

Processtappen**Vorbereiding en communicatie:**

- ! **Orders in behandeling / pijllijn boven 5 miljoen direct aanmelden bij Finance** [redacted]
- ! **Orders zonder vaste prijzen vooraf overleggen met Finance** [redacted]
- ! **Orders worden niet in behandeling genomen als niet zoals onderstaand is aangeleverd**
work in progress: er zal voor inkoop een 'inbox' worden georganiseerd, bestaande uit [redacted] en ?
- ! **NB: bij mailverkeer naar leverancier:**
 - Alle orders worden vanaf heden geplaatst onder de algemene inkoopvoorwaarden van Mediq, leveranciers dienen hiervan op de hoogte te worden gebracht tijdens het sluiten van een deal door onderstaande tekst op te nemen in email verkeer naar de leverancier:
This agreement, and any related purchase order, is conducted under and governed by the general purchase conditions of Mediq Nederland B.V. which will be provided to you on your request. The Mediq general purchase conditions shall prevail over any general conditions of sale of the supplier, which are hereby expressly rejected.
- ! **NB mbt PO:**
 - Het Purchase Order (PO) formulier wordt automatisch gegenereerd uit het goedgekeurde en door [redacted] getekende orderformulier en wordt vanuit Finance verzonden naar de supplier met de indiener in cc
 - Het digitale order formulier dient als directe input voor het PO formulier richting leverancier, zorg dat deze volledig en goed is ingevuld en de contactgegevens van de leverancier kloppen
 - Als er afspraken met de leverancier zijn gemaakt buiten het order request formulier om dient de indiener een digitale kopie van deze afspraken bij te sluiten bij order request zodat Finance dit mee kan sturen naar de leverancier tezamen met het PO formulier

Contacten:

Naam/mailbox	Emailadressen:
mailbox orders:	[redacted]@ichulpmiddelen.nl
(bij spoed ook naar [redacted])	[redacted]@mediq.com
[redacted]	[redacted]@amsterdamumc.nl
mailbox PO:	[redacted]@ichulpmiddelen.nl
cc PO:	[redacted]@lumc.nl
cc PO: vacature	??
mailbox distributie:	[redacted]@ichulpmiddelen.nl
cc distributie:	[redacted]@bibivanderheide.nl


Orderformulier vanuit Inkoopproces (belangrijkste aanwijzingen tav Finance proces):

- 1 **Order request formulier** wordt, tezamen met **pro forma factuur/offerte, digitaal** (met in onderwerp mail de naam leverancier) en in **hardcopy** aangeleverd:
 - De **mail** naar [redacted]@ichulpmiddelen.nl
 - De **hardcopy** in bakje orders in ruimte Administratie achter Trade (met evt mondelinge toelichting aan [redacted])
 - Volledig ingevuld:
 - als bekende leverancier: nader duiden
 - let op: betalingsafspraken helder uitschrijven, deze worden gekopieerd naar PO formulier richting leverancier
 - Met alle benodigde handtekeningen:
 - de indiener zelf
 - de teamlead (naam team via dropdown en naam persoon invullen)
 - de procuretehouder (via dropdown menu):

