



PROCEDURE FOR SUBMISSION OF SAMPLES AND THEIR EVALUATION



The material samples are to be supplied only if requested by the Manager Procurement & Warehouse or his representative and suppliers must clearly mention Alba material number of the requested sample. All such samples are to be supplied with following documents:

- Relevant Material Safety Data Sheet (MSDS)
- Certificate of Conformance (COC)
- Certificate of Analysis (COA) including detailed test results.
- Standard Quality Certification (e.g. ISO 9001)
- Producer's full name, address, and country of Origin.
- Plant Annual capacity and references of the supplier's existing customers.

All samples must be delivered to Alba at the following address:

By POST

Head of Supply (Receipts & Dispatch)

Aluminium Bahrain B.S.C. (ALBA)
Procurement & Warehouse, Code 20,
PO Box: 570, Kingdom of Bahrain
Tel : + 973 17837382

By COURIER

Head of Supply (Receipts & Dispatch)

Aluminium Bahrain B.S.C. (ALBA)
Procurement & Warehouse, Code 20
150, King Hamad Highway,
Asker 951, Kingdom of Bahrain
Tel : + 973 178377382

On the receipt of sample, the Head of Supply (Receipts & Dispatch) will coordinate with the user department for evaluation of the sample received. Once the evaluation is completed, the supplier will be notified officially through e-mail from Manager Procurement & Warehouse on the results and as necessary, the further course of action. Alba insists on suppliers strictly adhering to this guideline and seeks their cooperation to enable proper records and to give accurate feedback.

**Regards,
Alba Procurement & Warehouse**

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