



***General Guidelines for Skyworks Solutions de Mexico  
Suppliers***

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**Revision History**

<b>Rev</b>	<b>Name</b>	<b>Change</b>	<b>Date</b>
<b>1</b>	<b>Emerson Rodriguez</b>	<b>Initial Revision</b>	<b>June 2021</b>

**1. Purpose, Scope and Objective**

**1.1. Purpose**

The main purpose of this document is to communicate the expectations that we have from our goods and services suppliers, as well as the different processes and guidelines that all Skyworks Solutions de Mexico suppliers must comply with.

**1.2. Scope**

The scope of this document concerns all Skyworks Solutions de Mexico suppliers, particularly for sites located in Mexicali, Baja California.

**1.3. Objective**

The objective is to standardize the requirements towards Skyworks Solutions de Mexico suppliers.

**2. Acronyms, Terminology, Description and Definition.**

**Purchase Orders** – Record issued by Skyworks Solutions de Mexico to back up a purchase intention for a good or service with predefined characteristics where terms and conditions are defined for such purchase.

**Sustainability** – Sustainability is the ability to obtain an economical prosperity that will persist through time which at the same time protects the planet in order to assure a good quality life for human beings.

**Packing Slip** – Document containing the complete list of goods contained in the package.

**FMM** – Multiple Immigration Form used mainly for visits from foreigners to Mexico issued by the National Institute of Migration (INM).

**SkySupplier** – Designated Portal for suppliers to upload relevant billing documentation and tax requirements.

**CTPAT** – Customs-Trade Partnership Against Terrorism, C-TPAT is an anti-terrorism certification which purpose is to strengthen the security of importers, carriers, customs brokers, bonded warehouses and producers to prevent cargo from being contaminated with illegal substances or items such as weapons, drugs or explosives.

**OEA** – Authorized Economic Operator (OEA), is a program which purpose is to strengthen security in the foreign trade supply chain through the implementation of the minimum internationally recognized security standards.

**Addenda** – Addition required in all Skyworks Solutions de Mexico's invoices in order to facilitate the registration and payment process mechanism; access to such can be found in the SkySupplier portal.

**REPSE** – Registration of specialized service suppliers or specialized works.

**DC-3** – It is a certificate of skills or certificate of labor competencies and is issued by a training agent registered with the STPS.

**Consignment** – Inventory management program where the asset is placed at the potential buyer's premises for use.

**CFDI** – Internet Digital Tax Receipt, in Mexico it is an XML document that complies with the specification provided by the Tax Administration Services (SAT). Each CFDI has a unique identifier established by an authorized certification provider that legitimizes it as exclusive before the Tax Administration office.

**Fixed Asset** – An asset of the company, whether tangible or intangible that is typically needed for the company's operation and is not intended for sale.

**Service Receipt** – The process of confirming final receipt of the supply of an intangible service which proceeds to the approval process and payment.

**Payment Complement** – Voucher issued when there are payments in installments or deferred payments; does not apply when paying in a single exhibition.

**SIROC** – The Integral Registration Service for Construction Labor (SIROC) is an application developed by the Mexican Social Security Institute (Instituto Mexicano del Seguro Social), which allows employers engaged in the construction activity to comply digitally with the reporting obligations established in the Social Security Law and its regulations.

**Import Request** – The import customs declaration is the document which states the information about the merchandise you wish to import. The purpose of such document is to inform the authorities about the existence of the merchandise, what will be done with the merchandise and to prove that you have complied with all required payments and tariffs and/or any customs needed permits.

**3. Associated Documents**

**SQ03-0337** - Supplier Sustainability Specification

**SQ04-0019** - General Terms and Conditions

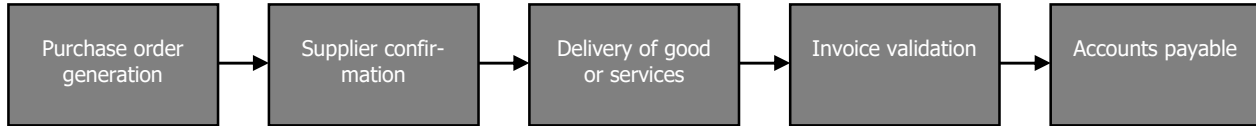
**4. General Guidelines for Suppliers of Skyworks Solutions Mexicali**

**4.1. General Supplier Responsibilities**

Skyworks Solutions de Mexico defines the expectations described in this document as a basis for suppliers of goods and services, encompassing best practices for a healthy, clear and transparent business relationship for both parties.

