Requirements for ordering process documents

1) Offer:

1.1) In the event of an inquiry by the *Buyer* the (binding) offer will be sent by the Supplier within 2 working days exclusively to the e-mail address "**0AnfrageEinkauf@prolicht.at**".

1.2) The *Supplier*`s offer must contain the following <u>minimum</u> information:

   a) Company name of the *Supplier*
   b) Address
   c) Telephone number
   d) Contact person at the *Supplier* in case of enquiries
   e) Bank details, BIC, IBAN, UID Nummer
   f) VAT number
   g) Terms of payment (discount, payment term, etc.)
   h) Description of the product in German or English
   i) *Buyer's* Article Number + *Supplier* Part Number
   j) Project name
   k) If specified by the *Buyer*: Request number
   l) Non-preferential country of origin
   m) Customs tariff numbers according to the specifications of Prolicht (KN8- number)
   n) Length, width, height, and net weight of the product (excluding packaging) Length, width, height, and gross weight of the package (incl. product)
   o) Batch Size
   p) Net purchase price incl. indication of the minimum order value and any additional costs
   q) Additional Annex (Data Sheet)
   r) Binding delivery time (production time and estimated delivery date to the ordering Prolicht location)
   s) Applicable INCOTERM
   t) Transport costs
   u) Offer validity

1.3 If the *Supplier* 's offer deviates from the request made by the *Buyer* with regard to the quantity or quality of the Products, the *Supplier* shall expressly inform the *Buyer* of this in the offer.

1.4 By placing an order, the *Buyer* declares acceptance of the offer. In this case, a different delivery location can be announced.

2) Order Confirmation

2.1 The *Supplier* shall examine the *Buyer's* requirements and immediately warn the *Buyer* in writing of any obstacles to the proper performance of the contract before the order confirmation is sent.

2.2 The order confirmation by the *Supplier* shall be sent within 48 hours of the order exclusively to the e-mail address **purchasing@prolicht.at** and must contain the same minimum information as under point 2) as well as the order number of the *Buyer*.

2.3 If the *Buyer* does not receive the *Supplier's* order confirmation within this period, the *Buyer* is no longer bound by the corresponding order.

3) Delivery note

The *Supplier's* delivery note must contain the following minimum information:

    1.3) Company name of the S*upplier*
    1.4) Address
    1.5) Contact person at the *Supplier* in case of enquiries
    1.6) Description of the product in German or English
    1.7) *Buyer's* Article Number + *Supplier* Part Number
    1.8) Delivery quantity
    1.9) Order number
    1.10)   Indication of the consignee of the goods (if any)

4) Invoice

The S*upplier's* invoice must contain the following <u>minimum</u> information:

    a. Company name of the S*upplier*
    b. Address of Prolicht
    c. Telephone number
    d. Contact person at the *Supplier* in case of enquiries
    e. Bank details, BIC, IBAN, UID Nummer
    f. VAT number
    g. Terms of payment (discount, payment term, etc.)
    h. Description of the product in German or English
    i. Tool costs (may only be charged in combination with the goods)
    j. *Buyer's* item number + *Supplier* item number
    k. Order number / project name
    l. Batch size
    m. Net purchase price
    n. Non-preferential country of origin
    o. Customs tariff numbers according to the specifications of Prolicht (KN8-number)
    p. Applicable INCOTERM
    q. Transport costs

4.1 Invoices from **non-EU countries**:
The *Buyer* does not accept raw materials from Russia. The following sentence must be quoted on invoices:

„the delivery doesn`t contain any Russian products or intermediate / pre products"

4.2 Invoices for deliveries to **Spain**:
In addition to the minimum information listed under 4), the *Supplier's* invoice must also contain information on the weight of the proportion of plastic in the packaging (product and shipping packaging):

„the shipment contains "x" kg of non-recycled and non-reusable plastic in the packaging"