders in SRM according to the two-side cooperation agreements. The system will automatically send a message to your work email. You need to confirm the orders and reply us within 2 workdays. If there's no reply during the period, the orders will be deemed as automatically accepted by your side.

Contents in the message: ‘Hello. A purchase from [LONGi\*\*\*Company] has submitted a purchase order (order number: \*\*\*\*). Please log in LONGi SRM to confirm the order and reply at your earliest convenience. Thanks for your cooperation.’

* 1. We will not be bound by unilateral opinions to modify the order or include additional terms from your side, unless we confirm the mentioned opinions and terms in written.
	2. The order you’ve confirmed will be deemed as an integral part to the two-side cooperation agreement, which is bound by terms of the agreement. If prices, quantities, or delivery conditions in the order are inconsistent with the agreement, the order shall prevail.
	3. Trading terms in the order are defined in the Incoterms 2010.

### What are the attentions to deliver order-based goods?

* 1. Please do deliver goods together with the cargo list and the delivery inspection report, and email the electronic documents in advance.
	2. The cargo list should include such key information as related orders, goods specifications, names, codes, quantities, information of both sides, and contact information of the forwarder.
	3. The delivery inspection report should include required project inspection results, with signatures and stamps.
	4. In principle, packages should protect products from damages in transportation, transit, and handling. If necessary, put signs or words of ‘Avoid humidity, Avoid shakes, Handle with care’ on the external package.
	5. Avoid putting products of different sizes or specifications in the same packing box. Stack up goods neatly on trays and fully consider the height and weight, preventing transporting or handling risks caused by excessive height or weight or inclination.
	6. Contents agreed in the two-side cooperation agreement should be marked on the external packing box, including the name, model, production date, batch number, manufacturer, packing materials, dimensions, specifications.

### Where should you deliver your goods?

Addresses of Wafer Business Unit:

LONGi Silicon (Yinchuan) Materials Co., Ltd.: East Gate, No. 15 Kaiyuandong Road, Xixia District, Yinchuan City (factory 1); No. 1 Kaiyuanxi Road, Xixia District, Yinchuan City (factory 2); West Gate, No. 373 Hongtunan Street, Xixia District, Yinchuan City (factory 3)

LONGi Silicon (Ningxia) Materials Co., Ltd.: Tuanjienan Road, Zhongning County, Zhongwei City, Ningxia

LONGi Silicon (Xi’an) Materials Co., Ltd.: No. 388 Hangtianzhong Road, Chang’an District, Xi’an City

LONGi Silicon (Wuxi) Materials Co., Ltd.: No. 102 Ximei Road, Wuxi City

LONGi Silicon (Lijiang) Materials Co., Ltd.: Clean Energy Carrying Industrial Park, Shilongba Town, Huaping County, Lijiang City

LONGi Silicon (Baoshan) Materials Co., Ltd.: Silicon Base Industrial Park, Changlinggang, Xinjie Township, Longyang District, Baoshan City

 LONGi Silicon (Chuxiong) Materials Co., Ltd.: Jinshan Town, Lufeng County, Yi Autonomous Prefecture, Chuxiong

LONGi Silicon (Huaping) Materials Co., Ltd.: Clean Energy Carrying Industrial Park, Shilongba Town, Huaping County, Lijiang City

Addresses of Module Business Unit:

LONGi Solar Technology (Taizhou) Co., Ltd. (module factory): No. 8 Taikang Road, Hailing District, Taizhou City, Jiangsu Province

LONGi Solar Technology (Taizhou) Co., Ltd. (cell factory): No. 268 Xingtainan Road, Hailing District, Taizhou City, Jiangsu Province

LONGi Solar Technology (Zhejiang) Co., Ltd.: Division I: No. 2 Bailing Road, Donggang Economic Development Zone, Quhou, Zhejiang; Division II and III: No. 46 Dongganger Road, Donggang Development Zone, Quzhou, Zhejiang

LONGi Solar Technology (Chuzhou) Co., Ltd.: Crossroad at Changjiangdong Road, Chuzhou Avenue, Nanqiao District, Chuzhou City, Anhui Province

LONGi Solar Technology (Yinchuan) Co., Ltd. : No. 14 Strategic New Materials Processing Zone, Wencuinan Street, Economic and Technological Development District, Yinchuan

LONGi Solar Technology Co., Ltd.: Across from Chuanxin Garden, No. 8369 Shangyuan Road, Weiyang District, Xi’an City, Shaanxi Province

LONGi Solar Technology (Hefei) Co., Ltd. (cell factory): S1 No. 888 Changning Avenue, Shushan High-tech District, Hefei City, Anhui Province

