

AF AGREEMENTS

VDS GENERAL PURCHASE ORDER GUIDELINES – version date: 11/12/2025

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**VANDERSANDEN STEENFABRIEKEN NV – Riemsterweg 300, 3740 Bilzen – RPR Antwerpen
(afd. Tongeren) nr. 0441.625.063 – BTW BE0441.625.063**

You have received a purchase order from Vandersanden. To ensure a proper order fulfilment, it is essential to comply with the following general guidelines that apply to all Vandersanden purchase orders.

1. Order Confirmation

When you receive a new or updated Vandersanden purchase order, we expect you to send your order confirmation within the next 24 hours to your Vandersanden contact as stated on the Vandersanden purchase order.

All your order confirmations need to include:

- The Vandersanden purchase order number.
- Your unique item reference number for each order line (if applicable).
- Detailed description of goods and/or services.
- Quantity, € unit price, € subtotal and € total price.
- Your confirmed delivery date(s).
- Applicable € taxes, € duties and/or € fees.

2. Delivery

Goods and/or services shall be delivered to the Vandersanden delivery address as stated on the Vandersanden purchase order. As a Vandersanden supplier, you are responsible for:

- Pack the goods to prevent damage or loss during transportation and handling.
- Deliver the goods and/or services within your confirmed timeframe.
 - Partial or early deliveries require prior written approval from your Vandersanden contact.
- Resolve defects or non-conformances assessed by Vandersanden during delivery or when put into operation on site.
 - In case of defects or non-conformances, you will provide:
 - A written feedback including a workable solution within the next 3 days.
 - A prompt replacement or repair of defective and non-compliant items at no additional cost to Vandersanden.
 - Technical support if needed and requested by Vandersanden.

Goods can be delivered during the Vandersanden warehouse opening hours:

Vandersanden Company	Warehouse opening hours
Vandersanden BE-3650 Lanklaar	6:00 – 21:00 (Friday until 19h00)
Vandersanden Pirrouet BE-3650 Dilsen-Stokkem	7:00 – 14:30 (Friday until 13h30)
Vandersanden BE-3740 Spouwen-Bilzen	6:00 – 21:00 (Friday until 19h00)
Vandersanden BE-3630 Maasmechelen	7:30 – 16:00 (Friday until 14h00)
Vandersanden FR-59250 Halluin (Menen)	Mon to Fri: 9:00 to 12:00 and 13:30 to 17:00
Vandersanden UK-PE27 5JL St. Ives, Cambridgeshire	Local office hours only
Steenfabriek NL-6916 Tolkamer	7:00 – 16:30
Steenfabriek NL-6917 AD Spijk	7:00 – 16:30
Steenfabriek NL-5995 NX Kessel	7:30 – 16:00
Steenfabriek NL-5257 NC Hedikhuizen	7:00 - 15:00
Steenfabriek NL-6191 BG Beek	7:30 – 16:30
Vandersanden DE-31226 Peine	Local office hours only
Vandersanden DE-02894 Oberlausitz-Vierkirchen	7:30 – 16:30

Acceptance of the goods and/or services upon delivery does not waive Vandersanden's right to claim damages or enforce warranties at a later date.

3. Invoicing

Invoicing via Peppol is recommended for all Vandersanden suppliers and mandatory if you invoice from a Belgian company. If you invoice from a non-Belgian company, structured electronic invoicing is mandatory. All your invoices must be sent electronically and addressed to the Vandersanden company as stated on the Vandersanden purchase order. If you are unable to support Peppol e-invoicing, all your invoices need to be transferred electronically to one of the following Vandersanden email accounts:

Vandersanden Company <i>(select the Vandersanden company as stated on the Vandersanden purchase order)</i>	Vandersanden email accounts
Vandersanden Group NV - Holding	vds@vandersanden.com
Vandersanden steenfabrieken NV	vdb@vandersanden.com
Vandersanden France SA	vdf@vandersanden.com
Vandersanden UK LTD	vdu@vandersanden.com
Vandersanden Nederland BV	vdn@vandersanden.com

Steenfabriek Tolkamer BV	tol@vandersanden.com
Steenfabriek Spijk BV	spk@vandersanden.com
Steenfabriek Kessel BV	kes@vandersanden.com
Steenfabriek Hedikhuizen BV	hed@vandersanden.com
Steenfabriek Beek BV	bee@vandersanden.com
Vandersanden Deutschland GmbH	vdd@vandersanden.com
Ziegelwerk Oberlausitz GmbH	obl@vandersanden.com

Any invoices not sent to the correct Vandersanden email account can be subject to payment delays.

All your e-invoices shall include:

- The Vandersanden purchase order number.
- Your unique item reference number for each individual item (*if applicable*).
- Detailed description of goods and/or services.
- Quantity, € unit price, € subtotal and € total price.
- Invoice date.
- Applicable € taxes, € duties and/or € fees.

4. Health, Safety & Environment

You warrant that all goods and services delivered shall comply with all applicable Belgian, Dutch and European Union laws, regulations and standards related to safety, health, and environmental protection. Any failure to meet these legal obligations shall be considered a material breach, entitling Vandersanden to oblige you to adapt the material or services described in the scope of work. In case of significant delay and failure to meet the required result in time, Vandersanden has the right to cancel the purchase order and claim compensation for any resulting damages.

You guarantee that goods and/or services are delivered free from liens, encumbrances or third-party claims. Any breach of this clause entitles Vandersanden to claim all associated costs and damages.

5. Confidentiality

All information disclosed by Vandersanden on a purchase order is deemed confidential and proprietary. The Supplier shall not disclose such information without prior written consent for five (5) years to any third parties. These confidentiality obligations extend to the Supplier's employees, subcontractors, and agents. Breaches of confidentiality will result in liability for damages.