

# BEING A NKT PHOTONICS VENDOR

This manual is designed to help you navigate the general terms and conditions for vendors to NKT Photonics.

Please contact NKT Photonics Procurement for any additional information.

Welcome to NKT Photonics!

*October 2021*

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## OVERALL BUSINESS ENGAGEMENT EXPECTATIONS

NKT Photonics (NKTP) Purchase Order (PO) shall be subject to our General Purchasing Terms and Conditions, unless explicitly otherwise stated above. In case of discrepancies between the PO and our General Purchasing Terms and Conditions, the Purchase Order shall prevail.

Our General Purchasing Terms and Conditions are found at <https://www.nktphotonics.com/vendor-guide/>

## NEW VENDOR TO NKT PHOTONICS

New vendor to NKTP will be contacted by our Purchasing Support function to complete a “New vendor Request”. This information enables us to accurately create new vendors in our IT system, including payment details.

Please carefully check for master data alignment such as INCO terms, Payment Terms and your bank account details.

## PURCHASE ORDERS

NKTP will always seek to issue a formal written Purchase Order to communicate and specify our commitment to the procurement of products and services

We expect vendors to acknowledge by E-mail all PO's within two (2) working days with a confirmed delivery date.

## ORDER CONFIRMATION

Please always read the information in the PO – it may contain information to specific deliveries. The PO states where to send the confirmation, how to contact NKTP Finance department and other up to date information like “Holiday Closing” periods.

The Delivery Date in the PO shall state the Expected Time of Arrival (ETA) to the relevant NKTP site – please consider the appropriate transport arrangements when confirming delivery dates.

Check that the incoterm stated in the PO is identical with your incoterm. If shipments are planned to be send from different destination as incoterm is stating, NKTP must be informed.

NKTP preferred shipment arrangement for international shipments are FCA (using NKTP account) and for domestic DDP, unless otherwise agreed.

- For FCA, the vendor should use NKTP standard economy service unless authorized by buyer to upgrade.
- Vendor should organize the booking of the carrier and organize any additional export documentation as per local export requirements as per rules of FCA incoterms.
- NKTP will not accept a stand-alone invoice on freight charge.

Vendor should select No Additional Insurance for the freight booking, since NKTP has its own corporate freight insurance policy.

## DELIVERY OF SERVICES

When delivering a service, please make the following checks:

- Before delivery, confirm with your contact person at the NKTP site that all permits, and agreements are in place.
- Ensure all elements of the service delivery are approved by the person who has received the service.
- Ensure the delivery note and invoice carries the PO number.
- If the delivery is different from the PO, please obtain prior written approval by the Requestor and change of PO issued.

## PRODUCT AND DOCUMENT PRESENTATION REQUIREMENTS

To enable a timely and reliable booking-in of delivered goods, please ensure all deliveries – goods, and delivery documentation - to NKTP conform to the following requirements.

- All shipping carton should be clearly labelled with the NKTP Ship-to address and our PO reference number.
  - In the event of supplying items NOT covered by a PO, the shipping carton must have a named NKTP person
  - Barcodes of PO reference, Part Number (PN) and Quantity is an advantage.
- The Delivery Note must match 100% the corresponding PO – and later Invoice in quantity and value.

- Only one PO number per invoice.
- Shipping paperwork incl delivery note should be placed in a document pouch on the outside of each shipping carton.
  - The documents in the individual shipping carton should match the associated shipping documents
  - Barcodes of PO reference, Part Number (PN) and Quantity is an advantage.
- Number of cartons in the shipment must be clearly marked on the shipping cartons.
- Each product carton, box or bag must be marked with NKTP Part Number (PN), Description and Qty.
  - Barcodes of PO reference, Part Number (PN) and Quantity is an advantage.

## COMPLIANCE - TRADE AGREEMENTS

All international deliveries must contain a Commercial Invoice which should include the following information for each of the different products shipped:

- Quantity, Value, Currency, and weight in whole kg for each item shipped – NKTP PN if applicable
- The total weight of the shipment must also be stated in whole kg
- The total value for the shipment must also be stated
- Product harmonized tariff code (HS / HTS code) – at least 6 digits
- If an item is export controlled, the ECCN# must be stated
- Country of Origin
- Preferential Country of Origin statement where trade agreement support this.

