



ENEXIS SUPPLY CHAIN ORDER, DELIVERY & PACKAGING REQUIREMENTS

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ARTICLE 1. DEFINITIONS

In these Enexis Supply Chain order, delivery and packaging requirements, the terms written with a capital letter have the following meanings:

- 1.1 Packaging: the form of packaging that is owned by the supplier and returned to the supplier, such as gas bottles, reels and customised packaging;
- 1.2 Individual packaging: The packaging of an article, or a combination of (different) articles, that are carried by Enexis under one Enexis article number;
- 1.3 LOC: Logistics Operational Centre (regional distribution centre);
- 1.4 Outer packaging: the form of packaging in which the content consists of a variety of different articles;
- 1.5 Over-packaging: the form of packaging in which the content consists of identical articles;

ARTICLE 2. ORDER ORDER AND ORDER CONFIRMATION

- 2.1 All purchase orders are transmitted electronically to the supplier.
- 2.2 Supplier will confirm receipt of the Order to the contact person within 3 (three) working days via an e-mail address as stated on the Order from Enexis.
- 2.3 At the request of Enexis, the supplier periodically provides Enexis with an updated overview of all (partially) outstanding Orders. This overview includes the number of items ordered for each Order, the delivery date requested by Enexis and the delivery date confirmed by the supplier.
- 2.4 In the event that the supplier is (temporarily) unable to deliver items, or is unable to deliver them in full, or not on the requested delivery date, the supplier will notify Enexis of this in writing within 3 (three) working days.

ARTICLE 3. PACKAGING INSTRUCTIONS

- 3.1 The supplier must properly package the goods to be delivered and will take back all packaging materials used at the request of Enexis.
- 3.2 The supplier will provide the goods to be delivered with a clearly visible packing list and/or copy invoice stating the name and address of the supplier, order number, net weight and country of origin.
- 3.3 The maximum weight allowed per box is 23 kg. Heavier packaged items must be equipped with suitable facilities for moving, storing or transporting, for example with lifting eyes, pallets or other tools that Enexis deems suitable for this purpose.
- 3.4 All items must:
 - be externally protected against damage, dirt, moisture and other weather influences;
 - have adequate facilities for movement, storage or transport.
- 3.5 All packaging materials to be used by the supplier are ecologically degradable where possible or at least recyclable in accordance with social standards.
- 3.6 To identify the delivered items, all packaging is provided with clear reading and indelible characteristics such as article code Enexis, packaging quantity (indication) barcode / QR code. See also Articles 4 and 5.
 If the delivered items consist of separate components (fasteners, gaskets, stickers, assembly instructions, etc.), these must be delivered in suitable packaging, recognisable in accordance with the provisions of this article 3.6 and article 4 as belonging to the relevant delivery.

- 3.7 The supplier must make information available to Enexis for each purchase order about the necessary facilities for horizontal and vertical transport, movement and storage, such as lifting devices, forklift and specific storage for hazardous items. The supplier will explicitly indicate if the facilities deviate from the agreements and/or standards made.
- 3.8 The packaging(s), with the exception of loan packaging – as such marked by the supplier – and load carriers such as roll containers, will become the property of Enexis at the time of delivery. Enexis can waive this right and oblige the supplier to take back the packaging.
- 3.9 The following applies to the pallets:
- Only euro pallets, minimum quality level B of EVO Fenedex regulations and European accepted quality level, in the dimensions 0.80 x 1.20 meters, with a height of the packaging including pallet of up to 1.20 meters, are allowed.
 - When delivering on euro pallets, the supplier must take back the same number of euro pallets. The supplier is not allowed to charge for pallets as part of the delivery.
 - In the event of refusal by the supplier to take back pallets, the supplier's right to reclaim the pallets expires. .
 - Delivery of specific items on load carriers other than Euro pallets is only possible with the prior written consent of Enexis.
- 3.10 Changes to packaging approved by Enexis (prescribed or proposed by the supplier) are only possible after consultation and written permission from Enexis.
- 3.11 If Enexis proposes a request for a change in packaging, the supplier will cooperate with the request within its means. The supplier will inform Enexis of the rejection of this request in writing and with reasons as soon as possible. Any costs incurred will be discussed by the parties and reimbursed after written agreement by Enexis.
- 3.12 Packages on a pallet must be stacked stably, if possible in connection with each other, and within the edges of the pallet.

ARTICLE 4. DOCUMENTS

- 4.1 The consignment note and packing slip are part of the delivery.
- 4.2 In the event of delivery to a location other than an Enexis LOC, the consignment note must contain the name and telephone number of the location contact person.
- 4.3 All packing slips must be sent electronically to the contact person prior to delivery via the e-mail address stated on the Enexis order.
- 4.4 The packing slip must be attached to the outside of the outer packaging of the items to be delivered in a transparent plastic sleeve and must contain at least the following information:
- Enexis order and position line;
 - Name of the Contact Person Enexis;
 - The delivery address;
 - Name of the location contact person Enexis;

- Delivery date;
- Packing slip number;
- Sales order number or other supplier reference linked to Enexis order and position line;
- Supplier name;
- Supplier article number & description;
- Enexis article number & description;
- Product unit;
- Batch numbers or serial numbers;
- Expiration date (best before date), if applicable;
- The number of items as requested in the Enexis Order;
- The number of items in the respective delivery;
- Product-specific information, if applicable.

