

Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## Critical Suppliers Evaluation Procedure



### 1. Purpose and Scope

To establish the steps of follow and in the internal criteria for the evaluation and control of Critical IEnova Suppliers in order to maintain a Base of Suppliers with a satisfactory level of service and adequate compliance with the current applicable Processes, Procedures and Policies.

This Procedure will be applicable only to Suppliers whose goods and/or services are contracted pursuant to the current CO-01 Purchasing Policy and not form part of the exceptions foreseen in same.

It applies, as applicable, to all Suppliers who provide goods Critical Goods and/or Services to Infraestructura Energética Nova, S.A.B. de C.V., and its different Subsidiaries in Mexico, hereinafter referred to as "IEnova".



### 2. Index of Terms

1.	Purpose and Scope-----	1
2.	Index of Terms -----	1
3.	Procedure -----	2
3.1	Roles-----	2
3.2	Evaluation of Critical Suppliers -----	4
3.3	Pre-qualification of Critical Suppliers for Projects in Construction -----	7
3.4	Evaluation of Critical Sustainability Suppliers-----	7
4.	Definitions and Terminology-----	10
5.	References and Forms -----	11
5.1	Internal References -----	11
5.2	External References -----	11
5.3	Forms-----	11
6.	Responsible Parties -----	12
7.	Authorization -----	12
8.	Contacts (Doubts and/or Clarifications)-----	12
9.	Change Control-----	13

## Critical Suppliers Evaluation Procedure



### 3. Procedure

#### 3.1 Roles

Roles	Responsibility
<b>Purchasing Agent</b>	<ul style="list-style-type: none"> <li>• Defines in Ariba the deadlines for perform the Critical Supplier evaluation activities.</li> <li>• Generates the Suppliers' Reports in SAP</li> <li>• Calls a meeting or conference with the Director or Manager of the Business Unit to obtain the authorization for the CO-01-P02-F01 Critical Suppliers' List. Critical Suppliers' List</li> <li>• Personalize the evaluation, add the Requesting Users, publish and send the evaluation.</li> <li>• Check that the survey has been responded by the Requesting Users.</li> <li>• Check the points on the "Scorecard" and publish the Scorecard on Ariba</li> <li>• Indicate in Ariba the classification obtained in the Critical Supplier evaluation.</li> <li>• Inform the Critical Suppliers of the classification and results obtained in the evaluation by letter.</li> <li>• Send a "Critical Suppliers - Non-Reliable Suppliers Evaluation Result Letter " together with the Party responsible for Quality (when appropriate).</li> <li>• Back-up the evidence of the communication with the Supplier in Ariba.</li> <li>• Request a corrective/preventive action plan from the "Non-Reliable" Supplier "</li> <li>• Schedule the subsequent evaluation.</li> <li>• Validate the reevaluation of the Supplier with the Requesting User.</li> <li>• Publish the reevaluation in Ariba</li> <li>• Assign the collaborating team in the Critical Suppliers Evaluation process.</li> <li>• Inform the Requesting User that the "Non-Reliable" Supplier cannot be considered for future bid and/or contracts.</li> <li>• Finalize and close the evaluations.</li> <li>• Confirm in Ariba that all the Critical Supplier list of all the Business Units are available.</li> <li>• Assign participants in Ariba and send the survey to complete the Sustainability Questionnaire.</li> <li>• Notify the Critical Supplier that does not answer the Sustainability survey.</li> <li>• Evaluate the participation of the Critical Supplier in the Survey in the event that do not participate in prior occasions. Add the Requesting Users and the Business Unit Managers that must approve to continue working with the "Group 3" supplier.</li> <li>• Inform the "Group 3" Supplier that they may not be used in the future.</li> </ul>
<b>Purchasing Department</b>	<ul style="list-style-type: none"> <li>• Ensure to keep form "CO-01-P02 Critical Suppliers' List updated, as well as the documents related to the evaluations</li> <li>• Communicate, at least once a year to all the Critical Suppliers the paragraph regarding Sustainability established in the current CO-01 Purchasing Policy, as well as IEnova's Sustainability Report.</li> </ul>