[redacted]	voor	[redacted]
[redacted]	voor	[redacted]
[redacted]	voor	[redacted]
- 3 **Vooruitbetaling**: streven is niet of zo laag mogelijk en wordt alleen gedaan bij complete order aanvraag en na handtekening van [redacted] (aangevraagd door Finance)
Let op: betaling wordt alleen dezelfde dag verwerkt als deze voor 15.00 wordt aangeleverd en er geen nadere checks nodig zijn!
- 4 Zodra er een door [redacted] getekende order is, stuurt Finance:
 - **Order nummer** naar de **indiener** via ingevulde **email adres** (NB de remarks over mailwisseling met leverancier zoals hierboven beschreven)
 - **Purchase Order (PO) formulier** ter formele bevestiging van de order aan: de **leverancier** met verzoek om diens handtekening retour te sturen met **indiener** in cc (mailadres zie bovenaan in de kop van PO)
 - **Distributie Order** (geschoonde PO) formulier (1 op 1) digitaal naar distributie: afdeling distributie via het mailadres: [redacted]@ichulpmiddelen.nl met in de cc: [redacted]@bibivanderheide.nl
- 5 **Facturen** worden via Mediq ontvangen ([redacted]@mediq.nl) en via dat kanaal door Finance in behandeling genomen. Indien een inkoper/trader een factuur in behandeling wil laten nemen (bv in geval van spoed) geldt tevens:
Factuur zowel **digitaal** als in **hardcopy** aanleveren via [redacted]@ichulpmiddelen.nl o.v.v. het **ordernummer**!

Order Request Form LCH		Order/PO number (by Finance)	FOB	Incoterm FOB Shanghai						
Please list every (sub)delivery as a separate row		19-apr-20	Order date	€						
Product details LCH		Category LCH	Product details supplier	Quantity	Exp. delivery date	Price / unit	Total cost	VAT (%)	VAT	Betalingsafspraken
1. Mondmasker KN95	1. Mondmaskers				29-4-2020		226.000,00		-	Down payment (%)
1. Mondmasker KN95	1. Mondmaskers				5-5-2020		452.000,00		-	J/N Amount incl VAT Payment date:
1. Mondmasker KN95	1. Mondmaskers				7-5-2020		678.000,00		-	50% J 20-apr-20
1. Mondmasker KN95	1. Mondmaskers				8-5-2020		678.000,00		-	Payment agreement (in English)
1. Mondmasker KN95	1. Mondmaskers				10-5-2020		678.000,00		-	50% with PO, 50% against SGS inspection on each batch, 4 days in advance
1. Mondmasker KN95	1. Mondmaskers				14-5-2020		678.000,00		-	Payment term (number of days)
1. Mondmasker KN95	1. Mondmaskers				17-5-2020		1.356.000,00		-	1
1. Mondmasker KN95	1. Mondmaskers				20-5-2020		2.034.000,00		-	Other agreed terms - if applicable (In English)
1. Mondmasker KN95	1. Mondmaskers				23-5-2020		2.486.000,00		-	KN 95 Min. requirement = 85% score on 0.5 micron on NaCl test by TU Delft
1. Mondmasker KN95	1. Mondmaskers				26-6-2020		3.390.000,00		-	because of premium price: min requirement : 90% on 0.5 Micron
