

SIA "Trade Link+" (hereinafter – the Client) issues the following Procurement Order:

Please confirm this Procurement Order by signing and stamping it with the authorized representative's details (as per power of attorney, procuration, or statutory authority). A scanned copy of the signed document must be sent to office@tradelink.lv within one business day. Confirming this Procurement

Order is mandatory for processing the payment of delivered goods or services.

The terms of the delivery note must comply with this Procurement Order and the Client's Procurement

Standard Delivery Instructions & Terms for Suppliers of SIA Trade Link+

To ensure a smooth transaction and continued partnership, all suppliers of SIA Trade Link+ are required to acknowledge and adhere to the following terms, which are derived from the requirements of our end-customers.

1. Delivery & Timing

Delivery Date: The confirmed delivery date is final. Adherence to the production and shipping schedule is critical.

Late Delivery Penalty: An interest fee for late delivery of goods can be charged to the Supplier in the amount of 1.0% of the total value of the delayed goods per each day of delay. This will be strictly enforced to cover penalties imposed on us by our customers.

2. Packaging & Labeling

Packaging Material: All goods must be packed securely to withstand international shipping and handling. The use of plywood or other non-compliant wood packaging materials for certain customers is strictly prohibited and will result in refusal of the shipment. Specific instructions will be provided per order.

Labeling: Each package must be clearly labeled with the Purchase Order number, item code, quantity, and gross/net weight.

3. Documentation

The Supplier is responsible for providing all necessary shipping and customs documents accurately and in a timely manner. This includes, but is not limited to: Commercial Invoice, Packing List, Bill of Lading, Certificate of Origin, Any other documents specified in the purchase order.

The Supplier bears responsibility for any duties, taxes, or penalties arising from incorrect documentation or non-compliance.

4. Import-Export Terms

The Supplier must comply with all applicable export and import laws, sanctions, and trade restrictions in both the Supplier's and Client's jurisdictions. All required export/import licenses or permits must be obtained prior to shipment.

International shipments must follow the agreed Incoterms 2020. The Supplier is responsible for transport, risk of loss, and insurance as specified in the Procurement Order.

Insurance: The Supplier shall insure goods for their full value against loss or damage during transport until delivery to the Client's designated location.

Terms, available at <https://tradelinkplus.com> which form an integral part of this order.

The Procurement Order number must be indicated on the delivery note.

The work is considered completed, and the invoice payment term begins on the day the Acceptance-Delivery Act is signed by the Client's procurator or financial director. The Contractor must submit original invoices within five days after the delivery of goods and/or completion of services, in accordance with this Procurement Order's payment terms. Invoices must be submitted by mail, at the Client's secretariat, or electronically, if both parties have agreed to electronic invoicing.

A penalty of EUR 50.00 per day of delay will apply for late submission of the original invoice.

The Supplier agrees not to recruit or solicit the Client's employees or employees of installation/assembly companies directly cooperating with the Client. A penalty of EUR 50,000.- applies for violating this clause.

The Contractor confirms that it is familiar with and bound by the "Labour Protection and Fire Safety Instructions for Third Parties" (hereinafter the "Instructions"), available at <https://tradelinkplus.com>. The Contractor must ensure that all personnel involved in service execution under this order are informed of these Instructions.

For each day of delay in delivering goods or providing services, the service provider will incur a late payment penalty of 1% of the total remuneration for the order, per day of delay.

Please note that goods acceptance by the Client takes place only on business days until 16:30. Additionally, the Client does not accept deliveries on the last business day of the month. Deliveries beyond these times are only possible with prior agreement from the responsible procurement specialist.

For deliveries to the Client from outside the European Union, the transporter must ensure that all customs clearance procedures are completed before delivery. Otherwise, delivery of goods to the Client's premises is PROHIBITED.

All spare parts purchased by the Client must be packed exclusively in OSB packaging. Plywood packaging will not be accepted.

All outsourcing service providers arriving at the Client's premises with their own tools must carry a tool list and present it to security personnel upon arrival and departure.

Invoices for work performed by external service provider employees will be paid only for actual hours worked, as confirmed by the Client's work recipient and the Client's personalized electronic entry card system records.

If the Client issues the Contractor an electronic registration card for logging entry and exit from the Client's premises, and the Contractor fails to return it within the specified timeframe, a penalty of EUR 50.00 per lost card will apply.

For each breach of obligations, if the Client files a claim against the Contractor, the Client is entitled to administrative costs of 0.2% of the claim amount, with a minimum charge of EUR 100.00 per case.

To establish strong and reliable relationships with suppliers, the Client expects full acceptance and compliance with the following principles:

- Adherence to competition laws, prohibition of corruption, and prevention of money laundering or bribery.
- Strict prohibition of child labour, discrimination, or forced labour. Employee working hours and wages must comply with applicable laws.
- Compliance with workplace safety laws, environmental regulations, and health standards, with appropriate management systems in place.
- Confidentiality of exchanged business information, which must never be used for illegal purposes or personal gain.

- Suppliers must ensure that these principles are also upheld by their subcontractors and suppliers.

The Supplier must ensure that the Supplier Code of Conduct (CoC) is signed and a copy is sent to the responsible procurement specialist.