## Critical Suppliers Evaluation Procedure

Roles	Responsibility
	<ul style="list-style-type: none"> <li>Apply CO-01-PO2-F05 Critical Suppliers Sustainability Survey every two years.</li> </ul>
<b>Sustainability Department</b>	<ul style="list-style-type: none"> <li>Supervise the Critical Suppliers' Sustainability Survey in conjunction with the Supply Chain Department.</li> <li>Inform the "Group 3" Suppliers that they may not be used in the future.</li> </ul>
<b>Supply Chain Department</b>	<ul style="list-style-type: none"> <li>Ensure that the procedure is applied under the guidelines provided.</li> <li>Authorize the Requesting User to continue with the commercial relationship with the "Non-Reliable" Supplier.</li> <li>Appoint the Purchasing Agent to apply the CO-01-P02-F045 Critical Suppliers' Sustainability Survey.</li> <li>Supervise the Critical Suppliers' Sustainability Survey in conjunction with the Supply Chain Department.</li> <li>Approve the Requesting User to continue collaborating with the "Group 3" Supplier.</li> </ul>
<b>Business Unit Director or Manager</b>	<ul style="list-style-type: none"> <li>Approve the CO-01-P02-F01 electronic Critical Suppliers List.</li> <li>Authorize the Requesting User to continue with the commercial relationship with the "Non-Reliable" Supplier.</li> </ul>
<b>Corporate Sustainability Manager or Party Responsible</b>	Approve the Requesting User to continue collaborating with the "Group 3" Supplier.
<b>Participant in the Sustainability Evaluation</b>	Evaluate the sustainability questionnaire in your areas of responsibility.
<b>Project Owner</b>	Prepare and follow up on the evaluation projects Critical Suppliers in Ariba.
<b>Supplier</b>	Deal with IEnova requirements to conduct the Supplier Evaluations.
<b>Quality Manager</b>	<p>Conduct Quality evaluation</p> <ul style="list-style-type: none"> <li>When appropriate, send a "Critical Suppliers - Non-Reliable Suppliers Evaluation Result Letter " in conjunction with the Purchasing Agent.</li> </ul>
<b>Requesting User</b>	<p>Users, Contract Supervisors and Service Requesters of IEnova that must adhere to the procedure described and comply promptly with the evaluation activities assigned, as well as the following specific responsibilities:</p> <ul style="list-style-type: none"> <li>Request and justify to the Business Unit Director Manager and the Supply Chain Director to continue with the commercial relationship with the "Non-Reliable" Supplier.</li> <li>Validate the reevaluation of the Supplier with the Purchasing Agent.</li> <li>Store all the documents that may be used during the evaluation.</li> <li>Request and justify to the Corporate Sustainability Manager or Party Responsible and the Supply Chain Director with an informative copy for the Business Unit Director or Manager to continue using the "Group 3" Supplier.</li> </ul>

Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## Critical Suppliers Evaluation Procedure

### 3.2 Evaluation of Critical Suppliers

#### 3.2.1 Planning

The Purchasing Agent will create the evaluation project in Ariba SLP and will define the deadlines of the activities to be performed in accordance with the following:

Key Activities	Deadlines
Definition and approval of the Critical Suppliers' List (not applicable if not required by the Business Units)	February 28
Personalize the evaluation, add the Requesting Users and publish the evaluation.	June 15
Send the result of the evaluation to the Supplier (and request the action plan, if applicable).	July 15
Obtain action plan from the Supplier.	August 15
Conduct the reevaluation.	October 30

Next, proceed to the definition and approval of the Critical Suppliers' List, as described in the following paragraphs.

Annually, the Purchasing Agent will generate a report of Suppliers with whom activity has been conducted during the previous calendar year. The report must contain, as a minimum, the name and code of the Supplier, the description of the Services and/or Goods supplied and the total amount for the purchases or the expenditure disbursed.

Only the suppliers for which there is evidence of the service rendered and/or materials provided must be considered for evaluation.

