

From the **Legal Department**, we want to provide you with some tips and recommendations for your contracts with external suppliers:

1



Remember that in +Legal, you can find an explanation of the entire contracting process, as well as a frequently asked questions section where you can address your concerns.

2



When selecting a supplier, remember that you should request and evaluate at least three (3) quotations or proposals. This way, you can choose the proposal that offers the best cost-benefit for the company. The cheapest proposal is not always the best.

3



You must conduct a due diligence process on the supplier/contractor in accordance with our policies. This process involves getting to know them, requesting and verifying commercial references, investigating their reputation in the market, among other tasks.

4



Remember that once the contract is signed, you must ensure that the supplier or contractor processes, obtains, and sends you a copy of the agreed-upon insurance policies. It is your responsibility to monitor this obligation and inform the Legal Department in case of any delays or non-compliance.

5



When you identify any delays, non-compliance, or significant issues, communicate them to the Legal Department promptly to seek solutions.

6



Communication is a crucial element in any relationship, so we recommend maintaining a cordial and documented relationship with suppliers/contractors.

7



Remember that there are contracts with automatic renewal clauses, so we recommend monitoring that the contractor/supplier renews the insurance policies.

If you have any doubts or concerns, you can contact the Legal Department via email,

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and we will be happy to assist you.