

Supplier Requirements:

1. Confirmation of Receipt & Order Confirmation

In order to certify that our suppliers have received and are processing our purchase order, we require a **Confirmation of Receipt*** from our suppliers within two days of receipt of the purchase order. No more than five days after receipt of the purchase order we require an **Order Confirmation**

Preferably by EMAIL to osis.procurement@olympus-sis.com or by FAX to +49 251 79800-6489.

**An Order Confirmation can be sent in place of a Confirmation of Receipt.*

2. Guidelines for Documentation

To ensure the smooth processing of the order, the supplier's accompanying documentation must contain the following information:

Order Confirmation

An order confirmation must contain the following information:

- Name and address of the supplier
- OSIS' delivery address
- Confirmed delivery date
- OSIS' order number
- Supplier's item number
- Supplier's item name
- Quantity and units
- Unit price and total
- Discounts
- Packing and delivery charges
- Any other costs

Delivery Note

A delivery note must contain the following information:

- Name and address of the supplier
 - OSIS' delivery address
 - Delivery date
 - Supplier's delivery note number
 - OSIS' order number
 - Supplier's item number
 - Supplier's item name
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- Quantity and units
- In the case of an incomplete delivery, details of the subsequent delivery

Invoice

Invoices are to be sent solely to the following billing address or via e-mail to accdir@olympus-sis.com:

OLYMPUS SOFT IMAGING SOLUTIONS GmbH
Accounting
Johann-Krane-Weg 39
48149 Münster
Germany

The invoice must contain the following information:

- Name and address of the supplier
- VAT ID or VAT number
- Invoice date
- Consecutive invoice number
- Delivery note number
- Delivery address
- OSIS' order number
- Standard description of quantity and type of goods or services
- Time of delivery of goods or services
- Itemization of which tax rate, if any, has been applied to each portion of the payment
- The applicable tax rates
- Tax amount
- Previously agreed discounts
- Terms of payment
- Supplier's bank account details

Outward processing

Outward processing documents are subject to the following rules, as listed below.

To enable a precise tracking of the outward processing components it is absolutely necessary that the all documents accompanying the goods, contain the below mentioned information. This information enables us and customs office to monitor the progress of the individual outward processing transactions. It also allows us to re-import the goods within the specified time frame and to complete the outward processing customs procedures clearly and in accordance with the regulations. In addition, it facilitates direct and immediate access during an import inspection. In addition to the guidelines for the commercial invoices as mentioned above, the proforma invoices requires the following details:

- All serial numbers of the goods returned to Olympus Soft Imaging Solutions GmbH
 - The airway-bill number with which you are returning the goods to Olympus Soft Imaging Solutions GmbH
 - The Olympus Soft Imaging Solutions GmbH reference numbers, such as our proforma invoice number and purchase order number associated with goods that we sent.
 - Partial deliveries have to be clearly marked.
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- Components from each shipment should be assembled into a unit, as far as possible. If it should be necessary to combine components from different shipments, due to faulty or broken goods e.g., documents reference numbers, as listed before, should be noted on the documents.
- Both, the Commercial and proforma invoice must include the international Shipping Terms (Incoterms) The goods have to be returned to Olympus Soft Imaging Solutions GmbH latest after 4,5 months after being delivered.
- Defective goods have to be clearly marked, packed and labeled separately
- Commercial and proforma associated with the outward process should be kept separately from support cases or purchase orders. Commercial and proforma invoices contain the exact same information as listed here.
- A written confirmation should be attained from Olympus Soft Imaging Solutions GmbH as to whether defective goods should be returned to us or disposed of locally.

3. The Claims and Repairs Procedure

Cost estimate / Repair quotation

Should costs of any nature be expected to arise in connection with a claim or repair, Olympus Soft Imaging Solutions GmbH must be provided with a written cost estimate or repair quotation before any works are carried out. A written order placement from Olympus Soft Imaging Solutions GmbH will then be issued to confirm the order. Any requests for payment arising when the above procedure has not been adhered to, will not be honored.

Return Shipment

Goods that have been replaced or repaired within the framework of the claims and repairs procedure should be clearly marked accordingly using suitable methods. The goods should never be sent together with, or otherwise come into contact with, new goods. For any claim or repair return shipment, please always consider the following points mandatory:

- The material must be delivered separately from new goods and individually packed.
- The shipment must be marked repair return.
- The shipment must include a separate delivery note.
- This is also valid if the defective material was replaced by new material.

4. Packaging Guidelines

All packing materials must conform to the statutory requirements.

Requirements concerning the use of packaging and its chemical content:

- Packaging must be kept to the absolute minimum weight required to adequately protect the product.
 - Items must be packed in a fashion which facilitates the re-use of the packaging.
 - Disposable packaging should preferably be made of recycled cardboard.
 - Where the use of synthetic materials is unavoidable, Polyethylene (PE) und Polypropylene (PP) should be favored. PVC should be avoided.
 - **Don't use Styrofoam Peanuts as packing filling.**
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The concentration of heavy metals in packaging:

- The concentration of lead, cadmium, mercury and chromium IV in the packaging or its component parts may not cumulatively exceed 100mg/kg (ppm).

5. Shipping and Delivery Guidelines

Delivery Address

The following address is exclusively to be used as the delivery address unless otherwise stated on the order:

OLYMPUS SOFT IMAGING SOLUTIONS GmbH

Logistik

Coermuehle 2

48157 Muenster

Germany

Delivery Time

Deliveries may be made from Monday to Friday between 8 am and 4 pm, excluding public holidays

Delivery Documents:

All deliveries should be accompanied by a supplier's delivery note. The delivery driver should give the delivery and freight documents to a member of OSIS staff in the incoming goods department.

Liability:

The acceptance of delivered goods is conditional. Only the number and condition of the delivered articles will be checked and signed for.

6. Contact

Questions can be directed to the Procurement Department via

Email: osis.procurement@olympus-sis.com

or

Tel.: +49 251 79800-6480

Fax: +49 251 79800-6489

Confirmation of supplier:

We *(Company name & address)*

herewith declare that we accept and comply with the above OLYMPUS SOFT IMAGING SOLUTIONS GmbH's [Supplier Requirements](#).

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Place, date	Name
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Position	Signature