All the Suppliers included in the report generated must be classified by the Purchasing Agents taking form CO-01-P02-A01-Critical Goods and Services as a reference.

In accordance with the classification made, the Purchasing Agent shall record the Suppliers that have been determined as critical in the form CO-01-P02-F01 Critical Suppliers' List and update them in Ariba SPL and identify them as critical.

For projects in the Construction phase, the CO-01-P02-F01 Critical Suppliers' List will be formed by all the Equipment and Services Suppliers marked as critical in the IC-01-P02 Supplies Plan. prepared in accordance with IC-01-P02 Project Management Plan Preparation Procedure. This list shall be considered as valid for the entire period of construction through to commissioning and the providers included therein must be evaluated even though their services are still in process.

Before February 28 of the calendar year following the year evaluated, the Purchasing Agent, through a task configured in Ariba, shall call meetings or conferences as required by the Business Unit Director or Manager in order to obtain the approval of CO-01-P02-F01 Critical Suppliers' List.

Once the Critical Suppliers' List is approved by the Business Unit Director or Manager, the Purchasing Agent will need to record the approval in the Ariba system.

Next, the Purchasing Agent shall assign in Ariba the collaborating team for the Critical Suppliers' Evaluation process, as applicable to the Business Unit and to the Supplier to be evaluated.

Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## Critical Suppliers Evaluation Procedure

Next, in the Ariba project, add the fields to be personalized in the evaluation and the evaluation "Scorecard", as well as the criteria to be evaluated and their weighting.

In the case of the "Scorecard", the Purchasing Agent shall edit the pre-established document, removing the points that do not apply to the evaluation and adjusting the weighting percentages.

Once the evaluation has been personalized and the participants in the process added, the Purchasing Agent will publish the Evaluation in Ariba.

### 3.2.2 Performance.

Suppliers must answer the questionnaire and, at the request of IEnova through the Purchasing Department or of any authorized representative, supply the supporting documentation required (information, reports, procedures, certificates, etc.)

Also, the Purchasing Department must attend, subject to request, the evaluation visits at their plants and/or offices when required by IEnova's personnel.

The responsibilities to be implemented are the following for each of the different aspects of the evaluation:

- Time: Requesting User and/or Warehouse Manager
  - Cost: Purchasing
- Quality: Quality Manager
- Safety: Safety Manager
- Environmental: Environmental Manager

The evaluation shall be performed in accordance with the criteria defined in the following table:

Time	Cost	Quality	Service	Safety	Environmental
UNRELIABLE	UNRELIABLE	UNRELIABLE	UNRELIABLE	UNRELIABLE	UNRELIABLE
Fails to deliver on time in 80% of events.	Prices very above market. Does not grant credit.	Repeatedly fails to meet orders.	Does not attend to the Company's requirements.	Had an occupational accident.	Had a severe environmental incident.
RELIABLE	RELIABLE	RELIABLE	RELIABLE	RELIABLE	RELIABLE
Delivers on time in > = 80% and 85% of events.	Competitive prices, respects prices and grants credit.	Usually fulfills orders.	Requires follow-up by purchaser/user.	Zero accidents but had one unsafe incident/act/condition. Lacks safety training.	Had one slight environmental incident.
VERY RELIABLE	VERY RELIABLE	VERY RELIABLE	VERY RELIABLE	VERY RELIABLE	VERY RELIABLE
Delivers on time in > 85% of events.	Offers discounts and additional benefits.	Always fulfills orders, proposes improvements.	Attends to requirements promptly and correctly.	Zero accidents, incidents and/or unsafe conditions. Demonstrates safety training and awareness.	Zero environmental incidents and follows Company's internal procedures.

The Purchasing Agent shall check that the survey has been evaluated by all the parties responsible and that all the questions have been answered and then shall proceed to close the evaluation in the Ariba system.

Based on the results obtained from the evaluation of the departments responsible, the Critical Suppliers will be evaluated by the Purchasing Agent in the following manner:

- "Non-Reliable" when their result is less than 70%.
- "Reliable" where their annual result obtained is between 70% and 85%.
- "Very Reliable" when their result is above 85%.

