



EASY
STEPS

HOW TO GET ON BOARD AS A GIBELA SUPPLIER



This leaflet explains...

...the eight easy steps to be taken to get you on board as a Gibela supplier.

By following these steps together, we start an exciting journey.

This journey involves Gibela building 600 new commuter trains for the Passenger Rail Agency of South Africa (PRASA) and for the benefit of hundreds of thousands of South African rail commuters.



There are two very important aspects to how we get you on board as a Gibela supplier.









The first one is **sourcing**. Very simply, this is about us finding the right suppliers for Gibela.

The second one is **quality**. This is about us ensuring that we receive products of high quality from our suppliers.

In order to source suppliers and to reach the desired level of quality, there are eight steps that **we** and potential **suppliers** must follow.

Inside, you will be able to familiarise yourself with these eight steps. If you have any questions you would like us to answer, our contact details are on the back of this leaflet.

8 EASY STEPS

STEP 1 	STEP 2 	STEP 3 	STEP 4 
 <p>We identify potential suppliers</p>	 <p>We assess potential suppliers</p>	 <p>We ask potential suppliers for quotations</p>	 <p>We audit potential suppliers</p>
<ul style="list-style-type: none"> • Our search is for potential new South African suppliers • Apply to register as a potential supplier on the Gibela website, www.gibela-rail.com • We assess your application • We let you know if your application has been successful • Queries: email us at sourcing.department@gibela-rail.com 	<ul style="list-style-type: none"> • When you are accepted as a potential supplier, we may do a quick industrial assessment • We will visit your business for half a day to assess its ability to provide the product or service we require • Your business must score at least 10 out of 20 points • If it does not but it has potential, we ask you for an action plan to improve the score • If it does, we sign a non-disclosure agreement 	<ul style="list-style-type: none"> • We then ask you to supply a quotation for your product or service • To quote, we give you a pack of documents to complete • We ask you to answer various questions; for example, about: <ul style="list-style-type: none"> • the financial performance of your business • technical capabilities • commitments to economic development • It is very important you provide all of the information we require 	<ul style="list-style-type: none"> • Once we have your quotation, we conduct audits to assess, for example, your: <ul style="list-style-type: none"> • quality management system • supply chain and production process • health, safety and environmental procedures • special processes – for example: welding, painting • You must score at least 80 out of 100 points • If you score less than 80, we ask you for an action plan to improve your score • If you score more than 80, we move to the next step

Ongoing



2 weeks



6 weeks











12 weeks

LEGEND



SOURCING QUALITY TIMING

HOW TO GET ON BOARD AS A GIBELA SUPPLIER

STEP 5 	STEP 6 	STEP 7 	STEP 8 
 <p>We select suppliers</p>	 <p>We finalise contracts with selected suppliers</p>	 <p>Suppliers start limited manufacturing</p>	 <p>We give the go-ahead for full production</p>
<ul style="list-style-type: none"> • We identify a short-list of potential suppliers for each product or service • We assess them on various criteria, for example: <ul style="list-style-type: none"> • quality • technical competency • cost • commitment to economic development • This is an internal, impartial assessment • We then select the supplier we believe is best 	<ul style="list-style-type: none"> • We finalise a contract with the successful supplier • The terms of the contract refer to the information we required in Step 3 • Once the contract is finalised, we place a purchase order with the supplier 	<ul style="list-style-type: none"> • This step applies to manufacturers only • We make sure the manufacturer has everything in place – equipment, trained staff, etc – to start manufacturing • Manufacturing begins on a test basis to make some product samples • If Gibela is happy with the product sample, this becomes the final product version; we give the go-ahead for limited manufacturing • If we are not happy, we ask the manufacturer for an action plan to address our concerns 	<ul style="list-style-type: none"> • We assess the limited production to ensure the product is being manufactured consistently to the standard we require • If Gibela is happy, we will give the go-ahead for full production • If we are not happy, we ask for an action plan to address our concerns



6 weeks



4 weeks

Timing depends on complexity



2 weeks



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