**4.2. General Purchase Order Process**

The following diagram expresses the common flow in a purchase order.



**4.3. Supplier Expectations**

Skyworks Solutions de Mexico, defines as an expectation to have business partners that provide goods and services according to the characteristics described in the purchase order, always maintaining professionalism in the business relationship.

**4.4. Quotations, Negotiations and Communication**

Skyworks Solutions de Mexico defines the purchasing department as the main channel of communication with the supplier in commercial matters and is not responsible for any agreement or negotiation carried out outside the channel.

All suppliers are encouraged to include the purchasing department in all communication with users and/or any other contact within the company.

Likewise, all quotations should be addressed to your designated buyer, in case you do not have a defined contact, you should send an email to [mexmropurchasing@skyworksinc.com](mailto:mexmropurchasing@skyworksinc.com)

**4.5. Sustainability Requirements**

All purchase orders contain the documents to which any supplier of goods and services to Skyworks must adhere.

**4.5.1. InHouse Suppliers**

Skyworks Solutions de Mexico, at any time, may request information from its suppliers such as but not limited to their employer obligations, such request's purpose is to validate that they are complying with the sustainability requirements defined in: SQ03-0337 - Supplier Sustainability Specification

**4.6. Fiscal Responsibilities**

Suppliers who wish to have or already have a business relationship with the entity Skyworks Solutions de Mexico must submit to the following rules and / or expectations of compliance in tax matters. Skyworks Solutions de Mexico is a Maquiladora company that is registered in the Business Certification Scheme before the Tax Administration Service (SAT), this situation requires us to have a compliant supplier in any tax or social security matter. If there are any questions, the supplier must contact the Accounts Payable Department with the person in charge of the account.

**4.6.1. Compliance with Tax Obligations Opinion**

It is the obligation of the supplier with which we have a commercial relationship to upload its Tax Compliance Report issued by the Tax Administration Service in PDF format to the SkySupplier portal (<https://skysupplier.skyworksinc.com>) in the section established for this purpose within the first 5 days of each month.

If the Opinion of Compliance with Tax Obligations issued by SAT appears to be in a negative status whether it is the supplier's fault or not, the supplier must upload the document in accordance with the provisions of the previous paragraph, and the Accounts Payable Department must be informed of the situation and the actions taken by the supplier in order to correct their record before SAT, with the intention of not withholding payments due to non-compliance with this requirement.

Skyworks Solutions de Mexico will make sure that the Tax Compliance Opinion has been uploaded in the SkySupplier portal every Wednesday and Thursday. Authenticity will also be reviewed by validating it against the SAT database. If there were to be any alteration to the original document issued by the SAT, this will be communicated to the Purchasing Department for them to evaluate the case and depending on the specific situation a decision will be made to suspend or terminate the commercial relationship with Skyworks Solutions de Mexico.

If the supplier does not upload its Opinion of Compliance with Tax Obligations either in positive or negative status with the clarifications mentioned in the second paragraph, Skyworks Solutions de Mexico may decide to withhold the corresponding payments to the supplier until they comply with this obligation. Skyworks Solutions de México will send weekly reminders via email to the registered user of SkySupplier, this email will inform them if they have not uploaded their Opinion of Compliance with Tax Obligations to the SkySupplier portal.

**4.6.2. Publishing by SAT of Non-Conformant Suppliers or Suppliers with Non-Existent Transactions.**

**4.6.2.1. List of Article 69 of the Federal Tax Code**

Skyworks Solutions de Mexico performs periodic reviews of the published list of taxpayers that fall under the established category in Article 69 of the Federal Tax Code, focusing primarily on the lists of "Enforceable Credits", "Firm Credits" and special attention on "Non-located Taxpayers".

If a supplier with which the company has or has had a business relationship appears in any of these lists, the Accounting Department will communicate the situation to the Purchasing Department so that it can be evaluated and, if necessary, discussed with the supplier in question.