Within the "Scorecard", the Purchasing Agent shall check the score obtained by each Supplier and then publish the Scorecard in Ariba SPL. To do so, the Purchasing Agent must enter the general view of the project and indicate the classification obtained.

Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## Critical Suppliers Evaluation Procedure

The Purchasing Agent must inform all the Critical Suppliers whose result has been "Very Reliable" or "Reliable" based on the results and classification obtained in the evaluation. For this purpose, a letter that contains said results must be sent to each Supplier by email by July 15.

In the event that a Supplier results to be "Non-Reliable", the Purchasing Agent, in conjunction with the Quality Manager, when the Supplier evaluated is "Non-Reliable" in issues related to Quality, shall be responsible for informing the Supplier of the results of this evaluation through a "Critical Suppliers-Non-Reliable Suppliers Evaluation Results Letter" sent by email and if necessary, reported personally.

In this case, the Purchasing Agent shall indicate in the letter which elements in which the Supplier failed and request a corrective/preventive action plan.

The action plan shall only be requested if the Requesting User requests the Purchasing Department to continue the commercial relationship with the Supplier. In this case, the Requesting User shall justify and request authorization from the Business Unit Director or Manager and the Supply Chain Director through the system.

Note: The Purchasing Agent shall back-up the evidence of the e-mail communication with the Supplier in Ariba.

### 3.2.3 Follow-up

For suppliers rated as "Non-Reliable", and in response to the request included in the respective communication described in the preceding point, the Provider shall send an action plan in order to mitigate the faults detected in its evaluation, via email, before August 15 of the same year.

This action plan must be approved by IEnova.

Note: Suppliers who fail to send the action plans shall be canceled in accordance with procedure FI-07-P03 Procedure to Manage Master Supplier Data, unless the Requesting User requires to continue to work with the Supplier. In this case, the Requesting User shall request the Purchasing Agent with the approval of the Business Unit Director or Manager and the Supply Chain Director

Based on the action plan approved and, in all cases, before October 30, the Purchasing Agent shall schedule a reevaluation of the Supplier in Ariba, during which the compliance with the action plan will be reviewed and a new rating will be determined.

The Purchasing Agent will check with the Requesting User the overall reevaluation conducted of the Supplier in question, calculating a new score obtained and will publish the reevaluation in the general project overview in Ariba .

Next, the Purchasing Agent shall assign in Ariba the approvers in the team for the re-evaluation process, as applicable to the Business Unit and to the Supplier to be evaluated.

If, following the re-evaluation, the Supplier continues as "Unreliable", the Purchasing Department shall inform the Requesting User that said Supplier may not be considered for future bids and/or contracts.

If there is a significant reason to continue working with a Supplier classified as "Non-Reliable", the Requesting User must justify it and request authorization through Ariba from the Business Unit Director or Manager and the Supply Chain Director.

This authorization must be documented and filed in Ariba by the Purchasing Agent.

Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## Critical Suppliers Evaluation Procedure

Any decision taken on the re-evaluation must be communicated to the Supplier by email through the Critical Suppliers - Non-Reliable Suppliers Evaluation Result Letter", or if necessary, in person.

This communication must be documented and filed in Ariba by the Purchasing Agent.

### 3.2.4 Close

The Purchasing Agent shall close the evaluation in Ariba with the relevant comments, whether approving the continuity of the Supplier or canceling it and updating the status of the evaluation project to "Closed" in the system in order to register the completion of the survey in Ariba.

By December 31, the Purchasing Department shall ensure to have the form "CO-01-P02-F01 Critical Suppliers' List updated in Ariba., as well as the documents related to the evaluations in order to keep them accessible.

The Requesting User shall be responsible for safeguarding the documents that may have been used during the evaluation, but that are used while a Good and/or Service provided by the Supplier is in use (quality certificates, milling certificates, among others).

Note: All the information and/or documentation generated and/or used during the Critical Suppliers' Evaluation shall be stored in Ariba.