1. Mondmasker KN95	1. Mondmaskers				29-5-2020		3.390.000,00		-	article 3-C of general terms of Mediq is not applicable
1. Mondmasker KN95	1. Mondmaskers				1-6-2020		3.390.000,00		-	Approval aanvraag door indieni:
1. Mondmasker KN95	1. Mondmaskers				4-6-2020		3.390.000,00		-	Indieni:
1. Mondmasker KN95	1. Mondmaskers				7-6-2020		3.390.000,00		-	Indieni e-mail:
1. Mondmasker KN95	1. Mondmaskers				10-6-2020		3.390.000,00		-	Teamlead:
1. Mondmasker KN95	1. Mondmaskers				13-6-2020		3.390.000,00		-	Team:
1. Mondmasker KN95	1. Mondmaskers				16-6-2020		3.390.000,00		-	Procuratie:
1. Mondmasker KN95	1. Mondmaskers				19-6-2020		3.390.000,00		-	Approval aanvraag door Finance:
1. Mondmasker KN95	1. Mondmaskers				22-6-2020		3.390.000,00		-	
1. Mondmasker KN95	1. Mondmaskers				24-6-2020		2.034.000,00		-	
				20.000.000						
				Tot. ordercosts	€	45.200.000,00				
				Incl VAT	€	45.200.000,00				
Aankoopcriteria inkoop goederen		J/N/nvt		Toelichting						
Is de productwaliteit getest of gecheckt?		J /N/nvt		5.1.1c						
Is de leverancier bekend? (zo ja, nadere toelichting verplicht)		J /N/nvt								
Is er een leverancier credit check gedaan? (zo ja nadere toelichting)		N /N/nvt								
Is het budget toereikend voor deze order? (by finance)		/N/nvt		Mediq / LCH undertakes to not by-pass, avoid, obviate or otherwise circumvent RGA's relationship with its partners and customers or any third party introduced or disclosed by RGA to Mediq / LCH, nor shall Mediq / LCH, directly or indirectly contact, deal with, transact with or otherwise be involved with any such business partner, customer or third party without the permission of RGA						
Overige noodzakelijke informatie:										
Plaats van goederenoverdracht										
Volledig adres (straat, stad, postcode, land)										
SHANGHAI / PVG										
Leveringsroute inkoop goederen										
Van Via Naar										
Anhui Shanghai										
Transportwijze/indicatie (EXW, FOB)										
Transportmiddel Betaald door Amount										
Luchtvracht LCH										
Supplier				Delivery address			Invoice address			
Name: Relief Goods Alliance BV				5.1.2a			5.1.2a			
Adress: Hoofdstraat 25				5.1.2b			Mediq Nederland BV			
3971 KA				5.1.2c			Op behalf of: Landelijk Consortium Hulpmiddelen			
Driebergen - Rijenburg				5.1.2d			Rijnzathe 10			
Netherlands				5.1.2e			3454 PV Utrecht			
Country: Netherlands				5.1.2f			The Netherlands			
Contact person: [redacted]				5.1.2g			VAT nr: NL854913981801			
Phone number: [redacted]				5.1.2h			Kvk: 62677926			
Contact e-mail: [redacted]				5.1.2i						

