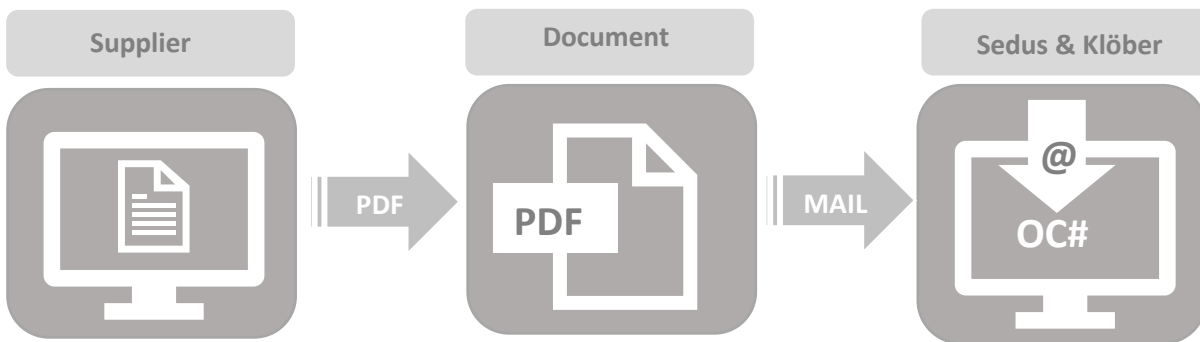


Electronic order confirmation entry for purchasing documents of the Sedus Stoll Group

By transmitting your order confirmation as a PDF, you ensure faster transmission of the data. In addition, you support us in optimizing the processing of your order confirmations.

The quality of your documents is the basis for our processing, in particular to ensure that your confirmation is recorded promptly and to guarantee a correct assessment of your delivery performance.





PDF document requirements

- o The PDF file must be created directly from the source program (ERP, Excel, Word ...). Scanned documents cannot be read in automatically.
- o File type: Only unencrypted documents with the file extension .pdf are accepted and processed.
- o File name: No use of special characters [\ / : * ? " < >]
- o File size: Maximum 20 MB per e-mail

PDF content requirements

- o Reference: Your internal reference or order no.
- o Date of issue of your order confirmation: in short date format DD.MM.YYYY old-native WW/YYYY
- o Sedus order number in correct spelling without modifications
- o Sedus material no. In Please note the dotting.
- o Delivery/service date:
 - o Please enter the date of arrival at the agreed destination. Please take into account the expected transportation time based on the agreed transit times. In OTIF's on-time delivery evaluation, early deliveries of 1-2 days before the target date are considered punctual.
 - o In short date format: DD.MM.YYYY
 - o In calendar week format: WW/YYYY alternatively WW/YYYY
 - o The Friday of the week confirmed by you is automatically stored as the delivery date.
- o Price: in the format 0.00XX or 0.00XX The spelling within the document must be uniform.
- o Price unit: representation in number format
- o Currency: EUR / € / Euro
- o Quantity: in the format 0.00XX or 0.00XX The spelling within the document must be uniform.

Changes to the object of delivery & services

Deviations from the delivery and service object of the order cannot be processed. Technical and content-related changes must be agreed with our contact person. Please send documents with deviations in content to the personal e-mail address of your contact person with a reference to the deviation.

Order confirmation mailing

Send only one PDF document as an e-mail attachment. Other attachments, e.g. timesheets etc., cannot be processed and may result in processing being aborted.

E-Mail addresses:

- Sedus Stoll AG: oc_seating@sedus.com
- Sedus Systems GmbH: oc_systems@sedus.com
- Klöber GmbH: oc@kloeber.com