## 3.3 Pre-qualification of Critical Suppliers for Projects in Construction

All Suppliers proposed to form part of IC-01-P02-F02 Supplies Plan must be supported through a technical evaluation that clearly and transparently reflects the criteria considered for their pre-qualification in each of the processes included. These evaluation criteria must be the same for all the participants in the process for which they are considered.

## 3.4 Evaluation of Critical Sustainability Suppliers

The Purchasing Department is responsible for:

1. Ensuring to inform all the Critical Suppliers, at least once a year, the content of the paragraph regarding Sustainability established in the current CO-01 Purchasing Policy, as well as the minimum criteria required. Said criteria are focused on three main sustainability pillars: Environmental, Social and Economic.
2. Ensuring to communicate, at least once a year, to all the Critical Suppliers the Sustainability Report published by IEnova.
3. Apply CO-01-PO2-F05 Critical Suppliers Sustainability Survey every two years.

Note: Communication with the Supplier of the foregoing activities shall be sent by e-mail.

The Sustainability Evaluation shall be conducted of all Critical Suppliers contained in the CO-01-P02-F01 Critical Suppliers' List every two years.

The Suppliers' subcontractors who render engineering, procurement and construction services to projects in construction and that have been identified as critical shall also be evaluated. The Purchasing Agent shall obtain confirmation from the Director of the project in construction of the list of critical services to be evaluated of the EPC services supplier's subcontractors.

## Critical Suppliers Evaluation Procedure

The Sustainability survey seeks to evaluate Suppliers' levels of compliance in relation to the following scope:

- **Environmental Pillar:**  
Environmental Management: Through policies and practices that evidence interest in reducing the impact of their operations on the environment, as well as the measures for its care.
- **Social Pillar:**  
Compliance Management: Through policies and tools that contribute to the correct compliance with the applicable laws and regulations in terms of privacy, transparency and anti-corruption.
- **Economic Pillar:**  
Human Capital Management: Through policies that contribute to the development of their employees.  
Health and Safety Management: Through working methods and policies that maintain and ensure the safety of employees.

### 3.4.1 Plan

The Purchasing Agent owner of the evaluation project in Ariba SPL shall be appointed by the Supply Chain Department.

The Purchasing Agent shall confirm in Ariba that all the Critical Suppliers' Lists of all the Business Units are available to consolidate them in the CO-01-P02-F01 Consolidated of List Critical Suppliers to whom the Sustainability Evaluation is to be applied.

### 3.4.2 Performance.

The Sustainability Survey will be supervised in conjunction with the Sustainability Department and the Supply Chain Department and shall be applied through Ariba SPL by July 31 every two years.

The Purchasing Agent shall assign the participants in the evaluation in Ariba and through the same system, will send the survey to the Suppliers for them to complete the Sustainability Questionnaire.

The participants in the Evaluation shall be the contact or the contacts of each Supplier registered in Ariba.

The results will be analyzed based on the criteria set forth in the following table

Classification	Score	Description
<b>Group 1</b>	<b>Greater than or equal to 68%</b>	A company that, pursuant to the themes evaluated, is in an advanced status in the Management and Implementation of Corporate Sustainability.
<b>Group 2</b>	<b>Between 32% and 67%</b>	A company in the intermediate development of the themes evaluated. Shows progress in the Management and Implementation of Corporate Sustainability.
<b>Group 3</b>	<b>Less than 32%</b>	A company in the initial stage of Management and Implementation of a Corporate Sustainability Strategy.

The Purchasing Agent shall publish the results of the Evaluation in Ariba and all the Critical Suppliers must be provided with feedback in a letter of their evaluation results. This document shall explain to them the results obtained in the three Sustainability pillars.



Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## **Critical Suppliers Evaluation Procedure**

### *3.4.3 Follow-up*

In cases in which Critical Suppliers with results in "Group 3", the Purchasing Agent shall request a Sustainability Action Plan in the letter informing the results to the Supplier in question.

Also, in the case of "Group 3" Critical Suppliers, a re-evaluation must be scheduled within a period of six months, in which the compliance with the action plan will be reviewed and a new classification determined.