Order Request Form LCH		Order/PO number (by Finance)	FOB	Incoterm FOB Shanghai					
Please list every (sub-)delivery as a separate row		Order date	€	Currency					
19/Apr/20									
Product details LCH	Category LCH	Product details supplier	Quantity	Exp. delivery date	Price / unit	Total cost	VAT (%)	VAT	Retainingsafspraken
1. Mondmasker KN95	1. Mondmaskers			4/29/20		226.000,00	-	-	Down payment (%) J/N Amount Incl VAT Payment date:
1. Mondmasker KN95	1. Mondmaskers			5/5/20		452.000,00	-	-	50% J 20/Apr/20
1. Mondmasker KN95	1. Mondmaskers			5/7/20		678.000,00	-	-	Payment agreement (in English)
1. Mondmasker KN95	1. Mondmaskers			5/8/20		678.000,00	-	-	50% with PO, 50% against SGS inspection on each batch, 4 days in advance
1. Mondmasker KN95	1. Mondmaskers			5/10/20		678.000,00	-	-	Payment term (number of days)
1. Mondmasker KN95	1. Mondmaskers			5/14/20		678.000,00	-	-	1
1. Mondmasker KN95	1. Mondmaskers			5/17/20		1.356.000,00	-	-	Other agreed terms - If applicable (in English)
1. Mondmasker KN95	1. Mondmaskers			5/20/20		2.034.000,00	-	-	KN 95 Min. requirement = 85% score on 0.5 micron on NaCl test by TU Delft
1. Mondmasker KN95	1. Mondmaskers			5/23/20		2.486.000,00	-	-	because of premium price: min requirement = 90% on 0.5 Micron
1. Mondmasker KN95	1. Mondmaskers			6/26/20		3.390.000,00	-	-	article 3-c. of general terms of Mediq is not applicable
1. Mondmasker KN95	1. Mondmaskers			5/29/20		3.390.000,00	-	-	Approval aanvraag door Indliener:
1. Mondmasker KN95	1. Mondmaskers		5.1.1c	6/1/20	5.1.1c	3.390.000,00	-	-	5.1.2e
1. Mondmasker KN95	1. Mondmaskers			6/4/20		3.390.000,00	-	-	Indliener:
1. Mondmasker KN95	1. Mondmaskers			6/7/20		3.390.000,00	-	-	Indliener e-mail:
1. Mondmasker KN95	1. Mondmaskers			6/10/20		3.390.000,00	-	-	5.1.2e
1. Mondmasker KN95	1. Mondmaskers			6/13/20		3.390.000,00	-	-	Teamlead:
1. Mondmasker KN95	1. Mondmaskers			6/16/20		3.390.000,00	-	-	Team:
1. Mondmasker KN95	1. Mondmaskers			6/19/20		3.390.000,00	-	-	Procuratie:
1. Mondmasker KN95	1. Mondmaskers			6/22/20		3.390.000,00	-	-	Approval aanvraag door Finance:
1. Mondmasker KN95	1. Mondmaskers			6/24/20		2.034.000,00	-	-	5.1.2e
			20.000,000						
				Tot. ordercosts		€ 49.200.000,00			
				Incl VAT		€ 49.200.000,00			
Aankoopcriteria Inkoop goederen		J/N/vvt	Toelichting						
Is de productkwaliteit getest of gecheckt?		J	J/N/vvt	5.1.1c					
Is de leverancier bekend? (Ja/nee, nodere toelichting verplicht)		J	J/N/vvt						
Is er een leverancier credit check gedaan? (Ja/nee, nodere toelichting)		N	J/N/vvt						
Is het budget toereikend voor deze order? (by finance)			J/N/vvt						
Overige noodzakelijke informatie:		Mediq / LCH undertakes to not by-pass, avoid, obviate or otherwise circumvent RGA's relationship with its partners and customers or any third party introduced or disclosed by RGA to Mediq / LCH, nor shall Mediq / LCH, directly or indirectly contact, deal with, transact with or otherwise be involved with any such business partner, customer or third party without the permission of RGA							
Plaats van goederenoverdracht		Supplier							
Volledig adres (straat, stad, postcode, land)		Name: Relief Goods Alliance BV RGA							
SHANGHAI / PVG		Adres: Hoofdstraat 25 3971 KA							
Leveringsroute Inkoop goederen		Country: Driebergen - Rijsenburg							
Van	Via	Naar	Netherlands						
Amhai	Shanghai		Contact person: 5.1.2e						
Transportwijze Indicatie (EXW, FOB)		Contact e-mail: 5.1.2e@gmail.com							
Transportmiddel	Betaald door	Amount	Delivery address						
Luchvracht	LCH		5.1.2h						
		Invoice address							
		5.1.2e @mediq.com							
		Mediq Nederland BV							
		Op behalf of: Landelijk Consortium Hulpmiddelen							
		Rijnzathe 10							
		3454 PV Utrecht							
		The Netherlands							
		VAT nr: NL854913981B01 KvK: 6267926							