**4.6.2.2. List of Article 69-B of the Federal Tax Code**

Skyworks Solutions de Mexico will periodically review the published list of taxpayers that fall under the assumption established in Article 69-B of the Federal Fiscal Code

If any of the suppliers with which Skyworks Solutions de Mexico has or has had a business relationship appears on this list, Accounting will communicate the situation to the Purchasing Department so that said supplier may be removed from our supplier portal.

**4.6.3. Issuance of the Payment Complement**

It is the supplier's obligation to issue the CFDI as a payment complement no later than the second business day after receiving the deposit for the payment made by Skyworks Solutions de Mexico. Such CFDI must be uploaded to the SkySupplier portal in the section established for this purpose.

The CFDI must include the actual date in which the supplier received the money in their account in the "Payment Date" field.

In case the CFDI per payment complement is not issued in the allotted time or if the payment date is not correct, the Accounting Department may stop the weekly payments until the CFDI information is corrected.

If you have a specific situation in which you are unable to comply, it is very important that you let the Accounting Department know, specifically the person in charge of your account in order to avoid withholding any payment.

**4.6.4. Specialized Services or Work Execution Services**

Suppliers that provide Specialized Services or Work Execution Services, based on the criteria established by Skyworks Solutions de Mexico, must comply with the following regulations in order to maintain the commercial relationship.

They will have the obligation to register in the Ministry of Labor and Social Welfare before the REPSE (Registry of Specialized Service Providers or Specialized Works) under the terms established by the same ministry, once registration is complete, it will be uploaded through the SkySupplier portal in the section intended for that purpose.

The following information must be uploaded on a monthly basis through the same supplier portal:

- List of the personnel that is providing the service to: SKYWORKS SOLUTIONS DE MEXICO, S DE RL DE CV where it shall include at least:
  - o Worker's Name
  - o RFC
  - o Labored days
- CFDI XML issued as a proof of payment to the personnel providing a service to: SKYWORKS SOLUTIONS DE MEXICO, S DE RL DE CV.
- Proof of tax payment for your personnel's wages and salaries and a bank receipt that proves such payment.
- Proof of tax retention for determined wages and the quantity retained from each of the employees who provided any service for SKYWORKS SOLUTIONS DE MEXICO, S DE RL DE CV.
- Proof of IVA tax payment to SAT and a bank receipt that proves such payment.
- Proof of payment of the workers and employer's quota which corresponds to the personnel providing services for SKYWORKS SOLUTIONS DE MEXICO, S DE RL DE CV.
- Any other document that Skyworks Solutions de Mexico requests.

If you are not compliant with any of the above and depending on the situation, Skyworks Solutions de Mexico may withhold the weekly payment until the obligation is fulfilled.

Any special situation should be communicated to the Accounting Department with the person in charge of your account.

**4.7. Procurement with Purchase Orders**

**4.7.1. Terms and Conditions**

All purchase orders issued by Skyworks Solutions de Mexico include all the documents to which the supplier commits to comply when accepting the purchase order, such order is a contract to supply the good or service in question. Documents mentioned above can be found in the lower part of the purchase order.

There is a special mention about document SQ04-0019 which governs the terms and conditions of the purchase order.

**4.7.2. Order Confirmation**

Once the order has been received, it is the supplier's responsibility to confirm receipt of the order, as well as to verify that the price,

concept and payment terms are aligned with what was previously agreed. We expect to receive notification of the date in which the good or service will be shipped and/or delivered, this shall take the supplier no longer than 5 days. It is the supplier's responsibility to inform of any delay from the original date.

In the event of a change to the original purchase order, the supplier shall request the updated order in PDF file from the buyer; without it, the changes shall not be accepted by the supplier.

