

1. Scope

The following general purchasing regulations need to be applied to all orders submitted by Polyvision NV (the "Purchaser"), and agreements signed relating to purchasing.

The Supplier and the Purchaser are jointly referred to as the "Parties" or individually as a "Party".

2. Orders

An order is binding once the purchaser has received the Supplier's order confirmation. This needs to be sent within two working days.

3. Documentation

Packing slips, bills of loading and pallet labels shall state i.a. delivery address, purchase order number, part number, description of the goods and quantity. All order confirmations and invoices shall state i.a. delivery address, purchase order number, part number, description of the goods, quantity and price. Shipping and handling cost need to be stated if applied.

4. Time of delivery

The delivery date and the quantity need to be confirmed within 48 hours. An order confirmation needs to be sent to the purchaser (Email address can be found on the purchase order).

The Supplier shall deliver the goods within the agreed delivery time. If the Supplier determines that the agreed delivery date cannot be met or if it is likely that a delay will occur, the Supplier shall promptly notify the Purchaser in writing. If the Supplier fails to deliver the goods on time or/and in full, this will be visible in the supplier performance (OTIF).

5. Supplier performance

The supplier performance will be measured by two key performance indicators: order confirmation and OTIF (= on time, in full).

6. Terms of delivery

When the parties have agreed on a fixed delivery day, Than this agreement must be complied, unless otherwise discussed.

Opening hours warehouse:
Mon-Thu: 08:00- 12:00 and 12:30- 16:00
Fri: 08:00- 12:00 and 12:30- 15:30

Delivery condition is DAP, unless otherwise agreed upon. Please inform your carrier that the goods delivered at PolyVision N.V must be secured in accordance with the highway code article 45bis. If a delivery comes from outside Europe, the supplier is required to send the invoice, packing slip or AWB to **Expedition-GNK@polyvision.com** prior to shipment.

7. Packaging & transport

The packaging of the materials should be as minimal as possible, without increasing the risk of damage. The packed goods should be safe to handle. In addition, the packaging must be made as environmentally friendly as possible at all times. The stated prices are valid and include packaging and transport, unless otherwise agreed upon.

8. Health, Safety & Environmental

Polyvision NV needs to be in possession of the most recent Safety Data Sheet (SDS). Deliveries without correct documentation will not be accepted (See point 3). In addition: All deliveries of purchased wood need to be accompanied with the necessary FSC/PEFC certificates. If polyvision

purchases a device, the supplier is required to meet all requirements described in document 70.043F. This document will be attached to the purchase order.

9. Quality

If there are any defects or non-conformities in design, material, workmanship or other issues making the delivered material not fit for use in intended applications, Polyvision shall be entitled to demand immediate rectification or demand immediate delivery of substitute Product(s) and Service(s). Supplier is to rectify these defects/faults at his own expense.

10. Payment

All invoices need to be sent digitally to **facturen@polyvision.com**. The finance department shall pay for ordered goods according to the agreed payment terms. The invoice shall state the following items: (i) the company/name, organization number of the Supplier, address, VAT-number, bank payment details and due date.

(ii) invoicing address, reference to Polyvision order number and contact of the company, (iii) designation of goods/service under the relevant delivery, (iv) agreed price (for respective position in the order and in total), (v) value added tax, (vi) agreed date of delivery, (vii) quantity/number covered by the relevant delivery.

11. Subcontractors

The Supplier shall not be entitled to engage subcontractors without obtaining the prior written approval of the Purchaser. The Supplier shall ensure that any Agreements with subcontractors are consistent with the provisions of this Agreement. The Purchaser's know-how may not be transferred to a subcontractor without written approval.