The procedure to switch the Supplier



Submit a request and the documentation to the headquarters of the current supplier or through email, no later than 15 days before the effective period.

The person appointed by the Supplier to receive the documentation shall confirm/verify the receipt and acceptance of their application.

The acceptance of the request to switch the supplier shall be considered valid on the date when it is accepted and registered by the current supplier, according to the terms defined in the regulation.

Upon acceptance of the request to switch the supplier from the current supplier, the customer has the right to apply to any supplier/suppliers of their choice.

The procedure to switch the supplier may not exceed the term of 15 days, which starts from the date of submission of the application.