**4.7.3. Type of Purchase Orders**

Skyworks Solutions de Mexico defines different types of purchase orders depending on whether it is considered to provide a good or service; as well as the type of inventory to which it refers, they can be identified as follows:

Digit	Interpretation	Options
<b>M</b>	Delivery Location	M - Assembly (West)
		T - Test (East)
<b>E</b>	Type of purchase identifier	K- Capital
		E - Expense
		C - Consignment
		F - Frameworks
1	Fiscal year of purchase identifier	
<b>R</b>	Receipt type	R - Receivable
		S - Service
		Z - Siroc
F M	Purchase Identifier	
7 5 8 8	Consecutive Numbering	

*The critical indicators for suppliers are highlighted in red*

**4.7.3.1. Consignment Orders**

These orders are identified with the nomenclature "MC#R" or "TC#R"; they are used for goods under the consignment program where the supplier owns the inventory stored at Skyworks Solutions de Mexico's facilities. They are characterized by having zero price during their initial receipt, the inventory is paid at the time of withdrawal from the warehouse to be consumed.

**4.7.3.2. Regular Orders**

These orders are identified by the nomenclature "ME#R" or "TE#R"; they are used for goods with a part number created to maintain inventory at the assigned reorder point and maximum level.

**4.7.3.3. Goods Orders**

These orders are identified with the fourth digit "R"; they are used for goods that do not have an internal part number created, they can be one-time or sporadic purchases.

**4.7.3.4. Service Orders**

These orders are identified with the fourth digit "S"; they are used to cover some service or intangible good.

**4.7.3.5. Orders requiring SIROC**

These orders are identified by the fourth digit "Z"; they are used primarily in construction projects that require registration under SIROC.

**4.7.4. Shipment and Receipt of Goods**

Any shipment made by the supplier must reflect the latest information defined in the purchase order issued by Skyworks Solutions, in case of any correction, the supplier must have an updated purchase order to be able to ship anything additional, in case a shipment is detected with items not reflected in the purchase order, the entire shipment will be stopped and/or returned to the supplier.



**4.7.4.1. International Shipments.**

- Packing slip and commercial invoice/proforma must be included inside and outside the box: it must reference the Skyworks purchase order.
- Send the shipping notification with the above mentioned documents and the waybill number to the following e-mail addresses: [MEXIMPORTS@skyworksinc.com](mailto:MEXIMPORTS@skyworksinc.com); [mxl.receiving@skyworksinc.com](mailto:mxl.receiving@skyworksinc.com); [SkyworksAP@bscs.basware.com](mailto:SkyworksAP@bscs.basware.com) with a copy to the buyer who sent you the purchase order.
- Make sure that the invoice price reflects the same as the purchase order price, in case of any discrepancy please contact the buyer. Skyworks will only pay for the price at which the goods were imported.
- The goods' final destination is Mexico, reason for which the documents will be used for customs clearance and import, so it is very important that the information on the invoice matches what is physically shipped.
- Include the certificate of origin of the goods for tariff classification.
- For chemicals, the MSDS must be included in the shipping documents.
- For items that are part of any inventory control program in Skyworks, you are required to label the packages or parts (depending on the purchase presentation) with the Skyworks part number, including description and quantity.
- Skyworks will provide a FedEx, DHL or the most appropriate carrier account number, depending on the size and/or weight of the shipment. Do not include shipping or handling charges on the invoice, this concept is not authorized for payment.
- For any questions or validation of the shipping account to be used, please send an e-mail to your buyer with a copy to [SWKSGlobalLogistics@skyworksinc.com](mailto:SWKSGlobalLogistics@skyworksinc.com)
- Do not include taxes in the invoice, the final destination of the goods is Mexico.
- Shipment address:

*Skyworks Solutions de México S. de R.L. de C.V. c/o R.L. Jones  
1778 Zinetta Road, Suite A  
92231 Calexico, CA*

**4.7.4.1.1. National Shipments.**

- Packing slip and invoice is required to be included inside and outside the box, it must reference the Skyworks Purchase order.
- We do not receive merchandise with remission, except for consignment orders.
- Send the shipment notification with tracking number, PDF invoice, XML addendum as well as payment addenda when applicable to the following emails: [mxl.receiving@skyworksinc.com](mailto:mxl.receiving@skyworksinc.com); [cfdi@invoicing.signature-cloud.com](mailto:cfdi@invoicing.signature-cloud.com), with a copy to the buyer who sent you the Purchase order.
- Make sure that the price in the invoice reflects the purchase order price, in case of any discrepancy please contact the buyer.
- It is very important that the information on the invoice matches the physical shipment (Part No./Description, etc.).
- For chemicals, the MSDS must be included in the shipping documents.
- The shipment address according to the Purchase order is:

Purchase Order: <b>MX#RXX####</b>	Purchase Order: <b>TX#RXX####</b>
Skyworks Solutions de México S. de R.L. de C.V., <b>Assembly Building</b> Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México	Skyworks Solutions de México S. de R.L. de C.V., <b>Test Building</b> Calzada Gomez Morin 1715, Colonia Rivera CP 21259, Mexicali, B.C, México

- For items that are part of any inventory control program in Skyworks, you are required to label the packages or parts (depending on the Purchase presentation) with the Skyworks part number, including description and quantity.
- The supplier must cover shipping costs, do not include it in the invoice this concept is not authorized for payment.
- The hours for receiving goods are as follows:
 

Monday – Friday	7:30am to 8:00pm
Saturday	7:30am to 5:30pm

**4.7.4.1.2. Local Shipments.**

- A copy of the invoice is required to be submitted with the merchandise; it must reference the Skyworks purchase order. We do not receive merchandise with remission, except for consignment and bulk orders.
- Send the invoice PDF, XML addendum to the following emails: [mxl.receiving@skyworksinc.com](mailto:mxl.receiving@skyworksinc.com); [cfdi@invoicing.signature-cloud.com](mailto:cfdi@invoicing.signature-cloud.com), with a copy to the buyer who sent you the purchase order.
- Make sure that the invoice price reflects the purchase order price, in case of any discrepancy place contact the buyer.
- It is of very importance that the information on the invoice matches the physical shipment.
- For chemicals, the MSDS must be included in the shipping documents.
- The shipment address according to the Purchase order is:

- Purchase Order: <b>MX#RXX####</b>	- Purchase Order: <b>TX#RXX####</b>
- Skyworks Solutions de México S. de R.L. de C.V., <b>Assembly Building</b>	- Skyworks Solutions de México S. de R.L. de C.V., <b>Test Building</b>
- Calzada Gomez Morin 1690, Colonia Rivera	- Calzada Gomez Morin 1715, Colonia Rivera
- CP 21259, Mexicali, B.C, México	- CP 21259, Mexicali, B.C, México

- For items that are part of any inventory control program in Skyworks, you are required to label the packages or parts (depending on the Purchase presentation) with the Skyworks part number, including description and quantity.
- To enter the facility, you must always follow Skyworks security protocols. Use the spaces assigned for unloading, do not obstruct the passage.
- For unloading of bulky or heavy materials, Skyworks will provide support with forklift equipment.
- Consolidated delivery on pallets or in boxes is preferred for safe handling of the goods.
- The hours for receiving goods are as follows:
 

Monday – Friday	7:30am to 8:00pm
Saturday	7:30am to 5:30pm

**4.7.4.1.3. Fixed Assets Requirements // Requerimientos para Activo Fijo**

Skyworks requires suppliers of fixed assets to comply with the requirements defined below in the invoices received with the asset:

For all purchases:

- o Brand
- o Model
- o Serial Number
- o Country of Origen
- o Photo of nameplate installed on the equipment (including model and serial number)

For National Purchases, in addition to the items mentioned above, the following will be requested:

- o Order number
- o Date of order release

**4.8. Billing information**

**4.8.1. International Suppliers**

Goods/Materials	Services
<ul style="list-style-type: none"> <li>Bill to: <i>Skyworks Solutions de México S. de R.L. de C.V. Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México</i></li> <li>Send invoice PDF to the following email <a href="mailto:SkyworksAP@bscs.basware.com">SkyworksAP@bscs.basware.com</a></li> <li>Be sure to reference the purchase order number and line on the invoice.</li> </ul>	<ul style="list-style-type: none"> <li>Bill to: <i>Skyworks Solutions de México S. de R.L. de C.V. Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México</i></li> <li>Send invoice PDF to the following email <a href="mailto:SkyworksAP@bscs.basware.com">SkyworksAP@bscs.basware.com</a></li> <li>Upload the PDF invoice to the Supplier Portal in the Service Receipt section, in the NON-MEX Supplier category, and include the PDF of the purchase order.</li> <li>Be sure to reference the purchase order number and line on the invoice.</li> </ul>