If, in the next evaluation, the Supplier continues to be considered in "Group 3", the Purchasing Agent, together with the Sustainability Manager, shall inform the Requesting User, via Ariba, that the Supplier can no longer be used in the future.

The Supplier shall be blocked for future occasions; therefore, the Purchasing Agent shall request the block, in accordance with the FI-07-P03 Supplier Master Data Management Procedure.

If there is a significant reason to continue using the "Group 3" Supplier, the Requesting User must justify it and request authorization from the Corporate Sustainability Manager or Director and the Supply Chain Director through the system and inform the Director or Manager of the Business Unit. This authorization must be documented and filed in Ariba by the Purchasing Agent.

The Supplier shall be informed of any decision taken in this re-evaluation by letter.

### *3.4.4 Close*

In the event that the Critical Supplier has not answered the survey, the Purchasing Department shall be informed by e-mail that no result has been obtained in the Sustainability Evaluation Survey.

This fact shall be held in the Critical Supplier's file in Ariba for consideration in the next bi-annual evaluation.

In the event that the Critical Supplier also does not participate in the next evaluation period, the Purchasing Department, in conjunction with the Sustainability Department, shall evaluate if said Supplier shall be requested to continue participating in said evaluation.

The Purchasing Agent shall close the evaluation in Ariba with the relevant comments, whether approving to continue with the Supplier or canceling it in accordance with the FI-07-P03 Supplier Master Data Management Procedure; therefore, the survey must be finalized before "Closing" the evaluation project in the system.

## Critical Suppliers Evaluation Procedure



### 4. Definitions and Terminology

Term	Definition
<b>Purchasing Agent</b>	Staff member of Purchasing Department appointed to conduct the Purchasing process.
<b>Ariba SPL</b>	The SAP Ariba module for the management of the supplier evaluations
<b>Supplier Database</b>	The Universe of Suppliers that have or have had a commercial relationship with IEnova
<b>Good</b>	Physical articles used in the performance of a Company activity. Goods may be materials, machinery, equipment, spare parts, consumables and inventoriable items, among others.
<b>Critical Good or Service</b>	A good or service that has a significant impact on the performance of the final service and/or delivery of the final good of the Company to its clients. The lack, omission, delay or failure of the good or service prevents the rendering of the Service or the supply of the Good offered by the Company, thus directly affecting the quality, operation and image of same. The types of Critical Goods and Services are listed in form CO-01-P02-A01 - Critical Goods and Services.
<b>Certificate</b>	A document issued by an authorized third party or the Supplier pursuant to the rules of a certification system and that indicates a sufficient level of reliability of a product or process.
<b>Quality Certificate</b>	An official document supplied by the manufacturer that contains the results of the physical and/or chemical and/or mechanical and/or other tests required by the standard, specification or design that governs the manufacture of the material or product.
<b>Certificate of Compliance</b>	An official document issued by the Supplier indicating that the material has been manufactured in accordance with the specifications, standards and/or codes indicated in the Purchase Order. The presentation of the results of the physical and/or chemical analysis is not necessary, unless stated as a requirement in the Purchase Order.
<b>Evaluation</b>	This is a process that may include the review of the Supplier's documents, the evaluation of different aspects (quality, time, etc.) related to the good and/or service supplied, audited in the plant and/or offices, their analysis and report
<b>Business Partners Suppliers Master</b>	S4/HANA database that contains the master data of all the Suppliers that have or have had a commercial relationship with IEnova. The existence of the winning Supplier of a quotation process in the database is an obligatory requirement to initiate award and contracting processes. In the case of Direct Awards, this is a requirement for the issue of a Purchase Requisition.
<b>Critical Supplier</b>	All Suppliers that supply Critical Goods or Services to IEnova.
<b>Quality Record</b>	The document that demonstrates that the quality measures have been met and that the system is operating efficiently.
<b>SAP S4 HANA</b>	SAP S/4HANA ® is the abbreviation of SAP Business Suite 4 SAP HANA ® for ERP. It is the ERP of SAP for large companies.
<b>Service</b>	An activity or set of activities performed by a third party for the Company, including construction or civil works activities.
<b>Subsidiary</b>	An entity in which IEnova is a stockholder and in some manner, exercises "control" over it. IEnova shall be understood to exercise control over an Entity if it has the capacity to perform any of the following acts (i) impose, either directly or indirectly, decisions at the of the stockholders, partners or equivalent bodies, or appoint or