4.5 If Enexis decides to digitise the document flow as referred to in this article, such as by EDI/API, the supplier will cooperate with this digitisation to the best of its ability.

ARTICLE 5. TAGS

Items are marked in accordance with the marking requirements in the table below.

Marking requirements	Marking of pallets	Ompacking	Over-packing	Individual packaging
All relevant documents relating to the delivery, including packing slip, must be attached to the item in a transparent plastic sleeve in a transparent plastic sleeve	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
If several different items have been combined, the total number of items and the packages in which they are located must be clearly indicated with a serial number of the respective package.	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<ul style="list-style-type: none"> • Enexis order number • The sales order number or other reference of supplier linked to the Enexis Order • Delivery description • Description of the item • Enexis article number & description • Supplier name • Supplier article number & description • The number of items in the relevant packaging • Barcode / QR code • Serial Number/Batch Number Range • Expiration date (best before date) 	<u>X</u>	<u>X</u>		
<ul style="list-style-type: none"> • The Enexis order number • The sales order number or other reference of supplier linked to the Enexis Order • Enexis article number & description • Supplier article number & description • Barcode / QR code • The number of items in packaging 			<u>X</u>	
<ul style="list-style-type: none"> • Enexis article number & description • Supplier article number & description • Barcode / QR code • The number of items in packaging • Best before date 				<u>X</u>

ARTICLE 6. CARRIER

- 6.1 The supplier guarantees that the carrier fulfils the obligations described in the agreement.
- 6.2 The carrier works in accordance with the applicable safety, health and environmental regulations and is properly certified and takes note of the rules, instructions or directions applicable at the delivery location. In the event of an unsafe situation at the delivery location, the carrier will report this to the location contact person. In that case, the location contact person will look for a solution or an alternative release point. If this is not possible or if there are additional (transport) costs, the contact person will be contacted.
- 6.3 The carrier must be able to communicate in the Dutch, English or German language.

ARTICLE 7. DELIVERY

7.1 General:

- 7.1.1 Items will be delivered on the delivery date and the delivery location as stated in the Order unless expressly agreed otherwise.
- 7.1.2 The deliveries, including the unloading thereof at the delivery locations as stated by Enexis, take place under the responsibility of the supplier.
- 7.1.3 The supplier will not deliver partial deliveries for individual purchase orders, unless with the written consent of Enexis.
- 7.1.4 Undelivered positions must then be stated on the packing slip as "in back-order". Any additional costs as a result of partial deliveries are at the expense of the supplier.
- 7.1.5 After unloading the goods, the carrier will receive his packing slip back from the Enexis location employee for receipt with a confirmation stamp with date.

7.2 Delivery to a LOC and other Enexis storage locations:

- 7.2.1 Opening hours Enexis LOC and other storage locations for delivery of articles on working days:
 - LOC Hoogeveen: indoor storage 07:45 - 15:00 hrs, outdoor storage 09:00 - 15:00 hrs
 - LOC Veldhoven: indoor storage 07:45 - 15:30 hrs, outdoor storage 09:00 - 15:00 hrs
 - Enexis external storage locations:
 - Combex, Eastermar: 07.30 – 16.00 hrs
 - Lammers, Nieuwkuik: 07.30 – 16.00 hrs
 - Oegema, Dedemsvaart: 07.30 – 16.00 hrs
 - Wines, Maasbree: 07.30 – 16.00 hrs

For all locations, vehicles must be unloaded and/or loaded per location before closing time.

Delivery of items outside opening hours is only possible with the permission of the contact person.

- 7.2.2 In consultation with the supplier, Enexis can agree on a fixed delivery day for the delivery of certain items.
- 7.2.3 Enexis' LOCs have equipment that can be used for unloading, such as a forklift truck or side loader. In consultation with Enexis, the supplier can use this equipment and associated Enexis personnel at its own expense and risk. Personnel of the supplier are expressly not authorised to use Enexis equipment.
- 7.2.4 If the LOC is equipped with a loading and unloading platform, the loading and unloading of items will take place via the platform, unless Enexis determines, after consultation with the supplier, that items are not eligible for unloading via the platform (e.g. pipes in straight lengths).

7.3 Deliveries not on a LOC (e.g. delivery in the field):

- 7.3.1 For deliveries on working days to a delivery location other than an Enexis LOC, the delivery time must be coordinated with the contact person.
- 7.3.2 The agreed day and time window (maximum 2 hours) of delivery to any location in the Netherlands will be confirmed by the supplier or carrier to the location contact person two (2) working days prior to delivery.
- 7.3.3 If no one is present at the delivery location on behalf of Enexis at the agreed delivery time, the carrier will immediately contact the contact person itself or via the supplier to find a solution to the situation that has arisen.
- 7.3.4 The carrier is responsible for loading or unloading the delivery.

ARTICLE 8. CODING SYSTEM

- 8.1 If Enexis decides to introduce an alternative to the currently used article coding system, the supplier will cooperate with the implementation of that system to the best of its ability.