

Supplier Agreement

The purpose of this document is to define certain contractual elements of the business and partnership relationship between Minitubes and its suppliers. It applies to every purchase order issued by Minitubes.

1. Purpose and Applicability

The purpose of this appendix is to define the contractual framework applicable to any order placed by **MINITUBES** with the Supplier.

It is **an integral and inseparable part of each MINITUBES purchase order**, to which it applies automatically and without restriction.

2. Prerequisites for Any Delivery to a MINITUBES Site

Any Supplier wishing to make a delivery to a MINITUBES site shall, prior to any delivery:

- have completed and signed the **MINITUBES loading and unloading protocol (FOR00397 or FOR00590)**,
- said protocol becoming valid only upon **countersignature by MINITUBES**.

3. Delivery Conditions

3.1. Delivery Address

Goods ordered by MINITUBES and deliverable to MINITUBES shall be delivered to the following address, in strict compliance with the loading/unloading protocol:

5 rue Henri Dagallier – ZAC Technisud – 38100 GRENOBLE – France

3.2. Delivery Hours

Deliveries are accepted:

- Monday to Friday,
- from **07:30 to 12:30** and from **13:30 to 16:30**.

No deliveries will be accepted outside these hours.

3.3. Order Number

The **MINITUBES purchase order number** must appear on:

- packaging,
- delivery notes,
- shipping documents,
- invoices and correspondence relating to the order.

4. Shipping Documents

Each delivery shall be accompanied by a delivery note affixed to the outside of the package, with a copy inside, including in particular:

- delivery note number,
- Supplier name,
- purchase order number and order line number, where applicable,
- MINITUBES part number and description,
- applicable certificates or declarations of conformity,
- quantities delivered and lot/serial numbers,
- unit of purchase,
- required customs and transport documents,
- **Export Control Classification Number (ECCN)**, where applicable.

For raw materials, the following shall also be provided:

- the origin of the material and of the heat,
- the material certificate data (MT document).

5. Incoterms

The Incoterm will be specified on the purchase order.

6. Receipt and Inspection

To be valid, any goods receipt note must bear:

- the name written in full,
- the signature of the MINITUBES employee who carried out the receipt.

Without a compliant delivery note, the receipt cannot be recorded. Signing the delivery note does not constitute final acceptance of the goods as conforming.

7. Authorised Economic Operator (AEO)

The Supplier is informed that Minitubes holds Authorised Economic Operator (AEO) status. This is a customs certification which, in particular, enables the international supply chain to be secured.

Should the Supplier not hold AEO certification or any other equivalent national certification, it undertakes to comply with the AEO guidelines in force, in particular in order to:

- Guarantee the safety and security of products throughout the supply chain,
- Ensure the reliability of its personnel,
- Ensure the compliance and integrity of business partners acting on its behalf.

In this context, the service provider shall carry out background checks on personnel working on behalf of MINITUBES, in compliance with applicable legislation and in satisfaction of the requirements associated with the "Authorised Economic Operator" certification.

The service provider shall review the security declaration appended hereto and return it, where applicable, duly completed and signed.

8. Invoicing

To be processed, invoices must include:

- identification of the Supplier and of MINITUBES,
- the invoice number and date,
- the nature of the transaction,
- the amounts excluding VAT, the VAT amount and the amounts including VAT,
- VAT rates and amounts,
- mandatory legal and tax information,
- traceability data required by the tax authorities.

9. Appendix – Security Declaration

Issued with a view to the granting of the AEO certificate – Security and Safety, or AEO – Customs Simplifications / Security and Safety.

Name (Company) _____
Street _____
Postcode _____
City _____
Country _____
Telephone number _____
Email address _____

I, the undersigned, hereby declare that:

- Goods manufactured, stored, shipped or transported on the instructions of Authorised Economic Operator(s) (AEO), delivered to AEOs (or not) or collected from AEO premises (or not) for delivery
 - Are manufactured, stored, prepared and loaded in secure business premises and at secure loading and shipping locations
 - Are protected against unauthorised interference during production, storage, preparation, loading and transport
- Personnel assigned to the production, storage, preparation, loading and transport of these goods are reliable from a security standpoint.

As are personnel working on behalf of Minitubes in areas assigned to the supply chain or having access to its information system, regardless of the activity performed and the place of work (on-site or remote).

- Business partners acting on my behalf are informed that they must also ensure the security of the international supply chain on the same terms as above.

Name of authorised signatory _____ Company stamp
Title _____
Signature _____
Date of issue _____

This declaration has been issued at the request of:

Name (Company)	Minitubes
Street	ZAC Technisud, 21 rue Vaujany
Postcode	38100
City	Grenoble
Country	France