Purchasing	
Code: CO-01-P02	Review No.: 05
Preparation Date: Dec 05, 2018	Modification Date: June 17, 2021

## Critical Suppliers Evaluation Procedure

	remove the majority of the members, administrators or their equivalents of a company; (ii) hold the ownership of the rights that permit, either directly or indirectly, to exercise the vote of more than 51% of the capital stock of a company; or (iii) manage or direct, either directly or indirectly, the management, strategy or the main policies of a company, whether through the ownership of securities, by contract or any other manner.
<b>Sustainability</b>	The route to on-going improvement in the generation of value for our stakeholders based on three fundamental pillars: The environmental, social and economic pillars, on ethical and corporate governance bases.



## 5. References and Forms

### 5.1 Internal References

- CO-01 Purchasing Policy.
- GE-09 Sustainability Policy
- IC-01-P02 Project Management Plan Preparation Procedure
- FI-07-P03 Supplier Master Data Management Procedure
- IC-01-P02-F02 Supplies Plan

### 5.2 External References

- N/A

### 5.3 Forms

Document Code and Name	Withholding Code:
CO-01-P02-A01 – Critical Goods and Services	ADM-10-02
CO-01-P02-F01 Critical Suppliers' List.	ADM-10-02
CO-01-PO2-F05 Critical Suppliers Sustainability Survey	ADM-10-02

## Critical Suppliers Evaluation Procedure



### 6. Responsible Parties

Responsibility	Department
Manage the content of the procedure (Procedure Owner)	Purchasing Manager.
Comply with the procedure	All employees
Ensure compliance	Purchasing Department
Apply sanctions	Talent and Culture Management



### 7. Authorization

Name	Position
Abigail Uribe	Supply Chain Department
Roberto Rubio	Comptroller Vice-President
Ramiro Fernández	Senior Compliance Manager



### 8. Contacts (Doubts and/or Clarifications)

Questions related to the implementation of or compliance with this Procedure must be discussed with your immediate supervisor. The contact designated as responsible is this Procedure will be the Supply Chain Department or you can contact the Ethics Helpline on 800 062 2107. The Ethics Helpline is available 24 hours a day, 7 days a week. All calls received by the Ethics Helpline will be treated as confidential.

Contact	E-mail	Telephone Number
Abigail Uribe	auribe@IEnova.com.mx	(55) 5002-1000 ext. 110
Daniel Serna	<a href="mailto:dserna@IEnova.com.mx">dserna@IEnova.com.mx</a>	(81) 8851-5420
María José Vela	<a href="mailto:mvela@ienova.com.mx">mvela@ienova.com.mx</a>	(55) 5002-1000 ext. 240
Ángel Castillo	acastillo@ienova.com.mx	(55) 5125-4738
Brenda Laguna	blaguna@IEnova.com.mx	(614) 442-1818 ext. 611

## Critical Suppliers Evaluation Procedure



### 9. Change Control

Review	Date	Description	Section Affected	Observations
01	June 15, 2019	Modification to point 1. Purpose and Scope		Selection of Suppliers eliminated from scope.
02	Oct 23, 2019	Modification of sections: 1, 5.1, 5.1.2.1, 5.1.4, 5.2, 5.2.1, 5.3.1, 5.4 and Exhibit A (Title and Point 70)		The non-application of this procedure to subsidiaries that have their own Supplier management and evaluation system is eliminated from the scope. The application of CO-01-P02-F03 Critical Suppliers' Questionnaire is eliminated
03	Oct 02, 2020	Procedures review project	All	Adaptation to new format Alignment of procedure to SAP
04	Feb 26, 2021		3.2.1, 3.3, 3.4, 3.4.2,	
05	Jun 17, 2021	Adaptations of form	4, 5.1, 5.3	