**4.8.2. International Suppliers (Purchase Order with 5<sup>th</sup> digit “E”)**

Goods/Materials	Services
<ul style="list-style-type: none"> <li>Bill to: <i>Skyworks Global Pte. Ltd. Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México</i></li> <li>Send invoice PDF to the following email <a href="mailto:SkyworksAP@bscs.basware.com">SkyworksAP@bscs.basware.com</a></li> <li>Be sure to reference the purchase order number and line on the invoice.</li> </ul>	<ul style="list-style-type: none"> <li>Bill to: <i>Skyworks Global Pte. Ltd. Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México</i></li> <li>Send invoice PDF to the following email <a href="mailto:SkyworksAP@bscs.basware.com">SkyworksAP@bscs.basware.com</a></li> <li>Upload the PDF invoice to the Supplier Portal in the Service Receipt section, in the NON-MEX Supplier category, and include the PDF of the purchase order.</li> <li>Be sure to reference the purchase order number and line on the invoice.</li> </ul>

**4.8.3. National Suppliers**

Goods/Materials	Services
<ul style="list-style-type: none"> <li>Billing Information <i>Skyworks Solutions de México S. de R.L. de C.V. Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México RFC: SSM060616J7A Payment Method: Payment in installments or deferred payment (PPD) Payment method: To be defined (99) CFDI: 03 General Use</i></li> <li>Send invoice PDF and XML addenda to the following email <a href="mailto:cfdi@invoicing.signature-cloud.com">cfdi@invoicing.signature-cloud.com</a></li> <li>Be sure to reference the purchase order number and line on the invoice.</li> <li>A copy of the invoice is delivered with the goods.</li> <li>To create the addendum, enter the Supplier Portal, in the "Invoice Management" section in the Addendum section.</li> </ul>	<ul style="list-style-type: none"> <li>Billing Information <i>Skyworks Solutions de México S. de R.L. de C.V. Calzada Gomez Morin 1690, Colonia Rivera CP 21259, Mexicali, B.C, México RFC: SSM060616J7A Payment Method: Payment in installments or deferred payment (PPD) Payment method: To be defined (99) CFDI: 03 General Use</i></li> <li>Send invoice PDF and XML addenda to the following email <a href="mailto:cfdi@invoicing.signature-cloud.com">cfdi@invoicing.signature-cloud.com</a></li> <li>Be sure to reference the purchase order number and line on the invoice.</li> <li>To create the addendum, enter the Supplier Portal, in the "Invoice Management" section in the Addendum section.</li> <li>It is required to upload the PDF invoice and XML Addendum to the Supplier Portal in the Service Receipt section.</li> <li>As supporting documentation, include the PO in PDF, quotation, logbook, service report or any document as evidence of the service provided.</li> </ul>

#### **4.9. Accounts Payable**

The accounts payable process will come into effect once the Purchase order has been received in the system and the invoice has been entered into the system as mentioned in point 4.8 of this document.

##### **4.9.1. Addenda**

It is additional information that must be included to the XML invoices (Purchase order number, buyer's mail, currency) which helps our invoices for receipts or services to be processed in a timely manner once received in the system.

It is essential that the addenda created is sent to the following e-mail address [cfdi@invoicing.signature-cloud.com](mailto:cfdi@invoicing.signature-cloud.com); no invoice will be paid without its corresponding addendum.

If you require a manual, please request it to the following e-mail address [apmex@skyworksinc.com](mailto:apmex@skyworksinc.com)

##### **4.9.2. SkySupplier**

It is a portal created for our suppliers, space where they will be able to find the tools to comply with fiscal obligations (complementary opinion, payment complements), create service requests for the payment of their invoices, to consult the dates for invoices to be paid every week and will also find the tools to create the addendum in a fast and practical way.

We have manuals for all the mentioned processes, as well as the access to your user, please request them by e-mail to [apmex@skyworksinc.com](mailto:apmex@skyworksinc.com)

#### **4.10. Plant Access Control**

Skyworks Solutions de Mexico defines certain protocols for plant access depending on the purpose of the access; it is the supplier's responsibility to adhere to the requirements and protocols described herein; avoiding being delayed or denied access to the facilities.

