

## **Further current Schuler-Information and especially site-specific circumstances:**

### **Times of goods receipt and down period dates for the incoming goods:**

The goods receipts are closed during the holidays on the following days:

**Site São Paulo:** 24.12.2018 / 25.12.18 and 31.12.18 / 01.01.19

Service and Maintenance department deliveries may be accepted provided they have previously been approved by a person responsible for the receipt.

### **Times of goods receipt**

Please consider the opening hours for the incoming goods:

**Site São Paulo:** Mon – Thurs. 7:30 – 11:50 / 13:00 – 16:00 o'clock

Fri – 7:30 – 11:50 o'clock

Service and Maintenance deliveries out of these time schedule – Only with the prior approval of a responsible person duly identified in the invoice with name, telephone and email.

There will be no receipt of goods on the last business day of the current month.

### **Transmission of sales confirmation:**

**Site São Paulo:** Please check the purchase order for the responsible buyer and send your order Confirmation per E-mail, preferably as PDF-file.

**Further order information concerning correspondence and information on contract based documents for Schuler Pressen Brazil:**

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The following data have to be listed on the delivery note, the wrapping and on the invoice.

- Our order number
- Our order position
- Our material number and
- Part number for each order position

The term of payment starts after sending and invoice entry.

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Confirmation of the Compliance guidelines of the ANDRITZ group:

The supplier confirms that

- He got and read the „ANDRITZ code of conduct and ethics for suppliers” that is published on the following website: [www.andritz.com](http://www.andritz.com) [1];
- He covenants to stick to the supply codex of the ANDRITZ group and confirms that this is the fundament for current and future business relations with ANDRITZ (ANDRITZ AG and their involved organizations);
- This ANDRITZ-supply codex is part between the supplier and the final agreement of the ANDRITZ group, irrespective if it is referenced in the contract or not;
- He is taken on responsibility for the adherence to the supply codex through his staff, representative of the organization as well as his subcontractors and business partners which he needed for the delivery of products and/or output within the scope of the business relations.

ANDRITZ reserves the right to resign the business relations or the contract if there is a fundamental infringement against the designation that is announced in the supply codex of ANDRITZ. In case of a committed infringement the supplier has to hold against the ANDRITZ supply codex harmless and uncomplaining.