

BEING A NKT PHOTONICS VENDOR

This manual is designed to our Vendors to help navigate the general terms and conditions.
Please contact NKT Photonics for any additional information.

Welcome to NKT Photonics!

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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. 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: www.nktphotonics.com/contact/supplier-contacts/

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 issue a formal 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. Please add charge to goods invoice.

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 invoice carries the PO number.

PRODUCT AND DOCUMENT 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 cartons should be clearly labelled with the NKTP Ship-to address and our PO 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 is an advantage. Part Number (PN) and Quantity is required.
- The Delivery Note must match 100% the corresponding PO – and later Invoice in quantity.
 - 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.
- Number of cartons in the shipment must be clearly informed.

- Each product carton, box or bag must be marked with NKTP Part Number (PN), Description and Qty.

TRADE COMPLIANCE

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.
 - If the Invoice is submitted without a PO, it must carry a named NKTP employee,
- Ensure the Invoice matches the PO 100% in quantity and value.
- Only one PO number per invoice.
- 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. Or check our website for vendors.

UNPAID INVOICES

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

- Check that the Invoice has a clear identification of the PO number.
- 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	Send Invoice to: @nktphotonics.com	Question to Finance: @nktphotonics.com
CH01 - Switzerland	NKTP CH	invoice-ch	accounting-ch
DE02 - Germany	NKTP-DE TECH	Invoice-de02	accounting-de02
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

Please contact our Vendor Management department.