If the shipment is made from another country than stated in the PO, state NKTP as Consignee in the commercial invoice.

The content of the Commercial Invoice, PO, Delivery Note and Invoice must match 100%.

## INVOICING

For all invoices submitted to NKTP for payment, please make the following checks:

- The Invoice must state the NKTP PO Reference number, NKTP Part Number and revision. No NKTP person.
  - If the Invoice is submitted without a PO, it must carry a named NKTP person
- Ensure the Invoice matches the PO 100% in quantity and value.
- Only one PO number per invoice.
- List all the supplied goods and services as stated on the PO.
- Check that the payment terms are aligned with the PO.
- All invoices must be sent in PDF to the email as shown in the “Invoice E-mail Addresses” list below.

## UNPAID INVOICES

In case payment is not received as expected, work through the following process:

- Check that the Invoice has a clear identification of the PO reference
- Check the payment terms on the Invoice match the payment terms stated on the PO.
- Check that the content of the Invoice match 100% the corresponding PO i.e. quantity and price.
- Obtain Proof of Delivery (POD) from forwarder and contact the Buyer at NKT photonics with this information.

If you have questions, please contact the Buyer stated on the related PO.

## CONTACT INFORMATION

### LOCAL BUYER TEAM E-MAIL ADDRESSES

Site ID	National Site	Purchasing Contact @nktphotonics.com
DK, SE, Rest	Denmark, Sweden, Rest of the World	purchasing-dk
CH	Switzerland	purchasing-ch
UK	United Kingdom	purchasing-uk
US	US	purchasing-us

### INVOICES E-MAIL ADDRESSES

NKTP Site ID	NKTP Site Name	Invoice posting @nktphotonics.com	Payment & Financial matters @nktphotonics.com
CH01 - Switzerland	NKTP CH	invoice-ch	accounting-ch
DE03 - Germany	ALS	invoice-de03	accounting-de03
DK01 - Denmark	NKTP DK	invoice-dk	accounting-dk
SE01 - Sweden	NKTP SE	invoice-se	accounting-se
UK01 - UK	NKTP UK	invoice-uk	accounting-uk
US01 - United States	NKTP US	invoice-us01	accounting-us01

## **CONTRACT ARRANGEMENTS**

### **PURCHASE ORDERS**

Individual purchases of products and services e.g., materials and time-limited project services are handled with individual Purchase Orders (PO). The Purchase Order is characterized by:

- It contains a unique 'PO Reference' to be used for all shipments and documentation including invoices.
- It specifies the full content of the requested products and service, quantities and all costs associated.
- It contains the specific information about e-mail of Invoice and Finance contact for the specific PO.
- It contains the name of your NKTP Buyer – the first Point of Contact.

To enable timely payment of the subsequent invoices, it is necessary to ensure deliveries and invoices match these in full.

### **FRAME ORDERS (PURCHASE AGREEMENTS)**

Frame Orders are a collection of POs of the same product, covering larger quantities and split into yet-to-be finalized delivery dates with a fixed total quantity and unit cost. Forecast will be provided to secure on time delivery.

This order type provides a firm commitment from NKTP to take the stated quantity in accordance with our terms and conditions. Vendor will receive a formal Purchase agreement and additional document if special terms outside standard terms and conditions are agreed. The actual call-off will take place as a normal PO with reference to Purchase Agreement no.

## **CONTRACT**

For Vendors wishing to have a closer relationship with NKTP or where both parties wish to have a more specialized relationship, a formal Purchase Agreements can be made. The actual call-off will take place as normal PO,

### **DELIVERY-BEFORE-PO**

For vendors regularly delivering a product or service before issue of a PO is practical NKTP operate a 'Delivery-before-PO' arrangement. This is an agreement where the vendor provide the supply outside the normal Purchase Order process supported by a separate PO and Invoicing set-up.

Vendors signature as consent of understanding of these terms and condition.

Name:                      Date:

Vendor comments: