



Supplier Guidelines

Between

Thermoplan AG
Thermoplan-Platz-1
CH-6353 Weggis
Tel. +41 41 392 12 00

hereinafter referred to as “Thermoplan”

and

Supplier name
Street No.
CH-Postcode Town
Telephone

hereinafter referred to as “the Supplier”

hereinafter jointly referred to as “the Parties” |

Contents

1	General provisions	3
2	Delivery papers	3
2.1	Delivery notes	3
2.2	Invoices and customs documents.....	4
2.2.1	Invoices from domestic suppliers.....	4
2.2.2	Invoices from international suppliers.....	5
2.2.3	Further information on the payment of customs duties in the case of international suppliers.....	5
3	Regulations regarding types of packaging.....	6
3.1	General regulations on packaging types.....	6
3.1.1	ESD.....	6
3.1.2	Food Safety.....	6
3.2	Reusable containers.....	7
3.3	EPAL exchangeable equipment.....	7
4	Labelling	8
4.1	General regulations.....	8
4.2	Mixed containers	8
5	Miscellaneous	8
6	Annexes	8
7	Signatures.....	9

1 General provisions

The Supplier Guidelines are part of Thermoplan AG's General Terms and Conditions of Purchase. In the event of any discrepancies, the following order applies: 1. List of Deliverables Agreement / 2. Equipment Loan Agreement / 3. Supplier Guidelines / 4. QAA / 5. Thermoplan's General Terms and Conditions of Purchase.

Carriers and labels are identified using the GS1 wording.

2 Delivery papers

All of the documents needed to identify the shipment must be in either German or English.

2.1 Delivery notes

A separate delivery note must be used for each place of delivery.

For each logistic unit, one delivery note must be created which indicates the content of the logistic unit, and the delivery note must be affixed to the outside of the logistic unit in a way that is both easily visible and protected.

Each delivery note must contain the following information:

- Thermoplan AG order number
- Thermoplan AG item number
- Thermoplan AG description
- Thermoplan AG index
- Thermoplan AG item
- Thermoplan AG release order
- Invoice number
- Delivered amount
- Delivery note number
- Supplier load, badge or LOT number if required on the order
- Expiration date/date of manufacture if required on the order
- Reference to ESD guidelines if required on the order
- Reference to FOOD safety guidelines if required on the order

2.2 Invoices and customs documents

In order to keep the administrative effort as low as possible for us and you, we ask you to stick to the following instruction:

- 1. Declare all necessary details such as customs tariff number, country of origin, preference property, etc. on the customs documents*
- 2. Send us a digital copy of all customs documents in one PDF - at least a customs invoice and all existing proof of preference - to zoll@thermoplan.ch with subject: "12345" (invoice number as on the customs documents)*
-Remember that for a EUR.1, the certified copy must be scanned

2.2.1 Invoices from domestic suppliers

To guarantee the accuracy of the master data, invoices from domestic suppliers must include the following information (**in addition to the details in the delivery note according to 2.1**):

- Customs tariff number corresponding to each individual item number: help is provided by the Swiss Customs Administration (<https://xtares.admin.ch/tares/login/loginFormFiller.do>)
- Country of origin of the individual item numbers: the exact country of origin must be specified; EU or similar will not suffice.
- Domestic supplier declarations within the scope of the Free Trade Agreement: Thermoplan AG endeavours to make use of the corresponding Free Trade Agreement and preferential reductions. If your items were imported with preferential reductions (with the correct preallocations), or correspond to the list criteria of the respective free trade agreement, the "Supplier declaration for goods with origin status in the sense of the free trade agreement" must be noted on the invoices. If the declaration of origin is not correctly worded, it shall be considered null and void.
- Long-term supplier declarations are only permitted after consultation with the corresponding contact person. For this reason, we ask you to print the declaration of origin directly on the invoice.
- Non-preferential origin: if you know the declaration on non-preferential origin, this should also be printed on the invoice. This step is, however, optional.
- Export control: if your goods are dual-use goods in the sense of the Swiss Regulation on the Control of Goods, this must be declared on the invoices.

2.2.2 Invoices from international suppliers

Goods that are imported into Switzerland from abroad must be delivered with the import duties duly paid. For customs and tax purposes, a correct valuation notice is a requirement for all imported deliveries. These are drawn up by the respective shipper with the help of the customs documents. To ensure that the customs import duties are correct, the invoices from international suppliers must include the following information **(in addition to the details in the delivery note according to 2.1)**:

- Customs tariff number corresponding to each item number
- Country of origin corresponding to each item number
- Export control: if your goods are dual-use goods in the sense of the Swiss Regulation on the Control of Goods, this must be declared.
- CSP account 11701-2 *
- VAT number CHE-105.740.286 *
- Relocation procedure 777 *

*can be noted in a footer on the invoice.