All visitors must show official identification (INE, Passport) during access, specify the origin of your visit, as well as your business contact within Skyworks.

##### **4.10.1. Commercial Visits**

Any commercial visit prior or subsequent to a sale and/or purchase order must be notified in advance, and it is essential that the purchasing department be involved in the visit. The assigned hours for commercial visits are Monday through Friday from 8am to 5pm; visits outside these hours without an active purchase order are not allowed.

##### **4.10.2. Production Line Access**

Access to production area is at the user's discretion; the use of cameras of any kind, including cellular phones, is strictly prohibited; the property security department will ensure that the above is carried out by placing stickers on cell phones; if the supplier is not willing to place the sticker, entry to the cell phone equipment will be denied.

It is also the responsibility of the main contact at Skyworks to provide the necessary coveralls and heel pads, as well as to act as an escort and remain with the visitor/supplier at all times during their stay on the premises.

##### **4.10.3. Tools and/or Equipment owned by the supplier**

All equipment and/or tools that the supplier plans to bring into the facility must be previously declared in a logbook or lobby; failure to do so may result in a requirement to prove their provenance.

It is the supplier's responsibility to have the correct and sufficient tools for the work to be performed, since Skyworks personnel are not authorized to lend tools to personnel outside the company.

It is not permitted to leave tools and/or equipment inside Skyworks Solutions de Mexico facilities.

##### **4.10.4. Foreign Visitors**

###### **4.10.4.1. Requirements**

All foreign (non-Mexican) visitors entering Skyworks Solutions de México's facilities must be accompanied by a properly stamped and valid FMM permit; it is the supplier's responsibility to procure and maintain this permit.

The FMM permit is processed at the office of the National Immigration Institute located at either of the two border ports of the city of Mexicali with the United States, for more information contact Lorena Esquer at [Lorena.Esquer@skyworksinc.com](mailto:Lorena.Esquer@skyworksinc.com)

##### **4.10.5. Contractos**

Suppliers providing construction and/or building maintenance services within the premises of the facility shall follow the daily access protocol for non-recurring civil works.

###### **4.10.5.1. Admission Procedure**

All contractors must request access through the south booth (Puente Calderon Ave.) for work in the East building and booth #3 (in front of Rustica Residential) for work in the West building, designated especially for contractors, it is essential that the following guidelines be followed to ensure timely access:

- Present your official ID (INE, Driver's License, Military ID)
- Personal Protection Equipment (Helmet, goggles, safety vest and boots)

- To have previously sent the following documents via email:
  - o Valid and current in-house health and safety training.
  - o Monthly payment IMSS fees for employees who will be hired to provide services.
  - o DC-3 certificates applicable to the work to be carried out
- Contact Skyworks personnel responsible for the work to be performed and notify them of your arrival.
- Submit to the daily medical check-up defined by the Health and Safety department.

**4.10.5.2. Applicable Trainings**

All service providers who are granted recurring access to the facilities must complete a set of training courses, which will be recorded by the Health and Safety department. Such training will be valid for 1 year from the date of registration.

The training catalog is as follows:

- Induction Material for Skyworks Safety Protocols and Skyworks Requirements
- Regulations and Protocols for contractors
- Contractors 5S+1.
- Occupational Gymnastics
- CTPAT/OEA and Supply Chain Security Certifications
- All about COVID-19 preventions
- Recommendations for safe return to work from COVID19
- Elder care before COVID-19
- COVID-19 Household action plan

**4.10.5.3. Applicable Certifications**

In the event that the service provider is required to perform any activity that qualifies for certification by the Ministry of Labor and Social Welfare, they shall provide evidence of certification prior to performing the relevant work; failure to do so will result in being denied performing the activity and an incident report will be filed with the service provider.