PURCHASE ORDER FORM				
Supplier name:	Relief Goods Alliance BV	Supplier name:	Mediq Nederland B.V.	
Supplier address:	Hoofdstraat 25 3971 KA Driebergen - Rijnburg	Supplier address:	Acting as part of: the Landelijk Consortium Huispinddelen (LCH) Rijnzathe 10 3454 PV Utrecht The Netherlands	
Country:	Netherlands	Country:	The Netherlands	
Contact person:		Contact person:		
Phone number:	5.1.2e	Phone number:		
Contact e-mail:		Contact e-mail:		
Order number:		Order number:	NL854913981801	
Order date:	4/19/20	Order date:	5/26/2020	
Reference name:		Reference name:		
Reference email:		Reference email:		
Invoice address:		Invoice address:	5.1.5 @mediq.com	
Product/service details supplier	Quantity	Expected delivery date	Price per unit ex. VAT	Amount ex. VAT
5.1.1c	5.1.1c	29/Apr/20		226,000,00
		5/May/20		451,000,00
		7/May/20		678,000,00
		8/May/20		678,000,00
		10/May/20		678,000,00
		14/May/20		678,000,00
		17/May/20		1,356,000,00
		20/May/20		2,034,000,00
		23/May/20		2,486,000,00
		26/Jun/20		3,390,000,00
		29/May/20		3,390,000,00
		31/Jun/20	5.1.1c	3,390,000,00
		4/Jun/20		3,390,000,00
		7/Jun/20		3,390,000,00
		10/Jun/20		3,390,000,00
		13/Jun/20		3,390,000,00
		16/Jun/20		3,390,000,00
19/Jun/20		3,390,000,00		
22/Jun/20		3,390,000,00		
24/Jun/20		2,034,000,00		
		Total order value (excl. VAT) €		45,200,000,00
		VAT		€
		Total order value (incl. VAT) €		45,200,000,00
Downpayment:				
Downpayment date:				
Payment agreement:	50% with PO, 50% against SGS inspection on each batch, 4 days in advance			
Payment term (days):	1			
Other agreed terms:	MN 95 Min. requirement = 85% score on 0.5 micron on NaCl test by "U Doef" because of premium price: min requirement = 90% on 0.5 micron article 3-C of general terms of Mediq is not applicable			
Delivery conditions:	FOB	Principal name:	5.1.2e	
Named place:	SHANGHAI / PVG	Principal signature:		
Delivery address:	5.1.2h	Supplier name:	Relief Goods All 5.1.2e	
		Supplier signature:	5.1.2e	
			5.1.2e	
			5.1.2e	
We kindly ask you to check this order on product details, volume, delivery date, price and order value. Deviations should be reported to the contact person of the supplier.				
Delivery and billing need to be conducted at the order number listed above.				
Billing statement requires stating your VAT number and bank account details.				
This purchase order, and any related agreement, is conducted under and governed by the general purchase conditions of Mediq Nederland B.V. which will be provided to you on your request. The Mediq general purchase conditions shall prevail over any general conditions of sale of the supplier, which are hereby expressly rejected.				