2.2.3 Further information on the payment of customs duties in the case of international suppliers

- **Reference number – “invoice number”:**
As a reference number in the imports process, the supplier’s invoice applies for Thermoplan AG’s internal use. For this reason, it is necessary for it to be noted everywhere. On bills of lading, transport invoices, shipping orders and in emails. Especially in the case of bills of lading it is essential that the invoice number be noted in the courier app.
- **Preferential origin of goods**
Declaration of origin / EUR.1 :
The “preferential origin of goods” is highly significant to Thermoplan AG. If you are in a position to send goods with preferential reductions, then we ask you to take this into account with every shipment.
In the case of approved exporters (AE), a declaration of origin on the commercial invoice shall suffice, regardless of the value of the goods being shipped. In the case of unapproved exporters, from a goods value of 6,000 EUR or 10,300 CHF, a EUR.1 movement certificate must be provided.

3 Regulations regarding types of packaging

3.1 General regulations on packaging types.

Thermoplan AG distinguishes between the following types of packaging:

- Logistic units (LU) = carrier (pallet, transport carrier)
- Trade unit (TU) = external packaging or smallest packaging unit
- Consumer unit (CU) = smallest packaging unit/container (reusable container belonging to Thermoplan AG)

Thermoplan AG specifies the packaging type, quantity unit and nature of the packaging (such as bulk goods, packaged individually, food safety material FCM 1, 2 or 3, or ESD) and, in the case of reusable containers, the container type for the respective item. Items at risk of electrostatic discharge must be supplied in specially-designed protective containers.

3.1.1 ESD

ESD endangered items must be delivered in specifically designed protective containers.

1. Traceable (batch labelling)
2. Goods with packaging that is identifiable as ESD – the ESD label should be used to seal the package and Class S packaging should be used
3. The goods are to be packaged individually, wrapped directly in ESD material.

3.1.2 Food Safety

- FCM C1
1. Traceable (batch labelling)
 2. Labelled as FCM
 3. Dust-protected, intact packaging

- FCM Standard
1. Traceable (batch labelling)

The delivered logistic units, trade units and consumer units must all be of the same type and batch. If this is not possible for economic or ecological reasons, the units must be marked as stipulated under 4.2.

When determining the packaging, be it disposable or non-disposable packaging, make sure that the goods do not protrude on the logistic unit and are protected from negative influences in a compact, secured unit from damage, soiling, environmental influences, etc. All corrosion must be prevented by the packaging, and electrostatic discharge must be prevented. In addition, the logistic units, trade units and consumer/container units must be storable and stackable.

All deliveries must be in the specified packaging units.

To minimise our handling of the delivered goods, all deliveries to us must be in the specified packaging units. The desired packaging units are noted freshly on the order. In case of questions and suggestions, please get in touch with your contact in our procurement department.

Permissible maximum weights:

- Trade units and consumer units that are moved manually: ≤ 15 kg
- Logistic unit: ≤ 800 kg

Maximum dimensions permitted

1. L x W x H (cm): 120x80x160 cm

Thermoplan AG makes every effort to use reusable packaging. Where this is not economically feasible, a switch must be made to disposable packaging. The packaging must be recyclable and easy to dispose of. Any and all types of packaging chips are impermissible.

3.2 Reusable containers

The following applies to all reusable containers:

Thermoplan AG and the Supplier will keep an account of and monitor container inventory. Thermoplan AG periodically reconciles container inventory (at the end of the month). If there is no contrary report within 14 days, the reconciliation is considered accepted. A container inventory must be maintained if so requested by the Logistics Department at Thermoplan AG. The inventory is jointly determined by the involved parties. The agreed products may not be changed afterwards. Defective Thermoplan AG containers must be returned to Thermoplan AG. Reusable containers are the property of Thermoplan AG which must also be reimbursed for them.

Reusable containers can be ordered by email: logistics@thermoplan.ch. They will then be sent by the shipper with the next delivery.

3.3 EPAL exchangeable equipment

Equipment is generally exchanged on a one-for-one basis. If this is not feasible, an account of the exchangeable equipment is kept. Thermoplan AG and the supplier will keep account of and monitor the exchangeable equipment. Thermoplan AG periodically reconciles the exchangeable equipment (at the end of the month). If there is no contrary report within 14 days, the reconciliation is considered accepted.

4 Labelling

4.1 General regulations

Thermoplan AG uses labelling in accordance with the GS1 standard.

See the labelling guidelines for suppliers in Annex 1.

4.2 Mixed containers

All containers holding more than one type of item (mixed containers according to 3.1) must be clearly identified on two sides with the label "mixed container" in the place specified according to GS1.

5 Miscellaneous

In the event of any justified deviations (such as different packaging in production runs, irregular lead times or an insufficient amount of empties supplied by Thermoplan AG), arrangements must be made in a timely manner with the operational purchaser at Thermoplan AG. A corresponding comment is to be entered in the delivery note ("replacement packaging").

If the Supplier Guidelines are not observed, Thermoplan AG retains the right to charge the Supplier for handling and repackaging. Failure to comply with the packaging stipulations will negatively impact the Supplier's evaluation.

6 Annexes

Annex 1 (Labelling guidelines for suppliers)

7 Signatures

Thermoplan AG

Supplier

Date, signature

Date, signature

Head of Logistics

Matthias Wohler

Sales Supplier

Date, signature

Date, signature

Chief Operating Officer

Silvio Vanoli

Supplier