DC-3 Skills Certificates, include but are not limited to:

- Handling of pneumatic, hydraulic, mechanical, electrical energies: Course in accordance with NOM-004 blocking and labeling (LOTO)
- Forklift handling: Course in accordance with NOM-006-STPS.
- Chemical handling: Course in accordance with NOM-005 y NOM-018
- Work at heights (above 1.8 meters): Course in accordance with NOM-009-STPS.
- Ionizing Radiations: Course in accordance with NOM-012-STPS
- Welding and cutting (Hot work): Course in accordance with NOM-027-STPS
- Electric Works: Course in accordance with NOM-029-STPS
- Construction Safety: Course in accordance with NOM-031-STPS
- Confined spaces (basement, handlers, etc.): Course in accordance with NOM-033-STPS

The DC-3 skills certificate is provided by an external training agent authorized by the Secretary of Labor and Social Welfare and the minimum duration must be 8 hours each.

If you do not have an authorized external trainer, listed below are 4 certifiers with whom Skyworks has been collaborating.

**Vital Safety** - Fernando Romero fromero.apehs@gmail.com (686 946 33 82)

**Safe Corp** - Daniel Delgadillo Daniel.safecorp@outlook.com (686 178 69 47)

**CTEC** - Ana María Camacho anamariacamacho@cteclaboral.com (686 250 65 22)

**Santamaria EHS Consulting** - Daniel Santamaria danielsafety@hotmail.com (686 234 48 34)

**4.10.6. Service Suppliers (In House)**

Service providers designated as "In House" are those providers that provide us with business-critical services; these providers must follow the protocol of registering their employees in advance through the SGA (Access Management System) form so that the logs are quick and practical for both the service provider and Skyworks; for details, please contact Skyworks' property security manager, Antonio Olivas – [antonio.olivas@skyworksinc.com](mailto:antonio.olivas@skyworksinc.com); and/or to the access system administration mail [mes.sga@skyworksinc.com](mailto:mes.sga@skyworksinc.com)

**4.10.7. Field Service Engineers**

Visitors who represent suppliers on a recurring basis must request the applicable access through their purchasing representative, such access will be granted for a defined period and functions; it is important to emphasize that if a field service engineer is out of his area or performing functions outside his scope, his access may be permanently denied.

**4.10.8. On-Site Deliveries**

Suppliers making direct deliveries to Skyworks Solutions de México facilities, in any of its two divisions, must present themselves at the



booth with identification that links them to the supplier, as well as the purchase order to be delivered to the warehouse; drivers and/or couriers may be subject to reviews based on criteria defined internally by Skyworks Solutions de México.

**4.10.9. Map of Access // Access Map**

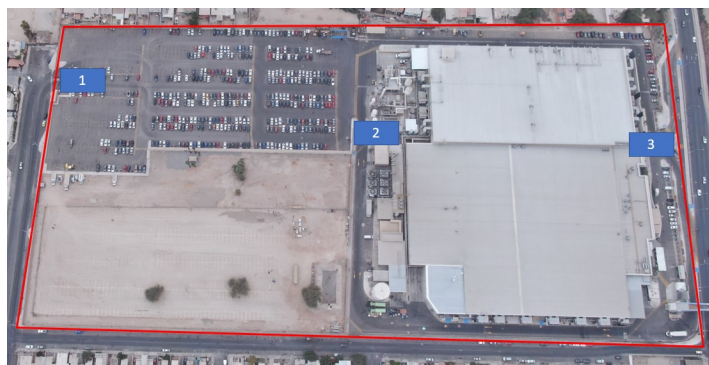


**4.10.9.1. West Plant**



Reference	Access Name	Applicable use
1	Contractors Access	Contractor's access, permit applications
2	MaCristy Booth	Access to Skyworks employees and suppliers
3	Lobby #2	Access to Skyworks employees
4	Lobby #1	Access to Skyworks employees and suppliers
5	Periférico Booth	Access to Skyworks employees and suppliers

**4.10.9.2. East Plant**



Reference	Access Name	Applicable use
1	East Booth	Access to Skyworks Employees, Suppliers and Contractors
2	Lobby #2	Access to Employees, Contractors and Suppliers
3	Periferico Booth	Skyworks employee Access

**4.10.10. COVID -19 Protocol**

Due to the global COVID-19 pandemic, Skyworks Solutions de México incorporates an additional protocol for the entry of any non-company personnel; the supplier must contact their purchasing representative and coordinate any necessary entry requirements in advance; this applies to field visits as well as commercial visits.