 LONGi Solar Technology (Datong) Co., Ltd.: No. 365 Yuantong Street, Equipment Manufacturing Park, Yunzhou District, Datong City, Shanxi Province

### What are the attentions for invoicing and accounting?

* 1. The Wafer Business Unit starts to create invoice notices in SRM on the 10th each month (Module Business Unit on the 6th). Please timely log in SRM to check the notice, and give a feedback if there are objections. If there’s no objection, please confirm and submit the information on SRM, and issue invoices accordingly.
	2. When you check the invoice notice on SRM, if you find the terms or methods of payment are different for varied shipments, please split them, identify the invoicing information, and submit separate ones.
	3. The original invoices should be sent to our company, and the scanned invoices and related orders could be sent via email.
	4. The 25th is the final day in a month for us to receive invoices, but you need to finish accounting and invoice posting as earlier as possible to avoid risks of delay.
	5. You may consult related purchasers for other matters not covered herein

### What are the attentions for consignment sales?

* 1. Our company accepts supplier’s consignment sales to enable more efficient cooperation. Suppliers who wish to conduct consignment sales may consult the purchasers. Consignment sales are allowed currently for some bulk module materials and partial spare parts.
	2. Before conducting consignment sales, our company will sign a consignment agreement with your company to clarify the specific rights and obligations.

#### Annex 1: Classification of Supplier

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| **Classification of Supplier** | **Category of Material** | **Name of Material** |
| Bulk main and auxiliary materials | Silicon materials | Silicon materials |
| Main materials for crystal-pulling | Carbon-carbon products, crucible, argon, mats, high-performing mats, graphite, squaring wires |
| Main materials for slicing | Diamond wire, cutting fluid, plastic/resin plates  |
| Main materials for cells | Positive slurry, negative slurry, backfield slurry, screen, special gas |
| Main materials for modules | PV glass, silica gel, solder ribbon, back-sheet, EVA, POE, aluminum frame, junction box, insulation strip/orientation tape, other materials - conductive adhesive |
| General raw auxiliary materials | Packing materials, chemical reagent, special auxiliary materials, other production auxiliary materials |

**Annex 2: Qualification Certificates for Development of Suppliers**

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| **Qualification Certificates for Development of Suppliers (including but not limited to the following)** |
| **I** | **Basic qualification** | 1. Business license, organization code certificate, tax registration certificate -- **upload during supplier registration;**2. Supplier’s Anti-commercial Bribery Commitment and receipt of auditing (company chop applied) -- **upload when maintaining the supplier investigation table;**3. Supplier instructions and commitment letter --- **upload when maintaining the supplier investigation table;** |
| **II** | **System certificates** | For suppliers of materials, upload the supplier’s quality system certification, and other system certifications if any - **upload when maintaining the supplier investigation table.** |
| **III** | **Industrial qualification (as below) -- upload when maintaining the supplier investigation table;** |
| **S/N** | **Business Type** | **Industrial Qualification** |
| 1 | Procurement of dangerous chemicals | Dangerous chemicals operating permit |
| Work safety license (manufacturing suppliers) |
| Road transport license |
| 2 | Disposal of dangerous waste materials | Operating permit of dangerous waste materials |
| Road transport license |
| 3 | Import and export involved | Archival filing and registration of foreign trade business operators |
| Certificate of registration for customs declaration organization |

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| 4 | Detection and authentication | Certificates granting the detection and authentication  |
| 5 | Recruitment services | Operating permit for labor dispatching |
| Human resources services license |
| 6 | Vehicle rental | Road transport business permit |
| Vehicle driving permit |
| Driving license |
| 7 | Canteen outsourced services | Permit for canteen services |
| Food hygiene and food safety administer certificate |
| 8 | Fire-control upgrade projects | Corporate qualification certificate in architecture |
| Work safety license |
| 9 | Disposal of construction waste | Disposal certificate of construction waste |
| Road transport business permit |
| 10 | Food company | Food production license |
| Food operating license |
| Food hygiene license |
| 11 | Disposal of domestic rubbish involved | Operational cleaning, collecting, transport services permit of urban domestic rubbish |
| 12 | Logistics | Road transport license |
| 13 | Fire-fighting repair and maintenance services | Qualification certificate of fire-fighting technical services agency |
| 14 | Accounting firm | Practicing certificates |
| 15 | Elevator repair and maintenance  | Special equipment installing, upgrading, maintaining, repairing permit - maintenance of elevators |
| 16 | Power facilities installation, repair, and maintenance | Permit for installing (repairing, trying) power facilities |
| Qualification certificate in architecture |
| Work safety license |
| 17 | Hospital | Occupational license for medical care agencies |
| 18 | … | … |