DISTRIBUTION SHEET Landelijk Consortium Hulpmiddelen**LCH**

Supplier name: Relief Goods Alliance BV
Supplier address: Hoofdstraat 25
 3971 KA
 Driebergen - Rijsenburg
 Netherlands
Country: Netherlands
Contact person: [Redacted]
Phone number: [Redacted]
Contact e-mail: [Redacted]@gmail.com

Mediq Nederland B.V.
 Acting as part of: the Landelijk Consortium Hulpmiddelen (LCH)
 Rijnzathe 10
 3454 PV Utrecht
 The Netherlands

Invoice address: [Redacted]@mediq.com

Order number:
Order date: 19-4-2020
Reference name LCH:

BTW: NL854913981B01
KVK: 62677926

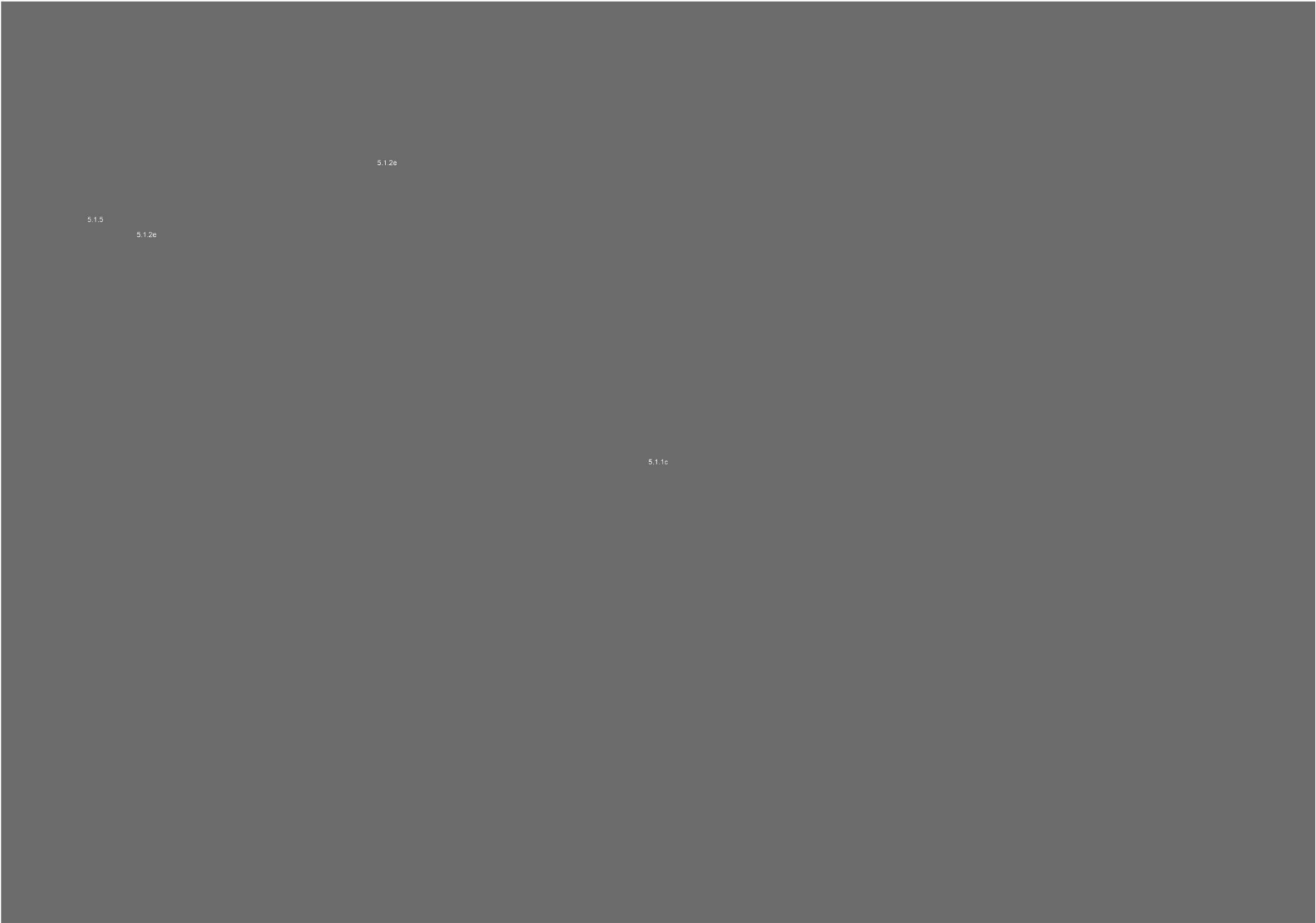
Product/service details LCH	Product/service details supplier	Quantity	Expected delivery date
1. Mondmasker KN95			29-apr-20
1. Mondmasker KN95			5-mei-20
1. Mondmasker KN95			7-mei-20
1. Mondmasker KN95			8-mei-20
1. Mondmasker KN95			10-mei-20
1. Mondmasker KN95			14-mei-20
1. Mondmasker KN95			17-mei-20
1. Mondmasker KN95			20-mei-20
1. Mondmasker KN95			23-mei-20
1. Mondmasker KN95			26-jun-20
1. Mondmasker KN95			29-mei-20
1. Mondmasker KN95	5.1.1c	5.1.1c	1-jun-20
1. Mondmasker KN95			4-jun-20
1. Mondmasker KN95			7-jun-20
1. Mondmasker KN95			10-jun-20
1. Mondmasker KN95			13-jun-20
1. Mondmasker KN95			16-jun-20
1. Mondmasker KN95			19-jun-20
1. Mondmasker KN95			22-jun-20
1. Mondmasker KN95			24-jun-20

Delivery condition: FOB
Named place: SHANGHAI / PVG

Delivery address:

[Redacted] 5.1.2h

Goederenoverdracht		
Plaats van overdracht		
SHANGHAI / PVG		
Leveringsroute inkoop goederen		
Van	Via	Naar
Anhui	Shanghai	
Transportprijs indicatie (EXW, FOB)		
Transportmiddel	Betaald door	Amount
Luchvracht	LCH	-



5.12e

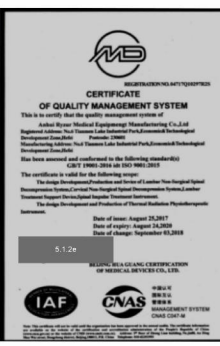
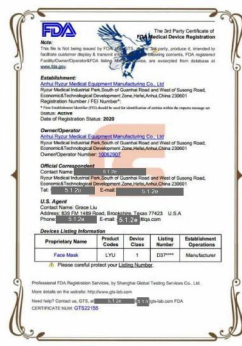
5.15

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Business License



Product image



proof of export



Product quality and safety Book

产品质量安全书

为保证产品质量，明确购销双方产品质量责任，确保产品质量合格，保证产品安全，特作如下保证：

- 一、我公司提供的口罩产品质量按照国家标准执行，并向购货方提供产品样品，经购货方同意后向购货方提供产品，并保证产品质量的稳定。
- 二、供货方向购货方提供加盖供货单位公章的生产许可证、营业执照复印件。
- 三、供货方向购货方提供加盖供货单位公章的口罩产品标准复印件。
- 四、供货方保证所供口罩产品符合法定的质量标准，并对口罩产品质量负责，必要时向购货方提供必要的质量资料，诸如产品检验报告书等相关资料。
- 五、供货方的口罩产品包装、注册商标等符合国家有关规定。
- 六、购货方严格按产品包装上注明的贮藏条件贮藏，因购货方对口罩产品保管养护不善而造成产品质量问题由购货方负责。
- 七、消费者因口罩产品质量问题进行投诉，供货方应积极配合妥善解决，如确属供货方责任，供货方承担全部责任和费用。
- 八、质量争议（问题）的处理：
购货方应严格按照制定的技术标准对供货方的产品进行检验，保证检验的公正和科学性，对检验不合格的剩余样品应保留一周。
对确属供货方质量问题的，已经使用造成的损失，由我公司负责。
对确属供货方生产质量问题的，没有使用的，由供需双方协商解决。



决（退货或降价）。

九、本产品质量安全书自双方签订供货合同发生供货时生效，业务终止时同时终止。



1. All the masks factory provide are following the Chinese GB standard, and factory will provide samples to buyer, after the buyer confirmed the quality, then sell the products to the buyer, all the products should have same quality as the samples.
2. The factory should provide the copy of Production license and the company license with company stamp.
3. The factory should provide the copy of the masks production standard with company stamp.
4. The factory should provide the mask with government legal requirement, and responsible to the quality of the masks, and provide the essential quality proofs if required, such as inspection report.
5. All the packing and trademark also need to follow the government legal regulation.
6. The buyer must store the products with the storage requirements that printed on the packing, and the buyer need to take the consequence if the products have quality issue due to the incorrect storage.
7. If consumer have quality issue to the buyer, the factory must actively support the buyer and solve the issue.
8. About the solution for quality issue:
 - The buyer must do the product inspection to the products and make sure the inspection result is scientific and fair, if the result is failed, the buyer should keep the samples for 1 week.
 - If the quality issue is caused by factory, then the factory will response for all the lost than the products being used cause
 - If the quality issue is caused by the production from factory, for all the products that haven't use yet, can come up with a solution that both parties agree such as provide discount or others.
9. This book will effective start when signed contract, and will disactivated when the business is over.